



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2022-07-15

MAYORAL COMMITTEE MEETING
WEDNESDAY, 2022-07-20 AT 10:00

TO The Executive Mayor, Ald G Van Deventer (Ms)
The Deputy Executive Mayor, Cllr J Fasser

COUNCILLORS R Adams
FJ Badenhorst
Z Dalling (Ms)
R du Toit (Ms)
P Johnson
J Joon

L Nkamisa

C van Wyk (Ms)

J Williams

Notice is hereby given that a Mayoral Committee Meeting will be held via **MS Teams** on **Wednesday, 2022-07-20 at 10:00** to consider the attached agenda.

EXECUTIVE MAYOR, ALD GM VAN DEVENTER (MS)

CHAIRPERSON

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2022-07-20
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APPENDIX 1

**Confirmation of
Minutes: Mayoral
Committee Meeting:
2022-06-08**



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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2022-06-08

MINUTES

MAYORAL COMMITTEE MEETING:

2022-06-08 AT 10:00

MINUTES
MAYORAL COMMITTEE MEETING
2022-06-08
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PRESENT: Executive Mayor, Ald GM Van Deventer (Ms) (**Chairperson**)
Deputy Mayor, Cllr J Fassler

Councillors: R Adams
FJ Badenhorst
Z Dalling (Ms)
R du Toit (Ms)
P Johnson
J Joon
L Nkamisa
C van Wyk (Ms)
J Williams

Also Present: Councillor P Crawley (Chief Whip)
Speaker Q Smit
W Petersen (MPAC Chairperson)

Officials: Municipal Manager (G Mettler (Ms))
Director: Corporate Services (A de Beer (Ms))
Director: Community & Protection Services (G Boshoff)
Director: Planning and Economic Development (A Barnes)
Director : Infrastructure Services (D Louw)
Chief Financial Officer (K Carolus)
Senior Administration Officer (B Mgcushe (Ms))

1.	OPENING AND WELCOME
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The Chairperson, Executive Mayor, welcomed everyone present to the Mayoral Committee Meeting.

2.	COMMUNICATION BY THE CHAIRPERSON
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Good morning, Goeiemore, Molweni, Assalamu alaikum;

- I want to start this morning with a quote from Joshua Marine who said “Challenges are what makes life interesting, overcoming them is what makes life meaningful”
- Every day we see our people from various community’s struggle, especially following the devastating effects of the Covid 19 Pandemic.
- I want to again assure all our residents that we are committed to the needs of our Municipality and work tirelessly to ensure that we deliver the best possible services to our residents.

Adam Tas

- I would like to remind residents that the last open day for the Adam Tas Corridor takes place today from 11h00 at 131 Dorp Street.
- This is an amazing project and I’m very excited about this.

Load Shedding

- Ons het laasweek die eerste stel sonpanele wat op munisipale eiendom opgerig is aan geskakel en hoewel hierdie slegs een klein stap is, is dit beslis 'n groot stap in die regte rigting.
- We are sticking to our strict deadlines to save our Municipality from this disaster.

Budget

- I am happy to also report that the Budget was accepted by all political parties on 25 May 2022;
- This speaks volume to council's commitment towards the communities' they were elected to serve;
- This is also a testament to our public participation process, ensuring our residents that we've listened to them and that their inputs inform our budget.

CLOSING

- Walt Disney once said – “Our dreams can come true if we have the courage to pursue them”
- Keep on dreaming, and keep on chasing your dreams;
- Baie dankie, Thank you very much, Enkosi kakhulu.

3.	DISCLOSURE OF INTERESTS
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NONE

4.	APPLICATIONS FOR LEAVE OF ABSENCE
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NONE

5.	CONFIRMATION OF PREVIOUS MINUTES
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The minutes of the Mayoral Committee Meeting held on 2022-05-18 were **confirmed as correct, subject to the correction on page 23 item 7.3.1 the resolution to read as follows:** that the item be referred to a joint section 80 committee of Corporate Services with Protection Services, Infrastructure and Community services for discussion and advise.

6.	STATUTORY MATTERS
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6.1	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR MAY 2022
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Collaborator No: 730950
 IDP KPA Ref No: Good Governance
 Meeting Date: 08 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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2022-06-08: ITEM 6.1

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

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

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

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

7.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)
7.3.1	SALARY AND WAGE INCREASE: IMPLEMENTATION OF SALGBC COLLECTIVE AGREEMENT: YEAR 2

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

08 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 R1011.77 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 56 Managers are excluded from this agreement and therefore will not be receiving an increase from 1 July 2022.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2022-06-08: ITEM 7.3.1

- (a) that Council notes the circular from the SALGBC dated 9 March 2022; and
- (b) that Council takes note 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	Annalene.Debeer@ Stellenbosch.gov.za
REPORT DATE	<i>31 May 2022</i>

7.3.2	RECRUITMENT AND SELECTION POLICY
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Collaborator No:
 IDP KPA Ref No: **Good Governance**
 Meeting Date: **08 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 subcommittee of the LLF had no time to resubmit the policy to the LLF for recommendations to Mayco and Council. The parties in the subcommittee 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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2022-06-08: ITEM 7.3.2

- (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 an opportunity to make final inputs on/before 17 June 2022;

- (c) that should changes be needed due to union inputs these will be submitted to the Council meeting for final approval; and
- (d) that Council approves the revised Recruitment and Selection policy (2022) for implementation from 1 July 2022.

FOR FURTHER DETAILS CONTACT:

<i>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>	Annallene.deBeer@stellenbosch.gov.za
<i>REPORT DATE</i>	1 June 2022

7.3.3	REVISED OVERTIME AND STAND BY POLICY FOR STELLENBOSCH MUNICIPALITY
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

08 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 the 09th and 28th of 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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2022-06-08: ITEM 7.3.3

- (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.

7.3.4	SUBMISSION OF THE DRAFT EMPLOYMENT EQUITY POLICY
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Collaborator No:

IDP KPA Ref No:

Good Governance

Meeting Date:

08 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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2022-06-08: ITEM 7.3.4

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

7.3.5	DRAFT STELLENBOSCH SMART CITY FRAMEWORK
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Collaborator No:

IDP KPA Ref No:

Good Governance

Meeting Date:

08 June 2022

1. SUBJECT: DRAFT STELLENBOSCH SMART CITY FRAMEWORK

2. PURPOSE

To present the draft Smart City Framework for Stellenbosch Municipality for information and consideration of any input.

3. DELEGATED AUTHORITY

For consideration by the Executive Mayor in consultation with the Executive Mayoral committee.

4. EXECUTIVE SUMMARY

Today's Smart City concepts can be characterized best as constructed by ecosystems of collaborating entities—municipalities, engineers, contractors, developers. These teams can deploy one or more applications and gain economies of scale through repeat sales.

The challenge with this approach is that combining one Smart City feature or application with another one, built according to a different ecosystem, confronts a large integration cost. This cost must then be born as a barrier to achieve the benefits. To achieve a "Smart City" means that the data available and degenerated by different companies/organisations should be available to all and in such a format that it can assist the Municipality to manage the affairs better and provide live information to Residents.

The integration cost can sometimes be prohibitive to deployment of a system to an outside person/company. The proposal to enter into a partnership was borne out of attempting to minimise the financial exposure to the Municipality and Taxpayers to ensure that Taxpayer's monies are being responsibly managed and used by the Municipality.

For a Smart City to perform effectively, the system must be able to process and analyse all data from every department across the organisation and some outside organisations. All data must therefore be available on the same platform. The platform will then typically include many micro-services, such as big data, GIS, video analytics, which any business application can utilise. These shared services allow for access to otherwise unaffordable services and simplifies the effort to develop business applications.

Due to the more centralised management of data and applications, changes shall be required in the Municipality to break silos and to have a cooperative and interoperable organisation which performs effectively under usual business condition and operates smoothly when interacting with other departments.

Smart Cities require deployment of interoperable information system components. The components are organized in layers typical of an information system deployment

The Municipality shall explore and implement a Smart City platform of platforms that can provide services and micro services to the business and smart applications. The purpose

of the platform for all shared applications, services and data resides on the same cloud platform. The integration of these services is the only viable way to effectively achieve a proactive and efficient smart city.

EXECUTIVE MAYORAL COMMITTEE: 2022-06-08: ITEM 7.3.5**RESOLVED**

that this item be referred back for refinement and further discussions.

FOR FURTHER DETAILS CONTACT:

<i>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>	2 June 2022

7.3.6	FACILITIES MANAGEMENT PLAN
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Collaborator No:

IDP KPA Ref No:

Good Governance

Meeting Date:

08 June 2022

1. SUBJECT: FACILITIES MANAGEMENT PLAN

2. PURPOSE

To submit a Facilities Management Plan with a focus on internal facilities. (KPI on SDBIP)

3. DELEGATED AUTHORITY

In terms of KPI 52 “A revised* Facility Management Plan must be submitted to the Executive Mayoral Committee”.

***Please note** that there are no existing Facilities Management Plan, so what is submitted to Mayco is not a revised plan, but a Facilities Management Plan. The Plan is submitted for information purposes and is regarded as an operational plan that is a living document and changes annually.

4. EXECUTIVE SUMMARY

In terms of the approved Organogram (Sept 2019) the Properties Management and Municipal Buildings Maintenance Department is responsible for: -

- (a) **Contract Administration** with regard to all municipal land and building (Acquisition-, Management and Disposal of Municipal land and building and rights in such land);
- (b) **Maintenance of municipal buildings;** and
- (c) **Project Management** (Including the initiation, planning; construction and project management) of new buildings and/or alterations/upgrade of municipal buildings.

In order for these functions to be managed/performed on a planned, pro-active basis, rather than on an *ad-hoc* basis, the Department was requested to develop a Facilities Management Plan. The facilities under discussion refer to all facilities that holds municipal offices, Beltana and Klapmuts Multipurpose centre. Two positions were created on the 2019 revised structure to oversee all the maintenance, but none of them have been funded yet and has therefore not been funded. The department was instructed to ensure that when

tenders are put out for the maintenance of a facility, to also provide a 10-year maintenance plan for that facility. It is envisaged that by 2024 we will have a maintenance plan for each facility providing for set time frames for upgrades on the buildings in question. That will provide a better mechanism to determine the money needed and plan for the years' work.

EXECUTIVE MAYORAL COMMITTEE: 2022-06-08: ITEM 7.3.6**RESOLVED**

that this item be referred back for refinement and further discussions.

FOR FURTHER DETAILS CONTACT:

<i>NAME</i>	Annalene de Beer
<i>POSITION</i>	<i>Director</i>
<i>DIRECTORATE</i>	<i>Corporate Services</i>
<i>CONTACT NUMBERS</i>	<i>021-8088018</i>
<i>E-MAIL ADDRESS</i>	<i>Annalene.deBeer@stellenbosch.gov.za</i>
<i>REPORT DATE</i>	<i>2022 -06-03</i>

7.4	FINANCIAL SERVICES: (PC: CLLR P JOHNSON)
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7.4.1	APPROVAL OF DEBT AGREEMENT
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Collaborator No: 730948
IDP KPA Ref No: Good Governance
Meeting Date: 08 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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2022-06-08: ITEM 7.4.1

- (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.

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

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

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

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

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

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

7.11	MUNICIPAL MANAGER
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7.11.1	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 Committee: 2022-06-06 & Mayco: 2022-06-08

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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2022-06-08: ITEM 7.11.1

- (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

7.11.2	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 Committee: 2022-06-06 & Mayco: 2022-06-08

2. 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")

3. 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.

4. DELEGATED AUTHORITY

Council

5. 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

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2022-06-08: ITEM 7.11.2

- (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

7.11.3	REPORT ON A PUBLIC FACILITY MANAGEMENT PLAN FOR THE DIRECTORATE: COMMUNITY AND PROTECTION SERVICES
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Collaborator No:

IDP KPA Ref No:

Meeting Date: **Mayco: 2022-06-08**

1. SUBJECT: REPORT ON A PUBLIC FACILITY MANAGEMENT PLAN FOR THE DIRECTORATE: COMMUNITY AND PROTECTION SERVICES

2. PURPOSE

To report on the finalisation of the Key Performance Indicator D2602, namely updating of a Public Facility Management Plan for the Directorate Community and Protection Services.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

One of the Key Performance Indicators for the Directorate for the 2021/2022 financial year is that a Public Facility Management Plan for the Directorate Community and Protection Services must be compiled. The due date is 30 June 2022. The report has been finalised. The Plan will be attached as Annexure A.

EXECUTIVE MAYORAL COMMITTEE: 2022-06-08: ITEM 7.11.3

RESOLVED

that this item be referred back for refinement and further discussion.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Senior Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>8161</i>
E-MAIL ADDRESS	<i>Albert.vandermerwe</i>
REPORT DATE	

7.11.4	PROPOSED URBAN REVITALISATION OF MILL SQUARE: REQUEST FOR STELLENBOSCH MUNICIPALITY TO UNDERTAKE AN INVESTIGATIVE PROCESS
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Collaborator No:

IDP KPA Ref No: Valley of Opportunities

Meeting Date: Mayco: 2022-06-08

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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2022-06-08: ITEM 7.11.4

- (a) that Council support 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 note that all work in terms of the investigative process will be at the cost of Shoprite Checkers;
- (c) that Council note 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.

8.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR
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NONE

9.	URGENT MATTERS
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10.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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The meeting adjourned at 10:52

CHAIRPERSON:

DATE:

Confirmed on

6.	STATUTORY MATTERS
6.1	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

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

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

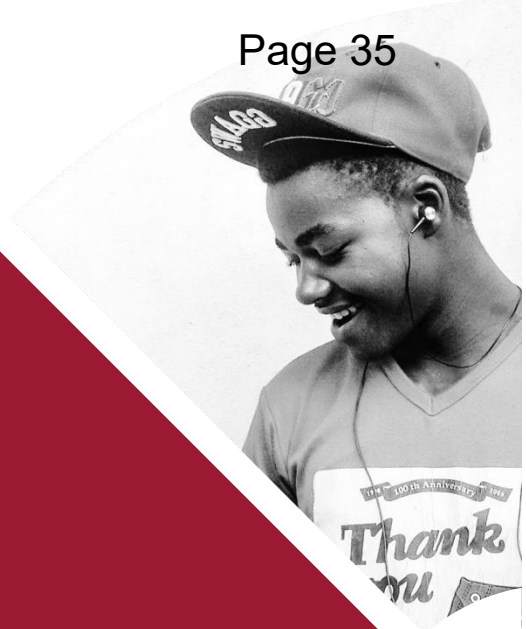
ANNEXURE A



STELLENBOSCH

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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY



**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 to 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, Stellenbosh	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	Extension 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	Cloeteville 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 10Ml 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 Extension 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

6.2	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

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.

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	Kevin.Carolus@Stellenbosch.gov.za
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)	<p>Reject any bid from a bidder –</p> <p>(i) if any municipal rates and taxes or municipal service charges owed by that bidder or any directors to the municipality are in arrears for more than three months;</p> <p>(ii) who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.</p>	Accounting Officer	Bid Adjudication Committee 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)	<p>Cancel a contract awarded to a person if –</p> <p>the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or</p> <p>(i) an official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of the contract that benefited that person.</p>	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
38(1)(g)	<p>Reject the bid of any bidder if that bidder or any of its directors –</p> <p>(i) has abused the supply chain management system of the municipality or has committed any improper conduct in relation to such system;</p>	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	IMPLE- MENTED	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
	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

6.3	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

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.

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: 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)(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	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
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
	<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

6.4	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

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

6.8 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.

6.9 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

6.4 Legal Implications

The regulation applicable is:

GNR.868 of 30 May 2005: Municipal Supply Chain Management Regulations: Deviations from and ratification of minor breaches of, procurement processes.

6.5 Staff Implications:

No staff implications

6.6 Previous / Relevant Council Resolutions:

None

6.7 Risk Implications

That the market may not be tested.

The measures in place to deal with deviations mitigate the risk to an acceptable level. The auditor general also audit the deviations during the yearly audit

6.8 Comments from Senior Management:

The item was not circulated for comment except to Municipal Manager

6.8.1 Municipal Manager

Supports the recommendations.

FOR FURTHER DETAILS CONTACT:

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

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

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

7.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)
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7.3.1	SECURITY OF TENURE FOR STELLENBOSCH GOLF CLUB
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

20 July 2022

1. SUBJECT: SECURITY OF TENURE FOR STELLENBOSCH GOLF CLUB

2. PURPOSE

To inform Council of a request received from the Stellenbosch Golf Club.

3. DELEGATED AUTHORITY

For decision by Municipal Council.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality resolved on 15 April 1991 to lease erven 16530, 16529 and 16531 Stellenbosch to the Stellenbosch Golf Club for a period from 1 April 1991 to 31 March 2041 for R100 per year. A copy of the rental agreement is attached as **APPENDIX 1**. With escalations the rental for 2021/22 financial year was R174 428.32.

The Golf Club has requested the municipality for security of tenure and has made three proposals:

1. Selling the three properties to the Golf Club at a market related price;
2. Entering into a public private Partnership;
3. An extension of the lease agreement that currently would expire in 2041.

A copy of the request is attached as **APPENDIX 2**.

Any actions in regard to the erven will have to follow the provisions of the Asset transfer regulations and the forming of a public private partnership has its own requirements in terms of the MFMA. All of these provisions involve public participation processes before a final decision can be taken.

5. RECOMMENDATION

For Consideration

6. DISCUSSION / CONTENT

6.1 Background

6.1.1 Current Lease Agreement

Stellenbosch Municipality concluded a Lease Agreement in relation to erven 15629, 15630 and 15631 for a period from 1 April 1991 to 31 March 2041 with the Stellenbosch Golf Club for a rental amount of R100 per year. A copy of the rental agreement is attached as **APPENDIX 1**. The extend of the properties is approximately 71 341m².

6.2. DISCUSSION

6.2.1 Request for security of tenure

The golf Club has requested security of tenure and have made three proposals in this regard:

- a) Selling the three properties to the Golf Club at a market related price;
- b) Entering into a public private Partnership;
- c) An extension of the lease agreement that currently would expire in 2041.

A copy of the request is attached as **APPENDIX 2**.

6.2.2 Legal requirements

6.2.2.1 Asset Transfer Regulations (ATR)

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

- (1)a) The accounting officer has, in terms of Regulation 35, concluded a public participation process* regarding the proposed granting of the right; and
 - b) The municipal Council has approved in principle that the right may be granted.
- 2) Sub-regulation (1)(a) must, however be complied with only if:
 - a) the capital asset in respect of which the proposed right is to be granted has a value in excess of R10m; and
 - b) a long term right is proposed.

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

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

Further, in terms of Regulation 41 (1), if approval in principle has been given in terms of regulation 34 (1)(b) or 37 (1) (b), that the right to use, control or manage a capital asset may be granted, the relevant municipality may grant the right only in accordance with the disposal management system* of the municipality, irrespective of:-

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

Council owned property is deemed to be the Municipality's disposal Management policy.

However, in terms of sub-regulation (2) (e), the disposal management system does not apply to the granting of a right to use, control or manage a capital asset if such right is granted to another organ of state, provided that the capital asset is determined by resolution of the council of the municipality, to be surplus to the requirements of the municipality.

The Municipal Financial Management Act has its own requirements in regard to Public Private Partnerships which involves studies to make a determination in terms of section 78 and several very formal processes that will be explained when council decide which of the options they will consider, if any.

6.3 Financial Implications

The rental agreement stipulates an amount of R100 a year. The rental they paid for the 3 erven in the 2021/2022 financial year was R174 428.32.

The municipal valuation is R7 200 000.00. A copy of the latest valuation is attached as **APPENDIX 3**.

6.4 Legal Implications

Each of the proposals has legal implications some of which has been discussed in 6.2 above. Pending on the option council wants to consider, if any, the legal implication swill be discussed in further detail.

6.5 Staff Implications

No additional staff implications.

6.6 Risk Implications

Risks is addressed in the item content.

6.7 Comments from Senior Management

The item has not yet been circulated for comment.

- ANNEXURES:**
- Appendix 1: Lease Agreement**
 - Appendix 2: Request for security of tenure**
 - Appendix 3: Municipal valuation**

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	12.07.2022

APPENDIX 1

- B O R G A K T E -

STELLENBOSCH GOLFklub

t. g. v.

MUNISIPALITEIT VAN STELLENBOSCH

MUNISIPALITEIT VAN STELLENBOSCH

t. g. v.

STELLENBOSCH GHOLFKLUB

- B O R G A R T E -

de betaal deur halfjaarlijkse paalemente ooreenkomstig
die kapitale bedrag van £3500 en die rente daarop terug
namens en ten behoewe van die Klub, belowe hiermee om
datum van ondertekening, en ons, handelende hierin
(vyf en drie-kwart persent) rente daarop gereken vanaf
Klub en werklik deur die Klub ontvang, tesame met 5 1/2%
geleen en voorgeskiet deur die Munisipaliteit aan die
die Munisipaliteit verskuldig is synde kontantgeld
bedrag van £3500 (DRIE-DUISEND VYFHONDERD POND) aan
lik daartoe gemagtig, hiermee erken dat die Klub die
heid as Voorstiter en Sekretaris van die Klub, behoer-
en JOHANNES STOCKENSTRÖM FRANZSEN, in ons hoedanig-
en ERNEST ALFRED BLOMMARTE

1.

