



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref. no.3/4/1/5

2019-10-23

NOTICE OF THE 32ND MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY WEDNESDAY, 2019-10-23 AT 11:00

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

COUNCILLORS

F Adams	MC Johnson
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

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 **32ND MEETING** of the **COUNCIL** of **STELLENBOSCH MUNICIPALITY** will be held in the **COUNCIL CHAMBER, TOWN HOUSE, PLEIN STREET, STELLENBOSCH** on **WEDNESDAY, 2019-10-23** at **11:00** to consider the items on the Agenda.

SPEAKER
WC PETERSEN (MS)

**MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY
2019-10-23**

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1.	OPENING AND WELCOME
2.	MAYORAL ADDRESS
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4.	COMMUNICATION BY THE MUNICIPAL MANAGER
5.	DISCLOSURE OF INTERESTS
6.	APPLICATIONS FOR LEAVE OF ABSENCE
7.	APPROVAL OF MINUTES OF PREVIOUS COUNCIL
7.1	CONFIRMATION OF MINUTES OF THE 31 ST COUNCIL MEETING: 2019-09-25

The minutes of the 31st Council Meeting: 2019-09-25 is attached as **APPENDIX 1**.

FOR CONFIRMATION

APPENDIX 1



STELLENBOSCH

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Ref. no.3/4/1/5

2019-09-25

MINUTES

31ST MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY

2019-09-25 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

MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY

2019-09-25

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MINUTES OF THE 31ST MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY HELD ON 2019-09-25 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	F Adams (until 11:40)	MC Johnson
	FJ Badenhorst	C Manuel
	FT Bangani-Menziwa (Ms)	NE Mcombring (Ms)
	Ald PW Biscombe	XL Mdemka (Ms)
	G Cele (Ms)	C Moses (Ms)
	PR Crawley (Ms)	RS Nalumango (Ms)
	A Crombie (Ms)	N Olayi
	Z Dalling (Ms)	MD Oliphant
	R Du Toit (Ms)	SA Peters
	J Fasser	MM Pietersen
	AR Frazenburg	SR Schäfer
	E Fredericks (Ms)	Ald JP Serdyn (Ms)
	T Gosa	N Sinkinya (Ms)
	E Groenewald (Ms)	P Sitshoti (Ms)
	JG Hamilton	Q Smit
	DA Hendrickse (until 12:30)	LL Stander
	JK Hendriks	E Vermeulen

Officials:	Municipal Manager (Ms G Mettler)
	Chief Financial Officer (K Carolus)
	Director: Corporate Services (Ms A De Beer)
	Director: Infrastructure Services (D Louw)
	Director: Planning and Economic Development (T Mfeya)
	Director: Community and Protection Services (G Boshoff)
	Senior Manager: Governance (Ms S De Visser)
	Manager: Communications (S Grobbelaar)
	Chief Audit Executive (F Hoosain)
	Manager: Secretariat (EJ Potts)
	Senior Administration Officer (T Samuels (Ms))
	Committee Clerk (N Mbali (Ms))
	Interpreter (J Tyatyeka)

1.	OPENING AND WELCOME
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The Speaker, Cllr WC Petersen (Ms) welcomed all present at the 31st Council meeting. Councillor G Cele (Ms) opened the meeting with a prayer.

2.	MAYORAL ADDRESS
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On behalf of the Executive Mayor, Ald G Van Deventer, the following Mayoral address was delivered by the Acting Executive Mayor, Cllr N Jindela:

Good Morning, Goeiemore, Molweni, As-salaam Alaikum

- With great sadness and shock that I joined the rest of South Africa in mourning for the brutal deaths of so many women the past few weeks.
- Residents, students, learners and our own officials have taken time to peacefully demonstrate against the scourge of violence that women face every day and fall victim to every day.
- Within our own community, Clarissa Lindoor fell victim to femicide
- The person arrested for her murder, was known to her, this is the case with so many of the women being murdered.
- As a community and society, we must change the way we think and deal with issues of violence
 - Cannot ignore violence when we see it amongst our friends, family, neighbours
 - Must raise our children to realise that women and men are equal
 - We must challenge gender stereotypes wherever we find them, and make sure our girl children are not belittled or denied any opportunity because of their gender.
 - Our male colleagues must join us in acting against violence perpetrated against women and children.
 - Every Thursdays, at 13:00 the municipal staff, officials, councillors and anyone who wants to join, conducts a silent protest to show our support of women and raise awareness of what is happening in our communities.
 - Please join us in front of the town hall.
 - Enough is Enough!
- On 24 September 2019, we commemorated Heritage Day.
 - Opportunity to celebrate what is unique about each individual in South Africa as well as what makes us unique as a country.
 - We celebrate language, culture, diversity and we take time to reflect on the lessons learned from the past.
 - Please make every effort to visit museums and other culturally significant spots during this Heritage Month, our history often shows our future.
 - **A nation's culture resides in the hearts and the soul of its people** – Mahatma Gandhi
- Congratulations to Ruaan Opperman, one of our Fire Fighters, who won silver in the SA Toughest Fire Fighter Alive Competition, individual category for 30 to 35 year olds.
 - It is a privilege for us to have you as part of our Fire Fighting Team!
- Franschhoek Pass has been reopened.
 - Thank you to the Provincial Minister for Transport and Public Works and his team for their swift work to make the pass safe and reopen it to the public.

- Begin van die maand was boomplantweek en ons parkeafdeling het in samewerking met al die ander afdelings 'n propvol week vol aktiwiteite gehad.
 - Die hoogtepunt was 'n pretstap waaraan skole van die omgewing, amptenare en inwoners deelgeneem het.
 - Dag is afgesluit met 'n boomplantseremonie.
 - Vanjaar se algemene boom van die jaar is die Maroelaboom en die skaars boom vir die jaar is die Appelblaar.
 - Wil inwoners en amptenare aanmoedig om bome te plant.
 - Doen navorsing en fokus veral op die plant van inheemse bome!
 - Bome dra by tot 'n gesonde en mooi omgewing
- Dankie ook aan Parke afdeling wat werklik hard werk om ons dorpe mooi te hou.
 - So baie komplimente ontvang oor hoe mooi ons dorpe lyk hierdie lente met die pragtige blomme wat geplant is.
 - Ons fokus steeds op meer geharde plante wat meer droogte bestand is en ons blomme word natgelei met gryswater.

Thank You!"

3.	COMMUNICATION BY THE SPEAKER
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"Good morning to:

- The Acting Executive Mayor, Cllr N Jindela
- The Municipal Manager, Ms. Geraldine Mettler
- All other Alderman and Ladies
- All Councillors
- All Directors and Staff members present
- All Members of the Public and especially Mr. Pelsler from the Stellenbosch Ratepayers Association

Allow me to welcome all of you to this Beautiful Month of Spring and Arbour Month. I sincerely hope that you will enjoy the inputs and discussions from the different speakers and may this be a fruitful meeting as we also think of the children enjoying the school holidays.

Birthdays

The following Councilors have had their birthdays the past month

- **Executive Mayor – Alderman Gesie van Deventer - 24 September**
- Councilor RONALDA NALUMANGO – 27 September

Op 'n somber noot hou ons **Raadslid Malcom Johnson** in ons gedagte met die skielike afsterwe van sy vrou en jarelange eggenoot van 43 jaar. Mag hy as Raadslid en sy gesin sterkte vind in die wete dat God haar geroep het tot sy diens.

MOMENT OF SILENCE – FOR GENDER VIOLENCE

- **Lauren Petersen (19) from Klappmuts**
- **Clarissa Lindoor (27) from Nietverbij, Cloeteville**

We now move to the items on the Agenda / Ons beweeg nou na die items op die Agenda."

4.	COMMUNICATION BY THE MUNICIPAL MANAGER
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- The Municipal Manager wished everyone present a wonderful Heritage Month and Heritage Day. She encouraged residents to make use of the opportunity to visit any Sanpark free of charge during Heritage Month.
- She thanked everyone who joined the silent protest every "Black Thursday" in front of the Town Hall in solidarity with the "#Am I Next" Movement and to show support to all the victims of gender-based violence and abuse. She invited everybody to wear black and join the group every Thursday at 13:00 in the fight against femicide by saying: "Enough is Enough", the violence against our women and children has to stop!
- The Municipal Manager applauded the Department: Community Services who organised a range of school awareness programmes and tree planting ceremonies during National Arbor week and an Arbor Day Community Walk. She thanked all partners, Councillors and Officials who participated in the Arbor Walk and joined in the fun.

5.	DISCLOSURE OF INTERESTS
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NONE

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

Cllr A Florence	–	25 September 2019
Cllr N Mananga-Gugushe (Ms)	–	25 September 2019
Cllr A Hanekom	–	25 September 2019
Cllr LK Horsband (Ms)	–	25 September 2019
Cllr DD Joubert	–	25 September 2019
Cllr WF Petersen	–	25 September 2019
Ald G Van Deventer (Ms)	–	25 September 2019

7.	APPROVAL OF MINUTES OF PREVIOUS COUNCIL
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7.1	CONFIRMATION OF MINUTES OF THE 30TH COUNCIL MEETING: 2019-08-28
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The minutes of the 30th Council Meeting: 2019-08-28, were **confirmed as correct.**

8.	STATUTORY MATTERS
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NONE

9.	REPORT BY THE MUNICIPAL MANAGER RE OUTSTANDING RESOLUTIONS
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ITEM	Pg	INPUT	MM'S RESPONSE
<p>Cllr DA Hendrickse: Outstanding Council resolutions that is not reported on in this Agenda. An email was sent to the Municipal Manager requesting the status/outcome of the outstanding matters listed.</p>		<p>Arbitration – Stellenbosch Golf Course (what is the outcome?)</p> <p>What happened to the Council resolutions re the marketing of the Idas Valley Housing Project? There was a criteria that this Council has approved, when will Council receive a report on how this resolution was implemented by ASLA?</p> <p>When will a report be submitted to Council regarding the irregular expenditure that was reported to Council re Sintell and TNT</p>	<p>Is still with Arbitration. MM will report on it in due course.</p> <p>Council approved the criteria and an updated report will follow in due course.</p> <p>There was an update in August 2018. Some of the money was recovered, the case was made and is with the Hawks. MM is following up regarding the investigation thereof.</p>
<p>Cllr F Adams: 7.3.1 THE FUTURE USE AND MAINTENANCE OF COUNCIL HERITAGE BUILDINGS</p> <p>8th Council Meeting: 2017-04-26: Item 7.3.1 RESOLVED (majority vote with abstentions)</p> <p>(a)</p> <p>(b)</p> <p>(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;</p>	51	<p>Cllr F Adams expressed his concern about the other heritage buildings identified as Category A properties to be considered for possible rental.</p>	<p>This is the current resolution taken at Council on 2017-04-26.</p>
<p>Cllr F Adams: 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 14TH COUNCIL MEETING: 2017-11-29: ITEM 7.5.1</p>	56	<p>The current status and planned implementation timeframe?</p> <p>Legal dispute - the old Agriculture Hall, was the agreement finalized?</p>	<p>MM will give update at the next Council meeting.</p> <p>The dispute has been resolved. Will confirm at the next Council meeting.</p>
<p>Cllr F Adams: 7.2.4 PROPOSED SERVICE DELIVERY IN JONKERSHOEK</p> <p>22ND COUNCIL MEETING: 2018-11-28: ITEM 7.2.4</p>	60	<p>What is the current status in terms of progress with the meetings they had with the stakeholders?</p>	<p>Various meetings took place with the Dept of Public Works. Awaiting their response.</p>

<p>Cllr F Adams: 12.2 VAN DER STEL SPORT FACILITY: REVIEW OF THE AGREEMENTS BETWEEN STELLENBOSCH MUNICIPALITY (WC024), STELLENBOSCH SPORT AND RECREATION ASSOCIATION (SSRA) AND VAN DER STEL SPORT COUNCIL</p> <p>29TH COUNCIL MEETING: 2019-07-24: ITEM 12.2</p>		<p>Was the tender advertised?</p>	<p>Must go to the Bid Specification Committee.</p>
<p>Cllr JK Hendriks: 7.10.2 PROPOSED TRANSFER OF MANAGEMENT AND OWNERSHIP OF VAALDRAAI (ELSENBURG) FROM PROVINCIAL GOVERNMENT OF THE WESTERN CAPE TO STELLENBOSCH MUNICIPALITY</p> <p>27TH COUNCIL MEETING: 2019-05-29: ITEM 7.10.2</p>	66	<p>How far is the progress with Vaaldraai?</p>	<p>Tender specifications as per Council resolution have been completed and is now at the Bid Specification Committee for tender for Feasibility Study.</p>

NOTED

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

10.	ITEMS FOR NOTING
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10.1	REPORT/S BY THE EXECUTIVE MAYOR
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NONE

10.2	REPORT/S BY THE SPEAKER
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NONE

10.3	REPORT/S BY THE MUNICIPAL MANAGER
10.3.1	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR AUGUST 2019

Collaborator No: 661598
 IDP KPA Ref No: Good Governance
 Meeting Date: 25 September 2019

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR AUGUST 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 2019/2020 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 (2019/2020) stipulate that SCM deviations be reported to Council. In compliance thereto, this report presents to Council the SCM deviations that occurred during August 2019.

31ST COUNCIL MEETING: 2019-09-25: ITEM 10.3.1

NOTED

the deviations as listed for the month of August 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	06 August 2019

11.	ITEMS FOR CONSIDERATION FROM THE EXECUTIVE MAYOR OR MAYORAL COMMITTEE: [ALD. G VAN DEVENTER (MS)]
11.1	COMMUNITY AND PROTECTION SERVICES: (PC : CLLR Q SMIT)
11.1.1	STELLENBOSCH MUNICIPALITY INTEGRATED FIRE MANAGEMENT PLAN (JANUARY 2019)

Collaborator No: 658594
 IDP KPA Ref No: Good Governance
 Meeting Date: 11 September 2019

1. **SUBJECT: STELLENBOSCH MUNICIPALITY INTEGRATED FIRE MANAGEMENT PLAN (JANUARY 2019)**

2. **PURPOSE**

Stellenbosch Municipality, like the rest of the Western Cape, continue to be threatened by veld fires. The Draft Stellenbosch Municipality Integrated Fire Management Plan (SFMP, January 2019) (Annexure A) has been prepared to provide the necessary information for sound veld fire management with an emphasis on Stellenbosch Municipality's legal obligations as landowner. Following a previous Council decision, to advertise the document for public input, the Stellenbosch Municipality Integrated Fire Management Plan is brought back to Council for adoption.

3. **DELEGATED AUTHORITY**

For decision by the Council of Stellenbosch Municipality.

4. **EXECUTIVE SUMMARY**

Stellenbosch Municipality (the Municipality) continue to be threatened by veld fires. The dominant vegetation type within the region is both fire-prone and fire-dependent. This is exacerbated by the expansion of urban areas, infestations of alien vegetation and windy, hot and dry summer periods typical of the region.

The primary goal of the SFMP is to ensure that veld fires are able to serve greater good than harm. It aims to eliminate loss of life, human injury, economic and environmental losses as a result of veld fires. In order to fulfil these objectives the SFMP makes provision for the following three components in the approach to the occurrence of veld fires namely:

- Awareness
- Prevention & preparedness
- Response

31ST COUNCIL MEETING: 2019-09-25: ITEM 11.1.1**RESOLVED** (majority vote with abstentions)

that Council adopts the Stellenbosch Municipality Integrated Fire Management Plan (January 2019) to guide fire management within the WC024 area.

Councillor DA Hendrickse requested that it be minuted that he abstained from voting on the matter because he did not receive the Council Agenda.

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
REPORT DATE	05 August 2019

11.1.2	POLICY FOR THE IMPLEMENTATION OF AN AUXILIARY LAW ENFORCEMENT SERVICE FOR STELLENBOSCH MUNICIPALITY
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Collaborator No: 659698
IDP KPA Ref No:
Meeting Date: 11 SEPTEMBER 2019

1. SUBJECT: POLICY FOR THE IMPLEMENTATION OF AN AUXILIARY LAW ENFORCEMENT SERVICE FOR STELLENBOSCH MUNICIPALITY

2. PURPOSE

To obtain Council's approval of the Auxiliary Law Enforcement Service Policy for Stellenbosch Municipality (WC024).

3. DELEGATED AUTHORITY

For decision by the Municipal Council.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality encompasses a vast jurisdiction which includes Franschhoek, Klappmuts, Pniel, Kylemore, Raithby and Jamestown. Enforcing municipal bylaws and preventing criminal activity through active visible policing is putting a big strain on the municipal budget. The continued escalation in crime has further heightened the pressure on local law enforcement and municipal traffic services.

This is borne out by the public outcry for help against rising crime in all communities. In order to extend the fight against crime to the community's themselves, the municipality has crafted a draft policy on the creation of a volunteer auxiliary law enforcement service. It is envisaged that the additional law enforcement contingent will improve the municipality's ability to stem the rise in crime experienced in local communities.

31ST COUNCIL MEETING: 2019-09-25: ITEM 11.1.2

RESOLVED (majority vote)

- (a) that Council approves the advertisement of the draft Policy for the implementation of an Auxiliary Law Enforcement Service for Stellenbosch Municipality for a period of 30 days for public input; and
- (b) that the inputs received during the above public participation process be worked into a final draft Policy for the implementation of an Auxiliary Law Enforcement Service for Stellenbosch Municipality to be presented to Council for approval.

Councillors F Adams and DA Hendrickse requested that their votes of dissent be minuted.

FOR FURTHER DETAILS CONTACT:

NAME	Charl Kitching
POSITION	Senior Manager Protection Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021 808 8815
E-MAIL ADDRESS	Charl.kitching@stellenbosch.gov.za
REPORT DATE	15 July 2019

11.1.3	POLICY ON EXTERNALLY-FUNDED LAW ENFORCEMENT AND TRAFFIC OFFICERS
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Collaborator No: 659698
IDP KPA Ref No:
Meeting Date: 11 SEPTEMBER 2019

1. SUBJECT: POLICY ON EXTERNALLY-FUNDED LAW ENFORCEMENT AND TRAFFIC OFFICERS

2. PURPOSE

To obtain Council's approval for the draft on Externally-Funded Law Enforcement and Traffic Officers Policy for the Stellenbosch Municipality (WC 024).

3. DELEGATED AUTHORITY

For decision by the Municipal Council

4. EXECUTIVE SUMMARY

Stellenbosch Municipality comprises of a vast area which includes the towns of Stellenbosch and Franschhoek, as well as the smaller settlement nodes of Klapmuts, Pniel, Kylemore, Raithby and Jamestown. This poses significant challenges to the municipality in terms of its mandate to provide a Traffic and Law Enforcement Service to all these communities. Add to this the annual influx of tens of thousands of university students into central Stellenbosch, the resultant congestion and "over-crowding" tends to cause major traffic and law enforcement challenges for the relevant departments.

The current staff component of the Protection Services Department (Law Enforcement, Traffic Services and Fire Services) is not adequate to provide a quality service to all communities through visible policing. This proposed policy provides private business and non-governmental organisations with the opportunity to partner with the municipality to fund the employment of additional law enforcement and traffic officials in designated areas where crime and traffic congestion has become a challenge.

31ST COUNCIL MEETING: 2019-09-25: ITEM 11.1.3

RESOLVED (majority vote)

- (a) that Council approves the advertisement of the draft Policy on Externally-Funded Law Enforcement and Traffic Officers for a period of 30 days for public input; and
- (b) that the inputs received during the above public participation process be worked into a final draft Policy on Externally-Funded Law Enforcement and Traffic Officers to be presented to Council for approval.

Councillors F Adams and DA Hendrickse requested that their votes of dissent be minuted.

The Speaker ordered Cllr F Adams to leave the Council Chamber for disorderly conduct (Rule 32.2).

FOR FURTHER DETAILS CONTACT:

NAME	Charl Kitching
POSITION	Senior Manager Protection Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021 808 8815
E-MAIL ADDRESS	Charl.kitching@stellenbosch.gov.za
REPORT DATE	09 July 2019

11.2	CORPORATE SERVICES: (PC: CLLR AR FRAZENBURG)
11.2.1	PROPOSED RENEWAL OF LEASE AGREEMENT: BURGERHUIS: HISTORIESE HUISE VAN SUID-AFRIKA BEPERK: ERF 3389, STELLENBOSCH

Collaborator No:

IDP KPA Ref No:

Meeting Date:

*GOOD GOVERNANCE**11 September 2019 and 25 September 2019*

1. SUBJECT: PROPOSED RENEWAL OF LEASE AGREEMENT: BURGERHUIS: HISTORIESE HUISE VAN SUID-AFRIKA BEPERK: ERF 3389, STELLENBOSCH

2. PURPOSE

To obtain Council's approval for the renewal of the Lease Agreement on erven 3389 and 607, also known as Burgerhuis with "Historiese Huise".

3. DELEGATED AUTHORITY

Council must consider the matter.

4. EXECUTIVE SUMMARY

"Historiese Huise" has been renting the properties since 1960. The agreement was renewed on various occasions. The last lease agreement for erven 3389 and 607 with "Historiese Huise" lapsed in 2009. "Historiese Huise" continued to maintain the property also known as "Burgerhuis" and pay the rent. As the Municipality accepted the rent and the lease agreement therefore continued on a silent month to month basis. It is however necessary that the leasing of the property is formalised again.

The new Property Management Policy allow for a process whereby Council can lease a property after Council's intention so lease to a specific company was advertised for public inputs/comments or alternative proposals, before making a final decision.

In terms of the last Lease Agreement Historiese Huise is using a portion of the house for their office space, the remainder portion is managed as a living museum. For this reason it is recommended that they be responsible to pay 50% of market rental, to be determined by an independent valuer.

An application has been received from Historiese Huise van Suid-Afrika Beperk to renew the lease agreement in relation to Die Burgerhuis (erf 3389 and 607 Stellenbosch) for a period of 9 years and 11 months. They are proposing a rental agreement from 1 July 2016 and indicate that they spend R70 000 per year on the maintenance of the buildings and a further R40 000 per year on the gardens.

An audit was done on the historical properties belonging to the municipality and a decision on the management of all the properties will be taken in due course. The lease agreement with the applicants will make provision for a termination if the management of this property changes during the proposed lease period.

31ST COUNCIL MEETING: 2019-09-25: ITEM 11.2.1**RESOLVED** (majority vote)

- (a) that erven 3389 and 607, Stellenbosch, be identified as land not needed for use to provide basic services during the period for which such rights are to be granted, as provided for in Regulation 36 of the Asset Transfer Regulations;
- (b) that Council, **in principle** approves that a lease agreement for 9 years and 11 months to be concluded on a private treaty basis with Historiese Huise van Suid-Afrika Beperk, as provided for in Regulation 34 (1) (b), but subject thereto that Council's intention be advertised for public inputs/comments/objections, as provided for in paragraph 9.2.2 of the Property Management Policy;
- (c) that an independent valuer be appointed to determine the fair market rentals for the properties referred to in (a);
- (d) that the lease agreement provides for a 3 months' notice period to terminate the lease agreement;
- (e) that Council, in principle, approves the rental at 50% of the fair market rental payable by Historiese Huise, as provided for in paragraph 22.1.4 of the Property Management Policy; and
- (f) that a draft agreement be submitted with the return item.

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

Cllr FT Bangani-Menziwa (Ms); G Cele (Ms); DA Hendrickse; C Moses (Ms); RS Nalumango (Ms); MD Oliphant; N Sinkinya (Ms); P Sitshoti (Ms); and LL Stander.

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	2019-02-07

11.2.2	PROPOSED RENEWAL OF LEASE AGREEMENTS: BERGZICHT TRAINING CENTRE: PORTION OF REMAINDER ERF 235, STELLENBOSCH
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

GOOD GOVERNANCE

11 September 2019 and 25 September 2019

1. SUBJECT: PROPOSED RENEWAL OF LEASE AGREEMENTS: BERGZICHT TRAINING CENTRE: PORTION OF REMAINDER ERF 235, STELLENBOSCH

2. PURPOSE

To obtain Council's approval for the renewal of the Lease Agreement with Bergzicht Training Centre – erf 235 Stellenbosch.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Stellenbosch Municipality and the Bergzicht Training Centre concluded a Lease Agreement during 1992 for a 9 years and 11 months period in relation to a portion of erf 235, Stellenbosch. The agreement was renewed in 2002 for a further period of 9 years and 11 months. The agreement however lapsed in 2013. Bergzicht however continued to lease and use the property as a training center and paid the rent and an informal agreement therefore continued on a month to month basis. It is however necessary to formalize the lease arrangement.

An application has now been received from Bergzicht Training Centre to renew the lease agreement for a further term of 9 years and 11 months. Council must now consider this request in terms of the Property Management Policy.

Seeing that the Training Centre is a NPO, it is used for the benefit of the community and it is maintained and has been updated by the lessee it is recommended that Bergzicht Training Centre pay 20% of market rental, to to be determined by an independent valuer.

The property under discussion is one of the historical properties belonging to the municipality. An audit was done on the historical properties belonging to the municipality and a decision on the management of all the properties will be taken in due course. The lease agreement with the applicants will make provision for a termination if the management of this property changes during the proposed lease period.

31ST COUNCIL MEETING: 2019-09-25: ITEM 11.2.2

RESOLVED (majority vote)

- (a) that the portion of Remainder erf 235, Stellenbosch, as indicated on fig 2 be identified as land not needed for own use during the period for which such rights are to be granted, as provided for in Regulation 36 of the Asset Transfer Regulations;

-
- (b) that Council, **in principle** approves that a lease agreement for 2 years be concluded on a private treaty basis with Bergzicht, Training Centre, as provided for in Regulation 34 (1) (b), subject thereto that Council's intention be advertised for public inputs/comments/objections, as provided for in paragraph 9.2.2 of the Property Management Policy;
- (c) that an independent valuer be appointed to determine the fair market rental for the property referred to in (a);
- (d) that the lease agreement provides for a 3 months' notice period to terminate the lease agreement;
- (e) that Council, in principle, approves 20% of the fair market value to be the rental payable by Bergzicht Training Centre, as provided for in paragraph 22.1.4 of the Property Management Policy; and
- (f) that a draft agreement be submitted with the return item.

Councillor DA Hendrickse requested that his vote 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	2019-08-01

11.2.3	ADOPTION OF REVISED SYSTEM OF DELEGATIONS
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Collaborator No:

IDP KPA Ref No: *Good Governance*

Meeting Date: 11 and 25 September 2019

1. SUBJECT: ADOPTION OF REVISED SYSTEM OF DELEGATIONS

2. PURPOSE

To re-submit the proposed amended System of Delegations for adoption by Council after the input from the Section 80 Committees have been elicited as resolved by council on 28 August 2019.

3. DELEGATED AUTHORITY

Council to approve.

4. EXECUTIVE SUMMARY

In terms of section 59 of the Local Government: Municipal Systems Act, 32/2000, a Municipal Council must develop a System of Delegations that will maximize administrative and operational efficiency and provide for adequate checks and balances, and, in accordance with such system, may:

- (a) delegate appropriate powers excluding the powers referred to in section 160(2) of the Constitution, the power to set tariffs, to decide to enter into a service delivery agreement in terms of section 76(b), to approve or amend the Municipality's IDP, and any other provision in legislation conferring the powers to Council alone. The delegations may be made to any of the Municipality's political structures, political office bearers, councillors or staff members;
- (b) instruct any such political structure, political office bearer, councillor, or staff member to perform any of the Municipality's duties; and
- (c) withdraw any delegation or instruction.

Section 59(2)(f) provides, inter alia, that the system of delegations developed in terms of section 59(1) by Council must be reviewed when a new council is elected.

The current system of delegations was approved by the previously elected Council. The current Council did not adopt the System of delegations – the Speaker ruled on 15 August 2016 to “*Note the existing System of Delegations*”. Council has not fulfilled its obligation in terms of section 59(2)(f) to review the system of delegations after its election in 2016. A revised system of delegations has been tabled after the election but was not considered.

The Delegations have been revised in its totality and a new format was used in an attempt to link legislation and the different authorities to whom delegations are made. The changes as discussed at the workshop on 13 February 2018 are included in the attached document.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-08-14: ITEM 7.2.3

that this item be deferred to a continuation meeting on 20th August 2019.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-08-20: ITEM 7.2.3

- (a) that Council adopts the attached revised System of Delegations as set out in **APPENDIX 2** as the primary source of the delegations from 1 October 2019;
- (b) that Council takes note that by-laws or policies that are in the process of being revised and that are not included in the delegations will be taken up in the delegations administratively after the approval of the amended by-law or policy, and that the current delegations attached to those by-laws and policies remain in effect till such time it is revised; and
- (c) that all political office bearers, political structures, the Municipal Manager, Directors, Senior Managers, Managers, Heads of Departments and all other identified officials be hereby authorised to exercise on behalf of the Council the delegated powers designated to them in terms of **APPENDIX 2**.

Council considered the delegation on 28 August 2019 and the following ruling was made by the Speaker:

30TH COUNCIL MEETING: 2019-08-28: ITEM 11.2.3

"The Speaker RULED

that, after consultation with the Executive Mayor, this matter be referred to all the Section 80 Portfolio Committee meetings in September 2019, where after same be resubmitted to the September 2019 Council meeting via the MAYCO.

The item served at the following section 80 Committees:

Corporate Services	2 September 2019	Appendix 3
Financial Services	10 September 2019	Appendix 4
Infrastructure Services	5 September 2019	Appendix 5
Youth, Sport and Culture	5 September 2019	Appendix 6
Community and Protection Services	10 September 2019	Appendix 7
Parks and Open Spaces	2 September 2019	Appendix 8
Planning and Economic Development	3 September 2019	Appendix 9
Human Settlements	4 September 2019	Appendix 11
Rural management and Tourism	4 September 2019	Appendix 12

Inputs were also from the Municipal Manager (RS1) – change indicated in red and the Director Community and Protection services – (**Appendix 10**). No input was received from the Directorate Planning and Economic Development by Friday 6 September 2019. Input as send by the portfolio chairperson (**Appendix 9A**). All the changes relating to the inputs received since the previous council meeting is contained in red in the electronic appendix 2.

31ST COUNCIL MEETING: 2019-09-25: ITEM 11.2.3

RESOLVED (nem con)

- (a) that Council adopts the attached revised System of Delegations as set out in **APPENDIX 2** as the primary source of the delegations from 1 October 2019;
- (b) that it be noted that by-laws or policies that are in the process of being revised and that are not included in the delegations will be taken up in the delegations administratively after the approval of the amended by-law or policy, and that the current delegations attached to those by-laws and policies remain in effect till such time it is revised; and
- (c) that all political office bearers, political structures, the Municipal Manager, Directors, Senior Managers, Managers, Heads of Departments and all other identified officials be hereby authorised to exercise on behalf of the Council the delegated powers designated to them in terms of **APPENDIX 2**.

The Speaker ordered Cllr DA Hendrickse (at 12:30) to leave the Council Chamber for disorderly conduct (Rule 32.2).

FOR FURTHER DETAILS CONTACT:

NAME	A M C de Beer
POSITION	Director: Corporate Services
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021 807 8018
E-MAIL ADDRESS	Annalene.deBeer@stellenbosch.org.za
REPORT DATE	16 September 2019

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

11.4	HUMAN SETTLEMENTS: (PC: CLLR N JINDELA)
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NONE

11.5	INFRASTRUCTURE SERVICES: (PC: CLLR Q SMIT)
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NONE

11.6	PARKS, OPEN SPACES AND ENVIRONMENT: (PC: XL MDEMKA (MS))
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NONE

11.7	PLANNING AND ECONOMIC DEVELOPMENT: (PC:CLLR E GROENEWALD (MS))
11.7.1	DRAFT PROBLEM PROPERTY BY- LAW FOR STELLENBOSCH MUNICIPALITY ON, 17 MAY 2019

Collaborator No:

IDP KPA Ref No: *Good Governance*

Meeting Date: *25 September 2019*

1. SUBJECT: DRAFT PROBLEM PROPERTY BY-LAW FOR STELLENBOSCH MUNICIPALITY ON, 17 MAY 2019

2. PURPOSE

To advise the Executive Mayor and Council on the draft By-law on Problem Property for Stellenbosch Municipality.

3. DELEGATED AUTHORITY

For consideration by the Executive Mayor and recommendation to Council for advertisement for public comment.

4. EXECUTIVE SUMMARY

In terms of the **14TH COUNCIL MEETING: 2017-11-29: ITEM 8.3.3**, the Administration advertised the Draft By-law for public comment during 2018 for a period of 90 days. Despite the long period, no written comments were received, except one person who requested a meeting in order to discuss the content of the Draft By-law.

Therefore, the Administration proposes to circulate the draft to all the internal departments, interested and affected parties as well as all ward committees for a second round of comments.

The Draft By-law is pertaining to how the municipality must endeavour to address problem properties (i.e.: derelict, undesirable, abandoned or dangerous properties) throughout the entire WCO24 municipal area.

At present, several properties within Stellenbosch municipality have been identified as problematic, due to their long-term abandonment and neglect and/or failure to develop or maintain. Such properties have the tendency to be used as illegal dumping sites, invite dangerous or illegal activities, create an eyesore for the surrounding community, and/or potentially lead to neighborhood decay due to their negative influence on surrounding property prices and community pride.

At present, Stellenbosch Municipality is working with an outdated by-law, promulgated in 1962 ("Stellenbosch Municipality: Regulations Relating to Dilapidated Buildings and Unsightly and Objectionable Structures, P.N 407/1962), which does not adequately capture the demands of current land use enforcement challenges associated with problematic properties.

Although a relevant draft by-law was developed and approved in-principle by Council in 2013 (Stellenbosch Municipality: Problem Buildings By-law (2013)), this By-law was never promulgated.

31ST COUNCIL MEETING: 2019-09-25: ITEM 11.7.1**RESOLVED** (nem con)

- (a) that the revised Draft By-law on Problem Properties for Stellenbosch Municipality, 17 May 2019, be advertised for public participation for 30 days; and
- (b) that after the comments have been reviewed, the edited By-Law be resubmitted to the Mayoral Committee and Council for final consideration and subsequent approval.

FOR FURTHER DETAILS CONTACT:

NAME	Tabiso Mfeya
POSITION	Director
DIRECTORATE	Planning and Economic Development
CONTACT NUMBERS	021 808 8674
E-MAIL ADDRESS	Tabiso.mfeya@ Stellenbosch.gov.za
REPORT DATE	September 2019

11.7.2	DRAFT POLICY ON PLACE NAMING, STREET NAMING AND RENAMING AND NUMBERING FOR STELLENBOSCH MUNICIPALITY, EDITED 17 MAY 2019
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Collaborator No:

IDP KPA Ref No: *Good Governance*

Meeting Date: **16 September 2019**

1. SUBJECT: DRAFT POLICY ON PLACE NAMING, STREET NAMING AND RENAMING AND NUMBERING FOR STELLENBOSCH MUNICIPALITY, EDITED 17 MAY 2019

2. PURPOSE OF REPORT

To advise the Executive Mayor and Council on the Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality

3. DELEGATED AUTHORITY

For consideration by the Executive Mayor and recommendation to Council for advertisement for public comment.

4. EXECUTIVE SUMMARY

Council resolved as follows:

**“JOINT ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE:
2018-03-06: ITEM 5.2.1**

During deliberations on the matter, the following corrections were suggested on the Draft Policy:

- (i) *Under bullet point 4.2, change 2km radius to 5km radius;*
- (ii) *Under bullet point 5.11, change the name of the Director: Engineering Services to Director: Infrastructure.*
- (iii) *Remove bullet point 6.7 Other situations.....on page 6 of the Draft Policy and change the numbering that follows, i.e. 6.8 becomes 6.7, etc.;*
- (iv) *Under bullet point 9.2, replace the word “failure of” with the word “failing”, under paragraph 9.2 on page 8 of the Appendix;*
- (v) *Replace the Afrikaans word “Weg” with the Afrikaans word “Pad” next to the English word Road (Rd) on the 2nd last page of Annexure 1.*

RESOLVED

that it be recommended to Council:

- (a) *that the draft policy on Place naming, Street naming and Renaming and Numbering for Stellenbosch Municipality, August 2017, (including the amendments as listed in (i)-(v) above), be approved in principle; and*
- (b) *that the draft policy on Place naming, Street naming and Renaming and Numbering for Stellenbosch Municipality, August 2017 be advertised for public*

comment where after same be resubmitted to Council for final consideration and approval.”

The administration edited the document on 8 April 2019 as requested in the above-mentioned resolution. Thereafter, the draft policy was re-submitted to the PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE on the 17th of May 2019 for re-consideration.

31ST COUNCIL MEETING: 2019-09-25: ITEM 11.7.2

RESOLVED (nem con)

- (a) that the revised Policy on Place Naming and Street Naming, Renaming and Numbering for Stellenbosch Municipality be advertised for public comment for 60 days;
- (b) that after public participation has been received, the Draft Policy will be brought back to Council for final consideration; and
- (c) that the final approved Policy be translated into all 3 official languages.

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	30 July 2019

11.8	RURAL MANAGEMENT AND TOURISM: (PC: CLLR S PETERS)
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NONE

11.9	YOUTH, SPORTS AND CULTURE: (PC: CLLR M PIETERSEN)
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11.9.1	WINELANDS MARATHON AND HALF MARATHON: THREE-YEAR PARTNERSHIP AGREEMENT WITH STELLENBOSCH MUNICIPALITY
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Collaborator No: 660766

IDP KPA Ref No: *Good Governance*

Meeting Date: 11 September 2019

1. SUBJECT: WINELANDS MARATHON AND HALF MARATHON: THREE-YEAR PARTNERSHIP AGREEMENT WITH STELLENBOSCH MUNICIPALITY.

2. PURPOSE

To submit the draft three-year partnership agreement between Stellenbosch Municipality and the Winelands Marathon and Half Marathon to Council for approval.

3. DELEGATED AUTHORITY

Municipal Council

4. EXECUTIVE SUMMARY

The Winelands Marathon and Half Marathon is an established event which annually takes place in WC024. The event is presented by Helderberg Harriers Running Club and organised by Top Events, one of the leading event organising companies in the Western Cape. The events start and finish at Eikestad Primary School.

The event attracts approximately 5000 athletes, but has the potential to grow into a fully-fledged international event if infrastructure support and international marketing platforms can be accessed. The Stellenbosch Municipality, Top Events and new headline sponsor of the event, Sportsmans Warehouse, intends to partner with the events owner, Helderberg Harriers Running Club, to make this happen.

The objective with the partnership is to elevate the event to an international event which in turn would facilitate increased regional and international sport tourists to WC024, economic growth, social inclusion and job creation.

Further to this, the event will provide opportunities for cooperation, connectivity and constructive partnerships with the public and private sectors.

31ST COUNCIL MEETING: 2019-09-25: ITEM 11.9.1**RESOLVED** (nem con)

that Council approves the draft three-year Partnership Agreement (MOU) between the Stellenbosch Municipality and the Winelands Marathon and Half Marathon for the period 2019 – 2021.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>021 808 8165</i>
E-MAIL ADDRESS	Albert.vandermerwe@Stellenbosch.gov.za
REPORT DATE	<i>19 August 2019</i>

11.10	MUNICIPAL MANAGER
11.10.1	ADOPTION OF THE REVISED STRATEGIC AND OPERATIONAL RISK REGISTER FOR THE 2019/20 FINANCIAL YEAR WITH RISK APPETITE

Collaborator No:

IDP KPA Ref No: *Good Governance*

Meeting Date: 11 September 2019

1. SUBJECT: ADOPTION OF THE REVISED STRATEGIC AND OPERATIONAL RISK REGISTER FOR THE 2019/20 FINANCIAL YEAR WITH RISK APPETITE

2. PURPOSE

To obtain approval for the revised Strategic and Operational Risk Register and risk appetite for the 2019/20 financial year from the Mayoral Committee for referral to Council to be adopted.

3. DELEGATED AUTHORITY

For the Mayoral Committee to approve for referral to Council and for Council adoption.

4. EXECUTIVE SUMMARY

Municipal Governance best practice as well the Municipal Finance Management Act (MFMA), Act 56 of 2003, requires municipalities to have an effective risk management mechanism to stay abreast of prevalent risks and to determine the risk appetite. Inherent risk exposure means impact in relation to likelihood of a risk occurring. Risk appetite means the amount (level) of risk a municipality is willing to accept. Municipalities are required to formally assess risk annually to determine the risk severity and decide on the appropriate risk appetite for the municipality. To ensure effectiveness, a municipality must focus its attention and resources on the areas of most significant risk and concern to stakeholders. The risk assessment process is therefore a fundamental element of the risk management process.

The principal aim of the risk assessments process is to:

- Identify the risks threatening the achievement of the IDP's objectives of each directorate;
- Assess the key risks facing each directorate; and
- Identify the processes / functions / directorates / persons the municipality and top management relies upon to manage the identified risks.
- Align the mentioned risk management process with processes as established by provincial and national government (as communicated to the municipality).

31ST COUNCIL MEETING: 2019-09-25: ITEM 11.10.1**RESOLVED** (nem con)

that Council adopts the Strategic Risk Register for the 2019/20.

FOR FURTHER DETAILS CONTACT:

NAME	Shireen De Visser
POSITION	Senior Manager Governance
DIRECTORATE	Office of the Municipal Manager
CONTACT NUMBERS	021 808 8157
E-MAIL ADDRESS	Shireen.Devisser@ Stellenbosch.gov.za
REPORT DATE	11 September 2019

11.10.2	APPROVAL OF COST CONTAINMENT POLICY
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Collaborator No:

IDP KPA Ref No: *Good Governance*

Meeting Date: 11 September 2019

1. SUBJECT: APPROVAL OF COST CONTAINMENT POLICY

2. PURPOSE

Council to adopt the Cost Containment Policy.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The objective of this policy is to give effect to the Cost Containment Regulations and the Local Government: Municipal Finance Management Act No. 56 of 2003 to ensure that resources of a municipality are used effectively, efficiently and economically by implementing cost containment measures.

As directed by Regulations, the policy will further set out-

- a) Monitoring measures to ensure implementation of the policy;
- b) Procedures for the annual review implementation of the policy; and
- c) Consequences for non-adherence to the measures contained in the policy.

The policy applies to all officials and political office bearers in Stellenbosch Municipality. In the event of any conflict between a provision of this policy and any other policy of council, the provision of this policy shall apply.

31ST COUNCIL MEETING: 2019-09-25: ITEM 11.10.2

RESOLVED (nem con)

that the Cost Containment Policy be adopted.

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	10 September 2019

12.	CONSIDERATION OF ITEMS, REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS SUBMITTED VIA THE OFFICE OF THE MUNICIPAL MANAGER
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12.1	MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC): [CLLR WF PIETERSEN]
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12.1.1	CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO THE UPGRADE OF THE ABLUTION FACILITIES IN THE LANGRUG/MOOIWATER/GROENDAL AREA MOST NOTABLY, BLOCK J IN TERMS OF THE CONTRACT FOR LISO LUKHANYO HOLDINGS: FQ 74/19
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Collaborator No: 659400
IDP KPA Ref No: Good Governance
Meeting Date: 17 September 2019

1. **SUBJECT: CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO THE UPGRADE OF THE ABLUTION FACILITIES IN THE LANGRUG/MOOIWATER/GROENDAL AREA MOST NOTABLY, BLOCK J IN TERMS OF THE CONTRACT FOR LISO LUKHANYO HOLDINGS: FQ 74/19**

2. **PURPOSE**

To obtain Council's approval regarding the irregular expenditure incurred for investigation by MPAC and to be recommended to and consideration by Council to write-off the expenditure in terms of the MFMA Section 32 (2).

3. **DELEGATED AUTHORITY**

Council.

4. **EXECUTIVE SUMMARY**

The Informal Settlements Department submitted a variation order request to Supply Chain Management during February 2019 in order to address the increase in scope.

The contractor was asked to continue with the additional work after considering all the factors such as the health risk posed in the community, pressure from the community being affected and the financial and time implications.

31ST COUNCIL MEETING: 2019-09-25: ITEM 12.1.1

NOTED

- (i) that the expenditure incurred is not irregular as defined in the Municipal Finance Management Act, Act 56 of 2003; and
- (ii) that the services were rendered and paid for within the prescripts of the MFMA.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Tabiso Mfeya</i>
POSITION	<i>Director</i>
DIRECTORATE	<i>Planning & Economic Development</i>
CONTACT NUMBERS	<i>021-808 8493</i>
E-MAIL ADDRESS	Tabiso.Mfeya@ Stellenbosch.gov.za
REPORT DATE	<i>16 August 2019</i>

13.	REPORTS BY THE MUNICIPAL MANAGER
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13.1	STREET PEOPLE POLICY
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Collaborator No: 655303
IDP KPA Ref No: Dignified Living: Municipal Focus Area 21
Meeting Date: 25 September 2019

1. SUBJECT: STREET PEOPLE POLICY

2. PURPOSE

To obtain Council's approval for the Stellenbosch Municipality Street People Policy.

3. DELEGATED AUTHORITY

FOR DECISION BY MUNICIPAL COUNCIL.

4. EXECUTIVE SUMMARY

The application is to present Council with a policy aimed at addressing the needs of persons living on the street through a holistic approach of service delivery in collaboration with civil society. A further aim is to develop a unified response to the reality of persons living on the street as part of an awareness / communication strategy aimed at all citizens and sectors within the municipal boundaries.

Delivery of Social Services is not a municipal competency and The Policy can thus only be implemented through active participation by all relevant stakeholders. A series of workshops have contributed to starting a network of communication between different local service providers. In the field of service delivery to persons living on the street the following local stakeholders have been identified and consulted during three engagements:

Stakeholder	Level of participation
Department Social Development	Did not attend any of the workshops
Stellenbosch Night Shelter	Attended two sessions
Straatlig	Attended two sessions
Youth Outreach	Attended one session
Feeding in Action	Attended three sessions
Youth Empowerment Action	Attended one session

31ST COUNCIL MEETING: 2019-09-25: ITEM 13.1

RESOLVED (nem con)

that Council approves the Policy on Street People.

FOR FURTHER DETAILS CONTACT:

NAME	M Aalbers
POSITION	Manager Community Development
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	8408
E-MAIL ADDRESS	Michelle.aalbers@stellenbosch.gov.za
REPORT DATE	04/07/2019

13.2	APPROVAL AND ADOPTION OF THE WATER SERVICE DEVELOPMENT PLAN
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Collaborator No:

IDP KPA Ref No:

Good Governance & Compliance

Meeting Date:

25 September 2019

1. SUBJECT: APPROVAL AND ADOPTION OF THE WATER SERVICE DEVELOPMENT PLAN

2. PURPOSE

To submit the proposed Water Service Development Plan of the Stellenbosch Municipality to Council for approval.

3. DELEGATED AUTHORITY

The Water Service Development Plan is a document that must in terms of the Municipal Systems Act (Act 32 of 2000), Section 12 be adopted by Municipal Council.

4. EXECUTIVE SUMMARY

The current Water Service Development Plan (WSDP) must be updated every five years as directed by the WS Act. (Act 108 of 1997) and regulations relating to compulsory National Standard Measures to Conserve Water”

The WSDP contains provisions in support of basic human services, replacement and upgrading of old infrastructure, cleaned piped water, sanitation services and procedures relating to service connections to consumers, services specifications, compliance regulations and obligation matters relating to municipality’s Constitutional obligation to effective service delivery, to all relevant legislation.

The WSDP proposes to regulate all activities, infrastructure and entities associated with potable water, waste water generation, the disposal of sewerage effluent by all types of consumers

The proposed plan is also not in contradiction with any existing policies (e.g., credit control policy)

31ST COUNCIL MEETING: 2019-09-25: ITEM 13.2

RESOLVED (nem con)

that this matter be withdrawn.

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	Deon.louw@stellenbosch.gov.za
REPORT DATE	<i>14 April 2019</i>

13.3	BSM 6/18 MAINTENANCE AND OPERATION OF PUBLIC ABLUTIONS IN INFORMAL SETTLEMENTS FRANSCHHOEK AND KLAPMUTS
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Collaborator No:

IDP KPA Ref No:

Good Governance & Compliance

Meeting Date:

25 September 2019

1. SUBJECT: BSM 6/18 MAINTENANCE AND OPERATION OF PUBLIC ABLUTIONS IN INFORMAL SETTLEMENTS FRANSCHHOEK AND KLAPMUTS

2. PURPOSE

Contract BSM 6/18 Maintenance and Operation of Public Ablutions in Informal Settlements Franschoek and Klappmuts.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

BSM 6/18 was awarded in the 2017/18 financial year for a 24-month continuous period. The directorate has drafted a new tender specification which has served at BSC and will be advertised as BSM 13/20 (Franschoek & Klappmuts).

The directorate wishes to extend the current contracts BSM 6/18 with a three (3) month period or until a new service provider is appointed, whichever comes first. This will ensure continued service delivery in Franschoek and Klappmuts informal settlement areas until such time a new service provider is in place.

31ST COUNCIL MEETING: 2019-09-25: ITEM 13.3

RESOLVED (nem con)

- (a) that Council note in terms of MFMA Section 116(3) the reasons for the increase of the tender term; and
- (b) that the current contract BSM 6/18 be for a three (3) month period or until a new service provider is appointed, whichever comes first.

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	5 August 2019

13.4	BSM 5/18: OPERATIONS AND MAINTENANCE OF PUBLIC ABLUTIONS IN INFORMAL SETTLEMENTS KAYAMANDI
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance & Compliance

25 September 2019

1. SUBJECT: BSM 5/18: OPERATIONS AND MAINTENANCE OF PUBLIC ABLUTIONS IN INFORMAL SETTLEMENTS KAYAMANDI

2. PURPOSE

To obtain the necessary approval for the extension of BSM 5/18: Operations and Maintenance of Public Ablutions in Informal Settlements Kayamandi.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

BSM 5/18 was awarded in the 2017/18 financial year for a 24-month continuous period. The directorate has drafted a new tender specification which has served at BSC and will be advertised as BSM 18/20 during September/October 2019.

The directorate wishes to extend the current contract BSM 5/18 with a three (3) month period or until a new service provider is appointed, whichever comes first. This will ensure continued service delivery in Kayamandi informal settlement areas until such time a new service provider is in place.

31ST COUNCIL MEETING: 2019-09-25: ITEM 13.4

RESOLVED (nem con)

- (a) that Council note in terms of MFMA Section 116(3) the reasons for the increase of the tender term; and
- (b) that the current contract BSM 5/18 be for a three (3) month period or until a new service provider is appointed, whichever comes first.

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	5 August 2019

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

15.	CONSIDERATION OF URGENT MOTIONS
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NONE

16.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

17.	REPORTS SUBMITTED BY THE SPEAKER
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NONE

18.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR
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NONE

19.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE

The meeting adjourned at 13:00.

CHAIRPERSON:

DATE:

Confirmed on **with/without amendments.**

8.	STATUTORY MATTERS
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NONE

9.	REPORT BY THE MUNICIPAL MANAGER RE OUTSTANDING RESOLUTIONS
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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

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	SCHALKVDM	95.00	A site visit was undertaken on 26/10/2018. Internal meetings held. In the process of formulating an implementation plan. In process to undertake another site visit. Date to be determined.
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</p>	2016-11-23	SALIEMH	95.00	The content of the IWMP has been finalised and the annual review thereof has been completed. Final document will be submitted to Council by 30 November 2019.

		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 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	ROSCOEB	70.00	Report submitted to Section 80 Committee in October 2019. To serve at November 2019 MayCo.
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 Voorgelegen 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;	2017-04-26	PIETS	30.00	Heritage buildings that forms part of the portfolio to be listed and the maintenance and management will be put out to tender to a company that has a proven track record for the management and maintenance of the heritage buildings. Information statement regarding Voorgelegen and Rhenish complex will be advertised before end October.

		<p>(e) that, for the purpose of disposal, two independent valuers be appointed to 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	SCHALKVDM	60.00	Environmental Impact Assessment (EIA) proceeding on 2 sites, Louw's Bos and Culcatta Bos. Environmental Authorization for the Culcatta Bos site was issued on 20 September 2019. Expecting a decision from the DEADP on the NEMA application for Louw's Bos by November 2019 and Water Use Licensing by DWS on both by May 2020.

543945	IDENTIFYING OF MUNICIPAL AGRICULTURAL LAND FOR IMPLEMENTATION OF FARMER PRODUCTION SUPPORT UNIT (FPSU) - 9/2/1/1/1/3	<p>7.3.2 IDENTIFYING OF MUNICIPAL AGRICULTURAL LAND FOR IMPLEMENTATION OF FARMER PRODUCTION SUPPORT UNIT (FPSU)</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>	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.
543966	PARKING UPGRADE REPORT	<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>	2017-09-27	JOHANF	90.00	Section 78(3) report to be submitted to November 2019 Council meeting.

		<p>(b) that parking service delivery increase be based on the towns of:</p> <ul style="list-style-type: none"> i) Stellenbosch ii) Klapmuts, and iii) Franschhoek; and <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	90.00	The Department is still reviewing the document and do have some issues to clarify with the service provider based on recommendations made which are not in line with the current functioning of these components. This will affect staff structure as well. A meeting with the service provider is in process of being set up, and we are awaiting the availability of the service provider.
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/ LESTERVS	30.00	The departments involved have gathered the necessary information and will submit an item to November round of meetings (MAYCO and Council) 2019.
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	75.00	The draft By-law on Problem Properties for Stellenbosch Municipality will be advertised for public participation from mid October 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> <p>(g) that the 10m road reserve be waived and the 8m road reserve be approved in</p>	2017-11-29	TABISOM	95.00	The LUPA application was submitted to the Department: Planning and Economic Development. The survey required from Infrastructure Services was completed and submitted to the said department. Final comments are expected during October 2019 which will then be submitted to the Land Use Planning department for a decision.

		<p>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 INCH AND THE APPOINTMENT OF A TURNKEY DEVELOPER IN ORDER TO	<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</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 investigations to be completed by the administration.</p> <p>Cllrs DA Hendrickse and LK Horsband (Ms) requested that their votes of dissent be minuted.</p> <p>(DIR: HUMAN SETTLEMENTS TO ACTION)</p>	2017-11-29	TABISOM	92.00	A special technical committee was established of senior managers to determine the process for the compilation of Stage 2 of the tender. A proposed layout has been drafted in order for the Infrastructure Services to provide a Bill of Quantities for the potential bidders to submit their funding proposal. Consultants are currently compiling the Bill of Quantities required.

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	40.00	Architect and team appointed to draw up final drawings and specifications.
601650	THE AWARDING OF RIGHTS TO THE LOCAL ECONOMIC HUBS	<p>7.3.1 THE AWARDING OF RIGHTS TO THE LOCAL ECONOMIC DEVELOPMENT HUBS</p> <p>18TH COUNCIL MEETING: 2018-07-25: ITEM 7.3.1</p> <p>RESLOVED (majority vote)</p> <p>(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</p> <ol style="list-style-type: none"> 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 <p>(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;</p> <p>(c) that the contract must make provision for termination on non-performance in terms of the agreement;</p> <p>(d) that the contract be awarded for a period of 9 years and 11 months; and</p> <p>(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.</p>	2018-07-25	TABISOM	90.00	<p>Ranyaka: Agreement signed. Hugenote Fine Chocolates: Agreement signed. ABC Empowerment: Applicant withdrew. Re-advertised but no applications received.</p> <p>The outstanding legal dispute has been resolved. Lease agreement on the Old Agricultural Hall in process.</p>

		Councillor F Adams requested that it be minuted that he supports the item, with reservations.				
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) that this item be withdrawn for further refinement.	2018-07-25	PIETS	60.00	Item broken up into separate items that will serve before Council: Burgerhuis – September 2019 Bergzicht – September 2019 Toy Museum (Rhenish Complex) – item to be drafted for November round of meetings. Franschhoek tennis club – item to be drafted for November round of meetings. Franschhoek Bowling Club – item to be drafted for November round of meetings.
612597	Draft 2 NORTHERN EXTENTION LAND FOR RELOCATION OF SURPLUS HOUSEHOLDS, KAYAMANDI PROGRESS - STATUS REPORT 20.09.2018	8.2.3 NORTHERN EXTENSION / LAND FOR RELOCATION OF SURPLUS HOUSEHOLDS, KAYAMANDI: PROGRESS / STATUS REPORT 20 TH COUNCIL MEETING: 2018-09-26: ITEM 8.2.3 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. RESOLVED (majority vote with 7 abstentions) (a) that the progress to date (lack thereof), be noted; (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; (c) that the Municipal Manager reports back on progress within 3 months; and (d) that no definitive agreement(s) be concluded without Council's approval.	2018-09-26	TABISOM	96.00	Transfer of the land in favour of Stellenbosch Municipality is at an advance stage.
616959	MIGRATION OF OLD HOUSING WAITING LIST TO A HOUSING DEMAND DATABASE SYSTEM	7.5.5 MIGRATION OF OLD HOUSING WAITING LIST TO A HOUSING DEMAND DATABASE SYSTEM 21ST COUNCIL MEETING: 2018-10-31: ITEM 7.5.5 RESOLVED (nem con) (a) that Council approves that the administration embarks on a process of updating data on the old Housing Waiting List; (b) that all updated information be imported into the Municipal Housing Demand Database; and	2018-10-31	TABISOM	70.00	The update programme for the Housing demand database has been successfully completed in Idas Valley, Kayamandi and Groendal, with Pniel and Kylemore next on the schedule. The Cloetesville drive was done twice, but it was poorly attended by the residents of Cloetesville. The programme will run in the rest of the areas on the schedule and at Housing Administration until 28 February 2020.

		(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.				
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> <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>	2018-10-31	DEONL	80.00	By-Law served at a joint Infrastructure Services and Town Planning Section 80 Committee. Discussion held with Stellenbosch Interest Group. Discussion with Heritage Committee to follow, after which new draft will be taken to Council in November 2019.
616954	CONDONATION OF QUALIFYING CRITERIA: SALE OF UNDEVELOPED ERVEN IN KAYAMANDI	<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>ii) May not have received any form of financial assistance/subsidy from the State in</p>	2018-10-31	PIETS	30.00	Tender document compiled and submitted to DCS before going to SCM.

		obtaining a house/serviced site previously; iii) May not currently own any other fixed asset; iv) Must be a South African citizen; v) Must be a first time home owner; and 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.				
Erf23	UTILISATION OF A PORTION OF THE WEMMERSHOEK COMMUNITY HALL AS AN EARLY CHILDHOOD DEVELOPMENT FACILITY (ECD CENTRE)	7.2.3 UTILISATION OF A PORTION OF THE WEMMERSHOEK COMMUNITY HALL AS AN EARLY CHILDHOOD DEVELOPMENT FACILITY (ECD CENTRE) 22ND COUNCIL MEETING: 2018-11-28: ITEM 7.2.3 RESOLVED (majority vote with abstentions) (a) that Council notes that a tender call for proposal was advertised and dealt with through the Supply Chain Process; (b) that Council now proceed with the lease based on the proposal received; (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 (d) that the Municipal Manager be authorised to sign all documents necessary to effect the lease agreement.	2018-11-28	ANNALENEDB	90.00	Applicant informed of outcome. Agreement provided to applicant, but not signed yet. Meeting will be arranged to sign agreement as no feedback forthcoming from applicants on draft lease agreement. Applicants to be informed if agreement are not signed by end October that the matter will be referred back to Council to reconsider the application approval.
621772	PROPOSED SERVICE DELIVERY IN	7.2.4 PROPOSED SERVICE DELIVERY IN JONKERSHOEK 22ND COUNCIL MEETING: 2018-11-28: ITEM 7.2.4 RESOLVED (majority vote with abstentions) (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; (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 services in terms of the Municipality's Indigent Policy; (c) that the Administration be authorised to provide/upgrade Access to Basic Services (Communal services) in informal areas, free of charge; (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	2018-11-28	ALL DIRECTORS	30.00	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. Directorate debated set of services to be rendered by Infrastructure Services.

		<p>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>				
634249	<p>MOTION BY ALDERMAN PW BISCOMBE: APPOINTMENT OF INDEPENDENT INVESTIGATOR</p>	<p>10.3 MOTION BY ALDERMAN PW BISCOMBE: APPOINTMENT OF INDEPENDENT INVESTIGATOR</p> <p>24TH COUNCIL MEETING: 2019-02-27: ITEM 10.3</p> <p>The Speaker allowed Alderman PW Biscombe to put his Motion, duly seconded.</p> <p>After the Motion was motivated, the Speaker allowed debate on the matter.</p> <p>The matter was put to vote, yielding a result of 31 for and 2 against.</p> <p>RESOLVED (majority vote)</p>	2019-02-27	NOMIET	80.00	<p>Investigator appointed.</p> <p>Reports submitted to Speaker upon completion of each investigation.</p>

		<p>(a) that Council authorizes the Municipal Manager to appoint an independent investigator in terms of the supply chain management process and Council Policies;</p> <p>(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</p> <p>(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).</p> <p>Cllrs F Adams and DA Hendrickse requested that their votes of dissent be minuted.</p>				
639570	<p>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 TENDER/CALL FOR PROPOSAL PROCESS FOR OUTSOURCING THE MANAGEMENT/USE OF THE KAYAMANDI ECONOMIC AND TOURISM CORRIDOR (KETC)</p>	<p>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)</p> <p>25TH COUNCIL MEETING: 2019-03-27: ITEM 7.7.2</p> <p>RESOLVED (majority vote)</p> <p>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 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>	2019-03-27	WIDMARKM	75.00	<p>Date for submission of item extend to October 2019 in order to accommodate inputs by the local community. Meeting was scheduled for 04 October 2019. Only one person turned up for the meeting. An item will be prepared for the November Council Meeting.</p>
	<p>POSSIBLE DISPOSAL OF A PORTION OF ERF 23,</p>	<p>7.2.1 POSSIBLE DISPOSAL OF A PORTION OF ERF 23, FRANSCHHOEK TO THE FRANSCHHOEK METHODIST CHURCH</p>	2019-04-24	PIETS	90.00	<p>A public notice was published on 20-06-2019, soliciting public input/objections/alternative proposal.</p>

	FRANSCHHOEK TO THE FRANSCHHOEK METHODIST CHURCH	<p>26TH COUNCIL MEETING: 2019-04-24: ITEM 7.2.1</p> <p>RESOLVED (majority vote with abstentions)</p> <ul style="list-style-type: none"> a) that the portion of erf 23, excluding the parking area, Franschhoek, as land indicated in Fig 3, be identified as land not needed to provide the minimum level of basic municipal services; b) that Council, in principle, approve the disposal of land to the Franschhoek Methodist Church without following a public tender process, and subject to the following conditions: c) that the purchase price be determined at 30% of market value, the market value to be determined by two (2) independent valuers; d) 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; e) that the church be responsible for the sub-division and rezoning of erf 23, Franschhoek, to allow for a separate unit to be transferred; f) that a servitude be registered in favour of the Municipality regarding all municipal services crossing the property; g) that a right of access from Bagatelle Street be registered in favour of the church. h) 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 i) that, following the public participation process, the matter be submitted to Council to make a final decision on the disposal, or not. 				<p>No submission was received.</p> <p>Item on October 2019 Council agenda.</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> <ul style="list-style-type: none"> (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; (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; (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 	2019-04-24	ANNALENEDB	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.</p> <p>Awaiting approval of tender specifications.</p>

		<p>will benefit the greater community, and how many institutions will be accommodated through the proposals;</p> <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	80.00	Meeting will be held at the end October with all interested parties.
	PROPOSED RENEWAL OF EXISTING	<p>8.2.7 PROPOSED RENEWAL OF EXISTING MEMORANDUM OF UNDERSTANDING FOR THE MUNICIPAL COURT OF STELLENBOSCH</p> <p>26TH COUNCIL MEETING: 2019-04-24: ITEM 8.2.7</p>	2019-04-24	ANNALENEDB	90.00	<p>Agreement sent to Department of Justice for signature.</p> <p>Regular follow ups with department of Justice.</p>

	MEMORANDUM OF UNDERSTANDING FOR THE MUNICIPAL COURT OF STELLENBOSCH	<p>RESOLVED (majority vote with abstentions)</p> <p>(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</p> <p>(b) that the Municipal Manager be delegated to sign all relevant documentation for the extension of the afore-said agreement.</p>				
	PROPOSED DISPOSAL OF ERF 347, LE ROUX (GROENDAL)	<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.
	DRAFT LAND USE ENFORCEMENT POLICY FOR STELLENBOSCH MUNICIPALITY, MARCH 2019	<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>	2019-05-29	HEDRED	70.00	Draft Land use Enforcement Policy advertised on 29 August 2019. Closing date is 29 October 2019.

		(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.				
	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/LESTERV S	50.00	The procurement process has been followed and the closing date was 7 October 2019. The evaluation process is currently taking place.
	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	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 27 TH 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;	2019-05-29	SHIREENDV	50.00	The item was tabled, and the recommendations were adopted by Council. 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. ATC Scoping exercise scheduled with the WC Provincial Government in October 2019.

ADAM TAS CORRIDOR		<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>				
INTEGRATED HUMAN SETTLEMENTS PLAN: STELLENBOSCH MUNICIPALITY		<p>8.2.6 INTEGRATED HUMAN SETTLEMENTS PLAN: STELLENBOSCH MUNICIPALITY</p> <p>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> <p><i>Councillors DA Hendrickse and LK Horsband (Ms) requested that their abstentions be minuted.</i></p>	2019-05-29	TABISOM	70.00	An advert was placed in the local newspaper for public comments and the closing date was 12 July 2019. The department received comments and objections. An item to be serve before Council in October 2019.
APPLICATION TO LEASE UNIT 1 OF BOSMANSHUIS (PART OF THE DORP STREET FLATS UNITS) TO THE IEC: CONSIDERATION OF		<p>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</p> <p>29TH COUNCIL MEETING: 2019-07-24: ITEM 7.2.1</p> <p>RESOLVED (majority vote)</p> <p>(a) that Council takes note of the written submission received from Stellenbosch Interest Group; and</p>	2019-07-24	PIETS	90.00	Agreement submitted to applicant for signature.

	WRITTEN INPUTS RECEIVED	<p>(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:</p> <p>(i) IEC to take full responsibility for all internal maintenance as well as any functional upgrades needed for their own purposes;</p> <p>(ii) That no upgrades or changes may take place without approval of the Municipality and taking into account the heritage status of the building;</p> <p>(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;</p> <p>(iv) An annual escalation on 1 July 2020 and 2021 of 7% apply;</p> <p>(v) That the Municipal Manager be authorised to conclude the Lease Agreement.</p> <p><i>Cllrs DA Hendrickse and LK Horsband (Ms) requested that their votes of dissent be minuted.</i></p>				
	PROPOSED DEVELOPMENT OF ERF 81/2 AND ERF 81/9, STELLENBOSCH, FOR BACKYARDERS OF STELLENBOSCH	<p>7.4.1 PROPOSED DEVELOPMENT OF ERF 81/2 AND ERF 81/9, STELLENBOSCH, FOR BACKYARDERS OF STELLENBOSCH</p> <p>29TH COUNCIL MEETING: 2019-07-24: ITEM 7.4.1</p> <p>RESOLVED (majority vote)</p> <p>(a) that a feasibility study as a matter of urgency must be concluded to determine the exact extent of the developable area;</p> <p>(b) that the appropriate land use rights as a matter of urgency be obtained;</p> <p>(c) that any development on the property be sensitive and complementary to enhancing the aesthetics of the entrance of Stellenbosch;</p> <p>(d) that the proposed development be earmarked for backyarders in Cloetesville, Ida's Valley and Kayamandi; and</p>	2019-07-24	TABISOM	60.00	<p>a) the specifications for the appointment of a service provider to undertake a feasibility study has been approved by the Bid Specification Committee. Same has been advertised on the Stellenbosch Municipality's website (FQ/SM51/20). A compulsory briefing session as held on Wednesday, 25 September 2019 with closing date 30 September 2019;</p> <p>b) Recommendations for the findings of the feasibility study will be submitted to Council for approval;</p> <p>c) that the finalisation of the appropriate land use rights will be determined on completion of the feasibility study;</p> <p>d) noted;</p>

		<p>(e) that the report be brought to Council as soon as possible.</p> <p><i>Cllrs DA Hendrickse and LK Horsband (Ms) requested that their votes of dissent be minuted.</i></p>				<p>e) noted; and</p> <p>f) noted.</p>
	<p>VAN DER STEL SPORT FACILITY: REVIEW OF THE AGREEMENTS BETWEEN STELLENBOSCH MUNICIPALITY (WC024), STELLENBOSCH SPORT AND RECREATION ASSOCIATION (SSRA) AND VAN DER STEL SPORT COUNCIL</p>	<p>12.2 VAN DER STEL SPORT FACILITY: REVIEW OF THE AGREEMENTS BETWEEN STELLENBOSCH MUNICIPALITY (WC024), STELLENBOSCH SPORT AND RECREATION ASSOCIATION (SSRA) AND VAN DER STEL SPORT COUNCIL</p> <p>29TH COUNCIL MEETING: 2019-07-24: ITEM 12.2</p> <p>RESOLVED (majority vote)</p> <p>(a) that the draft MOU between the Stellenbosch Municipality and the SSRA be approved for a six-month period;</p> <p>(b) that, upon the dissolution of the lease agreement between the SSRA and Van Der Stel Sports Council, the Director: Community & Protection Services be mandated to conclude a lease agreement, in line with a rental amount in line with relevant tariffs for rental of municipal property, as amended, from time to time;</p> <p>(c) that Council agrees that the Community Services Department review the Sport Policy and Facilities Management Model (Plan) of the Stellenbosch Municipality, in consultation with the SSRA;</p> <p>(d) that Council notes that the Municipality will appoint a service provider to conduct a forensic audit of the financial (accounts), operational systems and processes in operation at the Van Der Stel Sport Club; and that the Senior Manager Community Services report back to Council on the forensic investigation's outcome;</p> <p>(e) that Council notes that the Community Services Department will commence with the process to develop an alternative management model for the Van Der Stel Sport facility, in consultation with the SSRA;</p> <p>(f) that a separate report on the outstanding debt of Area Sport Councils be submitted to the next Council Meeting; and</p> <p>(g) that the period of the aforementioned lease agreement period not exceed six (6) months and that the draft Lease Agreement be updated to reflect same.</p>	2019-07-24	ALBERTVDM	20.00	<p>The department is in the process of compiling the specifications to appoint a service provider to the do a forensic audit. This appointment will be via a tender process.</p> <p>The MOU with the SSRA has been signed.</p> <p>The reviewed of the Sports facility Management Plan will be in line with the decision taken on the way forward regarding the management of Van der Stel Sports Facilities.</p>

		<p><i>The following Councillors requested that their votes of dissent be minuted:</i></p> <p><i>Cllrs FT Bangani-Menziwa (Ms); DA Hendrickse; LK Horsband (Ms); C Moses (Ms); RS Nalumango (Ms); N Mananga-Gugushe (Ms); MD Oliphant and N Sinkinya (Ms);</i></p> <p><i>Cllr J Hamilton requested that his vote of support be minuted.</i></p>				
THE ALLOCATION OF VACANT MUNICIPAL AGRICULTURAL LAND TO THE SUCCESSFUL LAND APPLICANTS	<p>4.4 THE ALLOCATION OF VACANT MUNICIPAL AGRICULTURAL LAND TO THE SUCCESSFUL LAND APPLICANTS</p> <p>SPECIAL COUNCIL MEETING: 2019-08-14: ITEM 4.4</p> <p>Amendment on recommendation (c) voted in. Recommendation (a) and (b) remain, and (c) below, added:</p> <p>"(c) that the Policy be reviewed to address the unintended consequences."</p> <p><i>The following Councillors requested that their votes of dissent be minuted:</i></p> <p><i>F Adams; FT Bangani-Menziwe (Ms); (Ms); DA Hendrickse; LK Horsband (Ms); N Mananga-Gugushe (Ms); C Moses (Ms); RS Nalumango (Ms); and N Sinkinya (Ms).</i></p> <p>RESOLVED (majority vote with abstentions)</p> <p>that this matter be referred back to the Administration for further consideration and be resubmitted at the 28 August 2019 Council meeting.</p>	2019-08-14	WIDMARKM	10.00	<p>Municipal agricultural land allocated to the successful land applicants. Certain portions to be allocated.</p> <p>Reviewing of policy in process.</p>	
PROPOSED RENEWAL OF LEASE AGREEMENT: PORTION OF ERF 62, KAYAMANDI: DEPARTMENT OF PUBLIC WORKS: POLICE STATION	<p>11.2.1 PROPOSED RENEWAL OF LEASE AGREEMENT: PORTION OF ERF 62, KAYAMANDI: DEPARTMENT OF PUBLIC WORKS: POLICE STATION</p> <p>30TH COUNCIL MEETING: 2019-08-28: ITEM 11.2.1</p> <p>RESOLVED (nem con)</p> <p>(a) that the portion of erf 62, used as a police station, be identified as land not needed for municipal purposes during the proposed lease period;</p> <p>(b) that approval be granted for the renewal of the Lease Agreement for a period of 9 years and 11 months;</p>	2019-08-28	PIETS	80.00	<p>Lease agreement compiled. Awaiting signed agreement.</p>	

		<p>(c) that it be noted that leasing property to another sphere of government/organ of state is exempted from following a public participation process;</p> <p>(d) that Council considers the request of the department to rent the property at an amount of R 6121.99 per month, escalating at 6% per annum, and</p> <p>(e) that the Municipal Manager be authorised to draft and sign an appropriate new lease agreement.</p>				
	<p>APPLICATION BY PROVINCIAL GOVERNMENT OF THE WESTERN CAPE TO ACQUIRE ERF 718, KAYAMANDI FOR THE UPGRADE AND EXPANSION OF THE EXISTING KAYAMANDI CLINIC</p>	<p>11.2.2 APPLICATION BY PROVINCIAL GOVERNMENT OF THE WESTERN CAPE TO ACQUIRE ERF 718, KAYAMANDI FOR THE UPGRADE AND EXPANSION OF THE EXISTING KAYAMANDI CLINIC</p> <p>30TH COUNCIL MEETING: 2019-08-28: ITEM 11.2.2</p> <p>RESOLVED (nem con)</p> <p>(a) that Erf 718 Kayamandi be identified as land not needed to provide the minimum level of basic municipal services;</p> <p>(a) that Council, approves the disposal of Erf 718 Kayamandi to the Provincial Government of the Western Cape, free of charge, on condition:</p> <p>i) that they be responsible for the rezoning and consolidation of Erf 718;</p> <p>ii) that all costs associated with the transfer; including the cost of obtaining vacant occupation, be for the account of the Provincial Government.</p> <p>(c) that Council considers whether the Erf is donated or sold at a price below market value as it will be used for the benefit of the community;</p> <p>(d) that Council's intention to donate/sell Erf 718 to the Provincial Government be advertised for public inputs/objections; and</p> <p>(e) that, following the public notice, the item be brought back to Council to consider any inputs/objections before making a final decision.</p>	2019-08-28	PIETS	70.00	Notice published during September 2019.
	<p>ADOPTION OF THE DRAFT LOCAL</p>	<p>11.7.1 ADOPTION OF THE DRAFT LOCAL ECONOMIC DEVELOPMENT STRATEGY FOR PUBLIC PARTICIPATION</p>	2019-08-28	WIDMARKM	50.00	Notice for comments on the draft Economic Development Strategy was published on 5 September 2019 with a closing date of 05

ECONOMIC DEVELOPMENT STRATEGY FOR PUBLIC PARTICIPATION	30 TH COUNCIL MEETING: 2019-08-28: ITEM 11.7.1 RESOLVED (nem con) that the draft Economic Development Strategy be approved and published for further inputs from the public for a period of 30 days.				October 2019. An item to serve at the November Council meeting for final approval.
REVIEWED STELLENBOSCH LIQUOR TRADING HOURS BY-LAW FOR COUNCIL APPROVAL	11.7.3 REVIEWED STELLENBOSCH LIQUOR TRADING HOURS BY-LAW FOR COUNCIL APPROVAL 30 TH COUNCIL MEETING: 2019-08-28: ITEM 11.7.3 RESOLVED (nem con) (a) that Council approves the Reviewed Stellenbosch Liquor Trading By-law for public consultation purposes; and (b) that the Administration be mandated to advertise said Reviewed Stellenbosch Liquor Trading By-law for public comments (60 days), after which it will be submitted to Council for final consideration.	2019-08-28	WIDMARKM	50.00	Notice for comments on reviewed Stellenbosch Liquor Trading Hours By-law was published on 5 September 2019 with a closing date of 05 October 2019. An item to serve at the November Council meeting for final approval.
DRAFT STELLENBOSCH INFORMAL TRADING POLICY FOR COUNCIL APPROVAL	11.7.4 DRAFT STELLENBOSCH INFORMAL TRADING POLICY FOR COUNCIL APPROVAL 30 TH COUNCIL MEETING: 2019-08-28: ITEM 11.7.3 RESOLVED (nem con) (a) that Council approves the Draft Stellenbosch Informal Trading Policy for public consultation purposes; and (b) that the Administration be mandated to advertise said Draft Stellenbosch Informal Trading Policy for public comments after which it will be submitted to Council for final consideration.	2019-08-28	WIDMARKM	50.00	Notice for comments Notice for comments on the Draft Stellenbosch Informal Trading Policy was published on 5 September 2019 with a closing date of 05 October 2019. Item will serve at the October Council for final approval.
APPROVAL OF LEASE AGREEMENT FOR OFFICE SPACE: EIKESTAD MALL	13.3 APPROVAL OF LEASE AGREEMENT FOR OFFICE SPACE: EIKESTAD MALL 30 TH COUNCIL MEETING: 2019-08-28: ITEM 13.3 RESOLVED (majority vote) (a) that Council approves the conclusion of a 2-year Lease Agreement with an option of a further renewal with Eikestad Mall Joint Venture, based	2019-08-28	PIETS	90.00	Draft lease agreement submitted by land lord. Agreement currently assessed to ensure council's protection of rights.

		<p>on a tariff of R210/m², for 961.01m², escalating at 8% per annum for the current and additional office space available;</p> <p>(b) that the Municipal Manager be authorised to conclude the lease agreement with Eikestad Mall Joint Venture; and</p> <p>(c) that it be noted that the Municipal Manager will allocate the office space in view of the needs identified.</p> <p><i>Councillors DA Hendrickse and LK Horsband (Ms) requested that their votes of dissent be minuted.</i></p>																																							
	<p>THE ALLOCATION OF VACANT MUNICIPAL AGRICULTURAL LAND TO THE SUCCESSFUL LAND APPLICANTS</p>	<p>13.1 THE ALLOCATION OF VACANT MUNICIPAL AGRICULTURAL LAND TO THE SUCCESSFUL LAND APPLICANTS</p> <p>30TH COUNCIL MEETING: 2019-08-28: ITEM 13.1</p> <p>RESOLVED (nem con)</p> <p>(a) that Council notes the process undertaken and the final recommended outcomes as listed below.</p> <table border="1" data-bbox="405 839 1187 1377"> <thead> <tr> <th>No</th> <th>Portion</th> <th>Size (ha)</th> <th>Water (ha)</th> <th>Highest scorer</th> <th>Recommended</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>502 V</td> <td>21.6</td> <td>8</td> <td>Hylton P Arendse</td> <td>That Hylton P. Arendse be the preferred applicant for 502 V.</td> </tr> <tr> <td>13</td> <td>502 AP</td> <td>7</td> <td>2</td> <td>Chris Jacobs</td> <td rowspan="2">That Chris Jacobs be the preferred applicant for 502 AP and AM. The two pieces of land lay adjacent to each other and will make economic sense to farm as one unit</td> </tr> <tr> <td>12</td> <td>502 AM</td> <td>8.56</td> <td>3</td> <td>Chris Jacobs</td> </tr> <tr> <td>4</td> <td>502 AW</td> <td>6</td> <td>0</td> <td>Bradley Cortereal</td> <td>That Bradley Cortereal be the preferred applicant for 502 AW.</td> </tr> <tr> <td></td> <td>502 AU</td> <td>8.9</td> <td></td> <td>Re advertise for beekeeping</td> <td>Portion 502AU is regarded as a nature conservation area by Cape Nature, the only farming purpose this</td> </tr> </tbody> </table>	No	Portion	Size (ha)	Water (ha)	Highest scorer	Recommended	5	502 V	21.6	8	Hylton P Arendse	That Hylton P. Arendse be the preferred applicant for 502 V.	13	502 AP	7	2	Chris Jacobs	That Chris Jacobs be the preferred applicant for 502 AP and AM. The two pieces of land lay adjacent to each other and will make economic sense to farm as one unit	12	502 AM	8.56	3	Chris Jacobs	4	502 AW	6	0	Bradley Cortereal	That Bradley Cortereal be the preferred applicant for 502 AW.		502 AU	8.9		Re advertise for beekeeping	Portion 502AU is regarded as a nature conservation area by Cape Nature, the only farming purpose this	2019-08-28	WIDMARKM	10.00	<p>Municipal agricultural land allocated to the successful land applicants. Certain portions to be re-advertised.</p> <p>Policy review in process.</p>
No	Portion	Size (ha)	Water (ha)	Highest scorer	Recommended																																				
5	502 V	21.6	8	Hylton P Arendse	That Hylton P. Arendse be the preferred applicant for 502 V.																																				
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4	502 AW	6	0	Bradley Cortereal	That Bradley Cortereal be the preferred applicant for 502 AW.																																				
	502 AU	8.9		Re advertise for beekeeping	Portion 502AU is regarded as a nature conservation area by Cape Nature, the only farming purpose this																																				

					land could be utilized for is beekeeping as the property is overgrown by fynbos.
	502 M	5.1	3	Re advertise 502 M & 502 Was one unit	The portion is located next to 502W, and should be utilised as a water resource for 502M as it is a wetland area, which will not be suitable for farming on its own.
	502 W	9	3		
5	502 BFN	15.5	6	Elsenburg Khoisan Farmers	That Elsenburg Khoisan Farmers be the preferred applicant for 502BFN. More than 10ha of land have been already allocated to both Hilton Arendse and Chris Jacobs.
18	619/1	26	0	Jeremy van Niekerk	That Jeremy van Niekerk be the preferred applicant for 619/1. More than 10ha of land have been already allocated to both Chris Jacobs and Elsenburg Khoisan Farmers.
27	279 BN	25.3	0	Re-advertised	Recommended to be re-advertised.
	165/1	10.5	0	Re-advertised	No responsive application was received for this portion of land. The land in its current state should be utilised for grazing purposes Recommended to be re-advertised
(b)	that the Policy be reviewed to address the unintended consequences; and				
(c)	that the Administration continue with the implementation of the Policy in regard to vacant land.				

659698	POLICY FOR THE IMPLEMENTATION OF AN AUXILIARY LAW ENFORCEMENT SERVICE FOR STELLENBOSCH MUNICIPALITY	<p>11.1.2 POLICY FOR THE IMPLEMENTATION OF AN AUXILIARY LAW ENFORCEMENT SERVICE FOR STELLENBOSCH MUNICIPALITY</p> <p>31ST COUNCIL MEETING: 2019-09-25: ITEM 11.1.2</p> <p>RESOLVED (majority vote)</p> <p>(a) that Council approves the advertisement of the draft Policy for the implementation of an Auxiliary Law Enforcement Service for Stellenbosch Municipality 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 Policy for the implementation of an Auxiliary Law Enforcement Service for Stellenbosch Municipality to be presented to Council for approval.</p> <p><i>Councillors F Adams and DA Hendrickse requested that their votes of dissent be minuted.</i></p>	2019-09-25	CHARLK	60.00	To be advertised for public participation towards end of October 2019.
659698	POLICY ON EXTERNALLY-FUNDED LAW ENFORCEMENT AND TRAFFIC OFFICERS	<p>11.1.3 POLICY ON EXTERNALLY-FUNDED LAW ENFORCEMENT AND TRAFFIC OFFICERS</p> <p>31ST COUNCIL MEETING: 2019-09-25: ITEM 11.1.3</p> <p>RESOLVED (majority vote)</p> <p>(a) that Council approves the advertisement of the draft Policy on Externally-Funded Law Enforcement and Traffic Officers 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 Policy on Externally-Funded Law Enforcement and Traffic Officers to be presented to Council for approval.</p> <p><i>Councillors F Adams and DA Hendrickse requested that their votes of dissent be minuted.</i></p> <p><i>The Speaker ordered Cllr F Adams to leave the Council Chamber for disorderly conduct (Rule 32.2).</i></p>	2019-09-25	CHARLK	60.00	To be advertised for public participation towards end of October 2019.
	PROPOSED RENEWAL OF LEASE AGREEMENT: BURGERHUIS: HISTORIESE HUISE	<p>11.2.1 PROPOSED RENEWAL OF LEASE AGREEMENT: BURGERHUIS: HISTORIESE HUISE VAN SUID-AFRIKA BEPERK: ERF 3389, STELLENBOSCH</p> <p>31ST COUNCIL MEETING: 2019-09-25: ITEM 11.2.1</p>	2019-09-25	PIETS	70.00	Item served at September meeting. Notice to be published week of 24 th Valuation received.

<p>VAN SUID-AFRIKA BEPERK: ERF 3389, STELLENBOSCH</p>	<p>RESOLVED (majority vote)</p> <p>(a) that erven 3389 and 607, Stellenbosch, be identified as land not needed for use to provide basic services during the period for which such rights are to be granted, as provided for in Regulation 36 of the Asset Transfer Regulations;</p> <p>(b) that Council, in principle approves that a lease agreement for 9 years and 11 months to be concluded on a private treaty basis with Historiese Huise van Suid-Afrika Beperk, as provided for in Regulation 34 (1) (b), but subject thereto that Council's intention be advertised for public inputs/comments/objections, as provided for in paragraph 9.2.2 of the Property Management Policy;</p> <p>(c) that an independent valuer be appointed to determine the fair market rentals for the properties referred to in (a);</p> <p>(d) that the lease agreement provides for a 3 months' notice period to terminate the lease agreement;</p> <p>(e) that Council, in principle, approves the rental at 50% of the fair market rental payable by Historiese Huise, as provided for in paragraph 22.1.4 of the Property Management Policy; and</p> <p>(f) that a draft agreement be submitted with the return item.</p> <p><i>The following Councillors requested that their votes of dissent be minuted:</i></p> <p><i>Cllr FT Bangani-Menziwa (Ms); G Cele (Ms); DA Hendrickse; C Moses (Ms); RS Nalumango (Ms); MD Oliphant; N Sinkinya (Ms); P Sitshoti (Ms); and LL Stander.</i></p>				
<p>PROPOSED RENEWAL OF LEASE AGREEMENTS: BERGZICHT TRAINING CENTRE: PORTION OF REMAINDER ERF 235, STELLENBOSCH</p>	<p>11.2.2 PROPOSED RENEWAL OF LEASE AGREEMENTS: BERGZICHT TRAINING CENTRE: PORTION OF REMAINDER ERF 235, STELLENBOSCH</p> <p>31ST COUNCIL MEETING: 2019-09-25: ITEM 11.2.2</p> <p>RESOLVED (majority vote)</p> <p>(a) that the portion of Remainder erf 235, Stellenbosch, as indicated on fig 2 be identified as land not needed for own use during the period for which such rights are to be granted, as provided for in Regulation 36 of the Asset Transfer Regulations;</p> <p>(b) that Council, in principle approves that a lease agreement for 2 years be concluded on a private treaty basis with Bergzicht, Training Centre, as provided for in Regulation 34 (1) (b), subject thereto that Council's intention</p>	2019-09-25	PIETS	70.00	Item served at September meeting Notice to be published week of 24 th Valuation received.

		<p>be advertised for public inputs/comments/objections, as provided for in paragraph 9.2.2 of the Property Management Policy;</p> <p>(c) that an independent valuer be appointed to determine the fair market rental for the property referred to in (a);</p> <p>(d) that the lease agreement provides for a 3 months' notice period to terminate the lease agreement;</p> <p>(e) that Council, in principle, approves 20% of the fair market value to be the rental payable by Bergzicht Training Centre, as provided for in paragraph 22.1.4 of the Property Management Policy; and</p> <p>(f) that a draft agreement be submitted with the return item.</p> <p><i>Councillor DA Hendrickse requested that his vote of dissent be minuted.</i></p>				
	DRAFT PROBLEM PROPERTY BY- LAW FOR STELLENBOSCH MUNICIPALITY ON, 17 MAY 2019	<p>11.7.1 DRAFT PROBLEM PROPERTY BY- LAW FOR STELLENBOSCH MUNICIPALITY ON, 17 MAY 2019</p> <p>31ST COUNCIL MEETING: 2019-09-25: ITEM 11.7.1</p> <p>RESOLVED (nem con)</p> <p>(a) that the revised Draft By-law on Problem Properties for Stellenbosch Municipality, 17 May 2019, be advertised for public participation for 30 days; and</p> <p>(b) that after the comments have been reviewed, the edited By-Law be resubmitted to the Mayoral Committee and Council for final consideration and subsequent approval.</p>	2019-09-25	TABISOM	65.00	To be advertised for public participation from mid October 2019.
	DRAFT POLICY ON PLACE NAMING, STREET NAMING AND RENAMING AND NUMBERING FOR STELLENBOSCH MUNICIPALITY, EDITED 17 MAY 2019	<p>11.7.2 DRAFT POLICY ON PLACE NAMING, STREET NAMING AND RENAMING AND NUMBERING FOR STELLENBOSCH MUNICIPALITY, EDITED 17 MAY 2019</p> <p>31ST COUNCIL MEETING: 2019-09-25: ITEM 11.7.2</p> <p>RESOLVED (nem con)</p> <p>(a) that the revised Policy on Place Naming and Street Naming, Renaming and Numbering for Stellenbosch Municipality be advertised for public comment for 60 days;</p> <p>(b) that after public participation has been received, the Draft Policy will be brought back to Council for final consideration; and</p>	2019-09-25	HEDRED	65.00	To be advertised for public participation from mid October 2019.

		(c) that the final approved Policy be translated into all 3 official languages.				

NB: RESPONSES PROVIDED BY RELEVANT DEPARTMENTS

10.	ITEMS FOR NOTING
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10.1	REPORT/S BY THE EXECUTIVE MAYOR
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NONE

10.2	REPORT/S BY THE SPEAKER
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10.2.1	SALGA WOMEN'S COMMISSION AND OTHER WORKING GROUPS REPORTS ON IT'S ACTIVITIES
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

23 October 2019

1. SUBJECT: SALGA WOMEN'S COMMISSION AND OTHER WORKING GROUPS REPORTS ON IT'S ACTIVITIES

2. To inform the Stellenbosch Municipal Council of the workings of the SALGA Women Commission at its last meetings as held. The report is also worth noting on certain discussions that did take place. This report is for NOTING.

3. DELEGATED AUTHORITY

The Speaker should table all the aspects of SALGA through the different working committees of the relevant standing committees to Council for noting.

4. EXECUTIVE SUMMARY

Speaker and other Mayoral Committee members attended various SALGA working group committee workshops and meetings. It is important that Council be informed of their attendance to the different working groups and the different topics that have been discussed for us to take note of.

5. RECOMMENDATION TO COUNCIL

that Council notes the report from the SALGA Women and other related working committees.

6. DISCUSSION / CONTENTS

- SALGA Women Commission / 2019-10-02 – attended by Speaker
- SALGA Provincial Executive Committee (PEC) – 2019-10-04 attended by Deputy Mayor, Nyaniso Jindela as NCOP SALGA Representative
- Water, Sanitation and Waste Management – 2019-07-15 attended by Cllr Q Smit
- Municipal innovations and Information Technology – 2019-07-19 attended by Cllr Patricia Crawley
- Western Cape Association of MPAC Committees – 21 August attended by Cllr W Pietersen

6.1 Background

None

6.2 Financial implications

None

6.3 Legal implications

None

6.4 Staff Implications

None

6.5 Previous / Relevant Council Resolution

None

6.6 Risk implications

None

6.7 Comments from Management

The item was not circulated for comments.

FOR FURTHER DETAILS CONTACT:

NAME	WC Petersen
POSITION	<i>Speaker</i>
DIRECTORATE	<i>Office of the Speaker</i>
CONTACT NUMBERS	021 808-8009
E-MAIL ADDRESS	wilhelmina.petersen@stellenbosch.gov.za
REPORT DATE	2019-10-15

APPENDIX 1

Enq : Trevor Lombard
Ref : 2/1/4R/vt
Tel : 021-446-9800
Fax : 021-418-2709
E-mail : tlombard@salga.org.za
Date : 25 September 2019



AGENDA
SALGA Women's Commission
Quarterly Meeting

TO CHAIRPERSON OF THE SWC
MEMBERS OF THE SWC

AGENDA
SALGA WOMEN'S COMMISSION QUARTERLY MEETING
WEDNESDAY, 02 OCTOBER 2019: CAPE TOWN

ENCLOSED please find the Agenda of the SALGA Western Cape SWC Quarterly Meeting scheduled for **14:00 on Wednesday, 02 October 2019 in the Training Room at No. 44 Strand Street in CAPE TOWN.**

A map is enclosed for ease of reference.

Please note: As discussed previously, hard printed copies of the full agenda will not be handed out at the meeting; members without laptops are required to print their own hard copies of the agenda prior the meeting.

A handwritten signature in black ink, appearing to read 'Khalil Mullagie', is written over a horizontal line.

Mr KHALIL MULLAGIE
PROVINCIAL LEAD OFFICIAL

ENCL

AGENDA

SALGA Women's Commission Quarterly Meeting: 10:00: 02 October 2019: SALGA Offices, Cape Town

ITEM	ITEM DESCRIPTION	PAGE
[Chairperson: Dr Annelie Rabie]		
SECTION A PROCEDURAL MATTERS		
1.1	Opening and Welcome	
1.2	Evacuation Procedure	
1.3	Attendance and Apologies	
1.4	Declaration of Interest	
1.5	Adoption of the Agenda	
1.6	Adoption of Minutes:	
1.6.1	Minutes of the previous SALGA Women's Commission Meeting held on 06 August 2019	1-6
1.6.2	Minutes of the previous SALGA Women's Commission Lekgotla held on 7-8 August 2019 in Caledon	7-21
1.6.3	Minutes of the previous SALGA Women's Commission Lekgotla held on 7-8 August 2018 in Saldanha Bay	22-38
1.7	Matters arising from the Minutes of the Previous Meeting: 06 August 2019	-
1.7.1	Feedback on SWC Resolutions	39-52
SECTION B PRESENTATIONS		
2.1	Presentation by SWEAT	-
2.2	Presentation on Learning Opportunities: SALGA	-
SECTION C ITEMS FOR DISCUSSION AND NOTING		
3.1	Provincial SWC 2019 Report	53-56
3.2	Dates of the Provincial Working Group Meetings and Report Template	57
3.3	Feedback from the National Working Group Meeting	verbal
3.4	Meeting at City of Cape Town	verbal
3.5	Remarks by District Coordinators on District Activities	verbal
3.6	Report on Attendance of SWC Meetings:	58-123

AGENDA

SALGA Women's Commission Quarterly Meeting: 10:00: 02 October 2019: SALGA Offices, Cape Town

ITEM	ITEM DESCRIPTION	PAGE
	During 2016/2017 Financial Year During 2017/2018 Financial Year During 2018/2019 Financial Year	
SECTION D		
ITEMS SUBMITTED/TABLED BY MUNICIPALITIES		
4.	No items submitted by municipalities	
SECTION E		
CLOSURE		
5.	Date of Next Meeting	
6.	Closure and Acknowledgements	

Enq : Khalil Mullagie
Ref : 2/1/3/2JN
Tel : 021-446-9800
Fax : 021-418-2709
E-mail : kmullagie@salga.org.za
Date : 11 October 2019



MINUTES
Provincial Executive Committee [PEC]

**TO : THE CHAIRPERSON
DEPUTY CHAIRPERSONS
PEC MEMBERS
CHAIRPERSON SWC
NEC MEMBERS**

**MINUTES
PROVINCIAL EXECUTIVE COMMITTEE
FRIDAY, 04 October 2019: SALGA HOUSE, CAPE TOWN**

ENCLOSED please find the Minutes of the SALGA Western Cape Provincial Executive Committee held on **Friday, 04 October 2019 at 09:00 at SALGA House – Boardroom, 7th Floor, 44 Strand Street Cape Town**

A handwritten signature in black ink, appearing to read 'K Mullagie', is written over the typed name and title.

**Mr KHALIL MULLAGIE
PROVINCIAL LEAD OFFICER**

ENCL

1.1 OPENING AND WELCOME

Ald Anton Coetsee [Chairperson], welcomed all members and SALGA officials to the meeting. A moment of silence was observed.

ATTENDANCE AND APOLOGIES

Present Councillors / Aldermen

Ald	Mr	Anton Coetsee	:	Chairperson
Cllr	Mr	Aidan Stowman	:	Deputy Chairperson
Cllr	Mr	Anthony Charles Moses	:	Deputy Chairperson
Ald	Mr	Harold Cleophas	:	Deputy Chairperson
Cllr	Mr	Kyle Carls	:	Chairperson : Environmental Planning and Climate Change Resilience PWG
Cllr	Mr	Derrick Hendrickse	:	Chairperson : Water Sanitation and Waste Management PWG
Ald	Mr	Donovan Joubert	:	Chairperson : Capacity Building and Institutional Resilience PWG
Cllr	Mr	Goliat Lottering	:	Chairperson : Economic Empowerment and Employment Creation PWG
Ald	Mrs	Eve Marthinus	:	Chairperson Public Transport and Roads PWG
Cllr	Mrs	Georlene Wolmarans	:	Chairperson : Governance and Intergovernmental Relations PWG
Ald	Mr	Francois Schippers	:	Chairperson: Human Settlements and Municipal Planning PWG
Cllr	Ms	Patience Nyakaza-Sandla	:	Chairperson: Municipal Innovations and Information Technology
Cllr	Mr	Memory Booyesen	:	Invited NEC Member
Cllr	Ms	Xanthea Limberg	:	Invited NEC Member
Cllr	Mr	Mario Wessels	:	NCOP SALGA Representative
Cllr	Ms	Raelene Arendse	:	NCOP SALGA Representative
Ald	Mr	Melvin Naik	:	SALGA Representative : Provincial Legislature
Cllr	Mr	Rhandall Swarts	:	SALGA Representative : Provincial Legislature
Cllr	Ms	Jacoline Visser	:	SALGA Representative : Provincial Legislature

Apologies

Apologies were received from the following Councillors / Aldermen:

Cllr	Ms	Annelie Rabie (Dr)	:	Chairperson: SALGA Women's Commission Chairperson: Community Development and Social Cohesion PWG
Cllr	Mr	Gert Combrink	:	Chairperson: Municipal Finance and Fiscal Policy PWG
Cllr	Mr	Nyaniso Jindela	:	NCOP SALGA Representative

Present Officials

Off Mr	Khalil Mullagie	:	Provincial Lead Official
Off Ms	Miltoinette Cupido	:	Manager : Strategic Support and Analytics
Off Mr	Nkosinathi September		Senior Advisor :Financial Resilience
Off Mr	Jasper van der Westhuizen		Senior Advisor : HR,LR & Dispute Resolutions
Off Mr	Trevor Lombard		Senior Advisor : Inclusive Communities
Off Ms	Shantal Harigobin		Senior Advisor :Trading Services
Off Mr	Makhosonke Mpela		Senior Advisor :IGR & Strategic Relations
Off Mrs	Theresa Adendorff		Manager, Finance & Corporate Services
Off Ms	Zimasa Vazi		Advisor Built Environment and Planning
Off Mr	Loyiso Njamela		Advisor IGR & Strategic Relations
Off Mr	Luvuyo Jongile		Communications & Marketing Officer
Off Mr	Sidwell Blows		ICT Officer
Off Ms	Vuyiseka Twala	:	Portfolio Administrator
Off Ms	Jean de la Harpe		SALGA National Office
Off Ms	S Shozi		SALGA National Office

1.2 EVACUATION PROCEDURE

The meeting noted the evacuation procedure as explained by Ald Coetsee
NOTED

1.3 ADOPTION OF THE AGENDA

The Agenda was adopted without any changes.
ADOPTED

2. PRESENTATIONS:
2.1. FEEDBACK ON THE PEC WORKSHOP HELD ON 03 & 04 OCTOBER 2019

The objectives of the workshop were to share information on the latest policy developments at national and provincial level as well as programmes and projects that stakeholders are considering or rolling out in the Province that requires participation of local government or may impact on local government.

Also to identify the challenges faced by the relevant stakeholders and working out workable solutions that could assist in accelerating the delivery of the various initiatives. To have a discussion on the Joint District Approach when engaging municipalities at a District Level.

Mr Khalil Mullagie [Provincial Lead Officer] presented to the PEC a summary of the outcomes of the PEC workshop held on 03 October 2019 as follows:

- Request from Dept of Public Works and Transport for a dedicated session

Themes SESSION 1

- Financial sustainability of Local Government
 - Finance and Fiscal Commission recommendations and SALGA proposals

- Reconfiguration of District Governments and Joint District Approach

SESSION 2

- Persistent Audit challenges, Audit Fees, Independent mediator

SESSION 3

- Human Settlements
 - Policy developments
 - Implementation of Projects and Programme
 - Backyard dwellers, Informal Settlements and Unlawful land Occupation Challenges

SESSION 4

- Roads and Transport
 - Infrastructure
 - AARTO
 - Vehicle and Driver Licensing
 - Public transport

SESSION 5

- Community Safety
 - Policy issues – Impact on Municipalities and proposed “Community Safety Forums”
 - Statistics and trends
 - Integrated Provincial Safety plan
 - District Community Safety plans
 - Local Drug Action Committees

Members mentioned that the programme was too congested with limited time to deliberate on important issues that are relevant and useful. More time should be allocated to the presentations and for discussions to allow for more debate.

SALGA staff members were congratulated on the success of the workshop and for being able to have different government departments from different spheres under one roof.

NOTED and RESOLVED

That a another workshop be arranged with national and provincial stakeholders on transport related matters and infrastructure

PEC Resolution: 04.10.2019: 01

That a SALGA arrange formal PEC engagements with the District Coordinating Forum (DFC) as part of the Joint District Approach during 2020 to 2021.

PEC Resolution: 04.10.2019: 02

3. OFFICE OF THE PROVINCIAL LEAD OFFICIAL
3.1 FILING OF VACANCIES ON PEC AND SALGA, NCOP AND PROVINCIAL LEGISLATURE REPRESENTATIVES

The purpose of the report was to address the filling of vacancies on the PEC, NCOP and Provincial Legislature. The following names were nominated:

1. Cllr Anthony Charles Moses
2. Cllr Kyle Carls
3. Cllr Patience Nyakaza-Sandla
4. Cllr Jacoline Visser
5. Cllr Raelene Arendse

RESOLVED

That the PEC decision of 12 April 2019 on the co-option of the PEC members be rescinded and the following Councillors be appointed as follows:

- a. Cllr Cllrs Anthony Charles Moses: PEC Deputy Chairperson
- b. Cllr Kyle Carls: Chairperson of the Environmental Planning and Climate Resilience Provincial Working Group
- c. Cllr Patience Nyakaza-Sandla: Chairperson of the Municipal Innovations and Information Technology Provincial Working Group
- d. Cllr Jacoline Visser – SALGA Provincial Legislature representative
- e. Cllr Raelene Arendse – SALGA NCOP representative

PEC Resolution: 04.10.2019: 03

3.2 UPDATED NOMINATIONS FOR THE LIQUOR BOARD

Members noted the resignation of some of the City of Cape Town councillors that served in the tribunal that necessitated the replacements. The City had thus nominated the following members to serve on the Liquor Board:

- Cllr Janse van Rensburg: City of Cape Town
- Cllr Nora Grose: City of Cape Town
- Cllr Mark Kleinschmidt: City of Cape Town
- Cllr Nontsikelelo Ndaleneni: City of Cape Town
- Cllr Patricia van der Ross: City of Cape Town

RESOLVED

That the following councillors be appointed to the serve on the Liquor Board:

- i. Cllr Janse van Rensburg: City of Cape Town
- ii. Cllr Nora Grose: City of Cape Town
- iii. Cllr Mark Kleinschmidt: City of Cape Town
- iv. Cllr Nontsikelelo Ndaleneni: City of Cape Town
- v. Cllr Patricia van der Ross: City of Cape Town

PEC Resolution: 04.10.2019: 03

3.3 REPORT ON PREMIERS COORDINATING FORUM HELD ON 10 SEPTEMBER 2019

The meeting of the Premiers Coordinating Forum was held on 10 September 2019 in Velddrift. The overall objective of the Premier's Coordination Forum was for the political and administrative leadership:

- i) To promote and facilitate intergovernmental relations between the province and local government in the province; and

- ii) To Discuss how the Western cape Government and municipalities can work together towards delivery of shared priorities.

More detailed information is discussed in the report which was previously distributed.

NOTED

3.4 REPORT ON MINMAY FORUM MEETING HELD ON 19 JULY 2019

The meeting of the Minister and Mayor Forum was held on 29 July 2019 in Rawsonville to consider the agenda items as follows:

- Presentation by the Premier on the Strategic Context on the Western Cape Priorities
- Provincial Government Budget investment in municipalities
- District Based Priorities as well as service delivery challenges
- Presentation by Municipal Demarcation board:
 - Outcomes of the 2018 municipal capacity assessment
 - 2019/202 Ward Delimitation Process
- Municipal Data Intelligence
- Feedback from SALGA, DCF's and IGC

NOTED

3.5 REPORT ON NCOP WEEK HELD FROM 16 to 20 SEPTEMBER 2019

The NCOP Provincial Week Programme took place from 16- 20 September 2019 under the theme "Building Sustainable Responsive and People-Centered Municipalities".

A concern was raised that even though the NCOP Week was held in the Garden Route, no District representative was in attendance.

It was then suggested that in future invitations should be extended to district representatives where the meeting is held.

SALGA was also requested to look into the interpretation of the Auditor General's audit findings. The issue of transparency and accountability during the audit process should also be investigated.

RESOLVED

1. That the report be referred to the relevant provincial working group for further discussion.

PEC Resolution: 04.10.2019: 04

2. That the NCOP should consult SALGA for nomination of which municipalities would attend prior the NCOP Provincial Week.

PEC Resolution: 04.10.2019: 05

3.6 AMENDED RULES OF ORDER FOR MEETINGS OF COUNCIL AND COMMITTEES

Mr Khalil Mullagie reported that a letter was received from the Department of Local Government in relation to the Amended Rules of Order for Meetings of Council and Committees. (the letter was previously distributed to members).

It was reported that Stellenbosch Municipality had drafted their own Council Rules of Order using the SALGA Rules of Order as a guideline.

RESOLVED

That this matter be referred to the Speakers Forum for further discussion.

PEC Resolution: 04.10.2019: 06

3.7 REPORT FROM SALGA WOMEN'S COMMISSION LEKGOTLA HELD ON 7-8 AUGUST 2019

The SALGA Women's Commission (SWC) Lekgotla was held on 7-8 August 2019 in Caledon. The objectives of the SWC Lekgotla, facilitated by the Provincial Chairperson Dr Annelie Rabie were:

- To empower woman councillors to demonstrate decisive leadership in Local Government.
- To review the 2017 and 2018 resolutions.
- To establish a common understanding of the SALGA Women's Commission Terms of Reference (ToR)

The intended outcomes were:

- To highlight strengths and rethink weaknesses in terms of the institutionalisation of resolutions.
- To conceptualise a provincial plan of action.

Councillors Georlene Wolmarans and Aidan Stowman attended the SWC Lekgotla representing the Provincial Executive Committee. The councillors congratulated SALGA and the chairperson for the success of the SWC.

NOTED

3.8 REPORT ON FORMALIZING AND SERVICE DELIVERY TO FOREST VILLAGES

The purpose of the report was to inform the PEC meeting about the intervention SALGA is undertaking in partnership with the Department of Public Works and Infrastructure, towards provision of support to the Forestry Villages.

The National Department of Public Works has requested SALGA to coordinate and facilitate collaboration between the relevant government departments, state owned entities and local government in order to address service delivery challenges in forestry villages across the Country. The Western Cape Province and Kouga Municipality will be piloted for the initial phase of the intervention.

SALGA had convened a series of stakeholder engagements between Ministers, National Departments, Provincial Departments, government Entities and the affected municipalities. Also met with MTO Forestry and PG Bison as the major operations in these villages for site visits.

Mr Khalil Mullagie reported that there are 28 forestry villages in the Western Cape and that all MTO Forestry contracts are expiring between September 2019 and September 2020. MTO Forestry advised that once their contracts expire, they immediately cut ties and stop providing all services to the communities.

Members appreciated the effort SALGA had taken in ensuring that these communities are assisted post the MTO Forestry exit.

Councillors Georlene Wolmarans and Donovan Joubert would like to be part of this initiative. Councillor Joubert requested that contracts and agreements from the two major operators be provided at the next PEC Meeting.

NOTED

3.9 REPORT ON AGENCY AGREEMENT ON UNLAWFUL LAND OCCUPATION

The purpose of the report was to share with members an update on the implementation of the recommendations made to the NEC at its meeting on 10 December 2018 and the documentation that has been developed to support municipalities on unlawful land occupation.

RESOLVED

1. That Cllr Xanthea Limberg be requested to inform the PEC members about the dates of the next engagement.

PEC Resolution: 04.10.2019: 07

2. That the action on the Agency Agreement between Municipalities and National Department and State Owned Entities be taken forward to the relevant IGR structures.

PEC Resolution: 04.10.2019: 08

3.10 REPORT ON FOURTH KAROO STR CONFERENCE

The purpose of the report was to inform the PEC about:

- The 4th Karoo Small Town Regeneration Conference to be held in Gariep, Free State;
- Selection of municipalities to participate in the Planning and Precinct Development Programme (Department of Public Works and Infrastructure); and
- Municipal participation in the Department of Environment, Forestry and Fisheries aquaculture and inland fisheries projects.

As part of the Karoo Small Town Regeneration (STR) Initiative SALGA in partnership with Xhariep District Municipality will host the conference under the theme Institutionalisation and Partnership for Effective Regional Economic Development in the Free State on 27 and 28 November 2019.

NOTED

3.11 WRITTEN STATEMENT ISSUED TO THE NCOP IN TERMS OF SECTION 106 (3)(A) OF THE SYSTEMS ACT: GEORGE MUNICIPALITY

Mr Khalil Mullagie reported that a communication was received from the Department of Environmental Affairs and Development Planning regarding a Written Statement issued in accordance with Section 106(3)(a) of the Local Government: Municipal Systems Act, 32 of 2002 ("the System Act"), to the National Council of Provinces following the designation of persons, in terms of 106(1)(b) of the Systems Act read with Section 7 of the Western Cape Act, to investigate allegation of maladministration, fraud, corruption and/or malpractice at George Municipality. (Further information of the communication was previously distributed).

NOTED

3.12 CONTROLS: S&T CLAIMS FOR ATTENDING SALGA MEETINGS

The purpose of the report was to inform the PEC members about the current controls pertaining to Subsistence and Travel Allowance (S&T)

NOTED

3.13 UPDATE ON THE PAYMENT OF SALGA MEMBERSHIP LEVIES

The purpose of the report was to inform the members about the current status of membership levies paid for the 2019/2020 financial year by municipalities within the Western Cape.

The following are municipalities who have not yet paid:

1. Kannaland Municipality who discussed entering into an agreement
2. Cederberg Municipality due to cash flow challenges
3. Swellendam Municipality

RESOLVED

1. That the PEC assist to encourage municipalities to pay their membership fees.
PEC Resolution: 04.10.2019: 09

2. That the SALGA enter into discussions with the Kannaland Administrator to enter into a new agreement that settle the outstanding amount.
PEC Resolution: 04.10.2019: 10

3.14 REPORT ON PREPARATIONS FOR 2019 PROVINCIAL MEMBERS ASSEMBLY

The Provincial Members Assembly will be held on 15-16 October 2019 in Bergervier Municipality Town Hall in Velddrif. (Further details of the PMA were in the report distributed to members).

