

MINUTES OF A

COUNCIL MEETING

HELD ON

29 JUNE 2017

CAPE WINELANDS DISTRICT MUNICIPALITY

COUNCIL MEETING

THURSDAY, 29 JUNE 2017 AT 11:00

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KAAPSE WYNLAND DISTRIKSMUNISIPALITEIT

RAADSVERGADERING

DONDERDAG, 29 JUNIE 2017 OM 11:00

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UMASIPALA WESITHILI SASECAPE WINELANDS

INTLANGANISO YEBHUNGA

NGOLWESINE, UMHLA WAMA-29 KUJUNI 2017 NGENTSIMBI YE-11

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CAPE WINELANDS DISTRICT MUNICIPALITY

MINUTES OF THE COUNCIL MEETING OF THE CAPE WINELANDS DISTRICT MUNICIPALITY HELD ON THURSDAY, 29 JUNE 2017 AT 11:00 IN THE COUNCIL CHAMBER, CAPE WINELANDS DISTRICT MUNICIPALITY, TRAPPES STREET, WORCESTER

PRESENT

(3/2/1/2)

COUNCILLORS

Cllr. C. Meyer (Speaker)
Ald. (Dr.) H. von Schlicht (Executive Mayor)
Cllr. D. Swart (Deputy Executive Mayor)

Cllr. M.M. Adriaanse
Cllr. W.M. Blom
Cllr. G.J. Carinus
Cllr. A. Crombie
Cllr. C. Damens
Cllr. P. Daniëls
Cllr. J.J. du Plessis
Cllr. R. du Toit
Cllr. A. Florence
Cllr. G.J. Fredericks
Cllr. E. Gouws
Cllr. P. Hess
Cllr. X. Kalipa
Cllr. M.T. Klaas
Cllr. L. Landu
Cllr. N.S. Louw
Cllr. S.S. Magqazana
Cllr. L.W. Niehaus
Cllr. B.B. Ntshingila
Cllr. E. Qhankqiso
Cllr. P.C. Ramokhabi
Cllr. L.S. Sambokwe
Cllr. C. Steyn
Cllr. N. Tetana
Cllr. J.D.F. van Zyl
Cllr. W. Vrolick

ABSENT

Cllr. C.F. Wilskut

OFFICIALS










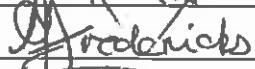



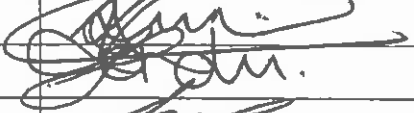



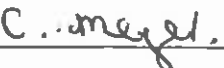
Mr. M. Mgajo (Municipal Manager)
Ms. F.A. du Raan-Groenewald




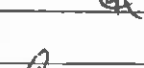

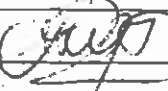
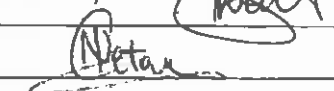

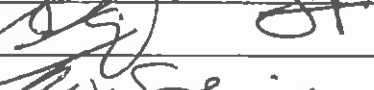


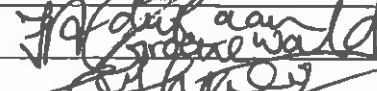



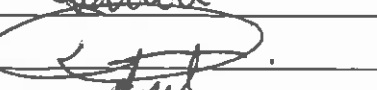


**KAAPSE WYNLAND / CAPE WINELANDS
DISTRIKSMUNISIPALITEIT / DISTRICT MUNICIPALITY**

**LYS VAN VERTEENWOORDIGERS : RAADSVERGADERING
LIST OF REPRESENTATIVES : COUNCIL MEETING**

29 Junie/June 2017
DATUM VAN VERGADERING
DATE OF MEETING

11:00
TYD / TIME
WORCESTER

VERTEENWOORDIGER / REPRESENTATIVE	HANDTEKENING / SIGNATURE
ADRIAANSE, MM	
ARNOLDS, RB	
BLOM, WM	
CARINUS, GJ	
CROMBIE, A	
DAMENS, C	
DANIELS, P	
DU PLESSIS, JJ	
DU TOIT, R	
FLORENCE, A	
FREDERICKS, GJ	
GOUWS, E	
HESS, P	
KALIPA, X	
KLAAS, MT	
LANDU, L	
LOUW, NS	
MAGQAZANA SS	
MARRAN, P	
MATJAN, ESC	
MEYER, C	
MOUTON, JS	
NALUMANGO, RS	

VERTEENWOORDIGER / REPRESENTATIVE	HANDTEKENING / SIGNATURE
NIEHAUS, LW	
NTSHINGILA, BB	
QHANKQISO, E	
RAMOKHABI, PC	
RENS, SC	
SAMBOKWE, LS	
SCHUURMAN, JW	
SHIBILI, AJ	
SIWAKAMISA, LN	
SNYDERS, DRA	
STEYN, C	
SWART, D	
TETANA, N	
VAN ROOYEN, JJ	
VAN ZYL, JDF	
VROLICK, W	
VON SCHLICHT, H	
WILSKUT, CF	
AMPTENARE / OFFICIALS	
MGAJO, M	
DU RAAN-GROENEWALD, FA	
SCHROEDER, CV	
VAN ECK, F	
BEUKES, EFC	
NEETHLING, WM	
DARIES, BT	
SMIT, K	
HEATH, DA	
ISSEL, AI	
ZEELIE, R	

Mr. C.V. Schroeder
Mr. F. van Eck
Mr. E.F.C. Beukes
Ms. B.T. Daries
Ms. K. Smit
Mr. D.A. Heath
Ms. A.I. Issel

C.1 OPENING (3/2/1/2)

The Speaker welcomed all present.

Pastor J.J. Steyn opened the meeting with scripture and prayer.
(Psalms 117 verse 2 and Galatians 5 verse 22)

The Executive Mayor and Councillor B.B. Ntshingila from the African National Congress (ANC) thanked Pastor Steyn for his message.

C.2 ELECTION OF ACTING SPEAKER, IF NECESSARY (3/2/1/2)

None.

C.3 DISCLOSURE OF ANY DIRECT OR INDIRECT INTERESTS BY COUNCILLORS AND/OR OFFICIALS (3/4/1 & 4/8/4)

None.

C.4 APPLICATION FOR LEAVE OF ABSENCE (3/2/1/2)

COUNCILLORS

Cllr. R.B. Arnolds
Cllr. P. Marran
Cllr. E.S.C. Matjan
Cllr. J.S. Mouton
Cllr. R.S. Nalumango
Cllr. S.C. Rens
Cllr. J.J. van Rooyen
Cllr. L.N. Siwakamisa
Cllr. D.R.A. Snyders
Ald. J. Schuurman

Cllr. A.J. Shibili

OFFICIALS

None.

C.4.1 HANDING OVER OF LONG SERVICE CERTIFICATES

The Speaker requested the following officials to come forward and congratulated them on their long-service years at the Cape Winelands District Municipality (CWDM):

EMPLOYEE	ATTENDING	DEPARTMENT	FROM	TO	YEARS SERVICE
MR KI BELEBESI	YES	TECHNICAL SERVICES	01-01-1982	31-12-2016	35 YEARS
MR MJ ANTHONY	YES	FINANCIAL AND STRATEGIC SUPPORT SERVICES	08-03-1982	07-03-2017	35 YEARS
MS D POSTHUMUS	YES	FINANCIAL AND STRATEGIC SUPPORT SERVICES	01-05-1982	30-04-2017	35 YEARS
MS EA NIEMAND	YES	FINANCIAL AND STRATEGIC SUPPORT SERVICES	01-12-1986	30-11-2016	30 YEARS
MR D ARRIES	YES	TECHNICAL SERVICES	27-04-1987	26-04-2017	30 YEARS
MR K LUKAS	YES	TECHNICAL SERVICES	15-01-1987	14-01-2017	30 YEARS
MR JA JOHNSON	YES	TECHNICAL SERVICES	11-06-1987	10-06-2017	30 YEARS
MR Z JEZILE	YES	TECHNICAL SERVICES	11-05-1987	10-05-2017	30 YEARS
MR GD ROBERTS	YES	COMMUNITY DEVELOPMENT AND PLANNING SERVICES	01-04-1991	31-03-2016	25 YEARS
MS B ARNOLD	YES	FINANCIAL AND STRATEGIC SUPPORT SERVICES	09-07-1992	08-07-2017	25 YEARS
MS K SMIT	YES	FINANCIAL AND STRATEGIC SUPPORT SERVICES	13-04-1992	12-04-2017	25 YEARS
MR B NKWALI	YES	TECHNICAL SERVICES	21-01-1992	20-01-2017	25 YEARS

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MR HM HENDRICKS	YES	TECHNICAL SERVICES	01-05-1991	30-04-2016	25 YEARS
MS CT SPRINGVELDT	YES	FINANCIAL AND STRATEGIC SUPPORT SERVICES	06-01-1997	05-01-2017	20 YEARS
MR J VAN ZYL	YES	COMMUNITY DEVELOPMENT AND PLANNING SERVICES	17-12-1996	16-12-2016	20 YEARS
MR N ARRISON	YES	TECHNICAL SERVICES	01-04-1997	31-03-2017	20 YEARS
MR S KASPER	YES	TECHNICAL SERVICES	01-12-1996	30-11-2016	20 YEARS
MR H MVOTHO	YES	TECHNICAL SERVICES	01-12-1996	30-11-2016	20 YEARS
MR B BAMBISO	YES	TECHNICAL SERVICES	01-11-1996	31-10-2016	20 YEARS
MS GM DANIELS	YES	COMMUNITY DEVELOPMENT AND PLANNING SERVICES	01-07-2002	30-06-2017	15 YEARS
MR HB LOUW	YES	COMMUNITY DEVELOPMENT AND PLANNING SERVICES	01-09-2000	31-08-2015	15 YEARS
MS LT MICHAELS	YES	COMMUNITY DEVELOPMENT AND PLANNING SERVICES	21-10-1999	20-10-2014	15 YEARS
MS M BENJAMIN	YES	COMMUNITY DEVELOPMENT AND PLANNING SERVICES	01-12-2000	30-11-2015	15 YEARS
MS SI GROOTBOOM	YES	COMMUNITY DEVELOPMENT AND PLANNING SERVICES	01-11-2001	31-10-2016	15 YEARS
MS L JORDAAN		FINANCIAL AND STRATEGIC SUPPORT SERVICES	24-07-2000	23-07-2015	15 YEARS
MR A LOTTERING	YES	TECHNICAL SERVICES	16-01-2001	15-01-2016	15 YEARS
MR M LAMLA	YES	TECHNICAL SERVICES	03-04-2000	02-04-2015	15 YEARS
MR C BAADJIES	YES	TECHNICAL SERVICES	07-02-2000	06-02-2015	15 YEARS
MR M SHWAM	YES	TECHNICAL SERVICES	03-06-2000	02-06-2015	15 YEARS
MR H ANTHONY	YES	TECHNICAL SERVICES	23-02-2000	22-02-2015	15 YEARS
MR P ISAACS	YES	TECHNICAL SERVICES	23-02-2000	22-02-2015	15 YEARS
MR H DORING	YES	TECHNICAL SERVICES	23-02-2000	22-02-2015	15 YEARS
MR GJ MAKAMELA	YES	TECHNICAL SERVICES	23-03-2000	22-03-2015	15 YEARS
MR V KATSI	YES	TECHNICAL SERVICES	16-02-2000	15-02-2015	15 YEARS

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MJ PAULSEN	YES	COMMUNITY DEVELOPMENT AND PLANNING SERVICES	01-04-2007	31-03-2017	10 YEARS
M BURROWS	YES	COMMUNITY DEVELOPMENT AND PLANNING SERVICES	01-04-2007	31-03-2017	10 YEARS
CG JEFTHAS	YES	COMMUNITY DEVELOPMENT AND PLANNING SERVICES	01-04-2007	31-03-2017	10 YEARS
MS NV MAKHASI	YES	COMMUNITY DEVELOPMENT AND PLANNING SERVICES	01-04-2007	31-03-2017	10 YEARS
MS C FLANDORP	YES	TECHNICAL SERVICES	01-03-2005	28-02-2015	10 YEARS
MS A VAN ROOI	YES	TECHNICAL SERVICES	01-02-2007	31-01-2017	10 YEARS
MR JC APOLLIS	YES	TECHNICAL SERVICES	01-07-2007	30-06-2017	10 YEARS
MS CR SWARTS	YES	TECHNICAL SERVICES	01-06-2007	31-05-2017	10 YEARS
MR MR SANDERS	YES	TECHNICAL SERVICES	01-02-2007	31-01-2017	10 YEARS

C.5 STATEMENTS AND COMMUNICATIONS BY THE SPEAKER (*Verbatim*)
(3/2/1/3)

Geagte Agbare Burgemeester
Geagte Agbare Onder-Burgemeester
Geagte Agbare Burgemeesterskomitee
Geagte Agbare Hoofswep en lede van die Raad van KWDM
Geagte Munisipale Bestuurder
Geagte Uitvoerende Direkteure & Amptenare van verskillende departemente

Die volgende Raadslid word gelukkigwens met hul verjaarsdag:

Verjaarsdag maand	Verjaarsdag	Naam van Raadslede
Junie	6	Rdl SS Magqazana

Ek hoop dat u die dag saam met u familie, vriende en kollegas geniet het. Ons wens u alle seëninge toe vir die jaar en pad vorentoe.

Die Kaapse Wynland Distriksmunisipaliteit (KWDM) sal in resesgaan vanaf 30 Junie 2017 tot 14 Julie 2017. Ek wil 'n beroep op alle Raadslede doen om gedurende voormelde tydperk beskikbaar te wees vir die gemeenskap.

Ek wil ook van hierdie geleentheid gebruik maak om Raadslede te versoek om Mnr. D.A. Smit van die Department: Finansiële en Strategiese Ondersteuningsdienste, wie ongesteld is, op te dra in hul gebede.

C.6 STATEMENTS AND COMMUNICATIONS BY THE EXECUTIVE MAYOR (Verbatim) (3/2/1/3)

I hope all Councillors and officials of the Cape Winelands District Municipality (CWDM) experienced a blessed Ramadan Mubarak.

With regard to the Namibian Tourism Expo I want to confirm that the Cape Winelands District Municipality (CWDM) received a bronze certificate.

I wish to confirm that the Cape Winelands District Municipality (CWDM) signed a pledge on Tuesday, 27 June 2017 at the MINMAY meeting held in Worcester to save water. With regard to Item C.15.4 of the agenda, I also wish to confirm that more than 18 000 veld fires occurred in the area of the Cape Winelands District Municipality (CWDM) during the 2016/2017 veld fire season.

In this regard the Provincial Government of the Western Province indicated that they will increase their contribution with regard to the deployment of helicopters to respond to fires from five (5) hours to twenty-eight (28) hours in the 2017/2018 veld fire season.

Lastly, I want to wish all Councillors a safe recess period.

C.7 CONSIDERATION OF NOTICES OF MOTION (3/2/1/4)

None.

C.8 CONSIDERATION OF NOTICES OF QUESTIONS (3/2/1/5)

None.

C.9 CONSIDERATION OF MOTIONS OF EXIGENCY (3/2/1/4)

None.

C.10 MINUTES

C.10.1 CONFIRMATION OF THE MINUTES OF THE COUNCIL MEETING HELD ON THURSDAY, 25 MAY 2017 (3/2/1/6)

RESOLVED :

That the minutes of the Council meeting held on Thursday, 25 May 2017 be taken as read and duly confirmed.

C.10.2 REPORT BY THE MUNICIPAL MANAGER: ACTION MINUTES OF THE COUNCIL MEETING HELD ON THURSDAY, 25 MAY 2017 (3/2/1/6)

RESOLVED :

That cognisance be taken of the communication by the Municipal Manager that all matters pertaining to the action minutes of the Council meeting held on Thursday, 25 May 2017 had been attended to.

(Cllrs. B.B. Ntshingila and L.S. Sambokwe left the meeting at 11:50)
(Cllr. M.T. Klaas joined the meeting at 11:55.)

