



**STELLENBOSCH**  
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2020-10-09

**MAYORAL COMMITTEE MEETING**  
**WEDNESDAY, 2020-10-14 AT 10:00**

**TO** The Executive Mayor, Ald G Van Deventer (Ms)  
The Deputy Executive Mayor, Cllr W Petersen(Ms)

**COUNCILLORS** FJ Badenhorst  
P Crawley (Ms)  
AR Frazenburg  
E Groenewald (Ms)  
XL Mdemka (Ms)  
S Peters  
M Pietersen  
Q Smit

Notice is hereby given that a Mayoral Committee Meeting will be held via **MS Teams** on **Wednesday, 2020-10-14 at 10:00** to consider the attached agenda.

EXECUTIVE MAYOR, ALD GM VAN DEVENTER (MS)

**CHAIRPERSON**

**AGENDA**  
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**2020-10-14**  
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## **Confirmation of Minutes: Mayoral Committee Meeting: 2020-09-16**



**STELLENBOSCH**  
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2020-09-16

**MINUTES**

**MAYORAL COMMITTEE MEETING:**

**2020-09-16 AT 10:00**

**MINUTES**  
**MAYORAL COMMITTEE MEETING**  
**2020-09-16**  
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	NONE	

**PRESENT:** Executive Mayor, Ald GM Van Deventer (Ms) (**Chairperson**)  
Deputy Executive Mayor, WC Petersen (Ms)

**Councillors:** FJ Badenhorst  
PR Crawley (Ms)  
A Frazenburg  
E Groenewald (Ms)  
XL Mdemka (Ms)  
S Peters  
M Pietersen  
Q Smit

**Also Present:** Alderman P Biscombe (Single Whip)  
Councillor W Pietersen (MPAC Chairperson)

**Officials:** Municipal Manager (G Mettler (Ms))  
Director: Planning and Economic Development (A Barnes)  
Director: Infrastructure Services (D Louw)  
Acting Director: Corporate Services (A Kannemeyer)  
Director: Community Services (G Boshoff)  
Acting Chief Financial Officer (Jacobs)  
Senior Audit Executive (F Hoosain)  
Manager: Communication (S Grobbelaar)  
Manager: Secretariat (EJ Potts)  
Senior Administration Officer (B Mgcushe (Ms))

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<b>1.</b>	<b>OPENING AND WELCOME</b>
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The Executive Mayor welcomed everyone present to the Mayoral Committee Meeting.

<b>2.</b>	<b>COMMUNICATION BY THE CHAIRPERSON</b>
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“Speaker, Munisipale Bestuurder, Burgemeesterskomiteelede, Direkteure

Goeiedag, Good Morning, Molweni, As-salaam Alaikum:

- September is Heritage, Tourism month as well as Arbour Month
- o As part of Arbour Month, we are planting trees across the region.
- o These have been the first official events since lockdown.
- o Trees are a symbol of growth and renewal and that is why we have dedicated the trees being planted this year to the victims, frontline workers and all those affected by COVID-19.
- o Our horticultural team have also planted some Oak trees where it is possible to do so
  - Oak trees are part of the region heritage and is very symbolic to our region
  - Also part of our tourist attractions.



- As we all know, Tourism industry has been very hard hit by COVID- 19.
- o As this is tourism month, Visit Stellenbosch has launched an incredible Support Stellenbosch Campaign geared towards supporting local businesses and reviving our local tourism industry by encouraging the South African tourism market and our local residents to visit and enjoy the best our region has to offer.
- Campaign launched on 5 September with Support Stellenbosch month
- Locals and visitors will receive a voucher to the value of 50% of what they spend (for transactions of R200 or more), redeemable through SnapScan at any participating restaurant within the campaign period (capped at a maximum of R400). There are also special travel packages, accommodation, and experience discounts.
- How it works exactly:
  - o When you dine at one of the participating restaurants and you pay your bill with SnapScan, you will get an automatic voucher for 50% off loaded on to your SnapScan that you can use for your next dining out experience at one of the participating restaurants.
  - o The voucher is valid for two weeks
  - o The value of your meal must be more than R200 and the voucher value is capped at R400.
  - o So for example: If a family of 4 dines at one of the participating restaurants and the total bill including wine and tip amounts to R900, then you pay with SnapScan
  - o The restaurant immediately receives the full payment and within 72 hours a voucher is loaded onto your snap scan wallet to the value of 50% of your bill, capped at R400. So if your bill was R900 you will receive a voucher of R400 in you SnapScan wallet.
  - o This voucher is valid for two weeks from the receipt and can only be used at participating wineries and restaurants.
- A list of participating wineries and restaurants are available on the Visit Stellenbosch Website.
- Want to encourage councillors to support this initiative as well.
- From 18 September to 20 September our Jewish Community will celebrate the Jewish New Year, also known as Rosh Hashanah
  - o To all our Jewish residents, may this be a happy and blessed new year for you and your family. L'shanah Tovah!
- Although COVID-19 is decreasing in South Africa, we must remain vigilant,
- Please continue to wear masks, sanitize or wash hands regularly and maintain social distancing.
- The cooperation of every citizen is vital, especially in the decline period so that we can delay and maybe even avoid a second wave of infections.”

<b>3.</b>	<b>DISCLOSURE OF INTERESTS</b>
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NONE

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<b>4.</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE</b>
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The following applications for leave were approved in terms of the Rules and Order By-law of Council:-

Chief Financial Officer (K Carolus) – 2020-09-16

Director: Corporate Services (A de Beer (Ms)) – 2020-09-16

<b>5.</b>	<b>CONFIRMATION OF PREVIOUS MINUTES</b>
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The minutes of the Mayoral Committee Meeting held on 2020-08-19 were **confirmed as correct.**

<b>6.</b>	<b>STATUTORY MATTERS</b>
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NONE

7.	<b>CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [ALD G VAN DEVENTER (MS)]</b>
7.1	<b>COMMUNITY AND PROTECTION SERVICES: (PC: CLLR R BADENHORST)</b>
7.1.1	<b>SURRENDER AND DESTRUCTION OF FIREARMS IN TERMS OF THE FIREARMS CONTROL ACT, ACT 60 OF 2000</b>

Collaborator No: 691596  
 IDP KPA Ref No: Good Governance  
 Meeting Date: 16 September 2020

**1. SUBJECT: SURRENDER AND DESTRUCTION OF FIREARMS IN TERMS OF THE FIREARMS CONTROL ACT, ACT 60 OF 2000**

**2. PURPOSE**

To request Council approval for the surrendering and destruction of 42 firearms in terms of the Firearms Control Act, Act 60 of 2000.

**3. DELEGATED AUTHORITY**

Council.

**4. EXECUTIVE SUMMARY**

The Community and Protection Services Directorate have twenty-one (21) .38 Special and twenty-one (21) 357 Magnum revolvers that it wishes to surrender and destroy. The use of revolvers in a law enforcement environment has become not being an effective weapon especially in a combat situation as means of self-defence or protection. Revolvers have limited ammunition capabilities as it can only accommodate 6 bullets at a given time before it has to be reloaded one by one compared to a pistol that is loaded with a magazine that can hold up to 16 bullets. In a combat situation an officer can carry a fully-loaded spare magazine.

The reality is that criminals use sophisticated weapons and uniform disciplines need to adapt to be able to be in position that will not hinder or limit them in the fight against crime by using firearms that have become out-dated due to its limitations.

The firearms which need to be destroyed have to be dealt with in terms of Section 149 of the Firearms Control Act which prescribes that "firearms may only be destroyed" after it is declared "forfeited to the State".

After said process of surrender for destruction of the listed firearms, the Directorate is requesting Council approval to procure the required firearms to replenish the destroyed firearms with appropriate pistols after following the normal SCM processes. A list of firearms which will be surrendered is attached as **ANNEXURES 1 and 2**.

**RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2020-09-16: ITEM 7.1.1**

- (a) that Council approves the surrender for destruction of all firearms as listed in **ANNEXURES 1 and 2**;
- (b) that the SAPS be authorized to deal with said items in terms of Section 149 of the Firearms Control Act, Act 60 of 2000, i.e. to destroy said firearms;
- (c) that the Asset Register be amended to reflect the surrender of said items, after notification by the SAPS that said firearms had been destroyed;
- (d) that the department be allowed to replenish the number of firearms that will be surrendered with new pistol-type firearms; and
- (e) that provision be made to procure sufficient firearms should it be necessary within the available budget to allow for the increase in the uniform staff complement.

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	Neville Langenhoven
<b>POSITION</b>	
<b>DIRECTORATE</b>	<b>COMMUNITY &amp; PROTECTION SERVICES</b>
<b>CONTACT NUMBERS</b>	<b>X8497</b>
<b>E-MAIL ADDRESS</b>	<b>Neville.Langenhoven@ Stellenbosch.gov.za</b>
<b>REPORT DATE</b>	<b>04 September 2020</b>

7.2	<b>CORPORATE SERVICES: (PC: CLLR AR FRAZENBURG)</b>
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7.2.1	<b>EXTENSION OF CESSION AND ASSIGNMENT OF LEASES: LEASE AREA 1 OVER REMAINDER FARM 377F AND LEASE AREA 1 OVER ERF 9190</b>
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

16 September 2020

**1. SUBJECT: EXTENSION OF CESSION AND ASSIGNMENT OF LEASES: LEASE AREA 1 OVER REMAINDER FARM 377F AND LEASE AREA 1 OVER ERF 9190**

**2. PURPOSE**

The purpose of this report is to consider a request from Kleine Zalze Wines and Liciaccept to cede the lease agreements for the above-mentioned Lease Areas.

**3. DELEGATED AUTHORITY**

Council.

**4. EXECUTIVE SUMMARY**

On 19 April 2017 Council approved the cession and assignment of the Lease Agreement in relation to Lease Area 1 over Erf 9190 and Lease Area 1 on Erf 9190 and Lease Area 1 over Farm 377F, Stellenbosch, subject thereto that the cession will be reviewed after June 2020, taking into account the progress with the empowerment and BBBEE initiatives for which Liciaccept was established. Kleine Zalze Wines and Liciaccept have now made a submission in this regard, for consideration by Council – **APPENDIX 3**.

**RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2020-09-16: ITEM 7.2.1**

- (a) that Council takes note of the written submission on the status of the empowerment initiatives;
- (b) that Council approves the request;
- (c) that Kleine Zalze and Liciaccept annually submit a report to the Municipal Manager on the progress of the empowerment initiatives; and
- (d) that, should the empowerment body dissolve, the property falls back to the municipality.

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	Piet Smit
<b>POSITION</b>	<i>Manager: Property Management</i>
<b>DIRECTORATE</b>	<i>Corporate Services</i>
<b>CONTACT NUMBERS</b>	021-8088189
<b>E-MAIL ADDRESS</b>	<a href="mailto:Piet.smit@stellenbosch.gov.za">Piet.smit@stellenbosch.gov.za</a>
<b>REPORT DATE</b>	2020-07-29

<b>7.2.2</b>	<b>VOORGELEGEN COMPLEX: INFORMATION STATEMENT</b>
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Collaborator No:  
IDP KPA Ref No: Good Governance  
Meeting Date: 16 September 2020

**1. SUBJECT: VOORGELEGEN COMPLEX: INFORMATION STATEMENT**

**2. PURPOSE**

To obtain Council's approval for the publication of the Information Statement on the Category A heritage property known as Voorgelegen Complex to start the public participation process for the approval of long-term rights in this category A Heritage property.

**3. DELEGATED AUTHORITY**

Council to consider.

**4. EXECUTIVE SUMMARY**

The Voorgelegen and Rhenish Complex was donated to the Stellenbosch Municipality by the Provincial Department of Public Works. Following the donation lease agreements were entered into with the Stellenbosch Museum, Stellenbosch Reklamevereniging and The Miniature Museum. The Stellenbosch Museum was to relocate from the Voorgelegen Complex to the Rhenish Complex in terms of a settlement agreement, but did not relocate despite being paid an amount of R350 000 for the relocation by the Municipality. The Mayoral Committee, in 2007, decided not to use the Voorgelegen Complex as office space as originally anticipated. During 2009 the Voorgelegen Building was identified as a building to be disposed of, but the formal tender process was not completed in regard to the building. In 2011 the Voorgelegen Museum applied to rent the space again. The property is currently rented by Stellenbosch Museum on a month to month basis for an amount of R 4706.88 pm, VAT inclusive for the Rhenish complex and Voorgelegen Plein. The formal rental agreement for the building lapsed and a new agreement has not been approved by Council. The rental is continuing on a month to month basis for as long as the rental is paid. Council resolved in 2017 inter alia that a "heritage portfolio" must be established and categorised Voorgelegen, Rhenish and Transvalia as category A heritage properties. The Municipal Manager was tasked to start the public participation process contained in section 34(3) of the Asset Transfer Regulations. The information statement in regard to Voorgelegen Complex is attached as **APPENDIX 1**.

**RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2020-09-16: ITEM 7.2.2**

that Council considers and approves the draft Information Statement for publication.

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	Annalene de Beer
<b>POSITION</b>	Director: Corporate Services
<b>DIRECTORATE</b>	Corporate Services
<b>CONTACT NUMBERS</b>	021-8088018
<b>E-MAIL ADDRESS</b>	Annalene.deBeer@stellenbosch.gov.za
<b>REPORT DATE</b>	2020-08-06

<b>7.2.3</b>	<b>PROPOSED RENEWAL OF LEASE AGREEMENT: FRANSCHHOEK TENNIS CLUB: ERF 1693, FRANSCHHOEK</b>
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**Collaborator No:**

**IDP KPA Ref No:**

**Meeting Date:**

**Good Governance**

**16 September 2020**

**1. SUBJECT: PROPOSED RENEWAL OF LEASE AGREEMENT: FRANSCHHOEK TENNIS CLUB: ERF 1693, FRANSCHHOEK**

**2. PURPOSE**

To consider the application for the renewal of the Lease Agreement with Franschhoek Tennis Club.

**3. DELEGATED AUTHORITY**

The Executive Mayor in consultation with the Executive Mayoral Committee.

**4. EXECUTIVE SUMMARY**

Various Lease Agreements terminated over the past few years, where the contracts did not allow for an automatic renewal. The Supply Chain Management Policy (at the time) also did not provide for the renewal of these agreements, without following a tender process.

The new Property Management Policy allows for a process whereby Council can dispose with the prescribed, competitive process, subject to Council's intention so to lease the property being advertised for public inputs, before making a final decision. Council delegated the decision for the approval of lease agreements for a period of less than 10 years to the Executive Mayor in consultation with the Executive Mayoral Committee.

The agreements continued on a month to month basis. The request for a renewal must be considered.

**EXECUTIVE MAYORAL COMMITTEE: 2020-09-16: ITEM 7.2.3**

**RESOLVED**

that this item be referred back to Administration for refinement, and to be re-submitted for consideration at the next Mayoral Committee meeting (2020-10-14).

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	PIET SMIT
<b>POSITION</b>	<b>MANAGER: PROPERTY MANAGEMENT</b>
<b>DIRECTORATE</b>	<b>CORPORATE SERVICES</b>
<b>CONTACT NUMBERS</b>	021-8088189
<b>E-MAIL ADDRESS</b>	<a href="mailto:Piet.smit@stellenbosch.gov.za">Piet.smit@stellenbosch.gov.za</a>
<b>REPORT DATE</b>	2020 -08 - 03

<b>7.2.4</b>	<b>PROPOSED RENEWAL OF LEASE AGREEMENT: FRANSCHHOEK BOWLING CLUB: ERF 2885, FRANSCHHOEK</b>
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**Collaborator No:**

**IDP KPA Ref No:** Good Governance

**Meeting Date:** 16 September 2020

**1. SUBJECT: PROPOSED RENEWAL OF LEASE AGREEMENT: FRANSCHHOEK BOWLING CLUB: ERF 2885, FRANSCHHOEK**

**2. PURPOSE**

To obtain approval for the renewal of the Lease Agreement with the Franschhoek Bowling Club.

**3. DELEGATED AUTHORITY**

The Executive Mayor, in consultation with the Executive Mayoral Committee must consider the application.

**4. EXECUTIVE SUMMARY**

Various Lease Agreements terminated over the past few years, where the contracts did not allow for an automatic renewal. The Supply Chain Management Policy (at the time) also did not provide for the renewal of these agreements, without following a tender process.

The new Property Management Policy, allows for a process whereby Council can dispose with the prescribed, competitive process, subject to Council's intention so to lease the property being advertised for public inputs, before making a final decision. Council delegated the decision for the approval of lease agreements for a period of less than 10 years to the Executive Mayor in consultation with the Executive Mayoral Committee.

The agreements continued on a month to month basis. The request for a renewal must be considered.

**EXECUTIVE MAYORAL COMMITTEE: 2020-09-16: ITEM 7.2.4**

**RESOLVED**

that this item be referred back to Administration for refinement, and to be re-submitted for consideration at the next Mayoral Committee meeting (2020-10-14).

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	PIET SMIT
<b>POSITION</b>	<b>MANAGER: PROPERTY MANAGEMENT</b>
<b>DIRECTORATE</b>	<b>CORPORATE SERVICES</b>
<b>CONTACT NUMBERS</b>	021-8088189
<b>E-MAIL ADDRESS</b>	<a href="mailto:Piet.smit@ Stellenbosch.gov.za">Piet.smit@Stellenbosch.gov.za</a>
<b>REPORT DATE</b>	2020 – 08 - 03



7.3	<b>FINANCIAL SERVICES: (PC: CLLR P CRAWLEY (MS))</b>
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NONE

7.4	<b>HUMAN SETTLEMENTS: (PC: CLLR W PETERSEN (MS))</b>
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7.4.1	<b>STELLENBOSCH MUNICIPALITY: SPATIAL ALIGNMENT OF THE INTEGRATED HUMAN SETTLEMENT PLAN (IHSP) AND THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (MSDF)</b>
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**Collaborator No:** 692915  
**IDP KPA Ref No:** Dignified Living  
**Meeting Date:** 16 September 2020

**1. SUBJECT: STELLENBOSCH MUNICIPALITY: SPATIAL ALIGNMENT OF THE INTEGRATED HUMAN SETTLEMENT PLAN (IHSP) AND THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (MSDF)**

**2. PURPOSE**

To obtain Council's approval on the way forward with the alignment between the draft Integrated Human Settlement Plan (IHSP) and the Municipal Spatial Development Framework (MSDF) of the Stellenbosch Municipality, after taking into account the comments received during the public participation process.

**3. DELEGATED AUTHORITY**

Council

**4. EXECUTIVE SUMMARY**

The Directorate: Planning and Economic Development was tasked to commission the drafting of a Stellenbosch Municipal Urban Development Strategy (UDS), which included the drafting of the Integrated Human Settlement Plan.

The IHSP was advertised for public comment during 2019. The main comments received during the public participation process pertained to the alignment of the IHSP with the MSDF as well as concerns regarding the Adam Tas Corridor.

It should be noted that MSDF and IHSP revealed two different approaches regarding a growth-and-development path for the Municipality. Due to these differing approaches, alignment challenges between the MSDF and IHSP was to be expected (see maps illustrating the different approaches attached as **ANNEXURE A**).

As the MSDF was already approved by Council in 2019, it is proposed that the draft IHSP's growth-and-development path be based on the growth-and-development path of the MSDF (see amended aligned maps attached as **ANNEXURE B**).

Another set of maps was compiled to ascertain whether the current housing pipeline projects are located within the urban edge(s), thus providing a further significant alignment with the MSDF.

As can be derived from the maps attached as **ANNEXURE C**, most of the housing projects, forming part of the approved housing pipeline, do fall within the urban edge.

Those housing projects that do not align with the MSDF at this stage will require collaboration between the internal departments to action alignment during the Annual Review process of the MSDF.

The current draft IHSP is a high level document containing information on development guidelines, forecasts and policy directives. This Municipality will gain considerable value from developing an Integrated Human Settlement Plan based on the "Guidelines for the Preparation of Municipal Human Settlement Plans" as compiled by the Western Cape Government: Department of Human Settlements, with a strong focus on prioritization of projects, implementation, targets and budgeting for the indigent and low-to-middle income groups.

#### **EXECUTIVE MAYORAL COMMITTEE: 2020-09-16: ITEM 7.4.1**

#### **RESOLVED**

that this item be referred back to Administration for refinement, and to be re-submitted for consideration at the next Mayoral Committee meeting (2020-10-14).

7.5	<b>INFRASTRUCTURE SERVICES: (PC: CLLR Q SMIT )</b>
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7.5.1	<b>B/SM 91/18 SUPPLY, INSTALLATION AND MANAGEMENT OF STS COMPLIANT PREPAYMENT ELECTRICITY VENDING</b>
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Collaborator No: 692313  
 IDP KPA Ref No: Good Governance and Compliance  
 Meeting Date: 16 September 2020

**1. SUBJECT: B/SM 91/18 SUPPLY, INSTALLATION AND MANAGEMENT OF STS COMPLIANT PREPAYMENT ELECTRICITY VENDING**

**2 PURPOSE**

To obtain the necessary approval to extend the scope of work of tender BSM 91/18 to allow for additional work required to comply with STS Association requirements. The latter is to avoid Token Identifier(TID) Rollover on the 24 November 2024.

**3. DELEGATED AUTHORITY**

Council.

**4. EXECUTIVE SUMMARY**

Tender number B/SM 91/18 was awarded to Syntell (Pty) Ltd in October 2018 for a period of two(2) years and nine(9) months, ending June 2021 to supply, install and management of STS compliant prepayment electricity vending. Part of the scope of work to be done by Syntell is to do audits on all electricity prepayment and credit meters. Auditing of meters requires Syntell to have a team that will be visiting all addresses where municipal meters are installed to check the status of each meter and provide a report to the municipality on any findings.

Additional work is required for Syntell Pty to do TID Rollover services where each and every household or business with an electricity prepaid meter will be visited by trained personnel to enter into the meter a special set of tokens that will reconfigure TID rollover ready, therefore eliminating the risk of the meter not accepting tokens purchased post 24 November 2024.

The Department; Electricity Services, opted not to follow SCM process because it is not financially viable to appoint another service provider that will be doing house to house visits, whereas there is a service provider that is doing meter audits of all prepayment meters. If another service provider is appointed, the costs to do the service might be similar or more than the existing cost to audit meters, provided that the new service provider will be adding fuel costs to come to Stellenbosch and personal cost to provide such service. Secondly, there is an urgency to start with the TID Rollover field work so that we will not be behind schedule and complete the work in time.

An attempt to have the additional work approved, a deviation was done. However, the Bid Adjudication Committee advised that MFMA section 116(3) should be the process to be followed to have the request approved; hence the department is following the route of MFMA section 116(3).

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**RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2020-09-16: ITEM 7.5.1**

- (a) that Council notes, in terms of MFMA Section 116(3), the reasons for the increase of tender scope and pricing;
- (b) that Council notes the public participation process that was followed and that no comments were received; and
- (c) that the additional amount of R 30 (VAT exclusive) to be added to the current audit amount of R 216.96 (VAT exclusive) per meter, in favour of Syntell (Pty) Ltd, be approved.

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	Deon Louw
<b>POSITION</b>	<i>Director</i>
<b>DIRECTORATE</b>	<i>Infrastructure Services</i>
<b>CONTACT NUMBERS</b>	<i>021 808 8213</i>
<b>E-MAIL ADDRESS</b>	<a href="mailto:Deon.louw@ Stellenbosch.gov.za">Deon.louw@ Stellenbosch.gov.za</a>
<b>REPORT DATE</b>	<i>13 August 2020</i>

7.6	<b>PARKS, OPEN SPACES AND ENVIRONMENT: (PC: XL MDEMKA (MS))</b>
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NONE

7.7	<b>PLANNING, LOCAL ECONOMIC DEVELOPMENT AND TOURISM: (PC:CLLR E GROENEWALD (MS))</b>
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7.7.1	<b>REPORT ON THE STATUS UPDATE OF THE BACKLOG IN THE PROCESSING OF LAND USE APPLICATIONS</b>
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**Collaborator No:** 691709  
**IDP KPA Ref No:** Good governance and compliance  
**Meeting Date:** 16 September 2020

**1. SUBJECT: REPORT ON THE STATUS UPDATE OF THE BACKLOG IN THE PROCESSING OF LAND USE APPLICATIONS**

**2. PURPOSE**

To present a status update of the situation with respect to the backlog in the processing of the land use applications.

**3. DELEGATED AUTHORITY**

Council

**4. EXECUTIVE SUMMARY**

Due to a number of service delivery challenges, a backlog in the timeous processing of land use applications occurred historically over time. A number of interventions were made to address these service delivery challenges, and as a result, the backlog has been reduced since 1 February 2020 from 151 (previously reported as 146) to 29 applications. Of the 151 backlog applications, 122 Professional Planning assessment reports have been finalised and 88 decisions have already been taken and communicated to the applicants.

**RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2020-09-16: ITEM 7.7.1**

that the current status in addressing the backlog in the processing of land use applications, BE NOTED.

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	Stiaan Carstens
<b>POSITION</b>	Senior Manager: Development Management
<b>DIRECTORATE</b>	Planning and Economic Development
<b>CONTACT NUMBERS</b>	021 808 8674
<b>E-MAIL ADDRESS</b>	<a href="mailto:stiaan.carstens@ Stellenbosch.gov.za">stiaan.carstens@ Stellenbosch.gov.za</a>
<b>REPORT DATE</b>	27 August 2020

7.7.2	<b>FEEDBACK AND WAY FORWARD IN RESPECT OF THE BUSINESS WEBINAR STELLENBOSCH WC024 &amp; COVID-19: REALITIES, REMEDIES, ROAD AHEAD, HELD ON 23 JULY 2020</b>
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**Collaborator No:** 691656

**IDP KPA Ref No:** *Good Governance*

**Meeting Date:** 16 September 2020

**1. SUBJECT: FEEDBACK AND WAY FORWARD IN RESPECT OF THE BUSINESS WEBINAR STELLENBOSCH WC024 & COVID-19: REALITIES, REMEDIES, ROAD AHEAD, HELD ON 23 JULY 2020**

**2. PURPOSE**

To provide Council with a synopsis of the comments and inputs obtained during the webinar and by the communicated dated of 07 August 2020. The intention is to investigate the manner in which Council could assist businesses and industries to alleviate the impact of COVID-19 on their enterprises and 'kickstart' the economic revival process within the Stellenbosch Municipal Area through the compilation of an action plan.

**3. DELEGATED AUTHORITY**

Council

**4. EXECUTIVE SUMMARY**

On 23 July 2020, Council held a webinar, Minutes attached as **APPENDIX 1**, at the behest of the Executive Mayor for the following purposes:

- Establish the impact COVID-19 had on all the economic sectors within the Stellenbosch Municipality, through inputs by representatives of the various economic sectors;
- Obtain further written comments from the economic sectors within Stellenbosch Municipality, on how Council could positively assist the revival of the economy within its constitutional mandate, and act as facilitator for matters not within the mandate of the municipality;
- Through these engagements and further discussions with relevant municipal departments determine whether these comments and / or inputs could be achieved as requested;
- Develop and Action Plan to ensure that, where possible, such interventions be implemented to assist the economic sector.

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**RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2020-09-16: ITEM 7.7.2**

- (a) that Council takes note of the comments and / or inputs submitted during the webinar and the written submissions;
- (b) that the Department: Development Planning be authorised to, through the Office of the Municipal Manager, allocate point person(s) from each Directorate to investigate the submissions and compile an Action Plan, which must be submitted to the next Council Meeting;
- (c) that, as part of point (b), an engagement be held with the following sectors, through virtual meetings, and if required, in person engagements, on the following preliminary dates, as per schedule attached as **APPENDIX 3**:
- Tourism (Wine Industry, Events & Filming) – 04 September 2020
  - Manufacturing – 08 September 2020
  - Construction & Finance – 15 September 2020
  - Agriculture – 09 September 2020
  - Informal Sector – 10 September 2020
  - Education – 18 September 2020
- (d) that the Department: Development Planning compile a detailed proposed Action Plan, to be included in the Stellenbosch Municipality Economic Recovery Plan, which must be completed before end February 2021, and which must be submitted to Council for consideration by November 2020, taking into account the financial, operational and risk implications; and
- (e) that, in the event ‘quick’ wins or responses are identified, that such initiatives be brought to Council at the next Council Meeting and be documented as part of the proposed Action Plan, and where such interventions are delegated to the Municipal Manager, that such interventions be implemented and Council be notified accordingly.

**FOR FURTHER DETAILS, CONTACT:**

<b>NAME</b>	<i>Widmark Moses</i>
<b>POSITION</b>	<i>Manager: Local Economic Development</i>
<b>DIRECTORATE</b>	<i>Planning and Economic Development</i>
<b>CONTACT NUMBERS</b>	<i>021 808 8179</i>
<b>E-MAIL ADDRESS</b>	<i>Widmark.Moses@stellenbosch.gov.za</i>
<b>REPORT DATE</b>	<i>20 August 2020</i>

<b>7.7.3</b>	<b>INVESTIGATION OF THE RHENISH COMPLEX FOR ECONOMIC DEVELOPMENT OPPORTUNITIES</b>
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**Collaborator No:** 691675  
**IDP KPA Ref No:** Valley of Opportunity  
**Meeting Date:** 16 September 2020

- 1. SUBJECT: INVESTIGATION OF THE RHENISH COMPLEX FOR ECONOMIC DEVELOPMENT OPPORTUNITIES**
- 2. PURPOSE**  
To request approval to investigate possible economic development opportunities of the two gardens within the Rhenish Complex.
- 3. DELEGATED AUTHORITY**  
Council
- 4. EXECUTIVE SUMMARY**  
Council to approve the request to investigate potential economic development opportunities of the two gardens at the Rhenish complex, namely the Patronage front garden facing Market Street and the Voorgelegen Binnetuin, for potential economic development opportunities.

**RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2020-09-16: ITEM 7.7.3**

- (a) that Council takes note of the numerous studies and planning over the years that were done on the Rhenish Complex without any noticeable implementation of the approved recommendations;
- (b) that Council approves the request of the Directorate: Planning & Economic Development to investigate the development of all municipal owned landholdings within the demarcated areas as depicted within the boundaries of Dorp-, Herte-, Alexander-, Market-, Bird- and Mill Street for potential economic opportunities to kick start the development of the entire Rhenish Complex;
- (c) that the investigation into the development of the Council owned landholdings considers the context of the surrounding spaces in the town centre; and
- (d) that such an investigation be done within three months after which a report with a request for the advertisement of the proposals be tabled to Council to enable the phased implementation of such proposals.

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	<i>Craig Alexander</i>
<b>POSITION</b>	<i>Senior Manager: Development Planning</i>
<b>DIRECTORATE</b>	<i>Planning and Economic Development</i>
<b>CONTACT NUMBERS</b>	<i>021 808 8196</i>
<b>E-MAIL ADDRESS</b>	<i><a href="mailto:Craig.alexander@stellenbosch.gov.za">Craig.alexander@stellenbosch.gov.za</a></i>
<b>REPORT DATE</b>	<i>19 August 2020</i>



7.7.4	<b>FEEDBACK AND WAY FORWARD IN RESPECT OF THE ALLOCATION OF INFORMAL TRADING STALLS – FRANSCHHOEK ARTS &amp; CRAFT MARKET</b>
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Collaborator No: 691679

IDP KPA Ref No: *Good Governance*

Meeting Date: 16 September 2020

**1. SUBJECT: FEEDBACK AND WAY FORWARD IN RESPECT OF THE ALLOCATION OF INFORMAL TRADING STALLS – FRANSCHHOEK ARTS & CRAFT MARKET**

**2. PURPOSE**

To provide the Executive Mayoral Committee with the proposal, for noting purposes, for the allocation of the informal trading stalls at the Franschhoek Arts & Craft Market, which must be submitted to the Municipal Manager in terms of Section 10 of the Stellenbosch Municipality Informal Trading Policy, 2019, for approval.

**3. DELEGATED AUTHORITY**

Executive Mayoral Committee, for noting purposes.

**4. EXECUTIVE SUMMARY**

For MAYCO to take note of the allocation criteria which were used to determine the proposed allocation of the informal trading stalls for a period of six (6) months, which is renewable, as prescribed in the Council adopted Stellenbosch Municipality Informal Trading Policy, 2019, and that these recommendations be submitted to the Municipal Manager for approval.

**EXECUTIVE MAYORAL COMMITTEE: 2020-09-16: ITEM 7.7.4  
RESOLVED**

- (a) that MAYCO takes note that the 20 highest scoring applicants as depicted in **APPENDIX 1**, be recommended as the tenants to trade at the Franschhoek Arts & Craft Market;
- (b) that the Municipal Manager, in terms of Section 10.1 of the Stellenbosch Municipality Informal Trading Policy, 2019, approves the allocation as based on the criteria as noted in Section 9.5.4 of the said Policy, in line with the tariffs as noted in Council's Tariffs and Fees Policy;
- (c) that the lease agreement be signed with a renewable validity period of six (6) months; and
- (d) that the Senior Manager: Development Planning be authorized to renew such lease agreement by six (6) months, whereafter new applications must be considered.

<b>7.7.5</b>	<b>ALLOCATION OF INFORMAL TRADING STALLS – CLOETESVILLE MARKET</b>
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<b>Collaborator No:</b>	691675
<b>IDP KPA Ref No:</b>	Valley of Opportunity
<b>Meeting Date:</b>	16 September 2020

**1. SUBJECT: ALLOCATION OF INFORMAL TRADING STALLS – CLOETESVILLE MARKET**

**2. PURPOSE**

To provide the Executive Mayoral Committee with the proposal, for noting purposes, for the allocation of the informal trading stalls at the Cloetesville Market, which must be submitted to the Municipal Manager in terms of Section 10 of the Stellenbosch Municipality Informal Trading Policy, 2019, for approval.

**3. DELEGATED AUTHORITY**

Executive Mayoral Committee, for noting purposes.

**4. EXECUTIVE SUMMARY**

For MAYCO to take note of the allocation criteria which were used to determine the proposed allocation of the informal trading stalls for a period of six (6) months, which is renewable, as prescribed in the Council adopted Stellenbosch Municipality Informal Trading Policy, 2019, and that these recommendations be submitted to the Municipal Manager for approval.

**EXECUTIVE MAYORAL COMMITTEE: 2020-09-16: ITEM 7.7.5  
RESOLVED**

- (a) that MAYCO takes notes that the 20 highest scoring applicants as depicted in **APPENDIX 1**, be recommended as the tenants to trade at the Cloetesville Market;
- (b) that the Municipal Manager, in terms of Section 10.1 of the Stellenbosch Municipality Informal Trading Policy, 2019, approves the allocation as based on the criteria as noted in Section 9.5.4 of the said Policy, in line with the tariffs as noted in Council's Tariffs and Fees Policy;
- (c) that the lease agreement be signed with a renewable validity period of six (6) months;
- (d) that stalls be allocated to the ten (10) qualifying applicants, and that a further process of advertising be followed to invite further applications for the remaining stalls; and
- (e) that the Senior Manager: Development Planning be authorised to renew such lease agreement by six (6) months, whereafter new applications must be considered.

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	<i>Craig Alexander</i>
<b>POSITION</b>	<i>Senior Manager: Development Planning</i>
<b>DIRECTORATE</b>	<i>Planning and Economic Development</i>
<b>CONTACT NUMBERS</b>	<i>021 808 8196</i>
<b>E-MAIL ADDRESS</b>	<i>Craig.alexander@stellenbosch.gov.za</i>
<b>REPORT DATE</b>	<i>07 August 2020</i>

7.8	<b>RURAL MANAGEMENT: (PC: CLLR S PETERS)</b>
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NONE

7.9	<b>YOUTH, SPORT AND CULTURE: (PC: CLLR M PIETERSEN)</b>
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7.9.1	<b>UNIVERSAL ACCESS POLICY REVIEW</b>
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**Collaborator No:**

**IDP KPA Ref No:** Dignified Living: Municipal Focus Area 21

**Meeting Date:** 16 September 2020

**1. SUBJECT: UNIVERSAL ACCESS POLICY REVIEW**

**2. PURPOSE**

To obtain Council approval for the Universal Access Policy Review.

**3. DELEGATED AUTHORITY**

FOR DECISION BY MUNICIPAL COUNCIL

**4. EXECUTIVE SUMMARY**

Council approved the Universal Access Policy in April 2016. The first review includes progress evaluation of policy implementation and the introduction of the White Paper on the Rights of Persons with Disabilities.

**RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2020-09-16: ITEM 7.9.1**

that the Revised Universal Access Policy be advertised for public participation.

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	Michelle Aalbers
<b>POSITION</b>	Manager Community Development
<b>DIRECTORATE</b>	Community and Protection Services
<b>CONTACT NUMBERS</b>	8408
<b>E-MAIL ADDRESS</b>	<a href="mailto:Michelle.aalbers@stellenbosch.gov.za">Michelle.aalbers@stellenbosch.gov.za</a>
<b>REPORT DATE</b>	2020-08-23

<b>7.10</b>	<b>MUNICIPAL MANAGER</b>
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<b>7.10.1</b>	<b>REVISED PERFORMANCE MANAGEMENT POLICY 2020/21</b>
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**Collaborator No:** 692 893  
**IDP KPA Ref No:** Dignified Living: Municipal Focus Area 21  
**Meeting Date:** 16 September 2020

**1. SUBJECT: REVISED PERFORMANCE MANAGEMENT POLICY 2020/21**

**2. PURPOSE**

To submit the Revised Performance Management Policy 2020/21 for adoption.

**3. DELEGATED AUTHORITY**

Council

**4. EXECUTIVE SUMMARY**

The Executive Mayor must, in terms of section 39 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA), manage the development of a performance management system and submit it to Council for adoption.

This Performance Management Policy has been revised to be applicable for the 2020/21 financial year to ensure the effective implementation of performance management.

**RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2020-09-16: ITEM 7.10.1**

that Council adopts the Revised Performance Management Policy 2021/22.

**FOR FURTHER DETAILS CONTACT:**

NAME	Shireen De Visser
POSITION	Senior Manager: Governance
DIRECTORATE	Municipal Manager
CONTACT NUMBERS	021 808 8035
E-MAIL ADDRESS	shireen.devisser@ Stellenbosch.gov.za
REPORT DATE	02 September 2020

<b>8.</b>	<b>REPORTS SUBMITTED BY THE EXECUTIVE MAYOR</b>
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NONE

<b>9.</b>	<b>URGENT MATTERS</b>
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NONE

<b>10.</b>	<b>MATTERS TO BE CONSIDERED IN-COMMITTEE</b>
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NONE

The meeting adjourned at 11.25.

**CHAIRPERSON:** .....

**DATE:** .....

**Confirmed on** .....

6.	<b>STATUTORY MATTERS</b>
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6.1	<b>MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR SEPTEMBER 2020</b>
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

14 October 2020

**1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR SEPTEMBER 2020**

**2 PURPOSE**

To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy 2020/2021 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 (2020/2021) stipulate that SCM deviations be reported to Council. In compliance thereto, this report presents to Council the SCM deviations that occurred during September 2020.

**5. RECOMMENDATION**

that Council notes the deviations as listed for the month of September 2020.

**6. DISCUSSION / CONTENTS**

**6.1. Background/Legislative Framework**

The regulation applicable is as follows:

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

**Deviation from and ratification of minor breaches of, procurement processes**

**36. (1) A supply chain management policy may **allow the accounting officer—****

**(a) To **dispense with the official procurement processes** established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only—**

**(i) in an emergency;**

**(ii) if such goods or services are produced or available from a single provider only;**

**(iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;**

(iv) acquisition of animals for zoos; or  
 (v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes; and  
 (b) to ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.

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

## 6.2. Discussion

Reporting the deviations as approved by the Accounting Officer for September 2020:

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

DEVIATION NUMBER	CONTRACT DATE	NAME OF CONTRACTOR	CONTRACT DESCRIPTION	REASON	SUBSTANTIATION WHY SCM PROCESS COULD NOT BE FOLLOWED	TOTAL CONTRACT PRICE R
D/SM 05/21	22 Sep 2020	WasteMart (Pty) Ltd	Hiring of refuse compactors, as and when required	Emergency	Solid Waste Management Department has a current vehicle fleet of 9x functional refuse compactors. However, these vehicles suffered various breakdowns leading to vehicles being out of commission. The Department needs at least a minimum of 7x refuse compactum to render a service and the shortfall is usually supplemented through hiring additional compactors on tender B/SM 66/9. The tenderer has however reached its R10 million I cap and can no longer be used. The Department reached the R10 million cap because of the following reasons:	Estimated expenditure per month will be R1200 excl VAT per hour x 650 hours = R 897 00.00.

				<p>1. During the COVID-19 pandemic, the waste management depot had to close 3 x times because of positive cases. This resulted in 8x refuse compactor being hired per day which exceeded the 1 — 2 compactors per day as planned in the tender.</p> <p>2. The Municipality has had labour unrest in July 2020 which resulted again the 8x refuse compactors being used per day.</p> <p>3. In April 2020, the Municipality's recycling contractor terminated their services. The Municipality had to use tender BSM 66/19 to hire trucks to continue with a recycling collection service. These major events were never anticipated when the tender was drafted and could not be predicted. The amount of refuse compactor used exceeded the need of 1-2 compactors that was planned when the tender was drafted. The tender can no longer be used because it has reached the R10 Million internal cap. On the roster tender WasteMart (Pty) Ltd is ranked as the lowest</p>	
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					bidder and the rates of BSM 66/19 will be used for this deviation	
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### 6.3 Financial Implications

As per table above.

### 6.4 Legal Implications

The regulation applicable is:

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

### 6.5 Staff Implications:

No staff implications

### 6.6 Previous / Relevant Council Resolutions:

None

### 6.7 Risk Implications

That the market may not be tested.

The measures in place to deal with deviations mitigate the risk to an acceptable level.

The auditor general also audit the deviations during the yearly audit

### 6.8 Comments from Senior Management:

The item was not circulated for comment except to Municipal Manager

#### 6.8.1 Municipal Manager

Supports the recommendations.

#### FOR FURTHER DETAILS CONTACT:

<b>NAME</b>	Kevin Carolus
<b>POSITION</b>	<b>CFO</b>
<b>DIRECTORATE</b>	<b>Finance</b>
<b>CONTACT NUMBERS</b>	<b>021 808 8528</b>
<b>E-MAIL ADDRESS</b>	<b>Kevin.Carolus@stellenbosch.gov.za</b>
<b>REPORT DATE</b>	<b>08 September 2020</b>

<b>6.2</b>	<b>OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 1 (01 JULY 2020 - 30 SEPTEMBER 2020)</b>
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

14 October 2020

**1. SUBJECT: OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 1 (01 JULY 2020 - 30 SEPTEMBER 2020)**

**2. PURPOSE**

To submit a report for the period 01 July - 30 September 2020 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 2020/2021, determines that the Accounting Officer must within 10 days at the end of each quarter; submit a report on the implementation of the SCM Policy to the Executive Mayor. This report must be made public in accordance with section 21A of the Municipal Systems Act (32 of 2000).

**4. EXECUTIVE SUMMARY**

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

**5. RECOMMENDATIONS**

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

**6 DISCUSSION/CONTENTS**

**6.1 Background**

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

**6.2 Constitutional and Policy Implications**

Paragraph 2(1) of Council's SCM Policy determines that all officials and other role players in the supply chain management system of the Stellenbosch Municipality must implement the SCM Policy in a way that gives effect to section 217 of the Constitution and Part 1 of Chapter 11 of the Municipal Finance Management Act (56 of 2003) and

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

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

### **6.3 Environmental implications**

None.

### **6.4 Financial Implications**

The financial implications are the transactions for the procurement of goods and services that were processed during the 01 July - 30 September 2020 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 2020/2021 to the Executive Mayor and Council on the implementation of the supply chain management system and processes enables the Executive Mayor and Council to maintain the oversight role over the implementation of the SCM Policy as approved by Council.

### **6.6 Staff Implications**

None.

### **6.7 Previous / Relevant Council Resolutions**

None.

## **APPENDICES**

APPENDIX 1: Report for the period 01 July - 30 September 2020 on the Implementation of Council's Supply Chain Management Policy

### **FOR FURTHER DETAILS CONTACT:**

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<b>DIRECTORATE</b>	<i>Financial Services</i>
<b>REPORT DATE</b>	<i>08 October 2020</i>

# APPENDIX 1

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

**PERIOD: JULY 2020 - SEPTEMBER 2020**

<b>REG. NO.</b>	<b>CRYPTIC DESCRIPTION OF POWER OR DUTY</b>	<b>POWER CURRENTLY RESIDING</b>	<b>DELEGATED</b>	<b>IMPLE- MENTED</b>	<b>COMMENTS</b>
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 first quarter there were <b>ten</b> final awards above R10 million.
5(2)(b)	Make a final award above R200 000(VAT included), but not exceeding R10 million (VAT included).	Accounting Officer	Bid Adjudication Committee	YES	In the first quarter there were <b>fourteen</b> 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	<b>The awards made were submitted ,on the following dates within this quarter:</b> 03 August 2020 02 September 2020 03 October 2020
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	To be advertised in the third quarter
14(1)(b)	Specify the listing criteria for accredited prospective providers.	Accounting Officer	Chief Financial Officer	YES	Listing criteria is contained within the registration form.
14(1)(c)	Disallow the listing of any prospective provider whose name appears on the National Treasury's database as a person prohibited from doing business with the public sector.	Accounting Officer		YES	SCM consult National Treasury's database of defaulters before awarding of tenders 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		N/A
16(c)	If it is not possible to obtain at least three written quotations, record and report quarterly to the accounting officer, or another official designated by the accounting officer, the reasons for this.	Accounting Officer	Chief Financial Officer	YES	<b>Reports were submitted on the following dates within this quarter.</b> 03 August 2020 02 September 2020 03 October 2020
16(e)	Record the name of potential providers requested to provide written quotation with their quoted prices.	Accounting Officer	Chief Financial Officer		<b>Reports were submitted on the following dates within this quarter</b>



REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
17(1)(c)	Approve the recorded reasons for not obtaining at least three written price quotations.	Chief Financial Officer	Senior Manager SCM & CFO: below R200,000  Accountants: Acquisitions, Contracts and SCM: Accountant Demand and Chief Buyer : below R200,000		03 August 2020 02 September 2020 03 October 2020
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		
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		
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	Done
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.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
18(d)	Notify the Accounting Officer or CFO in writing on a monthly basis of all written quotations and formal written price quotations accepted by the official acting in terms of a sub-delegation.	Chief Financial Officer	Senior Manager : Supply Chain Management	YES	<b>Reports were submitted on the following dates within this quarter.</b> 03 August 2020 02 September 2020 03 October 2020
22 (b) (i)	The publication notice must contain the closure date for the submission of bids, which may not be less than 3 weeks in case of transactions over R10m (VAT included), or which are of long term nature, or 14 days in any other case, from date on which the advertisement is placed in a newspaper.	Accounting Officer	Bid Specifications Committee		For quarter one a total of forty-one 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			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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
24(1)	Negotiate the final terms of a contract with bidders identified through a competitive bidding process as preferred bidders, provided that such negotiation – (a) does not allow any preferred bidder a second or unfair opportunity;  (b) is not to the detriment of any other bidder; and  (c) does not lead to a higher price than the bid submitted. Minutes of such negotiations must be kept.	Accounting Officer	Relevant user department Head of Department or Executive Director	YES	Provision for the signing of a Form of Tender/Service Level Agreement with successful vendors is being made in the tender documents and part of Special Conditions to Tender.
26(1)(b)	Appoint the members of the bid specification, evaluation and adjudication committees, taking into account Section 117 of the MFMA.	Accounting Officer		YES	Done
26(1)©	Appoint a neutral or independent observer to a bid specification, evaluation or adjudication committee for an attendance and oversight process when this is appropriate for ensuring fairness and promoting transparency.	Accounting Officer		N/A	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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
					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 service charges are not in arrears.	Accounting Officer	Bid Evaluation Committee	YES	Has a screening list that has to be completed.
28(1)(d)	Submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.	Bid Evaluation Committee		YES	Currently part of the Standard Evaluation Report
29(1)(a)	Consider the report and recommendations of the bid evaluation committee where the award value exceeds R200 000 (VAT incl.) and make the award up to value of R10m (as per delegated authority)	Accounting Officer	Bid Adjudication Committee	YES	In the first quarter there were twelve BAC meetings
29(1)(b)(i)	For bids above R10 million, the SCM BAC will make recommendation to the Municipal Manager to make the final award.	Accounting Officer		YES	In the first quarter there were ten final award made above R10 million.
29(1)(b)(ii)	Make another recommendation to the accounting officer on how to proceed with the relevant procurement.	Accounting Officer		YES	None.
29(3)	Appoint the chairperson of the bid adjudication committee.	Accounting Officer		YES	Delegations given is kept for record purposes

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
29(5)(a)	<p>If a bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid –</p> <p>(i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears; and</p> <p>(ii) notify the accounting officer.</p>	Bid Adjudication Committee		YES	None
29(5)(b)	<p>(i) After due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in Regulation 29(5)(a); and</p> <p>(ii) If the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.</p>	Accounting Officer		YES	None
29(6)	Refer any recommendation made by the evaluation committee or adjudication committee back to that committee for reconsideration of the recommendation.	Accounting Officer		YES	Four tenders were referred back to the BEC in the first 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,	Accounting Officer		YES	Not Applicable

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	SITA.				
31(3)	<p>Notify SITA together with a motivation of the IT needs of the municipality if –</p> <p>(a) the transaction value of IT related goods or services required by the municipality in any financial year will exceed R50 million (VAT incl); or</p> <p>(b) the transaction value of a contract to be procured by the municipality whether for one or more years exceeds R50 million.</p>	Accounting Officer		YES	Not Applicable
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>	Accounting Officer	Bid Adjudication Committee	YES	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	(c) there are demonstrable discounts or benefits of the municipality; and  that other organ of state and the provider have consented to such procurement in writing.				
35(1)	Procure consulting services above the value of R200 000 (VAT incl.) provided that any Treasury guidelines in respect of consulting services or CIDB guidelines in respect of services related to the build environment and construction works are taken into account when such procurements are made.	Accounting Officer	Bid Adjudication Committee	YES	Panel of consultants tender is in place till 30 June 2020. New tender will be advertised in due course
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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
36(1)(a)	<p>Dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –</p> <ul style="list-style-type: none"> <li>(i) in an emergency;</li> <li>(ii) if such goods or services are produced or available from a single provider only;</li> <li>(iii) for the acquisition of special worker of art or historical objects where specifications are difficult to compile;</li> <li>(iv) acquisition of animals or zoos; or</li> <li>(v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes</li> <li>(vi) any contract relating to the publication of notices and advertisements by or on behalf of the municipality</li> <li>(vii) any purchase on behalf of the municipality at a public auction</li> <li>(viii) any contract with an organ of state, local authority or a public utility corporation or company</li> <li>(ix) any contract in respect of which compliance therein would not be in the public interest or interest of Council</li> <li>(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</li> <li>(xi) workshop strip &amp; quote</li> </ul>	Accounting Officer	BAC considers deviations and recommend to the Accounting Officer.	YES	Delegations are in place for BAC to recommend deviations to the Accounting Officer. Records and recordings are kept of all meetings. Departments draft memorandums and table items at BEC for consideration and recommendation to the BAC. The BAC upon approval will recommend deviation to the Accounting –Officer.
36(1)(b)	Ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.	Accounting Officer		YES	Done



REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
36(2)	Record the reasons for any deviations in terms of Regulations 36(1)(a) and (b); and  Report them to the next meeting of the Council and include as a note to the annual financial statements.	Municipal Council	Accounting Officer	YES	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
37(7)	When considering an unsolicited bid, take into account where considering an unsolicited bid –  (i) any comments submitted by the public; and	Accounting Officer		NO	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	any written comments and recommendations of the National Treasury or the relevant provincial treasury.				
37(8)	Submit to the Auditor General, the relevant provincial treasury and the National Treasury the reasons for rejecting or not following any recommendations of the National Treasury or provincial treasury in regard to the unsolicited bid.	Accounting Officer	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 –  (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;	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	(ii) 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.				
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;  (iii) has willfully neglected or reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or	Accounting Officer	Bid Adjudication Committee 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
	(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 (iii) Selling the asset (iv) Destroying the asset	Municipal Council	Chief Financial Officer	YES	. As per delegations
40(2) (b)	Stipulate that – Immoveable property may be sold only at market	Municipal Council		YES	Not Applicable

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	related prices except when public interest or the plight of the poor demands otherwise				
40(2)(b)(ii)	Movable assets may be sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous to the municipality	Accounting Officer	Chief Financial Officer		As per delegations
40(2)(b)(iii)	In the case of the free disposal of computer equipment, the Provincial Department of Education must first be approached to indicate within 30 days whether any of the local schools are interested in the equipment.	Accounting Officer	Chief Financial Officer		Not Applicable
40(2)(b)(iv)	In the case of the disposal of firearms, the National Conventional Arms Control Committee has approved any sale or donation of firearms to any person or institution within or outside the Republic	Accounting Officer			Not Applicable
40(2)(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			None
40(2)(b)(iii)	In the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment.				Not Applicable
41(1)	A Supply chain management policy must provide for an effective system of risk management for the identification, consideration and avoidance of	Accounting Officer	Internal Audit		Busy implementing a system for risk management

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	potential risks in the supply chain management system				
42	Establish and implement an internal monitoring system in order to determine, on a retrospective analysis, whether the authorized supply chain management processes were followed and whether the objectives of this policy were achieved.	Accounting Officer	Chief Financial Officer		Busy implementing a system for performance management in SCM
43(2)	Check with SARS whether a person's tax matters are in order before making an award to such person.	Municipal Council	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 service of the state; and (c) the amount of the award.	Municipal Council	Chief Financial Officer	YES	This information was disclosed within the 19/20 financial statements of the municipality.
46(3)(a)	Keep a register of all declarations in terms of Regulation 46(2)(d) and (e).	Accounting Officer	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	Accounting Officer	Senior Manager: Supply Chain Management	YES	Code of conduct are circulated annually to all officials

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	management practitioners and other role players involved in supply chain management.		Council's Speaker		
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.
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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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	<b>ADJUSTMENTS BUDGET (SEE SEPARATE COVER)</b>
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7.	<b>CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [ALD G VAN DEVENTER (MS)]</b>
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7.1	<b>COMMUNITY AND PROTECTION SERVICES: (PC: CLLR R BADENHORST)</b>
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NONE

7.2	<b>CORPORATE SERVICES: (PC: CLLR AR FRAZENBURG)</b>
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7.2.1	<b>PARKING POLICY FOR COUNCIL</b>
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**Collaborator No:**

**IDP KPA Ref No:**

**Meeting Date:**

**Good Governance and Compliance**

**14 October 2020**

**1. SUBJECT: PARKING POLICY FOR COUNCIL**

**2. PURPOSE**

To request Council's approval of the consulted Parking Policy.

**3. DELEGATED AUTHORITY**

The delegated authority for approval of this policy is Council.

**4. EXECUTIVE SUMMARY**

The Employee Parking Policy is aimed at creating a framework for allocating parking for officials/employees in the Stellenbosch Municipality. As such it attempts to establish a set of rules for the consistent interpretation and application of decisions governing the parking of official and Employee vehicles within the Municipality designated premises.

The policy was extensively discussed at the sub-committee over a period since June 2019, but no consensus could be reached on the policy, the main obstacle being the payment of a parking fee. The sub-committee on 18 February 2020 resolved that no further progress will be made and to report back to the LLF.

The last positions of parties were reported back to the Management meeting and the management meeting made some further proposals to accommodate the overflow of employees who during December applied for parking. The request to apply for parking was an attempt by management to establish the need to enable management to look for possible solutions. IMATU also through their regional office made a proposal to resolve the matter by proposing that a strait fee of R50 be paid for parking. The local branch is not in agreement with this proposal. They do not want to pay for parking at all. SAMWU indicated that they have not moved from their original position not to pay a parking fee.

## 5. RECOMMENDATIONS

- (a) that Council considers the parking fees per category;
- (b) that Council considers the draft policy for approval; and
- (c) that the policy repeals and replaces all Council decisions previously taken on staff- and official parking in the municipality and especially Council resolution dated 17 October 1997.

## 6. DISCUSSION / CONTENTS

### 6.1 Background

The Employee Parking Policy (**APPENDIX 1**) and its implementation is fundamentally aimed at encouraging employees to make alternative arrangements to travel to work to assist with the reduction of the congestion of the center of town, traffic and the shortage of parking in the CBD. It also aims to deal with the employee parking through consistent and fair parking practices as well as the utilization of the available parking spaces.

### 6.2 Discussion

Whilst only a 1979 erstwhile Stellenbosch Council decision could be found on parking arrangements, no policy exists despite the decision requiring that such a policy be developed. Notwithstanding the above, at a Directors' (Executive) Management Meeting (DMM) in March 2019 it was resolved that parking arrangements for staff members be reduced to writing, and that a policy be developed. Some guidelines were given to Corporate Services in developing the policy. This was also following the implementation of the new parking management tender.

Parking bays for staff are available at the Main Building, the parking area immediately behind the Main Building (behind boom), Stelkor parking area (along the residential properties), Ecclesia Building and Bloemhof parking area. Due to limited parking bays available and as the public is paying for parking in the CBD, a parking fee is intended to be introduced. This fee, although nominal in terms of what the public is paying, goes some way in recuperating costs for parking of staff. Staff must apply for parking in the areas and is then allocated parking based on criteria indicated in the policy. This will also apply to new employees who join the organisation in years to come. New employees in the past were disadvantaged in the allocation of parking due to no policy in terms of which parking could be allocated. Employees will be issued with parking disks to identify them and their parking bay number as authorized parking holders to prevent parking bays from being taken up by unauthorized persons whilst an employee is out on official business. The changes that were introduced lead to much unhappiness, and the draft policy was referred to the HR sub-committee for consultation. This consultation took place over months since June 2019 and also saw the resolution of an IMATU dispute through a proposal of a R50 parking fee for all employees.

The Employee Parking Policy was submitted to the Local Labour Forum on the 04<sup>th</sup> of June 2019 where it was referred to the HR sub-committee for consultation.

Meetings of the Human Resources Development Sub-Committee took place on 24 June 2019 and 19 August 2019. The last consultation on the Employee Parking Policy took place on the 09<sup>th</sup> of September 2019 where it was agreed that consensus could not be reached between the Employer and Labour Unions and that this will be reported back at the Local Labour Forum. The Employer component then informed the parties that the policy will be referred to MAYCO and Council for approval. The outcome of discussions were reported to Mayco, and Mayco noted the information. At that stage the unions requested that the item remain on the LLF, and it was so ruled by the chairperson.

The employer informed the unions that in a last attempt to resolve the unhappiness, and that a parking application drive will take place in December to determine the need. 174 employees applied for parking after parking was allocated to senior managers and managers reporting to senior managers to try and alleviate the parking need for Bloemhof parking. Management, after doing some investigation, proposed that the overflow be accommodated at a parking area across from the law enforcement offices and that it will be without a parking fee. Management also resolved that it is not in agreement with the IMATU proposal of a flat rate of R50 as senior managers and managers reporting to them will be advantaged through such a decision. The policy was again discussed in a sub-committee meeting in January and parties resolved to forward the policy to Mayco and Council for a decision as consensus could not be reached on the matter of a parking fee. It must be noted that the current amounts reflected in the draft policy were reduced through the consultation process by management in an attempt to reach consensus.

The labour unions remain adamant that their members should not pay and for this reason no consensus was reached between the consulting parties. On the other provisions of the policy, consensus was reached.

### **6.3 Financial Implications**

The policy proposes that the allocation of parking will be subject to the payment of a parking rate per year and must be reviewed annually. Parking rates may differ depending on whether it is open or covered parking.

The proposed parking tariffs are contained in the policy.

### **6.4 Legal Implications**

The introduction of the parking fee was consulted with the unions as required. The payment of the fees is voluntary, and should an employee not want to pay a fee he/she will be allocated a space in the parking area in Hoffman Street where no fee will be applicable.

### **6.5 Staff Implications**

Employee parking will not be automatically granted. Employees who wish to utilise a parking bay will have to apply for parking, meaning that employees will be allocated parking at different sites from where they previously parked, and that they will have to pay for parking depending on the area they are designated to.

### **6.6 Previous / Relevant Council Resolutions:**

The policy repeals and replaces all Council decisions previously taken on staff- and official parking in the municipality and especially Council resolution dated 17 October 1997.

**6.7 Risk Implications**

Risks are addressed in the item.

**6.8 Comments from Senior Management:**

6.8.1 The comments from management have been incorporated in the draft policy.

**ANNEXURES****Annexure 1: Parking Policy****FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	<i>Annalene De Beer</i>
<b>POSITION</b>	<i>Director Corporate Services</i>
<b>DIRECTORATE</b>	<i>Corporate Services</i>
<b>CONTACT NUMBERS</b>	<i>021 – 808 8018</i>
<b>E-MAIL ADDRESS</b>	<a href="mailto:Annalene.Debeer@ Stellenbosch.gov.za">Annalene.Debeer@ Stellenbosch.gov.za</a>
<b>REPORT DATE</b>	<i>02 October 2020</i>

# APPENDIX 1



# STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

## EMPLOYEE PARKING POLICY

<b>Policy Number:</b>	<b>Approved Date:</b>
<b>Effective Date:</b>	<b>Review Date:</b>

### Why have a Policy?

This policy is intended to create a framework for decision-making in respect of employee official parking arrangements in the Stellenbosch Municipality. As such it attempts to establish a set of rules for the consistent interpretation and application of decisions governing the parking of official and staff vehicles within the Municipality designated premises.

### THE POLICY

#### 1. PREAMBLE

The policy and its implementation will be fundamentally aimed at encouraging employees to make alternative arrangements to travel to work to assist with the reduction of the congestion of the centre of town and the traffic. It also aims to deal with employee parking through consistent and fair parking practices and utilization of the available parking spaces to its optimal use and revolves around:

- Set criteria and procedure for allocating parking spaces
- Preserving a safe and clean parking environment
- Rules for managing limited parking spaces

#### 2. LEGAL FRAMEWORK

**National Road Traffic Act 93/1996**  
**Parking Bylaw dated 5 July 2013**

### 3. SCOPE AND APPLICATION

This policy applies to all employees who operate company or personal vehicles in the course of business, including permanent, temporary and contract employees.

### 4. DEFINITIONS

“Directors” will mean the section 56 Managers reporting directly to the Municipal Manager;

“Senior Managers” means those managers reporting directly to the section 56 manager;

“Managers” means those employees that report on the third reporting line to the senior managers as identified above.

“Staff designated by the Municipal Manager” means staff that the municipal manager receive a request from or a person or where a person is seconded to the Municipality for a period of time where the Municipal manager is of the opinion that such person warrants a temporary parking allocation.

### 5. POLICY CONTENT

#### 5.1 Criteria and Procedure for allocating parking spaces

- i. We'll reserve a few parking spaces for executives, senior managerial staff and employees who drive their own or company vehicles for official municipal business. Parking space for large company vehicles (e.g. trucks) may be separate from our employee parking lots.
- ii. All employees who wants a parking space must apply.
- iii. Our current parking facilities available are;
  - a. The area behind the main building and remote gate. (MBR)
  - b. The area between the gate and boom control. (BOOM)
  - c. BLOEMHOF parking facility.
  - d. ECCLESSIA undercover parking.
  - e. STELKOR
- iv. We'll allocate our parking spaces to posts according to the following priorities:
  - a. Municipal Manager
  - b. Directors
  - c. Senior Managers
  - d. Managers
  - e. Staff designated by the Municipal Manager

- f. Permanently Disabled Employees
- g. Other employees (not listed in a-f)

## 5.2 Procedure for acquiring parking facilities.

- 5.2.1 The Senior Manager Human Resources will be responsible for the allocation and determination of parking allocations.
- 5.2.2 Seniority and organisational designation according to the 2017 and 2019 (and subsequent changes) approved organisational structure shall inform the allocation of parking lots with reference to (a) – (d) above.
- 5.2.3 All staff that want parking to be allocated to them must apply for parking.
- 5.2.4 Staff under (g) who applied for parking will be evaluated under the following criteria given that there is limited parking available:

Preference will be given to staff who car pool  
Essential car allowance participants  
Where (office) the post is reporting  
Previous parking allocated in terms of this policy

- 5.2.5 The allocation of all parking will be subject to the payment of a parking rate per year and must be renewed annually (calendar year).

Parking fees may differ pending on whether it is open or covered parking.

### PROPOSED PARKING TARIFFS:

UNDERCOVER PARKING (INSIDE BUILDING)            R150 pm

UNDERCOVER PARKING (SHADED PARKING)        R 100 pm

UNCOVERED PARKING AT HEAD OFFICE BEHIND BUILDING  
OUTSIDE GATES R70 pm

UNCOVERED PARKING AT ONE OF THE OFF-STREET PARKING  
FACILITIES (BLOEMHOF, STELKOR AND ETCETERA) R50 pm

UNCOVERED PARKING AT BERGSICHT PARKING (HOFFMANN  
STREET ENTRANCE) - free of charge. The bays will not be allocated  
and will be on a first come first serve basis.

- 5.2.1 A parking disc with a unique number and the employee vehicle details will be issued as proof of allocation of a



parking bay. This must be displayed visibly on the front windscreen of the vehicle.

- 5.2.2 The disc will only be provided on payment of the parking rate and consenting to the parking rate being deducted from their salary.
- 5.2.3 A person to whom a parking bay is allocated and for some reason will not use the parking for a period longer than 1 month may apply for exemption and the parking bay may then be allocated to another employee on the waiting list for the exempted period.
- 5.2.4 There will be two free parking bays per union allocated at the main building (outside the gate), the usage of which must be managed by the union.

### **5.3 Managing parking spaces**

- 5.3.1 Allocated parking is not an employment benefit. Council can withdraw such allocation for various reasons including but not limited to a result of disciplinary action or needs of people with higher priority.
- 5.3.2 An employee will not be allocated more than one parking space and the parking space may not be transferred to another employee unless it is part of a club where employees drive together, but with different vehicles. In such instance it must be reflected in the application and it will be reflected on the parking disk where more than one vehicle is used in the lift club.
- 5.3.3 Employees are not allowed to:
  - Block front or back entrances
  - Park at spaces reserved for the disabled
  - Obstruct loading/unloading of company vehicles
  - Occupy spaces reserved for visitors during operating hours unless specifically indicated.
  - Park company cars illegally or at high-risk spaces.
- 5.3.4 If a vehicle is left unattended for more than one week, it may be towed and the vehicle's owner will have to pay storage and removal fees. This provisions does not apply to marked law enforcement or council vehicle parked on the allocated parking space for that vehicle.

### **5.4 Maintenance and security of parking facilities**

- 5.4.1 An electronic magnetic device or similar mechanism may be provided to employees to ensure controlled and secured parking. Where same is issued Council reserves the right to charge employees a fee for the device and when lost a fee shall also be payable.
- 5.4.2 The Law Enforcement Agencies of Council will be responsible to maintain law and order in terms of

legislative provisions and traffic regulations and all employees must ensure that they adhere to it.

5.4.3 We expect drivers to maintain a clean and safe parking space, as they maintain their working spaces. The following rules apply at all times:

- No littering is allowed.
- Drivers must respect others' property.
- Drivers shouldn't speed, turn carelessly or drive irresponsibly within the parking areas.

5.4.4 Employees shouldn't conduct maintenance or repair work to their cars while they parked in our lot, except if they cannot start them.

5.4.5 We won't assume any liability for theft, vandalism, fire or damage regarding an employees' vehicle.

5.4.6 Parking will be at own risk.

## **6. DEVIATION**

The Municipal Manager may deviate from the provisions of this policy in line with the approved system of delegations.

## **7. IMPLEMENTATION AND MONITORING**

This policy will be implemented from the 1<sup>st</sup> of the month following the approval by Council.

## **8. COMMUNICATION**

This policy will be communicated to all Municipal employees using the full range of communication methods available to the municipality.

## **9. POLICY REVIEW**

9.1 This policy repeals and replaces all Council decisions previously taken about staff and official parking within the municipality and especially Council resolution 7/10/1997 dated 17/06/1997.

9.2 This policy will be reviewed and revised as and when necessary.

## **10. BUDGET AND RESOURCES**

The financial and resource implication/s related to the implementation of this Policy should be qualified and quantified.

## 11. ROLES AND RESPONSIBILITIES

Role	Responsibility
Directors	Approves Recommends the designation and allocation of parking lots to staff members
Senior Manager: Human Resource	Receives, allocates and approves applications received
Municipal Manager	Will act as review authority where employees are not satisfied with the allocation by the Senior manager Human Resources
Law Enforcement Agency (Law Enforcement and Traffic Sections)	Ensures that all legislative provisions and traffic regulations are complied with. Be responsible for law enforcement and access control at: The area behind the main building and remote gate. (MBR) The area between the gate and boom control. (BOOM) BLOEMHOF/STELKOR parking facility.
Roads and Transport Department	Responsible for the maintenance of the parking facilities

## 12. RECORD KEEPING

Adequate records of the entire application, allocation and approval process need to be maintained, including selection, reasons for inclusion/exclusion of employees.

## 13. PENALTIES

Non-compliance to any of the stipulations contained in this policy will be regarded as misconduct, which will be dealt with in terms of the Disciplinary Code. Transgressions of road rules may lead to traffic fines for which the employee will be responsible. Employee will also be responsible to pay for all parking fees on on-street or off-street parking.

## 14. AUTHORITY

Consulted: LLF:

Date: Last resolution 28 September 2020

MM Approval:

Date:

Council Approval:

Date:

7.3	<b>FINANCIAL SERVICES: (PC: CLLR P CRAWLEY (MS))</b>
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NONE

7.4	<b>HUMAN SETTLEMENTS: (PC: CLLR W PETERSEN (MS))</b>
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7.4.1	<b>STELLENBOSCH MUNICIPALITY: ALIGNMENT OF THE MUNICIPAL INTEGRATED HUMAN SETTLEMENT PLAN (IHSP) WITH THE GUIDELINES AS PROPOSED BY THE WESTERN CAPE GOVERNMENT: HUMAN SETTLEMENTS</b>
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Collaborator No: 694862  
 IDP KPA Ref No: Good Governance  
 Meeting Date: 14 October 2020

**1. SUBJECT: STELLENBOSCH MUNICIPALITY: ALIGNMENT OF THE MUNICIPAL INTEGRATED HUMAN SETTLEMENT PLAN (IHSP) WITH THE GUIDELINES AS PROPOSED BY THE WESTERN CAPE GOVERNMENT: HUMAN SETTLEMENTS**

**2. PURPOSE**

To obtain Council's approval to proceed with a Municipal Integrated Human Settlement Plan (IHSP) which is aligned to the recently released "Guidelines for the Preparation of Municipal Human Settlement Plans" as proposed by the Western Cape Government: Department of Human Settlements. This document will specifically address the alignment of the IHSP with the Municipal Spatial Development Framework, as approved by Council on 11 November 2019.

**3. DELEGATED AUTHORITY**

Council

**4. EXECUTIVE SUMMARY**

The Directorate: Planning and Economic Development was tasked to commission the drafting of a Stellenbosch Municipal Urban Development Strategy (UDS). The UDS is a high level document containing information on forecasts, development guidelines and various growth and development proposals. The Integrated Human Settlement Plan (IHSP) was then developed under the auspices of the UDS.

During this time, the Municipal Spatial Development Framework (MSDF) was also commissioned containing distinctly different growth and development proposals. The MSDF was approved by Council in 2019.

As the draft IHSP was compiled under the auspices of the UDS and as it did not deal with the spatial proposals as contained in the approved MSDF, it is now proposed that an Integrated Human Settlement Plan be developed based on the “Guidelines for the Preparation of Municipal Human Settlement Plans” as proposed by the Western Cape Government: Department of Human Settlements.

Whilst the Municipality does not currently have an approved IHSP, housing development within its jurisdiction is guided by the Council approved housing pipeline resolution.

## 5. RECOMMENDATIONS

- (a) that a new Integrated Human Settlement Plan (IHSP) be compiled that adheres to the “Guidelines for the Preparation of Municipal Human Settlement Plans” as proposed by the Western Cape Government: Department Human Settlements, subject to funding being made available; and
- (b) that a new Integrated Human Settlements Plan (IHSP) be developed that aligns housing development with the long term vision as envisaged in the approved Integrated Development Plan and the Municipal Spatial Development Framework.

## 6. DISCUSSION / CONTENTS

### 6.1 Background

The Directorate: Planning and Economic Development was tasked to commission the drafting of a Stellenbosch Municipal Urban Development Strategy (UDS), which focussed on a market-driven approach with an emphasis on several designated areas where growth and investment are preferred.

Emanating from the UDS, the Integrated Human Settlement Plan (IHSP) was then compiled to address residential development in the municipal area. The document was advertised for public comment and a public meeting was held on 29 October 2019.

During this time, the Municipal Spatial Development Framework was also commissioned with the aim to focus development in a few catalytic areas to ensure sustainable use of municipal resources. The MSDF was approved by Council in November 2019.

The draft IHSP is still not concluded as it is not aligned with the approved MSDF and it was also not designed to include timeframes, budgeting and an action plan.

### 6.2 Discussion

#### 6.2.1 *The focus of strategic municipal documents: IDP, MSDF and IHSP*

It should be emphasised that the Integrated Development Plan (IDP) is the primary directive for governance at the local government sphere. The MSDF is a core component of the IDP which provides a representation of the future spatial vision for development in the municipal area.

The IHSP is a sector plan informant that serves to provide specific input regarding human settlement development in the municipality and should be based on the vision and directives as stated in the IDP and MSDF.

Good governance requires the alignment of the content of these plans to ensure effective budgeting, implementation, integrated outputs and transformative outcomes with the primary focus to align to the IDP vision of being a “Valley of Opportunity and Innovation”.

#### 6.2.2 *Proposal for alignment*

The draft IHSP was compiled under the auspices of the UDS and it does not effectively address the spatial proposals as contained in the approved MSDF.

These different development approaches between the draft IHSP and MSDF were also highlighted as a major concern during a public meeting dated 29 October 2019.

It is now proposed that an Integrated Human Settlement Plan be developed based on the recently released “Guidelines for the Preparation of Municipal Human Settlement Plans” as proposed by the Western Cape Government: Department of Human Settlements, with a strong focus on:

- Long term vision for human settlement development which is aligned to the approved MSDF and IDP;
- Development of objectives and strategies that respond to current and future housing needs;
- Determination of key human settlement challenges;
- Spatial identification of land and priority areas;
- Portfolio of new housing projects and settlement upgrade projects spatially linked to identified areas of intervention;
- Development of an implementation programme to inform IDP and budgeting processes;
- Programme of required implementation activities with timelines for 5 years as well as longer term;
- A list of funding requirements per financial year; and
- Project actions and readiness.

The new guidelines provide a strategy to compile a credible Integrated Human Settlement Plan which can be implemented within the available resources of the municipality. It should be noted that the said guidelines provide sufficient direction to municipalities to develop its IHSP, with enough flexibility to address its unique issues.

These guidelines will ensure a practical and implementable IHSP to direct policy and housing development within the WC024 (jurisdiction area of the municipality).

Whilst the Municipality does not currently have an approved IHSP, housing development within its jurisdiction is guided by the Council approved housing pipeline resolution.

