



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/1/5

2022-07-27

NOTICE OF THE 6TH MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY WEDNESDAY, 2022-07-27 AT 10:00

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

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

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 **6TH MEETING** of the **COUNCIL** of **STELLENBOSCH MUNICIPALITY** will be held via **MS TEAMS** on **WEDNESDAY, 2022-07-27** at **10:00** to consider the items on the Agenda.

SPEAKER
CLLR Q SMIT

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OF STELLENBOSCH MUNICIPALITY
2022-07-27
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1.	OPENING AND WELCOME
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3.	COMMUNICATION BY THE SPEAKER
4.	COMMUNICATION BY THE MUNICIPAL MANAGER
5.	DISCLOSURE OF INTERESTS
6.	APPLICATIONS FOR LEAVE OF ABSENCE
7.	CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING
7.1	5 TH COUNCIL MEETING: 2022-05-25

The minutes of the 5th Council Meeting: 2022-05-25 is attached as **APPENDIX 1**.

FOR CONFIRMATION

APPENDIX 1



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/1/5

2022-05-25

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MINUTES

**5TH MEETING OF THE
COUNCIL OF STELLENBOSCH MUNICIPALITY**

2022-05-25 AT 10:00

MINUTES

5TH MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY

2022-05-25

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	(SEE PINK DOCUMENTATION)	

MINUTES

5TH MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY

2022-05-25

PRESENT	The Speaker, Cllr Q Smit [Chairperson] The Executive Mayor, Ald GMM Van Deventer (Ms) The Deputy Executive Mayor, Cllr JS Fasser	
COUNCILLORS	RA Adams J Andrews Ald JC Anthony FJ Badenhorst PR Crawley (Ms) A Crombie (Ms) ZJ Dalling (Ms) MM Danana I De Taillerfer (Ms) R Du Toit (Ms) A Ferns (Ms) E Groenewald (Ms) AJ Hanekom RB Hendrikse (Ms) P Johnson J Joon O Jooste X Kalipa C Manuel EP Masimini NE Mcombring [Ms]	XL Mdemka (Ms) NM Mkhontwana (Ms) RS Nalumango [Ms] ZR Ndalasi CD Noble L Nkamisa M Nkopane [Ms] N Ntsunguzi (Ms) N Olayi WC Petersen [Ms] RO Pheiffer WF Pietersen MG Rataza JP Serdyn [Ms] A Tomose [Ms] RB Van Rooyen M Van Stade CA Van Wyk E Vermeulen J Williams

OFFICIALS

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

1.	OPENING AND WELCOME
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The Speaker, Cllr Q Smit requested that a moment of silence be observed for self reflection and meditation.

2.	MAYORAL ADDRESS
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*Speaker;
Deputy Mayor;
Chief Whip of the Ruling Party;
Members of the Mayoral Committee;
Councillors;
Municipal Manager and Senior Management;
Ward Committee Members;
Members of the public;
Members of the media present;
All protocol observed*

Good morning, Goeiemore, Molweni, Assalamu alaikum;

- Speaker, it has indeed been a very busy time with a lot that has happened at the municipality and in our towns since we last met as a council;
- **I want to start this morning with a quote from late President Madiba who said “There can be no greater gift than that of giving one’s time and energy to help others without expecting something in return”**
- As public representatives, elected to serve the various communities of our beautiful Municipality, I thought that I would like to share this with all our councilors as a reminder of our mandate to serve.

Adam Tas

- I’m very excited to announce that the The Draft Adam Tas Corridor Local Spatial Development Framework is available for public comment;
- I encourage all residents and stakeholders to thoroughly investigate this document and to provide inputs to the municipality before 6 July 2022;
- The ATC precinct is Stellenbosch’s emerging urban transformation district and was identified as a catalytic project in the approved Stellenbosch Municipality MSDF in November 2019;
- The vision for the precinct is to create an integrated urban development corridor that is liveable, safe, resource-efficient, socially integrated, economically inclusive, and globally competitive, in which all citizens can actively participate;
- 3 Open days will be held where residents can view the draft documents, provide inputs and discuss findings with consultants and municipal officials;
- In fact, the first of these three open days takes place today from **11h00 at 131 Dorp Street**. The other two open days will take place on 1 June and 8 June respectively;

Load Shedding

- Soos ons almal weet, is beurtkrag steeds hier en lyk dit asof daar werklik geen lig aan die einde van die tonnel is nie;
- Beurtkrag is nou al deel van ons alledaagse lewe sedert 2007 – dis al 15 jaar!
- In Stellenbosch gaan ons steeds voort met ons planne om alternatiewe bronne van krag te identifiseer;
- Volgende week skakel ek die eerste stel sonpanele wat op munisipale eiendom opgerig is aan en hoewel hierdie slegs een klein stap is, is dit beslis ‘n groot stap in die regte rigting;

Africa Day

- Speaker, today is an important day for our country, our continent and for the world as we commemorate Africa Day;
- Africa Day is commemorated annually on **25 May**.
- On this day we celebrate Africa’s strong cultural identity, diversity and common heritage;
- Africa Day is observed annually to commemorate the founding of the Organisation of African Unity which was created on 25 May 1963. This was the precursor of the African Union (AU) we know today;

Hemelvaart Dag

- More is net so belangrike dag vir Christene regoor die wêreld;
- Hemelvaartdag is 'n baie spesiale en belangrike dag en word vanjaar op 26 Mei waargeneem;
- Hemelvaartsdag val op die veertigste dag gereken vanaf Eerste Paasdag, wat veroorsaak dat die datum elke jaar anders is, en soms in sommige kringe vergete verby gaan;
- Ek hoop dat u en u gesin 'n geseende dag sal beleef, waar u God se alomteenwoordige liefde ervaar;

Budget

- Today in Council we will deliberate on and pass the 2022/23 budget;
- The past two years have had a significant impact on our budget, and this impact cannot be understated;
- It has taught us very valuable lessons on how to work smarter with less money, work with our available funds more carefully and structure our available funds to ensure that we still deliver world-class services to our communities;
- Some projects had to be paused to accommodate for the drastic impact that COVID-19 had on our revenue streams (income).
- Ultimately, we had to take up lesser loans to minimise future interests in payments in order to take stress off our available income and cash reserves;
- We have considered all inputs and comments received from the greater Stellenbosch community, from the public participation process and other stakeholder engagements held in April 2022;
- This budget is a budget for creating opportunities and providing service delivery through our sustainable infrastructure for the greater Stellenbosch.
- Thank you to all resident's who actively participated in this process and provided inputs.

Sport

- A heartfelt congratulations to our pride and joy, the Stellenbosch Football Club, for a magnificent season;
- Ek het my stem behoorlik weggeskree toe julle onlangs so mooi met Mamelodi Sundowns afgereken het!
- En toe boonop die seisoen kort daarna afgeëindig het met 'n tuissege oor Cape Town City;
- Ek kon nie glo met hoeveel passie julle gespeel het nie!
- Baie geluk met 'n puik seisoen en dankie dat julle altyd Stellenbosch se naam so hoog hou;
- Ons adjunkburgemeester Raadslid Jeremy Fasser was geerd om die Stellenbosch Sokkerspan se toekenningsaand by te woon.
- Dit was 'n pragtige glansgeleentheid en ek wil weereens geluk sê aan elke wenner;
- You are role models to so many youngsters in our region and we are tremendously proud of you!

CLOSING

- Speaker, in closing I want to remind everyone of the importance of being counted for Census before the end of the Month;
- I cannot stress the importance of this more;
- If all our residents are not counted, it can have devastating effects on our available funds;
- If we don't receive enough funding, our town and residents will not be able to enjoy the development, service delivery and more that we have come accustomed to;
- This will also directly affect clinics, schools, doctors, educators and police sectors;
- **Ashley Smith once said – “Life is full of beauty, notice it. Notice the bumble bee, the small child and the smiling faces. Smell the rain, and feel the wind. Live your life to the fullest potential and fight for your dreams”**
- Baie dankie, Thank you very much, Enkosi kakhulu.

3.	COMMUNICATION BY THE SPEAKER
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MUNICIPAL ACCOUNT OF COUNCILLORS

A Report regarding the status of all Councillors' municipal accounts was sent to the MEC for Local Government and the Speaker is glad to announce that all Councillors' Municipal Accounts are paid in full. This report must be sent on a Quarterly Basis.

LOCAL GOVERNMENT LIBRARY SETS

There was a delay in the delivery of the Local Government Library sets but it is expected that these library sets will be distributed to all Councillors by end of June 2022.

ADVERTISEMENT – RULES OF ORDER BY-LAW

The Rules of Order By-Law will be advertised on Saturday, 28 May 2022 in various newspapers. Councillors and members of the public are urged to peruse the document and give their comments and input.

CENSUS 2022

The closing date for Census 2022 is 31 May 2022. Thank you to all the Councillors who have assisted the Census personnel in their various areas.

SECTION 80

Section 80 Committee meetings will start from 1 June 2022 and focus will be on the Terms of References for Section 80 Committee meetings as well as Outstanding Resolutions.

ADDITIONAL ITEM

Permission for an Urgent Item under 16.1 was granted regarding the Progress on the Recruitment and Selection Process for the appointment of the Director: Infrastructure.

IN-COMMITTEE

Permission was also granted for an additional item under 22.2 to serve In-Committee regarding the SALGA Collective Agreement. Speaker will elaborate more in-depth when this item is dealt with later in the In-Committee Agenda.

BIRTHDAYS

The Speaker congratulated all Councillors who celebrated their birthdays during May.

SPECIAL COUNCIL MEETING: 2022-06-22

The Speaker granted permission for a Special Council meeting to be held on 22 June 2022 via MS Teams. Councillors who cannot attend this meeting must submit valid reasons to the Office of the Chief Whip as soon as possible.

4.	COMMUNICATION BY THE MUNICIPAL MANAGER
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"Today is Africa Day where we celebrate the establishment of the African Union in 1963. Like the Executive Mayor said it is about celebrating our heritage and diversities that we experience across the African continent. Our strength lies in our diversities.

Congratulations and well done to Stellenbosch Football Club, the Team and Management of the Team for their achievement, they are currently laying 3rd on the lot the PLC and in itself is an achievement.

A blessed Ascension Day to all Christians celebrating. This is a day and time for reflection.

There are only 6 days left for census to be counted. Please stand up and be counted, it is so important in terms of budget and equitable shares so please ensure that you get counted if you want to invest in additional services and infrastructure. This can be done by registering online on the website or use our library facilities if you don't have access to a computer.

Youth Day will be celebrated on 16 June and I would like the youth to reflect around tolerance and cohesiveness because they are the future of this country and of this municipality and its important that we take that responsibility very seriously in terms of accountability and living and striving for a place that we want to live in and the changes we want to see.

There is a new virus going around called "monkey pock". The virus is not in South Africa yet, but please be careful when you do travel, be vigilant and make sure that you take all the necessary precautions in terms of not getting this virus.

I thank you."

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 N Mananga-Gugushe (Ms) – 25 May 2022

7.	CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING
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7.1	4TH COUNCIL MEETING: 2022-04-26
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The minutes of the 4th Council Meeting: 2022-04-26 was **confirmed as correct.**

8.	STATUTORY MATTERS
8.1	ADOPTION OF THE INTEGRATED DEVELOPMENT PLAN (IDP) AND BUDGET PROCESS PLAN FOR 2022 – 2027

Collaborator No: 729652
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 18 May 2022 & 25 May 2022

1. SUBJECT: ADOPTION OF THE INTEGRATED DEVELOPMENT PLAN (IDP) AND BUDGET PROCESS PLAN FOR 2022 – 2027

2. PURPOSE

To submit the following to Council for adoption the IDP and Budget Process Plan for 2022 – 2027, attached as **ANNEXURE A**.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

According to Section 28(1) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA), each municipal council must adopt a process set out in writing to guide the planning, drafting, adoption and review of its IDP after the start of its elected term within a prescribed period. With the local government election being concluded and the inauguration of the Council in November 2021, an IDP and Budget Process Plan 2022 – 2027 had to be drafted for the development of the new 5-year plan, the Fifth Generation IDP 2022 – 2027.

A Revised SDF / IDP / Budget Time Schedule for 2022/23 was approved by Council on 30 March 2022 to guide the planning, drafting and adoption of the Fifth Generation IDP 2022 – 2027. This in effect moved the adoption of the IDP and Budget Process Plan to May 2022. The approval and adoption of the IDP and Budget Process Plan are subjected to the adoption of the Cape Winelands District Municipality's (CWDM's) Integrated Development Planning District Framework (MSA S27 Framework) by the CWDM. The MSA Section 27 Framework was adopted by the CWDM Council on 28 April 2022. This was to ensure compliance and alignment between the MSA Section 27 Framework of the CWDM and the IDP and Budget Process Plan for 2022 – 2027 of the Stellenbosch Municipality.

The draft IDP and Budget Process Plan for 2022 – 2027 of the Stellenbosch Municipality has been published for public input and comments for a period of 21 days from 04 – 28 April 2022, however, no input or comments have been received on the draft Process Plan by the due date of 28 April 2022.

5TH COUNCIL MEETING: 2022-05-25: ITEM 8.1**RESOLVED** (majority vote with abstentions)

- (a) that the IDP and Budget Process Plan 2022 – 2027 of the Stellenbosch Municipality to guide the planning, drafting, adoption and review of the Fifth Generation IDP 2022 – 2027 be adopted in terms of Section 28(1) of the MSA, attached as **ANNEXURE A**; and
- (b) that an advertisement be placed on the official website of the municipality and in the local newspapers notifying the public that the IDP and Budget Process Plan 2022 – 2027 has been adopted by the Council.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Geraldine Mettler</i>
POSITION	<i>Municipal Manager</i>
DIRECTORATE	<i>Office of the Municipal Manager</i>
CONTACT NUMBERS	<i>021 – 808 8025</i>
E-MAIL ADDRESS	<i>geraldine.mettler@stellenbosch.gov.za</i>
REPORT DATE	<i>10 May 2022</i>

8.2	ADOPTION OF THE FIFTH GENERATION INTEGRATED DEVELOPMENT PLAN (IDP) 2022 – 2027
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Collaborator No: 729727
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 18 May 2022 & 25 May 2022

1. SUBJECT: ADOPTION OF THE FIFTH GENERATION INTEGRATED DEVELOPMENT PLAN (IDP) 2022 – 2027

2. PURPOSE

To submit the following to Council for consideration and adoption:

- (a) The Fifth Generation IDP 2022 – 2027, attached as **ANNEXURE A** (will be distributed under separate cover); and
- (b) The IDP and Budget public participation inputs, written submissions and Provincial Government SIME Assessment Report on the Draft Fifth Generation IDP 2022 – 2027 and Draft MTREF 2022 – 2025, attached as **ANNEXURE B**.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

In terms of Section 25(1) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA), each municipal council must after the start of its elected term, within a prescribed period adopt a single, inclusive strategic plan. In this instance, this strategic plan refers to the Fifth Generation IDP 2022 – 2027. The IDP informs the budget of the municipality and also details the municipality's actions to address the vision, mission, strategic objectives and needs of the community.

The municipal IDP must:

- link, integrate and co-ordinate plans and consider proposals for the development of the municipality;
- align the resources and capacity of the municipality with the implementation of the plan;
- forms the policy framework and general basis on which annual budgets must be based; and
- is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

5TH COUNCIL MEETING: 2022-05-25: ITEM 8.2**RESOLVED** (majority vote with abstentions)

- (a) that the Fifth Generation IDP 2022 – 2027 for Stellenbosch Municipality, attached as **ANNEXURE A**, be adopted in terms of Section 25(1) of the MSA;
- (b) that the IDP and Budget public participation inputs, written submissions and Provincial Government SIME Assessment Report on the Draft Fifth Generation IDP 2022 – 2027 and Draft MTREF 2022 – 2025, attached as **ANNEXURE B**, be noted; and
- (c) that an advertisement be placed on the official website of the municipality and in the local newspapers notifying the public that the final Fifth Generation IDP 2022 – 2027 has been adopted by Council.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Geraldine Mettler</i>
POSITION	<i>Municipal Manager</i>
DIRECTORATE	<i>Office of the Municipal Manager</i>
CONTACT NUMBERS	<i>021 – 808 8025</i>
E-MAIL ADDRESS	<i>geraldine.mettler@stellenbosch.gov.za</i>
REPORT DATE	<i>10 May 2022</i>

8.3	MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK 2022/2023-2024/2025
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Collaborator No: 729655
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 18 May 2022 & 25 May 2022

**1. SUBJECT: MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK
2022/2023-2024/2025**

2. PURPOSE

The purpose of this report is as follows:

- a) To consider the views/submissions of the local community in terms of Section 23(1) (a) of Municipal Finance Management Act (Act 56 of 2003), herein after called the MFMA and to allow the Executive Mayor to respond to the views of the public envisaged in terms of Section 23 (2) (a) and (b).
- b) To approve the Medium Term Revenue and Expenditure Framework (inclusive of property rates charges and taxes, tariffs and service charges), annexures and proposed amendments to the budget related policies, by-laws and other policies to Council for approval in terms of Section 16(2) of the Municipal Finance Management Act, (Act 56 of 2003).

That Council specifically note and consider the need to take up external loans to fund critically needed refurbishment of infrastructure to the amount of R441 million of which over the MTREF R140 million will be required in year one, R160 million in year two and R141 million in year three (refer to Section G: High Level Budget Overview and Table A1 Budget Summary) and confirms approval of same in order for the Chief Financial Officer to attend to the necessary legislative requirements.

3. DELEGATED AUTHORITY

FOR APPROVAL BY MUNICIPAL COUNCIL

EXECUTIVE SUMMARY

BUDGET

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

5TH COUNCIL MEETING: 2022-05-25: ITEM 8.3

RESOLVED (nem con)

- (a) that the High-Level Budget Summary, as set out in **APPENDIX 1 – PART 1 – SECTION C**; be approved;
- (b) that the Annual Budget Tables as prescribed by the Budgeting and Reporting Regulations, as set out in **APPENDIX 1 – PART 1 – SECTION D**, be approved;

- (c) that the proposed Grants-In-Aid allocations as set out in **APPENDIX 1 – PART 2 – SECTION J**, be approved;
- (d) that the three-year Capital Budget for 2022/2023, 2023/2024 and 2024/2025, as set out in **APPENDIX 1 – PART 2 – SECTION N**, be approved for public release;
- (e) that the proposed rates on properties in WCO24, tariffs, tariff structures and service charges for water, electricity, refuse, sewerage and other municipal services, as set out in **APPENDIX 3**, be approved;
- (f) that the new policy and the proposed amendments to the existing budget related policies, by-laws and other policies as set out in **APPENDICES 4 - 31**, be approved;
- (g) that Council specifically note and consider the need to take up an external loan, needed for investment in income generating infrastructure to the amount of R441 millions of which R140 million will be required in year one, R160 million in year two and R141 million in year three (refer to Section G: High Level Budget Overview and Table A1 Budget Summary) and confirm approval of same;
- (h) that Council specifically take note of the fact that the proposed electricity charges and tariff structure is subject to NERSA approval that could change materially;
- (i) that Council takes note of MFMA circulars 112 and 115 that was published to guide the MTREF for 2022/2023 to 2024/2025 as set out in **APPENDICES 32 – 33**; and
- (j) that Council takes note that the public comments and submissions were considered with the compilation of the final budget.

FOR FURTHER DETAILS CONTACT:

NAME	KEVIN CAROLUS
POSITION	DIRECTOR: FINANCIAL SERVICES
DIRECTORATE	FINANCIAL SERVICES
CONTACT NUMBERS	021 808 8528
E-MAIL ADDRESS	kevin.carolus@ Stellenbosch.gov.za
REPORT DATE	25 May 2022

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**5TH MEETING OF THE COUNCIL
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8.4	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR APRIL 2022
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

18 May 2022

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR APRIL 2022

2. PURPOSE

To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy 2021/2022 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 (2021/2022) stipulate that SCM deviations be reported to Council. In compliance thereto, this report presents to Council the SCM deviations that occurred during April 2022.

5th COUNCIL MEETING: 2022-05-25: ITEM 8.4

NOTED

the following deviations as listed for the month of April 2022.

DEVIATION NUMBER	CONTRACT DATE	NAME OF CONTRACTOR	CONTRACT DESCRIPTION	REASON	SUBSTANTIATION WHY SCM PROCESS COULD NOT BE FOLLOWED	TOTAL CONTRACT PRICE R
D/SM 10/22	08 April 2022	STBB	To appoint an attorney's firm to oppose, on behalf of the municipality, the review application instituted by Securitem (Pty) Ltd ("Securitem") against Stellenbosch Municipality and others.	Exceptional case and it is impractical or impossible to follow the official procurement processes.	Securitem served a Notice of Motion on the Municipality on or about 10 March 2022 to review the decision taken by the BAC to regard its bid in Tender B/SM73/21 as non-responsive and to exclude its bid. Securitem applies for an order that its tender be re-evaluated by the BAC and be found responsive/tax compliant. It also applies that it be placed on the list of approved security service providers and be	R300 000.00 excl Vat

			<p>The review is in relation to the decision of the Bid Adjudication Committee (BAC) taken on or about 28 January 2022 to regard their tender as non-responsive and to exclude Securitem's bid.</p>		<p>awarded at least Area A. This is in contrast with the resolution taken by the BAC.</p> <p>The Municipality has 5 days to oppose the application instituted by Securitem and 15 court days to provide the Rule 53 record to the Registrar of the High Court. The municipality must further file its opposing papers within 30 days after Securitem has filed its supplementary affidavit or Notice to Stand by its original papers.</p> <p>Although the Municipality has a legal panel in place, STBB Attorneys represented the Municipality in three other Supply Chain matters involving Securitem:</p> <ul style="list-style-type: none"> - the dispute of Metro City Protection Services when the tender was awarded to Securitem previously, - a claim regarding VAT on the tender awarded to them, - the interdict application instituted by Securitem when the tender was not awarded to them in the last round. <p>The latter matter was withdrawn by their legal team after the municipality opposed the interdict. STBB therefore has extensive knowledge and background about the security services tenders and the Securitem matters.</p> <p>It is impractical to now appoint one of the panel members to deal with this review as STBB Attorneys has the relevant background, institutional experience, and expertise to attend to this matter and</p>	
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					in terms of the current legal tender, the Municipality reserved the right to make appointments outside the legal panel, this ensures that the best interest of the Municipality is served especially where a firm was previously involved in a similar or the same matter.	
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FOR FURTHER DETAILS CONTACT:

NAME	Dalleel Jacobs
POSITION	Senior Manager: Supply Chain Management
DIRECTORATE	Financial Services
CONTACT NUMBERS	021 808 8588
E-MAIL ADDRESS	Dalleel.Jacobs@stellenbosch.gov.za
REPORT DATE	09 May 2022

9.	REPORT BY THE MUNICIPAL MANAGER RE OUTSTANDING RESOLUTIONS
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The Municipal Manager reported that the Outstanding Resolutions will serve at the Section 80 Portfolio meetings in June 2022.

10.	ITEMS FOR NOTING
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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
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NONE

11.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [ALD G VAN DEVENTER (MS)]
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11.1	PROTECTION SERVICES: (PC: CLLR R BADENHORST)
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11.1.1	SAPS SAFER CITY INITIATIVE
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

18 May 2022 & 25 May 2022

1. SUBJECT: SAPS SAFER CITY INITIATIVE

2. PURPOSE OF THE REPORT

To notify Council of the Safer City Initiative introduced by the South African Police Services and the involvement of Stellenbosch Municipality therein.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The Safer City Initiative aims to create an environment that enhances social and economic transformation in South Africa, through the building of partnerships between communities and government in policing. The concept follows a dedicated integrated and multi-stakeholder approach aimed at achieving safety through technology and other relevant platforms in order to achieve a smart and safer city. Municipalities are to play a key role in delivering this initiative. Registered private security companies, community safety structures and community policing forums will also form an integral part of the project.

Stellenbosch Municipality has a Council approved Community Safety Forum which includes all the role players as per the Safer City Initiative from SAPS. The SAPS is invited and requested to have their Safer City initiative form part of the Stellenbosch Community Safety Forum.

5th COUNCIL MEETING: 2022-05-25: ITEM 11.1.1

RESOLVED (majority vote)

- (a) that the report on the implementation of the Safer City Initiative be noted and supported;
- (b) that the Community and Protection Services Directorate's commitment and participation in the Safer City Initiative, insofar as resources permit, be noted;
- (c) that it be noted that the Mayoral Committee Member for Protection Services, Councillor R Badenhorst will represent Stellenbosch Municipality in engagements with SAPS and other stakeholders;

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- (d) that it be noted that the Senior Manager for Protection Services, Mr Charl Kitching will represent Stellenbosch Municipality's Administration in engagements with SAPS and other stakeholders;
- (e) that where the engagements with SAPS and others impact on the services of other directorates the Mayoral Committee Member and Director for those directorates shall be invited to participate; and
- (f) that the Safer City Initiative of the SAPS form part of Stellenbosch Community Safety Forum and not as another separate Project with the same intention.

FOR FURTHER DETAILS CONTACT:

NAME	Charl Kitching
POSITION	Snr Manager: Protection Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	8815
E-MAIL ADDRESS	Charl.Kitching@stellenbosch.gov.za
REPORT DATE	2022-05-09

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11.2	YOUTH, SPORTS AND CULTURE: [PC: CLLR R ADAMS]
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11.2.1	SECOND AMENDMENT TO CHILDREN'S ACT – IMPLICATIONS FOR LOCAL GOVERNMENT
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Collaborator No: 728523
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 18 May 2022

1. SUBJECT: SECOND AMENDMENT TO CHILDREN'S ACT – IMPLICATIONS FOR LOCAL GOVERNMENT

2. PURPOSE

To inform Council of the proposed Second Amendment Bill to the Children's Act and the resulting financial implications for Local Government.

3. DELEGATED AUTHORITY

FOR DECISION BY MUNICIPAL COUNCIL

4. EXECUTIVE SUMMARY

SALGA requested inputs from municipalities on the proposed Second Amendments to the Children's Act. The proposed amendments have severe financial and staffing implications for municipalities which Council must be made aware of.

5th COUNCIL MEETING: 2022-05-25: ITEM 11.2.1

RESOLVED (nem con)

- (a) that Council considered the legal and financial impact of the amendments on municipalities; and
- (b) that Council endorses the inputs provided by the CFO and Municipal Manager as a response to SALGA on the matter.

FOR FURTHER DETAILS CONTACT:

NAME	Michelle Aalbers
POSITION	Manager Community Development
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	8408
E-MAIL ADDRESS	Michelle.aalbers@stellenbosch.gov.za
REPORT DATE	2022-03-22

11.2.2	REVIEW OF THE EARLY CHILDHOOD DEVELOPMENT POLICY
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

18 May 2022 and 25 May 2022

1. SUBJECT: REVIEW OF THE EARLY CHILDHOOD DEVELOPMENT POLICY

2. PURPOSE:

To obtain Council approval for the Early Childhood Development (ECD) Policy Review

3. DELEGATED AUTHORITY

FOR DECISION BY MUNICIPAL COUNCIL

4. EXECUTIVE SUMMARY

Council approved the Early Childhood Development Policy in March 2018. **(ANNEXURE A)** The review of the policy is due every five years or when new legislative changes require a review. Currently the Children's Bill/Children's Act 38 of 2005 is being reviewed and the mandated function on ECD services is migrating from the Department Social Development to the Department of Education. Both changes will impact the current Stellenbosch ECD Policy.

Although the above changes are in process, it has not been enacted. Changing the Stellenbosch ECD Policy prior to the approval of the Children's Second Amendment Bill and the National Framework for ECD's, under the Department of Education, will be a futile exercise. The expected legislative changes are discussed in this item and no changes are recommended for the Stellenbosch ECD Policy. The policy must however be reviewed again once the above legislative changes has been enacted.

5th COUNCIL MEETING: 2022-05-25: ITEM 11.2.2

RESOLVED (nem con)

- (a) that Council notes the impending legislative changes and the resulting impact on local government capital and operational budgets;
- (b) that Council approves this review of the Stellenbosch Municipality ECD Policy without changes; and
- (c) that the Policy be reviewed and submitted back to Council once the above-mentioned legislation has been enacted, whereafter the public participation process will ensue.

FOR FURTHER DETAILS CONTACT:

NAME	Michelle Aalbers
POSITION	Manager Community Development
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	8408
E-MAIL ADDRESS	Michelle.aalbers@stellenbosch.gov.za
REPORT DATE	23-03-2022

11.2.3	PROGRESS REPORT ON THE IMPLEMENTATION OF THE ADOPTED HYBRID SPORT FACILITIES MANAGEMENT MODEL (PLAN) FOR STELLENBOSCH MUNICIPALITY (WC024)
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

18 and 26 May 2022

1. SUBJECT: PROGRESS REPORT ON THE IMPLEMENTATION OF THE ADOPTED HYBRID SPORT FACILITIES MANAGEMENT MODEL (PLAN) FOR STELLENBOSCH MUNICIPALITY (WC024)

2. PURPOSE

- 2.1** To inform Council on the progress that has been made on the implementation of the adopted Hybrid Sport Facilities Management Model (Plan) for Stellenbosch Municipality (WC024).
- 2.2** To inform Council of the presentation that was used to illustrate to Sport Councils the key and fundamental focal points of the new adopted Hybrid Sport Facilities Management Model (Plan) for Stellenbosch Municipality (WC024).
- 2.3** To inform Council of the first draft Use Agreement that will be workshopped with individual Sport Councils.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Since the approval of the Hybrid Model (SFMP) for implementation by Council, the Department: Community Services engaged with all 15 area sport councils individually to explain and retrieve input and comments on the new facilities management plan.

During these engagements the replacement of the formal Lease Agreement with a revised "Use Agreement" was explained in detail to the various sport council representatives.

5th COUNCIL MEETING: 2022-05-25: ITEM 11.2.3

NOTED

the Progress Report on the implementation of the Adopted hybrid Sport Facilities management model (plan) for Stellenbosch MUNICIPALITY (WC024)

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021 808 8165
E-MAIL ADDRESS	<u>Albert.vandermerwe@stellenbosch.gov.za</u>
REPORT DATE	May 2022

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11.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)
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NONE

11.4	FINANCIAL SERVICES: (PC: CLLR P JOHNSON)
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NONE

11.5	HUMAN SETTLEMENTS: (PC: CLLR J FASSER)
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11.5.1	THE ANNUAL REVIEW OF STELLENBOSCH MUNICIPALITY HOUSING PIPELINE FOR THE MTREF PERIOD OF 2022 – 2025
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Collaborator No: 729804

IDP KPA Ref No:

MEETING DATE: 19 May 2022 (Mayco) and 25 May 2022 (Council)

1. SUBJECT: THE ANNUAL REVIEW OF STELLENBOSCH MUNICIPALITY HOUSING PIPELINE FOR THE MTREF PERIOD OF 2022 – 2025

2. PURPOSE

To seek Council's approval of the Stellenbosch Municipality's Housing Pipeline (Projects) for the Medium-Term Revenue and Expenditure Framework (MTREF) period 2022 to 2025 attached herein as **ANNEXURE A**;

To inform Council of the Human Settlement Development Grant (HSDG) and Informal Settlements Upgrading Partnership Grant (ISUPG) allocation for human settlements development projects received from the Provincial Department of Human Settlements (PDoHS) for the (MTREF) 2022 to 2025;

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

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

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

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

This Council item relates to the annual review of the Stellenbosch Municipality's Housing Pipeline for the MTREF period 2022 – 2025.

The PDoHS requires that every Municipality must have a Housing Pipeline. The Housing Pipeline is premised on a ten-year horizon and serves as the planning and

budgeting tool for the implementation of Human Settlements initiatives. Each Municipality's Housing Pipeline is an integral component of the Department of Human Settlements' Business Plan. It is required that the Housing Pipeline must be annually reviewed.

According to the PDoHS housing demand database, Stellenbosch Municipality's current housing demand waiting list comprises of 17 965 applicants. The Municipality currently has numerous housing development projects under consideration to ensure a healthy delivery pipeline towards fulfilling the housing demand and its legislative mandate. The overall housing pipeline of the Municipality articulates active housing development projects that are at various stages of planning and implementation.

To give effect to the Stellenbosch Municipality Housing Pipeline, the PDoHS through the Human Settlements Business Plan, has allocated R35 890 000 in grant funding for the 2022/23 financial year. Furthermore, Council has made an allocation of R15 040 000 for human settlements development projects for the same financial year.

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

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

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

The PDoHS will undertake a study to develop the New Housing Delivery Model for the Western Cape Province in line with the directives and strategic objectives of the National Department of Human Settlements.

5th COUNCIL MEETING: 2022-05-25: ITEM 11.5.1

RESOLVED (majority vote)

- (a) that the reviewed annual Housing Pipeline (Projects) for the MTREF period 2022 to 2025 for Stellenbosch Municipality **be noted**;
- (b) that the reviewed annual Housing Pipeline (Projects) for the MTREF period 2022 to 2025 for Stellenbosch Municipality **be approved**;

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- (c) that the HSDG and ISUPG allocations for human settlements development projects received from the Provincial Department of Human Settlements (PDoHS) for the (MTREF) 2022 to 2025 **be noted**;
- (d) that the new strategic shifts pertaining the provision of human settlements development from the National Department of Human Settlements (NDoHS) and Provincial Departments of Human Settlements (PDoHS) **be noted**;
- (e) that the submission of the revised Stellenbosch Municipality's Housing Pipeline to the Provincial Department of Human Settlements **be approved**;
- (f) that the progress of the human settlements development projects that are at pre-planning, and/or planning phase as reflected in table 1 below, **be noted**:

TABLE 1: PRE-PLANNING AND/OR PLANNING PHASE				
Name of Project / Settlement		Estimated Number of Opportunities	Project Phase	Project Progress Update
1	Northern Extension, Kayamandi	± 4000 – 6000 service sites (top structures TBD)	Detailed planning	Service provider has been appointed to obtain development rights for a mixed-use development on the properties known as the Northern Extension.
2	Jamestown Development: Phase 2 & 3	+400 service sites (top structures TBD)	Detailed planning	A service provider will be appointed to undertake planning studies and obtain development rights for a mixed-used housing development.
3	Jamestown Development: Phase 4	+1500 - 2000 service sites and top structures	Feasibility study	A service provider will be appointed to undertake planning studies and obtain development rights for a mixed-used housing development.
4	Erf 7001 Stellenbosch, Cloetesville ("Soekmekaar")	400 service sites / top structures	Feasibility study	A service provider has been appointed to undertake planning studies and obtain development rights for middle to higher GAP housing development.
5	Erf 64 Kylemore	± 600 sites (top structures TBD)	Detailed planning	Feasibility study report has been concluded. Power of Attorney has been obtained by the HDA and will appoint a service provider to obtain development rights. Land has been transferred to the Municipality. HDA to appoint a service provider
6	Erven 412, 217 and 284 Groendal, Franschhoek	90 sites	Pre - planning	The consultant has submitted various concept layout options for the consideration by Council. Council Item was submitted to Mayco.
7	Botmaskop	TBD	Feasibility study	Service provider is currently in process to submit a feasibility study report with proposals of various development options.
8	Portion of Erf 7271 Stellenbosch, Cloetesville	170 sites / top structures	Feasibility study	Council has approved the project to proceed with detailed planning studies. Funding application to PDoHS was submitted, await outcome of the application.
9	Erven 6300, 6847, 6886 Stellenbosch, Cloetesville	279 service sites /top structures)	Feasibility study	Council has approved the project to proceed with detailed planning studies. Funding application to PDoHS was submitted, await outcome of the application.
10	Erf 8776 Stellenbosch, Cloetesville	37 service sites / top structures	Feasibility study	Council has approved the project to proceed with detailed planning studies. Funding application to PDoHS was submitted, await outcome of the application.

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11	Erf 6705 Stellenbosch, Cloetesville	12 service sites	Feasibility planning	Council has approved the project to proceed with detailed planning studies. Funding application to PDoHS was submitted, await outcome of the application.
12	La Motte Old Forest Station	442 serviced sites; possible temporary relocation units	Feasibility study	Feasibility study report have been concluded. HDA has been appointed to facilitate the transfer of land to finalise planning studies for township establishment. HDA to submit PFR to PDoHS.
13	Adam Tas Corridor	TBD	LSDF	The Department: Spatial Planning is currently undertaking the development of a Local Spatial Development Framework (LSDF) for the ATC development.
14	Droë Dyke	1000 sites (type TBD)	Pre - Planning	Forms part of the Adam Tas Corridor initiative. The property is under investigating for future housing development.
*SOCIAL HOUSING PROJECTS				
Name of project / settlement		Estimated Number of opportunities	Project Phase	Project Progress Update
1	Teen-die-bult Precinct	180 top structures (units)	Feasibility study	The terms of reference to be prepared to appoint an accredited Social Housing Institute (SHI) to develop social housing project.
2	La Colline Precinct	TBD	Feasibility study	Terms of reference to be prepared to appoint an accredited Social Housing Institute (SHI) to develop social housing project.
3	Farms 81/2 and 81/9 Stellenbosch	± 250 – 350 rental units	Detailed planning	Terms of reference to be prepared to appoint an accredited Social Housing Institute (SHI) to develop social housing project.
4	Lapland Precinct	368 top structures	Feasibility study	Terms of reference to be prepared to appoint an accredited Social Housing Institute (SHI) to develop social housing project.
*FORMALISING AND UPGRADING OF EXISTING SETTLEMENTS				
1	Kayamandi Town Centre	1854 serviced sites and top structures	Detailed planning	Service provider is in the process to submit land use applications to obtain development rights for township establishment for subsidised housing (BNG).
2	Enkanini Informal Settlement	1300 sites (top structures TBD)	Detailed planning	The in-situ upgrade of Enkanini to commence in 2025.
3	Langrug, Franschhoek	1900 sites	Detailed planning	A service provide will be appointed to finalise detailed plans for the rehabilitation of the freshwater dam and implementation of an in-situ upgrade project.
4	Erf 2183 Klapmuts, La Rochelle	100 serviced sites, possible temporary relocation units	Detailed planning	Service provider is in the process to submit land use applications to obtain development rights for enhanced serviced sites.
5	Maasdorp Village, Franschhoek	+ 16 - 32 top structures	Detailed planning	The service provider is in the process to submit a land use application to obtain development rights.
6	De Novo	77 rectifications of existing structures, 300 top structures,	-	The project is being managed and implemented by PDoHS,

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2022-05-25

7	Five housing projects in Kayamandi	396 erven	Detailed planning	Rezone and subdivide the property and register at the Surveyor General (SG)'s office.
8	3460 Meerlust, Franschoek (200)	200 units	Feasibility study	Feasibility study report has been concluded. HDA has been appointed to facilitate the transfer of land to finalise planning studies for township establishment.
9	Jonkershoek	Units and sites TBD, together with 40 existing units	Feasibility study	A feasibility study report has been concluded. HDA has been appointed to facilitate the transfer of land to finalise planning studies for township establishment.
10	Farm 34 Vaaldraai Elsenburg	283 sites	Feasibility study	The property is owned by the Department of Public Works and Infrastructure (DPW&I). There are on-going discussions between the Municipality and DPW&I to transfer land to finalise township establishment.

(g) that the projects under construction (within the implementation phase which is dealt by the Department: PMU) as reflected in table 2 below, **be noted**:

TABLE 2: HOUSING PROJECTS AT IMPLEMENTATION PHASE				
	Name of project / settlement	Estimated Number of opportunities	Project Phase	Project Progress Update
1	Glottenburg Longlands	144 sites and 106 top structures	Implementation	The construction of 106 top structures to commence in May 2022.
2	Erf 3229 Mooiwater	253 sites	Implementation	Development rights have been obtained. A contractor will be appointed in July 2022 to implement the project. The project will be implemented in two phases as follows: - Phase 1 entails the bulk earth works and site rehabilitation. - Phase 2 entails the installation of infrastructure services.
3	Idas Valley	166 sites and 166 FLISP Units	Implementation	The housing development project will be implemented over a period of two years. The construction of 166 top structures to commence in July 2022 until December 2023.
4	The Steps and Orlean Lounge, Cloetesville	161 existing houses	Implementation	Phase two of the project to commence in May 2022.
5	ISSP Kayamandi Zone O (711) UISP	178 sites	Implementation	In the process of appointing a contractor to implement the project. Approximately 55 families must be relocated to a decanting site for the project to commence.

FOR FURTHER DETAILS CONTACT:

NAME	Lester van Stavel
POSITION	Manager: Housing Development
DIRECTORATE	Planning and Economic Development
CONTACT NUMBERS	021 808 8462
E-MAIL ADDRESS	<u>Lester.vanstavel@stellenbosch.gov.za</u>
REPORT DATE	7 May 2022

11.6	INFRASTRUCTURE SERVICES : (PC : CLLR Z DALLING (MS))
11.6.1	EXTENSION OF THE EXISTING APPOINTMENT OF WASTE CARRIERS FOR THE AWARDED TENDER 66/20 FOR THE PROVISION OF WASTE CONTAINERS AND WASTE TRANSPORTATION SERVICES BETWEEN WASTE DISPOSAL FACILITIES FOR THE STELLENBOSCH MUNICIPALITY (S116)

Collaborator No: 729645
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 18 May 2022

1. **SUBJECT: EXTENSION OF THE EXISTING APPOINTMENT OF WASTE CARRIERS FOR THE AWARDED TENDER 66/20 FOR THE PROVISION OF WASTE CONTAINERS AND WASTE TRANSPORTATION SERVICES BETWEEN WASTE DISPOSAL FACILITIES FOR THE STELLENBOSCH MUNICIPALITY (S116)**
2. **PURPOSE**
 To obtain the necessary approval for the extension of the contract for waste transportation services between waste disposal facilities for the Stellenbosch Municipality.
3. **DELEGATED AUTHORITY**
 Council.
4. **EXECUTIVE SUMMARY**
 BSM 66/20 was awarded in the 2019/20 financial year as a rates tender for a three (3) year contract period. The Directorate has drafted a new tender specification which has been approved (B/SM 39/22) and was advertised on 30 April 2022. There will not be sufficient time to conclude the Supply Chain process that entails evaluation, award and appeal period of 21 days thereafter, to enable the new contractor to commence services on 01 July 2022. The Directorate wishes to extend the current period of the tender by two (2) months or until the new service provider is appointed, whichever comes first. This will ensure for continued service delivery until such time a new service provider is in place.

5th COUNCIL MEETING: 2022-05-25: ITEM 11.6.1

RESOLVED (majority vote)

- (a) that Council notes in terms of MFMA Section 116(3) the reasons for the increase of the tender term;
- (b) that the tender amount (B/SM 66/20) will increase due to the 3 year tender period going beyond 30 June 2022;
- (c) that Council give reasonable notice of the intention to amend the contract or agreement i.t.o. Section 116(3) (b)(i);
- (d) that the local community be invited to submit representations to the Municipality in terms of Section 116 (3)(b)(ii).

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

11.8	PLANNING :(PC: CLLR C VAN WYK (MS)
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NONE

11.9	LOCAL ECONOMIC DEVELOPMENT AND TOURISM:(PC: CLLR R DE TOIT (MS)
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11.9.1	REQUEST TO PERMIT THE ROLLOVER OF THE PROVISION OF TRAINING TO SMALL, MICRO AND MEDIUM ENTERPRISES (“SMME”) TO THE 2022/ 2023 FINANCIAL YEAR IN LIEU OF 30 JUNE 2022
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Collaborator No: 729629
 IDP KPA Ref No: Valley of Opportunity
 Meeting Date: 18 May 2022

1. **SUBJECT:REQUEST TO PERMIT THE ROLLOVER OF THE PROVISION OF TRAINING TO SMALL, MICRO AND MEDIUM ENTERPRISES (“SMME”) TO THE 2022/ 2023 FINANCIAL YEAR IN LIEU OF 30 JUNE 2022**

2. **PURPOSE OF REPORT**

To provide Council with the pertinent facts to consider the rollover of the funding allocated to the Non-Profit Companies (“NPC”) specifically related to SMME Traing for the 2021 / 2022 financial year, to the 1st Quarter of the 2022 / 2023 fincnail year.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

Stellenbosch Network and Ranyaka are the approved Non-Profit Organisations to perform the SMME Training function on behalf of Council for the 4th quarter of the 2021 / 2022 financial year. The breakdown of funding is as follows:

Non-Profit Organistions	2021 / 2022
Stellenbosch Network	235 000.00
Ranyaka	228 600.00
Total Funding Paid	463 600.00

The funding was only received early May 2022 and as a result they will not be able to complete all their training as envisaged by 30 June 2022.

MINUTES**5TH MEETING OF THE COUNCIL
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5TH COUNCIL MEETING: 2022-05-25: ITEM 11.9.1**RESOLVED** (nem con)

- (a) that Council approved the rollover of the SMME Training Programmes envisaged by Ranyaka up to end September 2022 in lieu of 30 June 2022; and
- (b) that Council approve the rollover of the SMME Training Programmes envisaged by Stellenbosch Network up to end August 2022 in lieu of 30 June 2022.

11.10	RURAL MANAGEMENT: (PC: CLLR J WILLIAMS)
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NONE

11.11.1	REPORT BACK ON THE REMOVAL OF RESTRICTIVE CONDITIONS AND FALL-BACK CLAUSE: ERF 6128, STELLENBOSCH
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

18 and 26 May 2022

1. SUBJECT: REPORT BACK ON THE REMOVAL OF RESTRICTIVE CONDITIONS AND FALLBACK CLAUSE: ERF 6128, STELLENBOSCH

2. PURPOSE

To report back on the mandate given by Council to enter into discussions with the Owners of Erf 6128 as well to request Council to consider a request for the removal of restrictive conditions from the Title Deed of erf 6128, Stellenbosch, to allow the owner to apply for the rezoning of the erf from Light Industrial to General Business Zone, in order to accommodate the planned retail shops and offices, as per their application.

3. DELEGATED AUTHORITY

The Municipal Council must consider the matter.

4. EXECUTIVE SUMMARY

The current owners of erf 6128, Stellenbosch bought the property in 2013 for an amount of R12 000 000. The property was registered in their name on 3 March 2014.

They have subsequently demolished the existing buildings, with the view of redeveloping the site for retail shops and offices which will service the community and upgrade the visual impact of the entrance to Stellenbosch.

With the submission of their building plans, they were, however informed that the property must first be rezoned from Light Industrial to General Business Zone to accommodate the proposed development. They have subsequently submitted a rezoning application to this effect, together with an application for the relaxation of the restrictive title deed conditions B.1 and 2, i.e. that the property may only be used for industrial purposes, failing which the property shall revert to the Municipality, subject to certain conditions. It should also be noted that the restriction on the title deed condition in terms of the fall-back clause is only applicable on a portion of the property. The proposed development also is in line with the Municipalities SDF.

The Planning and Development Department has requested that Council consider the matter, i.e. whether they are going to enforce the title deed conditions (buy back the property) or whether the conditions can be removed from the title deed of the erf.

Council at a Special In-Committee meeting of 2021-09-29 item 12.4.2 mandated the Municipal Manager to enter into discussions with landowners to facilitate an amicable solution given by the buy-back clause. The Municipal Manager subsequently met with the owner on 10 March 2022. An agreement, subject to council approval, was reached

that an item will be re-submitted to Council to request Council to approve that the restrictive conditions contained in paragraph 2.B.1 and 2.B.2 of the title Deed T10083/2014, as set out in paragraph 6.2.1, be removed, subject thereto that the necessary processes set out in Section 33(4) of the Stellenbosch Land-use Planning By-law be followed.

The re-development of the property is in line with Council's approved SDF as well as the broader objectives of the IDP. It will service the Community of Stellenbosch, upgrade the visual impact of the entrance to Stellenbosch and help with the prevention of crime and security in the area. It should also be noted that the property is currently on the market to be sold.

The matter served before Council on 26 April 2022 and was referred back for further discussion.

Following further discussions, it was established and confirmed by both Infrastructure Services (**APPENDIX 5**) as well as die Developer's Consultant in its Site Development Plan (**APPENDIX 6**) that the planned dualling of Bird Street were taken into consideration. See **APPENDIX 6**, page 5/11 **Diagram 1: Bird Street dualling with Tennant Road link – extract of Conceptual Design.**

5th COUNCIL MEETING: 2022-05-25: ITEM 11.11.1

RESOLVED (majority vote)

- (a) that Council notes the feedback from the Municipal Manager;
- (b) that council agrees not to invoke the fallback condition provided that a written agreement is reached that: the development applied for (**APPENDIX 2**) is completed within a period of 24 months and in accordance with the prevailing planning provisions; and
- (c) that should the property be sold prior to the development as per (b) above the fallback clause will be invoked and the property will fall back to the municipality as per the existing restrictive condition in the title deed.

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

Cllrs MM Danana; EP Masimini; RS Nalumango (Ms); M Nkopane (Ms); N Ntsunguzi (Ms); MG Rataza; and A Tomose.

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler
POSITION	Municipal Manager
DIRECTORATE	MUNICIPAL MANANGER
CONTACT NUMBERS	021 808 8025
E-MAIL ADDRESS	municipal.manager@stellenbosch.gov.za
REPORT DATE	2022 -05 -12

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**5TH MEETING OF THE COUNCIL
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2022-05-25

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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NONE

13.	REPORTS BY THE MUNICIPAL MANAGER
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13.1	CORRECTION OF TABLES 20 AND 28 WITHIN THE APPROVED STELLENBOSCH MUNICIPALITY SPATIAL DEVELOPMENT FRAMEWORK, 2019 (“MSDF”)
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Collaborator No: 730113
IDP KPA Ref No: Valley of Opportunity
Meeting Date:

1. SUBJECT: CORRECTION OF TABLES 20 AND 28 WITHIN THE APPROVED STELLENBOSCH MUNICIPALITY SPATIAL DEVELOPMENT FRAMEWORK, 2019 (“MSDF”)

2. PURPOSE

The report aims to provide the Council with the context and purpose, and accordingly to note the correction of the following tables within the approved MSDF:

- Table 20: “Plan Elements and Proposals for Stellenbosch Town” (p.69); and –
- Table 28: “Proposed Settlement Hierarchy” (p.102)

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The request to notify the Council of the correction of tables 20 and 28 of the approved MSDF to align to the context and purpose as stated and gazetted in Section 5.3 (p.67) and Appendix B (p.151, 157, 163, 169 & 180) of the Stellenbosch MSDF. In addition, the request to obtain approval from the Council to communicate the corrected tables on the municipal website.

5TH COUNCIL MEETING: 2022-05-25: ITEM 13.1**RESOLVED** (nem con)

- a) that Council notes the correction of tables 20 (p.69) and 28 (p.102) of the approved Stellenbosch MSDF, as per the attached Appendix 1 to this report; and
- b) that Council approves the placement of the corrected tables on the municipal website as part of the approved Stellenbosch MSDF, as per the attached **APPENDIX 2** to this report.

<i>NAME</i>	Chantel Hauptfleisch
<i>POSITION</i>	Snr Spatial Planner: Development Planning
<i>DIRECTORATE</i>	Office of the Municipal Manager
<i>CONTACT NUMBERS</i>	021 – 808 8607
<i>E-MAIL ADDRESS</i>	Chantel.hauptfleisch@stellenbosch.gov.za
<i>REPORT DATE</i>	17 May 2022

13.2	INVESTIGATION WITH REGARDS TO THE VARIOUS RESIDENTIAL PROPERTIES IN MONT ROCHELLE NATURE RESERVE
------	---

Collaborator No: 15/10

IDP KPA Ref No:

Meeting Date: 25 May 2022

1. SUBJECT: INVESTIGATION WITH REGARDS TO THE VARIOUS RESIDENTIAL PROPERTIES IN MONT ROCHELLE NATURE RESERVE

2. PURPOSE

The purpose of this item is to put forward a recommendation as to the conclusion of the investigation with regards to the various residential properties in Mont Rochelle Nature Reserve.

3. DELEGATED AUTHORITY

Council of Stellenbosch Municipality (Council).

4. EXECUTIVE SUMMARY

Council decided to investigate all possible options in dealing with the residential properties located in the Mont Rochelle Nature Reserve (the reserve) in an effort to achieve the most effective environmental outcome, address potential negative impact associated with possible development of the various properties whilst at the same time maintaining and preserving the use of the reserve for recreation by the broader public.

The above options investigated included maintaining the *status quo* (trust that no further development within the reserve take place), expropriation or buying-back of the 14 sold (but undeveloped) erven, exchange of land (swop of erven within the reserve from sensitive to less-sensitive locations) or a redesign of the current layout of erven clustered around the current access roads, within the existing layout footprint. Experience gained from the above investigation has now led to a proposed development of a set of architectural design guidelines to guide the development of any of the privately-owned erven in a manner that will ensure minimum impact of potential development on the reserve (visually and ecologically), the surrounding environment and the experience of visitors to the area. These architectural design guidelines will, among other, address aspects such as erf coverage, building style, building orientation, building height, finishes (material and color) and lighting.

The proposals of this Directorate are:

- (a) the following architectural design guidelines for any future development on privately-owned erven located within Mont Rochelle Nature Reserve be applied;
 - (i) Building footprint per erf to be limited to a maximum of 150m².
 - (ii) Buildings to be single storey only.
 - (iii) Building design must be sensitive to receiving environment in terms of finishes, material and colours.
 - (iv) New structures or any related infrastructure must be sensitively placed in terms of environmental features and existing structures / residence.
 - (v) Pollution of any nature must be kept to a minimum and must be considered as part of the any building design.

- (vi) Each property must provide its own services which must be environmentally sustainable.
- (b) that the unsold erven be de-proclaimed and consolidated into Mont Rochelle Nature Reserve;
- (c) that the Municipal Manager be duly authorised to apply for the amendment of conditions of approval of the relevant erven located within Mont Rochelle Nature Reserve; and
- (d) that Municipal Manager be duly authorised to apply for the de-proclamation and consolidation of the remaining unsold erven into Mont Rochelle Nature Reserve.

5TH COUNCIL MEETING: 2022-05-25: ITEM 13.2**RESOLVED** (nem con)

- a) the following architectural design guidelines for any future development on privately-owned erven located within Mont Rochelle Nature Reserve be applied.
 - (i) Building footprint per erf to be limited to a maximum of 150m².
 - (ii) Buildings to be single storey only.
 - (iii) Building design must be sensitive to receiving environment in terms of finishes, material, and colours.
 - (iv) New structures or any related infrastructure must be sensitively placed in terms of environmental features and existing structures / residence.
 - (v) Pollution of any nature must be kept to a minimum and must be considered as part of the any building design.
 - (vi) Each property must provide its own services which must be environmentally sustainable.
- (b) that the unsold erven be de-proclaimed and consolidated into Mont Rochelle Nature Reserve.
- (c) that the Municipal Manager be duly authorised to apply for the amendment of conditions of approval of the relevant erven located within Mont Rochelle Nature Reserve and
- (d) that Municipal Manager be duly authorised to apply for the de-proclamation and consolidation of the remaining unsold erven into Mont Rochelle Nature Reserve.

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	20 May 2022

13.3	APPROVAL OF INFORMATION STATEMENT: MOUNTAIN BREEZE CARAVAN PARK
------	--

Collaborator No: *(To be filled in by administration)*
 IDP KPA Ref No: Good Governance
 Meeting Date: 25 May 2022

1. SUBJECT: APPROVAL OF INFORMATION STATEMENT: MOUNTAIN BREEZE CARAVAN PARK

2. PURPOSE

For Council to approve the information statement that must be published in terms of the Asset Transfer Regulations.

3. DELEGATED AUTHORITY

Council must consider the matter.

4. EXECUTIVE SUMMARY

At the Council meeting held on 28 July 2021, Council decided to provide an opportunity for the public to submit written inputs on the most possible future use of the facility, before deciding on a way forward. The public notice requested inputs on/before

3 September 2021. Due to the Elections the return item is only servicing now. Various written submissions were received. In council's deliberation the inputs can be considered.

Council resolved on 30 March 2022 to:

RESOLVED (nem con)

- (a) that Council take note of all the proposals received;
- (b) that Council identifies Portions 528 and 529C, Stellenbosch as not currently needed for minimum municipal services;
- (c) that a call for proposal for development of the facilities for Cycling, hiking groups, an Eco-education and Adventure centre for school groups along with overnight facilities be advertised;
- (d) that the existing buildings and infrastructure be use for the above purpose;
- (e) that the facility to be leased for a period of 5 years; and
- (f) that successful lessee enter into a rental agreement with the municipality and be responsible for the security, maintenance and the payment of all services of the facility.

This decision is subject to section 34 and 35 of the Asset Transfer Regulations published under the MFMA. It entails a further public participation process indicating the specific intent for the land. The combined municipal valuation for the land is R16.77 Million and the current Zoning is business taking into account that it is situated in an area surrounded by agricultural use and the airfield. Council must approve the Information statement that will be published to adhere to this legislative provisions.

The draft Information statement is attached as **APPENDIX 1**.

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**5TH MEETING OF THE COUNCIL
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2022-05-25

5TH COUNCIL MEETING: 2022-05-25: ITEM 13.3**RESOLVED** (nem con)

that Council approves the Information Statement for publication.

FOR FURTHER DETAILS CONTACT:

NAME	Annalene de Beer
POSITION	Director
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-8088018
E-MAIL ADDRESS	Annalene.deBeer@stellenbosch.gov.za
REPORT DATE	2022-05-23

13.4	PROPOSED RENEWAL OF EXISTING MEMORANDUM OF UNDERSTANDING FOR THE MUNICIPAL COURT OF STELLENBOSCH
------	---

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

25 May 2022

1. SUBJECT: PROPOSED RENEWAL OF EXISTING MEMORANDUM OF UNDERSTANDING FOR THE MUNICIPAL COURT OF STELLENBOSCH

2. PURPOSE

To obtain Council's approval for the proposed renewal of the Memorandum of Understanding for the Municipal Court (as *Additional Court*) in the jurisdictional area of Stellenbosch. (The Renewal of the Memorandum of Agreement with the Department of Justice).

3. DELEGATED AUTHORITY

For decision by Municipal Council.

4. EXECUTIVE SUMMARY

The priority setting for Local Government is to strive and achieve an acceptable quality of life for all the residents and visitors in its jurisdictional area. Local Government must monitor the role of law and sound order. In pursuing this primary goal, Local Government is also attempting to ensure safety, security and well-being of its residents. At the same time a climate for sustainable development and prosperity is created.

In terms of Section 152 of the Constitution, a Municipality has an obligation to promote a safe and healthy environment, and a Municipality must strive within its financial and administrative capacity to achieve this objective.

Based on this premise and the fact that the Stellenbosch courts could not deal with the case load Council, at its meeting on 2014-06-25 (Item 7.11), resolved that a Municipal Court for the Stellenbosch District be established, in order that through effective and efficient prosecuting of transgressors Municipal related offences like Traffic offences, By-Laws, national building regulations and others.

A 3-year contract was entered into with the Department of Justice. This agreement was renewed in 2019 and comes to an end on 30 June 2022.

The Department of Justice has not raised any issues with the performance of the additional court and we believe they will be willing to extending the memorandum of agreement (**attached as APPENDIX 1**) to continue the *Additional* (Municipal) Court dedicated to municipal transgressions in Stellenbosch area.

5TH COUNCIL MEETING: 2022-05-25: ITEM 13.4**RESOLVED** (nem con)

- (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 2022; and
- (b) that the Municipal Manager be delegated to sign all relevant documentation for the extension of the afore-said agreement.

FOR FURTHER DETAILS CONTACT:

NAME	Annalene de Beer
POSITION	Director: Corporate Services
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021 – 808 8018
E-MAIL ADDRESS	Annalene.deBeer@stellenbosch.org.za
REPORT DATE	23 May 2022

MINUTES

**5TH MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY**

2022-05-25

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

15.	CONSIDERATION OF URGENT MOTIONS
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NONE

16.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER
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16.1	PROGRESS ON THE RECRUITMENT AND SELECTION PROCESS FOR THE APPOINTMENT OF THE DIRECTOR INFRASTRUCTURE
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1. SUBJECT: PROGRESS ON THE RECRUITMENT PROCESS FOR THE DIRECTOR INFRASTRUCTURE

2. PURPOSE OF REPORT

To provide Council with progress on the recruitment and selection process of the Director Infrastructure.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

Third round of advertisement commenced and closed on the 16th of May 2022. Shortlisting to be scheduled within the allocated timeframe depended on availability of the panel members.

5TH COUNCIL MEETING: 2022-05-25: ITEM 16.1

RESOLVED (nem con)

- (a) that Council notes the progress on the recruitment and selection process; and
- (b) that Council mandates the Municipal Manager to embark on a head-hunting process should this round (3rd round) not yield a successful candidate.

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler
POSITION	Municipal Manager
DIRECTORATE	Municipal Manager
CONTACT NUMBERS	021 808 8025
E-MAIL ADDRESS	municipal.manager@ Stellenbosch.gov.za
REPORT DATE	25 May 2022

17.	REPORTS SUBMITTED BY THE SPEAKER
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NONE

18.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR
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NONE

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

The meeting adjourned at 12:50.

CHAIRPERSON:

DATE:

Confirmed on **with**

7.2	SPECIAL COUNCIL MEETING: 2022-06-22
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The minutes of a Special Council Meeting: 2022-06-22 is attached as **APPENDIX 1**.

FOR CONFIRMATION

APPENDIX 1



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/1/5

2022-06-22

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MINUTES

**SPECIAL MEETING OF THE
COUNCIL OF STELLENBOSCH MUNICIPALITY**

2022-06-22 AT 10:00

MINUTES

SPECIAL MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY

2022-06-22

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MINUTES

**SPECIAL MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY**

2022-06-22

PRESENT

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

COUNCILLORS

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

OFFICIALS

Acting Municipal Manager (A Barnes)
 Chief Financial Officer (K Carolus)
 Director: Community and Protection Services (G Boshoff)
 Director: Corporate Services (Ms A De Beer)
 Director: Infrastructure (D Louw)
 Chief Audit Executive (F Hoosain)
 Senior Administration Officer (Ms T Samuels)

1.	OPENING AND WELCOME
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The Speaker welcomed all present at the Special Council meeting.

2.	MAYORAL ADDRESS
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*“Speaker;
Deputy Mayor;
Chief Whip of the Ruling Party;
Members of the Mayoral Committee;
Councillors;
Municipal Manager and Senior Management;
Ward Committee Members;
Members of the public;
Members of the media present;
All protocol observed*

Good morning, Goeiemore, Molweni, Assalamu alaikum;

Opening

- Speaker, it feels like just last week we had our council meeting where we approved the budget, but in fact it's been almost a month and we've achieved a lot.
- **I want to start this morning with a quote from Rumi who said “Raise your words, not your voice. It's rain that grows flowers, not thunder”**
- We are exceptionally grateful that our raining season finally started;
- This was also crucial following the devastating fires where many people have lost so much;
- While we had localized flooding and significant amounts of rain I wish to remind our residents that our dam levels are still 7% behind capacity this time last year;
- Please continue to use water sparingly and not waste this invaluable resource.

FireKilla

- With winter now in full swing, we've also entered a period where a lot of residents make use of fires for cooking and heating purposes;
- In order to try and prevent any possible disasters I joined our Fire Department in Klapmuts to hand out our amazing FireKilla devices;
- These have been distributed throughout the Municipality to assist our communities who need them the most;
- This is an ongoing initiative and we will continue to assist our communities to make them safer.
- This handheld device is incredibly effective at extinguishing fires, particularly structural fires, very quickly and can also be refilled and reused.

Sport

- On Saturday 18 June, we were all on the edges of our seats in the final United Rugby Championship clash between the Stormers and the Blue Bulls;
- It gives me great pleasure to congratulate the Stormers on their well-deserved win;
- I was cheering non-stop;
- My senuwees was aan flarde, maar danksy daai pragtige skepskop van Manie Lubbok in die laaste paar minute het ek geweet die beker kom Kaap toe;
- Last week we also opened the brand-new Netball court in Groendal, Franschhoek;
- I would also like to thank the Provincial Ministry for their assistance in making this a reality.
- Ons moedig die gemeenskap aan om ten volle eienaarskap te neem van die nuwe fasiliteit en dit op te pas.

Load shedding

- This week we again feel the devastating effects of load shedding;
- I am happy to report that we are sticking to our deadlines set with the installation of the Solar Panels on Municipal buildings;
- On 6 June I had the privilege of switching on the first set of panels;
- While this is a small drop in the bucket, we are well on our way to deliver on our promise.

Longlands Development

- Speaker, yesterday I visited the Longlands development to do an oversight on the progress;
- I met with the residents who shared amazing stories with me on the history of Longlands and their excitement that after more than 25 years they will finally move into new beautiful houses;
- This was a very important project for me and I promised the community that we will deliver and I am happy to report that the first handover of houses will take place in September this year.

Kewer

- Speaker, die Eikestad staar 'n groot gevaar in die gesig vir ons pragtige bome;
- Op ons Facebook blad het ons onlangs inligting asook 'n video gedeel wat meer inligting aan ons inwoners deurgee oor die stomkopkewer;
- Ek doen 'n versoek op ons gemeenskappe om ons asseblief dadelik in kennis te stel as hulle enige van die kenmerke van 'n geïnfecteerde boom identifiseer;
- Die enigste manier hoe ons ons bome gaan kan beskerm is as ons die probleem saam aanpak.

TPAMS

- On 1 July we will launch our new TPAMS platform;
- TPAMS – Town Planning Application Management System;
- This will also offer the person submitting his/her application the opportunity to monitor and track the process on a continuous basis;
- This is an amazing tool and I encourage residents to use and test the system and let us know if you have any feedback.

Youth

- Our children are our greatest treasure. They are our future;
- On 16 June our country celebrated youth day;
- Speaker, as representatives for Stellenbosch we should encourage and guide our youth to ensure their future in our beautiful Municipality.
- Since 2015, the Mayoral Youth Skills Development Programme has funded nearly 380 accredited training opportunities for young people of the Stellenbosch Municipal area.
- Our Community Development Department together with various partners also hosted a successful Youth Day Workshop in the Town Hall on 16 June, where more than 150 young people from our region were reached.

Performance

- Directly after council we will have our Performance Signing Ceremony;
- This is a very important event as it is the contract that lays the foundation for our administration and political colleagues to at all times ensure that our residents receive the best possible service delivery they are paying for.

CLOSING

- Speaker, in closing I want to remind everyone that council will be in recess until 15 July 2022;
- At the same time, schools will also close on Friday for the July break;
- If you are traveling, please be safe;
- Enjoy the well-deserved break with your family and friends;
- Once we are back, we will celebrate Mandela Day on 18 July;
- Please keep an eye on our Social Media pages for special events that will take place.
- **Ann Lamott once said that “Almost everything will work again if you unplug it for a few minutes, including you”**
- Make sure that you look after your health and well-being. If needed, take that well-deserved break;
- This will in turn enable you to perform at your best.
- Baie dankie, Thank you very much, Enkosi kakhulu.”

3.	COMMUNICATION BY THE SPEAKER
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- Item 9.2.6 on the Agenda is withdrawn.
- There will be a Special Council [In-Committee] meeting after this Open Council meeting.
- Council recess is from 22 June 2022 until Monday, 18 July 2022, Councillors will be back in office on 19 July 2022.
- The Municipal Manager, Ms G Mettler will be undergoing a small operation and Director A Barnes will be Acting Municipal Manager in the absence of the Municipal Manager.
- The Speaker wished all Councillors who celebrated and will be celebrating their birthdays during the months of June and July.

4.	COMMUNICATION BY THE ACTING MUNICIPAL MANAGER
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NONE

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 FJ Badenhorst – 22 June 2022

Cllr JP Serdyn (Ms) – 22 June 2022

Cllr M van Stade – 22 June 2022

Ms G Mettler (MM) – 22 June 2022

MINUTES

SPECIAL MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY

2022-06-22

7	STATUTORY MATTERS
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7.1	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR MAY 2022
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Collaborator No: 730950
 IDP KPA Ref No: Good Governance
 Meeting Date: Mayco: 08 June 2022 & Special Council: 22 June 2022

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR MAY 2022

2. PURPOSE

To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy 2021/2022 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 (2021/2022) stipulate that SCM deviations be reported to Council. In compliance thereto, this report presents to Council the SCM deviations that occurred during May 2022.

SPECIAL COUNCIL MEETING: 2022-06-22: ITEM 7.1

NOTED

the deviations as listed for the month of May 2022, 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 11/22	30 May 22	CJ Distribution	Employee vaccinations	Exceptional case and it is impractical or impossible to follow the official procurement processes.	The municipality must on an annual basis vaccinate staff working with biochemical and hazardous substances. Previously the service providers were appointed through a Formal Quotation process (FQ) but given the estimated cost it was recommended that a tender be issued. The tender process was unsuccessful as there were no responsive service providers: The services providers were non-	R 301 320,24 (VAT Incl)

					<p>responsive for one or more of the following reasons:</p> <ul style="list-style-type: none"> - Service providers do not have the capacity to cater for more than 300 employees that needs to be vaccinated - Services providers are not registered on the National Database or do not want to register - Service providers are not tax compliant <p>SCM also attempted to appoint a service provider through other mechanism but was unsuccessful.</p> <p>It is impractical to follow the normal procurement processes as it yields no responsive (compliant) service providers to provide the service for the above reasons.</p> <p>To ensure legislative compliance, Stellenbosch Municipality in consultation with the Senior Manager: SCM, Director Corporate Services and Director Infrastructure Services, has embarked on a process of obtaining quotations from pharmaceutical companies and wish to procure the required vaccines directly from it.</p> <p>These vaccines will then be given to the affected staff members by a registered health practitioner (professional nurse). The municipality intends to appoint the health practitioners on a fixed term contract.</p>	
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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 June 2022

8.	CONSIDERATION OF URGENT ITEMS BY THE EXECUTIVE MAYOR: [ALD G VAN DEVENTER (MS)]
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8.1	PROTECTION SERVICES: (PC: CLLR R BADENHORST)
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NONE

8.2	YOUTH, SPORTS AND CULTURE: [PC: CLLR R ADAMS]
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NONE

8.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)
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8.3.1	SALARY AND WAGE INCREASE: IMPLEMENTATION OF SALGBC COLLECTIVE AGREEMENT: YEAR 2
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Collaborator No:

IDP KPA Ref No:

Good Governance

Meeting Date:

Mayco: 08 June 2022 & Special Council: 22 June 2022

1. SUBJECT: SALARY AND WAGE INCREASE: IMPLEMENTATION OF SALGBC COLLECTIVE AGREEMENT: YEAR 2

2. PURPOSE

To inform Council in regard to the Salary and Wage increase for Employees (excluding the Municipal Manager and Section 56 Managers) as per the SALGBC Collective agreement 2021 – 2024 – year 2.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

SALGA, SAMWU and IMATU entered into a Salary and Wage Agreement for the period 1 July 2021 until 30 June 2024 during the bargaining process on 16 September 2021. A copy of the agreement is attached as **APPENDIX 1**. In terms of clauses 6.4 and 6.5 of the agreement the increase for the 2022/23 financial year will be the projected CPI average for 2022. The forecast by the Reserve Bank in January 2022 will be used for this projection.

SALGA send the Municipality a circular 09 of 2021/2022 in March 2022 (attached as **APPENDIX 2**) in which municipalities are informed that the following increases shall apply from 1 July 2022. Salary 4.9% and the minimum wage will be R9 043.21. The flat rate for Homeowner's Allowance will be R1 011.77 and the maximum employer contribution to medical aid will increase to R5 007.00. All benefits linked to salary will

increase by 4,9%. The South African Bargaining Council (SALGBC) also send a circular to the parties (01/2022) attached as **APPENDIX 3** setting out the increase for year 2 of the Salary and Wage Collective Agreement as well as the Reserve bank predictions.

Where municipalities were not able to afford the increase SALGA should be notified by 31 May 2022. There was provision made for this increase in the budget approved by Council on 25 May 2022. Employees who are not at the maximum of their salary scale are entitled to a notch increase over and above the cost-of-living increase which amounts to around a further 2,5% increase in the salary. The Municipal Manager and S56 Managers are excluded from this agreement and therefore will not be receiving an increase from 1 July 2022.

SPECIAL COUNCIL MEETING: 2022-06-22: ITEM 8.3.1

NOTED

- (a) the circular from the SALGBC dated 9 March 2022; and
- (b) that the increase has been provided for in the approved budget for 2022/23.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Annalene De Beer</i>
POSITION	<i>Director Corporate Services</i>
DIRECTORATE	<i>Corporate Services</i>
CONTACT NUMBERS	<i>021 – 808 8018</i>
E-MAIL ADDRESS	<i>Annalene.Debeer@ Stellenbosch.gov.za</i>
REPORT DATE	<i>31 May 2022</i>

8.3.2	RECRUITMENT AND SELECTION POLICY
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

Mayco: 08 June 2022 & Special Council: 22 June 2022

1. SUBJECT: RECRUITMENT AND SELECTION POLICY

2. PURPOSE

To inform Council of the revision of the Recruitment and Selection Policy also to be in line with the new Staff Regulations that is applicable from 1 July 2022 and to recommend the approval of the consulted Recruitment and Selection Policy for approval.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

COGTA, during 2021, promulgated new Staffing Regulations which must be implemented from 1st July 2022. In terms of these regulations many of the recruitment process provisions changed and had to be incorporated into our Recruitment and Selection Policy to ensure that the Municipality becomes compliant and implement the provisions as from 1st July 2022.

The Municipality started with the revision of the Recruitment and Selection Policy in 2020. The draft revised policy was submitted to the LLF for consultation. When the process was almost completed the new Staff Regulations was promulgated and the policy had to be revised even further.

The attached Recruitment and Selection Policy for Stellenbosch Municipality (**APPENDIX 1**) has been consulted with the Labour Unions, SAMWU and IMATU.

The parties have reached consensus on most of the provisions of the policy. The policy has to serve before Council for approval before 1 July 2022 to ensure that we can implement it from 1 July 2022 and therefore the Sub-committee of the LLF had no time to resubmit the policy to the LLF for recommendations to Mayco and Council. The parties in the Sub-committee agreed that the Employer will provide the Unions a last opportunity for inputs on/before 17 June 2022.

The policy document however represents the Municipality's position and complies with the newly published Staff Regulations and therefore it is recommended that the policy be approved.

Should changes be needed due to Union inputs these will be submitted to the Council meeting for final approval.

NO further input was received from the Unions.

SPECIAL COUNCIL MEETING: 2022-06-22: ITEM 8.3.2**RESOLVED** (nem con)

- (a) that Council notes the consultation process for this policy since 2020 within the LLF has now been concluded;
- (b) that Council notes that unions have made no further inputs on/before 17 June 2022;
- (c) that it be noted that no further changes was made as no union inputs was submitted; and
- (d) that Council approves the revised Recruitment and Selection policy (2022) for implementation from 1 July 2022.

FOR FURTHER DETAILS CONTACT:

NAME	Annalene de Beer
POSITION	Director Corporate Services
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-808 8018
E-MAIL ADDRESS	Annalene.deBeer@stellenbosch.gov.za
REPORT DATE	1 June 2022

8.3.3	REVISED OVERTIME AND STANDBY POLICY FOR STELLENBOSCH MUNICIPALITY
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Collaborator No:

IDP KPA Ref No: Good Governance

Meeting Date: Mayco: 08 June 2022 & Special Council: 22 June 2022

1. SUBJECT: REVISED OVERTIME AND STANDBY POLICY FOR STELLENBOSCH MUNICIPALITY

2. PURPOSE

To request Council's approval of the consulted Revised Overtime and Standby Policy.

3. DELEGATED AUTHORITY

The delegated authority for approval of this policy is Council.

4. EXECUTIVE SUMMARY

The Revised Overtime and Standby Policy is intended to guide management on the principles that apply in the instance of work performed by Employees. The policy is furthermore aimed at regulating and maintaining cost effectiveness for the Stellenbosch Municipality particularly considering the fact that the payment of overtime although operationally required, is more expensive than actually performing the work during office hours.

During 2018 the previous policy was revised and replaced with a new policy that respectively served before Mayco and Council on 09 and 28 November 2018. Clause 5 of the existing 2018 Overtime Policy requires for the policy to be revised bi-annually.

The Overtime Policy was not reviewed as there was no need for same at the time. Due to the new earnings threshold and the Municipality's decision to further restrict overtime, the policy was referred to the Human Resources Development Sub-Committee and was discussed at the meetings of 30 August 2021. The final Revised Overtime and Standby policy was discussed at the LLF on 25 April 2022 where agreement was reached to support the policy and recommend it to Mayco and Council for approval.

SPECIAL COUNCIL MEETING: 2022-06-22: ITEM 8.3.3

RESOLVED (nem con)

- (a) that Council notes the consultation process followed in the LLF with the trade unions over the period 30 August 2021 to 25 April 2022; and
- (b) that the Revised Overtime and Standby Policy (2022) be approved by Council.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Annalene De Beer</i>
POSITION	<i>Director Corporate Services</i>
DIRECTORATE	<i>Corporate Services</i>
CONTACT NUMBERS	<i>021 – 808 8018</i>
E-MAIL ADDRESS	<i>Annalene.Debeer@stellenbosch.gov.za</i>
REPORT DATE	<i>31 May 2022</i>

8.3.4	SUBMISSION OF THE DRAFT EMPLOYMENT EQUITY POLICY
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Collaborator No:

IDP KPA Ref No: Good Governance

Meeting Date: Mayco: 08 June 2022 & Special Council: 22 June 2022

1. SUBJECT: SUBMISSION OF THE DRAFT EMPLOYMENT EQUITY POLICY

2. PURPOSE

To obtain Council's approval for the adoption of the draft Employment Equity Policy for consultation with the Unions.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Council does not have an approved Employment Equity policy but there was an Employment Equity Plan which was approved and effective for a five-year term from 2013 to 2018.

Normally in the last year (2018) a revision should have been undertaken and the Plan and Policy would be amended, revised or changed. Due to the re-organisation of the municipality during 2017 Council established and adopted a new structure which was populated with current staff since early 2018. Since the new structure almost doubled the staff structure in size an annual plan was developed and reported on. This was done in consultation with the Unions and the Department of Labour. The population of the organogram was only completed in early 2021. We identified the need for the development of an Employment Equity Policy and the development of a new five-year plan is a legislative requirement.

The attached policy (**APPENDIX 1**) has not been consulted with the Unions yet and is submitted to Council to approve the draft for consultation with the Unions. The Plan will be drafted and consulted simultaneously with the consultation of the policy and submitted for approval after conclusion of the consultation process. The policy has been drafted with due consideration of the provisions of the Employment Equity Act and the Plan will be aligned to reflect the current organogram figures and filled positions as well as setting targets to attain said targets within the 5-year period framework.

Unions.

SPECIAL COUNCIL MEETING: 2022-06-22: ITEM 8.3.4

RESOLVED (nem con)

that Council approves the draft Employment Equity Policy for consultation with the Unions.

FOR FURTHER DETAILS CONTACT:

NAME	Annalene de Beer
POSITION	Director Corporate Services
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-808 8018
E-MAIL ADDRESS	Annalene.deBeer@ Stellenbosch.gov.za
REPORT DATE	01 June 2022

8.4	FINANCIAL SERVICES: (PC: CLLR P JOHNSON)
8.4.1	APPROVAL OF DEBT AGREEMENT

Collaborator No: 730948
IDP KPA Ref No: Good Governance
Meeting Date: Mayco: 08 June 2022 & Special Council: 22 June 2022

1. SUBJECT: APPROVAL OF DEBT AGREEMENT

2. PURPOSE

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

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

During March 2022 an advertisement was placed inviting interested parties to make submissions regarding the financing of the proposed loan of R144 million. Submissions were received from 6 authorised financial institutions:

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

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

SPECIAL COUNCIL MEETING: 2022-06-22: ITEM 8.4.1

RESOLVED (nem con)

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

FOR FURTHER DETAILS CONTACT:

NAME	Monique Steyl
POSITION	Senior Manager: Financial Management Services
DIRECTORATE	Financial Services
CONTACT NUMBERS	021 808 8512
E-MAIL ADDRESS	Monique.Steyl@ Stellenbosch.gov.za
REPORT DATE	02 June 2022

8.5	HUMAN SETTLEMENTS: (PC: CLLR J FASSER)
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NONE

8.6	INFRASTRUCTURE SERVICES : (PC : CLLR Z DALLING (MS))
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NONE

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

8.8	PLANNING :(PC: CLLR C VAN WYK (MS)
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NONE

8.9	LOCAL ECONOMIC DEVELOPMENT AND TOURISM:(PC: CLLR R DE TOIT (MS)
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NONE

8.10	RURAL MANAGEMENT: (PC: CLLR J WILLIAMS)
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NONE

8.11	MUNICIPAL MANAGER
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8.11.1	CONSIDERATION ON APPLICATIONS RECEIVED: FUNDING OF EXTERNAL BODIES PERFORMING A MUNICIPAL FUNCTION AS PROVIDED BY THE POLICY FUNDING OF BODIES PERFORMING A MUNICIPAL FUNCTION, READ WITH SECTION 80(2) OF THE LOCAL GOVERNMENT SYSTEMS ACT, 32 OF 2000, FINANCIAL YEAR 2022 / 2023: (Provision of training to Small Micro Medium Enterprises (“SMME”))
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Collaborator No:

IDP KPA Ref No:

Meeting Date: Grants: 2022-06-06 & Mayco: 2022-06-08 & Special Council: 22 June 2022

1. **SUBJECT: CONSIDERATION ON APPLICATIONS RECEIVED: FUNDING OF EXTERNAL BODIES PERFORMING A MUNICIPAL FUNCTION AS PROVIDED BY THE POLICY FUNDING OF BODIES PERFORMING A MUNICIPAL FUNCTION, READ WITH SECTION 80(2) OF THE LOCAL GOVERNMENT SYSTEMS ACT, 32 OF 2000, FINANCIAL YEAR 2022 / 2023: (Provision of training to Small Micro Medium Enterprises (“SMME”))**

2. **PURPOSE OF MEETING**

To discuss and consider the funding applications for the 2022 / 2023 financial year received from external bodies performing a Municipal function as provided by the Policy for the Funding of External Bodies Performing a Municipal Function, read with Section 80(2) of the Municipal Systems Act No. 32 of 2000.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

In terms of Section 7(2) of the Policy relating to External Bodies Performing a Municipal Function of which budget allocation are delegated to the Grants Committee to make recommendations to Council, as approved by Council.

The notices of the applications for the funding of bodies performing a municipal function were advertised in the Eikestadnuus and the Paarl Post, dated 21 April 2022, attached as **APPENDIX 1** of which the closing date to submit such applications was at 12:00 midday on 13 May 2022.

The following bodies submitted applications by the closing date for funding to perform the SMME Training function for Council for the 2022 / 2023 financial year:

Applicant	2022 / 2023 Funding Requested in Rand Value
Stellenbosch Network	235 000.00
Ranyaka	253 000.00
Total Funding Requested	488 000.00

With due regard for the importance of the Development and Training of Small Micro and Medium Enterprises (“SMME’s) to the South African economy it is necessary to give thought to Municipal funding against the desired outcomes, the capabilities and capacity of the funded entities to deliver quantifiable outcomes and practice safe stewardship of the funds granted.

MINUTES

**SPECIAL MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY**

2022-06-22

SPECIAL COUNCIL MEETING: 2022-06-22: ITEM 8.11.1**RESOLVED** (nem con)

- (a) that the amount of R235 000.00 be allocated to Stellenbosch Network for the 2022 / 2023 financial year; and
- (b) that the amount of R253 000.00 be allocated to Ranyaka Community Transformation NPC for the 2022 / 2023 financial year.

FOR FURTHER DETAILS, CONTACT:

NAME	Lesley van Gensen
POSITION	Manager: Economic Development and Tourism
DIRECTORATE	PLANNING AND ECONOMIC DEVELOPMENT
CONTACT NUMBERS	021 808 8179
E-MAIL ADDRESS	Lesley.vangensen@stellenbosch.gov.za
REPORT DATE	17 May 2022

8.11.2	CONSIDERATION OF APPLICATIONS RECEIVED: FUNDING OF EXTERNAL BODIES PERFORMING A MUNICIPAL FUNCTION AS PROVIDED BY THE POLICY FUNDING OF BODIES PERFORMING A MUNICIPAL FUNCTION, READ WITH SECTION 80(2) OF THE LOCAL GOVERNMENT SYSTEMS ACT, 32 OF 2000, FINANCIAL YEAR 2022 / 2023: (Local Tourism Organisations "LTO")
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Collaborator No:

IDP KPA Ref No:

Meeting Date: Grants: 2022-06-06 & Mayco: 2022-06-08 & Special Council: 22 June 2022

1. **SUBJECT: CONSIDERATION OF APPLICATIONS RECEIVED: FUNDING OF EXTERNAL BODIES PERFORMING A MUNICIPAL FUNCTION AS PROVIDED BY THE POLICY FUNDING OF BODIES PERFORMING A MUNICIPAL FUNCTION, READ WITH SECTION 80(2) OF THE LOCAL GOVERNMENT SYSTEMS ACT, 32 OF 2000, FINANCIAL YEAR 2022 / 2023: (Local Tourism Organisations "LTO")**

2. **PURPOSE OF MEETING**

To discuss and consider the funding applications for the 2022 / 2023 financial year received from external bodies performing a municipal function as provided by the Policy for the Funding of External Bodies Performing a Municipal Function, read with Section 80(2) of the Municipal Systems Act No. 32 of 2000.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

In terms of Section 7(2) of the Policy relating to External Bodies Performing a Municipal Function of which budget allocation are delegated to the Grants Committee to make recommendations to Council.

The notices of the applications for the funding of bodies performing a municipal function was advertised in the Eikestadnuus and the Paarl Post dated 21 April 2022, attached as **APPENDIX 1** of which the closing date to submit such applications was at 12:00 midday on 13 May 2022.

The following bodies submitted applications by the closing date for funding to perform the Tourism function for Council for the 2022 / 2023 financial year:

Applicant	2022 / 2023 Funding Requested in Rand Value
Franschhoek Wine Valley Tourism Association NPC	R2 424 149.00
Visit Stellenbosch NPC	R4 808 000.00
Total Funding Requested	R7 232 149.00

With due regard for the importance of Tourism to the South African economy it is necessary to give thought to municipal funding against the desired outcomes, the capabilities and capacity of the funded entities to deliver quantifiable outcomes and practice safe stewardship of the funds granted.

In the light of the above and the reasons submitted in this report the following is recommended to the Grants Committee for endorsement to Council for decision.

MINUTES

**SPECIAL MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY**

2022-06-22

SPECIAL COUNCIL MEETING: 2022-06-22: ITEM 8.11.2**RESOLVED** (nem con)

- (a) that the amount of R1 940 918.00 be allocated to Franschhoek Wine Valley Tourism Association NPC for the 2022 / 2023 financial year; and
- (b) that the amount of R3 775 000.00 be allocated to Visit Stellenbosch NPC for the 2022 / 2023 financial year.

FOR FURTHER DETAILS, CONTACT:

NAME	Lesley van Gensen
POSITION	Manager: Economic Development and Tourism
DIRECTORATE	PLANNING AND ECONOMIC DEVELOPMENT
CONTACT NUMBERS	021 808 8179
E-MAIL ADDRESS	Lesley.vanGensen@stellenbosch.gov.za
REPORT DATE	31 May 2022

8.11.3	PROPOSED URBAN REVITALISATION OF MILL SQUARE: REQUEST FOR STELLENBOSCH MUNICIPALITY TO UNDERTAKE AN INVESTIGATIVE PROCESS FOR THE REVITALISATION OF THE MILL SQUARE AND SURROUNDS
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Collaborator No:

IDP KPA Ref No: Valley of Opportunities

Meeting Date: Mayco: 2022-06-08 & Special Council: 2022-06-22

1. SUBJECT: PROPOSED URBAN REVITALISATION OF MILL SQUARE: REQUEST FOR STELLENBOSCH MUNICIPALITY TO UNDERTAKE AN INVESTIGATIVE PROCESS FOR THE REVITALISATION OF THE MILL SQUARE AND SURROUNDS

2. PURPOSE

To request approval to permit Shoprite Checkers Pty Ltd to undertake an investigative process for the urban revitalization of the Mill Square, at the full cost of Shoprite Checkers.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Shoprite Checkers has submitted a request to the Executive Mayor and the Municipal Manager to undertake an investigative process for the possible urban revitalization of Mill Square. The entire process and possible implementation of such initiatives will be for the cost of Shoprite Checkers. The purpose for this investigation is as a result of Shoprite Checkers owing the property known as Erf 6460, Stellenbosch. It should be noted that Shoprite Checkers has been a landowner and business operator in Stellenbosch since 1963.

The current Shoprite Checkers property is in close proximity to the Mill Square in Mill Street, as well as in close proximity to other historic buildings and sites, i.e. Die Braak and the Rhenish Church. Since the property owned by Shoprite Checkers accommodated the former Nieuwe Molen, Shoprite Checkers identified the Mill Square as a heritage resource and therefore this request to invest in the public project that will further enhance the rich history of the Stellenbosch town.

SPECIAL COUNCIL MEETING: 2022-06-22: ITEM 8.11.3

RESOLVED (nem con)

- (a) that Council supports the initiative and request from Shoprite Checkers to undertake an investigative process for the urban revitalization of Mill Square, see copy of letter from Shoprite Checkers attached as **APPENDIX 1** to this report;
- (b) that Council notes that all work in terms of the investigative process will be at the cost of Shoprite Checkers;

MINUTES

**SPECIAL MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY**

2022-06-22

- (c) that Council notes that the study area for such urban revitalization is contained within the study area as depicted within the draft Rhenish Complex & Surroundings Stellenbosch: Unlocking its Potential Report as drafted by Piet Louw on behalf of Council; and
- (d) that the final investigation report be resubmitted to Council for approval after the public participation process have been completed.

FOR FURTHER DETAILS CONTACT:

NAME	Craig Alexander
POSITION	Senior Manager: Development Planning
DIRECTORATE	Planning and Economic Development
CONTACT NUMBERS	021 808 8196
E-MAIL ADDRESS	Craig.alexander@stellenbosch.gov.za
REPORT DATE	06 June 2022

9.	CONSIDERATION OF ITEMS, REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS SUBMITTED VIA THE OFFICE OF THE MUNICIPAL MANAGER
9.1	MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC): [CLLR WF PIETERSEN]
9.1.1	CONSIDERATION OF EXPENDITURE INCURRED RELATING TO THE 2020/2021 FINANCIAL YEAR

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

17 June 2022 & 22 June 2022

1. SUBJECT: CONSIDERATION OF EXPENDITURE INCURRED RELATING TO THE 2020/2021 FINANCIAL YEAR

2. PURPOSE OF REPORT

To provide information regarding the irregular expenditure incurred in the 2020/2021 financial year and, to be recommended to and considered by Council to certify the expenditure as irrecoverable and to be written off by Council in terms of Section 32 of the MFMA.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

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

Expenditure was identified in the 2020/2021 financial year by the Auditor-General which was non-compliant with Council approved policies and the Municipal Financial Management Act. All known instances of non-compliance with legislation, which the Municipality is aware of and whose effects should be considered have been recorded.

SPECIAL COUNCIL MEETING: 2022-06-22: ITEM 9.1.1

RESOLVED (nem con)

- (a) that Council notes the circumstances as provided in the report;
- (b) that Council certifies the irregular expenditure to the amount of R R6 062 969.96 (including VAT) as irrecoverable; and
- (c) that Council writes off the irregular expenditure as irrecoverable in terms of the MFMA Section 32(2).

9.1.2	CONSIDERATION OF EXPENDITURE INCURRED RELATING TO THE 30% SUB-CONTRACTING REQUIREMENT NOT MET BY THE WINNING BIDDER. BSM/29/19: THE UPGRADE AND EXTENTION OF THE PNIEL WASTEWATER TREATMENT WORKS: CIVIL WORKS
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

17 June 2022 & 22 June 2022

1. SUBJECT: CONSIDERATION OF EXPENDITURE INCURRED RELATING TO THE 30% SUB-CONTRACTING REQUIREMENT NOT MET BY THE WINNING BIDDER. BSM/29/19: THE UPGRADE AND EXTENTION OF THE PNIEL WASTEWATER TREATMENT WORKS: CIVIL WORKS

2. PURPOSE OF REPORT

To provide information regarding the expenditure incurred for investigation by MPAC and to be recommended to and consideration by Council to certify the expenditure as irrecoverable and to be written off by Council in terms of Section 32(2) of the MFMA.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

BSM 29/19 was awarded to CSV MAZARIN JV on 16 August 2019 for R61 871 693.00. The expenditure with regard to the adjudication of BSM 29/19 for the Upgrade and Extension of the Pniel Wastewater Treatment Works amounts to R52 628 768.61 for the period since inception until 31 May 2022.

The Auditor-General in its final audit conclusion agreed that the municipality were not Materially Non-Complaint and that the municipality should in future clearly state whether it is applying SCM Regulation 4 (Pre-qualification) or SCM Regulation 9 (Sub-contracting) and that the irregular expenditure relating to the 2019/2020 financial year, is not considered to be material in aggregate, but that the municipality must disclose the irregular expenditure for 2020/2021 and going forward.

This item did serve before MPAC and was certified as irrecoverable and written-off by the municipal council, but council only considered the expenditure that was incurred up to that specific point. This return item is to consider the expenditure that was incurred subsequent to council's resolution.

Tender	Total Award	Expenditure previously certified as Irrecoverable by MPAC	Subsequent to Council resolution
BSM 29/19	R61 871 693	R26 856 264.80	R25 772 503.81

MINUTES

**SPECIAL MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY**

2022-06-22

SPECIAL COUNCIL MEETING: 2022-06-22: ITEM 9.1.2**RESOLVED** (nem con)

- (a) that Council notes the circumstances as provided in the report;
- (b) that Council certifies the irregular expenditure to the amount of R25 772 503.81 (including VAT) to CSV MAZARIN JV as irrecoverable; and
- (c) that Council writes off the irregular expenditure as irrecoverable in terms of the MFMA Section 32(2).

FOR FURTHER DETAILS CONTACT:

NAME	Kevin Carolus
POSITION	<i>Chief Financial Officer</i>
DIRECTORATE	<i>Financial Services</i>
CONTACT NUMBERS	<i>021 808 8528</i>
E-MAIL ADDRESS	Kevin.Carolus@stellenbosch.gov.za
REPORT DATE	<i>13 June 2021</i>

9.1.3	CONSIDERATION OF EXPENDITURE INCURRED RELATING TO THE ADVERTISEMENT AND SUB-CONTRACTING REQUIREMENTS: BSM/30/19: THE UPGRADE AND EXTENTION OF THE PNIEL WASTEWATER TREATMENT WORKS
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

17 June 2022 & 22 June 2022

1. SUBJECT: CONSIDERATION OF EXPENDITURE INCURRED RELATING TO THE ADVERTISEMENT AND SUB-CONTRACTING REQUIREMENTS: BSM/30/19: THE UPGRADE AND EXTENTION OF THE PNIEL WASTEWATER TREATMENT WORKS

2. PURPOSE OF REPORT

To provide information regarding the expenditure incurred for investigation by MPAC and to be recommended to and consideration by Council to certify the expenditure as irrecoverable and to be written off by Council in terms of Section 32(2) of the MFMA.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

BSM 30/19 was awarded to INENZO WATER (PTY) LTD on the 27th of September 2019 for the amount of R 63 909 796.00 including VAT. The total expenditure incurred since inception of contract inclusive of VAT is R53 705 109.58. The expenditure with regard to the adjudication of BSM 30/19 for the Upgrade ad Extension of the Pniel Wastewater Treatment Works amounts to R53 705 109.58 for the period since inception until 31 May 2021.

Important to note is that the Auditor-General in its final audit conclusion agreed that the municipality were not Materially Non Complaint and that the municipality must in future clearly state whether it is applying SCM Regulation 4 (Pre-qualification) or SCM Regulation 9 (Sub-contracting) and that the irregular expenditure relating to the 2019/2020 financial year, is not considered to be material in aggregate, but that the municipality must disclose the irregular expenditure for 2020/2021 and going forward.

This item did serve before MPAC and was certified as irrecoverable and written-off by the municipal council, but council only considered the expenditure that was incurred up to that specific point. This return item is to consider the expenditure that was incurred subsequent to council's resolution.

Tender	Total Award	Expenditure previously certified as Irrecoverable by MPAC	Subsequent to Council resolution
BSM 30/19	R63 909 796	R9 135 130	R44 569 979.58

SPECIAL COUNCIL MEETING: 2022-06-22: ITEM 9.1.3**RESOLVED** (nem con)

- (a) that Council notes the circumstances as provided in the report;
- (b) that Council certifies the irregular expenditure to the amount of R44 569 979.58 (including VAT) to Inenzo Water (Pty) Ltd as irrecoverable; and
- (c) that Council writes off the irregular expenditure as irrecoverable in terms of the MFMA Section 32(2).

FOR FURTHER DETAILS CONTACT:

NAME	Kevin Carolus
POSITION	Chief Financial Officer
DIRECTORATE	Financial Services
CONTACT NUMBERS	021 808 8528
E-MAIL ADDRESS	Kevin.Carolus@stellenbosch.gov.za
REPORT DATE	13 June 2022

9.1.4	CONSIDERATION OF EXPENDITURE INCURRED RELATING TO LOCAL PRODUCTION AND CONTENT
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

17 June 2022 & 22 June 2022

1. SUBJECT: CONSIDERATION OF EXPENDITURE INCURRED RELATING TO LOCAL PRODUCTION AND CONTENT

2. PURPOSE OF REPORT

To provide information regarding the irregular expenditure incurred relating to local production and content and, to be recommended and considered by Council to certify the expenditure as irrecoverable and to be written off by Council as per the Stellenbosch Municipal Supply Chain Management Policy (2020/2021) embodied from the principles as specified in the Preferential Procurement Regulations of 2017.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Preferential Procurement Regulations (PPR) 2017, PPR 8(2), requires that, an organ of the state must, in case of a designated sector, advertise the invitation to tender with a specific condition that only locally produced or locally manufactured goods, meeting the stipulated minimum threshold for local production and content, will be considered.

The Auditor-General, in its findings during the 2017/2018 financial year, identified that the Municipality did not include a specific condition that local production and content is applicable when inviting bidders to tender (advertisement). Furthermore, the Municipality also did not include the local production and content in the bid documents (MBD 6.2) and the suppliers declared accordingly. The Auditor-General concluded that the tender award does not comply with Preferential Procurement Regulations 2017.

However, the Municipality disagrees with the findings of the Auditor-General, as the PPFA Regulations of 2017 does not stipulate in brackets (advertisement) as alluded in the findings. In order to advertise, the invitation to tender places emphasis on the tender document that need to include the minimum thresholds (MBD6.2) that are advertised as a complete document and from which potential bidders submit bid offers.

Irregular expenditure is defined in the Municipal Finance Management Act (Act 56 of 2003) as expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the supply chain management policy of the municipality or entity or any of the municipality's by-laws giving effect to such policy, and which has not been condoned in terms of such policy or by-law. Furthermore, expenditure incurred means the amounts that were expensed, or work done, therefore the MPAC and municipal council can only consider amounts already expensed.

This item did serve before MPAC and was certified as irrecoverable and written-off by the municipal council, but council only considered the expenditure that was incurred up to that specific point. This return item is to consider the expenditure that was incurred subsequent to council's resolution.

SPECIAL COUNCIL MEETING: 2022-06-22: ITEM 9.1.4**RESOLVED** (nem con)

- (a) that Council notes the circumstances as provided in the report;
- (b) that Council certifies the irregular expenditure to the amount of R1 132 551.60 (including VAT) as irrecoverable; and
- (c) that Council writes off the irregular expenditure as irrecoverable in terms of the MFMA Section 32(2).

FOR FURTHER DETAILS CONTACT:

NAME	Kevin Carolus
POSITION	Chief Financial Officer
DIRECTORATE	Financial Services
CONTACT NUMBERS	021 808 8528
E-MAIL ADDRESS	Kevin.Carolus@stellenbosch.gov.za
REPORT DATE	13 June 2022

9.2	REPORTS BY THE MUNICIPAL MANAGER
9.2.1	IMPLEMENTATION OF THE DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS OF DIFFERENT MEMBERS OF MUNICIPAL COUNCILS

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

Special Council: 22 June 2022

1. SUBJECT: IMPLEMENTATION OF THE DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS OF DIFFERENT MEMBERS OF MUNICIPAL COUNCILS

2. PURPOSE OF REPORT

To inform Council of the provisions of Notice 46470 dated 2 June 2022 published in Government Gazette 2126 dated 2 June 2022 in regard to the determination of the upper limits of salaries allowances and benefits for different members of Municipal Councils and to request Council to resolve on the implementation of the provisions.

3. DELEGATED AUTHORITY

The notice is published annually in terms of the Remuneration of Public Office Bearers Act, Act 20 of 1998. The notice requires full council to resolve on the implementation of the provisions in the Upper Limits Notice.

4. EXECUTIVE SUMMARY

The Minister of Local Government annually publishes a notice that provides for the upper limits of salaries, allowances and benefits of different members of Municipal Councils. The notice that provides for the period 1 July 2021 to 30 June 2022 was published on 2 June 2022 and is attached hereto as **APPENDIX 1**.

The provisions indicate an upper limit increase of around 3% for full-time and part-time Councillors. The cell phone allowances in the provisions are R3 400.00 per month inclusive of mobile data. In the previous upper limits determination, the mobile data was a separate allowance of R300 per month.

Council resolved during 2017 to provide laptops to all Councillors as a tool of the trade. Agendas are now distributed electronically.

The notice requires Council to consider the provisions and by resolution of a supporting vote of the majority of its members to determine the implementation of the provisions as set out in the Notice. Stellenbosch Municipality is a category 4 (66.67) municipality as indicated in the calculations in **APPENDIX 2**. In making the decision the Municipal Council must have regard to the financial situation of the municipality and the affordability of implementing the provisions set out in the Notice. A copy of the financial implications is attached as **APPENDIX 2**. The Municipality must get the concurrence of the Member for Local Government in the Province before the Council resolution can be implemented.

The tools of the trade make provision that security may be provided to the Executive Mayor, Speaker, and other councillors subject to a threat and risk analysis by the South African Police Service. In deciding on whether to grant tools of the trade Council has to take into account accessibility, affordability and cost control, equity, flexibility, simplicity, transparency, accountability and value of tools of trade.

SPECIAL COUNCIL MEETING: 2022-06-22: ITEM 9.2.1**RESOLVED** (nem con)

- (a) that Council notes the provisions of Notice 46470 dated 2 June 2022;
- (b) that Council approves the implementation of the Upper Limits of the annual remuneration packages of full-time and part-time councillors as set out in paragraphs 5 to 8 of Government Notice 46470 dated 2 June 2022 from 1 July 2021;
- (c) that the implementation be effected by the Administration after due process has been followed and the MEC has given his concurrence with Council's resolutions;
- (d) that Council approves a cell phone allowance of R3 400 per month to all councillors;
- (e) that Council notes that the total cost for the Municipality of all councillor salaries, allowances and reimbursement benefits will amount to R20 840 075 which expenditure is within the budgeted amount;
- (f) that it be noted that all councillors have been provided with the opportunity to receive a laptop as a tool of trade and that the tools of trade as set out in paragraph 15(1)(b), (d) be extended to councillors as indicated in the Notice as well as business cards and diaries to all councillors;
- (g) that Part-time Proportional Representation (PR) Councillors to have access to multi-digital facilities including facsimile, printer, photocopier and scanner through the office of the Speaker or Council Whip. It is noted that such facilities are available to part-time ward councillors at the ward office;
- (h) that Council considered the provision of security under the circumstances set out in item 14 (g) in the Notice, subject to a threat and risk assessment as and when required and after the elements referred to, that has to be taken into account, is available for Council consideration; and
- (i) that the written concurrence from the Minister of Local Government in the Western Cape be obtained for the payment of the above salaries, allowances and reimbursement benefits retrospectively as from 1 July 2021, before it be implemented.

FOR FURTHER DETAILS CONTACT:

NAME	Annalene de Beer
POSITION	<i>Director Corporate Services</i>
DIRECTORATE	<i>Corporate Services</i>
CONTACT NUMBERS	<i>021-808 8018</i>
E-MAIL ADDRESS	<i>Annalene.debeer@ Stellenbosch.gov.za</i>
REPORT DATE	<i>8 June 2022</i>

9.2.2	NOTICE: UPPER LIMITS OF TOTAL REMUNERATION PACKAGES PAYABLE TO MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO MUNICIPAL MANAGERS
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

Special Council: 22 June 2022

1. **SUBJECT: NOTICE: UPPER LIMITS OF TOTAL REMUNERATION PACKAGES PAYABLE TO MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO MUNICIPAL MANAGERS**

2. **PURPOSE**

To inform Council of the notice providing for the Upper Limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers (hereafter referred to as S56 Managers) from 1 July 2020.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

Council, when it comes to the remuneration aspect of the contract, appoints a Municipal Manager or a Manager reporting to the Municipal Manager based on the Upper Limit notice applicable to that financial year. The Local Government: Regulations on the Appointment and Conditions of Employment of Senior Managers dated 17 January 2014 provides in Regulation 35 that the Minister **must** annually determine the remuneration packages of the Municipal Manager and Senior Managers through the publication of a notice in the Government Gazette. Such notice is supposed to be published before 31 March every year to be applicable from 1 July of that year. The notice for the 2020/21 financial year was only published on 18 March 2022. A copy of the notice is attached as **ANNEXURE A**.

The recent notice indicates that a 0% cost of living adjustment to the upper limits applicable Municipal Manager and S56 Managers for the 2020/21 financial year.

The Municipal Manager and S56 Managers are required too always be available to assist Councillors, the Greater Stellenbosch Community, Staff, various spheres of Government, as well as Businesses, telephonically. The actual cellphone cost of the Municipal Manager and S56 Managers frequently exceeds the current cellphone allowance and they do not claim the excess expenditure from Council.

Councillors, just as the Municipal Manager and S56 Managers must also be always available therefor it is requested to bring the allowance of the Municipal Manager and S56 Managers in line with the cellphone allowance of Councillors.

SPECIAL COUNCIL MEETING: 2022-06-22: ITEM 9.2.2**RESOLVED** (nem con)

- (a) that Council takes note of the zero percent (0%) cost of living adjustment to the Upper Limits of the total remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers for the 2020/21 financial year; and
- (b) that the cellphone allowance of the Municipal Manager and S56 Managers be brought in line with the allowances of Councillors and that the Cellphone allowance policy be amended.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Annalene de Beer</i>
POSITION	<i>Director Corporate Services</i>
DIRECTORATE	<i>Corporate Services</i>
CONTACT NUMBERS	<i>021 – 808 8018</i>
E-MAIL ADDRESS	<i>Annalene.debeer@stellenbosch.gov.za</i>
REPORT DATE	<i>8 June 2022</i>

9.2.3	ADOPTION OF REVISED SYSTEM OF DELEGATIONS
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

Special Council: 22 June 2022

1. SUBJECT: ADOPTION OF REVISED SYSTEM OF DELEGATIONS

2. PURPOSE

To submit the proposed amended System of Delegations for adoption by Council which will replace the existing System of Delegations approved by Council on 23 November 2021.

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 and the power to set tariffs, to decide to enter into a service delivery agreement in terms of section 76(b) and to approve or amend the municipality's integrated development plan, to any of the municipality's other 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 existing System of Delegations was adopted by Council on 23 November 2021 and it was resolved that it be reviewed and brought back to Council before 30 June 2022. The delegations have now been reviewed to include decisions made by Council since the previous review in July 2020 as well as the changes to legislation in the Structures Amendment Act 3/21. It also includes the delegations as per the new draft Rules of Order By-law.

SPECIAL COUNCIL MEETING: 2022-06-22: ITEM 9.2.3**RESOLVED** (nem con)

- (a) that Council adopts the attached amended System of Delegations as set out in **APPENDIX 1** as the primary source of the delegations from 1 July 2022;
- (b) that Council takes note that by-laws or policies which are in the process of being revised and that is not included in the delegations, will be taken up in the delegations administratively after the approval of the amended by-law or policy and the current delegations attached to those bylaws and policies remains in affect 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 Council the delegated powers designated to them in terms of **APPENDIX 1**.

FOR FURTHER DETAILS CONTACT:

NAME	A M C de Beer
POSITION	Director: Corporate and Strategic Services
DIRECTORATE	Corporate and Strategic Services
CONTACT NUMBERS	021 807 8018
E-MAIL ADDRESS	Annalene.deBeer@stellenbosch.gov.za
REPORT DATE	14 June 2022

9.2.4	EXTENSION OF THE EXISTING APPOINTMENT OF WASTE CARRIERS FOR THE AWARDED TENDER BSM 66/20 FOR THE PROVISION OF WASTE CONTAINERS AND WASTE TRANSPORTATION SERVICES BETWEEN WASTE DISPOSAL FACILITIES FOR THE STELLENBOSCH MUNICIPALITY
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance & Compliance

Special Council: 22 June 2022

1. SUBJECT: EXTENSION OF THE EXISTING APPOINTMENT OF WASTE CARRIERS FOR THE AWARDED TENDER BSM 66/20 FOR THE PROVISION OF WASTE CONTAINERS AND WASTE TRANSPORTATION SERVICES BETWEEN WASTE DISPOSAL FACILITIES FOR THE STELLENBOSCH MUNICIPALITY

2. PURPOSE

To obtain the necessary approval for the extension of the contract for waste transportation services between waste disposal facilities for the Stellenbosch Municipality.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

BSM 66/20 was awarded in the 2019/20 financial year as a rates tender for a three (3) year contract period. The Directorate has drafted a new tender specification which has been approved (B/SM 39/22) and was advertised on 30 April 2022. There will not be sufficient time to conclude the Supply Chain process that entails evaluation, award and appeal period of 21 days thereafter, to enable the new contractor to commence services on 01 July 2022. The Directorate wishes to extend the current period of the tender by two (2) months or until the new service provider is successfully appointed and the tender implemented, whichever comes first. This will ensure for continued service delivery until such time a new service provider is in place.

The Section 116 notice was placed in the local newspaper (Eikestad News) on 26 May 2022 to invite comments from the community. The commenting period was from 26 May 2022 – 16 June 2022. No comments or objections were received by 16 June 2022.

SPECIAL COUNCIL MEETING: 2022-06-22: ITEM 9.2.4

RESOLVED (nem con)

- (a) that Council notes that no comments were received during the public participation process;
- (b) that Council supports the tender (B/SM 66/20) term increase in terms of MFMA Section 116(3); and
- (c) that Council notes that reasonable notice of the intention to amend the contract or agreement i.t.o. Section 116(3) (b)(i) were given.

9.2.5	PROCESS FOR OUTDOOR DINING ENCROACHMENTS: WAY FORWARD
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Collaborator No:

IDP KPA Ref No:

Good Governance

Meeting Date:

22 June 2022

1. SUBJECT: PROCESS FOR OUTDOOR DINING ENCROACHMENTS: WAY FORWARD

2. PURPOSE

To inform Council of the process that will be used to regulate outdoor dining activities going forward.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Stellenbosch is a unique town. Residents, Students, Local Visitors, and International Tourists alike enjoy the variety of restaurants, cafes, wine bars and coffee shops that are on offer. Restaurants spilling onto sidewalks and patrons enjoying meals and drinks beneath giant oak tree canopies have become synonymous with our town. As a municipality, we fully embrace the uses and opportunities that outdoor dining brings and we want to work with Business Owners to preserve this unique character. In the same vein we want to ensure that everyone, especially people with limited mobility, can make use of sidewalks safely.

It has become prudent for the Municipality to standardise the outdoor dining operations to ensure that everyone operates within the confines of the law.

Going forward all businesses that offer outdoor dining must apply or re-apply for a lease of the space outside their shopfront.

This approach will standardise the approval process of the leases and replace the current encroachments. The Municipality strives to create an environment that is conducive to economic activity while at the same time addressing all the current violations. The current encroachment approach is outdated and not in compliance with the latest legislation.

The Municipality has over the past two months done an audit on the businesses between Dorp Street and Victoria Street, Bird Street and Drostdy Street that make use of outdoor dining and has placed them in the following groupings:

1. restaurants that operate with an earlier approved encroachment;
2. restaurants that applied for an encroachment, but have not received feedback;
3. restaurants that are operating, but have not applied before 1 June 2022; and
4. restaurants that started operating after 1 June 2022.

The Municipality have also looked at the businesses who are not restaurants. But are trading on the sidewalks without approval.

The Asset Transfer Regulations determine that if a person wants rights on Council property it must be dealt with in a specific manner. The current encroachment process is not the correct manner in which to do the rights allocation and all the encroachment agreements are open ended and is not allowed in terms of the regulations as it comes down to a permanent transfer of the asset.

There will be a communication to the public attached as **ANNEXURE 1**.

All the restaurants will be given 30 days' notice to apply for a Lease Agreement and the application will then be processed by the administration. For this purpose, a new application form was designed that will be provided to all businesses that clearly stipulates what is required for their application to be considered.