C.11 INTERVIEWS WITH OR PRESENTATIONS BY DEPUTATIONS

C.11.1 PRESENTATION: HUMAN RESOURCE MANAGEMENT STRATEGY AND PLANS (4/1/1/B & 4/8/B)

R.11.1 VOORLEGGING: STRATEGIE EN PLANNE VIR MENSLIKE HULPBRON-BESTUUR (4/1/1/B & 4/8/B)

C.11.1 INTETHO: IQHINGA NEZICWANGCISO ZOLAWULO LWEZABASEBENZI (4/1/1/B & 4/8/B)

Mr. J. van Baalen from Agitominds is welcomed to the meeting.

Mr. Van Baalen proceeded with a presentation regarding the Human Resource Management Strategy and Plans for the Cape Winelands District Municipality (CWDM).

COUNCIL MEETING: 29 JUNE 2017: ITEM MC.11.1

RESOLVED:

- *** That cognisance be taken of the presentation by Mr. J. van Baalen from Agitominds regarding the Human Resource Management Strategy and Plans for the Cape Winelands District Municipality (CWDM), attached as Annexure "A" to the minutes.

RAADSVERGADERING: 29 JUNIE 2017: ITEM BK.11.1

BESLUIT:

- *** Dat kennis geneem word van die voorlegging deur mnr. J. van Baalen van Agitominds rakende die Strategie en Planne vir Menslike Hulpbronbestuur vir die Kaapse Wynland Distriksmunisipaliteit (KWDM), aangeheg as Bylae "A" by die notule.

INTLANGANISO YEBHUNGA: UMHLA WAMA- 29 KUJUNI 2017: UMBA MC.11.1

KUGQITYWE:

- *** Okokuba ingqalelo ithatyathelwe intetho eyenziwe nguMnu. J. van Baalen ophuma kwi-Agitominds ephathelelene neQhinga loLawulo lweMicimbi yezaBasebenzi kunye neziCwangciso elungiselelwe uMasipala wesiThili saseCape Winelands (CWDM), encanyatheliswe njengeSihlomelo "A" kwimizuzu.

- | | | |
|---------------|---|--------------------------------|
| C.11.2 | PRESENTATION: MAXI RACE STELLENBOSCH | (10/1/7/1 & 10/2/5) |
| R.11.2 | VOORLEGGING: MAXI RACE STELLENBOSCH | (10/1/7/1 & 10/2/5) |
| C.11.2 | INGXELO KAMASIPALA YENKQUBELA PHAMBILI YAMANQANABA
APHANTSI OBUCHULE | (10/1/7/1 & 10/2/5) |

Ms. C. Hodge and Mr. J. Turner from Maxi Trail, South Africa, are welcomed to the meeting.

Ms. Hodge and Mr. Turner proceeded with a presentation regarding the Maxi Trail, South Africa.

COUNCIL MEETING: 29 JUNE 2017: ITEM MC.11.2

RESOLVED: That cognisance be taken-

- ***
- (a) Of the presentation by Ms. C. Hodge and Mr. J. Turner of Maxi Trail, South Africa, regarding the Maxi Race that will take place in the area of the Cape Winelands District Municipality (CWDM) during April/May 2017, attached as Annexure "B" to the minutes;
 - (b) That the Maxi Race is underpinned by a set of values that focus on sustainability, tourism, environmental concerns and the poor communities in the area.

RAADSVERGADERING: 29 JUNIE 2017: ITEM BK.11.2

BESLUIT: Dat kennis geneem word –

- ***
- (a) Van die voorlegging deur Me. C. Hodge en Mnr. J. Turner van Maxi Trail, South Africa, rakende die Maxi Race wat gedurende April/Mei 2017 in die gebied van die Kaapse Wynland Distriksmunisipaliteit (KWDM) sal plaasvind, aangeheg as Bylae "B" by die notule;
 - (b) Dat die Maxi Race ondersteun word deur 'n stel waardes wat fokus op volhoubaarheid, toerisme, omgewingskwessies en die behoeftige gemeenskappe in die gebied.

INTLANGANISO YEBHUNGA: UMHLA WAMA- 29 KUJUNI 2017: UMBA MC.11.2

KUGQITYWE: Okokuba ingqalelo ithatyathelwe -

- ***
- (a) Intetho eyenziwa nguNksk. C. Hodge kunye noMnu. J. Turner weMaxi Trail, South Africa, ephathelelene neMaxi Race eya kuqhutywa kummandla woMasipala wesiThili saseCape Winelands (CWDM) ngesithuba sikaEpreli/Meyi 2017, incanyatheliswe njengeSihlomelo "B" kwimizuzu;
 - (b) Into yokokuba iMaxi Race isekwe phezu kolu luhlu lweenqobo ezisesikweni ezijolise kuzinzo, ukhenketho, iinkxalabo zendalo kunye neengingqi zoluntu oluhluphekileyo kulo mmandla.

- C.12 URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER (3/2/2/1)**
-
- C.12.1 2016/2017 IT EQUIPMENT VERIFICATION BY COUNCILLORS (3/4/R, 6/1/1 & 6/1/3/2/4)**
- R.12.1 2016/2017 IT-TOERUSTINGSVERKLARING DEUR RAADSLEDE (3/4/R, 6/1/1 & 6/1/3/2/4)**
- C.12.1 UKUQINISEKISWA KWEZIXHOBHO ZE-IT NGOOCEBA KOWAMA-2016/2017 (3/4/R, 6/1/1 & 6/1/3/2/4)**
-

The Municipal Manager requested all Councillors to provide the barcodes of all IT equipment issued to them by the Cape Winelands District Municipality (CWDM) to Councillor Support Services, Worcester, for verification purposes.

COUNCIL MEETING: 29 JUNE 2017: ITEM MC.12.1

RESOLVED:

That cognisance be taken of the request by the Municipal Manager that all Councillors must provide the barcodes of all IT equipment issued to them by the Cape Winelands District Municipality (CWDM) to Councillor Support Services, Worcester, for verification purposes.

RAADSVERGADERING: 29 JUNIE 2017: ITEM BK.12.1

BESLUIT:

Dat kennis geneem word van die versoek deur die Munisipale Bestuurder dat alle Raadslede die strepieskodes van alle IT-toerusting wat deur die Kaapse Wynland Distriksmunisipaliteit (KWDM) aan hulle uitgereik is, vir die doel van verifikasie aan Raadslidondersteuningsdienste, Worcester voorsien.

INTLANGANISO YEBHUNGA: UMHLA WAMA-29 KUJUNI 2017: UMBA MC.12.1

KUGQITYWE:

Okokuba ingqalelo ithatyathelwe isicelo esenziwe nguMlawuli kaMasipala sokokuba bonke ooCeba mabanikezele ngeebhakhowudi zazo zonke izixhobo ze-IT abazinikiweyo nguMasipala wesiThili saseCape Winelands (CWDM) kwiiNkonzo zeNkxaso yooCeba, eWorcester, ukulungiselela iinjongo zoqinisekiso.

C.13 REPORTS BY THE EXECUTIVE MAYOR: MAYORAL COMMITTEE MEETING HELD ON TUESDAY, 9 MAY 2017 AND SPECIAL MAYORAL COMMITTEE MEETING HELD ON MONDAY, 22 MAY 2017 (3/2/2/1)

The following reports outline the issues and decisions taken by the Mayoral Committee.

The relevant minutes that served before the Executive Mayor and Mayoral Committee on the dates indicated have been distributed to all Councillors -

1 MEETING HELD ON 9 MAY 2017

MATTERS OF WHICH COGNISANCE WERE TAKEN:

- MC.7.2 NOTIFICATION TO THE MAYORAL COMMITTEE: RESOLUTIONS BY THE EXECUTIVE MAYOR IN CONSULTATION WITH THE DEPUTY EXECUTIVE MAYOR IN TERMS OF THE SYSTEM OF DELEGATIONS APPROVED BY COUNCIL AT ITEM C.4.12 OF 15 JUNE 2011 (2/4/2)**
-

RESOLVED:

That cognisance be taken of the item that served before the Mayoral Committee.

- MC.7.3 DEPARTMENT: TECHNICAL SERVICES: INFORMATION AND COMMUNICATION TECHNOLOGY REPORT FOR THE PERIOD JANUARY 2017 TO MARCH 2017 (6/2/1/5)**
-

RESOLVED:

That cognisance be taken of the item that served before the Mayoral Committee.

MATTERS OF WHICH RESOLUTIONS WERE TAKEN:

MC.6.2.2.1 (MC.5.1) PRESENTATION: AGRI PARKS (17/7/1/3)

RESOLVED:

That cognisance be taken of the decision taken by the Executive Mayor together with the Mayoral Committee.

MC.7.4 NOTICE TO MAYORAL COMMITTEE: MINUTES OF THE TRAINING COMMITTEE MEETING HELD ON WEDNESDAY, 22 MARCH 2017 (3/2/5/1)

RESOLVED:

That cognisance be taken of the decision taken by the Executive Mayor together with the Mayoral Committee.

MC.7.5 DEPARTMENT: COMMUNITY DEVELOPMENT AND PLANNING SERVICES: MONTHLY REPORT FOR MARCH 2017 (17/15/5 & 6/23/1)

RESOLVED:

That cognisance be taken of the decision taken by the Executive Mayor together with the Mayoral Committee.

MC.7.6 DEPARTMENT: COMMUNITY DEVELOPMENT AND PLANNING SERVICES: DETAILED REPORT ON THE ATTENDANCE OF THE BEELD HOLIDAYMAKERS EXPO HELD FROM FRIDAY, 24 FEBRUARY 2017 TO SUNDAY, 26 FEBRUARY 2017 IN MIDRAND (17/15/5 & 6/23/1)

RESOLVED:

That cognisance be taken of the decision taken by the Executive Mayor together with the Mayoral Committee.

MC.7.7 DEPARTMENT: COMMUNITY DEVELOPMENT AND PLANNING SERVICES: REPORT ON DISABILITY INTERVENTIONS SUPPORTED BY THE CAPE WINELANDS DISTRICT MUNICIPALITY (CWDM) (17/10/2)

RESOLVED:

That cognisance be taken of the decision taken by the Executive Mayor together with the Mayoral Committee.

MC.8.1.1 CAPE WINELANDS DISTRICT MUNICIPALITY (CWDM) IDP PUBLIC PARTICIPATION PROCESS: STAKEHOLDER ENGAGEMENTS MAY 2017 (2/9/R)

RESOLVED:

That cognisance be taken of the decision taken by the Executive Mayor together with the Mayoral Committee.

MC.8.2.1 BENEVOLENT FUND GRANT CONTRIBUTIONS (5/7/6)

RESOLVED:

That cognisance be taken of the decision taken by the Executive Mayor together with the Mayoral Committee.

MC.8.2.2 PROGRESS REPORT ON MUNICIPAL MINIMUM COMPETENCY LEVELS (4/12/5, 1/1/1 & 3/2/5/13)

RESOLVED:

That cognisance be taken of the decision taken by the Executive Mayor together with the Mayoral Committee.

- MC.8.4.1** **PROPOSED DE-PROCLAMATION (CLOSURE) OF PROVINCIAL ROAD: PORTION OF MINOR ROAD NO. 5694 (DIE STRAAT EXTENSION)** **(16/1/1/10/05694)**
-

RESOLVED:

That cognisance be taken of the decision taken by the Executive Mayor together with the Mayoral Committee.

2 **MEETING HELD ON 22 MAY 2017**

MATTERS OF WHICH RESOLUTIONS WERE TAKEN:

- MC.5.1** **TWINNING AGREEMENT BETWEEN THE CAPE WINELANDS DISTRICT MUNICIPALITY IN THE REPUBLIC OF SOUTH AFRICA AND THE KAKHETI REGION IN GEORGIA, CAUCUS REGION OF EURASIA** **(10/1/7/2)**
-

RESOLVED:

That cognisance be taken of the decision taken by the Executive Mayor together with the Mayoral Committee.

- MC.5.2** **AGRI PARKS PROJECT** **(17/7/1/3)**
-

RESOLVED:

That cognisance be taken of the decision taken by the Executive Mayor together with the Mayoral Committee.

- MC.5.3** **ICLEI / FAIRTRADE** **(12/1/1/63)**
-

RESOLVED:

That cognisance be taken of the decision taken by the Executive Mayor together with the Mayoral Committee.

C.14 MATTERS FOR NOTIFICATION

- C.14.1 AGREEMENT OF INTENT BETWEEN THE CAPE WINELANDS DISTRICT MUNICIPALITY IN THE REPUBLIC OF SOUTH AFRICA AND THE KAKHETI REGION IN GEORGIA, CAUCUS REGION OF EURASIA (10/1/7/2)**
- R.14.1 OOREENKOMS VAN VOORNEME TUSSEN DIE KAAPSE WYNLAND DISTRIKS-MUNISIPALITEIT IN DIE REPUBLIEK VAN SUID-AFRIKA EN DIE KAKHETI-STREEK IN GEORGIA, CAUCUS-STREEK VAN EURASIË (10/1/7/2)**
- C.14.1 ISIVUMELWANO SOKUZIMISELA PHAKATHI KOMASIPALA WESITHILI SASECAPE WINELANDS KWIRHIPHABLIKI YOMZANTSI AFRIKA KUNYE NEKAKHETI REGION EGEORGIA, CAUCUS REGION OF EURASIA (10/1/7/2)**
-

PURPOSE OF SUBMISSION

That Council take cognisance of the Agreement of Intent between the Cape Winelands District Municipality in the Republic of South Africa and the Kakhethi Region, Georgia, Caucus Region of Eurasia.

DOEL VAN VOORLEGGING

Dat die Raad kennis neem van die Ooreenkoms van Voorneme tussen die Kaapse Wynland Distriksmunisipaliteit in die Republiek van Suid-Afrika en die Kakhethi-streek, Georgia, Caucus-streek van Eurasië.

INJONGO YONGENISO

Okokuba iBhunga lithabathele ingqalelo isiVumelwano seNtsebenziswano phakathi koMasipala wesiThili saseCape Winelands kwiRhiphabliki yoMzantsi Afrika kunye neKakhethi Region, eGeorgia, Caucus Region of Eurasia.

BACKGROUND

South Africa is the gateway into the SADC Region and Georgia is the gateway into the South Caucasus Region, the countries of the Black Sea and Caspian Sea Regions as a historical bridge between East and West Europe and Asia and essential part of a New Silk Road concept and respective transport corridor.

This twinning Agreement between the Cape Winelands and Kakhethi Region, outlines the parties mutual commitment to the development of active and meaningfully relationships between their residents, business and community

organizations in order to create and sustain a long-term mutually beneficial business agreement.

*** Attached as Annexure "A" is a copy of the Twinning Agreement between the Cape Winelands District Municipality in the Republic of South Africa and the Kakheti Region, Georgia, Caucasus Region of Eurasia.

IMPLICATIONS

TECHNICAL

Department: Community Development and Planning Services

The parties to the Twinning Agreement are:

- Both famous wine regions that produce excellent wines;
- Home to excellent academic institutions, wine and sport academies; and
- Known as world class tourism, sports, culinary and business destination, etc.

These mutual interests could benefit both countries on economic development and pursuing of new business opportunities.

Comment prepared by: Mr. R.W.B. van Wyk

PERSONNEL

Should a member of staff participate in exchange visits between the Cape Winelands District Municipality and the Kakheti Region, which visits will be abroad, approval must be granted in terms of Clause G.4.05 and G.4.06 of the System of Delegations of the Cape Winelands District Municipality adopted by Council at Item C.4.12 of 15 June 2011 which provides for the attendance of workshops, congresses, meetings, etc by members of staff outside the borders of the RSA.

Comment prepared by: Ms. K. Smit

FINANCIAL

In order for local government to prosper in a highly competitive business and organisational environment, not only budget oriented and forecast planning methods should be considered, but engaging in strategic planning that clearly defines objectives and assesses both the external and internal situation to formulate a strategy, evaluate progress as well as judging as necessary to stay on track.

A municipality's strategic planning tool is referred to as the Integrated Development Plan (IDP). The IDP is linked to the 5 year elected term of office of a municipal council and represents one generation of an Integrated Development Plan.