### 6.3 Financial Implications

The compilation of a new Integrated Human Settlement Plan can be funded from the operational budget for the 2020/2021 and 2021/2022 financial years.

### 6.4 Legal Implications

None

### 6.5 Staff Implications

This report has no staff implications for the Municipality.

### 6.6 Previous / Relevant Council Resolutions:

#### 27<sup>TH</sup> COUNCIL MEETING: 2019-05-29: ITEM 8.2.6

**RESOLVED** (majority vote with abstentions)

- (a) that Council approves the Integrated Human Settlements Plan (IHSP) attached as **ANNEXURE A**, in principle;
- (b) that the Integrated Human Settlement Plan (IHSP) be advertised for public input in accordance with Council's policy; and

- (c) that, should any inputs be received, same be considered by Council before a final decision is made.

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

### **32<sup>nd</sup> COUNCIL MEETING: 2019-10-23: ITEM 13.2**

#### **RESOLVED** (majority vote)

- (a) that Council notes the responses received from the public participation process with respect to the Integrated Human Settlement Plan (IHSP);
- (b) that Council takes note of the request for an additional information session especially with the residents of Onder-Papegaaiberg and other stakeholders;
- (c) that a public meeting is scheduled on 29 October 2019 to address the concerns raised in the comments received from the public; and
- (d) that the Department Roads, Stormwater and Traffic Engineer, Spatial Planning and Housing Development make presentations as suggested in the correspondence of Stellenbosch Interest Group.

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

#### **6.7 Risk Implications**

This report has no risk implications for the Municipality.

#### **FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	<i>Anthea Shortles</i>
<b>POSITION</b>	<i>Programme Manager</i>
<b>DIRECTORATE</b>	<i>Planning and Economic Development</i>
<b>CONTACT NUMBERS</b>	<i>021 808 8733</i>
<b>E-MAIL ADDRESS</b>	<i>Anthea.Shortles@stellenbosch.gov.za</i>
<b>REPORT DATE</b>	<i>5 October 2020</i>



7.5	<b>INFRASTRUCTURE SERVICES: (PC: CLLR Q SMIT )</b>
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NONE

7.6	<b>PARKS, OPEN SPACES AND ENVIRONMENT: (PC: XL MDEMKA (MS))</b>
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NONE

7.7	<b>PLANNING, LOCAL ECONOMIC DEVELOPMENT AND TOURISM: (PC:CLLR E GROENEWALD (MS))</b>
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7.7.1	<b>DISCUSSION AND CONSIDERATION OF THE ALLOCATION OF FUNDS AND FUNCTIONS OF THE DWARSRIVIER TOURISM OFFICE FOR THE 2020 / 2021 FINANCIAL YEAR IN TERMS OF 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</b>
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Collaborator No: 694884  
 IDP KPA Ref No: Valley of Opportunity  
 Meeting Date: 14 October 2020

**1. SUBJECT: DISCUSSION AND CONSIDERATION OF THE ALLOCATION OF FUNDS AND FUNCTIONS OF THE DWARSRIVIER TOURISM OFFICE FOR THE 2020 / 2021 FINANCIAL YEAR IN TERMS OF 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**

**2. PURPOSE**

To discuss and consider the allocation of funds and functions of the Dwarsrivier Tourism Office to Visit Stellenbosch for the 2020 / 2021 financial year in terms of 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**

In terms of Section 7(2) of said policy the Grants Committee is delegated to allocate funds to External Bodies Performing a Municipal Function, but Council is delegated to decide on the reallocation of the function of the Dwarsrivier Tourism Office.

**4. EXECUTIVE SUMMARY**

The item deals with a resolution Council took at the 36<sup>th</sup> Council Meeting dated 29 July 2020, where Council resolved that the R430 00.00 earmarked for the Dwarsrivier Office, be ring-fenced and held in abeyance until Directorate Planning and Economic Development confirms the which funded Local Tourism Organisation will be responsible for the Dwarsrivier Tourism Office in Pniel.

## 5. RECOMMENDATIONS

- (a) that Council approves the incorporation of the function of the Dwarsrivier Tourism Office into Visit Stellenbosch for the 2020 / 2021 financial year; and
- (b) that Council approves the transfer of funds of R430 000.00 ring-fenced for the Dwarsrivier Tourism Office to Visit Stellenbosch for the 2020 / 2021 financial year.

## 6. DISCUSSION / CONTENTS

### 6.1 Background

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.

At the 36<sup>th</sup> Council Meeting dated 29 July 2020 Council resolved as follows on the allocation of funds to the Dwarsrivier Office:

“(c) that the funding in the amount of R430 000.00 identified to be transferred for the management and oversight of the Dwarsrivier Tourism Office be ring-fenced and held in abeyance, until such time that the Senior Manager: Development Planning & the Manager: Local Economic Development & Tourism are able to confirm the status of the LTO which will be responsible for the Tourism Office in Pniel” **(APPENDIX 1)**

Subsequent to numerous discussions which took place between the relevant roll players which include the Ward Councillor, the ward committee, Franschhoek Wine Valley Tourism Organisation and Visit Stellenbosch, respectively in order to determine the where it would be most viable to accommodate the functioning of the Dwarsrivier Tourism Office within the funding spectrum as approved by Council.

On 29 July 2020, Council based on the information provided by the Directorate: Planning & Economic Development noted the request from the Franschhoek Wine Valley Local Tourism Organisation (“FWV”) to transfer the functioning of the Dwarsrivier Tourism Office to Visit Stellenbosch. The main reason for this request were as follows:

- That FWV has been responsible for this function for the past decade;
- That FWV does not have any members currently located within the area Dwarsrivier Tourism Area; and
- That Visit Stellenbosch has members as part of the LTO within the Dwarsrivier Area.

At a Ms Teams meeting held between the Department: Development Planning, FWV and Visit Stellenbosch, the latter LTO did indicate its willingness to take over the functioning responsibilities and the funding ring-fenced for Dwarsrivier Tourism.

The Department: Development Planning had subsequent meetings with the ward councillor, and ward committee to inform them of the transfer of the function, as well as with the current employees of the Dwarsrivier Tourism Office.

The funds ring-fenced for the Dwarsrivier as per Council resolution of 29 July 2020, must then be transferred if Council is in agreement with the incorporation of Dwarsrivier Tourism Office into Visit Stellenbosch.

### 6.2 Legal Implications

The Service Level Agreement with Visit Stellenbosch be amended to make provision for the incorporation of the Dwarsrivier Tourism Office as part of Visit Stellenbosch for the 2020/2021 financial year.

**6.3 Previous / Relevant Council Resolutions:**

At the 36<sup>th</sup> Council Meeting dated 29 July 2020 Council resolved:

- “(c) that the funding in the amount of R430 000.00 identified to be transferred for the management and oversight of the Dwarsrivier Tourism Office be ring-fenced and held in abeyance, until such time that the Senior Manager: Development Planning & the Manager: Local Economic Development & Tourism are able to confirm the status of the LTO which will be responsible for the Tourism Office in Pniel”

**6.4 Risk Implications**

There have been staffing risks identified, as the current Tourism Officer in terms of the concluded contract with FWV have reached the age of 60 during March 2020, which relate to the automatic termination of the employment contract. Visit Stellenbosch will however be requested that current incumbent be informed accordingly and that she be granted a 30-day notice period.

The other risk would thus be the current operations of the physical office for Tourism in Pniel, which will be discussed with Visit Stellenbosch and the Property Management Section. As it stands, there will only be one (1) person occupying the office from 01 November 2020. The future use of the office must be discussed and then presented with recommendations to the Municipal Manager for final decision.

**APPENDICES****APPENDIX 1: COUNCIL RESOLUTION DATED 29 JULY 2020****FOR FURTHER DETAILS, CONTACT:**

<b>NAME</b>	Widmark Moses
<b>POSITION</b>	Manager; Economic Development & Tourism
<b>DIRECTORATE</b>	Planning and Economic Development
<b>CONTACT NUMBERS</b>	021 808 8179
<b>E-MAIL ADDRESS</b>	Widmark. <a href="mailto:Moses@stellenbosch.gov.za">Moses@stellenbosch.gov.za</a>
<b>REPORT DATE</b>	06 October 2020

# APPENDIX 1

11.10.5	<b>CONSIDERATION ON APPLICATIONS RECEIVED: (Tourism) 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 2020 / 2021</b>
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

29 July 2020

1. **SUBJECT: CONSIDERATION ON APPLICATIONS RECEIVED: (Tourism) 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 2020 / 2021**

2. **PURPOSE**

To discuss and consider the funding applications for the 2020 / 2021 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**

In terms of Section 7(2) of said policy the Grants Committee is delegated to allocate funds to External Bodies Performing a Municipal Function.

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 notice of the applications for the funding of bodies performing a municipal function was advertised in the Eikestadnuus dated 19 March 2020, attached as **Appendix 1** of which the closing date to submit such applications was 14 April 2020. The requirements as published in the advertisement, clearly stipulated that *“only applications received on the prescribed application form and accompanied by the required information, documentation, financial statements, covering letter....”*

The COVID-19 pandemic and lockdown regulations as promulgated by the President of the Republic of South Africa had the effect that the closing date for the applications of 14 April 2020 being extended to 24 April 2020. This extended closing date notice was circulated through email, see **APPENDIX 2**, to the external bodies, whom have submitted their interest during the period for the initial application process, and was given an opportunity to provide Council with the required information and documentation.

The following bodies submitted applications by the closing date for funding to perform the local tourism function for Council for the 2020 / 2021 financial year and this is compared with the funding granted for the 2019 / 2020 financial year:

Applicant	2020 / 2021 Funding requested in Rand Value	2019 / 2020 Funding Received in Rand Value
Lokxion Foundation	445 000.00	Not applicable
Visit Stellenbosch	6 000 000.00	2 528 511.00
Franschhoek Wine Valley including Dwarsrivier Tourism	1 722 412.00 710 558.00	1 202 075.00 452 414.00
Dwarsrivier Wine Valley Tourism (Community Organization)	Amount not stated	Not applicable
Stellenbosch Entrepreneur & Enterprise Development	n/a	417 000.00
<b>Total Funding Requested</b>	<b>8 877 970.00</b>	<b>4 600 000.00</b>

Currently, Council has budgeted for R5 000 000.00 for the 2020/2021 financial year. The requested amount by all the bodies is thus R3 877 970.00 over and above the budgeted amount. The Directorate: Planning & Economic Development is in the process of finalising the draft Stellenbosch Municipality Tourism Plan, 2020. A core component of this plan is to provide guidelines and prescripts to Local Tourism Organisations (“LTO”) and Council for considering and evaluating the proposals for future funding applications for this function.

All funding applications from 2021/2022 will thus be allocated in line with the prescripts of the draft plan, when adopted by Council.

### 36<sup>th</sup> COUNCIL MEETING: 2020-07-29: ITEM 11.10.5

#### RESOLVED (majority vote)

- (a) that the amount of R1 475 000.00 be allocated to Franschhoek Wine Valley;
- (b) that the amount of R3 090 000.00 be allocated to Visit Stellenbosch;
- (c) that the funding in the amount of R430 000.00 identified to be transferred for the management and oversight of the Dwarsrivier Tourism Office be ring-fenced and held in abeyance, until such time that the Senior Manager: Development Planning & the Manager: Local Economic Development & Tourism are able to confirm the status of the LTO which will be responsible for the Tourism Office in Pniel;
- (d) that Lokxion Foundation’s application, attached as **APPENDIX 4**, not be considered and supported as a range of required documentation and information was not submitted by the required extended timeframe, as required by the advertisement attached as **APPENDIX 1**; and
- (e) that Dwarsriver Wine Valley Tourism’s application, attached as **APPENDIX 5**, not be considered and supported as a range of required documentation and information was not submitted by the required extended timeframe, as required by the advertisement attached as **APPENDIX 1**.

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

**FOR FURTHER DETAILS, CONTACT:**

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<b>NAME</b>	Widmark Moses
<b>POSITION</b>	<b>MANAGER: LED &amp; TOURISM</b>
<b>DIRECTORATE</b>	<b>PLANNING AND ECONOMIC DEVELOPMENT</b>
<b>CONTACT NUMBERS</b>	021 808 8974
<b>E-MAIL ADDRESS</b>	Widmark.Moses@ Stellenbosch.gov.za
<b>REPORT DATE</b>	13 July 2020

7.8	<b>RURAL MANAGEMENT: (PC: CLLR S PETERS)</b>
7.8.1	<b>PROGRESS REPORT IN RESPECT OF THE USAGE OF THE AGRICULTURAL LAND LEASED TO THE EMERGING FARMERS AND PROVIDING FEEDBACK ON POTENTIAL FURTHER LEASEHOLD FARMS TO POTENTIAL EMERGING FARMERS</b>

**Collaborator No:** 694269  
**IDP KPA Ref No:** Valley of opportunity  
**Meeting Date:** 14 October 2020

**1. SUBJECT: PROGRESS REPORT IN RESPECT OF THE USAGE OF THE AGRICULTURAL LAND LEASED TO THE EMERGING FARMERS AND PROVIDING FEEDBACK ON POTENTIAL FURTHER LEASEHOLD FARMS TO POTENTIAL EMERGING FARMERS**

**2. PURPOSE**

To provide Council with an update on the current usage and farming activities of the emerging farmers, who were allocated municipal agricultural land in terms of the Policy for the Management of Agricultural Land, as well as to provide Council with the pertinent factors to consider the allocation of additional agricultural land parcels to emerging farmers.

**3. DELEGATED AUTHORITY**

Council

**4. EXECUTIVE SUMMARY**

The report provides insights to the farming activities of emerging farmers on municipal agricultural land and the progress made to avail more municipal land for emerging farmers.

**5. RECOMMENDATIONS**

- (a) that MAYCO takes cognizance of the farming activities under point 6.3 of this report;
- (b) that MAYCO supports the investigation of the land not previously allocated, under point 6.4, for the use of livestock farming, specifically for the purposes of accommodating piggeries and bee farming, and that such report with recommendation to enable be tabled at the next Council Meeting;
- (c) that MAYCO also take note of the additional agricultural land parcels in point 6.5, and that the further investigation by the Directorate: Planning & Economic Development be supported to inform Council of the possible and best use of such agricultural land for the purposes of allocating such land to emerging farmers;
- (d) that financial support mechanisms be investigated by the Directorate: Planning & Economic Development, in consultation with the Western Cape Government: Department of Agriculture (Farmers Support Programme), and the National Department of Rural Development and Land Reform, to support emerging farmers with potential infrastructure and operational shortcomings;



- (e) that the Directorate: Planning & Economic Development provide the report noted in point (d) to the Council for noting purposes, and to distribute the list of funding organisations and / or mechanisms to emerging farmers to assist with the compilation of their business plans; and
- (f) that MAYCO supports that the Department: Development Planning commence with research to provide proposals to enable emerging farmers with the options for the placement of accommodation units for security and storage purposes, which include ablution facilities on the individual land parcels which were allocated.

## 6. DISCUSSION / CONTENTS

### 6.1 Background

Stellenbosch Municipality is the owner of tracts of agricultural land. Over the years the municipality made land available to emerging farmers.

In order to speed up access to municipal agricultural land to emerging farmers, Stellenbosch Municipality resolved that twelve (12) pieces of vacant municipal land be advertised for leasing purposes in line with approved Policy for the Management of Municipal Agricultural Land. Five (5) agricultural land parcels were allocated to emerging farmers at the 30<sup>th</sup> Council Meeting dated 28 August 2019, attached find **APPENDIX 1**, extract of the Minutes of the 30<sup>th</sup> Council Meeting dated 28 August 2019.

The additional 5 emerging farmers who received land brought the number of emerging individual leaseholders on municipal land to fifteen farmers, which covers an area of ±134.66ha. Currently twelve (12) parcels of vacant land are available as identified in 6.4 and 6.5, which covers an area of ±103.86ha.

#### Farming methods and market access

Most of the emerging farmers on municipal land are growing vegetable crops which they sell for profits and have a quick turnaround time. Each allotment is used for mixed vegetable cultivation based on each farmer's own crop selection. The typical cultivated crops are carrots, green beans, spinach, celery, herbs, turnips and strawberries.

Most of the produce from the farms are sold on the Epping Fresh Produce Market. The lower quality produce is sold to nearby food processing companies like Lombardi Foods. Some farmers also have private contracts with wholesalers and restaurants.

### 6.2 Challenges

The fact that there are no cooling facilities on site is a significant drawback, as the producers are placed at a considerable disadvantage due to the short shelf life that their produce have.

Critical factors which affect production include the impact of Covid 19 lockdown measures and access to funding for operational and overhead cost, which include, but are not limited to purchase materials to improve soil fertility, the uncertain access to tractor and equipment (due to their poor state of repair), and the continuing effect of theft of equipment, and most critically, of irrigation infrastructure.

At present there are no toilet facilities, electricity or drinking water supply on these properties. There is also no fencing around the farm and the different farming units.

**6.3 Farming activities on the various allotments**

Farmer	Portion	Size (ha)	Water (ha)	Farming activities
Gerrit Hendriks	502BH	5	5	Not farming. In a process to cancel the lease agreement
Peter Stone	502BH	5	5	Farms full-time. Mixed vegetables.
Christine Jephtha	502BH	5	5	Farms full-time. Mixed vegetables.
Rudi Hendricks	502 BH	5	5	Farms full time. Mixed vegetables
Roland Meyer	502BH	5	5	Passed away. Land to be advertised.
Bram Botha	502BH	5	5	Farms full-time. Mixed vegetables.
Eric Linders	502BH	5	5	Farms full-time. Mixed vegetables.
Willem Klaasen	502BH	5	5	Farms full-time. Mixed vegetables.
Magda Stephanus	502BH	5	5	Farms full-time. Mixed vegetables.
Christie Jacobs	502BH	5	5	Farms full-time. Mixed vegetables.
Hylton P Arendse	502 V	21.6	8	Farms full-time. Mixed vegetables
Chris Jacobs	502AP/AM	15.56	2	Farms full-time. Mixed vegetables
Bradley Cortereal	502 AW	6	0	Farms full time. Proteas and pennygum
Jeremy van Niekerk	619/1	26	0	Farms fulltime. Currently planting korog to enhance quality of the soil. Water is accessed via the neighbouring farmer.
Elsenburg Khoisan Farmers	BFN	15.5	0	Not farming. Awaiting funding. Needs electricity.

**6.4 Land previously advertised but not allocated**

Farmer	Portion	Size (ha)	Water (ha)	Recommended
Vacant	502 AU Stellenbosch	8.9	0	Portion 502AU is regarded as a nature conservation area by Cape Nature, the only farming purpose this land could be utilized for is beekeeping as the property is overgrown by fynbos. Re advertise for bee keeping
Vacant	502 M Stellenbosch	5.1	3	The portion 502 M is located next to 502W, and should be utilised as a water resource for 502W as 502 M is a wetland area, which will not be suitable for farming on its own. Re-advertise
	502 W Stellenbosch	9	3	
Vacant	279 BN Stellenbosch	25.3	0	Recommended to be re-advertised.
Vacant	165/1 Stellenbosch	10.5	0	No responsive application was received for this portion of land. The land in its current state should be utilised for grazing purposes Recommended to be re-advertised

**6.5 Additional pieces of land identified with water rights and is accessible**

Additional land was identified by means of various site visits with the Portfolio Councillor for Rural Development, farm mapping exercises (with disclaimer asserts that the organisation won't be held responsible for any inaccuracies) attached as

**APPENDIX 2** provided by the Department of Agriculture. Additional inputs were also provided by the Property Management Section and Environmental Section on the availability and potential of the identified vacant farming land on request of the Portfolio Councillor for Rural Development, Salie Peters, attached as **APPENDIX 3**.

Farm	Portion	Size (ha)	Water	Critical Biodiversity Areas (Environmental)
Vacant	502BH Stellenbosch	5	5h	No sensitive areas marked. Suitable for agriculture.
Vacant	502AM Stellenbosch	8.5	3 ha	Portions marked as Critical Biodiversity Area – CBA 1. To be maintained in a natural or near-natural state, with no further loss of natural habitat. Degraded areas should be rehabilitated. Only low-impact, biodiversity-sensitive land uses are appropriate.
Vacant	502AP Stellenbosch	7	2 ha	Portions marked as Critical Biodiversity Area – CBA 1. To be maintained in a natural or near-natural state, with no further loss of natural habitat. Degraded areas should be rehabilitated. Only low-impact, biodiversity-sensitive land uses are appropriate.
Vacant	502BL Stellenbosch	12	4 ha	Small portions marked as Critical Biodiversity Area – CBA 1. To be maintained in a natural or near-natural state, with no further loss of natural habitat. Degraded areas should be rehabilitated. Only low-impact, biodiversity-sensitive land uses are appropriate.
Vacant	502BM Stellenbosch	5.35	1 ha	Degraded Critical Biodiversity Area – CBA 2. Low-impact, biodiversity-sensitive land uses are appropriate.
Vacant	768 Klapmuts	7.21	No water but there is a dam on the property	Marked as Ecological Support Area – ESA 2. Area to be managed with land use that has minimal impact on ecological processes and ecological infrastructure functioning, especially soil and water-related services and allow for faunal movement.

## 6.6 Assistance to farmers

The current assistance provided by the municipality to emerging farmers relates to the following:

- Facilitating access to financial assistance agricultural services and infrastructure through the relevant provincial and national departments such as the WCG: Department Agriculture, and Department of Agriculture, Land Reform and Rural Development (“DALRRD”).
- Farm mapping to assess the condition of the land and possible viability for farming.

- Used productively by the current leaseholders to make it available to new qualifying emerging farmers, as currently the case on two portions of land on Farm 502BH.
- Through screening of vacant municipal land and monitoring of existing farm lease agreements the pieces of land in 6.5 has been identified as potential land to make available for qualifying emerging farmers
- During the lockdown the sub-section's work related to providing information relating to assistance and grants to mitigate the impact of the lockdown. One of our farmers successfully accessed a grant for seedlings, pesticides and compost to the value of R50 000.00. Other actions during this period related to assisting farmers to obtain the necessary travel permits to get their produce to market or transporting their workers to the land and home.

### 6.7 Financial Implications

This report only provides feedback, Council may have to appoint suitable service provider(s) to assist Council with the compilation of the funding mechanisms available to support emerging farmers.

### 6.8 Legal Implications

There are no legal implications at this stage unless Council considers make more land available for emerging farmers by terminating Roulou Boerdery Trust's lease agreements on the following land pieces: Farm 502AC, 502AD, 502AE, 502AF, 502AG, 502AH, 502AJ, 502BB, 502BD, 502BE, 502BK, 502R, as proposed by the Property Management Section. **Appendix 3** (e-mail dated 25 August 2020).

### 6.9 Previous / Relevant Council Resolutions

The 30<sup>th</sup> Council Meeting: 2019-08-28 resolved the following:

- (c) that the Administration continue with the implementation of the Policy regarding vacant land.

### 6.10 Risk Implications

None

## RECOMMENDATIONS FROM THE RURAL MANAGEMENT COMMITTEE TO THE EXECUTIVE MAYOR: 2020-10-07: ITEM 5.1.1

- (a) that cognizance be taken of the farming activities as outlined in paragraph 6.3 of this report;
- (b) that an investigation be launched in respect of the land not previously allocated, as outlined in paragraph 6.4 of this report, for the use of livestock farming, specifically for the purposes of accommodating piggeries and bee farming, and that a report with recommendations in respect of such an investigation be tabled to Council;
- (c) that note be taken of the additional agricultural land parcels referred to in paragraph 6.5 of this report, and that the further investigation by the Directorate: Planning & Economic Development be supported to inform Council of the possible and best use of such agricultural land for the purpose of allocating such land to emerging farmers;

- (d) that financial support mechanisms be investigated by the Directorate: Planning & Economic Development, in consultation with the Western Cape Government: Department of Agriculture (Farmers Support Programme) and the National Department of Rural Development and Land Reform, to support emerging farmers with potential infrastructure- and operational shortcomings;
- (e) that the Directorate: Planning & Economic Development submits the investigation report referred to in recommendation (d) above to Council for noting purposes, and to distribute the list of funding organisations and / or mechanisms to emerging farmers to assist with the compilation of their business plans; and
- (f) that the Department: Development Planning & Economic Development commences with research to provide proposals to enable emerging farmers with the option for the placement of accommodation units for security and storage purposes, which include ablution facilities on the individual land parcels which were allocated.

#### APPENDICES

**APPENDIX 1** : COUNCIL RESOLUTION

**APPENDIX 2** : FARM MAPPING EXERCISE

**APPENDIX 3** : INPUTS FROM THE PROPERTY SECTION AND ENVIRONMENTAL SECTION

**APPENDIX 4** : COMMENTS FROM THE WYNLANDS WATER USERS ASSOCIATION

FOR FURTHER DETAILS CONTACT:

<b>NAME</b>	Widmark Moses
<b>POSITION</b>	Manager; Economic Development & Tourism
<b>DIRECTORATE</b>	Planning and Economic Development
<b>CONTACT NUMBERS</b>	021 808 8179
<b>E-MAIL ADDRESS</b>	Widmark. Moses@ Stellenbosch.gov.za
<b>REPORT DATE</b>	20 August 2020

# APPENDIX 1

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

- (b) that the Policy be reviewed to address the unintended consequences; and
- (c) that the Administration continue with the implementation of the Policy in regard to vacant land.

## FOR FURTHER DETAILS CONTACT:

<b>NAME</b>	Widmark Moses
<b>POSITION</b>	<b>Manager: Local Economic Development</b>
<b>DIRECTORATE</b>	<b>Planning &amp; Economic Development</b>
<b>CONTACT NUMBERS</b>	<b>021 808 8179</b>
<b>E-MAIL ADDRESS</b>	<b>widmark.moses@Stellenbosch.gov.za</b>
<b>REPORT DATE</b>	<b>23-07-2019</b>

# APPENDIX 2





Malebogop@elsenburg.com  
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 Cape Winelands  
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## FARM ASSESSMENT: FARM MAP & NARRATIVES.

**Farm Name:** Stellenbosch Municipal Land

**Purpose of Compilation:** Farm Assessment

**Client:** Stellenbosch Municipality

**Compiler:** Malebogo Phetlhu

### 1. Background.

The extent of the plots which were assessed is just over 490Ha, these plots lie along the Lyndoch road near Spier. The plots which are covered by this assessment are; **502BH, 502BK, 502AE, 502BF, 502BO/BQ?, 502BL, 502BE, 502BD, 502BB, 502BC, 502AZ, 502AX, 502AY, 502AW, 502AU, 502AP, 502AQ, 502AR, 502AS, 502AT, 605, 502AM, 502AN 502/6/G? 558, 502AL 502AK, 550, 502AF, 502AG, 502AH and 502AJ** (see map of plots highlighted in red). The assessment was done as per request by the Stellenbosch Municipality to assess the condition of the land and possible viability for farming. Furthermore the assessment report will outline the possible commodities which can be farmed on these plots, the land capability, endangers/protected areas with in these plots and any other conditions which the farmers need to be aware of before they resume their farming activities.

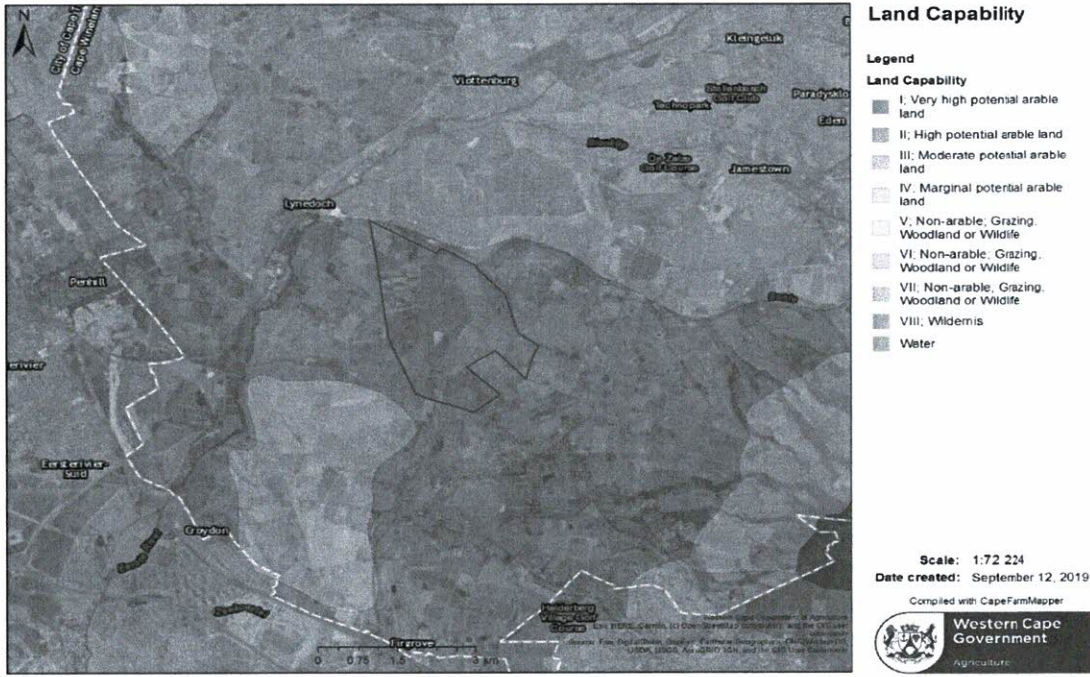


Map illustrating the assessed Land

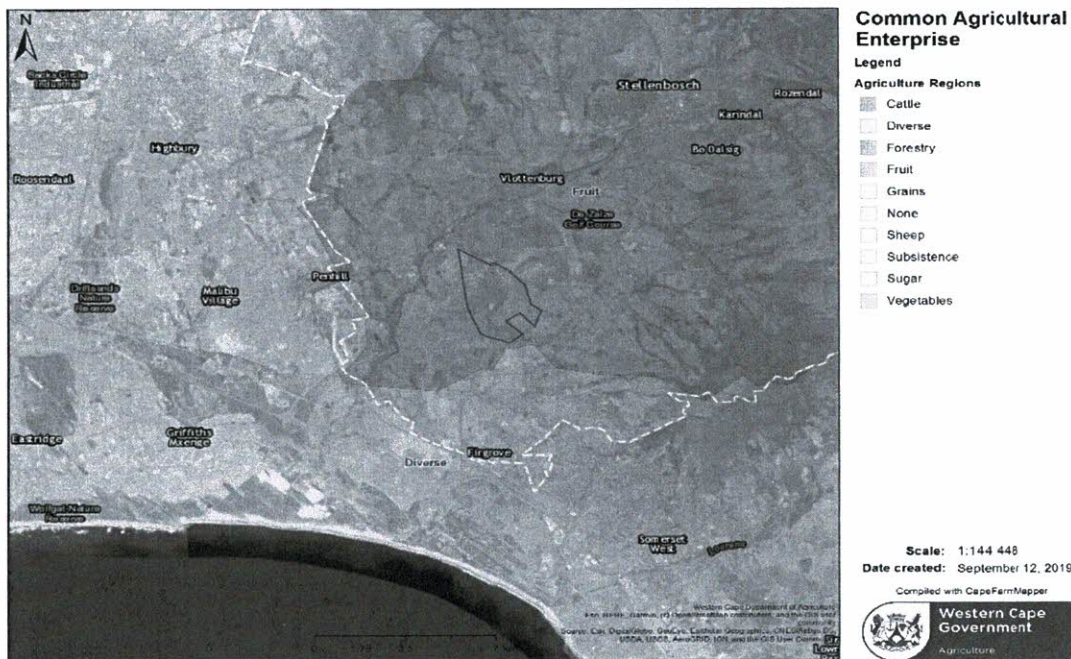
## 2. Current and possible farming activities and possible

All the plots which have been earmarked for allocation to new farmers are not under any form of production or farming activity. These plots have been identified as having a **“very high agricultural capability (see Map1)”** However, the neighbouring plots are being used for vegetable production and some animal farming. Even though there is animals being kept on in the area, it is not viable to farm small or large stock in the area due to the low grazing capacity. Animal farming can only be viable under feedlot.

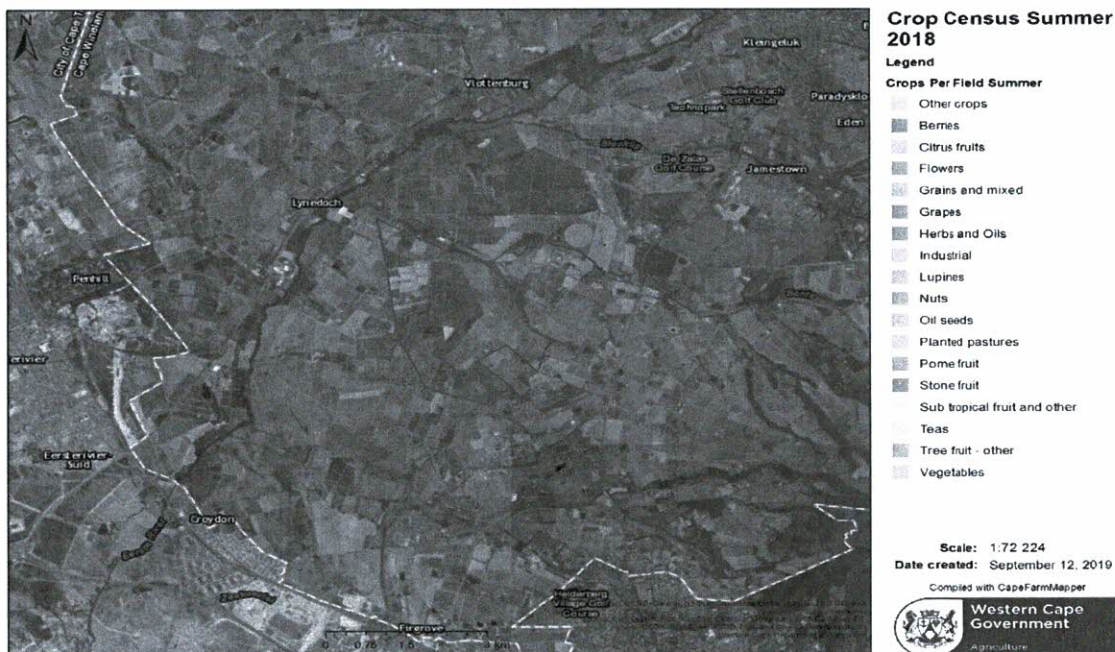
According to cape farm mapper (**see Map 2**), the land is known for fruit production, specifically wine grapes. However it is still good for vegetable production (**See map 3**), and it (vegetable production) is currently the most common activity around the area.



Map 1: Illustration of agricultural capability



Map 2: illustration of fruit Production Capability



**Map3: illustration of vegetable production in the area**

### 3. Water Availability

Some of the plots which are earmarked for allocation have water rights from the irrigation scheme, while some do not have water rights. This then means that; the municipality on behalf of the plot lessees will have to apply for water rights for the plots without water. Another option of addressing the water issue is to drill boreholes for the plots without water. According to farm mapper, there is a minor aquifer (see Map4) in the area and the quality of the water in terms of electrical conductivity (**EC**) is almost the same for the whole assessed area, with an exception of a few hectares which lie much closer to the Lyndoch road. Although there is a slight variation in terms of the (EC) of the underground water, in totality the water is good for irrigation purposes, with the larger part of the water having an excellent (EC) (See Map5)



Map 4: Aquifer classification



Map 5: Illustration of EC

### 3. identified challenges and Recommended Solutions

There was not a lot of challenges identified on the sites. However farm mapper showed that; the aquifer in the area has a level of medium to high susceptibility to pollution (see

map 6). This challenge can be addressed by limiting or doing away with excessive agricultural effluent. Another challenge which was identified is that some critical terrestrial areas (see Map 7). Seeking advice from an environmental specialists is advised. Furthermore the whole area was identified by cape farm mapper to be having a **CR (critically endangered)** ecosystem threat status (see Map 8), however this was indicated to be the case in 2016. Advice is to be sought from the relevant departments about the current ecosystem threat status.



Map 6: Aquifer susceptibility levels



Map 7: Illustration of critical Biodiversity



Map 8: Illustration of Ecosystem Threat status

## 5. Concluding Remark

In its totality the assessed plot has excellent capability for agricultural activity, this has been shown by the cape farm mapper application as well as physical activities going on on-site. It is therefore recommended that the plots be made available for farming purposes. Although the latter is the case regarding the plots, it is recommended that the relevant advice be sought from the relevant departmental specialists (Agriculture; Cape nature; Environmental Affairs), to give clarity on issues regarding the concerns/challenges that were identified through cape farm mapper.

### **Disclaimer**

Although care is taken to reflect accuracy and relevance of the information contained in this document, the correctness thereof cannot be guaranteed. Therefore, any persons using this information will do so at own risk. The compiler or the department will under no circumstances be responsible for any loss suffered by any persons/organisation using the information contained in this document.



# **APPENDIX 3**

**Widmark Moses**

---

**From:** Widmark Moses  
**Sent:** Sunday, 13 September 2020 16:10  
**To:** Piet Smit  
**Subject:** RE: Item -

Piet

Highly appreciated.



*Regards*

**Widmark Moses**

Manager: Economic Development  
& Tourism

---

T: +27 21 808 8179|  
58 Andringa Street, Stellenbosch, 7600  
[www.stellenbosch.gov.za](http://www.stellenbosch.gov.za)



---

**From:** Piet Smit  
**Sent:** Friday, 11 September 2020 11:57  
**To:** Widmark Moses <Widmark.Moses@stellenbosch.gov.za>  
**Subject:** RE: Item -

All the property should have access, except the following:

502AM:Access over 502BK

502AP:Access over 502BC

There is a 502BN on your list, which I do not have any record of.

