



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2018-01-11

MAYORAL COMMITTEE MEETING
WEDNESDAY, 2018-01-17 AT 10:00

TO The Executive Mayor, Ald G Van Deventer (Ms)

The Deputy Executive Mayor, Cllr N Jindela

COUNCILLORS PW Biscombe

J De Villiers

AR Frazenburg

E Groenewald (Ms)

XL Mdemka (Ms)

S Peters

Ald JP Serdyn (Ms)

Q Smit

Notice is hereby given that a Mayoral Committee Meeting will be held in the Council Chamber, Town House, Plein Street, Stellenbosch on **Wednesday, 2018-01-17 at 10:00** to consider the attached agenda.

EXECUTIVE MAYOR, ALD GM VAN DEVENTER (MS)

CHAIRPERSON

MAYORAL COMMITTEE MEETING

2018-01-17

TABLE OF CONTENTS

| ITEM | SUBJECT | PAGE |
|-------|---|------|
| 1. | OPENING AND WELCOME | |
| 1.1 | COMMUNICATION BY THE CHAIRPERSON | |
| 1.2 | DISCLOSURE OF INTERESTS | |
| 2. | APPLICATIONS FOR LEAVE OF ABSENCE | |
| 3. | CONFIRMATION OF MINUTES The minutes of the Mayoral Committee held on 2017-11-15 , refers. (The minutes are distributed under separate cover) FOR CONFIRMATION. | |
| 4. | REPORT/S BY THE MUNICIPAL MANAGER RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS MAYORAL COMMITTEE MEETINGS | |
| | NONE | 4 |
| 5. | STATUTORY MATTERS | |
| 5.1 | <u>COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES: (PC: CLLR AR FRAZENBURG)</u> | |
| | NONE | 4 |
| 5.2 | <u>CORPORATE AND STRATEGIC SERVICES: (PC: CLLR E GROENEWALD (MS))</u> | |
| 5.2.1 | 2016/17 DRAFT ANNUAL REPORT AND REFERRAL OF DRAFT ANNUAL REPORT TO MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) FOR CONSIDERATION (Appendix 1 under Separate Cover; Appendix 2 attached) | 5 |
| 5.3 | <u>ECONOMIC DEVELOPMENT AND PLANNING: (PC: ALD JP SERDYN (MS))</u> | |
| | NONE | |
| 5.4 | <u>FINANCIAL SERVICES: (PC: CLLR S PETERS)</u> | |
| 5.4.1 | MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS AND RATIFICATIONS FOR DECEMBER 2017 | 17 |
| 5.4.2 | OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 2, OCTOBER 2017 – DECEMBER 2017 (Appendix 1) | 19 |
| 5.5 | <u>HUMAN SETTLEMENTS: (PC: CLLR PW BISCOMBE)</u> | |
| | NONE | 43 |

| | | |
|------------|--|----|
| 5.6 | <u>INFRASTRUCTURE: (PC: CLLR J DE VILLIERS)</u> | |
| | NONE | 43 |

| | | |
|------------|--|----|
| 5.7 | <u>PARKS, OPEN SPACES AND ENVIRONMENT: (PC: CLLR N JINDELA)</u> | |
| | NONE | 43 |

| | | |
|------------|--|----|
| 5.8 | <u>PROTECTION SERVICES: (PC: CLLR Q SMIT)</u> | |
| | NONE | 43 |

| | | |
|------------|---|----|
| 5.9 | <u>YOUTH, SPORT AND CULTURE: (PC: CLLR XL MDEMKA (MS))</u> | |
| | NONE | 43 |

| | | |
|-----------|---|----|
| 6. | REPORTS SUBMITTED BY THE MUNICIPAL MANAGER | |
| | NONE | 13 |

| | | |
|-----------|---|----|
| 7. | REPORTS SUBMITTED BY THE EXECUTIVE MAYOR | |
| | NONE | 43 |

| | | |
|-----------|--|----|
| 8. | MOTIONS AND QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER | |
| | NONE | 43 |

| | | |
|-----------|-----------------------|----|
| 9. | URGENT MATTERS | |
| | | 43 |

| | | |
|------------|--|----|
| 10. | MATTERS TO BE CONSIDERED IN-COMMITTEE | |
| | NONE | 43 |

| | |
|----|---|
| 4. | REPORT/S BY THE MUNICIPAL MANAGER RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS MAYORAL COMMITTEE MEETINGS |
|----|---|

NONE

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|----|-------------------|
| 5. | STATUTORY MATTERS |
|----|-------------------|

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|-----|---|
| 5.1 | COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES: (PC: CLLR AR FRAZENBURG) |
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NONE

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| 5.2 | CORPORATE AND STRATEGIC SERVICES: (PC: CLLR E GROENEWALD (MS)) |
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| 5.2.1 | 2016/17 DRAFT ANNUAL REPORT AND REFERRAL OF DRAFT ANNUAL REPORT TO MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) FOR CONSIDERATION |
|-------|--|

Collaborator No: **3/4/5/2/32**
 IDP KPA Ref No: **Good Governance and Compliance**
 Meeting Date: **17 January 2018 and 24 January 2018**

1. SUBJECT:
2016/17 DRAFT ANNUAL REPORT AND REFERRAL OF DRAFT ANNUAL REPORT TO MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) FOR CONSIDERATION

2 PURPOSE

As per legal prescript to table the 2016/17 Draft Annual Report; To confirm that MPAC act as the Oversight Committee as resolved at the Council meeting: 16/02/2017, item 5.2.5; To recommend that the draft Annual Report be referred to the MPAC Committee to fulfil the role of an Oversight Committee and make a recommendation to council as contemplated in section 129 (1) of the Municipal Finance Management Act (Act 56 of 2003, as amended).

3. DELEGATED AUTHORITY

The Executive Mayor must table the Annual Report in Council in terms of Section 127(2) read with 121 and 129 of the Municipal Finance Management Act (MFMA), (Act 56/2003) and read with section 46 of the Systems Act. The report must be considered by Council and Council must resolve on the Annual Report as contemplated in section 129(1) of the MFMA. The Oversight Committee must consider the Annual Report and submit an Oversight Report to Council in terms of Section 33 and 79 of the Local Government Municipal Systems Act, 32 of 2000 read with the terms of reference of the MPAC committee.

4. EXECUTIVE SUMMARY

The Executive Mayor must table the Annual Report in Council in terms of Section 127(2) read with 121 and 129 of the Municipal Finance Management Act (MFMA), (Act 56/2003) and read with section 46 of the Systems Act. The report must be considered by Council and Council must resolve on the Annual Report as contemplated in section 129(1) of the MFMA. The Oversight Committee must consider the Annual Report and submit an Oversight Report to Council in terms of Section 33 and 79 of the Local Government Municipal Systems Act, 32 of 2000 read with the terms of reference of the MPAC committee.

The draft Annual Report must be made public and the Municipal Manager must invite the public to provide input into the report. It has become practise that the Oversight Committee also invites the public to make verbal representations at meetings where the report is discussed. A schedule with proposed dates for the meetings is also included. Council resolved in 2017 that MPAC has as part of their terms of reference the role to sit as Oversight Committee to consider the Annual Report.

5. THE EXECUTIVE MAYOR RECOMMENDS TO COUNCIL:

That Council:

- (a) note the 2016/17 Draft Annual Report for Stellenbosch Municipality as tabled by the Executive Mayor;
- (b) take note that the Municipal Manager will make 2016/17 Draft Annual Report public for comment on the official website of the Stellenbosch Municipality and at the offices of the Municipality for a period of 21 days and that the public will be invited through local print media to provide written inputs/comments on the draft report on or before 22 February 2018;
- (c) confirm the Council resolution of 16 February 2017 where MPAC was given the Terms of Reference to fulfil the role as Oversight Committee when considering the Annual Report;
- (d) refer the draft Annual Report to MPAC to consider the Annual Report and make recommendations to Council as contemplated in section 129(1) of the MFMA;
- (e) allows the chairperson of the MPAC (Oversight Committee) to determine the final dates on which they will consider the Annual Report and make it available to the Municipal Manager to inform the public;

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

Section 121(1) states that every municipality and every municipal entity must for each financial year prepare an Annual Report in accordance with this Chapter. The council of a municipality must within nine months after the end of a financial year deal with the Annual Report of the municipality and of any municipal entity under the municipality's sole or shared control in accordance with section 129.

Section 46 (1) of the Local Government: Municipal Systems Act, 32 of 2000 requires that:

A municipality must prepare for each financial year an Annual Report consisting of—

- (a) *a performance report reflecting—*
 - (i) *the municipality's, and any service provider's, performance during that financial year, also in comparison with targets of and with performance in the previous financial year;*
 - (ii) *the development and service delivery priorities and the performance targets set by the municipality for the following financial year; and*
 - (iii) *measures that were or are to be taken to improve performance;*
- (b) *the financial statements for that financial year prepared in accordance with the standards of generally recognised accounting practise referred to in section 89 of the Public Finance Management Act, 1999 (Act No. 1 of 1999);*

- (c) *an audit report on the financial statements and the report on the audit performed in terms of section 45(b); and*
- (d) *any other reporting requirements in terms of other applicable legislation.*

A municipality must table its Annual Report within one month of receiving the audit report referred to in subsection (1)(c).

6.2 Discussion

The National Treasury issued strict guidelines on the content, disclosures, timelines and format of the Annual Report by means of MFMA Circular No. 63.