Both Chapter 5 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) and Chapter 4 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA) require that the revised IDP be adopted simultaneously with the adoption of the budget. Strategic direction in the IDP informs the draft Departmental Service Delivery and Budget Implementation Plans (Departmental SDBIP's) which are used to prepare the budget.

The IDP and budget process must be incorporated as one process in order to achieve the following:

- (a) To facilitate community input;
- (b) Encourage discussion;
- (c) Promote a better understanding of community needs;
- (d) Provide an opportunity for feedback; and
- (e) Improve accountability and responsiveness to the needs of the local communities.

Furthermore, it positions a municipality to represent the needs of the community and to provide useful inputs to the relevant provincial and national department strategies and budgets for the provision of services such as schools, clinics, hospitals and police stations.

Should the Twinning Agreement under discussion be considered, both the draft IDP and Budget must include particulars of the envisaged outcomes in view of the overview alluded on in the above mentioned paragraphs. The draft SDBIP and procurement plan of the project will align accordingly. Concomitantly, the financial impact of new additions to the IDP will be illustrated in the draft Budget to be tabled for public participation.

The procurement plan dictates further planning in respect of the implementation of the Municipality's Supply Chain Management Policy and the new PPPFA Regulations. The current available information pertaining to this Agreement, may be interpreted that it represents an unsolicited bid; hence the determinations of the relevant legislation must be adhered to.

Comment prepared by: Ms. F.A. du Raan-Groenewald

LEGAL

What are Twinning Arrangements

There is no fixed definition or model of town twinning arrangements. A twinning link is customarily defined as a friendship agreement involving co-operation between two communities in different countries, endorsed by both local authorities. Generally speaking, the two twinned communities usually organise projects and activities around a range of issues and develop an understanding of historical, cultural and lifestyle similarities and differences. These activities may involve a wide range of community members.

The Purpose and Benefits of Twinning

There is no fundamental requirement to have twinning relationships with other local authorities. Twinning arrangements can however, bring mutual benefits to a municipality and its twinned partner and potential benefits may include the provision of service delivery and problem solving by exchange of skills and experience and increasing cultural awareness. Twinning arrangements can also create risks for a municipality. If there is no actual benefit for a municipality from twinning, the public are likely to view the twinning as irrelevant and a waste of money.

Criteria to bear in mind

Due to the risks that it may entail, clear, objective criteria for entering into and maintaining twinning arrangements must be set. Criteria will establish whether a proposed twinning arrangement will benefit the District Municipality and contribute to its objectives, plans, priorities and strategies.

The fundamental criterion to bear in mind is that twinning arrangements have to provide benefits to the District Municipality that fall within its current objectives, plans, priorities and strategies and the question should be asked as to how does this proposal fit in with the District Municipality's vision, mission and core values, its IDP, the budget process and its legislative functions, and whether the "twin" is a good match for the Cape Winelands District Municipality in terms of population size, population profiles, industrial/rural/commercial/services mix, the type of governmental structures as well as its ability to bring tangible benefits to the District Municipality.

A further question that should be asked is what is the District Municipality seeking to gain, for instance, is it technical and/or knowledge sharing regarding common problems, or is it the tackling of environmental issues, regeneration, community safety, health promotion and community cohesion or is it to increase educational opportunities for learners.

Decision-Making

In view of the aforementioned and before entering into a twinning agreement, an assessment of the proposal should be made against the criteria set out above. The assessment will determine whether the concluding of a formal twinning agreement is appropriate. If so, whether there are sufficient funding, as this may impact on the nature of the agreement.

Conclusion

Twinning agreements can bring many benefits to the District Municipality, but only if they fit within the District Municipality's objectives, plans, priorities and strategies.

International Relations

The power to promote international relations and liaise on behalf of Council with international organs of state or other entities have been delegated to the Executive Mayor in terms of Part 1, Clause G.2.01 of the Systems of Delegations approved under Item C.4.12 at the Council meeting of 15 June 2011.

Comment prepared by: Ms. W.M. Neethling

RECOMMENDATION BY MUNICIPAL MANAGER: That –

- (a) The Executive Mayor together with the Mayoral Committee considers to approve the Twinning Agreement between the Cape Winelands District Municipality in the Republic of South Africa and the Kakheti Region, Georgia, Caucus Region of Eurasia;
- (b) Provision be made in the 2017/2018 financial year for funding towards the implementation and administration of this project.

AANBEVELING DEUR MUNISIPALE BESTUURDER: Dat –

- (a) Die Uitvoerende Burgemeester saam met die Burgemeesterskomitee oorweging daaraan skenk om die Tweelingooreenkoms tussen die Kaapse Wynland Distriksmunisipaliteit in die Republiek van Suid-Afrika en die Kakheti-streek, Georgia, Caucus-streek van Eurasië goed te keur;
- (b) Voorsiening in die 2017/2018 finansiële jaar gemaak word vir befondsing vir die implementering en administrasie van hierdie projek.

INGCEBISO EVELA KUMLAWULI KAMASIPALA: Yokokuba –

- (a) USodolophu wesiGqeba kunye neKomiti kaSodolophu bacamngce ngokwamkela iSivumelwano seNtsebenziswano phakathi koMasipala wesiThili saseCape Winelands kwiRiphabliki yoMzantsi Afrika kunye neKakheti Region, eGeorgia, Caucus Region of Eurasia;
- (b) Isibonelelo kufuneka senziwe kunyaka-mali wama-2017/2018 senkxaso-mali ephathelelene nomiliselo kunye nolawulo lwale projekti.

MAYORAL COMMITTEE: 14 MARCH 2017: ITEM MC.7.3.2

RESOLVED:

That the matter be held in abeyance in order to afford the Department: Community Development and Planning Services the opportunity to obtain further information regarding the matter and to submit a detailed report to the next meeting of the Mayoral Committee.

BURGEMEESTERSKOMITEE: 14 MAART 2017: ITEM BK.7.3.2

BESLUIT:

Dat die aangeleentheid oorstaan ten einde die Departement: Gemeenskapsontwikkeling en Beplanningsdienste die geleentheid te gee om verdere inligting oor die aangeleentheid in te win en 'n breedvoerige verslag aan die volgende vergadering van die Burgemeesterskomitee voor te lê.

ADDITIONAL COMMENT

In view of the fact that any tangible information/evidence that a need exists to enter into a formal agreement, may only be established after an exchange programme between the CWDM and the Kakheti Region has been embarked upon; hence an agreement of intent on the establishment of friendship relations between the parties is proposed.

Attached as Annexure "B" is a copy of the International Relations Policy of the Cape Winelands District Municipality as approved by Council on 27 August 2009 at Item C.14.3.

In terms of Appendix One of the said Policy a twinning agreement is defined as an informal arrangement, indicating mutual intentions and goodwill, but which does not entail a legally binding agreement. The basic purpose must be to provide an opportunity for a contract on a wide scale as possible with local communities of other countries.

IMPLICATIONS

PERSONNEL

Should a member of staff participate in exchange visits between the Cape Winelands District Municipality and the Kakheti Region, which visits will be abroad, approval must be granted in terms of Clause G.4.05 and G.4.06 of the System of Delegations of the Cape Winelands District Municipality adopted by Council at Item C.4.12 of 15 June 2011 which provides for the attendance of workshops, congresses, meetings, etc by members of staff outside the borders of the RSA.

Comment prepared by: Ms. K. Smit

TECHNICAL

Department: Community Development and Planning Services

The objectives of a twinning agreement that must be considered before signing are:

- (a) The agreement must be aimed at real social-economic interaction;
- (b) The agreement should promote good relations between local authorities;
- (c) The agreement should create opportunities for the extension of mutual understanding, visits, contact and co-operation, as well as exchange of knowledge and information concerning the various activities of the respective municipalities; and
- (d) Funding must be available as this increases effectiveness of projects arising from such an agreement.

A twinning agreement must benefit both parties and therefore the following factors must also be considered before concluding a twinning agreement:

- (a) The choice of twin city must be practical in relation to financial viability and communication in order to formulate the associated programmes;
- (b) Size and location, i.e., is the population and geographical characteristics similar;
- (c) What are the similar characteristics, i.e., popular tourist destination or a shared history; and
- (d) Does it enhance socio-economic development in the region.

Once these factors have been considered a twinning agreement may only be concluded if it is linked to a specific project or exchange that relates to a strategic objective of the Cape Winelands District Municipality.

Comment prepared by: Mr. R.W.B. van Wyk

FINANCIAL

R580 000 was appropriated in respect of LED Projects (missions, exhibitions or trade shows) on the 2017/2018 Draft Annual Budget on Vote 11004.

When such exchange programmes are considered, cognisance must be taken of the Local Government: Municipal Finance Management Act Circular no. 82 of March 2016 that encourages the curtailment of overseas trips. The submission of strong motivations to municipal managers, mayors and, where necessary, oversight mechanisms at local, provincial and national spheres of Government by those requesting permission to travel either locally or abroad: i.e. their detailed report including research which argues the necessity of the trip and the benefit the country will achieve in undertaking the journey were recommended cost containment measures. In addition, the institutionalisation of further restrictions on conferences, catering, entertainment and social functions were mentioned.

Comment prepared by: Ms. F.A. du Raan-Groenewald

LEGAL

Municipal international relations in South Africa are framed within the Constitution of the Republic of South Africa, 1996, which acknowledges local authorities as a distinct sphere of government with considerable latitude in its functioning, including the right to establish international relationships.

Section 152(1) of the Constitution of the Republic of South Africa, 1996 sets out the objects of local government, whilst section 152(2) stipulates that a municipality must strive, within its financial and administrative capacity, to achieve the objects set out in 1subsection (1). The purpose of section 152(2) is to direct municipalities to use their available resources to realise the objects of local government. However, a municipality must do so within its financial and administrative capacity.

In its strive to meet the objects of local government as contemplated in section 152(1) of the Constitution of the Republic of South Africa, 1996 local authorities are continuously embarking on initiatives, seeking alternative capacity and resources, e.g. revenue, co-operative partnerships, knowledge, etc., to accomplish its goals and objectives.

However, measurable benefits for socio-economic growth and development can only be attained if a specific international relations initiative and ensuing agreement are needs driven rather than demand driven. In the light of changes in the local sphere and increasing challenges, the nature of municipal international relations should be substantial, focused and project based with measurable objectives and tangible results.

Section 153(a) of the Constitution of the Republic of South Africa, 1996 sets out the developmental duties of municipalities, namely, a municipality must structure and manage its administration and budgeting and planning processes to give priority to the basic needs of the community, and to promote the social and economic development of the community. There is thus a constitutional requirement that municipalities prioritise the delivery of basic needs in the way their administrations, planning and budgeting are structured and managed.

Due to the fact that international co-operation may not necessarily improve capacity constraints at municipalities, but may even aggravate them as foreign experience and models are not necessarily easily transplantable to every South African municipality, twinning relationships should only be considered when, inter alia, the following criteria has been identified and demonstrated to the satisfaction of Council, as international relationships can be corrupted by poor choice of partner cities:

- (a) Similarities and shared characteristics or interests between the Cape Winelands District Municipality and the candidate community;
- (b) Community interest in a twinning relationship from citizens, the business community as well as cultural groups in the Cape Winelands District Municipality, as twinning can be regarded as an irrelevance by many residents and thus be detrimental to the image of the District Municipality;
- (c) Potential cultural, educational and social economic exchanges and interaction between the Cape Winelands District Municipality and the candidate community;
- (d) Sustainability of the relationship;
- (e) Proposed measurable outcomes of the relationship;
- (f) Availability of funding and value for money for local communities;
- (g) Sufficient similarity in powers and span of competence of each local authority;
- (h) Capacity and resources of candidate community;
- (i) The number of twinning relationships already in place; and
- (j) Ability, within existing resources, to maintain the relationships with exchange visits.

Comment prepared by: Ms. W.M. Neethling

RECOMMENDATION BY MUNICIPAL MANAGER: That –

- (a) The Executive Mayor together with the Mayoral Committee considers to approve the agreement of intent on the establishment of friendship relations between the Cape Winelands District Municipality in the Republic of South Africa and the Kakheti Region, Georgia, Caucus Region of Eurasia;

- (b) Cognisance be taken that provision has been made in the 2017/2018 financial year for R580,000 under MSCOA Vote 11004 for LED projects, relating to Mission, Exhibitions and Trade Shows for funding towards the implementation and administration of this project amongst others; and
- (c) The current International Relations Policy of the Cape Winelands District Municipality that was approved by Council at Item C.14.3 on 27 August 2009 be reviewed and amended to include agreements of intent on the establishment of friendship relations.

AANBEVELING DEUR MUNISIPALE BESTUURDER: Dat –

- (a) Die Uitvoerende Burgemeester saam met die Burgemeesterskomitee oorweging daaraan skenk om die ooreenkoms van voorneme vir die vestiging van vriendskapsverhoudinge tussen die Kaapse Wynland Distriksmunisipaliteit in die Republiek van Suid-Afrika en die Kakheti-streek, Georgia, Caucus-streek van Eurasië, goed te keur;
- (b) Kennis geneem word dat voorsiening in die 2017/2018 finansiële jaar gemaak is vir R580,000 onder MSCOA Begrotingspos 11004 vir PEO-projekte wat verband hou met Missies, Uitstallings en Handelskoue vir befondsing vir die implementering en administrasie van onder meer hierdie projek; en
- (c) Die huidige Beleid oor Internasionale Verhoudinge van die Kaapse Wynland Distriksmunisipaliteit wat op 27 Augustus 2009 by Item R.14.3 deur die Raad goedgekeur is, hersien en gewysig word om ooreenkomste van voorneme oor die vestiging van vriendskapsverhoudinge in te sluit.

INGCEBISO EVELA KUMLAWULI KAMASIPALA: Yeyokokuba –

- (a) USodolophu wesiGqeba kunye neKomiti kaSodolophu bacamngce ngokwamkela isivumelwano sokuzimisela kukusekwa kobudlelwane bobuhlobo phakathi koMasipala wesiThili saseCape Winelands kwiRiphabliki yoMzantsi Afrika kunye neKakheti Region, eGeorgia, Caucus Region yaseEurasia;
- (b) Ingqalelo ithatyathwe yokokuba isibonelelo sele senziwe kunyaka-mali wama-2017/2018 sama-R580,000 phantsi kweeprojekti zeVoti 11004 yeMSCOA kulungiselelwa iiprojekti zeLED, ezinxulumene noMnqophiso, iMiboniso kunye neMiboniso yoRhwebo kulungiselelwa inkxaso-mali ebhekiselele kumiliselwano nolawulo lwale projekti phakathi kwezinye; yaye
- (c) UMgaqo-nkqubo okhoyo woBudlelwane beHlabathi woMasipala wesiThili saseCape Winelands othe wamkelwa liBhunga kuMba C.14.3 kufuneka uhlaziywe ze ulungiswe ukubandakanya izivumelwano zokuzimisela ngokusekwa kobudlelwane bobuhlobo.

SPECIAL MAYORAL COMMITTEE: 22 MAY 2017: ITEM MC.5.1

RESOLVED: That -

- (a) The Agreement of Intent on the establishment of friendship relations between the Cape Winelands District Municipality in the Republic of South Africa and the Kakheti Region, Georgia, Caucus Region of Eurasia be approved;
- (b) Cognisance be taken that provision has been made in the 2017/2018 financial year for an amount of R580,000 under mSCOA Vote 11004 for LED projects, relating to Mission, Exhibitions and Trade Shows and subject to the breakdown of the said amount, R150,000 will be made available for the implementation and administration of this project;
- (c) The current International Relations Policy of the Cape Winelands District Municipality (CWDM) that was approved by Council at Item C.14.3 on 27 August 2009 be reviewed and amended to include agreements of intent on the establishment of friendship relations;
- (d) The Agreement of Intent on the establishment of friendship relations between the Cape Winelands District Municipality in the Republic of South Africa and the Kakheti Region, Georgia, Caucus Region of Eurasia in (a) above be reviewed after a period of twelve (12) months;
- (e) The Municipal Manager in collaboration with the Portfolio Holder for Local Economic Development (LED), Councillor J.J. du Plessis, be tasked to identify and indicate specific points which are linked to the Integrated Development Plan (IDP) of the Cape Winelands District Municipality (CWDM) as well as the targets that are expected to be attained;
- (f) An exchange programme be investigated with regard to the establishment of the formal agreement subject to the availability of funds and the benefits that the Cape Winelands District Municipality (CWDM) will derive from it;
- (g) The Agreement of Intent be drafted to be available on Wednesday, 14 June 2017;
- (h) The Agreement of Intent on the establishment of friendship relations between the Cape Winelands District Municipality in the Republic of South Africa and the Kakheti Region, Georgia, Caucus Region of Eurasia be submitted to Council on Thursday, 29 June 2017 for notification.