502BM is currently part of discussions with Province(Aeronautical school )

Piet

---

**From:** Widmark Moses  
**Sent:** 10 September 2020 12:13 PM  
**To:** Piet Smit  
**Subject:** Item -

Piet

Find attached an item that in part deal with the access to vacant municipal land. In the first round of allocation, access to certain pieces of land was a challenge. Please indicate which pieces of land identified for emerging farmers may present such a problem.



*Regards*

**Widmark Moses**

Manager: Economic Development  
& Tourism

---

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**Widmark Moses**

**From:** Piet Smit  
**Sent:** Tuesday, 25 August 2020 16:12  
**To:** Salie Peters  
**Cc:** Widmark Moses  
**Subject:** Landbougrond  
**Attachments:** 1.jpg; 2.jpg; 3.jpg; 4.jpg; 5.jpg; 6.jpg; Land Reform Progress Quo Vadis.2016.03.04.ppt; Identification and Assessment of Land for Agricultural reform and related issues 2009 06 10.ppt

Geagte Raadslid Peters

Ons gesprek vroeër vandag verwys:

Soos ooreengekom gee ek vir u 'n oorsig van beskikbare landbougrond vir opkomende boere:

**1. Huurplaas 502 W: 9ha: 3ha water: Vakant  
 502 M: 5.1 ha: 3h water: Vakant**

Hierdie gedeeltes grond is langs die Vliegveld geleë en is tans die onderwerp van onderhandelinge met Provinsie met die oog op die moonlike vestiging van 'n vliegskool.

**2. Huurplaas 377A: 9.42ha: Geen water: Vakant**

Hierdie gedeelte grond is voorheen deur die Bezuidenhouds gehuur, maar is tans vakant. Dit is halfpad met wingerde beplant, maar het geen water. Die Raad behoort dit ernstig te oorweeg om dit aan die Huurder langsaan (377CN: Eerste Oorkant Boerdery (Edms) Bpk) toe te ken, aangesien daar water op daardie grond beskikbaar is.

**3. 527A: 5ha: 1ha water: Vakant**

Alhoewel hierdie grond geen formele toegang het nie, kan dit toegeken word, onderhewig daaraan dat die persoon met die aanliggende grondeienaar onderhandel vir toegang.

**4. 502BH: 65ha; 26ha water**

Hierdie grond is toegeken aan 15 kleinboere, maar volgens wat ek verstaan is daar beskikbare eenhede wat toegeken kan word. Bespreek asseblief met Widmark Moses.

**5. Farm 768, Klapmuts: 7.7 ha: Geen water: Vakant**

Hierdie grond is vakant en kan dus toegeken word

**6. Die volgende gedeeltes grond word aan die Roulou Boerdery Trust verhuur, en kan die Raad dit oorweeg om met die persoon in onderhandelinge te tree oor moontlike vroeëre beëindiging, sodat dit vir landbou bemagtigingsprojekte oorweg kan word:**

Plaas nr	Grootte	Hoeveelheid
502	ha	Water
		ha
AC	35	1
AD	8	3

AE	27	8
AF	14.1	4
AG	13.3	4
AH	7.2	2
AJ	10.7	3
BB	18.84	6
BD	8.5	3
BE	11	4
BK	72	22*
R	28.8	8

\* 'n Gedeelte van hierdie grond word beplan vir 'n streeksbegraafplaas.

Sien aangehegte kaarte waarop die genoemde grond aangedui word.

Ek heg ook 'n Powerpoint Presentation aan, vir meer agtergrond.

Groete

Piet



*Kind regards,*

**Piet Smit**

Manager: Property Management  
**Human Settlement & Property  
 Management**

---

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BD	8.5	3
BE	11	4
BK	72	22*
R	28.8	8

\* 'n Gedeelte van hierdie grond word beplan vir 'n streeksbegrafpaa.

Sien aangehegte kaartte waarop die genoemde grond aangedui word.

Ek heg ook 'n Powerpoint Presentation aan, vir meer agtergrond.

Groete

Piet



*Kind regards,*

**Piet Smit**

Manager: Property Management  
**Human Settlement & Property  
Management**

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502L

502W

502M

502S

502BM

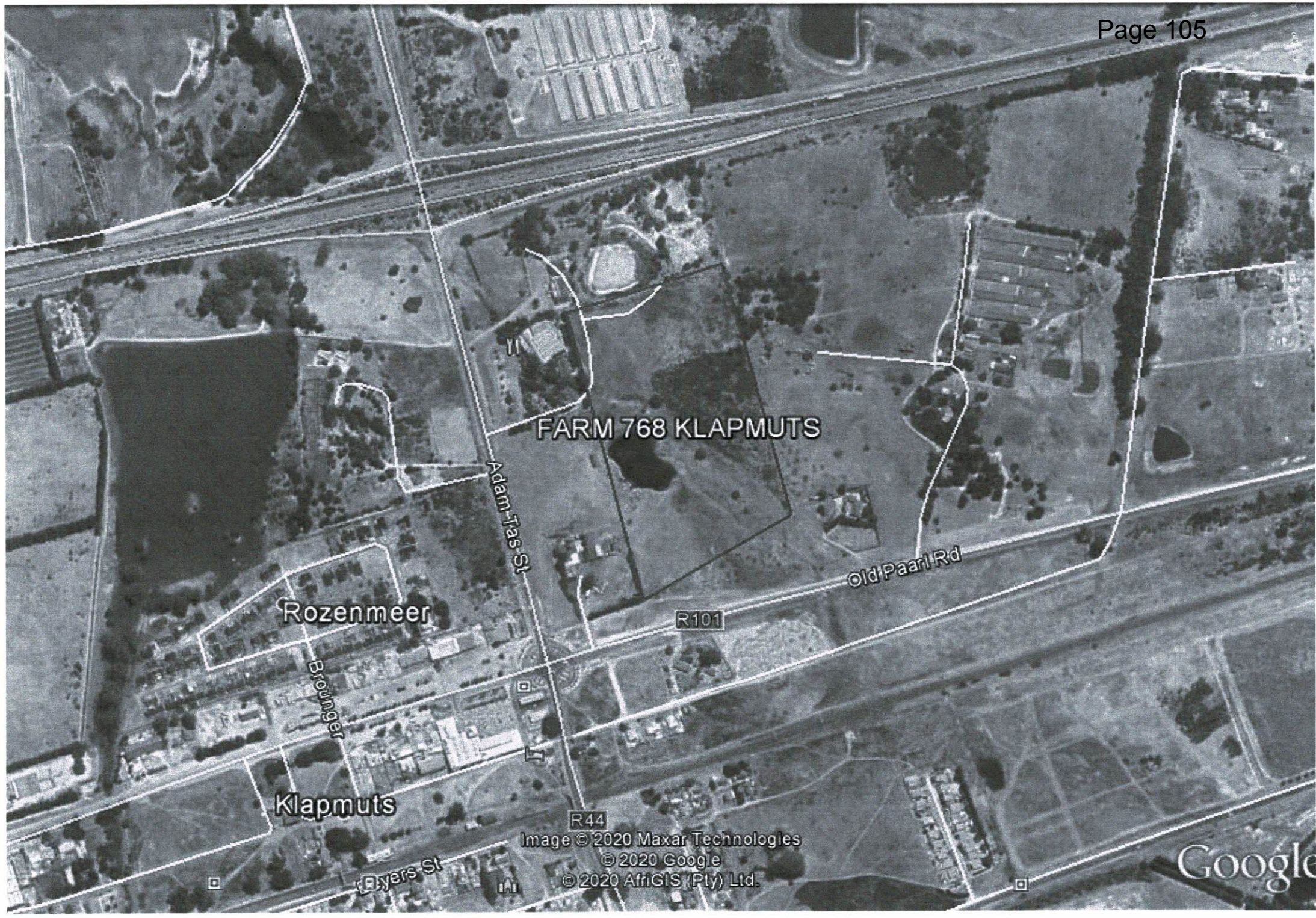
502N

R44

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Rozenmeer

Klapmuts

Adam-Tas St

Old Paarl Rd

R101

R44

Byers St

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502AC 502ADN

Annandale Rd

502BH

502AE

502AF

502BK

502AG

502BFNN

502AM

502AH

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502AL

HUURPLAAS 619/1

502BD

502AN

502AJ

502BE 502BC

502AP

502AK

502AQ

502AR

502BB

502AZ

502AY

502AX

502AW

502AS

502AU

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502AB

502AC

502ADN

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502BH

502AE

502BK

502BEN

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502L

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502N

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## **ENVIRONMENTAL SECTION**

**Widmark Moses**

---

**From:** Schalk Van der Merwe  
**Sent:** Tuesday, 08 September 2020 17:15  
**To:** Widmark Moses  
**Cc:** Albert van der Merwe; Tammy Leibrandt  
**Subject:** RE: Status of different pieces of vacant agricultural land  
**Attachments:** Lease Area Environmental Input 8Sep2020.docx

Widmark, goeie middag.

Sien asseblief aangeheg my eerste kommentaar om die verskeie eiendomme op die lys. Al eiendomme waaroor ek onseker was was Plase 183 A/B/C. As dit egter die plase is wat rondom 183/23 lê is daar nie enige sensitiewe areas, ekologies gesproke, op hulle nie.

Groete



**Schalk van der Merwe**  
Environmental Planner

**Community & Protection Services:**  
**Stellenbosch Municipality**

---

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Plein Street, Stellenbosch, 7600  
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[http://www.stellenbosch.gov.za/main\\_pages/disclaimerpage.htm](http://www.stellenbosch.gov.za/main_pages/disclaimerpage.htm)

---

**From:** Widmark Moses  
**Sent:** 08 September 2020 11:34 AM  
**To:** Schalk Van der Merwe  
**Subject:** FW: Status of different pieces of vacant agricultural land

Hi

Ek het die lysie aangevul. Kan ek dit met jou bespreek?



*Regards*

**Widmark Moses**  
Manager: Economic Development  
& Tourism

---

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[www.stellenbosch.gov.za](http://www.stellenbosch.gov.za)



## Comment based on the Biodiversity Spatial Plan, 2017

Farm	Size (ha)	Name	Water	CBA's (Environmental)
502 W	9	Louw's Bos	3 ha	Portion of the property covered by a wetland. Marked as Ecological Support Area – ESA 2. Area to be managed with land use that has minimal impact on ecological processes and ecological infrastructure functioning, especially soil and water-related services and allow for faunal movement.
502 M	5.1	Louw's Bos	3 ha	Portion of the property covered by a wetland. Marked as Ecological Support Area – Cat 2. Area to be managed with land use that has minimal impact on ecological processes and ecological infrastructure functioning, especially soil and water-related services and allow for faunal movement.
502 BH	5	Louw's Bos		No sensitive areas marked. Suitable for agriculture.
502 AM	8.5	Louw's Bos	3 ha	Portions marked as Critical Biodiversity Area – CBA 1. To be maintained in a natural or near-natural state, with no further loss of natural habitat. Degraded areas should be rehabilitated. Only low-impact, biodiversity-sensitive land uses are appropriate.
502 AP	7	Louw's Bos	2 ha	Portions marked as Critical Biodiversity Area – CBA 1. To be maintained in a natural or near-natural state, with no further loss of natural habitat. Degraded areas should be rehabilitated. Only low-impact, biodiversity-sensitive land uses are appropriate.
502 AU	8.9	Louw's Bos	No	Portions marked as Critical Biodiversity Area – CBA 1. To be maintained in a natural or near-natural state, with no further loss of natural habitat. Degraded areas should be rehabilitated. Only low-impact, biodiversity-sensitive land uses are appropriate.
502 AW		Louw's Bos	No	Portions marked as Critical Biodiversity Area – CBA 1. To be maintained in a natural or near-natural state, with no further loss of natural habitat. Degraded areas should be rehabilitated. Only low-impact, biodiversity-sensitive land uses are appropriate.
502 BFN	15.5	Louw's Bos	6 ha	Small portions marked as Critical Biodiversity Area – CBA 1 (as well as Ecological Support Area). To be maintained in a natural or near-natural state, with no further loss of natural habitat. Degraded areas should be rehabilitated. Only low-impact, biodiversity-sensitive land uses are appropriate.
502BL	12	Louw's Bos	4 ha	Small portions marked as Critical Biodiversity Area – CBA 1. To be maintained in a natural or near-natural state, with no further loss of natural habitat. Degraded areas should be rehabilitated. Only low-impact, biodiversity-sensitive land uses are appropriate.
502 BM	5.35	Louw's Bos	1 ha	Degraded Critical Biodiversity Area – CBA 2. Low-impact, biodiversity-sensitive land uses are appropriate.
502 V		Louw's Bos	8 ha	Area not earmarked for cemetery planning anymore. Portions marked as Critical Biodiversity Area – CBA 1. To be maintained in a natural or near-natural state, with no further loss of natural habitat. Degraded areas should be rehabilitated. Only low-impact, biodiversity-sensitive land uses are appropriate.
502 BC		Louw's Bos	No	Portions marked as Critical Biodiversity Area – CBA 1. To be maintained in a natural or near-natural state, with no further loss of natural habitat. Degraded areas should be rehabilitated. Only low-impact, biodiversity-sensitive land uses are appropriate.

377 A	9.42		No	No sensitive areas marked. Suitable for agriculture.
279 BN	25.3		No	Marked as Ecological Support Area – ESA 2. Area to be managed with land use that has minimal impact on ecological processes and ecological infrastructure functioning, especially soil and water-related services and allow for faunal movement.
165/1	10.5		No	No sensitive areas marked in the north-western portion of the property. The south-eastern section marked as Ecological Support Area – ESA 2. The latter area to be managed with land use that has minimal impact on ecological processes and ecological infrastructure functioning, especially soil and water-related services and allow for faunal movement.
29		Culcatta		Cemetery development approved.
368/2	20			Eastern portion of the property marked as Critical Biodiversity Area – CBA 1. To be maintained in a natural or near-natural state, with no further loss of natural habitat. Degraded areas should be rehabilitated. Only low-impact, biodiversity-sensitive land uses are appropriate.
369 C	5.5		No	No sensitive areas marked in the north-western portion of the property. The south-eastern section marked as various Critical Biodiversity Areas. The latter areas to be managed with land use that has minimal impact on ecological processes and ecological infrastructure functioning, especially soil and water-related services and allow for faunal movement.
619/1	25.77			Portions marked as Critical Biodiversity Area – CBA 1. To be maintained in a natural or near-natural state, with no further loss of natural habitat. Degraded areas should be rehabilitated. Only low-impact, biodiversity-sensitive land uses are appropriate.
768	7.21		Dam	Marked as Ecological Support Area – ESA 2. Area to be managed with land use that has minimal impact on ecological processes and ecological infrastructure functioning, especially soil and water-related services and allow for faunal movement.
1024/1			No	Property covered with a range of Critical Biodiversity Areas. Property not to be leased but placed under protected / conservation.
1135/1			No	Protected area. Property not to be leased.
183 A			No	
183 B			No	
183 C			No	
183/23			No	No sensitive areas marked. Suitable for agriculture.

**Widmark Moses**

---

**From:** Schalk Van der Merwe  
**Sent:** Thursday, 10 September 2020 13:36  
**To:** Widmark Moses  
**Subject:** RE: Item

Widmark, hi.

Dit is moeilik en riskant vir my/ons om voorskriftelik te wees oor wat op 'n stuk grond toegelaat gaan word en wat nie (ek mag dalk sê weiding – onbewus van tegnologie en praktyke in die landboubedryf wat sagter of meer gepas is vir 'n betrokke stuk grond). Die regte benadering, in my opinie, is om gedurende die tender proses 'n aanduiding te gee oor die sensitiewiteit van 'n area, die status (in terme van betrokke ekologiese eienskappe) en die tiepe impak (laag of hoog) wat verwag word. Dan los jy dit vir die persoon wat tender op 'n bepaalde stuk grond om met die gepaste voorstel na vore te kom.

Groete

Schalk

---

**From:** Widmark Moses  
**Sent:** 10 September 2020 12:07 PM  
**To:** Schalk Van der Merwe  
**Subject:** Item

Hi

Kyk vir my na die item en bevel aan watter tipe boerdery kan plaasvind op die verskillende CBA identifikasie van die gronde.

Groete

Widmark



502L

502W

502M

502S

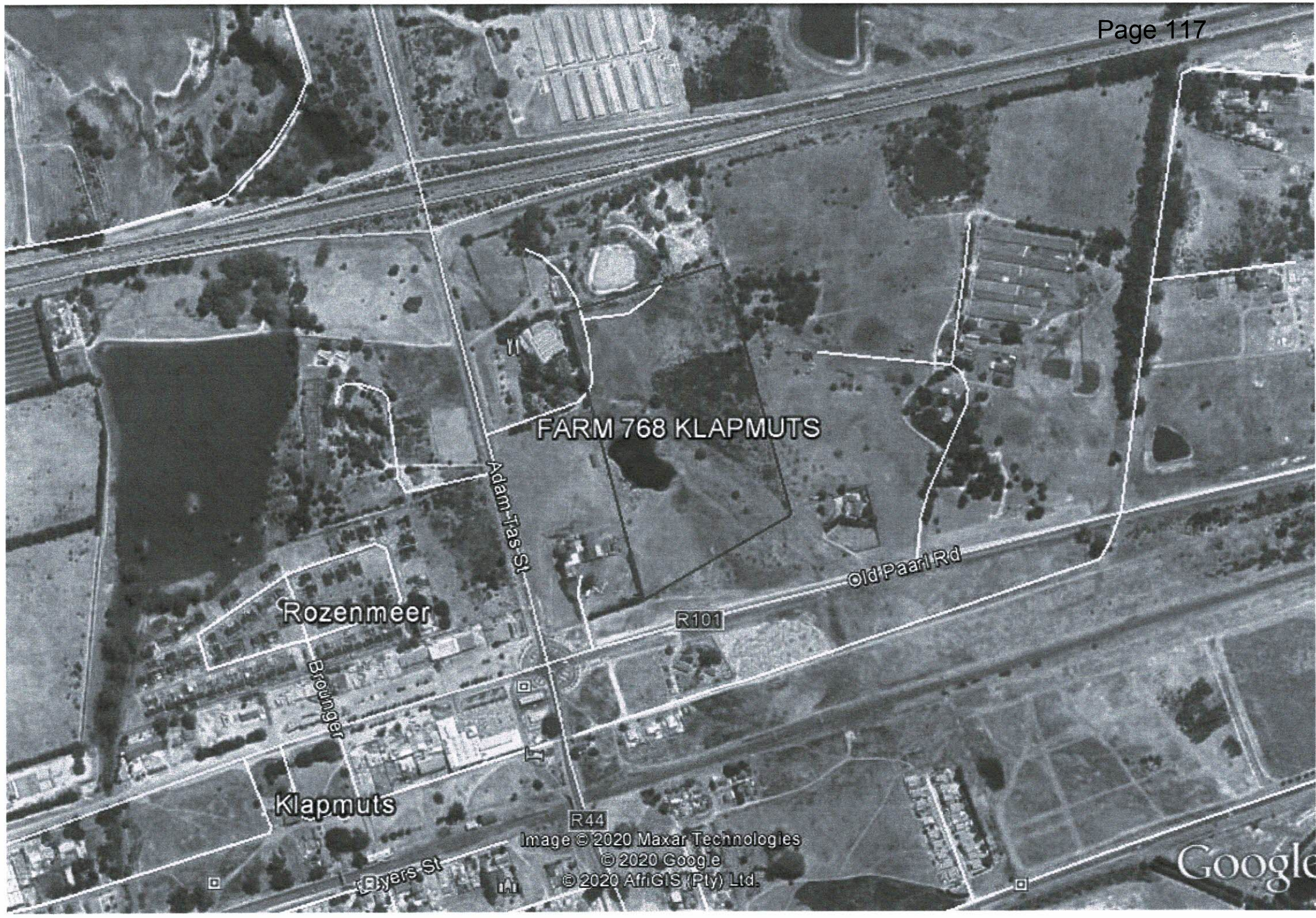
502BM

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502AC 502ADN

Annandale Rd

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502AE

502AF

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502AH

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HUURPLAAS 619/1

502BE 502BC

502BD

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Annandale Rd

502AC

502ADN

502BH

502AE

502BK

502BEN

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502L

502W

502M

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R44

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## **ENVIRONMENTAL SECTION**

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**Community & Protection Services:**  
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**From:** Schalk Van der Merwe  
**Sent:** Thursday, 10 September 2020 13:36  
**To:** Widmark Moses  
**Subject:** RE: Item

Widmark, hi.

Dit is moeilik en riskant vir my/ons om voorskriftelik te wees oor wat op 'n stuk grond toegelaat gaan word en wat nie (ek mag dalk sê weiding – onbewus van tegnologie en praktyke in die landboubedryf wat sagter of meer gepas is vir 'n betrokke stuk grond). Die regte benadering, in my opinie, is om gedurende die tender proses 'n aanduiding te gee oor die sensitiewiteit van 'n area, die status (in terme van betrokke ekologiese eienskappe) en die tiepe impak (laag of hoog) wat verwag word. Dan los jy dit vir die persoon wat tender op 'n bepaalde stuk grond om met die gepaste voorstel na vore te kom.

Groete

Schalk

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**From:** Widmark Moses  
**Sent:** 10 September 2020 12:07 PM  
**To:** Schalk Van der Merwe  
**Subject:** Item

Hi

Kyk vir my na die item en bevel aan watter tipe boerdery kan plaasvind op die verskillende CBA identifikasie van die gronde.

Groete

Widmark

# APPENDIX 4



**Comments from the Wynlands Water Users Association**

**From:** Quinton Brynard [mailto:quinton@wynlandwater.co.za]  
**Sent:** Thursday, 17 September 2020 09:17  
**To:** Widmark Moses <Widmark.Moses@stellenbosch.gov.za>  
**Cc:** Craig Alexander <Craig.Alexander@stellenbosch.gov.za>  
**Subject:** [EX] RE: [EXTERNAL] RE: Stellenbosch Municipality : Commonage iWULA

Goeie dag Widmark.

Na aanleiding van ons gesprek, sien asb voorstelle soos onder aangedui.

Groete

QUINTON BRYNARD

082 4404011



Please stay safe

Tel: 021 887 6487 [www.wynlandwater.co.za](http://www.wynlandwater.co.za)

**From:** Widmark Moses [mailto:Widmark.Moses@stellenbosch.gov.za]  
**Sent:** 16 September 2020 02:12 PM  
**To:** 'Quinton Brynard'  
**Cc:** Craig Alexander  
**Subject:** RE: [EXTERNAL] RE: Stellenbosch Municipality : Commonage iWULA

Dear Quinton

Please find attached the different categories of allotments for tomorrows discussion. See tomorrow at 8:00.

**1. Farming activities on the various allotments**

Farmer	Portion	Size (ha)	Water (ha)	Farming activities
Gerrit Hendriks	502BH	5	5	Not farming. In a process to cancel the lease agreement
Peter Stone	502BH	5	5	Farms full-time. Mixed vegetables.
Christine Jeptha	502BH	5	5	Farms full-time. Mixed vegetables.

Rudi Hendricks	502 BH	5	5	Farms full time. Mixed vegetables
Roland Meyer	502BH	5	5	Passed away. Land to be advertised.
Bram Botha	502BH	5	5	Farms full-time. Mixed vegetables.
Eric Linders	502BH	5	5	Farms full-time. Mixed vegetables.
Willem Klaasen	502BH	5	5	Farms full-time. Mixed vegetables.
Magda Stephanus	502BH	5	5	Farms full-time. Mixed vegetables.
Christie Jacobs	502BH	5	5	Farms full-time. Mixed vegetables.
Hylton P Arendse	502 V	21.6	8	Farms full-time. Mixed vegetables
Chris Jacobs	502 AP/AM	15.56	2	Farms full-time. Mixed vegetables
Bradley Cortereal	502 AW	6	0	Farms full time. Proteas and pennygum  Geen water op eiendom. Mun kan oorweeg om aansoek te doen om 1 - 2 ha water wat dalk onbenut op ander Mun eiendomme is oor te dra. Wynland Water sal dan die berekeninge doen om te bepaal of dit moontlik is om te voorsien. Weens die feit dat die eiendom naby aan die begin van die lyn is, behoort dit nie 'n probleem te wees.
Jeremy Niekerk	van 619/1	26	0	Farms fulltime. Currently planting korog to enhance quality of the soil. Water is accessed via the neighbouring farmer.  Geen water en ook geen vooruitsig om water daar te voorsien. Geen kapasiteit op pyplyn. Stel voor julle oorweeg om te boor vir water.
Elsenburg Khoisan Farmers	BFN	15.5	0	Not farming . Awaiting funding. Needs electricity.

				Geen water op eiendom. Daar is wel 4ha water op 502BL wat op albei eiendomme gebruik kan word indien Mun aansoek doen om dit te konsolideer en as eenheid te boer.
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Eiendomme op die H5 lyn wat ingelys is:

5	451	502 BD
5	451	502 BE
5	452	502 AA
5	454	502 BH

Daar kan aansoek gedoen

## 2. Land previously advertised but not allocated

Farmer	Portion	Size (ha)	Water (ha)	Recommended
Vacant	502 AU Stellenbosch	8.9	0	Portion 502AU is regarded as a nature conservation area by Cape Nature, the only farming purpose this land could be utilized for is beekeeping as the property is overgrown by fynbos. Re advertise for bee keeping Geen water benodig.
Vacant	502 M Stellenbosch	5.1	3	The portion 502 M is located next to 502W, and should be utilised as a water resource for 502W as 502 M is a wetland area, which will not be suitable for farming on its own. Re-advertise
	502 W Stellenbosch	9	3	
Vacant	279 BN Stellenbosch	25.3	0	Recommended to be re-advertised. Geen water op eiendom. Stel voor om gesuiwerde riool aan die eiendom te voorsien. Minimale infrastruktuur sal benodig word. Volgens DWS moet die Mun se lisensie voorwaardes aangepas word om dit moontlik te maak. Derril Daniels van DWS het aangebied om die Mun te help hiermee. <b>Daar moet net 'n aansoek van die Mun se kant gerig word.</b> <b>Wynland Water het ook al voorheen navraag gedoen om al die beskikbare uitvloeisel aan te koop. Ons wag op uitklaring en terugvoer.</b>

Vacant	165/1 Stellenbosch	10.5	0	No responsive application was received for this portion of land. The land in its current state should be utilised for grazing purposes Recommended to be re-advertised
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### 3. Additional pieces of land identified with water rights and is accessible

Farm	Portion	Size (ha)	Water	CBAs (Environmental)
Vacant	502BH Stellenbosch	5	5ha	No sensitive areas marked. Suitable for agriculture.
Vacant	502AM Stellenbosch	8.5	3 ha	Portions marked as Critical Biodiversity Area – CBA 1. To be maintained in a natural or near-natural state, with no further loss of natural habitat. Degraded areas should be rehabilitated. Only low-impact, biodiversity-sensitive land uses are appropriate.
Vacant	502AP Stellenbosch	7	2 ha	Portions marked as Critical Biodiversity Area – CBA 1. To be maintained in a natural or near-natural state, with no further loss of natural habitat. Degraded areas should be rehabilitated. Only low-impact, biodiversity-sensitive land uses are appropriate.
Vacant	502BL Stellenbosch	12	4 ha	Small portions marked as Critical Biodiversity Area – CBA 1. To be maintained in a natural or near-natural state, with no further loss of natural habitat. Degraded areas should be rehabilitated. Only low-impact, biodiversity-sensitive land uses are appropriate.
Vacant	502BM Stellenbosch	5.35	1 ha	Degraded Critical Biodiversity Area – CBA 2. Low-impact, biodiversity-sensitive land uses are appropriate.
Vacant	768 Klapmuts	7.21	No water but there is a dam on the property.	Marked as Ecological Support Area – ESA 2. Area to be managed with land use that has minimal impact on ecological processes and ecological infrastructure functioning, especially soil and water-related services and allow for faunal movement.



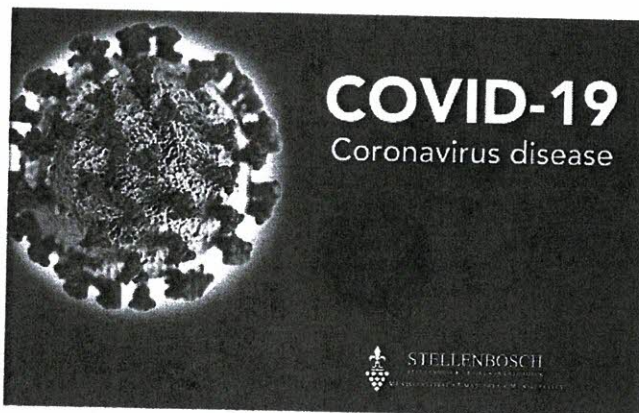
Regards

**Widmark Moses**

Manager: Economic Development  
& Tourism

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T: +27 21 808 8179 |  
58 Andringa Street, Stellenbosch, 7600  
[www.stellenbosch.gov.za](http://www.stellenbosch.gov.za)

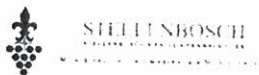


Visit the dedicated COVID-19 page on our municipal website for information on this disease:  
<https://www.stellenbosch.gov.za/documents/general>

For official COVID-19 advice, updates and queries:

- National Hotline 0800 029 999
- Provincial Hotline 021 9284102
- WhatsApp 0600 123 456

Stay alert, stay updated and stay safe.



**About Stellenbosch Municipality**

- Our mission is to deliver cost-effective services that will provide the most enabling environment for civil and corporate citizens. Our head office is at Town House Complex, Plein Street, Stellenbosch, 7600, South Africa. For more information about Stellenbosch Municipality, please call +2721-808-8111, or visit [www.stellenbosch.gov.za](http://www.stellenbosch.gov.za)

**Disclaimer:**

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<b>7.9</b>	<b>YOUTH, SPORT AND CULTURE: (PC: CLLR M PIETERSEN)</b>
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NONE

<b>7.10</b>	<b>MUNICIPAL MANAGER</b>
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<b>7.10.1</b>	<b>DECISIONS TAKEN BY DIRECTORATES IN TERMS OF DELEGATED AUTHORITY FROM 01 JULY 2020 UNTIL 30 SEPTEMBER 2020</b>
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**Collaborator No:**

**IDP KPA Ref No:** Good governance and Compliance

**Meeting Date:** 14 October 2020

**1. SUBJECT: DECISIONS TAKEN BY DIRECTORATES IN TERMS OF DELEGATED AUTHORITY FROM 01 JULY 2020 UNTIL 30 SEPTEMBER 2020**

**2. PURPOSE OF REPORT**

To report to Council on the decisions taken by the Municipal Manager and Directors in terms of Council's System of Delegations for the period 01 July 2020 until 30 September 2020, in compliance with Section 63 of the Local Government: Municipal Systems Act read in conjunction with the System of Delegations as approved by Council.

**3. DELEGATED AUTHORITY**

Municipal Council

**4. EXECUTIVE SUMMARY**

In view of the legislative stipulations, attached is a summary as **ANNEXURE 1** of decisions taken by each Directorate. The report is for noting purposes.

Please note that these delegations only indicate the delegations exercised as delegated by Council to the various Senior Managers.

**5. RECOMMENDATION**

That Council takes note of the decisions taken, for the period 01 July 2020 until 30 September 2020, by the following Section 56 Managers:

- Municipal Manager – Ms G Mettler (01 July 2020 – 30 September 2020).
- Chief Financial Officer – Mr K Carolus (01 July 2020 – 30 September 2020).
- Director Community and Protection Services Mr G Boshoff (01 July 2020 – 30 September 2020).
- Director Corporate Services – Ms A de Beer (01 July 2020 – 30 September 2020).
- Director Infrastructure Services – Mr D Louw (01 July 2020 – 30 September 2020).
- Director Planning and Economic Development – Mr A Barnes (01 July 2020 – 30 September 2020).

**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****ANNEXURE 1: Decisions taken by each Directorate**

<b>POSITION</b>	Municipal Manager
<b>DIRECTORATE</b>	Office of the Municipal Manager
<b>CONTACT NUMBERS</b>	021 808 8025
<b>E-MAIL ADDRESS</b>	<a href="mailto:municipal.manager@stellenbosch.gov.za">municipal.manager@stellenbosch.gov.za</a>
<b>REPORT DATE</b>	05 October 2020

# APPENDIX 1



**DELEGATIONS EXERCISED FOR PERIOD JULY 2020**  
**OFFICE OF THE MUNICIPAL MANAGER: G METTLER**

<b>Date</b>	<b>Delegation</b>	<b>Category</b>	<b>Report subject and Recommendations</b>	<b>Date Received</b>	<b>Date Resolved</b>	<b>Resolution and Comments</b>
01/07/2020	C47	Section 8(4), MFMA	Business Plan (Cape Winelands District) – Stellenbosch Municipality COVID-19 Municipal Disaster Relief Grant	01/07/2020	01/07/2020	Signed
01/07/2020	MM82	Section 65(2)(c), MFMA	Invoice – Government Directory SA GD5352	01/07/2020	01/07/2020	Approved
01/07/2020	SC13	17(C)	Deviation – Provision of Banking Services	01/07/2020	01/07/2020	Approved 30/06/2020. CIVD-19 caused delay in technical evaluation process. Appointment approved till December 2020 or until tender process has been finalised whichever occurs first
01/07/2020	SC13	17(C)	Deviation Rendering of laundry services, infrastructure services, Stellenbosch Municipality	01/07/2020	01/07/2020	Approved 30/06/2020. Essential services as a result of COVID-19, tender specification already approved to be advertised in July 2020. Appointment approved until December 2020 until tender is in place whichever comes first.
01/07/2020	SC13	17(C)	Deviation Provision of Traffic Law Enforcement equipment, back office system and related services	01/07/2020	01/07/2020	Approved 30/06/2020. Due to not being operational although it was meant to be

						as of 01/07/2020, we had to extend. Appointment for 6 months or until AARTO is implemented whichever occurs first.
01/07/2020	SC13	17(C)	Deviation Employee Group Life Solutions	01/07/2020	01/07/2020	Approved 30/06/2020 for 6 months till end of December 2020 or until the new tender kicks in whichever occurs first. COVID-19 lockdown level 5 and 4 no advertisements for tenders of this type of service was placed as these institutions was completely lockdown. This would thus to unfair and presents a risk that competitive prices would not have been obtained as businesses in this field was still closed.
01/07/2020	SC13	17(C)	Deviation BSM 97/17 Off-grid electricity in Enkanini	01/07/2020	01/07/2020	Approved 30/06/2020. Specifications could not be advertised due to COVID-19 lockdown. Appointment on month to month or until the tender is approved, not exceeding December 2020.
01/07/2020	TR1	Skills Development Act /MSA	MOA – SHE Representative Training – Internal Audit	01/07/2020	01/07/2020	Approved
01/07/2020	MM10	Section 55(1)(f)-(h), Systems Act	Implementation of Disciplinary action – Infrastructure Services X2	01/07/2020	01/07/2020	Approved
01/07/2020	MM10	Section 55(1)(f)-(h), Systems Act	Implementation of Disciplinary action – Planning and Economic Development	01/07/2020	01/07/2020	Approved

01/07/2020	HR2	Conditions of Service (SALBC)	Extension of EPWP contract – Housing Administration	01/07/2020	01/07/2020	Approved
01/07/2020	SC16	26(1)(b)	Appointment of BEC members	01/07/2020	01/07/2020	Approved
01/07/2020	SC16	26(1)(b)	Appointment of BSC members	01/07/2020	01/07/2020	Approved
01/07/2020	SC16	26(1)(b)	Appointment of BAC members	01/07/2020	01/07/2020	Approved
01/07/2020		MFMA	Financial Management Capacity Grant -	01/07/2020	01/07/2020	Approved
02/07/2020	CL10	Section 59(1) of MSA	Payment of Gant-in-Aid 2020/21 donations	02/07/2020	02/07/2020	Approved
03/07/2020		MFMA	Certification: Adopted budget 2020/2021 correctly captured and locked on the municipality's financial management system	03/07/2020	03/07/2020	Signed
03/07/2020	MM109	Section 79(1)(b), MFMA	Financial delegations: Office of the Municipal Manager	03/07/2020	03/07/2020	Approved
03/07/2020	APP1	Section 62(4)(a) MSA	Appeal i.t.o. Section 62 MSA – BSM 64/20 – Supply and delivery of mattresses as social relief of disaster resources	03/07/2020	03/07/2020	Signed
07/07/2020	HR2	Conditions of Service (SALGBC)	Approval of Annual Leave: Office of the Municipal Manager	07/07/2020	07/07/2020	Approved
07/07/2020	MM31	Schedule 2, Systems Act	Disclosure of benefits – Director Infrastructure Services	07/07/2020	07/07/2020	Approved
07/07/2020	MM31	Schedule 2, Systems Act	Disclosure of benefits – Municipal Manager	07/07/2020	07/07/2020	Approved
07/07/2020	MM82	Section 65(2)(c), MFMA	Payment of Audit Committee Members	07/07/2020	07/07/2020	Approved
07/07/2020	MM84	Section 66, MFMA	Cellphone allowance – Infrastructure Services	07/07/2020	07/07/2020	Approved
07/07/2020	MM109	Section 79(1)(b), MFMA	Financial Delegations: Internal Audit, Governance	07/07/2020	07/07/2020	Approved
08/07/2020	HO5	Housing Act 107 of 1997	Funding Claims for pre-1994 – Title deeds restoration programme	08/07/2020	08/07/2020	Approved
08/07/2020		MFMA	Progress Report – IUDG – June 2020	08/07/2020	08/07/2020	Approved