DAT ONS, die ondergetekendes, ERNEST ALFRED BLOMMARTE
en JOHANNES STOCKENSTRÖM FRANZSEN, in ons hoedanig-
heid as Voorstiter en Sekretaris van die Klub, behoer-
lik daartoe gemagtig, hiermee erken dat die Klub die
bedrag van £3500 (DRIE-DUISEND VYFHONDERD POND) aan
die Munisipaliteit verskuldig is synde kontantgeld
geleen en voorgeskiet deur die Klub ontvang, tesame met 5 1/2%
Klub en werklik deur die Klub ontvang, (vyf en drie-kwart
persent) rente daarop gereken vanaf datum van ondertekening,
namens en ten behoewe van die Klub, belowe hiermee om
die kapitale bedrag van £3500 en die rente daarop terug
te betaal deur halfjaarlijkse paalemente ooreenkomstig

DERHALWE getuig hiermee:

Munisipaliteit aan die Klub;

as borg te teken vir die bedrag geleen te word deur die

EN NADEMAAL sekere lede van die Klub bereid is om

Lening;

teft deur die Klub verskat word vir die bedrag van die

en aan die spesiale voorwaarde dat bevrëdigende sekuri-

gemelde Klub te leen onderworpe aan sekere voorwaardes

bedrag van £3,500 (DRIE-DUISEND VYFHONDERD POND) aan

EN NADEMAAL die Munisipaliteit bereid is om die

die Gholftbaan te finansieer;

in Lening om sekere voorgestelde werke ten opsigte van

VAN STELLENBOSCH (hierna die Munisipaliteit genoem) vir

Klub genoem) aansoek gedoen het by die MUNISIPALITEIT

NADEMAAL die STELLENBOSCH GHOLFklub (hierna die



W. J. van der Merwe

[Signature]

[Signature]

[Signature]

[Signature]

GEDATEER te STELLENBOSCH hierdie 60^e dag van SEPTEMBER 1958.

As Getuies: (1) (2)

[Signature]

Sekretaris

Boordeliter

[Signature]

GEDATEER te STELLENBOSCH hierdie 6^e dag van SEPTEMBER 1958.

As Getuies: (1) (2)

R. A. Hoffmeyer

bekend verklaar.

met die volle krag en waarde waarvan ons onself ten volle die regsekspeptes "ordinis seu excussionis et divisionis"

EN ons doen hiermee afstand van al die voordele van

tinge in terme van hierdie skuldbrief.

vir die behoorlike nakoming van die klub se verplig-

Munisipaliteit tesame met die rente daarop asook

VYFHONDERD POND) verskuldig deur die klub aan die

van die gemelde bedrag van £3500 (DRIE-DUISEND

skuldenare in solidum vir die behoorlik betaling

wel as afsonderlik as borge en mede-prinsipale

hiermee waarborg en onself blind gesamentlik so-

JOHANNES VOSTOO en DIRK WILLEM RYK HERTZOG,

WILLIE PERRET, ERNEST ALFRED BLOMMARET, GERHARDUS

2. DAT ons, die ondergetekendes, LOUIS HOFFMEYER,

(Get.) ?

- (a) In Plan van die Gholflub se skoonvelde wat die verdere delingsstelsel duidelik aantoon asook die dam en pomp-huis - hersende hoogtepelle moet ook gewys word.
- (b) In Plan van die voorgestelde dam met lengte en tipiese dwars-profiel en wat ook besonderhede van oortoo aantoon.

3. Hierdie magtiging is verder onderwerp aan die voorwaarde dat die volgende inligting verstrek word voordat in aanvang met die skema gemaak word:

2. Aangesien dit dikwels gebeur dat weens misverstand en andersins, sportliggame dit moeilik vind om die rente- en delingspaasamente op voorskote van hierdie aard by te bring, word dit aan die hand gedoen dat die saak deeglik ondersoek word en dit duidelik aan die Gholflub gestel word en dat die Raad homself tevrede stel dat die Klub uit genoeg welgestelde lede bestaan wat die betrokke koste sal kan dra.

(v) die voorgestelde werk uitgevoer word tot bevrediging van die Raad.

(iv) die Raad in behoorlike ooreenkoms met die Stellenbosch Gholflub aangaan wat voorsiening maak vir die terugbetaling van die lening en die verskaffing van voldoende sekuriteit in verband daarmee; en

(iii) die bedrag van £3,500 wat uit Algemene Rekening aan die Klub geleen word, aan laasgenoemde rekening deur grondverkoopings-rekening beskikbaar gestel word op in leningsbasis, teen dieselfde voorwaardes van terugbetaling as die van die lening aan die Klub;

(ii) die Stellenbosch Gholflub aan die Raad sodanige geljke jaarlikse of half-jaarlikse paasamente betaal as wat voldoende sal wees om die lening tesame met alle rente daarop binne tydperke van 15 en 7 jaar ten opsigte van bedrae van £3,000 en £500, onderskeidelik, of die oorblywende tydperk van die huurkontrak, watter ookal die kortste is, uit te wis;

(i) die rentekoers op die lening $5\frac{3}{4}\%$ per jaar bedra;

1. Met verwysing na u brief nr. 24.1 van 20 November 1957, het die Administrateur-magtiging aan u Raad verleen, kragtens artikel 28(d) van Ordonnansie nr. 19 van 1951, om in bedrag van £3,500 aan die Stellenbosch Gholflub te leen vir die aanbring van in besproeiingsstelsel op die grond wat van die Raad verhuur word, op voorwaarde dat -

Die Stadsklerk,
STELLENBOSCH.

VOORGESTELDE VOORSKOT VAN £3,500 VIR GRONDVERKOPINGSREKENING AAN DIE GHOFLUB.

24 Desember 1957.

Provinsiale Gebou,
Waalstraat,
KAAPSTAD.

PROVINSIALE ADMINISTRASIE VAN DIE KAAP DIE GOEBIE HOOP

AFSKRIJF/ES.
AA.105/12/13.

MUNISIPALITEIT VAN STELLENBOSCH

t.g.v.

STELLENBOSCH GOLFKLUB

- B O R G A K T E -

JULIE 1962.

GETEKEN te STELLENBOSCH OP HIERDIE 24ste dag van

aangeneh.

Klub se verpligtinge in terme van die skuldbewys hierby
rente daarop asook vir die behoortlike nakoming van gemelde
aan die MUNISIPALITEIT VAN STELLENBOSCH tesame met die
DUISEND RAND) verskuldig deur die STELLENBOSCH GOLFklub
behoortlike betaling van die bedrag van R7,000.00 (SEWE
as borg en mede-prinsipale skuldenaar in solidum vir die
NOU DERBAALWE verbind ek ANDRIES CHARLES CILLIERS my

verbind,

weg, Stellenbosch, bereid en gewillig is om hom aldus te
EN NADEMAAL ANDRIES CHARLES CILLIERS van Jonkershoek

borg in sy plek verskat moet word;

MUNISIPALITEIT VAN STELLENBOSCH verlang dat 'n ander

EN NADEMAAL LOUIS HOFMEYR oordele is en die

LOUIS HOFMEYR
WILLIE PEREL
ERNEST ALFRED BLOMBAERT
GERHARDUS JOHANNES VOSLOO
en
DIRK WILLEM RYK HERTZOG;

voormelde bedrag ni:

medeprinsipale skuldenaar verbind het vir betaling van
EN NADEMAAL die volgende persone hulle as borge en

geteken het op 6 September 1958 vir 'n bedrag van R7,000.00
ten gunste van die MUNISIPALITEIT VAN STELLENBOSCH;

NADEMAAL die STELLENBOSCH GOLFklub 'n skuldbewys

BORGAKTE



Die HUURDER sal geregtig wees om gedurende die huurtermyn in klousule 1 bepaal die water wat as gevolg van sodanige

3.

Die VERHUURDER onderneem om alles te doen, of te laat doen, om 10 ha van die EIENDOM, of sodanige gedeelte wat goedgekeur mag word, soos uitgewys tussen die partye, kragtens die ooreenkoms van nywerheidswater te laat voorsien.

2.

Die VERHUURDER verhuur hiermee aan die HUURDER die eiendom, wat deur die HUURDER in huur aangeneem word, vir 'n tydperk wat begin op die eerste (1) dag van April 1991 en afsluit op die 31ste dag van Maart 2041 dog is steeds onderworpe aan die bepaling van subklousules 4.4 (laat betaling), 13.1 (sessie), klousule 20 (opsegging) en die bepaling van Bylae B hiervan.

TERMYN VAN VERHUURING

1.

NOU DERHALWE KOM DIE PARTYE ONDERLING SOOS VOLG OORREEN

EN NADemaal die verhuuring van die EIENDOM aan die HUURDER onder voorwaardes van DIE OOREENKOMS op 'n vergadering van die Stadsraad gehou op 1991-05-14 (item 5.1.B) goedgekeur is.

EN NADemaal die HUURDER begierig is om die EIENDOM te huur en om die water wat as gevolg van sodanige ooreenkoms ten-opsigte van die verhuurde eiendom verkry word, op die verhuurde eiendom aan te wend. van die ooreenkoms waarvan aan die HUURDER bekend is.

EN NADemaal die VERHUURDER begierig is om die EIENDOM aan die HUURDER te verhuur vir die nutsluitlike gebruik van 'n ghoifbaan en klub-fasiliteite en om 'n gedeelte van die verhuurde eiendom van nywerheidswater te voorsien kragtens 'n ooreenkoms of ooreenkomste tussen die VERHUURDER en die Departement van Waterwese en Bosbou en/of die Helderberg Besproeiingsraad (DIE OOREENKOMS), die terme en voorwaardes

- 4.1 HURDERSKOSTE, KOSTE VAN WATER, MUNISIPALE BELASTING
- 4.1 Die HURDER betaal voor of op die eerste dag van Augustus 1991 by die kantoor van die Stadstoesourier die huurgeld vir die bedrag van R100,00 (EENHONDERD RAND) (welke bedrag bereken is vir die tydperk vanaf die datum waarop die ooreenkoms 'n aanvang neem tot die 31ste dag van Maart wat daarop volg) en daarna jaarliks vooruit voor of op die 31ste dag van Maart van elke daaropvolgende jaar die huurgeld plus verhoging soos bereken volgens die voorwaardes wat as Bylae B hierby aangeheg is.
- 4.2 Die HURDER sal verder aanspreeklik wees om op aanvraag deur die VERHUURDER die volgende bedrae aan die VERHUURDER, of sy genomineerde, te betaal, naamlik:
- 4.2.1 enige en alle belastinge en vorderings gehet te word deur die Helderberg Besproeiingsraad wat juridiksie het oor die verhuurde eiendom. Die Departement van Waterwese en Bosbou, of enige ander owerheidsliggaam, vir of ten opsigte van, maar nie uitsluitend nie -
- 4.2.1.1 basiese bydrae vir rente en delging van die beoogde nywerheidswatervoorsiening;
- 4.2.1.2 administratiewe koste;
- 4.2.1.3 verpligte bydraes ten opsigte van 'n reservefonds;
- 4.2.1.4 verpligte bydraes tot die Waternavorsingsraad;

heffing sowel as die eiendomsbelasting en/of diensgelde deur die

Die HURDER sal aanspreeklik wees om enige wettlike verpligte 4.6

vorder nie.

HURDER skuld of verskuldig aan word, geregteelik van hom te generwyse die reg van die VERHURDER om enige bedrag wat die vanaf die vervaldatum te vereffen, en so 'n kanselleering aftekteer of gelde verskuldig kragtens klousule 4.1, en 4.2 binne sewe dae indien die HURDER sou versum om enige verskuldigde huurgedelde kanselleer, sonder enige voorafgaande skriftelike kennisgewing, HURDER die reg voorbehou om hierdie ooreenkoms summier te Dit is 'n spesiale voorwaarde van hierdie ooreenkoms dat die VER-

4.5

bepaal ten opsigte van elke maand of gedeelte daarvan.

daarvan of enige ander toepaslike Ordonnansie van tyd tot tyd sie, Ordonnansie nr 20 van 1974, of enige verandering of wysiging teen die standaardrentekoers, soos deur die Munisipale Ordonnansie onderworpe aan 'n rente wat maandeliks vooruit bereken sal word opsigte van enige jaar, indien die VERHURDER dit aanvaar, is wat na die vervaldatum deur die HURDER aangebied word ten Enige huurgedelde of gelde verskuldig kragtens klousule 4.1 en 4.2

4.4

DER verskuldig is, opvallende foute en weglatings uitgesluit.

as afdoende stawende bewys van die bedrag wat deur die HUR- Besproeiingsraad en/of die Departement van Waterwese en Bosbou Die VERHURDER beskou die voorlegging van 'n rekening van die

4.3

opgele word.

sproeiingsraad of die Departement van Waterwese en Bosbou voorlopige uitgawes en tussentydse heffings wat deur die Be-

4.2.2

deur voormelde liggame.

vorderings, van welke aard en omvang ookal gehet enige en alle belastinge of ander heffings of

4.2.1.6

partement van Waterwese bepaal; en

kosse van water soos van tyd tot tyd deur die De- die Besproeiingsraad en bereken teen die aankoop- koste van die gelewerde water soos gemeter deur

4.2.1.5

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Die HURDER moet die geskrewe toestemming van die VERHURDER vooraf verkry vir die verwydering van enige bome, wingerde en dergelike verbeteringe op 'n terrein wat hy vir verbouing nodig het, en as sodanige toestemming verleen word, behou die VERHURDER die reg voor om oor die hout vir sy eie voordeel te beskik.

7.2

Alle bome, wingerde of dergelike verbeteringe op die verhuurde perseel bly die eiendom van die VERHURDER en mag nie deur die HURDER beskuldig of verwyder word nie.

7.1

BESKERMING VAN BOME

7.

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

MYN- EN ANDER REGTE

6.

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

STREEKSDIENSTERAADHEFFING

5.

Stadsraad op die EIENDOM gehef te betaal, onderworpe aan die voorwaardes en vereistes soos bepaal mag word in terme van die toepaslike wetgewing of die Munisipale Ordonnansie, Ordonnansie of nr 20 van 1974, of enige verandering of wysiging daarvan, of enige ander toepaslike Ordonnansie.

- 9.1 Die HURDER onderneem om die EIENDOM op 'n versigtige en sorgsame wyse, te gebruik en ook om verswakking van die natuurlike vrugbaarheid en kwaliteit van die grond teen te werk.
9. GRONDBEWARING
- 8.4 Die HURDER onderneem om alle strome, fonteine of opgaardamme teen besedeeling te beskerm, en om sodanige instruksies uit te voer as wat die VERHURDER periodiek te dien einde mag uitreik.
- 8.3 Die VERHURDER behou die reg voor om water op die EIENDOM op te gaar of om die gebruik van water uit fonteine of strome te beperk, indien sodanige opgaring of beperking na sy mening noodsaaklik is ter beskerming van die regte van derde partye.
- 8.2 Die HURDER onderneem om nie met fonteine of met die natuurlike vloei van oppervlakte afloopwater in te meng nie deur kanale, vore of damme te bou of om enige ander werke uit te voer sonder die voorafverkreë skriftelike toestemming van die VERHURDER nie, en vir die toepassing van hierdie subklousule is 'n opinie van die betrokke Staatsdepartemente en/of onderafdelings daarvan bindend en final.
- 8.1 Die VERHURDER waarborg geen voorraad van oppervlakte- of ondergrondse water nie.
8. WATERBRONNE
- 7.4 Die VERHURDER behou die reg voor om self enige bome op die eiendom wat nie deur die HURDER aangeplant is nie, te kap en te verwyder, en hiervoor het hy vrye toegang tot die eiendom.
- 7.3 Die VERHURDER behou die reg oor om deur sy amptenare periodieke inspeksies van bome, en ander verbeteringe op die eiendom uit te voer en om sodanige stappe ter beskerming daarvan te doen as wat hy nodig mag ag.

- 11.1 Die HURDER onderneem om die uiterste sorg uit te oefen ter beskerming van die EIENDOM teen veldbrande, en die VERHURDER kan vereis dat die HURDER op sy eie koste sodanige brandpaaie bou as wat die VERHURDER nodig mag ag.
11. BRANDBESTRYDING
- 10.2 Die VERHURDER behou die reg voor om sodanige stappe as wat hy dienlik mag ag, te doen ter verwydering van dergelike ge-proklameerde onkruid, en wel op die koste van die HURDER in-geval laasgenoemde versum om dit op die VERHURDER se versoek te doen.
- 10.1 Die HURDER onderneem om die EIENDOM van skadelike gewasse skoon te hou.
10. SKADELIKE GEWASSE
- 9.5 Die HURDER onderneem om toe te sien dat geen vuilis, rommel of afval op die EIENDOM gestort word nie.
- 9.4 Die HURDER onderneem om geen sand, grond, gruis, klip of ander grondstof vanaf die EIENDOM vir verkoping of gebruik el-ders te verwyder nie.
- 9.3 Die VERHURDER behou die reg voor om sodanige werke uit te voer as wat hy nodig mag ag vir die bestryding van gronderosie, en wel op die koste van die HURDER as laasgenoemde versum om dit op die VERHURDER se versoek te doen.
- 9.2 Die HURDER onderneem om gronderosie teen te werk en om stiptelik uitvoering te gee aan die bepaling van enige grondbe-waringskema wat volgens wet op die EIENDOM van toepassing mag wees, en te dien einde behou die VERHURDER die reg voor om periodieke instruksies uit te reik.

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

13. ONDERVERHUURINGS, SESSIES OF OORDRAGTE, ENS

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

12.1 Die HURDER is verantwoordelik vir die oprigting en koste van enige omheining wat hy vir die beskerming van sy onderneming op die EIENDOM nodig mag ag. Geen muur of ander struktuur wat 'n negatiewe impak op die omgewing mag hê sal op die grens met die Tegnopark deur die HURDER opgerig word nie.

12. OMHEINING

11.2 Die HURDER is aanspreeklik vir vergoeding aan die VERHUURDER vir enige uitgawe aangegaan om brande te voorkom of te blus. Brandskade aan bome of ander plante op die EIENDOM wat aan die VERHUURDER behoort word deur 'n taksateur wat deur die VERHUURDER aangestel en wie se bevinding bindend is, aangesaan, en aan die VERHUURDER deur die HURDER vergoed.

14.2 Geen nuwe gebou, struktuur of ander permanente verbetering sal op die EIENDOM aangebring, opgerig of uitgevoer word sonder die voorafverkreepte skriftelike toestemming van die VERHUURDER nie, en sonder dat bouplanne ten opsigte van sodanige verbeteringe vooraf deur die VERHUURDER goedgekeur is nie en laasgenoemde kan gelas dat sodanige gebou, struktuur of verbetering wat inderdaad sonder sy skriftelike goedkeuring en toestemming

14.1 Enige gebou of strukturele verbeteringe wat op die EIENDOM by die aanvang van die huurooreenkoms bestaan, of mettertyd gedurende die huurtermyn opgerig mag word, sal deur die HUURDER op sy eie koste hetsy binne of buite in 'n goeie toestand gehou word en wel tot die bevrediging van die VERHUURDER en indien die HUURDER versum om dit te doen kan die VERHUURDER sodanige reparasies as wat hy nodig mag ag, laat aanbring terwyl die HUURDER vir die uitgawe aanspreeklik bly.

14. GEBOUE EN STRUKTURELE VERBETERINGE

13.4 Verandering van die beherende aandeelhouding of verandering van ledebang, direkteure of Trustees vir 'n Maatskappy, Beslote Korporasie of 'n Trust wat 'n HUURDER is, word geag 'n on-derverhuuring te wees.

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

13.2 Die VERHUURDER kan 'n sertifikaat as bewys vereis dat die maatskappy wat 'n HUURDER is, wel as 'n maatskappy geregistreer is.

opgerig, aangebring of gebou is deur die HURDER op sy eie koste verwyder word.

14.3 Goedgekeurde verbeteringe van 'n permanente aard sal deur die HURDER op sy eie risiko aangebring of opgerig word.

14.4 Die VERHURDER sal enige geboue of ander verbeteringe wat by die aanvang van die huurtermyn op die EIENDOM is teen skade verseker en sodanige versekering instand hou, met dien verstande dat die HURDER verantwoordelik sal wees vir die volle kostes verbonde aan sodanige versekering, en die VERHURDER sal derhalwe die premies direk van die HURDER vorder.

14.5 Indien die VERHURDER kontant van 'n versekeringsmaatskappy sou ontvang ter vergoeding van 'n eis ten opsigte van skade aan enige verbetering op die EIENDOM soos in subklousule 14.4 van hierdie ooreenkoms genoem, kan hy die verbetering herstel of die kontant hou, na gelang hy dit dienlik ag.

14.6 Behuising kan, met behoud van die bepalinge van subklousules 14.1, 14.2, 14.3 en 14.4 van hierdie ooreenkoms aan werkers wat die HURDER op die EIENDOM in diens het, met inbegrip van hul onmiddellike afhanklikes, op die EIENDOM voorsien word, onderworpe aan die voorafverkreë skriftelike toestemming van die VERHURDER, en die stiptelike nakoming van die bepalinge en vereistes van die toepaslike wetgewing met betrekking tot behuising.

Enige plakkery op die EIENDOM is ten strengste verbode.

14.7 Die HURDER sal geen reg of aanspraak he of vergoeding kan eis ten opsigte van verbeteringe, met inbegrip van landboukundige verbeteringe wat tydens die huurtermyn op die EIENDOM aangebring is nie, en die VERHURDER behou die reg voor om, by beëindiging van hierdie ooreenkoms ingevolge die bepalinge van klousule 3, subklousules 4.4, 20.1.1, 20.1.2 en 20.2 of andersins volgens sy eie diskresie en goeddunke te besluit of die VERHURDER bereid is om die HURDER enigins te vergoed vir sodanige verbeteringe. Voorts kan die VERHURDER in die alternatiewe

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toestem tot die verwydering van enige verbetering binne 'n tydperk soos deur die VERHUURDER voorgeskryf, by gebreke waarvan die HUURDER enige reg op verwydering van sodanige verbetering of enige verdere aanspraak van water aard ook sal verbeur, ten gevolge waarvan die betrokke verbetering sonder enige aard van vergoeding die EIENDOM van die VERHUURDER word.