The MFMA Circular No. 63: Annual Report update, issued by National Treasury in September 2012, provides guidance to municipalities on the Annual Report format and its contents.

The purpose of the Annual Report is to:

- (a) *provide a record of the activities of the municipality or entity during the financial year to which the report relates;*
- (b) *provide a report on performance in service delivery and budget implementation for the financial year;*
- (c) *promote accountability to the local community for the decisions made throughout the year by the municipality or municipal entity; and*
- (d) *reduce the additional reporting requirements that will otherwise arise from Government Departments, monitoring agencies and financial institutions.*

With the above in mind, the goals of the Annual Report format are to achieve the following:

- (a) *standardise reporting to enable municipalities / municipal entities to submit comparable Annual Reports;*
- (b) *align financial and non-financial reporting in the Annual Report;*
- (c) *create a standardised reporting structure that will enhance comprehensive oversight, meaningful evaluation and improved understanding of service delivery output* All meetings of the Municipal Public Accounts Committee (MPAC) are guided by Section 46 (3) of the Local Government: Municipal Systems Act, 32 of 2000 as follows:

(3) (a) *The municipal manager must—*

- (i) *by prior notice in the media, inform the local community of the meeting or meetings of the council at which the municipality's Annual Report is tabled or discussed, which meetings must be open to the public;*
- (ii) *give written notice of such meetings to the Auditor-General and the MEC for local government in the province;*

- (iii) *submit copies of the minutes of those meetings to the Auditor-General and the MEC for local government in the province;*
 - (b) *Representatives of the Auditor-General and the MEC for local government in the province are entitled to attend and to speak at such meetings, and the municipal manager must be available to respond to questions related to the annual report.*
- (4) *The municipality must adopt its annual report, and within 14 days*
- (a) *make copies of the report accessible to the public, interested organisations and the media, free of charge or at a reasonable price; and*
 - (b) *submit a copy of the report to*
 - (i) *the MEC for local government in the province; .-*
 - (ii) *the Auditor-General; and*
 - (iii) *such other institutions as may be prescribed by regulation,*

Timely notice of meetings should be given to enable representations to be made. A draft schedule may be as follows:

| Date | Agenda | Venue | Time |
|------------------|--|---------------------------------|---------------|
| 6 February 2018 | Orientation/ Discussion on Annual Report (Open to the public) | Stellenbosch Council Chamber | 09:00 – 16:00 |
| 26 February 2018 | Discussion on written inputs received from Public (open to Public) | Stellenbosch Council Chamber | 13:30 – 16:30 |
| 8 March 2018 | Finalisation of Oversight Report (Open to Public) | Stellenbosch Council Chamber | 13:30 – 16:30 |

Questions raised with the accounting officer by the Oversight Committee may be taken on notice allowing responses to the committee. The dates for the Oversight Committee meetings in which the public may make oral representations and or attend for transparency purposes will be published in local newspapers. In accordance with Section 129(2)(a) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA), the accounting officer must attend council and council committee meetings where the Annual Report is discussed for the purpose of responding to questions concerning the report. The top management team may assist during the oversight committee meetings to avoid delays on answers.

Council has in the past co-opted members from the public to serve on the Oversight Committee. There is no legislative requirement for this and the co-opted members may not vote, should it be necessary. MPAC when they consider the Annual Report in their capacity as Oversight Committee does so on behalf of Council and that role

is solely reserved for members of Council. Should Council approve to co-opt members, such members can be remunerated in line with the recommendations of National Treasury Regulation 20.2.2 dated: 27- 11-2017 as stated in the following schedule:

| <i>Tariff</i> | <i>Number of co-opted Members</i> | <i>Not exceeding no. of hours</i> | <i>Remuneration</i> |
|--|-----------------------------------|-----------------------------------|---------------------------|
| <i>Per hour tariff for attendance of meeting</i> | 2 | 45 hours | R 310.00 |
| <i>Once-off Tariff for duties performed in preparation</i> | 2 | 6 hours | R 1500 (for six hours) |

The draft Annual Report for 2016/17 herewith tabled as **APPENDIX 1**.

6.2 Financial Implications

The following remuneration may be recommended for services rendered by co-opted members of the Oversight Committee:

- A hourly rate of R310.00 for a maximum of 45 hours; and
- An once off payment of R1500 for preparations prior to the start of the meeting schedule.

6.3 Legal Implications

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

6.4 Staff Implications

The functioning of the Oversight Committee will require the assistance of Committee Services in the drafting of meeting minutes as well as assistance of the Performance management officer to liaise with internal stakeholders on feedback as and when required.

6.5 Previous / Relevant Council Resolutions:

The last resolution in regard to MPAC relevant to this item was made on:

- o 2017-02-16: Item 5.2.5 which detailed that MPAC Committee should fulfil the functions of an Oversight Committee in terms of Sections 33 and 79 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998).

6.6 Risk implications

The Annual Report for the year preceding the current financial year, must be tabled by the Executive Mayor within seven months after the start of the new financial year and must be considered by Council. Council has to resolve to accept the annual report, reject the report or send it back for changes in terms of section 129 of the MFMA. Should Council not comply with the provisions it will be regarded as non-compliance.

6.7 Comments from Management:

The item was not circulated for comments except to the Municipal Manager

6.7.1 Comments from the Municipal Manager:

Agrees with the recommendations and the dates proposed for the oversight committee meetings.

ANNEXURES

Appendix 1: Draft Annual Report 2016/17 (circulated under separate cover in electronic format)

Appendix 2: Item 5.2.5 resolution dated 16/02/2017.

FOR FURTHER DETAILS CONTACT:

| | |
|------------------------|--|
| NAME | ANNALENE DE BEER |
| POSITION | <i>DIRECTOR: CORPORATE AND STRATEGIC SERVICES</i> |
| DIRECTORATE | <i>CORPORATE AND STRATEGIC SERVICES</i> |
| CONTACT NUMBERS | <i>021 -808 8018</i> |
| E-MAIL ADDRESS | <i>Annalene.deBeer@ Stellenbosch.gov.za</i> |
| REPORT DATE | <i>10 January 2018</i> |

DIRECTOR: STRATEGIC AND CORPORATE SERVICES

The contents of this report have been discussed with the Executive Mayor

APPENDIX 2

| | |
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| 5.2.5 | ESTABLISHMENT OF A MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) |
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1. PURPOSE OF REPORT

To consider the establishment of committees to assist the municipal council and Executive Mayor in the effective and efficient performance and exercise of their respective functions and powers and matters pertaining thereto.

2. BACKGROUND

With the inception of the new Council's term of office, Council is obliged to consider the appointment of committees provided for in legislation applicable to local government; the term of reference of each committee; the composition of such committees and the election of members of such committees and matters in connection therewith.

URGENT COUNCIL MEETING: 2017-02-16: ITEM 5.2.5

The Speaker **RULED** that this matter be dealt with differently, i.e. that after debate on the entire item, each of the recommendations (a) to (g) be voted on separately.

Concerns were raised that the document "*Guidelines for the establishment, appointment and general functioning of MPACs (March 2012)*", published by SALGA, was not considered, especially as it relates to the composition and Terms of Reference of MPAC.

During deliberations on the matter, the ANC as well as the DA requested caucus breaks, which the Speaker allowed.

When the meeting resumed, the ANC reiterated its support of the Terms of Reference as contained in the guidelines circulated by SALGA, as opposed to the Terms of Reference attached in the item.

After the DA's caucus break, the DA proposed an amendment to recommendations (c) and (d). The Speaker retracted his previous ruling that only written amendments that were submitted prior to a meeting, be accepted; the Speaker then requested Councillors to indicate whether the DA may be allowed to submit their amendment. The meeting agreed that the amendment by the DA may be tabled.

After an extensive debate on the item, the Speaker put each of the recommendations (a) to (g) separately to the vote, yielding the following individual results:

| RESOLUTION | FOR | AGAINST | ABSTENTIONS | VOTES OF DISSENT |
|------------|-----|---------|-------------|------------------|
| (a) | 41 | 0 | 0 | 0 |
| (b) | 39 | 1 | 1 | 1 |
| (c) | 39 | 1 | 1 | 1 |
| (d) | 39 | 1 | 1 | 1 |
| (e) | 31 | 9 | 1 | 10 |
| (f) | 39 | 1 | 1 | 1 |
| (g) | 39 | 1 | 1 | 1 |

RESOLVED (majority vote with abstentions)

- (a) that Council establishes a Municipal Public Accounts Committee (MPAC) in accordance with Section 79 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);
- (b) that the composition of the Municipal Public Accounts Committee (MPAC) be a total of 5 members of which the DA has 3 members and the Opposition has 2 members;
- (c) that the following Councillors serve on the MPAC Committee:
- DA: Cllr MC Johnson
Cllr NS Louw
Cllr N Olayi
- OPPOSITION: Cllr N Mananga-Gugushe (Ms) (ANC)
Cllr WF Pietersen (PDM)
- (d) that Council elects Councillor WF Pietersen as the Chairperson of MPAC;
- (e) that the functions of the MPAC (Section 79 committee) as set out in **APPENDIX 1** of the report, be approved;
- (f) that it be noted that the delegation of powers to the respective Section 79 committees will be included in the *System of Delegations*; and
- (g) that, subject to the policy direction determined by council, the MPAC be authorised to co-opt advisory members who are not members of the council to assist such committees.