08/07/2020	HR2	Conditions of Service (SALGBC)	Approval of annual leave – Internal Audit	08/07/2020	08/07/2020	Approved
08/07/2020	LUP63	Stellenbosch Municipality: Land Use Planning By-Law Section 79	Appeal ito Section (79)2 of the Stellenbosch Municipal Planning By-law – Farm 65/43 Stellenbosch division	08/07/2020	08/07/2020	Approved
08/07/2020	LUP63	Stellenbosch Municipality: Land Use Planning By-Law Section 79	Appeal ito Section (79)2 of the Stellenbosch Municipal Planning By-law – Erf 16523, Trumali Street, Stellenbosch	08/07/2020	08/07/2020	Approved
08/07/2020	MM24	Section 66(1)(d), Systems Act	Task outcomes: Administrative Officer - Governance	08/07/2020	08/07/2020	Approved
08/07/2020		MFMA	Demand Management Plan 2019/20 – Q3 & Q4	08/07/2020	08/07/2020	Approved
08/07/2020	MM95	Section 69(3)(b), MFMA	Performance Agreement 2020 – 2021 Municipal Manager Chief Financial Services Director Planning and Economic Development Director Infrastructure Services Director Corporate Services Director Community and Protection Services	08/07/2020	08/07/2020	Signed
10/07/2020	MM95	Section 69(3)(b), MFMA	Letter to MEC – Performance Agreement 2020/21 of the Municipal Manager and Managers directly accountable to the Municipal Manager	10/07/2020	10/07/2020	Approved
10/07/2020	BC8	Section 7(6) NBRBSA	Application for approval for alterations – La Motte Village 47	10/07/2020	10/07/2020	Approved
10/07/2020	MM84	Section 66, MFMA	Acting appointment 10/07/2020 – Director Infrastructure Services	10/07/2020	10/07/2020	Approved
10/07/2020	MM84	Section 66, MFMA	Acting appointment 13/07/2020 – Director Infrastructure Services	10/07/2020	10/07/2020	Approved

10/07/2020	LUP63	Stellenbosch Municipality: Land Use Planning By-Law Section 79	Appeal ito Section 79(2) Stellenbosch Municipal Planning By-law Farm 334/5 Stellenbosch Division	10/07/2020	10/07/2020	Approved
10/07/2020	LUP63	Stellenbosch Municipality: Land Use Planning By-Law Section 79	Appeal ito Section 79(2) Stellenbosch Municipal Planning By-law 2015 Erf 445 Kylemore	10/07/2020	10/07/2020	Approved
10/07/2020	SC16	26(1)(b)	Appointment of BSC member – Director PED	10/07/2020	10/07/2020	Approved
10/07/2020	SC16	26(1)(b)	Appointment of BEC member – Director PED	10/07/2020	10/07/2020	Approved
10/07/2020	C47	Section 8(4), MFMA	SLA – Stellenbosch Municipality/Neil Lyners and Associates for the provision of an ongoing electricity network upgrading and system improvement	10/07/2020	10/07/2020	Approved
14/07/2020	MM18	Section 62(4)(a), Systems Act	Outcomes of Grievance: Foreperson Cemeteries	14/07/2020	14/07/2020	Finalised
14/07/2020		MFMA	Quality certificate: Monthly budget monitoring report – June 2020	14/07/2020	14/07/2020	Approved
14/07/2020	MM31	Schedule 2, Systems Act	Disclosure for benefits – Director Corporate Services	14/07/2020	14/07/2020	Approved
14/07/2020	MM10	Section 55(1)(f)-(h), Systems Act	Implementation of disciplinary action – Infrastructure Services	14/07/2020	14/07/2020	Approved
14/07/2020	MM7	Section 55(1)(c), Systems Act	Annual Performance Report – Stellenbosch Municipality	14/07/2020	14/07/2020	Approved
14/07/2020		MFMA	Financial Management Report – June 2020	14/07/2020	14/07/2020	Approved
14/07/2020	SC13	17(C)	Deviation from the Bylaw relating to the control of boundary wall and fences on Erf 1283 Franschoek	14/07/2020	14/07/2020	Approved
14/07/2020	TR1	Skills Development Act /MSA	Approval of bursaries for employees' studies 2020	14/07/2020	14/07/2020	Approved

14/07/2020		MFMA	Monthly Progress Report – Disaster Relief Grant – Funding allocation to Stellenbosch Municipality			Approved
14/07/2020	C50	Section 14(2) of the MFMA (read with section 90, MFMA)	Deed of sale Erf 668 Franschoek	14/07/2020	14/07/2020	Approved
14/07/2020	MM20	Section 65(1)(b), Systems Act	Correction of T Level – 16 Law Enforcement Officials	14/07/2020	14/07/2020	Approved. All T level 6 post to be put on T7 with immediate effect. All t level 6 mentioned above (1-16) to be back paid as of dated recent appoints were made as list above (1-3) back to Level 7. Jobs to be evaluated and new TE to be implemented from date of decision.
14/07/2020	MM64	Section 62(1)(f)(iv), MFMA	BSM 22/20 – Banking Services	14/07/2020	14/07/2020	Approved. Checked tender specifications and confirmed that tender may only be submitted on the tender documentation issued by SA and electronic format telephonic/Fax tenders will not be accepted.
15/07/2020	NEMA	NEMA Act 107 of 1998	Acceptance of the cancellation letter – Natural Resources Management Grant (NMRG)	15/07/2020	15/07/2020	Approved
17/07/2020	EM55	Section 53(1)(c)(iii), MFMA	Letter to COGTA/MEC – Annual Performance Evaluation Results 2018/19 of the Municipal Manager	17/07/2020	17/07/2020	Approved
17/07/2020	EM55	Section 53(1)(c)(iii), MFMA	Final Performance Evaluation 2018/19 – Municipal Manager	17/07/2020	17/07/2020	Approved

17/07/2020	SC13	17(C)	Deviation – Corrugated iron sheets for fire kits	17/07/2020	17/07/2020	Approved with comments. This need to be interrogated, want a full report on what happened to the fire kits and how security can be improved and checks and balances to be done to prevent loss. Officials implicated must be charged i.t.o. the disciplinary code. Deviation approved as a result of emergency need.
17/07/2020	MP6	National Road Traffic Act	Appointment certificate – Examiner of Vehicles	17/07/2020	17/07/2020	Approved
17/07/2020	MM10	Section 55(1)(f)-(h), Systems Act	Implementation of Disciplinary action – Community and Protection Services	17/07/2020	17/07/2020	Approved
22/07/2020	LEG9	General	Written representation/dispute/complaint against the decision of Lion of Africa to project Stellenbosch Municipality's claim for indemnity under the insurance policy	22/07/2020	22/07/2020	Approved
24/07/2020	MM64	Section 62(1)(f)(iv), MFMA	BSM 97/19 – Legal Panel Tender	24/07/2020	24/07/2020	Approved. CFO and SCM to implement and arrange for BEC
29/07/2020	TR2	Skills development Act	Grant claim form - LGSETA	29/07/2020	29/07/2020	Approved
29/07/2020	RS1	MSA	Appointment of Senior Manager Waste Management	29/07/2020	29/07/2020	Approved
29/07/2020		MFMA	Statement of capital and operating expenditure for the 4 <sup>th</sup> quarter ended 30/06/2020	29/07/2020	29/07/2020	Approved
29/07/2020	MM52	Section 45(2)(b), MFMA	Borrowing Monitoring (Loans and bonds) for the 4 <sup>th</sup> quarter ending 30/06/2020	29/07/2020	29/07/2020	Approved
29/07/2020		MFMA	Annual close-out Performance Report – Municipal Disaster Relief Grant – funding allocation for disaster intervention	29/07/2020	29/07/2020	Approved

			measures within the Stellenbosch Municipality – July 2020			
29/07/2020	MM31	Schedule 2, Systems Act	Disclosure of benefits form Chief Financial Services	29/07/2020	29/07/2020	Approved
29/07/2020	HR2	Conditions of Service (SALGBC)	Approval of Sick Leave – Office of the Municipal Manager	29/07/2020	29/07/2020	Approved
29/07/2020	MM18	Section 62(4)(a), Systems Act	Grievance outcomes: Manager Environmental Management	29/07/2020	29/07/2020	Approved
30/07/2020	MM82	Section 65(2)(c), MFMA	Invoice – Evolution Technology Group – 30/06/2020	30/07/2020	30/07/2020	Approved
30/07/2020	MM24	Section 66(1)(d), Systems Act	Task Final Outcome Report - Libraries	30/07/2020	30/07/2020	Approved
30/07/2020		MFMA	MMCL Reporting – June 2020	30/07/2020	30/07/2020	Approved
30/07/2020	HR2	Conditions of Service (SALGBC)	Notice i.t.o. Section 189 of the LRA – Corporate Services	30/07/2020	30/07/2020	Approved
30/07/2020	HR2	Conditions of Service (SALGBC)	Potential termination of services i.t.o. Section 189 of the LRA – Corporate Services	30/07/2020	30/07/2020	Approved
30/07/2020	HR2	Conditions of Service (SALGBC)	Lockdown Beltana Depot – Municipal workers	30/07/2020	30/07/2020	Approved
30/07/2020	LEG9	General	Notice of Opposition – Stellenbosch Municipality/Securitem	30/07/2020	30/07/2020	Approved
31/07/2020	PRA	Property Rates Act 6 of 2004	Municipal Property Rates Act 6 of 2004 – Reporting – HCB Property Valuers	31/07/2020	31/07/2020	Approved
31/07/2020	LEG9	General	Notice of Motion – Stellenbosch Municipality/SAMWU Trade Union	31/07/2020	31/07/2020	Approved
31/07/2020	LEG7	General	Founding Affidavit – Stellenbosch Municipality/SAMWU Trade Union	31/07/2020	31/07/2020	Approved
31/07/2020	LEG7	General	Confirmatory Affidavit – Stellenbosch Municipality/SAMWU Trade Union	31/07/2020	31/07/2020	Approved
31/07/2020	LUP63	Stellenbosch Municipality: Land Use Planning By-Law Section 79	Appeal i.t.o Section 79(2) of the Stellenbosch Municipal Planning By-law 2015 – Sire development plan Erven 141,142, 163-165, Stellenbosch	31/07/2020	31/07/2020	Approved



31/07/2020	MM64	Section 62(1)(f)(iv), MFMA	BSM 68/20 Supply and delivery of water and wastewater treatment chemicals to Stellenbosch Municipality for period ending 30 June 2022	31/07/2020	31/07/2020	Approved
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**DELEGATIONS EXERCISED FOR PERIOD AUGUST 2020**  
**OFFICE OF THE MUNICIPAL MANAGER: G METTLER**

<b>Date</b>	<b>Delegation</b>	<b>Category</b>	<b>Report Subject and Recommendations</b>	<b>Date Received</b>	<b>Date Resolved</b>	<b>Resolution and Comments (if any)</b>
03/08/2020	MM64	Section 62(1)(f)(iv), MFMA	BSM 97/19 Appointment of legal service provider for a contract ending 30 June 2022	03/08/2020	03/08/2020	Approved
03/08/2020	C70	Section 34(1), MFMA	EPWP Q4 report	03/08/2020	03/08/2020	Signed
05/08/2020	MM84	Section 66, MFMA	Cellphone allowance – Infrastructure Services X2	05/08/2020	05/08/2020	Approved
05/08/2020			Consent to cancellation of bond registered over Erf 13927 Stellenbosch	05/08/2020	05/08/2020	Approved
05/08/2020	MM18	Section 62(4)(a), Systems Act	Response to Grievance: ICT	05/08/2020	05/08/2020	Signed
05/08/2020	APP1	Section 62(4)(a) MSA	Appeal ito Section 62 MSA – BSM 48/20	05/08/2020	05/08/2020	Signed
06/08/2020		MFMA	Municipal Disaster Relief Grant (MDRG) – Reimbursement for expenditure incurred prior to transfer date	06/08/2020	06/08/2020	Signed
06/08/2020		MFMA	Progress Report IUDG – July 2020	06/08/2020	06/08/2020	Approved
06/08/2020	HR2	Conditions of Service (SALGBC)	Response to Snr Legal Advisor – Section 189 Notice	06/08/2020	06/08/2020	Signed
06/08/2020	MM7	Section 55(1)(c),	System Descriptors 2019/20 – TL 34 D78	06/08/2020	06/08/2020	Approved

		Systems Act				
06/08/2020	MM7	Section 55(1)(c), Systems Act	System Descriptors 2019/20 – TL 33 / D77	06/08/2020	06/08/2020	Approved
11/08/2020	MM84	Section 66, MFMA	Cellphone allowance – Waste Management	11/08/2020	11/08/2020	Approved
11/08/2020	MM84	Section 66, MFMA	Transport allowance – Waste Management	11/08/2020	11/08/2020	Approved
11/08/2020	SC6	5 (2)(a)	Report on Regulation 5 - SCM	11/08/2020	11/08/2020	
11/08/2020	C70	Section 34(1), MFMA	Transfer Payment Agreement – Maintenance projects for 2020/2021 – Stellenbosch Mun/WCG Dept of Transport & Public Works	11/08/2020	11/08/2020	Signed
11/08/2020	MM84	Section 66, MFMA	Cellphone allowance - PED	11/08/2020	11/08/2020	Approved
11/08/2020	EL10		Monthly Report – 2020/2021 Electronification programme	11/08/2020	11/08/2020	Approved
11/08/2020	SC18	27(2)(g)	Specifications – Marketing/advertising needs for various needs of directorates/departments	11/08/2020	11/08/2020	Approved
11/08/2020	MM84	Section 66, MFMA	Acting allowance – Manager Community Development	11/08/2020	11/08/2020	Approved. This can be signed off by the director to approve payment as per policy.
11/08/2020	LEG1	General	Appeal – To take action to finalise outcome of a decision acting Justice Martin filed by the occupiers in the matter between WS Smit and other and all unknown persons attempting to occupy Farm 183, Portion 5 Stellenbosch (Watergang)	11/08/2020	11/08/2020	Approved
11/08/2020	HR2	Conditions of Service (SALGBC)	Flexi hours – Office of the Director Community and Protection Services	11/08/2020	11/08/2020	Approved
11/08/2020	MM64	Section 62(1)(f)(iv), MFMA	BSM 30/20 Containerised waste removal – ending 30/06/2020	11/08/2020	11/08/2020	Approved

11/08/2020	MM22	Section 66(1)(b), Systems Act	Job descriptions – Internal Audit	11/08/2020	11/08/2020	Approved
11/08/2020	LEG	General	MOU – Stellenbosch Municipality/Stellenbosch Unite	11/08/2020	11/08/2020	Signed
11/08/2020	MM9	Section 55(1)(e), Systems Act	Appointment of Technician Roads	11/08/2020	11/08/2020	Approved
11/08/2020	MM9	Section 55(1)(e), Systems Act	Appointment of Platoon Commander	11/08/2020	11/08/2020	Approved
11/08/2020	MM9	Section 55(1)(e), Systems Act	Appointment of Senior LED Officer Agricultural support, Rural development	11/08/2020	11/08/2020	Approved
11/08/2020	TR1	Skills Development Act /MSA	MOA – SHE Rep Training - IDP Manager	11/08/2020	11/08/2020	Approved
	LEG3	General	Appointment of service provider on the legal panel – Interdict Jozi to Stellenbosch			
13/08/2020	SC13	17(C)	Deviation – Appointment of Green Waste chipping contractor for the period from date of appointment for four months until tender BSM 69/20 is awarded	13/08/2020	13/08/2020	Approved
13/08/2020	LIB5	Section 67(5.2)	Revised Conditional Grant for Community Libraries allocation 2020/2021	13/08/2020	13/08/2020	Signed
13/08/2020	HR2	Conditions of service (SALGC)	Application for special leave – Water Operation Section	13/08/2020	13/08/2020	Approved
13/08/2020	MM84	Section 66, MFMA	Cellphone allowance – Housing Administration	13/08/2020	13/08/2020	Approved
13/08/2020	MM64	Section 62(1)(f)(iv), MFMA	BSM 14/17 – Extension of contract	13/08/2020	13/08/2020	Approved
13/08/2020	LEG	General	To oppose summons issued by MTO Forestry against the municipality	13/08/2020	13/08/2020	Approved

13/08/2020	HR2	Conditions of service (SALGC)	Leave cancellation - Governance	13/08/2020	13/08/2020	Approved
13/08/2020	MM84	Section 66, MFMA	Cellphone allowance – Office of the Director Infrastructure Services	13/08/2020	13/08/2020	Approved
13/08/2020	HR2	Conditions of service (SALGC)	Appointment of OHS Act 85 of 1993 Assistant to the Executive Officer Appointment Section 16(2)	13/08/2020	13/08/2020	Approved
13/08/2020	MM7	Section 55(1)(c), Systems Act	Systems Descriptors 2019/20 – D81/TL 40	13/08/2020	13/08/2020	Approved
14/08/2020	EM84	Section 166(2), MFMA	Audit and Performance Audit Committee Performance Assessment - Municipal Manager	14/08/2020	14/08/2020	Signed
17/08/2020		MFMA	Quality Certificate – Monthly Budget for July 2020	17/08/2020	17/08/2020	Approved
17/08/2020		MFM	Financial Management Capacity Grant NT bursaries - Bi-annual Report	17/08/2020	17/08/2020	Approved
17/08/2020	LEG3	General	Appointment of service provider on the legal panel to obtain an eviction order against the illegal occupiers temporarily relocated to the Eike Town Hall, Cloetesville	17/08/2020	17/08/2020	Approved
17/08/2020	HR2	Conditions of service (SALGC)	Appointment of dedicated cleaning team – COVID-19 related matters	17/08/2020	17/08/2020	Approved
	HR2	Conditions of service (SALGC)	Extension of Social Housing Programme Manager's contract -			Approved Option 1. After due consideration on the conclusion and comments from the Director. COVID-19 implication and current cut back necessitates relook at employer's cost, given current exemption application

19/08/2020	CL10	Section 59(1) of MSA	Grant-in-Aid donations – Franschhoek SPCA	19/08/2020	19/08/2020	Approved
19/08/2020	CL10	Section 59(1) of MSA	Grant-in-aid Donations – Stellenbosch Animal Welfare Society	19/08/2020	19/08/2020	Approved
19/08/2020	MM7	Section 55(1)(c), Systems Act	System Descriptors 2019/20 – TL 29/D76	19/08/2020	19/08/2020	Approved
24/08/2020	LEG3	General	Appointment of Legal Representative – Case No 758/20	24/08/2020	24/08/2020	Approved
25/08/2020	MM18	Section 62(4)(a), Systems Act	Grievance outcomes – Manager Financial Services	25/08/2020	25/08/2020	Signed
25/08/2020	LEG	General	MOA – Stellenbosch Municipality/Visit Stellenbosch	25/08/2020	25/08/2020	Signed
26/08/2020	MM24	Section 66(1)(d), Systems Act	Task outcomes: Governance	26/08/2020	26/08/2020	Approved. Implement the T19 as per Audit Committee revised audited outcome. Car allowances to be amended as per approved council policy for immediate implementation.
27/08/2020	HR2	Conditions of Service (SALGBC)	Application for annual leave – Director Community and Protection Services	27/08/2020	27/08/2020	Approved
27/08/2020	MM82	Section 65(2)(c), MFMA MFMA	Payment for Audit Committee members	27/08/2020	27/08/2020	Approved
27/08/2020	LUP63	Stellenbosch Municipality: Land Use Planning By-Law Section 79	Handover of the appeal assessment report to the Appeal Authority Erf 184 Stellenbosch	27/08/2020	27/08/2020	Approved

27/08/2020	LUP63	Stellenbosch Municipality: Land Use Planning By-Law Section 79	Appeal i.t.o. Section 79(2) of the Stellenbosch Municipal Planning By-law 2015 – Farm 334/5, Stellenbosch division LU9504	27/08/2020	27/08/2020	Approved
27/08/2020	LUP63	Stellenbosch Municipality: Land Use Planning By-Law Section 79	Appeal i.t.o. Section 79(2) of the Stellenbosch Municipal Planning By-law 2015 – Erf 445 Kylemore	27/08/2020	27/08/2020	Approved
27/08/2020	LUP63	Stellenbosch Municipality: Land Use Planning By-Law Section 79	Appeal i.t.o. Section 79(2) of the Stellenbosch Municipal Planning By-law 2015 – Farm 1310 Stellenbosch Division	27/08/2020	27/08/2020	Approved
27/08/2020	LUP63	Stellenbosch Municipality: Land Use Planning By-Law Section 79	Appeal i.t.o. Section 79(2) of the Stellenbosch Municipal Planning By-law 2015 – Farm 65/43 Stellenbosch LU8989	27/08/2020	27/08/2020	Approved
27/08/2020	MM9	Section 55(1)(e), Systems Act	Appointment of Inspector – Law Enforcement	27/08/2020	27/08/2020	Approved
27/08/2020	MM7	Section 55(1)(c) Systems Act	Submission to MEC – SDF/Budget time schedule/Process Plan 2021/2022 – to guide the 4 <sup>th</sup> Generation IDP 2017-2022	27/08/2020	27/08/2020	Signed
27/08/2020	MM7	Section 55(1)(c) Systems Act	Notice SDF/Budget time schedule/Process Plan 2021/2022 – to guide the 4 <sup>th</sup> Generation IDP 2017-2022	27/08/2020	27/08/2020	Approved
31/08/2020	TR1	Skills development Act	Individual Skills Audit & Personal Development Plan - Governance	31/08/2020	31/08/2020	Approved. Employer must please actively pursue possible course into skills plan.

31/08/2020	MM64	Section 62(1)(f)(iv), MFMA	BSM 66/20 – Provision of waste containers and waste transportation services between waste disposal facilities for the Stellenbosch Mun for from date of award until 30 June 2022	31/08/2020	31/08/2020	Approved
31/08/2020	MM64	Section 62(1)(f)(iv), MFMA	BSM 55/20 – Cleaning of CBD area in the Stellenbosch for a period ending 30 June 2022	31/08/2020	31/08/2020	Approved. Department to closely monitor performance of tender given the risk assessment identified.
31/08/2020	MM95	Section 69(3)(b), MFMA	Performance Agreement 2020/2021 - Governance	31/08/2020	31/08/2020	Signed
31/08/2020	C70	Section 34(1), MFMA	Agreement – WCG via Dept of Community Safety and Stellenbosch Mun	31/08/2020	31/08/2020	Approved
31/08/2020	C50	Section 14(2) of the MFMA (read with section 90, MFMA)	Deed of Sales	31/08/2020	31/08/2020	Approved
31/08/2020	LEG	General	Renewal of Lease Agreement – Burgerhuis: Historiese Huise van SA Beperk – Erven 3389, 607, Stellenbosch	31/08/2020	31/08/2020	Approved
31/08/2020	CL10	Section 59(1) of MSA	Application for donation – Cape Winelands Canoeing District	31/08/2020	31/08/2020	Recommended for approval
31/08/2020	CL10	Section 59(1) of MSA	Application for Donation – Franschoek Valley Funeral	31/08/2020	31/08/2020	Not recommended. Approval was granted in January 2020 as well as pauper burials are dealt with through the District Municipal Offices



**DELEGATIONS EXERCISED FOR PERIOD SEPTEMBER 2020**  
**OFFICE OF THE MUNICIPAL MANAGER: G METTLER**

<b>Date</b>	<b>Delegation</b>	<b>Category</b>	<b>Report Subject and Recommendations</b>	<b>Date Received</b>	<b>Date Resolved</b>	<b>Resolution and Comments (if any)</b>
01/09/2020	MM31	Schedule 2, Systems Act	Disclosure form for benefits and interest – Office of the Municipal Manager	01/09/2020	01/09/2020	Approved
01/09/2020	HR2	Conditions of Service (SALGBC)	Application for Annual Leave – Chief Financial Officer	01/09/2020	01/09/2020	Approved
02/09/2020	MM31	Schedule 2, Systems Act	Declaration of confidentiality by the selection panel members, observers & secretariat – Interviews for the MM – Cape Agulhas Municipality	02/09/2020	02/09/2020	Approved
03/09/2020		MFMA	MMCL Reporting - August 2020	03/09/2020	03/09/2020	Approved
04/09/2020	HR2	Conditions of Service (SALGBC)	Flexi-hours – Budget Office	04/09/2020	04/09/2020	Approved
04/09/2020		ICT	Application for ICT Equipment - 3G/APN Access – IDP & PMS	04/09/2020	04/09/2020	Approved
04/09/2020	SC6	5 (2)(a)	Report on Regulation 5 – August 2020	04/09/2020	04/09/2020	Approved

04/09/2020			Standard Operating Procedure – Social Relief of Distress – Community Development	04/09/2020	04/09/2020	Approved
04/09/2020	MM64	Section 62(1)(f)(iv), MFMA	BSM 26/20 Provision of off-grid electricity to residents of the informal settlement known as Enkanini and possibly to other informal settlements within the WC024 Municipal area until 30/06/2023	04/09/2020	04/09/2020	Approved
04/09/2020	MM64	Section 62(1)(f)(iv), MFMA	BSM 34/20 Upgrade of Kayamandi Sports field with synthetic grass	04/09/2020	04/09/2020	Approved
04/09/2020		MFMA	Progress Report IUDG August 2020	04/09/2020	04/09/2020	Approved
07/09/2020	APP1	Section 62(4)(a) MSA	Appeal ito Section 62 MSA – BSM 38/20 – Supply, fit and maintenance of Tyres Rainbow Tyres Pty Ltd Hi Q Parow	07/09/2020	07/09/2020	Approved
07/09/2020	HR2	Conditions of Service (SALGBC)	Application for annual leave – Director PED	07/09/2020	07/09/2020	Approved
07/09/2020	MM32	Section 7(1), MFMA	Opening of bank accounts – Primary Bank Account, Municipal Service Account, Traffic Fine Payment Account, Charitable Funds & Donations Account	07/09/2020	07/09/2020	Approved
07/09/2020	MM64	Section 62(1)(f)(iv), MFMA	BSM 33/20 – Construction of the Franschoek Transport Facility – phase 2	07/09/2020	07/09/2020	Approved
09/09/2020	MM22	Section 66(1)(b), Systems Act	Job description – Senior Clerk Administrative Support – Internal Audit	09/09/2020	09/09/2020	Approved

09/09/2020	TR2	Skills development Act	Approval of Bursaries for Employees – 2020 Studies	09/09/2020	09/09/2020	Approved
09/09/2020	MM82	Section 65(2)(c), MFMA	Invoice – Madge Computers Pty Ltd In011146	09/09/2020	09/09/2020	Approved
09/09/2020	C50	Section 14(2) of the MFMA (read with section 90, MFMA)	Deeds of Sale – Idas Valley Low cost housing projects	09/09/2020	09/09/2020	Approved
09/09/2020	MM84	Section 66, MFMA	Cellphone allowance – Waste Minimisation & Disposal	09/09/2020	09/09/2020	Approved
09/09/2020	MM109	Section 79(1)(c), MFMA	Delegations exercised Infrastructure Services August 2020	09/09/2020	09/09/2020	Approved
11/09/2020	LEG	General	Summons by Kyle vd Westhuizen/Stellenbosch Mun for damages to her vehicle	11/09/2020	11/09/2020	Approved
11/09/2020	LUP63	Stellenbosch Municipality: Land Use Planning By-Law Section 79	Handover of the Appeal assessment Report to the appeal authority Erven 139 & 140 Stellenbosch	11/09/2020	11/09/2020	Approved
11/09/2020	LUP63	Stellenbosch Municipality: Land Use Planning By-Law Section 79	Appeal ito Section 79(2) of the Stellenbosch Municipal Planning By-law Remainder Farm No 29 Stellenbosch Division	11/09/2020	11/09/2020	Approved
11/09/2020	MM37	Section 10(1)(a), MFMA	Administration of Municipality's bank accounts: FNB – Nomination of incumbents (11 November 2020)	11/09/2020	11/09/2020	Approved. Normally client goes on leave from 20/12/2019,

						Based on previous consumption reports and averages 15kl approved for write off.
11/09/2020	MM71	Section 64(2)(c), MFMA	Approval of water leakage rebate: Account 10397725	11/09/2020	11/09/2020	Approved
11/09/2020	MM71	Section 64(2)(c), MFMA	Approval of water leakage rebate: Account 10913934	11/09/2020	11/09/2020	Approved
11/09/2020	MM71	Section 64(2)(c), MFMA	Approval of water leakage rebate: Account 10420894	11/09/2020	11/09/2020	Approved
11/09/2020	HR2	Conditions of Service (SALGBC)	Application to pay out annual leave – municipal employee	11/09/2020	11/09/2020	Approved
11/09/2020		MFMA	Workplace/Site approval – Discretionary Grant Funding	11/09/2020	11/09/2020	Approved
11/09/2020	LEG1	General	Settlement Agreement – Stellenbosch Mun/IMATU/SAMWU: Case No EX/HQ072006	11/09/2020	11/09/2020	Approved
11/09/2020	MM64	Section 62(1)(f)(iv), MFMA	BSM 83/20 Supply and delivery of water waste management treatment chemicals to Stellenbosch Mun for period ending 30/06/2023	11/09/2020	11/09/2020	Approved
11/09/2020	MM64	Section 62(1)(f)(iv), MFMA	BSM 69/20 Chipping/Shedding and removal of green garden waste – Devon Valley landfill site period ending 30 June 2023	11/09/2020	11/09/2020	Approved
11/09/2020	MM64	Section 62(1)(f)(iv), MFMA	BSM 94/20 The prevention of illegal occupation on municipal land and the demolition of illegal structures tenders for period ending 30/06/2023	11/09/2020	11/09/2020	Approved

11/09/2020	LEG6	General	Agreement to Mediate – Street Parking Solutions	11/09/2020	11/09/2020	Approved
11/09/2020	LEG	General	Agreement of Grant of Right of Way Servitude – Erf 320 Pniel (Stellenbosch Mun/The Estate of the late Maria Regina Nober)	11/09/2020	11/09/2020	Approved
14/09/2020		MFMA	Financial Management Grant DoRA– August 2020	14/09/2020	14/09/2020	Approved
14/09/2020	LUP63	Stellenbosch Municipality: Land Use Planning By-Law Section 79	Handover of the Appeal assessment Report to the appeal authority Erven 143-145 & 166-170 Stellenbosch	14/09/2020	14/09/2020	Approved
14/09/2020	LUP63	Stellenbosch Municipality: Land Use Planning By-Law Section 79	Handover of the Appeal assessment Report to the appeal authority Erf 660 Franschoek	14/09/2020	14/09/2020	Approved
14/09/2020	LUP63	Stellenbosch Municipality: Land Use Planning By-Law Section 79	Handover of the Appeal assessment Report to the appeal authority Erf 4731 Stellenbosch	14/09/2020	14/09/2020	Approved
14/09/2020	LUP63	Stellenbosch Municipality: Land Use Planning By-Law Section 79	Handover of the Appeal assessment Report to the appeal authority Erf 155 Stellenbosch	14/09/2020	14/09/2020	Approved
14/09/2020	LUP63	Stellenbosch Municipality: Land Use Planning By-Law Section 79	Appeal ito Section 79 (2) of the Stellenbosch Planning By-law 2015 Erf 16523 (Previously known as Remainder of Farm 961) Trumali Street, Stellenbosch LU9010	14/09/2020	14/09/2020	Approved

14/09/2020	MM84	Section 66, MFMA	MOA on the provision of a Transport allowance – Manager Libraries	14/09/2020	14/09/2020	Approved. This is a wrong contract as there is a new policy approved by Council in 2019, please refer to that policy. Employee entitled to back dated car allowance as per policy, please refer to approved council policy. Please submit to HR for with necessary acceptance of the task evaluation outcome in order to finalise implementation.
15/09/2020	LUP63	Stellenbosch Municipality: Land Use Planning By-Law Section 79	Appeal ito Section 79(2) of the Stellenbosch Municipal By-law 2015 against the decision of the Municipal Planning Tribunal Farm 1460/1 Paarl division	15/09/2020	15/09/2020	Approved
15/09/2020	LUP63	Stellenbosch Municipality: Land Use Planning By-Law Section 79	Appeal ito Section 79(2) of the Stellenbosch Municipal By-law 2015 against the decision of the Municipal Planning Tribunal Portion 40 of Farm No 127 Stellenbosch division	15/09/2020	15/09/2020	Approved
15/09/2020		MFMA	RSEP Programme Financial Compliance procedures for Transfer of funds	15/09/2020	15/09/2020	Approved
15/09/2020	MM82	Section 65(2)(c), MFMA	Invoice – Novus BSM100/18 Inv 0458/181002/01	15/09/2020	15/09/2020	Approved

16/09/2020	MM71	Section 64(2)(c), MFMA	Arrangements to pay-off outstanding balance on municipal account 10623028	16/09/2020	16/09/2020	Approved
16/09/2020	WPP01	Section 75 of the MFMA	Yearly subscription for Newspapers	16/09/2020	16/09/2020	Approved. Please include Die Burger as most of our adverts get published their Mail and Guardian as well to keep informed of major news matters.
16/09/2020		MFMA	Monthly Report – Financial Management Grant – DoRA – August 2020	16/09/2020	16/09/2020	Approved
16/09/2020		MFMA	Quality Certificate – Monthly Budget Report August 2020	16/09/2020	16/09/2020	Approved
17/09/2020	MM9	Section 55(1)(e), Systems Act	Appointment of Store Administrator - SCM	17/09/2020	17/09/2020	Approved
17/09/2020	LUP63	Stellenbosch Municipality: Land Use Planning By-Law Section 79	Appeal ito Section 79(2) of the Stellenbosch Municipal Planning By-law 2015 against the authorised employee to approve the application for rezoning and departure Erf 1628 Franschoek	17/09/2020	17/09/2020	Approved
21/09/2020	LEG6	General	Implementation of Arbitration Award obo S Arendse versus Stellenbosch Mun	21/09/2020	21/09/2020	Approved
21/09/2020	MM64	Section 62(1)(f)(iv), MFMA	BSM 56/20 Upgrade of Kayamandi Transport Facility	21/09/2020	21/09/2020	Approved. Confirmation obtained from Acting CFO, Mr Dalleel Jacobs that sufficient funds are available and that funds was indeed

						virement after confirmation with Mrs Monique Steyl
22/09/2020	MM7	Section 55(1)(c), Systems Act	System Descriptors 2020/21 – TL44/D78	22/09/2020	22/09/2020	Signed
22/09/2020	MM18	Section 62(4)(a), Systems Act	Response to Grievance Creditors Section	22/09/2020	22/09/2020	Approved
22/09/2020	H05	Housing Act 107 of 1997	Application for endorsement of Title Deed ito Section 16 of Act 47 of 1937	22/09/2020	22/09/2020	Approved
22/09/2020	MM82	Section 65(2)(c), MFMA	Payment of Membership fees IMESA: Director Infrastructure Services	22/09/2020	22/09/2020	Approved
22/09/2020	MM9	Section 55(1)(e), Systems Act	Appointment of Public Participation Officer	22/09/2020	22/09/2020	Approved
23/09/2020	HR2	Conditions of Service (SALGBC)	Approval of annual leave: Director Planning and Economic Development	23/09/2020	23/09/2020	Approved
23/09/2020	MM82	Section 65(2)(c), MFMA	Invoice: Evolution Technology Group – 2020-07-31	23/09/2020	23/09/2020	Approved
23/09/2020	MM9	Section 55(1)(e), Systems Act	Appointment of IDP Officer	23/09/2020	23/09/2020	Approved
23/09/2020	C70	Section 34(1), MFMA	MOA-Western Cape DLG/Stellenbosch Municipality – Community Development Workers Programme 01/07/2020 – 30/06/2023	23/09/2020	23/09/2020	Signed



23/09/2020	MM82	Section 65(2)(c), MFMA	Invoice – Evolution Technology Group 31/07/2020 – RIN 0027542	23/09/2020	23/09/2020	Approved
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**DELEGATION EXERCISED FOR PERIOD JULY 2020**  
**DIRECTORATE: FINANCIAL SERVICES**

<b>Date</b>	<b>Delegation</b>	<b>Category</b>	<b>Report Subject and Recommendations</b>	<b>Date Received</b>	<b>Date Resolved</b>	<b>Resolution and Comments (if any)</b>
06/07/2020	MM108	Section 79(1)(a), MFMA	Signing power Delegations – Finance	06/07/2020	06/07/2020	Approved
07/07/2020	HR2	Conditions of Service (SALGBC)	Overtime & Standby Revenue Sections	07/07/2020	07/07/2020	Approved
07/07/2020	SC6	5(2)(b)	Demand Management Plan – SCM Quarterly approval	07/07/2020	07/07/2020	Approved
	CM3	General provisions	SCM Letter Approved Tenderer's			Approved
07/07/2020	MM126	Section 116(2)(c), MFMA	Service provider monthly rating	07/07/2020	07/07/2020	Approved
08/07/2020	HR2	Conditions of Service (SALGBC)	Confirmation of appointment – A Julius – Revenue Sections	08/07/2020	08/07/2020	Approved
08/07/2020	CFO	MFMA	Debtors Schedules – PT & NT	08/07/2020	08/07/2020	Approved
08/07/2020	CFO	MFMA	Financial Management Grant Returns PT & NT	08/07/2020	08/07/2020	Approved
08/07/2020	MM122	Section 115(1)(a), MFMA	SCM Implementation report June 2020	08/07/2020	08/07/2020	Approved
10/07/2020	MM122	Section 115(1)(a), MFMA	B/SM 42/20 Supply and Deliver One Vlf (Very Low Frequency) High Voltage Instrument and Accessories	10/07/2020	10/07/2020	Approved
10/07/2020	CM3	General provisions	SCM Letter Approved Tenderer's			Approved