15. BAKENS
 15.1 Deur die huurooreenkoms te onderteken erken die HUURDER dat hy bewus is van die werklike ligging van alle bakens wat die EIENDOM se grense bepaal en enige onkunde of misverstand aan sy kant in hierdie verband raak nie die geldigheid van die huurooreenkoms of maak hom nie geregtig tot 'n vermindering van die huurgeld of tot kompensasie en enige vorm nie.
 15.2 Indien enige bakens wat die grense van die EIENDOM bepaal na ondertekening van hierdie ooreenkoms nie gevind kan word nie, is die HUURDER aanspreeklik vir alle opmetings- en ander kostes verbonde aan die herplasing van sodanige bakens.




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

17. INSPEKSIES
 Die gemagtigde amptenare van die VERHUURDER kan te eniger tyd die EIENDOM betree om sodanige inspeksies as wat hulle nodig

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- indien die HURDER versum om enige voorwaarde of bepaling ten opsigte van hierdie ooreenkoms na te kom; of
- 20.1.1
- ooreenkoms beëindig -
- skriftelike kennisgewing op die HURDER gedien is, hierdie wysing na die bepaling van klousule 4 hiervan, en nadat 'n bepaling of veristes van hierdie ooreenkoms, met spesifieke ver- Die VERHURDER kan, sonder om afbreuk te doen aan enige 20.1
- OPSEGGING EN BEÏNDIGING VAN HUUROOREENKOMS
- 20.
- verhuur word sal verkry nie.
- 19.2 Die HURDER erken hiermee dat hy geen aanspraak op eien- domsreg by wyse van verjaring ten opsigte van die EIENDOM wat of gebruik deur die HURDER beskikbaar is nie.
- 19.1 Die huur is onderworpe aan enige erfdiensbaarheid wat aan die EIENDOM kleeft, en as dit te eniger tyd sou blyk dat die VER- HURDER nie daartoe geregtig was om die EIENDOM of enige deel daarvan te verhuur nie, het die HURDER geen eis vir skadever- goeding behalwe dat die huurgeld *pro rata* verminder word ten opsigte van daardie deel van die EIENDOM wat nie vir okkupasie 19.
- ERFDIENSBAARHEID EN VERJARING
- 18.
- ADVERTENSIE TEKENS
- Die HURDER sal geen advertensietekens hoegenaamd op die EIEN- DOM oprig nie, en sal ook nie toelaat dat sulke tekens operig word sonder die voorafverkreë skriftelike toestemming van die VERHURDER nie.
- mag ag, uit te voer en om vas te stel of die voorwaardes en bepalinge van die huurooreenkoms stipptelik nagekom word.

- vanaf vestigings- tot huuropseesingsdatum bereken word:
- aanbring is (pypleiding, kliepe, krane en meters), wat soos volg:
- direkte gevolg van die vooriening van die nywerheidswater van die gepardgaande noodsaaklike infrastruktuur, wat as 'n 4.2.1 bepaal word en geregtig wees op vergoeding van die koste geskeld word van alle oorblywende verpligtinge soos in paragraaf Wanneer subklousule 20.1.5 toegepas word sal die HURDER kwy-
- 20.3 DER geges is, hierdie ooreenkoms beëindig.
- 20.2 gewing van ses (6) maande deur die HURDER aan die VERHUR- of vereiste van hierdie ooreenkoms en nadat 'n skriftelike kennis- die HURDER kan, sonder om afbreuk te doen aan enige bepaling word.
- kennisgewing deur die VERHURDER in heroorweging geneem sal gebreke waarvan die toegestane grasiëperiode sonder verdere die VERHURDER in hierdie verband mag stel moet voldoen, by en vereistes van hierdie ooreenkoms, of ander voorwaardes wat dat die HURDER gedurende die grasiëperiode aan al die bepalinge en 20.1.5 geneem aan die HURDER verleen word, op voorwaarde jaar in die gevalle soos in subklousules 20.1.1; 20.1.2; 20.1.3; 20.1.4 met dien verstande dat 'n grasiëperiode van hoogstens een (1) ingesluit is, benodig word:
- 20.1.5 indien die EIENDOM in sy geheel of gedeeltelik vir *bona fide* munisipale doeleindes, waarby dorpsigting 1979-07-20, soos gewysig, optree; of
- 20.1.4 indien die HURDER teenstrydig met enige bepaling van die Dorpsaanlegskemaregulasies van die Munisi- paliteit van Stellenbosch afgekondig by PK 73 van oorlas vir ander uitmaak; of
- 20.1.3 indien die VERHURDER daarvan oortuig is dat die HURDER deur sy handeling op die EIENDOM 'n woordelike wyse benut; of
- 20.1.2 indien die VERHURDER daarvan oortuig is dat die HURDER die grond en op onbehoorlike of onverant-

Alle kostes wat deur die VERHUURDER aangegaan is vir die voor-
 bereiding en opstel van hierdie ooreenkoms, plus die koste van
 die verhuuringsadverteensie, opmetingskoste en ander toevallige uit-
 gawes sal deur die HUURDER gedra word, en die HUURDER kan nie
 die korrektheid van die bedrag wat deur die VERHUURDER in
 hierdie verband geëis word, betwis nie. Die Huurooreenkoms sal
 slegs op die uitdruklike versoek van die HUURDER en op sy koste
 notarieel verly en in die Aktekantoor geregistreer word. Die
 HUURDER moet in sodanige geval 'n deposito betaal soos deur die
 VERHUURDER bepaal ten opsigte van die kostes hierbo vermeld.

22. KOSTE VAN OOREENKOMS

Die HUURDER onderneem hierby om die VERHUURDER te vrywaar
 en gevrywaar te hou teen alle gedinge, stappe, eise, vorderings,
 koste, skadevergoeding en uitgawes wat gehel, gebring of gemaak
 mag word teen die VERHUURDER of wat die VERHUURDER mag be-
 taal, opdoen of aangaan as gevolg van enige handeling aan die
 kant van die HUURDER, sy werknemers of persone wat onder sy
 beheer handel.

21. SKADELOOSSTELLING

bedrag betaalbaar ten opsigte van infrastruktuur is gelyk aan die
 historiese vestigingskoste - toigens die gemiddelde waardasie van
 twee onafhanklike buitestaanders wat vir die VERHUURDER aan-
 vaarbaar is - minus die waardevermindering wat in gelyke
 paaiemente oor twintig (20) jaar bereken is. Koste vir voorleg-
 ging ter stawing van eise deur HUURDER en alle uitgawe verbonde
 aan die aanstelling van buitestaanders berus by die HUURDER.

23. ARBITRASIE

23.1 Enige geskil wat te eniger tyd tussen die partye mag ontstaan in verband met enige aangelentheid voortspruitende uit hierdie ooreenkoms, sal onderwerp word aan en besleg word deur arbitrasie.

23.2 Iedere sodanige arbitrasie moet plaasvind te Stellenbosch;

23.2.1 op 'n informele summere wyse sonder enige pleitstukke of blootlegging van dokumente en sonder die noodsaaklikheid om aan die strenge reëls van die bewysreg te voldoen;

23.2.2 onverwyld, met die oog daarop om dit af te handel binne drie (3) maande vanaf die datum waarop die geskil na arbitrasie verwys is; en

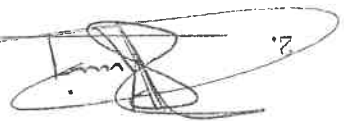
23.2.3 onderworpe aan die bepalinge van die Wet op Arbitrasie, No 42 van 1986, of sodanige ander Arbitrasiewette as wat van tyd tot tyd mag geld, behalwe waar die bepalinge van hierdie klousule anders voorskryf.

23.3 Die arbiter moet 'n persoon wees op wie deur die partye onderling ooreengekom is en by onstenenis van 'n ooreenkoms, een aangestel deur die diensdoenende President van die Wetsgenootskap van die Kaap die Goëie Hoop.

23.4 Die partye kom hiermee onherroeplik ooreen dat die beslissing van die arbiter in sodanige arbitrasieverrigtinge final en bindend op hulle sal wees.

1991-06-24

(ESKLUUB/KONTRAK/mc)

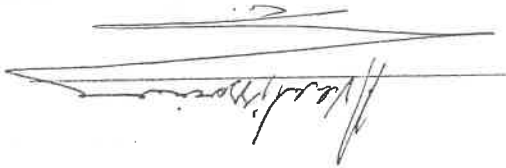
2. 

1. 

TEN BEHOEVE VAN DIE HUURDER

GETUIE

GETEKEN TE STELLENBOSCH HIERDIE 29^{de} DAG VAN Junie 1991



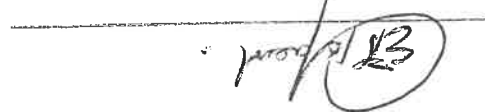
A. Nelman

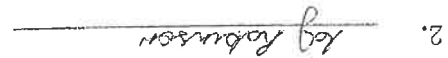
STADSKLERK

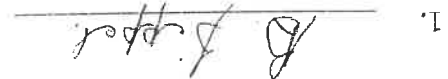
UITVOERENDE HOOF/



BURGEMEESTER



2. 

1. 

TEN BEHOEVE VAN DIE VERHUURDER

GETUIE

GETEKEN TE STELLENBOSCH HIERDIE 23^{de} DAG VAN Septembey 1991

Indien die VERHUURDER opdrag aan sy prokureurs sou gee om enige gelde wat kragtens hierdie ooreenkoms betaalbaar is, op die HUURDER te verhaal, is die HUURDER aanspreeklik vir die betaling van alle koste deur die VERHUURDER in hierdie verband aangegaan, bereken op 'n prokureur/klientbasis, insluitende sodanige heffings wat betaalbaar is kragtens Regulasie 62 van die Wet op Prokureursordes nr 41 van 1975, of enige vervanging of wysiging daarvan, of enige soortgelyke heffings.

24. INVORDERINGSKOSTE

APPENDIX 2



The Municipal Manager
Me. Geraldine Mettler
Per e-mail: geraldine.mettler@stellenbosch.gov.za

13 June 2022

Dear Municipal Manager

SECURITY OF TENURE FOR THE STELLENBOSCH GOLF CLUB

The Stellenbosch Golf Club (“Golf club”) hereby wishes to approach the Stellenbosch Municipality, as the owner of the property on which the Golf club is situated, with a request for more permanent tenure.

This approach to the Municipality is made to ensure that the Golf club remains the most popular 18-hole golf club in South Africa and continues to contribute to the Stellenbosch community.

The history and role that the Golf club has and continues to play within the Stellenbosch community can be summarised as follows:

- The Golf club was established in 1904 by members of the Stellenbosch community and has over the past 118 years developed and grew into one of South Africa’s largest golf clubs and arguably the most popular 18-hole golf club in South Africa.
- The Golf club is the most successful recreational facility in Stellenbosch with 1 500 members and hosting between 60 000 and 70 000 golfers per annum.
- The Golf club hosts more than 30 golf events per year whose exclusive aim is to raise funds for charities and/or schools serving the Stellenbosch community. More than R5m was raised for these community organisations during 2022 from the golf events hosted at the Golf club. As far as we are aware, there is no other organisation or facility in Stellenbosch that remotely compares with the Golf club as a fundraising venue. In addition to the role we play as host to charitable golf days, we also created the “Stellenbosch Golf Club Cares Fund”, which fund distributes in excess of R100 000 per annum to charitable causes in the local community. In this regard the Golf club, in association with the local ward councillor, also initiated the inaugural annual Mayoral Golf Day in 2017, which to date has contributed almost R400 000 towards the Mayoral Benevolent Fund.
- The Golf club plays a significant role in the town’s tourism with more than 4 000 international visitor rounds per year and in total more than 22 000 visitors that enjoy the Golf club and its facilities every year.

- The Golf club currently provides permanent employment to 101 people and temporary employment to a further 12 individuals.
- The Golf club's development programme includes 60 primary school children from 8 primary schools situated in disadvantaged areas within Stellenbosch. The children are collected to attend weekly golf development programs and returned to their respective schools, free of charge. We also provide free coaching to twelve secondary school learners from Kayamandi, Cloetesville and Idas Valley, including free transport to and from the Golf club. Recent high-profile successes emanating from these developmental programs include the likes of Cameron Essau (PGA Club Professional) and Keenan Davids from Jamestown (Sunshine Tour Professional). Other professional golfers who are linked to the Golf club include Justin Harding, Oliver Bekker, JJ Senekal and Jean Hugo. The club spends annually more than R120 000 on its development program.
- The Golf club will pay an amount of R1 918 195 for Municipal services including electricity, property rates and rental during the 2022/23 financial year.
- The Golf club is a non-profit recreational organisation which aims to promote, advance and encourage the game of golf within the Stellenbosch community. The South African Revenue Service (SARS) approved the Golf club as a not-for-profit recreational club in terms of Section 30A of the Income Tax Act. As such, SARS exempted the Golf club from taxes and duties in terms of Section 10(1)(c) of the Act.
- The Golf club serves primarily the Stellenbosch community and is a public facility with no barrier to entrance other than the affordable annual subscription. Subscriptions are deliberately kept affordable to allow maximum participation from the community. Only 14% of the Golf club's annual income is derived from subscriptions.
- The Golf club significantly contributes to the local economy with annual operational expenditure, for the 2021/22 financial year, of more than R30m.
- The Golf club is an environmental green lung that is surrounded on three sides by residential and business areas. Other than a haven for fauna and flora within Stellenbosch, it provides for an attractive and spacious entry to the town.

The Golf club has entrenched itself as an invaluable contributor to the Stellenbosch community and to ensure the Golf club continues along this path it will have to make large capital investments of approximately R100m over the next ten years. Some of the major investment priorities include but are not limited to:

- New irrigation system – R11m
- Improvements to the clubhouse – R15m
- Improvements to practice facilities – R10m
- New workshops – R10m

- Making the Golf club accessible to other (non-golfing) users, e.g. jogging, cycling, pickle ball facilities, etc. – R10m
- Annual capital expenditure of R3m – R4m (2022 values) on the replacement of machinery and capital maintenance on the course and other facilities.


With this background in mind, it is proposed that the Municipality considers options to provide permanent tenure to the Golf club and in doing so ensure that the current property remains a prestigious golf club for future generations.

Three possible options which the Golf club wishes to propose for your Council's consideration in this regard are:

1. That the properties on which the Golf club are situated be sold to the Golf club in accordance with section 14 (1) of the Municipal Finance Management Act (56 of 2003) at a market related price on the basis that the transaction is fair, equitable, transparent, competitive and consistent with applicable policies of the Municipality.
2. In the alternative, that the Municipality and the Golf club enter into a public-private partnership as contemplated in Section 120 of the Municipal Finance Management Act, which partnership will own the property on which the golf course is situated as an independent legal entity, i.e. trust or non-profit company, and which partnership will:
 - provide value for money to the Municipality;
 - be affordable for the Municipality;
 - transfer appropriate technical, operational and financial risk to the Golf club;
 - provide long term security of tenure to the Golf club.
3. That the Club's current lease that expires on the 31st day of March 2041, be extended for a further period to be discussed and agreed to.

Your consideration of this proposal will be greatly appreciated, and the Golf club is always available to discuss said proposal.

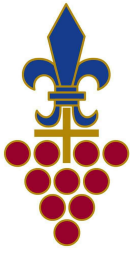
Yours sincerely



Leon de Wit

President: Stellenbosch Golf Club

APPENDIX 3



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

2022-07-12

Munisipaliteit Stellenbosch
Stellenbosch Gholfklub
Posbus 277
STELLENBOSCH
7599

ERF INLIGTING / ERF INFORMATION

ERF/ERF: SB16530	AREA/GROOTTE (m ²): 71341	Refer to/Verwys Area
SITUATED AT/GELEë TE: Stellenbosch Golfbaan		SB16530 71341
		SB16529 13440
		SB16531 621877
		Total/Totaal 706658

VALUATION PERIOD / WAARDASIE PERIOD: 2021/00

ENTITY/ENTITEIT	CATEGORY/KATEGORIE	TAR.	VALUATION/WAARDASIE
Primary	Business	MUNBR	R 1 000 Total: R 7 201 000
Klubhuis	Business	BUS	R 7 200 000

nms. HOOF FINANSIëLE BEAMPTE
p.p. CHIEF FINANCIAL OFFICER

Mev/Mrs M Blaauw (Tel: 021 808 8662)

E-Mail : Marinda.Blaauw@Stellenbosch.gov.za

7.3.2	FEEDBACK AFTER PUBLICATION OF INFORMATION STATEMENT: MOUNTAIN BREEZE CARAVAN PARK
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

20 July 2022

1. SUBJEC: FEEDBACK AFTER PUBLICATION OF INFORMATION STATEMENT: MOUNTAIN BREEZE CARAVAN PARK

2. PURPOSE

To provide feedback to council in regard to the inputs received on the information statement after it was published for inputs/comments from the public.

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. Various written submissions were received. Council resolved on 30 March 2022:

- (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 was subject to section 34 and 35 of the Asset Transfer Regulations published under the MFMA that entailed a further public participation process indicating the specific intent for the land moving forward. The combined municipal valuation for the land is R16,7 million and the current zoning is business, taking into consideration 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. Council approved the Information statement on 25 May 2022, which was subsequently published. Reponses were received from four people – see discussion under 6.2.6 below. Council must consider the inputs and make an in-principle decision on the way forward. Should Council resolve to continue on the road as indicated in March 2022, a supply chain process will follow this in-principle decision to enable us to award a lease to the person that scores the highest points after which it will be re-submitted to Council for a final decision.

5. RECOMMENDATIONS

- (a) that Council considers the input received on the Information Statement;
- (b) that Council confirms the decision to identify Portions 528 and 529C, Stellenbosch as land not needed for municipal services;
- (c) For consideration:
 - 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;
 - that the existing buildings and infrastructure be use for the above purpose;
 - that the facility be leased for a period of 5 years; and
 - the successful lessee must enter into a rental agreement with the municipality and be responsible for the security, maintenance and the payment of all services of the facility.

6. DISCUSSION**6.1 Background**

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 input on/before 3 September 2021. Various written submissions were received. Council resolved on 30 March 2022:

- (a) that Council take note of all the proposals received;
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This decision was subject to section 34 and 35 of the Asset Transfer Regulations published under the MFMA that entailed a further public participation process indicating the specific intent for the land moving forward. The combined municipal valuation for the land is R16,7 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. Council approved the Information statement on 25 May 2022, which was subsequently published.

6.2 Discussion

6.2.1 Locality and context

Mountain Breeze Caravan Park is situated on Lease Portions 528 and 529C, measuring 20.3ha in size, as indicated on Fig 1 and 2 below.

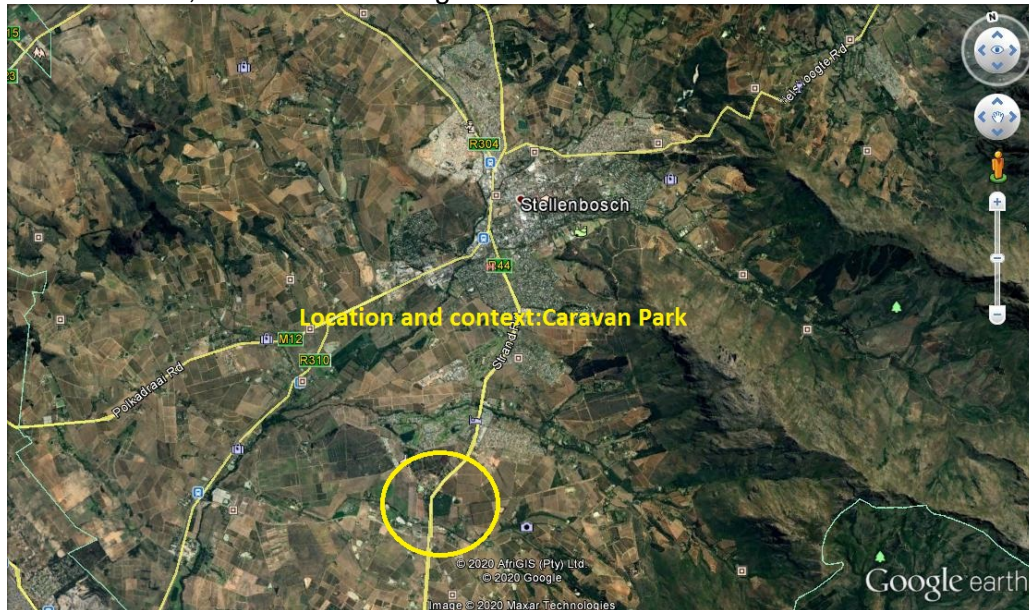


Fig 1: Location and regional context



Fig 2: Extent of property(s)

6.2.2 Ownership

The ownership of the two properties vests in Stellenbosch Municipality by virtue of Title Deeds STFH-891 and STFH6-4/1890, respectively.

6.2.3 Access

Access to the property is *via* a **registered servitude** access off the R44, over a portion of Farm 1166, Stellenbosch as shown on Fig 3, below.

