APPENDIX 4

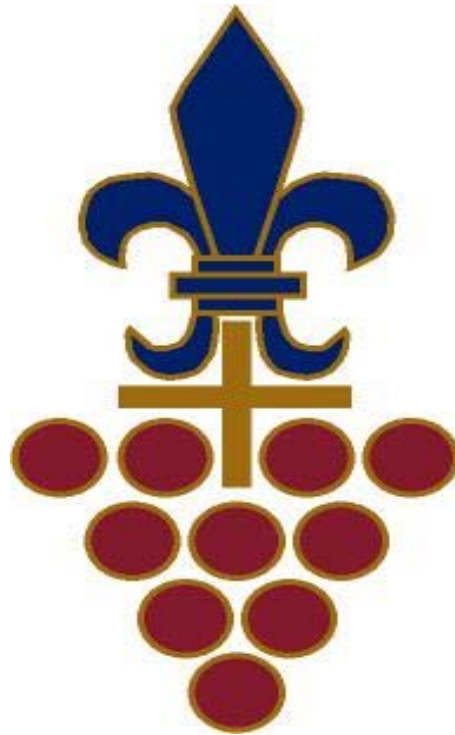# STELLENBOSCH MUNICIPALITY

WARD ALLOCATION POLICY

2020/2021

STELLENBOSCH MUNICIPALITY

WARD ALLOCATION POLICY

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PAGE

1. INTERPRETATION

1.1. Acronyms

"IDP" - Integrated Development Plan
"SDBIP" - Service Delivery and Budget Implementation Plan
"EPWP" - Expanded Public Works Programme

1.2. Definitions

"Capital budget" is expenditure relating to the purchase, upgrade or refurbishment of a Council asset (property, plant and/or equipment);

"Town / municipality" means the Greater Stellenbosch also known as WC024, a local municipality established in terms of section 12 of the Local Government Municipal Structures Act (Act 117 of 1998)

"**Municipal Manager**" means the accounting officer of the municipality of Stellenbosch, appointed in terms of section 54A of the Local Government: Municipal Systems Act (Act No. 32 of 2000) being the head of administration and accounting officer in terms of section 55 of the Local Government: Municipal Systems Act (Act No. 32 of 2000);

"Council" means the municipal Council of Stellenbosch Municipality;

"Councillor" means a member of the Council of the Stellenbosch Municipality;

"Lead directorate" is the directorate whose core business encompasses the ward allocation project, which is the dominant user or beneficiary of the outcome of the ward allocation project and which accepts responsibility and ownership of the ward allocation project;

"Legacy project" is a project that is executed in a financial year and of which the benefits to the community continues into the future;

"User Department" is the department whose core business encompasses the ward allocation project, which is the dominant user or beneficiary of the outcome of the ward allocation project and which accepts responsibility and ownership of the ward allocation project;

"Operating budget" refers to expenditure, other than capital, in respect of Council activities and includes repairs and maintenance of Council assets;

"Ukey" refers to a unique numerical key consisting of 7 segments describing the allocation of funds. All budget items must be linked to a Ukey.

"Veriment" refers to the administrative process required to request and approve the transfer of funds from one cost centre to another. Apart from re-allocation of funds through the adjustment budget, transfer of funds can only be done between cost centres within a directorate.

"Ward committee" means a committee that has been established for each ward in terms of section 73 of the Local Government: Municipal Structures Act (Act No. 117 of 1998);

"Ward project" a project identified by the ward councillor in line with the identified IDP needs, in consultation with the ward committee and financed by the ward allocation;

2. INTRODUCTION

The Republic of South Africa Constitution, 1996 requires the Municipality to encourage the public participation of community members and community organizations in the matters of local government. The Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) ("Structures Act") provides for the establishment of ward committees as formal mechanisms to give effect to this Constitutional obligation. Ward committees play a vital role in bridging the gap between the Community, the Municipality and its Council and also play an important role in:
a) Enhancing participatory democracy;

b) Neighbourhood and ward based planning including the encouragement of communities to take charge of their own livelihoods;

c) Assisting the Municipality in service delivery improvement;

d) Assisting in the economic empowerment of communities;

e) Enhancing local democracy and accountability;

f) Enhancing social cohesion, nation building and integration of communities across class, race, culture

Along with many other responsibilities the Municipality provide support to the Councillors and Ward Committees through the Ward Allocation policy. The policy intends to establish uniform rules and regulations in the identification, planning and implementation of ward projects. It will further encourage accountability and regulate all administrative processes in the execution phases.

3. POLICY OBJECTIVE

3.1. The objective of the Ward Allocations Policy is to create opportunities for Councillors to identify ward projects in line with the identified IDP needs, with the support of their Ward Committees, which would improve the quality of living in all wards. These projects would need to fit into the basket of

services of the relevant User Department and must comply with the following:

3.1.1.   Local Government's mandate;
3.1.2.   Council policies;
3.1.3.   Support the pillars and objectives of the IDP;
3.1.4.   Directly benefit the community.

3.2.   Ward project must be:
3.2.1.   Additional projects identified by Councillors as identified through the IDP community participation processes,
3.2.2.   Supported by the ward committees, and
3.2.3.   Approved by Council.