RESOLVED

1. That the issues raised by Swartland Municipality and Overstrand Municipality in relation to SALGA should be discussed further at the PEC Meeting scheduled for 14 October 2019 prior the Provincial Members Assembly.
PEC Resolution: 04.10.2019: 11

2. That the affordability of SALGA membership levies is currently been discussed by a NEC sub-committee and this should be clarified at the PMA
PEC Resolution: 04.10.2019: 12

3. That the review of the number of working groups is under consideration and need to be given more urgent attention
PEC Resolution: 04.10.2019: 13

4. REPORT BACK FROM NATIONAL WORKING GROUPS
4.1 Health and Emergency Service held on 3 September 2019 [DR A Rabie]

The following key issues were discussed:

Local Government Response to HIV & AIDS, STI and TB (HAST)

- SALGA will be represented by the National Chairperson Cllr Stanley Ramaila at the South African National Aids Council (SANAC)
- Update on the HIV/AIDS, STI and TB local government response assessment was given. The low response rate nationally requires a renewed request to

municipalities which didn't submit information previously to do so. Municipal Aids Councils will be discussed at the next meeting.

National Health Insurance

Dr A Pillay of the National Department has done a Presentation on the NHI. A concern was raised that the NHI does not address the municipal role. It was suggested that a Presentation must be done to NEC. A need was expressed for a SALGA position on this matter

NOTED

4.2 Public Safety and Security: 3 September 2019 [Chairperson: DR A Rabie]

The following key issues were discussed:

Single Qualification for Police

It was reported that municipalities are not in support of the new qualification.

Draft Implementation Framework for the White Paper on Safety and Security

Chairperson indicated that he will share the Western Cape experience in terms of developing Safety Plans at NEC level.

National Road Traffic Law Enforcement Code (NRTLEC)

It was reported that consultations with Local Government by RTMC is inadequate and that further engagements with municipalities should take place.

NOTED

4.3 Municipal Finance and Trade and Investment [Cllr A Stowman]

The following key issues were discussed:

PAAA

- The office of the AGSA is an assurance body.
- It is necessary for SALGA to assist and ensure municipalities develop consequence management framework and initiatives that are implementable.

Situational Analysis on Trade Investments

- Provided a research update that SALGA commissioned on Situational Analyses Trade and Investments.
- SALGA KZN provided rationale for the Municipal Investments Directory

Feedback: Technical Budget Forum

- Lack of consultation with regards to the study. The study will be presented to the Equitable Share Committee on 25 September 2019.
- Local Government is not capable of raising 90% revenue to fund its mandate.
- Poor expenditure management can't be ignored as it presents dire impact to the pool funding of LG
- The consistent increase on debtors is notably from household category due to lack of affordability

NOTED

4.4 Community Development and Social Cohesion [Dr A Rabie]

The following key issues were discussed:

Child Care facilities

SALGA and the National Department of Social Development meet on a regular basis regarding the role of local government with the delivery of Early Childhood Development Services. The need was expressed for a sector wide approach to be followed.

Launch of the Children Manifesto

- SALGA was invited by the Nelson Mandela Children's Fund as one of the critical stakeholders to be part of the launch of the South African Children's Manifesto.
- The goal of the Children's Manifesto is to create a platform for children to present their issues to political parties, government, civil society, and relevant stakeholders as well as to hold them accountable to the needs and wellbeing of children.
- Discussions are in progress for a Memorandum of Agreement between SALGA and the Nelson Mandela Children Fund to formalise collaboration to create awareness and support implementation at municipal level.

NOTED

4.5 SALGA Women's Commission: 4 September 2019 [Dr A Rabie]

The following key issues were discussed:

Special National SWC Summit

- The former SWC National Chairperson was sworn in as a Member of Provincial Legislature in the Eastern Cape on 19 March 2019.
- A special National Summit is being organised to amongst others nominate the National Chairperson.
- Tentative dates were identified

SWC Programme of Action

- Municipalities to establish a Multi-Party Women Caucus (MPWC).
- Western indicated that the concept Multi Party Group is preferred.

NOTED

4.6 Joint Human Settlements & Municipal Planning and Urban Agenda & City Development Strategies: 4 September 2019 [Ald F Schippers]

The following key issues were discussed:

Presentations were made on the following:

- Report from the President's Advisory Panel on Land Reform
- Report on National Spatial Development Framework
- Priority Agenda for Department of Human Settlement and collaboration with Local Government
- Report on the National Planning Bill – Consultation with Local Government
- State of the Cities Report – Presentation by SACN
- Progress report on SALGA Urban Land Programme
- Progress report on the SALGA rural densification programme
- Spatial Transformation Barometer
- Collaboration between SALGA and the South African Council of Planners

Unlawful Land Occupation (Annexure A Operating Manual in relation to Unlawful Occupation of Land (Draft MOU on Unlawful Occupation of Land, Cross Boundary Co-operation and an Enforcement Protocol on Unlawful Occupation of Land)

The recommendations on Unlawful Land Occupation was supported:

The progress was noted, the documentation to be disseminated to municipalities in other Provinces and the action is taken forward in the relevant IGR Structures.

NOTED

**4.7 International Programmes and Partnerships: 5 September 2019
 [Cllr G Wolmarans]**

The following key issues were discussed:

Support for South Africa's Campaign to retain Presidency of the United Cities and Local Governments (UCLG)

- UCLG will be meeting in Durban in November 2019.
- SALGA is hosting the event jointly with Ethekekwini Municipality.
- With the strong and decisive leadership shown by President Parks Tau in leading the UCLG, a number of Continental bodies have shown interest in endorsing the candidacy of South Africa to retain the position of President of UCLG for the next term office (2019-2022).
- It was recommended that the Working Group resolves to:
 1. Encourage municipalities to ENDORSE that South Africa nominate a candidate to campaign for the UCLG Presidency.
 2. Within the context of the UCLG Presidency requirements note that the President of SALGA, Cllr Thembisile Nkadimeng as the South Africa candidate for UCLG President.

NOTED

4.8 Joint Economic Empowerment & Public Employment & Rural Development & Public Works: 5 September 2019 [Cllr G Lottering]

The following key issues were discussed:

Targeted Rural Densification Framework: Specialised Value Added Service

- Purpose: Increase density and improve spatial configuration of rural areas to improve compaction and spatial efficiency to create sustainable rural settlements that are serviceable & economically viable
- According to the Social Facility Provision Toolkit developed by CSIR, generally higher density levels results in more sustainable use of social facilities.
- The State has a Constitutional obligation to provide services for every citizen, it also has a duty to ensure that this is done in a manner that maximises the use of limited resources. In this context, this means allocating resources where they are most likely to benefit larger numbers.
- Hands on support piloted in Bushbuckridge LM - Design & drawing of a settlement plan.

KAROO Baseline Report

- **The report was completed. Its purpose is to:**
 - ✓ Highlight the economic role and function of small towns and of various overlapping functional theme-based sub-regions

- ✓ Identify approaches that would place the region on a new growth trajectory that transcends municipal and provincial boundaries
- ✓ To inform the Regional Spatial Development Framework that is to be prepared for the region

KAROO-Bojanala Knowledge Sharing Dialogue

- To be held in Kimberly on 07-08 November 2019
 - ✓ Theme: Inclusion of marginalised groups (youth, women and disabled people) in economic development planning to ensure inclusive development

Proposed Criteria & Guidelines for LED Funded Projects through MIG

- ✓ The project should be sourced from credible LED Plans
- ✓ Projects that feasibility studies have been completed
- ✓ The projects must be aligned to the IDP
- ✓ Economic project that will enhance production activities and township economic development
- ✓ Targeted at municipalities participating in the EMCD Programme.

NOTED

4.9 Councillor Welfare and Empowerment: 6 September 2019 [Cllr G Wolmarans] The following key issues were discussed:

UNDP South Africa: Lets Talk Batho Pele Project

- The UNDP and COGTA presented on the public participation tools that they developed.
- The UNDP tool is being piloted in Bojanala District in North West and Thulamela Local Municipality in Limpopo.

COGTA: Social Media Platform for Community Engagement

- The COGTA Tool – GovChat is being rolled out to municipalities across the country.
- A concern was raised on the number of applications and tool being developed by different bodies to address the same challenge.
- The Working group recommended that UNDP consider working with SALGA and COGTA to develop one Application.

Review of Regulatory, Compliance and Reporting Burdens imposed on LG by Legislation

- The Working Group noted the presentation by the SA Law Reform Commission on the Review of Regulatory, Compliance and Reporting Burdens imposed on LG by Legislation.
- It was noted that 23 submissions was received by the closing date of 31 July 2019.
- The working group urged provinces to request municipalities to submit their input and comments to the commission.

SALGA Comments on Municipal Systems Amendment Bill

- The working group noted the comments on the Municipal Systems Amendment Bill.

- It was recommended that the Working Group resolve to:-
 - Consider the SALGA Comments and detailed response to the proposed amendments, within the context of the challenges of the current implementation of the Municipal Systems Amendment Act, 2011.
 - Recommend that the SALGA NEC approve the comments.
 - Recommend that the SALGA NEC resolve that instead of the current Bill only focusing on validating the 2011 Amendment Act, that a more comprehensive review of the Systems Act to be conducted.

SALGA Comments on the Intergovernmental Monitoring Support and Interventions Bill

- COGTA has undertaken the process of developing the IMSI Bill, which is intended to regulate processes established in terms of Section 100 and 139 of the Constitution; and
- Provides for Monitoring and support in terms of section 154 and 155(6) of the Constitution.
- The working group recommended that provinces consider the Bill and submit their comments

NOTED

4.10 Capacity Building and Institutional Resilience: 6 September 2019 [Cllr D Joubert]

The following key issues were discussed:

Proposed SALGA Investigation to Secure the License to Provide Compensation Benefits

- Currently, municipal employees get subjected to the tedious processes of submitting claims to the Compensation Commission making it impossible for these employees to receive immediate responses and assistance.
- The Department of Labour does issue licenses to some sectors with a view to provide the compensation benefits to employees that belong to the said relevant sector.
- An opportunity has been identified to administer Worker's Compensation on behalf of Municipalities due to the current administration burden placed on Municipalities to administer Workers Compensation in line with the COID Act.
- As part of SALGA's transformational agenda, the administration of these compensation benefits directly via SALGA will enhance employees' access to their benefits during times of need.
- SALGA appointed Zilonetix (Pty) Ltd to conduct the investigation into the matter.

TASK Job Evaluation

- SALGA NEC approved that SALGA enter into a further three year contract with Deloitte effective from April 2018 to March 2021.
- The contract entails services from Deloitte on the following:
- TASK Licensing and support;
 - Customisation and enhancement of software;
 - Telephonic and e-mail technical support to software users;
 - Dashboard enhancements in support of role identification;
 - Quarterly reporting;
 - New user and software specific training;

- System Administrator training and support.
- SALGA managed to secure a 57.4% discount from Deloitte as compared to the previous contract payment arrangements.

Pension Fund Restructuring

- A draft Collective Agreement has been developed for negotiations by the SALGBC parties.
- Due to the change in SAMWU's leadership negotiations have been delayed.
- The process is further delayed due to the litigation pending by pension funds.
- The SALGBC is still awaiting a date from the COGTA to ensure the support of the Minister on the process of restructuring.

Wage Curve Negotiations

- A draft Collective Agreement has been developed for negotiations by the SALGBC parties.
- Due to the change in SAMWU's leadership negotiations has been delayed.
- SALGA developed a position on wage curve and one of the major stances is to reject a proposal of a revision of the salary scales on regular intervals as this will have serious cost implications.
- The service provider was requested to do a cost analysis on the implementation of the draft wage curve. From an initial analysis it is envisaged that the implementation of the wage curve can have an overall cost of R1 Billion to the sector.
- This envisaged cost does not take into account additional cost implications of benefits of employees that are linked to salaries.
- Due care will be taken to consider the affordability aspect when wage curve negotiations will commence.

NOTED

4.11 Joint Water & Sanitation & Environmental Planning & Climate Resilience: 10 September 2019 [Cllr K Carls]

- Need to make sure that the critical research done by SALGA reaches the municipalities.
- SALGA should maybe draft a report to show the working groups which Municipalities use the intellectual property as municipalities pay for this service.
- SALGA should maybe contact the water board to supply the municipalities with water tanks for use by residents to mitigate the impact of climate change
- SALGA must contact the University of Stellenbosch about the study they conducted about the impact of environmental degradation especially on the poor.

4.12 Joint Electricity & Energy Provision & Public Transport & Roads: 10 September 2019 [Ald E Marthinus, did not attend meeting, *apology received*] The following key issues were discussed:

- Road Traffic Infringement Agency of The National Department of Transport will be consulting with the provinces before the implementation of AARTO.
- Need to look at By-Laws that will apply horizontally so that there is uniformed application across the provinces.

NOTED

5. DATE OF THE NEXT MEETING

The next PEC Meeting will be held on 14 October 2019 prior the Provincial Members Assembly.

6. CLOSURE

The Chairperson [PEC] Ald Anton Coetsee thanked all members for their attendance and wished everyone a safe journey back home.

The meeting adjourned at: 11:25

The Minutes of the PEC Meeting held on 04 October 2019 were adopted on _____ 2019.

**ALD ANTON COETSEE
[CHAIRPERSON: PEC]**

**AGENDA**

WATER, SANITATION AND WASTE MANAGEMENT PROVINCIAL WORKING GROUPS: 15 JULY 2019: CAPE TOWN

ITEM	ITEM DESCRIPTION	PAGE
SECTION A PROCEDURAL MATTERS		
1.1	Opening and Welcome	
1.2	Evacuation Procedure	
1.3	Attendance and Apologies	
1.4	Declaration of Interests	
1.5	Adoption of the Agenda	
SECTION B PRESENTATIONS		
2.1	Access to Services on private Land (Department of Local Government) <i>Oudstroom - Mr Fourie</i>	✓
* 2.2	Artificial Recharge Strategy (City of Cape Town) - <i>Already Developed Strategy</i>	✓
2.3	Ground Water Bylaws	-
SECTION C ITEMS FOR DISCUSSION AND NOTING		
3.1	Minutes of the Water, Sanitation and Waste Management Provincial Working Group held February 2019	1-9
3.2	Matters arising from the Minutes	-
3.3	Municipal Infrastructure and Services: Quarter 4 report : 2018/19	10-32
3.4	Trading Services Quarter 1 report 2019/20	-
SECTION D CLOSURE		
4.1	Next Meeting :	-
4.2	Closure and Acknowledgements	-

3.5 b

*Waste management.
Waste to Energy. 3.5 b*



AGENDA
PUBLIC TRANSPORT AND ROADS PROVINCIAL WORKING GROUP
17 JULY 2019 : SALGA OFFICES, CAPE TOWN

ITEM	ITEM DESCRIPTION	PAGE
SECTION A		
PROCEDURAL MATTERS		
1.1	Opening and Welcome	
1.2	Evacuation Procedure	
1.3	Attendance and Apologies	
1.4	Declaration of Interests	
1.5	Adoption of the Agenda	
1.6	Adoption of the Minutes of the PTR Working Group Meeting held on 13 February 2019	1 – 7
1.7	Matters arising for the Minutes of 13 February 2019	
SECTION B		
PRESENTATIONS		
2.1	Traffic Management and District Road Safety Plans [SANRAL] ✓	
2.2	Current State of Municipal Integrated Transport Plans [ITPs] [Department of Transport and Public Works] ✓	
SECTION C		
ITEMS FOR DISCUSSION AND NOTING		
3.1	2018/2019 : Quarter 4 Report : Trading Services	8 – 30
3.2	2019/2020 : Quarter 1 Report : Trading Services	To follow
SECTION D		
CLOSURE		
4.	Next Meeting : 13 November 2019	
5.	Closure and Acknowledgements	

* 143 Billions - Crashes = 3.4% G.D.P
 * Pedestrians = 40% of Fatalities.
 * 750 000 km - RSA road network

AGENDA
Community Development and Social Cohesion Provincial Working Group:
16 July 2019: Cape Town

ITEM	ITEM DESCRIPTION	PAGE
[Chairperson: Dr Annelie Rabie]		
SECTION A PROCEDURAL MATTERS		
1.1	Opening and Welcome	
1.2	Evacuation Procedure	
1.3	Attendance and Apologies	
1.4	Declaration of Interest	
1.5	Adoption of the Agenda	
1.6	Minutes of the Community Development and Social Cohesion Provincial Working Group Meeting held on 12 February 2019	1-8
1.7	Matters arising from the Minutes of the Previous Meeting:	-
1.7.1	Outstanding Resolutions	9
SECTION B PRESENTATIONS		
2.1	Food Security: The Ilima / Letsema Project: Ms K Badimo, National Department of Agriculture, Forestry & Fisheries <i>- CASP - Grant Funding</i>	
2.2	Moral Regeneration: Mr C Puren, Mossel Bay Municipality <i>add. this citation - mr</i>	
SECTION C ITEMS FOR DISCUSSION AND NOTING		
3.1	SALGA Provincial Municipal Health Services Manager's Forum	10-12
3.2	Provincial Youth Development Workshop <i>1, 9 M:1j</i>	13-15
3.3	Provincial Early Childhood Education Task Team	Verbal
3.4	Municipal Games	Verbal
3.5	Safety and Security	Verbal
3.6	National Road Traffic Law Enforcement Code (NRTLEC)	16-22
3.7	Community Development and Social Cohesion Quarter 4 Report: 2018/2019	23-30
3.8	Inclusive Communities Quarter 1 Report: 2019/2020	31-51
3.9	Quarter 2 APP Activities	Verbal

Patricia Crawley <Patricia.Crawley@ Stellenbosch.gov.za>

RE: IPatricia Crawley <Patricia.Crawley@ Stellenbosch.gov.za>nputs on SALGAWorking Group for Council

Dear Speaker

The Municipal Finance and Fiscal Policy Provincial Working Group has not sat in the past 2 months ie August and September.

However I attended the sittings on 15th February 2019 and 19th July 2019.

The February sitting discussions included:

- 1: 2017/2018 MFMA Audit status by the AGSA
- 2: The Public Amendment Act_ PAAA key issues discussed by National SALGA and delegates.
- 3:mScoa Status presentation by Provincial Treasury and status of the implementation in Province.
- 4: MFFP Q3 report 2018/2019 tabled for noting.

The July sitting Discussions included :

- 1: Supply Management Regulation with Provincial Treasurer
- 2: Private-Public Sector Ease of Doing Business – Chairperson of the Cape Chamber of Commerce gave a presentation and some ideas around developing stronger ties with Business Organisations in Municipalities
- 3: SARS team gave presentation on SARS Digital migration- also discusses issues around Sars efilig- Vat filing
- 4: MFFP Q 4 report 2018/2019 for noting
- 5: Feedback from Municipalities on PAAA'
- 6: SALGA position on Cost Containment regulations and Municipalities obligations.
- 7: 2019/202 Municipal Audit Support progress report by SALGA team

Hope that is ok

Kind regards

Clr Patricia Crawley

Mayco Member: Financial Services

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E-mail : MCupido@salga.org.za



MINUTES
Municipal Innovations and Information Technology [MIT]
Provincial Working Group

TO : THE CHAIRPERSON
DEPUTY CHAIRPERSON
Members of the Working Group
Municipal Officials
Invited Guests

MINUTES
MUNICIPAL INNOVATIONS AND INFORMATION TECHNOLOGY PROVINCIAL WORKING GROUP
FRIDAY, 19 JULY 2019: CAPE TOWN

ENCLOSED please find the Minutes of the SALGA Western Cape Municipal Innovations and Information Technology Provincial Working Group meeting held **on Friday, 19 July 2019 at 10:00 at SALGA House – Board Room, 7th Floor, 44 Strand Street Cape Town.**

Mr KHALIL MULLAGIE
PROVINCIAL LEAD OFFICIAL
ENCL

MINUTES

**Municipal Innovations and Information Technology Provincial Working Group:
19 July 2019 at 10:00: CAPE TOWN**

MINUTES

Municipal Innovations and Information Technology [MIIT] Provincial Working Group

1.1 OPENING AND WELCOME

The Acting Chairperson, Cllr Georlene Wolmarans, welcomed all Councillors and officials present at the working group meeting. A moment of silence was observed.

1.2 EVACUATION PROCEDURE

Ms Miltoinette Cupido, Manager: Strategic Support and Analytics, explained the evacuation procedure [evacuation procedure displayed by means of a presentation].

NOTED

1.3 ATTENDANCE REGISTER

Present: Official Representative: Councillors / Aldermen

No	Cllr/ Ald	Title	Name	Name of Municipality
1.	Cllr	Mrs	Georlene Wolmarans	: Acting Chairperson
2.	Cllr	Mr	Jakobus Daniels	: Bergrivier Municipality
3.	Cllr	Mr	Mphakamisi Mbali	: Bitou Municipality
4.	Cllr	Mr	Niel Peter Mercuur	: Breede Valley Municipality
5.	Cllr	Mr	Gideon Carinus	: Cape Winelands District Municipality
6.	Cllr	Ms	Linda Landu	: Cape Winelands District Municipality
7.	Cllr	Ms	Dalene Slabbert	: Central Karoo District Municipality
8.	Cllr	Mr	Joseph Mbolompo	: City of Cape Town
9.	Cllr	Ms	Laurichia van Niekerk	: Drakenstein Municipality
10.	Cllr	Mr	Isaya Stemela	: Garden Route District Municipality
11.	Cllr	Mr	Edmund Bussack	: George Municipality
12.	Cllr	Ms	Andrew Stroebe	: Hessequa Municipality
13.	Cllr	Mr	Ricardo Louw	: Laingsburg Municipality
14.	Cllr	Ms	Bulelwa Ntetha	: Langeberg Municipality
15.	Cllr	Mr	Archibald Gabriel Klaas	: Overberg District Municipality
16.	Cllr	Mr	Ewa Fortuin	: Oudtshoorn Municipality
17.	Cllr	Ms	Suzanne Piedt	: Prince Albert Municipality
18.	Ald	Mr	Marius Koen	: Saldanha Bay Municipality
19.	Cllr	Ms	Nicolene Smit	: Swartland Municipality
20.	Cllr	Ms	Jane Arendse	: Theewaterskloof Municipality
21.	Cllr	Mr	Jan Johannes Hoop	: West Coast District Municipality
22.	Ald	Mr	Theodore Godden	: Witzenberg Municipality

Present: Officials

No	Off	Title	Name	Name of Municipality
1.	Off	Mr	Shane Lesch	: Bergrivier Municipality
2.	Off	Mr	Gavin Gresse	: Bitou Municipality
3.	Off	Ms	Emile Behr	: Cape Agulhas Municipality

MINUTES

**Municipal Innovations and Information Technology Provincial Working Group:
19 July 2019 at 10:00: CAPE TOWN**

No	Off	Title	Name	Name of Municipality
4.	Off	Mr	Kevin Fourie	: Cape Agulhas Municipality
5.	Off	Mr	Johannes Jonkers	: Central Karoo District Municipality
6.	Off	Mr	Shuaib Parker	: City of Cape Town
7.	Off	Mr	Wilfred Solomons	: City of Cape Town
8.	Off	Mr	Koos Nieuwoudt	: Garden Route District Municipality
9.	Off	Mr	Carey Jansen van Vuuren	: George Municipality
10.	Off	Ms	Stephen Jansen van Vuuren	: George Municipality
11.	Off	Mr	Graeme Huddy	: Knysna Municipality
12.	Off	Mr	Larry Thorpe	: Matzikama Municipality
13.	Off	Mr	John Pienaar	: Swartland Municipality
14.	Off	Mr	Reginald Rhode	: Witzenberg Municipality

Invited guests

No	Off	Title	Name	Name of Municipality
15.	Off	Mr	Julien Rumbelow	: Department of Environmental Affairs and Development Planning
16.	Off	Mr	Raven Naidoo	: RADIAN
17.	Off	Mr	Parik Bohra	: RADIAN

SALGA Officials

No	Off	Title	Name	Name of Municipality
1.	Off	Mr	Lwazi Ndzena	: SALGA
2.	Off	Ms	Miltoinette Cupido	: SALGA Manager: Strategic Support and Analytics
3.	Off	Ms	Vuyiseka Twala	: SALGA Committee Officer
4.	Off	Mr	Luvuyo Jongile	: SALGA Marketing and Communication Officer

Apologies

No	Cllr /Off	Title	Name	Name of Municipality
1.	Cllr	Mr	Derick Burger	: Cape Agulhas Municipality
2.	Cllr	Mr	Joslyn Johnson	: Kannaland Municipality
3.	Cllr	Mr	Dirk Kotze	: Mosselbay Municipality

1.4 DECLARATION OF INTERESTS

No member of the Working Group had any interests to declare.

NOTED

1.5 ADOPTION OF THE AGENDA

After the Chairperson's request for additional items, Ms Miltoinette Cupido advised that there were no items to be added.

ADOPTED

MINUTES

**Municipal Innovations and Information Technology Provincial Working Group:
 19 July 2019 at 10:00: CAPE TOWN**

1.6 MINUTES OF THE MUNICIPAL INNOVATIONS AND INFORMATION TECHNOLOGY PROVINCIAL WORKING GROUP MEETING HELD ON 15 FEBRUARY 2019

The Minutes of the Municipal Innovations and Information Technology Provincial Working Group meeting held on 15 February 2019 were attached.

Councillor Jane Arendse [Theewaterskloof Municipality] moved for the adoption of the minutes and Councillor Ewa Fortuin [Oudtshoorn Municipality] seconded the adoption of the minutes.

ADOPTED

1.7 MATTERS ARISING FROM THE MINUTES

No matters arising from the previous minutes were reported.

NOTED

2. PRESENTATIONS: A DIGITAL JOURNEY TO IMPROVE SERVICE DELIVERY: CASE STUDY: KNYSNA MUNICIPALITY

Mr Graeme Huddy (Manager: IT from the Knysna Municipality) made a presentation which focused on the Knysna App. The App uses the same platform as the Citizen Engagement App of the Department of Local Government which was also presented at a previous Working Group meeting.

The Knysna App is used for Communicating via news and push notifications. Logging service requests for municipal services (e.g. pothole repairs). Service requests can include GPS coordinates and photos of the issue being reported. Anonymous reporting of allegations of fraud and corruption. Economic development including a business directory as well as the ability for businesses to submit service requests (i.e. red tape reduction). The App also allows citizens to access their latest account statements.

However, there are many other future innovations for which the App is well suited because the App is:

- Scalable and agile (Mr Huddy used the example of the recent humanitarian relief operation in Knysna explaining that a module could be developed for the App within two weeks – from inception to production. They were able to protect the privacy of fire victims, and track relief aid to avoid fraud & abuse.)
- Able to rapidly integrate with various third parties.

Other possible new features of the App include:

- Integrating with third party credit bureaus
- Generating propensity to pay reports for writing off bad debt
- Digitising the indigent registration
- IDP and Budget voting / participation
- Neighbourhood Watch
- Taxi hailing

Members enquired about the costs associated with developing the App and how development took. Members were also interested in how the project/app was marketed to the citizens. In his response Mr Huddy explained that the project took about six months to develop, and 10 months of implementation. The infrastructure costs is about R27000 per month. The App was marketed on Social media platforms: like Facebook, and in the Knysna Municipality Mayor's Newsletter and word of mouth.

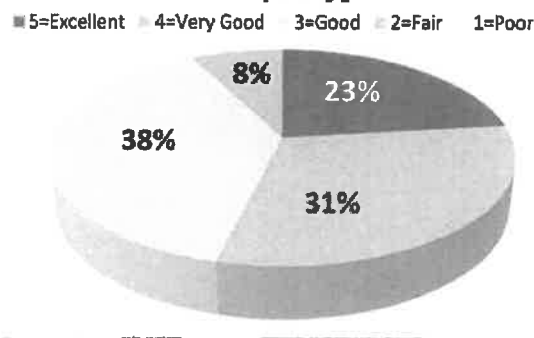
MINUTES

**Municipal Innovations and Information Technology Provincial Working Group:
19 July 2019 at 10:00: CAPE TOWN**

Members were advised that the presentation will be sent to all members. Members congratulated Knysna Municipality for their innovation and thanked Mr Huddy for sharing the presentation with other municipalities.

Feedback from Evaluation Forms:

**2.1 Presentation: A Digital
Journey to Improve Service
Delivery: Case Study[Knysna
Municipality]**

**NOTED****3. ITEMS FOR DISCUSSION AND NOTING****3.1 SALGA ICT CAPABILITY ASSESSMENT FRAMEWORK AND PROCESS IMPROVEMENT MODEL**

As part of the discussion Mr Lwazi Ndzena presented the high level findings of SALGA's ICT Service Management Maturity Assessment Report.

The discussion focused on:

- Understanding the Maturity Steps
- Municipal ICT Maturity Domains
- Assessment of Maturity Dashboards
- Maturity Model Concepts
- Governance and ITSM Framework
- ITSM Capability Improvement Model

A detailed report was sent to members of the Working Group prior the meeting and will be sent to all municipalities for information.

It was suggested that a sponsor to do the Assessment for the Western Cape Municipalities be investigated.

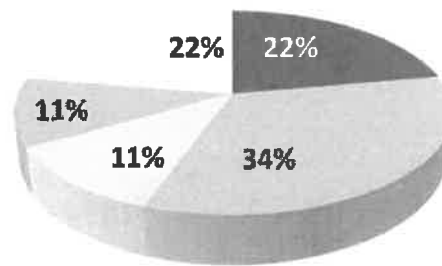
MINUTES

**Municipal Innovations and Information Technology Provincial Working Group:
19 July 2019 at 10:00: CAPE TOWN**

Feedback from Evaluation Forms:

3.1 Presentation: SALGA Position Papers [Lwazi Ndzena]

■ 5=Excellent ■ 4=Very Good ■ 3=Good ■ 2=Fair ■ 1=Poor

**RESOLVED**

1. That the presentation be noted and that municipalities be kept informed of what happens next once this study is completed.

MIIT WG: 19.07.2019/01

3.2 SALGA BROADBAND INFRASTRUCTURE AND SERVICES VISION AND STRATEGY

Mr Raven Naidoo from Radian presented the high level findings of their Needs Analysis Report.

The report is focussed on discussions of the development of broadband infrastructure and services as a fifth utility.

He highlighted the benefit of municipal broadband which included:

- Increased administrative efficiencies.
- Ability to leverage economies of scale through technology (shared services).
- Improved efficiency of service delivery through the use of technology.
- Enhanced citizen interaction with municipal authorities through e-Government initiatives.
- Provision of effective e-services to citizens.

Their research study highlighted several options that are available to municipalities and the ways in which SALGA should assist municipalities which included:

- Enhancing their service delivery of existing utilities through incorporation of ICT's. As it is reasonably necessary and incidental to the provision of municipal services such as electricity, sanitation and water, tariffs for these services may be adjusted upwards to cover the capital and operational costs of ICT's in this context;
- Municipalities may invest into their own infrastructure and make it available to licensed service providers who pays municipalities for the use thereof.

A detailed report was previously sent to members of the Working Group and is available upon request.

MINUTES

**Municipal Innovations and Information Technology Provincial Working Group:
19 July 2019 at 10:00: CAPE TOWN**

RESOLVED

That the presentation be noted and that municipalities be kept informed of what happens next once this study is completed.

MIIT WG: 19.07.2019/02

3.3 SALGA SMART CITY DEVELOPMENT MATURITY FRAMEWORK

As part of the discussion Mr Lwazi Ndzena presented the high level findings of SALGA's Smart City Development Maturity Framework. The objectives of the study was to cover the following issues:

- Municipal functions and operations to be modernised and transformed by technological innovations;
- Technological innovation capabilities to be considered as enablers to ensure the transformation and modernization of municipal functions and operations; and
- Cross-cutting issues to be considered to ensure things like better carbon footprint management and climate change.

It is envisioned that the framework could assist municipalities to move into smart city status within the next 10 years.

Members suggested that SALGA should ensure that councillors are capacitated on the 4th Industrial Revolution.

A detailed report was previously sent to members of the Working Group.

RESOLVED

That the presentation be noted and that municipalities be kept informed of what happens next once this study is completed.

MIIT WG: 19.07.2019/03

4. ITEMS SUBMITTED BY MUNICIPALITIES**4.1 ITEMS SUBMITTED/TABLED BY MUNICIPALITIES**

Ms Miltoinette Cupido informed members that there were no items submitted by municipalities.

NOTED**5. DATE OF THE NEXT MEETING**

The date of the next Municipal Innovations and Information Technology Provincial Working Group meeting will be held in November 2019.

MINUTES**Municipal Innovations and Information Technology Provincial Working Group:
19 July 2019 at 10:00: CAPE TOWN****6. CLOSURE AND ACKNOWLEDGEMENTS**

The Councillor Georlene Wolmarans thanked everyone for their attendance, their inputs and participation during the meeting.

Councillors suggested that items should not only focus on information technology issues but also on innovation.

Mr Julien Rumbelow requested to invite an observer and share innovation ideas at the next working group meeting.

The meeting adjourned at 12:15

The Minutes of the Municipal Innovations and Information Technology Provincial Working Group meeting held on 19 July 2019 were adopted on _____ 2019.

Cllr GEORLENE WOLMARANS
ACTING CHAIRPERSON

PROVINCIAL EXECUTIVE COMMITTEE WORKSHOP

3 OCTOBER 2019

SALGA Training Room 7th Floor 44 Strand Street Cape Town

The purpose of the workshop is to prepare for the next round of PEC engagements with Municipalities at District level on the 5 themes below

HOUSING



LEGISLATION
& POLICY

- *Policy and Programmes*
- *Legislations - Upcoming changes*



Evictions,
Unlawful Land
Occupation and
Violent Protests



Backyard Dwellers
and non-
formalised
settlements



Informal Housing
Settlements
and Housing
Delivery



Case Law



Regularising Back
Yarders



Upgrading informal
settlements and
Provision of Services



Land
Management and
control



Spatial Planning
and services to
non formalised
settlements



Housing Delivery
Programme/HDA



Evictions and
emergency
housing

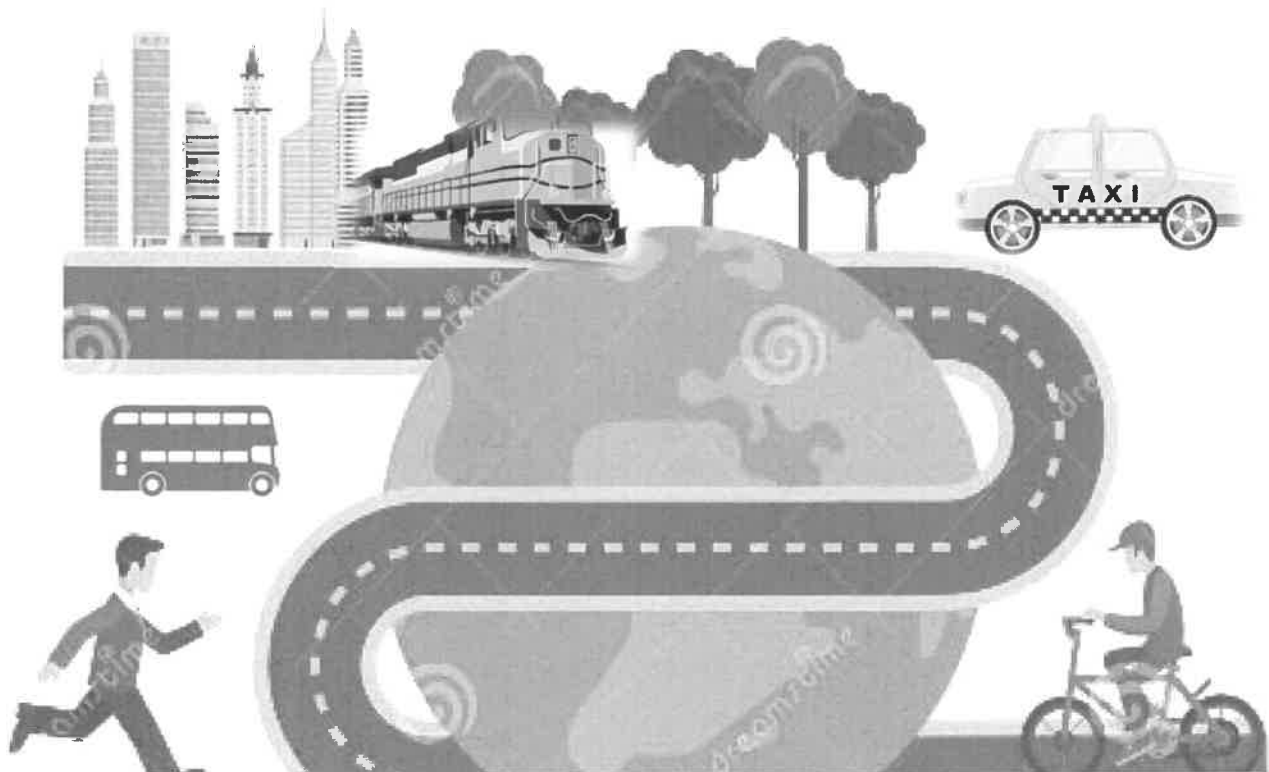


Farm Dwellers,
Labour tenants
and security of
land tenure



Title Deed
Restoration
Programme and
challenges

TRANSPORT and ROADS



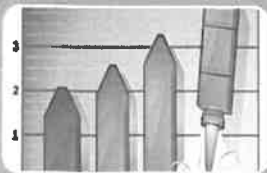
POLICY DEVELOPMENTS AND PROGRAMMES

- Green Transport Strategy for South Africa
- National Land Transport Amendment Bill
- AARTO Act



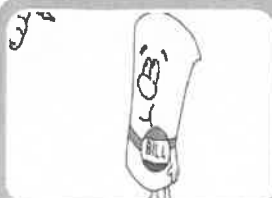
TRANSPORT AND TAXI ROUTES

- Non-Motorized transport
- Mini Taxi and e-hailing taxis
- Road and Rail public transport



TRANSPORT AS AN ECONOMIC CATALYST/DRIVER

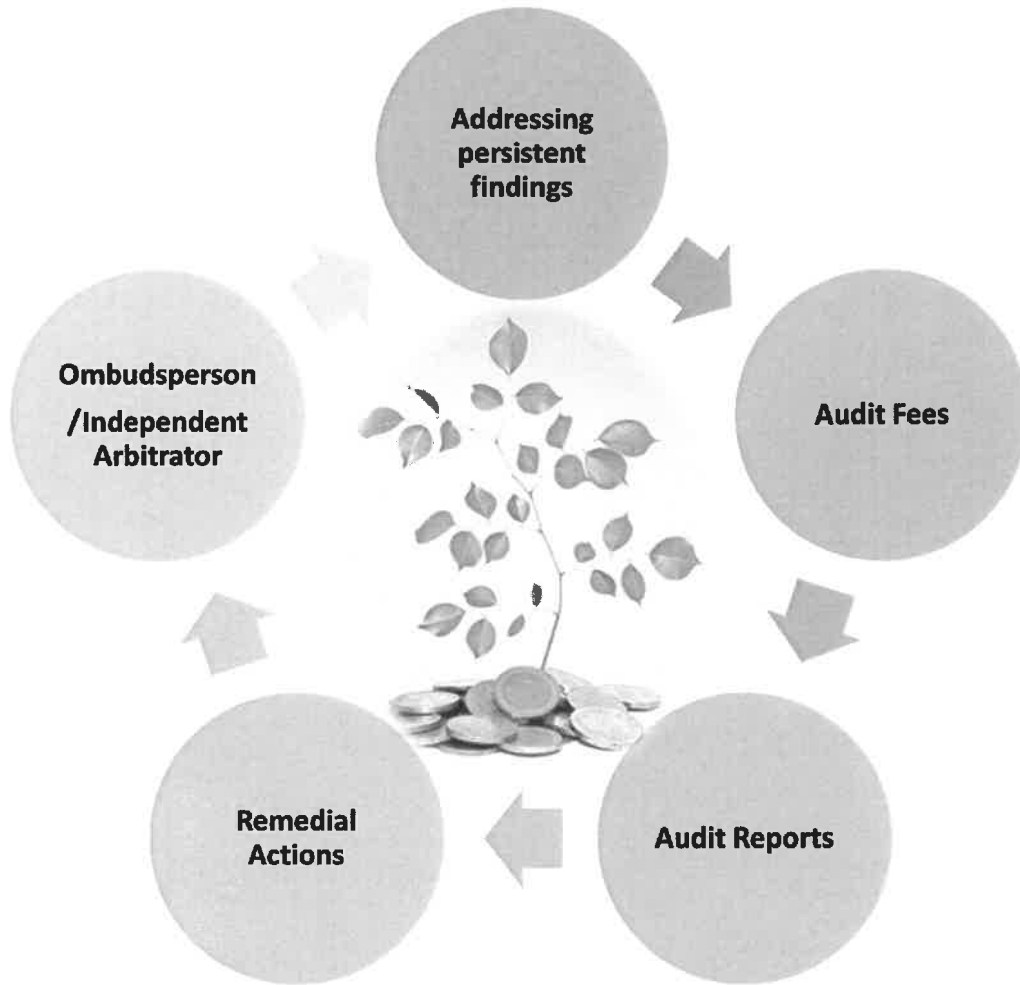
- Transport, the Heartbeat of Economic Growth and Social Development
- Road Safety
- Public Transport Safety



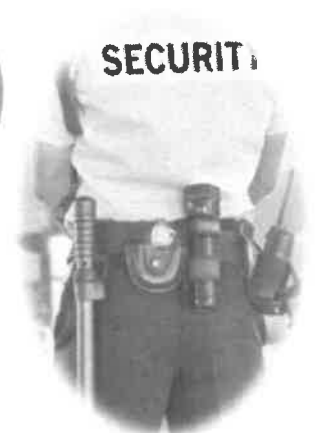
ROLE OF LOCAL GOVERNMENT

- District Coordination
- District Roads Agency Function
- Motor Vehicle Licensing, testing service level agreement

MFMA AUDIT PROCESS ISSUES



SAFETY AND SECURITY



FINANCIAL SUSTAINABILITY OF LOCAL GOVERNMENT



Municipal Financial Sustainability Index & Financial Health of Municipalities



Current Developments on powers and functions



Repositioning Local Government Public Finances - FFC recommendations



Role of District Municipalities (District Coordination)

With Negative Economic Growth and the Fiscal Constraints on Government, there are less funds available to address "the lack of fiscal space" for local government which is pivotal for service delivery

Unfunded and Underfunded Mandates

Developmental Local Government

Cooperative Government and Intergovernmental Relations - Whole of Society Approach

StatsSA survey 2018: Service delivery improves overall, but with stark inequalities

SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION

SALGA WESTERN CAPE Attendance Register [PEC]



MEETING Provincial Executive Committee Workshop

VENUE SALGA Offices, 44 Strand Street, 7th Floor, Board Room, CAPE TOWN

DATE Thursday, 03 October 2019 **START TIME** 09:00 **END TIME**

CLR / ALD/OFF	NAME AND SURNAME	LOCAL AUTHORITY	TIME OF ARRIVAL	DECLARATION OF			TIME OF DEPARTURE	SIGNATURE
				GIFTS / DONATIONS RECEIVED	INTEREST			
PEC MEMBERS								
1. Ald	Anton Coetsee [Chairperson]	Overstrand Municipality	8:53					
2. Cllr	Aidan Stowman [Deputy Chairperson]	Drakenstein Municipality						
3. Ald	Harold Cleophas [Deputy Chairperson]	West Coast District Municipality	8:48					
4. Cllr	Cllr Anthony Charles Moses [Deputy Chairperson]	City of Cape Town						
5. Cllr	Mario Wessels [Invited NCOP Member]	Bergvliet Municipality	08:45					
6. Ald	Mrs Eve Marthinus	Cape Agulhas Municipality	08:59					
7. Cllr	Donovan Joubert	Cape Winelands District Municipality	8:40s					
8. Cllr	Dr Annelie Rabie [Chairperson :SWC]	Central Karoo District Municipality	08:30	-				
-	Xolani Sotashe [Invited NEC Member]	City of Cape Town						

SOUTH AFRICAN LOCAL
GOVERNMENT ASSOCIATION



SALGA

Inspiring service delivery

**SALGA WESTERN CAPE
Attendance Register [PEC]**

2

MEETING Provincial Executive Committee Workshop

VENUE SALGA Offices, 44 Strand Street, 7th Floor, Board Room,
CAPE TOWN

DATE Thursday, 03 October 2019

START TIME 09:00

END TIME

CLR / ALD/IOFF	NAME AND SURNAME <i>[Invited NEC Member]</i>	LOCAL AUTHORITY	TIME OF ARRIVAL	DECLARATION OF:		TIME OF DEPARTURE	SIGNATURE
				GIFTS / DONATIONS RECEIVED	INTEREST		
-	Ms Xanthea Limberg <i>[Invited NEC Member]</i>	City of Cape Town					Apology
9.	Cllr Jacqueline Visser <i>[Member of Provincial Legislature]</i>	City of Cape Town					Apology
-	Kyle Carls	City of Cape Town					Apology
10.	Patience Nyakaza-Sandla	City of Cape Town	8h55				Apology
11.	Raelene Arendse <i>[Invited NCOP Member]</i>	City of Cape Town	9:18				Apology
-	Gert Combrink	Drakenstein Municipality					Apology
12.	Memory Booysen <i>[Invited NEC Member]</i>	Garden Route District Municipality	6h50				
13.	Melvin Naik <i>[Member: Provincial Legislature]</i>	George Municipality	8:55				
14.	Mrs Georlene Wolmarans	Knysna Municipality	8h45				
15.	Goliat Lottering	Prince Albert Municipality	8h55				

Enq : Armstrong Mpela
Ref : 2/1/4R/JN
Tel : 021-446-9800
Fax : 021-418-2709
E-mail : ampela@salga.org.za
Date : 08 October 2019



MINUTES

Western Cape Association of Municipal Public Accounts Committees [MPAC]

TO : THE CHAIRPERSON
DEPUTY CHAIRPERSON
Members of the [MPAC]
Invited Guests

MINUTES
WESTERN CAPE ASSOCIATION OF MUNICIPAL PUBLIC ACCOUNTS COMMITTEES
WEDNESDAY, 21 AUGUST 2019: SALGA HOUSE, CAPE TOWN

ENCLOSED please find the Minutes of the SALGA Western Cape Association of Municipal Public Accounts Committees held **on Wednesday, 21 August 2019 at 10:00 at SALGA House – Training Room, 7th Floor, 44 Strand Street Cape Town**



Mr KHALIL MULLAGIE
PROVINCIAL LEAD OFFICER

ENCL

1. OPENING AND WELCOME

The Chairperson, Mr Simphiwe Tebele, acknowledged the presence of Honourable Lulama Mvimbi [Chairperson of Provincial SCOPA at Provincial Parliament] and welcomed new MPAC Chairpersons and all those present at the meeting.

The Chairperson requested Cllr Ivan Mangaliso from [Hessequa Municipality] to open the meeting with a prayer.

The Chairperson further apologised to the meeting for the confusion caused around the start of the meeting and emphasised that going forward the meeting will convene at 10h00.

In addition the Chairperson welcomed the new Chairpersons of the Municipal Public Accounts Committee [MPAC] and on the same note requested the rest of the meeting to introduce themselves.

2. EVACUATION PROCEDURE

Mr Joseph Hearne: Advisor for Capacity Building explained the evacuation procedure to the members of the meeting.

3. ATTENDANCE AND APOLOGIES

Present members:

Cllr	Mr	Simphiwe Tebele [MPAC Chairperson]	:	Overstrand Municipality [Western Cape MPAC Chairperson]
Cllr	Mr	Mzwandile Jacobs [MPAC Deputy Chairperson]	:	Witzenberg Municipality [Western Cape Deputy MPAC Chairperson]
Cllr	Mr	Yagyah Adams	:	City of Cape Town Municipality
Cllr	Mr	Xolani Tshetu	:	Matzikama Municipality
Cllr	Mr	Wilfred Pietersen	:	Stellenbosch Municipality
Cllr	Mr	Elizabeth Sidego	:	Stellenbosch Municipality
Cllr	Ms	Naomi Nel	:	Breede Valley Municipality
Cllr	Mr	Ivan Mangaliso	:	Hessequa Municipality
Cllr	Ms	Jessica Kamkam	:	Bitou Municipality
Cllr	Mr	Mandla Matiwane	:	Knysna Municipality
Cllr	Mr	Shaun Meyer	:	Central Karoo Municipality
Cllr	Ms	Nthabi Lichaba	:	Eden District Municipality
Cllr	Mr	Jan Hoop	:	West Coast District Municipality

Invited Guests

Cllr	M	Lulama Mvimbi	:	Western Cape Provincial Parliament: Chairperson of Provincial SCOPA
Off	Mr	Leonard Schnaps	:	Ultimate Consulting : Managing Associate
Off	Mr	Gavin van der Hoven	:	AGSA Western Cape : Stakeholder Liaison Manager

Off Mr Sazi Ndwandwa AGSA Western Cape : Deputy Business Executive
 Off Mr Roy Pasmore Knysna : MPAC Liaison

SALGA Officials

Off Mr Armstrong Mpela : SALGA Senior Advisor IGR Strategic Relations
 Off Ms Simnikiwe Stemela : SALGA Advisor: Municipal Governance
 Off Mr Loyiso Njamela SALGA Advisor IGR & Strategic Relations
 Off Ms Jabulile Ngubane : SALGA Portfolio Administrator

Apologies

Apologies were received from the following members:

Ald Mr Charles November : Theewaterskloof Municipality
 [Acting Chairperson]
 Cllr Mr Joseph Mathee Drakenstein Municipality

Additional information concerning resignation of MPAC Chairpersons

Ms Simnikiwe Stemela informed the meeting that Councillor Leticia Arendse from [George Municipality] and Councillor Cormac Fortuin [Swartland Municipality] are no longer MPAC Chairpersons. Ms Stemele further announced that there was an indication that there might be an election of a new MPAC Chairperson in the July 2019 Council meeting in Swartland Municipality.

Councillor Mark Steyn informed the meeting that the MPAC Chairperson from Prince Albert Municipality has resigned as a Councillor, and in Laingsburg Municipality the MPAC Chairperson has been removed as a Councillor and there was no re-election.

NOTED

4. ADOPTION OF THE AGENDA

The Western Cape MPAC Deputy Chairperson Councillor Mzwandile Jacobs requested the MPAC Western Cape Representative Councillor Nthabi Lichaba to brief the meeting about the outcomes of the last National Association of Municipal Public Accounts Committee [NAMPAAC] meeting. Councillor Jacobs further suggested that this be a standing agenda item going forward.

The meeting recommended that Ms Nthabi Lichaba provide an update on the outcomes of the last meeting. The item to be shared before agenda item 7.

The agenda was adopted with an additional agenda item and approved by Cllr Boyboy Ntshingila [Cape Winelands Municipality] and seconded by Councillor Xolani Tshetu [Matzikama Municipality].

NOTED

5. ADOPTION OF MINUTES OF THE PREVIOUS REPORT

Councillor Lichaba informed the meeting that section 4.3 of the previous minutes was missing, feedback on the Amendments of Municipal Structures Act. Thus Ms Stemela projected the missing section on the screen for the members to view. The Minutes of the Western Cape Association of Municipal Public Accounts Committees [MPAC] held on 25 February 2019 were attached for adoption and approved by Councillor Ivan Mangaliso from [Hessequa Municipality] and seconded by Councillor Xolani Tshetu [Matzikama Municipality]

NOTED

6. MATTERS ARISING FROM THE MINUTES

Item 4.3 Amendments of Municipal Structures Act

Councillor Lichaba stressed the importance of MPAC Chairpersons` participation when the Act is reviewed and further enquired at what point the MPAC Chairpersons give input towards the review of the Bill because they understand the challenges well and it will further assist them to do an effective oversight.

The Senior Advisor Mr Armstrong Mpela shared with the members that the previous administration [Parliament] did not pass the Bill before the end of its term, therefore there are expectations that the new administration will re-introduced the Bill. The meeting was reassured that when the Bill is re-introduced, SALGA will issue a circular to municipalities including the MPAC Chairpersons for comments.

A representative from COGTA Mr (Kevin Naidoo) informed the members that the Bill was discussed at the portfolio committee held on 28 November 2018. Prior to the discussions. Parliament invited submissions on the Bill, however there were no submissions made through that public opportunity. Furthermore the Bill was discussed in the first week of December 2018 and subsequently adjustments were made on the Bill. On the 13 February 2019 the Bill was debated in the House, passed and submitted to the NCOP for concurrence and that is where the Bill is at presently.

Mr Naidoo informed the meeting that the Minister wrote to the NCOP towards the end of June 2019 again asking them to process the Bill and table it for consideration. Depending on the how the NCOP decide to process the Bill that would be the opportunity for the MPAC Chairpersons, the public and the relevant stakeholders to make their submissions again if there would be any gaps in the Bill.

The Senior Advisor Mr Armstrong Mpela further reiterated on the process that SALGA undertook when the Bill was disseminated to municipalities and all the structures for comments, the comments that were submitted were submitted to Parliament in November 2018. A presentation was made at the February 2019 meeting and SALGA`s position was indicated on the Bill and that was accepted by the meeting. However the Bill was not passed in the last parliament. When the Bill is re-introduced municipalities as well as the MPAC Chairpersons will be given the opportunity to submit further comments

The inputs will be consolidated by SALGA and submitted as an organisational position to Parliament.

Councillor Mangaliso raised a concern that part of the discord is because the information is disseminated to the administration without the inclusion of MPAC Chairpersons, and for the Bill to reflect and speak to the gaps and the challenges that the MPAC Chairperson are faced with in terms of their oversight role then the Chairperson's inputs is critical and there has to be mechanism in ensuring that communication is disseminated to MPAC Chairpersons.

In response to Councillor Mangaliso's concern the Chairperson concluded the topic by informing the members that there was a gap, and as a result the members of the meeting had requested that the he as the Chairperson of the Western Cape MPAC, engage with the SALGA Chairperson including the Provincial Lead Officer. The engagement did take place and it was agreed that they will invite him and the Deputy Chairperson of the [Western Cape Association of Municipal Public Accounts Committee] at the Speakers Forum to discuss some of the challenges so that they find a solution in terms of communication.

The Senior Advisor informed the members that all circulars going out to municipalities are also forwarded to MPAC Chairpersons. The verification of email addresses of the MPAC Chairpersons will be done to ensure that they receive communication.

NOTED

7. PRESENTATIONS

Report back on the outstanding issue of representation of the Western Cape to NAMPAC

The Deputy Chairperson requested that the NAMPAC Treasurer Councillor Nthabi Lichaba report on the outstanding issue of representation from the Western Cape Association of Municipal Public Accounts Committee to NAMPAC.

Councillor Lichaba gave clarity on the outstanding issue by sharing with the members that on the 15-16 August 2019 there was a National NAMPAC meeting that was convened and the outcome of that meeting was a consolidation of all provinces that were launched under NAMPAC excluding the Western Cape and the basis of this exclusion was due to outstanding logistical aspects i.e. engagement with the relevant stake holders being the, MPAC Chairperson, SALGA and CoGTA.

As soon as this process has been undertaken then the Western Cape Province will be launched under NAMPAC. In addition there will be a formal communication for the preparation of the launch of Western Cape MPAC under NAMPAC

Further concerns emanated from this issue and the meeting agreed to have a further discussion after agenda item 12.

NOTED

MESSAGE OF SUPPORT MPAC [HONOURABLE LULAMA MVIMBI]

Honourable Lulama Mvimbi gave a message of support to the MPAC Chairpersons. In his message of support Honourable Mvimbi highlighted that municipal Councillors as democratically elected public representatives are an important component for oversight and accountability.

Honourable Mvimbi went further to explain the oversight role and responsibility of Councillors that is outlined in various legislations and regulations such as the Municipal Structures Act, Municipal System Act etc. In addition he stressed that oversight and accountability is a legal requirement. Oversight and accountability are an important component of the South African Constitutional democracy and they are the legal tool holding the executive to account to the legislative arm of government. Honourable Mvimbi further stressed the importance of the legislative arm to perform and to exercise this role and responsibility without any fear or favour.

In closing Honourable Mvimbi acknowledged the work that is done by the MPAC Chairpersons.

On behalf of the members the Deputy Chairperson Mr Jacobs and Chairperson Mr Sithembele Tebele thanked Honourable Mvimbi for his words of encouragement and wished him well on his future endeavours.

NOTED

8. ROLE OF MPAC – SUPPLY CHAIN MANAGEMENT PROCESS [MR L SCHNAPS – ULTIMATE CONSULTING SOLUTIONS]

Mr Leonard Schnaps from Ultimate Consulting Solutions presented on the role of MPAC – Supply Chain Management Process. The purpose of the presentation was to highlight and emphasise the importance of effective oversight on SCM processes and mechanisms or support initiatives that could be utilised in addressing SCM findings.

- Non-compliance exists
- Non-compliance is wide spread and entrenched
- Negative Public perception about non-compliance
- Impact of non-compliance on economy significant
- Risk of non-prevention of irregular expenditure is high
- Consequences severe and or harsh

Mr Schnaps further presented on the role of MPAC in the effective oversight and SCM processes and mechanisms

Mr Schnaps highlighted that there is a high percentage of noncompliance within supply chain management legislation and it is widespread. In addition irregular expenditure remains high.

The presenter went further to emphasise on the MPAC proposed actions as follows:

- Understand the nature of the problem statement
- Understand the root cause of non-compliance
- Assessing effectiveness of preventative measures
- Assessing effectiveness of detective measures

- Monitoring implementation of effective audit action plan
- Monitor compliance with legislative requirements

In conclusion the presenter shared some guidelines with the members so as to have an effective oversight. These include among others the following:

- To request investigation reports on past instances of non-compliance with SCM.
- To request Audit Committee, Risk Committee and Performance Committee to focus on accuracy of SCM reporting by management.
- To assess appropriateness of risk management.
- To confirm need to have SCM assurance from all parties.
- To assess AGSA annual report and assess applicability to the municipality or municipal entity.
- Independent review of all SCM systems and processes.

Some members raised concerns that they do follow the recommendations, however the people with powers do whatever they want. In addition, the major challenge is with officials, in that MPAC Chairpersons are regarded as opposition Chairpersons, the executive is normally governing which means that the official is caught in between. The official who does the administration processes gets the directive from the political head, and this causes challenges for MPAC because when the Auditor General and other structures identify certain challenges and MPAC raises the challenges the executives exert their powers to ensure that the identified challenges disappear.

The Chairperson thanked Mr Schnaps for the presentation.

NOTED

9. PUBLIC AUDIT AMENDMENT ACT [MR SAZI NDWANDWA OFFICE OF THE AUDITOR GENERAL WC]

Mr Sazi Ndwandwa a representative from the Auditor General - Western Cape presented on the Public Audit Amendment Act. His point of departure was to highlight the Auditor General's mission statement that informs the presentation that is shared with the members in order to enable oversight, accountability and governance in the public sector through the audit work that AG does to build public confidence.

The presenter presented on the existing legislative instruments for public finance management, the history of audit outcomes, the audit report and the AG's contribution to date. The focus was on the expansion of the mandate through the Public Audit Amendment Act, and how AG is currently implementing the expanded mandate.

The presenter explained why the AG saw the need to expand their mandate, it was due to the comments that came from the municipalities and presentations that came through.

Councillor Lichaba requested assistance from that AG when they issue audit outcomes to include the MPAC chairpersons in their communication, so that MPAC chairpersons play a role.

The Chairperson thanked Mr Sazi Ndwandwa for the presentation.

NOTED

QUESTIONS AND DISCUSSIONS

10. SHARING OF GOOD PRACTICES, CHALLENGES AND EXPERIENCES – (MPAC FUNCTIONALITY) OVERSTRAND MUNICIPALITY [COUNCILLOR STHEMEBELE TEBELE]

The MPAC Chairperson from [Overstrand Municipality] shared with the members' good practice, challenges and experiences (MPAC functionality) of Overstrand municipality. The Chairperson started off by point out the terms of reference, that these terms of reference should have everything that is discussed. The terms of reference becomes a guideline in terms of moving forward, the legislation prescribes (4) four meetings in a year, the chairperson emphasised the importance of keeping to a minimum of 4 meetings.

The decision that informed Overstrand Municipality to share good practices, challenges and experiences was due to the municipality's consistency in terms of the audit outcomes, the municipality has had clean audit outcomes for 11 consecutive years.

There is good governance and all structures within the municipality are functional, some of the aspects that make this possible are the financial reports that are discussed monthly, although legislation prescribes 4 meetings, the municipality decided to convene monthly meetings to discuss financial reports so as to guard against challenges that might hinder the municipality's effectiveness and efficiency.

The Chairperson further encouraged the Chairpersons to evaluate the contents of their municipality's annual statements and make recommendation to Council. The recommendations submitted to Council must find expression from the committee's recommendations. The committee is made up all parties including the governing party.
NOTED

11. OVERVIEW ON ROLL –OUT OF MPAC TOOLKIT GUIDE [MS SIMNIKIWE STEMELA]

The deputy Chairperson, Councillor Jacobs emphasised the importance of presenting the toolkit to the respective Council meetings so as to eliminate challenges, furthermore the toolkit speaks to the Speaker.

In addition the Deputy Chairperson proposed that MPACs should have an office whereby an agenda of a Council meeting is scrutinised prior to the meeting to make a collective recommendation.

The overview on roll out of MPAC toolkit guide was distributed with the agenda for perusal and noting and Ms Stemela further gave a synopsis of the MPAC toolkit guide.

In closing the Deputy Chairperson urged the Chairpersons to commit to scheduled MPAC meetings so as to have fruitful engagements and to discuss challenges that are encountered by the Chairpersons. Thus, Chairpersons were informed to diarise MPAC meetings for the whole day of the confirmed date of meeting.

NOTED

12. FURTHER DISCUSSION OF REPORT BACK ON THE OUTSTANDING ISSUE OF REPRESENTATION OF THE WESTERN CAPE TO NAMPAC

Councillor Lichaba started by sharing with the members what her role is within NAMPAC, that she represents a national body NAMPAC, of which she is Treasurer. In addition each province has its own representative.

In conclusion Councillor Lichaba informed the meeting that communication will be disseminated to members in this regard.

NOTED

13. DATE OF NEXT MEETING

The date of the next meeting will be communicated to members.

14. CLOSURE

The Chairperson [MPAC] Mr Simphiwe Tebele thanked all members for their attendance and wished everyone a safe journey back home.

The meeting adjourned at: 14:14

The Minutes of the Western Cape Association of Municipal Public Accounts Committee held on 21 August 2019 were adopted on _____ 2019.

**CLLR SIMPHIWE TEBELE
[CHAIRPERSON: MPAC]**

Enquiries: Simnikiwe Stemela
Tel: (021) 446 9800
Fax: (021) 418 2709
E-mail: Sstemela@salga.org.za
Ref: 11/5/R



INVITATION

**FROM : KHALIL MULLAGIE
PROVINCIAL LEAD OFFICIAL**

TO : MPAC CHAIRPERSONS

**CC : SPEAKERS
MUNICIPAL MANAGERS**

**WESTERN CAPE ASSOCIATION OF MUNICIPAL PUBLIC ACCOUNTS COMMITTEE
MEETING 11 NOVEMBER 2019**

The South African Local Government Association would like to convene a meeting of the Western Cape Association of Municipal Public Accounts Committee Chairpersons Forum. It is important for the forum to discuss matters of mutual interests, share good practises, experiences, challenges, learn from each other and ensure a coordinated and coherent approach on issues of oversight and accountability in municipalities.

The meeting is scheduled as follows:

**Date : 11 November 2019
Time : 10:00
Venue: 44 Strand Street (SALGA House)
CAPE TOWN
8000**

Kindly forward your Agenda Items and confirm your attendance by Friday, 25 October 2019 to Simnikiwe Stemela at email: sstemela@salga.org.za / alternatively contact (021) 446 9854.

A draft programme will be forwarded shortly.

Yours sincerely



**KHALIL MULLAGIE
PROVINCIAL LEAD OFFICIAL**

10.3	REPORT/S BY THE MUNICIPAL MANAGER
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10.3.1	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR SEPTEMBER 2019
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Collaborator No: 8/1
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 23 October 2019

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR SEPTEMBER 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 2019/2020 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 (2019/2020) stipulate that SCM deviations be reported to Council. In compliance thereto, this report presents to Council the SCM deviations that occurred during September 2019.

5. RECOMMENDATIONS

that Council notes the deviations as listed for the month of September 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.

6.1. Discussion

Reporting the deviations as approved by the Accounting Officer for September 2019:

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

DEVIATION NUMBER	CONTRACT DATE	NAME OF CONTRACTOR	CONTRACT DESCRIPTION	REASON	SUBSTANTIATION WHY SCM PROCESS COULD NOT BE FOLLOWED	TOTAL CONTRACT PRICE R
D/SM 05/20	08 September 2019	Re A Letamisa	Construction of retaining wall in Watergang, Kayamandi	Emergency.	The existing retaining wall in Watergang, Kayamandi was damaged due to vandalism. This is a safety hazard to residents occupying the nearby housing and could result in property damage or injury.	R 660 000 (Excl.Vat)
D/SM 06/20	30 September 2019	Liquid Telecom	Appointment of liquid telecom for the provision of voice services on a month to month basis but not exceeding 30 June 2020 starting form 1 October 2019 until a new contract is in place	Exceptional case and it is impractical or impossible to follow the official procurement processes	A tender was awarded to Telkom for the provision of voice services. On 26 September 2019 TELKOM requested an extension due to way leave approvals that they did not receive in time for them to install the infrastructure. The municipality indicated that the situation is unacceptable, and it is not prepared to provide further extensions given that they have not started with the infrastructure installation. If we do not extend the contract with our current voice service provider, Liquid telecom, we will not be able to deliver services to the community from 1 October 2019. Telkom has indicated that they will be able to provide the services within two weeks. They were also requested to	R 100 000 (Excl.Vat) per month

					<p>provide a project implementation plan.</p> <p>The voice service is a critical service for the Municipality and the interruption of this essential support is critical to the effective functioning of the municipality as a whole. Given the circumstances it is not practical or possible to follow the normal procurement processes.</p>	
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6.3 Financial Implications

As per 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	02 October 2019

10.3.2	MFMA SECTION 52 REPORTING UP TO SEPTEMBER 2019
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Collaborator No: 8/1
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 23 October 2019

1. SUBJECT: MFMA SECTION 52 REPORTING UP TO SEPTEMBER 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 1 of the 2019/20 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 July 2019 to 30 September 2019.

5. RECOMMENDATIONS

that Council notes the Section 52 Report (including quarterly performance report) – The first Quarter.

6. DISCUSSION / CONTENTS

6.1 Background

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

6.2 Discussion

This report illustrates the implementation of the budget as well as the non-financial performance of the municipality for quarter 1.

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

ANNEXURES

Appendix 1: Section 52 Report – 1st 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>
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REPORT DATE	<i>23 October 2019</i>

APPENDIX 1



STELLENBOSCH

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QUARTERLY BUDGET MONITORING REPORT

1st Quarter 2019/20



QUALITY CERTIFICATE

I, Geraldine Mettler, the Municipal Manager of Stellenbosch Municipality, hereby certify that the quarterly report the period ending September 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 September 2019.

Name: Geraldine Mettler

Municipal Manager of Stellenbosch Municipality- WC024

Signature _____

Date: 23 October 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 first 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: 23 October 2019

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1. Recommendations

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

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

2. Executive Summary

2.1 Introduction

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

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

2.2 Summary of 2019/20 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	558 276 528	1 808 247 224	1 778 647 259
Adjustment Budget	613 274 958	1 810 200 255	1 780 600 290
Plan to Date (SDBIP)	114 817 428	290 968 868	474 078 779
Actual	94 074 430	284 643 964	481 268 846
Variance to SDBIP	-20 742 998	-6 324 903	7 190 068
Year to date % Variance to SDBIP	-18.07%	-2.17%	1.52%

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

3. Operating Revenue

The following table shows the actual operating revenue per National Treasury Reporting regulations against that planned in the SDBIP for the 1st Quarter of 2019/20:

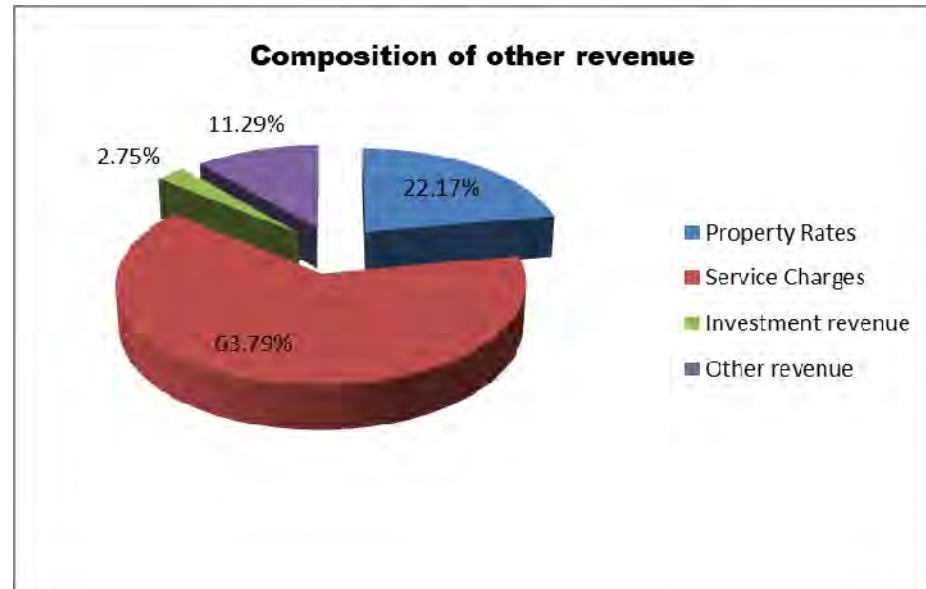
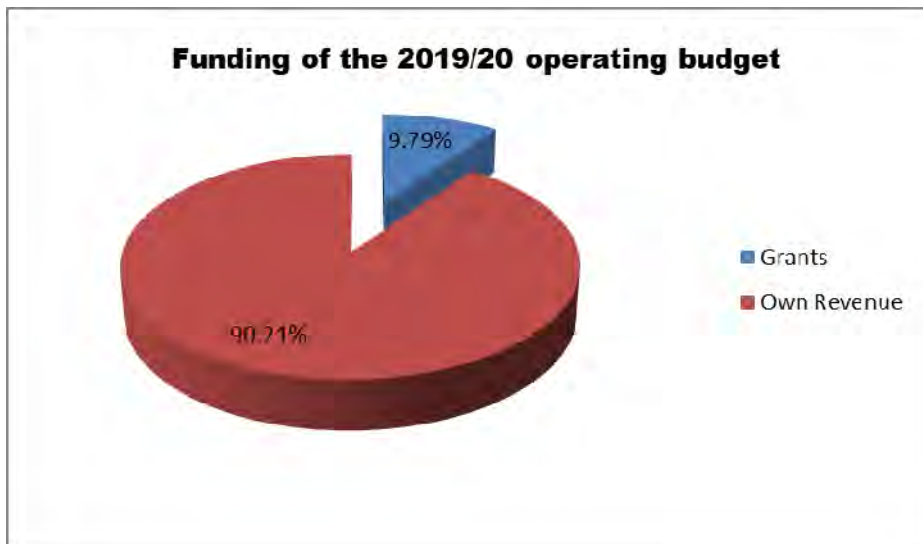
Operating Revenue by Source

Description	ORIGINAL BUDGET	ADJUSTMENT BUDGET	QUARTER 1 2019/20			QUARTER 1 2018/19		
			PLANNED	ACTUAL	VAR	PLANNED	ACTUAL	VAR
Revenue by Source								
Property rates	356 121 877	356 121 877	151 194 689	144 811 146	-4%	90 529 252	135 548 862	100%
Service charges - electricity revenue	639 886 270	639 886 270	151 538 294	173 882 189	15%	150 920 398	146 430 930	-3%
Service charges - water revenue	201 974 611	201 974 611	43 921 729	33 092 910	-25%	62 003 425	48 591 439	-22%
Service charges - sanitation revenue	113 503 000	113 503 000	32 250 235	26 088 496	-19%	29 436 683	25 198 370	100%
Service charges - refuse revenue	69 224 664	69 224 664	18 690 659	23 439 124	25%	15 441 029	19 493 500	100%
Service charges - other	-	-	-	-	-	-	-	-100%
Rental of facilities and equipment	18 831 474	18 831 474	2 656 406	2 067 428	-22%	4 883 897	2 793 925	-43%
Interest earned - external investments	44 171 310	44 171 310	8 727 347	8 009 886	-8%	12 508 549	7 768 422	-38%
Interest earned - outstanding debtors	11 270 156	11 270 156	2 811 887	2 956 119	5%	2 907 452	2 231 892	-23%
Fines	108 260 389	108 260 389	3 180 692	1 814 644	-43%	28 077 072	2 216 379	-92%
Licences and permits	5 398 023	5 398 023	53 980	822 775	1424%	1 399 964	64 808	100%
Agency services	2 851 504	2 851 504	1 045	534 984	51114%	739 531	-	-100%
Transfers recognised - operational	172 339 472	174 292 503	54 919 001	59 258 660	8%	65 773 695	58 792 000	-11%
Other revenue	34 814 509	34 814 509	4 132 814	4 490 486	9%	9 349 434	5 603 849	-40%
Gains on disposal of PPE	-	-	-	-	-	-	-	100%
Total Revenue (excluding capital transfers and contributions)	1 778 647 259	1 780 600 290	474 078 779	481 268 846	2%	473 970 382	454 734 378	-4%

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

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

Own revenue consists mainly of service charges at 63.79 per cent of the R1 780 600 290 billion revenue budget.



Operating Revenue Variance Report

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

Revenue by Source

3.1 Property Rates and Service charges - refuse

Property rates and service charges refuse are billed monthly. However some consumers applied to have their property rates and service charges billed annually.

3.2 Service charges - water revenue

The municipality has billed R10 828 819 less water than initially anticipated. The average billing for the year amounted to R11 030 970 per month which indicates that the decline in consumption nearly equates to one month's billing. Water usage fluctuates according to seasonal trends and an increase is anticipated over the summer months. However, the municipality will re-assess the water revenue budget and anticipates that a downward adjustment will be necessitated during the Mid-year adjustment budget process.

3.3 Service charges - sanitation revenue

The municipality has billed R6 161 740 less sanitation charges than initially anticipated. The average monthly billing amounted to R8 696 165 per month. The municipality will re-assess the sanitation revenue budget as the decline in the industrial effluent charges will negatively affect the revenue stream.

3.4 Rental of facilities and equipment

An under performance was noted for the rental of facilities and equipment to the amount of R588 979. The largest variances relates to the market related rental for housing units. A strategy on the rentals of facilities and equipment is currently being concluded.

3.6 Fines, penalties and forfeits

An under performance was noted for the fines, penalties and forfeits to the amount of R1 366 049. The largest contributor to the under performance is traffic fine income. The allocation on the financial system has not yet been processed hence the large variance reflected. An improvement will be reflected once the allocation has been implemented.

3.7 Transfers and subsidies

A negative amount is reflected for the monthly actual of R4 547 600 due to a change in the operating procedures applicable to the allocation of grant receipts. Grant receipts will be directly allocated to the liability account and only once the conditions of the grants have been met, will the corresponding revenue be allocated on the statement of financial performance. This change has been necessitated as a result of GRAP as well as mSCOA reporting.

4. Operating Expenditure

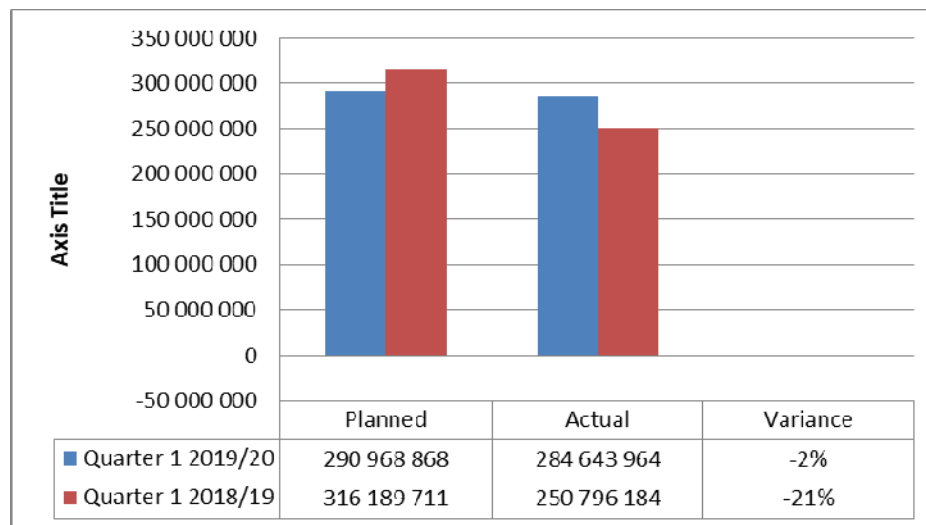
The following table illustrates the actual operating expenditure for each Directorate against planned expenditure in the SDBIP for the 1st Quarter of 2019/20.

Operating Expenditure (Per Directorate):

DIRECTORATE	ORIGINAL BUDGET	AMENDED BUDGET	QUARTER 1 2019/20		QUARTER 1 2018/19	
			PLANNED	ACTUALS	PLANNED	ACTUALS
Municipal Manager	52 257 775	52 257 775	9 941 545	5 569 983	5 581 248	14 165 768
Planning & Development	109 278 726	109 278 726	26 747 341	17 237 767	19 293 505	19 672 150
Community and Protection Services	972 005 815	359 478 808	53 555 991	49 774 253	67 830 736	46 618 293
Infrastructure Services	357 525 777	972 005 815	142 483 158	166 690 083	173 486 020	137 598 556
Corporate Services	184 054 859	184 054 859	32 897 462	27 534 597	32 210 501	24 156 295
Financial Services	133 124 272	133 124 272	25 343 370	17 837 281	17 787 701	8 585 121
TOTALS	1 808 247 224	1 810 200 255	290 968 868	284 643 964	316 189 711	250 796 184

During the first quarter of the financial year the directorates spent R6 324 903, 2% less than the planned expenditure. At the same period last year the directorate spent R65 393 527, 21% less than the planned expenditure.

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2019



The year on year comparison for the first quarter is 98% actual spending rate of the planned operating budget for the financial year 2019/20, compared to a 79% actual spending rate for the same period in the previous financial year.

Operating Expenditure Variance Report

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

4.1 Planning and Development Services

The Planning and Development Services directorate planned to spend R26 747 341 of the adjusted budget. The year- to date actual expenditure incurred amounted to R17 237 767 which resulted in an underspending of R9 509 574. The items that attributed to the underspending are as follows:

4.1.1 Operational Cost: Supplier Development Programme

The user department planned to spend R375 000. No spending has been incurred to date. The department indicated that the following projects will be funded from this item:

- Tourism Strategy of approximately R240 000;
- Job Seekers Database of approximately R450 000 for the next 3 years;
- Klapmuts Feasibility Study of approximately R200 000;
- LED Hubs of approximately R100 000; and
- Idas Valley (ideas how to improve structure) of approximately R200 000

The user department indicated that R710 000 will be paid by end October 2019.

4.1.2 Contractors: Maintenance of Buildings and Facilities

The user department planned to spend R108 000. No spending has been incurred to date. The user department indicated that the funds will be spent as and when issues arise.

4.1.3 Business and Advisory: Project Management

The user department planned to spend R76 704. No spending has been incurred to date. The user department indicated that invoices amounting to R300 000 have been submitted for payment and will reflect in the next reporting period. Orders to the amount of R577 232 have been issued which comprises of R353 350 for Kayamandi Housing Project Appraisal and an amount of R223 882 for the supply, delivery and installation of a capped GIS enterprise license agreement.

4.2 Community and Protection Services

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2019

The Community and Protection Services directorate planned to spend R53 555 991 of the adjusted budget. The year to date actual expenditure incurred amounted to R49 774 253 which resulted in an underspending of R3 781 738. The items that attributed to the under spending are as follows:

4.2.1 Outsourced Services: Clearing and Grass Cutting Services

The user department planned to spend R1 639 080 of the adjusted budget. The year to date actual expenditure incurred amounted R12 564. The user department indicated that a tender is in place and the contractor is on site.

4.2.2 Grant in Aid: Sundry

The user department planned to spend R4 320 869 of the adjusted budget. The year to date actual expenditure incurred amounted R2 669 583. The user department indicated that all category A (health, social development, sports and recreation) donations have been paid. Category B (night shelters) donations are paid monthly.

4.2.3 Grant in Aid: Animal Welfare

The user department planned to spend R1 109 218 of the adjusted budget. No spending has been incurred to date. The user department indicated that the donation has been approved by council and payment will follow suit.

4.2.4 Inventory consumed: Materials and supplies

The user department planned to spend R418 182 of the adjusted budget. No spending has been incurred to date. The user department indicated that there was a problem with the information on the invoice received from the supplier and was sent back for adjustment. Invoices amounting to R164 283 have been subsequently submitted for payment.

4.3 Corporate Services

The Corporate Services directorate planned to spend R32 897 462 of the adjusted budget. The year to date actual expenditure incurred amounted to R27 534 597 which resulted in an underspending of R5 362 865. The items that attributed to the under spending are as follows:

4.3.1 Contractors: Maintenance of Buildings and Facilities

The user department planned to spend R1 990 992 of the adjusted budget. The year to date actual expenditure incurred amounted to R105 410. The user department indicated that the biggest component for maintenance forms part

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2019

of the Cloetesville Project. Two invoices to the amount of R2 000 000 has been submitted for payment.

4.3.2 Operating Leases: Investment Properties

The user department planned to spend R2 288 991 of the adjusted budget. The year to date actual expenditure incurred amounted R1 618 099. Invoices amounting to R77 357 have been submitted for payment.

4.3.3 External Computer Service: Recovery Centre Hosting

The user department planned to spend R180 000 of the adjusted budget. No spending has been incurred to date. The user department indicated that the tender will commence on 1 November 2019. The tender will serve before the Bid Evaluation Committee and the Bid Adjudication Committee during October 2019.

4.3.4 Operational Cost: External Audit Fees

The user department planned to spend R141 389 of the adjusted budget. No spending has been incurred to date. The user department indicated that an invoice will be submitted for payment and will reflect in the next reporting period.

4.3.5 Training

The user department planned to spend R959 741 of the adjusted budget. The year to date actual expenditure incurred amounted R245 191. The user department indicated that a service provider has been appointed and that the funds will be spent.

4.4 Infrastructure Services

The Infrastructure Services directorate planned to spend R142 483 158 of the adjusted budget. The year to date actual expenditure incurred amounted to R166 690 083 which resulted in an over spending of R24 206 925. The items that attributed to the over spending are as follows:

4.4.1 Electricity: ESKOM

The user department planned to spend R93 960 549 of the adjusted budget. The year to date actual expenditure incurred amounted to R109 645 641. The usage is demand driven and originates from the high electricity consumption which is depicted on page 10 (service charges – electricity revenue). The user department will assess whether the budget is sufficient or if an increase is needed during the Mid-year adjustment budget process.

4.4.2 Outsourced Services: Litter Picking and Street Cleaning

The user department planned to spend R250 055 of the adjusted budget. The year to date actual expenditure incurred amounted to R916 622. The user department will determine whether there will be sufficient funds for the remainder of the financial year. A deviation was approved and remains in force for this financial year. The department will go out on tender for implementation as from 1 July 2020.

5. Capital Expenditure

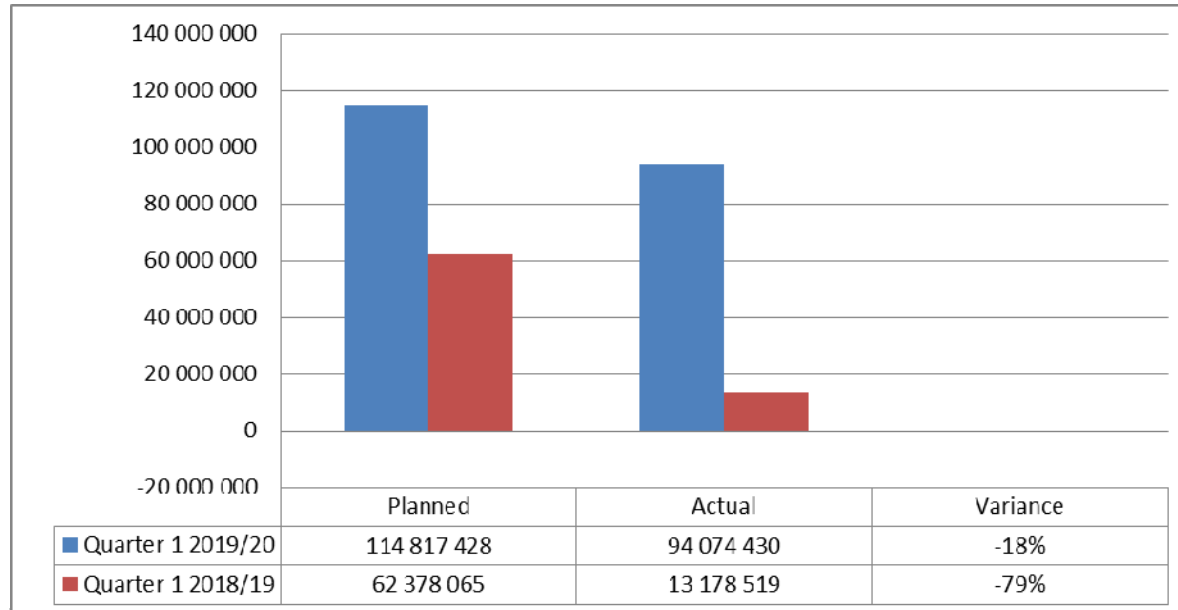
The following table illustrates the actual capital expenditure per directorate against the planned in the SDBIP for the 1st Quarter of 2019/20.

DIRECTOR	ORIGINAL BUDGET	AMENDED BUDGET
Municipal Manager	35 000	35 000
Planning & Development	9 950 000	13 222 038
Community and Protection Services	64 315 000	70 642 597
Infrastructure Services	378 856 528	421 133 115
Strategic & Corporate Services	104 970 000	108 092 208
Financial Services	150 000	150 000
TOTALS	558 276 528	613 274 958

QUARTER 1 2019/20		
PLANNED	ACTUAL EXPENDITURE	VAR %
-	5 064	100
3 737 324	1 534 677	-59%
19 981 788	11 433 351	-80%
86 145 717	16 864 419	1198%
4 947 599	64 236 920	100%
5 000	-	-
114 817 428	94 074 430	-18%

QUARTER 1 2018/19		
PLANNED	ACTUAL EXPENDITURE	VAR %
538 383	-	-100%
1 549 726	-	100%
3 934 756	231 188	-94%
53 084 090	12 873 283	-76%
3 217 092	70 822	100%
54 018	3 226	100%
62 378 065	13 178 519	-79%

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2019



The year on year comparison for the end of the first quarter is [R94 074 430/ R613 274 958] 15% of the total capital budget of R613 274 958 for the 2019/20 financial year compared to a [R13 178 519/ R587 748 280] 2% spending rate for the same period in the previous financial year measured against a budget of R587 748 280.

Capital Expenditure Variance Report

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

5.1 Planning and Development

The Directorate planned to spend R3 737 324 of the adjusted budget. The year to date actual expenditure incurred amounted to R1 534 677. This resulted in an under spending of R2 202 647. The projects that attributed to the under spending are as follows:

5.1.1 Informal Traders

The user department planned to spend R50 137 of the adjusted budget. No spending has been incurred to date. The user department indicated that the funds have been intended for the establishment of a fence. The project will commence once the tender has been approved.

5.1.2 Establishment of Informal Trading Sites: Franschhoek

The user department planned to spend R101 102 of the adjusted budget. No spending has been incurred to date. The user department has commitments of R389 235 and has indicated that the project will be completed by the end of November 2019. The remaining funds to the amount of R15 174 will be utilised for the signage boards.

5.1.3 Establishment of Informal Trading Sites: Cloeteville

The user department planned to spend R162 487 of the adjusted budget. The year to date actual expenditure incurred amounted to R157 611. The user department has commitments of R482 945 and has indicated that the remaining funds to the amount of R9 392 will be utilised for the signage boards.

5.1.4 Establishment of Informal Trading Sites: Groendal

The user department planned to spend R1 843 543 of the adjusted budget. The year to date actual expenditure incurred amounted to R570 623. The user department has indicated that the project is on track and progressing well.

5.1.5 Establishment of Informal Trading Sites: Kayamandi

The user department planned to spend R450 000 of the adjusted budget. The year to date actual expenditure incurred amounted to R347 146. The project is in the planning phase. The user department indicated that the

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2019

building plans has been completed and the Bill of Quantities are being compiled. The department aims to appoint a contractor by the end of November 2019. The project will commence at the end of January 2020. This is a multi- year project.

5.1.6 Establishment of Informal Trading Sites: Klapmuts

The user department planned to spend R1 065 055 of the adjusted budget. The year to date actual expenditure incurred amounted to R459 298. The user department indicated that approximately R1 500 000 will be viremented to the Groendal project. The remaining R600 000 will be utilised for the procurement of 8 kiosks. A meeting with the contractor is scheduled for the third week of October.

5.1.7 Furniture, Tools and Equipment

The user department planned to spend R20 000 of the adjusted budget. No spending has been incurred to date. The user department indicated that the funds will be spent by 31 December 2019.

5.2 Community and Protection Services

The Directorate planned to spend R19 981 788 of the adjusted budget. The year to date actual expenditure incurred amounted to R11 433 351. This resulted in an under spending of R8 548 437. The projects that attributed to the under spending are as follows:

5.2.1 Hydraulic Ladder Fire Truck

The user department planned to spend R12 000 000 of the adjusted budget. The year to date actual expenditure incurred amounted to R10 743 580. The saving of R1 256 420 will be re-prioritized.

5.2.2 Major Fire Pumper

The user department planned to spend R375 000 of the adjusted budget. No spending has been incurred to date. The tender has been advertised and closes on 18 October 2019.

5.2.3 Upgrading of Stellenbosch Fire Station

The user department planned to spend R416 667 of the adjusted budget. No spending has been incurred to date. The tender has closed on the 21 September 2019. The user department indicated that the technical evaluation will be concluded during the second week of October 2019.

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2019

The tender will serve before the Bid Adjudication Committee during October 2019.

5.2.4 Replacement of Patrol Vehicles

The user department planned to spend R1 062 293 of the adjusted budget. No spending has been incurred to date. The procurement of the patrol vehicles will be done by means of the transversal tender. The name of the municipality has been added to the National Treasury tender utilisation list, however, the rates obtained from the service provider differs from the tender rates. The Chief Financial Officer is currently attending to the matter. Procurement will commence once the latter has been resolved.

5.2.5 Upgrading of the Cloetesville Library

The user department planned to spend R583 333 of the adjusted budget. No spending has been incurred to date. The user department indicated that the tender will close on 9 October 2019. The department is being assisted by the Infrastructure planning, Development and Implementation unit.

5.2.6 Mont Rochelle Nature Reserve

The user department planned to spend R250 000 of the adjusted budget. The year to date actual expenditure incurred amounted to R106 799. The user department indicated that the fencing tender will be utilised for the procurement of a fence. A clarification meeting is scheduled for the first week of October 2019.

5.2.7 Papegaaiberg Nature Reserve

The user department planned to spend R166 667 of the adjusted budget. No spending has been incurred to date. The user department indicated that the contractor is currently busy with the electrification of the fence. The remaining funds will be utilised for the extension of the fence and installation of CCTV cameras.

5.2.9 Skate Board Park

The user department planned to spend R100 000 of the adjusted budget. No spending has been incurred to date. The user department indicated that the tender is ready to serve before the Bid Evaluation Committee. Additional funding of approximately R680 000 is needed for the project and will be viremented from the savings in the Fire Services Department.

5.3 Infrastructure Services

The Directorate planned to spend an amount of R86 145 717 of the adjusted budget. The year-to-date actual expenditure incurred amounted to R16 864 419. This resulted in an under spending of R69 281 298. The projects that attributed to the under spending are as follows:

5.3.1 Stellenbosch WC024 Material Recovery Facility

The user department planned to spend R7 617 334 of the adjusted budget. No spending has been incurred to date. The user department indicated that the implementation of the project is currently ahead of schedule. R2 600 000 will be paid during October 2019 and it is envisaged that R6 000 000 will be spent by 31 December 2019.

5.3.2 Skips (5,5kl)

The user department planned to spend R100 000 of the adjusted budget. No spending has been incurred to date. The user department indicated that the skips will be delivered by 7 October 2019.

5.3.3 Integrated National Electrification Programme

The user department planned to spend R2 790 000 of the adjusted budget. The year to date actual expenditure incurred amounted to R277 106. The user department indicated that they are unable to install services. A sustainable solution is required, especially in terms of maintenance after installation. Further discussions will be held.

5.3.4 Idas Valley IRDP/FLISP

The user department planned to spend R1 500 000 of the adjusted budget. No spending has been incurred to date. The user department indicated that invoices have been received and will be submitted for payment.

5.3.5 Smartie Town, Cloetesville

The user department planned to spend R1 500 000 of the adjusted budget. The user department indicated that the contractor is on site.

5.3.6 Basic Services Improvements: Langrug

The user department planned to spend R500 000 of the adjusted budget. No spending has been incurred to date. The user department indicated that the consultant will be appointed on 4 October 2019.

5.3.7 Bulk Sewer Outfall: Jamestown

The user department planned to spend R9 789 233 of the adjusted budget. The year to date actual expenditure incurred amounted to R2 035 790. The user department envisages to spend R16 300 000 by the end of December 2019.

5.3.8 Idas Valley Merriman Outfall Sewer

The user department planned to spend R10 000 000 of the adjusted budget. The year to date actual expenditure incurred amounted to R2 738 429. The user department envisages to spend R4 000 000 by the end of December 2019.

5.3.9 New Plankenburg Main Outfall Sewer

The user department planned to spend R10 000 000 of the adjusted budget. No spending has been incurred to date. The user department indicated that commitments have been loaded on the financial system and all funds will be spent.

5.3.10 Upgrade of WWTW: Pniel & Decommissioning of Franschoek

The user department planned to spend R12 343 954 of the adjusted budget. No spending has been incurred to date. The user department indicated that the appeal period ends on 21 October 2019. If no appeals are received the project will commence.

5.3.11 Water Conservation & Demand Mangement

The user department planned to spend R1500 000 of the adjusted budget. No spending has been incurred to date. The user department indicated that the contractors are on site and a consultant has been appointed to manage the project.

5.3.12 Lanquedoc Access road and Bridge

The user department planned to spend R600 000 of the adjusted budget. No spending has been incurred to date. The user department indicated that the project is on-going and they are currently awaiting the approval of the bridge.

5.4 Corporate Services

The Directorate planned to spend R4 947 599 of the adjusted budget. The year-to-date actual expenditure incurred amounted to R64 236 920. This resulted in an over spending of R59 289 321. The projects that attributed to the over spending are as follows:

5.4.1 Purchasing of land

The user department planned to spend the funds in the second quarter of the financial year. The year to date actual expenditure incurred amounted to R60 930 213. The user department indicated that the sales agreement for the second land purchase has been concluded.

6. Investments and Borrowings

6.1 Investments

ACC. NR	BANK	Type/ Period	INTEREST RATE	MATURITY DATE	OPENING BALANCE AS AT 1 JULY 2019	Quarter 1 July - Sep 2019		TOTAL INVESTMENTS/ WITHDRAWALS	INTEREST CAPITALISED FOR QUARTER 1	INTEREST ACCRUED QUARTER 1	CLOSING BALANCE YTD
						INVEST	WITHDRAW				
03/7881123974/...014	NEDBANK N#014	FIXED / 12 Mths	9.050%	06-Sep-19	128 866 520.39		(130 860 000.00)	(130 860 000.00)	148 767.31	1 993 479.64	0.03
03/7881123974/...015	N#015	FIXED / 12 Mths	9.050%	11-Oct-19	117 173 054.74			-	818 219.18	2 509 205.48	119 682 260.22
03/7881123974/...016	N#016	FIXED / 3 MTHS	8.050%	09-Jul-19	40 723 397.21		(40 793 972.00)	(40 793 972.00)	-	70 575.34	0.55
03/7881123974/...017	N#017	FIXED / 5 MTHS	7.900%	24-Feb-20		136 732 552.00		136 732 552.00	177 565.01	177 565.01	136 910 117.01
					286 762 972.39	136 732 552.00	(171 653 972.00)	(34 921 420.00)	1 144 551.50	4 750 825.48	256 592 377.82
JB 10024052	INVESTEC BANK I#052	FIXED/ 3 MTHS	7.700%	09-Jul-19	61 037 917.81		(61 139 178.08)	(61 139 178.08)	-	101 260.27	0.00
					61 037 917.81	-	(61 139 178.08)	(61 139 178.08)	-	101 260.27	0.00
258489367-024	STANDARD BANK S#024	FIXED / 4 Mths	8.025%	26-Sep-19	50 362 773.97		(51 319 178.08)	(51 319 178.08)	274 828.77	956 404.11	0.00
258489367-025	S#025	CALL ACCOUNT	6.750%	CALL ACCOUNT	-	50 000 000.00		50 000 000.00	255 740.81	718 068.58	50 718 068.58
258489367-026	S#026	FIXED DEPOSIT	7.550%	14-Aug-19		50 000 000.00	(50 341 301.37)	(341 301.37)		341 301.37	(0.00)
258489367-027	S#027	FIXED DEPOSIT	7.900%	11-Nov-19		100 000 000.00		100 000 000.00	909 041.09	1 731 506.84	101 731 506.84
258489367-028	S#028	FIXED DEPOSIT	7.825%	24-Feb-20		53 267 448.00		53 267 448.00	68 517.99	68 517.99	53 335 965.99
					50 362 773.97	253 267 448.00	(101 660 479.45)	151 606 968.55	1 508 128.66	3 815 798.89	205 785 541.41
INVESTMENT TOTAL					398 163 664.18	390 000 000.00	(334 453 629.53)	55 546 370.47	2 652 680.16	8 667 884.64	462 377 919.23

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2019

6.2 Borrowings

Lending Institution	Balance 1/09/2019	Received September 2019	Interest Capitalised September 2019	Capital Repayments September 2019	Balance 30/09/2019	Percentage
DBSA @ 9.25%	5 298 958	-	-	-	5 298 958	9.25%
DBSA@ 11.1%	18 247 653	-	-	-	18 247 653	11.10%
DBSA@ 10.25%	51 570 033	-	-	-	51 570 033	10.25%
DBSA @ 9.74%	83 683 504	-	-	-	83 683 504	9.74%
NEBANK @ 9.70%	160 000 000	-	-	-	160 000 000	9.70%
	318 800 148	-	-	-	318 800 148	

7. Allocations and grant receipts and expenditure for the 1st Quarter of 2018/19

OPERATING & CAPITAL GRANTS	TOTAL 2018/19 INCLUSIVE OF ROLL OVER AMOUNTS	EXPECTED ALLOCATION	OPENING BALANCE 1 JULY 2019	ACCUMULATED RECEIPTS	ACCUMULATED ACTUAL EXPENDITURE	QUARTER 1 RECEIPTS	QUARTER 1 ACTUAL EXPENDITURE	UNSPENT CONDITIONAL GRANTS - QUARTER 1
Municipal Systems Improvement	1 750 000	1 750 000		-	-	-	-	-
EPWP Integrated Grant for Municipalities	5 227 000	5 227 000		1 307 000	1 307 000	1 307 000	868 797	438 203
Local Government Financial Management Grant	1 550 000	1 550 000		1 550 000	1 550 000	1 550 000	99 097	1 450 903
Integrated National Electrification Programme (Municipal) Grant	15 640 000	15 640 000		7 640 000	7 640 000	7 640 000	277 106	7 362 894
Shared Economic infrastructure facility	-	-						-
Integrated Urban Development Grant	46 886 000	46 886 000		5 000 000	5 000 000	5 000 000	1 790 743	3 209 257
Library Services: Conditional Grant	12 454 000	12 454 000		4 151 334	4 151 334	4 151 334	1 315 359	2 835 975
Community Development Workers Operational Support Grant	-	-						-
Human Settlements Development Grant	83 610 000	37 900 000	45 710 000	-	-	-	45 066 555	643 445
LG Graduate Internship Grant	-	-						-
WC Financial Management Support Grant	255 000	255 000		-	-	-	5 452	(5 452)
Financial Management Capacity Building Grant	380 000	380 000		-	-	-	-	-
Maintenance and Construction of Transport Infrastructure	384 000	384 000		-	-	-	-	-
Municipal Accreditation and Capacity Building Grant	448 000	224 000	224 000	-	-	-	-	224 000
Regional Socio-Economic Project/violence through urban upgradi	1 500 000	1 500 000		1 500 000	1 500 000	1 500 000	-	1 500 000
Integrated Transport Planning	600 000	600 000		-	-	-	-	-
Natural Resources Management	9 418 031	7 465 000	1 953 031	-	-	-	229 955	1 723 075
TOTAL	180 102 031	132 215 000	47 887 031	21 148 334	49 653 064	3 838 096	1 500 000	19 382 301

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	349 070 959	349 070 959	76 351 978	79 645 819	23%
Bonus	27 014 271	27 014 271	5 927 764	2 114 902	8%
Acting and Post Related Allowances	1 364 023	1 364 023	299 308	218 303	16%
Non Structured	33 943 753	33 943 753	7 441 107	6 539 150	19%
Standby Allowance	14 289 607	14 289 607	3 135 583	3 328 889	23%
Travel or Motor Vehicle	13 968 860	13 968 860	3 110 072	2 371 757	17%
Accommodation, Travel and Incidental	325 230	325 230	71 363	33 082	10%
Bargaining Council	216 706	216 706	39 530	71 097	33%
Cellular and Telephone	1 003 201	1 003 201	220 134	384 996	38%
Current Service Cost	29 859 746	29 859 746	7 464 936	2 103 219	7%
Essential User	623 520	623 520	136 818	220 162	35%
Entertainment	-	-	25 800	-	0%
Fire Brigade	2 630 594	2 630 594	577 234	683 866	26%
Group Life Insurance	3 833 697	3 833 697	784 008	925 355	24%
Housing Benefits	2 874 701	2 874 701	614 785	737 648	26%
Interest Cost	20 905 100	20 905 100	4 587 225	-	0%
Leave Gratuity	-	-	-	-	0%
Leave Pay	2 006 574	2 006 574	440 306	501 526	25%
Long Service Award	5 979 839	5 979 839	1 312 161	6 030	0%
Medical	26 405 991	26 405 991	5 603 557	5 619 590	21%
Non-pensionable	839 301	839 301	184 169	42 937	5%
Pension	57 394 074	57 394 074	12 177 019	12 197 794	21%
Scarcity Allowance	2 509 444	2 509 444	550 650	390 613	16%
Shift Additional Remuneration	1 860 670	1 860 670	408 290	1 034 896	56%
Structured	1 451 296	1 451 296	318 459	532 758	37%
Unemployment Insurance	2 896 734	2 896 734	593 352	600 624	21%
Totals	603 267 891	603 267 891	132 375 608	120 305 013	20%

During the first quarter of the financial year the directorates spent R12 070 595, 9% less than the planned expenditure of R132 375 608.