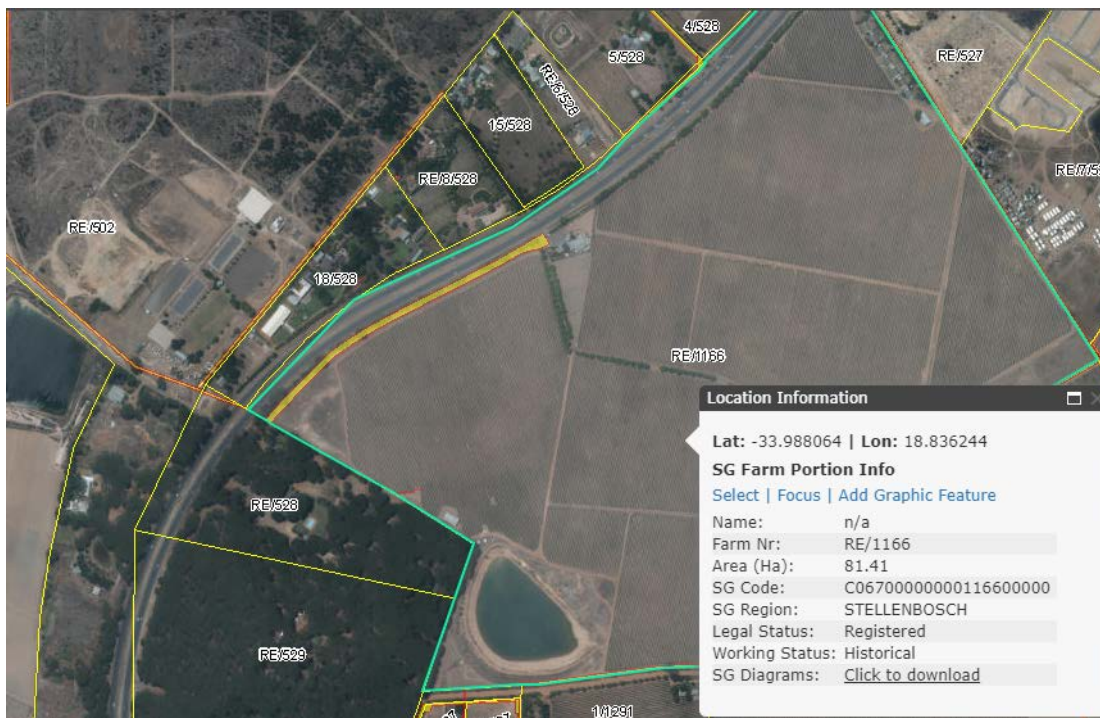


Fig 3: Access Road

The servitude was registered at the Surveyor General in 1985, LG Diagram 8786/83.

6.2.4 Access to services

The property has access to irrigation water (Theewaterskloof) and is getting drinking water from a borehole situated on the neighbouring farm 1166. Electricity is supplied by Eskom.

6.2.5 Improvements

There are various building and amenities on the site including some chalets, a swimming pool and a hall with a kitchen.

6.2.6 When the information statement was published in June 2022 with a closing date of 7 July 2022 the following input was received:

Brain Burgess:

SUBMISSION TO COUNCIL OF INPUT/ COMMENT/ALTERNATIVE PROPOSALS CONCERNING MOUNTAIN BREEZE CARAVAN PARK: FOR APPLICANT MR. D. L. ZETLER :

INTRODUCTION.

In terms of the INFORMATION STATEMENT clause 3.4 requesting input/comment /alternative proposals, here is the reply and response of the applicant Mr. D. L. Zetler of Mooiberge Farms PO Box 98 Stellenbosch, concerning the previously mentioned and use of the Caravan Park, which is situated on the adjacent boundaries of Mountain Breeze farm owned by the applicant, Stellenrust Road and the R44 Highway, Stellenbosch.

INTENTION OF APPLICANT.

The applicant, depending on the outcome of the proposal, is willing to enter into a lease agreement as mentioned in the Municipal Notice , to turn the existing caravan park property

into a Tourist and Visitors Eco educational and Adventure Centre, as described in clause 3.3.1 of the Council resolution at the meeting, dated 30 March, 2022.

INPUT / COMMENT / ALTERNATIVE PROPOSALS

The Municipal Notice calls for an Adventure, Eco and Educational Centre catering for Cycling, Hiking and other youth groups, with the property being leased on a 5 year period. However it is noted that the existing Municipal leasehold properties of Stellenbosch including the Caravan Park, historically have shown very little practical and financial advantages or benefits to the Municipality, taxpayers or Tourists of Stellenbosch.

As an alternative proposal, as called for in the Municipal Notice, should Council further consider the possibility of the sale of this property, millions of Rands could immediately flow into the Municipal coffers, which have no doubt been sorely strained by the recent downturn in the economy, resulting in drastic inflation, spiralling escalation and very high prices.

CONCLUSION

The applicant has been an immediate neighbour to the Caravan Park property for probably a longer period than the previous lessee's 30 year lease period and can say on the strength of first hand observations, that the sale of the property would financially be a far better solution to the Municipality than reverting back to a leasehold situation, for the reasons as mentioned previously. Should the Municipality consider the alternative proposal of selling the property, the applicant would like to confirm that he would also be keen to make an offer to the Municipality for the Caravan Park.

BENEFITS TO THE MUNICIPALITY.

In consideration of the above, the income from a leasehold proposal may be sparse and spread over the period of the lease, by comparison to selling, which would provide immediate financial benefits to the Municipality, such as funds for improvement of required capital works and services of Stellenbosch. Many other shorter and longer term benefits could also be forthcoming from both the lease proposal or the sale proposal, due to the fact that the proposals are aimed at attracting more Eco Adventure seekers, Youth groups, visitors and tourists to the Historical Town and Wine lands of Stellenbosch.

CONFIRMATION.

All the above input / comments / alternative proposals are confirmed by Mr. D. L. Zetler in the above application and will be submitted to the Municipal Manager, at the offices of the Municipality in terms of clause 3.4, before the 7July,2022, in accordance with the Municipal Information Statement,

Please confirm receipt of this email submission and that it was received, before the return date of the 7July, 2022, as stated in the Information Statement.

G. Hauptfleisch

RE: Mountain Breeze Caravan Park

As invited by the Information Statement in the newspaper I would like to suggest that, as well as using the current facilities for cycling, hiking, eco-education and overnight facilities linked to these activities, the facilities also be used as a cultural hub, incorporating theatre productions, workshops, drama festivals for professionals, amateurs and schools and for other community based cultural activities.

The venue has the necessary infrastructure to facilitate this, as well as a convenient location. The addition of this can be utilized to help with eco-education, as theatre is the ideal vehicle to convey educational information to children and adults alike.

I think that, as well as all the other activities, a cultural hub at the centre of everything will not only be a benefit to the local population but will also be an enhancement to the suggested activities, and will also be a big drawing card for visiting tourists.

Dirk van Aarde

It is with great interest that my wife and I are following the latest developments regarding Mountain Breeze Caravan Park. I have read the information statement referenced above carefully and want to make the following comments and proposals:

- Your vision to create a facility that can serve the youth with activities such as Cycling, Hiking, Eco Education and Adventure is wonderful. There is however more to what the facility can and should offer. What our nation, and the local community, needs is the restoration of families. This includes the healing of broken relationships between children, parents, and grandparents. Our nation will only reach its full potential once strong family ties exist.*
- All activities offered on the premises should have one common goal in mind and that is to establish, over a period of time, a strong identity and unique purpose in each visitor.*
- The facility should also be available to train youth coaches that can go into schools across South Africa and offer stability to the lives of our rising generation.*
- Key to the funding of those who cannot pay for their own participation would be through a sponsorship program. For this Stellenbosch would need a showpiece facility, attractive to local and overseas sponsors.*
- Your proposed 5-year lease term is not an attractive lease term. To upgrade the current facility to a world class venue and to provide proper security measures will require a substantial capital investment. The risk of not having the lease term extended after five years is just too high for a serious investor like us.*
- We would gladly do a full presentation of our vision for this premises to the Council should such an opportunity arise.*

Kagisho Molatedi

I am contacting you with regards to the Mountain Breeze property in Stellenbosch that was advertised in July/Aug 2021 for public comment on its future use. Since council has ruled on its future use and is in the process of issuing an RFP for 5 years, my understanding following my conversation with Piet Smit is that the full public engagement process was not followed in lines with the Asset Transfer regulations with regards to the issuance of an Information Statement to be tabled at council. The proposed 5 years for any RFP to be issued relating to this property significantly reduces the overall benefit to be had by the people of Stellenbosch by means of employment & tax generation for the municipality as it limits any potential investor who is looking to deploy meaningful capital to develop the property and realise a commensurate return within 5 years.

I humbly request a reconsideration of this process and re-tabling of this matter with a considered Information Statement to align the needs of the property, Stellenbosch residents and investors, to ensure meaningful benefit can be had for all stakeholders concerned?

I look forward to engaging you further on this matter to reach a satisfactory conclusion on the next steps.

6.3 Financial Implications

The combined municipal valuation for the land is R16,7 million and the current zoning is business, taking into consideration that it is situated in an area surrounded by agricultural use and the airfield. The rental income will be determined through the SCM process that will follow.

6.4 Legal Implications

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

“1) a) The accounting officer has, in terms of Regulation 35, concluded a public participation process regarding the proposed granting of the right; and

b) The municipal Council has approved in principle that the right may be granted.

2) Sub-regulation (1)(a) must be complied with only if:

a) the capital asset in respect of which the proposed right is to be granted has a value in excess of R10m; and

b) a long-term right is proposed’.

“3) a) Only a Municipal Council may authorise the public participation process referred to in sub-regulation (a)

b) a request to the Municipal Council for the authorisation of a public participation process must be accompanied by an Information Statement, stating:*

i) the reason for the proposal to grant a long term right to use, control or manage the relevant capital asset;

ii) any expected benefit to the municipality that may result from the granting of the right;

iii) any expected proceeds to be received by the municipality from the granting of the right; and

iv) any expected gain or loss that will be realised or incurred by the municipality arising from the granting of the right”.

6.5 Staff Implications

There are currently four staff members employed on short term contracts until July 2022. They ensure maintenance, including cleaning of the ablution facilities and access control. Their contracts will be extended until December 2022 to allow the current process to complete.

6.6 Previous / Relevant Council Resolutions**3RD COUNCIL MEETING: 2022-03-30: ITEM 11.2.2****RESOLVED** (nem con)

that Council take note of all the proposals received;

that Council identifies Portions 528 and 529C, Stellenbosch as not currently needed for minimum municipal services;

that a call for proposal for development of the facilities for Cycling, hiking groups, an Eco-education and Adventure center for school groups along with overnight facilities be advertised;

that the existing buildings and infrastructure be use for the above purpose;

that the facility to be leased for a period of 5 years; and

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.

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

that Council approves the Information Statement for publication.

6.7 Risk Implications

The risks are addressed through the item.

6.8 Comments from Senior Management

The item was not circulated for comments at this stage.

ANNEXURES:

NONE

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 – 07-11

7.3.3	REQUEST TO LEASE/BUY ERF 11713, CLOETESVILLE, STELLENBOSCH: HANNA CHARITY & EMPOWERMENT FOUNDATION
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

20 July 2022

1. SUBJECT: REQUEST TO LEASE/BUY ERF 11713, CLOETESVILLE, STELLENBOSCH: HANNA CHARITY & EMPOWERMENT FOUNDATION

2. PURPOSE

To inform Council of the request from Hanna Charity & Empowerment Foundation to buy or lease erf 11713 for the purposes of an ECD.

3. DELEGATED AUTHORITY

In terms of Delegation EM85 the Executive Mayor, in consultation with the Executive Mayoral Committee, has the delegated authority to “*Approve Lease Agreements on Council properties for a period shorter than 10 years and a contract value of less than R5M*”.

Should the disposal of the site be considered as the preferred option then Council must consider the matter.

4. EXECUTIVE SUMMARY

The Hanna Charity & Empowerment Foundation has applied for a long-term lease agreement to buy erf 11713, Cloeteville to enable them to construct and operate an ECD Centre. A copy of the request is attached as **APPENDIX 1**. The request was sent in 2020, but have not served before Council due to Covid (where no formal council meetings took place during hard lock down) and the subsequent property framework process.

The ownership of Erf 11713 vests with the Municipality.

The policy on the Management of Council-owned properties allows for direct negotiations (private treaty) in specific circumstances, *inter alia* for the purpose of social care purposes. The new Children’s Act put an obligation on Council to make land available for this purpose and even to support the ECD’s and maintain such facilities. The need for ECD facilities is high and there may be more such requests. It is therefore not recommended that the erf is dealt with under the private treaty provisions of the policy. The land is zoned as utility service zone and was not earmarked up to now for an ECD facility. There must be a public participation process during which the public’s inputs/comments/other alternatives should be taken into account before a final decision is made. The departments have also not indicated whether this land may not be needed for municipal services and council can only decide to lease or sell the land should it not be needed for municipal services. Given the zoning this may not be the ideal land for an ECD.

5. RECOMMENDATION

For consideration

6. DISCUSSION / CONTENT

6.2 Background

6.2.1 Ownership of Erf 11713, Cloetesville

Ownership of erf 11713, Cloetesville vests with Stellenbosch Municipality by virtue of Title Deed T55573/1995. See a copy of Deed Search attached as **APPENDIX 2**.

6.3 Discussion

6.3.1 Application for long term lease

Hereto attached as **APPENDIX 1** is a self-explanatory letter/application received from Hanna Charity & Empowerment Foundation, a registered NPO.

They intend to construct and run an ECD Centre from the site, aimed at children from the local community. They have as an alternative requested to buy the property.

6.3.2 Location and context

The property is situated on Erf 11713, Cloetesville, Stellenbosch, as shown on Fig 1 and 2, below.

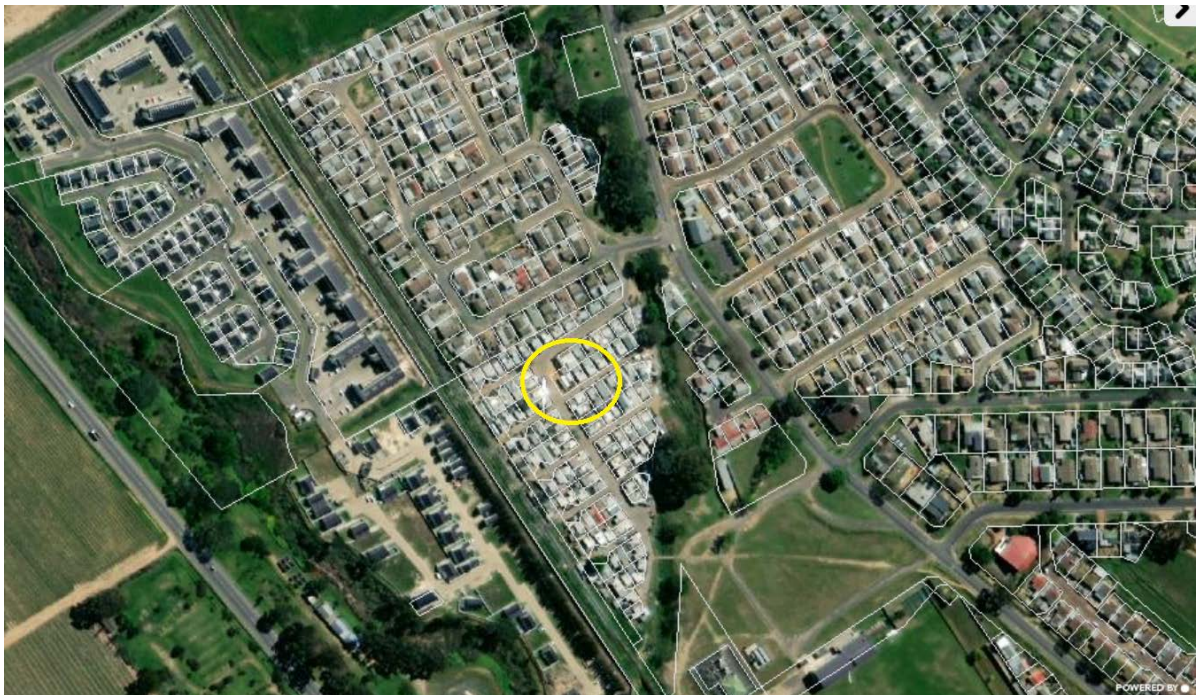


Fig 1: Location and context



Fig 2: Extent of site

6.3.3 Property description

Erf 11713, measuring 243m² in size, is zoned as utility service zone.

If the application is approved by Council, it will be subject to the property being rezoned to Institutional Use 1, at the cost of the applicant.

6.3.4 Municipal Valuation report

Please find hereto attached as **APPENDIX 3**, a copy of the municipal valuation report, valuing the property at R30 000.00.

6.3.5 Legal requirements

6.2.5.1 Asset Transfer Regulation

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

- a) The Accounting officer has concluded a public participation process*; and
- b) The municipal council has approved in principle that the right may be granted. *Sub regulation (1) (a) (public participation process), however, must be complied with only if-
 - The capital asset in respect of which the right is to be granted has a value in excess of R10M*; and
 - A long-term right is proposed to be granted (i.e. longer than 10 years).

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

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

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

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

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

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

6.2.5.2 Policy on the Management of Council owned property

In terms of paragraph 9.3.2 of the Policy, the Municipal Council reserves the right to entertain unsolicited bids for the lease of viable immovable property for **social care uses**. Social care is defined as services provided by registered welfare, charitable, non-profit cultural and religious organisations and include ECD/centres.

In terms of par 22.1.1 the Municipality shall be entitled to adopt below market-related tariffs for properties leased to non-profit organisations.

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

6.4 Financial Implications

The new Children's Act places obligations on the municipality to avail land for ECD's and also to maintain such properties when it is erected. This has huge implications to the extend which is not known and not budgeted for. Council should therefore consider the longer term implications such requests and the existing ECD's will bring.

6.5 Legal Implications

The content of the report explains the legal requirements that is invoked by this request.

6.6 Staff Implications

There are no additional staff implications.

6.7 Previous / Relevant Council Resolutions

None

6.8 Risk Implications

The risks have been pointed out in the content of the report.

6.9 Comments from Senior Management must still be obtained.

The item has not been circulated for comments.

ANNEXURES: **Appendix 1: Application**
 Appendix 2: Windeed search
 Appendix 3: Valuation certificate

FOR FURTHER DETAILS CONTACT:

<i>NAME</i>	Annalene de Beer
<i>POSITION</i>	Director
<i>DIRECTORATE</i>	Corporate Services
<i>CONTACT NUMBERS</i>	021-8088018
<i>E-MAIL ADDRESS</i>	Annalene.deBeer@stellenbosch.gov.za
<i>REPORT DATE</i>	11.07.2022

DIRECTOR: CORPORATE SERVICES

APPENDIX 1



ABSA BANKCHEQUE ACCOUNT
BRANCH CODE 632005
ACCOUNT NUMBER 4074927773

PBO NO: 930026831
NPO NO: 061-590-NPO
SARS INCOME TAX REF: 9508/262/16/0

141 Lynnwood Rd
Die Wilgers
0081
Tel.No. 012-3483534
Cellphone: 083 571 3299

2020/07/27

Dear Deputy Executive Mayor (Wilhelmina)

The Hanna Charity and Empowerment foundation was registered in 2008 at the Department of Social Development as a NPO and PBO .We identify poor communities and support them with basic services like soup kitchens, playgroups, libraries and many more. We operate in Wendy houses which we erect in the local community.

We have seven Hanna Stations across South Africa, from Mpumalanga, Gauteng and here in the Western Cape: Stellenbosch, Smartie Town in Cloetesville.

We run quite a few programs, one of them is a playgroup which we call the Pikanini Educare centre. This program is designed to provide a safe and friendly environment for the children of Smartie Town, aged 2 to 5 years old.

We offer this program free of charge to the parents, as some do not have money to send their children to a creche. Through our sponsors and public donations we provide 20 to 25 children with a healthy breakfast, snack, lunch and basic education on a weekly basis. We have three adults who assist in the classes, two teachers and an assistant who helps with basic sanitation and meal preparation. These three ladies get a monthly honorarium from the organisation for their support.

At the moment the playgroup shares a communal space with the library (The space being a small Wendy house we provided in Smartie Town). This space is located at the corner of Hoek Street and Beta Street. The Hanna Charity is bound by Government Rules. In order for us to register the playgroup as an ECD, we must provide running water and electricity. The current climate of Covid 19 requirements for ECD's and playgroups are out of reach for the Charity and we have decided to close the playgroup for the remainder of 2020. We intend to use this time, either to search for a suitable venue or to use the current space and prepare it according to the requirements needed to register as an ECD. If all goes according to plan, the program should re-open in January 2021.

Currently the wendy that we use as a Library, is situated on the spot where we would like to erect a structure for our playgroup. The estimate size of the space we want to use is 15m by 8m. (Please see image attached to email). This spot is an ideal place to run our program. It's physical location is also close to the homes of the children that will be attending the program which makes it more accessible for the participants. We would also like to install electricity and add two bathrooms to the structure.



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The Playgroup starts at 7h30 in the mornings and ends at 14h30. The curriculum we follow prescribes lessons to be done in an outside environment therefore we want to erect palisades to provide the safe space we need for our children.

The Hanna Charity and Empowerment Foundation, specifically the Cloetesville branch, would like to apply for authorisation to use this space. We will maintain the area well and would like to ask your favourable consideration to rent/ buy or occupy this space and use it for the playgroup program, which in it's turn supports the community.

Thank you for giving us the opportunity to provide you with our information. We would really appreciate your feedback and once again ask for your positive consideration of our request.