3.3. Ward Allocation funds must be utilised in the manner contemplated in sections
3.3.1.   **7(e)** categorising municipalities according to their system of municipal government. B Municipalities include a ward participatory system which allows for matters of local concern to be dealt with by committees established for wards;
3.3.2.   **72 (3)** describing the object of a ward committee as being to enhance participatory democracy in local government; and
3.3.3.   **74** describing the powers and functions of ward committees

of the Local Government: Municipal Structures Act (Act No. 117 of 1998).

4.   STRATEGIC INTENT

The Policy shall be governed by the underlying principle of ensuring that ward allocation projects meet the requirements of the Integrated Development Plan including specific reference to the following:

4.1.   A **"valley of possibility"** that creates an environment conducive to business development and job creation. To facilitate and coordinate support to emerging entrepreneurs by utilizing internal SCM processes and linking SMME's with opportunities in the market. To provide, upgrade and maintain an effective engineering infrastructure to support effective service delivery and to ensure the provision of non-motorised transport routes as a functional mode of transport.

4.2.   A **"green and sustainable valley"** that ensures the management of human use of the biosphere and its resources, enhancing the integrity of the environment as an imperative for long-term sustainability and incorporates bio-diversity into the environment as an imperative for long-term sustainability. A valley that ensures spatial sustainability and facilitate efficient use of all forms of capital available to the Town including human capacity and ability and information management.

4.3. A **"safe valley"** where integrated safety strategies with multi-stakeholder engagements are implemented to focus on institutional, situational and social crime prevention interventions that will improve law enforcement and neighbourhood watches.

4.4. A **"valley with dignified living"** inclusive of sustainable human settlements, social infrastructure through the involvement and building of capacity of stakeholders in the planning and management of the areas where they live. This includes access to basic services to households.

4.5. A **"valley of good governance and compliance"** that ensures transparency and is corruption-free, establishes an efficient and productive administration to prioritise service delivery and ensures financial prudence, with clean audits by the Auditor-General;

5. POLICY PARAMETERS

5.1. The provisions of this policy apply to Ward Councillors, Ward Committees and all Directorates and Departments of the municipality;

5.2. This policy applies to all programmes and projects within the jurisdiction of Stellenbosch Municipality that are funded through ward allocations and which are approved by Council in accordance with this policy.

6. REGULATORY CONTEXT

This Policy draws its legal mandate from the following laws and relevant policies, as amended from time to time:

6.1. Legislation:
   6.1.1. The Constitution of the Republic of South Africa, 1996
   6.1.2. Local Government: Municipal Systems Act, (Act No. 32 of 2000);
   6.1.3. Local Government: Municipal Finance Management Act, (Act No. 56 of 2003);
   6.1.4. The Municipal Budget and Reporting Regulations with specific reference to Circular 82 adopted by Stellenbosch Council on 25 May 2016.

6.2. Policies and documents
   6.2.1. Stellenbosch Municipality: Integrated Development Plan (IDP);
   6.2.2. Stellenbosch Municipality: Asset Management Policy;
   6.2.3. Stellenbosch Municipality: Supply Chain Management Policy;
   6.2.4. Stellenbosch Municipality: Virement Policy

7.   ROLE PLAYERS, ROLES AND RESPONSIBILITIES

The relevant role players include, but are not limited to:

7.1.   The Ward Councillors and members of Ward Committees;
7.2.   Manager: Councillor Support;
7.3.   Council support staff;
7.4.   Directors;
7.5.   Budget office;
7.6.   Technical or functional representatives in User Departments;
7.7.   Ward Administrators; and
7.8.   IDP Department

Official / Councillor	Role and responsibility
Manager: Councillor Support	Owner and driver of Ward Allocation Policy. Collations of all ward projects. Submission of ward allocation projects for draft budget. Facilitation of meetings with councillors. Manage ward administrators in this process. Monthly and annual collations of all ward-project progress reporting on all ward projects. Elevate problems to MM.
Councillor and Ward Committee	Project identification, development, submission for draft budget inclusion to Manager Councillor Support. Signing of commitment form. Finalization and submission of project plans to lead departments. Attending meetings with lead departments. Identification of IDP link. Identification of beneficiaries. Attendance, overseeing and reporting (incl. pictures) on projects. Return service provider goods/equipment (if applicable). It is important to note that Ward Committees play a supporting and advisory role to the Ward Councillor.
Ward Administrator	Minute keeping of Ward Committee meetings and provision of said minutes relating to project identification to lead departments. Administrative support for the execution of ward projects (communication and arrangements Administrative and coordinating link between lead department, councillor and community (ie. Transport plans, attendance registers, beneficiary communication, indemnity forms, etc.). Assist with the drawing up of project evaluation reports and submission thereof to lead department. Compilation of photographic portfolio of evidence of completed projects with specific focus on goods and