14/07/2020	MM120	Section 102(1), MFMA	Approval of payment for Homeless – Community Development -R 2424	14/07/2020	14/07/2020	Approved
14/07/2020	HR2	Conditions of Service (SALGBC)	Overtime preapproval – Salary & Creditors	14/07/2020	14/07/2020	Approved
14/07/2020	MM82	Section 65(2)(c), MFMA	Walton Stationery approval of invoice R17388	14/07/2020	14/07/2020	Approved
14/07/2020	MFM01	Section 118 MFMA	Clearance Certificate requests Transit solutions	14/07/2020	14/07/2020	Approved
14/07/2020	MM122	Section 115(1)(a), MFMA	B/SM 22/20 Banking Services	14/07/2020	14/07/2020	Approved
14/07/2020	CM3	General provisions	SCM Letter Approved Tenderer's	14/07/2020	14/07/2020	Approved
23/07/2020	HR	MFMA	Counter Performance Agreements – Various Staff with the directorate Financial Services	23/07/2020	23/07/2020	14/07/2020
17/07/2020	MM122	Section 115(1)(a), MFMA	B/SM 91/20 Provision of Operation and Management of the Stellenbosch Landfill for Period Ending 30 June 2021.	17/07/2020	17/07/2020	14/07/2020
17/07/2020	CM3	General provisions	SCM Letter Approved Tenderer's	17/07/2020	17/07/2020	14/07/2020
27/07/2020	MM82	Section 115(1)(d) MFMA	International payment – ICT Microsoft License – Nedbank approval	27/07/2020	27/07/2020	14/07/2020
27/07/2020	VRP1	Paragraph 6f	Capital Verimentations Various – All Directorates	27/07/2020	27/07/2020	14/07/2020
27/07/2020	MM122	Section 115(1)(a), MFMA	B/SM 68/20 Supply and Delivery of Water and Wastewater Treatment Chemicals to Stellenbosch Municipality for Period ending 30 June 2022	27/07/2020	27/07/2020	14/07/2020
27/07/2020	CM3	General provisions	SCM Letter Approved Tenderer's	27/07/2020	27/07/2020	14/07/2020

**DELEGATION EXERCISED FOR PERIOD AUGUST 2020**

**DIRECTORATE: FINANCIAL SERVICES**

<b>Date</b>	<b>Delegation</b>	<b>Category</b>	<b>Report Subject and Recommendations</b>	<b>Date Received</b>	<b>Date Resolved</b>	<b>Resolution and Comments (if any)</b>
04/08/2020	MM126	Section 116(2)(c), MFMA	Service provider monthly rating	04/08/2020	04/08/2020	Approved
05/08/2020	MFM01		Debtors Schedules – PT & NT	05/08/2020	05/08/2020	Approved
06/08/2020	MFM01		Financial Management Grant Returns PT & NT	06/08/2020	06/08/2020	Approved
07/08/2020	SC6	5(2)(b)	B/SM 73/20 Lift Service Providers as Prescribed By Section 1 Of The Lift, Escalator And Passenger Conveyor Regulation, 2009 Issued in Terms of the Occupational Health and Safety Act Of 1993	07/08/2020	07/08/2020	Approved
	SC8	6(2)(a)(i)	SCM Letter Approved Tenderer's			Approved
14/08/2020	SC6	5(2)(b)	B/SM 100/20 Supply and Installation of Two (2) Next Generation Firewalls with Unified Threat Management and Licensing at Teraco	14/08/2020	14/08/2020	Approved
14/08/2020	HR2	Conditions of Service (SALGBC)	Overtime & Standby approval Income, SCM & Salary Sections	14/08/2020	14/08/2020	Approved
14/08/2020	CC1	Credit Control and Debt Collection Policy	Refund Electrification Consumption – Die Boord	14/08/2020	14/08/2020	Approved
31/08/2020	SC6	5(2)(b)	B/SM 66/20 Provision of Waste Containers and Waste Transportation Services Between Waste Disposal Facilities for Stellenbosch Municipality	31/08/2020	31/08/2020	Approved
28/08/2020	SC6	5(2)(b)	B/SM 55/20 Cleaning of CBD Area in Stellenbosch	28/08/2020	28/08/2020	Approved
28/08/2020	SC8	6(2)(a)(i)	SCM Letter Approved Tenderer's	28/08/2020	28/08/2020	Approved

31/08/2020	HR2	Conditions of Service (SALGBC)	Acting Allowance approval SCM & Financial Management Services	31/08/2020	31/08/2020	14/07/2020
28/08/2020	SC6	5(2)(b)	B/SM 02/21 Supply and Install License Renewals for Fortigate 500d Subscription Services	28/08/2020	28/08/2020	14/07/2020
17/07/2020	SC6	5(2)(b)	SCM Letter Approved Tenderer's	17/07/2020	17/07/2020	14/07/2020
27/07/2020	VRP1	Paragraph 6f	Capital Verimentations Various – All Directorates	27/07/2020	27/07/2020	14/07/2020

**DELEGATION EXERCISED FOR PERIOD SEPTEMBER 2020**  
**DIRECTORATE: FINANCIAL SERVICES**

<b>Date</b>	<b>Delegation</b>	<b>Category</b>	<b>Report Subject and Recommendations</b>	<b>Date Received</b>	<b>Date Resolved</b>	<b>Resolution and Comments (if any)</b>
01/09/2020	VPR2	Paragraph 6f	Capital Virementations – All Directorates	02/09/2020	30/09/2020	Approved
02/09/2020	HR2	Conditions of Service (SALGBC)	Standby / Overtime for SCM, Stores Creditors	02/09/2020	02/09/2020	Approved
04/09/2020	M122	Section 115(1)(a), MFMA	B/SM 26/20 Provision of Off-Grid Electricity to Residents of The Informal Settlement Known as Enkanini and Possibly To Other Informal Settlements Within the WC024 Municipal Area Until 30 June 2023	04/09/2020	04/09/2020	Approved
04/09/2020	M122	Section 115(1)(a), MFMA	B/SM 33/20 Construction of The Franschhoek Transport Facility- Phase 2	04/09/2020	04/09/2020	Approved
04/09/2020	M122	Section 115(1)(a), MFMA	B/SM 83/20 "Supply and Delivery of Water and Wastewater Treatment Chemicals to Stellenbosch Municipality for Period Ending 30 June 2023	04/09/2020	04/09/2020	Approved
04/09/2020	CM3	General provisions	SCM letters approved Tenderers	04/09/2020	04/09/2020	Approved
09/09/2020	C38	Section 96(b), Systems Act	Write Off Various Debtors	09/09/2020	09/09/2020	Approved
11/09/2020	M122	Section 115(1)(a), MFMA	B/SM 94/20 The Prevention of Illegal Occupation on Municipal Land And The Demolition Of	11/09/2020	11/09/2020	Approved

			Illegal Structures Tender For A Period Ending 30 June 2023			
11/09/2020	M122	Section 115(1)(a), MFMA	B/SM 69/20 Chipping /Shredding and Removal of Green Garden Waste: Devon Valley Landfill Site Period Ending 30 June 2023	11/09/2020	11/09/2020	Approved
11/09/2020	CM3	General provisions	SCM letters approved Tenderers	11/09/2020	11/09/2020	Approved
18/09/2020	M122	Section 115(1)(a), MFMA	B/SM 78/20 Provision of External Compliance and Review Audits for Waste Management Facilities for the Stellenbosch Municipality	18/09/2020	18/09/2020	Approved
18/09/2020	CM3	General provisions	SCM letters approved Tenderers	18/09/2020	18/09/2020	Approved
18/09/2020	M122	Section 115(1)(a), MFMA	B/SM 53/20 "Provision of External Compliance and Review Audits For Waste Management Facilities for The Stellenbosch Municipality Until 30 June 2023. "	18/09/2020	18/09/2020	Approved
18/09/2020	M122	Section 115(1)(a), MFMA	B/SM 56/20 Upgrade of Kayamandi Main Transport Facility	18/09/2020	18/09/2020	Approved
18/09/2020	M122	Section 115(1)(a), MFMA	Proffered Bidding Procurement - Pb02/20 (B/SM 29/20) Upgrade of Kayamandi Main Transport Facility	18/09/2020	18/09/2020	Approved
22/08/2020	HR2	Conditions of Service (SALGBC)	Overtime pre-approval – Various sections within Finance	22/08/2020	22/08/2020	Approved
18/09/2020	CM3	General provisions	SCM letters approved Tenderers	18/09/2020	18/09/2020	Approved

21/09/2020	M122	Section 115(1)(a), MFMA	Preferred bidding procurement - PBP 01/20 (B/SM 24/19) preferred bidding procurement process for various training programmes for a period up to June 2021 (Part of BSM 24/19)	21/09/2020	21/09/2020	Approved
21/09/2020	M122	Section 115(1)(a), MFMA	B/SM 88/20"Hot Water Load Control (HWLC) Project (Third Phase) – New Installations and Maintenance of New/Existing Network And Supply And Delivery Of Hardware Until 30 June 2023 "	21/09/2020	21/09/2020	Approved
28/09/2020	CM3	General provisions	SCM letters approved Tenderers	28/09/2020	28/09/2020	Approved
28/09/2020	HR2	Conditions of Service (SALGBC)	Overtime pre-approval – Salaries department	28/09/2020	28/09/2020	Approved
28/09/2020	M122	Section 115(1)(a), MFMA	B/SM 04/21 "Provision of Layer 2 Microwave Licensed Link Providing a Backhaul Connectivity for Traffic and Law Enforcement Services Located at Annandale Road and R44fFor the Period Ending 30 June 2023 "	28/09/2020	28/09/2020	Approved
28/09/2020	M122	Section 115(1)(a), MFMA	B/SM 05/21 Software License Renewal and Configuration of VSA Rampage Telephone Management System for the Period Ending 30 June 2023	28/09/2020	28/09/2020	Approved
28/09/2020	M122	Section 115(1)(a), MFMA	B/SM 06/21 Supply and Installation of Fortimanager To Manage Up To 30 Fortinet Network Devices/Administration Domain	28/09/2020	28/09/2020	Approved
28/09/2020	CM3	General provisions	SCM letters approved Tenderers	28/09/2020	28/09/2020	Approved



**DELEGATIONS EXERCISED FOR PERIOD: JULY 2020**  
**DIRECTORATE: COMMUNITY AND PROTECTION SERVICES**

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
29/07/2020	MM9	Section 55(1)(e), Systems Act	Letter of appointment - EPWP fixed term contracts: D Sandile, J Davinne, M Sithembele, M Kayaletu, M Thembaletu, M Xolani, N Siphelele, S Marquin, T Zolani	29/07/2020	29/07/2020	Approved
29/07/2020	MM9	Section 55(1)(e), Systems Act	Letter of appointment - EPWP fixed term contracts: B Ryno, C Sadwill, D Ncedile, D Xolani, G Yongama, M Shermon, N Sibulele, P Matina, S Gerald, S Warren, W Frank, W August, J Bosman, D Mitchells	29/07/2020	29/07/2020	Approved
29/07/2020	SC3	4(1)	Questionnaire: Supply and Delivery and installation of sign boards in various parks across Stellenbosch	29/07/2020	29/07/2020	Approved
29/07/2020	SC3	4(1)	Questionnaire: Supply, repair and replace parts for existing steel play equipment in Stellenbosch	29/07/2020	29/07/2020	Approved
29/07/2020	SC3	4(1)	Specifications for supply, delivery and installation perforated galvanised swivel bins and steel drum bins	29/07/2020	29/07/2020	Approved
29/07/2020	SC3	4(1)	Questionnaire: Supply and delivery of trees	29/07/2020	29/07/2020	Approved
29/07/2020	SC3	4(1)	Specifications for supply and delivery of trees	29/07/2020	29/07/2020	Approved
30/07/2020	MM9	Section 55(1)(e), Systems Act	Letter of appointment - EPWP contract: N Nxele	30/07/2020	31/07/2020	Approved
31/07/2020	MM9	Section 55(1)(e), Systems Act	Letter of appointment – EPWP contract: Y Zathu	31/07/2020	31/07/2020	Approved
31/07/2020	AD3	General	Approval of advertisement – Foreman Halls	31/07/2020	31/07/2020	Approved
31/07/2020	HR2	Conditions of Service (SALGBC)	Resignation – T Linders	31/07/2020	31/07/2020	Approved

**DELEGATIONS EXERCISED FOR PERIOD: AUGUST 2020**  
**DIRECTORATE: COMMUNITY AND PROTECTION SERVICES**

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
03/08/2020	SC3	4(1)	Tender: Emergency lights traffic vehicles	03/08/2020	03/08/2020	Approved
03/08/2020	TR1	Skills Development Act /MSA	Counter Performance Agreement: Makina Nonhlanhla , Segers Chaslenn			Approved
03/08/2020	MM23	Section 66(1)(c), Systems Act	Memo: Acting allowance – F Kruywagen (18/07 – 02/08)	03/08/2020	04/08/2020	Approved
03/08/2020	MM23	Section 66(1)(c), Systems Act	Memo: Acting appointment and acceptance – F Kruywagen (20/07 – 02/08)	17/07/2020	04/08/2020	Approved
03/08/2020	HR2	Conditions of Service (SALGBC)	Attendance Register: M Aalbers (July 2020)	03/08/2020	04/08/2020	Approved
04/08/2020	SC3	4(1)	Questionnaire: Spraying of oaks in WC024	04/08/2020	05/08/2020	Approved
04/08/2020			Memo: Acting allowance – G Africa (1-31 July 2020)	04/08/2020	05/08/2020	Approved
04/08/2020	SC3	4(1)	Questionnaire: Fire Break Preparation and maintenance and de-bushing of invasive species within WC024	04/08/2020	05/08/2020	Approved
04/08/2020	LIB 5	Section 67(5.2)	Letter: Revised conditional grant for community libraries allocation for 2020/21	04/08/2020	05/08/2020	Witnessed
04/08/2020	SC3	4(1)	Questionnaire: Supply, delivery and installation of galvanised perforated swivel bins	04/08/2020	05/08/2020	Approved
03/08/2020	VRP2	Paragraph 6f	Veriment: Maintenance of Buildings and Facilities (R150 000)	04/08/2020	05/08/2020	Supported
05/08/2020	AD3	General	Approval of advertisement: Principal Inspector	04/08/2020	05/08/2020	Approved
05/08/2020	AD3	General	Approval of advertisement: Senior Inspector	04/08/2020	05/08/2020	Approved

06/08/2020	MM82	SCM	Requisition 361713	06/08/2020	07/08/2020	Approved
02/07/2020		Section 65(2)(c), MFMA	Media 24: Invoice nr 6052792882	06/08/2020	07/08/2020	Approved
02/07/2020	MM82	Section 65(2)(c), MFMA	Media 24: Invoice nr 6052792884	06/08/2020	07/08/2020	Approved
06/07/2020	MM82	Section 65(2)(c), MFMA	Media 24: Invoice nr 6052795069	06/08/2020	07/08/2020	Approved
02/07/2020	VRP2	Paragraph 6f	Creation of Ukey: Forestry Related Project	06/08/2020	07/08/2020	Approved
06/08/2020	VRP2	Paragraph 6f	Veriment: Street Trees Forestry (R500 000)	06/08/2020	07/08/2020	Supported
06/08/2020	VRP2	Paragraph 6f	Veriment: Street Trees: Gardening Services (R300 000)	06/08/2020	07/08/2020	Supported
04/08/2020	SC3	4(1)	Memo: SCM 86/18 Annual Increase Implementation	06/08/2020	07/08/2020	Approved
06/08/2020	SC3	4(1)	Questionnaire: Installation of sight screens	06/08/2020	07/08/2020	Approved
06/08/2020	SC3	4(1)	Questionnaire: Supply and deliver cricket pitch covers	06/08/2020	07/08/2020	Approved
06/08/2020	VRP2	Paragraph 6f	Creation of Ukey: Gardening services for purchasing of trees and forestry related resources	06/08/2020	07/08/2020	Supported
06/08/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: D Antonie	06/08/2020	07/08/2020	Approved
05/08/2020	SC3	4(1)	Technical Evaluation tender for supply and deliver of trees to Stellenbosch 1 July 2020 – 30 June 2021	06/08/2020	07/08/2020	Approved
05/08/2020	MM9	Section 55(1)(e), Systems Act	Memo: Late submission of EPWP contracts for Parks Stellenbosch	06/08/2020	07/08/2020	Approved
03/08/2020	HR2	Conditions of Service (SALGBC)	Attendance Register: L Pedro (July 2020)	06/08/2020	07/08/2020	Approved
03/08/2020	HR2	Conditions of Service (SALGBC)	Attendance Register: K Alkaster (July 2020)	06/08/2020	07/08/2020	Approved
06/08/2020			D714 – Conduct Fire safety inspections	06/08/2020	07/08/2020	Approved
06/08/2020		HR	Updating reporting lines – Law Enforcement	06/08/2020	07/08/2020	Approved
06/08/2020	RM2	Risk Management Policy, 2018	Reviewed Risk Registers: Law Enforcement, Traffic, Fire Services	06/08/2020	07/08/2020	Approved
06/08/2020	HR2	Conditions of Service (SALGBC)	Memo: Standby Approval – D Leibrandt	06/08/2020	07/08/2020	Approved
06/08/2020	HR2	Conditions of Service (SALGBC)	Memo: Cancellation on Payday – V Nkohla	06/08/2020	07/08/2020	Approved
06/08/2020	MM23	Section 66(1)(c),	Memo: Acting arrangements – H Williams (1-31 July 2020)	06/08/2020	07/08/2020	Approved

		Systems Act				
06/08/2020	HR2	Conditions of Service (SALGBC)	Memo: Pre-approval of Standby duties (Traffic)	06/08/2020	07/08/2020	Approved
06/08/2020	HR2	Conditions of Service (SALGBC)	Memo: Overtime Pre-approval – C Segers & S Daniels	06/08/2020	07/08/2020	Approved
06/08/2020	MM95	Section 69(3)(b), MFMA	Performance Agreement: C Kitching	06/08/2020	07/08/2020	Approved
06/08/2020	MM23	Section 66(1)(c), Systems Act	Memo: Acting arrangement – M Fortuin (8 June – 10 July)	06/08/2020	07/08/2020	Approved
05/08/2020	HR2	Conditions of Service (SALGBC)	Memo: Senior Inspector R Matthyse overtime (June 2020	06/08/2020	07/08/2020	Approved
06/08/2020	TR1	Skills Development Act /MSA	Memorandum of Agreements: Z Dwanya (OHS, Operator Brushcutter)	06/08/2020	07/08/2020	Approved
06/08/2020	TR1	Skills Development Act /MSA	Memorandum of agreement: F Wareley(Operator Brushcutter)	06/08/2020	07/08/2020	Approved
06/08/2020	TR1	Skills Development Act /MSA	Memorandum of agreement: Y Cetywayo (Operator Brushcutter)	06/08/2020	07/08/2020	Approved
06/08/2020	TR1	Skills Development Act /MSA	Memorandum of agreement: Operator Brushcutter)	06/08/2020	07/08/2020	Approved
06/08/2020	MM9	Section 55(1)(e), Systems Act	Memo: Appointment Platoon Commander	06/08/2020	07/08/2020	Approved
06/08/2020	MM9	Section 55(1)(e), Systems Act	Approval of shortlist: Inspector Law Enforcement	06/08/2020	07/08/2020	Approved
03/08/2020		Finance	Memo: Disbursement of PDP fees – N Anthony	11/08/2020	11/08/2020	Approved
11/08/2020	VRP2	Paragraph 6f	Veriment: Biological Assets (R100 000)	11/08/2020	11/08/2020	Approved
11/08/2020	VRP2	Paragraph 6f	Veriment: Maintenance of Buildings and Facilities (R20 000)	11/08/2020	11/08/2020	Approved
07/08/2020	VRP2	Paragraph 6f	Creation of Ukey: Facility Maintenance	11/08/2020	11/08/2020	Approved
07/08/2020	VRP2	Paragraph 6f	Creation of Ukey: For purchasing of Fruit Trees	11/08/2020	11/08/2020	Approved
11/08/2020	HR2	Conditions of Service (SALGBC)	Memo: Pre-approval of standby duties (Traffic Services)	11/08/2020	11/08/2020	Approved
11/08/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: Clarence Lackay (SHE Rep Training)	11/08/2020	11/08/2020	Approved

13/08/2020	SC3	4(1)	Questionnaire: Supply and delivery of traffic uniform and protective clothing	13/08/2020	14/08/2020	Approved
13/08/2020	SC3	4(1)	Questionnaire: Specification for purchasing of 2 containers	13/08/2020	14/08/2020	Approved
13/08/2020			Authorization card: C Kitching	13/08/2020	14/08/2020	Approved
12/08/2020	SC3	4(1)	Memo: Emergency towing of motorcycle	13/08/2020	14/08/2020	Approved
12/08/2020		ICT	Request form for ICT resources: S Seigels	13/08/2020	14/08/2020	Approved
13/08/2020	HR2	Conditions of Service (SALGBC)	Memo: Standby Law Enforcement (September 2020)	13/08/2020	14/08/2020	Approved
13/08/2020	HR2	Conditions of Service (SALGBC)	Memo: Late submission of acting allowance – G Afrika (July 2020)	13/08/2020	14/08/2020	Approved
31/07/2020	MM23	Section 66(1)(c), Systems Act	Memo: Acting appointment and acceptance – G Hanson (1-31 August 2020)	13/08/2020	14/08/2020	Approved
13/08/2020		SCM	MBD contract form: Artificial grass	13/08/2020	14/08/2020	Approved
13/08/2020	MFP10	MFMA	Hall deposit refund: E Abrahams	13/08/2020	14/08/2020	Approved
13/08/2020	RM2	Risk Management Policy, 2018	KPI-D1602: Departmental Risk Register	13/08/2020	14/08/2020	Approved
11/08/2020	HR2	Conditions of Service (SALGBC)	Memo: Overtime duties – July 2020	13/08/2020	14/08/2020	Approved
14/08/2020	SC3	4(1)	Tender: Servicing of fire extinguishers and equipment	14/08/2020	14/08/2020	Approved
14/08/2020			SOP: Flow chart for purchasing forestry/wood permits: Revenue Management	14/08/2020	14/08/2020	Approved
14/08/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: N Bongani (SHE Reps Training)	14/08/2020	14/08/2020	Approved
14/08/2020	SC3	4(1)	Specifications: Supply and deliver bowl pots	14/08/2020	14/08/2020	Approved
14/08/2020	MM9	Section 55(1)(e), Systems Act	Letter of appointment: EPWP fixed term contracts – S Fortuin, C Eiman, E Nqaphi, P Lewis, L Benting, C Wenn, M Mlonyeni, M Juta, T Dalicuba, T Mtyeksana, A Batweni, V Mbombo	14/08/2020	14/08/2020	Approved
17/08/2020	HR	General	Memo: Retirement: E Dreyer	17/08/2020	18/08/2020	Approved
17/08/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: W Smith	17/08/2020	18/08/2020	Approved
17/08/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: Wendy Saffery (Grant in Aid Donations Franschoek SPCA)	17/08/2020	18/08/2020	Approved

17/08/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: Stellenbosch Animal Welfare Society (Grant in Aid Donations Franschhoek SPCA)	17/08/2020	18/08/2020	Approved
17/08/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: M Juta, T Dleleni	17/08/2020	18/08/2020	Approved
17/08/2020	HR2	Conditions of Service (SALGBC)	Memo: Overtime approvals (September 2020)	17/08/2020	18/08/2020	Approved
17/08/2020	SC3	4(1)	Tender evaluation: Purchasing of small plant equipment	17/08/2020	18/08/2020	Approved
17/08/2020	SC3	4(1)	Questionnaire: Supply and delivery of trees	17/08/2020	18/08/2020	Approved
17/08/2020	SC3	4(1)	Specifications of Bee, Wasps and Hornet removal services	17/08/2020	18/08/2020	Approved
17/08/2020	MM9	Section 55(1)(e), Systems Act	Letter of appointment: EPWP fixed term contract: Sheldon Adams	17/08/2020	18/08/2020	Approved
17/08/2020	TR2	Skills Development Act	Tractor driver training: S Nazo	17/08/2020	18/08/2020	Approved
13/08/2020	MM9	Section 55(1)(e), Systems Act	Memo: Appointment of Inspector Law Enforcement	17/08/2020	18/08/2020	Approved
18/08/2020	VRP2	Paragraph 6f	Creation of Ukey: Cleaning and grass cutting services	17/08/2020	18/08/2020	Supported
18/08/2020	VRP2	Paragraph 6f	Veriment: Cleaning and grass cutting services (R3 000)	17/08/2020	18/08/2020	Supported
18/08/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: Granville Linders	17/08/2020	18/08/2020	Approved
18/08/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: Siyavuza Mafentile	17/08/2020	18/08/2020	Approved
19/08/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: N Makina	19/08/2020	19/08/2020	Approved
19/08/2020	UP1	Occupational health and Safety Act	OHS Appointment acceptance letters: G Boshoff			
17/07/2020	MM23	Section 66(1)(c), Systems Act	Memo: Acting appointment and acceptance letters: F Kruywagen (18/07 – 02/08)	19/08/2020	19/08/2020	Approved
18/08/2020	MM82	Section 65(2)(c), MFMA	Tjek aanvraag: License fees for period 11/08 – 16/08 (R64 584.00)	19/08/2020	19/08/2020	Approved
19/08/2020	UP1	Occupational health and Safety Act	OHS Representative appointment letters: Z Malambile, C Jonkers-Eksteen, B Jabanga, B Bester, K Plaatjie, B Tomose, G De Mink, V Mdala, E Vegotine, L Visser, Lizette Visser, B Yako, R Snyders, W Appollis, B Bolishi, AL Palmer, HE Daniels, BL Joshua	19/08/2020	19/08/2020	Approved

20/08/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: Xolani Ngalo	20/08/2020	21/08/2020	Approved
20/08/2020	SC3	4(1)	Memorandum: FQ/SM no: 14/21 Garden & Maintenance Services	20/08/2020	21/08/2020	Approved
21/08/2020	HR2	Conditions of Service (SALGBC)	Updating of payday/reporting lines: Sport	24/08/2020	24/08/2020	Approved
21/08/2020	MM9	Section 55(1)(e), Systems Act	Letter of appointment: L Bixa	24/08/2020	25/08/2020	Approved
21/08/2020	MM9	Section 55(1)(e), Systems Act	Letter of appointment: C Adams	24/08/2020	25/08/2020	Approved
25/08/2020	MM9	Section 55(1)(e), Systems Act	Non-renewal of fixed term contract: ME Tyatyaza	25/08/2020	25/08/2020	Approved
25/08/2020	HR2	Conditions of Service (SALGBC)	Attendance Register: Albert van der Merwe (July 2020)	25/08/2020	25/08/2020	Approved
25/08/2020	MM82	Section 65(2)(c), MFMA	Grant-in-aid payment: Stellenbosch Animal Welfare Society (R1 012 516.00)	25/08/2020	25/08/2020	Approved
25/08/2020	MM82	Section 65(2)(c), MFMA	Grant-in-aid payment: SPCA Franschoek (R187 484.00)	25/08/2020	25/08/2020	Approved
24/08/2020	HR2	Conditions of Service (SALGBC)	Memo: Overtime Pre-approvals – Fire and Disaster (September 2020)	26/08/2020	26/08/2020	Approved
06/07/2020		Finance	Tax invoice: Media 24 (R8 694.00)	27/08/2020	28/08/2020	Approved
24/08/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: B King (SHE Rep Training)	27/08/2020	28/08/2020	Approved
25/08/2020	MM9	Section 55(1)(e), Systems Act	Letter of appointment: EPWP fixed term contracts: N Kruger, M Skeyi, M Wanza, S Mvulo, L Williams, J Paulse, J Koopman, C Paulse	27/08/2020	28/08/2020	Approved
25/08/2020	MM82	Section 65(2)(c), MFMA	Tjek aanvraag: License fees for period 17/08 – 23/08 (R1 008 026.14)	27/08/2020	28/08/2020	Approved

**DELEGATIONS EXERCISED FOR PERIOD: SEPTEMBER 2020**  
**DIRECTORATE: COMMUNITY AND PROTECTION SERVICES**

<b>Date</b>	<b>Delegation</b>	<b>Category</b>	<b>Report Subject and Recommendations</b>	<b>Date Received</b>	<b>Date Resolved</b>	<b>Resolution and Comments (if any)</b>
28/08/2020	VRP2	Paragraph 6f	Veriment: Licenses Motor vehicle license and registration (R10 000)	31/08/2020	01/09/2020	Supported
31/08/2020	MM23	Section 66(1)(c), Systems Act	Memo: Acting allowance – G Hansen (1-31 August 2020)	31/08/2020	31/08/2020	Approved
31/08/2020	HR2	Conditions of Service (SALGBC)	Pre-approvals: Workshop (September 2020)	31/08/2020	31/08/2020	Approved
31/08/2020	HR2	Conditions of Service (SALGBC)	Pre-approvals: Community Development (September 2020)	31/08/2020	31/08/2020	Approved
31/08/2020	HR2	Conditions of Service (SALGBC)	Pre-approvals: Environmental Management (September 2020)	31/08/2020	31/08/2020	Approved
31/08/2020	HR2	Conditions of Service (SALGBC)	Pre-approvals: Nature Conservation (September 2020)	31/08/2020	31/08/2020	Approved



31/08/2020	HR2	Conditions of Service (SALGBC)	Pre-approvals: Urban Forestry (September 2020)	31/08/2020	31/08/2020	Approved
31/08/2020	HR2	Conditions of Service (SALGBC)	Pre-approvals: Ornamental Horticulture (September 2020)	31/08/2020	31/08/2020	Approved
31/08/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: Bradley Williams Numeri Anthony, Fred Collins, Remarco Snyders, Thrinito Rose, Stefaans Fortuin, Ingrid Timotheus, Andiswa Thukela	31/08/2020	31/08/2020	Approved
24/08/2020	HR2	Conditions of Service (SALGBC)	Memo: Admin overtime / threshold issues (Traffic Services)	31/08/2020	31/08/2020	Approved
28/08/2020	VRP2	Paragraph 6f	Veriment: Outsourced services: Traffic Fines Management (R9 000 000)	31/08/2020	31/08/2020	Supported
17/08/2020	SC4	3(2)(c)	Memo: Deviation: Provision of drone parts and accessories	31/08/2020	31/08/2020	Approved
28/08/2020	MM9	Section 55(1)(e), Systems Act	Letter of appointment: EPWP fixed term contract – J Robyn, S Julius	31/08/2020	31/08/2020	Approved
31/08/2020	SC3	4(1)	Memo: Supply and delivery of trees to Stellenbosch Municipality	31/08/2020	31/08/2020	Approved
31/08/2020	HR2	Conditions of Service (SALGBC)	Memo: Approval of overtime and standby – Parks Franschhoek (September 2020)	31/08/2020	31/08/2020	Approved
31/08/2020	AD3	General	Approval of advertisement: Handyman – Small Plant Maintenance	31/08/2020	31/08/2020	Approved
31/08/2020			Attendance Register: A van der Merwe (August 2020)	31/08/2020	31/08/2020	Approved
31/08/2020	TR1	Skills Development Act /MSA	Training needs: Maintain turf cricket pitches, Pesticides	31/08/2020	31/08/2020	Approved
31/08/2020	SC3	4(1)	Questionnaire: Camera Master Plan including the design, development, deployment and training	31/08/2020	31/08/2020	Approved
31/08/2020	SC3	4(1)	Memo: Cleaning of various Parks – FQ20/21	31/08/2020	31/08/2020	Approved
01/09/2020	HR2	Conditions of Service (SALGBC)	Attendance Register: K Alkaster (August 2020)	01/09/2020	02/09/2020	Approved
01/09/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: F Wareley, N Jacobs, M Cosa, N Petersen, V Mdala	01/09/2020	02/09/2020	Approved
25/08/2020	HR2	Conditions of Service (SALGBC)	Memo: Approval of overtime and standby: Sport and Facilities (September 2020)	01/09/2020	02/09/2020	Approved
25/08/2020	HR2	Conditions of Service (SALGBC)	Memo: Approval of overtime and standby: Halls (September 2020)	01/09/2020	02/09/2020	Approved

20/08/2020	HR2	Conditions of Service (SALGBC)	Memo: Approval of overtime and standby: Cemeteries (September 2020)	01/09/2020	02/09/2020	Approved
01/09/2020	HR2	Conditions of Service (SALGBC)	Memo: Exceeding the allotted 40hours overtimes	01/09/2020	02/09/2020	Approved
01/09/2020			SOP: Tree Protection Zones (TPZ)	01/09/2020	02/09/2020	Approved
01/09/2020	MM23	MM23	Memo: Acting appointment – A George (1-30 September 2020)	01/09/2020	02/09/2020	Approved
01/09/2020	MM23	MM23	Memo: Acting appointment – G Hansen (1-31 August 2020)	01/09/2020	02/09/2020	Approved
01/09/2020	MM23	MM23	Memo: Late submission of acting allowance – G Afrika	01/09/2020	02/09/2020	Approved
01/09/2020	HR2	Conditions of Service (SALGBC)	Attendance Register: M Aalbers (August 2020)	01/09/2020	02/09/2020	Approved
01/09/2020	HR	Conditions of Service (SALGBC)	Attendance Register: L Pedro (August 2020)	01/09/2020	02/09/2020	Approved
01/09/2020		Finance	Tax invoice: Bidvest Mc Carthy (R776 350.14)	02/09/2020	03/09/2020	Approved
01/09/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: M Mangcunyana, S Tomose, P Ndamase, A Nathingeni, W Mhlauli, P Fortuin, W Gungu, S Pantsi, M Dalicuba	02/09/2020	02/09/2020	Approved
01/09/2020	VRP2	Paragraph 6f	Veriment: Purchase of specialized equipment (R190 000)	02/09/2020	02/09/2020	Supported
01/09/2020	VRP2	Paragraph 6f	Veriment: Purchase of specialized equipment (R190 000)	02/09/2020	02/09/2020	Supported
02/09/2020	MM82	Section 65(2)(c), MFMA	Tjek aanvraag: License fees for period 24/08 – 30/08 (R1 025 746.27)	02/09/2020	02/09/2020	Approved
01/09/2020	HR2	Conditions of Service (SALGBC)	Memo: Approval of overtime and standby – Parks Stellenbosch (September 2020)	02/09/2020	02/09/2020	Approved
03/09/2020	SC3	4(1)	Specifications: Supply and deliver pots to Stellenbosch	02/09/2020	03/09/2020	Approved
03/09/2020	TR1	Skills Development Act /MSA	Memorandum of Agreements: A Adams, S Tomose, A Nathingeni, P Fortuin, W Mhlauli, S Pantsi (brushcutter training)	02/09/2020	03/09/2020	Approved
03/09/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: A Adams (invasive plant identification training)	02/09/2020	03/09/2020	Approved
04/09/2020			SOP: Social Relief of Distress	04/09/2020	04/09/2020	Approved
04/09/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: M Gxumisa, B Gertse, S Xolo (Mamse)	04/09/2020	04/09/2020	Approved
04/09/2020	SC3	4(1)	Specifications: Steel play equipment	04/09/2020	04/09/2020	Approved

07/09/2020	HR2	Conditions of Service (SALGBC)	Memo: Law Enforcement Overtime and standby (August 2020)	07/09/2020	08/09/2020	Approved
07/09/2020	TR1	Skills Development Act /MSA	Memorandum of Agreements: K Plaatjie (Myeko), I Jason, W Appollis, C Edens, N Mlandeli, L van Wyk, C Europa, M Ludwesa, J Juries, P Bonkolo, T Mkhwenkana	07/09/2020	08/09/2020	Approved
09/09/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement on the provision of a transport allowance (S Majudith)	08/09/2020	09/09/2020	Approved
07/09/2020	VRP2	Paragraph 6f	Veriment: Urban Forestry: Vehicle fleet (R400 000)	08/09/2020	09/09/2020	Supported
07/09/2020	Section 67(5.2)	Section 67(5.2)	Conditional Grant Monthly Expenditure Report July 2020 – June 2021	08/09/2020	09/09/2020	Approved
07/09/2020	Section 67(5.2)	Section 67(5.2)	Conditional Grant Monthly Expenditure Report – April 2020	08/09/2020	09/09/2020	Approved
07/09/2020	Section 67(5.2)	Section 67(5.2)	Conditional Grant Monthly Expenditure Report – March 2020	08/09/2020	09/09/2020	Approved
07/09/2020	Section 67(5.2)	Section 67(5.2)	Conditional Grant Monthly Expenditure Report – June 2020	08/09/2020	09/09/2020	Approved
07/09/2020	Section 67(5.2)	Section 67(5.2)	Conditional Grant Monthly Expenditure Report – June 2020 – June 2021	08/09/2020	09/09/2020	Approved
07/09/2020	SC3	4(1)	FQ Specification for purchasing Forestry Equipment	08/09/2020	09/09/2020	Approved
07/09/2020	SC3	4(1)	FQ Specification for purchasing small plant equipment parts	08/09/2020	09/09/2020	Approved
03/09/2020	VRP2	Paragraph 6f	Creation of Ukey: Operational typical workstreams: Emergency and Disaster Management	08/09/2020	09/09/2020	Supported
03/09/2020	VRP2	Paragraph 6f	Creation of Ukey: Operational typical workstreams: Emergency and Disaster Management (R950 000)	08/09/2020	09/09/2020	Supported
14/09/2020	SC3	4(1)	Questionnaire: Supply, delivery and installation of concrete benches and tables across Stellenbosch	14/09/2020	15/09/2020	Approved
14/09/2020	TR1	Skills Development Act /MSA	Workplace Readiness Assessments: Community Services & Parks and Cemeteries	14/09/2020	15/09/2020	Approved
14/09/2020			Application for the supply of electricity service: Cloetesville Sportground	14/09/2020	15/09/2020	Approved
14/09/2020		SCM	MBD 7.2 contract form: Rendering of services -BSM94/20	14/09/2020	15/09/2020	Approved
14/09/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: G Carelse, G Hansen	14/09/2020	15/09/2020	Approved