SPEZIALE BURGEMEESTERSKOMITEE: 22 MEI 2017: ITEM BK.5.1

BESLUIT: Dat -

- (a) Die Ooreenkoms van Voorneme vir die vestiging van vriendskapsverhoudinge tussen die Kaapse Wynland Distriksmunisipaliteit in die Republiek van Suid-Afrika en die Kakhetei-streek, Georgia, Caucous-streek van Eurasië, goedgekeur word;
- (b) Kennis geneem word dat voorsiening in die 2017/2018 finansiële jaar gemaak is vir 'n bedrag van R580,000 onder MSCOA Begrotingspos 11004 vir PEO-projekte wat verband hou met Missies, Uitstallings en Handelskoue en dat, onderworpe aan die uiteensetting van die genoemde bedrag, R150,000 beskikbaar gestel sal word vir die implementering en administrasie van hierdie projek;
- (c) Die huidige Beleid oor Internasionale Verhoudinge van die Kaapse Wynland Distriksmunisipaliteit (KWDM) wat op 27 Augustus 2009 by Item R.14.3 deur die Raad goedgekeur is, hersien en gewysig word om ooreenkomste van voorneme oor die vestiging van vriendskapsverhoudinge in te sluit;
- (d) Die Ooreenkoms van Voorneme vir die vestiging van vriendskapsverhoudinge tussen die Kaapse Wynland Distriksmunisipaliteit in die Republiek van Suid-Afrika en die Kakhetei-streek, Georgia, Caucous-streek van Eurasië in (a) hierbo na 'n tydperk van twaalf (12) maande hersien word;
- (e) Die Munisipale Bestuurder in oorleg met die Portefeuljehouer vir Plaaslike Ekonomiese Ontwikkeling (PEO), Raadslid J.J. du Plessis, gelas word om spesifieke punte te identifiseer en aan te dui wat aan die Geïntegreerde Ontwikkelingsplan (GOP) van die Kaapse Wynland Distriksmunisipaliteit (KWDM) gekoppel is, asook die teikens wat na verwagting behaal moet word;
- (f) Ondersoek ingestel word na 'n uitruilprogram met betrekking tot die vestiging van die formele ooreenkoms, onderworpe aan die beskikbaarheid van fondse, en die voordele wat dit vir die Kaapse Wynland Distriksmunisipaliteit (KWDM) sal inhou;
- (g) Die Ooreenkoms van Voorneme teen Woensdag, 14 Junie 2017 beskikbaar gestel word;
- (h) Die Ooreenkoms van Voorneme vir die vestiging van vriendskapsverhoudinge tussen die Kaapse Wynland Distriksmunisipaliteit in die Republiek van Suid-Afrika en die Kakhetei-streek, Georgia, Caucous-streek van Eurasië op Donderdag, 29 Junie 2017 vir kennisname aan die Raad voorgelê word.

IKOMITI EYODWA KASODOLOPHU: UMHLA WAMA-22 KUMEYI 2017: UMBA MC.4.2.1

KUGQITYWE: Okokuba -

- (a) IsiVumelwano sokuZimisela kukusekwa kobudlelwane bobuhlobo phakathi koMasipala wesiThili saseCape Winelands kwiRiphabliki yoMzantsi Afrika kunye neKakheti Region, eGeorgia, Caucus Region yaseEurasia;
- (b) Ingqalelo mayithatyathelwe into yokokuba isibonelelo sele senziwe kunyakamali wama-2017/2018 sesixa-mali sama-R580,000 kweVoti 11004 ye-mSCOA kulungiselelwa iiprojekti zeLED, ezinxulumene noMnqophiso, iMiboniso kunye neMiboniso yoRhwebo kuxhonyekekwe kucalu-calulo lwesi sixa-mali sichaziweyo, i-R150,000 iya kufumaneka ukulungiselela ukumiliselwa nokulawulwa kwale projekti;
- (c) UMgaqo-nkqubo okhoyo woBudlelwane beHlabathi woMasipala wesiThili saseCape Winelands (CWDM) othe wamkelwa liBhunga kuMba C.14.3 ngomhla wama-27 kuAgasti 2009 kufuneka uhlaziywe ze ulungiswe ukubandakanya izivumelwano zokuzimisela ngokusekwa kobudlelwane bobuhlobo;
- (d) IsiVumelwano sokuZimisela ekusekweni kobudlelwane bobuhlobo phakathi koMasipala wesiThili saseCape Winelands kwiRiphabliki yoMzantsi Afrika kunye neKakheti Region, eGeorgia, Caucus Region yaseEurasia esiku-(a) ngasentla kufuneka sivavanywe ngokutsha emva kwesithuba seenyanga ezilishumi elinambini(12);
- (e) Umlawuli kaMasipala ngentsebenziswano noBambe isiKhundla soPhuhliso loQoqosho lweNgingqi (LED), uCeba J.J. du Plessis, kufuneka anikwe umsebenzi wokuchonga nokubonisa amanqaku athile athe anxulunyaniswa kwisiCwangciso esiHlangeneyo soPhuhliso (IDP) soMasipala wesiThili saseCape Winelands (CWDM) ngokunjalo nekujoliswe kuko ekulindeleke ukuba kufezekiswe;
- (f) Inkqubo yokuziswa kwabemi belinye ilizwe ze nabeli basiwe kweli lizwe kuphuma aba bemu kufuneka iphandwe ngokubhekiselele kukusekwa kwesivumelwano esisesikweni kuxhonyekekwe kubukho benkxaso-mali kunye nezibonelelo onokuthi uMasipala wesiThili saseCape Winelands azifumane kule nkqubo;
- (g) IsiVumelwano sokuZimisela kufuneka siyilwe ukulungiselela ukuba sifumaneke ngolwesiThathu, umhla we-14 kuJuni 2017;
- (h) IsiVumelwano sokuZimisela kukusekwa kobudlelwane bobuhlobo phakathi koMasipala wesiThili saseCape Winelands kwiRiphabliki yoMzantsi Afrika

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kunye neKakheti Region, eGeorgia, Caucas Region yaseEurasia kufuneka singeniswe kwiBhunga ngolwesiNe, umhla wama-29 kuJuni 2017 kulungiselelwa isaziso.

RECOMMENDATION BY MAYORAL COMMITTEE:

That Council take cognisance of the Agreement of Intent between the Cape Winelands District Municipality in the Republic of South Africa and the Kakheti Region, Georgia, Caucas Region of Eurasia.

AANBEVELING DEUR BURGEMEESTERSKOMITEE:

Dat die Raad kennis neem van die Ooreenkoms van Voorneme tussen die Kaapse Wynland Distriksmunisipaliteit in die Republiek van Suid-Afrika en die Kakheti-streek, Georgia, Caucas-streek van Eurasië.

INGCEBISO EYENZIWA YIKOMITI KASODOLOPHU:

Okokuba iBhunga lithabathele ingqalelo isiVumelwano seNtsebenziswano phakathi koMasipala wesiThili saseCape Winelands kwiRhiphabliki yoMzantsi Afrika kunye neKakhethi Region, eGeorgia, Caucas Region of Eurasia.

COUNCIL MEETING: 29 JUNE 2017: ITEM C.14.1

RESOLVED:

That cognisance be taken of the Agreement of Intent between the Cape Winelands District Municipality in the Republic of South Africa and the Kakheti Region, Georgia, Caucas Region of Eurasia.

RAADSVERGADERING: 29 JUNIE 2017: ITEM R.14.1

BESLUIT:

Dat kennis geneem word van die Ooreenkoms van Voorneme tussen die Kaapse Wynland Distriksmunisipaliteit in die Republiek van Suid-Afrika en die Kakheti-streek, Georgia, Caucas-streek van Eurasië.

INTLANGANISO YEBHUNGA: UMHLA WAMA-29 KUJUNI 2017: UMBA C.14.1

KUGQITYWE:

Okokuba ingqalelo ithatyathelwe isiVumelwano sokuZimisela phakathi koMasipala wesiThili saseCape Winelands kwiRhiphabliki yoMzantsi Afrika kunye neKakhethi Region, eGeorgia, Caucas Region of Eurasia.

- C.14.2 PROGRESS REPORT ON MUNICIPAL MINIMUM COMPETENCY LEVELS**
(4/12/5, 1/1/1 & 3/2/5/13)
- R.14.2 VORDERINGSVERSLAG OOR MUNISIPALE MINIMUM BEVOEGDHEIDS-
VLAKKE**
(4/12/5, 1/1/1 & 3/2/5/13)
- C.14.2 INGXELO KAMASIPALA YENKQUBELA PHAMBILI YAMANQANABA
APHANTSI OBUCHULE**
(4/12/5, 1/1/1 & 3/2/5/13)
-

PURPOSE OF SUBMISSION

That Council take cognisance of the monthly Municipal Minimum Competencies Progress Report.

DOEL VAN VOORLEGGING

Dat die Raad kennis neem van die maandelikse Vorderingsverslag oor Munisipale Minimum Bevoegdheidsvlakke.

INJONGO YONGENISO

Yeyokokuba iBhunga lithabathele ingqalelo iNgxelo kaMasipala yarhoqo ngenyanga yeNkqubela Phambili yamaNqanaba aPhantsi oBuchule.

BACKGROUND

The Municipal Regulations on Minimum Competency Levels were first issued on 15 June 2007. This required municipalities and municipal entities to achieve full compliance by 1 January 2013. The Regulations required officials holding key positions and those that are responsible for financial management to comply with the prescribed minimum competencies relevant to their positions.

In April 2012 the National Treasury issued MFMA Circular 60 aimed at assisting municipalities who were experiencing difficulties in complying with the legislation for officials already in the employ of the municipality. In accordance with the Circular, municipalities could apply to the National Treasury to consider a delay in enforcement of certain provisions of the regulations as a "Special Merit Case.

On 14 March 2014 the National Treasury issued a MFMA Exemption Notice to delay the enforceability of the Regulations. This Exemption Notice lapsed on 30 September 2015.

After consultation with key stakeholders and correspondence received from municipalities regarding the challenges faced in attracting and retaining key skills

as a result of the prescribed minimum competency level requirements, a decision was taken to further exempt municipalities and municipal entities from the application of Regulations 15 and 18 of the Municipal Regulations on Minimum Competency levels for a period of 18 months from 3 February 2017.

COMMENT

On 3 February 2017, MFMA Exemption Notice 40593 was issued in terms of section 177(1)(b) of the MFMA relating to exemption from compliance with Regulations 15 and 18 of the Municipal Regulations on Minimum Competency levels (attached as Annexure "A").

Paragraphs 2.5 and 2.6 of the MFMA Exemption Notice stipulate as follows:

2.5 A municipality must –

- (a) Submit a report to the National Treasury on the implementation of the conditions referred to in paragraph 2.1(a), in respect of the municipality and each of its entities in such format and on such dates as the National Treasury determines; and*
- (b) On a monthly basis, submit to the National Treasury and the relevant Provincial Treasury a report with details of –*
 - (i) Employment contracts of officials appointed by virtue of this Notice;*
 - (ii) Registration with accredited training providers; and*
 - (ii) Progress made in attaining the minimum competency levels.*

2.6 The report envisaged in paragraph 2.5(b) must be tabled at each municipal council meeting to enable the council to –

- (a) Enforce the Regulations and this Notice; and*
- (b) Institute corrective action as may be required.*

In terms of officials at the Cape Winelands District Municipality who currently do not comply with the Municipal Regulations on Minimum Competency Levels, they are grouped as follows:

Senior Managers

1 x official

Financial Officials at Middle Management Level

9 x officials (1 X Resignation – 30 April 2017)

**Other Financial Officials: Officials with Financial Delegations
Middle Management Unit Standards**

15 x officials (5 X Additional Officials awarded Financial Delegations)

**Officials involved in Implementation of Supply Chain Management Policy:
Officials serving on Supply Chain Management Bid Committees**

17 x officials (3 X Officials awarded Financial Delegations)

In order to effectively address the above situation, the Cape Winelands District Municipality embarked on a formal tender process to ensure the procurement of an accredited Municipal Finance Management Programme (MFMP) service provider. In March 2016 Kgolo Institute was appointed on a three year contract as the preferred service provider for the CWDM's Municipal Finance Management Programme. The Municipal Finance Management Programme is currently being implemented via three intakes per year, with Intake 1 completed in January 2017.

Intake 1 consisted of a combination of CWDM officials, those affected by the MFMA Regulations on Minimum Competency Levels, as well as those middle and junior management officials not affected by the MFMA Regulations on Minimum Competency Levels.

Intake 2 is scheduled for commencement from 19 June 2017 to April 2018 and will consist of officials affected by the MFMA Regulations on Minimum Competency Levels, who until now have not participated in the Municipal Finance Management Programme (MFMP) and will ensure that these officials are in full compliance with the prescribed competency levels within the given timeframe as stipulated in the MFMA Exemption Notice 40593.

Intake 3 will commence from February 2018 to December 2018 and will consist of all outstanding middle and junior managers within the Cape Winelands District Municipality that are not affected by the Minimum Competency Levels.

IMPLICATIONS

PERSONNEL

The Exemption Notice is applicable to existing officials who are in the employ of municipalities and municipal entities and new appointments. With regard to officials who were already in the employ of municipalities and municipal entities prior to 3 February 2017, these officials should be given until 02 August 2018 to complete the outstanding prescribed unit standards to obtain full compliance with the Regulations.

To give effect to Exemption Notice 40593, all affected officials already in the employ of the Cape Winelands District Municipality involved in the implementation of the supply chain management policy of the municipality who must meet the prescribed financial management competency levels, signed Memorandums of Agreement which will, inter alia, also stipulates the consequences to officials should they refuse to either complete their outstanding unit standards and/or refuse to participate in the Municipal Finance Management Programme.

Comment prepared by: Ms. K. Smit

FINANCIAL

Training expenditure to the amount of R723,045 has been incurred for the 2015/2016 financial year on Vote Number: 1 1110 0273 (training of personnel). The next payment to the appointed service provider will be effected in the 2017/2018 financial year, depending on the number of nominations.

Comment prepared by: Ms. F.A. du Raan-Groenewald

LEGAL

Section 119(1) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA) stipulates that the accounting officer and all other officials of a municipality or a municipal entity involved in the implementation of the supply chain management policy of the municipality must meet the prescribed financial management competency levels, whilst section 119(2) stipulates that a municipality and a municipal entity must for the purposes of subsection 119(1) provide resources or opportunities for the training of officials referred to in that subsection to meet the prescribed competency levels.

In terms of regulation 13 of the Municipal Regulations on Minimum Competency Levels, 2007 the municipal manager of a municipality and the chief executive officer of a municipal entity must ensure that competencies of all financial officials and supply chain management officials are assessed in order to identify and address gaps in competency levels of those officials.

Regulation 14(1) of the Municipal Regulations on Minimum Competency Levels, 2007 the municipal manager of a municipality and the chief executive officer of a municipal entity must monitor, and take any necessary steps to ensure compliance with the prescribed minimum competency levels for financial officials and supply chain management officials within the time frames set out in regulation 15.

Comment prepared by: Ms. W.M. Neethling

RECOMMENDATION BY MUNICIPAL MANAGER: That –

- (a) The Executive Mayor and Mayoral Committee take cognisance of the monthly Municipal Minimum Competencies Progress Report;
- (b) The Executive Mayor together with the Mayoral Committee consider to recommend to Council to take cognisance of the monthly Municipal Minimum Competencies Progress Report.

AANBEVELING DEUR MUNISIPALE BESTUURDER: Dat –

- (a) Die Uitvoerende Burgemeester en Burgemeesterskomitee kennis neem van die maandelikse Vorderingsverslag oor Munisipale Minimum Bevoegdheidsvlakke.
- (b) Die Uitvoerende Burgemeester saam met die Burgemeesterskomitee oorweging daaraan skenk om by die Raad aan te beveel om kennis te neem van die maandelikse Vorderingsverslag oor Munisipale Minimum Bevoegdheidsvlakke.