	services procured. Asset registers and general asset management of furniture, tools and equipment procured.
Speaker after consultation with the Executive Mayor	Identify the annual strategic intent of ward projects. Verify that the identified projects comply with the mandate of local government, Respond in writing to the Ward Councillor if projects are approved. Has the prerogative to refuse funding for projects outside the scope of the policy. Continuously, monitor and evaluate the progress of the Ward projects. Provide advice and support to Ward Councillors where necessary in terms of the Ward Allocation projects. Keep record of all proposals and projects arrange All Wards meetings discussing the projects.
MM	The Municipal Manager as head of the administration is responsible and accountable for tasks and functions as provided for in, but not limited to the Local Government: Municipal Systems Act, No. 32 of 2000, Chapter 8 of the Local Government: Municipal Finance Management Act, No. 56 of 2003, other functions/tasks.
IDP and Public Participation	Identification of needs and priorities in the different wards through a valid public participation process. Provide ward committees and ward councillors with updated lists of community needs and ward priorities. Provide feedback to community on project implementation linked to their needs.
CFO	Submission of recommended projects as part of draft and final budget for council approval. The Finance Directorate with the approval of the Speaker may, depending on the circumstances approve the use of the Ward Allocation for projects outside this framework but within the mandate of the Municipality.
Directors	Ensure implementation ownership of projects at manager level. Recommend projects for inclusion after costing. Authorization of procurement documents. Address elevated problems with lead managers.
User department	Costing of projects. Completion of procurement plans and inclusion of ward projects in implementation planning for the year. Implementation of projects. Procurement of services. Arranging meetings with councillors to guide, and explain process to follow. Communication between procured service provider,

	Ward Administrator and Ward Councillor. Signing off and submission of invoices. Monthly reporting on overall departmental expenditure for ward projects.
SCM	Procurement of goods and services.

8. CRITERIA FOR THE SELECTION OF PROJECTS

Projects that are to be implemented under the Ward Allocations Policy must comply with the following criteria:

8.1.   Be within Local Government mandate as defined in legislation.

8.2.   Be aligned with the objectives and pillars of the Integrated Development Plan and with the approved strategic intent identified by the Speaker.

8.3.   Comply with all the Policies of Council.

8.4.   Be informed by the ward based needs of the wards and municipal infrastructure needs that have been –
   8.4.1.   assessed by the Ward Councillor and Manager Councillor Support, and
   8.4.2.   reported and supported by the ward committee in accordance with the budget and IDP timelines.

8.5.   Fall within the core business activity of the Lead Directorate and shall form part of the Lead Directorate's SDBIP.

8.6.   Preferably be legacy projects that will address a need and be of a sufficient scale to have a significant impact in the ward.

8.7.   **Not** be projects that directly benefit an individual.

8.8.   **Not** be projects that benefit a private property – including repairs and maintenance of property not owned by Stellenbosch Municipality.

8.9.   Projects shall, as far as possible, be completed within the financial year in respect of which they are approved but capital funds may be rolled over to the next financial year at the August Adjustment Budget (MFMA Sec 28 (2) (e) where compelling reasons exist for such roll-over. Funds remaining after the successful completion of projects will be deemed savings and re-allocated to existing approved projects requiring additional funding during the adjustment budget in January of each year.

8.10.   Projects may cross ward boundaries provided that the relevant ward councillors are in agreement on collaborative planning, funding and implementation of such projects.

8.11. The lead directorate must technically evaluate and cost all projects in order to ensure that they are technically feasible, cost effective and comply with budgetary priorities before council considers a project for approval.

8.12. Labour intensive approaches shall be developed to maximise EPWP opportunities wherever possible for projects in both the capital and operating budget components. Councillors should note the timelines for submission of EPWP projects as part of the National EPWP Business Plan. These requirements entail that EPWP project identification must be completed and submitted to the LED Department by March each year.

8.13. In the case of projects undertaken on the **capital budget**, the assets created must:

8.13.1. Be on council property that is appropriately zoned and reserved for the lead directorate.

8.13.2. Have a provision for maintenance and operating costs (inclusive of human resources) on the operating budget of the user directorate for subsequent years. These projects must adhere to sections 18 and 19 of the Local Government: Municipal Finance Management Act, (Act no. 56 of 2003) describing the funding sources and requirements for capital projects.

8.13.3. Be placed on the asset register of the user directorate responsible for the facility.

8.13.4. Be adequately insured and secured by the user directorate responsible for the facility.

8.14. In the case of projects undertaken on the **operating budget**:

8.14.1. Adequate supervisory control shall be provided by the user directorate.

8.14.2. Projects will be undertaken on council property, except in cases where:

8.14.2.1. A ward hosts a function or event at facilities that are not council owned - subject to adequate supervisory control provided by the relevant user directorate, or

8.14.2.2. A ward funds or supports a local government function (for example; additional law enforcement officers) that is not necessarily performed on council property.

8.14.3. All operational projects will comply with the requirements of National Treasury Circular 82 specifying requirements to be adhered to when providing catering as adopted by Stellenbosch council.

8.14.4. Community events aimed at vulnerable groups must contain an educational component that speaks to the strategic intent as identified by the Speaker.

8.15. To contribute to maximum impact through meaningful legacy projects within communities, projects must be limited to **two operational and two capital** projects per ward. (Except for wards consisting of mostly rural areas where council does not own property.)