Councillor DA Hendrickse requested that his vote of dissent be minuted on resolutions (a) to (g).

The following Councillors requested that their votes of dissent be minuted on resolution (e):

Councillors GN Bakubaku-Vos (Ms); FT Bangani-Menziwa (Ms); N Mananga-Gugushe (Ms); LM Maqeba; RS Nalumango (Ms); DD Oliphant; N Sinkinya (Ms) and P Sitshoti (Ms).

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|---------------------|----------------------------|---|--|
| Meeting: Ref no: | Urgent Council: 2017-02-16 | Submitted by Directorate: Author Referred from: | Office of the Municipal Manager Office of the Municipal Manager |
|---------------------|----------------------------|---|--|

Annexure A

TERMS OF REFERENCE

SECTION 79 COMMITTEES

1. Rules Committee
2. Section 62 Appeals Committee
3. MPAC
4. Disciplinary Committee established in terms of the *Code of Conduct for Councillors*

1 RULES COMMITTEE

The committee must consider the development, review and amendment of Council's Rules of Order and recommend same to Council.

2. SECTION 62 APPEALS COMMITTEE

This committee considers appeals against decisions taken in terms of delegated or sub-delegated authority by political structures, political office bearers or councillors.

The Committee must consider the appeal, and confirm, vary or revoke the decision, but no such variation or revocation of a decision may detract from any rights that may have accrued as a result of the decision.

3. MUNICIPAL PUBLIC ACCOUNTS COMMITTEE [MPAC]

1. MPAC may evaluate, direct and supervise investigations into any matters within the scope of its roles and responsibilities as instructed by the Council.
2. MPAC has –
 - (a) an oversight role in respect of the Municipality's Annual Report with specific focus on the financial aspects as contained in the Auditor-General's Report on the Annual Financial Statements, as envisaged in section 129 of the MFMA

- (b) an investigative and reporting role in respect of unauthorised, irregular or fruitless and wasteful expenditure, as envisaged in section 32 of the MFMA.
3. MPAC must consider the Annual Report and in respect of the supporting oversight report, which the Municipal Council must adopt in terms of section 129 of the MFMA, the MPAC must -
- (a) consider and make recommendations on the report to Council regarding specific reports of the Auditor-General and queries, comments and responses in respect thereof;
 - (b) recommend and make proposals in respect of the oversight process for improving efficiency, effectiveness and economy in the financial sphere of the Municipality; and
 - (c) liaise with the Audit Committee and any other relevant committees and role-players.
4. MPAC is authorised to investigate unauthorised, irregular or fruitless and wasteful expenditure in terms of section 32 of the MFMA and may recommend to Council whether such expenditure –
- (a) resulted in the Municipality receiving “value-for-money” (i.e. services received within a reasonable price);
 - (b) is recoverable or not (financial implications);
 - (c) resulted from non-compliance in following due process and subsequent disciplinary action is necessary, including whether legal action is appropriate; and /or
 - (d) was a result of control failures or gaps and what remedial and disciplinary actions are proposed.
5. Except in so far Council has delegated oversight to the Municipal Manager and Executive Mayor and except in so far as the Executive Mayor has statutory powers of oversight, MPAC must ensure that corrective action has been taken in respect of the comments and resolutions of MPAC during the oversight reporting process as envisaged in 3 and 4 herein above.
6. In performing its functions the MPAC, with reference to the mandate as stipulated in 3 and 4 above:
- (a) must quarterly report to Council on its activities.
 - (b) may co-opt advisory members who are not members of Council provided that such members may not vote on any matter.
 - (c) may seek any information from, and have access to, any councillor and or/employee with reference to 3 and 4 herein above, and to direct all

councillors and employees to co-operate with any request made by the committee.

- (d) has unrestricted access through the Office of the Municipal Manager / Internal Audit to information relating to all personnel, books of account, records, assets and liabilities of the Council and to any other sources of relevant information that may be required from the Council for the purpose of its duties and responsibilities;
 - (e) request councillors and officials, including the accounting officer to attend any of its meetings for interview and input regarding items on the agenda.
 - (f) has direct access to internal and external auditors and to all accounts and financial statements of the municipality, all reports of the Auditor-General and audit opinions, other reports and recommendations from the Audit Committee.
7. The Municipal Manager must provide MPAC with adequate secretariat services and other resources subject to financial resources provided for this purpose in the budget.

4. DISCIPLINARY COMMITTEE: CODE¹ OF CONDUCT FOR COUNCILLORS

The terms of reference of this Committee are -

- (a) *to investigate and make a finding on any alleged breach of the Code and to make appropriate recommendations to Council;*
- (b) *to investigate and make a finding on non-attendance of meetings and to impose a fine as determined by the standing rules and orders of Council.*

¹ Systems Act (Schedule 1: Code of Conduct for Councillors)

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| 5.3 | ECONOMIC DEVELOPMENT AND PLANNING: (PC: ALD JP SERDYN (MS)) |
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NONE

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| 5.4 | FINANCIAL SERVICES: (PC: CLLR S PETERS) |
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| 5.4.1 | MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS AND RATIFICATIONS FOR DECEMBER 2017 |
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1. PURPOSE OF REPORT

To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 4.36.2 of the Supply Chain Management Policy 2017/2018 to report the deviations and ratifications to Council.

2. DISCUSSION

Reporting the deviation as approved by the Accounting Officer December 2017. The following deviation was approved with the reason as indicated below:

| DEVIATION NUMBER | CONTRACT DATE | NAME OF CONTRACTOR | CONTRACT DESCRIPTION | REASON | TOTAL CONTRACT PRICE R |
|------------------|---------------|------------------------------|--|---|--------------------------------------|
| D/SM 20/18 | 01/12/2017 | BW MANAGEMENT WASTE CARRIERS | SLUDGE REMOVAL FROM STELLENBOSCH | Exceptional case and it is impractical or impossible to follow the official procurement processes | R 900 000.00 (VAT INCL.) |
| D/SM 24/18 | 08/12/2017 | TUFFY MANUFACTURING | TUFFY MANUFACTURING: RECYCLING BAGS (RATE PAYMENT INCLUDING VAT) | Exceptional case and it is impractical to follow the official procurement processes | R 916.94 per 1000 bags, rate payment |
| D/SM 28/18 | 20/12/2017 | BROADWAY HARDWARE | RELOCATION OF SLABTOWN RESIDENTS IN EIKE HALL | Exceptional case and it is impractical to follow the official procurement processes | R 255 000.00 (VAT INCL.) |

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

| RATIFICATION NUMBER | CONTRACT DATE | NAME OF CONTRACTOR | CONTRACT DESCRIPTION | REASON | TOTAL CONTRACT PRICE R |
|---------------------|---------------|--------------------|-------------------------|---|------------------------|
| R/SM 5/18 | 14/12/2017 | SWEY DESIGN | SWEY DESIGN: R44 547,10 | 4.36.1(b) to ratify any minor breaches of the procurement processes | R 44 547.10 |

3. LEGAL IMPLICATION

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 subregulation (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.

4. FINANCIAL IMPLICATION

Not required

5. COMMENTS FROM OTHER RELEVANT DEPARTMENTS

Not required

RECOMMENDED

that Council notes the deviations and ratifications as listed above.

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| 5.4.2 | OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY- REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 2, OCTOBER 2017 – DECEMBER 2017 |
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File Ref: 8/1/3/3/2
 Collaborator No:
 IDP KPA Ref: 8: Financial Sustainability (KFA 59: Supply Chain Management)
 Meeting Date: 17 January 2018

1 PURPOSE OF REPORT

To submit to Executive Mayor a report for the period 01 October 2017 to 31 December 2017 on the implementation of Council's Supply Chain Management Policy. The report covers the performance of the various delegated functions and the implementation thereof.

2 FOR DECISION BY MUNICIPAL COUNCIL

Section 2(3) & 4 of the SCM Policy 2017/2018 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).

3 EXECUTIVE SUMMARY

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

4 RECOMMENDATIONS

The Executive Management recommend to the Executive Mayor, Finance Portfolio Committee, and Mayoral Committee and Council –

4.1 that the Executive Mayor and Council takes note of this report and **ANNEXURE A** attached to the report, and

4.2 that the report be made public in accordance with section 21A of the Municipal Systems Act.

5. DISCUSSION/CONTENTS

5.1 Background

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

5.2 Constitutional and Policy Implications

Paragraph 2(1) of Council's SCM Policy determines that all officials and other role players in the supply chain management system of the Stellenbosch Municipality must implement the SCM Policy in a way that gives effect to section 217 of the Constitution and Part 1 of Chapter 11 of the Municipal Finance Management Act (56 of 2003) and other applicable provisions of the Act; is fair, equitable, transparent, competitive and cost-effective; complies with the Regulations and any norms and standards that may be prescribed in terms of section 168 of the MFMA; is consistent with other applicable legislation; does not undermine the objective for uniformity in supply chain management systems between organs of state in all spheres; and is consistent with national economic policy concerning the promotion of investments and doing business with the public sector.

Paragraph 2(3) of the Supply Chain Management Policy of Council determines that the Council of Stellenbosch municipality reserves the right to maintain oversight over the implementation of the SCM Policy as approved and amended from time to time. Paragraph 2(3) of the above stated Policy determines that the Accounting Officer must within 10 days of the end of each quarter; submit a report on the implementation of the Supply Chain Management Policy to the Executive Mayor.