9. Withdrawals

<i>Consolidated Quarterly Report for period 01/07/2019 to 30/09/2019</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	8 595 340	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	978 304	Group Insurance. S11(e) (ii)	Council
Ad Hoc	Investment Management	390 000 000	Investment in accordance with the Cash Management and Investment Policy. S11(h)	Accounting Officer (Municipal Manager)

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2019

10. Quarterly Budget Statements**Table C1: Quarterly Budget Statement Summary**

WC024 Stellenbosch - Table C1 Monthly Budget Statement Summary - Q1 First Quarter									
Description	2018/19 Audited Outcome	Budget Year 2019/20							
		Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	332 958	356 122	356 122	24 324	144 811	151 195	(6 384)	-4%	356 122
Service charges	812 288	1 024 589	1 024 589	91 050	256 503	246 401	10 102	4%	1 024 589
Investment revenue	44 272	44 171	44 171	6 588	8 010	8 727	(717)	-8%	44 171
Transfers and subsidies	146 352	172 339	174 293	(4 447)	59 259	54 919	4 340	8%	174 293
Other own revenue	176 796	181 426	181 426	4 925	12 686	12 837	(150)	-1%	181 426
Total Revenue (excluding capital transfers and contributions)	1 512 667	1 778 647	1 780 600	122 441	481 269	474 079	7 190	2%	1 780 600
Employee costs	461 114	603 268	603 268	41 899	120 305	132 376	(12 071)	-9%	603 268
Remuneration of Councillors	18 272	19 936	19 936	1 468	4 405	4 579	(174)	-4%	19 936
Depreciation & asset impairment	174 984	206 956	206 956	3	3	92	(88)	-96%	206 956
Finance charges	17 033	39 877	39 877	-	-	150	(150)	-100%	39 877
Materials and bulk purchases	412 264	441 448	441 448	57 725	113 692	96 251	17 441	18%	441 448
Transfers and subsidies	8 990	10 049	10 049	82	7 270	10 014	(2 745)	-27%	10 049
Other expenditure	394 298	486 713	488 666	19 164	38 968	47 507	(8 539)	-18%	488 666
Total Expenditure	1 486 956	1 808 247	1 810 200	120 341	284 644	290 969	(6 325)	-2%	1 810 200
Surplus/(Deficit)	25 711	(29 600)	(29 600)	2 100	196 625	183 110	13 515	7%	(29 600)
Transfers and subsidies - capital (monetary allocations)	87 782	141 088	141 088	(10 572)	2 068	31 269	(29 201)	-93%	141 088
Contributions & Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	113 493	111 488	111 488	(8 473)	198 693	214 379	(15 686)	-7%	111 488
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	113 493	111 488	111 488	(8 473)	198 693	214 379	(15 686)	-7%	111 488
Capital expenditure & funds sources									
Capital expenditure	494 888	558 277	613 275	18 708	94 074	114 817	(20 743)	-18%	558 277
Capital transfers recognised	93 849	141 088	141 088	3 222	3 454	37 073	(33 619)	-91%	141 088
Public contributions & donations	-	-	-	-	-	-	-	-	-
Borrowing	122 904	160 000	178 611	2 992	2 992	26 456	(23 464)	-89%	178 611
Internally generated funds	278 135	257 189	293 577	12 494	87 628	51 288	36 340	71%	293 577
Total sources of capital funds	494 888	558 277	613 275	18 708	94 074	114 817	(20 743)	-18%	613 275
Financial position									
Total current assets	896 479	780 320	847 178		701 122				847 178
Total non current assets	5 311 117	5 907 057	5 962 055		5 405 188				5 962 055
Total current liabilities	524 084	352 300	352 300		148 051				352 300
Total non current liabilities	596 463	743 814	743 814		596 463				743 814
Community wealth/Equity	5 087 050	5 591 263	5 713 119		5 361 797				5 713 119
Cash flows									
Net cash from (used) operating	505 057	355 914	355 914	(20 159)	1 316	426 340	425 024	100%	1 388 866
Net cash from (used) investing	(387 553)	(558 277)	(613 275)	59 469	(66 837)	96 759	163 596	169%	557 549
Net cash from (used) financing	28 972	139 117	139 117	-	-	(19 650)	(19 650)	100%	(140 000)
Cash/cash equivalents at the month/year end	675 242	370 118	448 475	-	501 198	1 070 168	568 969	53%	2 373 134
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	89 246	41 181	4 497	4 439	151 606	-	-	-	290 969
Creditors Age Analysis									
Total Creditors	28 508	-	-	-	-	-	-	-	28 508

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2019

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

WC024 Stellenbosch - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - Q1 First Quarter

Description	Ref	2018/19	Budget Year 2019/20							
		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>		434 762	454 808	454 808	29 603	173 365	285 437	(112 072)	-39%	454 808
Executive and council		639	3 566	3 566	27	160	378	(219)	-58%	3 566
Finance and administration		434 123	451 242	451 242	29 575	173 206	285 059	(111 854)	-39%	451 242
Internal audit		-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>		72 223	132 219	132 219	(1 267)	6 573	8 759	(2 186)	-25%	132 219
Community and social services		19 239	20 917	20 917	(2 896)	1 638	6 277	(4 639)	-74%	20 917
Sport and recreation		352	1 986	1 986	(300)	25	236	(211)	-90%	1 986
Public safety		353	3 830	3 830	1 371	3 216	455	2 762	607%	3 830
Housing		52 279	105 485	105 485	558	1 694	1 791	(97)	-5%	105 485
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		146 244	130 189	132 142	1 203	2 767	16 660	(13 893)	-83%	132 142
Planning and development		12 050	8 028	8 028	1 099	2 482	2 275	207	9%	8 028
Road transport		133 707	122 133	122 133	(78)	15	14 381	(14 367)	-100%	122 133
Environmental protection		486	28	1 981	182	270	3	267	7915%	1 981
<i>Trading services</i>		947 152	1 202 446	1 202 446	82 322	300 607	194 483	106 124	55%	1 202 446
Energy sources		556 251	711 349	711 349	59 712	185 402	103 496	81 907	79%	711 349
Water management		164 175	222 248	222 248	13 737	40 617	40 134	483	1%	222 248
Waste water management		147 926	177 357	177 357	3 965	40 517	34 701	5 816	17%	177 357
Waste management		78 801	91 493	91 493	4 908	34 070	16 153	17 917	111%	91 493
<i>Other</i>	4	68	74	74	8	25	9	16	189%	74
Total Revenue - Functional	2	1 600 449	1 919 735	1 921 688	111 869	483 337	505 347	(22 011)	-4%	1 921 688
Expenditure - Functional										
<i>Governance and administration</i>		241 568	377 706	369 437	19 803	51 604	68 182	(16 578)	-24%	369 437
Executive and council		59 846	68 658	75 155	3 969	11 722	15 105	(3 383)	-22%	75 155
Finance and administration		171 496	290 203	280 760	14 923	38 207	50 634	(12 427)	-25%	280 760
Internal audit		10 227	18 845	13 522	910	1 675	2 444	(768)	-31%	13 522
<i>Community and public safety</i>		199 088	395 031	245 839	17 609	45 926	41 671	4 255	10%	245 839
Community and social services		29 242	52 793	49 583	2 345	6 995	9 272	(2 277)	-25%	49 583
Sport and recreation		47 792	49 716	48 508	2 577	6 745	6 391	355	6%	48 508
Public safety		91 508	257 239	107 603	10 733	26 850	20 028	6 822	34%	107 603
Housing		30 546	35 283	40 144	1 955	5 336	5 980	(645)	-11%	40 144
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		291 837	199 541	366 571	7 622	27 402	44 834	(17 432)	-39%	366 571
Planning and development		61 031	72 499	69 190	3 828	18 076	20 776	(2 700)	-13%	69 190
Road transport		214 308	100 339	268 707	2 584	6 004	19 522	(13 518)	-69%	268 707
Environmental protection		16 498	26 703	28 674	1 210	3 323	4 536	(1 214)	-27%	28 674
<i>Trading services</i>		754 462	835 832	828 354	75 307	159 711	136 282	23 430	17%	828 354
Energy sources		440 699	454 852	450 275	58 659	118 521	93 620	24 901	27%	450 275
Water management		126 735	165 258	161 896	5 170	10 650	16 444	(5 794)	-35%	161 896
Waste water management		109 181	133 677	127 649	6 365	17 607	15 587	2 020	13%	127 649
Waste management		77 847	82 044	88 534	5 113	12 933	10 630	2 303	22%	88 534
<i>Other</i>		-	137	-	-	-	-	-	-	-
Total Expenditure - Functional	3	1 486 956	1 808 247	1 810 200	120 341	284 644	290 969	(6 325)	-2%	1 810 200
Surplus/ (Deficit) for the year		113 493	111 488	111 488	(8 473)	198 693	214 379	(15 686)	-7%	111 488

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 SEPTEMBER 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) - Q1 First Quarter

Vote Description	Ref	2018/19	Budget Year 2019/20							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
Revenue by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		-	387	387	-	-	0	(0)	-100.0%	387
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		67 415	96 045	96 045	1 693	4 439	150 918	(146 479)	-97.1%	96 045
Vote 3 - INFRASTRUCTURE SERVICES		948 362	147 702	1 196 525	82 242	300 652	206 086	94 566	45.9%	1 196 525
Vote 4 - COMMUNITY AND PROTECTION SERVICES		153 113	1 196 525	149 655	(1 641)	5 152	7 127	(1 975)	-27.7%	149 655
Vote 5 - CORPORATE SERVICES		4 728	10 396	10 396	287	930	20 683	(19 753)	-95.5%	10 396
Vote 6 - FINANCIAL SERVICES		426 832	468 680	468 680	29 288	172 163	120 533	51 630	42.8%	468 680
Total Revenue by Vote	2	1 600 449	1 919 735	1 921 688	111 869	483 337	505 347	(22 011)	-4.4%	1 921 688
Expenditure by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		26 726	52 258	52 258	2 302	5 570	9 942	(4 372)	-44.0%	52 258
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		74 243	109 279	109 279	4 441	17 238	26 747	(9 510)	-35.6%	109 279
Vote 3 - INFRASTRUCTURE SERVICES		841 418	357 526	972 006	78 248	166 690	142 483	24 207	17.0%	972 006
Vote 4 - COMMUNITY AND PROTECTION SERVICES		330 762	972 006	359 479	18 066	49 774	53 556	(3 782)	-7.1%	359 479
Vote 5 - CORPORATE SERVICES		150 538	184 055	184 055	11 115	27 535	32 897	(5 363)	-16.3%	184 055
Vote 6 - FINANCIAL SERVICES		53 228	133 124	133 124	6 169	17 837	25 343	(7 506)	-29.6%	133 124
Total Expenditure by Vote	2	1 476 915	1 808 247	1 810 200	120 341	284 644	290 969	(6 325)	-2.2%	1 810 200
Surplus/ (Deficit) for the year	2	123 534	111 488	111 488	(8 473)	198 693	214 379	(15 686)	-7.3%	111 488

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 SEPTEMBER 2019

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

WC024 Stellenbosch - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Q1 First Quarter

Description	Ref	2018/19	Budget Year 2019/20							
		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		332 958	356 122	356 122	24 324	144 811	151 195	(6 384)	-4%	356 122
Service charges - electricity revenue		526 023	639 886	639 886	66 532	173 882	151 538	22 344	15%	639 886
Service charges - water revenue		147 276	201 975	201 975	12 667	33 093	43 922	(10 829)	-25%	201 975
Service charges - sanitation revenue		83 862	113 503	113 503	7 064	26 088	32 250	(6 162)	-19%	113 503
Service charges - refuse revenue		55 128	69 225	69 225	4 787	23 439	18 691	4 748	25%	69 225
Service charges - other		-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		14 524	18 831	18 831	619	2 067	2 656	(589)	-22%	18 831
Interest earned - external investments		44 272	44 171	44 171	6 588	8 010	8 727	(717)	-8%	44 171
Interest earned - outstanding debtors		8 025	11 270	11 270	975	2 956	2 812	144	5%	11 270
Dividends received		-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		118 046	108 260	108 260	567	1 815	3 181	(1 366)	-43%	108 260
Licences and permits		6 611	5 398	5 398	586	823	54	769	1424%	5 398
Agency services		2 833	2 852	2 852	412	535	1	534	51114%	2 852
Transfers and subsidies		146 352	172 339	174 293	(4 447)	59 259	54 919	4 340	8%	174 293
Other revenue		26 705	34 815	34 815	1 766	4 490	4 133	358	9%	34 815
Gains on disposal of PPE		52	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)		1 512 667	1 778 647	1 780 600	122 441	481 269	474 079	7 190	2%	1 780 600
Expenditure By Type										
Employee related costs		461 114	603 268	603 268	41 899	120 305	132 376	(12 071)	-9%	603 268
Remuneration of councillors		18 272	19 936	19 936	1 468	4 405	4 579	(174)	-4%	19 936
Debt impairment		105 207	72 067	72 067	-	0	1	(1)	-62%	72 067
Depreciation & asset impairment		174 984	206 956	206 956	3	3	92	(88)	-96%	206 956
Finance charges		17 033	39 877	39 877	-	-	150	(150)	-100%	39 877
Bulk purchases		380 671	406 458	406 458	56 562	111 822	92 174	19 648	21%	406 458
Other materials		31 593	34 990	34 990	1 163	1 870	4 078	(2 207)	-54%	34 990
Contracted services		151 818	237 957	237 957	8 834	15 789	12 168	3 621	30%	237 957
Transfers and subsidies		8 990	10 049	10 049	82	7 270	10 014	(2 745)	-27%	10 049
Other expenditure		130 410	176 689	178 642	10 330	23 179	35 338	(12 159)	-34%	178 642
Loss on disposal of PPE		6 863	-	-	-	-	-	-	-	-
Total Expenditure		1 486 956	1 808 247	1 810 200	120 341	284 644	290 969	(6 325)	-2%	1 810 200
Surplus/(Deficit)										
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		25 711	(29 600)	(29 600)	2 100	196 625	183 110	13 515	0	(29 600)
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)		87 782	141 088	141 088	(10 572)	2 068	31 269	(29 201)	(0)	141 088
Transfers and subsidies - capital (in-kind - all)		-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions		113 493	111 488	111 488	(8 473)	198 693	214 379			111 488
Taxation		-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after taxation		113 493	111 488	111 488	(8 473)	198 693	214 379			111 488
Attributable to minorities		-	-	-	-	-	-	-	-	-
Surplus/(Deficit) attributable to municipality		113 493	111 488	111 488	(8 473)	198 693	214 379			111 488
Share of surplus/ (deficit) of associate		-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year		113 493	111 488	111 488	(8 473)	198 693	214 379			111 488

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2019

Table C5: Monthly Budget Statement – Capital Expenditure

WC024 Stellenbosch - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - Q1 First Quarter

Vote Description	Ref	Budget Year 2019/20								
		2018/19 Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
Capital Expenditure - Functional Classification										
<i>Governance and administration</i>		28 329	105 155	108 277	2 387	64 242	4 953	59 289	1197%	108 277
Executive and council	1	87	35	35	-	5	-	5	0%	35
Finance and administration	2	28 242	105 120	108 242	2 387	64 237	4 953	59 284	1197%	108 242
Internal audit	3	-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>		87 856	61 445	70 330	678	11 431	18 589	(7 158)	-39%	70 330
Community and social services	4	1 491	2 845	4 873	1	8	1 161	(1 153)	-99%	4 873
Sport and recreation	5	14 006	29 000	32 086	541	543	3 411	(2 867)	-84%	32 086
Public safety	6	4 602	29 550	30 621	136	10 880	14 013	(3 133)	-22%	30 621
Housing	7	67 757	50	2 750	-	-	5	(5)	-100%	2 750
Health	8	-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		87 048	130 452	136 268	4 599	4 656	20 285	(15 628)	-77%	136 268
Planning and development	9	7 608	50 332	53 604	4 421	4 454	9 532	(5 078)	-53%	53 604
Road transport	10	79 441	80 120	82 665	178	202	10 752	(10 550)	-98%	82 665
Environmental protection	11	-	-	-	-	-	-	-	-	-
<i>Trading services</i>		291 655	261 225	298 399	11 044	13 745	70 991	(57 246)	-81%	298 399
Energy sources	12	81 285	35 090	49 717	4 055	5 884	9 675	(3 791)	-39%	49 717
Water management	13	70 516	80 000	82 142	199	1 059	6 866	(5 806)	-85%	82 142
Waste water management	14	119 852	114 400	129 728	4 780	4 792	44 879	(40 088)	-89%	129 728
Waste management	15	20 002	31 735	36 812	2 010	2 010	9 571	(7 561)	-79%	36 812
<i>Other</i>	16	-	-	-	-	-	-	-	-	-
Total Capital Expenditure - Functional Classification	3	494 888	558 277	613 275	18 708	94 074	114 817	(20 743)	-18%	613 275
Funded by:										
National Government		41 486	62 526	62 526	1 836	2 068	34 123	(32 055)	-94%	62 526
Provincial Government		52 363	78 562	78 562	1 386	1 386	2 950	(1 564)	-53%	78 562
District Municipality		-	-	-	-	-	-	-	-	-
Other transfers and grants		-	-	-	-	-	-	-	-	-
Transfers recognised - capital		93 849	141 088	141 088	3 222	3 454	37 073	(33 619)	-91%	141 088
Public contributions & donations	5	-	-	-	-	-	-	-	-	-
Borrowing	6	122 904	160 000	178 611	2 992	2 992	26 456	(23 464)	-89%	178 611
Internally generated funds		278 135	257 189	293 577	12 494	87 628	51 288	36 340	71%	293 577
Total Capital Funding		494 888	558 277	613 275	18 708	94 074	114 817	(20 743)	-18%	613 275

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

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2019

Table C6: Monthly Budget Statement – Financial Position

WC024 Stellenbosch - Table C6 Monthly Budget Statement - Financial Position - Q1 First Quarter

Description	Ref	2018/19	Budget Year 2019/20			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands	1					
ASSETS						
Current assets						
Cash		169 538	46 864	46 864	38 820	46 864
Call investment deposits		398 164	323 254	390 111	462 378	390 111
Consumer debtors		227 322	148 796	148 796	146 608	148 796
Other debtors		57 576	204 059	204 059	9 437	204 059
Current portion of long-term receivables		1 631	2 511	2 511	1 631	2 511
Inventory		42 248	54 836	54 836	42 248	54 836
Total current assets		896 479	780 320	847 178	701 122	847 178
Non current assets						
Long-term receivables		3 025	3 876	3 876	3 025	3 876
Investments		-	-	-	-	-
Investment property		420 777	416 637	417 348	421 853	417 348
Investments in Associate		-	-	-	-	-
Property, plant and equipment		4 873 685	5 468 573	5 522 697	4 966 680	5 522 697
Agricultural		-	-	-	-	-
Biological assets		6 321	9 938	9 938	6 321	9 938
Intangible assets		6 535	5 414	5 577	6 535	5 577
Other non-current assets		774	2 618	2 618	774	2 618
Total non current assets		5 311 117	5 907 057	5 962 055	5 405 188	5 962 055
TOTAL ASSETS		6 207 597	6 687 377	6 809 233	6 106 311	6 809 233
LIABILITIES						
Current liabilities						
Bank overdraft		-	-	-	-	-
Borrowing		25 870	26 311	26 311	25 870	26 311
Consumer deposits		17 078	14 274	14 274	17 078	14 274
Trade and other payables		423 922	254 131	254 131	47 890	254 131
Provisions		57 214	57 584	57 584	57 214	57 584
Total current liabilities		524 084	352 300	352 300	148 051	352 300
Non current liabilities						
Borrowing		292 930	449 591	449 591	292 930	449 591
Provisions		303 532	294 223	294 223	303 532	294 223
Total non current liabilities		596 463	743 814	743 814	596 463	743 814
TOTAL LIABILITIES		1 120 546	1 096 114	1 096 114	744 514	1 096 114
NET ASSETS	2	5 087 050	5 591 263	5 713 119	5 361 797	5 713 119
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		5 087 050	5 591 263	5 713 119	5 361 797	5 713 119
Reserves		-	-	-	-	-
TOTAL COMMUNITY WEALTH/EQUITY	2	5 087 050	5 591 263	5 713 119	5 361 797	5 713 119

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2019

Table C7: Monthly Budget Statement – Cash Flow

WC024 Stellenbosch - Table C7 Monthly Budget Statement - Cash Flow - Q1 First Quarter

Description	Ref	2018/19	Budget Year 2019/20							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
CASH FLOW FROM OPERATING ACTIVITIES										
Receipts										
Property rates		1 283 767	341 877	341 877	21 679	98 188	2 172	96 016	4421%	(436 460)
Service charges		-	996 403	996 403	13 331	91 025	110 777	(19 752)	-18%	308 502
Other revenue		-	93 620	93 620	4 047	9 676	(15 905)	25 582	-161%	(18 652)
Government - operating		-	172 339	174 293	-	63 748	23 672	40 076	169%	44 993
Government - capital		270 170	141 088	141 088	1 500	14 140	(37 740)	51 880	-137%	(88 588)
Interest		44 272	54 991	54 991	3 060	9 179	10 141	(962)	-9%	49 846
Dividends		-	-	-	-	-	-	-	-	-
Payments										
Suppliers and employees		(1 066 989)	(1 394 478)	(1 396 431)	(63 694)	(277 371)	326 493	603 864	185%	1 479 299
Finance charges		(17 033)	(39 877)	(39 877)	-	-	150	150	100%	39 877
Transfers and Grants		(9 129)	(10 049)	(10 049)	(82)	(7 270)	6 580	13 850	210%	10 049
NET CASH FROM/(USED) OPERATING ACTIVITIES		505 057	355 914	355 914	(20 159)	1 316	426 340	425 024	100%	1 388 866
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		217	-	-	(1)	(1)	(4)	3	-84%	(727)
Decrease (Increase) in non-current debtors		-	-	-	-	-	-	-	-	-
Decrease (increase) other non-current receivables		(1 248)	-	-	-	-	-	-	-	-
Decrease (increase) in non-current investments		107 454	-	-	78 178	27 205	-	27 205	0%	-
Payments										
Capital assets		(493 976)	(558 277)	(613 275)	(18 708)	(94 041)	96 763	190 804	197%	558 277
NET CASH FROM/(USED) INVESTING ACTIVITIES		(387 553)	(558 277)	(613 275)	59 469	(66 837)	96 759	163 596	169%	557 549
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		160 000	160 000	160 000	-	-	(19 650)	19 650	-100%	(140 000)
Increase (decrease) in consumer deposits		(116 526)	-	-	-	-	-	-	-	-
Payments										
Repayment of borrowing		(14 502)	(20 883)	(20 883)	-	-	-	-	-	-
NET CASH FROM/(USED) FINANCING ACTIVITIES		28 972	139 117	139 117	-	-	(19 650)	(19 650)	100%	(140 000)
NET INCREASE/ (DECREASE) IN CASH HELD		146 476	(63 245)	(118 244)	39 310	(65 521)	503 449			1 806 415
Cash/cash equivalents at beginning:		528 766	433 363	566 719		566 719	566 719			566 719
Cash/cash equivalents at month/year end:		675 242	370 118	448 475		501 198	1 070 168			2 373 134

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 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 - Q1 First Quarter

Description	NT Code	Budget Year 2019/20										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	13 322	2 120	2 550	2 590	69 186	-	-	-	89 767	71 776	-	-
Trade and Other Receivables from Exchange Transactions - Electricity	1300	49 497	616	391	347	6 267	-	-	-	57 118	6 614	-	-
Receivables from Non-exchange Transactions - Property Rates	1400	15 945	27 769	559	521	21 062	-	-	-	65 855	21 583	-	-
Receivables from Exchange Transactions - Waste Water Management	1500	5 613	4 430	354	335	17 133	-	-	-	27 865	17 468	-	-
Receivables from Exchange Transactions - Waste Management	1600	3 609	5 838	332	407	19 411	-	-	-	29 597	19 818	-	-
Receivables from Exchange Transactions - Property Rental Debtors	1700	382	129	117	117	9 231	-	-	-	9 976	9 349	-	-
Interest on Arrear Debtor Accounts	1810	-	-	-	-	-	-	-	-	-	-	-	-
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	-	-	-	-	-	-	-	-	-	-	-	-
Other	1900	878	279	196	122	9 315	-	-	-	10 791	9 437	-	-
Total By Income Source	2000	89 246	41 181	4 497	4 439	151 606	-	-	-	290 969	156 045	-	-
2018/19 - totals only													
Debtors Age Analysis By Customer Group													
Organs of State	2200	2 155	2 073	88	36	493	-	-	-	4 845	529	-	-
Commercial	2300	15 793	4 195	73	85	12 466	-	-	-	32 611	12 551	-	-
Households	2400	48 154	28 949	3 934	3 724	119 493	-	-	-	204 254	123 217	-	-
Other	2500	23 143	5 964	404	594	19 154	-	-	-	49 259	19 748	-	-
Total By Customer Group	2600	89 246	41 181	4 497	4 439	151 606	-	-	-	290 969	156 045	-	-

Creditors Age Analysis

Supporting Table SC4: Monthly Budget Statement – Aged Creditors

WC024 Stellenbosch - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q1 First Quarter

Description	NT Code	Budget Year 2019/20								
		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	6 779	-	-	-	-	-	-	-	6 779
VAT (output less input)	0400	-	-	-	-	-	-	-	-	-
Pensions / Retirement deductions	0500	-	-	-	-	-	-	-	-	-
Loan repayments	0600	-	-	-	-	-	-	-	-	-
Trade Creditors	0700	21 728	-	-	-	-	-	-	-	21 728
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	28 508	-	-	-	-	-	-	-	28 508

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2019

Investments and Borrowings**Supporting Table SC5: Monthly Budget Statement – Investment Portfolio**

WC024 Stellenbosch - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Q1 First 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		1Y	Deposits - Bank (03)	19/09/06	149	9.05%	130 711	(130 860)	0
N#015-Nedbank		1Y	Deposits - Bank (03)	19/10/11	818	9.05%	118 864		119 682
N#016-Nedbank		3M	Deposits - Bank (03)	19/07/09	-	8.05%	(0)		(0)
N#017-Nedbank		5M	Deposits - Bank (03)	20/02/24	178	7.90%	-	136 733	136 910
I#052- Investec		3M	Deposits - Bank (03)	19/07/09	-	7.70%	0		0
S#024- Standard Bank		3M	Deposits - Bank (03)	19/09/24	275	8.03%	51 044	(51 319)	0
S#025- Standard Bank		4M	Deposits - Bank (03)	CALL ACCOUNT	256	6.75%	50 462		50 718
S#026- Standard Bank		2M	Deposits - Bank (03)	19/08/14	-	7.55%	-		-
S#027- Standard Bank		5M	Deposits - Bank (03)	19/11/11	909	7.90%	100 822		101 732
S#028- Standard Bank			Deposits - Bank (03)	19/09/24	69	7.83%	-	53 267	53 336
		5M							-
Municipality sub-total					2 653		451 904	7 821	462 378
Entities sub-total					-		-	-	-
TOTAL INVESTMENTS AND INTEREST	2				2 653		451 904	7 821	462 378

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2019

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

WC024 Stellenbosch - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q1 First Quarter

Description	Ref	2018/19	Budget Year 2019/20							
		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:		-	144 704	144 704	-	59 597	48 249	11 348	23.5%	144 704
Operational Revenue:General Revenue:Equitable Share		-	136 177	136 177	-	56 740	45 392	11 348	25.0%	136 177
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		-	5 227	5 227	-	1 307	1 307	-		5 227
Local Government Financial Management Grant [Schedule 5B]		-	1 550	1 550	-	1 550	1 550	-		1 550
Municipal Systems Improvement Grant		-	1 750	1 750	-	-	-	-		1 750
Provincial Government:		-	27 635	27 635	1 500	5 651	5 651	-		27 635
WC Financial Management Support Grant		-	255	255	-	-	-	-		255
Financial Management Capacity Building Grant		-	380	380	-	-	-	-		380
Human Settlements Development Grant	4	-	12 438	12 438	-	-	-	-		12 438
Libraries, Archives and Museums	4	-	12 454	12 454	-	4 151	4 151	-		12 454
Municipal Accreditation and Capacity Building Grant	4	-	224	224	-	-	-	-		224
Maintenance and Construction of Transport Infrastructure	4	-	384	384	-	-	-	-		384
Regional Socio-Economic Project/violence through urban upgrading (RSEP/VPUU)		-	1 500	1 500	1 500	1 500	1 500	-		1 500
District Municipality:		-	-	-	-	-	-	-		-
All Grants		-	-	-	-	-	-	-		-
Other grant providers:		-	-	-	-	-	-	-		-
Total Operating Transfers and Grants	5	-	172 339	172 339	1 500	65 248	53 901	11 348	21.1%	172 339
Capital Transfers and Grants										
National Government:		-	62 526	62 526	-	12 640	12 640	-		62 526
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		-	15 640	15 640	-	7 640	7 640	-		15 640
Integrated Urban Development Grant		-	46 886	46 886	-	5 000	5 000	-		46 886
Provincial Government:		-	26 062	26 062	-	-	25 462	(25 462)	-100.0%	25 462
Human Settlements Development Grant		-	25 462	25 462	-	-	25 462	(25 462)		25 462
Integrated Transport Planning		-	600	600	-	-	-	-		600
District Municipality:		-	-	-	-	-	-	-		-
All Grants		-	-	-	-	-	-	-		-
Other grant providers:		-	-	-	-	-	-	-		-
Total Capital Transfers and Grants	5	-	88 588	88 588	-	12 640	38 102	(25 462)	-66.8%	87 988
TOTAL RECEIPTS OF TRANSFERS & GRANTS	5	-	260 927	260 927	1 500	77 888	92 002	(14 114)	-15.3%	260 327

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 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 - Q1 First Quarter

Description	Ref	Budget Year 2019/20								
		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:										
Operational Revenue:General Revenue:Equitable Share		15 931	144 704	144 704	5 644	33 335	1 819	31 516	1732.3%	144 704
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		8 150	136 177	136 177	5 859	32 367	424	31 943	7532.3%	136 177
Natural Resources Management Grant		5 825	5 227	5 227	(247)	869	1 147	(278)	-24.3%	5 227
Local Government Financial Management Grant [Schedule 5B]		405	-	-	-	-	-	-	-	-
Municipal Systems Improvement Grant		1 550	1 550	1 550	33	99	159	(60)	-37.6%	1 550
Provincial Government:		-	1 750	1 750	-	-	89	(89)	-100.0%	1 750
Total operating expenditure of Transfers and Grants:		14 150	27 635	27 635	683	1 321	5 758	(4 437)	-77.1%	27 635
WC Financial Management Support Grant		201	255	255	-	5	-	5	#DIV/0!	255
Financial Management Capacity Building Grant		-	380	380	-	-	4 096	(4 096)	-100.0%	380
Human Settlements Development Grant		1 568	12 438	12 438	-	-	-	-	-	12 438
Libraries, Archives and Museums		12 070	12 454	12 454	683	1 315	-	1 315	#DIV/0!	12 454
Municipal Accreditation and Capacity Building Grant		311	224	224	-	-	-	-	-	224
Maintenance and Construction of Transport Infrastructure		-	384	384	-	-	-	-	-	384
Regional Socio-Economic Project/violence through urban upgrading (RSEPPVPUU)		-	1 500	1 500	-	-	-	-	-	1 500
District Municipality:		-	-	-	-	-	-	-	-	-
All Grants		-	-	-	-	-	-	-	-	-
Other grant providers:		-	-	-	-	-	-	-	-	-
Total operating expenditure of Transfers and Grants:		30 081	172 339	172 339	6 328	34 656	7 578	27 078	357.4%	172 339
Capital expenditure of Transfers and Grants										
National Government:										
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		40 835	62 526	62 526	1 836	2 068	34 790	(32 722)	-94.1%	62 526
Integrated Urban Development Grant		5 000	15 640	15 640	45	277	2 790	(2 513)	-90.1%	15 640
Provincial Government:		5 307	46 886	46 886	1 791	1 791	-	1 791	#DIV/0!	46 886
Human Settlements Development Grant		-	26 062	26 062	1 386	45 067	-	45 067	#DIV/0!	26 062
Integrated Transport Planning		-	25 462	25 462	1 386	45 067	-	45 067	#DIV/0!	25 462
District Municipality:		-	600	600	-	-	-	-	-	600
All Grants		-	-	-	-	-	-	-	-	-
Other grant providers:		-	-	-	-	-	-	-	-	-
Total capital expenditure of Transfers and Grants:		40 835	88 588	88 588	3 222	47 134	34 790	12 344	35.5%	88 588
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		70 916	260 927	260 927	9 550	81 790	42 368	39 423	93.0%	260 927

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 - Q1 First Quarter

Description	Ref	Budget Year 2019/20				
		Approved Rollover 2018/19	Monthly actual	YearTD actual	YTD variance	YTD variance %
R thousands						
EXPENDITURE						
Operating expenditure of Approved Roll-overs						
National Government:						
Natural Resource Management Project		1 951	147	230	1 721	88.2%
		1 951	147	230	1 721	88.2%
Total operating expenditure of Approved Roll-overs		1 951	147	230	1 721	88.2%
Capital expenditure of Approved Roll-overs						
National Government:						
		-	-	-	-	-
Total capital expenditure of Approved Roll-overs		-	-	-	-	-
TOTAL EXPENDITURE OF APPROVED ROLL-OVERS		1 951	147	230	1 721	88.2%

12. Quarterly Performance Assessment Report, Q1 (01 July – 30 September 2019)

12.1 OVERALL PERFORMANCE OF THE MUNICIPALITY

- (a) Dashboard summary per Municipal Strategic Focus Area (SFA) for the 1st Quarter (01 July – 30 September 2019) of the 2019/20 financial year.

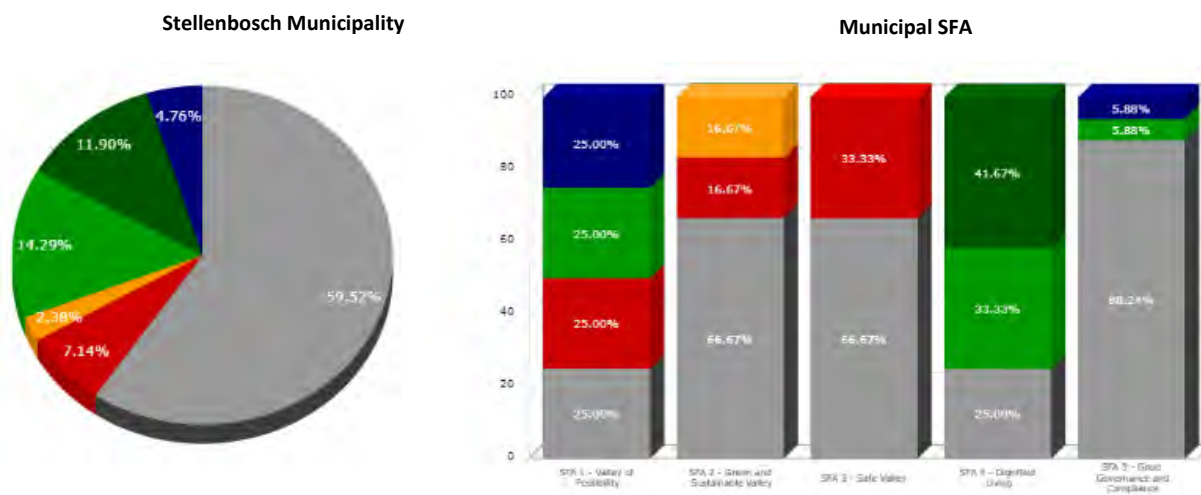


Table: 1 Overall performance for Quarter 1 per SFA- 01 July – 30 September 2019

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	25 (59.52%)	1 (25.00%)	4 (66.67%)	2 (66.67%)	3 (25.00%)	15 (88.24%)
KPI Not Met	3 (7.14%)	1 (25.00%)	1 (16.67%)	1 (33.33%)	-	-
KPI Almost Met	1 (2.38%)	-	1 (16.67%)	-	-	-
KPI Met	6 (14.29%)	1 (25.00%)	-	-	4 (33.33%)	1 (5.88%)
KPI Well Met	5 (11.90%)	-	-	-	5 (41.67%)	-
KPI Extremely Well Met	2 (4.76%)	1 (25.00%)	-	-	-	1 (5.88%)
Total:	42	4	6	3	12	17
	100%	9.52%	14.29%	7.14%	28.57%	40.48%

13. Actual performance and corrective measures to be implemented

13.1 SFA 1 - Valley of Possibility

SFA 1 - Valley of Possibility										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2019				
						Target	Actual	R	Performance Comment	Corrective Measures
TL 1	KPI007	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	300	300	50	415	B		
TL 2	KPI008	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	90%	90%	90%	0%	R	0 / 7 x100 = 0% The Municipal Planning Tribunal (MPT) was promulgated on 01 September 2019.	Recruitment process is currently underway to appoint 2 Senior Town Planners.
TL 3	KPI009	Training opportunities provided for entrepreneurs and Small, Medium and Micro Enterprises (SMMEs)	Number of quarterly training opportunities provided for entrepreneurs and SMMEs	4	4	1	1	G		
TL 4	KPI012	Revised Housing Pipeline (document) submitted to the Mayoral Committee (MayCo)	Number of Revised Housing Pipelines (documents) submitted to the MayCo by 31 March	1	1	0	0	N/A		

Summary of Results: SFA 1 - Valley of Possibility

KPI Not Yet Measured	1
KPI Not Met	1
KPI Almost Met	0
KPI Met	1
KPI Well Met	0
KPI Extremely Well Met	1
Total KPIs	4

13.2 SFA 2 - Green and Sustainable Valley

SFA 2 - Green and Sustainable Valley										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2019				
						Target	Actual	R	Performance Comment	Corrective Measures
TL5	KPI016	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	1	1	0	0	N/A		
TL6	KPI073	Implementation of identified waste minimisation projects	Number of identified waste minimisation projects implemented by 30 June	2	2	0	0	N/A		
TL7	KPI018	Building applications processed within the prescribed / legislated period	Percentage of building plans processed within the prescribed / legislated period	90%	90%	90%	71.17%	O	195 / 274 x 100 = 71.17%	The Municipality is currently busy implementing an electronic Building Plan Approval Management System (BPAMS) which will significantly increase the process flow of building plan applications.
TL8	KPI019	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	75%	75%	0%	0%	N/A		
TL9	KPI078	Submission of the Revised Facility Management Plan to the MayCo	Number of Revised Facility Management Plans submitted to the MayCo by 31 May	1	1	0	0	N/A		
TL10	KPI079	Submission of a Tree Management Policy to the MayCo	Number of Tree Management Policies submitted to the MayCo by 30 September	1	1	1	0	R	The Tree Management Policy was completed during September 2019. However, the item was too late for the MayCo agenda.	The Tree Management Policy will be submitted to MayCo on 09 October 2019.

Summary of Results: SFA 2 - Green and Sustainable Valley

KPI Not Yet Measured	4
KPI Not Met	1
KPI Almost Met	1
KPI Met	0
KPI Well Met	0
KPI Extremely Well Met	0
Total KPIs	6

13.3 SFA 3 - Safe Valley

SFA 3 - Safe Valley										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2019				
						Target	Actual	R	Performance Comment	Corrective Measures
TL11	KPI025	Revised Disaster Management Plan submitted to the MayCo	Number of Revised Disaster Management Plans submitted to the MayCo by 31 May	1	1	0	0	N/A		
TL12	KPI026	Revised Safety and Security Strategy submitted to the MayCo	Number of Revised Safety and Security Strategies submitted to the MayCo by 30 June	1	1	0	0	N/A		
TL13	KPI027	Revised Traffic Management Plan submitted to the MayCo	Number of Revised Traffic Management Plans submitted to the MayCo by 30 September	1	1	1	0	R	The Revised Traffic Management Plan has been finalised and submitted to the Portfolio Committee: Safety and Security during September 2019.	The Revised Traffic Management Plan will be submitted to MayCo in October 2019.

Summary of Results: SFA 3 - Safe Valley

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

13.4 SFA 4 - Dignified Living

SFA 4 - Dignified Living										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2019				
						Target	Actual	R	Performance Comment	Corrective Measures
TL14	KPI037	Provision of waterborne toilet facilities	Number of waterborne toilet facilities provided by 30 June	25	25	0	0	N/A		
TL15	KPI039	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%	100%	100%	100%	G	6 882 / 6 882 x 100 = 100%	
TL16	KPI040	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	<9%	<9%	0%	0%	N/A		
TL17	KPI041	Water quality managed and measured quarterly to the SANS 241 physical and micro parameters	Percentage water quality level as per analysis certificate measured quarterly	90%	90%	90%	90.20%	G2		
TL18	KPI042	Limit unaccounted water to less than 25%	Average percentage water losses measured by 30 June	<25%	<25%	0%	0%	N/A		
TL19	KPI043	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	6 882 / 6 882 x 100 = 100%	
TL20	KPI044	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	6 882 / 6 882 x 100 = 100%	
TL21	KPI045	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	6 882 / 6 882 x 100 = 100%	
TL22	KPI074	Formal households provided with access to water	Number of formal households provided with access to water, measured quarterly	26 000	26 000	26 000	27 016	G2		

SFA 4 - Dignified Living										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2019				
						Target	Actual	R	Performance Comment	Corrective Measures
TL23	KPI075	Formal households provided with access to electricity	Number of formal households provided with access to electricity, measured quarterly	24 000	24 000	24 000	27 016	G2		
TL24	KPI076	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	27 016	G2		
TL25	KPI077	Formal households provided with access to sanitation	Number of formal households provided with access to sanitation, measured quarterly	26 000	26 000	26 000	27 016	G2		

Summary of Results: SFA 4 - Dignified Living

KPI Not Yet Measured	3
KPI Not Met	0
KPI Almost Met	0
KPI Met	4
KPI Well Met	5
KPI Extremely Well Met	0
Total KPIs	12

13.5 SFA 5 - Good Governance and Compliance

SFA 5 - Good Governance and Compliance										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2019				
						Target	Actual	R	Performance Comment	Corrective Measures
TL26	KPI055	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	4	0	0	N/A		
TL27	KPI056	Achieve an average payment percentage of 96% by 30 June (Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	96%	96%	0%	0%	N/A		
TL28	KPI057	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%	10%	15.34%	B	R94 074 430 / R613 274 958 x 100 = 15.34%	
TL29	KPI058	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	75%	75%	0%	0%	N/A		
TL30	KPI059	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	0.85%	0.85%	0%	0%	N/A		

SFA 5 - Good Governance and Compliance										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2019				
						Target	Actual	R	Performance Comment	Corrective Measures
TL31	KPI060	Financial viability measured in terms of the Municipality's ability to meet its service debt obligations (NKPI Proxy - MSA, Reg. S10(g)(i))	Debt coverage ratio ((Total operating revenue - operating grants received) / (Debt service payments due within the year)) measured by 30 June	15%	15%	0%	0%	N/A		
TL32	KPI061	Financial viability measured in terms of the outstanding service debtors (NKPI Proxy - MSA, Reg. S10(g)(ii))	Service debtors to revenue ratio (Total outstanding service debtors / revenue received for services) measured by 30 June	27%	27%	0%	0%	N/A		
TL33	KPI062	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	0	0	N/A		
TL34	KPI063	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	KPI064	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	0	0	N/A		
TL36	KPI065	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	KPI066	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	1	1	0	0	N/A		
TL38	KPI067	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	KPI068	Submission of the Revised Asset Management Policy Council	Number of Revised Asset Management Policies submitted to Council by 30 June	1	1	0	0	N/A		

SFA 5 - Good Governance and Compliance										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2019				
						Target	Actual	R	Performance Comment	Corrective Measures
TL40	KPI070	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	1	1	G	IDP / Budget / SDF time schedule (process plan) submitted to Council on 24 August 2019	
TL41	KPI071	Revised Electrical Master Plan submitted to Council	Number of Revised Electrical Master Plans submitted to Council by 30 June	1	1	0	0	N/A		
TL42	KPI072	Submission of a Draft Smart City Framework to the MayCo	Number of Draft Smart City Frameworks submitted to the MayCo by 31 December	1	1	0	0	N/A		

Summary of Results: SFA 5 - Good Governance and Compliance

KPI Not Yet Measured	15
KPI Not Met	0
KPI Almost Met	0
KPI Met	1
KPI Well Met	0
KPI Extremely Well Met	1
Total KPIs	17

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2019

14. Strategic performance conclusion

- (a) Out of the 42 Key Performance Indicators (KPIs) listed on the Top layer SDBIP 2019/20 (quarter 1), 25 were not measured, 3 KPIs were not met, 1 KPI were almost met, 6 were met and 2 were extremely well met.

Summary of Results: Strategic Focus Areas 1 - 5

KPI Not Yet Measured	25
KPI Not Met	3
KPI Almost Met	1
KPI Met	6
KPI Well Met	5
KPI Extremely Well Met	2
Total KPIs	42

10.3.3	DECISIONS TAKEN BY DIRECTORATES IN TERMS OF DELEGATED AUTHORITY 01 JULY 2019 – 30 SEPTEMBER 2019
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good governance and Compliance

23 October 2019

1. SUBJECT: DECISIONS TAKEN BY DIRECTORATES IN TERMS OF DELEGATED AUTHORITY FROM 01 JULY 2019 UNTIL 30 SEPTEMBER 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 July 2019 until 30 September 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. RECOMMENDATIONS

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 July 2019 – 30 September 2019).
- Director Corporate Services – Ms A de Beer (01 July 2019 – 30 September 2019).
- Director Infrastructure Services – Mr D Louw (01 July 2019 – 30 September 2019).
- Director Community and Protection Services – Mr G Boshoff (01 July 2019 – 30 September 2019).
- Director Planning and Economic Development – Mr T Mfeya (01 July 2019 – 30 September 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	09 October 2019

ANNEXURE A

DELEGATIONS EXERCISED FOR PERIOD JULY 2019
OFFICE OF THE MUNICIPAL MANAGER: G METTLER

Date	Delegation	Category	Report subject and Recommendations	Date Received	Date Resolved	Resolution and Comments
22/07/2019		MFMA	Implementation Report: MMCL: January - June 2019	22/07/2019	22/07/2019	Signed
24/07/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoice: Roy Steele and Associates CC – Inv752	24/07/2019	24/07/2019	Approved
24/07/2019		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: Application for a consent use, temporary departure and departure: Remainder Farm No 537, Stellenbosch Division	24/07/2019	24/07/2019	Approved
24/07/2019		SCM Reg	Appointment of members for Delegations of signing powers of operational supply chain management, effective 01 July 2019	24/07/2019	24/07/2019	Approved
24/07/2019	108	S67 MFMA	Application for donation: Cape Winelands farmworkers recreation association	24/07/2019	24/07/2019	Recommendation for approval
24/07/2019	108	S67 MFMA	Application for donation: De Novo Netball Club	24/07/2019	24/07/2019	Recommendation for approval
24/07/2019	623	HR	Travel and congress allowance: Governance	24/07/2019	24/07/2019	Approved
24/07/2019		MSA	Councillors' contact details to IEC	24/07/2019	24/07/2019	Signed
24/07/2019	648(a)	By-law and Policy	Cellphone allowance: Community and Protection Services	24/07/2019	24/07/2019	Approved
24/07/2019	648(a)	By-law and Policy	Cellphone allowance: Community and Protection Services	24/07/2019	24/07/2019	Approved

24/07/2019	648(a)	By-law and Policy	Cellphone allowance: Community and Protection Services	24/07/2019	24/07/2019	Approved
24/07/2019	648(a)	By-law and Policy	Cellphone allowance: Public Safety Community	24/07/2019	24/07/2019	Approved
24/07/2019	648(a)	By-law and Policy	Cellphone allowance: Community and Protection Services	24/07/2019	24/07/2019	Approved
24/07/2019	648(a)	By-law and Policy	Cellphone allowance: Traffic Services	24/07/2019	24/07/2019	Approved
26/07/2019	648(a)	By-law and Policy	Cellphone allowance: Community and Protection Services	26/07/2019	26/07/2019	Approved
27/07/2019	5	Various legal provisions and the Law of Contract and Basic Common Law Principles and S59(1) of MSA	Sales Agreement: Elsabé Daneel Properties (Pty) Ltd	27/07/2019	27/07/2019	Signed
27/06/2019	S67 of the MSA	To develop and adopt systems and procedures to ensure fair, efficient, effective and transparent personnel administration	Financial delegations: Municipal Manager and Directors: 01 July 2019 until 30 June 2019	27/06/2019	27/06/2019	Approved
27/06/2019	625	HR	Acting appointment as Municipal Manager: T Mfeya	27/06/2019	27/06/2019	Approved
27/07/2019	5	Various legal provisions and the Law of Contract and Basic Common Law Principles and S59(1) of MSA	Investment mandate: Sale of remainder Erf 9194 Stellenbosch by Elsabé Daneel Properties Pty Ltd (the seller) to Stellenbosch Municipality (the purchaser)	27/07/2019	27/07/2019	Signed
27/07/2019		HR	Approval of organisational structure: Internal Audit	27/07/2019	27/07/2019	Approved
27/07/2019		HR	Approval of organisational structure: Governance	27/07/2019	27/07/2019	Approved

27/07/2019		SCM Reg	Gift register: Office of the Community and Protection Services	27/07/2019	27/07/2019	Approved
27/07/2019	648(a)	By-Law and Policy	Cellphone allowance: Recreation, Sport grounds and Halls	27/07/2019	27/07/2019	Approved
29/07/2019	623	HR	Travel and congress allowance: Director Community and Protection Services	29/07/2019	29/07/2019	Approved
29/07/2019	648(k)	By-Law and Policy	Permission to utilise municipal vehicle: Community and Protection Services	29/07/2019	29/07/2019	Given the fact that one vehicle will be used permission is granted to use municipal vehicle (Mini-bus) for all who will attend with reasonable accommodation
30/07/2019		HR	Government grant allocation: Projects for 2018/19	30/07/2019	30/07/2019	Approved
30/07/2019		Legal	Departmental Report: Johannes de Klerk Pietersen //Christine Pietersen: Case number 1617/2018	30/07/2019	30/07/2019	signed
30/07/2019		Legal	Departmental report: MJ Diedericks//Waldene Diedericks Case number LCC172/2018	30/07/2019	30/07/2019	Approved
30/07/2019	647	Disciplinary action, Disputes, Grievances and Labour issues	Implementation of disciplinary action: Infrastructure Services	30/07/2019	30/07/2019	Approved
30/07/2019	632	Disciplinary regulations for Senior managers 2010 and municipal regulations on financial misconduct procedures and criminal proceedings	Formal written warning: Corporate Services	30/07/2019	30/07/2019	Signed
31/07/2019	31/07/2019	Disciplinary regulations for	Formal written warning: Infrastructure Services	31/07/2019	31/07/2019	Signed

		Senior managers 2010 and municipal regulations on financial misconduct procedures and criminal proceedings				
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DELEGATIONS EXERCISED FOR PERIOD AUGUST 2019
OFFICE OF THE MUNICIPAL MANAGER: G METTLER

Date	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
01/08/2019	5	Various legal provisions and the Law of Contract and Basic Common Law Principles and S59(1) of MSA	MOA: WCG Provincial Treasury	01/08/2019	01/08/2019	Signed
01/08/2019	623	HR	Travel allowance: Planning and Economic Development	01/08/2019	01/08/2019	Approved
01/08/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoice: Sure Travel Hof 0029330	01/08/2019	01/08/2019	Approved
01/08/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoice: Sure Travel Hof 0029364	01/08/2019	01/08/2019	Approved
01/08/2019	643(f)	S67 of MSA	Approval of appointment of operator: Parks	01/08/2019	01/08/2019	Approved
01/08/2019	211	S115(1) of the MFMA read with	Invoice 0141: GEOSS – Infrastructure Services	01/08/2019	01/08/2019	Approved

		S117 Supply Chain Reg				
01/08/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoice INB65110 – Aquamat SA - Infrastructure Services	01/08/2019	01/08/2019	Approved
01/08/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoice STE 190606 – Water Solutions SA - Infrastructure Services	01/08/2019	01/08/2019	Approved
01/08/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoice 90705471: Hatch - Infrastructure Services	01/08/2019	01/08/2019	Approved
01/08/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoice T12949 – Alveo Water - Infrastructure Services	01/08/2019	01/08/2019	Approved
01/08/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoice 19001732 – Veolia - Infrastructure Services	01/08/2019	01/08/2019	Approved
01/08/2019	643(f)	S67 of MSA	Approval of appointment Process Controllers Class IV: 2 posts	01/08/2019	01/08/2019	Approved
01/08/2019		MSA	Notice for public participation: IDP 2017-2022	01/08/2019	01/08/2019	Approved
01/08/2019		Legal	Transfer payment agreement: WCG Department of Transport and Public Works	01/08/2019	01/08/2019	Approved
01/08/2019		HR	Training: IDP	01/08/2019	01/08/2019	Approved

01/08/2019		MFMA	Performance agreements of the Municipal Manager and Managers directly accountable to the Municipal Manager	01/08/2019	01/08/2019	Approved
01/08/2019		MFMA	Appointment of authorised signatories for Stellenbosch municipality	01/08/2019	01/08/2019	Approved
01/08/2019	648(a)	By-law and Policy	Cellphone allowance: Planning and Economic Development	01/08/2019	01/08/2019	Approved
01/08/2019		S79(2) of the Stellenbosch Municipal Planning By-law 2015	Section 79(2) of the Stellenbosch Municipal Planning By-law 2015: LU6530	01/08/2019	01/08/2019	Approved
01/08/2019		MFMA	Statement of account: Department of Environmental Affairs – Stellenbosch NRM Projects	01/08/2019	01/08/2019	Approved
05/08/2019		HR	Disclosure of interest: Office of the Municipal Manager X3	05/08/2019	05/08/2019	Approved
05/08/2019		HR	Disclosure of interest: Internal Audit X4	05/08/2019	05/08/2019	Approved
05/08/2019	270	SCM Reg 32 (2)	Deviation: Emergency repairs at Lappan Street	05/08/2019	05/08/2019	Approved
		MFMA	Annual stock take report			Separate report needed on the reason why the variation so high, why is this so late, almost 2 months late. What corrective measures has been put in place. What consequence management was put in place. This is a material variance and place the clean audit at a serious risk, what is the implication of this variance. I need

						answers before I report this.
12/08/2019	108	S67 MFMA	Application for donation: Cloetesville High School	12/08/2019	12/08/2019	Approved
12/08/2019	108	S67 MFMA	Application for donation: Cape Winelands Aquatics/Maties Swimming	12/08/2019	12/08/2019	Approved
12/08/2019	8	S59(4) and S61 of Systems Act	Delegations exercised: Infrastructure services: 01-31 July 2019	12/08/2019	12/08/2019	Approved
13/08/2019		MFMA	Financial assistance for the review of the CITP plan for the Stellenbosch municipality – Assurance certificate	13/08/2019	13/08/2019	Approved
13/08/2019		MFMA	Performance evaluation report: Stellenbosch municipality	13/08/2019	13/08/2019	Approved
13/08/2019		By-law and policy	MOA: Communications Department (training course) X3	13/08/2019	13/08/2019	Approved
13/08/2019		Finance	Investment instruction: FNB	13/08/2019	13/08/2019	Approved
13/08/2019	8	S59(4) and S61 of Systems Act	Financial delegations: CFO	13/08/2019	13/08/2019	Approved
13/08/2019	623	HR	Travel allowance: Infrastructure Services	13/08/2019	13/08/2019	Approved
13/08/2019	229	SCM Reg 12(1)(c)	Specifications: Appointment of an organisational specialist to facilitate the appointment of Senior Managers	13/08/2019	13/08/2019	Approved
13/08/2019		MFMA	Monthly budget monitoring report: July 2019	13/08/2019	13/08/2019	Approved
13/08/2019	247	SCM Reg 27(1)	BSM67/19: Request for approval ito clause 22(2) of Council's SCM Policy: Closure date for the submission of bids which is less than 30 days	13/08/2019	13/08/2019	Approved
13/08/2019		Legal	Transfer of Erf 9170 portion of Erf 12843 Stellenbosch to Mercia Joachim	13/08/2019	13/08/2019	Approved
19/08/2019	247	SCM Reg 27(1)	BSM 29/19: Upgrade and extension of the Pniel wastewater works civil works:	19/08/2019	19/08/2019	Strict contract management should be implemented with this joint venture. All variation orders must be approved i.t.o.

						requirements as stipulated in the contract. Please ensure that approval as signed goes back to BAC for minutes
19/08/2019		HR	Request to travel abroad and reimbursement of expenses incurred: Infrastructure Services	19/08/2019	19/08/2019	Approved
19/08/2019	633	HR	Acting appointment as Director: Infrastructure Services	19/08/2019	19/08/2019	Approved
19/08/2019	139 S69 and 70 of MFMA		Creation of new U-key: Communications Department			Approved
21/08/2019		Finance	Petty cash replenishment 2019/2020	21/08/2019	21/08/2019	Approved
22/08/2019	643(f)	S67 of MSA	Confirmation of permanent appointment: IDP	22/08/2019	22/08/2019	Approved
27/08/2019	623	HR	Travel allowance: Governance	27/08/2019	27/08/2019	Approved
28/08/2019			Community Development workers operational support grant	28/08/2019	28/08/2019	Approved
28/08/2019	247	SCM Reg 27(1)	BSM45/19: Provision of roads and stormwater civil infrastructure	28/08/2019	28/08/2019	Approved
28/08/2019	645	Basic Conditions of Employment Act	Standby allowance: Infrastructure Services	28/08/2019	28/08/2019	Approved
30/08/2019		MFMA	Annual report: Implementing Agent – Stellenbosch municipality - MIG	30/08/2019	30/08/2019	Approved
30/08/2019	9	S62(3) of the MSA	Appel i.t.o. Section 62 Municipal Systems Act: BSM 12/19	30/08/2019	30/08/2019	Approved

DELEGATIONS EXERCISED FOR PERIOD SEPTEMBER 2019
OFFICE OF THE MUNICIPAL MANAGER: G METTLER

Date	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
02/09/2019	623	HR	Travel allowance: Community and Protection Services	02/09/2019	02/09/2019	Approved
02/09/2019		Safety	Appointment of overall responsible person for firearms for our local government institution: Stellenbosch municipality i.t.o. Firearms Control Act 60/2000	02/09/2019	02/09/2019	Approved
02/09/2019		Legal	Addendum to the offer of purchase: Deed of Sale: WS Smit Watergang Trust	02/09/2019	02/09/2019	Approved
02/09/2019	623	HR	Travel allowance: Office of the Municipal Manager	02/09/2019	02/09/2019	Approved
02/09/2019	647	Disciplinary action, Disputes, Grievances and Labour issues	Authorisation to implement disciplinary action: Community and Protection Services	02/09/2019	02/09/2019	Approved
02/09/2019		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: LU 7829	02/09/2019	02/09/2019	Approved
02/09/2019		Legal	MOU: Winelands Marathon and Half Marathon in Stellenbosch municipality	02/09/2019	02/09/2019	Approved
02/09/2019	623	HR	Travel allowance: Community and Protection Services	02/09/2019	02/09/2019	Approved
03/09/2019			Progress report IUDG monthly progress report	03/09/2019	03/09/2019	Approved

03/09/2019		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: LU 6894	03/09/2019	03/09/2019	Approved
03/09/2019		SCM Reg	Extension of contract: BSM65/18 – Construction of the Idas valley/ Merriman sewer and associated works	03/09/2019	03/09/2019	Approved
03/09/2019		SCM Reg	Extension of contract: BSM95/17: Construction of the Plankenburg main outfall sewer and associated works – Phase 2&3	03/09/2019	03/09/2019	Approved
03/09/2019	8	S59(4) and S61 of Systems Act	Delegations exercised for August 2019 – Infrastructure Services	03/09/2019	03/09/2019	Approved
03/09/2019	8	S59(4) and S61 of Systems Act	Delegations exercised for August 2019 – Community and Protection Services	03/09/2019	03/09/2019	Approved
04/09/2019		HR	Approval of Advertisement: Planning and Economic Development	04/09/2019	04/09/2019	Approved
09/09/2019	633	HR	Acting allowance appointment: Governance	09/09/2019	09/09/2019	Approved
09/09/2019		Legal	Addendum - Service level agreement: Evolution Technology Group Pty Ltd	09/09/2019	09/09/2019	Approved
10/09/2019	624	HR	Leave in lieu of overtime: IDP	10/09/2019	10/09/2019	Approved
10/09/2019	624	HR	Leave application: Office of the Municipal Manager	10/09/2019	10/09/2019	Approved
12/09/2019		SCM Reg	Memo: catering services for strategic session: Planning and Economic Development	12/09/2019	12/09/2019	Meeting is scheduled away from work and most employee's session is longer than 5 hours as indicated in the agenda.
12/09/2019		SCM Reg	Request for approval: BSM18/19: Supply and delivery of the festival of lights material	12/09/2019	12/09/2019	Approved
12/09/2019		MFMA	Monthly report: Financial Municipal Grant	12/09/2019	12/09/2019	Approved

13/09/2019			Stellenbosch Municipality Quarter 4 EPWP evaluation report	13/09/2019	13/09/2019	Approved
18/09/2019		S79(2) of the Stellenbosch Municipal Planning By-law 2015	Appeal i.t.o. Section 79(2) of the Stellenbosch Municipal By-law 2015: LU6562	18/09/2019	18/09/2019	Approved
18/09/2019		S79(2) of the Stellenbosch Municipal Planning By-law 2015	Appeal i.t.o. Section 79(2) of the Stellenbosch Municipal By-law 2015: LU7829	18/09/2019	18/09/2019	Approved
18/09/2019	648(a)	By-law and Policy	Cellphone allowance: Infrastructure Services	18/09/2019	18/09/2019	Approved
18/09/2019	211	S115(1) of the MFMA read with S117 Supply Chain Reg	Invoice: Media 24 Inv 6052591969	18/09/2019	18/09/2019	Approved
18/09/2019		Legal	Proposed Deed of sale: Octofin commercial Pty Ltd and Stellenbosch municipality – Office space Ecclesia building	18/09/2019	18/09/2019	Can we please arrange for the lease agreement to be amended as per the comments of the Director Corporate Services
18/09/2019	648(a)	By-law and Policy	Cellphone allowance: Library Services	18/09/2019	18/09/2019	Approved
18/09/2019		SCM Reg	Memo: Catering services for Corporate Services workshop	18/09/2019	18/09/2019	Approved
18/09/2019		Finance	Motivation for additional RSEP funding for the Adam Tas Corridor	18/09/2019	18/09/2019	Approved
18/09/2019	633	HR	Acting appointment as Director: Infrastructure Services	18/09/2019	18/09/2019	Approved
18/09/2019	623	HR	Travel allowance: Infrastructure services	18/09/2019	18/09/2019	Approved

20/09/2019	623	HR	Travel allowance: Community and Protection Services	20/09/2019	20/09/2019	Approved
20/09/2019		Legal	Longlands Tripartite agreement	20/09/2019	20/09/2019	Approved
20/09/2019	643(f)	S67 of MSA	Appointment of Senior Building Inspectors X2 Planning and Economic Development	20/09/2019	20/09/2019	This department has critical vacancies which have a direct implication to service delivery. Given the risk and reputationally, proper checks and balances need to be put in place to prevent this delay.
20/09/2019	643(f)	S67 of MSA	Approval of appointment of Manager Roads, Transport and Stormwater	20/09/2019	20/09/2019	Approved
26/09/2019	108	S67 MFMA	Application for Donation: Lindoor funeral	26/09/2019	26/09/2019	Approved
26/09/2019		Legal	Valuation SLA with HCB Valuation and Services Pty Ltd	26/09/2019	26/09/2019	Approved
26/09/2019	643(f)	S67 of MSA	Appointment of General workers: Cemeteries	26/09/2019	26/09/2019	Approved
26/09/2019		Legal	Application and affidavit i.t.o. regulation 68(1) of Act 47 of 1937 for a certified copy of title deed T67305/95	26/09/2019	26/09/2019	Approved
27/09/2019		Legal	MOU: Stellenbosch Sport and Recreation Association (SSRA)	27/09/2019	27/09/2019	Approved
27/09/2019	645	Basic Conditions of Employment Act	Standby allowance: Infrastructure services	27/09/2019	27/09/2019	Approved
27/09/2019		MFMA	Verification of budget information for purposes of publishing the 2019/20 MTREF information	27/09/2019	27/09/2019	Approved
30/09/2019	623	HR	Travel allowance: Financial servives	30/09/2019	30/09/2019	Approved
30/09/2019		By-law and policy	MOA: Corporate Services - Training	30/09/2019	30/09/2019	Approved

30/09/2019		MFMA	MMCL WC024 Report on MMCL for Stellenbosch municipality	30/09/2019	30/09/2019	Approved
30/09/2019		By-law and policy	Appeal of internal bursary applicant	30/09/2019	30/09/2019	Policy should be received to give preference for bursary in current field but should include studies in other field cater in the municipality formal day-to-day functioning.
30/09/2019	5	Various legal provisions and the Law of Contract and Basic Common Law Principles and S59(1) of MSA	EPWP Annual report	30/09/2019	30/09/2019	Signed
30/09/2019		Finance	Application for additional Human settlement development grant funding for TRP	30/09/2019	30/09/2019	Signed

DELEGATIONS EXERCISED FOR PERIOD: JULY 2019
DIRECTORATE: INFRASTRUCTURE SERVICES

Date	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
01/07/2019 – 31/07/2019	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: Supply of electricity disconnected on 01/08/2019 Area affected: Stillewaters, Volkskombuis, Distell, Sport Institute Supply of electricity disconnected on 22/07/2019 Area affected: Jonkershoek Road & Uniepark Spar Complex Supply of electricity disconnected on 16/07/2019 Area affected: Parts of Bassi, Long, 4 th , 5 th Ave & Zone O Interruption in water supply, Talana Street, Stellenbosch on 03/07/19 Interruption in water supply, Smuts, Joubert and Banghoek Street, Stellenbosch on 05/07/2019	26/07/2019 17/07/2019 08/07/2019 02/07/2019 03/07/2019	26/07/2019 17/07/2019 08/07/2019 02/07/2019 03/07/2019	Approved Approved Approved Approved Approved
01/07/2019 – 31/07/2019	To decide to: (a) Temporary restrict or	S 184 of Municipal Ordinance and	Water restrictions exemption: 0 - applications approved			Approved

	<p>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 decision will only have the force of law after the publication in the media</p>	<p>also ito the Water Services Act</p>	<p>0 - application not approved</p> <p>1 - applications pending</p> <p>Water restrictions transgressions:</p> <p>0 - reported and notices served by Law Enforcement</p> <p>Borehole registrations:</p> <p>1 - Application to drill</p> <p>3 - Residential Applications</p> <p>0 - Commercial Applications</p> <p>0 - Public Buildings Applications</p> <p>0 - Grey water Applications</p> <p>Notice 60/2019</p> <p>Notice to inform residents that Stellenbosch Municipality is implementing several water conservation and water demand management initiatives to reduce water losses.</p>	<p>08/07/2019</p>	<p>08/07/2019</p>	<p>Not approved</p> <p>Pending</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>
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DELEGATIONS EXERCISED FOR PERIOD: AUGUST 2019
DIRECTORATE: INFRASTRUCTURE SERVICES

Date	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
01/08/2019-31/08/2019	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: Supply of electricity disconnected on 22/08/2019 Area affected: Stillewaters, Volkskombuis, Distell offices, Sport Institute Interruption in water supply: Botmazich woonstelle, Stellenbosch on 28/08/2019		15/08/2019 26/08/2019	Approved Approved
01/08/2019-31/08/2019	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	S 184 of Municipal Ordinance and also ito the Water Services Act	Water restrictions exemption: 0 - applications approved 0 - application not approved 1 - applications pending Water restrictions transgressions:			Approved Not approved Pending

	<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>0 - reported and notices served by Law Enforcement</p> <p>Borehole registrations:</p> <p>2 - Application to drill</p> <p>1 - Residential Applications</p> <p>2 - Commercial Applications</p> <p>0 - 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>
01/08/2019-31/08/2019	<p>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</p>	<p>E (d) Transport, Roads & Stormwater</p> <p>S 19 (b), (c) of the Roads Ordinance (19/76)</p>	<p>Application for road closures:</p> <p>Temporary Road Closure: Die Laan Street 1-8 August 2019</p> <p>Temporary Road Closure: Webbervallei Road August 2019</p>	<p>25 June 2019</p> <p>19 July 2019</p>	<p>25 July 2019</p> <p>22 July 2019</p>	<p>Approved</p> <p>Approved</p>

			Interruption in water supply: Annandale Road, Stellenbosch on 09/09/2019			
01/09/2019 – 30/09/2019	<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 decision will only have the force of law after the publication in the media</p>	<p>S 184 of Municipal Ordinance and also ito the Water Services Act</p>	<p>Water restrictions exemption:</p> <p>0 - applications approved</p> <p>0 - application not approved</p> <p>1 - applications pending</p> <p>Water restrictions transgressions:</p> <p>0 - reported and notices served by Law Enforcement</p> <p>Borehole registrations:</p> <p>1 - Application to drill</p> <p>4 - Residential Applications</p> <p>0 - Commercial Applications</p> <p>0 - Public Buildings Applications</p> <p>0 - Grey water Applications</p>			<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>
01/09/2019 – 30/09/2019	<p>To authorise, administer and manage temporary closing or temporary restriction</p>	<p>E (d) Transport, Roads & Stormwater</p>	<p>Application for road closures:</p>	03/09/2019	10/09/2019	Approved

	<p>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</p>	<p>S 19 (b), (c) of the Roads Ordinance (19/76)</p>	<p>Temporary Road Closure: Between Crozier and Merriman Avenue: 15 September 2019</p> <p>Temporary Road Closure: Between Crozier and Merriman Avenue: 29 September 2019</p>	<p>03/09/2019</p>	<p>10/09/2019</p>	<p>Approved</p>
<p>01/09/2019 – 30/09/2019</p>	<p>To monitor industrial effluent discharges and industrial effluent quality for compliance and the minimisation of water pollution arising from commercial and industrial activity</p>	<p>E (b) Water Services 566</p>	<p>INDUSTRIAL EFFLUENT PERMIT (i.t.o. Water Services By-Law)</p> <p>Permit Number IEA: 16/8/1 (Erf No: 6284 Distell Adam Tas)</p>		<p>18/09/2019</p>	<p>Approved</p>

DELEGATIONS EXERCISED FOR PERIOD: JULY 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:			
03/07/2019	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 Special Development, Erf 4638	03/07/2019	03/07/2019	Approved
03/07/2019				Application for Amendment, Farm 699	03/07/2019	03/07/2019	Approved
03/07/2019				Application for Departure, Erf 14470	03/07/2019	03/07/2019	Approved
03/07/2019				Application for Consent, Erf 3525	03/07/2019	03/07/2019	Approved
03/07/2019				Application for Consent, Erf 2172	03/07/2019	03/07/2019	Approved
03/07/2019				Application for Departure, Erf 9675	03/07/2019	03/07/2019	Approved
03/07/2019				Application for Consent, Erf 3849	03/07/2019	03/07/2019	Approved
03/07/2019				Application for Removal, Erf 407	03/07/2019	03/07/2019	Approved

03/07/2019				Application for Consolidation & Erven 132 & 176	03/07/2019	03/07/2019	Approved
03/07/2019				Application for Rezoning , Farm 124/77	03/07/2019	03/07/2019	Approved
08/07/2019				Application for Departure, Erf 11495	08/07/2019	11/07/2019	Approved
08/07/2019				Application for Amendment, Erf 932	08/07/2019	11/07/2019	Approved
08/07/2019				Application for Departure, Erf 670	08/07/2019	11/07/2019	Approved
08/07/2019				Exemption Departure, Erf 6504	08/07/2019	11/07/2019	Approved
08/07/2019				Application for Departure, Erf 451	08/07/2019	11/07/2019	Approved
08/07/2019				Application for Departure, Erf 12777	08/07/2019	11/07/2019	Approved
08/07/2019				Application for Departure, Erf 16123	08/07/2019	11/07/2019	Approved
08/07/2019				Application for Departure, Erf 2860	08/07/2019	11/07/2019	Approved
08/07/2019				Application for Departure, Erf 8221	08/07/2019	11/07/2019	Approved
08/07/2019				Application for Departure, Erf 8305	08/07/2019	11/07/2019	Approved
08/07/2019				Application for Departure, Farm 284	08/07/2019	11/07/2019	Approved
11/07/2019				Application for Extension, Farm 74/9	11/07/2019	16/07/2019	Approved
11/07/2019				Application for Consolidation, Erf 1417	11/07/2019	16/07/2019	Approved
15/07/2019				Application for Consolidation, Erven 1497	15/07/2019	15/07/2019	Approved
15/07/2019				Application for Consolidation, Erven 1505 & 3500	15/07/2019	15/07/2019	Approved
25/07/2019				Application for Departure, Erf 4196	25/07/2019	25/07/2019	Approved
25/07/2019				Application for Departure, Erf 15325	25/07/2019	25/07/2019	Approved
25/07/2019				Application for Departure, Erf 13443	25/07/2019	25/07/2019	Approved

25/07/2019				Application for Consent, Erf 1020	25/07/2019	25/07/2019	Approved
25/07/2019				Application for Departure, Farm 510/702	25/07/2019	25/07/2019	Approved
25/07/2019				Application for Departure, Erf 734	25/07/2019	25/07/2019	Approved
25/07/2019				Application for Departure, Erf 2561	25/07/2019	25/07/2019	Approved
25/07/2019				Application for Departure, Erf 901	25/07/2019	25/07/2019	Approved
25/07/2019				Application for Departure, Erf 151	25/07/2019	25/07/2019	Approved
25/07/2019				Application for Consent & Departure, Erf 593	25/07/2019	25/07/2019	Approved
25/07/2019				Application for Departure, Farm 402	25/07/2019	25/07/2019	Approved
25/07/2019				Application for Departure, Erf 11490	25/07/2019	25/07/2019	Approved
09/07/2019		Director: PED	HA	Draft Housing Allocation Policy July 2019	09/07/2019	09/07/2019	Supported
10/07/2019		Director: PED	LUM	Recruitment & Selection: Approval of advertisement	07/07/2019	08/07/2019	Approved (Acting MM)
10/07/2019	211	Director: PED	Creditors	Sure Travel: Invoice 354941	10/07/2019	10/10/2019	Approved
11/07/2019		Director: PED	Acting MM	Monthly Report on By-Law Enforcement & Events Management May & June 2019	11/07/2019	11/07/2019	Supported (Acting MM)
11/07/2019		Director: PED	Acting MM	Monthly Report Fire & Disaster – June 2019	11/07/2019	11/07/2019	Supported (Acting MM)
11/07/2019	648(a)	Director: PED	Acting MM	Cellphone Application – Supply Chain Management	11/07/2019	11/07/2019	Supported (Acting MM)
11/07/2019	648(a)	Director: PED	Acting MM	Cellphone Application – Infrastructure Services	11/07/2019	11/07/2019	Supported (Acting MM)
11/07/2019		Director: PED	Acting MM	Item: Consideration of Expenditure Incurred Relating to Service Render by Andenco	11/07/2019	11/07/2019	Supported (Acting MM)
11/07/2019		Director: PED	Acting MM	Deviation: Provision of Licensed waste disposal facilities 1 July 2019 – 30 June 2020	11/07/2019	11/07/2019	Supported (Acting MM)
11/07/2019		Director: PED	Acting MM	Application for annual leave: Director Protection and Community Services	11/07/2019	11/07/2019	Supported (Acting MM)

11/07/2019		Director: PED	Acting MM	Quarterly Report: By Law Enforcement & Events	11/07/2019	11/07/2019	Supported (Acting MM)
15/07/2019		Director: PED	HA	Application for Bursary – Grade 12: E Ghalpie	15/07/2019	15/07/2019	Supported (Acting MM)
15/07/2019		Director: PED	LUM	Appeal: MPT application for permanent departure and amendments erven 9190, 9211 & 13166	15/07/2019	15/07/2019	Supported (Acting MM)
15/07/2019		Director: PED	IS	Memo: Fire incident erf 146 Kylemore	15/07/2019	15/07/2019	Approved
15/07/2019		Director: PED	HR	Business report writing	15/07/2019	15/07/2019	Approved
15/07/2019	211	Director: PED	Creditors	Invoice: Rail Hub Africa	15/07/2019	15/07/2019	Approval
15/07/2019		Director: PED	Creditors	Invoice: Timber city (Stellenbosch)	15/07/2019	15/07/2019	Approved
15/07/2019		Director: PED	HR	Overtime Approval – April 2019: Housing Administration	15/07/2019	15/07/2019	Approved
16/07/2019		Director: PED	HR	Addendum contract: Land Use Management	16/07/2019	16/07/2019	Supported
18/07/2019		Director: PED	LED	FQ: Provision of cleaning services in the Bergzicht, taxi rank, Franschoek Arts & Crafts Market, Idas Valley community market	15/07/2019	15/07/2019	Approved
18/07/2019		Director: PED	HR	Standby pre-approval – June 2019: Informal Settlements	18/07/2019	18/07/2019	Approved
18/07/2019	211	Director: PED	Creditors	Invoice: @ Plenny	18/07/2019	18/07/2019	Approved
18/07/2019		Director: PED	LUM	(STBB) Smith Tabata Buchanan Boyes	18/07/2019	18/07/2019	Approved
18/07/2019		Director: PED	HR	Reporting lines (ESS): Infrastructure Services	18/07/2019	18/07/2019	Approved
18/07/2019		Director: PED		Reporting lines (ESS) to Informal Settlements	18/07/2019	18/07/2019	Approved
18/07/2019		Director: PED	HR	Time sheet: – June 2019 Planning and Econ Dev	15/07/2019	15/07/2019	Approved
18/07/2019		Director: PED	LUM	Essential motor vehicle user scheme – LUM	15/07/2019	15/07/2019	Approved
18/07/2019		Director: PED	HR	Terminations of contracts: EPWP	16/07/2019	16/07/2019	Approved
18/07/2019	211	Director: PED	Creditors	Invoice: Autshamoa services	16/07/2019	16/07/2019	Approved

18/07/2019		Director: PED	Finance	Certification that the adopted budget for 19/20 is correctly captured & locked on the municipality's financial management system	15/07/2019	15/07/2019	Approved (Acting MM)
18/07/2019		Director: PED	HR	Administrative Assistant: PED	17/07/2019	17 /07/2019	Approved
18/07/2019		Director: PED	Acting MM	Addendum 2 to the agreement between the Gvt.in dept of Environmental Affairs	17/07/2019	17/07/2019	Approved (Acting MM)
17/07/2019		Director: PED	HR	Approval appointment: Court interpreter	17/07/2019	17/07/2019	Approved (Acting MM)
17/07/2019		Director: PED	HR	Approval appointment: Admin Assistant	17/07/2019	17/07/2019	Approved (Acting MM)
17/07/2019		Director: PED	Acting MM	Addendum Environment Affairs	17/07/2019	17/07/2019	Approved (Acting MM)
19/07/2019		Director: PED	HR	Approval application: Principal clerk	19/07/2019	19/07/2019	Approved (Acting MM)
19/07/2019		Director: PED	NH	Authirozation request: Rennies travel – Lester van Stavel	19/07/2019	19/07/2019	Approved
19/07/2019	623	Director: PED	Acting MM	Travel allowance:IDP	19/07/2019	19/07/2019	Approved (Acting MM)
19/07/2019		Director: PED	Governance	Virementation: Accommodations	19/07/2019	19/07/2019	Approved (Acting MM)
19/07/2019		Director: PED	Acting MM	Signing ceremony: Performance Agreement 19/20	19/07/2019	19/07/2019	(Acting MM)
19/07/2019		Director: PED	Governance	Tariffs & Rates Policy	19/07/2019	19/07/2019	Approved
19/07/2019		Director: PED	Governance	Proposed electricity tariffs for 19/20	19/07/2019	19/07/2019	(Acting MM)
19/07/2019		Director: PED	Governance	Farmworker housing: partnership agreement	19/07/2019	19/07/2019	Approved
19/07/2019		Director: PED	Governance	Bus parking: allocation of parking areas	19/07/2019	19/07/2019	(Acting MM)

19/07/2019		Director: PED	Governance	Updating of sections 6.3.1 & 6.3.2 of draft IDP	19/07/2019	19/07/2019	Approved
19/07/2019		Director: PED	Governance	Risk management	19/07/2019	19/07/2019	(Acting MM
19/07/2019		Director: PED	HA	Item: Draft housing allocation policy - July	19/07/2019	19/07/2019	Approved
23/07/2019		Director: PED	Finance	Virementation: Accommodation (domestic), daily allowance			
25/07/2019		Director: PED	HR	Fixed contract: LUM	25/07/2019	25/07/2019	Approved
25/07/2019		Director: PED	Finance	Virementation – Maintenance building	25/07/2019	25/07/2019	Approved
25/07/2019		Director: PED	IS	Item: Draft departmental report – case 1617/2018	25/07/2019	25/07/2019	Approved
30/07/2019		Director: PED	LUM	Approval appointment: Land Use Inspector	30/07/2019	30/07/2019	Approved
30/07/2019		Director: PED	LUM	Acceptance of delegation of power & duties	30/07/2019	30/07/2019	Approved
30/07/2019		Director: PED	LUM	Essential vehicle user – LUM	30/07/2019	30/07/2019	Approved

DELEGATIONS EXERCISED FOR PERIOD: AUGUST 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 APPR							
				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:			
07/08/2019	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 1096	07/08/2019	07/08/2019	Approved
07/08/2019				Application for Departure, Erf 4196	07/08/2019	07/08/2019	Approved
07/08/2019				Application for Departure, Erf 465	07/08/2019	07/08/2019	Approved
07/08/2019				Application for Departure, Erf 2284	07/08/2019	07/08/2019	Approved
07/08/2019				Contravention Penalty, Erf 2419	07/08/2019	07/08/2019	Approved
07/08/2019				Application for Condent, Erf 13010	07/08/2019	07/08/2019	Approved
07/08/2019				Application for Departure, Erf 1033	07/08/2019	07/08/2019	Approved
07/08/2019				Application for Rezoning, Farm 1595	07/08/2019	07/08/2019	Approved

07/08/2019				Application for Consent & Temp Departure, Erf 550	07/08/2019	07/08/2019	Approved
07/08/2019				Alleged Land Use Contravention, Erf 7011/18	07/08/2019	07/08/2019	Approved
07/08/2019				Alleged Land Use Contravention, Erf 215/	07/08/2019	07/08/2019	Approved
15/08/2019				Application for Consolidation, Erven 1497/ 1505 & 3500	15/08/2019	15/08/2019	Approved
15/08/2019				Application for Consolidation, Erven 1497	15/08/2019	15/08/2019	Approved
15/08/2019				Application for Consolidation, Erven 1497	15/08/2019	15/08/2019	Approved
19/08/2019				Amended Zoning & Submission, Farm 393/11	19/08/2019	19/08/2019	Approved
19/08/2019				Application for Amendment, Erf 11330	07/08/2019	19/08/2019	Approved
19/08/2019				Application for Consent, Farm 1538	07/08/2019	19/08/2019	Approved
19/08/2019				Application for Departure, Erf 39	07/08/2019	19/08/2019	Approved
19/08/2019				Application for Departure, Erf 1063	07/08/2019	19/08/2019	Approved
19/08/2019				Application for Consolidation, Erven 1497	07/08/2019	19/08/2019	Approved
19/08/2019				Application for Rezoning & Consent, Farm 1388	07/08/2019	19/08/2019	Approved
19/08/2019				Application for Departure, Erf 11886	07/08/2019	19/08/2019	Approved
19/08/2019				Application for Rezoning, Farm 747	07/08/2019	19/08/2019	Approved
19/08/2019				Application for Rezoning, Farm 167/1	07/08/2019	19/08/2019	Approved
21/08/2019		Director: PED	HR	Overtime: Housing Admin	07/08/2019	07/08/2019	Approved
21/08/2019		Director: PED	Finance	Virement: PPE	07/08/2019	07/08/2019	Approved
21/08/2019		Director: PED	HR	Computer Training – Lamberts	22/08/2019	22/08/2019	Approved
21/08/2019		Director: PED	HR	Senior Admin Officer	19/08/2019	19/08/2019	Approved

21/08/2019	211	Director: PED	Creditors	Invoice: Project Zoning Scheme	21/08/2019	21/08/2019	Approved
21/08/2019		Director: PED	HR	Disclosure Forms	07/08/2019	07/08/2019	Supported
21/08/2019		Director: PED	LUM	MPAC Item: Liso Lukhanyo	07/08/2019	08/08/2019	Supported
21/08/2019		Director: PED	Creditors	Travel: Congress Allowance – Informal Settlement	22/08/2019	22/08/2019	Approved
22/08/2019		Director: PED	HR	Fixed Contract:LUM	22/08/2019	22/08/2019	Supported
26/07/2019		Director: PED	MM	Pre-approvals: September – Informal Settlements	26/08/2019	26/08/2019	Approved
26/07/2019		Director: PED	MM	Item for Human Settlements Committee Meeting: Interim report – demographic survey of backyard dwellers of Idas Valley and Cloetesville	30/08/2019	30/08/2019	Supported

DELEGATIONS EXERCISED FOR PERIOD: SEPTEMBER 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 APPR							
				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:			
03/09/2019	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 1802	03/0/2019	03/09/2019	Approved
03/09/2019				Application for Consolidation, Departures & approvals Erven 8343, 8344, 8345, 8346, 8347	03/09/2019	03/09/2019	Approved
05/09/2019				Exemption Certificate, Farm 1049	05/09/2019	05/09/2019	Approved
18/09/2019				Application for Rezoning, Farm 1311	18/09/2019	18/09/2019	Approved
18/09/2019				Exemption Certificate, Farm 164/3	18/09/2019	18/09/2019	Approved
18/09/2019				Application for Departure, Erf 423	18/09/2019	18/09/2019	Approved
18/09/2019				Application for Departure, Erf 378	18/09/2019	18/09/2019	Approved
18/09/2019				Application for Rezoning, Farm 1084 & Farm 1551	18/09/2019	18/09/2019	Approved

25/09/2019				Application for Departure, Erf 116646	25/09/2019	25/09/2019	Approved
25/09/2019				Application for Departure, Erf 14525	25/09/2019	25/09/2019	Approved
25/09/2019				Application for Departure, Erf 12427	25/09/2019	25/09/2019	Approved
25/09/2019				Application for Departure, Erf 395	25/09/2019	25/09/2019	Approved
25/09/2019				Application for Departure, Plot 161, Farm 1431	25/09/2019	25/09/2019	Approved
25/09/2019				Application for Departure, Erf 116	25/09/2019	25/09/2019	Approved
25/09/2019				Application for Departure, Erf 11820	25/09/2019	25/09/2019	Approved
25/09/2019				Application for Departure, Erf 2211	25/09/2019	25/09/2019	Approved
25/09/2019				Application for Departure, Erf 6012	25/09/2019	25/09/2019	Approved
25/09/2019				Application for Departure, Farm 1570	25/09/2019	25/09/2019	Approved
25/09/2019				Call for proposal for the Dev. Erf 7001	25/09/2019	25/09/2019	Approved
18/09/2019	211	Director: PED	Creditors	Invoice: Bidvest Emile Van der Merwe	18/09/2019	18/09/2019	Approved
18/09/2019	647	Director: PED	Disciplinary action, Disputes, Grievances and Labour issues	Disciplinary Complaint: Building Development	18/09/2019	18/09/2019	Supported
18/09/2019		Director: PED	HR	Fixed Contract: LUM	18/09/2019	18/09/2019	Supported
18/09/2019		Director: PED	HR	Termination of Contracts	18/09/2019	18/09/2019	Approved
18/09/2019	623	Director: PED	HR	Travel allowance: Planning and Economic Development	18/09/2019	18/09/2019	Supported
20/09/2019		Director: PED	HR	Senior Building Inspector	20/09/2019	20/09/2019	Approved
20/09/2019		Director: PED	HR	Overtime Approval: Housing Administration	20/09/2019	20/09/2019	Approved
20/09/2019		Director: PED	HA	Rates Clearance Certificates X28	20/09/2019	20/09/2019	Approved

20/09/2019		Director: PED	ICT	ICT Request Form: Dekstop – Planning and Economic Development	20/09/2019	20/09/2019	Approved
25/09/2019		Director: PED	ICT	Nomination from Project Steering Committee	25/09/2019	25/09/2019	Approved
25/09/2019		Director: PED	LED	Business Plan: Get Started Stellenbosch Entrepreneurship Expo	25/09/2019	25/09/2019	Approved

DELEGATIONS EXERCISED FOR PERIOD: JULY 2019
DIRECTORATE: CORPORATE SERVICES

Date	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
1/7/2019	643.	Human Resources	Fixed term contract: Human Resource Management	28/6/2019	1/7/2019	Approved/ Resolved
1/7/2019	643.	Mayor's office	Letter of appointments: EPWP Fixed term contract workers	28/6/2019	1/7/2019	Approved/ Resolved
1/7/2019	211 (d) INV	Mayor's office	Invoices: <ul style="list-style-type: none"> ➤ Payment of Ward committee – R16 100.00 ➤ IDAS Construction – R15 00.00 	28/6/2019	1/7/2019	Approved / Resolved
2/7/2019	643.	Document Management	Fixed term contract Document management	1/7/2019	2/7/2019	Approved/ Resolved
2/7/2019	211 (d) INV	Document Management	Invoices: <ul style="list-style-type: none"> ➤ Waltons – R61.48 ➤ Quality Carpet cleaners – R480 	1/7/2019	2/7/2019	Approved/ Resolved
2/7/2019	643.	Engineering Services	Fixed term contract: Engineering Services	1/7/2019	2/7/2019	Approved resolved
2/7/2019	211 (d) INV	ICT Department	Invoices: <ul style="list-style-type: none"> ➤ Avalon – R13013.78 ➤ Vodacom – R101 953.78 ➤ Madge computers – R5707.52 ➤ Avalon – R31070.17 ➤ Graylink Media – R93 242 ➤ Khusela Solutions – R1446 447.00 ➤ Khusela Solutions – R6898.85 	1/7/2019	2/7/2019	Approved Resolved

			<ul style="list-style-type: none"> ➤ Avalon – R63419.05 and R63419.05 ➤ Stelfire – R88.55 ➤ Khusela Solutions – R3996.25 ➤ Business Engineering – R43015.05 ➤ Esri South Africa – R526355.00 ➤ Sole Technologies – R344965.50 ➤ Innovo Network – R489699.20 ➤ XON Systems – R452360.59 			
2/7/2019	211 (d) INV	Property Management	SBI Properties – R48000.00	1/7/2019	2/7/2019	Approved Resolved
2/7/2019	211 (d) INV	Facility Management	Invoices: <ul style="list-style-type: none"> ➤ Petro maine – R4725.12 ➤ Rail Hub Africa – R338.91 ➤ Pretro maine – R4725.12 	2/7/2019	1/7/2019	Approved Resolved
2/7/2019	645 (I)	Salary department	Timesheet – Salaries Department	1/7/2019	2/7/2019	Approved Resolved
3/7/2019	645.	ICT department	Overtime pre-approval: ICT Department	2/7/2019	3/7/2019	Approved Resolved
4/7/2019	211 (d) INV	Creditors	Business Engineering – R51280.80	-	4/7/2019	Approved Resolved
4/7/2019	211 (d) INV	Property Management	Premier Attraction – R559952.66	3/7/2019	4/7/2019	Approved Resolved
4/7/2019	211 (d) INV	Mayor's office	HJ Production – R1950.00	3/7/2019	4/7/2019	Approved Resolved
4/7/2019	211 (d) INV	Creditors	Invoices: <ul style="list-style-type: none"> ➤ Octofin – R706467.85 ➤ Broll – R87492.33 	3/7/2019	4/7/2019	Approved Resolved
5/7/2019	211 (d) INV	ICT Department	Invoices:	4/7/2019	5/7/2019	Approved Resolved

			<ul style="list-style-type: none"> ➤ Mantella IT – R34924.87 ➤ Business Engineering – R92 340.00 ➤ PNA – R1165.48 			
5/7/2019	643.	Engineering Services	Fixed term contract for Charne Moffat	4/7/2019	5/7/2019	Approved Resolved
9/7/2019	211 (d) INV	Property Management	<p>Invoices:</p> <ul style="list-style-type: none"> ➤ IKG – R124320.58 ➤ CAF – R286705.84 ➤ SPRO Consulting – R25255.00 ➤ CAF – R300728.84 ➤ BFECT – R500 ➤ KI Developers – R173 963.96 ➤ Windeed – R256.13 ➤ Media 24 – R5903.99 ➤ Servest – R34 309.10 	8/7/2019	9/7/2019	Approved Resolved
9/7/2019	623	Human Resources	Attending interviews for millwright position: Travel claim	-	9/7/2019	Approved Resolved
10/7/2019	211 (d) INV	Property Management	<p>Invoices:</p> <ul style="list-style-type: none"> ➤ Masiphane Trading – R373123.68 ➤ Masimbela – R201.94 ➤ Independent Newspaper – R16744.00 ➤ Independent Newspaper – R8612.86 ➤ Independent Newspaper – R8612.86 ➤ Eskom – R2684.15 ➤ Cape coast metal works – R31033.40 ➤ SBI Properties – R43 793.83 	9/7/2019	10/7/2019	Approved Resolved
10/7/2019	211 (d) INV	Deputy Mayor's office	Ribbens office solutions – R2841.17	9/7/2019	10/7/2019	Approved Resolved
11/7/2019	645 (I)	Document Management	Timesheets Document management	10/7/2019	11/7/2019	Approved Resolved
11/7/2019	645 (I)	Mayor's office	Timesheets: Office of the Mayor	10/7/2019	11/7/2019	Approved Resolved

12/7/2019	643.	Engineering Services	Fixed term contract: Engineering Services	11/7/2019	12/7/2019	Approved Resolved
12/7/2019	211 (d) INV	Property Management	Invoices: <ul style="list-style-type: none"> ➤ MTF – R6986.25 ➤ MTF – R31726.20 ➤ MTF – R72575.35 ➤ Red Hills – R7532.00 ➤ Media 24 – R8280.00 ➤ Biswe van Niekerk - R80404.83 	11/7/2019	12/7/2019	Approved Resolved
12/7/2019	643.	Engineering Services	Contract: Engineering Services	11/7/2019	12/7/2019	Approved Resolved
12/7/2019	643.	Document Management	Fixed term contract Document Management	11/7/2019	12/7/2019	Approved Resolved
12/7/2019	645 (l)	Salary	Timesheets: Salaries Department	11/7/2019	12/7/2019	Approved Resolved
12/7/2019	211 (d) INV	Council Support	Lawula Systems – R305.30	11/7/2019	12/7/2019	Approved Resolved
15/7/2019	643.	Human Resources	Fixed term contract: Human Resources	-	15/7/2019	Approved Resolved
16/7/2019	211 (d) INV	Property Management	Invoices: <ul style="list-style-type: none"> ➤ Masiphame – R373 123.67 ➤ MMPA – R14116.25 ➤ PM – R43793.83 ➤ IKG – R23 452.77 	-	16/7/2019	Approved Resolved
17/7/2019	211 (d) INV	Property Management	Invoices: <ul style="list-style-type: none"> ➤ P&M Edgar SA – R1166.01 ➤ Red Hills – R301 633.50 ➤ Eskom – R3671.90 	16/7/2019	17/7/2019	Approved Resolved
17/7/2019	211 (d) INV	Document Management	Invoices: <ul style="list-style-type: none"> ➤ Bonsolo Trading – R600.00 ➤ Madge Computers – R1480.58 	16/7/2019	17/7/2019	Approved Resolved

			➤ Fuel, oil and maintenance – R510.40			
17/7/2019	211 (d) INV	Council Support	Bidvest Waltons – R354342	16/7/2019	17/7/2019	Approved Resolved
17/7/2019	643.	Financial Services	Addendums: Financial Services	16/7/2019	17/7/2019	Approved Resolved
17/7/2019	643.	Engineering Services	Fixed term addendums: Engineering Services	-	17/7/2019	Approved Resolved
18/7/2019	211 (d) INV	ICT Department	Invoices: ➤ Telkom – R301.30 and R4096.85 ➤ Vodacom – R39118.89 ➤ Vodacom – R13081.97 ➤ PNA – R476.98	17/7/2019	18/7/2019	Approved Resolved
18/7/2019	643.	Human Resources	Fixed term contract for Human Resources	-	18/7/2019	Approved Resolved
19/7/2019	211 (d) INV	Human Resources	Invoices: ➤ Van Schalk bookstore – R1029.16 ➤ Bidvest office – R5428.67	-	19/7/2019	Approved Resolved
19/7/2019	211 (d) INV	Property Management	Afriwire – R293 372.18	-	19/7/2019	Approved Resolved
19/7/2019	643.	Engineering Services	➤ Addendums for Engineering Services ➤ Contracts for Engineering Services	18/7/2019	19/7/2019	Approved Resolved
22/7/2019	211 (d) INV	ICT Department	Invoices; ➤ Vodacom – R202 421.47 ➤ Vodacom – R65 282.83 ➤ Vodacom – R4454.10 ➤ Liquid Telecom – R77546.26 ➤ Liquid telecom – R12238.40	-	22/7/2019	Approved Resolved
22/7/2019	211 (d) INV	Facility Management	E.R.G Construction – R28 7000.00	19/7/2019	22/7/2019	Approved Resolved

22/7/2019	643.	Planning and Economic Development	Fixed term contracts: Planning and Economic Development	19/7/2019	22/7/2019	Approved Resolved
24/7/2019	211 (d) INV	Mayor's office	Fatima Nell – R6640.00	22/7/2019	24/7/2019	Approved Resolved
24/7/2019	211 (d) INV	Facility Management	Invoices: <ul style="list-style-type: none"> ➤ Pest Control – R2415.00 ➤ Petromaine – R4725.12 ➤ Boland Promotions – R1840.00 and R276.00 	22/7/2019	24/7/2019	Approved Resolved
24/7/2019	645.	Facility Management	Overtime pre-approval for H Stephen, D Trevor, P Richard, P Morne, C Mark, W Kevin and L Ferdinand	22/7/2019	24/7/2019	Approved Resolved
24/7/2019	643.	Planning and Economic development	Fixed term contract Planning and Economic development	-	24/7/2019	Approved Resolved
24/7/2019	211 (d) INV	Property Management	Invoices: <ul style="list-style-type: none"> ➤ MBA construction – R1417914.26 ➤ Eskom – R4969.75 ➤ Eskom – R6926.20 	-	24/7/2019	Approved Resolved
25/7/2019	211 (d) INV	Planning and Economic development	Invoices: <ul style="list-style-type: none"> ➤ STBB (348055) R25228.20 ➤ STBB (348056) R19 533.90 ➤ STBB (348057) R19710.60 ➤ STBB (348058) R11468.40 ➤ STBB (348059) R74017.50 ➤ STBB (348060) R22800.00 ➤ STBB (348061) R35744.70 	-	25/7/2019	Approved Resolved
25/7/2019	643.	Human Resources	Fixed term contract for C Botha	-	25/7/2019	Approved Resolved
29/7/2019	211 (d) INV	Council Support	P & D Awesome – R800.00	25/7/2019	29/7/2019	Approved Resolved
29/7/2019	211 (d) INV	ICT Department	Invoices:	25/7/2019	29/7/2019	Approved Resolved

			<ul style="list-style-type: none"> ➤ Always on IT (351921) R2189.49 ➤ Always on IT (351921) R12172.52 ➤ Always on IT (351921) R10348.05 			
29/7/2019	643.	Planning and Economic development	Fixed term contract for C Joseph	25/7/2019	29/7/2019	Approved Resolved
30/7/2019	211 (d) INV	Planning and Economic development	STBB (355796) R17250.00 and R8625.00	29/7/2019	30/7/2019	Approved Resolved
30/7/2019	211 (d) INV	Creditors	Madge Computers – R8674.10	29/7/2019	30/7/2019	Approved Resolved

DELEGATIONS EXERCISED FOR PERIOD: AUGUST 2019
DIRECTORATE: CORPORATE SERVICES

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
1/8/2019	211 (d) INV	ICT Department	Eloff Mthombo (35590) R2 307 528.22	31/7/2019	1/8/2019	Approved Resolved
1/8/2019	-	Human Resources	ICT Request for H Davids	31/7/2019	1/8/2019	Approved Resolved
2/8/2019	211 (d) INV	Human Resources	Cuba's de Hoek – R1470.00 (355691)	1/8/2019	2/8/2019	Approved Resolved
5/8/2019	643.	Engineering Services	General worker contracts for Engineering Services	-	5/8/2019	Approved Resolved
5/8/2019	211 (d) INV	Creditors	Apex invoices	-	5/8/2019	Approved Resolved
5/8/2019	211 (d) INV	ICT Department	Invoices: <ul style="list-style-type: none"> ➤ SMS ICT Choice – R400 804.19 ➤ Payday – R415 340.90 ➤ XON System – R35 190.00 ➤ CAT – R217 689.00 ➤ Nascent Group – R11 500.00 	2/8/2019	5/8/2019	Approved Resolved
5/8/2019	211 (d) INV	Property Department	Busiswe Van Niekerk – R370 775.18	5/8/2019	5/8/2019	Approved Resolved
5/8/2019	211 (d) INV	Council Support	P & D (3552020) R800.00	5/8/2019	5/8/2019	Approved Resolved
5/8/2019	-	Engineering Services	RQ (376205) RQ Book	5/8/2019	5/8/2019	Approved Resolved
7/8/2019	211 (d) INV	Property Management	Invoices:	7/8/2019	7/8/2019	Approved Resolved

			<ul style="list-style-type: none"> ➤ Attacq – R205 374.19 ➤ Broll – R162 962.20 ➤ Broll – R1 051 993.36 			
8/8/2019	643.	Informal Settlements	Fixed term contract for Rotanda Swartbooi	-	8/8/2019	Approved Resolved
8/8/2019	643.	Financial Services	Addendums for Financial Services	-	8/8/2019	Approved Resolved
8/8/2019	645 (I)	Salary	Timesheets for Salary	8/8/2019	8/8/2019	Approved Resolved
8/8/2019	643.	Planning	Addendum for LUM	-	8/8/2019	Approved Resolved
13/8/2019	211 (d) INV	Human Resources	Psychometrics test – R9200.00	13/8/2019	13/8/2019	Approved Resolved
13/8/2019	211 (d) INV	Human Resources	Lexis Nexis (353929) R2556.88	13/8/2019	13/8/2019	Approved Resolved
13/8/2019	645 (I)	Mayor's office	Timesheet: Office of the Mayor	13/8/2019	13/8/2019	Approved Resolved
13/8/2019	643.	Engineering services	Fixed term contract Engineering services	13/8/2019	13/8/2019	Approved Resolved
13/8/2019	645 (I)	Council Support	Timesheets: Council Support	13/8/2019	13/8/2019	Approved Resolved
15/8/2019	211 (d) INV	ICT Department	Invoices: <ul style="list-style-type: none"> ➤ Liquid Telecom – R12 373.67 ➤ Liquid Telecom – R90 656.86 ➤ Mahanyela Construction – R21300.00 ➤ Bytes integration – R320 792.14 ➤ Avalon – R35 075.00 ➤ Avalon – R35 075.00 ➤ Upbeat Cabling – R7900.00 	13/8/2019	15/8/2019	Approved Resolved
15/8/2019	211 (d) INV	Financial Services	Adapt IT – R155 945.75	13/8/2019	15/8/2019	Approved Resolved

19/8/2019	211 (d) INV	ICT Department	Invoices: <ul style="list-style-type: none"> ➤ PNA (356244) R766.72 ➤ Letjeka Consulting – R132 581.07 ➤ IMQS – R250 887.96 ➤ Vodacom – R13 081.97 	-	19/8/2019	Approved Resolved
19/8/2019	643.	Human Resources	Fixed term contracts for Municipal Court Clerks x 3	-	19/8/2019	Approved Resolved
20/8/2019	645 (I)	Salary	Timesheet for Salaries Department	20/8/2019	20/8/2019	Approved Resolved
21/8/2019	643.	Human Resources	Contracts for Human Resources	21/8/2019	21/8/2019	Approved Resolved
21/8/2019	643.	Nature Conservation	Contracts for Nature Conservation	-	21/8/2019	Approved Resolved
22/8/2019	211 (d) INV	Document Management	Laundry Corporation – R17 200.00	22/8/2019	22/8/2019	Approved Resolved
22/8/2019	211 (d) INV	Facility Management	Invoices: <ul style="list-style-type: none"> ➤ Wynland Glass – R536.00 ➤ NQ Construction – R4400.00 	22/8/2019	22/8/2019	Approved Resolved
22/8/2019	645.	Facility Management	Overtime pre-approvals x 7: Facility Management	22/8/2019	22/8/2019	Approved Resolved
23/8/2019	645 (I)	Salary	Timesheets: Salaries Department	23/8/2019	23/8/2019	Approved Resolved
23/8/2019	211 (d) INV	Property Management	Stbb (Vlottenburg) R8213.70 Stbb (MSDF) R9769.80	-	23/8/2019	Approved Resolved
26/8/2019	211 (d) INV	Property Management	Invoices: <ul style="list-style-type: none"> ➤ ARP Construct – R920 000.00 ➤ Eskom – R2567.60 ➤ Attacq – r195 272.64 ➤ Octofin – R705 353.96 	26/8/2019	26/8/2019	Approved Resolved
26/8/2019	211 (d) INV	ICT Department	Invoices: <ul style="list-style-type: none"> ➤ Bytes System – R1720 175.92 ➤ Mantella – R185 914.66 	26/8/2019	26/8/2019	Approved Resolved

26/8/2019	211 (d) INV	Human Resources	Media 24 – R53 245.00	-	26/8/2019	Approved Resolved
28/8/2019	643.	Human Resources	Fixed term contract – Human Resources	28/8/2019	28/8/2019	Approved Resolved
29/8/2019	211 (d) INV	Financial Services	Madge Computers – R1480.58	29/8/2019	29/8/2019	Approved Resolved
29/8/2019	211 (d) INV	Property Management	Invoices: ➤ Broll – R85 212.58 ➤ Dynamic – R92.75 ➤ Bidvest – R323.61	29/8/2019	29/8/2019	Approved Resolved
29/8/2019	211 (d) INV	Facility Management	Milhon – R10 941.10	29/8/2019	29/8/2019	Approved Resolved

DELEGATIONS EXERCISED FOR PERIOD SEPTEMBER 2019

DIRECTORATE: CORPORATE SERVICES

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
02/09/2019	211 (d) INV	Labour Relations	Dr Neil Broekmann – R800.00	30/08/2019	02/09/2019	Approved Resolved
03/09/2019	211 (d) INV	Human Resources	Media 24	02/09/2019	03/09/2019	Approved Resolved
03/09/2019	211 (d) INV	ICT department	Independent Newspaper – R7177.38	02/09/2019	03/09/2019	Approved Resolved
06/09/2019	211 (d) INV	Creditors	Media 24 – R6210.00	04/09/2019	06/09/2019	Approve Resolved
06/09/2019	645.	ICT department	Overtime pre-approvals x 5	04/09/2019	06/09/2019	Approved Resolved
09/09/2019	645 (I)	Council Support	Time and attendance sheets for Ward administrators and Council support	-	09/09/2019	Approved Resolved
09/09/2019	645 (I)	Salary department	Time and attendance sheets for Municipal Court staff	09/09/2019	09/09/2019	Approved Resolved
09/09/2019	211 (d) INV	ICT depart	Invoices: <ul style="list-style-type: none"> ➤ Vodacom – R1796.39 ➤ Vodacom – R13 081.97 ➤ Vodacom – R95 242.25 ➤ Esri – R661 109.70 ➤ Letjeka – R132 581.07 ➤ Bytes – R320 792.14 ➤ Avalon – R151 800.00 ➤ Avalon – R151 800.00 	06/09/2019	09/09/2019	Approved Resolved

			<ul style="list-style-type: none"> ➤ Liquid Telecom – R12 377.27 ➤ Liquid Telecom – R84 528.53 			
09/09/2019	211 (d) INV	Property Management	<p>Invoices:</p> <ul style="list-style-type: none"> ➤ Servest , Eskom, Bidvest Walton's, Western Cape Stationers, Vision Elevators, Windeed, MEDIA 24, Media 24, Independent newspaper, Cassie Gerber 	06/09/2019	09/09/2019	Approved Resolved
11/09/2019	643.	Human Resources	Fixed term contract J Plaaitjies	06/09/2019	09/09/2019	Approved Resolved
11/09/2019	211 (d) INV	Human Resources	Dr Leon de Klerk – R660.71	-	09/09/2019	Approved Resolved
11/09/2019	211 (d) INV	Council Support	Huis Horison (324537)	09/09/2019	11/09/2019	Approve Resolved
11/09/2019	211 (d) INV	ICT department	Innovo Networks – R494 009.05	09/09/2019	11/09/2019	Approved Resolved
11/09/2019	645 (I)	Document Management	Time and attendance sheets x 5	11/09/2019	11/09/2019	Approved Resolved
12/09/2019	211 (d) INV	Document Management	<p>Invoices:</p> <ul style="list-style-type: none"> ➤ Western Cape Stationers – R23 158.15 ➤ Western Cape Stationers – R11 160.75 	11/09/2019	12/09/2019	Approved Resolved
17/09/2019	211 (d) INV	Council Support	P & D Awesome Cuisine – R800.00	16/09/2019	17/09/2019	Approved Resolved
17/09/2019	211 (d) INV	ICT Department	<p>Invoices:</p> <ul style="list-style-type: none"> ➤ Madge Computers – R156 277.40 ➤ Telkom – R301.60 ➤ Telkom – R306.35 ➤ XON Systems – R3 398 843.29 ➤ PNA – R1 165.48 ➤ Vodacom – R1796.39 ➤ Vodacom – R178.25 	16/09/2019	17/09/2019	Approved Resolved

18/09/2019	643.	Council Support	Addendum Legacy Community Development	-	17/09/2019	Approved Resolved
20/09/2019	643.	Human Resources	Addendums x 9	-	20/09/2019	Approved Resolved
23/09/2019	211 (d) INV	Creditors	Invoices: ➤ Business Engineering for July and August 2019	-	23/09/2019	Approved Resolved
23/09/2019	211 (d) INV	ICT Department	Invoices: ➤ Mantela IT (356019) ➤ Khusela (356530) ➤ Madge Computers (356531)	20/09/2019	23/09/2019	Approved Resolved
23/09/2019	211 (d) INV	Facility Management	JHC Painters (356917)	20/09/2019	23/09/2019	Approved Resolved
25/09/2019	211 (d) INV	Document Management	Invoices: ➤ Sasfin – R57600.00 ➤ Transit – R793.50	23/09/2019	28/09/2019	Approved Resolved
25/09/2019	623	Human Resources	Travel Claim – SDF Forum	25/09/2019	25/09/2019	Approved Resolved
26/09/2019	211 (d) INV	Creditors	Invoices: ➤ Tenorah – R10 500.00 ➤ Mr Moosa – R968.12	25/09/2019	26/09/2019	Approved Resolved
26/09/2019	211 (d) INV	Property Management	Invoices: ➤ Needsteel – R368 252.25 ➤ Octofin – R679 516.61 ➤ YrK Civil – R110 402.56 ➤ CAF – R341 898.37 ➤ Ibunga – R63 000.00	25/09/2019	26/09/2019	Approved Resolved
27/09/2019	211 (d) INV	Council Support	Payment for Ward Committee Members	27/09/2019	27/09/2019	Approved Resolved
27/09/2019	211 (d) INV	Human Resources	Invoices for Trauma Counselling	-	27/09/2019	Approved Resolved

27/09/2019	211 (d) INV	Facility Management	JHC Painters – R13500.00	27/09/2019	27/09/2019	Approved Resolved
30/09/2019	211 (d) INV	Speaker's office	Ettiene ver Maak – R45 000.00	30/09/2019	30/09/2019	Approved Resolved

DELEGATIONS EXERCISED FOR PERIOD JULY 2019
DIRECTORATE: COMMUNITY & PROTECTION SERVICES

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
28/06/2019	643	HR	Letter of Appointment: General Worker – Libraries	01/07/2019	01/07/2019	Approved
28/06/2019	643 (g)	HR	Acting Allowance: (1-30 June 2019)	28/06/2019	01/07/2019	Approved
28/06/2019	643	HR	Approval of advertisement: Senior Admin Officer – Court Section	28/06/2019	01/07/2019	Approved
28/06/2019	645	Basic Conditions of Service	Memo: Standby June 2019 – Law Enforcement	28/06/2019	01/07/2019	Approved
28/06/2019	643 (g)	HR	Acting allowance: (1-30 June 2019)	28/06/2019	01/07/2019	Approved
28/06/2019	645	Basic Conditions of Service	Memo: Approval of overtime (time-off)	28/06/2019	01/07/2019	Approved
28/06/2019	645	Basic Conditions of Service	Memo: Approval of overtime – Law Enforcement (July 2019)	28/06/2019	01/07/2019	Approved
28/06/2019	645	Basic Conditions of Service	Memo: Approval of overtime – Fire Services (July 2019)	28/06/2019	01/07/2019	Approved
28/06/2019		Finance	Memo: Deviation – Extension on service by Red Ants to prevent invasion on municipal land	28/06/2019	01/07/2019	Approved
28/06/2019	643 (g)	HR	Acting allowance: (1-30 June 2019)	28/06/2019	01/07/2019	Approved

28/06/2019	643	HR	Attendance Register: Community Services (June 2019)	28/06/2019	01/07/2019	Approved
			Letter of appointments: EPWP			
01/07/2019	643	HR		02/07/2019	02/07/2019	Approved
02/07/2019	643 (g)	HR	Memo: Fire Brigade Allowance	02/07/2019	02/07/2019	Approved
			Letter of appointments: EPWP			
02/07/2019	643	HR		02/07/2019	02/07/2019	Approved
02/07/2019	643	HR	Updating of payday/reporting lines: Traffic Dept	02/07/2019	02/07/2019	Approved
02/07/2019	643	HR	Memorandum of Agreement: C Segers, N Ngavu	02/07/2019	02/07/2019	Approved
02/07/2019	643 (g)	HR	Acting Allowance: (1-30 June 2019) Community and Protection Services	02/07/2019	02/07/2019	Approved
02/07/2019	643 (g)	HR	Acting allowance: Traffic Services (1-30 June 2019)	02/07/2019	02/07/2019	Approved
02/07/2019	643	HR	Confirmation of appointment: Community and Protection Services	02/07/2019	02/07/2019	Approved
02/07/2019	643	HR	Confirmation of appointment: Traffic Services	02/07/2019	02/07/2019	Approved
02/07/2019	643	HR	Letter of appointment: EPWP	02/07/2019	02/07/2019	Approved
02/07/2019	645	Basic Conditions of Service	Standby: Law Enforcement (1-28 July 2019)	02/07/2019	02/07/2019	Approved
02/07/2019	643	HR	Memorandum of Agreement: Nikao Protection Services	02/07/2019	02/07/2019	Approved
02/07/2019		Committee Services	Item + Route form: Monthly report on by-law enforcement and events management	02/07/2019	02/07/2019	Approved

02/07/2019	645	Basic Conditions of Service	Memo: Overtime approvals (Traffic Services – July 2019)	02/07/2019	02/07/2019	Approved
02/07/2019	643 (g)	HR	Acting allowance: Sport (29 May – 17 June 2019)	03/07/2019	03/07/2019	Approved
02/07/2019		Finance	S & T + Official kilometres: (3-29 June 2019)	03/07/2019	03/07/2019	Approved
02/07/2019	643	HR	Letter of appointment:	03/07/2019	03/07/2019	Approved
25/06/2019	645	Basic Conditions of Service	Memo: Pre-approval of Standby and overtime (July 2019)	03/07/2019	03/07/2019	Approved
05/07/2019	645	Basic Conditions of Service	Memo: Overtime approvals (Traffic services) – July 2019	03/07/2019	03/07/2019	Approved
02/07/2019	643 (g)	HR	Acting allowances: (1-30 June 2019)	03/07/2019	03/07/2019	Approved
02/07/2019	643	HR	Letter of appointment	03/07/2019	03/07/2019	Approved
02/07/2019	8	S59(4) and S61 of Systems Act	Delegations: Community and Protection Services (June 2019)	03/07/2019	03/07/2019	Approved
02/07/2019	643 (g)	HR	Acting allowance (1-30 June 2019)	03/07/2019	03/07/2019	Approved
02/07/2019	643 (g)	HR	Acting allowance (1-30 June 2019)	03/07/2019	03/07/2019	Approved
02/07/2019	179	S65(1)of MFMA	Hall deposit refund: G Carelse, H Williams, K Jaap	03/07/2019	03/07/2019	Approved
03/07/2019		Committee Services	Item + Route Form: Monthly report on by-law enforcement and events management – May 2019	04/07/2019	04/07/2019	Approved
03/07/2019		SCM	Service Level Agreement for the provision of automated meter reading between Stellenbosch Municipality and Motla Engineers (Pty) Ltd	04/07/2019	04/07/2019	Approved
		HR	Letter of appointment: EPWP			

03/07/2019	643			04/07/2019	04/07/2019	Approved
			Letter of appointment: EPWP			
03/07/2019	643	HR		04/07/2019	04/07/2019	Approved
03/07/2019		Finance	Tax invoices: Metro City (Order no 355291)	04/07/2019	04/07/2019	Approved
03/07/2019		SCM	Procurement needs: 1 st Quarter (Director's Office)	04/07/2019	04/07/2019	Approved
03/07/2019		Finance	Tax invoice: TMT Services (June 2019)	04/07/2019	04/07/2019	Approved
03/07/2019		Finance	Tax invoice: Metro City (Order nr 355313)	04/07/2019	04/07/2019	Approved
03/07/2019		Finance	Attendance Register: (June 2019)	04/07/2019	04/07/2019	Approved
03/07/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 24/06 – 30/06/2019 (R563 658.57)	04/07/2019	04/07/2019	Approved
03/07/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 24/06 – 30/06/2019 (R66 096.00)	04/07/2019	04/07/2019	Approved
			Letter of appointment: EPWP			
04/07/2019	643	HR		05/07/2019	05/07/2019	Approved
04/07/2019	179	S65(1)of MFMA	Hall deposit refunds: C Robyn, Stellenbosch University	05/07/2019	05/07/2019	Approved
04/07/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: NRM Project	05/07/2019	05/07/2019	Approved
04/07/2019	645	Basic Conditions of Service	Overtime Law Enforcement: June 2019	05/07/2019	05/07/2019	Approved
04/07/2019	645	Basic Conditions of Service	Standby: Law Enforcement 1-28 July 2019	05/07/2019	05/07/2019	Approved
	643	HR				

04/07/2019			Updating of payday/reporting lines: Law Enforcement	05/07/2019	05/07/2019	Approved
01/07/2019	645	Basic Conditions of Service	Memo: Overtime –	05/07/2019	05/07/2019	Approved
01/07/2019		Finance	Memo: Petty cash – Librarians	05/07/2019	05/07/2019	Approved
01/07/2019		Committee Services	Item + Route form: Grant in Aid Donations: Edmund Rice Camps	05/07/2019	05/07/2019	Approved
01/07/2019	643	HR	Letters of appointment: EPWP – Supervisor Driver / Store keeper (Jonkershoek) (7)	05/07/2019	05/07/2019	Approved
01/07/2019	643	HR	Letters of appointment : EPWP – Supervisor Driver / Store keeper (Bike Trial) (7)	05/07/2019	05/07/2019	Approved
01/07/2019	643	HR	Letters of appointment: EPWP – Integrated Fire Management (12)	05/07/2019	05/07/2019	Approved
01/07/2019	643	HR	Letters of appointment: EPWP – Handyman Mont Rochelle (1)	05/07/2019	05/07/2019	Approved
01/07/2019	643	HR	Letters of appointment: EPWP – N Dubula, F Petersen, R Nelani	05/07/2019	05/07/2019	Approved
01/07/2019	643	HR	Letters of appointment: EPWP – Supervisor Driver – Medicinal Plants	05/07/2019	05/07/2019	Approved
01/07/2019		ICT	3G Access form: T Steyn	05/07/2019	05/07/2019	Approved
01/07/2019		Finance	Tax invoice: Neo Technologies (2357.35)	05/07/2019	05/07/2019	Approved
01/07/2019	139 S69 and 70 of MFMA	Finance	Veriment: Upgrading Cloetesville Library (R14 000)	05/07/2019	05/07/2019	Supported
01/07/2019	139 S69 and 70 of MFMA	Finance	Veriment: Upgrading Cloetesville Library (R1400 000)	05/07/2019	05/07/2019	Supported
	643	HR				