9. OWNERSHIP AND ACCOUNTABILITY

Directors are responsible for ensuring that all ward allocation projects within their respective directorates are completed during the financial year in respect of the projects approved by Council. Capital funds may be rolled over to the next financial year where compelling reasons exist for such roll-over and after approval has been obtained.

Directors must ensure timeous monthly and annual reporting on constraints and/or progress to the Manager Councillor Support for inclusion in Council documents.

10. BASIS FOR ALLOCATING WARD ALLOCATION BUDGET

10.1. Council may allocate as part of the municipal annual budgetary process certain funding from the rates accounts towards the Ward Allocations which may be an Operating Budget allocation and/or a Capital Budget allocation. The funding provided for each ward in the municipality must be equal;

10.2. Ward allocation funding is approved annually as part of the budgeting process with a percentage distribution between capital and operational funding. All capital projects must be captured on the municipality's capital project identification, planning and prioritization system.

11. POOLING OF FUNDS BETWEEN WARDS

Subject to the clause 8.10 ward allocations may be pooled in order to achieve higher impact and enable legacy projects.

12. PROJECT SELECTION AND IMPLEMENTATION PROCESS

The different stages of selection and implementation are set out hereunder and are subject to the timelines set out in the IDP and Budget Preparation process approved by Council in August of each year. See Ward Allocation SOP for detail and roles and responsibilities. **(ANNEXURE 1) Note that the stages are completed in the preceding financial year to ensure implementation of projects within one financial year.**

ACTION	RESPONSIBLE	TIME LINE
STAGE 1: STRATEGIC INTENT		
Determine and announce strategic intent of all ward projects for the ensuing financial year.	Speaker	July
STAGE 2: INTRODUCTION		
Report submitted at All Wards Meeting containing: 1. Clear strategic intent 2. Timeframes 3. Roles and responsibilities 4. Process 5. Updated ward priorities, ward plans and baseline needs	Manager: Councillor Support supported by 1. Manager IDP 2. Manager Budget Office Representation required from all user departments at meeting.	July
Documentation required for this stage: 1. Minutes of meeting 2. Attendance Register 3. Ward Allocation Policy 4. Updated IDP ward priorities	Manager Councillor Support	July
STAGE 3: WORKSHOP AND CONSULTATION PHASE		
Arrange series of workshops with Ward Councillors and Ward Committees to: 1. Discuss strategic intent, ward priorities, process, timelines and costing of proposed projects 2. Explain the project prioritisation and provide technical information regarding projects. 3. Signing of Commitment Form **(ANNEXURE 2)**	User Departments through Ward Administrator	July - August
Documentation of meetings containing the following: 1. Minutes 2. Attendance Registers 3. Completed Commitment Forms	Ward Administrator	August
STAGE 4: PROJECT IDENTIFICATION, COSTING AND TECHNICAL REVIEW		
Completed project priority list submitted to user department. **(ANNEXURE 3).** This list provides clear indication of projects ward councillors would like to have implemented in order of priority. It will minimize time spent on costing of projects that is lower on the list and that might not be implemented.	Ward Administrator – after decisions taken at ward committee meeting.	September
Costing of projects	User Department	September

Capturing of projects on planning and prioritization system	User Department	September
Documentation required for this stage include: 1. All envisaged outcomes of projects in writing by the councillor and ward committees. This does not include technical specifications, but include the following: location, what, when (operational projects), where, target beneficiaries, exactly what the councillor require assistance with, etc. Note the importance of User Departments clearly understanding exactly what the Councillor envisage with the project in order to be able to point out possible practical/technical problems that can be foreseen with implementation.	User Department and Councillor	September
2. Minutes of meetings between user department and councillors and ward committees, site meetings inclusive of preliminary engagements with budget office on proposed projects.	User Department and Ward Administrator	
3. Confirmation from user departments that projects will be finalized within the planned financial year through the submission of project management plans **(ANNEXURE 3)** to the Manager Councillor Support for collation and submission to Council for approval.	User Department	
STAGE 5: PROJECT APPROVAL AND AUTHORISATION		
Submission of all ward project plans to the Executive Mayor. **(ANNEXURE 4)**	Manager Council Support	October
Obtain recommendation from Executive Mayor and submit all ward projects to Mayco as part of draft budget.	Manager Council Support via Budget Office	November
Creation and allocation of Ukeys for all ward projects	Budget Office with support from User Departments	November
Council approval of ward project plans as part of draft and final budget.	Council	March and May
Documentation required for this stage include: 1. Completed and signed Ward	Manager Council Support Secretariat	May

Project Plans per ward.		
2. Minutes of meetings		
STAGE 6: IMPLEMENTATION		
Monthly reporting on implementation of projects submitted to Manager Council Support	User Department	Monthly starting in July of each financial year.
Collation and monthly reporting on progress to Executive Mayor and Speaker	Manager Council Support	Monthly starting in August of each financial year.
Changes to approved Ward Allocation Projects can be done as part of the adjustment budget following the same processes and approvals as departmental adjustment budget requests. It is important to note that the adjustment budget does not allow for the creation of new projects, but only for the movement of budget between previously approved projects on the existing budget.		