5.3 Environmental implications

None.

5.4 Financial Implications

The financial implications are the transactions for the procurement of goods and services that were processed during the period 01 October 2017 to 31 December 2017 and the payments that will derive from these commitments.

5.5 Legal Implications

The Municipal Finance Management Act (section 112) stipulates that the SCM Policy should comply with a prescribed framework as set out in section 112(1) and section 112(2) that stipulates that the regulatory framework for the municipal supply chain management must be fair, equitable, transparent, competitive and cost-effective. Reporting back in terms of paragraph 2(3) of the SCM Policy 2017/2018 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.

5.6 Staff Implications

None.

5.7 Previous / Relevant Council Resolutions

None.

5.8 Comments from the Executive Management**5.8.1 Executive Manager: Infrastructure Services:**

No comments received. / Agree with the recommendations.

5.8.2 Executive Manager: Planning and Economic Development:

No comments received. / Agree with the recommendations.

5.8.3 Executive Manager: Community Services:

No comments received. / Agree with the recommendations.

5.8.4 Executive Manager: Corporate Services:

No comments received. / Agree with the recommendations.

5.8.5 Chief Financial Officer:

No comments received. / Agree with the recommendations.

5.8.6 Municipal Manager:

No comments received. / Agree with the recommendations.

FOR FURTHER DETAILS CONTACT:

| | |
|------------------------|---|
| NAME | <i>Dalleel Jacobs</i> |
| CONTACT NUMBERS | <i>021 808 8137</i> |
| E-MAIL ADDRESS | <i>Dalleel.Jacobs@stellenbosch.gov.za</i> |
| DIRECTORATE | <i>Financial Services</i> |
| REPORT DATE | <i>05 January 2017</i> |

APPENDIX 1

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

PERIOD: 01 October 2017 – 31 December 2017

| REG. NO. | CRYPTIC DESCRIPTION OF POWER OR DUTY | POWER CURRENTLY RESIDING | DELEGATED | IMPLEMENTED | COMMENTS |
|-----------------|--|---------------------------------|-------------------------|--------------------|---|
| 3(1)(a) | Prepare and submit a draft supply chain management policy complying with regulation 2 to the council of the municipality for adoption. | Accounting Officer | Chief Financial Officer | YES | New draft policy will be tabled within the third quarter (January 2018 and March 2018) |
| 3(1)(b) | Review at least annually the implementation of the policy. | Accounting Officer | Chief Financial Officer | YES | Will be included as part of the budget related policies with the budget process |
| 3(1)(c) | Submit when considered necessary, proposals for amendment of the policy by the Council. | Accounting Officer | Chief Financial Officer | YES | Will be in third quarter |
| 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. |
| 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 | With reference to Regulation 2 a SCM Policy was drafted for approval by council and applicable officials. |
| | | | | | |

| 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 second quarter (01 October 2017 – 31 December 2017) there were three final awards above R10 million. |
| 5(2)(b) | Make a final award above R200 000(VAT included), but not exceeding R10 million (VAT included). | Accounting Officer | Bid Adjudication Committee | YES | In the second quarter (01 October 2017 – 31 December 2017) there were thirteen final awards above R200 000 but not exceeding R10 million. |
| 5(2)(c) | Make a final award not exceeding R200 000(VAT included) including the appointment of consultants | Accounting Officer | CFO and Head SCM and Senior accountants | YES | AS per operational thresholds and operational delegations |
| 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. (e) | Bid Adjudication Committee (refer regulation 5(4)(a) Chief Financial Officer – 5(4)(b) | Chief Financial Officer SCM: Manager | YES | 01 October 2017 – 31 October 2017: submitted 03 November 2017 01 November 2017 – 30 November 2017: submitted 05 December 2017 01 December 2017 – 31 December 2017: submitted 5 January 2018 |
| 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 third quarter of the previous financial year (01 January 2017 – 31 March 2017) |

| 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 | The Supply Chain Management implementation report has been submitted to council. |
| 6(2)(a)(iii) | Immediately submit a report to council whenever there are serious and material; problems in the implementation of the supply chain management policy, including such a report from any municipal entity as envisaged by this Regulation 6(2)(a)(iii) | Accounting Officer | | N/A | To date no serious or material problems occurred in implementing the SCM policy. |
| 6(3) | Submit a report to the mayor of the municipality within ten days of each quarter on the implementation of the supply chain management policy. | Accounting Officer | Chief Financial Officer | YES | This is the second report for this financial year. |
| 7(1) | Establish a supply chain management unit. | Accounting Officer | Chief Financial Officer | YES | Unit under direct supervision of CFO |
| 12(1) | Direct that: a) cash purchases up to transaction value as defined in Council's Petty Cash policy b) one verbal quotation be obtained for any specified procurement of a transaction value lower than R2,000 (VAT included); c) written or verbal quotations for procurement of goods and/or services of a transaction value between R 2, 000.00 and R 10 000.00 (VAT included) d) formal written price quotations for procurement of goods and/or services of a transaction value between R 10,000.00 and R 200,000.00 | 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 |
|----------|---|--------------------------|------------------------------|-------------|--|
| | e) a competitive bidding process be followed for any specific procurement of a transaction value higher than R200 000. | | | | |
| 12(2)(a) | Allow the Accounting Officer to lower, but not to increase, the different threshold values specified in sub regulation(1). | Accounting Officer | Chief Financial Officer | YES | Delegated officials act within delegated thresholds. |
| 14(1)(b) | Invite prospective providers of goods and services at least once a year through newspaper commonly circulating locally, the website of the municipality | Accounting Officer | SCM: Manager | YES | N/A |
| 14(1)(c) | Specify the listing criteria for accredited prospective providers. | Accounting Officer | Chief Financial Officer | YES | Listing criteria is contained within the registration form. |
| 14(1)(d) | Disallow the listing of any prospective provider whose name appears on the National Treasury's database as a person prohibited from doing business with the public sector. | Accounting Officer | | YES | To date no suppliers registered on National Treasury's database of defaulters |
| 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 | List of prospective providers is up to date. Continuously updated. |
| 15 | Requesting reconciliation's on petty cash purchases on a monthly basis. | Chief Financial Officer | Manager: Expenditure section | | N/A |
| 16(d) | If it is not possible to obtain at least three written quotations, record and report quarterly to the accounting officer, or another official designated by the accounting officer, the reasons for this. | Accounting Officer | Chief Financial Officer | YES | 01 October 2017 – 31 October 2017: submitted 03 November 2017 01 November 2017 – 30 November 2017: submitted 05 December 2017 |
| 16(e) | Record the name of potential providers requested to provide written quotation with their quoted prices. | Accounting Officer | Chief Financial Officer | | 01 December 2017 – 31 December 2017: submitted 5 January 2018 |

| REG. NO. | CRYPTIC DESCRIPTION OF POWER OR DUTY | POWER CURRENTLY RESIDING | DELEGATED | IMPLEMENTED | COMMENTS |
|----------|--|--------------------------|---|-------------|--|
| 17(1)(c) | Approve the recorded reasons for not obtaining at least three written price quotations. | Chief Financial Officer | SCM: Manager & CFO: below R200,000 Accountants: Acquisitions, Contracts and SCM: Specialist: below R200,000 SCM: Assistant and Chief Buyer: below R180, 000 | | 01 October 2017 – 31 October 2017: submitted 03 November 2017 01 November 2017 – 30 November 2017: submitted 05 December 2017 |
| 17(1)(d) | Record the names of the potential formal written price quotation providers and their written quotations. | Accounting Officer | Manager : Supply Chain Management | | 01 December 2017 – 31 December 2017: submitted 5 January 2018 |
| 17(2) | Report to the CFO within three days at the end of the month on any approvals given during that month by that the designed official referred to in sub-regulation (1) (c). | Chief Financial Officer | Manager: Supply Chain Management | | |
| 18 (a) | When using the list of accredited prospective providers, it should promote ongoing competition amongst providers by inviting providers to submit quotations on a rotational basis. | Chief Financial Officer | Manager: Supply Chain Management | YES | In place |
| 18 (b) | All requirements in excess of R30,000 (VAT included) by means of formal written price quotations should be advertised for at least 7 days on the website and municipal official website. | Chief Financial Officer | Manager: Supply Chain Management | YES | Formal written quotations and call for tenders are advertised on the municipal website on a regular basis. |
| 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 | SCM will introduce stricter controls pertaining to this and standard operating procedures will be introduced. |
| 18(d) | Notify the Accounting Officer or CFO in writing on a monthly basis of all written quotations and formal written price quotations accepted by the official acting in terms of a sub-delegation 12(2)(b) | Chief Financial Officer | Manager : Supply Chain Management | YES | 01 October 2017 – 31 October 2017: submitted 03 November 2017 01 November 2017 – 30 November 2017: submitted 05 December 2017 |