Kindest regards

Johan de Jager
Area Manager (Western Cape, Stellenbosch)
Hanna Charity and Empowerment Foundation
Tel: +27 76 711 8032
E-mail: johan@hannacharity.org



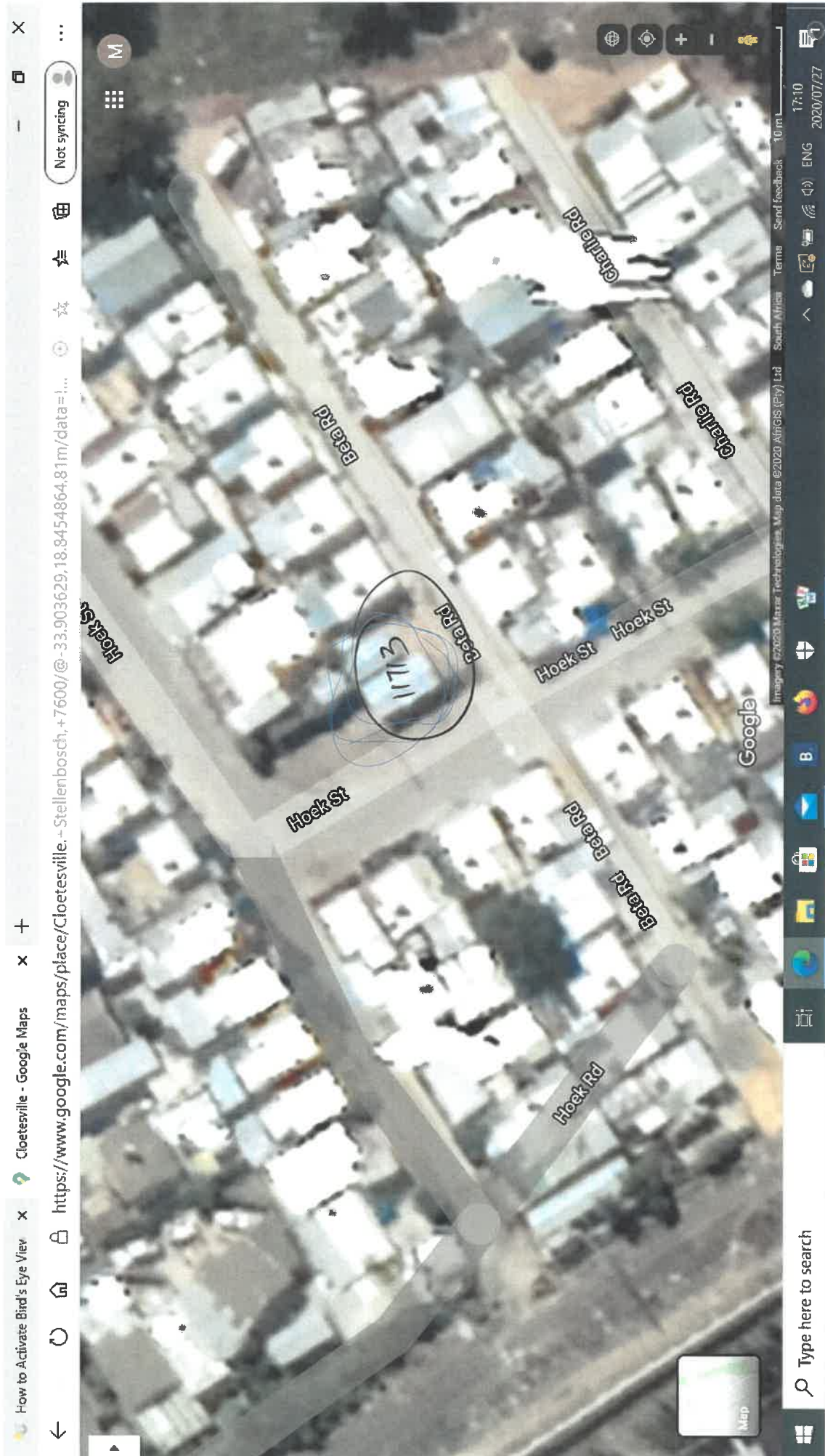


ABSA BANKCHEQUE ACCOUNT
BRANCH CODE 632005
ACCOUNT NUMBER 4074927773

PBO NO: 930026831
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Pikanini Educare Playgroup Centre







ABSA BANKCHEQUE ACCOUNT
BRANCH CODE 632005
ACCOUNT NUMBER 4074927773

PBO NO: 930026831
NPO NO: 061-590-NPO
SARS INCOME TAX REF: 9508/262/16/0

141 Lynnwood Glen
Die Wilgers
0081
TEL.NO. 012 - 348 3534
Cell.No: 083 571 3299
074 558 6935

INFORMATION SHEET

Hanna Charity and Empowerment Foundation was registered as a Non-Profitable Organization in 2008. We believe in the potential of people living in poverty.

Our Foundation's mission is to take hands with the poor and marginalized people of South Africa.

We provide personal attention and direct benefits to children, youth, the ageing and their families so they may live with dignity, achieve their desired potential and participate fully in society.

Hanna Charity & Empowerment Foundation supports communities with all the basic services such as playgroups, soup kitchens, skills development, job creation, clothing banks, social and psychological support, libraries etc. We start all these projects in a Wendy House, because we want to help the poorest of the poor and most of these people live in RDP houses or squat in somebody's backyard. We use the little space we have as effective as possible and hire the space from the community which in turn, results into a small income for these people. The community then starts working from the Wendy Houses. This is where our Job Creation then takes off for those involved. Someone will run the soup kitchen or clothing bank and somebody else will become an assistant to the teacher or librarian. As soon as a sponsor kindly invests in a more permanent structure we can move our projects out of the Wendy houses. We provide a place of safety to several children (from these communities) and we have now founded our Hanna House of Safety. We have a housefather and mother which are contributing a great deal in providing the structure needed for these children to develop into worthy adults.

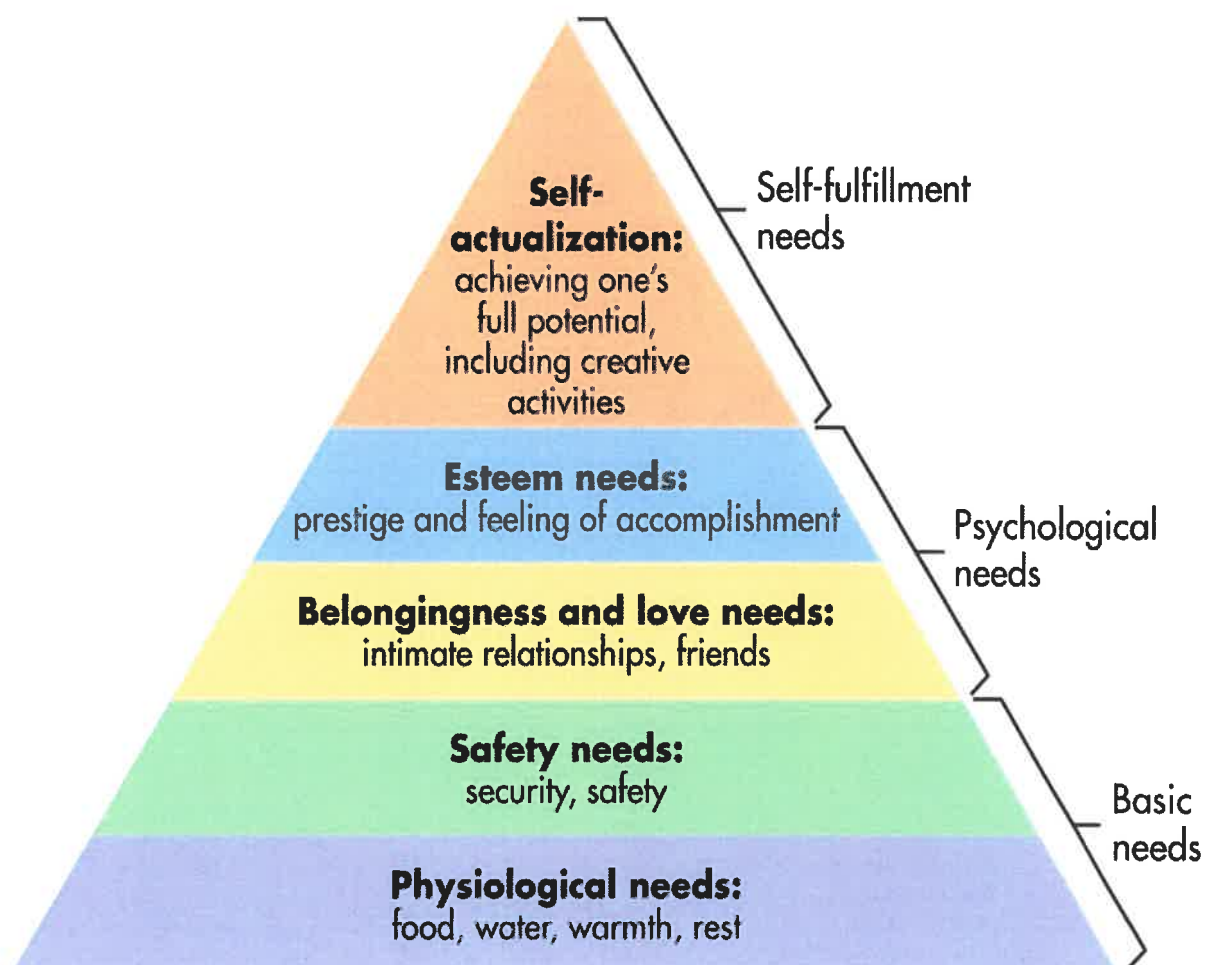
Relationships of mutual respect require acceptance of the equality of all persons. Equality of all persons comes from their essential dignity and is reflected in relationships that are without religious or other prejudice, that are multicultural, reciprocal and empowering.

Sponsorship of children, youth and the ageing is the highest priority of the Hanna Charity and Empowerment Foundation. We receive no support from the Government. Our primary means of support comes from individual sponsors and Companies. Our approach to managing administrative expenses and reserves is one of balanced austerity. The organisation seeks to maximize the amount

sent to the field for sponsored members and projects while allowing for adequate investment so that we have sufficient resources to respond to the urgent needs of sponsored members and their families.

Hanna Charity and Empowerment Foundation is registered with the Department of Social Development as a non-profit organization (NPO) and is a SARS approved organization (PBO) for purposes of section 18A(1)(a) of the Act and donations to the organization will be tax deductible in the hands of the donors in terms of and subject to the limitations prescribed in section 18A of the Act, and donations by or to the organization are exempt from donations tax in terms of section 56(1)(h) of the Act.

We use Maslow's Hierarchy of needs in our community development programmes:



PROJECTS:

Soup Kitchens

We start in a community with a soup kitchen to earn the people's trust and to get to know the families and their specific needs. We provide the whole family with a cooked meal as well as a food parcel depending on sponsorships for that specific soup kitchen. We have permanent staff at our office who cook for all the different communities / schools.

Clothing Bank

We open a clothing bank in a Wendy house where families can come and collect second hand clothing on a monthly basis to meet their specific needs. We also hand out clothes when we have our soup kitchens, depending on the donations we receive.

Pikanini

We start an early childhood development program in each community where parents can bring their little ones to play and to receive two meals a day for free. The kids learn basic skills at our playgroups and receive the love and care they need. We use people from the communities to assist the teacher and this forms part of our job creation program.

Womanhood / Sisterhood

Women come together on a weekly basis to discuss any personal problems they may have with a professional councillor or psychologist. They also learn new skills such as needlework or crafts which they then continue to do during the week. Womanhood is a lot of fun and the ladies sometimes go on outings outside of their community.

With Sisterhood, we support our teenage girls. We teach them very important life skills. Our councillor listens to their problems and specific needs and give guidance where needed. They also receive toiletries and special gifts depending on donations received from our sponsors. We assist them in becoming ladies and aspire to break the cycle of poverty they were born into by building on their dreams.

Prayer Groups

Some of the ladies from the communities get together once a week to pray for that specific community and their families. This changes the mindset of the ladies and instead of fighting, they grow spiritually and support each other to become better wives and mothers to their children.

Libraries

In each community we start a library in a Wendy. Our librarian is usually one of the older ladies from the community who has great people skills and desperately needs an income. The Library has developed into a place where, not only the children can do homework and / or their projects, but the whole family is being motivated to start reading books to empower themselves with knowledge, open up new world and realize new opportunities.

Exercise

With our area managers, we encourage people from our communities to become more active. As a result of not having the equipment, the Area Managers occasionally take them out to run through the streets of their specific community. Before a race like, the SPAR women's race or Sisters for Blisters, the community will get together and prepare themselves for the race. Needless to say, our people love these races!! For some of the people from the different communities the day out at the SPAR RACE is their only outing for the year.

Skills Development

We have different programs in our communities where we teach people new skills. The skills taught depends wholly on that of the Volunteers available to assist. Families learn new skills, like paper art, karate, sport pottery, acting, crochet etc. We endeavour to teach them special skills which they can apply to earn a little bit of extra money. Most of our people own only a few cents as they only sell newspapers for a living.

Job Creation

We employ people from the community to help their own community. In every area we only have one Area Manager and Social Worker. The rest of the people working at all the services we provide are people from that community that can now earn money to make a better living for their families.

PROJECTS PER AREA

PROJECTS	BENONI	EAST LYNNE	ELANDSPOORT	WOLMER	CLOETESVILLE
SOUP KITCHENS	X	X	X	X	X
CLOTHING BANK	X	X	X	X	X
PIKANINI	X	X	X	X	X
WOMANHOOD	X	X	X	X	X
PRAYER GROUPS	X	X	X	X	
LIBRARIES	X	X	X	X	X
SISTERHOOD			X		
EXERCISE	X	X	X	X	
SKILLS DEVELOPMENT		X	X	X	X
JOB CREATION	X	X	X	X	X

Kindest regards

June Du Toit

OFFICE MANAGER

HANNA CHARITY AND EMPOWERMENT FOUNDATION

CEL.NO. 083 571 3299 / 074 558 6935

G.P.-S. 012-0123



CERTIFICATE OF REGISTRATION OF NONPROFIT ORGANIZATION

In terms of the Nonprofit Organisation Act, 1997, I am satisfied that

Hanna Charity and Empowerment Foundation

(name of the nonprofit organization)

meets the requirements for registration.

27 March 2008

The organisation's name was entered into the register on

(date)

Registration number

061-590-NPO

Director's signature

Date

27 March 2008



Department of Social

Development

Ek bevestig hiermee dat hierdie dokument 'n ware afskrif/afskrif is van die
 I certify that this document is a true reproduction/copy of the
 oorspronklike versie. Daar my persoonlike besigtig is en dat volgens my
 original which was examined by me and that from my observation
 waarnaar, die oorspronklike nie op enige wyse gewysig is nie.
 the original has not been altered in any manner.

14/9/2016

Date: 14/9/2016 Hand-Checking Signature

TIEMAN TIANHANG ROOY
 Commissioner of Oaths, Rep. of SA
 Ex-Officio: Financial Planner
 Private Wealth Management
 721 Duncan St. (Midrand) Jorun
 Gauteng

Piet Smit

From: Johan de Jager <johan@hannacharity.org>
Sent: Tuesday, 23 March 2021 18:03
To: Piet Smit
Subject: [EX] FW: Versoek na spatie in Smartie Town vir Speelgroep
Attachments: INLIGTINGSBLAD 2020.pdf; Johan Pikanini brief vir Wilhelmina.pdf; Location of Library in Smartie Town.pdf; Hanna Charity NPO Certificate.jpeg

Beste Piet Smit

Hier is die inligting soos versoek. Dit is wat ek verlede jaar na Wilhelmina toe gestuur het en later ook na jou toe. As die spesifieke area n probleem is, is daar twee ander oop spasies waarvan ek ook weet.

Baie dankie.

Groete

Johan de Jager
Managing Director (Western Cape)
Hanna Charity and Empowerment Foundation
Tel: +27 76 711 8032
E-mail: johan@hannacharity.org



From: Johan de Jager [mailto:johan@hannacharity.org]
Sent: 24 November 2020 04:11 PM
To: 'Piet Smit'
Subject: FW: Versoek na spatie in Smartie Town vir Speelgroep

Beste Piet Smit

Baie dankie vir jou oproep. Hier is die inligting en versoek wat ek aan Wilhelmina gestuur het. Weet nie of jy dit ontvang het nie.

Groete en baie dankie

Johan de Jager
Managing Director (Western Cape)
Hanna Charity and Empowerment Foundation
Tel: +27 76 711 8032
E-mail: johan@hannacharity.org



From: Johan de Jager [mailto:johan@hannacharity.org]
Sent: 27 July 2020 05:32 PM
To: 'wilhelmina.petersen@stellenbosch.gov.za'

Cc: 'jan.hendriks@stellenbosch.gov.za'; 'jankarelhendriks@gmail.com'; 'James.Williams@stellenbosch.gov.za'

Subject: Versoek na spasio in Smartie Town vir Speelgroep

Beste Uitvoerende Onderburgemeester (Wilhelmina)

Ek het vroer met U gesels in verband met die moontlikheid van ons speelgroep wat ons wil registreer as ecd, maar ons benodig spasio/grond in Smartie Town. Sien asseblief versoek brief aangeheg. Ek heg ook Hanna Charity inligting aan, area waar die biblioteek staan en dan ook ons bewys van registrasie

Ons ondersteun die gemeenskap van Smartie Town al van 2016 af met die volgende projekte:

Sopkombuis
Speelgroep
Biblioteek
Na-Skoolprogram
Klerebank
Womanhood

Jan Hendrik en James is ge cc net sodat hulle bewus is.

Baie dankie vir hierdie geleentheid.

Vriendelike Groete

Johan de Jager
Managing Director (Western Cape)
Hanna Charity and Empowerment Foundation
Tel: +27 76 711 8032
E-mail: johan@hannacharity.org



APPENDIX 2

Deeds Office Property



STELLENBOSCH, 11713, 0 (CAPE TOWN)

GENERAL INFORMATION

Deeds Office	CAPE TOWN
Date Requested	2021/03/24 08:24
Information Source	DEEDS OFFICE
Reference	-



PROPERTY INFORMATION

Property Type	ERF
Erf Number	11713
Portion Number	0
Township	STELLENBOSCH
Local Authority	STELLENBOSCH MUN
Registration Division	STELLENBOSCH RD
Province	WESTERN CAPE
Diagram Deed	DU 1000/800
Extent	243.0000SQM
Previous Description	PTN OF 11702-GP7472/91
LPI Code	C06700220001171300000

OWNER INFORMATION

Owner 1 of 1

Company Type	LOCAL AUTHORITY
Name	MUN STELLENBOSCH
Registration Number	
Title Deed	T55573/1995
Registration Date	1995/07/27
Purchase Price (R)	T/T
Purchase Date	-
Share	
Microfilm Reference	2002 0572 0803
Multiple Properties	NO
Multiple Owners	NO

ENDORSEMENTS

No documents to display

HISTORIC DOCUMENTS

No documents to display

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APPENDIX 3



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

2020/11/03

Munisipaliteit Stellenbosch
Posbus 17
STELLENBOSCH
7599

GENERAL VALUATION 2021 - 2025 ALGEMENE WAARDASIE

ERF/ERF: **SB11713**

AREA/GROOTTE (m²): **243**

SITUATED AT/GELEë TE: **Hoek**

COMPONENT/KOMPONENT	CATEGORY/KATEGORIE	Tariff/Tarief	VALUATION/WAARDASIE
Primary	Business	POS	Current Total/Huidige Totaal: R 25 000 New Total/Nuwe Totaal: R 30 000

Notice is hereby given in terms of Section 49(1)(a)(i) of the Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004), hereinafter referred to as the "Act", that the Valuation Roll for the financial years 2021-07-01 to 2025-06-30 is open for public inspection at the various Municipal offices or at the council's website www.stellenbosch.gov.za from 2020-11-05 to 2021-01-15.

An invitation is hereby made in terms of Section 49(1)(a)(ii) of the Act that any owner of property or other person who so desires should lodge an objection with the Municipal Manager in respect of any matter reflected in, or omitted from, the Valuation roll within the above-mentioned period.

Attention is specifically drawn to the fact that in terms of Section 50(2) of the Act an objection must be in relation to a specific individual property and not against the Valuation Roll as such. The prescribed forms for the lodging of an objection is obtainable from the website www.stellenbosch.gov.za or at the following Municipal offices:

Municipal Offices: Plein Street, Stellenbosch :: Hugenote Road, Franschhoek :: Main Road, Pniel

Kennis geskied hiermee kragtens die bepalings van Artikel 49(1)(a)(i) van die Plaaslike Owerhede: Munisipale Eiendomsbelasting Wet, 2004 (Wet 6 van 2004) hierna verwys as die "Wet" dat die Waardasierol vir die boekjare 2021-07-01 tot 2025-06-30 ter insae lê vir openbare inspeksie by die onderskeie Munisipale kantore sowel as die raad se webwerf by www.stellenbosch.gov.za vanaf 2020-11-05 tot 2021-01-15.

Geliewe kennis te neem dat enige eienaar van vaste eiendom of enige ander persoon kragtens die bepalings van Artikel 49(1)(a)(ii) van die Wet 'n beswaar binne bovermelde tydperk kan indien by die Munisipale Bestuurder ten opsigte van enige aangeleentheid of uitsluitel rakende die Waardasierol.

U aandag word spesifiek gevestig op die bepalings van Artikel 50(2) van die Wet wat bepaal dat 'n beswaar na 'n spesifieke eiendom moet verwys en nie na die Waardasierol sodanig nie. Die voorgeskrewe beswaarvorms is verkrygbaar vanaf die webwerf www.stellenbosch.gov.za of by die onderskeie Munisipale kantore:

Munisipale Kantore: Pleinstraat, Stellenbosch :: Hugenotestraat, Franschhoek :: Hoofstraat, Pniel

Period to lodge an objection / Periode vir die indien van 'n beswaar:
Office hours for enquiries / Kantoorure vir navrae: 08h00-16h00

2020-11-05 to/tot 2021-01-15
Elleniece Standaar Tel: 021 808 8515
Marinda Blaauw Tel: 021 808 8662

The completed forms must be returned to / Die voltooide vorms moet gestuur word aan
valuations@stellenbosch.gov.za or/of Fax to mail : 086 451 5011

Alternatively send forms to / Alternatiewelik stuur vorms na : Valuation Section , P O Box 17, STELLENBOSCH, 7599
Waardsie Afdeling , Posbus 17, STELLENBOSCH, 7599

G METTLER
MUNICIPAL MANAGER
MUNISIPALE BESTUURDER

7.3.4	MANAGEMENT STRATEGY: PROPERTY REGISTER
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

20 July 2022

1. SUBJECT: PROPERTY MANAGEMENT STRATEGY: PROPERTY REGISTER

2. PURPOSE

is to report back on the changes that was requested in regard to the property register and the different categories that is registered under the name of the Stellenbosch Municipality to allow Council to make strategic decisions on the future use of the properties.