13. DEVIATION FROM POLICY

13.1. Deviation from the project selection criteria as listed in section 8 above may be considered by the Municipal Manager on receipt of a written request from the Manager Councillor Support, supported by the User Directorate, detailing the motivation for such a deviation.

13.2. The basis of the Municipal Manager's consideration of a deviation shall be whether the deviation would further the Policy Objective as set out in section 3 of the Policy.

13.3. The Municipal Manager shall report to Council on the requests received for deviations from the Policy.

14. PROJECT REVIEW

14.1. After every financial year there shall be a review of the projects undertaken by the Ward Allocation process. This review will be undertaken by the Manager Councillor Support and reported to the Municipal Manager and Director's Forum. Once supported the reviewed document must be submitted to Council;

14.2. The review must cover the following for all the projects undertaken in the municipal area:

14.2.1. Ward number and Ward Councillor name;

14.2.2. List of projects per User Directorate responsible;

14.2.3. Budgeted cost against projects;

14.2.4. Whether the project was completed within the planned time by the User Directorate – if not, reasons must be supplied;

14.2.5. Assessment of project as to whether the original objectives of the project were achieved;

14.2.6. Assessment of projects in terms of quality;

14.2.7. Assessment of the sustainability of the projects in terms of maintenance and operating cost;

14.2.8. Check list for Asset Register and Insurance;

14.2.9. Reason for the under spending of allocated funds in order to reflect savings or over-quoting

15. ANNEXURES TO POLICY

ANNEXURE 1: Ward Allocation SOP
ANNEXURE 2: Ward Allocation Commitment Form
ANNEXURE 3: Ward Allocation Project Plan
ANNEXURE 4: Ward Allocation Project approval budget submission format

Stellenbosch Municipality
Standard Operating Procedures

SOP #		Version #	**1.1**	Date	2018-10-19

Responsible Directorate	**Strategic and Corporate Services**	**Responsible Person**	**Manager Councillor Support**	**Author**	**Manager Community Development**

Delegation ref #		**Description/ Delegation Name**	**Determine Operational Procedures**

SOP Title	**Ward Allocation Projects and Funding**

Purpose	This SOP explains the process to through which Ward Allocation funds are approved, starting with the identification and costing of projects through to the implementation and reporting on completed ward projects.

Scope	Council may allocate as part of the municipal annual budgetary process certain funding from the rates accounts towards the Ward Allocations which may be an Operating Budget allocation and/or a Capital Budget allocation. The objective of the Ward Allocations is to create opportunities for the Councillors to identify ward projects, with the support of their Ward Committees, which would uplift their communities. These projects would need to fit into the basket of services of the relevant User Department.

High Level Process Graph

Approval Structure & Revision History Log

Responsibility	Approved by	Signature	Date approved
Head of Department			……../……../20…….
Head of Directorate	A de Beer		……../……../20…….
Municipal Manager	G Mettler		……../……../20…….

Date of first implementation

……../……../20…….

Planned Review Date	Date of Review	Reviewed by	Changes	Approved by	Signature	Date Approved	Date Implemented
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A = Manager: Councillor Support

- Attendance register
- Venue (screen & projector)
- Copies of policy, IDP and Ward Priorities
- Copy of commitment form
- Copy of Project Plans
- Written notice of budget timelines
- Contact information of all line departments

A supported by IDP, Budget Office Lead Department to provide technical information.

Site visit might be required to familiarize all parties with on site realities.

Identify legacy projects and labour intensive projects

Register EPWP projects

Refer EPWP SOP

A prepare Budget Approval Submission Forms per ward to submit for Draft Budget Approval indicating Capital and Operational amounts
1. Speaker
2. Mayco
3. Council

Signed off recommended project plans are submitted to A

User Department representative cost proposed projects

Finalize recommended project plans between User Department and Ward Counillors. Start Planning Approval Process for projects

Ward Project Allocations: Annual Strategic Intent identified by Speaker

A submit report to Ward Councillors at All Ward meeting re process and timelines for project identification and approval.

Manager: User Department provide schedule of meetings/workshops to Ward Councillors to discuss project proposals

User Department host meetings with Ward Councillors and discuss proposed projects

Council approve draft budget (March)

User Department Capture Capital Projects on municipal planning and prioritization platform

Conflict resolution: Speaker and User Director

Council approve budget (May)

Ward Councillors meet with ward committees to draw up a **prioritize** list of proposed projects based on IDP and Ward plans.

Ward Administrator minutes decisions of meeting and provide document to applicable lead department.

A submits annual report on implementation and expenditure per ward.

A Submits quarterly progress reports to Speaker and All Wards Meeting

Project Implementation: Continues communication with Ward Councillors on progress and monthly reporting to A

Approved projects are included in SDBIP's of user departments and procurement plans are developed.

