



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref. no.3/4/1/5

2019-07-19

NOTICE OF THE 29TH MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY WEDNESDAY, 2019-07-24 AT 10:00

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

COUNCILLORS	FJ Badenhorst	DD Joubert
	FT Bangani-Menziwa (Ms)	N Mananga-Gugushe (Ms)
	Ald PW Biscombe	C Manuel
	G Cele (Ms)	NE Mcombring (Ms)
	PR Crawley (Ms)	XL Mdemka (Ms)
	A Crombie (Ms)	C Moses (Ms)
	Z Dalling (Ms)	RS Nalumango (Ms)
	R Du Toit (Ms)	N Olayi
	J Fasser	MD Oliphant
	A Florence	SA Peters
	AR Frazenburg	MM Pietersen
	E Fredericks (Ms)	WF Pietersen
	T Gosa	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)
	MC Johnson	

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 **29TH MEETING** of the **COUNCIL** of **STELLENBOSCH MUNICIPALITY** will be held in the **COUNCIL CHAMBER, TOWN HOUSE, PLEIN STREET, STELLENBOSCH** on **WEDNESDAY, 2019-07-24** at **10:00** to consider the items on the Agenda.

SPEAKER
WC PETERSEN (MS)

**29TH MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY
2019-07-24**

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
1.	OPENING AND WELCOME	
2.	COMMUNICATIONS	
2.1	MAYORAL ADDRESS	
2.2	COMMUNICATION BY THE SPEAKER	
2.3	COMMUNICATION BY THE MUNICIPAL MANAGER	
3.	OFFICIAL NOTICES	
3.1	DISCLOSURE OF INTERESTS	
3.2	APPLICATIONS FOR LEAVE OF ABSENCE	
4.	CONFIRMATION OF MINUTES	
4.1	The minutes of the 27 th Council Meeting: 2019-05-29 refers (APPENDIX 1) FOR CONFIRMATION	4
4.2	The minutes of the 28 th Council Meeting: 2019-06-12 refers (APPENDIX 1) FOR CONFIRMATION	63
5.	STATUTORY MATTERS	
	NONE	
6.	REPORT/S BY THE MUNICIPAL MANAGER RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS COUNCIL MEETINGS	
	The report by the Municipal Manager re outstanding resolutions taken at previous meetings of Council is attached as APPENDIX 1 .	91
7.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [ALD G VAN DEVENTER (MS)]	
7.1	COMMUNITY AND PROTECTION SERVICES: [PC: CLLR Q SMIT]	
7.1.1	POWERS AND APPOINTMENT OF LAW ENFORCEMENT OFFICERS APPOINTED BY MUNICIPALITIES	121
7.2	CORPORATE SERVICES: [PC: CLLR AR FRAZENBURG]	
7.2.1	APPLICATION TO LEASE UNIT 1 OF BOSMANSHUIS (PART OF THE DORP STREET FLATS UNITS) TO THE IEC: CONSIDERATION OF WRITTEN INPUTS RECEIVED	133
7.2.2	PROPOSED EXCHANGE OF LAND: DISPOSAL OF ERF 1523 TO THE SEVENTH DAY ADVENTIST CHURCH IN EXCHANGE FOR ERF 718, KAYAMANDI: CONSIDERATION OF INPUTS RECEIVED	150
7.2.3	PROPOSED CONCLUSION OF LEASE AGREEMENTS: LEASE FARMS 502 AX AND AY	173
7.3	FINANCIAL SERVICES: [PC: CLLR P CRAWLEY (MS)]	
	NONE	188
7.4	HUMAN SETTLEMENTS: [PC: CLLR N JINDELA]	
7.4.1	PROPOSED DEVELOPMENT OF ERF 81/2 AND ERF 81/9, STELLENBOSCH, FOR BACKYARDERS OF STELLENBOSCH	188
7.5	INFRASTRUCTURE SERVICES: [PC: CLLR Q SMIT]	
	NONE	195
7.6	PARKS, OPEN SPACES AND ENVIRONMENT: [PC: CLLR XL MDEMKA (MS)]	
	NONE	195
7.7	PLANNING AND ECONOMIC DEVELOPMENT [PC: CLLR E GROENEWALD (MS)]	
	NONE	195
7.8	RURAL MANAGEMENT AND TOURISM: [PC: CLLR S PETERS]	
	NONE	195
7.9	YOUTH, SPORTS AND CULTURE: [PC: CLLR M PIETERSEN]	
	NONE	195

ITEM	SUBJECT	PAGE
7.10	REPORT(S) BY THE MUNICIPAL MANAGER	
7.10.1	APPROVED TOP LAYER (TL) SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2019/20	196
7.10.2	REVISED PERFORMANCE MANAGEMENT POLICY 2019/20	236
7.10.3	PERFORMANCE AGREEMENTS 2018/19 OF THE CHIEF FINANCIAL OFFICER AND THE DIRECTOR: COMMUNITY AND PROTECTION SERVICES	284
8.	CONSIDERATION OF ITEMS, REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS SUBMITTED VIA THE OFFICE OF THE MUNICIPAL MANAGER	
8.1	MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC): [CLLR WF PIETERSEN]	
	NONE	
8.2	REPORT/S BY THE MUNICIPAL MANAGER	
8.2.1	STELLENBOSCH MUNICIPALITY STANDING RULES OF ORDER BY-LAW FOR THE MEETINGS OF THE COUNCIL AND ITS COMMITTEES	363
8.2.2	UPDATE OF TREE REGISTER FOR THE COMMUNITY SERVICES DEPARTMENT FOR THE 2018/2019 FINANCIAL YEAR	395
8.2.3	GRANT ALLOCATION OF TOURISM FUNDING TO TOURISM ENTITIES	401
8.2.4	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR MAY AND JUNE 2019	435
8.2.5	MFMA SECTION 52 REPORTING UP TO JUNE 2019	441
8.2.6	OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 4 (01 APRIL 2019 - 30 JUNE 2019)	486
8.2.7	CONTRACTS HAVING FUTURE BUDGETARY IMPLICATIONS – MUNICIPAL VALUER	509
8.2.8	RECRUITMENT AND SELECTION PROCESS OF THE DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT	548
9.	MATTERS FOR NOTIFICATION	
9.1	REPORT/S BY THE EXECUTIVE MAYOR	
9.1.1	REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR FOR THE QUARTER: APRIL 2019 TO JUNE 2019 (ANNEXURE 1)	553
9.1.2	REPORT BY THE EXECUTIVE MAYOR ON THE MAYOR – RECTOR FORUM MEETING: 30 MAY 2019 (ANNEXURE 1)	575
9.2	REPORT/S BY THE SPEAKER	
	NONE	
9.3	REPORT/S BY THE MUNICIPAL MANAGER	
9.3.1	DECISIONS TAKEN BY DIRECTORATES IN TERMS OF DELEGATED AUTHORITY 01 APRIL 2019 UNTIL 30 JUNE 2019 (ANNEXURE 1)	584
10.	CONSIDERATION OF NOTICES OF QUESTIONS AND NOTICES OF MOTIONS RECEIVED BY THE SPEAKER	
	NONE	
11.	CONSIDERATION OF URGENT MOTIONS	
12.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER	
13.	CONSIDERATION OF REPORTS	
13.	REPORTS SUBMITTED BY THE SPEAKER	
	NONE	
13.2	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR	
	NONE	
14.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	(SEE PINK DOCUMENTATION - TO BE DISTRIBUTED IN DUE COURSE)	708

1.	OPENING AND WELCOME	
2.	COMMUNICATIONS	
2.1	MAYORAL ADDRESS	
2.2	COMMUNICATION BY THE SPEAKER	
2.3	COMMUNICATION BY THE MUNICIPAL MANAGER	
3.	OFFICIAL NOTICES	
3.1	DISCLOSURE OF INTEREST	
3.2	APPLICATIONS FOR LEAVE OF ABSENCE	(3/4/1/6)
4.	CONFIRMATION OF MINUTES	(3/4/1/5)
4.1	CONFIRMATION OF MINUTES OF THE 27 TH COUNCIL: 2019-05-29	(3/4/1/5)

The minutes of the 27th Council Meeting: 2019-05-29 is attached as **APPENDIX**

1. **FOR CONFIRMATION**

APPENDIX 1



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Ref. no.3/4/1/5

2019-05-29

MINUTES

**27TH MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY**

2019-05-29 AT 10:00

Detailed account of the meeting proceedings is available on audio recording, which is obtainable from The Municipal Manager's Office per Request for Information (RFI)

MINUTES
27TH MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY
2019-05-29

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
1.	OPENING AND WELCOME	
2.	COMMUNICATIONS	
2.1	MAYORAL ADDRESS	
2.2	COMMUNICATION BY THE SPEAKER	
2.3	COMMUNICATION BY THE MUNICIPAL MANAGER	
3.	OFFICIAL NOTICES	
3.1	DISCLOSURE OF INTERESTS	
3.2	APPLICATIONS FOR LEAVE OF ABSENCE	
4.	CONFIRMATION OF MINUTES	
4.1	The minutes of the 26 th Council Meeting: 2019-04-24 refers (APPENDIX 1) FOR CONFIRMATION	
5.	STATUTORY MATTERS	
5.1	APPROVAL OF THE DRAFT SECOND REVIEW OF THE FOURTH GENERATION IDP (2017 – 2022) (APPENDIX DISTRIBUTED UNDER SEPARATE COVER)	5
5.2	MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK: 2019/2020-2021/2022 (APPENDICES 1-32 DISTRIBUTED UNDER SEPARATE COVER)	7
6.	REPORT/S BY THE MUNICIPAL MANAGER RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS COUNCIL MEETINGS	
	The report by the Municipal Manager re outstanding resolutions taken at previous meetings of Council is attached as APPENDIX 1 .	9
7.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [ALD G VAN DEVENTER (MS)]	
7.1	COMMUNITY AND PROTECTION SERVICES: [PC: CLLR Q SMIT]	
7.1.1	STELLENBOSCH MUNICIPALITY CLOSED CIRCUIT TELEVISION POLICY (ANNEXURE A-C)	10
7.2	CORPORATE SERVICES: [PC: CLLR AR FRAZENBURG]	
7.2.1	APPLICATION TO ACQUIRE AN ADDITIONAL PORTION OF LAND FOR THE PURPOSE OF EXTENDING THE CLINIC IN KLAPMUTS: CORRECTION OF PROPERTY DESCRIPTION (APPENDIX 1)	11
7.2.2	PROPOSED DISPOSAL OF ERF 347, LE ROUX (GROENDAL) (ANNEXURE A-B)	13
7.3	FINANCIAL SERVICES: [PC: CLLR P CRAWLEY (MS)]	
	NONE	
7.4	HUMAN SETTLEMENTS: [PC: CLLR N JINDELA]	
	NONE	
7.5	INFRASTRUCTURE SERVICES: [PC: CLLR Q SMIT]	
7.5.1	REPLACEMENT OF EXISTING PIPE SYSTEMS EMPLOYING CONVENTIONAL AND SPECIALISED TRENCHLESS CONSTRUCTION TECHNOLOGY IN THE STELLENBOSCH MUNICIPAL AREA, FOR A CONTRACT PERIOD ENDING 30 JUNE 2019 (ANNEXURES A-C)	14
7.6	PARKS, OPEN SPACES AND ENVIRONMENT: [PC: CLLR XL MDEMKA (MS)]	
7.6.1	PARADYSKLOOF NATURE AREA ENVIRONMENTAL MANAGEMENT PLAN (ANNEXURE A-D)	16
7.6.2	USE OF PUBLIC OPEN SPACE (ERF 3931) AND PLAYGROUND AT UNIEPARK (ERF 3363) REQUESTING FOR THE CONSTRUCTION OF A MOUNTAIN BIKE CYCLING PATH AND JUNIOR CYCLING TRACK IN THE PLAY PARK IN UNIEPARK	18

ITEM	SUBJECT	PAGE
7.7	PLANNING AND ECONOMIC DEVELOPMENT [PC: CLLR E GROENEWALD (MS)]	
7.7.1	DRAFT LAND USE ENFORCEMENT POLICY FOR STELLENBOSCH MUNICIPALITY, MARCH 2019	20
7.7.2	RECOMMENDATION AND FINDING IN RESPECT OF THE APPOINTMENT OF EXTERNAL MUNICIPAL PLANNING TRIBUNAL MEMBERS AS DETERMINED BY THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW (2015)	21
7.8	RURAL MANAGEMENT AND TOURISM: [PC: CLLR S PETERS]	
	NONE	
7.9	YOUTH, SPORTS AND CULTURE: [PC: CLLR M PIETERSEN]	
	NONE	
7.10	REPORT(S) BY THE MUNICIPAL MANAGER	
7.10.1	REVISED PERFORMANCE MANAGEMENT POLICY	23
7.10.2	PROPOSED TRANSFER OF MANAGEMENT AND OWNERSHIP OF VAALDRAAI (ELSENBURG) FROM PROVINCIAL GOVERNMENT OF THE WESTERN CAPE TO STELLENBOSCH MUNICIPALITY	24
8.	CONSIDERATION OF ITEMS, REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS SUBMITTED VIA THE OFFICE OF THE MUNICIPAL MANAGER	
8.1	MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC): [CLLR WF PIETERSEN]	
8.1.1	CONSIDERATION OF EXPENDITURE INCURRED RELATING TO THE 2016/2017 FINANCIAL YEAR	25
8.1.2	CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY AFFIRMATIVE PORTFOLIOS (PTY) LTD	26
8.1.3	CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY ENGAR WASTE SERVICES T/A WASTE CARRIERS	27
8.1.4	CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY HYDRENCO (PTY) LTD FOR REPAIRS TO REFUSE TRUCK	29
8.1.5	CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY RESOURCE INNOVATIONS FOR HIRING OF GENSET	31
8.1.6	CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY CPI CONSORTIUM (PTY) LTD	33
8.1.7	CONSIDERATION OF EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY F.G. JACOBS TRANSPORT CC FOR THE HIRING OF A DIGGER LOADER	34
8.1.8	CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY LITRONICS FOR SIMONSBERG HIGH SITE RENTAL	36
8.2	REPORT/S BY THE MUNICIPAL MANAGER	
8.2.1	ADOPTION OF THE STELLENBOSCH MUNICIPALITY ZONING SCHEME BY-LAW, 2019	37
8.2.2	ANNUAL YOUTH DAY SPORT EVENT: MAYORAL CUP	41
8.2.3	INTEGRATED DISASTER RISK FRAMEWORK	42
8.2.4	TABLING OF REPORT SEEKING AUTHORISATION FOR THE MUNICIPAL MANAGER TO ENTER INTO MULTI-STAKEHOLDER ENGAGEMENT TO EXPLORE POTENTIAL TO UNLOCK THE RE-GENERATION AND TRANSFORMATION POTENTIAL OF THE ADAM TAS CORRIDOR	43
8.2.5	ADOPTION OF THE FINAL CAPITAL EXPENDITURE FRAMEWORK 2019	45
8.2.6	INTEGRATED HUMAN SETTLEMENTS PLAN: STELLENBOSCH MUNICIPALITY (APPENDIX 1)	46
8.2.7	GRANT ALLOCATIONS FOR ANIMAL WELFARE ORGANISATIONS AS DETERMINED BY THE GRANT COMMITTEE (APPENDIX 1)	48
9.	MATTERS FOR NOTIFICATION	
9.1	REPORT/S BY THE EXECUTIVE MAYOR	
	NONE	
9.2	REPORT/S BY THE SPEAKER	
	NONE	
9.3	REPORT/S BY THE MUNICIPAL MANAGER	
9.3.1	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR APRIL 2019	49

ITEM	SUBJECT	PAGE
10.	CONSIDERATION OF NOTICES OF QUESTIONS AND NOTICES OF MOTIONS RECEIVED BY THE SPEAKER	
10.1	QUESTION BY CLLR DA HENDRICKSE: ASLA PRICES: IDAS VALLEY HOUSING PROJECT (APPENDIX 1)	50
10.2	QUESTION BY CLLR DA HENDRICKSE: INCREASE IN NUMBER OF FLATS FROM 60 TO 96: IDAS VALLEY HOUSING PROJECT (APPENDIX 2)	50
10.3	QUESTION BY CLLR F ADAMS: COMMISSIONERS OF OATHS (APPENDIX 1)	51
10.4	QUESTION BY CLLR F ADAMS: UNSPENT FUNDING (APPENDIX 2)	51
10.5	QUESTION BY CLLR LK HORSBAND (MS): BOREHOLES SINCE AUGUST 2017 (APPENDIX 1)	52
10.6	QUESTION BY CLLR LK HORSBAND (MS): COUNCIL DECISION: BOREHOLES IN EXCESS OF R60 MILLION (APPENDIX 2)	52
11.	CONSIDERATION OF URGENT MOTIONS	
12.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER	
13.	CONSIDERATION OF REPORTS	
13.	REPORTS SUBMITTED BY THE SPEAKER	
	NONE	
13.2	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR	
	NONE	
14.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	SEE PINK DOCUMENTATION	53

MINUTES OF THE 27th MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY HELD ON 2019-05-29 AT 10:00 IN THE COUNCIL CHAMBER, TOWN HOUSE, PLEIN STREET, STELLENBOSCH

PRESENT	The Speaker, Cllr WC Petersen (Ms) [Chairperson] The Executive Mayor, Ald G Van Deventer (Ms) The Deputy Executive Mayor, Cllr N Jindela	
COUNCILLORS	F Adams FJ Badenhorst FT Bangani-Menziwa (Ms) Ald PW Biscombe G Cele (Ms) PR Crawley (Ms) A Crombie (Ms) (until 17:30) Z Dalling (Ms) R Du Toit (Ms) A Florence (until 17:30) AR Frazenburg E Fredericks (Ms) T Gosa E Groenewald (Ms) AJ Hanekom DA Hendrickse JK Hendriks (until 18:00)	LK Horsband (Ms) MC Johnson DD Joubert N Mananga-Gugushe (Ms) C Manuel NE Mcombring (Ms) XL Mdemka (Ms) RS Nalumango (Ms) N Olayi SA Peters (until 17:30) MM Pietersen SR Schäfer Ald JP Serdyn (Ms) N Sinkinya (Ms) Q Smit LL Stander E Vermeulen (Ms)

Officials:	Municipal Manager (Ms G Mettler) Director: Corporate Services (Ms A De Beer) Director: Infrastructure Services (D Louw) Director: Planning and Economic Development (T Mfeya) Chief Financial Officer (K Carolus) Director: Community and Protection Services (G Boshoff) Chief Audit Executive (F Hoosain) Senior Manager: Governance (Ms S De Visser) Manager: Communications (S Grobbelaar) Manager: Secretariat (EJ Potts) Senior Administration Officer (T Samuels (Ms)) Committee Clerk (N Mbali (Ms)) Interpreter (J Tyatyeka)
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1.	OPENING AND WELCOME
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The Speaker welcomed all present at the 27th Council meeting. A moment of silent reflection was observed.

2.	COMMUNICATIONS
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2.1	MAYORAL ADDRESS
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“Goeiemore, Good Morning, Molweni, A-salaam Alaikum.

- Verkiesings is uiteindelik verby! Dankie aan al die inwoners wat die gure weer op stemdag getrotseer het om hul demokratiese reg uit te oefen.
- Baie geluk dan ook aan die nuwe Premier, Mnr Alan Winde.
- Baie geluk ook aan die nuwe provinsiale kabinet!
 - Weet ons gaan goed saam werk en voortbou op die verhoudings wat reeds gevestig is.
- Twee raadslede skuif na die verkiesing
 - Burgemeesterskomiteelede: Raadslid Jan De Villiers
 - Een raadslid verkies tot Provinsiale Parlement: Raadslid Ntombezanele Bakubaku-Vos
 - Baie geluk aan hierdie Raadslede!
 - Raadslid Quintin Smit sal ook waarneem in die portefeulje van Gemeenskapsveiligheid totdat 'n nuwe komiteelid aangewys word.
- The Cape Epic has awarded Stellenbosch with the Best Town Spirit Award, following this year's Cape Epic Mountain Bike Challenge in March.
 - This is a great honour as it is decided by the cyclists themselves.
 - The Cape Epic is an annual prestigious international mountain bike event, drawing spectators and participants from across the world to the region every year.
 - This year we formed part of the course for several stages.
 - I am sure that the spirit award will ensure our participation in the course again next year!
 - It is always a privilege to host events like this, as it creates opportunities for our residents.
 - Thank you to all our residents who helped to make this event successful and whose amazing spirit gave us this award.
- Congratulations to Stellenbosch FC!
 - Our local soccer team has become the pride of the broader Stellenbosch by winning the National First Division Championship.
 - By winning, they also qualified to take part in the Premier League next season.
 - This is a tremendous accomplishment for our local soccer team!
 - They now form part of the top division of South African teams in the country and they will have the opportunity to participate at that level.
 - I also attended a team practice before their final game, and I was so inspired by this team of young, local players.

- Congratulations, and we are looking forward to the new season, as well as the PSL games that will now be played locally!
- Kinderbeskermingsweek word jaarliks in Suid-Afrika herdenk .
- Die week word vanjaar van 2 tot 9 Junie herdenk
- Dit is verskuif vanaf die huidige week na volgende weens die verkiesing en inhuldiging van die nuwe regering.
 - Kinderbeskermingsweek word gebruik om die regte van kinders te beklemtoon en bewusmaking daarvan te verhoog soos dit onderskryf word in die Kinderwet van 2005.
 - Kinders is steeds een van die mees kwesbare groepe in ons samelewing en word dikwels aan geweld, seksuele geweld, mishandeling en misdad bloot gestel.
 - Ons plig as 'n regering en as volwassenes is egter om 'n veilige en gesonde omgewing vir ons kinders te skep waarin hulle kan groot word.
 - Die foto's van kinder-slagoffers maak egter elke dag die koerante vol, waar hulle as slagoffers van ons samelewing uitgebyt word.
 - Daar is verskeie geleenthede wat gedurende die week plaasvind, waar die Munisipaliteit saam met ander rolspelers insluitende SAPD en die Provinsiale Departement van Maatskaplike Dienste, met kinders en voogde opvoedkundige programme aanbied, wat help om bewussyn van kinderregte te kweek.
 - Please wear your green ribbons to show your support for Child Protection Week, and please remember that we are all advocates for the rights of children.
 - We have a responsibility to create a better world for them to inherit.

Thank You.”

2.2	COMMUNICATION BY THE SPEAKER
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- Welcome to everyone present and a special thank you to all the political parties who participated so warmly against each other during the past National and Provincial Elections.
- Congratulations also to all the members from the different Stellenbosch Constituencies for the members who were successful in securing a place in the National and Provincial spheres of government. Special thanks and congratulations to Councillors now MP's Jan de Villiers and Ntombezanele Bakubaku-Vos who already resigned from our Council to take up their respective positions in the Legislatures.
- To our President, congratulations. To our new Premier in the Western Cape, Premier Allan Winde, congratulations.
- To all our Muslim Colleagues in Stellenbosch - we hope that you are continuing strong with the fasting and I wish you a happy Eid Mubarak.
- Birthdays -the following members celebrated their birthdays during May 2019.
 - Cllr Faith Bangani-Menziwa – 15 May
 - Cllr Elsabe Vermeulen – 20 May
 - Cllr Aldridge Frazenburg – 26 May
- The following councillors will be preparing for their birthdays during June 2019.
 - Cllr Quintin Smit – 1 June
 - Cllr James Hamilton – 11 June
- Councillors should note that an Additional Council meeting will be held on Wednesday, 12 June 2019.

- Councillors should also note the Municipal Demarcation Board Workshop on Education and Awareness meeting that will be held on Friday 31 May 2019 starting at 10:00 in the Council Chamber in Stellenbosch.

Councillors please note that the Municipal Council recess for the June school holidays will be from 15 June 2019 until 7 July 2019. I sincerely hope that all councillors will use this time to rest and come back in full strength to continue servicing the broader communities of Stellenbosch.

2.3	COMMUNICATION BY THE MUNICIPAL MANAGER
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- The Municipal Manager, Ms G Mettler, as the MEO, expressed her heartfelt appreciation toward all who helped and worked tirelessly to ensure that the elections on 8 May 2019 went smoothly. No major issues were reported, but those that were reported, were addressed with the IEC. She congratulated all political parties who participated in the elections.
- Due to the amount of comments received on the SDF, additional period for participation will be requested.

3.	OFFICIAL NOTICES
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3.1	DISCLOSURE OF INTEREST
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NONE

3.2	APPLICATIONS FOR LEAVE OF ABSENCE	(3/4/1/6)
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- 3.2.1 The following applications for leave of absence were approved in terms of the Rules of Order By-law of Council:-

Cllr AJ Hanekom	– 29 May 2019
Cllr WF Pietersen	– 29 May 2019
Cllr P Sitshoti (Ms)	– 29 May 2019

Absent:

JK Hamilton
MD Oliphant

- 3.2.2 Permission was granted to Cllrs A Crombie (Ms); A Florence and SA Peters to leave the meeting earlier (at 17:30) (due to Muslim fast).

4.	CONFIRMATION OF MINUTES: 2019-04-26	(3/4/1/5)
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- 4.1 The minutes of the 26th Council Meeting: 2019-04-26, were **confirmed as correct.**

5.	STATUTORY MATTERS	(3/4/1/4)
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5.1	APPROVAL OF THE FINAL SECOND REVIEW OF THE FOURTH GENERATION IDP 2017 – 2022
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Collaborator No: **643969**
 IDP KPA Ref No: **Good Governance and Compliance**
 Meeting Date: **Mayco 21 May 2019 and Council 29 May 2019**

1. SUBJECT: APPROVAL OF THE FINAL SECOND REVIEW OF THE FOURTH GENERATION IDP 2017 – 2022

2. PURPOSE

To submit the following to Mayco and Council for consideration:

- (a) The Final Second Review of the 2017 – 2022 Fourth Generation Integrated Development Plan (IDP), attached as **APPENDIX 1**; and
- (b) The public participation inputs, written submissions and Provincial Government LGMTEC findings on the Draft Second Review of the 2017 - 2022 Fourth Generation IDP, attached as **APPENDIX 2**.

3. DELEGATED AUTHORITY

For approval by the Municipal Council.

4. LEGISLATIVE CONTEXT

In terms of Section 34 of the Local Government: Municipal Systems Act No 32 of 2000 (MSA) prescribes that the Municipal Council:–

“(A) must review its Integrated Development Plan-

- (i) annually in accordance with an assessment of its performance measurements in terms of section 41; and*
- (ii) to the extent that changing circumstances so demand”.*

27TH COUNCIL MEETING: 2019-05-29: ITEM 5.1

RESOLVED (majority vote)

- (a) that the Stellenbosch Municipality’s final Second Review of the 2017 – 2022 Fourth Generation Integrated Development Plan (IDP), attached as **APPENDIX 1**, be adopted;
- (b) that the public participation inputs and written submissions on the Draft Second Review of the 2017 – 2022 Fourth Generation Integrated Development Plan (IDP) attached as **APPENDIX 2**, be noted; and

- (c) that an advertisement be placed on the official website of the Municipality, municipal notice boards and in the local newspapers notifying the public that the final Second Review of the Fourth Generation IDP 2017 – 2022 has been adopted by Council.

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

Cllrs F Adams; Bangani-Menziwa (Ms); G Cele (Ms); DA Hendrickse; LK Horsband (Ms); Mananga-Gugushe (Ms); RS Nalumango (Ms); N Sinkinya (Ms) and LL Stander.

NAME	Shireen de Visser
POSITION	Senior Manager Governance
DIRECTORATE	Office of the Municipal Manager
CONTACT NUMBERS	021 – 808 8035
E-MAIL ADDRESS	Shireen.devisser@ Stellenbosch.gov.za
REPORT DATE	9 May 2019

5.2	MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK 2019/2020-2021/2022
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Collaborator No: **645771**
 IDP KPA Ref No: **Good Governance and Compliance**
 Meeting Date: **Mayco 21 May 2019 and Council 29 May 2019**

**1. SUBJECT: MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK
2019/2020-2021/2022**

2. PURPOSE

The purpose of this report is three fold:-

- a) To consider the views/submissions of the local community in terms of Section 23(1)(a) of the Municipal Finance Management Act (Act 56 of 2003), herein after called the MFMA and to allow the Executive Mayor to respond to the views of the public as envisaged in terms of Section 23 (2) (a) and (b).
- b) To approve the Medium Term Revenue and Expenditure Framework for 2019-2022, the prescribed appendices, property tax increases, tariffs and tariff structures and revisions to the Budget and related Policies (where appropriate) in terms of Section 17 (1) – (3) of the MFMA (Act 56 of 2003); and
- c) That Council specifically note and consider the need to take up external loans to fund critically needed refurbishment of infrastructure to the amount of R 380 million of which over the MTREF R160 million will be required in year 1, R120 million in year 2 and R100 million in year 3 (refer to Section G: High Level Budget Overview and Table A1 Budget Summary) and confirms final approval of same in order for the Chief Financial Officer to attend to the necessary legislative requirements.

3. DELEGATED AUTHORITY

FOR APPROVAL BY MUNICIPAL COUNCIL

4. EXECUTIVE SUMMARY

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

27TH COUNCIL MEETING: 2019-05-29: ITEM 5.2

The Speaker afforded the Executive Mayor the opportunity to deliver her Budget Speech (attached as an **APPENDIX**).

During deliberations the DA requested a caucus, which the Speaker allowed.

When the meeting resumed, it was

RESOLVED (majority vote)

- (a) that the High Level Budget Summary, as set out in **APPENDIX 1 – PART 1 – SECTION C**; be approved;

- (b) that the Annual Budget Tables as prescribed by the Budgeting and Reporting Regulations, as set out in **APPENDIX 1 – PART 1 – SECTION D**, be approved;
- (c) that the proposed Grants-In-Aid allocations as set out in **APPENDIX 1 – PART 2 – SECTION J**, be approved;
- (d) that the three year Capital Budget for 2019/2020, 2020/2021 and 2021/2022, as set out in **APPENDIX 1 – PART 2 – SECTION N**, be approved;
- (e) that in terms of MFMA Section 19 and Municipal Budget Reporting (MBRR) Regulations 13, projects above a prescribed value set at R50 million, as set in **APPENDIX 1- PART 1- SECTION B**; be individually approved;
- (f) that the proposed rates on properties in WCO24, tariffs, tariff structures and service charges for water, electricity, refuse, sewerage and other municipal services, as set out in **APPENDIX 3** , be approved;
- (g) that the proposed amendments to existing budget-related policies and other policies as set out in **APPENDICES 4 - 30**, be approved;
- (h) that Council specifically notes and considers the need to take up an external loan needed for investment in income-generating infrastructure to the amount of R380 million, of which R160 million will be required in year 1, R120 million in year 2 and R100 million in year 3 (refer to Section G: High Level Budget Overview and Table A1 Budget Summary) and confirm approval of same;
- (i) that Council specifically takes note of the fact that the proposed electricity charges and tariff structure is subject to NERSA approval that could change materially;
- (j) that Council takes note of MFMA circulars 93 and 94 that were published to guide the MTREF for 2019/2020 to 2021/2022 as set out in **APPENDICES 31 – 32**; and
- (k) that Council takes note that the public comments and submissions were taken into account in the compilation of the final budget.

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

Cllrs F Adams; Bangani-Menziwa (Ms); DA Hendrickse; LK Horsband (Ms); Mananga-Gugushe (Ms); RS Nalumango (Ms); N Sinkinya (Ms) and LL Stander.

FOR FURTHER DETAILS CONTACT:

NAME	KEVIN CAROLUS
POSITION	CHIEF FINANCIAL OFFICER
DIRECTORATE	FINANCIAL SERVICES
CONTACT NUMBERS	021 808 8528
E-MAIL ADDRESS	kevin.carolus@ Stellenbosch.gov.za
REPORT DATE	29 May 2019

6.	REPORT/S BY THE MUNICIPAL MANAGER RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS COUNCIL MEETINGS
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ITEM	Pg	INPUT	MM'S RESPONSE
<p><u>CLLR DA HENDRICKSE</u></p> <p><u>Items outstanding on the Agenda:</u></p> <p>Re: Tender 34 and Meulsloot</p>		<ul style="list-style-type: none"> - In 2015 it was resolved that those projects under Tender 34 must be re-advertised. Attention was only given to Erf 7001, what happened to the other projects? - Requested a report on a council resolution re the fences along the Meulsloot. 	Noted. MM will follow-up and respond.
<p><u>CLLR F ADAMS</u></p> <p><u>16TH COUNCIL MEETING: 2018-03-28: ITEM 7.3.1</u></p> <p>APPOINTMENT OF A STRATEGIC ADVISORY COMMITTEE: POLICY ON THE MANAGEMENT OF MUNICIPAL AGRICULTURAL LAND</p>	89	<ul style="list-style-type: none"> - Said that the MM gave a commitment that they will meet within a month. What is the status, did they meet? 	Noted. MM will follow-up and respond.

27TH COUNCIL MEETING: 2019-05-29: ITEM 6

NOTED

the report by the Municipal Manager re outstanding resolutions taken at previous Council meetings.

7.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: (ALD G VAN DEVENTER (MS))
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7.1	COMMUNITY AND PROTECTION SERVICES: (PC : CLLR Q SMIT)
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7.1.1	STELLENBOSCH MUNICIPALITY CLOSED CIRCUIT TELEVISION POLICY
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Safest valley

21 May 2019

1. SUBJECT: STELLENBOSCH MUNICIPALITY CLOSED CIRCUIT TELEVISION POLICY

2. PURPOSE

To submit the Stellenbosch Municipality Closed Circuit Television (CCTV) Policy to Council for approval.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

This policy has been drafted to ensure that Stellenbosch Municipality, its employees and contractors, comply with good practice, transparency and accountability in respect of the requirements of The Protection of Personal Information Act, Act No.4 of 2013, when operating Council CCTV and LPR cameras.

It also outlines the process for managing all access to CCTV and LPR data, the delegated authorities of municipal staff and municipal obligations in regard to CCTV and LPR data storage, security and signage.

27TH COUNCIL MEETING: 2019-05-29: ITEM 7.1.1

RESOLVED (nem con)

- (a) that Council notes that no public comments were received for consideration; and
- (b) that Council approves the Stellenbosch Municipality Closed Circuit Television Policy.

FOR FURTHER DETAILS CONTACT:

NAME	Neville Langenhoven
POSITION	
DIRECTORATE	COMMUNITY & PROTECTION SERVICES
CONTACT NUMBERS	X8497
E-MAIL ADDRESS	Neville.langenhoven@stellenbosch.gov.za
REPORT DATE	25 March 2019

7.2	CORPORATE SERVICES: (PC: CLLR AR FRAZENBURG)
7.2.1	APPLICATION TO ACQUIRE AN ADDITIONAL PORTION OF LAND FOR THE PURPOSE OF EXTENDING THE CLINIC IN KLAPMUTS: CORRECTION OF PROPERTY DESCRIPTION

Collaborator No:

IDP KPA Ref No: *Good Governance*

Meeting Date: 21 May 2019 and 29 May 2019 Council meeting

1. SUBJECT: APPLICATION TO ACQUIRE AN ADDITIONAL PORTION OF LAND FOR THE PURPOSE OF EXTENDING THE CLINIC IN KLAPMUTS: CORRECTION OF PROPERTY DESCRIPTION

2. PURPOSE

To amend the previous Council resolution in order to rectify the property description.

3. DELEGATED AUTHORITY

For decision by Municipal Council.

4. EXECUTIVE SUMMARY

On 2017-09-27 Council considered a request from the Provincial Government for an additional portion of land in Klappmuts, to enable them to enlarge the current Clinic in Klappmuts.

Although Council approved the donation of a portion of land, measuring approximately 2272 m² in extent, it has now been brought to our attention that the property description is incorrect, as it only refers to a portion of erf 342, whilst it should have referred to a portion of erf 342 and the remainder portion of erf 1331 (crèche area).

Council must amend their previous decision to include both portions of land, as was the initial idea.

27TH COUNCIL MEETING: 2019-05-29: ITEM 7.2.1

RESOLVED (nem con)

that the decision taken by Council on 2017-09-27 (12th Council meeting, item 7.5.1) regarding the disposal/donation of a portion of erf 342 be rescinded and replaced with the following:

- a) that a portion of erf 342 and Remainder portion of erf 1331, as indicated on Fig 2, measuring 2272m² in extent, be identified as land not needed to provide the minimum level of basic municipal services;
- b) that, seeing that the provision of a new clinic for the area is of critical importance, and seeing that the land in question was donated to Stellenbosch Municipality by the Provincial Housing Board in 1972, the land be made available to the Provincial Government free of charge;

- (c) that approval be granted that the land, as indicated in figure 2, be transferred to the Western Cape Government (Chief Directorate Property Management) for the purpose of constructing a health facility, on condition that the Provincial Government of the Western Cape:
- (i) be responsible for all costs related to the transfer of the land, including, but not limited to survey and legal costs;
 - (ii) be responsible for the subdivision and rezoning cost;
 - (iii) be responsible for the upgrading of bulk infrastructure, should the need arise, and for making a contribution towards the Bulk Infrastructure Fund, as per the approved tariff structure at the time of approval of the site development plan;
 - (iv) be responsible for all service connections at the prevailing rates;
- (d) that the Provincial Government be given occupancy of the land with immediate effect, to enable them to attend to planning/building plan approval(s); and
- (e) that the Municipal Manager be authorised to sign the Deed of Donation and all documents necessary to effect the transfer of the property.

FOR FURTHER DETAILS CONTACT:

NAME	Piet Smit
POSITION	Manager: Property Management
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-8088189
E-MAIL ADDRESS	Piet.smit@stellenbosch.gov.za
REPORT DATE	2019-04-12

7.2.2	PROPOSED DISPOSAL OF ERF 347, LE ROUX (GROENDAL)
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

21 May 2019

- 1. SUBJECT: PROPOSED DISPOSAL OF ERF 347, LE ROUX (GROENDAL)**
- 2. PURPOSE**
To obtain the necessary approval/authorisation to dispose of erf 347, Le Roux, Groendal.
- 3. DELEGATED AUTHORITY**
Council must consider the matter.
- 4. EXECUTIVE SUMMARY**
Erf 347, Le Roux (Groendal) has been identified as surplus to the municipality's own needs, i.e. the municipality does not require the property to provide the minimum level of basic municipal services.

For this reason Council is requested to authorise the disposal of this property by way of a Call for Proposal.

27TH COUNCIL MEETING: 2019-05-29: ITEM 7.2.2

RESOLVED (majority vote)

- (a) that Erf 347, Le Roux (Groendal) be identified as land not needed to provide the minimum level of basic municipal services, i.e. that it can be disposed of in principle;
- (b) that Council resolves to dispose of the property by going out on a Call for Proposal, soliciting proposals to develop the land for high density gap housing opportunities; ensuring optimal use of the land, and thereby creating more opportunities for residents of the area. This may include apartments, flats or town houses of different typologies;
- (c) that the market value of the property be determined by two independent valuers and be taken into consideration in the SCM determination and reported to Council when the item is tabled for final consideration as indicated in (d) below; and
- (d) that, following the supply chain process, the matter be brought back to Council for a final decision on whether to dispose of the property under the conditions set in the supply chain process.

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

FOR FURTHER DETAILS CONTACT:

NAME	Piet Smit
POSITION	Manager: Property Management
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-8088189
E-MAIL ADDRESS	Piet.smit@stellenbosch.gov.za
REPORT DATE	2018-08-21

7.3	FINANCIAL SERVICES: [PC: CLLR P CRAWLEY (MS)]
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NONE

7.4	HUMAN SETTLEMENTS: [CLLR N JINDELA]
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NONE

7.5	INFRASTRUCTURE: [CLLR J DE VILLIERS]
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7.5.1	REPLACEMENT OF EXISTING PIPE SYSTEMS EMPLOYING CONVENTIONAL AND SPECIALISED TRENCHLESS CONSTRUCTION TECHNOLOGY IN THE STELLENBOSCH MUNICIPAL AREA, FOR A CONTRACT PERIOD ENDING 30 JUNE 2019
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Collaborator No: 642474
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 21 May 2019

1. SUBJECT: REPLACEMENT OF EXISTING PIPE SYSTEMS EMPLOYING CONVENTIONAL AND SPECIALISED TRENCHLESS CONSTRUCTION TECHNOLOGY IN THE STELLENBOSCH MUNICIPAL AREA, FOR A CONTRACT PERIOD ENDING 30 JUNE 2019

2. PURPOSE

To obtain the necessary approval for the intended amendment of the contract for the replacement of existing pipe systems.

**3. DELEGATED AUTHORITY
MUNICIPAL COUNCIL.**

4. EXECUTIVE SUMMARY

BSM 67/17 was awarded in the 2017/18 financial year as a rate tender for a three (3) year contract period. At the time of the tender award, the total estimated value was capped on R10 million. This estimated amount was far too low for the three year period. The directorate wishes to remove this threshold in order to stay compliant with its expected expenditure on the contract, minimize water losses and provide continued service delivery in light of the recent water scarcity.

27TH COUNCIL MEETING: 2019-05-29: ITEM 7.5.1

RESOLVED (majority vote)

- (a) that Council notes in terms of MFMA Section 116(3) the reasons for the increase of the capped amount;

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- (b) that the tender amount (B/SM 67/17) for the construction of civil services be allowed to exceed R10 million until 30 June 2019;
- (c) that Council gives reasonable notice of the intention to amend the contract or agreement in terms of Section 116(3) (b)(i);
- (d) that the local community be invited to submit representations to the Municipality in terms of Section 116 (3)(b)(ii); and
- (e) that a new tender process for the replacement of existing pipe systems employing conventional and specialised trenchless construction technology in the Stellenbosch municipal area be initiated during July 2019.

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

Cllrs Bangani-Menziwa (Ms); DA Hendrickse; LK Horsband (Ms); Mananga-Gugushe (Ms); RS Nalumango (Ms); N Sinkinya (Ms) and LL Stander.

FOR FURTHER DETAILS CONTACT:

NAME	Deon Louw
POSITION	<i>Director</i>
DIRECTORATE	<i>Infrastructure Services</i>
CONTACT NUMBERS	<i>021 808 8213</i>
E-MAIL ADDRESS	<u>Deon.louw@stellenbosch.gov.za</u>
REPORT DATE	<i>18 March 2019</i>

7.6	PARKS, OPEN SPACES AND ENVIRONMENT: [PC: CLLR N JINDELA]
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7.6.1	PARADYSKLOOF NATURE AREA ENVIRONMENTAL MANAGEMENT PLAN
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Collaborator No: 640919
IDP KPA Ref No: D 435
Meeting Date: 2019-05-21

1. SUBJECT: PARADYSKLOOF NATURE AREA ENVIRONMENTAL MANAGEMENT PLAN

2. PURPOSE

To present the Paradyskloof Nature Area Environmental Management Plan for Council approval.

The Paradyskloof Nature Area Environmental Management Plan (EMP) (**ANNEXURE A**) has been prepared to establish a distinct vision and overarching goal for the management of the Paradyskloof Nature Area in context off, and giving effect to, the relevant legislation and associated regulations. Following the Council Resolution of 2018-10-31, referred to in section 6.6 below, this document was advertised for public comment for a period of 60 days between December 2018 and January 2019 (**ANNEXURE B**). Comment received during this period (**ANNEXURE C**) has been considered and various amendments made (**ANNEXURE D**) culminating in the above document herewith presented to Council for approval.

3. DELEGATED AUTHORITY

For decision by the Council of Stellenbosch Municipality (the Municipality).

4. EXECUTIVE SUMMARY

Paradyskloof Nature Area (NA), an approximately 550 ha area consisting of Portion 2 of Farm 368 and portions of Farms 369 and 366 (municipal property), is situated on the south-eastern edge of Stellenbosch town above the neighbourhoods of Brandwacht and Paradyskloof. Most of the area (with specific reference to the northern and eastern mountainous area) is in a natural state with ±40 ha of mature pine still left within the old forestry area. The vegetation type of Paradyskloof NA is Cape Winelands Shale Fynbos and is a vulnerable terrestrial ecosystem.

The area is currently used for a range of outdoor recreational activities, research, events as well as for service delivery purposes. With regards to the latter a number of municipal infrastructure, including a water treatment works and reservoir, is located within the above area. Recently the clubhouse within the Paradyskloof NA has been refurbished by the Municipality.

Because of the area's ecological value, its value as public resource and its vulnerability to degradation due to past and present use it is important that an overarching management plan for the area be put in place to ensure that the Paradyskloof NA is managed in a sustainable manner. The proposed Paradyskloof NA EMP is to serve this purpose.

27TH COUNCIL MEETING: 2019-05-29: ITEM 7.6.1**RESOLVED** (majority vote)

that Council approves the Paradyskloof Nature Area Environmental Management Plan (March 2019) as the document to guide the management of the Paradyskloof Nature Area.

Cllrs F Adams; DA Hendrickse and LK Horsband (Ms) requested that their votes of dissent be minuted.

FOR FURTHER DETAILS CONTACT:

NAME	Schalk van der Merwe
POSITION	Environmental Planner
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021 808 8679
E-MAIL ADDRESS	schalk.vandermerwe@stellenbosch.gov.za

7.6.2	USE OF PUBLIC OPEN SPACE (ERF 3931) AND PLAYGROUND AT UNIEPARK (ERF 3363) REQUESTING FOR THE CONSTRUCTION OF A MOUNTAIN BIKE CYCLING PATH AND JUNIOR CYCLING TRACK IN THE PLAY PARK IN UNIEPARK
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Collaborator No: 632965
IDP KPA Ref No:
Meeting Date: 2019-05-21

1. **SUBJECT: USE OF PUBLIC OPEN SPACE (ERF 3931) AND PLAYGROUND AT UNIEPARK (ERF 3363) REQUESTING FOR THE CONSTRUCTION OF A MOUNTAIN BIKE CYCLING PATH AND JUNIOR CYCLING TRACK IN THE PLAY PARK IN UNIEPARK**

2. **PURPOSE**

2.1 To inform Council about a request received from a group of residents to construct a mountain bike cycling path and junior cycling track in Uniepark.

2.2 To request Council to accept the recommendations by the Department Community Services, namely that the request for the construction of a mountain bike cycling track and junior cycling track in the play park in Uniepark not be approved.

2.3 That permission be granted to construct a junior cycling track on the area as indicated in **ANNEXURE E**.

3. **DELEGATED AUTHORITY**

Municipal Council

4. **EXECUTIVE SUMMARY**

A request was received from a group of residents to construct a mountain cycling path and junior cycling track in Uniepark (See **ANNEXURE A**). This request is supported by a group of residents via their signatures. However, when other residents became aware of the application, objections were received against the construction of a mountain cycling path and junior cycling track in Uniepark (See **ANNEXURE B**).

Council needs to take note that during 2010, an investigation was completed for the development of an Arboretum on the same park. A Landscape Architect was appointed to design a layout of the Arboretum. A public participation process was followed and based on the outcome of this process, a decision was taken to proceed with the development of the Arboretum. **ANNEXURE C** is a layout plan of the Uniepark Arboretum. Two of the five proposed blocks have already been planted with trees.

27TH COUNCIL MEETING: 2019-05-29: ITEM 7.6.2**RESOLVED** (majority vote)

- (a) that the application for the construction of a mountain bike cycling path and junior cycling track in the play park in Uniepark not be approved; and
- (b) that approval be granted for the construction of a junior cycling track in the area east of the play park in Uniepark, between the pine trees (See **ANNEXURE E**).

Cllrs F Adams; DA Hendrickse and LK Horsband (Ms) requested that their votes of dissent be minuted.

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021 808 8161
E-MAIL ADDRESS	albert.vandermerwe@stellenbosch .gov.za
REPORT DATE	April 2019

7.7	PLANNING AND ECONOMIC DEVELOPMENT: [PC: CLLR E GROENEWALD (MS)]
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7.7.1	DRAFT LAND USE ENFORCEMENT POLICY FOR STELLENBOSCH MUNICIPALITY , MARCH 2019
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Collaborator No: 643770
IDP KPA Ref No:
Meeting Date: 2019-05-21

1. SUBJECT: DRAFT LAND USE ENFORCEMENT POLICY FOR STELLENBOSCH MUNICIPALITY, MARCH 2019

2. PURPOSE

To request Council's approval for public consultation of the draft Land Use Enforcement Policy for Stellenbosch Municipality, March 2019, attached as **APPENDIX 1**.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The increased number of land use complaints within the district of Stellenbosch Municipality, necessitated the formulation of the Land Use Enforcement Inspectorate, within Land Use Management. The positions within the Land Use Inspectorate include the following positions:

- Senior Land Use Inspector (x2)
- Land Use Inspector (x2)
- Administrative Officer (x2)

Once the unit was formed it became clear that identifiable processes and procedures were required, in order to ensure effective and efficient land use enforcement methods. The formulation and approval of a Land Use Enforcement Policy will set the standard for uniformity when these enforcement methods are applied.

27TH COUNCIL MEETING: 2019-05-29: ITEM 7.7.1

RESOLVED (majority vote)

- (a) that the draft Land Use Enforcement Policy for Stellenbosch Municipality, March 2019, be approved in principle; and
- (b) that the Land Use Enforcement Policy for Stellenbosch Municipality, March 2019, be advertised for public comment for a period of 60 days, whereafter same be submitted to Council for final consideration and subsequent adoption in terms of the Local Government Municipal Systems Act No. 32 of 2000.

7.7.2	RECOMMENDATION AND FINDING IN RESPECT OF THE APPOINTMENT OF EXTERNAL MUNICIPAL PLANNING TRIBUNAL MEMBERS AS DETERMINED BY THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW (2015)
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Collaborator No: 644889
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 21 May 2019 (Mayco) and 29 May 2019 (Council)

1. SUBJECT: RECOMMENDATION AND FINDING IN RESPECT OF THE APPOINTMENT OF EXTERNAL MUNICIPAL PLANNING TRIBUNAL MEMBERS AS DETERMINED BY THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW (2015)

2. PURPOSE

To obtain the approval from Council by accepting the appointment of external Municipal Planning Tribunal members for a maximum period as determined by Council in terms of the Stellenbosch Municipal Land Use Planning By-law (2015) (herein after referred to as “the By-law”).

3. DELEGATED AUTHORITY

For decision by Council.

In terms of the Stellenbosch Municipality Land Use Planning By-law 2015; the Spatial Planning Land Use Management Act No 16 of 2013 [SPLUMA] and the Western Cape Land Use Planning Act No 3 of 2014 [LUPA], as well as regulations governing these pieces of legislation (SPLUMA/LUPA).

4. EXECUTIVE SUMMARY

In terms of Section 70(1) of Stellenbosch Municipality Land Use Planning By-law (2015), read with Section 35 (1) of SPLUMA, the Municipality must establish a Municipal Planning Tribunal to consider and decide on land use applications made in terms of the By-law.

Council resolved, per item 8.6 on 27 May 2015 that the term of office for the current Stellenbosch MPT shall be a period of three years which period came to an end on 1 March 2019. Subsequently Council resolved, per item 8.6 on 25 November 2015 to appoint external Municipal Planning Tribunal members as recommended by the evaluation panel for the three year period referred to above. Council recently resolved, per item 8.2.2 on 27 February 2019 to extend the term of office of the current Municipal Planning Tribunal for a further period of four months until 1 July 2019.

On 27 March 2019 Council resolved that the invitation and call for nominations in terms of Section 72 (1)(b) of the By-law of suitably experienced and qualified external professionals to serve as members of the Municipal Planning Tribunal in terms of the provisions of the Stellenbosch Municipal Land Use Planning By-law (2015) be approved (attached as **ANNEXURE F**).

In line with the above, adverts were placed in various local and regional newspapers on 4 April 2019, calling on nominations of suitably experienced and qualified professionals to serve on the Municipal Planning Tribunal. These adverts were placed on the Stellenbosch Municipal Website and in the following newspapers:

- Eikestadnuus
- Paarl Post
- Die Burger
- Cape Times

In total 21 nominations were received, which are attached as **ANNEXURE A**. The purpose of this report is to make recommendations to Council.

27TH COUNCIL MEETING: 2019-05-29: ITEM 7.7.2**RESOLVED** (majority vote with abstentions)

- (a) that the nominations made by the evaluation panel for the commencement of appointment for the following external Municipal Planning Tribunal Members be accepted as:
- Christine Havenga
 - Jason Michael Juries
 - Hedwig Crooijmans-Lemmer
 - Dr Daniël Jakobus Du Plessis
 - Dr Ruida Pool-Stanvliet
 - Jacobus Eddie Delport
 - Christiaan Klopper Rabie
- (b) that Council takes cognizance that the following Internal Municipal Planning Tribunal Members have been appointed in accordance with Council resolution (Item 7.3.3 (d)), dated 26-07-2017, which appointment memorandum is attached as **Annexure G**:
- (i) Manager: Spatial Planning, Directorate Planning and Economic Development;
 - (ii) Senior Manager: Infrastructure Planning, Development and Implementation, Directorate Infrastructure Services;
 - (iii) Senior Legal Advisor, Directorate Corporate Services;
 - (iv) Senior Manager: Community Services, Directorate Community and Protection Services;
 - (v) Senior Environmental Planner, Environmental Management, Directorate Community and Protection Services;
 - (vi) Manager: IDP and Performance Management, Department Governance, Office of the Municipal Manager;
 - (vii) Manager Infrastructure Implementation Services, Directorate Infrastructure Services; as well as
 - (viii) The Technical Advisor and *secundus* from the Department of Environmental Affairs and Development Planning;
- (c) that in terms of Section 72.10 (a) & (b) of the Stellenbosch Municipal Land Use Planning By-law, Council supports and approves the recommendation for the appointment of Dr Daniël Jakobus Du Plessis as Chairperson and Ms Christine Havenga as Deputy Chairperson.

Cllrs F Adams; DA Hendrickse and LK Horsband (Ms) requested that their votes of dissent be minuted.

FOR FURTHER DETAILS CONTACT:

NAME	Hedre Dednam
POSITION	Land Use Manager
DIRECTORATE	Planning and Economic Development
CONTACT NUMBERS	021 808 8674
E-MAIL ADDRESS	hedre.dednam@stellenbosch.gov.za
REPORT DATE	15 May 2019

7.8	RURAL MANAGEMENT AND TOURISM: [PC: CLLR S PETERS]
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NONE

7.9	YOUTH, SPORTS AND CULTURE: [PC: M PIETERSEN]
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NONE

7.10	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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7.10.1	REVISED PERFORMANCE MANAGEMENT POLICY
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

21 May 2019 (Mayco) and 29 May 2019 (Council)

1. SUBJECT: REVISED PERFORMANCE MANAGEMENT POLICY**2. PURPOSE**

To submit the Revised Performance Management Policy for approval.

3. DELEGATED AUTHORITY**Municipal Council.**

Stellenbosch Municipality has been mandated in terms of section 40 of the Local Government Municipal Systems Act, 32 of 2000 (MSA), to manage the development of a performance management system and submit it to Council for adoption.

4. EXECUTIVE SUMMARY

To table the revised Performance Management Policy for consideration and approval by Council. This policy has been revised to be applicable for the 2019/10 financial year to improve service excellence.

27TH COUNCIL MEETING: 2019-05-29: ITEM 7.10.1**RESOLVED** (nem con)

that Council **approves** the publication of the Revised Performance Management Policy for public comment as prescribed by Section 21 A of the MSA for a period of 21 days.

FOR FURTHER DETAILS CONTACT:

NAME	Gurswin Cain
POSITION	<i>IDP Manager</i>
DIRECTORATE	<i>Office of the Municipal Manager</i>
CONTACT NUMBERS	<i>(021) 808-8174</i>
E-MAIL ADDRESS	<i>Gurswin.Cain@stellenbosch.gov.za</i>
REPORT DATE	<i>9 May 2019</i>

7.10.2	PROPOSED TRANSFER OF MANAGEMENT AND OWNERSHIP OF VAALDRAAI (ELSENBURG) FROM PROVINCIAL GOVERNMENT OF THE WESTERN CAPE TO STELLENBOSCH MUNICIPALITY
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

21 May 2019 (Mayco) and 29 May 2019 (Council)

1. SUBJECT: PROPOSED TRANSFER OF MANAGEMENT AND OWNERSHIP OF VAALDRAAI (ELSENBURG) FROM PROVINCIAL GOVERNMENT OF THE WESTERN CAPE TO STELLENBOSCH MUNICIPALITY

2. PURPOSE

To consider an application from the Provincial Department of Transport and Public Works, requesting that Stellenbosch Municipality take over the management of Vaaldraai with the view of township establishment and ultimate transfer of ownership to individual residents / beneficiaries.

3. DELEGATED AUTHORITY

For decision by Municipal Council.

4. EXECUTIVE SUMMARY

On 2010-04-13 Council considered a request from the Provincial Department of Transport and Public Works to take over the Management of Vaaldraai, with the view of attending to the township establishment and ultimate transfer of land to residents/beneficiaries. Having considered the report, Council (at the time) decided not to approve of the application but to advise the Provincial Government to attend to the township establishment themselves. A new request has now been received, for consideration by Council.

27TH COUNCIL MEETING: 2019-05-29: ITEM 7.10.2

RESOLVED (nem con)

- (a) that Council, in principle, agrees to take over the Management of the Vaaldraai Settlement, as an interim arrangement;
- (b) that Council, in principle, agrees to attend to the township establishment of Vaaldraai, subject thereto that additional land be made available, the detail to be agreed upon;
- (c) that before any final decision in this regard is made (i.e. (a) and (b) above) the Department: Planning and Economic Development be requested to conduct a feasibility study, which study must also attend to the availability (or not) of bulk infrastructure as well as the identification of additional land to be transferred, taking into account the number of residents/backyard dwellers already on the property; and
- (d) that, following the feasibility study, a progress report be submitted to Council with the view of making a final determination on the matter.

8.	CONSIDERATION OF ITEMS, REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS SUBMITTED VIA THE OFFICE OF THE MUNICIPAL MANAGER
8.1	MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC): [CLLR WF PIETERSEN]
8.1.1	CONSIDERATION OF EXPENDITURE INCURRED RELATING TO THE 2016/2017 FINANCIAL YEAR

Collaborator No: 641872
IDP KPA Ref No: Good Governance
Meeting Date: 10 May 2019

1. SUBJECT: CONSIDERATION OF EXPENDITURE INCURRED RELATING TO THE 2016/2017 FINANCIAL YEAR

2. PURPOSE OF REPORT

To provide information regarding the unauthorised expenditure incurred in the 2016/17 financial year, and to be recommended to and considered by Council to certify the expenditure as irrecoverable and that it be written off by Council.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Section 32(2)(a) of the Municipal Finance Management, 2003 (Act 56 of 2003) (MFMA) requires a municipality to recover unauthorised, irregular or fruitless and wasteful expenditure from the person liable for that expenditure unless the expenditure, in the case of unauthorised expenditure, is authorised in an adjustment budget, or certified by the municipal council, after investigation by a council committee, as irrecoverable and written off by the council.

Overspending of non-cash line items were identified in the 2016/17 financial year which was not aligned with Council-approved policies and the Municipal Financial Management Act. These line items were budgeted for, but expenditure was more than anticipated. Moreover, this expenditure was incurred in the 2016/17 financial year and was only reported in the 2017/18 financial statements.

27TH COUNCIL MEETING: 2019-05-29: ITEM 8.1.1

RESOLVED (majority vote)

- (a) that Council takes note of the explanations given by the Municipal Manager and the corrective measures as provided in the report; and
- (b) that, in terms of the MFMA Section 32(2), Council certifies the unauthorised expenditure of R2 175.00 as irrecoverable, and that this amount be written off.

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

8.1.2	CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY AFFIRMATIVE PORTFOLIOS (PTY) LTD
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Collaborator No: 642258
IDP KPA Ref No: Good Governance
Meeting Date: 10 May 2019

1. SUBJECT: CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY AFFIRMATIVE PORTFOLIOS (PTY) LTD

2. PURPOSE OF REPORT

To provide information regarding the irregular expenditure incurred for investigation by MPAC and to be recommended to and consideration by Council to write-off the irregular expenditure as irrecoverable in terms of the MFMA Section 32 (2). The irregular expenditure with regard to the procurement of services for the hire of labour as and when required for Solid Waste Management during the months of January - April 2018 is regarded as irregular because it breached the procurement process.

3. DELEGATED AUTHORITY

Council.

Council to write off the irregular expenditure as the specific nature of the breach is a breach of the procurement process, not impacting in any significant way on the essential fairness, equity, transparency, competitiveness or cost effectiveness for the payment of Affirmative Portfolios (Pty) LTD.

4. EXECUTIVE SUMMARY

The Solid Waste Management Department required an external service provider for the hiring of labour as and when required. Affirmative Portfolios were appointed through a Formal Quotation process to a maximum value of R200 000.

The Superintendent: Collections failed to check whether the FQ was exceeded, and booked workers on incorrect days (Sundays and Public Holidays) which increased the service provider's cost, also causing it to exceed the FQ value.

27TH COUNCIL MEETING: 2019-05-29: ITEM 8.1.2

RESOLVE (majority vote)

- (a) that Council takes note of the circumstances as provided in the report;
- (b) that, in terms of the MFMA Section 32(2), Council writes off the irregular expenditure of R29 723.60 (VAT inclusive) to Affirmative Portfolios (Pty) LTD as irrecoverable; and
- (c) that the Administration implements consequence management.

FOR FURTHER DETAILS CONTACT:

NAME	Deon Louw
POSITION	<i>Director: Infrastructure Services</i>
DIRECTORATE	<i>Infrastructure Services</i>
CONTACT NUMBERS	021 808 8213
E-MAIL ADDRESS	Deon.louw@ Stellenbosch.gov.za
REPORT DATE	2018/08/27

8.1.3	CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY ENGAR WASTE SERVICES T/A WASTE CARRIERS
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Collaborator No: 642262
IDP KPA Ref No: Good Governance
Meeting Date: 10 May 2019

1. SUBJECT: CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY ENGAR WASTE SERVICES T/A WASTE CARRIERS

2. PURPOSE OF REPORT

To provide information regarding the irregular expenditure incurred for investigation by MPAC and to be recommended to and consideration by Council to write off the irregular expenditure as irrecoverable in terms of the MFMA Section 32 (2). The irregular expenditure with regard to the procurement of services for the transport of containerized waste for Solid Waste Management during the months of March - August 2018 is regarded as irregular because it breached the procurement process.

3. DELEGATED AUTHORITY

Council.

Council to write off the irregular expenditure as irrecoverable as the specific nature of the breach is a breach of the procurement process, not impacting in any significant way on the essential fairness, equity, transparency, competitiveness or cost effectiveness for the payment of Engar Waste Services t/a Waste Carriers.

4. EXECUTIVE SUMMARY

The initial procurement for a service provider was done via an FQ process, and Engar Waste Services t/a Waste Carriers was the successful service provider. This order was generated on 4 January 2018, but due to the additional tasks of Area Cleaning, which were transferred to Solid Waste Management on 1 January 2018, this FQ was exhausted quicker than anticipated. The Manager: Solid Waste Management requested that a deviation be drafted, as well as a formal tender process to procure the services. Although the tender process was followed as requested, problems were experienced with the deviation process due to a number of reasons outlined below.

The intent of the irregular expenditure was done in good faith, in the interest of continued service delivery, and the expenditure of the service received was in line with the rates of the original SCM process followed, viz the Formal Quotation.

While the process was admittedly flawed, it is agreed that there were no *male fide*, personal gain or loss for Council, and it is requested that consideration be given to certify the irregular expenditure as irrecoverable and that it be written off.

27TH COUNCIL MEETING: 2019-05-29: ITEM 8.1.3**RESOLVED** (nem con)

- (a) that Council takes note of the circumstances as provided in the report; and
- (b) that, in terms of the MFMA Section 32(2), Council writes off the irregular expenditure of R578 047.30 (VAT inclusive) to Engar Waste Services t/a Waste Carriers as irrecoverable.

FOR FURTHER DETAILS CONTACT:

NAME	Deon Louw
POSITION	<i>Director: Infrastructure Services</i>
DIRECTORATE	<i>Infrastructure Services</i>
CONTACT NUMBERS	021 808 8213
E-MAIL ADDRESS	Deon.louw@ Stellenbosch.gov.za
REPORT DATE	2018/08/27

8.1.4	CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY HYDRENCO (PTY) LTD FOR REPAIRS TO REFUSE TRUCK
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Collaborator No: 642261
 IDP KPA Ref No: Good Governance
 Meeting Date: 10 May 2019

1. SUBJECT: CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY HYDRENCO (PTY) LTD FOR REPAIRS TO REFUSE TRUCK

2. PURPOSE OF REPORT

To provide information regarding the irregular expenditure incurred for investigation by MPAC and to be recommended to and consideration by Council to write off the irregular expenditure as irrecoverable in terms of the MFMA Section 32 (2). The irregular expenditure with regards to the repairs of a refuse truck by Hydrenco (Pty) Ltd for Solid Waste Management during September 2017 is regarded as irregular because it breached the procurement process.

3. DELEGATED AUTHORITY

Council.

Council to write off the irregular expenditure as the specific nature of the breach is a breach of the procurement process, not impacting in any significant way on the essential fairness, equity, transparency, competitiveness or cost effectiveness for the payment of Hydrenco (Pty) Ltd for repairs to a refuse truck.

4. EXECUTIVE SUMMARY

On 26 September 2017 the Solid Waste Management's refuse truck (CL 27933) experienced a mechanical breakdown. The breakdown was as a result of an oil leak that needed to be attended to urgently. The vehicle was taken to a service provider Hydrenco (Pty) Ltd to be stripped to assess the damage and to quote for the repairs. The vehicle was stripped and a quote for R 12 734.70 was generated on 29 September 2017.

The service provider proceeded with the repairs and returned the vehicle to the Municipality. The Department did not load a requisition and no purchase order was generated for the work.

The Department recently became aware of the non-payment and would like to rectify this.

The intent of the irregular expenditure was done in good faith, in the interest of continued service delivery, and the expenditure of the service received was in line with the rates of the original SCM process followed, viz the Formal Quotation.

While the process was admittedly flawed, it is agreed that there were no *male fide*, personal gain or loss for Council, and it is requested that consideration be given to certify the expenditure as irrecoverable and that it be written off.

27TH COUNCIL: 2019-05-29: 2019-05-29: ITEM 8.1.4**RESOLVED** (majority vote)

- (a) that Council takes note of the circumstances as provided in the report;
- (b) that, in terms of the MFMA Section 32(2), Council writes off the irregular expenditure of R12 734.70 (VAT included) to Hydrenco (Pty) Ltd as irrecoverable; and
- (c) that the Administration implements consequence management.

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

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

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	2018/08/27

8.1.5	CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY RESOURCE INNOVATIONS FOR HIRING OF GENSET
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Collaborator No: 642260
 IDP KPA Ref No: Good Governance
 Meeting Date: 10 May 2019

1. SUBJECT: CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY RESOURCE INNOVATIONS FOR HIRING OF GENSET

2. PURPOSE OF REPORT

To provide information regarding the irregular expenditure incurred for investigation by MPAC and to be recommended to and consideration by Council to write off the irregular expenditure as irrecoverable in terms of the MFMA Section 32 (2). The irregular expenditure with regard to the hiring of a Genset to supply electricity to the baling equipment used by Resource Innovations for Solid Waste Management during the months of July 2017 and December 2017 until June 2018 is regarded as irregular because it breached the procurement process.

3. DELEGATED AUTHORITY

Council.

Council to write off the irregular expenditure as irrecoverable as the specific nature of the breach is a breach of the procurement process, not impacting in any significant way on the essential fairness, equity, transparency, competitiveness or cost effectiveness for the payment of Resource Innovations for the hiring of a Genset.

4. EXECUTIVE SUMMARY

Resource Innovations was the successful bidder for B/SM 18/17 for the collection and processing of recyclables in the WCO24, and was appointed on 1 December 2016 for a period of 1 year, with the option to extend the contract for another 12 months. As part of the conditions of the bid, Stellenbosch Municipality had to provide a concrete platform to work from, and 3-phase power for the bidder to utilize their baling equipment, in order to compress all recyclables and minimize voids for transport.

Over the period of time that the service provider rendered the services, no problems were encountered in terms of the primary orders made out for the collection and processing of recyclables.

The biggest problem encountered was for the hiring of a Genset, for the cost to the municipality, due to the inability of the municipality to supply sufficient electricity to the service provider.

The initial problem was due to loss of power due to distance traversed (and vandalism and theft), and thereafter, failure to install mini-substation within the initial envisaged time period. When this was completed in January 2018, further time delays were experienced for the short connection of power from the mini-substation to the connection point from where the balers would be operating. All electricity was finally in place by 30 November 2018.

The intent of the irregular expenditure was done in good faith, in the interest of continued service delivery, and the expenditure of the service received was in line with the rates of the original SCM process followed, viz the Formal Quotation.

While the process was admittedly flawed, it is agreed that there were no *male fide*, personal gain or loss for Council, and it is requested that consideration be given to certify the expenditure as irrecoverable and that it be written off.

27TH COUNCIL: 2019-05-29: 2019-05-29: ITEM 8.1.5

RESOLVED (majority vote)

- (a) that Council takes note of the circumstances as provided in the report; and
- (b) that Council ratifies the irregular expenditure of R183 000 (VAT inclusive) to Resource Innovations, and that this amount be written off as irrecoverable in terms of the MFMA Section 32(2).

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

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	2018/08/27

8.1.6	CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY CPI CONSORTIUM (PTY) LTD
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Collaborator No:	642259
IDP KPA Ref No:	Good Governance
Meeting Date:	10 May 2019

1. SUBJECT: CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY CPI CONSORTIUM (PTY) LTD

2. PURPOSE OF REPORT

To provide information regarding the irregular expenditure incurred for investigation by MPAC and to be recommended to and consideration by Council to write off the irregular expenditure as irrecoverable in terms of the MFMA Section 32 (2). The irregular expenditure with regard to the procurement of services for the hire of labour as and when required for Solid Waste Management during the month of May 2018 is regarded as irregular because it breached the procurement process.

3. DELEGATED AUTHORITY

Council.

Council to write off the irregular expenditure as irrecoverable as the specific nature of the breach is a breach of the procurement process, not impacting in any significant way on the essential fairness, equity, transparency, competitiveness or cost effectiveness for the payment of CPI Consortium (Pty) Ltd.

4. EXECUTIVE SUMMARY

The Solid Waste Management Department required an external service provider for the hire of labour as and when required. CPI Consortium (Pty) Ltd were appointed through a three quotation system to a maximum value of R30 000.

The Superintendent: Collections failed to check whether the order was exceeded and booked labour for the month of May 2018, also causing it to exceed the R30 000 order value. This was due to staff shortages, and as there were many unfilled vacancies, made continuous use of the service provider in order to render waste collection services.

27TH COUNCIL MEETING: 2019-05-29: ITEM 8.1.6

Councillor DA Hendrickse requested that it be minuted that the Service Provider was not paid yet.

RESOLVED (nem con)

- (a) that Council takes note of the circumstances as provided in the report;
- (b) that, in terms of the MFMA Section 32(2), Council writes off the irregular expenditure of R16 027.19 (VAT incl) to CPI Consortium (Pty) Ltd as irrecoverable; and
- (c) that the Administration implements consequence management.

8.1.7	CONSIDERATION OF EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY F.G. JACOBS TRANSPORT CC FOR THE HIRING OF A DIGGER LOADER
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Collaborator No: 642265
IDP KPA Ref No: Good Governance
Meeting Date: 10 May 2019

1 SUBJECT: CONSIDERATION OF EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY F.G. JACOBS TRANSPORT CC FOR THE HIRING OF A DIGGER LOADER

2. PURPOSE OF REPORT

To provide information regarding the expenditure incurred for investigation by MPAC and to be recommended to and consideration by Council to ratify the expenditure in terms of the MFMA Section 32 (2). The expenditure with regard to the hiring of digger loader services from F.G. JACOBS TRANSPORT CC for services rendered to Water Services Department during February and March 2019 is regarded as irregular, because it breached the procurement process.

3. DELEGATED AUTHORITY

Council.

Council to ratify the expenditure as the specific nature of the breach is a breach of the procurement process, not impacting in any significant way on the essential fairness, equity, transparency, competitiveness or cost effectiveness for the payment to F.G. JACOBS TRANSPORT CC for digger loader services rendered.

4. EXECUTIVE SUMMARY

Water Services Department utilized the serviced of F.G. JACOBS TRANSPORT CC to hire a digger loader to provide essential services for excavations and to restore water supply to areas affected by the repairs of damaged water mains. Two consecutive formal appointments were done through a formal quotation and a quotation process. In the period awaiting the utilization of Tender BSM 111/18, F.G. JACOBS TRANSPORT CC continued to provide the much needed essential services during the month of February 2019 up until 22 March 2019.

An official purchase order for this service was only generated on 22 March 2019. The Department is aware of service provision without an official purchase order and would like to correct this.

The intent of the irregular expenditure was done in good faith, in the interest of continued service delivery, and the expenditure of the service received was in line with the rates of the original SCM process followed, viz the Formal Quotation.

While the process was admittedly flawed, it is agreed that there were no male fide, personal gain or loss for Council, and it is requested that consideration be given to certify the expenditure.

27TH COUNCIL MEETING: 2019-05-29: ITEM 8.1.7**RESOLVED** (majority vote with abstentions)

- (a) that Council takes note of the circumstances as provided in the report;
- (b) that Council ratifies the expenditure of R 95 550.00 (Excl. VAT) to F.G. JACOBS TRANSPORT CC in terms of MFMA Section 32 (2); and
- (c) that the Administration implements consequence management.

FOR FURTHER DETAILS CONTACT:

NAME	Deon Louw
POSITION	<i>Director: Infrastructure Services</i>
DIRECTORATE	<i>Infrastructure Services</i>
CONTACT NUMBERS	<i>021 808 8213</i>
E-MAIL ADDRESS	Deon.louw@Stellenbosch.gov.za
REPORT DATE	<i>2019/04/25</i>

8.1.8	CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY LITRONICS FOR SIMONSBERG HIGH SITE RENTAL
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Collaborator No: 642266
IDP KPA Ref No: Good Governance
Meeting Date: 10 May 2019

1. SUBJECT: CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY LITRONICS FOR SIMONSBERG HIGH SITE RENTAL

2. PURPOSE OF REPORT

To provide information regarding the irregular expenditure incurred for investigation by MPAC and to be recommended to and consideration by Council to ratify the irregular expenditure in terms of the MFMA Section 32 (2). The irregular expenditure occurred with regard to telemetry and repeater high site in order to facilitate communications to remotely monitor the electrical substation operations and relay operational data to the main offices to compile trends of performances.

3. DELEGATED AUTHORITY

Council.

Council to ratify the irregular expenditure as the specific nature of the breach is a breach of the procurement process, not impacting in any significant way on the essential fairness, equity, transparency, competitiveness or cost effectiveness, for the payment and continued service of Litronics Two Way Radios CC for the hiring of telemetry and repeater high site in order to facilitate communications to remotely monitor the electrical substation operations and relay operational data to the main offices to compile trends of performances.

4. EXECUTIVE SUMMARY

The Municipality requires a telemetry and repeater high site in order to facilitate communications for remotely monitor the electrical substation operations and relay operational data to the main offices to compile trends of performances. This is also used to relay any alarms from substations in an event which requires attention to be able to act in a preventative manner on the network. These alarms also indicate should there be an event of power failure, from which substation it occurred and the status of the equipment in the affected substation.

27TH COUNCIL MEETING: 2019-05-29: ITEM 8.1.8

RESOLVED (majority vote)

- (a) that Council takes note of the circumstances as provided in the report; and
- (b) that Council, in terms of MFMA Section 32 (2), ratifies the expenditure from July 2018 until April 2019 for the amount of R11 078.26 (incl. VAT) as per the attached statement and for May 2019 until June 2019 for the amount of R2 376.08 (incl. VAT), in total amounting to R 13 454.34 (incl. VAT) for Litronics Two Way Radios CC.

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

8.2	OFFICE OF THE MUNICIPAL MANAGER
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8.2.1	ADOPTION OF THE STELLENBOSCH MUNICIPALITY ZONING SCHEME BY-LAW, 2019
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Collaborator No: 644098
File No: LU1/1/1/40
IDP KPA Ref No: D534
Meeting Date: 29 May 2019

1. SUBJECT: ADOPTION OF THE STELLENBOSCH MUNICIPALITY ZONING SCHEME BY-LAW, 2019

2. PURPOSE OF REPORT

To submit the Stellenbosch Municipal Zoning Scheme By-Law, 2019 for adoption by Council.

INTRODUCTION

The same report served on the Agenda of the Council meeting of 31st of October 2018. However, it was withdrawn by the Speaker.

In the meantime an Information session was held with the ward Councilors on the 29th of November 2018 to explain the proposed Stellenbosch Municipality Zoning Scheme By-Law, 2018 and give opportunity for clarification on the document.

During December 2018, the Executive Mayor was approached by a delegation of the Stellenbosch Agricultural Society to discuss the proposals in the document with regards to the definition of "Agricultural Industry". A meeting was scheduled with the administration on 4 April 2019. The minutes are attached as **ANNEXURE G**.

The main concern was the requirement in the above mentioned definition that in order for an Agricultural Industry to be approved, 50% of the produce should be produced on the farm. If not, a Land Use Application to Rezone had to be submitted.

However, it was proposed to take the respective requirement out of the definition and incorporate it as part of the development parameters in the Agriculture and Rural Zone. This will give the opportunity to submit a Departure application for the administration to assess, instead of a Rezoning. The document was amended accordingly.

- 2.1 To report back to Council on the public participation on the Draft Integrated Zoning Scheme By-law (Version 11) after Council authorised the Municipal Manager through Council Resolution 8.10 dated 30/08/2017, attached as **ANNEXURE A**, to embark on a second round of public participation;
- 2.2 To obtain approval from Council to adopt the Stellenbosch Municipality Zoning Scheme By-law, (Version 12), attached as **ANNEXURE B** in accordance with Section 156(2) of the Constitution read with Section 12 of the Municipal Systems Act, 2000 (Act 32 of 2000), Section 24(1) of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013), as well as Section 28 of the Western Cape Land Use Planning Act, 2014 (Act 3 of 2014);
- 2.3 And to adopt the Zoning Maps numbered Map 01 to Map 25, dated October 2018 attached as **ANNEXURE C** and captured on the Municipality's GIS as the zoning maps adopted at the commencement of the Scheme in terms of Section 4(1) of the newly approved Stellenbosch Municipality Zoning Scheme.

- 2.4 To obtain approval from Council, for the proclamation of the Stellenbosch Zoning Scheme By-law, 2019 to be published in the Provincial Gazette in terms of Section 29(2) of the Western Cape Land Use Planning Act, 2014 (Act 3 of 2014) (LUPA) and Section 13(a) of the Municipal Systems Act, 2000 (Act 32 of 2000) for implementation on the 2nd of January 2019;
- 2.5 To obtain approval from Council to publish the decision to approve the zoning maps in terms of Section 29(2) of the Western Cape Land Use Planning Act, 2014 (Act 3 of 2014) (LUPA);
- 2.6 To obtain approval for the Administration to notify the Premier in terms of Section 28 of the Western Cape Land Use Planning Act, 2014 (Act 3 of 2014) that the Stellenbosch Municipality Zoning Scheme was approved and to forward the relevant documentation as prescribed in LUPA to the Premier (Copy of the approved zoning scheme, together with the comments and responses document, attached as **ANNEXURE F**);
- 2.7 For Council to take cognisance that the additional Delegations for the implementation of the Stellenbosch Zoning Scheme By-Law, 2019, will be submitted to Council for approval accordingly;
- 2.8 To obtain permission from Council to embark on a tender process, in terms of the Municipal Finance Management Act to undertake a Zoning Audit in order to finalise the Zoning Scheme Register, according to the newly adopted Zoning Categories pertaining to this report. Distributed with this item is an extract of the current zoning register, attached as **ANNEXURE D**.

3. DELEGATED AUTHORITY FOR DECISION BY THE MUNICIPAL COUNCIL OF STELLENBOSCH

The adoption of the Stellenbosch Municipality Zoning Scheme By-law, 2019 is legally mandated by the Municipal Systems Act (2000), read together with the new planning dispensation, which includes the Western Cape Land Use Planning Act, 2014 (Act 3 of 2014) (LUPA), the Spatial Planning and Land Use Planning Act, 2013 (Act 16 of 2013) (SPLUMA) and the Stellenbosch Municipal Land Use Planning By-Law (2015) (the By-law).

4. EXECUTIVE SUMMARY

Council resolved as follows:

11TH COUNCIL MEETING: 2017-08-30: ITEM 8.10 RESOLVED (majority vote with abstentions)

- (a) that Council authorises the Municipal Manager to:
- (i) proceed with re-advertising of the Draft IZS By-Law Annexure B for a period of 60 days; and
- (ii) copies of the document (version 11), the draft converted zoning maps and zoning register be placed at all municipal libraries for a period of 60 days; and
- (b) that the Final Draft Integrated Zoning Scheme By-law be resubmitted to Council after the public participation process for final consideration.

Meeting:	11 th Council 2017-08-30	Submitted by Directorate:	Planning and Economic
Ref no:	1/1/1/40	Author:	Development
Collab:	535920	Referred from:	Manager: LUM

27TH COUNCIL MEETING: 2019-05-29: ITEM 8.2.1**RESOLVED** (majority vote with abstentions)

- (a) that Council adopts the Stellenbosch Municipality Zoning Scheme By-law, 2019 (Version 12), attached as **ANNEXURE B** in accordance with Section 156(2) of the Constitution read with Section 12 of the Municipal Systems Act, 2000 (Act 32 of 2000), Section 24(1) of the Spatial Planning and Land Use Management Act, 2013, (Act 16 of 2013) as well as Section 28 of the Western Cape Land Use Planning Act, 2014 (Act 3 of 2014);
- (b) that Council approves the Zoning Scheme Maps, (Map 01 to Map 25, dated October 2018) attached as **ANNEXURE C** in terms of Section 4 of the newly approved Stellenbosch Municipality Zoning Scheme By-law;
- (c) that Council approves the proclamation of the Stellenbosch Municipality Zoning Scheme By-law, 2019 to be published in the Provincial Gazette in terms of Section 29(2) of the Western Cape Land Use Planning Act, 2014 (LUPA) for implementation and consents to the publication of its decision to approve the zoning maps at the same time;
- (d) that the following existing Zoning Scheme Regulations and any related amendments be repealed with implementation, in terms of Section 33(4) of the Land Use Planning Act, 2014:
- LUPO Section 8 Scheme Regulations in terms of the Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985);
 - Stellenbosch Zoning Scheme regulations, July 1996, in terms of Section 7(2) of the Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985);
 - Franschoek Town Planning Scheme Regulations in terms of Section 7(2) of the Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985);
 - Kayamandi Town Planning Scheme, 1985 in terms of the Black Communities Development Act, 1984;
 - The Stellenbosch Municipality By-Law relating to the control of Boundary Walls and Fences, October 2009 in terms of the Municipal Systems Act, 2000 (Act 32 of 2000), and
 - Relevant policies adopted by Council.
- (e) that consent is granted from Council to embark on a tender process, in terms of the Municipal Finance Management Act to undertake a Zoning Audit in order to finalise the Zoning Scheme Register, according to the newly adopted Zoning Categories pertaining to this report;
- (f) that the Zoning Scheme Register, after finalisation, be submitted to Council for approval whereafter it be published in the Provincial Gazette in terms of Section 29(2) of the Western Cape Land Use Planning Act, 2014 (Act 3 of 2014) (LUPA) to be implemented with the already approved Stellenbosch Zoning Scheme By-Law, 2019;
- (g) that the additional delegations in respect of new decisions and actions arising from the implementation of the Stellenbosch Municipality Zoning Scheme By-Law, 2019 be submitted to Council for approval accordingly;

-
- (h) that Council authorises the Administration to notify the Premier in terms of Section 28 of the Western Cape Land Use Planning Act, 2014 (LUPA) that the Stellenbosch Municipality Zoning Scheme was approved and to forward documentation as prescribed in LUPA to the Premier; and
- (i) that Council takes cognisance of the outcome of the meeting held with the Agricultural Society of Stellenbosch on the 4th of April 2019, attached as **ANNEXURE G** and the proposed amendments incorporated {(as explained in **6.2 Discussion (6.2.3)** of this report and Page 61-62 of the Public Participation Report attached as **ANNEXURE F**} and reference to **ANNEXURE H** (track changes) in the Stellenbosch Municipality Zoning Scheme By-Law, 2019 (Version 12), attached as **ANNEXURE B**.

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

8.2.2	ANNUAL YOUTH DAY SPORT EVENT: MAYORAL CUP
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Collaborator No:

File No: 645108

IDP KPA Ref No:

Meeting Date: 29 May 2019

1. SUBJECT: ANNUAL YOUTH DAY SPORT EVENT: MAYORAL CUP

2. PURPOSE

To inform Council about the following:

2.1 The hosting of an annual Mayoral Cup for youth soccer teams, organized by the Directorate: Community and Protection Services.

2.2 This year (2019) the event will consist of a soccer tournament at the Jamestown Sport Facility.

2.3 The event will rotate annually between different, suitable sports facilities within WC024.

2.4 That the concept proposal for the Annual Youth Day Sport Event be accepted by Council.

3. DELEGATED AUTHORITY

Municipal Council

4. EXECUTIVE SUMMARY

The need was identified for an annual youth day sport event, namely the Annual Mayoral Cup. The first event in this format took place in Cloetesville in 2018. The event will rotate between the suitable venues identified within WC024. This year's (2019) Annual Mayoral cup will be a Soccer Event hosted by Stellenbosch Municipality in collaboration with Stellenbosch Local Football Association (SLFA) and will be staged at the Jamestown Sports facility.

27TH COUNCIL MEETING: 2019-05-29: ITEM 8.2.2

RESOLVED (majority vote with abstentions)

- (a) that the Mayoral Cup concept proposal be accepted by Council and that it be implemented effective June 2019; and
- (b) that the schedule of rotation between the different municipal sport facilities be approved.

Councillors DA Hendrickse and LK Horsband (Ms) requested that their abstentions be minuted.

8.2.3	INTEGRATED DISASTER RISK FRAMEWORK
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Collaborator No:

File No:

IDP KPA Ref No:

Meeting Date: 29 May 2019

1. SUBJECT: INTEGRATED DISASTER RISK FRAMEWORK

2. PURPOSE

To obtain Council's approval for an Integrated Disaster Risk Framework for Stellenbosch municipality and for the implementation thereof.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The ultimate responsibility for Disaster risk management (DRM) in South Africa rests with government. In terms of Section 41(1)(b) of the Constitution of the Republic of South Africa, 1996 (Act No.108 of 1996), all spheres of government are required to "secure the wellbeing of the people of the Republic". According to Part A, Schedule 4, disaster management is a functional area of concurrent national and provincial legislative competence.

However, Section 156(4) of the Constitution does provide for the assignment of the administration of any matter listed in Part A Schedule 4 which necessarily relates to Local Government, if that matter would most effectively be administered locally and if the municipality has the capacity to administer it. The assignment of the function must however be by agreement and subject to any conditions.

In this context Schedules 4 and 5 of Part B of the Constitution require local government to provide for functions which are closely allied to DRM and in particular, section 152(1)(d) requires local government to 'ensure a safe and healthy environment.' The Stellenbosch Municipal Integrated Disaster Risk Management Framework (hereinafter referred to as the IDRMF) is herewith written under the authority given under section 53 of the Disaster Management Amendment Act, Act 16 of 2015.

27TH COUNCIL MEETING: 2019-05-29: ITEM 8.2.3

RESOLVED (majority vote with abstentions)

that Council approves the Integrated Disaster Risk Framework for Stellenbosch Municipality.

FOR FURTHER DETAILS CONTACT:

NAME	Wayne Smith
POSITION	<i>Manager: Fire Services and Disaster Management</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8771</i>
E-MAIL ADDRESS	<i>wayne.smith@stellenbosch.gov.za</i>
REPORT DATE	<i>15 May 2019</i>

8.2.4	TABLING OF REPORT SEEKING AUTHORISATION FOR THE MUNICIPAL MANAGER TO ENTER INTO MULTI-STAKEHOLDER ENGAGEMENT TO EXPLORE POTENTIAL TO UNLOCK THE RE-GENERATION AND TRANSFORMATION POTENTIAL OF THE ADAM TAS CORRIDOR
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Collaborator No:

File No:

IDP KPA Ref No: Valley of Possibility

Meeting Date: 29 May 2019

1. SUBJECT: TABLING OF REPORT SEEKING AUTHORISATION FOR THE MUNICIPAL MANAGER TO ENTER INTO MULTI-STAKEHOLDER ENGAGEMENT TO EXPLORE POTENTIAL TO UNLOCK THE RE-GENERATION AND TRANSFORMATION POTENTIAL OF THE ADAM TAS CORRIDOR

2. PURPOSE

The purpose of the report is to:-

- (a) To inform Council of the proposed development concept between multi-stakeholder, national government, provincial government, and private stakeholders.
- (b) Seek the support from Council to authorize the Municipal Manager to enter into a multi-stakeholder engagement involving, the key national departments, relevant local government institutions, the university, private stakeholders, and various landowners;
- (c) Seek the support from Council to authorize the Municipal Manager to explore a public private partnership for the Adam Tas Re-generation Initiative; and
- (d) Seek the support from Council to authorize the Municipal Manager to undertake further work to explore the feasibility, dependencies, and risks associated, etc. in determining the appropriate path for unlocking the Adam Tas Corridor.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Challenges highlighted during the State of the National Address included, unemployment, education, building of safer communities, sustainable infrastructure development, land reforms, drought disaster management plans, implementation of related initiatives, provision of housing (dignified living), provision of services to the poor households. These were echoed by the Western Cape Premier who further reiterated the importance of finding ways to minimise unemployment by creating an environment that encourages job creation, through investment and growth. The proposed Adam Tas Corridor provide an unique opportunity for such an initiative to address these challenges through a private- public partnership. Furthermore, this proposed corridor is aligned to our draft Spatial Development Framework (SDF) currently under consideration. It provide a unique opportunity for the municipality to explore the potential for the re-generation and transformation of the Adam Tas Corridor. This initiative is aligned to the national and provincial vision of private- public partnerships to address community needs.. It is important to note that the recommendations below is are in line with the Draft Spatial Development Framework.

27TH COUNCIL MEETING: 2019-05-29: ITEM 8.2.4**RESOLVED** (majority vote)

- (a) that Council authorizes the Municipal Manager to enter into a multi-stakeholder engagement involving the key national departments, relevant local government institutions, the university, private stakeholders, and various landowners;
- (b) that Council authorizes the Municipal Manager to explore a public private partnership for the Adam Tas Re-generation Initiative;
- (c) that Council authorizes the Municipal Manager to undertake further work to explore the feasibility, dependencies, and associated risks, etc. in determining the appropriate path for unlocking the Adam Tas Corridor; and
- (d) that the Municipal Manager provides feedback to Council.

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

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler
POSITION	Municipal Manager
DIRECTORATE	Office of the Municipal Manager
CONTACT NUMBERS	021 – 808 8025
E-MAIL ADDRESS	mm@stellenbosch.gov.za
REPORT DATE	22 May 2019

8.2.5	ADOPTION OF THE FINAL CAPITAL EXPENDITURE FRAMEWORK 2019
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Collaborator No: 645815
File No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 29 May 2019

1. SUBJECT: ADOPTION OF THE FINAL CAPITAL EXPENDITURE FRAMEWORK 2019

2. PURPOSE

For Council to adopt the Final Capital Expenditure Framework (CEF) and to obtain Council's approval for submission of the Final Capital Expenditure Framework (CEF) to the National Department of Cooperative Government.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

According to section 21(n) of the Spatial Planning and Land Use Management Act (SPLUMA), Act No. 16 of 2013, the content of a municipal spatial development framework must determine a CEF for the municipality's development programmes. This means that the CEF is informed by the Spatial Development Framework i.e. stating the spatial vision of the municipality where the CEF states the financial vision of the municipality.

The Integrated Urban Development Framework (IUDF) was approved by Cabinet in April 2016, which led to the Integrated Urban Development Grant that will be introduced in the 2019/2020 Division of Revenue Act as a Consolidated Grant for Intermediate City Municipalities (ICM's). Stellenbosch Municipality was identified as one of the municipalities to benefit from this new grant, subject to specified criteria. The purpose of the ICMs support strategy is to help translate IUDF policy into practical programmes of action in the ICMs.

27TH COUNCIL MEETING: 2019-05-29: ITEM 8.2.5

RESOLVED (majority vote)

that the Final Capital Expenditure Framework be approved for submission to COGTA.

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

FOR FURTHER DETAILS CONTACT:

NAME	Shireen de Visser
POSITION	Senior Manager Governance
DIRECTORATE	Office of the Municipal Manager
CONTACT NUMBERS	021 – 808 8035
E-MAIL ADDRESS	shireen.devisser @stellenbosch.gov.za
REPORT DATE	22 May 2019

8.2.6	INTEGRATED HUMAN SETTLEMENTS PLAN: STELLENBOSCH MUNICIPALITY
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Collaborator No:

IDP KPA Ref No:

Meeting Date: 29 May 2019

1. SUBJECT: INTEGRATED HUMAN SETTLEMENTS PLAN: STELLENBOSCH MUNICIPALITY

2. PURPOSE

To provide Council with a draft Integrated Human Settlement Plan (IHSP) which follows the Urban Development Strategy (UDS) and a number of other national, provincial, regional and local *planning* studies.

The key objectives of this IHSP is to:

- Be compliant with relevant legislation and policy directives;
- Confirm and apply the following elements of human settlement addressed in the UDS:
 - a) Statement of vision;
 - b) Growth-and-development paths with specific reference to housing demand (land and units) including the social need for houses i.e. housing for the indigent;
 - c) Investment framework with specific reference to the dimensions of funds-flow that are of importance for the Stellenbosch Municipality; and
 - d) Management framework, i.e. guidelines to steer decision-making on the implementation of the preferred growth-and-development path(s);
- Review and consolidate housing supply (in particular, by government); and
- Facilitate dialogue about preferred interventions and preferred growth-and-development outcomes.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The Stellenbosch Municipality identified the need to set a 'new' growth-and-development path. A growth-and-development path essentially guides land development to effect change, i.e. to deal with urban challenges, opportunities and constraints. The Urban Development Strategy (UDS) attempts to ensure a principled response to the use and development of land over a 20-year period. In this context and following the UDS, the Integrated Human Settlement Plan (attached as **ANNEXURE A**) addresses the entire spectrum of housing across different socio-economic categories and price gradients. The 'rural' component of the growth-and-development path was, amongst others, informed by the Status Quo Report (dated March 2017) of the Rural Area Plan.

27TH COUNCIL MEETING: 2019-05-29: ITEM 8.2.6**RESOLVED** (majority vote with abstentions)

- (a) that Council approves the Integrated Human Settlements Plan (IHSP) attached as **ANNEXURE A**, in principle;
- (b) that the Integrated Human Settlement Plan (IHSP) be advertised for public input in accordance with Council's policy; and
- (c) that, should any inputs be received, same be considered by Council before a final decision is made.

Councillors DA Hendrickse and LK Horsband (Ms) requested that their abstentions be minuted.

FOR FURTHER DETAILS CONTACT:

NAME	Tabiso Mfeya
POSITION	Director
DIRECTORATE	Director: Planning & Economic Development
CONTACT NUMBERS	021 808 8491
E-MAIL ADDRESS	<i>tabiso.mfeya@stellenbosch.gov.za</i>
REPORT DATE	7 May 2019

8.2.7	GRANT ALLOCATIONS FOR ANIMAL WELFARE ORGANISATIONS AS DETERMINED BY THE GRANT COMMITTEE
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Collaborator No:

File No:

IDP KPA Ref No:

Meeting Date: 29 May 2019

1. SUBJECT: GRANT ALLOCATIONS FOR ANIMAL WELFARE ORGANISATIONS AS DETERMINED BY THE GRANT COMMITTEE

2. PURPOSE

To make final grant allocations based on applications received from animal welfare organisations.

3. DELEGATED AUTHORITY

COUNCIL

4. EXECUTIVE SUMMARY

In terms of section 6(2) of the Policy for The Financing of External Bodies Performing a Municipal Function, "the Grant Committee will have the power to make recommendations to Council for final appointments and financial allocations", and in terms of section 6(3), "the Grant Committee must submit a report on its decisions to the Council for final approval".

This item deals with the applications received from animal welfare organisations, which include the Franschoek SPCA and Stellenbosch Animal Welfare.

27TH COUNCIL MEETING: 2019-05-29: ITEM 8.2.7

RESOLVED (majority vote with abstentions)

- (a) that Council takes note of the R1.113m grant allocation available for distribution to animal welfare organisations; and
- (b) that Council approves the final allocations as recommended by the Grant Committee (as per its meeting of 2019-05-23 and contained in this report), as follows:
- | | |
|----------------------------------|-----------|
| (i) Franschoek SPCA | R 172 000 |
| (ii) Stellenbosch Animal welfare | R 941 000 |

FOR FURTHER DETAILS CONTACT:

NAME	Gary Boshoff
POSITION	Director: Community & Protection Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021 808 8410
E-MAIL ADDRESS	Gary.boshoff@stellenbosch.gov.za
REPORT DATE	24 May 2019

9.	MATTERS FOR NOTIFICATION
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9.1	REPORT BY THE EXECUTIVE MAYOR
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NONE

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	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR APRIL 2019
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Collaborator No: 645764
File No: 8/1
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 29 May 2019

1. **SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR APRIL 2019**

2. **PURPOSE**

To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy 2018/2019 to report the deviations to Council.

3. **DELEGATED AUTHORITY**

For noting by Council.

4. **EXECUTIVE SUMMARY**

Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy (2018/2019) stipulate that SCM deviations be reported to Council. In compliance thereto, this report presents to Council the SCM deviations that occurred during April 2019.

27TH COUNCIL MEETING: 2019-05-29: ITEM 9.3.1

NOTED

that there were no deviations for April 2019.

FOR FURTHER DETAILS CONTACT:

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

10.	CONSIDERATION OF NOTICES OF QUESTIONS AND NOTICES OF MOTIONS RECEIVED BY THE SPEAKER
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10.1	QUESTION BY CLLR DA HENDRICKSE: ASLA PRICES: IDAS VALLEY HOUSING PROJECT
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27TH COUNCIL MEETING: 2019-05-29: ITEM 10.1

It is noted that Cllr DA Hendrickse was not satisfied with the written response from the Municipal Manager and that he posed a follow-up question, namely:

“Why does the MM not answer the question asked, namely what does ASLA charge for the construction of the houses?”

The Municipal Manager will respond in writing.

10.2	QUESTION BY CLLR DA HENDRICKSE: INCREASE IN NUMBER OF FLATS FROM 60 TO 96: IDAS VALLEY HOUSING PROJECT
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27TH COUNCIL MEETING: 2019-05-29: ITEM 10.2

It is noted that Cllr DA Hendrickse was not satisfied with the written response from the Municipal Manager and that he posed a follow-up question, namely:

“Why does the MM not answer the question asked, namely who were the officials in the Municipality that authorized the change in the numbers of flats from 60 to 96?”

The Municipal Manager will respond in writing.

10.3	QUESTION BY CLLR F ADAMS: COMMISSIONERS OF OATHS
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27TH COUNCIL MEETING: 2019-05-29: ITEM 10.3

It is noted that Cllr F Adams was not satisfied with the written response from the Municipal Manager and that he posed a follow-up question, namely:

“Can the Administration please answer as honestly as possible the questions asked, namely how many Councillors currently have the tools of trade to do their jobs, who are the Councillors and who paid for it?”

The Municipal Manager will respond in writing.

10.4	QUESTION BY CLLR F ADAMS: UNSPENT FUNDING
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27TH COUNCIL MEETING: 2019-05-29: ITEM 10.4

It is noted that Cllr F Adams was not satisfied with the written response from the Municipal Manager and that he posed a follow-up question, namely:

“Can the Administration please answer as honestly as possible the questions asked by referring to Francdevco and La Clemence”.

The Municipal Manager will respond in writing.

10.5	QUESTION BY CLLR LK HORSBAND (MS): BOREHOLES SINCE AUGUST 2017
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27TH COUNCIL MEETING: 2019-05-29: ITEM 10.4

It is noted that Cllr LK Horsband (Ms) was satisfied with the written response from the Municipal Manager, and she had no follow-up question.

10.6	QUESTION BY CLLR LK HORSBAND (MS): COUNCIL DECISION: BOREHOLES IN EXCESS OF R60 MILLION
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27TH COUNCIL MEETING: 2019-05-29: ITEM 10.6

It is noted that Cllr LK Horsband (Ms) was satisfied with the written response from the Municipal Manager, but she will pose a follow-up question in writing.

11.	CONSIDERATION OF URGENT MOTIONS
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NONE

12.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER
-----	--

NONE

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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NONE

14.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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(SEE PINK DOCUMENTATION)

The meeting adjourned at 18:30.

CHAIRPERSON:

DATE:

Confirmed on **with/without amendments.**

4.2	CONFIRMATION OF MINUTES OF THE 28 TH COUNCIL: 2019-06-12 (3/4/1/5)
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The minutes of the 28th Council Meeting: 2019-06-12 is attached as **APPENDIX 1**.

FOR CONFIRMATION

APPENDIX 1



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref. no.3/4/1/5

2019-06-12

MINUTES

28TH MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY

2019-06-12 AT 10:00

Detailed account of the meeting proceedings is available on audio recording, which is obtainable from The Municipal Manager's Office per Request for Information (RFI)

MINUTES
28TH MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY
2019-06-12

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
1.	OPENING AND WELCOME	
2.	COMMUNICATIONS	
2.1	MAYORAL ADDRESS	
2.2	COMMUNICATION BY THE SPEAKER	
2.3	COMMUNICATION BY THE MUNICIPAL MANAGER	
3.	OFFICIAL NOTICES	
3.1	DISCLOSURE OF INTERESTS	
3.2	APPLICATIONS FOR LEAVE OF ABSENCE	
4.	CONFIRMATION OF MINUTES	
	NONE	
5.	STATUTORY MATTERS	
	NONE	
6.	REPORT/S BY THE MUNICIPAL MANAGER RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS COUNCIL MEETINGS	
	NONE	
7.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [ALD G VAN DEVENTER (MS)]	
7.1	COMMUNITY AND PROTECTION SERVICES: [PC: CLLR Q SMIT]	
	NONE	
7.2	CORPORATE SERVICES: [PC: CLLR AR FRAZENBURG]	
	NONE	
7.3	FINANCIAL SERVICES: [PC: CLLR P CRAWLEY (MS)]	
	NONE	
7.4		
	NONE	
7.5	INFRASTRUCTURE SERVICES: [PC: CLLR Q SMIT]	
	NONE	
7.6	PARKS, OPEN SPACES AND ENVIRONMENT: [PC: CLLR XL MDEMKA (MS)]	
	NONE	
7.7	PLANNING AND ECONOMIC DEVELOPMENT [PC: CLLR E GROENEWALD (MS)]	
	NONE	
7.8	RURAL MANAGEMENT AND TOURISM: [PC: CLLR S PETERS]	
	NONE	
7.9	YOUTH, SPORTS AND CULTURE: [PC: CLLR M PIETERSEN]	
	NONE	
7.10	REPORT(S) BY THE MUNICIPAL MANAGER	
	NONE	

ITEM	SUBJECT	PAGE
8.	CONSIDERATION OF ITEMS, REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS SUBMITTED VIA THE OFFICE OF THE MUNICIPAL MANAGER	
8.1	MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC): [CLLR WF PIETERSEN]	
	NONE	
8.2	REPORT/S BY THE MUNICIPAL MANAGER	
8.2.1	STELLENBOSCH MUNICIPALITY: REVISION OF DRAFT MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (MSDF) FOR WC024	5
8.2.2	STELLENBOSCH MUNICIPALITY ENVIRONMENTAL MANAGEMENT FRAMEWORK (2018)	9
8.2.3	REVISED TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2018/9	10
8.2.4	KERBSIDE COLLECTION OF MUNICIPAL SOLID WASTE GENERATED IN FRANSCHHOEK, GROENDAL, WEMMERSHOEK AND LA MOTTE AND TRANSPORT OF THE WASTE TO STELLENBOSCH LANDFILL SITE, FOR A CONTRACT PERIOD ENDING 30 JUNE 2019	11
8.2.5	CLEANING OF STELLENBOSCH CBD FOR A CONTRACT PERIOD ENDING 30 JUNE 2019	12
8.2.6	PROGRESS REPORT: ELECTRICITY MASTERPLAN	14
8.2.7	REGIONAL SOCIO-ECONOMIC PROGRAMME (RSEP)	15
8.2.8	APPLICATION TO WRITE BACK THE AMOUNT LEVIED FOR PUNITIVE RATES: ERF 9194, TECHNOPARK	16
8.2.9	TO APPROVE THE TRANSFER OF FUNDS TO THE STELLENBOSCH WINE ROUTES AND STELLENBOSCH 360	17
8.2.10	INTEGRATED DEVELOPMENT PLAN (IDP) AND SPATIAL DEVELOPMENT FRAMEWORK (SDF) AMENDMENT PROCESS 2019	18
8.2.11	APPROVAL OF DEBT AGREEMENT	19
8.2.12	SALARY AND WAGE INCREASE 2019/2020	20
8.2.13	RENTAL OF OFFICE SPACE IN STELLENBOSCH CBD (Item to follow under separate cover in due course)	
9.	MATTERS FOR NOTIFICATION	
9.1	REPORT/S BY THE EXECUTIVE MAYOR	
	NONE	
9.2	REPORT/S BY THE SPEAKER	
	NONE	
9.3	REPORT/S BY THE MUNICIPAL MANAGER	
	NONE	
10.	CONSIDERATION OF NOTICES OF QUESTIONS AND NOTICES OF MOTIONS RECEIVED BY THE SPEAKER	
	NONE	
11.	CONSIDERATION OF URGENT MOTIONS	
12.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER	
13.	CONSIDERATION OF REPORTS	
13.	REPORTS SUBMITTED BY THE SPEAKER	
	NONE	
13.2	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR	
	NONE	
14.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	NONE	

**MINUTES OF THE 28th MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY
HELD ON 2019-06-12 AT 10:00 IN THE COUNCIL CHAMBER, TOWN HOUSE, PLEIN
STREET, STELLENBOSCH**

PRESENT

The Speaker, Cllr WC Petersen (Ms) [Chairperson]
The Acting Executive Mayor, Cllr N Jindela

COUNCILLORS

FJ Badenhorst	LK Horsband (Ms)
FT Bangani-Menziwa (Ms)	MC Johnson
Ald PW Biscombe	DD Joubert
G Cele (Ms)	N Mananga-Gugushe (Ms)
PR Crawley (Ms)	C Manuel
A Crombie (Ms)	XL Mdemka (Ms)
Z Dalling (Ms)	SA Peters
A Florence	MM Pietersen
J Fasser	WF Pietersen
AR Frazenburg	SR Schäfer
E Fredericks (Ms)	N Sinkinya (Ms)
T Gosa	P Sitshoti (Ms)
E Groenewald (Ms)	Q Smit
DA Hendrickse	LL Stander
JK Hendriks	E Vermeulen (Ms)

1.	OPENING AND WELCOME
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The Speaker welcomed all present at the Council meeting. A moment of silence was observed for those who lost loved ones recently.

2.	COMMUNICATIONS
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2.1	MAYORAL ADDRESS
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The communications of the Acting Executive Mayor, Cllr N Jindela, can be summarized as follows:

1. On behalf of Council, conveyed sincere condolences to family and friends with the sudden death of Mr S Smit of Louisenhof, Stellenbosch.
2. Minister Ivan Meyer: Western Cape Provincial Minister of Agriculture and Minister Albert Fritz: Minister of Community Safety, visited Stellenbosch Municipality on Monday, 3 June 2019. Together with National Government, all measures are taken to ensure that the safety of the entire Stellenbosch are taken serious.
3. "Youth Day" will be commemorated on 16 June. On 17 June this legacy will be celebrated with a Mayoral Cup where teams from across the municipality will be competing in a soccer tournament. This tournament will take place in Jamestown and everyone is encouraged to come and support this event and our youth. This event will be celebrated annually, on a rotational basis and at different venues.
4. Everyone travelling are encouraged to travel safe and not to drink and drive.

2.2	COMMUNICATION BY THE SPEAKER
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- "1. A Big Thank you to all the Councillors present who continuously work so hard to make sure that Stellenbosch deliver good, quality services to its people during this Winter time.
2. Councillors must please note the funeral service of the Late Stefan Smit on Friday 11:00 at the NG Moederkerk in Stellenbosch.
3. With the School holidays looming - let us focus this holiday on the Protection of our young children during Child Protection Week/month and remind ourselves of the slogan: *"Your Child is my Child"*.
4. As we go into recess let us think of those who have to counter the winter weather, rest enough and come back to do better for the next part of the year.
5. Welcome to the new Councillor, Cllr Jeremy Fasser, who replaces Cllr J De Villiers."

2.3	COMMUNICATION BY THE MUNICIPAL MANAGER
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NONE

3.	OFFICIAL NOTICES
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3.1	DISCLOSURE OF INTEREST
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NONE

3.2	APPLICATIONS FOR LEAVE OF ABSENCE	(3/4/1/6)
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3.2.1 The following applications for leave of absence were approved in terms of the Rules of Order By-law of Council:-

Cllr F Adams	– 12 June 2019
Cllr R Du Toit (Ms)	– 12 June 2019
Cllr JG Hamilton	– 12 June 2019
Cllr AJ Hanekom	– 12 June 2019
Cllr NE Mcombring (Ms)	– 12 June 2019
Cllr RS Nalumango (Ms)	– 12 June 2019
Cllr N Olayi	– 12 June 2019
Cllr MD Oliphant	– 12 June 2019
Ald JP Serdyn (Ms)	– 12 June 2019
Ald G Van Deventer (Ms)	– 12 June 2019

3.2.2 Permission was granted to Cllr P Sitshoti (Ms) to leave the meeting earlier (at 12:00).

4.	CONFIRMATION OF MINUTES	(3/4/1/5)
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NONE

5.	STATUTORY MATTERS	(3/4/1/4)
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NONE

6.	REPORT/S BY THE MUNICIPAL MANAGER RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS COUNCIL MEETINGS
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NONE

7.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: (ALD G VAN DEVENTER (MS))
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7.1	COMMUNITY AND PROTECTION SERVICES: (PC : CLLR J DE VILLIERS)
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NONE

7.3	FINANCIAL SERVICES: [PC: CLLR P CRAWLEY (MS)]
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NONE

7.4	HUMAN SETTLEMENTS: [CLLR N JINDELA]
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NONE

7.5	INFRASTRUCTURE: [CLLR J DE VILLIERS]
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NONE

7.6	PARKS, OPEN SPACES AND ENVIRONMENT: [PC: CLLR N JINDELA]
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NONE

7.7	PLANNING AND ECONOMIC DEVELOPMENT: [PC: CLLR E GROENEWALD (MS)]
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NONE

7.8	RURAL MANAGEMENT AND TOURISM: [PC: CLLR S PETERS]
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NONE

7.9	YOUTH, SPORTS AND CULTURE: [PC: M PIETERSEN]
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NONE

7.10	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

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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NONE

8.2	OFFICE OF THE MUNICIPAL MANAGER
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8.2.1	STELLENBOSCH MUNICIPALITY: REVISION OF DRAFT MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (MSDF) FOR WC024
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Collaborator No:

File No:

IDP KPA Ref No:

Valley of Possibility

Meeting Date:

2019-06-12

1. SUBJECT: REVISION OF THE DRAFT MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK IN RESPONSE TO COMMENT AND INPUT RECEIVED FROM THE PUBLIC AND OTHER KEY PLATFORMS

2. PURPOSE

To inform council of the comments received during public participation process and to obtain permission to advertise the revised Draft municipal Spatial Development Framework (*mSDF*) in terms of the Municipal Systems Act, no 32 of 2000 (MSA) for a period of 21 days.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The purpose of the item is to inform Council of the comments received during the official public participation period and to obtain permission to re-advertised the *mSDF* in terms of the Stellenbosch Municipal Land Use Planning By-law, 2015 and Section 20(3) of the Spatial Planning and Land Use Planning Act, No 16 of 2013 (SPLUMA) and the MSA for a further period of 21 days. The final amendment of the draft MSDF must serve before Council in August 2019 for approval and inclusion in the 2019/20 Integrated Development Plan (IDP).

Due to the scale of changes proposed by the public, interest group and the provincial government, it has become apparent that the *mSDF* as previously advertised require some key revisions, which would substantially alter the document. In addition, the section 34(b) of the MSA requires that the municipality undergo an IDP Amendment, since the SDF contributes to key policy changes to the IDP.

The proposed amendments to the SDF, therefore provides an opportunity to advertise the Revised Draft *mSDF* and IDP Amendment to provide the public a further opportunity to comment on the *mSDF* and the IDP Amendment for a period of 21 days.

28TH COUNCIL MEETING: 2019-06-12: ITEM 8.2.1

RESOLVED (majority vote)

- (a) that Council notes input and comments received on the Draft Municipal Spatial Development Framework attached as **ANNEXURE 1** of the agenda;
- (b) that Council gives consent that the public participation process as prescribed by the Spatial Planning and Land Use Management Act, Act 16 of 2013 and the Stellenbosch Municipality Land Use Planning By-Law, 2015 read together with the Municipal Systems Act proceed once the draft *MSDF* is amended for a period of 21 days;
- (c) that Council approves the advertisement of the Revised Draft *mSDF* for a period of 21 days for public comment; and
- (d) that the final draft Municipal Spatial Development Framework be submitted for consideration with the Integrated Development Plan Amendment.

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

Cllrs FT Bangani-Menziwa (Ms); DA Hendrickse; LK Horsband (Ms); N Mananga-Gugushe (Ms); N Sinkinya (Ms); P Sitshoti (Ms) and LL Stander.

NAME	<i>Tabiso Mfeya</i>
POSITION	<i>Director Planning and Economic Development</i>
DIRECTORATE	<i>Planning and Economic Development</i>
CONTACT NUMBERS	<i>021 – 808 8491</i>
E-MAIL ADDRESS	<i>Tabiso.mfeya@stellenbosch.gov.za</i>
REPORT DATE	<i>6 June 2019</i>

8.2.2	STELLENBOSCH MUNICIPALITY ENVIRONMENTAL MANAGEMENT FRAMEWORK (2018)
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Collaborator No: 646695
File No: 15/2/1/3
IDP KPA Ref No:
Meeting Date: 12 June 2019

1. SUBJECT: STELLENBOSCH MUNICIPALITY ENVIRONMENTAL MANAGEMENT FRAMEWORK (2018)

2. PURPOSE

On the 26th meeting of Council it was resolved that the Stellenbosch Environmental Management Framework (SEMF, September 2018) be advertised for public input (**ANNEXURE 1**) and that the document be brought back to Council for approval. The required public participation process has been concluded and the SEMF finalized. The purpose of this item is to acquire Council's approval and adoption of the SEMF (2018 **ANNEXURE 2**).

3. DELEGATED AUTHORITY

For decision by the Council of Stellenbosch Municipality.

4. EXECUTIVE SUMMARY

South Africa's environmental right is captured in the Constitution which states that every person has a right to an environment that is not harmful to his/her health and wellbeing. Through the same section an obligation is placed on the state to put in place reasonable legislative and other measures to realise this right¹.

In terms of the Municipal Systems Act (MSA) municipalities have the duty to strive to ensure that municipal services are provided to the local community in a financially and environmentally sustainable manner². To achieve this each Municipal Council must adopt an Integrated Development Plan (IDP), a single, inclusive and strategic plan for development of the municipality³. An IDP must include a Spatial Development Framework that makes provision for guidelines for land use management within the municipality⁴. In terms of the Spatial Planning and Land Use Management Act, 16 of 2013 (SPLUMA), a Municipal Spatial Development Framework (MSDF) must include a strategic assessment of environmental pressures and opportunities within the municipal area, including the spatial location of environmental sensitivities, high potential agricultural land and coastal access strips where applicable⁵. As a sector plan to the MSDF it is envisioned that the SEMF will fulfil this function.

Following the previous Council resolution (included under Section 6.6 below) the relevant public participation process and opportunity to submit written comment was advertised in the Eikestad News on 25 April 2019 (Annexure 1). The document was

¹ Bill of Rights, Section 24

² MSA, Section 4.

³ MSA, Section 25.

⁴ MSA, Section 26.

⁵ SPLUMA, Section 21(j)

loaded on the municipal website and hardcopies placed at all municipal libraries. No comment were received. As per the above Council decision, the document is brought back for approval.

28TH COUNCIL MEETING: 2019-06-12: ITEM 8.2.2

RESOLVED (majority vote)

- (a) that Council approves the Stellenbosch Municipality Environmental Management Framework (2018) as its environmental management policy, and
- (b) that the Stellenbosch Municipality Environmental Management Framework be included as a sectoral plan of the IDP at its next revision.

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

FOR FURTHER DETAILS CONTACT:

NAME	Schalk van der Merwe
POSITION	Environmental Planner
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021 808 8679
E-MAIL ADDRESS	<i>schalk.vandermerwe@stellenbosch.gov.za</i>

8.2.3	REVISED TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2018/19
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Collaborator No:

File No:

3/4/5/2/32 X 8/1/2/6

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

12 June 2019

1. SUBJECT: REVISED TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2018/19

2. PURPOSE

To obtain Council's approval for the revisions made to the Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) 2018/19.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The TL SDBIP 2018/19 was approved by the Executive Mayor on 21 June 2018. A Revised TL SDBIP 2018/19 was approved by Council on 29 January 2019. The TL SDBIP 2018/19 (as approved by the Executive Mayor) is attached hereto. All changes, for ease of reference, are indicated with a strikethrough and an underline respectively.

It must also be noted that the TL SDBIP 2018/19 is the in-year plan of the municipality and amendments made to the TL SDBIP 2018/19 must also be read in conjunction with the Integrated Development Plan (IDP). Therefore changes made to the TL SDBIP 2018/19 are considered to be made in the IDP as well.

These changes will be effected with the amendment process of the IDP 2017-2022 to be submitted to Council for approval during August 2019.

28TH COUNCIL MEETING: 2019-06-12: ITEM 8.2.3

RESOLVED (nem con)

- (a) that the Revised TL SDBIP 2018/19 be noted;
- (b) that the Revised TL SDBIP 2018/19 be published on the Municipal Website; and
- (c) that the Revised TL SDBIP 2018/19 be submitted to:
 - (i) Internal Audit Unit (for notification);
 - (ii) Department of Local Government: Western Cape;
 - (iii) Provincial Treasury: Western Cape;
 - (iv) Auditor General of South Africa; and
 - (v) National Treasury.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Ms. Shireen De Visser</i>
POSITION	<i>Senior Manager: Governance</i>
DIRECTORATE	<i>Office of the Municipal Manager</i>
CONTACT NUMBERS	<i>021 – 808 8035</i>
E-MAIL ADDRESS	Shireen.devisser@Stellenbosch.gov.za
REPORT DATE	<i>5 June 2019</i>

8.2.4	KERBSIDE COLLECTION OF MUNICIPAL SOLID WASTE GENERATED IN FRANSCHHOEK, GROENDAL, WEMMERSHOEK AND LA MOTTE AND TRANSPORT OF THE WASTE TO STELLENBOSCH LANDFILL SITE, FOR A CONTRACT PERIOD ENDING 30 JUNE 2019
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Collaborator No:

IDP KPA Ref No:

Meeting Date: 12 June 2019

1. **SUBJECT: KERBSIDE COLLECTION OF MUNICIPAL SOLID WASTE GENERATED IN FRANSCHHOEK, GROENDAL, WEMMERSHOEK AND LA MOTTE AND TRANSPORT OF THE WASTE TO STELLENBOSCH LANDFILL SITE, FOR A CONTRACT PERIOD ENDING 30 JUNE 2019**

2. **PURPOSE**

To obtain the necessary approval for the extension of the contract for the refuse collection service in the greater Franschhoek.

3. **DELEGATED AUTHORITY**

Council.

4. **EXECUTIVE SUMMARY**

BSM 21/17 was awarded in the 2017/18 financial year as a rates based tender for a three (3) year contract period. The directorate has drafted a new tender specification which has been approved and advertised (BSM 65/19). The directorate wishes to extend the current period by two (2) months or until new service provider is appointed, whichever comes first. This will ensure for continued service delivery in the Franschhoek area until such time a new service provider is in place.

28TH COUNCIL MEETING: 2019-06-12: ITEM 8.2.4

RESOLVED (nem con)

- (a) that Council notes in terms of MFMA Section 116(3) the reasons for the increase of the tender term;
- (b) that the total tender amount (B/SM 21/17) will increase due to the 3 year tender period going beyond 30 June 2019; and
- (c) that Council gives reasonable notice of the intention to amend the contract or agreement in terms of Section 116(3) (b)(i).

FOR FURTHER DETAILS CONTACT:

NAME	Deon Louw
POSITION	<i>Director</i>
DIRECTORATE	<i>Infrastructure Services</i>
CONTACT NUMBERS	021 808 8213
E-MAIL ADDRESS	Deon.louw@stellenbosch.gov.za
REPORT DATE	

8.2.5	CLEANING OF STELLENBOSCH CBD FOR A CONTRACT PERIOD ENDING 30 JUNE 2019
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Collaborator No:

IDP KPA Ref No:

Meeting Date: 12 June 2019

1. SUBJECT: CLEANING OF STELLENBOSCH CBD FOR A CONTRACT PERIOD ENDING 30 JUNE 2019

2. PURPOSE

To obtain the necessary approval for the extension of the contract for the cleaning of the Central Business District (CBD) in Stellenbosch.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

BSM 6/17 was awarded in the 2017/18 financial year as rates based tender for a three (3) year contract period. The directorate has drafted a new tender specification which has been approved and advertised (BSM 101/19). The directorate wishes to extend the current period to four (4) months or until new service provider is appointed, whichever comes first. This will ensure for continued service delivery until such time a new service provider is in place.

28TH COUNCIL MEETING: 2019-06-12: ITEM 8.2.5

RESOLVED (majority vote)

- (a) that Council notes in terms of MFMA Section 116(3) the reasons for the increase of the tender term;
- (b) that the total tender amount (B/SM 6/17) will increase due to the 3 year tender period going beyond 30 June 2019; and
- (c) that Council gives reasonable notice of the intention to amend the contract or agreement in terms of Section 116(3) (b)(i).

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

FOR FURTHER DETAILS CONTACT:

NAME	Deon Louw
POSITION	Director
DIRECTORATE	Infrastructure Services
CONTACT NUMBERS	021 808 8213
E-MAIL ADDRESS	Deon.louw@stellenbosch.gov.za
REPORT DATE	

8.2.6	PROGRESS REPORT: ELECTRICITY MASTER PLAN
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Collaborator No:

IDP KPA Ref No:

Valley of Possibility

Meeting Date:

2019-06-12

1. SUBJECT:PROGRESS REPORT: ELECTRICITY MASTER PLAN

2. PURPOSE

To inform Council on the progress of the review of the Electricity Master Plan which had to be done upon approval of the final Spatial Development Framework (SDF).

3. DELEGATED AUTHORITY

In terms of the Electricity Regulation Act, 2000 (Act no 4 of 2000), the National Energy Regulator of South Africa (NERSA) must monitor the supply and demand balance of the electricity systems to achieve an efficient, effective, sustainable and orderly development and operation of the electricity network.

To achieve this objective, NERSA through its licensing conditions require municipalities to perform master planning which is valid for and reviewed every five years.

4. EXECUTIVE SUMMARY

The Electricity Master-plan is the strategic planning document that informs the Electrical Services Department in terms of planning, management and budgeting processes for current and future Electrical Services projects. The Electricity Master-plan also informs the operations and maintenance of the electricity network infrastructure to address the increase in electricity demand and supply in the WC024.

The current Electricity master-plan was updated in September 2015 and is valid for five years therefore the current Master-plan will be due for review by September 2020.

During the finalisation and approval of the Spatial Development Framework, provision was made in the capital budget to have the current valid Master Plan aligned with the latest approved Spatial Development Framework.

28TH COUNCIL MEETING: 2019-06-12: ITEM 8.2.6

NOTED

- (a) the content of this report;
- (b) that the current valid Electricity master-plan that was tabled at the 38th council meeting held on 24 February 2016 attached as **APPENDIX A**, be noted as a copy of the master-plan that is currently in usage;
- (c) that upon the finalization of the Spatial Development Framework, Supply Chain Management processes be followed for the appointment of a service provider to update the master-plan; and
- (d) that, if the finalization of the Spatial Development Framework is delayed beyond September 2020, the Master Plan will still be updated since it will be due for review in September 2020.

FOR FURTHER DETAILS CONTACT:

NAME	Deon Louw
POSITION	<i>Director</i>
DIRECTORATE	<i>Infrastructure Services</i>
CONTACT NUMBERS	021 808 8213
E-MAIL ADDRESS	Deon.louw@stellenbosch.gov.za
REPORT DATE	

8.2.7	REGIONAL SOCIO-ECONOMIC PROGRAMME (RSEP)
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Collaborator No:

IDP KPA Ref No:

Valley of Possibility

Meeting Date:

2019-06-12

1. SUBJECT: REGIONAL SOCIO-ECONOMIC PROGRAMME (RSEP)

2. PURPOSE

For Council to consider and approve the Implementation Protocol for the RSEP programme, between the Western Cape Government and the Stellenbosch Municipality.

3. DELEGATED AUTHORITY

Municipal Council

4. EXECUTIVE SUMMARY

The Stellenbosch Municipality's application to be included in the RSEP programme was approved by the Provincial Cabinet on 8 February 2017.

The RSEP programme is a regional inter-governmental development programme focussing on:

- Improving the quality of life of underprivileged, poor communities through urban, social and spatial upgrading;
- Building safe and sustainable neighbourhoods;
- Promoting the "Whole-of-Society" Approach;
- Promoting a "Whole of Government" Approach and
- Promoting joint learning and mainstreaming.

In terms of the approval of Stellenbosch Municipality as a beneficiary of the RSEP programme, the municipality has been allocated funding to the amount of R4 million, spread over the 2019/20 and 2020/2021 financial years. In order to ensure the successful implementation of this programme the agreement between the parties should be concluded as soon as possible.

28TH COUNCIL MEETING: 2019-06-12: ITEM 8.2.7

RESOLVED (nem con)

- (a) that Council takes note of the allocation of R4 million by the Provincial Government to Stellenbosch Municipality in terms of the RSEP programme;
- (b) that Council approves the Implementation Protocol for the RSEP programme as per **ANNEXURE 1**; and
- (c) that the Municipal Manager be authorised to sign all agreements and documents regarding the RSEP program, on behalf of Stellenbosch Municipality.

8.2.8	APPLICATION TO WRITE BACK THE AMOUNT LEVIED FOR PUNITIVE RATES: ERF 9194, TECHNOPARK
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Collaborator No:

IDP KPA Ref No:

Good Governance

Meeting Date:

12 June 2019

1. SUBJECT: APPLICATION TO WRITE BACK THE AMOUNT LEVIED FOR PUNITIVE RATES: ERF 9194, TECHNOPARK

2. PURPOSE

To consider the request received from ENS Africa Attorneys, on behalf of Elsabe Daneel Properties (Pty) Ltd, to write back the amount levied for punitive rates in relation to Erf 9194, TechnoPark.