| REG. NO. | CRYPTIC DESCRIPTION OF POWER OR DUTY | POWER CURRENTLY RESIDING | DELEGATED | IMPLEMENTED | COMMENTS |
|------------|--|--------------------------|---|-------------|---|
| | | | | | 01 December 2017 – 31 December 2017: submitted 5 January 2018 |
| 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 | | All advertisements in accordance with legislation. |
| 22(2) | The Accounting Officer may determine the closure date for the submission of bids which is less than the 30 days or 14 days requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process | Accounting Officer | | | None for this quarter |
| 23(d) | The handling, opening and recording of bids should be (i) be opened in public (ii) must be opened at the same time and as soon as possible after the period for the submission of bids has expired; (iii) make the register available for public inspection (iv) publish the entries in the register and the bid results on the website of the municipality. | Accounting Officer | Manager: Supply Chain Management | YES | Implemented an attendance register at the opening of tenders. Has a tender book in place where received tenders are recorded in. |
| 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; | Accounting Officer | Relevant user department Head of Department or Executive Director | YES | Provision for the signing of a Form of Tender/Service Level Agreement with successful vendors is being made in the tender documents and part as Special Conditions to Tender. |

| REG. NO. | CRYPTIC DESCRIPTION OF POWER OR DUTY | POWER CURRENTLY RESIDING | DELEGATED | IMPLEMENTED | COMMENTS |
|----------|---|--------------------------|---|-------------|--|
| | (b) is not to the detriment of any other bidder; and (c) does not lead to a higher price than the bid submitted. Minutes of such negotiations must be kept. | | | | |
| 26(b) | Appoint the members of the bid specification, evaluation and adjudication committees, taking into account Section 117 of the MFMA. | Accounting Officer | | YES | May not be sub-delegated, delegations are kept on record. Municipal Manager issued new set of delegations in the first quarter for Bid Committees. |
| 26(3) | Appoint a neutral or independent observer to a bid specification, evaluation or adjudication committee for an attendance and oversight process when this is appropriate for ensuring fairness and promoting transparency. | Accounting Officer | | N/A | N/A |
| 26(4) | Apply the committee system to formal written price quotations. | Accounting Officer | | N/A | Committee system is applied for goods/services above R200 000 |
| 27(1) | Compile specifications for the procurement of goods and services by the municipality. | Accounting Officer | Bid Specifications Committee, upon advice of the relevant user department | YES | The Executive Director signs for items to serve on Specification committee. |
| 27(2)(g) | Approve specifications compiled by the bid specification committee prior to publication of the invitation for bids. | Accounting Officer | Bid Specifications Committee, upon advice of the relevant user department | YES | The specifications are accompanied with a questionnaire that the relevant department has to complete. Meetings are held according pre-determined schedule. |
| 28(1)(a) | Evaluate bids in accordance with – (i) the specifications for a specific procurement ; and | Accounting Officer | Bid Evaluation Committee upon advice of the relevant user department. | YES | Have regular scheduled meetings. |

| REG. NO. | CRYPTIC DESCRIPTION OF POWER OR DUTY | POWER CURRENTLY RESIDING | DELEGATED | IMPLEMENTED | COMMENTS |
|--------------|---|--------------------------|--|-------------|--|
| | (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. | | | | |
| 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 second quarter (01 October 2017 – 31 December 2017) there were 12 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 second quarter (01 October 2017 – 31 December 2017) there were thirteen final awards above R200 0000 but not exceeding R10 million. |
| 29(1)(b)(ii) | Make another recommendation to the accounting officer on how to proceed with the relevant procurement. | Accounting Officer | | YES | No such transaction took place in this quarter. |
| 29(3) | Appoint the chairperson of the bid adjudication committee. | Accounting Officer | | YES | Delegations given is kept for record purposes |

| REG. NO. | CRYPTIC DESCRIPTION OF POWER OR DUTY | POWER CURRENTLY RESIDING | DELEGATED | IMPLEMENTED | COMMENTS |
|----------|--|----------------------------|----------------------------|-------------|--|
| 29(5)(a) | <p>If a bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid –</p> <p>(i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears; and</p> <p>(ii) notify the accounting officer.</p> | Bid Adjudication Committee | | YES | No such transaction took place. |
| 29(5)(b) | <p>(i) After due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in Regulation 29(5)(a); and</p> <p>(ii) If the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.</p> | Accounting Officer | | YES | No such transaction took place. |
| 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 tenders were referred back to the BEC in the second quarter (01 October 2017 – 31 December 2017) |
| 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 | IT section is responsible for the purchasing of IT equipment for the municipality |
| 31(2) | Enter into a written agreement to regulate the services rendered by, and the payments made to, SITA. | Accounting Officer | | YES | |

| REG. NO. | CRYPTIC DESCRIPTION OF POWER OR DUTY | POWER CURRENTLY RESIDING | DELEGATED | IMPLEMENTED | COMMENTS |
|----------|--|--------------------------|----------------------------------|-------------|-----------------------------------|
| | | | | | |
| 31(3) | <p>Notify SITA together with a motivation of the IT needs of the municipality if –</p> <p>(a) the transaction value of IT related goods or services required by the municipality in any financial year will exceed R50 million (VAT incl); or</p> <p>(b) the transaction value of a contract to be procured by the municipality whether for one or more years exceeds R50 million.</p> | Accounting Officer | | YES | |
| 31(4) | Submit to the Council, the National Treasury, the relevant provincial treasury and the Auditor General the SITA comments and the reasons for rejecting or not following such comments if the municipality disagrees with SITA's comments. | Accounting Officer | Manager: Supply Chain Management | YES | |
| 32(1) | <p>To procure goods or services for the municipality under a contract secured by another organ of state, but only if –</p> <p>(a) the contract has been secured by that organ of state by means of a competitive bidding process applicable to that organ of state;</p> <p>(b) the municipality has no reason to believe that such contract was not validly procured;</p> | Accounting Officer | Bid Adjudication Committee | YES | No such transactions was approved |

| REG. NO. | CRYPTIC DESCRIPTION OF POWER OR DUTY | POWER CURRENTLY RESIDING | DELEGATED | IMPLEMENTED | COMMENTS |
|----------|---|--------------------------|----------------------------|-------------|---|
| | (c) there are demonstrable discounts or benefits for the municipality; and that other organ of state and the provider have consented to such procurement in writing. | | | | |
| 35(1) | Procure consulting services above the value of R200 000 (VAT incl.) provided that any Treasury guidelines in respect of consulting services or CIDB guidelines in respect of services related to the build environment and construction works are taken into account when such procurements are made. | Accounting Officer | Bid Adjudication Committee | YES | The procurement of such consultants are linked to contract PANEL Panel of consultants is in place. |
| 35(4) | Ensure that copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service is vested in the municipality. | Municipal Council | Relevant user Department | YES | |

| REG. NO. | CRYPTIC DESCRIPTION OF POWER OR DUTY | POWER CURRENTLY RESIDING | DELEGATED | IMPLEMENTED | COMMENTS |
|----------|---|--------------------------|---|-------------|--|
| 36(1)(a) | <p>Dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –</p> <ul style="list-style-type: none"> (i) in an emergency; (ii) if such goods or services are produced or available from a single provider only; (iii) for the acquisition of special worker of art or historical objects where specifications are difficult to compile; (iv) acquisition of animals or zoos; or (v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes (vi) any contract relating to the publication of notices and advertisements by or on behalf of the municipality (vii) any purchase on behalf of the municipality at a public auction (viii) any contract with an organ of state, local authority or a public utility corporation or company (ix) any contract in respect of which compliance therein would not be in the public interest or interest of Council (x) ad-hoc repairs to plant and equipment where it is not possible to ascertain the nature or extent of the work required in order to call for bids (xi) workshop strip & quote | Accounting Officer | BAC considers deviations and recommend to the Accounting Officer. | YES | <p>01 October 2017 – 31 October 2017: submitted 03 November 2017</p> <p>01 November 2017 – 30 November 2017: submitted 05 December 2017</p> <p>01 December 2017 – 31 December 2017: submitted 5 January 2018</p> |
| 36(1)(b) | Ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature. | Accounting Officer | | YES | |

| REG. NO. | CRYPTIC DESCRIPTION OF POWER OR DUTY | POWER CURRENTLY RESIDING | DELEGATED | IMPLEMENTED | COMMENTS |
|----------|--|--------------------------|----------------------------|-------------|----------|
| 36(2) | Record the reasons for any deviations in terms of Regulations 36(1)(a) and (b); and Report them to the next meeting of the Council and include as a note to the annual financial statements. | Municipal Council | Accounting Officer | YES | |
| 37(2) | Decide to consider an unsolicited bid but only if – (a) the product or service offered is a demonstrably or proven unique innovative concept; (b) the product or service will be exceptionally beneficially to, or have exceptional cost advantages for, the municipality; (c) the person who made the bid is the sole provider of the product or service; and (d) the reasons for not going through the normal bidding processes are found to be sound by the accounting officer. | Accounting Officer | | NO | None |
| 37(4) | Submit written comments received pursuant to Regulation 37(3), including any responses from the unsolicited bidder, to the National Treasury and the relevant provincial treasury for comment. | Accounting Officer | | NO | None |
| 37(5) | Consider and may award the bid or make recommendations to the accounting officer depending on the delegations to the adjudication committee. | Accounting Officer | Bid Adjudication Committee | YES | None |
| 37(7) | When considering an unsolicited bid, take into account where considering an unsolicited bid – (i) any comments submitted by the public; and any written comments and recommendations of the | Accounting Officer | | NO | None |

| REG. NO. | CRYPTIC DESCRIPTION OF POWER OR DUTY | POWER CURRENTLY RESIDING | DELEGATED | IMPLEMENTED | COMMENTS |
|----------|---|--------------------------|--|-------------|--|
| | National Treasury or the relevant provincial treasury. | | | | |
| 37(8) | Submit to the Auditor General, the relevant provincial treasury and the National Treasury the reasons for rejecting or not following any recommendations of the National Treasury or provincial treasury in regard to the unsolicited bid. | Accounting Officer | Manager: Supply Chain Management | NO | No unsolicited bids was accepted |
| 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 | HR busy with cases as and when it occurs in terms of facilitation and advise in terms of the labor relations act. |
| 38(1)(c) | Check the National Treasury's database prior to awarding any contract to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector. | Accounting Officer | Manager: Supply Chain Management | YES | The National Treasury website information of the List of Defaulters is currently used to verify. |
| 38(1)(d) | Reject any bid from a bidder – (i) if any municipal rates and taxes or municipal service charges owed by that bidder or any directors to the municipality are in arrears for more than three months; (ii) who during the last five years has failed to | Accounting Officer | Bid Adjudication Committee Manager: Supply Chain Management | YES | Bid evaluation checklist is in place |