3. DELEGATED AUTHORITY

The Municipal Manager as the Accounting Officer constituted a committee and delegated such a committee with authority to investigate and submit a report which relates to property register for MAYCO and Council on request of the Executive Mayor.

When decisions are made it will be by Council or where delegations have been approved by the body that is delegated to make such a decision.

4. EXECUTIVE SUMMARY

Council tasked the Municipal Manager on 31 March 2021 to compile a property register and present the register to Council for consideration. The Municipal Manager as the Accounting Officer constituted an inclusive committee of representatives from various departments and delegated such a committee with the task to investigate all the properties, compile a property register and submit a report which contains all the council properties for consideration as a reliable source on decision making processes in dealing with properties within the WCO24. This will identify all council-owned properties and include all such properties on an asset register. This will enable council to develop a property management strategy to determine the future of these properties.

The report served before the Executive Mayor and Mayoral committee on various occasions, the last time was in March 2022.

The report was referred back for refinement in the clustering of the property groups. The report is now resubmitted with the change in the property categories as follows:

Categories of properties:

1. Strategic properties
Defined as Buildings and land used for core Municipal Functions/Services
Including the following:
 - 1.1 Office space and related buildings (previously under(f))
 - 1.2 Engineering Service Build Infrastructure (previously under (d))
 - 1.3 Heritage portfolio (previously under (c)).
2. Properties used for Community Benefit (previously listed (e)).
3. Rural Properties/Agricultural (containing all leases and land not under lease used for agricultural purposes).

4. Non-Core Assets (Land not required for municipal purposes)
 - 4.1 Encroachments – outdoor dining
 - 4.2 Encroachments – gardening
 - 4.3 Encroachments – parking
 - 4.4 Leases (long/medium/short term) used for non-agricultural purposes.
5. Other Properties to be considered.

5. RECOMMENDATIONS FOR CONSIDERATION:

- (a) that the new list of categories be approved by Council;
- (b) that council identify and classify the properties under strategic properties (as discussed under 6.1.2 below as strategic properties needed for municipal services and not to be disposed of (kept) unless specifically dealt with per property in future (**APPENDIX 1**);
- (c) that Corporate Services investigate the possibility of adding this decision on the title deed of these properties;
- (d) that the Municipal Manager be requested to investigate how to maintain the heritage portfolio in a sustainable manner and make a proposal to council;
- (e) that the properties identified under Community Benefit be classified as properties to be used for community benefit and retained for that purpose until otherwise determined by Council (**APPENDIX 2**);
- (f) that the properties identified as Rural Properties be referred back for further refinement in sub-categories and be brought back to the next Mayco meeting for consideration;
- (g) that the properties identified under non-core assets be referred back for further refinement, whilst council note the process approved to deal with encroachments during the June 2022 Council meeting; and
- (h) that the properties identified under “other properties be referred back for further discussions and refinement.

6. DISCUSSION / CONTENT

6.1 Background

Council tasked the Municipal Manager on 31 March 2021 to compile a property register and present the register to Council for consideration. The Municipal Manager as the Accounting Officer constituted an inclusive committee of representatives from various departments and delegated such a committee with the task to investigate all the properties, compile a property register and submit a report which contains all the council properties for consideration as a reliable source on decision making processes in dealing with properties within the WCO24. The report served before the Executive Mayor and Mayoral Committee on several occasions and the last time was in March 2022.

6.2 Discussion

The report was referred back for refinement by changing the clustering of the property groups. This report has identified the new different categories of the properties that will be further explained below. The new categories are as follows:

1. Strategic Properties (Buildings and land used for Municipal Functions);

1.1 Office space and related buildings;

1.2 Engineering Service Build Infrastructure;

1.3 Heritage portfolio.

2. Community Benefit use properties.

3. Rural Properties/Agricultural

All leases and land not under lease – used for agricultural purposes.

4. Non-Core Assets (Land nor required for municipal purposes)

4.1 Encroachments – outdoor dining

4.2 Encroachments – gardening

4.3 Encroachments – parking

4.4 Leases (long/medium/short term) used for non-agricultural purposes

5. Other properties to be considered

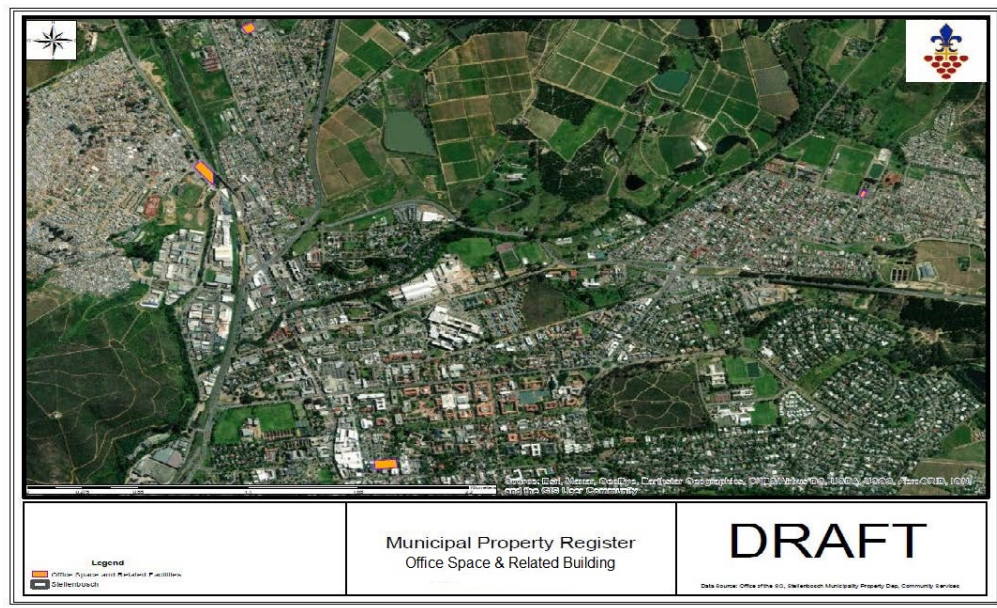
The rental stock is not included in the report. There is currently another internal process dealing with staff housing policy that has not been finalized as yet. Rental stock that are not leased to municipal employees are leased to the public and the use of the rental stock are determined and would require a different process should Council want to change the use of those properties. Full information about rental stock is also readily available and is managed by Housing.

6.2.1 Categories of properties

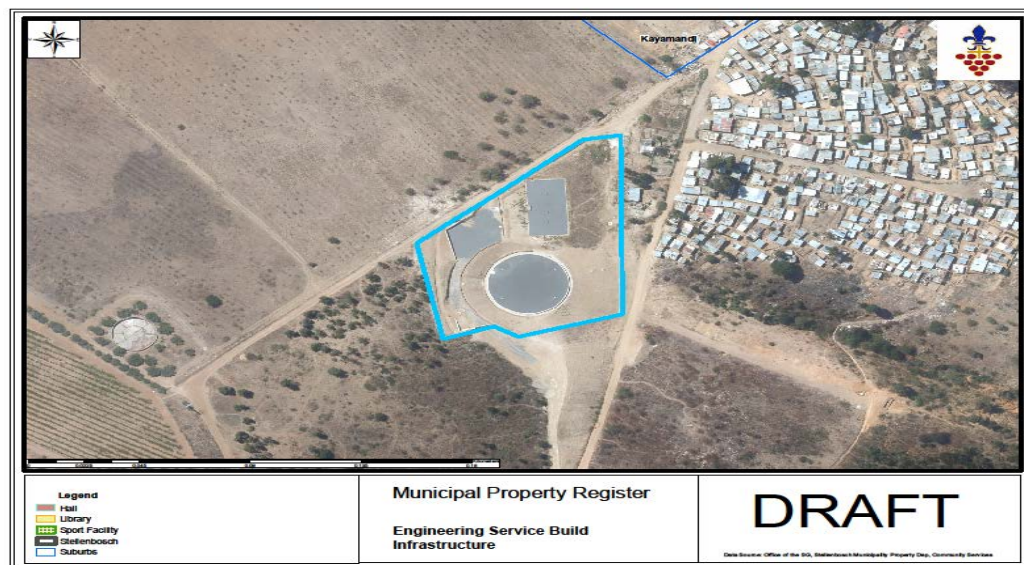
6.2.1.1 Office space and related buildings for the purpose of this report

Office Space and inter alia includes (identified as per the) :

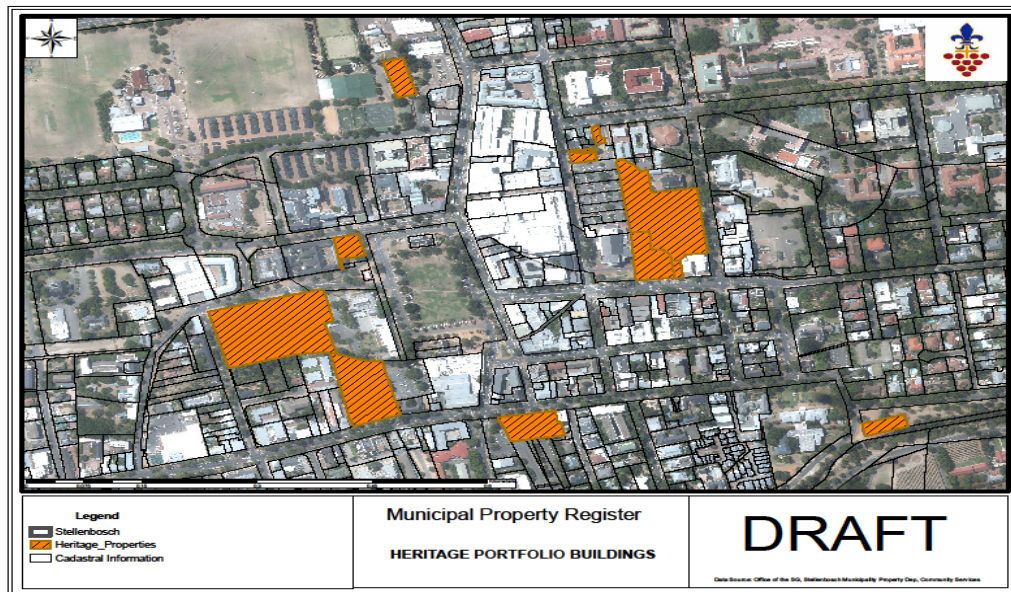
- a) The three Main Administrative Offices in Franschoek, Pniel and Stellenbosch, which is used by various Departments;
- b) Office Space used by specific Departments in Klapmuts, Kayamandi, Beltana;
- c) Fire stations;
- d) Traffic Centre;
- e) Beltana depot;
- f) NPK building.



6.2.1.2 **Engineering Service Build infrastructure** means an asset that enhances the efficiency and effectiveness of public sector organisation and help the organisation meet the challenges of the future by enhancing strategic decision-making and better-informed policy. Water reservoirs are just but one examples of such assets.

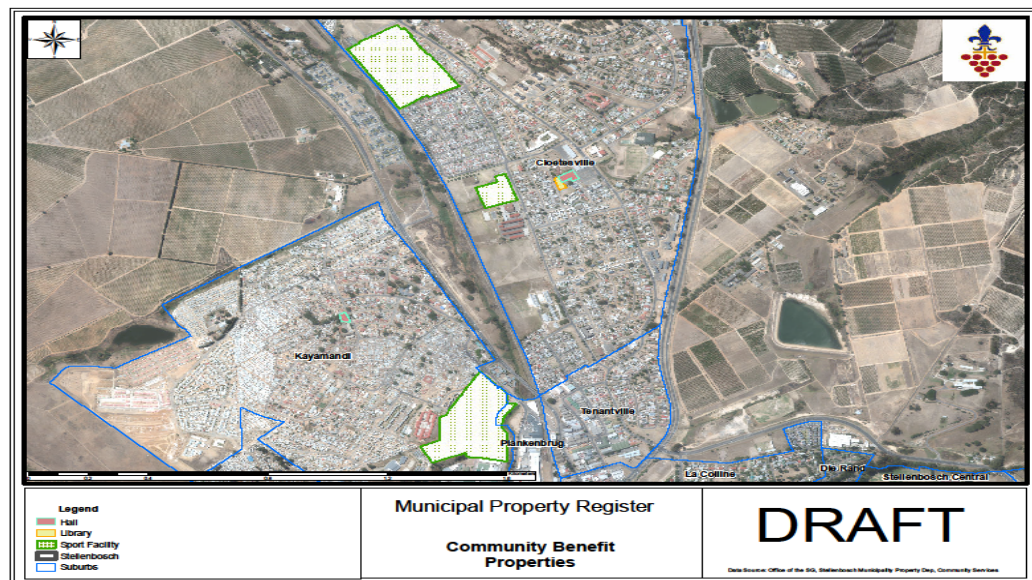


6.2.1.3 **Heritage Portfolio** - heritage assets are assets that have **cultural, environmental, historical, natural**, scientific, technologically, or artistic significance and are held indefinitely for the benefit of present and future generations. One of the key features of heritage essays is that they are held indefinitely for the purposes of preserving such assets for the benefit of present and future generations. This means that entities often incur expenditure to preserve and extend the life of an asset so that it can be enjoyed by future generations. As a result of the preservation of heritage assets, the value often increased over time, making the effect of the appreciation negligible. (This is in accordance with GRAP guidelines 103 on Heritage Assets.)

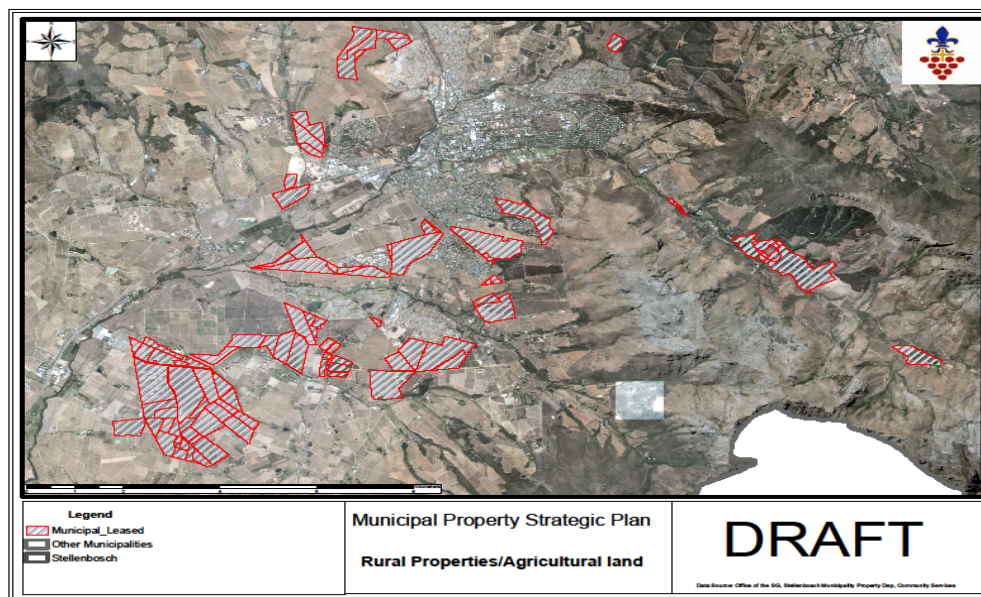


6.2.2 Properties used for Community Benefit means any asset of the municipality that improves the quality of community life. Such assets include:

- A physical structure or place such as a library, swimming pool, community halls, sport facilities.
- There are 5 individual structures of which 4 have been identified for Local Economic Development (LED) Hubs. Additional to this is another 7 Informal Trading sites with Formal Structures which are using for informal businesses.



6.2.3 Rural Properties / Agricultural land mean assets that are leased on a long, medium or short term and for the specific use of agriculture. There are currently 40 long-term leases for farming purposes and these leases expire in 2041. There are also 18 medium term farm leases which have different expiry periods until 31 July 2025 and others are 9 years 11 months lease period until 31 June 2029.



6.2.4 Non-Core Assets (Land not required for municipal purposes)

6.2.4.1 Encroachment – outdoor dining

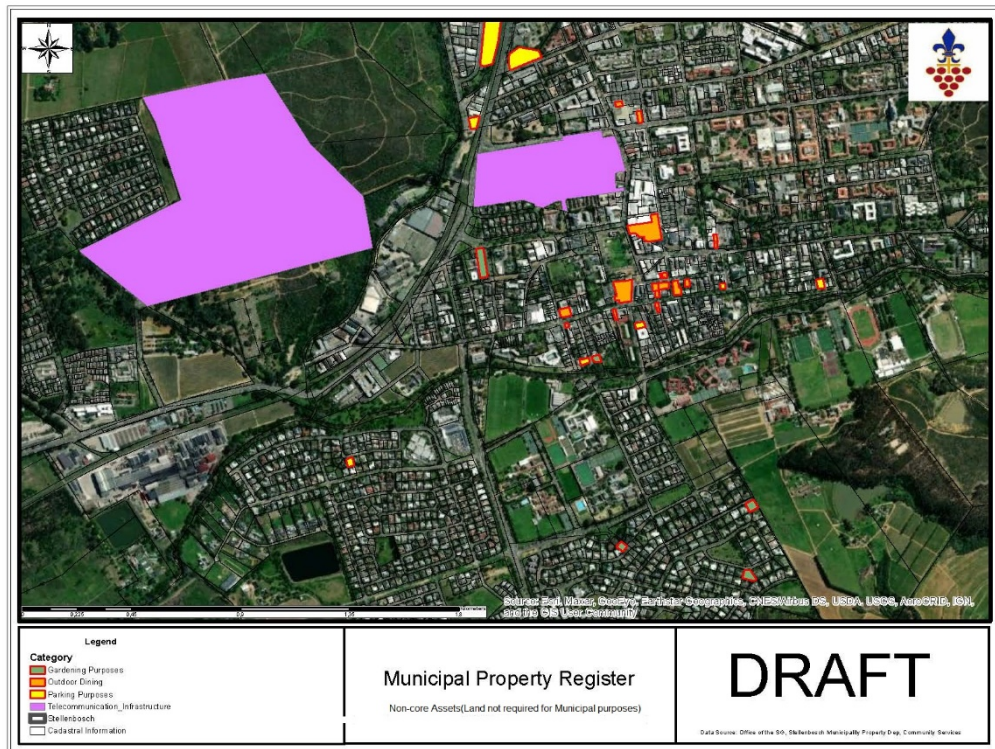
6.2.4.2 Encroachment – gardening

6.2.4.3 Encroachment – parking

6.2.4.4 Leases (long/medium/short term) used for non-agricultural purposes

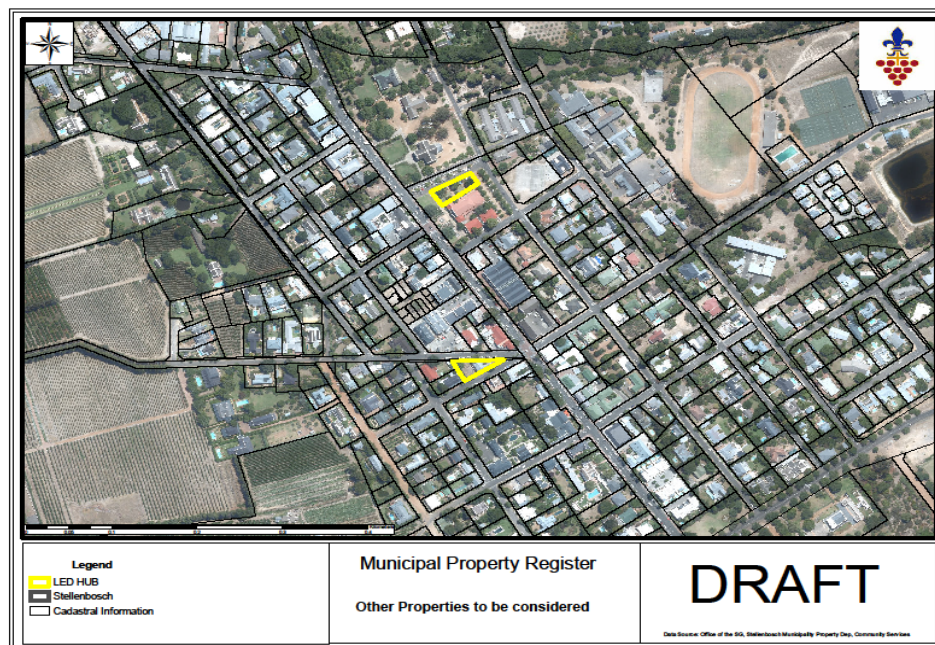
There are currently about 18 outdoor dining permits/agreements, 21 for parking purposes agreements and 87 agreements for garden purposes.

There are also 2 sporting bodies, Stellenbosch Golf Club and Paradyskloof tennis club and 8 buildings, such as Medi-clinic and taxi associations. The 2 sporting bodies leases expire in 2041 and the 8 buildings in 2023, 2032, 2033 and the other 3 with undetermined periods. The other 22 medium term leases are mainly the buildings rented as either training centres or office spaces with different lease periods. There are 22 telecommunications infrastructure, of which 18 are base stations such as cell phone towers and 4 are installed in municipal buildings or infrastructure.



6.2.5 Other Properties to be considered

This refers to all the properties that does not naturally fall within any of the categories above and may be used for investment or other causes. An investment Property is held by the owner to earn income or for capital appreciation or both. Council should consider how they want to use these properties.



6.3 Legal Implications

Any decision to dispose of assets must adhere to the Asset Management Regulations under published under the MFMA.

6.4 Financial implications

The maintenance of the municipal property portfolio is an issue that will have to be dealt with in future. It remains a big challenge to maintain the portfolio and to do that on a sustainable and acceptable level. Some areas of the portfolio like the heritage buildings require specific skills that we do not have in-house and is not always readily available. It is also subject to permits from Heritage Western Cape/South Africa which creates even a bigger challenge.