3. DELEGATED AUTHORITY

For decision by Municipal Council.

4. EXECUTIVE SUMMARY

Following Council's decision to buy back Erf 9194, Technopark, a self-explanatory letter has now been received, requesting that the amount levied for punitive rates in relation to Erf 9194, be written back. Council must now consider this request.

28TH COUNCIL MEETING: 2019-06-12: ITEM 8.2.8

RESOLVED (majority vote)

- (a) that the amount of R145 008-00, levied for punitive rates for the period 1 November 2018 to 30 June 2019, in relation to Erf 9194, Technopark, be written back; and
- (b) that the Municipal Manager be authorised to sign all documents necessary to effect the transfer of Erf 9194 to Stellenbosch Municipality.

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

FOR FURTHER DETAILS CONTACT:

NAME	Piet Smit
POSITION	Manager: Property Management
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-808 8189
E-MAIL ADDRESS	Piet.smit@stellenbosch.gov.za
REPORT DATE	2019-05-07

8.2.9	TO APPROVE THE TRANSFER OF FUNDS TO THE STELLENBOSCH WINE ROUTES AND STELLENBOSCH 360
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Collaborator No:

IDP KPA Ref No:

Good Governance

Meeting Date:

12 June 2019

1. SUBJECT: TO APPROVE THE TRANSFER OF FUNDS TO THE STELLENBOSCH WINE ROUTES AND STELLENBOSCH 360

2. PURPOSE

To obtain Council's approval to transfer funds to Stellenbosch Wine Routes and Stellenbosch 360 in the current financial year.

3. DELEGATED AUTHORITY

Municipal Council

4. EXECUTIVE SUMMARY

To obtain approval to transfer funds to the Stellenbosch Wine Routes (R120 000.00) to design and manufacture a mobile tourism kiosk (equipped with tourism information, booking technology and Wi-Fi) and to Stellenbosch 360 (R120 000.00) to keep their Visitor's Information Centre operational for the remainder of current financial year

28TH COUNCIL MEETING: 2019-06-12: ITEM 8.2.9

RESOLVED (majority vote)

that Council approves the transfer of funds to the following organisations:

Stellenbosch Wine Routes	R120 000.00
Stellenbosch 360	R120 000.00

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

Cllrs FT Bangani-Menziwa (Ms); DA Hendrickse; LK Horsband (Ms); N Mananga-Gugushe (Ms); N Sinkinya (Ms); P Sitshoti (Ms) and LL Stander.

FOR FURTHER DETAILS CONTACT:

NAME	Widmark Moses
POSITION	MANAGER: LED & TOURISM
DIRECTORATE	PLANNING AND ECONOMIC DEVELOPMENT
CONTACT NUMBERS	021 808 8974 / 082 879 8490
E-MAIL ADDRESS	Widmark.moses@stellenbosch.gov.za
REPORT DATE	6 June 2019

8.2.10	INTEGRATED DEVELOPMENT PLAN (IDP) AND SPATIAL DEVELOPMENT FRAMEWORK(SDF)AMENDMENT PROCESS 2019
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Collaborator No:

IDP KPA Ref No:

Good Governance

Meeting Date:

12 June 2019

1. SUBJECT: INTEGRATED DEVELOPMENT PLAN (IDP) AND SPATIAL DEVELOPMENT FRAMEWORK (SDF) AMENDMENT PROCESS 2019

2. PURPOSE

To obtain Council's approval for the Integrated Development Plan (IDP) and Spatial Development Framework (SDF) amendment process 2019 as outlined in the attached IDP/ SDF amendment process in terms of section 34 and section 29 of the Municipal Systems Act.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

By virtue of the fact that a municipality is in a state of readiness to adopt the new municipal Spatial Development Framework (SDF) in accordance with section 20 (2) and 21 of the Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA), an IDP Amendment process has been necessitated. The proposed amendments to the SDF, therefore provides an opportunity to advertise the Revised Draft mSDF and IDP Amendment to provide the public a further opportunity to comment on the mSDF and the IDP Amendment for a period of 21 days.

It is therefore necessary for Council to adopt an IDP Amendment Process Plan to give effect to the IDP Amendment, which is anticipated to be tabled in Council August 2019 (as per the annexed IDP/SDF Amendment Process Plan).

The Draft *mSDF* has undergone a first phase of public consultation of 60 days which commenced on 8 March and ended on 8 May 2019. An additional 21 days public consultation will be undertaken alongside the IDP Amendment Process.

The process for amending a municipal integrated development plan is outlined in regulation 3 of the Local Government Municipal Planning and Performance Management Regulations of 2001 (MP&PMR).

28TH COUNCIL MEETING: 2019-06-12: ITEM 8.2.10

RESOLVED (majority vote)

that Council approves the Integrated Development Plan (IDP) and Spatial Development Framework (SDF) Amendment Process Plan of 2019.

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

8.2.11	APPROVAL OF DEBT AGREEMENT
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Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

12 June 2019

1. SUBJECT: APPROVAL OF DEBT AGREEMENT

2. PURPOSE

To obtain Council's approval for the debt agreement in terms of Section 46 (2) of the Municipal Finance Management Act (Act No 56 of 2003).

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

During April 2019 an advertisement was placed inviting interested parties to make submissions regarding the financing of the proposed loan of R160 million. Submissions were received from 6 authorized financial institutions:

- (a) Development Bank of Southern Africa (DBSA);
- (b) ABSA Bank;
- (c) Nedbank;
- (d) Standard Bank
- (e) First National Bank (FNB); and

After due process, in terms of the municipality's approved Supply Chain Policy, the offer of Nedbank for the term of 10 years, was adjudicated by the Bid Adjudication Committee and approved by the Municipal Manager as being the most favorable for Council.

28TH COUNCIL MEETING: 2019-06-12: ITEM 8.2.11

RESOLVED (majority vote)

- (a) that Council approves the debt agreement as stipulated in **APPENDIX 1**; and
- (b) that the Municipal Manager be mandated to enter into a loan agreement with Nedbank (PTY) Ltd.

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

FOR FURTHER DETAILS CONTACT:

NAME	Kevin Carolus
POSITION	Chief Financial Officer
DIRECTORATE	Finance
CONTACT NUMBERS	021 808 8528
E-MAIL ADDRESS	Kevin.carolus@ Stellenbosch.gov.za
REPORT DATE	

8.2.12	SALARY AND WAGE INCREASE 2019/2020
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Collaborator No: 4/12/1/1
IDP KPA Ref No: Good Governance
Meeting Date: 12 June 2019

1. SUBJECT: SALARY AND WAGE INCREASE 2019/2020**2. PURPOSE**

To inform Council in regard to the SALGBC Salary and Wage increases 2019/2020.

3. DELEGATED AUTHORITY

For notification.

4. EXECUTIVE SUMMARY

The 2019/20 salary and wage increase is contained in the SALGBC Collective Agreement to which Stellenbosch Municipality is bound as a member of SALGA. Should the Municipality not be able to afford the increase, exemption must be applied for. There is no need to apply for an exemption as enough funding was budgeted in the approved budget for 2019/20 to accommodate the increase.

The parties to the South African Local Government Bargaining Council (SALGBC) concluded a multi-year Salary and Wage Collective Agreement for the period of 01 July 2018 until 30 June 2021. The agreement contains the provisions of the increase for 2019/2020 financial year indicating inter alia CPI plus 1, 5% culminating in a 6.5% increase on salary and wages. Attached is a letter received from the SALGBC (circular 01/2019) setting out the increase for 2019/2020 (**APPENDIX 4**).

This matter served before the Local Labour Forum and the Forum supports the recommendations.

28TH COUNCIL MEETING: 2019-06-12: ITEM 8.2.12**NOTED**

- (a) the Salary and Wage Collective Agreement for the period of 01 July 2018 until 30 June 2021 as well as Circular 01 of 2019;
- (b) that implementation will take place with the July 2019 salary run; and
- (c) that these increases do not apply to the Municipal Manager and the Section 56 Managers reporting directly to the Municipal Manager.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Annalene De Beer</i>
POSITION	<i>Director Corporate Services</i>
DIRECTORATE	<i>Corporate Services</i>
CONTACT NUMBERS	<i>021-808 8018</i>
E-MAIL ADDRESS	<i>Annalene.Debeer@stellenbosch.gov.za</i>
REPORT DATE	<i>20 May 2019</i>

8.2.13	RENTAL OF OFFICE SPACE IN STELLENBOSCH CBD
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

12 June 2019

1. SUBJECT: RENTAL OF OFFICE SPACE IN STELLENBOSCH CBD

2. PURPOSE

To obtain the necessary authorisation to conclude lease agreements with Absa Bank Ltd, Eikestad Joint Venture and Octofin Commercial (Pty) Ltd regarding office space in the CBD within a 500 meter radius from the Town Hall building for staff that cannot be accommodated in Municipal-owned buildings for operational reasons.

3. DELEGATED AUTHORITY

Council must consider the matter.

4. EXECUTIVE SUMMARY

The staff that needs to work within the CBD cannot all be accommodated in Council-owned buildings. The staff structure has also been adjusted and is constantly adjusting to make provision for the delivery of service which on a constant basis is growing.

There are currently 3 (three) lease agreements in place for office space in Stellenbosch CBD, namely:

Absa Bank building

Ecclesia building

Stellenbosch Mall

All three lease agreements terminate in 2019: the agreements regarding Absa Bank building and Ecclesia building on 30 June 2019, and the Eikestad Mall lease on 30 September 2019.

We advertised and called on service providers to indicate the office space available in the radius of 500 meters from the Town Hall building. The decision to rent office space should be dealt with through a Council resolution as it is not goods or services that are procured that is dealt with through a normal tender procurement process.

Directors were requested to indicate the additional office space that is needed to accommodate the growing staff needs and a total of 1094m² was indicated as set out below under the discussion.

Only three potential service providers attended the clarification meeting and they are the same companies we are currently renting office space from in the CBD. The Eikestad Mall did not include the space currently being rented from them as part of their offer. It is recommended that the leasing of office space at the Eikestad Mall be dealt with as a whole and not separate rentals (current and new). A further item in this regard will serve before Council in months to come.

The additional space in the Absa Building is only available before 1 September 2019.

28TH COUNCIL MEETING: 2019-06-12: ITEM 8.2.13**RESOLVED** (majority vote)

- (a) that Council approves the conclusion of lease agreements for the period 1 July 2019 to 30 June 2022 as set out below:

Description	Absa	Octofin
1. Office space Rand/m ² /month	414.41m ² R175.25 350 m ² (from 1 September 2019) R175.25	2254.49m ² R218.50
2. Parking Rand/parking/month	- -	16 R1941.00
3. Municipal Services (estimate)	R9253.74	R123 044.25
4. Escalation	9%	7%
5. Total estimated cost for contract period (Excluding Municipal Services)	R2 856 878.01 plus R2 290 170.51 (period 1 October 2019 to 30 June 2022)	R19 004 150.85
6. Average cost/month/m ² (Excluding Municipal Services)	R191.50	R234.15

- (b) that it be noted that the additional space in the Absa building will only be rented from 1 October 2019;
- (c) that the Municipal Manager be authorised to conclude lease agreements for the period ending 30 June 2022, as per the financial offers received; and
- (d) that the Municipal Manager be authorised to allocate the new office space to the department(s), as needed.

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

FOR FURTHER DETAILS CONTACT:

NAME	Piet Smit
POSITION	Manager: Property Management
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-8088189
E-MAIL ADDRESS	Piet.smit@ Stellenbosch.gov.za
REPORT DATE	2019-06-05

9.	MATTERS FOR NOTIFICATION
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9.1	REPORT BY THE EXECUTIVE MAYOR
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NONE

9.2	REPORT BY THE SPEAKER
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NONE

9.3	REPORT BY THE MUNICIPAL MANAGER
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NONE

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

11.	CONSIDERATION OF URGENT MOTIONS
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NONE

12.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

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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NONE

14.	IN-COMMITTEE
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NONE

The meeting adjourned at 12:40.

CHAIRPERSON:

DATE:

Confirmed on **with/without amendments.**

5.	STATUTORY MATTERS	(3/4/1/4)
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NONE

6.	REPORT/S BY THE MUNICIPAL MANAGER RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS COUNCIL MEETINGS
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The report by the Municipal Manager re outstanding resolutions taken at previous meetings of Council is attached as **APPENDIX 1**.

FOR INFORMATION

APPENDIX 1

OUTSTANDING RESOLUTIONS JULY 2019

Council Meeting		Resolution	Resolution Date	Allocated To	% Feedback	Feedback Comment
394114	Investigation with regards to the various residential properties in Mont Rochelle Nature Reserve	<p>7.6 INVESTIGATION WITH REGARD TO THE VARIOUS RESIDENTIAL PROPERTIES IN MONT ROCHELLE NATURE RESERVE</p> <p>35TH COUNCIL MEETING: 2015-10-28: ITEM 7.6</p> <p>RESOLVED (majority vote)</p> <p>(a) that Council rescind its resolution taken at the meeting dated, 2014-01-16, with regard to Item 7.2;</p> <p>(b) that the funds allocated to be spent on conducting the proposed investigation rather be spent on consolidating the 46 unsold erven with Mont Rochelle Nature Reserve and negotiating with the owners of the 14 sold (but undeveloped) erven (the priority being erven 342, 307, 314, 322, 355, 336, located in a visually sensitive area north-eastern slope of "Du Toits Kop" facing the Franschoek valley) regarding the possibility to exchange current erven within Mont Rochelle Nature Reserve with erven in a more suitable area (suitable in terms of environmental, visual and service delivery perspective); and</p> <p>(c) that any other feasible alternative that can limit the impact on the nature reserve that might be identified in the process be considered.</p> <p>The following Councillors requested that their votes of dissent be minuted: Councillors F Adams; JA Davids; DA Hendrickse; S Jooste (Ms); C Moses (Ms); P Mntumi (Ms); RS Nalumango (Ms); P Sitshoti (Ms); AT van der Walt and M Wanana.</p> <p>(DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT TO ACTION)</p>	2015-10-28	SCHALKV	95.00	A site visit was undertaken on 26/10/2018. Internal meetings held. In the process of formulating an implementation plan.
478901	THE THIRD GENERATION INTEGRATED WASTE MANAGEMENT PLAN (IWMP) FOR STELLENBOSCH MUNICIPALITY	<p>7.6.4 THE THIRD GENERATION INTEGRATED WASTE MANAGEMENT PLAN (IWMP) FOR STELLENBOSCH MUNICIPALITY</p> <p>4TH COUNCIL MEETING: 2016-11-23: ITEM 7.6.4</p> <p>RESOLVED (nem con)</p> <p>(a) that the attached Draft 3rd Generation IWMP be supported by Council for approval in principle; and</p> <p>(b) that the proposed Draft 3rd Generation IWMP be duly advertised for public comment until the end of February 2017, and be re-submitted together with any comments / objections by D:EA&DP and the public, for final approval and</p>	2016-11-23	SALIEMH	91.00	Green Cape provided a quotation and the procurement process is in progress.

OUTSTANDING RESOLUTIONS JULY 2019

		adoption by Council.				
478903	SECTION 78 PROCESS FOR AN EXTERNAL SERVICE DELIVERY MECHANISM WITH REGARDS TO PUBLIC	7.6.2 SECTION 78 PROCESS FOR AN EXTERNAL SERVICE DELIVERY MECHANISM WITH REGARD TO PUBLIC TRANSPORT 4TH COUNCIL MEETING: 2016-11-23: ITEM 7.6.2 RESOLVED (majority vote) (a) that Council approves the proposal that an assessment of the municipality's capacity be done to determine its ability to provide the proposed public transport service through an internal mechanism and that the recommendation of the assessment be submitted to Council for consideration and decision; and (b) that, should the above assessment recommend the use of an external mechanism for the provision of the public transport service, a feasibility study be conducted for the provision of the service through an external mechanism. The following Councillors requested that their votes of dissent be minuted: Councillors F Adams; DA Hendrickse and LK Horsband (Ms).	2016-11-23	ROSCOE B	50.00	Item submitted to serve at next MayCo meeting.
513321	THE FUTURE USE AND MAINTENANCE OF COUNCIL HERITAGE BUILDINGS	7.3.1 THE FUTURE USE AND MAINTENANCE OF COUNCIL HERITAGE BUILDINGS 8TH COUNCIL MEETING: 2017-04-26: ITEM 7.3.1 RESOLVED (majority vote with abstentions) (a) that Council supports the establishment of a "heritage portfolio" that can be managed independently from other assets and that the Municipal Manager be mandated to identify all council owned properties to be placed in the heritage portfolio; (b) that the Rhenish complex including Voorlegegen and the Transvalia complex of apartments (Transvalia, Tinetta, Bosmanhuis en Alma) be agreed to be categorised as category A assets; (c) that in terms of Section 14(2)(a) of the MFMA, the properties listed in paragraph 3.4 (table 2) marked as Category A properties, be identified as properties not needed to provide the minimum level of basic municipal services; (d) that, in terms of Regulation 34(3) of the ATR, the Municipal Manager be authorized to conduct the prescribed public participation process, as envisaged in Regulation 35 of the ATR, with the view of awarding long term rights in relation to the Category A properties; (e) that, for the purpose of disposal, two independent valuers be appointed to	2017-04-26	BERNABY B	30.00	Information statement compiled. Awaiting approval from DCS to publish the notice.

OUTSTANDING RESOLUTIONS JULY 2019

		<p>determine the fair market value and fair market rental of the properties listed in Categories A and B;</p> <p>(f) that, following the public participation process, a report be tabled before Council to consider in principle, the awarding of long term rights in the relevant properties, whereafter a public competitive disposal process be followed; and</p> <p>(g) that, with regard to the properties listed as Category B and C, the Municipal Manager be mandated to investigate the best way of disposing of or managing these assets, including feasibility studies on the possible disposal/awarding of long term rights and/or outsourcing of the maintenance function and that a progress report be tabled before Council within 6 months from the date of approval of the recommendation.</p> <p>Councillor F Adams requested that his vote of dissent be minuted.</p> <p>(DIRECTOR: PLANNING AND ECON DEV TO ACTION)</p>				
514994	Stellenbosch Municipality: Extension of Burial Space	<p>7.3.2 STELLENBOSCH MUNICIPALITY: EXTENSION OF BURIAL SPACE</p> <p>8TH COUNCIL MEETING: 2017-04-26: ITEM 7.3.2</p> <p>RESOLVED (nem con)</p> <p>(a) that Council amends its 27th Meeting of the Council of Stellenbosch (25 February 2015) resolution by adding (b)(x) to include any alternative land in the same area which could feasibly be used as a site to be investigated as a solution to the critical need for burial space within Stellenbosch Municipality;</p> <p>(b) that Council supports the acquisition of the required authorization for the proposed establishment of regional cemeteries (for burial need within WC024) at Farm Culcatta No. 29 and the Remainder of Farm Louw's Bos No. 502 as well as the proposed establishment of a regional cemetery at Farm De Novo No. 727/10 and Portion 1 of 'Farm Meer Lust No 1006 should the process of acquiring the necessary approval from the Department of Transport and Public Works be acquired;</p> <p>(c) that the possible creation of a garden of remembrance as alternative to a traditional land site also be investigated; and</p> <p>(d) that Council authorises the Municipal Manager to proceed with acquiring the necessary approvals for the establishment of the above cemeteries.</p> <p>(DIRECTOR: PLANNING & ECON DEV TO ACTION)</p>	2017-04-26	SCHALKV	60.00	Environmental Impact Assessment (EIA) proceeding on 2 sites, Louw's Bos and Culcatta Bos. Pre-application documentation for Environmental Authorization for both sites has been submitted to DEADP. Authorization for both sites has been submitted to DEADP. Expecting a decision from the DEADP on both by November 2019.
543945	IDENTIFYING OF MUNICIPAL AGRICULTURAL	<p>7.3.2 IDENTIFYING OF MUNICIPAL AGRICULTURAL LAND FOR IMPLEMENTATION OF FARMER PRODUCTION SUPPORT UNIT (FPSU)</p>	2017-09-27	WIDMARKM	65.00	Draft MOU completed. Zoning of the areas identified for the FPSU was confirmed to be correct to commence with the activities.

OUTSTANDING RESOLUTIONS JULY 2019

	<p>LAND FOR IMPLEMENTATION OF FARMER PRODUCTION SUPPORT UNIT (FPSU) - 9/2/1/1/1/3</p>	<p>12TH COUNCIL: 2017-09-27: ITEM 7.3.2</p> <p>RESOLVED (majority vote with abstentions)</p> <p>(a) that Council support and approve the implementation of a Farmer Production Support Unit (FPSU) within the WCO24;</p> <p>(b) that Council support and approve the following two sites as identified for the purpose of a Farmer Production Support Unit (FPSU) in accordance with the Policy of the Management of Agricultural Land:</p> <ul style="list-style-type: none"> • Lease portion BH1 of Farm 502, Stellenbosch; and • Lease portion BH2 of Farm 502 Stellenbosch. <p>(c) that the Local Economic Development Department be mandated to undertake all required land use management applications and processes, which include, amongst others rezoning, registration of lease area and departures for the relevant area to accommodate a Farmer Production Support Unit (FPSU) as the current zoning is for agricultural purposes only, given sufficient funding and budget made available by the National Department of Rural Development and Land Reform (NDRDLR); and</p> <p>(d) that the National Department of Rural Development and Land Reform (NDRDLR) draft a MOU between the Stellenbosch Municipality as land owner and the National Department of Rural Development and Land Reform (NDRDLR) on the roles and responsibilities of the different role players for the Council to consider, prior to any lease agreement be entered into or change in land use process commences.</p> <p>Cllrs DA Hendrickse and LK Horsband (Ms) requested that their votes of dissent be minuted.</p> <p>Councillor F Adams requested that it be minuted that he supports the item with reservations.</p> <p>(DIRECTOR: PLAN & ECON DEV TO ACTION)</p>				
543966	<p>PARKING UPGRADE REPORT</p>	<p>7.6.1 PARKING UPGRADE REPORT</p> <p>12TH COUNCIL: 2017-09-27: ITEM 7.6.1</p> <p>RESOLVED (majority vote with abstentions)</p> <p>(a) that a Section 78 process be launched and that an internal parking service delivery increase be investigated through the Section 78(1) approach;</p> <p>(b) that parking service delivery increase be based on the towns of:</p> <ol style="list-style-type: none"> i) Stellenbosch ii) Klapmuts, and 	2017-09-27	JOHANF	90.00	Item submitted to serve at next MayCo meeting.

OUTSTANDING RESOLUTIONS JULY 2019

		<p>iii) Franschhoek; and</p> <p>(c) that a formal report be submitted to Council as required by Section 78(2), which will indicate the best way of rendering internal parking and any recommendations to a possible external method of rendering parking services.</p> <p>(DIRECTOR: ENGINEERING SERVICES TO ACTION)</p>				
543953	SOLID WASTE UPGRADE REPORT	<p>7.6.2 SOLID WASTE UPGRADE REPORT</p> <p>12TH COUNCIL: 2017-09-27: ITEM 7.6.2</p> <p>RESOLVED (majority vote with abstentions)</p> <p>(a) that a Section 78 process be launched and that an internal waste disposal service delivery increase be investigated through the Section 78(1) approach; and</p> <p>(b) that a formal report be submitted to Council as required by Section 78(2), which will indicate the best way of rendering internal waste disposal by landfill and any recommendations to a possible external method of waste disposal landfill.</p> <p>(DIRECTOR: ENGINEERING SERVICES TO ACTION)</p>	2017-09-27	SALIEMH	75.00	<p>Section 78 process in progress.</p> <p>Environmental Consultants has been appointed for the relocation of power line and EI for new Cell.</p>
546882	Motion WC Petersen - Proposed development of erven 412 and 284, Groendal, Franschhoek	<p>10.2 MOTION BY COUNCILLOR WC PIETERSEN (MS): PROPOSED DEVELOPMENT OF ERVEN 412 AND 284, GROENDAL, FRANSCHHOEK</p> <p>12TH COUNCIL MEETING: 2017-09-27: ITEM 10.2</p> <p>The Speaker allowed Cllr WC Petersen (Ms) put her Motion, duly seconded. After the Motion was motivated, the Speaker allowed debate on the matter.</p> <p>The matter was put to the vote, yielding a result of all in favour.</p> <p>RESOLVED (nem con)</p> <p>that an item be prepared for Council's consideration regarding the development of Erf 412 (high density housing) and retirement resort Erf 284 with or without frail care facility.</p> <p>(OFFICE OF THE MM TO ACTION)</p>	2017-09-27	PIETS/LESTERV S	10.00	<p>In the process of ascertaining what kind of subsidies, if any would be payable on a project of this nature.</p> <p>Once this information is available a report will be submitted to Council.</p>
559624	STELLENBOSCH MUNICIPALITY PROBLEM PROPERTIES DRAFT	<p>8.3.3 STELLENBOSCH MUNICIPALITY PROBLEM PROPERTIES DRAFT BY-LAW, AUGUST 2017</p> <p>14TH COUNCIL MEETING: 2017-11-29: ITEM 8.3.3</p>	2017-11-29	HEDRED	70.00	Section 80 Committee resolved to refer resolution to Executive Mayor.

OUTSTANDING RESOLUTIONS JULY 2019

	BY- LAW, AUGUST 2017	<p>RESOLVED (nem con)</p> <p>(a) that the draft By-law on Problem Properties for Stellenbosch Municipality, August 2017, be approved, in principle;</p> <p>(b) that the draft By-law on Problem Properties for Stellenbosch Municipality, August 2017, be advertised for public comment for 90 days where after same be resubmitted to Council for final consideration and subsequent approval; and</p> <p>(c) that the reference to the properties referred to in the agenda item under point 4 be removed from the item.</p> <p>(DIR: PLANNING & ECON DEV TO ACTION)</p>				
559586	DEVELOPMENT OF ZONE O AND THE HOUSING ALLOCATION CRITERIA FOR THE PHASE 2B AND 2C (277 SITES), WATERGANG, KAYAMANDI	<p>7.5.2 DEVELOPMENT OF ZONE O AND THE HOUSING ALLOCATION CRITERIA FOR THE PHASE 2B AND 2C (277 SITES), WATERGANG, KAYAMANDI</p> <p>14TH COUNCIL MEETING: 2017-11-29: ITEM 7.5.2</p> <p>RESOLVED (majority vote with abstentions)</p> <p>(a) that the block approach/method be implemented in Zone O (upper part next to Thubelisha) to effectively address the provision of new housing opportunities i.e. servicing of sites and construction of high density residential units;</p> <p>(b) that beneficiaries that were not allocated houses on the bottom part (access road) be allocated a site or Temporary Relocation Area units once (a) has been achieved and if there is any space available;</p> <p>(c) that, within the block approach non-qualifiers that earn R3 501 to R7 000 per month be allocated serviced sites in accordance with the Finance Linked Individual Subsidy Programme (FLISP);</p> <p>(d) that, within the block approach non-qualifiers (as prescribed by housing policy guidelines) that earn between R7 001 to R15 000 per month be allocated a serviced site at a cost equal to the amount as approved by Provincial Department of Human Settlement (PDoHS) for a serviced site in the project (Watergang Phase 2, Kayamandi);</p> <p>(e) that ±40 beneficiaries from Enkanini that are on the road reserve be allocated temporary housing units to enable the Municipality to implement the erf 2175 pilot project (i.e. electrification, sanitation, water);</p> <p>(f) that Temporary Relocation Area 1 residents who were not allocated units in 2005, that does not qualify for a housing subsidy also be allocated sites (±20 beneficiaries);</p>	2017-11-29	TABISOM	90.00	The contractor has built 270 units and has moved off-site. The informal structures are demolished when the families are relocated to their new units. Progress in accordance with the construction programme.

OUTSTANDING RESOLUTIONS JULY 2019

		<p>(g) that the 10m road reserve be waived and the 8m road reserve be approved in order to create more housing opportunities;</p> <p>(h) that 10% of the Temporary Relocation Areas be reserved for emergency cases in accordance with Council's Emergency Housing Assistance Policy (EHAP);</p> <p>(i) that once the above process has been completed and should plots still be available in the Temporary Relocation Areas (TRA), beneficiaries are identified from Zone N that can be allocated sites in the TRA (only from the group that was placed there by the Municipality); and</p> <p>(j) that the parking requirements be amended from one (1) parking per housing unit to 0,6 average per housing unit.</p> <p>(DIR: HUMAN SETTLEMENTS TO ACTION)</p>				
559653	KAYAMANDI: LAND FOR RELOCATION OF SURPLUS HOUSEHOLDS	<p>8.3.2 KAYAMANDI: LAND FOR RELOCATION OF SURPLUS HOUSEHOLDS</p> <p>14TH COUNCIL MEETING: 2017-11-29: ITEM 8.3.2</p> <p>RESOLVED (majority vote)</p> <p>that the Municipal Manager be authorised to investigate / negotiate the acquisition of land, which may include land swaps, land purchase and /or the early termination of lease agreements on Council-owned property in the area (lease areas), to be approved by Council before implementation.</p> <p>(DIR: HUMAN SETTLEMENTS TO ACTION)</p>	2017-11-29	TABISOM	90.00	Discussion/negotiations is at an advance stage and reports have served before Council to this effect.
559971	PROPOSED DISPOSAL (THROUGH A LAND AVAILABILITY AGREEMENT) OF MUNICIPAL LAND, A PORTION OF PORTION 4 OF FARM NO 527 AND A PORTION OF THE REMAINDER OF FARM 527, BOTH LOCATED IN JAMESTOWN, STELLENBOSCH AND THE APPOINTMENT OF A TURNKEY	<p>PROPOSED DISPOSAL (THROUGH A LAND AVAILABILITY AGREEMENT) OF MUNICIPAL LAND, A PORTION OF PORTION 4 OF FARM NO 527 AND A PORTION OF THE REMAINDER OF FARM 527, BOTH LOCATED IN JAMESTOWN, STELLENBOSCH AND THE APPOINTMENT OF A TURNKEY DEVELOPER IN ORDER TO FACILITATE THE DELIVERY OF STATE SUBSIDIZED HOUSING UNITS, SERVICED SITES FOR AFFORDABLE HOUSING UNITS, GAP HOUSING UNITS AND HIGH INCOME HOUSING UNITS</p> <p>14TH COUNCIL MEETING: 2017-11-29: ITEM 7.5.1</p> <p>RESOLVED (majority vote with abstentions)</p> <p>(a) that the land parcels listed in paragraph 1.(i) and indicated in Figure 12 be identified as land not needed by Stellenbosch Municipality to provide the minimum level of services; and</p> <p>(b) that the Municipal Manager be authorized to initiate a Call for Proposals process with minimum requirements as determined through preliminary</p>	2017-11-29	TABISOM	90.00	The tender was evaluated by a multi-disciplinary team and the Bid Evaluation report was submitted to BEC during January 2019. A special technical committee was established of senior managers to determine the process for the compilation of Stage 2 of the tender.

OUTSTANDING RESOLUTIONS JULY 2019

	DEVELOPER IN ORDER TO F	<p>investigations to be completed by the administration.</p> <p>ClIrs DA Hendrickse and LK Horsband (Ms) requested that their votes of dissent be minuted.</p> <p>(DIR: HUMAN SETTLEMENTS TO ACTION)</p>				
582813	APPOINTMENT OF A STRATEGIC ADVISORY COMMITTEE: POLICY ON THE MANAGEMENT OF MUNICIPAL AGRICULTURAL LAND	<p>7.3.1 APPOINTMENT OF A STRATEGIC ADVISORY COMMITTEE: POLICY ON THE MANAGEMENT OF MUNICIPAL AGRICULTURAL LAND</p> <p>16TH COUNCIL MEETING: 2018-03-28: ITEM 7.3.1</p> <p>RESOLVED (nem con)</p> <p>(a) that Council confirms the positions from the respective organisations to be members of the Strategic Advisory Committee and Operational Committee as proposed in the table below and that the Manager LED initiate the process of convening the first committee meeting before end of May 2018;</p> <p>Strategic Advisory Committee Organisation Position Contact Details Stellenbosch Municipality Chairperson: Director: Community and Protection Services 021 808 8437</p> <p>Stellenbosch Municipality Director: Planning and Economic Development 021 808 8667 Stellenbosch Municipality Director: Integrated Human Settlements and Property 021 808 8493 Stellenbosch Municipality Director: Strategic and Corporate Services 021 808 8018 Stellenbosch Municipality Legal Services 021 808 8018 Stellenbosch Municipality Manager: LED 021 808 8179 Stellenbosch Municipality Snr LED Officer: Rural Development 021 808 8173 Stellenbosch Agricultural Society General Manager 021 886 4867 Department of Agriculture Acting Chief Director: Farmer Support and Development 021-8085103</p> <p>Department of Rural Development and Land Reform Deputy Director 079 880 9320 Land Bank Provincial Manager Commercial Development Banking Division Western Cape 021 974 2200 / 082 339 1626 Stellenbosch University Professor and Chairman of the Department Agricultural Economics 021 808 4899 Department of Water Affairs Deputy Director 021 941 6000 Winelands Water Board CEO 021 887 6487 CASIDRA CEO 021 863 5000</p> <p>Operational Committee</p>	2018-03-28	WIDMARKM	50.00	Meeting to be held with Advisory Body by end August 2019. Operational Committee has met several times to complete the technical report on the land applications. Vacant municipal land was advertised in 2018. Applications has been evaluated and final recommendations have been submitted to legal services for input.

OUTSTANDING RESOLUTIONS JULY 2019

		<p>Organisation Position Stellenbosch Municipality Manager: LED Stellenbosch Municipality Manager: Municipal Property Stellenbosch Municipality Senior Legal Advisor Stellenbosch Municipality Environmental Manager Stellenbosch Municipality Senior LED Officer: Rural Development</p> <p>(b) that the following vacant municipal agricultural land be advertised to be utilised by farmers in line with the policy on the Management of Municipal Agricultural Land as advertised in the Government Gazette on 27 March 2017 (ANNEXURE B).</p> <p>PROPERTY DESCRIPTION SIZE TOTAL (HA) WATER 1 165/1A 10.5 ha no water 10.5 2 279BN 25.3 ha no water 25.3 3 502 AM 8.56 ha 3 ha water 8.56 3 4 502 AP 7 ha 2 ha water 7 2 5 502 AU 8.9 ha no water 8.9 6 502 AW 6 ha no water 6 7 502 BFN 15.5 ha 6 ha c/water 15.5 6 8 502 V 21.6 ha 8 ha water 21.6 8 9 619/1 26 ha no water 26 10 502 BH PORTION 17&18 5 ha 3 ha water 5 3 11 502M 5.1 ha 3 ha water 5.1 3 12 502V 21.6 ha 8 ha water 21.6 8 13 502W 9 ha 3 ha water 9 3 TOTAL 175,41 ha</p>				
582874	FUTURE UTILIZATION OF EX-KLEINE LIBERTAS THEATRE SITE: CONSIDERATION OF INPUTS RECEIVED	<p>8.4.2 FUTURE UTILIZATION OF EX-KLEINE LIBERTAS THEATRE SITE: CONSIDERATION OF INPUTS RECEIVED</p> <p>16TH COUNCIL MEETING: 2018-03-28: ITEM 8.4.2</p> <p>RESOLVED (nem con)</p> <p>a) that Council takes note of the large number of inputs/comment received; and</p> <p>b) that a multi-purpose building be planned and after erection of building council call for proposals from the Stellenbosch Community for its utilization in line with our strategic objectives.</p>	2018-03-28	PIETS	95.00	Appointment of team who will design new building and project manage the erecting of the building will be during 2019/20 financial year.
601661	PROPOSED CEEDING OF LONG TERM LEASE	<p>7.5.3 PROPOSED CEEDING OF LONG TERM LEASE AGREEMENTS: LEASE FARMS 502AX, AY AND BC: HELDERVALLEY FARMING ASSOCIATION</p>	2018-07-25	AKHONAZ	95.00	Final report on July 2019 Council agenda for approval.

OUTSTANDING RESOLUTIONS JULY 2019

	AGREEMENTS: LEASE FARMS 502AX, AY AND BC: HELDERVALLEY FARMING ASSOCIATION	18TH COUNCIL MEETING: 2018-07-25: ITEM 7.5.3 RESOLVED (nem con) that this item be withdrawn for further refinement.				
601650	THE AWARDING OF RIGHTS TO THE LOCAL ECONOMIC HUBS	7.3.1 THE AWARDING OF RIGHTS TO THE LOCAL ECONOMIC DEVELOPMENT HUBS 18TH COUNCIL MEETING: 2018-07-25: ITEM 7.3.1 RESLOVED (majority vote) (a) that Council adopts the recommendation to award the leases of the Local Economic Development Hubs to the entities that scored the highest points for each property, as follows: Property Applicant 1. The Old Clinic Building (Erven 6487 & 6488) Ranyaka 2. Triangle Building (Erf 228) Hugenote Fine Chocolates 3. Mooiwater Building (Erf 2253) ABC Empowerment (Profiles attached Appendix 2) (b) that once Council approves and awards the leasing rights to the highest scoring applicant, the Director Corporate Services be mandated to draft and sign lease agreements with the successful applicants; (c) that the contract must make provision for termination on non-performance in terms of the agreement; (d) that the contract be awarded for a period of 9 years and 11 months; and (e) that the awarding of rights of the Old Agricultural Hall to the Stellenbosch Craft Alive and Stellenbosch Trail Fund be awarded, conditional to the settlement of the outstanding legal dispute. Councillor F Adams requested that it be minuted that he supports the item, with reservations.	2018-07-25	TABISOM	90.00	The outstanding legal dispute has been resolved. Lease agreement in progress.
601711	PROPOSED RENEWAL OF VARIOUS LEASE AGREEMENTS	7.5.4 PROPOSED RENEWAL OF VARIOUS LEASE AGREEMENTS 18TH COUNCIL MEETING: 2018-07-25: ITEM 7.5.4 RESOLVED (nem con)	2018-07-25	PIETS	80.00	New draft agenda item in process. Will be submitted for consideration after consultation with management.

OUTSTANDING RESOLUTIONS JULY 2019

		that this item be withdrawn for further refinement.				
612597	Draft 2 NORTHERN EXTENTION LAND FOR RELOCATION OF SURPLUS HOUSEHOLDS, KAYAMANDI PROGRESS - STATUS REPORT 20.09.2018	<p>8.2.3 NORTHERN EXTENSION / LAND FOR RELOCATION OF SURPLUS HOUSEHOLDS, KAYAMANDI: PROGRESS / STATUS REPORT</p> <p>20 TH COUNCIL MEETING: 2018-09-26: ITEM 8.2.3</p> <p>During deliberations on the matter, the Speaker ordered Cllr F Adams to leave the chambers (at 11:20) for violating Rule 27 of the Rules of Order By-law.</p> <p>RESOLVED (majority vote with 7 abstentions)</p> <p>(a) that the progress to date (lack thereof), be noted;</p> <p>(b) that the Municipal Manager be authorised to further investigate the options as set out in paragraph 6.2.2 and to enter into preliminary discussions / negotiations with the relevant stakeholders, with the view of finding solutions for the future development of the Northern Extension;</p> <p>(c) that the Municipal Manager reports back on progress within 3 months; and</p> <p>(d) that no definitive agreement(s) be concluded without Council's approval.</p>	2018-09-26	TABISOM	90.00	Funding for the acquisition of land was received from the Provincial Dept of Human Settlements. Transfer process is under way.
616959	MIGRATION OF OLD HOUSING WAITING LIST TO A HOUSING DEMAND DATABASE SYSTEM	<p>7.5.5 MIGRATION OF OLD HOUSING WAITING LIST TO A HOUSING DEMAND DATABASE SYSTEM</p> <p>21ST COUNCIL MEETING: 2018-10-31: ITEM 7.5.5</p> <p>RESOLVED (nem con)</p> <p>(a) that Council approves that the administration embarks on a process of updating data on the old Housing Waiting List;</p> <p>(b) that all updated information be imported into the Municipal Housing Demand Database; and</p> <p>(c) that, when the above process has been concluded, the Municipal Housing Demand Database becomes the only reference point and source of information in determining the municipality's housing backlog and the profile of applicants.</p>	2018-10-31	TABISOM	50.00	A date has been set for 2 August 2019 for a presentation to the office of the Municipal Manager. The launch date will be determined thereafter.
616964	POSTER BY-LAW	<p>7.6.2 POSTER BY-LAW RELATING TO OUTDOOR ADVERTISING AND SIGNAGE</p> <p>21ST COUNCIL MEETING: 2018-10-31: ITEM 7.6.2</p>	2018-10-31	DEONL	80.00	Served at Portfolio Committee. To serve at MayCo meeting.

OUTSTANDING RESOLUTIONS JULY 2019

		<p>RESOLVED (nem con)</p> <p>(a) that the report be accepted;</p> <p>(b) that the Draft By-Law Relating to Outdoor Advertising and Signage, attached as ANNEXURE 1, be accepted as the copy of the By-Law to be used in a Public Participation process;</p> <p>(c) that the Draft By-Law relating to Outdoor Advertising and Signage be duly advertised for the purpose of a public participation process until the end of January 2019; and</p> <p>(d) that, upon the completion of the public participation process, the Draft By-Law together with any comments/objections by the public be resubmitted to Council for final approval and adoption.</p>				
616954	<p>CONDONATION OF QUALIFYING CRITERIA: SALE OF UNDEVELOPED ERVEN IN KAYAMANDI</p>	<p>7.2.3 CONDONATION OF QUALIFYING CRITERIA: SALE OF UNDEVELOPED ERVEN IN KAYAMANDI</p> <p>21ST COUNCIL MEETING: 2018-10-31: ITEM 7.2.3</p> <p>RESOLVED (majority vote with abstentions)</p> <p>(a) that Council resolves not to condone the criteria set out in the tender documentation published on 12 November 2016; and</p> <p>(b) that Council resolves that the following criteria be used in the new tender process, i.e.</p> <p>i) Beneficiary must be a resident of Kayamandi for a minimum period of ten (10) years;</p> <p>ii) If younger than 40 years (at date of closing tender), then the beneficiary must be married or have a legal dependent staying with him/her;</p> <p>iii) May not have received any form of financial assistance/subsidy from the State in obtaining a house/serviced site previously;</p> <p>iii) May not currently own any other fixed asset;</p> <p>iv) Must be a South African citizen;</p> <p>v) Must be a first time home owner; and</p> <p>vi) that a pre-emptive clause be inserted in the title deed of the property that the property be developed within 2 years and not be sold within 5 years of registration.</p>	2018-10-31	PIETS	30.00	Tender document compiled and submitted to DCS before going to SCM.

OUTSTANDING RESOLUTIONS JULY 2019

616956	DRAFT PARADYSKLOOF NATURE AREA: ENVIRONMENTAL MANAGEMENT PLAN	<p>7.7.1 DRAFT PARADYSKLOOF NATURE AREA ENVIRONMENTAL MANAGEMENT PLAN</p> <p>21ST COUNCIL MEETING: 2018-10-31: ITEM 7.7.1</p> <p>RESOLVED (nem con)</p> <p>(a) that the Paradyskloof Nature Area Environmental Management Plan be duly advertised for the purpose of a public participation process until the end of January 2019; and</p> <p>(b) that the inputs received during the above public participation process be worked into a final draft Paradyskloof Nature Area Environmental Management Plan to be presented to Council for approval.</p>	2018-10-31	SCHALKVDM	90.00	An Item with the final EMP completed and loaded on Collaborator – No. 640919 to serve before Council on 24 July 2019.
621645	UTILISATION OF A PORTION OF THE WEMMERSHOEK COMMUNITY HALL AS AN EARLY CHILDHOOD DEVELOPMENT FACILITY (ECD CENTRE)	<p>7.2.3 UTILISATION OF A PORTION OF THE WEMMERSHOEK COMMUNITY HALL AS AN EARLY CHILDHOOD DEVELOPMENT FACILITY (ECD CENTRE)</p> <p>22ND COUNCIL MEETING: 2018-11-28: ITEM 7.2.3</p> <p>RESOLVED (majority vote with abstentions)</p> <p>(a) that Council notes that a tender call for proposal was advertised and dealt with through the Supply Chain Process;</p> <p>(b) that Council now proceed with the lease based on the proposal received;</p> <p>(c) that, should Council accept the proposal, an agreement be entered into with Mr Goosen that stipulates that the property may only be used for the purposes of an ECD centre; and</p> <p>(d) that the Municipal Manager be authorised to sign all documents necessary to effect the lease agreement.</p>	2018-11-28	ANNALENE DB	90.00	Applicant informed of outcome await signed agreement.
621772	PROPOSED SERVICE DELIVERY IN JONKERSHOEK	<p>7.2.4 PROPOSED SERVICE DELIVERY IN JONKERSHOEK</p> <p>22ND COUNCIL MEETING: 2018-11-28: ITEM 7.2.4</p> <p>RESOLVED (majority vote with abstentions)</p> <p>(a) that the Power of Attorney from the National Department of Public Works, authorising Stellenbosch Municipality to commence with service delivery in Jonkershoek, be noted;</p> <p>(b) that the Administration be authorised to render interim municipal services in the Mixed Use Precinct in Jonkershoek on a cost recovery basis from the users who receive the services, except to those households that qualify for free basic</p>	2018-11-28	ALL DIRECTORS	30.00	<p>Meeting was scheduled during December 2018 with representatives of Informal Settlements and Engineering Services to discuss implementation of Council resolutions. The National Department of Public Works was requested the use of the office space. A meeting in this regard was scheduled for 29 January 2019.</p> <p>Interdepartmental team to deal with process further.</p>

OUTSTANDING RESOLUTIONS JULY 2019

		<p>services in terms of the Municipality's Indigent Policy;</p> <p>(c) that the Administration be authorised to provide/upgrade Access to Basic Services (Communal services) in informal areas, free of charge;</p> <p>(d) that the Director: Planning and Economic Development be requested to commission a feasibility study with the view of identifying a possible site(s) for possible township establishment, taking into account the Draft SDF for Jonkershoek, but also taking into account the positioning of bulk infrastructure and access to the site(s);</p> <p>(e) that the National Department of Public Works be requested to transfer the land to Stellenbosch Municipality;</p> <p>(f) that the National Department of Public Works be requested to transfer the land on which the office space previously used by Cape Nature, either by way of acquisition or by way of a Lease Agreement, to the Municipality;</p> <p>(g) that, the Director: Infrastructure Services be requested to compile a status quo report regarding the availability of bulk infrastructure but also indicating the cost of possible interim upgrading of such bulk infrastructure;</p> <p>(h) that the Director: Planning & Economic Development be requested to finalise the SDF for Jonkershoek in terms of the SPLUMA Act 16 of 2013;</p> <p>(i) that the Municipal Manager be authorised to conclude an agreement(s) with the relevant authorities to ensure that Stellenbosch Municipality is in a position to do law enforcement in the Jonkershoek Valley, with specific reference to the prevention of further unauthorised structures being constructed/erected;</p> <p>(j) that a progress report be tabled to Council within 6 months, including an environmental impact report and indicating progress that has been made regarding the provision of services; and</p> <p>(k) that, in the mean-time, all expenditure be incurred within the existing, approved budget.</p> <p>The following Councillors requested that it be minuted that they abstained from voting on the matter:</p> <p>Cllrs F Adams; DA Hendrickse and LK Horsband (Ms).</p>				
633513	POSSIBLE DISPOSAL OF ERF 111, KAYAMANDI TO THE UNITED REFORMED	7.2.2 POSSIBLE DISPOSAL OF ERF 111, KAYAMANDI, TO THE UNITED REFORMED CHURCH IN SOUTHERN AFRICA (URCSA): CONSIDERATION OF PUBLIC INPUTS AND DETERMINATION OF MARKET VALUE 24TH COUNCIL MEETING: 2019-02-27: ITEM 7.2.2	2019-02-27	PIETS	90.00	Completed. Registration to take place.

OUTSTANDING RESOLUTIONS JULY 2019

	CHURCH IN SOUTHERN AFRICA (URCSA): CONSIDERATION OF PUBLIC INPUTS AND DETERMINATION OF MARKET VALUE	<p>RESOLVED (majority vote with abstention)</p> <p>(a) that it be noted that no public inputs/objections have been received following the public notice period;</p> <p>(b) that it be noted that the property's fair market value has been valued at R133 250.00;</p> <p>(c) that Council approves of the disposal of erf 111, Kayamandi, to The United Reformed Church in Southern Africa (URCSA) at no cost, subject to the following conditions:</p> <p>(i) that a reversionary clause be inserted in the title deed of the property, indicating that the property may only be used for religious/social care purposes, and that it cannot be sold without the prior written approval of Stellenbosch Municipality;</p> <p>(ii) that The United Reformed Church in Southern Africa (URCSA) be responsible for all costs related to the transfer of the property to their name;</p> <p>(d) that the Municipal Manager be authorised to sign all documents necessary to effect the transfer of the property to The United Reformed Church in Southern Africa (URCSA); and</p> <p>(e) that Council considered the market value of the property and the property is donated due to the long history of use by the church and the fact that it is used for, inter alia, social care purposes for the broader community in Kayamandi. The local community would therefore be better served if the erf is transferred at less than its fair market value, as opposed to a transfer of the asset at fair market value.</p>				
633536	PROPOSED EXCHANGE OF LAND: DISPOSAL OF ERF 15323 TO THE SEVENTH DAY ADVENTIST CHURCH IN EXCHANGE FOR ERF 718, KAYAMANDI	<p>7.2.1 PROPOSED EXCHANGE OF LAND: DISPOSAL OF ERF 1523 TO THE SEVENTH DAY ADVENTIST CHURCH IN EXCHANGE FOR ERF 718, KAYAMANDI</p> <p>24TH COUNCIL MEETING: 2019-02-27: ITEM 7.2.1</p> <p>RESOLVED (nem con)</p> <p>(a) that Erf 1523 be identified as land not needed to provide the minimum level of Municipal Services;</p> <p>(b) that Council in principle approves the exchange of Erf 718 for Erf 1523 at equal value;</p> <p>(c) that Council's intention to do the exchange of land be advertised for public inputs/objections/alternative proposals;</p>	2019-02-27	AKHONAZ	95.00	Completed Re-turn item for final decision on July 2019 council agenda.

OUTSTANDING RESOLUTIONS JULY 2019

		<p>(d) that the item be brought back to Council following the public notice period, to make a final decision in this regard; and</p> <p>(e) that Council notes the concerns indicated in the letter of the Seventh Day Adventist Church, and that Council commits to fencing the substation and attempt to find alternative land for the play park.</p>				
633551	ADVERTISING OF DRAFT MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (MSDF) FOR WC024	<p>8.2.5 ADVERTISING OF DRAFT MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (MSDF) FOR WC024</p> <p>24TH COUNCIL MEETING: 2019-02-27: ITEM 8.2.5</p> <p>RESOLVED (majority vote with abstentions)</p> <p>(a) that Council notes the Draft Municipal Spatial Development Framework attached as ANNEXURE 1;</p> <p>(b) that Council gives consent that the public participation process as prescribed by the Spatial Planning and Land Use Management Act, Act 16 of 2013 and the Stellenbosch Municipality Land Use Planning By-Law, 2015 proceed without delay; and</p> <p>(c) that the final draft Municipal Spatial Development Framework be submitted for consideration with the Integrated Development Plan no later than the Council meeting in May 2019. Councillors F Adams and DA Hendrickse requested that their votes of dissent be minuted.</p>	2019-02-27	BERNABEDLB	90.00	Council approved draft MSDF at Council meeting in May 2019 and granted permission for a further 21 days advertising period in terms of the Municipal Systems Act (MSA). Revised Draft MSDF was advertised from 13 June 2019 to 5 July 2019. Currently compiling final MSDF for approval by Council at the end of July 2019 with amendment of IDP at the end of August 2019.
639169	APPROVAL OF THE DRAFT SECOND REVIEW OF THE FOURTH GENERATION IDP 2017 – 2022	<p>5.1 APPROVAL OF THE DRAFT SECOND REVIEW OF THE FOURTH GENERATION IDP (2017 – 2022)</p> <p>25TH COUNCIL MEETING: 2019-03-27: ITEM 5.1</p> <p>RESOLVED (nem con)</p> <p>(a) that the draft Second Review of the Fourth Generation IDP (2017 –2022) for Stellenbosch Municipality be tabled in terms of Section 34 of the MSA for the purposes of obtaining public inputs and comments;</p> <p>(b) that an advertisement be placed on the official website of the Municipality, municipal notice boards and in the local newspapers notifying the public that the draft Second Review of the Fourth Generation IDP (2017 – 2022) is open for public inputs and comments during April 2019;</p> <p>(c) that the draft Second Review of the Fourth Generation IDP (2017 – 2022) be submitted to the Department of Local Government, Provincial Treasury, National</p>	2019-03-27	GURSWINC	80.00	<p>Draft 2nd Review of the Fourth Generation IDP tabled in Council and published for public comments.</p> <p>Advertisement published Draft IDP placed on municipal website.</p> <p>Draft IDP Review submitted to National and Provincial Treasury; Dept. of LG.</p> <p>Public participation process completed. Final 2nd Review of the Fourth Generation IDP in process of being finalised for adoption in Council.</p>

OUTSTANDING RESOLUTIONS JULY 2019

		Treasury and the Cape Winelands District Municipality; and (d) that the Second Review of the Fourth Generation IDP (2017 – 2022) be submitted to Council before the end of May 2019 for final approval.				
634249	MOTION BY ALDERMAN PW BISCOMBE: APPOINTMENT OF INDEPENDENT INVESTIGATOR	10.3 MOTION BY ALDERMAN PW BISCOMBE: APPOINTMENT OF INDEPENDENT INVESTIGATOR 24TH COUNCIL MEETING: 2019-02-27: ITEM 10.3 The Speaker allowed Alderman PW Biscombe to put his Motion, duly seconded. After the Motion was motivated, the Speaker allowed debate on the matter. The matter was put to vote, yielding a result of 31 for and 2 against. RESOLVED (majority vote) (a) that Council authorizes the Municipal Manager to appoint an independent investigator in terms of the supply chain management process and Council Policies; (b) that the Municipal Manager mandate the independent investigator to investigate in terms of Schedule 1, Section 10 and Schedule 2, Section 6 of the Municipal Systems Act, 32 of 2000; and (c) that Council consider the findings in accordance with Section 14, and Schedule 2 Section 14A of the Municipal Systems Act 32 of 2000 (154-162). Cllrs F Adams and DA Hendrickse requested that their votes of dissent be minuted.	2019-02-27	NOMIET	70.00	Investigator appointed.
639570	TO AUTHORISE THE MUNICIPAL MANAGER TO START THE PRESCRIBED PUBLIC PARTICIPATION PROCESS AS PER CHAPTER 4 OF THE MUNICIPAL ASSET TRANSFER REGULATIONS, WITH THE VIEW OF THE FOLLOWING A	7.7.2 TO AUTHORISE THE MUNICIPAL MANAGER TO START THE PRESCRIBED PUBLIC PARTICIPATION PROCESS AS PER CHAPTER 4 OF THE MUNICIPAL ASSET TRANSFER REGULATIONS, WITH THE VIEW OF FOLLOWING A TENDER/CALL FOR PROPOSAL PROCESS FOR OUTSOURCING THE MANAGEMENT/USE OF THE KAYAMANDI ECONOMIC AND TOURISM CORRIDOR (KETC) 25TH COUNCIL MEETING: 2019-03-27: ITEM 7.7.2 RESOLVED (majority vote) a) that Council authorises the Municipal Manager to start the Public Participation Process (60 days) as per Chapter 4 of the Asset Transfer Regulations with the intention of following an appropriate process for the outsourcing and	2019-03-27	TABISOM	75.00	Closing date for submissions of inputs closed on 30 June 2019. An item in this regard is being prepared for Council submission by August 2019.

OUTSTANDING RESOLUTIONS JULY 2019

	TENDER/CALL FOR PROPOSAL PROCESS FOR OUTSOURCING THE MANAGEMENT/USE OF TH	<p>management of the Kayamandi Economic and Tourism Corridor;</p> <p>(b) that Council gives reasonable consideration to all regulations and processes required by the Municipal Policy on the Management of Immovable Property, the Asset Transfer Regulations and prescriptions of the MFMA, and then to follow the process that best ensures the correct operational outcome for the Kayamandi Economic and Tourism Corridor;</p> <p>(c) that the local community be invited to submit representations; and</p> <p>(d) that the Municipal Manager be authorized to conclude the contract or agreement after (c) above is finalized in terms of the applicable Act/Regulation.</p> <p>The following Councillors requested that their votes of dissent be minuted: Cllrs RS Nalumango (Ms); N Sinkinya (Ms); P Sitshoti (Ms) and LL Stander.</p>				
634097	APPLICATION TO RELAX DEED OF SALE CONDITION: ANTI-SPECULATION CLAUSE: ERF 9194, TECHNOPARK	<p>8.2.6 APPLICATION TO RELAX DEED OF SALE CONDITION: ANTI-SPECULATION CLAUSE: ERF 9194, TECHNOPARK</p> <p>24TH COUNCIL MEETING: 2019-02-27: ITEM 8.2.6</p> <p>RESOLVED (majority vote with abstention)</p> <p>(a) that Council resolves to buy back the property as per the Municipal evaluation and that this property be earmarked for empowerment of local black entrepreneurs within the Stellenbosch municipal area;</p> <p>(b) that Council makes provision for the purchase of the property within 2019/2020 budget; and</p> <p>(c) that the Municipal Manager be mandated to investigate and report back to Council at the March 2019 Council meeting as to whether outstanding municipal debt should be recovered.</p> <p>Councillor DA Hendrickse requested that his vote of dissent be minuted.</p>	2019-02-27	AKHONAZ	90.00	Transfer to Municipality must take place. Item on outstanding municipal debt will follow.
639576	APPLICATION TO LEASE UNIT 1 OF BSOMANSHUIS (PART OF THE DORP STREET FLATS UNITS) TO THE IEC	<p>7.2.1 APPLICATION TO LEASE UNIT 1 OF BOSMANSHUIS (PART OF THE DORP STREET FLATS UNITS) TO THE INDEPENDENT ELECTORAL COMMISSION (IEC)</p> <p>25TH COUNCIL MEETING: 2019-03-27: ITEM 7.2.1</p> <p>RESOLVED (nem con)</p> <p>(a) that Unit 1 Bosmanshuis, situated on a portion of erf 1134, as shown on Fig.2, be identified as property not required for the municipality's own use during the period for which the right is to be granted;</p>	2019-03-27	ANNALENEZ	95.00	Completed. Return Item on July 2019 council agenda.

OUTSTANDING RESOLUTIONS JULY 2019

		<p>(b) that approval be granted, in principle, to enter into a 1 year lease agreement with an option to renew with the IEC at a monthly rental of R 9950, being 50% of fair market rental given that the IEC is a Chapter 9 (of the Constitution) institution;</p> <p>(c) that Council's intention to enter into an agreement with the IEC be advertised for public comments/inputs;</p> <p>(d) that, following the public notice period, an item be submitted to Council to make a final determination; and</p> <p>(e) that the normal rules in terms of maintenance of the inside of the building will be included in the rental agreement to be concluded.</p>				
632905	DRAFT STELLENBOSCH MUNICIPALITY INTEGRATED FIRE MANAGEMENT PLAN (JANUARY 2019)	<p>7.1.2 DRAFT STELLENBOSCH MUNICIPALITY INTEGRATED FIRE MANAGEMENT PLAN (JANUARY 2019)</p> <p>26TH COUNCIL MEETING: 2019-04-24: ITEM 7.1.2</p> <p>RESOLVED (majority vote with abstentions)</p> <p>(a) that Council approves the advertisement of the draft Stellenbosch Municipality Integrated Fire Management Plan (January 2019) for a period of 30 days for public input; and</p> <p>(b) that the inputs received during the above public participation process be worked into a final draft Stellenbosch Municipality Integrated Fire Management Plan to be presented to Council for approval.</p>	2019-04-24	SCHALKVDM	80.00	Document was advertised in the Eikestad News 09 May 2019. An Item with the final plan being prepared to serve before Council in September 2019.
	POSSIBLE DISPOSAL OF A PORTION OF ERF 23, FRANSCHHOEK TO THE FRANSCHHOEK METHODIST CHURCH	<p>7.2.1 POSSIBLE DISPOSAL OF A PORTION OF ERF 23, FRANSCHHOEK TO THE FRANSCHHOEK METHODIST CHURCH</p> <p>26TH COUNCIL MEETING: 2019-04-24: ITEM 7.2.1</p> <p>RESOLVED (majority vote with abstentions)</p> <p>(a) that the portion of erf 23, excluding the parking area, Franschoek, as land indicated in Fig 3, be identified as land not needed to provide the minimum level of basic municipal services;</p> <p>(b) that Council, in principle, approve the disposal of land to the Franschoek Methodist Church without following a public tender process, and subject to the following conditions:</p>	2019-04-24	PIETS	90.00	A public notice was published on 20-06-2019, soliciting public input/objections/alternative proposal. No submission was received. Item will be submitted to MayCo during August 2019 for recommendation.

OUTSTANDING RESOLUTIONS JULY 2019

		<p>i) that the purchase price be determined at 30% of market value, the market value to be determined by two (2) independent valuers;</p> <p>ii) that a reversionary clause be inserted in the title deed of the property, should the property not be used for religious/social care purposes anymore;</p> <p>iii) that the church be responsible for the sub-division and rezoning of erf 23, Franschhoek, to allow for a separate unit to be transferred;</p> <p>iv) that a servitude be registered in favour of the Municipality regarding all municipal services crossing the property;</p> <p>v) that a right of access from Bagatelle Street be registered in favour of the church.</p> <p>(c) that Council's intention to dispose of the property under the provisions set out above, be advertised for public inputs/objections/alternative proposals as provided for in par 9.2.2.1 of the Property Management Policy; and</p> <p>(d) that, following the public participation process, the matter be submitted to Council to make a final decision on the disposal, or not.</p>				
	<p>PROPOSED DISPOSAL OF ERVEN 3192, 3019 AND 3111 IN MOOIWATER, FRANSCHHOEK: CONSIDERATION OF PUBLIC INPUTS</p>	<p>7.2.2 PROPOSED DISPOSAL OF ERVEN 3192, 3019 AND 3111 IN MOOIWATER, FRANSCHHOEK: CONSIDERATION OF PUBLIC INPUTS</p> <p>26TH COUNCIL MEETING: 2019-04-24: ITEM 7.2.2</p> <p>RESOLVED (majority vote)</p> <p>(a) that it be noted that no comment/inputs were received from the residents of wards 1 and 2 in regard to the future use of the properties;</p> <p>(b) that erven 3192, 3019 and 3111 be identified as land not needed to provide the minimum level of basic municipal services, i.e. that it can be, in principle, disposed of;</p> <p>(c) that Council resolves that the properties be put out on a Call for Proposals for multi-purpose institutional use to the benefit of the community. Proposals will be evaluated based on the type of institutional uses, how it will benefit the greater community, and how many institutions will be accommodated through the proposals;</p>	2019-04-24	ANNALENE DB	80.00	<p>Council resolved to call for proposals before final decision is taken.</p> <p>Tender specifications for the sale of various institutional sites in Mooiwater, Franschhoek has been submitted to DCS. Awaiting approval of tender specifications.</p>

OUTSTANDING RESOLUTIONS JULY 2019

		<p>(d) that the matter be reported back to Mayco and Council after implementation of resolution (c) above; and</p> <p>(e) that the conditional awarding of the tenders by the Bid Adjudication Committee, should in principle disposal be approved, be submitted to Council to make a final determination on the disposal of the properties.</p> <p><i>Councillor DA Hendrickse requested that his vote of dissent be minuted, on the grounds that, in his view, the item is not legally compliant.</i></p>				
635397	ESTABLISHMENT OF 'FRIENDS GROUPS' FOR STELLENBOSCH NATURE RESERVES AND DESIGNATED NATURE AREAS	<p>7.6.3 ESTABLISHMENT OF 'FRIENDS GROUPS' FOR STELLENBOSCH NATURE RESERVES AND DESIGNATED NATURE AREAS</p> <p>26TH COUNCIL MEETING: 2019-04-24: ITEM 7.6.3</p> <p>RESOLVED (majority vote)</p> <p>(a) that Council accepts the concept of "Friends Groups" as a way of creating community involvement in the management of nature areas;</p> <p>(b) that approval is granted for the establishment of "Friends Groups" for the declared nature reserves of Papegaaiberg, Mont Rochelle and Jan Marais Nature Reserve as well as informal nature areas as required;</p> <p>(c) that the Protected Areas Forum Terms of Reference be revised and brought in alignment with the Norms and Standard of the Department of Environment, Gazette Notice 382 of 31 March 2016, and its purpose as alluded to in this item; and</p> <p>(d) that a progress report on the establishment of "Friends Groups" be submitted within 30 days after implementation.</p> <p><i>The following Councillors requested that their votes of dissent be minuted:</i></p> <p><i>Councillors F Adams; FT Bangani-Menziwa (Ms); DA Hendrickse; N Mananga-Gugushe (Ms); RS Nalumango (Ms); N Sinkinya (Ms); P Sitshoti (Ms) and LL Stander.</i></p>	2019-04-24	ALBERTVDM	50.00	An advertisement was placed in the local newspaper for interested parties for a period of 60 days. The due date for submission is 8 August 2019. After the date all the interested parties will be invited for a meeting to discuss a way forward.
640511	REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF	<p>8.2.1 REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 3 (01 JANUARY 2019-31 MARCH 2019)</p> <p>26TH COUNCIL MEETING: 2019-04-24: ITEM 8.2.1</p>	2019-04-24	DALLEELJ		Report in process to be published.

OUTSTANDING RESOLUTIONS JULY 2019

	STELLENBOSCH MUNICIPALITY: QUARTER 3 (01 JANUARY 2019-31 MARCH 2019)	RESOLVED (nem con) (a) that Council takes note of this report and ANNEXURE A attached to the report; and (b) that the report be made public in accordance with section 21A of the Municipal Systems Act.				
	PROPOSED RENEWAL OF EXISTING MEMORANDUM OF UNDERSTANDING FOR THE MUNICIPAL COURT OF STELLENBOSCH	8.2.7 PROPOSED RENEWAL OF EXISTING MEMORANDUM OF UNDERSTANDING FOR THE MUNICIPAL COURT OF STELLENBOSCH 26 TH COUNCIL MEETING: 2019-04-24: ITEM 8.2.7 RESOLVED (majority vote with abstentions) (a) that the Memorandum of Agreement with the Department of Justice for the Municipal Court for the Stellenbosch District, be renewed for a 3-year term from 1 July 2019; and (b) that the Municipal Manager be delegated to sign all relevant documentation for the extension of the afore-said agreement.	2019-04-24	ANNALENEDB	80.00	Agreement sent to Department of Justice for signature.
	STELLENBOSCH MUNICIPALITY RULES OF ORDER BY- LAW	13.1.2 STELLENBOSCH MUNICIPALITY RULES OF ORDER BY- LAW 26 TH COUNCIL MEETING: 2019-04-24: ITEM 13.1.2 RESOLVED (majority vote with abstentions) that the final draft of the Stellenbosch Municipality Rules of Order By-law (Appendix 3) be advertised for public comments for 30 days, after which it be resubmitted to Council for final approval <i>The following Councillors requested that their votes of dissent be minuted: Councillors F Adams; DA Hendrickse.</i>	2019-04-24	ANNALENEDB	90.00	Notice of Public Participation published. Closing date for public input was 29 June 2019. Return item will serve on agenda of Council on 24 July 2019.
	REPORT/S BY THE MUNICIPAL MANAGER RE OUTSTANDING RESOLUTIONS TAKEN AT	6. REPORT/S BY THE MUNICIPAL MANAGER RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS COUNCIL MEETINGS CLLR F ADAMS 16TH COUNCIL MEETING: 2018-03-28: ITEM 7.3.1 APPOINTMENT OF A STRATEGIC ADVISORY COMMITTEE: POLICY ON THE MANAGEMENT OF MUNICIPAL AGRICULTURAL LAND	2018-03-28	WIDMARKM	75.00	Meeting to be held with Advisory Body by end August 2019.

OUTSTANDING RESOLUTIONS JULY 2019

	PREVIOUS COUNCIL MEETINGS	- Said that the MM gave a commitment that they will meet within a month. What is the status, did they meet?				
	APPLICATION TO ACQUIRE AN ADDITIONAL PORTION OF LAND FOR THE PURPOSE OF EXTENDING THE CLINIC IN KLAPMUTS: CORRECTION OF PROPERTY DESCRIPTION	<p>7.2.1 APPLICATION TO ACQUIRE AN ADDITIONAL PORTION OF LAND FOR THE PURPOSE OF EXTENDING THE CLINIC IN KLAPMUTS: CORRECTION OF PROPERTY DESCRIPTION</p> <p>27TH COUNCIL MEETING: 2019-05-29: ITEM 7.2.1</p> <p>RESOLVED (nem con)</p> <p>that the decision taken by Council on 2017-09-27 (12th Council meeting, item 7.5.1) regarding the disposal/donation of a portion of erf 342 be rescinded and replaced with the following:</p> <p>a) that a portion of erf 342 and Remainder portion of erf 1331, as indicated on Fig 2, measuring 2272m² in extent, be identified as land not needed to provide the minimum level of basic municipal services;</p> <p>b) that, seeing that the provision of a new clinic for the area is of critical importance, and seeing that the land in question was donated to Stellenbosch Municipality by the Provincial Housing Board in 1972, the land be made available to the Provincial Government free of charge;</p> <p>(c) that approval be granted that the land, as indicated in figure 2, be transferred to the Western Cape Government (Chief Directorate Property Management) for the purpose of constructing a health facility, on condition that the Provincial Government of the Western Cape:</p> <p>(i) be responsible for all costs related to the transfer of the land, including, but not limited to survey and legal costs;</p> <p>(ii) be responsible for the subdivision and rezoning cost;</p> <p>(iii) be responsible for the upgrading of bulk infrastructure, should the need arise, and for making a contribution towards the Bulk Infrastructure Fund, as per the approved tariff structure at the time of approval of the site development plan;</p> <p>(iv) be responsible for all service connections at the prevailing rates;</p>	2019-05-29	PIETS	95.00	Completed. Provincial Government informed of outcome. Transfer must take place.

OUTSTANDING RESOLUTIONS JULY 2019

		<p>(d) that the Provincial Government be given occupancy of the land with immediate effect, to enable them to attend to planning/building plan approval(s); and</p> <p>(e) that the Municipal Manager be authorised to sign the Deed of Donation and all documents necessary to effect the transfer of the property.</p>				
	<p>PROPOSED DISPOSAL OF ERF 347, LE ROUX (GROENDAL)</p>	<p>7.2.2 PROPOSED DISPOSAL OF ERF 347, LE ROUX (GROENDAL) 27TH COUNCIL MEETING: 2019-05-29: ITEM 7.2.2</p> <p>RESOLVED (majority vote)</p> <p>(a) that Erf 347, Le Roux (Groendal) be identified as land not needed to provide the minimum level of basic municipal services, i.e. that it can be disposed of in principle;</p> <p>(b) that Council resolves to dispose of the property by going out on a Call for Proposal, soliciting proposals to develop the land for high density gap housing opportunities; ensuring optimal use of the land, and thereby creating more opportunities for residents of the area. This may include apartments, flats or town houses of different typologies;</p> <p>(c) that the market value of the property be determined by two independent valuers and be taken into consideration in the SCM determination and reported to Council when the item is tabled for final consideration as indicated in (d) below; and</p> <p>(d) that, following the supply chain process, the matter be brought back to Council for a final decision on whether to dispose of the property under the conditions set in the supply chain process.</p> <p><i>Cllrs DA Hendrickse and LK Horsband requested that their votes of dissent be minuted</i></p>	2019-05-29	PIETS	30.00	Compilation of tender document in progress.
	<p>DRAFT LAND USE ENFORCEMENT POLICY FOR STELLENBOSCH MUNICIPALITY, MARCH 2019</p>	<p>7.7.1_DRAFT LAND USE ENFORCEMENT POLICY FOR STELLENBOSCH MUNICIPALITY, MARCH 2019 27TH COUNCIL MEETING: 2019-05-29: ITEM 7.7.1</p> <p>RESOLVED (majority vote with abstentions)</p> <p>(a) that the draft Land Use Enforcement Policy for Stellenbosch Municipality, March 2019, be approved in principle; and</p> <p>(b) that the Land Use Enforcement Policy for Stellenbosch Municipality, March 2019, be advertised for public comment for a period of 60 days, whereafter same be submitted to Council for final consideration and</p>	2019-05-29	HEDRED	60.00	To be advertised for public comment in August 2019.

OUTSTANDING RESOLUTIONS JULY 2019

		subsequent adoption in terms of the Local Government Municipal Systems Act No. 32 of 2000.				
	PROPOSED TRANSFER OF MANAGEMENT AND OWNERSHIP OF VAALDRAAI (ELSENBURG) FROM PROVINCIAL GOVERNMENT OF THE WESTERN CAPE TO STELLENBOSCH MUNICIPALITY	7.10.2_PROPOSED TRANSFER OF MANAGEMENT AND OWNERSHIP OF VAALDRAAI (ELSENBURG) FROM PROVINCIAL GOVERNMENT OF THE WESTERN CAPE TO STELLENBOSCH MUNICIPALITY 27 TH COUNCIL MEETING: 2019-05-29: ITEM 7.10.2 RESOLVED (nem con) (a) that Council, in principle, agrees to take over the Management of the Vaaldraai Settlement, as an interim arrangement; (b) that Council, in principle, agrees to attend to the township establishment of Vaaldraai, subject thereto that additional land be made available, the detail to be agreed upon; (c) that before any final decision in this regard is made (i.e. (a) and (b) above) the Department: Planning and Economic Development be requested to conduct a feasibility study, which study must also attend to the availability (or not) of bulk infrastructure as well as the identification of additional land to be transferred, taking into account the number of residents/backyard dwellers already on the property; and (d) that, following the feasibility study, a progress report be submitted to Council with the view of making a final determination on the matter.	2019-05-29	PIETS/TABISOM	10.00	Provincial Government informed of outcome.
	CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY HYDRENCO (PTY) LTD FOR REPAIRS TO REFUSE TRUCK	8.1.4 CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY HYDRENCO (PTY) LTD FOR REPAIRS TO REFUSE TRUCK 27 TH COUNCIL: 2019-05-29: 2019-05-29: ITEM 8.1.4 RESOLVED (majority vote with abstentions) (a) that Council takes note of the circumstances as provided in the report; (b) that, in terms of the MFMA Section 32(2), Council writes off the irregular expenditure of R12 734.70 (VAT included) to Hydrenco (Pty) Ltd as irrecoverable; and (c) that the Administration implements consequence management.	2019-05-29	DEONL	50.00	Consequence Management Sessions arranged between Director: Infrastructure Services and the various Senior Managers / Managers in Infrastructure Services Dept to discuss possible misconduct in relation to irregular expenditure incurred.

OUTSTANDING RESOLUTIONS JULY 2019

		<i>The following Councillors requested that their votes of dissent be minuted:</i> <i>Cllr F Adams; DA Hendrickse and LK Horsband (Ms).</i>				
	CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY CPI CONSORTIUM (PTY) LTD	8.1.6 CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY CPI CONSORTIUM (PTY) LTD 27 TH COUNCIL MEETING: 2019-05-29: ITEM 8.1.6 Councillor DA Hendrickse requested that it be minuted that the Service Providers were not paid. RESOLVED (nem con) (a) that Council takes note of the circumstances as provided in the report; (b) that, in terms of the MFMA Section 32(2), Council writes off the irregular expenditure of R16 027.19 (VAT incl) to CPI Consortium (Pty) Ltd as irrecoverable; and (c) that the Administration implements consequence management.	2019-05-29	DOENL	50.00	Consequence Management Sessions arranged between Director: Infrastructure Services and the various Senior Managers / Managers in Infrastructure Services Dept to discuss possible misconduct in relation to irregular expenditure incurred.
	CONSIDERATION OF EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY F.G. JACOBS TRANSPORT CC FOR THE HIRING OF A DIGGER LOADER	8.1.7 CONSIDERATION OF EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY F.G. JACOBS TRANSPORT CC FOR THE HIRING OF A DIGGER LOADER 27 TH COUNCIL MEETING: 2019-05-29: ITEM 8.1.7 RESOLVED (majority vote with abstentions) (a) that Council takes note of the circumstances as provided in the report; (b) that Council ratifies the expenditure of R 95 550.00 (Excl. VAT) to F.G. JACOBS TRANSPORT CC in terms of MFMA Section 32 (2); and (c) that the Administration implements consequence management.	2019-05-29	DEONL	50.00	Consequence Management Sessions arranged between Director: Infrastructure Services and the various Senior Managers / Managers in Infrastructure Services Dept to discuss possible misconduct in relation to irregular expenditure incurred.
	TABLING OF REPORT SEEKING	8.2.4 TABLING OF REPORT SEEKING AUTHORISATION FOR THE MUNICIPAL MANAGER TO ENTER INTO MULTI-STAKEHOLDER	2019-05-29	SHIREENV	50.00	The item was tabled, and the recommendations were adopted by Council.

OUTSTANDING RESOLUTIONS JULY 2019

	<p>AUTHORISATION FOR THE MUNICIPAL MANAGER TO ENTER INTO MULTI-STAKEHOLDER ENGAGEMENT TO EXPLORE POTENTIAL TO UNLOCK THE RE-GENERATION AND TRANSFORMATION POTENTIAL OF THE ADAM TAS CORRIDOR</p>	<p>ENGAGEMENT TO EXPLORE POTENTIAL TO UNLOCK THE RE-GENERATION AND TRANSFORMATION POTENTIAL OF THE ADAM TAS CORRIDOR 27TH COUNCIL MEETING: 2019-05-29: ITEM 8.2.4</p> <p>RESOLVED (majority vote)</p> <p>(a) that Council authorizes the Municipal Manager to enter into a multi-stakeholder engagement involving the key national departments, relevant local government institutions, the university, private stakeholders, and various landowners;</p> <p>(b) that Council authorizes the Municipal Manager to explore a public private partnership for the Adam Tas Re-generation Initiative;</p> <p>(c) that Council authorizes the Municipal Manager to undertake further work to explore the feasibility, dependencies, and associated risks, etc. in determining the appropriate path for unlocking the Adam Tas Corridor; and</p> <p>(d) that the Municipal Manager provides feedback to Council.</p> <p><i>Councillors F Adams; DA Hendrickse and LK Horsband (Ms) requested that their votes of dissent be minuted.</i></p>				<p>Continuous discussions have taken place with various stakeholders including STIAS, Stellenbosch University, private land owners and the Western Cape Dept. of Environmental Affairs and Planning.</p>
	<p>INTEGRATED HUMAN SETTLEMENTS PLAN: STELLENBOSCH MUNICIPALITY</p>	<p>8.2.6 INTEGRATED HUMAN SETTLEMENTS PLAN: STELLENBOSCH MUNICIPALITY 27TH COUNCIL MEETING: 2019-05-29: ITEM 8.2.6</p> <p>RESOLVED (majority vote with abstentions)</p> <p>(a) that Council approves the Integrated Human Settlements Plan (IHSP) attached as ANNEXURE A, in principle;</p> <p>(b) that the Integrated Human Settlement Plan (IHSP) be advertised for public input in accordance with Council's policy; and</p> <p>(c) that, should any inputs be received, same be considered by Council before a final decision is made.</p>	2019-05-29	TABISOM	50.00	<p>An advert was placed in the local newspaper for public comments. Comments due 16 July 2019</p>

OUTSTANDING RESOLUTIONS JULY 2019

		<i>Councillors DA Hendrickse and LK Horsband (Ms) requested that their abstentions be minuted.</i>				
	STELLENBOSCH MUNICIPALITY: REVISION OF DRAFT MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (MSDF) FOR WC024	<p>8.2.1 STELLENBOSCH MUNICIPALITY: REVISION OF DRAFT MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (MSDF) FOR WC024</p> <p>28TH COUNCIL MEETING: 2019-06-12: ITEM 8.2.1</p> <p>(a) that Council notes input and comments received on the Draft Municipal Spatial Development Framework attached as ANNEXURE 1 of the agenda;</p> <p>(b) that Council gives consent that the public participation process as prescribed by the Spatial Planning and Land Use Management Act, Act 16 of 2013 and the Stellenbosch Municipality Land Use Planning By-Law, 2015 read together with the Municipal Systems Act proceed once the draft MSDF is amended for a period of 21 days;</p> <p>(c) that Council approves the advertisement of the Revised Draft <i>m</i>SDF for a period of 21 days for public comment; and</p> <p>(d) that the final draft Municipal Spatial Development Framework be submitted for consideration with the Integrated Development Plan Amendment.</p> <p><i>Councillors DA Hendrickse and LK Horsband (Ms) requested that their votes of dissent be minuted.</i></p>	2019-06-12	BERNABEDLB	50.00	Revised Draft MSDF was advertised from 13 June 2019 to 5 July 2019. Currently compiling final MSDF for approval by Council at the end of July 2019 with amendment of IDP at the end of August 2019.

7.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: (ALD G VAN DEVENTER (MS))
7.1	COMMUNITY AND PROTECTION SERVICES: (PC : CLLR J DE VILLIERS)
7.1.1	POWERS AND APPOINTMENT OF LAW ENFORCEMENT OFFICERS APPOINTED BY MUNICIPALITIES

Collaborator No: 646370
IDP KPA Ref No: Safest valley
Meeting Date: 10 July 2019

1. SUBJECT: POWERS AND APPOINTMENT OF LAW ENFORCEMENT OFFICERS APPOINTED BY MUNICIPALITIES

2. PURPOSE

To inform Council of the additional powers and functions of Law Enforcement officers appointed by a municipality.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

On 19 October 2018 the Minister of Justice and Correctional Services published the requirements for the appointment of Law Enforcement officers by municipalities in terms of Declaration no. 1114 of Government Gazette no. 41982. (Refer to attached **ANNEXURES A AND B**).

5. RECOMMENDATION

that Council takes note of the additional powers and functions of Law Enforcement officers as per Declaration no. 1114 of Government Gazette 41982.

6. DISCUSSION/ CONTENTS

6.1 Background

The present powers of Law Enforcement Officers were outlined in Government Notice R209 of 2002, and their enforcement capability commensurate with these powers and their Peace Officer appointment.

Apart from the interpretative challenge relating to the R209 schedules, the restrictions on the Peace Officer powers of Law Enforcement Officers were not conducive to effective and decisive enforcement capability or the general combating of crime.

The R209 noticeably omitted conferring the power to effect arrests for by-laws and regulations made by and on behalf of municipalities. Enforcing by-laws and regulations made by and for the municipalities is fundamental to the mandate of Law Enforcement Officers and this restriction was a serious obstacle to the effective enforcement or the resolution of cases. The Government Notice R209 was proclaimed in 2002 and there has not been a subsequent amendment or conferring of powers since then.

IMPS-SA (Institute for Municipal Public Safety of Southern Africa) in cooperation with the City of Cape Town took it upon themselves to apply to the Minister of Justice and Correctional Services for an amendment to the powers and functions of Law Enforcement officers in terms of R209.

6.2 Discussion

The Minister extended the powers of Law Enforcement officers appointed by municipalities. It is of importance to note that Law Enforcement officers now also have the powers in respect of the following offences, namely;

- Possession and dealing in drugs in terms of the Drugs and Drugs Trafficking Act, Act 140 of 192,
- Possession of car breaking/ house breaking implements in terms of Section 82 of General Law Third Amendment Act, Act 129 of 1993,
- Possession and receipt of suspected stolen property in terms of Section 36 and 37 of the General Law Amendment Act, Act 62 of 1955,
- Offences relating to the supply, possession and conveyance of intoxicating liquor,
- Unlicensed possession of firearms/ ammunition, carrying a firearm in public in terms of the Firearms Control Act, Act 60 of 2000,
- Any offence in terms of Section 3 of the Criminal Matters Amendment Act, Act 18 of 2015 (Essential Infrastructure),
- Road Traffic and Road Transportation legislation applicable in a specific municipal area.

It should be noted that a certificate of appointment referred to in Section 334 (2) (a) of the Criminal Procedure Act, Act 51 of 1977) shall be issued to a person referred to in Column 1 of the Schedule only if the employer of that person has been furnished with a certificate of competency issued by the National Commissioner of the South African Police Service. This means that before a Law Enforcement officer can exercise the powers extended by the declaration of the Minister the employer must be furnished with a competency certificate issued by the National Commissioner of the Police before a certificate of appointment is issued to that officer.

Further comments by the Department:

This item was submitted on 21 November 2018 by the Department and signed off by the previous Director, Mr Gerald Esau. However, it is evident that the item did not serve before Council notwithstanding the fact that the Department made numerous enquiries to the status of it.

It should be mentioned that the Department arranged with the Legal Section of the South African Police Services for a full day training session with our law enforcement officers in terms of the additional powers. The training was presented by Col Grundling and his assistant W/O Naidoo on 11 December 2018. Based on this training the South African Police issued a competency certificate for each of the officers who attended the training session.

However, a further formal training will be done in conjunction with the Skills Development Division of HR in due course.

6.3 Financial Implications

None

6.4 Legal Implications

Legal Services has advised that the item is legislatively correct. However, it is important that the peace officers receive the necessary training to avoid wrongful acts.

6.5 Staff Implications

In terms of the declaration the necessary training must be undergone by the Law Enforcement officers with regard to the powers to be exercised.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

It is vital that the Law Enforcement officers undergo the formal training as soon as possible as determined by the declaration. It is important to note that with the declaration of 19 October 2018 part 5 (a) of R209 of 2002, the section that deals with powers of Law Enforcement officers, has been repealed.

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

Agree with the recommendations.

6.8.2 Director: Planning and Economic Development

Agree with recommendations.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-07-10: ITEM 7.1.1

that Council takes note of the additional powers and functions of Law Enforcement officers as per Declaration no. 1114 of Government Gazette 41982.

ANNEXURES

Annexure A: Declaration of Peace Officers in terms of Section 334 of the Criminal Procedure Act, Act 51 of 1977.

Annexure B: Letter of the office of the Provincial Commissioner of the South African Police Services.

FOR FURTHER DETAILS CONTACT:

NAME	Neville Langenhoven
POSITION	
DIRECTORATE	COMMUNITY & PROTECTION SERVICES
CONTACT NUMBERS	X8497
E-MAIL ADDRESS	Neville.Langenhoven@stellenbosch.gov.za
REPORT DATE	14 May 2019

ANNEXURE A

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. 1114

19 OCTOBER 2018

**DECLARATION OF PEACE OFFICERS IN TERMS OF SECTION 334 OF THE
CRIMINAL PROCEDURE ACT, 1977 (ACT NO. 51 OF 1977): LAW
ENFORCEMENT OFFICERS APPOINTED BY A MUNICIPALITY**

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services—

- (a) in terms of section 334(1)(a) of the Criminal Procedure Act, 1977 (Act No. 51 of 1977), hereby declare that every person who, by virtue of his or her office, falls within a category defined in Column 1 of the Schedule to this notice, shall, within the area specified in Column 2 of the Schedule, be a peace officer for the purpose of exercising, with reference to the offences specified in Column 3 of the Schedule, the powers defined in Column 4 of the Schedule;
- (b) in terms of section 334(3)(a) of the Criminal Procedure Act, 1977, hereby prescribe that—
- (i) a certificate of appointment referred to in section 334(2)(a) of the Criminal Procedure Act, 1977, shall be issued to a person referred to in Column 1 of the Schedule only if the employer of that person has been furnished with a certificate of competency issued by the National Commissioner of the South African Police Service;
- (ii) it must be stated in the certificate of competency contemplated in subparagraph (i) that, in the opinion of the National Commissioner of the South African Police Service, such person is competent to exercise the powers defined in Column 4 of the Schedule; and
- (iii) for the purposes of the issuing of a certificate of competency by the National Commissioner of the South African Police Service, the following criteria shall be considered:
- (aa) The previous criminal convictions of the applicant;
- (bb) whether the applicant has been declared unfit to possess a firearm as contemplated in the Firearms Control Act, 2000 (Act No. 60 of 2000), or other relevant legislation; and

- (cc) the training undergone by the applicant with regard to the powers to be exercised;
- (c) in terms of section 334(3)(b) of the Criminal Procedure Act, 1977, hereby prescribe that the following information shall, in addition to that which the employer may include, appear in or on the certificate of appointment referred to in section 334(2) of the Criminal Procedure Act, 1977:
- (i) The full names of the person so appointed;
 - (ii) his or her identity number;
 - (iii) his or her signature;
 - (iv) his or her photograph;
 - (v) a description of the capacity in which he or she was appointed;
 - (vi) the name of the employer who made the appointment; and
 - (vii) the signature and official stamp of the employer or responsible person;
- and
- (d) hereby repeals Part 5(a) of the Schedule to Government Notice No. R. 209 of 19 February 2002.

T M MASUTHA

MINISTER OF JUSTICE AND CORRECTIONAL SERVICES

SCHEDULE

Column 1	Column 2 Area	Column 3 Offences	Column 4 Powers
Law enforcement officer appointed by a municipality.	<p>(a) The area of jurisdiction of the municipality which made the appointment.</p> <p>(b) In respect of the power mentioned in paragraphs (c), (d) and (e) of Column 4, the Republic of South Africa, in respect of paragraphs (h), (i), (l) and (m) of Column 3.</p>	<p>(a) Any by-law or regulation made by or for such a municipality.</p> <p>(b) Any offence contemplated in section 5 of the Business Act, 1991, (Act No. 71 of 1991) or regulations made thereunder.</p> <p>(c) Any offence specified in section 38 of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) or regulations made thereunder.</p> <p>(d) Any offence contemplated in section 24 of the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977).</p> <p>(e) Any offence contemplated in section 21 of the Fire Brigade Services Act, 1987 (Act No. 99 of 1987), or any by-laws or regulations made thereunder.</p> <p>(f) Any offence contemplated in section 4 of the Control of Access to Public Premises and Vehicles Act, 1985 (Act No. 53 of 1985).</p>	<p>(a) The power to issue a written notice in terms of section 56 of the Criminal Procedure Act, 1977.</p> <p>(b) The power to issue a written notice in terms of section 341 of the Criminal Procedure Act, 1977.</p> <p>(c) The powers conferred upon a person in terms of section 23 of the Criminal Procedure Act, 1977, to search a person arrested in terms of section 40(1) of the Criminal Procedure Act, 1977, and to seize an article.</p> <p>(d) The powers conferred upon a peace officer in terms of section 40(1)(a), (b), (c), (d), (e), (f), (h) and (j) of the Criminal Procedure Act, 1977.</p> <p>(e) The powers conferred upon a peace officer under section 41(1) of the Criminal Procedure Act, 1977.</p> <p>(f) The execution of warrants of arrest in terms of section 44 of the Criminal Procedure Act, 1977.</p>

		<p>(g) A contravention of sections 4 and 5 of the Drugs and Drugs Trafficking Act, 1992 (Act No. 140 of 1992).</p> <p>(h) A contravention of section 82 of the General Law Third Amendment Act, 1993 (Act No. 129 of 1993).</p> <p>(i) A contravention of sections 36 or 37 of the General Law Amendment Act, 1955 (Act No. 62 of 1955).</p> <p>(j) Any offence relating to the supply, possession or conveyance of intoxicating liquor.</p> <p>(k) A contravention of section 120(1) (in so far as it relates to sections 3, 84, 90 and 94(2)), (3), (4), (5), (6), (7) and (10)) of the Firearms Control Act, 2000 (Act No. 60 of 2000).</p> <p>(l) Any offence, with the exclusion of the offences of "treason" and "sedition", listed in Schedule 1 to the Criminal Procedure Act, 1977 (Act No. 51 of 1977).</p> <p>(m) Any offence contemplated in section 3 of Criminal Matters Amendment Act, 2015 (Act No. 18 of 2015).</p> <p>(n) Any offence applicable to town or townships planning or</p>	
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		<p>land use planning legislation which is operative in an area of a municipality.</p> <p>(o) Applicable road traffic and road transportation legislation that is operative in the area of a municipality.</p> <p>(p) Any offence contemplated in section 7 of the Tobacco Products Control Act, 1993 (Act No. 83 of 1993).</p>	
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ANNEXURE B

SOUTH AFRICAN POLICE SERVICE



SUID-AFRIKAANSE POLISIEDIENS

Privaatsak/Private Bag X9004, CAPE TOWN, 8000

Verwysing Reference	31/12/1
Navrae Enquiries	: Colonel M Cloete
Telefoon Telephone	: 021 417 7369
Faksnommer Facsimile	: 021 417 7278
E-Pos	
E-Mail	: CloeteM@saps.gov.za

OFFICE OF THE PROVINCIAL COMMISSIONER
S A POLICE SERVICE
WESTERN CAPE
CAPE TOWN
8000

23 October 2018

All Provincial Heads
All Cluster Commanders
All Station Commanders
WESTERN CAPE

POWERS AND APPOINTMENT OF LAW ENFORCEMENT OFFICERS APPOINTED BY MUNICIPALITIES

1. On 19 October 2018 the Minister of Justice and Correctional Services published the requirements for the appointment of Law Enforcement officers by Municipalities in Government Gazette No. 41982 and Government Notice No. 1114.
2. The Minister extended the powers of law enforcement officers appointed by municipalities. It is of importance to note that law enforcement officers now also have powers in respect of the following offences namely:
 - Possession and dealing in drugs in terms of the Drugs and Drugs Trafficking Act, No 140 of 1992;
 - Possession of car breaking / house breaking implements in terms of Section 82 of the General Law Third Amendment Act, No. 129 of 1993;
 - Possession and receipt of suspected stolen property in terms of Sections 36 and 37 of the General Law Amendment Act, No 62 of 1955;
 - Offences relating to the supply, possession, conveyance of intoxicating liquor;
 - Unlicensed possession of firearms/ammunition, carrying a firearm in public in terms of the Firearms Control Act, No. 60 of 2000;
 - Any offence in terms of Section 3 of the Criminal Matters Amendment Act, No 18 of 2015 (Essential Infrastructure);

31/12/1

**POWERS AND APPOINTMENT OF LAW ENFORCEMENT OFFICERS
APPOINTED BY MUNICIPALITIES**

- Road traffic and road transportation legislation applicable in a specific municipal area.
- 3. The Minister extended some of the powers to the whole Republic of South Africa and not only the specific municipal area.
- 4. Attached herewith find the relevant Government Notice as published.
- 5. All commanders are to ensure that the contents of this letter are brought to the attention of all members under their command, specifically the CSC personnel. Kindly ensure that a copy of this letter is available in the CSC.



**MAJOR GENERAL
PROVINCIAL HEAD: LEGAL AND POLICY SERVICES
WESTERN CAPE
F M MBEKI**

DATE: 2018-11-12

7.2	CORPORATE SERVICES: (PC: CLLR AR FRAZENBURG)
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7.2.1	APPLICATION TO LEASE UNIT 1 OF BOSMANSHUIS (PART OF THE DORP STREET FLATS UNITS) TO THE IEC: CONSIDERATION OF WRITTEN INPUTS RECEIVED
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Collaborator No:

IDP KPA Ref No: *Good Governance*

Meeting Date: 10 July 2019

1. SUBJECT: APPLICATION TO LEASE UNIT 1 OF BOSMANSHUIS (PART OF THE DORP STREET FLATS UNITS) TO THE IEC: CONSIDERATION OF WRITTEN INPUTS RECEIVED

2. PURPOSE

To consider the written inputs received as a consequence of the public notice and to make a final determination on whether to conclude a lease agreement with the IEC or not.

3. DELEGATED AUTHORITY

Council must consider the item.

4. EXECUTIVE SUMMARY

An application to lease a premise from Stellenbosch Municipality was received from the IEC. They originally indicated their interest in an office in the Town Hall, but that office is needed for the Municipality's own operations. One of the Dorp street flats was identified as a possible option. The premise that was identified for possible leasing by the IEC is Unit 1 in Bosmanshuis. The IEC inspected the premises and is happy that it will fulfil their needs. The IEC is a chapter 9 institution.

Council considered the matter on 2019-03-27 and, approved the proposed lease in principle, subject to a public participation process. The advertisement of the proposed leased for inputs were published on 9 May 2019. Input was received from the Stellenbosch Interest Group (**APPENDIX 3**).

Council must now consider the written inputs received and must make a final determination in this regard.

5. RECOMMENDATIONS

- (a) that Council takes note of the written submission received from Stellenbosch Interest Group; and
- (b) that approval be granted to enter into a 3 year lease agreement with the IEC at an initial monthly rental of R5940, being 30% of fair market value, subject to the following conditions:
 - (i) IEC to take full responsibility for all internal maintenance as well as any functional upgrades needed for their own purposes;
 - (ii) That no upgrades or changes may take place without approval of the Municipality and taking into account the heritage status of the building;

- (iii) That an early termination clause be inserted indicating that the contract can be terminated with a six (6) months written notice, should Council need the property for its own use, or should Council decide to dispose of the property or for any other legal reason want to cancel the lease;
- (iv) An annual escalation on 1 July 2020 and 2021 of 7% apply;
- (v) That the Municipal Manager be authorised to conclude the Lease Agreement.

6. DISCUSSION / CONTENTS

6.1. Background

6.1.1 Application for IEC

An application was received from the IEC to conclude a lease agreement with Stellenbosch Municipality for rental of office space. They are currently in Worcester, but is looking for new office space at a more affordable rate. The initial request was in relation to an office and some storage space at the town hall. That office space is however needed for our own staff and the storage space is used by people who rent the town hall from time to time especially when there are exhibitions. One (1) of the Dorp Street flats, situated on a portion of erf 1134, Stellenbosch was identified as a possible alternative. The request is further to rent the space at a discounted rate.

6.1.2 Council resolution

Having considered the application on 2019-03-27, Council resolved as follows:

RESOLVED (nem con)

- “(a) that Unit 1 Bosmanshuis, situated on a portion of erf 1134, as shown on Fig.2, be identified as property not required for the municipality’s own use during the period for which the right is to be granted;*
- (b) that approval be granted, in principle, to enter into a 1 year lease agreement with an option to renew with the IEC at a monthly rental of R 9950, being 50% of fair market rental given that the IEC is a Chapter 9 (of the Constitution) institution;*
- (c) that Council’s intention to enter into an agreement with the IEC be advertised for public comments/inputs;*
- (d) that, following the public notice period, an item be submitted to Council to make a final determination; and*
- (e) that the normal rules in terms of maintenance of the inside of the building will be included in the rental agreement to be concluded”.*

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

6.1.3 Official Notice

Following the above resolution, an official notice was published in the Eikestad News of 09 May 2019, soliciting inputs/comments from interested and affected parties. A copy of the Notice is attached as **APPENDIX 2**.

6.1.4 Written submissions received

Following the above one (1) submission was received from the Stellenbosch Interest Group (SIG), a copy of which is attached as **APPENDIX 3**.

6.2 Discussion

The written inputs received from SIG is effectively an objection to making further residential units available for office space. They are also concerned about the possible heritage issues, should the IEC decide to upgrade the building, taking into account the conservation status of the buildings.

Provision is made that no upgrades or changes may be made without the Municipality's approval and taking the heritage aspects into account. Taking into account that the proposed lease is for a short period, with an early termination clause, the objections of the Interest Group should be accommodated and should not pose any risks to the municipality.

6.3 Financial Implications

All upgrades and maintenance inside the building is for the costs of the lessee. Maintenance on the outside is part of the normal maintenance provisions in the budget.

6.4 Legal Implications

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

6.5 Staff Implications

No additional staff implications.

6.6 Previous / Relevant Council Resolutions

Council resolution on 27 March 2019 as indicated above.

6.7 Risk Implications

The risks are addressed in the item recommendations.

6.8 Comments from Senior Management

The recommendations are supported.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-07-10: ITEM 7.2.1

- (a) that Council takes note of the written submission received from Stellenbosch Interest Group; and
- (b) that approval be granted to enter into a 3 year lease agreement with the IEC at an initial monthly rental of R5940, being 30% of fair market value, subject to the following conditions:
 - (i) IEC to take full responsibility for all internal maintenance as well as any functional upgrades needed for their own purposes;

-
- (ii) That no upgrades or changes may take place without approval of the Municipality and taking into account the heritage status of the building;
 - (iii) That an early termination clause be inserted indicating that the contract can be terminated with a six (6) months written notice, should Council need the property for its own use, or should Council decide to dispose of the property or for any other legal reason want to cancel the lease;
 - (iv) An annual escalation on 1 July 2020 and 2021 of 7% apply;
 - (v) That the Municipal Manager be authorised to conclude the Lease Agreement.

ANNEXURES

Appendix 1: Agenda Item 27 March 2019

Appendix 2: Notice published 9 May 2019

Appendix 3: Input from the Stellenbosch Interest Group

FOR FURTHER DETAILS CONTACT:

NAME	PIET SMIT
POSITION	MANAGER: PROPERTY MANAGEMENT
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021-8088189
E-MAIL ADDRESS	Piet.smit@ Stellenbosch.gov.za
REPORT DATE	2019-07 -03

APPENDIX 1



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Collaborator No: *(To be filled in by administration)*
IDP KPA Ref No: Good Governance
Meeting Date: 13 March and 27 March 2019

1. SUBJECT:

APPLICATION TO LEASE UNIT 1 OF BOSMANSHUIS (PART OF THE DORP STREET FLATS UNITS) TO THE IEC

2 PURPOSE

To obtain approval from Council to conclude a lease agreement with the IEC in relation to unit 1 of Bosmanshuis situated on a portion of erf 1134, Stellenbosch.

3. DELEGATED AUTHORITY

Council must consider the item.

4. EXECUTIVE SUMMARY

An application to lease a premises from Stellenbosch Municipality was received from the IEC. They originally indicated their interest in an office in the Town Hall, but that office is needed for the Municipality's own operations. One of the Dorp street flats was identified as a possible option. The premises that was identified for possible leasing by the IEC is Unit 1 in Bosmanshuis. The IEC inspected the premises and is happy that it will fulfil their needs. The IEC is a chapter 9 institution. Given that the National and Provincial election takes place in May the date of occupation is proposed as 1 June 2019.

Council must consider the application, taking into account the prescripts of the Asset Transfer Regulations, read with the provisions of the Property Management Policy.

5. RECOMMENDATIONS

- a) that Unit 1 Bosmanshuis situated on a portion of erf 1134, as shown on Fig.2, be identified as property not required for the municipality's own use during the period for which the right is to be granted;
- b) that the approval be granted, in principle, to enter into a 3 year lease agreement with the IEC at a monthly rental of R5940, being 30% of fair

market rental given that the IEC is a Chapter 9 (of the Constitution) institution;

- c) that Council's intention to enter into an agreement with the IEC be advertised for public comments/inputs;
- d) that following the public notice period, an item be submitted to Council to make a final determination.
- e) That the normal rules in terms of maintenance of the inside of the building will be included in the rental agreement to be concluded.

6. DISCUSSION / CONTENTS

6.1. Background

An application was received from the IEC to conclude a lease agreement with Stellenbosch Municipality for rental of office space. They are currently in Worcester, but is looking for new office space at a more affordable rate. The initial request was in relation to an office and some storage space at the town hall. That office space is however needed for our own staff and the storage space is used by people who rent the town hall from time to time especially when there are exhibitions. One (1) of the Dorp Street flats, situated on a portion of erf 1134, Stellenbosch was identified as a possible alternative. The request is further to rent the space at a discounted rate. A copy of the application is attached as **APPENDIX 1**.

6.2 Discussion

6.2.1 Location and context

Unit no 1 Bosmanshuis is situated on a portion of erf 1134, as shown on Fig.1 and 2, below.



Fig.1: Location and context



Fig. 2: Position of the flat

The unit is $\pm 110\text{m}^2$ in extent.

6.2.2 Ownership

The ownership of erf 1134 vests with Stellenbosch Municipality by virtue of Title Deed G19/1971. See Windeed record hereto attached as **APPENDIX 2**.

6.2.3 Fair Market rental

Based on recent valuations being obtained for erven 2498 and 2499 (Animal Hospital) the fair market rental is $\pm \text{R}180/\text{m}^2$. The unit is $\pm 110\text{m}^2$ in size, that would equate to a monthly rental of R19 800.00.

The IEC specifically requested that the property be made available at a discounted rate. Taking into account that the IEC is a chapter 9 (of the Constitution) institution, it is recommended that the rental be determined at 30% of fair market rental, i.e. R5940 per month.

6.3 Legal Implications

6.3.1 Chapter 4 of the Asset Transfer Regulations

In terms of Regulation 34(2) a municipality may grant a right to use, control or manage a capital asset, but only after:

- a) The accounting offices has in terms of regulation 35 conducted a public participation process* regarding the proposed granting of the right; and
- b) The municipal council has approved in principle that the right may be granted.

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

- a) the capital asset in respect of which the proposed right is to be granted has a value in excess of R10 million; and
- b) a long term right is proposed to be granted in respect of the capital asset.

This property's value is not in excess of R10million, and therefore the public participation process may be disposed off. Given that the IEC has indicated telephonically that they have to give notice at the current offices and the elections in May the proposed occupation date in 1 July 2019. It is therefore recommended that the intention to lease be advertised for comments or inputs. The municipal council must, when considering the **in principle approval** take into account—

- (a) whether the capital asset may be required for the municipality's own use during the period for which the right is to be granted;
- (b) the extent to which any compensation to be received for the right together with the estimated value of any improvements or enhancements to the capital asset that the private sector party or organ of state to whom the right is granted will be required to make, will result in a significant economic or financial benefit to the municipality;
- (c) the risks and rewards associated with the use, control or management of the capital asset in relation to the municipality's interests;
- (d) any comments or representations on the proposed granting of the right received from the local community and other interested persons (not applicable);
- (e) any written views and recommendations on the proposed granting of the right by the National Treasury and the relevant provincial treasury (not applicable);
- (f) the interests of any affected organ of state, the municipality's own strategic, legal and economic interests and the interests of the local community; and
- (g) compliance with the legislative regime applicable to the proposed granting of the right.

In terms of Regulation 40 an approval **in principle** in terms of regulation 34(1)(b) or 37(1)(b) that a right to use, control or manage a capital asset may be granted, may be given subject to any conditions, including conditions specifying—

- (a) the type of right that may be granted, the period for which it is to be granted and the way in which it is to be granted;
- (b) the minimum compensation to be paid for the right; and
- (c) a framework within which direct negotiations for the granting of the right must be conducted, if granting of the right is subject to direct negotiations.

Further, in terms of Regulation 41, If approval in principle has been given in terms of regulation 34(1)(b) that a right to use, control or manage a capital asset may be granted, the relevant municipality may grant the right only in accordance with the disposal management system of the municipality, irrespective of—

- (a) the value of the asset;
- (b) the period for which the right is to be granted; or
- (c) whether the right is to be granted to a private sector party or organ of state.

The disposal management system of a municipality, however, does not apply to the granting of a right to use, control or manage a capital asset if the right to use, control or manage that capital asset is granted to another organ of state*, provided that the capital asset is determined by resolution of the council of the municipality not needed for the requirements of the municipality.

Before granting the right to use, control or manage a capital asset, the municipality must be satisfied that organ of state to whom the right is to be granted can demonstrate the ability to adequately maintain and safeguard the asset.

Lastly, in terms of Regulation 45 a municipality may grant a right to use, control or manage a capital asset to an organ of state only by way of a written agreement concluded between the municipality and the organ of state to whom the right is granted.

Such an agreement must—

- (a) set out the terms and conditions on which the right is granted and;
- (b) be signed on behalf of the municipality and the organ of state to whom the right is granted.

* The IEC is a Chapter 9 of the Constitution Institution.

6.3.2 Property Management Policy

In terms of par.221 of the Property Management Policy, immovable property may only be let at market related rates unless the plight of the poor or the public interest demand otherwise.

In terms of par 9.2.2.1 the Municipal Council may dispense with a competitive process and may enter into a Private Treaty Agreement through direct negotiations, but only in specific circumstances, and only after having advertised Council's intention so to act.

One of the circumstances that are mentioned in sub-par. (e) of the policy is *"in exceptional cases where the Municipal Council is of the opinion that a public compensation would not serve a useful purpose"*

6.4 Staff Implications

This report has no staff implications to the Municipality.

6.5 Previous / Relevant Council Resolutions:

None

6.6 Risk Implications

This risks are addressed through the recommendation sin the report.

6.8 Comments from Senior Management:

The Acting Director Community and Protection Services supports the recommendations and confirms that the Town Hall is not a viable option as it is needed for municipal use.

The Municipal Manager supports the recommendations.

ANNEXURES

- a) A copy of the application is attached as **APPENDIX 1**.
- b) Windeed record attached as **APPENDIX 2**

FOR FURTHER DETAILS CONTACT:

NAME	PIET SMIT
POSITION	MANAGER: PROPERTY MANAGEMENT
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021-8088189
E-MAIL ADDRESS	Piet.smit@ Stellenbosch.gov.za
REPORT DATE	2019-03-07

25TH COUNCIL MEETING: 2019-03-27: ITEM 7.2.1**RESOLVED** (nem con)

- (a) that Unit 1 Bosmanshuis, situated on a portion of erf 1134, as shown on Fig.2, be identified as property not required for the municipality's own use during the period for which the right is to be granted;
- (b) that approval be granted, in principle, to enter into a 1 year lease agreement with an option to renew with the IEC at a monthly rental of R 9950, being 50% of fair market rental given that the IEC is a Chapter 9 (of the Constitution) institution;
- (c) that Council's intention to enter into an agreement with the IEC be advertised for public comments/inputs;
- (d) that, following the public notice period, an item be submitted to Council to make a final determination; and
- (e) that the normal rules in terms of maintenance of the inside of the building will be included in the rental agreement to be concluded.

FOR FURTHER DETAILS CONTACT:

NAME	PIET SMIT
POSITION	MANAGER: PROPERTY MANAGEMENT
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021-8088189
E-MAIL ADDRESS	Piet.smit@stellenbosch.gov.za
REPORT DATE	2019-03-07

APPENDIX 2



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OFFICIAL NOTICE

**PROPOSED LEASE AGREEMENT: IEC: PORTION OF
 ERF 11345, DORP STREET, STELLENBOSCH**

Notice is hereby given of Stellenbosch Municipality's intention to conclude a 12 month lease agreement with the IEC in relation to Unit 1, Bosmanshuis, situated on a portion of erf 1134, on a private treaty basis, i.e without following a tender process, for a monthly rental of R9 950.00, being 50% of fair market value.

Further particulars, including the agenda item that served before Council, is available from the Manager: Property Management. Any person/interested and affected party who wished to submit written inputs/comments, may do so in writing on or before **30 May 2019** to the Manager: Property Management during working hours.

Inputs/comments may be submitted in hard copies or by e-mail to:

Physical Address: 3rd Floor
 Absa (Oude Bloemhof) Building,
 Corner of Plein and Rhyneveld Street
 Stellenbosch
 7600

09 Mei 2019

e-mail: piet.smit@stellenbosch.gov.za

In terms of the provisions of Section 21(4) of the Municipal Systems Act, anyone who cannot read or write is welcome to contact the office of the Manager: Property Management for assistance.

G METTLER
MUNICIPAL MANAGER

APPENDIX 3



Belangegroep Stellenbosch Interest Group

2010-05-29

The Manager: Property Management
Stellenbosch Municipality

piet.smit@stellenbosch.gov.za
cc Municipal Manager

Dear Sir

**WITH REFERENCE TO THE OFFICIAL NOTICE IN THE EIKESTAD NEWS OF 9 MAY 2019:
PROPOSED LEASE AGREEMENT: IEC: PORTION OF ERF 11345, DORP STREET, WITHOUT
FOLLOWING A TENDER PROCESS.**

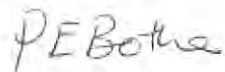
The Stellenbosch Interest Group (SIG) vehemently opposes the above proposal for two reasons:

1. There seems to be a disconnect between the Department of Property Management and the department responsible for overseeing the smooth development and planning of Stellenbosch. Whilst the property management department thinks it is a great idea to rent out one of the most strategic and centrally located historical buildings in Dorp Street to another public institution (IEC), it is the town planning department's stance that we should steer away from adding more offices to Dorp Street. We are in agreement with the planning department that buildings should rather be utilised for the benefit of the broader general public through making such municipal properties available to entrepreneurs or NGOs to utilise it for tourism or other non-office type businesses. The renting out of municipal properties to other public bodies seems to be the easy option to manage the property portfolio of the municipality. Once private individuals enter the discussion, it opens up major challenges in how and to whom the space should be allocated to, and it seems that the municipality does not want to be accommodative in this regard. Stellenbosch cannot afford to lease its historic jewels to organisations/institutions that would not add value to the place identity and character of the historic core. Another good example of prime property "gone to waste" in terms of not making any significant contribution to the cityscape is the building abutting the Braak (leased by the Department of Education).
2. Closely linked to the above argument is the economic loss that the municipality is willing to make (leasing the property at 30% below market value) for the sake of leasing the property to another state institution. It simply does not make sense economically.

We are also concerned about the way in which the building will be maintained (at present it is hardly maintained at all) and how the building will be retrofitted inside to meet the needs of the IEC office.

To conclude, we oppose the proposed use of the building as office space by the EIC as it would be detrimental to the streetscape of the area. We propose that Bosman's House as well as all the other adjacent municipal owned properties be put on a call for proposals (similar to what has been done for the Braak recently).

Yours faithfully

A handwritten signature in black ink that reads "PE Botha". The letters are cursive and somewhat stylized.

Patricia Botha
(Chairperson)

7.2.2	PROPOSED EXCHANGE OF LAND: DISPOSAL OF ERF 1523 TO THE SEVENTH DAY ADVENTIST CHURCH IN EXCHANGE FOR ERF 718, KAYAMANDI: CONSIDERATION OF INPUTS RECEIVED
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

10 July 2019

1. SUBJECT: PROPOSED EXCHANGE OF LAND: DISPOSAL OF ERF 1523 TO THE SEVENTH DAY ADVENTIST CHURCH IN EXCHANGE FOR ERF 718, KAYAMANDI: CONSIDERATION OF INPUTS RECEIVED

2. PURPOSE

To make a final determination on the proposed exchange of land after considering the inputs received as a consequence of the public notice.

3. DELEGATED AUTHORITY

The Municipal Council must consider the matter.

4. EXECUTIVE SUMMARY

Following the allocation of erf 718 to the Seventh Day Adventist Church in 1997, they paid the sales price of R11 286.00 in full during 2002. Before the property could be transferred to them, it became evident that the Municipal Clinic Building (now a Provincial clinic) was encroaching onto erf 718. Following a request by the Provincial Government of the Western Cape to acquire erf 718, in order for them to extend the current building, the Seventh Day Adventist Church was approach to accept an alternative site (erf 1523, Kayamandi).

They have subsequently confirmed in writing that they will accept the exchange of land, subject to certain conditions.

When Council considered the matter on 2019-02-27, they resolved, as follows:

RESOLVED (nem con)

- a) *that erf 1523 be identified as land not needed to provide the minimum level of Municipal Services;*
- b) *that Council in principle approve the exchange of erf 718 for erf 1523 at equal value;*
- c) *that Council's intention to do the exchange of land be advertise for public inputs/objections.*
- d) *that following the public notice period, Council make a final decision in this regard".*

A notice was published on 25 April 2019 and one (1) input was received. Council must now consider this input and make a final determination on the proposed exchange of land.

The objection raised was on the availability of a play area for children that will be affected. Erf 1522 zoned a public open space will not be affected and can still be used as a play park.

5. RECOMMENDATIONS

- (a) that Council takes note of the written submission received and the concerns raised therein;
- (b) that Council approves the exchange of erf 718, Kayamandi for erf 1523 at equal value to the Seventh Day Adventist Church, subject to a fall-back clause, should the church not use the property for institutional use anymore; and
- (c) that the Municipal Manager be authorised to sign all documents necessary to attend to the transfer of erf 1523 to the Seventh Day Adventist Church.

6. BACKGROUND AND DISCUSSION**6.1 Background**

Following a public tender process (tender 14/1996) erf 718, measuring 990m², was awarded to the Seventh Day Adventist Church on 21 May 1996 at a Sales Price of R10/m². A Sales Agreement was concluded on 3 January 1997, indicating the sales price at R11286.00 (Inclusive of VAT).

During May 2011, however, it was brought to our attention that the clinic (erf 719 and 720) was encroaching onto erf 718.

This left the Municipality with three choices:

- a) demolish a portion of the clinic;
- b) cut off the encroachment area from the church site; or
- c) Offer the church an alternative site.

On 28 September 2011 a letter was written to the church requesting them to consider an alternative site. They decided at the time not to consider the alternative site.

On 2018-09-04 a further letter was send to the church, requesting them to consider erf 1523, Kayamandi as an alternative for erf 718.

On 2018-11-08 the church confirmed in writing that they will indeed accept the alternative site, being erf 1523, Kayamandi, subject to certain conditions.

6.2 Discussion

On 2019-02-27 Council considered the possible exchange of land. Having considered the matter, Council resolved as follows:

RESOLVED (nem con)

- “(a) that Erf 1523 be identified as land not needed to provide the minimum level of Municipal Services;*
- (b) that Council in principle approves the exchange of Erf 718 for Erf 1523 at equal value;*
- (c) that Council’s intention to do the exchange of land be advertised for public inputs/objections/alternative proposals;*
- (d) that the item be brought back to Council following the public notice period, to make a final decision in this regard; and*

- (e) that Council notes the concerns indicated in the letter of the Seventh Day Adventist Church, and that Council commits to fencing the substation and attempt to find alternative land for the play park”.

The agenda item that served before Council is attached as **APPENDIX 1**.

6.2.1 Public notice

Following the above Council resolution an official notice was published in the Eikestad news of 25 April 2019 soliciting public input/objections or alternative proposals from interested and effected parties, a copy of which is attached as **APPENDIX 2**.

6.2.2 Inputs received

Following the above notice one (1) written submission was received, that of Mr J Maqhashu, an apparent concerned member of the Seventh Day Adventist Church and member of the community affected by the proposed exchange, a copy of which is attached as **APPENDIX 3**.

The written submission basically deals with the fact that, should the proposed exchange of land be approved, it will result in the local community “losing out” on a play park and that this might harm the integrity of the church.

Mr Maqhashu is also of the view that all alternatives have not been considered. He is of the opinion that there are more suitable sites available, but without identifying such alternative sites.

As can be seen in Fig 1 and 2 below, the area that is currently used as a playing park actually consists of two/portions of land, i.e.:

- a) Erf 1522, being a Public Open Space, measuring 600m² in extent; and
- b) Erf 1523, measuring 1140m² in extent



Fig 1: Extent of properties



Fig 2: General Plan

From the above it is clear that, although the area currently used as a play park are $\pm 1740\text{m}^2$ in extent, only a portion thereof (600m^2) is zoned as a Public Open Space.

The play park – erf 1522 (public open space) is not affected by the exchange of land.

6.3 Legal Requirements

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

6.4 Financial implications

All transfer costs if for the cost of the church.

6.5 Staff Implications

There are no staff implication.

6.6 Previous / Relevant Council Resolutions

Council resolution on 2019-02-27

6.7 Risk Implications

The risks are addressed in the report.

6.8 Comments from Senior Management

Supports the recommendations.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-07-10: ITEM 7.2.2

- (a) that Council takes note of the written submission received and the concerns raised therein;
- (b) that Council approves the exchange of erf 718, Kayamandi for erf 1523 at equal value to the Seventh Day Adventist Church, subject to a fall-back clause, should the church not use the property for institutional use anymore; and
- (c) that the Municipal Manager be authorised to sign all documents necessary to attend to the transfer of erf 1523 to the Seventh Day Adventist Church.

ANNEXURES:

Appendix 1: Agenda item that served before Council

Appendix 2: Official notice

Appendix 3: Public comment/inputs

FOR FURTHER DETAILS CONTACT:

NAME	Piet Smit
POSITION	Manager: Property Management
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-8088189
E-MAIL ADDRESS	Piet.smit@stellenbosch.gov.za
REPORT DATE	2019-06-12

APPENDIX 1



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Collaborator No:
IDP KPA Ref No:
Meeting Date:

(To be filled in by administration)
GOOD GOVERNANCE AND COMPLIANCE
13 February 2019 and 27 March 2019

1. SUBJECT

PROPOSED EXCHANGE OF LAND: DISPOSAL OF ERF 15323 TO THE SEVENTH DAY ADVENTIST CHURCH IN EXCHANGE FOR ERF 718, KAYAMANDI

2. PURPOSE

To authorise the exchange of erf 1523 for erf 718, Kayamandi to the Seventh Day Adventist Church.

3. DELEGATED AUTHORITY

The Municipal Council must consider the matter.

4. EXECUTIVE SUMMARY

Following the allocation of erf 718 to the Seventh Day Adventist Church in 1997, they paid the sales price of R11 286.00 in full during 2002.

Before the property could be transferred to them, it became evident that the Municipal Clinic Building (now a Provincial clinic) was encroaching onto erf 718.

Following a request by the Provincial Government of the Western Cape to acquire erf 718, in order for them to extend the current building, the Seventh Day Adventist Church was approached to accept an alternative site (erf 1523, Kayamandi).

They have now confirmed in writing that they will accept the exchange of land, subject to certain conditions.

Council must now decide on the matter.

5. RECOMMENDATIONS

- 5.1 that erf 1523 be identified as land not needed to provide the minimum level of Municipal Services;
- 5.2 that Council in principle approve the exchange of erf 718 for erf 1523 at equal value;
- 5.3 that Council's intention to do the exchange of land be advertise for public inputs/objections/alternative proposals
- 5.4 that the item be brought back to Council following the public notice period to make a final decision in this regard.

6. DISCUSSION

6.1 Background

6.1.1 Allocation of tender

Following a public tender process (tender 14/1996) erf 718, measuring 990m², was awarded to the Seventh Day Adventist Church on 21 May 1996 at a Sales Price of R10/m². A copy of the agenda item is attached as **APPENDIX 1**.

6.1.2 Sales Agreement

A Sales Agreement was concluded on 3 January 1997, indicating the sales price at R11286.00 (Inclusive of VAT).

On 4 September 2002 the Finance Department confirmed that the sales price of R11 286.00 was paid in full. A copy of the memo is attached as **APPENDIX 2**.

Cluver Markotter Attorneys were subsequently requested to attend to the transfer of erf 718 to the Seventh Day Adventist Church.

6.1.3 Transport Documents

On 2011-08-19 a Power of Attorney to pass transfer was submitted to Stellenbosch Municipality for signature, copies of which are attached as **APPENDIX 3**.

6.1.4 Encroachment of Clinic onto erf 718

During May 2011, however, it was brought to our attention that the clinic (erf 719 and 720) was encroaching onto erf 718. See attached letter (**APPENDIX 4**) received from CWA Surveys, who was appointed by the Provincial Government to attend to the transfer of the various clinic sites.

This left the Municipality with three choices:

- a) demolish a portion of the clinic;
- b) cut off the encroachment area from the church site; or
- c) Offer the church an alternative site.

On 28 September 2011 a letter was written to the church requesting them to consider an alternative site, a copy of which is attached as **APPENDIX 5**.

On 27 October 2011 the Seventh Day Adventist Church indicated in writing that they would not be interested in an alternative site, but would be willing to take transfer of the remainder portion measuring $\pm 823\text{m}^2$ in extent, on condition that the sales price be adjusted downwards in proportion to the smaller area.

A copy of their letter is attached as **APPENDIX 6**. The Provincial Government and the Transferring Attorney were informed accordingly, copies of which is attached as **APPENDIX 7**.

6.1.5 Valuation

During 2015 two (2) independent valuers were appointed to advise the Municipality on a reasonable re-imbusement, taking into account the portion of land to be cut off from erf 718. Hereto attached as **APPENDIX 8** and **9**, respectively valuations compiled by Cassie Gerber Property Valuers cc and Knight Frank.

In terms hereof they valued the difference in price as follows:

- Cassie Gerber: R18 370.00*
- Knight Frank: R5 000.00

*This valuation does not take into account the fact that the land was sold at 20% of market value. Should this be taken into account the valuation should look as follows:

- Cassie Gerber: R3674.00
 - Knight Frank: R5000.00
- Weighted average: R4337.00 (Exclusive of VAT)

6.1.6 Subdivision

On 3 November 2017 David Hellig & Abrahams Land Surveyors confirmed that the subdivision of erf 718, to allow for the encroachment area to be cut off, was approved. A copy of the letter and diagrams are attached as **APPENDIX 10**.

Although these diagrams have been approved and registered at the Surveyor General's Office, it must still be registered at the Deeds Office.

6.1.7 Consideration of request

During August 2018 the Mayoral Committee considered a report, recommending that the church be reimburse for the area that was encroached upon. Having considered the report, the Mayoral Committee decided to refer the matter back to the Administration with the request to (again) offer the church an alternative site, or “*buy back*” erf 718, as to allow the Provincial Department of Public Works to extend the clinic.

6.1.8 Offer to consider alternative site

On 2018-09-04 a letter was send to the church, informing them of the outcome of the Mayoral Committee meeting. They were requested to consider erf 1523, Kayamandi as an alternative for erf 718. A copy of the letter is attached as **APPENDIX 11**.

6.1.9 Acceptance of alternative offer

On 2018-11-08 the church confirmed in writing that they will indeed accept the alternative site, being erf 1523, Kayamandi, subject to certain conditions. Their letter is attached as **APPENDIX 12**.

6.2 Location and context

Erf 718, measuring 990m² in extent, is situated in Bassi Street, as shown on Fig 1 and 2 below.



Fig 1: Location and context



Fig 2: Erf 718

Erf 1523, alternatively site, measuring 1140m² in extent, is situated in Sokuquala Street, as shown on Fig 3 and 4 below.



Fig 3: Location and context



Fig 4: Erf 1523

6.3 Legal Requirements

6.3.1 MFMA

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.

6.3.2 Asset Transfer Regulation (ATR)

6.3.2.1 Transfer or disposal on non-exempted capital assets

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

- a) the accounting officer has in terms of regulation 6 conducted a public participation* process to facilitate the determinations a municipal council must make in terms of Section 14(2)(a) and (b) of the Act; and
- b) the municipal council-
 - i) has made determinations required by section 14(2) (a) and (b)* and
 - ii) has, as a consequence of those determinations approved in principle that the capital asset may be transferred or disposed of.

6.3.2.2 Consideration of proposals to transfer or dispose of non-exempted capital assets

In terms of Regulation 7 the municipal council **must**, when considering any proposed transfer or disposal of a non-exempted capital asset in terms of regulation 5(1)(b)(i) and (ii), **take into account**—

- (a) whether the capital asset may be **required for the municipality's own use** at a later date;
- (b) the **expected loss or gain** that is expected to result from the proposed transfer or disposal;
- (c) the extent to which any compensation to be received in respect of the proposed transfer or disposal will result in a **significant economic or financial cost or benefit** to the municipality;
- (d) the **risks and rewards** associated with the operation or control of the capital asset that is to be transferred or disposed of in relation to the municipality's interests;
- (e) the **effect** that the proposed transfer or disposal will have on the **credit rating** of the municipality, its ability to raise long-term or short-term borrowings in the future and its financial position and cash flow;
- (f) any **limitations or conditions** attached to the capital asset or the transfer or disposal of the asset, and the consequences of any potential non-compliance with those conditions;
- (g) the estimated **cost** of the proposed transfer or disposal;
- (h) the transfer of any **liabilities** and reserve funds associated with the capital asset;
- (i) any comments or representations on the proposed transfer or disposal received from the local community and other interested persons; (if applicable)
- (j) any written views and recommendations on the proposed transfer or disposal by the National Treasury and the relevant provincial treasury; (if applicable)
- (k) the interests of any affected organ of state, **the municipality's own strategic, legal and economic interests** and the interests of the local community; and
- (l) **compliance** with the **legislative regime** applicable to the proposed transfer or disposal.