Due to the number of applications that is expected it is proposed that the approval of agreements of 3 years and less be delegated to the Municipal Manager. The Municipal Manager can refer any of the applications to the Executive Mayor in consultation with the Mayoral committee.

The first restaurant that went through this new process was Meraki on the corner of Church and Ryneveld Streets. The item was dealt with by the Executive Mayor in consultation with the Mayoral Committee and it was recommended that on a first instance these types of leases do not run longer than three years before a renewal application would be required.

SPECIAL COUNCIL MEETING: 2022-06-22: ITEM 9.2.5

RESOLVED (nem con)

- (a) that Council takes note of the intended communication to the public;
- (b) that Council takes note that all restaurants and business will be given notice to apply/re-apply for a lease to use council property for outdoor dining purposes; and
- (c) that the approval of the leases of three (3) years and less be delegated to the Municipal Manager for approval.

FOR FURTHER DETAILS CONTACT:

NAME	Annalene de Beer
POSITION	Director Corporate Services
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-808 8018
E-MAIL ADDRESS	Annalene.deBeer@stellenbosch.gov.za
REPORT DATE	15 June 2022

9.2.6	STATUS REPORT ON STELLENBOSCH MUNICIPALITY PARKING PROVISION
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KINDLY NOTE: THIS ITEM WAS WITHDRAWN FROM THE AGENDA.

The meeting adjourned at 12:50.

CHAIRPERSON:

DATE:

Confirmed on **with**

8.	STATUTORY MATTERS
8.1	APPROVED TOP LAYER (TL) SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2022/23

Collaborator No: 732510
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 20 July 2022 and 27 July 2022

1. SUBJECT: APPROVED TOP LAYER (TL) SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2022/23

2. PURPOSE

To inform the Council that the Executive Mayor has approved the Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) 2022/23.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Section 53(1)(c)(ii) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA) requires the Executive Mayor of a municipality to take all reasonable steps to ensure that the municipality's Service Delivery and Budget Implementation Plan (SDBIP) is approved by the mayor within 28 days after the approval of the budget.

The TL SDBIP 2022/23 was approved by the Executive Mayor on 22 June 2022, which falls within the prescribed 28 days after the approval of the Budget.

The TL SDBIP 2022/23 is herewith submitted to Council for notification.

5. RECOMMENDATIONS

- (a) that Council **TAKE NOTE** of the approved TL SDBIP 2022/23 attached hereto as **ANNEXURE A**;
- (b) that Council **TAKE NOTE** that the approved TL SDBIP 2022/23 has been made public within 10 working days after the approval of the TL SDBIP 2022/23 and duly submitted to the MEC for Local Government in the Province; and
- (c) that Council **TAKE NOTE** that the Approved TL SDBIP 2022/23 must be read together with the Fifth Generation Integrated Development Plan (IDP) 2022 – 2027 and that the performance indicators and targets contained in the approved TL SDBIP 2022/23 be considered to have been made in the IDP to ensure accurate technical alignment between the IDP 2022 – 2027 and the TL SDBIP 2022/23.

6. DISCUSSION**6.1. Background**

The Draft Top Layer SDBIP 2022/23 was made public for public participation in April 2022 as part of the IDP and Budget consultative process.

The Municipal Manager, Chief Financial Officer (CFO), Directors and all affected managers participated in the setting of key performance indicators and targets.

The Municipal IDP and Budget were approved by Council on 29 May 2022. As a result, the TL SDBIP 2022/23 was submitted to the Executive Mayor for consideration on 12 June 2022, which was subsequently approved on 22 June 2022.

The Council should note that the provisions of the MFMA allow the Executive Mayor to approve the TL SDBIP within 28 days after the approval of the Budget. The local community was notified in terms of Regulation 19 of the Local Government: Municipal Budget and Reporting Regulations, 2009.

The approved TL SDBIP 2022/23 must be read together with the approved Fifth Generation IDP 2022 – 2027.

6.2. Financial Implications

There are no financial implications beyond that which was approved in the 2022/23 MTRF Budget.

6.3. Legal Implications

In terms of Section 53(1)(c)(ii) the mayor of a municipality must take all reasonable steps to ensure that the municipality's service delivery and budget implementation plan is approved by the mayor within 28 days after the approval of the budget.

6.4. Staff Implications

This report has no staff implications for the municipality.

6.5. Risk Implication

None

6.6. Comments from Senior Management**6.6.1. Director: Community and Protection Services**

Supported

6.6.2. Chief Financial Officer

Supported

6.6.3. Director: Infrastructure Services

Supported

6.6.4. Director: Corporate Services

Supported

6.6.5. Director: Planning and Economic Development

Supported

6.6.6. Comments from the Municipal Manager

Supported

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2022-07-20: ITEM 6.1

- (a) that Council **TAKE NOTE** of the approved TL SDBIP 2022/23 attached hereto as **ANNEXURE A**;
- (b) that Council **TAKE NOTE** that the approved TL SDBIP 2022/23 has been made public within 10 working days after the approval of the TL SDBIP 2022/23 and duly submitted to the MEC for Local Government in the Province; and
- (c) that Council **TAKE NOTE** that the Approved TL SDBIP 2022/23 must be read together with the Fifth Generation Integrated Development Plan (IDP) 2022 – 2027 and that the performance indicators and targets contained in the approved TL SDBIP 2022/23 be considered to have been made in the IDP to ensure accurate technical alignment between the IDP 2022 – 2027 and the TL SDBIP 2022/23.

ANNEXURES**ANNEXURE A:** Approved TL SDBIP 2022/23**FOR FURTHER DETAILS CONTACT:**

NAME	Geraldine Mettler
POSITION	Municipal Manager
DIRECTORATE	Office of the Municipal Manager
CONTACT NUMBERS	021 808 8025
E-MAIL ADDRESS	mm@stellenbosch.gov.za
REPORT DATE	07 July 2022

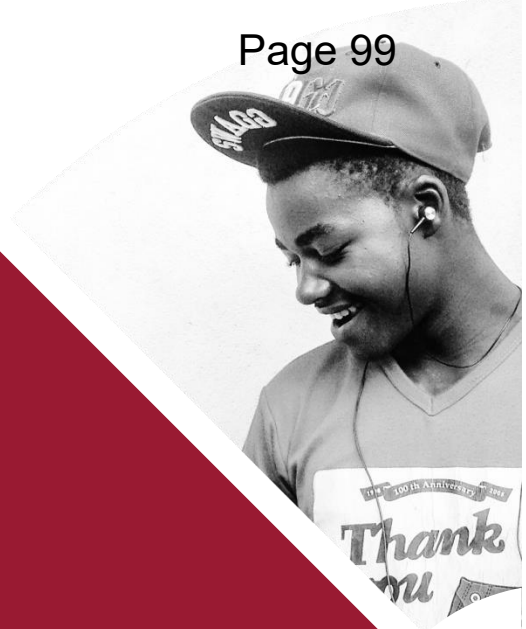
ANNEXURE A



STELLENBOSCH

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**TOP LAYER SERVICE DELIVERY
AND BUDGET IMPLEMENTATION
PLAN 2022/23**

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1. MUNICIPAL MANAGER'S QUALITY CERTIFICATE

I, Geraldine Mettler, the Municipal Manager of the Stellenbosch Municipality, hereby submit the Final Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) for the 2022/23 financial year for consideration by the Executive Mayor. This Final TL SDBIP 2022/23 has been prepared in terms of the stipulated requirements as documented in the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) and regulations made under this Act.



GERALDINE METTLER
MUNICIPAL MANAGER

Date: 22 June 2022

2. EXECUTIVE MAYOR'S CERTIFICATE OF APPROVAL

I, Gesie Van Deventer, in my capacity as the Executive Mayor of the Stellenbosch Municipality, hereby submit the approved Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) for the 2022/23 financial year to Council for notification, as required in terms of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) and the regulations made under this Act.



**CLLR ADV GESIE VAN DEVENTER
EXECUTIVE MAYOR**

Date: 22 June 2022

3. IMPLEMENTATION, MONITORING AND REVIEW – ONE YEAR

The Local Government: Municipal Finance Management, 2003 (Act No. 56 of 2003) (MFMA) requires that municipalities prepare a Service Delivery and Budget Implementation Plan (SDBIP) as a strategic financial management tool to ensure that budgetary decisions that are adopted by municipalities for the financial year are aligned with their strategic planning tool, the Integrated Development Plan (IDP). The SDBIP is a contract between Council, the administration and the community. It gives effect to the IDP and budget of the municipality.

The municipal budget shall give effect to the Strategic Focus Areas (SFAs) as contained in the IDP. The Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) shall contain details on the execution of the budget and information on programmes and projects. Quarterly, half-yearly and annual performance reports must also be submitted to Council as a means to monitor the implementation of the predetermined objectives as contained in the IDP.

The SDBIP is a one-year detailed implementation plan which gives effect to the IDP and Budget of the Municipality. It is a contract between the administration, Council and community expressing the goals and objectives set by Council as quantifiable outcomes that can be implemented by the administration over the next twelve months. This provides the basis for measuring the performance in service delivery against end-year targets and implementing the budget.

Indicators developed for the Stellenbosch Municipality address the SFAs of the municipality. The municipality utilises the one-year TL SDBIP to ensure that it delivers on its service delivery mandate by indicating clear indicators and targets. These indicators also form the basis of the performance plans of the Municipal Manager and Directors, hence, the Municipal Manager and Directors are being evaluated on the approved TL SDBIP indicators.

The **five** necessary components are:

1. Monthly projections of revenue to be collected for each month;
2. Monthly projections of expenditure (operating and capital) and revenue for each vote;
3. Quarterly projections of service delivery targets and performance indicators;
4. Ward information for expenditure and service delivery; and
5. Detailed capital works plan broken down by ward over three years.

TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2022/23: PER STRATEGIC FOCUS AREA (SFA)

4.1 SFA 1 - VALLEY OF POSSIBILITY

SFA 1 – Valley of Possibility														
IDP Ref No	Ref no.	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2020/21))	Annual Target 2022/23	TOP LAYER: Service Delivery and Budget Implementation Plan				Delivery Indicator
										Q1	Q2	Q3	Q4	
KPI001	TBC	Planning and Economic Development	Submission of the Economic Development Strategy to the MayCo	Number of Economic Development Strategies submitted to the MayCo by 31 March	Programme	ALL	1 per annum	New KPI	1 Economic Development Strategy submitted to the MayCo by 31 March	N/A	N/A	1	N/A	Output
KPI003	TBC	Planning and Economic Development	The number of jobs created through the municipality's local economic development initiatives including capital projects (NKPI Proxy - MSA, Reg. S10(d))	Number of job opportunities created through the municipality's local economic development initiatives including capital projects by 30 June	Programme	ALL	1 400 per annum	1 129	1 400 job opportunities created by 30 June	400 (400)	900 (900)	1 100 (1 100)	1 400 (1 400)	Output
KPI004	TBC	Planning and Economic Development	Submission of Land-use applications to the Municipal Planning Tribunal (MPT) within 120 days from the conclusion of the administrative processing of the application	Percentage of land-use applications submitted to the MPT within 120 days from the conclusion of the administrative processing of the application	Programme	ALL	80% per annum	58%	80% of land-use applications submitted to the Municipal MPT within 120 days from the conclusion of the administrative processing of the application	80%	80%	80%	80%	Output
KPI005	TBC	Planning and Economic Development	Provide training opportunities to entrepreneurs and Small, Medium and Micro Enterprises (SMMEs)	Number of quarterly training opportunities provided to entrepreneurs and SMMEs	Programme	All	4 per annum	5	4 quarterly training opportunities provided to entrepreneurs and SMMEs	1 (1)	1 (2)	1 (3)	1 (4)	Output

SFA 1 – Valley of Possibility

IDP Ref No	Ref no.	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2020/21))	Annual Target 2022/23	TOP LAYER: Service Delivery and Budget Implementation Plan				Delivery Indicator
										Q1	Q2	Q3	Q4	
KPI006	TBC	Planning and Economic Development	Submission of the revised Spatial Development Framework (SDF) to the Council	Number of revised SDFs submitted to the Council by 30 June	Programme	All	1 per annum	New KPI	1 revised SDF submitted to the Council by 30 June	N/A	N/A	N/A	1	Output
KPI007	TBC	Planning and Economic Development	Submission of the revised Housing Pipeline (document) to the MayCo	Number of revised Housing Pipelines (document) submitted to the MayCo by 31 May	Programme	ALL	1 per annum	1	1 revised Housing Pipeline (document) submitted to the MayCo by 31 May	N/A	N/A	N/A	1	Output

4.2 SFA 2 - GREEN AND SUSTAINABLE VALLEY

SFA 2 – Green and Sustainable Valley														
IDP Ref No	Ref no.	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2020/21))	Annual Target 2022/23	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Delivery Indicator
										Q1	Q2	Q3	Q4	
KPI014	TBC	Planning and Economic Development	Process building plan applications of <500sqm within 30 days after the date of receipt	Percentage of building plan applications of <500sqm processed within 30 days after the date of receipt	Programme	All	75% per annum	64.30%	75% of building plan applications of <500sqm processed within 30 days after the date of receipt	75%	75%	75%	75%	Outcome
KPI016	TBC	Infrastructure Services	Reduce organic waste	Percentage of organic waste reduced by 30 June	Programme	All	20% per annum	48%	20% of organic waste reduced by 30 June	N/A	N/A	N/A	20%	Output
KPI020	TBC	Infrastructure Services	Conduct an External Audit of the Stellenbosch Municipal Waste Disposal Facilities	Number of external audits of the Stellenbosch Municipal Waste Disposal Facilities conducted by 30 June	Programme	All	1 per annum	1	1 external audit of the Stellenbosch Municipal Waste Disposal Facilities conducted by 30 June	N/A	N/A	N/A	1	Output
KPI021	TBC	Infrastructure Services	Implementation of identified waste minimisation projects	Number of identified waste minimisation projects implemented by 30 June	Programme	All	2 per annum	2	2 identified waste minimisation projects implemented by 30 June	N/A	N/A	1 (1)	1 (2)	Output
KP022	TBC	Infrastructure Services	Wastewater quality measured into the Department of Water and Sanitation's License Conditions for physical and micro parameters	Percentage of wastewater quality compliance as per the analysis certificate, measured quarterly	Programme	All	70% per annum	51%	70% of wastewater quality compliance as per the analysis certificate, measured quarterly	70%	70%	70%	70%	Outcome

4.3 SFA 3 - SAFE VALLEY

SFA 3 – Safe Valley														
IDP Ref No	Ref no.	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result 2020/21)	Annual Target 2022/23	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Delivery Indicator
										Q1	Q2	Q3	Q4	
KPI024	TBC	Community and Protection Services	Submission of the revised Disaster Management Plan to the Municipal Manager	Number of revised Disaster Management Plans submitted to the Municipal Manager by 31 March	Programme	All	1 per annum	1	1 revised Disaster Management Plan submitted to the Municipal Manager by 31 March	N/A	N/A	1	N/A	Output
KPI025	TBC	Community and Protection Services	Submission of the revised Safety and Security Strategy to the Municipal Manager	Number of revised Safety and Security Strategies submitted to the Municipal Manager by 30 April	Programme	All	1 per annum	1	1 revised Safety and Security Strategy submitted to the Municipal Manager by 30 April	N/A	N/A	N/A	1	Output
KPI026	TBC	Community and Protection Services	Submission of the revised Traffic Management Plan to the Municipal Manager	Number of revised Traffic Management Plans submitted to the Municipal Manager by 31 March	Programme	All	1 per annum	1	1 revised Traffic Management Plan submitted to the Municipal Manager by 31 March	N/A	N/A	1	N/A	Output

4.4 SFA 4 - DIGNIFIED LIVING

SFA 4 – Dignified Living														
IDP Ref No	Ref no.	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2020/21))	Annual Target 2022/23	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Delivery Indicator
										Q1	Q2	Q3	Q4	
KPI027	TBC	Infrastructure Services	Installation of new standpipes	Number of new standpipes installed by 30 June	Programme	All	50 per annum	New KPI	50 new taps installed by 30 June	N/A	20 (20)	N/A	50 (50)	Outcome
KPI028	TBC	Infrastructure Services	Provision of waterborne toilet facilities in informal settlements as identified by the Department: Integrated Human Settlements	Number of waterborne toilet facilities provided in informal settlements as identified by the Department: Integrated Human Settlements by 30 June	Programme	All	50 per annum	0	50 waterborne toilet facilities provided in Informal settlements as identified by the Department: Integrated Human Settlements by 30 June	N/A	20 (20)	N/A	50 (50)	Outcome
KPI029	TBC	Infrastructure Services	Limit unaccounted electricity to less than 9% annually {(Number of Electricity Units Purchased and / or Generated - Number of Electricity Units Sold (incl. Free basic electricity)) / Number of Electricity Units Purchased and/or Generated} x 100}	Percentage of average electricity losses, measured by 30 June	Programme	All	<9% per annum	8.86%	<9% of average electricity losses measured by 30 June	N/A	N/A	N/A	<9%	Outcome
KPI030	TBC	Infrastructure Services	Water quality measured quarterly ito the SANS 241 physical and micro parameters	Percentage of water quality level as per the analysis certificate, measured quarterly	Programme	All	90% per annum	94.60%	90% of water quality level as per the analysis certificate, measured quarterly	90%	90%	90%	90%	Outcome

SFA 4 – Dignified Living

IDP Ref No	Ref no.	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2020/21))	Annual Target 2022/23	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Delivery Indicator
										Q1	Q2	Q3	Q4	
KPI031	TBC	Infrastructure Services	Limit unaccounted water to less than 25%	Percentage of average water losses, measured by 30 June	Programme	All	<25% per annum	14.90%	<25% of average water losses, measured quarterly	<25%	<25%	<25%	<25%	Outcome
KPI032	TBC	Financial Services	Registered indigent formal households with access to free basic water (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic water, measured quarterly	Programme	All	100% per annum	100%	100% of registered indigent formal households with access to free basic water, measured quarterly	100%	100%	100%	100%	Outcome
KPI033	TBC	Financial Services	Registered indigent formal households with access to free basic electricity provided by the municipality (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic electricity provided by the municipality, measured quarterly	Programme	All	65% per annum	71%	65% of registered indigent formal households with access to free basic electricity provided by the municipality, measured quarterly	65%	65%	65%	65%	Outcome
KPI034	TBC	Financial Services	Registered indigent formal households with access to free basic refuse removal (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic refuse removal, measured quarterly	Programme	All	100% per annum	100%	100% of registered indigent formal households with access to free basic refuse removal, measured quarterly	100%	100%	100%	100%	Outcome

SFA 4 – Dignified Living

IDP Ref No	Ref no.	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2020/21))	Annual Target 2022/23	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Delivery Indicator
										Q1	Q2	Q3	Q4	
KPI035	TBC	Financial Services	Registered indigent formal households with access to free basic sanitation (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic sanitation, measured quarterly	Programme	All	100% per annum	100%	100% of registered indigent formal households with access to free basic sanitation, measured quarterly	100%	100%	100%	100%	Outcome
KPI036	TBC	Financial Services	Formal households with access to water (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to water, measured quarterly	Programme	All	26 000 per annum	26 588	26 000 formal households with access to water, measured quarterly	26 000	26 000	26 000	26 000	Outcome
KPI037	TBC	Financial Services	Formal households with access to electricity (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to electricity, measured quarterly	Programme	All	26 000 per annum	26 588	26 000 formal households with access to electricity, measured quarterly	26 000	26 000	26 000	26 000	Outcome
KPI038	TBC	Financial Services	Formal households with access to refuse removal (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to refuse removal, measured quarterly	Programme	All	26 000 per annum	26 588	26 000 formal households with access to refuse removal, measured quarterly	26 000	26 000	26 000	26 000	Outcome
KPI039	TBC	Financial Services	Formal households with access to sanitation (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to sanitation, measured quarterly	Programme	All	26 000 per annum	26 588	26 000 formal households with access to sanitation, measured quarterly	26 000	26 000	26 000	26 000	Outcome

4.5 SFA 5 - GOOD GOVERNANCE AND COMPLIANCE

SFA 5 – Good Governance and Compliance														
IDP Ref No	Ref no.	Directorate	Indicator (Activity/ Project/ Programme/ Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result 2020/21)	Annual Target 2022/23	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Delivery Indicator
										Q1	Q2	Q3	Q4	
KPI040	TBC	Financial Services	Actual expenditure on the approved Capital Budget for the municipality by 30 June (NKPI - MSA, Reg. S10(c))	Percentage of the approved Capital Budget for the municipality actually spent by 30 June	Programme	All	90% per annum	86.54%	90% of the approved Capital Budget for the municipality actually spent by 30 June	10%	30%	60%	90%	Input
KPI041	TBC	Planning and Economic Development	Submission of the revised Integrated Zoning Scheme to the MayCo	Number of revised Integrated Zoning Schemes submitted to the MayCo by 30 June	Key Initiative	All	1 per annum	New KPI	1 revised Integrated Zoning Scheme submitted to MayCo by 30 June	N/A	N/A	N/A	1	Output
KPI042	TBC	Financial Services	Financial viability measured in terms of the available cash to cover fixed operating expenditure (NKPI Proxy - MSA, Reg. S10(g)(iii))	Cost coverage as at 30 June annually [(Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment] / Monthly Fixed Operational Expenditure excluding (Depreciation)	Programme	All	4 per annum	2.08	4	N/A	N/A	N/A	4	Input
KPI043	TBC	Financial Services	Achieve an average payment percentage of 96% by 30 June (Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	Programme	All	96% per annum	96%	96%	N/A	N/A	N/A	96%	Input

SFA 5 – Good Governance and Compliance

IDP Ref No	Ref no.	Directorate	Indicator (Activity/ Project/ Programme/ Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result 2020/21)	Annual Target 2022/23	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Delivery Indicator
										Q1	Q2	Q3	Q4	
KPI044	TBC	Office of the Municipal Manager	Employment equity appointments made within the financial year in the three highest levels of management	Percentage of employment equity appointments made within the financial year in the three highest levels of management, measured by 30 June	Programme	All	50% per annum	50%	50% of employment equity appointments made within the financial year in the three highest levels of management, measured by 30 June	N/A	N/A	N/A	50%	Output
KPI045	TBC	Corporate Services	The percentage of the actual payroll budget spent on implementing the Municipal Workplace Skills Plan (NKPI Proxy- MSA, Reg. S10(f))	Percentage of the municipality's payroll budget actually spent on implementing its Workplace Skills Plan ((Total Actual Training Expenditure / Total Annual payroll Budget) x 100), measured by 30 June	Programme	All	0.20% per annum	0.62%	0.20% of the municipality's payroll budget actually spent on implementing its Workplace Skills Plan ((Total Actual Training Expenditure / Total Annual payroll Budget) x100), measured by 30 June	N/A	N/A	N/A	0.20%	Input
KPI046	TBC	Financial Services	Financial viability measured in terms of the municipality's ability to meet its service debt obligations (NKPI Proxy - MSA, Reg. S10(g)(i))	Debt coverage ratio ((Total operating revenue - operating grants received) / (Debt service payments due within the year)) measured by 30 June	Programme	All	15% per annum	29.06%	15%	N/A	N/A	N/A	15%	Input
KPI047	TBC	Financial Services	Financial viability measured in terms of the outstanding service debtors (NKPI Proxy - MSA, Reg. S10(g)(ii))	Service debtors to revenue ratio – (Total outstanding service debtors / revenue received for services) measured by 30 June	Programme	All	27% per annum	8.86%	27%	N/A	N/A	N/A	27%	Input

SFA 5 – Good Governance and Compliance

IDP Ref No	Ref no.	Directorate	Indicator (Activity/ Project/ Programme/ Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result 2020/21)	Annual Target 2022/23	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Delivery Indicator
										Q1	Q2	Q3	Q4	
KPI048	TBC	Office of the Municipal Manager	Submission of the revised Risk-Based Audit Plan (RBAP) to the Audit and Performance Committee (APAC)	Number of revised RBAPs submitted to the APAC by 30 June	Programme	All	1 per annum	1	1 revised RBAP submitted to the APAC by 30 June	N/A	N/A	N/A	1	Output
KPI049	TBC	Office of the Municipal Manager	Submission of the Auditor General of South Africa (AGSA) Audit Action Plan (AAP) to the APAC	Number of AGSA Audit Action Plans submitted to the APAC by 28 February	Programme	All	1 per annum	0	1 AGSA Audit Action Plan submitted to the APAC by 28 February	N/A	N/A	1	N/A	Output
KPI050	TBC	Office of the Municipal Manager	Submission of the revised Strategic Risk Register (SRR) to the Risk Management Committee	Number of revised SRRs submitted to the Risk Management Committee by 30 June	Programme	All	1 per annum	1	1 revised SRR submitted to the Risk Management Committee by 30 June	N/A	N/A	N/A	1	Output
KPI051	TBC	Corporate Services	Submission of the revised Information and Communication Technology (ICT) Backup Disaster Recovery Plan to the ICT Steering Committee	Number of revised ICT Backup Disaster Recovery Plans submitted to the ICT Steering Committee by 31 March	Programme	All	1 per annum	1	1 revised ICT Backup Disaster Recovery Plan submitted to the ICT Steering Committee by 31 March	N/A	N/A	1	N/A	Output
KPI052	TBC	Corporate Services	Submission of the revised Strategic ICT Plan to the ICT Steering Committee	Number of revised Strategic ICT Plans submitted to the ICT Steering Committee by 31 March	Programme	All	1 per annum	1	1 revised Strategic ICT Plan submitted to the ICT Steering Committee by 31 March	N/A	N/A	1	N/A	Output
KPI053	TBC	Office of the Municipal Manager	Submission of the draft Integrated Development Plan (IDP) to the Council	Number of draft IDPs submitted to the Council by 31 March	Programme	All	1 per annum	1	1 draft IDP submitted to Council by 31 March	N/A	N/A	1	N/A	Output

SFA 5 – Good Governance and Compliance

IDP Ref No	Ref no.	Directorate	Indicator (Activity/ Project/ Programme/ Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result 2020/21)	Annual Target 2022/23	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Delivery Indicator
										Q1	Q2	Q3	Q4	
KPI054	TBC	Office of the Municipal Manager	Submission of the IDP / Budget / SDF time schedule (process plan) to the Council	Number of IDP / Budget / SDF time schedules (process plan) submitted to the Council by 31 August	Programme	All	1 per annum	1	1 IDP / Budget / SDF time schedule (process plan) submitted to Council by 31 August	1	N/A	N/A	N/A	Output
KPI055	TBC	Infrastructure Services	Submission of the revised Wastewater Master Plan to the Municipal Manager	Number of revised Wastewater Master Plans submitted to the Municipal Manager by 30 June	Programme	All	1 per annum	New KPI	1 revised Wastewater Master Plan submitted to the Municipal Manager by 30 June	N/A	N/A	N/A	1	Output
KPI058	TBC	Corporate Services	Submission of an Integrated Property Maintenance Plan to the Municipal Manager	Number of Integrated Property Maintenance Plans submitted to the Municipal Manager by 30 June	Key Initiative	All	1 per annum	New KPI	1 Integrated Property Maintenance Plan submitted to the Municipal Manager by 30 June	N/A	N/A	N/A	1	Output
KPI059	TBC	Office of the Municipal Manager	Submission of the revised Communication Policy to the MayCo	Number of revised Communication Policies submitted to the MayCo by 30 June	Key Initiative	All	1 per annum	New KPI	1 revised Communication Policy submitted to the MayCo by 30 June	N/A	N/A	N/A	1	Output
KPI060	TBC	Infrastructure	Submission of the revised Roads Master Plan to the Municipal Manager	Number of revised Roads Master Plans submitted to the Municipal Manager by 30 June	Programme	All	1 per annum	New KPI	1 revised Roads Master Plan submitted to the Municipal Manager by 30 June	N/A	N/A	N/A	1	Output

**Annexure A:
Revenue by source projections for the 2022/23 financial year**

Revenue by source projections for the 2022/2023 financial year

Revenue By Source	July	August	September	October	November	December	January	February	March	April	May	June
Property rates	-101 451 497	-28 676 762	-30 628 696	-30 386 035	-30 961 178	-30 944 890	-30 965 116	-30 952 072	-31 046 910	-30 974 146	-30 974 146	-30 980 000
Service charges - electricity revenue	-78 643 196	-70 462 578	-95 437 139	-77 635 936	-68 582 941	-48 227 930	-65 914 448	-69 303 083	-87 259 505	-61 764 436	-61 764 436	-61 767 515
Service charges - water revenue	-9 071 108	-12 623 383	-11 534 193	-12 549 679	-13 398 246	-14 039 551	-8 184 382	-18 245 005	-17 730 485	-19 802 232	-19 802 232	-19 802 211
Service charges - sanitation revenue	-16 776 486	-5 823 671	-8 438 231	-8 624 342	-8 119 346	-8 441 570	-8 650 629	-9 290 876	-8 187 045	-8 662 877	-8 662 877	-9 456 001
Service charges - refuse revenue	-18 670 451	-6 708 593	-6 600 111	-6 992 893	-6 908 795	-6 951 024	-6 982 278	-6 976 943	-7 083 541	-7 035 435	-7 029 439	-7 031 860
Rental of facilities and equipment	-1 294 826	-1 294 826	-1 294 826	-1 294 826	-1 294 826	-1 294 826	-1 294 826	-1 294 826	-1 294 826	-1 294 826	-1 294 826	-1 294 808
Interest earned - external investments	-1 699 777	-1 699 777	-1 699 777	-1 699 777	-1 699 777	-1 699 777	-1 699 777	-1 699 777	-1 699 777	-1 699 777	-1 699 777	-1 699 779
Interest earned - outstanding debtors	-836 400	-881 505	-925 335	-1 037 987	-938 552	-959 293	-1 033 828	-986 826	-959 864	-943 828	-943 828	-943 991
Fines, penalties and forfeits	-10 412 932	-10 412 932	-10 412 932	-10 412 932	-10 412 932	-10 412 932	-10 412 932	-10 412 932	-10 412 932	-10 412 932	-10 412 932	-10 412 922
Licences and permits	-494 502	-494 502	-494 502	-494 502	-494 502	-494 502	-494 502	-494 502	-494 502	-494 502	-494 502	-494 488
Agency services	-356 781	-356 781	-356 781	-356 781	-356 781	-356 781	-356 781	-356 781	-356 781	-356 781	-356 781	-356 777
Transfers and subsidies	-17 640 858	-17 640 858	-18 063 358	-17 640 858	-17 640 858	-18 063 358	-17 640 858	-17 640 858	-18 063 358	-17 640 858	-17 640 858	-18 063 412
Other revenue	-3 442 723	-3 442 723	-3 442 723	-3 442 723	-3 442 723	-3 442 723	-3 442 723	-3 442 723	-3 442 723	-3 442 723	-3 442 723	-3 442 672
Transfers and subsidies - capital (monetary allocations) (National/ Provincial and District)	-9 984 137	-9 984 137	-9 984 137	-9 984 137	-9 984 137	-9 984 137	-9 984 137	-9 984 137	-10 204 137	-9 984 137	-9 984 137	-9 984 143
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educational Institutions)	-2 750 000	-2 750 000	-2 750 000	-2 750 000	-2 750 000	-2 750 000	-2 750 000	-2 750 000	-2 750 000	-2 750 000	-2 750 000	-2 750 000
Grand Total	-273 525 674	-173 253 028	-202 062 741	-185 303 408	-176 985 594	-158 063 294	-169 807 217	-183 831 341	-200 986 386	-177 259 490	-177 253 494	-178 480 579

Annexure B:
Expenditure by type projections for the 2022/23 financial year

Expenditure by type projections for the 2022/2023 financial year

Expenditure by Type	July	August	September	October	November	December	January	February	March	April	May	June
Employee related costs	50 237 289.00	50 001 104.00	51 486 379.00	50 938 812.00	53 270 802.00	50 898 726.00	48 540 217.00	45 229 811.00	52 199 306.00	52 044 778.00	51 337 779.00	68 278 760.00
Remuneration of councillors	1 755 189.00	1 755 189.00	1 755 189.00	1 755 189.00	1 755 189.00	1 755 189.00	1 755 189.00	1 755 189.00	1 755 189.00	1 755 189.00	1 755 189.00	1 755 191.00
Debt impairment	-	-	24 475 000.00	-	-	24 475 000.00	-	-	24 475 000.00	-	-	24 416 971.00
Depreciation and asset impairment	17 000 714.00	17 068 944.00	17 034 480.00	17 069 451.00	17 027 283.00	17 008 703.00	17 069 771.00	17 032 486.00	17 074 165.00	17 007 395.00	17 100 141.00	25 624 777.00
Finance charges	-	-	-	-	-	6 373 389.00	11 427 633.00	-	11 478 010.00	11 478 010.00	11 478 010.00	15 564 313.00
Bulk purchases	-	63 968 951.00	65 286 416.00	41 106 340.00	36 495 678.00	35 767 970.00	34 157 080.00	37 339 816.00	59 322 533.00	59 322 533.00	59 322 533.00	59 322 534.00
Other materials	998 145.00	1 551 973.00	3 825 129.00	9 045 406.00	4 393 291.00	7 418 835.00	6 134 517.00	6 233 820.00	10 874 078.00	10 519 100.00	10 811 037.00	11 576 504.00
Contracted services	2 851 359.00	9 792 876.00	16 708 278.00	18 863 292.00	14 348 814.00	18 077 316.00	15 231 352.00	18 340 826.00	40 899 647.00	38 268 685.00	38 342 876.00	37 501 162.00
Transfers and subsidies	114 526.00	3 685 629.00	6 176 922.00	201 634.00	1 721 869.00	343 416.00	209 552.00	205 522.00	487 753.00	360 353.00	360 353.00	487 767.00
Other expenditure	3 947 674.00	5 296 138.00	18 183 298.00	8 188 549.00	10 264 398.00	16 944 037.00	10 160 499.00	10 661 694.00	22 865 183.00	13 848 007.00	15 224 651.00	23 819 004.00
Grand Total	76 904 896	153 120 804	204 931 091	147 168 673	139 277 324	179 062 581	144 685 810	136 799 164	241 430 864	204 604 050	205 732 569	268 346 983

**Annexure C:
Projections for the 2022/23 the Financial Year**

Projections for the 2022/2023 financial year

Operational Expenditure

Directorates	July	August	September	October	November	December	January	February	March	April	May	June
Municipal Manager	1 337 627	1 243 424	1 933 619	2 113 039	2 484 196	2 579 399	992 961	1 663 007	1 596 133	1 345 787	1 542 407	8 600 484
Planning and Development	4 565 748	4 920 833	5 741 339	5 586 685	5 564 721	5 248 744	4 847 201	4 757 072	8 564 896	7 510 494	6 354 544	11 055 607
Infrastructure Services	34 629 416	102 497 755	115 113 135	89 162 456	81 634 730	91 721 445	92 220 022	81 527 225	141 016 900	136 693 970	137 379 663	155 272 614
Community and Protection Services	19 500 506	26 380 964	51 581 996	29 111 681	27 806 145	48 976 553	27 150 975	31 067 920	51 450 005	30 787 630	31 782 090	56 553 379
Corporate Services	11 628 271	11 484 021	21 693 656	13 142 595	13 214 017	21 991 756	12 773 102	14 469 527	26 860 506	17 485 863	18 470 724	27 468 997
Financial Services	5 243 328	6 593 807	8 867 346	8 052 217	8 573 515	8 544 684	6 701 549	3 314 413	11 942 424	10 780 306	10 203 141	9 395 902
Grand Total	76 904 896	153 120 804	204 931 091	147 168 673	139 277 324	179 062 581	144 685 810	136 799 164	241 430 864	204 604 050	205 732 569	268 346 983

Operational Revenue

Directorates	July	August	September	October	November	December	January	February	March	April	May	June
Municipal Manager	-	-	-	-	-	-	-	-	-	-	-	-
Planning and Development	- 1 776 271	- 1 776 271	- 1 776 271	- 1 776 271	- 1 776 271	- 1 776 271	- 1 776 271	- 1 776 271	- 1 776 271	- 1 776 271	- 1 776 271	- 1 776 281
Infrastructure Services	- 147 073 660	- 119 563 119	- 146 415 710	- 129 784 462	- 120 964 807	- 102 057 441	- 113 750 465	- 127 816 953	- 144 663 475	- 121 246 034	- 121 240 038	- 122 461 327
Community and Protection Services	- 14 298 546	- 14 298 546	- 14 298 546	- 14 298 546	- 14 298 546	- 14 298 546	- 14 298 546	- 14 298 546	- 14 518 546	- 14 298 546	- 14 298 546	- 14 298 497
Corporate Services	- 971 396	- 971 396	- 971 396	- 971 396	- 971 396	- 971 396	- 971 396	- 971 396	- 971 396	- 971 396	- 971 396	- 971 385
Financial Services	- 109 405 801	- 36 643 696	- 38 600 818	- 38 472 733	- 38 974 574	- 38 959 640	- 39 010 539	- 38 968 175	- 39 056 698	- 38 967 243	- 38 967 243	- 38 973 090
Grand Total	- 273 525 674	- 173 253 028	- 202 062 741	- 185 303 408	- 176 985 594	- 158 063 294	- 169 807 217	- 183 831 341	- 200 986 386	- 177 259 490	- 177 253 494	- 178 480 579

Capital Expenditure

Directorates	July	August	September	October	November	December	January	February	March	April	May	June
Municipal Manager	-	-	-	-	-	-	-	24 210	5 263	5 263	5 264	-
Planning and Development	-	-	-	4 895	-	-	-	-	5 060 035	5 060 035	5 060 035	-
Infrastructure Services	10 705 781	10 705 781	25 502 445	21 591 567	36 213 445	20 322 899	20 917 751	24 676 693	45 321 791	45 321 791	45 321 787	18 445 515
Community and Protection Services	83 333	233 333	1 238 233	2 382 987	2 073 326	479 114	293 333	5 793 333	2 394 000	3 827 100	3 824 999	4 227 867
Corporate Services	1 300 000	1 300 000	3 200 000	1 750 000	2 375 000	1 975 000	2 325 000	3 725 000	5 850 000	5 850 000	6 050 000	6 200 000
Financial Services	-	13 860	29 960	138 918	8 299	3 450	-	-	18 504	18 504	18 505	-
Grand Total	12 089 114	12 252 974	29 970 638	25 868 367	40 670 070	22 780 463	23 536 084	34 219 236	58 649 593	60 082 693	60 280 590	28 873 382

**Annexure D:
Capital Budget 2022/23**

Directorate	Department	Project name	Strategic Objectives	Final Budget 2022/23	Final Budget 2023/24	Final Budget 2024/25	Total MTRF
Municipal Manager	Executive Support: Office of the Municip	Furniture, Tools and Equipment	Good Governance and Compliance	40 000	40 000	40 000	120 000
Total Municipal Manager				40 000	40 000	40 000	120 000
Planning and Economic Development	Housing Development	Housing Projects	Dignified Living	1 200 000	1 300 000	1 500 000	4 000 000
Planning and Economic Development	Housing Development	Cloetesville (380) FLISP	Dignified Living	1 100 000	-	-	1 100 000
Planning and Economic Development	Housing Development	Cloetesville Infill (738) FLISP	Dignified Living	850 000	-	-	850 000
Planning and Economic Development	Housing Development	Erf 64, Kylemore	Dignified Living	612 500	612 500	5 000 000	6 225 000
Planning and Economic Development	Housing Development	Erf 7001 and other possible sites for mix-used development in Cloet	Dignified Living	525 000	525 000	-	1 050 000
Planning and Economic Development	Housing Development	Erven 81/2 and 82/9, Stellenbosch	Dignified Living	437 500	437 500	-	875 000
Planning and Economic Development	Housing Development	Furniture, Tools & Equipment: Housing Development	Good Governance and Compliance	60 000	70 000	80 000	210 000
Planning and Economic Development	Housing Development	Jamestown: Housing	Dignified Living	3 600 000	3 028 000	7 300 000	13 928 000
Planning and Economic Development	Housing Development	Kayamandi Town Centre	Dignified Living	3 000 000	6 000 000	6 000 000	15 000 000
Planning and Economic Development	Housing Development	Kayamandi Watergang Northern Extension (2000)	Dignified Living	1 900 000	1 900 000	1 900 000	5 700 000
Planning and Economic Development	Housing Development	Klapmuts La Rochelle (100)	Dignified Living	150 000	283 000	-	433 000
Planning and Economic Development	Housing Development	La Motte Old Forest Station (±430 services & ±430 units)	Dignified Living	1 250 000	-	-	1 250 000
Planning and Economic Development	Housing Development	Lapland Precinct	Dignified Living	500 000	500 000	-	1 000 000
Planning and Economic Development	Housing Development	Stellenbosch Adam Tas Transit Oriented Development (3500)	Dignified Living	-	3 500 000	-	3 500 000
Planning and Economic Development	Development Planning	Droë Dyke	Dignified Living	-	2 000 000	-	2 000 000
Total Planing and Economic Development	TOTAL Planning and Development Services			15 185 000	20 156 000	21 780 000	57 121 000
Infrastructure Services	Infrastructure Services	Furniture, Tools & Equipment: IS	Good Governance and Compliance	75 000	75 000	50 000	200 000
Infrastructure Services	Waste Management: Solid Waste Man	Expansion of the landfill site (New cells)	Green and Sustainable Valley	44 000 000	41 000 000	-	85 000 000
Infrastructure Services	Waste Management: Solid Waste Man	Formalize skip areas	Green and Sustainable Valley	500 000	-	-	500 000
Infrastructure Services	Waste Management: Solid Waste Man	Furniture, Tools & Equipment: Solid Waste	Dignified Living	45 000	45 000	50 000	140 000
Infrastructure Services	Waste Management: Solid Waste Man	Integrated Waste Management Plan	Green and Sustainable Valley	100 000	-	-	100 000
Infrastructure Services	Waste Management: Solid Waste Man	Landfill Gas To Energy	Green and Sustainable Valley	8 000 000	17 000 000	-	25 000 000
Infrastructure Services	Waste Management: Solid Waste Man	Major Drop-Offs: Construction - Franschoek	Green and Sustainable Valley	500 000	500 000	3 000 000	4 000 000
Infrastructure Services	Waste Management: Solid Waste Man	Major Drop-offs: Construction - Klapmuts	Green and Sustainable Valley	-	-	7 000 000	7 000 000
Infrastructure Services	Waste Management: Solid Waste Man	Mini Waste drop-off facilities at Inf Settlements	Green and Sustainable Valley	100 000	200 000	100 000	400 000
Infrastructure Services	Waste Management: Solid Waste Man	Skips (5,5Kl)	Green and Sustainable Valley	300 000	200 000	-	500 000
Infrastructure Services	Waste Management: Solid Waste Man	Street Refuse Bins	Green and Sustainable Valley	500 000	-	-	500 000
Infrastructure Services	Waste Management: Solid Waste Man	Transfer Station: Stellenbosch Planning and Design	Green and Sustainable Valley	-	-	1 000 000	1 000 000
Infrastructure Services	Waste Management: Solid Waste Man	Vehicles: Solid Waste	Dignified Living	-	2 000 000	2 500 000	4 500 000
Infrastructure Services	Waste Management: Solid Waste Man	Waste Biofuels	Green and Sustainable Valley	300 000	-	-	300 000
Infrastructure Services	Waste Management: Solid Waste Man	Waste Management Software	Green and Sustainable Valley	200 000	-	-	200 000

Directorate	Department	Project name	Strategic Objectives	Final Budget 2022/23	Final Budget 2023/24	Final Budget 2024/25	Total MTRF
Infrastructure Services	Waste Management: Solid Waste Man	Waste Minimization Projects	Green and Sustainable Valley	500 000	-	-	500 000
Infrastructure Services	Waste Management: Solid Waste Man	Waste to Energy - Implementation	Green and Sustainable Valley	3 300 000	1 000 000	1 000 000	5 300 000
Infrastructure Services	Electrical Services	Ad-Hoc Provision of Streetlighting	Safe Valley	2 150 000	3 143 375	2 749 000	8 042 375
Infrastructure Services	Electrical Services	Automatic Meter Reader	Green and Sustainable Valley	400 000	400 000	400 000	1 200 000
Infrastructure Services	Electrical Services	Bien don 66/11kV substation new	Valley of Possibility	2 600 000	25 000 000	25 000 000	52 600 000
Infrastructure Services	Electrical Services	Cable replacement 66kV	Valley of Possibility	-	-	400 000	400 000
Infrastructure Services	Electrical Services	DSM Geyser Control	Green and Sustainable Valley	450 000	450 000	450 000	1 350 000
Infrastructure Services	Electrical Services	Electricity Network: Pniel	Valley of Possibility	3 500 000	3 500 000	3 500 000	10 500 000
Infrastructure Services	Electrical Services	Electrification INEP	Valley of Possibility	-	6 000 000	6 269 000	12 269 000
Infrastructure Services	Electrical Services	Energy Balancing - Metering and Mini-Substations	Valley of Possibility	250 000	250 000	250 000	750 000
Infrastructure Services	Electrical Services	Energy Efficiency and Demand Side Management	Green and Sustainable Valley	1 000 000	1 000 000	1 000 000	3 000 000
Infrastructure Services	Electrical Services	Enkanini Informal Phase 3	Valley of Possibility	24 050 000	-	-	24 050 000
Infrastructure Services	Electrical Services	Feeder cable (Watergang to Enkanini) 11kV 95cu	Valley of Possibility	4 300 000	-	-	4 300 000
Infrastructure Services	Electrical Services	General System Improvements - Franschhoek	Valley of Possibility	2 000 000	2 000 000	2 000 000	6 000 000
Infrastructure Services	Electrical Services	General Systems Improvements - Stellenbosch	Valley of Possibility	3 700 000	3 800 000	4 000 000	11 500 000
Infrastructure Services	Electrical Services	Infrastructure Improvement - Franschhoek	Valley of Possibility	1 500 000	1 500 000	1 500 000	4 500 000
Infrastructure Services	Electrical Services	Jan Marais Upgrade: Remove Existing Tx and replace with 20MVA	Valley of Possibility	6 600 000	-	-	6 600 000
Infrastructure Services	Electrical Services	Kayamandi(Costa grounds)new substation 11 kV switching station	Valley of Possibility	-	300 000	30 000 000	30 300 000
Infrastructure Services	Electrical Services	Latera Substation	Valley of Possibility	14 200 000	100 000	225 680	14 525 680
Infrastructure Services	Electrical Services	Masterplan update	Valley of Possibility	600 000	-	-	600 000
Infrastructure Services	Electrical Services	Meter Panels	Green and Sustainable Valley	250 000	250 000	250 000	750 000
Infrastructure Services	Electrical Services	Network Cable Replace 11 Kv	Valley of Possibility	3 000 000	3 000 000	3 000 000	9 000 000
Infrastructure Services	Electrical Services	Replace Control Panels 66 kV & Circuit breakers	Green and Sustainable Valley	-	-	8 600 000	8 600 000
Infrastructure Services	Electrical Services	Replace Ineffective Meters	Green and Sustainable Valley	150 000	250 000	-	400 000
Infrastructure Services	Electrical Services	Replace Switchgear - Franschhoek	Green and Sustainable Valley	-	-	9 500 000	9 500 000
Infrastructure Services	Electrical Services	Small Capital: Fte Electrical Services	Good Governance and Compliance	100 000	100 000	100 000	300 000
Infrastructure Services	Electrical Services	STB Switchgear (11kV) SF6	Valley of Possibility	-	-	27 606 738	27 606 738
Infrastructure Services	Electrical Services	Substation 66kV equipment	Good Governance and Compliance	4 381 104	2 184 000	2 295 974	8 861 078
Infrastructure Services	Electrical Services	System Control Centre & Upgrade Telemetry	Good Governance and Compliance	1 715 230	3 000 000	2 075 428	6 790 658
Infrastructure Services	Electrical Services	Third transformer and associated works 20MVA Cloetesville	Valley of Possibility	-	-	550 000	550 000
Infrastructure Services	Electrical Services	Upgrade transformers at Main substation 7.5MVA to 20MVA	Valley of Possibility	-	-	500 000	500 000
Infrastructure Services	Electrical Services	Upgrading of Offices Beltana	Valley of Possibility	500 000	500 000	500 000	1 500 000
Infrastructure Services	Electrical Services	Vehicles: Electrical Services	Dignified Living	-	-	2 800 000	2 800 000
Infrastructure Services	Project Management Unit (PMU)	Kayamandi: Zone O (±711 services)	Dignified Living	13 350 000	6 000 000	-	19 350 000
Infrastructure Services	Project Management Unit (PMU)	Langrug Franschhoek Mooiwater Dam Rehab & Basic Services	Dignified Living	4 500 000	15 180 000	-	19 680 000
Infrastructure Services	Project Management Unit (PMU)	Upgrading of The Steps/Orean Lounge	Dignified Living	3 500 000	-	-	3 500 000
Infrastructure Services	Water and Wastewater Services: Wate	Bulk Water Supply Klamputs	Valley of Possibility	5 000 000	-	-	5 000 000
Infrastructure Services	Water and Wastewater Services: Wate	Bulk Water Supply Pipe: Cloetesville/ Idas Valley	Valley of Possibility	-	-	1 000 000	1 000 000
Infrastructure Services	Water and Wastewater Services: Wate	Bulk Water Supply Pipe and Reservoir: Kayamandi	Valley of Possibility	-	1 500 000	40 000 000	41 500 000
Infrastructure Services	Water and Wastewater Services: Wate	Bulk Water Supply Pipe Line & Pumpstations: Franschhoek	Valley of Possibility	-	10 000 000	-	10 000 000
Infrastructure Services	Water and Wastewater Services: Wate	Bulk Water Supply Pipe: Idas Valley/Papegaaiberg and Network Upg	Valley of Possibility	-	1 000 000	1 000 000	2 000 000
Infrastructure Services	Water and Wastewater Services: Wate	Bulk Water Supply Pipeline & Reservoir - Jamestown	Valley of Possibility	6 000 000	15 500 000	-	21 500 000
Infrastructure Services	Water and Wastewater Services: Wate	Bulk Water Upgrades Franschhoek	Valley of Possibility	-	-	1 000 000	1 000 000
Infrastructure Services	Water and Wastewater Services: Wate	Chlorination Installation: Upgrade	Valley of Possibility	1 000 000	2 000 000	2 000 000	5 000 000
Infrastructure Services	Water and Wastewater Services: Wate	Dwarsriver Bulk Supply Augmentation and Network Upgrades	Valley of Possibility	550 000	7 000 000	-	7 550 000
Infrastructure Services	Water and Wastewater Services: Wate	Furniture, Tools & Equipment: Water	Dignified Living	150 000	150 000	150 000	450 000
Infrastructure Services	Water and Wastewater Services: Wate	New Developments Bulk Water Supply WC024	Valley of Possibility	-	3 000 000	3 500 000	6 500 000
Infrastructure Services	Water and Wastewater Services: Wate	New Reservoir & Pipeline: Vlotenburg	Valley of Possibility	20 569 470	39 000 000	45 000 000	104 569 470
Infrastructure Services	Water and Wastewater Services: Wate	Reservoirs and Dam Safety	Valley of Possibility	1 500 000	2 000 000	-	3 500 000

Directorate	Department	Project name	Strategic Objectives	Final Budget 2022/23	Final Budget 2023/24	Final Budget 2024/25	Total MTRF
Infrastructure Services	Water and Wastewater Services: Water	Update Water Masterplan	Valley of Possibility	1 000 000	1 000 000	1 000 000	3 000 000
Infrastructure Services	Water and Wastewater Services: Water	Upgrade and Replace Water Meters	Valley of Possibility	2 500 000	2 500 000	-	5 000 000
Infrastructure Services	Water and Wastewater Services: Water	Vehicles: Water	Dignified Living	-	-	1 000 000	1 000 000
Infrastructure Services	Water and Wastewater Services: Water	Water Conservation & Demand Management	Valley of Possibility	2 000 000	2 000 000	2 000 000	6 000 000
Infrastructure Services	Water and Wastewater Services: Water	Water Telemetry Upgrade	Valley of Possibility	1 500 000	1 500 000	1 500 000	4 500 000
Infrastructure Services	Water and Wastewater Services: Water	Water Treatment Works: Franschhoek	Valley of Possibility	500 000	2 500 000	-	3 000 000
Infrastructure Services	Water and Wastewater Services: Water	Water Treatment Works: Idasvalley	Valley of Possibility	-	1 000 000	3 000 000	4 000 000
Infrastructure Services	Water and Wastewater Services: Water	Waterpipe Replacement	Valley of Possibility	4 000 000	4 000 000	4 000 000	12 000 000
Infrastructure Services	Water and Wastewater Services: Water	WSDP (tri-annually)	Valley of Possibility	400 000	400 000	-	800 000
Infrastructure Services	Water and Wastewater Services: Sanitation	New Development Bulk Sewer Supply WC024	Valley of Possibility	1 000 000	2 000 000	2 000 000	5 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Sewerpipe Replacement: Dorp Straat	Dignified Living	-	2 000 000	18 000 000	20 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Sewer Pumpstation & Telemetry Upgrade	Dignified Living	500 000	500 000	-	1 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Sewerpipe Replacement	Dignified Living	4 000 000	4 000 000	4 000 000	12 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Specialized Vehicles: Sanitation	Dignified Living	-	-	4 500 000	4 500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Update Sewer Masterplan	Dignified Living	500 000	500 000	500 000	1 500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Compilation of Water Service Development Plan (tri-annually)	Dignified Living	300 000	300 000	300 000	900 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade of WWTW: Pniel & Decommissioning Of Franschhoek	Dignified Living	14 000 000	-	-	14 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade of WWTW: Klampmuts	Dignified Living	7 500 000	8 500 000	-	16 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade of WWTW Wemmershoek	Dignified Living	17 500 000	17 500 000	17 500 000	52 500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Extention Of WWTW: Stellenbosch	Dignified Living	-	2 000 000	4 000 000	6 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Refurbish Plant & Equipment - Raithby WWTW	Dignified Living	2 000 000	4 000 000	1 000 000	7 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Furniture, Tools & Equipment: Sanitation	Dignified Living	300 000	300 000	400 000	1 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade Laboratory Equipment	Dignified Living	-	-	500 000	500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade Auto-Samplers	Dignified Living	200 000	200 000	-	400 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Cloetville Bulk Sewer Upgrade	Dignified Living	-	1 000 000	-	1 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Dorp Street Bulk Sewer Upgrade	Dignified Living	-	-	500 000	500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Effluent Recycling of Waste Water 10MI per day	Dignified Living	500 000	-	-	500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Franschhoek Sewer Network Upgrade (Langrug/Mooiwater)	Dignified Living	6 000 000	6 000 000	-	12 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Industrial Effluent Monitoring	Dignified Living	1 500 000	1 500 000	-	3 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Kayamandi Bulk Sewer	Dignified Living	-	5 000 000	-	5 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Vehicles: Sanitation	Dignified Living	1 500 000	-	2 500 000	4 000 000
Infrastructure Services	Roads and Stormwater	Adhoc Reconstruction Of Roads (WC024)	Valley of Possibility	3 000 000	3 000 000	3 000 000	9 000 000
Infrastructure Services	Roads and Stormwater	Bridge Construction	Valley of Possibility	15 000 000	5 000 000	-	20 000 000
Infrastructure Services	Roads and Stormwater	Devon Valley Rd	Valley of Possibility	-	700 000	-	700 000
Infrastructure Services	Roads and Stormwater	Furniture, Tools & Equipment: Rds&Stw	Dignified Living	400 000	400 000	400 000	1 200 000
Infrastructure Services	Roads and Stormwater	Gravel Roads Devon Valley - Safety Improvements Structural Repair	Valley of Possibility	-	-	500 000	500 000
Infrastructure Services	Roads and Stormwater	Klampmuts Transport Network	Valley of Possibility	-	600 000	-	600 000
Infrastructure Services	Roads and Stormwater	Lanquedoc Access road and Bridge	Valley of Possibility	-	5 000 000	15 000 000	20 000 000
Infrastructure Services	Roads and Stormwater	Parking Area Upgrades - Franschhoek	Valley of Possibility	711 442	-	-	711 442
Infrastructure Services	Roads and Stormwater	Parking Area Upgrades - Stellenbosch	Valley of Possibility	800 000	-	-	800 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Klampmuts & Surrounding	Valley of Possibility	-	1 250 000	-	1 250 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Kylemore & Surrounding	Valley of Possibility	1 500 000	-	-	1 500 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Stellenbosch & Surrounding	Valley of Possibility	4 000 000	5 000 000	5 000 000	14 000 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Franschhoek & Surrounding	Valley of Possibility	-	2 000 000	-	2 000 000
Infrastructure Services	Roads and Stormwater	River Rehabilitation Implementation	Valley of Possibility	-	1 000 000	-	1 000 000
Infrastructure Services	Roads and Stormwater	Rivers Rehabilitation Planning & Design	Valley of Possibility	500 000	-	-	500 000
Infrastructure Services	Roads and Stormwater	Specialized Vehicles: Roads	Dignified Living	-	2 500 000	2 000 000	4 500 000
Infrastructure Services	Roads and Stormwater	Stormwater Drainage - Kayamandi and Enkanini	Valley of Possibility	-	2 000 000	2 276 665	4 276 665
Infrastructure Services	Roads and Stormwater	Stormwater Retention Facilities	Valley of Possibility	-	-	1 500 000	1 500 000
Infrastructure Services	Roads and Stormwater	Update Pavement Management System	Valley of Possibility	-	1 000 000	-	1 000 000
Infrastructure Services	Roads and Stormwater	Update Stormwater Masterplan	Valley of Possibility	-	1 000 000	-	1 000 000
Infrastructure Services	Roads and Stormwater	Wilderbosch Extesion to Trumali	Valley of Possibility	1 500 000	-	-	1 500 000
Infrastructure Services	Traffic Engineering	Bird Street Dualling - Adam Tas to Kayamandi	Valley of Possibility	500 000	500 000	5 000 000	6 000 000
Infrastructure Services	Traffic Engineering	Endler & Martinson Street Intersection Upgrade	Valley of Possibility	1 000 000	-	-	1 000 000
Infrastructure Services	Traffic Engineering	Furniture, Tools & Equipment: Traffic Engineering	Dignified Living	150 000	150 000	150 000	450 000
Infrastructure Services	Traffic Engineering	Jamestown Transport Network	Valley of Possibility	3 000 000	3 000 000	-	6 000 000
Infrastructure Services	Traffic Engineering	Main Road Intersection Improvements: Franschhoek	Valley of Possibility	3 000 000	10 000 000	2 129 950	15 129 950

Directorate	Department	Project name	Strategic Objectives	Final Budget 2022/23	Final Budget 2023/24	Final Budget 2024/25	Total MTRF
Infrastructure Services	Traffic Engineering	Main road intersection improvements: Helshoogte rd/La Colline	Valley of Possibility	3 000 000	3 000 000	-	6 000 000
Infrastructure Services	Traffic Engineering	Main Road Intersection Improvements: R44 / Merriman Street	Valley of Possibility	1 000 000	-	4 000 000	5 000 000
Infrastructure Services	Traffic Engineering	Main Road Intersection Improvements: Strand / Adam Tas / Alexander	Valley of Possibility	1 000 000	-	4 000 000	5 000 000
Infrastructure Services	Traffic Engineering	Optic Fibre for Traffic Signal Remote Management System	Valley of Possibility	500 000	500 000	-	1 000 000
Infrastructure Services	Traffic Engineering	Pedestrian Crossing Implementation	Safe Valley	300 000	300 000	-	600 000
Infrastructure Services	Traffic Engineering	Raised Intersection Implementation	Safe Valley	600 000	-	600 000	1 200 000
Infrastructure Services	Traffic Engineering	Road Safety Improvements	Safe Valley	-	-	500 000	500 000
Infrastructure Services	Traffic Engineering	Signalisation implementation	Safe Valley	500 000	500 000	-	1 000 000
Infrastructure Services	Traffic Engineering	Specialized Equipment: Roadmarking Machine + Trailer	Safe Valley	-	-	500 000	500 000
Infrastructure Services	Traffic Engineering	Traffic Calming Projects: Implementation	Safe Valley	300 000	300 000	-	600 000
Infrastructure Services	Traffic Engineering	Traffic Management Improvement Programme	Safe Valley	1 000 000	1 000 000	-	2 000 000
Infrastructure Services	Traffic Engineering	Traffic Signal Control: Installation and Upgrading of Traffic Signals and	Safe Valley	1 500 000	500 000	500 000	2 500 000
Infrastructure Services	Traffic Engineering	Universal Access Implementation	Valley of Possibility	200 000	200 000	-	400 000
Infrastructure Services	Transport Planning	Adam Tas - Technopark Link Road	Safe Valley	3 000 000	3 000 000	5 000 000	11 000 000
Infrastructure Services	Transport Planning	Adam Tas - Corridor Transport	Safe Valley	500 000	1 000 000	-	1 500 000
Infrastructure Services	Transport Planning	Bicycle Lockup Facilities	Safe Valley	300 000	300 000	-	600 000
Infrastructure Services	Transport Planning	Comprehensive Integrated Transport Plan	Green and Sustainable Valley	600 000	600 000	600 000	1 800 000
Infrastructure Services	Transport Planning	Continued feasibility studies to establish an transport operating cor	Safe Valley	-	-	600 000	600 000
Infrastructure Services	Transport Planning	Cycle Plan - Design & Implementation	Safe Valley	500 000	500 000	-	1 000 000
Infrastructure Services	Transport Planning	Development of business model for a Transport service for persons	Safe Valley	600 000	-	-	600 000
Infrastructure Services	Transport Planning	Freight Strategy for Stellenbosch & Franschhoek	Safe Valley	-	500 000	-	500 000
Infrastructure Services	Transport Planning	Khayamandi Pedestrian Bridge (R304, River and Railway Line)	Safe Valley	9 000 000	16 000 000	-	25 000 000
Infrastructure Services	Transport Planning	Non-Motorised Transport Implementation	Good Governance and Compliance	1 000 000	1 000 000	-	2 000 000
Infrastructure Services	Transport Planning	Park and Ride (Transport Interchange)	Safe Valley	250 000	250 000	-	500 000
Infrastructure Services	Transport Planning	Pedestrian Streets in Stellenbosch	Safe Valley	-	-	1 700 000	1 700 000
Infrastructure Services	Transport Planning	Public Transport Infrastructure (Public Transport Shelters & Embayr	Valley of Possibility	-	-	400 000	400 000
Infrastructure Services	Transport Planning	Public Transport Planning - WC024	Valley of Possibility	-	600 000	-	600 000
Infrastructure Services	Transport Planning	Public Transport Service (Inclusive of Disabled)	Valley of Possibility	-	-	500 000	500 000
Infrastructure Services	Transport Planning	Re-design of Bergzicht Public Transport Facility	Valley of Possibility	2 500 000	-	-	2 500 000
Infrastructure Services	Transport Planning	Stellenbosch - Bicycle network	Valley of Possibility	500 000	1 000 000	-	1 500 000
Infrastructure Services	Transport Planning	Stellenbosch Tour Bus Parking	Valley of Possibility	200 000	600 000	-	800 000
Infrastructure Services	Transport Planning	Technopark Kerb and Channel Upgrade	Safe Valley	-	-	1 500 000	1 500 000
Infrastructure Services	Transport Planning	Update Roads Master Plan for WC024	Good Governance and Compliance	-	-	2 000 000	2 000 000
Total Infrastructure Services				325 047 246	367 027 375	371 428 435	1 063 503 056
Corporate Services	Information and Communications Tech	Public Wi-Fi Network	Valley of Possibility	700 000	700 000	700 000	2 100 000
Corporate Services	Information and Communications Tech	Purchase and Replacement of Computer/software and Peripheral de	Good Governance and Compliance	600 000	800 000	800 000	2 200 000
Corporate Services	Information and Communications Tech	Upgrade and Expansion of IT Infrastructure Platforms (Including cou	Good Governance and Compliance	5 500 000	3 500 000	3 500 000	12 500 000
Corporate Services	Properties and Municipal Building Mai	Airconditioners	Dignified Living	300 000	300 000	500 000	1 100 000
Corporate Services	Properties and Municipal Building Mai	Early Childhood Development Centre	Valley of Possibility	500 000	-	-	500 000
Corporate Services	Properties and Municipal Building Mai	Upgrade Facilities for the Disabled	Dignified Living	200 000	200 000	300 000	700 000
Corporate Services	Properties and Municipal Building Mai	Flats: Interior Upgrading - Kayamandi	Dignified Living	500 000	1 000 000	1 000 000	2 500 000
Corporate Services	Properties and Municipal Building Mai	Furniture, Tools & Equipment: Property Management	Good Governance and Compliance	500 000	250 000	250 000	1 000 000
Corporate Services	Properties and Municipal Building Mai	Kayamandi: Upgrading of Makapula Hall	Dignified Living	2 000 000	1 000 000	-	3 000 000
Corporate Services	Properties and Municipal Building Mai	New Depot: La Motte	Good Governance and Compliance	-	-	300 000	300 000
Corporate Services	Properties and Municipal Building Mai	Structural Improvement: General	Valley of Possibility	2 000 000	2 000 000	3 000 000	7 000 000
Corporate Services	Properties and Municipal Building Mai	Structural improvements at the Van der Stel Sport grounds	Valley of Possibility	3 500 000	-	-	3 500 000
Corporate Services	Properties and Municipal Building Mai	Structural Maintenance/Upgrade: Beltana	Valley of Possibility	-	2 000 000	2 000 000	4 000 000
Corporate Services	Properties and Municipal Building Mai	Structural Upgrade: Economic Hub	Valley of Possibility	2 900 000	1 000 000	-	3 900 000
Corporate Services	Properties and Municipal Building Mai	Structural Upgrade: Kayamandi Corridor	Valley of Possibility	500 000	-	-	500 000
Corporate Services	Properties and Municipal Building Mai	Structural Upgrade: Heritage Building	Valley of Possibility	7 000 000	-	-	7 000 000
Corporate Services	Properties and Municipal Building Mai	Upgrade Millenium Hall Pniel	Dignified Living	-	200 000	800 000	1 000 000
Corporate Services	Properties and Municipal Building Mai	Upgrading Fencing	Safe Valley	200 000	1 000 000	1 000 000	2 200 000
Corporate Services	Properties and Municipal Building Mai	Upgrading of New Office Space: Ryneveld Street	Valley of Possibility	15 000 000	-	-	15 000 000
Total Corporate Services				41 900 000	13 950 000	14 150 000	70 000 000

Directorate	Department	Project name	Strategic Objectives	Final Budget 2022/23	Final Budget 2023/24	Final Budget 2024/25	Total MTRF
Community and Protection Services	Community Development	Furniture, Tools & Equipment: Comm Development	Good Governance and Compliance	50 000	55 000	60 000	165 000
Community and Protection Services	Community Services: Library Services	Furniture, Tools & Equipment: Pniel Library	Good Governance and Compliance	-	20 000	-	20 000
Community and Protection Services	Community Services: Library Services	Library Books	Good Governance and Compliance	180 000	-	-	180 000
Community and Protection Services	Community Services: Library Services	Upgrading: Cloetesville Library	Dignified Living	-	180 000	-	180 000
Community and Protection Services	Halls	Community Hall	Dignified Living	-	200 000	1 500 000	1 700 000
Community and Protection Services	Halls	Furniture, Tools & Equipment: Halls	Good Governance and Compliance	150 000	150 000	-	300 000
Community and Protection Services	Halls	Upgrading of Halls	Dignified Living	-	-	250 000	250 000
Community and Protection Services	Sports Grounds and Picnic Sites	Borehole: Rural Sportsgrounds	Dignified Living	-	-	1 100 000	1 100 000
Community and Protection Services	Sports Grounds and Picnic Sites	Cricket/Tennis Nets	Valley of Possibility	150 000	-	-	150 000
Community and Protection Services	Sports Grounds and Picnic Sites	Fencing of Netball Courts	Safe Valley	-	350 000	-	350 000
Community and Protection Services	Sports Grounds and Picnic Sites	Fencing: Sport Grounds (WC024)	Safe Valley	-	-	1 750 000	1 750 000
Community and Protection Services	Sports Grounds and Picnic Sites	Furniture, Tools & Equipment: Sports	Good Governance and Compliance	-	-	400 000	400 000
Community and Protection Services	Sports Grounds and Picnic Sites	Install Prepaid Meters at Sports Facilities	Dignified Living	-	-	200 000	200 000
Community and Protection Services	Sports Grounds and Picnic Sites	Installation of Boreholes	Dignified Living	-	-	1 500 000	1 500 000
Community and Protection Services	Sports Grounds and Picnic Sites	Jonkershoek Picnic Site upgrades	Valley of Possibility	250 000	500 000	-	750 000
Community and Protection Services	Sports Grounds and Picnic Sites	Kayamandi Sports Ground	Dignified Living	-	300 000	-	300 000
Community and Protection Services	Sports Grounds and Picnic Sites	La Motte Open Air Gym	Dignified Living	-	300 000	-	300 000
Community and Protection Services	Sports Grounds and Picnic Sites	Recreational Equipment Sport	Valley of Possibility	50 000	-	-	50 000
Community and Protection Services	Sports Grounds and Picnic Sites	Re-Surface of Netball/Tennis Courts	Valley of Possibility	550 000	-	-	550 000
Community and Protection Services	Sports Grounds and Picnic Sites	Sight Screens/Pitch Covers Sports Grounds	Valley of Possibility	100 000	-	-	100 000
Community and Protection Services	Sports Grounds and Picnic Sites	Sport Special Equipment	Valley of Possibility	300 000	-	-	300 000
Community and Protection Services	Sports Grounds and Picnic Sites	Upgrade of Irrigation System	Green and Sustainable Valley	200 000	-	-	200 000
Community and Protection Services	Sports Grounds and Picnic Sites	Upgrade of netball courts	Dignified Living	-	-	1 000 000	1 000 000
Community and Protection Services	Sports Grounds and Picnic Sites	Upgrade of Sport Facilities	Dignified Living	3 561 030	3 561 030	3 000 000	10 122 060
Community and Protection Services	Environmental Management: Impleme	Botmaskop: Security Fencing	Safe Valley	3 500 000	-	-	3 500 000
Community and Protection Services	Environmental Management: Impleme	Furniture, Tools & Equipment: Environmental Management	Good Governance and Compliance	100 000	-	-	100 000
Community and Protection Services	Environmental Management: Impleme	Jonkershoek Picnic Site: Upgrade of Facilities.	Valley of Possibility	-	700 000	-	700 000
Community and Protection Services	Environmental Management: Impleme	Mont Rochelle Nature Reserve: Upgrade of Facilities	Green and Sustainable Valley	-	1 000 000	-	1 000 000
Community and Protection Services	Environmental Management: Impleme	Papegaaiberg Nature Reserve	Green and Sustainable Valley	870 000	-	-	870 000
Community and Protection Services	Environmental Management: Impleme	Specialized Equipment: Workshop	Good Governance and Compliance	750 000	-	1 500 000	2 250 000
Community and Protection Services	Environmental Management: Impleme	Specialized Vehicles: Workshop	Good Governance and Compliance	800 000	800 000	-	1 600 000
Community and Protection Services	Environmental Management: Impleme	Vehicle Fleet: Workshop	Good Governance and Compliance	-	-	100 000	100 000
Community and Protection Services	Environmental Management: Impleme	Workshop: Upgrading of facilities	Good Governance and Compliance	-	-	3 500 000	3 500 000
Community and Protection Services	Environmental Management: Urban Fo	Design and implement electronic Urban Forestry management tool	Green and Sustainable Valley	250 000	250 000	250 000	750 000
Community and Protection Services	Environmental Management: Urban Fo	Furniture, Tools & Equipment: Urban Forestry	Good Governance and Compliance	500 000	-	1 500 000	2 000 000
Community and Protection Services	Environmental Management: Urban Fo	Specialized equipment: Urban Forestry	Good Governance and Compliance	750 000	-	1 500 000	2 250 000
Community and Protection Services	Cemeteries	Extension of Cemetery Infrastructure	Dignified Living	7 000 000	9 500 000	-	16 500 000
Community and Protection Services	Cemeteries	Vehicle Fleet: Cemeteries	Good Governance and Compliance	-	-	500 000	500 000

Directorate	Department	Project name	Strategic Objectives	Final Budget 2022/23	Final Budget 2023/24	Final Budget 2024/25	Total MTRF
Community and Protection Services	Parks and Cemeteries	Beautification of Parks and Cemeteries	Green and Sustainable Valley	-	300 000	800 000	1 100 000
Community and Protection Services	Parks and Cemeteries	Fencing :Parks and Gardens	Safe Valley	-	200 000	200 000	400 000
Community and Protection Services	Parks and Cemeteries	Furniture, Tools & Equipment: Parks & Cemeteries	Good Governance and Compliance	-	-	50 000	50 000
Community and Protection Services	Parks and Cemeteries	Irrigation Systems	Green and Sustainable Valley	100 000	-	-	100 000
Community and Protection Services	Parks and Cemeteries	Nursery: Facilities upgrade	Green and Sustainable Valley	50 000	-	-	50 000
Community and Protection Services	Parks and Cemeteries	Pathways: Parks and Gardens	Green and Sustainable Valley	200 000	-	-	200 000
Community and Protection Services	Parks and Cemeteries	Upgrading of Parks	Green and Sustainable Valley	1 165 928	-	-	1 165 928
Community and Protection Services	Parks and Cemeteries	Vehicle Fleet: Parks & Cemeteries	Good Governance and Compliance	-	-	1 000 000	1 000 000
Community and Protection Services	Disaster Management	Specialized Vehicles: Disaster Management	Safe Valley	1 500 000	-	-	1 500 000
Community and Protection Services	Fire and Rescue Services	Furniture, Tools & Equipment: Fire	Good Governance and Compliance	200 000	200 000	50 000	450 000
Community and Protection Services	Fire and Rescue Services	Specialized Vehicles: Fire	Safe Valley	-	2 500 000	-	2 500 000
Community and Protection Services	Fire and Rescue Services	Fire Station - Jamestown	Safe Valley	200 000	300 000	1 000 000	1 500 000
Community and Protection Services	Law Enforcement and Security	Furniture, Tools & Equipment: Law Enforcement	Good Governance and Compliance	150 000	150 000	200 000	500 000
Community and Protection Services	Law Enforcement and Security	Install and Upgrade CCTV/ LPR Cameras In WC024	Safe Valley	1 000 000	1 000 000	2 000 000	4 000 000
Community and Protection Services	Law Enforcement and Security	Install Computerized Access Security Systems and CCTV Cameras At	Safe Valley	1 200 000	1 200 000	1 000 000	3 400 000
Community and Protection Services	Law Enforcement and Security	Law Enforcement Tools and Equipment	Safe Valley	300 000	-	300 000	600 000
Community and Protection Services	Law Enforcement and Security	Neighborhood Watch Safety equipment	Safe Valley	500 000	250 000	250 000	1 000 000
Community and Protection Services	Law Enforcement and Security	Security Upgrades	Safe Valley	-	-	650 000	650 000
Community and Protection Services	Law Enforcement and Security	Vehicle Fleet: Law Enforcement	Good Governance and Compliance	-	-	2 500 000	2 500 000
Community and Protection Services	Traffic Services	Furniture, Tools & Equipment: Traffic Services	Good Governance and Compliance	224 000	130 000	45 000	399 000
Community and Protection Services	Traffic Services	Specialized Equipment: Traffic	Good Governance and Compliance	-	-	1 500 000	1 500 000
Community and Protection Services	Traffic Services	Specialized Vehicles: Traffic	Good Governance and Compliance	-	-	1 200 000	1 200 000
Community and Protection Services	Traffic Services	Vehicle Fleet: Traffic	Good Governance and Compliance	-	1 750 000	-	1 750 000
Total Community Services				26 850 958	25 846 030	32 355 000	85 051 988
Financial Services	Financial Services: General	Furniture, Tools & Equipment	Good Governance and Compliance	250 000	250 000	250 000	750 000
Total Financial Services				250 000	250 000	250 000	750 000
Grand Total				409 273 204	427 269 405	440 003 435	1 276 546 044

8.2	OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 4 (01 APRIL 2022 - 30 JUNE 2022)
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Collaborator No: 732804
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 20 July 2022 and 27 July 2022

1. SUBJECT: OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 4 (01 APRIL 2022 - 30 JUNE 2022)

2. PURPOSE

To submit to Management a report for the period 01 April 2021 - 30 June 2022 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 2021/2022, determines that the Accounting Officer must within 10 days at the end of each quarter; submit a report on the implementation of the SCM Policy to the Executive Mayor. This report must be made public in accordance with section 21A of the Municipal Systems Act (32 of 2000).

4. EXECUTIVE SUMMARY

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

5. RECOMMENDATIONS

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

6 DISCUSSION/CONTENTS

6.1 Background

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

6.2 Constitutional and Policy Implications

Paragraph 2(1) of Council's SCM Policy determines that all officials and other role players in the supply chain management system of the Stellenbosch Municipality must implement the SCM Policy in a way that gives effect to section 217 of the Constitution

and Part 1 of Chapter 11 of the Municipal Finance Management Act (56 of 2003) and other applicable provisions of the Act; is fair, equitable, transparent, competitive and cost-effective; complies with the Regulations and any norms and standards that may be prescribed in terms of section 168 of the MFMA; is consistent with other applicable legislation; does not undermine the objective for uniformity in supply chain management systems between organs of state in all spheres; and is consistent with national economic policy concerning the promotion of investments and doing business with the public sector.

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

6.3 Environmental implications

None.

6.4 Financial Implications

The financial implications are the transactions for the procurement of goods and services that were processed during the 01 April 2021 - 30 June 2022 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 2021/2022 to the Executive Mayor and Council on the implementation of the supply chain management system and processes enables the Executive Mayor and Council to maintain the oversight role over the implementation of the SCM Policy as approved by Council.

6.6 Staff Implications

None.

6.7 Previous / Relevant Council Resolutions

None.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2022-07-20: ITEM 6.2

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

APPENDICES

ANNEXURE A: Report for the period 01 April 2021 - 30 June 2022 on the Implementation of Council's Supply Chain Management Policy

FOR FURTHER DETAILS CONTACT:

NAME	<i>Kevin Carolus</i>
CONTACT NUMBERS	<i>021 808 8528</i>
E-MAIL ADDRESS	<i><u>Kevin.Carolus@Stellenbosch.gov.za</u></i>
DIRECTORATE	<i>Financial Services</i>
REPORT DATE	<i>06 May 2022</i>

ANNEXURE A

STELLENBOSCH MUNICIPALITY

IMPLEMENTATION OF SYSTEM – SUPPLY CHAIN MANAGEMENT

**SECTION 6 (3) OF SCM REGULATIONS:
OVERSIGHT ROLE OF COUNCIL OVER THE IMPLEMENTATION OF SCM POLICY**

PERIOD: 01 APRIL 2022 – 30 JUNE 2022

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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
5(2)(a)	Make a final award above R10 million (VAT included).	Accounting Officer (after considering recommendation of Bid Adjudication Committee)		YES	In the fourth quarter, there were ten (10) final awards above R10 million.
5(2)(b)	Make a final award above R200 000(VAT included), but not exceeding R10 million (VAT included).	Accounting Officer	Bid Adjudication Committee	YES	In the fourth quarter, there were seventeen (17) final awards above R200 000 but not exceeding R10 million.
5(2)(c)	Make a final award not exceeding R200 000(VAT included) including the appointment of consultants	Accounting Officer	CFO and Senior Manager - SCM and Senior Accountants	YES	Operational Delegations are in place with clear segregation of duties as stipulated in MFMA section 115 (b)
5(3)	Submit to the officials referred to in regulation 5(4) within five days of the end of each month a written report containing particulars of each final award, except procurements made out of petty cash, made during that month, including – (a) the amount of the award; (b) the name of the person to whom the award was made; (c) the reason why the award was made to that person; and (d) the BEE/HDI status of that entity/person.	Bid Adjudication Committee (refer regulation 5(4)(a) Chief Financial Officer – 5(4)(b)	Chief Financial Officer Senior Manager SCM	YES	The awards made were submitted on the following dates within this quarter: 03 May 2022 03 June 2022 03 July 2022
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)	<p><u>Direct that:</u></p> <p>a) cash purchases up to transaction value as defined I Council's Petty Cash policy</p> <p>b) one verbal quotation be obtained for any specified procurement of a transaction value lower than R2,000 (VAT included);</p> <p>c) written or verbal quotations for procurement of goods and/or services of a transaction value between R 2, 000.00 and R 10 000.00 (VAT included)</p> <p>d) formal written price quotations for procurement of goods and/or services of a transaction value between R 10,000.00 and R 200,000.00</p> <p>e) a competitive bidding process be followed for any specific procurement of a transaction value higher than R200 000.</p>	Accounting Officer	Operational delegations in place	YES	The SCM unit is responsible for procurement within these thresholds. Delegations approved and signed by the relevant officials.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
12(2)(a)	Allow the Accounting Officer to lower, but not to increase, the different threshold values specified in sub regulation(1).	Accounting Officer	Chief Financial Officer	YES	Delegated officials act within delegated thresholds.
14(1)(a)(ii)	Invite prospective providers of goods and services at least once a year through newspaper commonly circulating locally, the website of the municipality	Accounting Officer	Senior : Manager SCM	YES	Done
14(1)(b)	Specify the listing criteria for accredited prospective providers.	Accounting Officer	Chief Financial Officer	YES	Listing criteria is contained within the registration form.
14(1)(c)	Disallow the listing of any prospective provider whose name appears on the National Treasury's database as a person prohibited from doing business with the public sector.	Accounting Officer		YES	SCM consult National Treasury's database of defaulters before awarding of tenders and quotations
14(2)	Update the list of prospective providers at least quarterly to include any additional prospective providers and any new commodities or types of services.	Municipal Council	Chief Financial Officer	YES	Done
15	Requesting reconciliation's on petty cash purchases on a monthly basis.	Chief Financial Officer	Manager: Expenditure section	YES	Done
16(c)	If it is not possible to obtain at least three written quotations, record and report quarterly to the accounting officer, or another official designated by the accounting officer, the reasons for this.	Accounting Officer	Chief Financial Officer	YES	Reports were submitted on the following dates within this quarter: 03 May 2022 03 June 2022 03 July 2022

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
16(e)	Record the name of potential providers requested to provide written quotation with their quoted prices.	Accounting Officer	Chief Financial Officer	YES	Reports were submitted on the following dates within this quarter: 03 May 2022 03 June 2022 03 July 2022
17(1)(c)	Approve the recorded reasons for not obtaining at least three written price quotations.	Chief Financial Officer	Senior Manager SCM & CFO: below R200,000 Accountants: Acquisitions, Contracts and SCM: Accountant Demand and Chief Buyer : below R200,000	YES	
17(1)(d)	Record the names of the potential formal written price quotation providers and their written quotations.	Accounting Officer	Senior Manager : Supply Chain Management	YES	
17(2)	Report to the CFO within three days at the end of the month on any approvals given during that month by that the designed official referred to in sub-regulation (1) (c).	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	
18 (a)	All requirements in excess of R30,000 (VAT included) by means of formal written price quotations should be advertised for at least 7 days on the website and municipal official website.	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	
18 (b)	When using the list of accredited prospective providers, it should promote ongoing competition amongst providers by inviting providers to submit quotations on a rotational basis.	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	Done
18(c)	Must take all reasonable steps to ensure that the procurement of goods and services through written quotations or formal written price quotations is not abused.	Accounting Officer	Chief Financial Officer	YES	Quotations and Formal written quotations are placed on the website and only opened on the closing date and time and mitigate the risks during

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
					the calling for quotations.
18(d)	Notify the Accounting Officer or CFO in writing on a monthly basis of all written quotations and formal written price quotations accepted by the official acting in terms of a sub-delegation	Chief Financial Officer	Senior Manager : Supply Chain Management	YES	Reports were submitted on the following dates within this quarter: 03 May 2022 03 June 2022 03 July 2022
22 (b) (i)	The publication notice must contain the closure date for the submission of bids, which may not be less than 3 weeks in case of transactions over R10m (VAT included), or which are of long term nature, or 14 days in any other case, from date on which the advertisement is placed in a newspaper.	Accounting Officer	Bid Specifications Committee	YES	For quarter four, thirty (30) tenders specifications served before the Bid Specifications committee.
22(2)	The Accounting Officer may determine the closure date for the submission of bids which is less than the 30 days or 14 days requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process	Accounting Officer		YES	None
23(a) (i)(ii)	The handling, opening and recording of bids should be (i) be opened in public (ii) must be opened at the same time and as soon as possible after the period for the submission of bids has expired;	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
23 (c)	(ii) make the register available for public inspection (iii) publish the entries in the register and the bid results on the website of the municipality	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
24(1)	Negotiate the final terms of a contract with bidders	Accounting Officer	Relevant user department	YES	Provision for the signing of a Form of

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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	supply chain management policy of the municipality in terms of Regulation 27(2)(f) and a prescribed in terms of the Preferential Procurement Policy Framework Act.				
28(1)(b)	Evaluate each bidder's ability to execute the contract.	Accounting Officer	Bid Evaluation Committee, upon advice from SCM	YES	Currently part of the Standard Evaluation Report
28(1)(c)	Check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrears.	Accounting Officer	Bid Evaluation Committee	YES	Has a screening list that has to be completed.
28(1)(d)	Submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.	Bid Evaluation Committee		YES	Currently part of the Standard Evaluation Report
29(1)(a)	Consider the report and recommendations of the bid evaluation committee where the award value exceeds R200 000 (VAT incl.) and make the award up to value of R10m (as per delegated authority)	Accounting Officer	Bid Adjudication Committee	YES	In the fourth quarter there were fifteen (15) BAC meetings
29(1)(b)(i)	For bids above R10 million, the SCM BAC will make recommendation to the Municipal Manager to make the final award.	Accounting Officer		YES	In the fourth quarter there were two (2) final awards above R10 million.
29(1)(b)(ii)	Make another recommendation to the accounting officer on how to proceed with the relevant procurement.	Accounting Officer		YES	None.
29(3)	Appoint the chairperson of the bid adjudication committee.	Accounting Officer		YES	Delegations given is kept for record purposes
29(5)(a)	If a bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid – (i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears; and	Bid Adjudication Committee		YES	None

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

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

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

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

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

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

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

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

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

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

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

8.3	OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: ANNUAL IMPLEMENTATION REPORT (01 JULY 2021 - 30 JUNE 2022)
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Collaborator No: 732510
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 20 July 2022 and 27 July 2022

1. SUBJECT: OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: ANNUAL IMPLEMENTATION REPORT (01 JULY 2021 - 30 JUNE 2022)

2. PURPOSE

To submit to Management a report for the period 01 July 2022 - 30 June 2022 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 (2) (i) & 4 of the SCM Policy 2021/2022 determines that the Accounting Officer must within 30 days of the end of each financial year; 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

Within 30 days of the end of each financial year 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

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

6. DISCUSSION/CONTENTS

6.1 Background

SCM must report within 30 days of the end of each financial year 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 (2) (i) of the above stated Policy determines that the Accounting Officer must within 30 days of the end of each financial year; submit a report on the implementation of the SCM 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 2021 - 30 June 2022 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 (2) (i) of the SCM Policy 2021/2022 to the Executive Mayor and Council on the implementation of the supply chain management system and processes enables the Executive Mayor and Council to maintain the oversight role over the implementation of the SCM Policy as approved by Council.

6.6 Staff Implications

None.

6.7 Previous / Relevant Council Resolutions

None.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2022-07-20: ITEM 6.3

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

APPENDICES

ANNEXURE A: Report for the period 01 July 2021 - 30 June 2022 on the Implementation of Council's Supply Chain Management Policy

ANNEXURE A

STELLENBOSCH MUNICIPALITY

IMPLEMENTATION OF SYSTEM – SUPPLY CHAIN MANAGEMENT

**SECTION 6 (2)(a)(i) OF SCM REGULATIONS:
OVERSIGHT ROLE OF COUNCIL OVER THE IMPLEMENTATION OF SCM POLICY**

PERIOD: 01 JULY 2021 – 01 JUNE 2022

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE- MENTED	COMMENTS
3(1)(a)	Prepare and submit a draft supply chain management policy complying with regulation 2 to the council of the municipality for adoption.	Accounting Officer	Chief Financial Officer	YES	Done
3(1)(b)	Review at least annually the implementation of the policy.	Accounting Officer	Chief Financial Officer	YES	Done
3(1)(c)	Submit when considered necessary, proposals for amendment of the policy by the Council.	Accounting Officer	Chief Financial Officer	YES	The SCM Policy are 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 this financial year, there were twenty two (22) 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 this financial year, there were sixty-four (64) final awards above R200 000 but not exceeding R10 million.
5(2)(c)	Make a final award not exceeding R200 000(VAT included) including the appointment of consultants	Accounting Officer	CFO and Senior Manager - SCM and Senior Accountants	YES	Operational Delegations are in place with clear segregation of duties as stipulated in MFMA section 115 (b)
5(3)	Submit to the officials referred to in regulation 5(4) within five days of the end of each month a written report containing particulars of each final award, except procurements made out of petty cash, made during that month, including – (a) the amount of the award; (b) the name of the person to whom the award was made; (c) the reason why the award was made to that person; and (d) the BEE/HDI status of that entity/person.	Bid Adjudication Committee (refer regulation 5(4)(a) Chief Financial Officer – 5(4)(b)	Chief Financial Officer Senior Manager SCM	YES	The awards made were submitted on the following dates within this financial year: 03 August 2021 03 September 2021 02 October 2021 03 November 2021 03 December 2021 03 January 2022 03 February 2022 03 March 2022 03 April 2022 03 May 2022 03 June 2022 03 July 2022
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)	<p><u>Direct that:</u></p> <p>a) cash purchases up to transaction value as defined I Council's Petty Cash policy</p> <p>b) one verbal quotation be obtained for any specified procurement of a transaction value lower than R2,000 (VAT included);</p> <p>c) written or verbal quotations for procurement of goods and/or services of a transaction value between R 2, 000.00 and R 10 000.00 (VAT included)</p> <p>d) formal written price quotations for procurement of goods and/or services of a transaction value between R 10,000.00 and R 200,000.00</p> <p>e) a competitive bidding process be followed for any specific procurement of a transaction value higher than R200 000.</p>	Accounting Officer	Operational delegations in place	YES	The SCM unit is responsible for procurement within these thresholds. Delegations approved and signed by the relevant officials.

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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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 financial year: 03 August 2021 03 September 2021 02 October 2021 03 November 2021 03 December 2021 03 January 2022 03 February 2022 03 March 2022 03 April 2022 03 May 2022 03 June 2022 03 July 2022
16(e)	Record the name of potential providers requested to provide written quotation with their quoted prices.	Accounting Officer	Chief Financial Officer	YES	Reports were submitted on the following dates within this financial year:
17(1)(c)	Approve the recorded reasons for not obtaining at least three written price quotations.	Chief Financial Officer	Senior Manager SCM & CFO: below R200,000 Accountants: Acquisitions, Contracts and SCM: Accountant Demand and Chief Buyer : below R200,000	YES	Reports were submitted on the following dates within this financial year: 03 August 2021 03 September 2021 02 October 2021 03 November 2021 03 December 2021 03 January 2022 03 February 2022 03 March 2022
17(1)(d)	Record the names of the potential formal written price quotation providers and their written quotations.	Accounting Officer	Senior Manager : Supply Chain Management	YES	03 April 2022 03 May 2022 03 June 2022
17(2)	Report to the CFO within three days at the end of the month on any approvals given during that month by that the designed official referred to in sub-regulation (1) (c).	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	03 July 2022
18 (a)	All requirements in excess of R30,000 (VAT	Chief Financial Officer	Senior Manager: Supply	YES	Done

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	included) by means of formal written price quotations should be advertised for at least 7 days on the website and municipal official website.		Chain Management		
18 (b)	When using the list of accredited prospective providers, it should promote ongoing competition amongst providers by inviting providers to submit quotations on a rotational basis.	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	Done
18(c)	Must take all reasonable steps to ensure that the procurement of goods and services through written quotations or formal written price quotations is not abused.	Accounting Officer	Chief Financial Officer	YES	Quotations and Formal written quotations are placed on the website and only opened on the closing date and time and mitigate the risks during the calling for quotations.
18(d)	Notify the Accounting Officer or CFO in writing on a monthly basis of all written quotations and formal written price quotations accepted by the official acting in terms of a sub-delegation.	Chief Financial Officer	Senior Manager : Supply Chain Management	YES	<p>Reports were submitted on the following dates within this financial year.</p> <p>03 August 2021 03 September 2021 02 October 2021 03 November 2021 03 December 2021 03 January 2022 03 February 2022 03 March 2022 03 April 2022 03 May 2022 03 June 2022 03 July 2022</p>
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	Accounting Officer	Bid Specifications Committee	YES	Within this financial year one-hundred and five (105) tender specifications served before the Bid Specifications committee.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	14 days in any other case, from date on which the advertisement is placed in a newspaper.				
22(2)	The Accounting Officer may determine the closure date for the submission of bids which is less than the 30 days or 14 days requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process	Accounting Officer		YES	None
23(a) (i)(ii)	The handling, opening and recording of bids should be (i) be opened in public (ii) must be opened at the same time and as soon as possible after the period for the submission of bids has expired;	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
23 (c)	(ii) make the register available for public inspection (iii) publish the entries in the register and the bid results on the website of the municipality	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
24(1)	Negotiate the final terms of a contract with bidders 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.	Accounting Officer	Relevant user department Head of Department or Director	YES	Provision for the signing of a Form of Tender/Service Level Agreement with successful vendors is being made in the tender documents

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	Minutes of such negotiations must be kept.				
26(1)(b)	Appoint the members of the bid specification, evaluation and adjudication committees, taking into account Section 117 of the MFMA.	Accounting Officer		YES	Done
26(1)(c)	Appoint a neutral or independent observer to a bid specification, evaluation or adjudication committee for an attendance and oversight process when this is appropriate for ensuring fairness and promoting transparency.	Accounting Officer		N/A	Not Applicable
26(3)	Apply the committee system to formal written price quotations.	Accounting Officer		N/A	Committee system is applied for goods/services above R200 000
27(1)	Compile specifications for the procurement of goods and services by the municipality.	Accounting Officer	Bid Specifications Committee, upon advice of the relevant user department	YES	The Director signs for items to serve on Specification committee.
27(2)(g)	Approve specifications compiled by the bid specification committee prior to publication of the invitation for bids.	Accounting Officer	Bid Specifications Committee, upon advice of the relevant user department	YES	The specifications are accompanied with a questionnaire that the relevant department has to complete. Meetings are held according pre-determined schedule.
28(1)(a)	Evaluate bids in accordance with – (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 BEC 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	Accounting Officer	Bid Evaluation Committee	YES	Has a screening list that has to be completed.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	service charges are not in arrears.				
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 financial year there were fifty-five (55) 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 financial year there were fourteen (14) final awards above R10 million.
29(1)(b)(ii)	Make another recommendation to the accounting officer on how to proceed with the relevant procurement.	Accounting Officer		YES	None.
29(3)	Appoint the chairperson of the bid adjudication committee.	Accounting Officer		YES	Delegations given is kept for record purposes
29(5)(a)	If a bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid – (i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears; and (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	Accounting Officer		YES	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	(ii) If the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.				
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	Nine (9) tenders were referred back to the BEC in this financial year
29(7)	Comply with Section 114 of the MFMA within ten working days.	Accounting Officer		YES	Not applicable
31(1)	Request the State Information Technology Agency (SITA) to assist the municipality with the acquisition of IT related goods or services through a competitive bidding process.	Accounting Officer	Bid Adjudication Committee	YES	Not Applicable
31(2)	Enter into a written agreement to regulate the services rendered by, and the payments made to, SITA.	Accounting Officer		YES	Not Applicable
31(3)	Notify SITA together with a motivation of the IT needs of the municipality if – (a) the transaction value of IT related goods or 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	Not Applicable
31(4)	Submit to the Council, the National Treasury, the relevant provincial treasury and the Auditor General	Accounting Officer	Senior Manager: Supply Chain Management	YES	Not Applicable

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	the SITA comments and the reasons for rejecting or not following such comments if the municipality disagrees with SITA's comments.				
32(1)	<p>To procure goods or services for the municipality under a contract secured by another organ of state, but only if –</p> <p>(a) the contract has been secured by that organ of state by means of a competitive bidding process applicable to that organ of state;</p> <p>(b) the municipality has no reason to believe that such contract was not validly procured;</p> <p>(c) there are demonstrable discounts or benefits or the municipality; and</p> <p>that other organ of state and the provider have consented to such procurement in writing.</p>	Accounting Officer	Bid Adjudication Committee	YES	None
35(1)	Procure consulting services above the value of R200 000 (VAT incl.) provided that any Treasury guidelines in respect of consulting services or CIDB guidelines in respect of services related to the build environment and construction works are taken into account when such procurements are made.	Accounting Officer	Bid Adjudication Committee	YES	New tender has been advertised
35(4)	Ensure that copyright in any document produced, and the patent rights or ownership in any plant,	Municipal Council	Relevant user Department	YES	Not Applicable

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE- MENTED	COMMENTS
	machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service is vested in the municipality.				
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	IMPLEMENTED	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 committee.	Accounting Officer	Bid Adjudication Committee	YES	None

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

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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	<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 Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
40(1)	The Supply chain policy must provide for an effective system of disposal management for the disposal or letting of assets, including unserviceable, redundant or obsolete assets, subject to sections 14&90 of MFMA	Municipal Council	Chief Financial Officer	YES	Delegations are in place
40(2) a	<p>A Supply Chain management policy must specify the ways in which assets may be disposed of, including by –</p> <p>(i) Transferring the asset to another organ of state in terms of a provision of the MFMA enabling the transfer of assets</p> <p>(ii) Transferring the asset to another organ of state at market related value or, when appropriate, free of charge</p> <p>(iii) Selling the asset</p> <p>(iv) Destroying the asset</p>	Municipal Council	Chief Financial Officer	YES	As per delegations

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

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

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

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

8.4	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR JUNE 2022
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Collaborator No: 732812
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 20 July 2022 and 27 July 2022

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR JUNE 2022

2. PURPOSE

To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy 2021/2022 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 (2021/2022) stipulate that SCM deviations be reported to Council. In compliance thereto, this report presents to Council the SCM deviations that occurred during June 2022.

5. RECOMMENDATION

that Council notes the deviations as listed for the month of June 2022.

6. DISCUSSION / CONTENTS

6.1 Background/Legislative Framework

The regulation applicable is as follows:

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

Deviation from and ratification of minor breaches of, procurement processes

36. (1) A supply chain management policy may **allow the accounting officer—**
 (a) To **dispense with the official procurement processes** established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only—
 (i) in an emergency;
 (ii) if such goods or services are produced or available from a single provider only;
 (iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;
 (iv) acquisition of animals for zoos; or
 (v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes; and
 (b) to ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.

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

6.2 Discussion

Reporting the deviations as approved by the Accounting Officer for June 2022:
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 12/22	24 June 2022	Esri SA (Pty) Ltd	Appointment of Esri south Africa (PTY) ltd for the renewal of annual software maintenance for geographic information system (GIS) licences with training, maintenance and support for a period ending 30 June 2025.	Exceptional case and it is impractical or impossible to follow the official procurement processes.	Esri South Africa (PTY) Ltd is a single/sole provider for the renewal of the Enterprise License agreement for the Geographic Information System (GIS)	R 7 014 445,90 (including VAT) for fixed costs plus an estimated cost of R 1 669 248,00 (including VAT) for support services, totalling R 8 683 693,90 for a period of three years

6.3 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.

6.4 Staff Implications:

No staff implications

6.5 Previous / Relevant Council Resolutions:

None

6.6 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

6.7 Comments from Senior Management:

The item was not circulated for comment except to Municipal Manager

6.7.1 Municipal Manager

Supports the recommendations.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2022-07-20: ITEM 6.4

that Council notes the deviation as listed for the month of June 2022.

FOR FURTHER DETAILS CONTACT:

NAME	Kevin Carolus
POSITION	CFO
DIRECTORATE	Finance
CONTACT NUMBERS	021 808 8528
E-MAIL ADDRESS	<u>Kevin.Carolus@stellenbosch.gov.za</u>
REPORT DATE	07 July 2022

8.5	MFMA SECTION 52 REPORTING UP TO JUNE 2022
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Collaborator No: 732818
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 20 July 2022 and 27 July 2022

1. SUBJECT: MFMA SECTION 52 REPORTING UP TO JUNE 2022

2. PURPOSE

To comply with section 52(d) of the Municipal Finance Management Act and report to Council on the budget; financial and service delivery budget implementation plan by the Municipality for quarter 4 of the 2021/22 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 2021 to 30 June 2022.

5. RECOMMENDATION

that Council notes Section 52 Report (including quarterly performance report) – Fourth 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 4th quarter of the financial year. The report is indicated under **APPENDIX 1**.

6.2 Discussion

This report illustrates the implementation of the budget as well as the non-financial performance of the municipality for quarter 4.

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

6.3 Financial Implications

None.

6.4 Legal Implications

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

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:

None

6.7 Risk Implications

None

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2022-07-20: ITEM 6.5

that Council notes Section 52 Report (including quarterly performance report) – Fourth Quarter.

ANNEXURES

Appendix 1 : Section 52 Report – 4th Quarter

FOR FURTHER DETAILS CONTACT:

NAME	Monique Steyl
POSITION	Senior Manager Financial Management Services
DIRECTORATE	Financial Services
CONTACT NUMBERS	021 – 808 8512
E-MAIL ADDRESS	<u>Monique.Steyl@stellenbosch.gov.za</u>
REPORT DATE	JUNE 2022

APPENDIX 1



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QUARTERLY BUDGET MONITORING REPORT

4th Quarter 2021/22



QUALITY CERTIFICATE

I, Geraldine Mettler, the Municipal Manager of Stellenbosch Municipality, hereby certify that the quarterly report the period ending June 2022 has been prepared in accordance with Section 52 of the Municipal Finance Management Act and regulations made under the Act and accordingly submit the required quarterly statement on the state of Stellenbosch Municipality's budget reflecting the particulars up until the end of June 2022.

Name: Geraldine Mettler

Municipal Manager of Stellenbosch Municipality- WC024

Signature _____

Date: 18 July 2022

To Council

In accordance with Section 52(d) of the Municipal Finance Management Act, I submit the required report on the implementation of the budget and the financial situation of Stellenbosch Municipality reflecting the particulars of the fourth quarter of the financial year 2021/22.

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

.....
Advocate G M van Deventer
Executive Mayor
Date: 18 July 2022

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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.

The Office of the CFO is currently, in terms of s126 (1) (a) of the MFMA, preparing the annual financial statements for the financial period ended

30 June 2022. It is important to note that the information in this report are preliminary results and may not be an accurate reflection of the financial position of the municipality as it will be materially influenced by year-end journals and processes still to be finalised which will influence the financial position. The latter process alluded to will only be finalised by the end of August 2022.

2.2 Summary of 2021/22 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	406 053 915	2 017 490 424	2 020 050 868
Adjustment Budget	403 507 635	1 977 679 012	1 983 244 754
Plan to Date (SDBIP)	403 507 635	1 977 679 012	1 983 244 754
Actual	290 492 228	1 426 465 259	1 945 358 756
Variance to SDBIP	-113 015 407	-551 213 753	-37 885 998
Year to date % Variance to SDBIP	-28,01%	-27,87%	-1,91%

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 4th Quarter of 2021/22:

Operating Revenue by Source

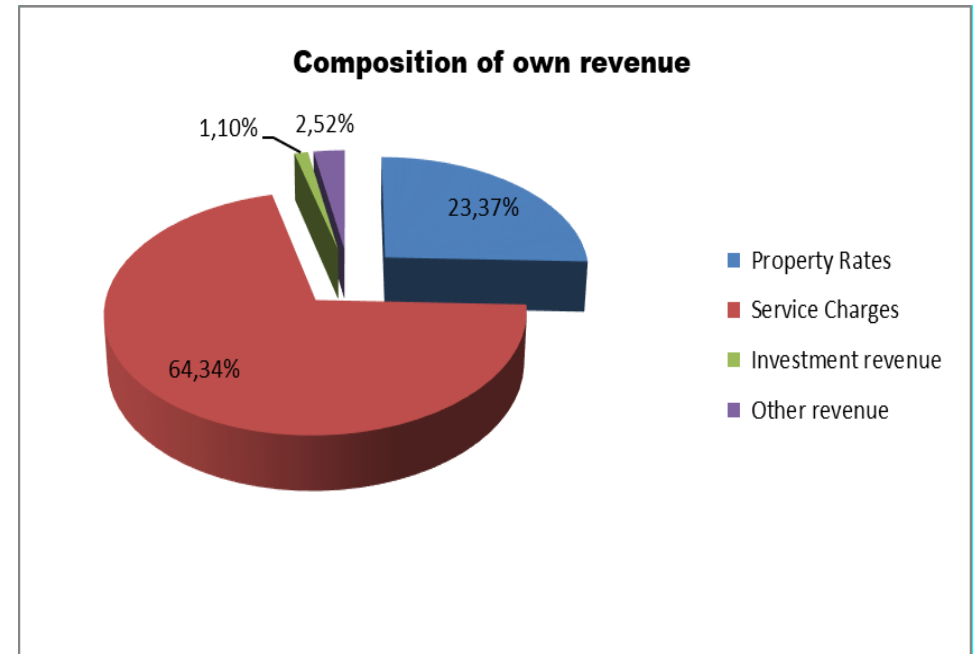
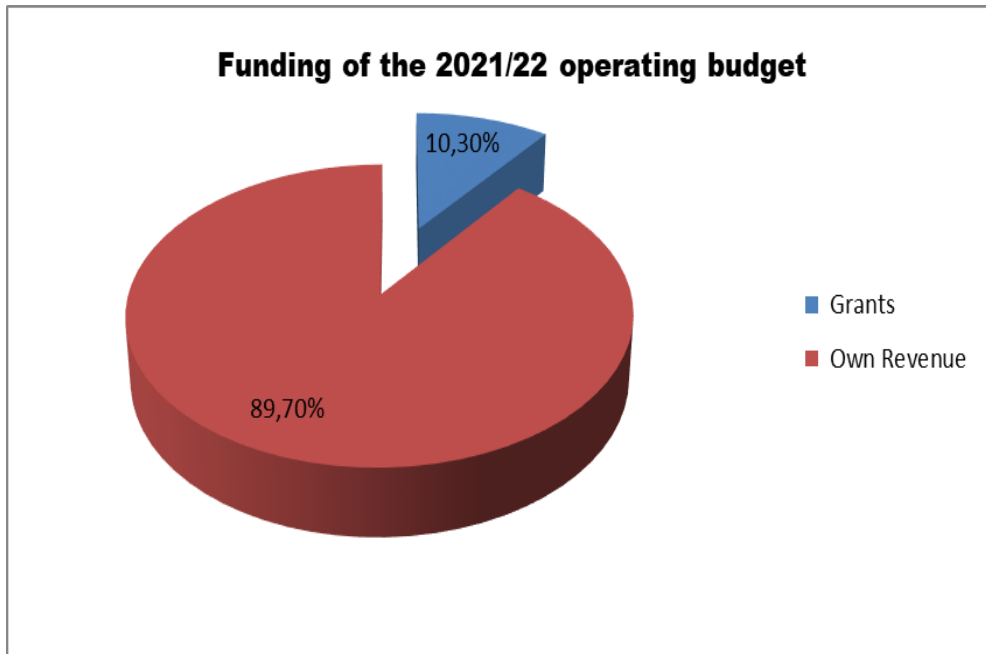
Description	ORIGINAL BUDGET	ADJUSTMENT BUDGET
Revenue by Source		
Property rates	423 632 548	415 667 656
Service charges - electricity revenue	787 275 170	787 275 170
Service charges - water revenue	166 399 723	166 399 723
Service charges - sanitation revenue	114 485 332	102 956 558
Service charges - refuse revenue	87 936 447	87 936 447
Service charges - other	-	-
Rental of facilities and equipment	11 174 739	10 811 501
Interest earned - external investments	13 200 000	19 612 814
Interest earned - outstanding debtors	14 034 400	12 495 451
Fines	147 425 010	120 164 832
Licences and permits	5 778 049	5 778 049
Agency services	3 077 493	4 077 493
Transfers recognised - operational	204 313 279	204 230 382
Other revenue	41 318 678	44 838 678
Gains on disposal of PPE		1 000 000
Total Revenue (excluding capital transfers and contributions)	2 020 050 868	1 983 244 754

QUARTER 4 2021/22			QUARTER 4 2020/21		
PLANNED	ACTUAL	VAR	PLANNED	ACTUAL	VAR
98 491 102	87 658 558	-11%	99 809 762	81 154 474	100%
192 203 415	183 439 243	-5%	168 610 310	154 012 459	-9%
47 510 922	46 442 345	-2%	37 180 037	39 132 643	5%
26 133 308	23 399 410	-10%	27 077 904	22 323 346	100%
22 030 697	19 207 004	-13%	19 576 231	16 106 106	100%
-	-	-	-	-	-100%
3 199 867	2 622 160	-18%	2 648 066	2 196 406	-17%
3 547 525	6 296 242	77%	5 717 623	3 633 163	-36%
3 413 738	3 483 710	2%	3 320 327	2 890 320	-13%
52 371 953	48 085 721	-8%	32 720 238	1 142 421	-97%
1 867 907	2 255 615	21%	1 375 719	3 295 314	100%
918 233	994 666	8%	732 732	1 399 233	91%
35 978 092	12 728 814	-65%	57 052 067	12 396 949	-78%
22 622 119	20 873 696	-8%	7 977 046	4 353 160	-45%
351 081	351 081	0%	-	451 583	0%
510 639 958	457 838 265	-10%	463 798 062	344 487 575	-26%

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 89.72 per cent of the 1 779 014 372 billion own revenue budget.



4. Operating Expenditure

The following table illustrates the actual operating expenditure for each Directorate against planned expenditure in the SDBIP for the 4th Quarter of 2021/22.

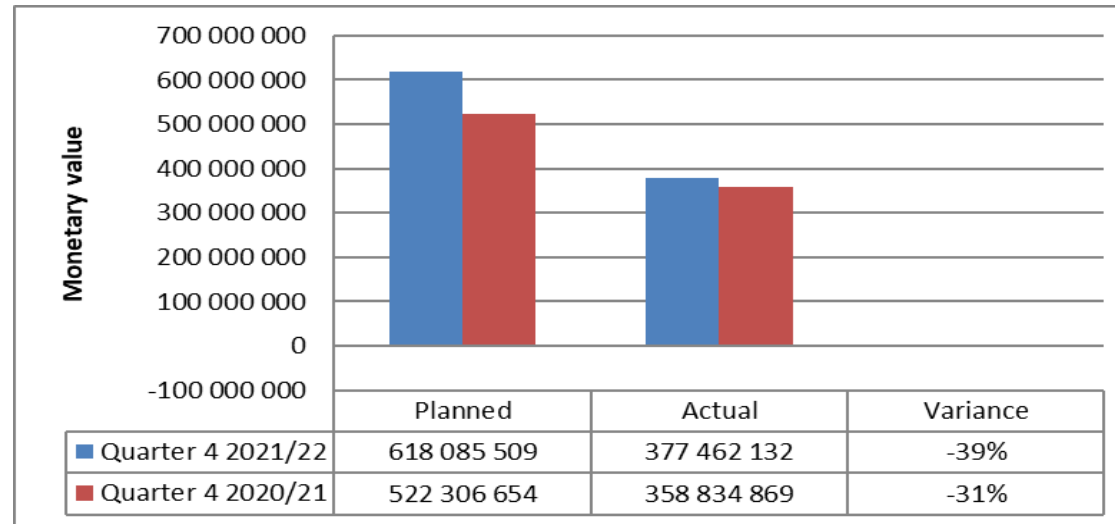
Operating Expenditure (Per Directorate):

DIRECTORATE	ORIGINAL BUDGET	AMENDED BUDGET
Municipal Manager	39 988 671	25 972 964
Planning & Development	100 874 841	68 850 694
Community and Protection Services	374 481 006	404 361 113
Infrastructure Services	1 188 821 416	1 184 156 894
Corporate Services	198 282 948	193 939 626
Financial Services	115 041 542	100 397 721
TOTALS	2 017 490 424	1 977 679 012

QUARTER 4 2021/22	
PLANNED	ACTUALS
7 446 977	3 979 397
21 572 599	14 463 534
122 046 749	65 598 210
341 328 212	249 667 248
56 653 853	29 997 889
69 037 119	13 755 853
618 085 509	377 462 132

QUARTER 4 2020/21	
PLANNED	ACTUALS
11 486 278	9 444 265
26 852 664	13 817 644
112 506 078	63 665 035
298 535 751	207 019 940
48 396 501	41 506 794
24 529 382	23 381 191
522 306 654	358 834 869

During the fourth quarter of the financial year the directorates spent R240 623 378, 39% less than the planned expenditure. At the same period last year, the directorate spent R163 471 785, 31% less than the planned expenditure.