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

| REG. NO. | CRYPTIC DESCRIPTION OF POWER OR DUTY | POWER CURRENTLY RESIDING | DELEGATED | IMPLEMENTED | COMMENTS |
|-----------|---|--------------------------|---|-------------|--------------------------------------|
| | (iv) has been listed in the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004). | | | | |
| 38(2) | Inform the National Treasury and relevant provincial treasury in writing of any actions taken in terms of Regulation 38(1)(b)(ii), (e) or (if). | Accounting Officer | Bid Adjudication Committee Manager: Supply Chain Management | YES | Bid evaluation checklist is in place |
| 40(1) | The Supply chain policy must provide for an effective system of disposal management for the disposal or letting of assets, including unserviceable, redundant or obsolete assets, subject to sections 14&90 of MFMA | Municipal Council | Chief Financial Officer | YES | Delegations is in place |
| 40(2) a | A Supply Chain management policy must specify the ways in which assets may be disposed of, including by – (i) Transferring the asset to another organ of state in terms of a provision of the MFMA enabling the transfer of assets (ii) Transferring the asset to another organ of state at market related value or, when appropriate, free of charge (iii) Selling the asset (iv) Destroying the asset | Municipal Council | Chief Financial Officer | YES | . As per delegations |
| 40(2) (a) | Stipulate that – Immoveable property may be sold only at market related prices except when public interest or the plight | Municipal Council | | YES | |

| REG. NO. | CRYPTIC DESCRIPTION OF POWER OR DUTY | POWER CURRENTLY RESIDING | DELEGATED | IMPLEMENTED | COMMENTS |
|----------|--|--------------------------|-------------------------|-------------|--|
| | of the poor demands otherwise | | | | |
| 40(2)(b) | Movable assets may be sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous to the municipality | Accounting Officer | Chief Financial Officer | | As per delegations |
| 40(2)(c) | In the case of the free disposal of computer equipment, the Provincial Department of Education must first be approached to indicate within 30 days whether any of the local schools are interested in the equipment. | Accounting Officer | Chief Financial Officer | | Not Applicable |
| 40(2)(d) | In the case of the disposal of firearms, the National Conventional Arms Control Committee has approved any sale or donation of firearms to any person or institution within or outside the Republic | Accounting Officer | | | Not Applicable |
| 40(2)(e) | All fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed | Municipal Council | | YES | Not Applicable |
| 40(2)(f) | Ensure that where assets are traded in for other assets, the highest possible trade-in is negotiated | Municipal Council | | | None |
| 40(2)(g) | In the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment. | | | | Not Applicable |
| 41(1) | A Supply chain management policy must provide for an effective system of risk management for the identification, consideration and avoidance of potential risks in the supply chain management system | Accounting Officer | Internal Audit | | Busy implementing a system for risk management |

| REG. NO. | CRYPTIC DESCRIPTION OF POWER OR DUTY | POWER CURRENTLY RESIDING | DELEGATED | IMPLEMENTED | COMMENTS |
|----------|---|--------------------------|----------------------------------|-------------|--|
| 42 | Establish and implement an internal monitoring system in order to determine, on a retrospective analysis, whether the authorized supply chain management processes were followed and whether the objectives of this policy were achieved. | Accounting Officer | Chief Financial Officer | | One unsatisfactory rating received on BSM 99/15 and reported to Legal services for further action |
| 43(2) | Check with SARS whether a person's tax matters are in order before making an award to such person. | Municipal Council | Manager: Supply Chain Management | YES | The Tax Clearance of vendors registered on the municipal database is requested on a regular basis. |
| 45 | Disclose in the notes to the annual financial statements of the municipality particulars of any award of more than R2,000 to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including – (a) the name of that person; (b) the capacity in which that person is in the service of the state; and (c) the amount of the award. | Municipal Council | Chief Financial Officer | YES | This information was disclosed within the 16/17 financial statements of the municipality. |
| 46(3)(a) | Keep a register of all declarations in terms of Regulation 46(2)(d) and (e). | Accounting Officer | Manager: Supply Chain Management | YES | SCM keep record of it. |
| 46(3)(b) | Declarations must be made to the mayor of the municipality who must ensure that such declarations are recorded in the register. | Accounting Officer | Chief Financial Officer | YES | Declarations are kept at SCM section and hard copy on file. |

| REG. NO. | CRYPTIC DESCRIPTION OF POWER OR DUTY | POWER CURRENTLY RESIDING | DELEGATED | IMPLEMENTED | COMMENTS |
|----------|--|--------------------------|---|-------------|---|
| 46(4) | Adopt the National Treasury's code of conduct and Schedule 2 of the Systems Act for supply chain management practitioners and other role players involved in supply chain management. | Accounting Officer | Manager: Supply Chain Management Council's Speaker | YES | Code of conduct has been communicated in SCM Workshop of 9 October 2017 |
| 47(2) | Report any alleged contravention of Regulation 47(1) to the National Treasury for considering whether the offending person, and any representative or intermediate through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector. | Accounting Officer | Chief Financial Officer | YES | Not Applicable |
| 48 | Disclose to the National Treasury and the relevant provincial treasury any sponsorship promised, offered or granted to the municipality whether directly or through a representative or intermediate, by any person who is – (a) a provider or prospective provider of goods or services to the municipality; or (b) a recipient or prospective recipient of goods disposed or to be disposed, of by the municipality. | Accounting Officer | Manager: Supply Chain Management | YES | None. |
| 49 | Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action. | Accounting Officer | | YES | Have an administrative process in place. |
| 50(1) | Appoint an independent and impartial person to assist in the resolution of disputes between the municipality | Accounting Officer | | YES | The MM will appoint an independent person to dispose with objections, |

| REG. NO. | CRYPTIC DESCRIPTION OF POWER OR DUTY | POWER CURRENTLY RESIDING | DELEGATED | IMPLEMENTED | COMMENTS |
|----------|--|--------------------------|-----------|-------------|--|
| | and other persons and to deal with objections, complaints or queries as described more fully in Regulation 49. | | | | complaints or queries. |
| 50(2) | Responsible to assist the person appointed in terms of Regulation 50(1) to perform his or her functions effectively. | Accounting Officer | | YES | . |
| 50(3)(b) | Appointed must submit monthly reports to the Accounting Officer on all disputes, objections, complaints or queries received, attended to or resolved. | Accounting Officer | | YES | The appointed official is responsible for the submission of the monthly report to the Municipal Manager. |
| 51 | Service provider that acts on behalf of municipality to provide any service or act as a collector of fees, service charges or taxes and the compensation payable to service provider, contract must stipulate a cap on compensation payable to the service provider; that such compensation must be performance based. | Accounting Officer | | YES | none |

| | |
|------------|--|
| 5.5 | HUMAN SETTLEMENTS: (PC: CLLR PW BISCOMBE) |
|------------|--|

NONE

| | |
|------------|---|
| 5.6 | INFRASTRUCTURE: (PC: CLLR J DE VILLIERS) |
|------------|---|

NONE

| | |
|------------|---|
| 5.7 | PARKS, OPEN SPACES AND ENVIRONMENT: (PC: CLLR N JINDELA) |
|------------|---|

NONE

| | |
|------------|---|
| 5.8 | PROTECTION SERVICES: (PC: CLLR Q SMIT) |
|------------|---|

NONE

| | |
|------------|---|
| 5.9 | YOUTH, SPORT AND CULTURE: (PC: XL MDEMKA (MS)) |
|------------|---|

NONE

| | |
|-----------|---|
| 6. | REPORTS SUBMITTED BY THE MUNICIPAL MANAGER |
|-----------|---|

NONE

| | |
|-----------|---|
| 7. | REPORTS SUBMITTED BY THE EXECUTIVE MAYOR |
|-----------|---|

NONE

| | |
|-----------|--|
| 8. | MOTIONS AND QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER |
|-----------|--|

NONE

| | |
|-----------|-----------------------|
| 9. | URGENT MATTERS |
|-----------|-----------------------|

| | |
|------------|--|
| 10. | MATTERS TO BE CONSIDERED IN-COMMITTEE |
|------------|--|

NONE

ADDITIONAL ITEM

| | |
|-------|---|
| 5.8.1 | QUARTERLY REPORT ON BY-LAW ENFORCEMENT |
|-------|---|

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Safest Valley

Mayoral Committee Meeting: *17 January 2018*

1. QUARTERLY REPORT ON BY-LAW ENFORCEMENT

2. PURPOSE OF REPORT

To submit a Quarterly Report on By-law Enforcement Statistics for the period 1 October 2017 until 31 December 2017.