6.5 Staff Implications

There is currently one employee within the Contract Management unit under Corporate Services that handles the contract management. Other Directorates manage the properties that is used by them to perform their functions. Building maintenance is currently under discussion within the management forum to determine how best to place the different maintenance requirements.

6.6 Previous / Relevant Council Resolutions

41ST COUNCIL MEETING: 2021-03-31: ITEM 11.2.1

RESOLVED (majority vote)

a) that lease portions 528a and 529cc, known as Mountain Breeze Caravan Park, be identified as land not needed for own use during the period for which such rights are to be granted, as provided for in Regulation 36 of the Asset Transfer Regulations;

(b) that the lease agreement be extended on a month-to-month basis until a property register has been compiled and considered by Council to determine the future of Council properties per category;

(c) that the lessee be informed to strictly adhere to the conditions of the lease agreement;

(d) that the Caravan Park pay their municipal account and that the Municipal Manager be mandated to determine the lease amount;

(e) that the Municipal Manager be mandated to take the necessary steps to ensure the drafting and finalisation of the property register and submit it to Council by not later than December 2021; and

(f) that the item be brought back to Council as soon as the property register has been adopted by Council.

The following Councillors requested that their votes of dissent be minuted: Cllr F Adams; FT Bangani-Menziwa (Ms); G Cele (Ms); C Moses (Ms); RS Nalumango (Ms); N Sinkinya (Ms); P Sitshoti (Ms) and LL Stander

EXECUTIVE MAYORAL COMMITTEE: 2022-01-21: ITEM 7.2.1**RESOLVED**

that the item be referred back to the Administration for further refinement, where after the same be resubmitted at the March 2022 Mayoral Committee Meeting.

EXECUTIVE MAYORAL COMMITTEE: 2022-03-23: ITEM 7.2.2**RESOLVED**

that this matter be referred back to the Administration for further refinement.

6.7 Risk Implications

The risks are addressed through the content of the item.

6.8 Comments from Senior Management

As this is a refined item it was not distributed for input.

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	2022-07-15

APPENDIX 1

1. STRATEGIC PROPERTIES											
Property Description	Area	Size in square meters	Title deed number	Municipal valuation*	Current zoning	Use of building/premises	Council resolution Item nr and date	State of Building	Planned project: repairs/estimated cost	Comments	Inputs from Departments
Voltenburg Pumpstation: Portion of Erf 58: Vlottenburg	Vlottenburg	T25660/2015				Private land (DIGTEBY HOME OWNER'S ASSOCIATION)					
1.2.3 WASTE MANAGEMENT FACILITIES											
1.2.3.1 Transfer station											
Klapmuts Waste Transfer Station: Portion of Farm	Klapmuts	T53952/2009									
1.2.3.2 Recycle plant											
Stellenbosch Recycle Plant: Portion of Rem. Farm	Stellenbosch	STF8-32/1919									
1.2.4 TAXI RANKS											
Mooiwater Taxi Rank: Erf 2235	Mooiwater	T39839/2001									
Klapmuts Taxi Rank: Portion of Erf 342	Klapmuts	T39839/2001									
Kayamandi Taxi Rank: Portion of Erf 62	Kayamandi	T10198/2009									
Bergzicht Taxi: Portion of Erf 235	Stellenbosch	T39839/2001									
1.2.5 ELECTRICAL SUB-STATIONS											
Huguenot Road Sub-station: Portion of Erf 928	Franschhoek	T6594/1992									
Groendal Sub-station: Erf 366	Groendal	T21945/1976				Erf 366 is an unregistered portion of Rem Erf 217, Le Roux					
Dennegeur Substation: Farm 1066/5	Maasdorp	T49079/2003									
Devon Valley Sub-station: Portion of Rem. Farm 14	Stellenbosch	STF-15/1908									
Jan Marais Sub-station: Portion of Erf 2149	Stellenbosch	STF8-5/1908									
Adam Tas Sub-station: Erf 382	Stellenbosch	G96/1939									
Alexander Street Sub-station: Erf 303	Stellenbosch	T7637/1961				Property registered in the name of private person (BLAKE MARTHA JOHANNA) in terms of its status as public Road, the ownership, however, vests with Stellenbosch Municipality					
Rhenish Church Sub-station: Portion of Erf 668	Stellenbosch	T13542/1946				Private land (VERENIGENDE GEREFORMEERDE KERK IN SUID AFRIKA), no servitude in place					
Bosman road Sub-station: Erf 1830	Stellenbosch	T13597/1956									
Lanzerac Road Sub-station: Portion of Erf 3588	Stellenbosch	T15962/1958				Private land (KARINDAL ESTATES PTY LTD). In terms of its status as POS, ownership, however vests with Stellenbosch Municipality					
Dalsig Substation: Erf 512	Stellenbosch	T3100/1959				Private land (LOUW NICOLAAS MYBURGH) in terms as its status as POS, however, ownership vests with Stellenbosch Municipality					
Golf-course Sub-Station: Portion of Erf 16531	Stellenbosch	STF6-5/1891									
1.2.6 MUNICIPAL DEPOTS											
Fabriek Street Depot: Portion of Erf 928	Franschhoek	T6594/1992									
La Motte Depot: Portion of Farm 1653	La Motte	T45558/2017									
Beltana Depot: Portion of Erf 3363	Stellenbosch	STF5-36/1887									
1.3 HERITAGE BUILDINGS											
Erf 143	Franschhoek	743	G25/1929	R2 546 000,00	Mixed Use Zone	Business use		To be put out on tender		Life craft centre	
Erf 228	Franschhoek	714	T1241/1977	R4 780 000,00	Conventional Residential Zone	Business use		To be used as LED hub			
Erf 229	Franschhoek	817	T12869/1978	R4 710 000,00	Conventional Residential Zone	Business use					
Erf 230	Franschhoek	804	T29346/1976	R3 965 000,00	Conventional Residential Zone	Business use					
Portion of Erf 1540	Franschhoek	6 060	PLF2-10/1897	R14 225 000,00	Utility Services Zone	Office space				Include the Town Hall and Old Municipal Offices (ex-library) Erf 1540 is an unregistered portion of erf 253	
Erf 2235	Mooiwater, Groendal*	1 300	T39839/2001	R1 215 000,00	Community Zone	Business use		To be used as LED hub		Include Old farm house and Shed	
Erf 860	Pniel	601	T917/2012	R196 000,00	Conventional Residential Zone	Business use					
Portion of Erf 235	Stellenbosch*	3 900	T13664/1947	R30 000 000,00	Utility Services Zone	Business use		To be used as Training Centre			
Erf 528	Stellenbosch	1 250	T6287/1956	R12 101 000,00	Multi-unit residential use	Office space					
Erf 658	Stellenbosch	7 010	T18518/1979	R12 101 000,00	Multi-unit residential use	Tourist related uses		Land to be put out on tender (Call-for-proposal) on a long-term lease basis			
Portion of Erf 1123 and others	Stellenbosch*	7 300	G19/1971	R50 000 000,00	Mixed Use Zone	Tourist related uses		Land to be put out on tender (Call-for-proposal) on a long-term lease basis			
Erven 1956 and 1957	Stellenbosch	2240	T397/1963	R19 080 000,00	Mixed Use Zone	Business use		To be used as a LED hub		Commonly referred to as the Ex-Victoria Street Clinic	
Portion of Erf 1962 and others	Stellenbosch*	11 600	T8720/1967	R150 000 000,00	Utility Services Zone	Office space				Unregistered portion of erven 1977 and 1978	
Erf 6490	Stellenbosch	414	T21750/1963	R2 692 000,00	Mixed Use Zone	Business use				Erf 6490 is an unregistered portion of erven 1977 and 1978. Commonly referred to as Andringa Street offices	
Portion of erven 2751 and 6314	Stellenbosch	2240	STFH8-3/1908	R9 926 000,00	Utility Services Zone	Business use		To be used as a LED hub		Erf 6314 is an unregistered portion of Erf 2751	
Erf 3389 and others	Stellenbosch	1 480	G206/1960	R3 606 000,00	Multi-unit residential use	Tourist related uses		To be used as office space			
Erf 9672	Stellenbosch	14 982	T52595/1995	R13 102 000,00	Public Open Space	Tourist related uses		Land to be put out on tender (Call-for-proposal) on a long-term lease basis			
1.3.1 HERITAGE SITES											
Portion of Erf 23	Franschhoek*	72 000	PLF4-7/1927	R72 000,00	Agricultural and rural zone	Tourist related uses				Commonly referred to as the so-called Circus - grounds	
Erf 670	Stellenbosch	25 531	STFH8-2/1908	R7 695 000,00	Public Open Space	Public Open Space				Commonly referred to as the Braak, including the Meul-plein	
Erf 9672	Stellenbosch	13 102	T52595/1995	R13 102 000,00	Public Open Space	Tourist related uses		Land to be put out on tender(Call-for-proposal) on a long-term lease basis			
Erf 1771 and others	Stellenbosch	5 653	STF8-21/1911	R1 771 000,00	Public Open Space	Public Open Space		To be used as POS		Commonly referred to as the Meulsloot. Declared as National	

1. STRATEGIC PROPERTIES											
Property Description	Area	Size in square meters	Title deed number	Municipal valuation*	Current zoning	Use of building/premises	Council resolution Item nr and date	State of Building	Planned project: repairs/estimated cost	Comments	Inputs from Departments
1.3.2 SITES OF ENVIRONMENTAL IMPORTANCE											
Farm 1135/1	Theewaterskloof	265 046	T83640	R1 900 000,00	Agricultural and rural zone	Tourist related uses/nature reserve					
Portion of Erf 23	Franschhoek*	16 416 100	PLF4-7/1927	R20 538 000,00	Agricultural and rural zone	Nature reserve				Mount Rochelle nature reserve(Proclaimed)	
Farm 1024/1	Wemmershoek	436 789	T108882/2002	R4 996 000,00	Agricultural and rural zone	Nature reserve				Wet-land	
Rem. Farm 1027	Wemmershoek	114 118	T108882/2002	R1 275 000,00	Agricultural and rural zone	Nature reserve				Wet-land	
Rem. Erf 2149	Stellenbosch	447 914	STF8-5/1908	R118 737 000,00	Agricultural and rural zone	Nature reserve				Jan Marais nature reserve(Proclaimed)	
Portions of Farms 165/1; Rem. Farm 119 and others	Stellenbosch*	4 107 160	T8261/1950 and others	R30 000 000,00	Agricultural and rural zone	Nature reserve				Botmanskop Nature area (Proclaimed??)	
Portions of Farms 181; 175/33 and 183	Stellenbosch*	1 327 700	STF-15/1908	R35 000 000,00	Agricultural and rural zone	Nature reserve				Papegaaiberg nature reserve (Proclaimed)	
	Stellenbosch*	455 500	STF-15/1908	R15 000 000,00	Agricultural and rural zone	Nature reserve				Sensitive Renosterveld	
*Properties indicated with an * represents a portion of a bigger land unit. The municipal valuation is therefor in proportion to the bigger unit's municipal value											

APPENDIX 2

2. COMMUNITY BENEFITS											
Property Description	Area	Size in square meters	Title deed number	Municipal valuation*	Current zoning	Management model	Council resolution Item nr and date	State of Building	Planned project: repairs/estimated cost	Comments	Inputs from Departments
2.1 COMMUNITY HALLS											
Portion of Erf 1540	Franschhoek (Town Hall)*	6 060	PLF2-10/1897	R14 225 000,00	Utility Services Zone	Managed by Community Services				Erf 1540 is an unregistered portion of erf 253	
Erf 286	Groendal*	2 136	T61689/1991	R3 709 000,00	Community Zone	Managed by Community Services					
Erf 103	La Motte	1 876	T66594/2006	R1 443 000,00	Educational Zone	Managed by Community Services				Donated to SM by CWDM, but not yet transferred	
Erf 7	Wemmershoek	2 807	T29444/2012	R1 604 000,00	Educational Zone	Managed by Community Services					
Portion of Farm 1674/14	Pniel (Millennium Hall)*	3 906	T17502/2004	R3 750 000,00	Agricultural and Rural Zone	Managed by Community Services					
Portion of Erf721	Pniel (Banquet Hall)*	397	T67303/1995	R1 200 000,00	Public Open Space	Managed by Community Services					
Erf 435	Kylemore	1 230	T55841/2000	R1 334,00	Educational Zone	Managed by Community Services					
Portion of Erf 342	Klapmuts (MPC)*	6 237	T42222/2000	R9 572 000,00	Utility Services Zone	Managed by Community Services					
Erf 425	Kayamandi (Makapula Hall)	958	T10270/2009	R342 000,00	Community Zone	Managed by Community Services					
Portion of Erf 633	Kayamandi (Strongyard Hall)	572	T10344/2009	R250 000,00	conventual Residential Zone	Managed by Community Services					
Erf 6851	Cloeteville (Eike Hall)*	2 136	T30474/1987	R6 271 000,00	Community Zone	Managed by Ward Office	Property to be put out on tender for management				
Portion of Erf 1942 and others	Stellenbosch (Town Hall)*	2 000	T8720/1967	R10 000 000,00	Utility Services Zone	Managed by Community Services					
2.2 SPORT FACILITIES											
Erf 1693	Franschhoek (Tennis Club)	11 090	T104075/2001	R3 772 000,00	Limited use Zone	Managed by Franschhoek Tennis club	Renewal of Lease Agreement				
Erf 2885	Franschhoek (Bowling Club)	4 597	T34852/2007	R2 711 000,00	Limited use Zone	Managed by Community Services	Portion of facility leased out to 3 rd party				
Erf 290	Groendal*	46 585	T57961/2018	R2 000 000,00	Public Open Space	Managed by Community Services					
Erf 188 and 199	La Motte (Rugby field and clubhouse)	1 722	T66594/2006	R4 000 000,00	Public Open Space	Managed by Community Services				Donated to SM by CWDM, but not yet transferred	
Erf 309	La Motte (Soccer field and netball courts)	22 236	T66594/2006	R345 000,00	Public Open Space	Managed by Community Services					
Erf 202	Wemmershoek	82 177	T29444/2012	R113 400,00	Public Open Space	Managed by Community Services					
Farm 1674/14	Pniel*	70 141	T17502/2004	R450 000,00	Agricultural and Rural Zone	Managed by Community Services					
Erf 46	Lanquedoc	34 662	T105207/2005	R1 256 000,00	Private Open Space	Managed by Community Services				Ownership still vests with Lanquedoc Housing Association, although it was donated to SM	
Erf 192	Kylemore*	37 092	T6822/1949	R1 500 000,00	Public Open Space	Managed by Community Services				Unregistered portion of Erf 64. Ownership still vests with National Dept. Of Public Works	
Erf 1172	Klapmuts	47 709	T81282/2003	R10 657,00	Community Zone	Managed by Community Services					
Erven 523; 2174 and 1804	Kayamandi	36 704	T10343/2009 and others	R5 013 000,00	Private Open Space	Managed by Community Services					
Erf 6890	Cloeteville (Rugby field and netball courts)	63 063	T20760/1988	R16 368 000,00	Community Zone	Managed by Community Services					
Erf 6847	Cloeteville (Swimming pool)	33 187	T31788/1973	R7 764 000,00	Community Zone	Managed by Community Services					
Rem. Farm 167	Idas Valley	89 171	T8261/1950	R6 500 000,00	Community Zone	Managed by Community Services					
Portion of Erf 235	Stellenbosch (Van der Stel)*	109 487	T13664/1947	R80 000 000,00	Community Zone	Managed by Community Services					
Rem. Farm352/2	Jonkershoek*	10 000	T2200/1934	R185 000,00	Community Zone	Managed by Community Services					
Portion of Rem. Farm 527	Jamestown*	93 956	STF6-3/1889	R1 500 000,00	Private Open Space	Managed by Community Services					

2. COMMUNITY BENEFITS											
Property Description	Area	Size in square meters	Title deed number	Municipal valuation*	Current zoning	Management model	Council resolution Item nr and date	State of Building	Planned project: repairs/estimated cost	Comments	Inputs from Departments
Erf 98	Raithby*	16 513	T11040/1997	R3 200 000,00	Community Zone	Managed by Community Services				This property is a portion of Erf 98, which is still registered in the name of the Methodist Church of Southern Africa.	
Portion of Farm 502	Stellenbosch (District Riding Club)*	40 353	STF-15/1908	R150 000,00	Private Open Space	Managed by Stellenbosch District Riding Club	Renewal of Lease Agreement				
Lease Portion 369/3	Stellenbosch (Golf club)*	742 500	STF-35/1884	R20 000 000,00	Private Open Space	Managed by Stellenbosch Golf Club					
Lease Portion 502L	Stellenbosch (Flying Club)*	271 121	STF-15/1908	R10 000 000,00	Private Open Space	Managed by Stellenbosch Flying Club	Renewal of Lease Agreement				
Lease Portion 369T	Paradyskloof (Tennis Club)*	12 542	STF-35/1884	R1 000 000,00	Private Open Space	Managed by Paradyskloof Tennis Club					
2.3 CEMETARIES											
Erf 739	Franschhoek	21 617	T8031/1983	R10 000,00	Private Open Space	Managed by Community Services					
Erf 1219	Groendal	18 761	T8020/1995	R150 000,00	Public Open Space	Managed by Community Services					
Erf 3	Wemmershoek	2 405	T29444/2012	R10 000,00	Public Open Space	???????????					
Portion of Erf 1	Pniel	9 759	T67298/1995	R15 000,00	Community Zone	Managed by Community Services	Property to be transferred to SM			Property still registered in the name of Pniel Gemeenskap	
Erven 21; 22 and 36	Kylemore	17 800	T77356/1999	R15 000,00	Subdivisional area	???????????					
Rem Farm 183	Stellenbosch (Papegaaiberg)*	157 000	STF-15/1908	R50 000,00	Private Open Space	Managed by Community Services					
Portion of Rem. Farm 527	Jamestown*	89 700	STF6-3/1889	R15 000,00	Private Open Space	Managed by Community Services					
2.4 LIBRARIES											
Erf 835	Franschhoek	1 591	T43582/1987	R6 634 000,00	Community Zone	Managed by Community Services					
Portion of Erf 412	Groendal*	1 500	T43716/1995	R4 000 000,00	Subdivisional area	Managed by Community Services					
Portion of Erf 721	Pniel*	205	T67303/1995	R2 000 000,00	Community Zone	Managed by Community Services					
Erf 28	Kayamandi	1 027	T10182/2009	R1 206 000,00	Community Zone	Managed by Community Services					
Erf 6851	Cloeteville*	679	T30474/1987	R3 000 000,00	Community Zone	Managed by Community Services					
Portion of Erf 11203	Idas Valley	2 180	STF8-5/1908	R2 500 000,00	Private Open Space	Managed by Community Services				Erf 11203 is an unregistered portion of erf 2149	
Portion of Erf 1966	Stellenbosch (Plein Street)*	337	T8720/1967	R5 000 000,00	Community Zone	Managed by Community Services					
Portion of Erf 439 (Previously Farm 510/165)	Jamestown*	278	T31286/1998	R2 000 000,00	Community Zone	Managed by Community Services					
2.5 SOCIAL CARE FACILITIES (ECD CENTRES AND SAFE HOUSES)											
Erf 286	Erf 412 Groendal Library	2 950	T14140/1980	R2 426 000,00	Educational Zone	Managed by Kabouterland ECD				Erf 286 is an unregistered portion of erf 233	
Portion of Farm 1653	La Motte (La Refuge Safe house)	2 900		R10 641,00	Agricultural and Rural Zone	To be managed by La Refuge Safe House	Lease Agreement approved				
Erf 1331	Klapmuts (Tellie tubbies Creche)	687	T72297/2016	R385 000,00	Community Zone	Managed by Teletubbies ECD					
Erf 26	Kayamandi (Sizamile Creche)	2 179	T10181/2009	R1 086 000,00	Community Zone	Managed by Sizamile ECD					
Portion of erf 3363	Stellenbosch (Le Abrie safehouse)	1 175	STF5-36/1887	R2 000 000,00	Utility Services Zone	Managed by Le Abrie Safehouse	Property to be put out on tender				
Erven 12758 and 12759	Die Boord	1 487	T4375/2001	R2 131 000,00	Conventual Residential Zone	Managed by Karlien and Kandas ECD	Renewal of Lease Agreement				
2.6 OTHER FACILITIES											
Portion of Farm 352/2	Jonkershoek Day camp *	72 000	T2200/1934	R150 000,00	Agricultural and Rural Zone	Managed by Community Services					
Portion of Farm 369	Paradyskloof Facility*	200	STF-35/1884	R500 000,00	Agricultural and Rural Zone	Managed by Community Services					
2.7 PLAYPARKS & OPEN SPACES											
Erven no: 8775+8776+8777	Tennantville Park	2309.6+3419.9+1869			Open public space	Managed by Community Services					

7.4	FINANCIAL SERVICES: (PC: CLLR P JOHNSON)
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7.4.1	MANAGEMENT OF CONTRACTS OR AGREEMENTS AND CONTRACTOR PERFORMANCE AS AT 01 JANUARY 2022 – 30 JUNE 2022 MFMA S116(2)(d) REPORT
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Collaborator No: 732816
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 20 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.

FOR FURTHER DETAILS CONTACT:

NAME	Kevin Carolus
POSITION	<i>Chief Financial Officer</i>
DIRECTORATE	<i>Financial services</i>
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E-MAIL ADDRESS	<i>Kevin.carolus@stellenbosch .gov.za</i>
REPORT DATE	<i>07 July 2022</i>

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

7.6	INFRASTRUCTURE SERVICES : (PC : CLLR Z DALLING (MS))
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7.6.1	LEASING OF PARKING AREAS (CHECKERS / STELMARK) TO RETAILERS ADJACENT TO THE PARKING AREAS, CONSIDERATION OF COMMENTS RECEIVED
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Item will be distributed under separate cover.