The year on year comparison for the fourth quarter is 61% actual spending rate of the planned operating budget for the financial year 2021/22, compared to a 69% actual spending rate for the same period in the previous financial year.

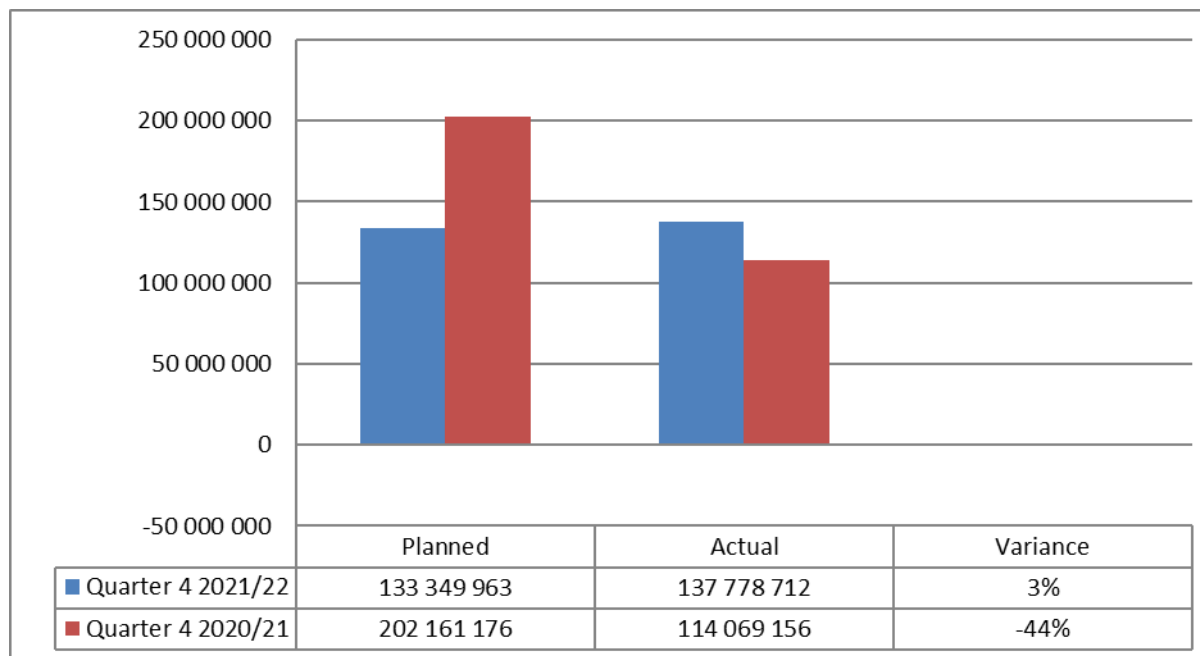
5. Capital Expenditure

The following table illustrates the actual capital expenditure per directorate against the planned in the SDBIP for the 4th Quarter of 2021/22.

DIRECTOR	ORIGINAL BUDGET	AMENDED BUDGET
Municipal Manager	44 000	44 000
Planning & Development	11 513 800	17 209 720
Community and Protection Services	342 514 745	38 617 860
Infrastructure Services	27 757 000	312 262 136
Corporate Services	24 024 370	29 573 919
Financial Services	200 000	400 000
TOTALS	406 053 915	398 107 635

QUARTER 4 2021/22		
PLANNED	ACTUAL EXPENDITURE	VAR %
16 000	1 297	-92%
4 047 854	3 149 018	-22%
20 962 277	9 509 362	-55%
97 957 846	120 190 749	23%
10 235 986	4 889 177	-52%
130 000	39 108	-70%
133 349 963	137 778 712	3%

QUARTER 4 2020/21		
PLANNED	ACTUAL EXPENDITURE	VAR %
9 500	5 967	100%
11 254 521	1 628 888	-86%
24 180 313	13 045 709	-46%
145 108 696	92 133 526	-37%
21 033 629	6 800 326	-68%
574 517	454 741	-21%
202 161 176	114 069 156	-44%



The year-on-year comparison for the end of the fourth quarter is [R290 492 228/R398 107 635] 73% of the total capital budget of R398 107 635 for the 2021/22 financial year compared to a [R321 751 690/ R613 274 958] 52% spending rate for the same period in the previous financial year measured against a budget of R613 274 958.

6. Investments and Borrowings

6.1 Investments

ACC. NR	BANK	Type/ Period	INTEREST RATE	MATURITY DATE	OPENING BALANCE AS AT 1 JULY 2021	QUARTER 4 (APRIL-JUNE2022)		TOTAL INVESTMENTS/ WITHDRAWALS	INTEREST CAPITALISED FOR THE MONTH UNDER REVIEW	INTEREST ACCRUED YTD	CLOSING BALANCE YTD
						INVEST	WITHDRAW				
	ABSA BANK										
9367489415	A#415	CALL	4,200%	19-Aug-22			(20 000 000,00)	40 000 000,00	184 579,32	1 771 894,24	41 771 894,24
2080315300	A#5300	FIXED / 5 MTHS	5,580%					40 000 000,00	177 336,99	611 506,85	40 611 506,85
					- 0,01	-	- 20 000 000,00	80 000 000,00	361 916,30	2 383 401,09	82 383 401,09
	NEDBANK										
03/7881123974/...020	N#020	FIXED / 6 MTHS	4,640%	10-Aug-21	71 263 605,48			(71 619 550,68)	-	355 945,21	0,00
03/7881123974/...021	N#021	FIXED / 7 MTHS	4,820%	26-Nov-21	90 736 865,75			(92 495 835,62)	-	1 758 969,86	(0,00)
03/7881123974/...023	N#023	FIXED / 5 MTHS	4,770%	06-Dec-21				(576 538,44)	-	576 538,44	0,00
03/7881123974/...024	N#024	FIXED / 5 MTHS	5,800%	12-Oct-22				80 000 000,00	381 369,86	3 330 630,14	83 330 630,14
03/7881123974/...025	N#025	FIXED / 6 MTHS	6,100%	22-Sep-22				80 000 000,00	401 095,89	1 350 356,16	81 350 356,16
03/7881123974/...026	N#026	MTHS	7,950%	21-Jun-23		19 061 482,12	-	19 061 482,12	41 517,47	41 517,47	19 102 999,59
					162 000 471,24	19 061 482,12	-	14 369 557,38	823 983,23	7 413 957,29	183 783 985,90
	STANDARD BANK										
258489367-025	S#025	CALL ACCOUNT	3,500%					(473 959,24)		473 959,24	0,00
258489367-031	S#031	FIXED 3 MNTHS	4,250%	29-Jul-21	60 433 150,68			(60 635 826,63)	-	202 675,95	0,00
258489367-032	S#032	FIXED 3 MNTHS	4,875%	06-Dec-21				(1 613 424,66)	-	1 613 424,66	(0,00)
258489367-033	S#033	FIXED 5 MNTHS	4,850%	11-Mar-22				(996 575,34)	-	996 575,34	0,00
258489367-034	S#034	FIXED 5 MNTHS	5,175%	13-Jun-22			(127 164 547,95)	(3 164 547,95)	228 550,68	3 164 547,95	(0,00)
258489367-035	S#035	FIXED 12 MNTHS	7,725%	21-Jun-23		80 938 517,88	-	80 938 517,88	188 431,52	188 431,52	81 126 949,40
					60 433 150,78	80 938 517,88	(127 164 547,95)	(66 884 333,82)	416 982,21	6 639 614,66	81 126 949,40
INVESTMENT TOTAL					222 433 622,01	100 000 000,00	(127 164 547,95)	27 485 223,56	1 602 881,74	16 436 973,04	347 294 336,39

6.2 Borrowings

Lending Institution	Balance 1/04/2022	Received Quarter 4 2022	Interest Capitalised Quarter 4 2022	Capital Repayments 2022	Balance 30/06/2022	Percentage	Sinking Funds
							(R'000)
DBSA@ 11.1%	12 051 125	-	663 340	1 461 291	11 253 174	11,10%	
DBSA@ 10.25%	37 142 642	-	1 888 983	3 366 969	35 664 655	10,25%	
DBSA @ 9.74%	70 596 985	-	3 408 065	3 045 838	70 959 212	9,74%	
NEBANK @ 9.70%	133 096 501	-	6 402 124	6 290 018	133 208 607	9,70%	
NEBANK @ 8.8%	99 505 170		4 347 176	3 491 814	100 360 533	6,73%	
STANDARD BANK @ 11.00%	-	144 000 000			144 000 000	11,00%	
TOTAL	352 392 423	144 000 000	16 709 688	17 655 930	495 446 181		

7. Allocations and grant receipts and expenditure for the 4th Quarter of 2021/22

OPERATING & CAPITAL GRANTS	TOTAL 2020/21	EXPECTED ALLOCATION	OPENING BALANCE 1 JULY 2021	CAPITAL DEBTORS	PRIOR YEARS DEBTORS CLEARED	ACCUMULATED ACTUAL RECEIPTS	ACCUMULATED ACTUAL EXPENDITURE	QUARTER 4 RECEIPTS	QUARTER 4 ACTUAL EXPENDITURE	UNSPENT CONDITIONAL GRANTS - 30 JUNE 2022
Unconditional Grant:Equitable Share	157 136 000	157 136 000				157 136 000	57 997 820	-	15 207 110	99 138 180
Grand Total (Unconditional Grants)	157 136 000	157 136 000	-	-		157 136 000	57 997 820	-	30 859 028	99 138 180
EPWP Integrated Grant for Municipalities	5 998 000	5 998 000				5 998 000	5 998 000	-	3 042 138	-
Local Government Financial Management Grant	1 550 000	1 550 000				1 550 000	1 222 445	-	375 540	327 555
		18 000 000								
Integrated National Electrification Programme (Municipal) Grant	18 000 000					23 400 000	17 737 703	-	10 909 529	5 662 297
Integrated Urban Development Grant	56 941 000	56 941 000				56 941 000	51 777 095	-	40 479 078	5 163 905
LGSETA Funding	-			76 360		-	22 698	-	11 383	(99 058)
DBSA Grant	18 472		18 472	1 981 528	1 981 528	2 000 000	-	-	-	36 944
Community Development Workers Operational Support Grant	38 000	38 000				38 000	26 804	-	26 804	11 196
Library Services: Conditional Grant	13 546 051	11 244 000	2 302 051			11 244 000	9 601 942	-	2 049 372	3 944 109
Municipal Library Support Grant	3 252 000	3 252 000				3 252 000	-	-	-	3 252 000
Human Settlements Development Grant	41 028 673	40 349 000	679 673	14 009 182	6 820 409	19 350 843	13 050 952	(2 622 516)	4 885 920	(7 029 619)
Informal Settlements Upgrading Partnership Grant: Provinces (B)	18 350 000	18 350 000				8 716 114	5 819 509	8 716 114	1 521 929	2 896 605
Title Deeds Restoration Grant	1 371 711		1 371 711			-	431 881	-	431 881	939 830
Municipal Accreditation and Capacity Building Grant	690 000	452 000	238 000			252 000	76 722	-	76 722	413 278
Financial Management Capacity Building Grant	414 751	250 000	164 751			250 000	394 985	-	394 985	19 766
Maintenance and Construction of Transport Infrastructure	4 950 000	4 950 000				-	4 856 649	-	3 591 355	(4 856 649)
Regional Socio-Economic Project/violence through urban upgra	4 337 700	1 000 000	3 337 700			1 000 000	994 849	-	-	3 342 851
Cape Winelands District Grant	500 000	500 000				500 000	500 000	-	-	-
Western Cape Financial Management Support Grant	550 000	550 000				550 000	-	-	-	550 000
Western Cape Municipal Energy Resilience Grant (WC MER Grant)	710 000	710 000				710 000	710 000	-	710 000	-
Safety Initiative Implementation-whole of society approach (WOSA)	-	-						-	-	-
Cape Wineland District Tourism grant	-	-						-	-	-
Cape Winelands Disaster Grant	146 959		146 959			484 000	-	484 000	-	630 959
Development of Sport and Recreational Facilities	600 000	600 000				600 000	149 105	-	99 455	450 895
Local Government Public Employment Support Grant	1 800 000	1 800 000				1 800 000	1 800 000	-	1 800 000	-
Blaauwklippen housing project	369 715		369 715					-	-	369 715
Housing consumer education	68 010		68 010					-	-	
Khaya Lam Free Market Foundation	102 000		102 000					-	-	
Other sources	288 184		288 184					-	-	
Integrated Transport Planning Grant	600 000		600 000				600 000	-	600 000	
National Lottery	307 361		307 361				305 028	-	305 028	
								-	-	
								-	-	
Grand total (Conditional Grants)	175 163 033	166 534 000	8 629 033	16 067 070	8 801 937	138 635 957	115 171 340	6 577 598	70 406 091	16 026 580

8. Personnel Expenditure

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

Employee - Related Costs	Original Budget	Adjustments Budget	Quarter 4 Budget	Quarter 4 Actual	YTD Budget	YTD Actual	YTD %
Basic Salary and Wages	358 787 703	355 068 395	91 378 613	83 223 076	355 068 395	341 151 245	96%
Bonus	29 798 255	24 835 840	6 208 927	1 392 684	24 835 840	25 736 651	104%
Acting and Post Related Allowances	1 745 660	722 000	180 560	197 091	722 000	563 567	78%
Non Structured	37 166 979	44 490 640	11 122 699	9 339 907	44 490 640	35 075 523	79%
Standby Allowance	13 511 760	12 450 050	3 112 496	2 873 628	12 450 050	11 444 983	92%
Travel or Motor Vehicle	12 471 755	10 719 340	2 679 865	2 227 627	10 719 340	9 094 988	85%
Accommodation, Travel and Incidental	441 812	33 600	8 427	26 652	33 600	48 070	143%
Bargaining Council	247 599	140 000	34 889	81 542	140 000	328 203	234%
Cellular and Telephone	1 279 522	2 469 320	617 417	459 190	2 469 320	1 874 743	76%
Current Service Cost	5 935 660	3 594 184	898 549	-6 277 191	3 594 184	779 315	22%
Essential User	750 919	586 080	146 547	194 735	586 080	637 962	109%
Entertainment	94 283	-	-	-	-	1 157	#DIV/0!
Fire Brigade	3 237 130	2 687 460	671 865	692 927	2 687 460	2 802 289	104%
Group Life Insurance	4 872 537	4 700 700	1 175 121	1 670 878	4 700 700	5 841 455	124%
Housing Benefits	3 594 264	2 740 230	685 053	707 229	2 740 230	2 797 600	102%
Interest Cost	22 609 511	13 985 120	3 496 286	-	13 985 120	-	0%
Leave Gratuity	-	3 279 289	819 823	-	3 279 289	-	0%
Leave Pay	2 538 403	-	-	-	-	1 690 281	#DIV/0!
Long Term Service Awards	1 205 762	4 226 076	1 056 519	-	4 226 076	52 308	1%
Medical	31 650 226	25 496 610	6 374 112	6 574 839	25 496 610	25 717 758	101%
Non-pensionable	1 032 821	199 500	49 875	15 449	199 500	62 199	31%
Pension	65 237 329	55 345 350	13 836 405	13 426 559	55 345 350	53 315 045	96%
Scarcity Allowance	1 857 480	718 010	179 504	206 781	718 010	737 750	103%
Shift Additional Remuneration	2 289 690	5 069 180	1 267 292	1 104 690	5 069 180	4 387 501	87%
Structured	1 785 922	2 252 300	563 072	792 431	2 252 300	2 596 405	115%
Unemployment Insurance	3 315 315	2 436 620	608 996	665 137	2 436 620	2 719 128	112%
Totals	607 458 297	578 245 894	147 172 912	119 595 860	578 245 894	529 456 126	92%

During the fourth quarter of the financial year the directorates spent R529 456 126, 8% less than the planned expenditure of R578 245 894. This underspending mainly relates to the expenditure incurred in respect of leave gratuity, Long-term service award and interest cost.

9. Withdrawals

<i>Consolidated Quarterly Report for period 01/04/2022 to 30/06/2022</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	1 933 291	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	9 098 339	Group Insurance. S11(e) (ii)	Council
Ad Hoc	Investment Management	100 000 000	Investment in accordance with the Cash Management and Investment Policy. S11(h)	Accounting Officer (Municipal Manager)

10. Cost Containment Reporting

Measures	Cost Containment In - Year Report																
	Original Budget	Amended Budget	Quarter 1		Saving/ (Over spending)	Quarter 2		Saving/ (Overspending)	Quarter 3		Saving/ (Overspending)	Quarter 4		Saving/ (Overspending)	YTD		Saving/ (Over spending)
			Budget	Actual		Budget	Actual		Budget	Actual		Budget	Actual		Total YTD Budget	Total YTD Actual	
Use of consultants	49 574 016,00	38 937 147,00	5 907 618,00	2 303 793,78	3 603 824,22	7 120 195,00	3 612 773,46	3 507 421,54	11 737 979,00	3 815 181,38	7 922 797,62	13 147 474,00	13 187 295,67	- 39 821,67	37 913 266,00	22 919 044,29	14 994 221,71
Vehicles used for political office - bearer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accommodation, Travel and Incidental costs	18 529 493,00	11 346 003,00	3 322 692,00	3 441 975,88	- 119 283,88	4 426 611,00	2 668 249,44	1 758 361,56	749 274,00	2 542 903,63	- 1 793 629,63	2 898 814,00	2 560 952,44	337 861,56	11 397 391,00	11 214 081,39	183 309,61
Sponsorships, events and catering	1 697 972,00	912 579,00	417 991,00	43 210,52	374 780,48	- 269 688,00	201 838,40	- 471 526,40	387 012,00	56 568,71	330 443,29	239 364,00	289 902,00	- 50 538,00	774 679,00	591 519,63	183 159,37
Communication	15 639 134,00	14 948 152,00	1 556 296,00	2 159 523,67	- 603 227,67	4 377 606,00	3 242 674,09	1 134 931,91	4 411 502,00	3 847 975,95	563 526,05	5 491 248,00	2 370 313,25	3 120 934,75	15 836 652,00	11 620 486,96	4 216 165,04
Other related expenditure items	41 622 591,00	52 052 120,00	7 438 232,00	9 690 824,00	- 2 252 592,00	10 416 508,00	10 477 128,24	- 60 620,24	21 015 937,00	10 673 666,49	10 342 270,51	13 181 443,00	11 270 767,14	1 910 675,86	52 052 120,00	42 112 385,87	9 939 734,13
Grand Total	R127 063 206,00	R118 196 001,00	R18 642 829,00	R17 639 327,85	R1 003 501,15	R26 071 232,00	R20 202 663,63	R5 868 568,37	R38 301 704,00	R20 936 296,16	R17 365 407,84	R34 958 343,00	R29 679 230,50	R5 279 112,50	R117 974 108,00	R88 457 518,14	R29 516 589,86

The largest year to date overspending was noted for other related expenditure items of which the largest component relates to non-structured overtime.

Item for report	Item longcode	Description	Original Budget	Amended Budget	Quarter 1		Saving/ (Over spending)	Quarter 2		Saving/ (Overspending)	Quarter 3		Saving/ (Overspending)	Quarter 4		Saving/ (Overspending)	YTD			Saving/ (Overspending)
					Budget	Actual		Budget	Actual		Budget	Actual		Budget	Actual		Total YTD Budget	Total YTD Actual	Total YTD Actual	
Communication	IE0100150010000000000000000000000000	Communication:Cellular Contract (Subscription and	4 289 576,00	3 781 796,00	26 232,00	642 115,42	- 615 883,42	1 849 387,00	913 846,37	935 540,63	913 735,00	923 263,81	- 9 528,81	986 442,00	561 968,38	424 473,62	3 775 796,00	3 041 193,98	734 602,02	
	IE0100150020000000000000000000000000	Communication:Licences (Radio and Television)	95 000,00	95 000,00	-	-	-	47 500,00	-	47 500,00	28 500,00	71 105,60	- 42 605,60	12 500,00	-	12 500,00	88 500,00	71 105,60	17 394,40	
	IE0100150040000000000000000000000000	Communication:Radio and TV Transmissions	2 358 703,00	2 358 703,00	345 570,00	213 324,76	132 245,24	543 373,00	613 106,10	69 733,10	360 748,00	1 229 620,51	- 868 872,51	2 009 012,00	146 615,07	1 862 396,93	3 258 703,00	2 202 666,44	1 056 036,56	
	IE0100150030000000000000000000000000	Communication:Postage/Stamps/Frinking Machine	2 627 000,00	1 744 000,00	221 966,00	261 448,98	- 39 482,98	379 670,00	399 887,81	- 20 217,81	706 358,00	399 104,98	307 253,02	442 006,00	528 187,29	- 86 181,29	1 750 000,00	1 588 629,06	161 370,94	
	IE0100150070000000000000000000000000	Communication:SMS Bulk Message Service	144 000,00	144 000,00	10 889,00	-	10 889,00	27 478,00	24 028,43	3 449,57	5 169,00	19 679,48	- 14 510,48	100 464,00	25 715,73	74 748,27	144 000,00	69 423,64	74 576,36	
	IE0100150090000000000000000000000000	Communication:Telemetric Systems	-	-	-	317,66	- 317,66	-	203,76	- 203,76	-	-	-	-	-	419,54	419,54	-	101,88	- 101,88
	IE0050020010050030000000000000000000	Allowances:Cellular and Telephone	1 142 722,00	2 332 520,00	276 787,00	474 850,79	- 198 063,79	291 865,00	441 134,14	- 149 269,14	1 180 651,00	408 368,57	772 282,43	583 217,00	440 189,64	143 027,36	2 332 520,00	1 764 543,14	567 976,86	
IE0100150080000000000000000000000000	Communication:Telephone, Fax, Telegraph and Tele	4 982 133,00	4 492 133,00	674 852,00	567 466,06	107 385,94	1 238 333,00	850 467,48	387 865,52	1 216 341,00	796 833,00	419 508,00	1 357 607,00	668 056,68	689 550,32	4 487 133,00	2 882 823,22	1 604 309,78		
Other related expenditure items	IE0100230030000000000000000000000000	Entertainment:Senior Management	40 000,00	-	8 000,00	-	8 000,00	12 000,00	1 698,00	10 302,00	- 20 000,00	- 503,40	- 19 496,60	-	- 345,60	345,60	-	849,00	- 849,00	
	IE0100230020000000000000000000000000	Entertainment:Total for All Other Councillors	100 000,00	-	526,00	-	526,00	-	1 698,00	- 1 698,00	- 526,00	- 503,40	- 22,60	-	- 345,60	345,60	-	849,00	- 849,00	
	IE0100230010000000000000000000000000	Entertainment:Executive Mayor	240 000,00	240 000,00	-	-	-	1 300,00	3 160,00	- 1 860,00	10 320,00	71,60	10 248,40	228 380,00	38 015,15	190 364,85	240 000,00	41 246,75	198 753,25	
	IE0100230040000000000000000000000000	Entertainment:Deputy Executive Mayor	-	-	-	-	-	-	1 698,00	- 1 698,00	-	- 503,40	503,40	-	- 345,60	345,60	-	849,00	- 849,00	
	IE0100230050000000000000000000000000	Entertainment:Speaker	-	-	-	-	-	-	1 698,00	- 1 698,00	-	- 503,40	503,40	-	- 345,60	345,60	-	849,00	- 849,00	
	IE0100230060000000000000000000000000	Entertainment:Chief Whip	-	-	-	-	-	-	1 698,00	- 1 698,00	-	- 503,40	503,40	-	- 345,60	345,60	-	849,00	- 849,00	
	IE0100230070000000000000000000000000	Entertainment:Executive Committee	-	-	-	-	-	-	9 322,10	- 9 322,10	-	- 503,40	503,40	-	- 2 202,00	2 202,00	-	6 616,70	- 6 616,70	
	IE0100230080000000000000000000000000	Entertainment:Section 79 committee chairperson	-	-	-	-	-	-	1 698,00	- 1 698,00	-	- 503,40	503,40	-	- 345,60	345,60	-	849,00	- 849,00	
	IE005002001005009012002000000000000000	Overtime:Non Structured	37 166 979,00	44 490 640,00	6 370 037,00	8 082 421,74	- 1 712 384,74	9 348 845,00	8 777 229,18	571 615,82	17 649 059,00	8 875 965,45	8 773 093,55	11 122 699,00	9 339 906,95	1 782 792,05	44 490 640,00	35 075 523,32	9 415 116,68	
	IE005002001005009012004000000000000000	Overtime:Shift Additional Remuneration	2 289 690,00	5 069 180,00	530 390,00	1 107 895,29	- 577 505,29	615 445,00	1 144 091,14	- 528 646,14	2 656 053,00	1 030 823,97	1 625 229,03	1 267 292,00	1 104 690,13	162 601,87	5 069 180,00	4 387 500,53	681 679,47	
IE005002001005009012003000000000000000	Overtime:Structured	1 785 922,00	2 252 300,00	529 279,00	500 506,97	28 772,03	438 918,00	533 137,82	- 94 219,82	721 031,00	770 329,27	- 49 298,27	563 072,00	792 430,51	- 229 358,51	2 252 300,00	2 596 404,57	- 344 104,57		
Grand Total			127 063 206,00	118 196 001,00	18 642 829,00	17 639 327,85	1 003 501,15	26 071 232,00	20 202 663,63	5 868 568,37	38 301 704,00	20 936 296,16	17 365 407,84	34 958 343,00	29 679 230,50	5 279 112,50	117 974 108,00	88 457 518,14	29 516 589,86	

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

WC024 Stellenbosch - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - Q4 Fourth Quarter

Description	Ref	2020/21	Budget Year 2021/22							
		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>		508 878	513 180	514 436	31 927	516 659	514 436	2 224	0%	514 436
Executive and council		567	1 061	1 061	33	306	1 061	(755)	-71%	1 061
Finance and administration		508 311	512 119	512 824	31 894	516 353	512 824	3 529	1%	512 824
Internal audit		-	-	550	-	-	550	(550)	-100%	550
<i>Community and public safety</i>		158 729	203 081	195 119	40 105	195 615	195 119	496	0%	195 119
Community and social services		14 163	15 436	21 809	1 072	16 271	21 809	(5 539)	-25%	21 809
Sport and recreation		3 198	1 658	5 259	436	3 355	5 259	(1 903)	-36%	5 259
Public safety		127 462	171 533	149 674	35 671	163 733	149 674	14 059	9%	149 674
Housing		13 906	14 455	18 377	2 926	12 256	18 377	(6 121)	-33%	18 377
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		51 223	121 921	115 329	18 231	98 905	115 329	(16 424)	-14%	115 329
Planning and development		25 149	115 023	62 229	2 264	39 880	62 229	(22 349)	-36%	62 229
Road transport		28 464	5 911	52 113	15 941	58 707	52 113	6 594	13%	52 113
Environmental protection		(2 390)	987	987	26	318	987	(669)	-68%	987
<i>Trading services</i>		1 086 680	1 287 310	1 291 594	94 754	1 223 596	1 291 594	(67 998)	-5%	1 291 594
Energy sources		673 988	842 934	853 239	63 242	805 119	853 239	(48 120)	-6%	853 239
Water management		155 977	172 558	173 377	16 249	156 760	173 377	(16 617)	-10%	173 377
Waste water management		150 252	150 230	142 863	8 462	142 240	142 863	(623)	0%	142 863
Waste management		106 463	121 589	122 115	6 801	119 478	122 115	(2 637)	-2%	122 115
<i>Other</i>	4	762	112	112	9	103	112	(10)	-9%	112
Total Revenue - Functional	2	1 806 272	2 125 605	2 116 591	185 026	2 034 879	2 116 591	(81 712)	-4%	2 116 591
Expenditure - Functional										
<i>Governance and administration</i>		296 318	344 570	316 267	17 499	232 706	316 267	(83 561)	-26%	316 267
Executive and council		50 070	55 384	31 550	2 936	32 356	31 550	806	3%	31 550
Finance and administration		234 624	275 761	272 912	14 229	190 988	272 912	(81 924)	-30%	272 912
Internal audit		11 624	13 425	11 805	334	9 362	11 805	(2 443)	-21%	11 805
<i>Community and public safety</i>		395 202	367 326	395 088	21 826	254 159	395 088	(140 929)	-36%	395 088
Community and social services		36 022	43 177	47 405	2 587	35 444	47 405	(11 961)	-25%	47 405
Sport and recreation		48 902	53 696	65 758	4 515	47 472	65 758	(18 287)	-28%	65 758
Public safety		276 339	236 448	251 011	12 165	149 278	251 011	(101 733)	-41%	251 011
Housing		33 940	34 003	30 914	2 559	21 965	30 914	(8 948)	-29%	30 914
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		185 749	236 611	201 526	25 144	134 067	201 526	(67 459)	-33%	201 526
Planning and development		73 113	105 250	79 150	12 035	71 657	79 150	(7 493)	-9%	79 150
Road transport		95 539	99 836	101 121	11 967	48 527	101 121	(52 594)	-52%	101 121
Environmental protection		17 098	31 526	21 255	1 142	13 883	21 255	(7 372)	-35%	21 255
<i>Trading services</i>		935 586	1 068 933	1 064 798	84 561	805 533	1 064 798	(259 265)	-24%	1 064 798
Energy sources		524 648	610 888	630 543	47 649	534 228	630 543	(96 315)	-15%	630 543
Water management		132 910	127 577	121 328	10 571	81 413	121 328	(39 915)	-33%	121 328
Waste water management		161 305	182 682	173 665	17 985	100 980	173 665	(72 685)	-42%	173 665
Waste management		116 723	147 785	139 261	8 356	88 912	139 261	(50 349)	-36%	139 261
<i>Other</i>		100	50	-	-	-	-	-	-	-
Total Expenditure - Functional	3	1 812 955	2 017 490	1 977 679	149 030	1 426 465	1 977 679	(551 214)	-28%	1 977 679
Surplus/ (Deficit) for the year		(6 684)	108 114	138 912	35 996	608 414	138 912	469 502	338%	138 912

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

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

WC024 Stellenbosch - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - Q4 Fourth Quarter

Vote Description	Ref	2020/21			Budget Year 2021/22					
		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		277	-	550	-	-	550	(550)	-100,0%	550
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		16 591	23 545	27 468	3 667	21 915	27 468	(5 553)	-20,2%	27 468
Vote 3 - INFRASTRUCTURE SERVICES		1 129 201	1 394 599	1 389 692	111 267	1 306 325	1 389 692	(83 367)	-6,0%	1 389 692
Vote 4 - COMMUNITY AND PROTECTION SERVICES		152 875	197 435	188 151	38 352	193 821	188 151	5 670	3,0%	188 151
Vote 5 - CORPORATE SERVICES		6 186	6 339	5 846	529	5 809	5 846	(36)	-0,6%	5 846
Vote 6 - FINANCIAL SERVICES		501 138	503 686	504 885	31 211	507 009	504 885	2 124	0,4%	504 885
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-	-	-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-
Total Revenue by Vote	2	1 806 269	2 125 605	2 116 591	185 026	2 034 879	2 116 591	(81 712)	-3,9%	2 116 591
Expenditure by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		31 316	39 989	25 973	1 264	21 127	25 973	(4 846)	-18,7%	25 973
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		70 671	85 536	68 794	5 197	55 334	68 794	(13 460)	-19,6%	68 794
Vote 3 - INFRASTRUCTURE SERVICES		1 045 678	1 188 821	1 184 157	104 161	869 225	1 184 157	(314 932)	-26,6%	1 184 157
Vote 4 - COMMUNITY AND PROTECTION SERVICES		395 842	389 820	404 417	21 816	265 098	404 417	(139 320)	-34,4%	404 417
Vote 5 - CORPORATE SERVICES		158 708	198 283	193 940	8 241	128 053	193 940	(65 887)	-34,0%	193 940
Vote 6 - FINANCIAL SERVICES		110 741	115 042	100 398	8 338	87 182	100 398	(13 216)	-13,2%	100 398
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-	-	-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-
Total Expenditure by Vote	2	1 812 955	2 017 490	1 977 679	149 016	1 426 018	1 977 679	(551 661)	-27,9%	1 977 679
Surplus/ (Deficit) for the year	2	(6 687)	108 114	138 912	36 010	608 861	138 912	469 949	338,3%	138 912

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

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

WC024 Stellenbosch - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Q4 Fourth Quarter

Description	Ref	2020/21	Budget Year 2021/22							
		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		394 484	423 633	415 668	29 213	421 969	415 668	6 302	2%	415 668
Service charges - electricity revenue		632 401	787 275	787 275	60 991	749 140	787 275	(38 135)	-5%	787 275
Service charges - water revenue		134 426	166 400	166 400	14 795	143 676	166 400	(22 724)	-14%	166 400
Service charges - sanitation revenue		92 639	114 485	102 957	7 822	100 793	102 957	(2 164)	-2%	102 957
Service charges - refuse revenue		73 150	87 936	87 936	6 505	84 652	87 936	(3 285)	-4%	87 936
Rental of facilities and equipment		11 005	11 175	10 812	904	12 168	10 812	1 357	13%	10 812
Interest earned - external investments		19 515	13 200	19 613	796	17 799	19 613	(1 813)	-9%	19 613
Interest earned - outstanding debtors		10 637	14 034	12 495	1 172	12 778	12 495	283	2%	12 495
Dividends received		-	-	-	-	-	-	-		-
Fines, penalties and forfeits		108 943	147 425	120 165	32 354	143 902	120 165	23 737	20%	120 165
Licences and permits		6 810	5 778	5 778	692	7 809	5 778	2 031	35%	5 778
Agency services		3 248	3 077	4 077	239	3 020	4 077	(1 058)	-26%	4 077
Transfers and subsidies		194 790	204 313	204 230	5 454	183 387	204 230	(20 843)	-10%	204 230
Other revenue		30 601	41 319	44 839	2 594	33 094	44 839	(11 745)	-26%	44 839
Gains		9 977	-	1 000	351	394	1 000	(606)	-61%	1 000
Total Revenue (excluding capital transfers and contributions)		1 722 626	2 020 051	1 983 245	163 882	1 914 582	1 983 245	(68 663)	-3%	1 983 245
Expenditure By Type										
Employee related costs		558 472	607 458	578 230	42 153	529 456	577 746	(48 290)	-8%	577 746
Remuneration of councillors		18 657	21 978	20 059	1 663	19 862	20 059	(198)	-1%	20 059
Debt impairment		108 782	103 900	105 292	4 496	5 154	105 292	(100 138)	-95%	105 292
Depreciation & asset impairment		192 216	211 541	211 541	-	-	211 541	(211 541)	-100%	211 541
Finance charges		38 557	43 842	45 976	17 087	35 385	45 976	(10 591)	-23%	45 976
Bulk purchases - electricity		453 758	507 699	507 699	39 815	469 528	507 699	(38 172)	-8%	507 699
Inventory consumed		34 605	69 632	76 646	4 998	66 040	76 646	(10 605)	-14%	76 646
Contracted services		227 704	277 481	258 521	31 195	170 341	258 521	(88 180)	-34%	258 521
Transfers and subsidies		11 010	13 600	13 524	109	13 100	13 524	(424)	-3%	13 524
Other expenditure		168 586	160 358	160 674	7 071	117 094	160 674	(43 580)	-27%	160 674
Losses		610	-	-	442	505	-	505	#DIV/0!	-
Total Expenditure		1 812 955	2 017 490	1 978 163	149 030	1 426 465	1 977 679	(551 214)	-28%	1 977 679
Surplus/(Deficit)										
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		(90 329)	2 560	5 082	14 852	488 116	5 566	482 551	0	5 566
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)		69 847	105 554	116 991	14 484	89 520	116 991	(27 471)	(0)	116 991
Transfers and subsidies - capital (in-kind - all)		13 658	-	16 355	6 660	30 777	16 355	14 423	0	16 355
Surplus/(Deficit) after capital transfers & contributions		141	-	-	-	-	-	-		-
Taxation		(6 684)	108 114	138 428	35 996	608 414	138 912	-	-	138 912
Surplus/(Deficit) after taxation		-	-	-	-	-	-	-		-
Attributable to minorities		(6 684)	108 114	138 428	35 996	608 414	138 912	-	-	138 912
Surplus/(Deficit) attributable to municipality		-	-	-	-	-	-	-		-
Share of surplus/ (deficit) of associate		(6 684)	108 114	138 428	35 996	608 414	138 912	-	-	138 912
Surplus/ (Deficit) for the year		(6 684)	108 114	138 428	35 996	608 414	138 912			138 912

Table C5: Monthly Budget Statement – Capital Expenditure

WC024 Stellenbosch - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - Q4 Fourth Quarter

Vote Description	Ref	Budget Year 2021/22								
		2020/21 Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
Multi-Year expenditure appropriation	2									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		34	44	44	-	40	44	(4)	-9%	44
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		134	185	587	200	560	587	(27)	-5%	587
Vote 3 - INFRASTRUCTURE SERVICES		68 325	73 879	108 615	18 125	86 404	108 615	(22 211)	-20%	108 615
Vote 4 - COMMUNITY AND PROTECTION SERVICES		21 337	11 350	19 884	3 447	11 156	19 884	(8 728)	-44%	19 884
Vote 5 - CORPORATE SERVICES		6 362	13 900	13 482	2 083	4 622	13 482	(8 860)	-66%	13 482
Vote 6 - FINANCIAL SERVICES		-	-	-	-	-	-	-	-	-
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-	-	-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-
Total Capital Multi-year expenditure	4,7	96 193	99 358	142 611	23 854	102 782	142 611	(39 829)	-28%	142 611
Single Year expenditure appropriation	2									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		-	-	-	-	-	-	-	-	-
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		6 330	8 649	9 772	2 301	4 343	9 772	(5 429)	-56%	9 772
Vote 3 - INFRASTRUCTURE SERVICES		212 948	268 636	209 047	26 196	155 348	209 047	(53 699)	-26%	209 047
Vote 4 - COMMUNITY AND PROTECTION SERVICES		11 867	15 354	25 585	1 986	15 958	25 585	(9 627)	-38%	25 585
Vote 5 - CORPORATE SERVICES		62 581	13 857	16 092	2 102	11 697	16 092	(4 395)	-27%	16 092
Vote 6 - FINANCIAL SERVICES		2 821	200	400	-	364	400	(36)	-9%	400
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-	-	-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-
Total Capital single-year expenditure	4	296 547	306 696	260 897	32 585	187 710	260 897	(73 186)	-28%	260 897
Total Capital Expenditure	3	392 740	406 054	403 508	56 439	290 492	403 508	(113 015)	-28%	403 508
Capital Expenditure - Functional Classification										
Governance and administration		71 798	28 001	30 018	4 184	16 723	30 018	(13 295)	-44%	30 018
Executive and council		34	44	44	-	40	44	(4)	-9%	44
Finance and administration		71 764	27 957	29 974	4 184	16 683	29 974	(13 291)	-44%	29 974
Internal audit		-	-	-	-	-	-	-	-	-
Community and public safety		35 143	25 844	43 834	7 398	27 697	43 834	(16 137)	-37%	43 834
Community and social services		2 299	2 155	4 479	260	2 094	4 479	(2 385)	-53%	4 479
Sport and recreation		13 333	4 900	9 397	1 190	6 817	9 397	(2 580)	-27%	9 397
Public safety		13 194	10 395	20 153	3 460	14 330	20 153	(5 824)	-29%	20 153
Housing		6 317	8 394	9 805	2 488	4 457	9 805	(5 348)	-55%	9 805
Health		-	-	-	-	-	-	-	-	-
Economic and environmental services		93 665	105 037	119 676	24 191	98 541	119 676	(21 136)	-18%	119 676
Planning and development		26 522	45 863	45 154	867	29 227	45 154	(15 927)	-35%	45 154
Road transport		66 314	52 800	70 454	22 802	66 575	70 454	(3 879)	-6%	70 454
Environmental protection		829	6 374	4 068	523	2 738	4 068	(1 330)	-33%	4 068
Trading services		192 133	247 172	209 979	20 665	147 532	209 979	(62 447)	-30%	209 979
Energy sources		37 637	74 748	79 819	5 300	54 428	79 819	(25 392)	-32%	79 819
Water management		35 607	79 850	49 250	1 397	33 404	49 250	(15 846)	-32%	49 250
Waste water management		108 612	84 700	73 524	13 313	57 048	73 524	(16 477)	-22%	73 524
Waste management		10 277	7 874	7 385	655	2 653	7 385	(4 733)	-64%	7 385
Other		-	-	-	-	-	-	-	-	-
Total Capital Expenditure - Functional Classification	3	392 740	406 054	403 508	56 439	290 492	403 508	(113 015)	-28%	403 508
Funded by:										
National Government		3 294	70 386	76 494	11 102	67 929	76 494	(8 565)	-11%	76 494
Provincial Government		8 491	35 168	40 497	2 692	21 591	40 497	(18 907)	-47%	40 497
District Municipality		-	-	-	-	-	-	-	-	-
Other transfers and grants		-	-	2 378	401	1 467	2 378	(911)	-38%	2 378
Transfers recognised - capital		11 786	105 554	119 369	14 195	90 987	119 369	(28 382)	-24%	119 369
Public contributions & donations	5	-	-	-	-	-	-	-	-	-
Borrowing	6	141 182	144 000	152 862	17 559	106 582	152 862	(46 279)	-30%	152 862
Internally generated funds		237 579	156 500	131 277	24 685	92 923	131 277	(38 354)	-29%	131 277
Total Capital Funding		390 547	406 054	403 508	56 439	290 492	403 508	(113 015)	-28%	403 508

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

Table C6: Monthly Budget Statement – Financial Position

WC024 Stellenbosch - Table C6 Monthly Budget Statement - Financial Position - Q4 Fourth Quarter

Description	Ref	2020/21	Budget Year 2021/22			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands	1					
ASSETS						
Current assets						
Cash		111 897	20 248	17 615	70 042	17 615
Call investment deposits		222 187	396 045	200 080	366 076	200 080
Consumer debtors		166 538	324 388	231 584	213 158	231 584
Other debtors		687 507	213 145	90 834	981 716	90 834
Current portion of long-term receivables		–	–	–	–	–
Inventory		53 542	64 074	50 336	38 396	50 336
Total current assets		1 241 670	1 017 900	590 449	1 669 388	590 449
Non current assets						
Long-term receivables		7 881	(3 432)	(3 474)	7 833	(3 474)
Investments		–	–	–	–	–
Investment property		412 396	412 254	412 136	412 396	412 136
Investments in Associate		–	–	–	–	–
Property, plant and equipment		5 433 497	5 437 921	5 647 914	5 742 794	5 647 914
Agricultural		–	–	–	–	–
Biological assets		6 321	6 321	6 321	6 321	6 321
Intangible assets		7 222	8 056	8 000	7 222	8 000
Other non-current assets		1 037	3 951	3 820	1 219	3 820
Total non current assets		5 868 354	5 865 071	6 074 717	6 177 786	6 074 717
TOTAL ASSETS		7 110 024	6 882 971	6 665 166	7 847 174	6 665 166
LIABILITIES						
Current liabilities						
Bank overdraft		–	–	–	–	–
Borrowing		34 224	36 154	47 117	3	47 117
Consumer deposits		21 008	19 757	22 961	22 752	22 961
Trade and other payables		919 924	767 715	162 542	941 445	162 542
Provisions		57 046	55 106	100 539	41 369	100 539
Total current liabilities		1 032 202	878 732	333 159	1 005 569	333 159
Non current liabilities						
Borrowing		334 733	499 164	434 893	482 473	434 893
Provisions		341 366	304 922	342 292	343 515	342 292
Total non current liabilities		676 099	804 086	777 185	825 988	777 185
TOTAL LIABILITIES		1 708 301	1 682 818	1 110 344	1 831 557	1 110 344
NET ASSETS	2	5 401 723	5 200 152	5 554 821	6 015 617	5 554 821
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		5 251 573	5 200 152	5 761 107	5 253 731	5 761 107
Reserves		153 094	–	(206 285)	153 094	(206 285)
TOTAL COMMUNITY WEALTH/EQUITY	2	5 404 667	5 200 152	5 554 821	5 406 826	5 554 821

Table C7: Monthly Budget Statement – Cash Flow

WC024 Stellenbosch - Table C7 Monthly Budget Statement - Cash Flow - Q4 Fourth Quarter

Description	Ref	2020/21	Budget Year 2021/22							
		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		1 717 894	406 687	408 174	71 638	1 452 016	408 174	1 043 842	256%	408 174
Service charges		615 175	1 141 264	1 094 895	48 803	733 711	1 094 895	(361 184)	-33%	1 094 895
Other revenue		6 325	84 334	78 588	821	11 634	78 588	(66 954)	-85%	78 588
Government - operating		70 041	250 764	240 206	-	4 199	240 206	(236 007)	-98%	240 206
Government - capital		5 000	58 541	80 588	-	40 179	80 588	(40 409)	-50%	80 588
Interest		2 307	13 200	1 719	165	2 318	1 719	598	35%	1 719
Dividends		-	-	-	-	-	-	-	-	-
Payments										
Suppliers and employees		(54 464)	(1 648 929)	(1 602 474)	(149 303)	(771 066)	(1 602 474)	(831 408)	52%	(1 602 474)
Finance charges		-	-	-	-	-	-	-	-	-
Transfers and Grants		-	-	-	(63)	(1 800)	-	1 800	0%	-
NET CASH FROM/(USED) OPERATING ACTIVITIES		2 362 279	305 862	301 697	(27 938)	1 471 190	301 697	(1 169 494)	-388%	301 697
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		-	-	-	-	-	-	-	-	-
Decrease (increase) other non-current receivables		15 297	-	-	-	(47)	-	(47)	0%	-
Decrease (increase) in non-current investments		-	-	-	-	-	-	-	-	-
Payments										
Capital assets		(137 336)	(406 054)	(403 508)	(2 397)	11 158	(403 508)	(414 666)	103%	(403 508)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(122 038)	(406 054)	(403 508)	(2 397)	11 111	(403 508)	(414 618)	103%	(403 508)
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		-	-	143 537	144 000	144 000	143 537	463	0%	143 537
Increase (decrease) in consumer deposits		(1 251)	-	1 953	(331)	(1 744)	1 953	(3 697)	-189%	1 953
Payments										
Repayment of borrowing		-	-	-	-	-	-	-	-	-
NET CASH FROM/(USED) FINANCING ACTIVITIES		(1 251)	-	145 490	143 669	142 256	145 490	3 235	2%	145 490
NET INCREASE/ (DECREASE) IN CASH HELD		2 238 990	(100 192)	43 680	113 334	1 624 557	43 680			43 680
Cash/cash equivalents at beginning:		415 072	415 242	334 083		334 083	334 083			334 083
Cash/cash equivalents at month/year end:		2 654 061	315 050	377 763		1 958 640	377 763			377 763

Investments and Borrowings

Supporting Table SC5: Monthly Budget Statement – Investment Portfolio

WC024 Stellenbosch - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Q4 Fourth Quarter

Investments by maturity Name of institution & investment ID	Ref	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of the month	Change in market value	Market value at end of the month
		Yrs/Months							
R thousands									
Municipality									
N#020		6M	Deposits - Ban	10/08/2021	-	4,64%	0	-	0
N#021		7M	Deposits - Ban	26/11/2021	-	4,82%	(0)	-	(0)
S#031		3M	Deposits - Ban	29/07/2021	-	4,25%	0	-	0
N#023		5M	Deposits - Ban	06/12/2021	-	4,77%	0	-	0
S#025		CALL ACCOUN	Deposits - Ban	08/07/2022	-	3,50%	0	-	0
S#032		5M	Deposits - Ban	06/12/2021	-	4,88%	(0)	-	(0)
A#415		CALL ACCOUN	Deposits - Ban	12/10/2022	185	4,20%	41 587	-	41 772
N#024		1Y	Deposits - Ban	12/10/2022	381	5,80%	82 949	-	83 331
S#033		5M	Deposits - Ban	11/03/2022	-	4,85%	0	-	0
S#034		6M	Deposits - Ban	13/06/2022	229	5,18%	126 936	(127 165)	(0)
A#5300		5M	Deposits - Ban	19/08/2022	177	5,58%	40 434	-	40 612
N#025		6M	Deposits - Ban	22/09/2022	401	6,10%	80 949	-	81 350
N#026		1Y	Deposits - Ban	21/06/2023	42	7,95%	-	19 061	19 103
S#035		1Y	Deposits - Ban	21/06/2023	188	7,73%	-	80 939	81 127
Municipality sub-total					1 603		372 856	(27 165)	347 295
TOTAL INVESTMENTS AND INTEREST	2				1 603		372 856	(27 165)	347 295

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

WC024 Stellenbosch - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q4 Fourth Quarter

Description	Ref	2020/21	Budget Year 2021/22							
		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:		177 143	164 684	164 684	-	164 684	7 548	157 136	2081,8%	7 548
Operational Revenue:General Revenue:Equitable Share		170 632	157 136	157 136	-	157 136	-	157 136	#DIV/0!	-
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		4 961	5 998	5 998	-	5 998	5 998	-	-	5 998
Local Government Financial Management Grant [Schedule 5B]		1 550	1 550	1 550	-	1 550	1 550	-	-	1 550
Integrated Urban Development Grant		-	4 555	3 847	-	3 847	-	3 847	#DIV/0!	-
Provincial Government:		13 316	34 574	32 436	-	17 286	250	17 036	6814,4%	250
Community Development Workers Operational Support Grant		13 022	38	38	-	38	-	38	#DIV/0!	-
Financial Management Capacity Building Grant		238	250	250	-	250	-	250	#DIV/0!	-
Human Settlements Development Grant		-	17 940	10 000	-	-	-	-	-	-
Community Library Services Grant		-	11 144	11 144	-	11 144	-	11 144	#DIV/0!	-
Local Government Support Grant		-	-	-	-	-	-	-	-	-
WC Financial Management Support Grant		-	-	550	-	550	-	550	#DIV/0!	-
Municipal Library Support Grant		-	-	3 252	-	3 252	250	3 002	1200,8%	250
LG Graduate Internship Grant		-	-	-	-	-	-	-	-	-
Maintenance and Construction of Transport Infrastructure		-	4 950	4 950	-	-	-	-	-	-
Regional Socio-Economic Project/violence through urban upgrading (RSEP/VPUU)		-	-	-	-	-	-	-	-	-
Municipal Accreditation and Capacity Building Grant		-	252	452	-	252	-	252	#DIV/0!	-
Spatial Development framework		-	-	-	-	-	-	-	-	-
Title Deeds Restoration Grant		56	-	-	-	-	-	-	-	-
Local Government Public Employment Support Grant		-	-	1 800	-	1 800	-	1 800	#DIV/0!	-
District Municipality:		540	500	984	-	500	484	16	3,3%	484
SAFETY INITIATIVE IMPLEMENTATION-WHOLE OF SOCIETY APPROACH (WOSA)		-	-	484	-	-	484	(484)	-100,0%	484
CAPE WINELANDS DISTRICT TOURISM GRANT		440	-	-	-	-	-	-	-	-
CAPE WINELANDS DISTRICT GRANT		100	-	-	-	-	-	-	-	-
CAPE WINELANDS DISTRICT GRANT (LTP)		-	500	500	-	500	-	500	#DIV/0!	-
Other grant providers:		1 761	-	237	-	2 000	237	1 763	742,3%	237
Departmental Agencies and Accounts		139	-	237	-	-	237	(237)	-100,0%	237
DBSA Grant		1 618	-	-	-	2 000	-	2 000	#DIV/0!	-
LG SETA Bursary Fund		4	-	-	-	-	-	-	-	-
Total Operating Transfers and Grants	5	192 760	199 758	198 341	-	184 470	8 519	175 951	2065,3%	8 519
Capital Transfers and Grants										
National Government:		57 481	74 941	76 494	-	76 494	80 341	(3 847)	-4,8%	80 341
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		12 000	18 000	23 400	-	23 400	23 400	-	-	23 400
Integrated Urban Development Grant		45 481	56 941	53 094	-	53 094	56 941	(3 847)	-6,8%	56 941
Provincial Government:		16 817	34 168	49 625	-	29 877	-	29 877	#DIV/0!	-
LIBRARY SERVICES: CONDITIONAL GRANT		55	100	100	-	100	-	100	#DIV/0!	-
RSEP/ VPUU		4 000	-	-	-	1 000	-	1 000	#DIV/0!	-
INTEGRATED TRANSPORT PLANNING		600	600	600	-	-	-	-	-	-
HUMAN SETTLEMENTS DEVELOPMENT GRANT		12 162	33 468	36 296	-	17 176	-	17 176	#DIV/0!	-
WESTERN CAPE MUNICIPAL ENERGY RESILIENCE GRANT (WC MER GRANT)		-	-	710	-	710	-	710	#DIV/0!	-
Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiaries)		-	-	11 919	-	10 891	-	10 891	#DIV/0!	-
District Municipality:		-	-	-	-	-	-	-	-	-
All Grants		-	-	-	-	-	-	-	-	-
Other grant providers:		-	-	-	-	-	-	-	-	-
Departmental Agencies and Accounts		-	-	-	-	-	-	-	-	-
Non-Profit Institutions		-	-	-	-	-	-	-	-	-
Private Enterprises		-	-	-	-	-	-	-	-	-
Public Corporations		-	-	-	-	-	-	-	-	-
Transfer from Operational Revenue		-	-	-	-	-	-	-	-	-
Total Capital Transfers and Grants	5	74 299	109 109	126 119	-	106 371	80 341	26 030	32,4%	80 341
TOTAL RECEIPTS OF TRANSFERS & GRANTS	5	267 058	308 867	324 461	-	290 841	88 860	201 980	227,3%	88 860

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

WC024 Stellenbosch - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - Q4 Fourth Quarter

Description	Ref	Budget Year 2021/22								
		2020/21 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:		177 143	169 239	168 531	6 888	66 804	–	66 804	#DIV/0!	–
Operational Revenue: General Revenue: Equitable Share		170 632	157 136	157 136	5 770	57 998	–	57 998	#DIV/0!	–
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		4 961	5 998	5 998	755	5 998	–	5 998	#DIV/0!	–
Local Government Financial Management Grant [Schedule 5B]		1 550	1 550	1 550	266	1 222	–	1 222	#DIV/0!	–
Integrated Urban Development Grant		–	4 555	3 847	97	1 586	–	1 586	#DIV/0!	–
Provincial Government:		12 162	34 574	32 236	4 060	16 296	(24 746)	41 042	-165,9%	(27 784)
Community Development Workers Operational Support Grant		10 720	38	38	12	27	(10 215)	10 242	-100,3%	(11 144)
Financial Management Capacity Building Grant		–	250	250	–	230	(414)	645	-155,6%	(452)
Human Settlements Development Grant		–	17 940	10 000	–	–	(9 167)	9 167	-100,0%	(10 000)
Community Library Services Grant		450	11 144	11 144	614	9 382	(4 950)	14 332	-289,5%	(4 950)
Local Government Support Grant		–	–	–	–	–	–	–	–	–
WC Financial Management Support Grant		450	–	550	–	–	–	–	–	–
Municipal Library Support Grant		–	–	3 252	–	–	–	–	–	–
LG Graduate Internship Grant		74	–	–	–	–	–	–	–	–
Maintenance and Construction of Transport Infrastructure		468	4 950	4 950	3 371	4 857	–	4 857	#DIV/0!	–
Regional Socio-Economic Project/violence through urban upgrading (RSEP/VPUU)		–	–	–	–	–	–	–	–	–
Municipal Accreditation and Capacity Building Grant		–	252	252	–	–	–	–	–	–
LGSETA Bursary Fund		–	–	–	–	–	–	–	–	–
Title Deeds Restoration Grant		–	–	–	–	–	–	–	–	(38)
Local Government Public Employment Support Grant		–	–	1 800	63	1 800	–	1 800	#DIV/0!	–
MUNICIPAL LIBRARY SUPPORT GRANT		–	–	–	–	–	–	–	–	–
District Municipality:		540	500	1 131	–	500	–	500	#DIV/0!	–
CAPE WINELANDS DISTRICT TOURISM GRANT		440	–	147	–	–	–	–	–	–
CAPE WINELANDS DISTRICT GRANT		100	–	484	–	–	–	–	–	–
CAPE WINELANDS DISTRICT GRANT (LTP)		–	500	500	–	500	–	500	#DIV/0!	–
Other grant providers:		1 999	–	358	4	23	–	23	#DIV/0!	–
LG SETA Discretionary grant		139	–	237	4	23	–	23	#DIV/0!	–
Khaya Lam Free Market Research Foundation		–	–	102	–	–	–	–	–	–
Taipei COVID 19 donation		–	–	–	–	–	–	–	–	–
DBSA Grant		51	–	18	–	–	–	–	–	–
LG SETA Bursary Fund		1 809	–	–	–	–	–	–	–	–
Total operating expenditure of Transfers and Grants:		191 844	204 313	202 256	10 952	83 622	(24 746)	108 369	-437,9%	(27 784)
Capital expenditure of Transfers and Grants										
National Government:		58 906	70 386	76 494	11 102	67 929	–	67 929	#DIV/0!	–
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		12 000	18 000	23 400	52	17 738	–	17 738	#DIV/0!	–
Integrated Urban Development Grant		46 906	52 386	53 094	11 050	50 192	–	50 192	#DIV/0!	–
Provincial Government:		12 366	35 168	51 305	1 857	19 071	–	19 071	#DIV/0!	(30 929)
LIBRARY SERVICES: CONDITIONAL GRANT		55	100	100	–	43	–	43	#DIV/0!	–
RSEP/ VPUU		662	1 000	1 000	–	–	–	–	–	–
INTEGRATED TRANSPORT PLANNING		–	–	–	–	–	–	–	–	–
HUMAN SETTLEMENTS DEVELOPMENT GRANT		11 648	33 468	36 976	1 183	12 349	–	12 349	#DIV/0!	–
DEVELOPMENT OF SPORT AND RECREATIONAL FACILITIES		–	600	600	–	149	–	149	#DIV/0!	(1 000)
WESTERN CAPE MUNICIPAL ENERGY RESILIENCE GRANT (WC MER GRANT)		–	–	710	–	710	–	710	#DIV/0!	–
INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT: PROVINCES (E		–	–	11 919	674	5 820	–	5 820	#DIV/0!	–
District Municipality:		–	–	–	–	–	–	–	–	–
All Grants		–	–	–	–	–	–	–	–	–
Other grant providers:		–	–	307	305	305	–	305	#DIV/0!	–
Departmental Agencies and Accounts		–	–	307	305	305	–	305	#DIV/0!	–
Total capital expenditure of Transfers and Grants		71 272	105 554	128 106	13 264	87 305	–	87 305	#DIV/0!	(30 929)
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		263 116	309 867	330 362	24 216	170 927	(24 746)	195 673	-790,7%	(58 713)

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

WC024 Stellenbosch - Supporting Table SC7(2) Monthly Budget Statement - Expenditure against approved rollovers - Q4 Fourth Quarter

Description	Ref	Budget Year 2021/22				
		Approved Rollover 2020/21	Monthly actual	YearTD actual	YTD variance	YTD variance %
R thousands						
EXPENDITURE						
Operating expenditure of Approved Roll-overs						
National Government:						
Integrated Urban Development Grant		-	-	-	-	-
Provincial Government:		1 774	325	673	(1 101)	-62,1%
Community Development Workers Operational Support Grant		-	-	-	-	-
Human Settlements Development Grant		-	-	-	-	-
Financial Management Capacity Building Grant		165	-	165	-	-
Libraries, Archives and Museums		-	-	-	-	-
Integrated Transport Planning Grant		-	-	-	-	-
LGSETA Bursary Fund		-	-	-	-	-
WC Financial Management Support Grant		-	-	-	-	-
LG Graduate Internship Grant		-	-	-	-	-
Maintenance and Construction of Transport Infrastructure		-	-	-	-	-
Municipal Accreditation and Capacity Building Grant		238	21	77	(161)	
Title Deeds Restoration Grant		1 372	304	432	(940)	
LOCAL GOVERNMENT PUBLIC EMPLOYMENT SUPPORT GRANT		-	-	-	-	-
MUNICIPAL LIBRARY SUPPORT GRANT		-	-	-	-	-
District Municipality:		-	-	-	-	-
CAPE WINELANDS DISTRICT TOURISM GRANT		-	-	-	-	-
CAPE WINELANDS DISTRICT GRANT		-	-	-	-	-
CAPE WINELANDS DISTRICT GRANT (LTP)		-	-	-	-	-
Other grant providers:		-	-	-	-	-
Departmental Agencies and Accounts		-	-	-	-	-
Total operating expenditure of Approved Roll-overs		1 774	325	673	(1 101)	-62,1%
Capital expenditure of Approved Roll-overs						
National Government:						
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		-	-	-	-	-
Integrated Urban Development Grant		-	-	-	-	-
Provincial Government:		6 942	831	2 517	(4 425)	-63,7%
LIBRARY SERVICES: CONDITIONAL GRANT		2 302	-	220	(2 082)	-90,4%
RSEP/ VPUU		3 338	-	995	(2 343)	
INTEGRATED TRANSPORT PLANNING		600	129	600	0	
HUMAN SETTLEMENTS DEVELOPMENT GRANT		702	702	702	-	
DEVELOPMENT OF SPORT AND RECREATIONAL FACILITIES		-	-	-	-	-
WESTERN CAPE MUNICIPAL ENERGY RESILIENCE GRANT (WC MER GRANT)		-	-	-	-	-
INFORMAL SETTLEMENTS UPGRADING PARTNERSHIP GRANT: PROVINCES (BENEFICIARIES)		-	-	-	-	-
District Municipality:		-	-	-	-	-
All Grants		-	-	-	-	-
Other grant providers:		-	-	-	-	-
Departmental Agencies and Accounts		-	-	-	-	-
Total capital expenditure of Approved Roll-overs		6 942	831	2 517	(4 425)	-63,7%
TOTAL EXPENDITURE OF APPROVED ROLL-OVERS		8 716	1 156	3 190	(5 526)	-63,4%

Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - Q4 Fourth Quarter

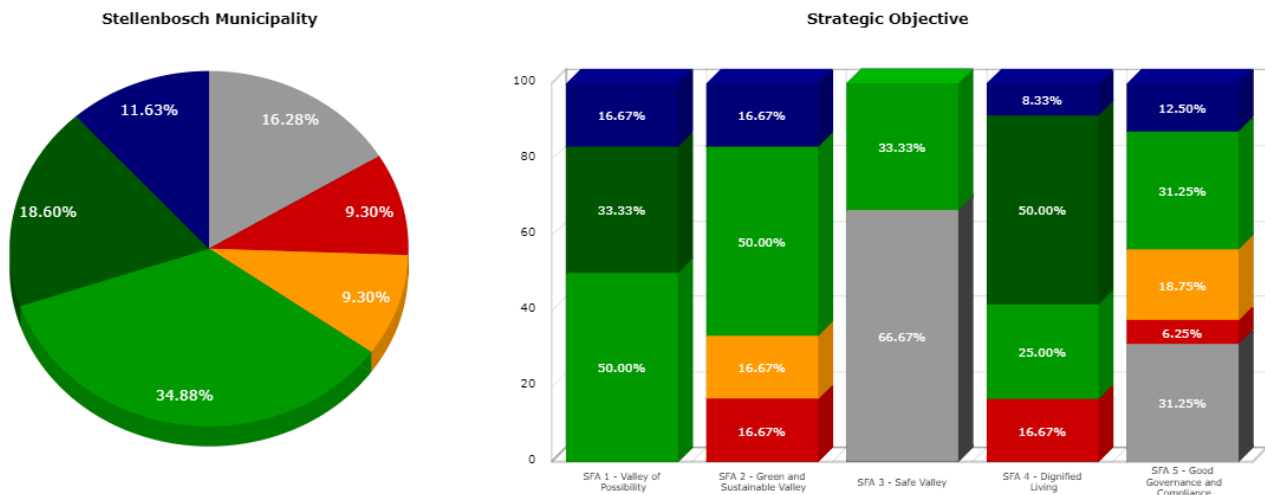
WC024 Stellenbosch - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - Q4 Fourth Quarter

Summary of Employee and Councillor remuneration	Ref	Budget Year 2021/22								
		2020/21 Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands		A	B	C						D
Councillors (Political Office Bearers plus Other)										
Basic Salaries and Wages		12 149	14 258	18 106	1 402	15 560	18 106	(2 546)	-14%	18 106
Pension and UIF Contributions		-	882	-	9	258	-	258	#DIV/0!	-
Medical Aid Contributions		-	96	-	1	91	-	91	#DIV/0!	-
Motor Vehicle Allowance		4 356	5 145	-	85	2 024	-	2 024	#DIV/0!	-
Cellphone Allowance		1 997	1 392	1 954	166	1 926	1 954	(28)	-1%	1 954
Housing Allowances		-	-	-	-	-	-	-	-	-
Other benefits and allowances		155	205	-	1	3	-	3	#DIV/0!	-
Sub Total - Councillors		18 657	21 978	20 059	1 663	19 862	20 059	(198)	-1%	20 059
% increase	4		17,8%	7,5%						7,5%
Senior Managers of the Municipality										
Basic Salaries and Wages		4 991	7 281	7 808	510	7 243	7 808	(566)	-7%	7 808
Pension and UIF Contributions		-	881	675	54	661	675	(15)	-2%	675
Medical Aid Contributions		-	319	117	10	118	117	0	0%	117
Overtime		-	-	-	-	-	-	-	-	-
Performance Bonus		1 190	627	-	-	1 242	-	1 242	#DIV/0!	-
Motor Vehicle Allowance		-	679	540	40	562	540	22	4%	540
Cellphone Allowance		-	137	137	6	110	137	(27)	-19%	137
Housing Allowances		-	18	18	2	18	18	-	-	18
Other benefits and allowances		0	87	87	0	44	87	(43)	-50%	87
Payments in lieu of leave		-	-	-	-	-	-	-	-	-
Long service awards		-	-	-	-	-	-	-	-	-
Post-retirement benefit obligations	2	(5 696)	-	-	779	779	-	779	#DIV/0!	-
Sub Total - Senior Managers of Municipality		484	10 029	9 383	1 400	10 777	9 383	1 394	15%	9 383
% increase	4		1970,9%	1837,4%						1837,4%
Other Municipal Staff										
Basic Salaries and Wages		333 582	351 506	347 260	26 992	333 908	346 760	(12 852)	-4%	346 760
Pension and UIF Contributions		56 980	67 671	57 107	4 640	55 373	57 107	(1 733)	-3%	57 107
Medical Aid Contributions		25 058	31 331	25 379	2 176	25 600	25 379	221	1%	25 379
Overtime		55 274	54 754	64 262	4 671	53 504	64 262	(10 758)	-17%	64 262
Performance Bonus		-	-	-	-	-	-	-	-	-
Motor Vehicle Allowance		9 266	11 793	10 179	698	8 533	10 179	(1 647)	-16%	10 179
Cellphone Allowance		1 883	1 143	2 333	147	1 765	2 333	(568)	-24%	2 333
Housing Allowances		2 773	3 576	2 722	242	2 780	2 722	57	2%	2 722
Other benefits and allowances		35 162	43 365	34 536	1 186	35 473	34 536	937	3%	34 536
Payments in lieu of leave		(3)	2 538	-	-	1 690	-	1 690	#DIV/0!	-
Long service awards		(53)	82	-	-	52	-	52	#DIV/0!	-
Post-retirement benefit obligations	2	38 067	29 669	25 085	-	-	25 085	(25 085)	-100%	25 085
Sub Total - Other Municipal Staff		557 987	597 429	568 863	40 753	518 679	568 363	(49 684)	-9%	568 363
% increase	4		7,1%	1,9%						1,9%
Total Parent Municipality		577 129	629 436	598 305	43 816	549 318	597 805	(48 487)	-8%	597 805
Total Municipal Entities		-	-	-	-	-	-	-	-	-
TOTAL SALARY, ALLOWANCES & BENEFITS		577 129	629 436	598 305	43 816	549 318	597 805	(48 487)	-8%	597 805
% increase	4		9,1%	3,7%						3,6%
TOTAL MANAGERS AND STAFF		558 472	607 458	578 246	42 153	529 456	577 746	(48 290)	-8%	577 746

12. QUARTERLY PERFORMANCE ASSESSMENT REPORT 2021/22, Q4 (01 April – 30 June 2022)

12.1 OVERALL PERFORMANCE OF THE MUNICIPALITY

(a) Dashboard summary per Municipal Strategic Focus Area (SFA) for the 4th Quarter (01 April – 30 June 2022) of the 2021/22 financial year.



Stellenbosch Municipality		Municipal Strategic Focus Areas (SFAs)				
		SFA 1 - Valley of Possibility	SFA 2 - Green and Sustainable Valley	SFA 3 - Safe Valley	SFA 4 - Dignified Living	SFA 5 - Good Governance and Compliance
KPI Not Yet Measured	7 (16.28%)	-	-	2 (66.67%)	-	5 (31.25%)
KPI Not Met	4 (9.30%)	-	1 (16.67%)	-	2 (16.67%)	1 (6.25%)
KPI Almost Met	4 (9.30%)	-	1 (16.67%)	-	-	3 (18.75%)
KPI Met	15 (34.88%)	3 (50%)	3 (50%)	1 (33.33%)	3 (25%)	5 (31.25%)
KPI Well Met	8 (18.60%)	2 (33.33%)	-	-	6 (50%)	-
KPI Extremely Well Met	5 (11.63%)	1 (16.67%)	1 (16.67%)	-	1 (8.33%)	2 (12.50%)
Total:	43	6	6	3	12	16
	100%	13.95%	13.95%	6.98%	27.91%	37.21%

Table: 1 Overall performance for Quarter 4 per SFA- 01 April – 30 June 2022

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 April – 30 June 2022				
						Target	Actual	R	Performance Comment	Corrective Measures
TL88	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	1 300	1 300	1 300	1 357	G2	Actual performance is provisional as the municipality is still awaiting the verified PB01a report from the Department of Public Works	The verified actual result will be updated in the Annual Performance Report 2021/22 which will be submitted to the Auditor General of South Africa (AGSA) by 31 August 2022
TL89	KPI008	Land-use applications considered by the Municipal Planning Tribunal (MPT) within 120 days from the date of a complete land-use application	Percentage of land-use applications considered by the MPT within 120 days from the date of a complete land-use application	75%	75%	75%	100%	G2	5 / 5 x 100 = 100%	
TL90	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	9	B	9 Training Sessions were conducted during the 4 th Quarter of the 2021/22 financial year: 1 SARS Workshop; 5 Google Workshops; 1 Canva Training; 1 Costing and Pricing Workshop; and 1 Marketing Workshop.	
TL91	KPI010	Revised Spatial Development Framework (SDF) submitted to Council	Number of Revised SDFs submitted to Council by 30 June	1	1	1	1	G	The Revised SDF was submitted to the Council on 25 May 2022	
TL92	KPI012	Revised Housing Pipeline (document) submitted to the Mayoral Committee (MayCo)	Number of Revised Housing Pipelines (documents) submitted to the MayCo by 31 May	1	1	1	1	G		

SFA 1 - Valley of Possibility										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 April – 30 June 2022				
						Target	Actual	R	Performance Comment	Corrective Measures
TL93	KPI080	Submission of the Tourism Strategic Plan to the Municipal Manager	Number of Tourism Strategic Plans submitted to the Municipal Manager by 30 June	1	1	1	1	G		

Summary of Results: SFA 1 - Valley of Possibility

KPI Not Yet Measured	0
KPI Not Met	0
KPI Almost Met	0
KPI Met	3
KPI Well Met	2
KPI Extremely Well Met	1
Total KPIs	6

13.2 SFA 2 - Green and Sustainable Valley

SFA 2 - Green and Sustainable Valley										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 April – 30 June 2022				
						Target	Actual	R	Performance Comment	Corrective Measures
TL94	KPI016	Conduct an external audit of the Stellenbosch Municipal Waste Disposal Facilities	Number of external audits of the Stellenbosch Municipal Waste Disposal Facilities conducted by 30 June	1	1	1	1	G		
TL95	KPI073	Implementation of identified waste minimisation projects	Number of identified waste minimisation projects implemented by 30 June	2	2	1	1	G		
TL96	KPI018	Building plan applications of <500sqm decided on within 30 days	Percentage of building plan applications of <500sqm decided on within 30 days after date of receipt	80%	70%	70%	59.81%	O	256 / 428 x 100 = 59.81%	BPA and SBI vacancies advertised and shortlisting completed. Appointments will be made within the next three months.
TL97	KPI019	Waste water quality measured to the Department of Water and Sanitation's License Conditions for physical and micro parameters	Percentage waste water quality compliance as per analysis certificate, measured quarterly	70%	70%	70%	52%	R	<p><u>Stellenbosch WWTW:</u> The treatment technology cannot reach the limits of all the parameters. The process is due to complying with General Limits.</p> <p><u>Klapmuts WWTW:</u> Challenges with sludge handling cause high suspended solids and affect other parameters negatively.</p> <p><u>Pniël WWTW:</u> The plant is running in overload conditions. However, the upgrading of the plant has commenced and is starting to yield positive results as seen with an 88.89%</p>	<p><u>Stellenbosch WWTW:</u> The treatment technology cannot reach the limits of all parameters. The process is due to complying with General Limits. The corrective action is to correct the licence condition with the DWS.</p> <p><u>Klapmuts WWTW:</u> Corrective action is to procure and install additional Belt Press in this financial year. Budget is available.</p> <p><u>Pniël WWTW:</u> Upgrades to the plant will be completed by 31 December 2022.</p>

SFA 2 - Green and Sustainable Valley

Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 April – 30 June 2022				
						Target	Actual	R	Performance Comment	Corrective Measures
									compliance result for June 2022. <u>Wemmershoek WWTW:</u> This plant is in need of repair and upgrade. Phase 1 of this process is to improve sludge handling. This will reduce suspended solids and increase disinfection effectiveness. Phase 2 will improve the process by increasing capacity and shock handling ability. This should start at the beginning of 2023.	<u>Wemmershoek WWTW:</u> Plant in need of repair and upgrade. Phase 1 of this process is to improve sludge handling and will be completed by 31 December 2022. This will reduce suspended solids and increase disinfection effectiveness. Phase 2 will improve the process by increasing capacity and shock handling ability. This should start at the beginning of 2023.
TL98	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	1	1	G	The Revised Facility Management Plan was submitted to the MayCo on 08 June 2022	
TL99	KPI081	Reduce organic waste	Percentage of organic waste reduced by 30 June	20%	20%	20%	42.13%	B	5 960,4 / 14 147,5 x 100 = 42.13% A total of 5 960,4-ton garden (organic) waste was diverted from a total of 14 147,5-ton total waste to the Landfill (excl. builders' rubble)	

Summary of Results: SFA 2 - Green and Sustainable Valley

KPI Not Yet Measured	0
KPI Not Met	1
KPI Almost Met	1
KPI Met	3
KPI Well Met	0
KPI Extremely Well Met	1
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 April – 30 June 2022				
						Target	Actual	R	Performance Comment	Corrective Measures
TL101	KPI025	Revised Disaster Management Plan submitted to the Municipal Manager	Number of Revised Disaster Management Plans submitted to the Municipal Manager by 31 March	1	1	0	0	N/A		
TL102	KPI026	Revised Safety and Security Strategy submitted to the Municipal Manager	Number of Revised Safety and Security Strategies submitted to the Municipal Manager by 30 April	1	1	1	1	G		
TL103	KPI027	Revised Traffic Management Plan submitted to the Municipal Manager	Number of Revised Traffic Management Plans submitted to the Municipal Manager by 31 March	1	1	0	0	N/A		

Summary of Results: SFA 3 - Safe Valley

KPI Not Yet Measured	2
KPI Not Met	0
KPI Almost Met	0
KPI Met	1
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 April – 30 June 2022				
						Target	Actual	R	Performance Comment	Corrective Measures
TL104	KPI037	Provision of waterborne toilet facilities in informal settlements as identified by the Department: Integrated Human Settlements	Number of waterborne toilet facilities provided in Informal settlements as identified by the Department: Integrated Human Settlements by 30 June	50	50	50	0	R		
TL105	KPI039	Registered indigent formal households with access to free basic water (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic water, measured quarterly	100%	100%	100%	100%	G	4 681 / 4 681 x 100 = 100%	
TL106	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%	<9%	9.49%	R	[(394 378 605 - 356 956 752)] / 394 378 605 x 100 = 9.49%	These are the preliminary results. The municipality is preparing the Annual Financial Statements 2021/22 in terms of S126(1)(a) of the MFMA. The final percentage, as at 31 August 2022, will be provided in the Annual Performance Report 2021/22 to be submitted to the AGSA by 31 August 2021.
TL107	KPI041	Water quality measured quarterly to the SANS 241 physical and micro parameters	Percentage water quality level as per analysis certificate, measured quarterly	90%	90%	90%	94.80%	G2		
TL108	KPI042	Limit unaccounted water to less than 25%	Average percentage water losses measured quarterly	<25%	<25%	25%	19.32%	B	2 034 634kl / 10 530 823kl x 100 = 19.32%	
TL109	KPI043	Registered indigent formal households with access to free basic electricity provided by the municipality (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic electricity provided by the municipality, measured quarterly	65%	65%	65%	84.25%	G2	4 982 / 5 913 x 100 = 84.25%	
TL110	KPI044	Registered indigent formal households with access to free basic refuse removal (NKPI Proxy -	Percentage of registered indigent formal households with access to free basic refuse	100%	100%	100%	100%	G	4 681 / 4 681 x 100 = 100%	

SFA 4 - Dignified Living										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 April – 30 June 2022				
						Target	Actual	R	Performance Comment	Corrective Measures
		MSA, Reg. S10(a), (b)	removal, measured quarterly							
TL111	KPI045	Registered indigent formal households with access to free basic sanitation (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic sanitation, measured quarterly	100%	100%	100%	100%	G	4 681 / 4 681 x 100 = 100%	
TL112	KPI074	Formal households with access to water (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to water, measured quarterly	25 500	25 500	25 500	26 825	G2		
TL113	KPI075	Formal households with access to electricity (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to electricity, measured quarterly	24 000	25 500	25 500	26 825	G2		
TL114	KPI076	Formal households with access to refuse removal (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to refuse removal, measured quarterly	25 500	25 500	25 500	26 825	G2		
TL115	KPI077	Formal households with access to sanitation (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to sanitation, measured quarterly	25 500	25 500	25 500	26 825	G2		

Summary of Results: SFA 4 - Dignified Living

KPI Not Yet Measured	0
KPI Not Met	2
KPI Almost Met	0
KPI Met	3
KPI Well Met	6
KPI Extremely Well Met	1
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 April – 30 June 2022				
						Target	Actual	R	Performance Comment	Corrective Measures
TL116	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	4	3	O	$= ((R178\ 096\ 992 - R34\ 652\ 427 - R0 + R258\ 021\ 780) / (R1\ 419\ 092\ 606 / 12)) = 3 \text{ months}$	These are the preliminary results. The municipality is preparing the Annual Financial Statements 2021/22 in terms of S126(1)(a) of the MFMA. The final ratio, as at 31 August 2022, will be provided in the Annual Performance Report 2021/22 to be submitted to the AGSA by 31 August 2021.
TL117	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%	96%	96%	G	$(R327\ 280\ 804 + R1\ 500\ 228\ 973 - R388\ 387\ 667 - R5\ 153\ 866) / R1\ 500\ 228\ 973 \times 100 = 96\%$	These are the preliminary results. The municipality is preparing the Annual Financial Statements 2021/22 in terms of S126(1)(a) of the MFMA. The final percentage, as at 31 August 2022, will be provided in the Annual Performance Report 2021/22 to be submitted to the AGSA by 31 August 2021.
TL118	KPI057	Actual expenditure on the approved Capital Budget for the Municipality by 30 June (NKPI - MSA, Reg. S10(c))	Percentage of the approved Capital Budget for the municipality actually spent by 30 June	90%	90%	90%	73.21%	O	$R295\ 414\ 269 / R403\ 507\ 635 \times 100 = 73.21\%$	These are the preliminary results. The municipality is preparing the Annual Financial Statements 2021/22 in terms of S126(1)(a) of the MFMA. The final percentage, as at 31 August 2022, will be provided in the Annual Performance Report 2021/22 to be submitted to the AGSA by 31 August 2021.
TL119	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	60%	60%	60%	33.33%	R	$2 / 6 \times 100 = 33.33\%$ At each shortlisting panel meeting, the statistics and underrepresented target groups are indicated to the panel. In some instances, there are no qualifying candidates from the underrepresented groups. It also happens in some instances that candidates on the shortlist from underrepresented groups do not perform	Critical vacancies had to be filled thereby appointing qualifying candidates. Measures are in place on the criteria to be followed when shortlisting is done on candidates within the EE target groups.

SFA 5 - Good Governance and Compliance										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 April – 30 June 2022				
						Target	Actual	R	Performance Comment	Corrective Measures
									well enough in the interview to be appointed.	
TL120	KPI059	The percentage of the actual payroll budget spent on implementing the Municipal Workplace Skills Plan (NKPI Proxy- MSA, Reg. S10(f))	Percentage of the municipality's payroll budget actually spent on implementing its Workplace Skills Plan ((Total Actual Training Expenditure / Total Annual payroll Budget) x100), measured by 30 June	0.20%	0.20%	0.20%	0.43%	B	R2 567 666 / R598 305 199 x 100 = 0.43%	These are the preliminary results. The municipality is preparing the Annual Financial Statements 2021/22 in terms of S126(1)(a) of the MFMA. The final percentage, as at 31 August 2022, will be provided in the Annual Performance Report 2021/22 to be submitted to the AGSA by 31 August 2021.
TL121	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%	15%	52.37%	B	R2036241106 - R183 076 590,00 / R35 384 807,00 = 52.37%	These are the preliminary results. The municipality is preparing the Annual Financial Statements 2021/22 in terms of S126(1)(a) of the MFMA. The final ratio, as at 31 August 2022, will be provided in the Annual Performance Report 2021/22 to be submitted to the AGSA by 31 August 2021.
TL122	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%	27%	26%	O	R388 387 667 / R1 500 228 973 = 26%	These are the preliminary results. The municipality is preparing the Annual Financial Statements 2021/22 in terms of S126(1)(a) of the MFMA. The final ratio, as at 31 August 2022, will be provided in the Annual Performance Report 2021/22 to be submitted to the AGSA by 31 August 2021.
TL123	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	1	1	G		
TL124	KPI063	AGSA Audit Action Plan (AAP) submitted to the Audit Committee	Number of AGSA Audit Action Plans submitted to the Audit Committee by 28 February	1	1	0	0	N/A		

SFA 5 - Good Governance and Compliance

KPI Not Yet Measured

5

Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 April – 30 June 2022				
						Target	Actual	R	Performance Comment	Corrective Measures
TL125	KPI064	Revised Strategic Risk Register (SRR) submitted to the Risk Management Committee	Number of Revised Strategic Risk Registers submitted to the Risk Management Committee by 30 June	1	1	1	1	G		
TL126	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		
TL127	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		
TL128	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		
TL129	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	0	0	N/A		
TL131	KPI072	Submission of a Draft Smart City Framework to the MayCo	Number of Draft Smart City Frameworks submitted to the MayCo by 31 May	1	1	1	1	G		
TL132	KPI084	Submission of a new Comprehensive Integrated Transport Plan (CITP) to the MayCo	Number of new Comprehensive Integrated Transport Plans (CITPs) submitted to the MayCo by 30 June	1	1	1	1	G		

Summary of Results: SFA 5 - Good Governance and Compliance

KPI Not Met	1
KPI Almost Met	3
KPI Met	5
KPI Well Met	0
KPI Extremely Well Met	2
Total KPIs	16

14. STRATEGIC PERFORMANCE CONCLUSION

- (a) Out of the 43 Key Performance Indicators (KPIs) listed on the Top layer SDBIP 2021/22 (quarter 4), 07 were not measured, 04 KPIs were not met, 15 were met and 08 were well met.

	KPI Not Yet Measured	7
	KPI Not Met	4
	KPI Almost Met	4
	KPI Met	15
	KPI Well Met	8
	KPI extremely well met	5
	Total KPIs	43

Summary of Results: Strategic Focus Areas 1 - 5

9.	REPORT BY THE MUNICIPAL MANAGER RE OUTSTANDING RESOLUTIONS
	NONE
10.	ITEMS FOR NOTING
10.1	REPORT/S BY THE EXECUTIVE MAYOR
10.1.1	REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR ON MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE EXECUTIVE MAYOR IN CONSULTATION WITH THE MAYORAL COMMITTEE [APRIL 2022 – JUNE 2022]

Collaborator No:

IDP KPA Ref No:

Good Governance

Meeting Date:

27 July 2022

1. **SUBJECT: REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR ON MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE EXECUTIVE MAYOR IN CONSULTATION WITH THE MAYORAL COMMITTEE [APRIL 2022 – JUNE 2022]**

2. **PURPOSE**

To inform Council of the decisions taken by the Executive Mayor on matters resolved under the authority delegated to the Executive Mayor, in consultation with the Mayoral Committee, for meetings from April 2022 to June 2022 (see **APPENDIX 1**).

3. **DELEGATED AUTHORITY**

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

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

4. **EXECUTIVE SUMMARY**

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

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

5. **RECOMMENDATIONS**

that Council takes note of the decisions by the Executive Mayor taken in consultation with the Mayoral committee meeting from April 2022 until June 2022.

6. DISCUSSION / CONTENTS**6.1 Background and discussion.**

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

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

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

6.3 Financial Implications

Dealt with in terms of the approved budget.

6.4 Legal Implications

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

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

None.

6.7 Risk Implications

Addressed through the content of the item.

6.8 Comments from Senior Management

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

ANNEXURES

Appendix 1: Decisions taken by the Executive Mayor in the period April 2022 to June 2022 at Mayoral Committee meetings.

FOR FURTHER DETAILS CONTACT:

NAME	DONOVAN MULLER
POSITION	MANAGER: COUNCILLOR SUPPORT
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021 8088314
E-MAIL ADDRESS	Donovan.Muller@stellenbosch.gov.za
REPORT DATE	4 July 2022

APPENDIX 1

**MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE MAYOR / MAYORAL COMMITTEE: APRIL
2022 – JUNE 2022**

MAYCO Meeting Date	Agenda Item no.	Report Subject	Date Resolved	Resolution
18 May 2022	7.3.1	REQUEST TO SECURE PROPERTY FOR AN AERONAUTICAL SCIENCES SCHOOL IN STELLENBOSCH	EXECUTIVE MAYORAL COMMITTEE: 2022-05-18: ITEM 7.3.1	that the item be referred to a joint section 80 committee with Protection Services, Infrastructure and Community services for discussion and advise.

10.1.2	REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR FOR THE QUARTER: APRIL 2022 – JUNE 2022
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

27 July 2022

1. SUBJECT: REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR FOR THE QUARTER: APRIL 2022 – JUNE 2022

2. PURPOSE

To inform Council of the decisions taken by the Executive Mayor from April 2022 to June 2022 (see **APPENDIX 1**).

3. DELEGATED AUTHORITY

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

For Notification

4. EXECUTIVE SUMMARY

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

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

5. RECOMMENDATION

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

6. DISCUSSION / CONTENTS

6.1 Background

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

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

6.2 Discussion

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

The Executive Mayor also takes decisions in consultation with the Mayoral committee. The decisions of the 2021/22 financial year will be reported in a separate item.

6.3 Financial Implications

Dealt with in terms of the approved budget.

6.4 Legal Implications

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

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

Item 10.1.1 – Council meeting: 2022-04-26

6.7 Risk Implications

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

6.8 Comments from Senior Management

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

ANNEXURES

Annexure 1: Decisions taken by the Executive Mayor in the period April 2022 to June 2022.

FOR FURTHER DETAILS CONTACT:

NAME	DONOVAN MULLER
POSITION	MANAGER: COUNCILLOR SUPPORT
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021 8088314
E-MAIL ADDRESS	Donovan.Muller@stellenbosch.gov.za
REPORT DATE	05 July 2022

APPENDIX 1

DELEGATIONS EXERCISED FOR PERIOD [APRIL – JUNE 2022]

EXECUTIVE MAYOR

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
110	FINANCE	S 71 monthly budget monitoring report for March 2022	14/04/2022	14/04/2022	Approved
110	FINANCE	S 71 monthly budget monitoring report for April 2022	16/05/2022	16/05/2022	Approved
110	FINANCE	S 71 monthly budget monitoring report for May 2022	14/06/2022	14/06/2022	Approved
110	FINANCE	S 52 Quarterly budget monitoring report 3 rd quarter [Jan - March 2022]	26/04/2022	26/04/2022	Approved
LUP 63	PLANNING	Appeal lodged in term section 79(2) of the Stellenbosch Municipal Land Use Planning by-law (2015): The application for departure and the application for the administrator's consent to relax the restrictive title deed conditions: erf 3109, Helshoogte Road, Idas valley, Stellenbosch.	17/08/2021	01/06/2022	Confirm [see attached document – APPENDIX 1]
LUP 63	PLANNING	Appeal lodged in term section 79(2) of the Stellenbosch Municipal Land Use Planning by-law (2015): Application for the removal of restrictive title deed conditions: erf 5972, Stellenbosch.	29/10/2021	14/04/2022	Confirm [see attached document – APPENDIX 2]
LUP 63	PLANNING	Appeal lodged in term section 79(2) of the Stellenbosch Municipal Land Use Planning by-law (2015): Application for temporary departure: Sandmining on farm 27, Stellenbosch Division.	09/12/2021	14/04/2022	Revoke [see attached document – APPENDIX 3]
LUP 63	PLANNING	Appeal lodged in term section 79(2) of the Stellenbosch Municipal Land Use Planning by-law (2015): Application for the removal of restrictive conditions, consent use and departure: erf 275, Klapmuts.	11/03/2022	22/06/2022	Confirm [see attached document – APPENDIX 4]
LUP 63	PLANNING	Appeal lodged in term section 79(2) of the Stellenbosch Municipal Land Use Planning by-law (2015): Application for the rezoning and subdivision of erf 579, Franschoek.	24/03/2022	20/06/2022	Confirm [see attached document – APPENDIX 5]



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NOTICE OF DECISION OF APPEAL AUTHORITY

APPEAL LODGED IN TERMS OF SECTION 79(2) OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW (2015): THE APPLICATION FOR DEPARTURE AND THE APPLICATION FOR THE ADMINISTRATOR'S CONSENT TO RELAX THE RESTRICTIVE TITLE DEED CONDITIONS: ERF 3109, HELSHOOGTE ROAD, IDAS VALLEY, STELLENBOSCH

DECISION OF APPEAL AUTHORITY

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

Tick the appropriate box:

CONFIRM	X	VARY		REVOKE	
THE DECISION OF THE AUTHORISED DECISION MAKER ON 12 NOVEMBER 2018 TO APPROVE IN TERMS OF SECTION 60 OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY- LAW DATED 20 OCTOBER 2015, THE APPLICATION FOR DEPARTURE AND THE APPLICATION FOR THE ADMINISTRATOR'S CONSENT TO RELAX THE RESTRICTIVE TITLE DEED CONDITIONS: ERF 3109, HELSHOOGTE ROAD, IDAS VALLEY, STELLENBOSCH					
A: BACKGROUND					
<ol style="list-style-type: none"> 1. The abovementioned appeal refers. 2. The Authorised Decision Maker on 12 November 2018 approved in whole, in terms of Section 60 of the Stellenbosch Municipal Land Use Planning By-law, promulgated by Notice no 354/2015 dated 20 October 2015, the application for the removal of restrictive title deed conditions (Annexure A). 3. The Municipality received an appeal from Mrs Chantel Williams on the 12th of December 2018, in respect of the abovementioned application in terms of Section 79(2) of the Stellenbosch Municipality By-Law against the decision of the Authorised Decision Maker. 					



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4. The appeal assessment report was drafted based on all documentation provided.
5. In order to comply with section 81(6) of the Stellenbosch Municipality Land Use Planning By-Law (2015), an inspection of the documents must be held before the handover to the Appeal Authority for consideration and decision making and the appeal assessment report was forwarded electronically to all relevant parties on the 07th of October 2021. It should be noted that no comments were received in respect of the appeal assessment report.
6. After careful consideration of the written appeal, as well as all the relevant documents and information made available to me as Appeal Authority, I have taken the following decision.

B. APPEAL RESOLUTION

1. The appeal submitted against the approval of the Authorised Decision Maker on 12 December 2018 in respect of the application for the application for Departure and the application for the Administrator's consent to relax the Restrictive Title Deed conditions: Erf 3109, Helshoogte Road, Idas Valley, Stellenbosch, **BE DISMISSED** and that the subject decision **BE CONFIRMED** in terms of Section 81(7)(b) of the Stellenbosch Municipal Land Use Planning By-law, 2015, as follows:
 - (a) Departure to relax the street building line from 3m to 0,5m in order to accommodate only the existing carport;
 - (b) Departure to relax the common building line (rear) from 1,5m to 0m in order to accommodate only the existing braai and associated structures on the lower ground floor;



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(c) Departure to exceed the permissible coverage from 51% to 52% to accommodate the existing and new structures on the subject property.

(d) The Administrator's consent to relax the restrictive title deed condition(s) B.5.(c) & (d) as contained in Title Deed No. T.5561/1984, in order to relax the restrictive building lines from 4,72m & 3,15m to 0,55m and to exceed the permissible coverage from 50% to 52%. The restrictive conditions read as follows:

B.4.(c) "Not more than half the area thereof shall be built upon;

B.4.(d) No building or structure or any portion thereof, except boundary walls and fences, shall be erected nearer than 4,72 metres to the street line which forms a boundary of this erf nor within 3,15 metres of the rear or 1,26 metres of the lateral boundary common to any adjoining erf. On consolidation of any two or more even this condition shall apply to the consolidated areas as one erf"

BE APPROVED in terms of Section 60 of the said By-law.

2. The above decision was made for the following reason(s) in terms of Section 81(7)(c) of the said By-law:

(a) The proposal has no detrimental impact on the character of the existing area as the proposal is in keeping with the current land use of the subject property and the area as well.

(b) The existing structures to be regularized are an extension to the existing residential use.

(c) The carport does not have impact on the streetscape as it is setback from the street.

SIGNATURE:

DATE: 01, 06, 2022

Adv. Gesie van Deventer

EXECUTIVE MAYOR

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



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NOTICE OF DECISION OF APPEAL AUTHORITY

APPEAL LODGED IN TERMS OF SECTION 79(2) OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW (2015): APPLICATION FOR THE REMOVAL OF RESTRICTIVE TITLE DEED CONDITIONS: ERF 5972, STELLENBOSCH

DECISION OF APPEAL AUTHORITY

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

Tick the appropriate box:

CONFIRM	X	VARY		REVOKE	
THE DECISION OF THE AUTHORISED OFFICIAL ON 04 MAY 2021 TO APPROVE IN TERMS OF SECTION 60 OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY- LAW DATED 20 OCTOBER 2015, AN APPLICATION FOR THE REMOVAL OF RESTRICTIVE TITLE DEED CONDITIONS: ERF 5972, STELLENBOSCH					
A: BACKGROUND					
<ol style="list-style-type: none"> 1. The abovementioned appeal refers. 2. The Authorised Decision Maker on 04 May 2021, approved, in terms of Section 60 of the Stellenbosch Municipal Land Use Planning By-law, promulgated by Notice no 354/2015 dated 20 October 2015, the application for the removal of restrictive title deed conditions (Annexure A). 3. The Municipality received an appeal from the Stellenbosch Interest Group (SIG) on the 25th of May 2021, in respect of the abovementioned application in terms of Section 79(2) of the Stellenbosch Municipality By-Law against the decision of the Authorised Decision Maker. 4. The appeal assessment report was drafted based on all documentation provided. 					



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5. In order to comply with section 81(6) of the Stellenbosch Municipality Land Use Planning By-Law (2015), an inspection of the documents must be held before the handover to the Appeal Authority for consideration and decision making and the appeal assessment report was forwarded electronically to all relevant parties on the 07th of October 2021.
6. The Stellenbosch Interest Group provided their comments relating to the appeal assessment report on the 15th of October 2021 (**Annexure B**).
7. The Appeal Authority after perusing all documentation within her custody, requested an oral hearing as per the provisions of Section 81(3) of the Stellenbosch Municipality Land Use Planning By-Law (2015). The said hearing was held on the 25th of January 2021.
8. After careful consideration of the written appeal, as well as all the relevant documents, information and submissions made available to me as Appeal Authority, I have taken the following decision.

B. APPEAL RESOLUTION

1. The appeal submitted against the approval of the Authorised Decision Maker on 04 May 2021 in respect of the application for the removal of restrictive title deed conditions on Erf 5972 Stellenbosch, **BE DISMISSED** and that the subject decision **BE CONFIRMED** in terms of section 81(7)(b) of the Stellenbosch Municipal Land Use Planning By-law, 2015, as follows:
 - a) 1.B.(b) "Only one dwelling house shall be erected on the above land, which building shall be a single dwelling house and not semi-detached."



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b) 3.B.(c) "That only one dwelling house shall be erected on the above land, which building shall be a single dwelling house and not semi-detached."

BE APPROVED in terms of Section 60 of the said By-law.

2. The above decision was made for the following reason(s) in terms of Section 81(7)(c) of the said By-law:

- a) The removal of the restrictive title deed conditions will not lead to a change in land use or comprise the existing character of the surrounding neighbourhood.
- b) The property is being utilised in accordance with the zoning granted by Council, in respect of both the Zoning Scheme Regulations and the Zoning Scheme By-Law (2019), in terms of which the property has a multi-unit residential zoning.

SIGNATURE 

DATE: 14.04.2022

Adv. Gesie van Deventer
EXECUTIVE MAYOR

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



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NOTICE OF DECISION OF APPEAL AUTHORITY

APPEAL LODGED IN TERMS OF SECTION 79(2) OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW (2015): APPLICATION FOR TEMPORARY DEPARTURE: SANDMINING ON FARM 27, STELLENBOSCH DIVISION

DECISION OF APPEAL AUTHORITY

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

Tick the appropriate box:

CONFIRM	VARY	REVOKE	X
THE DECISION OF THE AUTHORISED DECISION MAKER ON THE 22nd OF JULY 2021 TO APPROVE IN TERMS OF SECTION 60 OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY- LAW DATED 20 OCTOBER 2015, THE APPLICATION FOR TEMPORARY DEPARTURE: SANDMINING ON FARM 27, STELLENBOSCH DIVISION			
A: BACKGROUND			
<ol style="list-style-type: none"> 1. The abovementioned appeal refers. 2. The Authorised Decision Maker on 22 July 2021, approved, in terms of Section 60 of the Stellenbosch Municipal Land Use Planning By-law, promulgated by Notice no 354/2015 dated 20 October 2015, the Application for Temporary Departure on Farm 27 Stellenbosch Division to operate a dry-pit sand mine on 5ha of the Farm (See Annexure A). 3. The Administration received two appeals in respect of the abovementioned land use application approval. The appellants were Mr Simon Grier on behalf of Villiera Wines and Mrs Elmarie Rabe on behalf of the Stellenbosch Wine Route (See Annexure B). 			



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NOTICE OF DECISION OF APPEAL AUTHORITY

APPEAL LODGED IN TERMS OF SECTION 79(2) OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW (2015): APPLICATION FOR THE REMOVAL OF RESTRICTIVE CONDITIONS, CONSENT USE AND DEPARTURE: ERF 275, KLAPMUTS

DECISION OF APPEAL AUTHORITY

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

Tick the appropriate box:

CONFIRM	X	VARY		REVOKE	
<p>THE DECISION OF THE AUTHORISED DECISION ON 28th OF OCTOBER 2021 TO APPROVE IN TERMS OF SECTION 60 OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY- LAW DATED 20 OCTOBER 2015, AN APPLICATION FOR THE REMOVAL OF RESTRICTIVE CONDITIONS, CONSENT USE AND DEPARTURE: ERF 275, KLAPMUTS</p>					
<p>A: BACKGROUND</p>					
<p>1. The abovementioned appeal refers.</p> <p>2. The Authorised Decision Maker on 28 October 2021, refused, in terms of Section 60 of the Stellenbosch Municipal Land Use Planning By-law, promulgated by Notice no 354/2015 dated 20 October 2015, the application for the removal of restrictive title deed conditions (Annexure A).</p> <p>3. The Municipality received an appeal from Mr Andre Wiehahn from Interactive Town & Regional Planning on the 11th of November 2021, in respect of the abovementioned application in terms of Section 79(2) of the Stellenbosch Municipality By-Law against the decision of the Authorised Decision Maker.</p>					



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4. The appeal assessment report was drafted based on all documentation provided.
5. In order to comply with section 81(6) of the Stellenbosch Municipality Land Use Planning By-Law (2015), an inspection of the documents must be held before the handover to the Appeal Authority for consideration and decision making and the appeal assessment report was forwarded electronically to all relevant parties on the 04th of February 2022.
6. Mr Andre Wiehahn from Interactive Town & Regional Planning Stellenbosch Interest Group submitted his comments in respect of the appeal assessment report on the 11th of February 2022 (**Annexure B**).
7. During this comments, Mr Wiehahn requested an oral hearing and a site inspection which was subsequently approved by the Appeal Authority The oral hearing as per the provisions of Section 81(3) of the Stellenbosch Municipality Land Use Planning By-Law (2015) as well as the site inspection was held on the 19th of May 2022.
8. The Appeal Authority, on request of the interested and affected parties visited the envisaged site for development on inspection *in loco* and allowed the parties to point out and indicate all points of importance in this application.
9. In particular, the erf boundaries of the subject application property and demarcation from the neighbouring properties was pointed out. It was observed that the functioning of the trucking operations extended over the boundaries of the application property to vacant neighbouring properties on which the trucking operations will be reliant to facilitate readily access and maneuverability for the trucks, as well as the needed space for overnight parking.
10. Directly thereafter, the Appeal Authority allowed an oral hearing (also requested by the interested and affected parties) at a nearby venue. The facts ascertained



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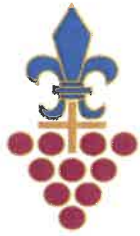
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at the inspection *in loco* was recorded, as agreed to by the parties as the correct version of what happened during the site inspection. Consensus was thus reached as to the observations made at the site, without attaching any evidential value to it. The Appeal Authority allowed the parties to present their oral representations as requested by them.

11. After careful perusal and consideration of all the relevant information, which included the relevant provisions of the By-law, the documentation submitted in the land use application, the written appeal, the report of the relevant authorised employee, the site visit *in loco*, the oral hearing that was concluded, as well as various written submissions which was made by the various interested parties, I have taken the following decision.

B. APPEAL RESOLUTION

1. The appeal submitted against the approval of the Authorised Decision Maker on 28 October 2021 in respect of the application for the removal of restrictive title deed conditions, consent use and departure on Erf 275 Klapmuts, **BE DISMISSED** and that the subject decision **BE CONFIRMED** in terms of section 81(7)(b) of the Stellenbosch Municipal Land Use Planning By-law, 2015, as follows:
 - 1.1 Removal of restrictive conditions in terms of section 15(2)(f) of the Stellenbosch Municipal Land Use Planning By-law, for the removal of conditions 1.B and 3.B, in Title Deed T.57549/2006, which restricts the operation of a business on Erf 275, Klapmuts.
 - 1.2 Consent use in terms of section 15(2)(o) of the Stellenbosch Municipal Land Use Planning By-law, for Transport Purposes (goods) to allow a truck stop on Erf 275, Klapmuts.



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

2. The above decision was made for the following reason(s) in terms of Section 81(7)(c) of the said By-law for the above decision:
 - 2.2 The proposed development is not in keeping with the recommendations of the Stellenbosch MSDF, which earmarks Klapmuts south for residential and mixed-use business development. The MSDF does not contain any reference to the expansion/ intensification of industrial land uses in Klapmuts south.
 - 2.3 Increasing the existing land use rights, by approving the proposed consent use for "Transport Purposes (goods)", on Erf 275 will have a negative impact on the surrounding residential land uses due to the negative impact associated with a truck stop.
 - 2.4 Intensifying a land use which is already undesirable within the existing development context will have a negative impact on the future development of Klapmuts south, which is earmarked for residential and mixed-use business purposes.
 - 2.5 Notwithstanding the undesirability of the proposed land use in the specific locational context, the extent of the subject property is in any event inadequate to accommodate the operations of the proposed truck stop facility and consequently the applicant relied on future permissions from third parties to access and use such neighbouring properties, which permissions is not in place and cannot be guaranteed.



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2.6 Due to the inadequate size and problematic location of the subject property relative to adjacent third-party properties, access to and manoeuvrability on the subject property for the specific use of a truck stop is very restrictive and cannot be addressed satisfactorily.

2.7 The application for the removal of title deed restrictions to allow that business be conducted from the subject property is not supported by a favourable business use proposal.

3. That the application for a Departure in terms of Section 15(2)(b) of the Stellenbosch Municipal Land Use Planning Bylaw, promulgated by notice number 354/2015, dated 20 October 2015 on Erf 275 Klapmuts, to construct a 3m high solid wall along the northern boundary of the property, in lieu of a 50% visually permeable fence, on Erf 275, Klapmuts,

BE APPROVED in terms of Section 60 of the said Bylaw, subject to the following conditions in terms of Section 60 of the said Bylaw:

3.1 Building Plans be submitted for consideration and to be approved prior to the erection of the subject wall.

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

4.1 The erection of a solid wall on the border with the residential area may assist to mitigate negative impacts from the subject property.

SIGNATURE: 

DATE: 08.07.2022

Adv. Gesie van Deventer

EXECUTIVE MAYOR

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



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4. The appeal assessment report was drafted based on all documentation provided.
5. In order to comply with Section 81(6) of the Stellenbosch Municipality Land Use Planning By-Law (2015), an inspection of the documents must be held before the handover to the Appeal Authority for consideration and decision making and the appeal assessment report was forwarded electronically to all relevant parties on the 29th of November 2021.
6. The appellant, Mr Simon Grier from Villiera Wines submitted comments in respect of the appeal assessment report on the 6th of December 2021. Mr Grier in the same correspondence, requested a site inspection prior to the Appeal Authority making a final decision on the appeal **(See Annexure C)**.
7. The Appeal Authority granted the request for a site inspection as well as an oral hearing which was held on the 18th of February 2022. This was attended by all relevant parties. Both parties were allowed as much time as requested to point out all matters relevant and of importance to the inspection.
8. The appeal assessment report and all other documentation thereafter was handed over to the Appeal Authority for consideration and decision making.
9. After careful consideration of the written appeal, as well as all the relevant documents, information and submissions made available to me as Appeal Authority and the information gathered during the site inspection, I have taken the following decision.

B. APPEAL RESOLUTION

1. The appeals submitted against the approval of the Authorised Decision Maker on 22 July 2021, in respect of the application for temporary departure for Farm 27



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Stellenbosch Division, **BE UPHELD** and that the subject decision **BE REVOKED** in terms of Section 81(9)(b) of the Stellenbosch Municipal Land Use Planning By-law, 2015.

2. The application in terms of the Stellenbosch Municipal Land Use Planning By-Law, promulgated by notice number 354/2015, dated 20 October 2015, on Farm No. 27, Stellenbosch Division, namely:
 - 2.1. Application in terms of Section 15(2)(c) of the Stellenbosch Municipal Land Use Planning By-Law, 2015 for a temporary departure in order to operate a dry-pit sand mine on 5ha of the Farm

BE REFUSED in terms of Section 60 of the said By-law.

3. The above decision was made for the following reason(s) in terms of Section 81(7)(c) of the said By-law:
 - 3.1. It has to be stressed that much thought, consideration and attention was given to all afcts surrounding this matter as presented to the Appeal Authority. Careful consideration was given to all inputs and the potential effect of the proposed sandmine on the area whre it is proposed. The proposed sand mine does not respond to the sense of place and will have a detrimental impact on the Cape Winelands scenic and economic landscape. This area is in the green cultural belt and falls within the tradional winelands.
 - 3.2. In term of our Spatial development framework the use applied for is not compatible or desirable for the area as it lends itself to light industrial which is not desirable, and is in contrast to the present sense of place, cultural and tourism activities. This view is further supported by the provincial growth and development framework.
 - 3.3. The area is also adjacent to a conversancy area which surrounding farm owners contributed sizeable land too for the tourist trails and wildlife. Allowing sand mine operations on the farm will not only impact this negatively but will



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have a negative impact on the already present tourism activities. This is especially true from both a visual impact and noise pollution, as this was quite evident from the observations during the inspections *in loco*.

- 3.4. The traffic impact assessment submitted by the applicant supports the development however I am unconvinced that not all circumstances were taken properly into consideration.
- 3.5. During the inspection in-loco I observed that traffic flow will be adversely affected by any right turn of into the property as this is a single lane road. The road is currently used by cars, pedestrians and cyclist, which makes this dangerous for other road users.
- 3.6. Although it was indicated that amount of loads will be limited it will be hard to enforce or police.
- 3.7. When the loaded trucks re-join the R304 it joins a high traffic volume road which is a primary arterial between Stellenbosch and N1. Loaded trucks will slow down traffic significantly and is dangerous.
- 3.8. Given the potential low yield of the sand mining envisage it does not justify the environmental, social, visual and economic disruption it will cause.

SIGNATURE:

Gesie van Deventer

DATE: 14.04.2022

Adv. Gesie van Deventer

EXECUTIVE MAYOR

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



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NOTICE OF DECISION OF APPEAL AUTHORITY

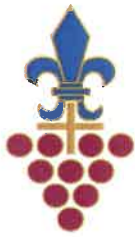
APPEAL LODGED IN TERMS OF SECTION 79(2) OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW (2015): APPLICATION FOR THE REZONING AND SUBDIVISION OF ERF 579, FRANSCHHOEK

DECISION OF APPEAL AUTHORITY

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

Tick the appropriate box:

CONFIRM	X	VARY		REVOKE	
<p>THE DECISION OF THE AUTHORISED DECISION MAKER ON THE 11TH OF AUGUST 2021 TO APPROVE IN TERMS OF SECTION 60 OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY- LAW DATED 20 OCTOBER 2015, APPLICATION FOR THE APPLICATION FOR THE REZONING AND SUBDIVISION OF ERF 579, FRANSCHHOEK</p>					
<p>A: BACKGROUND</p>					
<p>1. The abovementioned appeal refers.</p> <p>2. The Authorised Decision Maker on 11 August 2021, approved, in terms of Section 60 of the Stellenbosch Municipal Land Use Planning By-law, promulgated by Notice no 354/2015 dated 20 October 2015, the application for the Rezoning and Subdivision of Erf 579, Franschhoek (Annexure A).</p> <p>3. The Municipality received an appeal from Mr Barry Phillips on behalf of Franschhoek Heritage and Ratepayers Association on the 30th of August 2021, in respect of the abovementioned application in terms of Section 79(2) of the Stellenbosch Municipality By-Law against the decision of the Authorised Decision Maker.</p>					



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4. The appeal assessment report was drafted based on all documentation provided.
5. In order to comply with section 81(6) of the Stellenbosch Municipality Land Use Planning By-Law (2015), an inspection of the documents must be held before the handover to the Appeal Authority for consideration and decision making and the appeal assessment report was forwarded electronically to Mr Phillips and Mr Spencer Dreyer on the 04th of March 2022.
6. Mr Dreyer submitted comments relating to the assessment report on the 04th of March and Mr Phillips submitted comments relating to the said report on the 11th of March 2022 (**Annexure B**).
7. The Appeal Authority after perusing all documentation within her custody, requested a site inspection which subsequently took place on the 30th of May 2022.
8. After careful consideration of the written appeal, as well as all the relevant documents, information and submissions made available to me as Appeal Authority, I have taken the following decision.

B. APPEAL RESOLUTION

1. The appeal submitted against the approval of the Authorised Decision Maker on 11 August 2021 in respect of the application for the Rezoning and Subdivision of Erf 579, Franschhoek , **BE DISMISSED** and that the subject decision **BE CONFIRMED** in terms of section 81(7)(b) of the Stellenbosch Municipal Land Use Planning By-law, 2015, as follows:

- 1.1 The Rezoning from Community Zone to Subdivisional Area in terms of Section 15(2)(a) of the By-Law for the following:



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- (i) 7 Conventional Residential erven,
- (ii) 1 Private Open Space and Private Road purposes

1.2 The Subdivision in terms of Section 15(2)(d) of the By-Law, as noted on the Plan of Subdivision, Plan No 3REV 3, Dated May-Dec 2020, Drawn by David Hellig & Abrahamse Professional Land Surveyors, attached as **Annexure D**, to create the following erven:

- (i) Portion 1-7 for Conventional Residential purposes, and
- (ii) Portion 8 for Private Open Space and Private Road purposes

BE APPROVED in terms of Section 60 of the said By-law and **BE SUBJECT** to conditions in terms of Section 66 of the said Bylaw:

2. CONDITIONS OF APPROVAL:

2.1 The approval applies only to the application in question and shall not be construed as authority to depart from any other legal prescriptions or requirements from Council.

2.2 An electronic copy (shp,dwg,dxf) of the General Plan which was preliminary approved by the SG be submitted to the Directorate: Planning and Economic Development. The following information be indicated on the plan: Newly allocated Erf Numbers, Co-ordinates, Survey Dimensions, Street names (If approved by Council).