Refer SCM, SDBIP and Performance Management SOP

- Asset registers
- Insurance
- Project and Contract Management (Capital Projects)
- Procurement record keeping
- POE re implementation
- Approved Plans for infrastructure development

Refer Asset Management, Insurance, Contract Management and Building Plan Approval SOP

References:

Reference #	Reference Name	Requirements
Act 56 of 2003	Local Government Municipal Finance Management Act	Section 18 and 19: Funding of expenditure and Capital funding. Section 21 (2) a: When preparing a budget the Integrated Development Plan must be taken into account.
Act 32 of 2000	Local Government Municipal Systems Act	Sections 7(e) Ward participatory system which allows for matters of local concern to wards to be dealt with by committees established for wards. Section 72(3) Object of Ward Committees to enhance participatory democracy in local government. Section 74 – Powers and Functions of Ward Committees
National Treasury	Municipal Budget and Reporting Regulations	
Stellenbosch Municipality	Asset Management Policy	Recording and safe keeping of municipal assets. Insurance of municipal assets.
Stellenbosch Municipality	Supply Chain Management Policy	Procurement of goods and services.
Stellenbosch Municipality	EPWP Policy	Registering, management and administration of EPWP projects. Recruitment and selection of beneficiaries.
Stellenbosch Municipality	Integrated Development Plan	Strategic Objectives of Stellenbosch Municipal Services, identification of ward priorities and baseline needs.

Definitions:

Name	Description
Capital budget	is expenditure relating to the purchase, upgrade or refurbishment of a Council asset (property, plant and/or equipment);
Council	means the municipal Council of Stellenbosch Municipality
Councillor	means a ward council member of the Council of the Stellenbosch Municipality
User directorate	is the directorate whose core business encompasses the ward allocation project, which is the dominant user or beneficiary of the outcome of the ward allocation project and which accepts responsibility and ownership of the ward allocation project
Legacy project	is a project that is executed in a financial year and of which the benefits to the community continues into the future
User Department	is the department whose core business encompasses the ward allocation project, which is the dominant user or beneficiary of the outcome of the ward allocation project and which accepts responsibility and ownership of the ward allocation project
Operating budget	refers to expenditure, other than capital, in respect of Council activities and includes repairs and maintenance of Council assets
Ward committee	means a committee that has been established for each ward in terms of section 73 of the Local Government: Municipal Structures Act (Act No. 117 of 1998);
Ward project	a project identified by the ward councillor in consultation with the ward committee and financed by the ward councillor ward allocation
EPWP	Expanded Public Works Programme

Procedure Outline:

Action ref	Procedure Description	Timeframe	Person(s) Responsible	Resources Required	Deliverables	Dependencies	Links to SOP
1.	**Stage 1:** Strategic Intent Identification and communication	Jul	Speaker		Strategic Intent communicated to Ward Councillors		
2(a)	**Stage 2:** Report on IDP and budget process and timelines submitted to All Wards meeting.	July	Manager Councillor Support	Information on Budget and IDP Process	All Wards Agenda, minutes and attendance registers.	Reliant on information from Budget and IDP Office. Require attendance of User Department representatives	
2(b)	**Stage 3:** Ward Committee Meetings	July	Ward Councillor	Stationery	Attendance registers and Minutes of meeting	Availability of committee members and Ward Administrator	
3.	Discussion Workshops between User Departments and Ward Councillors	August	User Department Representative	Functional experience	Minutes of workshops and attendance registers. Annexure 2: Commitment Forms.	Availability of other line departments should projects be across departments. Availability of Ward Committee Meeting minutes.	
4(a)	**Stage 4:** Costing of projects	September	User Department		Annexure 3: Project prioritization forms. Budget estimations for projects.	Receiving Quotations in time. Detail provided by councilor in draft project plan.	
4(b)	Site visits (if required)	September	User Department	Transport	Detailed sketches		
5(a)	Finalize Project Plans: Ensure appropriate Zoning and Building Plan Approval for CAPEX if required.	September	User Department	OPEX Budget if project require future operational expenditure	Signed Project Plans recommendations	Required approvals received. OPEX	
5(b)	Identify labour intensive projects and register as EPWP projects	September	User Department		EPWP project registered	OPEX to pay stipends	EPWP SOP
5(c)	EPWP Recruitment and Selection Process	April - May	User Department	Approved OPEX	EPWP Employment Contracts	OPEX	EPWP SOP
5(d)	Capture capital projects on municipal identification, planning and prioritization system	September	User Department	Approved CAPEX Access to system	Project register	Approved projects	