14/09/2020		ICT	3G/APN Access Request Form: Colleen Adonis, Z Malambile	14/09/2020	15/09/2020	Approved
14/09/2020	VRP2	Paragraph 6f	Veriment: Street Trees Forestry (R5 225.00)	14/09/2020	15/09/2020	Approved
14/09/2020	VRP2	Paragraph 6f	Veriment: Street Trees Forestry (R12 540.00)	14/09/2020	15/09/2020	Approved
14/09/2020	VRP2	Paragraph 6f	Veriment: Street Trees Forestry (R5 225.00)	14/09/2020	15/09/2020	Approved
15/09/2020	SC3	4(1)	Memo: B/SM26/20	14/09/2020	15/09/2020	Approved
15/09/2020	SC3	4(1)	Questionnaire: Uniforms for fire fighters	14/09/2020	15/09/2020	Approved
15/09/2020	HR2	Conditions of Service (SALGBC)	Changing/Updating reporting lines: Community services	14/09/2020	15/09/2020	Approved
15/09/2020	VRP2	Paragraph 6f	Veriment: Motor Vehicle License and Registrations (R1 000)	14/09/2020	15/09/2020	Supported
15/09/2020	TR1	Skills Development Act /MSA	Memorandum of Agreements: S Nazo, J Damane, N Mkuyana, U Cornelius, V Sinqunga, I Marcus, I Visser, J Memo, G Ortell, Y Bodlo, L Rhode	14/09/2020	15/09/2020	Approved
15/09/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: S Nazo	14/09/2020	15/09/2020	Approved
15/09/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: D Prins, O Williams, M February, M Bomvana, C Andrews, C Khati, C Lakey, Y Zeze, A Sipika, J Mouton, R Joubert, Z Naku, X Sihlali, B Smith, A Khati, N Peteni, G Pieterse	14/09/2020	15/09/2020	Approved
15/09/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: W Appollis, A Gabriels, J Johannes, N Mapasi, C Lewis, J Johannes	14/09/2020	15/09/2020	Approved
16/09/2020			Shorlisting: Traffic Officerx3	16/09/2020	16/09/2020	Approved
10/09/2020	HR2	Conditions of Service (SALGBC)	Termination of service letter: J Koopman, B Whitelane	16/09/2020	16/09/2020	Approved
16/09/2020	SC3	4(1)	Questionnaire: Supply and deliver of growing medium and decorative stone	16/09/2020	16/09/2020	Approved
16/09/2020	SC3	4(1)	Questionnaire: Supply, delivery and installation of play equipment in various parks	16/09/2020	16/09/2020	Approved
16/09/2020	SC3	4(1)	Questionnaire: Specifications for purchasing 1 container	16/09/2020	16/09/2020	Approved
15/09/2020	MM82	Section 65(2)(c), MFMA	Tjek aanvrag: License fees for period 07/09 – 13/09 (R1 065 385.21)	16/09/2020	16/09/2020	Approved
17/09/2020	MFP10	MFMA	Hall Deposit refund: K Boonzaaier	17/09/2020	18/09/2020	Approved
14/09/2020	TR1	Skills Development Act /MSA	Counter performance agreement: internal bursary holder: E Beukes	17/09/2020	18/09/2020	Approved

17/09/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: B Williams, L Andrewsx2	17/09/2020	18/09/2020	Approved
17/09/2020	HR2	Conditions of Service (SALGBC)	Memo: Reversal of approved sick leave	17/09/2020	18/09/2020	Approved
16/09/2020		Finance	Memo: Re-imbusement to D Leibrandt	17/09/2020	18/09/2020	Approved
17/09/2020	MM9	Section 55(1)(e), Systems Act	Letter of appointment: EPWP fixed term – J Maimela	17/09/2020	18/09/2020	Approved
18/09/2020	HR2	Conditions of Service (SALGBC)	Memo: Standby motivation – Fire and Disaster (October 2020)	22/09/2020	22/09/2020	Approved
17/09/2020	HR2	Conditions of Service (SALGBC)	Memo: Overtime approvals – Fire and Disaster (October 2020)	22/09/2020	22/09/2020	Approved
14/09/2020	VRP2	Paragraph 6f	Veriment: Licenses Motor vehicle and registrations (R50 000)	22/09/2020	22/09/2020	Approved
18/09/2020	SC3	4(1)	Memo: Cancellation letter for rates tender BSM07/09 Alien Clearing Tender	22/09/2020	22/09/2020	Approved
16/09/2020	VRP2	Paragraph 6f	Creation of Ukey: Achievement and Awards	22/09/2020	22/09/2020	Approved
16/09/2020	VRP2	Paragraph 6f	Veriment: Achievement and Awards (R30 000)	22/09/2020	22/09/2020	Approved
16/09/2020	SC3	4(1)	Questionnaire: Uniform and Protective Clothing (Traffic Services)	22/09/2020	23/09/2020	Approved
16/09/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement: M Juta, G Olyn	22/09/2020	23/09/2020	Approved
21/09/2020	MM9	Section 55(1)(e), Systems Act	Letter of appointment: EPWP fixed term contract – W Salfester, B Wenn, Y Doko, D Banana, L Gubela, L Christians	22/09/2020	23/09/2020	Approved
21/09/2020	VRP2	Paragraph 6f	Veriment: Uniform and Protective Clothing (R60 000)	22/09/2020	23/09/2020	Approved
21/09/2020	VRP2	Paragraph 6f	Veriment: Uniform and Protective Clothing (R100 000)	22/09/2020	23/09/2020	Approved
21/09/2020		HR	Updating of Reporting lines: Cemeteries	22/09/2020	23/09/2020	Approved
21/09/2020		HR	Updating of reporting lines: Parks	22/09/2020	23/09/2020	Approved
21/09/2020	SC3	4(1)	Questionnaire: Purchasing of Forestry Equipment	22/09/2020	23/09/2020	Approved
21/09/2020	SC3	4(1)	Questionnaire: Fencing at Jonkershoek Picnic Site	22/09/2020	23/09/2020	Approved
22/09/2020	HR2	Conditions of Service (SALGBC)	Memo: Overtime approvals – Law Enforcement (October 2020)	22/09/2020	23/09/2020	Approved
28/09/2020	MM9	Section 55(1)(e), Systems Act	Letter of appointment: EPWP fixed term – D Fortuin, P Msuthwana	28/09/2020	28/09/2020	Approved

28/09/2020	CD4	Addendum 4B, Constitution	Item: Guideline on the implementation of Children's Act	28/09/2020	28/09/2020	Approved
28/09/2020	SC3	4(1)	Technical evaluation tender for supply and deliver of trees to Stellenbosch Municipality 1 July 2020 – 30 June 2023	28/09/2020	28/09/2020	Approved
21/09/2020		Finance	Reimbursement of funds: Fuel	28/09/2020	29/09/2020	Approved
28/09/2020	MFP10	MFMA	Halls Deposit Refund: N Modack	28/09/2020	29/09/2020	Approved
22/09/2020	HR2	Conditions of Service (SALGBC)	Memo: Admin Overtime/Threshold issues – Traffic Services	28/09/2020	29/09/2020	Approved
23/09/2020	SC3	4(1)	Questionnaire: Supply and delivery of drones and relevant demonstration including drone accessories	28/09/2020	29/09/2020	Approved
29/09/2020	SC3	4(1)	Memo: Supply and delivery of containers	28/09/2020	29/09/2020	Approved
29/09/2020	MM9	Section 55(1)(e), Systems Act	Letter of appointment: L Kabingca, F Matjan, F Xhelo	28/09/2020	29/09/2020	Approved
29/09/2020	MM22	Section 66(1)(b), Systems Act	Job descriptions: General Workers (CP/CS/EM/EI/33), (CP/CS/EM/EI/35), Operator (CP/CS/EM/EI/31), (CP/CS/EMM/EI/32, Driver/Supervisor (CP/CS/EM/EI/26)	28/09/2020	29/09/2020	Approved
29/09/2020	VRP2	Paragraph 6f	Creation of Ukey: Hiring of office equipment	29/09/2020	29/09/2020	Approved
29/09/2020	VRP2	Paragraph 6f	Veriment: Operating leases: Furniture and Office Equipment (R20 000 + R100 000)	29/09/2020	29/09/2020	Approved
29/09/2020	MM23	Section 66(1)(c), Systems Act	Memo: Temporary arrangement for Bloemhof Parking	29/09/2020	29/09/2020	Approved
29/09/2020	HR2	Conditions of Service (SALGBC)	Overtime Pre-approvals: Community Development (October 2020)	29/09/2020	29/09/2020	Approved
28/09/2020	SC3	4(1)	Questionnaire: Supply and deliver of growing medium and decorative stone	29/09/2020	29/09/2020	Approved
29/09/2020	HR2	Conditions of Service (SALGBC)	Overtime Pre-approvals: Workshop, Environmental Management, Nature Conservation, Urban Forestry, Parks Franschhoek, Cemeteries, Ornamental Horticulture, Parks Stellenbosch (October 2020)	29/09/2020	29/09/2020	Approved

30/09/2020	SC3	4(1)	Questionnaire: Provide private armed security tender for a period of 3 financial years ending 30 June 2023	30/09/2020	30/09/2020	Approved
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## DELEGATIONS EXERCISED FOR PERIOD: JULY 2020

### DIRECTORATE: COPROPRATE SERVICES

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
01/07/2020	MM82	Section 65(2)(c), MFMA	Invoice for He and she driver training for the amount of R1612.30	01/07/2020	01/07/2020	Approved
01/07/2020	MM82	Section 65(2)(c), MFMA	Invoice for Tenorah (invoice) for the amount of R200.00	01/07/2020	01/07/2020	Approved
02/07/2020	MM82	Section 65(2)(c), MFMA	Invoice for Contempt of court (Invoice) – R9900.00	02/07/2020		Approved
02/07/2020	MM82	Section 65(2)(c), MFMA	Evolution technology invoices: <ul style="list-style-type: none"> <li>➤ Printer serial number – AA64021004533</li> <li>➤ Printer serial number – AA64012004505</li> <li>➤ Printer serial number – AA64021003527</li> <li>➤ Printer serial number – A79K021020065</li> <li>➤ Printer serial number – AA64021004533</li> <li>➤ Printer serial number – AA64021004504</li> <li>➤ Printer serial number – AA64021003527</li> <li>➤ Printer serial number – A79K021020065</li> </ul>	02/07/2020	02/07/2020	Approved

			Payment for the rental and usage of printers within the directorate for the month of June.			
02/07/2020	MM82	Section 65(2)(c), MFMA	Invoice for CHM Vuwani (order nr: 359832) for the amount of R853.30. Dell latitude AC adapter.	02/07/2020	02/07/2020	Approved
02/07/2020	MM82	Section 65(2)(c), MFMA	Invoice for L.J.A construction CC (Order nr: 376043) for the amount of R1 422 364.62. Refer to BSM 25/20 replace 12 roofs and box cutters	02/07/2020	02/07/2020	Approved
03/07/2020	MM82	Section 65(2)(c), MFMA	Invoices for <ul style="list-style-type: none"> <li>➤ FTA enterprise (order nr: 359796) Supply and delivery of ICT equipment.</li> <li>➤ Telkom (invoice nr: 006H20000415)</li> </ul>	03/07/2020	03/07/2020	Approved
03/07/2020	MM82	Section 65(2)(c), MFMA	Invoices for <ul style="list-style-type: none"> <li>➤ Evolution technology (Printer number; A79K021019972</li> <li>➤ Evolution technology (Printer serial number; A7C8817825</li> <li>➤ Western cape stationers (order number 360224) office stationery</li> </ul>	03/07/2020	03/07/2020	Approved
03/07/2020	MM82	Section 65(2)(c), MFMA	Invoices for: <ul style="list-style-type: none"> <li>➤ Evolution technology – V79k021019861 for the amount R6581.09</li> <li>➤ Evolution technology – V7C8817803 for the amount R3631.63</li> <li>➤ Khusela Solutions order number 368406 for the amount of R3829.50</li> </ul>	03/07/2020	03/07/2020	Approved
06/07/2020	MM82	Section 65(2)(c), MFMA	Invoice for Payday Software systems (Invoice nr: INA49887) for the amount of R7590.00.	06/07/2020	06/07/2020	Approved
08/07/2020	HR2	Conditions of Service (SALGBC)	Time and attendance registers (Municipal court staff)	08/07/2020	08/07/2020	Approved
08/07/2020	SC13	17(C)	Deviation for Employee Group life solutions	08/07/2020		Approved
08/07/2020	HR2	Conditions of Service (SALGBC)	Time and attendance registers (Ward administration and council support)	08/07/2020	08/07/2020	Approved



08/07/2020	MM64	Section 62(1)(f)(iv), MFMA	Tender: Fortigate 500 D subscription licence renewal with maintenance and support for a period ending 30 June 2023	08/07/2020	08/07/2020	Approved
08/07/2020	MM82	Section 65(2)(c), MFMA	Invoice for <ul style="list-style-type: none"> <li>➤ Telkom invoices for the month of June 2020</li> <li>➤ Gijima technology – order number 360408. PABX System Bus Controller BX1000 Series</li> </ul>	08/07/2020	08/07/2020	Approved
08/07/2020	MM64	Section 62(1)(f)(iv), MFMA	Supply and installation of two (2) next generation firewalls with unified threat Management and licensing at Teraco	08/07/2020	08/07/2020	Approved
09/07/2020	MM82	Section 65(2)(c), MFMA	Invoice for <ul style="list-style-type: none"> <li>➤ He and She training – R14 612.04</li> <li>➤ Payday – R7590.00</li> <li>➤ Pendo Property Values – R21 470.50</li> </ul>	09/07/2020	09/07/2020	Approved
09/07/2020	MM84	Section 66, MFMA Section 66, MFMA	Memorandum for the reimbursement to B Mkaza for the purchase for the registration of the Stellenbosch Municipality mobile citizen app.	09/07/2020	09/07/2020	Approved
13/07/2020	HR2	Conditions of Service (SALGBC)	Fixed term contract for Supply Chain Management	13/07/2020	13/07/2020	Approved
13/07/202	HR2	Conditions of Service (SALBC)	Attendance register for Senior Manager Human Resources	13/07/202	13/07/202	Approved
13/07/2020	MM82	Section 65(2)(c), MFMA	<ul style="list-style-type: none"> <li>➤ Invoice for Jetco</li> <li>➤ Invoice for payment to Chennels abertyn attorneys</li> </ul>	13/07/2020	13/07/202	Approved
13/07/2020	HR2	Conditions of Service (SALGBC)	Addendums for M Booysen and D Jansen	13/07/2020	13/07/202	Approved
13/07/2020	HR2	Conditions of Service (SALGBC)	Contracts for A Maarman, T De Koker and L Nteta	13/07/2020	13/07/202	Approved
13/07/2020	HR2	Conditions of Service (SALGBC)	Addendums for D Williams, D Petersen, JC Williams, RC Ruiters, G Buys, SH Joseph, N Keiller, EC Mezichel, C Pietersen, M Prins, W Tophu and C Moffat	13/07/2020	13/07/202	Approved

13/07/2020	MM64	Section 62(1)(f)(iv), MFMA	<ul style="list-style-type: none"> <li>➤ Tender: Provision of 2 layer fibre connection providing Backhaul connectivity for traffic and law enforcement services</li> <li>➤ Supply and installation of a fort-manager appliances that can manage up to 30 fortinet networks devices</li> <li>➤ Supply and installation of digital management platforms</li> <li>➤ Provision of 2 layer microwave licensed</li> <li>➤ Software license renewal</li> </ul>	13/07/2020	13/07/202	Approved
13/07/2020	MM82	Section 65(2)(c), MFMA	<p>Invoice for</p> <ul style="list-style-type: none"> <li>➤ Jetco – Invoice 5108 for the amount of R63 313.25</li> <li>➤ Jetco – invoice 5109 for the amount of R217 508.50</li> <li>➤ Vision elevators - invoice 1010983 – R2932.50</li> <li>➤ Vision elevators – invoice 1011144 for the amount of R2932.50</li> <li>➤ Afriwire and steel – Invoice 105210 for the amount of R82 536.85</li> <li>➤ Bidvest Execuflora – invoice 461054 for the amount of the R3790.40</li> <li>➤ Bidvest execuflora – invoice 463844 for the amount of R 3790.40</li> <li>➤ Servest – invoices 734584 for the amount of R34309.10 (April)</li> <li>➤ Servest – invoice 748960 for the amount of R34309.10 (May)</li> <li>➤ Servest – invoice 758066 for the amount of R34309.10(June)</li> <li>➤ Servest – invoice 760229 for the amount of R5600.50 (June)</li> <li>➤ BEAP - Invoice 200713 for the amount of R178771.49</li> <li>➤ Leja Construction – invoice 202007201 for the amount of R551101.07</li> <li>➤ Pendo Property Valuers – invoice W20-031 for the amount R7820.00</li> </ul>	13/07/2020	13/07/202	Approved

14/07/2020	HR2	Conditions of Service (SALGBC)	Addendum – S Feno	14/07/2020	14/07/2020	Approved
15/07/2020	MM82	Section 65(2)(c), MFMA	Invoice for <ul style="list-style-type: none"> <li>➤ Timbercity – order number 359498, shutter ply pine 18mm 2440 x 1220mm c/c face</li> <li>➤ Attacq Invoice 6872</li> </ul>	15/07/2020	15/07/2020	Approved
15/07/2020	MM64	Section 62(1)(f)(iv), MFMA	Tender – Lilliput sewage treatment plant	15/07/2020	15/07/2020	Approved
15/07/2020	MM82	Section 65(2)(c), MFMA	Invoice for <ul style="list-style-type: none"> <li>➤ JC Refrigeration (order nr: 360049) R18 251.12. BSM 1/20 air-conditioners qu111882 housing admin maintenance Lavanda Flats.</li> <li>➤ JC Refrigeration (order Nr: 360050) for R55 717.50. BSM 1/20 qu111892 - housing admin</li> <li>➤ JC Refrigeration (order nr: 360046) R10 350.00. BSM 1/20 aircons qu111890-1: fire &amp; disaster</li> </ul>	15/07/2020	15/07/2020	Approved
15/07/2020	MM64	Section 62(1)(f)(iv), MFMA	Tender: Digital congress system delegate audio recording solution	15/07/2020	15/07/2020	Approved
17/07/2020	MM82	Section 65(2)(c), MFMA	Invoice for TQ and S holdings order number 360322 for the amount of R5070.00. Supply and installation of two 200l hot water geysers.	17/07/2020	17/07/2020	Approved
17/07/2020	HR2	Conditions of Service (SALGBC)	ICT overtime pre-approval and standby	17/07/2020	17/07/2020	Approved
18/07/2020	MM82	Section 65(2)(c), MFMA	Invoice for Avalon order number 359183 for the amount of R151 800.00 Invoice for Avalon order number 360415 for the amount of R151 800.00. ICT equipment.	18/07/2020	18/07/2020	Approved
21/07/2020	MM82	Section 65(2)(c), MFMA	Invoice for Evolution technology printer hire charges invoices for Corporate services directorate.	21/07/2020	21/07/2020	Approved

21/07/2020	MM9	Section 55(1)(e), Systems Act	Confirmation of employment for T Gosa	21/07/2020	21/07/2020	Approved
22/07/2020	MM82	Section 65(2)(c), MFMA	Vodacom invoices usage for the months of June and July 2020	22/07/2020	22/07/2020	Approved
22/07/2020	MM9	Section 55(1)(e), Systems Act	Confirmation of employment for E Williams	22/07/2020	22/07/2020	Approved
28/07/2020	MM82	Section 65(2)(c), MFMA	<p>Invoice for</p> <ul style="list-style-type: none"> <li>➤ Xon Systems order number 360648 for the amount of R35 190.0.0. License renewal year 3 symantec maintenance &amp; support.</li> <li>➤ Letjeka consulting order number 360677 for the amount of R132 581.07. License renewal for manage engine ad self-service plus &amp; service desk until 30/6/21</li> <li>➤ EOH Mthombo order number 360654 for the amount of R2307 528.22. B/SM 49/19 mimecast license renewal year 2</li> <li>➤ XON System 360646 for the amount of R501 013.36. Software license renewal year 2 for veeam.</li> <li>➤ Nascent Group order number 360681 for the amount of R115 000.00. License renewal year 3 qualys</li> <li>➤ CAT (consolidate African Technology) order number 360689 for the amount of R254 570.90. Cat meter reading system license renewal for 2020/2021</li> <li>➤ First technology order number 360645 for the amount of R122 489.95. Wan &amp; internet services.</li> <li>➤ Innovo Networks order number 360643 for the amount of R2587.50. Installation network points mm boardroom and corporate services v/4th floor admin</li> <li>➤ Avalon technology order number 360651 for the amount of R159 390.00. SLA wireless network for it &amp; law enforcement/electricity Jul 2020-Jun 2021</li> </ul>	28/07/2020	28/07/2020	Approved

			<ul style="list-style-type: none"> <li>➤ Payday software systems order number 360688 for the amount of R438 192.55. License renewal payday 1 July 202 - 30 June 2021</li> <li>➤ Vodacom for the amount of R780.85</li> <li>➤ Payday for the amount of R7590.00</li> </ul>			
29/07/2020	MM82	Section 65(2)(c), MFMA	Invoice for Bidvest Waltons for the amount of R614 refer to order number 360523. Trodat print date stamp.	29/07/2020	29/07/2020	Approved
30/07/2020	HR2	Conditions of Service (SALGBC)	Overtime pre-approval forms for Maintenance team on standby	30/07/2020	30/07/2020	Approved

**DELEGATIONS EXERCISED FOR PERIOD: AUGUST 2020**

**DIRECTORATE: CORPORATE SERVICES**

<b>DATE</b>	<b>Delegation</b>	<b>Category</b>	<b>Report Subject and Recommendations</b>	<b>Date Received</b>	<b>Date Resolved</b>	<b>Resolution and Comments (if any)</b>
03/08/2020	MM9	Section 55(1)(e), Systems Act	<ul style="list-style-type: none"> <li>➤ Appointment of Waste Management – Manager Area</li> <li>    Cleaning and collection</li> <li>➤ Appointment of Manager Minimization and disposal</li> </ul>	03/08/2020	03/08/2020	Approved
03/08/2020	MM9	Section 55(1)(e), Systems Act	Contracts (Law Enforcement)	03/08/2020	03/08/2020	Approved
03/08/2020	LEG	General	Memorandum – Deviation to appoint legal representatives oppose the application brought by Securitem (PTY)	03/08/2020	03/08/2020	Approved
03/08/2020	HR2	Conditions of Service (SALGBC)	Memorandum – Appointment of Suitable qualified presiding officers	03/08/2020	03/08/2020	Approved
04/08/2020	HR2	Conditions of Service (SALGBC)	Attendance register for Senior Manager Human Resources	04/09/2020	04/09/2020	Approved
04/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for Green outdoor gyms – order number 360771 for the amount of R836 185.70 (Project Klapmuts Community Centre – Landscaping)	04/09/2020	04/09/2020	Approved
04/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for Ismail Davids and Associates – order number 360725 for the amount of R420 541.78. (Upgrading of Eikestad Hall Cloetesville).	04/08/2020	04/08/2020	Approved
04/08/2020	VAL3	Section 31(1)+(3) MPRA	Appointment of Panel of Property Valuers to provide the Municipality with property valuation services on an ad-hoc basis.	04/08/2020	04/08/2020	Approved
04/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for Indumiso Cleaning Services – order number 359791 for the amount of R70 000(FQ 87/20 Paint of Plein street Offices).	04/08/2020	04/08/2020	Approved

04/08/2020	MM122	Section 115(1)(a), MFMA	Evolution technology group (various invoices) Installation of MFP's for the amount of R203 975.56	04/08/2020	04/08/2020	Approved
04/08/2020	MM122	Section 115(1)(a), MFMA	Media 24 (Die Burger) invoice to advertise vacancies for the amount of R13 358.40.	04/08/2020	04/08/2020	Approved
05/08/2020	MM122	Section 115(1)(a), MFMA	Invoices for: <ul style="list-style-type: none"> <li>➤ Izwe Bridge refer to order 360642. Provision of 2 layer fibre backhaul connectivity for traffic &amp; law enforcement</li> <li>➤ First technology refer to order 360645. Wan &amp; internet services</li> <li>➤ IMQS refer to order 360686. IMQS license renewal 2020/2021</li> <li>➤ Mantella refer to order 356019. Fibre testing &amp; repair between fire &amp; traffic</li> <li>➤ Media 24 for the amount of R10432.80</li> <li>➤ Media 24 for the amount of R7824.60</li> <li>➤ Liquid Telecom refer to order 377430.</li> <li>➤ Park Avenue for the amount of R861.18</li> </ul>	05/08/2020	05/08/2020	Approved
05/08/2020	MM122	Section 115(1)(a), MFMA	Invoices for: <ul style="list-style-type: none"> <li>➤ Vision Elevators refer to order 360713 for the amount of R2932.50. BSM 94/19 Plein street lift maintenance: monthly</li> <li>➤ Eikestad Glass and Aluminium refer to order 360013 for the amount of R3298.00. Plexi 6mm clear 2430 x 900 - 1 for Beltana stores</li> </ul>	05/08/2020	05/08/2020	Approved
05/08/2020	MM9	Section 55(1)(e), Systems Act	Fixed term contract addendum for P Novella	05/08/2020	05/08/2020	Approved
05/08/2020	MM9	Section 55(1)(e), Systems Act	Technician: Metering and Loss control	05/08/2020	05/08/2020	Approved

07/08/2020	MM9	Section 55(1)(e), Systems Act	Fixed term addendums for N Khulela and D Appolis	07/08/2020	07/08/2020	Approved
07/08/2020	MM9	Section 55(1)(e), Systems Act	Employment Contact for A Shortles	07/08/2020	07/08/2020	Approved
07/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for Letjeka Consulting (Inv121-0820) order number 360677 for the amount of R132 581.07. License renewal for manage engine ad self-service plus & service desk until 30/6/21	07/05/2020	07/05/2020	Approved
07/08/2020	HR2	Conditions of Service (SALGBC)	Timesheets for ward administrators and support	07/08/2020	07/08/2020	Approved
07/08/2020	MM9	Section 55(1)(e), Systems Act	<ul style="list-style-type: none"> <li>➤ Confirmation of offer of employment of Waste Management – Manager Area Cleaning and collection</li> <li>➤ Confirmation of offer of employment of Manager Minimization and disposal</li> </ul>	07/08/2020	07/08/2020	Approved
12/08/2020	HR2	Conditions of Service (SALGBC)	Timesheets for Council Support	12/08/2020	12/08/2020	Approved
13/08/2020	LEG	General	Memorandum – to oppose summons issued by MTO forestry against the municipality for an amount of R10427 737.00.	13/08/2020	13/08/2020	Approved
13/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for Windeed (INV662768) for an amount of R151.37	13/08/2020	13/08/2020	Approved
13/08/2020	AD3	GENERAL	Memorandum to advertise advertisement (Clerk: Housing support and demand, Senior clerk payroll, clerk reconciliations)	13/08/2020	13/08/2020	Approved
14/08/2020	TR1	Skills Development Act /MSA	Memorandum of agreement – she representative training P Bongoza.	14/08/2020	14/08/2020	Approved
14/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for Western Cape Stationers (360423) for the amount of R268.43	14/08/2020	14/08/2020	Approved



14/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for Petromaine (PTY) Ltd (356869) for the amount of R859.91	14/08/2020	14/08/2020	Approved
14/08/2020	HR2	Conditions of Service (SALGBC)	Overtime pre-approvals for ICT employees on standby.	14/08/2020	14/08/2020	Approved
14/08/2020	TR1	Skills Development Act /MSA	Memorandum of Agreement – SHE representative training for Lan.	14/08/2020	14/08/2020	Approved
14/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for Esri South Africa refer to order 360683 for the amount of R1 013 472.00. SLA renewal 1 july 2020 - 30 june 2021	14/08/2020	14/08/2020	Approved
18/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for Bidvest execuflowea refer to order 360796 for the amount of R3790.40. Bsm64/18: year 3: rental of indoor plants.	18/08/2020	18/08/2020	Approved
18/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for Lulama Wandik refer to order 358005 for the amount of R2000.00. Supply and installation of barbed wire at municipal court.	18/08/2020	18/08/2020	Approved
18/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for NQ Ngoza Construction refer to order 360791 for the amount of R10 000.00. Supply and lay squirrel carpets at Idas valley ward office	18/08/2020	18/08/2020	Approved
18/08/2020	MM9	Section 55(1)(e), Systems Act	Fixed term contract for N Fata	18/08/2020	18/08/2020	Approved
21/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for Consolidated African technology (INV12131) refer to order 360689 for the amount of R254 570.90. Cat meter reading system license renewal for 2020/2021	21/08/2020	21/08/2020	Approved
24/08/2020	MM122	Section 115(1)(a), MFMA	LJA Construction refer to order 360737 for the amount of R920 000.00. BSM39/20 construction of a new clubhouse in la Motte: year 2	24/08/2020	24/08/2020	Approved
24/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for Dr LG Nemukongne Inc refer to order 356790 for the amount of R180.01. First Aid Box	24/08/2020	24/08/2020	Approved

24/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for Broll for the amount of R85 655.32	24/08/2020	24/08/2020	Approved
25/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for Medical claim – Dr Louw Physician for the amount of R3350.00	25/08/2020	25/08/2020	Approved
25/08/2020	MM122	Section 115(1)(a), MFMA	Coalition training and skills development Brush cutter 12 – 14 August 2020 for the amount of R13 310.00	25/08/2020	25/08/2020	Approved
25/08/2020	HR2	Conditions of Service (SALBC)	EPWP contract (Ward Office assistants/cleaners)	25/08/2020	25/08/2020	Approved
25/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for Altron bytes system integration refer to order 360667 for the amount of R335 388.20. Kronos SLA renewal June 2020 - July 2021	25/08/2020	25/08/2020	Approved
25/08/2020	SC18	27(2)(g)	FQ: Supply and delivery of wireless equipment and accessories for the maintenance of camera link.	25/08/2020	25/08/2020	Approved
25/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for Western Cape Stationers for the amount of R523.11.	25/08/2020	25/08/2020	Approved
25/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for TQ and S Holding refer to order 360860 for the amount of R9970.00. Supply and lay squirrel carpets at De Witt Huis	25/08/2020	25/08/2020	Approved
25/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for Attacq for the amount of R282 126.97			Approved
26/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for LTA Leibrandt Training Academy refer to order 360829 for the amount of R28 232.50. B/SM 24/19: operate a truck mounted crane training	26/08/2020	26/08/2020	Approved
27/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for Windeed (INV100257) refer to order 358698 for the amount of R111.23	27/08/2020	27/08/2020	Approved
27/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for Octofin (INV.104665) for the amount of R688 832.29 (Hiring of Office space).	27/08/2020	27/08/2020	Approved

27/08/2020	HR2	Conditions of Service (SALGBC)	Standby pre-approval for the Property Maintenance team.	27/08/2020	27/08/2020	Approved
27/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for Media 24 refer to order 360826. Advertisements: 20 August 2020	27/08/2020	27/08/2020	Approved
28/08/2020			RE: Proposed renewal of lease agreement – Burgerhuis: historiese huise van Suid-Afrika beperk: erven 3389 and 607 Stellenbosch	28/08/2020	28/08/2020	Approved
28/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for <ul style="list-style-type: none"> <li>➤ Evolution technology printer (AA64021002832) payment of R4179.42</li> <li>➤ Evolution technology printer (AA64021002838) payment of R4163.71</li> <li>➤ Evolution technology printer (AA64021002838) payment of R4153.67.</li> </ul>	28/08/2020	28/08/2020	Approved
28/08/2020			Memorandum – Variation/ Expansion order to activate the ICT Security assessment and penetration testing module within our current enterprise solution suite.	28/08/2020	28/08/2020	Approved
31/08/2020	HR2	Conditions of Service (SALBC)	Ward office cleaner contract	31/08/2020	31/08/2020	Approved
31/08/2020	MM122	Section 115(1)(a), MFMA	Invoice for MDINK (PTY) ltd refer to order 360989) for the amount of R4998.00. Labour relations challenges during covid-19 virtual conference 27 August 2020.	31/08/2020	31/08/2020	Approved

**DELEGATIONS EXERCISED FOR PERIOD: SEPTEMBER 2020**

**DIRECTORATE: CORPORATE SERVICES**

<b>DATE</b>	<b>Delegation</b>	<b>Category</b>	<b>Report Subject and Recommendations</b>	<b>Date Received</b>	<b>Date Resolved</b>	<b>Resolution and Comments (if any)</b>
1/09/2020			Memorandum: The Municipality of Stellenbosch / Jozi to Stellenbosch and others	1/09/2020	1/09/2020	Approved
2/09/2020	MM82	Section 65(2)(c), MFMA	Invoice for SBI Properties refer to order 360985 for the amount of R30 000.00. Refer to order 355413: FQ183/19: assist with compiling bid doc, draw & submit plans	2/09/2020	2/09/2020	Approved
2/09/2020	MM82	Section 65(2)(c), MFMA	Invoice for CHM Vuwani refer to order 360486 for the amount of R778 844.40. ICT Equipment.	2/09/2020	2/09/2020	Approved
3/09/2020	MM82	Section 65(2)(c), MFMA	Coalition Training refer to order 360759 for the amount of R13 310.0. B/SM 24/19: operate a brush cutter	3/09/2020	3/09/2020	Approved
3/09/2020	MM82	Section 65(2)(c), MFMA	Leibrandt Training refer to order 360830 for the amount of R3910.00. B/SM 24/19: operate a mobile elevating platform	3/09/2020	3/09/2020	Approved
3/09/2020	MM82	Section 65(2)(c), MFMA	Leibrandt Training refer to order 360829 for the amount of R10 810.00 operate a truck mounted crane training	3/09/2020	3/09/2020	Approved
3/09/2020	HR2	Conditions of Service (SALGBC)	Attendance register for Snr Man Human Resources	3/09/2020	3/09/2020	Approved
3/09/2020	MM82	Section 65(2)(c), MFMA	Tjek training matter refer to order 360799 for the amount of R17 269.58. B/SM 29/20: operate and maintain a tractor training	3/09/2020	3/09/2020	Approved
3/09/2020	HR2	Conditions of Service (SALGBC)	Funding agreement – discretionary grant funding	3//09/2020	3/09/2020	Approved
3/09/2020	AD3	GENERAL	Advertisement: Contract law enforcement officers x 32 (10-month contract)	3/09/2020	3/09/2020	Approved
4/09/2020	AD3	GENERAL	Advertisement: Contract CBD Safety officers x 32	4/09/2020	4/09/2020	Approved

7/09/2020	MM64	Section 62(1)(f)(iv), MFMA	Tender: Supply Deliver & Fit of office furniture for Stellenbosch Municipality ending 30 June 2023	7/09/2020	7/09/2020	Approved
7/09/2020	HR2	Conditions of Service (SALGBC)	Memorandum: Department of Local Government Support: Skills Audits within Municipalities	7/09/2020	7/09/2020	Approved
7/09/2020	MM82	Section 65(2)(c), MFMA	P2M Engineering Services refer to order 360800 for the amount of R40 000.00. FQ:1/20: appointment of an electrical engineer: upgrading of Cloetesville hall, Stellenbosch	7/09/2020	7/09/2020	Approved
7/09/2020	HR2	Conditions of Service (SALGBC)	Appointment of presiding officer as well as initiator in a disciplinary hearing.	7/09/2020	7/09/2020	Approved
7/09/2020	HR2	Conditions of Service (SALGBC)	Health and Safety representative appointment section 17 D Meyer	7/09/2020	7/09/2020	Approved
7/09/2020	MM82	Section 65(2)(c), MFMA	Contempt of Court (direct payment) for August 2020 for the amount of R24 900.00	7/09/2020	7/09/2020	Approved
8/09/2020	MM82	Section 65(2)(c), MFMA	Petromaine (PTY) Ltd refer to order 361014 for the amount of R546.25. Disposable cups (white)	8/09/2020	8/09/2020	Approved
9/09/2020	MM82	Section 65(2)(c), MFMA	Invoices for Telkom for the amounts of R310.70(x6), R5750.80, R621.35, R343 908.70 and R752.25	9/09/2020	9/09/2020	Approved
9/09/2020	MM82	Section 65(2)(c), MFMA	CHM refer to order 360486 for the amount of R778 844.40. ICT Equipment.	9/09/2020	9/09/2020	Approved
9/09/2020	MM82	Section 65(2)(c), MFMA	Avalon for the amount of R12075.00	9/09/2020	9/09/2020	Approved
9/09/2020	MM82	Section 65(2)(c), MFMA	Nascent Group refer to order 361268 for the amount of R120 750.00. Variation to activate ICT security assessment testing module within qualys suite	9/09/2020	9/09/2020	Approved
9/09/2020	MM82	Section 65(2)(c), MFMA	Innovo Networks refer to order 360961 for the amount of R651 942.05. Supply & delivery of wireless hardware equipment for period ending 30 June 2021	9/09/2020	9/09/2020	Approved
9/09/2020	MM82	Section 65(2)(c), MFMA	Khusela for the amount of R3829.50	9/09/2020	9/09/2020	Approved