2.3 A Service agreement be signed with the Directorate: Infrastructure Service before any property is transferred or any construction takes place and that the agreement contains the relevant conditions of approval as imposed by the Directorate:



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Infrastructure Service in their Memo dated 16 February 2021, as attached as **Annexure F** and that the service agreement be complied with.

- 2.4 A detailed street plan, clearly indicating the street names and street numbering be submitted for approval in terms of the Stellenbosch Municipal Planning Bylaw prior to the first property been transferred.
- 2.5 A Home Owners Association be established in terms of section 29 of the said bylaw and that all properties form part of the home owner association.
- 2.6 A constitution for the Home Owners Association be submitted to the Municipality for approval prior to the first unit/property being transferred and which constitution takes into account the requirements stipulated in Section 29(3) of the said bylaw.
- 2.7 A Home Owners Association Constitution be approved by the relevant authorised official prior to the transfer/ registration of the first residential property.
- 2.8 The common property be transferred / registered in favour of the Home Owners Association with the transfer/ registration of the first residential property.
- 2.9 Design Guidelines be submitted and approved by the relevant authorised official prior to the submission of the first building plan for the residential properties.
- 2.10 A Site Development Plan with a detailed layout of the entrance gates, boundary fencing with refuse room and position of the development footprints be submitted and approved by the relevant authorised official before the submission of any building plan application.
- 2.11 A detailed landscaping and street lighting plan for the common property of the development, with particular attention to the berm and interface with Lambrechts Road, be submitted to the Stellenbosch Municipality for approval with the building plan for the entrance gate, refuse room and boundary fence.



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- 2.12 The Landscaping on the common property of the development be implemented prior to the first residential property being transferred.
 - 2.13 A detailed landscaping plan which is endorsed by the Home Owners Association be submitted with the building plan for each residential property and the landscaping plan be implemented prior to an occupation certificate being issued for the new dwelling unit.
 - 2.14 The refuse room, entrance gates and boundary fencing be constructed in line with the approved Site Development Plan prior to the first residential property being transferred.
 - 2.15 Only one Dwelling unit be permitted on each residential unit.
3. The above decision was made for the following reason(s) in terms of Section 81(7)(c) of the said By-law for the above decision:
- 3.1 There is adequate site-specific justification to deviate from the provisions of the Stellenbosch MSDF, namely:
 - a) The property is zoned for institutional zone and does not have an agricultural zoning;
 - b) The property is surrounded by various properties that obtained development rights of an urban nature which properties are already developed and used mainly for residential purposes;
 - c) The nature and character of the development was planned in a sensitive manner so as to respect the rural character of the area with intense landscaping and low density of a similar nature as the surrounding development;



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d) The landscaping plan reflects and respects the rural character of the area by the planting of vineyards, olive trees and fynbos;

e) The proposed development will be sensitive to the character of the immediate surrounding area and serve as a transitional area between urban and agricultural areas.

3.2 The MSDF as supported by the Heritage Inventory and Management Plan is regarded as relevant to this area and the Site-Specific Deviation presented has taken note of this fact as the heritage worthy portion of the property has been identified and retained as noted in the residential layout proposed.

3.3 Although the subject property is located outside the urban edge, the proposal as submitted has taken cognisance of the surrounding land uses.

3.4 Franschhoek is not identified as a growth node by the MSDF and the application has taken note of this fact as the proposed developments is of a low density.

3.5 The development of the subject property to establish a low density gated residential development that is in character with its surroundings.

3.6 The proposal has taken its surroundings into consideration as the subject property constitutes a transition zone between the urban and rural areas of Franschhoek and the revised proposal submitted reflects this fact.

SIGNATURE:

DATE: 20.06.2022

Adv. Gesie van Deventer

EXECUTIVE MAYOR

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

10.1.3	REPORT BY THE EXECUTIVE MAYOR ON THE MAYOR – RECTOR FORUM MEETING: 26 MAY 2022
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Collaborator No:

IDP KPA Ref No:

Good Governance

Meeting Date:

July 2022

1. SUBJECT: REPORT BY THE EXECUTIVE MAYOR ON THE MAYOR – RECTOR FORUM MEETING: 26 MAY 2022

2. PURPOSE

To inform Council of the matters under discussion at the Mayor – Rector Forum meeting held on 26 May 2022.

3. DELEGATED AUTHORITY

FOR INFORMATION

4. EXECUTIVE SUMMARY

The Executive Mayor has since her election reported to the Council on discussions that takes place at the regular meetings of the Mayor – Rector Forum. The meeting was held on 26 May 2022. The minutes is attached as **ANNEXURE A**.

5. RECOMMENDATION

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

6. DISCUSSION / CONTENTS

6.1 Background

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

6.2 Discussion

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

The following concerns were discussed: 26 May 2022

- Matters from previous meeting
 - o Future upgrade of Die Braak
- Standing items
 - o Overview of SU regarding the COVID-19 pandemic [US]
 - o Overview of SU regarding the COVID-19 pandemic [SM]
 - o Feedback: Mobility Forum
 - o Feedback: Infrastructure Development Forum
 - o Feedback: Water Management
 - o Feedback: Monitoring and Advisory Committee on Crime (MACC)

- New matters
 - o Recent Campus events
 - o Carbon Dioxide mitigation concept
 - o Update on the Adam Tas Corridor
 - o Uber stop in Ryneveldt Street

6.3 **Financial Implications**

Recommendations flowing from the discussions is dealt with in terms of the approved budget.

6.4 **Legal Implications**

Any recommendations flowing from the discussions are dealt with through items or normal administrative actions within the policies of Council.

6.5 **Staff Implications**

This report has no additional staff implications to the Municipality.

6.6 **Previous / Relevant Council Resolutions**

Item 10.1.3 – Council meeting: 2022-04-26

6.7 **Risk Implications**

No additional risk implications

6.8 **Comments from Senior Management:**

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

ANNEXURES

Annexure A: - Minutes of the Mayor/Rector meeting, 26 May 2022.

FOR FURTHER DETAILS CONTACT:

NAME	DONOVAN MULLER
POSITION	MANAGER: COUNCILLOR SUPPORT
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021 8088314
E-MAIL ADDRESS	Donovan.Muller@stellenbosch.gov.za
REPORT DATE	13 June 2022

APPENDIX 1

STELLENBOSCH RECTOR / EXECUTIVE MAYOR FORUM

Minutes of the Rector / Executive Mayor Forum

Date: Thursday, 26 May 2022
Time: 10h30 – 12h30
Venue: Microsoft TEAMS platform
Chair: Prof Wim de Villiers

Members present:

Stellenbosch Municipality	
Mr D Louw (DL)	Director: Engineering Services
Mr G Boshoff (GB)	Director: Community and Protection Services
Mr C Kitching (CK)	Deputy Director: Protection Services
Mr D Muller (DM)	Manager: Councillor Support
Stellenbosch University	
Prof W de Villiers (WdV)	Rector and Vice-Chancellor
Prof S du Plessis (SdP)	Chief Operating Officer
Prof E Cloete (EC)	Vice-Rector: Research, Innovation & Post Graduate Studies
Ms N van den Eijkel (NvdE)	Chief Director: Facilities Management
Mr D Thompson (DT)	Communication Specialist
Mrs C Andries (CA)	Secretariat - SU
Prof W van Niekerk (WvN)	Dean – Faculty of Engineering

Members absent with apology:

Stellenbosch Municipality (the municipality)	
Adv GMM van Deventer (GvD)	Executive Mayor
Mr A Barnes (AB)	Director: Planning and Human Settlements
Stellenbosch University (the university)	
Prof N Koopman (NK)	Vice-Rector: Social Impact, Transformation & Personnel
Prof H Klopper (HK)	Deputy Vice-Chancellor: Strategy and Internationalisation

ITEM	DISCUSSION	RESPONSIBLE PERSON
1.	Opening and welcome	
	WdV welcomed all members present.	WdV
2.	Finalisation of agenda	
	No new agenda items were added.	WdV
3.	Approval of previous minutes	
3.1	Page 2: Under 6.3: DL confirmed that it was the Typhoid bacteria – no evidence of the Typhoid bacteria was found in the water.	DL
3.2	Page 3 and 4: LBvR confirmed as correct and EC seconded as correct. The minutes of the previous meeting of 8 March 2022 were seconded by GM.	LBvR/EC

4.	Matters from previous meeting	
4.1	Future upgrade of Die Braak The upgrade will be forming part of the Rhenish complex upgrades. Moving slower on the upgrade as a result of the land claims.	GM
4.2	Stellenbosch Post Office (Neelsie) SU received a small payment from the Post Office for rent. SU will evaluate position at the end of June. If there is no satisfactory solution, SU will close the Post Office. DL confirmed that a letter was submitted to the Office of the Premier.	SdP
4.3	STATS S.A. Feedback The participation or additional inclusion of students' information from SU. There was a specific request related to students and residents' information and SU submitted the information two to three weeks ago. The municipality's biggest concern is to get people registered and are driving a campaign regarding this. The municipality requested that SU relay this message across the University.	GM NvdE
4.4	Student Transport The municipality had a 'meet and greet' with the Premier prior to the announcement of the cabinet shuffle. Minister Menier is now with Education. The Minister of Mobility is Minister Mitchell. The public works component has moved to Minister Simmers. The housing portfolio together with infrastructure is now with Minister Simmers. The roads aspect has also moved to Minister Simmers. GM needs to determine what has remained with Minister Mitchell but has raised the issue of student transport with Minister Mitchell during the 'meet and greet'.	GM
4.5	Stellenbosch Network SU to invite colleagues from Stellenbosch Network to the next meeting scheduled for 22 August 2022. LBvR requested for an internal meeting to be arranged in the meantime to discuss the matter with SdP.	LBvR
5.	Standing items	
5.1	Overview of SU regarding the Covid-19 pandemic There is no difficulty currently in handling the incidents of the pandemic. SU is functioning in the same way as it has functioned for the rest of the semester. The new National Regulations have brought no change in how SU operates but we are still effectively limited to 50 % capacity. SU would have liked to use the facilities to full capacity. The spectator number at the Varsity Cup was 50 % at the stadium. Requirements around being vaccinated – the tournament is run by the Varsity Cup which operates under the SARHU regulations which requires that spectators produce proof of vaccination when attending the event. The Joint Operations Committee around COVID that was set up meets once a term now where operational matters get dealt with and inputs are shared.	SdP/LBvR
5.2	Overview of SM regarding the Covid-19 pandemic The Municipality vaccination sites have now closed but vaccines are available at the Stellenbosch Hospital. The number of COVID cases are relatively low. The Vaccine Taxi is now operational. GM will request a list of where the Vaccine Taxis will be from the Department of Health officials and their partners.	GM
6.	Feedback from standing committees	
6.1	Stellenbosch Municipality Mobility Forum The forum will be rebooted when the next financial year starts. The aim is to make sure that each mode of transport is properly discussed. The discussions tended to lean towards cycling which is not ideal, but they are trying to reformat the mode in the next year. The electrical scooter is not allowed in terms of the National Transportation Legislation.	DL

	<p>GM indicated that the municipality had some applications for the 'go scooters'. The problem is around the current legislation but GM has requested that the municipality has talks with the City of Cape Town around allowing the electrical scooters.</p> <p>NvdE stated that conversations were held about places on campus that could handle scooter traffic, but it has to be rolled out.</p> <p>LBvR asked to add the point about the Uber stop in Ryneveldt Street. CK indicated that it is being considered to reconstruct a stop in Ryneveldt Street. The problem is that Uber's licence does not allow them to pick up people in Stellenbosch but they are allowed to drop off people in Stellenbosch. DL indicated that public transport stops can be arranged for Ryneveldt Street.</p>	
6.2	<p>Infrastructure Development Sub-Committee</p> <p>The municipality has entire control of the traffic systems on the R44 but one of the participants on the service provider side wanted money to carry on with their project. The service provider was linked to SU but this has now been resolved. The municipality is planning to expand the process to all the traffic lights in Stellenbosch.</p> <p>Stellenbosch Bridge This is going ahead but the municipality is trying to get trains to operate between Muldersvlei and Stellenbosch; and between Muldersvlei and Klapmuts for the transport of students and the public.</p> <p>The municipality is still awaiting the final report on the evaporation study, specifically the evaporation of water in the Idas Valley dams. The municipality is looking at investigating and developing different methods of clean stormwater run-off which is ongoing.</p> <p>Project on Energy from Water System Various seminars on energy were discussed. There is also a project with WWF in terms of alternate electricity regeneration.</p> <p>Landfill There are currently various projects. The new cell will be becoming operational in 2023. The municipality had a problem with an Eskom line that is running through that particular area, but they are busy removing that line.</p> <p>Methane mining The previous cell used has quite a large content of methane. By law the municipality needs to remove the methane, but will instead use it to generate electricity.</p> <p>An electricity regeneration project was launched by SU and there are various projects running on that. SU is nearly done completing the rooftop PV excels. The first one will be commissioned on 1 June at the main buildings. The other four will be commissioned before the end of June and by then 870 kilowatts of power will be available to generate at the peak time of the sun time.</p> <p>The municipality investigated the risk of Eskom going into a national blackout which is seeming to be more likely to occur. The municipality implemented a project to put in battery storage at the fire stations. The tender will be looked at on 27 May 2022 and if successful, the municipality will be able to put the batteries in place.</p> <p>There are various projects running at the moment such as remote switching and monitoring of telemetry. In order to loadshed properly within Stellenbosch, it needs to be done remotely. The municipality had an item on Council to look at possibly purchasing electricity from an independent power producer - up to 50 megawatts, which is considerably more than the 10%. This item has been accepted by Council and the municipality is busy with proposals for people to sell them that amount of power.</p> <p>There are four municipalities looking at a combined approach to purchasing electricity from an independent power producer; and then as a combined unit to sell or redeploy it to the municipalities. The municipality would like to use 95% of waste to generate electricity.</p>	DL

	<p>The municipality is looking at various methods at redeploying pumping schemes. To pump when electricity consumption is low in order to keep the peaks down.</p> <p>It was requested that DL provide a copy of the report to the members of the forum.</p> <p>Solar Energy and PV SU received an internal loan of R80 million to start with the PV Project, which is in planning. The first major projects are going live in June 2023. SU already has PV on the Neelsie which is reflecting good savings of about R1,6 million per year. SU is looking at switching over to batteries to use PV power during the day.</p>	NvdE
6.3	<p>Water Management</p> <p>Grey Water Management SU and IMESA are currently looking at various standards for the municipality.</p> <p>Water Saving Not much has been done but the municipality is looking at the rainfall patterns. The rainfall is slowly moving down again and it was stated that we need to be fully prepared should we go into a drought situation.</p>	DL
6.4	<p>Monitoring and Advisory Committee on Crime (MACC) There has not been a meeting since February 2022. The work between SU and Law Enforcement and SAPS are very good. There are no issues to report. The events are going well and processes are working. SU is happy with the support being received from Law Enforcement and SAPS.</p>	NvdE
7.	New matters	
7.1	<p>Recent Campus Events The Huis Marais incident, as well as an incident of sexual and gender-based violence in one of the residences was followed by student mobilisation and student protests which culminated in an event on Friday, 20 May 2022 which was organised by the SRC and student leadership. It was decided that examinations and assessments would be postponed by a week. The incidents would follow the rigorous processes in place by SU, as well as the criminal investigation. There are a number of internal activities and initiatives that will deal with the issues of racism and harassment. SU to announce the external commission of inquiry into some of these events which will be chaired by a respected, retired judge. SU is ready to resume with examinations next week.</p> <p>SU is currently working on a system to provide financial support to those who have been disrupted, the system is being put in place and will run from now until 10 June 2022. SU has created a fund in the self-insurance fund that was communicated today, but the details on how to apply will follow shortly. SU needs to work with auditors to make sure it is a rigorous, responsible and transparent process to manage the fall out and not speaking to the recent events. The Registrar is working with the exams office to find alternative venues for those students who are unable to write their exams at SU.</p> <p>Conversations around nature, place, look, feel and experiences around the broader Stellenbosch has come up again. General questions arose such as how and if the town is changing. It would be worthwhile for the municipality, SU Tourism structures and members of the broader Stellenbosch network to discuss this. GM will take up this request in the next Board meeting.</p>	WdV SdP LBvR
7.2	<p>Carbon dioxide mitigation concept A presentation was done by Paul Rowett (CEO of Toco) on how to monetise carbon dioxide.</p> <p>It was requested that Paul share the presentation with the members of the forum due to technical issues during the presentation.</p> <p>TEC said that the concept is fantastic. SdP is optimistic and would like to meet with Paul to discuss the concept further.</p>	TEC/PR TEC SdP

7.3	<p>Update on Adam Tas Corridor</p> <p>The Steering Committee has been set up. Leslie, Nicolette and Hannes had a check in meeting and notice that things are moving at a different pace. LBvR asked GM for an update from the municipality's side.</p> <p>The municipality is in the process of taking the overlay zone out for public participation. The chairperson of the Steering Committee is now back, so the Steering Committee will meet more often now relating to that. The municipality is in the process of finalising some guidelines to give through to the property owners within the Adam Tas corridor to see the benefits and obligation of taking up the rights.</p> <p>The municipality is open to extending the public participation process should the need arise. It is open for about 60 days at the moment. The municipality will also have some information sessions and focus group discussions. The province has appointed Andrew Boraine to assist with some of the discussions. He will also be a part of the Steering Committee meetings. The challenge is that the municipality receives a lot of applications for development within the Adam Tas Corridor and would like a set of rules to apply for consistency in the applications and how to roll it out. The municipality has approved a few developments - the one close to Boschman crossing is already completed and people have already moved in. The municipality needs to get the framework in place.</p>	LBvR
8	Closing	
	<p>The meeting adjourned at 12h00.</p> <p>The next meeting is scheduled for Monday, 22 August 2022 (Chair and Secretariat: Stellenbosch Municipality)</p>	WdV

10.2	REPORT/S BY THE SPEAKER
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NONE

10.3	REPORT/S BY THE MUNICIPAL MANAGER
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NONE

11.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [ALD G VAN DEVENTER (MS)]
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11.1	PROTECTION SERVICES: (PC: CLLR R BADENHORST)
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NONE

11.2	YOUTH, SPORTS AND CULTURE: [PC: CLLR R ADAMS]
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NONE

11.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)
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11.3.1	SECURITY OF TENURE FOR STELLENBOSCH GOLF CLUB
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KINDLY NOTE: THIS ITEM WILL SERVE AT AN ADJOURNED MAYCO MEETING ON MONDAY, 25 JULY 2022 WHEREAFTER IT WILL BE DISTRIBUTED TO COUNCILLORS

11.3.2	FEEDBACK AFTER PUBLICATION OF INFORMATION STATEMENT: MOUNTAIN BREEZE CARAVAN PARK
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KINDLY NOTE: THIS ITEM WILL SERVE AT AN ADJOURNED MAYCO MEETING ON MONDAY, 25 JULY 2022 WHEREAFTER IT WILL BE DISTRIBUTED TO COUNCILLORS

11.3.3	MANAGEMENT STRATEGY: PROPERTY REGISTER
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KINDLY NOTE: THIS ITEM WILL SERVE AT AN ADJOURNED MAYCO MEETING ON MONDAY, 25 JULY 2022 WHEREAFTER IT WILL BE DISTRIBUTED TO COUNCILLORS

11.3.4	EXTENTION OF RENTAL AGREEMENTS: ABSA BUILDING; ECCLESIA BUILDING; REDUCED SPACE IN EIKESTAD MALL
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KINDLY NOTE: THIS ITEM WILL SERVE AT AN ADJOURNED MAYCO MEETING ON MONDAY, 25 JULY 2022 WHEREAFTER IT WILL BE DISTRIBUTED TO COUNCILLORS

11.4	FINANCIAL SERVICES: (PC: CLLR P JOHNSON)
11.4.1	MANAGEMENT OF CONTRACTS OR AGREEMENTS AND CONTRACTOR PERFORMANCE AS AT 01 JANUARY 2022 – 30 JUNE 2022 MFMA S116(2)(d) REPORT

Collaborator No: 732816
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 20 July 2022 and 27 July 2022

1. SUBJECT: MANAGEMENT OF CONTRACTS OR AGREEMENTS AND CONTRACTOR PERFORMANCE AS AT 01 JANUARY 2022 – 30 JUNE 2022 MFMA S116(2)(d) REPORT

2. PURPOSE

To report in accordance with MFMA, Section 116(2)(d) on the management of contracts or agreements and the performance of contractors.

**3. DELEGATED AUTHORITY
 (FOR DECISION BY MUNICIPAL COUNCIL, EXECUTIVE MAYOR AND MAYORAL COMMITTEE, PORTFOLIO COMMITTEE, EXECUTIVE MANAGEMENT, ETCETERA)**

None

4. EXECUTIVE SUMMARY

The report indicates the performance of service providers who were active on contracts secured by means of a competitive bidding process for the period 01 January 2022 to 30 June 2022.

5. RECOMMENDATION

that the Annual MFMA S116(2)(d) report: Management of contracts or agreements and contractor performance from 01 January 2022 to 30 June 2022 be noted.

6. DISCUSSION / CONTENTS

6.1 Background

6.1.1 Oversight role of council

The Council must maintain oversight over the implementation of the SCM Policy and Chapter 11 of the MFMA. For the purpose of such oversight the accounting officer must regularly submit a report on the management of contracts or agreements and the performance of contractors to the Council of the municipality in terms of MFMA S116(2)(d).

6.1.2 Legislative Requirement

MFMA S116(2)(d):

“The accounting officer of a municipality or municipal entity must-

(d) regularly report to the council of the municipality or the board of directors of the entity, as may be appropriate, on the management of the contract or agreement and the performance of the contract.”

6.2 Discussion

Contract Management Performance Monitoring has been institutionalized within the Supply Chain Management unit for active contracts as per the contract register. Monitoring of contracts includes the monitoring of contracts awarded in previous financial years which are still active. The total active contracts amount to 121.

Active contracts - does not include service providers appointed on a panel tender not used yet. Additionally, it does not include service providers appointed for if and when the preferred service provider cannot deliver.

Based on the contract monitoring tool the table below depicts the details of a satisfactory, average and poor performance rating:

#	Description of Performance Rating	Total
3	Satisfactory: The quality of service or goods delivery is in compliance with the agreement. Where needed, corrective or preventative action has been taken or agreed upon.	120
2	Average: The quality of the service is fair but needs monitoring and improvement to move to satisfactory standard	1
1	Unsatisfactory: Quality of service or goods delivery is unacceptable. Council either has or must consider termination of the agreement and all services if not improved urgently.	0

All contracts in the contract register (available upon request) up to 30 June 2022 were monitored in terms of the contractor performance, no contractors were rated as unsatisfactory.

When user departments fail to find amicable solutions for contract management issues, it will be referred to our legal services department for assistance and resolution. Comments of Contract Management underneath refer to these respective contracts:

6.3 Financial Implications

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

6.4 Legal Implications

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

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

This report has no risk implications for the Municipality.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2022-07-20: ITEM 7.4.1

that the Annual MFMA S116(2)(d) report: Management of contracts or agreements and contractor performance from 01 January 2022 to 30 June 2022 be noted.

FOR FURTHER DETAILS CONTACT:

NAME	Kevin Carolus
POSITION	<i>Chief Financial Officer</i>
DIRECTORATE	<i>Financial services</i>
CONTACT NUMBERS	<i>021 808 8528</i>
E-MAIL ADDRESS	<i>Kevin.carolus@stellenbosch .gov.za</i>
REPORT DATE	<i>07 July 2022</i>

11.5	HUMAN SETTLEMENTS: (PC: CLLR J FASSER)
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NONE

11.6	INFRASTRUCTURE SERVICES : (PC : CLLR Z DALLING (MS))
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11.6.1	RETURN ITEM: LEASING OF PARKING AREAS (CHECKERS / STELMARK) TO RETAILERS ADJACENT TO THE PARKING AREAS, CONSIDERATION OF COMMENTS RECEIVED
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KINDLY NOTE: THIS ITEM WILL SERVE AT AN ADJOURNED MAYCO MEETING ON MONDAY, 25 JULY 2022 WHEREAFTER IT WILL BE DISTRIBUTED TO COUNCILLORS

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

11.8	PLANNING :(PC: CLLR C VAN WYK (MS)
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11.8.1	TERM OF OFFICE OF THE MEMBERS OF THE STELLENBOSCH MUNICIPAL PLANNING TRIBUNAL (MPT)
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Collaborator No: 732759
IDP KPA Ref No: Good Governance
Meeting Date: 20 July 2022 and 27 July 2022

1. SUBJECT: TERM OF OFFICE OF THE MEMBERS OF THE STELLENBOSCH MUNICIPAL PLANNING TRIBUNAL (MPT)

2. PURPOSE

The term of office for the members of the current MPT will expire on 31 August 2022. The purpose of this report is to present and consider an approach for the next term of office of the MPT.

3. DELEGATED AUTHORITY

3.1 The extension of the term of office of the serving Municipal Planning Tribunal (MPT): **Council** by virtue of Delegation LUP57 for the appointment of the members of the MPT.

3.2 Conducting the process with a recommendation to Council to appoint a new term of office and Municipal Planning Tribunal (MPT) members: **Senior Administrative Officer (MPT)** by virtue of LUP58; LUP59 and LUP 60.

4. EXECUTIVE SUMMARY

A Municipality is compelled to establish an MPT to decide on a category of land use and land development applications. The three-year term of office of the current MPT members that was appointed by Council, will end on 31 August 2022.

Whilst it is possible to extend the term of office of the current membership, there is also a need to ensure that the MPT benefits from new members with the ideal being a healthy mix of new and experienced members so as to secure long-term continuity of experience amongst the membership.

It is thus proposed to extend the term of office of the current MPT members for a limited time period (6 months) in order to run the prescribed recruitment and selection process for the appointment of some new MPT members to serve together with some of the existing experienced members.

5. RECOMMENDATIONS

(a) that the term of office of the current serving Stellenbosch Municipal Planning Tribunal with the following serving members:

5.1.1 External Members:

- (a) Dr. D.J. Du Plessis (Chairperson)
- (b) Mrs. C. Havenga (Deputy Chairperson)
- (c) Mr. C. Rabie
- (d) Dr. R. Pool-Sanvliet
- (e) Mr. E. Delport
- (f) Mr. J. Knight
- (g) Mrs. H. Crooijmans-Lemmer

5.1.2 Internal Members

- (a) Mr. M. Williams (Snr. Manager Legal Services)
- (b) Mr. A. van der Merwe (Snr. Manager Community Services)
- (c) Mr. C. Alexander (Snr. Manager Development Planning)
- (d) Mrs. M. Francis (Snr. Manager Infrastructure Planning, Development and Implementation)

BE EXTENDED in terms of Section 73(1)(b) of the Stellenbosch Municipal Planning Bylaw (2015) for a period of six months up to 28 February 2023.

- (b) that it **BE NOTED** that the Directorate Planning and Economic Development will commence with the prescribed process to appoint a new term of office of the MPT with an external membership which may consist of existing serving members as well as newly recruited members. The outcome with recommendations of the evaluation panel will be submitted to Council for the appointment of the MPT members.

6. DISCUSSION / CONTENTS

6.1 Background

The Spatial Planning and Land Use Management Act (2015), hereafter referred to as “SPLUMA”, stipulates in Section 35(1) that “*A municipality must, in order to determine land use and development applications within its municipal area, establish a Municipal Planning Tribunal.*”

Stellenbosch Municipality decided to establish a Municipal Planning Tribunal for its municipal area in terms of Section 70(1)(a) of the Stellenbosch Municipal Planning Bylaw (2015), hereafter referred to as “*the Bylaw*”.

In terms of Section 36 (1) “*A Municipal Planning Tribunal (MPT) must consist of both officials in the full-time service of the municipality*” (internal members), as well as “*persons appointed by the Municipal Council who are not officials and who have knowledge and experience of spatial planning, land use management and land development or the law related thereto*” (external members).

The MPT must consist of at least five members or more as the Municipal Council deems necessary (Section 36(3) of SPLUMA), and the term of office of an MPT is five years or such shorter period as the Council may determine, provided that a member may not serve as a member for a continuous period of ten years (Section 37(1) of SPLUMA).

The Bylaw stipulates in Section 73(1)(b) that a member of a Tribunal may be appointed for further terms, subject to Section 37(1) of SPLUMA as stated above.

Stellenbosch Municipality established its first MPT with effect on 1 March 2016 for a term of office of three years, with an extension thereafter for another four months, effectively ending the term of office of the first MPT by 30 June 2019. From 1 July to 31 August 2019 there were no appointed MPT for the Stellenbosch Municipality.

The second MPT was appointed with effective date 1 September 2019, with a term of office of three years. The term of office of the current MPT will therefore lapse on 30 August 2022.

The current membership of the MPT, and the periods that they have served on the MPT (by the end of the current term), are as follows:

External Members:

Dr. D.J. Du Plessis (Chairperson) - 3 Years.
Mrs. C. Havenga (Deputy Chairperson) – 3 Years.
Mr. C. Rabie – 3 years and 4 months (1st MPT) and 3 years.
Dr. R. Pool-Sanvliet – 3 years and 4 months (1st MPT) and 3 years.
Mr. E. Delport – 3 Years.
Mr. J. Knight – 3 Years.
Mrs. H. Crooijmans-Lemmer – 3 Years.

Internal Members

Mr. M. Williams (Snr. Manager Legal Services) – 3 Years.
Mr. A. van der Merwe (Snr. Manager Community Services – 3 Years.
Mr. C. Alexander (Snr. Manager Development Planning – 4 Months (appointed as of 1 March 2022).
Mrs. M. Francis (Snr. Manager Infrastructure Planning, Development and Implementation) 4 Months (appointed as of 1 March 2022).

6.2 Discussion

Taking the status of the current membership into account, it would be possible to extend the term of office of the current members for at least another two years to make up a full term of 5 years.

With the appointment of MPT members, it is important to manage their term of office in such a way that there is continuity in the retention of knowledge and experience. It must therefore be ensured that there is always an overlap in the term of office of the appointed members. In such a dispensation the newly appointed members will have the benefit and opportunity to gain experience from seasoned MPT members from a previous term.

To not disrupt the functionality of the MPT to deliver ongoing and effective services, it is thus proposed to adopt a sensible approach in the appointment of MPT members to ensure that there is always an appropriate mix of new and experienced MPT members.

Council recently decided to change the internal membership of the MPT to relieve staff that were not on Senior Management level from such duties, and two new members on Senior Management level were appointed on the MPT as of 1 March 2022.

It is proposed to also use the opportunity with the ending of the current term of office to appoint some new external members on the MPT which can contribute to facilitate membership continuity in the future. As the prescribed process entails advertising and the evaluation and selection of candidates, which can take some time, it is however proposed to extend the term of office of the current MPT for a limited period to facilitate the recruitment process and undertake the required administrative actions to conform with its appointment and operationalisation.

6.3 Financial Implications

Other than the cost associated with the required recruitment process for the appointment of new MPT members, which will be mostly limited to advertising cost, there will be no additional financial implications should the recommendations as set out in the report be accepted.

6.4 Legal Implications

The recommendations in this report will ensure that the Stellenbosch Municipality comply with the legal requirement to appoint an MPT.

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:

6.6.1 Council Resolution Item 7.7.2 dated 29 May 2019: Appointment of the term of office and members of the current MPT)

6.6.2 Council Resolution Item 11.7.1 dated 28 January 2022: Removing all internal MPT members not on the level of Senior Manager and the appointment of new internal MPT members on Senior Management level.

6.7 Risk Implications

The proposal has no risk implications for the Municipality.

6.8 Comments from Senior Management

6.8.1	Director: Infrastructure Services
	The item was circulated and no comments were received.
6.8.2	Director: Planning and Economic Development
	The item was circulated and no comments were received.
6.8.3	Director: Community and Protection Services
	The item was circulated and no comments were received.
6.8.4	Director: Strategic and Corporate Services
	The item was circulated and no comments were received.
6.8.5	Director Human Settlements and Property Management
	The item was circulated and no comments were received.
6.8.6	Chief Financial Officer
	The item was circulated and no comments were received.
6.8.7	Municipal Manager
	The item was circulated and no comments were received.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2022-07-20: ITEM 7.8.1

- (a) that the term of office of the current serving Stellenbosch Municipal Planning Tribunal with the following serving members:

5.1.1 External Members:

- (h) Dr. D.J. Du Plessis (Chairperson)
- (i) Mrs. C. Havenga (Deputy Chairperson_
- (j) Mr. C. Rabie
- (k) Dr. R. Pool-Sanvliet
- (l) Mr. E. Delport
- (m) Mr. J. Knight
- (n) Mrs. H. Crooijmans-Lemmer

5.1.2 Internal Members

- (e) Mr. M. Williams (Snr. Manager Legal Services)
- (f) Mr. A. van der Merwe (Snr. Manager Community Services)
- (g) Mr. C. Alexander (Snr. Manager Development Planning)
- (h) Mrs. M. Francis (Snr. Manager Infrastructure Planning, Development and Implementation)

BE EXTENDED in terms of Section 73(1)(b) of the Stellenbosch Municipal Planning Bylaw (2015) for a period of six months up to 28 February 2023.

- (b) that it **BE NOTED** that the Directorate Planning and Economic Development will commence with the prescribed process to appoint a new term of office of the MPT with an external membership which may consist of existing serving members as well as newly recruited members. The outcome with recommendations of the evaluation panel will be submitted to Council for the appointment of the MPT members.

ANNEXURES

NONE

FOR FURTHER DETAILS CONTACT:

NAME	Stiaan Carstens
POSITION	Senior Manager: Development Management
DIRECTORATE	Planning and Economic Development
CONTACT NUMBERS	021 808 8674
E-MAIL ADDRESS	Stiaan.Carstens@stellenbosch.gov.za
REPORT DATE	June 2022

11.8.2	ADOPTION OF THE POLICY FOR THE NAMING AND RENAMING OF STREETS, PUBLIC PLACES, NATURAL AREAS, ARTEFACTS AND COUNCIL-OWNED BUILDINGS AND FACILITIES
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Collaborator No: 732801
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 20 July 2022 and 27 July 2022

1. SUBJECT: ADOPTION OF THE POLICY FOR THE NAMING AND RENAMING OF STREETS, PUBLIC PLACES, NATURAL AREAS, ARTEFACTS AND COUNCIL-OWNED BUILDINGS AND FACILITIES.

2. PURPOSE

Provide the Executive Mayor and Council feedback on the outcome of the public participation process and to request Council to adopt the policy on **NAMING AND RENAMING OF STREETS, PUBLIC PLACES, NATURAL AREAS, ARTEFACTS AND COUNCIL-OWNED BUILDINGS AND FACILITIES** for Stellenbosch Municipality.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The purpose of this Policy is to provide a standard and consistent policy framework dealing with, naming and renaming of streets, public places, natural areas, artefacts and council-owned buildings and facilities and to set out the responsibilities of the relevant parties involved in the process.

For the Municipality to name or rename streets or places and to allocate street numbers, criteria need to be in place to guide how these names or numbers are allocated and approved. This policy will provide the essential criteria and rules required for effective administrative and decision-making procedures in order to guide the various departmental functions relating to street naming, numbering and renaming.

5. RECOMMENDATION

that the policy on **NAMING AND RENAMING OF STREETS, PUBLIC PLACES, NATURAL AREAS, ARTEFACTS AND COUNCIL-OWNED BUILDINGS AND FACILITIES** for Stellenbosch Municipality (WC024) attached as **ANNEXURE 1** be adopted in accordance with Sections 11(3) (a) and (m) of the Local Government Municipal Systems Amendment Act 32 of 20.

6. DISCUSSION / CONTENTS

6.1 Background

The Administration advertised the Draft Policy for public comment during 2018 for a period of 90 days. Despite the long advertising period, no written comments were received. It was subsequently proposed by Council to re-advertise the policy for public participation for a second round of comments.

The Administration was instructed by the 31st Meeting of Council of Stellenbosch Municipality (2019-09-25) to advertise the revised Policy for public comment for 60 days.

6.2 Discussion

The Draft Policy was subsequently re-advertised by the Administration in the Eikestadnuus and Paarl Post from 12 December 2019 till 14 March 2020. The public comment period was extended to 90 days due to the recess period between 15 December 2019 and 15 January 2020. Copies of the adverts placed in the Eikestadnuus and Paarl Post are attached as **ANNEXURE 3**.

Additionally, the Draft Policy was placed on the municipal website and at all municipal libraries available for all interested and affected parties to scrutinise and provide comment on. During this public participation period no comments were received on the Draft Policy.

The Land Use Management office was busy with some updates in preparation for a submission to Council when the Covid-19 pandemic broke out and the national lock down was announced.

The item was subsequently finalised and submitted in September 2020 but referred back for amendments to the report. No amendments were made to the content of the revised draft policy at this stage. In February 2021 the item was submitted again, but referred back due to matters that first had to be considered and addressed at the political level. Thereafter, the item was withheld due to the election and lapse of time with the appointment of a new Portfolio Councillor.

No recommendations or amendments to the content of the revised draft policy was received.

The Policy on **NAMING AND RENAMING OF STREETS, PUBLIC PLACES, NATURAL AREAS, ARTEFACTS AND COUNCIL-OWNED BUILDINGS AND FACILITIES** are thus submitted for final consideration and adoption.

6.5 Financial Implications

There are financial implications should the recommendations as set out in the report be accepted.

The policy places the responsibility of certain costs on the Council's shoulders as per Section 14 of the Policy which reads as follows:

- “14.1 All costs relating to street naming in new subdivisions shall be borne by the developer, or where the developer is Council, the costs shall be borne by Council.*
- 14.2 The costs of erecting or changing name boards and signs, resulting from the renaming process, shall be borne by the successful applicant (whether this is a person, group, company, organization, institution, etc.), except if initiated by Council.*
- 14.3 Council shall not be liable for costs incurred by property owners, which could ensue as a result of the renaming and renumbering process (i.e., changing of address for various institutions, websites, business signage, etc.).”*

6.6 Legal Implications

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

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

See **ANNEXURE 2** for the content of previous Council decisions taken.

Joint Economic Development and Planning Committee: 2018-03-06: Item 5.2.1**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.

Recommendations from the Planning and Economic Development Committee to the Executive Mayor: 2019-05-17: Item 5.1.1

that the section 80 Committee commented extensively on the amended Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality, Revised Policy amended 2019-05-17, attached as APPENIDX 1 to be submitted to the Executive Mayor for further direction.

31st Council Meeting: 2019-09-25: Item 11.7.2**Resolved:**

- 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 be brought back to Council for final consideration; and
- c) that the final approved Policy be translated into all 3 official languages.

6.7 Risk Implications

This report has no risk implications for the Municipality.

The recommendation will provide a standard and consistent policy framework dealing with, naming and renaming of streets, public places, natural areas, artefacts and council-owned buildings and facilities and set out the responsibilities of the relevant parties involved in the process thereby reducing any risk implications for the municipality during this process.

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

Any numbering requirements in terms of size, quality and display must abide with that set within the Roads and Streets By Law, 2021 promulgated on 28 May 2021.

6.8.2 Director: Planning and Economic Development

No comments to be added.

6.8.3 Director: Protection and Community Services:

No comments to be added.

6.8.4 Director: Corporate Services:

I am of the view that a PPP run in 2020 is too long ago. I am of the view that there will have to be a further process to alert the public about this policy. Council will have to consider clause 14.2 in regard to possible future costs for renaming.

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: 2022-07-20: ITEM 7.8.1

that the policy on **NAMING AND RENAMING OF STREETS, PUBLIC PLACES, NATURAL AREAS, ARTEFACTS AND COUNCIL-OWNED BUILDINGS AND FACILITIES** for Stellenbosch Municipality (WC024) attached as **ANNEXURE 1** be adopted in accordance with Sections 11(3) (a) and (m) of the Local Government Municipal Systems Amendment Act 32 of 20.

FOR FURTHER DETAILS CONTACT:

NAME	Stiaan Carstens
POSITION	Senior Manager: Development Management
DIRECTORATE	Planning and Economic Development
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REPORT DATE	14 July 2022

ANNEXURE 1

Policy on NAMING AND RENAMING OF STREETS, PUBLIC PLACES, NATURAL AREAS, ARTEFACTS AND COUNCIL-OWNED BUILDINGS AND FACILITIES for Stellenbosch Municipality (WC024)



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
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**POLICY FOR THE NAMING AND
RENAMING OF STREETS, PUBLIC
PLACES, NATURAL AREAS, ARTEFACTS
AND COUNCIL-OWNED BUILDINGS AND
FACILITIES**

STELLENBOSCH MUNICIPALITY (WC024)

APPROVED BY COUNCIL: DATE --/--/2022

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PART I: INTRODUCTION AND BACKGROUND

1. PREAMBLE

The naming and renaming of streets and other public places are recognized as being an integral part of place making. This includes, but is not limited to the creation of places that residents and users can relate to and take pride in.

The naming of streets and public places after memorable events is a way of etching the country's history, both pleasant and unpleasant in people's memory. The allocation of names of people is recognized as being a way of honouring certain individuals for their contribution to the development of the Country, and this Municipality, and should therefore be done with careful consideration.

2. POLICY STATEMENT

The Municipality should designate the names of public streets, public places, natural areas, artefacts and Council-owned buildings and facilities (hereafter referred to as features) by resolution. In all cases, the Municipality shall have the prerogative of accepting or rejecting any proposal received. Names must comply with the general criteria and rules as set out in this Policy.

3. REASONS FOR THE POLICY

3.1 The naming and numbering of streets in a timeous and effective manner is important for the following reasons:

- a) the completion of the registration of ownership in new subdivisions;
- b) the provision of municipal services;
- c) the billing for rates and municipal services used;
- d) the provision of emergency services;
- e) postal delivery;
- f) policing;
- g) data integrity; and
- h) to ensure that property owners can be contacted for public participation
- i) purposes.

Any delay in the provision of street naming and numbering can cause inconvenience with regard to these aspects, a loss in revenue to Council and delays in property transfers.

3.2 The renaming, in certain instances, of streets, public places, natural areas, artefacts and Council-owned buildings and facilities are important due to the following reasons:

- a) names create a 'sense of place';
- b) names are place markers and focal points through symbolism, association and remembrance;
- c) names are the beginnings and ends of journeys or destinations;
- d) names have powerful positive or negative meanings for people; and
- e) names provide opportunities to promote community harmony or perpetuate hurt and division.

- 3.3 Currently there is no standard consistent process dealing with the areas covered in this Policy and there is also no clarity on the distribution of responsibility among the different functional areas.

4. OBJECTS OF THE POLICY

The objectives of the Policy are to establish a process that:

- a) seeks to inform and influence the types of names that are chosen for various features as well as spell out the procedures that should be followed in the naming and renaming processes;
- b) provide a standard and consistent Policy framework which outlines effective administrative and decision-making procedures to deal with matters related to this Policy;
- c) prescribe an inclusive, consultative and clear process that can be followed;
- d) enjoys public and political support and which will stand the test of time;
- e) is transparent;
- f) community-driven; and
- g) sets out the responsibilities of the relevant stakeholders involved.

This Policy covers the naming of unnamed features and the renaming of currently named (or unnamed in certain instances) features, as well as the numbering of streets.

5. SCOPE

The Policy replaces the current procedures previously followed by the Municipality and shall be applicable to the entire municipal area.

The general term "street" used in this Policy, includes all classes of streets which serve as a public right-of-way, the naming of which, is the responsibility of the relevant authority.

All decisions made in terms of this Policy at any specific time shall be in accordance with the applicable delegation of powers relating to the numbering, naming and renaming of streets, public places, natural areas, artefacts and Council-owned buildings and facilities as approved by the Council.

6. LEGAL FRAMEWORK

The Municipality has jurisdiction over the naming of features that are under the control of the local authority. With regards to the naming of private features, the Policy will guide this, in as far as these names comply with the naming criteria and rules, as indicated below.

The naming and renaming ("geographical names") of features falling within the "national competence" to do so, is subject to approval by the National Minister (responsible for arts and culture) and should be undertaken in terms of the provisions of the National Geographical Names Council Act (Act 118 of 1998) and the Regulations thereof as well as the "Handbook on Geographical Names" (hereinafter referred to as the Handbook).

To determine whether the "competence" to allocate names to features falls under another sphere of government (Provincial or National) the Regulations, Handbook and the relevant department (Provincial and National) should be consulted. The naming of features falling under Provincial and National "competence" is therefore excluded from this Policy.

The Municipality should however, continue to function in accordance with the provisions of the Act (including Regulations and policies) in the allocation of geographical names that fall within the municipal area.

In instances where the naming or renaming process of the feature is the responsibility of another sphere of government or is owned by another sphere of government, then permission of that sphere of government to proceed with the naming or renaming process, should be sought in writing, prior to the process being commenced with. The said authority should also indicate if there are any procedures that the Municipality should comply with in managing the process.

7. DEFINITIONS

Responsible body - this shall mean the body responsible for maintenance and management of the specific asset. In the case of public open spaces and community facilities, this shall be the Community Services Directorate, with regards to Council-owned buildings and facilities, this shall be the Corporate Services Directorate and with regards to civil engineering infrastructure, this shall be the Infrastructure Directorate.

Act - refers to the South African Geographical Names Council Act of 1998 (Act 118 of 1998).

Authorised Employee – refers to the official which has delegated authority to consider certain land use planning applications in terms of the Stellenbosch Municipal Land Use Planning Bylaw.

Committee - refers to the Renaming Committee consisting of the Municipal Manager and Executive Managers or their delegates in terms of this Policy.

Delegated Functionary – refers to the official which has delegated authority to make decisions in terms of this Policy in accordance with the applicable delegation of powers as approved by Council.

Features - shall refer to streets, public places, natural areas, artefacts and Council-owned buildings and facilities.

Geographical names - the national legislation governing the allocation of geographical names, the South African Geographical Names Council Act, 1998 (Act 118 of 1998) defines geographic names as the names of features on the earth that are natural or man-made and adapted. These features can be populated or unpopulated.

Mayoral Committee - refers to the Executive Mayor and Mayoral Committee.

Municipal Planning Tribunal - refers to the body constituted in terms of the Stellenbosch Municipal Land Use Planning Bylaw to consider certain land use planning applications.

Naming - refers to features in new developments and subdivisions.

Panel - refers to the Panel of Experts which may be established in terms of this Policy by the Renaming committee.

Portfolio Committee - refers to the Portfolio Committee for Planning matters, as decided by the Executive Mayor.

Private - feature which are privately owned and managed.

Public - features which is open to the public and owned by the Municipality.

Regulations - refers to the regulations promulgated in terms of the South African Geographical Names Council Act, 1998 (Act 118 of 1998).

Renaming - refers to existing features, whether named or unnamed.

Road Traffic Act - refers to the National Road Traffic Act (Act No. 93 of 1996).

Signs manual - refers to the most recent version of the Southern African Development Community Road Traffic Signs Manual.

Streets - all reference to streets shall also apply to those variations (Afrikaans and with adjuncts/suffixes) as listed in the table below, owned by the Municipality and therefore falling within the Municipality's jurisdiction to name and rename as contemplated in the Act.

ENGLISH	AFRIKAANS	DEFINITION
Avenue (Ave)	Laan (Ln)	A street usually with significant horticultural features.
Boulevard (Blvd)	Boulevard (Blvd)	A wide, pretentious street, usually with horticultural or landmark features.
Bypass	Verbypad	Usually a wide road which takes traffic around a development.
Circle	Sirkel	A road which roughly forms a circle and carries low to moderate volumes
Close (Cl)	Slot	A short street or minor "dead-end" street or cul-de-sac
Court (Crt)	Hof	A Square, but normally surrounded by residential buildings.
Crescent (Crest)	Singel (Sng)	A relatively short street which forms part of a circle.
Cul-de-sac	Blinde steeg	See definition for Close (Cl) and Place (Place)
Drive (Dr)	Ryiaan (Rln)	A relatively long, usually meandering, recreational or scenic route.
Expressway	Snelweg	A dual carriageway with limited, signal controlled or interchange access.

Freeway	Deurpad	Usually a dual carriageway road with access limited to interchanges.
Highway	Snelweg	See definition for Expressway
Lane	Steeg	A narrow street or passageway, usually short.
Mall	Wandelhal	A major road mainly for pedestrian use, serving only the properties in the road.
Parkway (PW)	Parkweg (PW)	A dual carriageway with limited signal controlled or interchange access.
Path	Voetpad	Surface road for walking.
Place (Place)	Plek / Oord	A short street or a minor "dead end" street or cul de sac.
Road (Rd)	Weg	General term for streets usually in developed areas used to give access to the properties in the development.
Square (Sq)	Plein (Pln)	A road or a portion of road the shape of which resembles a square.
Steps	Trappe	Street with steps, for pedestrians use only.
Street (St)	Straat (Str)	General term for street usually in a developed area used to give access to the properties in the development.
Terrace (Tce)	Terras (Ter)	A road normally for pedestrian use, through mountainous or rough terrain.
Trail	Wandelpad	Unsurfaced road used by pedestrians only.
Walk	Voetpad	Narrow street normally for pedestrian use only.
Way	Weg	General term for street in a developed area.

(NOTE: Above-mentioned adjuncts/suffixes were referred for translation into Xhosa, but it was confirmed that it is not possible to translate the adjuncts/suffixes as no equivalent terms exist in Xhosa. In Xhosa a 'blanket' word is however used when referring to any of the terms in above-mentioned table, namely 'indlela').

PART II: NAMING AND RENAMING - CRITERIA AND RULES

8. NAMING AND RENAMING: CRITERIA FOR EVALUATION

The following criteria in ranked order are to be used to assist in determining the suitability of a name (of a new street) or the desirability of the proposed renaming of a feature. Any submission for a name change or new name must therefore make a strong case, which motivation should be based on the following:

- a) Must not be offensive or insensitive;
- b) Must promote goodwill and reconciliation;
- c) Will assist in building a sense of ownership, identity and community in a changing society;
- d) Where there is a strong degree of community participation and support;

- e) Should increase the marketing potential and investment attractiveness of an area;
- f) Honour and commemorate noteworthy persons associated with the municipal area and any such submission or petition to name a feature after people must be accompanied by a detailed motivation, profile of the person and indication why the specific person is worthy of the honour;
- g) Commemorate local, national or international history, places, events, memories or culture of relevance to the people within the municipal area;
- h) Recognize indigenous and international flora, fauna and natural environment relevant to the municipal area;
- i) Recognize the cultural diversity of the municipal area; and
- j) Promote improved place orientation and recognition.

9. NAMING AND RENAMING: RULES FOR SELECTION

The following rules (along with the criteria contained under Section 8 above) shall apply for the selection of names for features:

9.1 GENERAL

- a) There must be no duplication of names, similarly spelled or phonetically similar names within the previous municipal boundary of the town in which the feature is located as well as within a 5-kilometre radius of the feature;
- b) The length of a name should preferably be limited to what can be practically accommodated on a name board and maps, which are no more than 20 characters including spaces;
- c) No names should be used which could be construed as commercial advertising; and
- d) Names that would generally improve the Municipality's administration and provision of essential services are preferred.

9.2 STREETS

- a) Street names should be in keeping with the theme of the surrounding street names when falling within an established township;
- b) Street names should remain in the language in which it was given;
- c) Definitions of the street name adjuncts/suffixes are to be used to determine the appropriate adjunct/suffix to be applied to any street;
- d) Where a street is interrupted by a natural or man-made barrier, the resulting portions of that street may be named in the appropriate language by the addition of an appropriate identifier to one or both portions, such as North, South, East, West, Lower, Upper, Central, Extension;
- e) A continuous street should maintain its name throughout its length, except in cases where it is considered to be confusing;
- f) In Afrikaans, adjuncts/suffixes to short names other than proper nouns shall form one word with the name, while when in English these are written separately; and

- g) The provision of street name signage should comply with the requirements as prescribed in municipal guidelines and be approved by a delegated official of the Infrastructure Services Department.

PART III: NAMING PROCESS - PUBLIC AND PRIVATE STREETS

10. NAMING AND NUMBERING PROCEDURE

The naming and numbering (including renumbering) process of public and private streets in developments or subdivisions shall be as follows:

- 10.1 Subdivision plans submitted in terms of the Stellenbosch Municipal Land Use Planning Bylaw shall include street naming and numbering. The Municipality may initiate the renumbering process of public and private streets if circumstances so require.
- 10.2 Land use applications (i.e., new developments) in terms of the Stellenbosch Municipal Land Use Planning Bylaw shall include as a condition of approval, that all subdivision plan applications, submitted subsequent to the approval of the land use rights, shall include street names and numbering.
- 10.3 Paragraph 10.2 does not preclude the applicant from submitting street names and numbering as part of the land use application.
- 10.4 Applicants shall be encouraged, in terms of 10.1 and 10.3, to discuss the details of the proposed street names with the Development Management Department prior to submission thereof.
- 10.5 It shall be the responsibility of the applicant to scrutinize the municipal street index list and confirm that there are no duplicate or similar names within previous municipal boundaries of towns and a 5-kilometre radius.
- 10.6 Street numbers must also be reflected on plans in accordance with the rules for street numbering (see Section 13).
- 10.7 The Development Management Department will evaluate the proposed street names and numbering against the criteria and rules contained in this Policy (including names for streets in municipal housing projects).
- 10.8 If, the street names and numbering conform to the criteria and rules contained in this Policy, the delegated functionary can:
- a) approve the names and numbering; or
 - b) in the case of a municipal housing project, inform the Integrated Human Settlements Department of its suitability. The Integrated Human Settlements Department will be responsible for the submission of the street names as part of their housing project approval process to Council via the Portfolio Committee.

- 10.9 If, the street names do not conform to the criteria and rules contained in this Policy, the Development Management Department will:
- a) inform the applicant thereof; or
 - b) in the case of streets for a housing project the Development Management Department will inform the Integrated Human Settlements Department of its suitability. (The Integrated Human Settlements Department will be responsible for the submission of the street names as part of their housing project approval process to Council via the Portfolio Committee).
- 10.10 If, the Development Management Department deems the street names as problematic or contentious, then the Director: Planning and Economic Development can refer the proposed street names to the Panel of Experts (see paragraph 12.2), hereafter referred to as the Panel, for evaluation and consideration.
- 10.11 The Panel then makes a recommendation to the Development Management Department on the proposed street names after which:
- a) the Director: Planning and Economic Development can make a decision; or
 - b) in the case of streets for a housing project the Development Management Department may provide alternative street names to the Integrated Human Settlements Department. (The Integrated Human Settlements Department will be responsible for the submission of the street names as part of their housing project approval process to Council via the Portfolio Committee).
- 10.12 The procedures as set out in this Policy is applicable to the naming and numbering of features only and is dealt with separately from decision-making on land use applications, which is delegated to the Authorised Employee or the Municipal Planning Tribunal in terms of the Stellenbosch Municipal Land Use Planning Bylaw.
- 10.13 If the street names are not supported by the delegated functionary, the Municipality will inform the applicant, with reasons.
- 10.14 Any decision taken in terms of 10.13 above, shall be subject to applicable right of appeal in terms of the relevant legislation.
- 10.15 On approval by the Municipality, the Development Management Department notifies all relevant stakeholders of the new street names and numbers.

PART IV: RENAMING PROCESS

11. RENAMING PRINCIPLES

The principles detailed below should be adhered to in considering all submissions and petition for renaming of features:

- a) Renaming is the responsibility of Council. The decision to proceed with the process of renaming must therefore be taken by Council before the process may commence;

- b) The renaming of features should only be done where there is a need and in such a way as to curb unnecessary expenses; and
- c) The process of renaming must be undertaken in a consultative manner and this must be clearly demonstrated before a final decision can be taken.

12. RENAMING STRUCTURES

12.1 RENAMING COMMITTEE

12.1.1 The Municipal Manager shall establish a Municipal Renaming Committee, hereafter referred to as the Committee.

12.1.2 The Committee shall be made up of the Municipal Manager and Directors of the following Directorates: Planning and Economic Development, Community Services, Infrastructure Services, Corporate Services and Financial Services, or their delegated officials.

12.1.3 The responsibility of the Committee will be to assess all renaming proposals received against the criteria and rules as set out in this Policy and to make recommendations to the Mayoral Committee via the Planning Department and Portfolio Committee.

12.2 PANEL OF EXPERTS

12.2.1 The Committee may appoint a Panel of Experts (hereafter referred to as the Panel) to assist with the evaluation of proposals, if the expertise required, falls outside that held by the appointed officials.

12.2.2 The Panel shall consist of not more than 5 members and not less than 3 members.

12.2.3 The Committee can itself nominate or, advertise a request for nominations from the general public, for members to serve on the Panel.

12.2.4 Councillors or municipal officials may be nominated to serve on the Panel.

12.2.5 Nominations for the Panel should include the agreement or permission of the nominee, full particulars of the nominee (including contact details), relevant experience, qualifications and motivation.

12.2.6 The Panel should have expertise and/or experience and/or qualifications in two or more of the following fields:

- a) History;
- b) Culture;
- c) Linguistics;
- d) Reconciliation;
- e) Religion;
- f) Civil engineering;
- g) Town planning;

- h) Onomastics (or onomatology is the study of the origin, history, and use of proper names); and
- i) Toponymy (study of place names [toponyms], their origins, meanings, use and typology).

12.2.7 The expertise, referred to in the previous paragraph, must be detailed in the nomination document.

12.2.8 In addition, care should be taken to ensure that the Panel is as representative of the demographics and cultural composition of the municipal area as possible.

12.2.9 The members to serve on the Panel shall be submitted via the Portfolio Committee to the Mayoral Committee, by the Municipal Manager, for approval.

12.2.10 The Panel members (excluding any Councillor or official) shall be remunerated in accordance with the approved tariffs of Council for advisory committees.

12.3 RENAMING PROCEDURE

12.3.1 Application fees for a renaming application are to be determined by the tariff structure of Council.

12.3.2 Council can, at any time, decide to process a renaming request, if determined to have sufficient merit.

12.3.3 Any person, community or organization which live or operate within the boundaries of the Municipality shall be entitled to propose the renaming of a feature.

12.3.4 Council can on its own initiative initiate a renaming process.

12.3.5 Renaming proposals shall be in writing and shall include full details:

- a) of the affected feature;
- b) the proposer of the name change;
- c) the proposed name change and its meaning;
- d) fully motivated reasons for the change;
- e) evidence of professional and community support; and
- f) evidence of research.

12.3.6 Proposals may include the results of referenda or similar consultation/s within communities by way of evidence of support or opposition.

12.3.7 Persons who are unable to read or write, must be able to submit their comments verbally at the Stellenbosch Municipality; where they will be assisted by a staff member, to put their comments in writing.

12.3.8 The Development Management Department shall receive, process and evaluate the proposals against the criteria and rules contained in this Policy.

- 12.3.9 If a proposal does not contain all the required information or the street names do not conform to the criteria and rules contained in this Policy, the proposal shall be returned to the applicant within 30 days, by the Development Management Department, with a request for submission of the necessary information within 30 days from the receipt of the request, failure of which the renaming proposal shall lapse.
- 12.3.10 A report containing all names received, with a summary of relevant information, comments and evaluation in terms of the criteria and rules for renaming, will be prepared by the Development Management Department for submission to the Committee.
- 12.3.11 The Committee will consider and deliberate the name change proposal.
- 12.3.12 The Committee can at this stage refer a proposal to the Panel for evaluation and consideration.
- 12.3.13 The Panel will make recommendations to the Committee.
- 12.3.14 The Committee will submit its comments and the Panel recommendations to the Development Management Department.
- 12.2.15 The Development Management Department will submit the proposal and all relevant comments to the Mayoral Committee via the Portfolio Committee.
- 12.3.16 If the proposal is not supported by Mayoral Committee, the applicant must be informed of this, with reasons.
- 12.3.17 If the proposal is supported then the proposal will be advertised for comment by interested and affected parties and surrounding property owners.
- 12.3.18 The Development Management Department will simultaneously circulate the supported proposal to the relevant internal Directorates (Planning and Economic Development, Community Services, Infrastructure Services, Corporate Services and Financial Services Directorates) and relevant external organisations for comment (e.g., District Roads Engineer, Ward Councillor/s, Western Cape Provincial Geographical Names Committee, etc.)
- 12.3.19 If Council deems it necessary, it can conduct a public meeting with the relevant stakeholders at any stage of the process.
- 12.3.20 A report containing all comments received will be prepared by the Development Management Department for submission to the Committee. The report should also include the financial implications for Council for the proposal.
- 12.3.21 Comments received on the supported proposal will be considered by the Committee.

- 12.3.22 The Committee can again refer the comments received to the Panel for further recommendations.
- 12.3.23 The Committee will submit its final comments and the Panel recommendations to the Development Management Department.
- 12.3.24 The Development Management Department will submit the Committee comments and the Panel recommendations to the Mayoral Committee via the Portfolio Committee.
- 12.3.25 Once the name change is supported by the Mayoral Committee, its recommendation is submitted to the Council for approval.
- 12.3.26 Once the name change is approved by the Council, this must be published in a local newspaper.
- 12.3.27 Any decision taken in terms of paragraph 12.3.26 above, shall be subject to applicable right of appeal in terms of the relevant legislation.
- 12.3.28 The municipal budget should make provision for capital funds as well as operating funds to implement the proposal/s as per the responsible department.
- 12.3.29 On approval by the Mayoral Committee, the Development Management Department notifies all relevant stakeholders of the new street names and numbers.
- 12.3.30 A Council initiated renaming process must follow the same renaming procedures as set out in this Policy.
- 12.3.31 Administrative errors and/or incorrect spelling of names may be rectified without going through the process contained in this Policy.

PART V: OTHER PROVISIONS

13. RULES FOR STREET NUMBERING

Street numbering should be allocated as follows:

13.1 STREETS -WEST TO EAST (HORIZONTAL)

Horizontal: indicates the street is running generally speaking in a Western/Eastern direction or <math><45^\circ</math>.

Numbering must be done from left to right, West to East, with even numbers on the Northern side of the street, and the odd numbers on the Southern side of the street.

13.2 STREETS - SOUTH TO NORTH (VERTICAL)

Vertical: indicates the street is running generally speaking in a Northern/Southern direction or $>45^\circ$.

Start by numbering from South to North, with the even numbers on the Eastern side of the street, and the odd numbers on the Western side of the street.

13.3 CORNER ERF (TWO STREETS)

Two street numbers must be provided for a corner Erf, with one street number bordering each street. The street number of a property will be determined by the direction of the front door of the new or existing structure.

13.4 CORNER ERF (THREE STREETS)

Three street numbers must be provided for a corner Erf. One street number bordering each street is required. The direction of the building/front door/entrance will determine which street number shall be used.

13.5 CUL-DE-SAC

Scenario 1:

If there are fewer than seven properties on the same side of the road in a cul-de-sac with no possibility of development on the other side of the road, numbering is then to be sequential

Scenario 2:

The street numbering, if there are more than seven properties and these are located on both sides of the road, should start at the entrance of the cul-de-sac (at the corner Erf). Odd numbers must start on the Southern side, if the cul-de-sac is running in an East/West direction (i.e., $<45^\circ$) or on the Western side, if the cul-de-sac is running in a South/North direction (i.e., $>45^\circ$).

The island in the middle, if applicable must be numbered with even numbers with the smallest even number at the entrance to the circle.

13.6 PUBLIC OPEN SPACE

A public open space must also be numbered. Numbering should be done on both sides of the Erf if the Erf borders on two streets. The lowest value street number allocated to the Erf will be used for administrative purposes.

13.7 EXISTING STREET NUMBERS

In cases where an existing street is already numbered, the existing numbers must be taken into account when a subdivision application is submitted to the Municipality. The street numbering must also fit into the General Plan of the area.

On completion of any building on a property, it shall be the duty of the property owner/s to obtain and install suitable address numerals in accordance with the provisions of the Signs manual.

14. FINANCIAL CONSIDERATIONS

The following financial aspects shall be taken into account:

- 14.1 All costs relating to street naming in new subdivisions shall be borne by the developer, or where the developer is Council, the costs shall be borne by Council.
- 14.2 The costs of erecting or changing name boards and signs, resulting from the renaming process, shall be borne by the successful applicant (whether this is a person, group, company, organization, institution, etc.), except if initiated by Council.
- 14.3 Council shall not be liable for costs incurred by property owners, which could ensue as a result of the renaming and renumbering process (i.e., changing of address for various institutions, websites, business signage, etc.).

ANNEXURE 2

Minutes of the 31st Meeting of the Council dated 2019-09-25

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@stellnbosch.gov.za
REPORT DATE	30 July 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;*
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- (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.

5. RECOMMENDATIONS

- (a) that the Section 80 Committee commented extensively on the amended Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality. Revised Policy amended 2019-05-17, attached as **APPENDIX 1** to be submitted to the Executive Mayor for further direction; and
- (b) that the approved policy be translated into Xhosa.

6. DISCUSSION

6.1 Contents

The purpose of this Policy is to provide a standard and consistent policy framework dealing with, street and place naming and renaming, street numbering and to set out the responsibilities of the relevant parties involved in the process.

In order for the Municipality to name or rename streets or places and to allocate street numbers, certain criteria need to exist to guide how these names or numbers are approved or allocated. This Policy addresses the essential criteria and rules required for the effective administrative and decision-making procedures in order to guide the various departmental functions relating to street naming, numbering and renaming.

The Policy was reviewed to address a more effective administrative procedure and to bring it in line with the Stellenbosch Municipality Land Use Planning By-Law, October 2015. The said By-Law stipulates in Chapter X, Section 98 as follows:

- (1) *If as a result of the approval of a development application streets or roads are created, whether public or private, the Municipality must approve the naming of streets and must allocate a street number to each of the erven or land units located in such street or road.*
- (2) *The proposed names of the streets and numbers must be submitted as part of an application for subdivision.*
- (3) *In considering the naming of streets, the Municipality must take into account the relevant policies regarding street naming and numbering.*
- (4) *The Municipality must notify the Surveyor-General of the approval of new streets as a result of the approval of an amendment or cancellation of a subdivision in terms of section 23 and the Surveyor-General must endorse the records of the Surveyor-General's Office to reflect the amendment or cancellation of the street names on an approved general plan.*

6.2 Financial Implications

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

6.3 Legal Implications

The Municipal Systems Act, 2000 (Act 32 of 2000).

6.4 Staff Implications

There are no staff implications should the recommendations as set out above be accepted.

6.5 Previous / Relevant Council Resolutions

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

Minutes of the **PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE:**
2019-05-17: ITEM 5.1.1

6.6 Risk Implications

The recommendation will reduce risk implications for the municipality with regards to land use applications.

6.7 Comments from Senior Management

Comments from other Internal Departments of the Municipality will be obtained with the second round of public participation process.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-09-16: ITEM 7.7.2

- (a) that the revised Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality be advertised for public comments for 60 days; and
- (b) that the final approved policy be translated into all 3 official languages.

ANNEXURES

APPENDIX 1: draft Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality, 17 May 2019

APPENDIX 2: Minutes of the Planning and Economic Development Committee, dated 17 May 2019

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

APPENDIX 1



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

**DRAFT POLICY FOR THE NAMING AND
RENAMING OF STREETS, PUBLIC PLACES,
NATURAL AREAS, ARTEFACTS AND
COUNCIL-OWNED BUILDINGS AND
FACILITIES
(POLICY NUMBERXXXX)**

**APPROVED BY COUNCIL: DATE
XXX XX/XX/XX**

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PART I: INTRODUCTION & BACKGROUND

PREAMBLE

The naming and renaming of streets and other public places is recognized as being an integral part of place making. This includes, but is not limited to the creation of places that residents and users can relate to and take pride in.

The naming of streets and public places after memorable events is a way of etching the country's history, both pleasant and unpleasant in people's memory. The allocation of names of people is recognized as being a way of honouring certain individuals for their contribution to the development of the Country, and this municipality, and should therefore be done with careful consideration

2. POLICY STATEMENT

The municipality should designate the names of public streets, public places, natural areas, artefacts and Council-owned buildings & facilities (hereafter referred to as features) by resolution. In all cases, the municipality shall have the prerogative of accepting or rejecting any proposal received. Names must comply with the general criteria and rules as set out in this policy.

3. REASONS FOR THE POLICY

3.1 The naming and numbering of streets in a timeous and effective manner is important for the following reasons:

- the completion of the registration of ownership in new subdivisions;
- the provision of municipal services;
- the billing for rates and municipal services used;
- the provision of emergency services;
- postal delivery;
- policing;
- data integrity; and
- to ensure that property owners can be contacted for public participation purposes.

Any delay in the provision of street naming and numbering can cause inconvenience with regard to these aspects, a loss in revenue to Council and delays in property transfers.

3.2 The renaming, in certain instances, of streets, public places, natural areas, artefacts and Council-owned buildings & facilities are important due to the following reasons:

- Names create a 'sense of place';
- Names are place markers and focal points through symbolism, association and remembrance; names are the beginnings and ends of journeys or destinations;
- Names have powerful positive or negative meanings for people; and

- Names provide opportunities to promote community harmony or perpetuate hurt and division.

3.3 Currently there is no standard consistent process dealing with the areas covered in this policy.

There is also no clarity on the distribution of responsibility among the different functional areas.

4. OBJECTS OF THE POLICY

The objectives of the policy are to establish a process that:

- a) seeks to inform and influence the types of names that are chosen for various features as well as spell out the procedures that should be followed in the naming and renaming processes;
- b) provide a standard and consistent policy framework which outlines effective administrative and decision-making procedures to deal with matters related to this policy;
- c) prescribe an inclusive, consultative and clear process that can be followed;
- d) enjoys public and political support and which will stand the test of time;
- e) is transparent;
- f) community-driven; and
- g) sets out the responsibilities of the relevant stakeholders involved.

This policy covers two areas, the naming of unnamed features and the renaming of currently named (or unnamed in certain instances) features.

5. SCOPE

The policy replaces the current procedures previously followed by the municipality and shall be applicable to the entire municipal area.

The general term "street" used in this policy, includes all classes of streets which serve as a public right-of-way, the naming of which, is the responsibility of the relevant authority.

All decisions made in terms of this policy at any specific time shall be in accordance with the applicable delegation

of powers relating to the naming and renaming of streets (including numbering), public places (including

numbering), natural areas, artefacts and Council-owned buildings & facilities as approved by the Council.

6. LEGAL FRAMEWORK

The municipality has jurisdiction over the naming of features that are under the control of the local authority. With regards to the naming of private features, the policy will guide this, in as far as these names comply with the naming criteria and rules, as indicated below.

The naming and renaming ("geographical names") of features falling within the "national competence" to do so, is subject to approval by the National Minister (responsible for arts and culture) and should be undertaken in terms of the provisions of the National Geographical Names Council Act (Act 118 of 1998) and the Regulations thereof as well as the "Handbook on Geographical Names" (hereinafter referred to as the Handbook).

To determine whether the "competence" to allocate names to features falls under another sphere of government (Provincial or National) the Regulations, Handbook and the relevant department (Provincial and National) should be consulted. The naming of features falling under Provincial and National "competence" is therefore excluded from this policy.

The municipality should however, continue to function in accordance with the provisions of the Act (including Regulations and policies) in the allocation of geographical names that fall within the municipal area.

In instances where the naming or renaming process of the feature is the responsibility of another sphere of government or is owned by another sphere of government, then permission of that sphere of government to proceed with the naming or renaming process, should be sought in writing, prior to the process being commenced with. The said authority should also indicate if there are any procedures that the municipality should comply with in managing the process.

7. DEFINITIONS

Responsible body - this shall mean the body responsible for maintenance and management of the specific asset.

In the case of public open spaces and community facilities, this shall be the Community Services Directorate, with regards to Council-owned buildings & facilities, this shall be the Corporate Services Directorate and with regards to civil engineering infrastructure, this shall be the Infrastructure Directorate.

Act - refers to the South African Geographical Names Council Act of 1998 (Act 118 of 1998).

Authorised official- refers to the official which has delegated authority to consider certain land use planning applications

Committee - refers to the Renaming Committee consisting of the Municipal Manager and Executive Managers or their delegates in terms of this policy.

Features - shall refer to streets, public places, natural areas, artefacts and Council-owned buildings & facilities.

Geographical names - the national legislation governing the allocation of geographical names, the South African Geographical Names Council Act, 1998 (Act 118 of 1998) defines geographic names as the names of features on the earth that are natural or man-made and adapted. These features can be populated or unpopulated.

Mayoral Committee - refers to the Executive Mayor & Mayoral Committee.

Municipal Planning Tribunal - refers to the body constituted in terms of planning legislation to consider certain land use planning applications.

Naming - refers to features in new developments and subdivisions.

Panel - refers to the Panel of Experts which may be established in terms of this policy by the Renaming committee.

Portfolio Committee - refers to the Portfolio Committee for Planning matters, as decided by the Executive Mayor. Private – feature which are privately owned and managed.

Public - features which is open to the public and owned by the municipality.

Regulations - refers to the regulations promulgated in terms of the South African Geographical Names Council Act, 1998 (Act 118 of 1998).

Renaming - refers to existing features, whether named or unnamed.

Road Traffic Act - refers to the National Road Traffic Act (Act No. 93 of 1996).

Signs manual - refers to the most recent version of the Southern African Development Community Road Traffic Signs Manual.

Streets - all reference to streets shall also apply to those variations (Afrikaans & with adjuncts/suffixes) as listed in the table below, owned by the municipality and therefore falling within the municipality's jurisdiction to name and rename as contemplated in the Act.

ENGLISH	AFRIKAANS	DEFINITION
Avenue (Ave)	Laan (Ln)	A street usually with significant horticultural features.
Boulevard (Blvd)	Boulevard (Blvd)	A wide, pretentious street, usually with horticultural or landmark features.
	Verbypad	A usually wide road which takes traffic around developed
Circle	Sirkel	A road which roughly forms a circle and carries low to moderate volumes
Close (Cl)	Slot	A short street or minor "dead-end" street or cul-de-sac
Court (Crt)	Hof	A Square, but normally surrounded by residential buildings.
Crescent (Cres)	Singel (Sng)	A relatively short street which forms part of a circle.
Cul-de-sac	Blinde steeg	See definition for Close (Cl) and Place (Place)
Drive (Dr)	Ryiaan (Rln)	A relatively long, usually meandering, recreational or scenic route that
Expressway	Snelweg	A dual carriageway with limited, signal controlled or interchange access
Freeway	Deurpad	Usually a dual carriageway road with access limited to interchanges
Highway	Snelweg	See definition for Expressway

Lane	Steeg	A narrow street or passageway, usually short.
Mall	Wandelhal	A major road mainly for pedestrian use, serving mostly
Parkway (PW)	Parkweg (PW)	A dual carriageway with limited, signal controlled or interchange access
Path	Voetpad	Surfaced road for walking.
Place (Place)	Plek / Oord	A short street or minor "dead-end" street or cul-de-sac
Road (Rd)	Weg	General term for streets usually, but not always, outside developed
Square (Sq)	Plein (Pln)	A road or portion of road the shape of which resembles a square or
Steps	Trappe	Street with steps, for pedestrian use only.
Street (St)	Straat (Str)	General term for streets usually in developed areas used to give
Terrace (Tce)	Terras (Ter)	A road, normally for pedestrian use, through mountainous or rough
Trail	Wandelpad	Unsurfaced road for walking.
Walk	Voetpad	Narrow street normally for pedestrian use only
Way	Weg	General term for streets usually, but not always, outside developed

(NOTE: Above-mentioned adjuncts/suffixes were referred for translation into Xhosa, but it was confirmed that it is not possible to translate the adjuncts/suffixes as no equivalent terms exist in Xhosa. In Xhosa a 'blanket' word is however used when referring to any of the terms in above-mentioned table, namely 'indlela').

PART II: NAMING & RENAMING - CRITERIA & RULES

8. NAMING & RENAMING: CRITERIA FOR EVALUATION

The following criteria in ranked order are to be used to assist in determining the suitability of a name (of a new street) or the desirability of the proposed renaming of a feature. Any submission for a name change or new name must therefore make a strong case, which motivation should be based on the following:

- a) Must not be offensive or insensitive;
- b) Must promote goodwill and reconciliation;
- c) Will assist in building a sense of ownership, identity and community in a changing society;
- d) Where there is a strong degree of community participation and support;
- e) Should increase the marketing potential and investment attractiveness of an area;
- f) Honour and commemorate noteworthy persons associated with the municipal area. Any such submission or petition to name a feature after people must be accompanied by a detailed motivation, profile of the person and indication why the specific person is worthy of the honour;
- g) Commemorate local, national or international history, places, events, memories or culture of relevance to the people within the municipal area;

- h) Recognize indigenous and international flora, fauna and natural environment relevant to the municipal area;
- i) Recognize the cultural diversity of the municipal area; and
- j) Promote improved place orientation and recognition.

9. NAMING & RENAMING: RULES FOR SELECTION

The following rules (along with the criteria contained under section 8 above) shall apply for the selection of names for features:

9.1 GENERAL

- a) There must be no duplication of names, similarly spelled or phonetically similar names within the previous municipal boundary of the town in which the feature is located as well as within a 5-kilometre radius of the feature;
- b) The length of a name should preferably be limited to what can be practically accommodated on a name board and maps, which are no more than 20 characters including spaces;
- c) No names should be used which could be construed as commercial advertising; and
- d) Names that would generally improve the municipality's administration and provision of essential services are preferred.

9.2 STREETS

- a) Street names should be in keeping with the theme of the surrounding street names when falling within an established township;
- b) Street names should remain in the language in which it was given;
- c) Definitions of the street name adjuncts/suffixes are to be used to determine the appropriate adjunct/suffix to be applied to any street;
- d) Where a street is interrupted by a natural or man-made barrier, the resulting portions of that street may be named in the appropriate language by the addition of an appropriate identifier to one or both portions, such as North, South, East, West, Lower, Upper, Central, Extension;
- e) A continuous street should maintain its name throughout its length, except in cases where it is considered to be confusing;
- f) In Afrikaans, adjuncts/suffixes to short names other than proper nouns shall form one word with the name, while when in English these are written separately; and
- g) The provision of street name signage should comply with the requirements as prescribed in the Signs manual (specifically page 4.6.1 to 4.6.5) and approved by a delegated official of the Civil Engineering Services Department.

PART III: NAMING PROCESS - NEW PUBLIC & PRIVATE STREETS**10. NAMING PROCEDURE**

The naming process of public and private streets in new developments or subdivisions shall be as follows:

- 10.1 Subdivision plan applications shall include street naming and numbering.
- 10.2 Land use right applications (i.e. new developments) shall include as a condition of approval, that all subdivision plan applications, submitted subsequent to the approval of the land use rights, shall include street names and numbering.
- 10.3 Paragraph 10.2 does not preclude the applicant from submitting street names and numbering as part of the land use right application.
- 10.4 Applicants shall be encouraged, in terms of 10.1 & 10.3, to discuss the details of the proposed street names with the Planning Department prior to submission thereof.
- 10.5 It shall be the responsibility of the applicant to scrutinize the municipal street index list and confirm that there are no duplicate or similar names within previous municipal boundaries of towns and a 5-kilometre radius.
- 10.6 Street numbers must also be reflected on plans in accordance with the rules for street numbering (see section 13).
- 10.7 The Planning Department will evaluate the proposed street names against the criteria and rules contained in this policy (including names for streets in municipal housing projects).
- 10.8 If, the street names conform to the criteria and rules contained in this policy, the delegated functionary can
 - 10.8.1 Approve the names; or
 - 10.8.2 In the case of a municipal housing project, inform the Stellenbosch Department of Human Settlements of its suitability. The Human Settlements department will be responsible for the submission of the street names as part of their housing project approval process to Council via the Portfolio Committee.
- 10.9 If, the street names do not conform to the criteria and rules contained in this policy, the Planning Department will:
 - 10.9.1 Inform the applicant thereof; or
 - 10.9.2 In the case of streets for a housing project the Planning Department will inform the Stellenbosch Department of Human Settlements of its suitability (The Human Settlements department will be responsible for the submission of the street names as part of their housing project approval process to Council via the Portfolio Committee).
- 10.10 If, the Planning Department deems the street names as problematic or contentious, then the Executive Manager: Planning & Economic Development can refer the proposed street names to the Panel of Experts (see section 12.2), hereafter referred to as the Panel, for evaluation and consideration.

- 10.11 The Panel then makes a recommendation to the Planning Department on the proposed street names after which:
- 10.11.1 The Executive Manager: Planning & Economic Development can make a decision; or
 - 10.11.2 In the case of streets for a housing project the Planning Department may provide alternative street names to the Stellenbosch Department of Human Settlements (The Human Settlements department will be responsible for the submission of the street names as part of their housing project approval process to Council via the Portfolio Committee).
- 10.12 Please note that, the procedures as set out in this policy is applicable to the naming of features only and is dealt with separately from decision-making on land development applications, which is delegated to the Authorised official or the Planning Tribunal in terms of the Stellenbosch Municipal Land Use Planning Bylaw.
- 10.13 If the street names are not supported by the delegated functionary, the municipality will inform the applicant, with reasons.
- 10.13 Any decision taken in terms of 10.13 above, shall be subject to applicable right of appeal in terms of the relevant legislation.
- 10.14 On approval by the municipality, the Planning Department notifies all affected stakeholders such as the CAD technician (tasked to capture address data), municipal accounts section, Community Services Department, Civil Engineering Services Department, Electro-Technical Engineering Services Department, Ward Councillor/s, Surveyor-General, Registrar of Deeds, Telkom, Postmaster General, South African Police Service, Emergency Services, Western Cape Provincial Geographical Names Committee, National Geographical Names Council and map producers, of the new street names and numbers.

PART IV: RENAMING PROCESS

11. RENAMING PRINCIPLES

The principles detailed below should be adhered to in considering all submissions and petition for renaming of features:

- a) Renaming is the responsibility of Council. The decision to proceed with the process of renaming must therefore be taken by Council before the process may commence;
- b) The renaming of features should only be done where there is a need and in such a way as to curb unnecessary expenses; and
- c) The process of renaming must be undertaken in a consultative manner and this must be clearly demonstrated before a final decision can be taken;

12. RENAMING STRUCTURES

12.1 RENAMING COMMITTEE

- 12.1.1 The Municipal Manager shall establish a municipal renaming committee, hereafter referred to as the Committee.
- 12.1.2 The Committee shall be made up of the Municipal Manager and Executive Managers of the following directorates: Planning & Economic Development, Community Services, Infrastructure Services, Corporate Services and Financial Services, or their delegated officials.
- 12.1.3 The responsibility of the Committee will be to assess all renaming proposals received against the criteria and rules as set out in this policy and to make recommendations to the Mayoral Committee via the Planning Department and Portfolio Committee.

12.2 PANEL OF EXPERTS

- 12.2.1 The Committee may appoint a Panel of Experts (hereafter referred to as the Panel) to assist with the evaluation of proposals, if the expertise required, falls outside that held by the appointed officials.
- 12.2.2 The Panel shall consist of not more than 5 members and not less than 3 members.
- 12.2.3 The Committee can itself nominate or, advertise a request for nominations from the general public, for members to serve on the Panel.
- 12.2.4 Councillors or municipal officials may be nominated to serve on the Panel.
- 12.2.5 Nominations for the Panel should include the agreement or permission of the nominee, full particulars of the nominee (including contact details), relevant experience, qualifications and motivation.
- 12.2.6 The Panel should have expertise and/or experience and/or qualifications in two or more of the following fields:
 - a) history;
 - b) culture;
 - c) linguistics;
 - d) reconciliation;
 - e) religion;
 - f) civil engineering;
 - g) town planning;

- h) onomastics (or onomatology is the study of the origin, history, and use of proper names); and i) toponomy (study of place names [toponyms], their origins, meanings, use and typology).

- 12.2.7 The expertise, referred to in the previous paragraph, must be detailed in the nomination documentation.
- 12.2.8 In addition, care should be taken to ensure that the Panel is as representative of the demographics and cultural composition of the municipal area as possible.
- 12.2.9 The members to serve on the Panel shall be submitted via the Portfolio Committee to the Mayoral Committee, by the Municipal Manager, for approval.
- 12.2.10 The Panel members (excluding any Councillor or official) shall be remunerated in accordance with the approved tariffs of Council for advisory committees.

12.3 RENAMING PROCEDURE

- 12.3.1 Application fees for a renaming application are to be determined by the tariff structure of Council.
- 12.3.2 Council can, at any time, decide to process a renaming request, if determined to have sufficient merit.
- 12.3.3 Any person, community or organization which live or operate within the boundaries of the municipality shall be entitled to propose the renaming of a feature.
- 12.3.4 Council can on its own initiative initiate a renaming process.
- 12.3.5 Renaming proposals shall be in writing and shall include full details:
 - a) of the affected feature;
 - b) the proposer of the name change;
 - c) the proposed name change and its meaning;
 - d) fully motivated reasons for the change;
 - e) evidence of professional and community support; and
 - f) evidence of research.
- 12.3.6 Proposals may include the results of referenda or similar consultation/s within communities by way of evidence of support or opposition.

Persons who are unable to read or write, must be able to submit their comments verbally at the Stellenbosch Municipality; where they will be assisted by a staff member, to put their comments in writing.

- 12.3.7 The Planning Department shall receive, process and evaluate the proposals against the criteria and rules contained in this policy.
- 12.3.8 If a proposal does not contain all the required information or the street names do not conform to the criteria and rules contained in this policy, the proposal shall be returned to the applicant within 30 days, by the Planning Department, with a request for submission of the necessary information within 30 days from the receipt of the request, failure of which the renaming proposal shall lapse.
- 12.3.9 A report containing all names received, with a summary of relevant information, comments and evaluation in terms of the criteria and rules for renaming, will be prepared by the Planning Department for submission to the Committee.
- 12.3.10 The Committee will consider and deliberate the name change proposal.
- 12.3.11 The Committee can at this stage refer a proposal to the Panel for evaluation and consideration.
- 12.3.12 The Panel will make recommendations to the Committee.
- 12.3.13 The Committee will submit its comments and the Panel recommendations to the Planning Department.
- 12.2.14 The Planning Department will submit the proposal and all relevant comments to the Mayoral Committee via the Portfolio Committee.
- 12.3.15 If the proposal is not supported by Mayoral Committee, the applicant must be informed of this, with reasons.
- 12.3.16 If the proposal is supported then the proposal will be advertised for comment by interested & affected parties and surrounding property owners.
- 12.3.17 The Planning Department will simultaneously circulate the supported proposal to the relevant internal (Planning & Economic Development, Community Services, Infrastructure Services, Corporate Services & Financial Services Directorates) and relevant external departments for comment (e.g. District Roads Engineer, Ward Councillor/s, Western Cape Provincial Geographical Names Committee, etc.)
- 12.3.18 If, Council deems it necessary, it can conduct a public meeting with the relevant stakeholders at any stage of the process.
- 12.3.19 A report containing all comments received will be prepared by the Planning Department for submission to the Committee. The report should also include the financial implications for Council for the proposal.

- 12.3.20 Comments received on the supported proposal will be considered by the Committee.
- 12.3.21 The Committee can again refer the comments received to the Panel for further recommendations.
- 12.3.22 The Committee will submit its final comments and the Panel recommendations to the Planning Department.
- 12.3.23 The Planning Department will submit the Committee comments and the Panel recommendations to the Mayoral Committee via the Portfolio Committee.
- 12.3.24 Once the name change is supported by the Mayoral Committee, its recommendation is submitted to the Council for approval.
- 12.3.25 Once the name change is approved by the Council, this must be published in a local newspaper.
- 12.3.26 Any decision taken in terms of 12.3.26 above, shall be subject to applicable right of appeal in terms of the relevant legislation.
- 12.3.27 The municipal budget should make provision for capital funds as well as operating funds to implement the proposal/s as per the responsible department.
- 12.3.28 On approval by the Mayoral Committee, the Planning Department notifies all affected stakeholders such as the CAD technician (tasked to capture address data), municipal accounts section, Community Services Department, Civil Engineering Services Department, Electro-Technical Engineering Services Department, Ward Councillor/s, Surveyor-General, Registrar of Deeds, Telkom, Postmaster General, South African Police Service, Emergency Services, Western Cape Provincial Geographical Names Committee, National Geographical Names Council and map producers, of the new street names and numbers.
- 12.3.29 A Council initiated renaming process must follow the same renaming procedures as set out in this policy.
- 12.3.30 Administrative errors and/or incorrect spelling of names may be rectified without going through the process contained in this policy.

PART V: OTHER PROVISIONS**13. RULES FOR STREET NUMBERING**

Street numbering should be allocated as follows:

13.1 Streets -West to East (Horizontal)

(Horizontal: indicates the street is running generally speaking in a Western/Eastern direction or $<45^\circ$).

Numbering must be done from left to right, West to East, with even numbers on the Northern side of the street, and the odd numbers on the Southern side of the street.

13.2 Streets - South to North (Vertical)

(Vertical: indicates the street is running generally speaking in a Northern/Southern direction or $>45^\circ$)

Start by numbering from South to North, with the even numbers on the Eastern side of the street, and the odd numbers on the Western side of the street.

13.3 Corner Erf (Two streets)

Two street numbers must be provided for a corner Erf, with one street number bordering each street. The street number of a property will be determined by the direction of the front door of the new or existing structure.

13.4 Corner Erf (Three streets)

Three street numbers must be provided for a corner Erf. One street number bordering each street is required. The direction of the building/front door/entrance will determine which street number shall be used.

13.5 Cul-de-sac

(Scenario 1)

If there are fewer than seven properties on the same side of the road in a cul-de-sac with no possibility of development on the other side of the road, numbering is then to be sequential

(Scenario 2)

The street numbering, if there are more than seven properties and these are located on both sides of the road, should start at the entrance of the cul-de-sac (at the corner Erf). Odd numbers must start on the Southern side, if the cul-de-sac is running in an East/West direction (i.e. $<45^\circ$) or on the Western side, if the cul-de-sac is running in a South/North direction (i.e. $>45^\circ$). The island in the middle, if applicable must be numbered with even numbers with the smallest even number at the entrance to the circle.

13.6 Public Open Space

A public open space must also be numbered. Numbering should be done on both sides of the Erf if the Erf borders on two streets. The lowest value street number allocated to the Erf will be used for administrative purposes.

13.7 Existing street numbers

In cases where an existing street is already numbered, the existing numbers must be taken into account when a subdivision is supplied to the municipality. The street numbering must also fit into the General Plan of the area.

- 13.8 On completion of any building on a property, it shall be the duty of the property owner/s to obtain and install suitable address numerals in accordance with the provisions of the Signs manual.

14 FINANCIAL CONSIDERATIONS

The following financial aspects shall be taken into account:

- 14.1 All costs relating to street naming in new subdivisions shall be borne by the developer, or where the developer is Council, the costs shall be borne by Council.
- 14.2 The costs of erecting or changing name boards and signs, resulting from the renaming process, shall be borne by the successful applicant (whether this is a person, group, company, organization, institution, etc.), except if initiated by Council.
- 14.3 Council shall not be liable for costs incurred by property owners, which could ensue as a result of the renaming process (i.e. changing of address for various institutions, websites, business signage, etc.).

APPENDIX 2

5.1.1	DRAFT POLICY ON PLACE NAMING, STREET NAMING AND RENAMING AND NUMBERING FOR STELLENBOSCH MUNICIPALITY, EDITED 8 APRIL 2019
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Collaborator No: 644157
IDP KPA Ref No: 16/P/4
Meeting Date: 17 May 2019

1. SUBJECT: DRAFT POLICY ON PLACE NAMING, STREET NAMING AND RENAMING AND NUMBERING FOR STELLENBOSCH MUNICIPALITY, EDITED 8 APRIL 2019

2. PURPOSE OF REPORT

To request Section 80 Committee to comment on the Draft Policy on Place naming, Street Naming, Renaming, and Numbering for Stellenbosch Municipality, edited 8 April 2019, attached as **APPENDIX 1** and advise the Executive Mayor.

Councillor Groenewald requested on the 1st of April 2019, the following:

*"From: Esther Groenewald
 Sent: 01 April 2019 09:41 AM
 To: Tabiso Mfeya; Hedre Dednam
 Subject: Proposed/scheduled Sect 80 Date for April*

Dear Director

I refer to the date above and hereby request that we try and set a new date during next week for the Sect 80 Committee for Planning and LED which will enable us to advise the Mayor on the following:

1. *Bylaw on Problem Properties*
2. *Policy on Informal Trading and*
3. *Policy on Changing of Street Names in WCO 24"*

3. DELEGATED AUTHORITY

For consideration by the Section 80 Committee in order to advise the Executive Mayor.

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, ie. 6.8 becomes 6.7, etc.;
- (iv) Under bullet point 9.2, replace the word "failure of" with the word "falling", 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.

5. RECOMMENDATION

- (a) that the Section 80 committee comment on the Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality, edited 8 April 2019, attached as **Appendix 1** and advice the Executive Mayor;
- (b) that the Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality, edited 8 April 2019, be advertised in the local newspapers, libraries and circulated to the under mentioned entities for a public comment for 30 days where after same be resubmitted to Council for final consideration and subsequent approval:
 - (i) SIG
 - (ii) Stellenbosch-, Franschhoek-, Raithby-, Jamestown Rate Payers
 - (iii) Stellenbosch Agricultural Society
 - (iv) All the ward administrators
 - (v) All the Directors to be referred to their Managers
 - (vi) University of Stellenbosch
 - (vii) Boland College
 - (viii) Heritage Western Cape
 - (ix) WC Department of Agriculture
 - (x) Cape Winelands District Municipality.

6. DISCUSSION

6.1 Contents

The purpose of this Policy is to provide a standard and consistent policy framework dealing with, street and place naming and renaming, street numbering and to set out the responsibilities of the relevant parties involved in the process.

In order for the Municipality to name or rename streets or places and to allocate street numbers, certain criteria need to exist to guide how these names or numbers are approved or allocated. This Policy addresses the essential criteria and rules required for the effective administrative and decision-making procedures in order to guide the various departmental functions relating to street naming, numbering and renaming.

The Policy was reviewed to address a more effective administrative procedure and to bring it in line with the Stellenbosch Municipality Land Use Planning By-Law, October 2015. The said By-Law stipulates in Chapter X, Section 98 as follows:

- (1) If as a result of the approval of a development application streets or roads are created, whether public or private, the Municipality must approve the naming of streets and must allocate a street number to each of the erven or land units located in such street or road.*
- (2) The proposed names of the streets and numbers must be submitted as part of an application for subdivision.*
- (3) In considering the naming of streets, the Municipality must take into account the relevant policies regarding street naming and numbering.*
- (4) The Municipality must notify the Surveyor-General of the approval of new streets as a result of the approval of an amendment or cancellation of a subdivision in terms of section 23 and the Surveyor-General must endorse the records of the Surveyor-General's Office to reflect the amendment or cancellation of the street names on an approved general plan.*

6.2 Financial Implications

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

6.3 Legal Implications

The Municipal Systems Act, 2000 (Act 32 of 2000).

6.4 Staff Implications

There are no staff implications should the recommendations as set out above be accepted.

6.5 Previous / Relevant Council Resolutions:

The following previous Council resolution is applicable:

Minutes of JOINT ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE: 2018-03-06: ITEM 5.2.1

6.6 Risk Implications

The recommendation will reduce risk implications for the municipality with regards to land use applications.

6.7 Comments from Senior Management:

Comments from other Internal Departments of the Municipality will be obtained with the second round of public participation process.

COMMENTS BY THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE

During deliberations on the matter, the Planning and Economic Development Committee proposed the following changes as outlined in **APPENDIX A**, be effected on the Draft Policy on Place and Street Naming, Renaming and Numbering for recommendation to the Executive Mayor.

RECOMMENDATIONS FROM THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE TO THE EXECUTIVE MAYOR: 2019-05-17: ITEM 5.1.1

that the Section 80 Committee commented extensively on the amended Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality. Revised Policy amended 2019-05-17, attached as APPENDIX 1 to be submitted to the Executive Mayor for further direction.

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@stellnbosch.gov.za
REPORT DATE	8 April 2019

ANNEXURE 3

**Copies of adverts placed in the Eikestadnuus and the Paarl Post
of 12 December 2019 respectively.**



JOB OPPORTUNITY: Administrative Assistant Finfocus Financial Planners (Pty) Ltd

Minimum requirements for this full day position:

- A matric or post matric qualification with at least three years office related experience in the financial services industry, as well as have access to reliable transport
- Bilingual and fluent in both Afrikaans and English (Both written and spoken)
- Be computer literate and experienced in MS Excel, MS Word and Outlook
- Experienced working with a Customer Relationships Management system
- Pay attention to detail, methodical, ability to work in a team, self-motivated, client oriented

Duties:

- Manage general administrative office duties for financial advisers, such as correspondence, data capturing, secure filing of e-mails, scanning, printing documentation, etc. as well as any other ad hoc administrative duties
- Handle all documentation required for client servicing, including onboarding clients, follow-ups, preparations for review meetings, etc.
- Maintain proper filing and recording of all transactions, correspondence, information, etc.; obtain statements and quotes from service providers
- Be available to answer phone queries and for work at reception & switchboard

If you are interested in this position and you meet the requirements, please forward your CV with a cover letter to info@finfocus.co.za to reach us by 19 December 2019. Interviews to take place in January 2020.

First for Kayamandi

Last Saturday (30 November), the Kayamandi Boxing Academy hosted its first home tournament at Kayamandi High School.



Ayakha (in red) from Kayamandi Boxing Academy and his rival after one of the matches in the tournament.

The Kayamandi Boxing Academy offers an avenue for youth to get off the streets and learn vital skills in self-defence and self-discipline. The initiative was started by Xolisani Themani, who saw a need in his community to offer a free pastime for Kayamandi youth.

His current student base is made up of 26 boys and girls, and the team has won many accolades at various tournaments across the country. One of its students, a 15-year-old girl, has reached national level. In light of the current pressing issue of gender-based violence, it is clear to see the impact that Xolisani is making

in the lives of girls in Kayamandi.

This first tournament of Kayamandi Boxing Academy hosted 13 teams from throughout the Western Cape. The Hermanus boxing team took first place, with KBA in second place.

The event was sponsored by Ginos in Stellenbosch as well as Hungry Lion.

Themani founded the academy after seeing a need in his local community for a healthy and constructive pastime

for the youth.

Not only is boxing a great form of exercise and teaches self-discipline, but with many young girls making up the KBA team it is a healthy pastime that promotes self-defence. It's something that is an asset to women everywhere in the light of the recent attacks on women and girls.



Western Cape
Government

BETTER TOGETHER.

IMPORTANT NOTICE

- The Department of Social Development, Western Cape, Stellenbosch Local Office, is requesting Mr Kelvin Joubert, last seen in La Motte, Bosbou, Franschoek area, to urgently contact the social worker Ms T. Van Rooyen on 021 871 1682 or at Old Rembrandt Mall, Lady Grey Street, Paarl, during office hours (07H30 - 16H00) or fax 021 872 0049. He is allegedly a close relative of a male child born during 2011.
- The Department of Social Development, Western Cape, Drakenstein Local Office, is requesting Miss Esmeralda De Bruyn, who was last seen in Klappmuts, to urgently contact the social worker, Mrs M. De Jager on 021 871 1682 or at Old Rembrandt Mall, Lady Grey Street, Paarl, during office hours (07H30 - 16H00) or fax 021 872 0049. She is allegedly a close relative of a male child born during 2014.

- The Department of Social Development, Western Cape, Stellenbosch Local Office, is requesting Mr Daniel Smith, who was last seen in Klappmuts, to urgently contact the social worker Ms T. Van Rooyen on 021 871 1682 or at Old Rembrandt Mall, Lady Grey Street, Paarl, during office hours (07H30 - 16H00) or fax 021 872 0049. He is allegedly a close relative of a male child born during 2011.
- The Department of Social Development, Paarl Local Office, is requesting Mr Frank Ghuga, who was last seen in Franschoek, to urgently contact the social worker, Ms N. Theunissen on 021 871 1682 or at Old Rembrandt Mall, Lady Grey Street, Paarl, during office hours (07H30 - 16H00). He is allegedly a close relative of two minor children, one female and one male, born during 2004 and 2007.



STELLENBOSCH
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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

NOTICE OF DRAFT POLICY ON PLACE NAMING, STREET NAMING AND RENAMING AND NUMBERING FOR STELLENBOSCH MUNICIPALITY, EDITED 17 MAY 2019

Notice is hereby given that Stellenbosch Municipality is finalising the Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality, edited 17 May 2019 for the WC024 Area.

The Council of Stellenbosch Municipality herewith gives notice that the Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality, edited 17 May 2019 has now been compiled and the document is available for perusal and comment. Interested and affected parties are herewith invited to submit comments on the Draft Policy on Place Naming, Street Naming and Renaming and Numbering for Stellenbosch Municipality, edited 17 May 2019 during the 60 day commenting period. (excluding the recess period between 15 December 2019 and 15 January 2020)

Comments must be submitted in writing to The Senior Town Planner: Mr Robert Fooy at Land Use Management, P O Box 17, Stellenbosch, 7599; or emailed to Robert.Fooy@stellenbosch.gov.za or before 14 March 2020.

The Draft document is available for viewing at the following places:

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- Pniel Library
- Cloetesville Library
- Ida's Valley Library
- Kayamandi Library
- Klappmuts Library
- Jamestown Library
- Advice Centres at the Stellenbosch and Franschoek Municipal Offices

Contact person : Mr Robert Fooy
Tel : (021) 808-8680
E-mail : Robert.Fooy@stellenbosch.gov.za

Municipal Manager
Stellenbosch Municipality

(Municipal Notice 29/19)

KENNISGEWING VAN KONSEP BELEID OP BENOEMING, HERBENOEMING VAN PLEKKE EN STRATE VIR STELLENBOSCH MUNISIPALITEIT, GEWYSIG 17 MEI 2019

Kennis gaskied hiermee dat Stellenbosch Munisipaliteit tens besig is om die Konsep Beleid op Benoeming, Herbenoeming van Plekke en Strate vir Stellenbosch Munisipaliteit, gewysig 17 Mei 2019 vir die WC024 Area te finaliseer.

Die Raad van Stellenbosch Munisipaliteit gee hiermee kennis dat die Konsep Beleid op Benoeming, Herbenoeming van Plekke en Strate vir Stellenbosch Munisipaliteit, gewysig 17 Mei 2019 beskikbaar is vir insae en kommentaar. Belanghebbende en geaffekteerde partye word hiermee uitgenooi om kommentaar op die Konsep Beleid op Benoeming, Herbenoeming van Plekke en Strate vir Stellenbosch Munisipaliteit, gewysig 17 Mei 2019 binne die 60 dae kommentaar tydperk in te dien. (uitgesluit die reses periode tussen 15 Desember 2019 en 15 Januarie 2020)

Kommentaar moet skriftelik aan die Senior Grondgebruik Beplanner Mnr Robert Fooy by Grondgebruik beplanning, Posbus 17, Stellenbosch, 7599 of pere-pos aan Robert.Fooy@stellenbosch.gov.za op of voor 14 Maart 2020 gerig word.

Die Konsep dokument is ter vir besigtiging by die volgende plekke beskikbaar:

- Stellenbosch Munisipaliteit webtuiste
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Kontakpersoon : Mnr Robert Fooy
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E-pos : Robert.Fooy@stellenbosch.gov.za

Munisipale Bestuurder
Stellenbosch Munisipaliteit

(Munisipale Kennisgewing 29/19)



Reggie Nel lui die Slaweklok terwyl verteenwoordigers van families van Pniël ook hulde bring saam met die skrywer Diana Ferrus. Van links is Neville Davids, David de Wet, Solly Denysen, Reggie Williams, Geoffrey Hendricks, Edmund James, Bernard Merkoor en Diana Ferrus.
Foto: Etmarine Anthony

Vry slawe herdenk

Etmarine Anthony

Laat ons nooit vergeet waar ons vandaan kom nie.

Dié woorde is Sondag 1 Desember deur meer as een spreker op Die Werf in Pniël by die herdenking van die vrystelling van slawe geuit.

Slawerny is op 1 Desember 1834 in die Kaapkolonie afgeskaf, maar ingevolge wetgewing moes die vrygestelde slawe in vakmanskap op plese tot 1 Desember 1838 aanbly waarna hulle amptelik vrygestel is.

Janine Myburgh van die Pniël-erfenis- en kultuurtrust het ter opening kortliks Pniël se geskiedenis verduidelik. "Dit is te danke aan die vrystelling van die slawe dat Pniël vandag hier is. Tot die slawe vrygestel is, het hulle hier 'n stukkie grond om te boer, 'n kerk en 'n skooltjie gekry, ondis waar Pniël sy ontstaan gehad het."

Deur die vrystelling van die slawe te herdenk, bring hulle eer aan hul voorouers, volgens Myburgh.

"Hulle het hul menslikheid behou en vir ons waardes en talente gelos wat ons gemotiveer het om te bereik wat ons vandag bereik het, ten spyte van die toestande waaronder hulle in Suid-Afrika aangekom, gewoon en gewerk het. So, laat ons nooit vergeet waar ons vandaan kom nie en nooit die mense vergeet wat ons tot daar gehelp het nie," het Myburgh vooris gesê.

Die digter en skrywer Diana Ferrus, wat die gasspreker was, het gesê sy is van gemengde Khoi-San- en slaweherkoms. Sy het van haar gedigte oor slawerny voorgelees en verduidelik hoe daardie gedigte ontstaan het.

Die geleentheid het gefinansierd met Reggie Williams wat die slaweklok op die kop 12:00 gelui het.

Die klok word slegs een keer per jaar gelui.

Tips to keep your home safe

What happens to your home while you are away? Homes might be more susceptible to break-ins while owners are away.

Here are some tips to keep your home safe while you're away for the holidays.

1. Make sure gifts are not visible from outside

Keep all those gifts out of sight to avoid unwanted attention.

2. Watch what you post on social media

Potential burglars look through posts seeking information on types of gifts people bought as well as your holiday plans.

3. Assess your weak points
Test your home safety by pretend to be locked out of your house. Can you get in without your keys? Then so can anyone else. Think about getting those access points secured.

4. Be careful about disposing of packaging

If you put the packaging out in the rubbish waiting to be picked up, you're basically telling the whole world what sort of gifts are inside.

5. Don't run external lights through a window

Make sure that you don't run wires through a window or door leading inside. That little wedge that the wire will leave is all a burglar needs to pry their way in.

6. Make sure your home is well-lit

Burglars operate under the protection of darkness. Install floodlights or motion activated lighting around the exterior of your home.

7. Put your lights on a timer
Burglars are known for breaking the right time to break into a home. Signs of inactivity or absence of occupants usually indicates this and when lights are off, intruders assume no one is home.

8. Make use of motion sensors
Motion sensors trip when they detect movement around a certain perimeter. They can activate lights, or an alarm. Setting up motion sensors on your property is a good way to effectively deter anyone from breaking into your home.

9. Get a house sitter
Getting someone to look after your house or flat while you're not there is a great idea.

Not only will they be able to give your house that extra layer of security by showing potential burglars that there is someone home, but they can also look after your pets and/or plants while you're away.

10. Secure your home
Make sure your home is secure during the holiday season. Check your windows and doors to make sure all locks are intact.

Get a home security system which will protect your home and your family.



Paulus Joubert herwin

Die Table Mountain Fund het 12 vullshouers aan Paulus Joubert Primêr geskenk om veral vir herwinningsdoelendes by die skool te gebruik. Marens Stonga (agter regs), projekleier van Emerging Leaders SA, het die houers oorhandig. Foto: Ernest Klowan



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ANNEXURE 3

Copies of adverts placed in the Eikestadnuus and the Paarl Post



Reggie Nel lui die Slaweklok terwyl verteenwoordigers van families van Pniël ook hulde bring saam met die skrywer Diana Ferrus. Van links is Neville Davids, David de Wet, Solly Donyssen, Reggie Williams, Geoffrey Hendricks, Edmund James, Bernard Mentoor en Diana Ferrus.
Foto: Elaine Anthony

Vry slawe herdenk

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Munisipale Bestuurder
Stellenbosch Munisipaliteit

(Munisipale Kennisgewing 29/19)



JOB OPPORTUNITY: Administrative Assistant Finfocus Financial Planners (Pty) Ltd

Minimum requirements for this full day position:

- A matric or post matric qualification with at least three years office related experience in the financial services industry, as well as have access to reliable transport
- Bilingual and fluent in both Afrikaans and English (Both written and spoken)
- Be computer literate and experienced in MS Excel, MS Word and Outlook
- Experienced working with a Customer Relationships Management system
- Pay attention to detail, methodical, ability to work in a team, self-motivated, client oriented

Duties:

- Manage general administrative office duties for financial advisers, such as correspondence, data capturing, secure filing of e-mails, scanning, printing documentation, etc. as well as any other ad hoc administrative duties
- Handle all documentation required for client servicing, including onboarding clients, follow-ups, preparations for review meetings, etc.
- Maintain proper filing and recording of all transactions, correspondence, information, etc.; obtain statements and quotes from service providers
- Be available to answer phone queries and for work at reception & switchboard

If you are interested in this position and you meet the requirements, please forward your CV with a cover letter to info@finfocus.co.za to reach us by 19 December 2019. Interviews to take place in January 2020.

First for Kayamandi

Last Saturday (30 November), the Kayamandi Boxing Academy hosted its first home tournament at Kayamandi High School.

The Kayamandi Boxing Academy offers an avenue for youth to get off the streets and learn vital skills in self-defence and self-discipline. The initiative was started by Xolisani Thembanani, who saw a need in his community to offer a free pastime for Kayamandi youth.

His current student base is made up of 26 boys and girls, and the team has won many accolades at various tournaments across the country. One of its students, a 15-year-old girl, has reached national level. In light of the current pressing issue of gender-based violence, it is clear to see the impact that Xolisani is making



Ayakha (in red) from Kayamandi Boxing Academy and his rival after one of the matches in the tournament.

in the lives of girls in Kayamandi.

This first tournament of Kayamandi Boxing Academy hosted 13 teams from throughout the Western Cape. The Hermanus boxing team took first place, with KBA in second place.

The event was sponsored by Ginos in Stellenbosch as well as Hungry Lion.

Thembanani founded the academy after seeing a need in his local community for a healthy and constructive pastime

for the youth.

Not only is boxing a great form of exercise and teaches self-discipline, but with many young girls making up the KBA team it is a healthy pastime that promotes self-defence. It's something that is an asset to women everywhere in the light of the recent attacks on women and girls.



Western Cape
Government

BETTER TOGETHER.

IMPORTANT NOTICE

- The Department of Social Development, Western Cape, Stellenbosch Local Office, is requesting Mr Kelvin Joubert, last seen in La Motte, Bosbou, Franschhoek area, to urgently contact the social worker Ms T. Van Rooyen on 021 871 1682 or at Old Rembrandt Mall, Lady Grey Street, Paarl, during office hours (07H30 - 16H00) or fax 021 872 0049. He is allegedly a close relative of a male child born during 2011.
- The Department of Social Development, Western Cape, Drakenstein Local Office, is requesting Miss Esmerelda De Bruyn, who was last seen in Klapmuts, to urgently contact the social worker, Mrs M. De Jager on 021 871 1682 or at Old Rembrandt Mall, Lady Grey Street, Paarl, during office hours (07H30 - 16H00) or fax 021 872 0049. She is allegedly a close relative of a male child born during 2014.

- The Department of Social Development, Western Cape, Stellenbosch Local Office, is requesting Mr Daniel Smith, who was last seen in Klapmuts, to urgently contact the social worker Ms T. Van Rooyen on 021 871 1682 or at Old Rembrandt Mall, Lady Grey Street, Paarl, during office hours (07H30 - 16H00) or fax 021 872 0049. He is allegedly a close relative of a male child born during 2011.
- The Department of Social Development, Paarl Local Office, is requesting Mr Frank Ghuga, who was last seen in Franschhoek, to urgently contact the social worker, Ms N. Theunissen on 021 871 1682 or at Old Rembrandt Mall, Lady Grey Street, Paarl, during office hours (07H30 - 16H00). He is allegedly a close relative of two minor children, one female and one male, born during 2004 and 2007.



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- Stellenbosch Munisipaliteit webtuiste
- Stellenbosch Biblioteek
- Franschhoek Biblioteek
- Pniel Biblioteek
- Cloetesville Biblioteek
- Ida's Vallei Biblioteek
- Kayamandi Biblioteek
- Klapmuts Biblioteek
- Jamestown Biblioteek
- Advies Sentrums by Stellenbosch en Franschhoek Munisipale kantore

Kontakpersoon : Mnr Robert Fooy
Tel : (021) 808-8680
E-pos : Robert.Fooy@stellenbosch.gov.za

Munisipale Bestuurder
Stellenbosch Munisipaliteit

(Munisipale Kennisgewing 29/19)

11.9	LOCAL ECONOMIC DEVELOPMENT AND TOURISM:(PC: CLLR R DE TOIT (MS)
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NONE

11.10	RURAL MANAGEMENT: (PC: CLLR J WILLIAMS)
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NONE

11.11	MUNICIPAL MANAGER
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11.11.1	SIGNED PERFORMANCE AGREEMENTS 2022/23 OF THE MUNICIPAL MANAGER AND MANAGERS DIRECTLY ACCOUNTABLE TO THE MUNICIPAL MANAGER (THE CFO AND DIRECTORS)
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Collaborator No: 732512
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 20 July 2022

1. SUBJECT: SIGNED PERFORMANCE AGREEMENTS 2022/23 OF THE MUNICIPAL MANAGER AND MANAGERS DIRECTLY ACCOUNTABLE TO THE MUNICIPAL MANAGER (THE CFO AND DIRECTORS)

2. PURPOSE

To submit to Council, for notification, the following:

- (a) The signed Performance Agreements 2022/23 of the Municipal Manager and Managers Directly Accountable to the Municipal Manager (the Chief Financial Officer (CFO) and Directors).