INGCEBISO EVELA KUMLAWULI KAMASIPALA: Yeyokokuba –

- (a) USodolophu wesiGqeba kunye neKomiti kaSodolophu bathabathele ingqalelo iNgxelo kaMasipala yarhoqo ngenyanga yeNkqubela Phambili yamaNqanaba aPhantsi oBuchule;
- (b) USodolophu wesiGqeba kunye neKomiti kaSodolophu bacamngce ngokundulula kwiBhunga okokuba lithabathele ingqalelo iNgxelo kaMasipala yarhoqo ngenyanga yeNkqubela Phambili yamaNqanaba aPhantsi oBuchule.

MAYORAL COMMITTEE: 13 JUNE 2017: ITEM MC.8.2.2

RESOLVED: That -

- (a) Cognisance be taken of the monthly Municipal Minimum Competencies Progress Report;
- (b) It be recommended to Council to take cognisance of the monthly Municipal Minimum Competencies Progress Report, attached as Annexure "A" to the agenda item.

BURGEMEESTERSKOMITEE: 13 JUNIE 2017: ITEM BK.8.2.2

BESLUIT: Dat -

- (a) Kennis geneem word van die maandelikse Vorderingsverslag oor Munisipale Minimum Bevoegdheidsvlakke;
- (b) Dat dit by die Raad aanbeveel word om kennis te neem van die maandelikse Vorderingsverslag oor Munisipale Minimum Bevoegdheidsvlakke, aangeheg as Bylae "A" by die agenda-item.

IKOMITI KASODOLOPHU: UMHLA WE-13 KUJUNI 2017: UMBA MC.8.2.2

KUGQITYWE: Okokuba -

- (a) Inggalelo ithatyathelwe iNgxelo kaMasipala yarhoqo ngenyanga yeNkqubela Phambili yamaNqanaba aPhantsi oBuchule;
- (b) Kundululwe kwiBhunga okokuba lithabathele ingqalelo iNgxelo kaMasipala yarhoqo ngenyanga yeNkqubela Phambili yamaNqanaba aPhantsi oBuchule, encanyatheliswe njengeSihlomelo "A" kumba we-ajenda.

RECOMMENDATION BY MAYORAL COMMITTEE:

That Council take cognisance of the monthly Municipal Minimum Competencies Progress Report, attached as Annexure "A" to the agenda item.

AANBEVELING DEUR BURGEMEESTERSKOMITEE:

Dat die Raad kennis neem van die maandelikse Vorderingsverslag oor Munisipale Minimum Bevoegdheidsvlakke, aangeheg as Bylae "A" by die agenda-item.

INGCEBISO EYENZIWA YIKOMITI KASODOLOPHU:

Yeyokokuba iBhunga lithabathele ingqalelo iNgxelo kaMasipala yarhoqo ngenyanga yeNkqubela Phambili yamaNqanaba aPhantsi oBuchule, encanyathiselwe njengeSihlomelo "A" kumba we-ajenda.

COUNCIL MEETING: 29 JUNE 2017: ITEM C.14.2

RESOLVED:

That cognisance be taken of the monthly Municipal Minimum Competencies Progress Report, attached as Annexure "A" to the agenda item.

RAADSVERGADERING: 29 JUNIE 2017: ITEM R.14.2

BESLUIT:

Dat kennis geneem word van die maandelikse Vorderingsverslag oor Munisipale Minimum Bevoegdheidsvlakke, aangeheg as Bylae "A" by die agenda-item.

INTLANGANISO YEBHUNGA: UMHLA WAMA-29 KUJUNI 2017: UMBA C.14.2

KUGQITYWE:

Okokuba ingqalelo ithatyathelwe iNgxelo kaMasipala yarhoqo ngenyanga yeNkqubela Phambili yamaNqanaba aPhantsi oBuchule, encanyathiselwe njengeSihlomelo "A" kumba we-ajenda.

- C.14.3 DEPARTMENT: FINANCIAL AND STRATEGIC SUPPORT SERVICES: IMPLEMENTATION OF THE MSCOA (5/1/4)**
- R.14.3 DEPARTEMENT: FINANSIËLE EN STRATEGIESE ONDERSTEUNINGS-DIENSTE: IMPLEMENTERING VAN DIE MSTR (5/1/4)**
- C.14.3 ISEBE: LEENKONZO ZEQHINGA LEMALI NENKXASO: UKUMILISELWA KWEMSCOA (5/1/4)**
-

PURPOSE OF SUBMISSION

That Council take cognisance of the Cape Winelands District Municipality's (CWDM) progress with regard to the implementation of the municipal Standard Chart of Accounts (mSCOA).

DOEL VAN VOORLEGGING

Dat die Raad kennis neem van die Kaapse Wynland Distriksmunisipaliteit (KWDM) se vordering ten opsigte van die implementering van die munisipale Standaardtabel van Rekeninge (mSTR).

INJONGO YONGENISO

Okokuba iBhunga lithabathele ingqalelo inkqubela phambili yoMasipala wesiThili saseCape Winelands (CWDM) ngokubhekiselele kukumiliselwa kweTshati kamasipala yoMgangatho yeeAkhawunti (mSCOA).

BACKGROUND

National Treasury promulgated Regulation 312 on the mSCOA on 22 April 2015.

Section 216 of the Constitution of the Republic of South Africa, 1996 provides that national legislation must prescribe measures to ensure transparency and expenditure control in each sphere of government by introducing generally recognised accounting practices, uniform expenditure classifications and uniform treasury norms and standards.

Currently, each municipality manages and reports on its financial affairs in accordance with its own organisational structure and unique chart of accounts. This resulted into a disjuncture amongst municipalities and the various spheres of government as to how they classify revenue and expenditure and consequently report thereon.

It was therefore necessary for the Minister of Finance to specify national norms and standards for the recording and collection of local government budget, financial and non-financial information which will include in some instances the specification of information required for national policy coordination and reporting.

The Cape Winelands District Municipality (CWDM) together with Bytes Technology has progressed significantly with the implementation since the last reporting date.

COMMENT

PROGRESS SINCE LAST REPORTING DATE

mSCOA READINESS

Preparation and submission of mSCOA budget

The MTREF of the Cape Winelands District Municipality was approved by council on the 25 May 2017. The budget was approved in the mSCOA format and the necessary submissions was made to National Treasury's portal on the 31 May 2017.

At the Chief Financial Officers forum held on the 9 June 2017 concerns was raised by most of the municipalities with regards to implementation and especially the pilot sites. The CFO's of the pilot sites, who has been testing mSCOA on their financial systems, indicated that they still experience huge challenges with regards to implementation although they have been testing for 2 years. They conveyed that the reason why they are facing these challenges relates both to the system vendors and National Treasury. The general feeling of the forum was that to be compliant on the 1 July 2017 will not be without challenges.

ICT Infrastructure

The CWDM has in the past quarter experienced huge challenges with regards to uploading the new web based module due to the capacity of the server not being sufficient. The municipality had to opt for an off-site hosting site to ensure that the Municipality will adhere to National Treasury's implementation dates. The ICT department has procured additional IT infrastructure to increase the capacity of the server to address the problem. Bytes transferred the information from the hosting servers to the CWDM's servers during the month of June. The Municipality is still in the process of testing the relevant information in preparation of the implementation date, 1 July 2017.

Amid the abovementioned challenges the CWDM was the 2nd municipality in the Western Cape to upload the approved budget for the 2017/2018 successfully on National Treasury's portal.

Risks

By the submission date of this item, the likelihood is very high that the municipality will have to endure downtime due to the implementation of the mSCOA on the first working day. Contingency plans are in place to ensure that operations continue as usual and should downtime occurs that operations will be minimally affected.

General

Testing of transactions will continue for the remainder of June to ensure that the Municipality is ready to transact on the 3 July 2017, the first working day of July 2017. Further implementation pertaining to the payroll and assets will be performed during July 2017 and should be finished for capitalisation and payroll allocations to commence by the end of July 2017.

RECOMMENDATION BY MUNICIPAL MANAGER:

That Council take cognisance of the Cape Winelands District Municipality's (CWDM) progress regarding the implementation of the mSCOA.

AANBEVELING DEUR MUNISIPALE BESTUURDER:

Dat die Raad kennis neem van die Kaapse Wynland Distriksmunisipaliteit (KWDM) se vordering ten opsigte van die implementering van die mSTR.

INGCEBISO EVELA KUMLAWULI KAMASIPALA

Okokuba uSodolophu kunye neKomiti kaSodolophu bacamngce ngokucebiso iBhunga ukubalithabathele ingqalelo inkqubela phambili yoMasipala wesiThili saseCape Winelands (CWDM) ngokubhekiselele kukumiliselwa kwemSCOA.

COUNCIL MEETING: 29 JUNE 2017: ITEM C.14.3

RESOLVED:

That cognisance be taken of the Cape Winelands District Municipality's (CWDM) progress regarding the implementation of the mSCOA.

RAADSVERGADERING: 29 JUNIE 2017: ITEM R.14.3

BESLUIT:

Dat kennis geneem word van die Kaapse Wynland Distriksmunisipaliteit (KWDM) se vordering ten opsigte van die implementering van die mSTR.

INTLANGANISO YEBHUNGA: UMHLA WAMA-29 KUJUNI 2017: UMBA C.14.3

KUGQITYWE:

Okokuba ingqalelo ithatyathelwe inkqubela phambili yoMasipala wesiThili saseCape Winelands (CWDM) ngokubhekiselele kukumiliselwa kwemSCOA.

C.15 MATTERS FOR CONSIDERATION

- C.15.1 HUMAN RESOURCE MANAGEMENT STRATEGY AND PLANS**
(4/1/1/B & 4/8/B)
- R.15.1 STRATEGIE EN PLANNE VIR MENSLIKE HULPBRONBESTUUR**
(4/1/1/B & 4/8/B)
- C.15.1 IQHINGA NEZICWANGCISO ZOLAWULO LWEZABASEBENZI**
(4/1/1/B & 4/8/B)
-

PURPOSE OF SUBMISSION

That Council consider to approve the Human Resource Management Strategy and Plans.

DOEL VAN VOORLEGGING

Dat die Raad oorweging daaraan skenk om die Strategie en Planne vir Menslike Hulpbronbestuur goed te keur.

INJONGO YONGENISO

Yeyokokuba iBhunga licamngce ngokwamkela iQhinga kunye neziCwangciso zoLawulo lwezaBasebenzi.

BACKGROUND

Since strategic human resource planning is an important component of human resource management and guide an organisation to achieve its overall mission, strategies and success while meeting the needs of employees, the Cape Winelands District Municipality during 2016 has appointed "AGITOMINDS" to, inter alia, audit the organisational culture, current policies, procedures and practices and develop a Human Resource Management Strategy and Plans.

COMMENT

The process followed to develop the Human Resource Management Strategy and Plans involved –

- (a) A human resource audit which examined legislation, strategies, policies, procedures, documentation, structure, systems and practices with regard to the Cape Winelands District Municipality's human resource management and assessed the strengths, limitations and developmental needs of the existing human resources from the larger point of view of enhancing organisational performance and culture.
- (b) Alignment of the Human Resource Management Strategy and Plans to the strategic objectives of the Cape Winelands District Municipality as contained in the Integrated Development Plan in order to improve human resource service delivery.
- (c) Provision of strategic direction and measurements for innovation and sustainable people practices and establish a framework for an appropriate human resource structure, allocate tasks and monitor the development of human resources competence to deliver on the human resource strategic objectives.

Attached as Annexure "A" is a copy of the Human Resource Management Strategy and Plans which will be presented by "AGITOMINDS" at the Council meeting.

IMPLICATIONS

PERSONNEL

The Human Resource Management and Development Strategy has been divided into separate action plans which address all the different functional areas within human resources which have to be implemented in terms of priority by the Division: Human Resources, together with senior management.

Comment prepared by: Ms. K. Smit

FINANCIAL

An amount of R844,000.00 has been appropriated on the 2016/2017 budget on Item Number 1 1110 0213 for this project.

Phases	Payments
Project Inception	R27,200.00
Diagnostic Analysis: Audit of current policies, procedures and practices	R136,000.00
Assessment of organisational culture and development of a HR Management and Development Strategy and Plan	R272,000.00
Reviewing and updating of existing HR related policies, as well as the compilation of new human resource related policies	R340,000.00
Implementation plan	R68,000.00
Total	R843,200.00

Comment prepared by: Ms. F.A. du Raan-Groenewald

LEGAL

According to Chapter 5 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) municipal planning must be developmentally-oriented.

In terms of section 25(1) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) each municipal council must, within a prescribed period after the start of its elected term, adopt a single, all-inclusive and strategic plan for the development of the municipality which-

- (a) links, integrates and co-ordinates plans and takes into account proposals for the development of the municipality;
- (b) aligns the resources and capacity of the municipality with the implementation of the plan;

- (c) forms the policy framework and general basis on which annual budgets must be based;
- (d) complies with the provisions of this Chapter; and
- (e) is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

Comment prepared by: Ms. W.M. Neethling

RECOMMENDATION BY MUNICIPAL MANAGER: That -

- (a) The Executive Mayor and Mayoral Committee take cognisance of the presentation on the Human Resource Management Strategy and Plans;
- (b) The Executive Mayor together with the Mayoral Committee consider to recommend to Council to approve the Human Resource Management Strategy and Plans.

AANBEVELING DEUR MUNISIPALE BESTUURDER: Dat -

- (a) Die Uitvoerende Burgemeester en Burgemeesterskomitee kennis neem van die voorlegging oor die Strategie en Planne vir Menslike Hulpbronbestuur;
- (b) Die Uitvoerende Burgemeester saam met die Burgemeesterskomitee oorweging daaraan skenk om by die Raad aan te beveel om die Strategie en Planne vir Menslike Hulpbronbestuur goed te keur.

INGCEBISO EVELA KUMLAWULI KAMASIPALA: Yeyokokuba –

- (a) USodolophu wesiGqeba kunye neKomiti kaSodolophu bathabathele ingqalelo intetho engeQhinga leMicimbi yezaBasebenzi neziCwangciso;
- (b) USodolophu wesiGqeba kunye neKomiti kaSodolophu bacamngce ngokundulula kwiBhunga okokuba lithabathele ingqalelo iQhinga leMicimbi yezaBasebenzi neziCwangciso.

MAYORAL COMMITTEE: 13 JUNE 2017: ITEM MC.8.2.3

RESOLVED:

That it be recommended to Council to approve the Human Resource Management Strategy and Plans for the Cape Winelands District Municipality (CWDM).

BURGEMEESTERSKOMITEE: 13 JUNIE 2017: ITEM BK.8.2.3

BESLUIT:

Dat daar by die Raad aanbeveel word om die Strategie en Planne vir Menslike Hulpbronbestuur van die Kaapse Wynland Distriksmunisipaliteit (KWDM) goed te keur.

IKOMITI KASODOLOPHU: UMHLA WE-13 KUJUNI 2017: UMBA MC.8.2.3

KUGQITYWE:

Okokuba kundululwe kwiBhunga okokuba lamkele iQhinga leMicimbi yezaBasebenzi neziCwangciso elilungiselelwe uMasipala wesiThili saseCape Winelands (CWDM).

RECOMMENDATION BY MAYORAL COMMITTEE:

That Council consider to approve the Human Resource Management Strategy and Plans for the Cape Winelands District Municipality (CWDM).

AANBEVELING DEUR BURGEMEESTERSKOMITEE:

Dat die Raad oorweging daaraan skenk om die Strategie en Planne vir Menslike Hulpbronbestuur van die Kaapse Wynland Distriksmunisipaliteit (KWDM) goed te keur.

INGCEBISO EVELA KWIKOMITI KASODOLOPHU:

Yeyokokuba iBhunga licamngce ngokwamkela iQhinga leMicimbi yezaBasebenzi neziCwangciso elilungiselelwe uMasipala wesiThili saseCape Winelands (CWDM).

COUNCIL MEETING: 29 JUNE 2017: ITEM C.15.1

RESOLVED: (Unanimously, 27 Councillors)

That the Human Resource Management Strategy and Plans for the Cape Winelands District Municipality (CWDM), attached as Annexure "A" to the agenda item, be approved.

RAADSVERGADERING: 29 JUNIE 2017: ITEM R.15.1

BESLUIT: (Eenparig, 27 Raadslede):

Dat die Strategie en Planne vir Menslike Hulpbronbestuur van die Kaapse Wynland Distriksmunisipaliteit (KWDM), aangeheg as Bylae "A" by die agenda-item, goedgekeur word.

INTLANGANISO YEBHUNGA: UMHLA WAMA-29 KUJUNI 2017: UMBA C.15.1

KUGQITYWE: (Ngamxhelo-mnye, ooCeba abangama-27)

Okokuba iQhinga leMicimbi yezaBasebenzi neziCwangciso elilungiselelwe uMasipala wesiThili saseCape Winelands (CWDM), elincanyatheliswe njengeSihlomelo "A" kumba we-ajenda, malamkelwe.

- | | | |
|---------------|---|-------------------|
| C.15.2 | CAPE WINELANDS DISTRICT RURAL DEVELOPMENT PLAN | (2/9/3/13) |
| R.15.2 | KAAPSE WYNLAND DISTRIK LANDELIKE ONTWIKKELINGSPLAN | (2/9/3/13) |
| C.15.2 | ISICWANGCISO SOPHUHLISO LWAMAPHANDLE KWISITHILI SASECAPE WINELANDS | (2/9/3/13) |
-

PURPOSE OF SUBMISSION

That Council take cognisance of the Cape Winelands District Rural Development Plan and consider to incorporate the plan into the Integrated Development Plan (IDP) and Spatial Development Framework (SDF) of the Cape Winelands District Municipality (CWDM).

DOEL VAN VOORLEGGING

Dat die Raad kennis neem van die Kaapse Wynland Distrik Landelike Ontwikkelingsplan en oorweging daaraan skenk om die plan by die Geïntegreerde Ontwikkelingsplan (GOP) en Ruimtelike Ontwikkelingsraamwerk (ROR) van die Kaapse Wynland Distriksmunisipaliteit (KWDM) te inkorporeer.

INJONGO YONGENISO

Yeyokokuba iBhunga lithabathele ingqalelo isiCwangciso soPhuhliso lwaMaphandle sesiThili saseCape Winelands kunye nokusihlanganisa isicwangciso kwisiCwangciso esiHlangeneyo soPhuhliso (IDP) kunye

nesiCwangciso-nkqubo soPhuhliso lwesiThuba (SDF) soMasipala wesiThili saseCape Winelands (CWDM).

BACKGROUND

*** Attached as Annexure "A" is a copy of a letter dated 15 May 2017 received from the Department: Rural Development and Land Reform pertaining to the Cape Winelands District Rural Development Plan that was completed during March 2017.

*** Attached as Annexure "B" is a copy of the Cape Winelands District Rural Development Plan which has been prepared specifically to ease integration of the Agri-Parks Initiative and accompanying Department: Rural Development and Land Reform projects into the various Local Municipal and District Integrated Development Plans and Spatial Development Frameworks.

RECOMMENDATION BY MUNICIPAL MANAGER: That –

- (a) The Executive Mayor and Mayoral Committee take cognisance of the Cape Winelands District Rural Development Plan;
- (b) The Executive Mayor together with the Mayoral Committee consider to recommend to Council to take cognisance of the Cape Winelands District Rural Development Plan and to incorporate the plan into the Integrated Development Plan (IDP) and Spatial Development Framework (SDF) of the Cape Winelands District Municipality (CWDM).

AANBEVELING DEUR MUNISIPALE BESTUURDER: Dat –

- (a) Die Uitvoerende Burgemeester en Burgemeesterskomitee kennis neem van die Kaapse Wynland Distrik Landelike Ontwikkelingsplan;
- (b) Die Uitvoerende Burgemeester saam met die Burgemeesterskomitee oorweging daaraan skenk om by die Raad aan te beveel om kennis te neem van die Kaapse Wynland Distrik Landelike Ontwikkelingsplan en om die plan by die Geïntegreerde Ontwikkelingsplan (GOP) en Ruimtelike Ontwikkelingsraamwerk (ROR) van die Kaapse Wynland Distriksmunisipaliteit (KWDM) te inkorporeer.

IINGCEBISO EZIVELA KUMLAWULI KAMASIPALA: Yeyokokuba -

- (a) USodolophu wesiGqeba kunye neKomiti kaSodolophu bathabathele ingqalelo isiCwangciso soPhuhliso lwaMaphandle sesiThili saseCape Winelands;

- (b) USodolophu wesiGqeba kunye neKomiti kaSodolophu bacamngcise ngokundulula kwiBhunga okokuba lithabathele ingqalelo isiCwangciso soPhuhliso lwaMaphandle sesiThili saseCape Winelands kunye nokusihlanganisa isicwangciso kwisiCwangciso esiHlangeneyo soPhuhliso (IDP) kunye nesiCwangciso-nkqubo soPhuhliso lwesiThuba (SDF) soMasipala wesiThili saseCape Winelands (CWDM).

MAYORAL COMMITTEE: 13 JUNE 2017: ITEM MC.8.3.2

RESOLVED: That -

- (a) Cognisance be taken of the Cape Winelands District Rural Development Plan, attached as Annexure "B" to the agenda item;
- (b) It be recommended to Council to take cognisance of the Cape Winelands District Rural Development Plan and to incorporate the plan into the Integrated Development Plan (IDP) and Spatial Development Framework (SDF) of the Cape Winelands District Municipality (CWDM).

BURGEMEESTERSKOMITEE: 13 JUNIE 2017: ITEM BK.8.3.2

BESLUIT: Dat -

- (a) Kennis geneem word van die Kaapse Wynland Distrik Landelike Ontwikkelingsplan, aangeheg as Bylae "B" tot die agenda-item;
- (b) Dit by die Raad aanbeveel word om kennis te neem van die Kaapse Wynland Distrik Landelike Ontwikkelingsplan en om die plan by die Geïntegreerde Ontwikkelingsplan (GOP) en Ruimtelike Ontwikkelingsraamwerk (ROR) van die Kaapse Wynland Distriksmunisipaliteit (KWDM) te inkorporeer.

IKOMITI KASODOLOPHU: UMHLA WE-13 KUJUNI 2017: UMBA MC.8.3.2

KUGQITYWE: Okokuba -

- (a) Ingqalelo ithatyathelwe isiCwangciso soPhuhliso lwaMaphandle sesiThili saseCape Winelands, esincanyatheliswe njengeSihlomelo "B" kumba we-ajenda;
- (b) Kundululwe kwiBhunga okokuba lithabathele ingqalelo isiCwangciso soPhuhliso lwaMaphandle sesiThili saseCape Winelands kunye nokusihlanganisa isicwangciso kwisiCwangciso esiHlangeneyo soPhuhliso (IDP) kunye nesiCwangciso-nkqubo soPhuhliso lwesiThuba (SDF) soMasipala wesiThili saseCape Winelands (CWDM).

RECOMMENDATION BY MAYORAL COMMITTEE:

That Council take cognisance of the Cape Winelands District Rural Development Plan and consider to incorporate the plan into the Integrated Development Plan (IDP) and Spatial Development Framework (SDF) of the Cape Winelands District Municipality (CWDM).

AANBEVELING DEUR BURGEMEESTERSKOMITEE:

Dat die Raad kennis neem van die Kaapse Wynland Distrik Landelike Ontwikkelingsplan en oorweging daaraan skenk om die plan by die Geïntegreerde Ontwikkelingsplan (GOP) en Ruimtelike Ontwikkelingsraamwerk (ROR) van die Kaapse Wynland Distriksmunisipaliteit (KWDM) te inkorporeer.

INGCEBISO EVELA KWIKOMITI KASODOLOPHU:

Yeyokokuba iBhunga lithabathele ingqalelo isiCwangciso soPhuhliso lwaMaphandle sesiThili saseCape Winelands kunye nokusihlanganisa isicwangciso kwisiCwangciso esiHlangeneyo soPhuhliso (IDP) kunye nesiCwangciso-nkqubo soPhuhliso lwesiThuba (SDF) soMasipala wesiThili saseCape Winelands (CWDM).

COUNCIL MEETING: 29 JUNE 2017: ITEM C.15.2

RESOLVED: (Unanimously, 27 Councillors): That -

- (a) Cognisance be taken of the Cape Winelands District Rural Development Plan, attached as Annexure "B" to the agenda item;
- (b) The Rural Development Plan in (a) above be incorporated into the Integrated Development Plan (IDP) and Spatial Development Framework (SDF) of the Cape Winelands District Municipality (CWDM).

RAADSVERGADERING: 29 JUNIE 2017: ITEM R.15.2

BESLUIT: (Eenparig, 27 Raadslede): Dat –

- (a) Kennis geneem word van die Kaapse Wynland Distrik Landelike Ontwikkelingsplan, aangeheg as Bylae "A" by die agenda-item;
- (b) Die Landelike Ontwikkelingsplan in (a) hierbo by die Geïntegreerde Ontwikkelingsplan (GOP) en Ruimtelike Ontwikkelingsraamwerk (ROR) van die Kaapse Wynland Distriksmunisipaliteit (KWDM) geïnkorporeer word.

INTLANGANISO YEBHUNGA: UMHLA WAMA-29 KUJUNI 2017: UMBA C.15.2

KUGQITYWE: (Ngamxhelo-mnye, ooCeba abangama-27): Okokuba -

- (a) Ingqalelo ithatyathelwe isiCwangciso soPhuhliso lwaMaphandle sesiThili saseCape Winelands, esincanyatheliswe njengeSihlomelo "B" kumba we-ajenda;
- (b) IsiCwangciso esiHlangeneyo soPhuhliso (IDP) siku-(a) ngasentla masihlanganiswe kwisiCwangciso-nkqubo soPhuhliso lwesiThuba (SDF) soMasipala wesiThili saseCape Winelands (CWDM).

C.15.3 DEPARTMENT: TECHNICAL SERVICES: CAPE WINELANDS DISTRICT MUNICIPALITY (CWDM) ICT POLICIES (6/2/1/5)

R.15.3 DEPARTEMENT: TEGNIESE DIENSTE: KAAPSE WYNLAND DISTRIKS-MUNISIPALITEIT (KWDM) IKT BELEIDE (6/2/1/5)

C.15.3 ISEBE: IINKONZO ZOBUGCISA: ULAWULO LUKAMASIPALA LWAMAQUMRHU LOMASIPALA WESITHILI SASECAPE WINELANDS (CWDM) WE-ICT NEMIGAQO-NKQUBO (6/2/1/5)

PURPOSE OF SUBMISSION

That Council consider to approve the following ICT Policies of the Cape Winelands District Municipality (CWDM):

- (i) Municipal Corporate Governance Policy for Information Communication Technology (ICT);
- (ii) ICT Data Backup and Retention Policy;
- (iii) ICT Service Level Agreement Management.

DOEL VAN VOORLEGGING

Dat die Raad oorweging daaraan skenk om die volgende IKT Beleide van die Kaapse Wynland Distriksmunisipaliteit (KWDM) goed te keur:

- (i) Beleid oor Munisipale Korporatiewe Bestuur van Inligting- en Kommunikasietegnologie (IKT);
- (ii) Beleid oor die Rugsteun en Behoud van IKT-data;

- (iii) Beleid oor die Bestuur van IKT-diensvlakooreenkomste.

INJONGO YONGENISO

Yeyokokuba iBhunga licamngce ngokwamkela imiGaqo-nkqubo elandelayo yeICT yoMasipala wesiThili saseCape Winelands (CWDM):

- (i) UMgaqo-nkqubo woLawulo lwamaQumrhu woMasipala olungiselelwe iThekhnoloji yoNxibelelwano lweNgcaciso (ICT);
- (ii) UMgaqo-nkqubo woLolongo lweNkcukacha zoLwazi lwe-ICT nokuGcina;
- (iii) ULawulo lweSivumelwano seNqanaba leNkonzo yeICT.

BACKGROUND

This Municipal Corporate Governance for ICT Policy (MCGICTP) provides the Political and Executive Leadership with a set of principles and practices that must be complied together with an implementation approach to be utilised for Corporate Governance of ICT within the Cape Winelands District Municipality (CWDM).

To give effect to the compliance requirements of the MCGICTP, an ICT Steering Committee Charter was developed, based on best practice principles in the ICT Industry, for consideration and approval by Council and Executive Management.

The **ICT Service Level Agreement Management Policy (ICT and Departments)** has been developed to align the ICT strategic goals and objectives with the Municipality's strategic goals and objectives. Additionally the policy creates visibility of ICT services being provided to the Municipality, thereby allowing for better and improved management of services.

The policy covers the following elements of service level agreement management between ICT and the Municipality:

- Agreement between ICT and the Municipality, and
- Service management.

The **ICT Data Backup, Restore and Retention Policy** seeks to outline the data backup and recovery controls for Municipal employees so as to ensure that the data is correctly and efficiently backed up and recovered in line with best practice. This policy further seeks to ensure that organisational data is adequately protected and can be recovered in the event of an equipment failure, intentional destruction of data, or a disaster.

The policies above had been reviewed by the Information and Communication Technology Steering Committee.

During 1998 a report was submitted to Parliament recommending that ICT needs to be institutionalised as an integral part of the Corporate Governance in all spheres of government.

Since 2009, the AGSA continuously reported on lack of effective Governance and Management of ICT Services in Provincial and Local Government.

In 2012 an ICT Corporate Governance Policy was introduced by the Department of Public Services and Administration (DPSA) for Provincial Government to ensure that the above recommendation will come into effect and that decisions and initiatives regarding **ICT investments are aligned with strategic goals and objectives** of departments as well as **Statements of Direction** from other spheres of government.

In June 2013, the same ICT Policy was introduced for local government.

After further investigations it was however, evident that the Corporate Governance of ICT Policy referred to municipalities by the DPSA was too complex for implementation in municipalities as it did not consider the unique operating environments within municipalities.

The Western Cape Department of Local Government in collaboration with the Department of Cooperative Governance (DCOG), the Department of Public Service and Administration (DPSA), the South African Local Government Association (SALGA), and the Western Cape Provincial Treasury took the initiative to lead the development of this Municipal Corporate Governance of ICT Policy for application in the Local Government sphere.

The Auditor General of South Africa (AGSA) and all relevant stakeholders have agreed that the implementation of this Corporate Governance of ICT Policy must commence in the 2015-2016 financial period, with the deadline of June 2017.

AGSA will further monitor the execution of the ICT Policy Framework for compliance and ensure that municipalities achieve a clean ICT Audit.

Furthermore, the Cape Winelands District Municipality Backup Policy was adopted and approved by Council in July 2013. It was then reviewed and amended in April 2014, and again in September 2016 by the ICT Steering Committee in September 2016. This included a service level agreement between ICT and Departments, which is a new policy.

Attached as Annexure "A" are copies of the following:

- (i) Municipal Corporate Governance Policy for Information Communication Technology (ICT);

- (ii) ICT Data Backup and Retention Policy;
- (iii) ICT Service Level Agreement Management.

COMMENT

The Municipal Corporate Governance for ICT Policy (MCGICTP) provides the Political and Executive Leadership with a set of principles and practices that must be complied together with an implementation approach to be utilised for Corporate Governance of ICT within the Cape Winelands District Municipality.

To give effect to the compliance requirements of the MCGICTP, an ICT Steering Committee Charter was developed, based on best practice principles in the ICT Industry, for consideration and approval by Council and Executive Management.

The **ICT service level agreement Management Policy (ICT and Departments)** has been developed to align the ICT strategic goals and objectives with the Municipality's strategic goals and objectives. Additionally the policy creates visibility of ICT services being provided to the Municipality, thereby allowing for better and improved management of services.

The policy covers the following elements of service level agreement management between ICT and the Municipality:

- Agreement between ICT and the Municipality, and
- Service management.

The **ICT data backup, restore and retention policy** seeks to outline the data backup and recovery controls for Municipal employees so as to ensure that the data is correctly and efficiently backed up and recovered in line with best practice. This policy further seeks to ensure that organisational data is adequately protected and can be recovered in the event of an equipment failure, intentional destruction of data, or a disaster.

IMPLICATIONS

PERSONNEL

MUNICIPAL CORPORATE GOVERNANCE OF INFORMATION AND COMMUNICATION TECHNOLOGY POLICY

Responsibilities of Municipal Manager:

- Provide strategic leadership and management of ICT;
- Ensure alignment of the ICT strategic plan with the municipal IDP;

- Ensure that the Corporate Governance of ICT is placed on the municipality's strategic agenda;
- Ensure that the Corporate Governance of ICT Policy Framework, charter and related policies for the institutionalisation of the Corporate Governance of ICT are developed and implemented by management;
- Determine the delegation of authority, personal responsibilities and accountability to the management with regards to the Corporate Governance of ICT;
- Ensure the realisation of municipality-wide value through ICT service delivery and management of municipal and ICT-related risks;
- Ensure that appropriate ICT capability and capacity are provided and a suitably qualified and experienced Governance Champion is designated;
- Ensure that appropriate ICT capacity and capability are provided and that a designated official at a management level takes accountability for the management of ICT in the municipality;
- Ensure the monitoring and evaluation of the effectiveness of the Corporate Governance of ICT system e.g. ICT Steering Committee.

Responsibilities of Management:

- Ensure that ICT strategic goals are aligned with the municipality's municipal strategic goals and support the municipal processes;
- Ensure that Municipal-related ICT strategic goals are cascaded throughout the municipality for implementation and are reported on.

ICT SERVICE LEVEL AGREEMENT

Responsibility of the Deputy Director: Information and Communication Technology.

ICT DATA BACKUP AND RETENTION POLICY

Responsibilities of ICT staff:

- The Deputy Director: Information and Communication Technology shall delegate an ICT support official to perform regular backups;
- The delegated official will be responsible for testing backups and restores on a monthly basis;
- The delegated official will also ensure that storage media is sent off-site.

Responsibilities of Employees:

- It is the responsibility of all Cape Winelands District Municipality (CWDM) network users to ensure that business-critical data on local PC and laptop hard drives is transferred to the personalised storage location (Z: drive) on the file server;

- In the event that a user is unable to do so, as in cases where the user is not connected to the Cape Winelands District Municipality (CWDM) network, the data must be transferred at the first available opportunity.

Comment prepared by: Ms. K. Smit

FINANCIAL

None.

Comment prepared by: Ms. F.A. du Raan-Groenewald

LEGAL

In terms of Part 2, Pol.1.01 the Cape Winelands District Municipality's Systems of Delegations adopted by Council at Item C.4.12 van 15 June 2011, Council has delegated the power to submit policies to Council for adoption to the Executive Mayor.

Section 55(1)(a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) stipulates that a municipal manager as head of administration and subject to the policy directions of the municipal council, is responsible and accountable for the formation and development of an economical, effective, efficient and accountable administration.

Section 51(c) and (g) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) requires, inter alia, that a municipality must, within its administrative and financial capacity, establish and organize its administration in a manner that would enable the municipality to be performance orientated and to perform its functions through operationally effective and appropriate administrative units and mechanisms.

Comment prepared by: Ms. W.M. Neethling

RECOMMENDATION BY MUNICIPAL MANAGER:

That the Executive Mayor together with the Mayoral Committee consider to recommend to Council to approve the following ICT Policies of the Cape Winelands District Municipality's (CWDM):

- (i) Municipal Corporate Governance Policy for Information Communication Technology (ICT);
- (ii) ICT Data Backup and Retention Policy;
- (iii) ICT Service Level Agreement Management.

AANBEVELING DEUR MUNISIPALE BESTUURDER:

Dat die Uitvoerende Burgemeester saam met die Burgemeesterskomitee oorweging daaraan skenk om by die Raad aan te beveel om die volgende IKT Beleide van die Kaapse Wynland Distriksmunisipaliteit (KWDM) goed te keur:

- (i) Beleid oor Munisipale Korporatiewe Bestuur van Inligting- en Kommunikasietegnologie (IKT);
- (ii) Beleid oor die Rugsteun en Behoud van IKT-data;
- (iii) Beleid oor die Bestuur van IKT-diensvlakooreenkomste.

INGCEBISO EVELA KUMLAWULI KAMASIPALA:

Yeyokokuba uSodolophu wesiGqeba kunye neKomiti kaSodolophu bacamngce ngokundulula kwiBhunga okokuba lamkela:

- (i) UMgaqo-nkqubo woLawulo lwamaQumrhu woMasipala wesiThili saseCape Winelands (CWDM) olungiselelwe iThekhnoloji yoNxibelelwano lweNgcaciso (ICT);
- (ii) UMgaqo-nkqubo woLolongo lweeNkcukacha zoLwazi lwe-ICT nokuGcina;
- (iii) UkuLawulwa kweSivumelwani seNqanaba leNkonzo yeICT.

MAYORAL COMMITTEE: 13 JUNE 2017: ITEM MC.8.4.1

RESOLVED:

That it be recommended to Council to approve the following ICT Policies of the Cape Winelands District Municipality's (CWDM), attached as Annexure "A" to the agenda item:

- (a) Municipal Corporate Governance Policy for Information Communication Technology (ICT);
- (b) ICT Data Backup and Retention Policy;
- (c) ICT Service Level Agreement Management.

BURGEMEESTERSKOMITEE: 13 JUNIE 2017: ITEM BK.8.4.1

BESLUIT:

Dat dit by die Raad aanbeveel word om die volgende IKT Beleide van die Kaapse Wynland Distriksmunisipaliteit (KWDM), aangeheg as Bylae "A" tot die agenda-
item, goed te keur.

- (a) Beleid oor Munisipale Korporatiewe Bestuur van Inligting- en Kommunikasietegnologie (IKT);
- (b) Beleid oor die Rugsteun en Behoud van IKT-data;
- (c) Beleid oor die Bestuur van IKT-diensvlakooreenkomste.

IKOMITI KASODOLOPHU: UMHLA WE-13 KUJUNI 2017: UMBA MC.8.4.1

KUGQITYWE:

Okokuba kundululwe kwiBhunga okokuba lamkela iMigaqo-nkqubo elandelayo ye-
ICT yoMasipala wesiThili saseCape Winelands (CWDM), encanyatheliswe
njengeSihlomelo "A" kumba we-ajenda:

- (a) UMgaqo-nkqubo kaMasipala woLawulo lwamaQumrhu olungiselelwe
iThekhnoloji yoNxibelelwano lweNgcaciso (ICT);
- (b) UMgaqo-nkqubo woLolongo lweNkcukacha zoLwazi lwe-ICT nokuGcina;
- (c) UkuLawulwa kweSivumelwani seNqanaba leNkonzo yeICT.

RECOMMENDATION BY MAYORAL COMMITTEE:

That Council consider to approve the following ICT Policies of the Cape Winelands
District Municipality's (CWDM), attached as Annexure "A" to the agenda item:

- (a) Municipal Corporate Governance Policy for Information Communication
Technology (ICT);
- (b) ICT Data Backup and Retention Policy;
- (c) ICT Service Level Agreement Management.

AANBEVELING DEUR BURGEMEESTERSKOMITEE:

Dat die Raad oorweging daaraan skenk om die volgende IKT Beleide van die Kaapse Wynland Distriksmunisipaliteit (KWDM), aangeheg as Bylae "A" tot die agenda-item, goed te keur.

- (a) Beleid oor Munisipale Korporatiewe Bestuur van Inligting- en Kommunikasietegnologie (IKT);
- (b) Beleid oor die Rugsteun en Behoud van IKT-data;
- (c) Beleid oor die Bestuur van IKT-diensvlakooreenkomste.

INGCEBISO EVELA KWIKOMITI KASODOLOPHU:

Okokuba iBhunga licamngce ngokwamkela iMigaqo-nkqubo elandelayo ye-ICT yoMasipala wesiThili saseCape Winelands (CWDM), encanyatheliswe njengeSihlomelo "A" kumba we-ajenda:

- (a) UMgaqo-nkqubo kaMasipala woLawulo lwamaQumrhu olungiselelwe iThekhnoloji yoNxibelelwano lweNgcaciso (ICT);
- (b) UMgaqo-nkqubo woLolongo lweeNkcukacha zoLwazi lwe-ICT nokuGcina
- (c) UkuLawulwa kweSivumelwani seNqanaba leNkonzo yeICT.

COUNCIL MEETING: 29 JUNE 2017: ITEM C.15.3

RESOLVED: (Unanimously, 27 Councillors)

That the following ICT Policies of the Cape Winelands District Municipality (CWDM), attached as Annexure "A" to the agenda item, be approved:

- (a) Municipal Corporate Governance Policy for Information Communication Technology (ICT);
- (b) ICT Data Backup and Retention Policy;
- (c) ICT Service Level Agreement Management.

RAADSVERGADERING: 29 JUNIE 2017: ITEM R.15.3

BESLUIT: (Eenparig, 27 Raadslede):

Dat die volgende IKT Beleide van die Kaapse Wynland Distriksmunisipaliteit (KWDM), aangeheg as Bylae "A" by die agenda-item, goedgekeur word:

- (a) Beleid oor Munisipale Korporatiewe Bestuur van Inligting- en Kommunikasietegnologie (IKT);
- (b) Beleid oor die Rugsteun en Behoud van IKT-data;
- (c) Beleid oor die Bestuur van IKT-diensvlakooreenkomste.

INTLANGANISO YEBHUNGA: UMHLA WAMA-29 KUJUNI 2017: UMBA C.15.3

KUGQITYWE: (Ngamxhelo-mnye, ooCeba abangama-27)

Okokuba iMigaqo-nkqubo elandelayo ye-ICT yoMasipala wesiThili saseCape Winelands (CWDM), encanyatheliswe njengeSihlomelo "A" kumba we-ajenda, mayamkelwe:

- (a) UMgaqo-nkqubo kaMasipala woLawulo lwamaQumrhu olungiselelwe iThekhnoloji yoNxibelelwano lweNgcaciso (ICT);
- (b) UMgaqo-nkqubo woLolongo lweNkcukacha zoLwazi lwe-ICT nokuGcina;
- (c) UkuLawulwa kweSivumelwani seNqanaba leNkonzo yeICT.

C.15.4 DIVISION: FIRE SERVICES: 2016/2017 VELD FIRE SEASON ASSESSMENT REPORT (17/5/2)

R.15.4 AFDELING: BRANDWEERDIENSTE : 2016/2017 VELDBRANDSEISOEN-ASSESSERINGSVERSLAG (17/5/2)

C.15.4 ICANDELO: IINKONZO ZOKUCIMA UMLILO: 2016/2017 UVAVANYO NGXELO LOKULUNGISELELWA KWESITHUBA SEMILILO YAMADLELO (17/5/2)

PURPOSE OF SUBMISSION

That Council consider to approve the 2016/2017 Veld Fire Season Assessment Report of the Division: Fire Services.

IINGCEBISO EZIVELA KUMLAWULI KAMASIPALA:

- (a) Okokuba uSodolophu neKomiti kaSodolophu bayithathela ingqalelo uvavanyo ngxelo yeCandelo loCwangciso loLungiselelo lwesiThuba seMililo yaMadlelo lowama-2016/2017 : iiNkonzo zokuCima uMlilo;
- (b) USodolophu kunye neKomiti kaSodolophu igqiba ngokungenisa uvavanyo ngxelo kwiBhunga ukuba iqwalaselwe.

MAYORAL COMMITTEE: 13 JUNE 2017: ITEM MC.8.3.1

RESOLVED: That -

- (a) Cognisance be taken of the report for the 2016/2017 Veld Fire Season Assessment Report of the Division: Fire Services, attached as Annexure "A" to the agenda item;
- (b) It be recommended to Council to submit the report in (a) above for consideration.

BURGEMEESTERSKOMITEE: 13 JUNIE 2017: ITEM BK.8.3.1

BESLUIT: Dat -

- (a) Kennis geneem word van die verslag vir die 2016/2017 Veldbrandseisoen Asseseringsverslag van die Afdeling: Brandweerdienste aangeheg as Bylae "A" tot die agenda-item;
- (b) Dit by die Raad aanbeveel word om oorweging te skenk aan die verslag in (a) hierbo.

IKOMITI KASODOLOPHU: UMHLA WE-13 KUJUNI 2017: UMBA MC.8.3.1

KUGQITYWE: Okokuba -

- (a) Ingqalelo ithatyathelwe ingxelo yoVavanyo lwesiThuba seMililo yaMadlelo sowama-2016/2017 yeCandelo: iiNkonzo zokuCima uMlilo encanyatheliswe njengeSihlomelo "A" kumba we-ajenda;
- (b) Kundululwe kwiBhunga okokuba lingenise ingxelo eku-(a) ngasentla ukulungiselela ukuba iqwalaselwe.

RECOMMENDATION BY MAYORAL COMMITTEE:

The Council consider to approve the 2016/2017 Veld Fire Season Assessment Report of the Division: Fire Services.

AANBEVELING DEUR BURGEMEESTERSKOMITEE:

Dat die Raad oorweging daaraan skenk om die 2016/2017 Veldbrandseisoen Assesseringsverslag van die Afdeling: Brandweerdienste goed te keur.

INGCEBISO EYENZIWA YIKOMITI KASODOLOPHU:

IBhunga licamngce ngokwamkela iNgxelo yoVavanyo lwesiThuba seMililo yaMadlelo sowama-2016/2017 yeCandelo: iiNkonzo zokuCima uMlilo.

COUNCIL MEETING: 29 JUNE 2017: ITEM C.15.4

RESOLVED: (Unanimously, 27 Councillors)

That the 2016/2017 Veld Fire Season Assessment Report of the Division: Fire Services, attached as Annexure "A" to the agenda item, be approved.

RAADSVERGADERING: 29 JUNIE 2017: ITEM R.15.4

BESLUIT: (Eenparig, 27 Raadslede):

Dat die 2016/2017 Veldbrandseisoen Assesseringsverslag van die Afdeling: Brandweerdienste, aangeheg as Bylae "A" by die agenda-item, goedgekeur word.

INTLANGANISO YEBHUNGA: UMHLA WAMA-29 KUJUNI 2017: UMBA C.15.4

KUGQITYWE: (Ngamxhelo-mnye, ooCeba abangama-27)

Okokuba iNgxelo yoVavanyo lwesiThuba seMililo yaMadlelo sowama-2016/2017 yeCandelo: iiNkonzo zokuCima uMlilo, encanyatheliswe njengeSihlomelo"A" kumba we-ajenda, mayamkelwe.

C.16 CONCLUSION

The agenda was concluded at 12:37.

CONFIRMED ON THIS DAY OF 2017.

SPEAKER

DAH/aia

CWDM: Presentation to MayCo

2016/7 - HR Strategy & Policies Project: Proposed HRM Strategy & Plans

13 June 2017



“The future belongs to those who give the next generation reason for hope.”