9/09/2020	HR2	Conditions of Service (SALGBC)	Timesheets for council support	09/09/2020	9/09/2020	Approved
9/09/2020	HR2	Conditions of Service (SALGBC)	Temporary fixed term contract for S Jacobs	09/09/2020	9/09/2020	Approved
10/09/2020	HR2	Conditions of Service (SALGBC)	Appointment of presiding officer for disciplinary action	10/09/2020	10/09/2020	Approved
10/09/2020	HR2	Conditions of Service (SALGBC)	Memorandum: Request for Trauma Counselling sessions	10/09/2020	10/09/2020	Approved
10/09/2020	HR2	Conditions of Service (SALGBC)	Memorandum: Appointment of interns x 2 at Support Services Infrastructure Services	10/09/2020	10/09/2020	Approved
10/09/2020	HR2	Conditions of Service (SALGBC)	Timesheets for Municipal Court staff	10/09/2020	10/09/2020	Approved
10/09/2020	MM82	Section 65(2)(c), MFMA	Sanitech Hygiene refer to order 360798 for the amount of R80 304.50 and R12 086.50. BSM81/20: year 1 - hygienic services for Stellenbosch	10/09/2020	10/09/2020	Approved
10/09/2020	MM82	Section 65(2)(c), MFMA	Vision Elevators refer to order 360713 for the amount of R2932.50. BSM 94/19 Plein street lift maintenance: monthly	10/09/2020	10/09/2020	Approved
10/09/2020	MM82	Section 65(2)(c), MFMA	Gateway Metal works refer to order 361353 for the amount of R335 549.50. Refer to order 360502: BSM 85/19 fencing: Cloetesville erf 8776	10/09/2020	10/09/2020	Approved
10/09/2020	MM82	Section 65(2)(c), MFMA	Qsource refer to order 361200 for the amount of R158 050.50. Refer to order 360579: BSM 40/20 QS &TEAM: upgrade/maintenance: heritage buildings: Voorgelegen	10/09/2020	10/09/2020	Approved
10/09/2020	MM82	Section 65(2)(c), MFMA	Wynland for the amount of R7935.00	10/09/2020	10/09/2020	Approved
10/09/2020	MM82	Section 65(2)(c), MFMA	Eskom for the amount of R18 461.15	10/09/2020	10/09/2020	Approved

11/09/2020	HR2	Conditions of Service (SALGBC)	Overtime standby pre-approval for ICT staff	11/09/2020	11/09/2020	Approved
11/09/2020	HR2	Conditions of Service (SALGBC)	Fixed term contract for S Vermeulen and E Isaacs	11/09/2020	11/09/2020	Approved
11/09/2020	MM82	Section 65(2)(c), MFMA	NQ Construction refer to order 360791 for the amount of R9 670.00. Supply and lay squirrel carpets at Idas valley ward office	11/09/2020	11/09/2020	Approved
14/09/2020	MM64	Section 62(1)(f)(iv), MFMA	Tender – Microsoft office 356: Appointment of Service provider to migrate, design, install, maintain and train Stellenbosch municipality users (30June2023)	14/09/2020	14/09/2020	Approved
14/09/2020	MM64	Section 62(1)(f)(iv), MFMA	Tender – Supply deliver & installation of a digital signage solution for new and existing display screens at Stellenbosch municipality offices	14/09/2020	14/09/2020	Approved
14/09/2020	MM64	Section 62(1)(f)(iv), MFMA	Tender – Renewal of Symantec endpoint protection suite subscription	14/09/2020	14/09/2020	Approved
14/09/2020	MM64	Section 62(1)(f)(iv), MFMA	Tender – Supply & deliver of wireless access points end 30 June 2024	14/09/2020	14/09/2020	Approved
14/09/2020	HR2	Conditions of Service (SALGBC)	Timesheets for Ward administrators and office cleaners	14/09/2020	14/09/2020	Approved
21/09/2020	MM82	Section 65(2)(c), MFMA	Invoice for SBI Properties refer to order 360820 for the amount of R5 500.00. Appointment of draughtsman	21/04/2020	21/09/2020	Approved
21/09/2020	MM82	Section 65(2)(c), MFMA	Invoice for SBI Properties refer to order 360792 for the amount of R22 230.00. Upgrade of residential unit at Simonsberg street for office use.	21/09/2020	21/09/2020	Approved
21/09/2020	MM82	Section 65(2)(c), MFMA	Invoice for Attacq invoice nr 9466 for the amount of R303 612.87	21/09/2020	21/09/2020	Approved
21/09/2020	MM82	Section 65(2)(c), MFMA	Eskom for the amount of R14 574.25	21/09/2020	21/09/2020	Approved
21/09/2020	MM82	Section 65(2)(c), MFMA	Invoice for Charles Consulting refer to order 354223 for the amount of R29 539.69. FQ129/19	21/09/2020	21/09/2020	Approved

22/09/2020			Memorandum – Payment relating to rental of office space	22/09/2020	22/09/2020	Approved
22/09/2020	MM82	Section 65(2)(c), MFMA	Petromaine refer to order 361195 for the amount of R804.80. Procurement needs.	22/09/2020	22/09/2020	Approved
22/09/2020	MM82	Section 65(2)(c), MFMA	TVR Consulting refer to order 355750 for the amount of R2988.00.	22/09/2020	22/09/2020	Approved
22/09/2020	MM82	Section 65(2)(c), MFMA	Coalition training refer to order 360759 for the amount of R13 310.00. B/SM 24/19: Operate A Brushcutter	22/09/2020	22/09/2020	Approved
22/09/2020	MM82	Section 65(2)(c), MFMA	Pre Meetse and Environmental services Africa refer to order 360887 for the amount R48 500.00. B/SM 29/20: conduct sampling for W & WW treatment processes training	22/09/2020	22/09/2020	Approved
22/09/2020	MM82	Section 65(2)(c), MFMA	ACS Training refer to order 360780 for the amount of R13 777.00. B/SM 29/20: SHE representative training.	22/09/2020	22/09/2020	Approved
22/09/2020	MM82	Section 65(2)(c), MFMA	Leibrandt Training refer to order 360829 for the amount of R6 900.00. B/SM 24/19: Operate a truck mounted crane training	22/09/2020	22/09/2020	Approved
22/09/2020	MM82	Section 65(2)(c), MFMA	Coalition training refer to order 360759 for the amount of R13 310.00. B/SM 24/19: Operate a brush cutter	22/09/2020	22/09/2020	Approved
22/09/2020	MM82	Section 65(2)(c), MFMA	Leibrandt Training refer to order 360829 for the amount R10 810.00. B/SM 24/19: Operate a truck mounted crane training	22/09/2020	22/09/2020	Approved
22/09/2020	MM82	Section 65(2)(c), MFMA	Leibrandt training refer to order 360830 for the amount of R8 797.50. B/SM 24/19: Operate a mobile elevating platform training	22/09/2020	22/09/2020	Approved
22/09/2020	MM82	Section 65(2)(c), MFMA	Leibrandt training refer to order 360830 for the amount of R8 625.00	22/09/2020	22/09/2020	Approved
22/09/2020	MM82	Section 65(2)(c), MFMA	Pro meets and Environmental services refer to order 360889 for the amount of R52 000.00. B/SM 29/20: enter, work in and exit a confined space.	22/09/2020	22/09/2020	Approved
22/09/2020	MM82	Section 65(2)(c), MFMA	Pro meets and Environmental services refer to order 360889 for the amount of R58 200.00	22/09/2020	22/09/2020	Approved
23/09/2020	MM82	Section 65(2)(c), MFMA	BFECT refer to order 361197 for the amount of R2272.00. Procurement needs.	23/09/2020	23/09/2020	Approved



23/09/2020	MM64	Section 62(1)(f)(iv), MFMA	Tender – Supply and deliver of goods for ward programmes Stellenbosch municipality	23/09/2020	23/09/2020	Approved
25/09/2020	AD3	GENERAL	Advertisements: <ul style="list-style-type: none"> <li>➤ Manager: Financial statements, Compliance and Reporting,</li> <li>➤ Manager: Budget and Costing,</li> <li>➤ Manager: Traffic and law enforcement services,</li> <li>➤ Clerk Housing support and demand,</li> <li>➤ Senior clerk Property rates, refuse and sewerage services x 3,</li> <li>➤ Senior clerk Admin support and chief clerk property and rates.</li> <li>➤ Operator – Grass cutting</li> <li>➤ Superintendent Construction</li> </ul>	25/09/2020	25/09/2020	Approved
28/09/2020	MM82	Section 65(2)(c), MFMA	Invoice for Octofin for the amount of R692 782.28 for the rental of office space.	28/09/2020	29/09/2020	Approved
29/09/2020	MM82	Section 65(2)(c), MFMA	Invoice for Broll for the amount of R86 454.39	28/09/2020	29/09/2020	Approved
29/09/2020	MM82	Section 65(2)(c), MFMA	Invoice for Jetco refer to order 361339 for the amount of R43 487.13. BSM 85/19: fencing-vibra crete fencing: Kayamandi	28/09/2020	29/09/2020	Approved
29/09/2020	MM82	Section 65(2)(c), MFMA	Invoice for Sanitech refer to order 360798 for the amount of R80 304.50. BSM81/20: year 1 - hygienic services for Stellenbosch.	28/09/2020	29/09/2020	Approved

**DELEGATIONS EXERCISED FOR PERIOD: JULY 2020**

**DIRECTORATE: INFRASTRUCTURE SERVICES**

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
To authorize a staff member, co to gain access to any property for the purpose of conducting inspection, tests or maintenance works	EL18  Section 10	<b>MUNICIPAL NOTICE:</b>  Supply of electricity disconnected on 29 July 2020 Area affected: Parts of Distillery Road		16/07/2020	Approved
To exercise all powers conferred upon the Municipality by applicable legislation relating to the supply of water and matters incidental thereto	WS1  Section 11, WSA	<b>Water restrictions exemption:</b>  1 - applications approved  0 - application not approved  0 - applications pending  <b>Water restrictions transgressions:</b>  0 - reported and notices served by Law Enforcement  <b>Borehole registrations:</b>  0 - Application to drill			Approved  Not approved  Pending   Approved   Approved

		<p>1 - Residential Applications  0 - Commercial Applications  0 - Public Buildings Applications  0 - Grey water Applications</p> <p>Interruption in water supply to Bird Street,  Stellenbosch – 17 July 2020</p> <p>Interruption in water supply to Rustenburgweg,  Stellenbosch – 15 July 2020</p> <p>Interruption in water supply to Koelenhof,  Stellenbosch – 23 July 2020</p> <p>Interruption in water supply to Koelenhof,  Stellenbosch – 27 July 2020</p> <p>Interruption in water supply to Koelenhof,  Stellenbosch – 04 August 2020</p>		<p>Approved  Approved  Approved  Approved</p> <p>13/07/2020</p> <p>13/07/2020</p> <p>20/07/2020</p> <p>22/07/2020</p> <p>27/07/2020</p>	<p>Approved  Approved  Approved  Approved  Approved</p>
01/07/2020		<p><b>Tariff increase</b></p> <p>Municipal Notice: Increased disposal tariffs from  01 July 2020</p>		01/07/2020	Approved

**DELEGATIONS EXERCISED FOR PERIOD AUGUST 2020**

**DIRECTORATE: INFRASTRUCTURE SERVICES**

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
To authorize a staff member, co to gain access to any property for the purpose of conducting inspection, tests or maintenance works	<p align="center"><b>EL18</b></p> <p align="center"><b>Section 10</b></p>	<p><b>MUNICIPAL NOTICE:</b></p> <p>Supply of electricity disconnected on 27 Aug 2020 Area affected: Nerina Str, Franschhoek</p>		21/08/2020	Approved
To exercise all powers conferred upon the Municipality by applicable legislation relating to the supply of water and matters incidental thereto	<p align="center"><b>WS1</b></p> <p align="center"><b>Section 11, WSA</b></p>	<p><b>Water restrictions exemption:</b></p> <p>0 - applications approved</p> <p>0 - application not approved</p> <p>0 - applications pending</p> <p><b>Water restrictions transgressions:</b></p> <p>0 - reported and notices served by Law Enforcement</p> <p><b>Borehole registrations:</b></p> <p>1 - Application to drill</p> <p>0 - Residential Applications</p> <p>0 - Commercial Applications</p> <p>0 - Public Buildings Applications</p> <p>0 - Grey water Applications</p>		20/08/2020	<p>Approved</p> <p>Not approved</p> <p>Pending</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>

<p><b>To authorise the connection of any electrical installation or part thereof to the supply mains or to a service connection</b></p>	<p><b>571</b></p>	<p><b>SMALL-SCALE EMBEDDED GENERATION (SSEG) APPROVAL</b></p>			
		<p>Connect a 3.48 kW peak installation – Erf 5925, 23 Woltemade Str</p>		17/08/2020	Approved
		<p>Connect a 3.42 kW peak installation – Erf 5475, 10 Kaneel Crescent</p>		17/08/2020	Approved
		<p>Connect a 4.6 kVA installation – Erf 13152, 14 Koloniesland Str</p>		17/08/2020	Approved
		<p>Connect a 3.48 kW peak installation – Erf 5900, 20 Woltemade Str</p>		17/08/2020	Approved

**DELEGATIONS EXERCISED FOR PERIOD SEPTEMBER 2020**

**DIRECTORATE: INFRASTRUCTURE SERVICES**

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
To authorize a staff member, co to gain access to any property for the purpose of conducting inspection, tests or maintenance works	EL18 Section 10	<b>MUNICIPAL NOTICE:</b>  Supply of electricity disconnected on 16 Sept 2020 Area affected: Fairways Street, Kleingeluk, Die Boord  Supply of electricity disconnected on 30 September 2020 Area affected: Dennesig Str, Stellenbosch		07/09/2020  01/09/2020	Approved  Approved
To exercise all powers conferred upon the Municipality by applicable legislation relating to the supply of water and matters incidental thereto	WS1 Section 11, WSA	<b>Water restrictions exemption:</b>  1 - applications approved 0 - application not approved 0 - applications pending  <b>Water restrictions transgressions:</b>  0 - reported and notices served by Law Enforcement  <b>Borehole registrations:</b>  0 - Application to drill 0 - Residential Applications 0 - Commercial Applications 0 - Public Buildings Applications			Approved  Not approved  Pending   Approved   Approved Approved Approved Approved

		0 - Grey water Applications			Approved
<b>To allocate resources to ensure compliance with license conditions re electricity metering</b>	<b>Code of Practice for Electricity Metering NRS 057</b>	Notification of maximum demand that exceeds your notified maximum demand: Stellen Commers (Pty) Ltd		28/09/2020	Approved
<b>S 56 of the Municipal Structures Act</b>	<b>To, in general, administer By-laws on behalf of Council</b>	<b>MUNICIPAL NOTICES:</b> 41/2020 – Calling for comments on new integrated waste management by-law 42/2020 – Calling on public for comments on new streets by-law 43/2020 - Calling on public for comments on new parking by-law 44/2020 - Calling on public for comments on new stormwater by-law		01/09/2020	Approved
<b>To monitor industrial effluent discharges and industrial effluent quality for compliance and the minimisation of water pollution arising from commercial and industrial activity</b>	<b>566</b>	<b>Tanker discharge permit</b>  Permit no: Eco friend rentals tanker permit 01 - Permission for the discharge of effluent to the municipal waste water treatment works		01/09/2020	Approved

<b>To manage the temporary closing and diversion of public roads</b>	<b>RS12 Section 19, Road Ordinance 19/1976</b>	<b>Application for road closures:</b>  Application for a Temporary Road Closure: Stellenbosch on Stage Heritage Day Live Screening, 24 September 2020, Blom Street, Bloem and Alexander Street	18/09/2020	21/09/2020	Approved
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**DELEGATIONS EXERCISED FOR PERIOD: JULY 2020**  
**DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT**

Date	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
APPLICATION LETTER APPROVAL							
				To consider and administer applications and approve applications for an alteration of the land use restrictions applicable to a particular zone in terms of the Stellenbosch Planning By-law, October 2015			
03/07/2020	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	Director: PED	Category 2 applications for the consent of the municipality for any land use purpose or departure or deviation in terms of a land use scheme or existing scheme which does not constitute a land development application	Application for Removal of Title Deed Consolidation, Rezoning Departure, Erven, 141, 142, 163 - 165	03/07/2020	03/07/2020	Approved
06/07/2020				Report, Erf 5986	06/07/2020	06/07/2020	Approved
08/07/2020				Application for Consent Use & Amendment, Erf 16523	08/07/2020	08/07/2020	Approved
08/07/2020				Application for Rezoning, Consent Use, Departure, Farm 65/43	08/07/2020	08/07/2020	Approved
08/07/2020				Application for Temporary Departure, Farm 334/5	08/07/2020	08/07/2020	Approved
09/07/2020				Approval of the Development Name, Street Names, and Numbers, Erf 445	09/07/2020	09/07/2020	Approved
10/07/2020				Application for Deviation, Erf 1283	10/07/2020	10/07/2020	Approved
13/07/2020				Application for Amendment, Farm 1331/2	13/07/2020	13/07/2020	Approved
13/07/2020				Application for Temporary Departure, Erf 294	13/07/2020	13/07/2020	Approved

13/07/2020				Application for Rezoning & Departure, Erf 1628	13/07/2020	13/07/2020	Supported
20/07/2020				Exemption Certificate, Farm 540 & Farm 530/1	20/07/2020	20/07/2020	Approved
20/07/2020				Application for Temporary Departure & Departure, Farm 214/15	20/07/2020	20/07/2020	Approved
23/07/2020				Application for Site Development Plan, Farm 1310	23/07/2020	23/07/2020	Approved
23/07/2020				Application for Portion 1 of Paarl, Farm 717	23/07/2020	23/07/2020	Approved
28/7/2020				Amendment of the Montier Home Owners, Erf 13435	28/07/2020	28/07/2020	Approved
30/07/2020				Application for the Removal of Title Deed, Erven 141	30/07/2020	30/07/2020	Supported
31/07/2020				Application for the Removal of Title Deed, Erf 6685	31/07/2020	31/07/2020	Approved
01/07/2020	HR2	Director: PED	Conditions of Service (SALGBC)	EPWP contracts	01/07/2020	01/07/2020	Resolved
01/07/2020	HR2	Director: PED	Conditions of Service (SALGBC)	Standby / Overtime for Informal Settlements department July 2020	01/07/2020	01/07/2020	Approved
01/07/2020 31/07/2020	MM82	Director: PED	Section 65(2)(c), MFMA	Invoice <ul style="list-style-type: none"> <li>• Invoice: CSM (360617)</li> <li>• Invoice: OWS Civil (360588)</li> <li>• Reference letter: Altimax – Development of Staff Rental Policy</li> <li>• FQ: Adam Tas Corridor (LSDA)</li> <li>• Tender: MBD 7.2 – BSM 39/18</li> <li>• Encroachment on council owned land for gardening purposes and new security fence: Mooiberge apartments, Dalsig, Stellenbosch</li> </ul>	07/07/2020 31/07/2020	01/07/2020 31/07/2020	Approved

06/07/2020	HR2	Director: PED	Conditions of Service (SALGBC)	EPWP fixed term contracts	06/07/2020	06/07/2020	Resolved
06/07/2020	MM21	Director: PED	Section 66(1)(b) Systems Act	Proposed review of Organogram for Development Management	06/07/2020	06/07/2020	Supported
07/07/2020	Section 59(1) of MSA	Director: PED	To make donations which are within council's powers and functions, to deserving cases, subject to council policy	Additional Grant Funding: Funding claim for pre 1994 title deeds restoration programme	07/07/2020	07/07/2020	Supported
10/07/2020	C146	Director: PED	Section 12, FBSA	1x deed of sale	10/07/2020	10/07/2020	Supported
10/07/2020	MM84	Director: PED	Section 66, MFMA	Timesheet: May/June <ul style="list-style-type: none"> <li>• Sunette Bezuidenhout</li> <li>• Nona Swartbooi</li> </ul>	10/07/2020	10/07/2020	Resolved
13/07/2020	MM84	Director: PED	Section 66, MFMA	Acting Allowance: Planning and Economic Development as acting Manager: Development Management (Rodney Adams)	13/07/2020	13/07/2020	Supported
23/07/2020	MM84	Director: PED	Section 66, MFMA	Cellphone Allowance Application: Planning and Economic Development – H Arnolds	23/07/2020	23/07/2020	Supported
23/07/2020	Item 7.3.3 Council Meeting 2019-09-25	Director: PED	Items/ reports to consider the Administrator's consent as a condition in the	Item: Land Use Enforcement Policy	23/07/2020	23/07/2020	Supported

			title deed of the property.				
01/07/2020	HR2	Director: PED	Conditions of Service (SALGBC)	Overtime Preapproval for Housing Administration department July 2020	01/07/2020	01/07/2020	Approved
31/07/2020		Director: PED	MSA	IT request Form <ul style="list-style-type: none"> <li>Eikestad Boardroom Username</li> </ul>	31/07/2020	31/07/2020	Approved
31/07/2020	C19.2	Director: PED	Section 57	Reporting lines: Managers Planning and Economic Development	31/07/2020	31/07/2020	Resolved
31/07/2020	MM84	Director: PED	Section 66, MFMA	Acting Allowance: Planning and Economic Development as acting Senior: LUM (Chrizelle Kriel)	31/07/2020	31/07/2020	Supported
31/07/2020	C31	Director: PED	Build capacity of human resource in accordance with the of the Skills Development Act, 1998	Training: Municipal Minimum Competency (MMCL) with the school of public leadership (SPL) <ul style="list-style-type: none"> <li>Chrizelle Kriel</li> </ul>	31/07/2020	31/07/2020	Signed
31/07/2020	AD3	General	To instruct or oversee placement of advertisement and or municipal notices e.g. tenders, town planning matters, vacancies, etc, in media terms	Motivation Letter: Vacancies: <ul style="list-style-type: none"> <li>Customer Interface Officer</li> <li>Plans Examiner</li> <li>Building Inspector</li> <li>Building Plan Administrator</li> </ul>	31/07/2020	31/07/2020	Supported

			of relevant criteria				
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**DELEGATION EXERCISED FOR PERIOD AUGUST 2020**  
**DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT**

Date	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
APPLICATION LETTER APPROVAL							
				To consider and administer applications and approve applications for an alteration of the land use restrictions applicable to a particular zone in terms of the Stellenbosch Municipality Zoning Scheme By-law, November 2019			
05/08/2020	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	Director: PED	Category 2 applications for the consent of the municipality for any land use purpose or departure or deviation in terms of a land use scheme or existing scheme which does not constitute a land development application	Exemption application: Stellenbosch Municipality	05/08/2020	05/08/2020	Approved
05/08/2020				Consent to cancellation of Bond Registered over Erf 13927, Stellenbosch	05/08/2020	05/08/2020	Approved
06/08/2020				Application for Consent Use, Guest House portion 40 of Farm 127	06/08/2020	06/08/2020	Approved
06/08/2020				Application for the Removal of Title Deed, Farm 1646	06/08/2020	06/08/2020	Approved
17/08/2020				Application for amendment of two river property owner's association, farm 1646	17/08/2020	17/08/2020	Approved
17/08/2020				Issuing of Certificate of Consolidated title in respect of Erf 122 to 288	17/08/2020	17/08/2020	Approved
25/08/2020				Application for approval of rental unit: Mrs E Martin & Ms L Classen	25/08/2020	25/08/2020	Approved
26/08/2020				Application for Temporary Departure, Farm 334/5	26/08/2020	26/08/2020	Approved
26/08/2020				Approval of the Development Name, Street Names, and Numbers, Erf 445	26/08/2020	26/08/2020	Approved

26/08/2020				Approval of Rezoning Name, Street Names, and Numbers, Farm 65/43	26/08/2020	26/08/2020	Supported
26/08/2020				Application for Site Development Plan & Landscape Plan, Farm 1310	26/08/2020	26/08/2020	Approved
26/08/2020				Application for Rezoning & Permanent Departure, Erf 184	26/08/2020	26/08/2020	Approved
23/07/2020					23/07/2020	23/07/2020	Approved
23/07/2020					23/07/2020	23/07/2020	Approved
28/7/2020					28/07/2020	28/07/2020	Approved
30/07/2020					30/07/2020	30/07/2020	Supported
31/07/2020					31/07/2020	31/07/2020	Approved
03/08/2020	Item 7.3.3 Council Meeting 2019-09-25	Director: PED	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	Item: Draft Land Use Enforcement Policy (March 2020)	03/08/2020	03/08/2020	Supported
04/08/2020	HR2	Director: PED	Conditions of Service (SALGBC)	EPWP fixed term contracts	04/08/2020	04/08/2020	Resolved
04/08/2020	MM9	Director: PED	Section 55(1)(e), Systems Act	Appointment of two additional Snr Economic Dev Officer (EPWP/SMME): <ul style="list-style-type: none"> <li>• Appointment Snr LED Officer Agricultural Support, Rural Development</li> <li>• Appointment Snr LED Officer Business Development &amp; Tourism</li> </ul>	04/08/2020	04/08/2020	Supported

05/08/2020	MM84	Section 66, MFMA	Conditions of Service (SALGBC)	Cellphone Allowance Application: <ul style="list-style-type: none"> <li>• A Gongqa (Infrastructure Services)</li> <li>• L Davids (Infrastructure Services)</li> </ul>	05/08/2020	05/08/2020	Approved
05/08/2020	MM21	Acting MM	Section 66(1)(b) Systems Act	Final written warning	05/08/2020	05/08/2020	Approved
05/08/2020	Item 7.3.3 Council Meeting 2019-09-25	Acting MM	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	Memo: Payment of grant funds to Tourism bodies 2020/2021	05/08/2020	05/08/2020	Approved
06/08/2020	C146	Acting MM	Section 12, FBSA	17 x Power of attorney 2 x Deed of Sale	05/08/2020	06/08/2020	Approved
06/08/2020	MM84	Section 66, MFMA	Conditions of Service (SALGBC)	Cellphone Allowance Application: Housing Development <ul style="list-style-type: none"> <li>• A Shortles (Programme Manager: Contract)</li> </ul>	05/08/2020	05/08/2020	Approved
06/08/2020	Item 7.3.3 Council Meeting 2019-09-25	Acting MM	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	Item: Kayamandi Town Centre Redevelopment	06/08/2020	06/08/2020	Supported
01/08/2020 31/08/2020	MM64	Director: PED	Section 62(1)(f)(iv), MFMA	Deciding the reasonable steps to be taken to ensure that the Municipality has and implements a supply chain management policy in accordance with Chapter 11 of the MFMA <ul style="list-style-type: none"> <li>• Invoice: Windeed (676942)</li> <li>• Invoice: Windeed (S67729)</li> </ul>	01/08/2020 31/08/2020	01/08/2020 31/08/2020	Approved



07/08/2020	MM84	Director: PED	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	Item: Allocation of Informal trading stalls Franschhoek Arts & Craft Market & Cloetesville Market	07/08/2020	07/08/2020	Supported
11/08/2020	MM84	Section 66, MFMA	Conditions of Service (SALGBC)	Cellphone Allowance Application: <ul style="list-style-type: none"> <li>• Ilze Couvaras</li> </ul>	11/08/2020	11/08/2020	Approved
17/08/2020	HR2	Director: PED	Conditions of Service (SALGBC)	Shortlisting: Manager: Building Development Management	17/08/2020	17/08/2020	Resolved
17/08/2020	AD3	General	To instruct or oversee placement of advertisement and or municipal notices e.g. tenders, town planning matters, vacancies, etc, in media terms of relevant criteria	Motivation Letter: Vacancies: BDM <ul style="list-style-type: none"> <li>• Building Inspector</li> <li>• Plans Examiner</li> <li>• Customer Interface</li> <li>• Building Plan Administrator</li> </ul>	17/08/2020	17/08/2020	Supported
18/08/2020	Item 7.3.3 Council Meeting 2019-09-25	Director: PED	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	Item: Longlands (Agreement Tripartite) Longlands (Ref12/7/13/3/4) subsidise project funding housing development	18/08/2020	18/08/2020	Supported

18/08/2020	Item 7.3.3 Council Meeting 2019-09-25	Director: PED	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	Memo: Request for advertising	18/08/2020	18/08/2020	Supported
25/08/2020	AD3	General	To instruct or oversee placement of advertisement and or municipal notices e.g. tenders, town planning matters, vacancies, etc, in media terms of relevant criteria	Advertisements & approval of advertisements	25/08/2020	25/08/2020	Supported
25/08/2020	HR2	Director: PED	Conditions of Service (SALGBC)	Termination of EPWP fixed term contracts: Area cleaning - Enkanini	25/08/2020	25/08/2020	Resolved
25/08/2020	TR1	Director: PED	Skills Development Act /MSA	Training: SHE Rep Training <ul style="list-style-type: none"> <li>• Thandeka Ndwalaza</li> </ul>	25/08/2020	25/08/2020	Signed
28/08/2020	MM9		Section 55(1)(e), Systems Act	Motivation Letter: Vacancies: BDM <ul style="list-style-type: none"> <li>• Appointment of Carlin Joseph</li> <li>• Plans Examiner</li> <li>• Customer Interface</li> <li>• Building Plan Administrator</li> <li>• Building Inspector</li> </ul>	28/08/2020	28/08/2020	Supported

28/08/2020	C146	Director: PED	Section 12, FBSA	7x deed of sale	28/08/2020	28/08/2020	Supported
31/08/2020	HR2		Basic Conditions of employment	<b>Acting Allowance</b> as acting Manager BDM: Planning and Economic Development. (Rodney Adams)	31/08/2020	31/08/2020	Supported
31/08/2020	645	Director: PED	Basic Conditions of employment	Overtime Approval + Standby – September 2020 (a) To approve all types of leave applications (PED Personnel) (b) To approve all types of leave applications: Informal Settlements <ul style="list-style-type: none"> <li>• Mpotololo</li> <li>• Titus</li> <li>• Steenberg</li> <li>• Lamberts</li> </ul>	31/08/2020	31/08/2020	Approved

**DELEGATIONS EXERCISED FOR SEPTEMBER 2020**  
**DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT**

Date	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
APPLICATION LETTER APPROVAL							
	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	Director: PED	Category 2 applications for the consent of the municipality for any land use purpose or departure or deviation in terms of a land use scheme or existing scheme which does not constitute a land development application	To consider and administer applications and approve applications for an alteration of the land use restrictions applicable to a particular zone in terms of the Stellenbosch Planning By-law, October 2015			
11/09/2020				Application for the Removal of Restrictive Title Deed Special Dev. & Permanent Departure, Erf 4731	09/09/2020	11/09/2020	Approved
11/09/2020				Application for Rezoning, Permanent Departure and Removal of Restrictive Title Deed, Erf 660	09/09/2020	11/09/2020	Approved
11/09/2020				Application for the Removal of Restrictive Title Deed Conditions, Rezoning, Consolidation & Permanent Departure, Erven 143 – 145 & 166 - 1709	09/09/2020	11/09/2020	Approved
11/09/2020				Application for the Removal of Restrictive Title Deed Conditions, Rezoning, consolidation & Permanent Departure, Erven 139 & 140	09/09/2020	11/09/2020	Approved
11/09/2020				Application for Rezoning from Agricultural Zone 1 to open a space Zone 2 For the establishment of the Public Cemetery & Memorial Park, Farm 29	09/09/2020	11/09/2020	Approved

11/09/2020				Application to obtain permission as stipulated in title deed condition and a departure, Erf 5507	11/09/2020	11/09/2020	Approved
15/09/2020				Application for the consolidation, rezoning, departure site development plan of Restrictive Title Deed conditions, Erf 141 & 142, 163 - 165	15/09/2020	15/09/2020	Approved
15/09/2020				Application for Subdivision on Farm 1460/1	15/09/2020	15/09/2020	Approved
15/09/2020				Application for Consent Use & Amendment, Erf 16523	15/09/2020	15/09/2020	Supported
17/09/2020				Application for Rezoning & Departure, Erf 1628	15/09/2020	15/09/2020	Supported
18/09/2020				Exemption Certificate, Farm 66/2	18/09/2020	18/09/2020	Approved
21/09/2020				Rectification of an error on STB Municipality zoning scheme map	21/09/2020	21/09/2020	Approved
01/09/2020 30/09/2020	MM64	Director: PED	Section 62(1)(f)(iv), MFMA	Deciding the reasonable steps to be taken to ensure that the Municipality has and implements a supply chain management policy in accordance with Chapter 11 of the MFMA <ul style="list-style-type: none"> <li>• Invoice: Stellenbosch Night Shelter Annex Invoice (AN08) R78863.50</li> <li>• Methodist Church: Vlottenburg</li> </ul>	01/09/2020 30/09/2020	01/09/2020 30/09/2020	Approved
01/09/2020	645	Director: PED	Basic Conditions of employment	IT request Form <ul style="list-style-type: none"> <li>• Tamzin Lakay (Permanent)</li> </ul>	01/09/2020	01/09/2020	Approved
01/09/2020	HR2	Director: PED	Conditions of Service (SALGBC)	Fixed term contract: Extension of Social Housing Programme Manager: <ul style="list-style-type: none"> <li>• Tabiso Mfeya</li> </ul>	04/09/2020	04/09/2020	Resolved
02/09/2020	MM109	Director: PED	Section 79(1)(c), MFMA	PED: Delegations August 2020	02/09/2020	02/09/2020	Signed
04/09/2020	C31 Section 68, Systems Act	Director: PED	Build Capacity of Human resources in accordance	OHS Appointment as Assistance to the CEO: PED	04/09/2020	04/09/2020	Signed

			with the provisions of the Skills Development Act, 1998				
07/09/2020	Item 7.3.3 Council Meeting 2019-09-25	Director: PED	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	Memo: Grant in Aid payment: Stellenbosch Night Shelter August 2020	07/09/2020	07/09/2020	Approved
08/09/2020	C146	Director: PED	Section 12, FBSA	12x deed of sale (Idas valley low cost housing project)	08/09/2020	08/09/2020	Supported
09/09/2020	Item 7.3.3 Council Meeting 2019-09-25	Director: PED	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	Item: Stellenbosch Municipality: Spatial alignment of the IHS Plan (IHSP) & the municipal Spatial Development Framework (MSDF)	09/09/2020	09/09/2020	Supported
09/09/2020	HR2	Director: PED	Basic Conditions of employment	<b>Acting Allowance</b> as acting Senior Manager: Development Management (Chrizelle Kriel)	09/09/2020	09/09/2020	Supported
09/09/2020	AD3	General	To instruct or oversee placement of advertisement and or municipal notices e.g. tenders, town planning matters, vacancies, etc, in media terms of relevant criteria	Motivation Letter: Vacancies: LUM (Vacancies) <ul style="list-style-type: none"> <li>• Principle Planner (x2 Posts)</li> <li>• Land Use Inspector (x2 Posts)</li> <li>• Customer Interface Officer</li> <li>• Administrative Officer (LUM x3 Posts)</li> <li>• Town Planner</li> <li>• Administrative Assistant to the Snr Manager</li> </ul>	09/09/2020	09/09/2020	Supported

11/09/2020	MM22 Section 66(1)(b), Sections Act	Director: PED	Provide job descriptions for each post on the staff establishment	Job description file: Land Use Management	11/09/2020	11/09/2020	Signed
11/09/2020	MM22 Section 66(1)(b), Sections Act	Director: PED	Provide job descriptions for each post on the staff establishment	Approval if JD: Housing Officer (Chantal Moses)	11/09/2020	11/09/2020	Signed
11/09/2020		Director: PED	COVID 19 Regulations	Workplace Readiness & Work Plan 24-24 August 2020 for the PED Directorate	11/09/2020	11/09/2020	Signed
14/09/2020	C31 Section 68, Systems Act	Director: PED	Build Capacity of Human resources in accordance with the provisions of the Skills Development Act, 1998	Individuals Skills Audit & Personal Development Plan (Johru Robyn)	14/09/2020	14/09/2020	
15/09/2020	HR2	Director: PED	Conditions of Service (SALGBC)	Termination of EPWP fixed term contract: M Willemse	15/09/2020	15/09/2020	Resolved
17/09/2020	HR2	Director: PED	Conditions of Service (SALGBC)	Termination of EPWP fixed term contract: Abrahams; Dampies; Hendrickse; Sekonyeta	17/09/2020	17/09/2020	Resolved
18/09/2020	Item 7.3.3 Council Meeting 2019-09-25	Director: PED	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	Item: Adam Tas	18/09/2020	18/09/2020	Supported

21/09/2020	AD3	General	To instruct or oversee placement of advertisement and or municipal notices e.g. tenders, town planning matters, vacancies, etc, in media terms of relevant criteria	Advert request / Request to advertised and the JD for the vacancy (Informal Settlements) <ul style="list-style-type: none"> <li>• Snr Admin Officer</li> <li>• Snr Admin Officer: Monitoring and Data Management</li> <li>• Emergency Housing Officer</li> <li>• Snr Field Officer x3</li> <li>• Field Officer x4</li> </ul>	21/09/2020	21/09/2020	Supported
23/09/2020	Item 7.3.3 Council Meeting 2019-09-25	Director: PED	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	Memo: Computer requirements for Integrated Human Settlements	23/09/2020	23/09/2020	Supported
23/09/2020	SC13	Director: PED	17(C)	Deviation: Maintenance & Support VOIS Housing System	23/09/2020	23/09/2020	Supported
23/08/2020	Item 7.3.3 Council Meeting 2019-09-25	Director: PED	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	Memo: Request for approval for catering services for MPT meetings	23/08/2020	23/08/2020	Supported



			the said Legislation				
29/08/2020	MM84	Director: PED	Section 66, MFMA	<b>Allowances</b> , Privileges and Benefits  (l) To authorise reimbursement for occasional use of an employee's own car on official business for staff. Remuneration to M Nhleko	29/08/2020	29/08/2020	Supported
29/08/2020	C146	Acting MM	Section 12, FBSA	2 x Power of attorney	29/08/2020	29/08/2020	Supported
29/08/2020	TR1	Director: PED	Skills Development Act /MSA	Training: SHE Rep Training • Odile Sims	29/08/2020	29/08/2020	Approved
09/09/2020	MM84	Director: PED	Conditions of Service (SALGBC)	<b>Acting Allowance</b> as acting Senior Manager: Development Management (Chrizzle Kriel)	09/09/2020	09/09/2020	Supported

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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NONE