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

According to Section 57(2) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA) the performance agreement/s must be concluded annually:

- “(a) ...within one month after the beginning of each financial year of the municipality.”

The Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA) further requires that the signed performance agreements be promptly submitted to the Council.

Performance Agreements 2022/23 was developed in consultation with the Municipal Manager and each Director and signed on 22 June 2022.

5. RECOMMENDATION

that the signed Performance Agreements 2022/23 of the Municipal Manager, the CFO and Directors be noted.

6. DISCUSSION**6.1 Background**

Regulation 4(4)(a) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006, requires that a separate performance agreement be signed within ninety (90) calendar days after the assumption of duty and annually within one month after the commencement of the new financial year.

The performance agreements 2022/23 of the Municipal Manager, the CFO and Directors were concluded on 22 June 2022. Hence, the municipality complied with Regulation (4)(4)(a) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006.

6.2 Financial Implications

There are no financial implications beyond that which has been provided for in the 2022/23 MTREF Budget.

6.3 Legal Implications

According to Section 57(2) of the MSA, the performance agreement/s must be concluded annually: "(a) ...within one month after the beginning of each financial year of the municipality."

In terms of Section 53(3)(b) of the MFMA the Executive Mayor must ensure that the performance agreements are "...submitted to the council and the MEC for local government in the province."

The MFMA also requires the municipality, in terms of Section 53(3)(b), to make public the signed performance agreements.

According to Regulation 23 of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 805 of 2006, the purpose of the agreement is to:

- "(1) comply with the provisions of Section 57(1)(b),(4A), (4B), (46) and (5) of the Act as well as the employment contract entered into between the parties;
- (2) specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- (3) specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- (4) monitor and measure performance against set targeted outputs;

- (5) use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- (6) in the event of outstanding performance, to appropriately reward the employee; and
- (7) give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery."

Regulation 4(4)(a) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006, requires that a separate performance agreement be signed within ninety (90) calendar days after the assumption of duty and annually within one month after the commencement of the new financial year.

6.4 Staff Implications

This report has no staff implications for the municipality.

6.5 Risk Implication

None

6.6 Comments from Senior Management

6.6.1 Director: Community and Protection Services

Supported

6.6.2 Chief Financial Officer

Supported

6.6.3 Director: Infrastructure Services

Supported

6.6.4 Director: Corporate Services

Supported

6.6.5 Director: Planning and Economic Development

Supported

6.6.6 Comments from the Municipal Manager

Supported

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2022-07-20: ITEM 7.11.1

that the signed Performance Agreements 2022/23 of the Municipal Manager, the CFO and Directors be noted.

ANNEXURES

Performance Agreements 2022/23 for:

- Geraldine Mettler- Municipal Manager (Annexure 1);
- Kevin Carolus – Chief Financial Officer (Annexure 2);
- Annalene de Beer- Director: Corporate Services (Annexure 3);
- Anthony Barnes- Director: Planning and Economic Development (Annexure 4);
- Deon Louw- Acting Director: Infrastructure Services (Annexure 5); and
- Gary Boshoff – Director: Community and Protection Services (Annexure 6).

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler
POSITION	Municipal Manager
DIRECTORATE	Office of the Municipal Manager
CONTACT NUMBERS	021 808 8025
E-MAIL ADDRESS	mm@stellenbosch.gov.za
REPORT DATE	07 July 2022

Annexure 1

Geraldine Mettler- Municipal Manager



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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Performance Agreement 2022 – 2023

Municipal Manager

gm *RB*



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY HEREBY REPRESENTED BY:

THE EXECUTIVE MAYOR
Cllr Adv Gesie Van Deventer
(herein and after referred as Employer)

AND

MUNICIPAL MANAGER
Ms Geraldine Mettler
(herein and after referred as Employee)

FOR THE FINANCIAL YEAR:

01 JULY 2022 – 30 JUNE 2023


.....
Municipal Manager
Ms Geraldine Mettler


.....
Executive Mayor:
Cllr Adv Gesie Van Deventer



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.....
Municipal Manager
Ms Geraldine Mettler

.....
Executive Mayor:
Clr Adv Gesie Van Deventer



1. INTRODUCTION

- 1.1 The Employer, duly represented by **Cllr Adv Gesie Van Deventer**, in her capacity as the Executive Mayor has entered into a contract of employment with the Employee, **Ms Geraldine Mettler**, in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;
- 1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;
- 1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;
- 1.5 In this Agreement, the followings terms will have the meaning ascribed thereto:
 - 1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;
 - 1.5.2 "the Executive Mayor" – means the **Executive Mayor** elected in terms of Section 55 of the Local Government: Municipal Structures Act 117 of 1998 ("the Structures Act") as represented by its chairperson, the Executive Mayor;
 - 1.5.3 "the Employee" means the **Municipal Manager** appointed in terms of Section 54 (A) and 56 of the Systems Act;
 - 1.5.4 "the Employer" means **Stellenbosch Municipality**; and
 - 1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

- 2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;
- 2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;
- 2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 To monitor and measure performance against set targeted outputs and outcomes;
- 2.5 To establish a transparent and accountable working relationship;


.....
Municipal Manager
Ms Geraldine Mettler


.....
Executive Mayor:
Cllr Adv Gesie Van Deventer



- 2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and
- 2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on **01 July 2022** and will remain in force until **30 June 2023** where-after a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;
- 3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31st of July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out –
 - 4.1.1 The performance objectives and targets that must be met by the Employee;
 - 4.1.2 The time frames within which those performance objectives and targets must be met; and
 - 4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
 - 4.2.1 Key objectives that describe the main tasks that need to be done;
 - 4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;
 - 4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and


.....
Municipal Manager
Ms Geraldine Mettler


.....
Executive Mayor:
Cllr Adv Gesie Van Deventer



- 4.2.4 Weightings showing the relative importance of the key objectives to each other.
- 4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopted for the employees of the Employer;
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers to perform to the standards required;
- 5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;
- 5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;
- 5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas
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


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Municipal Manager
Ms Geraldine Mettler


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Executive Mayor:
Cllr Adv Gesie Van Deventer



- 5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

Table 2: Leading and Core Competencies

Leading and Core Competencies		
1.	Strategic direction and leadership	<ul style="list-style-type: none"> • Impact and influence • Institutional performance management • Strategic planning and management • Organisational awareness
2.	People management	<ul style="list-style-type: none"> • Human capital planning and development • Diversity management • Employee relations management • Negotiation and dispute management
3.	Programme and project management	<ul style="list-style-type: none"> • Programme and project planning and implementation • Service delivery management • Program and project monitoring and evaluation
4.	Financial management	<ul style="list-style-type: none"> • Budget planning and execution • Financial strategy and delivery • Financial reporting and delivery
5.	Change leadership	<ul style="list-style-type: none"> • Change vision and strategy • Process design and improvement • Change impact monitoring and evaluation
6.	Governance leadership	<ul style="list-style-type: none"> • Policy formulation • Risk and compliance management • Cooperative governance
7.	Moral competence	<ul style="list-style-type: none"> • Core Competency
8.	Planning and organising	<ul style="list-style-type: none"> • Core Competency
9.	Analysis and innovation	<ul style="list-style-type: none"> • Core Competency
10.	Knowledge and information management	<ul style="list-style-type: none"> • Core Competency
11.	Communication	<ul style="list-style-type: none"> • Core Competency
12.	Results and quality focus	<ul style="list-style-type: none"> • Core Competency

6. PERFORMANCE ASSESSMENT

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out –
- 6.1.1 The standards and procedures for evaluating the Employee's performance; and
- 6.1.2 The intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force;

.....
 Municipal Manager
Ms Geraldine Mettler

.....
 Executive Mayor:
Cllr Adv Gesie Van Deventer



- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames;
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;
- 6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week prior to the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;
- 6.6 Assessment of the achievement of results as outlined in the performance plan:
 - 6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met and with due regard to ad-hoc tasks that had to be performed under the KPI;
 - 6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs which will then be multiplied by the weighting to calculate the final score;
 - 6.6.3 The Employee will submit his self-evaluation to the Employer prior to the formal assessment;
 - 6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and
 - 6.6.5 An overall score will be calculated based on the total of the scores calculated above.
- 6.7 Assessment of the Competencies:
 - 6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);
 - 6.7.2 A rating shall be provided for each Competency which will then be multiplied by the weighting to calculate the final score; and
 - 6.7.3 An overall score will be calculated based on the total of the scores calculated above.
- 6.8 Overall rating
 - 6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and


.....
Municipal Manager
Ms Geraldine Mettler


.....
Executive Mayor:
Cllr Adv Gesie Van Deventer



6.8.2 Such overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

Table 3: Performance rating scale

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses


 Municipal Manager
Ms Geraldine Mettler


 Executive Mayor:
Cllr Adv Gesle Van Deventer



Level	Achievement Levels	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

- 6.10.1 Executive Mayor;
- 6.10.2 Mayor from another municipality;
- 6.10.3 Chairperson of the Performance Audit Committee or in his / her absence thereof, the Chairperson of the Audit Committee; and
- 6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).
- 6.10.5 A Member of a ward committee as nominated by the Executive Mayor.

6.11 The Executive Mayor will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Executive Mayor will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

Table 5: Schedule for performance reviews

Quarter	Review Period	Review to be completed by
1	July - September	October / November 2022 (Informal)
2	October – December	January / February 2023 (Formal)
3	January – March	April / May 2023 (Informal)
4	April - June	After the receipt of the AG's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;


.....
Municipal Manager
Ms Geraldine Mettler


.....
Executive Mayor:
Clr Adv Gesie Van Deventer



- 7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and
- 7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and / or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

- 8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and / or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

- 9.1 The Employer shall-
- 9.1.1 Create an enabling environment to facilitate effective performance by the employee;
 - 9.1.2 Provide access to skills development and capacity-building opportunities;
 - 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;
 - 9.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and
 - 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-
- 10.1.1 A direct effect on the performance of any of the Employee's functions;
 - 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 10.1.3 A substantial financial effect on the Employer.


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Municipal Manager
Ms Geraldine Mettler


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Executive Mayor:
Cllr Adv Gesie Van Deventer



10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action with delay.

11. REWARD

11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;

11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;

11.3 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he was employed and he will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and

11.5 The Employer will submit the total score of the annual assessment and of the Employee, to the full Council for purposes of recommending the bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOMES

12.1 Where the Employer is, any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;

12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;

12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and


Municipal Manager
Ms Geraldine Mettler


Executive Mayor:
Cllr Adv Gesie Van Deventer



- 12.4 In the case of unacceptable performance, the Employer shall –
- 12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and
 - 12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as a reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

- 13.1 In the event that the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;
- 13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and
- 13.3 In the event that the mediation process contemplated above fails, the relevant clause of the Contract of Employment together with the relevant laws and regulations shall apply.

14. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

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Municipal Manager
Ms Geraldine Mettler

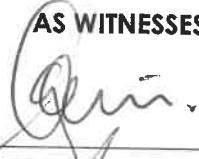
.....
Executive Mayor:
Clr Adv Gesie Van Deventer




Thus, done and signed at Stellenbosch on the 22 day of June 2022


MUNICIPAL MANAGER

AS WITNESSES:

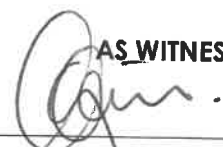
1. 


2. 

Thus, done and signed at Stellenbosch on the 22 day of June 2022


EXECUTIVE MAYOR

AS WITNESSES:

1. 

2. 


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Municipal Manager
Ms Geraldine Mettler


.....
Executive Mayor:
Cllr Adv Gesie Van Deventer



STELLENBOSCH


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Annexure A Performance Plan

MUNICIPAL MANAGER


.....
Municipal Manager
Ms Geraldine Mettler


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Executive Mayor:
Cllr Adv Gesie Van Deventer



The Performance Plan sets out:

- a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- b) The Competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, the performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% (**eighty per cent**) of the total employee assessment score.

Part 1: Implementation of Service Delivery and Budget Implementation Plan (80%)

MUNICIPAL MANAGER													
IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good governance and Compliance	Effective Management and Functional Supervision of the Director: Corporate Services	Percentage of indicators of the Director: Corporate Services achieved, measured quarterly	Outcome	73,23%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good governance and Compliance	Effective Management and Functional Supervision of the Chief Financial Officer (CFO)	Percentage of indicators of the CFO achieved, measured quarterly	Outcome	93,83%	80% per annum	80%	SM	80%	80%	80%	80%	5


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IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good governance and Compliance	Effective Management and Functional Supervision of the Director: Planning and Economic Development	Percentage of indicators of the Director: Planning and Economic Development achieved, measured quarterly	Outcome	70,91%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good governance and Compliance	Effective Management and Functional Supervision of the Director: Infrastructure Services	Percentage of indicators of the Director: Infrastructure Services achieved, measured quarterly	Outcome	42,62%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good governance and Compliance	Effective Management and Functional Supervision of the Director: Community and Protection Services	Percentage of indicators of the Director: Community and Protection Services achieved, measured quarterly	Outcome	76,02%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good governance and Compliance	Effective Management and Functional Supervision of the Chief Audit Executive	Percentage of indicators of the Chief Audit Executive achieved, measured quarterly	Outcome	92,50%	80% per annum	80%	SM	80%	80%	80%	80%	4
TBC	SFA 5: Good governance and Compliance	Effective Management and Functional Supervision of the Manager: IDP/PMS/PP	Percentage of indicators of the Manager: IDP/PMS/PP achieved, measured quarterly	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	4
TBC	SFA 5: Good governance and Compliance	Effective Management and Functional Supervision of the Manager: Communication	Percentage of indicators of the Manager: Communication achieved, measured quarterly	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	4



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IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good governance and Compliance	Effective Management and Functional Supervision of the Chief Risk Officer	Percentage of indicators of the Chief Risk Officer achieved, measured quarterly	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	4
KPI044	SFA 5: Good governance and Compliance	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	Outcome	50%	50% per annum	50%	SM	N/A	N/A	N/A	50%	3
KPI048	SFA 5: Good governance and Compliance	Submission of the revised Risk-Based Audit Plan (RBAP) to the Audit and Performance Committee (APAC)	Number of revised RBAPs submitted to the APAC by 30 June	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	2
KPI049	SFA 5: Good governance and Compliance	Submission of the Auditor General of South Africa (AGSA) Audit Action Plan (AAP) to the APAC	Number of AGSA Audit Action Plans submitted to the APAC by 28 February	Output	0	1 per annum	1	SM	N/A	N/A	1	N/A	2
KPI050	SFA 5: Good governance and Compliance	Submission of the revised Strategic Risk Register (SRR) to the Risk Management Committee	Number of revised SRRs submitted to the Risk Management Committee by 30 June	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	2
KPI053	SFA 5: Good governance and Compliance	Submission of the draft Integrated Development Plan (IDP) to the Council	Number of draft IDPs submitted to the Council by 31 March	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	4
KPI054	SFA 5: Good governance and Compliance	Submission of the IDP / Budget / SDF time schedule (process plan) to the Council	Number of IDP / Budget / SDF time schedules (process plan) submitted to the Council by 31 August	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	2



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IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
KPI059	SFA 5: Good governance and Compliance	Submission of the revised Communication Policy to the MayCo	Number of revised Communication Policies submitted to the MayCo by 30 June	Output	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	3
TBC	SFA 5: Good governance and Compliance	Performance agreements signed with all identified personnel	Number of performance agreements signed by 31 August	Output	7	5 per annum	5	SM	5	N/A	N/A	N/A	2
TBC	SFA 5: Good governance and Compliance	Performance plans signed with all identified personnel	Number of performance plans signed with all identified personnel by 31 August	Output	4	4 per annum	4	SM	4	N/A	N/A	N/A	2
TBC	SFA 5: Good governance and Compliance	Conduct formal performance evaluations with all identified personnel	Number of formal performance evaluations conducted with all identified personnel by 28 February	Output	14	18 per annum	18	SM	N/A	N/A	18	N/A	2
TBC	SFA 5: Good governance and Compliance	Facilitation of Strategic Management meetings	Number of Strategic Management meetings facilitated per month	Output	34	20 per annum	20	SM	5 (5)	5 (10)	5 (15)	5 (20)	2
TBC	SFA 5: Good governance and Compliance	Implementation of Directors Forum resolutions	Percentage of Directors Forum Resolutions implemented, measured quarterly	Output	90%	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good governance and Compliance	Spend the Office of the Municipal Manager's approved Capital Budget	Percentage of approved Capital Budget of the Office of the Municipal Manager actually spent by 30 June	Input	86,15%	90% per annum	90%	SM	10%	30%	60%	90%	3
TBC	SFA 5: Good governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	Output	4	1 per annum	1	SM	1	N/A	N/A	N/A	2



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IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated by 31 May	Output	2	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	2
TBC	SFA 5: Good governance and Compliance	Implementation of Council resolutions	Percentage of Council resolutions implemented, measured quarterly	Output	85%	70% per annum	70%	SM	70%	70%	70%	70%	2
TBC	SFA 5: Good governance and Compliance	Implementation of the Directorate's actions as per the AGSA Audit Action Plan	Percentage of the Directorate's actions as per the AGSA Audit Action Plan implemented by 30 June	Output	100%	100% per annum	100%	SM	N/A	N/A	50%	- 100%	2
												Total	80



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Part 2: Competency Requirements (20%)

Ref	Leading and Core Competencies	(January) 1 st Assessment	(July) Final Assessment	Weights	Comments
2.1	Strategic direction and leadership			1.66%	
2.2	People management			1.66%	
2.3	Programme and project management			1.66%	
2.4	Financial management			1.66%	
2.5	Change leadership			1.67%	
2.6	Governance leadership			1.67%	
2.7	Moral competence			1.67%	
2.8	Planning and organising			1.67%	
2.9	Analysis and innovation			1.67%	
2.10	Knowledge and information management			1.67%	
2.11	Communication			1.67%	
2.12	Results and quality focus			1.67%	
Total				20%	



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Annexure B

Competency Framework

MUNICIPAL MANAGER

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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Strategic Direction and Leadership			
COMPETENCY DEFINITION :	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Understand institutional and departmental strategic objectives, but lacks the ability to inspire others to achieve set mandate. Describe how specific tasks link to institutional strategies but has limited influence in directing a strategy. Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole. 	<ul style="list-style-type: none"> Give direction to a team in realising the institution's strategic mandate and set objectives. Has a positive impact and influence on the morale, engagement and participation of team members. Develop action plans to execute and guide strategy. 	<ul style="list-style-type: none"> Evaluate all activities to determine value and alignment to strategic intent. Display in-depth knowledge and understanding of strategic planning. Align strategy and goals across all functional areas. 	<ul style="list-style-type: none"> Structure and position the institution to local government priorities. Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework. Hold self-accountable for strategy execution and results. 	
<ul style="list-style-type: none"> Demonstrate basic understanding of key decision making. 	<ul style="list-style-type: none"> Assist in defining performance measures to monitor the progress and effectiveness of the institution. Displays an awareness of institutional structures and political factors. Effectively communicate barriers to execution to relevant parties. Provide guidance to all stakeholders in the achievement of the strategic mandate. Understand the aim and objectives of the institution and relate it to own work. 	<ul style="list-style-type: none"> Actively define performance measures to monitor the progress and effectiveness of the institution. Consistently challenge strategic plans to ensure relevance. Understand institutional structures and political factors, and the consequences of actions. Empower others to follow the strategic direction and deal with complex situations. Guide the institution through complex and ambiguous concern. Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances. 	<ul style="list-style-type: none"> Provide impact and influence through building and maintaining strategic relationships. Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions. Integrate various systems into a collective whole to optimise institutional performance management. Uses understanding of competing interests to maneuver successfully to a win / win outcome. 	



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CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		People Management			
COMPETENCY DEFINITION :		Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Participate in team goalsetting and problem solving. 	<ul style="list-style-type: none"> Seek opportunities to increase team contribution and responsibility. 	<ul style="list-style-type: none"> Identify ineffective team and work processes and recommend remedial interventions. 	<ul style="list-style-type: none"> Develop and incorporate best practice people management processes, approaches and tools across the institution. 		
<ul style="list-style-type: none"> Interact and collaborate with people of diverse backgrounds. 	<ul style="list-style-type: none"> Respect and support the diverse nature of others and be aware of the benefits of a diverse approach. 	<ul style="list-style-type: none"> Recognise and reward effective and desired behavior. 	<ul style="list-style-type: none"> Foster a culture of discipline, responsibility and accountability. 		
	<ul style="list-style-type: none"> Effectively delegate tasks and empower others to increase contribution and execute functions optimally. 	<ul style="list-style-type: none"> Provide mentoring and guidance to others in order to increase personal effectiveness. 	<ul style="list-style-type: none"> Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution. 		
<ul style="list-style-type: none"> Aware of guidelines for employee development, but requires support in implementing development initiatives. 	<ul style="list-style-type: none"> Apply relevant employee legislation fairly and consistently. 	<ul style="list-style-type: none"> Identify development and learning needs within the team. 	<ul style="list-style-type: none"> Develop comprehensive integrated strategies and approaches to human capital development and management. 		
	<ul style="list-style-type: none"> Effectively identify capacity requirements to fulfill the strategic mandate. 	<ul style="list-style-type: none"> Inspire a culture of performance excellence by giving positive and constructive feedback to the team. Achieve agreement or consensus in adversarial environments. Lead and unite diverse teams across divisions to achieve institutional objectives. 	<ul style="list-style-type: none"> Actively identify trends and predict capacity requirements to facilitate unified transition and performance management. 		


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CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Programme and Project Management			
COMPETENCY DEFINITION :		Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Initiate projects after approval from higher authorities. Understand procedures of program and project management methodology, implications and stakeholder involvement. Understand the rationale of projects in relation to the institution's strategic objectives. Document and communicate factors and risk associated with own work. Use results and approaches of successful project implementation as guide. 	<ul style="list-style-type: none"> Establish broad stakeholder involvement and communicate the project status and key milestones. Define the roles and responsibilities of the project team and create clarity around expectations. Find a balance between project deadline and the quality of deliverables. Identify appropriate project resources to facilitate the effective completion of the deliverables. Comply with statutory requirements and apply policies in a consistent manner. Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation. 	<ul style="list-style-type: none"> Manage multiple programs and balance priorities and conflicts according to institutional goals. Apply effective risk management strategies through impact assessment and resource requirements. Modify project scope and budget when required without compromising the quality and objectives of the project. Involve top-level authorities and relevant stakeholders in seeking project buy-in. Identify and apply contemporary project management methodology Influence and motivate project team to deliver exceptional results. Monitor policy implementation and apply procedures to manage risks. 	<ul style="list-style-type: none"> Understand and conceptualise the long-term implications of desired project outcomes. Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives. Influence people in positions of authority to implement outcomes of projects Lead and direct translation of policy into workable action plans Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed. 		



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CLUSTER :		LEADING COMPETENCIES	
COMPETENCY NAME :		Change Leadership	
COMPETENCY DEFINITION :		Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.	
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> Display an awareness of change interventions and the benefits of transformation initiatives. 	<ul style="list-style-type: none"> Perform an analysis of the change impact on the social, political and economic environment. 	<ul style="list-style-type: none"> Actively monitor change impact and results and convey progress to relevant stakeholders. 	<ul style="list-style-type: none"> Sponsor change agents and create a network of change leaders who support the interventions.
<ul style="list-style-type: none"> Able to identify basic needs for change. 	<ul style="list-style-type: none"> Maintain calm and focus during change. 	<ul style="list-style-type: none"> Secure buy-in and sponsorship for change initiatives. 	<ul style="list-style-type: none"> Actively adapt current structures and processes to incorporate the change interventions.
<ul style="list-style-type: none"> Identify gaps between the current and desired state. 	<ul style="list-style-type: none"> Able to assist team members during change and keep them focused on the deliverables. 	<ul style="list-style-type: none"> Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness. 	<ul style="list-style-type: none"> Mentor and guide team members on the effects of change, resistance factors and how to integrate change.
<ul style="list-style-type: none"> Identify potential risk and challenges to transformation, including resistance to change factors. 	<ul style="list-style-type: none"> Volunteer to lead change efforts outside of own work team. 	<ul style="list-style-type: none"> Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change. 	<ul style="list-style-type: none"> Motivate and inspire others around change initiatives.
<ul style="list-style-type: none"> Participate in change programs and piloting change interventions. 	<ul style="list-style-type: none"> Able to gain buy-in and approval for change from relevant stakeholders. Identify change readiness levels and assist in resolving resistance to change factors. 	<ul style="list-style-type: none"> Take the lead in impactful change programmes. Benchmark change interventions against best change practices. 	
<ul style="list-style-type: none"> Understand the impact of change interventions on the institution within the broader scope of local government. 	<ul style="list-style-type: none"> Design change interventions that are aligned with the institution's strategic objectives and goals. 	<ul style="list-style-type: none"> Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation. Take calculated risk and seek new ideas from best practice scenarios and identify the potential for implementation. 	



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CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Financial Management			
COMPETENCY DEFINITION :		Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Understand basic financial concepts and methods as they relate to institutional processes and activities 	<ul style="list-style-type: none"> Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelate 	<ul style="list-style-type: none"> Take active ownership of planning, budgeting and forecasting processes and provides credible answers to queries within own responsibility. 	<ul style="list-style-type: none"> Develop planning tools to assist in evaluating and monitoring future expenditure trends. 		
<ul style="list-style-type: none"> Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems 	<ul style="list-style-type: none"> Assess, identify and manage financial risks. 	<ul style="list-style-type: none"> Prepare budgets that are aligned to the strategic objectives of the institution. 	<ul style="list-style-type: none"> Set budget frameworks for the institution. 		
<ul style="list-style-type: none"> Understand the importance of financial accountability 	<ul style="list-style-type: none"> Assume a cost-saving approach to financial management. 	<ul style="list-style-type: none"> Address complex budgeting and financial management concerns. 	<ul style="list-style-type: none"> Set strategic direction for the institution on expenditure and other financial processes. 		
	<ul style="list-style-type: none"> Prepare financial reports based on specified formats. 	<ul style="list-style-type: none"> Put systems and processes in place to enhance the quality and integrity of financial management practices. 	<ul style="list-style-type: none"> Build and nurture partnerships to improve financial management and achieve financial savings. 		
	<ul style="list-style-type: none"> Consider and understand the financial implications of decisions and suggestions. 	<ul style="list-style-type: none"> Advise on policies and procedures regarding asset control. 	<ul style="list-style-type: none"> Actively identify and implement new methods to improve asset control. 		
<ul style="list-style-type: none"> Understand the importance of asset control. 	<ul style="list-style-type: none"> Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated. Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget. 	<ul style="list-style-type: none"> Promote National Treasury's regulatory framework for Financial Management. 	<ul style="list-style-type: none"> Display professionalism in dealing with financial data and processes. 		


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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Governance Leadership			
COMPETENCY DEFINITION:	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements. Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders. 	<ul style="list-style-type: none"> Display a thorough understanding of governance and risk and compliance factors and implement plans to address these. Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution. 	<ul style="list-style-type: none"> Able to link risk initiatives into key institutional objectives and drivers. Identify, analyse and measure risk, create valid risk forecasts and map risk profiles. Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives. Demonstrate a thorough understanding of risk retention plans. Identify and implement comprehensive risk management systems and processes. Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement. 	<ul style="list-style-type: none"> Demonstrate a high level of commitment in complying with governance requirements. Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework. Able to advise local government on risk management, best practice interventions and compliance management. Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government. Able to shape, direct and drive the formulation of policies on a macro level. 	
<ul style="list-style-type: none"> Provide input into policy formulation. 	<ul style="list-style-type: none"> Actively drive policy formulation within the institution to ensure the achievement of objectives. 			


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CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Moral Competence			
COMPETENCY DEFINITION :	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Realise the impact of acting with integrity, but requires guidance and development in implementing principles. Follow basic rules and regulations of the institution. 	<ul style="list-style-type: none"> Conduct self in alignment with the values of local government and the institution. Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver. Actively report fraudulent activity and corruption with local government. Understand and honor the confidential nature of matters without seeking personal gain. 	<ul style="list-style-type: none"> Identify, develop and apply measures of self-correction. Able to gain trust and respect through aligning actions with commitments. Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders. Present values, beliefs and ideas that are congruent with the institution's rules and regulations. Takes an active stance against corruption and dishonesty when noted. Actively promote the value of the institution to internal and external stakeholders. Able to work in unity with a team and not seek personal gain. Apply universal moral principles consistently to achieve moral decisions. 	<ul style="list-style-type: none"> Create an environment conducive of moral practices. Actively develop and implement measures to combat fraud and corruption. Set integrity standards and shared accountability measures across the institution to support the objectives of local government. Take responsibility for own actions and decisions, even if the consequences are unfavorable. 	
<ul style="list-style-type: none"> Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent. 	<ul style="list-style-type: none"> Able to deal with situations of conflict of interest promptly and in the best interest of local government. 			



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CLUSTER :		CORE COMPETENCIES			
COMPETENCY NAME :		Planning and Organising			
COMPETENCY DEFINITION :		Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> • Able to follow basic plans and organise tasks around set objectives. 	<ul style="list-style-type: none"> • Actively and appropriately organise information and resources required for a task. 	<ul style="list-style-type: none"> • Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation. 	<ul style="list-style-type: none"> • Focus on broad strategies and initiatives when developing plans and actions. 		
<ul style="list-style-type: none"> • Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans. 	<ul style="list-style-type: none"> • Recognise the urgency and importance of tasks. 	<ul style="list-style-type: none"> • Identify in advance required stages and actions to complete tasks. 	<ul style="list-style-type: none"> • Able to protect and forecast short, medium and long term requirements of the institution and local government. 		
<ul style="list-style-type: none"> • Able to follow existing plans and ensure that objectives are met. 	<ul style="list-style-type: none"> • Balance short and long-term plans and goals and incorporate into the team's performance objectives. 	<ul style="list-style-type: none"> • Schedule realistic timelines, objectives and milestones for tasks and projects. 			
<ul style="list-style-type: none"> • Focus on short-term objectives in developing plans and actions 	<ul style="list-style-type: none"> • Schedule tasks to ensure they are performed within budget and with efficient use of time and resources. 	<ul style="list-style-type: none"> • Produce clear, detailed and comprehensive plans to achieve institutional objectives. 			
<ul style="list-style-type: none"> • Arrange information and resources required for a task, but require further structure and organisation. 	<ul style="list-style-type: none"> • Measures progress and monitor performance results. 	<ul style="list-style-type: none"> • Identify possible risk factors and design and implement appropriate contingency plans. • Adapt plans in light of changing circumstances. • Prioritise tasks and projects according to their relevant urgency and importance. 	<ul style="list-style-type: none"> • Translate policy into relevant projects to facilitate the achievement of institutional objectives. 		


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CLUSTER :		CORE COMPETENCIES			
COMPETENCY NAME :		Analysis and Innovation			
COMPETENCY DEFINITION :		Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Understand the basic operation of analysis, but lack detail and thoroughness. 	<ul style="list-style-type: none"> Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations. 	<ul style="list-style-type: none"> Coaches team members on analytical and innovative approaches and techniques. 	<ul style="list-style-type: none"> Demonstrate complex analytical and problem solving approaches and techniques. 		
<ul style="list-style-type: none"> Able to balance independent analysis with requesting assistance from others. 	<ul style="list-style-type: none"> Demonstrate objectivity, insight and thoroughness when analysing problems. 	<ul style="list-style-type: none"> Engage with appropriate individuals in analysing and resolving complex problems. 	<ul style="list-style-type: none"> Create an environment conducive to analytical and fact-based problem solving. 		
<ul style="list-style-type: none"> Recommend new ways to perform tasks within own function. 	<ul style="list-style-type: none"> Able to break down complex problems into manageable parts and identify solutions. 	<ul style="list-style-type: none"> Identify solutions on various areas in the institution. 	<ul style="list-style-type: none"> Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence. 		
<ul style="list-style-type: none"> Propose simple remedial interventions that marginally challenges the status quo. 	<ul style="list-style-type: none"> Consult internal and external stakeholders on opportunities to improve processes and service delivery. 	<ul style="list-style-type: none"> Formulate and implement new ideas throughout the institution. 	<ul style="list-style-type: none"> Create an environment that fosters innovative thinking and follows a learning organisation approach. 		
<ul style="list-style-type: none"> Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking. 	<ul style="list-style-type: none"> Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders. 	<ul style="list-style-type: none"> Able to gain approval and buy-in for proposed interventions from relevant stakeholders. 	<ul style="list-style-type: none"> Be a thought leader on innovative customer service delivery and process optimisation. 		
	<ul style="list-style-type: none"> Continuously identify opportunities to enhance internal processes. 	<ul style="list-style-type: none"> Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention. 	<ul style="list-style-type: none"> Identify trends and best practices in process and service delivery and propose institutional application. 	<ul style="list-style-type: none"> Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences. 	


 Municipal Manager
Ms Geraldine Mettler


 Executive Mayor:
Cllr Adv Gesie Van Deventer



CLUSTER :	CORE COMPETENCIES		
COMPETENCY NAME :	Knowledge and Information Management		
COMPETENCY DEFINITION :	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Collect, categorise and track relevant information required for specific tasks and projects. • Analyse and interpret information to draw conclusions. • Seek new sources of information to increase the knowledge base. • Regularly share information and knowledge with internal stakeholders and team members. 	<ul style="list-style-type: none"> • Use appropriate information systems and technology to manage institutional knowledge and information sharing. • Evaluate data from various sources and use information effectively to influence decisions and provide solutions. • Actively create mechanisms and structures for sharing information. • Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency. 	<ul style="list-style-type: none"> • Effectively predict future information and knowledge management requirements and systems. • Develop standards and processes to meet future knowledge management needs. • Share and promote best-practice knowledge management across various institutions. • Establish accurate measures and monitoring systems for knowledge and information management. • Create a culture conducive of learning and knowledge sharing. • Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches. 	<ul style="list-style-type: none"> • Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information. • Establish partnerships across local government to facilitate knowledge management. • Demonstrate a mature approach. • Recognise and exploit knowledge points in interactions with internal and external stakeholders.



 Municipal Manager
Ms Geraldine Mettler



 Executive Mayor:
Cllr Adv Gesie Van Deventer



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Communication			
COMPETENCY DEFINITION :	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> • Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools. • Express ideas in a clear and focused manner, but does not always take the audience into consideration. 	<ul style="list-style-type: none"> • Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating. • Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs. • Adapt communication content and style to suit the audience and facilitate optimal information transfer. • Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders. • Compile clear, focused, concise and well-structured written documents. 	<ul style="list-style-type: none"> • Effectively communicate high-risk and sensitive matters to relevant stakeholders. • Develop a well-defined communication strategy. • Balance political perspectives with institutional needs when communicating viewpoints on complex issues. • Able to effectively direct negotiations around complex. • Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution. • Able to communicate with the media with high levels of moral competence and discipline. 	<ul style="list-style-type: none"> • Regarded as a specialist in negotiations and representing the institution. • Able to inspire and motivate others through positive communication that is impactful and relevant. • Creates an environment conducive to transparent and productive communication and critical appreciate conversations. • Able to coordinate negotiations at different levels within local government and externally. 	
<ul style="list-style-type: none"> • Disseminate and convey information and knowledge adequately. 				


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Municipal Manager
Ms Geraldine Mettler


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CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Results and Quality Focus			
COMPETENCY DEFINITION :	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Understand quality of work but requires guidance in attending to important matters. Show a basic commitment to achieving the correct results. Produce the minimum level of results required in the role. Produce outcomes that is of a good standard. Focus on the quantity of output but requires development in incorporating the quality of work. Produce quality work in general circumstances, but fails to meet expectation when under pressure. 	<ul style="list-style-type: none"> Focus on high-priority actions and does not become distracted by lower-priority activities. Display firm commitment and pride in achieving the correct results. Set quality standards and design processes and tasks around achieving set standards. Produce output of high quality. Able to balance the quantity and quality of results in order to achieve objectives. Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed. 	<ul style="list-style-type: none"> Consistently verify own standards and outcomes to ensure quality output. Focus on the end result and avoids being distracted Demonstrate a determined and committed approach to achieving results and quality standards. Follow task and projects through to completion. Set challenging goals and objectives to self and team and display commitment to achieving expectations. Maintain a focus on quality outputs when placed under pressure. Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution. 	<ul style="list-style-type: none"> Coach and guide others to exceed quality standards and results. Develop challenging, client-focused goals and sets high standards for personal performance. Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required. Work with team to set ambitious and challenging team goals, communicating long- and short term expectations. Take appropriate risks to accomplish goals. Overcome setbacks and adjust action plans to realise goals. Focus people on critical activities that yield a high impact. 	


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Ms Geraldine Mettler


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Executive Mayor:
Cllr Adv Gesie Van Deventer



STELLENBOSCH
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Annexure C

Personal Development Plan

MUNICIPAL MANAGER


Municipal Manager
Ms Geraldine Mettler

Executive Mayor:
Cllr Adv Gesie Van Deventer



Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
1.						
2.						
3.						

Signed and accepted by the Employee

Date:  20/06/2022.

Signed by the Executive Mayor on behalf of the Municipality

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Date: 20/06/2022.

Annexure 2

Kevin Carolus – Chief Financial Officer



STELLENBOSCH

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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Performance Agreement 2022 – 2023

Chief Financial Officer

for KE



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY HEREBY REPRESENTED BY:

THE MUNICIPAL MANAGER
Ms Geraldine Mettler
(herein and after referred as Employer)

AND

CHIEF FINANCIAL OFFICER
Mr Kevin Carolus
(herein and after referred as Employee)

FOR THE FINANCIAL YEAR:

01 JULY 2022 – 30 JUNE 2023


.....
Chief Financial Officer
Mr Kevin Carolus


.....
Municipal Manager:
Ms Geraldine Mettler



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Chief Financial Officer
Mr Kevin Carolus


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Ms Geraldine Meitler



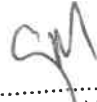
1. INTRODUCTION

- 1.1 The Employer, duly represented by **Ms Geraldine Mettler**, in her capacity as the Municipal Manager has entered into a contract of employment with the Employee, **Mr Kevin Carolus**, in terms of section 57(1)(a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;
- 1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;
- 1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;
- 1.5 In this Agreement, the followings terms will have the meaning ascribed thereto:
- 1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;
- 1.5.2 "the **Municipal Manager**" – means the Municipal Manager of the Municipality appointed in terms of Section 54(A) of the Systems Act;
- 1.5.3 "the Employee" means the **Chief Financial Officer** appointed in terms of Section 56 of the Systems Act;
- 1.5.4 "the Employer" means **Stellenbosch Municipality**; and
- 1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

- 2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;
- 2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;
- 2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 To monitor and measure performance against set targeted outputs and outcomes;
- 2.5 To establish a transparent and accountable working relationship;


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Chief Financial Officer
Mr Kevin Carolus


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Municipal Manager:
Ms Geraldine Mettler



- 2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and
- 2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on **01 July 2022** and will remain in force until **30 June 2023** where-after a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;
- 3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31st of July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out –
- 4.1.1 The performance objectives and targets that must be met by the Employee;
 - 4.1.2 The time frames within which those performance objectives and targets must be met; and
 - 4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
- 4.2.1 Key objectives that describe the main tasks that need to be done;
 - 4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;
 - 4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and


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- 4.2.4 Weightings showing the relative importance of the key objectives to each other.
- 4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopted for the employees of the Employer;
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers to perform to the standards required;
- 5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;
- 5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;
- 5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas
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


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Mr Kevin Carolus


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Ms Geraldine Mettler



5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

Table 2: Leading and Core Competencies

Leading and Core Competencies		
1.	Strategic direction and leadership	<ul style="list-style-type: none"> • Impact and influence • Institutional performance management • Strategic planning and management • Organisational awareness
2.	People management	<ul style="list-style-type: none"> • Human capital planning and development • Diversity management • Employee relations management • Negotiation and dispute management
3.	Programme and project management	<ul style="list-style-type: none"> • Programme and project planning and implementation • Service delivery management • Programme and project monitoring and evaluation
4.	Financial management	<ul style="list-style-type: none"> • Budget planning and execution • Financial strategy and delivery • Financial reporting and delivery
5.	Change leadership	<ul style="list-style-type: none"> • Change vision and strategy • Process design and improvement • Change impact monitoring and evaluation
6.	Governance leadership	<ul style="list-style-type: none"> • Policy formulation • Risk and compliance management • Cooperative governance
7.	Moral competence	<ul style="list-style-type: none"> • Core Competency
8.	Planning and organising	<ul style="list-style-type: none"> • Core Competency
9.	Analysis and innovation	<ul style="list-style-type: none"> • Core Competency
10.	Knowledge and information management	<ul style="list-style-type: none"> • Core Competency
11.	Communication	<ul style="list-style-type: none"> • Core Competency
12.	Results and quality focus	<ul style="list-style-type: none"> • Core Competency

6. PERFORMANCE ASSESSMENT

6.1 The Performance Plan (Annexure A) to this Agreement sets out –

6.1.1 The standards and procedures for evaluating the Employee's performance; and

6.1.2 The intervals for the evaluation of the Employee's performance.

6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force;


 Chief Financial Officer
 Mr Kevin Carolus


 Municipal Manager:
 Ms Geraldine Mettler



- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames;
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;
- 6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week prior to the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;
- 6.6 Assessment of the achievement of results as outlined in the performance plan:
- 6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met and with due regard to ad-hoc tasks that had to be performed under the KPI;
- 6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs which will then be multiplied by the weighting to calculate the final score;
- 6.6.3 The Employee will submit his self-evaluation to the Employer prior to the formal assessment;
- 6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and
- 6.6.5 An overall score will be calculated based on the total of the scores calculated above.
- 6.7 Assessment of the Competencies:
- 6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);
- 6.7.2 A rating shall be provided for each Competency which will then be multiplied by the weighting to calculate the final score; and
- 6.7.3 An overall score will be calculated based on the total of the scores calculated above.
- 6.8 Overall rating
- 6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and


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Mr Kevin Carolus


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6.8.2 Such an overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

Table 3: Performance rating scale

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses


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 Mr Kevin Carolus


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 Ms Geraldine Mettler



Level	Achievement Levels	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

6.10.1 Municipal Manager;

6.10.2 Municipal Manager from another municipality;

6.10.3 Chairperson of the Performance Audit Committee or in his / her absence thereof, the Chairperson of the Audit Committee; and

6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).

6.11 The Municipal Manager will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Municipal Manager will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

Table 5: Schedule for performance reviews

Quarter	Review Period	Review to be completed by
1	July - September	October / November 2022 (Informal)
2	October – December	January / February 2023 (Formal)
3	January – March	April / May 2023 (Informal)
4	April - June	After the receipt of the AG's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;

7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and


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Ms Geraldine Mettler



7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and / or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and / or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall-

9.1.1 Create an enabling environment to facilitate effective performance by the employee;

9.1.2 Provide access to skills development and capacity-building opportunities;

9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;

9.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and

9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-

10.1.1 A direct effect on the performance of any of the Employee's functions;

10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and

10.1.3 A substantial financial effect on the Employer.

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action with delay.


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Chief Financial Officer
Mr Kevin Carolus


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Municipal Manager:
Ms Geraldine Mettler



11. REWARD

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;
- 11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;
- 11.3 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

- 11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he was employed and he will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and
- 11.5 The Employer will submit the total score of the annual assessment and of the Employee, to the full Council for purposes of recommending the bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 Where the Employer is, any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;
- 12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;
- 12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and
- 12.4 In the case of unacceptable performance, the Employer shall –
 - 12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and



 Chief Financial Officer
Mr Kevin Carolus



 Municipal Manager:
Ms Geraldine Mettler



- 12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as a reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

- 13.1 In the event that the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;
- 13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and
- 13.3 In the event that the mediation process contemplated above fails, the relevant clause of the Contract of Employment together with the relevant laws and regulations shall apply.

14. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.


.....
Chief Financial Officer
Mr Kevin Carolus


.....
Municipal Manager:
Ms Geraldine Mettler



Thus, done and signed at STELLENBOSCH on the 22 day of JUNE 2022



CHIEF FINANCIAL OFFICER

AS WITNESSES:

1. 

2. 

Thus, done and signed at Stellenbosch on the 22 day of June 2022



MUNICIPAL MANAGER

AS WITNESSES:

1. 

2. 


.....
Chief Financial Officer
Mr Kevin Carolus


.....
Municipal Manager:
Ms Geraldine Mettler



MEMBER OF MAYORAL COMMITTEE
(Portfolio: Financial Services)
Cllr P Johnson


.....
Chief Financial Officer
Mr Kevin Carolus


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Municipal Manager:
Ms Geraldine Mettler



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Annexure A Performance Plan

CHIEF FINANCIAL OFFICER


.....
Chief Financial Officer
Mr Kevin Carolus


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Municipal Manager:
Ms Geraldine Mettler



The Performance Plan sets out:

- a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- b) The Competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, the performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% (**eighty per cent**) of the total employee assessment score.

Part 1: Implementation of Service Delivery and Budget Implementation Plan (80%)

CHIEF FINANCIAL OFFICER													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good governance and Compliance	Effective Management and Functional Supervision of the Department: Financial Management Services	Percentage of indicators of the Department: Financial Management Services achieved, measured quarterly	Outcome	90%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good governance and Compliance	Effective Management and Functional Supervision of the Department: Revenue and Expenditure	Percentage of indicators of the Department: Revenue and Expenditure achieved, measured quarterly	Outcome	90%	80% per annum	80%	SM	80%	80%	80%	80%	5


.....
Chief Financial Officer
Mr Kevin Carolus


.....
Municipal Manager:
Ms Geraldine Mettler



CHIEF FINANCIAL OFFICER													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good governance and Compliance	Effective Management and Functional Supervision of the Department: Supply Chain Management (SCM)	Percentage of indicators of the Department: Supply Chain Management (SCM) achieved, measured quarterly	Outcome	90%	80% per annum	80%	SM	80%	80%	80%	80%	5
KPI032	SFA 4 - Dignified Living	Registered indigent formal households with access to free basic water (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic water, measured quarterly	Outcome	100%	100% per annum	100%	SM	100%	100%	100%	100%	3
KPI033	SFA 4 - Dignified Living	Registered indigent formal households with access to free basic electricity provided by the municipality (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic electricity provided by the municipality, measured quarterly	Output	71%	65% per annum	65%	SM	65%	65%	65%	65%	3
KPI034	SFA 4 - Dignified Living	Registered indigent formal households with access to free basic refuse removal (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic refuse removal, measured quarterly	Output	100%	100% per annum	100%	SM	100%	100%	100%	100%	3
KPI035	SFA 4 - Dignified Living	Registered indigent formal households with access to free basic sanitation (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic sanitation, measured quarterly	Output	100%	100% per annum	100%	SM	100%	100%	100%	100%	3
KPI036	SFA 4 - Dignified Living	Formal households with access to water (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to water, measured quarterly	Output	26 588	26 000 per annum	26 000	SM	26 000	26 000	26 000	26 000	3
KPI037	SFA 4 - Dignified Living	Formal households with access to electricity (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to electricity, measured quarterly	Output	26 588	26 000 per annum	26 000	SM	26 000	26 000	26 000	26 000	3


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CHIEF FINANCIAL OFFICER													
IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
KPI038	SFA 4 - Dignified Living	Formal households with access to refuse removal (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to refuse removal, measured quarterly	Output	26 588	26 000 per annum	26 000	SM	26 000	26 000	26 000	26 000	3
KPI039	SFA 4 - Dignified Living	Formal households with access to sanitation (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to sanitation, measured quarterly	Output	26 588	26 000 per annum	26 000	SM	26 000	26 000	26 000	26 000	3
KPI040	SFA 5: Good governance and Compliance	Actual expenditure on the approved Capital Budget for the municipality by 30 June (NKPI - MSA, Reg. S10(c))	Percentage of the approved Capital Budget for the municipality actually spent by 30 June	Input	86.54%	90% per annum	90%	SM	10%	30%	60%	90%	3
KPI042	SFA 5: Good governance and Compliance	Financial viability measured in terms of the available cash to cover fixed operating expenditure (NKPI Proxy - MSA, Reg. S10(g)(iii))	Cost coverage as at 30 June annually [(Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation)	Input	2.08	4 per annum	4 (months)	SM	N/A	N/A	N/A	4 (months)	1
KPI043	SFA 5: Good governance and Compliance	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	Outcome	96%	96% per annum	96%	SM	N/A	N/A	N/A	96%	1
KPI046	SFA 5: Good governance and Compliance	Financial viability measured in terms of the municipality's ability to meet its service debt obligations (NKPI Proxy - MSA, Reg. S10(g)(i))	Debt coverage ratio ((Total operating revenue - operating grants received) / (Debt service payments due within the year)) measured by 30 June	Outcome	29.06%	15% per annum	15%	SM	N/A	N/A	N/A	15%	1


 Chief Financial Officer
Mr Kevin Carolus


 Municipal Manager:
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CHIEF FINANCIAL OFFICER													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
KPI047	SFA 5: Good governance and Compliance	Financial viability measured in terms of the outstanding service debtors (NKPI Proxy - MSA, Reg. S10(g)(ii))	Service debtors to revenue ratio – (Total outstanding service debtors / revenue received for services) measured by 30 June	Outcome	8.86%	27% per annum	27%	SM	N/A	N/A	N/A	27%	1
TBC	SFA 5: Good governance and Compliance	Implementation of the Mayoral Outcomes in the Integrated Development Plan (IDP) for the 2022/23 financial year	Percentage of Mayoral Outcomes in the IDP for the 2022/23 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	3
TBC	SFA 5: Good governance and Compliance	Implementation of the Portfolio: Financial Services Outcomes in the Integrated Development Plan (IDP) for the 2022/23 financial year	Percentage of Portfolio: Financial Services Outcomes in the IDP for the 2022/23 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good governance and Compliance	Implementation of the Municipal Manager's Outcomes in the Integrated Development Plan (IDP) for the 2022/23 financial year	Percentage of Municipal Manager's Outcomes in the IDP for the 2022/23 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good governance and Compliance	Spend the Directorate: Financial Services approved Capital Budget	Percentage of the approved Capital Budget of the Directorate: Financial Services actually spent by 30 June	Input	60%	90% per annum	90%	SM	10%	30%	60%	90%	10
TBC	SFA 5: Good governance and Compliance	Submission of the final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2023/24)	Percentage of the final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2023 and 100% by 30 June 2023. For the 2023/24 financial year)	Output	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	5


Chief Financial Officer
Mr Kevin Carolus


Municipal Manager:
Ms Geraldine Mettler



CHIEF FINANCIAL OFFICER													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good governance and Compliance	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to SCM 10 days before the start of the quarter	Output	4	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1
TBC	SFA 5: Good governance and Compliance	Performance agreements signed with all identified personnel	Number of performance agreements signed by 31 August	Output	3	3 per annum	3	SM	3	N/A	N/A	N/A	1
TBC	SFA 5: Good governance and Compliance	Conduct formal performance evaluations with all identified personnel	Number of formal performance evaluations conducted with all identified personnel by 28 February	Output	6	6 per annum	6	SM	N/A	N/A	6	N/A	1
TBC	SFA 5: Good governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	1
TBC	SFA 5: Good governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated by 31 May	Output	2	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	1
TBC	SFA 5: Good governance and Compliance	Implementation of Council resolutions	Percentage of Council resolutions implemented, measured quarterly	Output	77.50%	70% per annum	70%	SM	70%	70%	70%	70%	1
TBC	SFA 5: Good governance and Compliance	Implementation of the adopted Revenue Enhancement Strategy	Number of actions implemented as identified in the Revenue Enhancement Strategy by 30 June	Output	New KPI	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	2


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Chief Financial Officer
Mr Kevin Carolus


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Municipal Manager:
Ms Geraldine Mettler



CHIEF FINANCIAL OFFICER													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good governance and Compliance	Resolve formal financial complaints received	Percentage of formal financial complaints resolved within 10 working days after the date of receipt	Outcome	91.25%	90% per annum	90%	SM	90%	90%	90%	90%	2
TBC	SFA 5: Good governance and Compliance	Implementation of agreed actions as per the AGSA Audit Action Plan	Percentage of agreed actions as per the AGSA Audit Action Plan implemented by 30 June	Outcome	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	2
									Total				80



 Chief Financial Officer
Mr Kevin Carolus



 Municipal Manager:
Ms Geraldine Mettler



Part 2: Competency Requirements (20%)

Ref	Leading and Core Competencies	(January) 1 st Assessment	(July) Final Assessment	Weights	Comments
2.1	Strategic direction and leadership			1.66%	
2.2	People management			1.66%	
2.3	Programme and project management			1.66%	
2.4	Financial management			1.66%	
2.5	Change leadership			1.67%	
2.6	Governance leadership			1.67%	
2.7	Moral competence			1.67%	
2.8	Planning and organising			1.67%	
2.9	Analysis and innovation			1.67%	
2.10	Knowledge and information management			1.67%	
2.11	Communication			1.67%	
2.12	Results and quality focus			1.67%	
Total				20%	


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Chief Financial Officer
Mr Kevin Carolus


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Municipal Manager:
Ms Geraldine Mettler



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Annexure B Competency Framework

CHIEF FINANCIAL OFFICER

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Strategic Direction and Leadership			
COMPETENCY DEFINITION :		Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Understand Institutional and departmental strategic objectives, but lacks the ability to inspire others to achieve set mandate. Describe how specific tasks link to institutional strategies but has limited influence in directing a strategy. Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole. 	<ul style="list-style-type: none"> Give direction to a team in realising the institution's strategic mandate and set objectives. Has a positive impact and influence on the morale, engagement and participation of team members. Develop action plans to execute and guide strategy. 	<ul style="list-style-type: none"> Evaluate all activities to determine value and alignment to strategic intent. Display in-depth knowledge and understanding of strategic planning. Align strategy and goals across all functional areas. 	<ul style="list-style-type: none"> Structure and position the institution to local government priorities. Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework. Hold self-accountable for strategy execution and results. 		
<ul style="list-style-type: none"> Demonstrate basic understanding of key decision making. 	<ul style="list-style-type: none"> Assist in defining performance measures to monitor the progress and effectiveness of the institution. Displays an awareness of institutional structures and political factors. Effectively communicate barriers to execution to relevant parties. Provide guidance to all stakeholders in the achievement of the strategic mandate. Understand the aim and objectives of the institution and relate it to own work. 	<ul style="list-style-type: none"> Actively define performance measures to monitor the progress and effectiveness of the institution. Consistently challenge strategic plans to ensure relevance. Understand institutional structures and political factors, and the consequences of actions. Empower others to follow the strategic direction and deal with complex situations. Guide the institution through complex and ambiguous concern. Use understanding of power relationships and dynamic tensions among key players 	<ul style="list-style-type: none"> Provide impact and influence through building and maintaining strategic relationships. Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions. Integrate various systems into a collective whole to optimise institutional performance management. Uses understanding of competing interests to maneuver successfully to a win/win outcome. 		



 Chief Financial Officer
Mr Kevin Carolus



 Municipal Manager:
Ms Geraldine Meffler



CLUSTER :	LEADING COMPETENCIES		
COMPETENCY NAME :	Strategic Direction and Leadership		
COMPETENCY DEFINITION :	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
		to frame communications and develop strategies, positions and alliances.	

KC


Municipal Manager:
Ms Geraldine Mettler



CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		People Management			
COMPETENCY DEFINITION :		Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Participate in team goalsetting and problem solving. 	<ul style="list-style-type: none"> Seek opportunities to increase team contribution and responsibility. 	<ul style="list-style-type: none"> Identify ineffective team and work processes and recommend remedial interventions. 	<ul style="list-style-type: none"> Develop and incorporate best practice people management processes, approaches and tools across the institution. 		
<ul style="list-style-type: none"> Interact and collaborate with people of diverse backgrounds. 	<ul style="list-style-type: none"> Respect and support the diverse nature of others and be aware of the benefits of a diverse approach. 	<ul style="list-style-type: none"> Recognise and reward effective and desired behavior. 	<ul style="list-style-type: none"> Foster a culture of discipline, responsibility and accountability. 		
	<ul style="list-style-type: none"> Effectively delegate tasks and empower others to increase contribution and execute functions optimally. 	<ul style="list-style-type: none"> Provide mentoring and guidance to others in order to increase personal effectiveness. 	<ul style="list-style-type: none"> Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution. 		
<ul style="list-style-type: none"> Aware of guidelines for employee development, but requires support in implementing development initiatives. 	<ul style="list-style-type: none"> Apply relevant employee legislation fairly and consistently. 	<ul style="list-style-type: none"> Identify development and learning needs within the team. 	<ul style="list-style-type: none"> Develop comprehensive integrated strategies and approaches to human capital development and management. 		
	<ul style="list-style-type: none"> Effectively identify capacity requirements to fulfill the strategic mandate. 	<ul style="list-style-type: none"> Inspire a culture of performance excellence by giving positive and constructive feedback to the team. Achieve agreement or consensus in adversarial environments. Lead and unite diverse teams across divisions to achieve institutional objectives. 	<ul style="list-style-type: none"> Actively identify trends and predict capacity requirements to facilitate unified transition and performance management. 		


Chief Financial Officer
Mr Kevin Carolus


Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Programme and Project Management			
COMPETENCY DEFINITION :	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Initiate projects after approval from higher authorities. 	<ul style="list-style-type: none"> Establish broad stakeholder involvement and communicate the project status and key milestones. 	<ul style="list-style-type: none"> Manage multiple programs and balance priorities and conflicts according to institutional goals. 	<ul style="list-style-type: none"> Understand and conceptualize the long-term implications of desired project outcomes. 	
<ul style="list-style-type: none"> Understand procedures of program and project management methodology, implications and stakeholder involvement. 	<ul style="list-style-type: none"> Define the roles and responsibilities of the project team and create clarity around expectations. 	<ul style="list-style-type: none"> Apply effective risk management strategies through impact assessment and resource requirements. 	<ul style="list-style-type: none"> Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realize institutional objectives. 	
<ul style="list-style-type: none"> Understand the rationale of projects in relation to the institution's strategic objectives. 	<ul style="list-style-type: none"> Find a balance between project deadline and the quality of deliverables. 	<ul style="list-style-type: none"> Modify project scope and budget when required without compromising the quality and objectives of the project. 	<ul style="list-style-type: none"> Influence people in positions of authority to implement outcomes of projects 	
<ul style="list-style-type: none"> Document and communicate factors and risk associated with own work. 	<ul style="list-style-type: none"> Identify appropriate project resources to facilitate the effective completion of the deliverables. 	<ul style="list-style-type: none"> Involve top-level authorities and relevant stakeholders in seeking project buy-in. 	<ul style="list-style-type: none"> Lead and direct translation of policy into workable action plans 	
<ul style="list-style-type: none"> Use results and approaches of successful project implementation as guide. 	<ul style="list-style-type: none"> Comply with statutory requirements and apply policies in a consistent manner. Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation. 	<ul style="list-style-type: none"> Identify and apply contemporary project management methodology Influence and motivate project team to deliver exceptional results. Monitor policy implementation and apply procedures to manage risks. 	<ul style="list-style-type: none"> Ensures that programs are monitored to track progress and optimal resource utilization, and that adjustments are made as needed. 	



 Chief Financial Officer
Mr Kevin Carolus



 Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Change Leadership			
COMPETENCY DEFINITION :	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Display an awareness of change interventions and the benefits of transformation initiatives. Able to identify basic needs for change. Identify gaps between the current and desired state. Identify potential risk and challenges to transformation, including resistance to change factors. Participate in change programs and piloting change interventions. Understand the impact of change interventions on the institution within the broader scope of local government. 	<ul style="list-style-type: none"> Perform an analysis of the change impact on the social, political and economic environment. Maintain calm and focus during change. Able to assist team members during change and keep them focused on the deliverables. Volunteer to lead change efforts outside of own work team. Able to gain buy-in and approval for change from relevant stakeholders. Identify change readiness levels and assist in resolving resistance to change factors. Design change interventions that are aligned with the institution's strategic objectives and goals. 	<ul style="list-style-type: none"> Actively monitor change impact and results and convey progress to relevant stakeholders. Secure buy-in and sponsorship for change initiatives. Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness. Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change. Take the lead in impactful change programs. Benchmark change interventions against best change practices. Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation. Take calculated risk and seek new ideas from best practice scenarios and identify the potential for implementation. 	<ul style="list-style-type: none"> Sponsor change agents and create a network of change leaders who support the interventions. Actively adapt current structures and processes to incorporate the change interventions. Mentor and guide team members on the effects of change, resistance factors and how to integrate change. Motivate and inspire others around change initiatives. 	


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Chief Financial Officer
Mr Kevin Carolus


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Municipal Manager:
Ms Geraldine Mettler



CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Financial Management			
COMPETENCY DEFINITION :		Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognized financial practices. Further to ensure that all financial transactions are managed in an ethical manner			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Understand basic financial concepts and methods as they relate to institutional processes and activities Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems Understand the importance of financial accountability 	<ul style="list-style-type: none"> Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelate Assess, identify and manage financial risks. Assume a cost-saving approach to financial management. Prepare financial reports based on specified formats. Consider and understand the financial implications of decisions and suggestions. Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated. Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget. 	<ul style="list-style-type: none"> Take active ownership of planning, budgeting and forecasting processes and provides credible answers to queries within own responsibility. Prepare budgets that are aligned to the strategic objectives of the institution. Address complex budgeting and financial management concerns. Put systems and processes in place to enhance the quality and integrity of financial management practices. Advise on policies and procedures regarding asset control. Promote National Treasury's regulatory framework for Financial Management. 	<ul style="list-style-type: none"> Develop planning tools to assist in evaluating and monitoring future expenditure trends. Set budget frameworks for the institution. Set strategic direction for the institution on expenditure and other financial processes. Build and nurture partnerships to improve financial management and achieve financial savings. Actively identify and implement new methods to improve asset control. Display professionalism in dealing with financial data and processes. 		
<ul style="list-style-type: none"> Understand the importance of asset control. 					



 Chief Financial Officer
Mr Kevin Carolus




 Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Governance Leadership			
COMPETENCY DEFINITION:	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualization of relevant policies and enhance cooperative governance relationships.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements. Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders. 	<ul style="list-style-type: none"> Display a thorough understanding of governance and risk and compliance factors and implement plans to address these. Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution. 	<ul style="list-style-type: none"> Able to link risk initiatives into key institutional objectives and drivers. Identify, analyse and measure risk, create valid risk forecasts and map risk profiles. Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives. Demonstrate a thorough understanding of risk retention plans. Identify and implement comprehensive risk management systems and processes. Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement. 	<ul style="list-style-type: none"> Demonstrate a high level of commitment in complying with governance requirements. Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework. Able to advise local government on risk management, best practice interventions and compliance management. Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government. Able to shape, direct and drive the formulation of policies on a macro level. 	
<ul style="list-style-type: none"> Provide input into policy formulation. 	<ul style="list-style-type: none"> Actively drive policy formulation within the institution to ensure the achievement of objectives. 			



 Chief Financial Officer
Mr Kevin Carolus



 Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Moral Competence			
COMPETENCY DEFINITION :	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Realise the impact of acting with integrity, but requires guidance and development in implementing principles. Follow basic rules and regulations of the institution. 	<ul style="list-style-type: none"> Conduct self in alignment with the values of local government and the institution. Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver. Actively report fraudulent activity and corruption with local government. Understand and honor the confidential nature of matters without seeking personal gain. 	<ul style="list-style-type: none"> Identify, develop and apply measures of self-correction. Able to gain trust and respect through aligning actions with commitments. Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders. Present values, beliefs and ideas that are congruent with the institution's rules and regulations. Takes an active stance against corruption and dishonesty when noted. Actively promote the value of the institution to internal and external stakeholders. Able to work in unity with a team and not seek personal gain. Apply universal moral principles consistently to achieve moral decisions. 	<ul style="list-style-type: none"> Create an environment conducive of moral practices. Actively develop and implement measures to combat fraud and corruption. Set integrity standards and shared accountability measures across the institution to support the objectives of local government. Take responsibility for own actions and decisions, even if the consequences are unfavorable. 	
<ul style="list-style-type: none"> Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent. 	<ul style="list-style-type: none"> Able to deal with situations of conflict of interest promptly and in the best interest of local government. 			



 Chief Financial Officer
Mr Kevin Carolus



 Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES		
COMPETENCY NAME :	Planning and Organising		
COMPETENCY DEFINITION :	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Able to follow basic plans and organise tasks around set objectives. 	<ul style="list-style-type: none"> • Actively and appropriately organise information and resources required for a task. 	<ul style="list-style-type: none"> • Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation. 	<ul style="list-style-type: none"> • Focus on broad strategies and initiatives when developing plans and actions.
<ul style="list-style-type: none"> • Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans. 	<ul style="list-style-type: none"> • Recognise the urgency and importance of tasks. 	<ul style="list-style-type: none"> • Identify in advance required stages and actions to complete tasks. 	<ul style="list-style-type: none"> • Able to protect and forecast short, medium and long term requirements of the institution and local government.
<ul style="list-style-type: none"> • Able to follow existing plans and ensure that objectives are met. 	<ul style="list-style-type: none"> • Balance short and long-term plans and goals and incorporate into the team's performance objectives. 	<ul style="list-style-type: none"> • Schedule realistic timelines, objectives and milestones for tasks and projects. 	
<ul style="list-style-type: none"> • Focus on short-term objectives in developing plans and actions 	<ul style="list-style-type: none"> • Schedule tasks to ensure they are performed within budget and with efficient use of time and resources. 	<ul style="list-style-type: none"> • Produce clear, detailed and comprehensive plans to achieve institutional objectives. 	
<ul style="list-style-type: none"> • Arrange information and resources required for a task, but require further structure and organisation. 	<ul style="list-style-type: none"> • Measures progress and monitor performance results. 	<ul style="list-style-type: none"> • Identify possible risk factors and design and implement appropriate contingency plans. • Adapt plans in light of changing circumstances. • Prioritise tasks and projects according to their relevant urgency and importance. 	<ul style="list-style-type: none"> • Translate policy into relevant projects to facilitate the achievement of institutional objectives.



 Chief Financial Officer
Mr Kevin Carolus



 Municipal Manager:
Ms Geraldine Mettler



CLUSTER :		CORE COMPETENCIES			
COMPETENCY NAME :		Analysis and Innovation			
COMPETENCY DEFINITION :		Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Understand the basic operation of analysis, but lack detail and thoroughness. 	<ul style="list-style-type: none"> Demonstrate logical problem-solving techniques and approaches and provide rationale for recommendations. 	<ul style="list-style-type: none"> Coaches team members on analytical and innovative approaches and techniques. 	<ul style="list-style-type: none"> Demonstrate complex analytical and problem-solving approaches and techniques. 		
<ul style="list-style-type: none"> Able to balance independent analysis with requesting assistance from others. 	<ul style="list-style-type: none"> Demonstrate objectivity, insight and thoroughness when analysing problems. 	<ul style="list-style-type: none"> Engage with appropriate individuals in analysing and resolving complex problems. 	<ul style="list-style-type: none"> Create an environment conducive to analytical and fact-based problem-solving. 		
<ul style="list-style-type: none"> Recommend new ways to perform tasks within own function. 	<ul style="list-style-type: none"> Able to break down complex problems into manageable parts and identify solutions. 	<ul style="list-style-type: none"> Identify solutions on various areas in the institution. 	<ul style="list-style-type: none"> Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence. 		
<ul style="list-style-type: none"> Propose simple remedial interventions that marginally challenges the status quo. 	<ul style="list-style-type: none"> Consult internal and external stakeholders on opportunities to improve processes and service delivery. 	<ul style="list-style-type: none"> Formulate and implement new ideas throughout the institution. 	<ul style="list-style-type: none"> Create an environment that fosters innovative thinking and follows a learning organisation approach. 		
<ul style="list-style-type: none"> Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking. 	<ul style="list-style-type: none"> Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders. 	<ul style="list-style-type: none"> Able to gain approval and buy-in for proposed interventions from relevant stakeholders. 	<ul style="list-style-type: none"> Be a thought leader on innovative customer service delivery and process optimisation. 		
	<ul style="list-style-type: none"> Continuously identify opportunities to enhance internal processes. 	<ul style="list-style-type: none"> Identify trends and best practices in process and service delivery and propose institutional application. 	<ul style="list-style-type: none"> Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences. 		
	<ul style="list-style-type: none"> Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention. 	<ul style="list-style-type: none"> Continuously engage in research to identify client needs. 			



 Chief Financial Officer
Mr Kevin Carolus



 Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Knowledge and Information Management			
COMPETENCY DEFINITION :	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Collect, categorise and track relevant information required for specific tasks and projects. Analyse and interpret information to draw conclusions. Seek new sources of information to increase the knowledge base. Regularly share information and knowledge with internal stakeholders and team members. 	<ul style="list-style-type: none"> Use appropriate information systems and technology to manage institutional knowledge and information sharing. Evaluate data from various sources and use information effectively to influence decisions and provide solutions. Actively create mechanisms and structures for sharing information. Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency. 	<ul style="list-style-type: none"> Effectively predict future information and knowledge management requirements and systems. Develop standards and processes to meet future knowledge management needs. Share and promote best-practice knowledge management across various institutions. Establish accurate measures and monitoring systems for knowledge and information management. Create a culture conducive of learning and knowledge sharing. Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches. 	<ul style="list-style-type: none"> Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information. Establish partnerships across local government to facilitate knowledge management. Demonstrate a mature approach. Recognise and exploit knowledge points in interactions with internal and external stakeholders. 	



 Chief Financial Officer
Mr Kevin Carolus



 Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Communication			
COMPETENCY DEFINITION :	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> • Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools. • Express ideas in a clear and focused manner, but does not always take the audience into consideration. 	<ul style="list-style-type: none"> • Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating. • Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs. • Adapt communication content and style to suit the audience and facilitate optimal information transfer. • Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders. • Compile clear, focused, concise and well-structured written documents. 	<ul style="list-style-type: none"> • Effectively communicate high-risk and sensitive matters to relevant stakeholders. • Develop a well-defined communication strategy. • Balance political perspectives with institutional needs when communicating viewpoints on complex issues. • Able to effectively direct negotiations around complex. • Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution. • Able to communicate with the media with high levels of moral competence and discipline. 	<ul style="list-style-type: none"> • Regarded as a specialist in negotiations and representing the institution. • Able to inspire and motivate others through positive communication that is impactful and relevant. • Creates an environment conducive to transparent and productive communication and critical appreciate conversations. • Able to coordinate negotiations at different levels within local government and externally. 	
<ul style="list-style-type: none"> • Disseminate and convey information and knowledge adequately. 				



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Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES		
COMPETENCY NAME :	Results and Quality Focus		
COMPETENCY DEFINITION :	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> Understand quality of work but requires guidance in attending to important matters. Show a basic commitment to achieving the correct results. Produce the minimum level of results required in the role. Produce outcomes that is of a good standard. Focus on the quantity of output but requires development in incorporating the quality of work. Produce quality work in general circumstances, but fails to meet expectation when under pressure. 	<ul style="list-style-type: none"> Focus on high-priority actions and does not become distracted by lower-priority activities. Display firm commitment and pride in achieving the correct results. Set quality standards and design processes and tasks around achieving set standards. Produce output of high quality. Able to balance the quantity and quality of results in order to achieve objectives. Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed. 	<ul style="list-style-type: none"> Consistently verify own standards and outcomes to ensure quality output. Focus on the end result and avoids being distracted Demonstrate a determined and committed approach to achieving results and quality standards. Follow task and projects through to completion. Set challenging goals and objectives to self and team and display commitment to achieving expectations. Maintain a focus on quality outputs when placed under pressure. Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution. 	<ul style="list-style-type: none"> Coach and guide others to exceed quality standards and results. Develop challenging, client-focused goals and sets high standards for personal performance. Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required. Work with team to set ambitious and challenging team goals, communicating long- and short-term expectations. Take appropriate risks to accomplish goals. Overcome setbacks and adjust action plans to realise goals. Focus people on critical activities that yield a high impact.


.....
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Mr Kevin Carolus


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Municipal Manager:
Ms Geraldine Mettler



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Annexure C:

Personal Development Plan

CHIEF FINANCIAL OFFICER

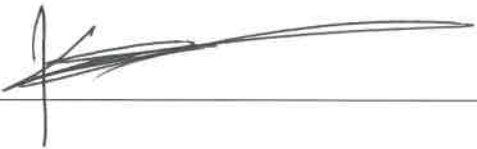

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Ms Geraldine Mettler




Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
1.						
2.						
3.						

Signed and accepted by the Employee



Date: 22/06/2022.

Signed by the Municipal Manager on behalf of the Municipality



Date: 22/06/2022.

Annexure 3

Annalene de Beer- Director: Corporate Services



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Performance Agreement
2022 – 2023

Director: Corporate Services

A handwritten signature in black ink, appearing to be 'G'.

A handwritten signature in black ink, enclosed within a hand-drawn circle.



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY HEREBY REPRESENTED BY:

THE MUNICIPAL MANAGER
Ms Geraldine Mettler
(herein and after referred as Employer)

AND

DIRECTOR: CORPORATE SERVICES
Ms Annalene de Beer
(herein and after referred as Employee)

FOR THE FINANCIAL YEAR:

01 JULY 2022 – 30 JUNE 2023

.....
Director: Corporate Services
Ms Annalene de Beer

.....
Municipal Manager:
Ms Geraldine Mettler



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Ms Annalene de Beer


 Municipal Manager:
Ms Geraldine Mettler



1. INTRODUCTION

- 1.1 The Employer, duly represented by **Ms Geraldine Mettler**, in her capacity as the Municipal Manager has entered into a contract of employment with the Employee, **Ms Annalene de Beer**, in terms of section 57(1)(a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;
- 1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;
- 1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;
- 1.5 In this Agreement, the followings terms will have the meaning ascribed thereto:
- 1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;
- 1.5.2 "the **Municipal Manager**" – means the Municipal Manager of the Municipality appointed in terms of Section 54(A) of the Systems Act;
- 1.5.3 "the Employee" means the **Director: Corporate Services** appointed in terms of Section 56 of the Systems Act;
- 1.5.4 "the Employer" means **Stellenbosch Municipality**; and
- 1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

- 2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;
- 2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;
- 2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 To monitor and measure performance against set targeted outputs and outcomes;
- 2.5 To establish a transparent and accountable working relationship;

.....
Director: Corporate Services
Ms Annalene de Beer

.....
Municipal Manager:
Ms Geraldine Mettler



- 2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and
- 2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on **01 July 2022** and will remain in force until **30 June 2023** where-after a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;
- 3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31st of July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out –
- 4.1.1 The performance objectives and targets that must be met by the Employee;
- 4.1.2 The time frames within which those performance objectives and targets must be met; and
- 4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
- 4.2.1 Key objectives that describe the main tasks that need to be done;
- 4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;
- 4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and

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- 4.2.4 Weightings showing the relative importance of the key objectives to each other.
- 4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopted for the employees of the Employer;
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers to perform to the standards required;
- 5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;
- 5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;
- 5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas

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

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5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

Table 2: Leading and Core Competencies

Leading and Core Competencies		
1.	Strategic direction and leadership	<ul style="list-style-type: none"> • Impact and influence • Institutional performance management • Strategic planning and management • Organisational awareness
2.	People management	<ul style="list-style-type: none"> • Human capital planning and development • Diversity management • Employee relations management • Negotiation and dispute management
3.	Programme and project management	<ul style="list-style-type: none"> • Programme and project planning and implementation • Service delivery management • Programme and project monitoring and evaluation
4.	Financial management	<ul style="list-style-type: none"> • Budget planning and execution • Financial strategy and delivery • Financial reporting and delivery
5.	Change leadership	<ul style="list-style-type: none"> • Change vision and strategy • Process design and improvement • Change impact monitoring and evaluation
6.	Governance leadership	<ul style="list-style-type: none"> • Policy formulation • Risk and compliance management • Cooperative governance
7.	Moral competence	<ul style="list-style-type: none"> • Core Competency
8.	Planning and organising	<ul style="list-style-type: none"> • Core Competency
9.	Analysis and innovation	<ul style="list-style-type: none"> • Core Competency
10.	Knowledge and information management	<ul style="list-style-type: none"> • Core Competency
11.	Communication	<ul style="list-style-type: none"> • Core Competency
12.	Results and quality focus	<ul style="list-style-type: none"> • Core Competency

6. PERFORMANCE ASSESSMENT

6.1 The Performance Plan (Annexure A) to this Agreement sets out –

6.1.1 The standards and procedures for evaluating the Employee's performance; and

6.1.2 The intervals for the evaluation of the Employee's performance.

6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force;


.....
Director: Corporate Services
Ms Annalene de Beer


.....
Municipal Manager:
Ms Geraldine Mettler



- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames;
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;
- 6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week prior to the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;
- 6.6 Assessment of the achievement of results as outlined in the performance plan:
- 6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met and with due regard to ad-hoc tasks that had to be performed under the KPI;
- 6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs which will then be multiplied by the weighting to calculate the final score;
- 6.6.3 The Employee will submit his self-evaluation to the Employer prior to the formal assessment;
- 6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and
- 6.6.5 An overall score will be calculated based on the total of the scores calculated above.
- 6.7 Assessment of the Competencies:
- 6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);
- 6.7.2 A rating shall be provided for each Competency which will then be multiplied by the weighting to calculate the final score; and
- 6.7.3 An overall score will be calculated based on the total of the scores calculated above.
- 6.8 Overall rating
- 6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and

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6.8.2 Such an overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

Table 3: Performance rating scale

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses

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Level	Achievement Levels	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

6.10.1 Municipal Manager;

6.10.2 Municipal Manager from another municipality;

6.10.3 Chairperson of the Performance Audit Committee or in his / her absence thereof, the Chairperson of the Audit Committee; and

6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).

6.11 The Municipal Manager will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Municipal Manager will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

Table 5: Schedule for performance reviews

Quarter	Review Period	Review to be completed by
1	July - September	October / November 2022 (Informal)
2	October – December	January / February 2023 (Formal)
3	January – March	April / May 2023 (Informal)
4	April - June	After the receipt of the AG's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;

7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and


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Ms Annalene de Beer


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Ms Geraldine Mettler



- 7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and / or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

- 8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and / or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

- 9.1 The Employer shall-

- 9.1.1 Create an enabling environment to facilitate effective performance by the employee;
- 9.1.2 Provide access to skills development and capacity-building opportunities;
- 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;
- 9.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and
- 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-
- 10.1.1 A direct effect on the performance of any of the Employee's functions;
- 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
- 10.1.3 A substantial financial effect on the Employer.
- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action with delay.


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Ms Annalene de Beer


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Municipal Manager:
Ms Geraldine Mettler

**11. REWARD**

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;
- 11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;
- 11.3 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

- 11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he was employed and he will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and
- 11.5 The Employer will submit the total score of the annual assessment and of the Employee, to the full Council for purposes of recommending the bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 Where the Employer is, any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;
- 12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;
- 12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and
- 12.4 In the case of unacceptable performance, the Employer shall –
- 12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and

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- 12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

- 13.1 In the event that the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;
- 13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and
- 13.3 In the event that the mediation process contemplated above fails, the relevant clause of the Contract of Employment together with the relevant laws and regulations shall apply.

14. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

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Municipal Manager:
Ms Geraldine Mettler



Thus, done and signed at Stellenbosch on the 22 day of June, 2022.

DIRECTOR: CORPORATE SERVICES

AS WITNESSES:

- 1.
- 2.

Thus, done and signed at Stellenbosch on the 22 day of June 2022

MUNICIPAL MANAGER

AS WITNESSES:

- 1.
- 2.

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Municipal Manager:
Ms Geraldine Mettler



MEMBER OF MAYORAL COMMITTEE
(Portfolio: Corporate Services)
Cllr L Nkamisa

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Director: Corporate Services
Ms Annalene de Beer

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Annexure A Performance Plan

DIRECTOR: CORPORATE SERVICES

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The Performance Plan sets out:

- a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- b) The Competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, the performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% (**eighty per cent**) of the total employee assessment score.

Part 1: Implementation of Service Delivery and Budget Implementation Plan (80%)

DIRECTOR: CORPORATE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Registry and Office Auxiliary Services	Percentage of indicators of the Section: Registry and Office Auxiliary Services achieved, measured quarterly	Outcome	92,86%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Secretariat / Committee Services	Percentage of indicators of the Section: Secretariat / Committee Services achieved, measured quarterly	Outcome	93%	80% per annum	80%	SM	80%	80%	80%	80%	5

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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Human Resources Management (HRM)	Percentage of indicators of the Department: Human Resources Management (HRM) achieved, measured quarterly	Outcome	100%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Information and Communications Technology (ICT)	Percentage of indicators of the Department: Information and Communications Technology (ICT) achieved, measured quarterly	Outcome	100%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Councilor's Support	Percentage of indicators of the Section: Councilor's Support achieved, measured quarterly	Outcome	92,31%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Properties Management and Municipal Building Maintenance	Percentage of indicators of the Section: Properties Management and Municipal Building Maintenance achieved, measured quarterly	Outcome	94,44%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Legal and Compliance Services	Percentage of indicators of the Section: Legal and Compliance Services achieved, measured quarterly	Outcome	91,66%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Municipal Court	Percentage of indicators of the Section: Municipal Court achieved, measured quarterly	Outcome	100%	80% per annum	80%	SM	80%	80%	80%	80%	5

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DIRECTOR: CORPORATE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
KPI045	SFA 5: Good Governance and Compliance	The percentage of the actual payroll budget spent on implementing the Municipal Workplace Skills Plan (NKPI Proxy- MSA, Reg. S10(f))	Percentage of the municipality's payroll budget actually spent on implementing its Workplace Skills Plan ((Total Actual Training Expenditure / Total Annual payroll Budget) x 100), measured by 30 June	Input	0,62%	0.20% per annum	0.20%	SM	N/A	N/A	N/A	0.20%	2
KPI051	SFA 5: Good Governance and Compliance	Submission of the revised Information and Communication Technology (ICT) Backup Disaster Recovery Plan to the ICT Steering Committee	Number of revised ICT Backup Disaster Recovery Plans submitted to the ICT Steering Committee by 31 March	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	2
KPI052	SFA 5: Good Governance and Compliance	Submission of the revised Strategic ICT Plan to the ICT Steering Committee	Number of revised Strategic ICT Plans submitted to the ICT Steering Committee by 31 March	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	2
KPI058	SFA 5: Good Governance and Compliance	Submission of an Integrated Property Maintenance Plan to the Municipal Manager	Number of Integrated Property Maintenance Plans submitted to the Municipal Manager by 30 June	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	2
TBC	SFA 5: Good governance and Compliance	Implementation of the Portfolio: Corporate Services Outcomes in the Integrated Development Plan (IDP) for the 2022/23 financial year	Percentage of Portfolio: Corporate Services Outcomes in the IDP for the 2022/23 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	4
TBC	SFA 5: Good Governance and Compliance	Spend the Directorate: Corporate Services approved Capital Budget	Percentage of approved Capital Budget of the Directorate: Corporate Services actually spent by 30 June	Input	91,72%	90% per annum	90%	SM	10%	30%	60%	90%	10

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DIRECTOR: CORPORATE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Submission of the final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2023/24)	Percentage of final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2023 and 100% by 30 June 2024 for the 2023/24 financial year)	Output	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	5
TBC	SFA 5: Good Governance and Compliance	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to the SCM Department within 10 days before the start of the quarter	Output	4	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	2
TBC	SFA 5: Good Governance and Compliance	Performance agreements signed with all identified personnel	Number of performance agreements signed by 31 August	Output	7	7 per annum	7	SM	7	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Conduct formal performance evaluations with all identified personnel	Number of formal performance evaluations conducted with all identified personnel by 28 February	Output	14	14 per annum	14	SM	N/A	N/A	14	N/A	1
TBC	SFA 5: Good Governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated quarterly	Output	4	4 per annum	4	SM	N/A	1 (1)	N/A	1 (2)	1
TBC	SFA 5: Good Governance and Compliance	Implementation of Council resolutions	Percentage of Council resolutions implemented, measured quarterly	Output	70%	70% per annum	70%	SM	70%	70%	70%	70%	2



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DIRECTOR: CORPORATE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Implementation of the ICT Strategy	Number of actions implemented as identified in the ICT Strategy by 30 June	Outcome	1	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	2
TBC	SFA 5: Good Governance and Compliance	Conduct a customer satisfaction survey (CSS)	Number of CSSs conducted by 31 March	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directorate's actions as per the AGSA Audit Action Plan	Percentage of the Directorate's actions as per the AGSA Audit Action Plan implemented by 30 June	Output	100%	100%	100%	SM	N/A	N/A	50%	100%	1
												Total	80

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Part 2: Competency Requirements (20%)

Ref	Leading and Core Competencies	(January) 1 st Assessment	(July) Final Assessment	Weights	Comments
2.1	Strategic direction and leadership			1.66%	
2.2	People management			1.66%	
2.3	Programme and project management			1.66%	
2.4	Financial management			1.66%	
2.5	Change leadership			1.67%	
2.6	Governance leadership			1.67%	
2.7	Moral competence			1.67%	
2.8	Planning and organising			1.67%	
2.9	Analysis and innovation			1.67%	
2.10	Knowledge and information management			1.67%	
2.11	Communication			1.67%	
2.12	Results and quality focus			1.67%	
Total				20%	


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Annexure B Competency Framework

DIRECTOR: CORPORATE SERVICES


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CLUSTER :		LEADING COMPETENCIES				
COMPETENCY NAME :		Strategic Direction and Leadership				
COMPETENCY DEFINITION :		Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.				
ACHIEVEMENT LEVELS						
BASIC	COMPETENT	ADVANCED	SUPERIOR			
<ul style="list-style-type: none"> Understand Institutional and departmental strategic objectives, but lacks the ability to inspire others to achieve set mandate. Describe how specific tasks link to institutional strategies but has limited influence in directing a strategy. Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole. 	<ul style="list-style-type: none"> Give direction to a team in realising the institution's strategic mandate and set objectives. Has a positive impact and influence on the morale, engagement and participation of team members. Develop action plans to execute and guide strategy. Assist in defining performance measures to monitor the progress and effectiveness of the institution. Displays an awareness of institutional structures and political factors. Effectively communicate barriers to execution to relevant parties. Provide guidance to all stakeholders in the achievement of the strategic mandate. Understand the aim and objectives of the institution and relate it to own work. 	<ul style="list-style-type: none"> Evaluate all activities to determine value and alignment to strategic intent. Display in-depth knowledge and understanding of strategic planning. Align strategy and goals across all functional areas. Actively define performance measures to monitor the progress and effectiveness of the institution. Consistently challenge strategic plans to ensure relevance. Understand institutional structures and political factors, and the consequences of actions. Empower others to follow the strategic direction and deal with complex situations. Guide the institution through complex and ambiguous concern. Use understanding of power relationships and dynamic tensions among key players 	<ul style="list-style-type: none"> Structure and position the institution to local government priorities. Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework. Hold self-accountable for strategy execution and results. Provide impact and influence through building and maintaining strategic relationships. Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions. Integrate various systems into a collective whole to optimise institutional performance management. Uses understanding of competing interests to maneuver successfully to a win/win outcome. 			
<ul style="list-style-type: none"> Demonstrate basic understanding of key decision making. 						


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CLUSTER :	LEADING COMPETENCIES		
COMPETENCY NAME :	Strategic Direction and Leadership		
COMPETENCY DEFINITION :	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
		to frame communications and develop strategies, positions and alliances.	


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CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		People Management			
COMPETENCY DEFINITION :		Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Participate in team goalsetting and problem solving. 	<ul style="list-style-type: none"> Seek opportunities to increase team contribution and responsibility. 	<ul style="list-style-type: none"> Identify ineffective team and work processes and recommend remedial interventions. 	<ul style="list-style-type: none"> Develop and incorporate best practice people management processes, approaches and tools across the institution. 		
<ul style="list-style-type: none"> Interact and collaborate with people of diverse backgrounds. 	<ul style="list-style-type: none"> Respect and support the diverse nature of others and be aware of the benefits of a diverse approach. 	<ul style="list-style-type: none"> Recognise and reward effective and desired behavior. 	<ul style="list-style-type: none"> Foster a culture of discipline, responsibility and accountability. 		
<ul style="list-style-type: none"> Aware of guidelines for employee development, but requires support in implementing development initiatives. 	<ul style="list-style-type: none"> Effectively delegate tasks and empower others to increase contribution and execute functions optimally. 	<ul style="list-style-type: none"> Provide mentoring and guidance to others in order to increase personal effectiveness. 	<ul style="list-style-type: none"> Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution. 		
	<ul style="list-style-type: none"> Apply relevant employee legislation fairly and consistently. 	<ul style="list-style-type: none"> Identify development and learning needs within the team. 	<ul style="list-style-type: none"> Develop comprehensive integrated strategies and approaches to human capital development and management. 		
	<ul style="list-style-type: none"> Effectively identify capacity requirements to fulfill the strategic mandate. 	<ul style="list-style-type: none"> Inspire a culture of performance excellence by giving positive and constructive feedback to the team. Achieve agreement or consensus in adversarial environments. Lead and unite diverse teams across divisions to achieve institutional objectives. 	<ul style="list-style-type: none"> Actively identify trends and predict capacity requirements to facilitate unified transition and performance management. 		

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CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Programme and Project Management			
COMPETENCY DEFINITION :		Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Initiate projects after approval from higher authorities. Understand procedures of program and project management methodology, implications and stakeholder involvement. Understand the rationale of projects in relation to the institution's strategic objectives. Document and communicate factors and risk associated with own work. 	<ul style="list-style-type: none"> Establish broad stakeholder involvement and communicate the project status and key milestones. Define the roles and responsibilities of the project team and create clarity around expectations. Find a balance between project deadline and the quality of deliverables. Identify appropriate project resources to facilitate the effective completion of the deliverables. 	<ul style="list-style-type: none"> Manage multiple programs and balance priorities and conflicts according to institutional goals. Apply effective risk management strategies through impact assessment and resource requirements. Modify project scope and budget when required without compromising the quality and objectives of the project. Involve top-level authorities and relevant stakeholders in seeking project buy-in. 	<ul style="list-style-type: none"> Understand and conceptualise the long-term implications of desired project outcomes. Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives. Influence people in positions of authority to implement outcomes of projects Lead and direct translation of policy into workable action plans 		
<ul style="list-style-type: none"> Use results and approaches of successful project implementation as guide. 	<ul style="list-style-type: none"> Comply with statutory requirements and apply policies in a consistent manner. Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation. 	<ul style="list-style-type: none"> Identify and apply contemporary project management methodology Influence and motivate project team to deliver exceptional results. Monitor policy implementation and apply procedures to manage risks. 	<ul style="list-style-type: none"> Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed. 		

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CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Change Leadership			
COMPETENCY DEFINITION :		Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Display an awareness of change interventions and the benefits of transformation initiatives. 	<ul style="list-style-type: none"> Perform an analysis of the change impact on the social, political and economic environment. 	<ul style="list-style-type: none"> Actively monitor change impact and results and convey progress to relevant stakeholders. 	<ul style="list-style-type: none"> Sponsor change agents and create a network of change leaders who support the interventions. 		
<ul style="list-style-type: none"> Able to identify basic needs for change. 	<ul style="list-style-type: none"> Maintain calm and focus during change. 	<ul style="list-style-type: none"> Secure buy-in and sponsorship for change initiatives. 	<ul style="list-style-type: none"> Actively adapt current structures and processes to incorporate the change interventions. 		
<ul style="list-style-type: none"> Identify gaps between the current and desired state. 	<ul style="list-style-type: none"> Able to assist team members during change and keep them focused on the deliverables. 	<ul style="list-style-type: none"> Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness. 	<ul style="list-style-type: none"> Mentor and guide team members on the effects of change, resistance factors and how to integrate change. 		
<ul style="list-style-type: none"> Identify potential risk and challenges to transformation, including resistance to change factors. 	<ul style="list-style-type: none"> Volunteer to lead change efforts outside of own work team. 	<ul style="list-style-type: none"> Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change. 			
<ul style="list-style-type: none"> Participate in change programs and piloting change interventions. 	<ul style="list-style-type: none"> Able to gain buy-in and approval for change from relevant stakeholders. Identify change readiness levels and assist in resolving resistance to change factors. 	<ul style="list-style-type: none"> Take the lead in impactful change programs. Benchmark change interventions against best change practices. 	<ul style="list-style-type: none"> Motivate and inspire others around change initiatives. 		
<ul style="list-style-type: none"> Understand the impact of change interventions on the institution within the broader scope of local government. 	<ul style="list-style-type: none"> Design change interventions that are aligned with the institution's strategic objectives and goals. 	<ul style="list-style-type: none"> Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation. Take calculated risk and seek new ideas from best practice scenarios and identify the potential for implementation. 			

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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Financial Management			
COMPETENCY DEFINITION :	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Understand basic financial concepts and methods as they relate to institutional processes and activities Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems Understand the importance of financial accountability Understand the importance of asset control. 	<ul style="list-style-type: none"> Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelate Assess, identify and manage financial risks. Assume a cost-saving approach to financial management. Prepare financial reports based on specified formats. Consider and understand the financial implications of decisions and suggestions. Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated. Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget. 	<ul style="list-style-type: none"> Take active ownership of planning, budgeting and forecasting processes and provides credible answers to queries within own responsibility. Prepare budgets that are aligned to the strategic objectives of the institution. Address complex budgeting and financial management concerns. Put systems and processes in place to enhance the quality and integrity of financial management practices. Advise on policies and procedures regarding asset control. Promote National Treasury's regulatory framework for Financial Management. 	<ul style="list-style-type: none"> Develop planning tools to assist in evaluating and monitoring future expenditure trends. Set budget frameworks for the institution. Set strategic direction for the institution on expenditure and other financial processes. Build and nurture partnerships to improve financial management and achieve financial savings. Actively identify and implement new methods to improve asset control. Display professionalism in dealing with financial data and processes. 	

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Ms Geraldine Mettler



CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Governance Leadership			
COMPETENCY DEFINITION:		Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements. Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders. 	<ul style="list-style-type: none"> Display a thorough understanding of governance and risk and compliance factors and implement plans to address these. Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution. 	<ul style="list-style-type: none"> Able to link risk initiatives into key institutional objectives and drivers. Identify, analyse and measure risk, create valid risk forecasts and map risk profiles. Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives. Demonstrate a thorough understanding of risk retention plans. Identify and implement comprehensive risk management systems and processes. Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement. 	<ul style="list-style-type: none"> Demonstrate a high level of commitment in complying with governance requirements. Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework. Able to advise local government on risk management, best practice interventions and compliance management. Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government. Able to shape, direct and drive the formulation of policies on a macro level. 		
<ul style="list-style-type: none"> Provide input into policy formulation. 	<ul style="list-style-type: none"> Actively drive policy formulation within the institution to ensure the achievement of objectives. 				

Director: Corporate Services
Ms Annalene de Beer

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Moral Competence			
COMPETENCY DEFINITION :	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Realise the impact of acting with integrity, but requires guidance and development in implementing principles. Follow basic rules and regulations of the institution. 	<ul style="list-style-type: none"> Conduct self in alignment with the values of local government and the institution. Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver. Actively report fraudulent activity and corruption with local government. Understand and honor the confidential nature of matters without seeking personal gain. Able to deal with situations of conflict of interest promptly and in the best interest of local government. 	<ul style="list-style-type: none"> Identify, develop and apply measures of self-correction. Able to gain trust and respect through aligning actions with commitments. Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders. Present values, beliefs and ideas that are congruent with the institution's rules and regulations. Takes an active stance against corruption and dishonesty when noted. Actively promote the value of the institution to internal and external stakeholders. Able to work in unity with a team and not seek personal gain. Apply universal moral principles consistently to achieve moral decisions. 	<ul style="list-style-type: none"> Create an environment conducive of moral practices. Actively develop and implement measures to combat fraud and corruption. Set integrity standards and shared accountability measures across the institution to support the objectives of local government. Take responsibility for own actions and decisions, even if the consequences are unfavorable. 	
<ul style="list-style-type: none"> Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent. 				

Director: Corporate Services
Ms Annalene de Beer

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES		
COMPETENCY NAME :	Planning and Organising		
COMPETENCY DEFINITION :	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Able to follow basic plans and organise tasks around set objectives. 	<ul style="list-style-type: none"> • Actively and appropriately organise information and resources required for a task. 	<ul style="list-style-type: none"> • Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation. 	<ul style="list-style-type: none"> • Focus on broad strategies and initiatives when developing plans and actions.
<ul style="list-style-type: none"> • Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans. 	<ul style="list-style-type: none"> • Recognise the urgency and importance of tasks. 	<ul style="list-style-type: none"> • Identify in advance required stages and actions to complete tasks. 	<ul style="list-style-type: none"> • Able to protect and forecast short, medium and long term requirements of the institution and local government.
<ul style="list-style-type: none"> • Able to follow existing plans and ensure that objectives are met. 	<ul style="list-style-type: none"> • Balance short and long-term plans and goals and incorporate into the team's performance objectives. 	<ul style="list-style-type: none"> • Schedule realistic timelines, objectives and milestones for tasks and projects. 	
<ul style="list-style-type: none"> • Focus on short-term objectives in developing plans and actions 	<ul style="list-style-type: none"> • Schedule tasks to ensure they are performed within budget and with efficient use of time and resources. 	<ul style="list-style-type: none"> • Produce clear, detailed and comprehensive plans to achieve institutional objectives. 	
<ul style="list-style-type: none"> • Arrange information and resources required for a task, but require further structure and organisation. 	<ul style="list-style-type: none"> • Measures progress and monitor performance results. 	<ul style="list-style-type: none"> • Identify possible risk factors and design and implement appropriate contingency plans. • Adapt plans in light of changing circumstances. • Prioritise tasks and projects according to their relevant urgency and importance. 	<ul style="list-style-type: none"> • Translate policy into relevant projects to facilitate the achievement of institutional objectives.

Director: Corporate Services
Ms Annalene de Beer

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES		
COMPETENCY NAME :	Analysis and Innovation		
COMPETENCY DEFINITION :	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Understand the basic operation of analysis, but lack detail and thoroughness. • Able to balance independent analysis with requesting assistance from others. • Recommend new ways to perform tasks within own function. • Propose simple remedial interventions that marginally challenges the status quo. • Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking. 	<ul style="list-style-type: none"> • Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations. • Demonstrate objectivity, insight and thoroughness when analysing problems. • Able to break down complex problems into manageable parts and identify solutions. • Consult internal and external stakeholders on opportunities to improve processes and service delivery. • Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders. • Continuously identify opportunities to enhance internal processes. • Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention. 	<ul style="list-style-type: none"> • Coaches team members on analytical and innovative approaches and techniques. • Engage with appropriate individuals in analysing and resolving complex problems. • Identify solutions on various areas in the institution. • Formulate and implement new ideas throughout the institution. • Able to gain approval and buy-in for proposed interventions from relevant stakeholders. • Identify trends and best practices in process and service delivery and propose institutional application. • Continuously engage in research to identify client needs. 	<ul style="list-style-type: none"> • Demonstrate complex analytical and problem solving approaches and techniques. • Create an environment conducive to analytical and fact-based problem solving. • Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence. • Create an environment that fosters innovative thinking and follows a learning organisation approach. • Be a thought leader on innovative customer service delivery and process optimisation. • Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences.

Director: Corporate Services
Ms Annalene de Beer

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Knowledge and Information Management			
COMPETENCY DEFINITION :	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Collect, categorise and track relevant information required for specific tasks and projects. Analyse and interpret information to draw conclusions. Seek new sources of information to increase the knowledge base. Regularly share information and knowledge with internal stakeholders and team members. 	<ul style="list-style-type: none"> Use appropriate information systems and technology to manage institutional knowledge and information sharing. Evaluate data from various sources and use information effectively to influence decisions and provide solutions. Actively create mechanisms and structures for sharing information. Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency. 	<ul style="list-style-type: none"> Effectively predict future information and knowledge management requirements and systems. Develop standards and processes to meet future knowledge management needs. Share and promote best-practice knowledge management across various institutions. Establish accurate measures and monitoring systems for knowledge and information management. Create a culture conducive of learning and knowledge sharing. Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches. 	<ul style="list-style-type: none"> Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information. Establish partnerships across local government to facilitate knowledge management. Demonstrate a mature approach. Recognise and exploit knowledge points in interactions with internal and external stakeholders. 	

Director: Corporate Services
Ms Annalene de Beer

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Communication			
COMPETENCY DEFINITION :	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> • Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools. • Express ideas in a clear and focused manner, but does not always take the audience into consideration. 	<ul style="list-style-type: none"> • Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating. • Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs. • Adapt communication content and style to suit the audience and facilitate optimal information transfer. • Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders. 	<ul style="list-style-type: none"> • Effectively communicate high-risk and sensitive matters to relevant stakeholders. • Develop a well-defined communication strategy. • Balance political perspectives with institutional needs when communicating viewpoints on complex issues. • Able to effectively direct negotiations around complex. • Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution. • Able to communicate with the media with high levels of moral competence and discipline. 	<ul style="list-style-type: none"> • Regarded as a specialist in negotiations and representing the institution. • Able to inspire and motivate others through positive communication that is impactful and relevant. • Creates an environment conducive to transparent and productive communication and critical appreciate conversations. • Able to coordinate negotiations at different levels within local government and externally. 	
<ul style="list-style-type: none"> • Disseminate and convey information and knowledge adequately. 	<ul style="list-style-type: none"> • Compile clear, focused, concise and well-structured written documents. 			

Director: Corporate Services
Ms Annalene de Beer

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Results and Quality Focus			
COMPETENCY DEFINITION :	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Understand quality of work but requires guidance in attending to important matters. Show a basic commitment to achieving the correct results. Produce the minimum level of results required in the role. Produce outcomes that is of a good standard. Focus on the quantity of output but requires development in incorporating the quality of work. Produce quality work in general circumstances, but fails to meet expectation when under pressure. 	<ul style="list-style-type: none"> Focus on high-priority actions and does not become distracted by lower-priority activities. Display firm commitment and pride in achieving the correct results. Set quality standards and design processes and tasks around achieving set standards. Produce output of high quality. Able to balance the quantity and quality of results in order to achieve objectives. Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed. 	<ul style="list-style-type: none"> Consistently verify own standards and outcomes to ensure quality output. Focus on the end result and avoids being distracted Demonstrate a determined and committed approach to achieving results and quality standards. Follow task and projects through to completion. Set challenging goals and objectives to self and team and display commitment to achieving expectations. Maintain a focus on quality outputs when placed under pressure. Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution. 	<ul style="list-style-type: none"> Coach and guide others to exceed quality standards and results. Develop challenging, client-focused goals and sets high standards for personal performance. Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required. Work with team to set ambitious and challenging team goals, communicating long- and short term expectations. Take appropriate risks to accomplish goals. Overcome setbacks and adjust action plans to realise goals. Focus people on critical activities that yield a high impact. 	

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Director: Corporate Services
Ms Annalene de Beer

.....
Municipal Manager:
Ms Geraldine Mettler



STELLENBOSCH
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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure C

Personal Development Plan

DIRECTOR: CORPORATE SERVICES



.....
Director: Corporate Services
Ms Annalene de Beer



.....
Municipal Manager:
Ms Geraldine Mettler




Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
1.						
2.						
3.						

Signed and accepted by the Employee



Date: 22 June 2022.

Signed by the Municipal Manager on behalf of the Municipality



Date: 22/06/2022.

Annexure 4

Anthony Barnes- Director: Planning and
Economic Development



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Performance Agreement 2022 – 2023

Director: Planning and Economic Development

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PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY HEREBY REPRESENTED BY:

THE MUNICIPAL MANAGER
Ms Geraldine Mettler
(herein and after referred as Employer)

AND

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT
Mr Anthony Barnes
(herein and after referred as Employee)

FOR THE FINANCIAL YEAR:

01 JULY 2022 – 30 JUNE 2023

.....
Director: Planning and Economic Development
Mr Anthony Barnes

.....
Municipal Manager
Ms Geraldine Mettler



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Mr Anthony Barnes

Municipal Manager
Ms Geraldine Mettler



1. INTRODUCTION

- 1.1 The Employer, duly represented by **Ms Geraldine Mettler**, in her capacity as the Municipal Manager has entered into a contract of employment with the Employee, **Mr Anthony Barnes**, in terms of section 57(1)(a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;
- 1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;
- 1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;
- 1.5 In this Agreement, the followings terms will have the meaning ascribed thereto:
- 1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;
- 1.5.2 "the **Municipal Manager**" – means the Municipal Manager of the Municipality appointed in terms of Section 54(A) of the Systems Act;
- 1.5.3 "the Employee" means the **Director: Planning and Economic Development** appointed in terms of Section 56 of the Systems Act;
- 1.5.4 "the Employer" means **Stellenbosch Municipality**; and
- 1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

- 2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;
- 2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;
- 2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 To monitor and measure performance against set targeted outputs and outcomes;
- 2.5 To establish a transparent and accountable working relationship;

.....
Director: Planning and Economic Development
Mr Anthony Barnes

.....
Municipal Manager
Ms Geraldine Mettler



- 2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and
- 2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on **01 July 2022** and will remain in force until **30 June 2023** where-after a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;
- 3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31st of July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out –
- 4.1.1 The performance objectives and targets that must be met by the Employee;
 - 4.1.2 The time frames within which those performance objectives and targets must be met; and
 - 4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
- 4.2.1 Key objectives that describe the main tasks that need to be done;
 - 4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;
 - 4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and



- 4.2.4 Weightings showing the relative importance of the key objectives to each other.
- 4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopted for the employees of the Employer;
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers to perform to the standards required;
- 5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;
- 5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;
- 5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas
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

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Mr Anthony Barnes

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Municipal Manager
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- 5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

Table 2: Leading and Core Competencies

Leading and Core Competencies		
1.	Strategic direction and leadership	<ul style="list-style-type: none"> Impact and influence Institutional performance management Strategic planning and management Organisational awareness
2.	People management	<ul style="list-style-type: none"> Human capital planning and development Diversity management Employee relations management Negotiation and dispute management
3.	Programme and project management	<ul style="list-style-type: none"> Programme and project planning and implementation Service delivery management Programme and project monitoring and evaluation
4.	Financial management	<ul style="list-style-type: none"> Budget planning and execution Financial strategy and delivery Financial reporting and delivery
5.	Change leadership	<ul style="list-style-type: none"> Change vision and strategy Process design and improvement Change impact monitoring and evaluation
6.	Governance leadership	<ul style="list-style-type: none"> Policy formulation Risk and compliance management Cooperative governance
7.	Moral competence	<ul style="list-style-type: none"> Core Competency
8.	Planning and organising	<ul style="list-style-type: none"> Core Competency
9.	Analysis and innovation	<ul style="list-style-type: none"> Core Competency
10.	Knowledge and information management	<ul style="list-style-type: none"> Core Competency
11.	Communication	<ul style="list-style-type: none"> Core Competency
12.	Results and quality focus	<ul style="list-style-type: none"> Core Competency

6. PERFORMANCE ASSESSMENT

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out –
- 6.1.1 The standards and procedures for evaluating the Employee's performance; and
- 6.1.2 The intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force;

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- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames;
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;
- 6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week prior to the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;
- 6.6 Assessment of the achievement of results as outlined in the performance plan:
- 6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met and with due regard to ad-hoc tasks that had to be performed under the KPI;
- 6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs which will then be multiplied by the weighting to calculate the final score;
- 6.6.3 The Employee will submit his self-evaluation to the Employer prior to the formal assessment;
- 6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and
- 6.6.5 An overall score will be calculated based on the total of the scores calculated above.
- 6.7 Assessment of the Competencies:
- 6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);
- 6.7.2 A rating shall be provided for each Competency which will then be multiplied by the weighting to calculate the final score; and
- 6.7.3 An overall score will be calculated based on the total of the scores calculated above.
- 6.8 Overall rating
- 6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and



6.8.2 Such an overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

Table 3: Performance rating scale

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses

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Level	Achievement Levels	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

6.10.1 Municipal Manager;

6.10.2 Municipal Manager from another municipality;

6.10.3 Chairperson of the Performance Audit Committee or in his / her absence thereof, the Chairperson of the Audit Committee; and

6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).

6.11 The Municipal Manager will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Municipal Manager will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

Table 5: Schedule for performance reviews

Quarter	Review Period	Review to be completed by
1	July - September	October / November 2022 (Informal)
2	October – December	January / February 2023 (Formal)
3	January – March	April / May 2023 (Informal)
4	April - June	After the receipt of the AG's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;

7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and

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7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and / or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and / or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall-

9.1.1 Create an enabling environment to facilitate effective performance by the employee;

9.1.2 Provide access to skills development and capacity building opportunities;

9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;

9.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and

9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-

10.1.1 A direct effect on the performance of any of the Employee's functions;

10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and

10.1.3 A substantial financial effect on the Employer.

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action with delay.

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Municipal Manager
Ms Geraldine Mettler

**11. REWARD**

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;
- 11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;
- 11.3 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

- 11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he was employed and he will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and
- 11.5 The Employer will submit the total score of the annual assessment and of the Employee, to the full Council for purposes of recommending the bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 Where the Employer is, any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;
- 12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;
- 12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and
- 12.4 In the case of unacceptable performance, the Employer shall –
- 12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and

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- 12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as a reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

- 13.1 In the event that the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;
- 13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and
- 13.3 In the event that the mediation process contemplated above fails, the relevant clause of the Contract of Employment together with the relevant laws and regulations shall apply.

14. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

.....
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.....
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Ms Geraldine Mettler



Thus, done and signed at Stellenbosch on the 22 day of June 2022

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

AS WITNESSES:

- 1.
- 2.

Thus, done and signed at Stellenbosch on the 22 day of June 2022

MUNICIPAL MANAGER

AS WITNESSES:

- 1.
- 2.

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Mr Anthony Barnes

Municipal Manager
Ms Geraldine Mettler



MEMBER OF MAYORAL COMMITTEE
(Portfolio: Human Settlements)
Cllr J Fasser

MEMBER OF MAYORAL COMMITTEE
(Portfolio: Local Economic Development and Tourism)
Cllr R Du Toit

MEMBER OF MAYORAL COMMITTEE
(Portfolio: Rural Management)
Cllr J Williams

MEMBER OF MAYORAL COMMITTEE
(Portfolio: Planning)
Cllr C Van Wyk

Director: Planning and Economic Development
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Annexure A Performance Plan

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The Performance Plan sets out:

- a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- b) The Competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, the performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% (**eighty per cent**) of the total employee assessment score.

Part 1: Implementation of Service Delivery and Budget Implementation Plan (80%)

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Development Management	Percentage of indicators of the Department: Development Management achieved, measured quarterly	Outcome	84.95%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Development Planning	Percentage of indicators of the Department: Development Planning achieved, measured quarterly	Outcome	81.43%	80% per annum	80%	SM	80%	80%	80%	80%	5

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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
									TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Integrated Human Settlements	Percentage of indicators of the Department: Integrated Human Settlements achieved, measured quarterly	
KPI001	SFA 1: Valley of Possibility	Submission of the Economic Development Strategy to the MayCo	Number of Economic Development Strategies submitted to the MayCo by 31 March	Output	New KPI	1 per annum	1	SM	N/A	N/A	1	N/A	3
KPI003	SFA 1: Valley of Possibility	The number of jobs created through the municipality's local economic development initiatives including capital projects (NKPI Proxy - MSA, Reg. S10(d))	Number of job opportunities created through the municipality's local economic development initiatives including capital projects by 30 June	Outcome	1 129	1 400 per annum	1 400	SM	400 (400)	900 (900)	1 100 (1 100)	1 400 (1 400)	2
KPI004	SFA 1: Valley of Possibility	Submission of Land-use applications to the Municipal Planning Tribunal (MPT) within 120 days from the conclusion of the administrative processing of the application	Percentage of land-use applications submitted to the MPT within 120 days from the conclusion of the administrative processing of the application	Outcome	58%	80% per annum	80%	SM	80%	80%	80%	80%	2
KPI005	SFA 1: Valley of Possibility	Provide training opportunities to entrepreneurs and Small, Medium and Micro Enterprises (SMMEs)	Number of quarterly training opportunities provided to entrepreneurs and SMMEs	Output	5	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1
KPI006	SFA 1: Valley of Possibility	Submission of the revised Spatial Development Framework (SDF) to the Council	Number of revised SDFs submitted to the Council by 30 June	Output	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	1
KPI007	SFA 1: Valley of Possibility	Submission of the revised Housing Pipeline (document) to the MayCo	Number of revised Housing Pipelines (document) submitted to the MayCo by 31 May	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	1

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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
KPI014	SFA 2: Green and Sustainable Valley	Process building plan applications of <500sqm within 30 days after the date of receipt	Percentage of building plan applications of <500sqm processed within 30 days after the date of receipt	Outcome	64.30%	75% per annum	75%	SM	75%	75%	75%	75%	2
KPI041	SFA 5 – Good Governance and Compliance	Submission of the revised Integrated Zoning Scheme to the MayCo	Number of revised Integrated Zoning Schemes submitted to the MayCo by 30 June	Output	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	1
TBC	SFA 5: Good governance and Compliance	Implementation of the Mayoral Outcomes in the Integrated Development Plan (IDP) for the 2022/23 financial year	Percentage of Mayoral Outcomes in the IDP for the 2022/23 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	4
TBC	SFA 5: Good governance and Compliance	Implementation of the Portfolio: Planning's Outcomes in the Integrated Development Plan (IDP) for the 2022/23 financial year	Percentage of Portfolio: Planning's Outcomes in the IDP for the 2022/23 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	3
TBC	SFA 5: Good governance and Compliance	Implementation of the Portfolio: Rural Management's Outcomes in the Integrated Development Plan (IDP) for the 2022/23 financial year	Percentage of Portfolio: Rural Management's Outcomes in the IDP for the 2022/23 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good governance and Compliance	Implementation of the Portfolio: Human Settlements' Outcomes in the Integrated Development Plan (IDP) for the 2022/23 financial year	Percentage of Portfolio: Human Settlements' Outcomes in the IDP for the 2022/23 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	3

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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
									TBC	SFA 5: Good governance and Compliance	Implementation of the Portfolio: Local Economic Development and Tourism's Outcomes in the Integrated Development Plan (IDP) for the 2022/23 financial year	Percentage of Portfolio: Local Economic Development and Tourism's Outcomes in the IDP for the 2022/23 financial year implemented by 30 June	
TBC	SFA 5: Good governance and Compliance	Implementation of the Municipal Manager's Outcomes in the Integrated Development Plan (IDP) for the 2022/23 financial year	Percentage of Municipal Manager's Outcomes in the IDP for the 2022/23 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Spend the Directorate: Planning and Economic Development approved Capital Budget	Percentage of approved Capital Budget of the Directorate: Planning and Economic Development actually spent by 30 June	Input	47.69%	90% per annum	90%	SM	10%	30%	60%	90%	20
TBC	SFA 5: Good Governance and Compliance	Submission of the final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2023/24)	Percentage of final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2023 and 100% by 30 June 2023. For the 2023/24 financial year)	Output	90%	100% per annum	100%	SM	N/A	N/A	50%	100%	5
TBC	SFA 5: Good Governance and Compliance	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to SCM 10 days before the start of the quarter	Output	4	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1
TBC	SFA 5: Good Governance and Compliance	Performance agreements signed with all identified personnel	Number of performance agreements signed by 31 August	Output	5	5 per annum	5	SM	5	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Conduct formal performance evaluations with all identified personnel	Number of formal performance evaluations conducted with all identified personnel by 28 February	Output	10	10 per annum	10	SM	N/A	N/A	10	N/A	1

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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
									TBC	SFA 5: Good Governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	
TBC	SFA 5: Good Governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated by 31 May	Output	2	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	1
TBC	SFA 5: Good Governance and Compliance	Implementation of Council resolutions	Percentage of resolutions implemented measured quarterly	Output	72.81%	70% per annum	70%	SM	70%	70%	70%	70%	1
TBC	SFA 5: Good Governance and Compliance	Raise / Collect Operating Budget revenue of the Department: Planning and Economic Development as per approved budget	Percentage of the Department: Planning and Economic Development revenue raised / collected by 30 June	Outcome	75%	96% per annum	96%	SM	25%	50%	75%	96%	1
TBC	SFA 1: Valley of Possibility	Submission of an Investment Prospectus to the Municipal Manager	Number of Investment Prospectuses submitted to the Municipal Manager by 30 June	Output	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	2
TBC	SFA 5: Good Governance and Compliance	Submission of the revised Integrated Zoning Scheme (IZS) to the MayCo	Number of revised IZSs submitted to the MayCo by 30 June	Output	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	2
											Total	80	

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Part 2: Competency Requirements (20%)

Ref	Leading and Core Competencies	(January) 1 st Assessment	(July) Final Assessment	Weights	Comments
2.1	Strategic direction and leadership			1.66%	
2.2	People management			1.66%	
2.3	Programme and project management			1.66%	
2.4	Financial management			1.66%	
2.5	Change leadership			1.67%	
2.6	Governance leadership			1.67%	
2.7	Moral competence			1.67%	
2.8	Planning and organising			1.67%	
2.9	Analysis and innovation			1.67%	
2.10	Knowledge and information management			1.67%	
2.11	Communication			1.67%	
2.12	Results and quality focus			1.67%	
Total				20%	

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Annexure B Competency Framework

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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Strategic Direction and Leadership			
COMPETENCY DEFINITION :	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Understand Institutional and departmental strategic objectives, but lacks the ability to inspire others to achieve set mandate. 	<ul style="list-style-type: none"> Give direction to a team in realising the institution's strategic mandate and set objectives. 	<ul style="list-style-type: none"> Evaluate all activities to determine value and alignment to strategic intent. 	<ul style="list-style-type: none"> Structure and position the institution to local government priorities. 	
<ul style="list-style-type: none"> Describe how specific tasks link to institutional strategies but has limited influence in directing a strategy. 	<ul style="list-style-type: none"> Has a positive impact and influence on the morale, engagement and participation of team members. 	<ul style="list-style-type: none"> Display in-depth knowledge and understanding of strategic planning. 	<ul style="list-style-type: none"> Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework. 	
<ul style="list-style-type: none"> Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole. 	<ul style="list-style-type: none"> Develop action plans to execute and guide strategy. 	<ul style="list-style-type: none"> Align strategy and goals across all functional areas. 	<ul style="list-style-type: none"> Hold self-accountable for strategy execution and results. 	
<ul style="list-style-type: none"> Demonstrate basic understanding of key decision making. 	<ul style="list-style-type: none"> Assist in defining performance measures to monitor the progress and effectiveness of the institution. Displays an awareness of institutional structures and political factors. 	<ul style="list-style-type: none"> Actively define performance measures to monitor the progress and effectiveness of the institution. Consistently challenge strategic plans to ensure relevance. 	<ul style="list-style-type: none"> Provide impact and influence through building and maintaining strategic relationships. Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions. 	
	<ul style="list-style-type: none"> Effectively communicate barriers to execution to relevant parties. Provide guidance to all stakeholders in the achievement of the strategic mandate. 	<ul style="list-style-type: none"> Understand institutional structures and political factors, and the consequences of actions. Empower others to follow the strategic direction and deal with complex situations. 	<ul style="list-style-type: none"> Integrate various systems into a collective whole to optimise institutional performance management. 	
	<ul style="list-style-type: none"> Understand the aim and objectives of the institution and relate it to own work. 	<ul style="list-style-type: none"> Guide the institution through complex and ambiguous concern. Use understanding of power relationships and dynamic tensions among key players 	<ul style="list-style-type: none"> Uses understanding of competing interests to maneuver successfully to a win/win outcome. 	

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CLUSTER :		LEADING COMPETENCIES	
COMPETENCY NAME :		Strategic Direction and Leadership	
COMPETENCY DEFINITION :		Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.	
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
		to frame communications and develop strategies, positions and alliances.	

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CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		People Management			
COMPETENCY DEFINITION :		Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Participate in team goalsetting and problem solving. 	<ul style="list-style-type: none"> Seek opportunities to increase team contribution and responsibility. 	<ul style="list-style-type: none"> Identify ineffective team and work processes and recommend remedial interventions. 	<ul style="list-style-type: none"> Develop and incorporate best practice people management processes, approaches and tools across the institution. 		
<ul style="list-style-type: none"> Interact and collaborate with people of diverse backgrounds. 	<ul style="list-style-type: none"> Respect and support the diverse nature of others and be aware of the benefits of a diverse approach. 	<ul style="list-style-type: none"> Recognise and reward effective and desired behavior. 	<ul style="list-style-type: none"> Foster a culture of discipline, responsibility and accountability. 		
<ul style="list-style-type: none"> Aware of guidelines for employee development, but requires support in implementing development initiatives. 	<ul style="list-style-type: none"> Effectively delegate tasks and empower others to increase contribution and execute functions optimally. 	<ul style="list-style-type: none"> Provide mentoring and guidance to others in order to increase personal effectiveness. 	<ul style="list-style-type: none"> Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution. 		
	<ul style="list-style-type: none"> Apply relevant employee legislation fairly and consistently. 	<ul style="list-style-type: none"> Identify development and learning needs within the team. 	<ul style="list-style-type: none"> Develop comprehensive integrated strategies and approaches to human capital development and management. 		
	<ul style="list-style-type: none"> Effectively identify capacity requirements to fulfill the strategic mandate. 	<ul style="list-style-type: none"> Inspire a culture of performance excellence by giving positive and constructive feedback to the team. Achieve agreement or consensus in adversarial environments. Lead and unite diverse teams across divisions to achieve institutional objectives. 	<ul style="list-style-type: none"> Actively identify trends and predict capacity requirements to facilitate unified transition and performance management. 		

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CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Programme and Project Management			
COMPETENCY DEFINITION :		Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Initiate projects after approval from higher authorities. 	<ul style="list-style-type: none"> Establish broad stakeholder involvement and communicate the project status and key milestones. 	<ul style="list-style-type: none"> Manage multiple programs and balance priorities and conflicts according to institutional goals. 	<ul style="list-style-type: none"> Understand and conceptualise the long-term implications of desired project outcomes. 		
<ul style="list-style-type: none"> Understand procedures of program and project management methodology, implications and stakeholder involvement. 	<ul style="list-style-type: none"> Define the roles and responsibilities of the project team and create clarity around expectations. 	<ul style="list-style-type: none"> Apply effective risk management strategies through impact assessment and resource requirements. 	<ul style="list-style-type: none"> Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives. 		
<ul style="list-style-type: none"> Understand the rationale of projects in relation to the institution's strategic objectives. 	<ul style="list-style-type: none"> Find a balance between project deadline and the quality of deliverables. 	<ul style="list-style-type: none"> Modify project scope and budget when required without compromising the quality and objectives of the project. 	<ul style="list-style-type: none"> Influence people in positions of authority to implement outcomes of projects 		
<ul style="list-style-type: none"> Document and communicate factors and risk associated with own work. 	<ul style="list-style-type: none"> Identify appropriate project resources to facilitate the effective completion of the deliverables. 	<ul style="list-style-type: none"> Involve top-level authorities and relevant stakeholders in seeking project buy-in. 	<ul style="list-style-type: none"> Lead and direct translation of policy into workable action plans 		
<ul style="list-style-type: none"> Use results and approaches of successful project implementation as guide. 	<ul style="list-style-type: none"> Comply with statutory requirements and apply policies in a consistent manner. Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation. 	<ul style="list-style-type: none"> Identify and apply contemporary project management methodology Influence and motivate project team to deliver exceptional results. Monitor policy implementation and apply procedures to manage risks. 	<ul style="list-style-type: none"> Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed. 		

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CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Change Leadership			
COMPETENCY DEFINITION :		Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Display an awareness of change interventions and the benefits of transformation initiatives. Able to identify basic needs for change. Identify gaps between the current and desired state. Identify potential risk and challenges to transformation, including resistance to change factors. Participate in change programs and piloting change interventions. Understand the impact of change interventions on the institution within the broader scope of local government. 	<ul style="list-style-type: none"> Perform an analysis of the change impact on the social, political and economic environment. Maintain calm and focus during change. Able to assist team members during change and keep them focused on the deliverables. Volunteer to lead change efforts outside of own work team. Able to gain buy-in and approval for change from relevant stakeholders. Identify change readiness levels and assist in resolving resistance to change factors. Design change interventions that are aligned with the institution's strategic objectives and goals. 	<ul style="list-style-type: none"> Actively monitor change impact and results and convey progress to relevant stakeholders. Secure buy-in and sponsorship for change initiatives. Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness. Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change. Take the lead in impactful change programs. Benchmark change interventions against best change practices. Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation. Take calculated risk and seek new ideas from best practice scenarios and identify the potential for implementation. 	<ul style="list-style-type: none"> Sponsor change agents and create a network of change leaders who support the interventions. Actively adapt current structures and processes to incorporate the change interventions. Mentor and guide team members on the effects of change, resistance factors and how to integrate change. Motivate and inspire others around change initiatives. 		

AB

Director: Planning and Economic Development
Mr Anthony Barnes

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Financial Management			
COMPETENCY DEFINITION :		Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Understand basic financial concepts and methods as they relate to institutional processes and activities 	<ul style="list-style-type: none"> Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelate 	<ul style="list-style-type: none"> Take active ownership of planning, budgeting and forecasting processes and provides credible answers to queries within own responsibility. 	<ul style="list-style-type: none"> Develop planning tools to assist in evaluating and monitoring future expenditure trends. 		
<ul style="list-style-type: none"> Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems 	<ul style="list-style-type: none"> Assess, identify and manage financial risks. 	<ul style="list-style-type: none"> Prepare budgets that are aligned to the strategic objectives of the institution. 	<ul style="list-style-type: none"> Set budget frameworks for the institution. 		
<ul style="list-style-type: none"> Understand the importance of financial accountability 	<ul style="list-style-type: none"> Assume a cost-saving approach to financial management. 	<ul style="list-style-type: none"> Address complex budgeting and financial management concerns. 	<ul style="list-style-type: none"> Set strategic direction for the institution on expenditure and other financial processes. 		
<ul style="list-style-type: none"> Understand the importance of asset control. 	<ul style="list-style-type: none"> Prepare financial reports based on specified formats. 	<ul style="list-style-type: none"> Put systems and processes in place to enhance the quality and integrity of financial management practices. 	<ul style="list-style-type: none"> Build and nurture partnerships to improve financial management and achieve financial savings. 		
	<ul style="list-style-type: none"> Consider and understand the financial implications of decisions and suggestions. 	<ul style="list-style-type: none"> Advise on policies and procedures regarding asset control. 	<ul style="list-style-type: none"> Actively identify and implement new methods to improve asset control. 		
	<ul style="list-style-type: none"> Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated. 	<ul style="list-style-type: none"> Promote National Treasury's regulatory framework for Financial Management. 	<ul style="list-style-type: none"> Display professionalism in dealing with financial data and processes. 		
	<ul style="list-style-type: none"> Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget. 				

AB

Director: Planning and Economic Development
Mr Anthony Barnes

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Governance Leadership			
COMPETENCY DEFINITION:	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements. Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders. 	<ul style="list-style-type: none"> Display a thorough understanding of governance and risk and compliance factors and implement plans to address these. Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution. 	<ul style="list-style-type: none"> Able to link risk initiatives into key institutional objectives and drivers. Identify, analyse and measure risk, create valid risk forecasts and map risk profiles. Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives. Demonstrate a thorough understanding of risk retention plans. Identify and implement comprehensive risk management systems and processes. Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement. 	<ul style="list-style-type: none"> Demonstrate a high level of commitment in complying with governance requirements. Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework. Able to advise local government on risk management, best practice interventions and compliance management. Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government. Able to shape, direct and drive the formulation of policies on a macro level. 	
<ul style="list-style-type: none"> Provide input into policy formulation. 	<ul style="list-style-type: none"> Actively drive policy formulation within the institution to ensure the achievement of objectives. 			

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Director: Planning and Economic Development
Mr Anthony Barnes

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Municipal Manager:
Ms Geraldine Mettler



CLUSTER :		CORE COMPETENCIES			
COMPETENCY NAME :		Moral Competence			
COMPETENCY DEFINITION :		Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Realise the impact of acting with integrity, but requires guidance and development in implementing principles. Follow basic rules and regulations of the institution. 	<ul style="list-style-type: none"> Conduct self in alignment with the values of local government and the institution. Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver. Actively report fraudulent activity and corruption with local government. Understand and honor the confidential nature of matters without seeking personal gain. 	<ul style="list-style-type: none"> Identify, develop and apply measures of self-correction. Able to gain trust and respect through aligning actions with commitments. Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders. Present values, beliefs and ideas that are congruent with the institution's rules and regulations. Takes an active stance against corruption and dishonesty when noted. Actively promote the value of the institution to internal and external stakeholders. Able to work in unity with a team and not seek personal gain. Apply universal moral principles consistently to achieve moral decisions. 	<ul style="list-style-type: none"> Create an environment conducive of moral practices. Actively develop and implement measures to combat fraud and corruption. Set integrity standards and shared accountability measures across the institution to support the objectives of local government. Take responsibility for own actions and decisions, even if the consequences are unfavorable. 		
<ul style="list-style-type: none"> Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent. 	<ul style="list-style-type: none"> Able to deal with situations of conflict of interest promptly and in the best interest of local government. 				

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Director: Planning and Economic Development
Mr Anthony Barnes

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Municipal Manager:
Ms Geraldine Mettler



CLUSTER :		CORE COMPETENCIES			
COMPETENCY NAME :		Planning and Organising			
COMPETENCY DEFINITION :		Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> • Able to follow basic plans and organise tasks around set objectives. 	<ul style="list-style-type: none"> • Actively and appropriately organise information and resources required for a task. 	<ul style="list-style-type: none"> • Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation. 	<ul style="list-style-type: none"> • Focus on broad strategies and initiatives when developing plans and actions. 		
<ul style="list-style-type: none"> • Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans. 	<ul style="list-style-type: none"> • Recognise the urgency and importance of tasks. 	<ul style="list-style-type: none"> • Identify in advance required stages and actions to complete tasks. 	<ul style="list-style-type: none"> • Able to protect and forecast short, medium and long term requirements of the institution and local government. 		
<ul style="list-style-type: none"> • Able to follow existing plans and ensure that objectives are met. 	<ul style="list-style-type: none"> • Balance short and long-term plans and goals and incorporate into the team's performance objectives. 	<ul style="list-style-type: none"> • Schedule realistic timelines, objectives and milestones for tasks and projects. 			
<ul style="list-style-type: none"> • Focus on short-term objectives in developing plans and actions 	<ul style="list-style-type: none"> • Schedule tasks to ensure they are performed within budget and with efficient use of time and resources. 	<ul style="list-style-type: none"> • Produce clear, detailed and comprehensive plans to achieve institutional objectives. 			
<ul style="list-style-type: none"> • Arrange information and resources required for a task, but require further structure and organisation. 	<ul style="list-style-type: none"> • Measures progress and monitor performance results. 	<ul style="list-style-type: none"> • Identify possible risk factors and design and implement appropriate contingency plans. • Adapt plans in light of changing circumstances. • Prioritise tasks and projects according to their relevant urgency and importance. 	<ul style="list-style-type: none"> • Translate policy into relevant projects to facilitate the achievement of institutional objectives. 		

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Director: Planning and Economic Development
Mr Anthony Barnes

GM

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Analysis and Innovation			
COMPETENCY DEFINITION :	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Understand the basic operation of analysis, but lack detail and thoroughness. Able to balance independent analysis with requesting assistance from others. 	<ul style="list-style-type: none"> Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations. Demonstrate objectivity, insight and thoroughness when analysing problems. 	<ul style="list-style-type: none"> Coaches team members on analytical and innovative approaches and techniques. Engage with appropriate individuals in analysing and resolving complex problems. 	<ul style="list-style-type: none"> Demonstrate complex analytical and problem solving approaches and techniques. Create an environment conducive to analytical and fact-based problem solving. 	
<ul style="list-style-type: none"> Recommend new ways to perform tasks within own function. Propose simple remedial interventions that marginally challenges the status quo. 	<ul style="list-style-type: none"> Able to break down complex problems into manageable parts and identify solutions. Consult internal and external stakeholders on opportunities to improve processes and service delivery. 	<ul style="list-style-type: none"> Identify solutions on various areas in the institution. Formulate and implement new ideas throughout the institution. 	<ul style="list-style-type: none"> Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence. Create an environment that fosters innovative thinking and follows a learning organisation approach. 	
<ul style="list-style-type: none"> Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking. 	<ul style="list-style-type: none"> Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders. Continuously identify opportunities to enhance internal processes. Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention. 	<ul style="list-style-type: none"> Able to gain approval and buy-in for proposed interventions from relevant stakeholders. Identify trends and best practices in process and service delivery and propose institutional application. Continuously engage in research to identify client needs. 	<ul style="list-style-type: none"> Be a thought leader on innovative customer service delivery and process optimisation. Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences. 	

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Director: Planning and Economic Development
Mr Anthony Barnes

GJM

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES		
COMPETENCY NAME :	Knowledge and Information Management		
COMPETENCY DEFINITION :	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> • Collect, categorise and track relevant information required for specific tasks and projects. • Analyse and interpret information to draw conclusions. • Seek new sources of information to increase the knowledge base. • Regularly share information and knowledge with internal stakeholders and team members. 	<ul style="list-style-type: none"> • Use appropriate information systems and technology to manage institutional knowledge and information sharing. • Evaluate data from various sources and use information effectively to influence decisions and provide solutions. • Actively create mechanisms and structures for sharing information. • Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency. 	<ul style="list-style-type: none"> • Effectively predict future information and knowledge management requirements and systems. • Develop standards and processes to meet future knowledge management needs. • Share and promote best-practice knowledge management across various institutions. • Establish accurate measures and monitoring systems for knowledge and information management. • Create a culture conducive of learning and knowledge sharing. • Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches. 	<ul style="list-style-type: none"> • Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information. • Establish partnerships across local government to facilitate knowledge management. • Demonstrate a mature approach. • Recognise and exploit knowledge points in interactions with internal and external stakeholders.

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Director: Planning and Economic Development
Mr Anthony Barnes

GM

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Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Communication			
COMPETENCY DEFINITION :	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> • Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools. • Express ideas in a clear and focused manner, but does not always take the audience into consideration. 	<ul style="list-style-type: none"> • Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating. • Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs. • Adapt communication content and style to suit the audience and facilitate optimal information transfer. • Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders. • Compile clear, focused, concise and well-structured written documents. 	<ul style="list-style-type: none"> • Effectively communicate high-risk and sensitive matters to relevant stakeholders. • Develop a well-defined communication strategy. • Balance political perspectives with institutional needs when communicating viewpoints on complex issues. • Able to effectively direct negotiations around complex. • Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution. • Able to communicate with the media with high levels of moral competence and discipline. 	<ul style="list-style-type: none"> • Regarded as a specialist in negotiations and representing the institution. • Able to inspire and motivate others through positive communication that is impactful and relevant. • Creates an environment conducive to transparent and productive communication and critical appreciate conversations. • Able to coordinate negotiations at different levels within local government and externally. 	

Director: Planning and Economic Development
Mr Anthony Barnes

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES		
COMPETENCY NAME :	Results and Quality Focus		
COMPETENCY DEFINITION :	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> Understand quality of work but requires guidance in attending to important matters. Show a basic commitment to achieving the correct results. Produce the minimum level of results required in the role. Produce outcomes that is of a good standard. Focus on the quantity of output but requires development in incorporating the quality of work. Produce quality work in general circumstances, but fails to meet expectation when under pressure. 	<ul style="list-style-type: none"> Focus on high-priority actions and does not become distracted by lower-priority activities. Display firm commitment and pride in achieving the correct results. Set quality standards and design processes and tasks around achieving set standards. Produce output of high quality. Able to balance the quantity and quality of results in order to achieve objectives. Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed. 	<ul style="list-style-type: none"> Consistently verify own standards and outcomes to ensure quality output. Focus on the end result and avoids being distracted Demonstrate a determined and committed approach to achieving results and quality standards. Follow task and projects through to completion. Set challenging goals and objectives to self and team and display commitment to achieving expectations. Maintain a focus on quality outputs when placed under pressure. Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution. 	<ul style="list-style-type: none"> Coach and guide others to exceed quality standards and results. Develop challenging, client-focused goals and sets high standards for personal performance. Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required. Work with team to set ambitious and challenging team goals, communicating long- and short term expectations. Take appropriate risks to accomplish goals. Overcome setbacks and adjust action plans to realise goals. Focus people on critical activities that yield a high impact.

Director: Planning and Economic Development
Mr Anthony Barnes

Municipal Manager:
Ms Geraldine Mettler



STELLENBOSCH
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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure C

Personal Development Plan

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

.....
Director: Planning and Economic Development
Mr Anthony Barnes

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Municipal Manager:
Ms Geraldine Mettler



Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
1.						
2.						
3.						

Signed and accepted by the Employee



Date: 22-06-2022

Signed by the Municipal Manager on behalf of the Municipality



Date: 22/06/2022

Annexure 5

Deon Louw- Acting Director: Infrastructure Services



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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Performance Agreement 2022 – 2023

**Director:
Infrastructure Services**

A handwritten signature in black ink, appearing to be 'G. J.' or similar, located in the bottom right corner of the page.



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY HEREBY REPRESENTED BY:

THE MUNICIPAL MANAGER
Ms Geraldine Mettler
(herein and after referred as Employer)

AND

DIRECTOR: INFRASTRUCTURE SERVICES
Mr Deon Louw
(herein and after referred as Employee)

FOR THE FINANCIAL YEAR:

01 JULY 2022 – 30 JUNE 2023


.....
Director: Infrastructure Services
Mr Deon Louw


.....
Municipal Manager:
Ms Geraldine Mettler



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Director Infrastructure Services
Mr Deon Louw


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Municipal Manager:
Ms Geraldine Mettler




1. INTRODUCTION

- 1.1 The Employer, duly represented by **Ms Geraldine Mettler**, in her capacity as the Municipal Manager has entered into a contract of employment with the Employee, **Mr Deon Louw**, in terms of section 57(1)(a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;
- 1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;
- 1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;
- 1.5 In this Agreement, the followings terms will have the meaning ascribed thereto:
 - 1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;
 - 1.5.2 "the **Municipal Manager**" – means the Municipal Manager of the Municipality appointed in terms of Section 54(A) of the Systems Act;
 - 1.5.3 "the Employee" means the **Director: Infrastructure Services** appointed in terms of Section 56 of the Systems Act;
 - 1.5.4 "the Employer" means **Stellenbosch Municipality**; and
 - 1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

- 2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;
- 2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;
- 2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 To monitor and measure performance against set targeted outputs and outcomes;
- 2.5 To establish a transparent and accountable working relationship;
- 2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and

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Director: Infrastructure Services
Mr Deon Louw

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Municipal Manager:
Ms Geraldine Mettler



- 2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on **01 July 2022** and will remain in force until **31 July 2022** where-after a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof for the 2022/23 financial year;
- 3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31st of July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out –
- 4.1.1 The performance objectives and targets that must be met by the Employee;
 - 4.1.2 The time frames within which those performance objectives and targets must be met; and
 - 4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
- 4.2.1 Key objectives that describe the main tasks that need to be done;
 - 4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;
 - 4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and
 - 4.2.4 Weightings showing the relative importance of the key objectives to each other.


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Mr Deon Louw


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Municipal Manager:
Ms Geraldine Mettler



- 4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer adopted for the employees of the Employer;
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers to perform to the standards required;
- 5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;
- 5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;
- 5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas
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

- 5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment

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 Director: Infrastructure Services
Mr Deon Louw

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 Municipal Manager:
Ms Geraldine Mettler



score. The competencies will be assessed every six (6) months (January and July).

Table 2: Leading and Core Competencies

Leading and Core Competencies		
1.	Strategic direction and leadership	<ul style="list-style-type: none"> • Impact and influence • Institutional performance management • Strategic planning and management • Organisational awareness
2.	People management	<ul style="list-style-type: none"> • Human capital planning and development • Diversity management • Employee relations management • Negotiation and dispute management
3.	Programme and project management	<ul style="list-style-type: none"> • Programme and project planning and implementation • Service delivery management • Programme and project monitoring and evaluation
4.	Financial management	<ul style="list-style-type: none"> • Budget planning and execution • Financial strategy and delivery • Financial reporting and delivery
5.	Change leadership	<ul style="list-style-type: none"> • Change vision and strategy • Process design and improvement • Change impact monitoring and evaluation
6.	Governance leadership	<ul style="list-style-type: none"> • Policy formulation • Risk and compliance management • Cooperative governance
7.	Moral competence	<ul style="list-style-type: none"> • Core Competency
8.	Planning and organising	<ul style="list-style-type: none"> • Core Competency
9.	Analysis and innovation	<ul style="list-style-type: none"> • Core Competency
10.	Knowledge and information management	<ul style="list-style-type: none"> • Core Competency
11.	Communication	<ul style="list-style-type: none"> • Core Competency
12.	Results and quality focus	<ul style="list-style-type: none"> • Core Competency

6. PERFORMANCE ASSESSMENT

6.1 The Performance Plan (Annexure A) to this Agreement sets out –

6.1.1 The standards and procedures for evaluating the Employee's performance; and

6.1.2 The intervals for the evaluation of the Employee's performance.

6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force;

6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well


 Director: Infrastructure Services
Mr Deon Louw


 Municipal Manager:
Ms Geraldine Mettler



- as the actions agreed to and implementation must take place within set time frames;
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;
- 6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week prior to the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;
- 6.6 Assessment of the achievement of results as outlined in the performance plan:
- 6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met and with due regard to ad-hoc tasks that had to be performed under the KPI;
- 6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs which will then be multiplied by the weighting to calculate the final score;
- 6.6.3 The Employee will submit his self-evaluation to the Employer prior to the formal assessment;
- 6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and
- 6.6.5 An overall score will be calculated based on the total of the scores calculated above.
- 6.7 Assessment of the Competencies:
- 6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);
- 6.7.2 A rating shall be provided for each Competency which will then be multiplied by the weighting to calculate the final score; and
- 6.7.3 An overall score will be calculated based on the total of the scores calculated above.
- 6.8 Overall rating
- 6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and



6.8.2 Such overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

Table 3: Performance rating scale

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses

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Level	Achievement Levels	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

6.10.1 Municipal Manager;

6.10.2 Municipal Manager from another municipality;

6.10.3 Chairperson of the Performance Audit Committee or in his/her absence thereof, the Chairperson of the Audit Committee; and

6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).

6.11 The Municipal Manager will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Municipal Manager will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

Table 5: Schedule for performance reviews

Quarter	Review Period	Review to be completed by
1	July - September	October / November 2022 (Informal)
2	October – December	January / February 2023 (Formal)
3	January – March	April / May 2023 (Informal)
4	April - June	After the receipt of the AG's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;

7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and

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- 7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and/or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

- 8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and/or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

- 9.1 The Employer shall-

- 9.1.1 Create an enabling environment to facilitate effective performance by the employee;
- 9.1.2 Provide access to skills development and capacity-building opportunities;
- 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;
- 9.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and
- 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-
- 10.1.1 A direct effect on the performance of any of the Employee's functions;
- 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
- 10.1.3 A substantial financial effect on the Employer.
- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action with delay.

**11. REWARD**

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;
- 11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;
- 11.3 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

- 11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he was employed and he will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and
- 11.5 The Employer will submit the total score of the annual assessment and of the Employee, to the full Council for purposes of recommending the bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 Where the Employer is, any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;
- 12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;
- 12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and
- 12.4 In the case of unacceptable performance, the Employer shall –
- 12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and



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- 12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

- 13.1 In the event that the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;
- 13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and
- 13.3 In the event that the mediation process contemplated above fails, the relevant clause of the Contract of Employment together with the relevant laws and regulations shall apply.

14. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

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Thus, done and signed at Stellenbosch on the 22 day of June 2022

DIRECTOR INFRASTRUCTURE SERVICES

AS WITNESSES:

1.

2.

Thus, done and signed at Stellenbosch on the 22 day of June 2022

MUNICIPAL MANAGER

AS WITNESSES:

1.

2.

.....
Director: Infrastructure Services
Mr Deon Louw

.....
Municipal Manager:
Ms Geraldine Mettler



MEMBER OF MAYORAL COMMITTEE
(Portfolio: Infrastructure Services)
Cllr Z Dalling

.....
Director: Infrastructure Services
Mr Deon Louw

.....
Municipal Manager:
Ms Geraldine Mettler



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Annexure A

Performance Plan

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Director: Infrastructure Services
Mr Deon Louw

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Municipal Manager:
Ms Geraldine Mettler



The Performance Plan sets out:

- a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- b) The Competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, the performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% (**eighty per cent**) of the total employee assessment score.

Part 1: Implementation of Service Delivery and Budget Implementation Plan (80%)


DIRECTOR: INFRASTRUCTURE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good governance and Compliance	Effective Management and Functional Supervision of the Department: Water and Wastewater Services	Percentage of indicators of the Department: Water and Wastewater Services achieved, measured quarterly	Outcome	50,76%	80% per annum	80%	SM	80%	80%	80%	80%	4
TBC	SFA 5: Good governance and Compliance	Effective Management and Functional Supervision of the Department: Infrastructure Planning, Development and Implementation	Percentage of indicators of the Department: Infrastructure Planning, Development and Implementation achieved, measured quarterly	Outcome	77,23%	80% per annum	80%	SM	80%	80%	80%	80%	4

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DIRECTOR: INFRASTRUCTURE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good governance and Compliance	Effective Management and Functional Supervision of the Department: Roads, Transport and Storm Water (RTS)	Percentage of indicators of the Department: Roads, Transport and Storm Water (RTS) achieved, measured quarterly	Outcome	73,30%	80% per annum	80%	SM	80%	80%	80%	80%	4
TBC	SFA 5: Good governance and Compliance	Effective Management and Functional Supervision of the Department: Electrical Services	Percentage of indicators of the Department: Electrical Services achieved, measured quarterly	Outcome	54,30%	80% per annum	80%	SM	80%	80%	80%	80%	4
TBC	SFA 5: Good governance and Compliance	Effective Management and Functional Supervision of the Department: Waste Services	Percentage of indicators of the Department: Waste Services achieved, measured quarterly	Outcome	76,72%	80% per annum	80%	SM	80%	80%	80%	80%	4
TBC	SFA 5: Good governance and Compliance	Effective Management and Functional Supervision of the Section: Support Services	Percentage of indicators of the Section: Support Services achieved, measured quarterly	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	2
KPI016	SFA 2 - Green and Sustainable Valley	Reduce organic waste	Percentage of organic waste reduced by 30 June	Outcome	48%	20% per annum	20%	SM	N/A	N/A	N/A	20%	1
KPI020	SFA 2 - Green and Sustainable Valley	Conduct an External Audit of the Stellenbosch Municipal Waste Disposal Facilities	Number of external audits of the Stellenbosch Municipal Waste Disposal Facilities conducted by 30 June	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	1
KPI021	SFA 2 - Green and Sustainable Valley	Implementation of identified waste minimisation projects	Number of identified waste minimisation projects implemented by 30 June	Output	2	2 per annum	2	SM	N/A	N/A	1 (1)	1 (2)	1

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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
KPI022	SFA 2 - Green and Sustainable Valley	Wastewater quality measured into the Department of Water and Sanitation's License Conditions for physical and micro parameters	Percentage of wastewater quality compliance as per the analysis certificate, measured quarterly	Outcome	51%	70% per annum	70%	SM	70%	70%	70%	70%	1
KPI027	SFA 4 - Dignified Living	Installation of new standpipes	Number of new standpipes installed by 30 June	Output	New KPI	50 per annum	50	SM	N/A	20 (20)	N/A	50 (50)	1
KPI028	SFA 4 - Dignified Living	Provision of waterborne toilet facilities in informal settlements as identified by the Department: Integrated Human Settlements	Number of waterborne toilet facilities provided in Informal settlements as identified by the Department: Integrated Human Settlements by 30 June	Output	0	50 per annum	50	SM	N/A	20 (20)	N/A	50 (50)	1
KPI029	SFA 4 - Dignified Living	Limit unaccounted electricity to less than 9% annually {(Number of Electricity Units Purchased and / or Generated - Number of Electricity Units Sold (incl. Free basic electricity)) / Number of Electricity Units Purchased and/or Generated) x 100}	Percentage of average electricity losses measured by 30 June	Outcome	8,86%	<9% per annum	<9%	SM	N/A	N/A	N/A	<9%	1
KPI030	SFA 4 - Dignified Living	Water quality measured quarterly into the SANS 241 physical and micro parameters	Percentage of water quality level as per the analysis certificate, measured quarterly	Outcome	94,60%	90% per annum	90%	SM	90%	90%	90%	90%	1
KPI031	SFA 4 - Dignified Living	Limit unaccounted water to less than 25%	Percentage of average water losses, measured by 30 June	Outcome	15,75%	<25% per annum	<25%	SM	<25%	<25%	<25%	<25%	1

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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
KPI055	SFA 5: Good governance and Compliance	Submission of the revised Wastewater Master Plan to the Municipal Manager	Number of revised Wastewater Master Plans submitted to the Municipal Manager by 30 June	Outcome	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	1
KPI060	SFA 5: Good governance and Compliance	Submission of the revised Roads Master Plan to the Municipal Manager	Number of revised Roads Master Plans submitted to the Municipal Manager by 30 June	Outcome	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	1
TBC	SFA 5: Good governance and Compliance	Implementation of the Mayoral Outcomes in the Integrated Development Plan (IDP) for the 2022/23 financial year	Percentage of Mayoral Outcomes in the IDP for the 2022/23 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good governance and Compliance	Implementation of the Portfolio: Infrastructure Services Outcomes in the Integrated Development Plan (IDP) for the 2022/23 financial year	Percentage of Portfolio: Infrastructure Services Outcomes in the IDP for the 2022/23 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good governance and Compliance	Implementation of the Municipal Manager's Outcomes in the Integrated Development Plan (IDP) for the 2022/23 financial year	Percentage of Municipal Manager's Outcomes in the IDP for the 2022/23 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good governance and Compliance	Spend the Directorate: Infrastructure Services approved Capital Budget	Percentage of approved Capital Budget of the Directorate: Infrastructure Services actually spent by 30 June	Input	63%	90% per annum	90%	SM	10%	30%	60%	90%	20



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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good governance and Compliance	Submission of the final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2023/24)	Percentage of final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2023 and 100% by 30 June 2023 for the 2023/24 financial year)	Output	47%	100% per annum	100%	SM	N/A	N/A	50%	100%	3
TBC	SFA 5: Good governance and Compliance	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to SCM Department within 10 days before the start of the quarter	Output	4	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1
TBC	SFA 5: Good governance and Compliance	Performance agreements signed with all identified personnel	Number of performance agreements signed by 31 August	Output	6	6 per annum	6	SM	6	N/A	N/A	N/A	1
TBC	SFA 5: Good governance and Compliance	Conduct formal performance evaluations with all identified personnel	Number of formal performance evaluations conducted with all identified personnel by 28 February	Output	10	12 per annum	12	SM	N/A	N/A	12	N/A	1
TBC	SFA 5: Good governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	1
TBC	SFA 5: Good governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated by 31 May	Output	2	2 per annum	2	SM	N/A	1 (1)	N/A	1 (1)	1
TBC	SFA 5: Good governance and Compliance	Implementation of Council resolutions	Percentage of Council resolutions implemented measured quarterly	Output	70%	70% per annum	70%	SM	70%	70%	70%	70%	1



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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
									TBC	SFA 5: Good governance and Compliance	Raise / Collect Operating Budget revenue of the Department; Infrastructure Services as per approved budget	Percentage of the Department; Infrastructure Services revenue raised / collected by 30 June	
TBC	SFA 2 - Green and Sustainable Valley	Implementation of the Non- Motorised Transport (NMT) Plan	Percentage of actions implemented for the 2022/23 financial year as per the NMT Plan by 30 June	Outcome	90%	90% per annum	90%	SM	5%	30%	60%	90%	2
TBC	SFA 2 - Green and Sustainable Valley	Submission of a Green Energy Strategy to the Municipal Manager	Number of Green Energy Strategies submitted to the Municipal Manager by 31 March	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	1
TBC	SFA 2 - Green and Sustainable Valley	Implementation of the Integrated Waste Management Plan	Percentage of actions implemented for the 2022/23 financial year as per the Integrated Waste Management Plan by 30 June	Outcome	30%	90% per annum	90%	SM	5%	30%	60%	90%	1
TBC	SFA 5: Good governance and Compliance	Resolve formal complaints received	Percentage of formal complaints resolved within 10 working days after receipt	Outcome	0	90% per annum	90%	SM	90%	90%	90%	90%	1
TBC	SFA 2 - Green and Sustainable Valley	Submission of a Park and Ride Master Plan to the MayCo	Number of Park and Ride Master Plans submitted to the MayCo by 31 March	Output	0	1 per annum	1	SM	N/A	N/A	1	N/A	1
TBC	SFA 2 - Green and Sustainable Valley	Submission of a Waste to Energy Strategy to the Municipal Manager	Number of Waste to Energy Strategies submitted to the Municipal Manager by 31 December	Output	New KPI	1 per annum	1	SM	N/A	1	N/A	N/A	1


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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 2 - Green and Sustainable Valley	Submission of a Waste Diversion Strategy to the MayCo	Number of Waste Diversion Strategies submitted to the MayCo by 31 March	Output	0	1 per annum	1	SM	N/A	N/A	1	N/A	1
TBC	SFA 2 - Green and Sustainable Valley	Submission of a Revised Non-motorised Plan (NMT) to the MayCo	Number of Revised NMTs submitted to the MayCo by 31 December	Output	0	1 per annum	1	SM	N/A	1	N/A	N/A	1
TBC	SFA 2 - Green and Sustainable Valley	Submission of a Revised Comprehensive Integrated Transport Plan (CITP) to the MayCo	Number of a revised CITPs submitted to the MayCo by 31 December	Output	0	1 per annum	1	SM	N/A	1	N/A	N/A	1
TBC	SFA 2 - Green and Sustainable Valley	Submission of an Asset Management Framework to the Municipal Manager	Number of Asset Management Frameworks submitted to the Municipal Manager by 31 December	Output	New KPI	1 per annum	1	SM	N/A	1	N/A	N/A	1
TBC	SFA 2 - Green and Sustainable Valley	Submission of a Master Energy Plan to the Municipal Manager	Number of Master Energy Plans submitted to the Municipal Manager by 31 December	Output	0	1 per annum	1	SM	N/A	1	N/A	N/A	1
TBC	Good governance and Compliance	Implementation of the Directorate's actions as per the AGSA Audit Action Plan	Percentage of the Directorate's actions as per the AGSA Audit Action Plan implemented by 30 June	Outcome	0%	100% per annum	100%	SM	N/A	N/A	50%	100%	1
												Total	80

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Part 2: Competency Requirements (20%)

Ref	Leading and Core Competencies	(January) 1 st Assessment	(July) Final Assessment	Weights	Comments
2.1	Strategic direction and leadership			1.66%	
2.2	People management			1.66%	
2.3	Programme and project management			1.66%	
2.4	Financial management			1.66%	
2.5	Change leadership			1.67%	
2.6	Governance leadership			1.67%	
2.7	Moral competence			1.67%	
2.8	Planning and organising			1.67%	
2.9	Analysis and innovation			1.67%	
2.10	Knowledge and information management			1.67%	
2.11	Communication			1.67%	
2.12	Results and quality focus			1.67%	
Total				20%	


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Annexure B

Competency Framework

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CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Strategic Direction and Leadership			
COMPETENCY DEFINITION :		Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Understand Institutional and departmental strategic objectives, but lacks the ability to inspire others to achieve set mandate. Describe how specific tasks link to institutional strategies but has limited influence in directing a strategy. Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole. 	<ul style="list-style-type: none"> Give direction to a team in realising the institution's strategic mandate and set objectives. Has a positive impact and influence on the morale, engagement and participation of team members. Develop action plans to execute and guide strategy. Assist in defining performance measures to monitor the progress and effectiveness of the institution. Displays an awareness of institutional structures and political factors. Effectively communicate barriers to execution to relevant parties. Provide guidance to all stakeholders in the achievement of the strategic mandate. Understand the aim and objectives of the institution and relate it to own work. 	<ul style="list-style-type: none"> Evaluate all activities to determine value and alignment to strategic intent. Display in-depth knowledge and understanding of strategic planning. Align strategy and goals across all functional areas. Actively define performance measures to monitor the progress and effectiveness of the institution. Consistently challenge strategic plans to ensure relevance. Understand institutional structures and political factors, and the consequences of actions. Empower others to follow the strategic direction and deal with complex situations. Guide the institution through complex and ambiguous concern. Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances. 	<ul style="list-style-type: none"> Structure and position the institution to local government priorities. Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework. Hold self-accountable for strategy execution and results. Provide impact and influence through building and maintaining strategic relationships. Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions. Integrate various systems into a collective whole to optimise institutional performance management. Uses understanding of competing interests to maneuver successfully to a win/win outcome. 		
<ul style="list-style-type: none"> Demonstrate basic understanding of key decision making. 					

Director: Infrastructure Services
Mr Deon Louw

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	People Management			
COMPETENCY DEFINITION :	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Participate in team goalsetting and problem solving. 	<ul style="list-style-type: none"> Seek opportunities to increase team contribution and responsibility. 	<ul style="list-style-type: none"> Identify ineffective team and work processes and recommend remedial interventions. 	<ul style="list-style-type: none"> Develop and incorporate best practice people management processes, approaches and tools across the institution. 	
<ul style="list-style-type: none"> Interact and collaborate with people of diverse backgrounds. 	<ul style="list-style-type: none"> Respect and support the diverse nature of others and be aware of the benefits of a diverse approach. 	<ul style="list-style-type: none"> Recognise and reward effective and desired behavior. 	<ul style="list-style-type: none"> Foster a culture of discipline, responsibility and accountability. 	
	<ul style="list-style-type: none"> Effectively delegate tasks and empower others to increase contribution and execute functions optimally. 	<ul style="list-style-type: none"> Provide mentoring and guidance to others in order to increase personal effectiveness. 	<ul style="list-style-type: none"> Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution. 	
<ul style="list-style-type: none"> Aware of guidelines for employee development, but requires support in implementing development initiatives. 	<ul style="list-style-type: none"> Apply relevant employee legislation fairly and consistently. 	<ul style="list-style-type: none"> Identify development and learning needs within the team. 	<ul style="list-style-type: none"> Develop comprehensive integrated strategies and approaches to human capital development and management. 	
	<ul style="list-style-type: none"> Effectively identify capacity requirements to fulfill the strategic mandate. 	<ul style="list-style-type: none"> Inspire a culture of performance excellence by giving positive and constructive feedback to the team. Achieve agreement or consensus in adversarial environments. Lead and unite diverse teams across divisions to achieve institutional objectives. 	<ul style="list-style-type: none"> Actively identify trends and predict capacity requirements to facilitate unified transition and performance management. 	

Director: Infrastructure Services
Mr Deon Louw

Municipal Manager:
Ms Geraldine Mettler



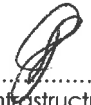
CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Programme and Project Management			
COMPETENCY DEFINITION :		Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Initiate projects after approval from higher authorities. Understand procedures of program and project management methodology, implications and stakeholder involvement. Understand the rationale of projects in relation to the institution's strategic objectives. Document and communicate factors and risk associated with own work. 	<ul style="list-style-type: none"> Establish broad stakeholder involvement and communicate the project status and key milestones. Define the roles and responsibilities of the project team and create clarity around expectations. Find a balance between project deadline and the quality of deliverables. Identify appropriate project resources to facilitate the effective completion of the deliverables. 	<ul style="list-style-type: none"> Manage multiple programs and balance priorities and conflicts according to institutional goals. Apply effective risk management strategies through impact assessment and resource requirements. Modify project scope and budget when required without compromising the quality and objectives of the project. Involve top-level authorities and relevant stakeholders in seeking project buy-in. 	<ul style="list-style-type: none"> Understand and conceptualise the long-term implications of desired project outcomes. Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives. Influence people in positions of authority to implement outcomes of projects Lead and direct translation of policy into workable action plans 		
<ul style="list-style-type: none"> Use results and approaches of successful project implementation as guide. 	<ul style="list-style-type: none"> Comply with statutory requirements and apply policies in a consistent manner. Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation. 	<ul style="list-style-type: none"> Identify and apply contemporary project management methodology Influence and motivate project team to deliver exceptional results. Monitor policy implementation and apply procedures to manage risks. 	<ul style="list-style-type: none"> Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed. 		

Director: Infrastructure Services
Mr Deon Louw

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Change Leadership			
COMPETENCY DEFINITION :		Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Display an awareness of change interventions and the benefits of transformation initiatives. Able to identify basic needs for change. 	<ul style="list-style-type: none"> Perform an analysis of the change impact on the social, political and economic environment. Maintain calm and focus during change. 	<ul style="list-style-type: none"> Actively monitor change impact and results and convey progress to relevant stakeholders. Secure buy-in and sponsorship for change initiatives. 	<ul style="list-style-type: none"> Sponsor change agents and create a network of change leaders who support the interventions. 		
<ul style="list-style-type: none"> Identify gaps between the current and desired state. Identify potential risk and challenges to transformation, including resistance to change factors. Participate in change programs and piloting change interventions. 	<ul style="list-style-type: none"> Able to assist team members during change and keep them focused on the deliverables. Volunteer to lead change efforts outside of own work team. 	<ul style="list-style-type: none"> Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness. Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change. 	<ul style="list-style-type: none"> Actively adapt current structures and processes to incorporate the change interventions. Mentor and guide team members on the effects of change, resistance factors and how to integrate change. 		
<ul style="list-style-type: none"> Understand the impact of change interventions on the institution within the broader scope of local government. 	<ul style="list-style-type: none"> Able to gain buy-in and approval for change from relevant stakeholders. Identify change readiness levels and assist in resolving resistance to change factors. Design change interventions that are aligned with the institution's strategic objectives and goals. 	<ul style="list-style-type: none"> Take the lead in impactful change programs. Benchmark change interventions against best change practices. Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation. Take calculated risk and seek new ideas from best practice scenarios and identify the potential for implementation. 	<ul style="list-style-type: none"> Motivate and inspire others around change initiatives. 		


.....
Director: Infrastructure Services
Mr Deon Louw


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Municipal Manager:
Ms Geraldine Mettler



CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Financial Management			
COMPETENCY DEFINITION :		Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Understand basic financial concepts and methods as they relate to institutional processes and activities Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems Understand the importance of financial accountability Understand the importance of asset control. 	<ul style="list-style-type: none"> Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelate Assess, identify and manage financial risks. Assume a cost-saving approach to financial management. Prepare financial reports based on specified formats. Consider and understand the financial implications of decisions and suggestions. Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated. Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against' budget. 	<ul style="list-style-type: none"> Take active ownership of planning, budgeting and forecasting processes and provides credible answers to queries within own responsibility. Prepare budgets that are aligned to the strategic objectives of the institution. Address complex budgeting and financial management concerns. Put systems and processes in place to enhance the quality and integrity of financial management practices. Advise on policies and procedures regarding asset control. Promote National Treasury's regulatory framework for Financial Management. 	<ul style="list-style-type: none"> Develop planning tools to assist in evaluating and monitoring future expenditure trends. Set budget frameworks for the institution. Set strategic direction for the institution on expenditure and other financial processes. Build and nurture partnerships to improve financial management and achieve financial savings. Actively identify and implement new methods to improve asset control. Display professionalism in dealing with financial data and processes. 		

Director: Infrastructure Services
Mr Deon Louw

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Governance Leadership			
COMPETENCY DEFINITION:	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements. Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders. 	<ul style="list-style-type: none"> Display a thorough understanding of governance and risk and compliance factors and implement plans to address these. Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution. 	<ul style="list-style-type: none"> Able to link risk initiatives into key institutional objectives and drivers. Identify, analyse and measure risk, create valid risk forecasts and map risk profiles. Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives. Demonstrate a thorough understanding of risk retention plans. Identify and implement comprehensive risk management systems and processes. Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement. 	<ul style="list-style-type: none"> Demonstrate a high level of commitment in complying with governance requirements. Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework. Able to advise local government on risk management, best practice interventions and compliance management. Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government. Able to shape, direct and drive the formulation of policies on a macro level. 	
<ul style="list-style-type: none"> Provide input into policy formulation. 	<ul style="list-style-type: none"> Actively drive policy formulation within the institution to ensure the achievement of objectives. 			

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Director: Infrastructure Services
Mr Deon Louw


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Municipal Manager:
Ms Geraldine Mettler



CLUSTER :		CORE COMPETENCIES			
COMPETENCY NAME :		Moral Competence			
COMPETENCY DEFINITION :		Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Realise the impact of acting with integrity, but requires guidance and development in implementing principles. Follow basic rules and regulations of the institution. 	<ul style="list-style-type: none"> Conduct self in alignment with the values of local government and the institution. 	<ul style="list-style-type: none"> Identify, develop and apply measures of self-correction. 	<ul style="list-style-type: none"> Create an environment conducive of moral practices. 		
	<ul style="list-style-type: none"> Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent. 	<ul style="list-style-type: none"> Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver. Actively report fraudulent activity and corruption with local government. Understand and honor the confidential nature of matters without seeking personal gain. Able to deal with situations of conflict of interest promptly and in the best interest of local government. 	<ul style="list-style-type: none"> Able to gain trust and respect through aligning actions with commitments. Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders. Present values, beliefs and ideas that are congruent with the institution's rules and regulations. Takes an active stance against corruption and dishonesty when noted. Actively promote the value of the institution to internal and external stakeholders. Able to work in unity with a team and not seek personal gain. Apply universal moral principles consistently to achieve moral decisions. 	<ul style="list-style-type: none"> Actively develop and implement measures to combat fraud and corruption. Set integrity standards and shared accountability measures across the institution to support the objectives of local government. Take responsibility for own actions and decisions, even if the consequences are unfavorable. 	

Director: Infrastructure Services
Mr Deon Louw

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :		CORE COMPETENCIES			
COMPETENCY NAME :		Planning and Organising			
COMPETENCY DEFINITION :		Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> • Able to follow basic plans and organise tasks around set objectives. 	<ul style="list-style-type: none"> • Actively and appropriately organise information and resources required for a task. 	<ul style="list-style-type: none"> • Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation. 	<ul style="list-style-type: none"> • Focus on broad strategies and initiatives when developing plans and actions. 		
<ul style="list-style-type: none"> • Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans. 	<ul style="list-style-type: none"> • Recognise the urgency and importance of tasks. 	<ul style="list-style-type: none"> • Identify in advance required stages and actions to complete tasks. 	<ul style="list-style-type: none"> • Able to protect and forecast short, medium and long term requirements of the institution and local government. 		
<ul style="list-style-type: none"> • Able to follow existing plans and ensure that objectives are met. 	<ul style="list-style-type: none"> • Balance short and long-term plans and goals and incorporate into the team's performance objectives. 	<ul style="list-style-type: none"> • Schedule realistic timelines, objectives and milestones for tasks and projects. 			
<ul style="list-style-type: none"> • Focus on short-term objectives in developing plans and actions 	<ul style="list-style-type: none"> • Schedule tasks to ensure they are performed within budget and with efficient use of time and resources. 	<ul style="list-style-type: none"> • Produce clear, detailed and comprehensive plans to achieve institutional objectives. 			
<ul style="list-style-type: none"> • Arrange information and resources required for a task, but require further structure and organisation. 	<ul style="list-style-type: none"> • Measures progress and monitor performance results. 	<ul style="list-style-type: none"> • Identify possible risk factors and design and implement appropriate contingency plans. • Adapt plans in light of changing circumstances. • Prioritise tasks and projects according to their relevant urgency and importance. 	<ul style="list-style-type: none"> • Translate policy into relevant projects to facilitate the achievement of institutional objectives. 		

Director: Infrastructure Services
Mr Deon Louw

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :		CORE COMPETENCIES			
COMPETENCY NAME :		Analysis and Innovation			
COMPETENCY DEFINITION :		Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Understand the basic operation of analysis, but lack detail and thoroughness. 	<ul style="list-style-type: none"> Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations. 	<ul style="list-style-type: none"> Coaches team members on analytical and innovative approaches and techniques. 	<ul style="list-style-type: none"> Demonstrate complex analytical and problem solving approaches and techniques. 		
<ul style="list-style-type: none"> Able to balance independent analysis with requesting assistance from others. 	<ul style="list-style-type: none"> Demonstrate objectivity, insight and thoroughness when analysing problems. 	<ul style="list-style-type: none"> Engage with appropriate individuals in analysing and resolving complex problems. 	<ul style="list-style-type: none"> Create an environment conducive to analytical and fact-based problem solving. 		
<ul style="list-style-type: none"> Recommend new ways to perform tasks within own function. 	<ul style="list-style-type: none"> Able to break down complex problems into manageable parts and identify solutions. 	<ul style="list-style-type: none"> Identify solutions on various areas in the institution. 	<ul style="list-style-type: none"> Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence. 		
<ul style="list-style-type: none"> Propose simple remedial interventions that marginally challenges the status quo. 	<ul style="list-style-type: none"> Consult internal and external stakeholders on opportunities to improve processes and service delivery. 	<ul style="list-style-type: none"> Formulate and implement new ideas throughout the institution. 	<ul style="list-style-type: none"> Create an environment that fosters innovative thinking and follows a learning organisation approach. 		
<ul style="list-style-type: none"> Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking. 	<ul style="list-style-type: none"> Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders. 	<ul style="list-style-type: none"> Able to gain approval and buy-in for proposed interventions from relevant stakeholders. 	<ul style="list-style-type: none"> Be a thought leader on innovative customer service delivery and process optimisation. 		
	<ul style="list-style-type: none"> Continuously identify opportunities to enhance internal processes. 	<ul style="list-style-type: none"> Identify trends and best practices in process and service delivery and propose institutional application. 	<ul style="list-style-type: none"> Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences. 		
	<ul style="list-style-type: none"> Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention. 	<ul style="list-style-type: none"> Continuously engage in research to identify client needs. 			

Director: Infrastructure Services
Mr Deon Louw

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Knowledge and Information Management			
COMPETENCY DEFINITION :	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> • Collect, categorise and track relevant information required for specific tasks and projects. • Analyse and interpret information to draw conclusions. • Seek new sources of information to increase the knowledge base. • Regularly share information and knowledge with internal stakeholders and team members. 	<ul style="list-style-type: none"> • Use appropriate information systems and technology to manage institutional knowledge and information sharing. • Evaluate data from various sources and use information effectively to influence decisions and provide solutions. • Actively create mechanisms and structures for sharing information. • Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency. 	<ul style="list-style-type: none"> • Effectively predict future information and knowledge management requirements and systems. • Develop standards and processes to meet future knowledge management needs. • Share and promote best-practice knowledge management across various institutions. • Establish accurate measures and monitoring systems for knowledge and information management. • Create a culture conducive of learning and knowledge sharing. • Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches. 	<ul style="list-style-type: none"> • Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information. • Establish partnerships across local government to facilitate knowledge management. • Demonstrate a mature approach. • Recognise and exploit knowledge points in interactions with internal and external stakeholders. 	

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Director: Infrastructure Services
Mr Deon Louw

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Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Communication			
COMPETENCY DEFINITION :	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> • Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools. • Express ideas in a clear and focused manner, but does not always take the audience into consideration. 	<ul style="list-style-type: none"> • Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating. • Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs. • Adapt communication content and style to suit the audience and facilitate optimal information transfer. • Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders. • Compile clear, focused, concise and well-structured written documents. 	<ul style="list-style-type: none"> • Effectively communicate high-risk and sensitive matters to relevant stakeholders. • Develop a well-defined communication strategy. • Balance political perspectives with institutional needs when communicating viewpoints on complex issues. • Able to effectively direct negotiations around complex. • Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution. • Able to communicate with the media with high levels of moral competence and discipline. 	<ul style="list-style-type: none"> • Regarded as a specialist in negotiations and representing the institution. • Able to inspire and motivate others through positive communication that is impactful and relevant. • Creates an environment conducive to transparent and productive communication and critical appreciate conversations. • Able to coordinate negotiations at different levels within local government and externally. 	



 Director: Infrastructure Services
Mr Deon Louw



 Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Results and Quality Focus			
COMPETENCY DEFINITION :	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Understand quality of work but requires guidance in attending to important matters. Show a basic commitment to achieving the correct results. Produce the minimum level of results required in the role. Produce outcomes that is of a good standard. Focus on the quantity of output but requires development in incorporating the quality of work. Produce quality work in general circumstances, but fails to meet expectation when under pressure. 	<ul style="list-style-type: none"> Focus on high-priority actions and does not become distracted by lower-priority activities. Display firm commitment and pride in achieving the correct results. Set quality standards and design processes and tasks around achieving set standards. Produce output of high quality. Able to balance the quantity and quality of results in order to achieve objectives. Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed. 	<ul style="list-style-type: none"> Consistently verify own standards and outcomes to ensure quality output. Focus on the end result and avoids being distracted Demonstrate a determined and committed approach to achieving results and quality standards. Follow task and projects through to completion. Set challenging goals and objectives to self and team and display commitment to achieving expectations. Maintain a focus on quality outputs when placed under pressure. Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution. 	<ul style="list-style-type: none"> Coach and guide others to exceed quality standards and results. Develop challenging, client-focused goals and sets high standards for personal performance. Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required. Work with team to set ambitious and challenging team goals, communicating long- and short term expectations. Take appropriate risks to accomplish goals. Overcome setbacks and adjust action plans to realise goals. Focus people on critical activities that yield a high impact. 	



 Director: Infrastructure Services
Mr Deon Louw



 Municipal Manager:
Ms Geraldine Mettler



STELLENBOSCH
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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure C

Personal Development Plan

DIRECTOR: INFRASTRUCTURE SERVICES

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Director: Infrastructure Services
Mr Deon Louw

.....
Municipal Manager:
Ms Geraldine Mettler



Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
1.						
2.						
3.						

Signed and accepted by the Employee



Date: 22 / 06 / 2022

Signed by the Municipal Manager on behalf of the Municipality



Date: 22 / 06 / 2022.

Annexure 6

Gary Boshoff – Director: Community and
Protection Services



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Performance Agreement 2022 – 2023

**Director:
Community and Protection Services**

Two handwritten signatures in black ink, one above the other, located in the bottom right corner of the page.



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY HEREBY REPRESENTED BY:

THE MUNICIPAL MANAGER
Ms Geraldine Mettler
(herein and after referred as Employer)

AND

DIRECTOR: COMMUNITY AND PROTECTION SERVICES
Mr Gary Boshoff
(herein and after referred as Employee)

FOR THE FINANCIAL YEAR:

01 JULY 2022 – 30 JUNE 2023

.....
Director: Community and Protection Services
Mr Gary Boshoff

.....
Municipal Manager:
Ms Geraldine Mettler



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 Director: Community and Protection Services
Mr Gary Boshoff


 Municipal Manager:
Ms Geraldine Mettler



1. INTRODUCTION

- 1.1 The Employer, duly represented by **Ms Geraldine Mettler**, in her capacity as the Municipal Manager has entered into a contract of employment with the Employee, **Mr Gary Boshoff**, in terms of section 57(1)(a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;
- 1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;
- 1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;
- 1.5 In this Agreement, the followings terms will have the meaning ascribed thereto:
- 1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;
- 1.5.2 "the **Municipal Manager**" – means the Municipal Manager of the Municipality appointed in terms of Section 54(A) of the Systems Act;
- 1.5.3 "the Employee" means the **Director: Community and Protection Services** appointed in terms of Section 56 of the Systems Act;
- 1.5.4 "the Employer" means **Stellenbosch Municipality**; and
- 1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

- 2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;
- 2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;
- 2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 To monitor and measure performance against set targeted outputs and outcomes;
- 2.5 To establish a transparent and accountable working relationship;


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Mr Gary Boshoff


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Municipal Manager:
Ms Geraldine Mettler



- 2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and
- 2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on **01 July 2022** and will remain in force until **30 June 2023** where after a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;
- 3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31st of July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out –
- 4.1.1 The performance objectives and targets that must be met by the Employee;
 - 4.1.2 The time frames within which those performance objectives and targets must be met; and
 - 4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
- 4.2.1 Key objectives that describe the main tasks that need to be done;
 - 4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;
 - 4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and


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Mr Gary Boshoff


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Municipal Manager:
Ms Geraldine Mettler



4.2.4 Weightings showing the relative importance of the key objectives to each other.

4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and

4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

5.1 The Employee agrees to participate in the performance management system that the Employer adopted for the employees of the Employer;

5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers to perform to the standards required;

5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;

5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;

5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;

5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas
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


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5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

Table 2: Leading and Core Competencies

Leading and Core Competencies		
1.	Strategic direction and leadership	<ul style="list-style-type: none"> Impact and influence Institutional performance management Strategic planning and management Organisational awareness
2.	People management	<ul style="list-style-type: none"> Human capital planning and development Diversity management Employee relations management Negotiation and dispute management
3.	Programme and project management	<ul style="list-style-type: none"> Programme and project planning and implementation Service delivery management Programme and project monitoring and evaluation
4.	Financial management	<ul style="list-style-type: none"> Budget planning and execution Financial strategy and delivery Financial reporting and delivery
5.	Change leadership	<ul style="list-style-type: none"> Change vision and strategy Process design and improvement Change impact monitoring and evaluation
6.	Governance leadership	<ul style="list-style-type: none"> Policy formulation Risk and compliance management Cooperative governance
7.	Moral competence	<ul style="list-style-type: none"> Core Competency
8.	Planning and organising	<ul style="list-style-type: none"> Core Competency
9.	Analysis and innovation	<ul style="list-style-type: none"> Core Competency
10.	Knowledge and information management	<ul style="list-style-type: none"> Core Competency
11.	Communication	<ul style="list-style-type: none"> Core Competency
12.	Results and quality focus	<ul style="list-style-type: none"> Core Competency

6. PERFORMANCE ASSESSMENT

6.1 The Performance Plan (Annexure A) to this Agreement sets out –

6.1.1 The standards and procedures for evaluating the Employee's performance; and

6.1.2 The intervals for the evaluation of the Employee's performance.

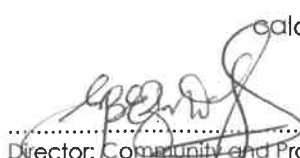
6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force;

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- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan as well as the actions agreed to and implementation must take place within set time frames;
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;
- 6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week prior to the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;
- 6.6 Assessment of the achievement of results as outlined in the performance plan:
- 6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met and with due regard to ad-hoc tasks that had to be performed under the KPI;
- 6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs which will then be multiplied by the weighting to calculate the final score;
- 6.6.3 The Employee will submit his self-evaluation to the Employer prior to the formal assessment;
- 6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and
- 6.6.5 An overall score will be calculated based on the total of the scores calculated above.
- 6.7 Assessment of the Competencies:
- 6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);
- 6.7.2 A rating shall be provided for each Competency which will then be multiplied by the weighting to calculate the final score; and
- 6.7.3 An overall score will be calculated based on the total of the scores calculated above.
- 6.8 Overall rating
- 6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and


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6.8.2 Such an overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

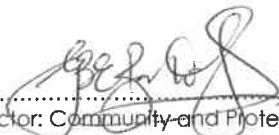
Table 3: Performance rating scale

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has fully achieved effective results against all significant performance criteria and indicators as specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses


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Level	Achievement Levels	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

6.10.1 Municipal Manager;

6.10.2 Municipal Manager from another municipality;

6.10.3 Chairperson of the Performance Audit Committee or in his / her absence thereof, the Chairperson of the Audit Committee; and

6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).

6.11 The Municipal Manager will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Municipal Manager will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

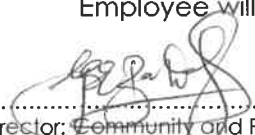
Table 5: Schedule for performance reviews


Quarter	Review Period	Review to be completed by
1	July - September	October / November 2022 (Informal)
2	October – December	January / February 2023 (Formal)
3	January – March	April / May 2023 (Informal)
4	April - June	After the receipt of the AG's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;

7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and

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Ms Geraldine Mettler



7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and / or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and / or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall-

9.1.1 Create an enabling environment to facilitate effective performance by the employee;

9.1.2 Provide access to skills development and capacity-building opportunities;

9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;

9.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and

9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

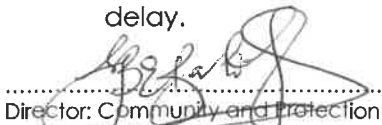
10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-

10.1.1 A direct effect on the performance of any of the Employee's functions;

10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and

10.1.3 A substantial financial effect on the Employer.

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action with delay.


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Mr Gary Boshoff


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Municipal Manager:
Ms Geraldine Mettler



11. REWARD

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;
- 11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;
- 11.3 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

- 11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he was employed and he will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and
- 11.5 The Employer will submit the total score of the annual assessment and of the Employee, to the full Council for purposes of recommending the bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 Where the Employer is, any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;
- 12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;
- 12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and
- 12.4 In the case of unacceptable performance, the Employer shall –
- 12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and

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- 12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as a reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

- 13.1 In the event that the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;
- 13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and
- 13.3 In the event that the mediation process contemplated above fails, the relevant clause of the Contract of Employment together with the relevant laws and regulations shall apply.

14. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.


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Mr Gary Boshoff


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Municipal Manager:
Ms Geraldine Mettler



Thus, done and signed at STELLENBOSCH on the 22nd day of JUNE 2022

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

AS WITNESSES:

1.

2.

Thus, done and signed at Stellenbosch on the 22 day of June 2022

MUNICIPAL MANAGER


AS WITNESSES:

1.


2.



MEMBER OF MAYORAL COMMITTEE
(Portfolio: Protection Services)
Cllr R Badenhorst



MEMBER OF MAYORAL COMMITTEE
(Portfolio: Community Development (Parks, Open Spaces and Environment))
Cllr R Adams



MEMBER OF MAYORAL COMMITTEE
(Portfolio: Youth, Sport and Culture)
Cllr J Joon



STELLENBOSCH

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Annexure A Performance Plan

DIRECTOR: COMMUNITY AND PROTECTION SERVICES


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Director: Community and Protection Services
Mr Gary Boshoff


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Municipal Manager:
Ms Gergline Mettler



The Performance Plan sets out:

- a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- b) The Competencies required from employees prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, the performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% (**eighty per cent**) of the total employee assessment score.

Part 1: Implementation of the Service Delivery and Budget Implementation Plan (80%)

DIRECTOR: COMMUNITY AND PROTECTION SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Protection Services	Percentage of indicators of the Department: Protection Services achieved, measured quarterly	Outcome	91.74%	80%per annum	80%	SM	80%	80%	80%	80%	3
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Community Services	Percentage of indicators of the Department: Community Services achieved, measured quarterly	Outcome	80.25%	80% per annum	80%	SM	80%	80%	80%	80%	3



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Mr Gary Boshoff



 Municipal Manager:
Ms Geraldine Mettler



DIRECTOR: COMMUNITY AND PROTECTION SERVICES

IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Community Development	Percentage of indicators of the Section: Community Development achieved, measured quarterly	Outcome	92.86%	80% per annum	80%	SM	80%	80%	80%	80%	3
KPI024	SFA 3: Safe Valley	Submission of the revised Disaster Management Plan to the Municipal Manager	Number of revised Disaster Management Plans submitted to the Municipal Manager by 31 March	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	2
KPI025	SFA 3: Safe Valley	Submission of the revised Safety and Security Strategy to the Municipal Manager	Number of revised Safety and Security Strategies submitted to the Municipal Manager by 30 April	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	2
KPI026	SFA 3: Safe Valley	Submission of the revised Traffic Management Plan to the Municipal Manager	Number of revised Traffic Management Plans submitted to the Municipal Manager by 31 March	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	2
TBC	SFA 5: Good governance and Compliance	Implementation of the Mayoral Outcomes in the Integrated Development Plan (IDP) for the 2022/23 financial year	Percentage of Mayoral Outcomes in the IDP for the 2022/23 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good governance and Compliance	Implementation of the Portfolio: Protection Services' Outcomes in the Integrated Development Plan (IDP) for the 2022/23 financial year	Percentage of Portfolio: Protection Services' Outcomes in the IDP for the 2022/23 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good governance and Compliance	Implementation of the Portfolio: Youth, Sport and Culture's Outcomes in the Integrated Development Plan (IDP) for the 2022/23 financial year	Percentage of Portfolio: Youth, Sport and Culture's Outcomes in the IDP for the 2022/23 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	2

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Mr Gary Boshoff

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Municipal Manager:
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DIRECTOR: COMMUNITY AND PROTECTION SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good governance and Compliance	Implementation of the Portfolio: Community Development (Parks, Open Spaces, Environment)'s Outcomes in the Integrated Development Plan (IDP) for the 2022/23 financial year	Percentage of Portfolio: Community Development (Parks, Open Spaces, Environment)'s Outcomes in the IDP for the 2022/23 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good governance and Compliance	Implementation of the Municipal Manager's Outcomes in the Integrated Development Plan (IDP) for the 2022/23 financial year	Percentage of Municipal Manager's Outcomes in the IDP for the 2022/23 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Spend the Directorate: Community and Protection Services approved Capital Budget	Percentage of approved Capital Budget of the Directorate: Community and Protection Services actually spent by 30 June	Input	58.32%	90% per annum	90%	SM	10%	30%	60%	90%	15
TBC	SFA 5: Good Governance and Compliance	Submission of the final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2023/24)	Percentage of final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2023 and 100% by 30 June 2023 for the 2023/24 financial year)	Output	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	5
TBC	SFA 5: Good Governance and Compliance	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to SCM Department within 10 days before the start of the quarter	Output	4	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	2
TBC	SFA 5: Good Governance and Compliance	Performance agreements signed with all identified personnel	Number of performance agreements signed by 31 August	Output	3	3 per annum	3	SM	3	N/A	N/A	N/A	2

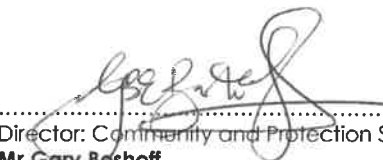

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DIRECTOR: COMMUNITY AND PROTECTION SERVICES

IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Conduct formal performance evaluations with all identified personnel	Number of formal performance evaluations conducted with all identified personnel by 28 February	Output	6	6 per annum	6	SM	N/A	N/A	6	N/A	2
TBC	SFA 5: Good Governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	2
TBC	SFA 5: Good Governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated by 31 May	Output	2	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	2
TBC	SFA 5: Good Governance and Compliance	Implementation of Council resolutions	Percentage of resolutions implemented, measured quarterly	Output	100%	70% per annum	70%	SM	70%	70%	70%	70%	2
TBC	SFA 3 - Safe Valley	Spend the allocated CCTV cameras budget	Percentage of the allocated CCTV Cameras budget actually spend by 30 June	Output	43.44%	90% per annum	90%	SM	10%	30%	60%	90%	2
TBC	SFA 5: Good Governance and Compliance	Raise / Collect Operating Budget revenue of the Department: Community and Protection Services as per approved budget	Percentage of the Department: Community and Protection Services revenue raised / collected by 30 June	Outcome	59.62%	96% per annum	96%	SM	25%	50%	75%	96%	2
TBC	SFA 2 - Green and Sustainable Valley	Information sessions held on alternative burial methods	Number of quarterly information sessions held on alternative burial methods	Output	4	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	2


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Mr Gary Beshoff


 Municipal Manager:
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DIRECTOR: COMMUNITY AND PROTECTION SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2020/21)	5 Year Target	2022/23	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2022/23)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 2 - Green and Sustainable Valley	Implementation of the Invasive Alien Vegetation Management Plan	Percentage of actions implemented for the 2022/23 financial year as per the Invasive Alien Vegetation Management Plan by 30 June	Outcome	100%	90% per annum	90%	SM	5%	30%	60%	90%	2
TBC	SFA 2 - Green and Sustainable Valley	Submission of the Revised Public Facility Management Plan to the Municipal Manager	Number of Revised Public Facility Management Plans submitted to the Municipal Manager by 31 March	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	2
TBC	SFA 3 - Safe Valley	Implementation of the Safety Plan	Percentage of actions implemented for the 2022/23 financial year as per the Safety Plan by 30 June	Outcome	100%	90% per annum	90%	SM	5%	30%	60%	90%	3
TBC	SFA 5: Good Governance and Compliance	Implementation of the Sport Facilities Management Plan	Percentage of actions implemented for the 2022/23 financial year as per the Sport Facilities Management Plan by 30 June	Outcome	100%	90% per annum	90%	SM	5%	30%	60%	90%	3
TBC	SFA 5: Good Governance and Compliance	Establishment of a Local Drug Action Committee (LDAC)	Number of Local LDACs established by 31 May	Output	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	3
TBC	SFA 5: Good Governance and Compliance	Establishment of a Tactical Response Unit (TRU)	Number of Tactical Response Units established by 31 March	Output	New KPI	1 per annum	1	SM	N/A	N/A	1	N/A	2
TBC	Good governance and Compliance	Implementation of the Directorate's actions as per the AGSA Audit Action Plan	Percentage of the Directorate's actions as per the AGSA Audit Action Plan implemented by 30 June	Outcome	0%	100% per annum	100%	SM	N/A	N/A	50%	100%	2
												Total	80



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Part 2: Competency Requirements (20%)

Ref	Leading and Core Competencies	(January) 1 st Assessment	(July) Final Assessment	Weights	Comments
2.1	Strategic direction and leadership			1.66%	
2.2	People management			1.66%	
2.3	Programme and project management			1.66%	
2.4	Financial management			1.66%	
2.5	Change leadership			1.67%	
2.6	Governance leadership			1.67%	
2.7	Moral competence			1.67%	
2.8	Planning and organising			1.67%	
2.9	Analysis and innovation			1.67%	
2.10	Knowledge and information management			1.67%	
2.11	Communication			1.67%	
2.12	Results and quality focus			1.67%	
Total				20%	


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Annexure B Competency Framework

DIRECTOR: COMMUNITY AND PROTECTION SERVICES


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Director: Community and Protection Services
Mr Gary Boshoff


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Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Strategic Direction and Leadership			
COMPETENCY DEFINITION :	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Understand Institutional and departmental strategic objectives, but lacks the ability to inspire others to achieve set mandate. Describe how specific tasks link to institutional strategies but has limited influence in directing a strategy. Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole. 	<ul style="list-style-type: none"> Give direction to a team in realising the institution's strategic mandate and set objectives. Has a positive impact and influence on the morale, engagement and participation of team members. Develop action plans to execute and guide strategy. 	<ul style="list-style-type: none"> Evaluate all activities to determine value and alignment to strategic intent. Display in-depth knowledge and understanding of strategic planning. Align strategy and goals across all functional areas. 	<ul style="list-style-type: none"> Structure and position the institution to local government priorities. Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework. Hold self-accountable for strategy execution and results. 	
<ul style="list-style-type: none"> Demonstrate basic understanding of key decision making. 	<ul style="list-style-type: none"> Assist in defining performance measures to monitor the progress and effectiveness of the institution. Displays an awareness of institutional structures and political factors. Effectively communicate barriers to execution to relevant parties. Provide guidance to all stakeholders in the achievement of the strategic mandate. Understand the aim and objectives of the institution and relate it to own work. 	<ul style="list-style-type: none"> Actively define performance measures to monitor the progress and effectiveness of the institution. Consistently challenge strategic plans to ensure relevance. Understand institutional structures and political factors, and the consequences of actions. Empower others to follow the strategic direction and deal with complex situations. Guide the institution through complex and ambiguous concern. Use understanding of power relationships and dynamic tensions among key players 	<ul style="list-style-type: none"> Provide impact and influence through building and maintaining strategic relationships. Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions. Integrate various systems into a collective whole to optimise institutional performance management. Uses understanding of competing interests to maneuver successfully to a win/win outcome. 	


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CLUSTER :		LEADING COMPETENCIES		
COMPETENCY NAME :		Strategic Direction and Leadership		
COMPETENCY DEFINITION :		Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.		
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
		to frame communications and develop strategies, positions and alliances.		



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CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		People Management			
COMPETENCY DEFINITION :		Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Participate in team goalsetting and problem solving. 	<ul style="list-style-type: none"> Seek opportunities to increase team contribution and responsibility. 	<ul style="list-style-type: none"> Identify ineffective team and work processes and recommend remedial interventions. 	<ul style="list-style-type: none"> Develop and incorporate best practice people management processes, approaches and tools across the institution. 		
<ul style="list-style-type: none"> Interact and collaborate with people of diverse backgrounds. 	<ul style="list-style-type: none"> Respect and support the diverse nature of others and be aware of the benefits of a diverse approach. 	<ul style="list-style-type: none"> Recognise and reward effective and desired behavior. 	<ul style="list-style-type: none"> Foster a culture of discipline, responsibility and accountability. 		
	<ul style="list-style-type: none"> Effectively delegate tasks and empower others to increase contribution and execute functions optimally. 	<ul style="list-style-type: none"> Provide mentoring and guidance to others in order to increase personal effectiveness. 	<ul style="list-style-type: none"> Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution. 		
<ul style="list-style-type: none"> Aware of guidelines for employee development, but requires support in implementing development initiatives. 	<ul style="list-style-type: none"> Apply relevant employee legislation fairly and consistently. 	<ul style="list-style-type: none"> Identify development and learning needs within the team. 	<ul style="list-style-type: none"> Develop comprehensive integrated strategies and approaches to human capital development and management. 		
	<ul style="list-style-type: none"> Effectively identify capacity requirements to fulfill the strategic mandate. 	<ul style="list-style-type: none"> Inspire a culture of performance excellence by giving positive and constructive feedback to the team. Achieve agreement or consensus in adversarial environments. Lead and unite diverse teams across divisions to achieve institutional objectives. 	<ul style="list-style-type: none"> Actively identify trends and predict capacity requirements to facilitate unified transition and performance management. 		


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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Programme and Project Management			
COMPETENCY DEFINITION :	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Initiate projects after approval from higher authorities. Understand procedures of program and project management methodology, implications and stakeholder involvement. Understand the rationale of projects in relation to the institution's strategic objectives. Document and communicate factors and risk associated with own work. 	<ul style="list-style-type: none"> Establish broad stakeholder involvement and communicate the project status and key milestones. Define the roles and responsibilities of the project team and create clarity around expectations. Find a balance between project deadline and the quality of deliverables. Identify appropriate project resources to facilitate the effective completion of the deliverables. 	<ul style="list-style-type: none"> Manage multiple programs and balance priorities and conflicts according to institutional goals. Apply effective risk management strategies through impact assessment and resource requirements. Modify project scope and budget when required without compromising the quality and objectives of the project. Involve top-level authorities and relevant stakeholders in seeking project buy-in. 	<ul style="list-style-type: none"> Understand and conceptualise the long-term implications of desired project outcomes. Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives. Influence people in positions of authority to implement outcomes of projects Lead and direct translation of policy into workable action plans 	
<ul style="list-style-type: none"> Use results and approaches of successful project implementation as guide. 	<ul style="list-style-type: none"> Comply with statutory requirements and apply policies in a consistent manner. Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation. 	<ul style="list-style-type: none"> Identify and apply contemporary project management methodology Influence and motivate project team to deliver exceptional results. Monitor policy implementation and apply procedures to manage risks. 	<ul style="list-style-type: none"> Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed. 	



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CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Change Leadership			
COMPETENCY DEFINITION :		Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Display an awareness of change interventions and the benefits of transformation initiatives. 	<ul style="list-style-type: none"> Perform an analysis of the change impact on the social, political and economic environment. 	<ul style="list-style-type: none"> Actively monitor change impact and results and convey progress to relevant stakeholders. 	<ul style="list-style-type: none"> Sponsor change agents and create a network of change leaders who support the interventions. 		
<ul style="list-style-type: none"> Able to identify basic needs for change. 	<ul style="list-style-type: none"> Maintain calm and focus during change. 	<ul style="list-style-type: none"> Secure buy-in and sponsorship for change initiatives. 	<ul style="list-style-type: none"> Actively adapt current structures and processes to incorporate the change interventions. 		
<ul style="list-style-type: none"> Identify gaps between the current and desired state. 	<ul style="list-style-type: none"> Able to assist team members during change and keep them focused on the deliverables. 	<ul style="list-style-type: none"> Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness. 	<ul style="list-style-type: none"> Mentor and guide team members on the effects of change, resistance factors and how to integrate change. 		
<ul style="list-style-type: none"> Identify potential risk and challenges to transformation, including resistance to change factors. 	<ul style="list-style-type: none"> Volunteer to lead change efforts outside of own work team. 	<ul style="list-style-type: none"> Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change. 			
<ul style="list-style-type: none"> Participate in change programs and piloting change interventions. 	<ul style="list-style-type: none"> Able to gain buy-in and approval for change from relevant stakeholders. 	<ul style="list-style-type: none"> Take the lead in impactful change programs. 			
	<ul style="list-style-type: none"> Identify change readiness levels and assist in resolving resistance to change factors. 	<ul style="list-style-type: none"> Benchmark change interventions against best change practices. 	<ul style="list-style-type: none"> Motivate and inspire others around change initiatives. 		
<ul style="list-style-type: none"> Understand the impact of change interventions on the institution within the broader scope of local government. 	<ul style="list-style-type: none"> Design change interventions that are aligned with the institution's strategic objectives and goals. 	<ul style="list-style-type: none"> Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation. Take calculated risk and seek new ideas from best practice scenarios and identify the potential for implementation. 			


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Municipal Manager:
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CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Financial Management			
COMPETENCY DEFINITION :	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Understand basic financial concepts and methods as they relate to institutional processes and activities Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems Understand the importance of financial accountability 	<ul style="list-style-type: none"> Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelate Assess, identify and manage financial risks. Assume a cost-saving approach to financial management. Prepare financial reports based on specified formats. Consider and understand the financial implications of decisions and suggestions. Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated. Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget. 	<ul style="list-style-type: none"> Take active ownership of planning, budgeting and forecasting processes and provides credible answers to queries within own responsibility. Prepare budgets that are aligned to the strategic objectives of the institution. Address complex budgeting and financial management concerns. Put systems and processes in place to enhance the quality and integrity of financial management practices. Advise on policies and procedures regarding asset control. Promote National Treasury's regulatory framework for Financial Management. 	<ul style="list-style-type: none"> Develop planning tools to assist in evaluating and monitoring future expenditure trends. Set budget frameworks for the institution. Set strategic direction for the institution on expenditure and other financial processes. Build and nurture partnerships to improve financial management and achieve financial savings. Actively identify and implement new methods to improve asset control. Display professionalism in dealing with financial data and processes. 	



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CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Governance Leadership			
COMPETENCY DEFINITION:		Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements. Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders. 	<ul style="list-style-type: none"> Display a thorough understanding of governance and risk and compliance factors and implement plans to address these. Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution. 	<ul style="list-style-type: none"> Able to link risk initiatives into key institutional objectives and drivers. Identify, analyse and measure risk, create valid risk forecasts and map risk profiles. 	<ul style="list-style-type: none"> Demonstrate a high level of commitment in complying with governance requirements. 		
<ul style="list-style-type: none"> Provide input into policy formulation. 	<ul style="list-style-type: none"> Actively drive policy formulation within the institution to ensure the achievement of objectives. 	<ul style="list-style-type: none"> Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives. Demonstrate a thorough understanding of risk retention plans. Identify and implement comprehensive risk management systems and processes. Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement. 	<ul style="list-style-type: none"> Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework. Able to advise local government on risk management, best practice interventions and compliance management. Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government. Able to shape, direct and drive the formulation of policies on a macro level. 		


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CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Moral Competence			
COMPETENCY DEFINITION :	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> Realise the impact of acting with integrity, but requires guidance and development in implementing principles. Follow basic rules and regulations of the institution. 	<ul style="list-style-type: none"> Conduct self in alignment with the values of local government and the institution. Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver. Actively report fraudulent activity and corruption with local government. Understand and honor the confidential nature of matters without seeking personal gain. 	<ul style="list-style-type: none"> Identify, develop and apply measures of self-correction. Able to gain trust and respect through aligning actions with commitments. Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders. Present values, beliefs and ideas that are congruent with the institution's rules and regulations. Takes an active stance against corruption and dishonesty when noted. Actively promote the value of the institution to internal and external stakeholders. Able to work in unity with a team and not seek personal gain. Apply universal moral principles consistently to achieve moral decisions. 	<ul style="list-style-type: none"> Create an environment conducive of moral practices. Actively develop and implement measures to combat fraud and corruption. Set integrity standards and shared accountability measures across the institution to support the objectives of local government. Take responsibility for own actions and decisions, even if the consequences are unfavorable. 	
<ul style="list-style-type: none"> Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent. 	<ul style="list-style-type: none"> Able to deal with situations of conflict of interest promptly and in the best interest of local government. 			



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CLUSTER :		CORE COMPETENCIES			
COMPETENCY NAME :		Planning and Organising			
COMPETENCY DEFINITION :		Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> • Able to follow basic plans and organise tasks around set objectives. 	<ul style="list-style-type: none"> • Actively and appropriately organise information and resources required for a task. 	<ul style="list-style-type: none"> • Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation. 	<ul style="list-style-type: none"> • Focus on broad strategies and initiatives when developing plans and actions. 		
<ul style="list-style-type: none"> • Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans. 	<ul style="list-style-type: none"> • Recognise the urgency and importance of tasks. 	<ul style="list-style-type: none"> • Identify in advance required stages and actions to complete tasks. 	<ul style="list-style-type: none"> • Able to protect and forecast short, medium and long term requirements of the institution and local government. 		
<ul style="list-style-type: none"> • Able to follow existing plans and ensure that objectives are met. 	<ul style="list-style-type: none"> • Balance short and long-term plans and goals and incorporate into the team's performance objectives. 	<ul style="list-style-type: none"> • Schedule realistic timelines, objectives and milestones for tasks and projects. 			
<ul style="list-style-type: none"> • Focus on short-term objectives in developing plans and actions 	<ul style="list-style-type: none"> • Schedule tasks to ensure they are performed within budget and with efficient use of time and resources. 	<ul style="list-style-type: none"> • Produce clear, detailed and comprehensive plans to achieve institutional objectives. 	<ul style="list-style-type: none"> • Translate policy into relevant projects to facilitate the achievement of institutional objectives. 		
<ul style="list-style-type: none"> • Arrange information and resources required for a task, but require further structure and organisation. 	<ul style="list-style-type: none"> • Measures progress and monitor performance results. 	<ul style="list-style-type: none"> • Identify possible risk factors and design and implement appropriate contingency plans. • Adapt plans in light of changing circumstances. • Prioritise tasks and projects according to their relevant urgency and importance. 			

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CLUSTER :		CORE COMPETENCIES			
COMPETENCY NAME :		Analysis and Innovation			
COMPETENCY DEFINITION :		Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Understand the basic operation of analysis, but lack detail and thoroughness. 	<ul style="list-style-type: none"> Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations. 	<ul style="list-style-type: none"> Coaches team members on analytical and innovative approaches and techniques. 	<ul style="list-style-type: none"> Demonstrate complex analytical and problem solving approaches and techniques. 		
<ul style="list-style-type: none"> Able to balance independent analysis with requesting assistance from others. 	<ul style="list-style-type: none"> Demonstrate objectivity, insight and thoroughness when analysing problems. 	<ul style="list-style-type: none"> Engage with appropriate individuals in analysing and resolving complex problems. 	<ul style="list-style-type: none"> Create an environment conducive to analytical and fact-based problem solving. 		
<ul style="list-style-type: none"> Recommend new ways to perform tasks within own function. 	<ul style="list-style-type: none"> Able to break down complex problems into manageable parts and identify solutions. 	<ul style="list-style-type: none"> Identify solutions on various areas in the institution. 	<ul style="list-style-type: none"> Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence. 		
<ul style="list-style-type: none"> Propose simple remedial interventions that marginally challenges the status quo. 	<ul style="list-style-type: none"> Consult internal and external stakeholders on opportunities to improve processes and service delivery. 	<ul style="list-style-type: none"> Formulate and implement new ideas throughout the institution. 	<ul style="list-style-type: none"> Create an environment that fosters innovative thinking and follows a learning organisation approach. 		
	<ul style="list-style-type: none"> Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders. 	<ul style="list-style-type: none"> Able to gain approval and buy-in for proposed interventions from relevant stakeholders. 	<ul style="list-style-type: none"> Be a thought leader on innovative customer service delivery and process optimisation. 		
<ul style="list-style-type: none"> Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking. 	<ul style="list-style-type: none"> Continuously identify opportunities to enhance internal processes. 	<ul style="list-style-type: none"> Identify trends and best practices in process and service delivery and propose institutional application. 	<ul style="list-style-type: none"> Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences. 		
	<ul style="list-style-type: none"> Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention. 	<ul style="list-style-type: none"> Continuously engage in research to identify client needs. 			


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CLUSTER :	CORE COMPETENCIES		
COMPETENCY NAME :	Knowledge and Information Management		
COMPETENCY DEFINITION :	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none"> Collect, categorise and track relevant information required for specific tasks and projects. Analyse and interpret information to draw conclusions. Seek new sources of information to increase the knowledge base. Regularly share information and knowledge with internal stakeholders and team members. 	<ul style="list-style-type: none"> Use appropriate information systems and technology to manage institutional knowledge and information sharing. Evaluate data from various sources and use information effectively to influence decisions and provide solutions. Actively create mechanisms and structures for sharing information. Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency. 	<ul style="list-style-type: none"> Effectively predict future information and knowledge management requirements and systems. Develop standards and processes to meet future knowledge management needs. Share and promote best-practice knowledge management across various institutions. Establish accurate measures and monitoring systems for knowledge and information management. Create a culture conducive of learning and knowledge sharing. Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches. 	<ul style="list-style-type: none"> Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information. Establish partnerships across local government to facilitate knowledge management. Demonstrate a mature approach. Recognise and exploit knowledge points in interactions with internal and external stakeholders.



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CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Communication			
COMPETENCY DEFINITION :	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none"> • Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools. • Express ideas in a clear and focused manner, but does not always take the audience into consideration. • Disseminate and convey information and knowledge adequately. 	<ul style="list-style-type: none"> • Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating. • Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs. • Adapt communication content and style to suit the audience and facilitate optimal information transfer. • Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders. • Compile clear, focused, concise and well-structured written documents. 	<ul style="list-style-type: none"> • Effectively communicate high-risk and sensitive matters to relevant stakeholders. • Develop a well-defined communication strategy. • Balance political perspectives with institutional needs when communicating viewpoints on complex issues. • Able to effectively direct negotiations around complex. • Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution. • Able to communicate with the media with high levels of moral competence and discipline. 	<ul style="list-style-type: none"> • Regarded as a specialist in negotiations and representing the institution. • Able to inspire and motivate others through positive communication that is impactful and relevant. • Creates an environment conducive to transparent and productive communication and critical appreciate conversations. • Able to coordinate negotiations at different levels within local government and externally. 	


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CLUSTER :		CORE COMPETENCIES			
COMPETENCY NAME :		Results and Quality Focus			
COMPETENCY DEFINITION :		Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.			
ACHIEVEMENT LEVELS					
BASIC	COMPETENT	ADVANCED	SUPERIOR		
<ul style="list-style-type: none"> Understand quality of work but requires guidance in attending to important matters. Show a basic commitment to achieving the correct results. Produce the minimum level of results required in the role. Produce outcomes that is of a good standard. Focus on the quantity of output but requires development in incorporating the quality of work. Produce quality work in general circumstances, but fails to meet expectation when under pressure. 	<ul style="list-style-type: none"> Focus on high-priority actions and does not become distracted by lower-priority activities. Display firm commitment and pride in achieving the correct results. Set quality standards and design processes and tasks around achieving set standards. Produce output of high quality. Able to balance the quantity and quality of results in order to achieve objectives. Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed. 	<ul style="list-style-type: none"> Consistently verify own standards and outcomes to ensure quality output. Focus on the end result and avoids being distracted Demonstrate a determined and committed approach to achieving results and quality standards. Follow task and projects through to completion. Set challenging goals and objectives to self and team and display commitment to achieving expectations. Maintain a focus on quality outputs when placed under pressure. Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution. 	<ul style="list-style-type: none"> Coach and guide others to exceed quality standards and results. Develop challenging, client-focused goals and sets high standards for personal performance. Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required. Work with team to set ambitious and challenging team goals, communicating long- and short term expectations. Take appropriate risks to accomplish goals. Overcome setbacks and adjust action plans to realise goals. Focus people on critical activities that yield a high impact. 		


.....
Director, Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure C: Personal Development Plan

DIRECTOR: COMMUNITY AND PROTECTION SERVICES


.....
Director, Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
1.						
2.						
3.						