01/07/2019			Letters of appointment: General workers	05/07/2019	05/07/2019	Approved
01/07/2019		Finance	Memo: Approved grant in aid 2019/20 MOA's	05/07/2019	05/07/2019	Approved
01/07/2019		Finance	Memo: Grant in Aid 2019/20 Donations	05/07/2019	05/07/2019	Approved
08/07/2019		Finance	Tax invoice: Atlantic Plant and transport (R244 950.00)	08/07/2019	09/07/2019	Approved
08/07/2019	643	HR	Letter of appointment: EPWP	08/07/2019	09/07/2019	Approved
08/07/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 01/07 – 07/07/2019 (R91 656.00)	08/07/2019	09/07/2019	Approved
08/07/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 01/07 – 07/07/2019 (R697 477.50)	08/07/2019	09/07/2019	Approved
08/07/2019		Committee Services	Item + Route form: Fire and Disaster Monthly report – June 2019	08/07/2019	09/07/2019	Approved
08/07/2019			Letter: van der Stel (Sub-leasing)	08/07/2019	09/07/2019	Approved
09/07/2019	643	HR	Letter of appointment: EPWP	09/07/2019	09/07/2019	Approved
05/07/2019	643 (g)	HR	Acting allowance: (14-28 June 2019)	09/07/2019	09/07/2019	Approved
09/07/2019		Finance	Request for permission to leave WC024 area – Community Development	09/07/2019	09/07/2019	Approved
09/07/2019	643	HR	Shortlisting: General Worker Cemeteries	09/07/2019	09/07/2019	Approved
09/07/2019	643	HR	Memorandum of Agreement: Gloria Mpino	10/07/2019	10/07/2019	Approved
09/07/2019	643	HR	Confirmation of appointment certificate: NC Cuba, RW Jordaan	10/07/2019	10/07/2019	Approved
	247	SCM				

09/07/2019			BSM 81/19: Supply and Delivery of Social Relief of Distress Resources: Matrasses	10/07/2019	10/07/2019	Approved
09/07/2019		Finance	Tax invoice: Media24	10/07/2019	10/07/2019	Approved
09/07/2019			Application and approval: Aerios Global Aviation	10/07/2019	10/07/2019	Approved
11/07/2019	646	HR	Training: Chainsaw (Parks Franschoek)	11/07/2019	11/07/2019	Approved
09/07/2019	645	Basic Conditions of Service	Memo: Overtime – June 2019 (Traffic Services)	11/07/2019	11/07/2019	Approved
09/07/2019	643	HR	Timesheets: EPWP – Community Development (June 2019)	11/07/2019	11/07/2019	Approved
09/07/2019	646	HR	Training: Firearm (Law Enforcement)	11/07/2019	11/07/2019	Approved
09/07/2019		SCM	Questionnaire: Spraying of Oaks	11/07/2019	11/07/2019	Approved
09/07/2019		SCM	Memorandum: Evaluation Report: B/SM 57/19	11/07/2019	11/07/2019	Approved
09/07/2019			Route form: 17x power of attorney (deeds of sale already signed and submitted to Yvette Cloete & Associates)	11/07/2019	11/07/2019	Approved
12/07/2019	643	HR	EPWP reporting lines: Fire Services	12/07/2019	12/07/2019	Approved
11/07/2019	648	HR	Cell phone allowance Application form: Community Services	12/07/2019	12/07/2019	Approved
12/07/2019	646	HR	Training: Chainsaw Operator – Fire Services	12/07/2019	12/07/2019	Approved
12/07/2019	646	HR	Training: First Aid – Halls Dept	12/07/2019	12/07/2019	Approved
12/07/2019	646	HR	Training: Brushcutter – Cemeteries	12/07/2019	12/07/2019	Approved
12/07/2019		SCM	Questionnaire: Design and Implement mosaic artwork for cement benches across Stellenbosch Parks	12/07/2019	12/07/2019	Approved
		SCM				

12/07/2019			Questionnaire: Supply, delivery and installation of wooden pergolas across Stellenbosch Parks	12/07/2019	12/07/2019	Approved
16/07/2019	139 S69 and 70 of MFMA	Finance	Veriment: Maintenance of Equipment (R120 000)	16/07/2019	16/07/2019	Supported
15/07/2019	645	Basic Conditions of Service	Memo: Overtime approvals: Law Enforcement (August 2019)	16/07/2019	16/07/2019	Approved
12/07/2019	648(a)	HR	Cellphone allowance application: Community Services	16/07/2019	16/07/2019	Approved
12/07/2019	646	HR	Brushcutter training: Community and Protection Services	16/07/2019	16/07/2019	Approved
12/07/2019	179	S65(1)of MFMA	Hall deposit refund: CW Theunnissen	16/07/2019	16/07/2019	Approved
12/07/2019		Finance	Memo: Refund payment for the use of Paradyskloof Clubhouse	16/07/2019	16/07/2019	Approved
16/07/2019	645	Basic Conditions of Service	Memo: Standby Protection Services (August 2019)	16/07/2019	16/07/2019	Approved
16/07/2019	645	Basic Conditions of Service	Standby: Law Enforcement Management (August 2019)	16/07/2019	16/07/2019	Approved
16/07/2019	645	Basic Conditions of Service	Standby: Law Enforcement Management (September 2019)	16/07/2019	16/07/2019	Approved
16/07/2019	643	HR	Memorandum of Agreement: A Khati, K Booie, D Bula-Motsoane, M Okkers,	16/07/2019	16/07/2019	Approved
15/07/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 08/07 – 14/07/2019 (R642 147.40)	16/07/2019	16/07/2019	Approved
15/07/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 08/07 – 14/07/2019 (R80 280.00)	16/07/2019	16/07/2019	Approved
15/07/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 03/06 – 09/06/2019 (R10 000)	16/07/2019	16/07/2019	Approved
	643	HR				

15/07/2019			Shortlist: Library Assistant	16/07/2019	16/07/2019	Approved
17/07/2019		SCM	Questionnaire: Specs for supply and delivery of Park sign boards across Stellenbosch WC024	18/07/2019	18/07/2019	Approved
17/07/2019		SCM	Questionnaire: Specs for supply, install and delivery of steel play equipment in various Parks	18/07/2019	18/07/2019	Approved
17/07/2019		SCM	Specifications: Supply and installation of wooden pergolas	18/07/2019	18/07/2019	Approved
19/07/2019		SCM	Questionnaire: Design and implement mosaic artwork for cement benches across Stellenbosch Parks	22/07/2019	22/07/2019	Approved
19/07/2019	139 S69 and 70 of MFMA	Finance	Veriment: Uniform and Protective Clothing (R270 000)	22/07/2019	22/07/2019	Supported
19/07/2019		Committee Services	Item + Route: Monthly report on by-law enforcement and events management – June 2019	22/07/2019	22/07/2019	Approved
19/07/2019		Committee Services	Item + Route form: Quarterly report on by-law enforcement and events management – April to June 2019	22/07/2019	22/07/2019	Approved
22/07/2019		HR	EPWP Contract	22/07/2019	22/07/2019	Approved
23/07/2019		Finance	Securitem Tax invoices (R518 290.23 + R489 329.24)	23/07/2019	23/07/2019	Approved
23/07/2019	139 S69 and 70 of MFMA	Finance	Veriment: Hydraulic Ladder truck (R356 000)	23/07/2019	23/07/2019	Supported
23/07/2019		SCM	Specs: Supply and install entry modular play items in various parks in Stellenbosch	23/07/2019	23/07/2019	Approved
23/07/2019		SCM	Questionnaire: Buying of trees and deliver in Beltana Nursery	23/07/2019	23/07/2019	Approved
23/07/2019	648	HR	Cell phone Application forms: Traffic Services	23/07/2019	23/07/2019	Approved
		Finance				

23/07/2019			S & T: M Aalbers (SALGA Working group – 16/07/2019	23/07/2019	23/07/2019	Approved
23/07/2019		Committee Services	Item + Route form: Monthly Report Community Development (June 2019)	23/07/2019	23/07/2019	Approved
23/07/2019		Committee Services	Item + Route form: Street People Policy	23/07/2019	23/07/2019	Approved
23/07/2019	247	SCM	MBD 7.2: BSM 36/19 Club House – Addition to existing change room Sports grounds Lanquedoc	25/07/2019	25/07/2019	Approved
24/07/2019	211	Finance	Tax invoice: Kings Catering (R2472.50)	25/07/2019	25/07/2019	Approved
24/07/2019	648	HR	Cell phone Allowance application: Community and Protection Services	25/07/2019	25/07/2019	Approved
24/07/2019	211	Finance	Tax invoice: Dynamic Tone Solutions (R8768.25)	25/07/2019	25/07/2019	Approved
24/07/2019	643	HR	Letter of appointment	25/07/2019	25/07/2019	Approved
24/07/2019	643	HR	Approval of Appointment: Operator Parks	25/07/2019	25/07/2019	Approved
24/07/2019	179	S65(1)of MFMA	Hall deposit refunds: M Willemse, M Essop	25/07/2019	25/07/2019	Approved
25/07/2019		Committee Services	Item + Route form: Monthly Report Traffic Services(June 2019)	26/07/2019	26/07/2019	Approved
25/07/2019		Finance	Tax invoice – IMPS-SA (R5000)	26/07/2019	26/07/2019	Approved
25/07/2019	139 S69 and 70 of MFMA	Finance	Veriment: Air and Noise Control: FTE (R20 000)	26/07/2019	26/07/2019	Approved
25/07/2019	211	Finance	Tax invoice: Sure Stellenbosch Travel (R20 938.00)	26/07/2019	26/07/2019	Approved
25/07/2019	645	Basic Conditions of Service	Memo: Approval of overtime and standby – Cemeteries (August 2019)	26/07/2019	26/07/2019	Approved

			Letter of appointment: EPWP			
25/07/2019	643	HR		26/07/2019	26/07/2019	Approved
25/07/2019	Committee Services	Committee Services	Item + Route form: Monthly Report Environmental Management, Parks and Cemeteries (April 2019)	26/07/2019	26/07/2019	Approved
25/07/2019	Committee Services	Committee Services	Item + Route form: Monthly Report Environmental Management, Parks and Cemeteries (May 2019)	26/07/2019	26/07/2019	Approved
25/07/2019	Committee Services	Committee Services	Item + Route form: Monthly Report Environmental Management, Parks and Cemeteries (June 2019)	26/07/2019	26/07/2019	Approved
25/07/2019	Committee Services	Committee Services	Item + Route form: Libraries (May 2019)	26/07/2019	26/07/2019	Approved
25/07/2019	Committee Services	Committee Services	Item + Route form: Libraries (June 2019)	26/07/2019	26/07/2019	Approved
25/07/2019	Committee Services	Committee Services	Item + Route form: Libraries (April 2019)	26/07/2019	26/07/2019	Approved
25/07/2019	Committee Services	Committee Services	Item + Route form: Sport (May 2019)	26/07/2019	26/07/2019	Approved
25/07/2019	Committee Services	Committee Services	Item + Route form: Sport (June 2019)	26/07/2019	26/07/2019	Approved
25/07/2019	Committee Services	Committee Services	Item + Route form: Libraries (April 2019)	26/07/2019	26/07/2019	Approved
26/07/2019		Finance	Tax invoices: Apex (R2584.12 + R548.94)	26/07/2019	26/07/2019	Approved
26/07/2019	643	HR	Memorandum of Agreement: W Elbrink, S Menzi	26/07/2019	26/07/2019	Approved
26/07/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: 15/07 – 21/07/2019 (R786 726.27)	26/07/2019	26/07/2019	Approved
26/07/2019	648	HR	Cell phone Allowance: Community and Protection Services	26/07/2019	26/07/2019	Approved
26/07/2019	643	HR	Memorandum of Agreement: Community and Protection Services	26/07/2019	26/07/2019	Approved
26/07/2019	646	HR	Memorandum of Agreement:– Community and Protection Services	26/07/2019	26/07/2019	Approved

26/07/2019	646	HR	Memorandum of Agreement; Community and Protection Services	26/07/2019	26/07/2019	Approved
29/07/2019	139 S69 and 70 of MFMA	Finance	Veriment: Business & Advisory: Project Management (R100 000)	29/07/2019	29/07/2019	Approved
29/07/2019	645	Basic Conditions of Service	Memo: Overtime and Standby Pre-approvals – Parks (July 2019)	29/07/2019	29/07/2019	Approved
29/07/2019	645	Basic Conditions of Service	Memo: Overtime and Standby Pre-approvals – Sport and Facilities (August 2019)	29/07/2019	29/07/2019	Approved
29/07/2019		SCM	Questionnaire: Supply and install entry modular play items in various Parks	29/07/2019	29/07/2019	Approved
29/07/2019		SCM	Questionnaire: Specs for supply, delivery and installation of razor wire in various Parks	29/07/2019	29/07/2019	Approved
29/07/2019		SCM	Questionnaire: Items needs for educational purposes at exhibits	29/07/2019	29/07/2019	Approved
29/07/2019	643	HR	Memorandum of Agreement: Community and Protection Services	30/07/2019	30/07/2019	Approved
29/07/2019	643	HR	Appointment Certificates: Community and Protection Services	30/07/2019	30/07/2019	Approved
29/07/2019	643	HR	Appointment Certificates: Community and Protection Services	30/07/2019	30/07/2019	Approved
29/07/2019	643	HR	Memorandum of Agreement: Community and Protection Services	30/07/2019	30/07/2019	Approved
29/07/2019	643	HR	Memorandum of Agreement: Community and Protection Services	30/07/2019	30/07/2019	Approved
29/07/2019	645	Basic Conditions of Service	Overtime Pre-approval: A van der Merwe (August 2019)	30/07/2019	30/07/2019	Approved
	645	Basic Conditions of Service				

29/07/2019			Memo: Overtime Pre-approvals – Nature Conservation (August 2019)	30/07/2019	30/07/2019	Approved
29/07/2019	645	Basic Conditions of Service	Memo: Overtime Pre-approvals – Environmental Management (August 2019)	30/07/2019	30/07/2019	Approved
29/07/2019	645	Basic Conditions of Service	Memo: Overtime Pre-approvals – Ornamental Horticulture (August 2019)	30/07/2019	30/07/2019	Approved
29/07/2019	645	Basic Conditions of Service	Memo: Overtime Pre-approvals – Workshop (August 2019)	30/07/2019	30/07/2019	Approved
29/07/2019	645	Basic Conditions of Service	Memo: Overtime Pre-approvals – Urban Forestry (August 2019)	30/07/2019	30/07/2019	Approved
29/07/2019	643	HR	Memorandum of Agreement: Community and Protection Services	30/07/2019	30/07/2019	Approved
29/07/2019	643	HR	Letters: Breach of Section 334 of the Criminal Procedure Act, Act 51 of 1977 Law Enforcement and Traffic Services	30/07/2019	30/07/2019	Approved
29/07/2019	735	S(2) (4) (a) Act 205/1993 Municipal By-Law	Protest march gathering application: Ward 13 Developmental Committee Kayamandi – 6 August 2019	30/07/2019	30/07/2019	Approved
29/07/2019	139 S69 and 70 of MFMA	Finance	Veriment: Uniform and Protective Clothing R1 000 000	30/07/2019	30/07/2019	Approved
29/07/2019	645	Basic Conditions of Service	Memo: Approval of overtime and standby – Parks Franschhoek (August 2019)	30/07/2019	30/07/2019	Approved
29/07/2019	643	HR	Memorandum of Agreement: Community and Protection Services	30/07/2019	30/07/2019	Approved
29/07/2019	643	HR	Memorandum of Agreement: Community and Protection Services	30/07/2019	30/07/2019	Approved

29/07/2019	645	Basic Conditions of Service	Memo: Approval of overtime and standby – Halls (August 2019)	30/07/2019	30/07/2019	Approved
29/07/2019		SCM	Questionnaire: Supply and delivery and installation of razor wire in various Parks	30/07/2019	30/07/2019	Approved
29/07/2019		SCM	Tender Specs: Upgrading of Stellenbosch Fire Station	30/07/2019	30/07/2019	Approved
30/07/2019	643	Basic Conditions of Service	Memorandum of Agreement: Community and Protection Services	30/07/2019	30/07/2019	Approved
30/07/2019		Finance	S & T: Environmental Services – Attending the Provincial Air Quality Officers & Noise Control Forum at Mc Gregor Community Hall	31/07/2019	31/07/2019	Approved
30/07/2019	Committee Services	Committee Services	Item + Route form: Monthly Report for Halls (April 2019)	31/07/2019	31/07/2019	Approved
30/07/2019	Committee Services	Committee Services	Item + Route form: Monthly Report for Halls (May 2019)	31/07/2019	31/07/2019	Approved
30/07/2019	Committee Services	Committee Services	Item + Route form: Monthly Report for Halls (June 2019)	31/07/2019	31/07/2019	Approved
30/07/2019	643	HR	Memorandum of Agreement: Community and Protection Services	31/07/2019	31/07/2019	Approved

DELEGATIONS EXERCISED FOR PERIOD AUGUST 2019
DIRECTORATE: COMMUNITY & PROTECTION SERVICES

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
05/08/2019	645	Basic Conditions of Service	Standby: C Kitching (July 219)	05/08/2019	05/08/2019	Approved
05/08/2019	643	HR	Shortlisting: Law Enforcement Officers	02/08/2019	05/08/2019	Approved
05/08/2019	643	HR	Attendance Register: Leanne Pedro (July 019)	05/08/2019	05/08/2019	Approved
06/08/2019		Finance	S & T: C Kitching (Toll gate Slips – CWDM Safety Plan meeting, Worcester)	06/08/2019	06/08/2019	Approved
06/08/2019	643	HR	Memorandum of Agreement: H Williams, R Rhode	06/08/2019	06/08/2019	Approved
06/08/2019		SCM	MDB 702. Contract Tender Comp 9/2018	06/08/2019	06/08/2019	Approved
06/08/2019	645	Basic Conditions of Service	Memo: Standby motivation – Fire and Disaster (August 2019)	06/08/2019	06/08/2019	Approved
06/08/2019		Finance	S & T: Essential use of vehicle within WC024 (July 2019)	06/08/2019	06/08/2019	Approved
06/08/2019	643	HR	Appointment certificates: Freddie van Nooi, Clayton Lewis	06/08/2019	06/08/2019	Approved
06/08/2019	643	HR	Attendance Register: Michelle Aalbers (July 2019)	06/08/2019	06/08/2019	Approved
06/08/2019		Committee Services	Item + Route form: Reviewing of the policy on leasing and use of municipal halls	06/08/2019	06/08/2019	Approved
06/08/2019	643 (g)	HR	Memo: Acting allowance – H Williams (July 2019)	06/08/2019	06/08/2019	Approved

06/08/2019	645	Basic Conditions of Service	Memo: Overtime Pre-approvals (Fire and Disaster – August 2019)	06/08/2019	06/08/2019	Approved
06/08/2019		Committee Services	Item + Route form: Stellenbosch Municipality – Integrated Fire Management Pan (January 2019)	06/08/2019	06/08/2019	Approved
07/08/2019	645	Basic Conditions of Service	Attendance and Overtime: K Alkaster (July 2019)	07/08/2019	07/08/2019	Approved
07/08/2019			Memorandum of Agreement: T Gilbert, B De Stadler	08/08/2019	08/08/2019	Approved
07/08/2019	643 (g)	HR	Memo: Late submission of acting allowance: JA Britz	08/08/2019	08/08/2019	Approved
07/08/2019		SCM	Questionnaire: Hydrosatic and visual testing of normal air breathing apparatus cylinders and replacement valves	08/08/2019	08/08/2019	Approved
07/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Cellular and Telephone (R1 500)	08/08/2019	08/08/2019	Approved
07/08/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 01/08 – 03/08 (R174 129.55)	08/08/2019	08/08/2019	Approved
07/08/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 01/08 – 03/08 (R24 912.00)	08/08/2019	08/08/2019	Approved
07/08/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 29/07 – 31/07 (R376 988.13)	08/08/2019	08/08/2019	Approved
07/08/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 29/07 – 31/07 (R45 864.00)	08/08/2019	08/08/2019	Approved
12/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Standard Rated - Sanitary Campaign – Ward 14	12/08/2019	13/08/2019	Approved

12/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Catering Services - Senior Citizens Educations Outing – Ward 4	12/08/2019	13/08/2019	Approved
12/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Standard Rated - Senior Citizen Educations Outing – Ward 4	12/08/2019	13/08/2019	Approved
12/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Transport Services - Senior Citizen Educations Outing – Ward 4	12/08/2019	13/08/2019	Approved
12/08/2019		Committee Services	Item + Route form: Community Development Monthly Report (July 2019)	12/08/2019	13/08/2019	Approved
12/08/2019	643	HR	Letter of appointment: Dorothy Smit	12/08/2019	13/08/2019	Approved
12/08/2019		SCM	Questionnaire: Specifications – Tools and Equipment (Law Enforcement)	12/08/2019	13/08/2019	Approved
07/08/2019	643	HR	Memo: Cancellation of leave on payday – A van der Merwe	12/08/2019	13/08/2019	Approved
12/08/2019	646	HR	Memo: Cancellation of chainsaw training – D Afrika	12/08/2019	13/08/2019	Approved
12/08/2019	645	Basic Conditions of Service	Approval of overtime – Sport	12/08/2019	13/08/2019	Approved
12/08/2019	643	HR	Memorandum of Agreements: N Anthony, I Jason	12/08/2019	13/08/2019	Approved
12/08/2019		SCM	Questionnaire: Upgrading of Stellenbosch Fire Station	12/08/2019	13/08/2019	Approved
13/08/2019		SCM	Memorandum of Agreement: B Joshua, C Jonkers	13/08/2019	13/08/2019	Approved
13/08/2019		SCM	Questionnaire: Supply and Delivery 2 post “Clear Floor” lift	13/08/2019	14/08/2019	Approved
14/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Safety Neighbourhood Watch – Ward 16 (R20 000)	14/08/2019	14/08/2019	Approved

14/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Safety Neighbourhood Watch – Ward 11 (R40 000)	14/08/2019	14/08/2019	Approved
14/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Safety Projects – Ward 6 (R20 000)	14/08/2019	14/08/2019	Approved
14/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Safety Neighbourhood Watch – Ward 5(R20 000)	14/08/2019	14/08/2019	Supported
14/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Safety Neighbourhood Watch – Ward 1 (R20 000)	14/08/2019	14/08/2019	Supported
14/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Neighbourhood Watch Jackets – Ward 17 (R10 000)	14/08/2019	14/08/2019	Supported
14/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Neighbourhood Watch Equipment – Ward 19 (R20 000)	14/08/2019	14/08/2019	Supported
15/08/2019		SCM	Questionnaire: Bee removal in WC024	15/08/2019	15/08/2019	Approved
15/08/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 04/08 – 10/08/2019 (R51 264.00)	15/08/2019	15/08/2019	Approved
15/08/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 04/08 – 10/08/2019 (R365 111.56)	15/08/2019	15/08/2019	Approved
15/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Contractors: Pest control and Fumigation	15/08/2019	15/08/2019	Approved
15/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Contractors: Pest control and Fumigation (R2 500.00)	15/08/2019	15/08/2019	Supported
14/08/2019		Finance	Memo: Emergency towing of vehicle	14/08/2019	15/08/2019	Approved
14/08/2019		SCM	Specifications: Skills Development – Safe handling of pesticides, Veld Fire Fighting, Tractor Driver Training, Chipper Training, Invasive plant identification, Invasive Alien Plant mapping, Cricket Pitch Preparation & Maintenance	14/08/2019	15/08/2019	Approved

15/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Contractor: Pest Control and Fumigation	15/08/2019	15/08/2019	Approved
15/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Heritage Day Program	15/08/2019	15/08/2019	Supported
15/08/2019		Finance	Veriment: Ward 3 Heritage Day program – Consumables (R6 000)	15/09/2019	15/09/2019	Supported
15/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Ward 1 Senior Citizens Christmas Lunch (R10 000)	15/08/2019	15/08/2019	Supported
15/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Ward 1: Senior Citizen Christmas Lunch – catering (R20 000)	15/08/2019	15/08/2019	Supported
15/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Ward 1: Senior Citizen Christmas Lunch – stage and sound (R5 000)	15/08/2019	15/08/2019	Supported
15/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Ward 1: Senior Citizen Christmas Lunch – business & advisory services (R5 000)	15/08/2019	15/08/2019	Supported
15/08/2019		Finance	S & T: Bi-Annual special programs masterclass	15/08/2019	15/08/2019	Approved
15/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Learners Licence Ward 1	15/08/2019	15/08/2019	Approved
15/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Ward 1 Learners Licence – Business and advisory services (R20 000)	15/08/2019	15/08/2019	Supported
15/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Boot Camp	15/08/2019	15/08/2019	Supported
15/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Ward 1 Boot Camp – Business and advisory services (R20 000)	15/08/2019	15/08/2019	Supported
15/08/2019		Finance	Memo: Grant in Aid payment: Stellenbosch Night Shelter (July 2019)	15/08/2019	15/08/2019	Approved

15/08/2019		SCM	Memo: Supply and installation of play equipment in various parks - FQ 16/20	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Memorandum of Agreement: Z Malambile	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Specification: Skills Development – Apply Basic Information Skills	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Specification: Skills Development – Promote literacy and reading in this LIS community	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Specification: Skills Development – Occupational Certificate – Early Childhood Development Practitioner	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Specification: Skills Development – Apply Reference Skills	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Specifications: Skills Development – Perform the circulation function in a library	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Specifications: Skills Development – Maintain and develop a collection of library and information resources	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Training: Basic Ethics and Etiquette	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Training: Advance Word, Excell and Powerpoint	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Training: Promote literacy and reading in the LIS community	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Training: Maintain physical resources of the library	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Training: ECD Skills	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Training: Apply Reference Skills	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Training: Perform the circulation function in a library	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Training: Story Hour Course	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Training: Diversity Management	15/08/2019	15/08/2019	Approved

15/08/2019	643	HR	Training: Supervision Course	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Training: Asset Management and Budgeting	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Training: Office Management	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Training: Team building	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Training: Project Management	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Training: MMCL	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Training: Occupational Health and Safety	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Training: Report writing	15/08/2019	15/08/2019	Approved
15/08/2019	643	HR	Training: Beginner MS Word and Excell	15/08/2019	15/08/2019	Approved
16/08/2019		Finance	Tax invoices: Red Hills (R22 827.50, R19 205.00)	16/08/2019	16/08/2019	Approved
16/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Boot Camp Ward 4	16/08/2019	16/08/2019	Supported
16/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Boot Camp Ward 4 – Business & Advisory Services (R30 000)	16/08/2019	16/08/2019	Supported
16/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Educational outing for the elderly Ward 2	16/08/2019	16/08/2019	Supported
16/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Transport Services – Ward 2 (R16 000)	16/08/2019	16/08/2019	Supported
16/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Festival of Lights Program Ward 6	16/08/2019	16/08/2019	Supported
16/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Consumables Ward 6 (R10 000)	16/08/2019	16/08/2019	Supported

16/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Educational outing for the elderly Ward 2	16/08/2019	16/08/2019	Supported
16/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Catering Services Ward 2 (R4 000)	16/08/2019	16/08/2019	Supported
16/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Women & Senior Citizens Wellness Day Ward 6	16/08/2019	16/08/2019	Supported
16/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Transport Services Ward 6 (R2 000)	16/08/2019	16/08/2019	Supported
16/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Women & Senior Citizens Wellness Day Ward 6	16/08/2019	16/08/2019	Supported
16/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Consumables Ward 6 (R9 000)	16/08/2019	16/08/2019	Supported
16/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Women & Senior Citizens Wellness Day Ward 6	16/08/2019	16/08/2019	Supported
16/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Catering Services Wards 6 (R9 000)	16/08/2019	16/08/2019	Supported
16/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Youth Program Ward 6	16/08/2019	16/08/2019	Supported
16/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Minor Assets Ward 6 (R30 000)	16/08/2019	16/08/2019	Supported
16/08/2019	179	S65(1)of MFMA	Hall Deposit refund: F Patel, H Lamberts	16/08/2019	16/08/2019	Supported
16/08/2019	646	HR	Training: Business and Report Writing (Halls)	16/08/2019	16/08/2019	Supported
26/08/2019	646	HR	Memorandum of Agreement: Z Dwanya, G Carelse, G Hansen	26/08/2019	26/08/2019	Approved
26/08/2019		Finance	Memo: Rectification of acting allowance: D Leibrandt	26/08/2019	26/08/2019	Approved

26/08/2019	645	Basic Conditions of Service	Memo: Approval of overtime and standby – Cemeteries (September 2019)	26/08/2019	26/08/2019	Approved
26/08/2019	211	Finance	Tax invoice: Sure Travel Stellenbosch (R1766.15)	27/08/2019	27/08/2019	Approved
26/08/2019		Finance	S & T: Martin Van As – Attending the quality management meeting	27/08/2019	27/08/2019	Approved
26/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Elderly Educational Outing - Ward 13 (Minor Asset)	27/08/2019	27/08/2019	Supported
26/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Elderly Educational Outing - Ward 13 (R5 000)	27/08/2019	27/08/2019	Supported
26/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Elderly Educational Outing - Ward 13 (Catering)	27/08/2019	27/08/2019	Supported
26/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Elderly Educational Outing - Ward 13 (R2 500)	27/08/2019	27/08/2019	Supported
26/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Elderly Educational Outing - Ward 13 (Transport)	27/08/2019	27/08/2019	Supported
26/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Elderly Educational Outing - Ward 13 (R27 500)	27/08/2019	27/08/2019	Supported
26/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Soccer Tournament - Ward 13 (Minor Assets)	27/08/2019	27/08/2019	Supported
26/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Soccer Tournament - Ward 13 (R7 500)	27/08/2019	27/08/2019	Supported
26/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Soccer Tournament - Ward 13 (Catering)	27/08/2019	27/08/2019	Supported
26/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Soccer Tournament - Ward 13 (R2 500)	27/08/2019	27/08/2019	Supported

26/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Single Parents Dialogue - Ward 13 (Catering)	27/08/2019	27/08/2019	Supported
26/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Single Parents Dialogue - Ward 13 (R5 000)	27/08/2019	27/08/2019	Supported
26/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Back to School - Ward 13 (Consumables)	27/08/2019	27/08/2019	Supported
26/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Back to School - Ward 13 (R30 000)	27/08/2019	27/08/2019	Supported
26/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Year End Function - Ward 17 (Catering)	27/08/2019	27/08/2019	Supported
26/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Year End Function - Ward 17 (R20 000)	27/08/2019	27/08/2019	Supported
21/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukeys: NRM (medical terrestrial, management fees, medical drought relief)	27/08/2019	27/08/2019	Supported
27/08/2019	645	Basic Conditions of Service	Memo: Standby – Protection Services (September 2019)	27/08/2019	27/08/2019	Approved
27/08/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 19/08 – 25/08 (R610 464.18)	27/08/2019	27/08/2019	Approved
27/08/2019	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 19/08 – 25/08 (R76 392.00)	27/08/2019	27/08/2019	Approved
27/08/2019		Finance	Memo: Saving hydraulic ladder platform	27/08/2019	27/08/2019	Approved
22/08/2019	645	Basic Conditions of Service	Memo: Overtime Pre-approvals – Fire and Disaster (August 2019)	27/08/2019	27/08/2019	Approved
22/08/2019		SCM	Letter of appointment: SBM 39/18-SE-B-28	27/08/2019	27/08/2019	Approved

27/08/2019		Committee Services	Item + Route form: Policy on the implementation of an auxiliary law enforcement service	27/08/2019	27/08/2019	Approved
27/08/2019		Committee Services	Item + Route form: Policy on externally funded law enforcement officers	27/08/2019	27/08/2019	Approved
27/08/2019		SCM	Tender: Annexure E – Supply and Delivery of two-way radio's and pagers	27/08/2019	27/08/2019	Approved
27/08/2019		SCM	Tender: Annexure E – Upgrading of Stellenbosch Fire Station	27/08/2019	27/08/2019	Approved
27/08/2019		SCM	Tender: Annexure E – Servicing of Fire Extinguishers	27/08/2019	27/08/2019	Approved
28/08/2019		ICT	IT Access Request form: Wendy Mhlauli, Maindren Chettiar	28/08/2019	28/08/2019	Approved
28/08/2019			Memo: Approval request for 16 days of Activism launch	28/08/2019	28/08/2019	Approved
28/08/2019	645	Basic Conditions of Service	Memo: Overtime pre-approval Traffic Admin (September 2019)	28/08/2019	28/08/2019	Approved
28/08/2019		Finance	Memo: Refund payment for the use of the Paradyskloof Clubhouse Facility	28/08/2019	28/08/2019	Approved
28/08/2019		SCM	Questionnaire: Supply and delivery of 2 & 4 stroke machinery	28/08/2019	28/08/2019	Approved
28/08/2019	645	Basic Conditions of Service	Memo: Overtime Pre approvals – Traffic Services (September 2019)	28/08/2019	28/08/2019	Approved
28/08/2019	645	Basic Conditions of Service	Memo: Overtime and Standby Pre-approvals – Traffic Services (September 2019)	28/08/2019	28/08/2019	Approved
28/08/2019	645	Basic Conditions of Service	Standby: Law Enforcement (September 2019)	28/08/2019	28/08/2019	Approved

28/08/2019		SCM	Technical Evaluation : Towing and Impoundment of vehicles	28/08/2019	28/08/2019	Approved
28/08/2019		SCM	Questionnaire: Towing service	28/08/2019	28/08/2019	Approved
28/08/2019		SCM	Specifications: Impoundment of vehicles for a contract period ending 30 June 2022	28/08/2019	28/08/2019	Approved
29/08/2019	645	Basic Conditions of Service	Overtime Pre-approval: A van der Merwe (September 2019)	29/08/2019	30/08/2019	Approved
29/08/2019		SCM	Questionnaire: Jamestown after school and holiday care program	29/08/2019	30/08/2019	Approved
29/08/2019			Performance Agreements: C Kitching, A van der Merwe	29/08/2019	30/08/2019	Approved
29/08/2019	643	HR	Letters: Appointment of assistant traffic designated firearms officer to assist responsible person for safe-keeping and safety control measures for the official institution: Stellenbosch Municipality Law Enforcement (H Williams, Tyateka, Neels, Herring, Esau, Thorpe, Swanepoel, Petersen, Abrahams, Fortuin, Wilson, Langenhoven, L Williams, De Mink	29/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Ward 12 Maths Classes (Business and Advisory)	29/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Ward 12 Maths Classes (Business and Advisory) (R40 000)	29/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Ward 12 Youth Educational Outing (Standard Rated)	29/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Ward 12 Youth Educational Outing (Standard Rated) (R5 000)	29/08/2019	30/08/2019	Supported

29/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Ward 16 Informal ladies talk show (Catering)	29/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Ward 16 Informal ladies talk show (Catering) (R6 500)	29/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Ward 12 Drivers License (Business and Advisory)	29/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Ward 12 Drivers License (Business and Advisory) (R10 000)	29/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Ward 12 Youth Educational Outing (Transport)	29/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Ward 12 Youth Educational Outing (Transport) (R17 000)	29/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Ward 16 Informal ladies talk show (Stage and Sound)	29/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Ward 16 Informal ladies talk show (Stage and Sound) (R3 500)	29/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Ward 12 Youth Educational Outing (Catering)	29/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Ward 12 Youth Educational Outing (Catering) (R3 000)	29/08/2019	30/08/2019	Supported
29/08/2019	646	HR	Memorandum of Agreements: G Pieterse, M Okkers, D Bula-Motsoane, Y Mdabane, D Roman, H Goldman, K Booi, A Khati, T Malgas, G Botes, S Jagers, S Peteni, Z Naku, C Andrews, X Bomvana, J Mouton, Y Mdabane	29/08/2019	30/08/2019	Approved

30/08/2019	643	HR	Memo: Approval of appointment of conditional grant library assistants	30/08/2019	30/08/2019	Approved
30/08/2019		Committee Services	Item + Route form: Review of Traffic Management Plan	30/08/2019	30/08/2019	Approved
30/09/2019		Committee Services	Item + Route form: Monthly report on by-law enforcement and events management (July 2019)	30/08/2019	30/08/2019	Approved
29/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Ward 19 Learners Licence (Business and Advisory)	30/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Ward 19 Learners Licence (R20 000)	30/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Ward 19 Mens day (Standard Rated)	30/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Ward 19 Mens Day (R12 000)	30/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Ward 19 Mens Day Program	30/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Ward 19 Mens Day (R8 000)	30/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Ward 19 Youth Education Outing (Catering)	30/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Youth Educational Outing (R6 000)	30/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Ward 19 Youth Educational Outing (Standard Rated)	30/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Ward 19 Youth Educational Outing (R9 000)	30/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Ward 19 Youth Educational Outing (Transport)	30/08/2019	30/08/2019	Supported

29/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Youth Educational Outing (R15 000)	30/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Ward 19 Womens Day Program (Transport)	30/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Ward 19 Womens Day Program Contracted Services – Transport Service (R15 000)	30/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Ward 19 Womens Day Program (Catering)	30/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Ward 19 Womens Day Program (R6 0000)	30/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Ward 19 Womens Day Program (Standard Rated)	30/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Womens Day Program (R9 000)	30/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Creation of Ukey: Ward 19 Back to School Program (Standard Rated)	30/08/2019	30/08/2019	Supported
29/08/2019	139 S69 and 70 of MFMA	Finance	Veriment: Ward 19 Back to School Program (R7 031.00)	30/08/2019	30/08/2019	Supported

11.	ITEMS FOR CONSIDERATION FROM THE EXECUTIVE MAYOR OR MAYORAL COMMITTEE: [ALD. G VAN DEVENTER (MS)]
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11.1	COMMUNITY AND PROTECTION SERVICES: (PC : CLLR Q SMIT)
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NONE

11.2	CORPORATE SERVICES: (PC: CLLR AR FRAZENBURG)
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11.2.1	TRANSFER OF 80 HOUSES: LA MOTTE VILLAGE
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Collaborator No:

IDP KPA Ref No: *Institutional Transformation*

Meeting Date: 16 October 2019

1. SUBJECT: TRANSFER OF 80 HOUSES: LA MOTTE VILLAGE

2. PURPOSE

To provide feedback in regard to the transfer of the 80 houses at La Motte.

3. DELEGATED AUTHORITY

(FOR DECISION BY MUNICIPAL COUNCIL,

In terms of paragraph 3.1 of Stellenbosch Municipality's Irrecoverable Debt Policy the CFO has the delegated authority to consider applications up to an amount of R20 000.00. In the circumstances under discussion the Municipal Council must make a decision.

4. EXECUTIVE SUMMARY

The transfer of the 80 houses in the La Motte Village to identified beneficiaries has a very long history. A new Transferring Attorney had to be appointed to attend to this long outstanding matter. Due to the long delay in attending to the transfers, and due to the fact that no municipal accounts were rendered as no properly completed and signed agreements were concluded, none of the Lessees made any payments with regards to occupational rental. For this reason the outstanding debt in respect of rental was an amount of R15 770 700.11 (**APPENDIX 1**)

It would be very difficult to recoup the outstanding amounts. The outstanding debt should be recouped before the transfer of the houses can take place as the payment of the rental amounts was provided for in the 2010 and 2014 Council resolutions. Council will have to approve that the debt to be written off or change the 2014 council resolution to allow for the.

The matter was referred back to the department to provide the outstanding updated annexure and to make changes to the recommendations in line with the discussion at MAYCO.

5. RECOMMENDATIONS

- (a) that transfer to the 10 households that are paid up be affected as a matter of urgency;
- (b) that a report from the transferring attorney on the status quo and progress of the transfer be provided to the Municipality;
- (c) that letters be given to the 9 beneficiaries who allowed illegal occupants to occupy the houses to provide reasons why the houses should not be transferred to other beneficiaries;
- (d) that letters be given to all illegal occupying households to provide reasons why they should not be evicted from the houses they are occupying illegally as they were not recognised as the beneficiaries for the houses they occupy;
- (e) that an investigation be lodged as to how the 10 illegal occupants of unallocated houses were allowed to occupy the houses; and
- (f) that letters be given to all beneficiaries who are in arrears on the outstanding rental amounts to inform them that council intend to assist them, should they qualify. They will however still be liable for outstanding amounts on services.

6. DISCUSSION / CONTENTS**6.1 Background****6.1.1 Memorandum of Understanding (M.O.U)**

During January 2006, Stellenbosch Municipality and the Trans Caledon Tunnel Authority (TCTA) concluded a M.O.U in terms whereof, TCTA would transfer land and 80 houses to Stellenbosch Municipality, after construction of the Bergwater dam, on condition that it be managed for the benefit of the identified communities in the project area.

6.1.2 Transfer Agreement

During August 2008 a Transfer Agreement was concluded between TCTA and the Municipality, setting out the terms and conditions of the said transfer. One of the conditions was that the individual properties were to be transferred (sold) to qualifying residents of the area, the purchase price based on a sliding scale.

6.1.3 Rental Agreements

During the period 2009-2010 the individual plots were allocated to individuals and Rental Agreements were concluded, as the property had not been transferred to the Municipality at that stage. The lease amounts (occupational rent) was based on a sliding scale approved by the then Municipal Manager.

6.1.4 Management of Rental Agreements

Due to a "*lack of capacity*" in-house, it was agreed to appoint an attorney to (a) conclude the Rental Agreements on behalf of the Municipality and (b) to attend to the management thereof, i.e. rental collection on behalf of the Municipality.

Mr Clyde Meyer was appointed to attend to the above. His appointed was subsequently terminated due to lack of performance.

6.1.5 Deed of Donation

On 20 April 2010 a Deed of Donation was signed, paving the way for the actual transfer of the property to Stellenbosch Municipality. The property was eventually transferred to the Municipality during December 2012. Subsequently a General Plan was registered, paving the way for individual transfers to take place.

6.1.6 Transfer of property

The property was transferred to Stellenbosch Municipality in December 2012, paving the way for individual contracts to be concluded.

6.1.7 Determination of sales prices (sliding scale) and other related matters

On 2010-06-07 Council considered a report, dealing with a number of issues relating to the project.

Having considered the report, Council resolved as follows:

- “a) That Annexure A of the Transfer Agreement be amended to allow for the discounted rate (R120 000- R200 000) to qualifying residence of Wards 1 and 2. Should there not be sufficient qualifying residents the remaining property be offered to residents of the Dwarsrivier area, where after all remaining units be sold in the open market;*
- b) The discounted Purchase Price (sliding scale), as set out in par. 3.1 (supra), be approved;*
- c) That the reversionary (sliding scale), as set out in par. 3.1 (supra), be approved;*
- d) That a monthly occupational rent, equal to 80% of a deemed monthly installment of the selling price (at 10% interest per annum) be approved;*
- e) that the Acting Municipal Manager, be authorized to finalise the Sales Agreements and to sign same, on behalf of Stellenbosch Municipality;*
- f) that a Transferring Attorney be appointed to attend to the transfer of the properties;”*

6.1.8 Public Information Session

On 20 August 2014 an information session was held with the Lessees of the 80 houses, informing them of the Council resolution pertaining the sales price and other related issues.

6.1.9 Appointment of transferring attorneys

Following a Supply Chain Management process Clyde Meyer and McRobert Attorneys were subsequently appointed to conclude Sales Agreements and to attend to the transfers, respectively*

*See paragraph 2.11. below. This appointment was subsequently terminated.

6.1.10 Amendment to Lease Agreements: Cash Buyers

On 2014-11-26 a report was tabled at the Council-meeting, recommending certain amendments to the Lease Agreements of those people (10) who have paid their purchase price up front, i.e. that they be exempted from paying rentals. Having considered the report, Council resolved as follows:

Resolved (majority vote)

"a) that the outstanding debt, as set out in par. 2.7 (supra), totaling R809 704.55 as at 30 August 2014, be written off; on condition that the interest earned on the amounts paid up-front be regarded as the occupational rentals until such time as the properties have been transferred to the individuals; and

b) that the Sales Agreements be amended to allow for the above".

6.1.11 Appointment of new Transferring Attorneys

*As no progress was made by the transferring attorneys, their services were terminated during 2016.

Following a further Supply Chain Management process, Snippelisky and Killian Attorneys, was (July 2017) appointed to attend to the transfers.

During a meeting with them on 2017-08-25 it was agreed that:

- a) they would, as a first step, focus on the transfer of the 10 properties which were paid for in advance; where after
- b) sales agreements would be concluded with other beneficiaries, paving the way for them to apply for funding at financial institutions.

6.1.12 Transfer of Trust Account money by CSM Attorneys

On 12 September SCM Attorneys confirmed in writing that an amount of R2 417 403.81 was paid over to Stellenbosch Municipality. This amount is made up as follows:

Advanced payments (cash buyers):	R1 072 634.00
Rental amounts collected	R1 257 647.63
Unallocated amount held in trust:	R 30 918.53
Interest	R 56 203.65
	R2 417 403.81

Following the above transfer, Stellenbosch Municipality open a Trust account, as provided for in the Transfer Agreement.

6.1.13 List of outstanding debt

Hereto attached as **APPENDIX 1** a list of outstanding debt, received from the Finance Department.

6.1.14 Request to write off outstanding debt

Hereto attached as **APPENDIX 2** a self-explanatory letter received from Snippelisky & Killian Attorneys, who was appointed to attend to the transfers, requesting that the outstanding debt be written off, for reasons set out in the letter.

6.1.15 Social Survey

When this report was considered by Mayco during 2018, they decided to refer the matter back, with the request that a Social Survey be conducted, i.e. to ascertain who is currently occupying which units.

Hereto attached as **APPENDIX 3** a survey that was compiled by the Human Settlement Department during December 2018.

From this survey it is clear that

- a) 61 of a original beneficiaries is staying in their houses;
- b) 9 of the original beneficiaries is not staying in their houses;
- c) No information could be gathered for 1 house (nobody was present at date and time of visit); and
- d) 9 of the houses are illegally occupied.

6.2 Discussion

It is important that the process of transferring the properties to identified beneficiaries be concluded as soon as possible. This is, however, not be possible if the arrear amounts are to be added to sales prices. Council will have to consider the additional debt as well as the survey findings.

6.3 Financial Implications

The outstanding debt is R15 770 700.11.

The debt of approximately R15 million was raised in the council books at the end of 2016/17. Similar accounting entries will have to be made for the 2017/18 financial year. Sufficient provision for writing off the bad debt in respect of occupational rental has been made.

6.4 Legal Implications

This is a feedback report requesting guidance on the manner to address the way forward.

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

As was indicated in par. 6.1.10 (*supra*) Council has already resolved to write off the outstanding debt of cash buyers.

Also, as indicated in paragraph 6.1.7, Council has already determined the new occupational rental, which will now be payable as from 1 July 2018

6.7 Risk Implications

This report has no risk implications for the Municipality. As a matter of fact it would reduce the risk of the project not being implemented successfully, as envisaged in the M.O.U.

6.8 Comments from Senior Management

6.8.1 Chief Financial Officer

In principle, the Item is supported given the historical context of the matter and the greater purpose it seeks to achieve.

It must be ensured that the new Agreements of Sale reflect the detail of the council resolution in every respect.

6.8.2 Legal Services

The item, as far as it relates to the writing off of the outstanding rental debt is supported.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-10-16: ITEM 7.2.2

- (a) that transfer to the 10 households that are paid up be affected as a matter of urgency;
- (b) that a monthly progress report from the transferring attorney on the status quo and progress of the transfer be provided to the Municipality;
- (c) that letters be given as a matter of urgency to the 9 beneficiaries who allowed illegal occupants to occupy the houses to provide reasons why the houses should not be transferred to other beneficiaries;
- (d) that letters be given as a matter of urgency to all illegal occupying households to provide reasons why they should not be evicted from the houses they are occupying illegally as they were not recognised as the beneficiaries for the houses they occupy;
- (e) that an investigation as a matter of urgency be lodged as to how the 10 illegal occupants of unallocated houses were allowed to occupy the houses; and
- (f) that letters be given as a matter of urgency to all beneficiaries who are in arrears on the outstanding rental amounts to inform them that council intend to assist them, should they qualify for financial assistance from financial institutions or government subsidies to buy the houses. They will however still be liable for outstanding amounts on services.

ANNEXURES

- Annexure A: List of Outstanding debt
- Annexure B: Letter from Snippelisky & Killian Attorneys
- Annexure C: Survey done by Human Settlement Department

FOR FURTHER DETAILS CONTACT:

NAME	Piet Smit
POSITION	<i>Manager: Property Management</i>
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021-8088189
E-MAIL ADDRESS	Piet.smit@stellenbosch.gov.za
REPORT DATE	2019-02-07

ANNEXURE A

REK NO	N/D ACC	NAM	Comments	Purchased price	Payment of purchase	EST NO	MUS NO	BALANC	BALANS	N/D ACC	TOTAL BALANCE	W	E	V	R	BEI	CONTRACT	Agreement effective date	Rent amount a/m	2008/2008	2009/2009	2010/2010	2011/2011	2012/2012	2013/2013	2014/2014	2015/2015	2016/2016	2017/2017	2018/2018	2019/2019	2020/2020	Total (incl. - (NOT LEVU))	
Rate was implemented July 2013 inrent valuation Refus and Sewer was implemented September 2009																																		
Month																			Financial Period															
1051902/10682492		G ALEXANDER	Balance of purchased price paid in full	R 200 000,00	R 121 580,00	221/200	52	R -	R 127,82	R -	R 127,82							12-Mar-09	R 2 634,00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
1043839/10682186		ALG ARENDE				221/270	26	R -	R 5 400,96	R -	R 5 400,96							09-Jan-09	R 2 203,00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
1052347/10682373		M RENNINGS				221/270	4	R -	R 4 236,46	R -	R 4 236,46							19-Apr-10	R 1 580,00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
1052730/10682895		F BELUKES				221/280	5	R -	R 4 236,46	R -	R 4 236,46							16-Apr-10	R 2 203,00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
1043878/10682193		F BLAAUW				221/271	25	R -	R 1 868,82	R -	R 1 868,82							12-Jan-09	R 2 058,00	R 2 348,00	R 2 496,00	R 2 496,00	R 2 496,00	R 2 496,00	R 2 496,00	R 2 496,00	R 2 496,00	R 2 496,00	R 2 496,00	R 2 496,00	R 2 496,00	R 2 496,00	R 2 496,00	
1048112/10682958		BLAAUW				221/274	47	R -	R 18 097,54	R -	R 18 097,54							17-Mar-09	R 1 580,00	R 2 320,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	
1051329/10681996		B BLOMBERG				221/251	37	R -	R 8 221,67	R -	R 8 221,67							25-Feb-10	R 2 634,00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
10486375/10681721		ADI BOONZAER	Balance of purchased price paid in full	R 140 000,00	R 140 000,00	221/236	71	R -	R 2 212,11	R -	R 2 212,11							09-Feb-09	R 1 843,51	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
1043977/10683192		LR BOONZAER				221/249	45	R -	R 7 539,43	R -	R 7 539,43							19-Jan-09	R 1 976,00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
1051093/10682375		CA BOONZAER				221/286	13	R -	R 700,32	R -	R 700,32							04-Feb-10	R 2 634,00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
10480945/10681862		B BOUGAARD+PHEIFFER				221/238	73	R -	R 66 310,06	R -	R 66 310,06							10-Mar-09	R 1 976,00	R 7 904,00	R 23 712,00	R 23 712,00	R 23 712,00	R 23 712,00	R 23 712,00	R 23 712,00	R 23 712,00	R 23 712,00	R 23 712,00	R 23 712,00	R 23 712,00	R 23 712,00	R 23 712,00	
10454400/10682461		PA DAMON	Balance of purchased price paid in full	R 120 000,00	R 120 000,00	221/297	49	R -	R 7 389,68	R -	R 7 389,68							21-Jan-09	R 1 580,00	R 9 480,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	
1052187/10682409		H DANIELS	Balance of purchased price paid in full	R 120 000,00	R 121 580,00	221/291	16	R -	R -	R -	R -							Jun-10	R 1 580,00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
1052132/10681399		MA DAVIDS				221/290	15	R -	R 1 168,31	R -	R 1 168,31							26-Mar-10	R 2 634,00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
1048246/10682344		H&N DE KOCK & BROWN				221/285	10	R -	R 43 229,74	R -	R 43 229,74							28-Apr-09	R 1 580,00	R 4 740,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	
10511525/10681941		I DE WILHERS				221/246	48	R -	R 10 447,10	R -	R 10 447,10							16-Feb-10	R 1 771,00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
1051166/10682313		E DEU PRETZ				221/282	7	R -	R 152,08	R -	R 152,08							2009-2010	R 1 560,00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
1048987/10682265		SM FORTUIN				221/278	3	R -	R 45 661,73	R -	R 45 661,73							12-Jan-09	R 2 674,59	R 12 447,54	R 24 895,08	R 24 895,08	R 24 895,08	R 24 895,08	R 24 895,08	R 24 895,08	R 24 895,08	R 24 895,08	R 24 895,08	R 24 895,08	R 24 895,08	R 24 895,08	R 24 895,08	
10510830/10682968		S LUMBA				221/287	12	R -	R 10 755,70	R -	R 10 755,70							02-Feb-10	R 2 634,00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
1048994/10682069		G SLOOTH				221/258	40	R -	R 6 091	R -	R 6 091							12-Jan-09	R 2 634,00	R 15 804,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	
1048864/10681659		L HENDRICKS				221/229	64	R -	R 819,71	R -	R 819,71							13-Jan-09	R 2 634,00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
1043929/10682234		AD HOFFMAN				221/275	21	R -	R -	R -	R -							13-Jan-09	R 2 634,00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
1048992/10682155		DZ HOFFMAN				221/267	28	R -	R 641,72	R -	R 641,72							12-Jan-09	R 2 634,00	R 15 804,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00		
1048369/10682203		JH HOFFMAN				221/272	24	R -	R 20 823,44	R -	R 20 823,44							12-Jan-09	R 2 634,00	R 15 804,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	
10491551/10682007		A JACOBS	Balance of purchased price paid in full	R 120 000,00	R 120 000,00	221/252	36	R -	R 499,15	R -	R 499,15							27-Mar-09	R 1 580,00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
1049628/10681673		S JACOBS	Balance of purchased price paid in full	R 120 000,00	R 120 000,00	221/231	66	R -	R 8 713,94	R -	R 8 713,94							22-Jul-09	R 1 771,00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
10493515/10682382		P JAMES	Balance of purchased price paid in full	R 120 000,00	R 120 000,00	221/289	14	R -	R 28 060,58	R -	R 28 060,58							20-Mar-09	R 1 580,00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
1048301/10682320		B JETHAS				221/283	8	R -	R 505,90	R -	R 505,90							04-Feb-09	R 2 634,00	R 13 170,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	R 31 608,00	
1048670/10682258		W JETHAS				221/277	2	R -	R 40,78	R -	R 40,78							06-Feb-09	R 1 580,00	R 7 900,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	
1050977/10682210		N JOEILA	Balance of purchased price paid in full	R 120 000,00	R 120 000,00	221/273	23	R -	R 1 585,65	R -	R 1 585,65							25-Jan-10	R 1 580,00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
1050069/10681842		L JOHANNES	Balance of purchased price paid in full	R 120 000,00	R 120 000,00	221/228	63	R -	R 27 279,77	R -	R 27 279,77							20-Oct-09	R 1 580,00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
10491544/10682090		B KLEINSMITH				221/261	34	R -	R 15 438,67	R -	R 15 438,67							26-Mar-09	R 1 580,00	R 6 320,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	
1049989/10682526		R LACKAY				221/302	53	R -	R 376 262,22	R -	R 376 262,22							08-Oct-09	R 1 580,00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
10681893		J LEBRANDT				221/241	76	R -	R 8 436,95	R -	R 8 436,95							04-Feb-09	R 1 580,00	R 7 900,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	R 18 960,00	
10492497/10681697		M LEIBRANDT	Balance of purchased price paid in full	R 120 000,00	R 120 000,00	221/233	68	R -	R -	R -	R -							05-May-09	R 2 420,00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
1050456/10681635		J MAERMAN				221/227	62	R -	R 36 470,21	R -	R 36 470,21							24-Nov-09	R 1 771,00	n/a	n/a	n/a	n/a											

ANNEXURE B



Snipelisky & Kilian

Attorneys / Conveyancers / Notaries

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Litigation & General: adminsk@law.co.za

Accounts: esterley@law.co.za

Fax to Mail: 086 616 9137

Date/ Datum: 18 September 2017
Our Ref/Ons Verw: A KILIAN/38/LA MOTTE
Your Ref/ U Verw:

**PROPERTY MANAGER
STELLENBOSCH MUNICIPALITY**

Attention: Piet Smit
E-mail: piet.smit@stellenbosch.gov.za

Dear Sir

TRANSFERS: 80 LA MOTTE VILLAGE PROPERTIES

We refer to the above and the tender awarded to us to proceed with the contracts and the transfer of the above properties.

1. We have already drafted the contracts for the people who have paid in cash, which will not pose any problems, as we have been instructed regarding the decisions taken by the Council regarding these purchasers.
2. We do have a problem to finalise the contracts regarding all the other people, as a result of the huge arrear amounts accumulated on these properties for unpaid rentals.
3. Writer hereof has been involved with these occupants for many years now, they all experienced the same problem regarding their financial positions and with the current economic situation and the stringent FICA and National Credit Act requirements, these people will struggle to obtain finance in the form of bonds for the purchase of these properties.
4. Should the arrear amounts be either added as a requirement to be repaid as part of the contracts, or by way of a separate acknowledgement of debt, this will jeopardise these purchasers' chances of obtaining any financial support from the banks.

ATTORNEY/ PROKUREUR: Anton Pieter Kilian, B. Proc. (S.A.) LL.B.(UP)
e-mail Mr Kilian: antonkill@law.co.za; Conveyancing/Estates: sniplaw@mweb.co.za
Litigation & General: adminsk@mweb.co.za Accounts: esterley@law.co.za
Mr. Kilian: 083 250 0943

5. To proceed with the contracts on this basis, it will be a futile exercise, as the Municipality purports to enter into agreements, which will be impossible to give effect to, and thus defeat the purpose of this housing scheme and project.
6. With reference to the above, we are of the opinion that the only workable and practical solution will be to request the Council to write these monies off, as many other legal and technical difficulties will be applicable should the Council try to collect these monies from the tenants.
7. Please also keep in mind that the Council never maintained these properties since the inception of this project and the tenants/occupants have maintained the properties on their own costs. These properties will be sold voetstoots, thus no guarantee regarding the condition will be given in the agreements to be signed.
8. Obviously, the purchasers will have to make sure their services accounts must be paid up in order to obtain a Clearance Certificate from Council for transfer purposes and this also will delay some of these transfers, as we have been advised that some people are also in arrears in large amounts to the Municipality regarding their services accounts.
9. As we are in the process of finalising these contracts, your co-operation and feedback herein will be highly appreciated.

Yours faithfully



SNIPPELSKY & KILIAN ATTORNEYS
Per:

ANNEXURE C



NO.	Initial Beneficiary		Current occupant name		Erf NO.	STRUCTURE NO.	GENDER	NUMBER OF OCCUPANTS
1	Z Maggie	MGIDI	Amos	Mgidi	276	1	Male	5
2	W JEFTHAS/W HENDRICKS	Jefthas/Hendricks	L	Hendricks	277	2	Male	1
3	Shane M	FORTUIN	Cylvia	Fortuin	278	3	Female	3
4	Mirtle	ARENDSE	Mirtle	Johannes	279	4	Female	2
5	Layton	BEUKES	Layton	Beukes	280	5	Male	2
6	HG	PHEIFFER	Gordon	Phiffer	281	6	Male	1
7	Idal Janice	DU PREEZ	Idal Janice	Du Preez	282	7	Female	4
8	Berenice	JEFTHAS	Berenice	Jefthas	283	8	Female	3
9	Albert Pieter	ROOS	Albert	Roos	284	9	Male	5
10	Heinrich &SN	DE KOCK & BROWN	Heinrich	De kock	285	10	Male	4
11	Wilfred L	O'REIN	Wilfred Leonard	O'Rein	286	11	Male	1
12	Samkelo	FUMBA	Samkelo	Fumba	287	12	Male	5
13	Olivia A	BOONZAAIER	Olivia	Boonzaaier	288	13	Female	1
14	Peter	James	Ashley	Ramjee	289	14	Male	3
15	Melvin A	DAVIDS	Anthea	Dauids	290	15	Female	3
16	Henwhill	DANIELS	Richard Christopher	Young	291	16	Male	4
17	Nolwandle	MALOTANA	Nolwandle	Malotana/Nkojana	292	17	Female	2
18	Cedric	DIEDERICKS	Cedric	Diedericks	293	18	Male	4
19	Nokuzola	Mbenenge	Nokuzola	Mbenenge	294	19	Female	2
20	Elanda	Van Zyl	Dr TD Fish	Fish	295	20	Female	2
21	Astle Bradley	Hoffman	OWNER UNAVAILABLE		275	21		
22	N	Makoba	Lucinda	Baardman	274	22	Female	3
23	Ntsikelelo	Jobela	Jenine Ilze	Pillay	273	23	Female	6
24	Jaco Henry	Hoffman	Jaco	Hoffman	272	24	Male	4
25	Franklin	Blaauw	Frankline	Blaauw	271	25	Female	5
26	Alwin Godwin	Arendse	Alvin Godwin	Arendse	270	26	Male	2
27	George	Silke	George	Silke	269	27	Male	2
28	David	Hoffman	David	Hoffman	267	28	Male	2
29	Bianca	Williams	Bianca	Williams	266	29	Female	1
30	Barend	Tities	Barend	Barend	265	30	Male	3
31	Sibonganjalo	Vingqi	Sibonganjalo	Vingqi	264	31	Male	3
32	Sintu	Quza	Sintu	Quza	263	32	Male	5
33	Xolelwa/Xolelwa	Ngalol/Makaula	Xolelwa	Makaula	262	33	Female	4
34	Beatrice	Kleinsmith	Beatrice	Klein-smith	261	34	Female	2
35	STELLENBOSCH MUNICIPALITY		Stefanus	Basson	253	35	Male	4
36	Aldine	Jacobs	Fabian	Burger	252	36	Male	2
37	Pauline	Bloemberh	Deon	Bloemberg	251	37	Male	2
38	Andile	Mgulwa	Lumka	Mgulwa	250	38	Female	1
39	Regan	Papier	Reagan	Papier	259	39	Male	3
40	Tania	Goliath	Gershwin	Goliath	258	40	Male	1
41	Vuyisa	Potina	Vuyisa	Potina	257	41	Male	5
42	Mark	Titus	Mark	Titus	256	42	Male	5
43	Mantombi	Vazana	Mantombi	Vazana	255	43	Female	3
44	Carla	Williams	Carla	Williams	254	44	Female	2
45	Lesley/ Colleen	BOONZAAIER	Colleen	Du plessis(boozaaier)	249	45	Female	1
46	Stanley Clive	Heneke	Stanley	Heneke Clive	248	46	Male	4
47	John	Blaauw	John	Blaauw	247	47	Male	2
48	Ivar	De Villiers	Ivar	De Villiers	246	48	Male	1
49	Petrus Apollis	Damon	Joseph	Atshipara	297	49	Male	2
50	Carol	Rhoda	Carrol	Rhode	298	50	Female	1
51	Minnichar/Monica E	Riffel /Ankintolo	Monica	Akintola	299	51	Female	1
52	Gerald Mathew	Alexander	Gerald Mathew	Alexander	300	52	Male	3
53	Regina	Lackay	Regina	Lackay/Van der Merwe	302	53	Female	1
54	STELLENBOSCH MUNICIPALITY		Annelene	Mentoor	303	54	Female	1
55	STELLENBOSCH MUNICIPALITY		Themba	Lize	304	55	Male	2
56	STELLENBOSCH MUNICIPALITY		Yvonne Margaret	Werner	305	56	Female	2
57	Carina	Groenevald	Carina	Groenevald	222	57	Female	2
58	STELLENBOSCH MUNICIPALITY		Wayne	Hendricks	223	58	Male	2
59	Veronica	Marais	Veronica	Marais	224	59	Female	3
60	Barbara	Sampson	Barbara	Sampson	225	60	Female	2
61	Moraka Klass /MB MAFFA	Maffa	Betty	Maffa	226	61	Female	3
62	Jeneleen	Maerman	Jeneleen	Maerman	227	62	Female	3
63	Lucinda Dylene	Johannes	Aubreyan	Manuel	228	63	Male	2
64	Lezel	Hendricks	Garlin	Alberts	229	64	Male	2
65	STELLENBOSCH MUNICIPALITY		Edwin	Du Preez	230	65	Male	4
66	Shelvin Authur	Jacobs	Shelvin	Jacobs	231	66	Male	2
67	John Brian	Pedro	John Brian	Pedro	232	67	Male	1
68	Marelize	Leibrandt	Marelize	Esterhuizen	233	68	Female	1
69	Grayson	Wehr	Grayson	Wehr	234	69	Male	3
70	Roedie	Pietersen	Roedie	Pietersen	235	70	Male	3
71	Adrian Donald	BOONZAAIER	Andriaan	Boonzaaier	236	71	Male	3
72	Sheridan	Van Riet	Sheridan	Van Riet	237	72	Male	4
73	Beverly/Ryan	Bougaardt/Pheiffer	Ryan Sedrick	Phieffer	238	73	Male	4
74	Darius Johaness	Van Rensburg	Darius	Van Rensburg	239	74	Male	4
75	R ONTONG	Ontong	Rosetta Wilhelmina	Ontong	240	75	Female	1
76	Jerome	Leibrandt	Jerome	Leibrandt	241	76	Male	4
77	STELLENBOSCH MUNICIPALITY		Jocelyn	Van der ross	242	77	Female	3
78	STELLENBOSCH MUNICIPALITY		Candice Laetitia	Atshipara	243	78	Female	1
79	STELLENBOSCH MUNICIPALITY		Jessica	Groenevald	244	79	Female	2
80	Rosemarelda	Morris	Rosemerelda Julian	Morris	245	80	Female	2
TOTAL					79			209

11.2.2	ACQUISITION OF ERF 1825
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Collaborator No:

IDP KPA Ref No: *Good Governance*

Meeting Date: 16 October 2019

1. SUBJECT: ACQUISITION OF ERF 1825

2. PURPOSE

To obtain council's permission to make enter into a tender process to purchase the property, Erf 1825 on the corner of Plein and Ryneveld Street. The acquisition of Erf 1825 will address some of the need for municipal office space currently addressed through rental contracts.

3. DELEGATED AUTHORITY

Council must consider the matter.

4. EXECUTIVE SUMMARY

Council is currently renting office space in the CBD in three different buildings from 3 different companies. These lease agreements are concluded for a three-year period and is not a permanent solution to address the lack of office space.

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

Name of building	Landlord	Size
Oude Bloemhof Building	Absa Bank Ltd	764.41m ²
Ecclesia	Octofin Commercial (Pty) Ltd	2254.49m ²
Eikestad Mall	Eikestad Joint Venture	989.31m ²
Total		4008.21m²

The lease agreements will cost the municipality **R33 192 125.20** over the next three financial years.

An advert was placed in the Eikestad newspaper for the sale of property Erf 1852 on the corner of Plein and Ryneveld Street. This is a unique opportunity to acquire office space on a large scale that does not come round regularly and for the CBD is rare. The property offers office space of 2065 m². The last municipal valuation of the property was R 20 Million. This amount will be higher in the next valuation.

Erf 1852 offers office space of 2065 m², which will be sufficient to accommodate staff that's situated in the ABSA Bank and Eikestad Mall buildings. In total the municipality will spend R14 187 974.36 over the next three financial years on rental cost for these two buildings.

The Chief Financial Officer made financial projections based on financing using own funds as well as external financing in order to determine the breakeven point (attached as Annexure B). In both instances the breakeven point would be reached in less than 10 years. The lifetime of the asset will evidently be much longer than 10 years and hence it would make sense to procure Erf 1852. The property also houses some commercial space that can bring additional income.

5. RECOMMENDATION

that the Municipal Manager be authorised to enter into a tender process for the acquisition of erf 1852, Stellenbosch.

6. DISCUSSION / CONTENT**6.1 Background**

Council is currently renting office space in the CBD in three different buildings from 3 different companies. These lease agreements are concluded for a three-year period and is not a permanent solution to address the lack of office space.

An advert was placed in the Eikestad newspaper for the sale of property Erf 1852 on the corner of Plein and Ryneveld Street. The property offers office space of 2065m and it will be sufficient to accommodate the staff that is situated in the ABSA Bank and Eikestad Mall buildings.

6.2. DISCUSSION

Section 14 of the MFMA, as well as Regulation 34 of the Asset Transfer regulations deals with the **disposal** of property or rights in property, whilst Chapter 11 of the MFMA deals with the procurement of **goods and services**.

Seeing that the acquisitions of rights in property does not fall into any of the categories listed above, the normal SCM Regulations does not apply. The matter is therefore referred to council for a resolution.

6.2.1 Existing Lease Agreements: Office space

The following lease agreements are currently in place.

Name of building	Landlord	Size
Oude Bloemhof Building	Absa Bank Ltd	764.41m ²
Ecclesia	Octofin Commercial (Pty) Ltd	2254.49m ²
Eikestad Mall	Eikestad Joint Venture	989.31m ²
Total		4008.21m²

6.2.2 Procurement of Erf 1852

Council is currently renting office space in the CBD in three different buildings from 3 different companies. These lease agreements are concluded for a three-year period and is not a permanent solution to address the lack of office space.

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

Name of building	Landlord	Size
Oude Bloemhof Building	Absa Bank Ltd	764.41m ²
Ecclesia	Octofin Commercial (Pty) Ltd	2254.49m ²
Eikestad Mall	Eikestad Joint Venture	989.31m ²
Total		4008.21m²

The lease agreements will cost the municipality **R33 192 125.20** over the next three financial years.

An advert was placed in the Eikestad newspaper for the sale of property Erf 1852 on the corner of Plein and Ryneveld Street. This is a unique opportunity to acquire office space on a large scale that does not come round regularly and for the CBD is rare. The property offers office space of 2065 m². The property's valuation is estimated at R35 million.

Erf 1852 offers office space of 2065 m², which will be sufficient to accommodate staff that is situated in the ABSA Bank and Eikestad Mall buildings. In total the municipality will spend R14 187 974.36 over the next three financial years on rental cost for these two buildings.

The Chief Financial Officer made financial projections based on financing using own funds as well as external financing in order to determine the breakeven point (attached as Annexure B). In both instances the breakeven point would be reached in less than 10 years. The lifetime of the asset will evidently be much longer than 10 years and hence it would make sense to procure Erf 1852.

6.2.3 Financial implications

The financial projections based on financing using own funds as well as external financing in order to determine the breakeven point (attached as Annexure B). In both instances the breakeven point would be reached in less than 10 years. The lifetime of the asset will evidently be much longer than 10 years and hence it would make sense to procure Erf 1852. The last Municipal valuation is R20 million.

The shortfall in funding for the procurement of the property will be accommodated in the Mid-year adjustments budget.

6.3 Legal Implications

Section 14 of the MFMA, as well as Regulation 34 of the Asset Transfer regulations deals with the **disposal** of property or rights in property, whilst Chapter 11 of the MFMA deals with the procurement of **goods and services**.

Seeing that the acquisitions of rights in property (renting of office space) does not fall into any of the categories listed above, the normal SCM Regulations does not apply.

6.4 Staff Implications

More permanent arrangements can be made around office space where the Municipality owns a building that in the uncertain situation where office space is rented on a short term basis of two or three years.

6.5 Previous / Relevant Council Resolutions

None on the acquisition of this erf, but in various other council resolution discussions around rental of office space the administration was requested to find other alternatives to the rental of office space.

6.6 Risk Implications

The acquisition of this building will relieve the need for the rental of office space.

6.7 Comments from Senior Management

Management support the recommendations.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-10-16: ITEM 7.2.4

- (a) that the Municipal Manager be authorised to enter into a tender process for the acquisition of erf 1852, Stellenbosch; and
- (b) that should the Municipality be the successful tenderer it be subject to Council's approval

ANNEXURES

None

FOR FURTHER DETAILS CONTACT:

<i>NAME</i>	ANNALENE DE BEER
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<i>DIRECTORATE</i>	<i>Corporate Services</i>
<i>CONTACT NUMBERS</i>	<i>021-8088018</i>
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<i>REPORT DATE</i>	<i>2019 –10-16</i>

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

11.4	HUMAN SETTLEMENTS: (PC: CLLR N JINDELA)
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11.4.1	REVISION OF THE HOUSING ALLOCATION POLICY
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Collaborator No:

IDP KPA Ref No: *Good Governance*

Meeting Date: 16 & 23 October 2019

1. SUBJECT: REVISION OF THE HOUSING ALLOCATION POLICY

2. PURPOSE

To obtain Council's approval for public consultation of the Draft Housing Allocation Policy for Stellenbosch Municipality.

3. DELEGATED AUTHORITY

(FOR DECISION BY MUNICIPAL COUNCIL, EXECUTIVE MAYOR AND MAYORAL COMMITTEE, PORTFOLIO COMMITTEE, EXECUTIVE MANAGEMENT, ETCETERA)

Council

4. EXECUTIVE SUMMARY

The application is for Council to approve the Housing Allocation Policy to ensure the proper management of the Housing Demand Database system and that all prospective housing beneficiaries are selected from the Council's Database System. Council has noticed that there is confusion, perceived bias and favouritism in the allocation of houses. There is also widespread dissatisfaction around queue-jumping. Council is also concerned that many people do not understand the procedure for applying for government subsidy houses. It is Council's feeling that allocation procedures for subsidy houses should be transparent and accessible to all the residents of WC024

Council therefore supports the following objectives:

- Promotion of equal access to housing for WC024 residents
- Transparency
- Prevention of unfair discrimination
- Promotion of fair administrative justice
- Apply the principle of "first come first serve"
- Proper recording of all housing applicants

5. RECOMMENDATIONS

- (a) that Council adopt the Housing Allocation Policy as a draft, in principle, and
- (b) that the Housing Selection Allocation for Stellenbosch Municipality, be advertised for public comments where after be resubmitted to Council for final consideration and subsequent adoption

6. DISCUSSION / CONTENTS

6.1 Background

The purpose of this policy is to provide an effective system with uniform, transparent and fair allocation processes for the selection of potential beneficiaries for state subsidised housing projects with the Stellenbosch WC024 area and also to set out responsibilities of all parties involved in the beneficiary allocation process.

The Municipality recognises that it has a duty in terms of, among others, section 26(2) of the Constitution of the Republic of South Africa 1996, Act 108 of 1996 (the Constitution) to take reasonable legislative measures and other measures, within its available resources, to achieve the progressive realisation of the right to have access to adequate housing.

The Municipality further recognises its duty to ensure that the process undertaken to allocate potential beneficiaries is transparent, fair and free from corrupt interferences. In fulfilling these duties the Municipality must have a coherent and clear policy in selecting potential beneficiaries to be assisted from the Municipal Housing Demand Database.

This policy is implemented in furtherance and fulfilment of the Municipality's duties in terms of the Constitution and other legislation as well as related statutory instruments and case law to provide different housing options using different housing subsidy programmes as approved in the national Housing Code, 2009.

6.2 Discussion

The Municipality has an obligation to ensure that it fulfils its mandate as Housing Implementing Agent to ensure that the housing allocation policy complies with the national and provincial housing policies and legislation. The objective is to outline the policy parameters, objectives and procedures which are consistent with the relevant constitutional and legal framework, which is set out in the following broader terms.

Section 26 of the Constitution provides that:

- (i) Everyone has the right to adequate housing.
- (ii) The state must take reasonable legislative and other measures within its available resources, to achieve the progressive realisation of this right

To give effect to this obligation the state has enacted various pieces of legislation including the Housing Act 107 of 1997 (which came into effect on 1 April 1998) which provides that:

“Every municipality must, as part of the municipality's process of integrated development planning, take all reasonable steps within a framework of national and provincial housing legislation and policy, ensure that the inhabitants of its area of jurisdiction, have access to adequate housing on a progressive basis and necessary steps within the framework of national and provincial human settlements legislation and policy to:

- (i) Ensure that the inhabitants of its area of jurisdiction have access to adequate housing on a progressive basis, set out housing delivery goals in respect of its area of jurisdiction, identify land and designate land for housing development

The functions in section 9 of the Housing Act must be viewed within the context of policy guidelines as set out in the White Paper on Housing (1994) which outlined the following fundamental policy principles for the achievement of Section 26 of the Constitution that housing provision should be:

- (i) People centred development and partnerships which will ensure that the human settlement process will be participatory and decentralised allowing effective response to priorities and enable all role players to take part in the process'

- (ii) Fair and equitable in ensuring that people with special needs, the disabled, the aged, single parent families without formal tenure rights, inhabitants of hostels, youth and other people with special needs are accommodated. This must occur within a framework that gives appropriate attention to the needs in both urban and rural contexts.
- (iii) Promoting transparency to guard against inequitable systems, in which some segments of the population benefit more than the others. Coupled with transparency there should be systems that monitor progress and ensure accountability”.

6.3 **Financial Implications**

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

6.4 **Legal Implications**

Although not exhaustive, the following legislation and policies apply to this draft policy:

- ❖ Constitution of the Republic of South Africa, 1996 (Act No 108 of 1996)
- ❖ National Housing Act 107 of 1997;
- ❖ National Housing Code 2009.
- ❖ Rental Housing Act, 1997 (No 107 of 1997)

6.5 **Staff Implications**

This report has no staff implications to the Municipality.

6.6 **Risk Implications**

This report has no risk implications for the Municipality.

6.7 **Comments from Senior Management:**

Comments from Internal Departments of the Municipality will be obtained simultaneously with the public participation process.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-10-16: ITEM 7.4.1

- (a) that Council adopts the Housing Allocation Policy as a draft, in principle, and
- (b) that the Housing Allocation for Stellenbosch Municipality, be advertised for public comments, whereafter it be resubmitted to Council for final consideration and subsequent adoption.

ANNEXURES

Annexure A: Draft Housing Allocation Policy

FOR FURTHER DETAILS CONTACT:

NAME	ROTANDA NONA SWARTBOOI
POSITION	MANAGER: HOUSING ADMINISTRATION
DIRECTORATE	PLANNING AND ECONOMIC DEVELOPMENT
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REPORT DATE	

ANNEXURE A



STELLENBOSCH MUNICIPALITY
DRAFT HOUSING ALLOCATION
POLICY

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CHAPTER 4: ALLOCATION POLICY AFFORDABLE HOUSING

CHAPTER 5: INSTITUTIONAL ARRANGEMENT

1. DEFINITIONS

In this Policy, the following words shall, unless otherwise stated or inconsistent with the context in which they appear, bear the following meanings:

Affordable Housing Component- A project component aimed at providing subsidised housing opportunities to the households with income ranging from R3501 to the upper household income threshold of the Finance Linked Individual Subsidy Programme (FLISP)

‘Approved Beneficiary’ – A beneficiary whose application for a housing subsidy has been approved by the Provincial Department of Human Settlements.

Aged - meaning any person / household who receives and qualifies for a state pension (60 years and older).

Anti-social behaviour -can be described as people who persistently destabilise the community through the illicit sale of drugs, liquor without a licence and gang related activities.

Basic municipal engineering services – limited to water services, sanitation services, refuse removal, access roads and open lined storm water systems provided on a share base in a dense settlement pattern.

Beneficiary – Member of the public who has completed a registration for assistance to acquire a house from the variety of housing options available through the National Housing Programmes, and whose details have been captured on the National Housing Needs Register.

Capacity to contract- means that the person must be 18 years of age or older, and be mentally sound.

Catchment area- The geographic area surrounding a town designated by the municipality for a project (e.g. farms surrounding the area)

Core Household- The minimum sized household eligible for a housing subsidy as prescribed by the national Housing Code.

Disabled – member of a household who receives a permanent disability grant from SASSA until the person reached the old aged grant (pensionable age of 60).

Financial dependent – Minor biological children, adopted children, foster children, children 18 years and over who are studying AND financially dependent, biological parents and grandparents, parents and grandparents in-law, siblings under 18, siblings 18 and over who are financially dependent, extended family members who are financially dependent (Nation Housing Code).

Greenfield Project component- A project component occupying a greenfield site on which there are no pre-existing, legal occupants, and for which the municipality has discretion to select beneficiaries, provided they are eligible for a housing subsidy

Guardian- Any person legally appointed by a Court of Law or on recommendation by the Social Welfare Department to be the guardian for minor children left in occupation of the property.

Housing Allocation – Allocation of a new state subsidised house or municipal rental unit to a specific applicant who has met the selection criteria.

Household income- means the gross income of the prospective tenant and his/her spouse.

Household members- any person other than children and grandchildren who formed part of the family when the tenancy commenced or was subsequently registered as household members by having been born, legally adopted or fostered into the family. This includes brothers, sisters, nephews, nieces, cousins, grandchildren, uncles, aunts and friends.

Housing Demand Database (the Database) – The Housing Demand Database is the Municipality’s integrated housing database comprising the consolidation of all the legacy waiting list or housing database and lists of the different areas and towns within the Municipality.

Housing Opportunities – Housing opportunities include the full spectrum of opportunities available in terms of the Integrated Residential Development Programme and includes the allocation of serviced stands to households that do not qualify for housing subsidies.

Housing Projects – Housing projects undertaken by the Municipality in terms of the National Housing Programmes (UISP, IRDP, CRU, EHP, PHP).

Housing Waiting List – Housing Waiting List are subsets of Housing Databases.

Integrated Residential Development Programme – A National Housing Programme based on an area- wide development orientation and the de-linking of subsidy beneficiaries from project process.

Location preference- A data field on the database indicating the area/location in which the individual or household prefers to reside.

Meaningful Engagement – Affected communities/individuals must be engaged in relation to the impending removal, in order to ensure that all relevant personal circumstances are taken into account in the process.

Municipality- Stellenbosch Municipality

Policy – The policy set out in this document, as amended from time to time.

Prescribe form – The application form/affidavit attached to this Policy for emergency housing assistance.

Professionally Declared – The professional opinion and recommendation of a consultant who specialize in that field of expertise.

Project Town- The town in which a particular project is undertaken and for which beneficiary selection is being considered.

Registration date ordering- The ordering of database entries (eligible for subsidy) from earliest to latest registration date proxy for the purposes of selecting beneficiaries for a project.

Selection Criteria – Selection Criteria are the factors of parameters used in selecting a set of applicants from housing demand database for housing opportunities.

Spouse- means any partner with whom a prospective tenant habitually cohabits.

Target Community – Target community is the specific group of potential beneficiaries that might benefit from a new housing project. By implication, the target community is project specific.

Updating- The process whereby individuals or households provide information about their current status to the Municipality in relation to the characteristics captured on the database for the purpose of updating their information on the Housing Demand Database.

Vulnerable – Meaning, any person/household living in dangerous circumstances (which is life-threatening), dilapidated structures (not informal structures), gross overcrowding.

2. Introduction

Council has approved the housing pipeline which forms part of Stellenbosch Integrated Development Plan as an attempt to expedite housing delivery to its households in need of housing within its jurisdiction.

The cornerstone of this policy is:-

- (a) The focus on creating partnerships between the various spheres of government, the private sector and communities
- (b) The quality and affordability of the housing delivered, is of central importance; and
- (c) The focus on creating a wholesome living environment conducive to attracting private investment.
- (d) Management and control of the spread of informal settlements, land invasion and evictions from land, and
- (e) Promotion of integrated housing development, and
- (f) The equitable, non-discriminatory administration of housing issues, including housing provision to the people living with disabilities and the aged
- (g) Registration of all Stellenbosch residents' applications for housing assistance into an online housing demand database system.

It is Council's view that this housing allocation policy complies with the national and provincial housing policies and legislation. Its objective is to outline the policy parameters, objectives and procedures to be followed in addressing the above issues.

2.1 Legal Framework

Although not exhaustive, the following legislation and policies provide the appropriate legislative framework within which the Stellenbosch Housing Administration Policy is drafted:

- Constitution of the Republic of South Africa, 1996 (Act No 108 of 1996)
- Prevention of Illegal Eviction from and Unlawful Occupation of Land Act, 1998 (Act No19 of 1998)
- Extension of Security of Tenure Act, 1997 (Act No 62 of 1997)
- Municipal Systems Act, 2000 (Act No 32 of 2000)
- Local Government Municipal Finance Management Act, 2003 (Act No 56 of 2003)
- Housing Act, 1997 (No 107 of 1997)
- Rental Housing Act, 1999 (No 50 of 1999)
- National Housing Code, 2009

2.2 Guiding Principles

The following principles serve as guides in the implementation of Stellenbosch Municipality's Housing Allocation Policy:

Sustainability

Promotion of the establishment of socially and economically viable communities and safe and healthy conditions for human settlement while ensuring that residential developments do not impact adversely on the environment.

Fairness and Equity

Housing development shall promote equal access to opportunities as well as promote equity in respect of race, gender, religion and creed.

Integration

Integration social, economic, institutional, physical and environmental issues in the development of sustainable human settlements whilst ensuring the new developments lead to the integration of urban and rural areas in support of one another .

Affordability

Residential development shall be economically, fiscally, socially, financially affordable, sustainable.

Innovation and Choice

Promoting innovative responses that increase the availability of choice and variety to the consumer.

Combating Urban Sprawl

Ensuring that new developments contribute to the compaction of towns and are contained within the urban fringes as defined in the Spatial Development Framework of the municipality.

Community Participation

Ensuring that effected communities actively participate in the development process .

Empowerment

Ensuring that development incorporate capacity building programmes that promote the utilisation of local skills and resources, as well as the participation of previously disadvantage communities.

Habitability

Only suitable land for human occupation shall be considered for housing development.

Proximity to Economic Opportunities

Land for housing shall be ideally located next to economic opportunities to lessen the transport costs to residents accessing their places of work.

Quality

New housing development shall comply with the minimum national quality standards as approved by the National Department of Human Settlements.

Environment friendly

Promoting the utilisation of environment friendly resources and design that focus on energy.

Nature Centred Development

Creating synergy between man-made and ecological systems through the continuation of green spaces in human settlements and the utilisation of environmentally friendly resources and designs that focus on energy saving.

Human Centred Development

Ensuring that the developmental needs and activities of people living in human settlements are catered, for and that opportunities for people to achieve their full potential through their own efforts are maximized.

Integrated approach to Human Settlements

It is Council's view that,

- Housing development shall be located closer to economic opportunities
- Housing development shall lead to the compacting of the towns and avoid urban sprawl
- Housing development shall be integrated with other municipal services – social, economic and infrastructure to establish sustainable human settlements
- All housing developments (low, middle and high-income) within the Municipality shall be approved by Council in line with the provision of the Human Pipeline, the Spatial Development Framework (SDF) and the Integrated Development Plan (IDP).
- All forms of housing developments shall be promoted
- Municipal departments be coordinated to work together in planning and implementing housing projects
- The promotion of middle and high-income housing will in turn generate resources to improve low-income areas
- Equal preference be given to urban and rural development projects
- To promote environmental sensitive and energy efficient housing

2.3 Establishing an Integrated approach to human settlements

Council shall make available land for human settlement for Greenfield development, infill planning urban renewal or in-situ upgrading projects and prioritized in the Housing Pipeline, the Spatial Development Framework and the Integrated Development Plan of the municipality.

- 2.3.1 Council shall support and participate in, where feasible, the development of a variety of high, middle and low-income residential developments which combine single residential as well as cluster housing on both Greenfield and Urban renewal, in-situ upgrading of infill planning sites.
- 2.3.2 All future development proposals shall show how due consideration has been given to social, physical, environmental and economic aspects in the project design. An Environmental Impact Assessment or any other study to support decision-making in this regards may be required from the developer.
- 2.3.3 Council shall support urban developments within the urban fringe. Rural development shall be supported if proven feasible.
- 2.3.4 Council shall support developments that promote the optimum utilization of infrastructure and resources.
- 2.3.5 Council shall support development that is located in close proximity to socio-economic opportunities.
- 2.3.6 New Housing developments shall only be supported if in line with the Housing Pipeline, Spatial Development Framework and the Integrated Development Plan of the Municipality.
- 2.3.7 Projects shall be designed to minimize the negative impact on the environment and environmentally sensitive developments shall get preference.

CHAPTER 1: ADMINISTRATION AND MANAGEMENT OF HOUSING DEMAND DATABASE

1. Application of Policy

This chapter applies to the management and administration of the Housing Demand Database.

Without a credible database Council finds it difficult to know the extent of housing needs within the Municipality. This complicates housing allocations and administration. If housing applications are not systematically recorded and no dedicated officials appointed to handle them, the housing database as well as Council's vision to provide for shelter in a fair and transparent manner as envisaged by the Constitution of South Africa will be flawed.

- 2.1 The aim of the Housing Demand Database is as follows:
 - Promotion of fair administrative justice in the administration of housing allocations
 - Centralisation of all housing information
 - The Housing Demand Database shall serve as the core instrument in the implementation of housing allocation
 - The Housing Demand Database shall serve as a planning tool to human settlements, planning and infrastructure departments

2.2 Management of the housing database

- 2.2.1 The Housing Administration Department has the housing support and demand section which is responsible for the administration of the Demand Database
- 2.2.2 The Western Cape Demand Database and the Council's Database will be used for selection of potential beneficiaries.
- 2.2.3 The Database shall be linked and accessible through computers in the Stellenbosch Municipality Human Settlements offices.

- 2.2.4 The Manager: Housing Administration is tasked with the responsibility to oversee the management of the Housing Demand Database.
- 2.2.5 The Housing Demand Database will be made of the following components:
- Occupants of informal settlements
 - Backyard dwellers
 - Farm workers
 - Applicants for municipal rental housing accommodation
 - Applicants for municipal public rental housing accommodation
 - Middle Income market Group (R7001-R22000)
 - Non-Qualifiers (R3501-R7000)
- 2.2.6 The Housing Demand Database shall be dynamic and flexible to accommodate new needs such as land ownership, enhanced serviced sites, etc.
- 2.2.7 The Housing Demand Database shall be updated regularly as and when new allocations are made during the course of the year and when new applications are received.
- 2.2.8 Auditing of the Housing Demand Database will be undertaken as necessary and when required by the internal auditing department of Council.
- 2.2.9 Housing officials dealing with the Database will access the system through a unique password and all changes effected on the data will be tracked by the authorised employee to ensure credibility of the data and to eliminate tampering with the data.
- 2.2.10 The Manager Human Settlements should ensure there is segregation of duties with the management and administration of the Database.
- 2.2.11 The Database Unit shall update the Housing Demand Database every five (5) years to ensure applicants who no longer reside in the municipal area do not get selected for housing opportunities.

2.3 Assigning registration dates to new entries on the database

A registration date will be given to each individual who completes the necessary documentation required to be entered on to the Database, provided that the individual:

- Does not own fixed property
- Is a minimum of 18 years old
- Is a citizen or has permanent residence in South Africa

The registration date is the date at which the municipality accepts the documentation submitted for registration on the database as complete. The municipality will communicate the registration date to the applicant/s and provide him/her with documentary proof of that date. The registration date will remain constant until the applicant/s receive ownership-based housing opportunity.

2.4 Criteria for selection from the Housing Demand Database

- 2.4.1 All persons who want to qualify for state financed housing must complete the standard application form to be registered on the Housing Demand Database.
- 2.4.2 Only applicants who appear on the updated Housing Demand Database will be considered for any state subsidized housing assistance.
- 2.4.3 Completed applications shall be lodged with the Housing Support and Demand Section officials who shall capture the information in the Housing Demand Database (Provincial and Council's).

- a) Application dates are not transferable to other members of a household in any circumstance, especially in circumstances where the person on the database does not qualify for a government subsidy. No database transfers will be allowed.
- b) Financial dependents can only be used once for a subsidy application approval and the necessary supporting documentation (proof of adoption, affidavits if extended family financial dependent) must be provided.
- c) Where a person is living with disability supporting documentation must be provided (doctor/clinic certificate/report and a report from SASSA).
- d) The Housing Administration department will investigate each case in terms of aged and disability status and submit a detail report on the circumstances for approval by Council.

CHAPTER 2: ALLOCATION POLICY-GREEN FIELDS DEVELOPMENTS

1. General Mechanisms

Selection will be done strictly on the active entries on the Housing Demand Database and the principle of **“first come first serve basis will be applied”**.

2. Selection Criteria

Selection will be done based strictly on the active entries on the Housing Demand Database registration and the principle of “first come first serve basis” will be applied. Allocation of housing subsidies shall comply with the provision of the Housing Act, the Housing Code, the Provincial and Municipal Housing Policies.

Applicants will only be eligible for selection in a project if they have updated **“their status”** on the Housing Demand Database on the year preceding the project.

- 2.1 Housing allocation shall be decided on a first come first serve basis (selected in order which they were registered on the database) subject to the provisions below:
Applicants shall be Stellenbosch Municipal area residents for a period not less three (3) years
 - a) The **aged (40 years and above) and people with permanent disabilities** shall be prioritised without unduly undermining the principle of “first come first serve”
 - b) In a project 60% of the opportunities in the project component will be allocated to applicants on the Housing Demand Database residing in the project town/ area including its wards.
 - c) 10% of opportunities will be allocated to households in an emergency as defined in the Emergency Assistance Housing Policy residing within the project town/area
 - e) 10% of opportunities will be allocated to farm workers on the farms within that project town/area
 - f) 20% will be allocated as a right-sizing to elderly residents (ages from 65 and people living with permanent disability) residing in the Public Municipal Rental Units as a form of right-sizing and allowing economically active applicants to occupy those flats for financial sustainability of Council. The final allocation for this category will be approved by Council for each project.
- 2.2 After an application has been approved, the Municipality shall inform the applicant through any of the following:
 - a) A letter, where an address has been provided in the application form.
 - b) An email.
 - c) A fax, where a fax number has been provided.
 - d) Notice on the notice boards of the Municipality and its satellite offices.
- 2.3 The full list of approved allocations will be displayed on notice boards at municipal offices for transparency purposes and for comments by the public.

CHAPTER 3: ALLOCATION POLICY: MUNICIPAL PUBLIC RENTAL STOCK

1. OBJECTIVES

The objectives of this chapter are to:

- Provide rental accommodation to those citizens of Greater Stellenbosch whose gross monthly household income does not exceed R7 000;
- Eliminate unfair discriminatory practices, if any exist;
- Promote and apply the principle of fair administrative justice; and
- Ensure that each and every pre-allocation step of the administrative and procedural actions is complied with.

2. PRINCIPLES

Vacant rental units to be allocated only to applicants on the Housing Demand Database according to date of application, taking into account the following prescriptions regarding to the size of the family:

- One bedroom unit : A household with 2-4 members
- Two (2) bedroom unit : A household with 5-6 members
- Three (3) bedroom : A household with 6-8 members

2.1 The Municipality renders a fair and efficient service to its housing tenants.

2.2 There should be fair allocation of rental stock according to set and agreed procedures.

2.3 All existing public housing will be regarded as such, with no third-party having influence on any allocation.

2.4 The lease automatically terminates on the death of the tenant. The matter is then dealt with in terms of the policy in respect of transfer of tenancies or unlawful occupation, whichever is applicable.

2.5 Transfer of tenancy will be dealt with in the following order of succession to a qualifying:

- spouse;
- child;
- grandchild;
- sibling;
- relative; and
- other household member.

2.6 The income limit for persons in occupation of an existing rental property shall be a household income not exceeding R7 000.00 p.m. as categorized under the eligibility criteria.

2.7 Prospective tenants and tenants transferring to alternative accommodation must qualify in terms of the eligibility criteria.

3. ELIGIBILITY CRITERIA

All prospective tenants must qualify in terms of the following eligibility criteria:

3.1 Must be a South African citizen with a valid identity document or have a permanent residency document.

3.2 Must have the capacity to contract.

3.3 Must have an active status registered application captured on the housing demand database.

3.4 Must not be current registered property owner/s at the time of allocation.

3.5 Gross household income must be less than R7500.00 p.m.

3.6 The rental fee should not be more than 25% of income.

3.7 In cases of a need for emergency housing arising Manager: Housing Administration can accommodate families as a matter of priority. This to be done after submitting an urgent report and its approval by the Director: Planning and Economic Development.

4. TRANSFER OF TENANCY AND EXCHANGE OF RENTAL UNIT

Transfer of tenancy takes place in instances where the tenant has died, divorced, vacated or relinquished the tenancy and people have remained in occupation of the property.

4.1 Transfer of Tenancy to Spouse

4.1.1 Due to death of tenant

- The tenancy may be transferred to the spouse on the death of the tenant.
- Tenancy commences the day following the death of the tenant.
- Where the tenant and spouse were married in community of property, half the arrears shall be transferred to the new account.

4.1.2 Due to divorce

- The tenancy will be allocated to the spouse who has been granted custody of the minor children of the marriage or, in the case of joint custody, to the spouse whose home is the primary residence of the minor children.
- Where the parties received joint custody of the minor children, the tenancy will be decided by mutual agreement of the parties failing which they will be required to produce an amended divorce decree insofar as the occupation of the premises is concerned.
- Where there are no minor children to be considered, the tenancy will be decided by mutual agreement of the parties failing which the matter will be taken to Council with a full report for decision making.
- Any exceptions to the above will be dealt with on merit.
- Arrears on the account will be written off.

4.1.3 Due to separation after cohabitation or traditional marriage

The tenancy may be transferred to the partner of the tenant who is in occupation of the unit after a period of absence without informing Housing Administration Department by the tenant of more than three months.

The tenancy commences the day following the date that the affidavit (confirming the absence of the lessee) is submitted.

Half of the arrears will be transferred to the new account.

4.1.4 Due to desertion

The tenancy may be transferred to the partner in occupation after having followed the due process of the Law.

Half of the arrears will be transferred to the new account.

4.1.5 Due to separation after customary marriages

The tenancy may be transferred to the partner in occupation after a period of absence by the tenant of more than 3 months or on producing a divorce certificate and/or affidavit e.g. Talaaq.

Tenancy commences the day following the date of the divorce, or the day following the date that the affidavit (confirming the absence of the lessee) was submitted, whichever date is the earlier.

Arrears to be written off.

4.1.6 Transfer of tenancy to sole occupant (Child, Household Member)

Transfer of tenancy to a sole occupant may be considered if:

- (a) The person is a household member.
- (b) The person has been in occupation with the tenant for an unbroken period of two (2) years prior to the tenant having died/vacated subject to substantive proof being provided. Consideration may be given to cases where absence was through circumstances beyond his/her control.
- (c) Persons who are not in occupation at the time of the termination of the tenancy may be considered on the merits of the case.
- (d) The tenancy commences on the day following the death of the tenant, vacation by the tenant or relinquishing of tenancy.
- (e) If the person is over-housed in a non-saleable unit, he/she must be right-sized where possible. Should the offer of right-sizing be refused, notice will be served on the occupant to vacate the premises.
- (f) The rent arrears will be written off.

4.1.7 Transfer of tenancy to children (including grandchildren) or household member

(a) The person is of legal age and had been in occupation with the tenant for an unbroken period of two (2) years prior to the termination of the tenancy subject to substantive proof being provided. Consideration may be given to cases where absence was through circumstances beyond his/her control.

(b) The person is not of legal age and has been in occupation with the tenant for an unbroken period of two (2) years prior to the termination of the tenancy subject to substantive proof being provided, except in the case of circumstances beyond his/her control. There is a guardian residing on the property who undertakes the responsibilities of the lease on behalf of the child until he/she becomes eligible.

(c) The tenancy commences on the day following the death of the tenant, vacation by the tenant or relinquishing of the tenancy.

(d) The rent arrears will be written off.

4.2 Exchange

4.2.1 Tenants who require an exchange to another dwelling must themselves find a tenant who is prepared to exchange dwellings. Such exchanges are dealt with administratively by the Housing Administration Office. Should there be no complicating factors such as co-tenants, rental arrears or maintenance to be done the exchange may be considered;

4.2.2 Applications for transfer to ground level units, due to mobility handicapped and poor eyesight are considered by the Manager: Housing Administration;

4.2.3 Consideration will be given to special needs applicants in the immediate vicinity of the vacant rental unit.

5. Rentals

5.1 Rentals charged

Where the tenancy is transferred to a spouse, the rental will be determined in accordance with the terms and conditions of the Financial Policy adopted by Council.

In case of transfer of tenancy to other household members, guardians or single persons, the rental charged will be the full Economic Rental. In cases where the household income exceeds R7 500.00, the 8 % surcharge will be added to the rental.

6. GENERAL COMMENTS

Any deviations from the above will be left to the discretion of the Director: Planning and Economic Development and Manager: Housing Administration.

All lease agreements will be for a fixed term of five (5) years, after which it may be renewed.

6.1 RENT FORMULA/AFFORDABLE RENT

6.1.1 The rental to be paid will be charged in terms of Council policy and budgets applicable for that particular financial year.

6.1.2 All households who rent a unit will pay a deposit based on the tariffs for that particular financial year.

6.1.3 Councillor/s of any Local Authority, Members of Provincial or National legislatures and/or employees of any Government department or any person/s who earns more than R7500 must be charged market-related rent.

6.1.4 The above charges include all other municipal services and charges excluding water and electricity.

6.1.5 Rental is payable monthly in advance

7. Dealing with Evictions-Rental Stock

7.1 POLICY FRAMEWORK IN RESPECT OF UNLAWFUL OCCUPATION OF COUNCIL RENTAL UNITS.

7.1.1 PRINCIPLES

7.1.2 An unlawful occupant is a person who:

- has moved into a vacant municipal rental unit without Council's authorization, or
- has forced the legal tenant out of a municipal rental unit, or
- has been left behind by a vacating tenant or when the tenant dies and is not a family member of the original household (includes families living in backyard structures)

7.1.3 Children of former tenants who move into their parent's municipal rental unit will not be considered as unlawful provided that:

- a) They can show that they have lived in the municipal rental unit for a period of not less than 24 months (unbroken) prior to the termination of the tenancy.
- b) They can prove that their absence from the unit was due to economic reasons and are actively contributing to the livelihood of the tenant (working out of Town).
- c) They are not in occupation of other Council owned dwelling
- d) Doubtful cases will be referred to the Manager: Human Settlements for adjudication after an inspection was undertaken and a report was tabled to the Manager.

7.1.4 In dealing with unlawful occupants, Council will ensure that the rights of the occupants are not undermined.

7.1.5 Unlawful occupants will be dealt with in terms of set administrative procedures.

7.1.6 Council will not consider any illegal occupant for legalization provided the court of law dictates otherwise: In such an instance the Manager: Housing Administration will set an eligibility criteria of legalization.

7.2 ADMINISTRATIVE PROCEDURES: UNLAWFUL OCCUPANT:

7.2.1 A home visit must immediately be conducted after a report is received or it is suspected for any reason that there is an unlawful occupant in occupation to establish the following:

- a) Date the tenant vacated or died.
- b) Those persons who are members of the tenant's household and who may have claim to the tenancy are no longer in the dwelling.
- c) Ascertain the date unlawful occupant moved into the dwelling.

7.2.2 The unlawful occupant/s details are checked and any special circumstances pertaining to the occupant/s noted (e.g. invalids, terminally ill persons, health stricken, pregnant persons, Wheelchair-bound persons, whether the household is headed by a women, whether there are a Minor-children, elderly, whether they are employed, etc.)

7.2.3 At the interview, the unlawful occupant must be advised about his/her rights as well as the implications of the illegal occupancy.

7.2.4 The unlawful occupant will be given a maximum of 14 days, notice letter or sent by registered post to vacate the premises of face eviction.

7.2.5 After the 14 days' notice period a process of meaningful engagement will be followed to discuss options not to render the unlawful occupant homeless.

7.2.6 Where no agreement can be reach with the unlawful occupant or all alternatives have been explored and eviction is the only option, Council's attorney will be instructed to institute the required proceedings for the eviction.

7.2.7 The same process (notification, interview and meaningful engagement, (eviction) will be followed against a tenant who is responsible for anti-social behaviour.

8. PREVENTION OF ANTI-SOCIAL BEHAVIOUR BY TENANTS OF MUNICIPAL RENTAL HOUSING STOCK

8.1 PREAMBLE

Stellenbosch Municipality recognises that it has a duty in terms of, among others, section 26(2) of The Constitution of the Republic of South Africa Act, 1996, (Act 108 of 1996) to take reasonable legislative and other measures, within its available resources, to achieve the progressive realisation

of the right to have access to adequate housing. The Municipality further recognises its duty to assist persons who are destitute and in desperate need of housing.

However Council also recognizes that it has a duty to promote a safe and healthy environment for all who lives within its geographical area of operation? In fulfilment of these duties the Municipality has developed strategies to address needs of the community, but this is subject to the balance being maintained between both duties, referred to above, which is included within the Constitution. This Policy is implemented in furtherance and fulfilment of the Municipality's duties in terms of the Constitution and other relevant legislation as well as related statutory instruments and case law.

8.2 PURPOSE

The purpose of these implementation guidelines will enable the Municipality to prevent and deal with the occurrences of the anti-social behavioural patterns within municipal rental housing stock.

8.3 RELEVANT LEGISLATION

- Constitution of the Republic of South Africa Act, 1996 (Act 108 of 1996).
- Criminal Procedure Act, 1997 (Act 51 of 1977)

8.4 GLOSSARY OF ANTI-SOCIAL BEHAVIOUR

There is no precise definition of anti-social behaviour in housing. Broadly, it is acting in a way that causes or is likely to cause harassment, alarm or distress and even criminal activities, which affects neighbouring tenants.

In order for it to be deemed anti-social behaviour, such behaviour must be persistent in nature.

Anti-social behaviour must be seen to include, but not limited to:

- (a) Sub-letting of the rental units;
- (b) Causing noise pollution;
- (c) Engaging, on the premises or in the rental unit, in the unlawful personal usage of dependency-forming substances and/or drugs;
- (d) Engaging, on the premises or in the rental unit, in the unlawful sale of dependency-forming substances and / or drugs to persons who are users of such substances and / or drugs;
- (e) Engaging, on the premises or in the rental unit, in the unlawful sale of alcoholic beverages to Persons who are users of such alcoholic beverages;
- (f) Possession, usage and / or trafficking dependency-forming substances;
- (a) Intimidation of neighbours and others through threats or actual violence;
- (b) Harassment, including racial harassment;
- (c) Verbal abuse;
- (d) Homophobic behaviour;
- (e) Systematic bullying of children on public recreation grounds;
- (l) Abusive behaviour aimed at causing distress or dear to certain people, for example, elderly or disabled people;
- (m) Dumping of rubbish and other items;
- (n) Animal nuisance, including dog fouling;

- (o) Vandalism, property damage and graffiti; and
- (p) Criminal activities as described in the South African Criminal Procedures Act.

8.5 IMPLEMENTATION GUIDELINE

- 8.5.1** When a report / complaint is received that a tenant, a member of his/her household, a relative, a friend or an associate commits or committed any of the transgressions described under clause 3 above, on the premises or in the rental unit, the recipient of the report to ascertain the exact address where the transgression is occurring or has occurred.
- 8.5.2** Upon establishing the identity of the tenant and that the transgression has indeed occurred at the address of the tenant, a letter is then sent inviting the tenant to call the Housing Administration Department. The interview with the tenant is followed up with a letter confirming the interview and the contents thereof:
- (a) During the course of the interview, the tenant is advised of the nature of the complaint/transgression, and the implications, if the report /complaint is found to be true; The source of the report / complaint shall neither be included or divulged to the tenant
 - (b) nor recorded in the tenant's file;
 - (c) Upon receipt of a second and third report /complaint from the previous or different reporter(s) the tenant shall be served with a letter, warning him/her of the alleged abuse of the premises or rental unit and the degree of criminality attached to the transgression;
 - (d) A letter shall be simultaneously forwarded, by the Manager:Housing Administration to the South African Police Services (SAPS) requesting:
 - i. An investigation of the alleged transgression(s); and
 - ii. A raid at the address concerned if *prima facie* evidence exists.
 - iii. An enquiry should be made to SAPS, as to whether they have any convictions against anyone residing at this address.
 - (e) In the event of the SAPS' response that no record of convictions exist and reports / complaints are still being received by the Housing Department, a strongly worded letter must be forwarded to the tenant appealing to the tenant to desist immediately from continued illegal practices on the premises or in the rental unit;
 - (f) If more than six months have elapsed since the last report/complaint against the tenant, another letter should be sent to the tenant as a reminder of the reports/complaints against him/her;
 - (g) In the event, however, that the SAPS confirms convictions against anyone residing at that address, a detailed report must be forwarded immediately to the Manager: Housing Administration, setting out the activities of the tenant or anybody else residing at that address as well as any convictions against of the tenant or co-habitant. A recommendation for the eviction of the tenant must accompany the report to the Director: Community Services
 - (h) If the Director approves the recommendation for an eviction, the tenant must be served with three (3) months' notice to vacate the rental unit, commencing on the first day of the month. The tenant should be allowed to make representation, why he/she should not be evicted. The notice shall be sent by registered post and shall include and advice that the tenant shall not be considered for re-housing in public rental stock.
 - (i) If the tenant fails to respond or vacate the unit by the expiry date of the notice, the matter shall be referred to the municipality's attorneys for an application for an eviction order at court and, if successful, the Sheriff of the court must attend to said eviction. The tenant shall be liable for all cost incurred to effect the eviction.

- (j) Tenants who were evicted as a result of anti-social behaviour or associated misconduct shall not be considered for re-housing in public rental stock.
- (k) A copy of this chapter of the Housing Administration Policy will be attached to a rental agreement for signature and discussion with the tenant.

CHAPTER 4: POLICY ON AFFORDABLE HOUSING

Institutions and developers use their own selection processes

Housing institutions and developers making use of government subsidies must be allowed to run their own selection processes provided these processes are reasonable.

6.1 Projects open to all qualifying across the municipality

The municipality should ascertain that the selection processes run by housing institutions are adequately understood by the citizens of the municipality and uniformly applied across the municipality. All the citizens in the municipality who meet the housing institution's entry requirements should potentially be able to benefit.

6.2 Registration date ordering applied by municipality on developer's list where effective demand is greater than supply

Where the number of the individuals/households meeting the housing institution's or the developer's minimum selection criteria is greater than the number of units supplied in the project under consideration, further selection of individuals/households on the housing institution's or developer's list should occur in order of registration.

CHAPTER 5: INSTITUTIONAL ARRANGEMENT

The responsibilities laid out below pertain to all project component types, except where indicated.

2.5.1 Council

The Council is responsible for:

- Adopting and reviewing, by resolution, the Municipality's Housing Selection Policy
- Monitoring the implementation of the Housing Selection Policy

2.5.2 Municipal Manager

The Municipal Manager is responsible for implementing this Housing Selection Policy.

To enable implementation, the Municipal Manager establishes the required roles and responsibilities as follows:

2.5.3 Director: Planning and Economic Development (referred to as "Director")

The Director has the following roles:

- Recommending the method for selecting beneficiaries for relocating in relocation project components to the council for decision making
- Issuing instructions to the Manager: Housing Administration about how the Housing Selection Policy will be implemented for each project.
- Reporting to the Council on a quarterly basis on how the selection broadly occurred within the affected housing projects i.e. the number of opportunities in the project, the quotas used, the number of

opportunities within each quota, the nature of selection parameters and dimensions of the selection parameters, if used.

2.5.4 Manager: Housing Administration

The Manager: Housing Administration has the following general roles:

- Generally ensures that all processes required for selection in the project component as laid out in Policy occur.
- With his/her support staff, manage the process of public comment on preliminary lists, deal with queries of the public directed towards him/her where possible by referring any queries to the appropriate officials and informing members of the public about the responses.
- Institutional and affordable housing project components, the Manager: Housing Administration will manage the process of providing lists of possible beneficiaries to housing institutions/developers and / or ordering applicants according to date of registration on the Municipal Housing Demand Database should the social housing institution or developer require this.
- Should registration date ordering be required, the institution or developer will submit names and ID Numbers of the individuals or households on its list to the Manager: Housing Administration for ordering according to the registration date and receive the list back.