6.3.2.3 Conditional approval of transfer or disposal of non-exempted capital assets

Further, in terms of Regulation 11, an **approval in principle** in terms of regulation 5(1)(b)(ii) or 8(1)(b)(ii) that a non-exempted capital asset may be transferred or disposed of, **may be given subject to any conditions**, including conditions specifying—

- (a) **the way in which the capital asset is to be sold or disposed of;**
- (b) a **floor price or minimum compensation for the capital asset;**
- (c) whether the capital asset may be transferred or disposed of for **less than its fair market value**, in which case the municipal council must first consider the criteria set out in regulation 13(2); and
- (d) **a framework within which direct negotiations** for the transfer or disposal of the capital asset **must be conducted** with another person, if transfer or disposal is subject to direct negotiations.

6.3.2.4 **Transfer or disposal of non-exempted capital assets to be in accordance with disposal management system**

In terms of Regulation 12(1); if approval has been given in terms of regulation 5(1)(b)(ii) that a non-exempted capital asset may be transferred or disposed of, the relevant municipality may transfer or dispose of the asset only in accordance with its **disposal management system**, irrespective of—

- (a) the value of the capital asset; or
- (b) whether the capital asset is to be transferred to a private sector party or an organ of state.

*In the case of Stellenbosch Municipality the Policy on the Management of Council-owned property is deemed to be the disposal management system.

6.3.2.5 **Compensation for transfer of non-exempted municipal capital assets**

In terms of Regulation 13, the compensation payable to a municipality for the transfer of a non-exempted capital asset must, subject to sub regulation (2)—

- (a) be consistent with criteria applicable to compensation set out in the disposal management system of the municipality or municipal entity; and

If a municipality on account of the public interest, in particular in relation to the plight of the poor, **intends to transfer a non-exempted capital asset for less than its fair market value, the municipality** must, when considering the proposed transfer, **take into account—**

- (a) the **interests of—**
 - (i) the State; and
 - (ii) the local community;
- (b) the strategic and economic interests of the municipality or municipal entity, including the long-term effect of the decision on the municipality or entity;
- (c) the constitutional rights and legal interests of all affected parties;
- (d) whether the interests of the parties to the transfer should carry more weight than the interest of the local community, and how the individual interest is weighed against the collective interest; and
- (e) **whether the local community would be better served if the capital asset is transferred at less than its fair market value**, as opposed to a transfer of the asset at fair market value.

6.3.2.6 **Transfer agreements**

In terms of Regulation 17, a municipality may transfer assets approved for transfer to a private sector party or organ of state, **only by way of a written transfer agreement** concluded between the transferring municipality and the receiving private sector party or organ of state.

A transfer agreement must set out the terms and conditions of the transfer, including, as a minimum—

- (a) a sufficient **description** of the capital asset being transferred in order to identify the asset;
- (b) particulars of any subsidiary assets that are transferred with the capital asset;
- (c) particulars of any liabilities transferred with the asset;

- (d) the **amount of compensation** payable to the municipality or municipal entity for the transfer of the asset or assets, and the terms and conditions of payment; and
- (e) the **effective date** from which the risk and accountability for the asset or assets is transferred to the receiving private sector party or organ of state.

6.3.3 Policy on the management of Council-owned property

6.3.3.1 General principles

In terms of paragraph 7.2.1, unless otherwise provided for in the policy, the disposal of Viable Immovable property shall be effected-

- a) by means of a process of **public competition**; and
- b) at **market value** except when the public interest or the plight of the poor demands otherwise.

6.3.3.2 Exchange of land

In terms of paragraph 9.2.3 the 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 should 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.

6.4 Market value of land

In terms of the two (2) valuations in 2015 obtained (for erf 718) the (weighed average) value of church sites is R130-00/m². If this value is applied the market value of the two properties are as follows:

Erf 718: 990m ² @ R130-00/m ²	= R128 700.00
Erf 1528: 1140m ² @ R130-00/m ²	= R148 200.00
Difference in value	= R19 500.00

Over the past years church sites were sold at 20% of market value.

If this is applied, the difference in price amounts to R3900.00.

In their letter of acceptance of the exchange the Seventh Day Adventist church indicated that they will only accept the exchange of land (alternative land) if no further consideration is payable, seeing that they have paid for erf 718 in full and had no part in allowing the encroachment of the clinic onto their land. Under the circumstances it is recommended that they two erven are exchange at equal value, i.e no further consideration be payable by the church.

6.5 Financial implication

As indicated under 6.4, *supra*, it is recommended that the two erven are exchange at equal value, i.e there should be no financial implications to Council.

6.5 Legal Implications

See par. 6.3, *supra*.

6.6 Staff Implications

There are no additional staff implications.

6.7 Previous / Relevant Council Resolutions

MAYCO meeting 21/5/1996

MAYCO meeting 18 July 2018

6.8 Risk Implications

This report intends to mitigate any risks for the Municipality.

6.9 Comments from Senior Management

The item was not re- circulated to management as this a return item to inform Council of the response of the Church after the items served in July 2018.

ANNEXURES:

1-12

FOR FURTHER DETAILS CONTACT:

NAME	Piet Smit
POSITION	Manager: Property Management
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-8088189
E-MAIL ADDRESS	Piet.smit@ Stellenbosch.gov.za
REPORT DATE	2018-03-23

DIRECTOR: CORPORATE SERVICES

The contents of this report have not been discussed with the Portfolio Committee Chairperson, councillor Frazenburg, before the agenda was distributed due to time constraints.

7.2	CORPORATE SERVICES: (PC: CLLR AR FRAZENBURG)
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7.2.1	PROPOSED EXCHANGE OF LAND: DISPOSAL OF ERF 1523 TO THE SEVENTH DAY ADVENTIST CHURCH IN EXCHANGE FOR ERF 718, KAYAMANDI
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

13 February 2019

1. **SUBJECT: PROPOSED EXCHANGE OF LAND: DISPOSAL OF ERF 1523 TO THE SEVENTH DAY ADVENTIST CHURCH IN EXCHANGE FOR ERF 718, KAYAMANDI**

2. **PURPOSE**

To authorise the exchange of Erf 1523 for Erf 718, Kayamandi to the Seventh Day Adventist Church.

3. **DELEGATED AUTHORITY**

The Municipal Council must consider the matter.

4. **EXECUTIVE SUMMARY**

Following the allocation of Erf 718 to the Seventh Day Adventist Church in 1997, they paid the sales price of R11 286.00 in full during 2002.

Before the property could be transferred to them, it became evident that the Municipal Clinic Building (now a Provincial clinic) was encroaching onto Erf 718.

Following a request by the Provincial Government of the Western Cape to acquire Erf 718, in order for them to enlarge the current building, the Seventh Day Adventist Church was approach to accept an alternative site (Erf 1523, Kayamandi).

They have now confirmed in writing that they will accept the exchange of land, subject to certain conditions. Council must now decide on the matter.

24TH COUNCIL MEETING: 2019-02-27: ITEM 7.2.1

RESOLVED (nem con)

- (a) that Erf 1523 be identified as land not needed to provide the minimum level of Municipal Services;
- (b) that Council in principle approves the exchange of Erf 718 for Erf 1523 at equal value;
- (c) that Council's intention to do the exchange of land be advertised for public inputs/objections/alternative proposals;
- (d) that the item be brought back to Council following the public notice period, to make a final decision in this regard; and

- (e) that Council notes the concerns indicated in the letter of the Seventh Day Adventist Church, and that Council commits to fencing the substation and attempt to find alternative land for the play park.

FOR FURTHER DETAILS CONTACT:

NAME	Piet Smit
POSITION	Manager: Property Management
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-8088189
E-MAIL ADDRESS	Piet.smit@stellenbosch.gov.za
REPORT DATE	2018-03-23

APPENDIX 2

PROPOSED DISPOSAL OF ERF 1523, KAYAMANDI TO THE SEVENTH DAY ADVENTIST CHURCH IN EXCHANGE FOR ERF 718, KAYAMANDI

Notice is hereby given in terms of par. 9.2.2.1 of Stellenbosch Municipality's Policy on the Management of Council-owned property of the Municipality's intention to dispose of erf 11523, Kayamandi, to the Seventh Day Adventist Church in exchange for erf 718, Kayamandi.

Background

Following the allocation of Erf 718 to the Seventh Day Adventist Church in 1997, they paid the sales price in full during 2002.

Before the property could be transferred to them, it became evident that the Municipal Clinic Building (now a Provincial clinic) was encroaching onto Erf 718.

Following a request by the Provincial Government of the Western Cape to acquire Erf 718, in order for them to enlarge the current building, the Seventh Day Adventist Church was approach to accept an alternative site (Erf 1523, Kayamandi).

They have now confirmed in writing that they will accept the exchange of land, subject to certain conditions.

Having considered the matter on 2019-02-13, Council resolved, inter alia, as follows:

- " (a) that erf 1523 be identified as land not needed to provide the minimum level of Municipal Services;
- (b) that Council in principle approves the exchange of erf 718 for erf 1523 at equal value;
- (c) that Council's intention to do the exchange of land be advertised for public inputs/objections/alternative proposals;
- (d) that the item be brought back to Council following the public notice period, to make a final decision in this regard".

Further Particulars:

Further particulars, including the agenda item that served before Council, are available at the office of the Manager: Property Management during office hours.

Invitation to submit written inputs

Any interested and effected party who wishes to submit inputs/objections or alternative proposals to the proposed exchange of land, can do so by submitting it in writing to the Manager: Property Management on or before 16 May 2019.

Inputs/Objections/alternatives can be submitted by hand, posted or send by e-mail to:

Physical Address: 3rd Floor
Absa (Oude Bloemhof) Building, Corner of Plein and
Rhyneveld Street
Stellenbosch
7600

Postal address: PO Box 17
Stellenbosch
7599

E-mail: piet.smit@stellenbosch.gov.za

25 April 2019

APPENDIX 3

252 Mgabadeli Street

Kayamandi

Stellenbosch

7600

16 May 2019

The Manager

Property Management

Stellenbosch Municipality

7600

Dear Sir

RE : PROPOSED EXCHANGE OF LAND ERF 718 FOR ERF 1523

LETTER OF OBJECTION:

This letter serves to respond to the official notice on Eikestadnuus, inviting inputs/objections/alternatives, on proposed exchange of land Erf 718 for Erf 1523.

1. The letter dated on 2018 /11 / 08 from SDA church requested your office to consider the following concern's see point 3 in the letter, has the ward committees informed the community around the play park concerned and what was the response from the community affected by the move. (there is no report back provided yet, SDA Church)
2. The above point is informed by the fact that, the general understanding of the community is, that Erf 1523 is a play park.
3. The Property manager office should provide us with report whether community agrees point (a) see resolution of 24 council meeting 2019-02-27.
4. Whether community agrees with alternative site proposal, as suggested on letter from your office dated 2019-09-04. (report back)
5. The exchange proposal of land made by your office as important as it is, for the sake of bringing services delivery to the people, it needs to be treated with serious consideration it deserves, since the integrity of the SDA Church could be at stake if this matter is loosely handled.
6. The office of property manager gives contradicting information, how? They claim that, the open space in discussion is composed of two sites implying that, allocation of Erf 1523 will not affect the play park, interesting enough, diagram Fig 4 on allocation and context shows us the opposite.
7. This exchange proposal exercise has not been exhausted in terms of looking for better suitable site; Erf 1523 is and could not be the last option. (In the context of future development of Kayamandi there is more suitable sites that can be considered for the purpose at hand)

The above concern's should not be totally viewed as an obstacle, rather be seen as encouragement to do all things to be done orderly, transparent and healthy/open communication to all parties affected by the exchange proposal of land, Erf 718 for Erf 1523.

I write this letter as a concerned member of the Seventh Day Adventist church and a member of the community affected by this initiative.

Hope that my concerns will find consideration it deserves.

Yours in community work



JUDITH MAQHASHU

Cell: 078 673 6134

7.2.3	PROPOSED CONCLUSION OF LEASE AGREEMENTS: LEASE FARMS 502 AX AND AY
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

10 July 2019

1. SUBJECT: PROPOSED CONCLUSION OF LEASE AGREEMENTS: LEASE FARMS 502 AX AND AY

2. PURPOSE

To obtain Council approval for the conclusion of a lease agreement with Mr Jacques Olivier in relation to Lease Farms 502 AX and AY, following the public participation process.

3. DELEGATED AUTHORITY

Council

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, which, at the time included Mr Jacques Olivier. Before a formal agreement in this regard could be reached, Mr Myburgh passed away. Although the ceding was never formalised, women used the land for farming purposes as from 2008 under the supervision of Mr Olivier.

On 2019-01-30 Council considered a report, to approve, in principle, the leasing of the properties to Mr Jacques Olivier for a period of 9 years and 11 months, subject thereto that Council's intention so to act be advertised for public inputs. Council approved the recommendations, subject thereto that Council's intention to enter into the lease agreement be advertise for public inputs.

A formal notice was published; inviting interested and effected parties/individuals to submit written inputs by not later than 23 April 2019.

No such input/objections/comments were received and Council must now make a final determination.

5. RECOMMENDATIONS

- (a) that it be noted that no written submissions/input/objections were received, following the public notice;
- (b) that Council approves the leasing of Lease Farms 502 AX and AY to Mr Jacques Olivier for a period of 9 years and 11 months at a rate of 20% of market value, (R438.85 ha/per annum), provided that the current farming continues and that the land only be used for *bona fide* farming purposes;
- (c) that the rental be increased by CPI (based on 12 months July to June) on a yearly basis. That it be noted that when a new evaluation (every 5 years) takes place the rental be 20% of that market value with the same escalation provision until the end of the contract;

- (d) that Mr Olivier ensures that the current people who farms on the land under his supervision continues to farm and that any changes to the people who use the land for farming be reported to the Municipality;
- (e) that Mr Olivier provides the Municipality with proof of the agreement that he has with the current people who farm on the property; and
- (f) that a separate report on the outstanding debt be provided to council by the finance department.

6. DISCUSSION / CONTENTS

6.1 Background

6.1.1 Existing Lease Agreements

On 1 April 1991 Stellenbosch Municipality concluded three (3) long term Lease Agreements with HC Myburgh Boedery 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

*Lease Farm 502BC is currently not being used. It has been identified as an environmentally sensitive area by the Provincial Department of Environmental Affairs

6.1.2 Application from Heldervalley Farming Association

During 2013 a written request was received from Mr Johan Myburgh, on behalf of HC Myburgh Boedery, to cede the abovementioned lease agreements.

At the time Mr Myburgh disputed his liability to pay the rent as he was not farming the land and he indicated that the people who farms the land should pay the rent, despite the fact that the rental agreement was between himself and the Municipality. Mr Myburgh indicated that he cannot be hold responsible for the outstanding rental, as the Farming Association was benefitting from the land and should be liable and the municipality held the Lessee liable for the rent in terms of the agreement. Before the matter could be resolved, Mr Myburgh passed away.

6.1.3 Council resolution

On 2019-01-30 Council considered a report dealing with this long outstanding matter. Having considered the report, Council resolved as follows:

“23RD COUNCIL MEETING: 2019-01-30: ITEM 7.2.6

RESOLVED (majority vote with abstentions)

- (a) that it is noted that Mr H C Myburgh passed away and that the current lease agreements with HC Myburgh Boedery with regard to the lease agreements for Lease Farms 502AY; AX and BC, therefore be cancelled;
- (b) that the following properties 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:

Property description	Size	Water rights
Farm 502 AX	6.96 ha	2.3ha
Farm 502AY	4.28 ha	1.3ha

-
- (c) *that Council, in principle, approves the leasing of the properties to Mr Jacques Olivier provided that the current farming continues and that the land is only used for bona fide farming for a period of 9 years and 11 months, subject thereto that Council's intention to lease the properties be advertised for public inputs, as provided for in paragraph 9.2.2 of the Property Management Policy;*
 - (d) *that Council determines the rental at 20% of market value, that is R438.85 ha/per annum, as provided for in paragraph 22.1.4 of the Property Management Policy (below market value rental);*
 - (e) *that the matter be referred back to Council after the public participation process indicated in (c) above; and*
 - (f) *that the outstanding debt in relation to Lease Farms 502AY, AX and BC be investigated by the acting CFO and a report be provided as to whether it can be recovered or should be written off as irrecoverable”.*

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

6.1.4 Official Notice

Following the above resolution an Official Notice was published in the Eikestad News of 2019-03-28, a copy of which is attached as **APPENDIX 2**.

In terms hereof any interested and effected party who wishes to submit comment/inputs/objections to the proposed lease Agreement, could do so by submitting same in writing to the Department by not later than 2019-04-23.

No such submissions were received.

6.2 DISCUSSION

Seeing that no written submissions were received, it is recommended that Council now approve the lease agreement with Mr Olivier.

6.3 Financial Implications

The report on the outstanding rent must still serve before council.

6.4 Legal Implications

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

6.5 Previous/Relevant Council resolution

23RD COUNCIL MEETING: 2019-01-30: ITEM 7.2.6

6.6 Staff Implications

No additional staff is needed.

6.7 Risk Implications

The risks are addressed in the recommendations.

6.8 Comments from Senior Management:

Recommendations are supported.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-07-10: ITEM 7.2.3

- (a) that it be noted that no written submissions/input/objections were received, following the public notice;
- (b) that Council approves the leasing of Lease Farms 502 AX and AY to Mr Jacques Olivier for a period of 9 years and 11 months at a rate of 20% of market value, (R438.85 ha/per annum), provided that the current farming continues and that the land only be used for bona fide farming purposes;
- (c) that the rental be increased by CPI (based on 12 months July to June) on a yearly basis. That it be noted that when a new evaluation (every 5 years) takes place the rental be 20% of that market value with the same escalation provision until the end of the contract;
- (d) that Mr Olivier ensures as far as is reasonably possible that the current people who farm on the land under his supervision continue to farm;
- (e) that Mr Olivier provides the Municipality with the list of people who currently form part of the farming on the property; and
- (f) that a separate report on the outstanding debt be provided to council by the Finance Department.

ANNEXURES**Annexure 1:** Agenda item**Annexure 2:** Official Notice**FOR FURTHER DETAILS CONTACT:**

NAME	ANNALENE DE BEER
POSITION	DIRECTOR: CORPORATE SERVICES
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021-808 8106
E-MAIL ADDRESS	Annalene.deBeer@stellenbosch.gov.za
REPORT DATE	2019-06-14

ANNEXURE 1

	PROPOSED CONCLUSION OF LEASE AGREEMENTS: LEASE FARMS 502 AX AND 502 AY
--	---

Collaborator No:
IDP KPA Ref No: Institutional Transformation
Meeting Date: 23 and 30 September 2018

1. SUBJECT: PROPOSED CONCLUSION OF LEASE AGREEMENTS: LEASE FARMS 502 AX AND AY

2. PURPOSE

To obtain Council approval for the cancelation of the lease agreements with HC Myburgh Boerdery and the in principle approval of a lease agreement for the identified properties be concluded with Mr Jacques Olivier.

3. DELEGATED AUTHORITY

Council

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, which, at the time included Mr Jacques Olivier. Before a formal agreement in this regard could be reached, Mr Myburgh passed away. Although the ceding was never formalised, women used the land for farming purposes as from 2008 under the supervision of Mr Olivier. The lease agreements with HC Myburgh Boerdery has not been formally terminated nor has the estate chosen to take over the rights and responsibilities in terms of the agreements.

We received a request from Heldervalley Farming Association to rent the farm **Appendix 1**. Item served before Mayco and was referred back to determine exactly who the members of Heldervalley Farming Association is and what type of legal entity is applicable. We have, despite several attempts not received feedback from the association. Councillors on Mayco was requested to investigate the matter including the reference to the Eco sensitive area. It is confirmed that the land pieces referred to above excludes the eco sensitive area.

We have received feedback from Councillor Crawley and also received a letter from Mr Jacques Olivier explaining his involvement and the empowerment farming currently done by women. Appendixes 2- 4.

5. RECOMMENDATIONS FROM THE EXECUTIVE MAYOR IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE

5.1 that it is noted that Mr H C Myburgh passed away and that the the current lease agreements with HC Myburgh Boedery with regard to the lease agreements for Lease Farms 502AY; AX and BC therefore be cancelled.

- 5.2 that the following properties 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:

Property description	Size	Water rights
Farm 502 AX	6.96 ha	2.3ha
Farm 502AY	4.28 ha	1.3ha

- 5.3 that Council, in principle, approves the leasing of the properties to Mr Jacques Olivier provided that the current farming continues and that the land is only used for bona fide farming for a period of 9 years and 11 months, subject thereto that Council's intention to lease the properties be advertised for public inputs, as provided for in paragraph 9.2.2 of the Property Management Policy;
- 5.4 that Council determines the rental at 20% of market value, that is R438.85 ha/per annum, as provided for in paragraph 22.1.4 of the Property Management Policy (below market value rental);
- 5.5 that the matter be referred back to Council after the public participation process indicated in 5.3 above; and
- 5.6 that the outstanding debt in relation to Lease Farms 502AY, AX and BC be investigated by the acting CFO and a report be provided as to whether it can be recovered or should be written off as irrecoverable.

6. DISCUSSION / CONTENTS

6.1 Background

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

*Lease Farm 502BC is currently not being used. It has been identified as an environmentally sensitive area by the Provincial Department of Environmental Affairs

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.

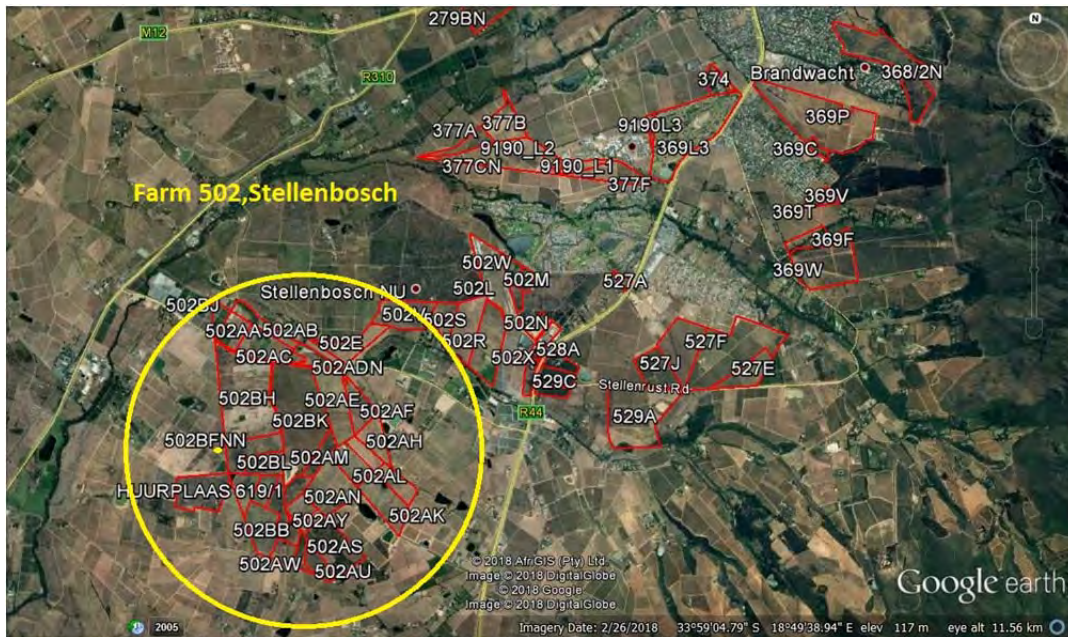


Fig 1: Location

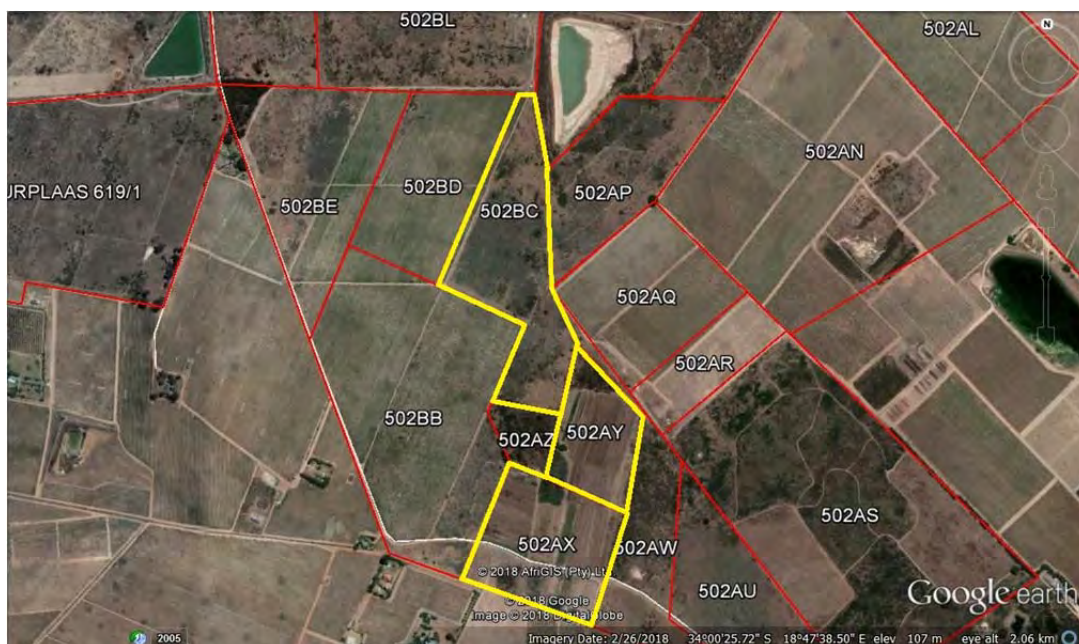


Fig 2: Extent of properties

6.2 Discussion

6.2.1 Application from Heldervalley Farming Association

During 2013 a written request was received from Mr Johan Myburgh, on behalf of HC Myburgh Boerdery, to cede the abovementioned lease agreements to the Heldervalley Farming Association. At the time of the request, members of the Heldervalley Farming Association were already using the leased land. They concluded an agreement with Mr Myburgh, and the Provincial Department of Agricultural. The sub-lease was never approved by Stellenbosch Municipality.

At the time there was a dispute between the parties with regard to outstanding monies. Mr Myburgh indicated that he cannot be hold responsible for the outstanding rental, as the Farming Association was benefitting from the land and should be liable and the municipality held the Lessee liable for the rent in terms of the agreement. Before the matter could be resolved, Mr Myburgh suddenly passed away.

This department later met with the Attorney handling the estate of the late Mr Myburgh, explaining that the proposed ceding 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 responded. 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. It is our understanding that the estate has in the meantime been wrapped up, without making any payments to the Municipality. The Municipality did not put a claim in against the estate. The contracts have not been formally terminated and it is proposed that the contracts with H C Myburgh Boerdery, be terminated

A letter was received from the Heldervalley Farming Association, hereto attached as **APPENDIX 1**, 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.

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.
- c) The lessee has passed away before an agreement was reached and his estate has not taken up the rights and responsibilities under the leases and the state has been finalised.

6.2.2 Further information made available

This item first served before Mayco in July 2018, and was referred to Council for a decision. The item, however, was withdrawn from the Council agenda and was referred back to the department for refinements. The item again served before Mayco in September 2018, but questions were raised on portion 502 BC, being an environmental sensitive area. There were also questions raised regarding the membership of the Heldervalley Farming Association and the status of their legal entity.

Although various attempts were made to meet with representatives of the Association, this department was unable to set up such a meeting. During December 2018 a site meeting was scheduled. The purpose of the meeting was to ascertain

whether the land is in fact optimally used and whether members of the Association was indeed active on the ground.

Following this site meeting various correspondence were received, i.e.:

- **Letter from Jacques and Maria Olivier**, indicating that he is in fact the only person that is utilising the Lease Areas from as long back as 16 years ago, when the family farm was sold. He subsequently requested that a lease agreement be concluded with him (and by implication not the Heldervalley Farming Association), a copy of which is attached as **APPENDIX 2**.
- **Letter from N.J.Myburgh**, a brother of the late Johan Myburgh, confirming that Jacques Olivier is in fact the only person working on the land, a copy of which is attached as **APPENDIX 3**.
- **A memo from Councillor Crawley**, requesting that the land not be allocated to the Heldervalley Farming Association, but to Jacques Olivier, a copy of which is attached as **APPENDIX 4**.

6.3. Legal implications:

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.

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 intentions.

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.

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 lease agreement with the Heldervalley Farming Association on a private treaty basis, subject thereto that Council's intentions 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.

6.4 Financial Implications

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 lease the portions indicated above to Mr Olivier, it is recommended that the outstanding rental of Mr Myburgh be written off. Although the

Heldervalley Farming Association used the land leased to HC Myburgh Boerdery there is no legal agreement with them and there is no legal claim against them. With the conclusion of the Myburgh estate without a claim been lodged by the Municipality, the Municipality lost it right to claim for this outstanding debt,

The proposed rental of 20% of market rental 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.

6.5 Staff Implications

This report has no staff implications for the municipality.

6.6 Risk Implications

It is necessary to comply with Council Policies and applicable legislation.

6.7 Comments from Senior Management:

6.7.1 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 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.

6.7.2 Director: Planning and Economic Development

No comments received

6.7.3 Chief Financial Officer

No comments received

6.7.4 Municipal Manager

Supports the recommendations

ANNEXURES

Annexure 1: Letter received from Heldervalley Farming Association

Annexure 2: Letter addressed to Councillor Crawley

Annexure 3: Letter from NJ Myburgh

Annexure 4: Memorandum from Councillor Crawley

FOR FURTHER DETAILS CONTACT:

<i>NAME</i>	ANNALENE DE BEER
<i>POSITION</i>	<i>DIRECTOR: CORPORATE SERVICES</i>
<i>DIRECTORATE</i>	<i>CORPORATE SERVICES</i>
<i>CONTACT NUMBERS</i>	<i>021-808 8106</i>
<i>E-MAIL ADDRESS</i>	Annalene,deBeer@stellenbosch.gov.za
<i>REPORT DATE</i>	<i>2019-01-22</i>

ANNEXURE 2



STELLENBOSCH
 STELLENBOSCH • PNIEL • FRANSCHHOEK
 MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

OFFICIAL NOTICE

PROPOSED CONCLUSION OF LEASE AGREEMENT WITH JACQUES OLIVIER: LEASE FARMS 502 AX AND AY, STELLENBOSCH

Notice is hereby given in terms of par. 9.2.2.1, read with sub-paragraph (m) of Stellenbosch Municipality's Policy on the Management of Council-owned property, of the Municipality's intention to conclude a Lease Agreement with Mr Jacques Olivier in relation to Lease Farms 502AX and AY for a period of 9 years and 11 months.

Background

Stellenbosch Municipality concluded long-term Lease Agreements with the late Mr J Myburg on 1 April 1991 for the lease of the above-mentioned properties. During 2013 Mr Myburg approached the Municipality with a written request to cede the Lease Agreement to Mr Olivier. Before a formal agreement could be reached, Mr Myburg passed away. A request to enter into a new agreement(s) has now been received from Mr Olivier, who is farming on the properties for the past ±15 years.

At a Council meeting held on 30 January 2019, having considered the request, they resolved, inter alia, as follows:

- (a) that it is noted that Mr H C Myburgh passed away and that the current lease agreements with HC Myburgh Boudery with regard to the lease agreements for Lease Farms 502AY; AX and BC, therefore be cancelled;
- (b) that the following properties 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:

Property description	Size	Water rights
Farm 502 AX	6.96 ha	2.3ha
Farm 502AY	4.28 ha	1.3ha

- (c) that Council, in principle, approves the leasing of the properties to Mr Jacques Olivier provided that the current farming continues and that the land is only used for bona fide farming for a period of 9 years and 11 months, subject thereto that Council's intention to lease the properties be advertised for public inputs, as provided for in paragraph 9.2.2 of the Property Management Policy; and-
- (d) that Council determines the rental at 20% of market value, that is R438.15 ha/per annum, as provided for in paragraph 22.1.4 of the Property Management Policy (below market value rental);

Further Particulars:

Further particulars, including the agenda item that served before Council, are available at the office of the Manager: Property Management during office hours.

Invitation to submit written inputs

Any interested and effected party who wishes to submit comment/inputs/objections to the proposed renewal of Lease Agreements can do so by submitting it in writing to the Manager: Property Management on or before 23 April 2019.

Objections/inputs can be submitted by hand, posted or by e-mail to:

Physical Address: 3rd Floor
 Absa (Ouda Bloemhof) Building, Corner of Plein and Rhyneveld Street
 Stellenbosch, 7600

Postal address: PO Box 17
 Stellenbosch, 7599

e-mail: piet.smit@stellenbosch.gov.za

In terms of the provisions of Section 21(4) of the Municipal Systems Act, anyone who cannot read or write is welcome to contact the office of the Manager: Property Management for assistance.

7.3	FINANCIAL SERVICES: [PC: CLLR P CRAWLEY (MS)]
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NONE

7.4	HUMAN SETTLEMENTS: [CLLR N JINDELA]
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7.4.1	PROPOSED DEVELOPMENT OF ERF 81/2 AND ERF 81/9, STELLENBOSCH, FOR BACKYARDERS OF STELLENBOSCH
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Collaborator No: 653153
IDP KPA Ref No:
Meeting Date: 17 July 2019

1. SUBJECT: PROPOSED DEVELOPMENT OF ERF 81/2 AND ERF 81/9, STELLENBOSCH, FOR BACKYARDERS OF STELLENBOSCH

2. PURPOSE

To motivate for the proposed development of Erf 81/2 and Erf 81/9, Stellenbosch, henceforth “the property”, as a residential development that can potentially address the housing needs of backyarders in Stellenbosch.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Stellenbosch Municipality has over the last number of years developed a housing pipeline that addresses all types of housing delivery that takes into consideration all social and financial requirements of the residents.

Against this background Stellenbosch Municipality is desirous to commence with a project that could address the housing needs of residents that reside primarily in the backyards of privately owned properties. The areas that are targeted for this projects are Ida’s Valley, Cloeteville and Khayamandi and to a lesser extent Jamestown and Klapmuts. The purpose of the project is to make provision for essentially residents who would not under ordinary circumstances qualify for subsidised housing, for example backyard dwellers that earn higher than the earnings threshold for a housing subsidy or are not in a position to obtain a mortgage loan from a financial institution.

It is therefore imperative that the proposed development must be sensitive to the general built and landscaping vernacular of the Stellenbosch area. The proposed site for this project is Erf 81/2 and Erf 81/9. The site has several constraints for development. A desktop study using Google Earth indicated that a developable area ranging between 1ha and 3ha could be realised on the property. The latter area takes into consideration all the physical constraints on the property.

The site lends itself to a similar kind of development as in the Nuutgevonden Estate which is north of the Mount Simon development. The housing typologies that are part of the latter developments are all included under any social housing development, e.g. duplex apartments and single residential properties.



5. RECOMMENDATIONS

- (a) that a feasibility study must be concluded to determine the exact extent of the developable area;
- (b) that the appropriate land use rights be obtained;
- (c) that any development on the property be sensitive and complementary to enhancing the aesthetics of the entrance of Stellenbosch;
- (d) that option one (1) be approved as the proposed development model, i.e. a combination of social housing and GAP housing (individual houses); and
- (e) that the Social Housing Institution (SHI) or any other development agency (ODA) be appointed to develop the site for rental and/or GAP housing.

6. DISCUSSION / CONTENTS

6.1 BACKGROUND

In terms of Schedule 4(b) of the Constitution, a Municipality must provide services to its inhabitants. Housing is not one of these services however; a Municipality must still be in a position to make housing possible within its boundaries. Against this background Erf 81/2 and Erf 81/9 ("the property") has been identified as an ideal site where the Municipality can set in motion the implementation of the housing plan with respect to the delivery of housing to backyard dwellers amongst others. The property has several constraints which are not insurmountable for development. However, more importantly it has advantages for development that outstrips its disadvantages.

The site allows for a mixed use development, with different housing typologies such as single residential dwelling units, duplex residential dwelling units.

6.2 LOCATION

The property is located between the Khayamandi and Cloetesville settlements. Its boundary is framed by the R304 to the west and the railway line to the east. The Plankenburg River traverses the property along the eastern boundary. The southern boundary of property includes portions of the Khayamandi Tourism Centre, as well as bridge over the railway line. The northern boundary is framed by the Mount Simon residential development.

6.3 CONSTRAINTS TO DEVELOPMENT

6.3.1 The property's cadastral boundaries

The property has a triangular shape with its widest part on the northern boundary with the Mount Simon residential development, however this shape in this particular instance allows for the construction of social amenities which in return allows for community integration. This type of erf shape reduces the developable area significantly. Furthermore a significant portion of the property is situated south of the bridge over the railway line and this area is not suitable for development. The cadastral boundaries must be adjusted to take all of the constraints into consideration.

6.3.2 Developable area

The total erf size is approximately 17.47ha¹ and this area includes the road, the river as well as a portion of Khayamandi Tourism Corridor. These features must all be subtracted from the total area to determine the developable area. It is understood that the road reserve for the R304 is approximately 45m wide². This implies that the area of the road reserve is approximately 5.4ha and this area must be subtracted from the developable area which leaves approximately 12.07ha.

Furthermore a similar argument for the impact of the river area on the developable area can also be made. The latter area measures approximately 8.6ha which leaves an effective developable area of 3.47ha.

Constraint	Approximate Area of constraint	Approximate developable area
River	8.6ha	
Road reserve	5.4ha	
Total area	17.4ha	
Developable area		3.4ha

6.3.3 The road reserve

The R304 passes through the property. The road reserve must still be subdivided from the property in order arrive at the developable area. The proposed future road widening must occur within this space.

6.3.4 The River

The Plankenburg River traverses the property from north to south and forms the *de facto* eastern boundary. A further *caveat* as imposed by the NEMA³ regulations indicates that where a flood line has not been determined, development cannot occur within 32 metres

¹ Desktop measurements using Google Earth. All measurements must be verified on site.

² Measured between the boundary of Mount Simon and the Watergang Farm. All measurements must be verified on site.

³ NEMA – National Environmental Management Act (107 of 1998), as amended.

from the nearest side of a watercourse to the development. The footprint of this area is approximately 8.6ha, however mitigating circumstances can be developed that could increase the developable area.

6.3.5 Khayamandi Tourism Centre

According to the cadastre Erf 81/2 includes portions of the Khayamandi Tourism Centre. The latter has to be subdivided from Erf 81/2 in order to “normalize” the subdivision.

6.3.6 The Bridge

According to the cadastre Erf 81/2 includes portions of the bridge that crosses the railway line. The latter has to be subdivided from Erf 81/2 in order to “normalize” the subdivision. However it is imperative that the rehabilitation of this area is done in collaboration with any development on Erf 81/2.

6.4 EXISTING AND PROPOSED DEVELOPMENT ON THE PROPERTY

EXISTING

There are several development proposals that are being proposed and undertaken for this area. These proposals include amongst others:

- (a) The road widening of the R304;
- (b) The RSEP projects;
- (c) Social housing programme;
- (d) Northern extension of Stellenbosch town.

Table 3 hereunder provides further detail regarding the abovementioned projects

	Development proposal	Programme	Responsible Directorate
1	The road widening of the R304		Infrastructure Services and Provincial government
2	A footbridge that would connect Khayamandi with Cloetesville integrate into development;	RSEP	Infrastructure Services
	Upgrading of the Khayamandi taxi rank	RSEP	
	Upgrading of taxi holding area under the bridge	RSEP	
3	Restructuring zone for social housing	Social housing programme	Planning and Economic Development
4	Northern Extension of Stellenbosch town		Planning and Economic Development

It is imperative that any development on the property takes these developments into consideration and integrate same into the development.

6.5 ADVANTAGES OF THE PROPERTY

6.5.1 Accessibility

The property is highly accessible from the R304.

6.5.2 Existing road network

There is an existing road network that can be integrated into the proposed development. This would minimise the cost of internal engineering infrastructure.

6.5.3 Open space

The river network creates approximately 8.6 ha of open space. This does not need to be subtracted from the developable area. This area can be integrated into the development.

6.5.4 Different development sections

The property can be roughly divided into three (3) different development sections, i.e.

- i. the area between Mount Simon residential development and
- ii. the internal road, the bridge and the internal road and
- iii. the area south of the bridge.



6.5.5 Locality

The property is centrally located between Cloetesville and Khayamandi.

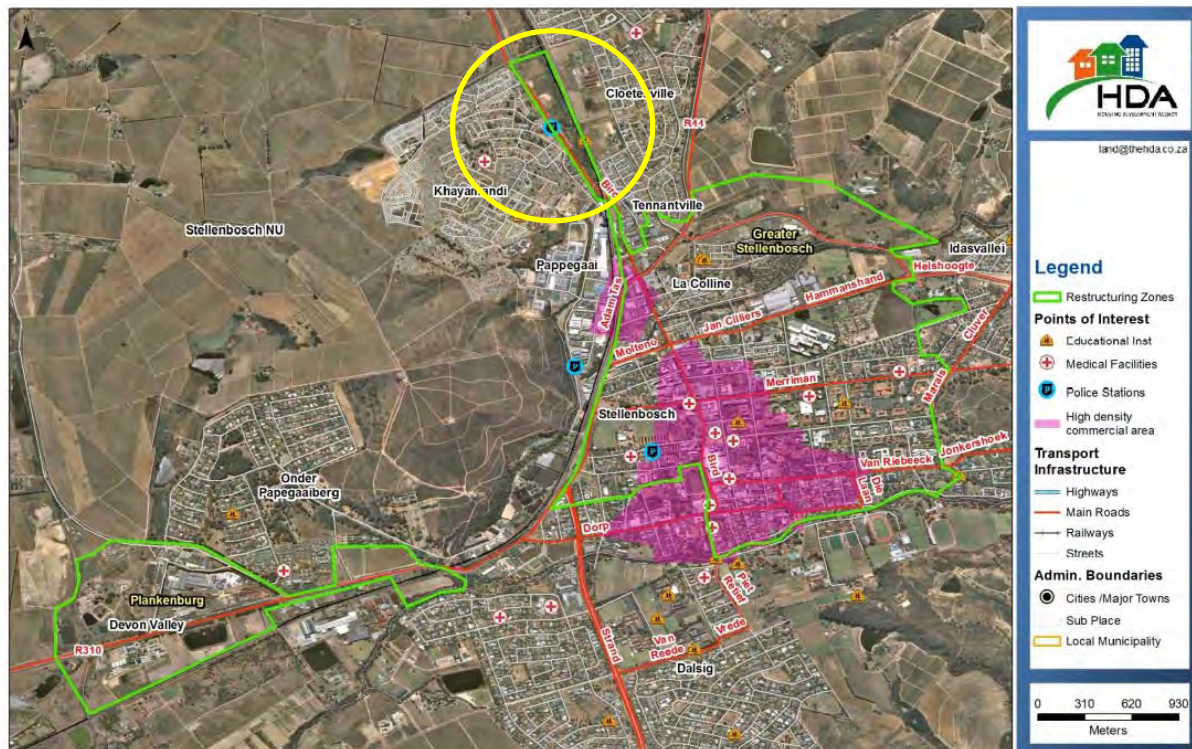
6.6 DEVELOPMENT OPTIONS

6.6.1 Feasibility study

It is imperative that a feasibility study is undertaken in order to determine and confirm the correct development mix for this property. The desktop study proposes a transition from medium income housing in Mount Simon to GAP housing at the immediate adjacent portion of the site and social housing to the south of the property.

6.6.2 Restructuring zone (social housing typologies)

The property has been identified as a restructuring zone for the development of social housing. Social housing allows for various housing typologies.

**6.6.3 GAP / Social option (Option 1)**

This option is geared towards a combination of rental and outright ownership. The housing typology could be single storey residential units, duplex residential units or a combination of the above.

6.6.4 Social option (Option 2)

A rental or co-operative housing option for low income persons at a level of scale and built form which requires institutionalised management and which is provided by accredited social housing institutions or in accredited social housing projects in designated restructuring zones⁴.

6.6.5 GAP option (Option 3)

This option allows for single residential dwellings or serviced sites or a combination of both.

6.7 LEGAL IMPLICATIONS

None

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-07-17: ITEM 7.4.1

- (a) that a feasibility study as a matter of urgency must be concluded to determine the exact extent of the developable area;
- (b) that the appropriate land use rights as a matter of urgency be obtained;
- (c) that any development on the property be sensitive and complementary to enhancing the aesthetics of the entrance of Stellenbosch;
- (d) that the proposed development be earmarked for backyarders in Cloetesville, Ida's Valley and Kayamandi; and
- (e) that the report be brought to Council as soon as possible.

ANNEXURES

None

7.5	INFRASTRUCTURE: [CLLR J DE VILLIERS]
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NONE

7.6	PARKS, OPEN SPACES AND ENVIRONMENT: [PC: CLLR N JINDELA]
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NONE

7.7	PLANNING AND ECONOMIC DEVELOPMENT: [PC: CLLR E GROENEWALD (MS)]
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NONE

7.8	RURAL MANAGEMENT AND TOURISM: [PC: CLLR S PETERS]
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NONE

7.9	YOUTH, SPORTS AND CULTURE: [PC: M PIETERSEN]
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NONE

7.10	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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7.10.1	APPROVED TOP LAYER (TL) SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2019/20
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Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

10 July 2019

1. SUBJECT: APPROVED TOP LAYER (TL) SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2019/20

2. PURPOSE

To inform Council that the Executive Mayor has approved the Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) 2019/20.

3. DELEGATED AUTHORITY

According to Section 53(1)(c)(ii) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (the MFMA), the Executive Mayor must approve the TL SDBIP within 28 days after the approval of the municipal budget.

4. EXECUTIVE SUMMARY

Section 53(1)(c)(ii) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (the MFMA) compels the Mayor of a municipality to take all reasonable steps to ensure that the municipality's Service Delivery and Budget Implementation Plan (SDBIP) is approved by the mayor within 28 days after the approval of the budget.

The TL SDBIP 2019/20 was approved by the Executive Mayor on 26 June 2019, which falls within the prescribed 28 days after the approval of the Budget.

The TL SDBIP 2019/20 is herewith submitted to Council for notification.

5. RECOMMENDATIONS

- (a) that Council takes note of the approved Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) 2019/20 attached hereto as **ANNEXURE A**;
- (b) that Council takes note that the approved TL SDBIP 2019/20 has been made public within 10 working days after the approval of the TL SDBIP 2019/20 and duly submitted to the MEC for Local Government in the Province; and
- (c) that Council approves that the performance indicators and targets as contained in the approved Integrated Development Plan (2017/2022) be adjusted in accordance with the performance indicators and targets contained in the approved TL SDBIP 2019/20 to ensure accurate technical alignment between the IDP 2017/2022 and TL SDBIP 2019/20.

6. DISCUSSION

6.1 Background

In terms of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (the MFMA), the mayor of a municipality must take all reasonable steps to ensure

that the municipality's TL SDBIP is approved within 28 days after the municipal budget has been approved.

The Draft Top Layer SDBIP 2019/20 was made public for public participation during April 2019 as part of the Integrated Development Plan (IDP) and Budget consultative process.

The Municipal Manager, Directors and all affected managers participated in the setting of key performance indicators and targets.

The Municipal IDP and Budget were approved by Council on 29 May 2019. As a result, the TL SDBIP 2019/20 was submitted to the Executive Mayor for consideration on 12 June 2019. The Executive Mayor approved the TL SDBIP 2018/2019 on 26 June 2019.

Council should note that the provisions of the MFMA allow the Executive Mayor to approve the TL SDBIP within 28 days after the approval of the Budget. As a result there are elements of misalignment between the content of the performance indicators and targets contained in the Integrated Development Plan 2017/2022 as approved by Council on 29 May 2019 and the performance indicators and targets approved by the Executive Mayor in the TL SDBIP 2019/20. Council is therefore requested to approve the technical adjustments required to ensure appropriate alignment between the performance indicators and targets contained in the IDP and the TL SDBIP 2019/20.

6.2 Financial Implications

There are no financial implications beyond that which was approved in the 2019/20 MTRF Budget.

6.3 Legal Implications

In terms of Section 53(1)(c)(ii) the mayor of a municipality must take all reasonable steps to ensure that the municipality's service delivery and budget implementation plan is approved by the mayor within 28 days after the approval of the budget.

6.4 Staff Implications

This report has no staff implications for the Municipality.

6.5 Risk Implication

None

6.6 Comments from Senior Management

6.6.1 Director: Community and Protection Services

Agree with the recommendations.

6.6.2 Chief Financial Officer

Agree with the recommendations.

6.6.3 Director: Infrastructure Services

Agree with the recommendations.

6.6.4 Director: Corporate Services

Agree with the recommendations.

6.6.5 Director: Planning and Economic Development

Agree with the recommendations.

6.6.6 Comments from the Municipal Manager

Agree with the recommendations.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-07-10: ITEM 7.10.2

- (a) that Council takes note of the approved Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) 2019/20 attached hereto as **ANNEXURE A**;
- (b) that Council takes note that the approved TL SDBIP 2019/20 has been made public within 10 working days after the approval of the TL SDBIP 2019/20 and duly submitted to the MEC for Local Government in the Province; and
- (c) that Council approves that the performance indicators and targets as contained in the approved Integrated Development Plan (2017/2022) be adjusted in accordance with the performance indicators and targets contained in the approved TL SDBIP 2019/20 to ensure accurate technical alignment between the IDP 2017/2022 and TL SDBIP 2019/20.

ANNEXURES

Annexure A: Approved TL SDBIP 2019/20

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	04 July 2019

ANNEXURE A



**FINAL
TOP LAYER SERVICE DELIVERY
AND BUDGET IMPLEMENTATION
PLAN 2019/20**

Contents

1. MUNICIPAL MANAGER'S QUALITY CERTIFICATE.....	2
2. EXECUTIVE MAYOR'S CERTIFICATE OF APPROVAL	3
3. IMPLEMENTATION, MONITORING AND REVIEW – ONE YEAR.....	4
4. FINAL TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2019/20: PER STRATEGIC FOCUS AREA (SFA).....	5
4.1 SFA 1 - VALLEY OF POSSIBILITY	5
4.2 SFA 2 - GREEN AND SUSTAINABLE VALLEY.....	6
4.3 SFA 3 - SAFE VALLEY	8
4.4 SFA 4 - DIGNIFIED LIVING.....	9
4.5 SFA 5 - GOOD GOVERNANCE AND COMPLIANCE	12
 Annexure A: Revenue by source projections for the 2019/2020 financial year	 16
Annexure B: Expenditure by type projections for the 2019/2020 financial year.....	18
Annexure C: Projections for the 2019/2020 the Financial Year	20
Annexure D: Capital Budget 2019/2020	23

1. MUNICIPAL MANAGER'S QUALITY CERTIFICATE

I, Geraldine Mettler, the Municipal Manager of the Stellenbosch Municipality, submit the Final Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) for the 2019/20 financial year for approval by the Executive Mayor. This TL SDBIP 2019/20 has been prepared in terms of the stipulated requirements as documented in the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) and regulations made under this Act.



MUNICIPAL MANAGER
MS GERALDINE METTLER

DATE: 26/06/2019

2. EXECUTIVE MAYOR'S CERTIFICATE OF APPROVAL

I, Gesie Van Deventer, in my capacity as the Executive Mayor of the Stellenbosch Municipality, hereby approves the Final Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) for the 2019/20 financial year as required in terms of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) and regulations made under this Act.



EXECUTIVE MAYOR
CLLR ADV GESIE VAN DEVENTER

DATE:26/06/2019.....

3. IMPLEMENTATION, MONITORING AND REVIEW – ONE YEAR

The Municipal Finance Management Act No 56 of 2003 (MFMA) requires that municipalities prepare a Service Delivery and Budget Implementation Plan (SDBIP) as a strategic financial management tool to ensure that budgetary decisions that are adopted by municipalities for the financial year are aligned with their strategic planning tool, the Integrated Development Plan (IDP). The SDBIP is a contract between Council, administration and the community. It gives effect to the IDP and budget of the municipality.

The municipal budget shall give effect to the Strategic Focus Areas as contained in the IDP. The Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) shall contain details on the execution of the budget and information on programmes and projects. Quarterly, half-yearly and annual performance reports must also be submitted to Council as a means to monitor the implementation of the predetermined objectives as contained in the IDP.

The SDBIP is a one – year detailed implementation plan which gives effect to the IDP and Budget of the Municipality. It is a contract between the administration, Council and community expressing the goals and objectives set by Council as quantifiable outcomes that can be implemented by the administration over the next twelve months. This provides the basis of measuring the performance in service delivery against end year targets and implementing budget.

Indicators developed for the Stellenbosch Municipality addresses the Strategic Focus Areas of the Municipality. The Municipality utilises the one-year TL SDBIP to ensure that it delivers of its service delivery mandate by indicating clear indicators and targets. These indicators also forms the basis of the performance plans of the Directors, hence, the Directors are being evaluated on the approved TL SDBIP indicators.

The five necessary components are:

1. Monthly projections of revenue to be collected for each month;
2. Monthly projections of expenditure (operating and capital) and revenue for each vote;
3. Quarterly projections of service delivery targets and performance indicators;
4. Ward information for expenditure and service delivery; and
5. Detailed capital works plan broken down by ward over three years.

4. FINAL TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2019/20: PER STRATEGIC FOCUS AREA (SFA)

4.1 SFA 1 - VALLEY OF POSSIBILITY

SFA 1 – Valley of Possibility														
IDP Ref No	Directorate	Indicator (Activity/ Project/ Programme/ Key Initiative)	Unit of Measurement	Indicator Type	Wards	5 year target	Baseline (Actual result 2017/18)	Annual Target 2019/20	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2019/20)				POE	Delivery Indicator
									Q1	Q2	Q3	Q4		
KPI007	Planning and Economic Development	The number of jobs created through the Municipality's local economic development initiatives including capital projects (NKPI Proxy - MSA, Reg. S10(d))	Number of job opportunities created through the Municipality's local economic development initiatives including capital projects by 30 June	Programme	All	500 per annum	695	300 job opportunities created through the Municipality's local economic development initiatives including capital projects by 30 June	50 (50)	100 (100)	200 (200)	300 (300)	EPWP reporting system	Outcome
KPI008	Planning and Economic Development	Land-use applications submitted to the Municipal Planning Tribunal within 120 days	Percentage of land-use applications submitted to the Municipal Planning Tribunal within 120 days after date of receipt of application	Programme	All	90% per annum	4 reports submitted	90% of land-use applications submitted to the Municipal Planning Tribunal within 120 days after date of receipt of application	90%	90%	90%	90%	Proof of submission to the Municipal Planning Tribunal	Outcome
KPI009	Planning and Economic Development	Training opportunities provided for entrepreneurs and Small, Medium and Micro Enterprises (SMMEs)	Number of quarterly training opportunities provided for entrepreneurs and SMMEs	Programme	All	4 per annum	4	4 quarterly training opportunities provided for entrepreneurs and SMMEs	1 (1)	1 (2)	1 (3)	1 (4)	Attendance Registers	Output
KPI012	Planning and Economic Development	Revised Housing Pipeline (document) submitted to the Mayoral Committee (MayCo)	Number of Revised Housing Pipelines (documents) submitted to the MayCo by 31 March	Programme	All	1 per annum	1	1 Revised Housing Pipeline (document) submitted to the MayCo by 31 March	N/A	N/A	1	N/A	Proof of submission of the Revised Housing Pipeline (document) to the MayCo	Output

4.2 SFA 2 - GREEN AND SUSTAINABLE VALLEY

SFA 2 - Green and Sustainable Valley														
IDP Ref No	Directorate	Indicator (Activity/ Project/ Programme/ Key Initiative)	Unit of Measurement	Indicator Type	Wards	5 year target	Baseline (Actual result 2017/18)	Annual Target 2019/20	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2019/20)				POE	Delivery Indicator
									Q1	Q2	Q3	Q4		
KPI016	Infrastructure Services	Conduct an external audit of the Stellenbosch Municipality Waste Disposal Facilities	Number of external audits of the Stellenbosch Municipality Waste Disposal Facilities conducted by 30 June	Programme	All	1 per annum	2	1 external audit of the Stellenbosch Municipality Waste Disposal Facilities conducted by 30 June	N/A	N/A	N/A	1	Audit report	Output
KPI073	Infrastructure Services	Implementation of identified waste minimisation projects	Number of identified waste minimisation projects implemented by 30 June	Key Initiative	All	2 per annum	New KPI	2 identified waste minimisation projects implemented by 30 June	N/A	N/A	1 (1)	1 (2)	Waste minimisation report submitted to the Municipal Manager	Output
KPI018	Planning and Economic Development	Building applications processed within the prescribed / legislated period	Percentage of building plans processed within the prescribed / legislated period	Programme	All	90% per annum	4 reports submitted	90% of building plans processed within the prescribed / legislated period	90%	90%	90%	90%	Building plan application register	Outcome
KPI019	Infrastructure Services	Waste water quality managed and measured into the SANS Accreditation physical and micro parameters	Percentage waste water quality compliance as per analysis certificate measured by 30 June	Programme	All	80% per annum	73%	75% waste water quality compliance as per analysis certificate measured by 30 June	N/A	N/A	N/A	75%	Report submitted by the service provider and report from GDS system	Outcome
KPI078	Community and Protection Services	Submission of the Revised Facility Management Plan to the MayCo	Number of Revised Facility Management Plans submitted to the MayCo by 31 May	Programme	All	1 per annum	New KPI	1 Revised Facility Management Plan submitted to the MayCo by 31 May	N/A	N/A	N/A	1	Proof of submission of the Revised Facility Management Plan to the MayCo	Output

SFA 2 - Green and Sustainable Valley														
IDP Ref No	Directorate	Indicator (Activity/ Project/ Programme/ Key Initiative)	Unit of Measurement	Indicator Type	Wards	5 year target	Baseline (Actual result 2017/18)	Annual Target 2019/20	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2019/20)				POE	Delivery Indicator
									Q1	Q2	Q3	Q4		
KPI079	Community and Protection Services	Submission of a Tree Management Policy to the MayCo	Number of Tree Management Policies submitted to the MayCo by 30 September	Key Initiative	All	1 per annum	New KPI	1 Tree Management Policy submitted to the MayCo by 30 September	1	N/A	N/A	N/A	Proof of submission of the Tree Management Policy to the MayCo	Output

4.3 SFA 3 - SAFE VALLEY

SFA 3 - Safe Valley														
IDP Ref No	Directorate	Indicator (Activity/ Project/ Programme/ Key Initiative)	Unit of Measurement	Indicator Type	Wards	5 year target	Baseline (Actual result 2017/18)	Annual Target 2019/20	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2019/20)				POE	Delivery Indicator
									Q1	Q2	Q3	Q4		
KPI025	Community and Protection Services	Revised Disaster Management Plan submitted to the MayCo	Number of Revised Disaster Management Plans submitted to the MayCo by 31 May	Programme	All	1 per annum	1	1 Revised Disaster Management Plan submitted to the MayCo by 31 May	N/A	N/A	N/A	1	Proof of submission of the Disaster Management Plan to the MayCo	Output
KPI026	Community and Protection Services	Revised Safety and Security Strategy submitted to the MayCo	Number of Revised Safety and Security Strategies submitted to the MayCo by 30 June	Programme	All	1 per annum	1	1 Revised Safety and Security Strategy submitted to the MayCo by 30 June	N/A	N/A	N/A	1	Proof of submission of the Revised Safety and Security Strategy to the MayCo	Output
KPI027	Community and Protection Services	Revised Traffic Management Plan submitted to the MayCo	Number of Revised Traffic Management Plans submitted to the MayCo by 30 September	Programme	All	1 per annum	N/A	1 Revised Traffic Management Plan submitted to the MayCo by 30 September	1	N/A	N/A	N/A	Proof of submission of the Revised Traffic Management Plan to the MayCo	Output

4.4 SFA 4 - DIGNIFIED LIVING

SFA 4 - Dignified Living														
IDP Ref No	Directorate	Indicator (Activity/ Project/ Programme/ Key Initiative)	Unit of Measurement	Indicator Type	Wards	5 year target	Baseline (Actual result 2017/18)	Annual Target 2019/20	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2019/20)				POE	Delivery Indicator
									Q1	Q2	Q3	Q4		
KPI037	Infrastructure Services	Provision of waterborne toilet facilities	Number of waterborne toilet facilities provided by 30 June	Programme	All	50 per annum	50	25 waterborne toilet facilities provided by 30 June	N/A	10 (10)	N/A	25 (25)	Completion certificates	Output
KPI039	Financial Services	Provision of free basic water to registered indigent households (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent households receiving free basic water, measured quarterly	Programme	All	100% per annum	N/A	100% of registered indigent households receiving free basic water, measured quarterly	100%	100%	100%	100%	Indigent Register	Outcome
KPI040	Infrastructure Services	Limit unaccounted electricity to less than 9% annually {(Number of Electricity Units Purchased and/or Generated - Number of Electricity Units Sold (incl. Free basic electricity)) / Number of Electricity Units Purchased and/or Generated} x 100}	Percentage average electricity losses measured by 30 June	Programme	All	<9% per annum	5.70%	<9% average electricity losses measured by 30 June	N/A	N/A	N/A	<9%	Monthly Eskom Accounts and Vending Reports from service provider and Notes to the AFS and monthly and annual Consumption reports generated by the Finance Department	Outcome
KPI041	Infrastructure Services	Water quality managed and measured quarterly to the SANS 241 physical and micro parameters	Percentage water quality level as per analysis certificate measured quarterly	Programme	All	90% per annum	95.80%	90% water quality level as per analysis certificate measured quarterly	90%	90%	90%	90%	Quarterly Supply System Drinking Water Quality Report - DWA Blue Drop System (BDS)	Outcome

SFA 4 - Dignified Living														
IDP Ref No	Directorate	Indicator (Activity/ Project/ Programme/ Key Initiative)	Unit of Measurement	Indicator Type	Wards	5 year target	Baseline (Actual result 2017/18)	Annual Target 2019/20	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2019/20)				POE	Delivery Indicator
									Q1	Q2	Q3	Q4		
KPI042	Infrastructure Services	Limit unaccounted water to less than 25%	Average percentage water losses measured by 30 June	Programme	All	<25% per annum	21.60%	<25% average percentage water losses measured by 30 June	N/A	N/A	N/A	<25%	Quarterly water balance sheet and Monthly Consumption Report	Outcome
KPI043	Financial Services	Provision of free basic electricity to registered indigent households (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent households receiving free basic electricity, measured quarterly	Programme	All	100% per annum	New KPI	100% of registered indigent households receiving free basic electricity, measured quarterly	100%	100%	100%	100%	Indigent Register	Output
KPI044	Financial Services	Provision of free basic refuse removal to registered indigent households (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent households receiving free basic refuse removal, measured quarterly	Programme	All	100% per annum	New KPI	100% of registered indigent households receiving free basic refuse removal, measured quarterly	100%	100%	100%	100%	Indigent Register	Output
KPI045	Financial Services	Provision of free basic sanitation to registered indigent households (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent households receiving free basic sanitation, measured quarterly	Programme	All	100% per annum	New KPI	100% of registered indigent households receiving free basic sanitation, measured quarterly	100%	100%	100%	100%	Indigent Register	Output
KPI074	Financial Services	Formal households provided with access to water	Number of formal households provided with access to water, measured quarterly	Programme	All	26 000 per annum	New KPI	26 000 formal households provided with access to water, measured quarterly	26 000	26 000	26 000	26 000	ValuProp report	Output
KPI075	Financial Services	Formal households provided with access to electricity	Number of formal households provided with access to electricity, measured quarterly	Programme	All	24 000 per annum	New KPI	24 000 formal households provided with access to electricity, measured quarterly	24 000	24 000	24 000	24 000	ltron management report	Output

SFA 4 - Dignified Living														
IDP Ref No	Directorate	Indicator (Activity/ Project/ Programme/ Key Initiative)	Unit of Measurement	Indicator Type	Wards	5 year target	Baseline (Actual result 2017/18)	Annual Target 2019/20	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2019/20)				POE	Delivery Indicator
									Q1	Q2	Q3	Q4		
KPI076	Financial Services	Formal households provided with access to refuse removal	Number of formal households provided with access to refuse removal, measured quarterly	Programme	All	26 000 per annum	New KPI	26 000 formal households provided with access to refuse removal, measured quarterly	26 000	26 000	26 000	26 000	ValuProp report	Output
KPI077	Financial Services	Formal households provided with access to sanitation	Number of formal households provided with access to sanitation, measured quarterly	Programme	All	26 000 per annum	New KPI	26 000 formal households provided with access to sanitation, measured quarterly	26 000	26 000	26 000	26 000	ValuProp report	Output

4.5 SFA 5 - GOOD GOVERNANCE AND COMPLIANCE

SFA 5 - Good Governance and Compliance														
IDP Ref No	Directorate	Indicator (Activity/ Project/ Programme/ Key Initiative)	Unit of Measurement	Indicator Type	Wards	5 year target	Baseline (Actual result 2017/18)	Annual Target 2019/20	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2019/20)				POE	Delivery Indicator
									Q1	Q2	Q3	Q4		
KPI055	Financial Services	Financial viability measured in terms of the available cash to cover fixed operating expenditure (NKPI Proxy - MSA, Reg. S10(g)(iii))	Cost coverage as at 30 June annually [(Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation)	Programme	All	4 per annum	7.61	4 (months)	N/A	N/A	N/A	4 (months)	Financial Statements	Outcome
KPI056	Financial Services	Achieve an average payment percentage of 96% by 30 June (Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	Programme	All	96% per annum	98.08%	96%	N/A	N/A	N/A	96%	Debtors transaction summary: BS-Q909E extract generated from the Samras Financial System	Outcome
KPI057	Financial Services	Actual expenditure on the approved Capital Budget for the Municipality by 30 June (NKPI - MSA, Reg. S10(c))	Percentage of approved Capital Budget for the Municipality actually spent by 30 June	Programme	All	90% per annum	86.6%	90% of approved Capital Budget for the Municipality actually spent by 30 June	10%	30%	60%	90%	Report from the financial system	Input

SFA 5 - Good Governance and Compliance														
IDP Ref No	Directorate	Indicator (Activity/ Project/ Programme/ Key Initiative)	Unit of Measurement	Indicator Type	Wards	5 year target	Baseline (Actual result 2017/18)	Annual Target 2019/20	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2019/20)				POE	Delivery Indicator
									Q1	Q2	Q3	Q4		
KPI058	Office of the Municipal Manager	Employment equity appointments made within the financial year in the three highest levels of management	Percentage of employment equity appointments made within the financial year in the three highest levels of management, measured by 30 June	Programme	All	75% per annum	50%	75% of employment equity appointments made within the financial year in the three highest levels of management, measured by 30 June	N/A	N/A	N/A	75%	Employment Equity Report	Outcome
KPI059	Corporate Services	The percentage of actual payroll budget spent on implementing the Municipal Workplace Skills Plan (NKPI Proxy-MSA, Reg. S10(f))	Percentage of municipality's payroll budget actually spent on implementing its Workplace Skills Plan ((Total Actual Training Expenditure/ Total Annual payroll Budget) x100), measured by 30 June	Programme	All	0.85% per annum	0.72%	0.85% of Municipality's payroll budget actually spent on implementing its workplace skills plan, measured by 30 June	N/A	N/A	N/A	0.85%	Report from the financial system	Input
KPI060	Financial Services	Financial viability measured in terms of the Municipality's ability to meet its service debt obligations (NKPI Proxy - MSA, Reg. S10(g)(i))	Debt coverage ratio ((Total operating revenue - operating grants received) / (Debt service payments due within the year)) measured by 30 June	Programme	All	15% per annum	14%	15%	N/A	N/A	N/A	15%	Annual Financial Statements, supported by figures as per the SAMRAS financial system	Outcome
KPI061	Financial Services	Financial viability measured in terms of the outstanding service debtors (NKPI Proxy - MSA, Reg. S10(g)(ii))	Service debtors to revenue ratio – (Total outstanding service debtors / revenue received for services) measured by 30 June	Programme	All	27% per annum	10.9%	27%	N/A	N/A	N/A	27%	Annual Financial Statements, supported by figures as per the SAMRAS financial system	Outcome

SFA 5 - Good Governance and Compliance														
IDP Ref No	Directorate	Indicator (Activity/ Project/ Programme/ Key Initiative)	Unit of Measurement	Indicator Type	Wards	5 year target	Baseline (Actual result 2017/18)	Annual Target 2019/20	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2019/20)				POE	Delivery Indicator
									Q1	Q2	Q3	Q4		
KPI062	Office of the Municipal Manager	Revised Risk-Based Audit Plan (RBAP) submitted to the Audit Committee	Number of Revised RBAPs submitted to the Audit Committee by 30 June	Programme	All	1 per annum	1	1 Revised RBAP submitted to the Audit Committee by 30 June	N/A	N/A	N/A	1	Proof of submission of the RBAP to the Audit Committee	Output
KPI063	Office of the Municipal Manager	Audit Action Plan (AAP) submitted to the Audit Committee	Number of Audit Action Plans submitted to the Audit Committee by 28 February	Programme	All	1 per annum	1	1 Audit Action Plan submitted to the Audit Committee by 28 February	N/A	N/A	1	N/A	Proof of submission of the AAP to the Audit Committee	Output
KPI064	Office of the Municipal Manager	Revised Risk Register (RR) submitted to the Risk Management Committee	Number of Revised Risk Registers submitted to the Risk Management Committee by 30 June	Programme	All	1 per annum	1	1 Revised Risk Register submitted to the Risk Management Committee by 30 June	N/A	N/A	N/A	1	Proof of submission of the RR to the Risk Management Committee	Output
KPI065	Corporate Services	Revised Information and Communication Technology (ICT) Backup Disaster Recovery Plan submitted to the ICT Steering Committee	Number of Revised ICT Backup Disaster Recovery Plans submitted to the ICT Steering Committee by 31 March	Programme	All	1 per annum	1	1 Revised ICT Backup Disaster Recovery Plan submitted to the ICT Steering Committee by 31 March	N/A	N/A	1	N/A	Proof of submission of the Revised ICT Backup Disaster Recovery Plan to the ICT Steering Committee	Output
KPI066	Corporate Services	Revised Strategic ICT Plan submitted to the ICT Steering Committee	Number of Revised Strategic ICT Plans submitted to the ICT Steering Committee by 31 March	Programme	All	1 per annum	1	1 Revised Strategic ICT Plan submitted to the ICT Steering Committee by 31 March	N/A	N/A	1	N/A	Proof of submission of the Revised Strategic ICT Plan to the ICT Steering Committee	Output
KPI067	Office of the Municipal Manager	Draft Integrated Development Plan (IDP) submitted to Council	Number of Draft IDPs submitted to Council by 31 March	Programme	All	1 per annum	1	1 Draft IDP submitted to Council by 31 March	N/A	N/A	1	N/A	Proof of submission of the Draft IDP to Council	Output

SFA 5 - Good Governance and Compliance														
IDP Ref No	Directorate	Indicator (Activity/ Project/ Programme/ Key Initiative)	Unit of Measurement	Indicator Type	Wards	5 year target	Baseline (Actual result 2017/18)	Annual Target 2019/20	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2019/20)				POE	Delivery Indicator
									Q1	Q2	Q3	Q4		
KPI068	Financial Services	Submission of the Revised Asset Management Policy Council	Number of Revised Asset Management Policies submitted to Council by 30 June	Programme	All	1 per annum	1	1 Revised Asset Management Policy submitted to Council by 30 June	N/A	N/A	N/A	1	Proof of submission of the Revised Asset Management Policy to Council	Output
KPI070	Office of the Municipal Manager	IDP / Budget / SDF time schedule (process plan) submitted to Council	Number of IDP / Budget / SDF time schedules (process plan) submitted to Council by 31 August	Programme	All	1 per annum	1	1 IDP / Budget / SDF time schedule (process plan) submitted to Council by 31 August	1	N/A	N/A	N/A	Proof of submission of the IDP / Budget / SDF time schedule (process plan) to Council	Output
KPI071	Infrastructure Services	Revised Electrical Master Plan submitted to Council	Number of Revised Electrical Master Plans submitted to Council by 30 June	Programme	All	1 per annum	N/A	1 Revised Electrical Master Plan submitted to Council by 30 June	N/A	N/A	N/A	1	Proof of submission of the Revised Electrical Master Plan to Council	Output
KPI072	Corporate Services	Submission of a Draft Smart City Framework to the MayCo	Number of Draft Smart City Frameworks submitted to the MayCo by 31 December	Key Initiative	All	1 per annum	New KPI	1 Draft Smart City Framework submitted to the MayCo by 31 December	N/A	1	N/A	N/A	Proof of submission of the Draft Smart City Framework to the MayCo	Output

Annexure A

Revenue by source projections for the 2019/2020 financial year

Revenue by source projections for the 2019/2020 financial year

Revenue by source	July	August	Sept.	October	November	December	January	February	March	April	May	June	TOTAL
Property rates	106 289 021	22 246 246	22 659 421	20 676 455	22 510 701	23 062 888	23 673 571	23 117 411	24 532 645	- 2 050 084	23 653 783	45 749 817	356 121 877
Service charges - electricity revenue	47 451 899	52 093 742	51 992 653	40 053 339	38 974 113	41 124 777	37 775 338	80 534 785	45 179 002	38 921 141	52 484 472	113 301 010	639 886 270
Service charges - water revenue	11 151 827	12 828 329	19 941 573	19 636 015	19 015 926	20 121 399	17 133 211	18 813 119	17 229 788	14 383 264	16 236 180	15 483 980	201 974 611
Service charges - sanitation revenue	11 350 300	10 215 270	10 684 665	10 559 678	10 745 789	9 080 240	9 326 561	8 841 148	10 036 842	8 322 062	8 551 586	5 788 858	113 503 000
Service charges - refuse revenue	6 922 466	5 537 973	6 230 220	5 537 973	5 537 973	5 537 973	5 537 973	6 230 220	5 537 973	5 537 973	5 537 973	5 537 973	69 224 664
Service charges - other	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	1 358 851	355 040	942 516	876 157	932 926	806 101	838 202	816 628	859 238	813 777	9 415 737	816 301	18 831 474
Interest earned - external investments	4 330 294	435 583	3 961 469	3 483 132	3 888 431	4 027 167	4 712 556	8 033 136	302 663	162 281	8 362 435	2 472 163	44 171 310
Interest earned - outstanding debtors	910 254	955 042	946 591	886 638	959 575	842 036	1 029 746	1 000 359	1 021 267	956 689	922 666	839 293	11 270 156
Dividends received	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	674 120	747 948	1 758 624	4 202 884	1 719 131	844 176	1 571 357	2 008 045	2 519 034	1 467 897	3 501 343	87 245 829	108 260 389
Licences and permits	-	-	53 980	53 980	586 119	498 319	53 980	1 403 486	1 079 605	-	-	1 668 554	5 398 023
Agency services	-	-	1 045	-	712 876	199 605	-	718 954	228 120	118 629	167 693	704 582	2 851 504
Transfers and subsidies	51 627 001	3 292 000	-	8 297 491	2 325 333	45 392 333	4 630 333	1 743 000	50 885 824	4 146 157	-	141 087 528	313 427 000
Other revenue	799 699	2 109 463	1 223 651	1 346 425	1 632 871	2 918 487	1 546 448	1 992 406	2 538 307	2 324 004	584 548	15 798 199	34 814 509
Gains on disposal of PPE	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	242 865 733	110 816 637	120 396 409	115 610 167	109 541 763	154 455 502	107 829 278	155 252 696	161 950 307	75 103 791	129 418 417	436 494 088	1 919 734 787

Annexure B

Expenditure by type projections for the 2019/2020 financial year

Expenditure by type projections for the 2019/2020 financial year

Expenditure by type	July	August	Sept.	October	November	December	January	February	March	April	May	June	TOTAL
Employee related costs	43 617 621	43 119 779	45 638 207	43 236 902	68 949 153	44 374 377	50 404 134	49 210 897	49 892 255	56 403 035	55 515 523	52 906 006	603 267 891
Remuneration of councillors	1 526 702	1 526 702	1 525 623	1 526 207	1 606 185	1 643 974	1 594 911	1 800 539	1 808 344	1 836 502	1 808 344	1 732 362	19 936 393
Debt impairment	-	-	927	351	6 486 012	10 810 020	-	-	36 033 400	1 626 013	6 843 005	10 267 073	72 066 800
Depreciation & asset impairment	39 047	31 670	20 966	215 650	130 775	103 478 112	-	-	-	-	-	103 040 005	206 956 224
Finance charges	-	2 349	147 508	128 260	-	19 938 500	-	-	- 284 572	-	155 862	19 789 093	39 877 000
Bulk purchases	-	45 003 211	47 170 578	26 685 574	25 507 070	29 213 787	22 727 635	26 535 690	25 814 258	44 710 410	48 774 993	64 315 065	406 458 271
Other materials	1 130 412	1 011 062	1 936 044	1 873 215	1 301 548	884 443	1 299 240	2 585 889	7 162 310	2 717 500	3 041 448	10 046 811	34 989 923
Contracted services	633 833	2 239 431	9 294 903	23 795 694	23 795 694	23 795 694	23 795 694	23 795 694	23 795 694	26 175 263	28 554 833	28 284 513	237 956 940
Transfers and subsidies	2 512 150	-	7 502 308	-	-	-	-	-	-	-	-	34 142	10 048 600
Other expenditure	10 601 351	12 368 243	12 368 243	14 135 135	15 902 026	15 902 026	14 135 135	14 135 135	22 969 594	12 934 985	14 135 135	17 102 176	176 689 182
Loss on disposal of PPE	-	-	-	-	-	-	-	-	-	-	-	-	-
Total expenditure	60 061 115	105 302 447	125 605 306	111 596 987	143 678 463	250 040 933	113 956 750	118 063 843	167 191 283	146 403 708	158 829 142	307 517 247	1 808 247 224

Annexure C

Projections for the 2019/2020 the Financial Year

Projections for the 2019/2020 the Financial Year

Capital expenditure

Directorates	July	August	September	October	November	December	January	February	March	April	May	June
Municipal Manager	-	-	-	3 500	-	4 000	20 000	-	-	7 500	-	-
Planning and Development	415 516	1 286 541	1 271 541	1 100 763	647 153	632 153	941 451	1 316 451	1 139 306	929 125	270 000	-
Community and Protection Services	4 919 996	4 919 996	5 069 996	4 919 996	5 594 996	5 419 996	4 919 996	5 619 996	5 619 996	5 919 996	5 719 996	5 670 044
Infrastructure Services	18 105 000	20 357 045	35 822 045	36 617 045	30 093 045	21 679 545	27 381 073	45 029 545	45 814 545	39 844 545	23 939 545	34 173 550
Corporate Services	780 000	1 180 000	2 630 000	46 950 000	2 950 000	1 550 000	15 250 000	1 000 000	17 560 000	3 600 000	4 550 000	6 970 000
Financial Services	-	-	5 000	5 000	5 000	-	25 000	25 000	25 000	25 000	25 000	10 000
Grand Total	24 220 512	27 743 582	44 798 582	89 596 304	39 290 194	29 285 694	48 537 520	52 990 992	70 158 847	50 326 166	34 504 541	46 823 594

Operational Revenue

Directorates	July	August	September	October	November	December	January	February	March	April	May	June
Municipal Manager	-3 185 813	-16	-41	-39	-41	-35	-37	-36	-380 038	-36	-415	-36
Planning and Development	-84 992 852	-34 305 727	-38 171 735	-63 277 957	-33 462 039	-35 263 179	-32 917 195	-47 201 880	-65 855 054	-48 262 094	-37 162 933	-68 878 990
Community And Protection Services	-121 893 372	-58 950 208	-62 298 129	-59 389 034	-54 687 728	-55 060 825	-55 932 170	-83 410 238	-58 233 794	-39 421 255	-63 085 369	-203 031 433
Infrastructure Services	-1 141 383 048	-5 277 296	-5 700 984	-5 731 984	-22 283 371	-36 169 931	-5 022 456	-5 544 219	-52 147 919	-4 708 640	-12 345 985	-6 963 920
Corporate Services	-7 356 278	-6 603 207	-6 723 937	-6 639 086	-6 803 812	-5 701 564	-5 887 928	-5 620 160	-6 423 584	-5 304 168	-5 378 033	-4 071 471
Financial Services	1 084 676 963	-5 680 183	-7 501 583	-6 559 239	-7 933 436	-22 859 965	-8 069 493	-13 476 167	-20 525 763	-3 394 775	-11 445 687	-12 460 705
Grand Total	-274 134 400	-110 816 637	-120 396 409	-141 597 339	-125 170 427	-155 055 499	-107 829 279	-155 252 700	-203 566 152	-101 090 968	-129 418 422	-295 406 555

Operational Expenditure

Directorates	July	August	September	October	November	December	January	February	March	April	May	June
Municipal Manager	3 149 316	3 232 736	3 559 500	3 829 058	5 465 938	4 892 361	4 257 663	4 198 276	4 675 669	4 640 119	4 697 500	5 659 639
Planning and Development	7 901 835	5 759 370	13 121 896	6 968 304	10 282 994	9 506 970	7 724 870	7 681 455	10 729 565	8 660 395	9 081 068	11 360 004
Community and Protection Services	16 701 292	17 129 547	20 677 575	23 232 334	35 159 099	37 439 750	25 003 485	25 081 516	54 568 173	28 497 211	32 952 979	43 692 652
Infrastructure Services	12 009 961	60 444 019	67 798 668	55 248 964	61 832 471	165 189 887	52 501 515	56 689 427	67 681 191	78 162 255	84 994 253	209 453 204
Corporate Services	10 302 353	10 856 921	11 781 549	13 113 066	16 990 066	21 733 980	14 063 203	14 184 230	17 035 300	15 004 794	15 404 969	24 084 091
Financial Services	8 339 228	8 609 197	9 231 991	10 139 657	12 356 302	12 071 176	10 644 925	10 583 640	12 635 215	11 144 011	11 495 872	13 263 058
Grand Total	58 403 985	106 031 790	126 171 179	112 531 383	142 086 870	250 834 124	114 195 661	118 418 544	167 325 113	146 108 785	158 626 641	307 512 648

Annexure D
Capital Budget 2019/2020

**STELLENBOSCH MUNICIPALITY
CAPITAL BUDGET 2019 - 2022**

Cp3 Id	Cost Centre	Directorate	Department	Name	Strategic Objectives	Funding Source	Region	2019/2020	2020/2021	2021/2022	MTREF Total
712972186	1100	Municipal Manager	Executive Support: Office of the Municipal Manager	Furniture, Tools and Equipment	Good Governance and Compliance	CRR (Own funds)	Ward 9	35 000	40 000	40 000	115 000
712973243	8120	Planning and Development Services	Economic Development and Tourism	Furniture, Tools and Equipment	Good Governance and Compliance	CRR (Own funds)	Stellenbosch	45 000	35 000	-	80 000
712973274	8120	Planning and Development Services	Economic Development and Tourism	Establishment of Informal Trading Sites: Klapmuts	Valley of Possibility	CRR (Own funds)	Ward 10	3 000 000	-	-	3 000 000
712973275	8120	Planning and Development Services	Economic Development and Tourism	Establishment of Informal Trading Sites: Groendal	Valley of Possibility	CRR (Own funds)	Ward 10	2 000 000	-	-	2 000 000
712976962	8120	Planning and Development Services	Economic Development and Tourism	Local Economic Development Hub Jamestown	Valley of Possibility	CRR (Own funds)	Ward 10	-	4 500 000	-	4 500 000
712973272	8120	Planning and Development Services	Economic Development and Tourism	Establishment of Informal Trading Sites: Kayamandi	Valley of Possibility	CRR (Own funds)	Ward 12	4 500 000	-	-	4 500 000
712973363	8120	Planning and Development Services	Economic Development and Tourism	Upgrading of the Kayamandi Economic Tourism Corridor	Valley of Possibility	CRR (Own funds)	Ward 12	150 000	250 000	-	400 000
712972279	3783	Planning and Development Services	IHS: New Housing	Furniture, Tools and Equipment	Good Governance and Compliance	CRR (Own funds)	Ward 9	50 000	51 800	58 800	160 600
712972187	2230	Planning and Development Services	Spatial Planning: Planning and Development	Furniture, Tools and Equipment	Good Governance and Compliance	CRR (Own funds)	Stellenbosch	55 000	35 000	-	90 000
712976909	2210	Planning and Development Services	Land Use Management	Furniture, Tools & Equipment	Good Governance and Compliance	CRR (Own funds)	Ward 9	150 000	130 000	125 000	405 000
712972378	6600	Infrastructure Services	Executive Support: Engineering Services:	Furniture, Tools & Equipment	Good Governance and Compliance	CRR (Own funds)	Ward 9	110 000	100 000	-	210 000
712972380	6600	Infrastructure Services	Executive Support: Engineering Services:	Update of Engineering Infrastructure GIS Data	Good Governance and Compliance	CRR (Own funds)	Ward 11	200 000	300 000	-	500 000
712978034	6600	Infrastructure Services	Executive Support: Engineering Services:	Implementation of Ward Priorities	Good Governance and Compliance	CRR (Own funds)	Ward 11	490 000	-	-	490 000
712972282	4400	Infrastructure Services	Electrical Services	Buildings & Facilities Electrical Supply - Stellenbosch	Valley of Possibility	CRR (Own funds)	Stellenbosch	500 000	500 000	100 000	1 100 000
712972309	4400	Infrastructure Services	Electrical Services	DSM Geysers Control	Green and Sustainable Valley	CRR (Own funds)	Stellenbosch	500 000	100 000	100 000	700 000
712975671	4400	Infrastructure Services	Electrical Services	New 66kV substation - Dwars Rivier	Valley of Possibility	External Loan	Pniel	1 100 000	2 700 000	14 000 000	17 800 000
712972285	4400	Infrastructure Services	Electrical Services	General Systems Improvements - Stellenbosch	Valley of Possibility	CRR (Own funds)	Stellenbosch	3 000 000	3 000 000	3 000 000	9 000 000
712972289	4400	Infrastructure Services	Electrical Services	Meter Panels	Green and Sustainable Valley	CRR (Own funds)	Stellenbosch	400 000	500 000	500 000	1 400 000
712972301	4400	Infrastructure Services	Electrical Services	Replace Ineffective Meters & Energy Balance of mini-substations	Green and Sustainable Valley	CRR (Own funds)	Stellenbosch	500 000	600 000	-	1 100 000
712972303	4400	Infrastructure Services	Electrical Services	Vehicle Fleet	Good Governance and Compliance	CRR (Own funds)	Stellenbosch	-	-	1 000 000	1 000 000
712972297	4400	Infrastructure Services	Electrical Services	Infrastructure Improvement - Franschhoek	Valley of Possibility	CRR (Own funds)	Ward 1	1 500 000	1 500 000	2 000 000	5 000 000
712977022	4400	Infrastructure Services	Electrical Services	Lighting on Public Places	Safe Valley	CRR (Own funds)	Ward 1	1 000 000	1 000 000	1 000 000	3 000 000
712972299	4400	Infrastructure Services	Electrical Services	General System Improvements - Franschhoek	Valley of Possibility	CRR (Own funds)	Ward 2	2 000 000	2 000 000	2 000 000	6 000 000
712972286	4400	Infrastructure Services	Electrical Services	System Control Centre & Upgrade Telemetry	Good Governance and Compliance	CRR (Own funds)	Ward 8	1 000 000	1 000 000	500 000	2 500 000

Cp3 Id	Cost Centre	Directorate	Department	Name	Strategic Objectives	Funding Source	Region	2019/2020	2020/2021	2021/2022	MTREF Total
712972284	4400	Infrastructure Services	Electrical Services	Ad-Hoc Provision of Streetlighting	Safe Valley	CRR (Own funds)	Ward 9	1 000 000	1 000 000	1 000 000	3 000 000
712972290	4400	Infrastructure Services	Electrical Services	Automatic Meter Reader	Green and Sustainable Valley	CRR (Own funds)	Ward 10	400 000	400 000	400 000	1 200 000
712972287	4400	Infrastructure Services	Electrical Services	Network Cable Replace 11 Kv	Valley of Possibility	External Loan	Ward 10	3 000 000	3 000 000	3 000 000	9 000 000
712972288	4400	Infrastructure Services	Electrical Services	Energy Balancing Between Metering and Mini-Substations	Valley of Possibility	CRR (Own funds)	Ward 11	500 000	500 000	500 000	1 500 000
712972302	4400	Infrastructure Services	Electrical Services	Energy Efficiency and Demand Side Management	Green and Sustainable Valley	CRR (Own funds)	Ward 11	2 000 000	2 000 000	-	4 000 000
712972283	4400	Infrastructure Services	Electrical Services	Small Capital: Fte Electrical Engineering Services	Valley of Possibility	CRR (Own funds)	Ward 11	250 000	300 000	350 000	900 000
712973165	4400	Infrastructure Services	Electrical Services	Kwarantyn Sub cables: 11kv 3 core 185mmsq PILC(Table19) copper	Valley of Possibility	INEP	Ward 12	-	-	5 000 000	5 000 000
712973165	4400	Infrastructure Services	Electrical Services	Kwarantyn Sub cables: 11kv 3 core 185mmsq PILC(Table19) copper	Valley of Possibility	CRR (Own funds)	Ward 12	-	-	500 000	500 000
712972574	4400	Infrastructure Services	Electrical Services	Integrated National Electrification Programme	Valley of Possibility	INEP	Ward 13	11 160 000	4 000 000	4 000 000	19 160 000
712972312	4400	Infrastructure Services	Electrical Services	Integrated National Electrification Programme (Enkanini)	Valley of Possibility	INEP	Ward 14	4 480 000	4 000 000	-	8 480 000
712972312	4400	Infrastructure Services	Electrical Services	Integrated National Electrification Programme (Enkanini)	Valley of Possibility	CRR (Own funds)	Ward 14	-	2 400 000	-	2 400 000
712972572	2245	Infrastructure Services	Infrastructure Plan, Dev and Implement	Basic Services Improvements: Langrug	Dignified Living	CRR (Own funds)	Ward 2	4 300 000	5 500 000	5 500 000	15 300 000
712976915	2245	Infrastructure Services	Infrastructure Plan, Dev and Implement	Langrug Dam	Valley of Possibility	CRR (Own funds)	Ward 1	3 500 000	-	-	3 500 000
712972280	2245	Infrastructure Services	Infrastructure Plan, Dev and Implement	Idas Valley IRDP / FLISP	Dignified Living	Human Settlements Grant	Ward 5	8 500 000	5 000 000	-	13 500 000
712972271	2245	Infrastructure Services	Infrastructure Plan, Dev and Implement	Computer - Hardware/Equipment: Human Settlements & Property	Good Governance and Compliance	CRR (Own funds)	Ward 9	50 000	50 000	50 000	150 000
712972569	2245	Infrastructure Services	Infrastructure Plan, Dev and Implement	Furniture,Tools and Equipment: Human Settlements and Property	Good Governance and Compliance	CRR (Own funds)	Ward 9	20 000	20 000	23 000	63 000
712972277	2245	Infrastructure Services	Infrastructure Plan, Dev and Implement	Northern Extension: Feasibility	Valley of Possibility	CRR (Own funds)	Ward 11	500 000	3 500 000	3 500 000	500 000
712973221	2245	Infrastructure Services	Infrastructure Plan, Dev and Implement	Enkanini ABS	Dignified Living	CRR (Own funds)	Ward 12	250 000	250 000	250 000	750 000
712973342	2245	Infrastructure Services	Infrastructure Plan, Dev and Implement	Enkanini subdivision, consolidation and rezoning	Valley of Possibility	CRR (Own funds)	Ward 12	-	-	5 000 000	5 000 000
712975696	2245	Infrastructure Services	Infrastructure Plan, Dev and Implement	Kayamandi Town Centre - Civil Infrastructure	Valley of Possibility	Human Settlements Grant	Ward 12	2 000 000	3 000 000	5 000 000	10 000 000
712972268	2245	Infrastructure Services	Infrastructure Plan, Dev and Implement	Kayamandi: Watergang and Zone O	Dignified Living	Human Settlements Grant	Ward 12	3 650 000	5 000 000	4 000 000	12 650 000
712972276	2245	Infrastructure Services	Infrastructure Plan, Dev and Implement	Cloetesville IRDP Planning	Dignified Living	Human Settlements Grant	Ward 17	260 000	280 000	6 790 000	7 330 000
712972270	2245	Infrastructure Services	Infrastructure Plan, Dev and Implement	Klapmuts: Erf 2181 (298 serviced sites)	Dignified Living	Human Settlements Grant	Ward 18	6 451 528	6 451 528	-	12 903 056
712973344	2245	Infrastructure Services	Infrastructure Plan, Dev and Implement	Jamestown: Mountainview Installation of water and sewer	Dignified Living	CRR (Own funds)	Ward 21	100 000	-	-	100 000
712972568	2245	Infrastructure Services	Infrastructure Plan, Dev and Implement	Access to Basic Services	Dignified Living	CRR (Own funds)	City Wide	250 000	265 000	280 900	795 900
712972267	2245	Infrastructure Services	Infrastructure Plan, Dev and Implement	Smartie town, Cloetesville	Dignified Living	CRR (Own funds)	Ward 17	5 500 000	-	-	5 500 000

Cp3 Id	Cost Centre	Directorate	Department	Name	Strategic Objectives	Funding Source	Region	2019/2020	2020/2021	2021/2022	MTREF Total
712972278	2245	Infrastructure Services	Infrastructure Plan, Dev and Implement	Housing Projects	Dignified Living	CRR (Own funds)	City Wide	500 000	500 000	500 000	1 500 000
712973470	2245	Infrastructure Services	Infrastructure Plan, Dev and Implement	Jamestown: Housing	Dignified Living	Human Settlements Grant	Ward 21	600 000	7 980 000	10 500 000	19 080 000
712980356	6620	Infrastructure Services	Infrastructure Plan, Dev and Implement	Upgrading of The Steps/Orlean Lounge	Dignified Living	CRR (Own funds)	Ward 16	7 000 000	7 500 000	-	14 500 000
712972266	2245	Infrastructure Services	Infrastructure Plan, Dev and Implement	Longlands Vlotenburg: Housing Internal Services	Dignified Living	Human Settlements Grant	Ward 20	4 000 000	-	-	4 000 000
712972275	2245	Infrastructure Services	Infrastructure Plan, Dev and Implement	Town Centre Stellenbosch (Social Housing)	Dignified Living	Human Settlements Grant	Ward 10	-	-	3 000 000	3 000 000
712972369	6530	Infrastructure Services	Waste Management: Solid Waste Management	Skips (5,5kl)	Green and Sustainable Valley	CRR (Own funds)	Stellenbosch	400 000	400 000	200 000	1 000 000
712973454	6530	Infrastructure Services	Waste Management: Solid Waste Management	Stellenbosch WC024 Material Recovery Facility	Green and Sustainable Valley	External Loan	Stellenbosch	16 000 000	-	-	16 000 000
712973454	6530	Infrastructure Services	Waste Management: Solid Waste Management	Stellenbosch WC024 Material Recovery Facility	Green and Sustainable Valley	UIDG	Stellenbosch	6 000 000	-	-	6 000 000
712973451	6530	Infrastructure Services	Waste Management: Solid Waste Management	Transfer Station: Stellenbosch	Green and Sustainable Valley	CRR (Own funds)	Ward 8	-	6 000 000	10 000 000	16 000 000
712973451	6530	Infrastructure Services	Waste Management: Solid Waste Management	Transfer Station: Stellenbosch	Green and Sustainable Valley	UIDG	Ward 8	1 000 000	4 000 000	-	5 000 000
712972375	6530	Infrastructure Services	Waste Management: Solid Waste Management	Vehicles	Good Governance and Compliance	CRR (Own funds)	Ward 9	3 000 000	3 000 000	3 000 000	9 000 000
712977010	6530	Infrastructure Services	Waste Management: Solid Waste Management	Expansion of the landfill site (New cells)	Green and Sustainable Valley	CRR (Own funds)	Ward 11	2 000 000	8 000 000	16 000 000	26 000 000
712972367	6530	Infrastructure Services	Waste Management: Solid Waste Management	Waste Minimization Projects	Green and Sustainable Valley	CRR (Own funds)	Ward 8	1 000 000	-	-	1 000 000
712973455	6530	Infrastructure Services	Waste Management: Solid Waste Management	Integrated Waste Management Plan	Green and Sustainable Valley	CRR (Own funds)	Ward 11	-	-	100 000	100 000
712972377	6530	Infrastructure Services	Waste Management: Solid Waste Management	Landfill Gas To Energy	Green and Sustainable Valley	CRR (Own funds)	Ward 11	-	500 000	500 000	1 000 000
712972579	6530	Infrastructure Services	Waste Management: Solid Waste Management	Upgrade Refuse disposal site (Existing Cell)- Rehab	Green and Sustainable Valley	CRR (Own funds)	Ward 11	1 500 000	2 000 000	1 000 000	4 500 000
712972383	6530	Infrastructure Services	Waste Management: Solid Waste Management	Waste Management Software	Green and Sustainable Valley	CRR (Own funds)	Ward 11	-	-	200 000	200 000
712973452	6530	Infrastructure Services	Waste Management: Solid Waste Management	Waste to Energy - Implementation	Green and Sustainable Valley	CRR (Own funds)	Ward 11	-	3 000 000	1 000 000	4 000 000
712973453	6530	Infrastructure Services	Waste Management: Solid Waste Management	Waste to Energy - Planning	Green and Sustainable Valley	CRR (Own funds)	Ward 11	500 000	-	-	500 000
712972376	6530	Infrastructure Services	Waste Management: Solid Waste Management	Waste Biofuels	Green and Sustainable Valley	CRR (Own funds)	Ward 18	-	-	300 000	300 000
712972370	6530	Infrastructure Services	Waste Management: Solid Waste Management	Furniture, Tools and Equipment : Solid Waste	Green and Sustainable Valley	CRR (Own funds)	Ward 22	35 000	45 000	45 000	125 000
712979098	6530	Infrastructure Services	Waste Management: Solid Waste Management	Street Refuse Bins	Good Governance and Compliance	CRR (Own funds)	City Wide	300 000	2 000 000	2 000 000	4 300 000
712973356	6650	Infrastructure Services	Water and Wastewater Services: Water	Bulk water supply Klappmuts	Valley of Possibility	External Loan	Klappmuts	10 000 000	15 000 000	5 000 000	30 000 000
712972484	6650	Infrastructure Services	Water and Wastewater Services: Water	Water Conservation & Demand Management	Green and Sustainable Valley	External Loan	WC024	10 000 000	5 000 000	5 000 000	20 000 000
712972596	6650	Infrastructure Services	Water and Wastewater Services: Water	Bulk water Supply Pipe : Cloetesville/ Idas Valley	Valley of Possibility	CRR (Own funds)	Stellenbosch	-	-	1 000 000	1 000 000
712972485	6650	Infrastructure Services	Water and Wastewater Services: Water	Reservoirs and Dam Safety	Valley of Possibility	CRR (Own funds)	Stellenbosch	1 500 000	1 500 000	1 500 000	4 500 000

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712972486	6650	Infrastructure Services	Water and Wastewater Services: Water	Upgrade and Replace Water Meters	Valley of Possibility	CRR (Own funds)	Stellenbosch	2 500 000	2 500 000	3 000 000	8 000 000
712972496	6650	Infrastructure Services	Water and Wastewater Services: Water	Update Water Masterplan and IMQS	Valley of Possibility	CRR (Own funds)	Stellenbosch	1 500 000	1 500 000	1 500 000	4 500 000
712973530	6650	Infrastructure Services	Water and Wastewater Services: Water	WSDP (tri-annually)	Valley of Possibility	CRR (Own funds)	Stellenbosch	400 000	400 000	400 000	1 200 000
712972595	6650	Infrastructure Services	Water and Wastewater Services: Water	Bulk water Supply Pipe Line & Pumpstations: Franschhoek	Valley of Possibility	External Loan	Ward 1	6 000 000	12 000 000	-	18 000 000
712972483	6650	Infrastructure Services	Water and Wastewater Services: Water	Chlorination Installation: Upgrade	Valley of Possibility	CRR (Own funds)	Ward 1	500 000	500 000	500 000	1 500 000
712972479	6650	Infrastructure Services	Water and Wastewater Services: Water	New Developments Bulk Water Supply WC024	Valley of Possibility	CRR (Own funds)	Ward 1	2 000 000	2 000 000	2 000 000	6 000 000
712972477	6650	Infrastructure Services	Water and Wastewater Services: Water	Waterpipe Replacement	Valley of Possibility	External Loan	Ward 1	5 000 000	6 000 000	7 000 000	18 000 000
712972476	6650	Infrastructure Services	Water and Wastewater Services: Water	Water Telemetry Upgrade	Valley of Possibility	CRR (Own funds)	Ward 1	500 000	500 000	750 000	1 750 000
712972490	6650	Infrastructure Services	Water and Wastewater Services: Water	Furniture, Tools and Equipment : Reticulation	Good Governance and Compliance	CRR (Own funds)	Ward 1	100 000	100 000	100 000	300 000
712972495	6650	Infrastructure Services	Water and Wastewater Services: Water	Vehicles	Good Governance and Compliance	CRR (Own funds)	Ward 1	1 000 000	1 000 000	1 000 000	3 000 000
712980154	6650	Infrastructure Services	Water and Wastewater Services: Water	Upgrade of Franschhoek Reservoirs and Pipelines	Valley of Possibility	CRR (Own funds)	Ward 1	-	-	1 000 000	1 000 000
712980161	6650	Infrastructure Services	Water and Wastewater Services: Water	Dwarsriver Bulk Supply Augmentation and Network	Valley of Possibility	CRR (Own funds)	Ward 3	-	-	12 691 000	12 691 000
712980161	6650	Infrastructure Services	Water and Wastewater Services: Water	Dwarsriver Bulk Supply Augmentation and Network	Valley of Possibility	UIDG	Ward 3	-	1 000 000	17 309 000	18 309 000
712972497	6650	Infrastructure Services	Water and Wastewater Services: Water	Water Treatment Works: Idas Valley	Valley of Possibility	External Loan	Ward 6	2 000 000	11 000 000	15 000 000	28 000 000
712972492	6650	Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Supply Pipe: Idas Valley/Papegaaiberg and Network	Valley of Possibility	CRR (Own funds)	Ward 10	-	-	1 000 000	1 000 000
712973486	6650	Infrastructure Services	Water and Wastewater Services: Water	Northern Extension: Phase 2 Water Infrastructure	Valley of Possibility	CRR (Own funds)	Ward 11	-	-	2 000 000	2 000 000
712972594	6650	Infrastructure Services	Water and Wastewater Services: Water	Bulk water supply pipe and Reservoir: Kayamandi	Valley of Possibility	External Loan	Ward 16	15 000 000	7 500 000	-	22 500 000
712976905	6650	Infrastructure Services	Water and Wastewater Services: Water	Upgrading of Koelenhof Water Scheme	Valley of Possibility	CRR (Own funds)	Ward 19	-	500 000	15 000 000	15 500 000
712973442	6650	Infrastructure Services	Water and Wastewater Services: Water	New Reservoir: Polkadraai	Valley of Possibility	External Loan	Ward 20	20 000 000	20 000 000	10 000 000	50 000 000
712972478	6650	Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Supply Pipeline & Reservoir - Jamestown	Valley of Possibility	CRR (Own funds)	Ward 21	-	6 398 461	5 000 000	11 398 461
712972478	6650	Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Supply Pipeline & Reservoir - Jamestown	Valley of Possibility	UIDG	Ward 21	1 000 000	3 601 539	5 000 000	9 601 539
712972481	6650	Infrastructure Services	Water and Wastewater Services: Water	Water Treatment Works: Paradyskloof	Valley of Possibility	CRR (Own funds)	Ward 21	-	500 000	14 000 000	14 500 000
712978028	6650	Infrastructure Services	Water and Wastewater Services: Water	New Reservoir Rosendal	Valley of Possibility	CRR (Own funds)	Ward 22	1 000 000	15 000 000	6 000 000	22 000 000
712972585	6605	Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade of WWTW Wemmershoek	Valley of Possibility	External Loan	Franschoek	5 000 000	15 000 000	-	20 000 000
712973372	6606	Infrastructure Services	Water and Wastewater Services: Sanitation	Sewerpipe Replacement: Dorp Straat	Dignified Living	External Loan	Stellenbosch	9 000 000	-	-	9 000 000
712973372	6606	Infrastructure Services	Water and Wastewater Services: Sanitation	Sewerpipe Replacement: Dorp Straat	Dignified Living	CRR (Own funds)	Stellenbosch	-	12 000 000	6 000 000	-

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712972387	6606	Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade Auto-Samplers	Valley of Possibility	CRR (Own funds)	Stellenbosch	100 000	100 000	150 000	350 000
712973371	6606	Infrastructure Services	Water and Wastewater Services: Sanitation	Specialized vehicle: Jet Machine	Valley of Possibility	CRR (Own funds)	Ward 1	1 000 000	-	-	1 000 000
712976906	6606	Infrastructure Services	Water and Wastewater Services: Sanitation	Industrial Effluent Monitoring	Dignified Living	CRR (Own funds)	Ward 1	500 000	750 000	1 000 000	2 250 000
712972388	6605	Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade of WWTW: Pniel & Decommissioning Of Franschoek	Valley of Possibility	External Loan	Ward 2	28 436 676	22 800 000	36 000 000	87 236 676
712972388	6605	Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade of WWTW: Pniel & Decommissioning Of Franschoek	Valley of Possibility	CRR (Own funds)	Ward 2	-	1 884 431	-	1 884 431
712972388	6605	Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade of WWTW: Pniel & Decommissioning Of Franschoek	Valley of Possibility	UIDG	Ward 2	11 563 324	20 000 000	14 000 000	45 563 324

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712972498	6606	Infrastructure Services	Water and Wastewater Services: Sanitation	Idas Valley Merriman Outfall Sewer	Dignified Living	External Loan	Ward 7	10 000 000	-	-	10 000 000
712972704	6606	Infrastructure Services	Water and Wastewater Services: Sanitation	New Development Bulk Sewer Supply WC024	Dignified Living	CRR (Own funds)	Ward 8	2 000 000	2 000 000	2 000 000	6 000 000
712973447	6606	Infrastructure Services	Water and Wastewater Services: Sanitation	Vehicles	Good Governance and Compliance	CRR (Own funds)	Ward 8	-	-	1 000 000	1 000 000
712972488	6605	Infrastructure Services	Water and Wastewater Services: Sanitation	Sewer Pumpstation & Telemetry Upgrade	Dignified Living	CRR (Own funds)	Ward 9	1 000 000	1 000 000	1 000 000	3 000 000
712972487	6606	Infrastructure Services	Water and Wastewater Services: Sanitation	New Plankenburg Main Outfall Sewer	Valley of Possibility	External Loan	Ward 10	3 000 000	-	-	3 000 000
712972487	6606	Infrastructure Services	Water and Wastewater Services: Sanitation	New Plankenburg Main Outfall Sewer	Valley of Possibility	UIDG	Ward 10	7 000 000	-	-	7 000 000
712972489	6606	Infrastructure Services	Water and Wastewater Services: Sanitation	Sewerpipe Replacement	Dignified Living	CRR (Own funds)	Ward 10	214 000	3 000 000	4 000 000	7 214 000
712972489	6606	Infrastructure Services	Water and Wastewater Services: Sanitation	Sewerpipe Replacement	Dignified Living	External Loan	Ward 10	2 786 000			2 786 000
712973422	6606	Infrastructure Services	Water and Wastewater Services: Sanitation	Furniture, Tools and Equipment : Sanitation	Good Governance and Compliance	CRR (Own funds)	Ward 10	1 200 000	1 200 000	1 200 000	3 600 000
712979155	6606	Infrastructure Services	Water and Wastewater Services: Sanitation	Kayamandi Bulk Sewer	Dignified Living	CRR (Own funds)	Ward 10	-	500 000	10 000 000	10 500 000
712973289	6606	Infrastructure Services	Water and Wastewater Services: Sanitation	Update Sewer Masterplan and IMQS	Dignified Living	CRR (Own funds)	Ward 11	1 500 000	1 500 000	1 500 000	4 500 000
712979152	6606	Infrastructure Services	Water and Wastewater Services: Sanitation	Dorp Street Bulk Sewer Upgrade	Dignified Living	CRR (Own funds)	Ward 11	-	-	500 000	500 000
712976911	6605	Infrastructure Services	Water and Wastewater Services: Sanitation	Effluent Recycling of Waste Water 10MI per day	Dignified Living	CRR (Own funds)	Ward 11	-	-	500 000	500 000
712973464	6606	Infrastructure Services	Water and Wastewater Services: Sanitation	Northern Extension: Phase 2 Sanitation Infrastructure	Dignified Living	CRR (Own funds)	Ward 11	-	-	2 000 000	2 000 000
712973448	6606	Infrastructure Services	Water and Wastewater Services: Sanitation	Update Sewer Masterplan	Dignified Living	CRR (Own funds)	Ward 11	-	-	500 000	500 000
712972389	6605	Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade of WWTW: Klappmuts	Valley of Possibility	CRR (Own funds)	Ward 18	100 000	-	-	100 000
712972389	6605	Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade of WWTW: Klappmuts	Valley of Possibility	UIDG	Ward 18	-	500 000	1 000 000	1 500 000
712979156	6606	Infrastructure Services	Water and Wastewater Services: Sanitation	Klappmuts Bulk Sewer Upgrade	Dignified Living	CRR (Own funds)	Ward 18	-	1 000 000	10 000 000	11 000 000
712972494	6606	Infrastructure Services	Water and Wastewater Services: Sanitation	Bulk Sewer Outfall: Jamestown	Dignified Living	External Loan	Ward 21	13 677 324	-	5 000 000	18 677 324
712972494	6606	Infrastructure Services	Water and Wastewater Services: Sanitation	Bulk Sewer Outfall: Jamestown	Dignified Living	CRR (Own funds)	Ward 21	-	24 465 539	1 000 000	25 465 539
712972494	6606	Infrastructure Services	Water and Wastewater Services: Sanitation	Bulk Sewer Outfall: Jamestown	Dignified Living	UIDG	Ward 21	16 322 676	5 534 461	-	21 857 137
712972586	6620	Infrastructure Services	Roads and Stormwater	Reseal Roads -Franschoek CBD	Valley of Possibility	CRR (Own funds)	Franschoek	1 000 000	-	-	1 000 000
712972397	6620	Infrastructure Services	Roads and Stormwater	Reseal Roads -Onder Papegaaiberg	Valley of Possibility	CRR (Own funds)	Stellenbosch	1 000 000	-	-	1 000 000
712972394	6620	Infrastructure Services	Roads and Stormwater	Resealing (WC024)	Valley of Possibility	CRR (Own funds)	Stellenbosch	1 000 000	1 000 000	-	2 000 000
712972395	6620	Infrastructure Services	Roads and Stormwater	Upgrade Stormwater Water Conveyance System	Valley of Possibility	CRR (Own funds)	Stellenbosch	1 000 000	2 000 000	-	3 000 000
712975576	6620	Infrastructure Services	Roads and Stormwater	Lanquedoc Access road and Bridge	Valley of Possibility	CRR (Own funds)	Ward 3	2 000 000	-	-	2 000 000

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712972411	6620	Infrastructure Services	Roads and Stormwater	Furniture, Tools and Equipment : Tr&Stw	Good Governance and Compliance	CRR (Own funds)	Ward 11	300 000	300 000	300 000	900 000
712976984	6620	Infrastructure Services	Roads and Stormwater	R44 Access Upgrades	Valley of Possibility	CRR (Own funds)	Ward 11	5 000 000	-	-	5 000 000
712972391	6620	Infrastructure Services	Roads and Stormwater	Adhoc Reconstruction Of Roads (WC024)	Valley of Possibility	CRR (Own funds)	Ward 12	4 000 000	6 000 000	6 000 000	16 000 000
712972398	6620	Infrastructure Services	Roads and Stormwater	Reseal Roads - Cloetesville	Valley of Possibility	CRR (Own funds)	Ward 12	1 000 000	-	3 000 000	4 000 000
712972399	6620	Infrastructure Services	Roads and Stormwater	Reseal Roads - Idasvalley	Valley of Possibility	CRR (Own funds)	Ward 21	1 000 000	-	2 750 000	3 750 000
712979134	6620	Infrastructure Services	Roads and Stormwater	Upgrade Gravel Roads - Devon Valley	Valley of Possibility	CRR (Own funds)	Ward 11	1 500 000	-	-	1 500 000
712973385	6620	Infrastructure Services	Roads and Stormwater	Technopark Access Road	Valley of Possibility	CRR (Own funds)	Ward 21	5 000 000	-	-	5 000 000
712976986	6620	Infrastructure Services	Roads and Stormwater	Reseal Roads Stellenbosch	Valley of Possibility	CRR (Own funds)	City Wide	2 000 000	-	-	2 000 000
712979131	6620	Infrastructure Services	Roads and Stormwater	Schuilplaats Road Link	Valley of Possibility	CRR (Own funds)	Ward 11	2 000 000	-	-	2 000 000
712973440	6620	Infrastructure Services	Roads and Stormwater	Specialized Vehicle	Good Governance and Compliance	CRR (Own funds)	City Wide	3 000 000	-	-	3 000 000
712979128	6620	Infrastructure Services	Roads and Stormwater	Structural Rehabilitation - Bridges	Valley of Possibility	CRR (Own funds)	City Wide	5 000 000	-	-	5 000 000
712973393	6620	Infrastructure Services	Roads and Stormwater	Reseal Roads Kylemore	Valley of Possibility	CRR (Own funds)	Ward 4	1 000 000	-	-	1 000 000
712972400	6620	Infrastructure Services	Roads and Stormwater	Reseal Roads Paradyskloof	Valley of Possibility	CRR (Own funds)	Ward 21	1 000 000	-	-	1 000 000
712977014	6620	Infrastructure Services	Transport Planning	Non Motorised Transportation (NMT) Implementation	Green and Sustainable Valley	CRR (Own funds)	All Wards	3 000 000	2 000 000	2 000 000	7 000 000
712973466	6620	Infrastructure Services	Transport Planning	Northern Extension: Public Transport Network	Valley of Possibility	CRR (Own funds)	Ward 11	-	-	2 000 000	2 000 000
712972431	6620	Infrastructure Services	Transport Planning	Khayamandi Pedestrian Crossing (R304, River and Railway Line)	Safe Valley	CRR (Own funds)	Ward 12	2 000 000	500 000	-	2 500 000
712972422	6620	Infrastructure Services	Transport Planning	Bicycle Lockup Facilities	Safe Valley	CRR (Own funds)	City Wide	-	-	200 000	200 000
712972417	6620	Infrastructure Services	Transport Planning	Bus and Taxi Shelters	Safe Valley	CRR (Own funds)	City Wide	200 000	200 000	200 000	600 000
712972412	6620	Infrastructure Services	Transport Planning	Comprehensive Integrated Transport Master Plan	Green and Sustainable Valley	CRR (Own funds)	Admin	300 000	400 000	-	700 000
712972412	6620	Infrastructure Services	Transport Planning	Comprehensive Integrated Transport Master Plan	Green and Sustainable Valley	ITP	Admin	600 000	600 000	600 000	1 800 000
712973412	6620	Infrastructure Services	Transport Planning	Update Roads Master Plan for WC024	Valley of Possibility	CRR (Own funds)	Admin	1 000 000	1 000 000	1 000 000	3 000 000
712980353	6620	Infrastructure Services	Transport Planning	Jamestown South Transport Network	Valley of Possibility	CRR (Own funds)	Ward 21	1 000 000	2 000 000	-	3 000 000
712980354	6620	Infrastructure Services	Transport Planning	Taxi Rank: Klapmuts	Valley of Possibility	CRR (Own funds)	Ward 18	2 500 000	1 500 000	-	4 000 000
712972414	6620	Infrastructure Services	Transport Planning	Taxi Rank: Kayamandi	Valley of Possibility	CRR (Own funds)	Kayamandi	1 500 000	-	-	1 500 000
712973405	6620	Infrastructure Services	Transport Planning	NMT Asset Management & NMT Public Transport	Good Governance and Compliance	CRR (Own funds)	City Wide	1 500 000	-	-	1 500 000
712972472	6620	Infrastructure Services	Traffic Engineering	Main Road Intersection Improvements: Franschoek	Valley of Possibility	CRR (Own funds)	Franschoek	1 700 000	-	-	1 700 000

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712972454	6620	Infrastructure Services	Traffic Engineering	Main Road Intersection Improvements:Pniel / Kylemore	Valley of Possibility	CRR (Own funds)	Franschoek	-	-	400 000	400 000
712972392	6620	Infrastructure Services	Traffic Engineering	Directional Information Signage	Valley of Possibility	CRR (Own funds)	Stellenbosch	200 000	200 000	-	400 000
712972456	6620	Infrastructure Services	Traffic Engineering	Furniture, Tools and Equipment : Traffic Engineering	Good Governance and Compliance	CRR (Own funds)	Stellenbosch	100 000	100 000	-	200 000
712973397	6620	Infrastructure Services	Traffic Engineering	Signalisation implementation	Good Governance and Compliance	CRR (Own funds)	Stellenbosch	200 000	250 000	-	450 000
712972457	6620	Infrastructure Services	Traffic Engineering	Specialised Equipment: Roadmarking Machine + Trailer	Valley of Possibility	CRR (Own funds)	Stellenbosch	-	-	300 000	300 000
712972433	6620	Infrastructure Services	Traffic Engineering	Traffic Calming Projects: Implementation	Safe Valley	CRR (Own funds)	Stellenbosch	1 500 000	2 000 000	-	3 500 000
712972460	6620	Infrastructure Services	Traffic Engineering	Traffic Management Improvement Programme	Safe Valley	CRR (Own funds)	Stellenbosch	500 000	500 000	-	1 000 000
712972393	6620	Infrastructure Services	Traffic Engineering	Traffic Signal Control: Upgrading of Traffic Signals	Safe Valley	CRR (Own funds)	Stellenbosch	500 000	500 000	-	1 000 000
712976948	6620	Infrastructure Services	Traffic Engineering	Accident Information System	Safe Valley	CRR (Own funds)	Ward 9	750 000	250 000	250 000	1 250 000
712973398	6620	Infrastructure Services	Traffic Engineering	Pedestrian Crossing Implementation	Safe Valley	CRR (Own funds)	Ward 9	1 000 000	100 000	-	1 100 000
712973395	6620	Infrastructure Services	Traffic Engineering	Vehicles	Safe Valley	CRR (Own funds)	Ward 9	-	-	250 000	250 000
712972448	6620	Infrastructure Services	Traffic Engineering	Road Transport Safety Master Plan - WC024	Safe Valley	CRR (Own funds)	Ward 10	250 000	250 000	-	500 000
712973403	6620	Infrastructure Services	Traffic Engineering	Universal Access Implementation	Valley of Possibility	CRR (Own funds)	Ward 10	100 000	100 000	-	200 000
712972453	6620	Infrastructure Services	Traffic Engineering	Main Road Intersection Improvements: Stellenbosch	Valley of Possibility	CRR (Own funds)	Ward 11	12 000 000	-	-	12 000 000
712972435	6620	Infrastructure Services	Traffic Engineering	Specialized Vehicle	safe Valley	CRR (Own funds)	Ward 11	-	-	500 000	500 000
712979124	6620	Infrastructure Services	Traffic Engineering	Asset Management: Traffic Signaling Systems	Good Governance and Compliance	CRR (Own funds)	City Wide	-	-	700 000	700 000
712978037	7111	Corporate Services	Corporate Services: General	Implementation of Ward Priorities	Good Governance and Compliance	CRR (Own funds)	All Wards	320 000	-	-	320 000
712975599	9910	Corporate Services	Information and Communications	Purchase and Replacement of Computer/software and Peripheral	Good Governance and Compliance	CRR (Own funds)	Ward 9	500 000	500 000	600 000	1 600 000
712973438	9910	Corporate Services	Information and Communications	Public WI-FI Network	Good Governance and Compliance	CRR (Own funds)	All Wards	600 000	600 000	600 000	1 800 000
712972509	9910	Corporate Services	Information and Communications	Upgrade and Expansion of IT Infrastructure Platforms	Good Governance and Compliance	CRR (Own funds)	Ward 9	4 500 000	4 000 000	4 000 000	12 500 000
712972358	6220	Corporate Services	Properties and Municipal Building Maintenance	New Community Hall Klapmuts	Valley of Possibility	CRR (Own funds)	Klapmuts	1 000 000	-	-	1 000 000
712972195	6220	Corporate Services	Properties and Municipal Building Maintenance	Structural Improvement: General	Dignified Living	CRR (Own funds)	Stellenbosch	1 000 000	1 000 000	1 500 000	3 500 000
712972357	6220	Corporate Services	Properties and Municipal Building Maintenance	Structural Upgrade: Heritage Building	Valley of Possibility	CRR (Own funds)	Stellenbosch	500 000	500 000	200 000	1 200 000
712972363	6220	Corporate Services	Properties and Municipal Building Maintenance	Upgrading Fencing	Valley of Possibility	CRR (Own funds)	Stellenbosch	300 000	300 000	300 000	900 000
712972198	6220	Corporate Services	Properties and Municipal Building Maintenance	Structural Upgrading: Community Hall Lamotte	Valley of Possibility	CRR (Own funds)	Ward 2	1 700 000	300 000	-	2 000 000
712973285	2235	Corporate Services	Properties and Municipal Building Maintenance	Furniture Tools and Equipment: Property Management	Valley of Possibility	CRR (Own funds)	Ward 9	250 000	250 000	250 000	750 000

Cp3 Id	Cost Centre	Directorate	Department	Name	Strategic Objectives	Funding Source	Region	2019/2020	2020/2021	2021/2022	MTREF Total
712973320	6220	Corporate Services	Properties and Municipal Building Maintenance	Flats: Interior Upgrading	Dignified Living	CRR (Own funds)	Ward 10	3 000 000	1 500 000	-	4 500 000
712972365	6220	Corporate Services	Properties and Municipal Building Maintenance	Rebuild: Kleine Libertas Theatre	Valley of Possibility	CRR (Own funds)	Ward 11	4 000 000	5 000 000	3 000 000	12 000 000
712976939	6220	Corporate Services	Properties and Municipal Building Maintenance	Structural improvements at the Van der Stel Sport grounds	Valley of Possibility	CRR (Own funds)	Ward 11	200 000	1 000 000	1 000 000	2 200 000
712973319	6220	Corporate Services	Properties and Municipal Building Maintenance	Flats: Cloetesville Fencing	Safe Valley	CRR (Own funds)	Ward 16	-	-	100 000	100 000
712977021	6220	Corporate Services	Properties and Municipal Building Maintenance	Upgrading of Eike Town Town Hall	Valley of Possibility	CRR (Own funds)	Ward 16	1 000 000	2 000 000	-	3 000 000
712977017	6220	Corporate Services	Properties and Municipal Building Maintenance	Upgrading of Traffic Offices: Stellenbosch	Good Governance and Compliance	CRR (Own funds)	Admin	2 000 000	6 000 000	2 000 000	10 000 000
712972361	6220	Corporate Services	Properties and Municipal Building Maintenance	La Motte Clubhouse	Valley of Possibility	CRR (Own funds)	Ward 2	3 700 000	300 000	-	4 000 000
712976912	6220	Corporate Services	Properties and Municipal Building Maintenance	Public Ablution Facilities: Franschhoek	Dignified Living	CRR (Own funds)	Franschhoek	500 000	500 000	-	1 000 000
712977020	6220	Corporate Services	Properties and Municipal Building Maintenance	Upgrading of Stellenbosch Town Hall	Valley of Possibility	CRR (Own funds)	Ward 9	2 000 000	1 000 000	-	3 000 000
712980152	6220	Corporate Services	Properties and Municipal Building Maintenance	Kayamandi: Upgrading of Makapula Hall	Valley of Possibility	CRR (Own funds)	Ward 14	200 000	1 000 000	1 000 000	2 200 000
712976940	6220	Corporate Services	Properties and Municipal Building Maintenance	Upgrading of Community Facilities: Jonkershoek	Valley of Possibility	CRR (Own funds)	Ward 5	200 000	1 000 000	1 000 000	2 200 000
712975621	2235	Corporate Services	Properties and Municipal Building Maintenance	Purchasing of land	Dignified Living	CRR (Own funds)	Ward 21	77 500 000	-	-	77 500 000
712980160	6220	Corporate Services	Properties and Municipal Building Maintenance	Upgrade Millenium Hall Pniel	Valley of Possibility	CRR (Own funds)	Ward 4	-	300 000	3 000 000	3 300 000
712973505	6220	Corporate Services	Properties and Municipal Building Maintenance	Idas Valley Community Hall	Valley of Possibility	CRR (Own funds)	Ward 5	-	-	500 000	500 000
712972362	6220	Corporate Services	Properties and Municipal Building Maintenance	Structural Improvement: Beltana	Valley of Possibility	CRR (Own funds)	Admin	-	500 000	10 000 000	10 500 000
712975733	5111	Community and Protection Services	Community and Protection Services: General	Enlarge Office Space (Jan Marais Reserve)	Good Governance and Compliance	CRR (Own funds)	Admin	1 500 000	250 000	-	1 750 000
712972188	5111	Community and Protection Services	Community and Protection Services: General	Furniture, Tools and Equipment	Good Governance and Compliance	CRR (Own funds)	Admin	50 000	50 000	50 000	150 000
712978036	5111	Community and Protection Services	Community and Protection Services: General	Implementation of Ward Priorities	Good Governance and Compliance	CRR (Own funds)	All Wards	2 025 000	-	-	2 025 000
712972247	3545	Community and Protection Services	Parks and Cemeteries	Extension of Cemetery Infrastructure	Dignified Living	CRR (Own funds)	All wards	1 500 000	1 500 000	3 000 000	6 000 000
712979094	3545	Community and Protection Services	Parks and Cemeteries	Purchase of Equipment	Good Governance and Compliance	CRR (Own funds)	All wards	200 000	-	-	200 000
712972210	3305	Community and Protection Services	Parks and Cemeteries	Furniture, Tools and Equipment	Good Governance and Compliance	CRR (Own funds)	Ward 1	50 000	50 000	50 000	150 000
712972208	3305	Community and Protection Services	Parks and Cemeteries	Purchase of Specialised Vehicles	Good Governance and Compliance	CRR (Own funds)	Ward 7	2 000 000	1 000 000	1 000 000	4 000 000
712975618	3305	Community and Protection Services	Parks and Cemeteries	Upgrading of Parks	Green and Sustainable Valley	CRR (Own funds)	Ward 7	2 350 000	1 650 000	1 650 000	5 650 000
712979095	3305	Community and Protection Services	Parks and Cemeteries	Landscaping of Circles in Stellenbosch	Green and Sustainable Valley	CRR (Own funds)	Ward 10	-	-	150 000	150 000
712972209	3305	Community and Protection Services	Parks and Cemeteries	Purchase of Specialised Equipment	Good Governance and Compliance	CRR (Own funds)	Ward 10	100 000	-	-	100 000
712980244	3305	Community and Protection Services	Parks and Cemeteries	River developement	Green and Sustainable Valley	CRR (Own funds)	Ward 10	-	-	250 000	250 000

Cp3 Id	Cost Centre	Directorate	Department	Name	Strategic Objectives	Funding Source	Region	2019/2020	2020/2021	2021/2022	MTREF Total
712978093	3305	Community and Protection Services	Parks and Cemeteries	Integrated Parks	Green and Sustainable Valley	CRR (Own funds)	Ward 10	5 000 000	-	-	5 000 000
712980262	3305	Community and Protection Services	Parks and Cemeteries	Artificial grass on parks and gardens	Green and Sustainable Valley	CRR (Own funds)	All wards	-	-	300 000	300 000
712980253	3305	Community and Protection Services	Parks and Cemeteries	Fencing on Various Parks and Gardens	Green and Sustainable Valley	CRR (Own funds)	All wards	-	-	200 000	200 000
712980256	3305	Community and Protection Services	Parks and Cemeteries	Pathways on Parks & gardens	Green and Sustainable Valley	CRR (Own funds)	All wards	50 000	-	100 000	150 000
712980282	3305	Community and Protection Services	Parks and Cemeteries	Spray/Water Parks	Green and Sustainable Valley	CRR (Own funds)	All wards	1 000 000	5 000 000	1 000 000	7 000 000
712972188	3113	Community and Protection Services	Community Development	Furniture Tools and Equipment	Good Governance and Compliance	CRR (Own funds)	All Wards	35 000	35 000	50 000	120 000
712973218	3113	Community and Protection Services	Community Development	SRD Vehicle	Valley of Possibility	CRR (Own funds)	All Wards	300 000	-	-	300 000
712972324	5120	Community and Protection Services	Fire and Rescue Services	Specialized Vehicle	Safe Valley	CRR (Own funds)	Ward 11	2 500 000	800 000	-	3 300 000
712973307	5120	Community and Protection Services	Fire and Rescue Services	Major Fire Pumper	Safe Valley	CRR (Own funds)	Klapmuts	4 500 000	-	-	4 500 000
712973306	5120	Community and Protection Services	Fire and Rescue Services	Upgrading of Stellenbosch Fire Station	Safe Valley	CRR (Own funds)	Stellenbosch	5 000 000	-	-	5 000 000
712973297	5120	Community and Protection Services	Fire and Rescue Services	Furniture, Tools and Equipment	Good Governance and Compliance	CRR (Own funds)	Ward 10	100 000	-	-	100 000
712973308	5120	Community and Protection Services	Fire and Rescue Services	Hydraulic Ladder Fire Truck	Safe Valley	CRR (Own funds)	Ward 10	12 000 000	-	-	12 000 000
712973300	5120	Community and Protection Services	Fire and Rescue Services	Rescue equipment	Safe Valley	CRR (Own funds)	Ward 10	300 000	300 000	-	600 000
712980203	5705	Community and Protection Services	Disaster Management	Vehicle Fleet	Good Governance and Compliance	CRR (Own funds)	City Wide	400 000	-	-	400 000
712972335	5710	Community and Protection Services	Law Enforcement and Security	Install Computerized Access Security Systems and CCTV Cameras At	Safe Valley	CRR (Own funds)	Ward 10	1 000 000	950 000	950 000	2 900 000
712972336	5710	Community and Protection Services	Law Enforcement and Security	Law Enforcement Tools and Equipment	Safe Valley	CRR (Own funds)	Ward 10	600 000	350 000	350 000	1 300 000
712972344	5710	Community and Protection Services	Law Enforcement and Security	Law Enforcement: Vehicle Fleet	Safe Valley	CRR (Own funds)	Ward 10	2 000 000	2 500 000	1 000 000	5 500 000
712972341	5710	Community and Protection Services	Law Enforcement and Security	Security Upgrades	Safe Valley	CRR (Own funds)	Ward 10	200 000	250 000	250 000	700 000
712972338	5710	Community and Protection Services	Law Enforcement and Security	Furniture Tools and Equipment	Good Governance and Compliance	CRR (Own funds)	Ward 11	350 000	300 000	300 000	950 000
712972342	5710	Community and Protection Services	Law Enforcement and Security	Pound Upgrade	Safe Valley	CRR (Own funds)	Ward 11	-	-	1 000 000	1 000 000
712972316	3752	Community and Protection Services	Law Enforcement and Security	Install and Upgrade CCTV Cameras In WC024	Safe Valley	CRR (Own funds)	Ward 22	1 000 000	1 500 000	1 500 000	4 000 000
712972259	3752	Community and Protection Services	Community Services: Library Services	Upgrading: Cloetesville Library	Valley of Possibility	CRR (Own funds)	Ward 17	1 000 000	-	-	1 000 000
712972264	3755	Community and Protection Services	Community Services: Library Services	Franschhoek: Furniture Tools and Equipment	Good Governance and Compliance	CRR (Own funds)	Ward 1	65 000	65 000	-	130 000
712972262	3754	Community and Protection Services	Community Services: Library Services	Pniel: Furniture, Tools and Equipment	Good Governance and Compliance	CRR (Own funds)	Ward 4	-	-	35 000	35 000
712972258	3751	Community and Protection Services	Community Services: Library Services	Idas Valley: Furniture, Tools and Equipment	Good Governance and Compliance	CRR (Own funds)	Ward 6	55 000	55 000	-	110 000
712972255	3750	Community and Protection Services	Community Services: Library Services	Libraries: CCTV	safe Valley	CRR (Own funds)	Ward 9	400 000	300 000	-	700 000

Cp3 Id	Cost Centre	Directorate	Department	Name	Strategic Objectives	Funding Source	Region	2019/2020	2020/2021	2021/2022	MTREF Total
712972256	3750	Community and Protection Services	Community Services: Library Services	Libraries: Small Capital	Valley of Possibility	CRR (Own funds)	Ward 9	75 000	85 000	-	160 000
712972250	3750	Community and Protection Services	Community Services: Library Services	Library Books	Valley of Possibility	CRR (Own funds)	Ward 9	150 000	160 000	170 000	480 000
712972251	3750	Community and Protection Services	Community Services: Library Services	Plein Street: Furniture, Tools and Equipment	Good Governance and Compliance	CRR (Own funds)	Ward 9	60 000	-	-	60 000
712975677	3750	Community and Protection Services	Community Services: Library Services	Vehicles	Good Governance and Compliance	CRR (Own funds)	Ward 9	-	300 000	250 000	550 000
712972261	3753	Community and Protection Services	Community Services: Library Services	Upgrading: Kayamandi Library	Valley of Possibility	CRR (Own funds)	Ward 13	-	250 000	-	250 000
712972260	3752	Community and Protection Services	Community Services: Library Services	Cloetesville: Furniture, Tools and Equipment	Good Governance and Compliance	CRR (Own funds)	Ward 17	45 000	50 000	-	95 000
712977003	3756	Community and Protection Services	Community Services: Library Services	Groendal: Furniture Tools and Equipment	Good Governance and Compliance	CRR (Own funds)	Admin	65 000	75 000	-	140 000
712977002	3753	Community and Protection Services	Community Services: Library Services	Kayamandi: Furniture, Tools and Equipment	Good Governance and Compliance	CRR (Own funds)	Admin	45 000	-	-	45 000
712980206	3320	Community and Protection Services	Environmental Management: Nature	Replacement of geysers	Good Governance and Compliance	CRR (Own funds)	Admin	-	-	100 000	100 000
712973224	3320	Community and Protection Services	Environmental Management: Nature	4x4 bakkie	Good Governance and Compliance	CRR (Own funds)	Franschoek	-	-	400 000	400 000
712975735	3320	Community and Protection Services	Environmental Management: Nature	Specialized Vehicle	Green and Sustainable Valley	CRR (Own funds)	Ward 1	-	-	1 100 000	1 100 000
712979091	3320	Community and Protection Services	Environmental Management: Nature	Workshop : FTE	Good Governance and Compliance	CRR (Own funds)	Ward 1	100 000	100 000	100 000	300 000
712979096	3320	Community and Protection Services	Environmental Management: Nature	Vehicle Fleet	Good Governance and Compliance	CRR (Own funds)	Ward 1	-	-	800 000	800 000
712975727	3330	Community and Protection Services	Environmental Management: Nature	Upgrading of Jonkershoek Picnic Site	Good Governance and Compliance	CRR (Own funds)	Ward 5	750 000	2 000 000	-	2 750 000
712978091	3320	Community and Protection Services	Environmental Management: Nature	Air and Noise Control: FTE	Green and Sustainable Valley	CRR (Own funds)	Ward 10	10 000	20 000	20 000	50 000
712973490	3320	Community and Protection Services	Environmental Management: Nature	Papegaaiberg Nature Reserve	Green and Sustainable Valley	CRR (Own funds)	Ward 12	2 000 000	1 000 000	-	3 000 000
712975734	3320	Community and Protection Services	Environmental Management: Nature	Mont Rochelle Nature Reserve: Upgrade of Facilities.	Green and Sustainable Valley	CRR (Own funds)	Ward 1	1 500 000	-	-	1 500 000
712979093	3320	Community and Protection Services	Environmental Management: Nature	New Cemetery: Klapmuts	Dignified Living	CRR (Own funds)	Ward 18	500 000	-	5 000 000	5 500 000
712979115	5740	Community and Protection Services	Recreation, Sports Grounds & Halls	Upgrading of Halls	Valley of Possibility	CRR (Own funds)	Ward 1	-	-	250 000	250 000
712975676	3340	Community and Protection Services	Recreation, Sports Grounds & Halls	Vehicle Fleet	Good Governance and Compliance	CRR (Own funds)	Ward 9	-	-	250 000	250 000
712979123	3340	Community and Protection Services	Recreation, Sports Grounds & Halls	Furniture, Tools and Equipment	Good Governance and Compliance	CRR (Own funds)	Admin	250 000	250 000	200 000	700 000
712972242	3340	Community and Protection Services	Recreation, Sports Grounds & Halls	Vehicle Fleet	Good Governance and Compliance	CRR (Own funds)	Ward 3	250 000	250 000	-	500 000
712972241	3340	Community and Protection Services	Recreation, Sports Grounds & Halls	Recreational Equipment Sport	Valley of Possibility	CRR (Own funds)	Ward 4	80 000	-	-	80 000
712972224	3340	Community and Protection Services	Recreation, Sports Grounds & Halls	Sight Screens/Pitch Covers Sports Grounds	Valley of Possibility	CRR (Own funds)	Ward 4	200 000	-	-	200 000
712972225	3340	Community and Protection Services	Recreation, Sports Grounds & Halls	Upgrade of Irrigation System	Green and Sustainable Valley	CRR (Own funds)	Ward 4	-	-	200 000	200 000
712975754	3340	Community and Protection Services	Recreation, Sports Grounds & Halls	Furniture, Tools and equipment	Good Governance and Compliance	CRR (Own funds)	Ward 9	100 000	-	-	100 000

Cp3 Id	Cost Centre	Directorate	Department	Name	Strategic Objectives	Funding Source	Region	2019/2020	2020/2021	2021/2022	MTREF Total
712972205	3340	Community and Protection Services	Recreation, Sports Grounds & Halls	Sport: Community Services Special Equipment	Valley of Possibility	CRR (Own funds)	Ward 10	200 000	-	-	200 000
712972227	3340	Community and Protection Services	Recreation, Sports Grounds & Halls	Upgrade of Sport Facilities	Valley of Possibility	UIDG	Ward 11	4 000 000	3 000 000	3 000 000	10 000 000
712973304	3340	Community and Protection Services	Recreation, Sports Grounds & Halls	Upgrade of swimming pool	Valley of Possibility	CRR (Own funds)	Ward 11	2 000 000	500 000	-	2 500 000
712972231	3340	Community and Protection Services	Recreation, Sports Grounds & Halls	Upgrading of Tennis Courts: Idas Valley & Cloetesville	Valley of Possibility	CRR (Own funds)	Ward 16	550 000	-	-	550 000
712972221	3340	Community and Protection Services	Recreation, Sports Grounds & Halls	Borehole: Rural Sportsgrounds	Green and Sustainable Valley	CRR (Own funds)	Ward 18	550 000	550 000	550 000	1 650 000
712979104	3340	Community and Protection Services	Recreation, Sports Grounds & Halls	Fencing: Sport Grounds (WC024)	Valley of Possibility	CRR (Own funds)	City Wide	1 000 000	1 000 000	1 000 000	3 000 000

7.10.2	REVISED PERFORMANCE MANAGEMENT POLICY 2019/20
--------	--

Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

10 July 2019

1. SUBJECT: REVISED PERFORMANCE MANAGEMENT POLICY 2019/20

2. PURPOSE

To submit the Revised Performance Management Policy 2019/20 to Council for adoption.