Signed and accepted by the Employee



Date: 22 June 2022

Signed by the Municipal Manager on behalf of the Municipality



Date: 20/06/2022

11.11.2	DECISIONS TAKEN BY DIRECTORATES IN TERMS OF DELEGATED AUTHORITY FROM 1 APRIL 2022 UNTIL 30 JUNE 2022
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

20 July 2022 and 27 July 2022

1. SUBJECT: DECISIONS TAKEN BY DIRECTORATES IN TERMS OF DELEGATED AUTHORITY FROM 1 APRIL 2022 UNTIL 30 JUNE 2022

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 1 April 2022 until 30 June 2022, 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 1 April 2022 until 30 June 2022, by the following Section 56 Managers:

- Municipal Manager – Ms G Mettler (1 April 2022 – 30 June 2022)
- Chief Financial Officer – Mr K Carolus (1 April 2022 – 30 June 2022)
- Director Infrastructure Services – Act Mr D Louw (1 April 2022 – 30 June 2022)
- Director Planning and Economic Development – Mr A Barnes (1 April 2022 – 30 June 2022)
- Director Corporate Services – Ms A de Beer (1 April 2022 – 30 June 2022)
- Director Community and Protection Services Mr G Boshoff (1 April 2022 – 30 June 2022)

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

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2022-07-20: ITEM 7.11.2

That Council takes note of the decisions taken, for the period 1 April 2022 until 30 June 2022, by the following Section 56 Managers:

- Municipal Manager – Ms G Mettler (1 April 2022 – 30 June 2022)
- Chief Financial Officer – Mr K Carolus (1 April 2022 – 30 June 2022)
- Director Infrastructure Services – Act Mr D Louw (1 April 2022 – 30 June 2022)
- Director Planning and Economic Development – Mr A Barnes (1 April 2022 – 30 June 2022)
- Director Corporate Services – Ms A de Beer (1 April 2022 – 30 June 2022)
- Director Community and Protection Services Mr G Boshoff (1 April 2022 – 30 June 2022)

ANNEXURES:

Delegations exercised by Directorates 1 April 2022 until 30 June 2022

POSITION	Municipal Manager
DIRECTORATE	Office of the Municipal Manager
CONTACT NUMBERS	021 808 8025
E-MAIL ADDRESS	municipal.manager@stellenbosch.gov.za
REPORT DATE	June 2022

APPENDIX 1

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

DELEGATION	CATEGORY	REPORT SUBJECT AND RECOMMENDATIONS	DATE RECEIVED	DATE RESOLVED	RESOLUTION AND COMMENTS
SB4	Streets By-Law (2010) S 4	Poster application Stellenbosch University – Graduation ceremony	01/04/2022	01/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of overtime and standby – Cemeteries	01/04/2022	01/04/2022	Approved
C70	Section 34(1), MFMA	MOA: WC Financial Management Support Grant – Enterprise Risk Management and Internal Audit Software	01/04/2022	01/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of standby – Human Settlements	04/04/2022	04/04/2022	Approved
MFM01	Section 118 MFMA	Rates clearance: Title Deeds Restoration programme	04/04/2022	04/04/2022	Approved. To be signed by CFO going forward
MM10	Section 55(1)(f)-(h), Systems Act	Appointment of Presiding Officer: Community and Protection Services	04/04/2022	04/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of standby – Traffic Services	04/04/2022	04/04/2022	Approved
MM84	Section 66, MFMA	Approval of cellphone allowance – Asset Management, Development services and PMU – Infrastructure Services	04/04/2022	04/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of planned overtime - Parks	04/04/2022	04/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Appointment of Clerk Meter reading - Financial Services	04/04/2022	04/04/2022	Approved
DM5	Section 55 (2k) of Disaster act)	Revised Disaster Management Plan – March 2022	04/04/2022	04/04/2022	Approved
MM44	Section 22, MFMA	Approved oversight report on the Annual Report 2020/21 - AGSA	04/04/2022	04/04/2022	Approved
MM44	Section 22, MFMA	Approved oversight report on the Annual Report 202/21 - MEC	04/04/2022	04/04/2022	Approved
MM44	Section 22, MFMA	Approved Draft fifth Generation Integrated Development Plan (IDP) 2022-2027, Draft IDP and Budget Process Plan and the Revised SDF/IDP/Budget time schedule 2022/23	04/04/2022	04/04/2022	Approved
LEG9	General	Signing of Power of Attorney (POA) to obtain the necessary land use rights and registration of diagrams in the surveyor-general Erf 2183 Klapmuts	06/04/2022	06/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of standby – Community Development	06/04/2022	06/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Approved standby – Protection Services	06/04/2022	06/04/2022	Approved

HR2	Conditions of Service (SALGBC)	Approved standby – Traffic and Law Enforcement	06/04/2022	06/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Approved standby and overtime – Fire and Disaster Management	06/04/2022	06/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of standby Law Enforcement	06/04/2022	06/04/2022	Approved
FS3	(Hazardous substances act 15 of 1973)	Installation of smoke detection alarms – March 2022	06/04/2022	06/04/2022	Approved
MM122	Section 115(1)(a), MFMA	Approval of the Demand Management Plan – 2021/22 – Quarter 3	06/04/2022	06/04/2022	Approved
RSB1	Roads and Streets By-Law S3	CP14: Upgrade of MR168 (Baden Powell Drive) between Lynedoch (KM5.88 and MR177 (KM10.62)	07/04/2022	07/04/2022	Approved
IA2	Sections 165 & 166, MFMA	Audit and Performance Audit Committee Charter	07/04/2022	07/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of standby – Environmental planning, Urban Forestry, Small Plant maintenance workshop	08/04/2022	08/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of planned overtime – Sports, Recreation and Halls	08/04/2022	08/04/2022	Approved
MM64	Section 62(1)(f)(iv) MFMA	BSM102/21: Approval of proposed concept site development plans for the development of erven 412, 217 and 284, Groendal, Franschoek	08/04/2022	08/04/2022	Approved
C57	Section 19(1)(d), MFMA	Approval of IUDG Progress Report – March 2022	08/04/2022	08/04/2022	Approved
SC13	17(C)	Deviation: Appointment of an attorney firm to oppose on behalf of the municipality, the review application instituted by Securitem Pty Ltd (Securitem) against Stellenbosch Municipality and others, the review in relation to the decision of the Bid Adjudication Committee taken on or about 28 January 2022 to regard their tender as non-responsive and to exclude Securitem's bid	08/04/2022	08/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Pre-approval of overtime – Internal Audit	11/04/2022	11/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of late submission of authorisation of acting allowance – Planning and Economic Development December 2021 – January 2022	11/04/2022	11/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of late request for acting allowance – Traffic Services January and February 2022	11/04/2022	11/04/2022	Approved
AD3	General	Approval of advertisement – Leading hand: Infrastructure Services	11/04/2022	11/04/2022	Approved
MM10	Section 55(1)(f)-(h), Systems Act	Appointment of Presiding officer for disciplinary hearing – Corporate Services	12/04/2022	12/04/2022	Approved
HR1	MSA	Nomination of Municipal Officials to represent Stellenbosch Municipality during the IUDF Intermediate City Network engagements	12/04/2022	12/04/2022	Approved
C70	Section 34(1), MFMA	MOA: Stellenbosch Municipality//Stellenbosch Networks	12/04/2022	12/04/2022	Approved
C70	Section 34(1), MFMA	MOA: Stellenbosch//Ranyaka Community Transformation	12/04/2022	12/04/2022	Approved
SB4	Streets By-Law (2010) S 4	Approval of poster application: K&A Marketing – IMM graduate School	13/04/2022	13/04/2022	Approved
MM84	Section 66, MFMA	Approval of cellphone allowance – Field Inspector – Infrastructure Services	13/04/2022	13/04/2022	Approved

MM10	Section 55(1)(f)-(h), Systems Act	Disciplinary Complaint Form – Governance	13/04/2022	13/04/2022	Approved
SC28	35(1)	Request for catering services – permission to incur cost – Community and Protection services	14/04/2022	14/04/2022	Approved
SC18	27(2)(g)	Approval of Specifications – Integrated Risk and Internal Audit Software Tool – Internal Audit	14/04/2022	14/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of Annual leave – Internal Audit	14/04/2022	14/04/2022	Approved
	MFMA	Section 71 Report – Monthly Reporting – March 2022	14/04/2022	14/04/2022	Approved
	MFMA	Approval of WC Financial Management Support Grant (WC FMG) – March 2022	14/04/2022	14/04/2022	Approved
	MFMA	Performance Evaluation Report – March 2022	14/04/2022	14/04/2022	Approved
	MFMA	National Treasury Reporting – March 2022	14/04/2022	14/04/2022	Approved
SC28	35(1)	Request for catering services – permission to incur cost – Strategic Session - Development Planning	14/04/2022	14/04/2022	Approved
BC1	Section 5 of NHRBSA (read in conjunction with (CR 26/11/2009)	Acceptance as an approved competent person in terms of Regulation A19 - National Building Regulations and Building Standards Act 1977 as amended – Erven 4, 11131, 7 Bird Street Stellenbosch	14/04/2022	14/04/2022	Approved
LEG9	General	Power of Attorney (POA) Pass transfer Erf 427 Pniel	14/04/2022	14/04/2022	Approved
SB4	Streets By-Law (2010) S 4	Approval of poster application: Agri expo South African cheese festival	14/04/2022	14/04/2022	Approved
	MFMA	Approval of Provincial Treasury Data form – Section 56/57 Data information	14/04/2022	14/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of planned overtime for 16 – 30 April 2022 – Ornamental Horticulture	14/04/2022	14/04/2022	Approved
WM5	Section 11(4) NEMWA	Approval of Integrated Waste Management Plan – 2 nd progress report	19/04/2022	19/04/2022	Approved
MM84	Section 66, MFMA	Approval of cellphone allowance – Communications Department	19/04/2022	19/04/2022	Approved
SB4	Streets By-Law (2010) S 4	Approval of poster application Stellenbosch University – Open day	19/04/2022	19/04/2022	Approved
C70	Section 34(1), MFMA	Approval of Transfer Payment Agreement (TPA): Stellenbosch Municipality//Cape Winelands Municipality	20/04/2022	20/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of leave in lieu of overtime – IDP and PMS	20/04/2022	20/04/2022	Approved
C70	Section 34(1), MFMA	Stellenbosch Municipality//Dennessig Developers Association: Instruction to invest money (DC Payable ito Development)	20/04/2022	20/04/2022	Approved
MM64	Section 62(1)(f)(iv) MFMA Section 62(1)(f)(iv) MFMA	BSM 23/22: Implementation of medium voltage network upgrades in Kayamandi, Stellenbosch	20/04/2022	20/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of late submissions of 17 contracts at Area Cleaning and Collections – Waste Management	26/04/2022	26/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of Annual leave: Financial Services	26/04/2022	26/04/2022	Approved

	CATEGORY	REPORT SUBJECT AND RECOMMENDATIONS	Date Received	Date Resolved	Resolution and Comments
AD3	General	Approval of advertisement – General Workers X3: Water and Wastewater Services	04/05/2022	04/05/2022	Approved
AD3	General	Approval of advertisement – Trainee Operator: Water and Wastewater Services	04/05/2022	04/05/2022	Approved
AD3	General	Approval of advertisement – Clerk Roads and Stormwater – Roads and Stormwater	04/05/2022	04/05/2022	Approved
AD3	General	Approval of advertisement – Electrical Assistant X3 – Electrical Services	04/05/2022	04/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of annual leave – Corporate Services	04/05/2022	04/05/2022	Approved
C19.2	Section 57	Approval of addendum – Employment Contract – Director Corporate Services	04/05/2022	04/05/2022	Approved
C19.2	Section 57	Approval of addendum – Employment Contract – Director Planning and Economic Development	04/05/2022	04/05/2022	Approved
C19.2	Section 57	Approval of addendum – Employment Contract – Director Infrastructure Services	04/05/2022	04/05/2022	Approved
C19.2	Section 57	Approval of addendum – Employment Contract – Director Financial Services	04/05/2022	04/05/2022	Approved
C19.2	Section 57	Approval of addendum – Employment Contract – Director Community and Protection Services	04/05/2022	04/05/2022	Approved
SB4	Streets By-Law (2010) S 4	Approval of poster application – Franschhoek Literacy festival	05/05/2022	05/05/2022	Approved
C70	Section 34(1), MFMA	Approval of Addendum to the Implementation Protocol Agreement – Stellenbosch Municipality//WC Government via its Department of Environmental Affairs and Development Planning (DEA & DP) Regional Socio-Economic Programme (RSEP)	05/05/2022	05/05/2022	Approved
MM109	Section 79(1)(b), MFMA	Approval of Financial delegations – Office of the Municipal Manager	06/05/2022	06/05/2022	Approved
SB4	Streets By-Law (2010) S 4	Approval of poster application – WFA Consult Pty Ltd (Investor presentation)	06/05/2022	06/05/2022	Approved
SB4	Streets By-Law (2010) S 4	Approval of poster application – Franschhoek Literacy Festival – Exclusive Books	06/05/2022	06/05/2022	Approved
SB4	Streets By-Law (2010) S 4	Approval of poster application – Franschhoek Literacy Festival – Boekenhoutskloof Winery Pty Ltd	06/05/2022	06/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of Acting allowance – Chief Financial Officer	06/05/2022	06/05/2022	Approved
C57	Section 19(1)(d), MFMA	Approval of IUDG Progress Report – April 2022	06/05/2022	06/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of standby: Sport, Recreation and Halls – May 2022	06/05/2022	06/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of planned overtime: Sport, Recreation and Halls – May 2022	06/05/2022	06/05/2022	Approved

HR2	Conditions of Service (SALGBC)	Approval of Fixed Term Contract – Project Manager – Implementation and Development of the Energy Resilience Project	06/05/2022	06/05/2022	Approved
AD3	General	Approval of request for funding to advertisement: Artisan (Mechanic) – Area Cleaning and Collections	10/05/2022	10/05/2022	Approved
C57	Section 19(1)(d), MFMA	Approval of payments made to the municipality in respect of the RSEP programme for the period 1 April 2022 – 31 March 2022	13/05/2022	13/05/2022	Approved
	MFMA	Approval of WC Financial Management Support Grant – April 2022	13/05/2022	13/05/2022	Approved
MM64	Section 62(1)(f)(iv) MFMA	BSM 101/20 – Addition: Design, manufacture, testing, supply, delivery and offloading of two 20MVA Transformers for Jan Marais Substation	13/05/2022	13/05/2022	Approved
MM64	Section 62(1)(f)(iv) MFMA	BSM43/22: Financing of approved projects by means of an External Loan	13/05/2022	13/05/2022	Approved
MM64	Section 62(1)(f)(iv) MFMA	BSM 123/21: Zone O, Kayamandi, Housing Project – Construction of internal civil engineering services Phase 3	13/05/2022	13/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of Essential Motor Vehicle User Scheme – Electrical Services	13/05/2022	13/05/2022	Approved
MM10	Section 55(1)(f)-(h), Systems Act	Approval of Request to appoint a Presiding Officer for disciplinary hearing – Infrastructure Services	13/05/2022	13/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of Annual leave – Corporate Services	13/05/2022	13/05/2022	Approved
SC28	35(1)	Approval of request for catering services – incur cost for EPWP Project Manager Workshop	13/05/2022	13/05/2022	Approved. In line with Cost Containment Regulations
LEG9	General	Approval of Power of Attorney (POA – Subdivision, rezoning, consolidation and closure of a public place, Kayamandi, Stellenbosch	17/05/2022	17/05/2022	Approved
MM10	Section 55(1)(f)-(h), Systems Act	Approval of Request to appoint a Presiding Officer for disciplinary hearing – Infrastructure Services	17/05/2022	17/05/2022	Approved
	SCM Reg	Approval of request to blacklist organisation from Grant-in-aid donation programme	18/05/2022	18/05/2022	Approved
SB4	Streets By-Law (2010) S 4	Approval of Poster Application – Christ Embassy Stellenbosch – super sunday	18/05/2022	18/05/2022	Approved
MM52	Section 45(2)(b), MFMA	Approval of proposed long-term debt	18/05/2022	18/05/2022	Approved
		Approval of Report on Regulation 5 – April 2022	18/05/2022	18/05/2022	Approved
MM46	Section 31(c), MFMA	Approval of Certification for long-term borrowing (debt)	18/05/2022	18/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of Annual leave - Risk Management	20/05/2022	20/05/2022	Approved
AD3	General	Approval of Advertisement: General worker – Waste Management	20/05/2022	20/05/2022	Approved
	MFMA	Approval of Quality Certificate – MTREF for 2022 - 2025	20/05/2022	20/05/2022	Approved

BC1	Section 5 of NHRBSA (read in conjunction with (CR 26/11/2009)	Approval of Declaration by person responsible for preparing an application for approval of the erection of the building ito Section 4 of the Act – National Building Regulations and Building Standards Act 1977	20/05/2022	20/05/2022	Approved
AD3	General	Approval of advertisement – Principal Technician – Asset Management and Wayleaves – Development, Asset Management and System & PMU	25/05/2022	25/05/2022	Approved
HO5	Housing Act 107 of 1997	Approval of Certificate ito Section 31(4)(a) of the Deeds Registries Act 47 of 1937 – Portion 2 of Farm 1045, in the municipality and division Stellenbosch, WCP	25/05/2022	25/05/2022	Approved
SB4	Streets By-Law (2010) S 4	Approval of poster application – Western Cape blood service (WCBS at DR Church Hall DS Botha Street Stellenbosch	26/05/2022	26/05/2022	Approved
MM84	Section 66, MFMA	Approval of cell phone allowance – Environmental Implementation – Community and Protection Services	26/05/2022	26/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of Annual leave – Financial Services	26/05/2022	26/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of request to headhunt: Superintendent construction – Infrastructure Services	26/05/2022	26/05/2022	Approved
MM82	Section 62(2) (c), MFMA	Approval of invoice – FNB Fleet Services – April 2022	26/05/2022	26/05/2022	Approved
AD3	General	Approval of advertisement – General Worker - Cemeteries	27/05/2022	27/05/2022	Approved
MP6	National Road Traffic Act	Approval of certificate of appointment – Traffic Services	30/05/2022	30/05/2022	Approved
MM64	Section 62(1)(f)(iv) MFMA	BSM 32/21A – Appointment of service providers for various training programmes for a period ending 30 June 2023	30/05/2022	30/05/2022	Approved. As per the recommendation of BAC. 8.2 to be negotiated and if unsuccessful alternative process to be followed.
MM64	Section 62(1)(f)(iv) MFMA	BSM 03/22: Provision of Traffic Law Enforcement equipment, back-office systems and related services for the Stellenbosch municipality including NRTA and all municipal by-law infringement contraventions for a period of 24 months, as from 1 July 2022 – 30 June 2024 (Inclusive of last six months-legacy cases period	30/05/2022	30/05/2022	Approved
AD3	General	Approval of advertisement – General worker – Roads and Stormwater	30/05/2022	30/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of standby roster for Traffic Services - June 2022	30/05/2022	30/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of standby – Law Enforcement – June 2022	30/05/2022	30/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Pre-approval of standby for Fire Services and Disaster Management – June 2022	30/05/2022	30/05/2022	Approved

Delegation	Category	Report subject and Recommendations	Date Received	Date Resolved	Resolutions and Comments
		Approval of Bulk Infrastructure Monthly Report 2021/22 – May 2022	01/06/2022	01/06/2022	Approved
C70	Section 34(1), MFMA	MOA – Stellenbosch Municipality//SANBI (South African National Biodiversity Institute)	01/06/2022	01/06/2022	Approved
SC13	17(c)	Approval of Deviation – Employee Vaccinations	01/06/2022	01/06/2022	Approved
SB4	Streets By-Law (2010) S 4	Approval of poster application ONYX A2 Flash Classes	02/06/2022	02/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Appointment of Filed Officer – Informal Settlements	02/06/2022	02/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Appointment of Operator //Supervisor – Infrastructure Services	02/06/2022	02/06/2022	Approved
VAL33	Section 15(1) MPRA	Approval of water rebate – STPLA Farm 398/0	03/06/2022	03/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of advertisement – Operator – Urban Forestry – Community Services	03/06/2022	03/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of planned overtime for Ornamental Horticulture – June 2022	03/06/2022	03/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Letter of resignation – Property Management	03/06/2022	03/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Payment acting allowance authorisation – Acting Director Infrastructure Services – May 2022	03/06/2022	03/06/2022	Approved
	SCM Regulations	Approval of Report on Regulation 5 April 2022	07/06/2022	07/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of request for 3 months fixed term contract appointment – Senior Clerk - Halls Section	08/06/2022	08/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of planned overtime for Sport, Recreation and Halls – June 2022	08/06/2022	08/06/2022	Approved
SC28	35(1)	Request for catering services – cost incur for upgrade of the netball courts at Groendal Sports field	08/06/2022	08/06/2022	Approved
C70	Section 34(1), MFMA	First Addendum to Transfer of Payment Agreement – Stellenbosch Municipality//WCG via its Department of Economic Development and Tourism – MER Fund Application	08/06/2022	08/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of standby for Protection Services – July and August 2022	10/06/2022	10/06/2022	Approved
MM10	Section 55(1)(f)-(h), Systems Act	Appointment of presiding Officer X2 – Community and Protection Services	10/06/2022	10/06/2022	Approved
		Approval of travel claim – Financial Services	10/06/2022	10/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of standby for Environmental Services – June 2022	10/06/2022	10/06/2022	Approved
SC28	35(1)	Request for catering services – retirement - Financial Management Services	10/06/2022	10/06/2022	Approved
SC28	35(1)	Request for catering services – retirement farewell – Traffic Law Enforcement	13/06/2022	13/06/2022	Approved
EL1		Application to NERSA for electricity consumption	13/06/2022	13/06/2022	Approved

AD3	General	Approval of advertisement – Senior Clerk – Payroll – Financial Management Services	13/06/2022	13/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of Annual leave – Corporate Services	13/06/2022	13/06/2022	Approved
SC18	27(2)(g)	Approval of Specifications – Appointment of a Fraud hotline / tip-offline 30/06/2023	13/06/2022	13/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of family responsibility leave – Office of the Municipal Manager	13/06/2022	13/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of flexi-hour application – Land use Management	13/06/2022	13/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval for standby for Informal Settlements – June – September 2022	13/06/2022	13/06/2022	Approved as per roster for provided for weekends and public holidays
HR2	Conditions of Service (SALGBC)	Approval of appointment – SCM Practitioner - Stores	13/06/2022	13/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of appointment - Chief Clerk – Rates and Taxes	13/06/2022	13/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of appointment – Store Practitioner - SCM	13/06/2022	13/06/2022	Approved
	MFMA	Approval of Monthly Budget Monitoring Report for May 2022	13/06/2022	13/06/2022	Approved
	MFMA	Approval of WC Financial Management Support Grant – May 2022	13/06/2022	13/06/2022	Approved
AD3	General	Approval of advertisement – Assistant Superintendent, Area Cleaning for Franschoek, Dwarsrivier and Klappmuts	15/06/2022	15/06/2022	Approved
	Section 79	Section 79(2) Appeal of the Stellenbosch Planning By-law 2015 Application for rezoning, subdivision, consent use, Departures, approval of development name, approval of site development plan and allocation of Street names, and numbers: Erf 14801, Stellenbosch LU11728	15/06/2022	15/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of appointment – Stores Assistant – Financial Services	20/06/2022	20/06/2022	Approved
AD3	General	Approval of advertisement – Inspector – Law Enforcement	20/06/2022	20/06/2022	Approved
AD3	General	Approval of advertisement – Clerk – Traffic fines – Protection Services	20/06/2022	20/06/2022	Approved
MM122	Section 115(1)(a), MFMA	Payments for Audit and Performance Audit Committee Members	21/06/2022	21/06/2022	Approved
MM64	Section 62(1)(f)(iv) MFMA	BSM 47/222: Unconditional appointment of contractor for operations and maintenance of public ablution facilities at Stellenbosch and Jamestown settlement period ending June 2025	21/06/2022	21/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Annual leave pay out - Property Management	21/06/2022	21/06/2022	Approved

C70	Section 34(1), MFMA	MOA: Stellenbosch Municipality//WCG via its Department of Cultural Affairs and Sport - Community Library Service Grant	21/06/2022	21/06/2022	Approved
		Approved Delegations to Council – June 2022	21/06/2022	21/06/2022	Approved
ACTING MUNICIPAL MANAGER – MR ANTHONY BARNES 22 JUNE 2022 – 6 JULY 2022					
HR2	Conditions of Service (SALGBC)	Approval of planned overtime for Environmental Management – June 2022	22/06/2022	22/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of planned overtime for Environmental Management – July 2022	22/06/2022	22/06/2022	Approved
CL10	Section 59(1) of MSA	Application for donation – Free world Travel t/a Travel and Sport obo B Malefane	30/06/2022	30/06/2022	Approved
	MFMA	Approval of annual stores inventory count	30/06/2022	30/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of standby for Sport Recreation and Halls – July 2022	30/06/2022	30/06/2022	Approved

DIRECTORATE: FINANCIAL SERVICES

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
VPR1	Paragraph 6f	Capital Virementations – Various Directorates	25/05/2022	25/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Standby / Overtime for SCM, Stores	29/04/2022	04/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval to pay Acting Allowances for Jacqueline Arends for April	05/05/2022	09/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Shortlist File Financial Systems Specialist	23/05/2022	24/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval to Pay Acting Allowances Tandile Mduyana (FMS) April 2022	04/05/2022	06/05/2022	Approved
Section 115(1)(a), MFMA	MM122	B/SM 43/22 Financing of Capital budget by means of External loan	13/05/2022	17/05/2022	Approved
Section 115(1)(a), MFMA	MM122	B/SM 115/21 : A professional service provider to assemble a multi-disciplinary team of professionals in to undertake a broad conceptual urban design framework for a portion of portion 7 of farm 527 and remainder farm 527, Stellenbosch, and to obtain town planning and development rights	13/05/2022	17/05/2022	Approved
Section 115(1)(a), MFMA	MM122	BSM 123/21 : Zone o, Kayamandi, housing project: construction of internal civil engineering services – phase 3	13/05/2022	17/05/2022	Approved
CM3	General provisions	SCM letters approved Tenderers	13/05/2022	17/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval Acting Allowance Appointment Vinolan Narainsamy 28 April to 13 May 2022	05/05/2022	09/05/2022	Approved
Section 115(1)(a), MFMA	MM122	BSM 34/22 : Supply and delivery tracking and monitoring system for a contract period ending 30 June 2025	20/05/2022	23/05/2022	Approved
CM3	General provisions	SCM letters approved Tenderers	20/05/2022	23/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Standby / Overtime for Salaries, Revenue Section	29/04/2022	29/04/2022	Approved
VPR1	Paragraph 6f	Capital Virementations – Various Directorates	20/05/2022	23/05/2022	Approved
CM3	General provisions	SCM Tender Questionnaires	01/05/2022	31/05/2022	Approved
VPR1	Paragraph 6f	Virementations x 3 CAPITAL-Variou Directorates	27/05/2022	30/05/2022	Approved
CM3	General Provisions	MBD 7.1 Contract form-	27/05/2022	30/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval of JD's-Asset Management Section	30/05/2022	30/05/2022	Approved

CM3	General provisions	SCM letters approved Tenderers B/SM 124/21- B/SM 35/22 – B/SM 41/21	31/05/2022	31/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Pre-approval Overtime for June month, Supply Chain Management	31/05/2022	31/05/2022	Approved

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
VPR1	Paragraph 6f	Virementations x 2 Capital-Infrastructure services	01/06/2022	01/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Overtime Pre-Approval -Expenditure Section	01/06/2022	01/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Overtime Pre-Approval -Asset Management	01/06/2022	01/06/2022	Approved
HR2	Conditions of Service (SALGBC)	EPWP Contract- June Month -Finance Department	01/06/2022	01/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Standby / Overtime for Revenue Section	03/06/2022	03/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Travel Forms for Revenue Section	03/06/2022	03/06/2022	Approved
CM3	General provisions	SCM letters NOT approved Tenderers- B/SM 56/22	03/06/2022	06/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval to Pay Acting Allowances Tandile Mduyana and Vinolan Narainsamy for the month of May 2022	06/06/2022	06/06/2022	Approved
CM3	General provisions	SCM letters approved & unsuccessful letters for B/SM 25/22	06/06/2022	06/06/2022	Approved
VPR1	Paragraph 6f	Virementations x 3 Capital-Various Departments	06/06/2022	06/06/2022	Approved
CM3	General provisions	SCM: Report on Regulation 5 Report on Regulation 18(d) SCM: Standby/Overtime approval Temp Contract: J Van Rooyen	06/06/2022	06/06/2022	Approved
VPR1	Paragraph 6f	Virementations -Capital-Various Departments	07/06/2022	07/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Approval to Pay Acting Allowance for May month: D Beerwinkel Approval of Acting Appointment for June month: D Beerwinkel	08/06/2022	08/06/2022	Approved
VPR1	Paragraph 6f	Virementation -Financial Services	09/06/2022	09/06/2022	Approved
		Merchant Services Application Form as per FNB Banking Agreement	10/06/2022	10/06/2022	Approved
VPR1	Paragraph 6f	Virementations - Capital-Various Departments	10/06/2022	10/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Standby / Overtime for T Mduyana	10/06/2022	10/06/2022	Approved
CM3	General provisions	SCM letters unsuccessful letter for B/SM 63/22	10/06/2022	10/06/2022	Approved
CM3	General provisions	MBD 7.2-CONTRACT FORM-B/SM 43/22: Financing of Capital Budget by means of external loan	13/06/2022	14/06/2022	Approved
		Memo: Motivation Appointment of Clerk Meter Reading	15/06/2022	15/06/2022	Approved
VPR1	Paragraph 6f	Virementations -Capital-Various Departments	17/06/2022	20/06/2022	Approved
		Memo: Information request in preparation of Annual Financial Statements as at 30 June 2022	20/06/2022	20/06/2022	Approved
CM3	General provisions	SCM letters successful/unsuccessful letters for B/SM 62/22	20/06/2022	20/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Registration of Municipal Projects: EPWP-SCM Unit for Financial Year End 2022	20/06/2022	20/06/2022	Approved

CM3	General provisions	SCM letters successful/unsuccessful letters for B/SM 62/22	22/06/2022	22/06/2022	Approved
CM3	General provisions	MBD 7.2-CONTRACT FORM-B/SM 34/22: Supply & Delivery tracking & monitoring system for a contract period ending 30 June 2025	22/06/2022	22/06/2022	Approved
CM3	General provisions	MBD 7.2-CONTRACT FORM-B/SM 62/22underwriting & management short-term insurance & risk portfolio for a contract period ending 30 June 2023	22/06/2022	22/06/2022	Approved
	General provisions	Letter of Confirmation for Standard Bank compliance approval	27/06/2022	28/06/2022	Approved
CM3	General provisions	SCM letters successful/unsuccessful letters for B/SM 52/22	28/06/2022	29/06/2022	Approved
CM3	General provisions	SCM letters successful/unsuccessful letters for B/SM 29/22	28/06/2022	29/06/2022	Approved
	General provisions	Writing off of Indigent Irrecoverable Debt above R5000	29/06/2022		Approved
CM3	General provisions	SCM letters successful/unsuccessful letters for B/SM 41/22	29/06/2022	29/06/2022	Approved
	General provisions	NT: Annual Listing of all bank accounts municipal entity bank account details	30/06/2022	30/06/2022	Approved

DIRECTORATE: INFRASTRUCTURE SERVICES

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
To authorize a staff member, co to gain access to any property for the purpose of conducting inspection, tests or maintenance works	EL18 Section 10	<p>MUNICIPAL NOTICE:</p> <p>Notice 50/2022 Supply of electricity disconnected on 05/05/2022 Area affected: Vredenburg Farm</p> <p>Notice 37/2022 Supply of electricity disconnected on 12/04/2022 Area affected: Son Vida, Die Laan</p> <p>Notice 36/2022 Supply of electricity disconnected on 07/04/2022 Area affected: Chamonix, La Terra de Luc and La Montagne including La Residence</p>		22/04/2022	Approved
To exercise all powers conferred upon the Municipality by applicable legislation relating to the supply of water and matters incidental thereto	WS1 Section 11, WSA	<p>Water restrictions exemption:</p> <p>Borehole registrations: 1 - Application to drill 0 - Residential Applications 0 - Commercial Applications 0 - Public Buildings Applications 0 - Grey water Applications</p> <p>Municipal Notice 32/2022</p> <p>Interruption in water supply to Lindida Drive, Comice, Bartlette Rise, Cornelley Close and Packham Streets, Idasvalley, Stellenbosch on 20 April 2022 from 09:00 – 15:00.</p> <p>Municipal Notice 35/2022</p>		19/04/2022	Approved
				15/04/2022	Approved
				01/04/2022	Approved

		Maintenance work at Wemmershoek Water Treatment Plant from 03/04/2022 from 18:00 – 05/04/2022 at 18:00.			
To monitor industrial effluent discharges and industrial effluent quality for compliance and the minimisation of water pollution arising from commercial and industrial activity	566	Industrial Effluent permit Permit no IEA: Mont Rochelle 16/8/1 Erf no. 2741		07/04/2022	Approved
To grant written permission for the making, construction, reconstruction or alteration of a street or sidewalk	Streets By-Law (2010) S2(a) SB1	Municipal Notice 40/2022 Sidewalk Construction: Fontein and Raziet Streets, Cloetesville Commencement date: 13/04/2022 Municipal Notice 39/2022 Sidewalk Construction: Pine and Primrose Streets, Cloetesville Commencement: 13/04/2022 Municipal Notice 38/2022 Road maintenance: Idasvalley Commencement: 13/04/2022 Municipal Notice 49/2022 Road maintenance: Cloetesville Commencement: 26/04/2022 Municipal Notice 48/2022 Construction activities: Devon Valley Road Intersection closure: 06/05/2022 – 08/06/2022		11/04/2022 11/04/2022 11/04/2022 21/04/2022 20/04/2022	Approved Approved Approved Approved Approved

		Municipal Notice 49/2022 Sidewalk maintenance: Van Rhee de Street Commencement: 25/04/2022		20/04/2022	Approved
		Municipal Notice 43/2022 Road maintenance: Die Boord and Brandwacht Commencement: 21/04/2022		19/04/2022	Approved

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
To authorize a staff member, co to gain access to any property for the purpose of conducting inspection, tests or maintenance works	EL18 Section 10	<p>MUNICIPAL NOTICE:</p> <p>Notice 55/2022 Supply of electricity disconnected on 21/05/2022 Area affected: De Wagen Office Park</p> <p>Notice 61/2022 Supply of electricity disconnected on 19/05/2022 Area affected: Eastlyn Huis Neethling</p> <p>Notice 64/2022 Supply of electricity disconnected on 24/05/2022 Area affected: Main Building, Stellenbosch Municipality</p> <p>Notice 68/2022 Supply of electricity disconnected on 01/06/2022 Area affected: Langrug</p> <p>Notice 67/2022 Supply of electricity disconnected on 12/06/2022 Area affected: Stellenbosch Central, University, Die Boord, Paradyskloof, Dalsig, Jonkershoek, Jan Marais, Idasvalley</p> <p>Notice 69/2022 Supply of electricity disconnected on 07/06/2022 Area affected: Melkhout & Parts of Long, Waaierpalm and February Str</p>		05/05/2022 12/05/2022 16/05/2022 24/05/2022 20/05/2022 25/05/2022	Approved Approved Approved Approved Approved
To exercise all powers conferred upon the Municipality by applicable legislation	WS1 Section 11, WSA	<p>Water restrictions exemption:</p> <p>Borehole registrations: 3- Application to drill 0 - Residential Applications 0 - Commercial Applications 0 - Public Buildings Applications</p>		13/05/2022 20/05/2022 23/05/2022	Approved

relating to the supply of water and matters incidental thereto		<p>0 - Grey water Applications</p> <p>Municipal Notice 57/2022</p> <p>Interruption in water supply to Bailey Str, Cloetesville on 10/05/2022 from 10:00 – 14:00.</p> <p>Municipal Notice 58/2022</p> <p>Maintenance work at Wemmershoek Water Treatment Plant from 08/05/2022 from 18:00 – 10/05/2022 at 18:00.</p>		06/05/2022	Approved
To grant written permission for the making, construction, reconstruction or alteration of a street or sidewalk	<p>Streets By-Law (2010) S2(a)</p> <p>SB1</p>	<p>Municipal Notice 56/2022</p> <p>Road maintenance: Khayamandi Commencement: 09/05/2022</p> <p>Municipal Notice 70/2022</p> <p>Road maintenance: Stellenbosch Central Commencement: 30/05/2022</p> <p>Municipal Notice 63/2022</p> <p>Sidewalk Construction Commencement: 18/05/2022</p> <p>Municipal Notice 60/2022</p> <p>Road maintenance: Stellenbosch Commencement: 13/05/2022</p>		06/05/2022	Approved
To authorise the connection of any electrical installation or part thereof to the supply mains or to a service connection	571	<p>SMALL-SCALE EMBEDDED GENERATION (SSEG) APPROVAL</p> <p>Connect a 4.3 kVA grid-tied hybrid installation at erf 5628, 44 Lovell Avenue, Stellenbosch</p> <p>Connect a 40 kVA grid-tied installation at erf 13226, 40 Dorp Str, Stellenbosch</p>		06/05/2022	Approved
To authorize a staff member,	EL18 Section 10	PROJECT: TENDER B/SM 21/22			

co to gain access to any property for the purpose of conducting inspections		Proxy for J H Gotse from Motla Consulting Engineers to apply for any necessary approvals for the dismantle and removal of asbestos gutters at the Traffic Dept and Fire Station.		06/05/2022	Approved
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Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
To authorize a staff member, co to gain access to any property for the purpose of conducting inspection, tests or maintenance works	EL18 Section 10	<p>MUNICIPAL NOTICE:</p> <p>Notice 85/2022 Supply of electricity disconnected on 22/06/2022 Area affected: Beltana Depot</p> <p>Notice 87/2022 Changing of residential load / geyser control project switching times with effect 01/07/2022</p>		21/06/2022 23/06/2022	Approved Approved
To exercise all powers conferred upon the Municipality by applicable legislation relating to the supply of water and matters incidental thereto	WS1 Section 11, WSA	<p>Water restrictions exemption:</p> <p>Borehole registrations: 2 - Application to drill 1 - Residential Applications 0 - Commercial Applications 0 - Public Buildings Applications 0 - Grey water Applications</p> <p>Municipal Notice 57/2022 Interruption in water supply to Klein Welgevonden (Excluding Spar) 17/06/2022 from 10:00 – 14:00.</p> <p>Municipal Notice 97/2022 Maintenance work at Wemmershoek Water Treatment Plant from 21/06/2022 from 00:01 – 22/06/2022 at 23:59.</p> <p>Municipal Notice 82/2022 Interruption in water supply to 10 Groeneweide Street, Stellenbosch on 20/06/2022 from 10:00 – 14:00.</p>		08 & 14/06/2022 03/06/2022 15/06/2022 20/06/2022 15/06/2022	Approved Approved Approved Approved

		<p>Municipal Notice 88/2022</p> <p>Interruption in water supply to Aan de Wagen Road, Stellenbosch on 05/07/2022 from 09:00 – 18:00.</p> <p>Municipal Notice 84/2022</p> <p>Maintenance work at Blackheath Water Treatment Plant from 24/06/2022 from 18:00 – 26/06/2022 at 18:00.</p> <p>Municipal Notice 86/2022</p> <p>Interruption in water supply to Jonkershoek Road to Jannasch Street, Stellenbosch on 24/06/2022 from 10:00 – 14:00.</p>		29/06/2022	Approved
				20/06/2022	Approved
				22/06/2022	Approved
To grant written permission for the making, construction, reconstruction or alteration of a street or sidewalk	Streets By-Law (2010) S2(a) SB1	<p>Municipal Notice 83/2022</p> <p>Road maintenance: R44 Stellenbosch between van Rheeede Road and Paradyskloof Road Commencement: 15/06/2022 for 8 days</p>		15/06/2022	Approved
To authorize a staff member, co to gain access to any property for the purpose of conducting inspections	EL18 Section 10	<p>PROJECT: TENDER B/SM 21/22</p> <p>Proxy for J H Gotse from Motla Consulting Engineers to apply for any necessary approvals for the dismantling and removal of asbestos gutters at the Traffic Dept and Fire Station.</p>		06/05/2022	Approved
The Municipality may enter into a written	Stellenbosch Municipality: Land Use Planning By-Law Section 82 (4)	<p>SERVICES AGREEMENT</p> <p>Agreement entered into between Stellenbosch Municipality and Voliere Development Company (Pty) Ltd</p>		30/06/2022	Approved

agreement with an applicant to provide services	LUP68				
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DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
HR2	Conditions of Service (SALGBC)	PED - Delegations March 2022	04/04/2022	04/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Emergency Procurement Memo: 311 Aurora, Jan Cillier Street	05/04/2022	05/04/2022	Approved
VRP 2	Paragraph 6f	Virementation of operational funds within a vote: Housing Administration (Appointment of Capacity Building Clerk)	05/04/2022	05/04/2022	Approved
CM3	Authority to communicate the acceptance of tenders, quotations or offers for the procurement of goods / services i.t.o council's supply chain policy, valued up to R200 000 (vat inclusive)	FQ: 257/18 BSM 30/2022	05/04/2022	05/04/2022	Approved
C50	Section 14(2) of the MFMA (read with section 90, MFMA)	18 x Deed of sale, Kayamandi	05/04/2022	05/04/2022	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoices – WC Government – 11781-18032022 March 2022	06/04/2022	06/04/2022	Approved
HR2	Conditions of Service (SALGBC)	EPWP Letter of appointment: Admin Assistants x3	07/04/2022	07/04/2022	Approved
Item 7.3.3 Council Meeting 2019-09-25	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	Approval proposed concept site development plans, erven 412 and 284 Groendal, Franschhoek proposed social housing development of Farm 81/2 and Farm 81/9 Stellenbosch	07/04/2022	07/04/2022	Approved
VRP 2		Virementation of operational funds within a vote: Housing Administration	08/04/2022	08/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Standby motivation: Housing Maintenance Supervisors	08/04/2022	08/04/2022	Approved
LEG9	General	10 x Power of attorney	12/04/2022	12/04/2022	Supported
HR2	Conditions of Service (SALGBC)	Performance evaluation summary 1 July 2020 – 30 June 2021	12/04/2022	12/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Performance evaluation summary 1 July 2021 – 31 December 2021	12/04/2022	12/04/2022	Approved

HR2	Conditions of Service (SALGBC)	Eviction: case no. 1290/21	13/04/2022	13/04/2022	Approved
PRA2	Section 23, PRA	2 x Rates Clearance: Erf 288 Kayamandi	13/04/2022	13/04/2022	Approved
Item 7.3.3 Council Meeting 2019-09-25	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	Item to Mayco & Council: Application to undertake a public participation process for the Draft Adam Tas Corridor Local Spatial Development Framework (ATCLSDF) & the Adam Tas Corridor Development Guideline	13/04/2022	13/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Extension of EPWP	13/04/2022	13/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Bursary application form: Housing Admin and Informal Settlements	13/04/2022	13/04/2022	Approved
LUP99 Consideration in terms of Section 60 of the Stellenbosch Land Use Planning By-Law for land use applications submitted in terms of section 15(2)(a)-(f) and 15(2)(n and o) where no objection have been received	LUP99 Consideration in terms of Section 60 of the Stellenbosch Land Use Planning By-Law for land use applications submitted in terms of section 15(2)(a)-(f) and 15(2)(n and o) where no objection have been received	Application for the Administrators consent proposed departure, Erf 590	13/04/2022	13/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Acting allowance as a Manager: Spatial Planning	-	-	Approved
C31	Build capacity of human resource in accordance with the of the Skills Development Act, 1998	Payment of grant fund to SMME Training	-	-	Approved
VRP 2	Paragraph 6f	Virementation of operational funds within a vote: Housing Administration (Staff recruit)	---	---	Approved
CM3	Authority to communicate the acceptance of tenders, quotations or offers for the procurement of goods / services i.t.o council's supply chain policy, valued up to R200 000 (vat inclusive)	Tender: BSM 30/22	---	---	Approved

CM3	Authority to communicate the acceptance of tenders, quotations or offers for the procurement of goods / services i.t.o council's supply chain policy, valued up to R200 000 (vat inclusive)	Tender: BSM 22/22	21/04/2022	21/04/2022	Approved
LUP99 Consideration in terms of Section 60 of the Stellenbosch Land Use Planning By-Law for land use applications submitted in terms of section 15(2)(a)-(f) and 15(2)(n and o) where no objection have been received	LUP99 Consideration in terms of Section 60 of the Stellenbosch Land Use Planning By-Law for land use applications submitted in terms of section 15(2)(a)-(f) and 15(2)(n and o) where no objection have been received	Contract: Application for Planning approval for 300 sites & release of UISP payment Franschhoek & Mooiwater Project	-	-	Approved
Item 7.3.3 Council Meeting 2019-09-25	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	Memo: Title deed restoration programme	-	-	Approved
VRP 2	Paragraph 6f	Virementation of operational funds within a vote: Housing Administration (Grass cutting Services R20 000)	-	-	Approved
MM82	Section 62(1)(f)(iv), MFMA	ETG Invoices – March 2022	-	-	Approved

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
MM9	Section 55(1)(e), Systems Act	Shortlisting: Clerk (EPWP & SMME)	04/05/2022	04/05/2022	Approved
HR2	Conditions of Service (SALGBC)	3 x EPWP Administrator for Title Deed	04/05/2022	04/05/2022	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoices – SACAP <ul style="list-style-type: none"> • K Robinson • C Kriel 	04/05/2022	04/05/2022	Approved
PRA2	Section 23, PRA	4 x Rates Clearance: Erven 221, 306 Franschoek, 1x Erf 1171 Klapmuts, 1x Ref 288 Kayamandi	05/05/2022	05/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Overtime pre-approval: Housing Administration	05/04/2022	05/04/2022	Approved
		Notice of refusal of building plan, erf GD 692, SBP 516/44, PP1227	05/05/2022	05/05/2022	Supported
BC2	Sections 4, 7(a) and (b), NHRBSA	Notice of approval of building plan, erf KL125, erf SB722, erf HM1805/1, erf JT172, erf KL125	05/05/2022	05/05/2022	Supported
LUP99	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	Land use compliance notice served, Farm 1038/8 Franschoek	05/05/2022	05/05/2022	Supported
LUP99	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	Exemption certificate, Farm 1078/1 Paarl	05/05/2022	05/05/2022	Supported
MM84	Section 66, MFMA	Acting appointment: Spatial Planning	06/05/2022	06/05/2022	Approved
MM84	Section 66, MFMA	Acting appointment: Land Use Management	06/05/2022	06/05/2022	Approved
		Notice of vacate premises (Kiosk A24) Kayamandi Economic Tourism Corridor (MT Security & Projects)	09/05/2022	09/05/2022	Supported

MM82	Section 62(1)(f)(iv), MFMA	Invoices – SACPLAN membership fees (Spatial Planning)	09/05/2022	09/05/2022	Approved
Item 7.3.3 Council Meeting 2019-09-25	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	Request to permit the rollover of the provision of training to small, micro, medium enterprises (SMME) to the 2022/2023 financial year	09/05/2022	09/05/2022	Approved
MM9	Section 55(1)(e), Systems Act	Shortlisting: Field Officer: Informal Settlements	09/05/2022	09/05/2022	Approved
BC2	Sections 4, 7(a) and (b), NHRBSA	Notice of approval of building plan, SB 6239, erf SB 14227, erf SBP 27/26, erf JT 441, erf SB 139. Erf FH 1362, erf KY 742	09/05/2022	09/05/2022	Supported
HR2	Conditions of Service (SALGBC)	Overtime (Time Off): Housing Admin	09/05/2022	09/05/2022	Approved
		Occupation Certificate: erf SB 6083, erf JT 172,	09/05/2022	09/05/2022	Approved
C50	Section 14(2) of the MFMA (read with section 90, MFMA)	2 x Deed of sale, erf 3805, 1567, 3010, 3217, 3720, 3714, 2996, 3015, 1514, 1490, 1598, 3055, 3874, 1626, 1503, 3821, 937 - Kayamandi	09/05/2022	09/05/2022	Supported
HR2	Conditions of Service (SALGBC)	Cancellation of approved annual leave: Develop Management	10/05/2022	10/05/2022	Approved
	NHRBSA	Notice of refusal of building plan, erf SBP 1480/6, 653/2021, SB 11363, SBP 85, FH 752	10/05/2022	10/05/2022	Approved
LUP99	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	Exemption Certificate, Far, 1078/1 Paarl	10/05/2022	10/05/2022	Approved
VRP 2	Paragraph 6f	Virementation of operational funds within a vote: Development Planning	10/05/2022	10/05/2022	Approved
	Regulations on Cost containment	Request for catering for EPWP projects managers workshop	10/05/2022	10/05/2022	Approved
LUP99	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	Application for amendment portion 52, 53, 54, & 71 of Farm 510	16/05/2022	16/05/2022	Approved

	does not constitute a land development application				
LEG9	General	Signing of Power of Attorney (POA) for the subdivision, rezoning, consolidation & closure of a Public Space in Kayamandi	17/05/2022	17/05/2022	Supported
HO5	Housing Act 107 of 1997	1x Application & Affidavit, erf 11702	18/05/2022	18/05/2022	Approved
C50	Section 14(2) of the MFMA (read with section 90, MFMA)	2x Deeds of Sale, erf 34 Kayamandi, erf 15158 Stellenbosch	18/05/2022	18/05/2022	Supported
LUP99	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	Exemption certificate on erf 16442, Stellenbosch	19/05/2022	19/05/2022	Approved
645	MSA	3G/APN access request form – Land Use Management x2	19/05/2022	19/05/2022	Approved
Item 7.3.3 Council Meeting 2019-09-25	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	Correction of Tables 20 & 28 (MSDF 2019)	19/05/2022	19/05/2022	Approved
MM82	Section 62(1)(f)(iv), MFMA	ETG Invoices – April 2022	20/05/2022	20/05/2022	Approved
PAM10	Section 59 of MSA	Service level of agreement: Bureau of economic research	25/05/2022	25/05/2022	Supported
HR2	Conditions of Service (SALGBC)	Termination of contracts (Parks Franschhoek)	25/05/2022	25/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Reporting lines: Land Use Management	25/05/2022	25/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Reporting lines: Land Use Management (Students)	25/05/2022	25/05/2022	Approved
MM22	Section 66(1)(b), Systems Act	JD: Senior Manager: Development Planning	25/05/2022	25/05/2022	Approved
MM22	Section 66(1)(b), Systems Act	JD: Urban Designer	25/05/2022	25/05/2022	Approved
Item 7.3.3 Council Meeting 2019-09-25	Items/ reports to consider the Administrator's consent as a condition in	Progress report in updating Municipal Heritage Inventory	25/05/2022	25/05/2022	Approved

	the title deed of the property.				
Item 7.3.3 Council Meeting 2019-09-25	The establishment of the Stellenbosch Municipal Tribunal (MPT) is a requirement in terms of Section 70(1) of the Stellenbosch Municipal Land Use Planning By-Law. The MPT was appointed in alignment with the said Legislation	Remuneration of MPT	25/05/2022	25/05/2022	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Plan 4 SA (365691)	25/05/2022	25/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Termination of contracts – Housing Admin	30/05/2022	30/05/2022	Approved
C50	Section 14(2) of the MFMA (read with section 90, MFMA)	3x Deeds of Sale: erf 18 Kylemore, ref 8716 Idas Valley, erf 15261 Stellenbosch	30/05/2022	30/05/2022	Approved
LEG9	General	2x Power of Attorney: erf 336 Pniel, erf 44 Kylemore,	30/05/2022	30/05/2022	Approved
CM3	Authority to communicate the acceptance of tenders, quotations or offers for the procurement of goods / services i.t.o council's supply chain policy, valued up to R200 000 (vat inclusive)	FQ: Painting of fire damage exterior wall, flat C Kloof street, Cloetesville	30/05/2022	30/05/2022	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Bureau of economic research	30/05/2022	30/05/2022	Approved
VRP 2	Paragraph 6f	Virementation of operational funds within a vote: Spatial Planning	30/05/2022	30/05/2022	Approved
VRP 2	Paragraph 6f	Virementation of operational funds within a vote: Land Use Management	30/05/2022	30/05/2022	Approved
CM3	Authority to communicate the acceptance of tenders, quotations or offers for the procurement of goods / services i.t.o council's supply chain	FQ: Provision of professional services for compilation of a Web based zoning register & zoning map for Stellenbosch Municipality	30/05/2022	30/05/2022	Approved

	policy, valued up to R200 000 (vat inclusive)				
MM22	Section 66(1)(b), Systems Act	JD: Development Management	30/05/2022	30/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Overtime pre approval June 2022 – Informal Settlements	30/05/2022	30/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Termination of contracts – LED	30/05/2022	30/05/2022	Approved
MM9	Section 55(1)(e), Systems Act	Shortlisting: Field Officer – Informal Settlements	30/05/2022	30/05/2022	Approved

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
VRP 2	Paragraph 6f	Virementation of operational funds within a vote: Land Use Management	01/06/2022	01/06/2022	Approved
MM84	Section 66, MFMA	Acting allowance payment: Building Development Management	01/06/2022	01/06/2022	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoices – Dion Pieter Kets	02/06/2022	02/06/2022	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoices – Liso Lokhanyo Holdings	02/06/2022	02/06/2022	Approved
VRP 2	Paragraph 6f	Virementation of operational funds within a vote: Development Planning	02/06/2022	02/06/2022	Approved
C50	Section 14(2) of the MFMA (read with section 90, MFMA)	19x Deed of transfer: Kayamandi	06/06/2022	06/06/2022	Supported
MM22	Section 66(1)(b), Systems Act	JD: B Chief Plans Examiner	07/06/2022	07/06/2022	Approved
C50	Section 14(2) of the MFMA (read with section 90, MFMA)	6x Deed of sale	07/06/2022	07/06/2022	Supported
VRP 2	Paragraph 6f	Virementation of operational funds within a vote: Development Planning	07/06/2022	07/06/2022	Approved
		Planning evaluation report, Erf 3092 Stellenbosch	07/06/2022	07/06/2022	Approved
MM84	Section 66, MFMA	Travel allowance form: Informal Settlements	07/06/2022	07/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Motivation for standby: Informal Settlements (Jun – Sep 2022)	08/06/2022	08/06/2022	Supported

C50	Section 14(2) of the MFMA (read with section 90, MFMA)	6x Deed of sale: Kylemore & Franschoek	08/06/2022	08/06/2022	Supported
MM22	Section 66(1)(b), Systems Act	JD: Planning and Economic Development <ul style="list-style-type: none"> • S Bezuidenhout 	08/06/2022	08/06/2022	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoices – CK Rumboll	08/06/2022	08/06/2022	Approved
MM18	Section 62(4)(a), Systems Act	Response to grievance: LUM	09/06/2022	09/06/2022	Supported
C50	Section 14(2) of the MFMA (read with section 90, MFMA)	2x Deed of sales	13/06/2022	13/06/2022	Supported
LEG9	General	4x Power of Attorney	13/06/2022	13/06/2022	Supported
HR2	Conditions of Service (SALGBC)	Termination letter for EPWP contract renewal	13/06/2022	13/06/2022	Approved
MM22	Section 66(1)(b), Systems Act	JD: Planning and Economic Development <ul style="list-style-type: none"> • Z Lukani 	13/06/2022	13/06/2022	Approved
PAM10	Section 59 of MSA	Service level agreement, Erf 7001	13/06/2022	13/06/2022	Approved
CM3	Authority to communicate the acceptance of tenders, quotations or offers for the procurement of goods / services i.t.o council's supply chain policy, valued up to R200 000 (vat inclusive)	Tender: B/SM 55/22 zoning register + zoning map	13/06/2022	13/06/2022	Approved
MM82	Section 62(1)(f)(iv), MFMA	ETG Invoices – May 2022	13/06/2022	13/06/2022	Approved
VRP 2	Paragraph 6f	Virementation of operational funds within a vote: Development Planning	14/06/2022	14/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Appointment letter for EPWP	14/06/2022	14/06/2022	Approved
MM22	Section 66(1)(b), Systems Act	JD: Planning and Economic Development <ul style="list-style-type: none"> • Manager: Informal Settlements 	15/06/2022	15/06/2022	Approved
VRP 2	Paragraph 6f	Virementation of operational funds within a vote: Housing Development	15/06/2022	15/06/2022	Approved

HR2	Conditions of Service (SALGBC)	Disclosure form: Director: Planning and Economic Development	15/06/2022	15/06/2022	Approved
C50	Section 14(2) of the MFMA (read with section 90, MFMA)	12x Deed of sales	24/06/2022	24/06/2022	Supported
HR2	Conditions of Service (SALGBC)	Overtime pre-approval: Informal Settlements (July 2022)	28/06/2022	28/06/2022	Approved
AD3	General	Advert: Approval of advertisement: Manager: Building Development Management	28/06/2022	28/06/2022	Supported
LUP99	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	Exemption Certificate, Erf 16502 Stellenbosch	28/06/2022	28/06/2022	Approved
MM22	Section 66(1)(b), Systems Act	JD: Planning and Economic Development <ul style="list-style-type: none"> • S Lindoor 	28/06/2022	28/06/2022	Approved
LUP99	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 consent use & departure, Farm 34/8 Stellenbosch	28/06/2022	28/06/2022	Supported
LUP99	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 rezoning, permanent departure & permission, Erf 76 Franschoek	28/06/2022	28/06/2022	Supported
LUP99	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 rezoning & departure remainder, Farm Hassendal 222	28/06/2022	28/06/2022	Supported

	use purpose or departure or deviation in terms of a land use scheme or existing scheme which does not constitute a land development application				
		SOP – Section 80 Committee sitting	28/06/2022	28/06/2022	Approved
		Occupational Certificate – BDM	29/06/2022	29/06/2022	Approved
VRP 2	Paragraph 6f	Virementation of operational funds within a vote: Housing Administration	29/06/2022	29/06/2022	Approved
C50	Section 14(2) of the MFMA (read with section 90, MFMA)	11x Deed of sales	29/06/2022	29/06/2022	Approved
LEG9	General	4x Power of Attorney	29/06/2022	29/06/2022	Approved
LUP99	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 subdivision, consolidation & registration of servitude: remainder, Farm 1505	29/06/2022	29/06/2022	Supported
HR2	Conditions of Service (SALGBC)	Flexi hours: T Mazana	29/06/2022	29/06/2022	Supported
		SOP: Review or implement of Council Resolutions - Spatial Planning	30/06/2022	30/06/2022	Approved
		SOP: Land Use Management	30/06/2022	30/06/2022	Approved
		SOP:Housing Development	30/06/2022	30/06/2022	Approved
		SOP: Identification of types of land to use application to be circulated for comments – Spatial Planning	30/06/2022	30/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Letter of appointment of EPWP	30/06/2022	30/06/2022	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoices – Nku 007, Nku 0001, Nku 0009	30/06/2022	30/06/2022	Approved

DIRECTORATE: CORPORATE SERVICES

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
HR2	Conditions of Service (SALGBC)	Addendum to fixed term contract for S Swanepoel	1/4/2022	1/4/2022	Approved
		Travel claim – Interview expenses travelled from George for interviews for B Ngewangu	4/4/2022	4/4/2022	Approved
HR2	Conditions of Service (SALGBC)	Offer of employment – Principal indigent clerk	4/4/2022	4/4/2022	Approved
HR2	Conditions of Service (SALGBC)	Offer of employment – Town planner	4/4/2022	4/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Leslie's Gift refer to order 367474 for an amount of R17 085.00 (Polar Fleece blankets)	4/4/2022	4/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Leslie's Gift refer to order 367474 for an amount of R14 920.90 (Polar fleece blankets)	4/4/2022	4/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Leslie's Gift refer to order 367474 for an amount of R10 137.10 (Polar fleece blankets)	4/4/2022	4/4/2022	Approved
HR2	Conditions of Service (SALGBC)	Fixed term contract for interns (N Ndebele, C Otto, E Kennedy and T Ndawo)	4/4/2022	4/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Sanitech refer to order 366627 for an amount of R3169.69	4/4/2022	4/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Levendal attorneys refer to order 367608 for an amount of R10500	4/4/2022	4/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Office for you refer to order 367722 for an amount of R55.60	4/4/2022	4/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Coalition training and skills refer to order 366621 for an amount of R5005.00	4/4/2022	4/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Coalition training and skills refer to order 366621 for an amount of R5005.00	4/4/2022	4/4/2022	Approved
	MFMA	Petty cash reimbursement: Rasheedah's pastries for an amount of R180.00 (interviews for ward admin vacancies)	4/4/2022	4/4/2022	approved
HR2	Conditions of Service (SALGBC)	EPWP contract – ward office cleaner's contracts for O Mentoor and P Roos	5/4/2022	5/4/2022	Approved
HR2	Conditions of Service (SALGBC)	Addendum for J Mtaba	5/4/2022	5/4/2022	Approved
HR2	Conditions of Service (SALGBC)	Addendums to fixed term contract for R John, R Clarke and A Urguhart	5/4/2022	5/4/2022	Approved
HR2	Conditions of Service (SALGBC)	Addendum for G Abrahams	5/4/2022	5/4/2022	Approved

HR2	Conditions of Service (SALGBC)	Addendum to fixed term contracts for N J Mtaba and N Ceasar	5/4/2022	5/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Arborcare refer to order 367651 for an amount of R75 582.50	6/4/2022	6/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Khatywa enterprise refer to order 337479 for an amount of R47 492.42	6/4/2022	6/4/2022	Approved
HR2	Conditions of Service (SALGBC)	Authorisation for acting allowance payment for R Mooideen – March 2022	8/4/2022	8/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Khatywa enterprise refer to order 337479 for an amount of R47 492.42	11/4/2022	11/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: office for you refer to order 367691 for an amount of R108.20	11/4/2022	11/4/2022	Approved
HR2	Conditions of Service (SALGBC)	Timesheets for council support staff (April 2022)	11/4/2022	11/4/2022	Approved
HR2	Conditions of Service (SALGBC)	Timesheet for Ward Council administrators and office cleaners (April 2022)			
HR2	Conditions of Service (SALGBC)	EPWP contract for S Pietersen	11/4/022	11/4/2022	Approved
HR2	Conditions of Service (SALGBC)	Timesheets for Municipal court staff	11/4/2022	11/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: He & she driver training centre refer to order 367586 for an amount of R5180.00 (operate a mobile elevating platform)	11/4/2022	1/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: HE & She driver training centre refer to order 367593 for an amount of R4144 (Mounted truck crane)	11/4/2022	11/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: He & she driver training centre refer to order 367593 for an amount of R6216.00 (Mounted truck crane)	11/4/2022	11/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: He & she driver training centre refer to order 367593 for an amount of R4144 (Mounted truck crane)	11/4/2022	11/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: He & she driver training centre refer to order 367593 for an amount of R3626.00 (Mounted truck crane)	11/4/2022	11/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: He & she driver training centre refer to order 367593 for an amount of R5175 (Advance driving)	11/4/2022	11/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: He & she driver training centre refer to order 367593 for an amount of R4144.00 (Operate a mobile elevating work platform)	11/4/2022	11/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: He & she driver training centre refer to order 367593 for an amount of R6216 (Mounted truck crane)	11/4/2022	11/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: He & she driver training centre refer to order 367593 for an amount of R4144.00 (Operate a mobile elevating platform)	11/4/2022	11/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Coalition training and skills refer to order 366621 for an amount of R5005 (Perform basic life support and first aid procedures.	11/4/2022	11/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: EPC Consumables refer to order 367230 for an amount of R747.50	11/4/2022	11/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Office technology refer to order 366589 for an amount of R85.96	11/4/2022	11/4/2022	Approved

MM82	Section 65(2)(c), MFMA	Invoice: Essential printer consumable for an amount of R272.55	11/4/2022	11/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Western Cape stationers for an amount of R29.34	11/4/2022	11/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Bidtiq refer to order 366801 for an amount of R283.12	11/4/2022	11/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Drakenstein Municipality refer to order 355782	11/4/2022	11/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Broll for an amount of R112 533.60	11/4/2022	11/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Ibhunga cleaning and bricks paring, and painting refer to order 367563 for an amount of R55 200	11/4/2022	11/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: MBA Construction refer to order 367376 for an amount of R119 046.25	11/4/2022	11/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Bidvest Execuflorea refer to order 366883 for an amount of R6260.60	11/4/2022	11/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Nkutwala construction for an amount of R7100	11/4/2022	11/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Office for you refer to order 367733 for an amount of R55.60	11/4/2022	11/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Broll for an amount of R112 533.60	12/4/2022	12/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Credo Business College refer to order 365700 for an amount of R78 975.00	12/4/2022	12/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Media 24 for an amount of R17 698.50	12/4/2022	12/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Ottery Industrial Supplies refer to order 384974) for an amount of R1258.31	12/4/2022	12/4/2022	Approved
HR2	Conditions of Service (SALGBC)	Standby authorization for ICT technicians (April and March 2022)	13/4/2022	13/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Leslie's Gift refer to order 367474 for an amount of R10 820 (Polar fleece blankets)	13/4/2022	13/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: office for you refer to order 367733 for an amount of R55.60	14/4/2022	14/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Office for you refer to order 367713 for an amount of R358.75	14/4/2022	14/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Western cape stationers refer to order 367717 for an amount of R445.05	14/4/2022	14/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Leslie's Gift refer to order 367474 for an amount of R29 614.00	14/4/2022	14/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Ottery Industrial refer to order 367714 for an amount of R1072.76	18/4/2022	18/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: RAM Traders for an amount of R7 058.60	18/4/2022	18/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Telkom for an amount of R335.10	18/4/2022	18/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: First technology refers to order 365507 for an amount of R122 489.95	18/4/2022	18/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Izwi refer to order 365532 for an amount of R227 125.00	18/4/2022	18/4/2022	Approved

MM82	Section 65(2)(c), MFMA	Invoice: Izwi refer order 365518 for an amount of R34040.00	18/4/2022	18/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Acorn refer to order 367136 for an amount of R47 454.75	18/4/2022	18/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Gijima refer to order 365526 for an amount of R27 623.92	18/4/2022	18/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: khusela solutions refer to order 367313 for an amount of R24 460.55	18/4/2022	18/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Van Mark Resources refer to order 368034 for an amount of R6 000.00	18/4/2022	18/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Sure Stellenbosch Travel refer to order 368105 for R2041	20/4/2022	20/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Microsoft refer to order 365510 for an amount of R18 522.76	20/4/2022	20/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Microsoft refer to order 365510 for an amount of R20 499.01	20/4/2022	20/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Rufus Derckson – R402.50	20/4/2022	20/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Webber Wentzel for an amount of R21 194.50	20/4/2022	20/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Yvette Cloete for an amount of R465 000.00	20/4/2022	20/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Basson Blackburn for an amount of R13 255.00	20/4/2022	20/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Webber Wentzel for an amount of R218 274.76	20/4/2022	20/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Basson Blackburn for an amount of R7 935	20/4/2022	20/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: SALGA for an amount of R6 037 612.00	20/4/2022	20/4/2022	Approved
HR2	Conditions of Service (SALGBC)	Timesheet for Sarisa Swanepoel	20/4/2022	20/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: GM Gateway metalworks refer to order 367703 for an amount of R46 597.01	21/4/2022	21/4/2022	Approved
		Budget virement for an amount of R280 699 (various request for fencing)	21/4/2022	21/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Lupamu holding refer to order 368113 for an amount of R26 975.38	21/4/2022	21/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Western Cape stationers refer to (drawing pins) for an amount to R11.79	22/4/2022	22/4/222	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Sky elevators refer to order 36265 for an amount of R1479.00	22/4/2022	22/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Blue Industry refer to order 368128 for an amount of R123375.30	22/4/2022	22/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: He & She driver training Centre refer to order 367674 for an amount of R3450	25/4/2022	25/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: He & She driver training refer to order 367593 for an amount of R9488	25/4/2022	25/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Flandria Cycles for an amount of R168.00 (key cut latch)	25/4/2022	25/4/2022	Approved

MM82	Section 65(2)(c), MFMA	Invoice: Lupawu holding refer to order 368113 for an amount of R26 975.38 (installation of drywall partitioning)	25/4/2022	25/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Q-source quantity surveyors refer to order 366557 for an amount of R74 520 (structural maintenance)	25/4/2022	25/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Lugi design for an amount of R275.50	25/4/2022	25/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: He & She driver training centre refer to order 367596 for an amount of R9488	25/4/2022	25/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Broll (office rental – bloemhof Cnr van Ryneveld and Plein street) for an amount of R104 112.78	26/4/2022	26/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Octofin (office rental – Ecclesia building) for an amount of R779 307.35	26/4/2022	26/4/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Attacq (office rental) for an amount of R165 614.90	26/4/2022	26/4/2022	Approved
HR2	Conditions of Service (SALGBC)	Addendum to fixed term contract for N J Mtaba	28/4/2022	28/4/2022	Approved
HR2	Conditions of Service (SALGBC)	Addendum to fixed term contract for K Basjan	28/4/2022	28/4/2022	Approved
HR2	Conditions of Service (SALGBC)	Addendum to fixed term contact for R John, R Clarke, and H Hoppie	28/4/2022	28/4/2022	Approved
HR2	Conditions of Service (SALGBC)	Fixed term contract (interns) H Alexander, J Berens, and X Sobambela	29/4/2022	29/4/2022	Approved
HR2	Conditions of Service (SALGBC)	Addendum to fixed term contract for Juanita van Rooyen	29/4/2022	29/4/2022	Approved
HR2	Conditions of Service (SALGBC)	Addendum to fixed term contract for S Swanepoel	29/4/2022	29/4/2022	Approved

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
HR2	Conditions of Service (SALGBC)	Fixed term contract for RL Segars	4/5/2022	4/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Vision elevators refer to order 366251 for an amount of R2932.00 (BSM 94/19: lift service provider)	4/5/2022	4/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Liso Lokhanyo holdings refer to order 366962 for an amount of R13 200	4/5/2022	4/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Afroteq refer to order 365916 for an amount of R115 000 (quantity surveyor services)	4/5/2022	4/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Gateway metalworks refer to order 367703 (fencing repair work) for an amount of R46 597.01	4/5/2022	4/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: He & She driver training centre refer to order 367593 for an amount of R3626.00	4/5/2022	4/5/2022	Approved
HR2	Conditions of Service (SALGBC)	Addendum contract for Y Saunders	4/5/2022	4/5/2022	Approved
HR2	Conditions of Service (SALGBC)	Addendum to fixed term contract Y Saunders	5/5/2022	5/5/2022	
HR2	Conditions of Service (SALGBC)	Payment of acting allowance authorisation for R Mooideen	6/5/2022	6/5/2022	Approved
HR2	Conditions of Service (SALGBC)	Addendum to fixed term contract of L Mana	6/5/2022	6/5/2022	Approved
HR2	Conditions of Service (SALGBC)	Timesheets for Municipal Court staff	9/5/2022	9/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Contempt of Court for April 2022 for an amount of R17 400	9/5/2022	9/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Contempt of Court for March 2022 for an amount of R49 500	9/5/2022	9/5/2022	Approved
HR2	Conditions of Service (SALGBC)	Timesheets for Council support staff	10/5/2022	10/5/2022	Approved
HR2	Conditions of Service (SALGBC)	Standby for ICT staff	10/5/2022	10/5/2022	approved
MM82	Section 65(2)(c), MFMA	Invoice: Madge Computers refer to order 368206 for an amount of R19583.34	10/5/2022	10/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Gateway metalworks refer to order 367703 for an amount of R46 597.07	10/5/2022	10/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Afroteq for an amount of R115 000	10/5/2022	10/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Delta built environment refer to order 365941 for an amount of R12 937.56	10/5/2022	10/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Liso Lokhanyo holdings refer to order 365941 for an amount of R13 200	10/5/2022	10/5/2022	Approved

MM82	Section 65(2)(c), MFMA	Invoice: Vision elevators refer to order 366257 for an amount of R2932	10/5/2022	10/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: MBA construction refer to order 367376 for an amount of R124 658.88	10/5/2022	10/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Ram traders refer to order 368093 for an amount of R625.00	10/5/2022	10/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: training force refer to order 367427 for an amount of R5922.50	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: training force refer to order 367427 for an amount of R5922.50	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: training force refer to order 367427 for an amount of R5922.50	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: training force refer to order 367427 for an amount of R5922.50	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: training force refer to order 367427 for an amount of R5922.50	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: training force refer to order 367427 for an amount of R5922.50	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: training force refer to order 367427 for an amount of R4738.00	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Keep the dream for an amount of R7000	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Bonsolo trading refer to order 368146 for an amount of R8000	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: E Bee's food delight refer to order 367879 for an amount of R16 800	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Sanitech refer to order 366627 for an amount of R3169.69	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Vodacom refer to order 365523 for an amount of R1535.10	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Vodacom refer to order 365523 for an amount of R10079.24	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Vodacom refer to order 365523 for an amount of R1558.25	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Media 24 for an amount of R9384.00	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Avalon for an amount of R7800.46	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Office for you refer to order 367343 for an amount of R81.44	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: van der Spuy refer to order 368385 for an amount of R12 333.75	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: van der Spuy refer to order 368384 for an amount of R5750	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: van der Spuy refer to order 368383 for an amount of R83 490	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: van der Spuy refer to order 368382 for an amount of R32 273.47	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: He & she driver training centre for an amount of R7116.00	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: He & she driver training centre for an amount of R2072	11/5/2022	11/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Wynland for an amount of R10 350.00	12/5/2022	12/5/2022	Approved

MM82	Section 65(2)(c), MFMA	Invoice: Wynland for an amount of R9660	12/5/2022	12/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: IKG Group refer to order 368210 for an amount of R60 599.09	12/5/2022	12/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Xigombe holdings refer to order 367996 for an amount of R299 686.09	12/5/2022	12/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Makhare holdings refer to order 365959 for an amount of R163 802.37	12/5/2022	12/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: GXA projects refer to order 366699 for an amount of R3865.97	12/5/2022	12/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Izwi for an amount of R227 125	16/5/2022	16/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Izwi for an amount of R34 040	16/5/2022	16/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Vodacom for an amount of R82 357.47	16/5/2022	16/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Esizwe Group refer to order 367815 for an amount of R56 090.45	16/5/2022	16/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Mudau picture refer to order 367816 for an amount of R3240	16/5/2022	16/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Gxa projects refer to order 368077 for an amount of R34 905.32	16/5/2022	16/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Eskom for an amount of R8597.30	16/5/2022	16/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Media 24 for an amount of R11 260.00	16/5/2022	16/5/2022	Approved
HR2	Conditions of Service (SALGBC)	Timesheets for Ward Administrators and office cleaners (May 2022)	16/5/2022	16/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: PayDay refer to order 365841 for an amount of R7590	17/5/2022	17/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Office technology refer to order 367715 for an amount of R137.28	18/5/2022	18/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Lugi Design refer to order 367592 for an amount of R44.00	18/5/2022	18/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Lugi Design refer to order 367845 for an amount of R183.80	18/5/2022	18/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Advert in Media 24 for an amount of R17 698.50	19/5/2022	19/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: JC refrigeration refers to order 368142 for an amount of R14 780.49	19/5/2022	19/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Mudau pictures framers refer to order 367492 for an amount of R12 285.00	19/5/2022	19/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Wynland for an amount of R9660	19/5/2022	19/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Liso Lokhanyo holdings refer to order 366962 for an amount of R13 200	19/5/2022	19/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Vision elevators refer to order 366251 for an amount of R2937.50	19/5/2022	19/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: NU-Law group refer to order 366381 for an amount of R2950	20/5/2022	20/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Polorama wholesalers refer to order 366759 for an amount of R649.95	23/5/2022	23/5/2022	Approved

MM82	Section 65(2)(c), MFMA	Invoice: Leslie's gift refers to order 367474 for an amount of R19 363 (polar fleece blankets)	23/5/2022	23/5/2022	Approved
HR2	Conditions of Service (SALGBC)	Timesheet for Sarisa Swanepoel	23/5/2022	23/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Build it refer to order 367748 for an amount of R3406.58	23/5/2022	23/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Sky elevators refer to order 366265 for an amount of R3198.77	23/5/2022	23/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Windeed refer to order 358698 for an amount of R287.31 and R229.70	23/5/2022	23/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: He & she driver training centre refer to order 367674 for an amount of R5175 advance driving	23/5/2022	23/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: He & She driver training centre refer to order 367674 for an amount of R3450 (advance driving)	23/5/2022	23/5/2022	Approved
HR2	Conditions of Service (SALGBC)	Addendum to fixed term contract A Urguhart	23/5/2022	23/5/2022	Approved
HR2	Conditions of Service (SALGBC)	Fixed term contract for Mark Harris	24/5/2022	24/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Ashley's plumbing refers to order 367881 for an amount of R26 000	24/5/2022	24/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Octofin (office rental) for an amount of R770 359	24/5/2022	24/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Attacq (office rental) for an amount of R22 475.20	24/5/2022	24/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Mad architects refer to order 365735 for an amount of R33641.17	25/5/2022	25/5/2022	Approved
HR2	Conditions of Service (SALGBC)	Fixed term contract for S Fortuin	25/5/2022	25/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Adjuvo Enterprise refer to order 368372 for an amount of R19 090.00	26/5/2022	26/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Attacq (rental of office) for an amount of R163 767.74	27/5/2022	27/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Octofin for an amount of R770 359.65 (office rental)	27/5/2022	27/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Xigombe for an amount of R299 686.09	27/5/2022	27/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Gijima for an amount of R27 623.92	30/5/2022	30/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Ubuntu for an amount of R1 955 498.64	30/5/2022	30/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Hasler business systems refer to order (1080773) for an amount of R8942.80	31/5/2022	31/5/2022	Approved
HR2	Conditions of Service (SALGBC)	Addendum to fixed term contract for S Swanepoel	31/5/2022	31/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Witzenberg (SAMWU full time shop steward) for an amount of R3315.55	31/5/2022	31/5/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Graylink refer to order 368492 for an amount of R29 941 (data tape hp)	31/5/2022	31/5/2022	Approved

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
MM82	Section 65(2)(c), MFMA	Invoice: Leslie's Gift refer to order 367474 for an amount of R22 780 (Polar fleece blankets)	1/6/2022	1/6/2022	Approved
HR2	Conditions of Service (SALGBC)	Addendum to fixed term contract for J Mtaba	2/6/2022	2/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Media24 refer to order 368501 for an amount of R3979.68	3/6/2022	3/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Media24 refer to order 3685011 for an amount of R7507.20	3/6/2022	3/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: GHM Vuwani for an amount of R4600	3/6/2022	3/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Wynland (water cost) for an amount of R10 350.00	3/6/2022	3/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Wynland (water cost) for an amount of R2070	3/6/2022	3/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Wynland (water cost) for an amount of R9522	3/6/2022	3/6/2022	
MM82	Section 65(2)(c), MFMA	Direct payment (contempt of court) for an amount of R21 300 month of May 2022	6/6/2022	6/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: First technology refers to order 365507 for an amount of R122 489.95	6/6/2022	6/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Office for you refer to order 366534 for an amount of R500.40	6/6/2022	6/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Direct payment for Dr CM Gabriels for an amount of R2200	7/6/2022	7/6/2022	Approved
HR2	Conditions of Service (SALGBC)	Timesheets for Council Support	7/6/2022	7/6/2022	Approved
HR2	Conditions of Service (SALGBC)	Timesheets for Municipal Court staff	7/6/2022	7/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Bambana refer to order 368378 for an amount of R146 047.50 (BSM 40/20)	9/6/2022	9/6/2022	approved
MM82	Section 65(2)(c), MFMA	Invoice: Media24 refer to order 368493 for an amount of R17 698.50 (advertisement in Die Burger)	9/6/2022	9/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: He&She driver training centre refer to order 367675 for an amount of R11 432 (Learner and driver license)	9/6/2022	9/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: He&She driver training centre refer to order 36767 for an amount of R11 432 (Advance driving)	9/6/2022	9/6/2022	Approved
HR2	Conditions of Service (SALGBC)	Timesheets for Ward administrators and office cleaners	10/6/2022	10/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Leslie's gift refers to order 367474 for an amount of R34 170.00 (Polar fleece blankets – ward 17)	10/6/2022	10/6/2022	Approved

MM82	Section 65(2)(c), MFMA	Invoice: Coalition training and skills development refer order 366620 for an amount of R5005 (training firefighter)	10/6/2022	10/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Park Avenue Stationers for an amount of R417.88	10/6/2022	10/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Park Avenue for an amount of R386.40	10/6/2022	10/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Bhunga cleaning and bricks paving, and painting refer to order 368347 for an amount of R109 232.75	10/6/2022	10/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Ashley's plumbing for an amount of R16 130.	10/6/2022	10/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Billionnetwork refer to order 368274 for an amount of R21574.80	10/6/2022	10/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Bidvest Execufloora refer to order 366883 for an amount of R6260.60	10/6/2022	10/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Sanitech Hygienic refer to order 366627 for an amount of R3169.69	10/6/2022	10/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Rhode security and fire for an amount of R29 808(Installation of a intrusion detection)	10/6/2022	10/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Bambana Management services for an amount of R859 318.05 upgrade and structural maintenance repairs	10/6/2022	10/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Delta built environment refer to order 365941 for an amount of R12 937.50 (upgrade Kayamandi corridor building)	10/6/2022	10/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Afroteq for an amount of R114 540 van der Stel and Makaphula community halls	10/6/2022	10/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Bidvest office refer to order 367817 for an amount of R9603	10/6/2022	10/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Stodart Trees refer to order 368377 for an amount of R25 000 (BSM 69/21)	10/6/2022	10/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Sanitech hygiene refer to order 365947 for an amount of R99 046.06	10/6/2022	10/6/2022	Approved
HR2	Conditions of Service (SALGBC)	Acting allowance: authorization payment for R Mooideen from 1 May – 30 May 2022	14/6/2022	14/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Innovative blinds – Supply and fit aluminium window blinds for an amount of R26 524 refer to order 36855	14/6/2022	14/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Ashley's plumbing (Klapmuts fire station) for an amount of R16 130.00	14/6/2022	14/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Payday refer to order 365841 for an amount of R7590.00 (SLA contract) for May 2022	14/6/2022	14/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Payday refer to order 365841 for an amount of R7590.00 (SLA contract) for June 2022	14/6/2022	14/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: RAM traders for an amount of R379.77 (still water)	14/6/2022	14/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: RAM traders for an amount of R277.12	14/6/2022	14/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Telkom for an amount of R347.05	14/6/2022	14/6/2022	Approved

MM82	Section 65(2)(c), MFMA	Invoice: Telkom for an amount of R347.05	14/6/2022	14/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Telkom for an amount of R347.10	14/6/2022	14/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Telkom for an amount of R347.05	14/6/2022	14/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Telkom for an amount of R342.00	14/6/2022	14/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Telkom for an amount of R770.75	14/6/2022	14/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Telkom for an amount of R1759.84	14/6/2022	14/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Telkom for an amount of R342.03	14/6/2022	14/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Telkom for an amount of R256 299.25	14/6/2022	14/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Telkom for an amount of R684.05	14/6/2022	14/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Made Computers for an amount of R20 499.01 refer to order 368506	14/6/2022	14/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Microsoft refer to order 365510 for an amount of R20 499.01	14/6/2022	14/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Microsoft refer to order 365510 for an amount of R19 746.43	14/6/2022	14/6/2022	Approved
HR2	Conditions of Service (SALGBC)	Fixed term contract for J van Rooyen	14/6/2022	14/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Stodart trees refer to order 368376 for an amount of R68 750 (BSM 69/21)	15/6/2022	15/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Jetco refer to order 367702 for an amount of R105 483.85 (BSM 85/19)	15/6/2022	15/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Northlink college refer to order 368231 for an amount of R66 340 (Plumber prep test)	15/6/2022	15/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Northlink college refer to order 367587 for an amount of R22 465 (Plumbing – 12weeks)	15/6/2022	15/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Sunset beach trading refer to order 367478 for R9423 (face masks)	17/6/2022	17/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: CHM for an amount of R1834.25	20/6/2022	20/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Madge computers for an amount of R5 218.00 refer to order 368506	20/6/2022	20/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: First technology for an amount of R122 489.95	20/6/2022	20/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Izwi refer to order 368538 for an amount of R1311.00	20/6/2022	20/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Izwi refer to order 365532 for an amount of R227 125.00	20/6/2022	20/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Izwi refer to order 365518 for an amount of R34040	20/6/2022	20/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Procure suppliers for an amount of R1086.75	20/6/2022	20/6/2022	Approved

MM82	Section 65(2)(c), MFMA	Invoice: Madge computers refer to order 368506 for an amount of R2293.04	20/6/2022	20/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Madge computers refer to order 368750 for an amount of R2408.96	20/6/2022	20/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Madge computers refer to order 368506 for an amount of R2765.10	20/6/2022	20/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Media 24 for an amount of R19 500.00	20/6/2022	20/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Esizwe group refer to order 367999 for R16 837.17	20/6/2022	20/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Ikamvalethu trading refer to order 368626 for an amount of R32 100.00	21/6/2022	21/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Payment of ward committee members for an amount of R62 930	21/6/2022	21/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Leslie's Gift refer to order 367474 for an amount of R22 780	21/2/2022	21/6/2022	Approved
MM82	Section 65(2)(c), MFMA	ACS training refer to order 365711 for an amount of R21 144	21/2/2022	21/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Primeserv refer to order 368463 for an amount of R53 188.65	21/2/2022	21/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Northlink college refer to order 368231 for an amount of R66 340	21/2/2022	21/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: training force refer to order 367427 for an amount of R5922.50	21/2/2022	21/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Ikamvalethu trading refer to order 368626 for R32 100	21/6/2022	21/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Sanitech for an amount of R99 046 (sanitary bins)	21/6/2022	21/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Durbanville commercial printer refer to order 368525 for an amount of R29 587.20	21/6/2022	21/6/2022	Approved
HR2	Conditions of Service (SALGBC)	Fixed term contract for L Patience	22/6/2022	22/6/2022	Approved
HR2	Conditions of Service (SALGBC)	Timesheet for S Swanepoel	22/6/2022	22/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Vodacom for an amount of R103 333.54	22/6/2022	22/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Attacq for an amount of R154 541.85	27/6/2022	27/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Eskom for an amount of R13 475.90	27/6/2022	27/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Octofin for an amount of R752 404.90	27/6/2022	27/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Gateway for an amount of R138 763.35 and R35 671.25	27/6/2022	27/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Credo Business college refer to order 365700 for an amount of R26 325	28/6/2022	28/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Stellenbosch university refer to order 367117 for an amount of R88500	28/6/2022	28/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Stellenbosch university refer to order 365703 for an amount of R37200	28/6/2022	28/6/2022	Approved

MM82	Section 65(2)(c), MFMA	Invoice: Stellenbosch university refer to order 367386 for an amount of R133 750	28/6/2022	28/6/2022	Approved
HR2	Conditions of Service (SALGBC)	Addendums: R John, A Johnson, R Clarke, and O Mqeqba	28/6/2022	28/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Payment of ward committee members for an amount of R71 820.00	28/6/2022	28/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Methodist church of SA for R350.00	28/6/2022	28/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: Xigombe refer to order 367996 for R169 188.40	29/6/2022	29/6/2022	Approved
MM82	Section 65(2)(c), MFMA	Invoice: DG incentives refer to order 368840 R48000	29/6/2022	29/6/2022	Approved
HR2	Conditions of Service (SALGBC)	Addendum to fixed term contract for S Swanepoel, E Booysen, E George, FH Bronner and E Bronner	29/6/2022	29/6/2022	Approved

DIRECTORATE: COMMUNITY AND PROTECTION SERVICES

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
MM64	Section 62(1)(f)(iv) MFMA	Questionnaire: Universal access training and other services from 1 July 2022 until 30 June 2025	31/03/2022	01/04/2022	Approved
MM82	Section 62(2) (c), MFMA	Tax Invoice: Nkutwala Construction (R2142.00)	31/03/2022	01/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Motivation for approval of planned overtime for April 2022: Parks Stellenbosch	31/03/2022	01/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Attendance Register: L Pedro, M Aalbers	01/04/2022	01/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Extension of EPWP contract: N Mbeje	01/04/2022	04/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Motivation for approval overtime and standby for April 2022: Cemeteries	01/04/2022	04/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Letter of appointment: P Adonis	01/04/2022	04/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Attendance Register & Leave in lieu: A van der Merwe	01/04/2022	04/04/2022	Approved
MM23	Section 66(1)(c), Systems Act	Memo: Acting appointment – A George	01/04/2022	04/04/2022	Approved
MM82	Section 62(2) (c), MFMA	Invoice: Telkom: 203H2000221s (R330.60)	04/04/2022	05/04/2022	Approved
MM82	Section 62(2) (c), MFMA	Invoice: Telkom: 203H2000191p (R330.60)	04/04/2022	05/04/2022	Approved
MM82	Section 62(2) (c), MFMA	Invoice: Telkom: 203H200011t (R330.60)	04/04/2022	05/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Motivation: Approval of planned overtime: Sport, Recreation and Halls: April 2022	04/04/2022	05/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Motivation: Approval of Standby: April 2022: Sport, Recreation and Halls.	04/04/2022	05/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Motivation for Planned overtime: March 2022: Sport, Recreation and Halls	04/04/2022	05/04/2022	Approved
MM64	Section 62(1)(f)(iv) MFMA	Tender questionnaire and specifications: Universal Access training and other services	04/04/2022	05/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Standby motivation: April 2022: Community Development	04/04/2022	05/04/2022	Approved

MM23	Section 66(1)(c), Systems Act	Payment Acting Allowance authorisation: Mr John Aaron: Ass Chief Fire officer	04/04/2022	05/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Employee Attendance register: Kevin Alkaster	04/04/2022	05/04/2022	Approved
LPC3	Gatherings Act 205 of 1993 Events bylaw pn 7564 dated 12/02/2016	Letter: EFF Protest March: Letter to Remgro	04/04/2022	05/04/2022	Approved
MFP10	MFMA	Halls refund: Jacqueline Julius: R600.00	05/04/2022	05/04/2022	Approved
MFP10	MFMA	Halls refund: Hajjera Arnolds: R470.00	05/04/2022	05/04/2022	Approved
		Memo: Stellenbosch Safety Partnership logo	05/04/2022	05/04/2022	Approved
		Memo: JSRA participation in Municipal control room	05/04/2022	05/04/2022	Approved
		Memo: Recognition of Neighbourhood watches	05/04/2022	05/04/2022	Approved
		Report: Hosting Disaster Management and Fire Services Awareness Session-March 2022	05/04/2022	05/04/2022	Approved
		Report: Installation of smoke detection alarms-March 2022	05/04/2022	05/04/2022	Approved
		Report: Fire Safety inspections-March 2022	05/04/2022	05/04/2022	Approved
		Managed Maintenance Mandate: Fire Services	05/04/2022	05/04/2022	Approved
HR2	Conditions of Service (SALGBC)	EPWP Attendance register: 7 March- 5 April 2022: Kenneth Patrick: Protection Services	07/04/2022	07/04/2022	Approved
MM82	Section 62(2) (c), MFMA	Tax invoice 1714: Developers (PTY) LTD: New addition and repairs to the existing building at the Jamestown Cemetery, Stellenbosch (R436 909.86)	07/04/2022	07/04/2022	Approved
	Finance	Refund payment use of Paradyskloof clubhouse facility: Mrs Steenkamp (R500.00)	07/04/2022	07/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Approval of standby and overtime exceeding normal overtime hours: March 2022: Law Enforcement	08/04/2022	08/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Approval of overtime: March 2022: Law Enforcement	08/04/2022	08/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Approval of overtime for administration section: March 2022	08/04/2022	08/04/2022	Approved
	Finance	Memo: Approval of Grant in Aid payment: Stellenbosch Night Shelter: March 2022: Community Development	08/04/2022	08/04/2022	Approved
LPC3	Gatherings Act 205 of 1993 Events bylaw pn 7564 dated 12/02/2016	Application for Gathering: Stellenbosch Joyous, Colourful Harvest Parade Blessing Ceremony: Saturday, 9 April 2022 (Law Enforcement)	08/04/2022	08/04/2022	Approved
	SCM	MBD 7.2- Contract Form-Rendering of Service: BSM 07/22: Mont Rochelle Nature Reserve Gatehouse Upgrade	08/04/2022	08/04/2022	Approved
	Section 62(1)(f)(iv) MFMA	Questionnaire: Render sonic scan services to Stellenbosch Municipality			

MM64			11/04/2022	11/04/2022	Approved
		Letter of appointment: EPWP fixed term contracts (Traffic Services) x19	11/04/2022	11/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Extension of EPWP contract; J Parsons	12/04/2022	13/04/2022	Approved
VRP2	Paragraph 6f	Veriment: Standard Rated (R20 000), Maintenance of Equipment (R1 500), Cleaning and grass cutting (R5 000), Materials and Supplies (R30 000), Purchasing of equipment (R41 000), Standard Rated (R6 900)	12/04/2022	13/04/2022	Supported
	Finance	Memo: Refreshments for visit from Kouga Municipality	13/04/2022	13/04/2022	Approved
MM64	Section 62(1)(f)(iv) MFMA	Questionnaire: Supply, hiring, delivery and installation and maintenance of tetra two-way radios, pages and radio/spares accessories for new/existing radios	13/04/2022	13/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Motivation for approval of planned overtime for 16-30 April 2022: Ornamental Horticulture	13/04/2022	13/04/2022	Approved
MFP10	MFMA	Hall functions deposit refund: Christ Vision Ministries, Willem Abrahams	13/04/2022	13/04/2022	Approved
	ICT	3G/APN Request form: W Smith, L September, M De Vries, Seigels	13/04/2022	13/04/2022	Approved
VRP2	Paragraph 6f	Veriment: Consumables Zero Rated (R250 000)	13/04/2022	13/04/2022	Supported
		Application for supply of electricity: Piet Retief Street	13/04/2022	14/04/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Standby motivation – Community Development (May 2022)	20/04/2022	20/02/2022	Approved
MM82	Section 62(2) (c), MFMA	ETG Tax invoices: R6004.54 + R3980.41	21/04/2022	21/04/2022	Approved
VRP2	Paragraph 6f	Veriment: Disaster Management – Materials and Supplies (R4 100)	22/04/2022	25/04/2022	Supported
VRP2	Paragraph 6f	Veriment: Disaster Management – Materials and Supplies (R77 000)	22/04/2022	25/04/2022	Supported
VRP2	Paragraph 6f	Veriment: Disaster Management – Materials and Supplies (R60 000)	22/04/2022	25/04/2022	Supported
VRP2	Paragraph 6f	Veriment: Disaster Management – Materials and Supplies (R20 000)	22/04/2022	25/04/2022	Supported
VRP2	Paragraph 6f	Veriment: Disaster Management – Materials and Supplies (R10 000)	22/04/2022	25/04/2022	Supported
TR1	Skills Development Act/MSA	Counter Performance Agreement: C Fredericks	22/04/2022	25/04/2022	Approved
	SCM	Questionnaire: Supply, Delivery and Installation of Park Sign Boards	25/04/2022	26/04/2022	Approved
MM23	Section 66(1)(c), Systems Act	Memo: Acting appointment – A George (1-31 May 2022)	25/04/2022	26/04/2022	Approved
VRP2	Paragraph 6f	Veriment: Furniture, Tools & Equipment (R100 000)	25/04/2022	26/04/2022	Supported
VRP2	Paragraph 6f	Veriment: Furniture, Tools & Equipment (R100 000)	25/04/2022	26/04/2022	Supported

	HR	Resignation letter: C Wesso	26/04/2022	29/04/2022	Approved
		Memo: Request and considering for the appointment of Ms MJ Jacobs for 6 months	26/04/2022	29/04/2022	Approved
VRP2	Paragraph 6f	Veriment: Upgrading of tennis courts: Idas Valley & Cloetesville	26/04/2022	29/04/2022	Supported
VRP2	Paragraph 6f	Veriment: Furniture, Tools & Equipment (R11 000)	26/04/2022	29/04/2022	Supported
VRP2	Paragraph 6f	Veriment: Furniture, Tools & Equipment (R8 921)	26/04/2022	29/04/2022	Supported
HR2	Conditions of Service (SALGBC)	Memo: Approval of standby and overtime – Cemeteries (May 2022)	26/04/2022	29/04/2022	Supported
HR2	Conditions of Service (SALGBC)	Memo: Standby: Law Enforcement (May 2022)	28/04/2022	29/04/2022	Supported
HR2	Conditions of Service (SALGBC)	Memo: Motivation Standby Roster – Traffic (May 2022)	28/04/2022	29/04/2022	Supported
HR2	Conditions of Service (SALGBC)	Memo: Motivation Standby Roster – Traffic and Law Enforcement (May 2022)	28/04/2022	29/04/2022	Supported
HR2	Conditions of Service (SALGBC)	Memo: Amended standby and overtime – Fire and Disaster (May 2022)	28/04/2022	29/04/2022	Supported
VRP2	Paragraph 6f	Veriment: Materials and Supplies (R300)	28/04/2022	29/04/2022	Supported
HR2	Conditions of Service (SALGBC)	Memo: Motivation for approval of planned overtime 2-14 May (Ornamental Horticulture)	28/04/2022	29/04/2022	Supported
HR2	Conditions of Service (SALGBC)	Memo: Motivation of standby and overtime (May 2022) – Environmental Management	28/04/2022	29/04/2022	Supported
	HR	Memo: Complaint against Mr G Solomons	28/04/2022	29/04/2022	Approved
	Committee Services	Item: Monthly report – Halls (March 2022)	28/04/2022	29/04/2022	Approved
MM23	Section 66(1)(c), Systems Act	Memo: Acting appointment – J Aaron (1/06 – 31/08/2022)	05/05/2022	05/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Exceeding 40-hour overtime threshold (Fire Services)	05/05/2022	05/05/2022	Supported
MFP10	MFMA	Hall Deposit Refund: JS Fasser	05/05/2022	05/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Motivation for approval of standby – Sport, Recreation and Halls (May 2022)	05/05/2022	05/05/2022	Supported
HR2	Conditions of Service (SALGBC)	Memo: Motivation for approval of planned overtime – Sport, Recreation and Halls (May 2022)	05/05/2022	05/05/2022	Supported
		Memo: Extended staff meeting: CDW Programme	06/05/2022	09/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Standby and Overtime – Community Development (April 2022)	06/05/2022	09/05/2022	Supported
HR2	Conditions of Service (SALGBC)	Termination of contracts: Parks Stellenbosch	06/05/2022	09/05/2022	Approved

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
MM23	Section 66(1)(c), Systems Act	Memo: Acting appointment – J Aaron (1/06 – 31/08/2022)	05/05/2022	05/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Exceeding 40-hour overtime threshold (Fire Services)	05/05/2022	05/05/2022	Approved
MFP10	MFMA	Hall Deposit Refund: JS Fasser	05/05/2022	05/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Motivation for approval of standby – Sport, Recreation and Halls (May 2022)	05/05/2022	05/05/2022	Supported
HR2	Conditions of Service (SALGBC)	Memo: Motivation for approval of planned overtime – Sport, Recreation and Halls (May 2022)	05/05/2022	05/05/2022	Supported
		Memo: Extended staff meeting: CDW Programme	06/05/2022	09/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Standby and Overtime – Community Development (April 2022)	06/05/2022	09/05/2022	Supported
HR2	Conditions of Service (SALGBC)	Termination of contracts: Parks Stellenbosch	06/05/2022	09/05/2022	Approved
VRP2	Paragraph 6f	Veriment: Upgrade Office Space: Simonsberg Road (R140 000)	10/05/2022	10/05/2022	Supported
VRP2	Paragraph 6f	Veriment: Machinery and Equipment (R330 000)	10/05/2022	10/05/2022	Supported
	HR	Retirement letter: L Jafta	10/05/2022	10/05/2022	Approved
	Finance	Memo: Grant in Aid payment: Stellenbosch Night Shelter April 2022	10/05/2022	10/05/2022	Approved
	Committee Services	Item: Monthly Report Community Development (April 2022)	10/05/2022	10/05/2022	Approved
MM23	Section 66(1)(c), Systems Act	Memo: Acting J Aaron (1-30 June 2022)	10/05/2022	10/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Termination letters: Ornamental Horticulture Project	10/05/2022	10/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Attendance Register: M Aalbers (April 2022)	10/05/2022	10/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Termination of contracts: Environmental Implementation	10/05/2022	11/05/2022	Approved
VRP2	Paragraph 6f	Veriment: Furniture, Tools & Equipment (R230 195.00)	10/05/2022	11/05/2022	Supported
MM9	Section 55(1)(e), Systems Act	Memo: Approval of appointment – Snr Librariansx2	10/05/2022	11/05/2022	Approved
MM22	Section 66(1)(b), Systems Act	Job Description: Fiona D Kruiwagen – Senior Admin Officer	12/05/2022	13/05/2022	Approved
		Disciplinary Complaint form: C Telemachus & G Abrahams (Manuel)			

	HR		12/05/2022	13/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Attendance Register: Leanne Pedro (April 2022)	12/05/2022	13/05/2022	Approved
TR1	Skills Development Act/MSA	Memorandum of Agreement: P Fortuin, A Adams, W Appollis, R Snyders, F Collins, Z Dwanya	13/05/2022	16/05/2022	Approved
VRP2	Paragraph 6f	Veriment: Maintenance of buildings and facilities (R8750)	13/05/2022	16/05/2022	Supported
	Finance	Memo: Request to blacklist organisations from Grant in Aid donation programme	13/05/2022	16/05/2022	Approved
TR1	Skills Development Act/MSA	Memorandum of Agreement: L Andrews, J Janse	16/05/2022	17/05/2022	Approved
		SOP: Grant in Aid	16/05/2022	17/05/2022	Approved
AD3	General	Approval of advertisement – General Worker Cemeteries	17/05/2022	18/05/2022	Approved
MM22	Section 66(1)(b), Systems Act	Job Description – Supervisor Driver Parks x2	17/05/2022	18/05/2022	Approved
MM22	Section 66(1)(b), Systems Act	Job Description – Foreperson: Playground Maintenance	17/05/2022	18/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Motivation for approval of planned overtime for 16 – 30 May 2022 (Ornamental Horticulture)	17/05/2022	18/05/2022	Supported
	SCM	Tender 57/22: Supply, hiring, delivery, installation and maintenance of 2way radios until 30 June 2025	18/05/2022	19/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Extension for compulsory leave to be taken (Fire Services)	18/05/2022	19/05/2022	Supported
VRP2	Paragraph 6f	Veriment: Upgrading of Stellenbosch Fire Station (R250 000)	18/05/2022	19/05/2022	Supported
VRP2	Paragraph 6f	Veriment: Maintenance of Buildings and Facilities (R385 327.00)	18/05/2022	19/05/2022	Supported
VRP2	Paragraph 6f	Veriment: Maintenance of Buildings and Facilities (R75 000)	18/05/2022	19/05/2022	Supported
AD3	General	Approval of advertisement: Operator Urban Forestry (Street Trees)	20/05/2022	20/05/2022	Approved
MFP10	MFMA	Hall deposit refund: Sprit World Ministries	24/05/2022	25/05/2022	Approved
		Conditional Grant: Libraries (February and March)	24/05/2022	25/05/2022	Approved
VRP2	Paragraph 6f	Veriment: Uniform and Protective Clothing (R7000)	24/05/2022	25/05/2022	Supported
TR1	Skills Development Act/MSA	Memorandum of Agreement: S Tomose, A Nathingeni, M Mabosholo, W Gungu, S Pantsi,	24/05/2022	25/05/2022	Approved
	SCM	Tender: BSM 57/22	24/05/2022	25/05/2022	Approved
	Finance	Cell phone application form: W Mhlauli	24/05/2022	25/05/2022	Approved
MM82	Section 62(2) (c), MFMA	Invoice: Grant's Contracting (R46 524.98)	24/05/2022	25/05/2022	Approved
MM82	Section 62(2) (c), MFMA	ETG Invoices: April 2022 (R6004.54 + R3980.41)	24/05/2022	25/05/2022	Approved
VRP2	Paragraph 6f	Veriment: Vehicle Fleet (R287 000)	24/05/2022	25/05/2022	Supported

VRP2	Paragraph 6f	Veriment: Install and upgrade CCTV/LPR Cameras in WC024 (R40 185.00)	24/05/2022	25/05/2022	Supported
		Memorandum of Understanding: Stellenbosch Mun & SANBI	25/05/2022	26/05/2022	Approved
MFP10	MFMA	Hall Deposit Refund: J Williams, H Pienaar, N Julius	25/05/2022	26/05/2022	Approved
TR1	Skills Development Act/MSA	Memorandum of Agreement: N Mofu, C Lackay, R Opperman	26/06/2022	26/06/2022	Approved
	SCM	Tender: Incident Command Vehicle	26/06/2022	26/06/2022	Approved
	SCM	Tender: BSM 65/22 – Debushing of invasive species	26/06/2022	26/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Standby Youth Day – Community Development	26/05/2022	27/05/2022	Supported
	SDBIP	Ignite scorecard: Manager Community Development	26/05/2022	27/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Standby Community Development (June 2022)	26/05/2022	27/05/2022	Supported
HR2	Conditions of Service (SALGBC)	Memo: Standby Traffic Services (June 2022)	26/05/2022	27/05/2022	Supported
HR2	Conditions of Service (SALGBC)	Memo: Standby Law Enforcement (June 2022)	26/05/2022	27/05/2022	Supported
HR2	Conditions of Service (SALGBC)	Memo: Standby Fire and Disaster (June 2022)	26/05/2022	27/05/2022	Supported
MM9	Section 55(1)(e), Systems Act	Letter of Appointment: Z Olivier (Traffic Services – Scholar patrol)	26/05/2022	27/05/2022	Approved
VRP2	Paragraph 6f	Veriment: Upgrade Office Space: Simonsberg road (R168 657.32)	26/05/2022	27/05/2022	Supported
VRP2	Paragraph 6f	Veriment: Consumables Zero Rated (R200 000)	30/05/2022	31/05/2022	Supported
VRP2	Paragraph 6f	Veriment: Consumables Zero Rated (R50 000)	30/05/2022	31/05/2022	Supported
VRP2	Paragraph 6f	Veriment: Maintenance of Unspecified assets (R50 000)	30/05/2022	31/05/2022	Supported
		Memo: Parking Management Feedback Report (October 2021 – May 2022)	30/05/2022	31/05/2022	Approved
	HR	Disciplinary Complaint Form: S Sishuba	30/05/2022	31/05/2022	Approved
	HR	Disciplinary Complaint Form: H Goldman	30/05/2022	31/05/2022	Approved
TR1	Skills Development Act/MSA	Memorandum of Agreement: C Rhooode	30/05/2022	31/05/2022	Approved
	Finance	S & T: G Solomons – Traffic Chiefs Forum 26-27 May 2022	30/05/2022	31/05/2022	Approved
LPC3	Gatherings Act 205 of 1993 Events bylaw pn 7564 dated 12/02/2016	Letter: Protest March and Gathering – Kayamandi ECD Forum (1 June 2022)	31/05/2022	31/05/2022	Approved
	Gatherings Act 205 of 1993				

LPC3	Events bylaw pn 7564 dated 12/02/2016	Letter: Protest March and Gathering – Cloetesville Victim Empowerment Programme Peacefully March (4 June 2022)	31/05/2022	31/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Motivation for standby overtime – Environmental Management (June 2022)	31/05/2022	31/05/2022	Supported
	Finance	Tollgate fees: Protection Services Community Safety Steering Committee meeting (Worcester)	31/05/2022	31/05/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Motivation for approval of overtime for June: Cemeteries	31/05/2022	31/05/2022	Supported
	Finance	Memo: PrDP Refund - X Lamani (1119018)	31/05/2022	31/05/2022	Approved
VRP2	Paragraph 6f	Veriment: Maintenance of Unspecified Assets (R7 088)	31/05/2022	31/05/2022	Supported
VRP2	Paragraph 6f	Veriment: Motor vehicle license and registration (R6 000)	31/05/2022	31/05/2022	Supported
VRP2	Paragraph 6f	Veriment: Assets less than Capitalisation (R5 000)	31/05/2022	31/05/2022	Supported
HR2	Conditions of Service (SALGBC)	Memo: Motivation for approval of planned overtime for June: Ornamental Horticulture	31/05/2022	31/05/2022	Supported
TR1	Skills Development Act/MSA	Memorandum of Agreements: Various Departments	31/05/2022	31/05/2022	Approved

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
	SCM	MDB form: BSM 03/22	02/06/2022	02/06/2022	Approved
MM22	Section 66(1)(b), Systems Act	JD: Senior Firefighter	02/06/2022	02/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Motivation for approval of standby for June (Sport, Recreation and Halls)	02/06/2022	02/06/2022	Supported
HR2	Conditions of Service (SALGBC)	Memo: Motivation of approval of planned overtime for June (Sport, Recreation and Halls)	02/06/2022	02/06/2022	Supported
HR2	Conditions of Service (SALGBC)	Memo: Motivation of approval of planned overtime for June (Sport, Recreation and Halls)	02/06/2022	02/06/2022	Supported
MM64	Section 62(1)(f)(iv) MFMA	Tender: Universal access training and other services for the period ending 30 June 2025	02/06/2022	03/06/2022	Approved
MM23	Section 66(1)(c), Systems Act	Acting appointment: V Miles (1-30 June)	02/06/2022	03/06/2022	Approved

MM23	Section 66(1)(c), Systems Act	Acting appointment: N Ngavu (1-30 June)	02/06/2022	03/06/2022	Approved
	HR	Retirement: L Visser	02/06/2022	03/06/2022	Approved
	HR	Resignation letter: Z Ntshong-Fredericks	02/06/2022	03/06/2022	Approved
	HR	Resignation letter: E Demas	02/06/2022	03/06/2022	Approved
MM9	Section 55(1)(e), Systems Act	Shortlist: Snr Librarian: Ida's Valley	03/06/2022	06/06/2022	Approved
MM22	Section 66(1)(b), Systems Act	JD: Snr Clerk (Traffic Services)	03/06/2022	06/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Attendance Register: K Alkaster (May 2022)	06/06/2022	07/06/2022	Approved
	SDBIP	Individual scorecard: C Kitching	06/06/2022	07/06/2022	Approved
	Finance	Memo: Refreshments for the netball courts upgrade at Groendal Sport field	06/06/2022	07/06/2022	Approved
MM9	Section 55(1)(e), Systems Act	Memo: Requesting approval for 3 months fixed term contract appointment of Snr Clerk within the Halls Section	06/06/2022	07/06/2022	Approved
VRP2	Paragraph 6f	Veriment: Disaster Management: Material and Supplies (R52 900)	06/06/2022	07/06/2022	Supported
VRP2	Paragraph 6f	Veriment: Consumables Standard Rated (R50 000)	06/06/2022	07/06/2022	Supported
VRP2	Paragraph 6f	Veriment: Disaster Management: Material and Supplies (R100 000)	06/06/2022	07/06/2022	Supported
MM22	Section 66(1)(b), Systems Act	Job Description: Clerk: Training and Education, Senior Superintendent	06/06/2022	07/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Attendance Register: L Pedro (May 2022)	06/06/2022	07/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Standby Requirements: Snr Manger Protection Services	07/06/2022	07/06/2022	Supported
	SDBIP	Risk Register: Protection Services	07/06/2022	07/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Contract extension of Mr K Patrick	07/06/2022	07/06/2022	Approved
VRP2	Paragraph 6f	Veriment: Upgrading of Stellenbosch Fire Station (R11 000)	08/06/2022	09/06/2022	Supported
	Finance	Refreshments for retirement farewell – L Visser	08/06/2022	09/06/2022	Approved
MM23	Section 66(1)(c), Systems Act	Acting allowance: J Aaron (1-31 May 2022)	08/06/2022	09/06/2022	Approved
MFP10	MFMA	Hall Deposit Refund: D Adams, M Vrolik	09/06/2022	09/06/2022	
VRP2	Paragraph 6f	Veriment; Upgrade office space: Simonsberg road	09/06/2022	09/06/2022	Supported
TR1	Skills Development Act/MSA	Memorandum of Agreement: G Botha	10/06/2022	13/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Attendance Register: M Aalbers (May 2022)	10/06/2022	13/06/2022	Approved
		Memo: Grant in Aid Payment: Stellenbosch Night Shelter (May 2022)			

	Finance		10/06/2022	13/06/2022	Approved
AD3	General	Approval of advertisement: General Worker Environmental Implementation	10/06/2022	13/06/2022	Approved
MM9	Section 55(1)(e), Systems Act	Memo: Requesting approval for 3 months fixed term contract appointment of General Worker Cemeteries	10/06/2022	13/06/2022	Approved
MFP10	MFMA	Hall deposit refund: Stellenbosch FC, H Lamberts	10/06/2022	13/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Standby motivation: Community Development (July 2022)	14/06/2022	15/06/2022	Supported
	Finance	Vehicle Use Application: M Aalbers	14/06/2022	15/06/2022	Approved
AD3	General	Approval of advertisement: Community Support Officer	14/06/2022	15/06/2022	Approved
MFP10	MFMA	Hall Deposit Refund: E Everts	14/06/2022	15/06/2022	Approved
		Veriment: Outsourced Services: Security Services (R1 000 000)			
VRP2	Paragraph 6f		14/06/2022	15/06/2022	Supported
VRP2	Paragraph 6f	Veriment: Furniture, Tools & Equipment (R10 000)	14/06/2022	15/06/2022	Supported
	SDBIP	Risk Register: Fire Services (June 2022)	17/06/2022	17/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Termination letters: M Lusinga, N Qubeka	17/06/2022	17/06/2022	Approved
		Veriment: Upgrading of Stellenbosch Fire Station (R1 523 377.10)			
VRP2	Paragraph 6f		17/06/2022	17/06/2022	Supported
TR1	Skills Development Act/MSA	MOA: M Jack, K Adams	17/06/2022	17/06/2022	Approved
Hr2	Conditions of Service (SALGBC)	Resignation Letter: R Arendse	17/06/2022	17/06/2022	Approved
		Memorandum of Agreement: TFM – The Future in Motion Industries Pty (Ltd)			
TR1	Skills Development Act/MSA		17/06/2022	17/06/2022	Approved
		SOP: Determine Operational Procedures	17/06/2022	17/06/2022	Approved
LEG9	General	Annual Library MOA	17/06/2022	17/06/2022	Approved
		Letter of appointment: R Jonathan			
MM9	Section 55(1)(e), Systems Act		17/06/2022	17/06/2022	Approved
TR1	Skills Development Act/MSA	MOA: L Andrews, G Hansen, R Benn, Y Mdabane	21/06/2022	22/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Motivation for planned overtime 21-30 June 2022	23/06/2022	24/06/2022	Approved
	Committee Services	Item: Monthly Report By-law Enforcement (May 2022)	23/06/2022	24/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Motivation to approve the recommended standby roster for July (Traffic Services)	23/06/2022	24/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Standby requirements for July (Traffic and Law Enforcement)	23/06/2022	24/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Amended standby and overtime motivation for July – Fire and Disaster	23/06/2022	24/06/2022	Approved
HR2	Conditions of Service (SALGBC)	Memo: Standby Requirements Law Enforcement (July)	23/06/2022	24/06/2022	Approved

	HR	Letter of retirement: J Robyn	23/06/2022	24/06/2022	Approved
MM9	Section 55(1)(e), Systems Act	Letter of appointment: Sheldon Adams	23/06/2022	24/06/2022	Approved

11.11.3	TO ATTEND THE 2ND SOUTH AFRICAN – GERMAN PEER LEARNING NETWORK WORKSHOP AND FEDERAL NATIONAL URBAN POLICY CONGRESS, 10 – 16 SEPTEMBER 2022, GERMANY
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Collaborator No:

IDP KPA Ref No:

Good Governance

Meeting Date:

20 July 2022 and 27 July 2022

1. **SUBJECT: TO ATTEND THE 2ND SOUTH AFRICAN – GERMAN PEER LEARNING NETWORK WORKSHOP AND FEDERAL NATIONAL URBAN POLICY CONGRESS, 10 – 16 SEPTEMBER 2022, GERMANY**

2. **PURPOSE OF REPORT**

To obtain Council approval to attend the 2nd South African – German peer learning network workshop and Federal National Urban Policy Congress that will be hosted in Germany from 10 to 16 September 2022 under the theme: *“Dialogues for Urban Change Programme”*

3. **DELEGATED AUTHORITY**

In terms of 9.2 of the Cost Containment Policy 2019, only the municipal council in a council meeting can approve the international travel for any official or political bearer.

4. **EXECUTIVE SUMMARY**

The Senior Manager: Protection Services, Mr Charl Kitching, and the Senior Manager: Asset Management & Systems, Development Services & Project Management Unit (PMU), Ms Myrah Francis, was nominated to participate as the two members of the learning network group that will represent Stellenbosch Municipality. The invitation for the 2nd South African – German peer learning network workshop and Federal National Urban Policy Congress that will be hosted in Germany from 10 to 16 September 2022.

The invitation by the Learning Network, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), sponsor's two people from a municipality to attend the German peer learning network workshop and Federal National Urban Policy Congress that will be hosted in Germany from 10 to 16 September 2022.

As in previous network meetings, costs for accommodation, transport (air tickets in economy class, ground transport in Germany), and visa costs will be covered by GIZ. The municipality must take care of any further travel related costs (daily allowances, transport to and from airport, and dinners). See attached as **APPENDIX 1**.

5. **RECOMMENDATIONS**

- (a) that Council approves the request for attendance of the 2nd South African – German peer learning network workshop and Federal National Urban Policy Congress that will be hosted in Germany from 10 to 16 September 2022; and
- (b) that Council approves the daily allowance for the duration of the forum.

6 DISCUSSION / CONTENTS

6.1 Background

The Senior Manager: Protection Services, Mr Charl Kitching, and the Senior Manager: Asset Management & Systems, Development Services & Project Management Unit (PMU), Ms Myrah Francis, was nominated to participate as the two members of the learning network group that will represent Stellenbosch Municipality.

Motivation for international travel as per Clause 9 of the Cost Containment Policy

In terms of Clause 9 of the Cost Containment Policy 2019, the report to council for approval of international travel must include:

- A motivation why the international is seen as critical and fully setting out the anticipated benefit that the municipality will drive from attending the event, meeting or function.
- If international travel to the destination or event was previously undertaken, state what benefits if any derived from the previous attendance.
- The full cost of the international travel including travel allowances to be paid; and
- The proposed officials and political office bearers, not exceeding three, to travel and why they have been identified.

The concept driving the network is to generate new thinking in urban development towards more integrated and safe neighbourhoods for all in the seven partners cities and beyond. As part of a “living lab” each city provided one of their strategic urban development’s projects and is ready to share knowledge and experiences as well as draw inspiration from peers for the project’s continuing implementation.

The primal focus of the network is on topical urban development challenges: within the overarching topic of integrated urban development for the common good line with the principles of the New Leipzig Charter, the South African -German peer learning networks aims at the contributing to realizing the stipulations of the South African Integrated Urban Development Framework (IUDF) and linking them no tangible projects at a neighbourhood level

The network focuses on the sub-themes of how to (co-) create and upkeep liveable and safe neighbourhoods and quality public spaces with a special regard to equitable access and use, as well as social cohesion and citizen safety, keeping in mind vulnerable groups such as women, children, and the elderly. It is imperative to note that Stellenbosch Municipality launched the Stellenbosch Safety Partnership Project as the strategic urban development project for the learning network.

The workshop engaged with the higher-level policies on integrated urban development in the two countries with a view to contextualize the successes and challenges of the cities in producing projects for integrated and safe urban neighbourhoods for all. The main reference point for the peer exchange was the strategic integrated projects with each of the eight participants cities had selected in the preparatory phase. Other themes and interests of the participants were explored through a bilateral exchange and the provision of ample opportunities for unstructured networking.

The unique:” vertical “(i.e., national-local) learning dimension of the network was integrated into every network activity and thus (a) extended the case examples and learning opportunities beyond the seven directly participating cities and (b) provided lesson to feed into national-level policymaking.

6.2 Discussion

The Senior Manager: Protection Services, Mr Charl Kitching, and the Senior Manager: Asset Management & Systems, Development Services & Project Management Unit (PMU), Ms Myrah Francis, was nominated to participate as the two members of the learning network group that will represent Stellenbosch Municipality, for work purposes.

The objective of the trip is to establish what lessons could be learnt and insights gathered to inform the planning and execution urbanization. The forum will engage in learning, discussions from 10 to 16 September 2022 inclusive.

6.3 Financial Implications

Cost of local return flights and daily allowance

6.4 Legal Implications

In line with the Cost Containment Policy

6.5 Staff Implications

None

6.6 Previous / Relevant Council Resolutions:

None

6.7 Risk Implications

None

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2022-07-20: ITEM 7.11.3

- (a) that Council approves the request for attendance of the 2nd South African – German peer learning network workshop and Federal National Urban Policy Congress that will be hosted in Germany from 10 to 16 September 2022; and
- (b) that Council approves the daily allowance for the duration of the forum.

ANNEXURES

Appendix 1: Invitation

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler
POSITION	Municipal Manager
DIRECTORATE	Municipal Manager
CONTACT NUMBERS	021 808 8025
E-MAIL ADDRESS	municipal.manager@stellenbosch.gov.za
REPORT DATE	14 July 2022

APPENDIX 1



cooperative
governance

Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

Private Bag X804, Pretoria, 0001 Tel: (012) 334 0600, Fax: (012) 334 0603
Cnr 87 Hamilton and Johannes Ramokhoase Street, Arcadia, Pretoria

Enq: Nomkita Fani
Tel no 012 334 0726

Ms G Mettler
Municipal Manager
Stellenbos Municipality
P O Box 17
STELLENBOSCH
7599

Dear Municipal Manager

INVITATION FOR THE MUNICIPALITY TO ATTEND THE 2ND SOUTH AFRICAN – GERMAN PEER LEARNING NETWORK WORKSHOP AND FEDERAL NATIONAL URBAN POLICY CONGRESS, 10 – 16 SEPTEMBER 2022, GERMANY.

As you might be aware, the Department of Cooperative Governance has entered into a cooperation agreement with the German Federal Ministry of Housing, Urban Development and Building (BMWSB) to collaborate on various areas pertaining to integrated urban development. Under that agreement, several peer learning networks and knowledge exchanges have been undertaken through GIZ Dialogues for Urban Change Programme as the implementing partner on behalf of BMI.

Your municipality was nominated to be part of the new edition of the network which kick-started in May 2022. The new peer learning network comprises three South African Intermediate City Municipalities- City of uMhlathuze, KwaDukuza, Stellenbosch and one metropolitan municipality - Nelson Mandela Bay; three German cities, BMWSB, National Treasury, GIZ Violence and Crime Prevention (VCP) Programme as well as the city associations such as SALGA, SACN and German Associate of Cities.

We had our first on-site meeting in May in Nelson Mandela Bay on 2 – 6 May 2022, where we focused on the challenges and innovative solutions of integrated urban development based on existing urban projects in all the participating cities. The report of the first workshop is attached.

The second workshop of the Learning Network is planned and we would like to invite the official from your municipality that are members of the network to attend. The network members from your municipality are Ms M Francis, Mr K Mculu, and Mr C Kitching. The workshop will be

concluded by members also attending the annual Federal National Urban Policy Congress in Germany.

The workshop will allow us to engage cities and will comprise site visits to the living labs in the three German cities. The duration of the trip will be from 10th September until 16th September.

As in previous network meetings, costs for accommodation, transport (air tickets in economy class, ground transport in Germany), and visa costs will be covered by GIZ.

We kindly request your municipality to take care of any further travel related costs (daily allowances, transport to and from airport, and dinners).

As previously agreed, GIZ will cover the costs for only **two participants for municipalities**. Should your municipality wish to send additional representatives for either part of the trip, i.e. the attendance of the network meeting and/or the Federal National Urban Policy Congress, we will gladly support logistically in every way possible. However, please note that their costs cannot be covered.

Should you have any queries about this, feel free to contact Ms Nomkita Fani, South African Co-ordinator at nomkitaf@cogta.gov.za or 072 335 2518.

Kind regards



N FANI
DIRECTOR: INTERMEDIATE CITIES AND SPATIAL PLANNING
SA – LEARNING NETWORK COORDINATOR
DATE: 14 JULY 2022

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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NONE

13.	REPORTS BY THE MUNICIPAL MANAGER
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13.1	RETURN ITEM: DRAFT REVISED STELLENBOSCH MUNICIPALITY RULES OF ORDER BY-LAW: 2022
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Collaborator No:

File number: 1/3/1/20

IDP KPA Ref No: Institutional Transformation

Meeting Date: 27 July 2022

1. SUBJECT: RETURN ITEM: DRAFT REVISED STELLENBOSCH MUNICIPALITY RULES OF ORDER BY-LAW: 2022

2. PURPOSE

To provide feedback to Council on comments received after the draft revised Stellenbosch Municipality Rules of Order By-law was published for public comment.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Council approved a Draft Revised Stellenbosch Municipality Rules of order By-Law on 26 April 2022. The document was published for public comment. A copy of the notice is attached as **APPENDIX 3**. We received one comment from the Chief Legal Advisor of Council attached as **APPENDIX 1**. The suggested change has been accommodated in the draft on page 16.

The Draft revised Stellenbosch Municipality Rules of Order By-law is attached as **APPENDIX 2** for final approval and promulgation in the Government Gazette. It will come into operation on the date of promulgation. The delegations as per this by-law has already be taken into consideration when the amended delegations register was approved.

5. RECOMMENDATIONS

- (a) that Council takes note of the input received and approved the accommodation of the input in the draft document;
- (b) that the draft revised Stellenbosch Municipality Rules of Order By-law (**APPENDIX 2**) be approved;
- (c) that the Stellenbosch Rules of Order By-Law be promulgated in the Government Gazette.

6. DISCUSSION / CONTENTS**6.1 Background**

When Council constituted in November 2021 the rules of order By-law promulgated in July 2019 was approved to be used for meetings and it was further resolved that the Rules of Order By-Law must be revised before June 2022.

The Rules committee met during February and March 2022 to discuss changes to the existing document. Given the changes of the Structures Amendment Act and the Covid pandemic that lead to the use of virtual platforms to conduct meetings several amendments have been made during the discussions. The Draft revised Draft Rules of Order By-Law was approved by Council for public participation on 26 April 2022.

6.2 Discussion

Council's approval of the draft document is requested before it is advertised for public comment. All comments received will be discussed by the Rules Committee before the final draft revised By-law will be submitted to Council for consideration and promulgation.

The document was published for public comment. We received one comment from the Chief Legal Advisor of Council attached as **APPENDIX 1**. The suggested change have been accommodated in the draft on page

The draft revised Stellenbosch Municipality Rules of Order Bylaw is attached for final approval and promulgation in the Government Gazette. It will come into operation on the date of promulgation. The delegations as per this by-law has already be taken into consideration when the amended delegations register was approved.

6.3 Financial Implications

With on-line meetings the costs to hold a council meeting is drastically reduced as councillors do not have to travel to a central space, no costs have to be incurred to ensure compliance with covid regulations whatever they may be now and in future. No catering costs are incurred. Catering costs may in any case in terms of the cost containment regulations only be incurred where a meeting takes more than 5 hours.

6.4 Legal Implications

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

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:**4TH COUNCIL MEETING: 2022-04-26: ITEM 13.1****RESOLVED** (nem con)

that the draft revised Stellenbosch Municipality Rules of Order By-law (**APPENDIX 1**) be advertised for public comments for 30 days, after which it be resubmitted to Council for final approval.

6.7 Risk Implications

These risks are addressed through this report.

6.8 Comments from Senior Management

The item was not circulated for input from senior management

6.8.1 Municipal Manager

Agree with the recommendations

ANNEXURES

APPENDIX 1 – Input received during public Participation process

APPENDIX 2 – Revised Stellenbosch Municipality Rules of Order By-Law 2022.

APPENDIX 3 – Notice that was published.

FOR FURTHER DETAILS CONTACT:

NAME	ANNALENE DE BEER
POSITION	DIRECTOR CORPORATE SERVICES
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021 808 8018
E-MAIL ADDRESS	Annalene.deBeer@stellenbosch.gov.za
REPORT DATE	19 July 2022

APPENDIX 1



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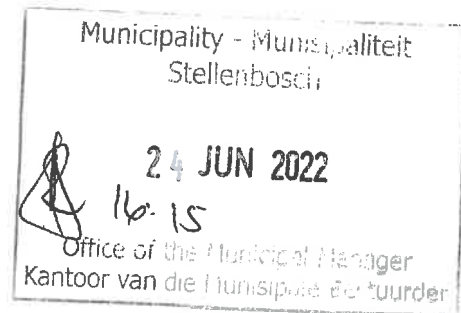
INTERNAL MEMORANDUM

DATE : 23 JUNE 2022

TO : MUNICIPAL MANAGER

FROM : MERVIN WILLIAMS

RE : **DRAFT REVISED STELLENBOSCH MUNICIPALITY RULES OF ORDER BY-LAW:
2022**



1. The Stellenbosch Municipality's Rules of Order By-law ("the draft By-law") was revised by Council and the draft was approved by Council on 26 April 2022 for public comment.
2. The draft By-law was subsequently advertised for public inputs, and I would like to provide input to the draft By-law which in my opinion should be included.
3. The Municipality recently received an opinion on whether the Municipal Council may rescind its own resolution, should the need therefor arise. Administrative decision makers may not vary or revoke final administrative decisions unless they have express or implied statutory authority to do so.
4. City of Cape Town's Rules of Order provide in Rule 23 that "the Council may at any time following a recommendation by the Mayor, rescind or amend any resolution passed by it, provided that no such rescission or revocation of a decision may detract from any rights that may have been accrued as a result of the resolution."
5. The current Rules of Order By-law 2019 with its proposed amendments does not make provision for same.
6. I am of the view that the 2022 Rules of Order By-law should be amended to include a provision similar to Rule 23 of the City of Cape Town's Rules of Order as this would provide Council with a clear power to revoke or vary earlier decisions provided, they do not detract from existing rights:

“the Council may at any time following a recommendation by the Executive Mayor, rescind or amend any resolution passed by it, provided that no such rescission or revocation of a decision may detract from any rights that may have been accrued as a result of the resolution.”

7. In light of the aforesaid I am of the view that a clause to that effect needs to be included in the Draft Rules of Order By-law.



MC Williams

Chief Legal Advisor

APPENDIX 2

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**STELLENBOSCH MUNICIPALITY
RULES OF ORDER BY-LAW. DRAFT REVISION 2022**

NOTICE OF PUBLICATION FOR PUBLIC COMMENT/INPUTS

The Stellenbosch Municipality Rules of Order bylaw was revised by council and the draft approved on 26 April 2022 for public comment. Stellenbosch Municipality hereby advertise the said draft in terms of the provisions of Section 160(4)(b) of the Constitution, Act 108/96 read with Section 12 and 13 of the Local Government: Municipal Systems Act 32/2000 for public input.

Notice is given that the draft Stellenbosch Municipality Rules of Order bylaw (2022 revision) is open for inspection and for written comments, if any, for 30 days from 24 May 2022. It can be viewed at all libraries and copies of the draft by-law can be downloaded from the municipal website: www.stellenbosch.gov.za

All comments should be addressed to:

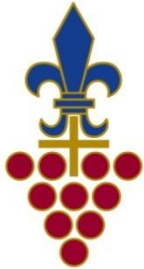
The Municipal Manager, Stellenbosch Municipality,
71 Plein Street, Stellenbosch,
7600 (Hard Copies)

or emailed to: Municipal.manager@stellenbosch.gov.za

Any queries can be addressed to Me A de Beer (Director Corporate Services) at 021 808 8018 or on email to: Annalene.deBeer@stellenbosch.gov.za

Geraldine Mettler
MUNICIPAL MANAGER

APPENDIX 3



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**STANDING RULES AND ORDER FOR THE
MEETINGS OF THE COUNCIL AND ITS
COMMITTEES**

March 2022 review

Date approved by Council:

MUNICIPAL NOTICE

The Municipal Council of Stellenbosch Municipality adopted the following bylaw at its meeting held onunder section 165 (2) of the Constitution of the Republic of South Africa 1996, read with section 31 (2) of the Local Government: Municipal Structures Act 117 of 1998, and hereby publishes the bylaws under section 13 (a) of the Local Government: Municipal Systems Act 32 of 2000 to come into effect on the date of publication of this Notice in the *Provincial Gazette*.

STELLENBOSCH MUNICIPALITY STANDING RULES AND ORDER FOR THE MEETINGS OF THE COUNCIL AND ALL ITS COMMITTEES

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1. Application of the rules

- 1.1 The rules of order contained in this Notice apply to all meetings of the Municipal Council and any committee of the Municipal Council, as well as any other committee of councillors established within the Municipality, unless the terms of reference for a specific structure explicitly exclude the application of these rules for such structure.
- 1.2 The aim of the rules are to allow free, open and constructive debate during meetings; to promote freedom of expression in such a manner that orderly debate is ensured within the time constraints of the time allocated to meetings.
- 1.3 The rules are meant to create the opportunity for councillors serving in Council structures to air their views on any matter of public importance.
- 1.4 The rules of order apply to:
 - 1.4.1 all councillors;
 - 1.4.2 all officials of the Municipality; and
 - 1.4.3 all members of the public present in the Council chamber/ precinct/on a virtual platform.
 - 1.4.4 The provisions under these rules also applies to all virtual meetings.

2. Definitions

In these rules, the following terms and phrases have the meaning assigned to them below:

Code of Conduct – the Code of Conduct for councillors as set out in Schedule 1 of the Systems Act;

Committee – any committee established in the Municipal structure, including but not limited to committees established under sections 79 and 80 of the Structures Act;

Constitution – the Constitution of the Republic of South Africa 1996;

Council – the Municipal Council of Stellenbosch Municipality;

Councillor – a member of the Municipal Council;

Council whip – the person elected as the Council whip in terms of the Local Government Structures amendment Act (3/21)

Day – a day that is not a public holiday, Saturday or Sunday; for the purposes of calculating a period of days, the first day is excluded and the last is included;

Executive Mayor – the Executive Mayor of the Municipality as elected under section 55 of the Structures Act;

In committee – the part of a meeting of the Municipal Council during which the meeting is closed to members of the public and press, and to such municipal officials as determined by the speaker – excluding the Municipal Manager – because of the nature of the business being transacted;

Local Government Municipal Structures Amendment Act – refers to Act 3/2021

Mayoral Committee – the committee appointed by the Executive Mayor under section 60 of the Structures Act;

Member – a councillor serving on the Municipal Council of the Municipality;

Motion – a matter submitted by a member in accordance with rule 24 below;

Municipality – Stellenbosch Municipality;

Urgent matter - A matter will be deemed urgent if the required decision would prejudice the Council, its operations or both should it be delayed.

Point of order – a point raised by a councillor during a Council meeting that relates to a matter of procedure only, as provided for in the rules of order;

Precinct – the area defined by the chair at the meeting concerned;

Privilege – the right to freedom of speech for councillors at Council and committee meetings, subject to the rules of order or any ruling by the speaker under such rules; as well as the right not to be held liable for civil or criminal proceedings for anything said or submitted to the Council or Committee or produced by such bodies;

Procedural motion – a matter raised by a member at a meeting in accordance with rule 34;

Report – any item included in the agenda for consideration by the Council or a committee;

Senior managers – the person appointed by the Council as the Municipal Manager as well as all managers directly accountable to the Municipal Manager, as approved under the official organisational structure of the Municipality;

Sergeant-at-arms – a person in the full-time employment of the Municipality, who is charged to assist the speaker in maintaining order at Council meetings and who may be assisted by such staff members as the speaker may direct;

Speaker – the person as elected under section 36 of the Structures Act;

Special meeting – any additional Council meeting called by the speaker by the powers vested in the speaker;

Structures Act – the Local Government: Municipal Structures Act 117 of 1998;

Systems Act – the Local Government: Municipal Systems Act 32 of 2000;

Urgent special meeting – a special meeting related to an urgent matter under rule 5.4.

Venue – the place or location where a meeting is held, including any public gallery and any virtual platform on which a meeting is conducted;

Whip – a member of the Municipal Council, one whip appointed by each political party represented on the Council, to perform the function set out in rule 9.

3. Council meetings open to the public

3.1 The Municipal Council must conduct its business in an open manner, and every meeting of the Council and all its committees must be open to the public, provided that this rule will not apply when an open meeting would

be unreasonable having regard to the nature of the business being transacted under section 20(1)(a) and (b) of the Systems Act.

- 3.2 When meetings are conducted on a virtual platform the link to such meetings will be made available on social media platforms and on the website.
- 3.3 The Council will convene “in committee” when discussing any of the following matters:
 - 3.3.1 a trade secret or confidential commercial information of any supplier of the Municipality or any person rendering a service to the Municipality;
 - 3.3.2 personal and private information of any councillor or Municipal employee;
 - 3.3.3 the Municipality’s intention to purchase or acquire land or buildings;
 - 3.3.4 the price that the Municipality may offer for the purchase or acquisition of land or buildings;
 - 3.3.5 any report regarding legal proceedings that the Municipality is involved in, or that it is contemplating to institute or defend;
 - 3.3.6 disciplinary proceedings or proposed disciplinary proceedings against any Municipal employee;
 - 3.3.7 any matter of which disclosure is forbidden by legislation;
 - 3.3.8 the minutes of previous in-committee discussions; and
 - 3.3.9 any matter the Speaker may rule warrants an in-committee discussion to prevent reputational damage to the municipality;
- 3.4 A councillor may, when an agenda item – other than a matter referred to in 3.3 above and provided that it not be a matter that is required by law to be dealt with at an open meeting – is put to order, propose (with motivation) that the matter be dealt with further in committee. The speaker’s ruling in this regard is final and no further discussion will be allowed.
- 3.5 Councillors must switch on their cameras when they are requested to by the Speaker or the Council Whip or when speaking.

4. **Council meetings**

The Council must hold an ordinary meeting for the transaction of business at least once every three months.

5. **Special Council meetings**

- 5.1 The speaker may, at any time and of his/her own accord, call a special Council meeting; provided that no such special meeting may take place unless all councillors have received notice of at least 48 hours before the date and time set for the meeting.
- 5.2 The speaker must, upon written request of a majority of the councillors, call a special Council meeting; provided that no such special meeting may take place unless all councillors have received notice of at least 48 hours before the date and time set for the meeting.

- 5.3 Should the speaker fail or refuse to call a special meeting when requested in accordance with 5.2 above, the Municipal Manager must call the special meeting for the date set out in the written request, and at a venue and time determined by the Municipal Manager.
- 5.4 The speaker may, at any time and of his/her own accord, call an urgent Council meeting; provided that no such urgent meeting may take place unless all councillors have received notice of at least 24 hours before the date and time set for the meeting.

6. **Serving of notices**

The Municipality must distribute a notice to each councillor to attend a meeting, specifying the business proposed to be transacted (agenda) and signed by the Speaker or the Municipal Manager as contemplated in rule 5 above, by electronic mail to the official email address of each councillor. The following time frames are to be followed:

- 6.1 at least 72 hours before any ordinary Council meeting; or
- 6.2 at least 48 hours before any special meeting.
- 6.3 24 hours before any urgent special Council meeting,
- 6.4 A notice to attend the meeting, specifying the business proposed to be transacted and signed by the speaker or the Municipal Manager as contemplated in rule 5 above, must be distributed by electronic mail to the address provided to each councillor as their official email address.
- 6.5 when a matter related to a by-law must be considered, notice of the item must be given at least seven (7) days before the matter is to be considered.
- 6.6 Hard copies will be made available only upon request and with the approval of the speaker under exceptional circumstances. Councillors who make such requests must pay the printing costs and must collect the document personally.

7. **Non-serving/ non-receipt of notices**

- 7.1 Accidental omission to serve on any councillor a notice of a meeting does not invalidate the proceedings of that meeting.
- 7.2 This also applies to the non-receipt of electronic notices.

8. **Urgent matters**

- 8.1 No business may be transacted at a meeting of the Council or any Council committee other than that specified in the relevant agenda, except any matters that the chair concerned may consider urgent and only after the chair has ruled the matter to be urgent.
- 8.2 The Municipal Manager may raise matters for decision by the Council that, in the Manager's discretion, are urgent. A matter will be deemed urgent if the required decision would prejudice the Council, its operations or both should it be delayed.

- 8.3 The speaker or chair at a meeting must determine an appropriate time when the Municipal Manager may raise urgent matters, as well as the time available for discussing them, provided that the speaker may rule that the matter is not urgent as defined in 8.2 above.

9. **Conduct at meetings**

The speaker or the chair at a meeting must:

- 9.1 maintain order during the proceedings;
- 9.2 ensure that the Code of Conduct for Councillors be adhered to during the meeting;
- 9.3 ensure that the meeting be conducted in accordance with these rules;
- 9.4 ensure that members conduct themselves in a dignified and orderly manner during the meeting;
- 9.5 ensure that members of the public attending meetings be seated in areas designated for that purpose;
- 9.6 ensure that members of the public attending meetings conduct themselves in an orderly manner and obey any ruling made by the speaker or chair at the meeting;
- 9.7 ensure that any councillor or member of the public refusing to comply with the ruling of the speaker or chair leave the meeting;
- 9.8 ensure that the whip of each political party represented in the Municipal Council, as well as the single whip of Council, maintain discipline during the meeting. and
- 9.9 Ensure that where meetings are conducted on the virtual platform each councillor sit at his/her own electronic device.
- 9.10 Participants must also adhere to the rules in regard to any chats in the chatroom

10. **Interpretation of the rules**

- 10.1 The ruling of the speaker or the chair at a meeting regarding the application and interpretation of the rules, as well as other procedural matters not dealt with in these rules, is final and binding; provided that the speaker or chair may be required to furnish reasons for a ruling.
- 10.2 Any ruling made by the speaker or chair must be done with due regard for the provisions of the Constitution, national and provincial legislation, municipal by-laws and policies (including these rules), the rule of law and the rules of natural justice.

11. **Quorum and acts of Council**

- 11.1 A majority of the councillors must be present at a Council meeting before any matter may be considered or put to the vote.

11.2 Should there be no quorum for a meeting, the meeting must be suspended for no more than 20 minutes. If, at the end of the stated time, there is still no quorum, the speaker or chair may suspend the meeting for a period that they deem fit and thereafter adjourn the meeting to reconvene on another date and at another time and/or venue.

12. **Decisions and voting**

12.1 Subject to 12.3 below, all matters must be decided by a majority of councillors present at the meeting.

12.2 Before a formal vote is taken on any matter before the Council, the speaker must indicate that voting is due to take place, where after no member or other person may be allowed to enter or leave the venue or further debate the matter.

12.3 Any matter referred to in section 160(2) of the Constitution is to be decided by a majority of the councillors.

12.4 Should there be an equality of votes on any matter, the speaker or chair may exercise a casting vote in addition to that particular councillor's deliberative vote; provided that the casting of such vote fall within the ambit of the powers duly delegated to the relevant committee

12.5 For the matters listed in section 160(2) of the Constitution there is no provision for a casting vote.

12.6 Should the speaker or chair ask the meeting whether it is in agreement with the recommendations before them and should no member present raise an objection, such recommendations are adopted without being put to the vote formally.

12.7 In the event of there being opposition to a recommendation, the decision is taken by means of voting – either by show of hands or, if requested and if approved by the speaker, by way of secret ballot.

12.8 Where the meeting is held on a virtual platform the Speaker will request each political party whip to indicate their vote on the matter and all the members of that party will then be deemed to have voted as indicated by the party whip unless specifically indicated otherwise by a member.

12.9 The council whip counts the votes and declares the result of the decisions to the chair.

12.10 In the event of a secret ballot, the Municipal Manager must hand each councillor a ballot paper bearing the official mark or logo of the Municipal Council and clearly depicting the options to be voted for.

12.11 The Municipal Manager must collect all ballot papers and count them in the presence of a representative of each party represented on the Council or committee and present at such meeting.

12.12 If the meeting is held on a virtual platform and the facility for a secret ballot is available the secret voting facility will be used.

- 12.13 Upon receiving the results, the speaker or chair declares the motion carried or lost, which must be recorded in the minutes.
- 12.14 The number of votes cast must be recorded, along with the general result. The outcome of the voting will be announced by the speaker.
- 12.15 Members may abstain from voting.
- 12.16 Members may request that their support/dissent/abstention be recorded in the minutes.

13. **Disclosure of interest and removals**

A councillor or other member of a meeting:

- 13.1 must disclose to the meeting any direct personal or private business interest that they themselves, or their spouse, partner or business associate or close family member, may have in any matter before the Council or the committee;
- 13.2 must withdraw from the proceedings until the matter has been concluded; unless the meeting decides by resolution that the person's direct or indirect interest in the matter is trivial or irrelevant;
- 13.3 who, or whose spouse, partner or business associate or close family member, acquires or stands to acquire any direct benefit from a contract concluded with the Municipality, must disclose full particulars of the benefit of which the person is aware at the first meeting at which it is possible for them to make such disclosure.
- 13.4 Rule 13.3 does not apply to an interest or benefit that a councillor or other member, or their spouse, partner or business associate or close family member, has or has acquired in common with other residents and ratepayers of the Municipal area.
- 13.5 when a councillor or other member of a committee or a member of the public has been asked to leave a Council meeting by the Speaker or the chair, they will not be allowed to return to that meeting or any in-committee session at that meeting. This includes any adjournment of a Council meeting where the speaker and chair concerned have requested a member or committee member or member of the public to leave the meeting and precinct.
- 13.6 When the meeting is conducted on a virtual platform the councillor requested to leave must leave the meeting and may not take part on the meeting through any other electronic device, whether his own or some one else's.

14. **Walkout**

Should a councillor or group of councillors leave any meeting in protest, and the remaining councillors constitute a quorum, the business of the meeting proceeds as usual. It includes any virtual meeting.

15. **Head Count**

Should, during any sitting of the Council or any Council committee, the attention of the speaker or chair be called to the number of members present, he/she will request the Council Whip to count them and, should it be found that no quorum is present, the matter must be dealt with in accordance with rule 14 above.

16. **Adjourned meetings**

A council meeting or a Council committee meeting may be adjourned to any date or hour so decided by the Speaker or the chair, but may not proceed to transact any business at such adjourned meeting, except for such matters as was set out in the notice for the meeting that has so been adjourned.

17. **Notice of adjourned meetings**

When a meeting is adjourned, notice of the adjourning must be sent to each Council or committee member, specifying the time, date and place of the adjourned meeting, subject to rule 32.3 and 32.6.

18. **Chair at meetings**

18.1 The speaker – or, in the speaker’s absence, the acting speaker – serves as chair at all Council meetings. An acting speaker may be elected by the majority of councillors present at any Council meeting where the speaker is not present.

18.2 The Executive Mayor chairs meetings of the Mayoral Committee and, in the Executive Mayor’s absence, the Deputy Executive Mayor; and, should the Deputy Executive Mayor also be unavailable, any other councillor appointed by a majority Mayoral Committee members in attendance.

18.3 The Executive Mayor must appoint a chair to serve at meetings of the portfolio committees (section 80 of the Structures Act).

18.4 The person so appointed by Council must chair Council committee meetings (section 79), provided that, where no such person was nominated, the members present may elect their own chair.

19. **Agenda**

Subject to 19.1 and 19.2 below, all meetings must be conducted in accordance with the order in which matters appear on the relevant agenda, and only matters included in the agenda may be debated.

19.1 The speaker or chair may, after considering a duly motivated request, change the order of agenda items.

19.2 The speaker or chair may, after considering a duly motivated request, direct that a matter be moved between the “in-committee” and open-meeting sections of the agenda.

20. **Order of business at Council meetings**

The order of business of an ordinary Council meeting is as follows:

1. **Opening and welcome**
2. **Mayoral address**
3. **Communications by the speaker**
4. **Communications by the Municipal Manager**
5. **Disclosure of interests**
6. **Applications for leave of absence (Dealt with by Council Whip)**
7. **Approval of the minutes of the previous meeting**
8. **Statutory matters**
9. **Report by the Municipal Manager on outstanding resolutions**
10. **Items for noting:**
 - 10.1 **Report(s) by the Executive Mayor**
 - 10.2 **Report(s) by the speaker**
 - 10.3 **Report(s) by the Municipal Manager**
11. **Items for consideration from the Executive Mayor in consultation with the Mayoral Committee:**
 - 11.1 **Protection Services**
 - 11.2 **Youth, Sports and Culture**
 - 11.3 **Corporate Services**
 - 11.4 **Financial Services**
 - 11.5 **Human Settlements**
 - 11.6 **Infrastructure Services**
 - 11.7 **Parks, Open Spaces and Environment**
 - 11.8 **Planning**
 - 11.9 **Local Economic Development and Tourism**
 - 11.10 **Rural Management and Tourism**
 - 11.11 **Municipal Manager**
12. **Consideration of items, reports, communications, petitions and applications submitted via the Office of the Municipal Manager**
13. **Municipal Public Accounts Committee (MPAC)**
14. **Reports by the Municipal Manager**
15. **Consideration of notices of questions and notices of motions received by the speaker**
16. **Consideration of urgent motions**
17. **Urgent matters submitted by the Municipal Manager**
18. **Reports by the speaker**
19. **Matters to be considered in-committee**

21. **Leave of absence and attendance**

All councillors must punctually attend and remain in attendance for the full duration of each meeting of Council or one of its committees, unless leave of

absence has been granted or a matter serves before the meeting in which a councillor or committee member or their spouse, partner or business associate or close family member has any direct or indirect personal or private business interest and such councillor or committee member is required to withdraw in terms of the Code of Conduct.

- 21.1 Applications for leave of absence from any Council or committee meeting must be submitted to the Council whip for approval by the speaker or the relevant chair. The application must be in writing and signed by the member applying for leave.
- 21.2 For any meeting other than an urgent special meeting, all applications for leave must be submitted at least 12 hours before the starting time of the meeting. In case of an urgent special meeting, the Council whip must receive the application an hour before the meeting. In the case of extenuating circumstances, an application must be submitted as soon as is reasonably possible.
- 21.3 The speaker or chair may grant leave at their sole discretion, and the speaker or chair is at liberty to reject an application for leave of absence; except when such request is accompanied by a medical certificate prescribing a member's being absent or due to an emergency. A medical certificate that is not attached to a request for absence must be submitted within three (3) working days after the meeting and must be dated at least on the date of the meeting. No medical certificate will be required for an emergency.

22. **Minutes to be kept and approved**

- 22.1 Minutes of the proceedings of every meeting of the Council and its committees must be recorded electronically or otherwise and kept for that purpose by the Director: Corporate Services. The Municipal Manager is responsible for the accuracy of the minutes, and every set of minutes must be approved at the next ordinary meeting.
- 22.2 Minutes of the proceedings of every Council or committee meeting must be recorded, put in writing and printed and, once approved, signed by the chair at the next ensuing ordinary meeting. Minutes must be bound and kept secure.
- 22.3 The Municipal Manager must ensure that the minutes reflect the names of the members who attended the meeting, those who were absent and those who had been granted leave of absence.

23. **No discussion on minutes at approval stage**

Any motion or discussion during the approval of the minutes is limited to its accuracy of the decisions.

24. Motions

- 24.1 No matter may be brought before a meeting by any member except upon a notice of motion, which must be submitted in writing on a form prescribed for such purpose and signed by the member giving the notice as well as a member seconding it.
- 24.2 All notices of motion must be submitted to the speaker or chair ten (10) days before the meeting concerned.
- 24.3 All notices of motion must be dated and numbered as received by the Municipal Manager, and are entered on the agenda paper in the order in which they have been received; save and except that notices of amendment to motions must be entered immediately after the notice of motion that they relate to, irrespective of the time at which the notice has been received.
- 24.4 Subject to rule 35.4 no member may enter more than two notices of motion on the same agenda.
- 24.5 Before any notice of motion may be placed on the agenda, it must be submitted to the Municipal Manager, who must obtain the written technical input from the various heads of department of the Municipality, if so required; and who, should the Manager be of the opinion that the motion would be *ultra vires* existing legislation, must ensure that the member concerned be so informed. The notice giver does have the right to appeal to a committee comprising the speaker, Executive Mayor and Council whip of the Council, who will review the matter on the papers alone and decide whether or not such notice of motion should be included in the agenda.
 - 24.5.1 A motion lapses if the member who submitted it is absent at the meeting where the motion is to be debated. The motion concerned must be resubmitted.
 - 24.5.2 The member who submitted a motion must introduce it at the meeting and has the right to deliver a reply.
 - 24.5.3 No motion will be considered that that has the same purport as a motion that was rejected in the three preceding months.
- 24.7 When a motion is introduced, it must be read out together with the number allocated to it and the name of the mover.
- 24.6 The speaker or chair must ascertain which motions are unopposed; these must be passed without debate. Thereafter the opposed motions will be called in accordance with the order on the agenda.
- 24.7 The speaker may disallow a motion that:
 - 24.7.1. may lead to discussion of a matter already dealt with on the agenda;
 - 24.7.2 addresses a matter on which the Council has no jurisdiction;
 - 24.7.3 addresses a matter on which a decision of a judicial or quasi-judicial body is pending;
 - 24.7.4 has not been seconded;

- 24.7.5 if passed, would contradict existing law; or
- 24.7.6 is frivolous
- 24.8 The mover may withdraw a motion or amendment with the consent of the seconder.
- 24.9 The speaker or chair may call upon any mover of an amendment to a motion to reduce the same to writing and sign it, and to hand it to the Municipal Manager to read it for the meeting's adoption or rejection. Except upon the recommendation of the committee to which the Council has delegated powers or duties to deal with the particular subject matter, no resolution passed at any Council meeting may be revoked or altered at any subsequent meeting, unless notice of a motion to amend or revoke has been submitted as contemplated in section 24.

25. **Amendments to recommendations**

- 25.1 An amendment that is moved:
 - 25.1.1 must be relevant to the recommendation, motion or proposal on which it is moved;
 - 25.1.2 must be reduced to writing, signed by the mover and seconder, and handed to the speaker; and
 - 25.1.3 may be moved by a member only while he/she is speaking on a recommendation, motion or proposal under debate.
 - 25.1.4 in the case of minor changes the Speaker may rule that rule 25.1.2 will not apply;
- 25.2 A member who has moved an amendment may speak thereon for no longer than three (3) minutes, but the seconder will not be allowed to speak thereon, and all amendments that have been moved must be put to the vote once the debate upon such recommendation, motion or proposal has been closed.
- 25.3 More than one amendment may be moved to a recommendation, motion or proposal and, subject to rule 25.9, all amendments that have been moved must be put to the vote once the debate upon such recommendation, motion or proposal has been closed.
- 25.4 No member may move more than one amendment to a recommendation, motion or proposal.
- 25.5 If the Mayor or member of the Mayoral Committee or chair of a committee or the mover of the original motion wishes to address the Council on any amendment moved to such recommendation, motion or proposal, they may do so only during their reply.
- 25.6 The debate is closed after the Mayor or member or chair has delivered their reply.
- 25.7 If more than one amendment to a recommendation, motion or proposal have been moved, they must be put to the vote in the order in which they were moved.

- 25.8 The speaker must state each amendment to a recommendation, motion or proposal clearly to the meeting before it is put to the vote.
- 25.9 If an amendment be carried, the amended recommendation, motion or proposal must take the place of the original recommendation, motion or proposal, in respect of which only further proposed amendments will be put to the vote; provided that, should the speaker be of the opinion that an amendment that has been carried renders another amendment unnecessary or pointless, may rule that such other amendment need not be put to the vote, in which case the latter amendment lapses.
- 25.10 Council may at any time following a recommendation by the Executive Mayor, rescind or amend any resolution passed by it, provided that no such rescission or revocation of a decision may detract from any rights that may have accrued as a result of the resolution.
26. **Precedence of the speaker**
- 26.1 Members at a sitting of the Council or a committee must have their heads uncovered; except for members in traditional, cultural or religious headdress.
- 26.2 Councillors must remain seated while speaking, addressing the speaker or chair at all times.
- 26.3 Councillors must put on their cameras when speaking during virtual meetings;
- 26.4 Whenever the speaker or chair speaks, any member speaking or offering to speak at that moment must be silent in order for the speaker to be audible and speak without interruption.
27. **Relevance**
- Members who speak must confine their speech strictly to the motion or matter under discussion or to an explanation or a question of order.
28. **Members' right to speak**
- Unless otherwise provided for in these rules, no member may speak more than once on any recommendation or amendment to a recommendation(s), motion or proposal; provided that the Executive Mayor or a member may reply in conclusion of a debate – even then confining their comments to previous speakers, without introducing any new matter into the debate.
29. **Mayoral address**
- 29.1 After the speaker has opened the meeting, but before any matters on the agenda are dealt with, the Executive Mayor may address the meeting on any matter, whether it be on the agenda or not, which he/she deems appropriate. No points of order or debate are allowed during the Mayoral address.

- 29.2 At the conclusion of the Mayoral address, the speaker may allow a maximum of ten (10) minutes for questions and answers arising from such address. The speaker must ensure that the time available be allocated proportionally to the political parties, and as agreed at the whips' meeting.
- 29.3 The Executive Mayor may reply to any questions envisaged in rule 29.2 above or, if so directed by the Executive Mayor, by any other member of the Mayoral Committee.
30. **Debate management**
- 30.1 The speaker determines the time allocated to each political party.
- 30.2 At least 24 hours before the meeting, the whip of each political party represented on the Municipal Council must provide the Council Whip with a list indicating which agenda items are to be debated.
- 30.3 At least 12 hours before the meeting, the Council whip must provide the speaker or chair with a list indicating which members will speak on which agenda items.
- 30.4 The speaker determines the time allocated per item, and informs the whips of the speaking time allowed each member included in the list, based on the principle in 29.2 above.
- 30.5 Each political party or interest group represented on the Municipal Council has the right to speak on each agenda item.
31. **Length of speeches**
- 31.1 No speech may be longer than three (3) minutes without the speaker's consent. This allotted time excludes consecutive translation time required.
- 31.2 The speaker or the chair will be entitled at any time to set, limit or extend reasonable time limits for discussion and/or decision-making regarding any item or group of items on the relevant agenda.
32. **Disorderly conduct by councillors and the chair's function**
- 32.1 Should members at any meeting conduct themselves improperly, behave unseemly or persistently obstruct business to be transacted at that meeting, challenge a ruling by the speaker or chair, or decline to withdraw an expression when required to do so by the speaker or the chair, indulge in tedious repetition or unbecoming language, or commit any breach of these rules, the speaker or chair may rule those members to be out of order and may direct them to conduct themselves properly and, if they have been speaking, to cease such speech immediately.
- 32.2 Should members persistently disregard directions by the speaker or chair, the latter may declare those members to be out of order and direct them to retire from the venue for the remainder of that meeting and, if necessary, may cause them to be ejected from the venue. The speaker

or chair will launch an investigation under the Code of Conduct regarding such behaviour.

- 32.3 Unless otherwise ruled, such members are excluded for the full duration of the meeting concerned, including the “in-committee” section of the meeting and any adjournment of that meeting.
- 32.4 Should members refuse to retire from the venue, the speaker or chair may request the Sergeant-at-arms to facilitate the removal of such members.
- 32.5 If this cannot be done in an orderly manner, the speaker or chair at the meeting may adjourn proceedings for no longer than 15 minutes to allow for the relevant members to retire or be ejected from the venue. If the members have not left or been ejected by the time that the meeting is to be resumed, it may be adjourned for another 10 minutes to resolve the situation.
- 32.6 After a second adjournment the speaker or chair may rule that the meeting will re-convene at another venue and time, and that any members ordered to retire or so evicted or ordered to be evicted will be refused entry to the alternative venue. The Council’s Sergeant-at-arms must ensure that such members do not, indeed, enter the alternative venue.
- 32.7 When the meeting is conducted on a virtual platform the councillor requested to leave must leave the meeting and may not take part in the meeting through any other electronic device, whether his own or someone else’s.

A councillor requested to leave will be cut from the virtual platform by the administration.

33. **Obstruction by persons other than councillors**

Any persons other than members who misconduct themselves, behave unseemly or interrupt the proceedings of the Council or any Council committee meeting must, should the speaker or chair so direct, leave the venue or be removed from it. Should such persons refuse to leave, the Sergeant-at-arms is responsible for removing them from the venue. The speaker or the chair may exclude such persons from further admittance to the venue or the meeting for a period as the speaker or chair may deem fit.

34 **Points of order and personal explanations**

- 34.1 All members, whether they have addressed the Council on the matter under debate or not, may raise a point of order at any time and must specify the rule upon which they raise it after having been acknowledged by the speaker or chair.
- 34.2 All members who have addressed a meeting on the matter under discussion may raise a point of personal explanation in order to only clarify any misunderstanding or incorrect interpretation of their input .

- 34.3 No point of order or personal explanation constitutes a speech and, therefore, will not affect any members' right to speak on a particular item; provided that they must be limited to one (1) minute speaking on the point of order or personal explanation.
- 34.4 Any members contemplated in rule 34.1 and 34.2 must be heard, and the member speaking at the time as well as all other members must remain silent until the speaker or chair has ruled on the matter.
- 34.5 The ruling by the speaker or chair on a point of order or on the admissibility of a point of personal explanation is final and will not be open to discussion.
- 34.6 Members who persist in raising a point of order or of personal explanation after the speaker or chair has made a ruling are subject to rule 32 above.

35. **Questions**

- 35.1 All members may submit a question requiring a written reply from any political office bearer, the Municipal Manager or Senior Manager of the Municipality concerning any matter related to the Municipality's effectively performing its functions and exercising its powers; provided that a written notice of such question must be submitted to the speaker or chair and the Municipal Manager at least 10 days before the Council or committee meeting, and the political office bearer and the Municipal Manager must ensure that the members concerned receive a written reply at the meeting.
- 35.2 If, after questions have been replied to, members should consider a reply to be unclear or satisfactory, they may request a follow-up question in writing with the permission of the speaker or chair.
- 35.3 All questions duly given notice of and all responses submitted must be recorded in the minutes.
- 35.4 Each member may raise/file/petition only two (2) motions or two (2) questions, or one (1) question and one (1) motion, per meeting.
- 35.5 Members may not submit a question or motion that is substantially the same as a motion or question raised in the previous three months; the speaker or chair has sole discretion to make a ruling regarding the substance of a motion or question.

36. **Terms of reference of subcommittees**

Upon the appointment of any subcommittee of Council, the Council must specify the terms of reference of such subcommittee and determine the number of members required for a quorum.

37. **Extension or restriction of powers by the Council**

The Council may at any time extend, withdraw or modify the duties and powers of a committee or subcommittee appointed under section 79 of the Structures Act.

38. **Minutes of executive committee, Mayoral Committee, and Council committees and subcommittees**

38.1 Every committee must keep minutes of its proceedings and cause the same to be duly stored by the Director: Corporate Services.

This provision applies to the Mayoral Committee too, except when it is specifically exempted from this duty by a resolution by the Council in view of the sensitivity, confidentiality or other nature of the subject matter of a particular meeting; and provided that the final resolution or recommendation be duly recorded in writing.

38.2 At every ordinary meeting of a committee, the minutes of the previous meeting will be taken as read, with a view to approving it; provided that a copy of such minutes be attached to the agenda and have been sent to each member of the committee beforehand.

38.3 No discussion will be allowed regarding the minutes, except as to its accuracy or the resolutions taken, save at portfolio committee meetings – and even then at the sole discretion of the chair.

39. **Inspection of minutes**

39.1 Once approved, the minutes of recent Council meetings must be posted on the Municipality's website for perusal.

39.2 Hard copies of minutes and historical minutes may be inspected, but access must be applied for as per the Municipality's policy regarding PAIA (Promotion of Access to Information Act 2 of 2000), and may attract an administration fee.

40. **Non-attendance by committee members**

40.1 Should any member of the Council or a committee of Council fail to attend three or more consecutive meetings of the relevant body without leave of absence having been granted as contemplated in rule 21 above, item 4 of the Code of Conduct (Schedule 1 to the Systems Act) applies and must be removed as a councillor in terms of the Code of Conduct.

40.2 Members of Council or a committee who fail to attend a meeting of the relevant body without leave of absence having been granted as contemplated in rule 21 above may incur a fine of 10% of their monthly salary for every meeting that the member was absent from.

40.3 A committee consisting of the speaker, the Council whip and two other party whips chosen on a rotational basis must investigate before a fine is

imposed under rule 40.2, and report to Council on the transgression contemplated by rule 40.2 read with rule 21.

41. **Council members attending meetings of committees of which they are not members**

41.1 Members of the Municipal Council may attend the meeting of any committee of which they are not a member. In all such instances, the Council members are granted observer status and thus may not participate or vote at such meetings.

41.2 The provisions of rule 41.1 do not apply to the Municipal Public Accounts Committee (MPAC).

41.3 Mayoral Committee members may be requested to attend MPAC meetings, and the notice must specify the matters on which the Mayoral Committee member is expected to address the MPAC.

41.4 Mayoral Committee members who have been requested to attend an MPAC meeting may request that the Municipal Manager – or a senior manager, with the Municipal Manager’s permission – accompany them to such MPAC meeting; however, they may not instruct such official to appear before and address the MPAC on their behalf.

42. **Information to be obtained from the Municipal Manager or heads of department**

Subject to the provisions of rule 38 above, Council members who wish to obtain from any Municipal official information about the Municipality’s administrative work – which information is not accessible to the general public – must address their enquiries firstly to the Municipal Manager in writing; in the event of the Municipal Manager refusing such request, the Council member concerned may submit a PAIA application.

43. **Information to the media including social media platforms: in-committee discussions**

43.1 The Executive Mayor or, in his/her absence, the Deputy Executive Mayor and the Municipal Manager – or their delegated representative according to their discretion – may supply, upon application to them by any registered newspaper, radio station, television service or internet publisher, information and reports relating to the Municipality’s work to such media or their representatives.

43.2 In view of the Municipal Manager or the Executive Mayor being the authorised channel through which the media may receive information and reports, Council and committee members must refrain from providing the media with documents or information that they have received for the purposes of discussion by the Council or committee; on the understanding that this clause is not be construed as abrogating councillors’ individual

constitutional right to make press statements that reflect their personal or political views, not those of the Council; and provided, further, that no in-committee discussion may be conveyed to the public or media except by the Executive Mayor or Municipal Manager.

- 43.3 Committee chairs must liaise with the Executive Mayor and Municipal Manager for the publication of any information relating to the committee concerned; if approved, the Municipal Manager will arrange for the publication of the relevant information.

44. **Legal defence and indemnification of members and officers of the Council**

The Council (as per the delegations) may determine the circumstances in which it will undertake the defence of or pay the legal costs or the total costs and the amount in respect of any legal proceedings, whether civil or criminal, that a councillor or an official may have against any person, body, organisation or institution arising from the councillor's or official's capacity as a Municipal official.

45. **Speaker may refer matters for legal advice**

The speaker may, within the framework of the Municipality's approved operational budget and subject to its supply chain management policy, refer any matter pertaining to the Council and its proceedings for legal advice.

46. **Activities prohibited within the Council chamber or meeting venue and the use of the Council chamber by other persons or institutions**

- 46.1 All persons and institutions who make use of the facilities must respect and adhere to the decorum of the Council chamber as the official seat of Municipal governance at all times.

- 46.2 The following activities, conducted by whosoever, are strictly prohibited within the confines of the Council chamber or a meeting venue of the Council or its committees:

45.2.1 being in possession of a cellular telephone that is not in silent mode;

45.2.2 speaking on a cellular phone during a meeting; and

45.2.3 consuming any food or drink, excluding water provided at the meeting or bottled water.

- 46.3 The use of the Council chamber by any persons or institutions other than a recognised committee, body of or person in the employ of the Municipality is subject to approval by the speaker's office, and at all times dependent on the venue's availability as regards the Council's calendar of use and the purpose for which it is requested. Applications for use must be submitted in writing to the speaker, who will confer with the Director: Corporate Services about making the venue available and send a written reply.

47. **Sanctions and offences**

Any person who wilfully contravenes any provision of these rules is guilty of an offence and subject to the following sanctions imposed by the Council:

- 47.1 a fine as determined by Council from time to time for the categories of offences as approved by Council by resolution from time to time;
- 47.2 suspension from attending Council or committee meetings as the Council may determine, for such a period as the Council may determine by resolution from time to time for the categories of offences as determined by Council.

48. **Dress code**

- 48.1 The Council may by resolution prescribe a dress code for councillors and traditional leaders attending meetings.
- 48.2 Notwithstanding the provisions of any resolution passed in accordance with rule 48.1, no councillor will be allowed to wear to any meeting any clothing or accessory that displays party-political paraphernalia or any clothing that may offend a party or person.

13.2	ESTABLISHMENT OF WARD COMMITTEES
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Collaborator No:

File No:

IDP KPA Ref No:

Good Governance

Meeting Date:

27 July 2022

1. SUBJECT: FEEDBACK REPORT: FINAL FEEDBACK ON ESTABLISHMENT OF WARD COMMITTEES AND THE VACANCIES THAT STILL EXIST ON WARD COMMITTEES

2. PURPOSE

To provide Council with a final feedback report on the establishment of ward committees and the vacancies that still exists.

3. DELEGATED AUTHORITY

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

The system of delegations of the Stellenbosch Municipality (S6 and S7) designates the Speaker of Stellenbosch municipality to facilitate the establishment of ward committees in line with the provisions and stipulations of the Municipal Structures Act, 117 of 1998 and Council's policy for the establishment of ward committees.

Council approves the establishment of ward committees.

4. EXECUTIVE SUMMARY

At the reconvened Council meeting held on 23 November 2021 the Speaker had been delegated to facilitate the establishment of ward committees in line with the provisions and institutions of the Municipal Structures Act and Council's policy for the establishment of ward committees taking into consideration the Covid-19 protocol as outlined in paragraphs 22(3) and 30(4) of Council's Policy and Procedures for Ward Committees.

At the meeting of 30 March 2022 Council resolved as follows:

- (a) *that Council notes the establishment of all 23 wards;*
- (b) *that wards 15, 19 and 21 (with 5 or less members) be allowed to have a further round of elections in the geographic blocks as may be needed;*
- (c) *that those wards with six or more members who do not have the full complement of ward committee members be allowed to co-opt members in line with Council Policy and Procedures for Ward Committees;*
- (d) *that the processes in (b) and (c) above be completed by 31 May 2022;*
- (e) *that the Speaker be commissioned to report to Council in this regard within a period of three (3) months*

Subsequent to these resolutions the process for a further round of elections in wards 15 and 19 started during the first week in April 2022. The elections for ward 19 were held on 3 and 4 May while the election for ward 15 was held on 5 May. The ward councillor for ward 21 indicated to the Speaker that he will follow a process of co-option to co-opt three more members for a total of eight members.

Attached herewith as **APPENDIX 1** are the results of the nominated Sectors and/or Geographic representatives per ward. The co-opted and elected members (2nd round elections for wards 15 and 19) of the different wards are indicated in italics.

5. RECOMMENDATIONS

- (a) that Council notes the final report on the establishment of the ward committees and the current vacancies on ward committees;
- (b) that Council notes the filling of vacancies during the 2nd round of elections for wards 15 and 19;
- (c) that Council consider how to deal with the existing vacancies on the ward committees as indicated in **APPENDIX 1**.

6. DISCUSSION / CONTENTS**6.1 Background**

Council at a meeting held on 23 November 2021 mandated the Speaker to facilitate the establishment of ward committees for all 23 wards in line with the stipulations in the Local Government: Municipal Structures Act, 117 of 1998.

Subsequent to the establishment of the ward committees during January and February 2022 a report was submitted to Council at its meeting held on 30 March 2022. Further resolutions in respect of the ward committee establishment and filling of vacancies were taken as outlined in paragraph 4 above.

Attached herewith as **APPENDIX 1** are the results of the nominated Sectors and/or Geographic representative per ward also indicating resignations.

6.2 Financial Implications

Budgetary provision was made in the 2021/2022 budget for the establishment of ward committees.

6.3 Legal Implications

Recommendations comply with approved delegations, legislation and Council policies.

6.4 Staff Implications

Ward administrators has been appointed for all wards. Four wards will have to repeat the recruitment process as three (wards 6; 17; 22/23) ward administrators resigned subsequent to their appointment and we have not been able to appoint a ward administrator for wards 8/9 and 11. The administrators of wards 12, 13, 14, 15 are unable to fulfil their functions as the ward councillors have locked them out of the ward offices. The appointment of the respective ward administrators is linked to the term in office of the ward councillor, and the ward administrators are part of the staff structure of the municipality.

6.5 Previous / Relevant Council Resolutions

2021-11-23 [item 6.13] and 2022-03-30 [Item 13.4]

2021-11-23 RESOLUTIONS: Item 6.13

- “(a) that Council notes that in terms of Section 73 of the Municipal Structures Act, Ward Committees must be established for each ward;*
- (b) that Council designates the Speaker to facilitate the establishment of Ward Committees in line with the provisions and stipulations of the Municipal Structures Act and Council’s policy for the establishment of Ward Committees taking into consideration Covid-19 protocol as outlined in paragraphs 22(3) and 30(4) of the Council’s Policy and Procedures for Ward Committees;*
- (c) that a hybrid model (geographic and sector model) be implemented;*

- (d) that ward councillors be commissioned to determine the geographic areas/blocks of their wards, where applicable;
- (e) that the Office of the Speaker be informed in respect of the geographical blocks/areas by not later than 30 November 2021;
- (f) that Council consider the amendments proposed in Clauses 20 and 25 of the Policy and Procedures for Ward Committees; and
- (g) that the Speaker reports back to Council on the establishment of the Ward Committees within a period of 4 (four) months.”

2022-03-30 RESOLUTIONS: Item 13.4

- “(a) that Council notes the establishment of all 23 wards;
- (b) that wards 15, 19 and 21 (with 5 or less members) be allowed to have a further round of elections in the geographic blocks as may be needed;
- (c) that those wards with six or more members who do not have the full complement of ward committee members be allowed to co-opt members in line with Council Policy and Procedures for Ward Committees;
- (d) that the processes in (b) and (c) above be completed by 31 May 2022; and
- (e) that the Speaker be commissioned to report to Council in this regard within a period of three (3) months.”

6.6 Risk Implications

Addressed in the item.

6.7 Comments from Senior Management

No comments were requested from Senior Management.

FOR FURTHER DETAILS CONTACT:

NAME	NICKY CEASAR
POSITION	EXECUTIVE SUPPORT OFFICER
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021 808 8618
E-MAIL ADDRESS	Nicky.Ceasar@stellenbosch.gov.za
REPORT DATE	19 July 2022



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APPENDIX 1

RESULTS FILLING OF VACANCIES ON WARD COMMITTEES

Ward 1			Councillor R Pheiffer
Name	Surname	Geographic Block and/or Sector	Comments
Raylene	Plaatjies	1	
William	Jefthas	2	
Bula	Mnqayi	3	
<i>Masande</i>	<i>Nyanga</i>	4	<i>Co-opted in May 2022</i>
<i>Laetitia</i>	<i>Juries</i>		
<i>Azola</i>	<i>Tafeni</i>		
SECTOR			
Siegfried	Schafer	LED, Tourism & Agriculture	
Ashley	Bauer	Youth Sports, Culture & Community Safety	
Anton	Kilian	Infrastructure & Community Services	
George	Mihalopoulos	Town Planning and Property	

Ward 2		Councillor WC Petersen	
Name	Surname	Geographic Block /Area	Comments
Salie	Peters	1	
Frederick	Simons	2	
Joseph	Petersen	3	
Nobathembu	Fata	5	
Mabonang	Phori	5	
Justin	Jacobs	7	
Jacq-Louie	Manuel	8	
2 vacancies			

Ward 3		Councillor C Manuel	
Name	Surname	Geographic Block /Area Sector	Comments
Melissa	Pieterse	1	
Gregory	Moodie	2	Resigned in June
Lewies	Cloete	3	
Marion	Adams	4	
Linda	Plaatjies	5	
Ben	Kwago	5	Resigned in March
Wilmarie	Moses	6	
5 Vacancies			

Ward 4		Councillor R Adams	
Name	Surname	Geographic Block and/or Sector	Comments
Yvonne	Carolissen	2	
Sandra	Jooste	2	
Abraham	Lackay	3	
Karin	April	3	
Ashley	Williams	5	
Shaun	Phillips	6	
Kelly	Petersen	7	
3 Vacancies will be filled August			

Ward 5		Councillor RB Van Rooyen	
Name	Surname	Geographic Block /Area Sector	Comments
Norman	Rhode	1	
Rubin	Arends	2	
Charles	Toutie	3	
Jennifer	Meyer	4	
Johanna	Naude	4	
Gerrit	Louw	6	
Eon	Hendrikse	6	
Adam	Pieterse	7	
<i>Louona</i>	<i>Hendricks</i>	<i>8</i>	<i>Co-opted in April</i>
<i>Deborah</i>	<i>February</i>	<i>8</i>	<i>Co-opted in April</i>

Ward 6		Councillor N Mcombring	
Name	Surname	Geographic Block and/or Sector	Comments
Diana	Jones	1	
George	August	3	
Peter	Gordon	4	
Mildred	Davids	5	
Owen	Bergstedt	6	
Madelein	Hendricks	7	
Johannes	Brandt	7	
Patricia	Constable	8	
2 Vacancies will be filled in August 2022			

Ward 7			Councillor A Ferns
Name	Surname	Geographic Block and/or Sector	Comments
Barend	Buys	1	
Petrus (Deon)	Carstens	2	
Andrea	Marent-Hegewisch	3	
Bertus	Swanepoel	4	
Dawid	Botha	5	
<i>1 Vacancy will be filled in August</i>			
Jacqueline	Wiese	Environment Sector	
Johanna	Turkstra	Elderly Sector	
William	Van Aswegen	Security Sector	
Albrecht	Gantz	Business Sector	

Ward 8		Councillor C Van Wyk	
Name	Surname	Geographic Block and/or Sector	Comments
Liam	Erasmus	1	
Mu-Een	Khan	1	
Mieke	Wiehman	2	
Sure	Van der Bank	2	
Abraham	Van Wyk	3	
Richard	De Villiers	Member deceased thus a vacancy	
4 more vacancies			

Ward 9		Councillor Z Dalling	
Name	Surname	Geographic Block /Area Sector	Comments
Albertus	Louw	1	
William	Sezoe	1	
Johan	Meyer	1	
Christo	Van der Bank	2	
Dewald	Pieterse	2	
Tamryn	Kumm	3	
Kgomotso	Morake		
Karla	Brits	4	
Doreen	Hall		
Dr Louise	Combrink	5	

Ward 10		Councillor R Du Toit	
Name	Surname	Geographic Block /Area Sector	Comments
Pieter	Hough	1	
Graham	Lamberts	1	
Doreen	Smit	2	
Stanwin	Adonis	2	
Richard	Hind	3	
Shireen	Williams	3	
Lizzie	Neft	3	
Glen	Daniels	3	
2 Vacancies			

Ward 11		Alderman JP Serdyn	
Name	Surname	Geographic Block and/or Sector	Comments
Eric	Schreiber	2	
Ronel	Fourie	3	
Petrus	Carinus	4	
Christiaan	Roux		
Sandy	Spangenberg	5	
Marius	Snyman		
Francois	Malan		
Isak	Fourie	6	
Melodie	Claassen		
1 vacancy			

Ward 12			Councillor A Tomose
Name	Surname	Geographic Block and/or Sector	Comments
Thunyelwa	Naku	1	
Patuleni	Lamla	2	
Portia	Menze	3	
Alungile	Mxokozeli	4	
Tankiso	Qhu	5	
Thembakazi	Gugushe	6	
Zoliswa	Mantshi	7	
Yoliswa	Makuleni	8	
<i>Thandeka</i>	<i>Ntshinga</i>		<i>Co-opted in May 2022</i>
<i>Nothandekile</i>	<i>Ntshwanti</i>		

Ward 13		Councillor M Nkopane	
Name	Surname	Geographic Block and/or Sector	Comments
Azola	Fayo	1	
Zephora (Busisiwe)	Ndlovu		
Mihla	Ndlebe	2	
Siyabonga	Maxhawulana	3	
Zithobile	Magadana	4	
Simthembile	Lobi	5	
Sonwabo	Mnqwazana	6	
Moses	Zondiwe	7	
Nomalungisa	Bhayibhile	8	
Madoda	Naku	9	

Ward 14			Councillor R Pheiffer
Name	Surname	Geographic Block /Area Sector	Comments
Lungelwa	Magazi	1	
Ayanda	Mpanyu		
Daphney	Mdunyelwa	3	
Bulelwa	Mbaqa	4	
Alfred	Bululu	4	
Nomvisiswano	Samente	5	
Labelle	Mbasane	6	
Nonkangeleko	Boyce	7	
Nobelungu	Mpemnyama	8	
1 Vacancy			

Ward 15		Councillor E Mazimini	
Name	Surname	Geographic Block /Area	Comments
Nokukhanva	Sesman	1	
Thokozanizani	Lepheana	2	
Lindiwe	Xelenga	2	
Mavis Nongogo	Nyakaza	3	
Mbulelo	Moni	3	
Elwina	Jumat	4	
Lungelwa	Gula	4	
Nompilo	Kuni	5	
2 vacancies			

Ward 16		Councillor E Vermeulen	
Name	Surname	Geographic Block	Comments
Carol	Williams	1	
Mervyn	Bailey	1	
Jerome	Williams	1	
Niklaas	Willemse	1	
Patrick	Fray	2	
Margaret	Fredericks	2	
Angela	Flink	3	
Melany	Johannes	4	
Paulina	Appollis	4	
Judie	Isaacs	4	

Ward 17		Councillor P Johnson	
Name	Surname	Geographic Block and/or Sector	Comments
George	Jacobs	2	
Liezel	Van der Rheede	2	
Baradeen	Louw	4	
Taahiera	Crombie	4	
George	Noble	5	
Doreen	Smith	5	
4 Vacancies			

Ward 18		Alderman JC Anthony	
Name	Surname	Geographic Block /Area or Sector	Comments
Gordon	Wentzel	1	
William	Johannes	2	
Elliot	Mbikwana	3	
Saartjie	Hector	4	
Ncediswa	Peter	5	
Nkuluza	Chelesi	6	
Phelokazi	Nogwaza	7	
Matthys	Everts	Sport Sector	
Pastor Willem Cloete	Cloete	Religion Sector	
Guillaume	Du Toit	Safety Sector	

Ward 19			Councillor J Williams
Name	Surname	Geographic Block /Area Sector	Comments
Anne	Afrika	4	
Jennifer	May	6	
Abraham	Kamfer	8	
Carol	Pedro		
Andre	Van der Westhuizen		Elected 2nd Round on 3 May 2022
Abe	September		
Candace	Februarie		
Russell	Kinnear		Elected 2nd Round on 4 May 2022
2 Vacancies			

Ward 20		Councillor J Joon	
Name	Surname	Geographic Block /Area Sector	Comments
Chantia	Matthys	1	
Cheslin	Steenkamp		
Reon	Muller	2	
Iris	Johnson	3	
Ester	Jacobs		
Hendrik	Brink	4	
Pieter	Esau		
Pieter	Taaibosch	Religion Sector	
Jeanette	Casper	Health Sector	
1 Vacancy			

Ward 21			Councillor R Badenhorst
Name	Surname	Geographic Block and/or Sector	Comments
Petrus	De Wet	1	
Anna	Verwey	2	
Renier	Kriel		
Renie	Van Rooyen	3	
Susan	McNaughton	4	
<i>Stefan</i>	<i>De Wet</i>	5	<i>Co-opted in April 2022</i>
<i>Arnold</i>	<i>Okkers</i>	6	
<i>Wilma</i>	<i>Adams</i>	7	

Ward 22		Councillor E Groenewald	
Name	Surname	Geographic Block and/or Sector	Comments
Pieter	Schaafsma	1	
Carin	Bedingfield	2	
Ilana	Maree	3	
Willem	Joubert	4	
Helmien	Slabber	5	
Simon	Wilson	6	
Andre	Pelser	7	
Hanli	Hill	8	
Prof Paul	Kruger	9	
Margaretha	Vlok	10	

Ward 23		Councillor L Nkamisa	
Name	Surname	Geographic Block and/or Sector	Comments
Jacobus	Venter	1	
Mart-Marie	Serfontein		
Aydn	Parrott	2	<i>Resigned in June 2022</i>
Ayanda	Nompume		
Themba lethu	Seyisi	3	
Muhammed	Lokhat	Religion	
Thandile	Lucas	Education and Youth	<i>Resigned in June 2022</i>
5 vacancies			

13.3	SUSPENSION OF THE IMPLEMENTATION OF CLAUSE 6.2.1.2 (b) IN APPROVED RECRUITMENT AND SELECTION POLICY
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

27 July 2022

1. SUBJECT: SUSPENSION OF THE IMPLEMENTATION OF CLAUSE 6.2.1.2 (b) IN APPROVED RECRUITMENT AND SELECTION POLICY

2. PURPOSE

To inform council that COGTA informed municipalities that chapters 2 and 4 of the Staff Regulations will only be implemented on 1 July 2023 and not on 1 July 2022. The recruitment and selection policy approved by council on 22 June 2022 was compiled to conform to the staff regulations.

To request Council to suspend the implementation clause 6.2.1.2 (b) in the Recruitment and Selection Policy to 1 July 2023 in line with the Staff regulation implementation.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

COGTA, during 2021, promulgated new Staffing Regulations which must be implemented from 1st July 2022. In terms of these regulations many of the recruitment process provisions changed and had to be incorporated into our Recruitment and Selection Policy to ensure that the Municipality becomes compliant and implement the provisions as from 1st July 2022.

Council approved the attached Recruitment and Selection Policy for Stellenbosch Municipality (**APPENDIX 1**) on 22 June 2022.

COGTA informed municipalities that chapters 2 and 4 of the Staff Regulations will only be implemented on 1 July 2023 and not on 1 July 2022. The recruitment and selection policy approved by council on 22 June 2022 was compiled to conform to the staff regulations. Chapter 4 does not form part of the recruitment and selection policy as it deals with performance management. The policy document represents the municipality's position and complies with the newly published staff regulations and therefore it is recommended that those clause 6.2.1.2 (b) in the policy that refers to the suspended implemented staff regulations also be suspended for implementation until 1 July 2023.

5. RECOMMENDATIONS

- (a) that Council notes the suspension of chapters 2 and 4 of the staff regulations until 1 July 2023; and
- (b) that Council approves the suspension of clause 6.2.1.2 (b) until 1 July 2023.

6.1 BACKGROUND

Council approved the revised Recruitment and Selection policy on 22 June 2022 with implementation date 1 July 2022. The Staff Regulations had a similar implementation date.

6.2 DISCUSSION

COGTA, during 2021, promulgated new Staffing Regulations which must be implemented from 1st July 2022. In terms of these regulations many of the recruitment process provisions changed and had to be incorporated into our Recruitment and Selection policy to ensure that the Municipality becomes compliant and implement the provisions as from 1st July 2022.

Council approved the attached Recruitment and Selection Policy for Stellenbosch Municipality (**APPENDIX 1**) on 22 June 2022. COGTA has subsequent to the approval of our policy informed municipalities that implementation of chapters 2 and 4 of the Staff Regulations has been suspended until 1 July 2023. (**APPENDIX 2**).

The recruitment and selection policy approved by council on 22 June 2022 was compiled to conform to the staff regulations. The policy document represents the municipality's position and complies with the newly published staff regulations and therefore it is recommended that those clauses in the policy that refers to the suspended implemented staff regulations also be suspended for implementation until 1 July 2023. Chapter 4 does not form part of the recruitment and selection policy as it deals with performance management and therefore does not affect the policy.

The clauses that are affected by chapter 2 of the Staff Regulations are:

In chapter 2 of staff regulations:

Regulasie: 2 (9)(4)(c)

All jobs in a municipality must be graded through a job evaluation process.

Job evaluation is the grading of jobs according to a specifically planned procedure and reliable methodology in order to determine the relative worth of each job in the municipality.

Job evaluation process involves the evaluation of the job and not the person performing the job.

Jobs must be evaluated—

upon completion of the review of the staff establishment;

within six months of a material change to the job content or job requirements; or

before a new post is filled.

Recruitment and Selection Policy :

6.2.1.2. No vacant post on the establishment can be filled unless:

- a) the Municipal Manager or his/her delegated nominee to whom this function is delegated has approved the filling of the post, and the post is budgeted for.
- b) The post has been evaluated on the TASK system.

6.3 FINANCIAL IMPLICATIONS

As per the approved budget. No positions are filled unless budgeted for in the approved budget.

6.4 LEGAL IMPLICATIONS

Municipal Staff Regulations, 2021 (issued in terms of Section 72, read with Section 120 of the Municipal Systems Act 32 of 2000). The recommendations are in line with the legislation.

6.5 STAFF IMPLICATIONS

The amended policy provisions will not have any negative impact on current employees and complies with the new staffing regulations in which conditions are set in terms of qualifications, experience and competencies that prospective employees must adhere to.

6.6 PREVIOUS / RELEVANT COUNCIL RESOLUTIONS:***SPECIAL COUNCIL MEETING: 2022-06-22: ITEM 8.3.2******RESOLVED (nem con)***

- (a) that Council notes the consultation process for this policy since 2020 within the LLF has now been concluded;*
- (b) that Council notes that unions have made no further inputs on/before 17 June 2022;*
- (c) that it be noted that no further changes was made as no union inputs was submitted; and*
- (d) that Council approves the revised Recruitment and Selection policy (2022) for implementation from 1 July 2022.*

6.7 RISK IMPLICATIONS

The risk are mitigated by the content of the policy and its approval.

APPENDIXES

Appendix 1 – Recruitment and Selection Policy 2022

Appendix 2 – Circular C23 of 2022.

FOR FURTHER DETAILS CONTACT:

NAME	Annalene de Beer
POSITION	Director Corporate Services
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-808 8018
E-MAIL ADDRESS	Annalene.deBeer@ Stellenbosch.gov.za
REPORT DATE	21 July 2022

APPENDIX 1



STELLENBOSCH

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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

RECRUITMENT AND SELECTION POLICY

THE POLICY

1. PREAMBLE

This policy is intended to create a framework for decision-making in respect of best employment practice/s in regard to the acquisition of staff in the Stellenbosch Municipality. As such it attempts to establish a set of rules for the consistent interpretation and application of legislation governing the acquisition of staff by the Municipality.

The Recruitment and Selection policy and its implementation will be fundamentally aimed at matching the human resources to the strategic and operational needs of the Stellenbosch Municipality and ensuring the full utilization and continued development of these employees.

All aspects of recruitment, selection, and appointment of employees will aim to be non-discriminatory and will afford applicants as far as possible equal opportunity to compete for vacant positions, except as provided in this policy with reference to employment equity.

2. DEFINITIONS

- **“induction”** a formal introduction process into the organization.
- **“nepotism”** means favoritism on the basis of family relationship or friendship.
- **“candidate”** means an applicant for a post
- **“conflict of interest”** means a position where the panel member can directly or indirectly benefit from the employment of the candidate.
- **“recruitment”** means the activities undertaken in the human resource management in order to attract job candidates who have the

necessary potential, experience and qualifications to fill job requirements and to assist the municipality in achieving its objectives.

- **“reference check”** means the gathering of information about candidate’s past employment history
- **“Selection processes”** includes shortlisting and interviews
- **“selection”** means the process of making decisions about the employment of candidates considering the needs of the post and the organisation.
- **“Organised Labour”** means the registered and recognised trade unions active within the Municipality and currently having organisational rights as conferred by the Labour Relations Act.
- **“Consultation”** refers to the process where organised labour is requested to sit in on the shortlisting and interview process.
- **“Authority to appoint”** The delegation to appoint staff in accordance with the established staff structure is sub- delegated to the Director Corporate services in consultation with the applicable Director.
- **Succession Planning”** means making the necessary arrangements to ensure that suitably qualified internal candidates are available to fill posts which will arise within any specific department over forthcoming years.
- **Career Pathing”** Means ensuring that each staff member’s potential is developed and that there is a career mapped out for him/her in the municipal service. The aim should be an attempt to train and develop the Employee to be able to competently undertake the duties attached to that post.
- **“Internal candidate”** means any employee that is employed by the municipality including contractual employees and EPWP workers
- **“Panel members”** means the selection panel appointed by the Municipal Manager or his/her nominee. The panel must consist of three (3) members. The chairperson must be the supervisor of the post or a staff member at least one reporting level higher than the post. The panel must depict the race, gender, skills and expertise necessary to assess the candidates. The unions will be allowed as observers ;
- **“Scoring members”** means the relevant three members that were selected by the municipal Manager or his/her representative and communicated at the shortlisting meeting to score the assessment processes;

- **Executive Management Team** means the Municipal Manager and the Section 56/57 Senior Managers
- **“Declaration of Interests/Confidentiality”** All panel members and trade union delegates attending the shortlisting and interviews sessions will be required to complete a declaration of interest/confidentiality agreement.
- **“Family Members”**: For the purpose of this policy, family are defined as husbands and wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing. Failure to disclose any of the aforementioned relations shall be regarded as nepotism. Family members may not be appointed within the same unit especially where those family members report to a current employee either directly or indirectly.

3. LEGAL FRAMEWORK

- The responsibility for the appointment of personnel rests with the Municipal Manager of the Employer or his/her delegated assignee(s) in terms of section 55(1)(e) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).
- Employment Equity Act (Act 55 of 1998)
- Basic Conditions of Employment Act 1997 (Act No 75 of 1997)
- Labour Relations Act, (Act 66 of 199)
- Any Collective Agreement that may be applicable within the South African Local Government Bargaining Council (SALGBC)
- Constitution of the Republic of South Africa Act 108 of 1996
- Chapter 7 of the Local Government Municipal Systems Act 32 2000
- Skills Development Act 97 of 1998
- Guidelines On Negotiation In Regard to Remuneration (Within the National Negotiated Framework) For The Retention And Attraction Of Staff (24 April 2019)
- Succession Planning and Career Pathing Policy
- Local Government: Guidelines for the Implementation of the Municipal Staff Regulations, 2021 (issued in terms of Section 72, read with Section 120 of the Municipal Systems Act 32 of 2000)

4. SCOPE AND APPLICATION

- 4.1 To ensure a fair and equitable employment process, this policy shall apply to all appointments made within the Municipality except for:
- a) Appointments of the Municipal Manager or section 56/57 managers that report directly to the Municipal Manager
 - b) Acting appointments to which staff is selected by Management prerogative.

- c) Staff in the Council Support Unit where appointments are linked to the incumbent of the political office-bearer as those employment relationships require a specific trust basis with the political incumbent.

5. OBJECTIVES OF POLICY

- 5.1 The Municipality recognizes that its employment policies, practices and procedures must comply with the good Human Resources practice principles.
- 5.2 This policy is based on the principles set out below. Human Resources Management in the Municipality must –
 - (a) be characterized by a high standard of professional ethics;
 - (b) promote the efficient, economic, and effective utilization of employees;
 - (c) be conducted in an accountable manner;
 - (d) be transparent;
 - (e) promote good human resource management and career development practices, to maximize human potential; and
 - (f) ensure that the Municipality's workforce is broadly representative of the South African people, with human resources management practices based on ability, objectivity, fairness, and the need to redress the imbalances of the past to achieve broad representation.

6. POLICY CONTENT

The responsibility for the appointment of personnel rests with the Municipal Manager of the employer or his/her delegated assignee(s) in terms of section 55(1)(e) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).

6.1. Post Establishment

- a) Human Resources department will maintain a record of all approved posts and shall monitor all appointments against posts according to the approved staff establishment.
- b) The post structure must be aligned with the municipal IDP and approved system of job evaluation (TASK) as defined by the South African Local Government Bargaining Council.
- c) The staff establishment will be approved as contained in the applicable legislation.

- d) It is recognized that a staff establishment is a living document and changes will be proposed if and when necessitated by the practical and operational requirements of the Municipality.
- e) Changes to the staff establishment will be dealt with in terms of the applicable legislation.

6.2 Recruitment

6.2.1 Determining recruitment needs

The department will request the Recruitment and Selection section to advertise a funded vacant position as per the organogram

6.2.1.1. The abovementioned section shall develop a strategy to:

- a) fill all funded vacant positions as per the Executive Management team's critical list and resolutions taken from time to time
- b) fill all funded vacant posts identified on the funded vacancy list on the staff establishment within six months of a funded post becoming vacant
- c) reduce turnaround times for filling vacant funded posts that include timeframes for the various activities included in the recruitment and selection process.

6.2.1.2. No vacant post on the establishment can be filled unless:

- a) the Municipal Manager or his/her delegated nominee to whom this function is delegated has approved the filling of the post, and the post is budgeted for.
- b) The post has been evaluated on the TASK system.

6.2.2. Validation of inherent requirements

6.2.2.1. The inherent requirements of a job must reflect the needs of the Municipality and must be appropriate to achieve the service delivery interests of the Municipality.

6.2.2.2. Prior to the recruitment process commencing, the outputs, skills, knowledge, competencies, and, stated educational requirements as contained in the competency/ job profile or job description are scrutinized as to relevance and applicability. An updated Job description, as well as a copy of the specific staff unit,

must accompany the request for the filling of the post as well as a completed template request form.

6.2.2.3. Despite the provisions mentioned above:

- a) a municipality may place a staff member on a program to acquire the competency requirements as prescribed for the staff member to be eligible for career opportunities in the municipality.
- b) If a staff member has not attained the competencies as prescribed in this policy, the municipality must utilize the workplace skills plan to identify and address the staff member's competency gaps and development needs.
- c) The Minister may issue a notice in the gazette determining uniform competency-based assessment for specific occupational streams
- d) Stellenbosch Municipality must subject a staff member to a competency assessment for specific occupational streams as determined by the Minister in terms of (c) above.

6.2.4 Recruitment Advertisement

6.2.4.1. The Recruitment and Selection section shall advertise a post after approval by the Municipal Manager or his/her delegated nominee.

6.2.4.2. This advertisement shall, at least, specify the –

- a) job title
- b) term of appointment
- c) place of work
- d) applicable salary scale or pay range
- e) competency requirements of the post, and where applicable minimum qualifications and experience as set out in Annexure A of the Municipal Staff Regulations
- f) inherent requirements of the job
- g) summary of the core functions
- h) need for the signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest
- i) address where applications must be sent
- j) a place where applicants can obtain the application form;

- k) contact person where information can be obtained
- l) closing date for submission of applications.

6.2.4.3. The advertisement must always contain:

- a) A statement that the Municipality subscribes to the principles of the Employment Equity Act
- b) A statement that the appointment will be permanent or for a fixed term, and the term (if applicable).
- c) A statement that canvassing will disqualify any candidate from being considered for an appointment.
- d) A statement that states that A CV and cover sheet must be attached indicating the detail of the post for which the application is made.
- e) A statement that applications received after the closing date will not be accepted or considered.
- f) A statement that if an applicant does not hear from the municipality within 90 days of his/her application, it be accepted that he/she was unsuccessful.
- g) The designated email address associated with the position per directorate to which the application must be sent.

6.2.4.4. An advertisement may be utilized to create a pool of potential candidates valid for a period not exceeding 6 months from the date of advertisement to fill any other vacancy in Stellenbosch Municipality if:

- a) the job title, core functions, inherent requirements of the job, and the salary level of the other vacancy is the same as the post advertised
- b) the recruitment process has been complied with

6.2.4.5. Stellenbosch Municipality may advertise any funded vacant post, as a minimum, within the municipality, but may also advertise such post – locally or nationwide. The advertising medium must be determined considering the target market of applicants as well as cost implications.

6.2.6. Application forms

6.2.6.1. All applications for a vacant post must be made on the prescribed form of the Municipality as attached as Annexure B.

6.2.6.2. All applications received must be accompanied by the prescribed application form otherwise it will be deemed invalid.

6.2.7. Application for a vacant post

- 6.2.7.1 An applicant for a post shall disclose
- a) his or her qualifications and experience
 - b) his or her contactable references
 - c) his or her registration with a relevant professional body, if applicable
 - d) full details of any dismissal for misconduct or substandard performance
 - e) any disciplinary actions, whether pending or finalized, instituted against the applicant in his or her current or previous employment.
- 6.2.7.2 Misrepresentation or failure to disclose material information contemplated in clause 6.2.7.1 and the application form is a breach of the Code of Conduct for Municipal Staff and shall be dealt with in terms of the discipline policy
- 6.2.7.3 The Municipality shall maintain a record of all applications received and the information contained in the applications shall be kept confidential and stored in a secure place on the Municipality's premises.
- 6.2.7.4 A record of applications shall be disposed of in terms of the National Archives of South Africa Act.

The record shall contain –

- a. the applicants' biographical details and contact information
- b. the details of the post for which the applicants were applying
- c. the applicants' qualifications; and
- d. any other requirements outlined in the application form

6.2.8. Unsolicited applications

- a) Unsolicited applications received during the Municipality's operations will be responded to by requesting the applicant to register on the Municipality's unemployed database from where names may be drawn when a temporary vacancy exists.
- b) Nobody may promise or undertake to accept an unsolicited application for an appointment and to submit it when a vacancy is advertised.

6.2.9. Use of Recruitment Agencies

Where the Municipality does not have the capacity to manage recruitment processes, a recruitment agency shall be appointed to undertake the recruitment processes, including

- a) response handling,
- b) compilation of the long list of applicants who applied for the advertised post,
- c) preliminary list of applicants who meet the requirements,
- d) list of applicants who do not meet all requirements but have the potential and list of applicants who do not meet the requirements: Provided that the advertising and recruitment procedures comply with this policy and that the appointed recruitment agency shall not undertake the selection process.

6.3 Selection

6.3.1 General Principles Governing Selection

- 6.3.1.1 Selection criteria shall be objective and related to the inherent requirements of the job and realistic future needs of the Municipality.
- 6.3.1.2 The central guiding principle for selection shall be competence in relation to the inherent requirements of the job provided that selection shall favour, as determined by the targets, suitably qualified applicants as defined in section 20[3] of the Employment Equity Act, where underrepresentation exists.
- 6.3.1.3 Unless formal or statutory qualifications are clearly justified as essential for the job, relevant experience/performance, training [internal/external] as reflected and measured through competencies, and potential for the prospective vacancy shall be an important criterion.
- 6.3.1.4 The assessment of the criteria will be done through an interview and other assessments.
- 6.3.1.5 Canvassing, i.e. attempting to solicit the influence of any person who could substantially influence the selection process by job applicants, or any other person on behalf of job applicants, for posts within the Council's service is prohibited and evidence thereof will disqualify the applicant's application for consideration for appointment.
- 6.3.1.6 The basic criteria for the appointment and/or promotion of employees in the Municipality shall be appropriate qualifications

and appropriate performance as set forth in the policies of the Council.

6.3.2 Selection Process

6.3.2.1 The purpose of selection is to identify the most suitable candidate(s) from all the persons who applied and to eliminate unsuitable candidates in the fairest way possible.

6.3.2.2 The Municipal Manager or his or her delegated nominee shall appoint a selection panel for each of the advertised posts to recommend the appointment of suitable persons to the vacant post and who in collaboration with Recruitment and Selection shall be responsible to deal with the recruitment process.

6.3.2.3 The selection panel shall comprise of no less than three but not more than five panel members of which one must be on a management level and will act as the chairperson of the panel.

6.3.2.4 In deciding on the composition of the selection panel, the Municipal Manager/ Director or his/her delegated nominee shall consider the following:

- a) nature of the post
- b) gender and race balance of the panel; and
- c) skills, expertise, experience, and availability of the person to be involved

6.3.2.5 A member of a selection panel shall:

- a) disclose any interest or relationship with shortlisted candidates during the short-listing process
- b) recuse himself or herself from the selection panel if –
- c) his or her spouse, partner, close family member or close friend has been shortlisted for the post
- d) the panel member has a de facto relationship or some form of indebtedness to a short-listed candidate or vice versa; or
- e) any other conflict of interest; and
- f) sign a prescribed declaration of confidentiality to avert the disclosure of information to unauthorized persons.

6.3.2.6 If a union representative is allowed to attend interviews as an observer, he or she must sign the declaration form (Annexure B) to prevent the disclosure of information to unauthorized persons.

6.3.2.7 The Head of Human Resources or his/her delegated nominee may provide secretarial or advisory services during the selection process, but may not form part of the selection panel

- 6.3.2.8 Each panel member shall disclose the potential conflict to be considered by the full selection panel at the initial meeting of the panel.
- 6.3.2.9 If a conflict of interest becomes apparent during the selection process, the Municipal Manager or his or her delegate shall take the appropriate steps to remedy the situation, which may include declaring the selection process invalid and commencing a new process.
- 6.3.3 If a conflict of interest becomes apparent after the appointment, the Municipal Manager or his or her delegate shall report the matter to the Council, which shall take remedial action, including possible disciplinary action
- 6.3.3.1 A representative from Human Resource Management will only serve as the third scoring panellist when specifically requested by the relevant director and HR will always provide the administrative services to the panel.
- 6.3.3.2 The labour unions must be invited to the selection processes.
- 6.3.3.3 Organised Labour may attend the proceedings as observers and their absence shall not prohibit the selection and recruitment process from proceeding and being concluded.
- 6.3.3.4 A member of the selection panel is required to withdraw from the panel if he/she has a conflict of interest in or experience partiality with regard to any of the applicants. This is also applicable to Organized Labour.

6.3.4 Compiling of long lists

After the closing date of an advertisement, all the applications received for every specific position are captured on a long list.

- 6.3.3.1. The long list must contain, in table form, the following particulars in respect of each candidate:
- a) the applicant's surname followed by her/his initials
 - b) the applicant's gender;
 - c) the applicant's race;
 - d) internal or external candidate;
 - e) the applicant's qualifications and experience relevant to the job description and job specification; and
 - f) if applicable, the nature of the applicant's disability.

- 6.3.3.2. The Recruitment and Selection section must submit the long lists, together with the applications to the relevant departmental head for preliminary scrutiny of the applications received within two (2) weeks after the closure of the advertisement unless otherwise approved by the Senior Manager Human Resources.
- 6.3.3.3. This information must be treated as confidential and may not be made available to outside parties or internal employees not part of the recruitment and selection process.
- 6.3.3.4. No documents - the Application form or CV with supporting documentation will be forwarded with long list.
- 6.3.3.5. The Recruitment and Selection section, during the compilation of the long lists, must take all reasonable steps and actions to ensure that the content of the longlist is correct.
- 6.3.3.6. The Recruitment and Selection section, during the compilation of the long lists must take all reasonable steps and actions to establish the validity and accuracy of any certificates, diplomas and other information supplied by an applicant. If any candidate submitted or claimed that she/he had some or other certificate or diploma, qualification or experience that is disproved, such information must be noted next to the name of the candidate in the long list.
- 6.3.3.7. The department must within 7 (seven) days after receipt of the long list provide the Recruitment and Selection unit with a proposed shortlist.

6.3.4. Compiling shortlist(s)

- 6.3.4.1. A shortlisting panel should within 7 days after the department provided a proposed shortlist be convened and in the event of the department not providing a proposed shortlist the Recruitment and Selection unit should convene a shortlist meeting within these timeframes irrespective.
- 6.3.4.2. Trade unions will be allowed insight into the longlist 24 hours before the shortlisting meeting is scheduled at the recruitment and selection offices. A confidentiality agreement must be signed by the representatives.
- 6.3.4.3. A shortlisting panel consisting of the directorate representatives, Recruitment and Selection, must select from the long list, and with due regard for the numerical goals set in the Municipality's employment equity plan a minimum of three (3) and not more than 5 applicants per post who in their opinion would be the most suitable candidates to be subjected to the selection process.

- 6.3.4.4. The relevant Director may approve a shortlist of less than 3 candidates on the advice of the Senior Manager Human Resources and based the efforts that were made in regard to ensuring that suitable applicants were aware of the vacancies and had the opportunity to apply.
- 6.3.4.5. Where there are more than one (1) post advertised the panel must adjust the maximum number of applicants in line of with the minimum required) and may increase that even further pending on the amount of posts.
- 6.3.4.6. The shortlist of applicants is prepared by Line Management, based on the agreed selection criteria and taking into consideration Employment Equity. Organized Labour can give inputs based on the selection criteria, to the shortlist.
- 6.3.4.7. Any candidate, internal or external, should be placed on the short list only if they meet the requirements of the advertisement and the selection criteria.
- 6.3.4.8. In the case of candidates earmarked for the shortlist of candidate, who failed to attach originally certified copies of qualifications, driver's license or proof of clean criminal record to the application, the Human Resource Department, in a consistent manner, may request these candidates to submit the required documentation prior to the finalization of the shortlist of candidates.
- 6.3.4.9. Shortlisting may give preference to the following: –
- a) Internal applicants
 - b) Local applicants (Stellenbosch WC024)
 - c) Provincial applicants
 - d) National applicants
- 6.3.4.10. The approved Employment Equity Plan of the Stellenbosch Municipality will determine the targets set for the organization when shortlists are approved.

6.3.5. References and personal credential verification

- 6.3.5.1. Reference checks and personal credential verification for short-listed candidates shall be conducted by –
- a) verifying the candidate's inherent requirements of the job with the current or previous employer
 - b) establishing the validity of candidate qualifications and any other verification required by the position before the appointment

- c) determining whether the candidate has been dismissed previously for misconduct or poor performance by another municipality or employer, and, if so, the nature of that misconduct or poor performance; and
- d) verifying any other additional personal credentials as may be required by the nature of the job such as criminal records, credit checks, identification documents, security clearance, etc.

6.3.5.2. A written report on the outcome of the reference checks and personal credential verification shall be compiled before the appointment is concluded.

6.3.5.3. Notwithstanding the absence of a previous employment record shall not disqualify a candidate for an appointment to an advertised post.

6.3.6. Notification of shortlisted candidates of selection proceedings

The Recruitment and Selection section must notify every candidate whose name has been shortlisted of the venue or electronic medium, date and time, and nature of the selection proceedings she/he must attend using the most reliable communications methods available.

6.3.7. Expenses Relating to Recruitment and Selection Process

6.3.7.1. Prior approval from the Director: Corporate Services must be obtained for the payment of travelling costs for candidates attending interviews. The most cost-effective transport (car/air travel) must be utilized and the cheapest form of transport (car/air travel!) will be paid for.

6.3.7.2. The expense incurred for compensating a candidate for attending an interview, must be covered by the budget of the Directorate in which the vacancy exists. All expenses emanating from the interview shall be covered by the budget in which the vacancy exists.

6.3.7.3. Expenses emanating from the interview must be paid back if the employee leaves the employer's service for any reason other than death within 12 months after appointment.

6.3.8. Interviewing in respect of vacancies

6.3.8.1. The list of short-listed candidates and copies of their applications shall be submitted to the selection panel prior to the interviews taking place.

- 6.3.8.2. The selection panel for a post shall once be constituted and remain the same at all times. If a member of the selection panel is unable to proceed with the interviews due to circumstances beyond that member's control, such panel members may be replaced or withdrawn. If the selection panel does not quorate, the panel shall be reconstituted.
- 6.3.8.3. The Municipality shall grant observer status to each of the recognised trade union representatives during the interviews.
- 6.3.8.4. The selection panel shall interview the short-listed candidates.
- 6.3.8.5. Before the interviews for a specific post commence, the selection panel shall confirm the selection criteria for the advertised post, based on the relevant competencies required for the advertised post.
- 6.3.8.6. The selection panel shall keep a written record of the interviewed candidates.
- 6.3.8.7. After considering all the relevant information, the selection panel shall recommend candidates in order of preference. If the recommended candidate declines an offer of employment, the next suitable candidate, where applicable, may be considered for appointment.
- 6.3.8.8. If it is determined that the recruitment process has not attracted suitable candidates, the post may be re-advertised.
- 6.3.8.9. If the post is categorised as a critical and scarce skill post, alternative recruitment methods such as executive search, head-hunting, referrals and/ or readvertising may be considered. The details of these alternatives shall be agreed to in the Local Labour Forum and approved by Council.
- 6.3.8.10. The recommendations of the selection panel shall be determined by:
 - a. consensus; or
 - b. where the panel fails to reach a consensus, the matter shall be referred to the Municipal Manager or his or her delegate for resolution.
- 6.3.8.11. If the selection panel recommends an appointment to the post, it shall submit its recommendation to the Municipal Manager or his or her delegate for approval.

6.3.9. Interview and assessment process

6.3.9.1 Interviews can be done face-to-face or via electronic virtual mediums.

The interviews will be in the form of an interview question and answer session and a practical written or practical physical assessment. Assessments must take the nature of the post into account.

6.3.9.2 Further assessment may be done where applicants score the same or close in the first assessments or depending on the grading of the post.

6.3.9.3 Interviews shall strictly be based on job-related competency. A standard scoring system will be used. Candidates scoring a combined competency rate of 60% or above will be considered for appointment to a post. The Municipal Manager or his/her nominee may deviate from this requirement on good cause shown and motivation from the affected Director.

6.3.9.4 Once shortlisting has been done, the Human Resources Management Services section will attempt to arrange an interview as soon as possible but not less than three (3) working days' notice.

6.3.9.5 All interviews will be arranged and facilitated by Human Resources Management Services. Prospective candidates must avail themselves for an interview at the organisation's convenience. Applicants who are unable to attend will not be taken into account.

6.3.9.6 All parties involved shall uphold the strictest confidentiality in respect of any information supplied in the recruitment process.

6.3.9.7 Failure to comply with these provisions may result in disciplinary action.

6.3.9.8 All interviews will be conducted in a fair manner and questions shall be non-discriminatory and job-related. Questions pertaining to a candidate's political affiliation are not allowed.

6.3.9.9 The interview panel shall consist of a minimum of 3 (three) members that are delegated by the relevant authority. At least two of the employer representatives must be present to continue with the interviews.

6.3.9.10 The interview shall be conducted by the panel members as agreed on during the preparation meeting for the interviews, through the use of consistent questioning techniques across interviews. The Directorate will be responsible for the practical assessment. Assessments must contain model answers and points. Questions must be related to the requirements for the post and not discriminate on the grounds of race, gender and disability. The questions and practical assessment must be sent to Recruitment and Selection before the interview or assessment.

- 6.3.9.11 The interviewing panel is responsible for ensuring that the interview is structured by using consistent questioning techniques in all interviews so that questioning is related to the requirements for the post and not discriminate on the grounds of race, gender and disability.
- 6.3.9.12 The panel will consult amongst them to get an indication of the reasons for their preferred candidate.
- 6.3.9.13 Stellenbosch Municipality is an Equal Opportunity employer. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process and recommendations for preferred candidates will take this into consideration. The reasons for underrepresented candidates not qualifying will be included in the appointment memorandum. (Revisit before adding)
- 6.3.9.14 The panel will recommend the most suitable candidate to appoint based on the screening process and it may not necessarily be candidate with the highest score.

Completed score sheets must be kept in safe storage by Human resources for a period of at 12 months after an appointment decision has been made.

6.3.10 Conducting tests during recruitment process

- a) One or more relevant tests (e.g. practical assessments like for example typing tests, operating a grader, written assessments etc.) must be conducted before or after an interview is conducted. The test and interview must be relevant to the job requirements that would be expected of the employee. The Selection Panel on the mandate of the relevant Director will determine the type of tests to be done and the weighting attached thereto.
- b) Psychometric tests may be done on agreed shortlisted candidates from posts that are in the Tactical band T16 and upwards and be part of the selection consideration. This may also apply to any post that the Municipal Manager approve on good cause shown.

6.4. Headhunting

- 6.4.1. Headhunting may be done at any stage after a failed The operational requirements and needs should be taken into account when doing headhunting.
- 6.4.2. If a person is being headhunted, he/she will still be subjected to an administrative and recruitment procedure.

- 6.4.3. Targeted persons will be provided with a copy of the advertisement, and they will be allowed to apply on their own accord and must comply with the requirements of the post. Applications must be made by returning their CV and a cover page to the Municipality within a certain time frame.
- 6.4.4. Any headhunting will be disclosed and recorded in writing as part of the recruitment process

7. Succession Planning and Career Pathing

- 7.1. Where there is an identified successor(s) who has been properly assessed and developed in line with the requirements for the position, this person can be considered for the vacancy. Care must be taken that this is an unbiased and objective process.
- 7.2. There must be adequate historical documentation, proof of training, qualifications and development and sound assessment data to support decisions taken regarding identified successors in the Municipality's workforce.
- 7.3. A committee for each directorate titled the Staff Succession Plan Committee (hereinafter referred to as the Committee) may be established if and when necessary comprising of the following stakeholders:

Director: Corporate Services
Relevant Director
Relevant Manager (if applicable)
Senior Manager: Human Resources (Secretariat of committee)
One representative from SAMWU
One representative from IMATU

- 7.4. The Committee is tasked to identify the individuals that forms part of the Directorate's Succession Plan, which will provide guidance and oversight supporting the staff succession process.

7.5. Succession Planning Programme

- 7.5.1. Identification of occupational areas and key positions for succession planning.
- 7.5.2. The Committee must identify and assess the Municipality's current and future projected needs in terms of staff and expected staff vacancies.
- 7.5.3. When a post becomes vacant, the pool of employees who were identified and placed on the Succession Planning Programme

and have obtained the required qualifications and skills will be able to apply for the post, however this will not necessarily guarantee employment in the position they are prepared for. All candidates will compete equally, that is, they will be subjected to the Municipality's normal recruitment and selection processes whereby is included, but not limited to the provisions of the Municipality's Employment Equity Policy and Employment Equity Plan as from time to time.

7.6 Implementation of the Succession Planning Programme

7.6.1 For each of the key positions identified, the skills, competency and knowledge required for incumbents must be identified and qualifications and unit standards must be attached to such positions. The objective of the Committee is to identify at least one or more candidates for each of the planned posts included in the Staff Succession Plan.

7.6.2 Employees can be invited to participate in the Succession Planning Programme by means of a notice and such applications must be submitted to the Department: Human Resources before or on the closing date specified in the notice.

7.6.3 The Committee must identify training requirements.

7.6.4 Training interventions, for purposes of the career development of the relevant employees, are to be identified and agreed upon with the relevant employees.

7.6.5 The Committee may refer specific candidates to the mentoring process that may be applicable.

7.6.6 Participants must sign an agreement of understanding acknowledging the fact that the achievement of a qualification or skill will not necessarily guarantee employment in the position they are prepared for or for any other position.

7.6.7 Feedback must be documented and placed on the relevant employee's file.

8. Appointment

General requirements for the appointment of staff members

8.1 No person may be appointed as a staff member on a fixed-term contract, permanent basis, ~~or probation~~, to any post on the approved staff establishment of the Municipality, unless he or she –

- a) is a South African citizen, permanent resident or foreign national with a valid work permit; and
 - b) possesses the relevant competencies, qualifications, and experience, as set out in the Municipal Staff Regulations.
- 8.2 The appointment of the suitable applicant takes place in accordance with the requirements of the post concerned as reflected in the advertisement of the post linked to the job description of the post.
- 8.3 Any person appointed as a staff member in the Municipality shall, where applicable, have competencies, and comply with the minimum requirements or educational qualifications, work experience, and knowledge as set out in Annexure A of the Municipal Staff Regulations.
- 8.4 A staff member who was appointed before these Regulations came into effect and who does not meet the minimum competency requirements of the relevant post as prescribed, shall be deemed to be meeting the requirements of the post. This does not apply to conditions given to staff members for obtaining certain qualifications for a current position before 1 July 2022.
- 8.5 An applicant may be appointed as a staff member only if they –
- a) are not disqualified in terms of the policy provisions on the re-employment of dismissed municipal staff.
- 8.6 The Municipal Manager or his/her delegated nominee to whom this function is delegated shall :
- consider the recommendations of the selection panel; and decide –
- a) on whom to appoint; and
 - b) the terms and conditions of employment.
- 8.7 Before making a decision to appoint, the Municipal Manager or his/ her delegate shall satisfy himself or herself that the candidate meets the relevant requirements of the post as provided in the competency framework of the Municipal Staff Regulations.
- 8.8 An appointment shall only take effect after the Municipal Manager or his or her delegate has approved the appointment.
- 8.9 The Municipal Manager or his/her delegated nominee shall ensure that all the interviewed candidates are informed whether or not they were successful.
- 8.10 Unsuccessful candidates shall on request be provided with, or given reasons, in writing why they were not successful or appointed.

8.11 Appointment of support staff to ward offices and full-time councillors (public office bearers).

8.11.1 An applicant appointed to a post on the staff establishment in order to support the full-time office bearers and as ward administrators shall either be –

- a. seconded from a post on that Municipality's current staff establishment or
- b. appointed on a fixed-term contract of employment.

8.11.2 The duration of the secondment or fixed-term employment contract in this regard may not be longer 30 days after the full-time councillor or ward councillor vacates office.

8.2 Re-employment of dismissed municipal staff

8.2.1 A person who was dismissed from a municipality for any reason stated in the Municipal Staff Regulations may not be employed in the Municipality before the period set out, or any concurrent periods set out, has expired.

8.2.2 Notwithstanding clause 8.2.1, a person who has lodged a dispute in terms of any applicable legislation, may be appointed subject to the outcome of the dispute.

8.2.3 The Municipality shall maintain a record of staff dismissed for misconduct and staff who resigned prior to the finalisation of any disciplinary proceedings.

8.2.4 The record shall contain –

- a) full names and identity number of the person
- b) title of the post that the person occupied
- c) nature of the misconduct
- d) date of suspension, if any
- e) conditions of suspension, if any
- f) date on which the misconduct was referred to a disciplinary hearing or pre-dismissal arbitration
- g) date of commencement of the disciplinary hearing or pre-dismissal arbitration

- h) finding
- i) whether a dispute was referred to the SALGBC or the Labour Court
- j) costs incurred by the municipality; and
- k) date of resignation or dismissal of the person.

8.3 Retention of staff

- 8.3.1 The Municipality is from time to time confronted with situations where permanent staff is offered promotional opportunities at other municipalities/employers.
- 8.3.2 The Municipality may want to retain the skills of such employees which are considered essential to maintaining a high level of service delivery.
- 8.3.3 To retain staff the Municipal Manager or delegated nominee must be put in a position to make counter offers to existing permanent staff when it is believed that it is critical to retain such staff member due to a specific skill he/she has and very good performance in the functions he/she performs. The Municipal Manager or delegated nominee must also be able to make a counteroffer to retain the current employee for a position within the salary framework that exists. The Municipal Manager has the authority to appoint an employee on a salary that will fall within the National Framework which currently is TASK.
- 8.3.4 Counteroffers offers to existing staff may be approved by the Municipal Manager or delegated nominee in terms of the Systems Act, subject to the following:-
 - 8.3.4.1 A request in writing by a Director when an existing employee receives an offer from another employer, to consider a counteroffer to the existing permanent staff member. The request must be addressed to the Municipal Manager or delegated nominee accompanied by a full motivation for such proposal as well as a copy of the written offer by the other employer.
 - 8.3.4.2 The motivation must include an indication of the performance of an existing employee who received an offer from another employer. The performance must be measured in general and on specific aspects for example attendance, quality of work over the last 12 months, years' service, qualifications, and skills
 - 8.3.4.3 The counteroffer will be limited to the maximum notch of the post level of the advertised post and not more than 10 % scarce skills allowance where the post falls within a scarce skills grouping

- 8.3.4.4 The experience of the employee requesting a counteroffer must be taken into account to ensure consistency within the organisation.
- 8.3.4.5 Where an internal employee receives an offer from another employer a more senior post in the Stellenbosch Municipality may be considered provided that:
- a) The more senior post is vacant
 - b) The employee has the necessary qualifications for the more senior position
 - c) No other employee in the organisation can lay claim to the senior post through natural career pathing.
- 8.3.4.6 The Municipal Manager, on advice from the relevant Director retains the discretion whether to consider a counteroffer to the affected employee or not.
- 8.3.4.7 No employee should have any expectations of receiving a counter offer from the municipality.
- 8.3.4.8 The higher salary notch should as a rule match the offer received and not be more than 2 (two) notches higher than a proven salary offer received from the other employer or what the employee is currently earning.
- 8.3.4.9 Where an employee applies for a more senior position in the Municipalities' staff establishment, but earns more than the top notch of the salary scale at which the post has been advertised such employee may be allowed to retain the current salary personal to incumbent. No notch increases will apply in such instance. When such post is evaluated and the salary falls in the scale, so evaluated, the employee be put on the nearest highest notch with implementation of the evaluation result.

8.4 Remuneration negotiations

- 8.4.1 The Municipality is also from time to time confronted with situations where a new applicant requests to negotiate his/her salary for the post. In the negotiation process, the impact the negotiated salary will have on other employees in the organisation, and possible precedents that are set must be taken into account.
- 8.4.2 When employees are appointed it is done on the basis of the first notch of a salary scale applicable to the post. It often happens that candidates request to negotiate their salaries and provide proof of their previous remuneration.
- 8.4.3 The negotiations in terms of salary should be initiated by the candidate in writing within 5 days of receipt of the employment offer. In

considering alternative offers the following principles must/may be considered: years of experience; other employees in the organisation doing the same job etcetera

8.4.4 The higher salary notch should as a rule match the offer received and not be more than 2 (two) notches higher than a proven salary offer received from the other employer or what the employee is currently earning.

8.4.5 Posts are advertised reflecting the minimum and maximum notches of the salary range/ salary band associated with the post (as evaluated through job evaluation or based on a benchmark where the post is not evaluated yet) to avert unrealistic earning expectations. All salary offers are made in consultation with the Director Corporate Services

8.5 Additional allowances

8.5.1 Additional responsibility allowances are paid when an employee takes on additional duties or responsibilities of a higher graded post for a limited period of time as per the additional allowance policy.

8.5.2 An individual would receive an additional responsibility allowance if they are asked to:

- a. Undertake part of the duties and responsibilities of a higher graded post for a continuous period which would normally be for a minimum of four (4) weeks and a maximum of six (6) months.
- b. Criteria to qualify for an additional responsibility allowance:

8.5.3 Taking on a % of the duties and responsibilities of the higher post in the event that the higher post is vacant or the incumbent is on extended sick leave/maternity leave/special leave and the employee cannot act in the post;

9 Appointment contract

9.1.1. The employment contract of a person must include, subject to applicable labour legislation, details of –

- a) the remuneration, benefits and other terms and conditions of employment of the employer and employee.
- b) include a provision for cancellation of the contract, in the case of non-compliance with the employment contract or a performance agreement; and
- c) be subject to the provisions of the values and principles referred to in Section 50, the Code of Conduct set out in Schedule 2 in the Systems Act.

9.1.2. Appointment of employees to posts on a temporary basis

9.1.2.1. Advertisement

Refer to clause 6.2.4 above and 9.1.2.2 below

9.1.2.2. Selection

- Appointment of a temporary employee(s) must be consistent with the Recruitment and Selection Policy.
- Appointment must be in line with the inherent requirements as per advertisement.
- Appointments must be in line with employment equity requirements, unless no suitable candidate are available or the post needs to be filled on an urgent basis.
- Will be required to sign an agreement; and
- In addition to an employment contract, committing themselves to full participation in the educational and workplace assignments in accordance with policies and procedures.
- The employer may utilise the jobseeker's database (EPWP inclusive) for selection;
 - The person must be unemployed at the time of inclusion on the data base and when the opportunity becomes available;
 - The person must be a South African citizen;
 - The person must be a resident of the Stellenbosch Municipality area;
 - The person must be of a legally employable age;
 - The person must be physically fit to work in relation to requirements of position;
 - Selection from the database is not a guarantee of employment;

9.1.2.3. The department who request a temporary appointment must provide a written motivation indicating the operational reasons for the temporary appointment. The motivation must indicate the post on the organogram as well as the cost centre from which the appointment will be financed.

- 9.1.2.4. The motivation must be signed by the relevant Director of the directorate in which the appointment is requested and must be submitted to HR. HR must obtain the input from the Director: Corporate Services before submitting it to the Municipal Manager for approval;
- 9.1.2.5. Temporary appointments for less than three (3) months may be done from the previous shortlists (not older than 6 months) or the jobseekers database provided they meet the minimum requirements for appointment and are unemployed at that date;
- 9.1.2.6. When making temporary appointments for more than three (3) months the candidates will be interviewed before appointing the preferred candidate(s).
- a) The Human Resources section will contact the candidates selected by the department to enquire on their availability and invite them for a departmental interview;
 - b) A member of HR will oversee the process and keep record of the proceedings;
 - c) HR will inform the recommended candidate and offer him/her the temporary position and ensure that necessary paperwork is completed after approval of appointment by the Municipal Manager; and
 - d) No person may start work without
- 9.1.2.7. All temporary appointments must comply with the provision set out in section 198B of the LRA if the contract is to run for more than three months and above the determined threshold.
- 9.1.2.8. In exceptional circumstances the department may motivate for the renewal or extension of the temporary employment contract of a specific temporary employee; and
- A recommendation will be provided by the Director to the Municipal Manager or delegated authority for approval.
 - The trade unions must be informed of the recruitment process days prior to the interviews and a representative of each union may attend the process as an observer

9.2. Appointment to a permanent position

- 9.2.1. The Recruitment and Selection section must present every newly appointed employee with a letter of appointment, signed by the Director: Corporate Services or his/her nominee not later than the day on which she/he starts working in terms of section 29 of the Basic Conditions of Employment Act 1997.
- 9.2.2. Whenever any of the details contained in such a letter change the Human Resources Services must inform the employee in writing of such changes.
- 9.2.3. In the event of an employee that cannot read Recruitment and Selection must explain the content of such letter and any amendment thereof to every such employee in a language that she/he understands.

9.3. Probation

- 9.3.1.1. The appointment of a person as per this policy shall be effective on a probationary period of six months that can be extended to a maximum probationary period of 12 months.
- 9.3.1.2. The probationary period shall be determined on the basis of the complexity of the job and the minimum period required to establish whether performance is satisfactory or not.
- 9.3.1.3. The Municipal Manager or his or her delegate shall –
 - a) inform the staff member within the first two weeks of employment of that member's performance requirements
 - b) ensure that the staff member completes the Municipality's induction programme; and
 - c) assess the staff member's performance and provide the staff member with feedback on a quarterly basis on that member's performance.
- 9.3.1.4. If a staff member's performance is not satisfactory, the Municipal Manager or his or her delegate shall advise the staff member of any aspects that the staff member is considered to be failing to meet the required performance standards.
- 9.3.1.5. If the Municipal Manager or his or her delegate believes that the staff member's performance does not meet the required standards, he or she may extend the probationary period or dismiss the staff member, provided that –
 - a. the staff member shall first be given a reasonable period

- of time for assessment, training, guidance or counselling;
and
- b. the staff member's performance continues to be unsatisfactory after a reasonable period has been given to the staff member to improve his or her performance.

- 9.3.1.6. Notwithstanding clause 9.3.1.1, the Municipal Manager or his or her delegate may extend the probationary period by a period not exceeding six months, in order to afford the Municipality an opportunity to further assess the staff member's performance.

Within one month after the completion of the probationary period, the Municipal Manager or his or her delegate shall –

confirm the appointment if –

- a. the staff member's performance during the probationary period was satisfactory; and
- b. the staff member complied with all the conditions of the probationary appointment.

subject to the Labour Relations Act, terminate the appointment if –

- a. the staff member's performance was not satisfactory during the probationary period; and
- b. the staff member did not comply with all the conditions of the probationary appointment.

9.4. Promotion

- 9.4.1. A staff member who is appointed in accordance with this chapter to a post in a municipality that is higher in salary level or job grade than the one that he or she previously occupied in that municipality is deemed to be promoted to that post.

- 9.4.2. A staff member who is promoted does not forfeit his or her years of service and the benefits which accrued from those years of service.

9.5. Transfer of staff

- 9.5.1. A municipality may transfer any staff member in the service of that municipality to any equivalent post in the municipality or, subject to section 197 of the Labour Relations Act, to an equivalent post in another municipality.

- 9.5.2. A staff member may only be transferred—

- a) if the staff member requests or consents, in writing, to the transfer; or
- b) in the absence of consent, if the transfer is fair taking into consideration—
- c) the operational requirements of the affected institutions, including whether the transfer of the staff member would address such requirements;
- d) written representations from the staff member prior to the proposed transfer; and
- e) the extent to which the interests and circumstances of the staff member may be fairly accommodated.

9.5.3. The salary and other conditions of service of a staff member may not be adversely affected by a transfer under this regulation without the written consent of that staff member.

9.5.4. A staff member may not be demoted, promoted or transferred to a position at a level which is lower or higher than the staff member's current post level.

9.6. Secondment of staff to another municipality

9.6.1. A municipality may second a staff member with the relevant competencies to act in a post that is vacant in another municipality.

9.6.2. The municipalities must conclude a written agreement regarding the secondment that specifies—

- a) the municipality responsible for the costs of secondment;
- b) the duration of the secondment, which may not exceed a period of twelve months;
- c) the person to whom the seconded staff member must report;
- d) the place at which the seconded staff member must work; and
- e) the new job description of the seconded staff member.

9.7. Secondment of other government employees to municipality

9.7.1. A municipality may request national or provincial government, another municipality, or any state organ as the case may be, to second a person with the relevant competencies to act in a vacant post for a specified period or until such time that a suitable candidate has been appointed.

9.7.2. The municipality must inform the MEC of any such secondment and the terms and conditions associated with that secondment.

9.8. Acting appointment

- 9.8.1. An acting appointment may be made to a funded post in order to ensure that the disruption of services is minimized.
- 9.8.2. A staff member who is acting in a higher post in the same municipality must continue to perform the duties of the post that the staff member ordinarily occupies during the acting period.
- 9.8.3. A person acting in a higher post has no right or expectation to be appointed to that post.
- 9.8.4. A staff member may only act in a post that is equivalent to or one reporting level higher than the post that the staff member ordinarily occupies.
- 9.8.5. The appointment to act in a post must be with the consent of the staff member; in writing; and authorized.
- 9.8.6. The staff member appointed to act must have the requisite competencies to be able to perform the duties associated with the post.
- 9.8.7. A person may only be appointed in an acting position for a period not exceeding three months.
- 9.8.8. The municipal manager, or delegate, may extend the period for a further period of three months, if there is a justifiable reason to do so.
- 9.8.9. Any further extensions shall not exceed a period of nine consecutive months.
- 9.8.10. The performance of a staff member appointed to act in a post must be assessed in terms of these Regulations

10. Induction

- 10.1. All permanent appointments will be subjected to a induction process through Human Resources. This can be done at a venue with the providers physically there or via a virtual medium if necessary.
- 10.2. The Recruitment and Selection Section shall ensure, in conjunction with the incumbent, that all appointment documentation has been completed and processed.
- 10.3. The Recruitment and Selection section will arrange a tour /explanation for the new incumbent of the range of services.

- 10.4. The Directorate will explain and provide a copy of the job description relating to the new employee's specific position / job function (line management is expected to conduct a full job orientation).
- 10.5. The Recruitment and Selection section will also explain and provide a copy of the Councils Human Resources Policy and Procedure Manual.
- 10.6. The Directorate is responsible for the induction of each employee in his/her department in order to familiarise the employee with the department in which he/she has been appointed.

11. Relocation of Newly Appointed Employees

- 11.1 The Municipality shall pay 100% of an employee's cost (excluding VAT) of moving from his/her current residence on his or her appointment at Stellenbosch Municipality, but excluding any packing and packaging cost, as indicated on the cheapest of the quotations, regardless of the quotation the employee accepts.
- 11.2 The employee must obtain three written quotations for the relocation of that employee's household and appoint a removal company to relocate her/his household goods. The written quotations obtained by the employee must be attached to her/his claim for reimbursement.
- 11.3 The employee must reimburse the full amount of the costs to the Municipality if her/his employment with the Municipality is terminated for whatever reason within one year after the relocation claim had been paid. If an employee's service are terminated before two years have been completed the employee must reimburse 50% of the moving costs.

12. DEVIATION

The Municipal Manager may deviate from the provisions of this policy on good cause shown.

13. IMPLEMENTATION AND MONITORING

This policy will be implemented and effective once approved by Council.

14. COMMUNICATION

This policy will be communicated to all Municipal employees using the full range of communication methods available to the municipality.

15. RECORD KEEPING

Adequate records of the entire selection process need to be maintained, including selection and shortlisting criteria: reasons for inclusion/exclusion of candidates; structured interview guide; copies of all other assessments utilised; comprehensive notes on assessment of each candidate; assessment ratings; reference checks. As in the recruitment process, these records need to be maintained as per the Archive legislation and record management schedules.

16. DISPUTE RESOLUTION

Unsuccessful candidates shall utilise the mechanisms of the Labour Relations Act to address any unhappiness about an appointment made.

17. POLICY REVIEW

This policy will be reviewed every two years or as necessary.

* Archive legislation: Unsuccessful candidates – 1 year, shortlisted and unsuccessful - 5 years

POLICY APPROVED BY COUNCIL: 22 JUNE 2022.

APPENDIX 2



File Reference: WCG-2022-06-27-8719020

LOCAL GOVERNMENT CIRCULAR C23 OF 2022

THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: ADV L MBANDAZAYO
THE MUNICIPAL MANAGER, WEST COAST DISTRICT MUNICIPALITY: MR D JOUBERT
THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR G SEAS
THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR D ADONIS
THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: ADV. H LINDE
THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: MR H METTLER
THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ
THE MUNICIPAL MANAGER, CAPE WINELANDS DISTRICT MUNICIPALITY: MR H PRINS
THE MUNICIPAL MANAGER, WITZENBERG MUNICIPALITY: MR D NASSON (ACTING)
THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: DR J LEIBBRANDT
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MS G METTLER
THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR D McTHOMAS
THE MUNICIPAL MANAGER, LANGEBERG MUNICIPALITY: MR M MGAJO (ACTING)
THE MUNICIPAL MANAGER, OVERBERG DISTRICT MUNICIPALITY: MR R BOSMAN
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR B NGUBO (ACTING)
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: MR D O'NEILL
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR E PHILLIPS
THE MUNICIPAL MANAGER, SWELLENBAM MUNICIPALITY: MS A VORSTER (ACTING)
THE MUNICIPAL MANAGER, GARDEN ROUTE DISTRICT MUNICIPALITY: MR M STRATU
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR I AVONTUUR (ACTING)
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR A DE KLERK
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: MR C PUREN
THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: DR M GRATZ
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR W HENDRICKS (ACTING)
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR M MEMANI
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR P HARIPARSAD (ACTING)
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT MUNICIPALITY: DR S VATALA
THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR J BOOYSEN
THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR A HENDRICKS (ACTING)
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR G NYATHI (ACTING)

Dear Colleagues

IMPLEMENTATION OF THE LOCAL GOVERNMENT: MUNICIPAL STAFF REGULATIONS AND GUIDELINES TO ALL MUNICIPALITIES IN THE WESTERN CAPE

The Minister of Cooperative Governance and Traditional Affairs promulgated the Local Government: Municipal Staff Regulations and Guidelines under Section 72, read in conjunction with Section 120 of the Local Government Municipal Systems Act, 2000 (Act 32 of 2000), on 20 September 2021, for implementation of the Regulations ("the Regulations") per Government Notice No. 891 as published in the Government Gazette No.45181 set for 1 July 2022.

District and Metro-wide workshops were conducted by DCoG in consultation with the Department of Local Government (DLG) and SALGA Western Cape which were attended by various local government practitioners (as per Local Government Circular C9 of 2022).

In an effort to delay the implementation date of 1 July 2022, my Department has written various communication to the Department of Cooperative Governance (DCoG) to inform them of the implementation challenges experienced by municipalities and requested the reconsideration of the implementation date or to consider a phased approach. Accordingly, a Circular to all Municipal Managers, the Local Government Circular C19 of 2022 was subsequently distributed to inform Municipal Managers of the proposal to DCoG.

Furthermore, my Department also sought legal advice regarding whether a municipality may apply to the National Minister for a waiver or exemption from the Regulations. In particular, the Department required advice regarding:

- (a) Whether any differentiation can be made between a waiver and an exemption in terms of the Regulations;*
- (b) Can a municipality apply for an exemption from, or a waiver of the implementation of the Regulations or specific provisions contained therein;*
- (c) Is it within the Minister's competency to issue an exemption from the implementation date in respect of the Regulations as a whole or from specific provisions contained therein.*

According to the legal advice obtained from Legal Services, within the Department of the Premier, the Regulations itself do not contain any provisions for or set out any processes for waivers or exemptions. The Regulations do allow for the following deviations:

- (a) Regulation 5 dealing with the determination of the staff establishment provides at sub-regulation (4) for a deviation from the requirements of sub-regulation (1) and (3) in exceptional circumstances and taking all the requirements of sub-regulation (4) into account; and*

(b) Regulation 11 dealing with recruitment needs provides at sub-regulation (4) for a deviation from sub-regulation (1) to be granted on specific stated grounds.

Therefore, the Minister would have no authority to grant any applications for waivers or exemptions made by municipalities. The deviations specifically provided for in the Regulations themselves are all the leeway that the municipalities may consider making application for. (Legal opinion attached as **Annexure "A"**)

Subsequent to the above-mentioned efforts by my Department, Municipal Managers would have noted Circular No: 12 of 2022 from the Director-General of DCoG (Attached as **Annexure "B"**) that specifically deals with the implementation of the Municipal Staff Regulations.

According to the Circular, paragraph 4.5, Page 5 should specifically be highlighted as it reads as follows:

"4.5 Except for Chapter 2 and 4 which come into effect on 1 July 2023, the entire Regulations come into operation on 1 July 2022. The deferment of the implementation date is aimed at affording municipalities an opportunity to review and/ or adopt their human resource management policies and procedures in accordance with the provisions of section 67 of the Systems Act to ensure that such policies and procedures are in conformity with the Regulations."

Circular 12 of 2022, and the electronic questionnaire on the "State of Readiness" forwarded to all municipalities by SALGA, requesting specific information, would further enable my Department, in collaboration with SALGA, to develop a Support Action Plan to enable the implementation of the Municipal Staff Regulations.

A workshop will be arranged with municipalities to engage on the final Support Action Plan, and it would thus be appreciated if you could nominate 1 or 2 officials from your Municipality to participate in the workshop. Nominations can be forwarded to Dr S Greyling via email Sandra.Greyling@westerncape.gov.za or alternatively 083 429 9729 for further information.

Further communication will follow in this regard.

Kind Regards,



Mr G Pause

HEAD OF DEPARTMENT

Date: 2022/07/19

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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17.	REPORTS SUBMITTED BY THE SPEAKER
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NONE

18.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR
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NONE

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

THE AGENDA HAS BEEN DISCUSSED WITH THE SPEAKER, CLLR Q SMIT AND HE AGREES WITH THE CONTENT.