2.5.5 Beneficiary Committee

The Beneficiary Committee will not be involved in the selection of beneficiaries for a project. The roles of the beneficiary committee will be:

- To be a liaising body between Council and the beneficiaries
- Assist in verifying beneficiaries that have been selected
- Be a representative body for the beneficiaries to ensure that the policy is properly implemented

The Municipality will establish the Beneficiary Committee by placing an advert in the local community Newspaper and Municipal Offices calling on all selected beneficiaries for a particular project establishment of a Project Steering Committee. A beneficiaries meeting will then be called for the election of the Beneficiary Committee. The Beneficiary Committee will be elected at a public meeting called by the Municipality and will comprise representatives from the following stakeholder:

- Officials from the Municipality including the Project Manager for the project concerned.
- Representatives elected by beneficiaries from the beneficiary list as selected by Municipality
- Project consultants

2.5.6 Housing Support and Demand Sub-section

The Manager: Housing Administration will ensure that this section has dedicated officials responsible for updating and administration of the Housing Demand Database. The role of these officials will be to:

- Process application forms from individuals and households for entry onto the database systems.
- Verify and update information.
- Store information contained on the application safely.
- Apply the Selection Policy and selection parameters to the database to select beneficiaries for the project by order of the Manager: Housing Administration.
- Answer any formal queries in writing about any preliminary selection lists that maybe referred to Manager: Housing Administration.

- Keep track of status of entries on the Database, including whether and when database entries have received subsidy or rental opportunity, and the location of such a property.

2.5.8 Contractor or Implementing Agents

Contractors or implementation agents will play no role in selection, except, at the request by the Municipality, to contact individuals or households who have been selected in any primarily selection process.

2.6 Channel for queries about Preliminary Selection

After the Municipality has undertaken pre-screening of the preliminary lists and before the submission of the successful entries on the list to the Department for approval, the Municipality will post the list for public comment.

The details of selected beneficiaries must also appear on Western Cape Housing Demand Database. The list will be posted for a period of 2 weeks to afford the public to submit objections on the names selected.

The Municipality will have 3 weeks to respond to the queries raised by the public.

2.7 Communication of the Policy

The Municipality will communicate the Selection Policy to the residents of the Municipality at least twice per year during feedback meetings of Ward Councillors. Each housing office will provide information explaining the Policy. The full Policy will be available on request for reading in all Municipal buildings in which the officials of the Municipality will interact with the public in face-to-face manner when requested to do so. The responsibilities of residents to register and annually update information will be made clear, and the consequences of not fulfilling these responsibilities will be explained to them.

Policy owner	
Policy adopted by Council	
Policy implementation date	
Responsibility for implementation	

11.4.2	IDENTIFICATION OF POSSIBLE INFILL HOUSING DEVELOPMENTS IN THE CLOETESVILLE AREA
--------	--

Collaborator No:

IDP KPA Ref No: *Good Governance*

Meeting Date: 9 October 2019

1. SUBJECT: IDENTIFICATION OF POSSIBLE INFILL HOUSING DEVELOPMENTS IN THE CLOETESVILLE AREA

2. PURPOSE

- (i) To inform Council of studies that were undertaken to identify properties in Cloetesville for possible future development.
- (ii) To inform Council of a site visit that was undertaken by officials, the Ward Councillor, the Deputy Mayor and the representatives of the Backyarders Committee. During the site visit a few additional possible development sites were identified by the visiting group.
- (iii) To obtain Council's approval to enter into a tender process to develop some of the sites as identified in the paragraphs hereunder.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The Municipality commissioned two desktop studies in order to determine the suitability of Municipal owned vacant erven in Cloetesville for further infill development.

The first desktop study was undertaken to identify all Municipal owned vacant property in Cloetesville.

The second study zoomed in on the services available to all properties and from that four (4) properties have been identified with a higher possibility of successful development.

A site visit was undertaken by officials, the Ward Councillor, the Deputy Mayor and the representatives of the Backyarders Committee. During the site visit a few additional possible development sites were identified by the visiting group and will be elaborated on under paragraph 6, table 1, hereunder.

5. RECOMMENDATIONS

- (a) that the Directorate: Planning and Economic Development be requested to conduct a feasibility studies on all the erven that were identified in the Aurecon report, as well as the sites identified by the representatives of the Backyarders Committee;
- (b) that these studies include different housing typologies that addresses the challenges the communities are facing in the Cloetesville areas; and
- (c) that Council package all the erven into one (1) process as a catalytic project and that the preferred bidder provide Council with a basket of development opportunities and housing typologies.

6. DISCUSSION / CONTENTS

Subsequent to the site visit with community members the following sites were identified for housing development.

Sites identified by community members during the walk about (Erf / Farm number)	Reason	Desired outcome
Rem Erf 6886 (at the entrance to Cloetesville)	This Portion was not identified during the processes included under ANNEXURE 2 and must be further investigated	Feasibility study
Rem Erf 6886 (Swimming pool and sports grounds)	Discussed under ANNEXURE 1	Further studies must be undertaken to determine the suitability for development in general, in particular the access to and availability of Engineering Services
Portion of Erf 6301	Discussed under ANNEXURE 1	Further studies must be undertaken to determine the suitability for development in general, in particular the access to and availability of Engineering Services
Erf 6300	Discussed under ANNEXURE 1	Further studies must be undertaken to determine the suitability for development in general, in particular the access to and availability of Engineering Services
Farm 19/82 (Rem Road)	Remainder Road	That the <i>status quo</i> (road) be maintained.
Farm 20/82	Private ownership	Feasibility study (after consent of non-municipal land owner/s has been obtained).
Erf 6705	This Erf was not identified during the processes included under ANNEXURE 2 and must be further investigated	Feasibility study
Rem Erf 7181 and Erf 6668	The potential of Erf was not fully explored during the processes included ANNEXURE 2 and must be further investigated	Feasibility study
Rem Erf 6886	The potential of Erf was not fully explored during the processes included ANNEXURE 2 and must be further investigated	Feasibility study
Erf 6767	The upgrading of the Kloof Street flats must be dealt with under a separate cover.	Feasibility study

6.1 Financial Implications

Should feasibility study be undertaken and Land Availability Agreement (LAA) be required.

6.2 Legal Implications

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

6.3 Staff Implications

This report has no staff implications to the Municipality.

6.4 Previous / Relevant Council Resolutions:**16TH COUNCIL MEETING: 2018-03-28: ITEM 7.3.1**

RESOLVED (majority vote)

- (a) that the land identified in the report attached as **APPENDIX 1** be included for emergency housing purposes in the Municipal Spatial Development Framework (MSDF);
- (b) that the Directorate: Planning and Economic Development continues with the process to determine the magnitude of, and need for, emergency housing and subsequently the extent of land required to provide an adequate response to emergency housing;
- (c) that other possible appropriate sites also be included in the Municipal Spatial Development Framework (MSDF); and
- (d) that Klapmuts and any other possible areas be investigated as to its suitability and availability for emergency housing, and that zoning be prepared if found suitable and available for the above purposes.

6.5 Risk Implications

This report has no risk implications for the Municipality.

RECOMMENDATIONS FROM THE HUMAN SETTLEMENTS COMMITTEE TO THE EXECUTIVE MAYOR: 2019-10-07: ITEM 5.1.4

- (a) that the Directorate: Planning and Economic Development be requested to conduct a feasibility studies on all the erven that were identified in the Aurecon report, as well as the sites identified by the representatives of the Backyarders Committee;
- (b) that these studies include different housing typologies that addresses the challenges the communities are facing in the Cloetesville areas;
- (c) that Council package all the erven into one (1) process as a catalytic project and that the preferred bidder provide Council with a basket of development opportunities and housing typologies;

- (d) that the Municipal Manager be mandated to start negotiations on privately owned portions of land identified in the report; and
- (e) that a feasibility study report serves before this Committee by the end of the current financial year.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-10-09: ITEM 7.4.2

- (a) that the Directorate: Planning and Economic Development be requested to conduct feasibility studies on all the erven that were identified in the Aurecon report, as well as the sites identified by the representatives of the Backyarders Committee except those mentioned in paragraph c below;
- (b) that these studies include the feasibility for housing, including emergency housing, different housing typologies that address the challenges the communities are facing in the Cloetesville area; or whether it will be better suited for other community needs;
- (c) that the Municipal Manager be mandated to start an investigation into non-municipal land including properties owned by the national or provincial government that may be acquired by Council for housing purposes; and
- (d) that a feasibility study report be submitted as soon as possible but not later than the end of the current financial year.

ANNEXURES

Annexure 1: Identification and development of a strategy to best utilise vacant and underutilised land in Cloetesville

Annexure 2: Housing: Cloetesville Underutilised Land - Site Selection

FOR FURTHER DETAILS CONTACT:

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REPORT DATE	

ANNEXURE 1

Identification and development of a strategy to best utilise vacant and underutilised land in Cloetesville

Phase 1: Status Quo Assessment

 aurecon

FINAL SUBMISSION
8 December 2017



STELLENBOSCH

UNIVERSITY OF SOUTH AFRICA
MILNERIA TRIVIA QUAE VITAE VITAE

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1 Introduction

Stellenbosch Local Municipality is located in the heart of Cape Winelands District, 50 km to the east of Cape Town. The Stellenbosch Municipal area covers an area of 900 km² with a population of 155,733 people. The Municipal area includes the following towns, Klapmuts, Stellenbosch, Koelenhof, Pniel, Kylemore, Franschoek, Jamestown and Raithby.

According to the Cape Winelands District Municipality IDP (2017/2022) key challenges facing Stellenbosch Local Municipality are issues relating to:

- Housing;
- LED/ job creation;
- Community Safety;
- Infrastructure; and
- Municipal Finance.

Like many other local municipalities in South Africa, the task of addressing municipal challenges remains a great and intricate task for Stellenbosch Local Municipality. In light of the aforementioned, Stellenbosch Local Municipality has been proactive and strategic in identifying vacant portions of land to help alleviate and improve living conditions of Cloetesville, a township 4km to the north of Stellenbosch. The strategic intent of this study in Cloetesville aims to explore the development potential within Cloetesville, and respond to the development needs and challenges in the Cloetesville area as well as the municipality as a whole.

1.1 Purpose of the Project

The purpose of Stellenbosch Local Municipality's development initiative is to guide future growth and development of Cloetesville. An important aspect of this study is the alignment this study has with relevant policy documents. Stellenbosch Local Municipality has identified seven (7) development pockets as vacant and underutilised and one (1) with redevelopment potential:

Cloetesville Vacant, Underutilised Land and Redevelopment Site (8) are as follow:

1. Site 1- Erf 7001;
2. Site 2- Erf 8915;
3. Site 3- Erf 7135 (two separate properties);
4. Site 4- Erf 7181, 6668;
5. Site 5- Erf 7271;
6. Site 6- Erf 6847, 6886, 6300;
7. Site 7- Erf 8776;
8. Site 8 (Redevelopment site) - Erf 6868, 7555, 7231, 9049, 7630 – 7636, 5354, 6859 - 6860, 6851, 16431, 8938 – 8960, 6865, 8937, 15172 – 15196, 14599, 15228 – 15261, 9527, 8932;

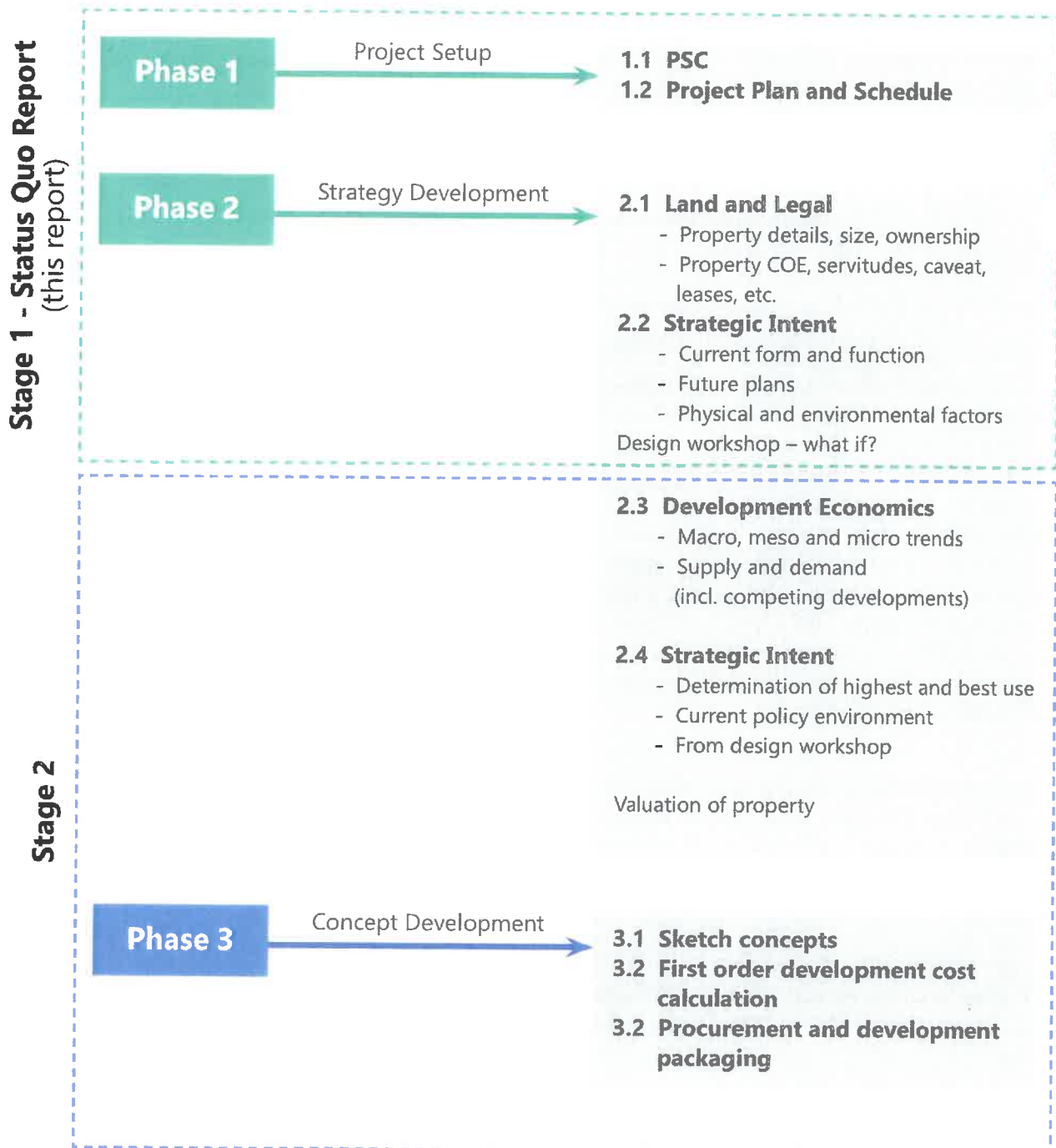
The intent of the Municipality is to devise a development strategy that will aid the highest and best use of the land. The study will be conducted in two stages. This study report will aim to address Stage 1, through reviewing, identifying, evaluating and assessing the erven in question, which in turn will form the baseline for Stage 2.



Image 1.1 View of Erf 7001

2 Project Approach

Identification and development of a strategy to best utilise vacant and underutilised land in Cloetesville



2.1.1 Data References

Table 2.1 Data References

	Data	Custodian
	Roads	MapIT
	Railway	MapIT
	Municipal Boundary	Demarcation Board
	Ward Boundary	Demarcation Board
	Erven (2014)	Surveyor General
	5m Contours	Department of Land and Rural Affairs
	Geology	GeoScience
Protected Areas	Threatened Ecosystems	SANBI (BGIS)
	CBA	SANBI (BGIS)
	Cape Winelands Biosphere Reserve	SAPAD (EGIS)
Hydrology	Rivers	DWS
	Wetlands	SANBI (BGIS)
	Dams	DWS
Bulk Infrastructure	Electricity	Local Municipality
	Transportation	MAPIT
	Sanitation	Local Municipality
	Potable Water	Local Municipality
Social and Civic	Schools	Local Government
	Health	Local Government
	Library	Local Government
	Police Station	SAPS
	Sport Facilities	Local Government
	Zoning	Local Municipality
	Landuse	Local Municipality

development acceptable in the neighbourhood, excess frontage does not always add proportionately to the value of the erf.

- Shape: The shape of an erf will help determine the land value of the erf differently from one neighbourhood to another. Which in turn will guide future decision making pertaining the type of development that will suitable in that area.

The screening of the above will help determine the desirability and condition of the land, in order to see how beneficial this land can be for the community of Cloetesville. Moreover, it brings understanding for measures of enablement, e.g. which zoning to apply for measures of land enablement.

2.3.2 Physical and Environmental

Physical and environmental screening provides a framework to better understand land suitability. Assessing environmental aspects to potential development areas will aim to address possible development barriers such as:

- wetlands
- contours and topography
- rivers,
- floodplains
- biodiverse areas

2.3.3 Social and Civil Facilities

Social and civic facilities enhance the lives of residents in numerous ways. Parks provide green space and room to move for people in urban neighbourhoods. Libraries, museums, community centres, and recreational spaces open doors to knowledge and ideas, culture, and enjoyment. Medical facilities e.g. clinics encourage and safeguard health, and public transportation offers mobility and access to other activity nodes. Reasons why social and civic facilities are imperative and key to future development considerations:

- Good facilities can provide gathering places that improve the social character of community life;
- Good facilities can instil a sense of ownership and community pride in residents;
- Good facilities can help prevent crime and other antisocial behaviour;
- Good facilities can increase the level of fairness and equity in a community; and

- Good facilities can improve the economic climate and prospects of the community, by attracting business and tourism

In screening these eight parcels of land, the accessibility and proximity to social and civic facilities will be assessed in order to determine the how, and possibly what type of future developments can contribute to improving social and living conditions for residents of Cloetesville.

2.3.4 Infrastructure

Assessing the extent and availability of existing municipal infrastructure networks is required to better understand whether a particular parcel of land has potential for being developed in its current state or not. Municipal services such as potable water availability, sewerage reticulation and removal, electricity supply and roads and stormwater are a pre-requisite to enabling a parcel of land to be developed.

It is therefore important to assess the existing levels of service for municipal infrastructure for the erven under investigation and to evaluate whether municipal services are in place to enable development, or whether additional distribution networks are required to unlock the land parcel. Over and above this, of critical importance will be to establish whether there is spare bulk capacity within the broader infrastructure system to meet the demands of the proposed development on the land parcel. While this particular exercise is not conducted as part of this assignment, it is highlighted as a key subsequent exercise to be completed prior to decisions being made on a parcel's potential develop ability.

3.4 Policy Incentives for Cloetesville

According to the Stellenbosch Local Municipality Integrated Development Plan (IDP) (Stellenbosch Local Municipality, 2011, 3), the Ward 17 vision and mission was, "to have a clean, beautiful and safe ward which places a premium on basic services whilst eradicating poverty, empowering the youth and creating opportunities for all".

Moreover, recent priority areas as indicated in IDP include (2016/ 2017):

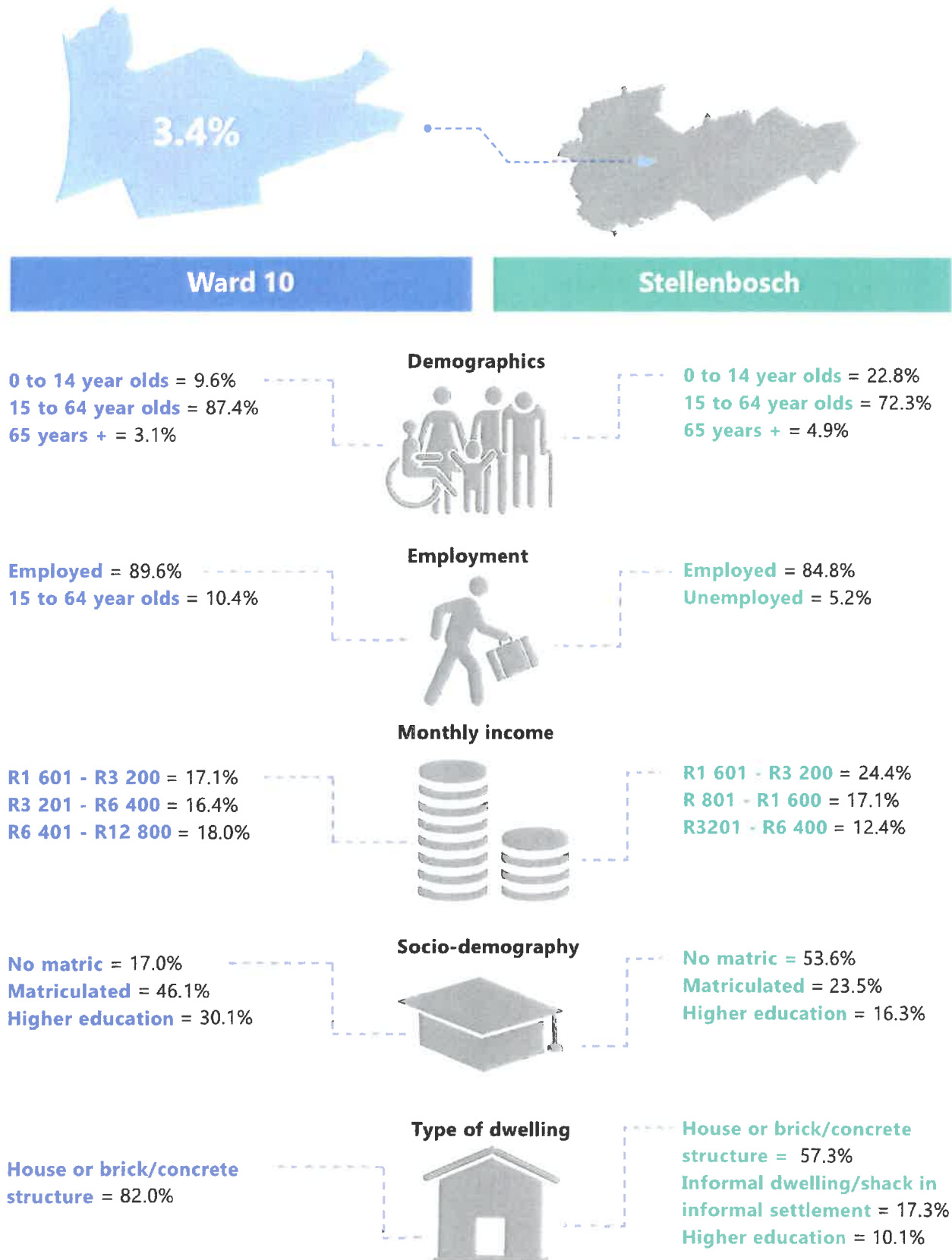
- Identify land for housing;
- Fencing of Long Street/ Kloof Street flats;
- Spaces for informal traders e.g. Milner Park Johannesburg;
- Beautification- garden of remembrance;
- General upgrading and traffic upgrades of Fir Street and Long Street;
- Tar and beautification: sidewalks and open spaces (Gabriel, February, Waaierpalm, Melkhout and Raziet straat); and
- Upgrade of Plakkenberg river and municipal units (flats and buildings).



Image 3.1 View of Erf 7271

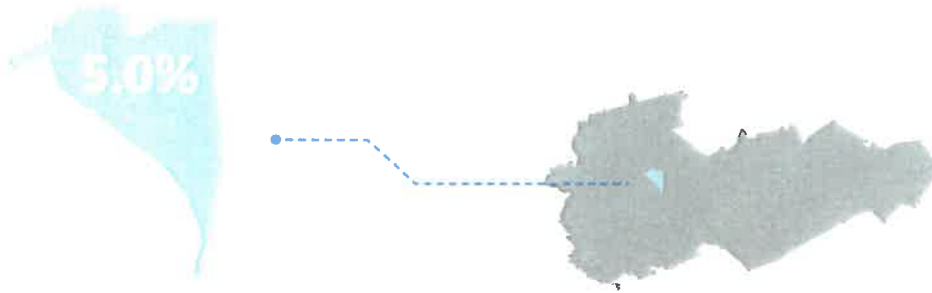
Ward 10 vs Stellenbosch

Ward 10 in comparison to the Stellenbosch population:
(5270 of 155 733 or 3.4%)



Ward 17 vs Stellenbosch

Ward 17 in comparison to the Stellenbosch population:
 (7227 of 155 733 or 5.0%)



Ward 17

Stellenbosch

<p>0 to 14 year olds = 20.6%</p> <p>15 to 64 year olds = 73.0%</p> <p>65 years + = 6.4%</p>	<p>Demographics</p>	<p>0 to 14 year olds = 22.8%</p> <p>15 to 64 year olds = 72.3%</p> <p>65 years + = 4.9%</p>
<p>Employed = 92.0%</p> <p>15 to 64 year olds = 8.0%</p>	<p>Employment</p>	<p>Employed = 84.8%</p> <p>Unemployed = 5.2%</p>
<p>R1 601 - R3 200 = 16.5%</p> <p>R3 201 - R6 400 = 19.6%</p> <p>R6 401 - R12 800 = 20.0%</p>	<p>Monthly income</p>	<p>R1 601 - R3 200 = 24.4%</p> <p>R 801 - R1 600 = 17.1%</p> <p>R3201 - R6 400 = 12.4%</p>
<p>No matric = 37.0%</p> <p>Matriculated = 25.4%</p> <p>Higher education = 33.5%</p>	<p>Socio-demography</p>	<p>No matric = 53.6%</p> <p>Matriculated = 23.5%</p> <p>Higher education = 16.3%</p>
<p>House or brick/concrete structure = 80.9%</p>	<p>Type of dwelling</p>	<p>House or brick/concrete structure = 53.6%</p> <p>Informal dwelling/shack in informal settlement = 23.5%</p> <p>Higher education = 16.3%</p>

Ward 10

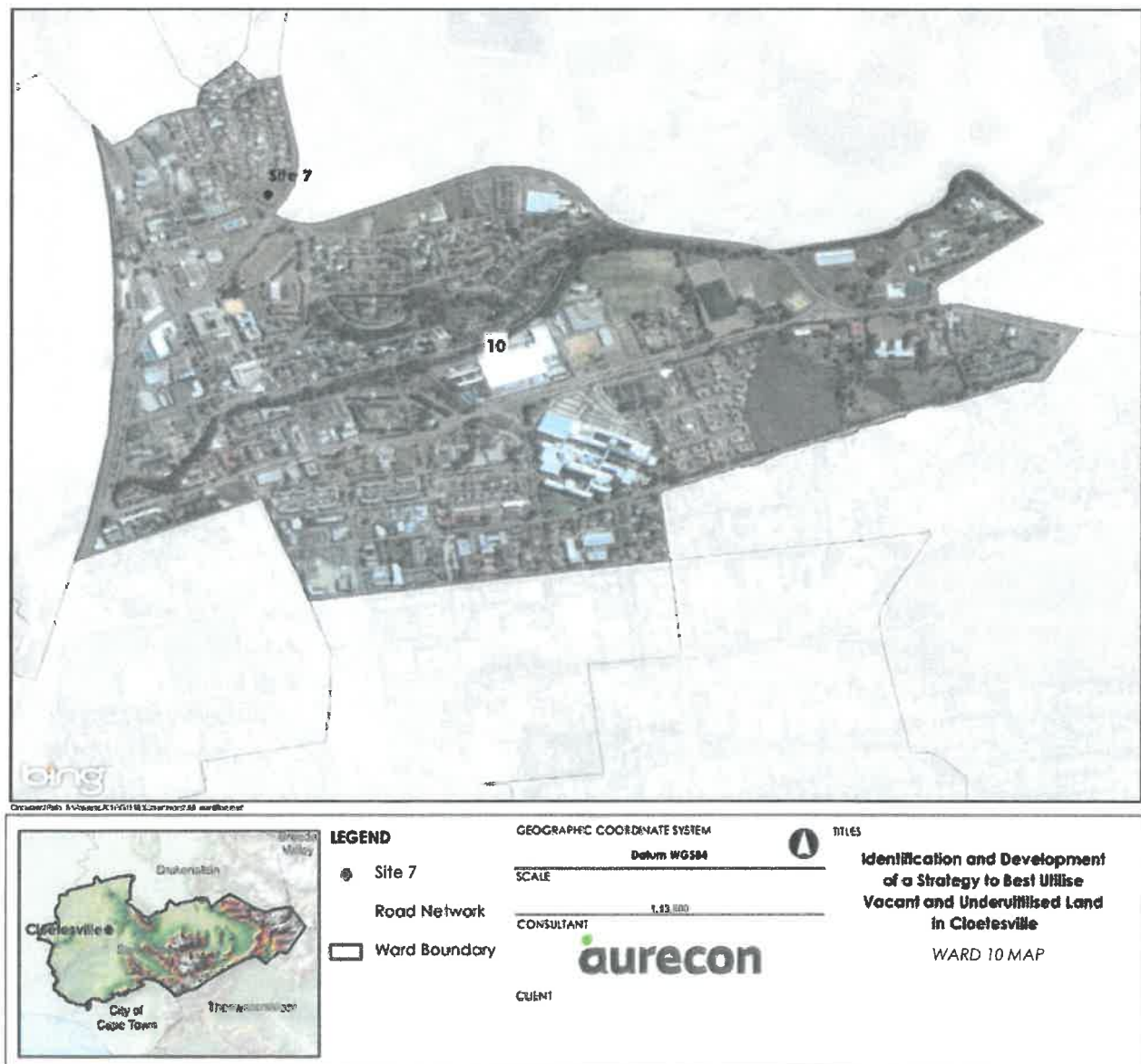
Ward 10 description: “Ward 10 is mostly a residential ward with a small portion in and around Tennantville as a light industrial area. The residential areas include Tennantville, La Coline, Kromrivier,

Municipal flats (Lavanda, Aurora, Phyllaria) and part of Universiteitsoord” (Stellenbosch Local Municipality, 2017/2018, 7).

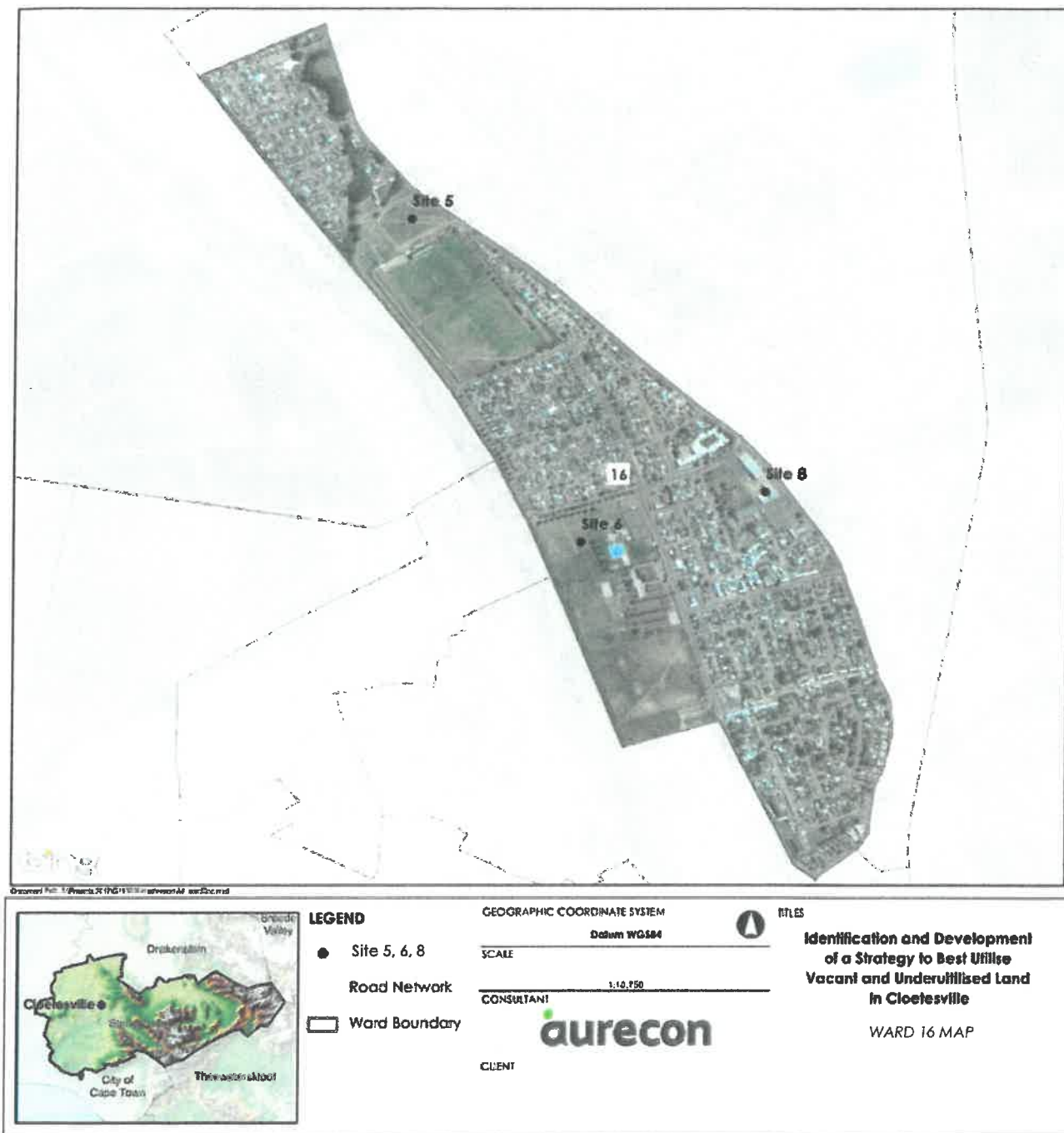
Ward 10: Strategic Forecast

5 Year Strategic Goals	10 Year Vision
<ul style="list-style-type: none"> The planned small capital projects comprise traffic calming measures and efforts at clearing the riverbanks and keeping the river clean; We would like to see more children in our ward. Kids on their skateboards and bicycles; and Young couples should move into our ward. 	<ul style="list-style-type: none"> A safer, cleaner and greener ward; Better infrastructure etc. upgrading of water, storm and sewerage system; and No informal structures.

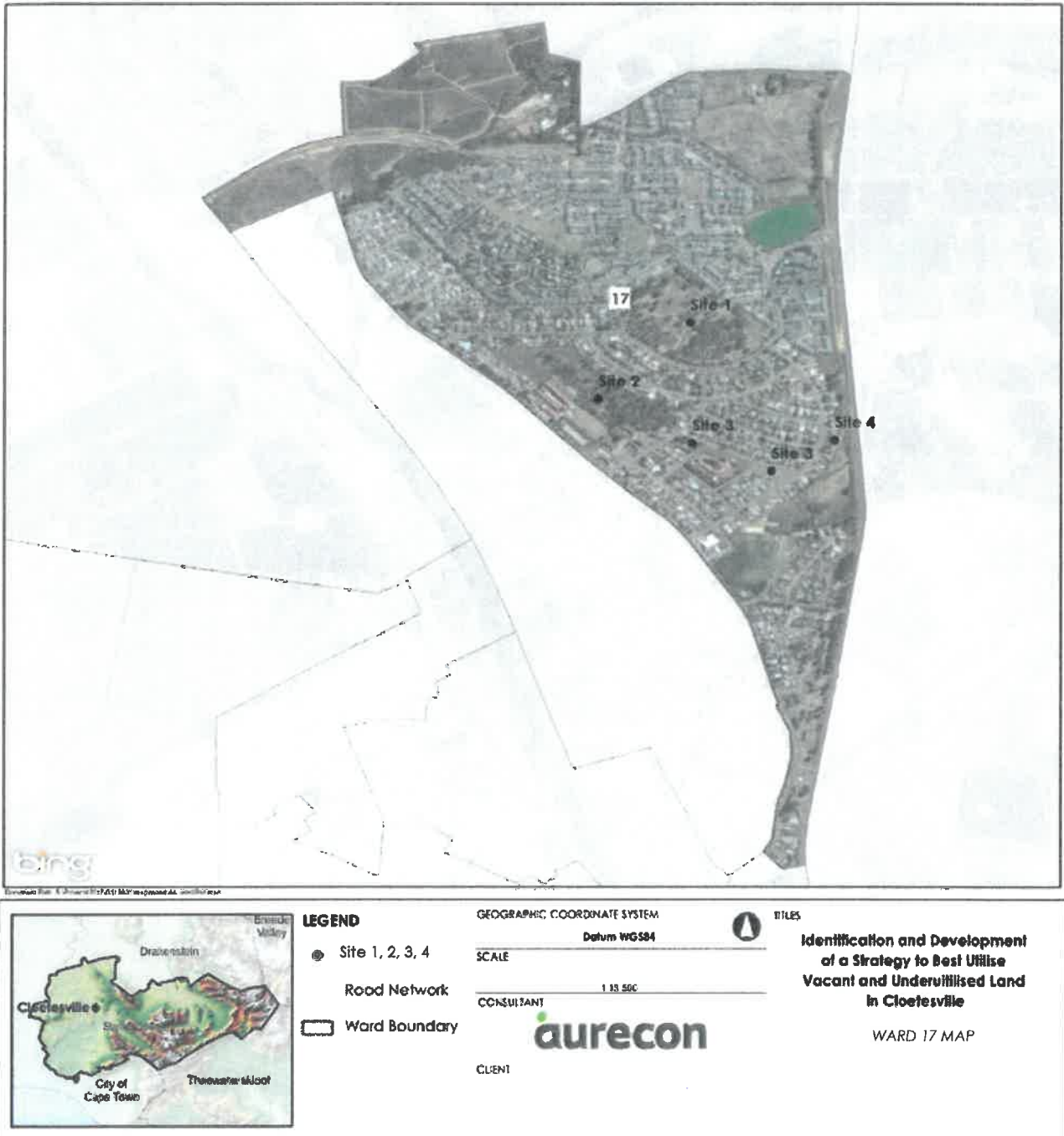
(Source: Ward Plan 2017/2018: Ward 10)



Map 4.3 Ward 10

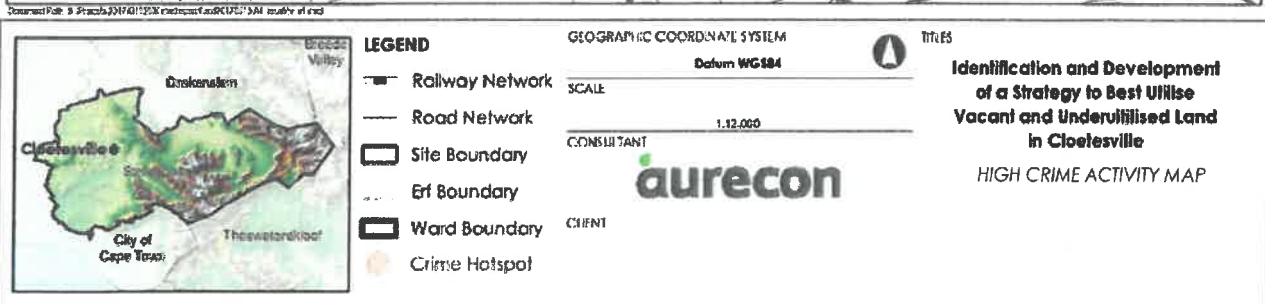


Map 4.4 Ward 16



Map 4.5 Ward 17

High levels of crime are found in specified streets: Jacaranda Street, Curry Street, Pine Street and Eike street. Two of the erven are more directly affected by these streets, site 6 and 8, as opposed to the rest of the other vacant and underutilised land.



Map 4.7 Location of High Crime Activity

4.2.3 Recreation

Another point mentioned was the need for recreational or sports hub/ facilities to keep the youth off the streets and prevent future cycles of crime. This priority was specific to urban upgrades to the areas adjacent to erven 6886, 6300, 6847, which is the Cloetesville swimming pool and tennis courts.

4.2.4 Sense of Place

Stellenbosch is characterised by its trees and heritage sense of place. Sense of place has been identified as key development consideration. The urban design and landscaping of proposed development in Cloetesville must be in line with the character of the area.

4.3 SWOT Analysis

Strengths

- Strong sense of place;
- Strong sense of community;
- A good existing spatial layout;
- There are a number of community facilities within Cloetesville;
- Recreation areas utilised for recreational purposes;
- Ward Councillors actively participate with community;
- Close proximity to Stellenbosch town center;
- Close proximity to Stellenbosch University; and
- Close proximity to job opportunities.

Weaknesses

- Drug abuse;
- High crime rate/gangsters/safety and security;
- Church halls being used for community meeting;
- High unemployment rates;
- High school drop-out rate;
- Poor policing;
- Dilapidated tennis court;
- Poverty; and
- Housing Need.

SWOT

Opportunities

- Rebuilding trust between Municipality and residents of Cloetesville;
- Foster closer co-operation between Ward Committee and Municipality;
- Re-development of the CBD can result in more employment opportunities;
- Regeneration of sports development/recreation areas can keep youth off the streets;
- Explore contextual specific housing typologies that speak to the need of the community;
- Affordable housing opportunities;
- Active neighbourhood watch;
- A skilled community; and
- Create relevant programmes that provide and encourage matriculants to further their education.

Threats

- Perpetuation of drug and alcohol abuse;
- Unemployment;
- Service delivery;
- Overcrowded households;
- TB and Aids diseases;
- Infrastructure upgrade (burst of water pipes);
- R44 road safety risk and access;
- Vagrants behind Rietenbosch school; and
- Lack of public participation (trust lost in ability of municipality to deliver services).

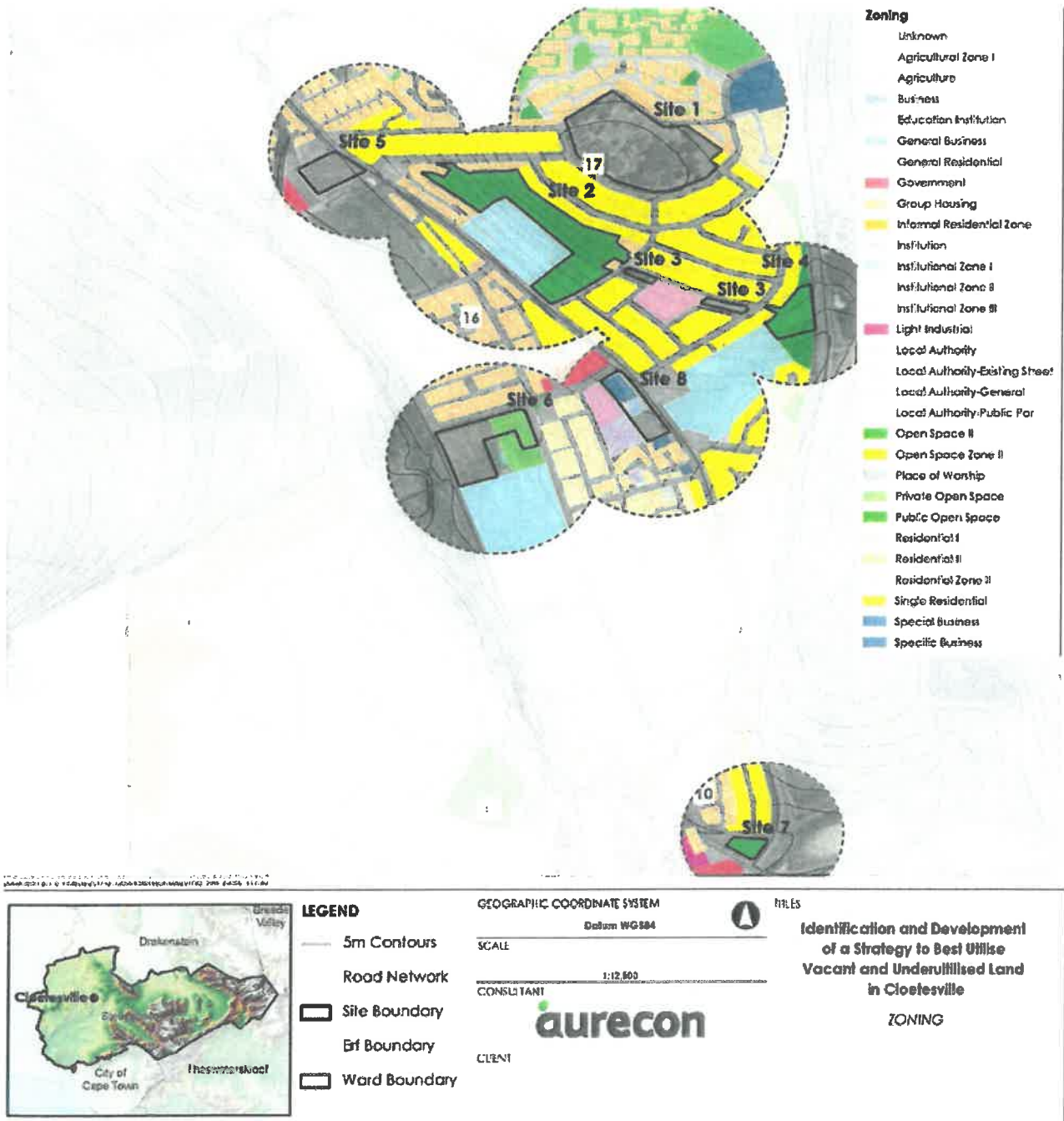
4.4.2 Zoning

Land use in Cloeteville is regulated by the Stellenbosch Zoning Scheme Regulations. Zoning for the eight (8) sites include:

- Local Authority;
- Open Space;
- General Business; and
- Undetermined.

4.4.3 Land Use

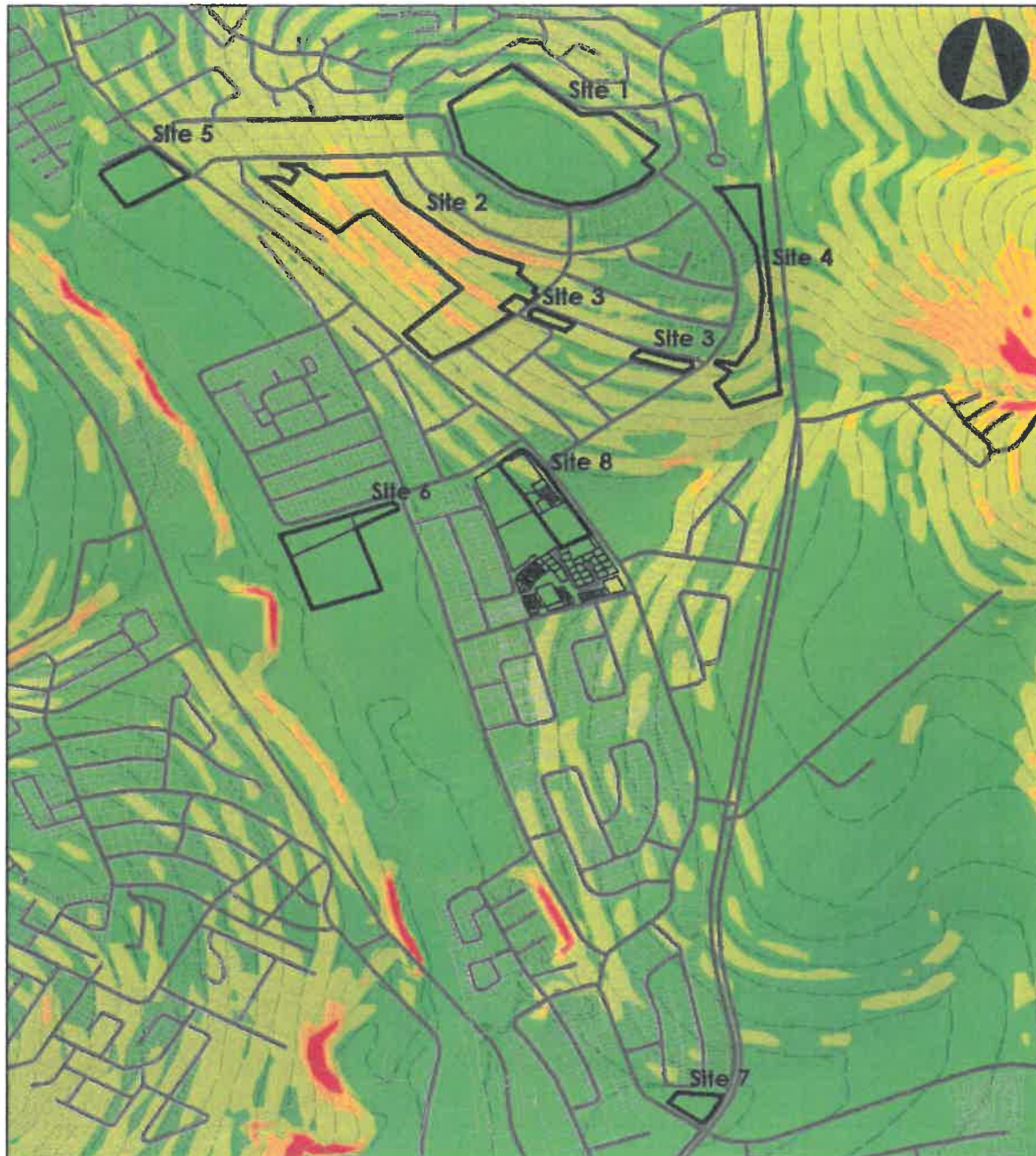
Current land use of the vacant portions of land are predominantly vacant, and public open spaces. The redevelopment site (site 8) landuses are split between business and a shopping centre



Map 4.10 Site Zoning Map

4.3.5 Environment

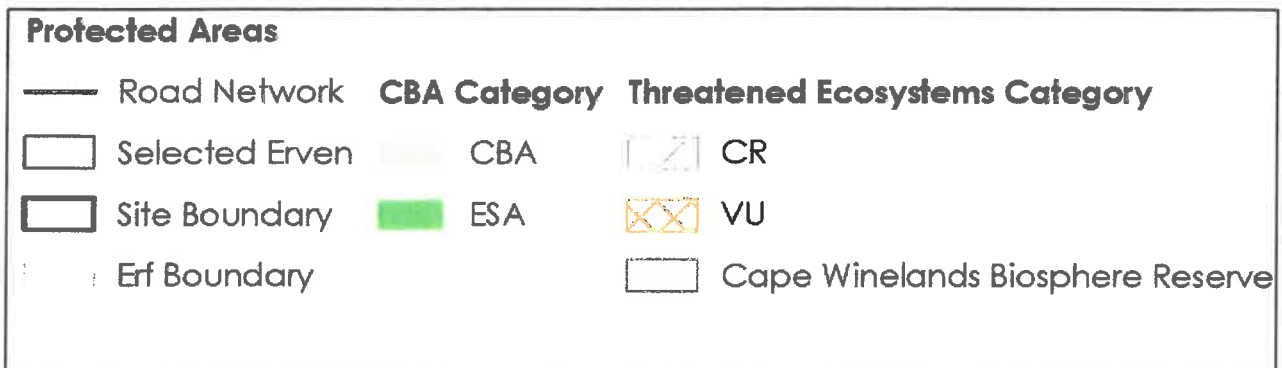
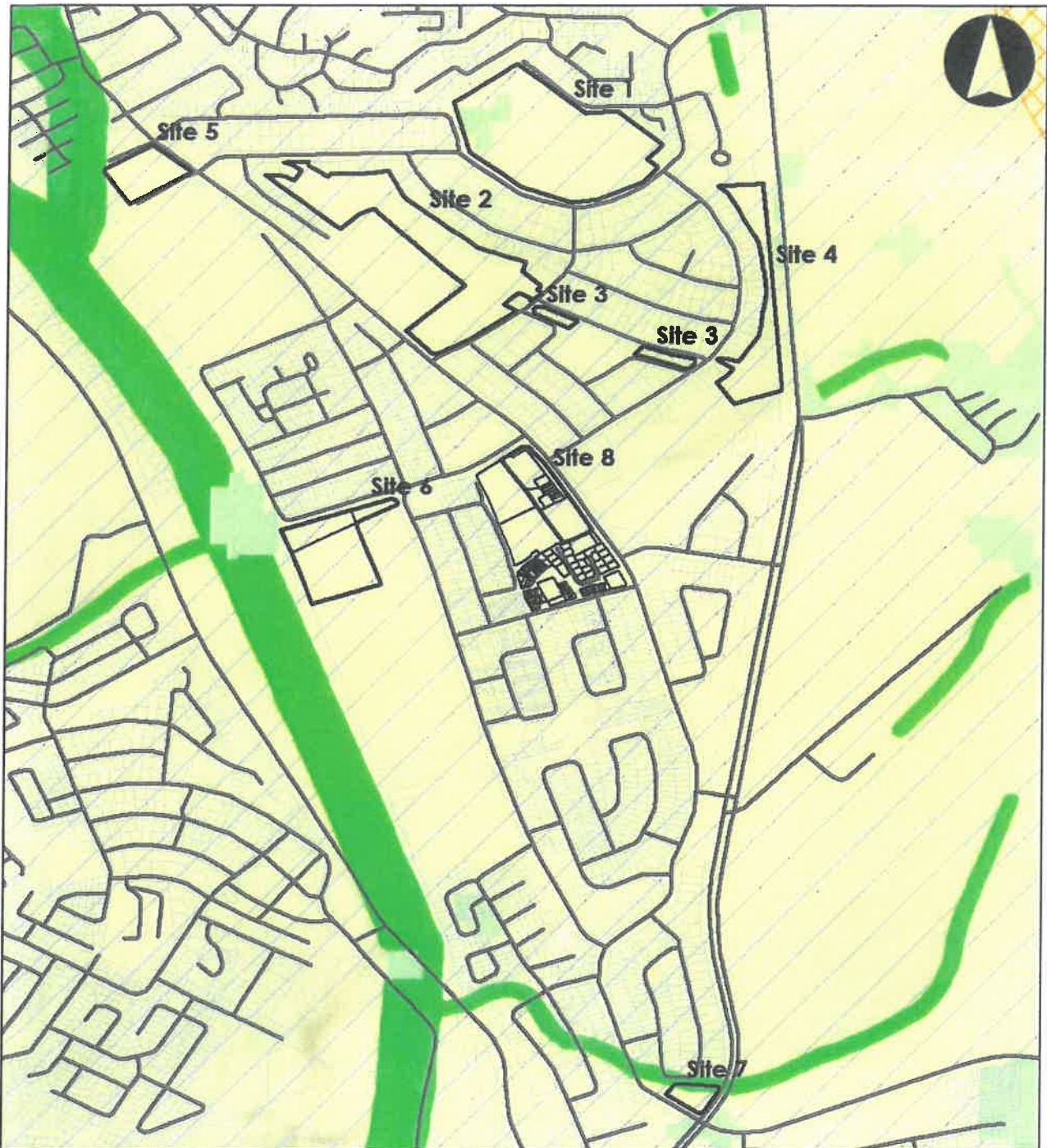
The area of Cloetesville is mapped as a Threatened Terrestrial Ecosystem, namely Swartland Shale Renosterveld. However, all eight (8) sites have been completely transformed from the historic natural state. Environmental commentary is made in section 4.5, "Site Screening: Per Site".



Slope

— 5m Contours	Degree Slope
— Road Network	0 - 5.7
□ Selected Erfen	5.7 - 11.31
□ Site Boundary	11.31 - 18.43
□ Erf Boundary	Greater than 18.43

Map 4.12 Slope

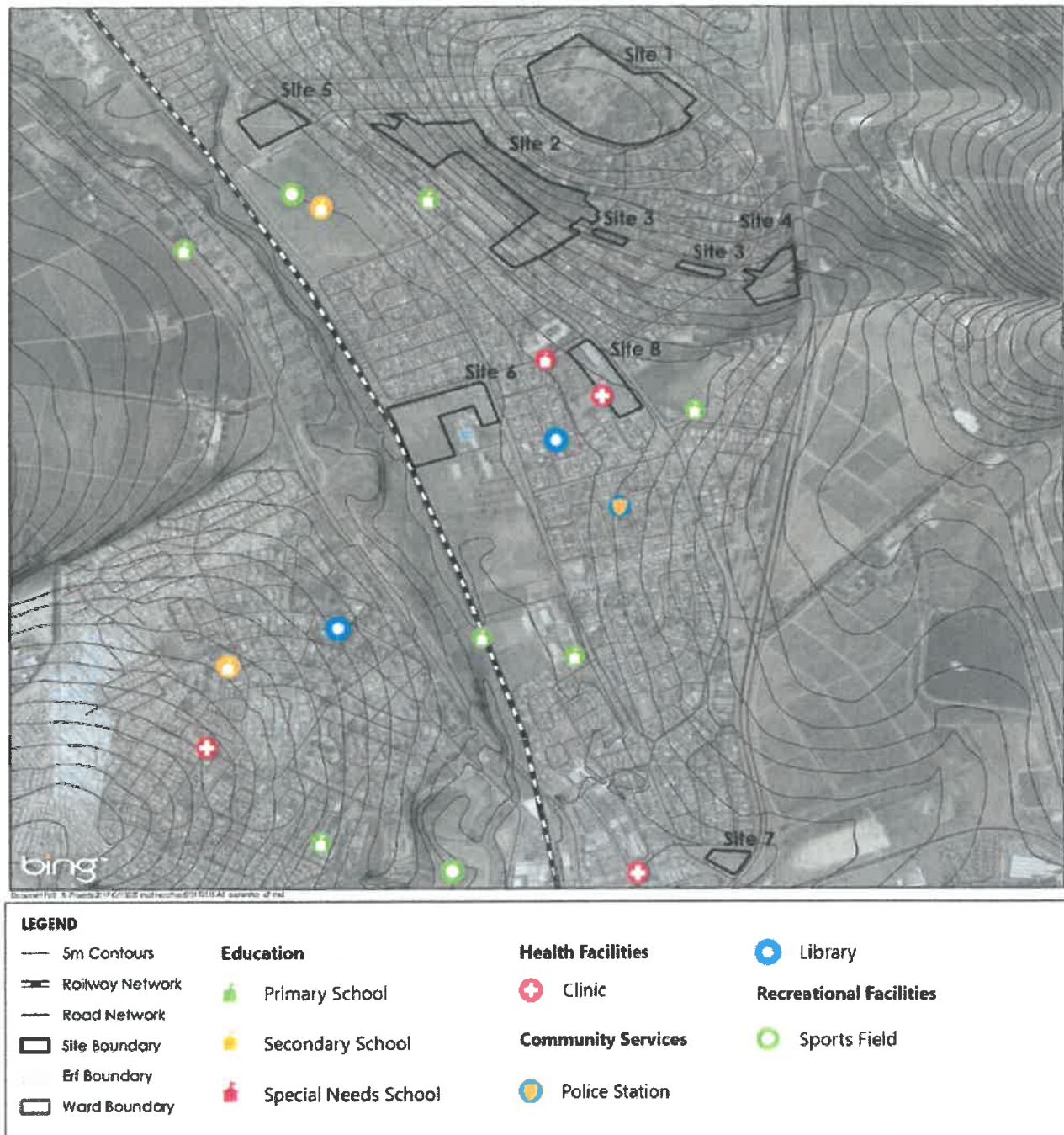


Map 4.14 Protected Areas

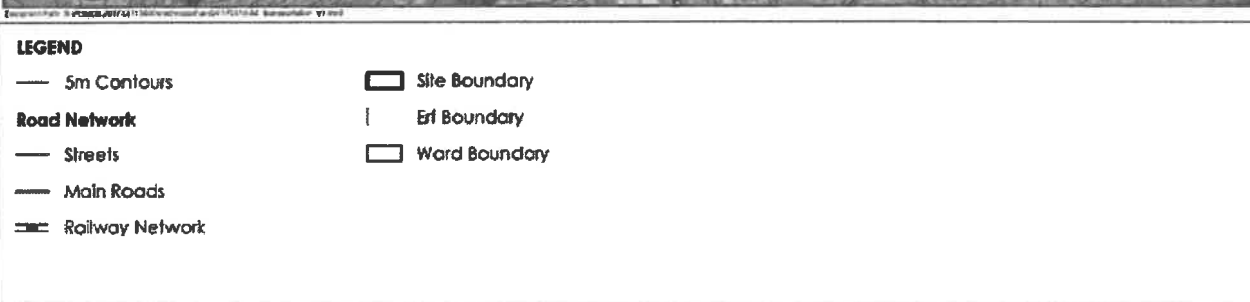
4.4.6 Social and Civic Facilities

The sites considered in this study are located in close proximity to three primary schools and a high school in Cloetesville. Lang Street is the main spine street that connects and joins these social facilities. Churches, municipal facilities, petrol stations and a

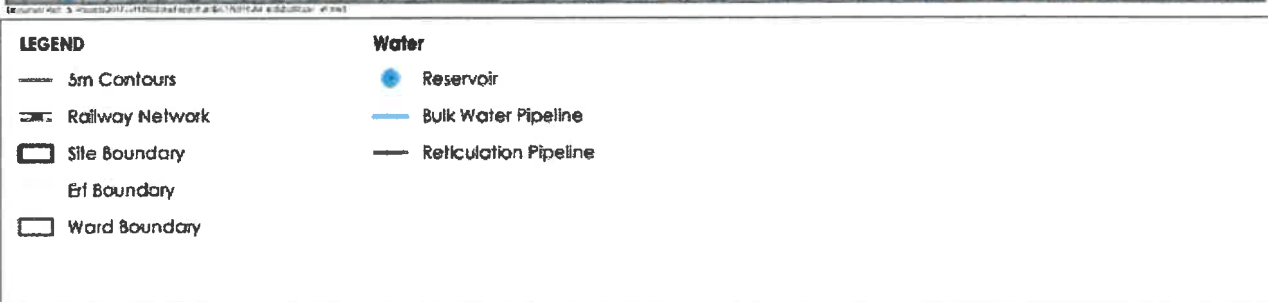
clinic are situated on Lang Street. Thus the eight (8) parcels Stellenbosch Local Municipality has identified, are well serviced in terms of accessibility and proximity to these various social facilities.



Map 4.16 Social and Civic Facilities Map



Map 4.18 Transportation



Map 4.20 Portable Water

4.5.2 Ward Based Intended Projects and Budget

Stellenbosch Local Municipality Ward specific plans have enlisted projects for the period of 2017 to 2020. These projects are generally focused on addressing infrastructural and housing needs. Moreover, it

assists in conceptualising how the study, the 8 portions of vacant and underutilised land, will add to the ongoing/ planned development initiatives within the Municipality.

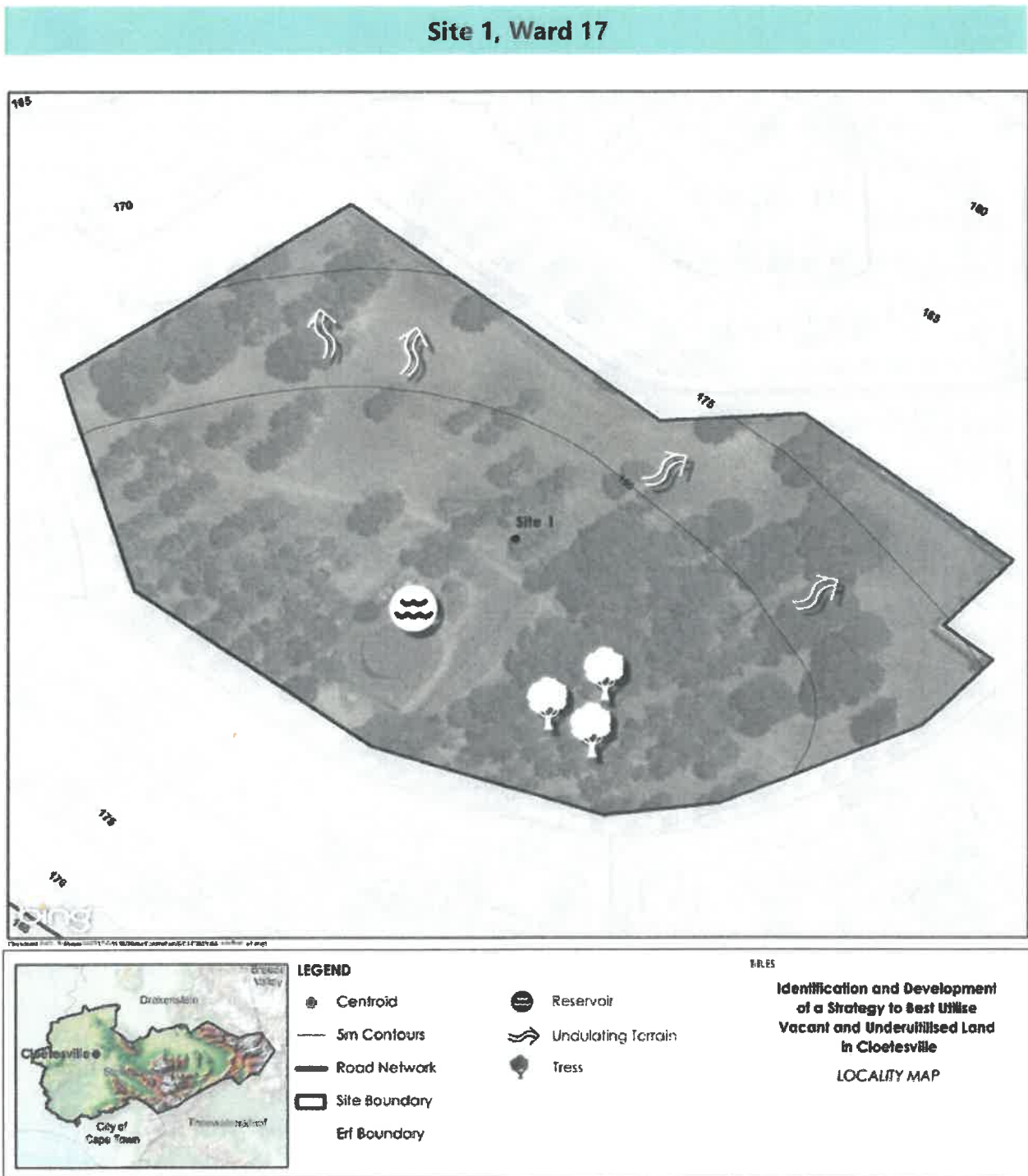
Table 4.1 Integrated Projects and Budgets - Ward 10

Ward 10					
CP3ID	Departement	Project Name	Budget 2017/2018	Budget 2018/2019	Budget 2019/2020
712972474	Roads and Storm water	River Rehabilitation	500,000	-	-
712972377	Solid Waste Management	Landfill Gas to Energy	-	-	500,000
712972382	Solid Waste Management	Waste to Food	400,000	-	-
712972392	Traffic Engineering	Directional Information Signage	750,000	75,000	20,000
712972453	Traffic Engineering	Main Road Intersection Improvements: R44/ Merriman Street	2,120,000	250,000	-
712972433 500,000	Traffic Engineering	Traffic Calming Projects: Implementation	150,000	500,000	500,000

4.6 Site Screening: Per Site

4.6.1 Site 1 - Erf 7001

Erf 7001, referred to as 'soek mekaar', was coined as the initial priority site for Stellenbosch Municipality. The area is characterised by numerous trees and is located immediately adjacent to a man-made water retention structure. Furthermore, it is situated a stone's throw away from Welgevonden Estate (gated community). Areas of concern that were identified were the numerous trees, as it forms a key part of Stellenbosch heritage and could infringe on the sustainability of the environment.



Map 4.21 Site 1



Image 4.3 Erf 7001 View Towards South West

Land and Legal

Erf number	Erf 8915
Ownership	Municipal
Site extent	49 607
Title deed number	T22311/1987
SG diagram	9158/86

The relevant Title Deed and SG Diagrams were screened to identify any elements that could potentially affect development on the Site. In terms of the SG Diagram Erf 8915 are comprised of three entities:

1. Erf 6949, Stellenbosch;
2. Erf 7225, Stellenbosch; and
3. Remainder Erf 6943, Stellenbosch

Deed and SG Diagram Conditions

1. Erf 6949 is underpinned by a number of conditions as stipulated in Title Deed No. T22311/1987. Here follows a summary of the conditions. The full details are annexed to Annexure B.

- Section B(c) and C(d) - a 12.59 metre right of way;
- Section D(f) - right of watering stock in Plankenberg River; and
- Section E (1 and 2) - water use rights.

1. Erf 7225 is underpinned by a number of conditions
2. as stipulated in Title Deed No. T22311/1987 and is the same as the conditions for Erf 6949.

Existing land use	Open Space
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Zoning	Public open space
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Environmental

The site is located between a school and residential houses. The site has steep slopes to the north east. Numerous Pine trees are located on the site. Existing municipal infrastructure (electricity poles /street lights are located on the site.

Infrastructure

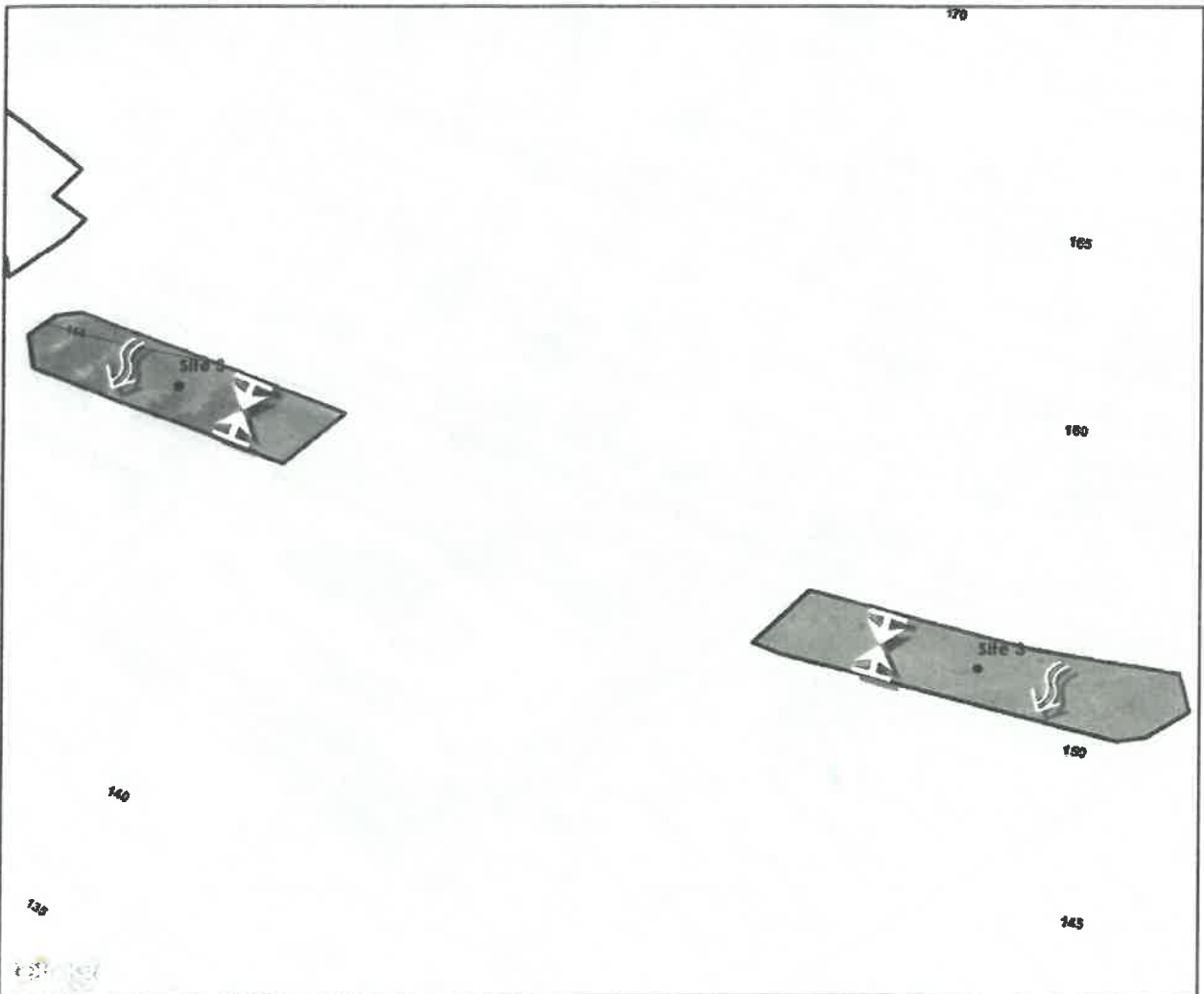
It is anticipated that the site should have adequate access to the necessary municipal infrastructure for development – water, sewer and electricity – with all these services abutting the site. Owing to the size of the site, electrical provision is likely to be dependent on the inclusion of a number of miniature substations in order to achieve the required capacity. The site is accessible on the South East edge from the existing road network along Rhode Road.

A sewer reticulation line crosses the site, which will require servitude protection, and will therefore limit the space available within the site for development, but not significantly.

4.6.2.1 Site 3 - Erf 7135

Erf 7135 (two separate pockets of land) is utilised as an open space, and it is currently covered with grass, trees, and some urban furniture. There is a substation on one of the erven.

Site 3, Ward 17



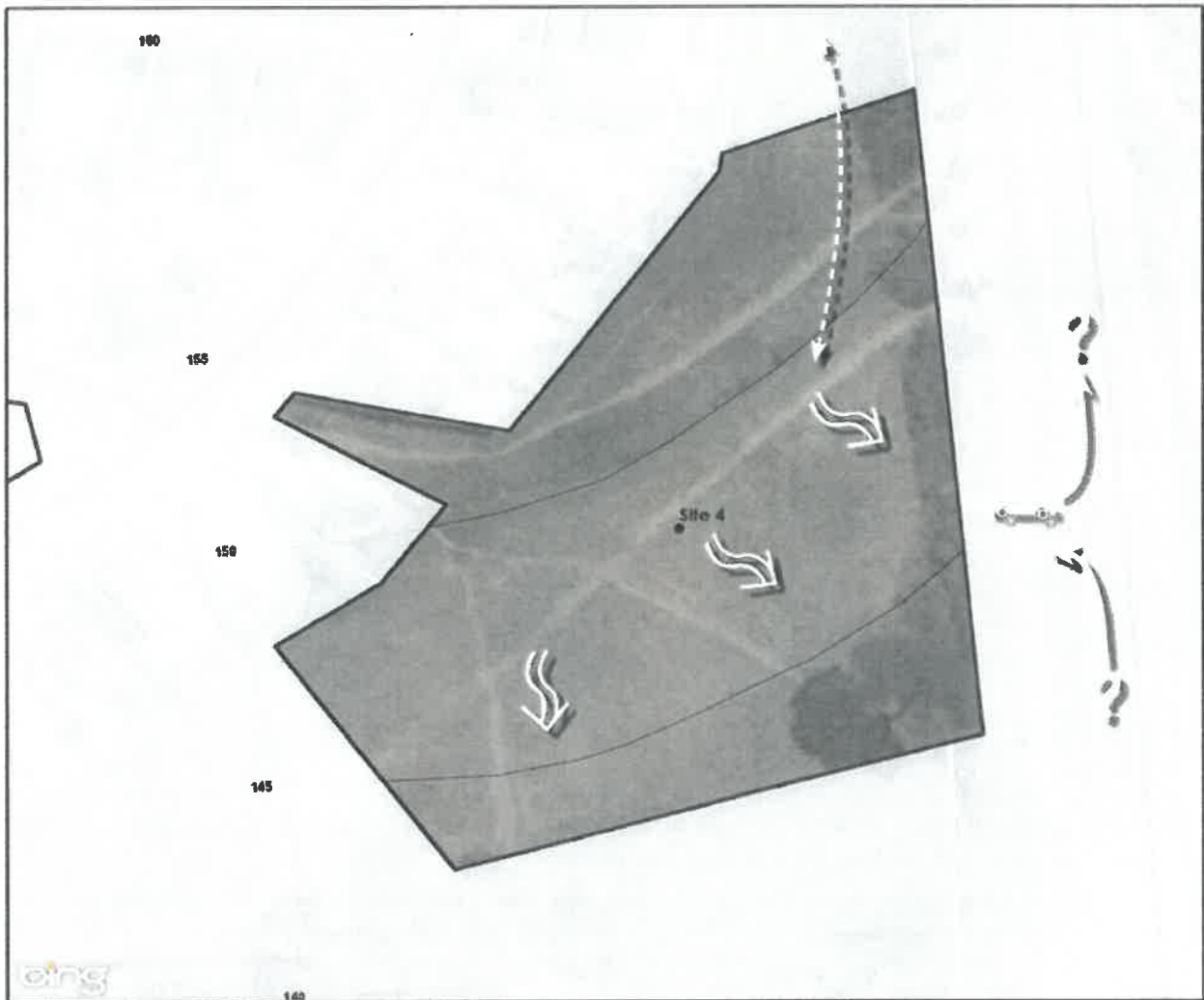
	<p>LEGEND</p> <ul style="list-style-type: none"> Centroid 5m Contours Road Network Site Boundary Erf Boundary Narrow erf depth Undulating Terrain 	<p>TITLES</p> <p style="text-align: center;">Identification and Development of a Strategy to Best Utilise Vacant and Underutilised Land in Cloetesville</p> <p style="text-align: center;">LOCALITY MAP</p>
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Map 4.23 Site 3

4.6.2.2 Site 4 - Erf 7181 and Erf 6668

Erf 7181 situated adjacent to the R44 and is in close proximity to Rietenbosch Primary school. The old Drakenstein road passes by between the property and the R44. The site is relatively steep and located in close proximity to a wetland area. This wetland area is currently in a poor condition and houses a few homeless people. Currently there is no direct access to this property.

Site 4, Ward 16



	<p>LEGEND</p> <ul style="list-style-type: none"> ● Centroid — 5m Contours — Road Network ▭ Site Boundary ▭ Erf Boundary 🚗 Accessibility 🌊 Undulating Terrain 	<p>T 1115</p> <p>Identification and Development of a Strategy to Best Utilise Vacant and Underutilised Land in Cloetesville</p> <p>LOCALITY MAP</p>
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Map 4.24 Site 4



Image 4.5 Erf 7181 View Towards North West

Land and Legal

Erf number	Erf 7271
Ownership	Municipal
Site extent	800
Previous Description	FMLY ST DD 81/32
Title deed number	T21038/ 1976
SG diagram	7445/71

The relevant Title Deed and SG Diagrams were screened to identify any elements that could potentially affect development on the Site. In terms of the SG Diagram Erf 7271 are comprised of four (4) entities:

1. Portion 17 of farm 81 (Cloetesdal);
2. Remainder of portion 13 of farm 81 (Cloetesdal);
3. Portion 25 of farm 81 (Cloetesdal); and
4. Portion 14 of farm 81 (Cloetesdal).

Deed and Sg Diagram Conditions

1. Erf 7271 is underpinned by a number of conditions as stipulated in the Title Deed. Here follows a summary of the conditions. The full details are annexed:

- Section 1 (1) and (2) – Water use rights;
- Section 2 (B)(c) and 2(C)(d) – 12,59 meter right of way;
- Section 2 (D)(f) – right of way;
- Section 2 (F) – endorsement;
- Section 3 – water use rights;
- Section 4 (B)(e) – 12,59 meter right of way; and
- Section 4 (C) – water use rights.

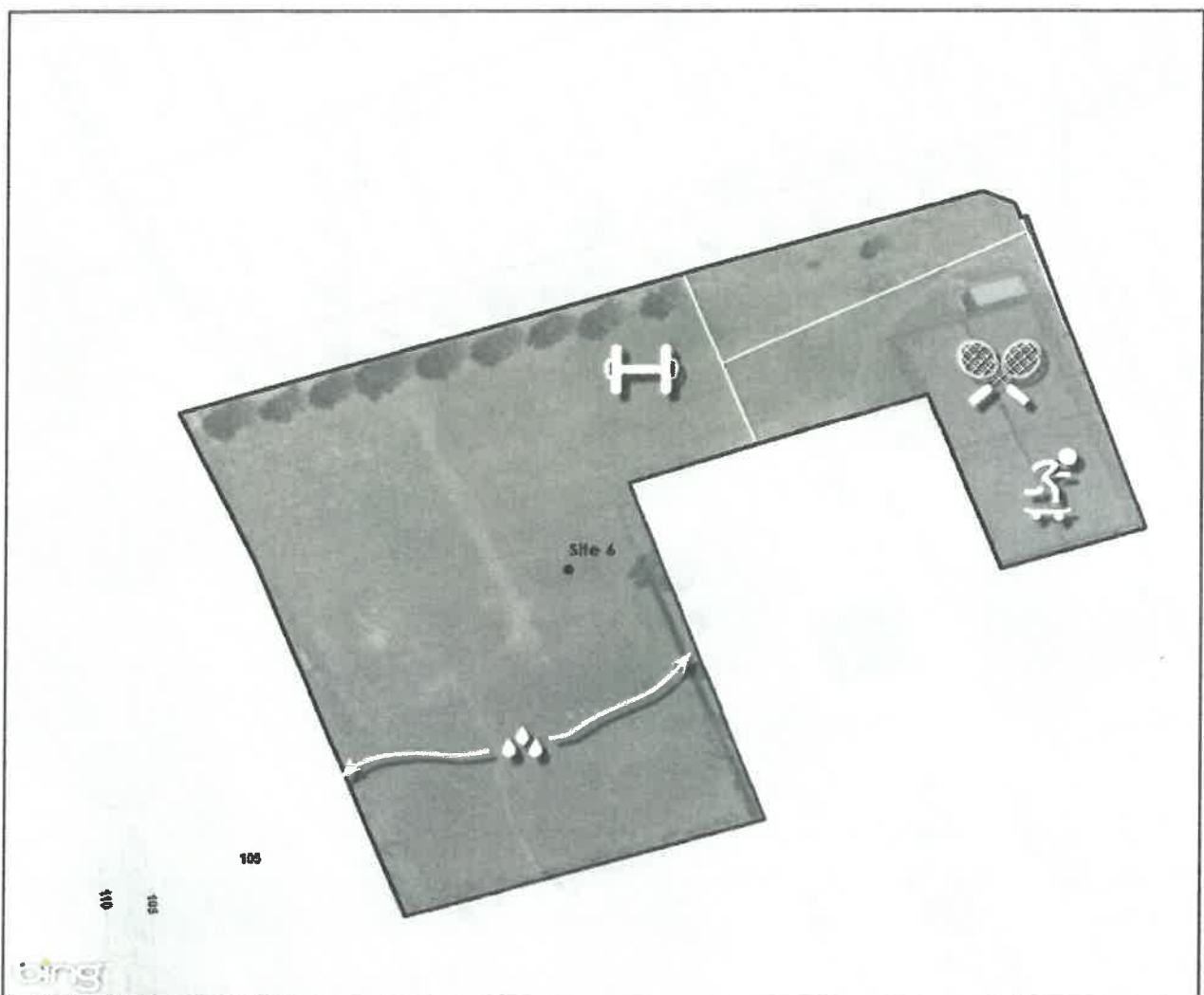
Refer to Annexure A for detailed deed information, Title Deed no: T21038/1976.

Existing land Use	Vacant, parking, sports field
Zoning	Undetermined

4.6.4 Site 6 - Erven 6886; 6300; 6847

Erven 6886, 6300, 6847 is located between the railway line and Curry road, moreover it is next to Cloetesville swimming pool and tennis courts. The swimming pool facility and the identified erven are directly situated behind the Cloetesville High school. Mention was made of a large parcel of underutilised and vacant land behind the High school which could add to future development of the area. Moreover, the swimming facility is clustered with a park and outdoor gym. Many attempts have been made to start a skateboard park in one of the tennis courts as the tennis courts bear the effects of vandalism. However, the outdoor gym is being used effectively and the vacant land is used as a hangout area for the youth. The area is monitored by houses on Last Street (street adjacent to swimming pool and vacant land), "eyes on the street", should matters get out of hand, law enforcement is called. Concerns raised were lack of recreational activities for the youth.

Site 6



	LEGEND		TITLES Identification and Development of a Strategy to Best Utilise Vacant and Underutilised Land in Cloetesville LOCALITY MAP
	<ul style="list-style-type: none"> ● Centroid — 5m Contours — Road Network ▭ Site Boundary ▭ Erf Boundary 	<ul style="list-style-type: none"> ⊞ Outdoor Gym ⊘ Tennis Court ⚡ Skate Park 💧 Water Course 	

Map 4.26 Site 6

Infrastructure

It is anticipated that the site should have adequate access to the necessary municipal infrastructure for development – water, sewer and electricity – with all these services abutting the site. Owing to the size of the site, electrical provision is likely to be dependent on the inclusion of a number of miniature substations in order to achieve the required capacity. The site is accessible via the existing road network along Last Road.



Image 4.7 Erf 6847 View Towards North East



Image 4.8 Erf 6847 View of Existing Outdoor Gym

Land and Legal

Erf number	8776
Ownership	Municipal/Sub division
Site extent	3419
Previous Description	PTN of 7620-GP11439
Title deed number	DUM
SG diagram	3706/86
Development restrictions	Erf 8776 is subject to conditions stipulated in the Title Deed. Here follows a summary of the conditions. The full details are annexed: There are no conditions pertaining Erf 8776, however there are endorcements stipulated in General Plan No.11439 Refer to annexure for detailed deed information, Title Deed no: DUM.
Existing land use	Open Space
Zoning	Public Open Space

Envrionmental

This site is an existing Park (Tennantville Park) and it is located at the intersection of Lang Straat and Adam Tas Road. If this site is to be developed, visual impacts may need to be mitigated depending on the type of development proposed.

Infrastructure

It is anticipated that the site should have adequate access to the necessary municipal infrastructure for development – water, sewer and electricity – with all these services abutting the site. The site is accessible via the existing road network.

Land and Legal

Erf number	Ownership	Site extent (sqm)	Previous description	Title Deed number	SG Diagram
5354	Municipal	739	PTN of 7555-TP8337	T46449/1988	10617/84

Erf 5354 is subject to conditions stipulated in the Title Deed. Here follows a summary of the conditions. The full details are annexed:

Deed and Sg conditions

- Section B(d) - entitlement to 40ft road usage;
- Section B(e) - right of watering stock in Plankenberg River;
- Section C(1) and (2) - water use rights; and
- Section D(1) and (2) – additional conditions for infrastructure and infrastructure maintenance.

Refer to annexure for detailed deed information, Title Deed no: T46449/1988.

Zoning

Land Use

Municipal

Vacant

Erf number	Ownership	Site extent (sqm)	Previous description	Title Deed number	SG Diagram
6859	Private	433	PTN of 7269-TP7873	T59559/1983	9620/67

Erf 6859 is subject to conditions stipulated in the Title Deed. Here follows a summary of the conditions:

Deed and Sg conditions

- Section C(d) - entitlement to 40ft road usage;
- Section C(e) - right of watering stock in Plankenberg River;
- Section D(1) and (2) - water use rights; and
- Section D(1) and (2) – additional conditions for infrastructure and infrastructure maintenance.
- Development restrictions - Section E(2), (5), (6)(a),(b)(i), (ii), (iii) and (iv), 6(c)(i), (ii) and (iii), 6(d), include general themes listed below:
 - Land use restrictions;
 - Building line and coverage and height restrictions;
 - Façade aesthetics;
 - Parking conditions for residential purposes; and
 - Conditions pertaining to the consolidation of the erf.
- Section E(3) and (4) – additional conditions for infrastructure and infrastructure maintenance.

Please refer to Title Deed T41846/2011 or Annexure below.

Zoning

Land Use

Municipal

Vacant

Erf number	Ownership	Site extent (sqm)	Previous description	Title Deed number	SG Diagram
7636	Private and Multiple	141	PTN of 7624	T42556/1987	9657/83

Erf 7636 is subject to conditions stipulated in the Title Deed. Here follows a summary of the conditions.

Deed and Sg conditions

- Section B(d) - a 12.59 metre right of way;
- Section B(e) - right of watering stock in Plankenberg River;
- Section C(1) and (2) - water use rights;
- Section D(2) - restrictive conditions in terms of township establishment;
- Section D(3) and (4) - additional conditions for infrastructure and infrastructure maintenance
- Development restrictions - Section D(5)(a), (5)(b)(i), (ii), (iii), (iv), (5)(c)(i), (ii), (iii) and (5)(d) include general themes listed below:
 - Land use restrictions;
 - Building line and coverage and height restrictions;
 - Façade aesthetics;
 - Parking conditions for residential purposes; and
 - Conditions pertaining to the consolidation of the erf.
- Section E(i), (ii), (iii), (iv), (v), (vi) – Endorsements; and
- 1.80-meter sewerage pipeline servitude.

Please refer to Title Deed T42556/1987 or Annexure below.

Zoning

Land Use

Municipal

Vacant

Erf number	Ownership	Site extent (sqm)	Previous description	Title Deed number	SG Diagram
7632	Private (Gawa Pool)	98	PTN of 7624	T29048/1986	9653/83

Deed and Sg conditions

- Erf 7632 is subject to conditions stipulated in the Title Deed. Here follows a summary of the conditions. Here follows a summary of the conditions.
- Section B(d) - a 12.59 metre right of way;
- Section B(e) - right of watering stock in Plankenberg River;
- Section C(1) and (2) - water use rights;
- Section D(2) - restrictive conditions in terms of township establishment;
- Section D(3) and (4) - additional conditions for infrastructure and infrastructure maintenance;
- Development restrictions - Section D(5)(a), (5)(b)(i), (ii), (iii), (iv), (5)(c)(i); (ii), (iii) and (5)(d) include general themes listed below:
 - Land use restrictions;
 - Building line and coverage and height restrictions;
 - Façade aesthetics;
 - Parking conditions for residential purposes;
 Conditions pertaining to the consolidation of the erf;
- Section E(i), (ii), (iii), (iv), (v), (vi) – Further conditions in terms of Deed of Transfer No T37331/1985
- Section F - 1.80-meter sewerage pipeline servitude
- The erf is further subject to the conditions as stipulated by the approval of the subdivision of Erf 7624, Stellenbosch (see Annexure A and B of the Title Deed)

Please refer to Title Deed T29048/1986 or Annexure below.

Zoning**Land Use**

Business

Business

Erf number	Ownership	Site extent (sqm)	Previous description	Title Deed number	SG Diagram
7630	Private	159	PTN of 7624	T37332/1985	9651/83

Erf 7630 is subject to conditions stipulated in the Title Deed. Here follows a summary of the conditions. Here follows a summary of the conditions.

Deed and Sg conditions

- Section B(d) - a 12.59 metre right of way;
- Section B(e) - right of watering stock in Plankenberg River;
- Section C(1) and (2) - water use rights;
- Section D(2) - restrictive conditions in terms of township establishment;
- Section D(3) and (4) - additional conditions for infrastructure and infrastructure maintenance;
- Development restrictions - Section D(5)(a), (5)(b)(i), (ii), (iii), (iv), (5)(c)(i); (ii), (iii) and (5)(d) include general themes listed below:
 - Land use restrictions;
 - Building line and coverage and height restrictions;
 - Façade aesthetics;
 - Parking conditions for residential purposes;
 - Conditions pertaining to the consolidation of the erf;
- Section E(i), (ii), (iii), (iv), (v), (vi) – Further conditions in terms of Ordinance 33 Article 9, 1934; and
- Section F - 1.80-meter sewerage pipeline servitude.

Please refer to Title Deed T37332/1985 or Annexure below.

Zoning

Land Use

Business

Business



Image 4.9 Erf 7555 View of Existing Shops



Image 4.10 Erf 6868 View of Parking Area Utilised for Informal Trading and Learner Driver's Lessons

infrastructure. This type of infrastructure fits within the residential/ urban context of Cloetesville. Should any industrial type of infrastructure be proposed then this may result in certain Listed Activities to be triggered.

8. The existing zoning of the erven would need to be confirmed in order to determine if the proposed developments would trigger any Listed Activities in terms of Regulation 985 of NEMA, specifically when erven are zoned for use as "public open space or equivalent zoning within urban areas".
9. No watercourses as defined in the NEMA Regulations exists at any of the sites. There are no natural channels at any of the sites. The only watercourse in close proximity to any of the sites is the Klippiess River, which is mapped as a National Freshwater Ecosystem Priority Area. It is located along the western boundary of Cloetesville, parallel and to the west of the train tracks and east of the R304.
10. Depending of the size of the development/s to be proposed for the sites, a Notification of Intent to Develop in terms of Section 38 of the National Heritage Resources Act (No 25 of 1999) (NHRA) may be required to be completed and submitted to Heritage Western Cape for comment. This requirement is applicable to any person who intends to undertake a development categorised for any activity that meets one or more of the below criteria:
 - "(1) (a) the construction of a road, wall, powerline, pipeline, canal or other similar form of linear development or barrier exceeding 300 m in length
 - (b) the construction of a bridge or similar structure exceeding 50 m in length;
 - (c) any development or other activity which will change the character of a site:
 - (i) exceeding 5 000 m² in extent; or
 - (ii) involving three or more existing erven or subdivisions thereof; or
 - (iii) involving three or more erven or divisions thereof which have been consolidated within the past five years; or
 - (d) the re-zoning of a site exceeding 10 000 m² in extent,

...must at the very earliest stages of initiating such a development, notify the responsible heritage resources authority and furnish it with details regarding the location, nature and extent of the proposed development".

5.1.3 Social and Civic facilities

According to the Social and Civic maps, all of the parcels of land being screened are well serviced with social and civic facilities. However, safety and security remains an issue, and this would need to be considered in social facilities upgrade or development. There is one special needs school (Dorothea Special School, Cnr Long & Last Street, Cloetesville, 7600) that is in close proximity to site 8 and forms part of the community facilities cluster along Lang street. This suggests an opportunity for more activity to be injected along Lang street that can aid community infrastructure as it consists of a complex system of facilities that in turn gives a sense place for residents of Cloetesville. There is a lack of recreational facilities within the study area, thus a consideration for future development and will be in alignment with some of the 5 year strategic goals.

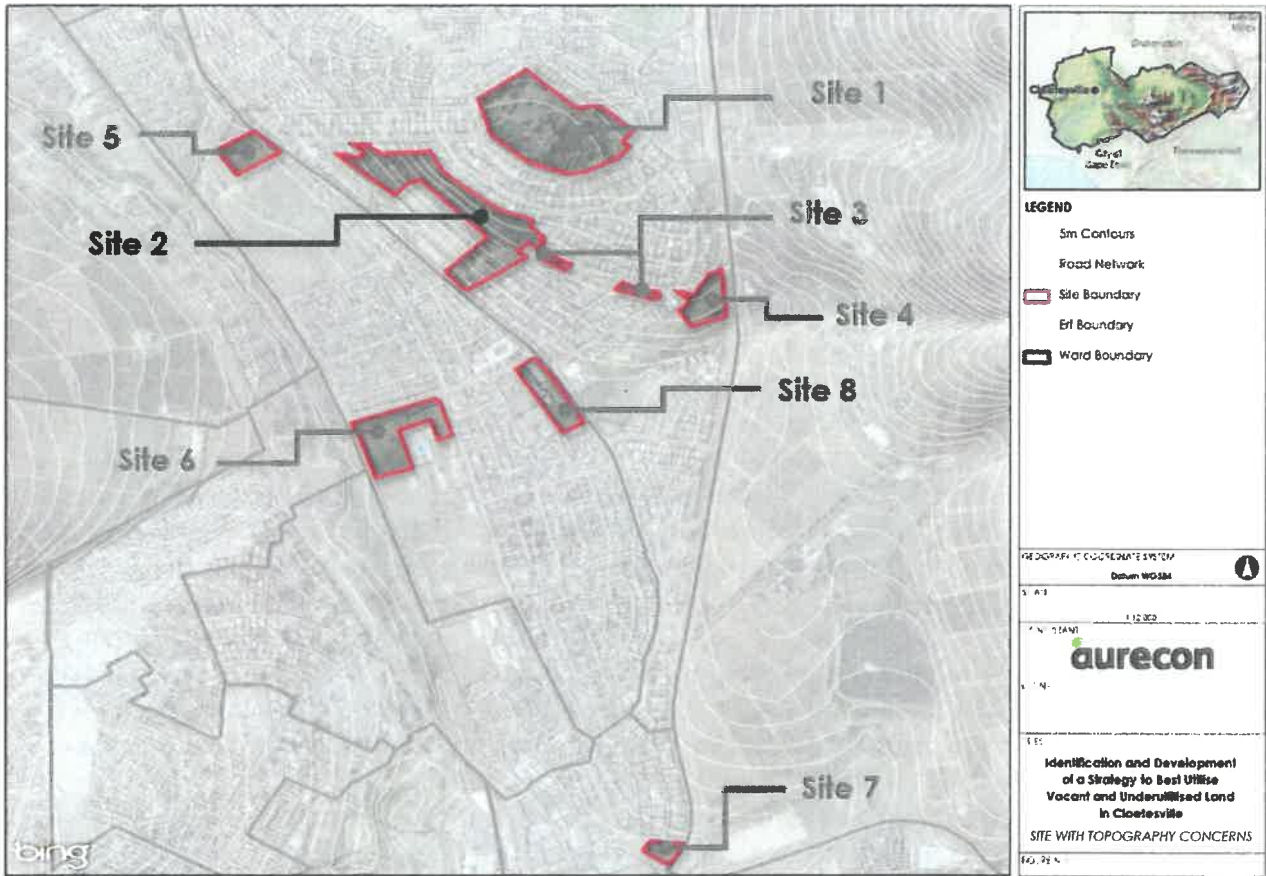
5.1.4 Infrastructure

General notes pertaining to infrastructure

All the land parcels under investigation fall within the greater Cloetesville area, which is a fully serviced, formalised township development. As such, the majority of the available land parcels will have direct access to already existing basic municipal services (water, sewer, electricity) and connectivity therefore, can be reasonably assumed in most cases.

However, it is very important to note that connectivity does not necessarily mean that there is available capacity within the existing municipal networks to service the parcels of land, should the municipality decide to develop them. Available capacity will need to be verified with each service provider (water and sanitation, Eskom or similar) to ascertain whether spare capacity is available within the existing networks, or whether the bulk system and / or distribution networks would first require upgrading, which could come at a significant cost. Capacity for a particular plot is a function of:

Site 2 has considerable topography concerns and it is proposed that a cost benefit analysis be conducted.

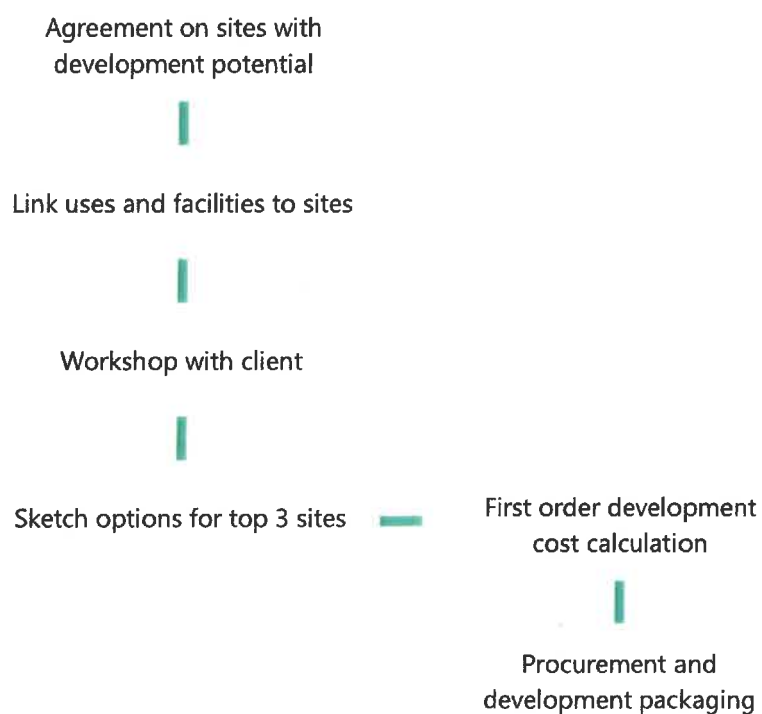


Map 5.2 Site With Topography Concerns

6 Way Forward

The way forward for the subsequent Phase 2 is summarised in the following diagram:

Stage 2: Phase 2 - Concept Development



ANNEXURE 2

DR

Housing Underuti

Site Selection

Stellebosch Municip

January 9 2019

DRAFT

Page 353

AECOM Imagine it.
Delivered.

Housing: Cloetesville Underutilised Land

Site Selection

Stellebosch Municipality

January 9 2019

Prepared for:

Stellenbosch Municipality

Prepared by:

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	Site 5.....	6
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1. Introduction

It is the intention of this report is to do a site selection for locating housing using the report titled "Identification and development of a strategy to best utilize vacant land in Cloetesville".

The report identified 8 potential sites by going through a process of analysis to identify a few shortlisted sites that can be utilised for that purpose. The assessment factors for the strategy development screened both vacant land and redevelopment area with the following assessment criteria:

- Land and legal,
- Physical and Environmental,
- Social and Civic Facilities; and
- Infrastructure.

More specifically, part of the analysis included maps of the following:

- Slope;
- Geology;
- Protected Areas;
- Hydrology;
- Locality of Social Facilities; and
- Availability of Infrastructure (Electricity, roads, sanitation, water and stormwater).

2. Shortlisted Sites Analysis

To assist with the further shortlisting of sites, another factor to be considered is the potential yield of each site. In order to get to a number, we made the following assumptions:

- Properties are minimum 6mx15m, therefor 90m² per site. This will be sufficient to accommodate the house as well as outside toilet and washbasin;
- 20% is subtracted to accommodate for roads, servitudes and other facilities that may be required as part of the layout; and
- the site analysis done in this report is a desktop analysis that was based on information received from the Stellenbosch Municipality.

Site 1

- **Property Description:** Erf 7001
- **Extent (sqm):** 65 341 (6,5 ha)
- **Ownership:** Municipal
- **Zoning:** Unknown
- **Potential Yield:**
6,5 ha – 20% = 5.2ha
5.6 ha – 0.6 ha (Water Tower)= 4.6 ha
4.6 ha @ 90 u/ha = 414 units
4.6ha @ 80 u/ha = 368 units

- **Site Constraints:**

The site is sloped and contains numerous pine trees. The site contains a water retention/ water tower facility and buffers associated with this facility will need to be investigated. Water supply lines will also need to be determined.



Figure 1: Site 1

Site 4

- **Property Description:** Erf 7181 and Erf 6668
- **Extent (sqm):** 1 8458 (1.85ha)
- **Ownership:** Municipal
- **Zoning:** Public Open Space
- **Potential Yield:**
 - 1, 85 ha – 20% = 1,48 ha
 - 1, 48 ha @ 90 u/ha = 133 units
 - 1,48 ha @ 80 u/ha = 118 units
- **Site Constraints:**
 - Proximity to R44 may have an impact on the developable area.
 - There's currently no direct access to the site.
 - Site is relatively steep.
 - In close proximity to a wetland. Buffer areas will need to be confirmed.



Figure 2: Site 4

Site 5

- **Property Description:** Erf 7271
- **Extent (sqm):** 800 (0.08 ha)
- **Ownership:** Municipal
- **Zoning:** Undetermined
- **Potential Yield:**
 - 0.08 - 20%= 0.056 ha
 - 0.056 ha @ 90u/ha = 5 units
 - 0.056 ha @ 80u/ha = 4 units
- **Site Constraints:**
 - The site is located east of the Klippies River and a substation. The buffers around these facilities will need to be confirmed.



Figure 3: Site 5

Site 6

- **Property Description:** Erven 6886, 6300 and 6847
- **Extent (sqm):** 40 112 (4 ha)
- **Ownership:** Municipal
- **Zoning:** Undetermined/ Open Space
- **Potential Yield:**
 - 4 ha - 20%= 3,2 ha
 - 3.2 @ 90 u/ha = 288 units
 - 3.2 @ 80 u/ha = 256 units
- **Site Constraints:**
 - Outdoor gym located on the property and according to the report is used by the community.
 - There is concern about the ponding of water along the western fence line of the pool resulting from the overflow of the pool.
 - The wet area is not considered a natural wetland and consultation with the Department of Water and Sanitation is recommended to confirm the approach to be taken.



Figure 4: Site 6

Site 8

- **Property Description:** Erven 6886, 6300 and 6847
- **Extent (sqm):** 4 847 (0,48 ha)
- **Ownership:** Municipal, Not registered/ Private (DRD Investments)/ Private and Multiple
- **Zoning:** Undetermined/ Open Space
- **Potential Yield:**
 - 0.48 - 20% = 0.384 ha
 - 0.384 @ 90u/ha = 34.56 units
 - 0.384 @ 80 u/ha = 30.72 units
- **Site Constraints:**

Currently the site is occupied by a Usave, other private retail stores , Eike hall, clinic, etc. The Eike hall is currently housing for those who lost their houses to fire outbreak in 'slab town'. Most of the erven are privately owned.

Portion of the site is intersected by an existing sewer line.



Figure 5: Site 8

3. Recommendation

From the above we propose that sites 1 and 6 be used for the phase 1 housing project seeing that they will be able to accommodate they seem to be the most feasible taking into consideration site size, ownership and potential number of units that could be accommodated on each site.

The next step will be to confirm the site that the Municipality would like to utilize for emergency housing, agree on a rate per erf and prepare concepts and layouts.

11.5	INFRASTRUCTURE SERVICES: (PC: CLLR Q SMIT)
------	---

11.5.1	APPROVAL AND ADOPTION OF THE WATER SERVICE DEVELOPMENT PLAN 2019
--------	---

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

09 October 2019

1. SUBJECT: APPROVAL AND ADOPTION OF THE WATER SERVICE DEVELOPMENT PLAN 2019

2. PURPOSE

To submit the proposed Water Service Development Plan of the Stellenbosch Municipality to Council for approval.

3. DELEGATED AUTHORITY

COUNCIL.

The Water Service Development Plan must, in terms of the Water Services Act (Act 108 of 1997), be adopted by the Municipal Council.

4. EXECUTIVE SUMMARY

The current Water Service Development Plan (WSDP) must be updated every five years as directed by the Water Services Act. (Act 108 of 1997) and regulations relating to compulsory National Standard Measures to Conserve Water".

The Water Services Development Plan contains provisions in support of basic human services, replacement and upgrading of old infrastructure, cleaned piped water, sanitation services and procedures relating to service connections to consumers, services specifications, compliance regulations and obligation matters relating to municipality's Constitutional obligation to effective service delivery, to all relevant legislation.

The WSDP propose to regulate all activities, infrastructure and entities associated with potable water, waste water generation, the disposal of sewerage effluent by all types of consumers

The proposed plan is also not in contradiction with any existing policies (e.g. credit control policy).

5. RECOMMENDATIONS

- (a) that the content of this report be noted;
- (b) that the attached Draft Water Service Development Plan (2019) be approved in principle by Council;
- (c) that the Department: Water & Wastewater Services invite public comment on the Water Services Development Plan (2019) by means of a notice in the local media; and

- (d) that Council approves the Water Services Development Plan (2019) after public comment has been considered.

6. DISCUSSION / CONTENTS

4.1 Background

The Water Services Act (No. 108 of 1997) - Section 12-15 place a duty on all Water Service Providers and Authorities to prepare a Water Services Development Plan for its area of jurisdiction. This plan must be developed every five years.

The Stellenbosch Municipality is an authorised service authority and as such must adhere to the relevant sections of the Water Services Act (No. 108 of 1997).

6.2 Discussion

This document needs to address the following:

- Which include the responsible municipal personnel as well as the approach in adopting the Water Services Development Plan.
- This includes the population figures, households formal and informal.
- Summarizing of basic services and housing backlogs.
- This section focuses on the provision of basic services and the impact this has had on the social well-being of the communities, as social well-being is considered as important as economic well-being in improving livelihoods.
- This section also focuses on the health and employment situations of the Stellenbosch Municipality.
- The document gives an overview of the Existing Infrastructure for instance — Water Sources, Pipe Lines, Pump stations and Reservoirs.
- Where water quality is tested on a regular base, physical condition of the pumps and pump stations. Dam Safety Reports and the recording of the abstraction of water. It also looks into the physical condition of all treatment facilities.

Legislative procedures

Water Services Act (No 108 of 1997)

6.3 Financial Implications

There is 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 staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:**31st COUNCIL MEETING: 2019-09-25: ITEM 13.2****RESOLVED** (nem con)

that this matter be withdrawn.

6.7 Risk Implications

This report has no risk implications for the Municipality.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-10-09: ITEM 7.5.2

- (a) that the content of this report be noted;
- (b) that the attached Draft Water Service Development Plan (2019) be approved in principle by Council;
- (c) that the Department: Water & Wastewater Services invite public comment on the Water Services Development Plan (2019) by means of a notice in the local media; and
- (d) that Council approves the Water Services Development Plan (2019) after public comment has been considered.