3. DELEGATED AUTHORITY

For Council to note.

4. EXECUTIVE SUMMARY

The report provides an overview of law enforcement activities for the period of October until December 2017. Detailed information is provided on actions such as land invasion, confiscation of illegal substances/items, integrated actions, arrests, liquor violations in terms of the Liquor By-law, notices issued for drinking in public, illegal car guards, vagrants, dumping, littering, car wash, disorderly behaviour and successes in terms of CCTV and LPR systems.

5. RECOMMENDATIONS

That the Quarterly Report on By-law enforcement be noted.

6. DISCUSSION / CONTENTS

6.1 Background

The activity report on By-law enforcement is attached as **APPENDIX 1**.

The report provides statistics on the activities by the Special Operations Unit consisting of South African Police Services, Law Enforcement Department, Traffic Services and Fire & Rescue Services. In addition, the report also provides statistics from Law Enforcement activities which focuses on by-law enforcement.

The report further includes successes by recently installed CCTV/LPR cameras as well as assistance to incidence such as public uproar.

6.2 Discussion

The report covers the period from 01 October 2017 until 31 December 2017. It should be noted that SSI partners played a significant supportive role in most of the operations. All these combined efforts contribute towards making Stellenbosch and its surrounding areas a safer place for its residents and visitors.

For the past quarter, the Law Enforcement Department have installed new License Plate Recognition (LPR) systems, namely Berry Street, Van Rheebeek Street, R310, Hofman Street, Traffic Department entrance, Oude Libertas, Saffraan Avenue, Jamestown and Idas Valley entrance.

These LPR cameras are connected to the VISEC cloud. The system detects stolen vehicles or vehicles utilized in committing a crime whether within Stellenbosch or any other area. When such vehicle is detected via the LPR camera, a detailed message is received with all crime detail as well as a photograph of the vehicle, where after such information is relayed to the Stellenbosch Safety Initiative partners.

6.3 Financial Implications

None

6.4 Legal Implications

None

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.

6.8 Comments from Senior Management:

6.8.1 Director: Infrastructure Services

No comments required.

6.8.2 Director: Planning and Economic Development

No comments required.

6.8.3 Director: Community and Protection Services:

No comments required.

6.8.4 Director: Strategic and Corporate Services:

No comments required.

6.8.5 Director Human Settlements and Property Management

No comments required.

6.8.6 Chief Financial Officer

No comments required.

6.8.7 Municipal Manager

No comments required.

ANNEXURES

APPENDIX 1: Law Enforcement Quarterly Report

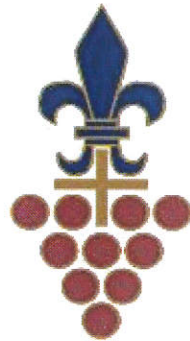
FOR FURTHER DETAILS CONTACT:

| | |
|------------------------|--|
| NAME | GERALD ESAU |
| POSITION | <i>DIRECTOR COMMUNITY & PROTECTION SERVICES</i> |
| DIRECTORATE | <i>COMMUNITY & PROTECTION SERVICES</i> |
| CONTACT NUMBERS | <i>021 – 808 8437</i> |
| E-MAIL ADDRESS | <i>Gerald.esau@ Stellenbosch.gov.za</i> |
| REPORT DATE | <i>08 January 2018</i> |

DIRECTOR: COMMUNITY & PROTECTION SERVICES

The contents of this report have been discussed with the Portfolio Committee Chairperson and the Councillor agrees with the recommendations.

APPENDIX 1



LAW ENFORCEMENT DEPARTMENT

QUARTERLY REPORT

01 OCTOBER 2017 – 31 DECEMBER 2017

DIRECTORATE COMMUNITY & PROTECTION SERVICES



INDEX

1.1. Overview

1.2. Operational report

1.1 OVERVIEW

LPR Cameras:

The Law Enforcement Department has installed 6 License Plate Recognition (LPR) sites within the past quarter, namely Berry Street, Van Rheebeek Street, R310, Hofman Street, Traffic Department entrance, Oude Libertas, Saffraan Avenue, Jamestown and Idas Valley entrance.

These LPR cameras are connected to the VISEC cloud and since these cameras were installed, it either acted as deterrent or tool to eradicate crime. Stolen vehicles, vehicles which were used in a crime and suspicious vehicles were detected traveling through Stellenbosch Municipal area. When such vehicles are detected on the LPR camera, a message is received with all details of the crime as well as a photograph of the vehicle. This information is then forwarded to the SSI partners for monitoring and action. If vehicle is spotted, SAPS is notified and occupants apprehended.

The latest occurrence took place on the 23rd of December 2017 when a Mercedes (flagged in Somerset West as a stolen) travelled past Idas Valley LPR camera. Law Enforcement officers received the message and stopped the vehicle on Helshoogte Road. The vehicle was confiscated and driver arrested for theft of such motor vehicle.

By-law Enforcement: Public Nuisance/Animals

The Bylaw on prevention of public nuisance and keeping of animals was published on the 29th of September 2017 in the Provincial Gazette. With the passing of such bylaw, Law Enforcement Division may impound/remove dangerous animals from its owner.

On the 19th of December 2017, an American Pit bull attacked three people in Jamestown. Law Enforcement immediately reacted to the complaint and the dog was removed with the assistance of Animal Welfare.



Festival of Lights:

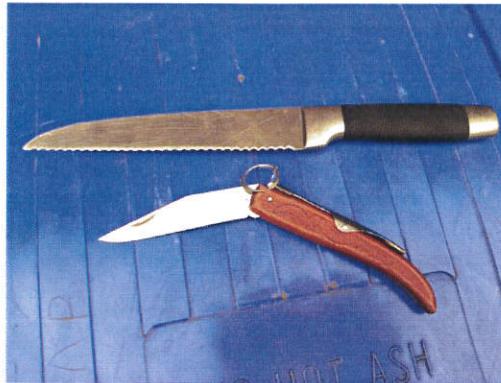
The annual Festival of Lights took place on Saturday 2 December 2017. The festival has been changed from a two day event to a one day event. No incidents were recorded other than a child lost in crowd (later reunited with his mother).

1.2 OPERATIONAL REPORT

The cooperation between Law Enforcement and local SAPS are reaping great benefits against the combat of crime.

07 October 2017

a) During stop and search patrols in Jamestown at the new Mountain View area, one male person was found in possession of dangerous weapons and was arrested.



b) Law Enforcement Officers and Stellenbosch CPU responded to a murder in progress complaint at a house in Vaaldraai in Elsenburg. On arrival, a group of people were found gathering and one adult male obtained a cut to his head. The complainant refused to lay charges. Ambulance deployed for medical assistance.

c) During patrols on Eikestad Mall parking area (Toll parking), the Law Enforcement unit arrived at an accident scene. A white Tata light delivery vehicle with CEM number-plates was involved in a hit and run. In an attempt to flee the scene, a law enforcement officer on duty attempted to stop the vehicle. The vehicle swerved and collided with the wall of the old Victoria Clinic building. The scene was managed by SAPS.



d) During stop and search patrols, the Law Enforcement Unit and Cloetesville CPU stopped and searched an adult male carrying an illegal firearm. The suspect was arrested and firearm confiscated as evidence.



12 October 2017

During patrols in Coetzenburg Street, the Law Enforcement unit arrived at an accident scene already managed by Traffic Services. It was earlier reported that green Corsa sedan with CK number plates disobeyed stop streets/signs and was driving under the influence. A firearm was also found inside the vehicle including a grey box containing ammunition. The driver of the vehicle was transported to Stellenbosch SAPS. SAPS members took receipt of firearm and ammunition on scene.



10 November 2017

a) The Special OPS Unit joined Klappmuts SAPS in an integrated operation focusing on liquor outlets, drug dealing and/or possession and roaming stop and search.

A search warrant was executed at Akonia Street at the new housing development. The owner was arrested for dealing in liquor. (Liquor confiscated as evidence)



b) A search warrant was executed in Hartzenberg Street in Klapmuts. The merchant who is selling drugs from the premises was arrested when a large amount of dagga inside plastic bags were found inside the house. The dagga was booked in at Klapmuts SAPS with a total of 57 small *bankies* containing dagga.