3. DELEGATED AUTHORITY

The executive mayor must, in terms of section 39 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (the MSA), manage the development of a performance management system and submit it to Council for adoption.

4. EXECUTIVE SUMMARY

To table the Revised Performance Management Policy 2019/20 for consideration and adoption by Council. This policy has been revised to be applicable for the 2019/20 financial year to monitor the improvement of services in the Stellenbosch Municipal Area.

5. RECOMMENDATION

that Council adopts the Revised Performance Management Policy 2019/20.

6. DISCUSSION

6.1 Background

The Performance Management Policy was previously known as the Performance Management Framework and served before Council annually since 2015.

The Draft Revised Performance Management Policy 2019/20 was submitted to Council during May 2019 to be released for public comment. The community was invited to provide their input into the Draft Revised Performance Management Policy 2019/20. The closing date for community input was 28 June 2019. Unfortunately no input/s was/were received.

As legislated and required for good practice, revisions to the Performance Management Policy is encouraged to align to municipal practice and as may be necessitated from time to time.

The Performance Management Policy 2019/20 was advertised for comment in the local media with hard copies distributed to the Wards offices and Libraries and uploaded onto the Stellenbosch Municipal website. No comments were received from the community.

6.2 Financial Implications

There are no financial implications beyond that which was approved in the 2019/20 MTRF Budget.

6.3 Legal Implications

Section 38 of the MSA allows a municipality to-

“(a) establish a performance management system that is-

- (i) commensurate with its resources;*
- (ii) best suited to its circumstances; and*
- (iii) in line with the priorities, objectives, indicators and targets contained in its integrated development plan;*

(b) promote a culture of performance management among its political structures, political office bearers and councillors and in its administration; and

(c) administer its affairs in an economical, effective, efficient and accountable manner.”

Section 39(c) indicates that the mayor must submit the proposed system to the municipal council for adoption.

Section 42 of the MSA advocates for the involvement of the community in developing the Municipality’s performance management system.

6.4 Staff Implications

This report has no staff implications for the Municipality.

6.5 Risk Implications

None

7. Comments from Senior Management

7.1 Director: Community and Protection Services

Agree with the recommendations.

7.2 Chief Financial Officer

Agree with the recommendations.

7.3 Director: Infrastructure Services

Agree with the recommendations.

7.4 Director: Corporate Services

Agree with the recommendations.

7.5 Director: Planning and Economic Development

Agree with the recommendations.

7.6 Comments from the Municipal Manager

Agree with the recommendations.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-07-10: ITEM 7.10.3

that Council adopts the Revised Performance Management Policy 2019/20.

ANNEXURES

Annexure A: Revised Performance Management Policy 2019/20

FOR FURTHER DETAILS CONTACT:

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POSITION	Senior Manager: Governance
DIRECTORATE	Municipal Manager
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REPORT DATE	04 July 2019

ANNEXURE A



Performance Management Policy 2019/20

Compiled in terms of the Local Government: Municipal Systems
Act, 2000 (Act 32 of 2000) and Regulations R805

Table of Contents

List of acronyms	5
Glossary of terms	6
1 Introduction	11
2 Legislative Framework	12
2.1 The following legislation forms the foundation for the policy	12
3 Objectives and Benefits of a Performance Management System.....	12
3.1 Objectives.....	12
4 Definitions and key steps in performance management	13
4.1 The Performance Cycles.....	13
4.2 Key Steps in Performance Management.....	17
4.3 The Performance Management Model.....	17
5 The Service Delivery and Budget Implementation Plan (SDBIP)	18
5.1 The Municipal Scorecard	19
5.2 Update Actual Performance.....	20
5.2.1 Quarterly Reviews	20
5.2.2 Council Reviews	21
5.2.3 Public Reviews	21
5.3 Roles and Responsibilities	22
5.4 Departmental Scorecards	23
5.5 Preparing the Departmental SDBIP.....	23
5.6 Approval of Departmental SDBIP.....	24
5.7 Update Actual Performance.....	24
5.7.1 Monthly Reviews.....	24
5.7.2 Adjustments to KPIs	24
5.7.3 Roles and Responsibilities	25
5.8 Individual Performance	25
5.8.1 Individual Scorecards (Municipal Manager and Section 56 Managers)	27
5.9 Individual Scorecards (rest of staff)	28
5.10 Skills Development Plan.....	28
5.11 Informal and Formal performance reviews	29
5.12 Appeals Process	29
5.12.1 Section 56/57-Employees.....	29
5.12.2 Employees reporting to the Directors and the Municipal Manager	29
5.12.3 Reward and Recognition.....	29
5.13 Service Providers	30
5.13.1 Notification of Service Providers upon Appointment	30

5.13.2	Evaluating the Performance of Service Providers.....	30
5.13.3	Prescribed Procedures to Evaluate Service Providers.....	31
5.14	Evaluation and Improvement of the Performance Management System.....	32
6	Governance	32
6.1	Governance Framework for the Performance Management system	33
6.1.1	Continuous quality control and co-ordination.....	33
6.2	Performance investigations	33
6.3	Internal Audit	33
6.4	Performance Audit Committee	33
7	Performance Reporting.....	34
7.1	Quarterly Reports	34
7.2	Mid-year Assessment	35
7.3	Annual Performance Report	35
7.4	Annual Report	35
8	Legislative Reporting Requirements	36
9	Design of Key Performance Indicators and Targets	38
9.1	Setting Indicators.....	38
9.2	Performance Process Maps.....	39
9.2.1	Top Layer SDBIP	40
9.2.2	Departmental SDBIP	41
9.2.3	Individual Performance	41
9.3	Role and Responsibilities of Stakeholders	42
10	Policy Review.....	44
11	Conclusion	44

List of Tables

Table 1: Performance Process for the financial year.....	14
Table 2: Responsibilities during the TL SDBIP process	22
Table 3: Responsibilities during the Departmental SDBIP process	25
Table 4: List of Core Managerial Criteria	27
Table 5: Criteria to be used in evaluating external service providers.....	30
Table 6: unit of measurement.....	35
Table 7: legislative requirements regarding reporting processes	36
Table 8: Role and Responsibilities of Stakeholders	42

List of Figures

Figure 1: Performance Management Cycle.....	13
Figure 2: Performance Management Model.....	18
Figure 3: Establishment, components and review of the municipal scorecard.....	20
Figure 4: Establishment, components and review of the departmental SDBIP	23
Figure 5: The individual performance management processes.....	26
Figure 6: The key performance concepts and the relationship between the core performance information.....	38

List of acronyms

AG	: Auditor General
CCR	: Core Competency Requirement
IDP	: Integrated Development Plan
KPA	: Key Performance Areas
KPI	: Key Performance Indicators
LED	: Local Economic Development
MEC	: Member of the Executive Council
MFMA	: Municipal Finance Management Act
MSA	: Municipal Systems Act
MTEF	: Medium Term Expenditure Framework
PDP	: Personal Development Plan
PMS	: Performance Management System
POE	: Portfolio of Evidence
SALGA	: South African Local Government Association
SDBIP	: Service Delivery and Budget Implementation Plan
SFA	: Strategic Focus Area
SMART	: Specific, Measurable, Achievable, Realistic, Time-frame
TL SDBIP	: Top Layer Service Delivery Budget Implementation Plan
WPSP	: Work Place Skills Plan

Glossary of terms

- **“accounting officer”**

- (a) in relation to a municipality, means the municipal official referred to in section 60 of the Municipal Systems Act; or
- (b) in relation to a municipal entity, means the official of the entity referred to in section 93, and includes a person acting as the accounting officer

- **“annual report”**

in relation to a municipality or municipal entity, means an annual report contemplated in section 121 of the Municipal Finance Management Act

- **“Auditor-General”**

means the person appointed as Auditor-General in terms of section 193 of the Constitution, and includes a person-

- (a) acting as Auditor-General
- (b) acting in terms of a delegation by the Auditor-General; or
- (c) designated by the Auditor-General to exercise a power or perform a duty of the Auditor-General

- **“basic municipal service”**

means a municipal service that is necessary to ensure an acceptable and reasonable quality of life and which, if not provided, would endanger public health or safety or the environment

- **“backlogs”**

A backlog can be defined as quality of service/ goods that have accumulated over time that are still undelivered/unattended/still not produced. The backlogs in rural water, sanitation and electricity have been defined in official census figures, but vary (increase or decrease) from year to year due to migration patterns. Regardless, these backlogs are now being dealt with systematically (refer to baseline).

- **“baseline”**

the accurate and quantitative data at a stated point in time that marks the beginning of a trend.

- **“Councillor”**

means a member of a municipal council

- **“ Section 57 employee”**

means a person employed by a municipality as a municipal manager or as a manager directly accountable to a municipal manager;

- **“employer”**

means the municipality employing a person as a municipal manager or as manager directly accountable to a municipal manager and as represented by the mayor, executive mayor or municipal manager as the case may be;

- **“employment contract”**

means a contract as contemplated in Section 57 of the Municipal Systems Act;

- **“external service provider”**

means an external mechanism referred to in section 76(b) of the Municipal Systems Act; which provides a municipal service for a municipality

- **“financial statements”**

in relation to municipality or municipal entity, means statements consisting of at least-

- a statement of financial position;
- a statement of financial performance;
- a cash-flow statement;
- any other statements that may be prescribed; and
- any notes to these statements

- **“financial year”**

means the financial year of municipalities that end on 30 June of each year

- **“input indicator”**

means an indicator that measures the costs, resources and time used to produce an output

- **“integrated development plan”**

means a plan envisaged in section 25 of the Municipal Systems Act

- **“local community” or “community”**

in relation to a municipality, means that body or persons comprising –

- the residents of the municipality
- the ratepayers of the municipality
- any civic organisations and non-governmental, private sector or labour organisations or bodies which are involved in local affairs within the municipality

- **“Mayor”**

in relation to –

- a municipality with an executive mayor, means the councillor elected as the executive mayor of the municipality in terms of section 55 of the Municipal Structures Act; or
- a municipality with an executive committee, means the councillor elected as the mayor of the municipality in terms of section 48 of that Act

- **“MEC for local government”**

means the MEC responsible for local government in a province

- **“Minister”**

means the national Minister responsible for local government

- **“municipality”**

when referred to as –

- an entity, means a municipality as described in section 2; and
- a geographical area, means a municipal area determined in terms of the Local Government: Municipal Demarcation Act, 1998 (Act No. 27 of 1998)

- **“municipal council” or “council”**
means a municipal council referred to in section 157(1) of the Constitution
- **“municipal entity”**
means –
 - (a) a company, co-operative, trust fund or any other corporate entity established in terms of any applicable national or provincial legislation ward which operates under the ownership control of one or more municipalities, and includes, in the case of a company under such ownership control, any subsidiary of that company, a private company referred to in section 86B(1)(a); or
 - (b) a service utility.
 - (c) a multi-jurisdictional service utility
- **“Municipal Finance Management Act”**
means the Local Government: Municipal Finance Management Act, 2003, and any regulations made under that Act
- **“Municipal Manager”**
means a person appointed in terms of section 82 of the Municipal Structures Act
- **“municipal service”**
has the meaning assigned to it in section 1 of the Municipal Systems Act
- **“Municipal Structures Act”**
means the Local Government: Municipal Structures Act. 1998 (Act 117 of 1998)
- **“Municipal Systems Act”**
means the Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000)
- **“Outcome indicator”**
means an indicator that measures the quality and or impact of an output on achieving a particular objective
- **“Output indicator”**
means an indicator that measures the results of activities, processes and strategies of a program of a municipality
- **“parent municipality”**
 - (a) in relation to a municipal entity which is a private company in respect of which effective control vests in a single municipality, means that municipality;
 - (b) in relation to a municipal entity which is a private company in respect of which effective control vests in two or more municipalities collectively, means of those municipalities;
 - (c) in relation to a municipal entity which is a service utility, means the municipality which established the entity; or
 - (d) in relation to a municipal entity which is a multi-jurisdictional service utility, means each municipality which is a party to the agreement establishing the service utility
- **“private company”**
means a company referred to in section 19 and 20 of the Companies Act. 1973 (Act No. 61

of 1973)

- **“performance agreement”**

means an agreement as contemplated in Section 57 of the Municipal Systems Act which can be altered during the course of the financial year with the written consent from both the employer and employee. The performance agreement is guided by any change in the organisational structure.

- **“performance plan”**

means a part of the performance agreement which details the performance objectives and targets that must be met and time frame within which these must be met.

- **“prescribe”**

means prescribe by regulation or guidelines in terms of section 120 and **“prescribed”** has a corresponding meaning

- **“political office bearer”**

means the speaker, executive mayor, mayor, deputy mayor or member of the executive committee as referred to in the Municipal Structures Act

- **“political structure”**

in relation to a municipality, means the council of the municipality or any committee or other collective structure of a municipality elected, designated or appointed in terms of a specific provision of the Municipal Structures Act

- **“resident”**

in relation to a municipality, means a person who is ordinarily resident in the municipality

- **“senior manager”**

- (a) in relation to a municipality, means a manager referred to in section 56 of the Municipal Systems Act; or
- (b) in relation to a municipal entity, means a manager directly accountable to the chief executive officer of the entity

- **“service authority”**

means the power of a municipality to regulate the provision of a municipal service by a service provider

- **“service delivery agreement”**

means an agreement between a municipality and an institution or person mentioned in section 76(b) of the Municipal Systems Act in terms of which a municipal service is provided by that institution or person, either for its own account or on behalf of the municipality

- **“service delivery and budget implementation plan”**

means a detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) of the Municipal Finance Management Act for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate –

- (a) projections for each month of –

- (i) revenue to be collected, by source; and
- (ii) operational and capital expenditure, by vote;
- (b) service delivery targets and performance indicators for each quarter; and
- (c) any other matters that may be prescribed,
and includes any revisions of such plan by the mayor in terms of section 54(1)(c) of the Municipal Finance Management Act

- **“service utility”**

means a municipal entity established in terms of section 82(1)(c), a body established in terms of section 86H of the Municipal Systems Act

- **“staff”**

in relation to a municipality, means the employees of the municipality, including the municipal manager.

1 Introduction

Performance Management is a process which measures the implementation of the organisation's strategy.

At local government level, performance management is institutionalised through the legislative requirements and policies of a municipality. Performance management provides the mechanism with which to measure targets set by the organisation and its employees to meet its strategic objectives.

The Constitution of South Africa (1996), section 152, dealing with the objectives of local government paves the way for performance management, with the requirements for an "accountable government". The democratic values and principles in terms of section 195 (1) are also linked with the concept of Performance management, with reference to the principles of inter alia:

- the promotion of efficient, economic and effective use of resources;
- accountable public administration;
- to be transparent by providing information;
- to be responsive to the needs of the community; and
- to facilitate a culture of public service and accountability amongst staff.

The Municipal Systems Act (MSA), 2000 requires municipalities to establish a performance management system. The MSA and the Municipal Finance Management Act (MFMA) further requires from the Integrated Development Plan (IDP) to be aligned to the municipal budget and to be monitored through the Service Delivery and the Budget Implementation Plan (SDBIP).

In addition, Regulation 7 (1) of the Local Government: Municipal Planning and Performance Management Regulations, 2001 states that "*A Municipality's Performance Management System entails a framework that describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organised and managed, including determining the roles of the different role players.*"

Section 57 makes the employment of the municipal manager and managers directly accountable to the municipal manager subject to a separate performance agreement concluded annually before the end of July. Section 67 regards the monitoring, measuring and evaluating of performance of staff as a platform to develop human resources and to hold municipal staff accountable to serve the public efficiently and effectively. Performance Management, therefore, is not only relevant to the organisation as a whole, but also to the individuals employed in the organisation as well as the external service providers.

This policy therefore describes how the Stellenbosch Municipality's performance process, for the organisation as a whole will be conducted, organised and managed. It also has the following objectives:

- Clarify processes of implementation;
- Ensure compliance with legislation;
- Demonstrate how the system will be conducted;

- Define roles and responsibilities;
- Promote accountability and transparency; and
- Reflect the linkage between the IDP, Budget, SDF, SDBIP and individual and service provider performance.

The policy also take into consideration the currently transition from the old organisational structure to the new organisational structure and supports the process that is underway to update and transfer key performance indicators (KPIs) in line with the new organisational structure.

2 Legislative Framework

2.1 The following legislation forms the foundation for the policy

- Constitution of the Republic Of South Africa (1996);
- Local Government: Municipal Systems Act (MSA) 2000 and its amendments;
- Government Gazette: Regulation gazette No.7146;
- Municipal Financial Management Act (MFMA) No.56 of 2003;
- Municipal Structures Act 1998;
- National Treasury: 2007 Framework for managing performance information;
- White Paper on Local Government (1998);
- Municipal Planning and Performance Regulation 796 (2001);
- Municipal Performance Regulation for Municipal Managers and Managers directly accountable to Municipal Managers (805 of 2006);
- MFMA Circular 11: Annual Reports;
- MFMA Circular 13: SDBIP;
- MFMA Circular 32: Oversight report;
- MFMA Circular 42: Funding of municipal budget; and
- MFMA Circular 54: Municipal budget circular.

3 Objectives and Benefits of a Performance Management System

3.1 Objectives

The objectives of the performance management system are to:

- Facilitate strategy development;
- Facilitate increased accountability;
- Facilitate learning and improvement;
- Provide early warning signals;
- Create a culture of best practices; and
- Facilitate decision-making.

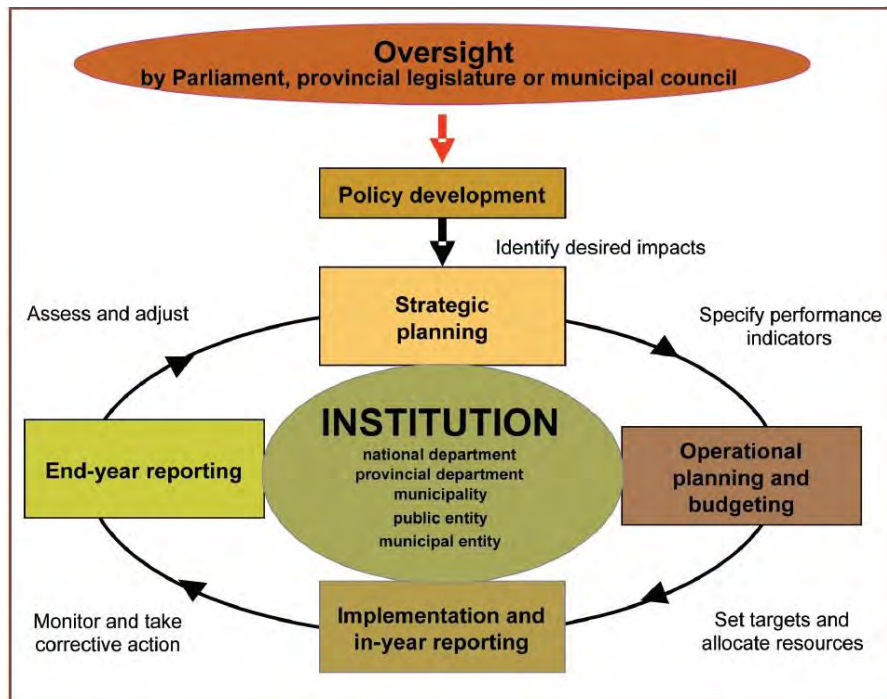
The above objectives are aligned with the MSA and the guidelines of the Department of Development Planning and Local Government.

4 Definitions and Key Steps in Performance Management

4.1 The Performance Cycles

The overall planning, budgeting and reporting cycle can be summarised as follows:

Figure 1: Performance Management Cycle



Source: Framework for Managing Programme Performance Information

Each of the above cycles can be explained as follows:

- **Performance Planning** ensures that the strategic direction of the Municipality more explicitly informs and aligns with the IDP planning, activities and resource decisions. This is the stage where Key Performance Areas (KPAs) and KPIs are designed to address the IDP objectives.
- **Performance Measuring and Monitoring** is an ongoing process to determine whether performance targets have been met, exceeded or not met. Projections can also be made during the year as to whether the final target and future targets will be met. It occurs during key points in a process – for example, on a quarterly and annual basis.
- **Performance evaluation** analyses why there is under-performance or what the factors were, that allowed good performance in a particular area. Where targets have not been met, the reasons for this must be examined and corrective action recommended. Evidence to support the status is also reviewed at this stage. An additional component is the review of the indicators to determine if they are feasible and are measuring the key areas appropriately.
- **Performance Reporting** entails regular reporting to management, the performance audit committee, council and the public.
- **Performance review/auditing** is a key element of the monitoring and evaluation process. This involves verifying that the measurement mechanisms are accurate and that proper procedures are followed to evaluate and improve performance. According to section 45, of the MSA, results of the performance measurement must be

audited as part of the municipality's internal auditing process and annually by the Auditor-General. The Municipality have therefore established frameworks and structures to evaluate the effectiveness of the municipality's internal performance measurement control systems. Areas of weak performance identified at year-end must be addressed during the following years planning phase.

The Performance Process for the entire financial year as follows:

Table 1: Performance Process for the financial year

	Planned Deliverables	Planned Events	Delegation	Report
July	Quarterly SDBIP report of the previous financial year to be finalised by the 12th calendar day after the end of the quarter under review for the presentation to the Municipal Manager and the Executive Mayor.	Quarterly SDBIP report: <ul style="list-style-type: none"> • Tabled at Council within one month after the end of the quarter; • Report submitted to Provincial Government and National Government; • Reported to Internal Audit unit; • Placed upon website; • Non-Financial Performance Measures reported to Provincial and National Government. 	Yes, signed quality certificate for quarterly report by MM and Executive Mayor	Quarter 4 report
	Planning, Consultation and Signing of Individual performance agreements, performance plans, managerial competencies and personal development plans with Senior Managers; Publish performance agreements on the website (Directors only); Submit performance agreements to National and Provincial Government.	Signed agreements uploaded onto Municipal Website: <ul style="list-style-type: none"> - Agreements tabled at Council; Agreements submitted to Provincial Government. 	Municipal Manager in relation to Directors performance agreements; Executive Mayor in relation to the MM's performance agreement.	Upload of agreements of directors and Municipal Manager onto website. Confirm reaching of target unto the PMS system
August	Planning and Preparation of individual performance agreements and development plans by managers and heads of staff up to the 3 rd reporting line.	Signing of individual performance agreements and development plans by managers and heads	Yes, Immediate supervisor	Signed agreements delivered to the IDP/PMS unit
	Preparation of previous financial year annual performance report.	Submission of the annual performance report to the Auditor General by 31 August.	Yes, Municipal Manager	Version emailed by 31 August @ 24:00. Hardcopy version due on the 1st of September.
September	IDP and Budget consultation.	Public participation commences to determine the priorities of the new financial year. This priorities should form the basis of the new TL and Departmental SDBIP.	Yes, Municipal Manager	Community priorities

	Planned Deliverables	Planned Events	Delegation	Report
October	Quarterly SDBIP report finalised by the 12th calendar day after the end of the quarter under review for the presentation to the Municipal Manager and the Executive Mayor. Tabling of quarterly report for the attention of MayCo & Council;	<p>Informal Performance review of directors by the Municipal Manager</p> <p>Informal Performance review of managers and heads by immediate supervisors</p> <p>Quarterly SDBIP report:</p> <ul style="list-style-type: none"> • Tabled at Council within one month after the end of the quarter; • Reported submitted to Provincial Government; • Reported to Internal Audit unit • Placed upon website Provincial and National Government; and • Non-Financial Performance Measures reported to Provincial and National Government. 	Yes, signed quality certificate for quarterly report by MM and Executive Mayor.	Quarter 1 report; Signed attendance register as confirmation note for informal performance review with immediate subordinates.
November	TL and Departmental SDBIP review process.	Review sessions scheduled with each Directorate to review performance indicators and targets.	Yes, Municipal Manager.	Revised TL and Departmental SDBIP.
December	Finalisation of the Draft Annual Report.	Draft Annual Report distributed to each Directorate for final input	Yes, Municipal Manager.	Draft Annual Report
January	Mid-year SDBIP report finalised by the 12th calendar day after the end of the month under review for the presentation to the Municipal Manager and the Executive Mayor.	<p>Informal Performance review of directors by the Municipal Manager</p> <p>Informal Performance review of managers and heads by immediate supervisors.</p> <p>Quarterly SDBIP report:</p> <ul style="list-style-type: none"> • Tabled at Council within 25 days after the end of the quarter; • Reported submitted to Provincial Government; National Treasury and CoGTA; • Reported to Internal Audit unit; • Placed upon website Provincial and National Government; and • Non-Financial Performance Measures reported to Provincial and National Government. 	Yes, signed quality certificate for quarterly report by MM and Executive Mayor	Mid-year report;

	Planned Deliverables	Planned Events	Delegation	Report
	Draft Annual Report	<ul style="list-style-type: none"> • Advertised on the Website • Reported submitted to Provincial Government; National Treasury and CoGTA • Invitation of written submissions from the public • Reported to Auditor General 	Yes, MM and Executive Mayor	Council Minutes which refers Draft report to the MPAC/Oversight Committee
February	Mid-year performance evaluations of the Municipal Manager and Directors	Mid-year performance assessments of the Municipal Manager and Directors conducted on or before 28 February	Yes, MM and Executive Mayor	Mid-year performance evaluation report of the Municipal Manager and Directors submitted to Council
March	Final Annual Report	<ul style="list-style-type: none"> • Tabled at Council; • Report submitted to Provincial Government; National Treasury and CoGTA • Report submitted to the Auditor General • Follow MPAC process as part of Oversight Process • Finalise Oversight Report and table in Council for approval. • Publish approved Annual Report and MPAC oversight report on the Municipal Website 	Yes, MM and Executive Mayor	Council Minutes which refers Final Annual Report and the MPAC Oversight Report with recommendations; public submissions; AG report; AFS and Internal Audit report.
April	Quarterly SDBIP report finalised by the 12th calendar day after the end of the quarter under review for the presentation to the Municipal Manager and the Executive Mayor. Tabling of quarterly report for the attention of MayCo & Council;	<p>Informal Performance review of directors by the Municipal Manager</p> <p>Informal Performance review of managers and heads by immediate supervisors</p> <p>Quarterly SDBIP report:</p> <ul style="list-style-type: none"> • Tabled at Council within 25 days after end of month; • Reported submitted to Provincial Government; • Reported to Internal Audit unit • Placed upon website Provincial and National Government; and • Non-Financial Performance Measures reported to Provincial and National Government 	Yes, signed quality certificate for quarterly report by MM and Executive Mayor	Quarter 3 report; Signed attendance register as confirmation note for informal performance review with immediate subordinates. Monthly report for September submitted
May	Submission of the final IDP to Council.	Finalisation of the IDP and submission to Council.	Yes, MM and Executive Mayor.	Final IDP

	Planned Deliverables	Planned Events	Delegation	Report
June	Finalisation of the TL SDBIP and submission to the Executive Mayor.	Finalisation of the TL SDBIP and submission to the Executive Mayor.	Yes, MM and Executive Mayor.	Approved TL SDBIP.

4.2 Key Steps in Performance Management

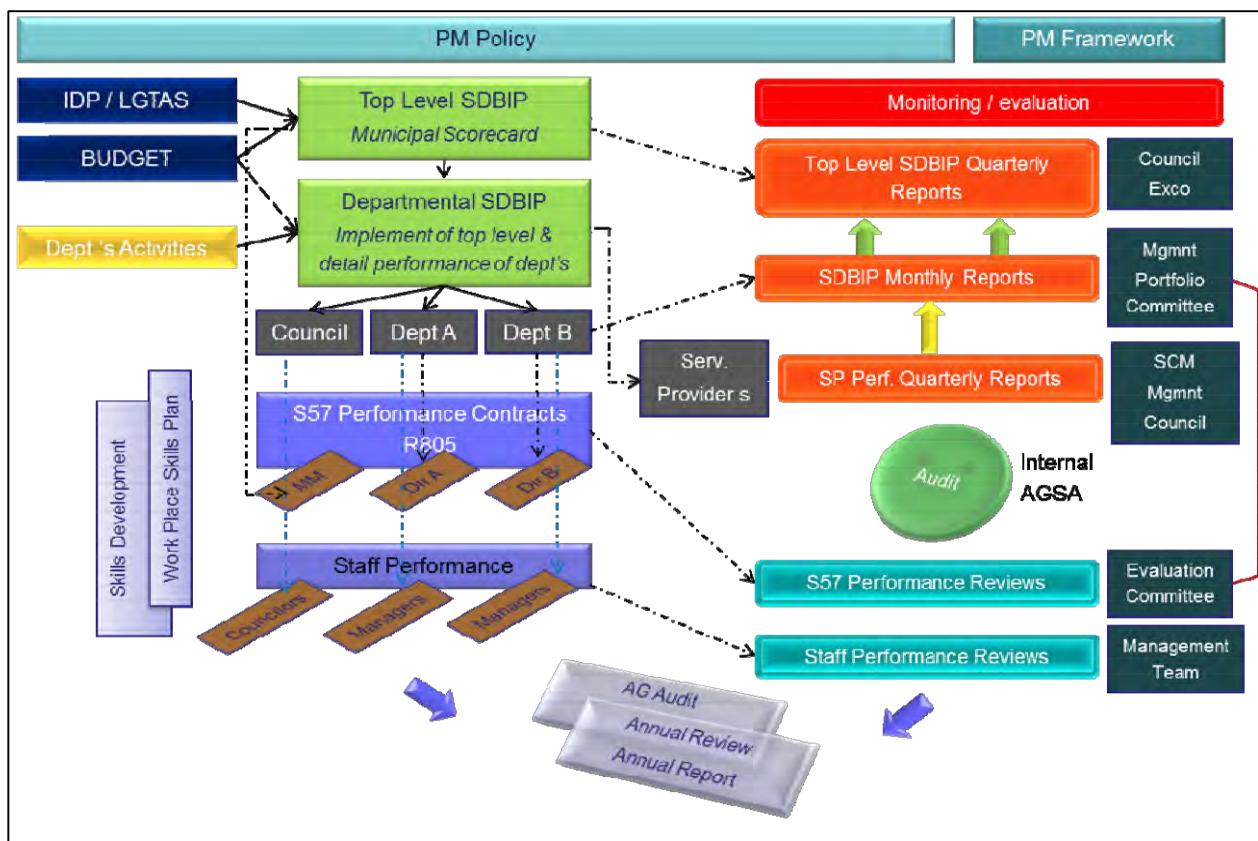
The key steps in implementing the performance cycle are as follows:

1. IDP consultation and strategic processes to determine
 - Strategic Objectives aligned with the National Agenda and local needs;
 - Establish the Municipal KPAs; and
 - Design Strategic Focus Areas;
2. Prioritise capital projects for budgeting purposes aligned with municipal strategy and approved methodology;
3. Identify key programmes for implementation as part of directorate deliverables;
4. Start with budget processes;
5. Determine organisational KPIs in terms of strategy, budget and MTAS;
6. Obtain baseline figures and past year performance;
7. Set multi-year performance target dates;
8. Determine steps/plans to achieve budget and KPIs;
9. Assign strategic focused KPIs to Senior Management (Top Layer SDBIP);
10. Assign organisational KPIs to directorates and members of management (Departmental SDBIP);
11. Prepare individual performance agreements aligned with budget and SDBIP (Section 57 and management);
12. Prepare performance plans for staff and align work place skills plan with development plans;
13. Provide monthly/quarterly status reports on progress with KPI implementation
14. Evaluate performance on individual (1/2 yearly) and organisational levels (quarterly);
15. Compilation of various performance reports;
16. Auditing of performance report and portfolio of evidence(POEs);
17. Appoint oversight committee to analyse and prepare report on improvement of performance; and
18. Submit year-end report to various stakeholders.

4.3 The Performance Management Model

The following section will explain the methodology of the adopted performance management model as depicted in the diagram below:

Figure 2: Performance Management Model



5 The Service Delivery and Budget Implementation Plan (SDBIP)

The IDP process and the performance management process must be seamlessly integrated. The IDP fulfils the planning stage of performance management. Performance management in turn, fulfils the implementation, management, monitoring and evaluation of the IDP.

The organisational performance will be evaluated by means of a municipal scorecard (Top Layer SDBIP) at organisational level and through the SDBIP at directorate and departmental levels.

The SDBIP is a plan that converts the IDP and budget into measurable criteria on how, where and when the strategies, objectives and normal business processes of the municipality will be implemented. It also allocates responsibility to directorates to deliver the services in terms of the IDP and budget.

The MFMA Circular No.13 prescribes that:

- The IDP and budget must be aligned;
- The budget must address the strategic priorities;
- The SDBIP should indicate what the municipality is going to do during next 12 months
- The SDBIP should form the basis for measuring the performance against goals set during the budget /IDP processes.

The SDBIP needs to be prepared as described in the paragraphs below and submitted to

the Executive Mayor within 14 days after the budget has been approved. The Executive Mayor needs to approve the SDBIP within 28 days after the budget has been approved.

For each indicator the scorecard will require that a responsible official be designated, usually the respective line manager. While this official will not necessarily be accountable for performance on this indicator, they will be responsible for conducting measurements of that indicator, analysing and reporting first to their respective superior who in turn will report to the Municipal Manager and the Executive Mayor on these for reviews.

The municipal performance must be measured monthly and analysed at least quarterly. Municipal performance will be measured during the mid-year review where after the performance scorecard can be adjusted and action plans be developed to address poor performance. The information of the annual review will be included in the Annual Report of the Municipality.

5.1 The Municipal Scorecard

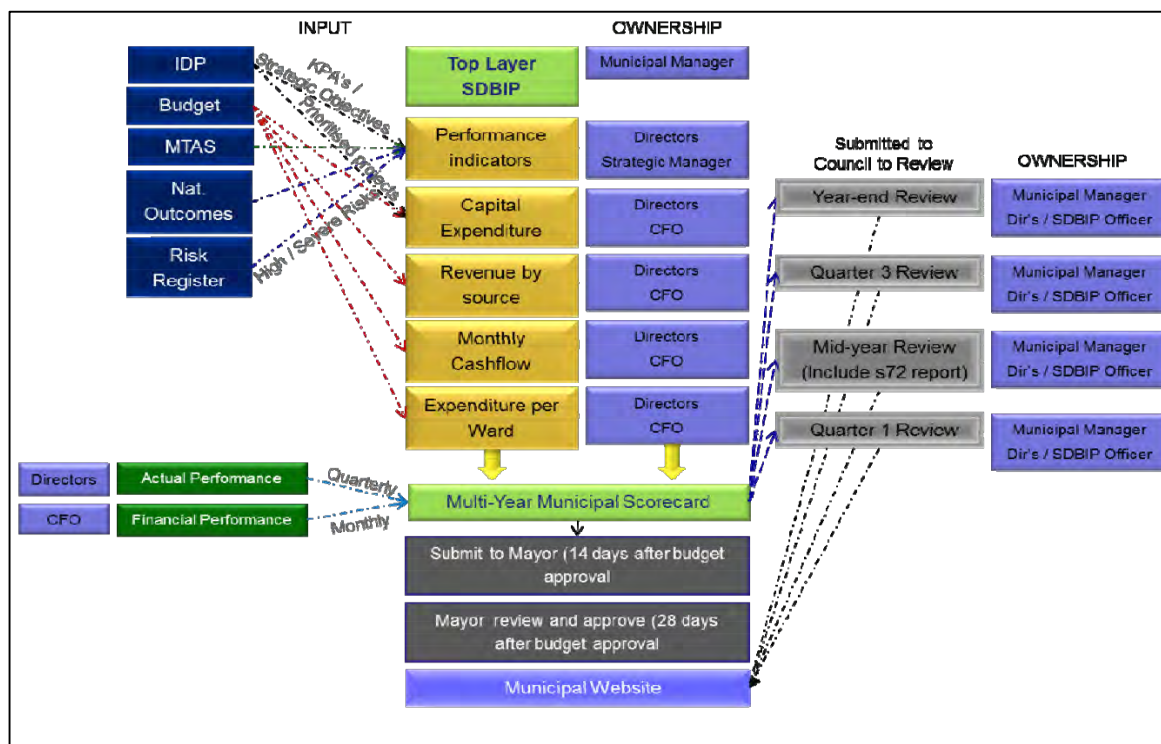
The municipal scorecard (Top Layer SDBIP) must consolidate service delivery targets set by Council / senior management and provide an overall picture of performance for the municipality as a whole, reflecting financial and non- financial performance on its strategic priorities.

The Components of the top-layer SDBIP includes:

- Monthly projections of revenue to be collected for each source;
- Expected revenue to be collected;
- Monthly projections of expenditure (operating and capital) and revenue for each vote
- Section 71 format (Monthly budget statements);
- Quarterly projections of service delivery targets and performance indicators for each vote;
- Non-financial measurable performance objectives in the form of targets and indicators;
- Output NOT input / internal management objectives;
- Level and standard of service being provided to the community;
- Ward information for expenditure and service delivery;
- Detailed capital project plan broken down by ward over three years.

The following diagram illustrates the establishment, components and review of the municipal scorecard (Top Layer SDBIP):

Figure 3: Establishment, components and review of the municipal scorecard



5.2 Update Actual Performance

The TL SDBIP will update automatically with the actual results reported in the departmental SDBIP.

The KPI owners should report on the results of the KPI by properly documenting the information in the performance response fields and make reference to where the POE can be found. In the instance of poor performance, corrective measures should be identified and documented. The POE should prove that the KPI was delivered and that the expected outcome / impact has been achieved.

The actual performance should be monitored quarterly in terms of the objectives, KPIs and targets set. In order to measure the outcomes of the KPIs, the outputs and performance evidence (POEs) should be evaluated and **documented**.

It is important to note that the municipal manager needs to implement the necessary systems and processes to provide the POEs for reporting and auditing purposes.

5.2.1 Quarterly Reviews

On a quarterly basis, the Executive Mayor should engage in an intensive review of municipal performance against both the directorate's scorecards and the municipal scorecard, as reported by the Municipal Manager. These reviews will take place in October (for the period July to end of September), January (for the period October to the end of December), April

(for the period January to the end of March) and July (for the period April to the end of June).

The review in January will coincide with the mid-year performance assessment as per section 72 of the Municipal Finance Management Act. Section 72 determines that by 25 January of each year the accounting officer must assess the performance of the municipality and report to the Council on inter alia its service delivery performance during the first half of the financial year and the service delivery targets and performance indicators set in the service delivery and budget implementation plan.

Many of the indicators in the municipal scorecard will only be measurable on an annual basis. The quarterly reviews should thus culminate in a comprehensive annual review of performance in terms of all the scorecards.

The Executive Mayor will need to ensure that targets committed to in the municipal scorecard are being met, where they are not, that satisfactory and sufficient reasons are provided and that the corrective action being proposed is sufficient to address the poor performance.

The review should also focus on reviewing the systematic compliance to the performance management system, by directorates, departments, Portfolio Councillors and the Municipal Manager. The review will also include:

- An evaluation of the validity and suitability of the Key Performance Indicators and recommending must any changes;
- An evaluation of the annual and 5 year targets to determine whether the targets are over stated or understated. These changes need to be considered;
- Changes to KPIs and 5 year targets for submission to council for approval. (The reason for this is that the original KPIs and 5 year targets would have been published with the IDP, which would have been approved and adopted by council at the beginning of the financial year.)
- An analysis to determine whether the Municipality is performing adequately.

It is important that the Executive Mayor not only pay attention to poor performance but also to good performance. It is expected that the Executive Mayor will acknowledge good performance, where directorates or departments have successfully met targets in their directorate / departmental scorecards.

5.2.2 Council Reviews

At least annually, the Executive Mayor will be required to report to the full council on the overall municipal performance. It is proposed that this reporting take place using the municipal scorecard in an annual performance report format as per the Municipal Systems Act. The said annual performance report will form part of the Municipality's Annual Report as per section 121 of the Municipal Finance Management Act.

5.2.3 Public Reviews

The MSA as well as the MFMA requires the public to be given the opportunity to review municipal performance. Section 127 of the MFMA requires that the accounting officer (Municipal Manager) must immediately after the Annual Report is submitted to Council make the report public and invite the local community to submit representations with regards

to the Annual Report.

5.3 Roles and Responsibilities

The roles and responsibilities during the TL SDBIP process can be summarised as follows:

Table 2: Responsibilities during the TL SDBIP process

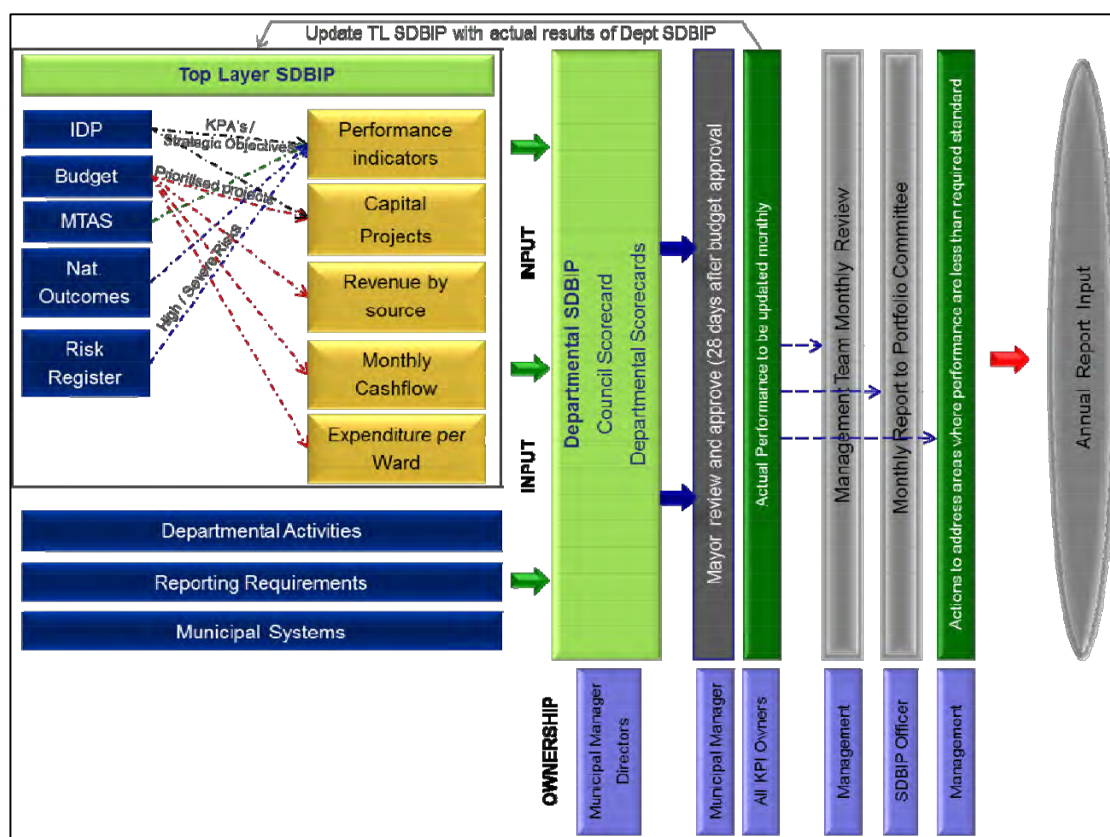
Role Player	Roles and Responsibilities
Executive Mayor	<ul style="list-style-type: none"> • Mayor is responsible for the performance and need to approve the TL SDBIP. • Quarterly review of performance and monitor implementation of corrective action. • Submit the mid-year and annual performance reports to Council.
Mayoral Committee	<ul style="list-style-type: none"> • Support to the Executive Mayor. • Provide strategic awareness and manage the development of the TL SDBIP.
Portfolio Councillor	<ul style="list-style-type: none"> • Monitor the implementation of the strategy. • Review and monitor the implementation of the TL SDBIP at Portfolio Committee level.
Council	<ul style="list-style-type: none"> • Oversight role to ensure that performance management processes are monitored.
Municipal Manager	<ul style="list-style-type: none"> • Drafting of the TL SDBIP • Ensure the implementation of the TL SDBIP. • Monitor the TL SDBIP and ensure that POEs proof performance exists. • Take corrective action where required. • Communicate with the Executive Mayor and Executive Management Team.
Senior Management Team	<ul style="list-style-type: none"> • Manage and report on departmental performance to be cascaded up to the TL SDBIP. • Plan Performance. • Integration role and ensure POEs exists to proof performance.
Internal Audit	Internal audit should quarterly audit the results reported and issue a report to the municipal manager / performance audit committee.
Auditor-General	Auditing of legal compliance and outcomes.
Performance Audit Committee	Independent oversight on municipal performance and legal compliance.

5.4 Departmental Scorecards

The directorate and departmental scorecards (detailed SDBIP) will capture the performance of each defined directorate or department. Unlike the municipal scorecard, which reflects on the strategic priorities of the municipality, the SDBIP will provide detail of each outcome for which top management are responsible for, in other words a comprehensive picture of the performance of that directorate/sub-directorate. It will be compiled by senior managers for his/her directorate and will consist of objectives, indicators and targets derived from the Municipality's annual service delivery and budget implementation plan and any annual business or services plan compiled for each directorate or department.

The following diagram illustrates the establishment, components and review of the departmental SDBIP:

Figure 4: Establishment, components and review of the departmental SDBIP



5.5 Preparing the Departmental SDBIP

KPIs should be developed for Council, the office of the Municipal Manager and for each Directorate. The KPIs should:

- Address the TL KPIs by means of KPIs for the relevant section responsible for the KPI.
- Add KPIs to address the key departmental activities.
- Each KPI should have clear targets and should be assigned to the person responsible for the KPI. KPIs should be SMART.

The number KPIs developed to address National KPAs, Municipal Strategic Focus Areas (SFAs) and strategic objectives should be spread amongst the aforementioned in terms of National and Local Agendas.

5.6 Approval of Departmental SDBIP

The Departmental SDBIP of each Directorate should be submitted to the Municipal Manager for approval by 31 August each year.

5.7 Update Actual Performance

An evaluation of the validity and sustainability of the KPIs should be done and the actual performance results of each target should be updated and evaluated on a monthly basis. In order to measure the input/output of the KPIs, the performance results and performance evidence (POEs) should be evaluated and documented. The KPI owners should report on the results of the KPI by documenting the following information on the performance system:

- The actual result in terms of the target set;
- The output/outcome of achieving the KPI;
- The calculation of the actual performance reported. (If %);
- The reasons if the target was not achieved; and
- Actions to improve the performance against the target set, if the target was not achieved.

The municipal manager and his/her senior management team needs to implement the necessary systems and processes to provide the POEs for reporting and auditing.

5.7.1 Monthly Reviews

The Directorates will update their performance monthly in terms of the SDBIP and report to the Municipal Manager. It is important that Directorates use these reviews as an opportunity for reflection on their goals and programmes and whether these are being achieved. The Portfolio Committee should have a standing agenda item to discuss at their monthly meetings. The SDBIP report submitted should be used to analyse and discuss performance.

5.7.2 Adjustments to KPIs

KPIs should only be adjusted after the mid-year assessment and/or after the adjustments budget has been approved. KPIs should be adjusted to be aligned with the adjustment estimate and the reason for the change in KPIs should be documented in a report to the Executive Mayor for approval.

Additional KPIs can be added during the year with the approval of the municipal manager. The approval documents should be safeguarded for audit purposes.

5.7.3 Roles and Responsibilities

The roles and responsibilities during the Departmental SDBIP process can be summarised as follows:

Table 3: Responsibilities during the Departmental SDBIP process

Role Player	Roles and Responsibilities
Executive Mayor	<ul style="list-style-type: none"> Responsible for the KPIs assigned to him/her and his/her committee. The mayor should update performance results monthly.
Mayoral Committee	<ul style="list-style-type: none"> Review the feedback received from Portfolio Councillors/ respective senior manager and monitor overall performance. Support the Executive Mayor.
Portfolio Councillor	<ul style="list-style-type: none"> Support the senior manager to implement the municipal strategy. Review and monitor progress at portfolio level. Report to the Mayoral Committee on performance review and progress. Assist senior management to take corrective action to improve performance.
Municipal Manager	<ul style="list-style-type: none"> Approval of the Departmental SDBIP. Monitor SDBIP and ensure that POEs exist. Review and monitor the implementation on the SDBIP. Ensure that KPIs address the municipal strategy and service delivery requirements. Ensure alignment with the IDP objectives/programmes and budgets. Take corrective actions where required. Communicate with the senior management team on performance progress and reporting. Ensure quarterly internal audit and take necessary action where required. Communicate results to the Portfolio Committee and Mayoral Committee.
All Managers	<ul style="list-style-type: none"> Design KPIs to address the TL SDBIP, operational needs, service delivery improvement and other key departmental activities. Plan performance and set targets. Assign KPIs to KPI owners. Ensure the implementation of the SDBIP. Monitor performance and document POEs. Take corrective action where required. Communicate performance results to the municipal manager and Portfolio Committee.
Internal Audit	<ul style="list-style-type: none"> Internal audit should quarterly audit the results reported and issue a report to the municipal manager / performance audit committee.
Auditor-General	<ul style="list-style-type: none"> Auditing of legal compliance and outcomes.
Performance Audit Committee	<ul style="list-style-type: none"> Independent oversight on municipal performance and legal compliance.

5.8 Individual Performance

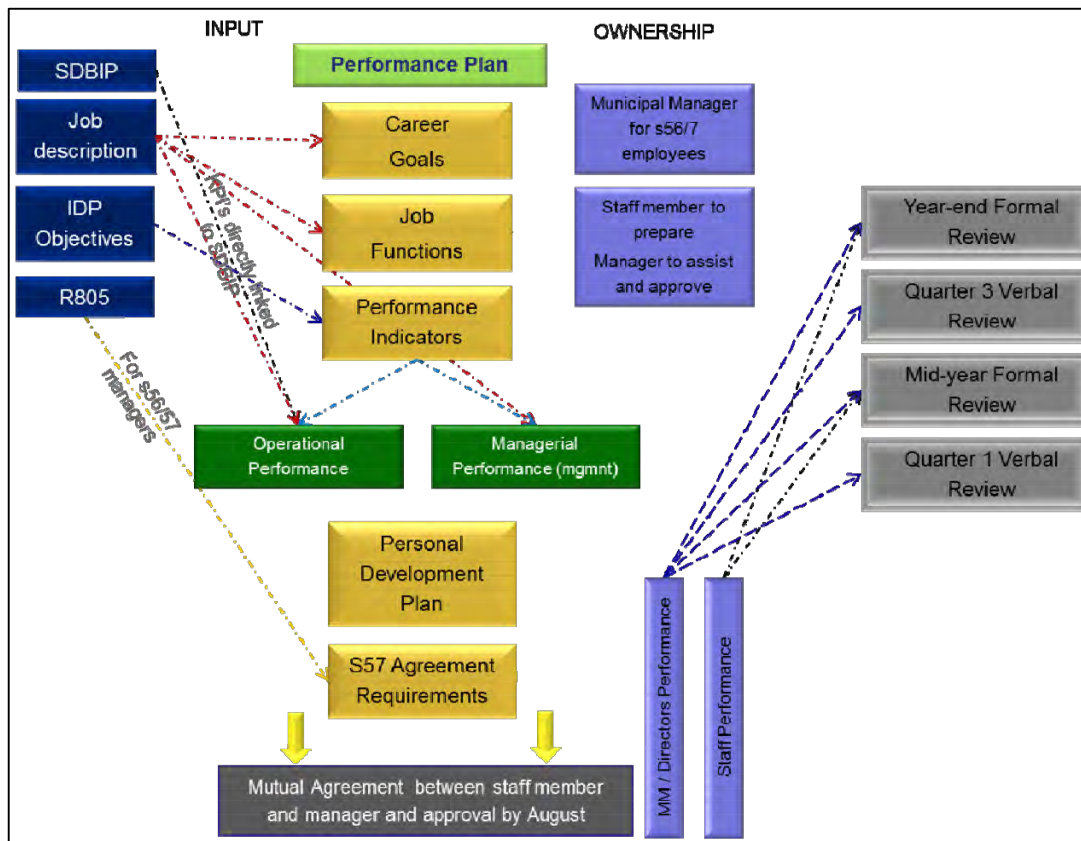
The performance of a municipality is integrally linked to that of staff. It is therefore important to link organisational performance to individual performance and to manage both at the same time, in separate processes. Although legislation requires that the municipal manager, and managers directly accountable to the municipal manager, sign formal performance contracts, it is also a requirement that all employees have performance plans. These should

be aligned with the individual performance plan of the head of the directorate and job descriptions. It is however the responsibility of the employer, to create an environment, which the employees can deliver the objectives and the targets set for them in their performance plans and job descriptions.

Performance contracts should be concluded with the Municipal Manager, Directors, Senior Managers and Managers. The rest of the performance contracts with the rest of the staff will be implemented with a phased in approach.

The following diagram illustrates the individual performance management processes:

Figure 5: The individual performance management processes



The Benefits of Individual Performance are to:

- Ensure alignment of individual goals and objectives with that of the organisation and to co-ordinate efforts in order to achieve those goals;
- Understand what is expected from the incumbents, by when it is expected and to what standard is expected;
- Understand the incumbent's key areas of accountability;
- Determine whether or not performance objectives are being met;
- Make qualified decisions within the incumbents level of competencies; and
- Avail the incumbents of learning and development opportunities to competently meet their performance targets.

5.9 Individual Scorecards (Municipal Manager and Section 56 Managers)

The MSA and Regulation 805 of August 2006 (Performance of the Municipal Manager and the Managers reporting directly to the Municipal Manager) require the Municipal Manager and the Managers reporting directly to the Municipal Manager to enter into annual Performance Agreements. The Performance Agreements of the Municipal Manager and other MSA Section 56/57 Managers should be directly linked to their employment contract. Performance will be reviewed quarterly of which the mid-year and year-end performance will be formal evaluations. These Performance Agreements consist of three distinct parts:

- **Performance Agreement:** This is an agreement between the MSA Section 56/57 Manager and the Municipality, which regulates the performance required for a particular position and the consequences of the performance. The Agreement deals with only one aspect of the employment relationship, namely performance. This agreement must be reviewed and renewed annually, subject to the individual's annual performance. This agreement can be altered during the course of the financial year with the written consent from both the employer and employee. The performance agreement is guided by any change in the organisational structure.
- A performance bonus may be paid as agreed in the performance agreement.
- **Performance Plan:** The Performance Plan is an Annexure to the Performance Agreement and stipulates in detail the performance requirements for a single financial year. The SDBIP transcends into the Performance Plan/s of the respective Section 56/57 Managers according to their areas of responsibility.
- **Personal Development Plan:** The plan is an Annexure to the Performance Agreement and addresses the developmental needs/requirements of the manager indicating actions and timeframes.

The list of Core Managerial Criteria are tabled as follows:

Table 4: List of Core Managerial Criteria

Skills	Measurement
Strategic and direction leadership	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate
Programme and project management	Able to understand programme and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.
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.
Change Leadership	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.
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.
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.
People management	Must be able to manage and encourage people, optimise their outputs and effectively manage relationships in order to achieve the municipality's goals.
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.

Skills	Measurement
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.
Results and quality focus	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.

The agreements must be finalised by August every year and be agreed and approved by the respective senior manager. The process on how to prepare performance plans is documented in the Performance Management System Manual.

5.10 Individual Scorecards (rest of staff)

The introduction of individual performance is applicable to employees with the title Manager, Senior Manager and any other senior staff member as identified by the relevant Manager, Senior Manager, Director and or Municipal Manager. Performance plans should also be concluded with senior staff members appointed on a temporary basis for minimum period of six months and more.

The data obtained from Directorate scorecards (detailed SDBIP), will provide the user with the respective individual performance plans for managers reporting to the S57 managers.

Performance Plans are agreed with each employee as part of his/her career development plan and should include the following:

- Qualifications – a record of formal and informal training and experience;
- Job functions – key focus areas for the year;
- Career goals - long term and intermediate career goals;
- Key performance indicators linked to the SDBIP – KPIs in the SDBIP that are the responsibility of the respective manager and KPIs aligned to the job description of the manager.
- Managerial KPIs – the core managerial competencies that the manager will be evaluated on.
- A list of the core managerial competencies (CMCs) is provided for the evaluation of managerial skills.
- Weightings show the relative importance of input or output against another input or output. Every input or output in the performance agreement must be assigned to a weighting. The weightings / ratings and the distribution of the ratings per level need to be determined by the management team in the beginning of each financial year and agreed with the employer or group of employers. (employee or group of employees)
- Development needs and learning plan.

5.11 Skills Development Plan

The skills development plan needs to be compiled / updated with the information obtained from the performance agreements and the development plans. The human resources manager together with the respective line manager is responsible to facilitate the implementation of the skills development plan.

5.12 Informal and Formal performance reviews

Monthly monitoring of the departmental SDBIP takes place and performance is discussed with relevant staff as and when required.

Although performance should be managed on a daily basis, performance reviews should be done by the respective supervisor quarterly of which two is formal and two informal. The objective review should be based on actual performance and performance evidence. The responsibility to maintain and present a portfolio of evidence file at the performance assessment is with the subordinate. The supervisor and employee needs to prepare for the review and discuss the performance during a focused performance meeting. The review should be documented on the performance system as set out in the Performance Management System Manual. Feedback should be provided during the review on the employee's ability to render the allocated tasks including measures to improve on set targets

The Mid-year performance evaluations should be completed by end February for the period July to December and August for the period January to June.

Please note that performance and growth is the responsibility of each individual employee and employees should ensure that his / her performance plan is executed. Performance measurement is an ongoing process and should not only be addressed during the formal reviewing sessions.

Performance should be moderated per department per task level / group level after the performance evaluation of all staff has been finalised. The moderation should be conducted in terms of the Performance Management Manual to ensure objectivity and fairness.

Unacceptable performance needs to be addressed and action plans to improve the performance must be prepared and agreed with the employee who did not perform. The performance against the action plans must be reviewed on a monthly basis.

5.13 Appeals Process

5.13.1 Section 56/57-Employees

The Appeals process as prescribed in R805 of August 2006 and as agreed in the employment and performance contracts of the Section 56/57-Managers will be applicable in instances where they are not in agreement with their final performance evaluations.

5.13.2 Employees reporting to the Directors and the Municipal Manager

Should employees not agree with the contents of their performance agreement after the performance discussions or with the final scores that are allocated to them, they may elect to follow the municipality's normal grievance procedures for the resolution by the Municipal Manager.

5.13.3 Reward and Recognition

The performance scores will be finalised during the moderation where after it must be approved by the moderation committee (fish-bowl). These scores will be used to recognised excellent performance in terms of the Council's Reward and Recognition Policy (Currently in draft format).

5.14 Service Providers

A municipal service can be provided by the Municipality by entering into a Service Delivery Agreement in terms of Section 76(b) of the Municipal System Act with an external service provider. The Municipality is responsible for monitoring and assessing the implementation of the agreement, including the performance of the service provider in accordance with section 41 of the Municipal Systems Act.

This section sets out the guidelines on the monitoring and reporting on the performance of service providers in terms of Chapter 8 of the Municipal Systems Act and Section 116 of the Municipal Finance Management Act.

External Service providers will be evaluated on the following criteria by the service departments on a monthly basis:

Table 5: Criteria to be used in evaluating external service providers

Performance rating	Objective Measures to Assess Service Provider Performance
3	<ul style="list-style-type: none"> - Quality of Service delivery as agreed; Deviations are managed as mutually agreed; - Compliance to most undertakings, duties and obligations and requirements as set out in the Main Agreement and Annexures; - Progress with all projects and new service requests are on target; - All Service failure events during month resolved within agreed time frames and preventative measures are proposed by Service Provider.
2	<ul style="list-style-type: none"> - Quality of Service delivery not in full compliance with Agreement; Requires more management and focus from Service Provider; - Progress with projects and new service requests are on not on target; - Service failure events are not resolved in agreed time frames and preventative measures for implementation are not proposed by Service Provider.
1	<ul style="list-style-type: none"> - Quality of Service delivery totally unacceptable; Consider termination of Agreement and all Services. - Non-compliances, progress with projects and new service requests and service failure events worse than for rating 2; - Commitment from Service Provider to resolve outstanding issues is lacking; - Skills and resources to deliver a quality service are inadequate; - Participation in contract governance, service management and effective communication is lacking or inadequate.

5.14.1 Notification of Service Providers upon Appointment

All service providers must be informed of:

- The assessment and reporting of the service provider's performance;
- setting of performance criteria in terms of the tender, the required deliverables and service level agreement;
- the exchange of information on service provider performance reports between government units/departments.

5.14.2 Evaluating the Performance of Service Providers

Thresholds (size and types of service provider contracts in line that need to comply with the requirements of the SCM policy should be allowed to. The thresholds that need to be reviewed include:

- Contracts larger than R200 000; and
- Contracts where the service providers is required to deliver a service (not goods and products).

Contracts must be signed by service providers and sign a service level agreement indicating:

- The services to be delivered;
- the timeframes and
- the evaluation methodology.

The service provider's performance must be assessed in the context of the project as a whole. The respective roles and obligations of the Municipality and service provider under the contract must be taken into account.

Persons preparing or reviewing the performance of a service provider must consider whether satisfactory progress or completion of a project has been affected by any matters which are:

- Outside the service provider's control; or
- The result of some action by the Municipality.

The service provider's performance must therefore be evaluated against set performance criteria, after taking into account matters beyond the service provider's control.

5.14.3 Prescribed Procedures to Evaluate Service Providers

The following procedures need to be followed:

- The requirements of this policy must be included in the contract of the service provider.
- The performance of the service providers under the contract or service level agreement contracts to be included in a clause must be assessed monthly by the Reporting Officer.
- The assessment must be filed in the contract file or captured onto the database
- The Reporting Officer must complete the Service Provider Assessment Form on the database at the end of each month and on completion or termination of the contract.
- The quarterly assessment must be completed within 15 working days after the end of each quarter.
- The Reporting Officer must provide a copy of the assessment to the Service Provider at the end of each quarterly assessment period and on completion or termination of the contract.
- Supply Chain Management Unit will review the quarterly Service Provider assessments within 20 days after the end of each quarter and submit a summary report to Council.
- The Accounting Officer need to develop the necessary forms and report structures to be utilised to manage the above processes. The forms and reporting requirements need to be reviewed on a regular basis.
- In the instance of under-performance:
 - The Municipality will facilitate support interventions to service providers in the identified areas of underperformance.
 - Service providers who have been identified as under-performing in identified areas must be informed of these support interventions.
 - The impact of support interventions must be monitored by the Reporting Officer.
 - The records of the support interventions must be documented, signed by both parties and appropriately filed.

5.15 Evaluation and Improvement of the Performance Management System

The Municipal Systems Act requires the municipality to annually evaluate its performance management system. It is proposed that after the full cycle of the annual review is complete; the Municipal Manager will initiate an evaluation report annually, taking into account the input provided by directorates and departments. This report will then be discussed by the Management Team and finally submitted to the Council for discussion and approval. The evaluation should assess:

- The adherence of the performance management system to the Municipal Systems Act.
- The fulfilment of the objectives for a performance management system.
- The adherence of the performance management system to the objectives and principles.
- Opportunities for improvement and a proposed action plan.

While good and excellent performance must also be constantly improved to meet the needs of citizens and improve their quality of life, it is poor performance in particular that needs to be improved as a priority. In order to do this, it is important that the causal and contributing reasons for poor performance are analysed. Poor performance may arise out of one or more of the following:

- Poor systems and processes;
- Inappropriate structures;
- Lack of skills and capacity;
- Inappropriate organisational culture; and
- Absence of appropriate strategy.

To improve performance, the appropriate response strategy should be chosen:

- Restructuring is a possible solution for an inappropriate structure;
- Process and system improvement will remedy poor systems and processes;
- Training and sourcing additional capacity can be useful where skills and capacity are lacking;
- Change management and education programmes can address organisational culture issues;
- The revision of strategy by key decision-makers can address shortcomings in this regard; and
- Consideration of alternative service delivery strategies should be explored.

Performance analysis is a requirement in order to identify poor performance. The Municipal Manager will implement the appropriate response strategy to improve performance.

6 Governance

The governance structure was established to offer credibility to the overall performance processes. The audit of performance information and system should comply with section 166 of the Municipal Finance Management Act and Regulation 14 of the Municipal Planning and Performance Management Regulations (2001).

6.1 Governance Framework for the Performance Management system

The performance management system is web-based and used for administering the SDBIP which is available on the internet on a 24 hour/7 days a week/356 days a year interval. The maintenance are done on a weekly basis from 14:00 – 18:00 on a Sunday.

6.1.1 Continuous quality control and co-ordination

Directorates are required to co-ordinate and ensure good quality of performance reporting and reviews on an ongoing basis. It is their role to ensure conformity to reporting formats and verify the reliability of reported information, where possible.

The Municipal Manager must review overall performance monthly while the Senior Manager: Governance should support him/her in verifying the performance data and prepare the performance reports.

6.2 Performance investigations

The Executive Mayor or Performance Audit Committee should be able to commission in-depth performance investigations where there is either continued poor performance, a lack of reliability in the information being provided or on a random ad-hoc basis. Performance investigations should assess:

- The reliability of reported information;
- The extent of performance gaps from targets;
- The reasons for performance gaps; and
- Corrective action and improvement strategies.

While the internal audit function may be used to conduct these investigations, it is preferable that external service providers, who are experts in the area to be audited, should be used. Clear terms of reference will need to be adopted by the Executive Mayor for such investigation.

6.3 Internal Audit

Section 165 of the MFMA requires that each municipality must have an internal audit unit however such function may be outsourced.

The municipality's internal audit function will need to be continuously involved in auditing the performance reports based on the organisational and directorate/departmental scorecards. As required by Regulation, they will be required to produce an audit report on a quarterly basis, to be submitted to the Municipal Manager and Performance Audit Committee.

The audit should include an assessment of the:

- functionality of the municipality's performance management system;
- adherence of the system to the Municipal Systems Act; and
- the extent to which performance measurements are reliable.

6.4 Performance Audit Committee

The MFMA and the Municipal Planning and Performance Management Regulations require that the municipal council establish an audit committee consisting of a minimum of three

members, where the majority of members are not employees of the municipality. No Councillor may be a member of an audit committee. Council shall also appoint a chairperson who is not an employee.

The Regulations give municipalities the option to establish a separate performance audit committee whereas the MFMA provides only for a single audit committee. The operation of this audit committee is governed by section 14 (2-3) of the regulations.

According to the regulations, the performance audit committee must:

- review the quarterly reports submitted to it by the internal audit unit.
- review the municipality's performance management system and make recommendations in this regard to the council of that municipality.
- assess whether the performance indicators are sufficient.
- at least twice during a financial year submit an audit report to the municipal council.

It is further proposed that the audit committee be tasked with assessing the reliability of information reported.

In order to fulfil their function a performance audit committee may, according to the MFMA and the regulations,

- communicate directly with the council, municipal manager or the internal and external auditors of the municipality concerned;
- access any municipal records containing information that is needed to perform its duties or exercise its powers;
- request any relevant person to attend any of its meetings, and, if necessary, to provide information requested by the committee; and
- investigate any matter it deems necessary for the performance of its duties and the exercise of its powers.

7 Performance Reporting

Performance must be reported in terms of the MSA, MFMA and the regulations and circulars issued in terms of the aforementioned legislation. These reports include the reports listed below.

7.1 Quarterly Reports

Quarterly reporting of departmental KPIs that is linked to Top Layer KPIs is due on the 12th day after the end of the quarter, irrespective if the due date falls on a weekend. Directors (secondary users) will have the opportunity to review the updates of the relevant directorate between the 8th and 10th day after the end of the quarter. Supporting proof of evidence should be uploaded to the system to substantiate performance against the key performance indicator.

Reports on the performance of the TL SDBIP should be generated from the system and submitted to Council. This report should also be published on the municipal website.

Actuals are to be updated in relation to the unit of measurement as follows:

Table 6: unit of measurement

Units	If the Unit of measurement is in	The Actual must also be in # unit
Number (#)	Number	Number
Percentage (%)	Percentage	Percentage
Rand (R)	Rand	Rand

7.2 Mid-year Assessment

The performance of the first 6 months of the financial year should be assessed and reported on in terms of section 72 of the MFMA. This assessment must include the measurement of performance, the identification of corrective actions and recommendations for the adjustments of KPIs, if necessary. Supporting proof of evidence should be uploaded to the system to substantiate performance against the key performance indicator.

The format of the report must comply with the section 72 requirements. This report must be submitted to Council on or before 31 January of each year.

7.3 Annual Performance Report

The annual performance report must be completed by the end of August and submitted with the financial statements. This report must be based on the performance reported in the SDBIP supported by the relevant proof of evidence. Reports should be generated from the system, reviewed and updated in the performance comments field for reporting purposes.

7.4 Annual Report

The annual report should be prepared and submitted as per MFMA Circular 11. The update of the Annual report commences on the 1st of July annually whereby service departments are required to submit narratives that address the highlights, challenges experienced during the previous financial year

Submission of the First Draft Annual Report to Council: Within 7 months after the end of the financial year.

Section 121(1) states that every municipality and every municipal entity must for each financial year prepare an annual report in accordance with this Chapter. The council of a municipality must within nine months after the end of a financial year deal with the annual report of the municipality and of any municipal entity under the municipality's sole or shared control in accordance with section 129.

Submission of the Final Draft Annual Report to Council: Within 9 months after the end of the financial year.

Section 129. (l) of the Municipal Finance Management Act (MFMA), (Act No 56 of 2003) states that *"The council of a municipality must consider the annual report of the municipality and of any municipal entity under the municipality's sole or shared control and by no later than two months from the date on which the annual report was tabled in the council in terms of*

section 127, adopt an oversight report containing the council's comments on the annual report, which must include a statement whether the council-

- (a) has approved the annual report with or without reservations;
- (b) has rejected the annual report; or
- (c) has referred the annual report back for revision of those components that can be revised."

8 Legislative Reporting Requirements

The legislative requirements regarding reporting processes are summarised in the following table:

Table 7: legislative requirements regarding reporting processes

Time frame	MSA/ MFMA Reporting on PMS	Section
Quarterly reporting	<p>The municipal manager collates the information and draft the organisational performance report, which is submitted to Internal Audit.</p> <p>The Internal Auditors (IA) must submit quarterly audited reports to the Municipal Manager and to the Performance Audit Committee</p> <p>The Municipal Manager submits the reports to the Council.</p>	MSA Regulation 14(1)(c)
Bi-annual reporting	<p>The Performance Audit Committee must review the PMS and make recommendations to council</p> <p>The Performance Audit Committee must submit a report at least twice during the year a report to Council</p> <p>The Municipality must report to Council at least twice a year.</p> <p>The Accounting officer must by 25 January of each year assess the performance of the municipality and submit a report to the Mayor, National Treasury and the relevant Provincial Treasury.</p>	<p>MSA Regulation 14(4)(a)</p> <p>MSA Regulation 14(4)(a)</p> <p>MSA Regulation 13(2)(a)</p> <p>MFMA S72</p>
Annual reporting	<p>The annual report of a municipality must include the annual performance report and any recommendations of the municipality's audit committee</p> <p>The accounting officer of a municipality must submit the performance report to the Auditor-General for auditing within two months after the end of the financial year to which that report relate</p> <p>The Auditor-General must audit the performance report and submit the report to the accounting officer within three months of receipt of the performance report</p> <p>The Mayor of a municipality must, within seven months after the end of a financial year, table in the municipal council the annual report of the municipality</p>	<p>MFMA S121 (3)(c)(j) & MSA S46</p> <p>MFMA S126 1(a)</p> <p>MFMA S126 (3)(a)(b)</p> <p>MFMA S127(2)</p>
	<p>The Auditor-General may submit the performance report and audit report of a municipality directly to the municipal council, the National Treasury, the relevant provincial treasury, the MEC responsible for local government in the province and any prescribed organ of the state</p> <p>Immediately after an annual report is tabled in the council, the accounting officer of the municipality must submit the annual report to the Auditor- General, the relevant provincial treasury and the provincial department responsible for local government in the province.</p>	<p>MFMA S127 (4)(a)</p> <p>MFMA S127 (5)(b)</p>
	<p>The council of the municipality must consider the annual report by no later than two months from the date on which the annual report was tabled, adopt an oversight report containing</p>	<p>MFMA S129 (1)</p>

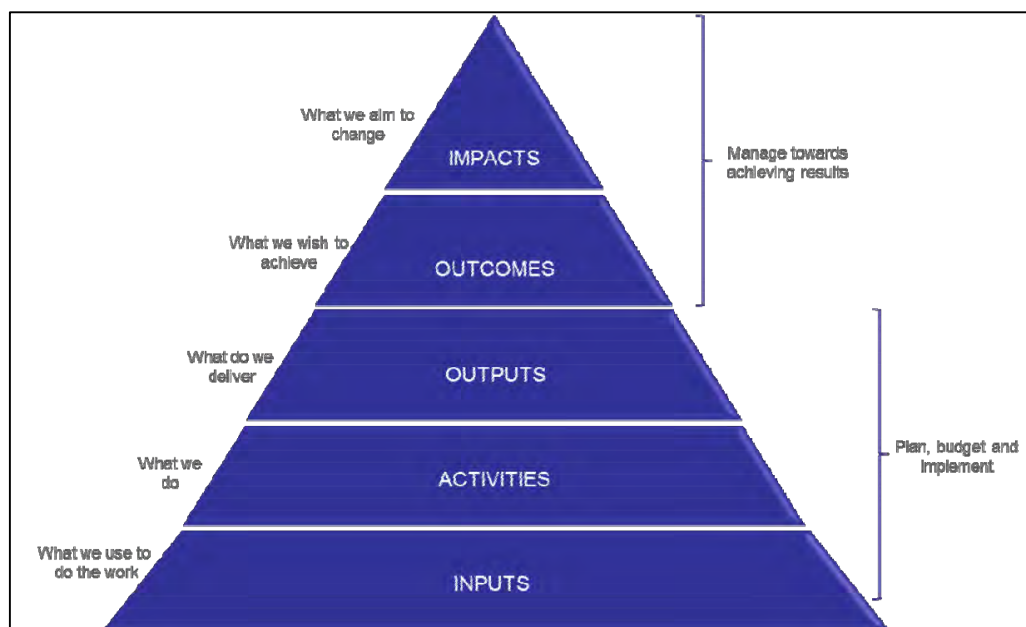
Time frame	MSA/ MFMA Reporting on PMS	Section
	<p>council's comments on the annual report</p> <p>The meetings of a municipal council at which an annual report is to be discussed or at which decisions concerning an annual report are to be taken, must be open to the public and any organ of the state</p> <p>The Cabinet member responsible for local government must annually report to Parliament on actions taken by the MECs for local government to address issues raised by the Auditor-General</p>	<p>MFMA S130 (1)</p> <p>MFMA S134</p>
<p>Contracts and contract Management</p>	<p>(1) A contract or agreement procured through the supply chain management system of a municipality or municipal entity must-</p> <ul style="list-style-type: none"> (a) be in writing; (b) stipulate the terms and conditions of the contract or agreement, which must include provisions providing for- <ul style="list-style-type: none"> (i) the termination of the contract or agreement in the case of non- or underperformance; (ii) dispute resolution mechanisms to settle disputes between the parties; (iii) a periodic review of the contract or agreement once every three years in the case of a contract or agreement for longer than three years; and (iv) any other matters that may be prescribed. <p>(2) The accounting officer of a municipality or municipal entity must-</p> <ul style="list-style-type: none"> (a) take all reasonable steps to ensure that a contract or agreement procured through the supply chain management policy of the municipality or municipal entity is properly enforced; (b) monitor on a monthly basis the performance of the contractor under the contract or agreement; (c) establish capacity in the administration of the municipality or municipal entity- <ul style="list-style-type: none"> (i) to assist the accounting officer in carrying out the duties set out in paragraphs (a) and (b); and (ii) to oversee the day-to-day management of the contract or agreement; and (d) regularly report to the council of the municipality or the board of directors of the entity, as may be appropriate, on the management of the contract or agreement and the performance of the contractor. <p>(3) A contract or agreement procured through the supply chain management policy of the municipality or municipal entity may be amended by the parties, but only after-</p> <ul style="list-style-type: none"> (a) the reasons for the proposed amendment have been tabled in the council of the municipality or, in the case of a municipal entity, in the council of its parent municipality; and (b) the local community- <ul style="list-style-type: none"> (i) has been given reasonable notice of the intention to amend the contract or agreement; and (ii) has been invited to submit representations to the municipality or municipal entity. 	<p>MFMA 116</p>

9 Design of Key Performance Indicators and Targets

9.1 Setting Indicators

In setting indicators it is important that one understands the key performance concepts and the relationship between the core performance information concepts illustrated below.

Figure 6: The key performance concepts and the relationship between the core performance information



The following aspects must also be considered:

- The key priorities and objectives of the Municipality set in the IDP, which have been determined during the public participation process at ward committees.
- The scope of sector plans to be evaluated to reach the key priorities and objectives of the Municipality during the next financial year.
- The activities and processes identified in the IDP for achieving the developmental objectives as well as the earmarked resources.
- Baseline and performance standard information for each indicator.
- The risks identified during the risk review of the municipality that needs to be addressed with specific actions.
- The indicators listed in the Municipal Turnaround Strategy (MTAS).
- Compliance and reporting requirements in terms of legislation.
- Core departmental activities that need to be measured to improve municipal effectiveness and efficiency.
- The alignment of departmental activities and capital projects identified in the IDP with the budget.
- Whether measurement tools (system and data) to measure the performance of the indicators are available or can be developed.
- In the event that measurement tools do not exist, then it is advisable that a KPI be set which would measure the design and implementation of such a system. Once the measurement tool has been implemented, then the KPI measuring the output from the tool can then be included in the scorecard.
- The cost involved in setting up measurement tools needs to be considered.

- The time frame for the implementation of measurement tools is also important.
- It is important that the responsibility for the KPI needs to be allocated to the appropriate person who will be required to measure the output/outcome on the KPIs.
- The timeframes for measuring and reporting actual performance against target set.

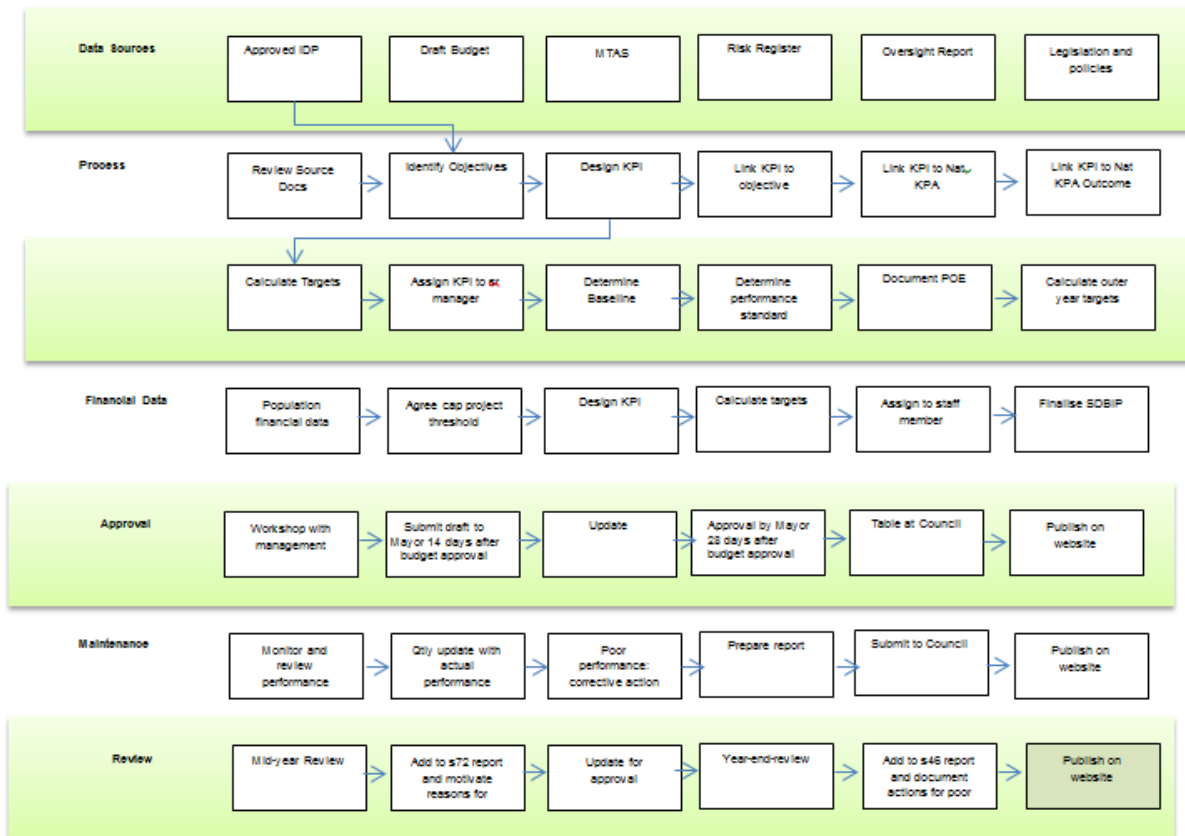
The following steps should be followed to develop a performance indicator:

- Identify the strategic objectives defined in the IDP and the key activities in the department that need to be measured.
- Agree on what you are aiming to achieve by considering the end result (outcome / impact) of each strategic objective and define the critical processes to achieve each of the strategic objectives.
- Specify the outputs, activities and inputs in order to achieve the outcomes and impacts.
- In the instance where performance indicators for individuals needs to be developed you also need to consider key job requirements (job description).
- For each activity, confirm that it will assist in achieving the objectives and determine what the proof of evidence will be that the activity has been delivered.
- Determine what resources you will require to be able to deliver the activity and confirm availability for such resources, e.g. you cannot establish a play park without the necessary financial resources.
- Determine the timeframes by when the activities need to be achieved.
- Decide which department and individual will take responsibility for the activities.
- Draft the KPI by explaining what will be done, how it will be done and what will be achieved.
- Link it to timeframes indicating by when the activity should be delivered as well as to the National KPAs, National Outcomes and the objective to be achieved.
- Formulate how the activity will be measured and what the proof will be that the activity has been delivered (how will the activity be measured).
- Add the baseline for the indicator (the level where we are before we start with the work).
- Determine and add the performance standard for the target (minimum or ideal level of performance).
- Allocate responsibility for delivering the activity to a department and individual (who will be responsible for delivery and reporting on the target).
- Set the targets to be achieved per month / quarter in order to deliver the indicator (targets should as far as possible comply with the SMART principle).
- Agree the finally formulated indicator with the respective department / manager / staff member.

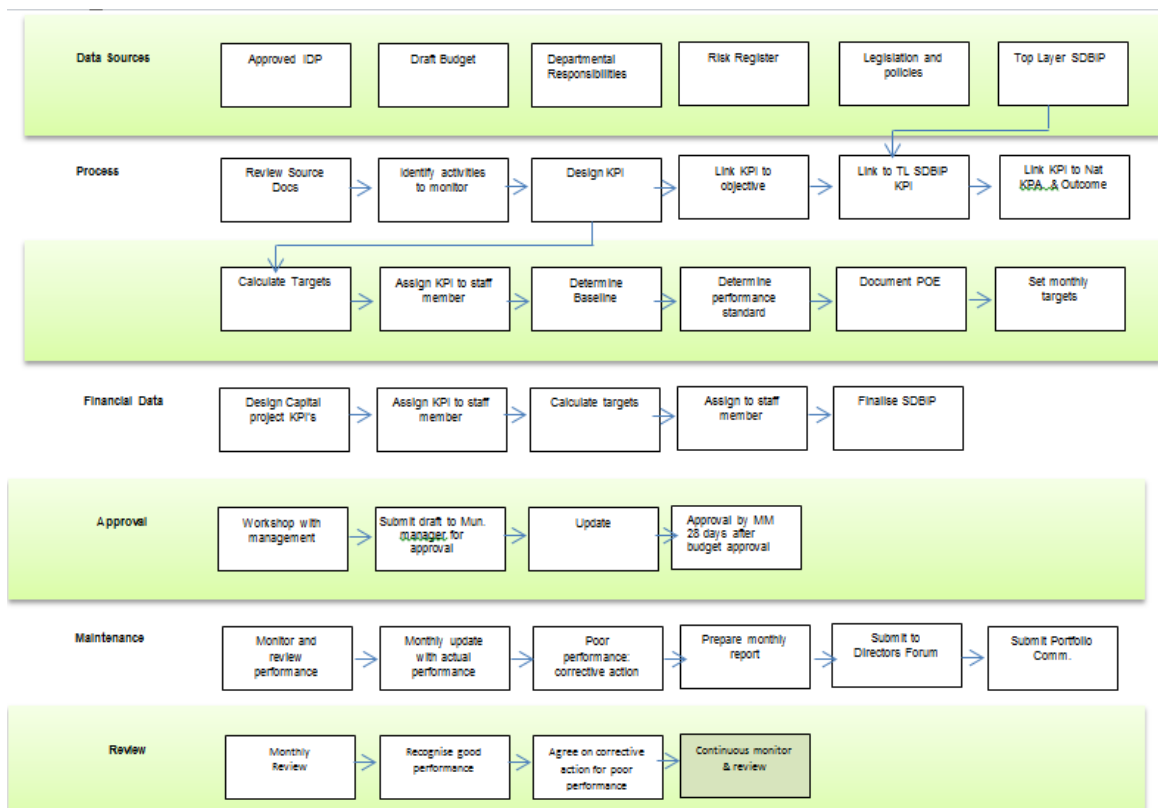
9.2 Performance Process Maps

The following process maps summarise the key operational and individual performance processes. These process maps should be read with the sections dealing with these performance processes.

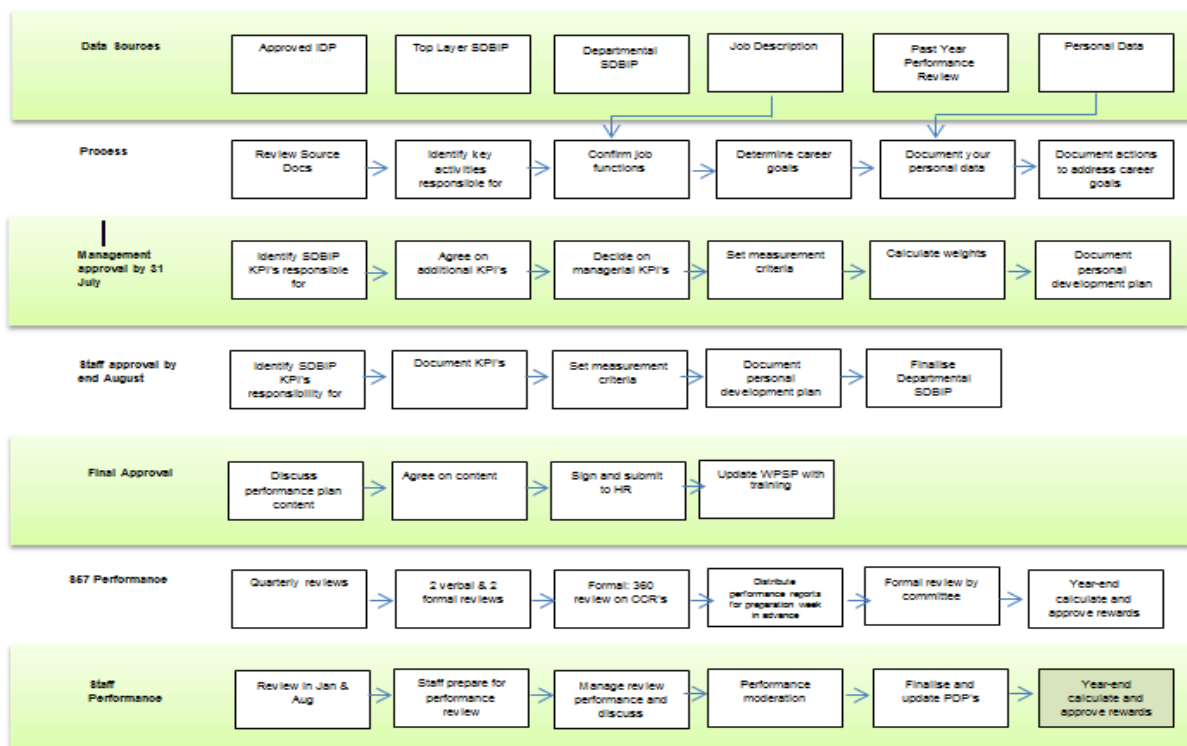
9.2.1 Top Layer SDBIP



9.2.2 Departmental SDBIP



9.2.3 Individual Performance



9.3 Role and Responsibilities of Stakeholders

The following table sets out a summary of the roles and responsibilities of the various stakeholders in the PMS within each of the management components:

Table 8: Role and Responsibilities of Stakeholders

Stakeholders	Involvement	Benefits
	Administrative Oversight	
Executive Mayor	<ul style="list-style-type: none"> Facilitate the development of a long term Vision regarding IDP and PMS. Mayor is responsible for the performance and need to approve the SDBIP and submit the annual performance report to Council. Approval of municipal manager performance plan and evaluate and report on municipal performance. 	Optimum and equitable service delivery.
Mayoral Committee	Support to the Executive Mayor. Provide strategic awareness and manage the development of the IDP and PMS.	Promotes public awareness and satisfaction.

Stakeholders	Involvement	Benefits
	Administrative Oversight	
Portfolio Councillor	<ul style="list-style-type: none"> Monitor the implementation of the strategy. Review and monitor the implementation of the IDP and the PMS. Evaluate performance of senior management, where applicable. 	Facilitates the process of benchmarking and collaboration with other municipalities.
Council	<ul style="list-style-type: none"> Adopt the PMS policy and approve the IDP. Approve performance rewards Oversight role to ensure that performance management processes are monitored. 	Provides a mechanism for the implementation and review of PMS and IDP achievement.

Stakeholders	Involvement	Benefits
	Implementers	
Municipal Manager	<ul style="list-style-type: none"> Ensure the implementation of the IDP and the PMS. Communicate with the Executive Mayor and Senior Management Team. 	Clarifies goals, targets and work expectations of the executive management team, other senior managers, line managers and individual employees.
Senior Management Team	<ul style="list-style-type: none"> Manage Departmental and individual performance. Review and report on performance. 	Facilitates the identification of training and development needs at different levels in the municipality.
All Other Managers	<ul style="list-style-type: none"> Implement the departmental business / operational plans and monitor the Individual Performance Plans. 	Provides an objective basis upon which to reward good performance and correcting under performance.

Stakeholders	Involvement	Benefits
	Implementers	
Individual Employees	<ul style="list-style-type: none"> Execute individual performance plans. 	Mechanism for early warning indicators to check and ensure compliance.
Reporting Officer (for service provider evaluations)	<ul style="list-style-type: none"> Line Departments Monitor and assess work done or service provided as per the service delivery agreement or contract. Report on the performance of the service 	Ensure quality and effective performance of service providers.
Supply Chain Management	<ul style="list-style-type: none"> Manage the performance monitoring process of service providers. Report on contract management and service provider performance to Council quarterly. Report to Council annually on the performance of service providers. Investigate and report on the impact of the interventions. 	<p>Enhances service delivery and performance.</p> <p>Addresses weak performance timeously.</p> <p>Effective reporting.</p>
Internal Audit	<ul style="list-style-type: none"> Assess the functionality, integrity, effectiveness and legal compliance with the PMS. 	<ul style="list-style-type: none"> Enhances the credibility of the PMS and the IDP enhances the status and role of Internal Audit.

STAKEHOLDERS	INVOLVEMENT	BENEFITS
	OVERSIGHT	
Representative Forums / Ward Committees	<ul style="list-style-type: none"> Inform the identification of community priorities. Public involvement in service delivery of the municipality. 	Provide a platform for the public / communities to inform and communicate with Council.
Auditor-General	Audit legal compliance and performance processes.	Provides warning signals of under-performance which can provide pro- active and timely interventions.
Performance Audit Committee	Independent oversight on legal compliance.	Provides warning signals of under-performance.
MPAC/Oversight Committee	Review Annual Report and suggest corrective action to address shortfalls.	Improved performance

10 Policy Review

This policy will be reviewed as and when required.

11 Conclusion

This policy describes how the municipality's performance process, for the organisation as a whole will be conducted, organised and managed.

It is important to note that a Performance Management Policy is dynamic and will change and develop over time to reflect the unique features of the municipality. The municipality environment is no exception to this phenomenon and this policy lends itself to improvement and positive changes with even more focused alignment to the municipality's strategic objectives and performance levels.

7.10.3	PERFORMANCE AGREEMENTS 2018/19 OF THE CHIEF FINANCIAL OFFICER AND THE DIRECTOR: COMMUNITY AND PROTECTION SERVICES
--------	--

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

10 July 2019

1. SUBJECT: PERFORMANCE AGREEMENTS 2018/19 OF THE CHIEF FINANCIAL OFFICER AND THE DIRECTOR: COMMUNITY AND PROTECTION SERVICES

2. PURPOSE

To submit to Council, for notification, the following:

- a) the Performance Agreement 2018/19 as concluded between the Municipal Manager and the Director: Community and Protection Services; and
- b) the Performance Agreement 2018/19 as concluded between the Municipal Manager and the Chief Financial Officer.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

According to Section 57(2) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) 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”.*

5. RECOMMENDATIONS

- (a) that Council takes notice of the Performance Agreement 2018/19 as concluded between the Municipal Manager and the Chief Financial Officer; and
- (b) that Council takes notice of the Performance Agreement 2018/19 as concluded between the Municipal Manager and the Director: Community and Protection Services.

6. DISCUSSION

6.1 Background

Regulation 4(4)(a) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 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 Chief Financial Officer, Mr Kevin Carolus, was appointed on 24 April 2019 and his Performance Agreement 2018/19 (for the period 01 March 2019 – 30 June 2019) was concluded 19 June 2019.

The Director: Community and Protection Services, Mr Gary Boshoff, assumed duty on March 2019 and his Performance Agreement 2018/19 was concluded 30 April 2019 (for the period 01 March 2019 – 30 June 2019).

6.2 Financial Implications

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

6.3 Legal Implications

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.”.*

6.4 Staff Implications

This report has no staff implications for the Municipality.

6.5 Risk Implications

None

6.6 Comments from Senior Management

6.6.1 Director: Community and Protection Services

Agree with the recommendations.

6.6.2 Chief Financial Officer

Agree with the recommendations.

6.6.3 Director: Infrastructure Services

Not applicable

6.6.4 Director: Corporate Services

Not applicable

6.6.5 Director: Planning and Economic Development

Not applicable.

6.6.6 Comments from the Municipal Manager

Agree with the recommendations

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-07-10: ITEM 7.10.4

- (a) that Council takes notice of the Performance Agreement 2018/19 as concluded between the Municipal Manager and the Chief Financial Officer; and
- (b) that Council takes notice of the Performance Agreement 2018/19 as concluded between the Municipal Manager and the Director: Community and Protection Services.

ANNEXURES

Performance Agreements and supporting documentation for:

- Kevin Carolus – Chief Financial Officer (**Annexure 1**);
- Gary Boshoff – Director: Community and Protection Services (**Annexure 2**).

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	04 July 2019

ANNEXURE 1

STELLENBOSCH MUNICIPALITY

**Performance Agreement
for the financial year
1 March 2019 – 30 June 2019**

between

**Ms. GARALDINE METTLER
MUNICIPAL MANAGER**

&

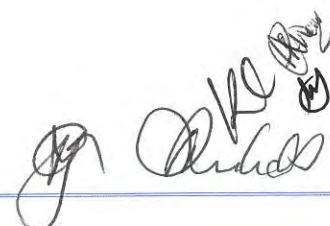
**Mr. KEVIN CAROLUS
CHIEF FINANCIAL OFFICER**

1.	Performance Agreement
2.	Annexure A – Performance Plan
3.	Annexure B – Competency Framework
4.	Annexure C – Personal Development Plan

STELLENBOSCH MUNICIPALITY

**Performance Agreement
for the financial year
1 March 2019 – 30 June 2019**

**MR. KEVIN CAROLUS
CHIEF FINANCIAL OFFICER**

A handwritten signature in black ink, appearing to read 'Kevin Carolus', is located in the bottom right corner of the page. The signature is written in a cursive style.

Performance agreement made and entered into by and between

The Stellenbosch Municipality and represented by

Ms. Geraldine Mettler, the Acting Municipal Manager
(herein and after referred as Employer)

and

Mr. Kevin Carolus, the Chief Financial Officer
(herein and after referred as Employee) for the period
1 May 2019 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;

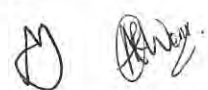
1.1.2 "the Executive Authority" – means the Mayoral Committee of the Municipality constituted in terms of Section 55 of the Local Government: Municipal Structures Act 117 of 1998 ("the Structures Act") as represented by its chairperson, the Executive Mayor;

1.1.3 "the Employee" means the Director appointed in terms of 57 of the Systems Act, 32 of 2000;


.....
Chief Financial Officer
Mr. Kevin Carolus


.....
Municipal Manager: Stellenbosch Municipality
Ms. Geraldine Mettler





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 May 2019 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 or within 60 days after the person has been appointed as a manager directly accountable to the municipal manager ;
- 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



 Chief Financial Officer
 Mr. Kevin Carolus



3



 Municipal Manager: Stellenbosch Municipality
 Ms. Geraldine Mettler



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

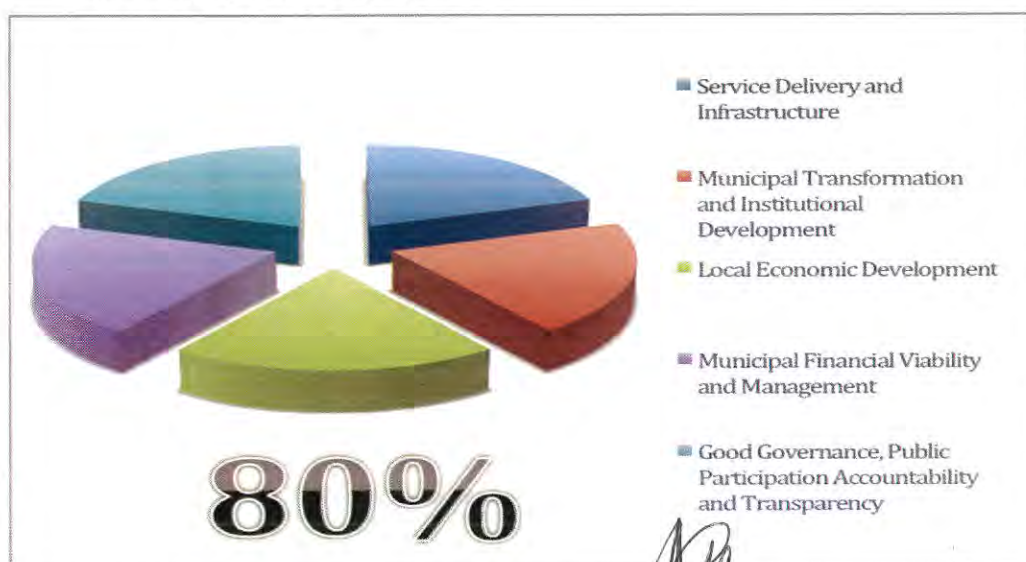
- 4.1 The Performance Plan (Annexure A) sets out –
- 4.1.1 The performance objectives and targets that must be met by the Employee;
 - 4.1.2 The timeframes within which those performance objectives and targets must be met; and
 - 4.1.3 The competencies (Annexure B – definitions in terms of Regulation 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.





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 his 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:



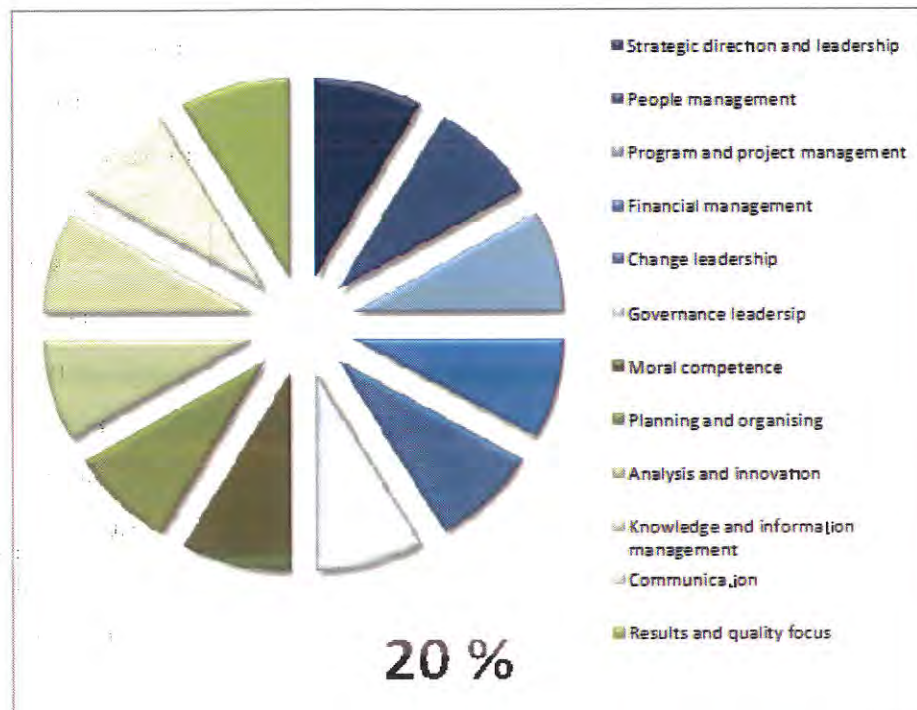
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 Chief Financial Officer
 Mr. Kevin Carolus

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 Municipal Manager: Stellenbosch Municipality
 Ms. Geraldine Mettler

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e 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 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;


 Chief Financial Officer
 Mr. Kevin Carolus

6


 Municipal Manager: Stellenbosch Municipality
 Ms. Geraldine Mettler







- 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;
- 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 his 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 his 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.


 Chief Financial Officer
 Mr. Kevin Carolus

7


 Municipal Manager: Stellenbosch Municipality
 Ms. Geraldine Mettler



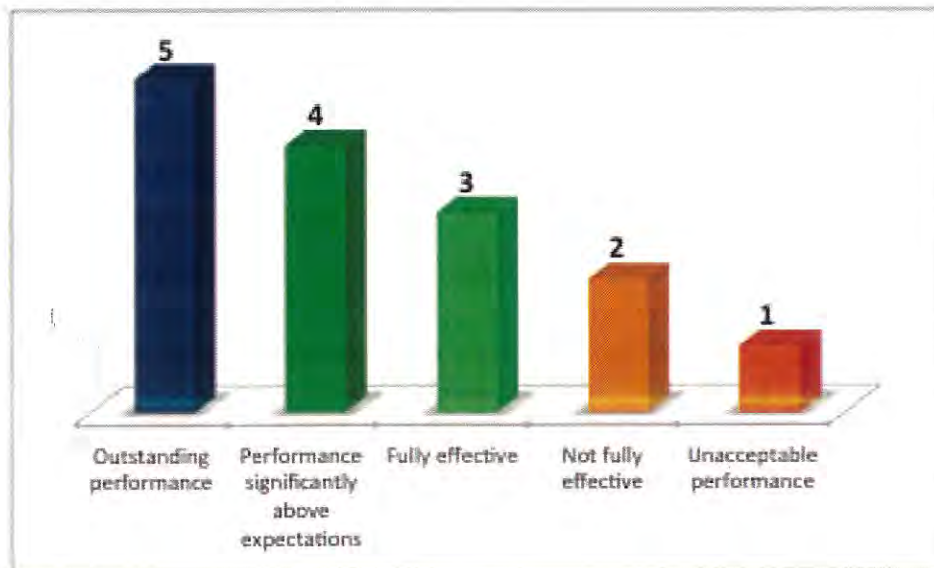
 

6.8 Overall rating

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.

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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 Chief Financial Officer
 Mr. Kevin Carolus

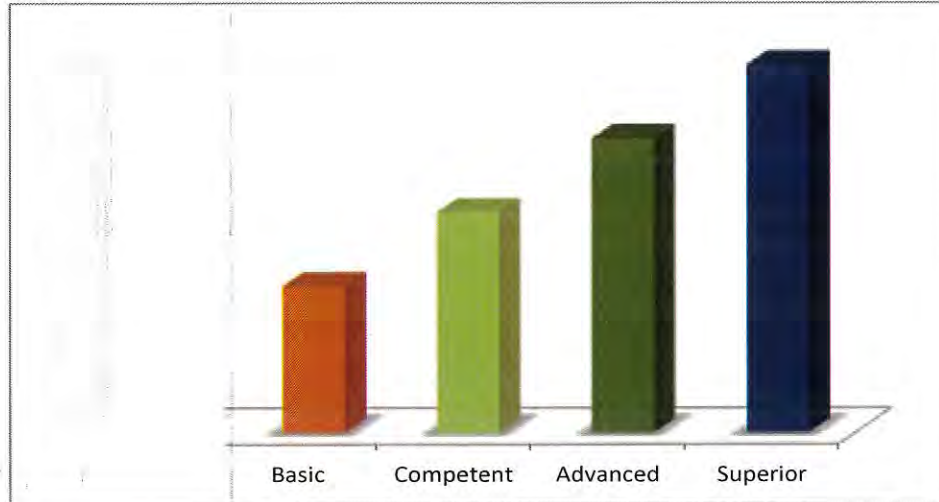
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 Municipal Manager: Stellenbosch Municipality
 Ms. Geraldine Mettler

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- 6.10 The assessment of the competencies will be based on the following rating scale:



Achievement Level	Description
Poor	Do not apply the basic concepts and methods to proof a basic understanding of local government operations and requires extensive supervision and development interventions.
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 Municipal Manager;

6.11.2 Municipal Manager from another municipality;

6.11.3 Chairperson of the Performance Audit Committee or in his absence thereof, the Chairperson of the Audit Committee;

6.11.4 The Member of the Mayoral Committee (Portfolio Chairperson).


 Chief Financial Officer
 Mr. Kevin Carolus

9


 Municipal Manager: Stellenbosch Municipality
 Ms. Geraldine Mettler





- 6.12 The Municipal Manager will evaluate the performance of the Employee as at the end of the 1st and 3rd quarters; and
- 6.13 The Municipal Manager 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 his 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 the 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.


 Chief Financial Officer
 Mr. Kevin Carolus

10


 Municipal Manager: Stellenbosch Municipality
 Ms. Geraldine Mettler

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.


 Chief Financial Officer
 Mr. Kevin Carolus

11


 Municipal Manager: Stellenbosch Municipality
 Ms. Geraldine Mettler





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 his 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 Rating	Performance Category	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

12. 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 his 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;
- 12.4 In the case of unacceptable performance, the Employer shall –


 Chief Financial Officer
 Mr. Kevin Carolus

12


 Municipal Manager: Stellenbosch Municipality
 Ms. Geraldine Mettler





- 12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his 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 his 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 Executive Mayor to mediate the issues within 30 (thirty) business days of receipt of a formal dispute from the Employee;
- 13.4 The decision of the Executive Mayor shall be final and binding on both parties; and
- 13.5 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 his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.


 Chief Financial Officer
 Mr. Kevin Carolus

13



 Municipal Manager: Stellenbosch Municipality
 Ms. Geraldine Mettler






Thus done and signed at Stellenbosch on the 19 day ~~May~~ ^{JUNE} of 2019.

AS WITNESSES:

1.  _____

2.  _____



Ms. Geraldine Mettler
Municipal Manager:
Stellenbosch Municipality

Thus done and signed at _____ on the 19 day ~~May~~ ^{JUNE} of 2019.

AS WITNESSES:

1.  _____

2.  _____



Mr. Kevin Carolus
Chief Financial Officer



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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Performance Plan Chief Financial Officer

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Chief Financial Officer
Mr. Kevin Carolus


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Municipal Manager, Stellenbosch
Ms. Geraldine Mettler

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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Chief Financial Officer
Mr. Kevin Carolus




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Municipal Manager: Stellenbosch
Ms Geraldine Mettler

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Annual Target	Targets				Weight
							Q1	Q2	Q3	Q4	
SDBIP Graphs	Municipal financial viability and Management	Effective Management and supervision of the SDBIP on the KPIs of the Directorate	90% of the KPI's of the directorate have been met as per Ignite Dashboard report	86%	Updated SDBIP and report	90%	N/A	N/A	N/A	90%	4
D 224	Good Governance and Public Participation	The percentage of each directorates' capital budget spent on capital projects by June annually	% of approved capital budget spent	99%	Report from Finance System	90%	N/A	N/A	N/A	90%	25
D 225	Good Governance and Public Participation	Submit draft specifications to the Bid Specification Committee during the months of April/May annually (Concurrent with the budget process and Demand Management Plan)	% of submitted bid specifications	50%	Minutes of the Bid Specification Committee	0	N/A	N/A	N/A	50%	3
D 229	Good Governance and Public Participation	Review and quarterly update the risk register.	Number of updates of the risk register	4	Updated risk register signed off	1	N/A	N/A	N/A	1	3
D 230	Good Governance and Public Participation	Performance assessment of external service providers	Quarterly external assessments completed	New KPI	Submitted assessment results	1	N/A	N/A	N/A	1	3
D 231	Good Governance and Public Participation	Monitor the execution of council resolutions	% of resolutions implemented	70%	Resolution register	70%	N/A	N/A	N/A	70%	4
D 311 TL 17	Municipal Financial Viability and Management	Provision of free basic water to registered indigent households (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent households receiving free basic water, measured quarterly	100%	ltron management report	100%	N/A	N/A	N/A	100%	3


 Chief Financial Officer
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 Municipal Manager: Stellenbosch
 Ms. Geraldine Mettler

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Annual Target	Targets				Weight
							Q1	Q2	Q3	Q4	
D 831 TL 46	Municipal Financial Viability and Management	Provision of free basic electricity to registered indigent households (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent households receiving free basic electricity, measured quarterly	100%	Itron management report	100%	N/A	N/A	N/A	100%	3
D 832 TL 47	Municipal Financial Viability and Management	Provision of free basic refuse removal to registered indigent households (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent households receiving free basic refuse removal, measured quarterly	100%	Itron management report	100%	N/A	N/A	N/A	100%	3
D 833 TL 48	Municipal Financial Viability and Management	Provision of free basic sanitation to registered indigent households (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent households receiving free basic sanitation, measured quarterly	100%	Itron management report	100%	N/A	N/A	N/A	100%	3
D 314 TL 24	Municipal Financial Viability and Management	Financial viability measured in terms of the available cash to cover fixed operating expenditure (NKPI Proxy - MSA, Reg. S10(g)(iii))	Cost coverage as at 30 June annually [(Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation)	7	Resolution register	4	N/A	N/A	N/A	4	2
D 315 TL 25	Municipal Financial Viability and Management	Achieve an average payment percentage of 96% by 30 June annually (Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	100.44%	Debtors transaction summary: BS-Q909E extract generated from the Samras Financial System	96%	0	0	0	96%	2
D 316 TL 26	Good Governance and Public Participation	Actual expenditure on the approved Capital Budget for the Municipality by 30 June (NKPI - MSA, Reg. S10(c))	Percentage of approved Capital Budget for the Municipality actually spent by 30 June	85.08%	Report from the financial system	90%	N/A	N/A	N/A	90%	4

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 Municipal Manager: Stellenbosch
 Ms. Geraldine Mettler

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Annual Target	Targets				Weight
							Q1	Q2	Q3	Q4	
D 319 TL 31	Municipal Financial Viability and Management	Financial viability measured in terms of the Municipality's ability to meet its service debt obligations (NKPI Proxy - MSA, Reg. S10(g)(i))	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)	7	Annual Financial Statements, supported by figures as per the SAMRAS financial system	15	N/A	N/A	N/A	15	2
D 320 TL 32	Good Governance and Public Participation	Financial viability measured in terms of the outstanding service debtors (NKPI Proxy - MSA, Reg. S10(g)(iii))	Service debtors to revenue ratio (Total outstanding service debtors / revenue received for services) measured annually	17%	Annual Financial Statements, supported by figures as per the SAMRAS financial system	27%	N/A	N/A	N/A	27%	2
D 321 TL 39	Good Governance and Public Participation	Revised Asset Management Policy submitted to Council	Number of revised Asset Management Policies submitted to Council by 30 June	1	Minutes of Meeting	1	N/A	N/A	N/A	1	3
D 305	Good Governance and Public Participation	Update and implement the preferential procurement policy by 30 June annually	Reviewed policy and its implementation status submitted to a Committee of Council /Mayco	1	Minutes of Meeting	1	N/A	N/A	N/A	1	3
D 233	Good Governance and Public Participation	Report on the implementation of the asset management policy to a Committee of Council /Mayco by 30 June annually	Reviewed policy and its implementation status submitted to a Committee of Council /Mayco	1	Minutes of Meeting	1	N/A	N/A	N/A	1	3
D 235	Good Governance and Public Participation	Monthly fleet maintenance and analysis submitted to the CFO	Submitted report	New KPI	Report	2	N/A	N/A	N/A	2	2
D 237	Good Governance and Public Participation	Review the insurance portfolio by end of June annually	Reviewed insurance portfolio by end June	New KPI	Minutes of meeting	1	N/A	N/A	N/A	1	3

Total


 Municipal Manager Stellenbosch
 Ms Geraldine Mettler


 Chief Financial Officer
 Mr. Kevin Carolus

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	Definition	Weight
LEADING COPETENCIES		
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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Ms Geraldine Mettler

Competency	Definition	
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



 Chief Financial Officer
 Mr. Kevin Carolus





 Municipal Manager: Stellenbosch
 Ms. Geraldine Mettler

Competency Framework



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Ms. Geraldine Mettler



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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 Municipal Manager:
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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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Mr. Kevin Carolus





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Municipal Manager:
Stellenbosch Municipality
Ms. Geraldine Mettler



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



 Chief Financial Officer
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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



 Chief Financial Officer
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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


.....
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 Municipal Manager:
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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



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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



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 Municipal Manager:
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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



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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



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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



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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

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 Chief Financial Officer
 Mr. Kevin Carolus


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 Municipal Manager:
 Stellenbosch Municipality
 Ms. Geraldine Mettler


14

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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


 Chief Financial Officer
 Mr. Kevin Carolus


 Municipal Manager:
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 Ms. Geraldine Mettler



Personal Development Plan




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Chief Financial Officer
Mr. Kevin Carolus



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Municipal Manager: Stellenbosch Municipality
Ms. Geraldine Mettler



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.						