ANNEXURE

Annexure A: Draft Water Services Development Plan

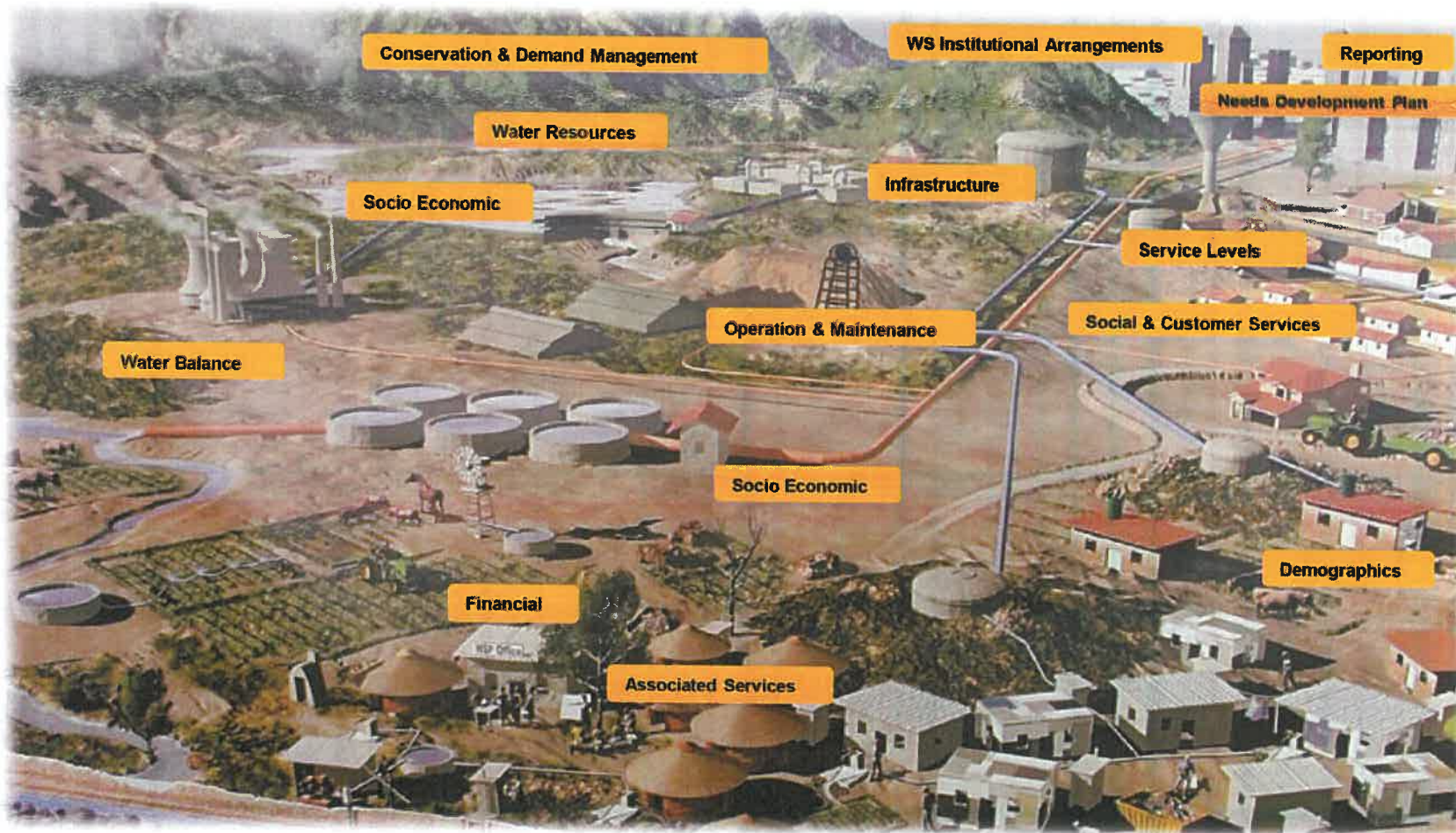
FOR FURTHER DETAILS CONTACT:

NAME	Deon Louw
POSITION	Director
DIRECTORATE	Infrastructure Services
CONTACT NUMBERS	021 808 8213
E-MAIL ADDRESS	Deon.louw@ Stellenbosch.gov.za
REPORT DATE	04 October 2019

ANNEXURE A

Stellenbosch Local Municipality Water Services Development Plan

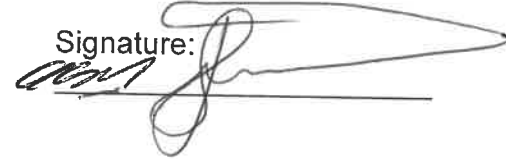
WSDP Revision 1: 2017 (2017 – 2018)



Stellenbosch Local Municipality
Water Services Development Plan

WSDP Compiled and submitted for approval

Municipal WSDP Coordinator: Name: AMKURTZ J.G. Louw

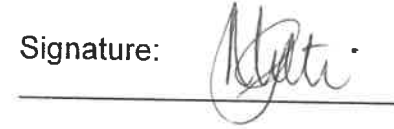
Signature: 

Date: 28/8/19

WSDP Recommended for approval

Municipal Manager:

Recommended: Name: Geraldine Mettler

Signature: 

Date: 30/8/19

Not Recommended: Name: _____

Signature: _____

Date: _____

Final Council approval:

Capacity: _____

Approved: Name: _____

Signature: _____

Date: _____

Not Approved: Name: _____

Signature: _____

Date: _____

Stellenbosch Local Municipality
Water Services Development Plan

Role Players Contact Details

Position	Name	Surname	Tel	Fax	Cell	E-mail	Interaction Acknowledgement Yes/No	Interaction Acknowledgement Signature
Chief Financial Officer	Marius	Wüst	021 808 8528			marius.wust@stellenbosch.gov.za	Y	N
IDP Manager	Delorees	Kotze	021 808 8176			delorees.kotze@stellenbosch.gov.za	Y	N
Municipal Manager	Geraldine	Mettler	021 808 8025		083 460 2118	municipal.manager@stellenbosch.gov.za	Y	Y
Manager: Water & Sanitation Services	Dries	van Taak	021 808 8218	021 883 9912	076 412 4482	Dries.vantaak@stellenbosch.gov.za	Y	Y
WSA Manager	Dries	van Taak	021 808 8218	021 883 9912	076 412 4482	Dries.vantaak@stellenbosch.gov.za	Y	Y
WSDP Contact	Adriaan	Kurtz	021 808 8221	021 883 9912	082 903 3123	project.water@stellenbosch.gov.za	Y	Y
Mayor	Gesie	Van Deventer	021 808 8002			mayor@stellenbosch.gov.za	Y	Y
Environmental	Schalk	Van der Merwe	021 828 8679			schalk.vandermerwe@stellenbosch.gov.za	Y	N
HOD: Planning	Bernabe	Del la Bat	021 808 8676			bernabe.delabat@stellenbosch.gov.za	Y	N
Housing	Tabiso	Mfeya	021 808 8491			tabiso.mfeya@stellenbosch.gov.za	N	N
Water & Sanitation Superintendent	Vivian	Kloppers	021 808 8258	086 613 7339	073 423 7475	Vivian.Kloppers@stellenbosch.gov.za	N	N
Water Services Councillor	Jan	De Villiers			083 489 8087	jan.devilliers@stellenbosch.gov.za	N	N
Water & Sanitation Superintendent	Willem	de Kock	021 808 8965		084 975 9519		N	N

**Stellenbosch Local Municipality
Water Services Development Plan**

Professional Service Provider (PSP)

Company

Hatch Africa (Pty) Ltd

Name of PSP WSDP Project Manager

Alroy Hoffmeester

Tel: 021 911 5823

Cell: 082 892 7098

Fax: 021 911 5824

Email: alroy.hoffmeester@hatch.com

Inputs

Name of PSP WSDP Information Systems Operator

Ronel Dreyer (Isquare)

Tel:

Cell: 082 375 2015

Fax:

Email: roneld@isquare.co.za

Components	Chapter	Name	Designation	Role	Contact Address, and Number
All	All			Field	

Sector Integration

Did this plan consult with other Sector Plans and incorporated their needs

Sector Plan	Sector Interaction	Area	WSA
Tourism	Partial	WC024	Stellenbosch
Finance	Partial	WC024	Stellenbosch
Water Master Plan	Yes	WC024	Stellenbosch
Sewer Master Plan	Yes	WC024	Stellenbosch
Unaccounted for Water Strategy	Yes	WC024	Stellenbosch
SDF	Yes	WC024	Stellenbosch
ISP	Yes	WC024	Stellenbosch
			Stellenbosch

Stellenbosch Local Municipality
Water Services Development Plan

WSDP Revision 1: 2017 (2017 – 2018)

Chapter1: Implementation Activity Chart of current MTEF Projects

Financial Year 2018																																	
Nr	Project Number	Project Name	Description	Project Type	Project Solution	Main Category	Sub Category	Component(Yes/No)																Project Cost (R'000)	Funding Source (R'000)								
								Bulk Pipeline	Reticulation Line	Pumpstation	WTW	Reservoir	Source Development	Power Installation	Feasibility	Operations	Maintenance	WCDM	WWTW	Water Bourne Sanitation	VIP Sanitation	Own	M/G		RBIG	ACIP	DR	MW/G	Other				
Topic 1 - Settlement Demographics & Public Amenities																																	
1	STB1415026	Bulk Sewerpipe Replacement	Bulk Sewerpipe Replacement			Sanitation	Sanitation Bulk	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	19,204	164	0	0	0	0	0	0
Topic 2 - Service Level Profile																																	
Topic 3 - Water Services Asset Management																																	
2	STB6	Upgrade Auto-samplers (WTW & WWTW)	Upgrade Auto-samplers (WTW & WWTW)			Water	Internal Bulk	N	N	N	Y	N	N	N	N	Y	Y	N	Y	N	N	N	N	N	0	110	0	0	0	0	0	0	
3	STB1415004	Water Treatment Works: Idas Valley	WTW Idas Valley - New Filterbeds			Water	Internal Bulk	N	N	N	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	1,099	145	0	0	0	0	0	0	
4	STB1415025	New Plankenburg Main Sewer Outfall	New Plankenburg Main Sewer Outfall			Sanitation	Sanitation Bulk	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	120,000	0	24,549	0	0	0	0	0	2,838
Topic 4 - Water Services Operations & Maintenance (O&M)																																	
5	STB7	Reservoirs and Dam Safety & Bulk Water Supply Improvements	Reservoirs and Dam Safety & Bulk Water Supply Improvements			Water	Internal Bulk	Y	N	N	N	Y	N	N	N	Y	N	N	N	N	N	N	N	N	8,800	2,300	0	0	0	0	0	0	
6	STB4	Water Pipe Replacement	Water Pipe Replacement			Water	Reticulation	N	Y	N	N	N	N	N	N	N	Y	N	N	N	N	N	N	N	9,000	3,300	0	0	0	0	0	0	
7	STB6	Upgrade Auto-samplers (WTW & WWTW)	Upgrade Auto-samplers (WTW & WWTW)			Water	Internal Bulk	N	N	N	Y	N	N	N	N	Y	Y	N	Y	N	N	N	N	N	0	110	0	0	0	0	0	0	

**Stellenbosch Local Municipality
Water Services Development Plan**

WSDP Revision 1: 2017 (2017 – 2018)

Nr	Project Number	Project Name	Description	Project Type	Project Solution	Main Category	Sub Category	Component(Yes/No)														Project Cost (R'000)	Funding Source (R'000)							
								Bulk Pipeline	Reticulation Line	Pumpstation	WTW	Reservoir	Source Development	Power Installation	Feasibility	Operations	Maintenance	WCDM	WWTW	Water Bourne Sanitation	VJP Sanitation		Own	MIG	RBIG	ACIP	DR	MWIG	Other	
8	STB6	Upgrade Auto-samplers (WTW & WWTW)	Upgrade Auto-samplers (WTW & WWTW)			Water	Internal Bulk	N	N	N	Y	N	N	N	N	Y	Y	N	Y	N	N	N	0	110	0	0	0	0	0	0
Topic 5.1 - Conservation & Demand Management - Water Resource																														
9	STB13	Water Conservation and Demand Management	Water Conservation and Demand Management			Water	Planning	Y	Y	N	Y	Y	N	N	N	N	N	N	Y	N	N	N	1,500	69,002	0	0	0	0	0	0
Topic 5.2 - Conservation & Demand Management - Water Balance																														
10	STB13	Water Conservation and Demand Management	Water Conservation and Demand Management			Water	Planning	Y	Y	N	Y	Y	N	N	N	N	N	N	Y	N	N	N	1,500	69,002	0	0	0	0	0	0
Topic 6 - Water Resource																														

		Funding Source (R'000)						
		Own	MIG	RBIG	ACIP	DR	MWIG	Other
Total Funding:	75,021	24,549	0	0	0	0	2,838	

Stellenbosch Local Municipality
Water Services Development Plan

Financial Year 2019																															
Nr	Project Number	Project Name	Description	Project Type	Project Solution	Main Category	Sub Category	Component(Yes/No)																Project Cost (R'000)	Funding Source (R'000)						
								Bulk Pipeline	Reticulation Line	Pumpstation	WTW	Reservoir	Source Development	Power Installation	Feasibility	Operations	Maintenance	WCDM	WWTW	Water Bourne Sanitation	VIP Sanitation	Own	MBG		RBIG	ACIP	DR	MHO	Other		
Topic 1 - Settlement Demographics & Public Amenities																															
1	STB1415026	Bulk Sewerpipe Replacement	Bulk Sewerpipe Replacement			Sanitation	Sanitation Bulk	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	19,204	0	0	0	0	0	0	4,000		
Topic 2 - Service Level Profile																															
Topic 3 - Water Services Asset Management																															
2	STB11	Upgrade and replace water meters	Upgrade and replace water meters			Water	Reticulation	N	N	N	N	N	N	N	N	N	N	N	Y	N	N	2,500	0	0	0	0	0	0	1,500		
3	STB14	Water Telemetry Upgrade	Water Telemetry Upgrade			Water	Internal Bulk	N	N	N	Y	N	N	N	N	N	N	N	N	N	N	400	0	0	0	0	0	0	500		
4	STB1415004	Water Treatment Works: Idas Valley	WTW Idas Valley - New Filterbeds			Water	Internal Bulk	N	N	N	Y	N	N	N	N	N	N	N	N	N	N	1,099	0	0	0	0	0	0	1,000		
5	STB10	Storage Dam and Reservoir Upgrade (STB)	Storage Dam and Reservoir Upgrade (STB)			Water	Internal Bulk	N	N	N	N	Y	N	N	N	N	N	N	N	N	N	1,550	0	0	0	0	0	0	1,500		
6	STB1415025	New Plankenburg Main Sewer Outfall	New Plankenburg Main Sewer Outfall			Sanitation	Sanitation Bulk	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	120,000	0	26,644	0	0	0	0	13,356		
Topic 4 - Water Services Operations & Maintenance (O&M)																															
7	STB7	Reservoirs and Dam Safety & Bulk Water Supply Improvements	Reservoirs and Dam Safety & Bulk Water Supply Improvements			Water	Internal Bulk	Y	N	N	N	Y	N	N	N	N	N	Y	N	N	N	8,800	0	0	0	0	0	0	500		
8	STB4	Water Pipe Replacement	Water Pipe Replacement			Water	Reticulation	N	Y	N	N	N	N	N	N	N	N	Y	N	N	N	9,000	0	0	0	0	0	0	3,000		

**Stellenbosch Local Municipality
Water Services Development Plan**

Nr	Project Number	Project Name	Description	Project Type	Project Solution	Main Category	Sub Category	Component(Yes/No)																Project Cost (R'000)	Funding Source (R'000)								
								Bulk Pipeline	Reticulation Line	Pumpstation	WTW	Reservoir	Source Development	Power Installation	Feasibility	Operations	Maintenance	WCDM	WWTW	Water Bourne Sanitation	VIP Sanitation	Own	MIG		RBIG	ACIP	DR	MWIG	Other				
9	STB8	Chlorination Installation: MHI study	Chlorination Installation: MHI study			Water	Basic Supply	N	N	N	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	350	0	0	0	0	0	0	0	1,000
Topic 5.1 - Conservation & Demand Management - Water Resource																																	
10	STB13	Water Conservation and Demand Management	Water Conservation and Demand Management			Water	Planning	Y	Y	N	Y	Y	N	N	N	N	N	N	N	Y	N	N	N	1,500	0	0	0	0	0	0	0	500	
Topic 5.2 - Conservation & Demand Management - Water Balance																																	
11	STB13	Water Conservation and Demand Management	Water Conservation and Demand Management			Water	Planning	Y	Y	N	Y	Y	N	N	N	N	N	N	Y	N	N	N	1,500	0	0	0	0	0	0	0	500		
12	STB11	Upgrade and replace water meters	Upgrade and replace water meters			Water	Reticulation	N	N	N	N	N	N	N	N	N	N	Y	N	N	N	N	2,500	0	0	0	0	0	0	0	1,500		
Topic 6 - Water Resource																																	

		Funding Source (R'000)						
		Own	MIG	RBIG	ACIP	DR	MWIG	Other
Total Funding:	0	26,644	0	0	0	0	0	26,856

**Stellenbosch Local Municipality
Water Services Development Plan**

WSDP Revision 1: 2017 (2017 – 2018)

Nr	Project Number	Project Name	Description	Project Type	Project Solution	Main Category	Sub Category	Component(Yes/No)														Project Cost (R'000)	Funding Source (R'000)							
								Bulk Pipeline	Reticulation Line	Pumpstation	WTW	Reservoir	Source Development	Power Installation	Feasibility	Operations	Maintenance	WCDM	WWTW	Water Bourne Sanitation	VIP Sanitation		Own	MIG	RBIG	ACIP	DR	MWIG	Other	
7	STB13	Water Conservation and Demand Management	Water Conservation and Demand Management			Water	Planning	Y	Y	N	Y	Y	N	N	N	N	N	N	Y	N	N	N	1,500	0	0	0	0	0	0	2,000
Topic 5.2 - Conservation & Demand Management - Water Balance																														
8	STB13	Water Conservation and Demand Management	Water Conservation and Demand Management			Water	Planning	Y	Y	N	Y	Y	N	N	N	N	N	Y	N	N	N	1,500	0	0	0	0	0	0	2,000	
9	STB11	Upgrade and replace water meters	Upgrade and replace water meters			Water	Reticulation	N	N	N	N	N	N	N	N	N	Y	N	N	N	2,500	0	0	0	0	0	0	1,500		
Topic 6 - Water Resource																														

Funding Source (R'000)							
	Own	MIG	RBIG	ACIP	DR	MWIG	Other
Total Funding:	0	0	0	0	0	0	8,000

Chapter 2:

Topic 1: Settlement Demographics & Public Amenities

Settlement Summary		
Section	Value	Assessment Score
1.1 Total Population	178417	100
1.2 Total Number of Households	49774	100
1.3 Average Household Size	4.17	100
1.4 Total Number of Settlements	72	100

Summary by Settlement Group			
Settlement Type	Settlements	Population	Households
Rural	19	46854	14249
Urban	53	131563	35525

Stellenbosch Local Municipality Water Services Development Plan

Amenities Summary		
Description	Number per type	Assessment Score
Educational facilities	62	100
Health Facilities	16	100

Assessment Score						
Settlement Type		Number of settlements	Population per settlement type	Households per settlement type	Average Households size per settlement type	
Rural	Farming	1	37329	11679	3.2	100
Rural	Rural - Small Village <= 5000	10	7705	2095	3.68	100
Rural	Rural Scattered Low Density	3	1258	356	4.45	100
Rural	Rural Scattered Very Low Density	4	317	77	5.67	100
Rural	Squatter Camp - Rural	1	245	42	5.83	100
Urban	Urban - Formal Town	40	98280	27858	4.17	100
Urban	Urban - Informal Settlements (Squatter Camp)	7	28484	6959	4.48	100
Urban	Working Towns and Service Centres - Mines, Prisons etc.	6	4799	708	3.42	100
Total						100.0%

Topic 1 Master Plan		
Section	Is there a master plan to address this problem?	Does this plan address the plan address this problem 100%?

Stellenbosch Local Municipality

Water Services Development Plan

1.1 Settlements Summary	Yes	Yes
1.2 Summary by Settlement Group	Yes	Yes
1.3 Assessment Score by Settlement Type	Yes	Yes
1.4 Amenities Summary	Yes	Yes

Strategic Interpretation

Detail situation assessments per Topic element

1.1 Settlements Summary

Interpret Situation Assessment:	Total number of households is 49 774 and total population is 178 417
---------------------------------	--

1.2 Summary by Settlement Group

Interpret Situation Assessment:	There are 19 settlements classified as rural with the number of households at 14 249 and there are 53 settlements classified as urban with a total number of households of 35 525.
---------------------------------	--

1.3 Assessment Score by Settlement Type

Interpret Situation Assessment:	Urban - Informal Settlements (Squatter Camp): 7 settlements Rural - Small Village <= 5000: 10 settlements Rural Scattered Low Density: 3 settlements Rural Scattered Very Low Density: 4 settlements Urban - Formal Town: 40 settlements Urban - Informal Settlements (Squatter Camp): 7 settlements Working Towns and Service Centres - Mines, Prisons etc.: 6 settlements Squatter Camp - Rural: 1 settlement
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1.4 Amenities Summary

Interpret Situation Assessment:	There are 2 hospitals, 1 health centre and 10 clinics.
---------------------------------	--

**Stellenbosch Local Municipality
Water Services Development Plan**

Business Element Report Items	Compliancy Score	Intervention Required	%	Solution description as Identified by Master Plan	%	Is there an Existing project addressing this problem?	%	Does this current listed project address the problem totally?	%	Project Approved by Council as part of WSDP Database?	%	Approved by council, in project database and part of 5 yr IDP cycle projects	%	Project listed in 3 yr MTEF - cycle	%	Total Points	Current Demand Overall Scoring %
1.1 Settlements Summary	100	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100
1.2 Summary by Settlement Group	0	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100
1.3 Assessment Score by Settlement Type	100	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100
1.4 Amenities Summary	100	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100
Demand Overall Scoring Average																100	

WSDP FY2018: Strategies and Objectives

Stellenbosch

Nr	Objective Strategy	Key Performance Indicator	Baseline (2017 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2018	FY2019	FY2020	FY2021	FY2022
					Target	Target	Target	Target	Target
Settlement Demographics & Public Amenities									
1.2	Provision of sustainable basic services to informal settlements. (Forms part of Human Settlements projects)	Number of settlements serviced			3	3	3		
1.3	Provision of basic services to rural communities located on farms.	Number of communities serviced.			na	na			
1.1	The replacement and upgrading of old infrastructure to accommodate development.	% of approved project budget spent		STB1415026, Bulk Sewerpipe Replacement	95%	100%	100%		

Stellenbosch Local Municipality
Water Services Development Plan

Topic 2: Service Levels Profile

Direct Backlog (Water & Sanitation)		
	Totals	Assessment Score
Direct settlement backlog water house holds. Total house hold of settlement with a water need (irrelevant the type of need)	530	99
Direct settlement backlog water population. Total population of settlement with a water need (irrelevant the type of need)	1694	99
Direct settlement backlog sanitation house holds. Total house hold of settlement with a sanitation need (irrelevant the type of need)	1193	98
Direct settlement backlog sanitation population. Total population of settlement with a sanitation need (irrelevant the type of need)	3813	98

Water Profile		
	Totals	Assessment Score
Water Services Infrastructure Supply Level Profile		
Piped water inside the dwelling/house-Households	38093	100
Piped water inside yard-Households	2522	100
Piped water distance <200m - Households	8344	100
Piped water distance <201m - Households	0	100
Borehole in the yard - Households	285	100
Rain-water tank in yard - Households	0	100
Water vendor-carrier/tanker - Households	0	100
Stagnant water - dam/pool - Households	0	100
Flowing water/spring/ stream/river - Households	0	100
Water Other - Households	530	99
Water Reliability Profile		
Water Supply System	-1	100
Total Number of Households having Reliable Service. (Interpret Direct Backlog field above)	49244	100
Total Number of Households NOT having Reliable Service. (Interpret Direct Backlog field above)	530	99

Stellenbosch Local Municipality
Water Services Development Plan

Water Profile		
	Totals	Assessment Score
System Total Number of Households NOT having Reliable Service due to: Functionality (O&M and Management)	0	100
Total Number of Households NOT having Reliable Service due to: Resource	0	100
Total Number of Households NOT having Reliable Service due to: Infrastructure	530	99
Total Number of Households NOT having Reliable Service due to: Resource - Conservation & Demand Management	0	100
Total Number of Households NOT having Reliable Service due to: Resource - New Source	0	100
Total Number of Households NOT having Reliable Service due to: Infrastructure – UPGRADE/REFURBISHMENT	0	100
Total Number of Households NOT having Reliable Service due to: Infrastructure – EXTENSION	0	100
Total Number of Households NOT having Reliable Service due to: Infrastructure – NEW SCHEME	0	100
Total Number of Households NOT having Reliable Service due to: REPLACE OLD	0	100

Sanitation Profile		
	Totals	Assessment Score
Sanitation Service Infrastructure Supply Level Profile		
None - Households	1193	98
Flush toilet (connected to sewerage system) - Households	48047	100
Flush toilet (with septic tank) - Households	491	100
Chemical Toilet - Households	43	100
Pit toilet with ventilation (VIP) - Households	0	100
Pit without ventilation - Households	0	100
Bucket toilet - Households	0	100
Sanitation Reliability Profile		
Household requiring VIP Refurbishment	0	100
Household requiring Existing Scheme Refurbishment	816	98
Household not having reliable service due to Functionality	0	100
Household not having reliable service due to Resource - Water Security	0	100
Infrastructure to be upgraded: Pit to VIP (HH)	0	100
Infrastructure to be upgraded: Buckets to waterborne (HH)	0	100

**Stellenbosch Local Municipality
Water Services Development Plan**

Sanitation Profile		
	Totals	Assessment Score
Infrastructure requirement: None to to waterborne. (HH)	1193	98
Infrastructure to be upgraded: Buckets to VIP (HH)	0	100
Infrastructure to be upgraded: None to VIP (HH)	0	100

Consumer types	Waterstatus
	Adequate
Educational facilities	62
Health Facilities	16
Grand Total	78

Stellenbosch Local Municipality
Water Services Development Plan

2.1 Water Services						
Associated Services Facility	Number of facilities	Facilities with Adequate services	Facilities with No services	Facilities with Inadequate services	Total Potential Cost (basic level) (RM)	Assessment Score
2.1.1 Education Plan						
Primary School	30	30	0	0	0.00	100
Secondary School	12	12	0	0	0.00	100
Tertiary	8	8	0	0	0.00	100
Combined	4	4	0	0	0.00	100
Special Needs	1	1	0	0	0.00	100
Other	1	1	0	0	0.00	100
Total	56	56	0	0	0.00	
2.1.2 Health Plan						
Hospitals	2	2	0	0	0.00	100
Health Centers	1	1	0	0	0.00	100
Clinics	13	13	0	0	0.00	100
Other	0	0	0	0	0.00	100
Total	16	16	0	0	0.00	
2.2 Sanitation Services						
2.2.1 Education Plan						
Primary School	30	30	0	0	0.00	100
Secondary School	12	12	0	0	0.00	100
Tertiary	8	8	0	0	0.00	100
Combined	4	4	0	0	0.00	100
Special Needs	1	1	0	0	0.00	100
Other	1	1	0	0	0.00	100
Total	56	56	0	0	0.00	

Stellenbosch Local Municipality
Water Services Development Plan

2.2.2 Health Plan						
Hospitals	2	2	0	0	0.00	100
Health Centers	1	1	0	0	0.00	100
Clinics	13	13	0	0	0.00	100
Other	0	0	0	0	0.00	100
Total	16	16	0	0	0.00	

Topic 2 Master Plan		
Section	Is there a master plan to address this problem?	Does this plan address the plan address this problem 100%?
Direct Backlog Water	Yes	Yes
Water Services Infrastructure Supply Level Profile	Yes	Yes
Sanitation Service Infrastructure Supply Level Profile	Yes	Yes
Water Services: Education	Yes	Yes
Sanitation Services: Education	Yes	Yes
Health and Educational Facilities	Yes	Yes
Direct Backlog Sanitation	Yes	Yes
Water Reliability Profile	Yes	Yes
Sanitation Reliability Profile	Yes	Yes
Water Services: Health	Yes	Yes
Sanitation Services: Health	Yes	Yes

Strategic Interpretation

Detail situation assessments per Topic element

Direct Backlog Water

Stellenbosch Local Municipality
Water Services Development Plan

Interpret Situation Assessment:	There are no households with a water need irrelevant of the type of need.
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Water Services Infrastructure Supply Level Profile

Interpret Situation Assessment:	The municipality provide adequate supply.
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Sanitation Service Infrastructure Supply Level Profile

Interpret Situation Assessment:	The municipality provide adequate supply.
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Water Services: Education

Interpret Situation Assessment:	All education facilities are serviced.
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Sanitation Services: Education

Interpret Situation Assessment:	All education facilities are serviced.
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Health and Educational Facilities

Stellenbosch Local Municipality Water Services Development Plan

Interpret Situation Assessment:	All education and health facilities are serviced.
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Direct Backlog Sanitation

Interpret Situation Assessment:	There are still backlogs in Stellenbosch, Klapmuts, Kylemore and Stellenbosch NU
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Water Reliability Profile

Interpret Situation Assessment:	The municipality provide a reliable supply to their residents. A number of projects are ongoing such as the replacement of old AC pipes to reduce the number of leaks and pipe bursts which result in a breakdown of supply.
---------------------------------	--

Sanitation Reliability Profile

Interpret Situation Assessment:	The municipality has reliable sanitation infrastructure in place and has initiated a number of projects to increase the efficiency and the capacity of the treatment works to accommodate future growth.
---------------------------------	--

Water Services: Health

Interpret Situation Assessment:	All health facilities are serviced.
---------------------------------	-------------------------------------

Sanitation Services: Health

Stellenbosch Local Municipality
Water Services Development Plan

Interpret Situation Assessment:	All health facilities are serviced.
---------------------------------	-------------------------------------

Business Element Report Items	Compliance Score	Intervention Required	%	Solution description as identified by Master Plan	%	Is there an Existing project addressing this problem?	%	Does this current listed project address the problem totally?	%	Project Approved by Council as part of WSDP Database?	%	Approved by council, in project database and part of 5 yr IDP cycle projects	%	Project listed in 3 yr MTEF - cycle	%	Total Points	Current Demand Overall Scoring %
Direct Backlog Water	98.5	No	100		0		0		0		0		0		0	0	100
Water Services Infrastructure Supply Level Profile	99.86	No	100		0		0		0		0		0		0	0	100
Sanitation Service Infrastructure Supply Level Profile	99.63	No	100		0		0		0		0		0		0	0	100
Water Services: Education	100	No	100		0		0		0		0		0		0	0	100
Sanitation Services: Education	100	No	100		0		0		0		0		0		0	0	100
Health and Educational Facilities	0	No	100		0		0		0		0		0		0	0	100
Direct Backlog Sanitation	0	Yes	100	Upgrade of Stellenbosch WWTW, Upgrade of Klapmuts WWTW	100	Yes	100	Yes	100	Yes	100	Yes	100	Yes	100	700	100
Water Reliability Profile	0	No	100		0		0		0		0		0		0	0	100
Sanitation Reliability Profile	0	No	100		0		0		0		0		0		0	0	100
Water Services: Health	0	No	100		0		0		0		0		0		0	0	100
Sanitation Services: Health	0	No	100		0		0		0		0		0		0	0	100
Demand Overall Scoring Average																100	

WSDP FY2018: Strategies and Objectives

Stellenbosch

Nr	Objective Strategy	Key Performance Indicator	Baseline (2017 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2018	FY2019	FY2020	FY2021	FY2022
					Target	Target	Target	Target	Target
Service Levels Profile									

Stellenbosch Local Municipality
Water Services Development Plan

Nr	Objective Strategy	Key Performance Indicator	Baseline (2017 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2018	FY2019	FY2020	FY2021	FY2022
					Target	Target	Target	Target	Target
2.1	Provision of cleaned piped water to all formal HH within 200 meters from the household in terms of the Dept of Water Affairs' legislative requirements.	Number of reports			1	1	1		
2.2	Provision of sanitation services to domestic wastewater and sewerage disposal at formal households. (Forms part of Human Settlements projects)	Number of reports			1	1	1		
2.3	Provide 50 additional waterborne toilet facilities and taps to informal settlements.	Number of waterborne toilet facilities and taps installed			50	50	50		
2.4	Provide free basic sanitation services to registered indigent account holders which are connected to the municipal waste water (sanitation/sewerage) network & are billed for sewerage service, irrespective of the number of water closets (toilets). (Forms part of Human Settlements projects)	Number of indigent account holders connected to the sanitation/sewerage network and are billed for sewerage services			5757	6486	6486		
2.5	Provide sanitation services to residential properties which are connected to the municipal waste water (sanitation/sewerage) network.	Number of residential properties which are billed for sewerage in accordance with the SAMRAS financial system			37902	37902	37902		

Stellenbosch Local Municipality
Water Services Development Plan

Nr	Objective Strategy	Key Performance Indicator	Baseline (2017 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2018	FY2019	FY2020	FY2021	FY2022
					Target	Target	Target	Target	Target
2.6	Provide clean piped water to registered indigent account holders which are connected to the municipal water infrastructure network.	Number of indigent account holders receiving free basic water			5757	6486	6486		
2.7	Provide clean piped water to formal residential properties which are connected to the municipal water infrastructure network.	Number of formal residential properties receiving piped water			37902	37902	37989		

**Stellenbosch Local Municipality
Water Services Development Plan**

Topic 3: Water Services Asset Management

Yes No Grid		
Question	Yes	Assessment Score

3.1 General Information		
3.1.1 Is there an Asset Management plan	True	80
3.1.2 Is there a disaster management plan	True	80
3.1.3 Is there a plan in place to manage untreated effluent	True	80

Questions										
Question	B	AP	WTW	WP	SP	WL	SL	R	WWTW	Assessment Score

Stellenbosch Local Municipality
Water Services Development Plan

[section]										
3.1.1 Total number of components / km of pipeline / units	65	8	3	36	24	10,00	0	30	5	100
3.2.1.1 Previous incidents including Security Problems (Regular)		0	0	0	0			0	0	100
3.2.1.2 Previous incidents including Security Problems (Periodic)		0	0	0	0			0	0	84
3.2.1.3 Previous incidents including Security Problems (Sporadic)		3	3	0	20			0	0	100
3.2.1.4 Previous incidents including Security Problems (None)		5	0	39	5			50	5	100
3.2.2.1 Safety inspection performed (Regular)		8	3	32	20			41	5	91
3.2.2.2 Safety inspection performed (Periodic)		0	0	0	0			0	0	100
3.2.2.3 Safety inspection performed (Sporadic)		0	0	0	0			0	0	95
3.2.2.4 Safety inspection performed (None)		0	0	7	5			9	0	100
3.2.5 Average Operating hours per day (X hrs)			17.6						17.6	100
3.3.1.1 General physical condition: Dysfunctional	0	0	0	3	1	0	0	3	0	100
3.3.1.2 General physical condition: Operational	65	8	3	36	24	0	0	44	4	100

Stellenbosch Local Municipality
Water Services Development Plan

3.3.1.3 General physical condition: Prime Condition	0	0	0	0	0	0	0	0	3	1	84
3.3.1.4 General physical condition: Vandalised	0	0	0	0	0	0	0	0	0	0	84
3.3.2 Number of breakages / failures per year	0	0	0	0	0	0	0	0	0	0	100
3.3.3 Total refurbishment needs %	0%	2%	2%	32%	7%	0%	0%	12%	24%		80
3.3.4 Total refurbishment needs cost (RM)	0.00	3.65	2.11	23.95	0.95	0.00	0.00	17.74	36.25		80
3.3.4.1 Refurbishment cost for 5 year	0	0	0	0	0	0	0	0	27.939		100
3.3.4.2 Refurbishment cost for 10 year	0	3.650625	2.110361	23.946958	0	0	0	15.04094	39.184		100
3.3.4.3 Refurbishment cost for 15 year	0	0	0	0	0	0	0	0	54.958		84
3.3.5 Total replacement needs %	0%	0%	13%	12%	4%	0%	0%	2%	12%		95
3.3.6 Total replacement needs cost (RM)	0.00	0.00	10.76	7.80	1.40	0.00	0.00	2.78	53.09		92
3.3.6.1 Replacement cost for 5 year	0	0	0	28.87	15.466	0	0	150.21525	39.86		97
3.3.6.2 Replacement cost for 10 year	0	0	10.767594	40.49168647	21.69186509	0	0	164.98081959	55.906		100
3.3.6.3 Replacement cost for 15 year	0	0	0	56.79165965	30.42396286	0	0	231.39413411	78.41		100

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3.3.7 Total New development cost required	0	0	0	0	0	0	0	0	0	100
3.3.7.1 New development cost for 5 year	0	0	34.2	0	0	0	0	87.96632468	374.644	100
3.3.7.2 New development cost for 10 year	0	0	0	0	0	0	0	0	525.458	100
3.3.7.3 New development cost for 15 year	0	0	0	0	0	0	0	0	736.982	100
3.3.8 % Of Components already reached useful life	0%	0%	0%	0%	4%	0%	0%	8%	0%	100
3.3.9 % Whereoff the WSA Self is the Current Owner	100%	88%	100%	92%	88%	100%	100%	92%	100%	100
3.3.10 % Whereoff the WSA Self is Current Operator	100%	88%	100%	92%	88%	100%	100%	92%	100%	100
3.4.1 % Expected total lifespan: Short (1-3 yrs)	0	0	0	0	0	0	0	0	0	100
3.4.2 % Expected total lifespan: Medium (3 - 10 yrs)	0	50	0	64.1	16	0	0	12	0	100
3.4.3 % Expected total lifespan: Long (10 - 20 yrs)	100	50	100	35.9	80	100	100	84	100	99

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Sanitation Schemes		
Sanitation Schemes	Green Drop	Assessment Score
Dwarsrivier	True	40
Franschhoek	True	37
Klapmuts	True	39
Raithby	True	32
Stellenbosch	True	41

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Water Schemes		
Water Schemes	Blue Drop	Assessment Score
Dwarsrivier	True	88
Franschhoek	True	71
Klapmuts	False	0
Raithby	False	0
Rural Stellenbosch	False	0
Stellenbosch	True	78
Stellenbosch LM Rural	False	0
WSA Level		

Topic 3 Master Plan

Stellenbosch Local Municipality
Water Services Development Plan

Section	Is there a master plan to address this problem?	Does this plan address the plan address this problem 100%?
3.1 General Information	Yes	Yes
3.2 Operation	Yes	Yes
3.3 Functionality Observation	Yes	Yes
3.4 Asset Assessment Spectrum	Yes	Yes
3.5 Water and Sanitation schemes	Yes	Yes

Strategic Interpretation

Detail situation assessments per Topic element

3.1 General Information

Interpret Situation Assessment:	An infrastructure asset register is in place, but it is critical that an infrastructure management plan be implemented based on preventative maintenance to ensure that damage to assets is prevented before it occur.
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3.2 Operation

Interpret Situation Assessment:	In general the municipality keeps its infrastructure in good order.
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3.3 Functionality Observation

Interpret Situation Assessment:	One of the major challenges facing the Municipality is the need for replacement/upgrading of existing assets which have aged and deteriorated. A large portion of the water network in the municipal area consists of ageing Asbestos Cement (AC) pipes that is a significant contributing factor in causing leaking and bursting of water pipes. The Municipality has instituted a number of initiatives and projects such as replacement of old AC pipe lines, replacement of old and faulty watermeters, etc to provide an improved and secure water supply to its residents. Another challenge faced by the Municipality is the insufficient treatment capacity at various Waste Water Treatment Works, which is a result of historical under-investment and recent sustained growth in population and associated development. The council has in recent years invested vast amounts in the expansion of the treatment works capacity by rehabilitation of assets, upgrading and renewal of facilities and equipment.
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Water Services Development Plan

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3.4 Asset Assessment Spectrum

Interpret Situation Assessment:	The current replacement cost of the water infrastructure of Stellenbosch Municipality is estimated at R1,034.06 million (excluding VAT). Reticulation pipeline assets make up the bulk of the backlog. The current replacement cost of the sanitation infrastructure of Stellenbosch Municipality is estimated at R853.3 million (excluding VAT). The bulk of the backlog is made up of sewer reticulation assets and the Stellenbosch WWTW.
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3.5 Water and Sanitation schemes

Interpret Situation Assessment:	Stellenbosch Municipality also achieved Blue Drop certification in 2012 for four of its five water supply systems, with a total Blue Drop score of 95.56%. The Municipality achieved a platinum award for the Stellenbosch Water Supply System for achieving Blue Drop accreditation three times, every year since the programme's inception in 2009. Based on the last Green Drop report in 2013 the municipality did not meet the expectation of the Regulator and the Green Drop programme. The municipal Green Drop score of 40.16% showed a significant decline from the 71.3% score in 2011, the main reason being the condition and the operation of their wastewater treatment plants. In its efforts to address the shortcomings, the Municipality has in the last few years put great emphasis on the improvement of their WWTW's.
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Business Element Report Items	Compliance Score	Intervention Required	%	Solution description as identified by Master Plan	%	Is there an Existing project addressing this problem?	%	Does this current listed project address the problem totally?	%	Project Approved by Council as part of WSDP Database?	%	Approved by council, in project database and part of 5 yr IDP cycle projects	%	Project listed in 3 yr MTEF - cycle	%	Total Points	Current Demand Overall Scoring %
3.1 General Information	85	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100
3.2 Operation	92	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100
3.3 Functionality Observation	98.59	Yes	100	Replace old infrastructure.	100	Yes	100	Yes	100	Yes	100	Yes	100	Yes	100	700	100
3.4 Asset Assessment Spectrum	89.33	Yes	100	Assess assets	100	Yes	100	Yes	100	Yes	100	Yes	100	Yes	100	700	100
3.5 Water and Sanitation schemes	32.77	Yes	100	Improve WWTW	100	No	100	Yes	100	Yes	100	Yes	100	Yes	100	700	100
Demand Overall Scoring Average																100	

WSDP FY2018: Strategies and Objectives

Stellenbosch

Nr	Objective Strategy	Key Performance Indicator	Baseline (2017 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2018	FY2019	FY2020	FY2021	FY2022
					Target	Target	Target	Target	Target
Water Services Asset Management									

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Water Services Development Plan

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Nr	Objective Strategy	Key Performance Indicator	Baseline (2017 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2018	FY2019	FY2020	FY2021	FY2022
					Target	Target	Target	Target	Target
3.07	Complete new water reticulation projects.	Number of projects completed			3	3	na		
3.11	Development of an Asset Management Plan.	Plan submitted to Council for approval			na	na	na		
3.01	Upgrade and replace water meters.	% of approved project budget spent		STB11, Upgrade and replace water meters	100%	100%	na		
3.02	Upgrade Auto-samplers for water services.	% of approved project budget spent		STB6, Upgrade Auto-samplers (WTW & VVWTW)	100%	100%	na		
3.03	Upgrade the Water Telemetry system.	Completed projects		STB14, Water Telemetry Upgrade	1	1	na		
3.04	Upgrade the Water treatment works.	Completed projects		STB1415004, Water Treatment Works: Idas Valley	na	na	na		
3.05	Upgrade bulk water supply.	Number of projects completed		STB1415030, Bulk water supply Pipe Line & Pumpstations: Franschoek	3	na	na		
3.08	Upgrade storage Dams 1 & 2.	% of approved project budget spent		STB10, Storage Dam and Reservoir Upgrade (STB)	100%	100%	100%		
3.09	Upgrade Bulk Sewer reticulation.	Number of projects completed		STB1415025, New Plankenburg Main Sewer Outfall	3	na	na		

Topic 4: Water Services O&M

In Place	Assesment Score			
4.1 Operation & Maintenance Plan				
Is There a Operation and Maintenance Plan?				
True	100			
Phase	Compliance	Status Quo	Impact	Assesment Score
4.2 Resources				
4.2.1 Existing Groundwater Infrastructure				
Operation	Staff	Not Required	No Impact	100
Maintenance	Staff	Not Required	No Impact	100
Operation	External resources	Not Required	No Impact	100
Maintenance	External resources	Not Required	No Impact	100
Operation	Spare Parts	Not Required	No Impact	100
Maintenance	Spare Parts	Not Required	No Impact	100
Operation	Tools & Equipment	Not Required	No Impact	100
Maintenance	Tools & Equipment	Not Required	No Impact	100
Operation	Budget	Not Required	No Impact	100
Maintenance	Budget	Not Required	No Impact	100
4.2 Resources				
4.2.2 Existing Surface Water Infrastructure				
Operation	Staff	Below Minimum requirement	Medium/High	25
Maintenance	Staff	Below Minimum requirement	Medium/High	25

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Water Services Development Plan

Operation	External resources	Minimum basic requirement	Medium/High	50
Maintenance	External resources	Minimum basic requirement	Medium/High	50
Operation	Spare Parts	Below Minimum requirement	Critical	25
Maintenance	Spare Parts	Below Minimum requirement	Critical	25
Operation	Tools & Equipment	Minimum basic requirement	Low	50
Maintenance	Tools & Equipment	Minimum basic requirement	Low	50
Operation	Budget	Minimum basic requirement	Low	50
Maintenance	Budget	Minimum basic requirement	Low	50
4.2 Resources				
4.2.3 Existing Waste Water Treatment Works Infrastructure				
Operation	Staff	Minimum basic requirement	Medium/High	50
Maintenance	Staff	Minimum basic requirement	Medium/High	50
Operation	External resources	Below Minimum requirement	Medium/High	25
Maintenance	External resources	Above minimum requirement	Low	75
Operation	Spare Parts	Below Minimum requirement	Critical	25
Maintenance	Spare Parts	Below Minimum requirement	Critical	25
Operation	Tools & Equipment	Minimum basic requirement	Medium/High	50
Maintenance	Tools & Equipment	Minimum basic requirement	Medium/High	50
Operation	Budget	Minimum basic requirement	Medium/High	50
Maintenance	Budget	Minimum basic requirement	Medium/High	50
4.2 Resources				
4.2.4 Existing Water Treatment Works Infrastructure				
Operation	Staff	Minimum basic requirement	Medium/High	50
Maintenance	Staff	Minimum basic requirement	Medium/High	50
Operation	External resources	Minimum basic requirement	Low	50
Maintenance	External resources	Minimum basic requirement	Low	50
Operation	Spare Parts	Below Minimum requirement	Medium/High	25
Maintenance	Spare Parts	Below Minimum requirement	Medium/High	25
Operation	Tools & Equipment	Minimum basic requirement	Medium/High	50
Maintenance	Tools & Equipment	Minimum basic requirement	Medium/High	50
Operation	Budget	Minimum basic requirement	Medium/High	50
Maintenance	Budget	Minimum basic requirement	Medium/High	50

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4.2 Resources				
4.2.5 Existing Pump Station Infrastructure				
Operation	Staff	Minimum basic requirement	Medium/High	50
Maintenance	Staff	Minimum basic requirement	Medium/High	50
Operation	External resources	Minimum basic requirement	Low	50
Maintenance	External resources	Minimum basic requirement	Low	50
Operation	Spare Parts	Below Minimum requirement	Medium/High	25
Maintenance	Spare Parts	Below Minimum requirement	Medium/High	25
Operation	Tools & Equipment	Minimum basic requirement	Medium/High	50
Maintenance	Tools & Equipment	Minimum basic requirement	Medium/High	50
Operation	Budget	Minimum basic requirement	Medium/High	50
Maintenance	Budget	Minimum basic requirement	Medium/High	50
4.2 Resources				
4.2.6 Existing Bulk Pipeline Infrastructure				
Operation	Staff	Below Minimum requirement	Medium/High	25
Maintenance	Staff	Below Minimum requirement	Medium/High	25
Operation	External resources	Minimum basic requirement	Medium/High	50
Maintenance	External resources	Minimum basic requirement	Medium/High	50
Operation	Spare Parts	Below Minimum requirement	Critical	25
Maintenance	Spare Parts	Below Minimum requirement	Critical	25
Operation	Tools & Equipment	Minimum basic requirement	Low	50
Maintenance	Tools & Equipment	Minimum basic requirement	Low	50
Operation	Budget	Minimum basic requirement	Low	50
Maintenance	Budget	Minimum basic requirement	Low	50
4.2 Resources				
4.2.7 Existing Tower & Reservoir Infrastructure				
Operation	Staff	Below Minimum requirement	Medium/High	25
Maintenance	Staff	Below Minimum requirement	Medium/High	25
Operation	External resources	Minimum basic requirement	Medium/High	50
Maintenance	External resources	Minimum basic requirement	Medium/High	50
Operation	Spare Parts	Minimum basic requirement	Medium/High	50
Maintenance	Spare Parts	Minimum basic requirement	Medium/High	50

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Operation	Tools & Equipment	Minimum basic requirement	Low	50
Maintenance	Tools & Equipment	Minimum basic requirement	Low	50
Operation	Budget	Minimum basic requirement	Low	50
Maintenance	Budget	Minimum basic requirement	Low	50
4.2 Resources				
4.2.8 Existing Reticulation Infrastructure				
Operation	Staff	Below Minimum requirement	Critical	25
Maintenance	Staff	Below Minimum requirement	Critical	25
Operation	External resources	Minimum basic requirement	Medium/High	50
Maintenance	External resources	Minimum basic requirement	Medium/High	50
Operation	Spare Parts	Below Minimum requirement	Critical	25
Maintenance	Spare Parts	Below Minimum requirement	Critical	25
Operation	Tools & Equipment	Minimum basic requirement	Low	50
Maintenance	Tools & Equipment	Minimum basic requirement	Low	50
Operation	Budget	Minimum basic requirement	Low	50
Maintenance	Budget	Minimum basic requirement	Low	50
4.3 Information				
4.3.1 Existing Groundwater Infrastructure				
Operation	Manuals Available	Not Required	No Impact	100
Maintenance	Manuals Available	Not Required	No Impact	100
Operation	Asset Register	Not Required	No Impact	100
Maintenance	Asset Register	Not Required	No Impact	100
Operation	As-Built info.	Not Required	No Impact	100
Maintenance	As-Built info.	Not Required	No Impact	100
Operation	Tools & Equipment	Not Required	No Impact	100
Maintenance	Tools & Equipment	Not Required	No Impact	100
Operation	Contingency & Safety Plan	Not Required	No Impact	100
Maintenance	Contingency & Safety Plan	Not Required	No Impact	100
4.3 Information				
4.3.2 Existing Surface Water Infrastructure				
Operation	Manuals Available	Below Minimum requirement	Critical	25
Maintenance	Manuals Available	Below Minimum requirement	Critical	25

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Operation	Asset Register	Minimum basic requirement	Medium/High	50
Maintenance	Asset Register	Minimum basic requirement	Medium/High	50
Operation	As-Built info.	Below Minimum requirement	Critical	25
Maintenance	As-Built info.	Below Minimum requirement	Critical	25
Operation	Tools & Equipment	Minimum basic requirement	Low	50
Maintenance	Tools & Equipment	Minimum basic requirement	Low	50
Operation	Contingency & Safety Plan	Minimum basic requirement	Low	50
Maintenance	Contingency & Safety Plan	Minimum basic requirement	Low	50
4.3 Information				
4.3.3 Existing Water Treatment Works Infrastructure				
Operation	Manuals Available	Minimum basic requirement	Medium/High	50
Maintenance	Manuals Available	Below Minimum requirement	Critical	25
Operation	Asset Register	Minimum basic requirement	Medium/High	50
Maintenance	Asset Register	Minimum basic requirement	Medium/High	50
Operation	As-Built info.	Zero Compliance	Critical	0
Maintenance	As-Built info.	Zero Compliance	Medium/High	0
Operation	Tools & Equipment	Minimum basic requirement	Low	50
Maintenance	Tools & Equipment	Zero Compliance	Critical	0
Operation	Contingency & Safety Plan	Minimum basic requirement	Low	50
Maintenance	Contingency & Safety Plan	Minimum basic requirement	Low	50
4.3 Inheritalish				
4.3.4 Existing Waste Water Treatment Works Infrastructure				
Operation	Manuals Available	Minimum basic requirement	Low	50
Maintenance	Manuals Available	Below Minimum requirement	Critical	25
Operation	Asset Register	Below Minimum requirement	Critical	25
Maintenance	Asset Register	Below Minimum requirement	Critical	25
Operation	As-Built info.	Minimum basic requirement	Medium/High	50
Maintenance	As-Built info.	Minimum basic requirement	Medium/High	50
Operation	Tools & Equipment	Minimum basic requirement	Medium/High	50
Maintenance	Tools & Equipment	Minimum basic requirement	Medium/High	50
Operation	Contingency & Safety Plan	Minimum basic requirement	Low	50
Maintenance	Contingency & Safety Plan	Minimum basic requirement	Low	50

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Water Services Development Plan

4.3 Information					
4.3.5 Existing Pump Station Infrastructure					
Operation	Manuals Available	Minimum basic requirement	Low	50	
Maintenance	Manuals Available	Minimum basic requirement	Low	50	
Operation	Asset Register	Minimum basic requirement	Medium/High	50	
Maintenance	Asset Register	Minimum basic requirement	Medium/High	50	
Operation	As-Built info.	Below Minimum requirement	Critical	25	
Maintenance	As-Built info.	Below Minimum requirement	Critical	25	
Operation	Tools & Equipment	Minimum basic requirement	Low	50	
Maintenance	Tools & Equipment	Minimum basic requirement	Low	50	
Operation	Contingency & Safety Plan	Minimum basic requirement	Low	50	
Maintenance	Contingency & Safety Plan	Minimum basic requirement	Low	50	
4.3 Information					
4.3.6 Existing Bulk Pipeline Infrastructure					
Operation	Manuals Available	Minimum basic requirement	Low	50	
Maintenance	Manuals Available	Minimum basic requirement	Low	50	
Operation	Asset Register	Minimum basic requirement	Low	50	
Maintenance	Asset Register	Minimum basic requirement	Low	50	
Operation	As-Built info.	Minimum basic requirement	Low	50	
Maintenance	As-Built info.	Minimum basic requirement	Low	50	
Operation	Tools & Equipment	Minimum basic requirement	Low	50	
Maintenance	Tools & Equipment	Minimum basic requirement	Low	50	
Operation	Contingency & Safety Plan	Minimum basic requirement	Medium/High	50	
Maintenance	Contingency & Safety Plan	Minimum basic requirement	Medium/High	50	
4.3 Information					
4.3.7 Existing Tower & Reservoir Infrastructure					
Operation	Manuals Available	Minimum basic requirement	Low	50	
Maintenance	Manuals Available	Minimum basic requirement	Low	50	
Operation	Asset Register	Minimum basic requirement	Low	50	
Maintenance	Asset Register	Minimum basic requirement	Low	50	
Operation	As-Built info.	Minimum basic requirement	Low	50	
Maintenance	As-Built info.	Minimum basic requirement	Low	50	

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Water Services Development Plan

Operation	Tools & Equipment	Minimum basic requirement	Low	50
Maintenance	Tools & Equipment	Minimum basic requirement	Low	50
Operation	Contingency & Safety Plan	Minimum basic requirement	Medium/High	50
Maintenance	Contingency & Safety Plan	Minimum basic requirement	Medium/High	50
4.3 Information				
4.3.3 Existing Reticulation Infrastructure				
Operation	Manuals Available	Minimum basic requirement	Low	50
Maintenance	Manuals Available	Minimum basic requirement	Low	50
Operation	Asset Register	Minimum basic requirement	Low	50
Maintenance	Asset Register	Minimum basic requirement	Low	50
Operation	As-Built Info.	Minimum basic requirement	Low	50
Maintenance	As-Built Info.	Minimum basic requirement	Low	50
Operation	Tools & Equipment	Minimum basic requirement	Low	50
Maintenance	Tools & Equipment	Minimum basic requirement	Low	50
Operation	Contingency & Safety Plan	Minimum basic requirement	Medium/High	50
Maintenance	Contingency & Safety Plan	Minimum basic requirement	Medium/High	50
4.4 Activity Control & Management				
4.4.1 Existing Groundwater Infrastructure				
Operation	Procedures	Not Required	No Impact	100
Maintenance	Procedures	Not Required	No Impact	100
Operation	Record keeping in place	Not Required	No Impact	100
Maintenance	Record keeping in place	Not Required	No Impact	100
Operation	Quality Control procedures established	Not Required	No Impact	100
Maintenance	Quality Control procedures established	Not Required	No Impact	100
Operation	Risk Management	Not Required	No Impact	100
Maintenance	Risk Management	Not Required	No Impact	100
Operation	Reporting (data analysis & report generation est.)	Not Required	No Impact	100
Maintenance	Reporting (data analysis & report generation est.)	Not Required	No Impact	100
4.4 Activity Control & Management				
4.4.2 Existing Surface water Infrastructure				
Operation	Procedures	Minimum basic requirement	Medium/High	50
Maintenance	Procedures	Minimum basic requirement	Medium/High	50

Stellenbosch Local Municipality
Water Services Development Plan

Operation	Record keeping in place	Below Minimum requirement	Medium/High	25
Maintenance	Record keeping in place	Below Minimum requirement	Medium/High	25
Operation	Quality Control procedures established	Minimum basic requirement	Medium/High	50
Maintenance	Quality Control procedures established	Minimum basic requirement	Medium/High	50
Operation	Risk Management	Minimum basic requirement	Medium/High	50
Maintenance	Risk Management	Minimum basic requirement	Medium/High	50
Operation	Reporting (data analysis & report generation est.)	Minimum basic requirement	Medium/High	50
Maintenance	Reporting (data analysis & report generation est.)	Minimum basic requirement	Medium/High	50
4.4 Activity Control & Management				
4.4.3 Existing Water Treatment Works Infrastructure				
Operation	Procedures	Minimum basic requirement	Low	50
Maintenance	Procedures	Minimum basic requirement	Low	50
Operation	Record keeping in place	Below Minimum requirement	Critical	25
Maintenance	Record keeping in place	Below Minimum requirement	Critical	25
Operation	Quality Control procedures established	Below Minimum requirement	Critical	25
Maintenance	Quality Control procedures established	Below Minimum requirement	Critical	25
Operation	Risk Management	Minimum basic requirement	Medium/High	50
Maintenance	Risk Management	Minimum basic requirement	Medium/High	50
Operation	Reporting (data analysis & report generation est.)	Minimum basic requirement	Low	50
Maintenance	Reporting (data analysis & report generation est.)	Minimum basic requirement	Low	50
4.4 Activity Control & Management				
4.4.4 Existing Waste Water Treatment Works Infrastructure				
Operation	Procedures	Minimum basic requirement	Medium/High	50
Maintenance	Procedures	Below Minimum requirement	Critical	25
Operation	Record keeping in place	Minimum basic requirement	Medium/High	50
Maintenance	Record keeping in place	Minimum basic requirement	Medium/High	50
Operation	Quality Control procedures established	Minimum basic requirement	Medium/High	50
Maintenance	Quality Control procedures established	Minimum basic requirement	Medium/High	50
Operation	Risk Management	Below Minimum requirement	Critical	25
Maintenance	Risk Management	Minimum basic requirement	Medium/High	50
Operation	Reporting (data analysis & report generation est.)	Minimum basic requirement	Medium/High	50
Maintenance	Reporting (data analysis & report generation est.)	Minimum basic requirement	Medium/High	50

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4.4 Activity Control & Management				
4.4.5 Existing Pump Station Infrastructure				
Operation	Procedures	Minimum basic requirement	Medium/High	50
Maintenance	Procedures	Minimum basic requirement	Medium/High	50
Operation	Record keeping in place	Below Minimum requirement	Medium/High	25
Maintenance	Record keeping in place	Below Minimum requirement	Medium/High	25
Operation	Quality Control procedures established	Minimum basic requirement	Medium/High	50
Maintenance	Quality Control procedures established	Minimum basic requirement	Medium/High	50
Operation	Risk Management	Minimum basic requirement	Medium/High	50
Maintenance	Risk Management	Minimum basic requirement	Medium/High	50
Operation	Reporting (data analysis & report generation est.)	Minimum basic requirement	Medium/High	50
Maintenance	Reporting (data analysis & report generation est.)	Minimum basic requirement	Medium/High	50
4.4 Activity Control & Management				
4.4.6 Existing Bulk Pipeline Infrastructure				
Operation	Procedures	Minimum basic requirement	Medium/High	50
Maintenance	Procedures	Minimum basic requirement	Medium/High	50
Operation	Record keeping in place	Below Minimum requirement	Medium/High	25
Maintenance	Record keeping in place	Below Minimum requirement	Medium/High	25
Operation	Quality Control procedures established	Minimum basic requirement	Medium/High	50
Maintenance	Quality Control procedures established	Minimum basic requirement	Medium/High	50
Operation	Risk Management	Minimum basic requirement	Medium/High	50
Maintenance	Risk Management	Minimum basic requirement	Medium/High	50
Operation	Reporting (data analysis & report generation est.)	Minimum basic requirement	Medium/High	50
Maintenance	Reporting (data analysis & report generation est.)	Minimum basic requirement	Medium/High	50
4.4 Activity Control & Management				
4.4.7 Existing Tower & Reservoir Infrastructure				
Operation	Procedures	Minimum basic requirement	Medium/High	50
Maintenance	Procedures	Minimum basic requirement	Medium/High	50
Operation	Record keeping in place	Below Minimum requirement	Medium/High	25
Maintenance	Record keeping in place	Below Minimum requirement	Medium/High	25
Operation	Quality Control procedures established	Minimum basic requirement	Medium/High	50
Maintenance	Quality Control procedures established	Minimum basic requirement	Medium/High	50

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Operation	Risk Management	Minimum basic requirement	Medium/High	50
Maintenance	Risk Management	Minimum basic requirement	Medium/High	50
Operation	Reporting (data analysis & report generation est.)	Minimum basic requirement	Medium/High	50
Maintenance	Reporting (data analysis & report generation est.)	Minimum basic requirement	Medium/High	50
4.4 Activity Control & Management				
4.4.8 Existing Reticulation Infrastructure				
Operation	Procedures	Minimum basic requirement	Medium/High	50
Maintenance	Procedures	Minimum basic requirement	Medium/High	50
Operation	Record keeping in place	Below Minimum requirement	Medium/High	25
Maintenance	Record keeping in place	Below Minimum requirement	Medium/High	25
Operation	Quality Control procedures established	Minimum basic requirement	Medium/High	50
Maintenance	Quality Control procedures established	Minimum basic requirement	Medium/High	50
Operation	Risk Management	Minimum basic requirement	Medium/High	50
Maintenance	Risk Management	Minimum basic requirement	Medium/High	50
Operation	Reporting (data analysis & report generation est.)	Below Minimum requirement	Medium/High	25
Maintenance	Reporting (data analysis & report generation est.)	Below Minimum requirement	Medium/High	25

**Stellenbosch Local Municipality
Water Services Development Plan**

Topic 4 Master Plan		
Section	Is there a master plan to address this problem?	Does this plan address the plan address this problem 100%?
4.1 Operation & Maintenance Plan	Yes	Yes
4.1.1 Is There an Operation and Maintenance Plan?	Yes	Yes
4.2 Resources	Yes	Yes
4.3 Information	Yes	Yes
4.4 Activity Control & Management	Yes	Yes

Strategic Interpretation

Detail situation assessments per Topic element

4.1 Operation & Maintenance Plan

Interpret Situation Assessment:	Operation & Maintenance Plan is in place
---------------------------------	--

4.1.1 Is There an Operation and Maintenance Plan?

Interpret Situation Assessment:	Operation & Maintenance Plan is in place
---------------------------------	--

4.2 Resources

Interpret Situation Assessment:	In most instances the minimum required staff are available. More people are currently being trained by the municipality
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**Stellenbosch Local Municipality
Water Services Development Plan**

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4.3 Information

Interpret Situation Assessment:	The municipality must improve the asbuilt information on some of their infrastructure.
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4.4 Activity Control & Management

Interpret Situation Assessment:	There is a need for record keeping and reporting at the facilities to be improved in some cases.
---------------------------------	--

Business Element Report Items	Compliance Score	Intervention Required	%	Solution description as identified by Master Plan	%	Is there an Existing project addressing this problem?	%	Does this current listed project address the problem totally?	%	Project Approved by Council as part of WSDP Database?	%	Approved by council, in project database and part of 5 yr IDP cycle projects	%	Project listed in 3 yr MTEF - cycle	%	Total Points	Current Demand Overall Scoring %
4.1 Operation & Maintenance Plan	100	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100
4.1.1 Is There an Operation and Maintenance Plan?	50	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100
4.2 Resources	51.25	Yes	100	Personnel to be trained	100	Yes	100	Yes	100	Yes	100	Yes	100	Yes	100	700	100
4.3 Information	50.63	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100
4.4 Activity Control & Management	0	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100

Demand Overall Scoring Average 100

WSDP FY2018: Strategies and Objectives

Stellenbosch

Nr	Objective Strategy	Key Performance Indicator	Baseline (2017 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2018	FY2019	FY2020	FY2021	FY2022
					Target	Target	Target	Target	Target

Stellenbosch Local Municipality
Water Services Development Plan

Nr	Objective Strategy	Key Performance Indicator	Baseline (2017 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2018	FY2019	FY2020	FY2021	FY2022
					Target	Target	Target	Target	Target
Water Services O&M									
4.01	Spend the maintenance budget for water assets.	% of the maintenance budget spent			95%	95%	95%		
4.05	Spend the waste water maintenance budget.	% of maintenance budget spent			95%	95%	95%		
4.06	Spent the maintenance budget for sanitation assets.	% of maintenance budget spent			95%	95%	95%		
4.07	Training of staff on treatment processes, quality monitoring and control.	Number of staff trained			38	40	38		
4.08	Safety audits to be undertaken on all WWTW's to ensure compliance with the Occupational Health and Safety Act.	Number of audits			1	1	1		
4.11	Spent 90% of the total approved water services capital budget applicable to the directorate (Actual capital expenditure divided by the total approved capital budget).	% of the capital budget spent			90%	90%	90%		
4.02	Improve the Reservoirs and Dam safety.	% of approved project budget spent		STB7, Reservoirs and Dam Safety & Bulk Water Supply Improvements	98%	98%	98%		
4.03	Complete the water pipe replacement.	% of approved project budget spent		STB4, Water Pipe Replacement	100%	100%	100%		
4.04	Monitoring of drinking water quality in terms of SANS 241 on a monthly basis.	% Drinking Water Quality Compliance		STB6, Upgrade Auto-samplers (WTW & WWTW)	98%	98%	98%		

Stellenbosch Local Municipality
Water Services Development Plan

Nr	Objective Strategy	Key Performance Indicator	Baseline (2017 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2018	FY2019	FY2020	FY2021	FY2022
					Target	Target	Target	Target	Target
4.09	50% Weighted Average effluent quality achieved in terms of requirements as regulated by the water use license for all Waste Water Treatment Works.	% effluent quality		STB6, Upgrade Auto-samplers (WTW & WWTW)	60%	60%	60%		
4.10	90% Average water quality achieved as per micro, chemical, operational and physical determinants in terms of the Blue Drop requirements regulated by SANS 241 for all Water Treatment Works.	% Average water quality achieved as per micro, chemical, operational and physical determinants		STB8, Chlorination Installation: MHI study	90%	90%	90%		

Stellenbosch Local Municipality
Water Services Development Plan

Topic 5: Conservation & Demand Management

Topic 5.1: Water Resource Management

Demand Info		
Question	Resource Available	Assessment Score
5.1 Reducing unaccounted water and water inefficiencies		
5.1.1 Night flow metering	1	100
5.1.2 Day flow metering	1	100
5.1.3 Reticulation leaks	1	100
5.1.4 Illegal connections	1	75
5.1.5 Un-metered connections	1	75
5.2 Leak and meter repair programmes. Consumer units targeted by:		
5.2.1 Leak repair assistance programme	1	100

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Water Services Development Plan

5.2.2 Retro-fitting of water inefficient toilets	0	100
5.2.3 Meter repair programme	1	100
5.3 Consumer/end-use demand management: Public Information & Education Programmes		
5.3.1 Schools targeted by education programmes	0	100
5.3.2 Consumers targeted by public information programmes	1	100

Demand Info Question 8		
Question	Number of Settlements	Assessment Score

Conjunctive use of surface - and groundwater		
891	65	100
893	0	100
894	0	100

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**Stellenbosch Local Municipality
Water Services Development Plan**

Demand Info Question 9		
Question	Yes/No	Assessment Score
5.5 Working for Water		
Is there a Working for Water Programme in place:	1	100

Demand Info Question 10	
Project Name	Assessment Score

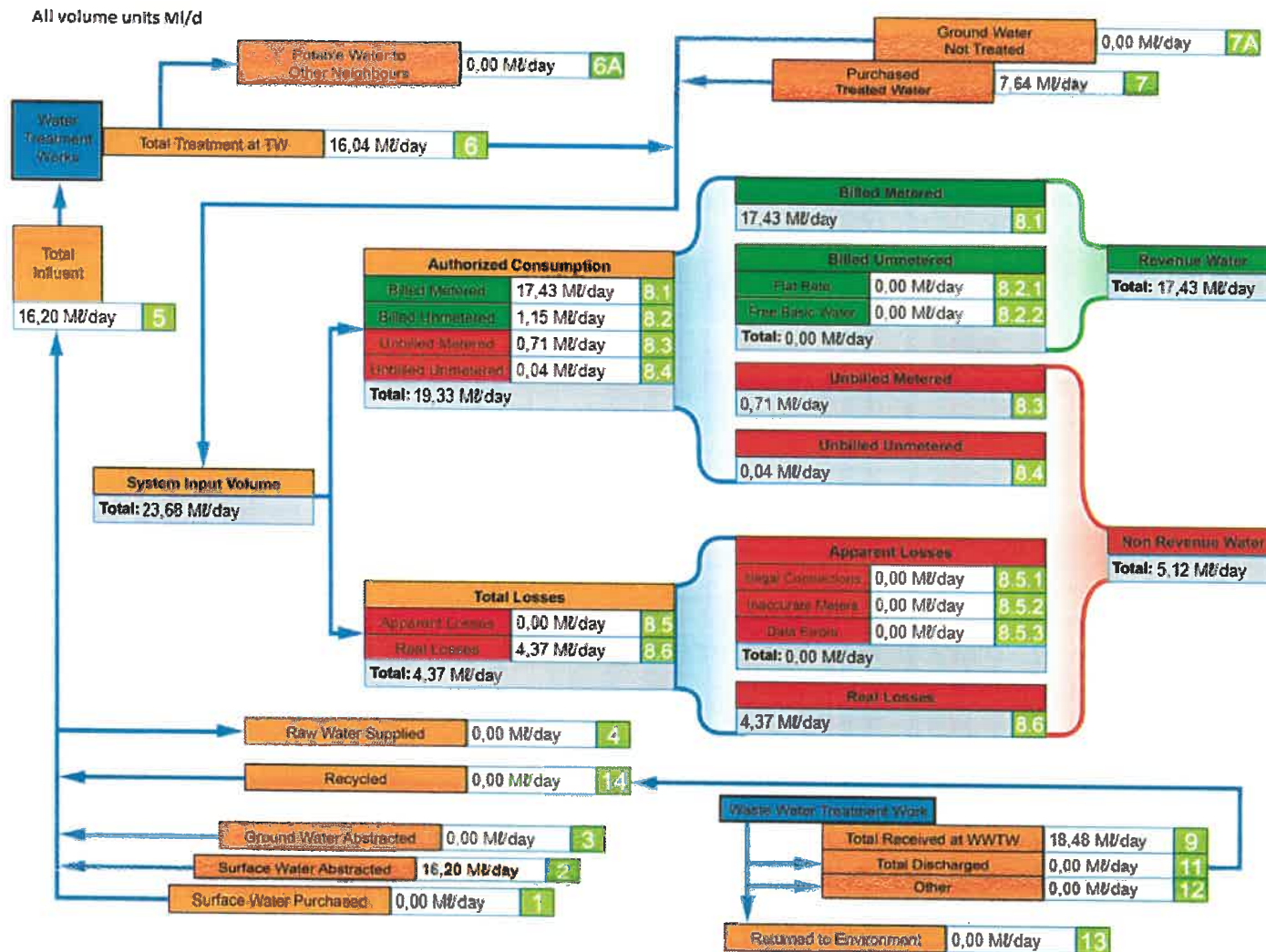
Provide List of Projects	

**Stellenbosch Local Municipality
Water Services Development Plan**

Topic 5.1 Master Plan		
Section	Is there a master plan to address this problem?	Does this plan address the plan address this problem 100%?
5.1 Reducing unaccounted water and water inefficiencies	Yes	Yes
5.2 Leak and meter repair programmes.	Yes	Yes
5.3 Consumer/end-use demand management: Public Information & Education Programmes	Yes	Yes
5.4: Conjunctive use of surface - and groundwater	Yes	Yes
5.5 Working for Water	No	No

Topic 5.2: Water Balance

Stellenbosch Local Municipality
Water Services Development Plan



Topic 5.2: Water Balance

**Stellenbosch Local Municipality
Water Services Development Plan**

Questions	Assessment Score
5.2.1 Amount of surface water purchased.	
5.2.2 Amount of surface water abstracted.	
5.2.3 Amount of ground water abstracted.	
5.2.4 Amount of raw water supplied.	
5.2.5 Total influent of water to water treatment plants.	
5.2.6 Total water treated at water treatment plants.	
5.2.6A Potable water sent to neighbours.	
5.2.7 Total amount of treated water purchased.	
5.2.7A Amount of untreated water pumped directly into reticulation system.	
5.2.8.1 Amount of billed and metered water consumed.	
5.2.8.2 Amount of billed, but not metered, water consumed.	
5.2.8.3 Amount of unbilled metered water consumed.	
5.2.8.4 Amount of unbilled and unmetered water consumed.	
5.2.8.5 Apparent loss of water.	
5.2.8.6 Real loss of water.	
5.2.8.2.1 Water is billed for based on a flat rate tariff (i.e. not based on a meter reading).	
5.2.8.2.2 Free basic water used through unbilled unmetered stand pipes or yard connections.	
5.2.8.5.1 Water used through illegal connections.	
5.2.8.5.2 Water used but not billed for because of inaccurate meters.	
5.2.8.5.3 Water used but not billed for because of data transfer errors, low estimated readings or any administrative errors.	
5.2.9 Total amount of water received at waste water treatment works.	
5.2.11 Total amount of water discharged from waste water treatment works.	
5.2.12 Other	
5.2.13 Amount of water returned to the environment.	
5.2.14 Amount of recycled water supplied.	

Topic 5.2 Master Plan

Topic 5.2 Master Plan		
Section	Is there a master plan that addresses this problem?	Does this plan address this problem 100% ?

**Stellenbosch Local Municipality
Water Services Development Plan**

5.2 Water Balance	Yes	Yes
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Strategic Interpretation

Detail situation assessments per Topic element

5.1 Reducing unaccounted water and water inefficiencies

Interpret Situation Assessment:	The municipality has rolled out a number of project in order to reduce unaccounted water and water inefficiencies. Projects include the water pipe replacement programme which entails the replacement of aging water mains in the WC024 network using Prioritization Program. the Phase 1 of a water meter audit programme has also commenced in the WC024 area. Phase 1 entailed the audit of all water meters in the Klapmuts area. This programme will be extended across the municipal area.
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5.2 Leak and meter repair programmes.

Interpret Situation Assessment:	The Phase 1 of a water meter audit programme has commenced in the WC024 area. Phase 1 entailed the audit of all water meters in the Klapmuts area. This programme will be extended across the municipal area.
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5.3 Consumer/end-use demand management: Public Information & Education Programmes

Interpret Situation Assessment:	Pamphlets containing water saving tips are regularly enclosed with the bills of consumers.
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5.4: Conjunctive use of surface - and groundwater

Interpret Situation Assessment:	
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Stellenbosch Local Municipality
Water Services Development Plan

5.5 Working for Water

Interpret Situation Assessment:	No projects currently ongoing.
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5.2 Water Balance

Interpret Situation Assessment:	Stellenbosch Municipality has kept records of the volumes of raw water received, water treated and water consumed. The municipality is currently in the process of further breaking down their consumption figures for the different category of users i.e. residential, commercial/business, industrial & large users. At the time of preparing this report this information was not yet available.
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Business Element Report Items	Compliance Score	Intervention Required	%	Solution description as identified by Master Plan	%	Is there an Existing project addressing this problem?	%	Does this current listed project address the problem totally?	%	Project Approved by Council as part of WSDP Database?	%	Approved by council, in project database and part of 5 yr IDP cycle projects	%	Project listed in 3 yr MTEF - cycle	%	Total Points	Current Demand Overall Scoring %
5.1 Reducing unaccounted water and water inefficiencies	95	Yes	100	Reduce unaccounted water inefficiencies	100	No	100	Yes	100	Yes	100	Yes	100	Yes	100	700	100
5.2 Leak and meter repair programmes.	100	Yes	100	Audit water meters.	100	Yes	100	Yes	100	Yes	100	Yes	100	Yes	100	700	100
5.3 Consumer/end-use demand management: Public Information & Education Programmes	0	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100
5.4: Conjunctive use of surface - and groundwater	0	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100
5.5 Working for Water	0	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100
5.2 Water Balance	0	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100

Demand Overall Scoring Average 100

WSDP FY2018: Strategies and Objectives

Stellenbosch

Nr	Objective	Key Performance	Baseline (2017 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2018	FY2019	FY2020	FY2021	FY2022
Water Resource Management									

Stellenbosch Local Municipality
Water Services Development Plan

Nr	Objective Strategy	Key Performance Indicator	Baseline (2017 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2018	FY2019	FY2020	FY2021	FY2022
					Target	Target	Target	Target	Target
5.1.1	Implement Water Conservation & Demand Management.	% of approved project budget spent		STB13, Water Conservation and Demand Management	95%	95%	95%		

Strategic Interpretation

Detail situation assessments per Topic element

5.1 Reducing unaccounted water and water inefficiencies

Interpret Situation Assessment:	The municipality has rolled out a number of project in order to reduce unaccounted water and water inefficiencies. Projects include the water pipe replacement programme which entails the replacement of aging water mains in the WC024 network using Prioritization Program. the Phase 1 of a water meter audit programme has also commenced in the WC024 area. Phase 1 entailed the audit of all water meters in the Klapmuts area. This programme will be extended across the municipal area.
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5.2 Leak and meter repair programmes.

Interpret Situation Assessment:	The Phase 1 of a water meter audit programme has commenced in the WC024 area. Phase 1 entailed the audit of all water meters in the Klapmuts area. This programme will be extended across the municipal area.
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5.3 Consumer/end-use demand management: Public Information & Education Programmes

Interpret Situation Assessment:	Pamphlets containing water saving tips are regularly enclosed with the bills of consumers.
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5.4: Conjunctive use of surface - and groundwater

**Stellenbosch Local Municipality
Water Services Development Plan**

WSDP Revision 1: 2017 (2017 – 2018)

Interpret Situation Assessment:	
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5.5 Working for Water

Interpret Situation Assessment:	No projects currently ongoing.
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5.2 Water Balance

Interpret Situation Assessment:	Stellenbosch Municipality has kept records of the volumes of raw water received, water treated and water consumed. The municipality is currently in the process of further breaking down their consumption figures for the different category of users i.e. residential, commercial/business, industrial & large users. At the time of preparing this report this information was not yet available.
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Business Element Report Items	Compliance Score	Intervention Required	%	Solution description as identified by Master Plan	%	Is there an Existing project addressing this problem?	%	Does this current listed project address the problem totally?	%	Project Approved by Council as part of WSDP Database?	%	Approved by council, in project database and part of 5 yr IDP cycle projects	%	Project listed in 3 yr MTEF - cycle	%	Total Points	Current Demand Overall Scoring %
5.1 Reducing unaccounted water and water inefficiencies	0	Yes	100	Reduce unaccounted water inefficiencies	100	No	100	Yes	100	Yes	100	Yes	100	Yes	100	700	100
5.2 Leak and meter repair programmes.	0	Yes	100	Audit water meters.	100	Yes	100	Yes	100	Yes	100	Yes	100	Yes	100	700	100
5.3 Consumer/end-use demand management: Public Information & Education Programmes	0	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100
5.4: Conjunctive use of surface - and groundwater	0	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100
5.5 Working for Water	0	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100
5.2 Water Balance	0	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100

Demand Overall Scoring Average 100

Stellenbosch Local Municipality
Water Services Development Plan

WSDP FY2018: Strategies and Objectives

Stellenbosch

Nr	Objective Strategy	Key Performance Indicator	Baseline (2017 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2018	FY2019	FY2020	FY2021	FY2022
					Target	Target	Target	Target	Target
Water Balance									
5.2.3	Water meter audit of all bulk and consumer water meters including development of a Meter Maintenance and Management Strategy.	Completed Audit Report submitted to council			1	1	1		
5.2.4	Upgrading of water telemetry systems.	Number of completed projects			2	3	3		
5.2.1	Implement Water conservation & Demand Management.	% of approved project budget spent		STB13, Water Conservation and Demand Management	95%	95%	95%		
5.2.2	Limit unaccounted for water to less than 25%.	% Unaccounted for water		STB11, Upgrade and replace water meters	<25%	<25%	<25%		

Stellenbosch Local Municipality
Water Services Development Plan

Topic 6: Water Resources

* Current Water Sources	* Number of sources	* Current abstraction (Mm3/A)	Components abstraction registered	Components abstraction recorded	* Licensed abstraction (Mm3/A)	* Community water supply		Assessment Score
						Rural	Urban	
Boreholes	65	0	65	65	0			75
Surface Water Abstract	8	9.686867	8	8	11.20392	13	52	75
External Sources (Bulk Purchase)	3	4.468356			7.224			75
Water returned to source	0	0			0			100
Conjunctive Use								100

Additional Source Available	* Number of sources	Potential Volume	* Licensed abstraction (Mm3/A)	Assessment Score
Ground Water	0	0	0	100

**Stellenbosch Local Municipality
Water Services Development Plan**

Surface Water	4		0.885	50
External Sources (Bulk Purchase)				100

Question	In Place	Assessment Score

Question	General Assessment	Status Quo	Assessment Score

Question	In Place	Assessment Score

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Question	General Assessment	Status Quo	Assessment Score

Question	B	AP	WTW	WP	SP	WL	SL	R	WWTW	Assessment Score
[section]										
6.4.1.1 The abstraction IS registered with DWS	0	7								100
6.4.1.2 The abstraction IS NOT registered with DWS	65	1								100
6.4.2.1 The abstraction IS recorded	0	8								100
6.4.2.2 The abstraction IS NOT recorded	65	0								100

**Stellenbosch Local Municipality
Water Services Development Plan**

Topic 6 Master Plan		
Section	Is there a master plan to address this problem?	Does this plan address the plan address this problem 100%?
6.1.1 Current Water Sources	Yes	No
6.2 Monitoring	Yes	No
6.3 Water Quality	Yes	Yes
6.4 Operation	Yes	Yes
6.1.2 Additional Sources Available	Yes	No

Strategic Interpretation

Detail situation assessments per Topic element

6.1.1 Current Water Sources

Interpret Situation Assessment:	
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6.2 Monitoring

Interpret Situation Assessment:	The municipality has an extensive monitoring point network in place and has implemented a comprehensive drinking water sampling programme for its formal water supply schemes. There are 5 No supply systems within the Stellenbosch municipal area with 38 No registered monitoring sites. The current monitoring programme is aligned with the requirements set out in SANS241:2015 in both the amount of samples being taken and the frequency of analyses.
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6.3 Water Quality

Stellenbosch Local Municipality
Water Services Development Plan

WSDP Revision 1: 2017 (2017 – 2018)

Interpret Situation Assessment:	The Municipality's water is of a good quality and complies with National Standards (SANS 241). A 95.5% Blue Drop score was achieved for the 2012 period. The Municipality achieved Blue Drop Status awards for four of its five networks in 2011. A Water Safety Plan and Risk Assessment has also been developed to ensure water supply and quality compliance.
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6.4 Operation

Interpret Situation Assessment:	A Water Safety Plan and Risk Assessment has been developed to ensure water supply and quality compliance from all their treatment works. Upgrading of a number of the treatment works within the municipal boundary has been undertaken to ensure water supply and quality compliance. One of the most recent upgrades are the Paradyskloof WTW has been completed in the 2014/15 financial year.
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6.1.2 Additional Sources Available

Interpret Situation Assessment:	Following the drought experienced in the Western Cape for the past three years the municipality has embarked on the development of new resources to feed into the existing water network. The municipality is in the process of developing a number of new boreholes that will augment the existing water supply of the current network.
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Business Element Report Items	Compliancy Score	Intervention Required	%	Solution description as identified by Master Plan	%	Is there an Existing project addressing this problem?	%	Does this current listed project address the problem totally?	%	Project Approved by Council as part of WSDP Database?	%	Approved by council. In project database and part of 5 yr IDP cycle projects	%	Project listed in 3 yr MTEF - cycle	%	Total Points	Current Demand Overall Scoring %
6.1.1 Current Water Sources	84,38	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100
6.2 Monitoring	0	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100
6.3 Water Quality	0	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100
6.4 Operation	100	No	100		0	No	0	No	0	No	0	No	0	No	0	0	100
6.1.2 Additional Sources Available	0	Yes	100	Develop new boreholes	100	Yes	100	Yes	100	Yes	100	Yes	100	Yes	100	700	100

Demand Overall Scoring Average 100

**Stellenbosch Local Municipality
Water Services Development Plan**

WSDP Revision 1: 2017 (2017 – 2018)

Nr	Objective Strategy	Key Performance Indicator	Baseline (2017 status quo)	Linked Project	WSDP	WSDP	WSDP	WSDP	WSDP
					FY2018	FY2019	FY2020	FY2021	FY2022
					Target	Target	Target	Target	Target

Stellenbosch Local Municipality
Water Services Development Plan

Topic 7: Finance

Expenditure Cost Standards & Ratios (Rand Million)									
		2018		2019		2020		2021	
Ratios and efficacy indicators	Sanitation service O&M [and repair] as a % of budget								
	Sanitation service O&M [and repair] as a % Asset value [PPE]	2.24		2.24					
	Water service O&M [and repair] Cost as % of budget value								
	Water service O&M [and repair] Cost as % of Asset value [PPE]	0.64		0.67					
	Untreated waste water units released								
	Cost to purify water								
	Cost to deliver water to consumer	97196.00		101161.00					
	Cost to treat waste water	143465.00		157138.00					
	Cost to deliver waste water to treatment facility	116790.00		128117.00					
	Blue drop cost	0.74							
	Blue drop number WTW								
	Green drop cost	0.42							
	Green drop WWTW number of plants								
Water balance cost [Non Revenue Water]									
MTEF		2018		2019		2020		2021	
		R/c	Units	R/c	Units	R/c	Units	R/c	Units
Operation /Function / Process: Water Balance Cost / Revenue	Metered units bulk-raw water, or bulk potable water purchased and- or produced. Water that goes into a water supply system		23.68						
	Billed Metered Consumption		17.43						
	Billed Un Metered Consumption		1.14						
	Un Billed Metered Consumption		0.71						
	Un Billed Un Metered Consumption		0.05						
	Apparent (commercial) losses								
	Real (physical) losses		4.36						
	Water used [lost] during the process of Operation, Repair and Maintenance								

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Water Services Development Plan

		Operational Resource Costs [Cost to operate & or deliver service]			
MTEF		2018	2019	2021	2022
Resource (Required/used for Service delivery activities - In Public Procurement there are generally three procurement categories: goods, works and services.)	Staff				
	Vehicles / transport	500.00	500.00		
	Chemicals	582.00	582.00		
	Materials				
	Equipment	250.00	250.00		
	Tools				
	Operation				
	Administration				
	Maintenance (corrective; adaptive; preventative)	23603.00	25348.00		
	Billing	207516.00	219602.00		
	Revenue collection	213842.00	226393.00		
	Management				

Stellenbosch Local Municipality
Water Services Development Plan

MTEF Expenditure Million				
MTEF	2018	2019	2020	2021
Property - WTW				
Dams - WTW				
Springs - WTW	1000	1500		
Weirs - WTW				
Boreholes - WTW				
Reservoirs - WTW	500	5000		
Water Treatment Works (WTW) Civil works	7000			
Water Treatment Works (WTW) Mechanical works	2000			
Water Treatment Works (WTW) Electrical works	1000			
Pump Station (PS) Civil works				
Pump Station (PS) Mechanical works				
Pump Station (PS) Electrical works				
Internal [water] reticulation - WTW	3000	3000		
Bulk [water] reticulation - WTW	12000			
Meters Bulk - WTW				
Meters Household - WTW	1500	1500		
Property - WWTW				
Waste Water Treatment Works (WWTW) Civil works	9606	700		
Waste Water Treatment Works (WWTW) Mechanical works	2745	200		
Waste Water Treatment Works (WWTW) Electrical works	1372	100		
Pump Station (PS) Civil works - WWTW				
Pump Station (PS) Mechanical works - WWTW				
Pump Station (PS) Electrical works - WWTW				
Internal sanitation reticulation				
Bulk sanitation reticulation - WWTW	33500	50000		
Meters Bulk - WWTW				
Ponds - WWTW				
				Total
Notes:	1	Pump stations should be included separate itemised in asset registers due to the impact of type of station [e.g. diesel costs; Distance; Etc.]		
	2	NRW excludes FBS and is a MTEF cost to service		

Stellenbosch Local Municipality
Water Services Development Plan

CAPEX Million															
Assets per Class	Fund source name	Transfers recognised - operational	Local Government Equitable Share	Municipal Infrastructure Grant	Municipal Water Infrastructure Grant	Expanded Public Works Programme Integrated Grant (Municipality)	Urban Settlement Development Grant	Rural Households Infrastructure Grant	Backlogs in Water and Sanitation at Clinics and Schools Grant	Implementation of Water Services Projects (ACIP, Etc.)	Regional Bulk Infrastructure Grant	Water Services Operating and Transfer Subsidy Grant (Schedule 6)	Water Services Operating and Transfer Subsidy Grant (Schedule 7)	Municipal Drought Relief Grant	Accelerated Community Infrastructure Programme
Votes															
Property, Plant and Equipment - Water Treatment System	Property - WTW														
	Dams - WTW														
	Springs - WTW														
	Weirs - WTW														
	Boreholes - WTW														
	Reservoirs - WTW														
	WTW Civil works														
	WTW Mechanical works														
	WTW Electrical works														
	Pump Station (PS) Civil works														
	Pump Station (PS) Mechanical works														
	Pump Station (PS) Electrical works														
	Internal [water] reticulation - WTW														
	Bulk [water] reticulation - WTW														
	Meters Bulk - WTW														
	Meters Household - WTW														
Property, Plant and Equipment - Waste Water Treatment System	Property														
	WWTW Civil works														
	WWTW Mechanical works														
	WWTW Electrical works														
	Pump Station (PS) Civil works - WWTW														
	Pump Station (PS) Mechanical works - WWTW														
	Pump Station (PS) Electrical works - WWTW														
	Internal sanitation reticulation														
	Bulk sanitation reticulation														
	Meters Bulk WWTW														
	Ponds - WWTW														

Total

**Stellenbosch Local Municipality
Water Services Development Plan**

WSDP Revision 1: 2017 (2017 – 2018)

REVENUE Million										
Fund source name	Service charges - service	Water Services Operating and Transfer Subsidy Grant (Sch 6)	Water Services Operating and Transfer Subsidy Grant (Sch 7)	Transfers recognised - operational	Agency services	Interest earned - outstanding debtors	Equitable Share	Trading Entities [e.g. Rand Water; Pikitup; Etc.]	Partnership Funds	
Votes										
Agency services										
Agriculture + rural water services										
Agriculture + rural sanitation service										
FBS Sanitation										
FBS Water										
Urban HLS Water										
Sanitation Urban HLS										
Industrial Water										
Industrial Waste Water										
NRW										
Total										
The assumption is that rural and urban costs are differentiated and that Assumption is made that potable water and industrial water tariffs differ										
NRW excludes FBS and is a MTEF cost to service										
Pump stations should be included separate itemised in asset registers due to the impact of type of station [e.g. diesel costs; Etc.]										

Topic 8: Water Services Institutional Arrangements and Customer Services

Context Information	
Questions	Answers

Stellenbosch Local Municipality Water Services Development Plan

Date of completion	04/20/2017 00:00:00						
Municipality type	A - Metro	B1 - LM	B2 - LM	B3 - LM	B4 - LM	C2 - DM	
Water service provider type	Internal (i.e. municipality)	External (e.g. Water Board, service provider)	Combination of internal and external				
Wastewater service provider type	Internal (i.e. municipality)	External (e.g. Water Care Company, service provider)	Combination of internal and external				
Water system maintenance	Internal (i.e. municipality)	External (e.g. service provider)	Combination of internal and external				
Wastewater system maintenance	Internal (i.e. municipality)	External (e.g. service provider)	Combination of internal and external				
You are able to respond within necessary timeframes to emergencies, via internal staff and resources, or through other procurement processes (e.g. 'as and when' required contracts)	Yes, strongly agree	In place, with occasional non-optimal response	Partially in place, but not ideal	No, disagree	Don't know		
The key staff (i.e. managerial) turnover in your WSA	High: > 25% (i.e. problematic, frequently lose staff)	Moderate: 10 - 25% (i.e. occasionally lose staff)	Low: < 10% (i.e. not an issue, good staff retention)	Don't know			
Your WSA has developed and implemented a scarce skills policy	Yes, developed and implemented	Yes, developed and partially implemented	In development	No, not developed	Don't know		
Your WSA is preparing for the impacts of pending and/or new regulations (for e.g. Regulation 813 (previously Regulation 17) (WTW and WWTW process controllers))	Yes, strongly agree	In process	No, disagree	Don't know			
Your WSA actively provides required drinking water related data to the Regulator (e.g. Blue Drop participation)	Yes, strongly agree	In process	No, disagree	Don't know			
Regular drinking-water quality monitoring and management (including boreholes) is performed for ALL communities/towns in the WSA	Yes, all (i.e. 100% of WSA population)	Almost all (i.e. >95% of WSA population)	Most (i.e. >75% of WSA population)	Some (i.e. >50% of WSA population)	<50% of WSA population	None (i.e. 0% of WSA population)	Don't know
WTWs operational capacity as a function of total design capacity (NOTE: Combine for ALL WTWs within your WSA)	>105%	>100% - 105%	>95% - 100%	90% - 95%	<90%	Don't know	Not applicable
Your WSA actively provides required wastewater related data to the Regulator (e.g. Green Drop participation)	Yes, strongly agree	In process	No, disagree	Don't know			
Regular wastewater quality monitoring and management is performed for ALL wastewater systems in the WSA	Yes, all (i.e. 100%)	Almost all (i.e. >95%)	Most (i.e. >75%)	Some (i.e. >50%)	<50%	None (i.e. 0%)	Don't know

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WWTWs operational flow capacity as a function of total design capacity (NOTE: Combine for ALL WWTWs within your WSA)	>105%	>100% - 105%	>95% - 100%	90% - 95%	<90%	Don't know	Not applicable
WWTWs operational COD load as a function of total design load (NOTE: Combine for ALL WWTWs within your WSA)	>105%	>100% - 105%	>95% - 100%	90% - 95%	<90%	Don't know	Not applicable
Your WSA actively provides required water conservation and water demand management related data to the Regulator (e.g. No Drop participation)	Yes, strongly agree	In process	No, disagree	Don't know			
Your WSA actively promotes improved hygiene practices through campaigns in communities (e.g. hand washing education, safe and improved sanitation)	Yes strongly agree (i.e. campaigns established and functioning)	Partially in place, but not ideal	No, disagree	Don't know			
Billing & accounts - With regards to water and sanitation bills, please indicate the frequency of billing and posting of accounts.	Actual billing and posting of accounts on a monthly basis	Actual billing and posting of accounts at least every 2nd month	Billing and posting of accounts at least on a quarterly basis	Billing and posting of accounts less frequently than quarterly	Don't know		
Development contributions - With regard to new developments, by-laws in your municipality require developers to adequately contribute towards construction of new bulk infrastructure (i.e. developers charges).	Yes, strongly agree	In place, with occasional non-optimal response	in process	No, disagree	Don't know		
Please indicate what proportion of your requested water and sanitation services budget (CAPEX and OPEX) is actually funded?	>100%	>90% - 100%	>80% - 90%	>70% - 80%	<70%	Don't know	
Council is stable with functional Council meetings.	Yes, strongly agree (i.e. Council meetings are held at least quarterly)	Partially in place, but not ideal	No, disagree	Don't know			
Council has functional Oversight Committees and Ward Committees, as appropriate (DM would be served via LM Ward Committees)	Yes, strongly agree (i.e. Oversight and Ward Committees established and functioning)	Partially in place, but not ideal	No, disagree	Don't know			
Council has effective systems of internal control and functional governance structures (internal audit unit, audit committee, risk committee, IT governance)	Yes, strongly agree (i.e. internal audit unit established and posts filled, governance structures in place, frequent meetings held and risk assessments conducted, audit plan developed and quarterly reports submitted to council)	Partially in place, but not ideal	No, disagree	Don't know			

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Forensic investigations are undertaken as and when necessary to ensure adherence to governance requirements (i.e. either internally initiated by the municipality or externally initiated by, for example, Public Protector, Auditor General)	Yes, strongly agree	Partially in place, but not ideal	No, disagree	Don't know			
Your municipality actively implements actions against identified instances of fraud and corruption, maladministration and failure to fulfil statutory obligations	Yes, strongly agree	In place, with occasional non-optimal response	Partially in place, but not ideal	No, disagree	Don't know		
Your municipality has policies, procedures and systems in place that negate the impact of vandalism / sabotage of municipal water and sanitation infrastructure on services delivery	Yes, strongly agree	In place, with occasional non-optimal response	Partially in place, but not ideal	No, disagree	Don't know		
Your municipality has ongoing and appropriate public participation, is transparent in its decision making, and is accountable to its constituency (fiscal and social).	Yes, strongly agree	Partially in place, but not ideal	No, disagree	Don't know			
Those of your 18 MuSSA Business Aspects which reflect Extreme and/or Highly Vulnerable, are included within your WSAs Corporate Risk Register	Yes, strongly agree	Partially in place, but not ideal	No, disagree	Don't know			
Your MuSSA was completed with appropriate inputs from senior officials within Technical Services, Finance and Human Resources (as a minimum these 3 departments should participate).	Yes, strongly agree (i.e. Technical Services HOD, Finance AND HR all participated)	Agree (i.e. Technical Services HOD and either Finance OR HR participated)	Only Technical Services HOD	Other Technical Services	Don't know		
Names, designation and contact details (phone, email) of all MuSSA participants (e.g. Mr Thabo Smit; Technical Director; 0215436789; thabos@muni.gov.za)	Deon Louw, Director Engineering Services, 0218088213, deon.louw@stellenbosch.gov.za						

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MuSSA Questionnaire								
Questions	Answers							
1. Water and Sanitation Services Planning								
Your appropriate water and sanitation services planning (e.g. WSDP) and associated master planning processes include and are aligned with appropriate Water and Sewage Master Plans, Spatial Development Framework (SDF), Water Safety Plans and Wastewater Risk Abatement Plans (W2RAPs), and are aligned to your IDP and associated SDBIP targets.	Yes, appropriate water services plans are developed and include all required plans and alignment (i.e. 100%)	Yes, appropriate water services plans are developed and include all required plans and alignment (i.e. > 95%)	Yes, appropriate water services plans are developed and include all required plans and alignment (i.e. > 75%)	Yes, appropriate water services plans are developed and include all required plans and alignment (i.e. > 50%)	Plans still in development	Plan development not yet initiated	Don't know	
You are implementing an up-to-date and adopted municipal water and sanitation services plan (e.g. WSDP)	Yes, municipal water and sanitation services plans up-to-date, adopted and implemented	Municipal water and sanitation services plans adopted and implemented, but out-of-date (i.e. requires revision)	Municipal water and sanitation services plans adopted but not yet implemented	Municipal water and sanitation services plans not adopted but implemented	Municipal water and sanitation services plans neither adopted nor implemented	Don't know		
Your current project list addresses existing needs/shortcomings identified through the WSDP and associated master planning process.	Yes, all projects are identified via the planning process (i.e. 100%)	Almost all (i.e. >95% of projects)	Most projects (i.e. >75%)	Some projects (i.e. >50%)	<50% of projects	None (i.e. 0%)	Don't know	
Project progress is monitored, tracked and reported to municipal top management/council and the Regulator (through the annual water and sanitation services report)	Yes, strongly agree (both to municipal top management/council and Regulator)	Only to municipal top management/council	Only to Regulator	No, disagree	Don't know			
Projects identified through your various planning processes have been implemented in the last 3 years.	Yes, all projects identified via planning have been implemented (i.e. 100%)	Almost all implemented (i.e. >95%)	Most implemented (i.e. >75%)	Some implemented (i.e. >50%)	<50% implemented	None implemented (i.e. 0%)	Don't know	
2. Management Skill Level (Technical)								
Your council approved technical management organisational organogram meets your business requirements, and key posts are filled (e.g. Technical Director, Water Services Manager, Sanitation Services Manager).	Yes, and all posts filled (i.e. 100%)	Yes, and almost all posts filled (i.e. >95%)	Yes, and most posts filled (i.e. >75%)	Yes, but only some posts filled (i.e. >50%)	Yes, but <50% of posts filled	No, does not meet business requirements	Don't know	
You have sufficient technical management and technical support staff.	Yes, 100% as per approved organogram	Yes, strongly agree (i.e. >95% as per approved organogram)	Mostly agree (i.e. >75% as per approved organogram)	Agree somewhat (i.e. >50% as per approved organogram)	<50% as per approved organogram	None (i.e. 0% as per approved organogram)	Don't know	

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Technical management and technical support staff have the correct skills/qualifications and experience as per Job Description requirements (e.g. if Job Description requires PrEng, PrTech or CPM, the staff have these qualifications).	Yes, all (i.e. 100%)	Almost all (i.e. >95%)	Most (i.e. >75%)	Some (i.e. >50%)	<50%	None (i.e. 0%)	Don't know	
Managers and technical support staff regularly attend appropriate water and sanitation services skills development/training to support professionalisation	Quarterly (or more frequent) skills development/ training	Bi-annual skills development/ training	Annual skills development/ training	Less frequent skills development/ training (i.e. >1 year)	No skills development/ training	Don't know		
Key technical managers (e.g. Section 56 and other Senior Management) have signed and monitored Performance Agreements.	Yes, all (i.e. 100%)	Almost all (i.e. >95%)	Most (i.e. >75%)	Some (i.e. >50%)	<50%	None (i.e. 0%)	Don't know	
3. Staff Skill Levels (Technical)								
WTWs are operated by staff with the required skills/qualifications and experience (as per Regulation 2834).	Yes, all (i.e. 100%)	Almost all (i.e. >95%)	Most (i.e. >75%)	Some (i.e. >50%)	<50%	None (i.e. 0%)	Don't know	Not applicable
WWTWs are operated by staff with the required skills/qualifications and experience (as per Regulation 2834).	Yes, all (i.e. 100%)	Almost all (i.e. >95%)	Most (i.e. >75%)	Some (i.e. >50%)	<50%	None (i.e. 0%)	Don't know	Not applicable
Water system plumbers, millwrights, mechanics and electricians have the required skills/qualifications and experience (including contractors/outsourced resources)	Yes, all (i.e. 100%)	Almost all (i.e. >95%)	Most (i.e. >75%)	Some (i.e. >50%)	<50%	None (i.e. 0%)	Don't know	
Sewage system plumbers, millwrights, mechanics and electricians have the required skills/qualifications and experience (including contractors/outsourced resources)	Yes, all (i.e. 100%)	Almost all (i.e. >95%)	Most (i.e. >75%)	Some (i.e. >50%)	<50%	None (i.e. 0%)	Don't know	
Staff regularly attend appropriate water and sanitation services skills development/training (including safety) (e.g. ESETA courses).	Quarterly (or more frequent) skills development/ training	Bi-annual skills development/ training	Annual skills development/ training	Less frequent skills development/ training (i.e. >1 year)	No skills development/ training	Don't know		
4. Technical Staff Capacity (Numbers)								
Your council approved technical staff organisational organogram meets your business requirements, and posts are filled (i.e. Superintendent of WTWs/WWTWs and below).	Yes, and all posts filled (i.e. 100%) as per the approved organogram	Strongly agree, and most posts filled (i.e. >95%) as per the approved organogram	Yes, and most posts filled (i.e. >75%) as per the approved organogram	Yes, but only some posts filled (i.e. >50%) as per the approved organogram	Yes, but <50% of posts filled as per the approved organogram	No, does not meet requirements	Don't know	
WTWs are operated by the appropriate number of staff (as per Regulation 2834).	Yes, 100% as per requirements	Strongly agree (i.e. >95% as per requirements)	Mostly agree (i.e. >75% as per requirements)	Agree somewhat (i.e. >50% as per requirements)	<50% as per requirements	None (i.e. 0% as per requirements)	Don't know	Not applicable

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WWTWs are operated by the appropriate number of staff (as per Regulation 2834).	Yes, 100% as per requirements	Strongly agree (i.e. >95% as per requirements)	Mostly agree (i.e. >75% as per requirements)	Agree somewhat (i.e. >50% as per requirements)	<50% as per requirements	None (i.e. 0% as per requirements)	Don't know	Not applicable
You have sufficient water and sewerage/sanitation network operations and repair staff/plumbers including contractors/outsourced resources (i.e. you have the appropriate number of staff).	Yes, 100% as per requirements	Strongly agree (i.e. >95% as per requirements)	Mostly agree (i.e. >75% as per requirements)	Agree somewhat (i.e. >50% as per requirements)	<50% as per requirements	None (i.e. 0% as per requirements)	Don't know	
An active mentoring/shadowing programme is in place where experienced staff train your younger, inexperienced municipal staff.	Yes, strongly agree	In place, but not ideal	No, disagree	Don't know				
5. Water Resource Management (WRM)								
The recommendations and actions from the Reconciliation Strategies (Large Systems/All Towns) have been incorporated into your WSDP, master planning and IDP processes.	Yes, strongly agree	In process	No, disagree	Don't know	Not applicable			
The metered quantity of water available from the resources is sufficient for your current WSA needs (at the stipulated level of abstraction and assurance of supply).	No shortage (i.e. sufficient water)	1 - 10% shortage	11-20% shortage	21-30% shortage	31-40% shortage	41-50% shortage	>50% shortage	Don't know
The metered quantity of water available from the resources is sufficient for your future WSA needs (at the stipulated level of abstraction and assurance of supply, and considering possible climate change impacts) (i.e. no shortage in 10 years).	No shortage (i.e. sufficient water)	1 - 10% shortage	11-20% shortage	21-30% shortage	31-40% shortage	41-50% shortage	>50% shortage	Don't know
The source water quality is currently acceptable for its purpose.	Yes, strongly agree (i.e. all sources (100%) by water volume are acceptable)	Mostly agree (i.e. >75% of sources by water volume are acceptable)	Agree somewhat (i.e. >50% of sources by water volume are acceptable)	<50% of sources by water volume are acceptable	None (i.e. 0% of sources by water volume are acceptable)	Don't know	Not applicable	
The trend indicates a deteriorating source water quality.	Yes, all sources (100%) by water volume are deteriorating	>75% of sources by water volume are deteriorating	>50% of sources by water volume are deteriorating	>25% of sources by water volume are deteriorating	< 25% of sources by water volume are deteriorating	No, no sources (0%) are deteriorating	Don't know	Not applicable
6. Water Conservation & Water Demand Management (WC/WDM)								
Your WSA has developed a council approved Water Conservation and Water Demand Strategy which includes a standard water balance (e.g. modified IWA).	WC/WDM Strategy and water balance developed	Only WC/WDM Strategy developed	Only water balance developed	None developed	Don't know			
Please indicate your percentage Non-Revenue Water (NRW) as per the modified IWA water balance.	Less than 15%	Less than 20%	Less than 30%	Less than 40%	Less than 50%	50% or more	Don't know	

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System input volumes (bulk) to the WSA are accurately monitored using calibrated bulk meters (e.g. check metering).	Yes, all (i.e. 100%)	Almost all (i.e. >95%)	Most (i.e. >75%)	Some (i.e. >50%)	<50%	None (i.e. 0%)	Don't know	
Please indicate what percentage of all connections are metered and billed (residential and non-residential (commercial, industrial, etc.)) on a monthly basis.	>98%	75% - 98%	50% - 75%	<50%	< 25%	No metering	Don't know	
Your WSA is implementing appropriate intervention programmes to reduce NRW (e.g. minimisation of night flows through pressure management, removal of unlawful connections, leak detection and repairs, consumer education/awareness).	Yes, strongly agree (i.e. 100% implementation)	Mostly agree (i.e. >75% implementation)	Agree somewhat (i.e. >50% implementation)	<50% implementation	No implementation (i.e. 0%)	Don't know		
7. Drinking Water Safety & Regulatory Compliance								
Please indicate your microbiological drinking-water quality compliance for E.coli (or faecal coliforms) for the communities you are monitoring, for the last 12 months.	99% - 100%	97% - <99%	95% - <97%	< 95%	Don't know			
ALL your supply schemes, WTWs, process controllers, monitoring programmes, sample points, laboratories, results, procedures, protocols, etc. are managed with a suitable Water Safety Planning framework.	Yes, strongly agree (i.e. 100% covered)	Strongly agree (i.e. >95% covered)	Mostly agree (i.e. >75% covered)	Agree somewhat (i.e. >50% covered)	<50% covered	None covered (i.e. 0%)	Don't know	
Council have been made aware of high risk / critical water safety plan related issues (including those identified via the Blue Drop Certification programme) that require budget and actioning, and these issues have been actioned (where applicable).	Yes, strongly agree (i.e. all (100%) tabled)	Strongly agree (i.e. >95% tabled)	Mostly agree (i.e. >75% tabled)	Agree somewhat (i.e. >50% tabled)	<50% tabled	Issues noted but none tabled (i.e. 0%)	Not applicable (no issues requiring council resolution exist)	Don't know
Sufficient funds have been made available to address all these identified water safety related issues.	Yes, strongly agree (i.e. 100% of required funds)	Strongly agree (i.e. >95% of required funds)	Mostly agree (i.e. >75% of required funds)	Agree somewhat (i.e. >50% of required funds)	<50% of required funds	Issues noted but no funds (i.e. 0%)	Not applicable (no issues requiring funding exist)	Don't know
Required corrective actions/remedial measures to address all these identified water safety related issues have been successfully implemented.	Yes, strongly agree (i.e. 100% implementation)	Strongly agree (i.e. >95% implementation)	Mostly agree (i.e. >75% implementation)	Agree somewhat (i.e. >50% implementation)	<50% implementation	Issues noted but no implementation (i.e. 0%)	Not applicable (no issues requiring corrective actions exist)	Don't know
8. Basic Sanitation								

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You have formal housing areas that are not fully serviced with sanitation infrastructure	No, all formal areas are fully serviced (i.e. no bucket sanitation service)	Yes, but these are new households that will be serviced within 2 years	Yes, still trying to meet formal backlog but >90% are serviced	Yes, still trying to meet formal backlog with 80 - 90% serviced	Yes, still trying to meet formal backlog with 60 - 80% serviced	Yes, still trying to meet formal backlog with <60% serviced (e.g. occurrence of bucket systems, existence of open defecation)	Don't know	
You have informal housing or rural areas that are not fully serviced with sanitation infrastructure	No, all informal and rural areas are fully serviced	We have no informal areas and rural areas are serviced	Yes, but these are new households that will be serviced within 2 years	Yes, still trying to meet informal or rural backlog with >90% serviced	Yes, still trying to meet informal or rural backlog but 80- 90% are serviced	Yes, still trying to meet informal or rural backlog with 60 - 80% serviced	Yes, still trying to meet informal or rural backlog with <60% serviced (e.g. occurrence of bucket systems, existence of open defecation)	Don't know
You have a detailed plan and programme to provide safe sanitation to all households (including health and hygiene education and user awareness including Water, Sanitation and Health (WASH) aspects)	Yes, strongly agree (i.e. 100% implementation)	Strongly agree (i.e. >95% implementation)	Mostly agree (i.e. >75% implementation)	Agree somewhat (i.e. >50% implementation)	<50% implementation	No implementation (i.e. 0%)	Don't know	Not applicable
Your sanitation budget is appropriate for required sanitation programmes (implementation and O&M)	Yes, strongly agree (i.e. 100% of required funds)	Mostly agree (i.e. >95% of required funds)	Some shortfall (i.e. >75% of required funds)	Disagree, significant shortfall (50-75% of required funds)	Serious underfunding (<50% of required funds)	No funds (i.e. 0%)	Don't know	Not applicable
You are servicing your basic sanitation facilities (e.g. pit latrines) as per safe sanitation requirements (healthy, environmentally safe, structurally sound, regularly maintained, following faecal sludge management best practices).	Yes, 100% as per requirements	Strongly agree (i.e. >95% as per requirements)	Mostly agree (i.e. >75% as per requirements)	Agree somewhat (i.e. >50% as per requirements)	No, we only manage to service <50% of the sanitation infrastructure	No, we have serious shortfalls in the servicing of sanitation infrastructure (i.e. <20 %)	Don't know	Not applicable
9. Wastewater/Environmental Safety & Regulatory Compliance								
Please indicate your treated wastewater effluent compliance for COD for your (or your service provider's) WWTWs for the last 12 months.	>95%	90% - 95%	80% - <90%	<80%	Don't know			
ALL your WWTWs, process controllers, monitoring programmes, sample points, laboratories, results, procedures, protocols, etc. are managed with a suitable waste water risk abatement framework.	Yes, strongly agree (i.e. 100% covered)	Agree (i.e. >95% covered)	Mostly agree (i.e. >75% covered)	Agree somewhat (i.e. >50% covered)	< 50% covered	None covered (i.e. 0%)	Don't know	
Council have been aware of all W2RAP related issues (e.g. pollution incidents, Green Drop deficiencies) that require budget and actioning, and these issues have been actioned (where applicable).	Yes, strongly agree (i.e. all (100%) tabled)	Agree (i.e. >95% covered)	Mostly agree (i.e. >75% tabled)	Agree somewhat (i.e. >50% tabled)	< 50% tabled	Issues noted but none tabled (i.e. 0%)	Not applicable (no issues requiring council resolution exist)	Don't know

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Sufficient funds have been made available to address all identified wastewater and environmental safety related issues.	Yes, strongly agree (i.e. 100% of required funds)	Agree (i.e. >95% covered)	Mostly agree (i.e. >75% of required funds)	Agree somewhat (i.e. >50% of required funds)	< 50% of required funds	Issues noted but no funds (i.e. 0%)	Not applicable (no issues requiring funding exist)	Don't know
Required corrective actions/remedial measures to address all identified wastewater and environmental safety related issues have been successfully implemented.	Yes, strongly agree (i.e. 100% implementation)	Agree (i.e. >95% covered)	Mostly agree (i.e. >75% implementation)	Agree somewhat (i.e. >50% implementation)	<50% implementation	Issues noted but no implementation (i.e. 0%)	Not applicable (no issues requiring corrective actions exist)	Don't know
10. Infrastructure Asset Management (IAM)								
You have an appropriate and up-to-date water and sanitation services technical Asset Register (includes asset name, location, condition, extent, remaining useful life, performance and risk). NOTE: This does only not refer to GRAP17 asset register requirements.	Yes, strongly agree (e.g. advanced asset register)	Yes, agree (e.g. basic asset register - i.e. not all aspects included)	Not ideal (e.g. outdated asset register)	No, disagree (i.e. no asset register)	Don't know			
You have developed an appropriate Infrastructure Asset Management (IAM) Plan for your WSA.	Yes, strongly agree	Partially in place, but not ideal	No, disagree	Don't know				
You are implementing the IAM outcomes	Yes, strongly agree (i.e. 100% implementation)	Agree (i.e. >95% implementation)	Mostly agree (i.e. >75% implementation)	Agree somewhat (i.e. >50% implementation)	< 50% implementation	No implementation (i.e. 0%)	Don't know	
Budget allocated to implement IAM outcomes is sufficient and is being effectively spent.	Yes, strongly agree (i.e. 100%)	Agree (i.e. >95%)	Mostly agree (i.e. >75%)	Agree somewhat (i.e. >50%)	< 50%	No (i.e. 0%)	Don't know	
You conduct annual technical assessments of your water and wastewater related systems (including sources, WTWs, WWTWs, pump stations, network, etc.) and implement required follow-up actions.	Yes, all systems (i.e. 100%)	Almost all systems (i.e. >95%)	Most systems (i.e. >75%)	Some systems (i.e. > 50%)	< 50% systems	No systems (i.e. 0%)	Don't know	Not applicable
11. Operation & Maintenance of Assets								
Appropriate maintenance facility(ies) that is(are) secure and stocked with essential equipment (e.g. spare parts), plant and tools is(are) available.	Yes, strongly agree	Partially in place, but not ideal	No, disagree	Don't know				
Appropriate water and sanitation services infrastructure/equipment planned/preventative maintenance schedules are developed.	Yes, strongly agree	Partially in place, but not ideal	No, disagree	Don't know				
Appropriate planned/preventative maintenance is performed at all WTWs and associated reservoirs, pump stations, distribution network.	Yes, all (i.e. 100%)	Most (i.e. >75%)	Some (i.e. > 50%)	< 50%	None (i.e. 0%)	Don't know		