6	Submit signed Project Recommendation Plans to Manager: Councillor Support	September	User Department		Signed Ward Allocation Project Plans		
7	**Stage 5:** Collate recommended Ward Allocation Projects per ward and submit to Executive Mayor	October	Manager: Councillor Support		Ward Allocation Budget Approval Forms for each ward. Annexure 4: Ward Project plans	All User Departments submitting Project Plans on time.	
8	Recommended Ward Allocation Projects included in Draft Budget	Febr	Manager: Budget		Council Agenda	Receipt of all Ward Allocation Project Approval Forms	
9	Approval Draft Budget	March	Council	Funds allocated to Ward Projects	Council Minutes	Council Approval	
10	Assign UKey numbers to all projects	November	Manager: Budget		Detailed departmental budgets		
11	Incorporate projects into departmental SDBIP's	May	Manager: Budget Head: Performance Management		Departmental SDBIP's	Final Council Approval	SDBIP and Performance Management SOP
12	Final Budget Approval	May	Council	Funds allocated to Ward Projects	Approved Budget		
13	Develop Procurement Plans	June	User Departments		Approved Procurement Plans		SCM SOP
14	**Stage 6:** Project Implementation, including, but not limited to: 1. EPWP management and administration (if applicable) 2. Asset Management and Insurance registration (if applicable) 3. Procurement 4. Meetings with Councillors 5. Contract Management 6. Project Monitoring 7. Monthly progress report submission 8. Record Keeping 9. Dispute resolution	July - June	User Departments User Directors Executive Mayor and Speaker	Approved Orders Staff Capacity Overtime Budgets (OPEX functions) Support from and communication flow between User Departments and Ward Administrators	Orders, Minutes of Meetings, Contract Evaluation Reports, Monthly Progress Reports, EPWP Project Management Reports, Asset and Insurance Registers and, POE's	SCM processes	SCM, Asset Management and Insurance Register SOP Contract Management SOP
15	Combined Ward Allocation Project Implementation Monthly Progress Reports Submission	July - June	Manager Councillor Support		Minutes of Council Meeting	Receipt of Monthly reports from User Departments	

| 16 | Quarterly progress reporting at All Ward Meetings | October, January, April, July | Manager Councillor Support | | Quarterly Report | Receipt of Monthly reports from User Departments | |
| 17 | Annual Ward Project Implementation Report | June | Manager: Councillor Support | Continues monitoring and evaluation | Council Minutes | Receipt of User Department Monthly Progress Reports | |

Competencies and Approvals:

Competency Category	Competency Requirement	Competency Assessment

Health & Safety Considerations:

Name	Description

Applicable Standard Forms/Documents:

Form #	Name	Description
1	Ward Allocation Commitment Form	Confirms commitment of Ward Councillor and responsible User Department regarding implementation of projects aligned with policy requirements.
2	Ward Allocation Project Plan	Provide background information on envisaged projects in order for accurate costing to be done. Completed form serve as recommendation to Council for budget approval per project.
3	Ward Allocation Budget Approval Submission Form	Provide list of recommended projects per ward to Council for approval.
4	Ward Allocation Monthly Report	Monitor, evaluation and reporting on implementation progress along with sustainability and realization of objectives to Council.

Performance Measurement:

KPI	Unit of Measurement	Target/targets
Completed Ward Allocation Project Plans received by Budget Office prior to approval of Draft Budget.	Number of completed Ward Allocation Project Plans received.	2 Capital Budget and 2 Operational Budget projects per ward.
Expenditure on Approved Ward Allocation Projects.	% Expenditure	90%

No	Proposals
1	

WARD ALLOCATION PROCESS COMMITMENT FORM

202018/202119 Financial Year

CONTACT INFORMATION			
Ward No:		User Department:	
Councillor:		Official Responsible	
Email:		Email:	
Contact Numbers:		Contact Numbers:	
Ward Administrator:		Ward Committee Member	
Email:		Email:	
Contact Numbers:		Cell:	

(To be completed by Ward Councillor)	(To be completed by User Department)	(To be completed by Ward Councillor)	(To be completed by User Department)
PRIORITY RANKING	**UKEY / VOTE**	**IDENTIFIED PROJECT DESCRIPTION** (Indicate IDP / Ward Priority / Baseline need linkage)	**PROJECT COSTING**
Operational Budget			
Capital Budget			
		TOTAL	

This document serves as an agreement between the User Department and the Ward Councillor to commit to costing, planning and implementation of ward allocation projects and the agreed upon timeframes in order to achieve identified outcomes.

_____   _____
User Department Representative: Ward Councillor:
Name: Name:
Date: Date:

I have read and understand the Ward Allocation Policy of Stellenbosch Municipality;

And thus commit as follow:

Nr:	Commitment	Councillor Initial	User Department Initial
1	That I will abide by the prescription of the all policies of Stellenbosch Municipality.		
2	As Ward Councillor, I commit to involve my ward committee members in the **written** identification of projects all projects will be captured in the minutes of the ward committee meeting and will be supplied to the User Department. The projects will be accompanied by a detailed description of what is envisaged in order to enable the User Department to cost the project accurately.		
3	The projects identified by the ward committee and the Ward Councillor will be prioritised and aligned with the IDP strategic objectives, ward based plans and identified baseline needs.		
4	As Ward Councillor and User Department, we commit to attend all agreed upon meetings and workshop to finalize project plans and ensure that we are prepared for these meetings		
5	We will identify and sign off on all agreed upon ward projects in time for the draft budget approval		
6	The submission for the draft budget will cover the total sum for the ward allocations. No projects will be identified after the approval of the draft budget.		
7	As responsible User Department representative, I commit to cost all identified projects		
8	As Ward Councillor, I understand that projects that have not been approved in the annual budget and included in the SDBIP of the User Department cannot be implemented.		
9	We will utilize the adjustment budget to ensure sufficient funding for approved projects and not identify new projects that are not included in the SDBIP of the User Department.		
10	As Ward Councillor, I commit the active involvement on the day of myself, the ward committee members and ward administrator, should operational funds be earmarked for events.		
11	Should operational funding be utilized for labour intensive projects, I commit to register the project as an EPWP project and abide by the applicable policy. As Ward Councillor, I will not interfere with the recruitment and selection of beneficiaries of the project.		
12	Should capital funding be utilized for the acquisition of moveable assets, all assets will be barcoded and registered on the asset register and insured.		
13	As User Department representative, I will take full responsibility for the procurement processes required for the identified project. I will submit requisitions in time, but cannot take responsibility for the time required by SCM to generate an order.		
14	NO instruction will be given to any service provider without first obtaining a green order slip for said services. Once a service provider has been appointed, changes to the scope of work will not be negotiated with or expected from the service provider.		
15	As User Department representative, I will keep accurate records of all procurements and meetings in order to generate monthly reports.		
16	As Ward Councillor, I will ensure that accurate minutes are kept of ward committee meetings relating to ward projects and that ward administrator will make this freely available to the User Department. I commit the cooperation of the ward administrator with the drawing up of project feedback reports and the taking of photographic evidence.		
17	To protect both the Ward Councillor and User Department representative NO petty cash or direct payments will be allowed as part of ward projects.		
18	All discussions surrounding the ward projects will be followed up with written confirmation of said discussion.		

We agree that ward projects can only be successfully implemented if there is full cooperation between all role-players. Should problems be experienced between the Ward Councillor and the responsible User Department representative, it will be referred to The Speaker and the responsible Director.

By signing this commitment form, I confirm that I have read and understand the content and commit to adhere to all the stipulations.

Signed at _____on this ____ day of _____ 20_____.

_____   _____
Ward Councillor   **User Department Representative**

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WARD ALLOCATION PROJECT PLAN 20____/20____

(To be completed for submission to the Draft Budget Approval. Complete a separate plan per project.)

FOR COMPLETION BY USER DEPARTMENT REPRESENTATIVE IN CONSULTATION WITH WARD COUNCILLOR							
WARD NUMBER			Valley of Possiblity			Linked to the following IDP need/s:	
Operational			Green and Sustainable Valley				
Capital funds			Safe Valley				
Pooling of Funds	Y	N	Valley with Dignified Living				
Pooling with ward:			Valley of Good Governance and Compliance				
Signature of Pooling Ward Councillor/s:							
PROJECT NAME:							
PROJECT OBJECTIVES:							
DESCRIPTION (Please be very specific. What, when, where, how, who. If an operational project and in collaboration with a local organization – specify please.) A site visit might be required for all parties to familiarise themselves with the detail.	**What:**						
	When:						
	Where:						
	How:						
	Who:						
Is this a labour intensive project?	Y	N	EPWP Registration	Y	N	Confirmed (V Swartz):	
Official responsible for managing EPWP project (contracts and monthly admin):	Name and Surname: Contact Details:					Official Signature:	
If capital project:	Are there operational funds linked to project?			Y	N	UKey:	
	Are new assets procured?			Y	N	Location bar code:	
Sustainability of Project:	Indicate how sustainability is ensured: Maintenance, ect.						
Confirmation of Ward Committee involvement in identification of project:			Ward Committee Meeting minutes attached:			Y	N

SHARING OF RESPONSIBILITY (Add additional lines if needed):		
What	**Description**	**Who**
Procurement (Detailed specifications to be attached for procurement needs.)		
Public Participation (if required)		
Transport Plan		

FOR COMPLETION BY RESPONSIBLE USER DEPARTMENT						

Procurement process to follow (Please attach departmental project plan to indicate timelines for specifications, adjudication and implementation):		Normal		FQ		Bid	

COSTING (Please attach quotations as estimate. Add additional lines if needed):		Is this a single or multi-year project?			**S**	**M**

Type of budget	**Description**	**UKey**	**Amount**	
Capital Expenditure (If capital project)	Year 1		R	
	Year 2		R	
Operational Expenditure (If Operational proj)	Item 1		R	
	Item 2		R	
	Item 3		R	
TOTAL			R	

OBSTACLES IDENTIFIED FOR IMPLEMENTATION

Recommended:

_____   _____   _____   _____   _____
Ward Councillor   User Department   Director   Manager Councillor Support Budget Office

_____   _____   _____   _____   _____
Date   Date   Date   Date   Date

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ANNEXURE 4

PROJECT BUDGET APPROVAL SUBMISSION FORM (To be completed by Manager: Council Support)

WARD NO

Councillor Name

Completed Project Plans Received

Yes	No

Capital Budget

	Ukey No	Description	Lead Department	Amount	Pooling with Ward
1					
2					
3					
			TOTAL		

Operational Budget

	Ukey No	Description	Lead Department	Amount	Pooling with Ward
1					
2					
3					
			TOTAL		

_____

Ward Councillor

Date:

_____

User Director

Date:

_____

Manager Council Support

Date:

_____

Budget Office

Date: