

ITEM

7.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)
7.3.2	REVISED AND CONSULTED MICRO-STRUCTURES FOR COMMUNITY AND PROTECTION SERVICES (TRAFFIC AND LAW ENFORCEMENT, DISASTER MANAGEMENT AND FIRE SERVICES), CORPORATE SERVICES (INFORMATION AND COMMUNICATION TECHNOLOGY) AND FINANCIAL SERVICES (FINANCIAL MANAGEMENT SYSTEMS AND BUDGETING AND COSTING)

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

21 May 2025

- 1. SUBJECT: REVISED AND CONSULTED MICRO-STRUCTURES FOR COMMUNITY AND PROTECTION SERVICES (TRAFFIC AND LAW ENFORCEMENT, DISASTER MANAGEMENT AND FIRE SERVICES), CORPORATE SERVICES (INFORMATION AND COMMUNICATION TECHNOLOGY) AND FINANCIAL SERVICES (FINANCIAL MANAGEMENT SYSTEMS AND BUDGETING AND COSTING)**

- 2. PURPOSE**

To inform Council of the revised and consulted micro-structures for Community and Protection Services (Traffic and Law Enforcement, Disaster Management and Fire Services), Corporate Services (Information and Communication Technology) and Financial Services (Financial Management Systems and Budgeting and Costing).

- 3. DELEGATED AUTHORITY**

Council

- 4. EXECUTIVE SUMMARY**

The review of the 2017/2019 micro-structures has been on the Local Labour Forum agenda under matters emanating since November 2020. Since then, various consultative meetings were held with the Directorates (sections and department) and structures were presented and amended. During 2024 and 2025 the parties (the Employer, IMATU and SAMWU) after thorough consultation and discussions agreed on the structures presented.

- 5. RECOMMENDATION**

- that the revised/amended and consulted structures for **Community and Protection Services (Traffic and Law Enforcement, Disaster Management and Fire Services), Corporate Services (Information and Communication Technology) and Financial Services (Financial Management Systems and Budgeting and Costing)** be approved.

6. DISCUSSION / CONTENTS

6.1 Background

The review of the 2017/2019 micro-structures has been on the Local Labour Forum agenda under matters emanating since November 2020. Since then, various consultative meetings were held with the Directorates (sections and department) and structures presented and amended. During 2024 and 2025 the parties (the Employer, IMATU and SAMWU) after thorough consultation and discussions agreed on the structures presented.

6.1.1 **DEPARTMENT TRAFFIC AND LAW ENFORCEMENT** (WITHIN THE COMMUNITY AND PROTECTION SERVICES DIRECTORATE) – Annexure A

The department submitted their proposals during June 2023 and again in October 2024. After several meetings and discussions between the parties it served at the Restructuring Working Group meeting on 24th April 2025 and was approved by the LLF on 12th May 2025 for submission and acceptance to the Council meeting scheduled for May 2025.

6.1.2 **DISASTER MANAGEMENT SERVICES** (WITHIN THE COMMUNITY AND PROTECTION SERVICES DIRECTORATE) Annexure B

The department submitted their proposals during June 2023 and again in October 2024. After several meetings and discussions between the parties it served at the Restructuring Working Group meeting on 24th April 2025 and approved by the LLF on 12th May 2025 for submission and acceptance to the Council meeting scheduled for May 2025.

6.1.3 **FIRE SERVICES** (WITHIN THE COMMUNITY AND PROTECTION SERVICES DIRECTORATE) - Annexure C

The department submitted their proposals during June 2023 and again in October 2024. After several meetings and discussions between the parties it served at the Restructuring Working Group meeting on 24th April 2025 and approved by the LLF on 12th May 2025 for submission and acceptance to the Council meeting scheduled for May 2025.

6.1.4 **INFORMATION AND COMMUNICATION TECHNOLOGY** (WITHIN THE CORPORATES SERVICES DIRECTORATE) – Annexure D

The department submitted their proposals in June 2024. This was consulted and discussed at the Restructuring Working Group meeting on 24th April 2025, and approved by the LLF on 12th May 2025 for submission and acceptance to Council meeting scheduled for May 2025.

6.1.5 **FINANCIAL MANAGEMENT SYSTEMS AN BUDGET AND COSTING** (WITHIN THE FINANCIAL SERVICES DIRECTORATE) Annexure E

The department submitted their proposals during to the Restructuring Working Group meeting on 24th April 2025 which was consulted and agreed to and approved by the LLF on 12th May 2025 for submission and acceptance to the Council meeting scheduled for May 2025.

6.2 Financial Implications

Financial implications may exist in terms of newly created positions, but this will be addressed through a costing exercise and in line with the current available budget.

6.3 Legal Implications

There are no legal implications at this stage as the revision of the micro-structures was done in line with legislative prescripts and based on what is operationally efficient and effective for the Municipality.

6.4 Staff Implications

There may be staff implications, but this will be addressed after final approval by Council and in terms of the placement process.

6.5 Previous / Relevant Council Approval

The 2017/2019 were respectively approved by Council on the 25th of October 2017 and 27th of February 2019.

6.6 Risk Implications

There may be risks in terms of placement, but this will be dealt with in terms of the Placement Process.

6.7 Comments from Senior Management

This item is supported by Senior Management.

APPENDICES A - E:

- Annexure A REVISED STRUCTURES - TRAFFIC AND LAW ENFORCEMENT**
- Annexure B REISED STRUCTURES - DISASTER MANAGEMENT**
- Annexure C REVISED STRUCTURES - FIRE SERVICES**
- Annexure D REVISED STRUCTURES – ICT**
- Annexure E REVISED STRUCTURES – FINANCIAL MANAGEMENT SYSTEMS AND BUDGET AND COSTING**

FOR FURTHER DETAILS CONTACT:

NAME	<i>Alexander Kannemeyer</i>
POSITION	<i>Senior Manager Human Resource Management</i>
DIRECTORATE	<i>Corporate Services</i>
CONTACT NUMBERS	<i>021-808 8751</i>
E-MAIL ADDRESS	Alexander. Kannemeyer@ Stellenbosch.gov.za
REPORT DATE	<i>14 May 2025</i>

CONFIDENTIAL

**STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017**



RECOMMENDED BY
MUNICIPAL MANAGER

Signature

____/____/2017

APPROVED BY COUNCIL

Signature

____/____/2017

DIVISION PROTECTION SERVICES	
PURPOSE: To manage the rendering of protection services to ensure the safety of the community FUNCTIONS: 1. Manage the rendering of efficient and sustainable traffic, licensing and law enforcement services to all road users and public and administer by-laws enforcement to ensure compliance with regard to municipal legislation 2. Manage the rendering of disaster management and fire services to prevent/ manage potential losses/threats to property and lives 3. Provide municipal court agency services 4. Render management and line function administrative support services SNR MANAGER: PROTECTION SERVICES NEW POST	
	T

SECTION ADMINISTRATIVE SUPPORT	
PURPOSE: To render management and line function administrative support services FUNCTIONS: 1. Provide administrative support services 2. Provide planning, research, statistics, analyses and reporting services SNR CLERK	
	T

OFFICE ASSISTANT/ CLEANER	T
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SECTION TRAFFIC & LAW ENFORCEMENT SERVICES	
PURPOSE: To manage the rendering of efficient and sustainable traffic, licensing and law enforcement services to all road users and public and administer by-laws enforcement to ensure compliance with regard to municipal legislation MANAGER: TRAFFIC & LAW ENFORCEMENT SERVICES NEW POST	
	T

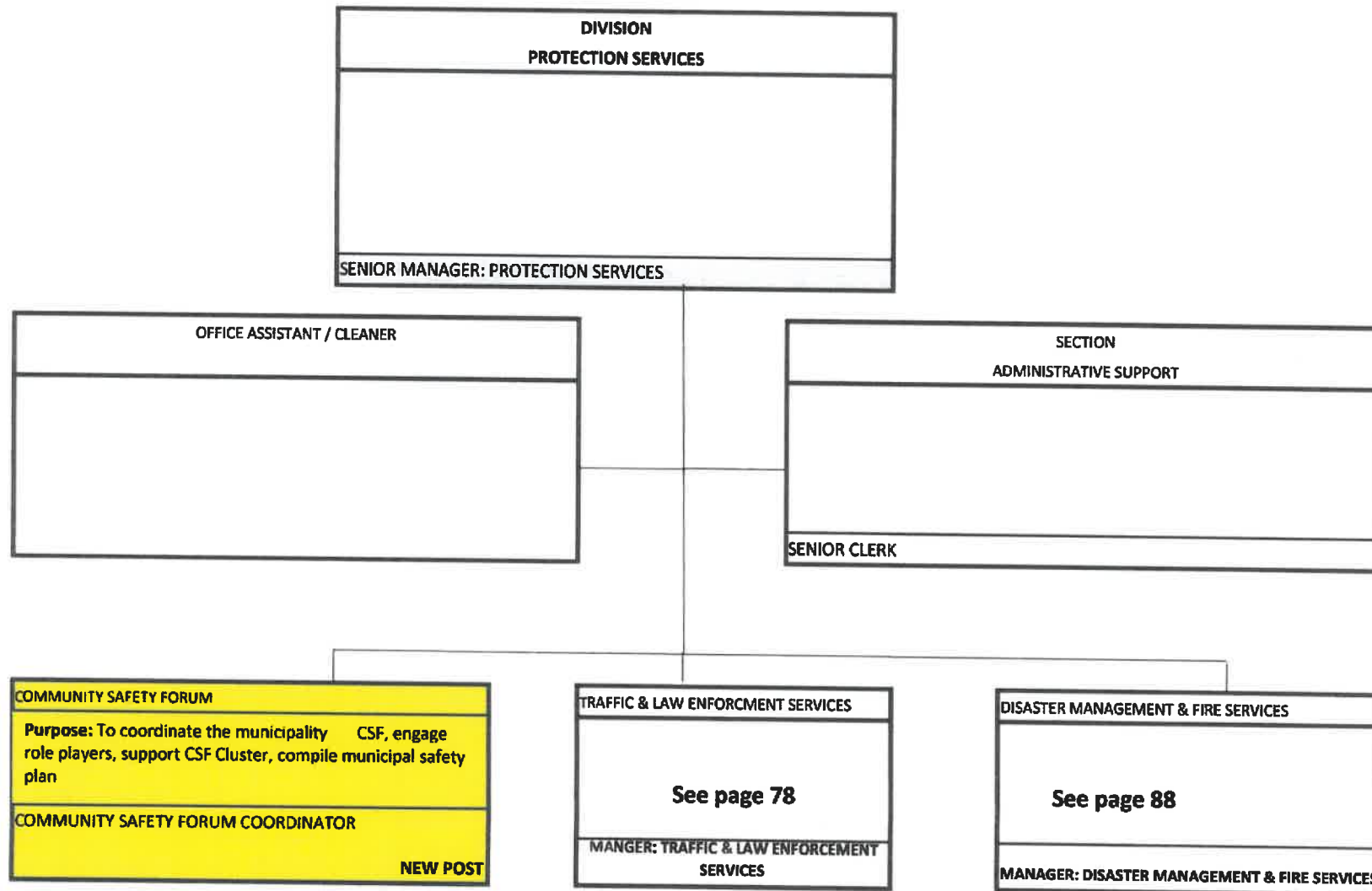
SEE PAGE 78

SECTION DISASTER MANAGEMENT & FIRE SERVICES	
PURPOSE: To manage the rendering of disaster management and fire services to prevent/ manage potential losses/threats to property and lives MANAGER: DISASTER MANAGEMENT & FIRE SERVICES	
	T

SEE PAGE 88

ANNEXURE (A)

**STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE**

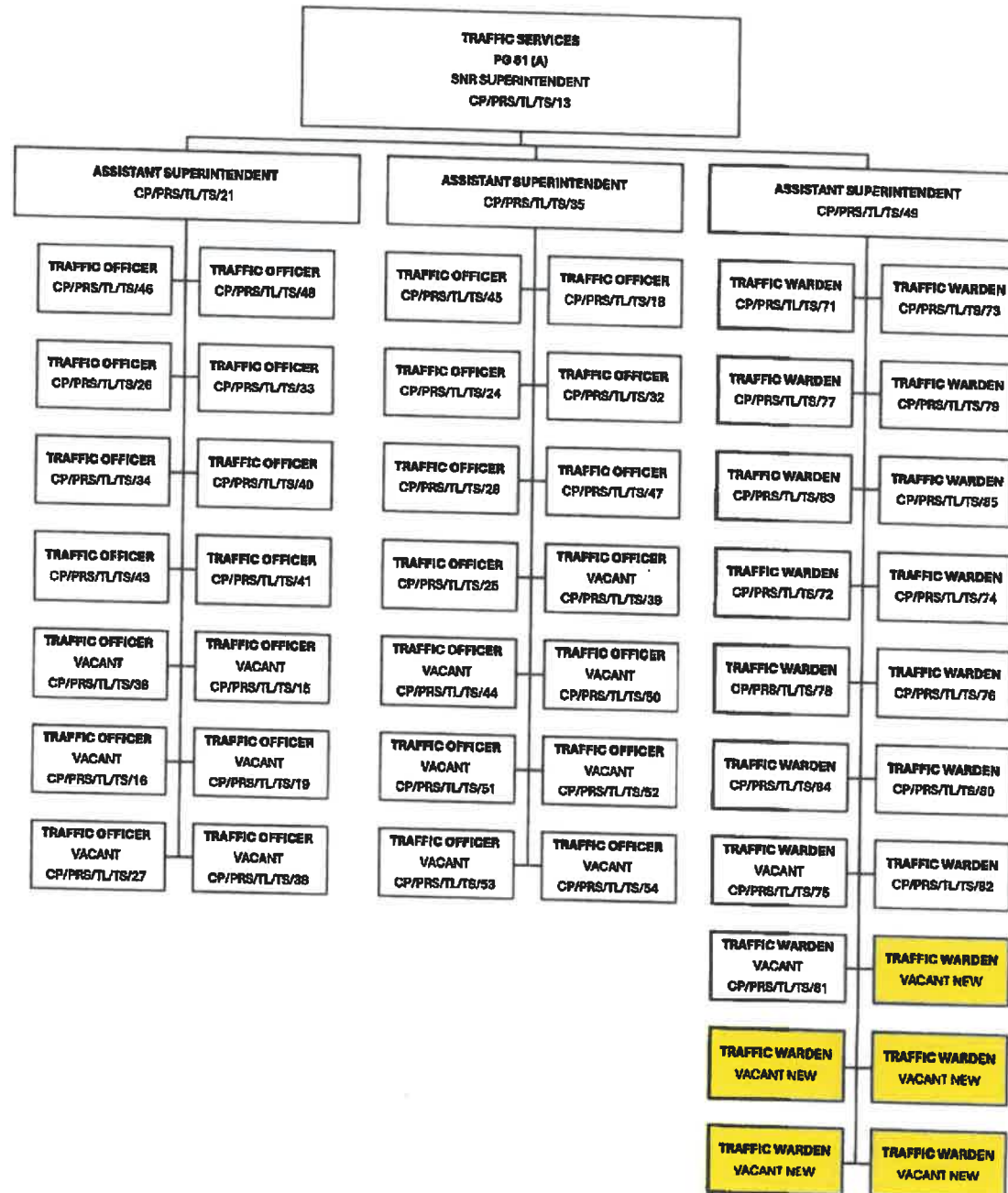


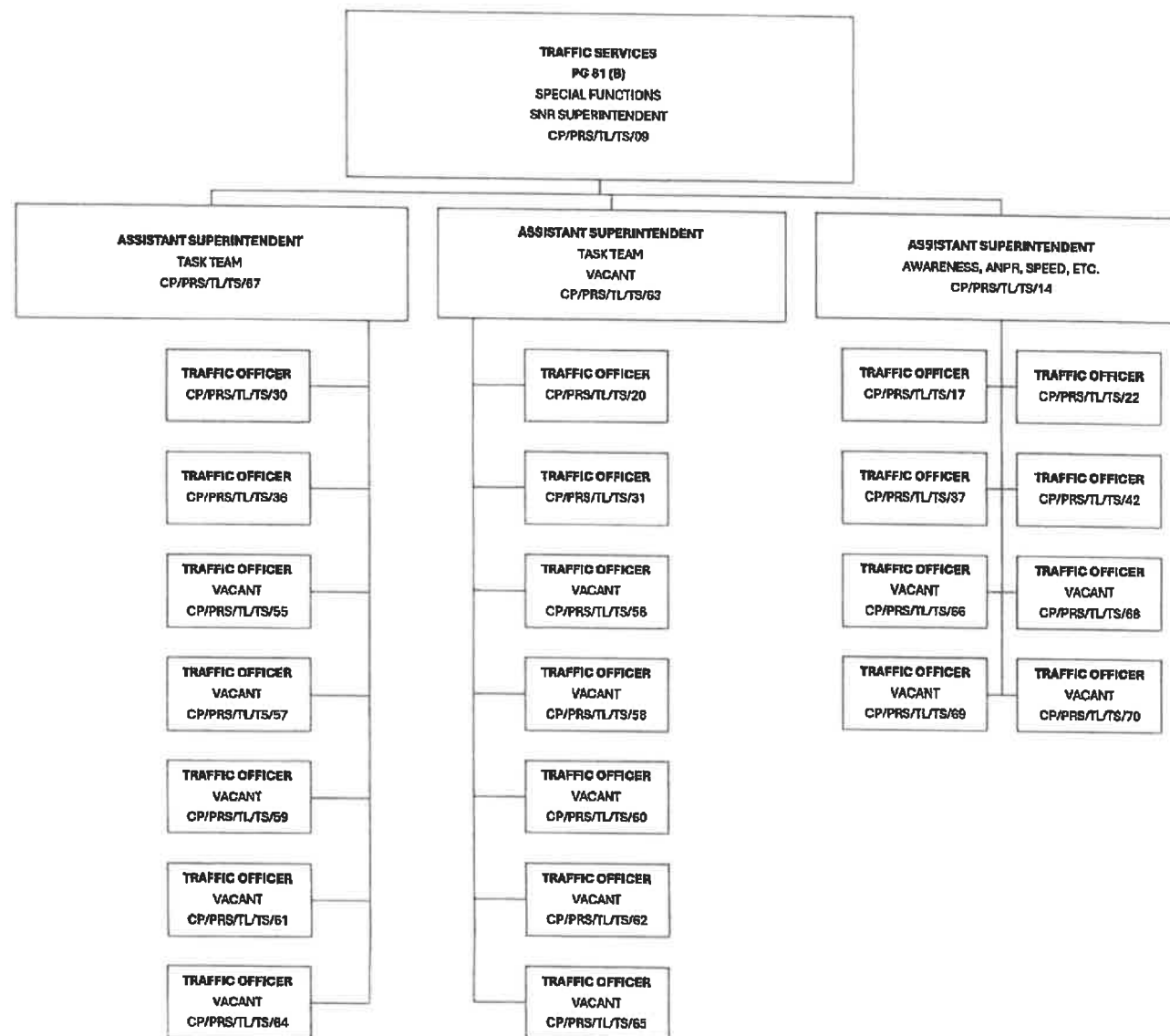
STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017

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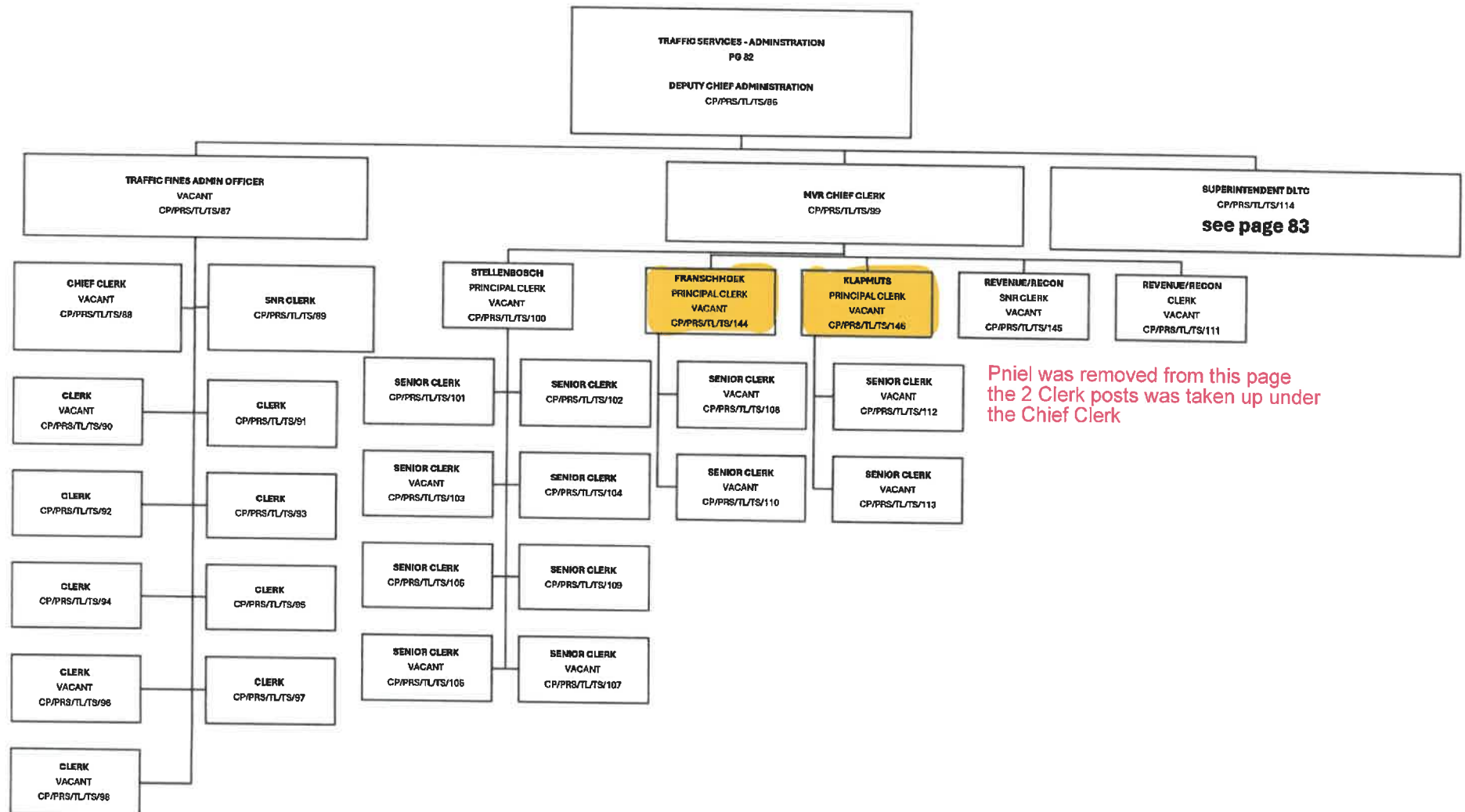


**STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017**

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remove from Grg



CONFIDENTIAL

**STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017**



RECOMMENDED BY
MUNICIPAL MANAGER

Signature

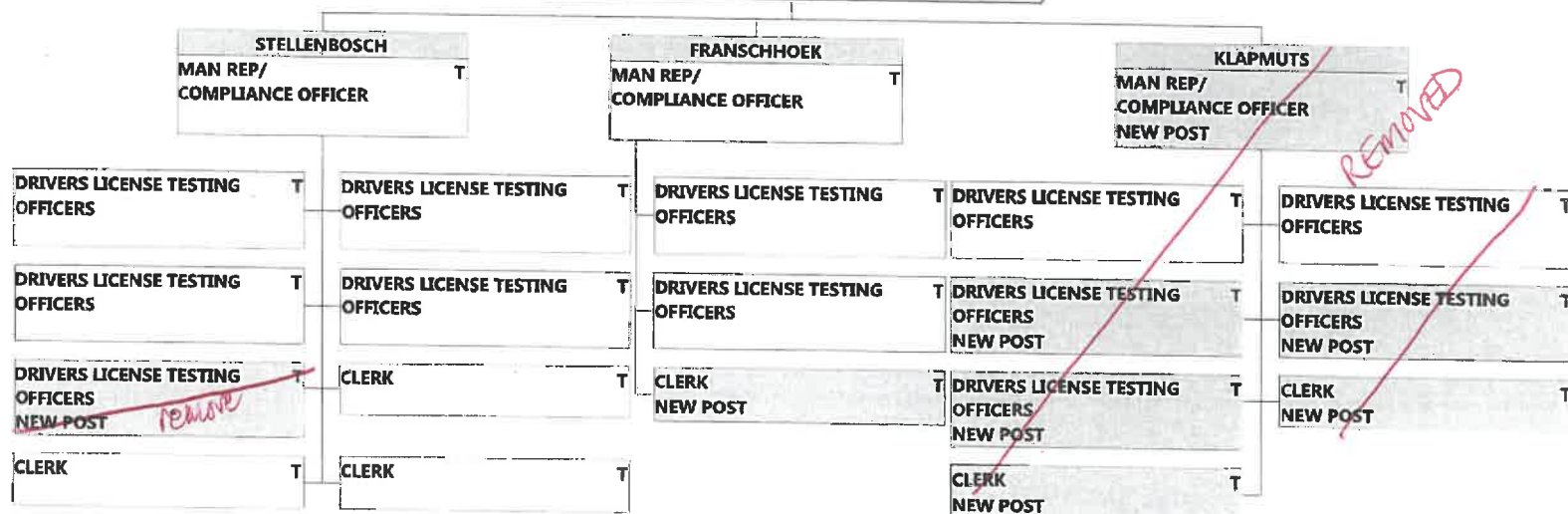
____/____/2017

DRIVING LICENSE TESTING CENTRE (DLTC)
PURPOSE: To administer the testing for learner and driving licenses
FUNCTIONS:
 1. Administer applications and appointments
 2. Conduct learner / driver testing
 3. Issue learner / driver licenses
 4. Cash control and compliance
 5. Perform general enquiries and administrative support
 6. Renew drivers license cards
 7. Perform driving license and learner license tests in accordance with prescripts
SNR SUPERINTENDENT T

APPROVED BY COUNCIL

Signature

____/____/2017



CONFIDENTIAL

**STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017**



RECOMMENDED BY
MUNICIPAL MANAGER

Signature

____/____/2017

VEHICLE TESTING STATION (VTS)

PURPOSE: To administer the testing of vehicles for fitness / roadworthiness

FUNCTIONS:

1. Examine and re-examine vehicles
2. Perform general enquiries, administrative support and compliance reporting
3. Perform vehicle tests in accordance with prescripts

SNR SUPERINTENDENT T

SENIOR EXAMINER/ T
MAN REP: VTC

EXAMINER T

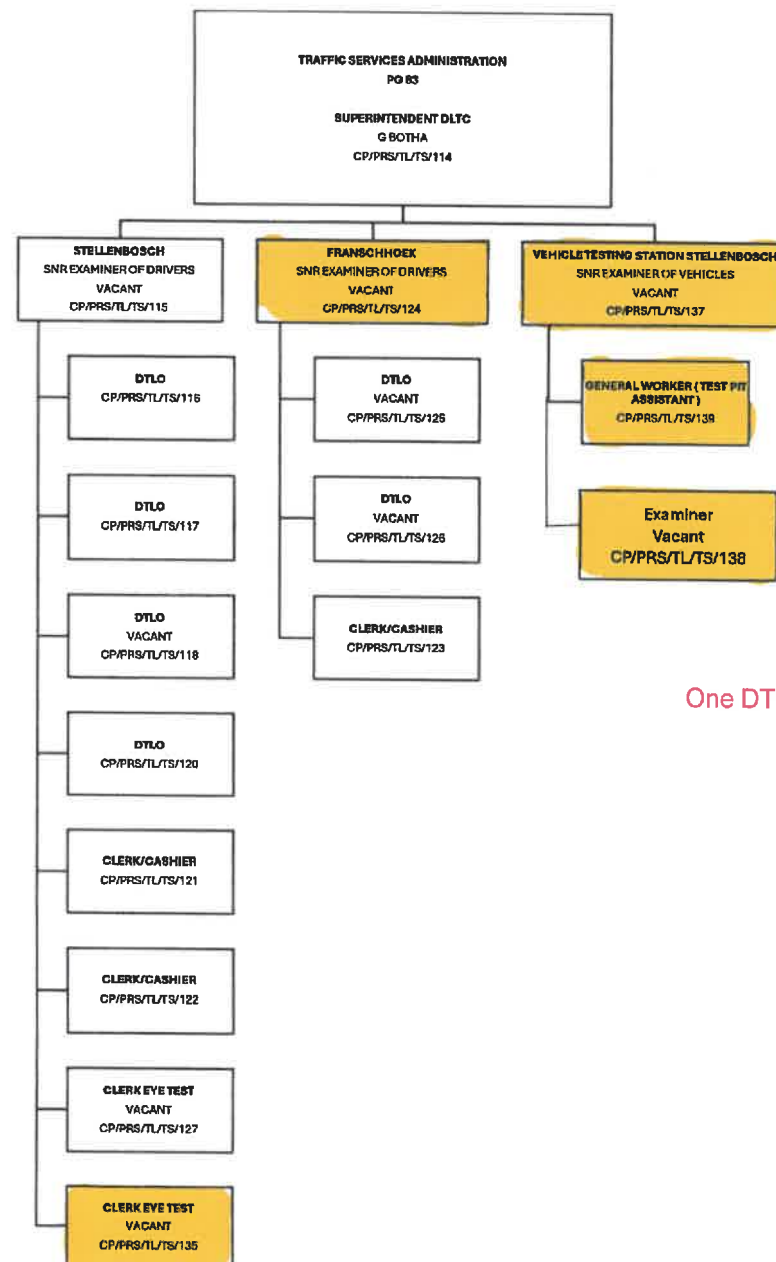
GENERALWORKER T

Remove

APPROVED BY COUNCIL

Signature

____/____/2017



One DTLO post is removed at STB

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**STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017**



RECOMMENDED BY
MUNICIPAL MANAGER

Signature

____/____/2017

**SUB-SECTION
LAW ENFORCEMENT & SECURITY**

PURPOSE: To administer by-laws enforcement to ensure compliance with regard to municipal legislation

FUNCTIONS:

1. Enforce and administer general and municipal by-laws
2. Provide and manage Law Enforcement administration services, events management, CCTV control room, access control, alarm systems and pound

CHIEF LAW ENFORCEMENT & SECURITY T

APPROVED BY COUNCIL

Signature

____/____/2017

SNR CLERK T

**OFFICE ASSISTANT/
CLEANER** T

BY-LAW ENFORCEMENT

PURPOSE: To enforce and administer general and municipal by-laws

DEPUTY CHIEF BY-LAW ENFORCEMENT T

SEE PAGE 86

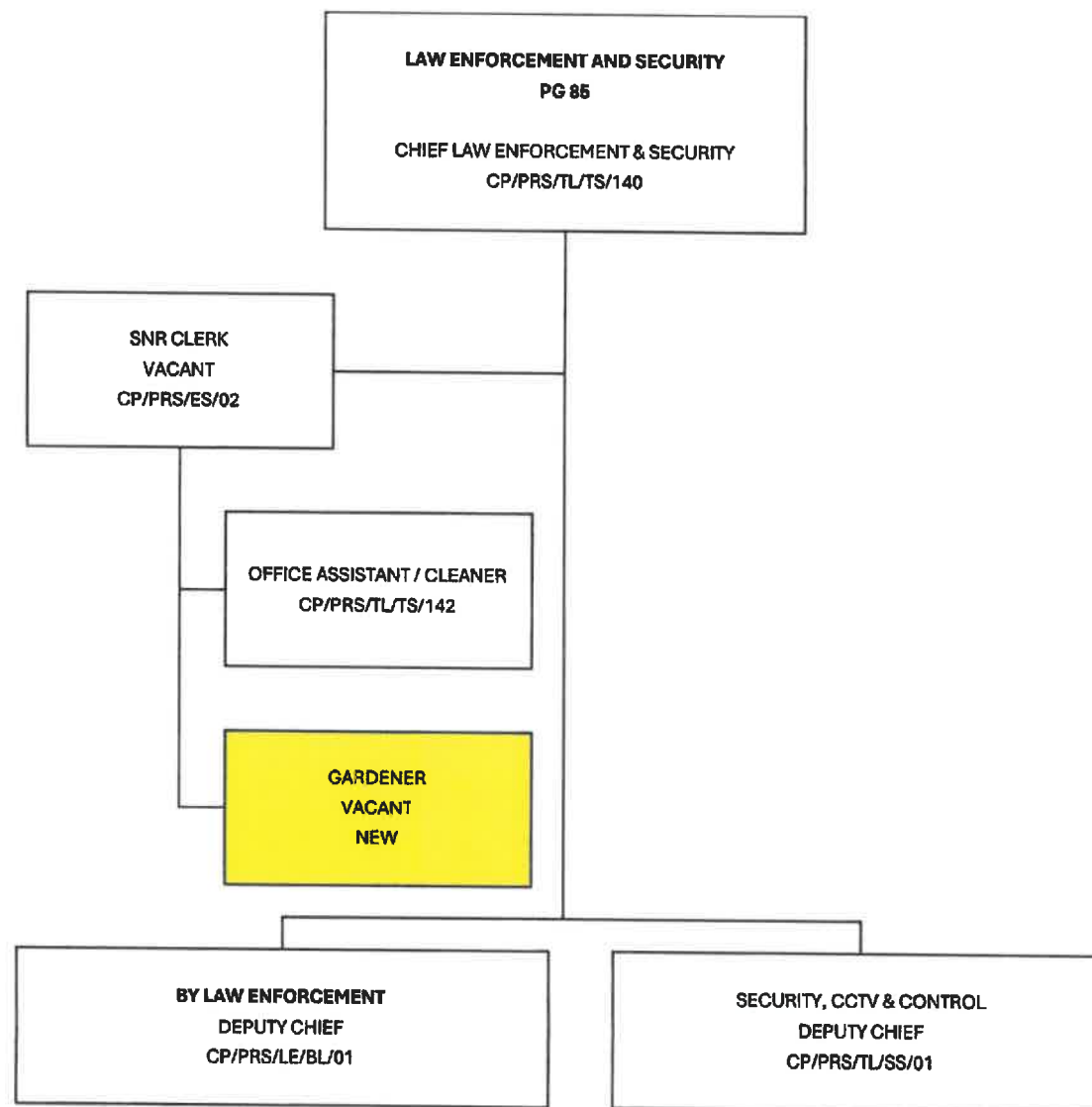
SECURITY & CCTV SERVICES

PURPOSE: To provide and manage Law Enforcement administration services, events management, CCTV control room, access control, alarm systems and pound

DEPUTY CHIEF SECURITY & CCTV SERVICES T

NEW POST

SEE PAGE 87

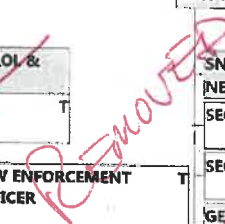


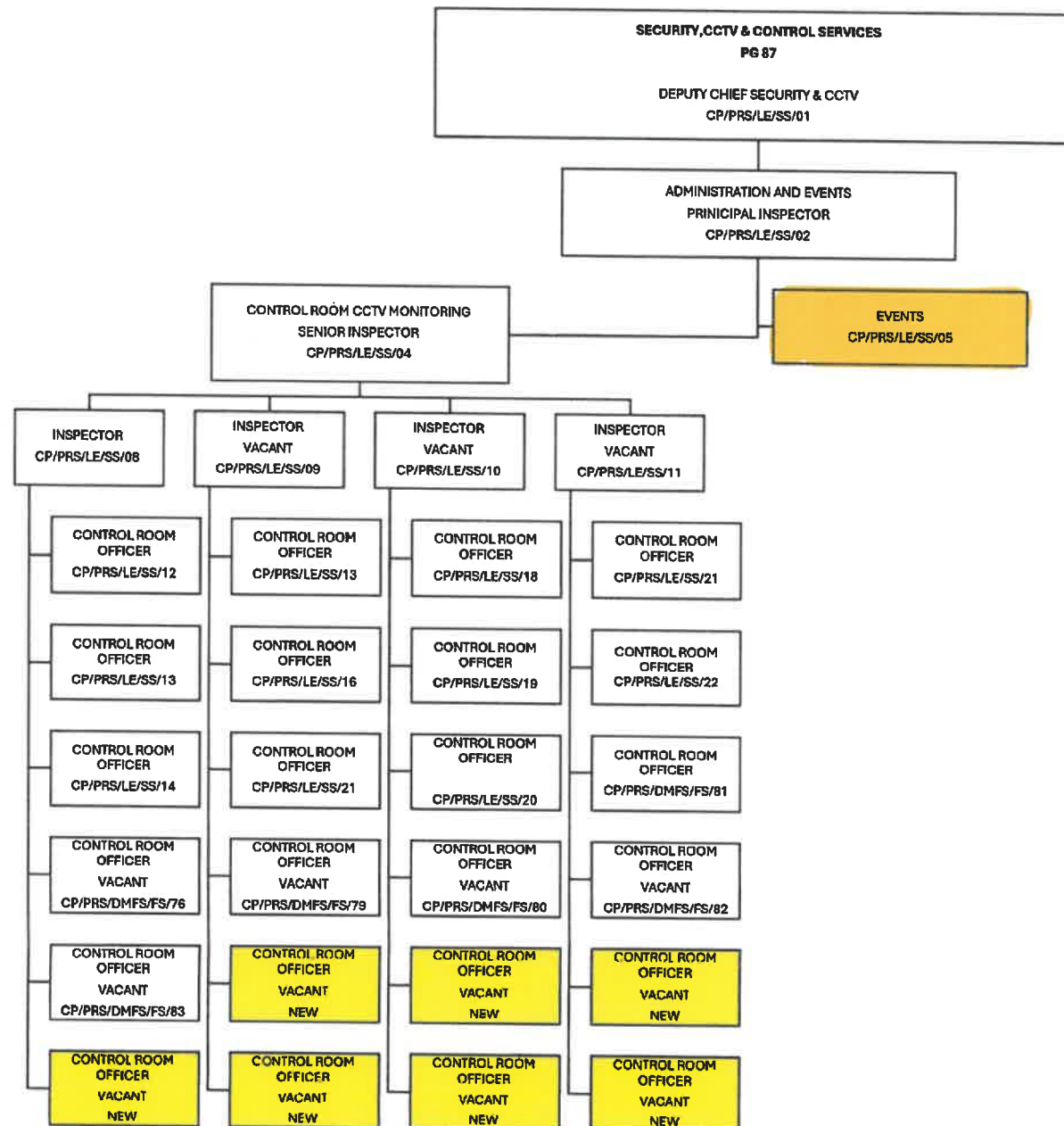
STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017

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____/____/2017

NEW POST





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STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017



RECOMMENDED BY
MUNICIPAL MANAGER

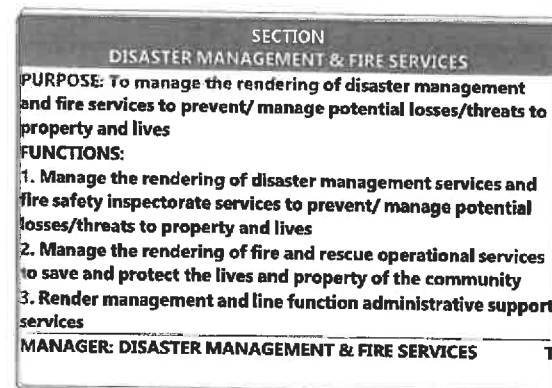
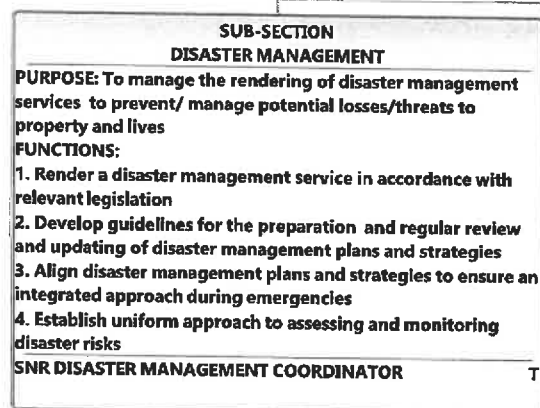
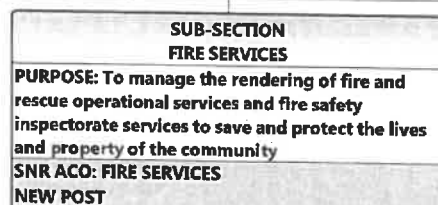
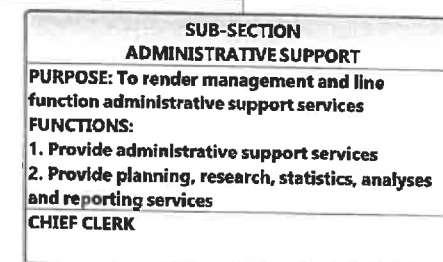
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APPROVED BY COUNCIL

Signature

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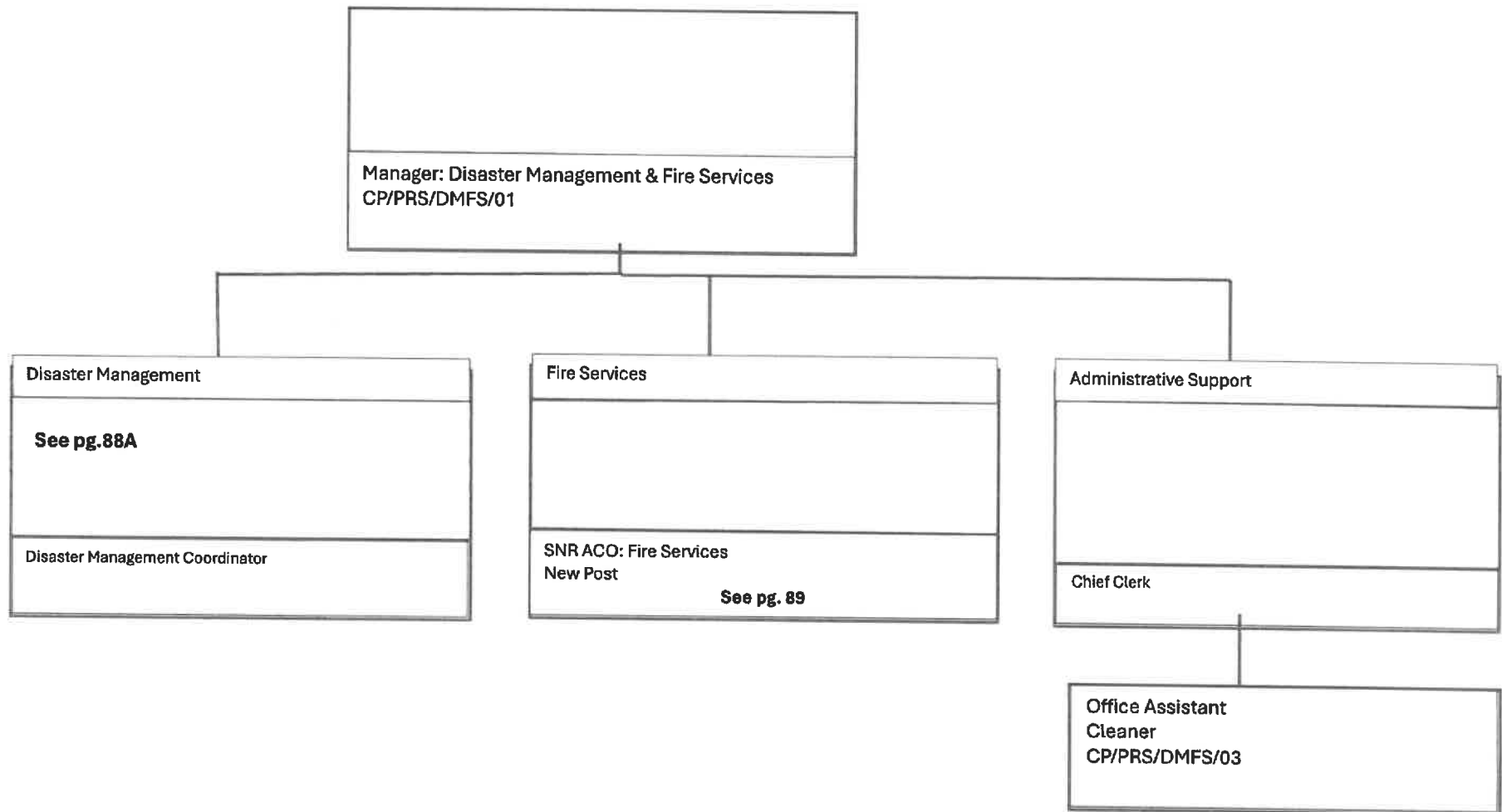
DISASTER MANAGEMENT T
OFFICER

DISASTER MANAGEMENT T
FIELD WORKERS

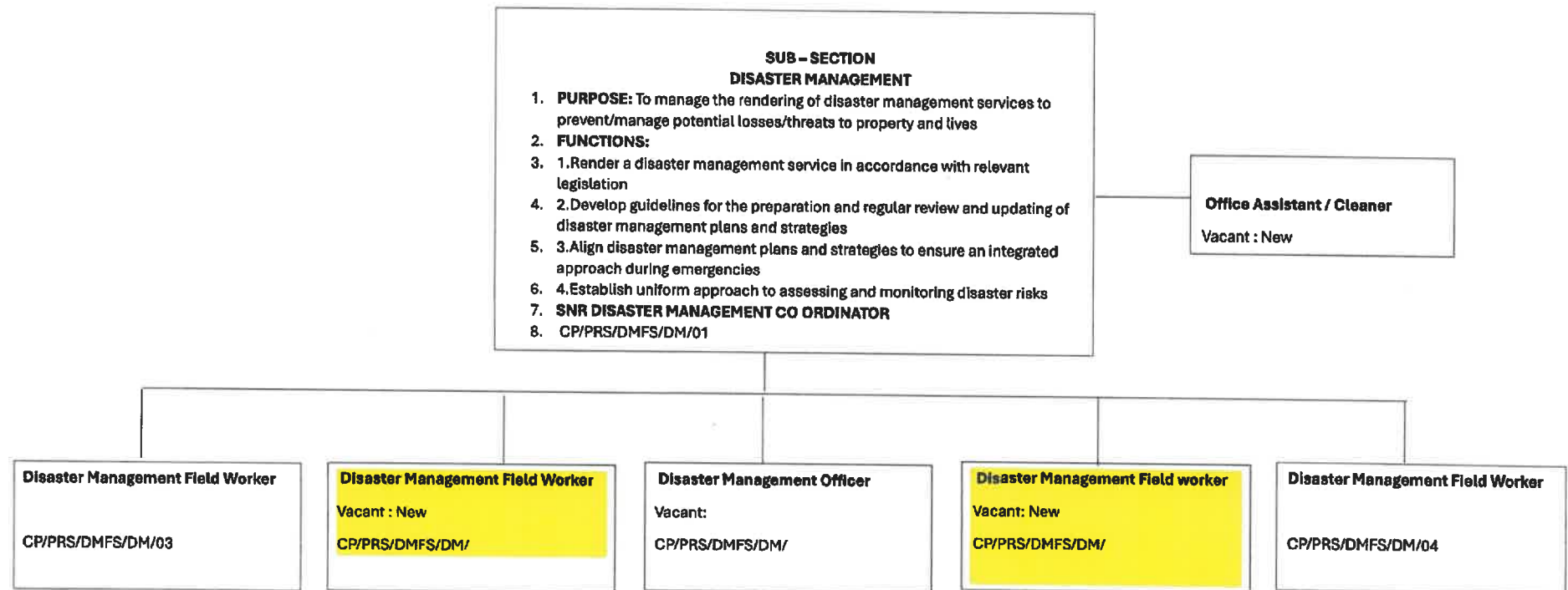
DISASTER MANAGEMENT T
FIELD WORKERS

OFFICE ASSISTANT/
CLEANER T

Annexure B



**STELLENBOSCH LOCAL MUNICIPLAITY
PROPOSED MICROSTRUCTURE**



STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017

**SUB-SECTION
FIRE SERVICES**

PURPOSE: To manage the rendering of fire and rescue operational services and fire safety inspection services to ensure and protect the lives and property of the community

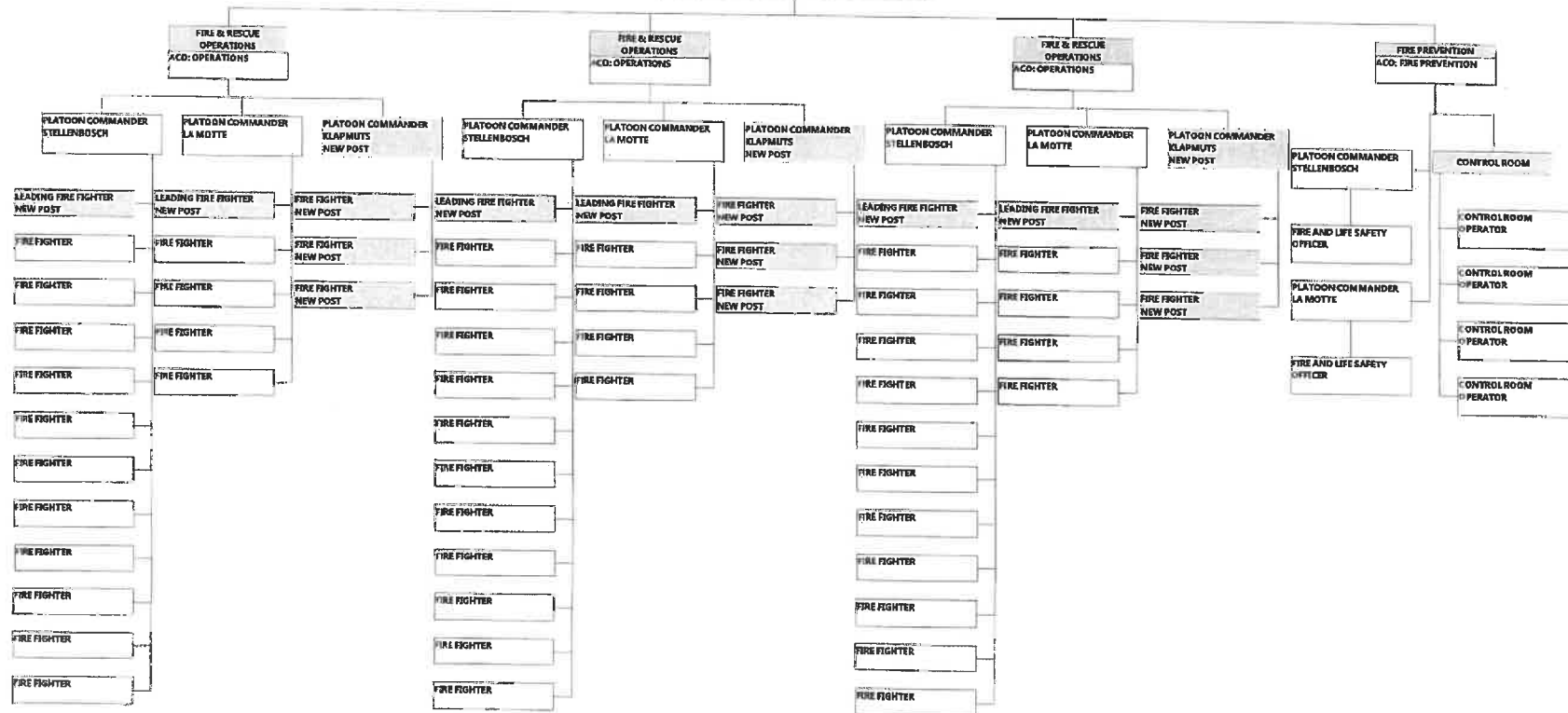
FUNCTIONS:

1. Render fire and rescue response services;
2. Provide specialised emergency and relief services
3. Control and contain hazardous materials from endangering lives, environment and property
4. Administer and provide disaster relief response services
5. Provide a 24/7 emergency medical relief response service to the public
6. Operate a 24/7 communication and control network
7. Conduct preventive and reactive fire inspections;
8. Fire safety and fire risk inspections within buildings, premises and plants to ensure compliance
9. Issuing compliance certificates
10. Scrutinise building plans to ensure compliance

SUB-ACT: FIRE SERVICES

ANAL POST

____/____/2017



Annex C

STELLENBOSCH LOCAL MUNICIPALITY PROPOSED MICRO STRUCTURE -

**SUB SECTION
FIRE SERVICES**

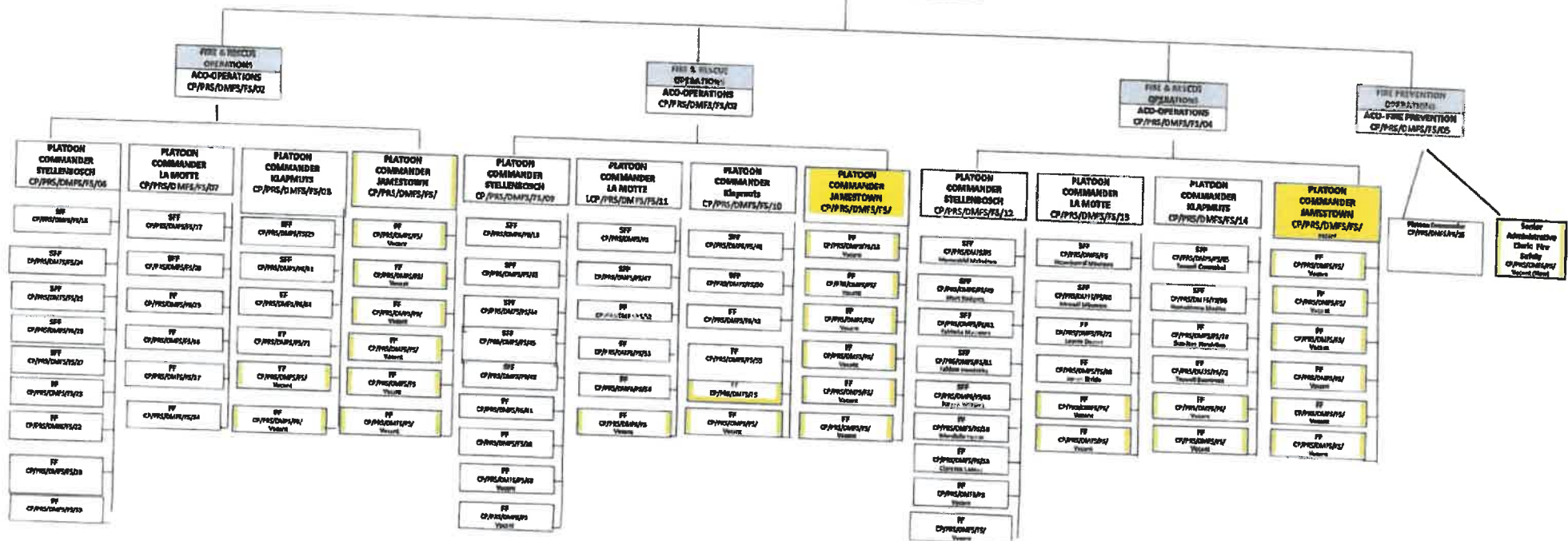
PURPOSE: To manage the rendering of fire and rescue operational services and fire safety inspection services to save and protect the lives and property of the community.

FUNCTIONS:

1. Render fire and rescue response services:
 - i) Provide specialised emergency and relief services
 - ii) Control and contain hazardous materials from endangering lives, environment & property
 - iii) Administer and provide disaster relief response services to
 - iv) Provide a 24/7 emergency medical/trauma response services to save lives
2. Conduct preventative and reactive fire inspections:
 - i) Fire safety and fire risk inspections within buildings, premises and plants to ensure compliance
 - ii) Issuing compliance certificates
 - iii) Providing building plans to ensure compliance

Deputy Fire Chief Vacant
NEW POST CP/PIS/DMP/FS/01

Senior Administrative Clerk
CP/ADM/PS/02
New



RECOMMENDED BY
MUNICIPAL MANAGER

[Signature]
Signature

25/10/2017

27/02/2019

APPROVED BY COUNCIL

[Signature]
Signature

/ /2017

DIVISION
INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT)

PURPOSE: To provide effective and efficient information and communication technology services

FUNCTIONS:

1. Provide ICT applications systems, software, database, active directory, helpdesk, lan and desktop support
2. Manage the effective functioning and availability of storage, network, connectivity, hardware, DR and telecoms

SNR MANAGER: ICT
✓ PEACHY MOGODON CS/ICT/01

SECTION
ICT SYSTEMS & DESKTOP SUPPORT

PURPOSE: To provide ICT applications systems, software, database, active directory, helpdesk, lan and desktop support

FUNCTIONS:

1. Ensure service uptime and system performance
2. Implement crime prevention methods
3. Implement user account management procedures
4. Render proactive monitoring of databases and requirements
5. Coordinate policy and process implementation
6. Provide ICT applications systems and software
7. Provide tailored solutions vs inter-municipal collaboration
8. Coordinate shared services
9. Provide, coordinate and administer GIS services

MANAGER: ICT SYSTEMS & DESKTOP SUPPORT
✓ Tembisa Gumtsha CS/ICT/SYS/01

SECTION
ICT INFRASTRUCTURE

PURPOSE: To manage the effective functioning and availability of storage, network, connectivity, hardware, DR and telecoms

FUNCTIONS:

1. Provide ICT risk and governance administration
2. Ensure municipal reporting portal
3. Provide remote infrastructure management
4. Render data, voice and video communication management
5. Compile information plan management
6. Perform network security and reviews
7. Ensure system security, archiving, continuity & maintenance
8. Coordinate shared services

MANAGER: ICT INFRASTRUCTURE
✓ VACANT CS/ICT/IF/01

CCTV Unit

Snr Technician
NEW

Technician
NEW

ICT Analyst
GIS COORDINATOR
NEW POST Vacant
CS/ICT/SYS/02
Name to change

BUSINESS ANALYST
✓ Vacant
CS/ICT/SYS/03

SNR TECHNICIAN:
THIRD PARTY SYSTEMS
✓ Elvino Williams
CS/ICT/SYS/04

ICT ADMINISTRATION
OFFICER
✓ Gertruida Carstens
CS/ICT/SYS/05
Alba

ICT ADMINISTRATION
OFFICER
✓ Marina Smalberger
CS/ICT/SYS/06

SNR TECHNICIAN
✓ PAUL LEHAGA
CS/ICT/SYS/07
Desktop

TECHNICIAN
Ashley Karkie
CS/ICT/SYS/08
TECHNICIAN
VACANT
CS/ICT/SYS/09
TECHNICIAN
RYAN CUPIDO
CS/ICT/SYS/10

NETWORK
ADMINISTRATOR
✓ Vacant CS/ICT/IF/02

TECHNICIAN
NETWORK
NEW

SNR TECHNICIAN:
TELECOM SERVICE
✓ Vernon Sims CS/ICT/IF/03

TECHNICIAN
✓ VACANT
CS/ICT/IF/04

TECHNICIAN
NEW

25 APR 2019
STELLENBOSCH

ANNEXURE D

STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017



RECOMMENDED BY
MUNICIPAL MANAGER
[Signature]
Signature
25/10/2017
27/02/2019

APPROVED BY COUNCIL
[Signature]
Signature
____/____/2017

SECTION
FINANCIAL STATEMENTS, COMPLIANCE & REPORTING
PURPOSE: To prepare and compile Annual Financial Statements (AFS's) and implement procedures, systems and controls to ensure implementation and compliance to all relevant accounting standards
FUNCTIONS:
1. Render statistical financial administration and statutory financial reporting in terms of applicable legislation
2. Compile monthly and annual financial statements and administer reconciliations
3. Streamline grants reporting and administration to ensure compliance to national and provincial requirements
4. Ensure proper statistical administration and statutory financial reporting in terms of applicable legislation
MANAGER: FINANCIAL STATEMENTS, COMPLIANCE & REPORTING
UNUSAY SYSTEM FS/FM/FSR/01

*FINANCIAL SYS ANALYST
NEW*
*SYSTEM ADMINISTRATION
NEW*
*SYSTEM ADMINISTRATION
NEW*

SUB-SECTION
MFMA REPORTING & COMPLIANCE
PURPOSE: To render statistical financial administration and statutory financial reporting in terms of applicable legislation
FUNCTIONS:
1. Prepare monthly, quarterly, mid-year and yearly reports in accordance with relevant legislation
2. Prepare monthly Appendix B and Schedule C reports to National and Provincial Treasuries
3. Administer financial reporting requirements and procedures
4. Prepare all other reports and statistical information as requested
5.
6. Liaise with different spheres of governments and ensure sound effective communication
7. Handle reporting queries
CHIEF ACCOUNTANT
A. Africa FS/FM/FSR/RC/01

SNR CLERK
NEW POST *T. Mdutyana*
FS/FM/FSR/RC/02

SUB-SECTION
FINANCIAL STATEMENTS & RECONCILIATIONS
PURPOSE: To compile monthly and annual financial statements and administer reconciliations
FUNCTIONS:
1. Administer bank reconciliations, daily cash flow and investment management and insurance portfolio
2. Administer financial reporting requirements and procedures
3. Maintain general ledger and votes structure
4. Handle audit files and audit outcomes
5. Administer borrowing and investments management process
6. Control the implementation of accounting policies, systems and procedures
ACCOUNTANT: INTERNAL CONTROL
Vacant FS/FM/IC/01
J. r/d Heyde FS/FM/FSR/01

BANK RECONCILIATIONS
SNR CLERK
CHANTAL FS/FM/FSR/02
JACOBS

RECONCILIATIONS
SNR CLERK
NEW POST *T. Pau/03*
FS/FM/FSR/03

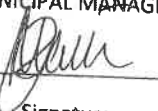
SUB-SECTION: INTERNAL CONTROL (new post)

PURPOSE: Investigating of financial internal control procedures & identify ineffective or lack of internal control procedures as well as notifying managers and CFO thereof.

MUNICIPALITY
MENSURE HURD
25 SEP 2019

ANNEXURE E

STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017

RECOMMENDED BY
MUNICIPAL MANAGER

Signature
25/10/2017
27/02/2019

SECTION
BUDGET & COSTING
PURPOSE: To administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures
FUNCTIONS:
1. Administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures
2. Implement accounting policies, systems and procedures to ensure sound financial practices of costing system
3. Responsible for legislated return forms in terms of the budgetary function and assisting with statutory reporting
4. Provide financial management support services to ensure the implementation of policies, systems and procedures in accordance with reporting and accounting requirements and practices
5. Implement effective budget control management to ensure no overspending that may qualify as unauthorised expenditure
6. Administer costing structure to ensure that the cost per function represents all direct and indirect costs
7. Execute all budgeting compliance issues in terms of the compliance register, budget control and accounting procedures
8. Coordinate in-service training and internship programmes in terms of prescribed requirements
MANAGER: BUDGET & COSTING
FS/FM/BC/O/ NANA HENDRICKS

APPROVED BY COUNCIL

Signature
____/____/2017

INTERNAL FINANCIAL
INTERNS

SUB-SECTION
SDBIP MONITORING & BUDGET CONTROL
UNIT A
PURPOSE: To administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures - Unit A
FUNCTIONS:
1. Gather and capture information to assist the operating and capital budgeting processes and reporting requirements: planning, strategizing, preparation, tabling, public participation, approval and finalising
2. Prepare and compile annual, adjusted operational and capital budgets including budget assumptions, forecasts based on historical trends and submissions from all user departments
3. Administer adjustment budgeting processes: midyear budget and performance assessment, prepare adjustment budget, process public participation inputs, NT/ PT submissions, virements
4. Render budgetary control through compilation of variance and spending reports and the follow up of overspending patterns
5. Pro-actively advise management on strategies to implement budget and prevent revenue leakage and revenue enhancement
CHIEF ACCOUNTANT
P. PIENAR FS/FM/BC/MBCA/O/

SUB-SECTION
SDBIP MONITORING & BUDGET CONTROL
UNIT B
PURPOSE: To administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures - Unit B
FUNCTIONS:
1. Gather and capture information to assist the operating and capital budgeting processes and reporting requirements: planning, strategizing, preparation, tabling, public participation, approval and finalising
2. Prepare and compile annual, adjusted operational and capital budgets including budget assumptions, forecasts based on historical trends and submissions from all user departments
3. Administer adjustment budgeting processes: midyear budget and performance assessment, prepare adjustment budget, process public participation inputs, NT/ PT submissions, virements
4. Render budgetary control through compilation of variance and spending reports and the follow up of overspending patterns
5. Pro-actively advise management on strategies to implement budget and prevent revenue leakage and revenue enhancement
CHIEF ACCOUNTANT
J. Pillay FS/FM/BC/MBCB/O/

SECTION
COSTING
PURPOSE: To implement accounting policies, systems and procedures to ensure sound financial practices of costing system
FUNCTIONS:
1. Updating of costing structure to ensure that the cost per function represents all direct and indirect costs
2. Administer job/ vehicle/ labour costing processes
3. Administer departmental charge outs
4. Coordinate feedback and liaise with user departments on incident reports
SNR ACCOUNTANT
X. Skarke FS/FM/COS/O/

ASST ACCOUNTANT
NEW

ASST ACCOUNTANT
NEW.

ACCOUNTANT
NEW POST Vacant
FS/FM/COS/O2
SNR CLERK
NEW POST Vacant
FS/FM/COS/O3

SNR CLERK
N. Kuntzke
FS/FM/COS/O4

REMOVE.

MUNICIPALITY OF STELLENBOSCH
MUNISIPALITEIT VAN STELLENBOSCH
25 SEP 2019

7.2	SPORTS, YOUTH AND CULTURE: [PC: CLLR T KUMM]
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7.2.1	RETURN ITEM: AMENDMENT TO THE INFORMATION STATEMENT OF THE IN-PRINCIPAL DISPOSAL OF THE VAN DER STEL SPORT FACILITY TO THE PREFERRED BIDDER AFTER A FORMAL TENDER PROCESS WAS FOLLOWED
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

21 May 2025

- 1. SUBJECT: RETURN ITEM: AMENDMENT TO THE INFORMATION STATEMENT OF THE IN-PRINCIPAL DISPOSAL OF THE VAN DER STEL SPORT FACILITY TO THE PREFERRED BIDDER AFTER A FORMAL TENDER PROCESS WAS FOLLOWED**

- 2. PURPOSE**

Is to seek Council's approval to advertise an amended Information Statement for public comment, outlining Council's intention to grant a 30-year lease of the Van der Stel Sport Complex to the Stellenbosch Football Club for the management and development of Erf 235.

- 3. DELEGATED AUTHORITY**

Council.

- 4. EXECUTIVE SUMMARY**

At the 30TH COUNCIL MEETING: 2025-03-31 Council resolve:

- (a) that Council approves a 30 (thirty) year lease of the Van der Stel Sport Complex to STELLENBOSCH FOOTBALL CLUB for the management and development of Erf 235; and
- (b) that Council notes that although the following two entities are situated on Erf 235 namely, World Tennis Foundation and Van der Stel Bowling Club, they are excluded from the lease agreement.

- 5. RECOMMENDATIONS**

- (a) that the resolutions adopted at the 30th Council Meeting on 31 March 2025 for Item 12.2 be rescinded;
- (b) that Council acknowledges the discrepancy between the wording of the Information Statement and the tender specifications; and
- (c) that Council approves the advertising of the amendment to the Information Statement.

6. DISCUSSION**6.1 Background**

At the 30TH COUNCIL MEETING: 2025-03-31, Council resolve that the Van Der Stel Sport Complex be lease to Stellenbosch Football Club for a period of thirty years.

An Information Statement was advertised, allowing the community to provide input. However, a discrepancy was later identified between the wording of this statement and the actual tender specifications. Therefore, a corrected version must be approved and advertised to ensure proper alignment with the tender and to comply with public participation requirements.

6.2 Discussion

The original Information Statement excluded three entities: World Tennis Foundation, Van der Stel Bowling Club, and Medi-Clinic parking. However, paragraph 1.6 of the tender specifications clarifies:

Paragraph 1.6 of the tender specifications reads:

"That a portion of Van Der Stel Sport facility is currently leased to Medi-Clinic for parking purposes. This parking area does form part of the management and development mandate for the Van der Stel Sport Facility. The tenderer will as part of his proposal provide the same amount of parking to Medi-Clinic. This parking must be provided on the premises of the Van Der Stel sport facility. Garage (underground parking) parking maybe constructed if the needs arise."

Therefore, the revised Information Statement should exclude the World Tennis Foundation and Van der Stel Bowling Club. Furthermore, the taxi rank as well as the parking lot in Hofmann Street are also excluded from the lease agreement.

The department request that the revised information statement in line with the tender specifications be approved for public participation.

7. TENDER SPECIFICATIONS

1. The existing swimming pool must be upgraded to full working condition, or it can be relocated to alternative location.
2. A minimum of two written references/ testimonials confirming successful facility management for the last 10 years. (May include partners).
3. Proof of a bank guarantee to the value of your tender amount must be attached as proof of your financial backing.
4. The proposal must include a plan of spending 50% of the tendered amount within first 5 years after awarding of tender.
5. Tender must include a commitment to spend the rest of the tender amount within the next 5 years.
6. Proof must be provided of a sustainable capital investment of a minimum of 50 million rand on the upgrade at the Van der Stel Sport Complex.

7. A detailed management plan must be submitted as part of the offer.
8. An annual facility maintenance plan must be submitted as part of the offer.

8. COMMENTS FROM PROVINCIAL AND NATIONAL TREASURY

Comments from both the Western Cape Provincial Treasury and National Treasury be solicited regarding the revised information statement in line with the requirements in the Municipal Asset Transfer Regulations.

9. FINANCIAL IMPLICATIONS

The successful bidder will invest a capital amount to the value of R395m into the facility over the next 5 (five) to 10 (ten) years. Maintenance cost to the facility will be for the bidder's responsibility. This will result in a saving for Stellenbosch Municipality. All rights and developments will be for the cost of the management company.

10. LEGAL IMPLICATIONS

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

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

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

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

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

b) a long-term right is proposed".

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

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

- i) the reason for the proposal to grant a long term right to use, control or manage the relevant capital asset.*
- ii) any expected benefit to the municipality that may result from the granting of the right.*
- iii) any expected proceeds to be received by the municipality from the granting of the right; and*
- iv) any expected gain or loss that will be realised or incurred by the municipality arising from the granting of the right".*

11. STAFF IMPLICATIONS

The current municipal staff that maintain the facility will be deployed at other municipal sport facilities. This will also reduce the shortage of staff at the municipal sport facilities.

12. PREVIOUS / RELEVANT COUNCIL RESOLUTIONS

At the **29TH COUNCIL MEETING: 2019-07-24**, Council resolves that Council notes that the Community Services Department will commence with the process to develop an alternative management model for the Van Der Stel Sport Facility.

At the **8th COUNCIL MEETING: 2022-10-26**, Council approved the information statement for public inputs in respect of Erf 235, known as VAN DER STEL SPORT COMPLEX, Stellenbosch.

At the **27th COUNCIL MEETING: 2024-11-27**, Council resolves:

- (a) that Council in principle approves a 30 (thirty year) lease of the van der Stel Sport Complex to STELLENBOSCH FOOTBALL CLUB for the management and development of Erf 235.
- (b) that Council notes that although the following three entities are situated on erf 235 namely World Tennis Foundation, Van der Stel Bowling Club, and parking for Medi-Clinic, these entities are excluded from the lease agreement.
- (c) that Council notes that the views of National and Provincial Treasury needs to be solicited before a final decision to the awarding of the tender can be made.
- (d) that Council approves the Information statement attached as APPENDIX A for public participation process; and
- (e) that the item return to Council after the public participation process and the views from National and Provincial treasury has been solicited for consideration before a final resolution by Council.

At the **30th COUNCIL MEETING: 2025-03-31**, Council resolves

- (a) that Council approves a 30 (thirty) year lease of the Van der Stel Sport Complex to STELLENBOSCH FOOTBALL CLUB for the management and development of Erf 235; and
- (b) that Council notes that although the following two entities are situated on Erf 235 namely, World Tennis Foundation and Van der Stel Bowling Club, they are excluded from the lease agreement.

13. RISK IMPLICATIONS

The risks of non-performance by the successful bidder will be addressed in the Service Level Agreement that will be drawn up by the Municipal Legal department.

14. COMMENTS FROM SENIOR MANAGEMENT

The item was not distributed for comments.

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Senior Manager Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021-808 8165
E-MAIL ADDRESS	albertvandermerwe@ Stellenbosch.gov.za
REPORT DATE	14 May 2025



ANNEXURE A:

The revised information statement in relation to Erf 235, currently known as Van der Stel Sport Complex, Stellenbosch, for the public participation process.



OFFICIAL NOTICE:
 INFORMATION STATEMENT IN RELATION TO
 ERF 235, CURRENTLY KNOWN AS VAN DER
 STEL SPORT COMPLEX, STELLENBOSCH

1. PURPOSE

To provide the prescribed information in terms of regulation 34 and 35 of the Asset Transfer Regulations, published in terms of Section 168 of the Local Government: Municipal Finance Act (R878, 22 August 2008), to the public to provide input on during the Public Participation Process.

2. BACKGROUND

Stellenbosch Municipality is the owner of Erf 235 on which Van Der Stel Sport Complex is situated.

Stellenbosch Municipality is currently managing the facility. The facility is fully fenced and consists of two (2) rugby fields, one (1) soccer field, two (2) cricket fields, one (1) hockey field and one (1) swimming pool. Other facilities on the premises include a pavilion with a seating capacity of 1250, toilets, cloakrooms, function rooms, clubhouse, storeroom, and a demarcated parking area.

Also situated on Erf 235 is Stellenbosch Bowling Club as well as Stellenbosch Tennis and Squash Clubs. The taxi rank on the corner of Bird- and Merriman Streets is also situated on Erf 235 as well as the parking lot in Hofmann Street.

3. DISCUSSION

3.1 Public Participation Process

Before the Council can make a final decision whether rights to municipal property can be transferred, the Municipal Manager must first conduct a public participation process in terms of the Asset Transfer Regulations, Regulation 35.

At the 27th COUNCIL MEETING: 2024-11-27, Council in principle approve a 30 (thirty year) lease of the Van der Stel Sport Grounds to STELLENBOSCH FOOTBALL CLUB for the management and development of erf 235.

Council notes that the following two entities, who is situated on erf 235 namely World Tennis Foundation and Van der Stel Bowling Club are excluded from the lease agreement. The taxi rank as well as the parking lot in Hofmann Street are also excluded from the lease agreement.

3.2 Information Statement

In terms of Regulation 35, when the Municipal Manager makes the proposal to grant the relevant long term right(s) for the potential leasing of the Van der Stel Sport Facility, the Information Statement referred to in Regulation 34 must be publicly advertised.

In terms of Regulation 34 an Information Statement must consist of the following:

- a) the reason for the proposal to grant a long-term right to use, control or manage the relevant capital asset.
- b) any expected benefit to the municipality that may result from the granting of the right.
- c) any expected proceeds to be received by the municipality from the granting of the right; and

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

3.2.1 Reason(s) for the proposal to grant a long term right to use, control or manage the Van der Stel Sport Facility

- a) The daily management and maintenance of the various municipal sport facilities requires dedicated maintenance staff and maintenance funds to ensure the operational viability of these facilities. Currently, the Stellenbosch Municipality does not have the required operational infrastructure to deliver this standard of service.
- b) The proper maintenance of the Van der Stel Sport Facility is in the best interest of Council and the Stellenbosch Sport Community.
- c) The management and utilisation of the sport facility as a centre of service excellence to the sport and business industries presents the municipality with an opportunity to make the Van der Stel Sport facility self-sustainable in terms of its maintenance requirements as well as additional infrastructure investment as and when required.
- d) A professionally managed facility has the potential to attract new customers, new sport codes and international sport tourists to Stellenbosch.

3.2.2 Expected benefits to the municipality that may result from the granting of the rights

- a) The management and development of the Van der Stel Sport facility will result in savings on maintenance costs and staff, while at the same time providing the broader Stellenbosch Community with a world class sport facility.
- b) The optimal utilization of the properties may produce additional income for the municipality which may enable the municipality to repair and maintain the properties to an acceptable standard.
- c) The professional management of this facility may attract potential investors.
- d) capital investment will improve the facility and raise the service offerings to potential customers.
- e) The facility will have the ability to attract world class sportsmen and women.
- f) A facility of international standard will attract more sport tourists to Stellenbosch.

3.2.3 Expected proceeds to be received by the Municipality form the granting of the rights

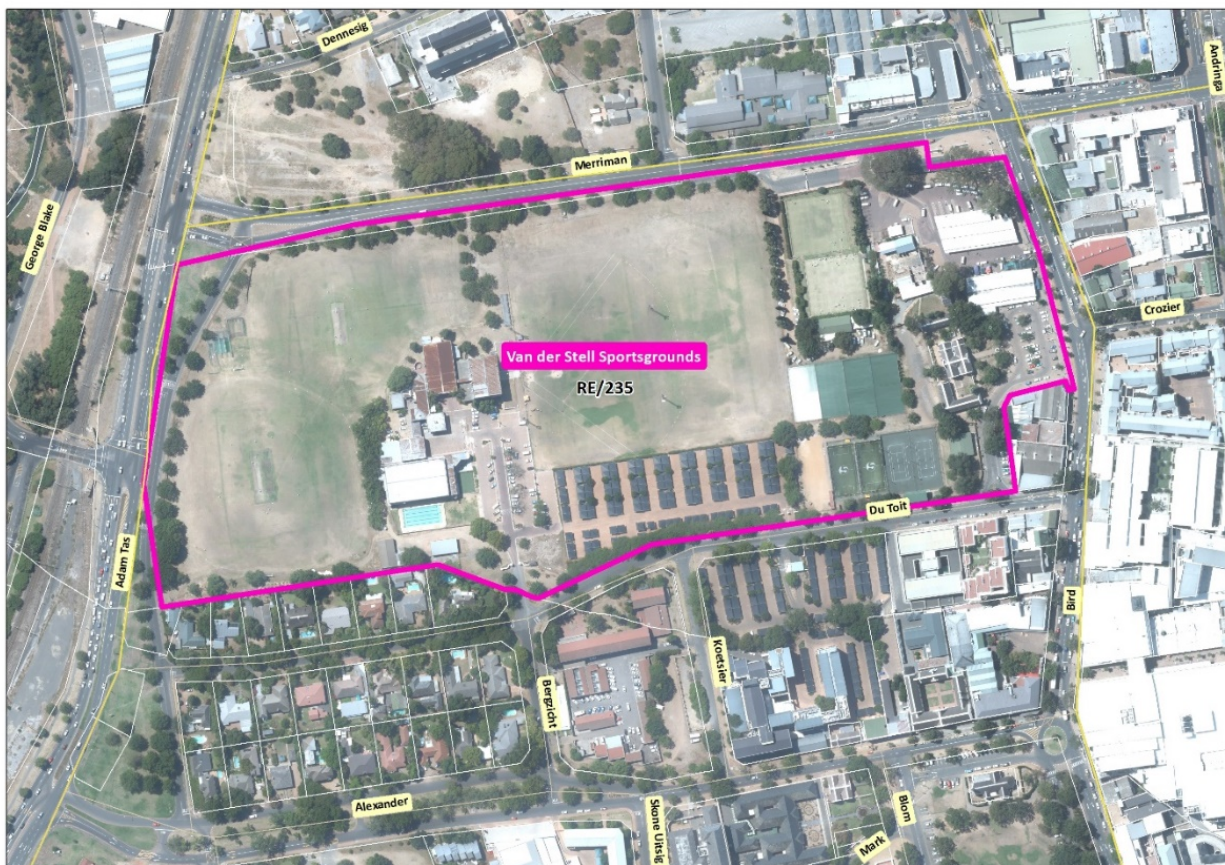
- a) A capital investment to the value of R395 million will be invested over the next 5 to 10 years in the facility
- b) The facility will be maintained as part of the agreement.
- c) Economic activities will be encouraged and stimulated.
- d) There will be an opportunity to stimulate sport tourism.
- e) Funds currently budgeted for the maintenance of Van der Stel Sport Complex will be moved to the maintenance of other municipal sport facilities.
- f) Staff, currently working at Van der Stel Sport Facility will be deployed at other municipal sport facilities.

3.2.4 Expected gain or loss that will be realised or incurred by the municipality arising from the granting of the rights

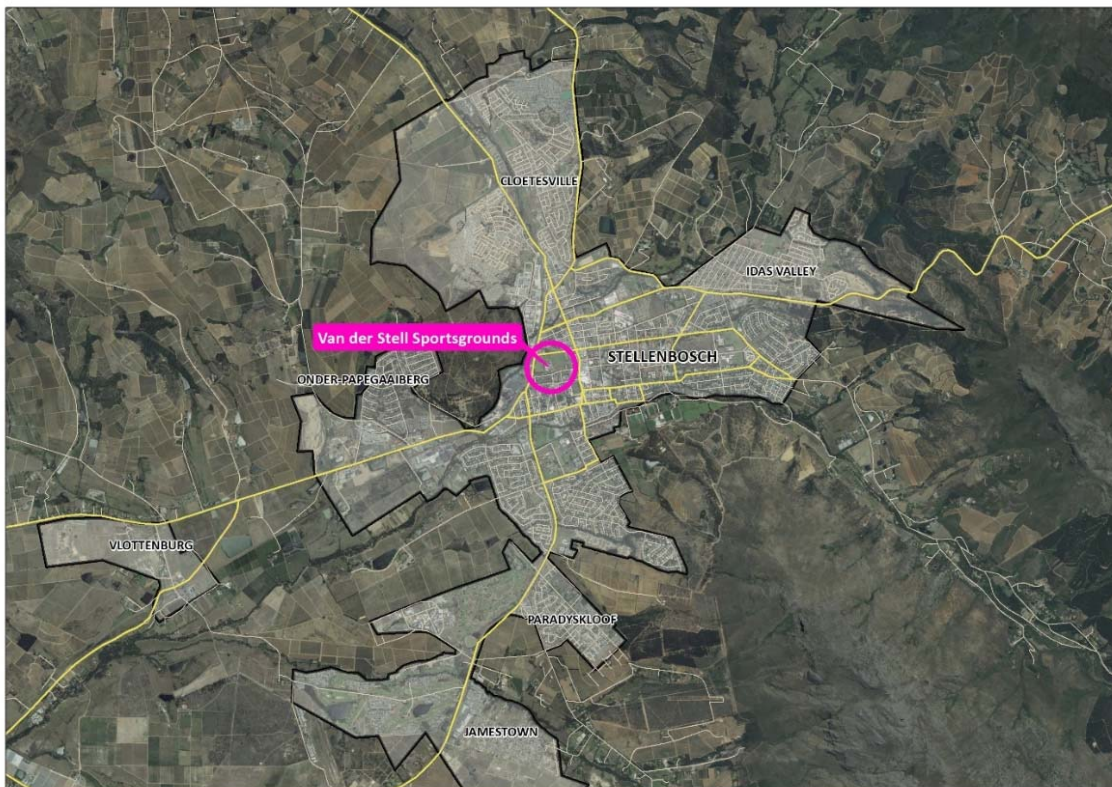
- a) Valuable assets in the ownership of the municipality will be upgraded at no or a reduced cost to the municipality.

- b) The buildings will be properly and adequately maintained in accordance with acceptable standards, at no cost to the municipality.
- c) Less financial pressure on the municipality's capital and operating budgets.
- d) Stimulus of economic activities for the sport community.

Location and context



3.3



Comment must reach the offices of the Municipality on or before **20 February 2025** and must be addressed to the Municipal Manager. Comments can be sent via email to Municipal.Manager@stellenbosch.gov.za or delivered to the 3rd Floor, Main Office Building, 17 Plein Street, Stellenbosch.

Any queries can be directed to Mr Albert van der Merwe at (021) 808 8164 or via email at Albert.vandermerwe@stellenbosch.gov.za.

GERALDINE METTLER
MUNICIPAL MANAGER: STELLENBOSCH MUNICIPALITY

DATE: _____