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Appropriate planned/preventative maintenance is performed at all WWTWs and associated collection system, pump stations.	Yes, all (i.e. 100%)	Most (i.e. >75%)	Some (i.e. > 50%)	< 50%	None (i.e. 0%)	Don't know		
Please indicate your infrastructure repairs and maintenance costs as a function of total operating expenditure (%).	<5%	5% - <8%	8% - <10%	10% - <15%	15% or more	Don't know		
12. Financial Management								
Financial controls - Please state the audit opinion with regard to your last audit report on the financial statements.	Clean audit outcome (i.e. unqualified with no findings)	Financially unqualified audit opinion (with findings)	Qualified audit opinion	Disclaimer of audit opinion	Adverse audit opinion	Don't know		
Cash flow status - Please state your Cash/Cost Coverage Ratio (excluding Unspent Conditional Grants)	> 90 days	60 - 90 days	30 - 60 days	< 30 days	Don't know			
Your actual operating expenditure closely reflects your budgeted operating expenditure (i.e. Operating Expenditure Budget Implementation Indicator)	95% - 100%	90% - <95%	85% - <90%	80% - <85%	<80%	Don't know		
Your actual revenue closely reflects your budgeted operating revenue (i.e. Operating Revenue Budget Implementation Indicator)	95% - 100%	90% - <95%	85% - <90%	80% - <85%	<80%	Don't know		
Liabilities (Creditors) - Money is owed by your municipality to major/critical service providers (e.g. ESKOM, Water Board, largest contractors, etc.) for more than 30 days from receipt of invoice (NOTE: Ignore disputed invoices)	Never	Once per year	Twice per year	Once per quarter	More frequently than quarterly	Don't know		
13. Revenue Collection								
Please indicate the frequency of actual consumer meter readings.	Actual meter reading on a monthly basis	Actual meter reading at least every 2nd month	Meter reading at least on a quarterly basis	Meter reading less frequently than quarterly	Don't know			
Net Surplus/Deficit - Please state your net surplus/deficit from water services activities for the last 12 months (NOTE: This question tests whether your WSA currently has fully cost reflective Water and Sanitation tariffs (which take into account cost of maintenance and renewal of purification plants and networks, and the cost of new infrastructure).	Surplus (i.e. >0%)	Breakeven (i.e. = 0%)	Net deficit (i.e. <0%)	Don't know				
Revenue collection - Please state the revenue collection rate in respect to Water & Sanitation Services (%)	<50%	50% - <70%	70% - <80%	80% - <95%	95% or more	Don't know		

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Revenue Growth - Please state your Water and Sanitation Services revenue growth for the last financial year(%).	>CPI	Equals CPI	<CPI, but >0%	Negative growth (-ve)	Don't know			
Grant dependency - Actual operating revenue less operational grants/subsidies (e.g. equitable share) sufficiently covers actual operating expenditure.	Yes, all (i.e. 100%)	Most (i.e. >75%)	Some (i.e. > 50%)	< 50%	None (i.e. 0%)	Don't know		
14. Financial Asset Management								
Capital Expenditure (Municipal) - Please state your municipal Capital Expenditure as a percentage of Total Expenditure (i.e. Total Operating Expenditure + Capital Expenditure)	<5%	5% - <10%	10% - <15%	15% - <20%	20% or more	Don't know		
Capital Expenditure (Water Services) - Please state your Capital Expenditure on Water and Sanitation Services as a percentage of Total Capital Expenditure (Capital Expenditure (Municipal))	<25%	25% - <50%	50% - <75%	75% or more	Don't know			
Asset Renewal - Please state your Asset Renewal investment as percentage of Depreciation costs	100%	>90%	>75%	>50%	<50%	None (i.e. 0%)	Don't know	
Repairs and Maintenance - Please state your Repairs and Maintenance expenditure as a percentage of Property, Plant and Equipment, Investment Property (Carrying Value)	<5%	5% - <8%	8% - <10%	10% or more	Don't know			
Grant funding of capital expenditure - Please state your reliance on grant funding	>90%	> 75%	>50%	<50%	Don't know			
15. Information Management (IT)								
You have a developed, approved and implemented IT Master Systems Plan (e.g. covering 3 - 5 years) that addresses your IT business requirements.	Yes, developed, approved and being implemented	Developed and approved, but not yet implemented	Developed but not yet approved or implemented	In development	No, disagree	Don't know		
You have a developed, approved and implemented ICT Technology Master Plan that addresses your current and future IT infrastructure requirements.	Yes, developed, approved and being implemented	Developed and approved, but not yet implemented	Developed but not yet approved or implemented	In development	No, disagree	Don't know		
You have IT systems that support your full range of water and sanitation services business requirements (e.g. billing, GIS, customer care, O&M, asset management).	Yes, strongly agree (i.e. 100% of required systems)	Mostly agree (i.e. >75% of required systems)	Agree somewhat (i.e. >50% of required systems)	< 50% of required systems	None (i.e. 0% of required systems)	Don't know		

Stellenbosch Local Municipality

WSDP Revision 1: 2017 (2017 – 2018)

Water Services Development Plan

ICT service continuity - Adequate IT security exists with off-site back-ups/archiving of operation critical applications, databases, data, etc. routinely performed in terms of an IT Disaster Recovery Plan.	Yes, strongly agree (i.e. All (100%) in place)	Mostly agree (i.e. >75% in place)	Agree somewhat (i.e. >50% in place)	< 50% in place	Nothing in place (i.e. 0%)	Don't know		
You have sufficient budget and staff to keep key IT systems stable and up-to-date as per IT policies and procedures.	Yes, strongly agree (i.e. 100%)	Mostly agree (i.e. >75%)	Agree somewhat (i.e. >50%)	< 50%	No (i.e. 0%)	Don't know		
16. Organisational Performance Monitoring								
Appropriate plans, policies and procedures to address Disaster Management/emergencies and other issues (safety, public participation, communication, etc.) are developed and implemented. NOTE: Although Disaster Management is a district function, LMs need to ensure they are aware of their associated roles and responsibilities and have developed a Disaster Management Framework.	Yes, developed and implemented	Developed but not yet implemented	In development	No, disagree	Don't know			
An organisational performance management system is developed and implemented (i.e. effectively measure, monitor and track water and sanitation services performance indicators).	Yes, developed and implemented	Developed but not yet implemented	In development	No, disagree	Don't know			
A municipal risk management framework is developed and implemented and includes monitoring and tracking of water and sanitation related risks.	Yes, developed and implemented and includes water and sanitation related risks	Yes, developed and implemented but does not include water and sanitation related risks	Developed but not yet implemented	In development	No, disagree	Don't know		
Effective administration support is available to technical staff to assist with processing work orders, providing order numbers, handling correspondence, etc.	Yes, strongly agree (i.e. 100% effective)	Mostly agree (i.e. >75% effective)	Agree somewhat (i.e. >50% effective)	< 50% effective	No, completely ineffective (i.e. 0%)	Don't know		
"Access to Basic Water and Sanitation Services" progress reports are frequently produced and presented to council for discussion, action and follow-up.	At least quarterly	At least bi-annually	At least annually	Less frequently (i.e. > 1 year)	No, never	Don't know		
17. Water and Sanitation Service Quality								

Stellenbosch Local Municipality

Water Services Development Plan

Critical business databases and documents (e.g. as-built drawings, records, manuals, agreements, billing/revenue collection, project and scheme management data, etc.) are current, maintained and stored in secure locations (on-site and off-site, both paper and electronic).	Yes, strongly agree (i.e. 100% in place)	Mostly agree (i.e. >75% in place)	Agree somewhat (i.e. >50% in place)	< 50% in place	Nothing in place (i.e. 0%)	Don't know		
Customers have a functional, reliable and safe water supply system with sufficient quantity and flow, good quality, and minimal interruptions.	Yes, all have a functional, reliable and safe service (i.e. 100%)	At least 90% have a functional, reliable and safe service	Most have a functional, reliable and safe service (i.e. >75%)	Some have a functional, reliable and safe service (i.e. > 50%)	< 50% of customers have a functional, reliable and safe service	None have a functional, reliable and safe service (i.e. 0%)	Don't know	
All consumers served experience interruptions of less than 48 hours (at any given time) and a cumulative interruption time during the year of less than 15 days.	Yes, all (i.e. 100%)	>90% of households	>75% of households	>50% of households	<50% of households	None (i.e. 0%)	Don't know	
Households in your WSA do not experience water pressure problems (i.e. no flow/partial flow less than 10 litres/minute) (not to be confused with interruption to supply).	Yes, no households experience pressure problems (i.e. 100% do not experience pressure problems)	>90% of households do not experience pressure problems	>75% of households do not experience pressure problems	>50% of households do not experience pressure problems	<50% of households do not experience pressure problems	All households (i.e. 100%) experience pressure problems	Don't know	
Customers have a functional, reliable, dignified and safe sanitation system with no blockages resulting in overflows that impact on the environment, including effective collection and treatment of faecal sludge.	Yes, all customers have a functional, reliable, dignified and safe service with no impact on the environment (i.e. 100%)	> 98% of all customers have a functional, reliable, dignified and safe service with minimal impact on environmental health	Almost all have a functional, reliable, dignified and safe service (i.e. >90%)	Most have a functional, reliable, dignified and safe service (i.e. >75%)	Some have a functional, reliable, dignified and safe service (i.e. > 50%)	< 50% of customers have a functional, reliable, dignified and safe service	None have a functional, reliable, dignified and safe service (i.e. 0%)	Don't know
18. Customer Care (CRM)								
A functional customer service system manned by appropriate customer services representatives and using a complaints register, is in place to address complaints and appropriately inform customers of service interruptions, contamination of water, boil water alert, etc.	Yes, strongly agree	In place, with occasional non-optimal performance	Partially in place, but not ideal	No, disagree	Don't know			
Regular municipal wide customer satisfaction surveys are conducted to determine customer satisfaction levels and inform the Customer Care Management Plan	Annual customer satisfaction surveys	Biennial (i.e. every 2nd year) customer satisfaction surveys	Less frequent customer satisfaction surveys (i.e. > 2 years)	No customer satisfaction surveys	Don't know			
Please indicate what percentage of the reported water related complaints/callouts are acknowledged, including consumer response, within 24 hours.	All (i.e. 100%)	Almost all (i.e. >95%)	Most (i.e. >75%)	Some (i.e. > 50%)	< 50%	None (i.e. 0%)	Don't know	

**Stellenbosch Local Municipality
Water Services Development Plan**

Please indicate what percentage of the reported wastewater/sanitation related complaints/callouts are acknowledged, including consumer response, within 24 hours.	All (i.e. 100%)	Almost all (i.e. >95%)	Most (i.e. >75%)	Some (i.e. > 50%)	< 50%	None (i.e. 0%)	Don't know	
A comprehensive customer awareness programme (informing customers of water and wastewater system O&M activities, water quality, resource protection/pollution, reporting incidents/security concerns, etc.) is in place and implemented.	Yes, strongly agree	Partially in place, but not ideal	No, disagree (i.e. no awareness programme)	Don't know				

Stellenbosch Local Municipality
Water Services Development Plan

Chapter 3:**Water Master Plan Perspective**

List of projects per Water Services Business Element (Topics) based on Demand Modeling

Question		Answer	Score
1.	Is there a Water Master Plan that addresses Future Demands in regards to the following:		
a.	Existing needs that will take more than 5 years to resolve	Yes	25
b.	Resource Development Plan for a 5, 10 and 15 year scenario	Yes	25
c.	Infrastructure Development Plan for a 5, 10 and 15 year scenario	Yes	25
d.	Functionality Needs Prediction for a 5, 10 and 15 year scenario	Yes	25
2.	Did council approve any projects that should have started this current year that address the following:		
a.	Existing needs that will take more than 5 years to resolve	Yes	25
b.	Resource Development Plan for a 5, 10 and 15 year scenario	Yes	25
c.	Infrastructure Development Plan for a 5, 10 and 15 year scenario	Yes	25
d.	Functionality Needs Prediction for a 5, 10 and 15 year scenario	Yes	25
3.	Are these future projects included in the next 5 year IDP programme for the following:		
a.	Existing needs that will take more than 5 years to resolve	Yes	25
b.	Resource Development Plan for a 5, 10 and 15 year scenario	Yes	25
c.	Infrastructure Development Plan for a 5, 10 and 15 year scenario	Yes	25
d.	Functionality Needs Prediction for a 5, 10 and 15 year scenario	Yes	25
4.	Taking in to consideration the current financial and institutional capacity of the WSA, score the probability scenario of the timeous implementation of these projects i		
a.	Existing needs that will take more than 5 years to resolve	Probable	75
b.	Resource Development Plan for a 5, 10 and 15 year scenario	Probable	75
c.	Infrastructure Development Plan for a 5, 10 and 15 year scenario	Probable	75
d.	Functionality Needs Prediction for a 5, 10 and 15 year scenario	Probable	75

Overall Future Perspective Score	93.75%
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Chapter 4: Investment Framework

Investment Framework costs per Infrastructure Component

Infrastructure Type	Infrastructure Component	Replacement Cost				Refurbishment Cost			
		5 yr	10 yr	15 yr	Existing Value	5 yr	10 yr	15 yr	Existing Value

Stellenbosch Local Municipality
Water Services Development Plan

Water Infrastructure Pipelines	Water Internal Reticulation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Water Bulk pipeline	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sanitation Infrastructure Pipelines	Sewer internal Reticulation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Sewer Bulk pipeline	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Infrastructure Works	WTW	0.00	10.78	0.00	10.78	0.00	2.11	0.00	2.11
	WWTW	39.86	55.91	78.41	53.09	27.94	39.18	54.96	36.25
	Water Pump stations	28.87	40.49	56.79	7.80	0.00	23.95	0.00	23.95
	Sanitation Pump stations	15.47	21.69	30.42	1.40	0.00	0.00	0.00	0.95
Infrastructure	Reservoirs	150.22	164.98	231.39	2.78	0.00	15.04	0.00	17.74

Investment Framework costs per Future Infrastructure Component

Infrastructure Type	Infrastructure Component	New Development Cost			
		5 yr	10 yr	15 yr	Existing Value
Water Infrastructure Pipelines	Water Internal Reticulation	0.00	0.00	0.00	0.00
	Water Bulk pipeline	0.00	0.00	0.00	0.00
Sanitation Infrastructure Pipelines	Sewer Internal Reticulation	0.00	0.00	0.00	0.00
	Sewer Bulk pipeline	0.00	0.00	0.00	0.00

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Water Services Development Plan

Instructure Works	WTW	34.20	0.00	0.00	0.00
	WWTW	374.64	525.46	736.98	0.00
	Water Pump stations	0.00	0.00	0.00	0.00
	Sanitation Pump stations	0.00	0.00	0.00	0.00
Infrastructure	Reservoirs	87.97	0.00	0.00	0.00

Chapter 5: WSDP Scoring

Total Score	STATUS
70.27	

Overall Ability to Perform Water Services Planning

80 – 100:
Gold

65 – 79:
Silver

50 – 64:
Brons

0 – 50:
Red

11.6	PARKS, OPEN SPACES AND ENVIRONMENT: (PC: XL MDEMKA (MS))
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11.6.1	DRAFT TREE MANAGEMENT POLICY OF MUNICIPAL TREES WITHIN WC024
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Collaborator No: 664071
IDP KPA Ref No: Strategic Focus Area 2
Meeting Date: 09 October 2019

1. SUBJECT: DRAFT TREE MANAGEMENT POLICY OF MUNICIPAL TREES WITHIN WC024

2. PURPOSE

For Council to consider and approve the Draft Tree Management Policy on municipal trees within WC024.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The policy is developed for the management of trees within the WCO24. The tree policy addresses all tree related aspects to ensure effective functionality of daily operations. The amendments will ensure the consistent application of the policy by all users.

5. RECOMMENDATIONS

- (a) that the attached Draft Tree Management Policy be accepted by Council;
- (b) that Council approves the advertisement of the Draft Tree Management Policy (August 2019) for a period of 60 days for public input; and
- (c) that the inputs received during the above public participation process be worked into a final draft Tree Management Policy to be presented to Council for approval.

6. DISCUSSION / CONTENTS

6.1 Background

The policy was developed to address the tree management and maintenance aspects to ensure effective management of trees within the WCO24. The tree policy was listed as a Top Level KPI.

6.2 Discussion

The Department will be guided by the Tree Management Policy subject to the approval by Council. The newly developed tree policy was developed in order meet the objectives of the Urban Forestry functions optimally through the effective management of trees. Furthermore, the policy addresses the community's needs. Other factors Include changing community demand and needs.

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 Greater Stellenbosch Municipal area.

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

Comments received from Infrastructure Services have been incorporated into the draft Tree Management Policy.

6.8.2 Director: Planning and Economic Development

No comments received.

6.8.3 Director: Community and Protection Services

Agree with the recommendations.

6.8.4 Director: Corporate Services

No comments received.

6.8.5 Chief Financial Officer

No comments received.

6.8.6 Municipal Manager

Supported by the Municipal Manager.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-10-09: ITEM 7.6.1

- (a) that the attached Draft Tree Management Policy be accepted by Council;
- (b) that Council approves the advertisement of the Draft Tree Management Policy (August 2019) for a period of 60 days for public input; and
- (c) that the inputs received during the above public participation process be worked into a final draft Tree Management Policy to be presented to Council for approval.

ANNEXURES

Annexure A: Draft Tree Management Policy of municipal trees within WC024

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>	<i>tammy.leibrandt@stellenbosch.gov.za</i>
<i>REPORT DATE</i>	30 July 2019

ANNEXURE A



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TREE MANAGEMENT POLICY

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ANNEXURES

- Annexure 1: Recommended Street Trees for Stellenbosch Municipality
- Annexure 2: Application Form for the Felling of Trees
- Annexure 3: Tree Planting Commitment form

1. POLICY STATEMENT

The aim of the Tree Management Policy is to protect and maintain the trees located on municipal property through accepted sound tree management (arboricultural) practices and thus promoting a sustainable development approach. This approach is geared towards making WC024 the greenest municipality in South Africa through Urban Forestry practices which guides investors towards future sustainable development. The purpose of the policy is to ensure that a guideline exists to manage trees within the Stellenbosch Municipality by improving the aesthetics of all areas in the planting and maintenance of trees.

2. OBJECTIVES AND BENEFITS

2.1. To regulate and facilitate the planting, protection, blanking, maintenance and for long term management of all trees on municipal property.

2.1.1. Ensuring uniform arboricultural procedures and practices.

2.1.2. Encouraging greening of new development projects.

2.1.3. Reduction of the carbon footprint by the planting of trees.

2.1.4. Planting, blanking and maintenance of trees in compliance with arboriculture best-practice guidelines.

2.1.5. Ensuring integrated infrastructure planning with other directorates within Stellenbosch Municipality such as Infrastructure Services, to promote tree protection and greening.

2.1.6. Protection and maintenance of all historic trees in compliance with applicable legislation.

2.1.7. Promoting the preservation of trees on private property where possible.

2.1.8. Marketing Stellenbosch as the Oak City.

2.1.9. Ensuring that private landowners are informed of their obligation, or as per lease agreements or planning approvals, to clear the property of alien vegetation.

2.2. This policy does not only focus on the guidelines for the management of trees but also addresses the associated benefits that includes the following:

2.2.1. Environmental benefits:

2.2.1.1. Climate amelioration

2.2.1.2. Flood control

2.2.1.3. Erosion control

2.2.1.4. Air pollution control

2.2.1.5. Energy conservation

2.2.1.6. Noise pollution control

2.2.1.7. Land reclamation

2.2.1.8. Wildlife and bio-adversity

2.2.2. Material Benefits:

2.2.2.1. Food and Fruit

2.2.2.2. Medicine

2.2.3. Amenity Benefits

2.2.3.1. Recreation

2.2.3.2. Aesthetics

2.2.3.3. Education

2.2.3.4. Health and wellbeing

2.2.3.5. Cultural and religious rituals

2.2.4. Economic Benefits:

2.2.4.1. Tourism

2.2.4.2. Added Value to Property

2.2.4.3. Asset Building

3. ABBREVIATIONS

3.1. **“WCO24”** means Greater Stellenbosch Municipality.

3.2. **“FY”** means Financial Year.

3.3. **“SP”** means Service Providers

4. DEFINITIONS

For the purpose of this policy:

4.1. **“aftercare”** means the tree maintenance regime which is implemented once the tree has been planted;

4.2. **“arboriculture”** means the science and practice of cultivation, management, and study of trees, shrubs, vines, and other perennial woody plants which specifically studies how plants grow and respond to cultural practices and to their environment, including the practice of cultural techniques such as selection, planting, training, fertilization, pest and pathogen control, pruning, shaping, and removal.

4.3. **“Tree blanking”** means the replacement planting of trees in gaps where trees have been lost or died.

4.4. **“champion trees”** is a list of protected trees in South African that are of national conservation value;

4.5. **“Council”** means the Council of Stellenbosch Municipality;

4.6. **“directorate”** means the Directorate: Community and Protection Services;

- 4.7. **“director”** means the Director: Community and Protection Services;
- 4.8. **“department”** means the Department of Community Services;
- 4.9. **“indigenous species”** means any tree that is indigenous to South Africa.
- 4.10. **“municipality”** means the Stellenbosch Municipality or any other Committee or official of the Municipality acting in terms of a delegated authority.
- 4.11. **“planting”** means the placing of sapling trees or seeds in the ground or container in order for them to grow;
- 4.12. **“pruning”** means the horticultural and arboriculture practice involving the selective removal of parts of a plant, such as branches, buds, or roots;
- 4.13. **“Indigent Households”** is as determined by the Council’s Indigent Policy as approved by Council from time to time;
- 4.14. **“road reserves”** means the local municipal land set aside and or zoned for the development of roadways and related engineering services;
- 4.15. **“removal of street trees”** means removal of the above ground level portion of a tree including the grinding away of the roots up to 30 cm below ground level. The complete root system will not be removed but may be poisoned if necessary to prevent further re-growth of the tree;
- 4.16. **“root barrier”** means patented chemical and/or mechanical guides that redirects tree roots down and away from hardscapes, preventing costly root damage;
- 4.17. **“street trees”** means any tree which has been planted on Municipal property;
- 4.18. **“streetscapes”** means a view or scene as streets in a city;
- 4.19. **“tree management”** means the protection and maintenance of the existing tree asset base in the Town, as well as the planning, planting and maintenance of future trees;
- 4.20. **“treescape”** a landscape including many trees or groups of trees;
- 4.21. **“treetrunk”** refers to the stem of the tree.
- 4.22. **“way leave”** means an approved right of way given for working over or under another ground or property.

5. REGULATORY CONTEXT

The following legislation but not limited applies:

- 5.1. Constitution of the Republic of South Africa, 1996 Chapter 2: Bill of Rights.

- 5.2. National Water Services Act, 1997 (Act 103 of 1997).
- 5.3. Conservation of Agricultural Resources Act, 1983 (Act 43 of 1983).
- 5.4. National Environmental Management Act, 1998 (Act 107 of 1998).
- 5.5. National Environmental Management: Biodiversity Act 2004 (Act 10 of 2004).
- 5.6. The Forest Act, 1998 (Act 1984 of 1998).
- 5.7. National Heritage Resources Act, 1999 (Act 25 of 1999).
- 5.8. Land Use Planning Act 3 of 2014.

6. ADMINISTRATION AND ENFORCEMENT

The Director: Community and Protection Services is accountable for the administration and enforcement of this Policy. The Director has the mandate in accordance with his delegation in writing to assign powers of duty to a responsible official or authorised person to ensure execution of this Policy. This Policy enforces the processes and procedures that must be adhered to in order for effective management and maintenance of all trees.

7. TREE PLANTING

- 7.1. The municipality will facilitate the planting of trees at the department's own discretion which is aligned to a tree planting programme. Furthermore tree planting requests will be provided on the principle whereby a Tree Planting Commitment Form will be completed by the applicant (Annexure 3). Depending on funds and the availability of suitable material, the Municipality annually undertakes the planting of trees, requested by residents, along sidewalks in residential areas and to tree allocation to new housing developments.
- 7.2. Residents requesting individual tree planting must complete a Commitment Form to will maintain the tree in its entirety (Annexure 3).
- 7.3. Tree donations and sponsorships will be accepted based on a written agreement. On request from schools, Community Greening Projects and conservancies, trees may be donated.
- 7.4. Members of the public occasionally plant trees on public land without authorisation. The municipality may on its own discretion remove trees and plants.

8. GENERAL GUIDELINES FOR TREE PLANTING

- 8.1. Trees will be planted along sidewalks specified as street trees in accordance with the Tree Planting Programme. For new trees, preference must be given to the planting of local indigenous trees dependant on local conditions.
- 8.2. Private planting is not permitted on municipal or leased land without prior approval with the relevant Director/Manager of the municipality.

- 8.3. Existing trees that were planted on municipal land that cause(d) damage to private property must be reported to the municipality.
- 8.4. Existing infrastructure will be taken into consideration when trees are planted by means of way-leaves. The way-leave will determine whether an area is conducive for tree planting.
- 8.5. Trees shall not be planted under the following circumstances:
 - 8.5.1. Where it may interfere with any underground services;
 - 8.5.2. Close to a driveway or road intersection where it is likely to impair sight lines of motorists, cyclist or pedestrians;
 - 8.5.3. Where it will obstruct sight lines to traffic signs, signals or direction signs;
 - 8.5.4. Where pedestrian paths will be obstructed in such a way to cause people to walk in the street, or which makes passage by wheelchairs or push carts impassable.
 - 8.5.5. Where they may encroach on service infrastructure such as gas, electricity and telecommunication lines, water and sanitation services, except where root barrier has been installed;
 - 8.5.6. Where way-leaves was not conducted, particularly if trees interfere with existing services, namely electricity, street lights, water, sewerage and Telkom lines;
 - 8.5.7. Within 5 metres of an intersection, an existing driveway, electricity lamp pole or under power lines /overhead lines.
 - 8.5.8. Where planting compromises the protection of municipality"s supply mains which is stipulated in the Electricity Services By Laws Section 25:
 - 8.5.8.1. Construct, erect or lay, or permit the construction, erection or laying of any building, structure or other object, or plant trees or vegetation over or in such a position or in such a manner as to interfere with or endanger the supply mains.
 - 8.5.8.2. Excavate, open up or remove the ground above, next to, under or near any part of the supply mains.
 - 8.5.8.3. Damage, endanger, remove or destroy, or do any act likely to damage, endanger or destroy any part of the supply mains; or
 - 8.5.8.4. Make any unauthorised connection to any part of the supply mains or divert or cause to be diverted any electricity there from.

- 8.5.8.5. The owner or occupier must limit the height of trees or length of projecting branches in the proximity of overhead lines or provide a means of protection which in the opinion of the municipality will adequately prevent trees from interfering with the conductors should a tree or branch fall or be cut down.
- 8.5.8.6. Should the owner fail to observe this provision the municipality may, after prior written notification, or at any time in an emergency, order the owner to cut or prune the trees or other vegetation in such a manner as to comply with this provision.
- 8.5.8.7. The municipality may, subject to obtaining an order of court, demolish, alter or otherwise deal with any building, structure or other object constructed, erected or laid in contravention with the Electrical Services by-law.
- 8.5.8.8. The municipality may in the case of an emergency or disaster remove anything damaging, obstructing or endangering or likely to damage, obstruct, endanger or destroy any part of the electrical distribution system.

9. TREE SPECIES SELECTION

Tree selection will depend on the terrain, topography, climatic and species indigenous to the area, and will be selected from the List of Recommended Street Trees for Stellenbosch Municipality (Annexure 1). Local conditions of Stellenbosch Municipality must be taken into account when selecting trees. When tree species is selected consideration should be given to the available planting space in an area and the size of a fully grown tree to prevent challenges associated with the growth characteristics of trees.

10. SELECTION CRITERIA

- 10.1. Species selected should complement the existing treescape and the concept of the „Oaks City“ should be maintained wherever possible.
- 10.2. Trees with large root systems will not be planted within the 2m radius of a pathway which may potentially cause damage to infrastructure.
- 10.3. A minimum of 5m (between trees) will be used on road reserves.
- 10.4. It is prohibited to plant any invasive tree in terms of applicable legislation.
- 10.5. To prevent root damage to underground services, or hardened surfaces, root control systems will be introduced to redirect roots from these areas.
- 10.6. Existing trees identified by the municipality as dead, dangerous and diseased will be removed and or replanted.

11. REPORTING OF INCIDENTS

All tree related incidents reported to the Municipality will be processed as follows:

- 11.1. All tree incidents will be logged into the tree incident register.
- 11.2. The municipality's response time to emergency tree related incidence will take place within 24 hours.
- 11.3. The execution of normal operations or complaints if required will take place within 14 working days after the inspections have been conducted.

12. TREE BLANKING

Tree blanking is exercised when an individual tree is removed and replaced with a new suitably appropriate tree, so as to ensure the planned tree planting programme remains in place for uniformity purposes. In the case of Oak trees the blanking method will be to replace on a like-for-like basis to retain the treescape of the area.

- 12.1. Tree blanking may only be done under the following circumstances:
 - 12.1.1. Planned by the municipality.
 - 12.1.2. Tree(s) has died or is more than 75% dead.
 - 12.1.3. Trees damaged beyond recovery due to the impact of human activity both accidental and deliberate (vandalism).

13. PRUNING AND REMOVAL OF TREES

The management approach of Stellenbosch Municipality is that all trees are valuable and therefore requests for the removal of trees must be carefully considered by the responsible Department. Pruning or tree removal on municipal property will only be done by authorised officials or service providers.

- 13.1. No person(s) may prune or remove a tree planted on municipal property without prior authority from the Environmental Management Section.
- 13.2. A tree may be removed if the tree or any part thereof may be removed if it presents a risk to life or property.
- 13.3. Requests for pruning and removal of trees must be directed to the municipality.
- 13.4. Pruning or removal of trees on private property is not the responsibility of the municipality, but guidance will be given when required.
- 13.5. A tree on a property line will only be considered for pruning and felling if 70% or more the main stem is deemed to be on municipal property.
- 13.6. Where a member of the public plants trees that are considered to be unsuitable for the area or which interfere with any municipal or other services, such trees will be removed by the municipality after notifying the member of

public. The municipality reserves the right to charge for the removal of such trees as per the Tree Evaluation System (Table 1).

13.7. Champion Trees has special protected status in terms of the National Forests Act of 1998. No such trees may be cut, disturbed or damaged without a license acquired from the relevant authority.

13.8. The pruning or removal of trees will not be considered in the following instances:

13.8.1. Interference with radio, television, internet and DSTV reception;

13.8.2. Less than 75% dead or dying;

13.8.3. Aesthetic purposes, i.e. when it is seen as an eyesore to the surrounding environment;

13.8.4. Shedding of leaves, fruits, flowers, seeds, or any other plant material;

13.8.5. Specified as the cause of allergies;

13.8.6. Causing excessive shade;

13.8.7. View obstruction (other than reducing visibility of traffic sign lines);

13.8.8. Obscuring private advertising boards (other than public signage);

13.8.9. Causing nuisance in respect of swimming pools;

13.8.10. Hampering the growth of other plants;

13.8.11. Attraction of insects or birds (including bats) because of its flowers and or fruit;

13.8.12. Where the owner wants to renovate his property trees will not be removed to aid the renovation process.

13.9. The following factors shall be considered before pruning or felling of trees:

13.9.1. Public,- staff, property and contractors safety;

13.9.2. Legal factors.

13.10. Generally trees are only pruned or felled for sound arboriculture reasons such as:

13.10.1. Trees causing damage to infrastructure;

13.10.2. Trees obstructing pedestrian and/or vehicular movement or impedes traffic sight lines.

14. Damage to Trees

- 14.1. When damage to trees is observed, the municipality must decide whether to take action against the responsible party. This will usually be to claim damages, which may result in criminal charges being laid.
- 14.2. The Tree Evaluation System (Table 1) will be used as a guideline to ascertain the value of a tree. Seven factors are taken into account when calculating the aesthetic value of a tree, with each evaluation factor having four possible values. The assigned value of each factor is multiplied by the other and the accumulative product is multiplied by the inflation rate to provide an overall estimated monetary value of the tree, i.e. factor a x b x c x d x e x f x g = total x inflation rate = R total. This formula is based on the British Tree Council formula, which is accepted worldwide by authorities.

Table 1: Tree Evaluation System

Factors		Evaluation Factor Score			
		1	2	3	4
i	Size of tree - girth, height, width and trunk size	Small 0-4 metres	Medium 4-8 metres	Large 8-16 metres	Very large 16 metres+
ii	Useful life expectancy	10-20 yrs	20-40 yrs	40-100 yrs	100 yrs+
iii	Importance of position in landscape (location and function, cultural and historical value)	Little	Some	Considerable	Great
iv	Presence of other trees, surrounds and aesthetics	Many 10 or more	Some 4-10	Few 1-4	None
v	Relation to the setting, location, foliage, cover and aesthetics	Barely Suitable	Fairly suitable	Very suitable	Especially suitable
vi	Form, shape, size, height, weight and look of tree	Poor	Fair	Good	Very good
vii	Special factors - botanical value of species, growth rate, flowers, indigenous or exotic, evergreen or deciduous	None	One	Two	Three or more

14.3. The objective of the Tree Evaluation System is:

- 14.3.1. To provide an objective way of examining a tree by means of fixed criteria to assess a trees value in its environmental context. Such a method has wide application and affects management considerations, e.g. removal and planting.

- 14.3.2. To provide arboriculture and other practitioners with a system for assessing a value when trees are accidentally mutilated or destroyed or when removal is requested.
- 14.3.3. To provide planners and developers with a means of including trees in their estimates with the same precision, objectivity and consistency that they apply to other aspects of landscape and engineering works.
- 14.4. No tree located on municipal land is to be removed unless it presents a threat to human life or property, or if the tree has died. Exceptions to the rule:
 - 14.4.1. Trees classified as “declared weeds” in terms of the Conservation of Agriculture Resources Act, 1983 (Act 43 of 1983) and the National Environmental Management Biodiversity Act, 2004 (Act 10 of 2004);
 - 14.4.2. Trees that are beyond recovery;
 - 14.4.3. Trees causing a traffic, electrical or health hazard;
 - 14.4.4. Trees that interfere with essential services where no other suitable alternatives can be found;
 - 14.4.5. At the request of adjacent property owners for vehicle access, subject to the presentation of approved building plans, where no other alternative can be found. The applicant will be held liable for the cost of removal as well as for the aesthetic loss to the environment. The cost will be based on the Tree Evaluation System for valuing a tree as set out in paragraph 14.2 and Table 1;
 - 14.4.6. Trees that were damaged during vehicle accidents.

15. INSURANCE CLAIM

All insurance claims will be dealt with by the Insurance Department. The Urban Forestry Section will conduct the inspection and provide the Insurance Department with the incident report.

16. TREE APPLICATION FORM FOR FELLING OF TREES (ANNEXURE 2)

An Application Form must be completed and submitted to initiate an investigation. Any approved tree felling requests must be accompanied with photographs to proof that the tree requires felling. Records will be kept of all applications received for pruning and felling.

17. REMOVAL OF FALLEN TREES

17.1. The following procedures will be followed in the event of the removal of fallen tree:

- 17.1.1. In the event of a tree falling within the WC024 jurisdiction, the municipality or emergency teams/ service provider will ensure the removal of such a tree(s).

- 17.1.2. In an emergency where a street tree has fallen onto private property, the Urban Forestry team or emergency teams/ service provider will remove the tree in order to ensure the safety of persons and property.

18. TREE MAINTENANCE AND PROTECTION

18.1. The following principles apply:

- 18.1.1. All newly planted trees shall have a maintenance plan with a particular focus on the first three years of the trees" life-cycle, so as to ensure the survival of the newly planted trees.
- 18.1.2. A watering and fertilisation programme may be applied.
- 18.1.3. Dead, dangerous and diseased trees must be reported to the municipality immediately for investigation to determine the state of the tree.

19. COMPLIANCE AND ADHERENCE

The Tree Management Policy and objectives outlined reflect the policy of Stellenbosch Municipality. Anyone failing to adhere to the Tree Management Policy and its specifications or causing damage to trees will be prosecuted. Applications by property owners / the public / non Council organisations to plant trees on Council property must be done in writing and addressed to the Municipality.

Annexure 1**RECOMMENDED STREET TREES FOR STELLENBOSCH MUNICIPALITY**

SCIENTIFIC TREE NAME	COMMON NAME
<i>Quercus nigra</i>	'Water Oak'
<i>Quercus palustris</i>	'Pin Oak'
<i>Celtis africana</i>	'White Stinkwood'
<i>Rhus pendulina</i>	'White Karee'
<i>Nuxia floribunda</i>	'Forest Elder'
<i>Olea europaea</i>	'Wild Olive'
<i>Rhus pendulina</i>	'Yellow Wood'
<i>Harpephyllum caffrum</i>	'Wild Plum'
<i>Combretum erythrophyllum</i>	'River Bushwillow'
<i>Sideroxylon inerme</i>	'White Milkwood'
<i>Podocarpus henkelii</i>	'Yellow Wood'
<i>Ekebergia capensis</i>	'Cape Ash'
<i>Illex mitis</i>	'Cape Holy'

Annexure 2**APPLICATION FORM FOR THE FELLING OF TREES**

This form needs to be completed and relevant additional information attached before an application will be evaluated and considered.

Reference Number					
Date of Application					
Name and Surname					
Physical Address of Tree.					
Email Address of Applicant					
Telephone Number					
Tree Location	Park		Pavement		
	POS		River		
Reason for Removal of Tree (s)	Description	Please tick	Comment		
	Dead				
	Dangerous				
	Diseased				
	Other- please motivate:				
Tree Species					
Details of Tree Replacement Plan					
Was commitment form signed?	Yes/ No				
Pictures attached	Yes/ No				

FOR OFFICE USE ONLY

Date of site visit			
Name of municipal representatives who undertook inspection.	Name:		
	Designation:		
	Name:		
	Designation:		

Description of Request by Official		
Sufficient evidence	Yes	No
	Emails	
	Pictures	
	Other Supporting Documents	
Recommendation by Sup Urban Forestry	Approved	
	Rejected	
	Motivation for decision:	
	Conditions of Approval:	
Supported by Manager: Environmental Management	Approved/ Rejected	
Manager: Community Services	Approved/ Rejected	

Annexure 3

Stellenbosch Municipality
 Jan Marais 123 Merriman Street, Stellenbosch, 7600
 Email: Maindren.Chettiar@stellenbosch.gov.za
 Phone: 021 808 8132/8160



STELLENBOSCH
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TREE PLANTING COMMITMENT FORM

APPLICATION DETAILS	
Date of planting:	
Name and Surname:	
Address (or erf number)	
Contact Details:	
Email address	
Tree Species:	
Number of Trees planted:	
Tree number:	
Type of Event (if applicable)	

11.7	PLANNING AND ECONOMIC DEVELOPMENT: (PC:CLLR E GROENEWALD (MS))
------	--

NONE

11.8	RURAL MANAGEMENT AND TOURISM: (PC: CLLR S PETERS)
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NONE

11.9	YOUTH, SPORTS AND CULTURE: (PC: CLLR M PIETERSEN)
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11.9.1	REVIEWING OF THE POLICY ON LEASING AND USE OF MUNICIPAL HALLS
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Collaborator No: 662957
IDP KPA Ref No: Good Governance
Meeting Date: 09 October 2019

1. **SUBJECT: REVIEWING OF THE POLICY ON LEASING AND USE OF MUNICIPAL HALLS**
2. **PURPOSE**
To inform Council about the revision done on the Leasing and Use of Municipal Halls Policy and to obtain Council approval.
3. **DELEGATED AUTHORITY**
COUNCIL
4. **EXECUTIVE SUMMARY**
The policy has reached its maturity and the department identified elements to be revised. The amendments will ensure the consistent application of the policy by all respective users.
5. **RECOMMENDATION**
that the attached revised policy on the hiring and use of municipal halls be approved.
6. **DISCUSSION / CONTENTS**
 - 6.1 **Background**
A strategic decision was taken that all policies of Council must be revised and updated to be relevant for the users of the Greater Stellenbosch.
 - 6.2 **Discussion**
Currently, the Department is guided by the policy on the leasing and use of municipal facilities as approved by Council on 11 December 2008. Due to the age of this policy there is a need for the revision of the current policy. Other factors include changing community demand and needs.

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 Greater Stellenbosch Municipal area

At the MAYCO on 11 April 2018 this policy was referred back, with specific but not exclusive references to the following concerns:

- a) The use of the terminology in the policy (e.g. hire vs lease agreements. Ensure consistent use of the correct terminology).
- b) What happens with the deposit when Council must cancel the booking for the purpose mentioned?
- c) The damages during set up; how is this recorded and the process for the recovery of the amount for the damage, apart from the deposit when the damage is more than the deposit.
- d) Terminology in period of hire.
- e) The compiling of an SOP to guide the hirer / official through the pre-event and post event walk through in order to establish and agree on the state of the premises and / or damages occurred.
- f) What about posters, decorations.
- g) Refer under refreshments to section on liquor.
- h) Section on alcoholic beverages must be clear and in line with liquor licence.
- i) Liabilities for damages – what if the damages are more than the deposit.
- j) What about the user / hirer who damages the facility really badly? Will they be prevented from using all municipal facilities for a period of time? What is the period?
- k) Advise on why the deposit does not off-set the damages sometimes caused. How will this be addressed.

The above concerns have been addressed in the revision of this policy.

6.3 Financial Implications

None

6.4 Legal Implications

None

6.5 Staff Implications

None

6.6 Previous / Relevant Council Resolutions

Council approved.

6.7 Risk Implications

None

6.8 COMMENTS FROM SENIOR MANAGEMENT**6.8.1 Director: Infrastructure Services**

No comments received

6.8.2 Director: Planning and Economic Development

No comments received

6.8.3 Director: Community and Protection Services

Agree with the recommendations.

6.8.4 Director: Corporate Services

No comments received

6.8.5 Chief Financial Officer

No comments received

6.8.6 Municipal Manager:

No comments received

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-10-09: ITEM 7.9.1

that the attached draft revised policy on the hiring and use of municipal halls be approved in principle, and be circulated for public comments for 30 days before it is re-submitted for final approval.

ANNEXURE

Annexure A: Draft Revised Policy on the hiring and use of municipal halls and with track changes

FOR FURTHER DETAILS CONTACT:

NAME	ALBERT VAN DER MERWE
POSITION	SENIOR MANAGER: COMMUNITY SERVICES
DIRECTORATE	COMMUNITY AND PROTECTION SERVICES
CONTACT NUMBERS	021 808 8165
E-MAIL ADDRESS	Albert.vandermerwe@stellenbosch.gov.za
REPORT DATE	30 April 2019

ANNEXURE A



STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

REVISION OF THE POLICY ON THE
LEASINGHIRING
AND USE OF MUNICIPAL HALLS ~~AND FACILITIES~~

Approved by Council on 2008-12-11

(Item 7.2)

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22.	Inspection	
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1. DEFINITIONS

In this Policy, unless the context otherwise indicates:

"Authorized Official" ~~—~~ means an official of the Council who has been authorized by it to administer, implement and enforce the provisions of this Policy;

"Facility" means a building or premises owned or operated by Stellenbosch Municipality, whether incorporating a community hall or not, at which group activities of an indoor, cultural or recreational nature can be pursued;

"Council" or **"Municipality"** means – the Municipality of Stellenbosch as established in terms of Section 12 of the Municipal Structures Act, 117 of 1998, and includes any political structure, political office bearer, Councillor, duly authorized agent thereof or any employee thereof acting in connection with this policy by virtue of a power vested in the municipality and delegated or sub-delegated to such political structure, political office bearer, Councillor, agent or employee;

"LesseeHirerLessee" means any person who applies, pays and obtains approval for the use of premises or a facility;

"Premises" means any land, building or structure or any portion of land, building or structure on or in which activities regulated by this Policy take place or on which a centre has been constructed and includes any facility in or on the premises;

"Prescribed Fee" means a fee determined by the Council by resolution in terms of applicable legislation.

"Property" means the land on which any building or structure of the Council is situated;

"Weekdays" means Monday 08:00 to Friday 18:00;

"Weekends" means Friday 18:00 to Monday 08:00.

2. APPLICATION FOR FACILITY ~~HIRE~~LEASE

- (1) Each application for use must be made on the required application form, signed by the applicant, stating the purpose and hours required, and containing the applicant's undertaking to comply with these conditions of ~~hire~~lease. Where application is made on behalf of an organization or body of persons, the applicant shall state the name of such organization or body and the authority of the applicant for making such application, together with private and business telephone numbers of the applicant. The person making application on behalf of the organization or body will then be liable to ensure compliance with this policy.
- (2) The ~~lesseehirerlessee~~ is limited to the use of the premises specified in the application form.

- (3) The premises so ~~hirelease~~ may not, except with the prior written permission of the Council, be used for any purpose other than the purpose indicated on the application form.
- (4) Applications for the ~~hirelease~~ of a facility will as far as possible be considered in the order in which they are received.
- (5) The approval of any application for the ~~leasinghiring~~ of a facility is in the sole and absolute discretion of the Council. A signature on behalf of the Council on the lease agreement by an authorized official will be indicative of the approval of the application.
- (6) A tentative booking of a facility for a specific date is provisional and will be valid for 15 (fifteen) working days only, excluding the day in which the booking was made, and unless a completed and duly signed lease agreement as well as the full deposit, is received within 15 (fifteen) working days, the provisional booking will be cancelled and the facility will once again be made available for use by other persons.
- (7) Council may cancel any booking when the facility is required for Council functions or due to a national or regional emergency even when these conditions of ~~hirelease~~ may have been accepted and signed and the ~~hirelease~~ fee and/or deposit has been paid. It is a condition of ~~hirelease~~ that the ~~lesseehirerlessee~~ agrees to accept Council's right to cancel any booking and the ~~lesseehirerlessee~~ will be held to have consented to such cancellation and to have no claim at law or in equity for any loss or damage in consequence of such cancellation. Any refund shall be at the sole discretion of Municipal Manager, whose decision shall be final.
- (8) Applicants must provide on the application form details of any additional equipment which they are intending to bring into the facility for the event, including without limitation public address systems and stage lights.
Any damages to the facility while set up will be held liable by the lesseehirerlessee to pay. These damages include during and after a function. These damages are inclusive for during and after the function. If the damage to the facility to the facility is more than the paid deposit, a market-related invoice for the damages will be for the account of the lessee.
- (9) Applicants must provide on the application form details of any persons who, or bodies which, require access to the facility, including without limitation musicians, caterers and other contractors.
- (10) Deposits which qualify for refund and not claimed within three (3) months after the date that the hall was used will be forfeited by the ~~lesseehirer~~.

3. PRESCRIBED FEES

A prescribed tariff, determined annually by Council, is payable for premises, services and ~~facilities~~ halls provided by the Council in terms of this Policy. All tariffs referred to in the rental agreement are subject to change with effect from 1st July annually. The ~~lessee-hirer~~ is obliged to pay the tariff applicable on the date of the function regardless the date of contracting or paying for the hall.

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4. PAYMENT OF FEES

- (1) No person is permitted to use any premises ~~hireleased~~ unless the prescribed fee has been fully paid: Provided that the Council may exempt any person or organization, on good cause, from the payment of portion or the entire prescribed fee.
- (2) Council shall determine an amount that should be paid as a deposit. In case there is damage to property the costs to repair the damages will be recovered from the deposit and if the deposit is too little, the ~~lesseehirer~~ will be liable to pay the remaining amount.
- (3) That a tariff subjected to the tariffs as described in the annual updated tariff structure as approved by council must be paid in full.
- (4) In any unforeseen circumstances affecting municipal services and/or challenges where the Executive Mayor or the Municipal Manager must address the public and/or rate payers, the use of any municipal halls will be free of charge.

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See APPENDIX 1 for discounts on hall tariffs.

5. PERIOD OF ~~HIRELEASE~~

- (1) Notwithstanding any determination made by Council regarding the dates and period for which the premises may be ~~hireleased~~, the Council may allow the ~~lessee-hirer~~ reasonable access to the premises prior to the commencement date of the period of ~~hirelease~~, to enable the ~~lesseehirer~~ to make the necessary preparations and arrangements in or on the premises, subject to the payment of additional fees.
- (2) Lease Periods: Morning ____ 08:00 to 13:00
~~Afternoon 13:00 to 18:00~~
 Evening ____ 18:00 to 24:00
- (3) -An additional fee will be payable for exceeding the lease period for whatever reason: 10 % of the total rental tariff per hour or part thereof. The same formula will be applicable for preparations and rehearsals.

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6. ADJUSTMENT OF PERIOD OF HIRELEASE

- (1) Any person who makes an application for the hirelease of premises may, subsequent to the approval of such application, apply for the postponement of such hiring to a later date, without penalty or forfeiture: Provided that the postponement may be refused if the premises have in the meantime been hireleased for use by another person or is required by the Council on the dates to which the postponement is sought.
- (2) Any person who has made an application for hiring of premises may cancel such application and if –
 - (a) an application is cancelled 30 days or longer prior to the commencement date of the period of hirelease, the lesseehirer will receive a full refund of the prescribed fee already paid;
 - (b) an application is cancelled more than 15 days but less than 30 days prior to the commencement date of the period of hirelease, the lesseehirer will receive a 50% refund of the prescribed fee already paid; or
 - (c) an application is cancelled 15 days or less prior to the commencement date of the period of hirelease, the lesseehirer is not entitled to receive any refund of the prescribed fee already paid.

7. SUB-LETTING

A lesseehirer may not sub-let the hireleased premises, or any part thereof, to any other person nor may the lesseehirer cede, pledge or renounce in favour of another person any of his rights or obligations under this policy, nor allow any other person to occupy the premises, without the prior written permission of the Council.

8. CONDITION OF PREMISES

- (1) The lesseehirer must inspect the hireleased premises, including any installation, appliance, fitting, accessory and furniture, on or in the premises before he commences to use such installation, appliance, fitting, accessory and furniture and if the lesseehirer finds that any installation, appliance, fitting, accessory or furniture on the premises are not in a proper state of repair, the lesseehirer must report this fact to the Council in writing.
- (2) If the lesseehirer fails either to inspect the premises or to report any defects found, in terms of subsection (1), it is deemed that upon

commencement of occupation by the lessee~~hirer~~, everything in the premises was in a proper state of repair.

9. DUTIES OF THE LESSEE~~HIRER~~

(1) A person hiring premises from the Council –

(a) ~~(a)~~ on approval of the application, the lessee will receive an Standard Operating Procedures document indicating the responsibilities for the leasing of the halls.

(b) must keep and maintain the premises hire~~lease~~d out and return them to the Council in the same order and condition as when they were hire~~lease~~d out;

(c) ~~(b)~~ must take all reasonable steps to keep every sewerage pipe, water tap and drain within or serving the premises free from obstruction or blockage as a result of the lessee~~hirer's~~ activities;

(d) ~~(e)~~ must at all times keep the premises in a clean, tidy and sanitary condition;

(e) ~~(d)~~ may not affix or attach to the premises any notice or other matter without the prior written permission of the Council and must upon the termination of the hire~~lease~~, remove every such attachment;

(f) ~~(e)~~ may not obscure any plate glass window by painting or otherwise;

(g) ~~(f)~~ may not drive any screw or nail into a wall or partition or door of the premises;

(h) ~~(g)~~ may not change or interfere with or overload any electrical installation in or on the premises;

(i) ~~(h)~~ may not remove or take out from the premises any furniture or other articles whatsoever belonging to the Council;

(j) ~~(i)~~ may not obstruct, interfere or tamper with any thermostat or air conditioning appliance in the premises or any building in which the premises are located;

(k) ~~(j)~~ may not introduce or install any unsafe or heavy article, furniture, fitting, appliance or equipment which, in the opinion of an authorized official could damage the premises or any part thereof without the permission of that official and subject to any conditions imposed by that official, to ensure the safety of the premises and any person using them;

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~~(l)~~ ~~(k)~~ may not install in the premises any air conditioning or ventilating unit or equipment without the prior written permission of the Council;

~~(m)~~ ~~(l)~~ may not permit the storage of any motor vehicle or other movable item of any description on any pavement outside an entrance hall, staircase or passage of the premises;

~~(n)~~ ~~(m)~~ may not do anything on the premises, nor allow anything to be done in non-compliance with any reasonable instruction given or issued by an authorized official; and

~~(o)~~ ~~(n)~~ may not park any vehicle nor allow the parking of any vehicle by any of the ~~lessee's~~ employees, invitees, agents, directors or other representatives anywhere on the premises except in properly demarcated parking bays on the premises as pointed out by an authorized official.

- (2) The ~~lessee~~ shall be responsible for all arrangements in connection with the admission of all persons to the facility and shall provide such ushers, cashiers, security and other staff as may be necessary to control the admission and conduct of all persons in the facility and on the premises to ensure compliance with the provisions of this policy and related by-laws / legislation.
- (3) The right to use a facility for a specified purpose on a specific day is granted to the ~~lessee~~ in their personal or legal capacity and they may not make the hall or any part thereof, either for the same or another purpose, available for use by any third party either by means of a sub-lease or by ceding, assigning, pledging or in any other way transferring all or part of their rights without the prior written consent of the Council.
- (4) Electric lighting and other electric appliances shall, except with the express permission of the Council, be handled only by a duly appointed official of the Council.
- (5) Candles and naked lights may be used in the facility subject thereto that the authorized official is notified beforehand by the ~~lessee~~.
- (6) The cloakrooms are for the duration of the lease under the supervision of the ~~lessee~~ who accepts full responsibility for all damages or losses caused to the cloakrooms.
- (7) The ~~lessee~~ shall give the authorized official at least 2 (two) working days prior written notice of the way in which the hall should be arranged.
- (8) The ~~lessee~~ and anyone associated with the ~~lessee~~ when using the facility will ensure that they comply with all legal requirements pertaining to the holding of a gathering and to the usage of the facility. This includes adherence to the Smoking Policy of Stellenbosch Municipality.

- (9) The ~~lessee~~ shall be responsible for all catering arrangements and shall ensure that the caterer keep and leave such premises in a clean and tidy condition. Food shall be prepared only in the kitchen of a ~~lessee~~ on electric stoves or other electric cooking equipment provided by the Council. The kitchen or scullery as well as the crockery and cutlery of the Council, if used, must be cleaned before the expiration of the lease of the facility.

10. ADVERTISEMENTS AND DECORATIONS

- (1) No person who has applied for the ~~hire~~ of premises may publicly announce or advertise any function or event in respect of which an application for the ~~hire~~ of such premises has been made, before the Council has notified that person in writing that the application has been approved.
- (2) Every ~~lessee~~ must, before vacating the ~~hire~~ premises or the termination of the period of ~~hire~~ for any reason whatsoever, remove every poster, notice, decoration, flag, emblem, sign and other form of advertisement or direction erected or affixed by him/her, and makes good any damage caused by such removal.
- (3) No posters, decorations or any other wall hangings may be glued or nailed to the walls of the municipal property.

11. ADMISSIONS AND SALE OF TICKETS

The ~~lessee~~ is responsible for all arrangements in connection with the admission of the members of the public to any function or event on or in the ~~hire~~ premises, the provision of ushers and other persons necessary to control the admission of persons to the premises, and the sale of tickets.

12. OVERCROWDING

- (1) No overcrowding of the premises or ~~facilities~~ is allowed at any time during the ~~lessee's~~ function or event and the ~~lessee~~ must comply with the Council's requirements prescribing the maximum number of persons allowed on the premises during the function or event.
- (2) Without detracting from the general requirements referred to in subsection (1), the ~~lessee~~ may not allow more persons admission to the premises than the number of available seats or, if seating is not provided, the maximum number of persons prescribed by notice on the premises or as stipulated in the agreement of ~~hire~~.

13. SALE OF REFRESHMENTS

- (1) No person may sell refreshments or food stuffs on or in any ~~hirelease~~ premises during any function or event for which they have been ~~hirelease~~, without the prior written permission of the Council.
- (2) The Council may permit the sale of refreshments or foodstuffs by any person as it may approve after it has received a written application to sell such items, and the Council may allocate sufficient accommodation to that approved person, wherein trading stock, furniture, equipment, installations and books necessarily required for trading may be accommodated.
- (3) The provisions of subsections (1) and (2) do not apply if the supply and sale of refreshments or foodstuffs is an integral part of the function or event of the ~~lesseehirer~~.
- (4) With regards to the selling of liquor, see page 11.

14. SERVICES

- (1) The nature of the municipal services to be provided to the ~~hirelease~~ premises by the Council is at the sole discretion of the Council.
- (2) The Council may take such steps as it may consider necessary in its discretion for the proper maintenance and operation of any common areas in or on the ~~hirelease~~ premises.
- (3) An authorized representative of the Council may attend the ~~lessee'shirer's~~ function or event to ensure compliance with any provision of this policy.
- (4) A ~~lesseehirer~~ is not entitled to the official services of any authorized official or other representative of the Council who attends the ~~hireleaser's~~ function or event in terms of subsection (3).
- (5) A ~~lesseehirer~~ is not entitled to receive gratuitous cleaning or other service from the Council in connection with the ~~lessee'shirer's~~ activities during the preparation for, or during, a function or event.

15. CANCELLATION DUE TO DESTRUCTION OF PREMISES

- (1) The Council may cancel the ~~hirelease~~ of premises if –
 - (a) ~~(a)~~ the premises are destroyed or are damaged to such an extent that they are substantially unusable;
 - (b) ~~(b)~~ there is such damage to the premises that, although paragraph (a) does not apply, the premises have been rendered substantially unusable because of the absence of access or supply of any necessary municipal service or amenity; or

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(c) ~~(e)~~ there is destruction or damage to the premises or any part thereof or to any neighbouring building, whether or not the hirelease premises are involved, and the Council decides not to proceed with the hirelease of the premises in order to engage in reconstruction, renovation or rebuilding or for safety reasons.

(d) In a case of cancellation due to point (1) above, the deposit will be refunded to the lessee.

- (2) Any decision made in terms of subsection (1), must be communicated by written notice given by the Council to the lesseehirer within a reasonable period after the event referred to in subsection (1) giving rise to the cancellation.

16. CANCELLATION DUE TO NON-COMPLIANCE

- (1) The Council may at any time cancel the hirelease of premises if the lesseehirer contravenes or fails to comply with any provision of this Policy or any other Law.-
- (2) A cancellation in terms of subsection (1) is without prejudice to any right or claim which the Council may have against the lesseehirer under any provision of this policy or at common law.

17. TERMINATION OF PERIOD OF HIRELEASE

- (1) Upon the termination of the period of hirelease for any reason, the lesseehirer must return the premises and the facilitieshalls to the Council in good order and condition and must make good and repair or replace at his or her own cost on demand of the Council any damage or breakage or missing article or, in the alternative, reimburse the Council for the cost of repairing, making good or replacing any broken, damaged or missing article.
- (2) Every lesseehirer must vacate the hirelease premises after termination of the period of hirelease within the period specified in the application form or agreement of hirelease.
- (3) If a lesseehirer fails to comply with the provisions of subsection (2), he or she is liable to pay a further prescribed fee, for the additional period during which the lesseehirer remains in occupation of the premises after the termination of the period of hirelease.
- (4) The provisions of this subsection do not preclude the Council from taking lawful steps to procure the eviction of any such lesseehirer from the premises.

- (5) A ~~lessee~~hirer must comply with every reasonable and lawful instruction of the Council or an authorized official in respect of the cleaning of the premises when the ~~lessee~~hirer vacates the premises.
- (6) A ~~hire~~lease must comply with all reasonable and lawful instructions of the Council or an authorized official in respect of the vacation of the premises and the return of the ~~facilities~~halls concerned.

18. FIRE HAZARDS AND INSURANCE

- (1) A ~~lessee~~hirer may not at any time bring or allow to be brought or kept on the premises, nor do or undertake nor permit to be done or undertaken in or on the premises, any matter, thing or activity whereby a fire or any other insurance policy relating to the building concerned may become or becomes void or voidable or whereby the premium for any such insurance may be or is increased.
- (2) If the premiums for insurance contemplated in subsection (1), are increased as a result of any act or omission contemplated in that subsection, the Council may, in its discretion, allow the activity concerned to continue and recover from the ~~lessee~~hirer the amount due in respect of any additional insurance premiums and the ~~lessee~~hirer must pay such amount immediately on notification from the Council or the insurance company to the effect that such additional premiums have been charged.
- (3) The Council may at any time in its discretion require the ~~lessee~~hirer to take up insurance or liability cover of the premises ~~hire~~leased with an insurance company approved by the Council, against loss or damage by fire or any other cause during or as a result of any function or event for which the premises are ~~hire~~leased.

19. STORAGE ~~FACILITIES~~HALLS

The Council is not responsible for providing ~~facilities~~halls for the storage of the equipment of the ~~lessee~~hirer, or the ~~lessee~~'s ~~hirer's~~ employees, visitors, supporters or agents during any period prior to, during or after the function or event concerned.

20. EQUIPMENT

- (1) A lessee/hirer who requests the Council to supply any equipment for use during a function or event; may use such equipment only with the permission of the Council and under the supervision of an authorized official.
- (2) If a lessee/hirer causes damage to the equipment referred to in subsection (1), or removes or causes the equipment to be removed from the premises without permission or, having removed it with permission, fails to return it, the lessee/hirer is liable for the repair or replacement costs thereof.

21. RIGHT OF ENTRY

- (1) Subject to the provisions of applicable national and provincial legislation, an authorized official or another authorized representative of the Council, or service provider may enter hire/lease premises at any reasonable time –
 - (a) to inspect the premises and carry out any repairs, alterations, additions, modifications or improvements on or in the premises; and
 - (b) in order to ensure that the conditions of hire/lease of the premises and the provisions of this Policy are being complied with.
- (2) An authorized official, other authorized representative of the Council, or a service provider is entitled to erect scaffolding, hoardings and building equipment in, at, near or in front of hire/lease premises as well as such other devices required by law or which the Council's architects may certify is necessary to carry out the activities contemplated in subsection (1)(a).

22. INSPECTION

Upon the conclusion of all the lessee's/hirer's activities at the termination of the period of hire/lease or at the cancellation of the hire/lease in terms of any provision in this policy, an authorized official and the lessee/hirer or his or her nominee must inspect the premises, for the purpose of assessing any damage or loss and compliance with the provisions of this policy.

23. BY-LAWS

A ~~lessee~~hirer must comply with the Council's security and fire protection by-laws which may from time to time be in force in respect of the premises concerned.

24. NUISANCE

- (1) No person attending or intending to attend any function or event in or on ~~hire~~leased premises, may conduct himself or herself in an unseemly or obnoxious manner or cause a nuisance or annoyance to any other person in or user of the premises, or to any occupier of any other part of the building or neighbouring building.
- (2) An authorized official may, during any function or event of a ~~lessee~~hirer, instruct the ~~lessee~~hirer to remove from the premises any person who is in a state of intoxication or who is acting in contravention of subsection (1).
- (3) An authorized official may, during any function or event of a ~~lessee~~hirer, direct the ~~lessee~~hirer to prevent the entry on or into the ~~hire~~leased premises by any person who is in a state of intoxication or who is acting in contravention of subsection (1).

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25. ALCOHOLIC BEVERAGES

- (1) Subject to the terms and conditions stipulated in any agreement entered into between the Council and a ~~lessee~~hirer of a facility, and subject to any other law, no person may –
 - (a) sell any alcoholic beverage on the premises of a facility without the prior written permission of the Council; or
 - (b) bring his or her own supply of alcoholic beverage on or into a facility without the prior written permission of an authorized official.
- (2) If the sale and consumption of alcohol on or in a facility is legally permitted by the Council, such sale or consumption is on condition that no person who is under 18 years of age is served or allowed to consume any alcoholic beverage and the ~~lessee~~hirer of a facility or the person in charge thereof, as the case may be, is responsible for ensuring that this age limit restriction is observed.
- (3) The selling of alcohol is subject to Stellenbosch Municipality's Liquor Trading Hours By-law which is in line with the Western Cape Liquor Act, 2008 (Act No 4 of 2008).

26. POST FUNCTION CLEANING

The ~~lessee~~hirer will leave the facility, kitchen and/or rooms in a tidy condition and all fixtures in good working order and condition, and immediately place all rubbish and waste matter, in plastic bags within the garbage bins provided. If this is not done, Council shall be entitled to have the facility cleaned or put in order and the cost of doing so will be deducted from the deposit.

27. KITCHEN ~~FACILITIES~~HALLS AND APPLIANCES

The ~~lessee~~hirer must not take and must not allow any other person including caterers to take, into the kitchen or any part of the facility, or use, or allow to be used, any gas or electrical appliances not supplied by Council (e.g. spit roasts, hotplates, portable deep fryers) unless permission has first been obtained from Council.—The ~~lessee~~hirer must ensure that when leaving the kitchen at completion of the event all appliances are turned off and the kitchen is clean and all utensils are in good order and condition. It is the responsibility of the ~~lessee~~hirer to ensure that caterers adhere to this requirement. If this is not done Council shall be entitled to have the facility cleaned or put in order and the cost of doing so will be deducted from the deposit.

28. FIREARMS AND TRADITIONAL WEAPONS

No firearm or traditional weapon may be brought into a facility, unless, subject to the availability of a safe or other appropriate storage facility at the entrance to a facility, it is surrendered to an authorized official for safe keeping and must be collected from that official when leaving the facility.

29. GENERALLY PROHIBITED CONDUCT

No person may –

- (a) willfully or negligently destroy, damage or deface any part of a facility, including any feature, fixture, fitting or appliance contained therein or any article supplied by the Council for use in a facility;
- (b) throw, deposit or drop or cause to be thrown, deposited or dropped any refuse, glass, tin, paper, fruit, fruit peels, sharp object or any other object that is perishable, offensive or that may interfere with the cleanliness of a facility or that may cause annoyance, danger, injury or accident to any other person inside a facility; other than inside a refuse bin or container provided by the Council for that purpose;
- (c) walk upon or recline in any flowerbed or lawn on the premises of a facility or draw, drive or propel thereon any vehicle or machine of whatsoever nature in contravention of any prohibitory notice displayed in a conspicuous place therein or thereon; and
- (d) encroach upon or build any enclosure, make any hole, or erect or place any peg, spike, tent, booth, screen, stand, swing or any other

building, erection or structure of on or within a facility, without written authority from an authorized official.

30. LIABILITIES FOR DAMAGES

- (1) The ~~lessee~~ shall be liable for and shall bear the costs in excess of the deposit (if any), of any damages to the facility, furniture, fittings or to any other property of the Council which may occur during the period of hiring of the facility.
- (2) The Council will not be responsible or liable for damages to or for the loss of any property, article or anything placed in or left in the hall by the ~~lessee~~ or by any other person nor for damages to the property of or for injuries to any person entering the hall or using the equipment or ~~facilities~~ therein.
- (3) The Council shall not be liable for any damages or loss sustained by the ~~lessee~~ in consequence of the failure of or any defect in any machinery, appliances or lighting arrangements of the facility.
- (4) In the case of severe damage caused by the lessee, Stellenbosch Municipality reserves the right to decline any future application for a period of time as determined by Council.

31. INDEMNITY

The ~~lessee~~ and any other person using the facility of the Council on the day concerned for the specified purpose, do it at own risk and the ~~lessee~~ indemnifies the Council, its members, employees or agents, whether in personal or official capacity, against liability for all claims from whichever nature by the ~~lessee~~ or their ~~dependants~~ or any third party in respect of any patrimonial loss, consequential damages, injuries, or personal prejudice that he/she or any other person using the facility may suffer or sustain in connection with or resulting from the aforementioned use of the facility.

32. USE OF FACILITY BY ~~EXECUTIVE MAYOR~~ COUNCILLORS

In any unforeseen circumstance affecting municipal services and/or challenges where Executive Mayor or the Municipal Manger must address the public and/or rate payers, the use of any municipal hall. Each duly elected Councillor may book any facility according to the process as stipulated in this policy and may utilise any facility for a maximum of two occasions during any calendar month one event per month. Bookings for the aforementioned, must be done through the municipal department dealing with Community Participation. Free access to municipal halls for Ward Councillors for functions such as: Meetings, Workshops or any other ward related activities. This access will only be granted to a maximum of one event per month. This is not transferable for any other festivals, parties, dances, fund raisers, ect.

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33. DATE OF COMMENCEMENT

This policy takes effect on the date on which it is adopted by the Council of Stellenbosch Municipality.

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Procedure: Application of Discounts on Hall tariffs as approved by Council, Item 7.15, on 26 August 2008

All applications for the discounted tariffs are to be submitted in writing to the Director: Social Development Services for consideration and approval.

The identified groups qualifying for the discounted tariffs are:

- (i) Schools located within the WC024, limited to one booking per financial year.
- (ii) Churches located within the WC024, limited to one booking per financial year or otherwise.
- (iii) Churches using a hall on a regular basis. A formal agreement will be entered into between the parties subject to the specific conditions.
- (iv) Registered non-governmental and non-profitable organizations. Proof of registration must be submitted with each application. ~~Non-Governmental Organisations.~~
- (v) Governmental Departments e.g. All Pay, Education and SAPS.

Organisations promoting the well-being of the six recognized vulnerable groups, namely the elderly, disabled, children, youth, women and vagrants.

~~(vi) The six recognised vulnerable groups namely the Aged, Disabled, Children, Youth, Women and People living on the streets.~~

(vii) Individual families registered as indigent at the Stellenbosch Municipality ~~Municipality~~, limited to one booking per financial year.

(viii) Organizations promoting the image of the Greater Stellenbosch (WC024) creating jobs and contributing to our revenue streams e.g.:

All festivals

Flower Show (Stellenbosch and Pniel)

International and National Sports Bodies/Events e.g. Cape Epic ~~Organisations~~

All political parties when using municipal halls

promoting the Greater Stellenbosch eg:

Wine Festival

Flower Show (Stellenbosch and Pniel)

Stellenbosch Festival

Bastille Festival

Van Der Stel Festival

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The relevant deposits must be paid in full.

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11.10	MUNICIPAL MANAGER
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NONE

12.	CONSIDERATION OF ITEMS, REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS SUBMITTED VIA THE OFFICE OF THE MUNICIPAL MANAGER
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12.1	MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC): [CLLR WF PIETERSEN]
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12.1.1	THE OUTCOME OF THE INVESTIGATION INTO THE APPOINTMENT OF PLAN ASSOCIATES TOWN AND REGIONAL PLANNERS INC AND THE SEQUENCE OF EVENTS THAT ULTIMATELY ENDED UP IN A SECTION 116 APPOINTMENT BY COUNCIL
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

18 & 23 October 2019

1. SUBJECT: THE OUTCOME OF THE INVESTIGATION INTO THE APPOINTMENT OF PLAN ASSOCIATES TOWN AND REGIONAL PLANNERS INC AND THE SEQUENCE OF EVENTS THAT ULTIMATELY ENDED UP IN A SECTION 116 APPOINTMENT BY COUNCIL

2. PURPOSE OF REPORT

To report the outcome of the investigation into the appointment of Plan Associates Town and Regional Planners INC and the sequence of events that ultimately ended up in a Section 116 appointment by council.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

At the MPAC meeting of 20 March 2019, it requested the Financial Services directorate to lodge a comprehensive internal investigation into the appointment of Plan Associates Town and Regional Planners INC and to investigate the sequence of events that ultimately ended up in a Section 116 appointment by council.

The outcome of the investigation is attached as **ANNEXURE A**.

5. RECOMMENDATIONS TO MPAC

(a) that MPAC takes note of the content of the report, attached hereto as **ANNEXURE A**; and

(b) that the irregular expenditure of R1 042 362.57 be tabled before MPAC for its consideration.

6. DISCUSSION

At the MPAC meeting of 20 March 2019, it requested the Financial Services directorate to lodge a comprehensive internal investigation into the appointment of Plan Associates Town and Regional Planners INC and to investigate the sequence of events that ultimately ended up in a Section 116 appointment by council.

The Financial Services department completed its investigation into the appointment of the Plan Associates Town and Regional Planners INC as well as the sequence of events that ultimately ended up in a Section 116 appointment. The Financial Services directorate couldn't find any concrete proof of any mala fides and found that the department acted on advice from the previous SCM manager and based on this advice it recommended to the then Municipal Manager that Plan Associates Town and Regional Planners INC be appointed on a natural continuation.

The outcome of the investigation is attached as **ANNEXURE A**.

7. FINANCIAL IMPLICATIONS

That the expenditure of R1 042 362.57 be classified as irregular expenditure.

8. LEGAL IMPLICATION

The recommendations and discussions within this report comply with Council's policies and applicable legislation:

- a. Supply Chain Management Policy, 4.36.1a(i)
- b. Supply Chain Management Policy, 4.36.b
- c. Supply Chain Regulation 36(1)
- d. MFMA Section 32(2)

9. RISK IMPLICATIONS

To implement internal controls to prevent the recurrence of irregular expenditure.

RECOMMENDATION FROM MPAC TO COUNCIL: 2019-10-18: ITEM 5.2

- (a) that MPAC takes note of the content of the report attached hereto as **ANNEXURE A**; and
- (b) that MPAC agrees that the irregular expenditure of R1 042 362.57 be certified as irrecoverable and that the amount be written off.

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	10 October 2019

ANNEXURE A



MEMORANDUM

FINANCIAL SERVICES

To Aan: Chief Financial officer
From Van: Head Supply Chain Management
Re Insake: PLAN ASSOCIATES TOWN AND REGIONAL PLANNERS INC

BACKGROUND

The MPAC (Municipal Public Accounts Committee) recently referred the appointment of, PLAN ASSOCIATES TOWN AND REGIONAL PLANNERS INC back to Supply Chain Management (SCM) to investigate the sequence of events that ultimately ended up in a Section 116 appointment by council. The MPAC resolution was that SCM should further investigate and report back to MPAC the total amount if any pertaining to Irregular Expenditure. SCM was tasked to ascertain the level on non-compliance together with the determination of the total amount of Irregular Expenditure.

DISCUSSION

A: Request for the appointment of a service provider via a SCM Formal Quotation process.

1. The 27th Council meeting was held on 25 February 2015 and an item served for the Rezoning /Electrification of Enkanini Informal Settlements (Kayamandi Area)
2. Council resolved that a technical team be appointed to investigate approaches to develop Enkanini.
3. A site visit was held October 2015 and it was confirmed that Erf 2175 be identified as a pilot project for the Electrification of Erf 2175.
4. The municipality advertised for Formal Quotations and the closing date for submissions were 22 January 2016 at 11h00.
5. At the date of the closing the municipality received offers from five (5) potential bidders on FQ 199/16

No	Bidders	Collected documents	Submitted bids	Quoted Price
1	BM Consulting Engineers	Yes	Yes	R 174 990 .00
2	Plan Associates Town and Regional Planners Inc	Yes	Yes	R 197 000.00
3	Malani Padayachee & Associates	Yes	Yes	R 216 600.00
4	Jubelie Projects	Yes	Yes	R 241 056.00
5	Motodi Consulting Engineers	Yes	Yes	R 6288627.76

6. The Technical Report and Recommendation for the Appointment of Plan Associates Town and Regional Planners Inc for the quoted amount of R 197 000.00 was approved for FQ 199/16.
7. This approval in terms of the Scope and quoted offers were for the **layout plan, civil design and electrical design** in accordance with the layout plan (Subdivision) for the Electrification of Erf 2175 as a pilot project.

B: Request for Natural Continuation

1. On 22 August 2016, the department forwarded a memorandum for the Continuation of the electricity on Erf 2175, Enkanini.
2. This request was for the continuation of the appointment of the Consulting Team for the implementation of electricity on Erf 2175.
3. The consulting team consisted of Plan Associates (Lead Consultant – Town Planners) , Pienaar & Erwee Engineers (Pty) Ltd (Electrical) and CED Civil Engineers (water , sanitation , storm water and roads) .
4. This team was appointed to investigate the possibility of providing electricity on Erf 2175.
5. Its noted that the purpose for the natural continuation differs from what the department indicated in its background: whereas the purpose was for the team to investigate the possibility of providing electricity on Erf 2175, ***and the background also included and make provision to provide scenarios for the implementation of access roads (Vehicular and Pedestrian) and improved access to water and sanitation.***
6. Cognizance must be taken of the fact that FQ 199 /16 was approved **for the layout plan, civil design and electrical design in accordance with the layout plan (Subdivision) for the Electrification on Erf 2175 as a pilot project.**
7. SCM is of the opinion that a signification change of the initial scope was evident at that particular stage.

C: Total Cost for Natural Continuation

The total cost for this amended scope of work amounted to **R747 720.00 (Excluding VAT)** and it included the consulting and design cost.

D. Approval granted for Natural Continuation

Mr. J. Robyn recommended for the approval of a Natural Continuation and was subsequently supported by his Director (Mr. T. Mfeya).

The memorandum was also supported by the then SCM Head (Mr. I Saunders).

The Acting Municipal Manager at the time (Mr. R. Bosman) approved the final recommendation for the natural continuation signed on 1 September 2016.

E: Generation of Order 343302 –

An order was generated for the amount **R259 871.51** on **31 October 2017** for the finalization of the **town planning, civil and electrical services design** as well as for the compilation of the tender documentation for Erf 2175.

F: Contract Register Reconciliation

Description/ Comment	Remit- tance No	Remit- tance Date	Order No	Inv Amount	Invoice VAT	Total	Cost Code
FQ199 Team Consultants In Order To Electrify	230009	20160610	317625	R138 245,62	R18 354,38	R156 600,00	537810141
Plas Associates Town And Regional Planners June 20	231063	20160714	657536	R35 087,72	R4 912,28	R40 000,00	350600211
Plan Associates Town And Regional Planners	231189	20160715	657729	R350,88	R49,12	R400,00	350600211
Continuation Of The Electricity: Erf 2175, Enkani	235180	20161214	326541	R29 500,00	R4 130,00	R33 630,00	537840071
Continuation Of The Electricity: Erf 2175, Enkani	237747	20170328	326541	R264 554,70	R37 037,66	R301 592,36	537840071
Plan Associates Creditors June 2017	241266	20170807	661353	R163 380,00	R22 873,20	R186 253,20	30112060171
Finalisation Of Town Planning, Civil And Electrical	244869	20171221	343302	R150 467,09	R21 065,39	R171 532,48	50101000201
Finalisation Of Town Planning, Civil And Electrical	246749	20180405	343302	R69 743,70	R9 764,12	R79 507,82	50101000201
Finalisation Of Town Planning, Civil And Electrica	247913	20180524	347190	R226 900,00	R34 035,00	R260 935,00	50101000211
Plan Associates Town And Regional June 2018	249568	20180726	665371	R7 749,31	R1 162,40	R8 911,71	30112060171
DSM 39/19 Consultants for the finalisation of town planning.	254157	20190405	353732	R209 883,30	R31 482,50	R241 365,80	50101008271
DSM 39/19 Consultants for the finalisation of town planning.	254829	20190506	353732	R160 250,00	R24 037,50	R184 287,50	50101008271
				R1 456 112,32	R208 903,55	R1 665 015,87	

G: Item prepared for council to approve Section 116(3) Extension of project

1. The department prepared a memorandum for council to consider the approval of an extension to the project that Plan and Associates were appointed for at the initial stages.
2. The request before council was to approve the increase in the tender amount for the provision of professional services from **R1 530 490 .57** to **R2 083 990.57**.
3. However, the item that served before council was for the provision of professional services of tender BSM 13/18 (Jamestown), this tender is not related to the appointment of **Plan Associates Town And Regional Planners Inc.**
4. Even if the tender BSM 13/18 was the incorrect tender or number, then what should the correct tender or number have been, in order for council to have considered the extension and increase from R1 530 490 .57 to R2 083 990.57
5. Under no circumstances can any section 116(3) appointment be considered if no valid tender or contract is in place.
6. It is our opinion that given the processes that was followed before and up to this point for this request for the Section 116 (3) appointment or the extension, at least someone should have known that the initial appointment was via a Formal Quotation process.
7. The fact that a tender number BSM 13/18 (Jamestown) was given can be interpreted that it was either a genuine mistake or it was deliberately to circumvent the circumstances surrounding the initial appointment via the Formal Quotation route.

H. Requisition loaded on Flexgen system: R 990 000.00

Request 1058475 was uploaded on the financial system and approved for R990 000. The request was stopped, and no order was generated, the request was cancelled on the system as the amount was not in terms of a valid tender / contract and/or the council resolution.

See below the extraction from the financial system.

```

Request Number      :    1058475   Line Number:    1
Authorization Ref.  :          0
Archiving document  :    1058475
Contract ID        :          0

Application Date    :    12/02/2019
Applicant          :    NATASHAS   NATASHA SIYENGELE
Contact details:-  :    Extension Number  8465
                   :    Cellphone Number
                   :    Fax Number      021-887 6167
Captured by       :    NATASHAS   NATASHA SIYENGELE
Authorized by      :    DLOUW      DEON LOUW                AWAITING AUTHORIZATION

Required by        :    17/02/2019

Preferred supplier 1:    012026     PLAN ASSOCIATES TOWN AND REGIONAL PLANNERS INC
Reason             :

Preferred supplier 2:                Not yet determined
Reason             :
Preferred supplier 3:                Not yet determined
Reason             :

Delivery Instructions: NATASHA SIYENGELE:8465
On Hold? N

Total reserved value :    990000.00
Provisional SCM process : TEN   Tender Process Procurement > R200000

STB                SECTION 116(3):PLAN ASSOCIATES TOWN & REGIONAL PLA
                   NNERS INC. AS CONSULTANTS
Specifications     SECTION 116(3):PLAN ASSOCIATES TOWN & REGIONAL PLANNERS INC. AS CONSULTANTS
                   FOR THE FINALISATION OF TOWN PLANNING, CIVIL AND ELECTRICAL SERVICES ON ERF
                   2175, ENKANINI
Costcode : 2018    50101008271 UKEY : 20180910995718 Qty.:          Value :
                   Stellenbosch : CURRENT ASSETS - INVENTORY : Cost

```

Plan Associates Town and Regional Planners Inc in order to complete the remainder of the works for the amount of **R 553 500.00 (Excluding VAT)** and for the final approval by the Accounting Officer.

J. Non-Compliance to SCM processes and procedures.

The FQ 199/16 was pertinent for the layout **plan, civil design and electrical design** for an amount of R197 000.00 of which a formal quotation process was followed, evaluated and adjudicated in terms of the Supply Chain Management Regulations and is regarded as fully compliant.

The appointment of **Plan Associates Town and Regional Planners Inc.** by way of the Natural Continuation resulted in the total change in scope of works to which the original formal quotation (FQ199/16) was adjudicated for. It can be argued that a new tender process should have been followed and the amount of R747 720 (Excluding VAT) should be deemed as irregular.

The fact that no competitive process was followed whilst the scope of works have changed are deemed as non-compliance to the SCM process.

In light of the above, the amount of R 747 720.00 (Excluding Vat) can be deemed as irregular and should be reported to MPAC.

Generation of Order 343302

The generation of the order 343302 are also deemed as irregular due to the fact that the scope for that specific order was not included within the Natural Continuation approval signed on the 1st of September 2016.

Supply Chain Management could not trace, link or allocate this amount to the contract register and hence no official appointment could be ascertained by way of FQ or Natural Continuation.

The order amount of R259 874.51 can also be deemed irregular. This is basically because no official appointment for that order could be determined.

K. Irregular expenditure as a result of Non-Compliance to SCM prescripts

The amounts of **R 747 720.00** and **R 259 874 .51** can be regarded as irregular and should urgently reported to MPAC and Council for consideration.

Original Natural Continuation	Actual payment	Difference
R 747 720,00	R 781 427,57	-R 33 707,57
R 259 874,51	R 260 935,00	-R 1 060,49
R 1 007 594,51	R 1 042 362,57	-R 34 768,06 (Irregular)

L. Recommendation

That the amount of **R1 042 362.57** be tabled before MPAC and subsequently be reported to Council.

That it cannot be ascertain whether any mala fides was evident and that the department acted on advice from the previous Finance and SCM Head and then recommended to the then Municipal Manager the Natural Continuation Procurement Methodology.

That MPAC takes note of the content of the report.

Kind regards

.....
Dalleel Jacobs
Senior Manager: SCM
10 October 2019

.....
Kevin Carolus
Chief Financial Officer

12.1.2	CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY SG SUPPLY CHAIN SERVICE PTY LTD
--------	---

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

18 & 23 October 2019

1. SUBJECT: CONSIDERATION OF IRREGULAR EXPENDITURE INCURRED RELATING TO SERVICES RENDERED BY SG SUPPLY CHAIN SERVICE 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 repairs to Selwood Diesel Pump is regarded as irregular because it breached the procurement process.

3. DELEGATED AUTHORITY

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 SG Supply Chain Services Pty Ltd.

4. EXECUTIVE SUMMARY

The Wastewater Treatment Department make use of a Selwood diesel driven mobile pump, with registration number CL 23859 to clean process units at Wemmershoek and Klappmuts Wastewater Plants on a regular basis. On the 26th April 2018 the pump caught fire while in operation. Due to previous non-starting problems of the diesel pump the department followed an FQ process to source a pump for hire from prospective service providers. SG Supply Chain Services Pty Ltd was the successful service provider for FQ 38/19, issued on the 2nd May 2018 order number 348009. The department would make use of the said FQ 38/19 to hire a six inch (6inch) diesel pump as and when needed. On the 2nd May a need aroused that we had to urgently clean a Klappmuts Wastewater Plants' process unit (Chlorine Contact Channel) urgently and requested a pump from the service provider to be used the next day as per order number 348009. The department was informed that SG Supply Chain Service Pty Ltd don't have a pump available the next week (by 9th May 2018) but the service provider could inspect the Selwood diesel pump as they was busy in the Stellenbosch area at the time.

The intent was in good faith as it was in the interest of service delivery. The benefits are that Environmental compliance into the Berg River was maintained, Effluent compliance in terms of Green Drop as managed by the Department of Water and Sanitation (DWS). The Stellenbosch Municipality subscribes to the pillars of a "Green and Sustainable Valley" and "Good Governance & Compliance".

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.

5. RECOMMENDATION

For consideration by MPAC.

6. DISCUSSION

The Chlorine Contact Tank (CCT) at Wemmershoek is cleaned on a regular basis for effective chlorination. On 26th April 2018 during routine cleaning of the chlorine contact tank (CCT) at another wastewater treatment plant namely Klapmuts, the Selwood diesel driven mobile pump, with registration number: CL 23859 use for the purpose of cleaning ignites while the diesel engine was in operation. The department telephonically requested SG Supply Chain Service to hire a mobile diesel driven pump on FQ 38/19, order number 348009, to continue with the emptying of the CCT at Klapmuts WWTW. SG Supply Chain informed the department that they don't have a mobile pump available for at least a week (9th May 2018), but informed telephonically since they were busy in the WC024 at Paradyskloof Water Treatment Works they can do a temporary fix which will enable the Selwood pump to run, the department agreed.

They return the pump the evening of the 02nd May 2018 and deliver it to the Stellenbosch WWTW. The department contacted SG Supply Chain Services to request the quotation if any for the temporary repairs done on the pump. The quote for emergency repair was forwarded later the afternoon of the 3rd May 2018 with recommendations of repairs that the department should do on the pump. Since the quote only made reference to a lump sum amount the department requests a revised quote, with cost break down for each of the different line items. This breakdown was only received on the 14th August 2018 after numerous email requests (Correspondence with SG Supply Chain Services attached).

The intent was in good faith as it was in the interest of service delivery. The benefits are that Environmental compliance into the Berg River was maintained, Effluent compliance in terms of Green Drop as managed by the Department of Water and Sanitation (DWS). The Stellenbosch Municipality subscribes to the pillars of a "Green and Sustainable Valley" and "Good Governance & Compliance".

It is acknowledged that there were administrative errors relating to the timeous issuing of required order and submission of invoices for work done. If the process was followed correctly, the outcome and cost would have been identical.

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.

7. FINANCIAL IMPLICATIONS

Provision has been made from 20180711007104 in the 2018/19 budget for the amount of R 7 306.00 (VAT incl.).

8. LEGAL IMPLICATIONS

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

Supply Chain Management Policy, 4.36.1a (i)

Supply Chain Management Policy, 4.36.b

Supply Chain Regulation 36(1)

MFMA Section 32(2)

9. RISK IMPLICATIONS

All intent was in good faith, the breach can be attributed to the initial planning processes and the lack of capacity with regard to ensuring required financial compliances are adhered to.

10. CONCLUSION

It is hereby acknowledged that there were minor breaches of the procurement process and that an order was not obtained prior to the service being rendered. If the process was followed correctly however, the outcome and cost would have been identical. Council incurred no loss during this process and there was no intentional disregard of Council's procurement processes. It is therefore requested that the irregular expenditure be written off because the services were rendered. As part of consequence management, the necessary disciplinary actions will be followed against the defaulting individuals.

11. COMMENTS FROM THE MUNICIPAL MANAGER

The work was for emergency repairs. A process for how emergency repairs and orders should be dealt with was put in place and communication was sent to all late last year. Corrective measures were implemented to ensure that there is no reoccurrence. An essential service was delivered and the Municipality received value for money. Council to write off the irregular expenditure as irrecoverable in terms of the MFMA Section 32 (2).

12. COMMENTS FROM SUPPLY CHAIN MANAGER/ CFO

An official order prior to the commencement of goods and services forms the legal contract between parties. Department must urgently put in place a tender for maintenance of assets

RECOMMENDATION FROM MPAC TO COUNCIL: 2019-10-18: ITEM 5.3

- (a) that MPAC takes note of the content of the report by the officials;
- (b) that MPAC agrees that the irregular expenditure of R7 306.00 be certified as irrecoverable and that the amount be written off.

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	2019/05/29

ANNEXURE A

QUOTATION



NUMBER: QUO0000188
 REFERENCE:
 DATE: 14/08/2018
 DUE DATE: 31/08/2018
 SALES REP:
 OVERALL DISCOUNT %: 0.00%
 PAGE: 1/1

FROM
SG SUPPLY CHAIN SERVICES (PTY)LTD

VAT NO: 4240266694

POSTAL ADDRESS:

Unit 1
 Cnr of Metal rd and Wimbledon rd
 Blackheath
 Cape Town
 7580

PHYSICAL ADDRESS:

Unit 1
 Cnr of Metal rd and Wimbledon rd
 Blackheath
 Cape Town
 7580

TO
STELLENBOSCH MUNICIPALITY

CUSTOMER VAT NO: 4700102181

POSTAL ADDRESS:

P O BOX 17
 STELLENBOSCH
 7600

PHYSICAL ADDRESS:

TOWN HOUSE COMPLEX
 PLEIN STREET
 STELLENBOSCH
 7600

Description	Quantity	Excl. Price	Disc %	VAT %	Excl. Total	Incl. Total
TOQ112 - Repair control panel and loom	1.00	R 1,050.00	0.00%	15.00%	R 1,050.00	R 1,207.50
1100265 - Engineering on Rocker	1.00	R 1,800.00	0.00%	15.00%	R 1,800.00	R 2,070.00
110436812134 - Labour	1.00	R 1,500.00	0.00%	15.00%	R 1,500.00	R 1,725.00
114405505 - Collection and Delivery	1.00	R 1,200.00	0.00%	15.00%	R 1,200.00	R 1,380.00
1623965 - Consumables	1.00	R 850.00	0.00%	15.00%	R 850.00	R 977.50

Quotation is valid for 15 days and all prices exclude V.A.T. Freight to be charged accordingly to client's account. If no prior arrangement has been made, our payment terms are 50% deposit on placement of order and account to be settled on delivery. Notwithstanding delivery, ownership of the products are reserved by SG Supply Chain Services (Pty) Ltd until payment is received in full. Full Terms and Conditions available on request SG SUPPLY CHAIN SERVICES(PTY)LTD.

Total Discount: R 0.00
 Total Exclusive: R 6,400.00
 Total VAT: R 960.00
 Sub Total: R 7,360.00

STANDARD BANK
 ACCOUNT NUMBER: 270484930

BRANCH CODE: CAPE GATE

Grand Total: R 7,360.00

BALANCE DUE



Quotation Number 200010574
Date: 3 May 2018
 Customer: Stellenbosch Municipality
 VAT No:
 Reg No:
 For Attention: Brian Botha
 Tel: 0
 Fax: 0
 Cell:
 E-mail: brian.botha@stellenbosch.gov.za

SG SUPPLY CHAIN SERVICES (PTY)LTD
 Unit 1 Cnr of Wimbledon & Metal rd
 Blackheath
 7590
 Tel: +2721 905 0568
 sales@sgsupplychain.co.za
 V.A.T No. 4240266694

Dear Client,

We thank you for your most welcome enquiry and take great pleasure in submitting the following quotation for your consideration.

Emergency Repair Engine on Selwood pump

To Start Engine

Repair Control Panel and Loom
 Battery Terminals
 Engineering on Rocker
 Tappet Cover seal
 Set Tappet
 Consumables
 Charged Battery
 Prime Fuel system
 Labour
 Collection and Delivery

Subtotal excl V.A.T R 6 400.00

Advised to do

Service (Oil, Oil Filter, Fuel Filter)	R 1 297.92
Replace V Belts	R 645.00
Replace Exhaust and Exhaust Gaskets	R 3 324.00
Replace Alternator	R 3 829.10
Decoke set	R 1 223.51
Control Panel and Loom	R 14 111.31
Labour	R 8 500.00

1. The quotation is valid until the next market related material price change, thereafter pricing will be reviewed and updated accordingly
2. All prices are based on the full enquiry and quantity dependant
3. A minimum charge of R500.00 is applicable
4. All prices exclude VAT
5. Processing of items are subject to material availability at time of placing the order
6. Customers are to confirm all orders in writing as well as supply SG Supply Chain Services with a valid purchase order number
7. Lead Time: 5-7 working days depending on processes and work load on placement of order.
The delivery date will be confirmed on placement of order.
8. All goods remain the property of SG Supply Chain Services until full payment has been effected
9. All Free Issue material supplied to SG Supply Chain Services shall be processed at the customer's own risk
10. All material supplied by SG Supply Chain Services will be in accordance to mill specifications, tolerances and

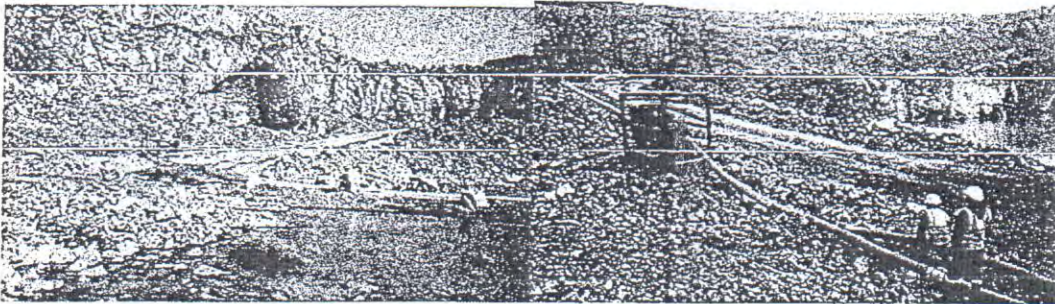
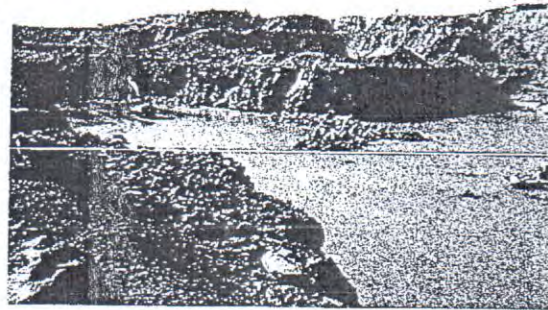
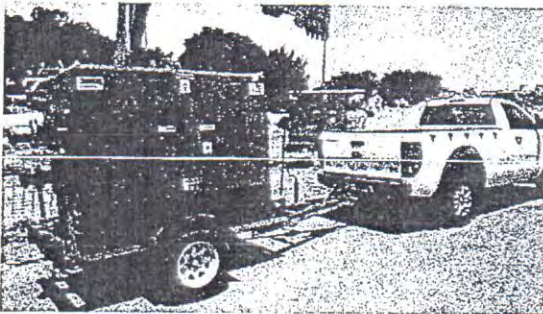
SG SUPPLY CHAIN SERVICES (PTY) LTD
 Procurement with ease
 Reg: 2013/072441/07





Finishes

11. CASH customers requiring a delivery service will be subject to additional charges
12. The customer shall take responsibility for the accuracy of all CAD files submitted by them for processing as SG Supply Chain Services will not make any amendments to customer CAD files
13. The customer is required to check and confirm the material types, cutting processes, part dimensions as well as quantities requested before confirming the quote
14. Any other/additional work carried out by SG Supply Chain Services will be a variation order and charged Accordingly
15. Customers on account with SG Supply Chain Services will be entitled to a 30 day payment plan, subject to credit approval
16. Full payment (100%) is required upfront for all CASH accounts. No cheques will be accepted for CASH orders



Freight & storage to be charged accordingly to client's account. Prices exclude V.A.T Insurance and damage due to abuse for client's account. Unless Otherwise Arranged - Our Terms is Strictly C.O.D. Interest will be charged on all amounts outstanding longer than 30 Days. Our quote is valid for 7 days only, subject to reconfirmation and availability. Storage cost at a rate of R325.00 per day excluding V.A.T will be for the client's account should acceptance/rejecting of quote exceed quote validity period. Should the quote be rejected, a fee will be charged for the quotation. Our payment terms are 50% deposit on placement of order, balance on completion of work before the products/equipment or vehicles are dispatched. Notwithstanding delivery, ownership of the products are reserved by SG Supply Chain Services (Pty) Ltd until payment is received in full. Products/Equipment are supplied strictly with no warranty implied or expressed (unless otherwise stated). Supply depends on availability of stock at the time of your order.

If you have any questions, please do not hesitate to contact me

Kind regards

Liz

Sales@sgsupplychain.co.za

James Beukes

From: Brian Botha
Sent: 10 August 2018 11:41 AM
To: 'sales'
Subject: RE: [EX] FW: INVOICE

Hi,

An invoice must have an order number, therefore please forward me the quote with the cost breakdown so that I can request an order from SCM. I will than sent the order to you, so that you can invoice with reference to the order.



Kind regards,

Brian Botha

Asst. Superintendent: Wastewater
treatment
Water Services

T: +27 21 808 8251 | Fax: +27 866 220 949

| C: +27 71 841 4988

Plein Street, Stellenbosch, 7600

www.stellenbosch.gov.za



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http://www.stellenbosch.gov.za/main_pages/disclaimerpage.htm

From: sales [mailto:sales@sgsupplychain.co.za]
Sent: 10 August 2018 11:33 AM
To: Brian Botha
Subject: RE: [EX] FW: INVOICE

Hi

The broke down is on the invoice.
I will resend.

----- Original message -----

From: Brian Botha <Brian.Botha@stellenbosch.gov.za>
Date: 2018/08/10 11:26 (GMT+02:00)
To: 'SG Supply Chain Services ' <sales@sgsupplychain.co.za>
Subject: RE: [EX] FW: INVOICE

Hi Ms Govender,

I never received invoice 409. However I asked for a cost breakdown on the emergency repair you did on our mobile Selwood pump, and no I never received the breakdown.



Kind regards,

Brian Botha

Asst. Superintendent: Wastewater treatment

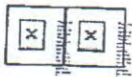
Water Services

T: +27 21 808 8251 | Fax: +27 866 220 949

| C: +27 71 841 4988

Plein Street, Stellenbosch, 7600

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About Stellenbosch Municipality

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From: SG Supply Chain Services [<mailto:sales@sgsupplychain.co.za>]

Sent: 08 August 2018 11:09 AM

To: Brian Botha

Subject: [EX] FW: INVOICE

Hi Mr Botha

Please can you confirm receiving the invoice with the breakdown of costs?

Kind Regards

Liz Govender

SG Supply Chain Services

Tel: +2721 9050568

Cel: +2784 4997530

e-mail: sales@sgsupplychain.co.za

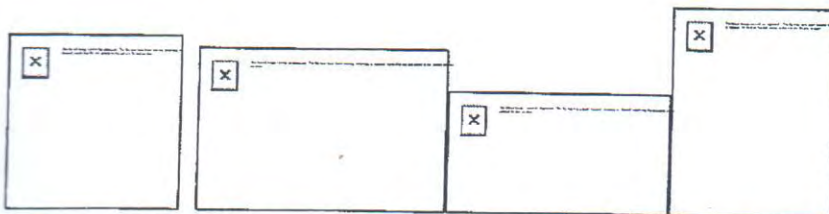
Unit 1

Cnr of Wimbledon & Metal Rd

Blackheath

Cape Town

www.sgsupplychain.co.za



From: Natalie Zimri [mailto:Natalie.Zimri@stellenbosch.gov.za]

Sent: Wednesday, 08 August 2018 10:08 AM

To: 'sales@sgsupplychain.co.za'

Subject: INVOICE

Good day

Can you e-mail me invoice 409 with order number please.



Kind regards,

Natalie Zimri

Senior Credits Clerk

Finance Department Expenditure

PLEASE SAVE WATER – EVERY



COUNTS

T: +27 21 808 8527

Plein street, Stellenbosch, 7600

www.stellenbosch.gov.za



www.facebook.com/stellenboschmunicipality

twitter.com/StellMun

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James Beukes

From: Brian Botha
Sent: 03 May 2018 01:11 PM
To: 'sales@sgsupplychain.co.za'
Subject: FW: [EX] Pump hire
Attachments: Qu200010574.pdf

Hi Liz,
Please give a breakdown on the cost to start the engine (subtotal R6400.00 excl vat).



Kind regards,

Brian Botha

Asst. Superintendent: Wastewater
treatment
Water Services

T: +27 21 808 8251 | Fax: +27 866 220 949
| C: +27 71 841 4988
Plein Street, Stellenbosch, 7600
www.stellenbosch.gov.za



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From: SG Supply Chain Services [mailto:sales@sgsupplychain.co.za]
Sent: 03 May 2018 12:39 PM
To: Brian Botha
Subject: RE: [EX] Pump hire

Hi Brian,

I trust you are well.

Please see attached quote.

Kind Regards

Liz Govender
SG Supply Chain Services
Tel: +2721 9050568
Cel: +2784 4997530

e-mail: sales@sgsupplychain.co.za

Unit 1

Cnr of Wimbledon & Metal Rd

Blackheath

Cape Town

www.sgsupplychain.co.za



From: Brian Botha [mailto:Brian.Botha@stellenbosch.gov.za]

Sent: Thursday, 03 May 2018 9:02 AM

To: 'sales@sgsupplychain.co.za'

Subject: RE: [EX] Pump hire

Hi Liz,

Please sent me the quote for the temporary repairs on the pump.



Kind regards,

Brian Botha

Asst. Superintendent: Wastewater
treatment

Water Services

T: +27 21 808 8251 | Fax: +27 866 220 949

| C: +27 71 841 4988

Plein Street, Stellenbosch, 7600

www.stellenbosch.gov.za



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From: sales@sgsupplychain.co.za [mailto:sales@sgsupplychain.co.za]

Sent: 02 May 2018 03:38 PM

To: Brian Botha

Subject: [EX] Pump hire

Good day

I tired to call you, your phone is going to Voice mail.

All my pumps are currently out. We can get your selwod pump to run temporary, so maybe you can use your pump for a day or 2 and when my pump arrives i can swop it and fix your pump proper. Let me know of this will work for you.

13.	REPORTS BY THE MUNICIPAL MANAGER
13.1	OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY - REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: <u>QUARTER 1 (01 JULY 2019 - 30 SEPTEMBER 2019)</u>

Collaborator No:

IDP KPA Ref No: Financial Sustainability (KFA 59: Supply Chain Management)

File nr: 8/1/3/3/2

Meeting Date: 23 October 2019

1. SUBJECT: OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY - REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 1 (01 JULY 2019 - 30 SEPTEMBER 2019)

2. PURPOSE

To submit to Executive Management a report for the period 01 July 2019 – 30 September 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. FOR DECISION BY MUNICIPAL COUNCIL

Section 6 (3) & 4 of the SCM Policy 2019/2020 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. RECOMMENDATIONS

the Executive Management recommend to the Executive Mayor, and Mayoral Committee and Council –

1. that the Executive Mayor and Council takes note of this report and **ANNEXURE A** attached to the report, and
2. that the report be made public in accordance with section 21A of the Municipal Systems Act.

6. DISCUSSION/CONTENTS**6.1 Background**

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

6.2 Constitutional and Policy Implications

Paragraph 2(1) of Council's SCM Policy determines that all officials and other role players in the supply chain management system of the Stellenbosch Municipality must implement the SCM Policy in a way that gives effect to section 217 of the Constitution and Part 1 of Chapter 11 of the Municipal Finance Management Act (56 of 2003) and other applicable provisions of the Act; is fair, equitable, transparent, competitive and cost-effective; complies with the Regulations and any norms and standards that may be prescribed in terms of section 168 of the MFMA; is consistent with other applicable legislation; does not undermine the objective for uniformity in supply chain management systems between organs of state in all spheres; and is consistent with national economic policy concerning the promotion of investments and doing business with the public sector.

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

6.3 Environmental implications

None

6.4 Financial Implications

The financial implications are the transactions for the procurement of goods and services that were processed during the 01 July 2019 - 30 September 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 6(3) of the SCM Policy 2019/2020 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

APPENDICES

APPENDIX 1: Report for the period 01 July 2019 – 30 September 2019 on the implementation of Council's Supply Chain Management Policy

FOR FURTHER DETAILS CONTACT:

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DIRECTORATE	<i>Financial Services</i>
REPORT DATE	<i>10 October 2019</i>

APPENDIX 1

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 JULY 2019 - 30 SEPTEMBER 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 is 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 first quarter (01 July 2019 - 30 September 2019) there were three 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 first quarter (01 July 2019 - 30 September 2019) there were thirteen final awards above R200 000 but not exceeding R10 million.
5(2)(c)	Make a final award not exceeding R200 000(VAT included) including the appointment of consultants	Accounting Officer	CFO and Senior Manager - SCM and Senior Accountants	YES	Operational Delegations are in place with clear segregation of duties as stipulated in MFMA section 115 (b).
5(3)	Submit to the officials referred to in regulation 5(4) within five days of the end of each month a written report containing particulars of each final award, except procurements made out of petty cash, made during that month, including – (a) the amount of the award; (b) the name of the person to whom the award was made; (c) the reason why the award was made to that person; and (d) the BEE/HDI status of that entity/person.	Bid Adjudication Committee (refer regulation 5(4)(a) Chief Financial Officer – 5(4)(b)	Chief Financial Officer SCM: Manager	YES	The awards made were submitted ,on the following dates within this quarter : 02 August 2019 03 September 2019 03 October 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)	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	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
	of goods and/or services of a transaction value 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)(a)(ii)	Invite prospective providers of goods and services at least once a year through newspaper commonly circulating locally, the website of the municipality	Accounting Officer	SCM: Manager	YES	Advertisement will be placed in the third quarter
14(1)(b)	Specify the listing criteria for accredited prospective providers.	Accounting Officer	Chief Financial Officer	YES	Listing criteria is contained within the registration form.
14(1)(c)	Disallow the listing of any prospective provider whose name appears on the National Treasury's database as a person prohibited from doing business with the public sector.	Accounting Officer		YES	SCM consult National Treasury's database of defaulters before awarding of tenders
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(c)	If it is not possible to obtain at least three written quotations, record and report quarterly to the accounting officer, or another official designated by the accounting officer, the reasons for this.	Accounting Officer	Chief Financial Officer	YES	Reports were submitted on the following dates within this quarter. 02 August 2019 03 September 2019 03 October 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. 02 August 2019 03 September 2019 03 October 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)	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	
18 (b)	When using the list of accredited prospective providers, it should promote ongoing competition amongst providers by inviting providers to submit quotations on a rotational basis.	Chief Financial Officer	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 .	Chief Financial Officer	Manager : Supply Chain Management	YES	Reports were submitted on the following dates within this quarter. 02 August 2019 03 September 2019 03 October 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 43 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(a) (i)(ii)	The handling, opening and recording of bids should be (i) be opened in public (ii) must be opened at the same time and as soon as possible after the period for the submission of bids has expired;	Accounting Officer	Manager: Supply Chain Management	YES	Done
23 (c)	(ii) make the register available for public inspection (iii) publish the entries in the register and the bid results on the website of the	Accounting Officer	Manager: Supply Chain Management	YES	Done

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	municipality				
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(1)(b)	Appoint the members of the bid specification, evaluation and adjudication committees, taking into account Section 117 of the MFMA.	Accounting Officer		YES	Done
26(1)©	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(3)	Apply the committee system to formal written price quotations.	Accounting Officer		N/A	Committee system is applied for goods/services above R200 000
27(1)	Compile specifications for the procurement of goods and services by the municipality.	Accounting Officer	Bid Specifications Committee, upon advice of the relevant user department	YES	The 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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE- MENTED	COMMENTS
					are held according pre-determined schedule.
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 first quarter (01 July 2019 – 30 September 2019) there were 11 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 first quarter (01 July 2019 – 30 September 2019) there were three final awards 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.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
29(3)	Appoint the chairperson of the bid adjudication committee.	Accounting Officer		YES	Delegations given is kept for record purposes
29(5)(a)	If a bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid – (i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears; and (ii) notify the accounting officer.	Bid Adjudication Committee		YES	None
29(5)(b)	(i) After due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in Regulation 29(5)(a); and (ii) If the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.	Accounting Officer		YES	None
29(6)	Refer any recommendation made by the evaluation committee or adjudication committee back to that committee for reconsideration of the recommendation.	Accounting Officer		YES	Five tenders were referred back to the BEC in the first quarter (01 July 2019 – 30 September 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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
31(2)	Enter into a written agreement to regulate the services rendered by, and the payments made to, SITA.	Accounting Officer		YES	N/A
31(3)	Notify SITA together with a motivation of the IT needs of the municipality if – (a) the transaction value of IT related goods or services required by the municipality in any financial year will exceed R50 million (VAT incl); or (b) the transaction value of a contract to be procured by the municipality whether for one or more years exceeds R50 million.	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)	To procure goods or services for the municipality under a contract secured by another organ of state, but only if – (a) the contract has been secured by that organ of state by means of a competitive bidding process applicable to that organ of state;	Accounting Officer	Bid Adjudication Committee	YES	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	<p>(b) the municipality has no reason to believe that such contract was not validly procured;</p> <p>(c) there are demonstrable discounts or benefits for or the municipality; and</p> <p>that other organ of state and the provider have consented to such procurement in writing.</p>				
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	IMPLE-MENTED	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.