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

7.8	PLANNING :(PC: CLLR C VAN WYK (MS)
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7.8.1	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

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. Croijmans-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.

ANNEXURES

NONE

FOR FURTHER DETAILS CONTACT:

NAME	Stiaan Carstens
POSITION	Senior Manager: Development Management
DIRECTORATE	Planning and Economic Development
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REPORT DATE	June 2022

7.8.2	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

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

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
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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;*
- (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.

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 Thembeni, 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.

Thembeni 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.



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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:

- Stellenbosch Municipality website
- Stellenbosch Library
- Franschoek Library
- 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
- Stellenbosch Biblioteek
- Franschoek Biblioteek
- Pniel Biblioteek
- Cloetesville Biblioteek
- Ida's Vallei Biblioteek
- Kayamandi Biblioteek
- Klappmuts Biblioteek
- Jamestown Biblioteek
- Advies Sentrums by Stellenbosch en Franschoek 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)



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: Etmarne Anthony

Vry slawe herdenk

Etmarne 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, en dis 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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Stellenbosch Munisipaliteit

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Foto: Elaine Anthony

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Paulus Joubert herwin

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Municipal Manager
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- Stellenbosch Biblioteek
- Franschhoek Biblioteek
- Pniël Biblioteek
- Cloetesville Biblioteek
- Ida's Valley Biblioteek
- Kayamandi Biblioteek
- Klipmuts 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)



JOB OPPORTUNITY: Administrative Assistant Finfoocus 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@finfoocus.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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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 on or before 14 March 2020.

The Draft document is available for viewing at the following places:

- Stellenbosch Municipality website
- Stellenbosch Library
- Franschhoek Library
- Pniel Library
- Cloetesville Library
- Ida's Valley Library
- Kayamandi Library
- Klapmuts Library
- Jamestown Library
- Advice Centres at the Stellenbosch and Franschhoek 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 geskied hiermee dat Stellenbosch Munisipaliteit tans 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 resee 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 per e-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
- 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)

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

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

7.11	MUNICIPAL MANAGER
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7.11.1	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

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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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:
Clr 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


.....
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;


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- 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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- 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


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- 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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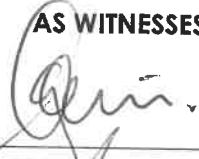

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Thus, done and signed at Stellenbosch on the 22 day of June 2022


MUNICIPAL MANAGER

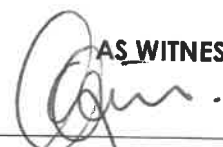

AS WITNESSES:

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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Annexure A Performance Plan

MUNICIPAL MANAGER


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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%)

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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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 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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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	
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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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	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. 	<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. 	<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 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. 	


.....
Municipal Manager
Ms Geraldine Mettler


.....
Executive Mayor:
Cllr Adv Gesie Van Deventer



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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Municipal Manager
Ms Geraldine Mettler


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Executive Mayor:
Cllr Adv Gesie Van Deventer



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. 			



 Municipal Manager
Ms Geraldine Mettler



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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. 		


Municipal Manager
Ms Geraldine Mettler


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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 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. 			


 Municipal Manager
Ms Geraldine Mettler


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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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Municipal Manager
Ms Geraldine Mettler


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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. 	<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. 					


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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STELLENBOSCH
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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure C

Personal Development Plan

MUNICIPAL MANAGER


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Municipal Manager
Ms Geraldine Mettler

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Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
1.						
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

STELLENBOSCH • PNIEL • FRANSCHHOEK

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



 Municipal Manager:
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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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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Mr Kevin Carolus


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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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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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Chief Financial Officer
Mr Kevin Carolus


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Municipal Manager:
Ms Geraldine Mettler



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


 Chief Financial Officer
 Mr Kevin Carolus


 Municipal Manager:
 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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Mr Kevin Carolus


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Municipal Manager:
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.


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Chief Financial Officer
Mr Kevin Carolus


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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


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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


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Mr Kevin Carolus


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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


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Mr Kevin Carolus


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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


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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	
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


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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	
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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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


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Mr Kevin Carolus


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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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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. Interact and collaborate with people of diverse backgrounds. 	<ul style="list-style-type: none"> Seek opportunities to increase team contribution and responsibility. Respect and support the diverse nature of others and be aware of the benefits of a diverse approach. Effectively delegate tasks and empower others to increase contribution and execute functions optimally. Apply relevant employee legislation fairly and consistently. Effectively identify capacity requirements to fulfill the strategic mandate. 	<ul style="list-style-type: none"> Identify ineffective team and work processes and recommend remedial interventions. Recognise and reward effective and desired behavior. Provide mentoring and guidance to others in order to increase personal effectiveness. Identify development and learning needs within the team. Inspire a culture of performance excellence by giving positive and constructive feedback to the team. Achieve agreement or consensus in adversarial environments. Lead and unite diverse teams across divisions to achieve institutional objectives. 	<ul style="list-style-type: none"> Develop and incorporate best practice people management processes, approaches and tools across the institution. Foster a culture of discipline, responsibility and accountability. Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution. Develop comprehensive integrated strategies and approaches to human capital development and management. Actively identify trends and predict capacity requirements to facilitate unified transition and performance management. 	


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Chief Financial Officer
Mr Kevin Carolus


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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. 	



 Chief Financial Officer
Mr Kevin Carolus



 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. 	


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Chief Financial Officer
Mr Kevin Carolus


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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.t 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. 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. 			



 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. 		


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Chief Financial Officer
Mr Kevin Carolus


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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. 	<ul style="list-style-type: none"> Use appropriate information systems and technology to manage institutional knowledge and information sharing. 	<ul style="list-style-type: none"> Effectively predict future information and knowledge management requirements and systems. 	<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. 	
<ul style="list-style-type: none"> Analyse and interpret information to draw conclusions. 	<ul style="list-style-type: none"> Evaluate data from various sources and use information effectively to influence decisions and provide solutions. 	<ul style="list-style-type: none"> Develop standards and processes to meet future knowledge management needs. 	<ul style="list-style-type: none"> Establish partnerships across local government to facilitate knowledge management. 	
<ul style="list-style-type: none"> Seek new sources of information to increase the knowledge base. 	<ul style="list-style-type: none"> Actively create mechanisms and structures for sharing information. 	<ul style="list-style-type: none"> Share and promote best-practice knowledge management across various institutions. 	<ul style="list-style-type: none"> Demonstrate a mature approach. 	
<ul style="list-style-type: none"> Regularly share information and knowledge with internal stakeholders and team members. 	<ul style="list-style-type: none"> 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"> 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"> Recognise and exploit knowledge points in interactions with internal and external stakeholders. 	


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Chief Financial Officer
Mr Kevin Carolus


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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. 	
<ul style="list-style-type: none"> • Disseminate and convey information and knowledge adequately. 				


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Chief Financial Officer
Mr Kevin Carolus



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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.



 Chief Financial Officer
Mr Kevin Carolus



 Municipal Manager:
Ms Geraldine Mettler



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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure C:

Personal Development Plan

CHIEF FINANCIAL OFFICER


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Chief Financial Officer
Mr Kevin Carolus


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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				
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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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Performance Agreement 2022 – 2023

Director: Corporate Services

Handwritten signature or initials.

Handwritten signature or initials.



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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 Director: Corporate Services
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

Director: Corporate Services
Ms Annalene de Beer

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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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;

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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 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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Municipal Manager:
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**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.

.....
 Director: Corporate Services
Ms Annalene de Beer

.....
 Municipal Manager:
Ms Geraldine Mettler



MEMBER OF MAYORAL COMMITTEE
(Portfolio: Corporate Services)
Cllr L Nkamisa

.....
Director: Corporate Services
Ms Annalene de Beer

.....
Municipal Manager:
Ms Geraldine Mettler



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Annexure A Performance Plan

DIRECTOR: CORPORATE SERVICES

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Ms Annalene de Beer

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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: 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

Director: Corporate Services
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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

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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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Ms Annalene de Beer


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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. 		

Director: Corporate Services
Ms Annalene de Beer

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: Corporate Services
Ms Annalene de Beer

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. 		

Director: Corporate Services
Ms Annalene de Beer

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: Corporate Services
Ms Annalene de Beer

.....
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. 				

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.

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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.



 Director: Corporate Services
Ms Annalene de Beer



 Municipal Manager:
Ms Geraldine Mettler



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Annexure C

Personal Development Plan

DIRECTOR: CORPORATE SERVICES



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Director: Corporate Services
Ms Annalene de Beer

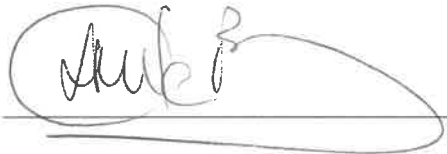


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Municipal Manager:
Ms Geraldine Mettler




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 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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AB



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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Director: Planning and Economic Development
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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- 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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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 Anthony Barnes

.....
Municipal Manager
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
Mr Anthony Barnes

Municipal Manager
Ms Geraldine Mettler



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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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.....
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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. 	<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. 	

AB

.....
Director: Planning and Economic Development
Mr Anthony Barnes

GM

.....
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	
		to frame communications and develop strategies, positions and alliances.		

AB

.....
Director: Planning and Economic Development
Mr Anthony Barnes

GM

.....
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"> 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. 		

RB

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Director: Planning and Economic Development
Mr Anthony Barnes

GM

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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 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. 		

AB

Director: Planning and Economic Development
Mr Anthony Barnes

GM

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. 		

AB

Director: Planning and Economic Development
Mr Anthony Barnes

GMM

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"> 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. 		

AB

Director: Planning and Economic Development
Mr Anthony Barnes

Gm

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.t 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. 			

AB

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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 :		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. 				

AB

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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 :		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. 		

AB

Director: Planning and Economic Development
Mr Anthony Barnes

GJM

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. 	

AB

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Director: Planning and Economic Development
Mr Anthony Barnes

Gym

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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.

AB

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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. 	<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. 	<ul style="list-style-type: none"> • 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. • Compile clear, focused, concise and well-structured written documents.

AB

Director: Planning and Economic Development
Mr Anthony Barnes

Gm

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: Planning and Economic Development
Mr Anthony Barnes

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Municipal Manager:
Ms Geraldine Mettler



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure C

Personal Development Plan

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

.....
Director: Planning and Economic Development
Mr Anthony Barnes

.....
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


 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.

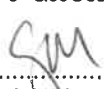
Table 1: Strategic Focus Areas

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



 Director: Infrastructure Services
Mr Deon Louw



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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


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- 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

Director: Infrastructure Services
Mr Deon Louw

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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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Mr Deon Louw


.....
Municipal Manager:
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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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Director: Infrastructure Services
Mr Deon Louw


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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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Director: Infrastructure Services
Mr Deon Louw

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Municipal Manager:
Ms Geraldine Mettler



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



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure A

Performance Plan

DIRECTOR: INFRASTRUCTURE SERVICES

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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 ito 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 ito 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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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	
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



 Director: Infrastructure Services
Mr Deon Louw



 Municipal Manager:
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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	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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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 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. 					


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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. Interact and collaborate with people of diverse backgrounds. Aware of guidelines for employee development, but requires support in implementing development initiatives. 	<ul style="list-style-type: none"> Seek opportunities to increase team contribution and responsibility. Respect and support the diverse nature of others and be aware of the benefits of a diverse approach. Effectively delegate tasks and empower others to increase contribution and execute functions optimally. Apply relevant employee legislation fairly and consistently. Effectively identify capacity requirements to fulfill the strategic mandate. 	<ul style="list-style-type: none"> Identify ineffective team and work processes and recommend remedial interventions. Recognise and reward effective and desired behavior. Provide mentoring and guidance to others in order to increase personal effectiveness. Identify development and learning needs within the team. Inspire a culture of performance excellence by giving positive and constructive feedback to the team. Achieve agreement or consensus in adversarial environments. Lead and unite diverse teams across divisions to achieve institutional objectives. 	<ul style="list-style-type: none"> Develop and incorporate best practice people management processes, approaches and tools across the institution. Foster a culture of discipline, responsibility and accountability. Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution. Develop comprehensive integrated strategies and approaches to human capital development and management. Actively identify trends and predict capacity requirements to facilitate unified transition and performance management. 	

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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. 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. 		


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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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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. 	<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. 		
<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"> 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"> 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. 	<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. 	<ul style="list-style-type: none"> Able to gain trust and respect through aligning actions with commitments. 	<ul style="list-style-type: none"> Actively develop and implement measures to combat fraud and corruption. 	
		<ul style="list-style-type: none"> Actively report fraudulent activity and corruption with local government. 	<ul style="list-style-type: none"> Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders. 	<ul style="list-style-type: none"> Set integrity standards and shared accountability measures across the institution to support the objectives of local government. 	
		<ul style="list-style-type: none"> Understand and honor the confidential nature of matters without seeking personal gain. 	<ul style="list-style-type: none"> Present values, beliefs and ideas that are congruent with the institution's rules and regulations. 		
	<ul style="list-style-type: none"> Able to deal with situations of conflict of interest promptly and in the best interest of local government. 	<ul style="list-style-type: none"> Takes an active stance against corruption and dishonesty when noted. 	<ul style="list-style-type: none"> Take responsibility for own actions and decisions, even if the consequences are unfavorable. 		
		<ul style="list-style-type: none"> Actively promote the value of the institution to internal and external stakeholders. 			
		<ul style="list-style-type: none"> Able to work in unity with a team and not seek personal gain. 			
		<ul style="list-style-type: none"> Apply universal moral principles consistently to achieve moral decisions. 			

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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 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. 	

.....
Director: Infrastructure Services
Mr Deon Louw

.....
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: 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. 	


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Director: Infrastructure Services
Mr Deon Louw


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Municipal Manager:
Ms Geraldine Mettler



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Annexure C

Personal Development Plan

DIRECTOR: INFRASTRUCTURE SERVICES

.....
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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Director: Community and Protection Services
Mr Gary Boshoff


.....
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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Director, Community and Protection Services
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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Mr Gary Boshoff


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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.

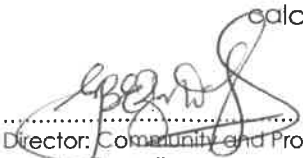
6.2 Despite the establishment of agreed intervals for evaluation, the Employer may in addition review the Employee's performance at any stage while the contract of employment remains in force;

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Director: Community and Protection Services
Mr Gary Boshoff

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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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Director: Community and Protection Services
Mr Gary Boshoff


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Municipal Manager:
Ms Geraldine Mettler



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:

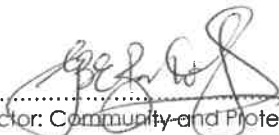
Table 3: Performance rating scale

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


 Director: Community and Protection Services
 Mr Gary Boshoff


 Municipal Manager:
 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.

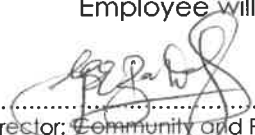
Table 5: Schedule for performance reviews


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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 Director: Community and Protection Services
Mr Gary Boshoff

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 Municipal Manager:
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

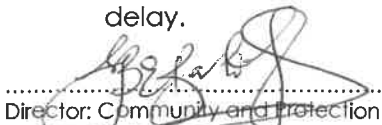
10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-

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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Director: Community and Protection Services
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

.....
 Director: Community and Protection Services
Mr Gary Boshoff

.....
 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.


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Director: Community and Protection Services
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



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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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 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


 Director: Community and Protection Services
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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



 Director: Community and Protection Services
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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



 Director, Community and Protection Services
Mr Gary Boshoff



 Municipal Manager:
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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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 Municipal Manager:
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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. 		



 Director: Community and Protection Services
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 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	
		to frame communications and develop strategies, positions and alliances.		



 Director: Community and Protection Services
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 Municipal Manager:
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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.


 Director: Community and Protection Services
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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.


 Director, Community and Protection Services
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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. 		
<ul style="list-style-type: none"> Understand the importance of asset control. 					


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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. 			



 Director, Community and Protection Services
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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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Director: Community and Protection Services
Mr Gary Boshoff

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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"> 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. 		


 Director: Community and Protection Services
Mr Gary Boshoff


 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, Community and Protection Services
Mr Gary Boshoff



 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. • 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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Director, Community and Protection Services
Mr Gary Boshoff


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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, Community and Protection Services
Mr Gary Boshoff


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Municipal Manager:
Ms Geraldine Mettler



STELLENBOSCH
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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure C: Personal Development 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 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

7.11.2	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

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

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

DELEGATIONS EXERCISED FOR PERIOD 1 APRIL – 30 JUNE 2022

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

DELEGATIONS EXERCISED FOR PERIOD 1 APRIL – 30 JUNE 2022

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

DELEGATIONS EXERCISED FOR PERIOD 1 APRIL – 30 JUNE 2022

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

DELEGATIONS EXERCISED FOR PERIOD 1 APRIL – 30 JUNE 2022

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

DELEGATIONS EXERCISED FOR PERIOD 1 APRIL – 30 JUNE 2022

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

DELEGATIONS EXERCISED FOR PERIOD 1 APRIL – 30 JUNE 2022

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)
<p>To authorize a staff member, co to gain access to any property for the purpose of conducting inspection, tests or maintenance works</p>	<p>EL18 Section 10</p>	<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>		<p>22/04/2022</p> <p>05/04/2022</p> <p>04/04/2022</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p>
<p>To exercise all powers conferred upon the Municipality by applicable legislation relating to the supply of water and matters incidental thereto</p>	<p>WS1 Section 11, WSA</p>	<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>		<p>19/04/2022</p> <p>15/04/2022</p> <p>01/04/2022</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p>

		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

		<p>Municipal Notice 49/2022</p> <p>Sidewalk maintenance: Van Rheede Street Commencement: 25/04/2022</p> <p>Municipal Notice 43/2022</p> <p>Road maintenance: Die Boord and Brandwacht Commencement: 21/04/2022</p>		<p>20/04/2022</p> <p>19/04/2022</p>	<p>Approved</p> <p>Approved</p>
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Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
<p>To authorize a staff member, co to gain access to any property for the purpose of conducting inspection, tests or maintenance works</p>	<p>EL18 Section 10</p>	<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>		<p>05/05/2022</p> <p>12/05/2022</p> <p>16/05/2022</p> <p>24/05/2022</p> <p>20/05/2022</p> <p>25/05/2022</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>
<p>To exercise all powers conferred upon the Municipality by applicable legislation</p>	<p>WS1 Section 11, WSA</p>	<p>Water restrictions exemption:</p> <p>Borehole registrations: 3- Application to drill 0 - Residential Applications 0 - Commercial Applications 0 - Public Buildings Applications</p>		<p>13/05/2022 20/05/2022 23/05/2022</p>	<p>Approved</p>

<p>relating to the supply of water and matters incidental thereto</p>		<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>		<p>06/05/2022</p> <p>05/05/2022</p>	<p>Approved</p> <p>Approved</p>
<p>To grant written permission for the making, construction, reconstruction or alteration of a street or sidewalk</p>	<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>		<p>06/05/2022</p> <p>26/05/2022</p> <p>16/05/2022</p> <p>10/05/2022</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>
<p>To authorise the connection of any electrical installation or part thereof to the supply mains or to a service connection</p>	<p>571</p>	<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>		<p>06/05/2022</p> <p>03/05/2022</p>	<p>Approved</p> <p>Approved</p>
<p>To authorize a staff member,</p>	<p>EL18 Section 10</p>	<p>PROJECT: TENDER B/SM 21/22</p>			

<p>co to gain access to any property for the purpose of conducting inspections</p>		<p>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.</p>		<p>06/05/2022</p>	<p>Approved</p>
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Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
<p>To authorize a staff member, co to gain access to any property for the purpose of conducting inspection, tests or maintenance works</p>	<p>EL18 Section 10</p>	<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>		<p>21/06/2022</p> <p>23/06/2022</p>	<p>Approved</p> <p>Approved</p>
<p>To exercise all powers conferred upon the Municipality by applicable legislation relating to the supply of water and matters incidental thereto</p>	<p>WS1 Section 11, WSA</p>	<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</p> <p>Interruption in water supply to Klein Welgevonden (Excluding Spar) 17/06/2022 from 10:00 – 14:00.</p> <p>Municipal Notice 97/2022</p> <p>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</p> <p>Interruption in water supply to 10 Groeneweide Street, Stellenbosch on 20/06/2022 from 10:00 – 14:00.</p>		<p>08 & 14/06/2022 03/06/2022</p> <p>15/06/2022</p> <p>20/06/2022</p> <p>15/06/2022</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>

		<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>		<p>29/06/2022</p> <p>20/06/2022</p> <p>22/06/2022</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p>
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

DELEGATIONS EXERCISED FOR PERIOD 1 APRIL – 30 JUNE 2022

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 • 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 • 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 • 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

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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 Execufloora 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

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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

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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

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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

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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

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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

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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

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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

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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

DELEGATIONS EXERCISED FOR PERIOD 1 APRIL – 30 JUNE 2022

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
VRP2	Paragraph 6f	Veriment: Outsourced Services: Security Services (R1 000 000)	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
VRP2	Paragraph 6f	Veriment: Upgrading of Stellenbosch Fire Station (R1 523 377.10)	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
TR1	Skills Development Act/MSA	Memorandum of Agreement: TFM – The Future in Motion Industries Pty (Ltd)	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
MM9	Section 55(1)(e), Systems Act	Letter of appointment: R Jonathan	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

DELEGATIONS EXERCISED FOR PERIOD 1 APRIL – 30 JUNE 2022

	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

7.11.3	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:

Meeting Date:

Good Governance

20 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

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@coqta.gov.za or 072 335 2518.

Kind regards



N FANI
DIRECTOR: INTERMEDIATE CITIES AND SPATIAL PLANNING
SA – LEARNING NETWORK COORDINATOR
DATE: 14 JULY 2022

8.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR
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NONE

9.	URGENT MATTERS
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10.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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