Chief Financial Officer
Mr. Kevin Carolus





Municipal Manager: Stellenbosch Municipality
Ms. Geraldine Mettler

ANNEXURE 2

STELLENBOSCH MUNICIPALITY

**Performance Agreement
for the financial year
1 March 2019 – 30 June 2019**

Between

**Ms. GARALDINE METTLER
MUNICIPAL MANAGER**

&

**Mr. GARY BOSHOFF
DIRECTOR:
COMMUNITY AND PROTECTION SERVICES**

1.	Performance Agreement
2.	Annexure A – Performance Plan
3.	Annexure B – Competency Framework
4.	Annexure C – Personal Development Plan

STELLENBOSCH MUNICIPALITY

**Performance Agreement
for the financial year
1 March 2019 – 30 June 2019**

**MR. GARY BOSHOFF
DIRECTOR:
COMMUNITY AND PROTECTION SERVICES**

K.A. JP by gm

Performance agreement made and entered into by and between

The Stellenbosch Municipality and represented by

Ms. Geraldine Mettler, the Acting Municipal Manager
(*herein and after referred as Employer*)

and

Gary Boshoff, the Director: Community Protection Services
(*herein and after referred as Employee*) for the period
1 March 2019 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

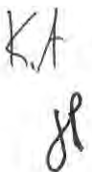

1.1 In this Agreement the followings terms will have the meaning ascribed thereto:


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 Director appointed in terms of 57 of the Systems Act, 32 of 2000;

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Director: Community and Protection Services
Mr. Gary Boshoff


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Municipal Manager: Stellenbosch Municipality
Ms. Geraldine Mettler

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 March 2019 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 or within 60 days after the person has been appointed as a manager directly accountable to the municipal manager ;
- 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

appropriate, the contents must by mutual agreement between the parties, immediately be revised; and

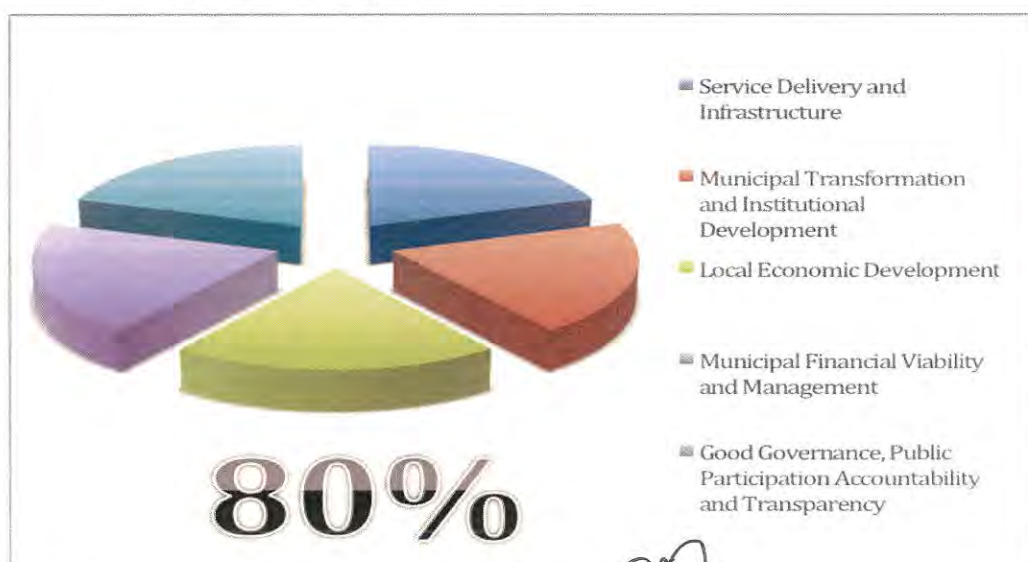
- 3.5 Any significant amendments or deviations must take cognizance of the requirements of sections 34 and 42 of the Municipal Systems Act and Regulation 4(5) of the Regulations.

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.

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 his 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:

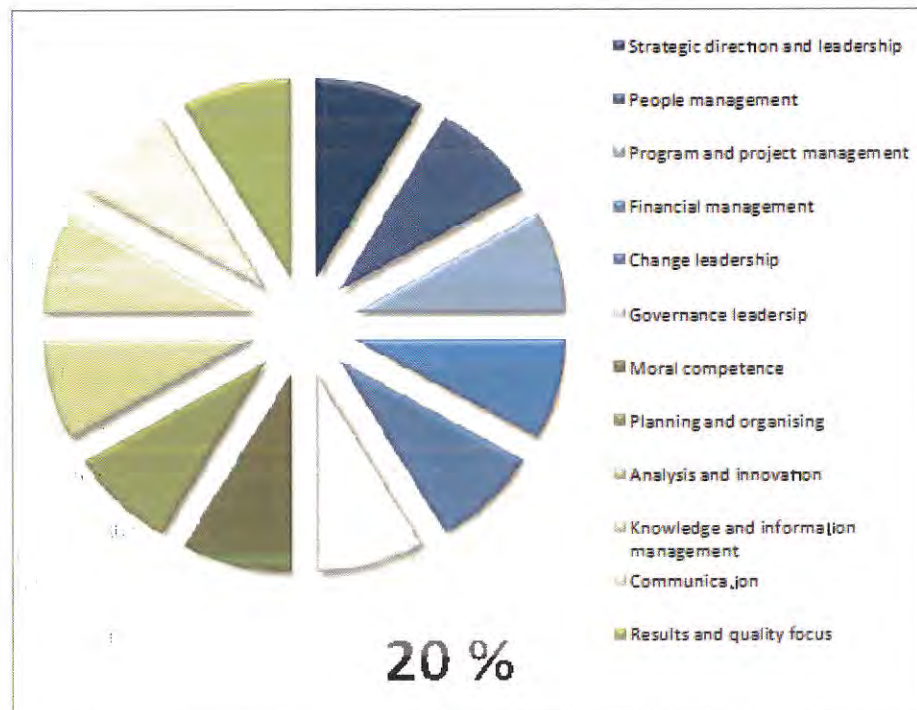


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e Competencies will make up the other 20% of the Employee's assessment score. The Competencies are split into two groups, leading competencies (indicated in blue on the graph below) that drive strategic intent and direction and core competencies (indicated 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;

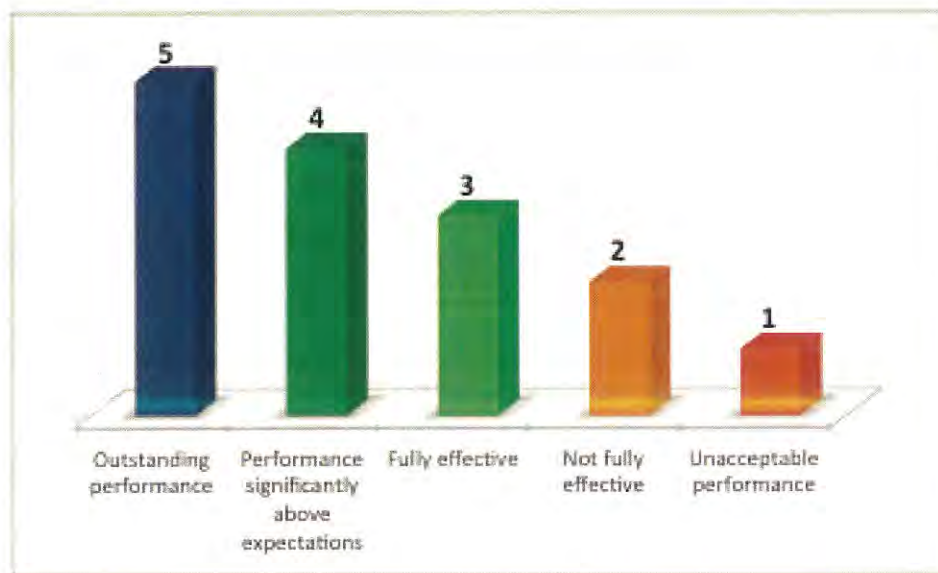
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.13 below;
- 6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance 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;
- 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 his 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 his 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

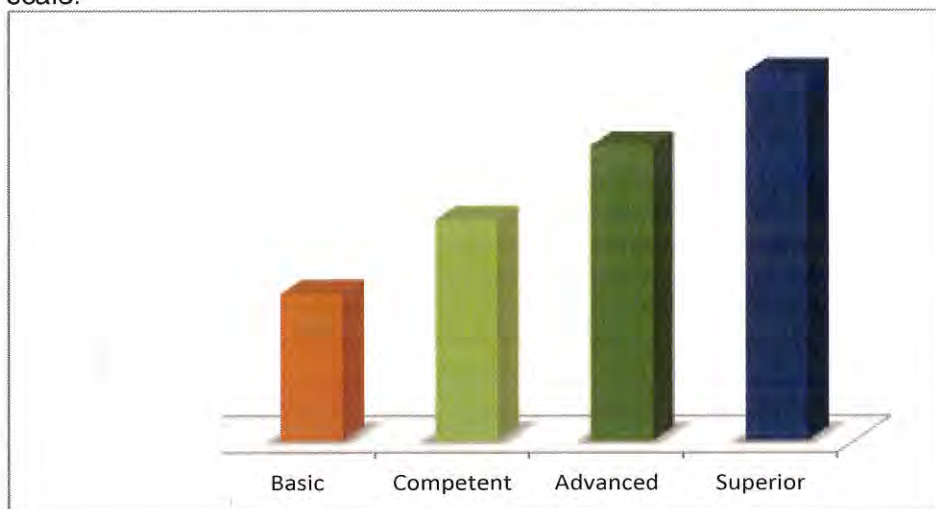
6.8.2 Such overall rating represents the outcome of the performance appraisal.

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.

6.10 The assessment of the competencies will be based on the following rating scale:



Achievement Level	Description
Poor	Do not apply the basic concepts and methods to proof a basic understanding of local government operations and requires extensive supervision and development interventions.
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 Municipal Manager;


6.11.2 Municipal Manager from another municipality;

6.11.3 Chairperson of the Performance Audit Committee or in his absence thereof, the Chairperson of the Audit Committee;

6.11.4 The Member of the Mayoral Committee (Portfolio Chairperson).


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9


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 Ms. Geraldine Mettler

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- 6.12 The Municipal Manager will evaluate the performance of the Employee as at the end of the 1st and 3rd quarters; and
- 6.13 The Municipal Manager 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 his 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 the 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.


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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Director: Community and Protection Services
Mr. Gary Boshoff


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Municipal Manager: Stellenbosch Municipality
Ms. Geraldine Mettler

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 his 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 Rating	Performance Category	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

12. 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 his 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;
- 12.4 In the case of unacceptable performance, the Employer shall –

- 12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his 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 his 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 Executive Mayor to mediate the issues within 30 (thirty) business days of receipt of a formal dispute from the Employee;
- 13.4 The decision of the Executive Mayor shall be final and binding on both parties; and
- 13.5 In the event that the mediation process contemplated above fails, the relevant clause of the Contract of Employment shall apply.

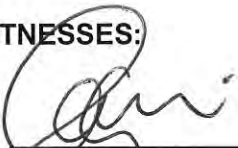
14. GENERAL


- 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 his contract of employment, or the effects of existing or new regulations, circulars, policies, directives or other instruments.

K.A.
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Thus done and signed at Stellenbosch on the 30 day April of 2019.

AS WITNESSES:

1. 

2. 




Ms. Geraldine Mettler
Municipal Manager:
Stellenbosch Municipality

Thus done and signed at Stellenbosch on the 30 day April of 2019.

AS WITNESSES:

1. K. ALKASTER

2. 



Mr. Gary Boshoff
Director: Community and
Protection Services



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Performance Plan

Director: Community and Protection Services

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Director: Community and Protection Services
Mr. Gary Boshoff

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Municipal Manager: Stellenbosch
Ms Geraldine Mettler

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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Director: Community and Protection Services
Mr. Gary Boshoff

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Municipal Manager: Stellenbosch
Ms Geraldine Mettler

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Annual Target	Targets				Weight
							Q1	Q2	Q3	Q4	
SDBIP Graphs	Municipal financial viability and Management	Effective Management and supervision of the SDBIP the Directorate	Percentage of the KPI's of the Directorate: Community Services achieved by 30 June	80%	Updated SDBIP and report	90%	0%	0%	0%	90%	5
D 649	Good Governance and Public Participation	The percentage of the Directorate: Community and Protection Services capital budget spent	Percentage of the approved capital budget actually spent by 30 June	57%	Report from Finance System	90%	0%	0%	0%	90%	25
D 750	Good Governance and Public Participation	Submission of a Street People Policy to MayCo	Number of Street People Policies submitted to MayCo by 30 June	New KPI	Minutes of a meeting	1	0	0	0	1	3
D 710	Good Governance and Public Participation	Submission of the revised Facility Management Plan to MayCo	Number of Revised Facility Management Plans submitted to Mayco by 30 June	New KPI	Minutes of a meeting	1	0	0	0	1	3
D 654	Good Governance and Public Participation	Update the Risk Register	Number of Risk Registers updated per quarter	4	Updated risk register signed off	2	0	0	1	1	4

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 Director: Community and Protection Services
 Mr. Gary Boshoff

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 Municipal Manager: Stellenbosch
 Ms Geraldine Mettler

Ref No	National KPA	Key Performance Indicator (KPI)	Unit of Measurement	Baseline	Portfolio of evidence	Annual Target	Targets				Weight
							Q1	Q2	Q3	Q4	
D 775	Good Governance and Public Participation	Conduct performance assessments of external service providers	Number of quarterly performance assessments conducted of external service providers	New KPI	Submitted assessment results	2	0	0	1	1	4
D 776	Good Governance and Public Participation	Implementation of council resolutions	Percentage of resolutions implemented measured quarterly	70%	Resolution register	70%	0%	0%	70%	70%	7
D 651	Municipal financial viability and Management	Spent the Maintenance Budget for the directorate (Actual expenditure/Total approved budget)	Percentage of the approved Maintenance Budget actually spent by 30 June	70%	Report from Finance System	90%	0%	0%	60%	90%	6
TL 12	Safe Valley	Revised Disaster Management Plan submitted to Mayco	Number of revised Disaster Management Plans submitted to Mayco by 31 May	1	Proof of submission to MayCo	1	0	0	0	1	4
D 722	Good Governance and Public Participation	Submission of the Revised Parks Bylaw to MayCo	Number of Revised Parks Bylaws submitted to MayCo by 30 June	1	Updated By-Law	1	0	0	0	1	4
TL 13	Safe Valley	Revised Safety and Security Strategy submitted to Mayco	Number of revised Safety and Security Strategies submitted to Mayco by 30 June	1	Proof of submission to MayCo		0	0	0	1	5

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 JP
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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		
D 740	Good Governance and Public Participation	Submission of a monthly report on the delivery of library service to Provincial Library Services	Number of monthly reports on the delivery of library service submitted to Provincial Library Services	New KPI	Proof of submission	4	0	0	1	3	3
D 655	Good Governance and Public Participation	Revised the Law Enforcement Sector Plan and submit to the Director by 30 June to incorporate in the Safety and Security Strategy	Sector plan submitted to the director by 30 June	1	Proof of submission		0	0	0	1	4
D 669	Good Governance and Public Participation	Enforcement of municipal Bylaws and report it quarterly to a Committee of Council/Mayco	Quarterly status on the enforcement of municipal Bylaws submitted to a Committee of Council/Mayco	4	Minutes of meeting		0	0	1	1	3

Total 80

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 Ms Geraldine Mettler

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	Definition	Weight
LEADING COPETENCIES		
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	Definition	
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

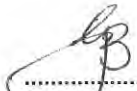

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Annexure B

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

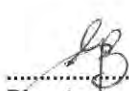
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Annexure B

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


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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

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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

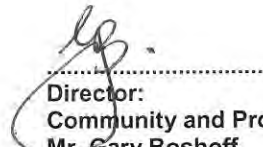

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

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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



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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




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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

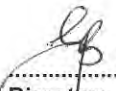

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Annexure B


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



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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


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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



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Personal Development Plan


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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. MFMA	Understand the and MFMA implications	Short Course on MFMA	Contact Sessions	Within next 12 Months		
2.						
3.						


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8.2	OFFICE OF THE MUNICIPAL MANAGER
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8.2.1	STELLENBOSCH MUNICIPALITY STANDING RULES OF ORDER BY-LAW FOR THE MEETINGS OF THE COUNCIL AND ITS COMMITTEES
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Collaborator No:

File number: 1/3/1/20

IDP KPA Ref No: Institutional Transformation

Meeting Date: 24 July 2019

1. SUBJECT: STELLENBOSCH MUNICIPALITY STANDING RULES OF ORDER BY-LAW FOR THE MEETINGS OF THE COUNCIL AND ITS COMMITTEES

2. PURPOSE

To request Council to approve the Stellenbosch Municipality Standing Rules of Order By-Law for the meetings of the Council and its Committees, after publication for input and before the promulgation of the by-law takes place.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

When the current council constituted in 2016, it resolved *“that the existing Rules of Order as set out in the APPENDIX be used as the Rules of Order applicable to the Stellenbosch Municipality’s Council and Council Committee meetings”*.

After the election of the current Speaker, Councillor Wilhelmina Petersen a new process was started to review the 2013 Rules of Order. SALGA published a standard draft Rules of Order By-law late in 2018 and the Rules Committee, under the Chairmanship of the Speaker, decided to use that as a basis for the new Rules of Order for Stellenbosch Municipality’s Council and Committees. The Rules Committee met on several occasions over the months from 18 February 2019 to March 2019 the last meeting being on 25 March 2019 to discuss the draft Rules of Order published by SALGA.

Several changes was made during these discussions and the draft rules were send out to all councillors on 2 March 2019 to provide input on before 20 March 2019. The input received within the time frame was discussed on 25 March 2019 and it was resolved that the final draft must be submitted for editing. The final draft has been submitted to the Stellenbosch University for editing. They have indicated that the final edited version will only be ready after 15 April 2019. The draft by-law was advertised for comment (**APPENDIX 1**) and comments closed on 1 July 2019. If a person wanted to comment, the comments should have been directed to the office of the Municipal Manager. They received no comments (**APPENDIX 1A**). Attached hereto as **APPENDIX 2** find the final Stellenbosch Municipality Standing Rules of Order By-Law for the meetings of the Council and its Committees for consideration and approval.

5. RECOMMENDATIONS

- (a) that it be noted that no comments were received when the By-Law was advertised;
- (b) that the Stellenbosch Municipality Standing Rules of Order By-Law for the meetings of the Council and it's Committees (**APPENDIX 2**) be adopted; and
- (c) that the Municipal Manager be requested to take the necessary steps to promulgate the said Stellenbosch Municipality Rules of Order By-law.

6. DISCUSSION / CONTENTS

6.1. Background

The current Rules of Order of Council was approved by Council on 30 May 2013.

When the current council constituted in 2016, it resolved "*that the existing Rules of Order as set out in the **APPENDIX** be used as the Rules of Order applicable to the Stellenbosch Municipality's Council and Council Committee meetings*".

The process to revise the 2013 Rules of Order started under the chairmanship of Speaker Donovan Joubert and a workshop took place in 2018 on draft Rules of Order, which did not conclude in a final product and is also for that reason not attached.

6.2 Discussion

After the election of the current Speaker a new process was started to review the 2013 Rules of Order. SALGA published a draft Rules of Order By-law late in 2018 and the Rules Committee, under the Chairmanship of the Speaker, Councillor Wilhelmina Petersen decided to use that as a basis for the new Rules of Order for Stellenbosch Municipality Council and its Committees. The rules committee met on several occasions over the months from 18 February 2019 to March 2019 the last meeting being on 25 March 2019 to discuss the draft Rules of Order published by SALGA.

Several changes was made during these discussions and the draft rules were send out to all councillors on 2 March 2019 to provide input on before 20 March 2019. Input that was received within the time frame was discussed on 25 March 2019 and it was resolved that the final draft must be submitted for editing. The final draft has been submitted to the Stellenbosch University for editing. They have indicated that the final edited version will only be ready after 15 April 2019. The final draft of the Stellenbosch Municipality Rules of Order By-law as approved by the Rules Committee on 25 March 2019.

The draft by-law was advertised for comment (**APPENDIX 1**) and comments closed on 1 July 2019. If a person wanted to comment, the comments should have been directed to the office of the Municipal Manager. They received no comments (**APPENDIX 1A**). Attached hereto as **APPENDIX 2** find the final Stellenbosch Municipality Standing Rules of Order By-Law for the meetings of the Council and its Committees (2019) for consideration and approval.

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.

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

Council resolution dated 24 April 2019.

6.7 Risk Implications

This risks are addressed through this report.

6.8 Comments from Senior Management

The item was not circulated for input from senior management

6.8.1 Municipal Manager

Agree with the recommendations

ANNEXURES

- Appendix 1** – Advertisement for Comment
- Appendix 1A** – email from MM's Office indicating that no comments were received.
- Appendix 2** – Stellenbosch Municipality Standing Rules of Order By-Law for the meetings of the Council and its Committees (2019)

FOR FURTHER DETAILS CONTACT:

NAME	ANNALENE DE BEER
POSITION	DIRECTOR CORPORATE SERVICES
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021 808 6006
E-MAIL ADDRESS	Annalene.deBeer@stellenbosch.gov.za
REPORT DATE	12 July 2019

APPENDIX 1

STELLENBOSCH

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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Rules of Order By-law

Notice Number: 40/2019.

The above-mentioned by-law of Stellenbosch Municipality is hereby advertised in terms of the provisions of Section 160(4)(b) of the Constitution, Act 108/96 read with Section 12 and 13 of the Local Government: Municipal Systems Act 32/2000.

Be advised that the by-law is open for inspection and for written comments, if any, and can be viewed at all libraries within 30 days of the advertisement. Closing date for submissions are 1 July 2019. Copies of the by-law can be downloaded from the municipal website: www.stellenbosch.gov.za

All comments should be addressed to:

The Municipal Manager, Stellenbosch Municipality, PO Box 17, Stellenbosch, 7599/
Plein Street, Stellenbosch, 7600 and or to: Municipal.manager@stellenbosch.gov.za /
021 808 8025

Geraldine Mettler
MUNICIPAL MANAGER

Dated: 27 May 2019



Valerie Fernandez het gedink sy gaan dood toe sy die woord "kanker" hoor, maar wending te sy 'n kanker-oorvloed. Foto: Eleanore Anthony

Eleanore Anthony

Die ryk is wat veel soos kille op haar tong en sy praat die so goed soos voorheen nie.

Die beteken agter die taal vir Valerie Fernandez dit is. Sy is net 34 jaar sy nog leef en dat sy met haar twee jong kinders praat.

Tongkanker is by Fernandez mediese naam "anatomie" dokter die grootste deel van haar tong mos verwyder en 'n reël een vir haar uit agter uit haar rom gebot het.

Sy het nie gewet iets soos tongkanker besit nie – tot die dit by haar getelgeseer is.

Fernandez 'n roetine mediese raadslid en bekende persoonlikheidswerker, het gedink sy gaan dood toe sy die woord "kanker" hoor. Vandaag is sy eger af byna 'n jaar en 'n half in revalie.

Die kanker is in Julie 2017 getelgeseer omdat sy siek geword en na 'n dokter gegaan het. Sy het pijn in haar keel gehad en was van balans af.

Sy het dit nie besef nie, maar sy was besig om 'n besoek te kry. Die dokter het haar na die Stellenbosch en Tygerberg hospitaal verwys nadat sy tekens van kanker gesien het.

"Ek was gewoon bly om van so 'n skrik te kom. 'n Mens hoor baie oor hoer, long, oë, bloed- en kolonkanker, maar jy hoor nooit die mense oor tongkanker praat nie. Die eerste 'n ellie stam was vreeslik preek is," vertel Fernandez in haar huis in Ceresville.

Volgens Fernandez was haar reaksiewoord waarskynlik die proses rede vir die diagnose. "Ek was in die polikliniek, toe het ek baie gevrees."

Haar kanker was baie gevreesd. "Ek het nooit gedink ek sou so 'n preeklike storie op die omlaers van ek kry nie."

Sy het einde Julie 2017 met haar behandeling oorgesig. "Die pijn was ondraaglik en dit was 'n groot shock vir my liggaam. My familie en my geliefde was vir my 'n goeie ondersteuningstelsel."

Dokter het oors linniers onder haar keel verwyder waarna hulle die groot operasie om die proses dies van haar



Dokter het wettig af haar polse en vat af haar bobeen gebrek om vir haar 'n nuwe tong te maak.

nuwe tong te maak. Toe sy na 34 ure wakker word, het drie dokters om haar polse en hante klap – die operasie was 'n sukses.

"Ek was praat, maar moes geluid kon uitkom nie."

Fernandez was met haar twee jong seuns haar praat. Dit het haar ontrent twee maande gesaam. Sy praat nie soos sy voorheen gegaan het nie. Sy sloop haar woorde, maar is hoedat verstaanbaar. "Ek het baie pijn verduur en my spraak was deegter, maar my God het my nooit verlaat nie."

Die groot operasie was nie die einde van Fernandez se stryd met kanker nie. Sy was ook chemoterapie (wat na twee sessies gestop is, waarna haar profetiese sones as bestraling ontvang).

"Tongkanker betrek die jou spraak, sensasie en eetgewoontes. Wanneer ryk voel vir my soos net op my tong, ek kan nie die vreeslike preek tussen warm en koud nie. Ek het baie siele kon. Aan die begin kon ek net van sop en siele kon met goet operasie in die omlaer."

Fernandez is nou baie fyn gebot omdat sy moet om sy keel te maak die kanker verlore het.

"Terwyl ek 'n jongste Desembervriende in die' kon deurterug, was ek in God se goeie blywens. Maar my geliefde het my steun gegee. Ek was ek steeds pijn verduur, my sensasie lang ek ryg is nie en ek aanpasbare kry, so ek "dankie here."

Fernandez moet elke drie maande Tygerberg hospitaal besoek vir monitoring.

Stronks van Tygerberg hospitaal.

Van agter van haar diagnose het Fernandez voortgaan met haar groot gesins en ander te dien. Sy was van 2005 tot 2016 'n plaaslike raadslid wat haar gesondheidswerk gegee het en ook na haar atende hiesee voortgaan het.

"Terwyl ek son werk bestraling ontvang het, het ek vir die dokter gevra of ek vir die maande kon hante toe gaan. Ek het werk (gesondheidswerk) geliefde om te doen. Ek is nu kanker (die God my gesaam het sodat ek danksie kon voortgaan."

Meer oor tongkanker

Volgens professor Hensch Stronks van die Tygerberg hospitaal kan tongkanker verhoed word deur te rook, gesondheidsgevoel (ander foonstelsel wat danksie kanker het of oortrengende skadeloosheid. "Die ras moet om die nie te rook nie, omdat die die kanker verhoeder dit hante en talie ander vorme kanker kan voorkom. Die ras moet ook om die nie te rook nadat kanker by hulle getelgeseer is. Die kanker is een in die omlaer op die ras nie van teken nog so gesond geword het nie. Moet hante na hante kanker hante gaan. Hier vrees die kanker omlaer word, hoe beter is die kanker om beter te word." Hensch kanker kon die agterwende om te gesond om te. In die omlaer van die agterwende die is, net onderhou die die behandelings of uitkom moet nie. Hensch's het 'n aanwysing.



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Rules of Order By-law
Notice Number: 40/2019

The above-mentioned by-law of Stellenbosch Municipality is hereby advertised in terms of the provisions of Section 160(4)(b) of the Constitution, Act 108/96 read with Section 12 and 13 of the Local Government Municipal Systems Act 32/2000.

Be advised that the by-law is open for inspection and for written comments, if any, and can be viewed at all libraries within 30 days of the advertisement. Closing date for submissions are 1 July 2019. Copies of the by-law can be downloaded from the municipal website: www.stellenbosch.gov.za

All comments should be addressed to:
The Municipal Manager, Stellenbosch Municipality,
PO Box 17, Stellenbosch, 7599, Plein Street,
Stellenbosch, 7600 and or to:
Municipal.manager@stellenbosch.gov.za/
021 808 8025.

APPENDIX 1A

Annalene De Beer

From: Nomie Tshefu
Sent: 15 July 2019 02:21 PM
To: Annalene De Beer
Cc: Raydine Wenn; mm; Geraldine Mettler; Rozeeta Petersen
Subject: FW: Emailing: Rules of order By-Law, Notice Number 40-2019
Attachments: Rules of order By-Law, Notice Number 40-2019.pdf

Dear Director

Attached as requested.

Please note that no comments was received by the Office of the Municipal Manager.

Kind regards,
Nomie Tshefu
Chief Administrative Officer
Office of the Municipal Manager

T: +27 21 808 8049 | C: +27 76 626 9438
Plein Street, Stellenbosch 7600
www.stellenbosch.gov.za

APPENDIX 2



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**STANDING RULES AND ORDERS FOR THE
MEETINGS OF THE COUNCIL AND ITS
COMMITTEES**

February 2019

Date approved by Council: _____

MUNICIPAL NOTICE

The Municipal Council of Stellenbosch Municipality adopted the following bylaw at its meeting held on under section 165 (2) of the Constitution of the Republic of South Africa 1996, read with section 31 (2) of the Local Government: Municipal Structures Act 117 of 1998, and hereby publishes the bylaws under section 13 (a) of the Local Government: Municipal Systems Act 32 of 2000 to come into effect on the date of publication of this Notice in the *Provincial Gazette*.

STELLENBOSCH MUNICIPALITY STANDING RULES AND ORDERS FOR THE MEETINGS OF THE COUNCIL AND ALL ITS COMMITTEES

TABLE OF CONTENTS	PAGE
1. Application of the rules	4
2. Definitions	4
3. Council meetings open to the public	5
4. Council meetings	6
5. Special Council meetings	6
6. Serving of notices	7
7. Non-serving of notices	7
8. Urgent matters	7
9. Conduct at meetings	7
10. Interpretation of the rules	8
11. Quorum and acts of Council	8
12. Decisions and voting	8
13. Disclosure of interest and removals	9
14. Walkout	10
15. Count-out	10
16. Adjourned meetings	10
17. Notice of adjourned meetings	10
18. Chair at meetings	10

19.	Agenda	11
20.	Order of business at Council meetings	11
21.	Leave of absence and attendance	12
22.	Minutes to be kept and approved	13
23.	No discussion on minutes during approval stage	13
24.	Motions	13
25.	Amendments to recommendations	14
26.	Precedence of the speaker	15
27.	Relevance	15
28.	Members' right to speak	16
29.	Mayoral address	16
30.	Debate management	16
31.	Length of speeches	16
32.	Disorderly conduct by councillors and the chair's function	17
33.	Obstruction by persons other than councillors	17
34.	Points of order and personal explanations	18
35.	Questions	18
36.	Terms of reference of subcommittees	19
37.	Extension or restriction of powers by the Council	19
38.	Minutes of executive committee, Mayoral Committee, and Council committees and subcommittees	19
39.	Inspection of minutes	19
40.	Non-attendance by committee members	19
41.	Council members attending meetings of committees of which they are not members	20
42.	Information to be obtained from the Municipal Manager or heads of department	20
43.	Information to the media: in-committee discussions	20

44.	Legal defence and indemnification of councillors and officers of the Council	21
45.	Speaker may refer matters for legal advice	21
46.	Activities prohibited within the Council chamber or meeting venue and the use of the Council chamber by other persons or institutions	21
47.	Sanctions and offences	22
48.	Dress code	22

1. Application of the rules

- 1.1 The rules of order contained in this Notice apply to all meetings of the Municipal Council and any committee of the Municipal Council, as well as any other committee of councillors established within the Municipality, unless the terms of reference for a specific structure explicitly exclude the application of these rules for such structure.
- 1.2 The aim of the rules are to allow free, open and constructive debate during meetings; to promote freedom of expression in such a manner that orderly debate is ensured within the time constraints of the time allocated to meetings.
- 1.3 The rules are meant to create the opportunity for councillors serving in Council structures to air their views on any matter of public importance.
- 1.4 The rules of order apply to:
 - 1.4.1 all councillors;
 - 1.4.2 all officials of the Municipality; and
 - 1.4.3 all members of the public present in the Council chamber or precinct.

2. Definitions

In these rules, the following terms and phrases have the meaning assigned to them below:

Code of Conduct – the Code of Conduct for councillors as set out in Schedule 1 of the Systems Act;

committee – any committee established in the Municipal structure, including but not limited to committees established under sections 79 and 80 of the Structures Act;

Constitution – the Constitution of the Republic of South Africa 1996;

Council – the Municipal Council of Stellenbosch Municipality;

councillor – a member of the Municipal Council;

day – a day that is not a public holiday, Saturday or Sunday; for the purposes of calculating a period of days, the first day is excluded and the last is included;

Executive Mayor – the Executive Mayor of the Municipality as elected under section 55 of the Structures Act;

in committee – the part of a meeting of the Municipal Council during which the meeting is closed to members of the public and press, and to such municipal officials as determined by the speaker – excluding the Municipal Manager – because of the nature of the business being transacted;

Mayoral Committee – the committee appointed by the Executive Mayor under section 60 of the Structures Act;

member – a councillor serving on the Municipal Council of the Municipality;

motion – a matter submitted by a member in accordance with rule 26 below;

Municipality – Stellenbosch Municipality;

point of order – a point raised by a councillor during a Council meeting that relates to a matter of procedure only, as provided for in the rules of order;

precinct – the area defined by the chair at the meeting concerned;

privilege – the right to freedom of speech for councillors at Council and committee meetings, subject to the rules of order or any ruling by the speaker under such rules; as well as the right not to be held liable for civil or criminal proceedings for anything said or submitted to the Council or Committee or produced by such bodies;

procedural motion – a matter raised by a member at a meeting in accordance with rule 26;

report – any item included in the agenda for consideration by the Council or a committee;

senior managers – the person appointed by the Council as the Municipal Manager as well as all managers directly accountable to the Municipal Manager, as approved under the official organisational structure of the Municipality;

Sergeant-at-arms – a person in the full-time employment of the Municipality, who is charged to assist the speaker in maintaining order at Council meetings and who may be assisted by such staff members as the speaker may direct;

single whip – the person elected as the single whip of the Council;

speaker – the person as elected under section 36 of the Structures Act;

special meeting – any additional Council meeting called by the speaker by the powers vested in the speaker;

Structures Act – the Local Government: Municipal Structures Act 117 of 1998;

Systems Act – the Local Government: Municipal Systems Act 32 of 2000;

urgent special meeting – a special meeting related to an urgent matter under rule 8.

venue – the place or location where a meeting is held, including any public gallery;

whip – a member of the Municipal Council, one whip appointed by each political party represented on the Council, to perform the function set out in rule 9.

3. Council meetings open to the public

3.1 The Municipal Council must conduct its business in an open manner, and every meeting of the Council and all its committees must be open to the public, provided that this rule will not apply when an open meeting would be unreasonable having regard to the nature of the business being transacted under section 20(1)(a) and (b) of the Systems Act.

3.2 The Council will convene “in committee” when discussing any of the following matters:

- 3.2.1 a trade secret or confidential commercial information of any supplier of the Municipality or any person rendering a service to the Municipality;
 - 3.2.2 personal and private information of any councillor or Municipal employee;
 - 3.2.3 the Municipality's intention to purchase or acquire land or buildings;
 - 3.2.4 the price that the Municipality may offer for the purchase or acquisition of land or buildings;
 - 3.2.5 any report regarding legal proceedings that the Municipality is involved in, or that it is contemplating to institute or defend;
 - 3.2.6 disciplinary proceedings or proposed disciplinary proceedings against any Municipal employee;
 - 3.2.7 any matter of which disclosure is forbidden by legislation; and
 - 3.2.8 the minutes of previous in-committee discussions.
- 3.3 A councillor may, when an agenda item – other than a matter referred to in 3.2 above and provided that it not be a matter that is required by law to be dealt with at an open meeting – is put to order, propose (with motivation) that the matter be dealt with further in committee. The speaker's ruling in this regard is final and no further discussion will be allowed.

4. **Council meetings**

The Council must hold an ordinary meeting for the transaction of business at least once every three months.

5. **Special Council meetings**

- 5.1 The speaker may, at any time and of his/her own accord, call a special Council meeting; provided that no such special meeting may take place unless all councillors have received notice of at least 48 hours before the date and time set for the meeting.
- 5.2 The speaker must, upon written request of a majority of the councillors, call a special Council meeting; provided that no such special meeting may take place unless all councillors have received notice of at least 48 hours before the date and time set for the meeting.
- 5.3 Should the speaker fail or refuse to call a special meeting when requested in accordance with 5.2 above, the Municipal Manager must call the special meeting for the date set out in the written request, and at a venue and time determined by the Municipal Manager.
- 5.4 The speaker may, at any time and of his/her own accord, call an urgent Council meeting; provided that no such urgent meeting may take place unless all councillors have received notice of at least 24 hours before the date and time set for the meeting.

6. **Serving of notices**

The Municipality must distribute a notice to each councillor to attend a meeting, specifying the business proposed to be transacted and signed by the Speaker or the Municipal Manager as contemplated in rule 5 above, by electronic mail to the address provided by the councillor concerned as their official email address. The following time frames are to be followed:

6.1 at least 72 hours before any ordinary Council meeting; or

6.2 at least 48 hours before any special meeting.

Further,

6.3 24 hours before any urgent special Council meeting, a notice to attend the meeting, specifying the business proposed to be transacted and signed by the speaker or the Municipal Manager as contemplated in rule 5 above, must be distributed by electronic mail to the address provided by each councillor as their official email address.

Further,

6.4 when a matter related to a by-law must be considered, notice of the item must be given at least seven (7) days before the matter is to be considered.

6.5 Hard copies will be made available only upon request and with the approval of the speaker under exceptional circumstances. Councillors who make such requests must pay the printing costs and must collect the document personally.

7. **Non-serving of notices**

Accidental omission to serve on any councillor a notice of a meeting does not invalidate the proceedings of that meeting.

8. **Urgent matters**

8.1 No business may be transacted at a meeting of the Council or any Council committee other than that specified in the relevant agenda, except any matters that the chair concerned may consider urgent and only after the chair has ruled the matter to be urgent.

8.2 The Municipal Manager may raise matters for decision by the Council that, in the Manager's discretion, are urgent. A matter will be deemed urgent if the required decision would prejudice the Council, its operations or both should it be delayed.

8.3 The speaker or chair at a meeting must determine an appropriate time when the Municipal Manager may raise urgent matters, as well as the time available for discussing them, provided that the speaker may rule that the matter is not urgent as defined in 8.2 above.

9. **Conduct at meetings**

The speaker or the chair at a meeting must:

9.1 maintain order during the proceedings;

- 9.2 ensure that the Code of Conduct for Councillors be adhered to during the meeting;
 - 9.3 ensure that the meeting be conducted in accordance with these rules;
 - 9.4 ensure that members conduct themselves in a dignified and orderly manner during the meeting;
 - 9.5 ensure that members of the public attending meetings be seated in areas designated for that purpose;
 - 9.6 ensure that members of the public attending meetings conduct themselves in an orderly manner and obey any ruling made by the speaker or chair at the meeting;
 - 9.7 ensure that any councillor or member of the public refusing to comply with the ruling of the speaker or chair leave the meeting; and
 - 9.8 ensure that the whip of each political party represented in the Municipal Council, as well as the single whip of Council, maintain discipline during the meeting.
10. **Interpretation of the rules**
- 10.1 The ruling of the speaker or the chair at a meeting regarding the application and interpretation of the rules, as well as other procedural matters not dealt with in these rules, is final and binding; provided that the speaker or chair may be required to furnish reasons for a ruling.
 - 10.2 Any ruling made by the speaker or chair must be done with due regard for the provisions of the Constitution, national and provincial legislation, municipal by-laws and policies (including these rules), the rule of law and the rules of natural justice.
11. **Quorum and acts of Council**
- 11.1 A majority of the councillors must be present at a Council meeting before any matter may be considered or put to the vote.
 - 11.2 Should there be no quorum for a meeting, the meeting must be suspended for no more than 20 minutes. If, at the end of the stated time, there is still no quorum, the speaker or chair may suspend the meeting for a period that they deem fit and thereafter adjourn the meeting to reconvene on another date and at another time and/or venue.
12. **Decisions and voting**
- 12.1 Subject to 12.3 below, all matters must be decided by a majority of councillors present at the meeting.
 - 12.2 Before a formal vote is taken on any matter before the Council, the speaker must indicate that voting is due to take place, whereafter no member or other person may be allowed to enter or leave the venue.

- 12.3 Any matter referred to in section 160(2) of the Constitution is to be decided by a majority of the councillors.
 - 12.4 Should there be an equality of votes on any matter, the speaker or chair may exercise a casting vote in addition to that particular councillor's deliberative vote; provided that the casting of such vote fall within the ambit of the powers duly delegated to the relevant committee, and provided that – for the matters listed in section 160(2) of the Constitution – there is no provision for a casting vote.
 - 12.5 Should the speaker or chair ask the meeting whether it is in agreement with the recommendations before them and should no member present raise an objection, such recommendations are adopted without being put to the vote formally.
 - 12.6 In the event of there being opposition to a recommendation, the decision is taken by means of voting – either by show of hands or, if requested and if approved by the speaker, by way of secret ballot.
 - 12.7 The single whip counts the votes and declares the result of the decisions to the chair.
 - 12.8 In the event of a secret ballot, the Municipal Manager must hand each councillor a ballot paper bearing the official mark or logo of the Municipal Council and clearly depicting the options to be voted for.
 - 12.9 The Municipal Manager must collect all ballot papers and count them in the presence of a representative of each party represented on the Council or committee and present at such meeting.
 - 12.10 Upon receiving the results, the speaker or chair declares the motion carried or lost, which must be recorded in the minutes.
 - 12.11 The number of votes cast must be recorded, along with the general result. The outcome of the voting will be announced by the speaker.
 - 12.12 Members may abstain from voting without leaving the chamber.
 - 12.13 Members may request that their support/dissent/abstention be recorded in the minutes.
13. **Disclosure of interest and removals**
- A councillor or other member of a meeting:
- 13.1 must disclose to the meeting any direct personal or private business interest that they themselves, or their spouse, partner or business associate or close family member, may have in any matter before the Council or the committee;
 - 13.2 must withdraw from the proceedings until the matter has been concluded; unless the meeting decides by resolution that the person's direct or indirect interest in the matter is trivial or irrelevant;
 - 13.3 who, or whose spouse, partner or business associate or close family member, acquires or stands to acquire any direct benefit from a contract concluded with the Municipality, must disclose full particulars of the

benefit of which the person is aware at the first meeting at which it is possible for them to make such disclosure.

Regarding the above, this provision –

13.4 does not apply to an interest or benefit that a councillor or other member, or their spouse, partner or business associate or close family member, has or has acquired in common with other residents and ratepayers of the Municipal area.

Further,

13.5 when a councillor or other member of a committee or a member of the public has been asked to leave a Council meeting, they will not be allowed to return to that meeting or any in-committee session at that meeting. This includes any adjournment of a Council meeting where the speaker and chair concerned have requested a member or committee member or member of the public to leave the meeting and precinct.

14. **Walkout**

Should a councillor or group of councillors leave any meeting in protest, and the remaining councillors constitute a quorum, the business of the meeting proceeds as usual.

15. **Count-out**

Should, during any sitting of the Council or any Council committee, the attention of the speaker or chair be called to the number of members present, he/she must count them and, should it be found that no quorum is present, the matter must be dealt with in accordance with rule 11 above.

16. **Adjourned meetings**

The Council or a Council committee may adjourn a meeting to any date or hour, but may not proceed to transact any business at such adjourned meeting, except such as was set out in the notice for the meeting that has so been adjourned.

17. **Notice of adjourned meetings**

When a meeting is adjourned, notice of the adjourning must be sent to each Council or committee member, specifying the time, date and place of the adjourned meeting; except under the circumstances contemplated in 34 below.

18. **Chair at meetings**

18.1 The speaker – or, in the speaker's absence, the acting speaker – serves as chair at all Council meetings. An acting speaker may be elected by the majority of councillors present at any Council meeting where the speaker is not present.

18.2 The Executive Mayor chairs meetings of the Mayoral Committee and, in the Executive Mayor's absence, the Deputy Executive Mayor; and, should

the Deputy Executive Mayor also be unavailable, any other councillor appointed by a majority Mayoral Committee members in attendance.

18.3 The Executive Mayor must appoint a chair to serve at meetings of the portfolio committees (section 80 of the Structures Act).

18.4 The person so appointed by Council must chair Council committee meetings; provided that, where no such person was nominated, the members present may elect their own chair.

19. **Agenda**

Subject to 19.2 and 19.3 below, all meetings must be conducted in accordance with the order in which matters appear on the relevant agenda, and only matters included in the agenda may be debated.

19.1 The speaker or chair may, after considering a duly motivated request, change the order of agenda items.

19.2 The speaker or chair may, after considering a duly motivated request, direct that a matter be moved between the “in-committee” and open-meeting sections of the agenda.

20. **Order of business at Council meetings**

The order of business of an ordinary Council meeting is as follows:

1. **Opening and welcome**
2. **Mayoral address**
3. **Communications by the speaker**
4. **Communications by the Municipal Manager**
5. **Disclosure of interests**
6. **Applications for leave of absence**
7. **Approval of the minutes of the previous meeting**
8. **Statutory matters**
9. **Report by the Municipal Manager on outstanding resolutions**
10. **Items for noting:**
 - 10.1 **Report(s) by the Executive Mayor**
 - 10.2 **Report(s) by the speaker**
 - 10.3 **Report(s) by the Municipal Manager**
11. **Items for consideration from the Executive Mayor or Mayoral Committee:**
 - 11.1 **Community and Protection Services**
 - 11.2 **Corporate Services**
 - 11.3 **Financial Services**
 - 11.4 **Human Settlements**
 - 11.5 **Infrastructure Services**
 - 11.6 **Planning and Economic Development Services**

- 11.7 Rural Management and Tourism**
 - 11.8 Youth, Sports and Culture**
 - 11.9 Executive Mayor**
 - 12. Consideration of items, reports, communications, petitions and applications submitted via the Office of the Municipal Manager**
 - 13. Municipal Public Accounts Committee (MPAC)**
 - 14. Reports by the Municipal Manager**
 - 15. Consideration of notices of questions and notices of motions received by the speaker**
 - 16. Consideration of urgent motions**
 - 17. Urgent matters submitted by the Municipal Manager**
 - 18. Reports by the speaker**
 - 19. Matters to be considered in-committee**
- 21. Leave of absence and attendance**
- 21.1 All councillors must punctually attend and remain in attendance for the full duration of each meeting of Council or one of its committees, unless leave of absence has been granted or a matter serves before the meeting in which a councillor or committee member or their spouse, partner or business associate or close family member has any direct or indirect personal or private business interest and such councillor or committee member is required to withdraw under item 3(b) of the Code of Conduct.
 - 21.2 Applications for leave of absence from any Council or committee meeting must be submitted to the single whip for approval by the speaker or the relevant chair. The application must be in writing and signed by the member applying for leave.
 - 21.3 For any meeting other than an urgent special meeting, all applications for leave must be submitted at least 12 hours before the starting time of the meeting. In case of an urgent special meeting, the single whip must receive the application an hour before the meeting. In the case of extenuating circumstances, an application must be submitted as soon as is reasonably possible.
 - 21.4 The speaker or chair may grant leave at their sole discretion, and the speaker or chair is at liberty to reject an application for leave of absence; except when such request is accompanied by a medical certificate prescribing a member's being absent. A medical certificate that is not attached to a request for absence must be submitted within three (3) working days after the meeting and must be dated at least on the date of the meeting.

22. Minutes to be kept and approved

- 22.1 Minutes of the proceedings of every meeting of the Council and its committees must be recorded electronically or otherwise and kept for that purpose by the Director: Corporate Services. The Municipal Manager is responsible for the accuracy of the minutes, and every set of minutes must be approved at the next ordinary meeting.
- 22.2 Minutes of the proceedings of every Council or committee meeting must be recorded, typed and printed and, once approved, signed by the chair at the next ensuing ordinary meeting. Minutes must be bound and kept secure.
- 22.3 The Municipal Manager must ensure that the minutes reflect the names of the members who attended the meeting, those who were absent and those who had been granted leave of absence.

23. No discussion on minutes at approval stage

Any motion or discussion during the approval of the minutes is limited to its accuracy.

24. Motions

- 24.1 No matter may be brought before a meeting by any member except upon a notice of motion, which must be submitted in writing on a form prescribed for such purpose and signed by the member giving the notice as well as a member seconding it.
- 24.2 All notices of motion must be submitted to the speaker or chair ten (10) days before the meeting concerned.
- 24.3 All notices of motion must be dated and numbered as received by the Municipal Manager, and are entered on the agenda paper in the order in which they have been received; save and except that notices of amendment to motions must be entered immediately after the notice of motion that they relate to, irrespective of the time at which the notice has been received.
- 24.4 Subject to rule 37, no member may enter more than two notices of motion on the same agenda.
- 24.5 Before any notice of motion may be placed on the agenda, it must be submitted to the Municipal Manager, who must obtain the written technical input from the various heads of department of the Municipality, if so required; and who, should the Manager be of the opinion that the motion would be *ultra vires* existing legislation, must ensure that the member concerned be so informed. The notice giver does have the right to appeal to a committee comprising the speaker, Executive Mayor and single whip of the Council, who will review the matter on the papers alone and decide whether or not such notice of motion should be included in the agenda.

- 24.5.1 A motion lapses if the member who submitted it is absent at the meeting where the motion is to be debated. The motion concerned must be resubmitted.
 - 24.5.2 The member who submitted a motion must introduce it at the meeting and has the right to deliver a reply.
 - 24.5.3 No motion will be considered that intends to rescind or amend a resolution passed by the Council in the preceding three months, or that has the same purport as a motion that was rejected in the three preceding months.
- 21.1 When a motion is introduced, it must be read out together with the number allocated to it and the name of the mover.
- 24.6 The speaker or chair must ascertain which motions are unopposed; these must be passed without debate. Thereafter the opposed motions will be called in accordance with the order of the agenda.
- 24.7 A motion affecting the making or amending of a by-law must be submitted to the speaker for a report before the Council may pass a resolution on it.
- 24.8 The speaker may disallow a motion that:
- 24.9.1 may lead to discussion of a matter already dealt with on the agenda;
 - 24.9.2 addresses a matter on which the Council has no jurisdiction;
 - 24.9.3 addresses a matter on which a decision of a judicial or quasi-judicial body is pending;
 - 24.9.4 has not been seconded;
 - 24.9.5 if passed, would contradict existing law; or
 - 24.9.6 is frivolous
- 24.9 The mover may withdraw a motion or amendment with the consent of the seconder.
- 24.10 The speaker or chair may call upon any mover of an amendment to a motion to reduce the same to writing and sign it, and to hand it to the Municipal Manager to read it for the meeting's adoption or rejection. Except upon the recommendation of the committee to which the Council has delegated powers or duties to deal with the particular subject matter, no resolution passed at any Council meeting may be revoked or altered at any subsequent meeting, unless notice of a motion to amend or revoke has been submitted as contemplated in section 24.
- 25. Amendments to recommendations**
- 25.1 An amendment that is moved:
 - 25.1.1 must be relevant to the recommendation, motion or proposal on which it is moved;
 - 25.1.2 must be reduced to writing, signed by the mover and seconder, and handed to the speaker; and
 - 25.1.3 may be moved by a member only while he/she is speaking on a recommendation, motion or proposal under debate.

- 25.2 A member who has moved an amendment may speak thereon for no longer than three (3) minutes, but the seconder will not be allowed to speak thereon, and all amendments that have been moved must be put to the vote once the debate upon such recommendation, motion or proposal has been closed.
- 25.3 More than one amendment may be moved to a recommendation, motion or proposal and, subject to rule 24.9, all amendments that have been moved must be put to the vote once the debate upon such recommendation, motion or proposal has been closed.
- 25.4 No member may move more than one amendment to a recommendation, motion or proposal.
- 25.5 If the Mayor or member of the Mayoral Committee or chair of a committee or the mover of the original motion wishes to address the Council on any amendment moved to such recommendation, motion or proposal, they may do so only during their reply.
- 25.6 The debate is closed after the Mayor or member or chair has delivered their reply.
- 25.7 If more than one amendment to a recommendation, motion or proposal have been moved, they must be put to the vote in the order in which they were moved.
- 25.8 The speaker must state each amendment to a recommendation, motion or proposal clearly to the meeting before it is put to the vote.
- 25.9 If an amendment be carried, the amended recommendation, motion or proposal must take the place of the original recommendation, motion or proposal, in respect of which only further proposed amendments will be put to the vote; provided that, should the speaker be of the opinion that an amendment that has been carried renders another amendment unnecessary or pointless, may rule that such other amendment need not be put to the vote, in which case the latter amendment lapses.
26. **Precedence of the speaker**
- 26.1 Members at a sitting of the Council or a committee must have their heads uncovered; except for members in traditional, cultural or religious headdress.
- 26.2 Councillors must remain seated while speaking, addressing the speaker or chair at all times.
- 26.3 Whenever the speaker or chair speaks, any member speaking or offering to speak at that moment must be silent in order for the speaker to be audible and speak without interruption.
27. **Relevance**
- Members who speak must confine their speech strictly to the motion or matter under discussion or to an explanation or a question of order.

28. Members' right to speak

Unless otherwise provided for in these rules, no member may speak more than once on any recommendation or amendment to a recommendation(s), motion or proposal; provided that the Executive Mayor or a member may reply in conclusion of a debate – even then confining their comments to previous speakers, without introducing any new matter into the debate.

29. Mayoral address

29.1 After the speaker has opened the meeting, but before any matters on the agenda are dealt with, the Executive Mayor may address the meeting on any matter, whether it be on the agenda or not, which he/she deems appropriate. No points of order or debate are allowed during the Mayoral address.

29.2 At the conclusion of the Mayoral address, the speaker may allow a maximum of ten (10) minutes for questions and answers arising from such address. The speaker must ensure that the time available be allocated proportionally to the political parties, and as agreed at the whips' meeting.

29.3 The Executive Mayor may reply to any questions envisaged in rule 29.2 above or, if so directed by the Executive Mayor, by any other member of the Mayoral Committee.

30. Debate management

30.1 The speaker determines the time allocated to each political party.

30.2 At least 24 hours before the meeting, the whip of each political party represented on the Municipal Council must provide the speaker or chair with a list indicating which agenda items are to be debated.

30.3 At least 12 hours before the meeting, the whip of each political party represented on the Municipal Council must provide the speaker or chair with a list indicating which members will speak on which agenda items.

30.4 The speaker determines the time allocated per item, and informs the whips of the speaking time allowed each member included in the list, based on the principle in 30.1 above.

30.5 Each political party or interest group represented on the Municipal Council has the right to speak on each agenda item.

31. Length of speeches

31.1 No speech may be longer than three (3) minutes without the speaker's consent. This allotted time excludes consecutive translation time required.

31.2 The speaker or the chair will be entitled at any time to set, limit or extend reasonable time limits for discussion and/or decision-making regarding any item or group of items on the relevant agenda.

32. Disorderly conduct by councillors and the chair's function

- 32.1 Should members at any meeting conduct themselves improperly, behave unseemly or persistently obstruct business to be transacted at that meeting, challenge a ruling by the speaker or chair, or decline to withdraw an expression when required to do so by the speaker or the chair, indulge in tedious repetition or unbecoming language, or commit any breach of these rules, the speaker or chair may rule those members to be out of order and may direct them to conduct themselves properly and, if they have been speaking, to cease such speech immediately.
- 32.2 Should members persistently disregard directions by the speaker or chair, the latter may declare those members to be out of order and direct them to retire from the venue for the remainder of that meeting and, if necessary, may cause them to be ejected from the venue. The speaker or chair will launch an investigation under the Code of Conduct regarding such behaviour.
- 32.3 Unless otherwise ruled, such members are excluded for the full duration of the meeting concerned, including the "in-committee" section of the meeting and any adjournment of that meeting.
- 32.4 Should members refuse to retire from the venue, the speaker or chair may request the Sergeant-at-arms to facilitate the removal of such members.
- 32.5 If this cannot be done in an orderly manner, the speaker or chair at the meeting may adjourn proceedings for no longer than 15 minutes to allow for the relevant members to retire or be ejected from the venue. If the members have not left or been ejected by the time that the meeting is to be resumed, it may be adjourned for another 10 minutes to resolve the situation.
- 32.6 After a second adjournment the speaker or chair may rule that the meeting will re-convene at another venue and time, and that any members ordered to retire or so evicted or ordered to be evicted will be refused entry to the alternative venue. The Council's Sergeant-at-arms must ensure that such members do not, indeed, enter the alternative venue.

33. Obstruction by persons other than councillors

Any persons other than members who misconduct themselves, behave unseemly or interrupt the proceedings of the Council or any Council committee at any meeting must, should the speaker or chair so direct, leave the venue or be removed from it. Should such persons refuse to leave, the Sergeant-at-arms is responsible for removing them from the venue. The speaker or the chair may exclude such persons from further admittance to the venue or the meeting for a period as the speaker or chair may deem fit.

34. Points of order and personal explanations

- 34.1 All members, whether they have addressed the Council on the matter under debate or not, may raise a point of order at any time and must specify the rule upon which they raise it after having been acknowledged by the speaker or chair.
- 34.2 All members who have addressed a meeting on the matter under discussion may raise a point of personal explanation in order to clarify any misunderstanding or incorrect interpretation of their input.
- 34.3 No point of order or personal explanation constitutes a speech and, therefore, will not affect any members' right to speak on a particular item; provided that they must be limited to one (1) minute speaking on the point of order or personal explanation.
- 34.4 Any members contemplated in rule 34.1 and 34.2 must be heard, and the member speaking at the time as well as all other members must remain silent until the speaker or chair has ruled on the matter.
- 34.5 The ruling by the speaker or chair on a point of order or on the admissibility of a point of personal explanation is final and will not be open to discussion.
- 34.6 Members who persist in raising a point of order or of personal explanation after the speaker or chair has made a ruling are subject to rule 32.4 above.

35. Questions

- 35.1 All members may submit a question requiring a written reply from any political office bearer, the Municipal Manager or Senior Manager of the Municipality concerning any matter related to the Municipality's effectively performing its functions and to its exercising its powers; provided that a written notice of such question must be submitted to the speaker or chair and the Municipal Manager at least 10 days before the Council or committee meeting, and the political office bearer and the Municipal Manager must ensure that the members concerned receive a written reply at the meeting.
- 35.2 If, after questions have been replied to, members should consider a reply to be unclear or satisfactory, they may request a follow-up question in writing with the permission of the speaker or chair.
- 35.3 All questions duly given notice of and all responses submitted must be recorded in the minutes.
- 35.4 Each member may raise/file/petition only two (2) motions or two (2) questions, or one (1) question and one (1) motion, per meeting.
- 35.5 Members may not submit a question or motion that is substantially the same as a motion or question raised in the previous three months; the speaker or chair has sole discretion to make a ruling regarding the substance of a motion or question.

36. **Terms of reference of subcommittees**

Upon the appointment of any subcommittee of Council, the Council must specify the terms of reference of such subcommittee and determine the number of member required for a quorum.

37. **Extension or restriction of powers by the Council**

The Council may at any time extend, withdraw or modify the duties and powers of a committee or subcommittee appointed under section 79 of the Structures Act.

38. **Minutes of executive committee, Mayoral Committee, and Council committees and subcommittees**

38.1 Every committee must keep minutes of its proceedings and cause the same to be duly stored by the Director: Corporate Services. This provision applies to the Mayoral Committee, too, except when it is specifically exempted from this duty by a resolution by the Council in view of the sensitivity, confidentiality or other nature of the subject matter of a particular meeting; and provided that the final resolution or recommendation be duly recorded in writing.

38.2 At every ordinary meeting of a committee, the minutes of the previous meeting will be taken as read, with a view to approving it; provided that a copy of such minutes be attached to the agenda and have been sent to each member of the committee beforehand.

38.3 No discussion will be allowed regarding the minutes, except as to its accuracy, save at portfolio committee meetings – and even then at the sole discretion of the chair.

39. **Inspection of minutes**

39.1 Once approved, the minutes of recent Council meetings must be posted on the Municipality's website for perusal.

39.2 Hard copies of minutes and historical minutes may be inspected, but access must be applied for as per the Municipality's policy regarding PAIA (Promotion of Access to Information Act 2 of 2000), and may attract an administration fee.

40. **Non-attendance by committee members**

40.1 Should any member of the Council or a committee of Council fail to attend three or more consecutive meetings of the relevant body without leave of absence having been granted as contemplated in rule 21 above, item 4 of the Code of Conduct (Schedule 1 to the Systems Act) applies.

40.2 Members of Council or a committee who fail to attend a meeting of the relevant body without leave of absence having been granted as

contemplated in rule 21 above may incur a fine of 10% of their monthly salary.

- 40.3 A committee consisting of the speaker, the single whip and two other party whips chosen on a rotational basis must investigate before a fine is imposed under rule 40.2, and report to Council on the transgression contemplated by rule 40.2 read with rule 21.

41. Council members attending meetings of committees of which they are not members

41.1 Members of the Municipal Council may attend the meeting of any committee of which they are not a member. In all such instances, the Council members are granted observer status and thus may not participate or vote at such meetings.

41.2 The provisions of rule 41.1 do not apply to the Municipal Public Accounts Committee (MPAC). Mayoral Committee members may be requested to attend MPAC meetings, and the notice must specify the matters on which the Mayoral Committee member is expected to address the MPAC.

41.3 Mayoral Committee members who have been requested to attend an MPAC meeting may request that the Municipal Manager – or a senior manager, with the Municipal Manager’s permission – accompany them to such MPAC meeting; however, they may not instruct such official to appear before and address the MPAC on their behalf.

42. Information to be obtained from the Municipal Manager or heads of department

Subject to the provisions of rule 38 above, Council members who wish to obtain from any Municipal official information about the Municipality’s administrative work – which information is not accessible to the general public – must address their enquiries firstly to the Municipal Manager in writing; in the event of the Municipal Manager refusing such request, the Council member concerned may submit a PAIA application.

43. Information to the media: in-committee discussions

43.1 The Executive Mayor or, in his/her absence, the Deputy Executive Mayor and the Municipal Manager – or their delegated representative according to their discretion – may supply, upon application to them by any registered newspaper, radio station, television service or internet publisher, information and reports relating to the Municipality’s work to such media or their representatives.

43.2 In view of the Municipal Manager or the Executive Mayor being the authorised channel through which the media may receive information and reports, Council and committee members must refrain from providing the media with documents or information that they have received for the purposes of discussion by the Council or committee; on the understanding

that this clause is not be construed as abrogating councillors' individual constitutional right to make press statements that reflect their personal or political views, not those of the Council; and provided, further, that no in-committee discussion may be conveyed to the public or media except by the Executive Mayor or Municipal Manager.

- 43.3 Committee chairs must liaise with the Executive Mayor and Municipal Manager for the publication of any information relating to the committee concerned; if approved, the Municipal Manager will arrange for the publication of the relevant information.

44. **Legal defence and indemnification of members and officers of the Council**

The Council (as per the delegations) may determine the circumstances in which it will undertake the defence of or pay the legal costs or the total costs and the amount in respect of any legal proceedings, whether civil or criminal, that a councillor or an official may have against any person, body, organisation or institution arising from the councillor's or official's capacity as a Municipal official.

45. **Speaker may refer matters for legal advice**

The speaker may, within the framework of the Municipality's approved operational budget and subject to its supply chain management policy, refer any matter pertaining to the Council and its proceedings for legal advice.

46. **Activities prohibited within the Council chamber or meeting venue and the use of the Council chamber by other persons or institutions**

- 46.1 All persons and institutions who make use of the facilities must respect and adhere to the decorum of the Council chamber as the official seat of Municipal governance at all times.

- 46.2 The following activities, conducted by whosoever, are strictly prohibited within the confines of the Council chamber or a meeting venue of the Council or its committees:

46.2.1 being in possession of a cellular telephone that is not in silent mode;

46.2.2 speaking on a cellular phone during a meeting; and

46.2.3 consuming any food or drink, excluding water provided at the meeting or bottled water.

- 46.3 The use of the Council chamber by any persons or institutions other than a recognised committee, body of or person in the employ of the Municipality is subject to approval by the speaker, and at all times dependent on the venue's availability as regards the Council's calendar of use and the purpose for which it is requested. Applications for use must be submitted in writing to the speaker, who will confer with the Director: Corporate Services about making the venue available and send a written reply.

47. **Sanctions and offences**

Any person who wilfully contravenes any provision of these rules is guilty of an offence and subject to the following sanctions imposed by the Council:

- 47.1 a fine as determined by Council from time to time for the categories of offences as approved by Council by resolution from time to time;
- 47.2 suspension from attending Council or committee meetings as the Council may determine, for such a period as the Council may determine by resolution from time to time for the categories of offences as determined by Council.

48. **Dress code**

- 48.1 The Council may by resolution prescribe a dress code for councillors and traditional leaders attending meetings.
- 48.2 Notwithstanding the provisions of any resolution passed in accordance with rule 48.1, no councillor will be allowed to wear to any meeting any clothing or accessory that displays party-political paraphernalia or any clothing that may offend a party or person.

8.2.2	UPDATE OF TREE REGISTER FOR THE COMMUNITY SERVICES DEPARTMENT FOR THE 2018/2019 FINANCIAL YEAR
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Collaborator No: 653219
IDP KPA Ref No: Strategic Focus Area 2
Meeting Date:

1. SUBJECT: UPDATE OF TREE REGISTER FOR THE COMMUNITY SERVICES DEPARTMENT FOR THE 2018/2019 FINANCIAL YEAR

2. PURPOSE

To inform Council about the updated tree register for the 2018/2019 financial year.

3. DELEGATED AUTHORITY

Standing Committee.

4. EXECUTIVE SUMMARY

The tree register is a record keeping document that is used to record trees that are being sponsored within the WC024. The capturing of tree information ensures that the basic information of each tree is logged for control and monitoring purposes.

5. RECOMMENDATION

that the attached register be noted by Council.

6. DISCUSSION / CONTENTS

6.1 Background

A Departmental Key Performance Indicator, namely D724: Update of Tree register by end of June to A Committee of Council/Mayco was identified at the beginning of the 2019/2019 financial year. The Senior Manager: Community Services in consultation with the Manager: Environmental Management is therefore required to report annually on the planting/sponsoring of trees within the WC024 for control and monitoring purposes.

Trees that are planted within the WCO24 are controlled and monitored by the Municipality. Trees that are sponsored as per request are logged as being donated and are controlled and monitored by the body requesting sponsorship of trees. Therefore, it is not the responsibility of the Municipality to care for these trees after it is sponsored.

6.2 Discussion

Currently, the Department logs/captures all trees that are requested for planting and sponsorship on the tree register. This tree register is a record keeping document that is updated as and when required. The current financial year's (2018/2019) tree register depicts what has been planted and sponsored within the WC024 (See attached **ANNEXURE A** for more detail.)

Stellenbosch Municipality, by virtue of the powers vested in it by section 156(2) of the Constitution of the Republic, of South Africa as amended, read with section 13 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) as amended, has made the Policy set out in the schedule below.

In terms of Section 152 (1) (b) of the Constitution of the Republic of South Africa, 1996, one of the main objectives of local government is to ensure the provision of services to communities in a sustainable manner. It is, therefore, incumbent upon Stellenbosch Municipality to ensure that essential and the minimum level of basic municipal services are maintained and that it has sufficient skilled and trained personnel to guarantee the uninterrupted delivery of the aforementioned services to the residents, of the WCO24.

6.3 Financial Implications

None

6.4 Legal Implications

None

6.5 Staff Implications

None

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

None

6.8 COMMENTS FROM SENIOR MANAGEMENT**6.8.1 Director: Infrastructure Services**

No comments required.

6.8.2 Director: Planning and Economic Development

No comments required.

6.8.3 Director: Community and Protection Services

No comments required.

6.8.4 Director: Corporate Services

No comments required.

6.8.5 Chief Financial Officer

No comments required.

6.8.6 Municipal Manager

No comments required.

ANNEXURES

Annexure A: 2018/2019 Tree Register

FOR FURTHER DETAILS CONTACT:

<i>NAME</i>	TAMMY LEIBRANDT
<i>POSITION</i>	MANAGER: ENVIRONMENTAL MANAGEMENT
<i>DIRECTORATE</i>	COMMUNITY AND PROTECTION SERVICES
<i>CONTACT NUMBERS</i>	021 808 8180
<i>E-MAIL ADDRESS</i>	tammy.leibrandt@stellenbosch.gov.za
<i>REPORT DATE</i>	06 JUNE 2019

ANNEXURE A

Date Planted	Tree No.	Botanical Name	Common Name	Sponsored by	Project name or Suburb	Cared for by	Contact Number	Address	Total Amount Planted	Indigenous	Exotic
15 August 2018		<i>Harpephyllum caffra, Nuxia floribunda</i>	"Wild Plum" & "Forest Elder"	DAFF	Arbor month	Kuyasa Horizen Empowerment		Makhuphula St, Khayamandi	10		
03 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Arbor month	Peter Bailey		59 Aselea Str, Cloetesville	1		1
03 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Arbor month	Sheilla Johnson		28 Aselea Str, Cloetesville	1		1
03 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Arbor month	Raymond Davids		26 Aseallea Str, Cloetesville	1		1
03 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Arbor month	A Meyer	073 692 6988	24 Asellea Str, Cloetesville	1		1
03 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Arbor month	J Amos		43 Asellea Str, Cloetesville	1		1
03 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Arbor month	C Meyer		27 Aselea Str, Cloetesville			1
03 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Arbor month	C Thys		15 Aselea Str, Cloetesville	1		1
03 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Arbor month	S Hector		3 Philander Str, Cloetesville	1		1
03 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Arbor month	C Gordon		5 Philander Str, Cloetesville	1		1
03 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Arbor month	Daniel Delport		1 Madeliefie, Cloetesville	1		1
03 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Arbor month	C September		53 Madeliefie, Cloetesville	1		1
03 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Valentyn Tree Planting	Elsin Johannes	072 147 5616	85 Lakay Str, Cloetesville	1		1
03 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Arbor month	C Pays		15 Aselea Str, Cloetesville	1		1
03 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Valentyn Tree Planting	Nadieena Abraham	081 050 3191	19 William St, Cloetesville	1		1
05 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Die Laan Tree Planting	Lydia Van Rooyen			11		11
06 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Valentyn Tree Planting	Theo Johnson	078 877 2184	50 William St, Cloetesville	1		1
06 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Valentyn Tree Planting	W Bantam	021 889 5035	2 Isaac Str	1		1
06 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Valentyn Tree Planting	Herman Cadman	021 889 6252	36 William Str, Cloetesville	1		1
06 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Valentyn Tree Planting	Mary Samuels	061 369 1588	40 Williams St, Cloetesville	2		2
06 September 2018		<i>Celtis africana</i>		DAFF	Valentyn Tree Planting	Tachiera Crombie	082 360 6142	7 Pool St, Cloetesville	1		
06 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Valentyn Tree Planting	Cynthia Gabriels		4 Otto St, Cloetesville	2		2
06 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Valentyn Tree Planting	Joswin Pause	072 153 3227	23 Pine St, Cloetesville	1		1
06 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Valentyn Tree Planting	Lionel Davidson	072 759 2856	84 William St, Cloetesville	1		1
06 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Valentyn Tree Planting	Carourela Muller		61 Lakay St, Cloetesville	2		2
06 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Valentyn Tree Planting	Denise Samson	021 889 5109	13 Hine St, Cloetesville	1		1
06 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A & DAFF	Valentyn Tree Planting	Sicelo Zimemo	084 649 7817	2899 Thubelitsa Park, Khayamandi	1		1
06 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Valentyn Tree Planting	P Biscomb	083 744 6445	17 William St, Cloetesville	1		1
06 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Die Laan Tree Planting	Swarts De	084 811 6794	6 Jooste St, Kylemore	3		3
06 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Valentyn Tree Planting	Nolundi Chithamazi	072 365 6502	1859 Snake Valley	1		1
06 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Arbor month	Enzo Vergotine	072 533 8848	54 Erasmus straat, Cloetesville	2		2
06 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Valentyn Tree Planting	Cleo	071 996 3002	38 Willam St	1		1
06 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Valentyn Tree Planting	M Daniels 021 889 5327	021 889 5327	9 Polle St, Cloetesville	1		1
07 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Valentyn Tree Planting	Jaftha Panson	062 708 8714	Jonkeshoek	1		1
07 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Valentyn Tree Planting	Jeremy Kasser	081 419 1233	26 King Street	1		1
07 September 2018		<i>Lemon eureka</i>	"Lemon Tree"	N/A	Valentyn Tree Planting	Dirkie Charles	083 460 6865	38 William St, Cloetesville	1		1

07 September 2018		Lemon eurika	"Lemon Tree"	N/A	Valentyn Tree Planting	Nola Davids	076 688 7515	68 Lang Str,Cloetesville	1		1
07 September 2018		Lemon eurika	"Lemon Tree"	N/A	Valentyn Tree Planting	Portia Johnson	072 148 4700	1 King St,Cloetesville	1		1
07 September 2018		Lemon eurika	"Lemon Tree"	N/A	Arbor month	Mr Peterson		AF Louw Primary	11		11
07 September 2018		Lemon eurika	"Lemon Tree"	N/A	Arbor month	Xoliswa Mdemka	084 481 6844	5 Klapperbosch Close,The Ridge,Stellenbosch	1		1
07 September 2018				DAFF	Arbor month	Wallie Lakay	0218895461/3	Dorothea School,Cloetesville	20		
07 September 2018		Lemon eurika	"Lemon Tree"	N/A	Arbor month	Moses Robyn	021 889 5271	68 William St,Cloetesville	1		1
07 September 2018		Lemon eurika	"Lemon Tree"	N/A	Valentyn Tree Planting	Hendry Linders	084 618 2984	14 valentyne street cloetesville	1		1
08 September 2018		Lemon eurika	"Lemon Tree"	N/A	St Vincent Tree Planting	Meagon Arrison	076 546 20550	57 Jakaranda St,Cloetesville	1		1
11 September 2018		Lemon Eurika	"Lemon Tree"	N/A	St Vincent Tree Planting	Agnes Claudine 079 989 7161	079 989 7161	Koelenhof RC Mission,St Vincent	2		1
11 September 2018		Lemon Eurika	"Lemon Tree"	N/A	St Vincent Tree Planting	Antonia Gattringer 0828430273	082 843 0273	Koelenhof RC Mission,St Vincent	1		1
11 September 2018		Lemon Eurika	"Lemon Tree"	N/A	St Vincent Tree Planting	Sarah Julies 0848017140	084 801 7140	3 Champagne St,Riverside Park	1		1
11 September 2018		Lemon Eurika & Rhus pendulina	"Lemon Tree"	N/A & DAFF	Arbor month	Dunstan	073 110 0200	15 Ostara Laan,Stellenbosch	3		2
11 September 2018		Trichilia emetica	"Lemon Tree"	DAFF	Arbor month			51 Lackay St Tenantville	6		
11 September 2018		Lemon eurika	"Lemon Tree"	N/A	St Vincent Tree Planting	Griezelda Stuurman	078 880 1248	25A Kromme Rhee,Koelenhof,Stellenbosch	1		1
28 September 2018		Lemon eurika	"Lemon Tree"	N/A	Heritage event	Wendy Pekeur	060 624 3215	JJ Rhode School	70		70
29 September 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	Gideon Malhabe	082 853 9368	41 Jonkersweg,Mostertdrift	1		1
29 September 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	G Thomas	073 922 4575	DAFF	2		2
29 September 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	Amy Levendal	084 431 7691	25 Whiteheart Street,Jamestown	1		1
29 September 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	Lucielle Visagie	078 300 6784	86 Uitval Werker,Devon Valley	2		2
30 September 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	Reitzing	078 300 6784	85 Uitval Werker,Devon Valley	2		2
30 September 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	Theresa Andriaanse	076 689 7532	48 Marrula Crescent,The Ridge,Idas Valley	1		1
30 September 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	Melody Pam	074 665 5574	Rhoda Str,Cloetesville	2		2
29 September 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	Glenda Pearson	072 627 1297	5 Vineyard Quarter,1Downie Rd,Kylemore	1		2
29 September 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	Andrian Ferrier	072 896 1185	29 Lakay St,Cloetesville	1		1
29 September 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	Marietjie Kritzuiger	082 413 4643	36 Unielacew,Unie Park	1		1
29 September 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	Rhoda Harris	073 910 8086	44 Botmaskop Rd,Idas Valley	1		1
30 September 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	Victor Arendse	082 528 4493	66 Gorridang Street,Idas Valley	1		1
30 September 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	J Geber	083 294 8607	233 Andringa Walk,Stellenbosch	1		1
30 September 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	Naomi Woms	084 847 1144	304 Phyllica Flats,Stellenbosch	2		2
30 September 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	Jaylyn Buys	073 181 9618	13 Tioga Singe,Jamestown	2		2
06 October 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	Anneke Kruger	082 898 5792	3 Simonsbergweg,Stellenbosch Voortrekkers	2		2
06 October 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	George Mc Keith	072 465 7949	99 Heelshoogte Rd,Idas Valley	1		1
06 October 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	Zulpha Golding	073 385 2431	3 Mcoy Str,Idas Valley	1		1
06 October 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	Toni du Toit	071 881 9819	9 Sonneblom Str,Idas Valley	1		1
06 October 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	Aalijiah Harris	071 034 4453	42 Botmaskop Rd,Idas Valley	1		1
06 October 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	Elsake Fago	084 823 1529	11 Packhan St,Idas Valley	1		1
06 October 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	Lnigi de Klerk	074 294 1659	23 Olyf Ave	1		1
07 October 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	Derick Roux	083 310 0927	70 Daoga Street ,Jamestown	2		2
07 October 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	Sarah Daniels		Begraafve ,Devon Valley	1		1
07 October 2018		Lemon eurika	"Lemon Tree"	N/A	Ebosch	Jasmine Bosch	062 009 2434	13 Hofflaan,Unie Park	1		1
13 October 2018		Lemon eurika	"Lemon Tree"	N/A	Agri Expo	Carol Ross	021 871 1682	99 Bonapoorte Avenue, Klein Parys	1		
13 October 2018		Lemon eurika	"Lemon Tree"	N/A	Agri Expo	A Christians	061 904 0108	16 Portfonte street, Jamestown	1		
13 October 2018		Lemon eurika	"Lemon Tree"	N/A	Agri Expo	Lounora Hendriks	081 886 4870	10 Martin Street, Idasvalley	1		
13 October 2018		Lemon eurika	"Lemon Tree"	N/A	Agri Expo	Johan Van Der Merwe	082 650 7118	1 Robertson Street, Brandwagcht	1		
13 October 2018		Lemon eurika	"Lemon Tree"	N/A	Agri Expo	Tyler Perez	021 886 2300	Luckoff high school	1		
13 October 2018		Lemon eurika	"Lemon Tree"	N/A	Agri Expo	Willem Maree	074 254 9804	40 Vaaldraai,	1		
14 October 2018		Lemon eurika	"Lemon Tree"	N/A	Agri Expo	Cedric Davids	076 655 8401	Elsenburg Housie 14	1		
14 October 2018		Lemon eurika	"Lemon Tree"	N/A	Agri Expo	Darryl Bruines	082 657 848	10 Geelhout, Avenue Paarl	1		

15 October 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Ruwon De Klerk		5 Robertson,Brandwagtch	1		
21 October 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Anne Petersen	083 238 5944	Spoorweghuis, Simonduim	1		
22 October 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	E Daniels	021 875 4505	Simonduim	1		
23 October 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	E.Davids		Spoorweghuis, Simonduim	1		
24 October 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Maretha Ebrahim		10 Spoorweghuis, Simonduim	1		
24 October 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Jeffrey Hendriks		Simonduim	1		
25 October 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Jan Jacobs	072 763 4089	6 Theewater street,Groenvallei	1		
26 October 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Marline Burger	083 380 3922	8 Lady Loch Village, Wellington	1		
27 October 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	A Aucamp	083 641 5161	Kromme Rhee, Stellenbosch	1		
28 October 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Boland Landbou High	079 044 3117	Windmeul, Wellington	1		
29 October 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Janco Groenewald	079 044 3117	1 watham cross	1		
30 October 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Rochel Baatjies		Spoorweghuis, Simonduim	1		
31 October 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Francious hesse	079 044 7691	4 Buren street	1		
01 November 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Louise Van Zyl	082 080 5059	7 Welgemoed Street, Somerset	1		
02 November 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Jakob Le Fleur		Landbou Highschool	1		
03 November 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Michelle Boder	071 588 7829	8 Tristan	1		
04 November 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Jacques De Villiers	082 774 1745	Ceder-Farm, Klein Drakensberg	1		
05 November 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	J Kloppers	082 459 9405	1 Suidwal street, Stellenbosch	1		
06 November 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Jacques Powell	074 641 0597	9 Donna street, Brackenfell	1		
07 November 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Helene Fourie	082 707 3602	26 Langstreet, Montagu	1		
08 November 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Willie Fourie	082 707 3602	27 Langstreet, Montagu	1		
09 November 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Wian Fourie	082 707 3602	23 Langstreet, Montagu	1		
10 November 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Anelmie Fourie	082 707 3602	23 Langstreet, Montagu	1		
11 November 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Nowelli Maude	084 710 0097	Vaaldraai	1		
12 November 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Cedrics Paulse	066 558 0141	Elsenburg Housie 14	1		
13 November 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Peter Darries	078 470 6697	Windmeuel	1		
14 November 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Jayden Vossel	078 498 5697	Vaaldraai	1		
15 November 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Leticea Jacobs	073 264 6789	Vaaldraai	1		
16 November 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Catherine Arendse	074 226 4486	40 River Cres,Forest Park	1		
17 November 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Emmerick Farao	063 147 04162	20 Coetzenberg Str,Jamestown	1		1
18 November 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Justin Basson	084 604 6464	franschhoek	1		1
19 November 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Wessel	021 360 7924	Johannesdal,Pniel	1		1
20 November 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Christo Cyster	076 756 3175	Johannesdal,Pniel			
21 November 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Alice Gabriels	078 189 5063	24 Fir Street,Cloetesville			
22 November 2018		<i>Lemon eurika</i>	"Lemon Tree"	N/A	Agri Expo	Sydwell Makomazi	072 340 9147	291 Sihendu Close	6	1	0
12 April 2019		<i>Harpephyllum caffrum</i>	Wild plum	N/A	The upgrade of the Mandela City informal settlement in				1	1	
17 April 2019		<i>Harpephyllum caffrum</i>	Wild plum	N/A	Opening of the Multi-purpose Centre in Klamuts		021 808 8132	Merchant Street, Klamputs	1	1	

8.2.3	GRANT ALLOCATION OF TOURISM FUNDING TO TOURISM ENTITIES
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Collaborator No:

File No:

IDP KPA Ref No:

Meeting Date: 24 July 2019

1. SUBJECT: GRANT ALLOCATIONS OF TOURISM FUNDING TO TOURISM ENTITIES

2. PURPOSE

To make a grant allocation based on the applications received from entities/external bodies performing a municipal function.

3. DELEGATED AUTHORITY

COUNCIL

4. EXECUTIVE SUMMARY

In terms of section 6(2) of the Policy for The Financing of External Bodies Performing a Municipal Function, "the Grant Committee will have the power to make recommendations to Council for final appointments and financial allocations", and in terms of section 6(3), "the Grant Committee must submit a report on its decisions to the Council for final approval".

This item deals with the applications received from tourism organisations who applied for funding in terms of the Policy for The Financing of External Bodies Performing a Municipal Function.

5. RECOMMENDATIONS

(a) that Council takes note of the R4.6m grant allocation available for distribution to tourism organisations; and

(b) that Council approves the allocation as recommended by the Grant Committee (as per its meeting of 2019-07-12 and contained in this report), to the organisation below as follows:

Visit Stellenbosch

R 2 528 511.00

6. DISCUSSION / CONTENTS

6.1 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 Financing of External Bodies Performing a Municipal Function were placed in various local newspapers and on the website.

On 2019-07-12 the Grant Committee evaluated the applications received.

6.2 Discussion

1. Applications were received from numerous organisations including Stellenbosch 360 and Stellenbosch Wine Routes.
2. Subsequent to the funding application process a merger between Stellenbosch 360 and Stellenbosch Wine Routes took place. The new organisation, Visit Stellenbosch, was founded to house the activities of the merged organisations, and a request for funding in the amount of R3 million was made for the execution of the project and programme schedule as listed below.
4. The funding request of R3 million is more than the individual applications of Stellenbosch 360 and Stellenbosch Wine Routes which together totaled R 2 528 511.
5. The Funding of the new tourism organisation Visit Stellenbosch, in support of the projects listed below, be paid in the total amount of the R 2 528 511 requested.
6. The founding documents of the new organisation, Visit Stellenbosch are attached below as **Appendix 1**

Organisation & Project Name	Description	Objective	Deliverables	Motivation	Recommended
Visit Stellenbosch <i>(Integrated marketing approach for Tourism in Stellenbosch)</i>	Stakeholder Alignment: Deliver a unified destination vision and a strategy that connects all aspects of tourism and creates a compelling and unique place experience for locals and visitors throughout the year	Produce a long-term strategy with concrete and realistic metrics and milestones	Produce a long-term strategy marketing as a destination of choice Launch an integrated Visitor Experience and Information Centre	Develop an integrated and streamlined LTO with an independent and representative board of directors An established adaptive and responsive brand that encompasses all aspects of the tourism economy in Stellenbosch Improved image and brand awareness Increased demand for Stellenbosch as a tourist destination Increased number of visitors An up-to-date events and experiences calendar	R 2 528 511
	Social Development:	Upskill and empower local entry-level workers and their families through focussed training and development programme.	Finalise performance targets and conduct base-line research for measurement and evaluation Wine Skills Programme Culinary Skills Programme	Established educational framework and strategic partners for the development of training and development programmes. Scalable industry standards Improved service standards	

			Hospitality Skills Programme	Better job opportunities Business and enterprise Development Skills development	
	Sustainable wine tourism strategy	Develop and promote a viable competitive mobile offering to the Franschhoek Wine Tram for Stellenbosch	A curated year-long programme of events and experiences in lifestyle and purists' formats Stellenbosch Wine Festival in winter programme Series of wine masterclass experiences in off-peak periods A Stellenbosch Wine Pass and loyalty programme	Redesign events to address seasonality More events prolonging tourism season Increased economic impact Skills Development Tourism Product Development PR & Marketing generated	
	Tasting Stellenbosch	Promote and position Stellenbosch as the leading culinary destination in South Africa	Deliver a Stellenbosch restaurant programme in August Host "Secret Food Events" in off-peak periods	Redesigned events to address seasonality More events prolonging tourism season Streamlined promotion of Stellenbosch Wines on branding collateral in and around restaurants in the centre of town Stellenbosch Wines promoted on the menus of Stellenbosch restaurants (same as Hermanus) Secured restaurant offers into Visit Stellenbosch's online platforms through Hotelmap, Booking.com and TripAdvisor etc.	

	Stay in Stellenbosch:	To improve Tourism in winter months	<p>Host a series of Winter Wine Weekend experiences</p> <p>A database of “insider” itineraries for 3, 5 and 7 day stays in Stellenbosch</p> <p>“Sunday Stays” in Stellenbosch package</p> <p>Host coordinated experiences for product managers of key local inbound tour operators</p>	<p>Align stakeholders</p> <p>Expanded tourist season by introducing a winter programme</p> <p>More effective packaging of Stellenbosch</p> <p>Increased PR and Marketing reach</p> <p>Optimise Tourism Increased volumes over-night stays in Stellenbosch during off-peak periods.</p> <p>Secured accommodation offers into Visit Stellenbosch’s online platforms through Hotelmap, booking.com and TripAdvisor etc.</p>	
	Meet in Stellenbosch:	Capitalise on 2nd tier status to Cape Town for MICE and increase to top 5 in Africa in ICCA ranking	<p>Host annual Business Tourism Workshop</p> <p>Host shoulder events to main tourism events in Cape Town & Durban (e.g. WTM and Indaba)</p> <p>Develop a dedicated website with MICE info and packages – linked to business desk in VIC</p> <p>Establish business desk in VIC</p>	<p>Good levels of business tourism all year round</p> <p>Close the value chain and create opportunities for employment</p>	
	Tourism Intelligence:	To better understand and measure the tourism impact on Stellenbosch, and to use tourism intelligence to inform future decision-making and strategies	<p>Articulated measures-of-success and key data metrics for the successful planning and execution of programme activities</p> <p>Appoint strategic research partner</p> <p>Bi-annual visitor surveys and quarterly industry occupancy surveys</p>	<p>Base-lines from where to grow all growth can be measured</p> <p>Communicate data and insights effectively</p>	

	Play in Stellenbosch	Make Stellenbosch the destination of choice for sport, adventure and outdoor enthusiasts	Position Jonkershoek as a 2 nd tier destination to Table Mountain National Park. Build it into the chrome of the overall marketing message of Visit Stellenbosch An easy-to-use cycling and hiking map for the area Host "Wild Weekends" in off-peak periods Re-ignite "Last Thursdays / First Fridays" A support function for art major exhibitions, galleries and museums "	Closer links with the University, SAS and others to promote sport opportunities and events Consolidated marketing efforts Increased sports tourism Winter programmes extend sports tourism season Skills development Increased marketing exposure A united cycling initiative and organisations under an umbrella body to promote cycling activities and events in and around town Bolt activity offers into Visit Stellenbosch's online platforms through GetYourGuide, AirBnB Experiences and Viator etc	
Visitor Centre	Offer and operate a Visitor Information Centre	Change Management Programme	Feasibility assessment of existing skills and assets	Transformed Visitor Centre and Services	
	providing frictionless visitor Experience	To delivery excellent Visitor Services (Staff included: Destination Manager, Wine and & Tourism Desks, MICE desk, Events Advisory services, information consultants)	Establish a baseline for complements and complaints Up to date local products/supplier information database Tourism Awareness Training Customer Services Training Mystery Shopper Programme implementation	Trackable data enabling quick actions World class information centre Increased service levels Increased desirability of Stellenbosch destination One-stop shop for all - inclusive information related to wine, and tourism, events assistance and book ability Track and report on service	
	Creating enabling business services to	Expanded Membership programme	Increased member product sales	Increased opportunities	

	members in supporting them to be competitive, sustainable and transformed	Support Member Transformation and -initiatives	Member business development and networking sessions Measure and communicate success Membership development assessment Facilitate industry introductions for black SMME products	Economic growth Community building and increased collaboration/cohesion amongst stakeholders / products and services. Closing the supply/value chain to support local products and businesses An enabling environment	
	Awareness and conversion	Position Stellenbosch as the preferred business and leisure destination (incl sport)	Creating compelling content, telling the story of Stellenbosch from different angles Events advisory service Media and Trade educational	Competitive edge, channeling and targeting specific demographics Attract more events in to a friendly and comfortable environment By-word-of-mouth and peer-to-peer marketing	
	Visitor Information and experience centre	Day-to-day running costs for administration, office logistics, "bricks and mortar"	Office consumables, hard costs for telecommunication, legal and financial fees, insurance, IT, Security,	Contribute to a world-class service and maintaining good governance, office environment and VIC centre	
	Website: Proving a destination marketing portal with a booking portal	To provide a modern (tourism) information online service Inclusive calendar of events and happenings Comprehensive list and listings for Members' products and services relating to tourism and tourism infrastructure Booking portal	Easy to use, convenient, practical and helpful source of information An up to date and online calendar Design and develop a smart booking portal enabling direct, online booking facilities Track and analyse data	Adds value to members and service providers for Stellenbosch. Ability to implement low season strategy Bid for events in low season Smart data is critical to planning and strategizing of the destination Increased income for the region Additional income stream for visitor centre	

6.3 Financial Implications

In total an amount of R2 528 511 will be disbursed to the applicant.

6.4 Legal Implications

The recommendations in this report comply with Council's policies and all applicable legislation and the approved Policy for the Financing of External Bodies Performing a Municipal Function.

The successful applicant is required to submit monthly reports reflecting accurately the application of the funds allocated to them as specified in the Memorandum of Understanding which they are required to enter into with the Municipality.

6.5 Staff Implications

This report has no staff implications for the Municipality.

6.6 Previous / Relevant Council Resolutions**6.7 Risk Implications**

Proper reporting from funded entities, making oversight difficult.

6.8 Comments from Senior Management**6.8.1 Director Planning & Economic Development**

Agree with the recommendations

6.8.2 Chief Financial Officer

Agree with the recommendations

6.8.3 Municipal Manager

Approves the recommendations

FOR FURTHER DETAILS CONTACT:

NAME	Widmark Moses
POSITION	MANAGER: LED & TOURISM
DIRECTORATE	PLANNING AND ECONOMIC DEVELOPMENT
CONTACT NUMBERS	021 808 8179
E-MAIL ADDRESS	Widmark.moses@stellenbosch.gov.za
REPORT DATE	15 July 2019

ANNEXURE 1

**Companies and Intellectual Property Commission
Republic of South Africa**

Form CoR 14.1

- This form is issued in terms of section 13 of the Companies Act, 2008, and Regulation 14 of the Companies Regulations, 2011.
- A profit company may be incorporated by an organ of state, or by one or more persons. A non-profit company may be incorporated by an organ of state, a juristic person, or by three or more persons.
- To each of paragraphs 1, 2, 3, 6 and 7, you must select one option, by ticking the appropriate box.
- Annexure A must be completed and attached.
- Annexure B is required only if you tick the 3rd option at paragraph 6.
- Annexure C is required only if you tick the 2nd option at paragraph 7.
- The basic filing fee is R175 if the company's Memorandum of Incorporation is in Form 15.1A or 15.1C, or R475 in any other case.
- An MOI in Form CoR 15.1A, 15.1B, 15.1C, 15.1D or 15.1E or unique to the company must be attached.
- A company is not registered until the Commission has issued a Registration Certificate in Form CoR 14.3.

**Contacting the
Commission**

The Companies and Intellectual
Property Commission of South Africa

Postal Address
PO Box 429
Pretoria 0001
Republic of South Africa
Tel: 086 100 2472

www.cipc.co.za

Notice of IncorporationCustomer Code: SEKR01

From:

(Name, address and identity or registration number of Incorporator)

(If there are multiple incorporators, each must be listed. Use a separate sheet.)

Name: MICHAEL STANSFIELD RATCLIFFEAddress: LITTLE WEDGE FARM, IDAS VALLEY, STELLENBOSCH,
WESTERN CAPE, 7600Identity/Reg No: 721030 5173 088

1. The incorporators have incorporated a juristic person to be registered as a:

- | | |
|--|--|
| <input type="checkbox"/> State Owned Company | <input type="checkbox"/> Public Company |
| <input type="checkbox"/> Personal Liability Company | <input type="checkbox"/> Private Company |
| <input checked="" type="checkbox"/> Non Profit Company | |

2. The incorporation of the company is to take effect on

- The date of the registration certificate is issued
 _____, if later than the registration date.

3. The company's first financial year will end on JUNE.

4. The company's registered office address is

47 CHURCH STREET, STELLENBOSCH, WESTERN CAPE, 7600
SUITE 224, POSTNET X 5061, STELLENBOSCH, WESTERN CAPE, 7599

5. There are 3 initial directors of the company, as listed in Annexure A.

6. The company name is to be:

- The company's registration number, followed by the elements required by section 11 (3).
- The name currently reserved or registered under # 9188276569
for use by SEKRETARI (VISIT STELLENBOSCH)
- The first of the names set out on annexure B that proves to be eligible, in terms of Regulation 14 (1) (b)(iii).

7. The company's Memorandum of Incorporation, attached in Form


CoR 15.1 E (indicate form number) or unique (tick if appropriate)

- has no provision of the type contemplated in section 15 (2) (b) or (c).
- has provisions of the type contemplated in section 15 (2) (b) or (c), as listed in Annexure C.

I declare that the information in this application is true. If I am not the applicant, I declare that the Applicant has authorised me to make this application.

Signature

Date



14 JUNE 2019

For Commission
Use only

Commission file number:

Date filed:

**Companies and Intellectual Property Commission
Republic of South Africa**

Form CoR 14.1

- This form is issued in terms of section 13 of the Companies Act, 2008, and Regulation 14 of the Companies Regulations, 2011.
- A profit company may be incorporated by an organ of state, or by one or more persons. A non-profit company may be incorporated by an organ of state, a juristic person, or by three or more persons.
- To each of paragraphs 1, 2, 3, 6 and 7, you must select one option, by ticking the appropriate box.
- Annexure A must be completed and attached.
- Annexure B is required only if you tick the 3rd option at paragraph 6.
- Annexure C is required only if you tick the 2nd option at paragraph 7.
- The basic filing fee is R175 if the company's Memorandum of Incorporation is in Form 15.1A or 15.1C, or R475 in any other case.
- An MOI in Form CoR 15.1A, 15.1B, 15.1C, 15.1D or 15.1E or unique to the company must be attached.
- A company is not registered until the Commission has issued a Registration Certificate in Form CoR 14.3.

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address
PO Box 429
Pretoria 0001
Republic of South Africa
Tel: 086 100 2472

www.cipc.co.za

Notice of Incorporation

Customer Code: SEKR01

From:

(Name, address and identity or registration number of Incorporator)

(If there are multiple incorporators, each must be listed. Use a separate sheet :)

Name: JEANNERET MOMBERG

Address: MIDDELVLEI WYNLANDGOED, FLAMINGO STREET,
STELLENBOSCH, WESTERN CAPE, 7600

Identity/Reg No: 680716 0026 086

1. The incorporators have incorporated a juristic person to be registered as a:

- | | |
|--|--|
| <input type="checkbox"/> State Owned Company | <input type="checkbox"/> Public Company |
| <input type="checkbox"/> Personal Liability Company | <input type="checkbox"/> Private Company |
| <input checked="" type="checkbox"/> Non Profit Company | |

2. The incorporation of the company is to take effect on

- The date of the registration certificate is issued
 _____, if later than the registration date.

3. The company's first financial year will end on JUNE.

4. The company's registered office address is

47 CHURCH STREET, STELLENBOSCH, WESTERN CAPE, 7600
SUITE 224, POSTNET X 5061, STELLENBOSCH, WESTERN CAPE, 7599

5. There are 3 initial directors of the company, as listed in Annexure A.

6. The company name is to be:

- The company's registration number, followed by the elements required by section 11 (3).
- The name currently reserved or registered under # 9188276569 for use by SEKRETARI (VISIT STELLENBOSCH)
- The first of the names set out on annexure B that proves to be eligible, in terms of Regulation 14 (1) (b)(iii).

7. The company's Memorandum of Incorporation, attached in Form


CoR 15.1 E (indicate form number) or unique (tick if appropriate)

- has no provision of the type contemplated in section 15 (2) (b) or (c).
- has provisions of the type contemplated in section 15 (2) (b) or (c), as listed in Annexure C.

I declare that the information in this application is true. If I am not the applicant, I declare that the Applicant has authorised me to make this application.

Signature

Date



14 JUNE 2019

For Commission Use only

Commission file number:

Date filed:

**Companies and Intellectual Property Commission
Republic of South Africa**

Form CoR 14.1

- This form is issued in terms of section 13 of the Companies Act, 2008, and Regulation 14 of the Companies Regulations, 2011.
- A profit company may be incorporated by an organ of state, or by one or more persons. A non-profit company may be incorporated by an organ of state, a juristic person, or by three or more persons.
- To each of paragraphs 1, 2, 3, 6 and 7, you must select one option, by ticking the appropriate box.
- Annexure A must be completed and attached.
- Annexure B is required only if you tick the 3rd option at paragraph 6.
- Annexure C is required only if you tick the 2nd option at paragraph 7.
- The basic filing fee is R175 if the company's Memorandum of Incorporation is in Form 15.1A or 15.1C, or R475 in any other case.
- An MOI in Form CoR 15.1A, 15.1B, 15.1C, 15.1D or 15.1E or unique to the company must be attached.
- A company is not registered until the Commission has issued a Registration Certificate in Form CoR 14.3.

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address
PO Box 429
Pretoria 0001
Republic of South Africa
Tel: 086 100 2472

www.cipc.co.za

Notice of Incorporation

Customer Code: SEKR01

From:

(Name, address and identity or registration number of Incorporator)

(If there are multiple incorporators, each must be listed. Use a separate sheet :)

Name: JAKOBUS WILHELM BASSON

Address: KLEINE ZALZE ESTATE, STELLENBOSCH,
WESTERN CAPE, 7600

Identity/Reg No: 580704 5119 081

1. The incorporators have incorporated a juristic person to be registered as a:

- | | |
|--|--|
| <input type="checkbox"/> State Owned Company | <input type="checkbox"/> Public Company |
| <input type="checkbox"/> Personal Liability Company | <input type="checkbox"/> Private Company |
| <input checked="" type="checkbox"/> Non Profit Company | |

2. The incorporation of the company is to take effect on

- The date of the registration certificate is issued
 _____, if later than the registration date.

3. The company's first financial year will end on JUNE.

4. The company's registered office address is
47 CHURCH STREET, STELLENBOSCH, WESTERN CAPE, 7600
SUITE 224, POSTNET X 5061, STELLENBOSCH, WESTERN CAPE, 7599

5. There are 3 initial directors of the company, as listed in Annexure A.

6. The company name is to be:

- The company's registration number, followed by the elements required by section 11 (3).
- The name currently reserved or registered under # 9188276569
for use by SEKRETARI (VISIT STELLENBOSCH)
- The first of the names set out on annexure B that proves to be eligible, in terms of Regulation 14 (1) (b)(iii).

7. The company's Memorandum of Incorporation, attached in Form

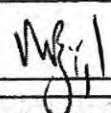
CoR 15.1 E (indicate form number) or unique (tick if appropriate)

- has no provision of the type contemplated in section 15 (2) (b) or (c).
 has provisions of the type contemplated in section 15 (2) (b) or (c), as listed in Annexure C.

I declare that the information in this application is true. If I am not the applicant, I declare that the Applicant has authorised me to make this application.

Signature

Date



14 JUNE 2019

For Commission Use only

Commission file number:

Date filed:

**Companies and Intellectual Property Commission
Republic of South Africa**

Form CoR 14.1**Annexure A**

- This form is issued in terms of section 13 of the Companies Act, 2008, and Regulation 14 of the Companies Regulation, 2011.
- Annexure A must be completed and attached to the Notice of Incorporation when it is filed.
- A public company, or a state owned company, must have at least 3 initial directors.
- A non-profit company must have at least 3 initial directors.
- A private company, or a personal liability company, must have at least 1 initial director.
- A company is not registered until the Commission has issued a Registration Certificate in Form CoR 14.3

**Contacting the
Commission**

The Companies and Intellectual
Property Commission of South Africa

Postal Address

PO Box 429
Pretoria
0001
Republic of South Africa
Tel: 086 100 2472

www.cipc.co.za

**Notice of Incorporation
Initial Directors of the Company**

The incorporators confirm that each person named below has consented to being appointed in terms of section 66 (7) (b) as a director of the company, whose Memorandum of Incorporation is attached.

Full name / former name, if any: MICHAEL STANSFIELD RATCLIFFE

Identity number: 7210305173088

Nationality: SOUTH AFRICA

Passport number, if not South African: NA

Date of appointment: DATE OF INCORPORATION

Designation in the company: DIRECTOR

Residential address: LITTLE WEDGE FARM, IDAS VALLEY,
STELLENBOSCH, WESTERN CAPE, 7600

Business address: VILAFONTÉ, UNIT 7C, BOSMANS CROSSING,
LOWER DORP STREET, STELLENBOSCH, 7600

Postal address: VILAFONTÉ, UNIT 7C, BOSMANS CROSSING,
LOWER DORP STREET, STELLENBOSCH, 7600

Occupation: FARMER

South African resident: YES (Yes) _____ (No)

**For Commission
Use only**

Commission file number:

Date filed:

**Companies and Intellectual Property Commission
Republic of South Africa**

Form CoR 14.1**Annexure A**

- This form is issued in terms of section 13 of the Companies Act, 2008, and Regulation 14 of the Companies Regulation, 2011.
- Annexure A must be completed and attached to the Notice of Incorporation when it is filed.
- A public company, or a state owned company, must have at least 3 initial directors.
- A non-profit company must have at least 3 initial directors.
- A private company, or a personal liability company, must have at least 1 initial director.
- A company is not registered until the Commission has issued a Registration Certificate in Form CoR 14.3

Contacting the Commission

The Companies and Intellectual Property Commission of South Africa

Postal Address

PO Box 429
Pretoria
0001
Republic of South Africa
Tel: 086 100 2472

www.cipc.co.za

**Notice of Incorporation
Initial Directors of the Company**

The incorporators confirm that each person named below has consented to being appointed in terms of section 66 (7) (b) as a director of the company, whose Memorandum of Incorporation is attached.

Full name / former name, if any: JEANNERET MOMBERG

Identity number: 6807160026086

Nationality: SOUTH AFRICA

Passport number, if not South African: NA

Date of appointment: DATE OF INCORPORATION

Designation in the company: DIRECTOR

Residential address: MIDDELVLEI WYNLANDGOED, FLAMINGO STREET
STELLENBOSCH, WESTERN CAPE, 7600

Business address: AS ABOVE

Postal address: PO BOX 66, STELLENBOSCH, 7600

Occupation: WINE PRODUCER

South African resident: YES (Yes) _____ (No)

**For Commission
Use only**

Commission file number: _____

Date filed: _____

**Companies and Intellectual Property Commission
Republic of South Africa**

Form CoR 14.1**Annexure A**

- This form is issued in terms of section 13 of the Companies Act, 2008, and Regulation 14 of the Companies Regulation, 2011.
- Annexure A must be completed and attached to the Notice of Incorporation when it is filed.
- A public company, or a state owned company, must have at least 3 initial directors.
- A non-profit company must have at least 3 initial directors.
- A private company, or a personal liability company, must have at least 1 initial director.
- A company is not registered until the Commission has issued a Registration Certificate in Form CoR 14.3

**Contacting the
Commission**

The Companies and Intellectual
Property Commission of South Africa

Postal Address

PO Box 429
Pretoria
0001
Republic of South Africa
Tel: 086 100 2472

www.cipc.co.za

**Notice of Incorporation
Initial Directors of the Company**

The incorporators confirm that each person named below has consented to being appointed in terms of section 66 (7) (b) as a director of the company, whose Memorandum of Incorporation is attached.

Full name / former name, if any: JAKOBUS WILHELM BASSON

Identity number: 5807045119081

Nationality: SOUTH AFRICA

Passport number, if not South African: NA

Date of appointment: DATE OF INCORPORATION

Designation in the company: DIRECTOR

Residential address: KLEINE ZALZE ESTATE, STELLENBOSCH,
WESTERN CAPE, 7600

Business address: AS ABOVE

Postal address: PO BOX 12837, DIE BOORD, 7613

Occupation: WINE PRODUCER

South African resident: YES (Yes) _____ (No)

**For Commission
Use only**

Commission file number:

Date filed:



Companies and Intellectual
Property Commission

Company of the State

Date: 14/06/2019

Our Reference: 9188276569

CATHERINA DORA DU PLESSIS
E-mail: INFO@SEKRETARI.CO.ZA
P O BOX 14195
LYTTELTON
LYTTELTON
0140

Confirmation Notice of Name Reservation

We have received a COR9.1 from you dated 14/06/2019.

The names proposed on the form were compared to our database and the results of the comparison are listed below:

1 VISIT STELLENBOSCH

Clear

This notice confirms that the name 'VISIT STELLENBOSCH' has been reserved in the name of the applicant from 14/06/2019 to 14/12/2019 under reservation number 9188276569.

Notice:

This notice is issued in terms of Regulation 9, 10 or 11 of the Companies Regulations, 2011.

In terms of sections 12 (3) (b), and 160 of the Companies Act, 2008, any person with an interest in the use of the reserved name, or registered defensive name, as set out in this Notice, may apply to the Companies Tribunal for an order confirming or varying this Notice in whole or in part, or setting aside this Notice and directing the Commission to cancel the reservation, or defensive registration, of the name.

An application to the Companies Tribunal as discussed above may be made in Form CTR 142 any time within 3 months after the date on which that person received a copy of this Notice, or later with leave of the Tribunal for good cause.

Yours truly

Commissioner

AON AON



The Companies and Intellectual Property Commission

of South Africa

P.O. BOX 429, PRETORIA, 0001, Republic of South Africa Docex 256, PRETORIA

Call Centre Tel 086 100 2472, Website www.cipc.co.za

POWER OF ATTORNEY TO REGISTER A NEW COMPANY

I / We, the undersigned directors

<u>MICHAEL STAWSFIELD RATCLIFFE</u>	ID	<u>7210305173088</u>
<u>Jeanneret Momborg</u>	ID	<u>6807160026086</u>
<u>Jakobus W Basson</u>	ID	<u>5807045119081</u>
_____	ID	_____
_____	ID	_____
_____	ID	_____

hereby appoint CATHERINA DORA DU PLESSIS / EDITH JESSIE WILKINS / JOHANNA JACOMINA VAN ZIJL with power of substitution, to be my/our lawful agent and on my/our behalf:

1. Register a new company Visit Stellenbosch NPC
2. draw, complete, sign, amends or substitute the Memorandum and Articles of Association and such documents and forms (in particular form CoR9.1 (if required), CoR 14.1; CoR15.1 E, as may be required for purpose of the registration or by the Registrar of Companies;
3. Lodge and uplift all documents as may be required by the Registrar of Companies.


AND IN GENERAL for effecting the purposes aforesaid, to do or cause to be done whatever shall be requisite, as fully and effectively for all intents and purposes as I/we might or could do if personally present and whatsoever my/our said agent shall lawfully do or cause to be done.

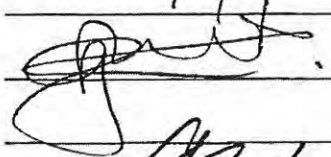
SIGNED AT Stellenbosch on 12 June 2019

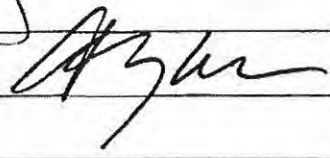
AS WITNESS:

M.S. RATCLIFFE
J. Momborg
JW. BASSON

DIRECTOR SIGNATURES:







GEREGISTREERDE WOON- EN POSADRES

1. Bewaar die bewys van u GEREGISTREERDE WOON- EN POSADRES in hierdie sakkie.

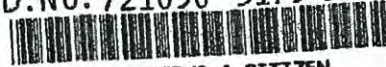
2. Indien u van adres verander het, of indien besonderhede van u huidige adres, bv. straatnaam en/of -nommer, ens. verander het, moet die vorm KENNISGEWING VAN ADRESVERANDERING, wat in die sakkie agter in die identiteitsdokument is, gebruik word om die verandering aan te meld en moet dit ingedien word by of gepos word aan die naaste streek- distrikkantoor van die DEPARTEMENT VAN BINNELANDSE SAKE.

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. Keep the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in this pocket

2. If you have changed your address, or, if particulars of your present address, e.g. name of street and/or street number, etc., have been changed, the NOTICE OF CHANGE OF ADDRESS form in the pocket at the back of the identity document must be used to report the change and it must be handed in at or posted to the nearest regional district office of the DEPARTMENT OF HOME AFFAIRS

I.D.No. 721030 5173 08 8



S. A. BURGER/S. A. CITIZEN

VAN/SURNAME

RATCLIFFE

VOORNAME/FORÉNAAMES

MICHAEL STANSFIELD

GEBORTEDISTRIK OF LAND / DISTRICT OR COUNTRY OF BIRTH

SOUTH AFRICA

GEBORTE DATUM / DATE OF BIRTH

1972-10-30



DATE OF ISSUE / DATE ISSUED

2009-06-30

REPUBLIC OF SOUTH AFRICA / REPUBLIEK VAN SUID-AFRIKA

ISSUED BY AUTHORITY OF THE DIRECTOR GENERAL OF HOME AFFAIRS

REPRODUCTION OF THE ORIGINAL DOCUMENT IS PROHIBITED FOR IDENTIFICATION PURPOSES ONLY. FOR IDENTIFICATION PURPOSES ONLY. FOR IDENTIFICATION PURPOSES ONLY.

Handwritten signature: *W. T. Twasa*

PERSONAL NUMBER: 20957466 RANK: SGT

NAME IN PRINT: W. T. TWASA

SOUTH AFRICAN POLICE SERVICE
 CLOETENALLE
 COMMUNITY SERVICE CENTRE
 14 JUN 2019
 GEMEENSKAP DIENTSENTRUM
 CLOETENALLE
 SUID-AFRIKAANSE POLISIEDIENS

NOTICE OF PERSONAL PARTICULARS

- Any changes to the personal particulars in your ID Book must be communicated to all relevant parties.

NOTICE OF CHANGE OF ADDRESS

- Keep the NOTICE OF CHANGE OF ADDRESS form in this pocket to report a change of address or a change in particular of your present address e.g. name of street and/or street number etc.
- Hand in at or post to the nearest regional/district office of the **DEPARTMENT OF HOME AFFAIRS**

I.D. No. 680716 0026 086




S.A.CITIZEN

SURNAME
MOMBERG

FORE NAMES
JEANNERET

COUNTRY OF BIRTH
SOUTH-WEST AFRICA

DATE OF BIRTH
1968-07-16



DATE ISSUED
2013-06-25

ISSUED BY AUTHORITY OF THE DIRECTOR-GENERAL HOME AFFAIRS



BEATRICE HILL
KOMMISSARIS VAN EDE
COMMISSIONER OF OATHS
CLUVER MARKOTTER ING/INC
PRAKTISERENDE PROKUREUR RSA/ PRACTICING ATTORNEY RSA
NR 22952
CLUVER MARKOTTER GEBOU / BUILDING
MEULSTRAAT / MILL STREET
STELLENBOSCH

14 JUN 2019

GESERTIFISEER 'N WARE AFSCRIF VAN DIE OORSPRONKLIKE
CERTIFIED A TRUE COPY OF THE ORIGINAL



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname
BASSON
Name
JAKOBUS WILHELM
Sex
M
Nationality
RSA
Identity Number
5807045119C81
Date of Birth
04 JUL 1958
Country of Birth
RSA
Status
CITIZEN



Signature



Conditions:

This card has been issued by the
Department of Home Affairs in terms of the
Identification Act, Act 88 of 1997

If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 90 11 90

Date of Issue:
17 APR 2019

11409



110477878



BEATRICE HILL
KOMMISSARIS VAN EDE
COMMISSIONER OF OATHS
CLUVER MARKOTTER ING/INC
PRAKTISERENDE PROKUREUR RSA/ PRACTICING ATTORNEY RSA
NR 22952
CLUVER MARKOTTER GEBOU / BUILDING
MEULSTRAAT / MILL STREET
STELLENBOSCH

14 JUN 2019

GESERTIFISEER 'N WARE AFSCRIF VAN DIE OORSPRONKLIKE.
CERTIFIED A TRUE COPY OF THE ORIGINAL.



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname:
VAN ZIJL
Names:
JOHANNA JACOMINA
Sex:
F
Nationality:
RSA
Identity Number:
7710190003084
Date of Birth:
19 OCT 1977
Country of Birth:
RSA
Status:
CITIZEN



Signature:

M. Zijl



Conditions:

Date of Issue:

This card has been issued by the
Department of Home Affairs in terms of the
Identification Act, Act 68 of 1997

22 SEP 2018

If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 60 11 90



108759298



Gesertifiseer 'n ware afskrif van die oorspronklike dokument. Daar is geen aanduiding dat die oorspronklike dokument deur onregmatige persone gewysig is nie.

Certified a true copy of the original document. There is no indication that the original document had been altered by unauthorized persons.

Signature: *[Signature]*
Kommissaris van eede / Commissioner of oaths
Edith Jessie Wilkins (Bestuurder / Manager)
Bldg 30, Ground Floor, Oxford Business Park
3 Bauhinia St. Highveld Techno Park
Verwysing / Reference: EW417 / JO, R101010 (24/10/2010)

Date: _____

10 APR 2019



Surname:
DU PLESSIS
Names:
CATHERINA DORA
Sex:
F
Nationality:
RSA
Identity Number:
5212200167084
Date of Birth:
20 DEC 1962
Country of Birth:
RSA
Status:
CITIZEN



Signature:



Conditions:

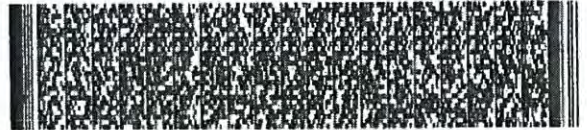
Date of Issue:

**This card has been issued by the
Department of Home Affairs in terms of the
Identification Act, Act 68 of 1997**

28 MAY 2018

If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 80 11 80

107794331



Gesertifiseer 'n ware afskrif van die oorspronklike dokument. Daar is geen aanduiding dat die oorspronklike dokument deur onregmatige persone gewysig is nie.

Certified a true copy of the original document. There is no indication that the original document has been altered by unauthorized persons.

Signature:

Kommissaris van eede / Commissioner of oaths
Edith Jessie Wilkins (Bestuurder / Manager)
Bldg 30, Ground Floor, Oxford Business Park
3 Bauhinia St, Highveld Techno Park

Verwysing / Reference EW417 / 10 Pretoria (24/10/2010)

Date: 25 MAR 2010

MEMORANDUM OF INCORPORATION

of

VISIT STELLENBOSCH NPC

A NON-PROFIT COMPANY WITH MEMBERS




(hereinafter "the Company")

1. OBJECTS OF THE COMPANY

The Company is a non-profit company with members, with the objects as set out in Schedule A hereto.

2. ADOPTION OF MEMORANDUM OF INCORPORATION

This Memorandum of Incorporation was adopted by the incorporators of the Company, in accordance with section 13(1), as evidenced by the following signatures made by each of them, or on their behalf.

NAME OF INCORPORATOR	IDENTITY NUMBER	SIGNATURE	DATE
Michael Stansfield Ratcliffe	721030 5173 08 8		14 JUN 2019
Jeanneret Momberg	680716 0026 08 6		14 JUN 2019
Jakobus Wilhelm Basson	580704 5119 08 1		14 JUN 2019

3. INTERPRETATION

3.1 In this Memorandum of Incorporation –

3.1.1 a reference to a section by number refers to the corresponding section of the Companies Act, No. 71 of 2008 (as amended) (hereinafter "the Act");

3.1.2 words that are defined in the Act bear the same meaning in this Memorandum as in the Act; and

3.1.3 words appearing to the right of an optional check line are void unless that line contains a mark to indicate that it has been chosen as the applicable option.

3.2 The Schedule(s) attached to this Memorandum are part of the Memorandum of Incorporation.

4. INCORPORATION AND JURISTIC PERSONALITY

- 4.1 The Company is incorporated as a Non-Profit company, as defined in the Act.
- 4.2 The Company is incorporated in accordance with, and governed by–
- 4.2.1 the unalterable provisions of the Companies Act, 2008 that are applicable to Non-Profit companies;
 - 4.2.2 the alterable provisions of the Companies Act, 2008 that are applicable to Non-Profit companies, subject to any limitation, extension, variation or substitution set out in this Memorandum; and
 - 4.2.3 the provisions of this Memorandum of Incorporation.

5. POWERS OF THE COMPANY

- 5.1 The Company has all of the legal powers and capacity contemplated in the Act, and no provision contained in this Memorandum of Incorporation should be interpreted as limiting or restricting those powers in any way whatsoever.
- 5.2 The legal powers and capacity of the Company are not subject to any restrictions, limitation or qualifications, as contemplated in section 19(1) (b) (ii).
- 5.3 The company is not subject to any provisions contemplated in Section 15(2) (b) or (c).
- 5.4 Upon winding up, deregistration or dissolution, the assets of the Company remaining after satisfaction of all its liabilities shall be transferred to some other association or institution having similar objects, or failing such determination, by the Court.
- 5.5 The power of the Company is limited by the tax conditions as contemplated in terms of section 30 of the Income Tax Act of 1962 (hereinafter "ITA") in terms whereof the Company will:
- 5.5.1 submit to the Commissioner for the South African Revenue Service a copy of any amendment to the Memorandum of Incorporation for the Company within 30 (thirty) days of such amendment;
 - 5.5.2 not pay any remuneration to any employee, office bearer, member or other person, which is excessive, having regard to what is generally considered reasonable in the sector and in relation to the service rendered;

- 5.5.3 has not and will not use its resources directly or indirectly to support, advance or oppose any political party; and
- 5.5.4 comply with such reporting requirements as may be determined by the Commissioner for the South African Revenue Service.
- 5.6 The Company is not knowingly and will not knowingly become a party to, and does not knowingly and will not knowingly permit itself to be used as part of an impermissible avoidance arrangement contemplated in Part IIA of Chapter III, or a transaction, operation or scheme contemplated in section 103(5) of the ITA.

6. OPTIONAL PROVISIONS

The Company does not elect, in terms of Section 34(2), to comply voluntarily with the extended accountability provisions set out in Chapter 3 of the Act.

7. MEMBERS OF THE COMPANY

The Company has members who are all in a single class, being voting members, each of whom has one vote in any matter to be decided by the members of the Company.

8. MEMBERS' AUTHORITY TO ACT

If, at any time, every member of the Company is also a director as contemplated in section 57(4), the authority of the members to act without notice or compliance with any other internal formalities is not limited or restricted by this Memorandum of Incorporation.

9. MEMBERS' RIGHT TO INFORMATION

In addition to the rights to access information set out in section 26 (1), membership shall confer upon each member the right to:

- 9.1 nominate and elect the directors of the Company;
- 9.2 receive copies of the annual financial statements of the Company; and
- 9.3 receive notice of, attend, speak and vote at a general meeting of the Company.

10. PROXIES AND REPRESENTATIVES

- 10.1 A member entitled to vote at a meeting may at any time appoint one or more persons in the alternative to each other as his proxy to attend, speak and vote at a meeting on his behalf.
- 10.2 A proxy need not be a member of the Company.
- 10.3 The instrument appointing a proxy shall be in writing or, if the appointer is a body corporate, under the hand of the authorised representative. A proxy need not be witnessed. Whether he is himself a member or not, the holder of a general or special power of attorney given by a member shall, if duly authorised under that power to attend and take part in meeting and proceedings of the Company, be entitled to attend general meeting and to vote thereat.
- 10.4 A form of proxy may be issued at the company's expense only if it is sent to all members who are entitled to attend and vote at a meeting to which the proxy form relates.
- 10.5 The instrument appointing a proxy and the power of attorney or other authority, if any, under which it is signed, (or a notarially certified copy of such power of authority, shall be deposited at the office not less than 48 (forty-eight) hours before the time for the holding of the meeting. A form of power of attorney or proxy shall be invalid if the Article is not complied with.
- 10.6 Unless the contrary is stated, the form appointing a proxy shall be valid for each adjournment of a meeting to which it relates.
- 10.7 No instrument appointing a proxy shall be valid after the expiration of 6 (six) months from the date on which it was signed unless specifically states to the contrary in the instrument of proxy itself.
- 10.8 The instrument appointing a proxy may be in any usual or common form approved by the directors but shall be so worded that the holder thereof may vote for, against or abstain from voting on any one or more of the resolutions proposed at the meeting at which the proxy is to be used.
- 10.9 A members' proxy may delegate the proxy's power to another person as set out in section 58(3)(b).
- 10.10 The authority of a member's proxy to decide without direction from the member whether to exercise, or abstain from exercising any voting right of the member, as set out in section 58 (7) is not limited or restricted by this Memorandum of Incorporation.

11. RECORD DATE FOR EXERCISE OF MEMBERS RIGHTS

If, at any time, the Company's Board of Directors fails to determine a record date as contemplated in section 59, the record date for the relevant matter is as determined in accordance with section 59 (3).

12. MEMBERS ACTING OTHER THAN AT A MEETING

Subject to the provisions of the Act, a resolution in writing signed by the majority of the member entitled to receive notice and to attend and vote at the meeting shall be as valid and effective as if it had been passed at a meeting duly called and constituted. A resolution in terms of this Article may consist of several documents of the same form, each of which is signed by one or more members in terms of this Article and shall be deemed to have been passed on the date of signature thereof by the last member entitled to sign same.

13. REQUIREMENT TO HOLD MEETINGS

The Company is required to hold an Annual General Meeting not later than 6 (six) months after the end of each financial year of the Company.

14. MEMBERS RIGHT TO REQUIRE A MEETING

The right of members to require a meeting, as set out in Section 61(3), may be exercised by at least 10% of the voting members, as provided for in that section.

15. LOCATION OF MEMBERS MEETINGS

The authority of the Company's Board of Directors to determine the location of any members meeting as set out in section 61(9) is not limited or restricted by this Memorandum of Incorporation.

16. NOTICE OF MEMBERS MEETINGS

The minimum number of days for the Company to deliver a notice of a members meeting to the members, as required by section 62, is 15 business days before the meeting is to begin.

17. ELECTRONIC PARTICIPATION IN MEMBERS MEETING

The authority of the Company to conduct a meeting entirely by electronic communication, or to provide for participation in a meeting by electronic communication as set out in section 63 is not limited or restricted by this Memorandum of Incorporation.

18. QUORUM FOR MEMBERS MEETINGS

- 18.1 The quorum requirements for any members meeting to begin, or for a matter to be considered are 25 (twenty five percent) members present and entitled to vote, of which at least 2 (two) shall be directors of the Company.
- 18.2 If within half an hour after the time appointed for the meeting a quorum is not present, the meeting shall be adjourned to 7 (seven) days later.
- 18.3 The authority of a meeting to continue to consider a matter, as set out in section 64(9) is restricted.
- 18.4 The maximum period allowable for an adjournment of a members meeting is as set out in section 64 (12).

19. MEMBERS RESOLUTIONS

- 19.1 For an ordinary resolution to be adopted at a members meeting, it must be supported by more than 50% of the members who voted on the resolution, as provided in section 65 (7).
- 19.2 For a special resolution to be adopted at a members meeting, it must be supported by at least 75% of the members who voted on the resolution, as provided in section 65(7).
- 19.3 No matters, except for those matters set out in section 65(11) require a special resolution adopted at a Members' meeting of the Company.

- 19.4 Subject to the provisions of this Memorandum of Incorporation, no person other than a duly registered member who has paid every sum, if any, which is due and payable to the Company in respect of or arising out of his membership and who is not under suspension, shall be entitled to present or vote on any question at any general meeting.

20. COMPOSITION AND POWERS OF THE BOARD OF DIRECTORS

- 20.1 The Board of Directors of the Company shall comprise of not less than 3 (three) each of whom is to be appointed by the members at the Annual General meeting.
- 20.2 A director need not be a member of the Company.
- 20.3 Each appointed director shall hold office from the date of his appointment until the Annual General meeting following his appointment, at which meeting each director shall be deemed to have retired from office but shall, subject to nomination by a member of the company, be eligible for re-election to the Board of Directors.
- 20.4 In addition to the appointed directors there will be no appointed or ex officio directors as contemplated in section 66 (4).
- 20.5 Apart from satisfying the qualification and eligibility requirements set out in section 69, a person need not satisfy any further eligibility requirements or qualifications to become or remain a director or a prescribed officer of the Company.

21. AUTHORITY OF THE BOARD OF DIRECTORS

The authority of the Company's Board of Directors to manage and direct the business and affairs of the Company, as set out in section 66 (1) is not limited or restricted by the Memorandum of Incorporation.

22. BOARD OF DIRECTORS MEETINGS

- 22.1 The Board has the power to consider any matter and adopt any resolution other than at a meeting as set out in section 74 and, accordingly, any decision that could be voted on at a meeting of the Board may instead be adopted by the written consent of a majority of the Directors, provided that each Director has received notice of the matter to be decided.
- 22.2 The Board of the Company must call a meeting if required so by at least two directors.

- 22.3 The Board has the power to conduct a meeting entirely by Electronic Communication, as set out in section 73(3) provided that the electronic communication facility enables all persons participating in the meeting to communicate concurrently with each other.
- 22.4 The Board may determine the manner and form of providing notice of its meeting as set out in section 73 (4), provided that the notice period for the convening of any meeting of the Board will be at least 7 (seven) days unless the decision of the Directors is required on an urgent basis and agreed on by all directors, in which event the meeting may be called on shorter notice.
- 22.5 The authority of the Company's Board of Directors to proceed with a meeting despite a failure or defect in giving notice of the meeting, as set out in section 73 (5), is not limited or restricted by this Memorandum of Incorporation.
- 22.6 A majority of directors must be present at a meeting before a vote may be called at any meeting and each director has 1 (one) vote on a matter before the Board.