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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	committee.				
37(7)	When considering an unsolicited bid, take into account where considering an unsolicited bid – (i) any comments submitted by the public; and any written comments and recommendations of the National Treasury or the relevant provincial treasury.	Accounting Officer		NO	None
37(8)	Submit to the Auditor General, the relevant provincial treasury and the National Treasury the reasons for rejecting or not following any recommendations of the National Treasury or provincial treasury in regard to the unsolicited bid.	Accounting Officer	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.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
38(1)(d)	<p>Reject any bid from a bidder –</p> <p>(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;</p> <p>(ii) who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.</p>	Accounting Officer	Bid Adjudication Committee Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
38(1)(e)	Reject a recommendation for the award of a contract if the recommended bidder, or any of its directors, has committed a corrupt or fraudulent act in competing for the particular contract.	Accounting Officer	Bid Adjudication Committee Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
38(1)(f)	<p>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</p> <p>(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.</p>	Accounting Officer	Bid Adjudication Committee Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
38(1)(g)	<p>Reject the bid of any bidder if that bidder or any of its directors –</p> <p>(i) has abused the supply chain management system of the municipality or has committed any improper conduct in relation</p>	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	IMPLE- MENTED	COMMENTS
	<p>to such system;</p> <p>(ii) has been convicted for fraud or corruption during the last five years;</p> <p>(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</p> <p>(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).</p>				
38(2)	Inform the National Treasury and relevant provincial treasury in writing of any actions taken in terms of Regulation 38(1)(b)(ii), (e)	Accounting Officer	Bid Adjudication Committee 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

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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
40(2)(b)(iv)	In the case of the disposal of firearms, the National Conventional Arms Control Committee has approved any sale or donation of firearms to any person or institution within or outside the Republic	Accounting Officer			Not Applicable
40(2)©(ii)	All fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed	Municipal Council		YES	Not Applicable
40(2)(d)	Ensure that where assets are traded in for other assets, the highest possible trade-in is negotiated	Municipal Council			None
40(2)(b)(iii)	In the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment.				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
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	Municipal Council	Chief Financial Officer	YES	This information was disclosed within the 18/19 financial statements of the municipality.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	<p>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 –</p> <p>(a) the name of that person;</p> <p>(b) the capacity in which that person is in the service of the state; and</p> <p>(c) the amount of the award.</p>				
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
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,	Accounting Officer	Manager: Supply Chain Management	YES	None.

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

13.2	INTEGRATED HUMAN SETTLEMENTS PLAN: STELLENBOSCH MUNICIPALITY
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

23 October 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 principle-led 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 (as previously distributed) 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.

FURTHER COMMENTS RECEIVED AFTER PUBLIC PARTICIPATION

The Department: Housing Development advertised the Integrated Human Settlement Plan (IHSP) for public input in accordance with Council's policy. The advertisement was advertised on the Municipal website on 11 June 2019 and in the Eikestadnuus on 13 June 2019 (see attached as **ANNEXURE 1**). The closing date for comments were 12 July 2019.

The Department: Housing Development received 16 comments and objections (see attached **ANNEXURE 2**) from inhabitants from Onder-Papegaaiberg neighbourhood. These responses concentrated mainly on further clarity and requests for a public meeting on the IHSP. An objection was also received from the Stellenbosch Interest Group responded that they are not supporting the IHSP in its current format and made certain recommendations to the IHSP, in essence they are querying its alignment with the MSDF. All efforts were made by the departments Spatial Planning and Housing Development to align these documents.

Given the above, it is proposed that a public meeting as requested by the majority of the respondents is held as a matter of urgency and that the departments indirectly identified in the correspondence by the Stellenbosch Interest Group, be mandated to make presentations to a said public meeting. These departments are: Roads, Transport, Stormwater and Traffic Engineer, Spatial Planning and Housing Development.

RECOMMENDATION

- (a) that Council note the responses received from the public participation process, with respect to the IHSP;
- (b) that Council takes note of the request for an additional information session with especially with the residents of Onder-Papegaaiberg and other stakeholders;
- (c) that a public meeting is scheduled on 29 October 2019 to address the concerns raised in the comments received from the public; and
- (d) that the departments Roads, Transport, Stormwater and Traffic Engineer, Spatial Planning and Housing Development make presentations as suggested in the correspondence of Stellenbosch Interest Group.

ANNEXURES:

Annexure 1: Notice of the draft Integrated Human Settlements Plan

Annexure 2: Comments and objections received

FOR FURTHER DETAILS CONTACT:

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

ANNEXURE 1

EIKESTADNUUS - 13 JUNIE 2019



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

NOTICE

INTEGRATED HUMAN SETTLEMENTS PLAN: STELLENBOSCH MUNICIPALITY

Notice is hereby given that Stellenbosch Municipality, at a Council Meeting on 29 May 2019, approved the Draft Integrated Human Settlements Plan: Stellenbosch Municipality to be released for public comment.

The Draft Integrated Human Settlements Plan: Stellenbosch Municipality is being made available for public comments in terms of Section 21(A) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) where after it will be finalised for final approval by Council.

The Draft Integrated Human Settlements Plan: Stellenbosch Municipality will be available for perusal at Municipal Libraries. A copy of the Draft Integrated Human Settlements Plan: Stellenbosch Municipality is also available on the Municipal Website: www.stellenbosch.gov.za.

General queries regarding the Draft Integrated Human Settlements Plan: Stellenbosch Municipality can be directed to the Manager: Housing Development via e-mail to ihs.admin@stellenbosch.gov.za.

The closing date for comments is 12 July 2019.

G Mettler
Municipal Manager

KENNISGEWING

GEÏNTEGREERDE MENSLIKE NEDERSETTINGSPLAN: STELLENBOSCH MUNISIPALITEIT

Kennis geskied hiermee dat die Stellenbosch Munisipaliteit tydens 'n Raadsvergadering op 29 Mei 2019 die Konsep Geïntegreerde Menslike Nedersettingsplan goedgekeur het om vrygestel te word vir publieke kommentaar.

Die Konsep Geïntegreerde Menslike Nedersettingsplan word ingevolge artikel 21(A) van die Wet op Plaaslike Regering: Munisipale Stelselwet, 2000 (Wet No. 32 van 2000) vir openbare kommentaar beskikbaar gestel, waarna dit vir finale goedkeuring na die Raad voorgelê sal word.

Die Konsep Geïntegreerde Menslike Nedersettingsplan sal tydens kantoorure by alle Munisipale Biblioteke beskikbaar wees. 'n Afskrif van die Konsep Geïntegreerde Menslike Nedersettingsplan is ook beskikbaar op die Munisipale Webtuiste: www.stellenbosch.gov.za.

Algemene navrae, rakende die Konsep Geïntegreerde Menslike Nedersettingsplan, kan gerig word aan die Bestuurder: Behuisingsontwikkeling via e-pos aan ihs.admin@stellenbosch.gov.za.

Die sluitingsdatum vir kommentaar is 12 Julie 2019.

G Mettler
Munisipale Bestuurder

ANNEXURE 2

Comments on Integrated Human Settlement Plan 2019 by the
Community

11 July 2019

To Whom it May Concern

Comment on the Integrated Human Settlement Plan for Stellenbosch

As an occupant of Onderpapegaaiberg who owns property there and in consultation with other occupants who own property, we want to express our deep concern with the intended development of densification through low cost/mixed housing in Bosman's crossing as well as Droë Dyke/Libertas. There has been no public consultation with the inhabitants of Onderpapegaaiberg regarding these developments.

We are of the opinion that these developments will have a negative impact on the property value in Onderpapegaaiberg, as well as the safety and security of the area. Unfortunately, crime is a reality in South Africa and it is the responsibility of local governments to take this into consideration in town planning.

While we understand the need for integrated housing developments this type of development will have a serious impact on the traffic flow on Adam Tas Road. Given the fact that Stellenbosch University wants to establish educational facilities in the area it will be impossible for Adam Tas Road to absorb all the traffic. Even though the plan makes mention of transport innovation it will take years before these plans are in place and the housing provision may outstrip the transport provision. It is inconceivable that the Adam Tas corridor that will form an important node in the plan is not considered in the plan for an environmental impact study.

Those of us who live in Onderpapegaaiberg bought property here because it is an old established suburb of Stellenbosch with a sense of community. Most of us know each other and form a community. Densification in this area will erode this sense of community in an area that is already having to cope with increased traffic and noise pollution on the Devon Valley Road.

It seems that rather than coming up with innovative solutions to the housing crisis in Stellenbosch the municipality has taken the road of least resistance by identifying the only open areas where housing development can take place, regardless of its impact on the inhabitants living there.

This plan will alter the appearance of Stellenbosch and its historic architecture/appearance in drastic ways.

We therefore kindly request that you reconsider this housing development for its impact on Onderpapegaaiberg and surrounds. We are deeply concerned about the unintended consequences of the plan.

Sincerely



Prof Amanda Gouws
3 Piet My Vrou Street
Onderpapegaaiberg

11 July 2019

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Prof Amanda Gouws
3 Piet My Vrou Street
Onderpapegaaiberg



A Ruppertsberg
5 Piet-my-vrou Str.
Onderpapegaaiberg

11 July 2019

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Prof Amanda Gouws
3 Piet My Vrou Street
Onderpapegaaiberg

Amelia Henning

15 Botmalteriestraat
Stellenbosch

12 July 2019

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Sincerely



Dr Karim Dhanani
9 Fisant Street
Onderpapegaaiberg

12 July 2019

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Sincerely



Andrew Imrie
20 Kelkiewyn Str
Onderpapegaaiberg

11 July 2019

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Sincerely

Charl Gerber
Resident/Propert Owner
Onderpapegaaiberg

Attention: Stellenbosch Municipality

Via e-mail: ihp.admin@stellenbosch.gov.za

12 July 2019

REGARDING: DRAFT INTEGRATED HUMAN SETTLEMENTS PLAN 2019

The notice placed on the Stellenbosch Municipality's website on 11 June 2019 regarding the availability of the Draft Integrated Human Settlements Plan: Stellenbosch Municipality refers.

1. While the notice refers to the Draft Integrated Human Settlements Plan 2019, the document available through the link¹ provided in the notice, *Integrated Human Settlements Plan (Draft) 2018* (herein after referred to as the "IHSP May 2018"), is dated May 2018.
2. Since the *Status Quo* Report was done in May 2017 and the IHSP was produced in May 2018 the following, amongst other things, have since transpired:
 - a. the second review of the Stellenbosch Integrated Development Plan (IDP) 2017 – 2022 have been undertaken;
 - b. amendments to the Stellenbosch Spatial Development Framework (SDF) have been made, with further amendments to the SDF currently being in process;
 - c. the National Department of Human Settlements finalised a revision of the Guidelines for Human Settlements Planning and Design ("Red Book") during 2018;
 - d. the Council for Scientific and Industrial Research (CSIR) earlier in 2019 launched the *Green Book: A Tool for Adapting Settlements in Light of Climate Change* which provides decision-support to municipalities to adapt settlements in light of projected climate change impacts; and
 - e. the Western Cape Provincial Government earlier in 2019 finalised the new Western Cape Integrated Human Settlements Framework ("Living Cape: A Human Settlements Framework")².

All the abovementioned, together with other relevant considerations, must be taken into account to update the IHSP May 2018.

¹ <https://www.stellenbosch.gov.za/documents/municipal-policy/human-settlements-a-property-management/8181-draft-integrated-human-settlements-plan-2019/file>

² <https://www.westerncape.gov.za/general-publication/living-cape-human-settlements-framework>

3. While the IHSP May 2018 refers to the Development Principles in terms of SPLUMA, the IHSP May 2018 fails to also refer or take into account the National Environmental Management Principles in terms of section 2 of the National Environmental Management Act (107 of 1998) (NEMA) which "*apply throughout the Republic to the actions of all organs of state that may significantly affect the environment*" and which "*apply alongside all other appropriate and relevant considerations, including the State's responsibility to respect, protect, promote and fulfil the social and economic rights in Chapter 2 of the Constitution*", and which in terms of section 16(4) of NEMA Municipalities must adhere to.
4. In terms of the requirements of the Local Government: Municipal Systems Act (Act 32 of 2000) (MSA), the Spatial Planning and Land Use Management Act (Act 16 of 2013) (SPLUMA) and the Western Cape Land Use Planning Act (Act 3 of 2014) (LUPA) an Integrated Human Settlements Plan must be integrated into the Municipal Integrated Development Plan (IDP) and Municipal Spatial Development Framework; and as such an Integrated Human Settlements Plan cannot be developed in isolation. An Integrated Human Settlement Plan must be developed as part of a process to amend the IDP and SDF. As such, the requirements in terms of section 21A of the MSA as well as all the requirements in terms of all the other applicable legislation must be met in terms of the Integrated Human Settlements drafting and adoption process.
5. While a 30-day commenting period via a notice on the Municipal website is required in terms of section 21A of the MSA, a meaningful consultation process must be followed including public meetings in the different wards, the release of draft comments and responses reports, etc.
6. In light of all the above, Stellenbosch Municipality must follow a proper process to update the IHSP May 2018 including allowing additional public participation that enable meaningful consultation.

Please acknowledge receipt of my comments, provide me with responses to my comments and keep me informed and involve me in the process moving forward.

Desireé Gerber

Concerned Onderpapegaaiberg Resident

Stellenbosch

E-mail: desiree.gerber5@gmail.com

Ihs Admin

From: Johan Heinrich Van den Worm <johanvdworm@gmail.com>
Sent: 12 July 2019 05:20 PM
To: Ihs Admin
Subject: [EX]

Voor enige besluite of planne geneem kan word, moet daar eers met ons die belastingbetalende inwoners vergader word. Ons steun nie hierdie verwickelinge nie.

Daar moet en sal eers met ons in gesprek getree word.

Johan en Mariétta van den Worm

Ihs Admin

From: helena bussell <bussellhelena@gmail.com>
Sent: 12 July 2019 05:14 PM
To: Ihs Admin
Subject: [EX] Fwd: Human settlement plan

Sent from my iPhone

Begin forwarded message:

From: helena bussell <bussellhelena@gmail.com>
Date: 12 July 2019 at 16:28:09 SAST
To: ihs.admin@stellenbosch.gov.ca
Subject: **Human settlement plan**

Moenie d plan goedkeur voordat u nie d gemeenskap ten volle ingelig het en ons daarin ken
nie.

Helena Uys

19 Kiewietstraat
Onderpapegaaiberg
Sent from my iPhone

Ihs Admin

From: Sue Tatham <pstv@mweb.co.za>
Sent: 12 July 2019 04:58 PM
To: Ihs Admin
Subject: [EX] Human Settlements plan Onderpapegaaiberg

Dear sir/madam

Moenie die plan goedkeur voodat julle inwoners geraadpleeg het nie.

Groete

Mr FP and Mrs SK van Niekerk
9 Tortelduif Avenue
Onderpapegaaiberg
Stellenbosch

Ihs Admin

From: Punt, J, Prof [jpunt@sun.ac.za] <jpunt@sun.ac.za>
Sent: 12 July 2019 04:56 PM
To: Ihs Admin
Subject: [EX] IHS plan - objection

Dear Council

Kindly refrain from proceeding with the IHS plan until residents have been informed at an open forum.

Kind regards

J Punt

Sent from my iPhone

[https://protect-za.mimecast.com/s/QPpSCDRZOWhV3R6CWUVO_?domain=cdn.sun.ac.za]<https://protect-za.mimecast.com/s/-jQzCEIXgWhDpQAhwfGjZ?domain=sun.ac.za>

The integrity and confidentiality of this email are governed by these terms. Disclaimer<https://protect-za.mimecast.com/s/BpilCGZXkWhMAVytp814x?domain=sun.ac.za>

Die integriteit en vertroulikheid van hierdie e-pos word deur die volgende bepalings bereël.

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Ihs Admin

From: Laetitia Viljoen <laetitiaviljoen@mweb.co.za>
Sent: 12 July 2019 04:50 PM
To: Ihs Admin
Subject: [EX] FW: Comments on the Integrated Human Settlement Plan
Importance: High

Comments on the Integrated Human Settlement Plan

As owners of property in Onder Papegaaiberg, we would like to express deep concern with the intended developments set out in **Integrated Human Settlement Plan. There must be proper consultation with occupants of Onder Papegaaiberg. Plan can not be approved before proper consultation has taken place and all consequences has been taken into account!**

Kind regards

Kobus and Laetitia Viljoen

Laetitia Viljoen

Kleinvalleistraat 19, Onder Papegaaiberg, Stellenbosch, 7600

Selfooannommer: 072 2289242

e-pos: laetitiaviljoen@mweb.co.za

Ihs Admin

From: Fanie Fourie <szfourie@gmail.com>
Sent: 12 July 2019 04:53 PM
To: Ihs Admin
Subject: [EX] Beswaar integrated human settlement

Moenie die plan goedkeur voor inwoners van Stellenbosch en veral Onderpapegaaiberg, geken is in die saak.

Faan Fourie
Pelikaanstr 25
Onderpapegaaiberg

Ihs Admin

From: Ronel Fourie <ronel@cluvermarkotter.law>
Sent: 12 July 2019 04:52 PM
To: Ihs Admin
Subject: [EX] Beswaar integrated human settlement

Moenie die plan goedkeur voor inwoners van Stellenbosch en veral Onderpapegaaiberg, geken is in die saak.

Ronel Fourie
Pelikaanstr 25
Onderpapegaaiberg

Ihs Admin

From: Jacolien Bartolini <jacolien.bartolini@gmail.com>
Sent: 12 July 2019 04:40 PM
To: Ihs Admin
Subject: [EX] Comments on the IHS

To whom it may concern,

It is with deep concern that I write this email.
I just read through the proposed IHS for Stellenbosch.

The plans to double the size of Kayamandi is outrageous. At this moment in time there aren't enough work to go around. Increasing the town will just lead to more and more protest & angry residents that can't make ends meet. Where will all the (sustainable) jobs come from? No jobs = no money and that leads to more crime. People have to live and eat - basic needs.

We live in Onderpapegaaiberg. The informal settlements are gradually encroaching and running up Onderpapegaaiberg already (which is supposed to be a nature reserve). Where will this stop? We get burglars jumping over the fence around the nature reserve or cutting holes in the fence faster than they can be mended.

There will be a massive exodus of people leaving Stellenbosch for other towns if the Municipality proceeds with their plan to "integrate". Our roads can't handle the traffic now already with all the students and the expansion of neighbourhoods.

I am strongly against a couple of the elements in this IHS. Especiallyl the Adam Tas corridor and a new development at the Droë Dokke.

Regards,
Jacolien Bartolini
0844446270

Ihs Admin

From: Julia Viljoen <julia.wilmot24@icloud.com>
Sent: 12 July 2019 03:59 PM
To: Ihs Admin
Subject: [EX] Objection integrated settlement plan.

Dear Municipality,

It is unthinkable that a plan which will have far-reaching negative consequences in Onder-Papegaaiberg re the property values, lifestyle and safety and security of its residents was formulated with no consultation at all with residents.

I therefore strongly urge you to halt approval of at least that section of the plan impacting OPB and Bosman's Crossing in order to consult with residents.

I furthermore see no mention of an environmental impact study, which surely would be essential where major development is to take place adjacent to a river and a nature reserve.

Kindly heed the serious concerns of myself and fellow residents; I expect no less from my municipality.

Kind regards,

Julia Viljoen
19 Dagbreek Avenue.

Sent from Julia Viljoen's iPhone

1 JUL 2019

Office of the Municipal Manager
Kantoor van die Munisipale Bestuurder

Belangegroep Stellenbosch Interest Group

HM/CB/0815/32
2019-07-12

The Manager: Integrated Human Settlements
Stellenbosch Municipality
Lester.Vanstavel@stellenbosch.gov.za

Cc The Municipal Manager
Municipal.manager@stellenbosch.gov.za

Dear Mr van Stavel

COMMENT ON THE MAY 2018 DRAFT MUNICIPAL INTEGRATED HUMAN SETTLEMENT PLAN (IHSP) FOR STELLENBOSCH

A Human Settlement Plan for Stellenbosch has been long overdue. The Stellenbosch Interest Group (SIG) accordingly welcomes this initiative. The Draft Integrated Human Settlement Plan (IHSP) is a well-researched document and populated with a substantial amount of quality data. The analysed data will doubtless be useful in planning for the future.

The methodologies used in generating some findings are, however, unclear and in a few cases questionable (such as calculating racial segregation using main place/sub-place and not neighbourhood data). In general, however, much of the data will be useful for the purpose of an IHSP.

From the perspective of the SIG the main shortcomings of the Draft IHSP include the following:

- In many respects the Draft IHSP appears to usurp the role of the Municipal Spatial Development Framework (MSDF). For example, the Draft IHSP identifies new areas for development to be included in the urban edge (see list below).
- The report lacks a synthesis, summarizing key findings and recommendations for development.
- Page 48: The IHSP needs to add as a key constraint, the increase in pressure for development of the student housing residential market (impacting on existing residential areas). The HSP specifically needs to clearly state that there is not a proper student housing policy available for Stellenbosch. The potential for over-development of this market is a concern in the absence of a proper student accommodation audit.

- Page 48 lists as a *key constraint*, “High potential agricultural land in and around town”. This fact should, however, rather be seen as an added sense of place value and not as a constraint.
- Page 91: The HSP fails to indicate and/or map where densities are to occur.

The mismatch between the Draft IHSP and the MSDF include the following:

- The incorporation of the following areas that are not included in the Final Draft MSDF for development:
 - The Libertas Farm, west of Die Boord. (According to the Draft IHSP, the Libertas farm is part of the ‘Transformation Zone, Droë Dyke Libertas’; According to the Draft Final MSDF, the Libertas Farm is, however, not included in the Adam Tas Corridor.
 - The triangular land parcel south of De Zalze.
 - Extension of De Zalze in a northward and westward direction.
 - The section of the University owned land south of the Eerste River.
 - The area in the vicinity of Grondves and Brandwacht Farms
 - Extensions to Jamestown.
- The Technopark link road is not proposed in the MSDF. The MSDF supports NMT rather than building new roads.

The SIG recommends that the IHSP needs to be based on the MSDF, and that guidelines for the development of human settlements that are contained in Guidelines for Human Settlement Planning and Design Volume 1, prepared by the CSIR (https://www.csir.co.za/sites/default/files/Documents/Red_bookvol1.pdf) should be followed. Clear guidelines are also needed for addressing the shortcomings/threats of existing settlements.

As suggested in the Final Draft MSDF, the IHSP should be aligned with the Comprehensive Integrated Transport Plan.

In light of the above the SIG does not support approval of the Draft Draft Integrated Human Settlement Plan (2018).

Kind regards

Patricia Botha
(Chairperson)

13.3	ADOPTION OF THE STELLENBOSCH INFORMAL TRADING POLICY
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

23 October 2019

1. SUBJECT: ADOPTION OF THE STELLENBOSCH INFORMAL TRADING POLICY

2. PURPOSE

To request Council to adopt the Informal Trading Policy after considering comments received from the public.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The Stellenbosch Informal Trading Policy, which guides the strategic direction in terms of informal trading, has been advertised for public comments and are now presented to Council for adoption after considering the comments from the public.

5. RECOMMENDATIONS

- (a) that, after considering the comments made by the public Council adopts the Stellenbosch Informal Trading Policy and;
- (b) that the Stellenbosch Informal Trading Bylaw be amended to incorporate the objectives and provisions as incorporated in the Informal Trading policy.

6. DISCUSSION / CONTENT

6.1 Background

The Draft Stellenbosch Informal Trading Policy, **ANNEXURE 1**, served at the 30th Council Meeting of the Stellenbosch Municipality on 28 August 2019. Council resolved that the policy be advertised for public comments for a period of 30 days. The aforementioned policy was published in the Eikestad News and on the municipal website on 5 September 2019. Notice of the advertisement is attached as **ANNEXURE 2**. By the closing date, 5 September 2019, one member of the public responded.

6.2 Discussion

The comments are attached as **ANNEXURE 3** was mostly complimentary of the policy and provided some positive comments to be considered. Below is a summary of the main ideas/suggestions:

Comments	Department's response
Expensive single purchase goods such as carved curios, paintings and South African keepsakes bought typically bought by tourists cannot be placed in an area that is at a daily commuter hub, such as a taxi rank.	Agreed

<p>Stellenbosch is blessed to have consumers and producers at both ends of the spectrum, but they need to be contextually well placed to have a value-added effect to both the consumer and the business owners.</p>	<p>Agreed</p>
<p>The declaration of the trader of the type of product they are selling and the means in which they are selling cannot be highlighted more.</p>	<p>Agreed</p>
<p>In mobile trading where there is a permanent setup (in a truck or Kombi), access to a site of park should be carefully considered. Alternatively mobile trading like the ice cream model will be most suited to have a roaming licence whereby they may move during the day to different suburbs and areas and may park in a designated municipal parking bay and sell and roam that way. However should not be located in such a way that it become competition for a business with a fixed address.</p>	<p>To be addressed when the Informal Trading Bylaw is amended to include the provisions of the to-be approved Informal Trading Policy.</p>
<p>For the regulation and long-term sustainability it is important to have all vendors well identified and controlled in terms of business registration. It is vital that these laws are properly facilitated and monitored so vendors don't descend into a state of disrepair of create public nuisances.</p>	<p>Agreed</p>
<p>This so all potential health concerns and disputes can lead to contacting the business owners so a resolution/ punitive measures can be applied for transgressions of the prospective bylaw. We need to residents and tourist to buy into the scheme so that they can be a long term viable income for the dependants of the trader sites, while taking pressure off municipalities to created employment opportunities, but rather facilitate entrepreneurs to create their own employment opportunities.... These policies and bylaws need to be fast-tracked and implement as soon as possible.</p>	<p>Agreed</p>
<p>The strategic objectives are a great plan for what needs to be achieved, however they are not core to the issue at hand and that is getting money into people's pocket to make them financially self-sufficient.</p> <p>Mobile vending, and trading as a stepping stone and not a subsistence livelihood.</p>	<p>Agreed</p>
<p>Using vendor opportunities to upskill first generation entrepreneurs so that they may grow their business where it employs others and moves out of a trader bay and into a small factory or a shop.</p>	<p>Agreed</p>
<p>The trader bays, zones and new legislation need to facilitate growth of business and not a flash-in-the-pan economic opportunity.</p>	<p>Agreed</p>
<p>If an entrepreneur spots a gap in the market, and see a piece of municipal land that will perfectly meet the needs of the product or service they wish to serve, there should be a process that can motivate to create a new vendor site, while still adhering to the spatial guidelines and macro-objectives of the area.</p>	<p>Identification of trading sites are based on "follow the feet" concept., meaning establish sites where there is already informal trading activity</p>

Support the budding entrepreneur who has exercised his entrepreneurial wit to create opportunity for themselves or others.	Agreed
Priority should be allocated in the number of jobs created when allocating trading bays.	Allocation of the trading opportunities will be guided by the approved
Keep rentals reasonable and cap increases in rental to 10%	Council determines tariffs on an annual basis
On a whole, I felt very positive about this draft of the informal trading policy, but I feel it needs a better name. There is nothing informal of a business that is just small and trying to grow. I propose the name “small business policy” or “Formal trader policy” it’s just a more empowering name and doesn’t undermine the work of a small business by calling it “informal.	<p>There is a need to distinguish between formal and informal businesses.</p> <p>The criteria for informality is as follows:</p> <p>1. No bookkeeping (The economic unit does not maintain the set of accounts required by law (e.g., balance sheets)</p> <p>2. Non-registration</p> <p>The economic unit is not registered under national legislation i.e. with social security authorities, sales or income tax authorities</p> <p>3. Small size</p> <p>The number of workers engaged/employed on a continuous basis is below 6 or according to national circumstances</p>

6.3 Financial Implications

The financial implications relates to the operational management of site such as security, law enforcement, maintenance and waste removal.

6.4 Legal Implications

In terms of Section 11(3) of the Local Government Municipal Systems Act 32 of 2000, a municipality exercise its executive and legislative authority by developing and adopting policies, plans, strategies, programmes. All statutory prescripts in terms of section 12 of the Municipal Systems Act had been adhered to.

6.5 Staff Implications

More dedicated staff to the function to managed the increased number of trading sites.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

The risk relates to the weak implementation and monitoring of the policy objectives and provisions.

6.8 Comments from Senior Management:

6.8.1 The Director Planning & Economic Development

Supports the recommendations

6.8.2 The Municipal Manager

Supports the recommendations

ANNEXURES

- Annexure 1 The Draft Stellenbosch Informal Trading Policy
- Annexure 2: Notice of Advertisement
- Annexure 3: Comments received

FOR FURTHER DETAILS CONTACT:

NAME	Tabiso Mfeya
POSITION	<i>Director</i>
DIRECTORATE	<i>Planning & Economic Development</i>
CONTACT NUMBERS	<i>021 808 8491</i>
E-MAIL ADDRESS	<i>tabiso.mfeya@stellenbosch.gov.za</i>
REPORT DATE	<i>10-10-2019</i>

Annexure 1 The Draft Stellenbosch Informal Trading Policy



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

**INFORMAL TRADING POLICY
(POLICY NUMBER)**

OCTOBER 2019

Version: Draft

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Definitions and Acronyms

The terms explained below are used in the policy environment of the Stellenbosch Municipality.

"Council"	means the Municipal Council of Stellenbosch Municipality established by Provincial Notice 479 of 2000 issued in terms of section 12 of the Local Government: Municipal Structures Act, 1998, (Act 117 of 1998); and includes any committee or official carrying out any duty or function, or exercising any power in terms of this policy.
Delegation"	means in relation to a duty includes an instruction to perform the duty, and "delegate" has a corresponding meaning.
"Employees"	means persons working in establishments that employ less than five employees, who do not deduct income tax from their salaries/wages as adapted from the Quarterly Labour Force Survey (Statistics South Africa),
"Employers"	refers to own-account workers who are not registered for either income tax or value-added tax; and persons helping unpaid in their family business who are not registered for income tax as adapted from the Quarterly Labour Force Survey (Statistics South Africa),
Director"	means a person appointed by the Council to head a Directorate in the municipality and shall include any person acting in that position.
"Executive Mayor"	means the person elected in terms of section 55 of the Municipal Structures Act to be the Executive Mayor of the municipality and shall include any person acting in that position.
"Historically	Means a South African citizen who – is a black person, is a woman and/or has a Disadvantaged disability Individual"
"Informal Trader"	means a person engaging in informal trade, whether employer or employee
"Informal Sector"	means an employer: own-account workers who are not registered for either income tax or value-added tax; and persons helping unpaid in their family business. In relation to employees, means persons working in establishments that employ less than five employees, who do not deduct income tax from their salaries/wages;
"Informal Trade"	means the trading in goods and services in the informal sector by an informal trader.
"Own-account	Means workers who, working on their own account or with one worker "or more partners, old the type of job defined as a self- employed job,

and have not engaged on a continuous basis any employees to work for them during the reference period.

- “Formal” means businesses which are registered with the national business registration authority as a business and with the tax authority in terms of tax.
- “Formalisation” means the process of becoming a formal business (as implied in the term formal), however, the term includes additional registration imposed by provincial or local government legislation or membership with sectoral bodies.
- “Seasonal Traders” Means traders who respond to seasonal or once-off/short term trading opportunities.
- “Market” means a demarcated area within a trading area which is designated as such in a trading plan and which is managed in a co-ordinated manner.
- “Municipality” means the “Stellenbosch Municipality”: a Municipality Constituted in terms of the Local Government: Municipal Structures Act, 1998, read with the Province of the Western Cape: Provincial Notice 479/2000 dated 22 September 2000
- “Public Place” Includes:
- (a) public road, parking area, square, park, recreation ground, sports ground, sanitary lane, open space, beach, shopping centre on municipal land, unused or vacant municipal land or cemetery which has been provided, reserved or set apart for use by the public; or been dedicated to the public;
 - (b) public transportation operated by service providers for the municipality, but does not include public land that has been leased by the municipality;
- “Trading Plan” Means a plan adopted by the municipality to govern informal trading within a trading area.
- “Trading area” Means an area for informal trading governed by a trading plan.

1. BACKGROUND

1.1 Approach

- 1.1.1. This policy document is designed to apply across the organisation, the Stellenbosch Municipality, and its geographical boundaries. (WCO24)
- 1.1.2. It is intended to reflect the needs, and requirement of the key stakeholders. However, legally it enjoins the Stellenbosch Municipality. The readership and target audience is nevertheless the informal sector, the Stellenbosch Municipality, the business community and the public. This document applies to the informal sector, where trading takes place in public places.

1.2 Informal Trade Policy and Related Documents

- 1.2.1. The Informal Trading Policy is one of two related documents; the Policy sets the direction for the municipality's developmental response to the informal trading sector and it is operational and spells out the resources, sequencing, roles and responsibilities of the various services and departments in the Stellenbosch Municipality as it relates to the informal sector.
- 1.2.2. The Informal Trading By-Law, is the second document, it is an enforceable law within the Stellenbosch Municipality municipal area.

1.3 Purpose of the Policy

The policy thus seeks to set out:

- 1.3.1 a) the strategic objectives for the development of the informal trade sector,
- 1.3.2 b) the planning and management guidelines for informal trade in the Stellenbosch Municipal Area; and
- 1.3.3 c) the stakeholder roles regarding the informal trade sector.

2. PROBLEM STATEMENT

2.1 Problem Statement

- 2.1.1. Identifying and addressing the development priorities of the sector at any given time period.
- 2.1.2. The mainstreaming of policy directives and the coordination of services across the Stellenbosch Municipality has been a challenge. Matters pertaining to the sector have for the most part been seen as the responsibility of one or two departments in the municipality.
- 2.1.3. Discussion among different stakeholder groupings has been fragmented. As a result issues that could be resolved via regular and consistent engagement have remained unresolved.

- 2.1.4. Institutions, such as representative stakeholder bodies are weak or absent in both the formal and informal business sectors. This makes it difficult for the informal sector to agree and decide on crucial matters affecting the sector. Regular multi-stakeholder engagement simply does not take place.
- 2.1.5. The sector, as it may be viewed from the stakeholder's perspective, is arranged according to the four key groups, formal and informal business, the public and local government.

Table 1: Problem Statement: Stakeholder Perspectives

Informal Traders and Employees	<ul style="list-style-type: none"> • Legally approved goods • Soft consumer demand • Influx of competitively priced goods • Uncertain and insecure employment condition • Unclear or hostile policy or regulatory environment • Low level of technical and business skills • Fractured and numerous trader organisations • Limited infrastructure and space
Formal Business Sector	<ul style="list-style-type: none"> • Soft consumer demand • Fixed and rising overhead cost • Compliance with formal regulations/laws/policies • Competition from informal traders • Congestion on pedestrian walkaways • Large organisation to coordinate service delivery
Stellenbosch Municipality	<p>Multiple policies applicable to the sector</p> <ul style="list-style-type: none"> • Lack of single access point to the informal sector • Contravention of by-laws • Cost of infrastructure delivery and ongoing maintenance cost • Policing/Ongoing Monitoring of illegal trading • Provision of contracts to informal traders • Poor understanding of the sector
Consumers	<ul style="list-style-type: none"> • Weak economic climate • Limited choice of goods/services • Lack of quality assurance • Congested pedestrian walkways

3. STRATEGIC INTENT AND REGULATORY CONTEXT

- 3.1. This policy aligns with the LED strategy, IDP and the Spatial Development Framework.

- 3.2. It seeks to leverage Stellenbosch Municipality's fixed assets, such as land and properties to promote economic growth and the development of the informal economy, in particular the informal trading sector.
- 3.3. Informal trade is influenced and governed by a number of laws and policies at National, Provincial and Local level.

Table 2: National Legislation

ACT	APPLICABILITY	WHAT IT DOES IN RESPECT OF INFORMAL TRADING
Constitution of the Republic of South Africa, 1996 (Act No 108 of 1996)	All organs of state	Section 22 of the Constitution of the Republic of South Africa (the Constitution) provides for the freedom of trade, occupation and profession. It provides that "every citizen has the right to choose their trade, occupation or profession freely." It is accepted that this freedom extends to informal trading. Section 22 of the Constitution further provides that "[t]he practice of a trade, occupation or profession may be regulated by law." Section 36(1) of the Constitution also provides that rights contained in the Bill of Rights may be limited "in terms of a law of general application to the extent that the limitation is reasonable and justifiable in an open and democratic society based on human dignity, equality and freedom, taking into account all relevant factors. The effect of this Limitation Clause on the right to choose a trade is simply an acknowledgment that the right to trade is not a right that cannot be limited and must be considered and interpreted taking into account other competing rights and obligations.
The Businesses Act 71 of 1991 (as amended by Act No 186 of 1993)	The state and all persons (natural or juristic person)	Prohibits the conduct of any business without the possession of a requisite license. Makes specific provision for the licensing of businesses
The Public Health by-Laws	The state and all persons (natural or juristic person)	Which outlines the lease agreement requirements for the rendering of specific services
The Promotion of Equality and the Prevention of Unfair	The state and all persons (natural or juristic person)	Prohibits the state or any person from discriminating unfairly against any person on the grounds of race or gender through the denial of access to opportunities for rendering services or by failing to take steps

Discrimination Act, 2000 (Act 4 of 2000)		to reasonably accommodate the needs of such persons.
Promotion of Administrative Justice Act	The state and all persons (natural or juristic person)	Establishes the standards which ensure just, fair administrative action.
Regulation 918 promulgated under The Health Act 63 of 1977	The state and all persons (natural or juristic person)	Establishes the manner for the application and issue of Certificates of Acceptability.
The Atmospheric Pollution Prevention Act 45 of 1965	The state and all persons (natural or juristic person)	Establishes the framework for the prevention of pollution in the atmosphere and provides for matters incidental thereto.
The National Building Regulations and Building Standards Act 103 of 1977,	The state and all persons (natural or juristic person)	Provides for standards for the regulation and enforcement of issues connected therewith.
Local Government: Municipal Finance Management Act, 2003 (Act No 56 of 2003)	Municipalities and municipal entities	Establishes a regulatory framework for supply chain management which includes procurement within municipalities and municipal entities.
Local Government Municipal Systems Act, 2000 (Act No 32 of 2000)	Local sphere of government	Establishes a framework for the establishment of service delivery agreements involving competitive bidding processes
Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003).	Procurement provisions apply to all organs of state.	Establishes a code of good practice to inform the: <ul style="list-style-type: none"> • Development of qualification criteria for the issuing of licenses or concessions, the sale of state owned enterprises and for entering into partnerships with the private sector; and • Development and implementation of a preferential procurement policy.
Prevention and Combating of Corrupt Activities Act,	Public and private Sector	Makes corruption and related activities an offence. Establishment a Register in order to place certain restrictions on persons and

2004. (Act No. 12 of 2004).		enterprises convicted of corrupt activities relating to tenders and contracts; and Places a duty on certain persons holding a position of authority to report certain corrupt transactions.
The Conventional Penalties Act (Act 15 of 1962)	The state and all persons (natural or juristic person)	Provides for the enforceability of penalty stipulations, including stipulations based on pre-estimates of damage.
Arbitration Act (Act 42 of 1965)	The state and all persons (natural or juristic person)	Provides for the settlement of disputes by arbitration tribunals in terms of written arbitration agreements and for the reinforcement of the awards of such tribunals
Promotion of Access to Information Act (Act 2 of 2000)	The state and all persons (natural or juristic person)	Gives effect to the rights provided for in the Bill of Rights in Section 32 of the Constitution (Act 108 of 1996), namely that everyone has the right of access to information held by the state and any information that is held by another person that is required for the exercise or protection of any rights. Sets out the procedures pertaining to the obtaining of records in the public and private sector, the grounds for refusal of access to information, mandatory disclosures in the public interest, and appeals against decisions of information officers of certain public bodies.

4. VISION, MISSION, SCOPE

4.1 Vision and Mission

4.1.1. The vision for informal trade in the Stellenbosch Municipality is as follows:

“A thriving informal trading sector that is valued and legally integrated into the economic life, urban landscape and social activities within the Stellenbosch Municipality.”

4.1.2. While the Mission is:

“Through a developmental approach, the Stellenbosch Municipality seeks to facilitate the access to job and entrepreneurial opportunities within the informal trading sector. Nurturing a positive relationship with the formal business sector and consumers by providing a stable regulatory and flexible management environment that is predictable, empowering and sustainable.”

4.2 Scope: Policy Parameters

- 4.2.1. This policy applies to all informal trading per definition contained in this policy which takes place on public space, or private land where it is included in a trading plan. Implementation agents may vary according to land/assets they are responsible for.

The types of trading governed by this policy are as follows:

- A. Seasonal Traders (traders who respond to seasonal or once-off/short term trading opportunities)
- B. Street/kerbside and trading on official informal trading sites
- C. Trading in pedestrian malls
- D. Containers and fixed units or permanent structures
- E. Public Markets (i.e. markets operating on public land, such as flea & craft markets, etc.)
- F. Trading at road intersections (as permitted in terms of Regulation 322 of the National Road Traffic Regulations, 2000)
- G. Trading in Public Open Spaces (including parks, cemeteries, etc.)
- H. Trading at Events and basking
- I. Mobile Traders:
 - i. Vehicle based: such as fish, ice-cream, prepared food, soft drink, fruit and veg, or other agricultural produce traders who trade from their vehicles and respond to opportunities by relocating their trading station periodically.)
 - ii. Pedestrian based: roving traders- who sell their wares in streets, and public spaces and respond to trading opportunities by engaging their target market directly
 - iii. Trading from a bicycle, a caravan, light delivery vehicle, any other vehicle or mobile and/ or removable kiosk; specially designed and constructed for trading purposes.

5. DEVELOPMENTAL APPROACH

The policy aims to improve conditions for informal trading, assisting it to thrive by focusing on:

- 5.1 planning and development,
- 5.2 policy issues, and;

5.3 institutional arrangements. To realise the policy aims all Directorates within the Stellenbosch Municipality must, within their functional areas, adopt a developmental approach to matters relating to informal trading.

5.1 Development and Planning

5.1.1. This section sets out the approach to the problems related primarily to the informal trader. The issues of space, infrastructure, planning and skills are addressed below.

5.1.2. **Role of the Informal Economy:** Stellenbosch Municipality acknowledges the legitimacy and role of the informal economy, in terms of its employment and economic growth prospects. Urbanising cities and towns globally are experiencing growth in the number of entrants to the informal sector. The informal economy also has low barriers to entry and serves as a social safety net; it also often sustains the livelihoods of foreign nationals who seek refuge from war torn countries. The informal economy is thus important socially and economically. The response to the sector will determine how well it thrives.

5.1.3. **Development:** development interventions will need to be localised, industry-based and tailored to the individual trader. The focus will be on improving sustainability of enterprises, growth and profitability, or the return to the trader.

5.1.4. **Partnerships:** The development of the sector cannot happen without key actors. Developing partnerships, with for example private sector developers and land owners, or other development organisations and other government departments will be key to providing solutions that benefit the informal sector and private sector, consumers and the Stellenbosch Municipality alike.

5.1.5. **Variation and Flexibility:** no single approach will be sufficient for the development requirements of such a diverse sector. A varied and flexible approach is required, depending on the trader, the industry, and the local level social and economic environment.

5.1.6. **Formalisation:** Entrepreneurs must formalise their business by entering into a contract with the Municipality, allowing them to trade on the site(s) formally agreed upon. Aspects to formalisation also include proper zoning and land use approvals, business registration, health certificates, sector body registration, tax registration, and other.

5.1.7. **Spatial Planning:** The forward planning function will play an important role of identifying suitable trading areas that support the viability and sustainability of informal trade. These areas may be of municipal and district significance, identified new growth areas, spatial structural elements that would reinforce informal trading, such as public transport systems, transport interchange hubs, commercial centres and pedestrian routes.

5.1.8. **Infrastructure:** flexible and the appropriate level of infrastructure, shall be provided over time to foster sustainability of the traders while improving the environment for all stakeholders. It must be stressed that all infrastructure delivery must be accompanied by a maintenance plan in the medium to long term. A stakeholder approach will

determine the type and location of infrastructure required, as well as which stakeholder will deliver and maintain the infrastructure.

5.2 Policy Issues

- 5.2.1 **Policy Environment:** The policy environment, especially a strategic coherent strategy for the sector to respond to these issues is lacking and is a challenge to the development of this sector. It is anticipated that this element together with the institutional arrangements below will address
- 5.2.2. **Policy Development:** The appropriate level of regulation will be adopted to promote the sector; appropriateness will be determined by area and industry factors and agreed upon in engagement forums. Policy needs to encourage and support informal trade; it also, however; will take into account the interests of relevant stakeholders such as the public, Stellenbosch Municipality and formal business. It will be the responsibility of local implementation agents to broaden and deepen the response required to local needs, under the strategic objectives.
- 5.2.3. **Policy Review:** Policy implementation will be monitored annually, objectives be evaluated every two years and the overall policy reviewed every five years.
- 5.2.4. **Policy Alignment:** All related policies will need to be aligned to achieve the desired outcomes of this align with the Informal Trade Policy. It is expected that policy alignment will take place progressively over time.

5.3 Development Organisations and Forums

- 5.3.1. The challenges faced by all stakeholders will be addressed by establishing sector engagement forums. In addition, institutions dedicated to the representation and development of the informal trade sector will be necessary to realise the outcomes in the development and planning section above. This section introduces the operational mechanism required for development.
- 5.3.2. **Engagement Forums:** A multi-stakeholder engagement forum shall be established by the Stellenbosch Municipality and serve to identify problems, solutions and set the direction for the development of the sector in the respective areas. These forums will also serve to spread information to sector via the representative organisations.
- 5.3.3. **Representative Organisations:** Support to and assistance with the establishment of trader associations as well as other stakeholder bodies shall be offered. These organisations will represent their constituents at the engagement forums.
- 5.3.4. **Industry Development Organisations:** Industry-specific intermediaries (private sector firms or purpose-built development organisations) can play a development and business support role. They perform functions on behalf of informal traders such as, product design, mentorship, contract negotiation, and a business interface role with respect to informal enterprises. Establishment, support and expansion of either existing, industry or purpose specific intermediaries will be explored.

6. PRINCIPLES

The principles below shall be used to operationalize the approach especially the development planning process.

6.1 Economic Principles

6.1.1. Economic growth in the informal trading sector will be facilitated through the following:

Reinforcing business zones: Link new and existing trading areas to business areas to create viable hubs of business activity.

Business support: Link traders to a range of business support services that caters for the different types and levels of traders.

Use of Municipal or State property: Ensuring that the buildings and property owned by the Stellenbosch Municipality or the State are leveraged for maximum economic return.

High Demand Areas: Targeting highly accessible and visible locations for value-added trading in order to derive benefit for informal traders, consumers and formal business alike.

6.2 Spatial Principles

6.2.1. Informal trading contributes to the value of public places and has the potential to be a catalyst for generating positive public spaces through:

- a. **Prioritised Areas:** Developing those areas that will have most significant impact on the largest number of people, i.e. areas with large flows of pedestrian traffic.
- b. **Spatial Allocation:** Allocating space for informal trading areas in accordance with the Spatial Planning Framework of Stellenbosch Municipality or any other spatial related policy.
- c. **Infrastructure Provision:** Providing the appropriate level of infrastructure for informal trading, this would vary depending on the type of activity.

6.3 Engagement Principles

6.3.1. The following principles will govern the manner in which stakeholder engagement will take place and information will be managed:

- a. **Communication:** Communicate widely, accessibly, in different forms (print, electronic media) to improve the targeting and reach of information to the sector stakeholders
- b. **Equity and Inclusion:** include all relevant stakeholders in the appropriate forums at the appropriate level

6.4 Social Principles

- 6.4.1 The promotion of equity within Stellenbosch Municipality to create a dignified society through:
- a. Spreading public spending in an equitable manner throughout Stellenbosch with an emphasis on the poorer parts of Stellenbosch that have not historically benefited from public sector investment.
 - b. Viewing the location of public sector investment as an opportunity to integrate communities that have historically been spatially separated.
 - c. Using the development of the informal trading infrastructure as an opportunity to improve the general environmental condition of the Historically Disadvantaged Areas of Stellenbosch.
 - d. Providing basic services such as water and refuse facilities to all areas where public health and/or public safety is at risk.

7. STRATEGIC OBJECTIVES

- 7.1. The strategic objectives will have a maximum lifespan of 5 years or may change as the need arises. A review process should follow this period (as set out in the Monitoring and Evaluation section) after which the strategic objectives should once more be deliberated and informed by the stakeholders in the multi-stakeholder platforms.
- 7.2. Considering the current challenges in the sector regarding informal trading, the following strategic policy objectives, informed by the principles and approach, will guide action over the medium term. It must be stressed that these are overall objectives, and that each trading area (representing a site or more than one site), together with Stellenbosch Municipality should develop area and sector specific objectives.
- 7.3. Moreover, the implementation of these objectives can be split into broadly two functions
- (a) Trader development and engagement processes and b) infrastructure provision and maintenance.**
- i) Stellenbosch Municipality will play a facilitation role, sourcing resources from partners and external role players and making the services or resources available in Stellenbosch Municipality; while in part
 - ii) Infrastructure, provision will be dependent on budget provision.
- 7.4. Lastly, where applicable, a gendered approach to the training and development of the sector shall be encouraged.

Table 3: Strategic Objectives and actions

Objectives	Actions
Strategic Objective 1	<ul style="list-style-type: none"> • Plan for and Initiate Development Activities in Support of the Sector • Make available, via partners, commercial and business skills opportunities (including marketing, communication, finance, other) as required • Engage in a strategic spatial planning exercise to determine the best trading locations and layouts for existing and new sites
Strategic Objective 2	<ul style="list-style-type: none"> • Promote innovation through new product development, process innovation, packaging, design, and organisational improvements, etc.
Strategic Objective 3	<ul style="list-style-type: none"> • Support Representative Institutions and Establish Stakeholder Engagement Forums • Establish one municipal-wide multi-stakeholder engagement platform for the sector • Establish multi-stakeholder engagement forums at local level such as the trading area (or at the appropriate scale) • Support and mentor trader associations and other stakeholder organisations where feasible, assist with the establishment of new associations where required.
Strategic Objective 4	<ul style="list-style-type: none"> • Engage in Policy Development, Review and Mainstreaming Processes • Ensure annual monitoring, bi-annual evaluation of the strategic objectives and 5-year review of the policy in the multi-stakeholder dialogue forum • Through stakeholder engagement and the policy alignment process, ensure the adequate mainstreaming of the policy and policy practice across the municipality and stakeholders.

8. STAKEHOLDERS: ROLES AND RESPONSIBILITIES

- 8.1. It is expected of the stakeholders to perform the following roles and responsibilities, either directly or through representative bodies.

Table 4: Role Players, Roles and Responsibilities

Role Player	Role	Responsibilities
1. Informal Trader and Employee	Trade in quality goods/services desired by the public Trade goods/services at strategic locations and competitive prices	Abide by laws for the comfort health and safety of the public Engage other stakeholders directly via at dialogue institutions or via representatives such as trader associations
2. Stellenbosch Municipality	Policy formulation and revision Regulation and enforcement Provide and facilitate developmental services Management / operations	Various line departments will take up the relevant roles below
	1. Economic Development Department	Policy Implementation and management Coordinate development services (provided by partners) Regulate and Administer Trading Convene multi-stakeholder forums Identify and facilitate the use of land for trading in appropriate manner
	2. Spatial Planning	Location, layout and forward planning Site specific planning (linked to development applications) Infrastructure specification and project packaging
	3. Land Use Planning Department	Screening of possible developments for integration of trading facilitate appropriate zoning for trading
	4. Events Management	Incorporate and promote trading in and adjacent to event footprints
	5. Safety and Community Services	Developmental Law Enforcement
	6. Traffic Services	Enforce law on roads and intersections
7. Infrastructure services	Incorporate informal trading planning at public transport hubs/terminals and interchanges	

	8. Finance Department	Investigate and implement funding mechanisms for reinvesting lease agreement fees into urban management
	9. Health Department (District)	Issue and enforce health certificates for food traders Improve hygiene practices through training
	10. Engineering Services	Plan, spec and provide water, sanitation, and electricity. Municipality infrastructure where appropriate.
	11. Property Management	Provide a facility management services
3. Formal Business	Provide goods/services desired by the public; provide quality goods and services to the public	Trade Abide by laws for the comfort, health and safety of the public. Engage other stakeholders directly via at dialogue institutions or via representatives such as trader associations.
4. Public Consumer	Exercise preference through purchasing goods/services Consumer watchdog	Engage in dialogue forums Abide by laws Inform regulator of infractions of the law

9. PLANNING AND MANAGING INFORMAL TRADE

From an operational perspective this policy aims to achieve sustainable urban management. To this end, planning and design is required to accommodate informal trading in designated streets, public open spaces and markets. The full integration of informal trading into the planning, design and management of the Municipality is therefore necessary in order to enhance Stellenbosch Municipality, promote economic development and expand employment opportunities.

9.1 Policy Tools

9.1.1. The four implementation levers are planning, registration, bay allocations and the lease agreement structure.

9.1.2. **Planning:** New markets and trading opportunities must be properly planned, bearing in mind the economic needs of all stakeholders, such as the need for more vibrant land use and the need for orderly town, spatial and transport planning, as well as health and safety. Existing markets should be managed properly and new trading sites or market developments must be informed by a spatial and economic rationale.

- 9.1.3. **Registration:** For management purposes (space, equity and trader/employee development, rental collection) registration of all informal traders is required. Registration gives permission to operate, and provides access to services and support. Data on registration will be kept in the centralised information system, which will link where traders are, the sectors they work in, with registration, lease -fee payment status, environmental health and the enforcement function.
- 9.1.4. **Allocations:** The aim of the allocations policy is to support sustainable growth and provide opportunities for new entrants, in an economically sustainable and socially useful way. The criteria for allocations will be negotiated locally with stakeholders; the allocation of sites will then be done by Municipal officials. The allocations policy shall be used to balance access to opportunities between established traders and new entrants.
- 9.1.5. **Lease agreement:** Fee structures: Value is placed on sites through a system of differentiated tariffs. Fees will be linked to site size, desirability of location and the level of services provided. Levels will be determined by considering the cost to local government of providing the facility, bearing in mind the need to subsidise opportunities in appropriate areas.

Certain areas may be discounted depending both on:

- 9.1.5.1 the nature of the good/service traded; and
- 9.1.5.2 the socio-economic conditions of the surrounding area.

9.2 Planning For Informal Trade: Optimal Locations

9.2.1. Strategic Planning Exercise

9.2.1.1 Stellenbosch Municipality, as well as other stakeholders, will play an important role of identifying future or potential suitable trading areas that are either regionally or locally strategic for informal trading. A strategic spatial planning exercise (forward planning and pre-emptive) will identify components of the urban landscape that would reinforce informal trading and vice versa, both current and future opportunities; such as, the public transport system, transport interchange hubs as well as identifying the interaction between formal and informal economic activities.

Planning should aim to ensure the sustainability and growth of the enterprise while taking into account the needs of other users/stakeholders. The output of the strategic planning process will feed into the trading plan processes and the identification of high demand zones.

9.2.2. High Demand Zones

- 9.2.2.1. In the course of the strategic spatial planning exercise for the identification of high demand zones within any one of the economic centres; areas may be identified as current, or future potential high demand zones. These areas will be managed, periodically, with a regime that reflects their demand; in other words, price, time and lease agreement holder will be flexible to match demand. Allocations will be made on a shorter term basis, and space will be priced according to its value (see pricing

below) and allow for maximum rotation of traders (for both equity and trading mix) while maintaining the quality and integrity of the High Demand Zone.

9.2.3. The Trading Plan

9.2.3.1. Stellenbosch Municipality must adopt trading plans where required. This is particularly important in areas where there is an overlap among various stakeholders, business, public or municipal uses.

9.2.3.2. The trading plan must set the geographical boundary for the trading area and allocate bays where trading can take place.

9.2.3.3. The plan can include among others:

Specific trading conditions or criteria

- Set out development priorities, whether for the local economy or industry specific development plans and including trader and employee development
- Allowance for environmental and heritage protection
- Cater for markets and high demand zones
- Set out third party arrangements and responsibilities for managing trade in the area
- Guidelines for the regularity in which the stakeholders will meet to discuss matters pertaining to the trading area (or the need for engagement forums)

9.2.4. Spatial Planning Framework

9.2.4.1. Taking into account the differing economic, spatial and infrastructural elements of the Stellenbosch Municipality, the following guidelines will inform the development of current and future trading areas in the municipal area:

9.2.4.2. Public Spaces in Central Business District

In the central business district centres informal trading would be permitted to provide a range of trading possibilities linked to opportunities for growth and diversity:

- In pedestrian malls
- In designated trading areas
- At appropriate markets, and public squares/space

9.2.4.3. Public Spaces in Secondary Economic Centres:

In Secondary Economic Centres the Municipality will have:

- Designated trading bays located along major pedestrian traffic routes.
- Open trading areas that allow flexibility for traders as well as formal market spaces.

9.2.4.4 Public Spaces in Primary Economic Centres:

Each type of economic centre must allow an increase in the municipality's developmental and facilitative role. There for in primary economic centre like estates and townships the following is practical:

- Demarcated trading bays will only be allowed in high pedestrian traffic flow areas where congestion is not problematic
- Flexible market structures must be built at key transport nodes that will allow for the integration of a number of services ensuring regular pedestrian traffic flows. In these areas cognisance must be taken of the lack of quality urban environments and appropriate physical infrastructure and therefore the approach needs to be in terms of a more physically structured response.

Table 5: Summary of trading areas appropriate for the three types of economic centres.

	Pedestrian Malls	Designated open Trading	Designated Trading Bays	Mobile Trading	Trading in public place	Stationary & Fix containers	Roving Trading	Basking	Special events	Markets
Stellenbosch Trading	X	X	X	X	X	X	X	X	X	X
Groendal		X	X		X	X		x	X	X
Franschhoek		X	X	X	X	X	X	X	X	X
Klapmuts		X	x	X	X	X	X	X	x	X
Jamestown		X	x	X	X	X	X	X	X	X
Pniel		X		x	X	X	X	X	X	X
Kayamandi		X	X	X	X	X	X	X	X	X
Idas Valley		X	X	X	X	X	X	X	X	X
Cloetesville		X	X	X	X	X	X	X	X	X
Mooiwater		X	X	x	x	X	X	X	X	X
Kylemore		X	X	x	X	X	x	X	X	X

9.2.4.5. Informal and Marginalised Residential Areas

In informal settlement and township areas the provision of trading spaces should be clearly linked to "place-making" strategies, as trading may have the potential to generate new forms of public space. Appropriate facilities need to be provided in

these environments that will allow a range of trading levels, structures that are flexible to change and upgrading and access to utility services.

9.3. Organisations and Forums Supporting Development

9.3.1. Multi-stakeholder engagement platform

9.3.1.1. Planning and development of the sector requires engagement of all stakeholders, each stakeholder may require its own forum to discuss issues internally before it is brought to a multi-stakeholder platform. Stellenbosch Municipality will establish, with its stakeholders, one multi-stakeholder platform for engagement around matters relating to the informal trade sector.

9.3.2. Trade Associations and Development Organisations

9.3.2.1. Specific organisations and engagement platforms may be required to address the needs of specific groups (employees and employers). Support to establish and sustain trader associations should be offered. The support of and, where feasible, the establishment of new industry specific organisations (intermediaries), shall be undertaken.

9.4 Development Support

9.4.1. Direct Support

9.4.1.1. Direct support offered to traders and their employees may include business or technical training and mentorship, depending on the need. These will be piloted and provided by stakeholders and partners. The development support required will be determined at an area level, linked to the trading plan and developed by the stakeholders in the area.

9.4.1.2. New traders will be encouraged to join a trader association in the trading area

9.4.1.3. Traders will be assessed at the lease agreement application stage and encouraged to register at one of the industry-development organisations related to the trader's goods/service (should those be available)

9.4.2. Indirect Support

9.4.2.1. A range of indirect support will continue to be provided to the sector through Stellenbosch Municipality and other stakeholder with input and involvement of the sector. This could include:

- Planning (spatial, land use, other)
- Site identification, preparation and development
- Contract development and legal services
- Management and regulatory services

9.5 Criteria for the Allocation of Trading Bays

- 9.5.1. Central to equitable allocation of trading bays, is the compilation by Stellenbosch Municipality of a database of all street traders in a particular area, which will include for each trader: ID number or any recognised form of identification, address, goods being sold, trading location and any other relevant information.
- 9.5.2. It is acknowledged that the following basket of criteria will form the broad basis of decision to allocate bays. As the process is ultimately to be managed on an area basis (a combination of geographic criteria and category of economic centre criteria), it is required that the criteria following are a guideline. In the implementation stage it will be the right of all traders to be fully aware of exactly which criteria are being used in respect of allocation of trading bays.
- 9.5.3. In the event of traders wishing to appeal a municipal official's decisions which are deemed to impact on the rights of traders, the appeals will follow the Appeal Procedures as outlined in section 62 in the Municipal Systems Act, No.32, of 2000.
- 9.5.4. Subject to and in compliance with Section 6A (1), (2) and (3) of the Businesses Act No. 71 of 1991, allocation of trading bays will be based on the following criteria and considerations:

Applicants must be:

- Existing informal traders, or
- desire to become informal traders (provided they comply with the requirements below, and may be for example, informal employees, seeking to establish their own business)
- The nature of the goods and services should not conflict with or unduly compete with:
 - the type of goods/services sold by formal businesses in the trading area/ or close to the bay
 - the type of goods/services, sold informally, in the same trading area;
- Unemployed people will get preference;
- Where bays are available, traders operating more frequently will get preference over occasional/casual traders within the trading area;
- The applicants ability to meet the trading hours set for the trading area;
- Preference will be given to Historically Disadvantaged Individuals;
- Consideration shall be given to new traders to the municipality's database;
- Only one bay will be allocated per trader;
- Preference will be given to traders who do not trade in any other trading area;
- Preference will be given to those who do not share the same household with an existing lease agreement holder, provided that:
 - There are more trading bays than applicants;
 - The applicant is not economically dependent on the existing lease agreement holder.
- **Preference will be given to applicants who reside in, or close to, the trading area for which the lease agreement is applied;**

- The trader must be in possession of a valid South African identity document or relevant documents allowing the individual to working permit;
- In the case of foodstuffs being processed and traded, the trader must be in possession of the required Business License (and Certificate of Acceptability);

9.5.5. Other Conditions

New applicants will be required to undergo an information session regarding the informal trading policy and by-law.

Applicants will be assessed to determine training and development needs, which may include registration with an industry development organisation.

Council will reserve the right to withdraw summarily the allocation of a bay in the event of evidence proving that

- (i) a trader has wilfully supplied incorrect information related to the lease agreement conditions;
- (ii) a trader has failed to update the information annually;
- (iii) a trader, who is allocated a bay, has sublet or sold such a bay to a third party without the approval of Council;
- (iv) a trader is behind payment on the lease agreement fee (for two consecutive months);
- (v) a trader does not comply with the Informal Trading by-law.

When events permitted by Stellenbosch Municipality occur, the right to the event supersedes the trading right. Stellenbosch Municipality will have the right to summarily cease (without any compensation for loss of earnings) all trading in bays which the Municipality deems are affected by the special event. (Traders affected by the event can approach the event organiser to trade within the event footprint) The Municipality will encourage trading in areas surrounding the event, where possible.

In high demand zones, alternative allocation models will be piloted to enhance the trading mix and provide for new entrants.

9.5.6. Special Circumstances for Allocation of Bays

9.5.6.1. It is recognised that the following special circumstances may warrant the transfer of the lease agreement to an assistant or family member such as in the case of:

- Death of Principal Trader – where the inability to trade would place undue hardship on the family of the Principal Trader, permission may be granted to another family member/assistant trader to continue trading until the end of the trading period as stipulated on the lease agreement for the bay.
- Personal reasons; such as, illness, pregnancy, family responsibility, religious or cultural matters, or any other personal matter, provided it is for a period no longer than 6 months, and provided that:

- Proof from a medical practitioner is provided to the municipality which certifies that the lease agreement holder is unable to trade; and
- A written affidavit is provided to the municipality stating the nature and period for which the lease agreement holder requires the lease agreement transfer

9.5.7. If the Principal Trader or his/her family chooses not to make application for special consideration as outlined above, the lease agreement for the bay must be returned to the municipality to be allocated to the next person meeting the criteria on the waiting list.

9.6 Law Enforcement

9.6.1. All laws will be enforced related to conduct, health and safety and the trading in prohibited areas. The policy, including by-laws will be work-shopped with all new lease agreement holders, when they receive the lease agreement, and with existing lease agreement holders. The following, among others, pertain:

- No trader will be permitted to carry on such business in a manner, which creates a nuisance, is a danger or threat to public health and safety, or damages or defaces any Council property.
- A criminal act will be dealt with through the appropriate criminal procedures.
- Where a trader violates the lease agreement conditions, he/she will be informed in writing of the violation and course of action. A 'three-strike system' will be employed whereby two (2) written warnings will be issued before punitive action is taken. Lease agreement fees will not be refundable if the lease agreement is revoked or suspended.
- Punitive measures could include suspension for a specified period, or the total withdrawal of such trading lease agreement.
- The trader will have the opportunity to put his/her case forward at an inquiry and he/she will be permitted to call any witnesses to testify on his/her behalf. Minutes will be kept of all inquiries and will be available to all interested parties.
- In the case of a trader being refused a lease agreement or having his lease agreement revoked, the complaints procedure will be conducted.
- In the event of traders wishing to appeal a municipal official's decisions which are deemed to impact on the rights of traders, the appeals will follow the Appeal Procedures as outlined in section 62 in the Municipal Systems Act, No.32, of 2000.

9.7 Management of Trading Areas

9.7.1. Different trading environments will require alternate management models and depending on the characteristics of the market or informal trading areas and the desired outcomes for trade in the area.

9.7.2. Formal Market Sites

9.7.2.1. The management of these sites may be granted on a competitive tendering basis for those Formal Markets (including Craft Markets) identified by the Stellenbosch Municipality for outsourced management. The successful tenderer will be granted the management contract for a reasonable period after which it will once again be open for competitive tendering. Management agents will be required to sign Service Level Agreements with the municipality clearly spelling out each party's responsibilities and penalties for non-compliance. Included in the Agreements will be provision of ablution and storage facilities.

9.7.2.2. The legal arrangements that will **govern the management of the markets** can take the following forms:

- **Head lease with a commercial operator** who is responsible for all aspects of the market, including security, cleansing and maintenance. The operator would pay the municipality a market related rental.
- **Head lease with an association of traders/crafters** (usually a common law voluntary association not for gain) who is responsible for all aspects of the market, including security, cleansing and maintenance. The rental payable to the municipality would range from nominal to market related, depending on the location of the market.
- **A management contract with the service provider** to manage aspects of the market, such as ablution facilities, storage facilities, cleansing and security. The municipality will issue lease agreements to the individual traders.
- **Lease with local, civic or community associations** to manage trading areas, with individual lease agreements issued by the municipality.
- In the case of **municipal run markets**, traders would be issued lease agreements for areas or leases for structures such as containers or kiosk.

9.7.3. Individual Fixed Trading Sites

9.7.3.1. These lease agreements will be granted against the criteria established in the section entitled "Criteria for Allocating Lease Agreements". Lease agreements will be granted for between 1 day (for high demand zones) and (1) to (3) years, depending on the area, after which application must again be made, subject to compliance to conditions. Lease agreements fees will be divided into twelve equal payments which will be payable on a monthly basis.

9.7.4. Events

9.7.4.1. Examples of events include, sporting fixtures, concerts and national state events. These events are by their nature temporary and arrangements will depend upon the type of event and the geographical area in which it is taking place. When Lease ting a special event, the municipality grants full right to the event organiser to manage the entire event footprint, in turn; the event organiser accepts full liability for all risks.

9.7.4.2. For this reason, the trade to trade is revoked for the period of the event. The municipality will encourage event organisers to accommodate informal traders and where feasible allow trading to take place around the event footprint.

9.7.5. Transport Interchanges

9.7.5.1. Any trading in the vicinity of Transport Interchanges must not obstruct vehicular or other traffic. The establishment of any trading zones at Transport Interchanges would require the approval of the Interchange Management Authority.

9.8 Pricing and Funding Mechanisms

9.8.1. Basic Price Determination

9.8.1.1. The economic value of location and space will be incorporated into the pricing linked to tariffs and leases. At a metropolitan scale, a costing exercise will be undertaken at a sample each type of trading areas to determine the full cost of trading with varying urban management, locational and infrastructure attributes (e.g. utilities-water, sanitation, electricity, management services, infrastructure-shelter, storage, etc.). Differentiated tariffs for different levels of service provision will be introduced. A sample of different trading sites will be selected for the costing exercise, on completion of the investigation, price bands per trading class will be determined and each trading area will be assigned a trading class and the associated price band.

9.8.1.2. A tariff structure will be linked to:

- Desirability of location (demand)
- Site size
- Level of services
- Infrastructure
- Management services
- Discounting (the true cost)

9.8.2. Pricing Variations

9.8.2.1. Pricing will vary according to a number of factors, as mentioned above, in practice this may mean prices vary along the following lines:

- a. Economic Centres
Tertiary, secondary and primary economic centres may influence the price.
- b. Markets

In the case of markets, tariffs will vary according to type of market and the services available at the market. Where the market is operated by a lease holder, price setting is determined by the lease holder.

- c. **Socio-Economic Infrastructure**
Transport hubs and interchanges, commercial/shopping centres, public facilities such as libraries, civic centres, among others.
- d. **Third Party Management**
In areas that are managed by parties other than the municipality (e.g. adjacent to shopping centres) and where services are supplied that are supplementary to those provided by the municipality, an alternative tariff structure may apply in order to reflect the value of the additional services provided in the area.
- e. **High Demand Zones**
In the course of the strategic spatial planning exercise for the identification of high demand zones within any one of the economic centres, areas may be identified as current, or future potential high demand areas

9.9 Funding Management

- 9.9.1. The municipality, with the relevant stakeholders, will seek out alternatives mechanisms to provide for the management; management may include safety and security services (e.g. officers of the peace), infrastructure maintenance and services (cleansing, sanitation, water, other). Funding mechanisms may include, inter alia:
 - 1. **Dedicated Budget Allocations**
Streaming revenue collected from informal trading and assigning it directly to the management of informal trading
 - 2. **Leasing or Management Agreements**
 - 3. **Advertising Sponsorships**
 - 4. **Partnerships with Stakeholders**
- 9.9.2. Developing a fair, equitable and transparent pricing and effective funding mechanisms will be an important step forward towards the development of the informal trade sector.

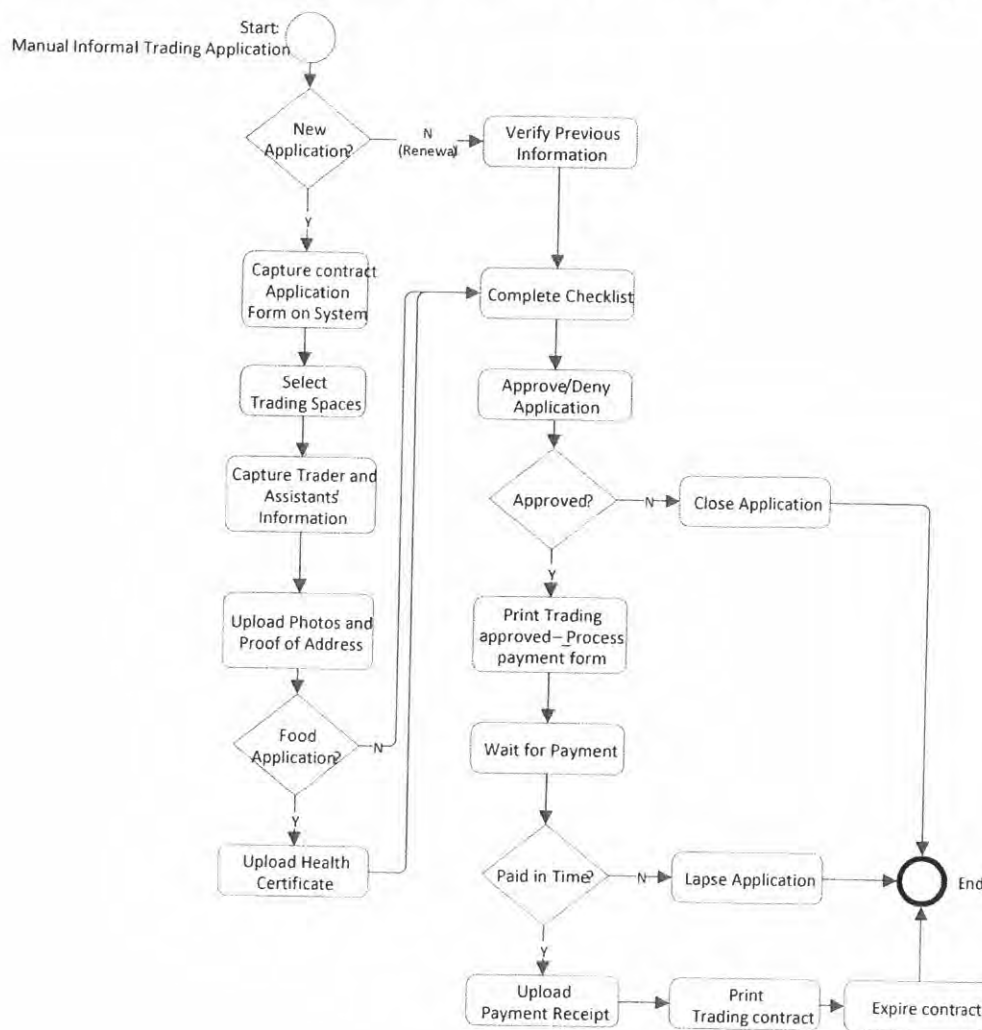
10 INFORMAL TRADING APPLICATION PROCESS

10.1

- Only applications received on or before the closing date of advertised bricked structures will be considered/ evaluated based on a set criteria;
- Applicants whose application forms and business plan meet the criteria will be shortlisted;
- Shortlisted applicants will be invited for an interview to determine the suitability and sustainability of their proposed informal business;
- The interview panel will draft a recommendation memorandum to the Director Planning & Economic Development
- The Director Planning & Economic Development will review the recommendations and forward the final applicants names to the Municipal Manager for approval;
- The Municipal Manager review and provide a final approval;
- Successful applicants will be informed about the outcomes of their applications and invited to review and sign lease agreements; and
- Relevant information is captured on the central database.

10.2 Open Trading Bays and any other type of informal trading

The process below will be followed in terms of open trading bays:



11. MONITORING AND EVALUATION

11.1. Coordinated by the Economic Development Department:

- 11.1.1. Annual monitoring of the policy implementation shall take place and,
- 11.1.2. Bi-annual evaluation shall be undertaken via the multi-stakeholder engagement platform
- 11.1.3. At the end of five years, the policy shall be reviewed against the problem statement, and the policy directives set out in this policy. A new problem statement and set of objectives should be determined by all the stakeholders.
- 11.1.4. Alternative forms of monitoring shall also be used such as surveys, focus group discussion or workshops. The municipality shall also investigate, as part of a monitoring system, a telephone hotline be established to provide information, register queries or log issues relating to the sector.
- 11.1.5. In addition, the monitoring system shall be established in order to:
- Provide a centralised hub of data to allow the stakeholders to utilise the informal trading data and incorporate the informal economy into their planning processes and strategies
 - Conduct trend analyses and anticipate the growth of the sector over time
 - Identify the needs of the sector
 - Map of informal trading areas and trading bays and any shifts over time

Annexure 2: Notice of Advertisement



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

NOTICE NO. 74/2019 OF THE ADVERTISEMENT FOR THE DRAFT STELLENBOSCH INFORMAL TRADING POLICY

Council considered the following policy during its 30th Council Meeting,
dated the 28 of August 2019:

DRAFT STELLENBOSCH INFORMAL TRADING POLICY

Notice is hereby given that the above-mentioned policy has been made
available to the public for perusal and/or comment at the following venues:

Municipal Office, Plein Street, Stellenbosch
Municipal Office, Hugenote Road, Franschhoek
Municipal Office, Main Road, Pniel
Ward Offices
Library, Plein Street, Stellenbosch
Library, Jamestown, Stellenbosch
Library, Sonnebloem Street, Idas Valley, Stellenbosch
Library, Vredelust Street, Cloetesville, Stellenbosch
Library, Masithandane Street, Kayamandi, Stellenbosch
Library, Main Road, Pniel
Library, Stiebeul Street, Groendal, Franschhoek
Library, Reservoir Street-West, Franschhoek

**Downloadable copies of the documents are available on the
Municipal's official website at www.stellenbosch.gov.za.**

Any person wishing to comment on the above-mentioned policy, must do
so in writing to the below mentioned address on or before the 08 October
2019, at 16h00.

Any person who cannot write may come during office hours to Mr
Widmark Moses, Manager: Local Economic Development, who will assist
that person to transcribe his/her comments or representations at: 58
Andringa Street, Stellenbosch,

All correspondence should be address to:

The Office of the Municipal Manager, PO Box 17, Third Floor, Main
Building, Plein Street, STELLENBOSCH, 7600.

**THE MUNICIPAL MANAGER
05 SEPTEMBER 2019**

X1VPCN1M-EN030210

Annexure 3: Comments received

Widmark Moses

From: Chris Green <luckydicecoffee@gmail.com>
Sent: 13 September 2019 11:25 AM
To: Widmark Moses
Subject: [EX] Comment on informal trader policy
Attachments: Dear Mr Witmark Moses.pdf

Dear Mr Moses,

Thank you for your time on Wednesday, I shall get my letter you on about my coffee trailer to you by latest 3pm today.

I've just finished my comment on the Informal traders policy and my comment is an attached .PDF file.

Kind regards,
Chris Green

Owner of Lucky Dice Coffee co.
"The Eco Coffee Company"
Instagram: @Luckydicecoffee
www.LuckyDiceCoffee.com
(+27) 078 718 6193

Dear Mr Witmark Moses,

This here forms my comment for the purposes of the draft of a new bylaws pertaining to informal or roaming business that fall under the geographic jurisdiction of the winelands district municipality.

I shall break my comment down and reference per section.

3. / 3.2:

I Wholeheartedly agree that Stellenbosch in particular is one of the highest functioning municipalities and have many great fixed assets in the form of land, that they can leverage upon for the betterment of all the residents. Stellenbosch and the Winelands District is fortunate enough to also have huge footfall of tourist and foreign visitors that have money to spend on products that form a vital part of stimulating the local economy with injections of cash from outside economies and thus growing the value of the local economy in scale. This however is only possible if the implementation of these laws are indeed aligned with area appropriate vending. Vendors and hawkers of break-of-bulk products at lower prices are a vital part of many South Africans retail needs, but they would be misplaced and economically not valuable if they are not placed nearest to their target consumers. And the converse, expensive single purchase goods, such as carved curios, painting and South African keepsakes bought typically bought by tourists cannot be placed in an area that is at a daily commuter hub, such as a taxi rank. Stellenbosch is blessed to have consumers and producers at both ends of the spectrum, but they need to be contextually well placed to have a value-added effect to both the consumer and the business owners.

4./ 4.2.1/ I/ i

The declaration of the trader of the type of product they are selling and the means in which they are selling cannot be highlighted more. For example, an ice-cream truck is typically going to sell maximum 1 ice cream to a willing and able buyer per day. Thus for their efforts to be financially worth while, they need to service a crowd that is as big as possible to cover their overheads and costs. The machinery is heavy and tends to be a permanent setup inside a truck of Kombi. It would be unsuitable to have a site that a car or truck cant park at or access to trade. The ice cream model will be most suited to have a roaming licence whereby they may move during the day to different suburbs and areas and may park in a designated municipal parking bay and sell and roam that way. HOWEVER must still not located themselves within the radius of a competing business in a fixed address. This will undoubtedly cause concern for fixed address business and created a soured relationship between roaming vendors and fixed address vendors.

5./ 5.1.6

I think it is important for the regulation and long-term sustainability to have all vendors well identified and controlled in terms of business registration. This so all potential health concerns and disputes can lead to contacting the business owners so a resolution/ punitive measures can be applied for transgressions of the prospective bylaw. This is vital that these laws are properly facilitated and monitored so vendors don't descend into a state of disrepair or create public nuisances. We need to residents and tourist to buy into the scheme so that they can be a long term viable income for the dependants of the trader

sites, while taking pressure off municipalities to create employment opportunities, but rather facilitate entrepreneurs to create their own employment opportunities.

6.4

These policies and bylaws need to be fast-tracked and implemented as soon as possible. The private sector is busy monopolising the town with high priced rent that excludes many who have a viable and tradeable product. They then cannot reach their customer base, as rent in the town is beyond their reach, and thus their entrepreneurial venture that could have supported them, falls flat.

7.4

The strategic objectives are a great plan for what needs to be achieved, however they are not core to the issue at hand and that is getting money into people's pocket to make them financially self-sufficient. Forget product innovation for the moment. Let's get entrepreneurs trading with a minimum viable product (and supporting contracts and simplified bylaws) and then start innovating once things are up and running.

8. /8.1/ Table 4

I feel mobile vending, and trading need to be seen as a stepping stone and not a subsistence livelihood. We need to use these opportunities to upskill first generation entrepreneurs so that they may grow their business where it employs others and moves out of a trader bay and into a small factory or a shop. The trader bays, zones and new legislation need to facilitate growth of business and not a flash-in-the-pan economic opportunity.

9./ 9.1.5

With most business there is a plan, and a plan is taken to bank to secure funding. The viable business get funding and non-viable business do not. The same principle should be adopted to new vendor sites. While still bearing in mind the macro-plan for Stellenbosch's spatial planning. If an entrepreneur spots a gap in the market, and see a piece of municipal land that will perfectly meet the needs of the product or service they wish to serve, then I feel there should be a process that can motivate to create a new vendor site, while still adhering to the spatial guidelines and macro-objectives of the area. Such as not-inhibiting traffic flow, not create a public nuisance of itself, does not create litter, create or promote unsavoury behaviour or detract from the aesthetic of the area. If a degree of the *reasonable-man test* can be applied then I feel that the municipality should try and support the budding entrepreneur who has exercised his entrepreneurial wit to create opportunity for themselves or others.

9.5/ 9.5.4

I feel that there should also be a priority on job creation, a business that employs 4 people should have priority allocation on sites over a business that only employs 1 or 2 individuals. I don't for a moment believe that there will be a perfect scale to measure the "neediness" for an allocation. But I feel priority should be allocated in the number of jobs created. Many previously disadvantaged and currently disadvantaged persons, won't always have access to even the minimal amount of capital to create a business and therefore employment may be their only tradeable asset. This shouldn't be ignored and once again 10 people getting jobs

where they otherwise would have been unemployed, is better than 1 business owner getting rich off the same piece of municipal land. Stable employment with the platform of upliftment is the goal here.

9./ 9.8.2.1

From being a vendor previously, I know how once the management authority see that you are making money and starting to grow as a business, they get spiteful. They then raise the tariffs and commission to be able to attend the market and then start buffering your ability to grow your business. I feel the same way that rent on property is capped at 10% increase per lease cycle, some form of increase maximum needs to be put in place to prevent exploitation of entrepreneur who are growing. Sometimes business can't afford to renew their lease at a market and an opportunity has thus turned into a dead-end, not because of a poor business idea, but rather a greedy management authority.

On a whole, I felt very positive about this draft of the informal trading policy, but I feel it needs a better name. There is nothing informal of a business that is just small and trying to grow. I propose the name "small business policy" or "Formal trader policy" it's just a more empowering name and doesn't undermine the work of a small business by calling it "informal".

Comment by Chris Green



14.	CONSIDERATION OF NOTICES OF QUESTIONS AND NOTICES OF MOTIONS RECEIVED BY THE SPEAKER
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14.1	QUESTION 1 BY CLLR F ADAMS: PUBLIC MEETINGS: WARD COUNCILLORS AND WARD COMMITTEES
------	--

A Notice of Question, dated 2019-09-26, was received from Councillor F Adams.

The said Question is attached as **APPENDIX 1** and the appropriate response **will be distribute under separate cover in due course as APPENDIX 2.**

FOR CONSIDERATION

APPENDICES:

Appendix 1: Question by Councillor F Adams

Appendix 2: Response by the Executive Mayor **will be distribute under separate cover in due course**

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler (Ms)
POSITION	<i>Municipal Manager</i>
DIRECTORATE	<i>Office of the Municipal Manager</i>
CONTACT NUMBERS	021 808-8025
E-MAIL ADDRESS	Municipal.Manager@ Stellenbosch.gov.za
REPORT DATE	2019-10-23

APPENDIX 1



CONTACT: oackcity2010@yahoo.com
P.O BOX 12445
DIE BOORD
7613

26 September 2019

Without Prejudice:

RE: Question

I hereby submit the following question in terms of the Rules of Order to serve at the October 2019 Council Meeting.

Background/ Motivation :

I refer you to the Municipal Structures Act, chapter 4. Rights and duties of municipal councils

(2) (b) encourage the involvement of the local community.

Question:

I hereby request the Speaker to provide council a report on all public meetings by ward councillors, as well as ward committees for this year.

Clr. Franklin Adams

A handwritten signature in black ink, appearing to be 'Franklin Adams', is written over a horizontal dashed line.



Aluta Continua

14.2	MOTION BY COUNCILLOR F ADAMS: PARKING CHARGES / PAYMENTS OF MUNICIPAL STAFF
-------------	--

A Notice of a Motion, dated 2019-09-30, was received from Councillor F Adams regarding the parking charges / payments of municipal staff.

The said Motion is attached as **APPENDIX 1**.

FOR CONSIDERATION

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler (Ms)
POSITION	<i>Municipal Manager</i>
DIRECTORATE	<i>Office of the Municipal Manager</i>
CONTACT NUMBERS	<i>021 808-8025</i>
E-MAIL ADDRESS	<i>Municipal.Manager@stellenbosch.gov.za</i>
REPORT DATE	<i>2019-10-23</i>

APPENDIX 1



U EERSTE  YOU FIRST

CONTACT: packcity2010@yahoo.com
P.O BOX 12445
DIE BOORD
7613

26 September 2019

Without Prejudice:

RE: Motion

I hereby submit the following Motion in terms of the Rules of Order to serve at the October 2019 Council Meeting.

Motion: That Council agrees to review the parking charges /payments of Municipal staff.

Background/ Motivation:

I refer to the recent decision by Senior Management to institute charges for our Municipal Staff for parking purposes.

I am of the view, that this decision was unfair, because it is the responsibility of the municipality as employee to provide parking free of charge.

There was also a reasonable expectation created after many years of practice of free parking.

It is no secret that this irrational decision cause unhappiness amongst our staff and this may lead to possible negative service delivery.


We should always act in the best interest of our staff and also value their services.

This decision was not only destructive but also very irresponsible.

Recommendation:

I hereby recommend that Council agrees to review the decision of paid parking by our staff with immediate effect.

Mr. Franklin Adams

Seconder :-----

14.3	MOTION BY COUNCILLOR DA HENDRICKSE: CANCELLATION OF LEASE ON FARM 502X
-------------	---

A Notice of a Motion, dated 2019-10-08, was received from Councillor DA Hendrickse regarding the cancellation of lease on Farm 502X.

The said Motion is attached as **APPENDIX 1**.

FOR CONSIDERATION

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler (Ms)
POSITION	<i>Municipal Manager</i>
DIRECTORATE	<i>Office of the Municipal Manager</i>
CONTACT NUMBERS	<i>021 808-8025</i>
E-MAIL ADDRESS	Municipal.Manager@stellenbosch.gov.za
REPORT DATE	<i>2019-10-23</i>

APPENDIX 1



8 October 2019
 The Single Whip
 Stellenbosch Municipal Council
 Plein Street
 STELLENBOSCH
 7600
 Attention : Clr P Biscombe
 Dear Whip

RE NOTICE OF MOTION TO SERVE AT NEXT COUNCIL MEETING DATE 23 OCTOBER 2019 RE Cancellation of lease on farm 502X

MOTION

That Council resolve to cancel the lease agreement entered into with The Groothoek Trust on Farm 502X Stellenbosch, due to that fact that The Groothoek trust has allowed subleases without the Stellenbosch municipality's approval. to Wurmbos , Die Houtkapper, Easy skip and Groeneveld civils.

MOTIVATION

In 1992 the municipality entered into a 50 year lease agreement with Danie Malan on Farm 502X. In 1997 Danie Malan ceded this lease to his daughter Marie Louise Ricketts . In 2003 Marie Louise Ricketts ceded this lease to The Groothoek trust (Her Family's trust) represented by Nicholas Peter Ricketts .

It is a fact that various sub-leases to Wurmbos. Die Houtkapper, Easyskip and Greoneveld Civils were taking place on Fram 502X , and this without the approval of the Stellenbosch municipality.
 It is also alleded that approximately R90 000/month rental income were made from these illegal sub leases.

Based on the 2017/2018 farm rental rates charged by the municipality to The Groothoek Trust for this 6,4 hectars of Fram 502X, The Groothoek trust was only paying the Stellenbosch Municipality approximately R14 000/ year for renting this farm 502X. Thus over the past 27 years Millions of rand was made from sub leasing out this Farm 502X without the Councils knowledge and approval.

By Cancelling this lease with the Groothoek trust on Farm 502X , Council can used that farm for address the skewed ownership patterns in Stellenbosch by making this Fram 502X available to black people .

Clr **D A Hendrickse**

Seconded by Clr **L Horsband**



14.4	MOTION BY COUNCILLOR DA HENDRICKSE: LEASE AGREEMENT OF KVV PTY (LTD) ON FARM 369P, STELLENBOSCH
-------------	--

A Notice of a Motion, dated 2019-10-08, was received from Councillor DA Hendrickse regarding lease agreement of KVV PTY (LTD) on Farm 369P, Stellenbosch.

The said Motion is attached as **APPENDIX 1**.

FOR CONSIDERATION

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler (Ms)
POSITION	<i>Municipal Manager</i>
DIRECTORATE	<i>Office of the Municipal Manager</i>
CONTACT NUMBERS	021 808-8025
E-MAIL ADDRESS	Municipal.Manager@stellenbosch.gov.za
REPORT DATE	2019-10-23

APPENDIX 1



8 October 2019
 The Single Whip
 Stellenbosch Municipal Council
 Plein Street
 STELLENBOSCH
 7600
 Attention : Clr P Biscombe
 Dear Whip

RE NOTICE OF MOTION TO SERVE AT NEXT COUNCIL MEETING DATE 23 OCTOBER 2019

MOTION

That Council resolve to cancel the lease agreement entered into with KWV (Pty)Ltd on Farm 369P Stellenbosch, due to that fact that KWV has not complied for the lease agreement conditions as set out in clauses 13.1 and 13.4.

MOTIVATION

In 1992 the municipality entered into a 50 year lease agreement with KWV on Farm 369P (See Attached copy)

In terms of this agreement clause 31.1 KWV are not allowed to cede, transfer or sub lease any portion of this Farm 369P without the written approval of the Stellenbosch Municipality. In this regard clause 13.5 states that any change in the controlling shareholding and directors in KWV , are view as to be a sub-lease.

It is a known fact that KWV sold its controlling shareholding in 2016 and Council never approved this sub lease as provided in the lease agreement.

It is also a known fact that KWV has previously indicated that they were prepared to cancel this lease to accommodate the planned development proposed by the previous planning Director Mr D Lombaardt.

By council cancelling this lease agreement on farm 369P it will provide Council with the opportunity to use this Farm 369P to redress the skewed land ownership in Stellenbosch by making this Farm369P available to by used by Blacks.

Clr D A Hendrickse

Seconded by Clr L Horsband




Gauteng Budget Day 2018/19, 06 March 2018, #GPBudget2018,
www.gauteng.gov.za

South Africa

KWV sold to global investment firm

Vasari hopes to accelerate growth.

Sasha Planting / 18 October 2016 12:07  No comments so far

NIVEUS R9.54

3/14/2018, 2:05:00 PM



Vasari, the unlisted UK-based investment group headed up by Vivian Imerman, has completed its acquisition of the operational assets of South African wine and spirits producer KWV for R1.15 billion.

The acquisition, announced in May 2016, was finalised after securing shareholder support and a nod from the South African Competition Commission.

“KWV is a strategic asset that will enable us to capitalise on the growth opportunities in wine and brandy and represents a major step towards creating a brand house with category-dominating beverages,” says Imerman, who is chairman of Vasari.

3/14/2018

KVV sold to global investment firm - Moneyweb

KVV shareholders' (the company's shares trade on the OTC market) who wish to exit may be able to do so. "We indicated that we would investigate mechanisms for shareholders who wish to exit the business and would revert in due course," says Van der Veen.

In the interim the company's shares trade on the OTC market and, with the value of the assets now more easily determinable than in the past, the shares should be easier to value, he says.

AUTHOR PROFILE



Sasha Planting

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 MAIL

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Five things you need to know on Wednesday

Business confidence at three-year high on Ramaphosa

Big energy users oppose SA's proposed carbon tax law

LATEST OPINION



MEMORANDUM VAN HUUROOREENKOMS

Aangegaan deur en tussen

DIE MUNISIPALITEIT STELLENBOSCH

hierin verteenwoordig deur

GERHARDUS MATTHYS STRYDOM EN ERASMUS PETRUS SMITH TALJAARD

in hul onderskeie hoedanighede as Uitvoerende Hoof/Stadsklerk en/of Burgemeester van
gemelde Munisipaliteit

("die **VERHUURDER**")

en **KO-OPERATIEWE WIJNBOUERS VERENIGING VAN ZUID AFRIKA
BEPERKT**

hierin verteenwoordig deur **SCHALK WILLEM JOUBERT** IN SY HOEDANIGHEID
AS SEKRETARIS VAN KWV

as synde die gevolmagdigde verteenwoordiger ingevolge 'n besluit van die

22 APRIL 1980
gedateer waarvan 'n afskrif as Bylae A aangeheg is.

("die **HURDER**")

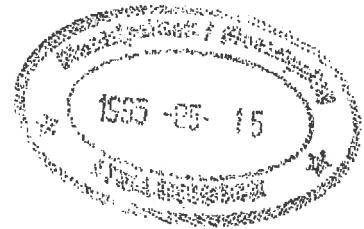
NADEMAAL die **VERHUURDER** die eienaar is van die eiendom bekend as

PLAAS NO 369 P

GROOT 62,70 HEKTAAR

soos aangedui op die aangehegte kaart

("die **EIENDOM**")



Several handwritten signatures and initials are present at the bottom of the page. On the left, there is a signature that appears to be "EJC". In the center, there is a circled signature "EJC". To the right, there is a signature "ER" and another signature "ER".

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

4 **HURGELD, MUNISIPALE BELASTING EN INLYSTINGSKOSTE**

4.1 Die **HURDER** betaal eenmalig voor of op die 30ste dag van April 1992 by die kantoor van die Stadstesourier die bedrag van **R31 577,93** (welke bedrag bereken is vir die tydperk vanaf die datum waarop die ooreenkoms 'n aanvang neem tot die 31ste dag van Maart 1993. Die **HURDER** betaal daarna jaarliks voor of op die 31ste dag van Maart van elke daaropvolgende jaar die basiese huurgeld plus verhoging plus addisionele huurpremie soos bereken volgens die voorwaardes wat as Bylae B hierby aangeheg is;

4.2 Die **HURDER** sal verder aanspreeklik wees om op aanvraag deur die **VERHUURDER** die volgende bedrae ("Inlystingsgeld") aan die **VERHUURDER**, of sy genomineerde, te betaal, naamlik:

4.2.1 enige en alle belastinge, heffings en vorderings van welke aard en omvang ook al gehê te word deur die Besproeiingsraad vir die gebied wat jurisdiksie het oor die verhuurde eiendom, die Departement van Waterwese en Bosbou of enige ander owerheidsliggaam, vir of ten opsigte van, maar nie uitsluitend nie -

4.2.2.1 bedryfs- en onderhoudskoste van die watervoorsieningskema;

4.2.2.2 administratiewe koste;

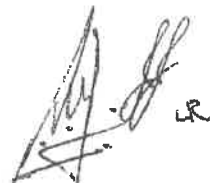
4.2.2.3 verpligte bydraes ten opsigte van 'n reserwefonds;

4.2.2.4 verpligte bydraes tot die Waternavorsingsraad;

4.2.2.5 die aankoopprys van water uit die **SKEMA**;


6/9/92





- 4.6 Die **HURDER** sal aanspreeklik wees om die belastings deur die Stadsraad op die **EIENDOM** gehef te betaal, onderworpe aan die voorwaardes en vereistes soos bepaal mag word in terme van die Munisipale Ordonnansie, Ordonnansie nr 20 van 1974, soos gewysig of enige ander vervangende of toepaslike ordonnansie.

5 **STREEKSDIENSTERAADHEFFING**

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

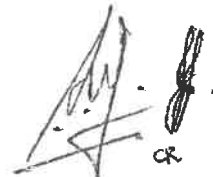
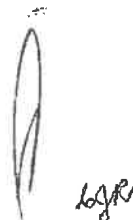
6 **MYN- EN ANDER REGTE**

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

7 **BESKERMING VAN BOME**

- 7.1 Alle bome, wingerde of dergelike verbeteringe op die verhuurde perseel bly die eiendom van die **VERHUURDER** en mag nie deur die **HURDER** beskadig of verwyder word nie.

- 7.2 Die **HURDER** moet die geskrewe toestemming van die **VERHUURDER** vooraf verkry vir die verwydering van enige bome, wingerde en dergelike verbeteringe op 'n terrein wat hy vir verbouing nodig het, en as sodanige toestemming verleen word, behou die **VERHUURDER** die reg voor om oor die hout vir sy eie voordeel te beskik.



9 **GRONDBEWARING**

- 9.1 Die **HURDER** onderneem om die **EIENDOM** te gebruik deur die verbouing van die grond op 'n versigtige en sorgsame wyse, en ook om verswakking van die natuurlike vrugbaarheid en kwaliteit teen te werk.
- 9.2 Die **HURDER** onderneem om gronderosie teen te werk en om stiptelik uitvoering te gee aan die bepalings van enige grondbewaringskema wat volgens wet op die **EIENDOM** van toepassing mag wees, en te dien einde behou die **VERHUURDER** die reg voor om periodieke instruksies uit te reik.
- 9.3 Die **VERHUURDER** behou die reg voor om sodanige werke uit te voer as wat hy nodig mag ag vir die bestryding van gronderosie, en wel op die koste van die **HURDER** as laasgenoemde versuim om dit op die **VERHUURDER** se versoek te doen.
- 9.4 Die **HURDER** onderneem om geen sand, grond of gruis vanaf die **EIENDOM** vir verkoping of gebruik elders te verwyder nie.
- 9.5 Die **HURDER** onderneem om toe te sien dat geen vullis, rommel of afval op die **EIENDOM** gestort word nie.

10 **SKADELIKE GEWASSE**

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

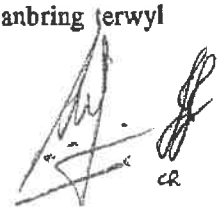


13 **ONDERVERHURINGS, SESSIES OF OORDRAGTE, ENS**

- 13.1 Die **HURDER** sal nie hierdie huuroorenkoms seeder of oordra nie, en onderverhuur nie die **EIENDOM** of enige deel daarvan sonder die voorafverkreë skriftelike toestemming van die **VERHUURDER** nie.
- 13.2 Die **VERHUURDER** kan 'n sertifikaat as bewys vereis dat 'n maatskappy, beslote korporasie of trust wat 'n **HURDER** is, wel as sodanig geregistreer is.
- 13.3 Dit word op rekord geplaas dat die **VERHUURDER** toestemming verleen vir die sessie en delegasie van hierdie huurkontrak aan en ten gunste van 'n erfgenaam of erfgename van die **HURDER** as sodanig deur die **HURDER** be-noem.
- 13.4 By verandering van die beherende aandeelhouding of beherende belange in 'n maatskappy of beslote korporasie wat 'n **HURDER** is, of by verandering van direkteure of by likwidasie van die maatskappy of beslote korporasie of ingeval die maatskappy of beslote korporasie onder geregtelike bestuur geplaas word, bly die oorspronklike borge ten behoeve van die maatskappy of beslote korpo-rasie gesamentlik en afsonderlik en as mede-hoofskuldenaars teenoor die **VER-HURDER** aanspreeklik, tensy die **VERHUURDER** op skriftelike aansoek van die **HURDER** toestem tot vervanging van sodanige borge.
- 13.5 Verandering van die beherende aandeelhouding of beherende ledebelang, direk-teure of trustees van 'n maatskappy, beslote korporasie of 'n trust wat 'n **HURDER** is, word geag 'n onderverhuring te wees.

14 **GEBOU EN STRUKTURELE VERBETERINGE**

- 14.1 Enige gebou of strukturele verbetering wat op die **EIENDOM** by die aanvang van die huuroorenkoms bestaan, of mettertyd gedurende die huurtermyn opgerig mag word, sal deur die **HURDER** op sy eie koste hetsy binne of buite in 'n goeie toestand gehou word en wel tot die bevrediging van die **VER-HURDER** en indien die **HURDER** versuim om dit te doen kan die **VER-HURDER** sodanige reparasies as wat hy nodig mag ag, laat aanbring terwyl die **HURDER** vir die uitgawe aanspreeklik bly.



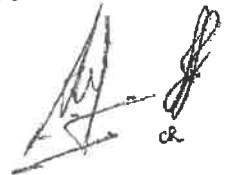
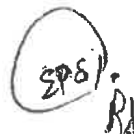
bepalings van klousule 3, subklousules 4.4, 20.1.1, 20.1.2 en 20.2 of andersins volgens sy eie diskresie en goeiddunke te besluit of die **VERHUURDER** bereid is om die **HURDER** enigsins te vergoed vir sodanige verbeteringe. Voorts kan die **VERHUURDER** in die alternatief toestem tot die verwydering van enige verbetering binne 'n tydperk soos deur die **VERHUURDER** voorgeskryf, by gebreke waarvan die **HURDER** enige reg op verwydering van sodanige verbeteringe of enige verdere aanspraak van watter aard ookal sal verbeur, ten gevolge waarvan die betrokke verbeteringe sonder enige aard van vergoeding die **EIENDOM** van die **VERHUURDER** word.

15 **BAKENS**

- 15.1 Deur die huurooreenkoms te onderteken erken die **HURDER** dat hy bewus is van die werklike ligging van alle bakens wat die **EIENDOM** se grense bepaal en enige onkunde of misverstand aan sy kant in hierdie verband raak nie die geldigheid van die huurooreenkoms of maak hom nie geregtig tot 'n vermindering van die huurgeld of tot kompensasie in enige vorm nie.
- 15.2 Indien enige baken wat die grense van die **EIENDOM** bepaal na ondertekening van hierdie ooreenkoms nie gevind kan word nie, is die **HURDER** aanspreeklik vir alle opmetings- en ander kostes verbonde aan die herplasing van sodanige bakens.

16 **PAAIE**

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



- 20.1.1 indien die **HURDER** versuim om enige voorwaarde of bepaling ten opsigte van hierdie ooreenkoms na te kom; of
- 20.1.2 indien die **VERHUURDER** daarvan oortuig is dat die **HURDER** die grond op onbehoorlike of onverantwoordelike wyse benut; of
- 20.1.3 indien die **VERHUURDER** daarvan oortuig is dat die **HURDER** deur sy handeling op die **EIENDOM** 'n oorlas vir ander uitmaak; of
- 20.1.4 indien die **HURDER** teenstrydig met enige bepaling van die soneringskema van die Munisipaliteit van Stellenbosch afgekondig by PK 73 van 1979-07-20, soos vervang of gewysig, optree; of
- 20.1.5 indien die **EIENDOM** in sy geheel of gedeeltelik vir *bona fide* munisipale doeleindes, waarby dorpsstigting ingesluit is, benodig word

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

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



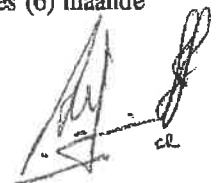
AGR



ERS



AD



el

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

24 INVORDERINGSKOSTE

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

✓
bgr

EPSP
AV

Handwritten signature and initials, possibly "AV" and "CR".

BYLAE B

BELEID EN TOEPASSING VAN DIE HUURGELDBEREKENING

- 1 (a) Vir die doeleindes van hierdie ooreenkoms word die huurgeld gebaseer op die onverbeterde waarde van die Landbougrond in welke geval die volgende woord-bepaling van-toepassing sal wees:

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

- 1 (b) die waarde van die onverbeterde Landbougrond sal deur die KWV bepaal word; en

- 1 (c) vir die jaar 1989 word die waarde van die grond vasgestel op R7 200,00 per hektaar waarop die Stadsraad 'n opbrengs van 5 % verwag.

2 Huurgeld betaalbaar in eerste termyn van vyf (5) jaar

- (a) Die jaarlikse basiese huurgeld ingevolge klousule 4.1 van die huurooreenkoms betaalbaar, is die som van R360,00 per hektaar per jaar;
- (b) die basiese huurgeld sal jaarliks met 70 % van die styging van die amptelike verbruikersprysindeks soos op 31 Desember van die vorige jaar eskaleer, welke eskalasië vanaf 1990-04-01 opgeskort word vir vyf (5) jaar of totdat die water beskikbaar is, watter gebeurte ookal eerste plaasvind.

3 Aangepaste huurgeld na vyf (5) jaar

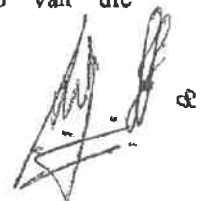
Die basis van die huurgeld sowel as die persentasie aanpassing soos beskryf in paragrawe 1 en 2 sal elke vyf (5) jaar herbepaal word ooreenkomstig die basis beskryf in par. 1 of op 'n ander basis waarop onderling ooreengekom word. Indien die partye nie konsensus kan bereik oor die huurgeld nie, sal sodanige kwessie verwys word vir arbitrasie ingevolge klousule 23 van die hoofooreenkoms.

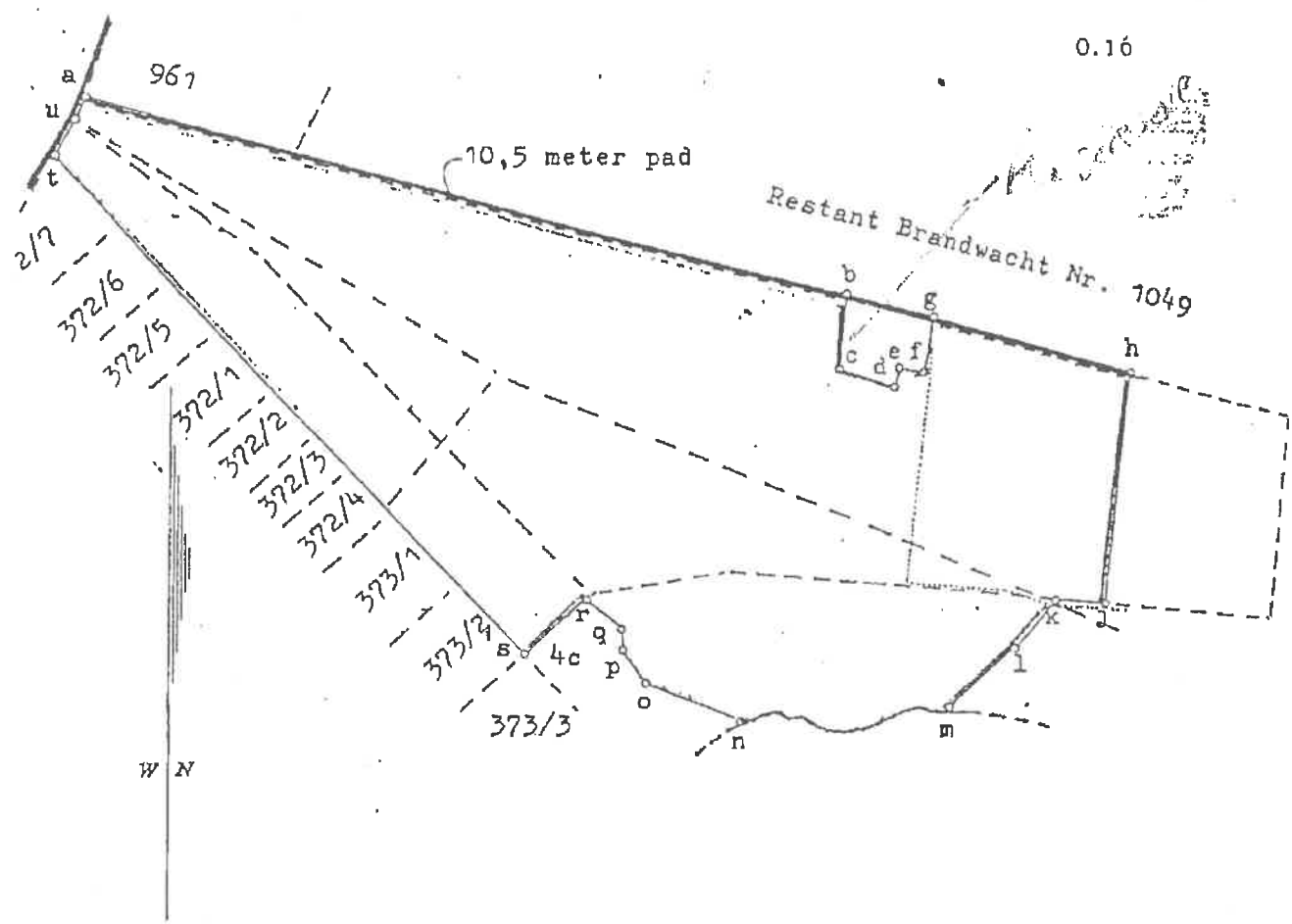


BJR



Rd





Nota:

Hierdie kaart bevat 'n gedeelte van perseel 369 A en perseel 369 B.

Skaal: 1/10 000

Die figuur, abcdefghijklmnopqrstu stel voor 62,7 Ha (benaderd tot die naaste half Ha) (die 10,5m pad uitgesluit) grond synde

Munisipale Huurgrond Perseel 369 P

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

Opgestel deur my
Julie 1982

Ko-operatiewe Wijnbouwers Vereniging
Zuid-Afrika Beperk.

Oorspronklike Kaart		
Nr.	Burgemeester	Huurder
TJA Stel F.S. 35	Stadsheer	
P.N. 2 DCC	Geluid 1. D. Sippel	Geluid 1.
	2. by Robinson	

Vorm 25/1

UITTREKSEL UIT DIE NOTULE VAN DIE RAADSVERGADERING GEHOU OP

14/8/90

AFDELING : LANDE BOSBOU EN PARKE EN ONTSPANNING

6.1.A HUUROOREENKOMS KWV : PLAAS 369P : GRONDVES

(7/2/1/2/32)

In uitvoering van die Raadsbesluit van 1990-06-12 (item 4.3.B) om samesprekings met KWV ten opsigte van bogenoemde te voer, is daar op 1990-08-02 vergader.

Die notule van die samesprekings word as BYLAE H aangeheg.

AANBEVEEL

dat die aanbeveling van die subkomitee aanvaar word.

(Artikel 50 van die Munisipale Ordonnansie, 1974)

6.1.A BESLUIT (nem con)

(a) dat die notule in terme van artikel 6 van die Standaardverordeninge insake Prosedure en Handhawing van Orde op Vergaderings as 'n juiste weergawe aanvaar word;

(b) dat die Hoof: Beplanning en Ontwikkeling aandag verleen aan die wysiging van die Gidsplan ten einde die betrokke eiendomsgebruik te verander na landboudoeleindes. (14/1/12)

(HAB(S)/H:BO/REGISTRASIE)

Dee

15.	CONSIDERATION OF URGENT MOTIONS
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16.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER
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17.	REPORTS SUBMITTED BY THE SPEAKER
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18.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR
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NONE

19.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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(The pink documentation will be distributed under separate cover in due course).

THE AGENDA HAS BEEN DISCUSSED WITH THE SPEAKER, CLLR WC PETERSEN (MS), AND SHE AGREES WITH THE CONTENT.