24 November 2017

a) The unit responded to Vlotenburg at Longlands Farm where the residents started to throw stones and bottles on the roadway (M12) and also set tyres alight with other rubble. Fire and Rescue was alerted to extinguish fires. In an attempt to execute their duties, residents hampered the process by throwing staff with stones. Boland POP Unit was informed of the situation but unable to assist (No vehicles close to respond). The unit and other law enforcement officers were deployed to assist. The protestors dispersed after municipal delegation addressed the members of public.



b)

| <u>OPERATIONS/DUTIES EXECUTED</u> | | |
|-----------------------------------|---|--------------|
| <u>OFFENCE/DUTIES</u> | <u>REMARKS/AREA(s)/DESCRIPTION</u> | <u>TOTAL</u> |
| ARREST(s) MADE | POSSESSION OF TIK (2), POSSESSION OF DAGGA (4), DEALING IN LIQUOR (1), POSSESSION OF STOLEN VEHICLE (1), POSSESSION OF MANDRAX (1). | 9 |
| POSSESSION OF TIK | 22/12/17: GROOT DRAKENSTEIN (1). 24/12/17: CBD (1). | 2 |
| POSSESSION OF DAGGA | 22/12/17: KLAPMUTS (1). 24/12/17: CBD (1), JAMESTOWN (2). | 4 |
| DEALING IN LIQUOR | 22/12/17: KLAPMUTS (1). | 1 |
| LIQUOR CONFISCATED | 22/12/17: 750ml CASTLE LAGER (17), 750ml BLACK LABEL (17), 660ml REDDS DRY (12). | 46 |

| <u>OPERATIONS/DUTIES EXECUTED</u> | | |
|-----------------------------------|--------------------------------|-----------|
| PUBLIC VIOLENCE & ARSON | 22/12/17: KAYAMANDI (1). | 1 |
| ACCIDENTS ATTENDED | 22/12/17: IDAS VALLEY (1). | 1 |
| STOLEN VEHICLE RECOVERED | 23/12/17: HELSHOOGTE ROAD (1). | 1 |
| POSSESSION OF STOLEN VEHICLE | 23/12/17: HELSHOOGTE ROAD (1). | 1 |
| POSSESSION OF MANDRAX | 24/12/17: JAMESTOWN (1). | 1 |
| ILLEGAL PARKING ATTENDANTS | 28/12/17: CBD (2). | 2 |
| WEEKLY TOTALS | | 69 |

c) Specialist on counterfeit and elicit goods (Prelex Trading) and Law Enforcement Division conducted inspections at shops within Kylemore, Pniel and La Motte and confiscated any counterfeit or elicit products.



Total of goods confiscated:

Robertsons barbecue spice: 445 packets

Robertsons chicken spice: 283 packets

Rajah curry: 480 packets

Golden Star Yeast: 64 packets

Al Fakhër Molasses: 88 packets

Kiwi polish: 77 tins

Law Enforcement concentrated on patrols at open spaces, parks, recreational grounds and municipal flats.

01 December 2017

Complaint attended: Unauthorized event - Idas Valley Sport Grounds. On arrival it was found that entrance to sports ground was locked. Event was temporarily stopped until confirmation has been obtained. Event continued without any incidents.

Patrols at LAP Land. Found all in order.

02 December 2017

The unit received a noise complaint at Langenhoven Street park in Idas Valley of a group of people playing loud music and causing a noise nuisance. The music was turned off and the people left the area.

During the festive lights, a complaint was received of people drinking intoxicating liquor at the river banks. The unit patrolled at the river banks and found a group of young boys' between ages of 16 and 17 coming from the river banks carrying bags on them. The unit checked their bags and found liquor inside them. The unit confiscated the liquor and booked the liquor in at Stellenbosch SAPS.



The unit regularly inspected during festive lights event at the toy museum. During the period of the event, about 9 people were removed. No access to Voorgelegen Park could be obtained due to security fences and gates.

03 December 2017

Patrols at LAP Land. Found all in order.

Patrols at Swaaibrug. Found all in order.

05 December 2017

Patrols at LAP Land. Found all in order.

A vehicle was reported at Devon Valley dumping site used by the driver to sell drugs from inside. Mr. Cyster of the municipal court asked the unit to assist with the information. On arrival, the unit found the vehicle in front of the dumping site but the driver ran away but returned after 5 minutes. With instruction from Mr. Cyster, the vehicle was searched but nothing was found inside. The driver was taken to municipal court where he received a fine for not being in possession of a drivers' license.



Patrols at LAP Land. Found all in order.

Patrols at Rhode Street Flats. Found all in order.

08 December 2017

Patrols at LAP Land. Found all in order.

10 December 2017

Patrols at LAP Land. Found all in order.

Patrols at Kloof Street Flats. Found all in order.

16 December 2017

Patrols at LAP Land. Found all in order.

Patrols at Rhode Street Flats. Found all in order.

18 December 2017

Patrols at LAP Land. Found all in order.

20 December 2017

Patrols at Jonkershoek picnic terrain. Found all in order.

Patrols at LAP Land. Found all in order.

21 December 2017

Patrols at LAP Land. Found all in order.

Patrols at Jonkershoek picnic terrain. Found all in order.

22 December 2017

The unit responded to an accident at Idas Valley sports grounds, where a vehicle went through the walls. The driver wasn't found on arrival. Traffic officers were also on the scene.



23 December 2017

Patrols at LAP Land. Found all in order. 1 male person searched. Nothing illegal found.

Patrols at Swaaibrug. Found all in order.

Patrols at Jonkershoek picnic terrain. Found all in order.

24 December 2017

During inspections at Klein Libertas, the unit arrested 2 male persons that were searched on the premises for possession of dagga and possession of tik.



26 December 2017

Patrols at LAP Land. Found all in order.

27 December 2017

Patrols at LAP Land. Found all in order.

Patrols at Jonkershoek picnic terrain. Found all in order.

28 December 2017

During patrols in Blom Street at the open space next to the Church, two male persons were issued fines for acting as informal parking attendants.

Patrols at Jonkershoek picnic terrain. Found all in order.

Patrols at LAP Land. Found all in order.

30 December 2017

The unit joined Cloetesville SAPS in a joint operation with Combat Unit to execute search warrants at various problematic houses in search for drugs, liquor and illegal firearms.

At Kloof Street Flats C2, a search warrant was executed. Entry to the outside informal structure was gained by demolishing part of the structure. Three male persons were found in possession of drugs and one male person was found in possession of possible stolen property (cables). In total, 29 mandrax tablets and one white bag containing cables and copper pieces were confiscated. The outside structure was further demolished.

31 December 2017

Patrols at Swaabrug. Found all in order.

Patrols at Jonkershoek picnic terrain. Found all in order.



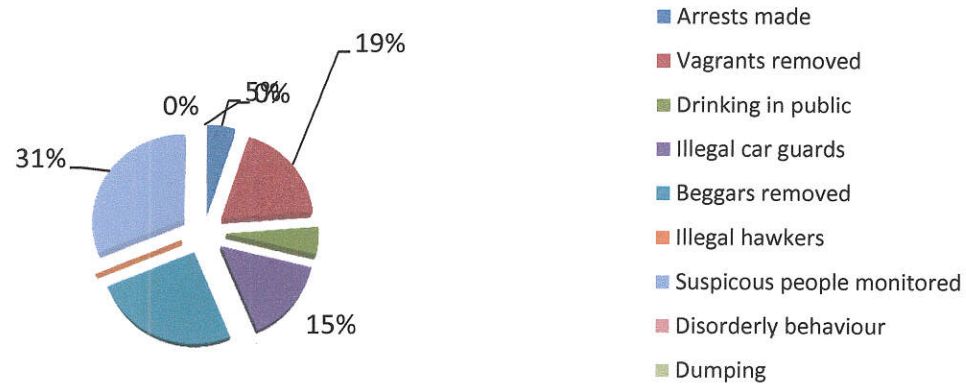
LAW ENFORCEMENT

CCTV STATS

Quarterly report for October, November and December 2017

| LAW ENFORCEMENT CCTV | October | November | December | Total |
|-----------------------------|---------|----------|----------|-------|
| Arrests made | 1 | | | 1 |
| Vagrants removed | 147 | 124 | 97 | 368 |
| Drinking in public | 47 | 53 | 64 | 164 |
| Illegal car guards | 102 | 68 | 50 | 220 |
| Beggars removed | 70 | 129 | 57 | 256 |
| Illegal hawkers | 4 | 6 | 6 | 16 |
| Suspicious people monitored | 75 | 92 | 64 | 231 |
| Disorderly behaviour | | | | |
| Dumping | | | | |
| Car wash | | | | |
| Littering | | | | |
| Suspicious vehicles | 28 | 45 | 53 | 126 |
| Theft out of vehicle | | | | |
| Vehicle thefts | | | | |
| Accidents | | | | |
| Goods convesccated | | 1 | | 1 |
| | | 1 | | 1 |

Law Enforcement CCTV STATS





STELLENBOSCH WC024
 QUARTERLY STATISTICS BY-LAW ENFORCEMENT
 OCTOBER - DECEMBER 2017

| | OCTOBER | NOVEMBER | DECEMBER | TOTAL |
|-------------------------------|---------|----------|----------|-------|
| Arrest | 82 | 21 | 24 | 127 |
| Vagrants removed | 1897 | 473 | 276 | 2646 |
| Drinking in public | 319 | 188 | 73 | 580 |
| Illegal car guard | 1117 | 303 | 165 | 1585 |
| Beggars removed | 1133 | 152 | 151 | 1436 |
| Illegal hawkers | 81 | 17 | 10 | 108 |
| Warnings | 197 | 227 | 117 | 541 |
| Disorderly behaviour | 23 | 38 | 45 | 106 |
| Noise Complaint | 162 | 87 | 45 | 294 |
| 341 notices | 12 | 0 | 0 | 12 |
| Fines issued | 45 | 44 | 20 | 109 |
| Illegal structures demolished | 115 | 33 | 22 | 170 |
| Illegal extensions | 24 | 11 | 3 | 38 |
| Car wash | 3 | 1 | 0 | 4 |
| Goods impounded | 0 | 56 | 29 | 85 |
| Notices served | 4 | 11 | 66 | 81 |
| Others | 1055 | 456 | 342 | 1853 |