23. INDEMNIFICATION OF DIRECTORS

The Company may:

- 23.1 advance expenses to a Director or prescribed officer or directly or indirectly indemnify a director in respect of the defence of legal proceedings, as set out in Section 78(4);
- 23.2 indemnify a director or prescribed officer in respect of liability as set out in section 78(5); and
- 23.3 purchase insurance to protect the company or a director or prescribed officer as set out in section 78(7).

24. OFFICERS AND COMMITTEES OF THE BOARD

- 24.1 The Board of Directors may appoint any officers it considers necessary to better achieve the objects of the Company.
- 24.2 The authority of the Company's Board of Directors to appoint committees of directors and delegate to any such committee any of the authority of the Board as set out in Section 72(1), or to include in any such committee persons who are not directors, as set out in section 72(2)(a), is not limited or restricted by this Memorandum of Incorporation.

- 24.3 The authority of a committee appointed by die Board as set out in section 72(2) (b) and (c) is not limited or restricted by the Memorandum of Incorporation.

25. ANNUAL FINANCIAL STATEMENTS

A copy of the annual financial statement shall be tabled at the Annual General meeting and shall, not less than 15 (fifteen) days before the date of that meeting, be sent to every member of the Company.

26. NON-PROFIT AND PUBLIC BENEFIT STATUS OF THE COMPANY

- 26.1 The Company's income and property are not distributable to its members or office-bearers, except as reasonable compensation for services rendered.
- 26.2 Subject to the provisions of the Act, the Company's members and office-bearers have no rights in the property or other assets of the organisation solely by virtue of their being members or office-bearers.
- 26.3 The Company's financial transactions must be conducted by means of a banking account held with a bank registered under the Banks Act, 94 of 1990.
- 26.4 Notwithstanding any other provision of this Memorandum, the Company must at all times have at least three directors.
- 26.5 No Director may be a connected person (as contemplated in the ITA) in relation to another Director.
- 26.6 The Company may not directly or indirectly distribute any of its funds to any person otherwise than in the course of undertaking any public benefit activity as defined in the ITA and is required to utilise its funds solely for the object for which it has been established.
- 26.7 The Company may not accept any donation which is recoverable at the instance of the donor for reasons other than a material failure to conform to the designated purposes and conditions of such donation, including any misrepresentation with regard to the tax deductibility thereof in terms of Section 18A of the ITA; provided that a donor (other than a donor which is an approved public benefit organisation as defined in the ITA or an institution board or body which is exempt from tax in terms of Section 10(1)(cA)(i) of the ITA, which has as its sole or principal object the carrying on of any

public activity as defined in the ITA) may not impose conditions which could enable such donor or any connected person in relation to such donor (as contemplated in the ITA) to derive some direct or indirect benefit from the application of such donation.

- 26.8 The Company must submit a copy of each amendment of this Memorandum of Incorporation to the Commissioner of the South African Revenue Service.

27. MEMORANDUM OF INCORPORATION AND COMPANY RULES

- 27.1 This Memorandum of Incorporation of the Company may be altered or amended only in the manner set out in section 16, 17 or 152 (6) (b).
- 27.2 In addition to the above, the Memorandum of Incorporation and Company Rules adopted from time to time may be amended from time to time on an Annual or Special General Meeting.
- 27.3 Subject to any restriction imposed or direction given at an annual general meeting of the Company, the directors may from time to time make rules as set out in Art 15(3) to (5).
- 27.4 The Company may in general meeting vary or modify any rules made by it or by the directors from time to time.
- 27.5 The Board must publish any rules made in terms of Section 15(3) to (5) by delivering a copy of those rules to each member electronically or by ordinary mail.
- 27.6 The Company must publish a notice of any alteration of the Memorandum of Incorporation or the Rules, made in terms of section 17 (1), by delivering a copy of those rules to each director and member by ordinary mail.

SCHEDULE A – OBJECT AND NATURE OF THE COMPANY

A.1 Object and Policies of the Company

A1.1 The Main Object of the Company will be to perform the functions of the local Tourism Marketing, Tourism Development and Visitor Information Services for Stellenbosch. The objective of the company will focus on an inclusive and future-focused tourism plan for Stellenbosch town and surrounding areas (collectively "Stellenbosch") which will include but not be limited to the following:

- To enhance and uphold the national and international reputation of Stellenbosch.
- To build mutually beneficial strategic, operational and thematic partnerships for Stellenbosch.
- To actively market the town to both local and international visitors and to ensure a quality visitor experience.
- To cultivate visitor satisfaction and loyalty by creating a physical environment that is focused on delivering a quality experience.
- To actively assist all stakeholders (attractions, accommodation providers, conferences, businesses and educational institutions) with excellent service delivery, to become highly competitive and to adopt sustainable practices.
- To provide a world-class visitor information service.
- To build a culture of organisational excellence through strategic management, research, development and stakeholder relations.
- To encourage stakeholders to contribute to a sustainable funding model for the Stellenbosch Brand.
- To promote social cohesion to ensure financial, environmental and social sustainability of Stellenbosch.

A.1.2 The Object of the company complies with the requirements as set out in Section 1(a) of Schedule 1 of the Act being:

A.1.2.1 a public benefit object; or

- A.1.2.2 an object relating to one or more cultural or social activity, or communal or group interest; and
 - A.1.2.3 is consistent with the principles set out in this Schedule and the Memorandum of Incorporation.
 - A.1.3 The Company applies all of its assets and income, however derived, to advance the main object, as stated, and may:
 - A.1.3.1 acquire and hold securities issued by a profit company; or
 - A.1.3.2 directly or indirectly, alone or with any other person, carries on any business trade of undertaking consistent with of ancillary to its stated object.
 - A.1.4 The Company may not, directly or indirectly, pay any portion of its income or transfer any assets, regardless of how the income or asset was derived, to any incorporator, member, director or person appointing a director of the company, except in the following situations:
 - A.1.4.1 As reasonable remuneration for goods delivered or services rendered to, or at the direction of the company; or
 - A.1.4.2 Reasonable payment of, or reimbursement for, the expenses incurred to advance the stated object of the company;
 - A.1.4.3 As a payment of an amount due and payable by the company in terms of a bona fide agreement between the company and that person;
 - A.1.4.4 As a payment in respect of any rights of that person, to the extent that such rights is administered by the company in order to advance the stated object of the company;
 - A.1.4.5 In respect of any legal obligation binding on the company.
 - A.1.5 Substantially the whole of the Company's funding must be derived from its annual or long-term Members or from appropriation by the government of the Republic in the national, provincial or local sphere.
 - A.1.6 The Company may not have a share or other interest in any business, profession or occupation which is carried on by its Members.

8.2.4	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR MAY AND JUNE 2019
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Collaborator No:

File No:

8/1

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

24 July 2019

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR MAY AND JUNE 2019

2. PURPOSE

To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy 2018/2019 to report the deviations to Council.

3. DELEGATED AUTHORITY

Council

FOR NOTING.

4. EXECUTIVE SUMMARY

Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy (2018/2019) stipulate that SCM deviations be reported to Council. In compliance thereto, this report presents to Council the SCM deviations that occurred during May and June 2019.

5. RECOMMENDATION

That Council notes the deviations as listed for the months of May and June 2019.

6. DISCUSSION / CONTENTS

6.1 Background/Legislative Framework

The regulation applicable is as follows:

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

Deviation from and ratification of minor breaches of, procurement processes

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

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

(i) in an emergency;

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

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

(iv) acquisition of animals for zoos; or

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

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

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

6.2 Discussion

Reporting the deviations as approved by the Accounting Officer for May and June 2019.

Please note that included in the list of deviations is deviation D/SM 51/19 that was approved on 24 December 2018. At time of approval the financial implications of the appointment was not known and therefore can only be reported at the finalisation of the matter.

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

D EVIATION NUMBER	CONTRACT DATE	NAME OF CONTRACTOR	CONTRACT DESCRIPTION	REASON	SUBSTANTIATION WHY SCM PROCESS COULD NOT BE FOLLOWED	TOTAL CONTRACT PRICE R
D/SM 46/19	06 May 2019	Smith Tabata Buchanan Boyes (STBB)	Appointment of an appropriately experienced legal service provider for legal assistance with regards to an appeal and implementatio n of the decision on farm 393/11	Exceptional case and it is impractical or impossible to follow the official procurement processes.	The Municipality received an Appeal on Farm 393/11 Longlands on 28 June 2018. Smith Tabata Buchanan Boyes (STBB) was appointed to assist with the appeal assessment report. Smith Tabata Buchanan Boyes (STBB) was recommended to be appointed due to the legal firm's expertise in dealing with these type of issues, pertaining to planning law, and the professionalism in handling and finalisation of Municipal matters.	Estimated amount of R 25 872 VAT excluded.

D/SM 47/19	28 June 2019	Liquid Telecom	Appointment of Liquid Telecom for the provision of voice services on a month to month basis but not exceeding 3 months starting from 1 July 2019 – 30 September 2019 until the implementation of the Telkom SA SOC voice services.	Exceptional case and it is impractical or impossible to follow the official procurement processes.	There was a tender awarded to Telkom SA SOC for the provision of voice services. Due to the delays in the contractual terms and agreement between Stellenbosch Municipality and Telkom SA SOC, a month-to-month contract not exceeding 30 September 2019, starting from 1 July 2019 is required for the voice services from Liquid Telecom until the next contract with Telkom SA SOC has been implemented. It is not practical to now go through a tender process as a new service provider will not be able to provide the services from 1 July 2019 and the Municipality will have no voice services and will not be contactable.	Estimated amount of - R 270 000.00 VAT excluded
D/SM 48/19	28 June 2019	Avalon Technology Group	Appointment of Avalon Technology Group for the provision of 100 mbps internet services for a period not exceeding 3 months starting from 01 July 2019 – 30 September 2019.	Exceptional case and it is impractical or impossible to follow the official procurement processes	Council approved a tender for the provision of the disaster recovery site, WAN and Internet services. The tenderer to whom the tender was awarded informed the Municipality on 26 June 2019 that they are unable to provide the services as indicated in the tender from 1 July 2019. The municipality to make alternative arrangements for short term to host the Disaster recovery site, but the provision of internet services must continue. It is not practical to on such short notice appoint another service provider to provide internet services to the Municipality.	R 91 500.00 VAT excluded
D/SM 49/19	19 June 2019	Interwaste	Operation and management of landfill site –	Exceptional case and it is impractical or	The current deviation expires 30 June 2019, which was	Estimated amount of R2 539 779

			Interwaste from 01 July 2018 – 30 September 2019	impossible to follow the official procurement processes	<p>approved to allow Section 78 process. Section 78 is taking much longer than initially anticipated and tender can't commence until section 78 process completed.</p> <p>Transfer/ disposal faculty was required to dispose/transfer Stellenbosch, tender had to be cancelled due to non-compliance.</p> <p>The current service provider need to increase slope of the current cell 3 in order to dispose of waste to allow sufficient time for new tender to be put in place.</p> <p>Slope creep requirement and additional handling and material which increased the cost of service provider. This an essential service which we can't do without.</p>	VAT excluded until 30 Sept 2019
D/SM 50/19	07 June 2019	Van der Spuy	Gerhard Schalk van Niekerk N.O and Others / Stellenbosch Municipality	Exceptional case and it is impractical or impossible to follow the official procurement processes.	<p>Gerhard Schalk van Niekerk N.O and Others ("the Applicants") instituted review proceedings against Stellenbosch Municipality's resolution of 31 October 2018, which resolved that the owners be instructed to demolish all structures/boundary fences impeding public access to the Millstream, and to move any and all boundary fencing to their own erf boundaries, within a period of 3 (three) months of receipt of the notice.</p> <p>The applicants served papers on the Municipality on 20 May 2019.</p> <p>The normal procurement process will not be completed in time for the municipality to file the notice of opposition</p>	Estimated amount of R490 000.00 VAT excluded

					<p>on 10 June 2019. If no letter of appointment is filed, the matter is enrolled to be load on 19 June 2019</p> <p>Taking this period in consideration it is impractical and impossible to follow the normal procurement processes.</p>	
D/SM 51/19	24 December 2018	Andre Swart of Smit of Tabata Buchanan Boyes Attorneys	La Concorde South Africa (Pty) Ltd / Stellenbosch Municipality And Others	Exceptional case and it is impractical or impossible to follow the official procurement processes.	<p>La Concorde South Africa (Pty) Ltd instituted legal action against Stellenbosch Municipality, which court papers were served on the Municipality on or about 12 December 2018.</p> <p>Should a formal quotation process be followed, the formal quotations needed to be advertised for a period of seven days on the notice boards and website. Taking this period in consideration, the formal quotation would only be considered in the last week of December 2018, pursuant to any offers being received. Furthermore, most of the attorney firms usually closed between 14 December 2018 to 14 January 2019, whilst the senior partners/directors usually return to work during the third week of January 2019.</p> <p>Taking this period in consideration it is impractical and impossible to follow the normal procurement process.</p>	Estimated amount of R200 000.00 VAT excluding

6.3 Financial Implications

As per the table above

6.4 Legal Implications

The regulation applicable is:

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

6.5 Staff Implications

No staff implications

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

That the market may not be tested.

The measures in place to deal with deviations mitigate the risk to an acceptable level. The Auditor-General also audit the deviations during the yearly audit

6.8 Comments from Senior Management

The item was not circulated for comment except to Municipal Manager

6.8.1 Municipal Manager

Supports the recommendations.

FOR FURTHER DETAILS CONTACT:

NAME	Kevin Carolus
POSITION	CFO
DIRECTORATE	Finance
CONTACT NUMBERS	021 808 8528
E-MAIL ADDRESS	Kevin.Carolus@ Stellenbosch.gov.za
REPORT DATE	10 July 2019

8.2.5	MFMA SECTION 52 REPORTING UP TO JUNE 2019
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Collaborator No:
File No: 8/1
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 24 July 2019

1. **SUBJECT: MFMA SECTION 52 REPORTING UP TO JUNE 2019**

2. **PURPOSE**

To comply with section 52(d) of the Municipal Finance Management Act and report to Council on the budget; financial and service delivery budget implementation plan by the Municipality for quarter 4 of the 2018/19 financial year.

3. **DELEGATED AUTHORITY**

THE EXECUTIVE MAYOR TO SUBMIT TO COUNCIL

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

“The mayor of a municipality—

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

4. **EXECUTIVE SUMMARY**

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

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

This report provides the overall performance of the Municipality for the period 1 April 2019 to 30 June 2019.

The Office of the CFO is currently, in terms of s126 (1)(a) of the MFMA, preparing the annual financial statements for the financial period ended 30 June 2019. It is important to note that the information in this report are preliminary results and may not be an accurate reflection of the financial position of the municipality as same will materially be influenced by year-end journals and processes still to be finalised which will influence the financial position. The latter process alluded to will only be finalised by the end of August 2019.

5. **RECOMMENDATION**

That Council notes the Section 52 Report (including quarterly performance report) – Fourth Quarter 2018/2019.

6. DISCUSSION / CONTENTS**6.1 Background**

To comply with section 52 (d) of the Municipal Finance Management Act and report to Council on the budget; financial and service delivery budget implementation plan of the Municipality for the 4th quarter of the financial year. The report is indicated under **APPENDIX 1**.

6.2 Discussion

This report illustrates the implementation of the budget as well as the non financial performance of the municipality for quarter 4.

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

6.3 Financial Implications

None.

6.4 Legal Implications

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

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

None

6.8 Comments from Senior Management

Noted.

ANNEXURES

Appendix 1 : Section 52 Report – 4th Quarter

FOR FURTHER DETAILS CONTACT:

NAME	Kevin Carolus
POSITION	<i>Director Financial Services</i>
DIRECTORATE	<i>Financial Services</i>
CONTACT NUMBERS	<i>021 – 807 8528</i>
E-MAIL ADDRESS	<i>Kevin.Carolus@ Stellenbosch.gov.za</i>
REPORT DATE	<i>24 July 2019</i>

APPENDIX 1



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

QUARTERLY BUDGET MONITORING REPORT

4th Quarter 2018/19



QUARTERLY BUDGET STATEMENT FOR JUNE 2019

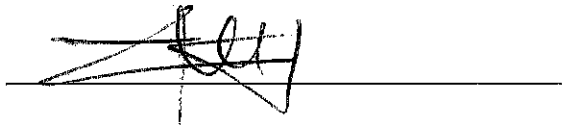
QUALITY CERTIFICATE

I, Tabiso Mfeya, the Acting Municipal Manager of Stellenbosch Municipality, hereby certify that the quarterly report the period ending June 2019 has been prepared in accordance with Section 52 of the Municipal Finance Management Act and regulations made under the Act and accordingly submit the required quarterly statement on the state of Stellenbosch Municipality's budget reflecting the particulars up until the end of June 2019.

Name: Tabiso Mfeya

Acting Municipal Manager of Stellenbosch Municipality- WC024

Signature

A handwritten signature in black ink, appearing to be 'Tabiso Mfeya', is written over a horizontal line. The signature is stylized and somewhat illegible.

Date: 16 July 2019

To Council

In accordance with Section 52(d) of the Municipal Finance Management Act, I submit the required report on the implementation of the budget and the financial state of affairs of Stellenbosch Municipality reflecting the particulars of the fourth quarter of the financial year 2018/19.

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



.....
Advocate G M M van Deventer
Executive Mayor
Date: 26 July 2019

Table of Contents

1. Recommendations.....	5
2. Executive Summary.....	6
3. Operating Revenue.....	7
4. Operating Expenditure.....	9
5. Capital Expenditure	11
6. Investments and Borrowings	13
7. Allocations and grant receipts and expenditure for the 3rd quarter of 2018/19.....	15
8. Personnel Expenditure	16
9. Withdrawals	17
10. Monthly Budget Statements.....	18
11. Supporting Documentation	25
12. Top Layer Service Delivery and Budget Implementation Plan (SDBIP)	30
13. Actual Strategic Performance and Corrective Measures that will be implemented.....	32
14. Strategic performance conclusion.....	42

1. Recommendations

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

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

2. Executive Summary

2.1 Introduction

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

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

The Office of the CFO is currently, in terms of s126 (1) (a) of the MFMA, preparing the annual financial statements for the financial period ended 30 June 2019. It is important to note that the information in this report are preliminary results and may not be an accurate reflection of the financial position of the municipality as same will materially be influenced by year-end journals and processes still to be finalised which will influence the financial position. The latter process alluded to will only be finalised by the end of August 2019.

2.2 Summary of 2018/19 budget progress / implementation

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

Detail	Capital Expenditure	Operating Expenditure	Operating Revenue (excluding capital transfers and contributions)
Original Budget	528 040 751	1 716 330 147	1 629 545 935
Adjustment Budget	563 550 230	1 719 104 450	1 632 320 239
Plan to Date (SDBIP)	563 550 230	1 719 104 450	1 632 320 239
Actual	403 343 206	1 306 914 835	1 454 796 702
Variance to SDBIP	(160 207 024)	(412 189 615)	(177 523 537)
Year to date % Variance to SDBIP	-28.43%	-23.98%	-10.88%

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

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

3. Operating Revenue

The following table shows the actual operating revenue per National Treasury Reporting regulations against that planned in the SDBIP for the 4th Quarter of 2018/19:

Operating Revenue by Source

Description	ORIGINAL BUDGET	ADJUSTMENT BUDGET
Revenue by Source		
Property rates	329 306 916	344 306 916
Service charges - electricity revenue	548 984 220	558 984 220
Service charges - water revenue	225 542 089	190 542 089
Service charges - sanitation revenue	107 078 132	97 078 132
Service charges - refuse revenue	56 167 898	61 167 898
Service charges - other	-	-
Rental of facilities and equipment	17 765 541	17 765 541
Interest earned - external investments	45 500 783	45 500 783
Interest earned - outstanding debtors	10 576 074	10 576 074
Fines	102 132 446	102 132 446
Licences and permits	5 092 474	5 092 474
Agency services	2 690 098	2 690 098
Transfers recognised - operational	144 700 000	164 974 304
Other revenue	34 009 264	31 509 264
Gains on disposal of PPE	-	-
Total Revenue (excluding capital transfers and contributions)	1 629 545 935	1 632 320 239

QUARTER 4 2018/19		
PLANNED	ACTUAL	VAR
92 432 766	67 089 039	-27%
139 087 379	159 049 106	14%
18 033 650	38 303 732	112%
15 178 202	19 634 942	29%
18 207 241	12 383 145	-32%
-	-	-
4 177 364	2 234 359	-47%
11 191 655	11 163 704	0%
2 486 843	2 581 415	4%
24 015 280	5 907 391	-75%
1 197 437	3 037 267	154%
632 546	1 246 232	97%
-28 226 597	444 169	-102%
5 496 891	5 795 687	5%
-	-	-
303 910 657	328 870 189	8%

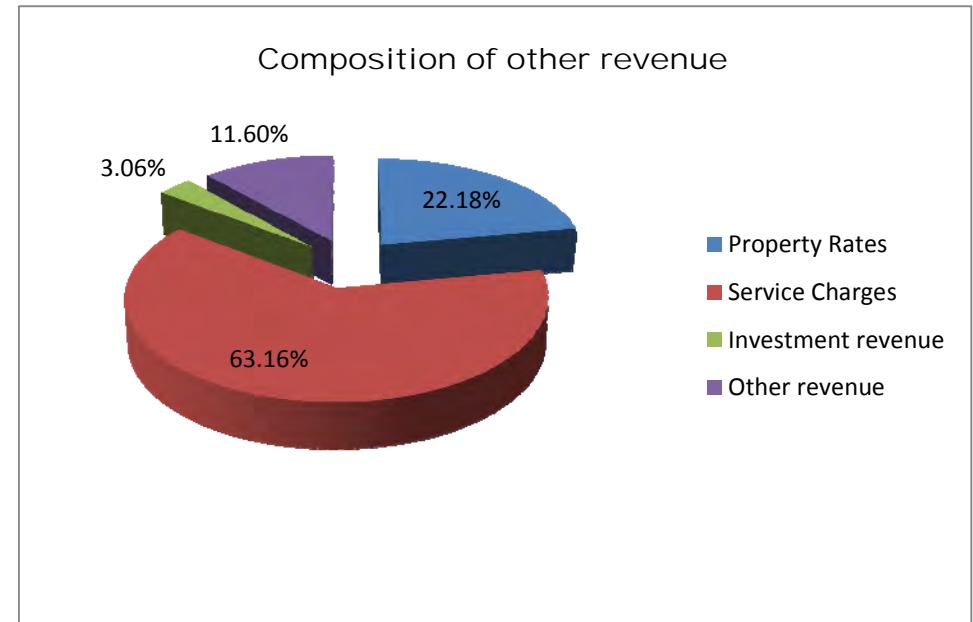
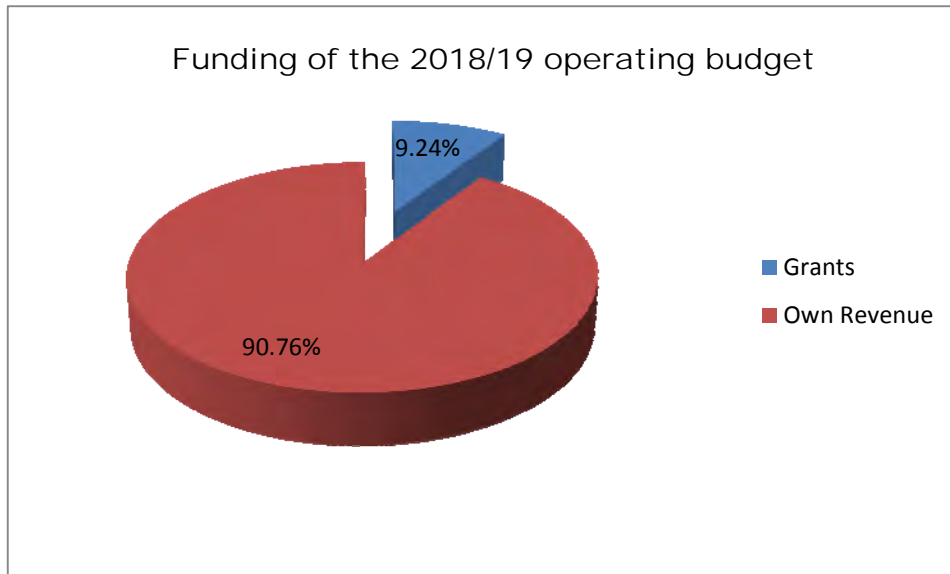
QUARTER 4 2017/18		
PLANNED	ACTUAL	VAR
314 966 564	61 607 275	100%
278 569 496	131 832 195	-53%
159 813 558	48 014 568	-70%
85 989 561	21 894 995	100%
61 774 616	12 875 837	100%
-	-	-100%
4 300 298	2 393 629	-44%
38 356 565	9 646 875	-75%
6 477 813	2 403 600	-63%
-26 243 948	-	-100%
19 194 249	6 465 817	100%
-658 697	546 027	-183%
-60 000 759	608 588	-101%
122 663 764	5 310 993	-96%
23 671 321	7 216 994	100%
1 028 874 402	310 817 392	-70%

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

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

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

Own revenue consists mainly of service charges at 63.16 per cent of the R1 632 320 239 billion revenue budget.



QUARTERLY BUDGET STATEMENT FOR JUNE 2019

4. Operating Expenditure

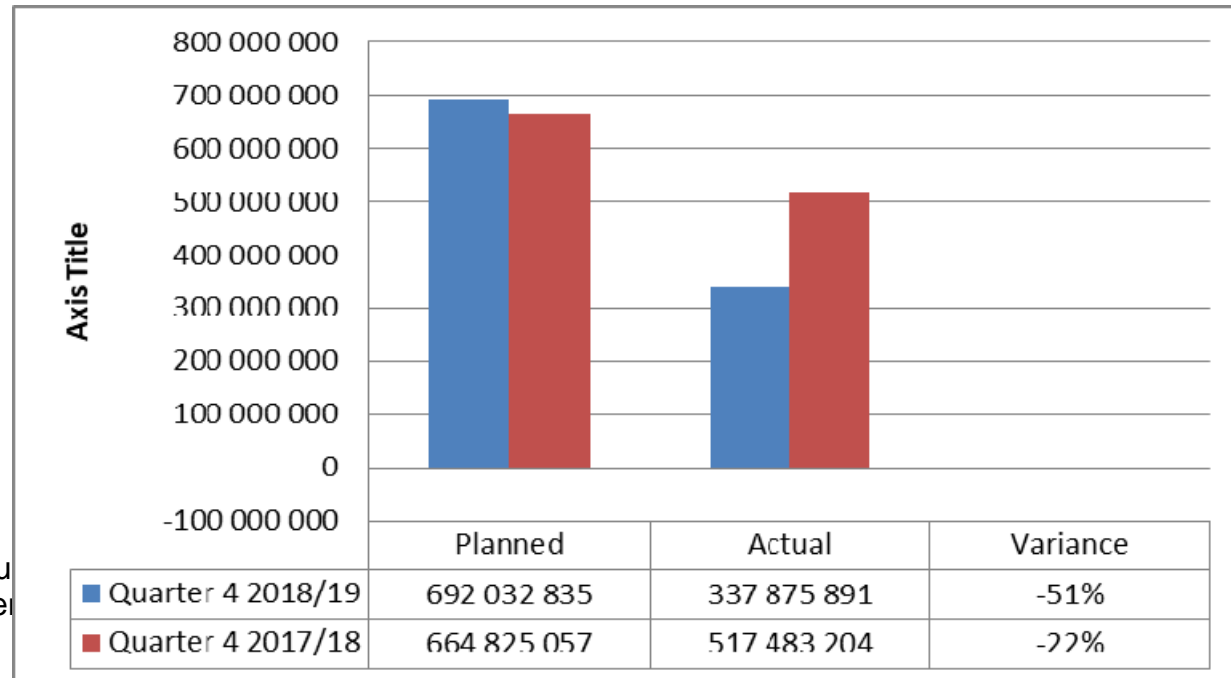
The following table illustrates the actual operating expenditure for each Directorate against planned expenditure in the SDBIP for the 4th Quarter of 2018/19.

Operating Expenditure (Per Directorate):

DIRECTORATE	ORIGINAL BUDGET	AMENDED BUDGET	QUARTER 4 2018/19		QUARTER 4 2017/18	
			PLANNED	ACTUALS	PLANNED	ACTUALS
Municipal Manager	30 232 351	33 607 414	15 477 976	4 618 543	4 478 953	8 035 752
Planning & Development	104 508 518	118 915 222	56 244 584	17 536 663	24 598 886	20 860 089
Human Settlements			-	-	28 505 673	16 326 735
Community and Protection Services	370 026 172	364 119 842	143 786 854	54 755 482	195 177 399	54 113 558
Infrastructure Services	939 734 241	912 529 941	348 999 374	190 263 394	327 095 725	319 611 673
Corporate Services	175 476 943	176 481 880	71 853 267	51 878 740	59 947 271	65 587 674
Financial Services	96 351 921	113 450 151	55 670 781	18 823 068	25 021 150	32 947 722
TOTALS	1 716 330 146	1 719 104 450	692 032 835	337 875 891	664 825 057	517 483 204

During the third quarter of the financial year the directorates spent R354 156 944, 51% less than the planned expenditure. At the same period last year the directorate spent 22% less than the planned expenditure.

QUARTERLY BUDGET STATEMENT FOR JUNE 2019



The year on year comparison for the four quarters of 2018/19, compared to a 78% actual spend for the same period in 2017/18.

1 year

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

5. Capital Expenditure

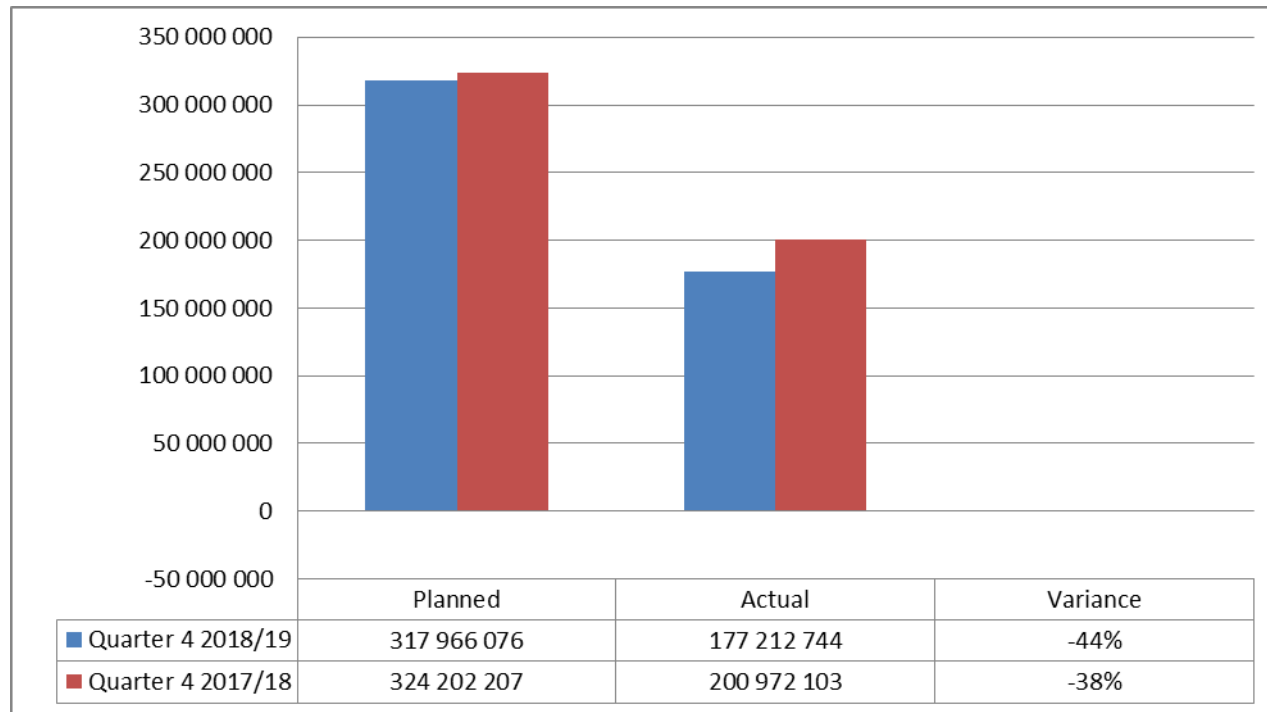
The following table illustrates the actual capital expenditure per directorate against the planned in the SDBIP for the 4th Quarter of 2018/19.

DIRECTOR	ORIGINAL BUDGET	AMENDED BUDGET
Municipal Manager	85 000	285 000
Planning & Development	13 030 000	13 517 538
Human Settlements		-
Community and Protection Services	35 703 504	28 915 955
Infrastructure Services	446 427 247	485 540 450
Corporate Services	32 345 000	34 391 287
Financial Services	450 000	900 000
TOTALS	528 040 751	563 550 230

QUARTER 4 2018/19		
PLANNED	ACTUAL EXPENDITURE	VAR %
-1 834 628	159 680	-109%
7 416 225	2 437 986	-67%
-	-	
5 696 934	9 832 949	-44%
284 274 709	157 908 429	-57%
21 725 507	9 233 685	100%
687 328	237 680	-
317 966 076	177 212 744	-44%

QUARTER 4 2017/18		
PLANNED	ACTUAL EXPENDITURE	VAR %
11 143	-	-100%
10 169 876	1 384 316	100%
64 846 087	24 488 304	-62%
13 916 351	10 044 366	-28%
227 128 097	162 069 149	-29%
7 427 879	2 758 202	100%
702 775	227 766	100%
324 202 207	200 972 103	-38%

QUARTERLY BUDGET STATEMENT FOR JUNE 2019



The year on year comparison for the R563 550 230 for the 2018/19 financial previous financial year measured against a budget of R499 855 135.

budget of period in the

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

6. Investments and Borrowings

6.1 Investments

ACC. NR	BANK	Type/ Period	INTEREST RATE	MATURITY DATE	OPENING BALANCE AS AT 1 JULY 2018	QUARTER 4 2019		TOTAL INVESTMENTS/ WITHDRAWALS	INTEREST CAPITALISED FOR THE MONTH UNDER REVIEW	INTEREST ACCRUED YTD	CLOSING BALANCE YTD
						INVEST	WITHDRAW				
	ABSA BANK										
20-7784-1354	A#1354	FIXED / 1 Mth	7.380%	12-Nov-18	-	-	-	(388 208.22)	-	388 208.22	(0.00)
20-7826-8856	A#8865	FIXED / 2 Mths	7.650%	29-Apr-19	-	-	(50 649 726.03)	(649 726.03)	-	649 726.03	(0.00)
' 9350666915	A#6915	CALL	6.800%	CALL	-	50 000 000.00	(50 260 821.92)	(260 821.92)	232 876.71	260 821.92	(0.00)
					-	50 000 000.00	(100 910 547.95)	(1 298 756.17)	232 876.71	1 298 756.16	(0.01)
	FNB										
71-7585-00999	F#0999	FIXED / 6 Mths	8.010%	10-Oct-18	203 467 342.47	-	-	(207 900 273.97)	-	4 432 931.51	0.00
					203 467 342.47	-	-	(207 900 273.97)	-	4 432 931.51	0.00
	NEDBANK										
03/788/1123974/...008	N#008	CALL DEPOSIT	6.300%	01-Mar-19	10 396 986.30	-	(296.10)	(10 944 296.78)	-	547 310.49	0.01
03/7881123974/...011	N#011	FIXED DEPOSIT	8.270%	25-Sep-18	106 253 479.45	-	-	(108 202 027.36)	-	1 948 547.95	0.03
03/7881123974/...012	N#012	FIXED DEPOSIT	8.200%	30-Aug-18	93 740 547.95	-	-	(94 913 260.27)	-	1 172 712.33	0.00
03/7881123974/...013	N#013	FIXED / 6 Mths	8.200%	02-Feb-19	-	-	-	(1 253 589.04)	-	1 253 589.04	0.00
03/7881123974/...014	N#014	FIXED / 12 Mths	9.050%	06-Sep-19	-	-	-	120 000 000.00	892 602.74	8 866 520.39	128 866 520.39
03/7881123974/...015	N#015	FIXED / 12 Mths	9.050%	11-Oct-19	-	-	-	110 000 000.00	818 219.18	7 173 054.74	117 173 054.74
03/7881123974/...016	N#016	FIXED / 3 MTHS	8.050%	09-Jul-19	-	40 000 000.00	-	40 000 000.00	264 657.53	723 397.21	40 723 397.21
					210 391 013.69	40 000 000.00	(296.10)	54 686 826.55	1 975 479.45	21 685 132.15	286 762 972.39
	INVESTEC BANK										
1400-035018-450	I#450	FIXED / 3 MTHS	7.700%	11-Jan-19	-	-	-	(1 919 726.02)	-	1 919 726.02	0.00
JB 9980307	I#307	FIXED / 3 MTHS	7.800%	27-May-19	-	-	(101 923 287.67)	(1 923 287.67)	-	1 923 287.67	0.00
JB 10024052	I#052	FIXED/ 3 MTHS	7.700%	10-Jul-19	-	60 000 000.00	-	60 000 000.00	379 726.03	1 037 917.81	61 037 917.81
					-	60 000 000.00	(101 923 287.67)	56 156 986.31	379 726.03	4 880 931.50	61 037 917.81
	STANDARD BANK										
258489367-020	S#020	FIXED DEPOSIT	7.950%	23-Jul-18	102 156 301.37	-	-	(102 657 260.28)	-	500 958.90	(0.00)
258489367-021	S#021	CALL ACCOUNT	6.450%	Call Account	-	-	(41 956 003.24)	(1 956 003.24)	-	1 956 003.24	0.00
258489367-022	S#022	FIXED/8 Mths	8.250%	04-May-19	-	-	(31 627 397.26)	(1 627 397.26)	-	1 627 397.26	0.00
258489367-023	S#023	FIXED / 4 Mths	7.775%	11-Feb-19	-	-	-	(1 310 034.25)	-	1 310 034.25	(0.00)
258489367-024	S#024	FIXED / 4 Mths	8.025%	26-Sep-19	-	50 000 000.00	-	50 000 000.00	329 794.52	362 773.97	50 362 773.97
					102 156 301.37	50 000 000.00	(73 583 400.50)	(107 550 695.03)	329 794.52	5 757 167.63	50 362 773.97
	NEW REPUBLIC BANK										
	NEW REPUBLIC BANK		0.000%		170 839.00	-	-	-	-	-	170 839.00
INVESTMENT TOTAL					516 185 496.53	200 000 000.00	(276 417 532.22)	(205 905 912.31)	2 917 876.71	38 054 918.95	398 334 503.17

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

6.2 Borrowings

Lending Institution	Balance 1/01/2019	Received Quarter 4 2018/19	Interest Capitalised Quarter 4 2018/19	Capital Repayments Quarter 4 2018/19	Balance 30/06/2019	Percentage	Sinking Funds (R'000)
DBSA @ 9.25%	6 914 882	-	-	(1 615 924)	5 298 958	9.25%	
DBSA@ 11.1%	19 309 420	-	-	(1 061 767)	18 247 653	11.10%	
DBSA@ 10.25%	54 075 823	-	-	(2 505 790)	51 570 033	10.25%	
DBSA @ 9.74%	85 964 546	-	-	(2 281 042)	83 683 504	9.74%	
NEBANK @ 9.70%	-	160 000 000		-	160 000 000	9.70%	
	166 264 671	160 000 000	-	(7 464 523)	318 800 148		

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

7. Allocations and grant receipts and expenditure for the 4th Quarter of 2018/19

	TOTAL 2018/19 INCLUSIVE OF ROLL OVER AMOUNTS	EXPECTED ALLOCATION	ROLL OVER FUNDING UNSPENT	ACCUMULATED RECEIPTS	ACCUMULATED ACTUAL EXPENDITURE	QUARTER 4 RECEIPTS	QUARTER 4 ACTUAL EXPENDITURE	UNSPENT CONDITIONAL GRANTS - QUARTER 4 YTD
OPERATING & CAPITAL GRANTS								
EPWP Integrated Grant for Municipalities	5 722 000	5 722 000	-	5 722 000	5 722 000	-	1 995 736	-
Local Government Financial Management Grant	1 550 000	1 550 000	-	1 550 000	1 469 141	-	836 294	80 859
Municipal Infrastructure Grant (MIG)	35 107 000	35 107 000	-	35 107 000	35 107 000	-	16 027 680	0
Integrated National Electrification Programme (Municipal) Grant	5 000 000	5 000 000	-	5 000 000	4 195 401	-	1 051 114	804 599
Shared Economic Infrastructure Facility		4 375 021	-	3 093 212	3 093 212	942 377	3 093 212	-
Natural Resources Management Grant		7 150 000	-	2 359 500	166 977	-	166 977	2 192 523
Library Services: Conditional Grant	12 210 000	12 210 000	-	12 210 000	11 387 401	-	4 328 811	822 599
Community Development Workers Operational Support Grant	56 000	56 000	-	-	56 146	-	32 634	(56 146)
Human Settlements Development Grant	79 708 937	57 780 000	21 928 937	61 926 068	51 688 649	45 014 488	16 383 239	32 166 356
Title Deeds Restoration Grant		1 650 000	-	1 861 169	-	444 169	-	1 861 169
LG Financial Management Support Grant	255 000	255 000	-	255 000	185 458	-	41 508	69 542
Financial Management Capacity Building Grant	600 000	360 000	240 000	360 000	139 410	-	139 410	460 590
Municipal Graduate Internship Programme Grant	72 000	72 000	-	72 000	12 000	-	12 000	60 000
Maintenance and Construction of Transport Infrastructure	371 000	371 000	-	371 000	371 000	-	-	-
Integrated Transport Planning	600 000	600 000	-	600 000	600 000	-	10 880	-
Fire Services Capacity Building Grant	3 003 000	3 003 000	-	3 003 000	-	-	-	3 003 000
TOTAL	144 254 937	135 261 021	22 168 937	133 489 949	114 193 795	46 401 034	44 119 496	41 465 091

Please note:

- The Fire Services capacity Building grant will not be spent during the current financial year. A roll over application will be submitted during August 2019, in accordance with PT circular 18 of 2019, for the retention of the funding as delivery of the vehicles has taken place after the financial year end.
- Human Settlements; 65% of the gazetted allocations has been spent. Total expenditure incurred on the grant amounted to R51 688 649. The municipality is at risk of not utilising its full grant allocation.

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

8. Personnel Expenditure

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

Employee - Related Costs	Original Budget	Adjustments Budget	Year-to-date Budget	Year-to-date Actual	YTD %
Basic Salary and Wages	357 802 600	339 991 695	339 991 695	304 227 214	89%
Bonus	22 557 600	22 557 600	22 557 600	20 968 815	93%
Acting and Post Related Allowances	1 529 000	1 529 000	1 529 000	927 791	61%
Non Structured	28 638 500	28 638 500	28 638 500	23 282 622	81%
Standby Allowance	12 206 300	12 206 300	12 206 300	11 395 775	93%
Travel or Motor Vehicle	12 458 100	12 458 100	12 458 100	9 526 685	76%
Accommodation, Travel and Incidental	333 200	333 200	333 200	270 922	81%
Bargaining Council	180 500	180 500	180 500	260 320	144%
Cellular and Telephone	889 600	889 600	889 600	1 346 442	151%
Current Service Cost	8 564 400	8 564 400	8 564 400	8 231 483	96%
Essential User	955 300	955 300	955 300	755 244	79%
Entertainment	55 800	55 800	55 800	82 424	148%
Fire Brigade	2 204 100	2 204 100	2 204 100	2 218 455	101%
Group Life Insurance	3 293 100	3 293 100	3 293 100	3 127 727	95%
Housing Benefits	2 329 000	2 329 000	2 329 000	2 853 353	123%
Interest Cost	19 446 600	19 446 600	19 446 600	-	0%
Leave Gratuity	5 864 400	5 864 400	5 864 400	-	0%
Leave Pay	5 248 000	5 248 000	5 248 000	2 280 625	43%
Long Service Award	5 771 300	5 771 300	5 771 300	13 338	0%
Medical	21 783 500	21 783 500	21 783 500	29 890 715	137%
Non-pensionable	191 500	191 500	191 500	836 803	437%
Pension	48 539 800	48 539 800	48 539 800	45 559 004	94%
Scarcity Allowance	1 730 400	1 730 400	1 730 400	1 529 194	88%
Shift Additional Remuneration	563 700	563 700	563 700	3 539 105	628%
Structured	1 216 000	1 216 000	1 216 000	1 855 236	153%
Unemployment Insurance	2 455 200	2 455 200	2 455 200	2 358 543	96%
Totals	566 807 500	548 996 595	548 996 595	477 337 834	87%

During the fourth quarter of the financial year directorates spent R91 118 357, 44% less than the planned expenditure of R209 099 060.

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

9. Withdrawals

<i>Consolidated Quarterly Report for period 01/04/2019 to 30/06/2019</i>				
Date	Payee	Amount in R'000	Description and Purpose (including section reference e.g. sec 11(f))	Authorised by (name)
Monthly	Provincial Government Western Cape	10 170 972	The Municipality acts as an agent for PAWC for collection of licencing fees. S 11(e)(i)	Acting Director: Community and Protection Services
Monthly	WECLOGO Group Insurance and Sanlam Group Insurance	909 478	Group Insurance. S11(e) (ii)	Council
Ad Hoc	Investment Management	200 000 000	Investment in accordance with the Cash Management and Investment Policy. S11(h)	Accounting Officer (Municipal Manager)

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

10. Quarterly Budget Statements**Table C1: Quarterly Budget Statement Summary**

WC024 Stellenbosch - Table C1 Monthly Budget Statement Summary - Q4 Fourth Quarter

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	309 989	329 307	344 307	23 845	336 584	344 307	(7 723)	-2%	344 307
Service charges	862 001	937 772	907 772	80 085	860 768	907 772	(47 004)	-5%	907 772
Investment revenue	54 495	45 501	45 501	477	40 327	45 501	(5 174)	-11%	45 501
Transfers and subsidies	178 790	144 700	164 974	444	148 566	164 974	(16 409)	-10%	164 974
Other own revenue	169 171	172 266	169 766	9 213	68 552	169 766	(101 214)	-60%	169 766
Total Revenue (excluding capital transfers and contributions)	1 574 446	1 629 546	1 632 320	114 063	1 454 797	1 632 320	(177 524)	-11%	1 632 320
Employee costs	444 579	566 808	548 997	42 894	477 338	548 997	(71 659)	-13%	548 997
Remuneration of Councillors	17 308	18 693	18 823	1 408	17 538	18 823	(1 285)	-7%	18 823
Depreciation & asset impairment	163 856	198 819	198 819	-	159 419	198 819	(39 400)	-20%	198 819
Finance charges	18 451	26 477	20 477	8 303	17 036	20 477	(3 441)	-17%	20 477
Materials and bulk purchases	340 011	415 190	415 890	31 514	356 909	415 890	(58 981)	-14%	415 890
Transfers and subsidies	6 261	9 102	9 102	586	9 145	9 102	43	0%	9 102
Other expenditure	365 940	481 242	506 997	29 776	269 530	506 997	(237 467)	-47%	506 997
Total Expenditure	1 356 405	1 716 330	1 719 104	114 481	1 306 915	1 719 104	(412 190)	-24%	1 719 104
Surplus/(Deficit)	218 040	(86 784)	(86 784)	(418)	147 882	(86 784)	234 666	-270%	(86 784)
Transfers and subsidies - capital (monetary allocations)	31 515	91 804	106 074	46 652	109 100	106 074	3 026	3%	106 074
Contributions & Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	249 555	5 020	19 290	46 235	256 982	19 290	237 693	1232%	19 290
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	249 555	5 020	19 290	46 235	256 982	19 290	237 693	1232%	19 290
Capital expenditure & funds sources									
Capital expenditure	433 682	528 041	563 550	94 077	403 377	563 550	(160 173)	-28%	563 550
Capital transfers recognised	80 137	91 804	106 074	18 975	97 037	106 074	(9 037)	-9%	106 074
Public contributions & donations	280	-	-	-	-	-	-	-	-
Borrowing	-	160 000	160 000	103 010	103 010	160 000	(56 990)	-36%	160 000
Internally generated funds	353 265	276 237	297 476	(27 907)	203 330	297 476	(94 146)	-32%	297 476
Total sources of capital funds	433 682	528 041	563 550	94 077	403 377	563 550	(160 173)	-28%	563 550
Financial position									
Total current assets	908 487	822 269	822 269	-	852 267	-	-	-	822 269
Total non current assets	5 151 150	5 507 560	5 507 560	-	5 422 250	-	-	-	5 507 560
Total current liabilities	421 202	325 826	325 826	-	286 514	-	-	-	325 826
Total non current liabilities	457 152	601 220	601 220	-	617 152	-	-	-	601 220
Community wealth/Equity	5 181 283	5 402 784	5 402 784	-	5 370 850	-	-	-	5 402 784
Cash flows									
Net cash from (used) operating	419 586	332 164	323 538	11 448	285 206	323 538	38 332	12%	-
Net cash from (used) investing	(430 854)	(528 041)	(563 550)	(29 361)	(392 751)	(563 550)	(170 799)	30%	-
Net cash from (used) financing	(11 987)	144 609	144 609	-	145 498	144 609	(889)	-1%	-
Cash/cash equivalents at the month/year end	23 233	423 733	433 363	(24 951)	566 719	(95 403)	(662 122)	694%	-
Debtors & creditors analysis									
	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	79 155	4 651	5 123	4 405	143 623	-	-	-	236 957
Creditors Age Analysis									
Total Creditors	180 408	-	-	-	-	-	-	-	180 408

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

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

WC024 Stellenbosch - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - Q4 Fourth Quarter

Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
Revenue - Functional										
<i>Governance and administration</i>		416 744	434 857	447 669	25 280	431 490	447 669	(16 179)	-4%	447 669
Executive and council		2 459	3 314	3 314	46	651	3 314	(2 663)	-80%	3 314
Finance and administration		414 285	431 543	444 355	25 234	430 839	444 355	(13 516)	-3%	444 355
Internal audit										
<i>Community and public safety</i>		55 819	88 648	122 880	46 831	93 829	122 880	(29 051)	-24%	122 880
Community and social services		38 986	19 440	19 440	109	19 023	19 440	(417)	-2%	19 440
Sport and recreation		3 010	1 846	1 846	6	352	1 846	(1 493)	-81%	1 846
Public safety		2 639	3 560	3 560	5	3 356	3 560	(204)	-6%	3 560
Housing		11 184	63 802	98 035	46 711	71 098	98 035	(26 937)	-27%	98 035
Health										
<i>Economic and environmental services</i>		135 719	120 993	120 993	7 913	43 055	120 993	(77 938)	-64%	120 993
Planning and development		9 793	7 461	7 461	1 833	11 986	7 461	4 526	61%	7 461
Road transport		125 902	113 506	113 506	6 081	28 629	113 506	(84 877)	-75%	113 506
Environmental protection		24	26	26	0	2 439	26	2 413	9152%	26
<i>Trading services</i>		997 392	1 076 784	1 046 784	80 684	995 456	1 046 784	(51 328)	-5%	1 046 784
Energy sources		553 809	580 374	590 374	58 485	584 648	590 374	(5 726)	-1%	590 374
Water management		256 841	241 550	206 550	11 559	181 198	206 550	(25 352)	-12%	206 550
Waste water management		116 332	174 829	164 829	6 521	148 385	164 829	(16 444)	-10%	164 829
Waste management		70 409	80 031	85 031	4 120	81 225	85 031	(3 806)	-4%	85 031
<i>Other</i>	4	57	68	68	8	68	68	(0)	-1%	68
Total Revenue - Functional	2	1 605 731	1 721 350	1 738 394	160 716	1 563 897	1 738 394	(174 497)	-10%	1 738 394
Expenditure - Functional										
<i>Governance and administration</i>		227 663	346 509	357 201	30 570	262 325	357 201	(94 876)	-27%	357 201
Executive and council		58 028	98 187	91 517	7 031	61 456	91 517	(30 061)	-33%	91 517
Finance and administration		159 152	234 817	252 679	23 085	190 726	252 679	(61 953)	-25%	252 679
Internal audit		10 483	13 506	13 006	454	10 144	13 006	(2 862)	-22%	13 006
<i>Community and public safety</i>		181 945	229 497	249 502	14 714	183 497	249 502	(66 005)	-26%	249 502
Community and social services		29 110	46 166	41 866	3 658	27 959	41 866	(13 908)	-33%	41 866
Sport and recreation		43 038	47 084	46 084	2 376	39 421	46 084	(6 664)	-14%	46 084
Public safety		79 275	88 735	96 435	6 112	83 950	96 435	(12 485)	-13%	96 435
Housing		30 523	47 512	65 117	2 568	32 168	65 117	(32 948)	-51%	65 117
Health										
<i>Economic and environmental services</i>		270 136	332 770	325 052	12 612	199 358	325 052	(125 694)	-39%	325 052
Planning and development		56 242	73 958	70 760	4 747	60 185	70 760	(10 575)	-15%	70 760
Road transport		197 665	237 038	232 238	7 481	123 032	232 238	(109 207)	-47%	232 238
Environmental protection		16 229	21 774	22 053	384	16 141	22 053	(5 912)	-27%	22 053
<i>Trading services</i>		676 661	807 553	787 349	56 586	661 734	787 349	(125 615)	-16%	787 349
Energy sources		419 364	432 085	430 300	36 476	390 461	430 300	(39 839)	-9%	430 300
Water management		89 809	147 702	136 062	6 649	104 468	136 062	(31 594)	-23%	136 062
Waste water management		110 889	145 905	139 126	10 109	109 244	139 126	(29 882)	-21%	139 126
Waste management		56 599	81 861	81 861	3 352	57 561	81 861	(24 301)	-30%	81 861
<i>Other</i>										
Total Expenditure - Functional	3	1 356 405	1 716 330	1 719 104	114 481	1 306 915	1 719 104	(412 190)	-24%	1 719 104
Surplus/ (Deficit) for the year		249 326	5 020	19 290	46 235	256 982	19 290	237 692	1232%	19 290

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

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

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

WC024 Stellenbosch - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - Q4 Fourth Quarter

Vote Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
Revenue by Vote										
Vote 1 - DIRECTORATE: MUNICIPAL MANAGER	1	-	360	360	-	-	360	(360)	-100%	360
Vote 2 - DIRECTORATE: PLANNING AND DEVELOPMENT		-	71 543	89 261	48 677	86 169	89 261	(3 092)	-3%	89 261
Vote 3 - DIRECTORATE: COMMUNITY AND PROTECTION SERVICES		-	137 269	137 269	6 201	52 775	137 269	(84 494)	-62%	137 269
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES		-	1 077 892	1 064 407	80 687	996 665	1 064 407	(67 742)	-6%	1 064 407
Vote 5 - DIRECTORATE: CORPORATE SERVICES		-	12 162	9 662	410	4 965	9 662	(4 697)	-49%	9 662
Vote 6 - DIRECTORATE: FINANCIAL SERVICES		-	422 123	437 435	24 741	423 323	437 435	(14 112)	-3%	437 435
Total Revenue by Vote	2	-	1 721 350	1 738 394	160 716	1 563 897	1 738 394	224 085	12.9%	1 738 394
Expenditure by Vote										
Vote 1 - DIRECTORATE: MUNICIPAL MANAGER	1	-	30 232	33 607	1 977	26 616	33 607	(6 991)	-21%	33 607
Vote 2 - DIRECTORATE: PLANNING AND DEVELOPMENT		-	104 509	118 915	5 817	75 148	118 915	(43 768)	-37%	118 915
Vote 3 - DIRECTORATE: COMMUNITY AND PROTECTION SERVICES		-	370 026	364 120	17 697	225 013	364 120	(139 107)	-38%	364 120
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES		-	939 734	912 530	62 771	753 416	912 530	(159 114)	-17%	912 530
Vote 5 - DIRECTORATE: CORPORATE SERVICES		-	175 477	176 482	20 126	149 058	176 482	(27 424)	-16%	176 482
Vote 6 - DIRECTORATE: FINANCIAL SERVICES		-	96 352	113 450	6 093	77 663	113 450	(35 787)	-32%	113 450
Total Expenditure by Vote	2	-	1 716 330	1 719 104	114 481	1 306 915	1 719 104	(412 190)	-24.0%	1 719 104
Surplus/ (Deficit) for the year	2	-	5 020	19 290	64 191	220 031	19 290	636 274	3298.5%	19 290

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

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

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

WC024 Stellenbosch - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Q4 Fourth Quarter

Description	Ref	Budget Year 2018/19								
		2017/18 Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
Revenue By Source										
Property rates		309 989	329 307	344 307	23 845	336 584	344 307	(7 723)	-2%	344 307
Service charges - electricity revenue		523 068	548 984	558 984	58 229	554 419	558 984	(4 565)	-1%	558 984
Service charges - water revenue		197 306	225 542	190 542	11 437	164 475	190 542	(26 067)	-14%	190 542
Service charges - sanitation revenue		91 619	107 078	97 078	6 416	84 321	97 078	(12 757)	-13%	97 078
Service charges - refuse revenue		50 008	56 168	61 168	4 002	57 552	61 168	(3 616)	-6%	61 168
Service charges - other		-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		14 992	17 766	17 766	775	11 194	17 766	(6 572)	-37%	17 766
Interest earned - external investments		54 495	45 501	45 501	477	40 327	45 501	(5 174)	-11%	45 501
Interest earned - outstanding debtors		6 849	10 576	10 576	579	10 365	10 576	(212)	-2%	10 576
Dividends received		-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		111 323	102 132	102 132	4 012	16 275	102 132	(85 857)	-84%	102 132
Licences and permits		5 096	5 092	5 092	1 431	6 728	5 092	1 636	32%	5 092
Agency services		2 365	2 690	2 690	542	2 833	2 690	143	5%	2 690
Transfers and subsidies		178 790	144 700	164 974	444	148 566	164 974	(16 409)	-10%	164 974
Other revenue		28 210	34 009	31 509	1 875	21 157	31 509	(10 352)	-33%	31 509
Gains on disposal of PPE		336	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)		1 574 446	1 629 546	1 632 320	114 063	1 454 797	1 632 320	(177 524)	-11%	1 632 320
Expenditure By Type										
Employee related costs		444 579	566 808	548 997	42 894	477 338	548 997	(71 659)	-13%	548 997
Remuneration of councillors		17 308	18 693	18 823	1 408	17 538	18 823	(1 285)	-7%	18 823
Debt impairment		47 971	90 629	90 629	400	16 669	90 629	(73 960)	-82%	90 629
Depreciation & asset impairment		163 856	198 819	198 819	-	159 419	198 819	(39 400)	-20%	198 819
Finance charges		18 451	26 477	20 477	8 303	17 036	20 477	(3 441)	-17%	20 477
Bulk purchases		340 011	383 282	383 282	29 833	334 276	383 282	(49 006)	-13%	383 282
Other materials		-	31 909	32 609	1 682	22 634	32 609	(9 975)	-31%	32 609
Contracted services		123 010	220 297	251 074	19 734	133 232	251 074	(117 842)	-47%	251 074
Transfers and subsidies		6 261	9 102	9 102	586	9 145	9 102	43	0%	9 102
Other expenditure		194 959	170 316	165 293	9 642	119 629	165 293	(45 665)	-28%	165 293
Loss on disposal of PPE		-	-	-	-	-	-	-	-	-
Total Expenditure		1 356 405	1 716 330	1 719 104	114 481	1 306 915	1 719 104	(412 190)	-24%	1 719 104
Surplus/(Deficit)										
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		218 040	(86 784)	(86 784)	(418)	147 882	(86 784)	234 666	(0)	(86 784)
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)		31 515	91 804	106 074	46 652	109 100	106 074	3 026	0	106 074
Transfers and subsidies - capital (in-kind - all)		-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions		249 555	5 020	19 290	46 235	256 982	19 290			19 290
Taxation		-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after taxation		249 555	5 020	19 290	46 235	256 982	19 290			19 290
Attributable to minorities		-	-	-	-	-	-	-	-	-
Surplus/(Deficit) attributable to municipality		249 555	5 020	19 290	46 235	256 982	19 290			19 290
Share of surplus/ (deficit) of associate		-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year		249 555	5 020	19 290	46 235	256 982	19 290			19 290

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

Table C5: Monthly Budget Statement – Capital ExpenditureWC024 Stellenbosch - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - Q4
Fourth Quarter

Vote Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
Total Capital Expenditure		433 682	528 041	563 550	94 077	403 377	563 550	(160 173)	-28%	563 550
Capital Expenditure - Functional Classification										
<i>Governance and administration</i>		10 770	21 165	23 872	2 120	17 337	23 872	(6 534)	-27%	23 872
Executive and council		33	2 915	2 965	-	42	2 965	(2 923)	-99%	2 965
Finance and administration		10 738	18 250	20 907	2 120	17 295	20 907	(3 612)	-17%	20 907
Internal audit		-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>		73 699	113 981	121 573	15 736	80 407	121 573	(41 166)	-34%	121 573
Community and social services		17 739	6 134	6 901	107	1 280	6 901	(5 621)	-81%	6 901
Sport and recreation		10 987	7 925	10 859	4 300	11 799	10 859	940	9%	10 859
Public safety		8 638	17 650	6 950	1 142	4 272	6 950	(2 678)	-39%	6 950
Housing		36 336	82 272	96 862	10 187	63 056	96 862	(33 806)	-35%	96 862
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		78 444	89 055	97 594	29 883	72 857	97 594	(24 736)	-25%	97 594
Planning and development		4 672	18 780	19 418	672	5 850	19 418	(13 567)	-70%	19 418
Road transport		72 092	68 025	75 926	29 210	67 007	75 926	(8 919)	-12%	75 926
Environmental protection		1 679	2 250	2 250	-	-	2 250	(2 250)	-100%	2 250
<i>Trading services</i>		269 391	303 820	320 492	46 339	232 775	320 492	(87 717)	-27%	320 492
Energy sources		53 473	84 900	80 114	24 261	59 011	80 114	(21 103)	-26%	80 114
Water management		125 642	66 850	74 405	6 869	59 382	74 405	(15 023)	-20%	74 405
Waste water management		82 201	140 585	150 919	15 045	109 519	150 919	(41 400)	-27%	150 919
Waste management		8 075	11 485	15 054	164	4 863	15 054	(10 191)	-68%	15 054
<i>Other</i>		1 379	20	20	-	-	20	(20)	-100%	20
Total Capital Expenditure - Functional Classification	3	433 682	528 041	563 550	94 077	403 377	563 550	(160 173)	-28%	563 550
Funded by:										
National Government		55 942	40 107	40 107	13 087	46 456	40 107	6 349	16%	40 107
Provincial Government		24 195	51 697	65 967	5 888	50 581	65 967	(15 386)	-23%	65 967
District Municipality		-	-	-	-	-	-	-	-	-
Other transfers and grants		-	-	-	-	-	-	-	-	-
Transfers recognised - capital		80 137	91 804	106 074	18 975	97 037	106 074	(9 037)	-9%	106 074
Public contributions & donations	5	280	-	-	-	-	-	-	-	-
Borrowing	6	-	160 000	160 000	103 010	103 010	160 000	-	-	160 000
Internally generated funds		353 265	276 237	297 476	(27 907)	203 330	297 476	(94 146)	-32%	297 476
Total Capital Funding		433 682	528 041	563 550	94 077	403 377	563 550	(160 173)	-28%	563 550

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

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

Table C6: Monthly Budget Statement – Financial Position

WC024 Stellenbosch - Table C6 Monthly Budget Statement - Financial Position - Q4 Fourth Quarter

Description	Ref	2017/18	Budget Year 2018/19			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands	1					
ASSETS						
Current assets						
Cash		23 233	6 237	6 237	168 384	6 237
Call investment deposits		505 594	417 496	405 173	398 335	417 496
Consumer debtors		195 911	165 802	165 802	226 506	165 802
Other debtors		135 159	178 277	178 277	10 451	178 277
Current portion of long-term receivables		1 600	2 332	2 332	1 600	2 332
Inventory		46 991	52 125	52 125	46 991	52 125
Total current assets		908 487	822 269	809 946	852 267	822 269
Non current assets						
Long-term receivables		2 158	3 600	3 600	2 158	3 600
Investments				-		-
Investment property		423 252	407 389	407 389	422 974	407 389
Investments in Associate			-	-		-
Property, plant and equipment		4 710 275	5 076 612	5 112 122	4 981 002	5 076 612
Agricultural			-	-		-
Biological		6 321	9 938	9 938	6 321	9 938
Intangible		8 368	7 597	7 597	9 021	7 597
Other non-current assets		774	2 424	2 424	774	2 424
Total non current assets		5 151 150	5 507 560	5 543 069	5 422 250	5 507 560
TOTAL ASSETS		6 059 637	6 329 829	6 353 016	6 274 517	6 329 829
LIABILITIES						
Current liabilities						
Bank overdraft			-	-	-	-
Borrowing		14 502	15 245	15 245	-	15 245
Consumer deposits		15 674	14 274	14 274	15 674	14 274
Trade and other payables		342 059	241 570	241 570	221 873	241 570
Provisions		48 967	54 737	54 737	48 967	54 737
Total current liabilities		421 202	325 826	325 826	286 514	325 826
Non current liabilities						
Borrowing		158 800	321 540	321 540	318 800	321 540
Provisions		298 352	279 680	279 680	298 352	279 680
Total non current liabilities		457 152	601 220	601 220	617 152	601 220
TOTAL LIABILITIES		878 354	927 046	927 046	903 666	927 046
NET ASSETS	2	5 181 283	5 402 784	5 425 970	5 530 884	5 402 784
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		5 181 283	5 402 784	5 425 970	5 370 850	5 425 970
Reserves						
TOTAL COMMUNITY WEALTH/EQUITY	2	5 181 283	5 402 784	5 425 970	5 370 850	5 425 970

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

Table C7: Monthly Budget Statement – Cash Flow

WC024 Stellenbosch - Table C7 Monthly Budget Statement - Cash Flow - Q4 Fourth Quarter

Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
NG ACTJ										
pts										
Property rates		306 230	316 135	331 135	21 735	335 953	331 135	4 818	1%	331 135
Service charges		834 193	900 261	870 261	47 084	739 624	870 261	(130 638)	-15%	870 261
Other revenue		97 942	80 177	77 677	8 557	71 284	77 677	(6 393)	-8%	77 677
Government - operating		167 293	144 700	158 593	444	111 615	158 593	(46 978)	-30%	158 593
Government - capital		70 406	91 804	89 559	46 652	108 729	89 559	19 170	21%	89 559
Interest		61 343	55 654	55 654	1 056	53 609	55 654	(2 045)	-4%	55 654
Dividends			-	-	-	-	-	-		-
Payments										
Suppliers and employees		(1 093 108)	(1 220 988)	(1 229 762)	(105 192)	(1 105 226)	(1 229 762)	(124 536)	10%	(1 229 762)
Finance charges		(18 451)	(26 477)	(20 477)	(8 303)	(17 033)	(20 477)	(3 443)	17%	(20 477)
Transfers and Grants		(6 261)	(9 102)	(9 102)	(586)	(13 348)	(9 102)	4 246	-47%	(9 102)
NET CASH FROM/(USED) OPERATING ACTIVITIES		419 586	332 164	323 538	11 448	285 206	323 538	38 332	12%	323 538
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		1 187	-	-	-	-	-	-		-
Decrease (Increase) in non-current debtors		1 354	-	-	-	-	-	-		-
Decrease (increase) other non-current receivables			-	-	-	-	-	-		-
Decrease (increase) in non-current investments			-	-	826	10 626	-	10 626	#DIV/0!	-
Payments										
Capital assets		(433 396)	(528 041)	(563 550)	(91 832)	(403 377)	(563 550)	(160 173)	28%	(563 550)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(430 854)	(528 041)	(563 550)	(29 361)	(392 751)	(563 550)	(170 799)	30%	(563 550)
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans			-	-	-	-	-	-		-
Borrowing long term/refinancing			160 000	160 000	160 000	160 000	160 000	-		160 000
Increase (decrease) in consumer deposits		1 097	-	-	-	-	-	-		-
Payments										
Repayment of borrowing		(13 084)	(15 391)	(15 391)	(7 465)	(14 502)	(15 391)	(889)	6%	(15 391)
NET CASH FROM/(USED) FINANCING ACTIVITIES		(11 987)	144 609	144 609	(7 037)	145 498	144 609	(889)	-1%	144 609
NET INCREASE/ (DECREASE) IN CASH HELD		(23 254)	(51 267)	(95 403)	(24 951)	37 953	(95 403)			(95 403)
Cash/cash equivalents at beginning:		46 488	475 000	528 766		528 766	528 766			528 766
Cash/cash equivalents at month/year end:		23 233	423 733	433 363		566 719	433 363			433 363

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

11. Supporting Documentation

Debtors Age Analysis

Supporting Table SC3: Monthly Budget Statement - Aged Debtors

WC024 Stellenbosch - Supporting Table SC3 Monthly Budget Statement - aged debtors - Q4 Fourth Quarter

Description	NT Code	Budget Year 2018/19									Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.L.o Council Policy		
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total			Total over 90 days	
R thousands														
Debtors Age Analysis By Income Source														
Trade and Other Receivables from Exchange Transactions - Water	1200	16 894	2 251	2 264	2 701	62 865					86 975	65 566		
Trade and Other Receivables from Exchange Transactions - Electricity	1300	33 785	701	347	211	5 742					40 785	5 952		
Receivables from Non-exchange Transactions - Property Rates	1400	17 241	559	565	490	21 878					40 733	22 368		
Receivables from Exchange Transactions - Waste Water Management	1500	6 297	447	408	387	16 452					23 991	16 839		
Receivables from Exchange Transactions - Waste Management	1600	3 888	402	396	389	18 699					23 773	19 087		
Receivables from Exchange Transactions - Property Rental Debtors	1700	384	136	1 018	124	8 587					10 249	8 711		
Interest on Arrear Debtor Accounts	1810	-	-	-	-	-					-	-		
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	-	-	-	-	-					-	-		
Other	1900	666	156	125	103	9 401					10 451	9 504		
Total By Income Source	2000	79 155	4 651	5 123	4 405	143 623					236 957	148 028		
2017/18 - totals only														
Debtors Age Analysis By Customer Group														
Organs of State	2200	2 469	280	194	107	1 304					4 355	1 411		
Commercial	2300	13 893	184	97	97	12 431					26 703	12 529		
Households	2400	46 950	3 639	3 593	3 930	111 083					169 195	115 013		
Other	2500	15 843	548	1 238	272	18 804					36 704	19 075		
Total By Customer Group	2600	79 155	4 651	5 123	4 405	143 623					236 957	148 028		

Creditors Age Analysis

Supporting Table SC4: Monthly Budget Statement – Aged Creditors

WC024 Stellenbosch - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q4 Fourth Quarter

Description	NT Code	Budget Year 2018/19									Prior year totals for chart (same period)	
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Days	151-180 Days	181 Days - 1 Year	Over 1 Year	Total		
R thousands												
Creditors Age Analysis By Customer Type												
Bulk Electricity	0100										-	-
Bulk Water	0200										-	-
PAYE deductions	0300	-									-	5 680
VAT (output less input)	0400										-	-
Pensions / Retirement deductions	0500	-									-	-
Loan repayments	0600	-									-	-
Trade Creditors	0700	180 408									180 408	166 234
Auditor General	0800	-									-	-
Other	0900	-									-	-
Total By Customer Type	1000	180 408									180 408	171 914

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

Investments and Borrowings**Supporting Table SC5: Monthly Budget Statement – Investment Portfolio**

WC024 Stellenbosch - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Q4 Fourth Quarter

Investments by maturity Name of institution & investment ID	Ref	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of the month	Change in market value	Market value at end of the month
		Yrs/Months							
R thousands									
Municipality									
N#014 - NEDBANK		12 month	Fixed Deposit	Friday, 06 September 2019	893	9.1%	127 974		128 867
N#015 - NEDBANK		12 month	Fixed Deposit	Friday, 11 October 2019	818	9.1%	116 355		117 173
N#016 - NEDBANK		3 month	Fixed Deposit	Tuesday, 09 July 2019	265	8.1%	40 459		40 723
S#24 - STANDARD BANK		4 month	Fixed Deposit	Thursday, 26 September 2019	330	8.0%	50 033		50 363
I#052 - INVESTEC		3 month	Fixed Deposit	Wednesday, 10 July 2019	380	7.7%	60 658		61 038
A#6915 - ABSA			CALL		233	6.8%	50 028	(50 261)	-
New Republic Bank						0.0%	171		171
Municipality sub-total					2 918		445 677	(50 261)	398 335
Entities									
Entities sub-total					-		-	-	-
TOTAL INVESTMENTS AND INTEREST	2				2 918		445 677	(50 261)	398 335

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

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

WC024 Stellenbosch - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q4 Fourth Quarter

Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
RECEIPTS:	1,2									
Operating Transfers and Grants										
National Government:		-	131 448	131 448	-	133 808	131 448	-		131 448
Local Government Equitable Share			124 176	124 176	-	124 176	124 176	-		124 176
EPWP Integrated Grant for Municipalities			5 722	5 722	-	5 722	5 722	-		5 722
Local Government Financial Management Grant			1 550	1 550	-	1 550	1 550	-		1 550
Natural Resources Management Grant					-	2 360	-			
	3									
Other transfers and grants [insert description]										
Provincial Government:		-	13 252	26 905	444	15 129	26 905	(11 931)	-44.3%	26 905
Library Services: Conditional Grant			12 210	12 210	-	12 210	12 210	-		12 210
Community Development Workers Operational Support Grant			56	56	-	-	56	-		56
Human Settlements Development Grant				11 931	-	-	11 931	(11 931)	-100.0%	11 931
LG Graduate Internship Grant				72	-	72	72	-		72
WC Financial Management Support Grant			255	255	-	255	255	-		255
Financial Management Capacity Building Grant			360	360	-	360	360	-		360
Maintenance and Construction of Transport Infrastructure			371	371	-	371	371	-		371
Title Deeds Restoration			-	1 650	444	1 861	1 650	-		1 650
District Municipality:		-	-	-	-	-	-	-		-
[insert description]										
Other grant providers:		-	-	-	-	-	-	-		-
[insert description]										
Total Operating Transfers and Grants	5	-	144 700	158 353	444	148 937	158 353	(11 931)	-7.5%	158 353
Capital Transfers and Grants										
National Government:		-	40 107	44 482	942	43 200	44 482	-		40 107
Municipal Infrastructure Grant (MIG)			35 107	35 107	-	35 107	35 107	-		35 107
Integrated National Electrification Programme (Municipal) Grant			5 000	5 000	-	5 000	5 000	-		5 000
Shared Economic Infrastructure Facility				4 375	942	3 093	4 375	-		
Other capital transfers [insert description]										
Provincial Government:		-	51 697	51 697	45 710	65 529	51 697	13 832	26.8%	51 697
Human Settlements Development Grant			48 094	48 094	45 710	61 926	48 094	13 832	28.8%	48 094
RSEP/ VPUU										
Maintenance and Construction of Transport Infrastructure										
Library Services: Conditional Grant										
Integrated Transport Planning			600	600	-	600	600	-		600
Fire Services Capacity Building Grant			3 003	3 003	-	3 003	3 003	-		3 003
District Municipality:		-	-	-	-	-	-	-		-
[insert description]										
Other grant providers:		-	-	-	-	-	-	-		-
[insert description]										
Total Capital Transfers and Grants	5	-	91 804	96 179	46 652	108 729	96 179	13 832	14.4%	91 804
TOTAL RECEIPTS OF TRANSFERS & GRANTS	5	-	236 504	254 532	47 097	257 666	254 532	1 901	0.7%	250 157

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

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

WC024 Stellenbosch - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - Q4 Fourth Quarter

Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
EXPENDITURE										
Operating expenditure of Transfers and Grants										
National Government:		-	131 448	131 448	21 277	92 458	131 448	(38 990)	-29.7%	131 448
Local Government Equitable Share			124 176	124 176	20 175	86 413	124 176	(37 763)	-30.4%	124 176
EPWP Integrated Grant for Municipalities			5 722	5 722	904	4 408	5 722	(1 314)	-23.0%	5 722
Local Government Financial Management Grant			1 550	1 550	31	1 469	1 550	(81)	-5.2%	1 550
Natural Resources Management Grant					167	167	-	167	#DIV/0!	
Other transfers and grants [insert description]										
Provincial Government:		-	61 346	22 794	3 695	13 219	21 823	(9 093)	-41.7%	22 794
Library Services: Conditional Grant			12 210	12 210	2 929	11 388	12 210	(822)	-6.7%	12 210
Community Development Workers Operational Support Grant			56	56	(4)	56	56	0	0.3%	56
Human Settlements Development Grant			48 094	9 230	743	1 088	9 230	(8 142)	-88.2%	9 230
LG Graduate Internship Grant				72	6	12	72	(60)	-83.3%	72
WC Financial Management Support Grant			255	255	21	185	255	(70)	-27.3%	255
Financial Management Capacity Building Grant			360	600	118	118	600	(482)	-80.3%	600
Maintenance and Construction of Transport Infrastructure			371	371		371	371	-		371
Title Deeds Resratoration			-	1 650		-	1 650	(1 650)	-100.0%	1 650
Spatial Development framework										
District Municipality:		-	-	-	-	-	-	-	-	-
[insert description]										
Other grant providers:		-	-	1 720	-	-	1 577	(1 577)	-100.0%	-
LG SETA			-	1 500	-	-	1 375	(1 375)	-100.0%	
Blaauwklippen			-	220	-	-	202	(202)	-100.0%	
Total operating expenditure of Transfers and Grants:		-	192 794	155 962	24 972	105 677	154 848	(49 661)	-32.1%	154 242
Capital expenditure of Transfers and Grants										
National Government:		-	40 107	44 482	14 695	42 396	44 482	(2 086)	-4.7%	44 482
Municipal Infrastructure Grant (MIG)			35 107	35 107	11 121	35 107	35 107	0	0.0%	35 107
Integrated National Electrification Programme (Municipal) Grant			5 000	5 000	481	4 195	5 000	(805)	-16.1%	5 000
Shared Economic Infrastructure Facility			-	4 375	3 093	3 093	4 375	(1 282)	-29.3%	4 375
			-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-
Provincial Government:		-	51 697	64 396	5 888	35 638	64 396	(28 758)	-44.7%	64 396
Human Settlements Development Grant			48 094	60 793	5 878	35 038	60 793	(25 755)	-42.4%	60 793
RSEP/ VPUU			-	-	-	-	-	-	-	-
Maintenance and Construction of Transport Infrastructure			-	-	-	-	-	-	-	-
Library Services: Conditional Grant			-	-	-	-	-	-	-	-
Integrated Transport Planning			600	600	11	600	600	-		600
Fire Services Capacity Building Grant			3 003	3 003			3 003	(3 003)	-100.0%	3 003
			-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-
District Municipality:		-	-	-	-	-	-	-	-	-
Human Settlements Development Grant										
RSEP/ VPUU										
Other grant providers:		-	-	150	-	-	150	(150)	-100.0%	-
Blaauwklippen				150			150	(150)	-100.0%	
			-	-	-	-	-	-	-	-
Total capital expenditure of Transfers and Grants		-	91 804	109 027	20 584	78 034	109 027	(30 994)	-28.4%	108 878
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		-	284 598	264 990	45 556	183 710	263 875	(80 655)	-30.6%	263 120

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

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

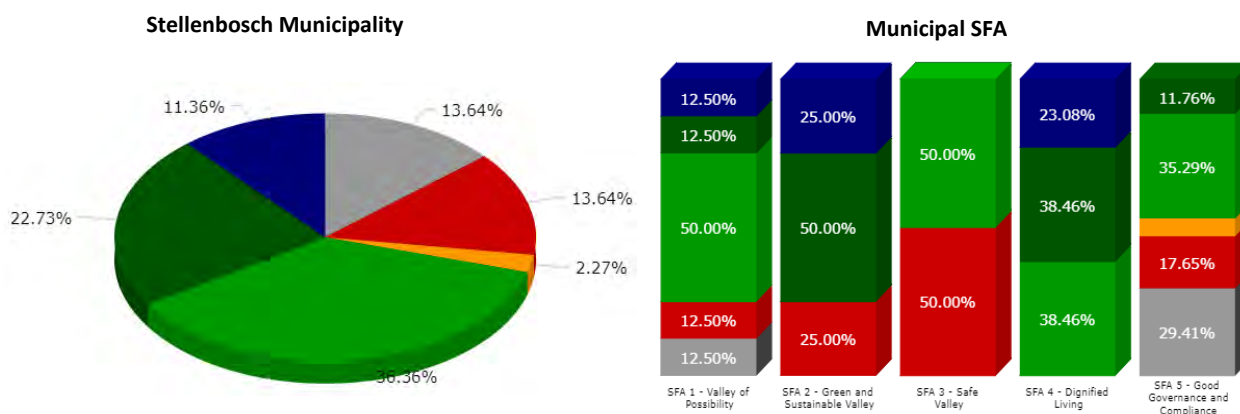
WC024 Stellenbosch - Supporting Table SC7(2) Monthly Budget Statement - Expenditure against approved rollovers - Q4 Fourth Qua

Description	Ref	Budget Year 2018/19				YTD variance %
		Approved Rollover 2017/18	Monthly actual	YearTD actual	YTD variance	
R thousands						
EXPENDITURE						
Operating expenditure of Approved Roll-overs						
National Government:		-	-	-	-	
Local Government Equitable Share						
EPWP Integrated Grant for Municipalities						
Local Government Financial Management Grant						
Natural Resources Management Grant						
Other transfers and grants [insert description]						
Provincial Government:		7 226	-	619	6 607	91.4%
Library Services: Conditional Grant						
Human Settlements Development Grant		6 986	-	619	6 367	91.1%
LG Graduate Internship Grant						
Maintenance and Construction of Transport Infrastructure		240	-	-	240	100.0%
District Municipality:		-	-	-	-	
[insert description]						
Other grant providers:		-	-	-	-	
[insert description]						
Total operating expenditure of Approved Roll-overs		7 226	-	619	6 607	91.4%
Capital expenditure of Approved Roll-overs						
National Government:		-	-	-	-	
Municipal Infrastructure Grant (MIG)						
Other capital transfers [insert description]						
Provincial Government:		14 943	-	14 943	-	
#REF!		14 943	-	14 943	-	
District Municipality:		-	-	-	-	
Other grant providers:		-	-	-	-	
Total capital expenditure of Approved Roll-overs		14 943	-	14 943	-	
TOTAL EXPENDITURE OF APPROVED ROLL-OVERS		22 169	-	15 562	6 607	29.8%

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

12. Quarterly Performance Assessment Report, Q4 (01 April – 30 June 2019)**12.1 OVERALL PERFORMANCE OF THE MUNICIPALITY**

(a) Dashboard summary per Municipal Strategic Focus Area (SFA) for the Quarter 4 period (01 April – 30 June 2019).

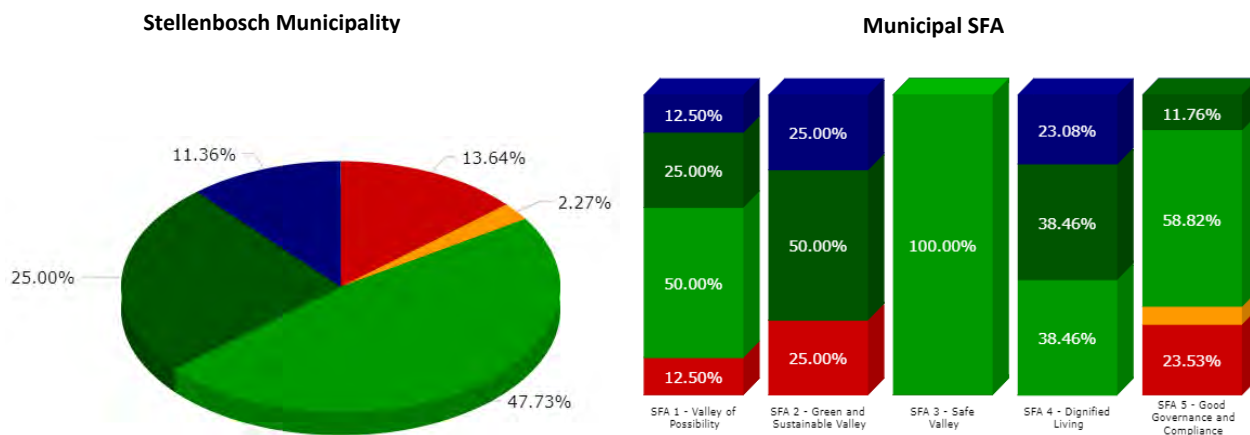


Stellenbosch Municipality		Municipal Strategic Focus Areas (SFAs)				
		SFA 1 - Valley of Possibility	SFA 2 - Green and Sustainable Valley	SFA 3 - Safe Valley	SFA 4 - Dignified Living	SFA 5 - Good Governance and Compliance
KPI Not Yet Measured	6 (13.64%)	1 (12.50%)	-	-	-	5 (29.41%)
KPI Not Met	6 (13.64%)	1 (12.50%)	1 (25.00%)	1 (50.00%)	-	3 (17.65%)
KPI Almost Met	1 (2.27%)	-	-	-	-	1 (5.88%)
KPI Met	16 (36.36%)	4 (50.00%)	-	1 (50.00%)	5 (38.46%)	6 (35.29%)
KPI Well Met	10 (22.73%)	1 (12.50%)	2 (50.00%)	-	5 (38.46%)	2 (11.76%)
KPI Extremely Well Met	5 (11.36%)	1 (12.50%)	1 (25.00%)	-	3 (23.08%)	-
Total:	44 (100%)	8 (18.18%)	4 (9.09%)	2 (4.55%)	13 (29.55%)	17 (38.64%)

Table: 1 Overall performance for Quarter 4 per SFA- 01 April 2019 – 30 June 2019

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

- (b) Dashboard summary per Municipal Strategic Focus Area (SFA) for the financial year period (01 July 2018 – 30 June 2019).



Stellenbosch Municipality		Municipal Strategic Focus Areas (SFAs)				
		SFA 1 - Valley of Possibility	SFA 2 - Green and Sustainable Valley	SFA 3 - Safe Valley	SFA 4 - Dignified Living	SFA 5 - Good Governance and Compliance
KPI Not Yet Measured	-	-	-	-	-	-
KPI Not Met	6 (13.64%)	1 (12.50%)	1 (25.00%)	-	-	4 (23.53%)
KPI Almost Met	1 (2.27%)	-	-	-	-	1 (5.88%)
KPI Met	21 (47.73%)	4 (50.00%)	-	2 (100.00%)	5 (38.46%)	10 (58.82%)
KPI Well Met	11 (25.00%)	2 (25.00%)	2 (50.00%)	-	5 (38.46%)	2 (11.76%)
KPI Extremely Well Met	5 (11.36%)	1 (12.50%)	1 (25.00%)	-	3 (23.08%)	-
Total:	44 (100%)	8 (18.18%)	4 (9.09%)	2 (4.55%)	13 (29.55%)	17 (38.64%)

Table: 2 Annual performance per SFA- 01 July 2018 – 30 June 2019

13. Actual Strategic Performance and corrective measures that will be implemented

13.1 SFA 1 - Valley of Possibility

SFA 1 - VALLEY OF POSSIBILITY											
Ref	IDP Ref	Pre-determined Objectives	KPI	Unit of Measurement	Annual Target	Revised Target	01 April – 30 June 2019				
							Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL1		SFA 1 - Valley of Possibility	The number of jobs created through the Municipality's local economic development initiatives including capital projects (NKPI Proxy - MSA, Reg. S10(d))	Number of job opportunities created by 30 June	106	106	31	51	B		
TL2		SFA 1 - Valley of Possibility	Land-use applications submitted to the Municipal Planning Tribunal within 120 days	Percentage of land-use application submitted to the Municipal Planning Tribunal within 120 days after receipt of application	4	80%	80%	20%	R	2 / 10 x 100 = 20%	The appointment of new staff before 31 December 2019 will assist with the processing of the land-use application backlogs. The additional resources will assist to meet the target by March 2020.
TL3		SFA 1 - Valley of Possibility	Training opportunities provided for entrepreneurs and Small, Medium and Micro Enterprises (SMMEs)	Number of training opportunities provided quarterly for entrepreneurs and SMMEs	4	4	1	1	G		
TL4		SFA 1 - Valley of Possibility	Revised Spatial Development Framework (SDF) submitted to Council	Number of revised SDFs submitted to Council by 31 May	1	1	1	1	G		
TL5		SFA 1 - Valley of Possibility	Expenditure of the Kayamandi Town Centre capital project in terms of the approved Capital Budget spent	Percentage of the Kayamandi Town Centre Capital Budget actually spent by 30 June	1	90%	90%	99.90%	G2	R95 847 / R95 848 x 100 = 99,90%	
TL6		SFA 1 - Valley of Possibility	Revised Housing Pipeline (document) submitted to MayCo	Number of revised Housing Pipelines (documents) submitted to MayCo by 31 March	1	1	0	0	N/A		
TL7		SFA 1 - Valley of Possibility	Human Settlements Plan (HSP) submitted to Council	Number of Human Settlements Plans submitted to Council by 30 June	1	1	1	1	G		
TL45		SFA 1 - Valley of Possibility	Urban Development Strategy (UDS) submitted to Council	Number of Urban Development Strategies submitted to Council by 30 June	1	1	1	1	G		

Summary of Results: SFA 1 - Valley of Possibility

	KPI Not Yet Measured	1
	KPI Not Met	1
	KPI Almost Met	0
	KPI Met	4
	KPI Well Met	1
	KPI Extremely Well Met	1
Total KPIs		8

13.2 SFA 2 - Green and Sustainable Valley

SFA 2 - GREEN AND SUSTAINABLE VALLEY											
Ref	IDP Ref	Pre-determined Objectives	KPI	Unit of Measurement	Annual Target	Revised Target	01 April – 30 June 2019				
							Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL8		SFA 2 - Green and Sustainable Valley	External Audit of the Stellenbosch Municipality Waste Disposal Facilities conducted	Number of external audits of the Stellenbosch Municipality Waste Disposal Facilities conducted by 30 June	5	1	1	2	B		
TL9		SFA 2 - Green and Sustainable Valley	Submission of the Waste Management By-Law to Council	Number of Waste Management By-Laws submitted to Council by 30 June	1	1	1	0	R	The Waste Management By-Law tender specifications were was approved by the Bid Specifications Committee (BSC) on 15 July 2019.	The Municipality anticipates that the Waste Management By-Law tender will be awarded by the Bid Adjudication Committee by 30 September 2019
TL10		SFA 2 - Green and Sustainable Valley	Building applications processed within the prescribed / legislated period	Percentage of building plans processed within the prescribed / legislated period	4	90%	90%	98.87%	G2	30 days = Applications (89), Approved (87) = 87 / 89 x 100 = 97.75% 60 days = Applications (180), Approved (180) = 180 / 180 x 100 = 100% Average 97.75% + 100% / 2 = 98.87%	
TL11		SFA 2 - Green and Sustainable Valley	Waste water quality managed and measured annually into the SANS Accreditation physical and micro parameters	Percentage waste water quality compliance as per analysis certificate measured quarterly	70%	70%	70%	72.72%	G2	Microbiological = 4; Physical = 15; Chemical = 13 (32 complying samples) / Microbiological = 5; Physical = 19; Chemical = 20 (44 Samples taken) 32 / 44 x 100 = 72.72%	It is envisaged that the waste water quality will increase after repairs at the Wemmershoek WWTW has been completed in July 2021.

Summary of Results: SFA 2 - Green and Sustainable Valle

	KPI Not Yet Measured	0
	KPI Not Met	1
	KPI Almost Met	0
	KPI Met	0
	KPI Well Met	2
	KPI Extremely Well Met	1
Total KPIs		4

13.3 SFA 3 - Safe Valley

SFA 3 - SAFE VALLEY											
Ref	IDP Ref	Pre-determined Objectives	KPI	Unit of Measurement	Annual Target	Revised Target	01 April – 30 June 2019				
							Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL12	SFA 3 - Safe Valley	Revised Disaster Management Plan (DMP) submitted to MayCo	Number of revised Disaster Management Plans submitted to Mayco by 31 May	1	1	1	0	R	The Disaster Management Plan were submitted to Council during November 2018. Hence, target already achieved.		
TL13	SFA 3 - Safe Valley	Revised Safety and Security Strategy (SSS) submitted to MayCo	Number of revised Safety and Security Strategies submitted to Mayco by 30 June	1	1	1	1	G			

Summary of Results: SFA 3 - Safe Valley

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

13.4 SFA 4 - Dignified Living

SFA 4 - DIGNIFIED LIVING											
Ref	IDP Ref	Pre-determined Objectives	KPI	Unit of Measurement	Annual Target	Revised Target	01 April – 30 June 2019				
							Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL14		SFA 4 - Dignified Living	Provision of waterborne toilet facilities	Number of waterborne toilet facilities provided by 30 June	20	20	10	49	B		
TL15		SFA 4 - Dignified Living	Report to MayCo on the identification of land for emergency housing (EH)	Number of reports on the identification of land for emergency housing submitted to Mayco by 30 June	1	1	1	1	G		
TL17		SFA 4 - Dignified Living	Provision of free basic water to registered indigent households (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent households receiving free basic water, measured quarterly	6kl	100%	100%	100%	G	6 817 / 6 817 x 100 = 100%	
TL20		SFA 4 - Dignified Living	Limit unaccounted electricity to less than 9% annually ((Number of Electricity Units Purchased and/or Generated - Number of Electricity Units Sold (incl. Free basic electricity)) / Number of Electricity Units Purchased and/or Generated) x 100)	Percentage average electricity losses by 30 June	<9%	<9%	<9%	6.62%	B	Percentage Energy Losses = ((723 302 016kWh – 675 396 614kWh) / 723 302 016kWh) x 100 = 6.62%	
TL21		SFA 4 - Dignified Living	Water quality managed and measured quarterly into the SANS 241 physical and micro parameters	Percentage water quality level as per analysis certificate measured quarterly	90%	90%	90%	99.90%	G2	Microbiological : Acute Health (99,9) + Chemical : Acute Health (99,9) + Chemical : Chronic Health (99,9) + Chemical - Non Health : Aesthetic (99,9) + Operational (99,9) + Disinfectant (99,9) = 99.90%	
TL22		SFA 4 - Dignified Living	Limit unaccounted water to less than 25%	Average percentage water losses measured as at by 30 June	<25%	<25%	<25%	6.86%	B	553 022kl / 8 058 197kl x 100 = 6.86%	
TL46		SFA 4 - Dignified Living	Provision of free basic electricity to registered indigent households (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent households receiving free basic electricity, measured quarterly	100%	100%	100%	100%	G	6 817 / 6 817 x 100 = 100%	
TL47		SFA 4 - Dignified Living	Provision of free basic refuse removal to registered indigent households (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent households receiving free basic refuse removal, measured quarterly	100%	100%	100%	100%	G	6 817 / 6 817 x 100 = 100%	
TL48		SFA 4 - Dignified Living	Provision of free basic sanitation to registered indigent households (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent households receiving free basic sanitation, measured quarterly	100%	100%	100%	100%	G	6 817 / 6 817 x 100 = 100%	

SFA 4 - DIGNIFIED LIVING											
Ref	IDP Ref	Pre-determined Objectives	KPI	Unit of Measurement	Annual Target	Revised Target	01 April - 30 June 2019				
							Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL50		SFA 4 - Dignified Living	Formal households provided with access to water	Number of formal households provided with access to water, measured quarterly	26 000	26 000	26 000	26 797	G2		
TL51		SFA 4 - Dignified Living	Formal households provided with access to electricity	Number of formal households provided with access to electricity, measured quarterly	24 000	24 000	24 000	26 797	G2		
TL52		SFA 4 - Dignified Living	Formal households provided with access to refuse removal	Number of formal households provided with access to refuse removal, measured quarterly	26 000	26 000	26 000	26 797	G2		
TL53		SFA 4 - Dignified Living	Formal households provided with access to sanitation	Number of formal households provided with access to sanitation, measured quarterly	26 000	26 000	26 000	26 797	G2		

Summary of Results: SFA 4 - Dignified Living

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

13.5 SFA 5 - Good Governance and Compliance

SFA 5 - GOOD GOVERNANCE AND COMPLIANCE											
Ref	IDP Ref	Pre-determined Objectives	KPI	Unit of Measurement	Annual Target	Revised Target	01 April – 30 June 2019				
							Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL24		SFA 5 - Good Governance and Compliance	Financial viability measured in terms of the available cash to cover fixed operating expenditure (NKPI Proxy - MSA, Reg. S10(g)(iii))	Cost coverage as at 30 June annually [(Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation)	4 (months)	4 (months)	4 (months)	4.59	G2	Cash and cash equivalents (R168 384 304) + Unspent Grant (- R41 465 091) + Short term investments (R398 334 503) = 525 253 716 / Monthly fixed expenditure (R114 480 950) - Depreciation (-) (R114 480 950) = 4.59	The final Cost Coverage ratio will be reported in the Annual Performance Report 2018/19 to be submitted to the AGSA by 31 August 2019.
TL25		SFA 5 - Good Governance and Compliance	Achieve an average payment percentage of 96% by 30 June annually (Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	96%	96%	96%	100.24%	G2	R248 905 522 + R78 166 797 - R248 717 255 - 0 / R78 166 797 x 100 = 100.24%	
TL26		SFA 5 - Good Governance and Compliance	Actual expenditure on the approved Capital Budget for the Municipality by 30 June (NKPI - MSA, Reg. S10(c))	Percentage of approved Capital Budget for the Municipality actually spent by 30 June	90%	90%	90%	71.57%	O	R403 343 206 / R563 550 230 x 100 = 71.57%	The final actual Capital Budget spent will be reported in the Annual Performance Report 2018/19 to be submitted to the AGSA by 31 August 2019.
TL27		SFA 5 - Good Governance and Compliance	Employment equity appointments made within the three highest levels of management	Percentage of employment equity appointments made within the financial year in the three highest levels of management, measured by 30 June	75%	75%	75%	33%	R	2 / 6 x 100 = 33%	
TL28		SFA 5 - Good Governance and Compliance	The percentage of actual payroll budget spent on implementing the municipal Workplace Skills Plan (NKPI Proxy- MSA, Reg. S10(f))	Percentage of the Municipality's payroll budget actually spent on implementing its workplace skills plan ((Total Actual Training Expenditure/Total Annual payroll Budget) x 100, measured by 30 June	0.85%	0.85%	0.85%	0.46%	R	R2 503 220 / R548 996 595 x 100 = 0.46%	This is a statistical indicator. The annual target for the 2019/20 will be adjusted with the revised Top Layer Service Delivery and Budget Implementation Plan to bring the target line with the approved Payroll Budget of the 2019/20 financial year.

SFA 5 - GOOD GOVERNANCE AND COMPLIANCE											
Ref	IDP Ref	Pre-determined Objectives	KPI	Unit of Measurement	Annual Target	Revised Target	01 April – 30 June 2019				
							Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL31		SFA 5 - Good Governance and Compliance	Financial viability measured in terms of the Municipality's ability to meet its service debt obligations (NKPI Proxy - MSA, Reg. S10(g)(i))	Debt coverage ratio ((Total operating revenue - operating grants received) / (Debt service payments due within the year)) measured annually	15%	15%	15%	41.41%	R	Total Operating Revenue (R1 454 796 701) + Operating grants (-R148 936 669) / Debt service payments R31 538 215 = 41.41%	The final Debt Coverage ratio will be reported in the Annual Performance Report 2018/19 to be submitted to the AGSA by 31 August 2019.
TL32		SFA 5 - Good Governance and Compliance	Financial viability measured in terms of the outstanding service debtors (NKPI Proxy - MSA, Reg. S10(g)(ii))	Service debtors to revenue ratio - (Total outstanding service debtors / revenue received for services) measured annually	27%	27%	27%	27%	G	A neutral actual result of "27%" was captured. This is because the final Service Debtors to revenue ratio will be reported in the Annual Performance Report 2018/19 to be submitted to the AGSA by 31 August 2019.	
TL33		SFA 5 - Good Governance and Compliance	Revised Risk-Based Audit Plan (RBAP) submitted to the Audit Committee	Number of revised RBAPs submitted to the Audit Committee by 30 June	1	1	1	1	G		
TL34		SFA 5 - Good Governance and Compliance	Audit Action Plan (AAP) submitted to the Audit Committee	Number of Audit Action Plans submitted to the Audit Committee by 28 February	1	1	0	0	N/A		
TL35		SFA 5 - Good Governance and Compliance	Revised Risk Register (RR) submitted to the Risk Management Committee	Number of revised Risk Registers submitted to the Risk Management Committee by 30 June	1	1	1	1	G		
TL36		SFA 5 - Good Governance and Compliance	Revised Information and Communication Technology (ICT) Backup Disaster Recovery Plan submitted to the ICT Steering Committee	Number of revised ICT Backup Disaster Recovery Plans submitted to the ICT Steering Committee by 31 March	1	1	0	0	N/A		
TL37		SFA 5 - Good Governance and Compliance	Revised Strategic ICT Plan submitted to the ICT Steering Committee	Number of revised Strategic ICT Plans submitted to the ICT Steering Committee by 31 May	1	1	1	1	G		
TL38		SFA 5 - Good Governance and Compliance	Draft Integrated Development Plan (IDP) submitted to Council	Number of Draft IDPs submitted to Council by 31 March	1	1	0	0	N/A		
TL39		SFA 5 - Good Governance and Compliance	Revised Asset Management Policy (AMP) submitted to Council	Number of revised Asset Management Policies submitted to Council by 30 June	1	1	1	1	G		
TL41		SFA 5 - Good Governance and	Draft Centralised Customer Care Strategy (CCCS)	Number of Draft Centralised Customer Care Strategies	1	1	0	0	N/A		

SFA 5 - GOOD GOVERNANCE AND COMPLIANCE											
Ref	IDP Ref	Pre-determined Objectives	KPI	Unit of Measurement	Annual Target	Revised Target	01 April – 30 June 2019				
							Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
		Compliance	submitted to MayCo	submitted to MayCo by 28 February							
TL42		SFA 5 - Good Governance and Compliance	IDP / Budget / SDF time schedule (process plan) submitted to Council	Number of IDP / Budget / SDF time schedules (process plan) submitted to Council by 31 August	1	1	0	0	N/A		
TL43		SFA 5 - Good Governance and Compliance	Revised Electrical Master Plan (EMP) submitted to Council	Number of revised Electrical Master Plans submitted to Council by 30 June	1	1	1	1	G		

Summary of Results: SFA 5 - Good Governance and Compliance

	KPI Not Yet Measured	5
	KPI Not Met	3
	KPI Almost Met	1
	KPI Met	6
	KPI Well Met	2
	KPI Extremely Well Met	0
	Total KPIs	17

QUARTERLY BUDGET STATEMENT FOR JUNE 2019

14. Strategic performance conclusion

- (a) Out of the 44 Key Performance Indicators (KPIs) listed on the Top layer SDBIP 2018/19 (quarter 4), 6 were not measured, 5 KPIs were not met, 1 KPI were almost met, 16 were met and 5 were extremely well met.

Summary of Results: Strategic Focus Areas 1 - 5

KPI Not Yet Measured	6
KPI Not Met	6
KPI Almost Met	1
KPI Met	16
KPI Well Met	10
KPI Extremely Well Met	5
Total KPIs	44

8.2.6	REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: <u>QUARTER 4 (01 APRIL 2019 - 30 JUNE 2019)</u>
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Collaborator No:

File No:

8/1/3/3/2

IDP KPA Ref No:

8: Financial Sustainability (KFA 59: Supply Chain Management

Meeting Date:

24 July 2019

1. SUBJECT: REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 4 (01 APRIL 2019 - 30 JUNE 2019)

2. PURPOSE

To submit to Executive Management a report for the period 01 April 2019 – 30 June 2019 on the implementation of Council's Supply Chain Management Policy. The report covers the performance of the various delegated functions and the implementation thereof.

3. DELEGATED AUTHORITY

For decision by Municipal Council.

Section 2(3) & 4 of the SCM Policy 2018/2019 determines that the Accounting Officer must within 10 days at the end of each quarter; submit a report on the implementation of the SCM Policy to the Executive Mayor. This report must be made public in accordance with section 21A of the Municipal Systems Act (32 of 2000).

4. EXECUTIVE SUMMARY

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

5. RECOMMENDATION

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

6. DISCUSSION/CONTENTS

6.1 Background

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

6.2 Constitutional and Policy Implications

Paragraph 2(1) of Council's SCM Policy determines that all officials and other role players in the supply chain management system of the Stellenbosch Municipality must implement the SCM Policy in a way that gives effect to section 217 of the Constitution and Part 1 of Chapter 11 of the Municipal Finance Management Act (56 of 2003) and other applicable provisions of the Act; is fair, equitable, transparent, competitive and cost-effective; complies with the Regulations and any norms and standards that may be prescribed in terms of section 168 of the MFMA; is consistent with other applicable legislation; does not undermine the objective for uniformity in supply chain management systems between organs of state in all spheres; and is consistent with

national economic policy concerning the promotion of investments and doing business with the public sector.

Paragraph 2(3) of the Supply Chain Management Policy of Council determines that the Council of Stellenbosch municipality reserves the right to maintain oversight over the implementation of the SCM Policy as approved and amended from time to time. Paragraph 2(3) of the above stated Policy determines that the Accounting Officer must within 10 days of the end of each quarter; submit a report on the implementation of the Supply Chain Management Policy to the Executive Mayor.

6.3 **Environmental implications**

None.

6.4 **Financial Implications**

The financial implications are the transactions for the procurement of goods and services that were processed during the 01 April 2019 - 30 June 2019 and the payments that will derive from these commitments.

6.5 **Legal Implications**

The Municipal Finance Management Act (section 112) stipulates that the SCM Policy should comply with a prescribed framework as set out in section 112(1) and section 112(2) that stipulates that the regulatory framework for the municipal supply chain management must be fair, equitable, transparent, competitive and cost-effective. Reporting back in terms of paragraph 2(3) of the SCM Policy 2018/2019 to the Executive Mayor and Council on the implementation of the supply chain management system and processes enables the Executive Mayor and Council to maintain the oversight role over the implementation of the SCM Policy as approved by Council.

6.6 **Staff Implications**

None.

6.7 **Previous / Relevant Council Resolutions**

None.

6.8 **Comments from the Executive Management**

6.8.1 **Municipal Manager**

Agree with the recommendations.

FOR FURTHER DETAILS CONTACT:

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CONTACT NUMBERS	<i>021 808 8528</i>
E-MAIL ADDRESS	<i>Kevin.Carolus@stellenbosch.gov.za</i>
DIRECTORATE	<i>Financial Services</i>
REPORT DATE	<i>10 July 2019</i>

ANNEXURE A

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

PERIOD: 01 APRIL 2019 – 30 JUNE 2019

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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
5(2)(a)	Make a final award above R10 million (VAT included).	Accounting Officer (after considering recommendation of Bid Adjudication Committee)		YES	In the fourth quarter (01 April 2019 – 30 June 2019) there were ten final awards above R10 million.
5(2)(b)	Make a final award above R200 000(VAT included), but not exceeding R10 million (VAT included).	Accounting Officer	Bid Adjudication Committee	YES	In the fourth quarter (01 April 2019 – 30 June 2019) there was thirty final awards above R200 000 but not exceeding R10 million.
5(2)(c)	Make a final award not exceeding R200 000(VAT included) including the appointment of consultants	Accounting Officer	CFO and Head SCM and Senior accountants	YES	Operational Delegations are in place with clear segregation of duties as stipulated in MFMA section 115 (b).
5(3)	Submit to the officials referred to in regulation 5(4) within five days of the end of each month a written report containing particulars of each final award, except procurements made out of petty cash, made during that month, including – (a) the amount of the award; (b) the name of the person to whom the award was made; (c) the reason why the award was made to that person; and (d) the BEE/HDI status of that entity/person.	Bid Adjudication Committee (refer regulation 5(4)(a) Chief Financial Officer – 5(4)(b)	Chief Financial Officer SCM: Manager	YES	The awards made were submitted ,on the following dates within this quarter : 03 May 2019 03 June 2019 03 July 2019
6(1)	Maintain oversight over the implementation of the supply chain management policy	Municipal Council		YES	The Supply Chain Management policy has been submitted to council in the last quarter of the previous financial year as part of the Budget Related policies.

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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	between R 10,000.00 and R 200,000.00 e) a competitive bidding process be followed for any specific procurement of a transaction value higher than R200 000.				
12(2)(a)	Allow the Accounting Officer to lower, but not to increase, the different threshold values specified in sub regulation(1).	Accounting Officer	Chief Financial Officer	YES	Delegated officials act within delegated thresholds.
14(1)(b)	Invite prospective providers of goods and services at least once a year through newspaper commonly circulating locally, the website of the municipality	Accounting Officer	SCM: Manager	YES	Advertisement has been placed in the third quarter
14(1)(c)	Specify the listing criteria for accredited prospective providers.	Accounting Officer	Chief Financial Officer	YES	Listing criteria is contained within the registration form.
14(1)(d)	Disallow the listing of any prospective provider whose name appears on the National Treasury's database as a person prohibited from doing business with the public sector.	Accounting Officer		YES	SCM consult National Treasury's database of defaulters before awarding of tenders
14(2)	Update the list of prospective providers at least quarterly to include any additional prospective providers and any new commodities or types of services.	Municipal Council	Chief Financial Officer	YES	Done
15	Requesting reconciliation's on petty cash purchases on a monthly basis.	Chief Financial Officer	Manager: Expenditure section		N/A
16(d)	If it is not possible to obtain at least three written quotations, record and report quarterly to the accounting officer, or another official designated by the accounting officer, the reasons for this.	Accounting Officer	Chief Financial Officer	YES	Reports were submitted on the following dates within this quarter. 03 May 2019 03 June 2019 03 July 2019

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
16(e)	Record the name of potential providers requested to provide written quotation with their quoted prices.	Accounting Officer	Chief Financial Officer		Reports were submitted on the following dates within this quarter. 03 May 2019 03 June 2019 03 July 2019
17(1)(c)	Approve the recorded reasons for not obtaining at least three written price quotations.	Chief Financial Officer	SCM: Manager & CFO: below R200,000 Accountants: Acquisitions, Contracts and SCM: Accountant Demand and Chief Buyer : below R200,000		
17(1)(d)	Record the names of the potential formal written price quotation providers and their written quotations.	Accounting Officer	Manager : Supply Chain Management		
17(2)	Report to the CFO within three days at the end of the month on any approvals given during that month by that the designed official referred to in sub-regulation (1) (c).	Chief Financial Officer	Manager: Supply Chain Management		
18 (a)	When using the list of accredited prospective providers, it should promote ongoing competition amongst providers by inviting providers to submit quotations on a rotational basis.	Chief Financial Officer	Manager: Supply Chain Management	YES	
18 (b)	All requirements in excess of R30,000 (VAT included) by means of formal written price quotations should be advertised for at least 7 days on the website and municipal official website.	Chief Financial Officer	Manager: Supply Chain Management	YES	Done
18(c)	Must take all reasonable steps to ensure that the procurement of goods and services through written quotations or formal written price quotations is not abused.	Accounting Officer	Chief Financial Officer	YES	Quotations and Formal written quotations are placed on the website and only opened on the closing date and time and mitigate the risks during the calling for quotations.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
18(d)	Notify the Accounting Officer or CFO in writing on a monthly basis of all written quotations and formal written price quotations accepted by the official acting in terms of a sub-delegation 12(2)(b)	Chief Financial Officer	Manager : Supply Chain Management	YES	Reports were submitted on the following dates within this quarter. 03 May 2019 03 June 2019 03 July 2019
22 (b) (i)	The publication notice must contain the closure date for the submission of bids, which may not be less than 3 weeks in case of transactions over R10m (VAT included), or which are of long term nature, or 14 days in any other case, from date on which the advertisement is placed in a newspaper.	Accounting Officer	Bid Specifications Committee		For quarter three a total of 52 tender specifications served before the Bid Specifications committee.
22(2)	The Accounting Officer may determine the closure date for the submission of bids which is less than the 30 days or 14 days requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process	Accounting Officer			None
23(d)	The handling, opening and recording of bids should be (i) be opened in public (ii) must be opened at the same time and as soon as possible after the period for the submission of bids has expired; (iii) make the register available for public inspection (iv) publish the entries in the register and the bid results on the website of the municipality.	Accounting Officer	Manager: Supply Chain Management	YES	Done

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
24(1)	Negotiate the final terms of a contract with bidders identified through a competitive bidding process as preferred bidders, provided that such negotiation – (a) does not allow any preferred bidder a second or unfair opportunity; (b) is not to the detriment of any other bidder; and (c) does not lead to a higher price than the bid submitted. Minutes of such negotiations must be kept.	Accounting Officer	Relevant user department Head of Department or Executive Director	YES	Provision for the signing of a Form of Tender/Service Level Agreement with successful vendors is being made in the tender documents and part as Special Conditions to Tender.
26(b)	Appoint the members of the bid specification, evaluation and adjudication committees, taking into account Section 117 of the MFMA.	Accounting Officer		YES	Done
26(3)	Appoint a neutral or independent observer to a bid specification, evaluation or adjudication committee for an attendance and oversight process when this is appropriate for ensuring fairness and promoting transparency.	Accounting Officer		N/A	N/A
26(4)	Apply the committee system to formal written price quotations.	Accounting Officer		N/A	Committee system is applied for goods/services above R200 000
27(1)	Compile specifications for the procurement of goods and services by the municipality.	Accounting Officer	Bid Specifications Committee, upon advice of the relevant user department	YES	The Executive Director signs for items to serve on Specification committee.
27(2)(g)	Approve specifications compiled by the bid specification committee prior to publication of the invitation for bids.	Accounting Officer	Bid Specifications Committee, upon advice of the relevant user department	YES	The specifications are accompanied with a questionnaire that the relevant department has to complete. Meetings are held according pre-determined schedule.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
28(1)(a)	Evaluate bids in accordance with – (i) the specifications for a specific procurement ; and (ii) the points system as must be set out in the supply chain management policy of the municipality in terms of Regulation 27(2)(f) and a prescribed in terms of the Preferential Procurement Policy Framework Act.	Accounting Officer	Bid Evaluation Committee upon advice of the relevant user department.	YES	Have regular scheduled meetings.
28(1)(b)	Evaluate each bidder's ability to execute the contract.	Accounting Officer	Bid Evaluation Committee, upon advice from SCM	YES	Currently part of the standard evaluation report
28(1)(c)	Check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrears.	Accounting Officer	Bid Evaluation Committee	YES	Has a screening list that has to be completed
28(1)(d)	Submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.	Bid Evaluation Committee		YES	Currently part of the standard evaluation report
29(1)(a)	Consider the report and recommendations of the bid evaluation committee where the award value exceeds R200 000 (VAT incl.) and make the award up to value of R10m (as per delegated authority)	Accounting Officer	Bid Adjudication Committee	YES	In the fourth quarter (01 April 2019 – 30 June 2019) there were 17 BAC meetings
29(1)(b)(i)	For bids above R10 million, the SCM BAC will make recommendation to the Municipal Manager to make the final award.	Accounting Officer		YES	In the fourth quarter (01 April 2019 – 30 June 2019) there were ten final award made above R10 million.
29(1)(b)(ii)	Make another recommendation to the accounting officer on how to proceed with the relevant procurement.	Accounting Officer		YES	None.
29(3)	Appoint the chairperson of the bid adjudication committee.	Accounting Officer		YES	Delegations given is kept for record purposes

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
29(5)(a)	<p>If a bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid –</p> <p>(i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears; and</p> <p>(ii) notify the accounting officer.</p>	Bid Adjudication Committee		YES	None
29(5)(b)	<p>(i) After due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in Regulation 29(5)(a); and</p> <p>(ii) If the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.</p>	Accounting Officer		YES	None
29(6)	Refer any recommendation made by the evaluation committee or adjudication committee back to that committee for reconsideration of the recommendation.	Accounting Officer		YES	Ten tenders were referred back to the BEC in the fourth quarter (01 April 2019 – 30 June 2019)
29(7)	Comply with Section 114 of the MFMA within ten working days.	Accounting Officer		YES	Not applicable
31(1)	Request the State Information Technology Agency (SITA) to assist the municipality with the acquisition of IT related goods or services through a competitive bidding process.	Accounting Officer	Bid Adjudication Committee	YES	N/A
31(2)	Enter into a written agreement to regulate the services rendered by, and the payments made to, SITA.	Accounting Officer		YES	N/A

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
31(3)	<p>Notify SITA together with a motivation of the IT needs of the municipality if –</p> <p>(a) the transaction value of IT related goods or services required by the municipality in any financial year will exceed R50 million (VAT incl); or</p> <p>(b) the transaction value of a contract to be procured by the municipality whether for one or more years exceeds R50 million.</p>	Accounting Officer		YES	N/A
31(4)	Submit to the Council, the National Treasury, the relevant provincial treasury and the Auditor General the SITA comments and the reasons for rejecting or not following such comments if the municipality disagrees with SITA's comments.	Accounting Officer	Manager: Supply Chain Management	YES	N/A
32(1)	<p>To procure goods or services for the municipality under a contract secured by another organ of state, but only if –</p> <p>(a) the contract has been secured by that organ of state by means of a competitive bidding process applicable to that organ of state;</p> <p>(b) the municipality has no reason to believe that such contract was not validly procured;</p>	Accounting Officer	Bid Adjudication Committee	YES	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	(c) there are demonstrable discounts or benefits for the municipality; and that other organ of state and the provider have consented to such procurement in writing.				
35(1)	Procure consulting services above the value of R200 000 (VAT incl.) provided that any Treasury guidelines in respect of consulting services or CIDB guidelines in respect of services related to the build environment and construction works are taken into account when such procurements are made.	Accounting Officer	Bid Adjudication Committee	YES	Panel of consultants tender is in place.
35(4)	Ensure that copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service is vested in the municipality.	Municipal Council	Relevant user Department	YES	N/A

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
36(1)(a)	<p>Dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –</p> <ul style="list-style-type: none"> (i) in an emergency; (ii) if such goods or services are produced or available from a single provider only; (iii) for the acquisition of special worker of art or historical objects where specifications are difficult to compile; (iv) acquisition of animals or zoos; or (v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes (vi) any contract relating to the publication of notices and advertisements by or on behalf of the municipality (vii) any purchase on behalf of the municipality at a public auction (viii) any contract with an organ of state, local authority or a public utility corporation or company (ix) any contract in respect of which compliance therein would not be in the public interest or interest of Council (x) ad-hoc repairs to plant and equipment where it is not possible to ascertain the nature or extent of the work required in order to call for bids (xi) workshop strip & quote 	Accounting Officer	BAC considers deviations and recommend to the Accounting Officer.	YES	Delegations are in place for BAC to recommend deviations to the Accounting Officer. Records and recordings are kept of all meetings. Departments draft memorandums and table items at BEC for consideration and recommendation to the BAC. The BAC upon approval will recommend deviation to the Accounting –Officer.
36(1)(b)	Ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.	Accounting Officer		YES	

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
36(2)	Record the reasons for any deviations in terms of Regulations 36(1)(a) and (b); and Report them to the next meeting of the Council and include as a note to the annual financial statements.	Municipal Council	Accounting Officer	YES	
37(2)	Decide to consider an unsolicited bid but only if – (a) the product or service offered is a demonstrably or proven unique innovative concept; (b) the product or service will be exceptionally beneficially to, or have exceptional cost advantages for, the municipality; (c) the person who made the bid is the sole provider of the product or service; and (d) the reasons for not going through the normal bidding processes are found to be sound by the accounting officer.	Accounting Officer		NO	None
37(4)	Submit written comments received pursuant to Regulation 37(3), including any responses from the unsolicited bidder, to the National Treasury and the relevant provincial treasury for comment.	Accounting Officer		NO	None
37(5)	Consider and may award the bid or make recommendations to the accounting officer depending on the delegations to the adjudication committee.	Accounting Officer	Bid Adjudication Committee	YES	None
37(7)	When considering an unsolicited bid, take into account where considering an unsolicited bid – (i) any comments submitted by the public; and any written comments and recommendations of the	Accounting Officer		NO	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	National Treasury or the relevant provincial treasury.				
37(8)	Submit to the Auditor General, the relevant provincial treasury and the National Treasury the reasons for rejecting or not following any recommendations of the National Treasury or provincial treasury in regard to the unsolicited bid.	Accounting Officer	Manager: Supply Chain Management	NO	None
38(1)(a)	Take all reasonable steps to prevent abuse of the supply chain management system.	Accounting Officer	Chief Financial Officer	YES	The National Treasury Code of Conduct has been circulated and communicated to municipal staff at various formal and informal meetings.
38(1)(b)	Investigate any allegations against an official or other role player of fraud, corruption, favoritism, unfair or irregular practices or failure to comply with the supply chain management policy, and when justified – (i) take appropriate steps against such official or other role player; or (ii) report any alleged criminal conduct to the South African Police Service.	Accounting Officer	Internal Audit	YES	None
38(1)(c)	Check the National Treasury's database prior to awarding any contract to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector.	Accounting Officer	Manager: Supply Chain Management	YES	The National Treasury website information of the List of Defaulters is currently used to verify.
38(1)(d)	Reject any bid from a bidder – (i) if any municipal rates and taxes or municipal service charges owed by that bidder or any directors to the municipality are in arrears for more than three months; (ii) who during the last five years has failed to	Accounting Officer	Bid Adjudication Committee Manager: Supply Chain Management	YES	Bid evaluation checklist is in place

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.				
38(1)(e)	Reject a recommendation for the award of a contract if the recommended bidder, or any of its directors, has committed a corrupt or fraudulent act in competing for the particular contract.	Accounting Officer	Bid Adjudication Committee Manager: Supply Chain Management	YES	Bid evaluation checklist is in place
38(1)(f)	Cancel a contract awarded to a person if – the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or (i) an official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of the contract that benefited that person.	Accounting Officer	Bid Adjudication Committee Manager: Supply Chain Management	YES	Bid evaluation checklist is in place
38(1)(g)	Reject the bid of any bidder if that bidder or any of its directors – (i) has abused the supply chain management system of the municipality or has committed any improper conduct in relation to such system; (ii) has been convicted for fraud or corruption during the last five years; (iii) has willfully neglected or reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or	Accounting Officer	Bid Adjudication Committee Manager: Supply Chain Management	YES	Bid evaluation checklist is in place

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	(iv) has been listed in the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).				
38(2)	Inform the National Treasury and relevant provincial treasury in writing of any actions taken in terms of Regulation 38(1)(b)(ii), (e) or (if).	Accounting Officer	Bid Adjudication Committee Manager: Supply Chain Management	YES	Bid evaluation checklist is in place
40(1)	The Supply chain policy must provide for an effective system of disposal management for the disposal or letting of assets, including unserviceable, redundant or obsolete assets, subject to sections 14&90 of MFMA	Municipal Council	Chief Financial Officer	YES	Delegations are in place
40(2) a	A Supply Chain management policy must specify the ways in which assets may be disposed of, including by – (i) Transferring the asset to another organ of state in terms of a provision of the MFMA enabling the transfer of assets (ii) Transferring the asset to another organ of state at market related value or, when appropriate, free of charge (iii) Selling the asset (iv) Destroying the asset	Municipal Council	Chief Financial Officer	YES	. As per delegations
40(2) (a)	Stipulate that – Immoveable property may be sold only at market related prices except when public interest or the plight	Municipal Council		YES	

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	of the poor demands otherwise				
40(2)(b)	Movable assets may be sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous to the municipality	Accounting Officer	Chief Financial Officer		As per delegations
40(2)(c)	In the case of the free disposal of computer equipment, the Provincial Department of Education must first be approached to indicate within 30 days whether any of the local schools are interested in the equipment.	Accounting Officer	Chief Financial Officer		Not Applicable
40(2)(d)	In the case of the disposal of firearms, the National Conventional Arms Control Committee has approved any sale or donation of firearms to any person or institution within or outside the Republic	Accounting Officer			Not Applicable
40(2)(e)	All fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed	Municipal Council		YES	Not Applicable
40(2)(f)	Ensure that where assets are traded in for other assets, the highest possible trade-in is negotiated	Municipal Council			None
40(2)(g)	In the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment.				Not Applicable
41(1)	A Supply chain management policy must provide for an effective system of risk management for the identification, consideration and avoidance of potential risks in the supply chain management system	Accounting Officer	Internal Audit		Busy implementing a system for risk management

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
42	Establish and implement an internal monitoring system in order to determine, on a retrospective analysis, whether the authorized supply chain management processes were followed and whether the objectives of this policy were achieved.	Accounting Officer	Chief Financial Officer		Busy implementing a system for performance management in SCM
43(2)	Check with SARS whether a person's tax matters are in order before making an award to such person.	Municipal Council	Manager: Supply Chain Management	YES	The Tax Clearance of vendors registered on the Central Supplier Database are checked regularly and before awards are made.
45	Disclose in the notes to the annual financial statements of the municipality particulars of any award of more than R2,000 to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including – (a) the name of that person; (b) the capacity in which that person is in the service of the state; and (c) the amount of the award.	Municipal Council	Chief Financial Officer	YES	This information was disclosed within the 17/18 financial statements of the municipality.
46(3)(a)	Keep a register of all declarations in terms of Regulation 46(2)(d) and (e).	Accounting Officer	Manager: Supply Chain Management	YES	SCM keep record of it.
46(3)(b)	Declarations must be made to the mayor of the municipality who must ensure that such declarations are recorded in the register.	Accounting Officer	Chief Financial Officer	YES	Declarations are kept at SCM section and hard copy on file.
46(4)	Adopt the National Treasury's code of conduct and Schedule 2 of the Systems Act for supply chain management practitioners and other role players involved in supply chain management.	Accounting Officer	Manager: Supply Chain Management Council's Speaker	YES	Code of conduct are circulated annually to all officials

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
47(2)	Report any alleged contravention of Regulation 47(1) to the National Treasury for considering whether the offending person, and any representative or intermediate through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.	Accounting Officer	Chief Financial Officer	YES	Not Applicable
48	Disclose to the National Treasury and the relevant provincial treasury any sponsorship promised, offered or granted to the municipality whether directly or through a representative or intermediate, by any person who is – (a) a provider or prospective provider of goods or services to the municipality; or (b) a recipient or prospective recipient of goods disposed or to be disposed, of by the municipality.	Accounting Officer	Manager: Supply Chain Management	YES	None.
49	Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.	Accounting Officer		YES	Have an administrative process in place.
50(1)	Appoint an independent and impartial person to assist in the resolution of disputes between the municipality and other persons and to deal with objections, complaints or queries as described more fully in Regulation 49.	Accounting Officer		YES	Done.
50(2)	Responsible to assist the person appointed in terms of	Accounting Officer		YES	

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	Regulation 50(1) to perform his or her functions effectively.				
50(3)(b)	Appointed must submit monthly reports to the Accounting Officer on all disputes, objections, complaints or queries received, attended to or resolved.	Accounting Officer		YES	The appointed official is responsible for the submission of the monthly report to the Municipal Manager.
51	Service provider that acts on behalf of municipality to provide any service or act as a collector of fees, service charges or taxes and the compensation payable to service provider, contract must stipulate a cap on compensation payable to the service provider; that such compensation must be performance based.	Accounting Officer		YES	Done

8.2.7	CONTRACTS HAVING FUTURE BUDGETARY IMPLICATIONS – MUNICIPAL VALUER
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Collaborator No:

File No:

8/1

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

24 July 2019

1. SUBJECT: CONTRACTS HAVING FUTURE BUDGETARY IMPLICATIONS – MUNICIPAL VALUER

2. PURPOSE

Council to approve in terms of Section 33(1) (c) MFMA, the contract to be entered into between the municipality and the municipal valuer for the compilation of the General Valuation Roll to be implemented on 1 July 2021.

3. DELEGATED AUTHORITY

Council to approve.

4. EXECUTIVE SUMMARY

A process as envisaged in Section 33, MFMA, is to be followed in order for the municipality to enter into a contract having budgetary implications beyond the three years covered in the current financial year's budget.

This process has been initiated and is to be concluded by the council considering this report and adopting the relevant resolution.

5. RECOMMENDATIONS

- (a) that Council take note that the intention to enter into a contract with a municipal valuer that will have future budgetary implications was advertised in terms of Section 33, MFMA and that no comments were received;
- (b) that the views and recommendations of National Treasury, Provincial Treasury and the Department responsible for local government were solicited and that no reasons for opposing the contract were received;
- (c) that the Council notes that the municipality will derive a financial benefit from the contract in the form of cost savings;
- (d) that the contract attached as Appendix A be approved; and
- (e) that the Municipal Manager be authorised to sign the contract on behalf of the municipality.

6. DISCUSSION / CONTENTS

6.1 Background

The municipality seeks to appoint a service provider to compile a General Valuation Roll to implement on 1 July 2021. Work on this Valuation Roll is set to begin immediately upon appointment and signing of the contract. The validity of this Valuation Roll is four years and the service provider is also responsible for Supplementary

Valuations during the four year period of 1 July 2021 to 30 June 2025. The contract is therefore from date of signature to 30 June 2025.

As such an appointment would have future budgetary implications beyond the three years covered in the annual budget for this financial year, a process as envisaged in Section 33 of the Municipal Finance Management Act (MFMA) has to be followed.

6.2 Discussion

In the past, three year contracts with municipal valuers have proven to be impractical.

A period of around two years is required to compile and finalise a new General Valuation Roll before implementation. This will be completed by 30 June 2021, with the new General Valuation Roll to be implemented on 1 July 2021. The General Valuation Roll will be valid for four years till 30 June 2025.

A valuer needs to consider and respond to appeals, objections and interim valuations till June 2025. It is impractical to appoint a different valuer than the one that has compiled the General Valuation Roll. Using the same valuer produces continuation and consistency and therefore lower pricing for the duration of the tender.

An appointment of a valuer that covers the six year period from the beginning of compilation of the General Valuation Roll, through to the end of the validity of that Roll and including all supplementary valuations will be beneficial to both the municipality as well as the rate payers of WC024.

Tender BSM58/19 was advertised in order to appoint a Valuer to compile the General Valuation Roll of 2021. The BAC on 5 July 2019 awarded the bid to HCB Valuers subject to the condition that the process outlined in Section 33, MFMA be fully followed and concluded.

Section 33 of the MFMA outlines the process to be followed when a municipality wants to enter into a contract that will impose financial obligations on that municipality, beyond the three years covered in the budget of this financial year. These requirements are outlined in the Table below:

Reference	Requirement	Action taken
S33(1)(a)(i)	Municipal Manager must make public the draft contract and an information statement summarising the municipality's intentions and invite the public to submit comments. This must be done at least sixty days before the council meeting where the contract is to be approved.	An advertisement was placed in the press on 15 March 2019. No comment was received from any members of the public.
S33(1)(a)(ii)	The Municipal Manager must solicit the views and recommendations of the National Treasury and relevant provincial treasury as well as COGTA.	Responses received during correspondence with the respective Departments provided no reason to oppose the contract.
Section 33(1)(b)	The council must take into account projected financial obligations and the impact of those obligations on future tariffs	Refer to paragraph 6.3 for an analysis of future financial implications. No comments were received from members of the community. Views of

	and revenue. Any comments received and written views or recommendations received from the relevant Departments must also be taken into account.	the relevant Departments are attached hereto for review.
S33(1)(c)	The council must adopt a resolution in which it determines that the municipality will derive a significant financial benefit from the contract, approves the entire contract exactly as it is to be executed and authorises the Municipal Manager to sign such contract on behalf of the municipality	Refer to the discussion in this report and the recommendations being made. The contract attached has been recommended by the Western Cape Government and will be used as is by the municipality.

6.3 Financial Implications

The tender was tentatively awarded at a cost of R3 954 130.00 for the full duration of 6 years. This is broken up into the individual financial years as follows:

Financial Year	Amount	Description
2019/2020/2021	R2 701 130	General Valuation Roll, Appeals and objections, electronic diagrams.(GV)
2021/2022	R425 000	Two Supplementary valuations, appeals and objections.(PV1, PV2)
2022/2023	R271 000	One Supplementary valuation, appeals and objections.(PV3)
2023/2024	R278 500	One Supplementary valuation, appeals and objections.(PV4)
2024/2025	R278 500	One Supplementary valuation, appeals and objections. (PV5)
TOTAL	R3 954 130	

It need be noted that the municipality will not be incurring any additional expenditure as a result of the longer period. A valuer would have to be appointed in any event for the entire process and using the same valuer will bring about cost savings as well as consistent valuations that will also benefit the rate payer in general.

It is difficult to quantify an amount, but savings will be generated by not having to undergo a second tender process with associated costs being generated by advertisements, briefing sessions, and meetings etcetera. The continuity and consistency achieved by making use of the same valuer for the full validity of the valuation role will benefit the rate payer, also bringing about cost savings in the form of fewer appeals, objections and potential legal matters.

6.4 Legal Implications

None.

6.5 Staff Implications

None.

6.6 Previous / Relevant Council Resolutions

None.

6.7 Risk Implications

None.

6.8 Comments from Senior Management**6.8.1 Director: Corporate Services****6.8.1 Chief Financial Officer**

Compiled the Item.

6.8.2 Municipal Manager**ANNEXURES:**

Appendix A – Valuation Service Level Agreement

Appendix B – S33 Notification in Press

Appendix C – Communication with Government Departments

FOR FURTHER DETAILS CONTACT:

NAME	<i>A Treurnich</i>
POSITION	<i>Manager: Treasury</i>
DIRECTORATE	<i>Finance</i>
CONTACT NUMBERS	<i>021 808 8016</i>
E-MAIL ADDRESS	<i>Andre.treurnich@stellenbosch.org.za</i>
REPORT DATE	<i>15 July 2019</i>

APPENDIX A

Optional Municipality LOGO

Valuation Service Level Agreement

Between the

Municipality's Name

and the

Service Provider's Name

Service Level Agreement

Entered into by and between

The Western Cape Municipality's Name

hereinafter referred to as
the Municipality

herein represented by

Municipal Manager's Name
in his/her capacity as Municipal Manager
(duly authorised)

and

the Municipal Service Provider's Name

Reg. no.....

hereinafter referred to as
the Service Provider

herein represented by

Service Provider's Representative Name
Service Provider's Representative Capacity
(duly authorised)

TABLE OF CONTENTS

	PAGE
PREAMBLE	1
1. DEFINITIONS	2
2. APPOINTMENT and ACCEPTANCE	2
3. DURATION OF AGREEMENT	3
4. DELIVERABLES AND MILESTONES	3
5. DUTIES AND OBLIGATIONS OF THE <i>SERVICE PROVIDER</i>	4
5.1 Achieving the Deliverables and Milestones	4
5.2 Roles of the Service Provider	5
6. RESPONSIBILITIES OF THE <i>MUNICIPALITY</i>	5
7. BUDGET AND PAYMENT PROCEDURE	6
8. TERMS AND CONDITIONS	6
9. OWNERSHIP AND PUBLICATION OF REPORTS	7
10. INTELLECTUAL PROPERTY RIGHTS INDEMNITY	8
11. NO AGENCY OR PARTNETSHIP	8
12. ASSIGNMENT	9
13. INDULGENCES	9
14. EXERCISE OF REASONABLE SKILLS, CARE AND INDULGENCE	9
15. FORCE MAJEURE	10
16. SEQUESTRATION, LIQUIDATION AND JUDICIAL MANAGEMENT	11
17. BREACHES OF AGREEMENT	11
18. TERMINATION OF AGREEMENT	12
19. DISPUTE RESOLUTION	13
20. GENERAL	13
21. DOMICILIUM CITANDI ET EXECUTANDI	14
ANNEXURE 1: Deliverables and Milestones	16
ANNEXURE 2: Progress Payment	17

PREAMBLE

WHEREAS the Local Government: Municipal Property Rates Act (Act 6 of 2004) (*the Act*) regulates the power of municipalities to impose rates on properties, makes provision for municipalities to implement a transparent and fair system of exemptions, reductions and rebates through rating policies and By-Laws, to ensure fair and equitable valuation methods of properties and to provide for an objection and appeal process;

AND WHEREAS Section 81 of *the Act* confers the power to the MEC for local government in a province to monitor whether the municipalities in the province comply with the provisions of *the Act*;

AND WHEREAS municipalities of the Western Cape have realised that a formalised and legally binding agreement is essential to address the obscured disparity between the items of delivery required in tender documentation and the response offer submitted by the successful tenderer;

AND WHEREAS the Parties to this Service Level Agreement acknowledge the need and agree to the principle that a formal arrangement is required to ensure orderly and efficient regulation of the services that must be delivered according to the heretofore tender process;

AND WHEREAS this Service Level Agreement aims to highlight the specific services to be delivered, the related support, information and documentation required, the specific levels of service and support to be rendered and the agreed-upon cost payable;

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. DEFINITIONS

1.1 Definitions:

"*the Act*" refers to the Local Government: Municipal Property Rates Act (Act 6 of 2004) including all Amendments and corresponding Regulations.

"*the Municipality*" means the Municipality as named in the "Table of Role Players" supra.

"*the Service Provider*" means the Service Provider as named in the "Table of Role Players" supra.

"*the Parties*" means the *Municipality* and the *Service Provider*.

"*party*" means either one of *the Parties* as defined supra and is used in its appropriate context.

"*the/this Agreement*" means this Service Level Agreement, all annexures and amendments thereto.

"*the Assignment/Project*" means the totality of efforts exerted by the *Service Provider* in the execution of its obligations, duties and responsibilities under *this Agreement*.

"*the Tender*" means Tender (insert number), which is the process whereby the *Municipality* invited potential valuers to submit proposals in response to the tender specification and the adjudication of such to appoint the successful *Service Provider*.

"*working days*" will exclude Saturdays, Sundays and public holidays and will be calculated exclusive of the last day.

1.2 In *this Agreement*, except where the context otherwise requires:

- (a) the masculine includes the feminine regarding gender sensitivity;
- (b) the singular includes the plural;

- (c) any reference to natural persons includes created entities (incorporated or unincorporated);
- (d) the head notes to the clauses of *this Agreement* are included for reference purposes only and shall not affect the interpretation of the provisions to which they relate;
- (e) words and phrases defined in any clause shall bear the meanings assigned thereto;
- (f) the annexures are deemed to be incorporated herein and form an integral part of *this Agreement*;
- (g) the various parts of *this Agreement* are severable and may be interpreted as such;
- (h) the expressions listed in one clause bear the meaning as assigned hereto and cognate expressions bear corresponding meanings;
- (i) If any provision in sub clause 1.1 above is a substantive provision conferring rights or imposing obligations on any *party*, effect shall be given to it as if it were a substantive clause in the body of *this Agreement*, notwithstanding that it is only contained in the said sub clause.

2. APPOINTMENT and ACCEPTANCE

- (a) The *Municipality* hereby appoints the *Service Provider* to execute the services specified in this Service Level Agreement and which are more fully set out in the Tender specifications. The *Service Provider* accepts such appointment subject to the terms and conditions set out herein.
- (b) Notwithstanding anything herein contained to the contrary, the Service Provider acts as an independent contractor and not as an agent or employee of the *Municipality* and has no authority to bind the *Municipality*.

3. DURATION OF AGREEMENT

- (a) Notwithstanding the date of signature hereof *this Agreement* shall be deemed to have commenced on __**Start Date**__ and shall, subject to the other provisions of *this Agreement*, proceed until __**End Date**__ when the General Valuation cycle ends.
- (b) The maintenance of the General Valuation roll and all Supplementary Valuation rolls as well as the supply of the other valuation related services in compliance with *the Act* shall be binding on the Service Provider for the financial years starting on 1 July __**Start Year**__ and ending on 30 June __**End Year**__
- (c) Subject to the terms of clauses 17 and 18 in *this Agreement* relating to breach and termination respectively, the term of *the Agreement* will be as stipulated in clause 3 (a) supra, unless extended in terms of clause 3 (d).
- (d) The duration of *this Agreement* may be extended as a result of *bona fide* negotiations between *the Parties*, subject to compliance with applicable supply chain prescripts pertaining to extensions. No extension of term shall be valid unless reduced to writing and signed by all *Parties*.
- (e) *The Parties* specifically agree that should the *Service Provider* fail to complete *the Services* within the period specified in 3 (a) supra and an extension is granted, the *Service Provider* shall complete *the Services* during such extended period at no extra costs to the *Municipality*.

4. DELIVERABLES AND MILESTONES

The main deliverable/s and/or key milestones are identified in Annexure 1 attached hereto.

The principal milestones, from which the key milestones are derived, are stated below in broad terms:

- (a) Attending to all valuation matters pertaining to the *Municipality*.

- (b) The creation of the General Valuation Roll as required by *the Act*.
- (c) The creation of all Supplementary Valuation Rolls within the General Valuation cycle implied by 4 (b) above and as required by *the Act*.
- (d) The handling of all Objections and Appeals as per *the Act*.
- (e) The provision of all printable documents such as the valuation rolls and notices to owners regarding the valuation of property.
- (f) The provision of documents in the required format for publishing on *the Municipality's* website.
- (g) The delivery of all information in printed as well as in a digital readable and usable form of all information and data accumulated and/or recorded during the General Valuation Roll and its Supplementary Valuation Rolls at the conclusion of *this Agreement* for whatever reason. This digital information must be in a readable format compatible with the IT hardware and software used by the *Municipality*.
- (h) The delivery of any other services as may be stated in the Tender specifications.

5. DUTIES AND OBLIGATIONS OF THE *SERVICE PROVIDER*

5.1 Achieving the Deliverables and Milestones

In order to achieve the deliverables and milestones as contained in clause 4 above, the *Service Provider* will deal with the study that will generate management decision making information on the following aspects:

- The *Service Provider* shall ensure that the responsible level of care and responsibility be exercised when using items and data belonging to the *Municipality* in the performance of its duties and obligations as stipulated in *this Agreement*.

- The *Service Provider* shall ensure that progress reports are made on a regular basis. Monitoring, reporting and evaluation reports are to be submitted timeously to the *Municipality*.
- The *Service Provider* shall exercise the highest degree of skill, care and diligence that can be expected of its profession.

5.2 Roles of the Service Provider

- (a) The *Service Provider* will produce reports based on a milestone plan of the method of assessment;
- (b) The report on the whole exercise also containing the recommendations on the functional model and the Project implementation plan will be submitted before the __Submit Date__;
- (c) The *Service Provider* is required to possess its own tools such as Information Technology equipment;
- (d) All operational costs relating to the delivery of *the Services* will be borne by the *Service Provider*;
- (e) The *Service Provider* shall deliver all such services and deliverables required for this project to be successful, including mandatory deliverables which are applicable upon termination of *this Agreement*, such as that which is described in clause 4 (g) supra..
- (f) The *Service Provider* will furnish the *Municipality* with an invoice once each stage or agreed upon milestone is completed, certifying that the milestone was reached and that the work was completed as agreed to.

6. RESPONSIBILITIES OF THE *MUNICIPALITY*

The *Municipality* has the role and responsibility of the following:

- (a) Contractual and financial management;

- (b) Designate an official to co-ordinate all activities relating to *the Services* to be provided by *the Service Provider*;
- (c) Ensure that relevant information and documents are made available to the *Service Provider* on a basis which is reasonable;
- (d) Participate in meetings of the various establishments related to the rendering of *the Services*, at Local District and Provincial levels;
- (e) The *Municipality* will ensure that the *Service Provider* is paid, for authorised and valid services rendered, within 30 days of the receipt and certification of any substantiated invoice from the *Service Provider*.
- (f) The *Municipality* will review the data provided by the *Service Provider* to detect any obvious anomalies and discrepancies.

7. BUDGET AND PAYMENT PROCEDURE

- (a) *The Service Provider* will be paid an amount of R __**Tender Rand Value** (inclusive of VAT) for rendering of the services. This amount is based on __**No of Properties**__ properties in terms of the Tender specification and may be varied by agreement between the *Municipality* and the *Service Provider* if there are additional properties to be valued, exceeding this stated number of properties. A maximum amount of R __**Budget Rand Value** (inclusive of VAT) is payable.
- (b) Payment shall be made in accordance with the Progress Payment Schedule which is identified in Annexure 2, attached hereto.

8. TERMS AND CONDITIONS

- (a) The time frames and number of days set out herein are estimates only and may be varied by agreement between the *Municipality* and the *Service Provider*.
- (b) Invoices shall be certified by the *Service Provider* that the amount claimed in the invoices is due and payable in terms of *this Agreement*, that the amount

claimed does not cover the amounts already claimed and that the claim truly reflects the value and extent of the work performed.

- (c) Should the *Municipality* accept the invoices submitted by the *Service Provider*, the *Municipality* undertakes to certify for payment such invoices within ten (10) *working days* of the receipt thereof.
- (d) Should the invoices not be acceptable to the *Municipality*, the *Service Provider* will be informed thereof in writing together with reasons for the non-acceptance of such invoices, within fifteen (15) *working days* of receipt of the invoices.
- (e) Should the *Municipality* accept the invoices, payment shall be made to the *Service Provider* within thirty (30) days after payment certification.
- (f) Should the *Municipality* not be satisfied with the work done, the deliverables or any required documentation by the *Service Provider*, the *Municipality* will request the *Service Provider* to rectify or improve such at the *Service Provider's* expense.
- (g) Any and all extra expenses incurred by the *Service Provider* resulting from the *Service Provider* having to address and/or rectify queries arising from the claim submitted in respect of work done, the deliverables or any required documentation, shall be for the account of the *Service Provider*.
- (h) In assessing the quality of the work presented by the *Service Provider*, the *Municipality* may enlist the assistance of third person(s). The selection of such third persons shall be in the absolute discretion of the *Municipality* and the *Service Provider* shall abide by such selection.

9. OWNERSHIP AND PUBLICATION OF REPORTS

- (a) The *Municipality* will become the owner of the information, advice, recommendation and reports collected, furnished and/or compiled by the *Service Provider* during the course of, and for the purpose of executing *this Agreement* all of which will be handed over to the *Municipality* on request, but

in any event on the termination of *this Agreement* for whatever reason. The *Service Provider* relinquishes its retention of any other rights to which it may be entitled.

- (b) The copyright of all the documents, recommendations and reports compiled by the *Service Provider* during the course of and for the purpose of rendering the *Services* will vest in the *Municipality* and may not be reproduced or distributed or made available to any person outside the *Municipality's* service or to any institution in any way without the prior written consent of the *Municipality*.
- (c) In case of the *Service Provider* providing documents or material to the *Municipality*, the development of which has not been at the expense of the *Municipality*, copyright shall not vest in the *Municipality*, unless such items were provided to rectify errors or to replace deficient items submitted to the *Municipality*. The *Service Provider* shall be required to indicate in writing to which document and/or material this provision applies.
- (d) All information, documents, recommendations, and reports collected or compiled must be regarded as confidential and may not be communicated or made available to any person outside the *Municipality's* services and may not be published during the currency of *this Agreement* or after termination thereof without the prior written consent of the *Municipality*.

10. INTELLECTUAL PROPERTY RIGHTS INDEMNITY

- (a) The *Service Provider* undertakes to obtain the necessary consent from the proprietors of their licenses should the *Service Provider* make use of the intellectual property of any other person.
- (b) The *Service Provider* further indemnifies the *Municipality* against any claim or action (including costs) caused by and/or arising from the failure to obtain such consent.
- (c) The *Service Provider* hereby indemnifies the *Municipality* against any action, claim, damage or legal expenses that may be instituted against the *Municipality* on the ground of any alleged infringement of any copyright or

other intellectual property right in connection with the work outlined in this Agreement.

11. NO AGENCY OR PARTNERSHIP

The relationship between *the Parties* shall not imply any partnership in the legal sense, nor shall it render either *party* the agent or authorized representative of the other *party*.

12. ASSIGNMENT

(a) Neither *party* shall be entitled to assign *this Agreement*, all or any of its rights and obligations as per *this Agreement* without prior written consent of the other *party*.

(b) Each *party* warrants that it is acting as a principal agent and not as an agent for an undisclosed principal.

13. INDULGENCES

No extension of time, latitude or other indulgence which may be given or allowed by either *party* to the other shall constitute a waiver or alteration of *this Agreement*, or affect such *party's* right, or prevent such *party* from strictly enforcing due compliance with each and every provision of *this Agreement*.

14. EXERCISE OF REASONABLE SKILLS, CARE AND INDULGENCE

(a) The *Service Provider* guarantees that it will perform all its duties professionally and that all the work done by it will be of the highest standard that may be expected from a professional body in its position.

(b) If, for any reason, the *Service Provider* finds itself incapable of completing the services as agreed in terms of *this Agreement*, it will notify the *Municipality* within five (5) *working days*, stating full reasons.

(c) The *Service Provider* shall ensure that a reasonable level of care and responsibility be exercised by all parties and individuals under its control when

such parties or individuals are using property and/or data belonging to the *Municipality* in the performance of this contract and in general in the performance of the *Service Provider's* duties and obligations as stipulated in *this Agreement*.

- (d) The *Service Provider* shall maintain an efficient well-trained and qualified staff. Should the *Municipality* find any member of the *Service Provider* unable to perform the task to the satisfaction of the *Municipality*, the *Municipality* may, in writing and together with reasons therefore, request that he/she be replaced in order to meet the requirement of the contract. Such replacement will take place within thirty (30) *working days* of receipt of the *Municipality's* request.

15. FORCE MAJEURE

- (a) *Force majeure* shall be considered to be, if the performance of any obligation in terms of *this Agreement* is suspended or postponed by:
- (i) Strikes or lock-out or any combination therefore by employees or either of *the Parties*;
 - (ii) fire or accident on the premises of the *Municipality* not occasioned by negligence or intent on the part of either of *the Parties*;
 - (iii) war or civil commission;
 - (iv) any cause, except as may be otherwise provided for in *this Agreement* beyond the reasonable control of either of *the Parties*; and
 - (v) any act of God/nature.
- (b) Should the completion of any obligation be delayed as a result of *force majeure*, the *party* who is unable to perform its obligation shall, within twenty (20) *working days* of occurrence of such *force majeure*, give notice thereof in writing to the other *party* and request an extension of time in which to comply with its obligation. On receipt of such notice and supporting particulars of the

request, the other *party* may, in writing grant an extension of time as may be justified.

- (c) No claim shall lie against *the party* who is unable to perform due to *force majeure*, provided that the notice referred to in 15 (b) above has been duly delivered and an extension of time granted.
- (d) In the event of the *Municipality* granting the *Service Provider* permission to defer performance as provided in 15 (b) supra, it is specifically recorded that the *Service Provider* shall not be entitled to payment thereof until the particular obligations have been discharged fully. Such permission will not result in a higher amount being paid for the services rendered.
- (e) In the event of *force majeure* continuing for a period of thirty (30) *working days*, either *party* shall be entitled to terminate *this Agreement* by written notice to the other *party* and without any *party* incurring any liability to the other *party*.

16. SEQUESTRATION, LIQUIDATION AND JUDICIAL MANAGEMENT

Should the estate of the *Service Provider* be sequestered or liquidated or if it is placed under judicial management or administration order issued against it by any court, the *Municipality* may terminate the Agreement and appoint another valuer to substitute the *Service Provider*.

17. BREACHES OF AGREEMENT

- (a) In the event of any breach by any of the *parties* of the terms and conditions of *this Agreement*, and in the event of such *party* remaining in default after twenty (20) *working days* written notice calling for rectification of the matter, the other *party* shall be entitled to:
 - (i) enforce strict compliance with the terms and condition of *this Agreement*; or
 - (ii) claim penalties calculated at a rate of 0.1 % (zero comma one percent) of the contract price (Tender Rand value) for every day the defaulting

party remains in breach after the abovementioned notice period has expired; or

- (iii) cancel *this Agreement*.
- (iv) Should any of the *parties* dispute the existence of a breach entitling the other *party* to the abovementioned rights and remedies, the matter(s) in issue may be referred, at the request of either *party*, for determination by an arbitrator to be appointed in terms of clause 19 of *this Agreement*. Notwithstanding anything to the contrary contained in *this Agreement*, and by the reasons of the financial and social imperatives underlying *this Agreement*, the arbitrator shall be entitled to make an interim order to ensure that no material delays occur.
- (v) Should the timeframe for the performance of the work not be met due to external reasons, not attributable to either *party*, it will not be considered a breach of *this Agreement*.

18. TERMINATION OF AGREEMENT

- (a) The *Municipality* shall have the right to terminate *this Agreement* without prejudice to any of its other rights upon the occurrence of any of the following cases:
 - (i) On commencement of any action for dissolution and/or liquidation of the *Service Provider* or on receipt by it of a court order to be placed under judicial management as contemplated by clause 16 supra;
 - (ii) The *Service Provider* informs the *Municipality* that it intends to cease performing its obligations in terms of *this Agreement*;
 - (iii) The *Service Provider* informs the *Municipality* that it is incapable of completing the deliverables as described in Annexure 1.
 - (iv) If the *Service Provider* or any of its agents make themselves guilty of misconduct in terms of code of conduct of their profession or if the

Service Provider acts dishonestly or contrary to the integrity which is required by its profession, provided that the relevant Professional Body responsible for such Profession has made such a finding and all appeals and/or reviews against such finding have been finalized.

- (b) The *Municipality* furthermore has the right to postpone or terminate the whole or any part of *this Agreement* at any time, provided that in such an event a period of ten (10) *working days* written notice is given to the *Service Provider*.
- (c) The *Service Provider* shall receive remuneration for work completed to the satisfaction of the *Municipality* up to date of any postponement or termination of *the Agreement*.
- (d) Termination of *this Agreement* will relieve the *Municipality* and the *Service Provider* of their respective obligations in terms of *this Agreement*. Notwithstanding this, the handover of information and/or data as paid for by the *Municipality* at that point in time shall, upon the ending on *this Agreement* for whatever reason, remain a mandatory deliverable.
- (e) The *Service Provider* shall not be entitled to advance a right of retention or any similar right, if *this Agreement* is terminated.

19. DISPUTE RESOLUTION

- (a) Should a dispute between the parties not be resolved through negotiations within five (5) *working days*, the dispute may be referred to arbitration or litigation by any of the *parties*.
- (b) Notwithstanding anything to the contrary contained in this clause, it is agreed that irrespective of the fact that the dispute is referred to arbitration or litigation in court, the *Service Provider* will proceed rendering *the Services* with diligence unless *the Municipality* instructs otherwise in writing.
- (c) If a dispute is referred to arbitration, the arbitrator shall be nominated by both parties through agreement and if this fails, the arbitrator shall be nominated in

terms of laws that govern arbitration in South Africa. The party instituting these proceedings shall appoint the arbitrator.

20. GENERAL

- (a) This is the entire *Agreement* between *the Parties* and may only be amended in writing and duly signed by both *Parties*.
- (b) *This Agreement* shall be governed by, construed and interpreted according to the laws of the Republic of South Africa.
- (c) *The parties* agree that the High Court of the Province within which the *Municipality* is located, shall have jurisdiction in respect of any matter arising from *this Agreement*, subject to the provisions of clause 19 supra relating to dispute resolutions.

21. DOMICILIUM CITANDI ET EXECUTANDI

The parties choose the following addresses for the service of correspondence for purpose of *this Agreement*:

The domicile of the Municipality:

The Municipal Manager
 Western Cape Municipality
 Address Line 1
 Address Line 2
 Address Line 3
 9999

The domicile of the Service Provider:

Municipal Service Provider's Representative
 Service Provider's Company Name
 Address Line 1
 Address Line 2
 Address Line 3
 9999

Either *party* shall be entitled, on fourteen (14) *working days* notice to the other, to change its *domicilium* to another physical address.

THUS DONE AND SIGNED AT _____ ON THIS ____ DAY OF _____ 20__

FOR THE *SERVICE PROVIDER*

AS WITNESSES

????????????????????

Date _____

THUS DONE AND SIGNED AT _____ ON THIS ____ DAY OF _____ 20__

FOR THE *MUNICIPALITY*

AS WITNESSES

Municipal Manager

Date _____

ANNEXURE 1: Deliverables and Milestones

The main deliverable/s and key milestones (Refer to Clause 5 above) are as follows:

Deliverable / Milestone	Responsible Party(ies)	Time Frame (Date or Date Range)
<i>Items below are shown only as guidelines</i>		
Project Initiation	<i>The Municipality, Service Provider</i>	
Documentation		
Policy Document	<i>The Municipality</i>	
Public Participation	<i>The Municipality</i>	
Market Survey	<i>The Service Provider</i>	
Data Collection	<i>The Service Provider</i>	
Data Capturing	<i>The Service Provider</i>	
Draft General Valuation Roll	<i>The Service Provider</i>	
Valuation Quality Assurance	<i>The Municipality</i>	
Certification of Valuation Roll	<i>The Service Provider</i>	
GV Valuation Notices		
GV Objection Phase		
GV Appeal Phase		
Final GV Submission	<i>The Service Provider</i>	
Publish on the Website	<i>The Municipality</i>	
Draft Supplementary Valuation Roll	<i>The Service Provider</i>	
Valuation Quality Assurance	<i>The Municipality</i>	
Certification of Valuation Roll	<i>The Service Provider</i>	
SV Valuation Notices		
SV Objection Phase		
GV Appeal Phase		
Final SV Submission	<i>The Service Provider</i>	
Publish on the Website	<i>The Municipality</i>	

ANNEXURE 2: Progress Payment

The Progress Payment Schedule (Refer to clause 8 (c) above) is as follows:

Progress Payment	Percentage (%)	Deliverable	Time Frame	Amount
		<i>Items below are shown only as guidelines</i>		
Stage 1		Documentation		
Stage 2		Data Collection and Capturing		
Stage ?		Submit Final Certified Reports to Municipal Manager (i.e. Certified Municipal Valuation Roll compatible (in data format) to the Billing, Financial and Management System		

APPENDIX B



STELLENBOSCH

STADT EN MUNISIPALITEIT VAN STELLENBOSCH

WEDERREKINGSTREKKE • TIRANASPEK • ADE • NEDERLANDSE

INFORMATION STATEMENT IN TERMS OF SECTION 33(1)(a)(i)(aa) & (bb) OF THE LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT 56 OF 2003 RELATING TO THE 6 YEAR CONTRACT THAT THE STELLENBOSCH MUNICIPALITY INTENDS ENTERING INTO FOR THE PROVISION OF PROPERTY VALUATION SERVICES IN TERMS OF THE MUNICIPAL PROPERTY RATES ACT 6 OF 2004

In terms of section 33(1)(a)(i)(aa) and (bb) of the Local Government: Municipal Finance Management Act 56 of 2003, read with section 21A of the Local Government: Municipal Systems Act 32 of 2000, the Stellenbosch Municipality hereby publishes the following Information Statement summarizing the Municipality's obligations with the accompanying draft contract that relates to the provision of property valuation services for the purpose of levying Property Rates.

INFORMATION STATEMENT

1. PURPOSE

Municipalities are mandated to raise revenue by the Local Government: Property Rates Act, No.6 of 2004. The act requires that a new general valuation roll be compiled every 4 years. The current general valuation roll will be expiring on 30 June 2021, therefore the Stellenbosch Municipality intends entering into a 6 year contract with experienced and suitably qualified valuers for the compilation and maintenance of the valuation roll and supplementary valuation rolls as well as the supply of other valuation related services in compliance with the LOCAL Government: Municipal Property Rates Act, 2004 MPRA (Act 6 of 2004) for the Financial years 1 July 2021 to 30 June 2025. The new general valuation roll must be compiled for implementation on 01 July 2021. Valuation rolls are compiled and certified by professional valuers only, hence the procuring of valuation services. Furthermore, the act prescribes certain legislative requirements to be complied with to ensure implementation of a legitimate valuation roll and supplementary valuation rolls that complies with all legislative processes.

2. TERM OF THE CONTRACT

The Contract will be for a period of (6) years from 1 July 2019 to 30 June 2025 In order to complete the General Valuation Roll and Supplementary Valuation Rolls

3. OBLIGATIONS

The Stellenbosch Municipal Council shall take a resolution on the new date of valuation and new date of implementation of the General Valuation Roll. The Service provider will compile a General Valuation Roll and Supplementary Valuation Rolls which will comply fully to the Municipal Property Rates Act 6 of 2004 throughout the contract period.

The Service provider and the Stellenbosch Municipality will keep the community informed of all processes during all phases of the General Valuation and Supplementary Valuations. Stellenbosch Municipality shall be entitled to cancel the contract and appoint a substitute Service Provider should it be apparent that the service provider is in default of complying to the MPRA and deadlines of any stage of the project after the service provider has been advised in writing by the municipality. In such event, the Service Provider will supply the Stellenbosch Municipality with all data collected in his possession and the municipality reserves the right to offset any payment due to the Service Provider against the cost of appointing another person to fulfil the requirements of this agreement. If the cause of delay is due to the municipality not supplying the Service Provider with agreed data, or other delays caused by the municipality themselves, then in such event, the municipality shall not be entitled to enforce this clause.

The Stellenbosch Municipality shall pay for services rendered after receipt of invoices in accordance with the relevant payment terms and progress stages as per the Tender/Service Level Agreement.

For any further enquiries regarding the contract, please contact Mr JP Wagener on 021 806 8531

MUNICIPAL MANAGER

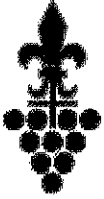
CAPE ARGUS
+ BARGER
OF 15/3/19

APPENDIX C

Andre Treurnich

From: Andre Treurnich
Sent: 27 June 2019 02:10 PM
To: Bentley Louw
Subject: FW: Stem jy saam of moet ons gela opinion kry?: Urgent request for support re. Stellenbosch Procurement of Valuer

Comms tussen STB en WC



Kind regards/Vriendelike groete

André Treurnich

Manager Treasury Office

Finance Directorate

T: +27 21 808 8016 | Fax: 021 886 6757

Email: andre.treurnich@stellenbosch.gov.za

P. O. Box 17, Stellenbosch, 7599

Ground Floor, Civic Centre, Plein Street,

Stellenbosch, 7600

www.stellenbosch.gov.za

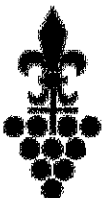


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twitter.com/StellMun

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http://www.stellenbosch.gov.za/main_pages/disclaimerpage.htm

From: Pieter Wagener
Sent: 27 June 2019 01:56 PM
To: Andre Treurnich
Subject: FW: Stem jy saam of moet ons gela opinion kry?: Urgent request for support re. Stellenbosch Procurement of Valuer



Kind regards, Vriendelike Groete

Pieter Wagener

Manager Revenue : Bestuurder

Inkomste

Financial Services : Finansiële Dienste

T: +27 21 808 8531 |

Plein Street, Stellenbosch, 7600

www.stellenbosch.gov.za



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From: Desiree Nolan [mailto:Desiree.Nolan@westerncape.gov.za]
Sent: 26 February 2019 09:17 AM
To: Pieter Wagener
Subject: [EX] RE: Stem jy saam of moet ons gela opinion kry?: Urgent request for support re. Stellenbosch Procurement of Valuer

Hi, Morning Pieter

Soos kommunikeer ek sien nie hoekom nie, as die "SLA" duidelik is dat the waardeerder aangestel is om die aanvullende waardasie te doen, voel ek dit kan gedoen word.
 Die wet se dan mooi, may do so, not must or must not.

That's my opinie.
 Ons het dit vir Provinsiale Tesourie aangestuur so ons wag nog antwoord.

Groete
 Des

From: Pieter Wagener [mailto:Pieter.Wagener@stellenbosch.gov.za]
Sent: 25 February 2019 03:59 PM
To: Desiree Nolan <Desiree.Nolan@westerncape.gov.za>
Subject: RE: Stem jy saam of moet ons gela opinion kry?: Urgent request for support re. Stellenbosch Procurement of Valuer
Importance: High

Desiree

Please advise whether all the different Government spheres support our processes to follow all processes as prescribed by Section 33 of the MFMA

Section 33 of the Municipal Finance Management Act, of 2003 (Act 56 of 2003), states:

"A municipality may enter into a contract which will impose financial obligations on the municipality beyond a financial year, but if the contract will impose financial obligations on the municipality beyond three (3) years covered in the annual budget for that financial year, it MAY do so, ONLY if

- a) The municipal manger, at least 60 days before the meeting of the municipal council at which the contract is to be approved
- b) ii) has solicited the views and recommendation of
 - aa) The national treasury and the relevant provincial treasury; and
 - bb) the national department responsible for local government.

Your urgent feedback will be appreciated.



Kind regards, Vriendelike Groete

Pieter Wagener

Head Income : Hoof Inkomste

Financial Services : Finansiële Dienste

T: +27 21 808 8531 |

Plein Street, Stellenbosch, 7600

www.stellenbosch.gov.za



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STELLENBOSCH
 STELLENBOSCH • PLEIN STREET • 7600
 MUNICIPALITY • MUNISIPALITEIT • MUNISIPALITEIT



About Stellenbosch Municipality

Our mission is to deliver cost-effective services that will provide the most enabling environment for civil and corporate citizens.

Our head office is at Town House Complex, Plein Street, Stellenbosch, 7600, South Africa. For more information about Stellenbosch Municipality, please call +2721-808-8111, or visit www.stellenbosch.gov.za



Disclaimer:

The information contained in this communication from pieter.wagener@stellenbosch.gov.za sent at 2019-02-25 15:59:04 is confidential and may be legally privileged. It is intended solely for use by desiree.nolan@westerncape.gov.za and others authorized to receive it. If you are not desiree.nolan@westerncape.gov.za you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this information is strictly prohibited and may be unlawful. Powered by [Afrovation](#)

From: Pieter Wagener

Sent: 07 February 2019 10:42 AM

To: 'Desiree Nolan'

Subject: RE: Stem jy saam of moet ons gela opinion kry?: Urgent request for support re. Stellenbosch Procurement of Valuer

Importance: High

Desiree,

We will follow the procedures as prescribed by the MPRA/MFMA. PT and NT and the government spheres must just give their approval that they do not have a problem that we extend our contracts for appointment of valuers beyond a three year period and as in our case, a period of six years. The reason as explained : Cost effectiveness, continuity and good practice.



Kind regards, Vriendelike Groete

Pieter Wagener

Head Income : Hoof Inkomste

Financial Services : Finansiële Dienste

T: +27 21 808 8531 |

Plein Street, Stellenbosch, 7600

www.stellenbosch.gov.za



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From: Desiree Nolan [<mailto:Desiree.Nolan@westerncape.gov.za>]
Sent: 07 February 2019 10:19 AM
To: Pieter Wagener
Subject: [EX] FW: Stem jy saam of moet ons gela opinion kry?: Urgent request for support re. Stellenbosch Procurement of Valuer

fyi

From: Desiree Nolan
Sent: 07 February 2019 10:19 AM
To: Sandra Greyling <Sandra.Greyling@westerncape.gov.za>
Subject: RE: Stem jy saam of moet ons gela opinion kry?: Urgent request for support re. Stellenbosch Procurement of Valuer

Hi, Sandra,

The email received is vague with advise requested. How do I advise the Municipality who is requesting confirmation from PT whether they can continue appointing the service provider for the preparation of General Valuation Roll and to include the supplementary roll, which is longer than a 3 year process. And if it is longer confirmation to proceed is needed from PT

According to the email of Mr Pillay, does it mean that the Municipality may proceed?

thanks
 Des

From: Sandra Greyling
Sent: 06 February 2019 01:24 PM
To: Desiree Nolan <Desiree.Nolan@westerncape.gov.za>
Subject: Stem jy saam of moet ons gela opinion kry?: Urgent request for support re. Stellenbosch Procurement of Valuer

From: TV Pillay [<mailto:TV.Pillay@treasury.gov.za>]
Sent: Wednesday, February 6, 2019 12:13 PM
To: Mizilikazi Manyike <Mizilikazi@cogta.gov.za>; Wayne McComans <Wayne.McComans@treasury.gov.za>; Sandra Greyling <Sandra.Greyling@westerncape.gov.za>; Desiree Nolan <Desiree.Nolan@westerncape.gov.za>; Wagener@stellenbosch.gov.za; Wagener@stellenbosch.gov.za; Kevin.Carolus@stellenbosch.gov.za
Cc: Yunus Kader <YunusK@cogta.gov.za>; Veronica Mafoko <Vmafoko@cogta.gov.za>; Tenda Maphaha <TendaM@cogta.gov.za>; Nonkululeko Sefatsa <NonkululekoG@cogta.gov.za>
Subject: RE: Urgent request for support re. Stellenbosch Procurement of Valuer

NT

Hi Mzi,

All the best to you and your team as well.

Thanks for bringing this to our attention. This is not a new matter.

The municipalities are required to follow the MFMA and its prescripts on SCM matters. This includes demand management and processes to address its needs. The municipalities has to also improve its planning, monitoring and execution of such projects as well as anticipate challenges and mitigate them, as noted below.

The reasons provided will be reviewed, however, from a principle perspective, we cannot be seen to be applying the Constitutional provisions on procurement in a manner than impacts on any of the key criteria set in the SCM framework.

Kind regards
TV

COGTA

From: Mizilikazi Manyike [mailto:Mizilikazi@cogta.gov.za]
Sent: Tuesday, February 5, 2019 12:48 PM
To: TV Pillay <TV.Pillay@treasury.gov.za>; Wayne McComans <Wayne.McComans@treasury.gov.za>; Sandra Greyling <Sandra.Greyling@westerncape.gov.za>; Desiree Nolan <Desiree.Nolan@westerncape.gov.za>; Wagener@stellenbosch.gov.za; Wagener@stellenbosch.gov.za; Kevin.Carolus@stellenbosch.gov.za
Cc: Yunus Kader <YunusK@cogta.gov.za>; Veronica Mafoko <Vmafoko@cogta.gov.za>; Tenda Maphaha <TendaM@cogta.gov.za>; Nonkululeko Sefatsa <NonkululekoG@cogta.gov.za>
Subject: RE: Urgent request for support re. Stellenbosch Procurement of Valuer

Dear TV,

Compliments of the new year. And wishing you well.

As the custodian of the MFMA, may you please respond to Stellenbosch and the Western Cape Department of Local Government's enquiry below (see the series of communication between the two parties). The matter they are raising is not new at all. It is the e same matter which was raised by some municipalities and KZN some three years ago in which they requested that the MFMA be amended to exempt municipalities form the ambit of section 33(1) with respect of municipal property valuation rolls given the provisions of section 32, 77 and 78 of the Municipal Property Rates Act..

For your ease of reference the relevant sections of the Municipal Property Rates Act having a bearing on the enquiry are reflected below:

"32. Commencement and period of validity of valuation rolls

(1) A valuation roll-

(a) takes effect from the start of the financial year following completion of the public inspection period required by section 49; and

(b) remains valid for that financial year or for one or more subsequent financial years as the municipality may decide, but in total not for more than—

(i) four financial years in respect of a metropolitan municipality; and

(ii) five financial years in respect of a local municipality.

(2) The MEC for local government in a province may extend the period for which a valuation roll remains valid —

(a) in the case of—

(i) a metropolitan municipality, to six financial years; and

(ii) a local municipality, to seven financial years,

if the provincial executive has intervened in the municipality in terms of section 139 of the Constitution; or

(b) in the case of—

(i) a metropolitan municipality, to five financial years; and

(ii) a local municipality, to seven financial years,

on request by the municipality, in other exceptional circumstances which warrant such extension."

"UPDATING OF VALUATION ROLLS (ss 77-79)

77. General

A municipality must regularly, but at least once a year, update its valuation roll by causing-

(a) a supplementary valuation roll to be prepared, if section 78 applies; or

(b) the valuation roll to be amended, if section 79 applies.

78. Supplementary valuations

(1) A municipality must, whenever necessary, cause a supplementary valuation to be made in respect of any rateable property-

(a) incorrectly omitted from the valuation roll;

- (b) included in a municipality after the last general valuation;*
- (c) subdivided or consolidated after the last general valuation;*
- (d) of which the market value has substantially increased or decreased for any reason after the last general valuation;*
- (e) substantially incorrectly valued during the last general valuation;*
- (f) that must be revalued for any other exceptional reason;*
- (g) of which the category has changed; or*
- (h) the value of which was incorrectly recorded in the valuation roll as a result of a clerical or typing error.”*

Kindly copy us your response for our records purposes.

Mizilikazi Manyike
Municipal Property Rates Act Implementation Chief Directorate
Tel: +27 12 334 4919
Email: mizilikazi@cogta.gov.za
Website: www.cogta.gov.za/?page_id=951



cooperative governance

Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

From: Sandra Greyling [<mailto:Sandra.Greyling@westerncape.gov.za>]
Sent: Friday, February 1, 2019 1:39 PM
To: Mizilikazi Manyike <Mizilikazi@cogta.gov.za>
Cc: Desiree Nolan <Desiree.Nolan@westerncape.gov.za>; Veronica Mafoko <Vmafoko@cogta.gov.za>
Subject: Urgent request for support re. Stellenbosch Procurement of Valuer

Hello,

trust you are well and that your 2019 will be a good one

It would be appreciated if you could urgently provide clarity in terms of the enquiry (as per trail of emails below)

Kind regards

Dr Sandra Greyling
 Director: Municipal Support and Capacity Building
 Department of Local Government
 Western Cape Government

8th Floor, 80 St Georges Mall, Waldorf Building, Cape Town, 8001

Tel: 021 483 4647
 Cell: 083 492 9729
 E-mail: Sandra.greyling@westerncape.gov.za
 Website: www.westerncape.gov.za



Be 100% Green. Read from the screen.

From: Desiree Nolan
Sent: Friday, February 1, 2019 1:18 PM
To: Sandra Greyling <Sandra.Greyling@westerncape.gov.za>
Subject: FW: Procurement of Valuer - changes was made as recommended - thanks
Importance: High

Good day, Sandra

As per our discussion pertaining to the email received from Stellenbosch Municipality, below. Service provider is appointed to execute the Valuation Roll of a municipality and in most if not all cases, it was always communicated and support by DLG to appoint the same service provider to execute the supplementary valuations too, due to financial challenges/cost containment, with the option of extension in terms of Section 32 of the Act.

However, it has now been communicated by Stellenbosch Municipality that during and assessment/s outcome in the past conducted, it was communicated that the latter approach deviated in terms of Section 33 of the Municipal Finance Management Act, of 2003 (Act 56 of 2003), which states:

“A municipality may enter into a contract which will impose financial obligations on the municipality beyond a financial year, but if the contract will impose financial obligations on the municipality beyond three (3) years covered in the annual budget for that financial year, it MAY do so, ONLY if

- a) The municipal manger, at least 60 days before the meeting of the municipal council at which the contract is to be approved
- b) ii) has solicited the views and recommendation of
 - aa) The national treasury and the relevant provincial treasury; and
 - bb) the national department responsible for local government.

In light of the above, the said municipality has communicated that they would prefer utilising the same service provider who has executed its Valuation Roll to do the supplementary valuation which will result in the process taken longer than 3 years as stipulated in Section 33 of the MFMA, and for this reason is requiring the approval, input and recommendation from National in order to process in this matter.

It will be highly appreciated if you could request National to assist in this regard in order to provide a suitable reply to Stellenbosch Municipality, as other municipalities are also envisaging appointing the same service provider to execute its General Roll and Supplementary Roll.

Many thanks

Ms DH Nolan
Department of Local Government
Western Cape Government

8th Floor, Waldorf Building, St Georges Mall, 8000

Tel: 021-483-6478
Fax: 021-483-3337
Email: Desiree.Nolan@westerncape.gov.za



From: Pieter Wagener [<mailto:Pieter.Wagener@stellenbosch.gov.za>]
Sent: 31 January 2019 05:35 PM
To: Desiree Nolan <Desiree.Nolan@westerncape.gov.za>
Cc: Kevin Carolus <Kevin.Carolus@stellenbosch.gov.za>
Subject: Procurement of Valuer
Importance: High

PROVINCIAL
TREASURY

Desiree

This office need your support for us to follow a Section 33 of the Municipal Finance Management Act process, to appoint a service provider to do our General Valuations and Supplementary Valuations for a period of 6 years and not three years.

The General Valuation Roll will be implemented from 01/07/2021 and will be valid till 30/06/2025.

The new valuer will start from 01/07/2019 in order to submit a General Valuation Roll for implementation on 01/07/2021. The MFMA allow normally a three year contract, thus for the period till 30/06/2022. Thus all Supplementary Rolls from July 2021 till June 2022 will be finalised by the current valuer, although the new General Valuation Roll will be valid till 30/06/2025.

To ensure consistency during the total valid period of the new General Valuation Roll and as the new appointed valuer will have all information of the new General Valuation Roll and all Supplementary Rolls from 01/07/2021, this office request that the new valuer be appointed to do all valuations for the full valid period of the General Valuation Roll, which include all Supplementary Valuation Rolls till June 2025.

The appointment of a six year contract will also be cost effective to the municipality as no new additional processes for procurement for a new valuer will be necessary.

Your urgent response and assistance will be appreciated. (Please refer to Sections 33 (1))

For any enquiries, please feel free to contact me.



Kind regards, Vriendelike Groete

Pieter Wagener

Head Income : Hoof Inkomste

Financial Services : Finansiële Dienste

T: +27 21 808 8531 |

Plein Street, Stellenbosch, 7600

www.stellenbosch.gov.za



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 THE STELLENBOSCH MUNICIPALITY
 1801-1820 • 1820-1871 • 1871-1918 • 1918-1994 • 1994-2000



About Stellenbosch Municipality

Our mission is to deliver cost-effective services that will provide the most enabling environment for civil and corporate citizens.



Our head office is at Town House Complex, Plein Street, Stellenbosch, 7600, South Africa. For more information about Stellenbosch Municipality, please call +2721-808-8111, or visit www.stellenbosch.gov.za

Disclaimer:

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8.2.8	RECRUITMENT AND SELECTION PROCESS OF THE DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT
--------------	---

Collaborator No:

File No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 24 July 2019

1. RECRUITMENT AND SELECTION PROCESS OF THE DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

2. PURPOSE OF REPORT

To obtain Council approval for the commencement of the recruitment and selection process of the Director Planning and Economic Development.

3. DELEGATED AUTHORITY

Municipal Council

4. EXECUTIVE SUMMARY

The contract period of Mr Tabiso Mfeya, Director Planning and Economic Development comes to an end on 30 September 2019. It is therefore critical to commence with the recruitment and selection process for the Director Planning and Economic Development to cultivate stability within the Directorate. The Portfolio Committee consist of three (3) members responsible for the functions of the Directorate. Council to determine which Mayoral Committee member(s) form part of the selection panel. The selection panel must consist of minimum three (3) members and maximum five (5) members.

5. RECOMMENDATIONS

- (a) that Council approves the recruitment and selection process of the Director Planning and Economic Development;
- (b) that Council approves the recruitment and selection panel of the Director Planning and Economic Development as set out in the Government Gazette 37245: Local Government Regulations on Appointment and Conditions of Employment of Senior Manager –
 - The Municipal Manager;
 - A member of the Mayoral Committee responsible for the Portfolios under this directorate (council to indicate which member);
 - At least one person who is not a councillor or staff member, and who has expertise or experience in the area.
- (c) that the advertisement indicates a term of up to 10 years; and
- (d) that an independent external consultant be appointed to assist with the recruitment and selection process in line with abovementioned Regulations (name to be provided at Council).

6. DISCUSSION / CONTENTS

6.1 Background

The contract period of Mr Tabiso Mfeya, Director Planning and Economic Development comes to an end on 30 September 2019.

6.2 Discussion

The contract of the current Director Planning and Economic Development becomes vacant on 30 September 2019. To ensure proper planning, the process of the recruitment and selection of the Director Planning and Economic Development has to commence as soon as possible. Recruitment and selection processes can take up to 3 to 6 months to finalise and it is for this reason that we want to start with the process.

The Section dealing with the duration of employment contracts, for managers reporting to the Municipal Manager, are not stipulated in the Appointment regulations of Senior Managers nor the Municipal Systems Act. The MSA S57 (6) makes reference to the employment duration of the Municipal Manager and not managers directly accountable to the Municipal Manager. However, the Constitutional Court recently declared the Municipal Systems Amendment Act of 2011 invalid, which deleted subsection 57(7). Notwithstanding subsection 57(7) which states that a municipality may extend the application of subsection (6) to any manager directly accountable to the municipal manager. There is therefore no obligation on a municipality to appoint a director on a term linked to that of the Council.

Section 56 of the MSA (7) states that "A person appointed in a permanent capacity as a manager directly accountable to the municipal manager when this section takes effect, must be regarded as having been appointed in accordance with this section."

Chapter 3 of the Regulations on the Appointment and Conditions of Employment of Senior Managers Section, 2014, 8 (1) states that:

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 Annexures A and B to these Regulations.

It further stipulates that such manager reporting to the Municipal Manager's term of employment may not exceed the manager turning 65, unless the Minister (COGTA) granted permission to exceed the age provision.

It is with the abovementioned legislative prescripts in mind that it is recommended that the appointment period for the Director Planning and Economic Development be advertised for a period of up to 10 years. This will ensure the much-needed stability in the Directorate.

To ensure transparency in the recruitment and selection process, it is further recommended that a recruitment and selection agency be appointed to assist with the process in line with the Regulation on the appointment and conditions of employment of Senior Managers.

6.3 Financial Implications

The post is budgeted for.

6.4 Legal Implications

The applicable regulations are the Regulations on the appointment and conditions of employment of Senior Managers was Gazetted on 17 January 2014. (Gazette No. 37245 dated 17 January 2014).

In terms of the Regulations the recruitment, selection and appointment of Senior Manager will be discussed as stipulated in Chapter 3 of the Regulations.

In terms of Section 7.1 of the said Regulations 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 of said Regulations 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-

- (c) Is a South African citizen or permanent resident; and
- (c) 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 of said regulations 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 of the said Regulations 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 (4) 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 municipal manager, who will be the chairperson;
- (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) a panel member 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 *visa versa*; or
- (c) He or she has any other conflict of interest.

The Regulations dictates 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 unauthorized persons.

The Regulations provides 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**

Filling of S56 Senior Managers.

6.6 **Previous / Relevant Council Resolutions**

None

6.7 **Risk Implications**

The uncertainty around the applicability of the Regulations referred to in this document as they have been regulated in terms of the Systems Amendment Act that was declared unconstitutional and therefore no longer applicable as it has not been replaced with a new amendment act. The regulations however imposes a much stricter process and the process recommended is in line with the Regulations. Council should therefore not run a risk of non-compliance if it is interpreted that the Regulations is still in place.

6.8 Comments from Senior Management

Comments from Departments are not applicable as this process is governed by Regulations. The appointment of a S56 Senior Manager is prescribed by law and only Council can consider the outcome of such process in deciding on whether to make an appointment or not.

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	17 July 2019

9.	MATTERS FOR NOTIFICATION
9.1	REPORT BY THE EXECUTIVE MAYOR
9.1.1	REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR FOR THE QUARTER: APRIL 2019 TO JUNE 2019

File No.:

Collaborator No:

IDP KPA Ref No:

N/A

Meeting Date:

2019-07-24

1. PURPOSE OF THE REPORT

To inform Council of the decisions taken by the Executive Mayor from April 2019 to June 2019 (see **ANNEXURE 1**).

2. BACKGROUND

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

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

According to the Municipal Systems Act 60 (1)(b)

“(1) the following powers may, within policy framework determined by the municipal council be delegated to an executive committee or executive mayor only (b) the determination or alternation of the remuneration, benefits or other conditions of service of the municipal manager or managers directly responsible to the municipal manager.

3. FINANCIAL IMPLICATIONS

None

4. FOR NOTING

The decisions taken by the Executive Mayor for the period April 2019 to June 2019 attached as **ANNEXURE 1**.

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	01 July 2019

ANNEXURE 1

DELEGATIONS EXERCISED FOR PERIOD [APRIL 2019 – JUNE 2019]

EXECUTIVE MAYOR

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
110	FINANCE	S 71 monthly budget monitoring report for March 2019	12/04/2019	12/04/2019	Approved
110	FINANCE	S 71 monthly budget monitoring report for April 2019	16/05/2019	16/05/2019	Approved
110	FINANCE	S71 monthly budget monitoring report for May 2019	14/06/2019	14/06/2019	Approved
110	FINANCE	S 52 Quarterly budget monitoring report 3 rd quarter 2018-19	16/04/2019	16/04/2019	Approved
	PLANNING	Appeal lodged in terms of section 79(2) of the Stellenbosch Municipal Land use planning By-law (2015) against the decision of the Municipal Planning Tribunal to approve an application for rezoning, sub-division, a permanent departure, the naming and numbering of the internal street, approval of constitution of owner's association and approval of site development plan and landscaping plan in terms of section 15(2) of the Stellenbosch Municipal Land Use Planning by-law, promulgated by notice no 354/2015, dated 20 Oct 2015 regarding portion 1 of the farm Welgegund no 372, division of Stellenbosch [LU/5114]	15/02/2019	27/05/2019	Vary [see attached document – APPENDIX 1]
	PLANNING	Appeal in terms of section 79(2) of the Stellenbosch Municipal Planning by-law (2015) against the decision of the Municipal Planning Tribunal: Application for consolidation, rezoning, sub-division, departure, street name and numbers, architectural and landscaping guidelines: portions 2 and 3 of the farm Welgegund, no 372, division of Stellenbosch [LU/4718]	15/02/2019	27/05/2019	Vary [see attached document – APPENDIX 2]
	PLANNING	Appeal in terms of section 79(2) of the Stellenbosch Municipal Land use planning By-law (2015) against the decision of the Municipal Planning Tribunal to approve the application for Special Development: erf 3108, Old Helshoogte Road, Stellenbosch [LU/5110]	22/02/2019	27/05/2019	Vary [see attached document – APPENDIX 3]

APPENDIX 1



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DECISION OF APPEAL AUTHORITY

Appeals lodged in terms of Section 79(2) of the Stellenbosch Municipal Planning By-Law (2015) against the decision of the Stellenbosch Municipal Planning Tribunal to approve the application for special development to accommodate additional persons on Erf 3108, Old Helshoogte Road, Stellenbosch (File Ref: LU/5110 /Appeal)

DECISION OF APPEAL AUTHORITY:

1. A number of appeals were submitted in terms of Section 79(2) of the Stellenbosch Municipality: Land Use Planning By-Law (the By-Law) against the approval of the application for special development submitted in terms of Section 15(2)(o) of the By-Law. The aforementioned decision was taken by the Municipal Planning Tribunal (MPT) on 23 March 2018 and is recorded in a notification letter dated 18 April 2018 (the MPT Decision). Appeals were received from the following persons:
 - 1.1 Mr and Mrs Bergstedt (35 Church Street, Stellenbosch)
 - 1.2 Mr and Mrs McKeith (99 Old Helshoogte Road, Stellenbosch)
 - 1.3 Ms Williams (22 Martin Street, Idasvalley, Stellenbosch)
 - 1.4 Mrs Benting (23 Martin Street, Idasvalley, Stellenbosch)
 - 1.5 Mr and Mrs Lamberts (24 Martin Street, Idasvalley, Stellenbosch)
 - 1.6 Mr and Mrs King (101 Old Helshoogte Road, Stellenbosch)
 - 1.7 Mr Daniels (109 Old Helshoogte Road, Stellenbosch)
 - 1.8 Mr and Mrs Langeveldt (119 Old Helshoogte Road, Stellenbosch)
 - 1.9 Ms Hendricks (18 Martin Street, Idasvalley, Stellenbosch)

2. When I considered and determined the appeals, I had regard to all relevant information in the municipal records, including the following:
 - 2.1. The land development application submitted in terms of Section 15(2) of the By-Law, with all supporting documents.
 - 2.2. All documents, information and comments prepared or submitted as part of the application and appeal processes as contained in the municipal records. All objections which were submitted during the application process were considered and specifically the objections submitted by the appellants.



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- 2.3. The appeals submitted by the appellants and all annexures thereto.
- 2.4. Appeal Assessment Report prepared in terms of Section 80(12) of the By-Law.

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

Tick the appropriate box:

CONFIRM		VARY	X	REVOKE	
<p>the decision on 23 March 2018 of the Stellenbosch Municipal Planning Tribunal to approve the application for special development to accommodate additional persons on Erf 3108, Old Helshoogte Road, Stellenbosch</p>					
<p>as follows:</p> <ol style="list-style-type: none"> 1. Approval is hereby granted in terms of Section 60 of the By-Law for the application for Special Development to Accommodate Four Additional Persons on Erf 3108, Stellenbosch, as envisaged in paragraph 10.2.2(f) of the Zoning Scheme Regulations of July 1996 (the Zoning Scheme). 2. The above approvals are subject to the following conditions in terms of Section 66 of the Stellenbosch Municipal Land Use Planning By-law dated 20 October 2015: <ol style="list-style-type: none"> 2.1 The approval applies only to the special development in question and shall not be construed as authority to depart from any other legal prescriptions or requirements from Council, including the land use restrictions of the Zoning Scheme; 2.2 The permanent residents or occupiers, as envisaged in paragraph 10.2.2(f) of the Zoning Scheme (the Permanent Residents) must reside on the property on a permanent basis; 2.3 Two (2) parking bays for the owner or Permanent Resident/s and one (1) parking bay per additional person must be provided on site; 					



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- 2.4 Six (6) on-site parking bays are to be provided to the satisfaction of the Director: Infrastructure Services;
- 2.5 No parking will be allowed in the road reserve and that all parking bays are to be provide on the property;
- 2.6 Access to the property is to be obtained from the eastern driveway only;
- 2.7 The public parking bays / embayment located in front of the property within the road server may not be utilised for private purposes;
- 2.8 A lay-out plan in respect of the parking shall be submitted for the approval of the Director: Infrastructure Services;
- 2.9 The Permanent Residents will be responsible to ensure that all noise conditions are adhered to;
- 2.10 The approval is valid for 5 years from date of final notification.

SIGNATURE: _____

DATE: 27/5/2019

Adv. Gesie van Deventer
EXECUTIVE MAYOR

REASONS FOR THE DECISION:

3. The proposed use of the property is still single residential in nature.
4. The Permanent Residents of the Property, as envisaged in paragraph 10.2.2(f) of the Zoning Scheme must reside on the property permanently.
5. Adequate on-site parking must be provided for the proposed use without impacting on the existing residential character of the property or surrounding area.
6. The proposed use is to be accommodated within the existing dwelling without alterations and additions being made to the existing building.



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7. The scale of the proposal is in line with the residential character of the property and the proposed use should thus have no impact on its surrounds.
8. The application is a form of densification which is supported through SPLUMA and LUPA.
9. The development parameters in terms of the Zoning Scheme (paragraph 10.2.2(f)) still find application to protect the Single Residential nature of the property and surrounding area. No departure from such parameters is approved.

APPENDIX 2



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DECISION OF APPEAL AUTHORITY

Appeal lodged in terms of Section 79(2) of the Stellenbosch Municipal Planning By-Law (2015) against the decision of the Stellenbosch Municipal Planning Tribunal for the partial approval/refusal of the application for the Consolidation, Rezoning, Subdivision, Departure, Street Names and Numbers, Architectural and Landscaping Guidelines: Portion 2 and 3 of the Farm Welgegund No 372, Division of Stellenbosch (File Ref: LU/4718 /Appeal)

DECISION OF APPEAL AUTHORITY:

1. On 30 July 2018, DHM Attorneys submitted an appeal on behalf Arun Projects (Pty) Ltd in terms of Section 79(2) of the Stellenbosch Municipality: Land Use Planning By-Law (the By-Law) against the partial approval / refusal of a number of land development applications submitted in terms of Section 15(2) and Section 98 of the By-Law. The aforementioned decisions were taken by the Municipal Planning Tribunal (MPT) on 4 May 2018 and are recorded in a notification letter dated 10 July 2018 (the MPT Decision).
2. When I considered and determined the appeal and amendment to the applications, I had regard to all relevant information in the municipal records, including the following:
 - 2.1. The land development applications submitted in terms of Section 15(2) of the By-Law, with all supporting documents.
 - 2.2. All documents, information and comments prepared or submitted as part of the application and appeal processes as contained in the municipal records.
 - 2.3. The Developer's appeal dated 30 July 2018 and all annexures thereto, as well as subsequent representations (dated 21 January 2019).
 - 2.4. Appeal Assessment Report prepared in terms of Section 80(12) of the By-Law.
 - 2.5. The submissions of the Appellant made in terms of Section 81(6) of the By-Law (including the oral submissions at the appeal hearing with the written representations of 13 March 2019).



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

Tick the appropriate box:

CONFIRM	VARY	X	REVOKE
<p>the decision on 4 May 2018 of the Stellenbosch Municipal Planning Tribunal for the partial approval/refusal of the application for the Consolidation, Rezoning, Subdivision, Departure, Street Names and Numbers, Architectural and Landscaping Guidelines: Portion 2 and 3 of the Farm Welgegund No 372, Division of Stellenbosch</p>			
<p>as follows:</p> <ol style="list-style-type: none"> 1. Approval is hereby granted in terms of Section 60 of the By-Law for the consolidation of Portion 2 and Portion 3 of the Farm 372, Stellenbosch. 2. Approval is hereby granted in terms of Section 60 of the By-Law for the rezoning of the consolidated property from Agricultural Zone I to Subdivisional Area (Residential Zone I erven with a gross density of 15 dwelling units per hectare) and Open Space Zone II erven (Private Open Space and Private Road)). 3. Approval is hereby granted in terms of Section 60 of the By-Law for the subdivision of the consolidated property in accordance with a revised Subdivision Plan to be approved by the Director: Planning and Economic Development. 4. Approval is hereby granted in terms of Section 60 of the By-Law for the permanent departure to relax the internal side building lines from 2m to 0m, only in respect of a garage, carport or outbuilding. 5. The above approvals are subject to the following conditions in terms of Section 66 of the Stellenbosch Municipal Land Use Planning By-law dated 20 October 2015: <ol style="list-style-type: none"> 5.1 The approval applies only to the applications under consideration and shall not be construed as authority to depart from any other legal prescriptions or requirements from Council; 			



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- 5.2 The revised Subdivision Plan be submitted with the Municipality for approval by the Director: Planning and Economic Development;
- 5.3 A revised Street Name and Numbers Plan be submitted in terms of Section 98 of the By-Law for approval of the street name and numbers by the Director: Planning and Economic Development.
- 5.4 The following development parameters shall be applicable to the development and must be incorporated in the design guidelines for the development:
 - 5.4.1 50% coverage
 - 5.4.2 0.7 bulk
 - 5.4.3 A maximum of two storeys (Floor to ceiling height not to exceed 4.0m per storey)
 - 5.4.4 Internal street building line : 2.0m for the dwelling
 - 5.4.5 Internal street building line : 5.0m for all garages
 - 5.4.6 Internal street building lines : 0.0m for carports in front of garage (No shade ports will be allowed)
 - 5.4.7 Internal side building lines (Common Building Line) of 0.0m for all buildings on one side with a 2.0m building line (Common Building Line) for the remaining side building line being applicable;
 - 5.4.8 No doors and windows may be placed in any walls closer than 1.50m to any erf boundary with the exception of the garage door which must comply with the applicable fire regulations;
 - 5.4.9 A 3.0m side or rear building line will be applicable to all properties with boundaries that form part of the external boundary of the development and are located on the street boundary with Paradyskloof Road



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- 5.4.10 Pools, pergolas and open stoeps which are not raised are to be exempt from all internal building lines
- 5.4.11 A minimum of 2 on-site parking bays be provided per dwelling unit
- 5.5 That the applicant submits an electronic copy of the General Plan which was approved by the Surveyor General. The following information must be indicated:
- 5.5.1 Newly allocated Erf Numbers
 - 5.5.2 Co-ordinates
 - 5.5.3 Survey Dimensions
 - 5.5.4 Street names
- 5.6 No building plans will be approved prior to the submission of an approved General Plan (electronic or hard copy, containing a GP number and signed by the Office of the SG) registered in the Deeds Office, or alternatively, in the case of less than 10 erven, the approved SG diagram (electronic or hard copy, containing a SG number and signed by the Office of the SG) registered in the Deeds Office;
- 5.7 A revised site development plan is to be submitted to the Municipality for approval by the Director: Planning and Economic Development which reflects the development parameters listed in paragraph 6.3 above, complies with the conditions in the Memorandum of Directorate: Engineering Services, dated 22 March 2017 (**Appendix 2**) and Memorandum of Manager: Spatial Planning, Heritage and Environment dated 21 October 2016 (**Appendix 3**) and must also include details of the proposed land development, including the site layout, positioning of buildings and structures, position of property access, typical building designs, landscaping, name of development, street names and numbers, as well as detailed plans for entrance gate, refuse yard and all external boundary walls of the development, prior to the approval of building plans.



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The development must be undertaken in accordance with the approved revised site development plan;

- 5.8 The entrance gates, refuse yard and all external boundary walls are to comply with the Boundary Walls and Fence By-Law of Council;
- 5.9 A detailed landscaping plan be submitted to the Municipality for approval by the Director: Protection and Community Services for all open space areas within the development as part of the revised site development plan referred to in paragraph 6.6 above;
- 5.10 The existing hedge located on the boundary of the subject property is to be retained as motivated by the applicant;
- 5.11 The developer undertakes sidewalk planting, i.e. levelling and planting of sidewalk trees and maintains the sidewalks for a period of 1 year from the date of completion to the satisfaction of the Director: Protection and Community Services. Such landscaping shall be satisfactorily completed prior to the transfer of the first portion of the subdivision or the first phase of the subdivision. Alternatively, that a valid unconditional bank guarantee in favour of the Stellenbosch Municipality be submitted to the satisfaction of the Director: Protection and Community Services in lieu of full implementation of the landscaping upon which transfers could be allowed subject to compliance with the other conditions of approval;
- 5.12 The entrance gates, refuse yard, all external boundary walls and all landscaping on the internal public open spaces are to be completed prior to the first property being transferred;
- 5.13 Should the applicant wish to implement the subdivision in phases, the applicant shall submit a phasing plan for approval by the Director: Planning and Economic Development prior to commencement of the first phase or as otherwise determined by the said Director;



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- 5.14 Building plans will only be approved when all conditions of approval have been complied with;
- 5.15 The conditions imposed by the Directorate: Engineering Services in their memo dated 22 March 2017 be adhered to prior to clearance applications being submitted to Council for approval (**Appendix 2**);
- 5.16 That the land necessary for the extension of the Schuilplaats Road is, as far as may be legally required, excluded from the current lease agreement in respect of the properties and that the required roads infrastructure services upgrades, as envisaged in paragraph 3 of Appendix 2, be undertaken and all necessary services installed;
- 5.17 That the Municipality approve a capital budget for the upgrading of the required roads infrastructure services as envisaged in paragraph 3 of Appendix 2 or that, in the complete discretion of the Municipality, the Municipality enters into a written engineering services agreement with the applicant and/or other developers of properties in the Paradyskloof area on the basis that:
- 5.17.1 The applicant and/or other developers in the Paradyskloof area shall plan, design and construct the required bulk roads infrastructure services or any part thereof as required by the Municipality; and
- 5.17.2 The fair and reasonable costs (as approved by the Municipality in writing), expended by the applicant or any other developer in respect of the planning, design and construction of the aforementioned bulk roads infrastructure services shall be taken into account and be set off against any development charges payable by any one or more of the developers in terms of the approved development charges policy of the Municipality.
- 5.18 The applicant will be responsible for the provision, installation and costs of internal and link engineering services. An



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engineering services agreement/s must be concluded between the Municipality and the applicant in respect of the installation of internal and link services to the Development and the payment of development charges, which agreement will be drawn up by an attorney nominated by the Municipality;

- 5.19 An owners' association shall automatically be established upon registration of the first unit;
- 5.20 The constitution of the owners' association, inclusive of revised architectural and aesthetic guidelines that reflect the development parameters listed in paragraph 5.4, be submitted for approval by the Director: Planning and Economic Development and must comply with such requirements as may be imposed at such approval before transfer of any unit can take place;
- 5.21 All common property arising from the subdivision must be transferred to the owners' association simultaneously with the registration of the transfer of the first unit;
- 5.22 The conditions imposed by the Spatial Planning, Heritage and Environmental Department in their memo dated 21 October 2016 be adhered to when submitting the revised Site Development Plan (**Appendix 3**);
- 5.23 Access to the development must be off Paradyskloof Road, which access must be to the satisfaction of the Directorate: Engineering Services;
- 5.24 The Director: Planning and Economic Development will be entitled to impose further conditions at the approval of the site development plan;
- 5.25 The approval is valid for 5 years from date of final notification.

SIGNATURE: _____

G. Deventer

DATE: _____

27/5/2019

Adv. Gesie van Deventer

EXECUTIVE MAYOR



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REASONS FOR THE DECISION:

6. The proposed development constitutes infill development, as the properties are located within the urban edge of Stellenbosch and is therefore in line with the Stellenbosch Urban Densification Strategy's vision for this area.
7. The proposed development will have a positive impact on the town's local economy as it will create many new temporary employment opportunities during the construction phase, contribute to the upgrading of the town's existing bulk infrastructure and lead to an increase in the rates and taxes base of the municipality.
8. The applicant's motivation (including the initial and supplementary engineering reports) for the development, as far as the traffic impact was concerned as well as the conditional approval by the Provincial Department Transport and Public Works, included the extension of Schuilplaats Road up to Trumali Road, which would alleviate the added safety risks and pressure on the existing road infrastructure in and around Paradyskloof.
9. The revised development parameters will ensure that the dwelling units within the development are not out of scale and character with the surrounding developments.

APPENDIX 3



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DECISION OF APPEAL AUTHORITY

Appeals lodged in terms of Section 79(2) of the Stellenbosch Municipal Planning By-Law (2015) against the decision of the Stellenbosch Municipal Planning Tribunal to approve the application for special development to accommodate additional persons on Erf 3108, Old Helshoogte Road, Stellenbosch (File Ref: LU/5110 /Appeal)

DECISION OF APPEAL AUTHORITY:

1. A number of appeals were submitted in terms of Section 79(2) of the Stellenbosch Municipality: Land Use Planning By-Law (the By-Law) against the approval of the application for special development submitted in terms of Section 15(2)(o) of the By-Law. The aforementioned decision was taken by the Municipal Planning Tribunal (MPT) on 23 March 2018 and is recorded in a notification letter dated 18 April 2018 (the MPT Decision). Appeals were received from the following persons:
 - 1.1 Mr and Mrs Bergstedt (35 Church Street, Stellenbosch)
 - 1.2 Mr and Mrs McKeith (99 Old Helshoogte Road, Stellenbosch)
 - 1.3 Ms Williams (22 Martin Street, Idasvalley, Stellenbosch)
 - 1.4 Mrs Benting (23 Martin Street, Idasvalley, Stellenbosch)
 - 1.5 Mr and Mrs Lamberts (24 Martin Street, Idasvalley, Stellenbosch)
 - 1.6 Mr and Mrs King (101 Old Helshoogte Road, Stellenbosch)
 - 1.7 Mr Daniels (109 Old Helshoogte Road, Stellenbosch)
 - 1.8 Mr and Mrs Langeveldt (119 Old Helshoogte Road, Stellenbosch)
 - 1.9 Ms Hendricks (18 Martin Street, Idasvalley, Stellenbosch)

2. When I considered and determined the appeals, I had regard to all relevant information in the municipal records, including the following:
 - 2.1. The land development application submitted in terms of Section 15(2) of the By-Law, with all supporting documents.
 - 2.2. All documents, information and comments prepared or submitted as part of the application and appeal processes as contained in the municipal records. All objections which were submitted during the application process were considered and specifically the objections submitted by the appellants.



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- 2.3. The appeals submitted by the appellants and all annexures thereto.
- 2.4. Appeal Assessment Report prepared in terms of Section 80(12) of the By-Law.

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

Tick the appropriate box:

CONFIRM		VARY	X	REVOKE	
<p>the decision on 23 March 2018 of the Stellenbosch Municipal Planning Tribunal to approve the application for special development to accommodate additional persons on Erf 3108, Old Helshoogte Road, Stellenbosch</p>					
<p>as follows:</p> <ol style="list-style-type: none"> 1. Approval is hereby granted in terms of Section 60 of the By-Law for the application for Special Development to Accommodate Four Additional Persons on Erf 3108, Stellenbosch, as envisaged in paragraph 10.2.2(f) of the Zoning Scheme Regulations of July 1996 (the Zoning Scheme). 2. The above approvals are subject to the following conditions in terms of Section 66 of the Stellenbosch Municipal Land Use Planning By-law dated 20 October 2015: <ol style="list-style-type: none"> 2.1 The approval applies only to the special development in question and shall not be construed as authority to depart from any other legal prescriptions or requirements from Council, including the land use restrictions of the Zoning Scheme; 2.2 The permanent residents or occupiers, as envisaged in paragraph 10.2.2(f) of the Zoning Scheme (the Permanent Residents) must reside on the property on a permanent basis; 2.3 Two (2) parking bays for the owner or Permanent Resident/s and one (1) parking bay per additional person must be provided on site; 					



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- 2.4 Six (6) on-site parking bays are to be provided to the satisfaction of the Director: Infrastructure Services;
- 2.5 No parking will be allowed in the road reserve and that all parking bays are to be provide on the property;
- 2.6 Access to the property is to be obtained from the eastern driveway only;
- 2.7 The public parking bays / embayment located in front of the property within the road server may not be utilised for private purposes;
- 2.8 A lay-out plan in respect of the parking shall be submitted for the approval of the Director: Infrastructure Services;
- 2.9 The Permanent Residents will be responsible to ensure that all noise conditions are adhered to;
- 2.10 The approval is valid for 5 years from date of final notification.

SIGNATURE:

Adv. Gesie van Deventer

DATE: 27/5/2019

**Adv. Gesie van Deventer
EXECUTIVE MAYOR**

REASONS FOR THE DECISION:

3. The proposed use of the property is still single residential in nature.
4. The Permanent Residents of the Property, as envisaged in paragraph 10.2.2(f) of the Zoning Scheme must reside on the property permanently.
5. Adequate on-site parking must be provided for the proposed use without impacting on the existing residential character of the property or surrounding area.
6. The proposed use is to be accommodated within the existing dwelling without alterations and additions being made to the existing building.



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7. The scale of the proposal is in line with the residential character of the property and the proposed use should thus have no impact on its surrounds.
8. The application is a form of densification which is supported through SPLUMA and LUPA.
9. The development parameters in terms of the Zoning Scheme (paragraph 10.2.2(f)) still find application to protect the Single Residential nature of the property and surrounding area. No departure from such parameters is approved.

9.1.2	REPORT BY THE EXECUTIVE MAYOR ON THE MAYOR – RECTOR FORUM MEETING: 30 MAY 2019
-------	---

Collaborator No:

File No:

IDP KPA Ref No:

Meeting Date:

Good Governance

24 July 2019

1. SUBJECT: REPORT BY THE EXECUTIVE MAYOR ON THE MAYOR – RECTOR FORUM MEETING: 30 MAY 2019

2. PURPOSE

To inform Council of the matters under discussion at the Mayor – Rector Forum meeting held on 18 February 2019.

3. DELEGATED AUTHORITY

FOR INFORMATION

4. EXECUTIVE SUMMARY

The Executive Mayor has since her election reported to the Council on discussions that takes place at the regular meetings of the Mayor – Rector Forum. The meeting was held on 30 May 2019. The minutes is attached as **ANNEXURE A**.

5. RECOMMENDATION

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

6. DISCUSSION / CONTENTS

6.1 Background

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

6.2 Discussion

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

The following concerns were discussed: 30 May 2019:

- Standing items
 - o Feedback: Mobility Subcommittee
 - o Feedback: Safety and Planning Subcommittee
 - o Feedback: Infrastructure Development Subcommittee
 - o Water management

- New matters
 - o Presentation on the homelessness study
 - o Permission for marches
 - o eMobility in Stellenbosch
 - o Parking (including the Park and Ride)

- Watergang update
- Update on paving plan – Disability plan
- Progress on Visual Redress in the historic Vlakte Community

6.3 **Financial Implications**

Recommendations flowing from the discussions is dealt with in terms of the approved budget.

6.4 **Legal Implications**

Any recommendations flowing from the discussions are dealt with through items or normal administrative actions within the policies of Council.

6.5 **Staff Implications**

This report has no additional staff implications to the Municipality.

6.6 **Previous / Relevant Council Resolutions**

27 March 2019 item 9.1.1

6.7 **Risk Implications**

No additional risk implications

6.8 **Comments from Senior Management**

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

ANNEXURES

Annexure A: Minutes of the Mayor/Rector meeting, 30 May 2019.

FOR FURTHER DETAILS CONTACT:

NAME	DONOVAN MULLER
POSITION	OFFICE MANAGER: EXECUTIVE MAYOR
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021 8088314
E-MAIL ADDRESS	Donovan.Muller@stellenbosch.gov.za
REPORT DATE	1 July 2019

ANNEXURE A

Minutes of the Rector / Executive Mayor's Forum

Date: Thursday 30 May 2019
Time: 10:00 – 12:00
Location: Stellenbosch Municipality
Chair: Adv Gesie van Deventer

Attendees:

Stellenbosch Municipality (Municipality)	
Adv Gesie van Deventer (GvD)	Executive Mayor
Mr Deon Louw (DL)	Director: Engineering Services
Mr Tabiso Mfeya (TM)	Director: Human Settlements & Property Management
Mr Charl Kitching (CK)	Deputy Director: Security Services
Mr Donovan Muller (DM)	Office Manager: Executive Mayor
Mr Gary Boshoff (GB)	Director: Community & Protection Services
Stellenbosch University (SU)	
Prof Wim de Villiers (WdV)	Rector and Vice-Chancellor
Prof Nico Koopman (NK)	Vice-Rector: Social Impact, Transformation & Personnel
Prof Stan du Plessis (SdP)	Chief Operating Officer
Ms Nicolette van den Eijkel (NvdE)	Chief Director: Facilities Management
Dr Leslie van Rooi (LBvR)	Senior Director: Social Impact & Transformation
Ms Sandra Mulder (SM)	Corporate Communication

Apologies:

Stellenbosch Municipality (Municipality)	
Ms Geraldine Mettler (GM)	Municipal Manager
Stellenbosch University (SU)	
Prof Eugene Cloete (EC)	Vice-Rector: Research, Innovation & Postgraduate Studies
Prof Stan du Plessis (SdP) (early departure)	Chief Operating Officer
Ms Nicolette van den Eijkel (NvdE) (early departure)	Chief Director: Facilities Management
Mr Desmond Thompson (DT)	Communication Specialist: Executive Management

1. Constitution, opening and welcome	
GvD welcomed everyone present and apologies were noted. CK, Deputy Director: Security Services, joined the meeting for the first time. GB, Director: Community & Protection Services, joined as replacement for Mr Gerald Esau, who resigned.	GvD
2. Finalisation of agenda	
No new items were added.	GvD
3. Approval of minutes	
The minutes of the last meeting were approved.	GvD
4. Matters from previous meeting	
4.1 Future plan and possible upgrade of Die Braak The public participation process is underway and, once this is finalised, the way forward can be determined.	
4.2 Major employers of Stellenbosch WdV noted that a follow-up meeting is planned for the second half of the year.	
4.3 Problems/concerns regarding properties at 38 and 40 Merriman Avenue The Municipality has started the legal process against the owners and engagement with the owners and SAPS is underway. This item was also discussed at the Monitoring and Advisory Committee on Crime (MACC). The MACC expressed its concerns. The Municipality reiterated that the houses are heritage buildings, which complicates the process. The Municipality will consider a bylaw to guide similar processes in future.	
5. Standing matters	
5.1 Feedback by Mobility Subcommittee DL reported that the Mobility Subcommittee will meet only four times a year and not every two months. The taxi and road overviews were discussed. The completion of masterplans for roads and mobility is progressing. The Municipal Council approved a cycling masterplan. Conversations on non-motorised transport possibilities will continue.	
5.2 Feedback by Safety and Planning Subcommittee This subcommittee will now link directly with the MACC and feedback will thus	

be integrated.

NvdE gave feedback on the MACC meeting. The last meeting took place on 12 February 2019. Some items that were discussed include concerns regarding homeless people in Stellenbosch and the Merriman Avenue houses.

The integration of the CCTV between the Municipality and SU is working well.

Crime trends for the last six months were discussed. SAPS has been directly involved in interpreting trends. The long-term concerns regarding safety during the Varsity Cup (and other major events) must be addressed.

Counsellor Jan de Villiers has moved to the National Assembly. Mr Quinton Smit will stand in the portfolio.

The Municipality will provide better support and infrastructure for the events approval processes. Additional powers for municipal law enforcement will be discussed at the next meeting.

5.3 Feedback by Infrastructure Development Subcommittee

The Municipality reported that it is busy with various joint projects. One of the projects, as mentioned in the previous meeting, is the cameras at the traffic lights at the R44. This project is going well. This is the first phase; the rest of the traffic lights will be done next year.

Eskom blackouts have become one of the top 10 risks and PV panel infrastructure will therefore be investigated in an attempt to mitigate the effect of blackouts.

The Municipality is in the process of doing studies and tests on the evaporation of water from the Idas Valley dams to determine the amount of water loss from the dams.

DL reported on the co-generation of electricity. The *Seelinger* study will be included in the work of the study.

The Municipality signed two contracts where the electricity of a farmer in Franschhoek is generated through a waterfall on the farm. Additional funding for water infrastructure that will directly affect the quality of water in the Plankenburg River was approved.

5.4 Water management

<p>Stellenbosch is currently on a Level 2 water restriction. There will be an increase of water of 6.5%, starting on 1 July 2019. The Committee decided that the water crisis must be kept on the agenda.</p>	
<p>6. New matters</p>	
<p>6.1 Presentation on homelessness study LBvR introduced Jacob du Plessis from the Department of Sociology and Social Anthropology at SU. He shared the complexity of homelessness in literature. The SU-driven research has a direct link with the work of Michelle Alberts from the Municipality.</p> <p>Some of the different experiences regarding the homeless people include those of tourists, security, civil society and students. Conversations on homelessness on the SU campus are to be opened up. Sensitisation to the matter is important.</p> <p>A distinction should be made when it comes, amongst others, to mental health issues and cyclical or seasonal factors. There are different categories of people staying on the streets. Through the study, SU can advise the Municipality on how to deal with the challenges.</p> <p>The SU departments that can be involved are Sociology and Social Anthropology, Community Psychology, Psychology, Law and Economics. It was requested that these departments and faculties be drawn into the study.</p> <p>The coupons system is still being rolled out. More selling points are needed and SU will therefore help with selling points on the SU campus. Marketing campaigns will start to popularise support. This will be guided by the Municipality.</p>	<p>LBvR</p>
<p>6.2 Permission for marches The Constitutional Court ruled in 2018 that no permission is needed for protests or public gatherings. SdP requested some advice and input on the matter, as some students have arrived at the Municipality or SU with the judgement in their hand indicating that they do not need formal permission from the two institutions. SdP expressed his concern that the previous system and policy are now being challenged because of this ruling.</p> <p>CK mentioned that the Municipality has the same challenge. The Municipality therefore requests that the public share information if they are planning to protest. This will help the Municipality to guide individuals and organisations on processes around planned marches and campaigns. Protest should be peaceful, not violent.</p> <p>The Municipality and SU will work together proactively and inform each other if there is a planned march or campaign.</p>	<p>SdP</p>
<p>6.3 eMobility in Stellenbosch EC requested this agenda item and Mr Liam Grey and Mr Tumelo Melebo, students at SU, joined the meeting to elaborate on the item. A PowerPoint</p>	

<p>presentation was sent to the Committee to serve as a context setting.</p> <p>The students have invented an app-based micro-mobility ride-sharing app called Siya (supported by the LaunchLab). Scooters are planned to be used for this project. Users must download the app and the E-scooters can then be seen and located on the app. The user walks to the scooter, scans the QR code and activates the scooter. A R5.00 base fee and R1.00 per minute thereafter will apply to all rides.</p> <p>The Committee congratulated the presenters on their idea and are excited about the possibilities. E-scooters are successfully used in other countries, so it is worth a pilot in Stellenbosch, both in town and on campus. SU and the Municipality are willing to discuss the details. GvD will link the presenters with the role-players who can share advice on legal matters, including Premier Alan Winde. DL invited the presenters to the next non-motorised planning meeting.</p>	
<p>6.4 Parking (including Park & Ride)</p> <p>The new parking management system is progressing. The old cash system caused enormous issues. Machines and usage, however, have not fully materialised and cash cards are not yet freely available. The process will be improved and machines will be installed by 1 July 2019.</p> <p>With the implementation of the system, fewer students park in town and more parking bays are therefore available. In the future, all parking bays will be monitored and the system will indicate where parking is available in Stellenbosch at a specific time.</p> <p>The Municipality operates the parking area at the Bloemhof parking area (behind the Decameron restaurant). SU indicated that the area adjacent to the parking area is earmarked for infrastructural developments linked to the campus renewal plan.</p> <p>The Committee confirmed that it is important to continue to monitor how the larger public transport systems and the spatial planning process are linked. Transport-oriented development areas will be considered by the Municipality.</p>	GvD
<p>6.5 Watergang update</p> <p>GvD shared feedback on the above matter. The Municipality purchased the land and the property is currently in the process of being transferred. The land is going to be used for integrated, multi-use planning and housing.</p> <p>At this stage, no additional shacks or houses can be added to the land and new structures are therefore broken down when erected. The Municipality will continue to update SU on progress.</p> <p>*This item was discussed before the death of Stefan Smit of Louisenhof.</p>	GvD
<p>6.6 Update on paving plan – Disability Plan</p> <p>DL reported that the Municipality is doing an audit to see if every sidewalk is disability and wheelchair-friendly.</p>	GvD

<p>GvD mentioned that discussions are also taking place between the Municipality and some restaurant owners regarding their 'outside dining area use' and its impact on the use of sidewalks.</p>	
<p>6.7 Progress on visual redress in historical Die Vlakte community LBvR introduced Lize Malan to update the Committee on the visual redress processes in the historical Die Vlakte.</p> <p>LBvR reported that the SU visual redress policy must go through the necessary University structures on its road to approval. This includes a public participation process. SU will continue to update the Municipality.</p> <p>Lize Malan briefly reported that SU would like to expand the memorialisation of Die Vlakte and of the forced removals that took place. The idea is currently at a research stage. The idea is to create a walking route through the old historical Die Vlakte so that people can visit historical points that were affected by forced removals.</p> <p>The sites and areas will be contextualised to share historical information. The specific route is still to be determined. SU will consult with the Municipality, the general public and the community that was affected before making any final decisions.</p> <p>The 1964 maps of Die Vlakte will be used as primary document in the current research phase of the project.</p> <p>DL will be able to guide SU and will be the link from the Municipality side. The old Lückhoff school will be included in the project as a memorialised sight.</p>	<p>LBvR</p>
<p>7. Next meeting</p>	
<p>The next meeting will take place on Friday 27 September 2019 at SU.</p>	

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 BY DIRECTORATES IN TERMS OF DELEGATED AUTHORITY 01 APRIL 2019 UNTIL 30 JUNE 2019
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good governance and Compliance

24 JULY 2019

1. DECISIONS TAKEN BY DIRECTORATES IN TERMS OF DELEGATED AUTHORITY FROM 01 APRIL 2019 UNTIL 30 JUNE 2019

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 01 April 2019 until 30 June 2019, in compliance with Section 63 of the Local Government: Municipal Systems Act read in conjunction with the System of Delegations as approved by Council.

3. DELEGATED AUTHORITY

Municipal Council

4. EXECUTIVE SUMMARY

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

Please note that these delegations only indicate the delegations exercised as delegated by Council to the various Senior Managers.

5. RECOMMENDATION

that Council takes note of the decisions taken, for the period 01 April 2019 until 30 June 2019, by the following Section 56 Managers:

- Municipal Manager – Ms G Mettler (01 April 2019 – 30 June 2019).
- Director Corporate Services – Ms A de Beer (01 April 2019 – 30 June 2019).
- Director Infrastructure Services – Mr D Louw (01 April 2019 – 30 June 2019).
- Director Community and Protection Services – Mr G Boshoff (01 April 2019 – 30 June 2019).
- Chief Financial Officer – Mr K Carolus (01 April 2019 – 30 June 2019).
- Director Planning and Economic Development – Mr T Mfeya (01 April 2019 – 30 June 2019).

6. DISCUSSION / CONTENTS**6.1 Background**

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

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

6.2 Discussion

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

6.3. Financial Implications

As per approved budget.

6.4 Legal Implications

Council's System of Delegation and all applicable legislation.

6.5 Staff Implications

No staff implications

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

No risk implications for the Municipality

6.8 Comments from Senior Management

No comments were solicited from departments.

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	27 June 2019

ANNEXURE 1

DELEGATIONS EXERCISED FOR PERIOD APRIL 2019
OFFICE OF THE MUNICIPAL MANAGER: G METTLER

Date	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
02/04/2019	229	SCM Reg 12(1)(c)	FQ: Supply and deliver custom made furniture	02/04/2019	02/04/2019	Approved
03/04/2019	5	Various legal provisions and the Law of Contract and Basic Common Law Principles and S59(1) of MSA	Letter to neighbouring municipalities: Shared Services Agreement: Theewaterskloof, Drakenstein, Swartland, Overstrand, Breede valley	03/04/2019	03/04/2019	Signed
08/04/2019		Legal	Certificate i.t.o. Section 118(4)(a) of the Local Government: Municipal Systems Act 32 of 2000 - Subdivision of Erf 1457 Kayamandi general plan No 5810/1996	08/04/2019	08/04/2019	Approved
08/04/2019	51	Legal	Power of Attorneys for erven in Klapmuts	08/04/2019	08/04/2019	Approved
08/04/2019	648(a)	By-law and Policy	Cellphone allowances: Infrastructure Services	08/04/2019	08/04/2019	Approved
08/04/2019	9	S62(3) of the MSA	Appeal i.t.o. 62 Municipal Systems Act: B/SM 20/19	08/04/2019	08/04/2019	Approved
08/04/2019	645	Basic Conditions of Employment Act	Overtime pre-approval: IDP – April 2019	08/04/2019	08/04/2019	Approved
08/04/2019	624	HR	Leave approval: Office of the Director Corporate Services	08/04/2019	08/04/2019	Approved
08/04/2019	643(f)	S67 of MSA	Appointment of Control Room Operator: Community and Protection Services	08/04/2019	08/04/2019	Approved
09/04/2019	270	SCM Reg 32 (2)	Deviation to appoint APEX on a month to month contract starting from 01 March 2019 until the new contract is awarded	09/04/2019	09/04/2019	Approved – Why is this getting to my office now if approved and recommended by BAC 29/03/2019 already?

						Care should be taken to ensure advance planning.
09/04/2019	8	S59(4) and S61 of Systems Act	Delegations exercised March 2019 – Infrastructure Services	09/04/2019	09/04/2019	Approved
10/04/2019	9	S62 (3) of the MSA	Appeal i.t.o. Municipal Systems Act: B/SM 28/19 – Livewire Engineering & Consulting (Pty) Ltd	09/04/2019	09/04/2019	Approved
10/04/2019	5	Various legal provisions and the Law of Contract and Basic Common Law Principles and S59(1) of MSA	25 Deed of Sales: Mooiwater, Franschhoek Housing Project	10/04/2019	10/04/2019	Approved
10/04/2019	5	Various legal provisions and the Law of Contract and Basic Common Law Principles and S59(1) of MSA	Purchase contracts (Deed of Sale): Signed by beneficiaries: Cloeteville, Franschhoek, Kayamandi, Kylemore & Klappmuts	10/04/2019	10/04/2019	Approved
10/04/2019	645	Basic Conditions of Employment Act	Overtime pre-approval: Infrastructure Services: April 2019	10/04/2019	10/04/2019	Approved
10/04/2019	623	HR	Travel and congress allowance: Office of the Director Infrastructure Services	10/04/2019	10/04/2019	Approved
10/04/2019		Perf Reg	Performance evaluation report: 3 rd quarter – Cash flow projection	10/04/2019	10/04/2019	Approved
11/04/2019	647	HR	Response: Grievance – Unfair labour practice and gross dishonesty – Foreperson Paradyskloof WWTW	11/04/2019	11/04/2019	Signed
11/04/2019		S324(a) of MFMA	Letter to MEC: Report on Irregular expenditure for the 3 rd quarter January 2019 – 31 March 2019	11/04/2019	11/04/2019	Signed
11/04/2019	5	Various legal provisions and the Law of Contract and Basic	Deed of Sale: Jamestown Housing Project	11/04/2019	11/04/2019	Approved

		Common Law Principles and S59(1) of MSA				
11/04/2019		HR	Memorandum: Formal rehabilitation for employees: Infrastructure Services	11/04/2019	11/04/2019	Approved
11/04/2019	646	Training and Study	Traffic Officer Training: Community and Protection Services	11/04/2019	11/04/2019	Approved with comment
11/04/2019	9	S62(3) of MSA	Response to ACA Architects Pty Ltd: Appeal i.t.o. Section 62 of the Municipal Systems Act	11/04/2019	11/04/2019	Signed
11/04/2019		MFMA	Monthly Report: National Treasury – Finance Management Grant – Division of Revenue	11/04/2019	11/04/2019	Approved
11/04/2019	624	HR	Leave approval: Office of the Chief Financial Officer	11/04/2019	11/04/2019	Approved
11/04/2019		Legal	26 Deed of Transfer: Mooiwater Housing Project	11/04/2019	11/04/2019	Approved
11/04/2019		MFMA	Financial Management Grant Support plan for 2019/2020 financial year	11/04/2019	11/04/2019	Approved
12/04/2019		MFMA	Monthly Budget Monitoring Report: March 2019	12/04/2019	12/04/2019	Approved
12/04/2019	624	HR	Leave approval: Office of the Director Infrastructure Services	12/04/2019	12/04/2019	Approved
12/04/2019	108	S67 MFMA	Application for donation: Die Webergeboore Pinkster Kerk	12/04/2019	12/04/2019	Recommended for approval – Invitation of the conference to be submitted.
12/04/2019	108	S67 MFMA	Application for donation: Franschoek High School	12/04/2019	12/04/2019	Recommended for approval
15/04/2019	645	Basic Conditions of Employment Act	Standby requirements: Community and Protection Services	15/04/2019	15/04/2019	Approved with comment
15/04/2019	645	Basic Conditions of Employment Act	Memorandum: Outstanding traffic fine payments – Municipal Court	15/04/2019	15/04/2019	Approved: Please confirm with Director Corporate Services regarding the overtime requested for the prosecutor
15/04/2019		MFMA	Letter to Department of Local Government: Local Government Grant allocation: Projects for the 2018/19 Financial year	15/04/2019	15/04/2019	Approved

15/04/2019	5	Various legal provisions and the Law of Contract and Basic Common Law Principles and S59(1) of MSA	Transfer Payment Agreement: WCG vis its Department of Human Settlements	15/04/2019	15/04/2019	Signed
15/04/2019	643(f)	S67 of MSA	Approval to appoint alternative candidate to the position of Principal Technician: Development and Infrastructure Services	15/04/2019	15/04/2019	Approved
16/04/2019	296	SCM Reg 50(1)	SCM TR 50 Appointment of independent person: SCM System dispute, objection, complaint or query. Tender B/SM 67/19 fencing at reservoirs	16/04/2019	16/04/2019	Approved
16/04/2019		SCM Reg	B/SM 87/19: Provision of licensed and compliant waste disposal facilities to receive and dispose of general municipal solid waste (MSW) from the Stellenbosch Municipal area	16/04/2019	16/04/2019	Approved
16/04/2019		MFMA	Payment for Audit and Performance Audit Committee Members	16/04/2019	16/04/2019	Approved
16/04/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoice: Roy Steele and Associates CC – INV763	16/04/2019	16/04/2019	Approved
16/04/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoice: Roy Steele and Associates CC – INV783	16/04/2019	16/04/2019	Approved
17/04/2019		LUM	Notice: Call for Municipal Planning Tribunal nominations	17/04/2019	17/04/2019	Approved
17/04/2019	642	Employment Equity Act	JD: Governance	17/04/2019	17/04/2019	Approved
17/04/2019	633	HR	Acting appointment and acceptance of acting mandate: Infrastructure Services	17/04/2019	17/04/2019	Approved
17/04/2019		S79(2) of the Stellenbosch	Appeal i.t.o. Section 79(2) of the Stellenbosch Municipal Planning By-law (2015) against the decision	17/04/2019	17/04/2019	Approved

		Municipal Planning By-law 2015	of the Stellenbosch Municipal Planning Tribunal to approve application for Special Development on Erf 903, c/o Piet Retief and Park Road, Welgelegen, Stellenbosch (LU/7119)			
17/04/2019		S79(2) of the Stellenbosch Municipal Planning By-law 2015	Appeal i.t.o. Section 79(2) of the Stellenbosch Municipal Planning By-Law (2015) against the decision of the Stellenbosch Municipal Planning Tribunal to approve application for Removal of Restrictions and Departures on Erf 2363, Banhoek Road, Stellenbosch (LU/6999)	17/04/2019	17/04/2019	Approved
18/04/2019		SCM Reg	Technical evaluation: Contract circular: RT3-2018 for the supply, delivery, installation, commissioning and maintenance of office automation solutions to the state for the period 01/ October 2018 to 30 September 2021	18/04/2019	18/04/2019	Approved: As it enhances cost effectiveness
23/04/2019	623	HR	Travel and congress allowance: Governance	23/04/2019	23/04/2019	Approved
23/04/2019	5	Various legal provisions and the Law of Contract and Basic Common Law Principles and S59(1) of MSA	Amendment agreement to the electricity supply agreement entered into by the Stellenbosch municipality and the peace parks foundation due to a wheeling transaction	23/04/2019	23/04/2019	Approved
25/04/2019	5	Various legal provisions and the Law of Contract and Basic Common Law Principles and S59(1) of MSA	Addendum to the Agreement: The Government of the Public of SA in its Department of Environmental Affairs and Stellenbosch municipality	25/04/2019	25/04/2019	Approved
25/04/2019	8	S59(4) and S61 of Systems Act	Delegations exercised: March 2019 – Planning and Economic Development	25/04/2019	25/04/2019	Approved
25/04/2019	5	Various legal provisions and the Law of Contract and Basic	Memorandum of Understanding: WCG via its Department of Cultural Affairs and Sport and Stellenbosch Municipality	25/04/2019	25/04/2019	Approved

		Common Law Principles and S59(1) of MSA				
25/04/2019		Perf Reg	Performance evaluation: Office of the Director Infrastructure 01/06/2017-30/06/2018	25/04/2019	25/04/2019	Approved
25/04/2019		Perf Reg	Performance evaluation: Office of the Director Corporate Services 01/06/2017-30/06/2018	25/04/2019	25/04/2019	Approved
26/04/2019		S79(2) of the Stellenbosch Municipal Planning By-law 2015	Appeal i.t.o. Section 79(2) of the Stellenbosch Municipal Planning By-Law (2015) against the decision of the Stellenbosch Municipal Planning Tribunal to approve application for departure: Farm 654, Stellenbosch Division	26/04/2019	26/04/2019	Approved
26/04/2019	624	HR	Application for annual leave: Office of the Municipal Manager	26/04/2019	26/04/2019	Approved
26/04/2019	623	HR	Travel and congress allowance: Office of the Director Planning and Economic Development	26/04/2019	26/04/2019	Approved
26/04/2019		S79(2) of the Stellenbosch Municipal Planning By-law 2015	Appeal i.t.o. Section 79(2) of the Stellenbosch Municipal Planning By-Law (2015) against the decision of the Stellenbosch Municipal Planning Tribunal to approve application for permanent departures and amendments i.t.o. Section 15(2) of the Stellenbosch municipality Land Use Planning By-law: Erven 9190, 9211 and 13166, Technopark, Stellenbosch (LU/6562)	26/04/2019	26/04/2019	Approved
29/04/2019		S79(2) of the Stellenbosch Municipal Planning By-law 2015	Appeal i.t.o. Section 79(2) of the Stellenbosch Municipal Planning By-Law (2015) against the decision of the Stellenbosch Municipal Planning Tribunal to approve application for permanent departure and approval of site development plan: Erf 263, Alexander Street, Stellenbosch (LU/6894)	29/04/2019	29/04/2019	Approved
29/04/2019		SCM Reg	Objection i.t.o. Regulation 49 of the Municipal Supply Chain Management regulations – Supply and installation of fencing at various reservoirs	29/04/2019	29/04/2019	Approved
29/04/2019	139	S69 and 70 of MFMA	Virementation of Operating funds: within votes	29/04/2019	29/04/2019	Approved

29/04/2019	139	S69 and 70 of MFMA	Virementations of Capital funds: within votes	29/04/2019	29/04/2019	Approved
29/04/2019	633	HR	Acting appointment and acceptance of acting mandate: Financial Services	29/04/2019	29/04/2019	Approved
29/04/2019	623	HR	Travel and Congress allowances: Internal Audit	29/04/2019	29/04/2019	Approved
29/04/2019	643	S67 of MSA	Appointment of Administrative Support staff for Mayoral Committee members	29/04/2019	29/04/2019	Approved
29/04/2019		HR	Employment contract: Chief Financial Officer	29/04/2019	29/04/2019	Approved
29/04/2019		Perf Reg	Revised Performance Plan: Office of the Director Infrastructure Services	29/04/2019	29/04/2019	Approved
29/04/2019		Regulation on appointment and conditions of employments of employment of Senior Managers	Letter to MEC: Appointment of Chief Financial Officer	29/04/2019	29/04/2019	Approved
30/04/2019	270	SCM Reg 32 (2)	Deviation 17/19: Termination of automated metered reading services	30/04/2019	30/04/2019	Approved

DELEGATIONS EXERCISED FOR PERIOD MAY 2019
OFFICE OF THE MUNICIPAL MANAGER: G METTLER

Date	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
02/05/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoice: Sure Stellenbosch Travel (Pty) Ltd – INV Hof 0028413			Approved
02/05/2019	51	Legal	Special power of attorney: Nuutgevonden servitude of right of way	02/05/2019	02/05/2019	Approved
02/05/2019	645	Basic Conditions of Employment Act	Overtime pre-approval – May 2019: IDP	02/05/2019	02/05/2019	Approved
02/05/2019		Perf Reg	Revised Performance Plan: 01 July 2018 – 30 June 2019: Office of the Municipal Manager	02/05/2019	02/05/2019	Approved
02/05/2019	645	Basic Conditions of Employment Act	Overtime pre-approval: IDP – May 2019	02/05/2019	02/05/2019	Approved
06/05/2019	51	Legal	42 Power of attorneys and 2 Deeds of Sale	06/05/2019	06/05/2019	Approved
06/05/2019		MFMA	Conditional Grant 2 nd quarter	06/05/2019	06/05/2019	Approved
06/05/2019	5	Various legal provisions and the Law of Contract and Basic Common Law	Lease agreement: Makupula High School	06/05/2019	06/05/2019	Approved with amendments, include past payments. Include clause that deals with how past payments should be dealt with in

		Principles and S59(1) of MSA				past contact, even if we include by hand.
06/05/2019	647	HR	Progress report on matters related to Local Economic Development	06/05/2019	06/05/2019	Approved
06/05/2019	623	HR	Travel and congress allowance: Office of the Chief Financial Officer	06/05/2019	06/05/2019	Approved
06/05/2019	270	SCM Reg 32 (2)	Deviation: Appointment of an appropriately experienced legal service provider for legal assistance with regards to an appeal and implementation of the decision on Farm 393/11	06/05/2019	06/05/2019	Approved – It is recommended that company who initially dealt with this s they have the necessary background and therefore cost will be less in preparation.
07/05/2019	108	S67 MFMA	Application for donation: Freeworld Travel t/a Travel and Sport	07/05/2019	07/05/2019	Approved
07/05/2019	108	S67 MFMA	Application for donation: Stellenzicht Secondary School	07/05/2019	07/05/2019	Approved
07/05/2019	8	S59(4) and S61 of Systems Act	Delegations exercised for April 2019 – Infrastructure Services	07/05/2019	07/05/2019	Approved
07/05/2019		MFMA	Submission of quarter 3 National Treasury Master file Non-financial Performance Measures 2018/19 financial year	07/05/2019	07/05/2019	Approved
07/05/2019	5	Various legal provisions and the Law of Contract and Basic Common Law Principles and S59(1) of MSA	MOA: Northern Extension: Land acquisition to acquire the remainder of Farm 1832, Portion 1 of Farm 182 and Portion 1&5 of Farm Watergang 183	07/05/2019	07/05/2019	Approved

07/05/2019		SCM Reg	Proposed expansion/variation of order against original contract: Tender B/SM 90/18: Upgrading of Cloetesville Flats: Construction of fire walls	07/05/2019	07/05/2019	Approved: It make no sense to go out on new tender for the building of fire walls, given replacement of ceilings and refurbishment. Integral part of refurbishment
07/05/2019		Perf Reg	Performance Evaluation summary: Financial Services	07/05/2019	07/05/2019	Approved
07/05/2019		Perf Reg	Performance Evaluation Summary: Infrastructure Services	07/05/2019	07/05/2019	Approved
09/05/2019	645	Basic Conditions of Employment	Leave in lieu of overtime for May 2019: IDP	09/05/2019	09/05/2019	Approved
09/05/2019	645	Basic Conditions of Employment	Leave in lieu of overtime for May 2019: Communications Department	09/05/2019	09/05/2019	Approved
10/05/2019	264	SCM Reg 32(1)	Procurement of goods and services under contracts secured by other organs of state: Drakenstein Municipality	10/05/2019	10/05/2019	Approved
10/05/2019	5	Various legal provisions and the Law of Contract and Basic Common Law Principles and S59(1) of MSA	Service level agreement: National Treasury and Evolution Technology Group Pty Ltd and Stellenbosch municipality	10/05/2019	10/05/2019	Approved
13/05/2019	624	HR	Leave application: Office of the Municipal Manager	13/05/2019	13/05/2019	Approved
13/05/2019	8	S59(4) and S61 of Systems Act	Delegations exercised for April 2019: Infrastructure Services	13/05/2019	13/05/2019	Approved

13/05/2019	8	S59(4) and S61 of Systems Act	Delegations exercised for April 2019: Community and Protection Services	13/05/2019	13/05/2019	Approved
13/05/2019	645	Basic Conditions of Employment Act	Overtime Pre-approval: April 2019 - Governance	13/05/2019	13/05/2019	Approved
13/05/2019	623	HR	Travel and congress allowance: Office of the Director Planning and Economic Development	13/05/2019	13/05/2019	Approved
13/05/2019	264	SCM Reg 32(1)	Consent for procurement of goods and services under contracts secured by other organ of state: B/SM 107/18: Supply, deliver and installation of a capped geographic information system (GIS) enterprise license agreement and support/maintenance for a period ending 30 June 2021			
13/05/2019		SCM Reg	B/SM 70/19: Financing of approved projects by means of an external loan	13/05/2019	13/05/2019	Approved: Information statement and item to be taken to Council in June 2019 and advertised to public for comment. Sec 46(3) must be advertised 21 days prior to Council meeting.
13/05/2019	647	HR	Suspension in terms of Clause 16 of DPCA: Financial Services	13/05/2019	13/05/2019	Approved
13/05/2019		SCM Reg	B/SM 75/17: Provision of banking services for SA contract period ending 30 June 2019	13/05/2019	13/05/2019	Approved
13/05/2019		SCM Reg	B/SM 40/19: Jamestown bulk services: Construction of bulk sewer and associated infrastructure	13/05/2019	13/05/2019	Approved: Panel to confirm whether local content included
17/05/2019		S79(2) of the Stellenbosch Municipal	Appeal i.t.o. Section 79(2) of the Stellenbosch Municipal Planning By-Law (2015) against the decision of the Stellenbosch Municipal Planning Tribunal to approve application for permanent	17/05/2019	17/05/2019	Approved: Answers needed as to why it took almost 2 years to reach this stage

		Planning By-law 2015	departures and amendments i.t.o. Section 15(2) of the Stellenbosch municipality Land Use Planning By-law 2015 against the decision of the Authorised Employee to refuse the application for Departure: Farm 510/34, Jamestown			
17/05/2019	647 (c)	Disciplinary action, Disputes, Grievances and Labour issues	Plea agreement i.t.o SALGBC Disciplinary procedure and code collective agreement: Municipal employee	17/05/2019	17/05/2019	Approved
17/05/2019	643(b)	S67 of MSA	Approval of advertisement: Internal Audit	17/05/2019	17/05/2019	Approved
17/05/2019	624	HR	Leave application: Office of the Municipal Manager	17/05/2019	17/05/2019	Approved
17/05/2019	624	HR	Leave application: Governance	17/05/2019	17/05/2019	Approved
17/05/2019		SCM Reg	B/SM 32/19: Upgrade of 161 houses at the steps Orlean lounge, Cloetesville, Stellenbosch	17/05/2019	17/05/2019	Approved: Province to be contacted to make use of their approved database for repairs of the flats in question, process to be expedited.
17/05/2019	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 10/19: Construction of a materials recovery facility and public drop-off in Stellenbosch	17/05/2019	17/05/2019	Approved: Please ensure local content is sorted if applicable
17/05/2019	264	SCM Reg 32(1)	Appointment of service providers, making use of a tender procured by Drakenstein municipality other organs of state	17/05/2019	17/05/2019	Approved: Piggy back to be used up until our own tender is in place for the new financial year. Tender to be advertised by 30 May 2019. The use of the piggy back should be

						extended beyond December 2019.
17/05/2019	647	HR	Grievance regarding switching allowance: Infrastructure Services	17/05/2019	17/05/2019	Approved.
17/05/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoice: Sure Stellenbosch Travel Pty Ltd: INV 0028064	17/05/2019	17/05/2019	Approved
17/05/2019		SCM Reg	Addendum notice to bidders: B/SM 38/19: Refurbishment and maintenance of substation buildings for a contract period ending 30 June 2022	17/05/2019	17/05/2019	Approved
17/05/2019	645	Basic Conditions of Employment Act	Standby pre-approval: April and May 2019 - Informal Settlements	17/05/2019	17/05/2019	Approved
17/05/2019		MFMA	Municipal Regulation on Minimum Competency Levels: Annexure C – Stellenbosch municipality	17/05/2019	17/05/2019	Approved
17/05/2019		MFMA	Notice to National Treasury i.t.o. Section 46 of the Local Government Finance Management Act (No. 56 of 2003) for the raising of external loans for the 2018/19 financial year.	17/05/2019	17/05/2019	Approved
17/05/2019		MFMA	Quality Certificate: MTREF for the period 2019-2022	17/05/2019	17/05/2019	Approved
17/05/2019		SCM Reg	Gift register: Office of the Municipal Manager	17/05/2019	17/05/2019	Signed
17/05/2019	646	Training and Study	MOA: Communications Department – Fire Warden/Marshall Training	17/05/2019	17/05/2019	Approved
17/05/2019			Appeal i.t.o. Section 79(2) of the Stellenbosch Municipal Planning By-Law (2015) against the decision of the Stellenbosch Municipal Planning Tribunal to approve application for permanent departures and amendments i.t.o. Section 15(2) of the Stellenbosch municipality Land Use Planning By-law 2015 against the decision of the Authorised Employee to refuse the application for Departure: Farm 510/34, Jamestown			Approved

21/05/2019	648(a)	By-law and Policy	Cellphone allowance: Office of the Director Community and Protection Services	21/05/2019	21/05/2019	Approved
23/05/2019		MFMA	Financial Management Grant (FMG) Support Plan 2018/19 financial year	22/05/2019	22/05/2019	Approved
23/05/2019	174	Common Law	Third Party release form: Rhenish Primary School	23/05/2019	23/05/2019	Approved
23/05/2019	624	HR	Leave application: Office of the Director Infrastructure Services	23/05/2019	23/05/2019	Approved
23/05/2019	648	By-law and policy	Cellphone allowance: Infrastructure Services	23/05/2019	23/05/2019	Approved
24/05/2019		Section 79(2) of the Stellenbosch Municipal Planning By-law (2015)	Appeal i.t.o. of Section 79(2) of the Stellenbosch Municipal Planning By-law (2015) against the decision of the Municipal Planning Tribunal: Application for the Amendment of conditions of approval on Erf 5789, Stellenbosch LU6530	24/05/2019	24/05/2019	Approved
24/05/2019	633	HR	Acting appointment and acceptance of acting mandate: Infrastructure Services	24/05/2019	24/05/2019	Approved
24/05/2019	646	Training and study	Service Level Agreement: SHE training: NOSA Pty Ltd	24/05/2019	24/05/2019	Approved
24/05/2019		MFMA	Funding agreement: LGSETA	24/05/2019	24/05/2019	Approved
27/05/2019	108	S67 MFMA	Application for donation: Kusasa Stars	27/05/2019	27/05/2019	Recommended for approval
27/05/2019	108	S67 MFMA	Application for donation: J Issacs	27/05/2019	27/05/2019	Recommended for approval
27/05/2019	108	S67 MFMA	Application for donation: Boland Sentraal Rugby	27/05/2019	27/05/2019	Recommended for approval
27/05/2019	108	S67 MFMA	Application for donation: De Tuine Bejaarde Klub	27/05/2019	27/05/2019	Recommended for approval
27/05/2019	5	Various legal provisions and the Law of Contract and Basic Common	Addendum: Contract/Agreement for Watergang Phase 2 Housing Project: Construction of 187 houses	27/05/2019	27/05/2019	Approved

		Law Principles and S59(1) of MSA				
28/05/2019	5	Various legal provisions and the Law of Contract and Basic Common Law Principles and S59(1) of MSA	EPWP Grant Agreement and Business Plan 2019/2020	28/05/2019	28/05/2019	Approved
28/05/2019		SCM Reg	S116(3) Kayamandi/George Blake informal trading site	28/05/2019	28/05/2019	Approved
29/05/2019		Finance	Application for electricity tariff increase	29/05/2019	28/05/2019	Approved
29/05/2019	645	Basic Conditions of Employment Act	Standby approval: Community and Protection Services	29/05/2019	29/05/2019	approved
29/05/2019	647(c)	Disciplinary action, Disputes, Grievances and Labour issues	Plea agreement i.t.o SALGBC Disciplinary procedure and code collective agreement: Municipal employee	29/05/2019	29/05/2019	Approved
29/05/2019	51	Legal	Power of attorney to pass transfer of erven 611, 698 and 644 Klapmuts	29/05/2019	29/05/2019	Approved
29/05/2019	108	S67 MFMA	Application for donation: Calling Education NPC	29/05/2019	29/05/2019	Approved
29/05/2019	291	SCM Reg 46	Disclosure form for benefits: Office of the Director Community and Protection Services	29/05/2019	29/05/2019	Approved
29/05/2019	51	Legal	Power of attorney to change bank account of Stellenbosch municipality at SARS	29/05/2019	29/05/2019	Approved

29/05/2019	174	Common Law	Third party release form: Eikestad Laerskool	29/05/2019	29/05/2019	Approved
29/05/2019	624	HR	Leave application: Office of the Director Corporate Services	29/05/2019	29/05/2019	Approved
30/05/2019	264	SCM Reg 32(1)	Procurement of goods and services under contract secured by other organs of state: Tender HSC03/2017/2018: NEC 3 contractor framework – Western Cape: All regions: construction of Housing and Infrastructure	29/05/2019	29/05/2019	Approved
31/05/2019	643(k)	S67 of MSA	Pool list approval: IDP	31/05/2019	31/05/2019	Approved
31/05/2019		MFMA	Letters to Provincial Treasury: Stellenbosch municipality Final 2 nd review of the 4 th generation IDP 2017 - 2022			Approved
31/05/2019		MFMA	Letters to National Treasury: Stellenbosch municipality Final 2 nd review of the 4 th generation IDP 2017 - 2022	31/05/2019	31/05/2019	Approved
31/05/2019	5	Various legal provisions and the Law of Contract and Basic Common Law Principles and S59(1) of MSA	Led Hub Lease agreement	31/05/2019	31/05/2019	Approved: Electricity meters to be installed as per agreement.
31/05/2019	51	Legal	28 Power of attorneys for signatory	31/05/2019	31/05/2019	Approved
31/05/2019	643(k)	Basic Conditions of employment	Placement letter: IDP	31/05/2019	31/05/2019	Approved
31/05/2019	637	S66 of MSA	Task Job Evaluation: Notification of provisional Audit Report: Stellenbosch Municipality	31/05/2019	31/05/2019	Approved

DELEGATIONS EXERCISED FOR PERIOD JUNE 2019
OFFICE OF THE MUNICIPAL MANAGER: G METTLER

Date	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
03/06/2019	624	HR	Annual leave application: Governance	03/06/2019	03/06/2019	Approved
03/06/2019		Section 79(2) of the Stellenbosch Municipal Planning by-law 2015	Appeal ito of Section 79(2) of the Stellenbosch Municipal Planning by-law 2015: Application for consolidation, rezoning, subdivision, departure street name and numbers, architectural and landscaping guidelines: Portion2 and 3 of Farm Welgegund No 372, Stellenbosch	03/06/2019	03/06/2019	Approved
04/06/2019	623	HR	Travel and congress allowance: Internal Audit	04/06/2019	04/06/2019	Approved
04/06/2019		SCM Reg	S116(3) for the amendment to the tender awarded to Dreyer Cleaning Solutions (Pty) Ltd (B/SM 6/17)	04/06/2019	04/06/2019	Supported
04/06/2019		SCM Reg	S116(3) for the amendment to the tender awarded to DP Truck Hire (Pty) Ltd (B/SM21/17)	04/06/2019	04/06/2019	Supported
05/06/2019	623	HR	Travel and congress allowance: Office of the Municipal Manager	05/06/2019	05/06/2019	Approved
05/06/2019	5	Various legal provisions and the Law of Contract and Basic Common Law Principles	ISDN 30 PRA Service agreement between Stellenbosch municipality and Telkom SA SOC Ltd (01/07/2019 – 30/06/2021)	05/06/2019	05/06/2019	Approved

		and S59(1) of MSA				
05/06/2019		Finance	Grant-in-Aid 2019/2020 – Additional approval	05/06/2019	05/06/2019	Supported
05/06/2019	667	S53 and S69 of MSA	Top layer SDBIP report for 2018/19	05/06/2019	05/06/2019	Signed
05/06/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoice: African Directory Services – GD4573	05/06/2019	05/06/2019	Signed
05/06/2019	645	Basic Conditions of Employment Act	Leave encashment: Financial services	05/06/2019	05/06/2019	Approved
06/06/2019	645	Basic Conditions of Employment Act	Standby approval: May/June 2019 – Law Enforcement	06/06/2019	06/06/2019	Approved
06/06/2019	8	S59(4) and S61 of Systems Act	Delegations exercised: May 2019 – Infrastructure Services	06/06/2019	06/06/2019	Approved
06/06/2019	623	HR	Travel and congress allowance: Office of the Municipal Manager	06/06/2019	06/06/2019	Approved
06/06/2019	8	S59(4) and S61 of Systems Act	Delegations exercised: May 2019 – Community and Protection Services	06/06/2019	06/06/2019	Approved
07/06/2019	643	HR	Offer of employment: Area Cleaning	07/06/2019	07/06/2019	Approved
07/06/2019	270	SCM Reg (36)2	Deviation: Gerhard Schalk van Niekerk N.O. and others//Stellenbosch Municipality	07/06/2019	07/06/2019	Approved: This is an important matter for the municipality and the Council had lots of negative publication and media in this

						regard. It is important that we get legal certainty in this regard. For this reason, it is important that we obtain legal assistance in this high court matter with appropriate Senior Counsel to assist the attorneys as well.
07/06/2019	51	Legal	Power of Attorney to pass transfer of Erven 2504 & 2564, Kayamandi	07/06/2019	07/06/2019	Approved
10/06/2019	645	Basic conditions of Employment Act	Standby pre-approval June 2019: Informal Settlements	10/06/2019	10/06/2019	Approved
12/06/2019	264	SCM Reg 35(1)	B/SM 55/19: Hiring of office accommodation for a contract for three years	12/06/2019	12/06/2019	Approved
12/06/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Payment release: Smart Office connection	12/06/2019	12/06/2019	Approved
12/06/2019	623	HR	Travel and congress allowance: Financial Services	12/06/2019	12/06/2019	Approved
12/06/2019	647	HR	Authorisation: Implementation of disciplinary action – Community and Protection Service	12/06/2019	12/06/2019	Approved
12/06/2019	643(g)	S67 of MSA	Acting allowance approval: Governance – (18/06/2019 – 02/07/2019)	12/06/2019	12/06/2019	Approved
12/06/2019	296	SCM Reg 50(1)	Engagement letter: Independent investigation of suspected procurement and tender irregularities at the Stellenbosch Municipality	12/06/2019	12/06/2019	Approved
18/06/2019	211	S115(1) of the MFMA read with	Invoice: Standard Bank - 19665733	18/06/2019	18/06/2019	Approved

		S117 Supply Chain Reg				
18/06/2019		MFMA	Department of Energy: Permission to use own funds – Electrification projects at Stellenbosch municipality	18/06/2019	18/06/2019	Signed
18/06/2019		MFMA	Department of Energy: Confirmation of own funds spent and request for re-imburement: electrification projects at Stellenbosch municipality	18/06/2019	18/06/2019	Signed
18/06/2019		MFMA	Top Layer SDBIP submission to Provincial Treasury, Local Government, National Treasury, Auditor General	18/06/2019	18/06/2019	Approved
18/06/2019	9	S62(3) of the MSA	Appeal i.t.o. S62 Municipal Systems Act: B/SM 63/19: Kleine Libertas Multi-purpose Centre Redesign	18/06/2019	18/06/2019	Approved
18/06/2019	646	Training and study	Approval of bursaries for employees: 2019	18/06/2019	18/06/2019	Approved: Subject to discussion with the bursary committee
18/06/2019	735	S 2(4)(a) of the Regulations of the Gatherings Act 2015 of 1993, and Municipal By-law	Feedback on petition: Backyard Dwellers Forum	18/06/2019	18/06/2019	Approved
19/06/2019	9	S62(3) of the MSA	Response to ACE Consulting on Appeal i.t.o. S62 Municipal Systems Act: B/SM 63/19:	19/06/2019	19/06/2019	Approved
19/06/2019	623	HR	Travel and congress allowance: Internal Audit	19/06/2019	19/06/2019	Approved
19/06/2019	51	Legal	8 Power of Attorneys: Yvette Cloete and Associates	19/06/2019	19/06/2019	Approved
		Legal	Case number: 1978/17: Steyn Claits N.O./Morne Wanza	19/06/2019	19/06/2019	Approved
20/06/2019	51	Legal	24 Purchase Contracts (Various Areas and 1 Power of attorney	20/06/2019	20/06/2019	Approved
20/06/2019		Perf Reg	Notice i.t.o. Section 21(a) of the Local Government: Municipal Systems Act, 2000 – Revised SDBIP 2018/19	20/06/2019	20/06/2019	Approved

20/06/2019	108	S67 MFMA	Application for donation: Cloetesville Secondary School	20/06/2019	20/06/2019	Recommended for approval
20/06/2019	108	S67 MFMA	Application for donation: University of Stellenbosch Maties Parasport	20/06/2019	20/06/2019	Recommended for approval
20/06/2019	5	Various legal provisions and the Law of Contract and Basic Common Law Principles and S59(1) of MSA	Implementation Protocol: WCG vis its Department of Cultural Affairs and Sport//Stellenbosch Municipality (rendering of public library services)	20/06/2019	20/06/2019	Approved
20/06/2019	9	S62(3) of MSA	Appeal i.t.o. Section 62 of the Municipal Systems Act – B/SM49/19 - ICT Choice Pty Ltd	20/06/2019	20/06/2019	Approved
20/06/2019		MFMA	Request for approval to transfer funds to Stellenbosch360 and Stellenbosch Wine Routes	20/06/2019	20/06/2019	Approved: Load on system for payment as requested.
24/06/2019	108	S67 MFMA	Application for donation: He and She Driver Training Centre	24/06/2019	24/06/2019	Recommended for approval
24/06/2019	648(a)	By-law and Policy	Application for Cell phone allowance: Infrastructure Services X3	24/06/2019	24/06/2019	Approved
24/06/2019			B/SM 87/19: Provision of licensed and compliant waste disposal facilities to receive and dispose of general municipal area solid waste from the Stellenbosch municipality until 30 June 2021	24/06/2019	24/06/2019	Approved: Tender cancelled due to compliance risk, deviation process until tender can be advertised and adjudicated. Compliance risk comprised of financial statements, lease agreement, which was pay on requirement.

24/06/2019	270	SCM Reg 32 (2)	Deviation: Operation and management of landfill site – Interwaste from 01/07/2018 – 30/09/2019	24/06/2019	24/06/2019	<p>Approved: On interrogating the deviation, the following was established and confirmed with the department:</p> <ol style="list-style-type: none"> 1) Current deviation expires 30/06/2019, which was approved to allow Section 78 process. 2) Section 78 is taking much longer than initially anticipated and tender cant commence until Sec78 process is completed. 3) Transfer disposal facility was required to dispose/transfer Stellenbosch, tender must be cancelled because of non-compliance see B/SM87/19. 4) Current service provider needs to increase slope of the current cell 3 to dispose waste to allow enough time for new tender to be in place.
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						<p>5) Slope creep requirement and additional handling and material which increased the cost of the service provider.</p> <p>6) This is an essential service provider which we can't do without and therefore the deviation must be approved.</p> <p>7) Engagement with neighbouring municipalities i.e. City of Cape Town since January to see how to mitigate the current situation didn't render the required results, however letter received on 20 June 2019 indicated possible alternatives, subject to a contractual agreement which we will explore.</p> <p>8) Deviation approved until the Section 78 process is complete not exceeding</p>
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						2019/2020 financial year. New tender should be in place before start of 2020/2021 financial year.
24/06/2019	524	Property Management	Encroachment Agreement: Portion of Erf 9190: Capitec Properties (Pty)Ltd	24/06/2019	24/06/2019	Approved
24/06/2019		Municipal Planning Tribunal: LUM	Confirmation of the term of office for the Internal and external MPT members	24/06/2019	24/06/2019	Approved
24/06/2019	108	S67 MFMA	Application for donation: Fire Victim - Kayamandi	24/06/2019	24/06/2019	Recommended for approval
26/06/2019	51	Legal	Proposal to resolve the dispute of Andile April and 8 others // Stellenbosch municipality CCMA Case No. WECT13753-18	26/06/2019	26/06/2019	Approved
26/06/2019	643(f)	S 67 of MSA	Salary ratification: Solid waste management	26/06/2019	26/06/2019	Approved
26/06/2019	624	HR	Application for annual leave: Planning and Economic Development	26/06/2019	26/06/2019	Approved
27/06/2019	5	Various legal provisions and the Law of Contract and Basic Common Law Principles and S59(1) of MSA	Nedbank Loan agreement//Stellenbosch Municipality	27/06/2019	27/06/2019	Signed
27/06/2019	211	S115(1) of the MFMA read with	Invoice: Khusela Solutions Pty Ltd: KI012347	27/06/2019	27/06/2019	Approved

		S117 Supply Chain Reg				
27/06/2019		MFMA	Financial Management Capacity Building Grant: National treasury	27/06/2019	27/06/2019	Approved
27/06/2019	5	Various legal provisions and the Law of Contract and Basic Common Law Principles and S59(1) of MSA	Sales Agreement: Elsebé Daneel Properties Pty Ltd – Erf 9194 Technopark	27/06/2019	27/06/2019	Approved
27/06/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoice: Meyer and Ferreira – FQ225/19	27/06/2019	27/06/2019	Approved
27/06/2019	633	HR	Appointment of Acting Municipal Manager 28 June 2019 – 02 July 2019	27/06/2019	27/06/2019	Approved
27/06/2019	633	HR	Appointment of Acting Municipal Manager 03 – 19 July 2019	27/06/2019	27/06/2019	Approved
ACTING MUNICIPAL MANAGER: G BOSHOFF (28 June 2019 – 02 July 2019)						
28/06/2019		MFMA	Travel and congress allowance: Audit and Performance Audit Committee members	28/06/2019	28/06/2019	Approved
28/06/2019	270	SCM Reg 32 (2)	Deviation: Appointment of liquid telecom for the provision of voice services on a month-to-month basis but not exceeding 3 months starting from 01 July 2019 – 30 September 2019 until the implementation of the Telkom SA Soc voice services	28/06/2019	28/06/2019	Approved
28/06/2019	270	SCM Reg 32 (2)	Deviation: Appointment of Avalon Technology Group for the provision of 100Mbps internet services for a period not exceeding 3 months starting from 01 July 2019 – 30 September 2019	28/06/2019	28/06/2019	Approved

DELEGATIONS EXERCISED FOR PERIOD: APRIL 2019
DIRECTORATE: CORPORATE SERVICES

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
02/04/2019	211 (d) INV	Property Management	Beap (351873) R135367.05	28/03/2019	02/04/2019	Approved
02/04/2019	211 (d) INV	Human Resources	He & She driver training Centre (353090)	29/03/2019	02/04/2019	Approved
02/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Omega digital services (352982) • EQH/Nextec Industrial Technologies • Mantella (353327) • Madge computers (359804) • Nascent group (353916) • Nascent group (353799) • CHM ruwani (352977) • Avalon (349908) • Avalon (350327) • Khuselelo (353180) 	29/03/2019	02/04/2019	Approved
03/04/2019		Creditor Control	Petty cash – R1719.80	29/03/2019	03/04/2019	Approved
03/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Milhon – R1035.00 • Vision Elevators – R2 519.08 	29/03/2019	03/04/2019	Approved
04/04/2019	211 (d) INV	Ward Administration	Kings Catering – R7302.50	30/03/2019	04/04/2019	Approved

04/04/2019	211 (d) INV	Labour Relations	Drakenstein – R30 488.00	30/03/2019	04/04/2019	Approved
04/04/2019	211 (d) INV	Property Management	Octofin (350408) R680 850.87	30/03/2019	04/04/2019	Approved
05/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Vodacom (1732325) – R26 163.94 • Vodacom (B355610198) R14 335.99 • Vodacom (GT000597-4) R88 478.81 and R55 013.92 	04/04/2019	05/04/2019	Approved
05/04/2019	211 (d) INV	Printing Office	Bidvest Waltons (353928) R5117.50	04/04/2019	05/04/2019	Approved
05/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Contours (349850) R49 232.64 • Broll (20191, 21242) R69 297.25 and R12 784.25 • Red hills (442) R63 977.65 	04/04/2019	05/04/2019	Approved
05/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • P and D Cuisine – R400.00 • P and D Cuisine – R1600.00 • P and D Cuisine – R2000.00 • P and D Cuisine – R400.00 • Audio Sound – R7 450.00 	04/04/2019	05/04/2019	Approved
05/04/2019	643.		Fixed term contract for Infrastructure Services	04/04/2019	05/04/2019	Approved
08/04/2019	211 (d) INV	S115(1) of the MFMA read with	Invoices:	05/04/2019	08/04/2019	Approved

		S117 Supply Chain Reg	<ul style="list-style-type: none"> • Attacq (350410) R308 681.80, R306 107 and R10 177.50 • Landscape (35126) R3 675.01 			
08/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	<p>Invoices:</p> <ul style="list-style-type: none"> • Payday Software systems (350735) – R7590.00 • TSM consulting – R5296.90 	05/04/2019	08/04/2019	Approved
08/04/2019	643.	Community and Protection	Extension of contract for Eco Officer	05/04/2019	08/04/2019	Approved
08/04/2019	643.	Human Resources	Fixed term contract for Human Resource Management	05/04/2019	08/04/2019	Approved
08/04/2019	643.	Planning and Economic development	Extension fixed term contracts for Planning and Economic Development	05/04/2019	08/04/2019	Approved
09/04/2019	643.	Housing Administration	Fixed term contract for Housing Administration	08/04/2019	09/04/2019	Approved
09/04/2019	643.	Human Resources	Addendum for Human Resource Management	-	09/04/2019	Approved
09/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	<p>Invoices:</p> <ul style="list-style-type: none"> • Bidvest (349848) – R3790.40 • BEAP (351873) – R121 830.35 • Bisiwe vna Nickerk (352049) – R53 603.21 • CSM Consulting (351054) – R17 206.68 • KI Developers (351581) – R296 954.96 • MMPA (350069) R16 584.92 	08/04/2019	09/04/2019	Approved

09/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> Vodacom – R13 081.97 Vodacom – R2 936.64 Business Engineering – R51 280.80 	08/04/2019	09/04/2019	Approved
10/04/2019	643.	Human Resources	Extension on fixed term contracts for Library Services	09/04/2019	10/04/2019	Approved
10/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> Dr Gerhard Pienaar Inc. – R10 461.74 Dr Gerhard Pienaar Inc. – R1 213.09 	09/04/2019	10/04/2019	Approved
10/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> Sharon's catering (354150) R400.00 Barksole Stellenbosch – R180 and R60 	09/04/2019	10/04/2019	Approved
10/04/2019	211 (d) INV	Property Management	Mohohlo (353564) – R6 449.12	09/04/2019	10/04/2019	Approved
10/04/2019	643.	Nature Reservation	Fixed term contracts for N Mahlasela, Z Doko, N Donga, L Baleni, N Belem, Z Qaba, F Fudumele, M Sibidla, F Baaitjies, Z Simon, B Mcosana, Z Mgqudu, S Papier, N Yeko, Z Naku, Z Sishuba, L Mdingi, N Zekani and B September	-	10/04/2019	Approved
12/04/2019	645 (l)	Document Management	Timesheets for Document Management	11/04/2019	12/04/2019	Approved

12/04/2019	645 (l)	Mayor's office	Timesheets for Office of the Mayor	11/04/2019	12/04/2019	Approved
12/04/2019	645.	ICT Department	Overtime pre-approval for ICT Department	11/04/2019	12/04/2019	Approved
12/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Mihon – R23 000 • XON Systems (353772) R156 110.46 • XON Systems (353771) R98 059.66 • XON Systems (352898) R78 700 • SMS ICT Choice (353494) R85 272 • XON Systems (352987) R1 867 312.50 	11/04/2019	12/04/2019	Approved
12/04/2019	645 (l)	Salary	Timesheets: Salaries Department	11/04/2019	12/04/2019	Approved
12/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	<ul style="list-style-type: none"> • Apex – R2 178, R2 178, R4 55.32 and R815.49 • Carry on Hardware (352437) R998 • Masiphane (351585 and 351704) R144 434.25 • Servest (350672) R5 600.50 • The Painters (354216) R20 000 	11/04/2019	12/04/2019	Approved
16/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	ICT Choice Inv – 1904092 (353494) R86 020.00	15/04/2019	16/04/2019	Approved
17/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	P & D Cuisine (354252) R1 950.00	16/04/2019	17/04/2019	Approved
17/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Eskom (Inv.799850410259) R2 542.92 • Dick Crane (Inv1804E204A) R5 375.00 	16/04/2019	17/04/2019	Approved

18/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • STBB Invoice S2019-02-02 R64 536.25 • STBB Invoice S2019-02-01 R28 750.00 	17/04/2019	18/04/2019	Approved
18/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	St Idas RK.Primer (Invoice no./26) R1500.00	17/04/2019	18/04/2019	Approved
18/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Dick Crane – R4 625.00 • The synthetic turf company – R149 400.00 • Gourmet coffee Roasters – R1393.80 • Ibhunga cleaning (354356) R97 750.00 • Democratic Packaging – R500.00 • Bradley Co Engineering – R59 089.04 • Premier Attraction – R228 176.22 	17/04/2019	18/04/2019	Approved
18/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Bidvest Waltons – R373.92 (354449) • Servest – R3469.10 (350672) 	17/04/2019	18/04/2019	Approved
18/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Maud's décor and catering – R7500.00 (354368) • Polarama Wholesalers – R3750.00 (354359) 	17/04/2019	18/04/2019	Approved

23/04/2019	645 (l)	Document Management	Timesheet for Document Management	22/04/2019	23/04/2019	Approved
24/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> JHC Painters (354216) R70 000.00 Attacq – R 193 056.79 	23/04/2019	24/04/2019	Approved
24/04/2019	643.	Human Resources	Addendums – Human Resource Management	23/04/2019	24/04/2019	Approved
26/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Gourmet coffee (352033) R1317.90	24/04/2019	26/04/2019	Approved
26/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices <ul style="list-style-type: none"> Wynland Glass (354294) R2 622.00 Boland Promotions (354364) R2 166.00 	24/04/2019	26/04/2019	Approved
26/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Cinnamon Caterers – R6900.00	24/04/2019	26/04/2019	Approved
26/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> OHS Care (351427) R26 323.50 Nu-Law Group (354224) R36 059.20 Nu-Law Group (353244) R146 392.47 and R162 658.30 	24/04/2019	26/04/2019	Approved
26/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	My office furniture (354015) R1857.25	24/04/2019	24/04/2019	Approved

26/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Milhon – R23 000.00 • Madge Computers – R3450.00 • Madge Computers – R42 124.79 • Avalon Technologies – R63 419.05 • Telkom – R607.70 • Innovo Networks – R431 178.41 	24/04/2019	26/04/2019	Approved
30/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Vision Elevators – R2519.08 • Broll – R77 499.67 	29/04/2019	30/04/2019	Approved
30/04/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Primêr Klapmuts Primary – R1500.00 • Linako Catering Events – R7410.00 	29/04/2019	30/04/2019	Approved

DELEGATIONS EXERCISED FOR PERIOD: MAY 2019
DIRECTORATE: CORPORATE SERVICES

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
02/05/2019	643.	Human Resources	Fixed term contract for Human Resource Management	30/04/2019	03/02/2019	Approved
02/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Windeed (353698) R228.36 • Octofin (350408) R634 656.48 • Media 24 (3543560) R7380.01 	30/04/2019	02/05/2019	Approved
02/05/2019	643.	Housing Administration	Fixed term contract for Housing Administration	30/04/2019	02/05/2019	Approved
02/05/2019		Office of the Mayor	Petty cash – R1974.35	30/04/2019	02/05/2019	Approved
02/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Built it (INV76721) - R371.20	30/04/2019	02/05/2019	Approved
02/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Dynamic toner solutions (352554) R704.91	30/04/2019	02/05/2019	Approved
03/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • XON Systems (353060) R130 233.19 • SMS ICT choice (353494) R113 850.00 	-	03/05/2019	Approved
06/05/2019	645.	Facility Management	Standby overtime pre-approvals	03/05/2019	06/05/2019	Approved
07/05/2019	211 (d) INV	S115(1) of the MFMA read with	Bonsolo Trading (334536) – R384.00	06/05/2019	07/05/2019	Approved

		S117 Supply Chain Reg				
07/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Office tech – R1189.89	06/05/2019	07/05/2019	Approved
07/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Business Engineering (7458) R51 280.80 • SALGA – R7 205.00 	06/05/2019	07/05/2019	Approved
07/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Mindspring – R1900.45 • Liquid Telecom – R12 351.67 • Liquid Telecom – R77 662.64 • Media24 – R8280.00 • Telkom – R64 479.25 	06/05/2019	07/05/2019	Approved
07/05/2019	645	ICT department	Overtime standby pre-approvals	06/05/2019	07/05/2019	Approved
09/05/2019	645 (l)	Document Management	Timesheets for Document Management	07/05/2019	09/05/2019	Approved
09/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Ibunga a cleaning (354377) R72 737.46 • MBA Construction – R233 939.18 • BEAP Group – R99 159.42 	07/05/2019	09/05/2019	Approved
09/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	SALGA (352158) R17 571.00	07/05/2019	09/05/2019	Approved
09/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Nextec technologies (351138) R654 162.55 • Independent newspaper – R7177.38 	07/05/2019	09/05/2019	Approved

10/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • NKY Construction (354439) R35 000.00 • Windeed (353698) R228.36 and R475.60 • Bidvest flora (349848) R3790.40 • Masimbela Trading (352287) R224 000 	09/05/2019	10/05/2019	Approved
10/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Hiring of Hall for public meeting – R1500.00	09/05/2019	10/05/2019	Approved
10/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Franschoek Built it (354479) R305.20	09/05/2019	10/05/2019	Approved
13/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Bonsolo Trading – R640 • Bonsolo Trading – R150 	10/05/2019	13/05/2019	Approved
13/05/2019	645 (l)	Document Management	Timesheets for Document Management	10/05/2019	13/05/2019	Approved
13/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • MMPA (350069) R14 116.25 • Masimbela – R244.00 	10/05/2019	13/05/2019	Approved
13/05/2019	645 (l)	Salary	Timesheets: Salaries	10/05/2019	13/05/2019	Approved
14/05/2019	643.	Planning	Fixed term contract Planning and Econ Dev	13/05/2019	14/05/2019	Approved
14/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Sure travel Stellenbosch (354792) R17 380.00	13/05/2019	14/05/2019	Approved
15/05/2019	645(l)	HR	Timesheet: Office of the Mayor	14/05/2019	15/05/2019	Approved
16/05/2019	211 (d) INV	S115(1) of the MFMA read with	Bytes (354482) – R6210.00	15/5/2019	16/05/2019	Approved

		S117 Supply Chain Reg				
17/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	The Auditor General – R189.65 and R8894.10	16/05/2019	17/05/2019	Approved
17/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Vision Elevator – R2519.08 • Eagle Eye – R13 954.55, R3335.00 and R6241.28 • Premier Attraction – R451 671.93 	16/05/2019	17/05/2019	Approved
20/05/2019	643.	Housing Department	Addendums for Informal Settlements and Housing Administration	17/05/2019	20/05/2019	Approved
20/05/2019	643.	Planning department	Fixed term contract for Land Use Management	17/05/2019	20/05/2019	Approved
20/05/2019	643.	Infrastructure Services	Addendums for Infrastructure Services	17/05/2019	20/05/2019	Approved
20/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Freedom (354949) R1500.00 • Servest (350672) R34 309.10 • Eagle eye (353349) R13 954.55 	17/5/2019	20/05/2019	Approved
20/05/2019	643.	Human Resources	Addendums for Human Resource Management	17/5/2019	20/05/2019	Approved
20/05/2019	643.	Supply Chain	Addendums for Supply Chain Management	17/5/2019	20/05/2019	Approved
20/05/2019	643.	Financial Services	Addendums for Financial Services	-	20/05/2019	Approved
22/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Delta Cool (354327) R1 115.50 • Bystes Systems (355058) R1 646 101.37 • Enterprise Solution (353495) R86 250.00 • Up Beat (355030) R25 810.00 • Avalon Group (351920) R5135.73 • Vodacom – R158 182.21 and R210 036.68 	20/05/2019	22/05/2019	Approved

23/05/2019	643.	Human Resources	Addendums for Human Resource Management	22/05/2019	23/05/2019	Approved
23/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	SALGA – R6 093 195.00	-	23/05/2019	Approved
23/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Madge computers (354728) R1 520.24 • Madge computers (354730) R8 002.67 	-	23/05/2019	Approved
23/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Sure Travel Stellenbosch (354792) R17 380.00	22/05/2019	23/05/2019	Approved
24/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • EBN Projects (354358) R42 709.12 • Masiphane (354819) R511 805.97 and R114 962.85 • LBP (354357) R18 253.97 	23/05/2019	24/05/2019	Approved
24/05/2019	643.	Human Resources	Fixed term contract for W Crowley and JC Anthony	23/05/2019	24/05/2019	Approved
24/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	University of Stellenbosch – R3860.14 (355092)	23/05/2019	24/05/2019	Approved
27/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Khusela Solutions (354615) R75 637.80	24/05/2019	27/05/2019	Approved
27/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Dynamic Toner solutions (354530) • Bidvest Waltons (354527) R244.40 • Park Avenue Solutions (354522) R313.58 	24/05/2019	27/05/2019	Approved

			<ul style="list-style-type: none"> • Dynamic toner solutions (354922) R407.38 • Western cape stationers (354526) R1043.56 			
29/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Gapedi Construction – R11166.94	28/05/2019	29/05/2019	Approved
30/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Windeed – R105.54 • Broll – R74 192.41 • Octofin – R634 250.76 • Attacq – R187 363.59 • Beap – R209 665.79 • Eskom – R3442.40 	29/05/2019	30/05/2019	Approved
30/05/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Die Rooikombuis – R7200.00	29/05/2019	30/5/2019	Approved

DELEGATIONS EXERCISED FOR PERIOD: JUNE 2019
DIRECTORATE: CORPORATE SERVICES

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
03/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Polarama Wholesalers – R2034.00	31/05/2019	03/06/2019	Approved
04/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Jetco (4672) • MAC Brothers (89443) 	31/05/2019	04/06/2019	Approved
04/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Auditor General – R68.23	-	04/06/2019	Approved
04/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Linako Catering (354365)	-	04/06/2019	Approved
06/06/2019	645.	ICT Department	Overtime pre-approval: ICT Department	31/05/2019	06/06/2019	Approved
06/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Payday Software Systems (350735) • Payday Software Systems (350735) 	31/05/2019	06/06/2019	Approved
06/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Gourmet coffee (354768)	-	06/06/2019	Approved

06/06/2019	643.	Human Resources	Appointment of ICT Temporary employees in terms of agreement with trade unions – Human Resources	-	06/06/2019	Approved
7/6/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Sham'd Catering (355198) – R3600.00	-	07/06/2019	Approved
10/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • EQTech Africa – R310 025.00 • Tjek training – R92 635.61 • Tjek training – R99 281.33 • Nu-law group – R162 658.30 • Media 24 – R11 454.00 • Media 24 – R8 590.50 	05/06/2019	10/06/2019	Approved
10/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Park Avenue stationers – R85.45 • Bonsolo Trading – R600 • Hasler system – R7099.08 • Hasler system – R861.26 	05/06/2019	10/06/2019	Approved
10/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	David Helling – R11 437.50	05/06/2019	10/06/2019	Approved
10/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Drakenstein I R30 488.10	05/06/2019	10/06/2019	Approved
10/06/2019	211 (d) INV	S115(1) of the MFMA read with	Payday – R7590.00	-	10/06/2019	Approved

		S117 Supply Chain Reg				
10/6/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Liquid Telecom – R12 337.02 • Liquid Telecom – R82 148.72 	-	10/6/2019	Approved
11/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Servest (53638) • KI Developers (1018) • MBA Construction (003) • Media 24 (6052493650) • Media 24 (6052499948) • Stephen (2133) • Stephen (2134) • Bidvest (427061) • HCB (30) • MG Investment (14792) • Gapedi (60) 	06/06/2019	11/06/2019	Approved
11/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoice: <ul style="list-style-type: none"> • First Technology – R2587.50 • Madge computers – R24 081.14 • SA lighting electrical – R3953.15 • Telkom – (x10) 	06/06/2019	11/06/2019	Approved
12/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • BC Landscape – R90 148.26 • CET trading – R344.50 • TSM – R7 861.40 	11/06/2019	12/06/2019	Approved

12/06/2019	643.	Financial Services	Fixed term contract for E September	-	12/06/2019	Approved
12/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Media 24 – R621 516.47 • Premier Attraction – R7 866.00 	11/06/2019	12/06/2019	Approved
12/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Madge computers – R5 707.52 • Paternoster Lodge – R998.00 	11/06/2019	12/06/2019	Approved
13/06/2019	645 (l)	Salary	Timesheet: Salaries Department	13/6/2019	13/6/2019	Approved
13/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Apex (x49)	-	13/06/2019	Approved
13/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Timbercity (354936) – R970.00 • T Mabindisa Garden – R17 000.00 	-	13/06/2019	Approved
13/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Fatima Cinnamon – R6900 • P and D – R1200 	-	13/06/2019	Approved
14/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	C & M construction – R6450.00	13/06/2019	14/06/2019	Approved
16/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Archie Construction – R12 385.87 • NKY Construction – R50 000.00 	-	16/06/2019	Approved
18/06/2019	211 (d) INV	S115(1) of the MFMA read with	Invoices:	17/06/2019	18/06/2019	Approved

		S117 Supply Chain Reg	<ul style="list-style-type: none"> • Payment for Makapula High School • Ebee's delight – R16 497.50 			
18/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	<p>Invoices:</p> <ul style="list-style-type: none"> • Ivan Pietersen – R16 497.50 • John Wenn – R12 000.00 	17/06/2019	18/06/2019	Approved
19/06/2019	643.	Record Management	Addendums for records Management	-	19/8/2019	Approved
19/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	<p>Invoices:</p> <ul style="list-style-type: none"> • Bidvest Waltons – R4153.10 • Bidvest Waltons – R107.72 	-	19/06/2019	Approved
19/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	<p>Invoices:</p> <ul style="list-style-type: none"> • Avalon – R63 419.05 • Bytes System – R271 816.30 • Lesedi Corporate – R3 655.52 • Lesedi Corporate – R1 381.62 	18/06/2019	19/06/2019	Approved
19/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Bidvest Waltons – R4 479.04	18/06/2019	19/06/2019	Approved
20/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	He and She training – NOSA: R4800.00	19/06/2019	20/06/2019	Approved
24/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	<p>Invoices:</p> <ul style="list-style-type: none"> • P and D Cuisine – R4800.00 • Memorandum – Payment of ward committee members - R114 400.00 	21/06/2019	24/06/2019	Approved

25/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • He and She driver training – R25 300.00 • Nu-law Group – R97 594.98 	24/06/2019	25/6/2019	Approved
25/06/2019	643.	Infrastructure services	Fixed term contract for Infrastructure Services	-	25/6/2019	Approved
25/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Nu-law Group – R162 653.30	-	25/6/2019	Approved
25/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Xcell Environment - R833.66 • B4fire Technology – R2100.00 	24/06/2019	25/6/2019	Approved
25/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Park Avenue – R871.86	24/06/2019	25/6/2019	Approved
25/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Payday Software – R7590.00			Approved
26/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Direct payment – contempt of court May 2019: R50 700.00	25/06/2019	26/06/2019	Approved
26/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Payday – R11 ,960.00 • Sham'd – R2 700.00 	25/06/2019	26/0/2019	Approved

26/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Madge Computers (355502) R16 025.21 • MTF Consultants – R16 351.85 • BFECT – R10 000.00 	25/06/2019	26/06/2019	Approved
26/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • JHC Painters (354216) R17 404.73 • Bisiwe Niekerk (352049) R80 404.83 • Red Hills • Masimbela – R50 000.00 • SBI Properties – R120 00.00 • SBI Properties – R42 600.00 • SBI Properties – R52 600.00 • SBI Properties – R7100.00 • SBI Properties – R15 000.00 • Octofin – R648 425.13 • Dirk Cane – R24 750.00 • Dirk Cane – R60 200.00 • Attacq – R173 660.00 • Beap – R105 588.89 • Prima Construction – R43 816.73 	25/06/2019	26/06/2019	Approved
26/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Sham'd – R2700.00	25/06/2019	26/06/2019	Approved
26/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	University of Stellenbosch – R240 517.56	25/06/2019	26/06/2019	Approved

26/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Kings catering – R45 450.00	25/06/2019	26/06/2019	Approved
26/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: OHS Care – R31 096.00 Nosa – R392 177.92	25/06/2019	26/06/2019	Approved
27/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Mac Brothers – R1092.50 • Milhon – R71 300.00 • Afriwire – R1016 972.49 • EBN Project – R48 620.55 • NKY – R18 724.00 • Impepho – R27 990.00 • Px5 – R9 275.00 • Px5 – R5 560.00 • Inyameka trading – R27 990.00 • Nokhala cleaning – R5 962.75 • Pinpoint – R4 140.00 • Pinpoint – R 1 830.25 • Sizwe Paint – R666.00 • Gapedi – R11 679.62 • Bergstedt – R12 900.00 • Mygacraft – R6 503.25 • Gapedi Constructions – R11 166.94 	26/06/2019	27/06/2019	Approved
27/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Park Avenue Stationers – R975.83 • Western Cape Stationers – R2 611.65 	26/06/2019	27/06/2019	Approved

27/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Keep the dream – R1350.00	26/06/2019	27/06/2019	Approved
27/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Witzenberg – R30 488.10 • Drakenstein – R3 584.69 	26/06/2019	27/06/2019	Approved
27/06/2019	645.	Property Management	Overtime pre-approval Property Management	26/06/2019	27/06/2019	Approved
27/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Sita – R68 820.80 • Sita – R21 449.29 	26/06/2019	27/06/2019	Approved
27/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoice: <ul style="list-style-type: none"> • Mediation funding for injured employee – R1229.70 • Stelkor Pharmacy – R619.80 	26/06/2019	27/06/2019	Approved
27/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	B4fire – R2100.00	26/06/2019	27/06/2019	Approved
27/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoice: <ul style="list-style-type: none"> • Charles Consulting – R19 693.13 • Alumanye – R95 000.00 • ARP Construct – R750 500.01 	26/06/2019	27/06/2019	Approved
28/06/2019	211 (d) INV	S115(1) of the MFMA read with	Invoices: <ul style="list-style-type: none"> • Office Tech – R1725.00 	28/06/2019	28/06/2019	Approved

		S117 Supply Chain Reg	<ul style="list-style-type: none"> Western cape stationers – R 2611.65 			
28/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Avalon Technology – R14 799.35	-	28/06/2019	Approved
28/06/2019	211 (d) INV	S115(1) of the MFMA read with S117 Supply Chain Reg	Bidvest Waltons – R12 346.40	-	28/06/2019	Approved

DELEGATIONS EXERCISED FOR PERIOD APRIL 2019
DIRECTORATE: INFRASTRUCTURE SERVICES

	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
02/04/2019 – 15/04/2019	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	<p>MUNICIPAL NOTICE:</p> <p>Supply of electricity disconnected on 16 April 2019 Area affected: Bird, Bell and Tennant Str</p> <p>Water supply interruption on 09/04/2019: Andringa Str, Stellenbosch</p> <p>Upgrading electrical network in Krigeville</p> <p>Electrical upgrades in Main Municipal Building (Stellenbosch)</p> <p>Pavement upgrading Bloemhof Parking Area</p>	02/04/2019 – 15/04/2019	02/04/2019 05/04/2019 08/04/2019 10/04/2019 15/04/2019	Approved Approved Approved Approved Approved
	To decide to: (a) Temporary restrict or discontinue supply of water (b) Prohibit use of water for specific purposes	S 184 of Municipal Ordinance and also ito the Water Services Act	<p>Water restrictions exemption:</p> <p>3 - applications approved 0 - application not approved 1 - applications pending</p> <p>Water restrictions transgressions:</p>			Approved Not approved Pending

	<p>(c) Prohibit use of water during specified hours of day</p> <p>(d) Prohibit use of water in a specific manner</p> <p>Subject thereto that such decision will only have the force of law after the publication in the media</p>		<p>1 - reported and notices served by Law Enforcement</p> <p>Borehole registrations:</p> <p>3 - Application to drill</p> <p>3 - Residential Applications</p> <p>0 - Commercial Applications</p> <p>1 - Public Buildings Applications</p> <p>0 - Grey water Applications</p>			<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>
08/04/2019	To authorise the connection of any electrical installation or part thereof to the supply mains or to a service connection	571	<p>SMALL-SCALE EMBEDDED GENERATION (SSEG) APPROVAL</p> <p>Connect a 35 KVA Installation at Erf 9218, 3 Meson Street</p>	08/04/2019	08/04/2019	Approved
11/04/2019	To enter into and/or sign and/or terminate contracts on behalf of Stellenbosch Municipality	Various legal provisions and the Law of Contract	<p>Memorandum of Agreement</p> <p>Notice of termination – Supply and delivery of electronic meters with remote meter reading capabilities FQ/SM 58/19</p>	11/04/2019	11/04/2019	Approved

			Supply of electricity disconnected on 04/06/2019 Area affected: De Bosch.		22/05/2019	Approved
02/05/2019 – 22/05/2019	To decide to: (a) Temporary restrict or discontinue supply of water (b) Prohibit use of water for specific purposes (c) Prohibit use of water during specified hours of day (d) Prohibit use of water in a specific manner Subject thereto that such decision will only have the force of law after the publication	S 184 of Municipal Ordinance and also ito the Water Services Act	Water restrictions exemption: 1 - applications approved 0 - application not approved 0 - applications pending Water restrictions transgressions: 0 - reported and notices served by Law Enforcement Borehole registrations: 5 - Application to drill 1 - Residential Applications 2 - Commercial Applications 0 - Public Buildings Applications 0 - Grey water Applications		02/05/2019 – 22/05/2019	Approved Not approved Pending Approved Approved Approved Approved Approved

	in the media					
11/04/2019	To enter into and/or sign and/or terminate contracts on behalf of Stellenbosch Municipality	Various legal provisions and the Law of Contract	Memorandum of Agreement Notice of termination – Supply and delivery of electronic meters with remote meter reading capabilities FQ/SM 58/19		11/04/2019	Approved
13/05/2019	To administer the provisions of Municipal By-laws regarding civil engineering services and solid waste	E (b) Water Services 554	Notice of contravention of Stellenbosch Municipality Water Services By-law		13/05/2019	Approved
15/05/2019	To determine and approve the provision of bulk municipal engineering services in lieu of development contributions payable by developers and to compile	E (a) General 546	New development on erven 14163 and 14164, Stellenbosch: Services Agreement		15/05/2019	Approved

	and sign a formal services agreement on behalf of Council					
22/05/2019 – 23/05/2019	To authorise, administer and manage temporary closing or temporary restriction or regulating the use of public (proclaimed) road for any purpose deemed necessary or desirable, and to temporarily divert vehicular and pedestrian traffic from a public (proclaimed) road which has been temporarily closed or restricted	E (d) Transport, Roads & Stormwater S 19 (b), (c) of the Roads Ordinance (19/76)	Application for road closures: Road Closure: Webers Valley Road Jamestown for roadworks Friday, 24 May 2019 for 1 month Road Closure: Various Intersections at Brandwacht from 25 May 2019 for two weeks.	22/05/2019 – 23/05/2019	22/05/2019 23/05/2019	Approved Approved

DELEGATIONS EXERCISED FOR PERIOD JUNE 2019
DIRECTORATE: INFRASTRUCTURE SERVICES

Date	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
05/06/2019 – 26/06/2019	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:		18/06/2019	Approved
			Supply of electricity disconnected on 25/06/2019 Area affected: Faure Street, Quivertree Flats			18/06/2019
			Supply of electricity disconnected on 25/06/2019 Area affected: Brandwacht aan Rivier, Slot 1 - 7		07/06/2019	Approved
			Supply of electricity disconnected on 19/06/2019 Area affected: Brandwacht aan Rivier, Slot 1 - 7		07/06/2019	Approved
			Supply of electricity disconnected on 19/06/2019 Area affected: Faure Street, Quivertree Flats		05/06/2019	Approved
			Supply of electricity disconnected on 19/06/2019 Area affected: Faure Street, Quivertree Flats		05/06/2019	Approved
			Supply of electricity disconnected on 20/06/2019		10/06/2019	Approved

			Area affected: Mdala, Mjandana, Chris Hani Streets, 2 nd & 3 rd Avenue		18/06/2019	Approved
			Supply of electricity disconnected on 11/06/2019 & 13/06/2019. Area affected: Bassi, Long Street, 4 th and 5 th Ave, Parts of Zone O.		21/06/2019	Approved
			Supply of electricity disconnected on 13/06/2019 Area affected: Paradyskloof Farms		21/06/2019	Approved
			Supply of electricity disconnected on 25/06/2019 Area affected: Hampton Square		18/06/2019	Approved
			Supply of electricity disconnected on 01/07/2019 Area affected: Kayamandi: Monde Crescent, SWitona, Swarts Close, Mgabadeli, Mayano, Ndumela, Makapula Streets		18/06/2019	Approved
			Supply of electricity disconnected on 01/07/2019 Area affected: Kayamandi: Monde Crescent, SWitona, Swarts Close, Mgabadeli, Mayano, Ndumela, Makapula Streets		03/06/2019	Approved
			Supply of electricity disconnected on 01/07/2019 Area affected: Idas Valley: The Ridge		26/06/2019	Approved
			Supply of electricity disconnected on 26/06/2019 Area affected: Van Riebeeck		25/06/2019	Approved
			Supply of electricity disconnected on 27/06/2019			

			<p>Area affected: Narnia</p> <p>Supply of electricity disconnected on 06/06/2019 Area affected: Paradyskloof Farms</p> <p>Interruption in water supply, Neethling Street, Stellenbosch on 02/07/19</p> <p>Interruption in water supply, Smuts and Banghoek Street, Stellenbosch on 27/06/2019</p>			
05/06/2019 – 28/06/21019	<p>To decide to:</p> <p>(a) Temporary restrict or discontinue supply of water</p> <p>(b) Prohibit use of water for specific purposes</p> <p>(c) Prohibit use of water during specified hours of day</p> <p>(d) Prohibit use of water in a specific manner</p> <p>Subject thereto that such</p>	S 184 of Municipal Ordinance and also ito the Water Services Act	<p>Water restrictions exemption:</p> <ul style="list-style-type: none"> - applications approved - application not approved - applications pending <p>Water restrictions transgressions:</p> <ul style="list-style-type: none"> - reported and notices served by Law Enforcement <p>Borehole registrations:</p> <ul style="list-style-type: none"> - Application to drill - Residential Applications - Commercial Applications - Public Buildings Applications - Grey water Applications 	05/06/2019 – 28/06/21019	05/06/2019 – 28/06/21019	<p>Approved</p> <p>Not approved</p> <p>Pending</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>

	decision will only have the force of law after the publication in the media					
11/06/2019 – 26/06/2019	To authorise, administer and manage temporary closing or temporary restriction or regulating the use of public (proclaimed) road for any purpose deemed necessary or desirable, and to temporarily divert vehicular and pedestrian traffic from a public (proclaimed) road which has been temporarily closed or restricted	E (d) Transport, Roads & Stormwater S 19 (b), (c) of the Roads Ordinance (19/76)	Application for road closures: Temporary Road Closure for construction purpose: Weidenhof Street Temporary Road Closure for construction purpose: Piet Retief and Noordwal-West Temporary Road Closure for construction purpose: Ryneveld Street Temporary Road Closure for construction purpose: Victoria Street Temporary Road Closure for construction purpose: Murray Street Temporary Road Closure for Titan and Whiteheart Street	11 June 2019 18 April 2019 13 June 2019 20 June 2019 20 June 2019 18 June 2019	13 June 2019 14 June 2019 14 June 2019 24 June 2019 26 June 2019 21 June 2019	Approved Approved Approved Approved Approved Approved

DELEGATIONS EXERCISED FOR PERIOD APRIL 2019
CHIEF FINANCIAL OFFICER: FINANCIAL SERVICES

Date Received	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
05/04/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 27/19 Upgrading Of La Motte Hall, La Motte, Franschoek.	05/04/19	05/04/19	Approved
05/04/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	Approved SCM tenderer's letters	05/04/19	05/04/19	Approved
12/04/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 50/19 Veeam And VMware Software License Renewal	12/04/19	12/04/19	Approved
12/04/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 51/19 Provision of Disaster Recovery Colocation, Wan & Internet Services	12/04/19	12/04/19	Approved
12/04/19	211	S115(1) of the MFMA read with S117 Supply	B/SM 26/19 Supply and Delivery Of Two (2) 14m Working Height Telescopic Aerial Platforms.	12/04/19	12/04/19	Approved

		Chain Regulations				
12/04/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 74/19 Supply, Delivery, Installation and Setup of ICT Structured Cabling Services And Equipment At The Klapmuts Multipurpose Centre	12/04/19	12/04/19	Approved
26/04/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 49/19 Mimecast Unified Email Management Software License Renewal	26/04/19	26/04/19	Approved
26/04/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	Approved SCM tenderer's letters	26/04/19	26/04/19	Approved
26/04/19	645	HR	Overtime pre-approval's Income, Salary & Budget Office	26/04/19	26/04/19	Approved
26/04/19	138	S69 and 70 of MFMA	Capital Virementations various Directorates	26/04/19	26/04/19	Approved

DELEGATIONS EXERCISED FOR PERIOD MAY 2019
CHIEF FINANCIAL OFFICER: FINANCIAL SERVICES

Date Received	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
10/05/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 48/19 Learner and Driver License Training and Testing for Unemployed Youth and Other Learners Residang In Wc024	10/05/19	10/05/19	Approved
10/05/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 70/19 Financing of Approved Projects by Means of An External Loan	10/05/19	10/05/19	Approved
10/05/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 40/19 Jamestown Bulk Services: Construction of Bulk Sewer and Associated Infrastructure	10/05/19	10/05/19	Approved
10/05/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	Approved SCM tenderer's letters	10/05/19	10/05/19	Approved
10/05/19	645	Basic Conditions of Employment Act	Overtime pre-approvals Income, Salary & Budget Office	10/05/19	10/05/19	Approved
10/05/19	138	S69 and 70 of MFMA	Capital Virementations various Directorates	10/05/19	10/05/19	Approved
17/05/19	211	S115(1) of the MFMA read with	B/SM 25/19 Supply Install and Configure the Network Security Appliance at The	17/05/19	17/05/19	Approved

		S117 Supply Chain Regulations	Stellenbosch Municipality Satellite Offices Linked with the Main Office Network Security Appliances			
17/05/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 54/19 Supply and Delivery of Global Positioning System (GPS) High Accuracy Devices to The Stellenbosch Municipality	17/05/19	17/05/19	Approved
17/05/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 53/19 Supply and Delivery of Wireless Hardware Equipment to The Stellenbosch Municipality	17/05/19	17/05/19	Approved
17/05/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 52/19 Supply and Delivery Of 30 Poe Network Switches	17/05/19	17/05/19	Approved
17/05/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 10/19 Construction of A Materials Recovery Facility and Public Drop-Off in Stellenbosch	17/05/19	17/05/19	Approved
17/05/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 41/19 Construction of Klapmuts Informal Trading Site	17/05/19	17/05/19	Approved
17/05/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	Approved SCM tenderer's letters	17/05/19	17/05/19	Approved

17/05/19	645	Basic Conditions of Employment Act	Overtime & Standby pre - approval's SCM / Stores	17/05/19	17/15/19	Approved
24/05/19	138	S69 and 70 of MFMA	Capital Virementations various Directorates	24/05/19	24/05/19	Approved
24/05/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 61/19 Appointment of A Professional Architect and Team of Specialists: Design of New Multi-Purpose Building: Ex Kleine Libertas Site, Being A Portion of Erf 235, Stellenbosch.	24/05/19	24/05/19	Approved
24/05/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 62/19 Cibecs Software License Renewal	24/05/19	24/05/19	Approved
24/05/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 81/19 Supply and Delivery of Social Relief of Distress Resources: Mattresses	24/05/19	24/05/19	Approved
24/05/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 12/19 Supply, Delivery and Off-Loading of Toilet Paper and Hand Towel Rolls	24/05/19	24/05/19	Approved
24/05/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	Approved SCM tenderer's letters	24/05/19	24/05/19	Approved
24/05/19	138	S69 and 70 of MFMA	Capital Virementations various Directorates	24/05/19	24/05/19	Approved
31/05/19	211	S115(1) of the MFMA read with S117 Supply	B/SM 71/19 Printing and Distribution of Monthly Consumer Accounts, Newsletters and Other Communication	31/05/19	31/05/19	Approved

		Chain Regulations				
31/05/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 64/19 Pest Control	31/05/19	31/05/19	Approved
31/05/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 86/19 Unbundling of Infrastructure Assets For 2018/2019 Financial Year	31/05/19	31/05/19	Approved
31/05/19	643(g)	S67 of MSA	Acting Allowance Financial Services	31/05/19	31/05/19	Approved
31/05/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	Approved SCM tenderer's letters	31/05/19	31/05/19	Approved
	138	S69 and 70 of MFMA	Capital Virementations various Directorates			Approved

DELEGATIONS EXERCISED FOR PERIOD JUNE 2019
CHIEF FINANCIAL OFFICER: FINANCIAL SERVICES

Date Received	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
03/06/19	645	Basic Conditions of Employment Act	Overtime pre-approval – Income, Salary, Budget & Creditors	03/06/19	03/06/19	Approved
03/06/19	645	Basic Conditions of Employment Act	Overtime and Standby Pre-approval – Stores and Credit Control Sections	03/06/19	04/06/19	Approved
03/06/19	138	S69 and 70 of MFMA	Approve Capital Verimentations – Various Directorates	03/06/19	05/06/19	Approved
07/06/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 89/19 Supply and Installation of Generators	07/06/19	07/06/19	
13/06/19		MFMA	Monthly verification forms NT & PT	13/06/19	13/06/19	Approved
13/06/19	138	S69 and 70 of MFMA	Capital Virementations – Various Directorates	13/06/19	13/06/19	Approved
07/06/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 56/19 Supply and Installation of A Vehicle Tracking & Monitoring System	07/06/19	07/06/19	
11/06/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	SCM Letter approved Tenderer's	11/06/19	11/06/19	Approved
12/06/19		MFMA	Payment Approval for Novus 3 – Capital Budget Programming	12/06/19	12/06/19	Approved
18/06/19	138	S69 and 70 of MFMA	Capital Virementations – Various Directorates	18/06/19	18/06/19	Approved

14/06/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 66/19 The Appointment of A Service Provider For Hiring Of Refuse Compactor/S, As And When Required	14/06/19	14/06/19	Approved
14/06/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 72/19 The Provision of Debtor Management Software and Administrative Support to Stellenbosch Municipality	14/06/19	14/06/19	Approved
19/06/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	SCM Letter approved Tenderer's	19/06/19	19/06/19	Approved
21/06/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 36/19 " Clubhouse Additions to Existing Changeroom Sports Grounds, Lanquedoc, Stellenbosch, Phase 2	21/06/19	21/06/19	Approved
21/06/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	B/SM 24/19 Appointment of A Suitable Service Provider for Various Training Programmes	21/06/19	21/06/19	Approved
21/06/19	138	S69 and 70 of MFMA	Capital Virementations – Various Directorates	21/06/19	21/06/19	Approved
21/06/19	211	S115(1) of the MFMA read with S117 Supply Chain Regulations	SCM Letter approved Tenderer's	21/06/19	21/06/2019	Approved

DELEGATIONS EXERCISED FOR PERIOD: APRIL 2019
DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT

Date	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
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:			
01/04/2019	Item 7.3.3 Council Meeting 2017-07-26	Director: PED	Category 2 applications for the 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	Application for Temporary Departure, Farm 730/20	01/04/2019	01/04/2019	Approved
01/04/2019				Application for Rezoning Farm, 1392	01/04/2019	04/04/2019	Approved
01/04/2019				Application for a Removal, Erf 622	01/04/2019	04/04/2019	Approved
01/04/2019				Application for Amendment, Erven 15670 & 15671	01/04/2019	04/4/2019	Approved
01/04/2019				Application for Rezoning, Farm 1166	01/04/2019	04/04/2019	Approved
01/04/2019				Application for Submission, Erf 9192	01/04/2019	04/04/2019	Approved
01/04/2019				Application for Submission, Farm 129/4	01/04/2019	04/04/2019	Approved
10/04/2019				Application for Removal, Erf 2741	10/04/2019	10/04/2019	Approved
10/04/2019				Application for Departure, Erf 6992	10/04/2019	10/04/2019	Approved
10/04/2019				Application for Consent, Erf 3897	10/04/2019	10/04/2019	Approved

10/04/2019			Application for Consent, Erf 563	10/04/2019	10/04/2019	Approved
10/04/2019			Application for Special Dev, Erf 1727	10/04/2019	10/04/2019	Approved
10/04/2019			Application for Rezoning, Farm 78	10/04/2019	10/04/2019	Approved
10/04/2019			Application for Departure, Farm 1273	10/04/2019	10/04/2019	Approved
10/04/2019			Exemption Certificate, Erf 678 & 685	10/04/2019	10/04/2019	Approved
10/04/2019			Application for Permanent Departure, Erf 9784	10/04/2019	10/04/2019	Approved
10/04/2019			Application for Temporary Departure, Erf 9542	10/04/2019	10/04/2019	Approved
10/04/2019			Letter: Farm 393/11	10/04/2019	10/04/2019	Approved
10/04/2019			Application for Departure, Erf 378	10/04/2019	10/04/2019	Approved
17/04/2019			Application for Extension of Validity, Farm 748/41	17/04/2019	17/04/2019	Approved
17/04/2019			Application for Departure, Erf 3718	17/04/2019	17/04/2019	Approved
17/04/2019			Application for Departure, Erf 14730	17/04/2019	17/04/2019	Approved
17/04/2019			Exemption Certificate, Farm 1108/24	17/04/2019	17/04/2019	Approved
18/04/2019			Zoning Certificate, Farm 520L	18/04/2019	18/04/2019	Approved
18/04/2019			Application for Removal, Erf 4854	18/04/2019	18/04/2019	Approved
18/04/2019			Application for Consent Temporary Departure, Farm 27/25	18/04/2019	18/04/2019	Approved
18/04/2019			Application for Rezoning & Departure, Erf 2539	18/04/2019	18/04/2019	Approved
18/04/2019			Application for Departure, Erf 8975	18/04/2019	18/04/2019	Approved
18/04/2019			Application for Departure, Erf 2279	18/04/2019	18/04/2019	Approved
18/04/2019			Application for Departure, Erf 5129	18/04/2019	18/04/2019	Approved

24/04/2019				Application for Rezoning, Erf 8328 with Farm 1049/2	24/04/2019	24/04/2019	Approved
24/04/2019				Application for Amendment, Erf 16391	24/04/2019	24/04/2019	Approved
24/04/2019				Application for Departure, Erf 384	24/04/2019	24/04/2019	Approved
24/04/2019				Application for Departure & Approval of SDP, Erf 2279	24/04/2019	24/04/2019	Approved
24/04/2019				Application for Departure & Approval of SDP, Erf 2279	24/04/2019	24/04/2019	Approved
ITEMS/DELEGATED REPORTS							
01/04/2019	644(b)	Director: PED	HR	Resignation Letter: Planning and Economic Development	01/04/2019	01/04/2019	Approved
01/04/2019	645	Director: PED	Basic Conditions of Employment Act	Overtime Pre-approval & Standby – April 2019: Informal Settlements	01/04/2019	01/04/2019	Approved
02/04/2019	646	Director: PED	Training and study	An official request for driver competency test: LED	01/04/2019	02/04/2019	Approved
03/04/2019	645	Director: PED	Basic Conditions of Employment Act	Overtime Approval – April 2019: Housing Administration	03/04/2019	03/04/201	Approved
03/04/2019	645	Director: PED	Basic Conditions of Employment Act	Overtime Time Off Informal Settlements	03/04/2019	03/04/2019	Approved
03/04/2019	645	Director: PED	Basic Conditions of Employment Act	Overtime Approval – April 2019: Housing Administration	03/04/2019	03/04/2019	Approved
08/04/2019		Director: PED	LUM	MPT Ref: 1/1/1/40	08/04/2019	09/04/2019	Approved
08/04/2019	5	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	08/04/2019	08/04/2019	Approved
08/04/2019	5	Director: PED	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	Addendum Fixed Contract: Informal Settlements	08/04/2019	08/04/2019	Supported

08/04/2019	643(f)	Director: PED	S67 of MSA	Appointment of Students (Interns): Planning and Economic Development	08/04/2019	08/04/2019	Supported
09/04/2019	139	Director: PED	S69 and 70 of MFMA	Budget Verimentation: Contractors: Catering Services: Transcription Services	09/04/2019	09/04/2019	Approved
09/04/2019	623	Director: PED	HR	Travel Claim Form: Planning and Economic Development	09/04/2019	09/09/2019	Approved
10/04/2019	211	Director: PED	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: • Camel Rock Events • Apex 162683; 162684; 163892; 163893 • Smith Tabata Buchanan Boyes • Ford Motor Company	10/04/2019	10/04/2019	Approved
10/04/2019	139	Director: PED	S69 and 70 of MFMA	Budget Verimentation: Hire Charges: Social Dev.	10/04/2019	10/04/2019	Approved
11/04/2019	229	Director: PED	SCM Reg 12(1)(c)	FQ: Procurement of Suitable Experience Service Provider to Design, Update & Print EPWP Brouchers	11/04/2019	11/04/2019	Approved
11/04/2019	211	Director: PED	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: • Bonsolo Trading • Independent News Paper • Khusela Solutions	09/04/2019	11/04/2019	Approved
11/04/2019	229	Director: PED	SCM Reg 12(1)(c)	FQ: Upgrading Khayamandi Corridor	10/04/2019	11/04/2019	Approved
11/04/2019		Director: PED	Legal	Signatory: Additional Funding for Title Deed Resolution Grant	11/04/2019	11/04/2019	Supported
11/04/2019		Director: PED	Legal	26 Deed of Transfer: Mooiwater; Franschhoek Housing Project	11/04/2019	11/04/2019	Supported
12/04/2019		Director: PED	HA	Rectification: Registration, Erf 1860 & 1958 Kayamandi	12/04/2019	12/04/2019	Approved
12/04/2019		Director: PED	HA	Approval for Delivery & Supply of Protective Clothing & Equipment	12/04/2019	12/04/2019	Approved
12/04/2019	645	Director: PED	Basic Conditions of Employment Act	Time Off: Spatial Planning	12/04/2019	12/04/2019	Approved
15/04/2019	270	Director: PED	SCM Reg 32 (2)	Deviation: Appointment of an Appropriately Experienced Legal Service Provider for Legal Assistance with Regards to an Appeal on Farm 334/20	12/04/2019	15/04/2019	Supported
15/04/2019	270	Director: PED	SCM Reg 32 (2)	Deviation: Appointment of an Appropriately Experienced Legal Service	10/04/2019	15/04/2019	Supported

				Provider for Legal Assistance with Regards to an Appeal & Implementation on Farm 393/11			
11/04/2019	229	Director: PED	SCM Reg 12(1)(c)	FQ: Paving Idas Valley Trading Site	11/04/2019	12/04/2019	Approved
10/04/2019	139	Director: PED	S69 and 70 of MFMA	Budget Verimentation: Consumables; Zero Rated	10/04/2019	12/04/2019	Approved
12/04/2019	211	Director: PED	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: • (STBB) Smith Tababta Buchanan Boyes • Key Mortice 3-4 L Mortice Lock	12/04/2019	12/04/2019	Approved
17/04/2019	229	Director: PED	SCM Reg 12(1)(c)	FQ: Cleaning Services at Kayamandi Corridor FQ: Grounds Repair & Maintenance at Kayamandi Corridor	17/04/2019	17/04/2019	Approved
12/04/2019	211	Director: PED	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: • Repairs: Transit Solutions	12/04/2019	15/04/2019	Approved
17/04/2019	8	Director: PED	S59(4) and S61 of Systems Act	Delegations signed by the Director: PED – March 2019	17/04/2019	17/04/2019	Signed
17/04/2019		Director: PED	Finance	Creation of ukey: • Domestic Foreign Accommodation • Daily Allowance • Transport without Operator	17/04/2019	17/04/2019	Signed
17/04/2019	648	Director: PED	HR	Essential User Scheme	17/04/2019	17/04/2019	Approved
17/04/2019		Director: PED	EPWP	EPWP Projects 2019/2020: Housing Admin	17/04/2019	17/04/2019	Approved
17/04/2019		Director: PED	LED	Monthly Report 1 - 31 March 2019	17/04/2019	17/04/2019	Approved
17/04/2019		Director: PED	BDM	Monthly Report 1 – 31 March 2019	17/04/2019	17/04/2019	Approved
17/04/2019	139	Director: PED	S69 and 70 of MFMA	Budget Verimentation: Hire Charges: Social Dev.	17/04/2019	17/04/2019	Approved
18/04/2019	5	Director: PED	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	Registration of EPWP Projects: Zone 0	18/04/2019	18/04/2019	Approved

24/04/2019	5	Director: PED	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	Registration of EPWP Projects: Care Taker – Municipal Rental Stock	24/04/2019	24/04/2019	Approved
24/04/2019	211	Director: PED	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Milhon HVAC • Lawula Systems • Bidvest (Black Cartridge) • MXT Trading 	24/04/2019	24/04/2019	Approved
29/04/2019	643	Director: PED	Basic Conditions of Employment Act	Addendum Fixed Contract: Informal Settlement	29/04/2019	29/04/2019	Supported
29/04/2019		Director: PED	ICT	3G / APN Access Request Form	29/04/2019	29/04/2019	Approved
29/04/2019	211	Director: PED	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoice: MG Investment T/A Air Select	29/04/2019	29/04/2019	Approved
30/04/2019	5	Director: PED	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	Addendum Fixed Contract: Planning and Economic Development	30/04/2019	30/04/2019	Supported
30/04/2019	643(b)	Director: PED	S67 of MSA	Approval of Advertisement: <ul style="list-style-type: none"> • Administrative Officer • Land Use Inspector • MXT Trading 	30/04/2019	30/04/2019	Approved
30/04/2019	211	Director: PED	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoice: P and D Awesome Cuisine	30/04/2019	30/04/2019	Approved
30/04/2019	645	Director: PED	Basic Conditions of Employment Act	Overtime Pre-Approval & Standby – May 2019: Informal Settlements	30/04/2019	30/04/2019	Approved

DELEGATIONS EXERCISED FOR PERIOD: MAY 2019
DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT

Date	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
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:			
07/05/2019	Item 7.3.3 Council Meeting 2017-07-26	Director: PED	Category 2 applications for the 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	Application for Departure, Erf 1662	06/05/2019	06/05/2019	Approved
20/05/2019				Application for Departure, Erf 169	20/05/2019	20/05/2019	Approved
20/05/2019				Application for Departure, Erf 12348	20/05/2019	20/05/2019	Approved
20/05/2019				Application for Departure, Erf 13180	20/05/2019	20/05/2019	Approved
20/05/2019				Application for Departure, Erf 1085	20/05/2019	20/05/2019	Approved
20/05/2019				Application for Departure, Erf 1035	20/05/2019	20/05/2019	Approved
20/05/2019				Application for Certificate, Erf 6780 & 685	20/05/2019	20/05/2019	Approved
20/05/2019				Application for Departure, Erf 562	20/05/2019	20/05/2019	Approved

20/05/2019			Application for Departure, Erf 3809	20/05/2019	20/05/2019	Approved
20/05/2019			Application for Departure, Erf 9191	20/05/2019	20/05/2019	Approved
20/05/2019			Application for Amendment, Erf 792	20/05/2019	20/05/2019	Approved
20/05/2019			Application for Consolidation, Erf 281 & 282	20/05/2019	20/05/2019	Approved
23/05/2019			Application for Amendment, Erf 768	16/05/2019	23/05/2019	Approved
23/05/2019			Application for Departure, Erf 692	22/05/2019	23/05/2019	Approved
23/05/2019			Exemption Certificate, Erf 12453	22/05/2019	23/05/2019	Approved
23/05/2019			Application for Departure, Erf 1810	22/05/2019	23/05/2019	Approved
23/05/2019			Application for Departure, Erf 276	22/05/2019	23/05/2019	Approved
23/05/2019			Application for Departure, Erf 463	22/05/2019	23/05/2019	Approved
23/05/2019			Application for Departure, Erf 538	22/05/2019	23/05/2019	Approved
23/05/2019			Application for Departure, Erf 1414	22/05/2019	23/05/2019	Approved
23/05/2019			Application for Departure, Erf 8806	22/05/2019	23/05/2019	Approved
23/05/2019			Application for Subvision, Erven 3797 & 3360	22/05/2019	23/05/2019	Approved
23/05/2019			Exemption Certificate, Erf 221, Farm 1355 & 707/6	22/05/2019	23/05/2019	Approved
24/05/2019			Application for Departure, Erf 8075	22/05/2019	24/05/2019	Approved
24/05/2019			Application for Departure, Erf 1591	22/05/2019	24/05/2019	Approved
24/05/2019			Application for Departure, Erf 2127	23/05/2019	24/05/2019	Approved
24/05/2019			Application for Approval, Erf 68	23/05/2019	24/05/2019	Approved
30/05/2019			Application for Departure, Erf 8975	28/05/2019	28/05/2019	Approved

30/05/2019				Application for Departure, Erf 2279	28/05/2019	28/05/2019	Approved
30/05/2019				Application for Departure, Erf 5129	28/05/2019	28/05/2019	Approved
03/05/2019	139	Director: PED	S69 and 70 of MFMA	Budget Virementation: Upgrading Kayamandi	02/05/2019	02/05/2019	Supported
03/05/2019	139	Director: PED	S69 and 70 of MFMA	Budget Virementation: Foreign Transport (Air)	02/05/2019	02/05/2019	Supported
03/05/2019	5	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	02/05/2019	02/05/2019	Approved
03/05/2019	645	Director: PED	Basic Conditions of Employment Act	Overtime: Planning and Economic Development	02/05/2019	02/05/2019	Approved
03/05/2019	645	Director: PED	Basic Conditions of Employment Act	Time Off: Informal Settlements	02/05/2019	02/05/2019	Approved
15/05/2019	645	Director: PED	Basic Conditions of Employment Act	Time and attendance register – April/May 2019 Housing Administration	14/05/2019	15/05/2019	Approved
15/05/2019	5	Director: PED	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP Termination Contracts	15/05/2019	15/05/2019	Approved
15/05/2019	139	Director: PED	S69 and 70 of MFMA	Budget Virementation: Land & Quantity Surveys	14/05/2019	15/05/2019	Approved
15/05/2019	270	Director: PED	SCM Reg 32 (2)	Deviation: Appointment, Farm 372/1; 372/2 and 373/3	14/05/2019	15/05/2019	Supported
15/05/2019		Director: PED	Finance	Creation of u-key: • Emergency Food	14/05/2019	15/05/2019	Supported
15/05/2019	623	Director: PED	HR	Travel Claim Form: New Housing	14/05/2019	15/05/2019	Approved
20/05/2019	623	Director: PED	HR	Travel Claim Form: Housing Administration	13/05/2019	13/05/2019	Approved

20/05/2019	643(b)	Director: PED	S67 of MSA	Vacancy Adverts: JD's and Approvals for Adverts <ul style="list-style-type: none"> • Conveyancer Clerk • Receptionist • Clerk • Artisans 	13/05/2019	13/05/2019	Approved
21/05/2019	211	Director: PED	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Gapp - 	20/05/2019	21/05/2019	Approved
22/05/2019	623	Director: PED	HR	Travel Claim Form: Breede Municipality <ul style="list-style-type: none"> • New Housing 	15/05/2019	15/05/2019	Approved
22/05/2019		Director: PED	SCM Reg	Section 116(3) Kayamandi/George Blake Informal Trading Site	22/05/2019	22/05/2019	Approved
24/05/2019		Director: PED	ICT	ITC Forms: Planning and Economic Development	23/05/2019	24/05/2019	Approved
24/05/2019	211	Director: PED	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • St Idas RK Primary School Hall 	24/05/2019	24/05/2019	Approved
28/05/2019	5	Director: PED	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP Termination Contracts	28/05/2019	28/05/2019	Approved
30/05/2019	643(g)	Director: PED	S67 of MSA	Acting Allowance: Senior LED Officer & EPWP PED 01 – 30 June 2019	29/05/2019	30/05/2019	Approved
30/05/2019	211	Director: PED	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Use of development of the resident of the entire Franschoek valley 	30/05/2019	30/05/2019	Approved
30/05/2019	229	Director: PED	SCM Reg 12(1)(c)	FQ: Supple & installation of rigid security fencing at the Informal Trading Site in Kayamandi & Cloetesville	30/05/2019	30/05/2019	Approved
30/05/2019	211	Director: PED	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: <ul style="list-style-type: none"> • Apex R3744.09 & R3044.09 	30/05/2019	30/05/2019	Approved
30/05/2019	623	Director: PED	HR	Travel Claim Form: New Housing	30/05/2019	30/05/2019	Approved
31/05/2019		Director: PED	Legal	28 Power of attorney for signatory	31/05/2019	31/05/2019	Approved

31/05/2019	139	Director: PED	S69 and 70 of MFMA	Budget Virementation: Motor vehicle license	31/05/2019	31/05/2019	Approved
31/05/2019	139	Director: PED	S69 and 70 of MFMA	Budget Virementation: Establishment of Informal Trading	31/05/2019	31/05/2019	Supported

DELEGATIONS EXERCISED FOR PERIOD: JUNE 2019
DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT

Date	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
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:			
24/06/2019	Item 7.3.3 Council Meeting 2017-07-26	Director: PED	Category 2 applications for the 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	Application for Consolidation, Erf 281 & 282	24/06/2019	24/06/2019	Approved
24/06/2019				Application for Departure, Erf 1092	24/06/2019	24/06/2019	Approved
24/06/2019				Application for Departure, Erf 6780	24/06/2019	24/06/2019	Approved
24/06/2019				Application for Departure, Plot 254 Farm 1431	24/06/2019	24/06/2019	Approved
24/06/2019				Application for Consent, Erf 3827	24/06/2019	24/06/2019	Approved
24/06/2019				Application for Departure, Erf 6433	24/06/2019	24/06/2019	Approved
24/06/2019				Application for Departure, Erf 3290	24/06/2019	24/06/2019	Approved
24/06/2019				Application for Rezoning, Erf 3299	24/06/2019	24/06/2019	Approved
24/06/2019				Application for Consolidation, Erf 425 & 3744	24/06/2019	24/06/2019	Approved

24/06/2019				Application for Certificate, Farm 1331/9 & 1216	24/06/2019	24/06/2019	Approved
24/06/2019				Application for Temporary Departure, Farm 1469	24/06/2019	24/06/2019	Approved
24/06/2019				Application for Amendment, Erf 11330	24/06/2019	24/06/2019	Approved
24/06/2019				Application for Departure, Erf 2916	24/06/2019	24/06/2019	Approved
24/06/2019				Exemption Consent, Erf 1076	24/06/2019	24/06/2019	Approved
24/06/2019				Application for Departure, Farm 271/9	24/06/2019	24/06/2019	Approved
24/06/2019				Application for Departure, Plot 301 of Farm 1431	24/06/2019	24/06/2019	Approved
24/06/2019				Application for Departure, Erf 931	24/06/2019	24/06/2019	Approved
24/06/2019				Application for Departure, Erf 864	24/06/2019	24/06/2019	Approved
24/06/2019							
24/06/2019	8	Director: PED	S59(1)(d), S59(4) and S61 of MSA	PED: Delegations – May 2019	24/06/2019	24/06/2019	Supported
20/06/2019	211	Director: PED	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoices: • Enkanini Erf 2175-Civil & Elec Contract • IDAS Construction & Maintenance • Media 24	20/06/2019	20/06/2019	Approved
		Director: PED	ICT	3G / APN Access Request Form: Office of the Director Planning and Economic Development	24/06/2019	24/06/2019	Approved

DELEGATIONS EXERCISED FOR PERIOD: APRIL 2019
DIRECTORATE: COMMUNITY & PROTECTION SERVICES

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
29/03/2019	247	SCM Reg 27(1)	Specifications: FQ/SM 169/19	01/04/2019	01/04/2019	Approved
29/03/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Sport (April 2019)	01/04/2019	01/04/2019	Approved
29/03/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Halls (April 2019)	01/04/2019	01/04/2019	Approved
29/03/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Parks (April 2019)	01/04/2019	01/04/2019	Approved
29/03/2019	735	S (2) (4) (a) Act 205/1993 Municipal By-Law	Letter: protest march and gathering application - 05 April 2019	01/04/2019	01/04/2019	Approved
01/04/2019	247	SCM Reg 27(1)	Specifications: Demolishing of complete and incomplete structures in the Greater WC024	01/04/2019	01/04/2019	Approved
01/04/2019	247	SCM Reg 27(1)	Specification: Purchase and install CCTV and LPR cameras and CCTV and LPR network equipment	01/04/2019	01/04/2019	Approved
01/04/2019	247	SCM Reg 27(1)	Specifications: Purchase of tetra two-way radio's	01/04/2019	01/04/2019	Approved
01/04/2019	247	SCM Reg 27(1)	Specifications: Maintenance for the CCTV and LPR network monitoring	01/04/2019	01/04/2019	Approved

01/04/2019			Aansoek om korting: Desmond Adams	01/04/2019	01/04/2019	Approved
01/04/2019		HR	Attendance Register: Law Enforcement (April 2019)	01/04/2019	01/04/2019	Approved
01/04/2019		HR	Attendance Register: Office of the Director (April 2019)	01/04/2019	01/04/2019	Approved
01/04/2019	247	SCM Reg 27(1)	Specifications: Maintenance of CCTV and LPR	01/04/2019	01/04/2019	Approved
01/04/2019	247	SCM Reg 27(1)	Specifications: BSM 48/19	01/04/2019	01/04/2019	Approved
01/04/2019	247	SCM Reg 27(1)	Specifications: Supply and delivery of park sign boards across Stellenbosch WC024 up to R199 999	01/04/2019	01/04/2019	Approved
01/04/2019	646	HR	Training: Peace officer	01/04/2019	01/04/2019	Approved
01/04/2019	643	HR	Memorandum of Agreement: Adneshel Voss, Asive Dyantyi, Isaac Jason	01/04/2019	01/04/2019	Approved
01/04/2019		Finance	Memo: Review of account – De Zalze	01/04/2019	01/04/2019	Approved
01/04/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoice: Amabamba Fencing (R634 800.00)	01/04/2019	01/04/2019	Approved
29/03/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Traffic (Administration) – April 2019	02/04/2019	02/04/2019	Approved
01/04/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Traffic (Operational) – April 2019	02/04/2019	02/04/2019	Approved
01/04/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Law Enforcement	02/04/2019	02/04/2019	Approved
01/04/2019	8	S59(4) and S61 of Systems Act	Delegations: Office of the Director Community and Protection Services (March 2019)	02/04/2019	02/04/2019	

01/04/2019	643 (g)	HR	Acting allowance: Community and Protection Services (11-31 March 2019)	02/04/2019	02/04/2019	Approved
01/04/2019	643 (g)	HR	Acting allowance: Community and Protection Services (01-21 April 2019)	02/04/2019	02/04/2019	Approved
01/04/2019		Finance	Memo: Refund for ABSA Cape Epic 2019	02/04/2019	02/04/2019	Approved
01/04/2019	643(f)	S67 of MSA	Appointment of process servers: Community and Protection Services	02/04/2019	02/04/2019	Approved
01/04/2019	643 (g)	HR	Acting allowance: Community and Protection Services	04/04/2019	05/04/2019	Approved
01/04/2019	643 (g)	HR	Acting allowance: Traffic Department	04/04/2019	05/04/2019	Approved
01/04/2019	643 (g)	HR	Acting allowance: Community and Protection Services	04/04/2019	05/04/2019	Approved
01/04/2019	643 (g)	HR	Acting allowance: Community and Protection Services	04/04/2019	05/04/2019	Approved
01/04/2019	645	Basic Conditions of Employment Act	Overtime Pre-approval: Community and Protection Services (April 2019)	04/04/2019	05/04/2019	Approved
01/04/2019	643(k)	Basic Conditions of Employment Act	Memo: CDW Placements Offers	04/04/2019	05/04/2019	Approved
01/04/2019	645	Basic Conditions of Employment Act	Overtime Pre-approval: Community Development (April 2019)	04/04/2019	05/04/2019	Approved
01/04/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Catering services – R20 000	04/04/2019	05/04/2019	Approved

02/04/2019	645	Basic Conditions of Employment Act	Memo: Standby Motivation: Fire and Disaster	04/04/2019	05/04/2019	Supported
04/04/2019	139	S69 and 70 of MFMA	Verimentation: Repairs and Maintenance (R30 000)	04/04/2019	05/04/2019	Supported
03/04/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 24/03 – 30/03/19 (R750 730.59)	04/04/2019	05/04/2019	Approved
03/04/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 24/03 – 30/03/19 (R80 208.00)	04/04/2019	05/04/2019	Approved
04/04/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoice: TMT Services (R850 885.07)	04/04/2019	05/04/2019	Approved
04/04/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax Invoice: IERM: G Boshoff (R5 060.00)	04/04/2019	05/04/2019	Approved
05/04/2019	735	S(2) (4) (a) Act 205/1993 Municipal By- Law	Letter: Protest march and gathering: Azania Community 08/04/2019	05/04/2019	05/04/2019	Approved
05/04/2019	644(b)	HR	Resignation letters: Community and Protection Services	05/04/2019	05/04/2019	Approved
05/04/2019	645	Basic Conditions of Employment Act	Overtime Pre-approval: Community and Protection Services (March & April 2019)	05/04/2019	05/04/2019	Approved
05/04/2019			Helicopter landing application: NAC Helicopters	05/04/2019	05/04/2019	Approved

05/04/2019	247	SCM Reg 27(1)	Specifications: FQ/SM 158/19	05/04/2019	05/04/2019	Approved
05/04/2019	247	SCM Reg 27(1)	Specifications: FQ/SM 168/19	05/04/2019	05/04/2019	Approved
05/04/2019	247	SCM Reg 27(1)	Specifications: Construct a skateboard park Cloetesville	05/04/2019	05/04/2019	Approved
05/04/2019	247	SCM Reg 27(1)	Specifications: FQ/SM 159/19	05/04/2019	05/04/2019	Approved
05/04/2019	646	HR	Memorandum of Agreement: A Palmer – First Aid Level 1 training	05/04/2019	05/04/2019	Approved
05/04/2019			Memo: Opening of Klapmuts Multi-Purpose Centre	05/04/2019	05/04/2019	Approved
05/04/2019		EPWP	Registration of EPWP project: Security compliance and inspections at municipal sites	05/04/2019	05/04/2019	Approved
05/04/2019		EPWP	Registration of EPWP project: Safer Central Business Districts Stellenbosch and Franschhoek and public open spaces	05/04/2019	05/04/2019	Approved
05/04/2019	645	Basic Conditions of Employment Act	Overtime: Community and Protection Services	05/04/2019	05/04/2019	Approved
05/04/2019	643	HR	Attendance Register: Community and Protection Services (March 2019)	05/04/2019	05/04/2019	Approved
05/04/2019	645	Basic Conditions of Employment Act	Overtime: Community and Protection Services (March 2019)	05/04/2019	05/04/2019	Approved
05/04/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Standard Rated (R30 000)	05/04/2019	05/04/2019	Approved
05/04/2019		EPWP	Registration of EPWP project: Community Development Assistant	05/04/2019	05/04/2019	Approved
	247					

05/04/2019		SCM Reg 27(1)	Specifications: Construct a skateboard park in Cloetesville	05/04/2019	08/04/2019	Approved
05/04/2019	645	Basic Conditions of Employment Act	Creation of Ukey: Municipal running cost x4; 6 Outreach Projects – Operational: Typical Work streams	05/04/2019	08/04/2019	Approved
05/04/2019			Memo: Grant in Aid 2018-19 Donations: Stellenbosch Night Shelter	05/04/2019	08/04/2019	Approved
05/04/2019	139 S69 and 70 of MFMA	Finance	Creation of new Ukey: Parking management	05/04/2019	08/04/2019	Supported
09/04/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Parking management (R300 000)	05/04/2019	08/04/2019	Supported
09/04/2019		Finance	Standard Bank Invoice – R244 208.13	09/04/2019	09/04/2019	Approved
09/04/2019	645	Basic Conditions of Employment Act	Memo: Standby and Overtime – DLTC (March 2019)	09/04/2019	09/04/2019	Approved
09/04/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Standard Rates (R80 0000)	09/04/2019	09/04/2019	Supported
09/04/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Replacement of patrol vehicles (R30 0000)	09/04/2019	09/04/2019	Supported
09/04/2019	645	Basic Conditions of Employment Act	Overtime: Traffic Services	09/04/2019	09/04/2019	Approved
09/04/2019	645	Basic Conditions of Employment Act	Memo: Overtime: March 2019 (Traffic Services)	09/04/2019	09/04/2019	Approved
09/04/2019	645	Basic Conditions of Employment Act	Memo: Overtime: March 2019 (Law Enforcement)	09/04/2019	09/04/2019	Approved
09/04/2019			Application and approval for helicopter landing – NAC Helicopters – Spier Wie Estate	09/04/2019	09/04/2019	Approved

09/04/2019	645	Basic Conditions of Employment Act	Memo: Overtime payment for Community and Protection Services	09/04/2019	09/04/2019	Approved
09/04/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Idas valley: Furniture Tools & Equipment (R78 000)	09/04/2019	09/04/2019	Supported
09/04/2019	646	HR	Approval of advertisement: Law Enforcement officer (3 posts)	09/04/2019	09/04/2019	Approved
09/04/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Community Development (April 2019)	09/04/2019	09/04/2019	Approved
10/04/2019	643	HR	Memo + Contract: Extension of contract Library Services	10/04/2019	10/04/2019	Approved
10/04/2019			Investigation Report	10/04/2019	10/04/2019	Approved
10/04/2019	EPWP	EPWP	Registration of EPWP project: Jan Marais Nature Reserve Field Team	10/04/2019	10/04/2019	Approved
10/04/2019	EPWP	EPWP	Registration of EPWP project: Biodiversity Support Services	10/04/2019	10/04/2019	Approved
10/04/2019	EPWP	EPWP	Registration of EPWP project: Environmental Education Team	10/04/2019	10/04/2019	Approved
10/04/2019	EPWP	EPWP	Registration of EPWP project: Forest Guards and green law enforcement	10/04/2019	10/04/2019	Approved
10/04/2019	EPWP	EPWP	Registration of EPWP project: Integrated Fire Management	10/04/2019	10/04/2019	Approved
10/04/2019	EPWP	EPWP	Registration of EPWP project: Jonkershoek Picnic	10/04/2019	10/04/2019	Approved
10/04/2019	EPWP	EPWP	Registration of EPWP project: Fish Hatchery Management	10/04/2019	10/04/2019	Approved

10/04/2019	EPWP	EPWP	Registration of EPWP project: Veld rehabilitation	10/04/2019	10/04/2019	Approved
10/04/2019	EPWP	EPWP	Registration of EPWP project: Integrated River Management	10/04/2019	10/04/2019	Approved
10/04/2019	EPWP	EPWP	Registration of EPWP project: Medicinal plants and rare species nursery	10/04/2019	10/04/2019	Approved
10/04/2019	646	HR	Memorandum of Agreement: H Williams (SHE REP Training)	10/04/2019	10/04/2019	Approved
10/04/2019	645	Basic Conditions of Employment Act	Overtime Pre-approval: Community Services (Sport – April 2019)	10/04/2019	10/04/2019	Approved
10/04/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 01/04 – 07/04/2019 (R71 352.00)	10/04/2019	10/04/2019	Approved
10/04/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 01/04 – 07/04 (R598 992.00)	10/04/2019	10/04/2019	Approved
10/04/2019		Finance	Journal: Leelyn Management: January 2019 – R13 93.91	10/04/2019	10/04/2019	Approved
10/04/2019		Finance	Journal: Leelyn Management: January 2019 – R30 043.10	10/04/2019	10/04/2019	Approved
10/04/2019		Finance	Journal: Leelyn Management: March 2019 – R11 768.35	10/04/2019	10/04/2019	Approved
10/04/2019		Finance	Journal: Leelyn Management: January 2019 – R12 840.52	10/04/2019	10/04/2019	Approved
11/04/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Kaarttype lisensies vir periode 16/02 – 31/03 (R86 742.00)	11/04/2019	11/04/2019	Approved
11/04/2019		Finance	Memo: Claim of monies (Traffic Services)	11/04/2019	11/04/2019	Approved
11/04/2019	139					Supported

	S69 and 70 of MFMA	Finance	Verimentation: Specialized Equipment (R30 000)	11/04/2019	11/04/2019	
11/04/2019	645	Basic Conditions of Employment Act	Memo: Exchange of accumulated leave days – Community and Protection Services	11/04/2019	11/04/2019	Approved
11/04/2019		ICT	ICT Request form: L Hendrickse	11/04/2019	11/04/2019	Approved
11/04/2019		Finance	Reimbursement: PrdP TE Ncoko	11/04/2019	11/04/2019	Approved
15/04/2019	643	HR	Updating of Payday / Reporting lines – Community Services	15/04/2019	15/04/2019	Approved
15/04/2019	643	HR	Updating of Payday / Reporting lines – Parks	15/04/2019	15/04/2019	Approved
15/04/2019	646	HR	Memorandum of Agreement: Inge Marcus (Fire Warden / Marshall)	15/04/2019	15/04/2019	Approved
15/04/2019	646	HR	Memorandum of Agreement: (SHE REP training)	15/04/2019	15/04/2019	Approved
15/04/2019	646	HR	Memorandum of Agreement: (Diggerloader)	15/04/2019	15/04/2019	Approved
15/04/2019	646	HR	Memorandum of Agreement: (Diggerloder)	15/04/2019	15/04/2019	Approved
15/04/2019	646	HR	Memorandum of Agreement: (Diggerloader)	15/04/2019	15/04/2019	Approved
15/04/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Basic salary and wage	15/04/2019	15/04/2019	Supported
15/04/2019		SCM	Memo: Functional evaluation BSM81/19	15/04/2019	15/04/2019	Approved
15/04/2019	645	Basic Conditions of Employment Act	Overtime: Community and Protection Services	15/04/2019	15/04/2019	Approved
	247					

15/04/2019		SCM Reg 27(1)	Specifications: Supply and installation of electronic sectional doors at Klapmuts Fire Station	15/04/2019	15/04/2019	Approved
15/04/2019	643	HR	Letter: Absconment of Community and Protection Services	15/04/2019	15/04/2019	Approved
16/04/2019	179 S65(2) of the MFMA	Finance	Tjek aavraag: Kaarttype lisensies – Tax invoice (R86 742.00)	16/04/2019	16/04/2019	Approved
16/04/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoice: GM Gateway Metalworks (R70 035.00)	16/04/2019	16/04/2019	Approved
16/04/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoice: Green Outdoor Gyms (R743 141.50)	16/04/2019	16/04/2019	Approved
16/04/2019	646	HR	Memorandum of Agreement: (First Aid Level 1)	16/04/2019	16/04/2019	Approved
16/04/2019	646	HR	Memorandum of Agreement: (Fire warden / marshall)	16/04/2019	16/04/2019	Approved
16/04/2019	EPWP	EPWP	Registration of EPWP project: Parks Franschhoek Wardens Project	16/04/2019	16/04/2019	Approved
16/04/2019	EPWP	EPWP	Registration of EPWP project: Parks Stellenbosch Wardens Project	16/04/2019	16/04/2019	Approved
16/04/2019	EPWP	EPWP	Registration of EPWP project: Cemeteries Wardens Project	16/04/2019	16/04/2019	Approved
16/04/2019	EPWP	EPWP	Registration of EPWP project: Cleaner at Jamestown Library	16/04/2019	16/04/2019	Approved
16/04/2019	EPWP	EPWP	Registration of EPWP project: Beautification infrastructure projects	16/04/2019	16/04/2019	Approved
16/04/2019	EPWP	EPWP	Registration of EPWP project: Mountain Bike Routes	16/04/2019	16/04/2019	Approved

16/04/2019	EPWP	EPWP	Registration of EPWP project: Mont Rochelle Hiking Trail	16/04/2019	16/04/2019	Approved
16/04/2019	646	HR	Memorandum of Agreement: (Fire Warden/Marshall)	16/04/2019	16/04/2019	Approved
16/04/2019	646	HR	Memorandum of Agreement: (Fire Warden/Marshall)	16/04/2019	16/04/2019	Approved
16/04/2019	646	HR	Memorandum of Agreement:(Fire Warden/Marshall)	16/04/2019	16/04/2019	Approved
16/04/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Operational Cost: Radio and TV Transmissions (R520 000)	16/04/2019	16/04/2019	Supported
12/04/2019		ICT	Request for new laptop: Community Services	17/04/2019	17/04/2019	Approved
16/04/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: License fees for period: 08/04 – 14/04/2019 (R535 663.96)	17/04/2019	17/04/2019	Approved
16/04/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: License fees for period: 08/04 – 14/04/2019 (R61 560.00)	17/04/2019	17/04/2019	Approved
16/04/2019	EPWP	EPWP	Registration of EPWP project: Youth employment Services	17/04/2019	17/04/2019	Approved
16/04/2019	EPWP	EPWP	Registration of EPWP project: Cleaning and greening	17/04/2019	17/04/2019	Approved
17/04/2019		SCM	Letter of appointment: Anton Westerberg – BSM 39/18 TT- B-13	17/04/2019	17/04/2019	Approved
17/04/2019			Memo: Klapmuts informal settlement – opposite waste transfer station	17/04/2019	17/04/2019	Approved
12/11/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period: 04/11 – 10/11/2018 (R544 544.54)	17/04/2019	18/04/2019	Approved

17/04/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period: 04/11 – 10/11/2018 (R80 496.00)	17/04/2019	18/04/2019	Approved
17/04/2019	646	HR	Approval of advertisement: Operatorsx4 (Sport and Facilities)	17/04/2019	18/04/2019	Approved
17/04/2019	646	HR	Approval of advertisement: Driver/Supervisor (Sport and Facilities)	17/04/2019	18/04/2019	Approved
17/04/2019	EPWP	EPWP	Registration of EPWP project: Cleaning of Halls	17/04/2019	18/04/2019	Approved
17/04/2019	EPWP	EPWP	Registration of EPWP project: Cleaning of sport fields	17/04/2019	18/04/2019	Approved
17/04/2019	EPWP	EPWP	Registration of EPWP project: Jonkerhoek: Cleaning of picnic site	17/04/2019	18/04/2019	Approved
17/04/2019	EPWP	EPWP	Registration of EPWP project: Clerk (Sport & Facilities)	17/04/2019	18/04/2019	Approved
17/04/2019	229	SCM Reg 12(1)(c)	FQ Questionnaire: Construct a skateboard park in Cloetesville	17/04/2019	18/04/2019	Approved
23/04/2019		Finance	Invoices: Farmguard Security	23/04/2019	23/04/2019	Approved
23/04/2019		Finance	Invoices: Metro City	23/04/2019	23/04/2019	Approved
23/04/2019	647	HR	Memo: Outcome of Grievance – Community and Protection Services	23/04/2019	23/04/2019	Approved
23/04/2019	646	HR	Memorandum of Agreement: (Fire Warden / Marshall)	23/04/2019	23/04/2019	Approved
23/04/2019	646	HR	Memorandum of Agreement: Fire Warden / Marshall	23/04/2019	23/04/2019	Approved
23/04/2019		Insurance	Memo: Damage to vehicle – CW 68795	23/04/2019	23/04/2019	Approved

23/04/2019			CBD Safety Project: Visible Law Enforcement (Die Braak included)	23/04/2019	23/04/2019	Approved
23/04/2019	643	HR	Extension of EPWP contract letters: Community and Protection Services	23/04/2019	23/04/2019	Approved
23/04/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Law Enforcement (May 2019)	23/04/2019	23/04/2019	Approved
23/04/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 08/04 – 14/04/2019 (R590 011.32)	23/04/2019	24/04/2019	Approved
23/04/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 08/04 – 14/04/2019 (R69 120.00)	23/04/2019	24/04/2019	Approved
24/04/2019	247	SCM Reg 27(1)	Specifications – Impound of vehicles	24/04/2019	24/04/2019	Approved
24/04/2019	645	Basic Conditions of Employment Act	Memo: Retraction of unpaid leave deduction – Community and Protection Services	24/04/2019	24/04/2019	Approved
24/04/2019	645	Basic Conditions of Employment Act	Memo: Pre-approval of standby and overtime duties	24/04/2019	24/04/2019	Approved
24/04/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Traffic (May 2019)	24/04/2019	24/04/2019	Approved
23/04/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Cemeteries: Furniture, Tools and Equipment (R1000)	24/04/2019	24/04/2019	Supported
24/04/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Professional bodies, membership and subscription (R5 500)	24/04/2019	24/04/2019	Supported
23/04/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Furniture, Tools and Equipment	24/04/2019	24/04/2019	Approved

24/04/2019	EPWP	EPWP	Registration of EPWP project: School Safety	24/04/2019	24/04/2019	Approved
24/04/2019		ICT	Ignite Application form: Community and Protection Services	24/04/2019	24/04/2019	Approved
24/04/2019	643	HR	EPWP contract: Adri Wenn	24/04/2019	24/04/2019	Approved

DELEGATIONS EXERCISED FOR PERIOD: MAY 2019
DIRECTORATE: COMMUNITY & PROTECTION SERVICES

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
02/05/2019	643	HR	Memorandum of Agreement: S Hendrickse, N Mngqibisa, N Roberts, N Ntshakaza, S Vermeulen, G Petersen, W Ngece, N Giddion, T Baartman, R Jordaan, Y Jacobs, J Oliver, S Hendrikse	02/05/2019	02/05/2019	Approved
02/05/2019	645	Basic Conditions of Employment Act	Memo + Overtime Pre-approvals: Fire and Disaster (May 2019)	02/05/2019	02/05/2019	Approved
02/05/2019		EPWP	Registration of EPWP project: Community Development Learnerships	02/05/2019	02/05/2019	Approved
02/05/2019	643	HR	Changing / updating of reporting of payday – EPWP Sport	02/05/2019	02/05/2019	Approved
02/05/2019	643	HR	Attendance Register: Office of the Director(April 2019)	02/05/2019	02/05/2019	Approved
02/05/2019		Finance	Memo: Write off of Overstrand Account Incident: F19011/0001	02/05/2019	02/05/2019	Approved
02/05/2019	643	HR	EPWP contracts: Community and Protection Services	02/05/2019	02/05/2019	Approved
02/05/2019	643	HR	Attendance Register: Community Development (April 2019)	02/05/2019	02/05/2019	Approved
02/05/2019	645	Basic Conditions of Employment Act	Overtime Pre-approval: Community Development	02/05/2019	02/05/2019	Approved
	139	Finance				

02/05/2019	S69 and 70 of MFMA		Verimentation: Motor Vehicle Licence & Registration (R3000)	02/05/2019	02/05/2019	Supported
02/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Motor Vehicle Licence & Registration (R1000)	02/05/2019	02/05/2019	Supported
02/05/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoice: Martin & East - R299 999.78	02/05/2019	02/05/2019	Approved
02/05/2019	643	HR	Changing/updating of Payday reporting lines: Community and Protection Services	02/05/2019	02/05/2019	Approved
02/05/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoice: Bonsolo Trading (R4800.00)	02/05/2019	02/05/2019	Approved
02/05/2019	643 (g)	HR	Memo: Acting allowance – Community and Protection Services (April 2019)	02/05/2019	02/05/2019	Approved
02/05/2019	643 (g)	HR	Memo: Acting allowance – Community and Protection Services (April 2019)	02/05/2019	02/05/2019	Approved
02/05/2019	643	HR	Letters: Termination of contracts – Community and Protection Services	02/05/2019	02/05/2019	Approved
02/05/2019	643 (g)	HR	Acting allowance: traffic Services (April 2019)	03/05/2019	03/05/2019	Approved
02/05/2019	645	Basic Conditions of Employment Act	Standby approval: Law Enforcement	03/05/2019	03/05/2019	Approved
02/05/2019	623	HR	S & T: Traffic Department – meeting attendance	03/05/2019	03/05/2019	Approved

02/05/2019	623	HR	S & T: Traffic Department – Essential use of a vehicle allowance	03/05/2019	03/05/2019	Approved
02/05/2019	643 (g)	HR	Acting allowance: Traffic Department (April 2019)	03/05/2019	03/05/2019	Approved
02/05/2019	643 (g)	HR	Memo & Acting allowance: Late submission – Community and Protection Services (March 2019)	03/05/2019	03/05/2019	Approved
02/05/2019	643 (g)	HR	Acting allowance: Community and Protection Services (April 2019)	03/05/2019	03/05/2019	Approved
02/05/2019	643 (g)	HR	Memo & Acting allowance: Late submission – Community and Protection Services (March 2019)	03/05/2019	03/05/2019	Approved
02/05/2019	643 (g)	HR	Acting allowance: Community and Protection Services (April 2019)	03/05/2019	03/05/2019	Approved
02/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Furniture, Tools & Equipment (R3000)	03/05/2019	03/05/2019	Supported
02/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Consumables Zero Rated (R40 000)	03/05/2019	03/05/2019	Supported
02/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Motor Vehicle Registration (R8000)	03/05/2019	03/05/2019	Supported
02/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Motor Vehicle Registration (R8000)	03/05/2019	03/05/2019	Supported
02/05/2019	643	HR	Shortlisting: General Worker – Ornamental Horticulture	03/05/2019	03/05/2019	Approved
02/05/2019	645	Basic Conditions of Employment Act	Overtime: Community Services (April 2019)	03/05/2019	03/05/2019	Approved

02/05/2019	645	Basic Conditions of Employment Act	Memo + Overtime Pre-approvals: Community and Protection Services (Feb & March)	03/05/2019	03/05/2019	Approved
02/05/2019	645	Basic Conditions of Employment Act	Memo & Overtime: Community and Protection Services (Feb & March)	03/05/2019	03/05/2019	Approved
02/05/2019	645	Basic Conditions of Employment Act	Overtime Pre-approval: Community Services (April 2019)	03/05/2019	03/05/2019	Approved
03/05/2019	646	HR	GIS users and training nominations form: Community Development	06/05/2019	06/05/2019	Approved
03/05/2019	645	Basic Conditions of Employment Act	Memo + Overtime Pre-approvals: Traffic Admin (May 2019)	06/05/2019	06/05/2019	Approved
03/05/2019	643 (g)	HR	Acting allowance: Community and Protection Services (April 2019)	06/05/2019	06/05/2019	Approved
06/05/2019	643	HR	Attendance Register: Community and Protection Services (April 2019)	06/05/2019	06/05/2019	Approved
03/05/2019	139 S69 and 70 of MFMA	Finance	Veriment: Uniform and Protective Clothing (R30 000)	06/05/2019	06/05/2019	Supported
06/05/2019	SC	SCM Regs	Memo + Tender Specs: FQ/SM 177/19	06/05/2019	06/05/2019	Approved
06/05/2019	179	S65(1)of MFMA	Hall deposit refund: I Parker	06/05/2019	06/05/2019	Approved
06/05/2019	229	SCM Reg 12(1)(c)	Memo + Tender Specs: FQ/SM 192/19	06/05/2019	06/05/2019	Approved
06/05/2019	643	HR	Termination letter: Community and Protection Services	06/05/2019	06/05/2019	Approved

06/05/2019	645	Basic Conditions of Employment Act	Memo: Cancellation of annual leave – Community and Protection Services	06/05/2019	06/05/2019	Approved
07/05/2019	645	Basic Conditions of Employment Act	Standby: Law Enforcement (April 2019)	07/05/2019	07/05/2019	Approved
07/05/2019	645	Basic Conditions of Employment Act	Memo: Standby and overtime (April 2019)	07/05/2019	7/05/2019	Approved
07/05/2019	645	Basic Conditions of Employment Act	Overtime: Community and Protection Services (March 2019)	07/05/2019	07/05/2019	Approved
07/05/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Halls (May 2019)	07/05/2019	07/05/2019	Approved
07/05/2019			Memo: Grievance Community and Protection Services	07/05/2019	07/05/2019	Approved
07/05/2019	646	HR	Training: Brush cutter: Parks dept.	07/05/2019	07/05/2019	Approved
07/05/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoice: GM Gateway Metalworks 9R11 005.50)	07/05/2019	07/05/2019	Approved
07/05/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoice: Cinnamon Caterers (R9650.00)	07/05/2019	07/05/2019	Approved
07/05/2019	643	HR	Termination letters: Community and Protection Services	07/05/2019	07/05/2019	Approved
07/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Uniform and Protective Clothing (R30 000)	09/05/2019	09/05/2019	Supported
07/05/2019	139	Finance				

	S69 and 70 of MFMA		Verimentation: Motor Vehicle Licence and Registration (R8000)	09/05/2019	09/05/2019	Supported
07/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation Motor Vehicle Licence and Registration (R8000)	09/05/2019	09/05/2019	Supported
07/05/2019	643	HR	Termination letters: Community and Protection Services	09/05/2019	09/05/2019	Approved
03/05/2019	643	HR	Termination letter: Community and Protection Services	09/05/2019	09/05/2019	Approved
07/05/2019	645	Basic Conditions of Employment Act	Memo: Overtime payment: Law Enforcement	09/05/2019	09/05/2019	Approved
07/05/2019	645	Basic Conditions of Employment Act	Memo: Law Enforcement overtime for April 2019	09/05/2019	09/05/2019	Approved
07/05/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Community and Protection Services	09/05/2019	09/05/2019	Approved
07/05/2019	646	HR	GIS users training nominations: Community and Protection Services	09/05/2019	09/05/2019	Approved
07/05/2019	646	HR	GIS users training nominations: Community and Protection Services	09/05/2019	09/05/2019	Approved
09/05/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoices: BFECT (R7500 + R720)	09/05/2019	09/05/2019	Approved
09/05/2019	643	HR	Memo: Library Services: Proposed candidates to be shortlisted	09/05/2019	09/05/2019	Approved

09/05/2019		ICT	ICT request forms: Community and Protection Services	09/05/2019	09/05/2019	Approved
10/05/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoice: Maud's décor and catering (R7200.00)	10/05/2019	10/05/2019	Approved
10/05/2019	8	S59(4) and S61 of Systems Act	Delegations: Office of the Director Community and Protection Services (April 2019)	10/05/2019	10/05/2019	Approved
10/05/2019	643	HR	Termination letter: Community and Protection Services	10/05/2019	10/05/2019	Approved
10/05/2019	643	HR	Termination letters: Community and Protection Services	10/05/2019	10/05/2019	Approved
10/05/2019		Finance	Creation of Ukey: Travel Agency & Visa	10/05/2019	10/05/2019	Approved
10/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Travel Agency & Visa (R10000)	10/05/2019	10/05/2019	Supported
10/05/2019	645	Basic Conditions of Employment Act	Overtime Pre-approval: Law Enforcement (April 2019)	12/05/2019	12/05/2019	Approved
10/05/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 01/05 – 05/05/2019 (R36 576.00)	12/05/2019	12/05/2019	Approved
10/05/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 01/05 – 05/05/2019 (R240 005.37)	12/05/2019	12/05/2019	Approved
10/05/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 29/04 – 30/04/2019 (R441 468.12)	12/05/2019	12/05/2019	Approved
	179					

10/05/2019	S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 29/04 – 30/04/2019 (R45 648.12)	12/05/2019	12/05/2019	Approved
10/05/2019	646	HR	GIS training nomination: Fire Services	12/05/2019	12/05/2019	Approved
12/05/2019		Fire Services	Approval for landing: Silverstone Helicopter Marketing (13 May 2019)	12/05/2019	12/05/2019	Approved
12/05/2019		Fire Services	Approval for landing: NAC Helicopter Marketing (18 May 2019)	12/05/2019	12/05/2019	Approved
12/05/2019		IT	Asset movement form: LG Flatron (Barcode 20925), HP Computer box (Barcode 36090)	12/05/2019	12/05/2019	Approved
12/05/2019	646	HR	Approval of advertisement: General worker: Street trees	12/05/2019	12/05/2019	Approved
12/05/2019	646	HR	Approval of advertisement: Supervisor/driver: Environmental Management	12/05/2019	12/05/2019	Approved
12/05/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Kaarttype lisensies 01/04 – 15/04/2019 R37 051.00)	12/05/2019	12/05/2019	Approved
12/05/2019	643	HR	Termination letters: Community and Protection Services	12/05/2019	12/05/2019	Approved
12/05/2019	643	HR	Termination letters: Community and Protection Services	12/05/2019	12/05/2019	Approved
09/05/2019		Finance	Memo: Refund payment of the use of Paradyskloof Clubhouse facility	12/05/2019	12/05/2019	Approved
13/05/2019		Finance	Memo: Provision in 2019/20 budget	13/05/2019	13/05/2019	Approved

13/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Uniform and Protective clothing (R30 000)	13/05/2019	13/05/2019	Approved
13/05/2019		EPWP	Registration of Projects: Beautification infrastructure project / Drought Elevation Project	13/05/2019	13/05/2019	Approved
13/05/2019	645	Basic Conditions of Employment Act	Memo: Late submission of timesheets (Parks, Nurseries)	13/05/2019	13/05/2019	Approved
14/05/2019		SCM	Tender B/SM 95/19	14/05/2019	14/05/2019	Approved
14/05/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 06/05 – 12/05/2019 (R515 903.00)	14/05/2019	14/05/2019	Approved
14/05/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 06/05 – 12/05/2019 (R60 912.00)	14/05/2019	14/05/2019	Approved
14/05/2019	645	Basic Conditions of Employment Act	Overtime Pre-approval: Community and Protection Services (IFF day)	14/05/2019	14/05/2019	Approved
14/05/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Law Enforcement (June 2019)	14/05/2019	14/05/2019	Approved
14/05/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoice: First technology – R15 295.00	14/05/2019	14/05/2019	Approved
14/05/2019	645	Basic Conditions of Employment Act	Memo: Leave encashment	14/05/2019	14/05/2019	Approved
14/05/2019	211	S115(1) of the MFMA read with	Tax invoice: IT Master (R2901.62)	14/05/2019	14/05/2019	Approved

		S117 Supply Chain Reg				
14/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Zero rated (R7020)	14/05/2019	14/05/2019	Supported
14/05/2019	179	S65(1)of MFMA	Hall deposit refund: Community and Protection Services	14/05/2019	14/05/2019	Approved
10/05/2019	643	HR	Termination letters: Community and Protection Services	14/05/2019	14/05/2019	Approved
10/05/2019	643	HR	Termination letters: Community and Protection Services	14/05/2019	14/05/2019	Approved
10/05/2019	643	HR	Termination letters: Community and Protection Services	14/05/2019	14/05/2019	Approved
15/05/2019	646	HR	Course: MMCL - Community and Protection Services	15/05/2019	15/05/2019	Approved
15/05/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoice: Media 24 (R3690.01)	15/05/2019	15/05/2019	Approved
15/05/2019	229	SCM Reg 12(1)(c)	Questionnaire: Cleaning of river and masonry or stone wall packing	15/05/2019	15/05/2019	Approved
15/05/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoice: Standard Bank (R30 248.23)	15/05/2019	15/05/2019	Approved
15/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Maintenance of assets (R140 000)	15/05/2019	15/05/2019	Supported

15/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Maintenance of assets (R300 000)	15/05/2019	15/05/2019	Supported
15/05/2019	643	HR	Updating of payday/reporting lines (Nature Conservation)	15/05/2019	15/05/2019	Approved
15/05/2019	646	HR	GIS training nominees: Law Enforcement	15/05/2019	15/05/2019	Approved
15/05/2019	643	HR	Termination letters: Community and Protection Services	15/05/2019	15/05/2019	Approved
15/05/2019	643	HR	Termination letters: Community and Protection Services	15/05/2019	15/05/2019	Approved
15/05/2019	643	HR	Termination letters: Community and Protection Services	15/05/2019	15/05/2019	Approved
15/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Municipal Services (R100 000)	15/05/2019	15/05/2019	Supported
14/05/2019	643	HR	Shortlisting: Senior Fire Fighter	17/05/2019	20/05/2019	Approved
07/05/2019	643	HR	Termination letter: Community and Protection Services	17/05/2019	20/05/2019	Approved
17/05/2019		Finance	Memo: Grant in Aid 2018-2019 Donations: Stellenbosch Night Shelter	17/05/2019	20/05/2019	Approved
20/05/2019	179	S65(1)of MFMA	Hall deposit refund: C Basjan, M Louskitt, Y Lamberts	17/05/2019	20/05/2019	Approved
17/05/2019	646	HR	GIS training nominations: Environmental Management	17/05/2019	20/05/2019	Approved
17/05/2019	211	S115(1) of the MFMA read with	Tax invoice: APT (R634 662.00)	20/05/2019	20/05/2019	Approved

		S117 Supply Chain Reg				
20/05/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 13/05 – 19/05/2019 (R69 696.00)	17/05/2019	20/05/2019	Approved
20/05/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 13/05 – 19/05/2019 (R585 390.61)	20/05/2019	20/05/2019	Approved
20/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Cellular contract (R2000)	20/05/2019	20/05/2019	Supported
0/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Uniform and Protective clothing (R5000)	20/05/2019	20/05/2019	Supported
20/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Materials and Supplies (Workshop) (R70000)	20/05/2019	20/05/2019	Supported
20/05/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Community Development	20/05/2019	20/05/2019	Approved
09/05/2019	643	HR	Termination letter: Community and Protection Services	20/05/2019	20/05/2019	Approved
14/05/2019			Dates for attendance of Department events – Director	22/05/2019	22/05/2019	Approved
27/05/2019	735	S(2) (4) (a) Act 205/1993 Municipal By-Law	Protest march and gathering application – Backyard dwellers forum 29 May 2019	28/05/2019	28/05/2019	Approved
27/05/2019	645	Basic Conditions of Employment Act	Memo: Standby – Fire and Disaster (June 2019)	29/05/2019	29/05/2019	Approved

16/05/2019	643	HR	Retirement letter – Community and Protection Services	29/05/2019	29/05/2019	Approved
28/05/2019		Finance	Reimbursement of traffic officers for police clearance expenses	29/05/2019	29/05/2019	Approved
20/05/2019	643	HR	Termination letters: Community and Protection Services	29/05/2019	29/05/2019	Approved
28/05/2019	645	Basic Conditions of Employment Act	Memo: Standby June 2019 (Protection Services)	29/05/2019	29/05/2019	Approved
28/05/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Nature Conservation (June 2019)	29/05/2019	29/05/2019	Approved
28/05/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Workshop (June 2019)	29/05/2019	29/05/2019	Approved
28/05/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Urban Forestry (June 2019)	29/05/2019	29/05/2019	Approved
28/05/2019	645	Basic Conditions of Employment Act	Memo: Cancellation of Leave: Community and Protection Services	29/05/2019	29/05/2019	Approved
28/05/2019	643	HR	Updating of Payday reporting lines: Control Room (Law Enforcement)	29/05/2019	29/05/2019	Approved
28/05/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Traffic Services (June 2019)	29/05/2019	29/05/2019	Approved
28/05/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Disaster Management (June 2019)	29/05/2019	29/05/2019	Approved
29/05/2019	643	HR	Attendance Register + Overtime: Community Services (May 2019)	29/05/2019	29/05/2019	Approved
27/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Upgrade of sports facilities (R49 000)	29/05/2019	29/05/2019	Approved

28/05/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Ornamental Horticulture (June 2019)	29/05/2019	29/05/2019	Approved
28/05/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Sport (June 2019)	29/05/2019	29/05/2019	Approved
28/05/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Parks Franschoek (June 2019)	29/05/2019	29/05/2019	Approved
28/05/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Halls (June 2019)	29/05/2019	29/05/2019	Approved
28/05/2019	645	Basic Conditions of Employment Act	Overtime: Pre-approvals: Traffic Admin (June 2019)	29/05/2019	29/05/2019	Approved
28/05/2019	ICT	ICT	Request for ICT resources: Community and Protection Services	29/05/2019	29/05/2019	Approved
28/05/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Kaarttype lisensies 16/04 – 15/05/2019 (R59 566.00)	29/05/2019	29/05/2019	Approved
28/05/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Lisence fees for period 20/05 – 26/05/2019 (R844 562.11)	29/05/2019	29/05/2019	Approved
28/05/2019	179 S65(2) of the MFMA	Finance	Tjek aavraag: Lisence fees for period 20/05- 26/05/2019 (R84 816.00)	29/05/2019	29/05/2019	Approved
28/05/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoice: Bonsolo Trading: R3360.00	29/05/2019	29/05/2019	Approved
28/05/2019	179	S65(1)of MFMA	Hall deposit refund: Broeders van Vrede kerk, Clayton Robyn	29/05/2019	29/05/2019	Approved

28/05/2019		SCM	Contracts: BSM 7/19	29/05/2019	29/05/2019	Approved
23/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Materials and Supplies (R500)	30/05/2019	30/05/2019	Supported
23/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Employee Wellness (R4000)	30/05/2019	30/05/2019	Supported
23/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Zero Rated (R500)	30/05/2019	30/05/2019	Supported
23/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Standard Rated (R1500)	30/05/2019	30/05/2019	Supported
23/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Domestic Car Travel (R3000)	30/05/2019	30/05/2019	Supported
23/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Domestic Accommodation (R6000)	30/05/2019	30/05/2019	Supported
23/05/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Domestic Air Transport (R11 000)	30/05/2019	30/05/2019	Supported
29/05/2019	643	HR	Termination letters: Community and Protection Services	30/05/2019	30/05/2019	Approved
29/05/2019	179	S65(1)of MFMA	Hall deposit refunds: D Adams, G van Nieker, D Daniels	30/05/2019	30/05/2019	Approved
	179	S65(1)of MFMA				

29/05/2019			Hall deposit refunds: F Engelbrecht, C Admonis, SL Warriess	30/05/2019	30/05/2019	Approved
29/05/2019	643	HR	Memo: (Shortlisting) Manager: Library Services	30/05/2019	30/05/2019	Approved
29/05/2019	646	HR	Memorandum of Agreement: M Nqandisa, R Snyders, L van Wyk	30/05/2019	30/05/2019	Approved

DELEGATIONS EXERCISED FOR PERIOD: JUNE 2019
DIRECTORATE: COMMUNITY & PROTECTION SERVICES

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
03/06/2019	643 (g)	HR	Memo: Acting Allowance – Community and Protection Services (May 2019)	03/06/2019	03/06/2019	Approved
03/06/2019	643 (g)	HR	Memo: Acting Allowance – Traffic Department (May 2019)	03/06/2019	03/06/2019	Approved
03/06/2019	643 (g)	HR	Memo: Acting Allowance – Community and Protection Services (May 2019)	03/06/2019	03/06/2019	Approved
03/06/2019	643 (g)	HR	Memo: Acting allowance – Community and Protection Services (April – May 2019)	03/06/2019	03/06/2019	Approved
03/06/2019	643 (g)	HR	Memo: Acting allowance – Community and Protection Services (May 2019)	03/06/2019	03/06/2019	Approved
03/06/2019	643 (g)	HR	Memo: Acting allowance – Community and Protection Services (May 219)	03/06/2019	03/06/2019	Approved
03/06/2019	643 (g)	HR	Memo: Acting allowance – Community and Protection Services (May 2019)	03/06/2019	03/06/2019	Approved
03/06/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Parks (June 2019)	03/06/2019	03/06/2019	Approved
03/06/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Unforeseen matters (Parks)	03/06/2019	03/06/2019	Approved

03/06/2019			Letter: Homeless residents and fencing of yards	03/06/2019	03/06/2019	Approved
03/06/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoice: EBN Project	03/06/2019	03/06/2019	Approved
03/06/2019	643	HR	Attendance Register: Office of the Director Community and Protection Services (May 2019)	03/06/2019	03/06/2019	Approved
03/06/2019	643	HR	Termination letters: Community and Protection Services	03/06/2019	03/06/2019	Approved
03/06/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Maintenance of Buildings and Facilities (R120 000)	03/06/2019	03/06/2019	Approved
03/06/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoice: Nissan South Africa (R254 2211.87)	03/06/2019	03/06/2019	Approved
03/06/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoice: Bonsolo Trading (R3 535.00)	04/06/2019	04/06/2019	Approved
21/05/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoice 98225613: Toyota (R278 212.60)	04/06/2019	04/06/2019	Approved
21/05/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoice 98225613: Toyota (R278 212.60)	04/06/2019	04/06/2019	Approved
21/05/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoice 98230195: Toyota (R278 212.60)	04/06/2019	04/06/2019	Approved

21/05/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoice 98225612: Toyota (R278 212.60)	04/06/2019	04/06/2019	Approved
30/04/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoice: Securitem (R30 40224)	04/06/2019	04/06/2019	Approved
30/04/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Tax invoice: Securitem (R20 247.36)	04/06/2019	04/06/2019	Approved
04/06/2019		Committee Services	Item + Route form: Review of existing sport facility management plan for WC024	04/06/2019	05/06/2019	Approved
05/06/2019	643	HR	Updating of payday lines – Community and Protection Services	05/06/2019	05/06/2019	Approved
05/06/2019	643	HR	Attendance register + Overtime – Community and Protection Services (May 2019)	05/06/2019	05/06/2019	Approved
05/06/2019	139 S69 and 70 of MFMA	S69 and 70 of MFMA	Verimentation: Uniform and Protective Clothing (R40 000)	05/06/2019	05/06/2019	Supported
05/06/2019	139 S69 and 70 of MFMA	S69 and 70 of MFMA	Verimentation: Catering services (R60 000)	05/06/2019	05/06/2019	Supported
05/06/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Business and Advisory (R5000)	04/06/2019	05/06/2019	Supported
05/06/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Transport services	04/06/2019	05/06/2019	Supported
	139 S69 and 70 of MFMA	Finance				

05/06/2019			Verimentation: Transport services (R25 000)	04/06/2019	05/06/2019	Supported
05/06/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Business and Advisory	04/06/2019	05/06/2019	Supported
10/05/2019		Finance	Tax invoice: Madge computers (R2194.92)	06/06/2019	07/06/2019	Approved
05/06/2019	643 (g)	HR	Memo: Late submission of acting allowance – Community and Protection Services	06/06/2019	07/06/2019	Approved
06/06/2019	8	S59(4) and S61 of Systems Act	Delegations: Office of the Director Community and Protection Services (May 2019)	06/06/2019	07/06/2019	Approved
04/06/2019	643	HR	Termination letters: Community and Protection Services	06/06/2019	07/06/2019	Approved
03/06/2019	05/06/2019	139 S69 and 70 of MFMA	Verimentation: Ward 12 Resource Centre (R1 000)	06/06/2019	07/06/2019	Supported
05/06/2019	05/06/2019	139 S69 and 70 of MFMA	Verimentation: Upgrading of Parks and Open Spaces (R11 789)	06/06/2019	07/06/2019	Supported
05/06/2019	05/06/2019	139 S69 and 70 of MFMA	Verimentation: Upgrading of Parks and Open Spaces (R1 762)	06/06/2019	07/06/2019	Supported
05/06/2019	643 (g)	HR	Memo: Late submission of acting allowance – Community and Protection Services (1-31 May 2019)	06/06/2019	07/06/2019	Supported
05/06/2019	643 (g)	HR	Memo: Late submission of acting allowance – Community and Protection Services (26/04 – 28/05)	06/06/2019	07/06/2019	Approved
05/06/2019		ICT	3G APN – Sim swap for Whatsapp control room	06/06/2019	07/06/2019	Approved
05/06/2019		Committee Services	Item + Route form: Monthly report Community Development (May 2019)	06/06/2019	07/06/2019	Approved

06/06/2019	735	S(2) (4) (a) Act 205/1993 Municipal By-Law	Protest march: Franschoek valley community sport centre: 8 June 2019	07/06/2019	07/06/2019	Approved
06/06/2019	645	Basic Conditions of Employment Act	Standby: Law Enforcement (June 2019)	06/06/2019	07/06/2019	Approved
06/06/2019		Finance	Tax invoice: Office outfit (R887.65)	06/06/2019	07/06/2019	Approved
01/05/2019	645	Basic Conditions of Employment Act	Memo: Standby and overtime – Traffic Services (DLTC)	06/06/2019	07/06/2019	Approved
31/05/2019		Finance	Tax invoices: Red Hill Electronics (R48300, R22 377.39, R338 606.55)	06/06/2019	07/06/2019	Approved
06/06/2019		Committee Services	Item + Route form: Monthly report Law Enforcement (March 2019)	06/06/2019	07/06/2019	Approved
06/06/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Lisence fees for period 24/05 – 31/05/2019 (R661 037.23)	06/06/2019	07/06/2019	Approved
06/06/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Lisence fees for period 27/05 – 31/05 (R88 848.00)	06/06/2019	07/06/2019	Approved
05/06/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Upgrade fencing at nature reserve (R25 000)	06/06/2019	07/06/2019	Supported
07/06/2019		Finance	Conditional Grant Business Plan 2019/20	06/06/2019	07/06/2019	Approved
07/06/2019		Finance	Conditional Grant: May 2019	06/06/2019	07/06/2019	Approved
07/06/2019	735	S(2) (4) (a) Act 205/1993 Municipal By-Law	Protest march: Kuyasa Horizon Empowerment March – 11 June 2019	06/06/2019	07/06/2019	Approved
						Approved

28/05/2019	643	HR	Appointment certificates: Serving of summonses – Law Enforcement	06/06/2019	07/06/2019	
03/06/2019		Finance	Tax invoice: The Synthetic Turf Company (R112 500), (R148 500)	06/06/2019	07/06/2019	Approved
15/05/2019		SCM	Evaluation report: B57/19	06/06/2019	07/06/2019	Approved
06/06/2019		Finance	Tax invoice 3628171: Toyota (R529 329.59)	06/06/2019	10/06/2019	Approved
06/06/2019		Finance	Tax invoice 361631: Toyota (R629 392.59)	06/06/2019	10/06/2019	Approved
05/06/2019	643	HR	Termination letters: Community and Protection Services	06/06/2019	10/06/2019	Approved
07/06/2019		Committee Services	Item + Route form: Update of tree register 2018/19	07/06/2019	10/06/2019	Approved
07/06/2019	645	Basic Conditions of Employment Act	Overtime: Community and Protection Services (May 2019)	07/06/2019	10/06/2019	Approved
10/06/2019		Committee Services	Item + Route form: Fire and Disaster Monthly report (May 2019)	10/06/2019	10/06/2019	Approved
10/06/2019		Finance	Tax Invoices: TMT (May 2019)	07/06/2019	10/06/2019	Approved
11/06/2019	645	Basic Conditions of Employment Act	Overtime Pre-approval – Community and Protection Services (May 2019)	11/06/2019	11/06/2019	Approved
11/06/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Catering (R7 000)	11/06/2019	11/06/2019	Supported
11/06/2019		Finance	Tax invoice: KayTar Holdings (R881.09)	11/06/2019	11/06/2019	Approved
11/06/2019		SCM	Contract forms: BSM39/18	11/06/2019	11/06/2019	Approved

11/06/2019	645	Basic Conditions of Employment Act	Overtime Pre-approval: Law Enforcement (May 2019)	12/06/2019	12/06/2019	Approved
11/06/2019	643	HR	Confirmation of Appointment Certificate: Law Enforcement	12/06/2019	12/06/2019	Approved
11/06/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 03/06 – 09/06/2019 (R72 288.00)	12/06/2019	12/06/2019	Approved
11/06/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 03/06 – 09/06/2019 (R556 926.39)	12/06/2019	12/06/2019	Approved
12/06/2019		SCM	Questionnaire: Garden Maintenance and cleaning at Law Enforcement	12/06/2019	12/06/2019	Approved
12/06/2019		SCM	Questionnaire: Cleaning of law enforcement offices	12/06/2019	12/06/2019	Approved
12/06/2019	645	Basic Conditions of Employment Act	Overtime Pre-approval: Community and Protection Services (May 2019)	12/06/2019	12/06/2019	Approved
12/06/2019		Finance	Memo: Grant in Aid 2018/19 Donations – Stellenbosch Night Shelter	12/06/2019	12/06/2019	Approved
13/06/2019			Letter: Stellenbosch Taxi Association	14/09/2019	18/06/2019	Approved
14/06/2019		Community Services	Location release form: Use of Pniel Cemetery	14/09/2019	18/06/2019	Approved
16/06/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Motor Vehicle Licence and Registration (R2 000)	14/09/2019	18/06/2019	Approved
16/06/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Motor Vehicle Licence and Registration (R3 500)	14/09/2019	18/06/2019	Approved

16/06/2019		Finance	Tax Invoice: Tenorah (R1 150)	14/09/2019	18/06/2019	Approved
16/06/2019		Finance	Tax invoice: Bidvest Waltons (R2 523.17)	14/09/2019	18/06/2019	Approved
16/06/2019	643	HR	Confirmation of appointment certificates: Law Enforcement	14/09/2019	18/06/2019	Approved
16/06/2019	643(f)	HR	Letter of appointments: EPWP Workers	14/09/2019	18/06/2019	Approved
18/06/2019		Finance	Media24 (R6700.25)	18/09/2019	19/06/2019	Approved
12/06/2019		Finance	Tax Invoice – Engineering Advice & Services Western Cape (R147 826.09)	18/09/2019	19/06/2019	Approved
11/06/2019		Finance	Tax invoice – MTF Consultants (R14 231.25)	18/09/2019	19/06/2019	Approved
13/06/2019		Finance	Tax invoice – Bidvest Waltons (R1591.80)	18/09/2019	19/06/2019	Approved
19/06/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Parks – Upgrading of Parks and Open Spaces (R27 2310.00)	18/09/2019	19/06/2019	Approved
19/06/2019	247	SCM Reg 27(1)	Questionnaire: Specifications – Supply and Delivery and install drainage items as listed in Jamestown Cemetery	18/09/2019	19/06/2019	Approved
19/06/2019	643(f)	S67 of MSA	Letter of appointment: Community and Protection Services	18/09/2019	19/06/2019	Approved
19/06/2019	647	Disciplinary action, Disputes, Grievances and Labour issues	Letter: Abscondment / Disciplinary action: Community and Protection Services	18/09/2019	19/06/2019	Approved
19/06/2019	645	Basic Conditions of Employment Act	Overtime Pre-approval: Community and Protection Services (June 2019)	18/09/2019	19/06/2019	Approved

20/06/2019		Finance	Tax invoice: Tenorah (R350.00)	20/06/2019	20/06/2019	Approved
20/06/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for the period 10/06 – 16/06/2019 (R534 506.73)	20/06/2019	20/06/2019	Approved
20/06/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for the period 10/06 – 16/06/2019 (R56 160.00)	20/06/2019	20/06/2019	Approved
21/06/2019		HR	Application for bursary: Grade 12 – Community and Protection Services	24/06/2019	24/06/2019	Approved
21/06/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Community Development (unforeseen after hour Community Dev. Work)	24/06/2019	24/06/2019	Approved
21/06/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Community Development	24/06/2019	24/06/2019	Approved
16/06/2019	643(f)	S67 of MSA	Letter of appointments: EPWP fixed term contracts	24/06/2019	24/06/2019	Approved
20/06/2019	643(f)	S67 of MSA	Letter of appointments: EPWP fixed term contracts	24/06/2019	24/06/2019	Approved
24/06/2019		Committee Services	Item + Route form: Monthly Report (May 2019) – Traffic Services	24/06/2019	25/06/2019	Approved
24/06/2019		Committee Services	Item + Route form: Quarterly Report on bylaw enforcement and events management	24/06/2019	25/06/2019	Approved
19/06/2019		Finance	Letter: Unspend funds transferred to Stellenbosch Municipality as at 31 March 2019 (Dept Cultural Affairs and Sport)	24/06/2019	25/06/2019	Approved
21/06/2019		Finance	Tax invoice: Kings Catering (R9027.50)	24/06/2019	25/06/2019	Approved

24/06/2019	645	Basic Conditions of Employment Act	Overtime Pre-approval: Community Development (July 2019)	24/06/2019	25/06/2019	Approved
24/06/2019	643	HR	Approval of advertisement – Platoon Commander Fire Safety	24/06/2019	25/06/2019	Approved
21/06/2019	643	HR	Serving of summonses: J Botha, J Cornelius	25/06/2019	26/06/2019	Approved
25/06/2019	179	S65(1) of MFMA	Hall deposit refunds: R Erasmus, R Williams, J Ministries, J Dippenaar, United in Christ Mission NPC, Lions Club International, Old Apostolic Church, Stellenbosch Catholic Church	25/06/2019	26/06/2019	Approved
24/06/2019	645	HR	Memo: Cancellation of annual leave of Community and Protection Services	25/06/2019	26/06/2019	Approved
24/06/2019	643(f)	S67 of MSA	Letter of appointment: EPWP fixed term contract: C Fredericks	25/06/2019	26/06/2019	Approved
24/06/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 17/06 – 23/06/2019 (R60 480.00)	25/06/2019	26/06/2019	Approved
24/06/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 17/06 – 23/06/2019 (R470 022.44)	25/06/2019	26/06/2019	Approved
24/06/2019		Finance	Tax invoices: Red Electronics R35 282.00, R32 292.00, R1 048 592.00, R37 386.50	25/06/2019	26/06/2019	Approved
24/06/2019	643	HR	Approval of advertisement – Disaster Fieldworker	25/06/2019	26/06/2019	Approved
26/06/2019	643	HR	Updating of Payday/reporting lines – Parks	26/06/2019	26/06/2019	Approved
26/06/2019		Finance	Tax invoices: Securitem (R514 403.40)	26/06/2019	26/06/2019	Approved
26/06/2019		Finance	Tax invoices: Securitem	26/06/2019	26/06/2019	Approved

26/06/2019	643	HR	Serving of summons: T Sauls	26/06/2019	26/06/2019	Approved
26/06/2019	643	HR	Appointment certificate: Law Enforcement	26/06/2019	26/06/2019	Approved
26/06/2019	643	HR	Termination letters: Community and Protection Services	26/06/2019	26/06/2019	Approved
26/06/2019	643	HR	Memo: Adjustment T-levels and salaries	26/06/2019	26/06/2019	Approved
26/06/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Standard Rated (R16 000)	26/06/2019	26/06/2019	Approved
26/06/2019	643	HR	Memo: Organisational restructuring: relocation of CDW function to the Directorate Community & Protection Services	26/06/2019	26/06/2019	Supported
27/06/2019	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Cemeteries (July 2019)	27/06/2019	27/06/2019	Approved
26/06/2019		Finance	Tax invoice: Country Building Suppliers (R613 880.09)	27/06/2019	27/06/2019	Approved
26/06/2019		Finance	Tax invoice: V3 Consulting Engineers (R222 000.00)	27/06/2019	27/06/2019	Approved
26/06/2019	179	S65(1)of MFMA	Hall deposit refund: H Ortell, M Davids, J Jacobs, S van Rooi	27/06/2019	27/06/2019	Approved
26/06/2019	139 S69 and 70 of MFMA	Finance	Verimentation: Contractor-Maintenance of unspecified asset (R5 000 + R12 000)	27/06/2019	27/06/2019	Approved
27/06/2019	645	Basic Conditions of Employment Act	Memo: Standby Motivation – Fire and Disaster (July 2019)	27/06/2019	27/06/2019	Approved
28/06/2019	643(f)	S67 of MSA	Approval of appointment: Library Manager	28/06/2019	28/06/2019	Approved

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

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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NONE

14.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE

THE AGENDA HAS BEEN DISCUSSED WITH THE SPEAKER, CLLR WC PETERSEN (MS), AND SHE AGREES WITH THE CONTENT.