Inspiring Innovative Competence

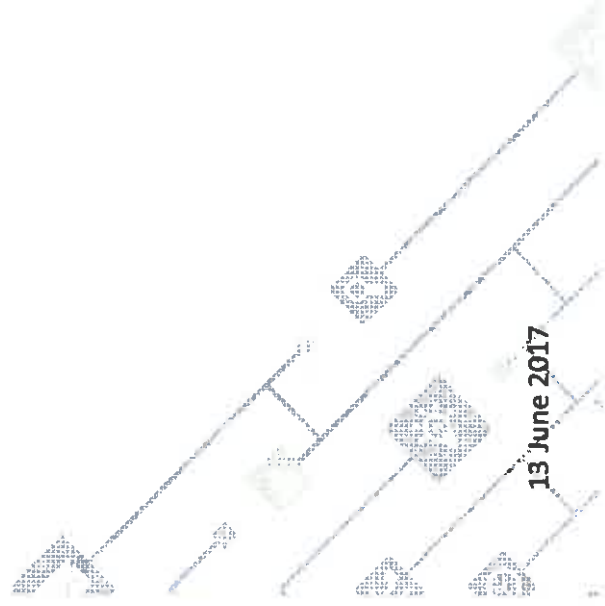
13 June 2017



AGITOMINDS

Presentation Overview

1. Project Definition & Concepts
2. HRM Strategy & Plans - Methodology
3. Proposed HRM Strategy & Plans



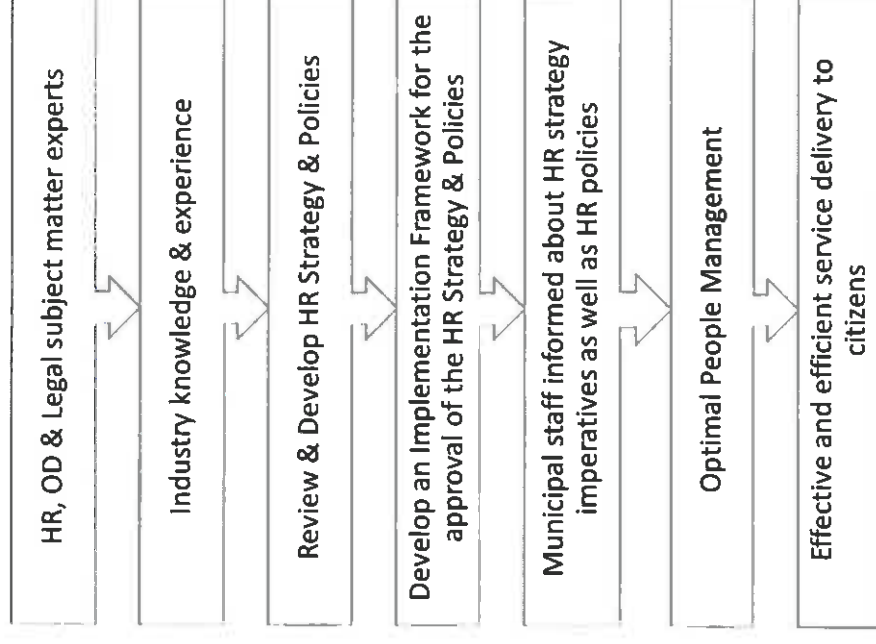
Section 1 *Project Definition & Concepts*

**“We cannot solve
today’s problems with
the same level of
thinking that created
the problems in the
first place” (Albert
Einstein)**

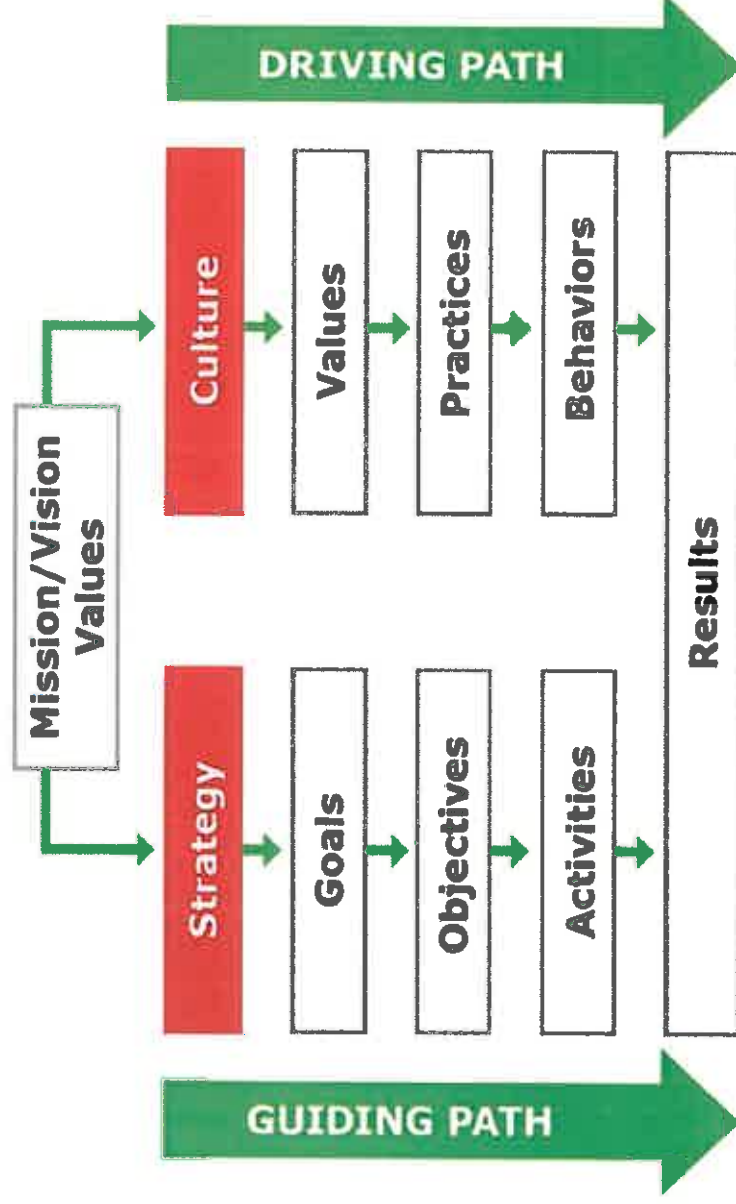


Project Purpose

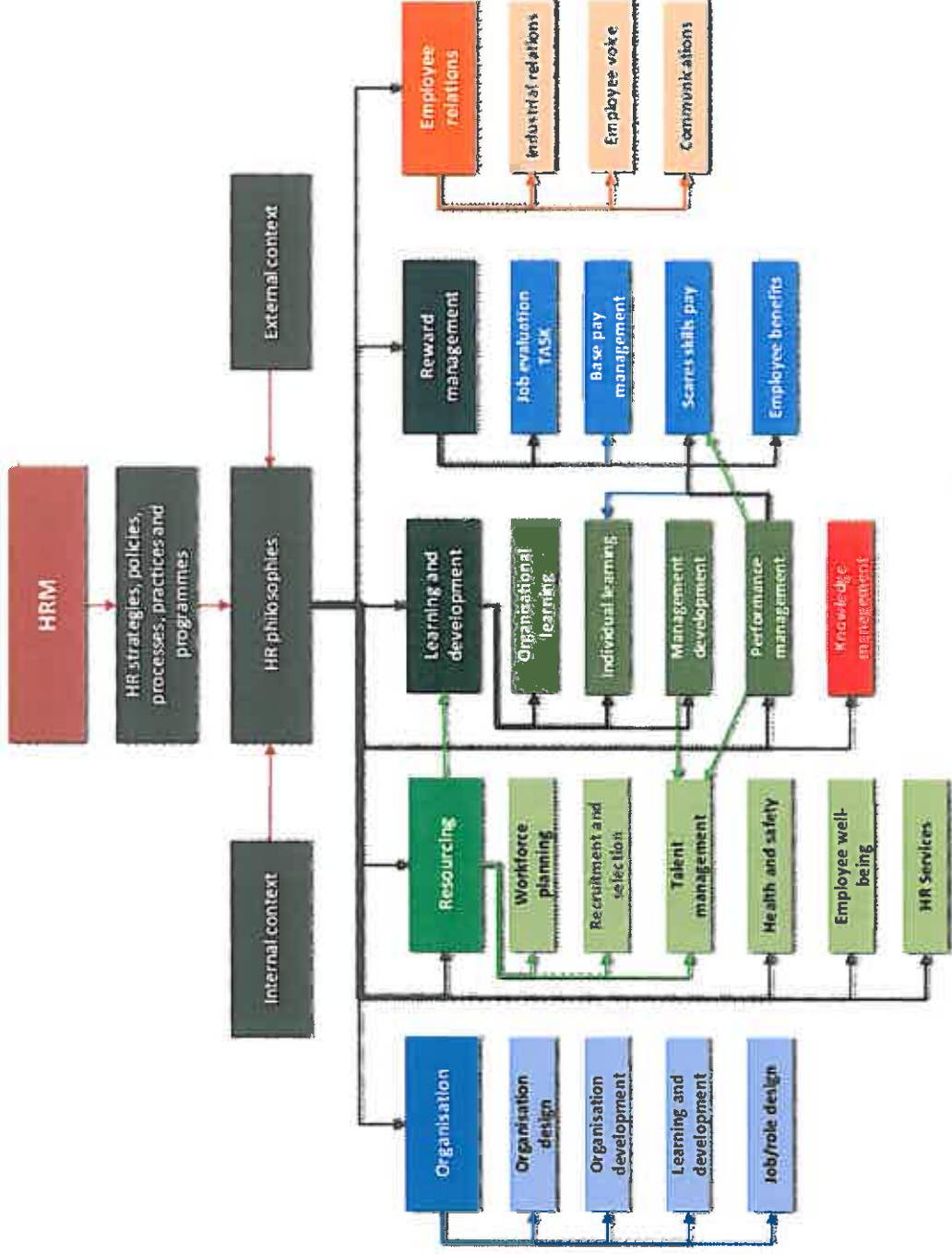
- The **purpose** of this project is to enhance the **Human Capital Management & Development Practices** of the CWDM.
- It involves **advice and professional services** to plan and facilitate processes to:
 - **Review and develop a HRM&D Strategy and Plan**
 - **Review, update and compile a set of HR Policies.**
- These processes should be in line with the **strategic and statutory mandates, local situations, as well as operational requirements and service delivery demands** of the municipality.



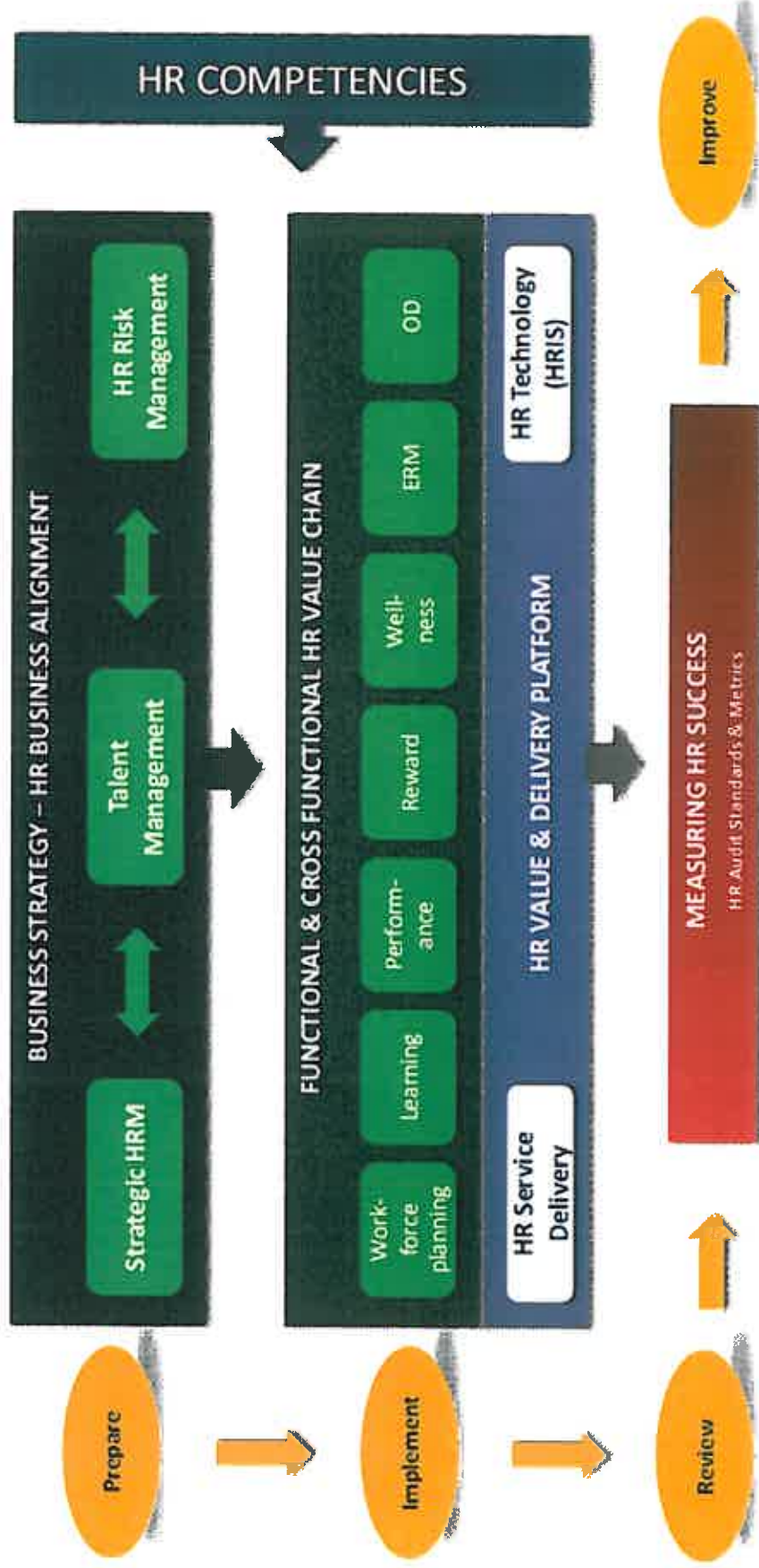
Relationship between organisational strategy and culture



HRM System – Components & Competencies



HRM Standards Model



HRM Standards

Priority level: A & B = Priority 2				
Goals/Objectives	SHRM done through integrated HR strategies, policies and practices, aligned with corporate objectives.			
Action Plans	Evidence of activities that support Goal Attainment			
	2017-18	2018-19	2019-20	2021-22 2022-23
a) Implement HR strategy	x			
b) Market HR strategy	x			
Related Legislation	Local Government: Municipal Systems Act and Regulations (Act No. 32 of 2000)			
Related Policies	CWDM 4th Generation IDP Approved HR Strategy Organisational Management Policy			
Standards	<ul style="list-style-type: none"> ▪ Endorsed HR strategy aligned to the organisation's objectives. ▪ Endorsed employment value proposition of the organisation. ▪ Endorsed framework for the HR element of the organisation's governance, risk and compliance policies, practices and procedures which balance the needs of all stakeholders. ▪ Endorsed strategies and measurements for strategic innovation and sustainable people practices. ▪ Internal and external socio-economic environment analysed for proactive people-related business solutions. 			
Key activities related to KRA	<ul style="list-style-type: none"> ▪ Translate the overall strategic intent of the organisation into HR strategy. ▪ Position the strategic HR agenda as an integral part of strategic decision making and operational plans. ▪ Allocate HR resources and build capability to implement the HR mandate. ▪ Ensure the development and revision of HR policies, plans, practices and procedures. ▪ Ensure accountability and responsibility for the execution of HR strategy. ▪ Drive continuous implementation and improvement of the HR strategy through planned reviews and reporting. 			
Performance Measures	<ul style="list-style-type: none"> ▪ % Employee satisfaction ▪ % of strategic plans successfully implemented ▪ # Top leadership communication sessions 			

HRM Maturity Models

Level	Focus	Process Areas
Optimized	<i>Continuous Improvement</i>	Continuous workforce innovation Organizational performance alignment Continuous capability improvement
Predictable	<i>Quantifies and manages knowledge, skills and abilities</i>	Mentoring Organizational capability management Quantitative performance management Competency-based assets Empowered workgroups Competency integration
Defined	<i>Identifies and develops knowledge, skills and abilities</i>	Participatory culture Workgroup development Competency-based practices Career development Competency development Workforce planning Competency analysis
Managed	<i>Repeatable, basic people management practices</i>	Compensation Training and development Performance management Work environment and coordination Communication and coordination Staffing
Initial	<i>Inconsistent practices</i>	



HRM – Plan/Project Prioritisation

Plans/Projects	Priority	Urgency	Value Creation	Ease of Implementation
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Plans/Projects	Priority	Urgency	Value Creation	Priority
Skills gap analysis	8.52			8.52
Skills Audit	8.52			8.52
Implement IPM	8.16			8.16
Market HR Strategy	7.92			7.92
Policy information programme	7.92			7.92
Evaluate T&D impact	7.8			7.8
Communication on ERM	7.8			7.8
Improve utilisation of current HR IT system	7.68			7.68
Training on ERM	7.68			7.68
Implement HR strategy	7.56			7.56
Promote awareness of EWP policy	7.44			7.44
Compile HR unit business plan	7.44			7.44
Payroll information updating	7.08			7.08
Implement T&D Plan	7			7
Measure HR effectiveness	6.96			6.96
Maintain T&D needs information	6.96			6.96
Implement EWP	6.88			6.88

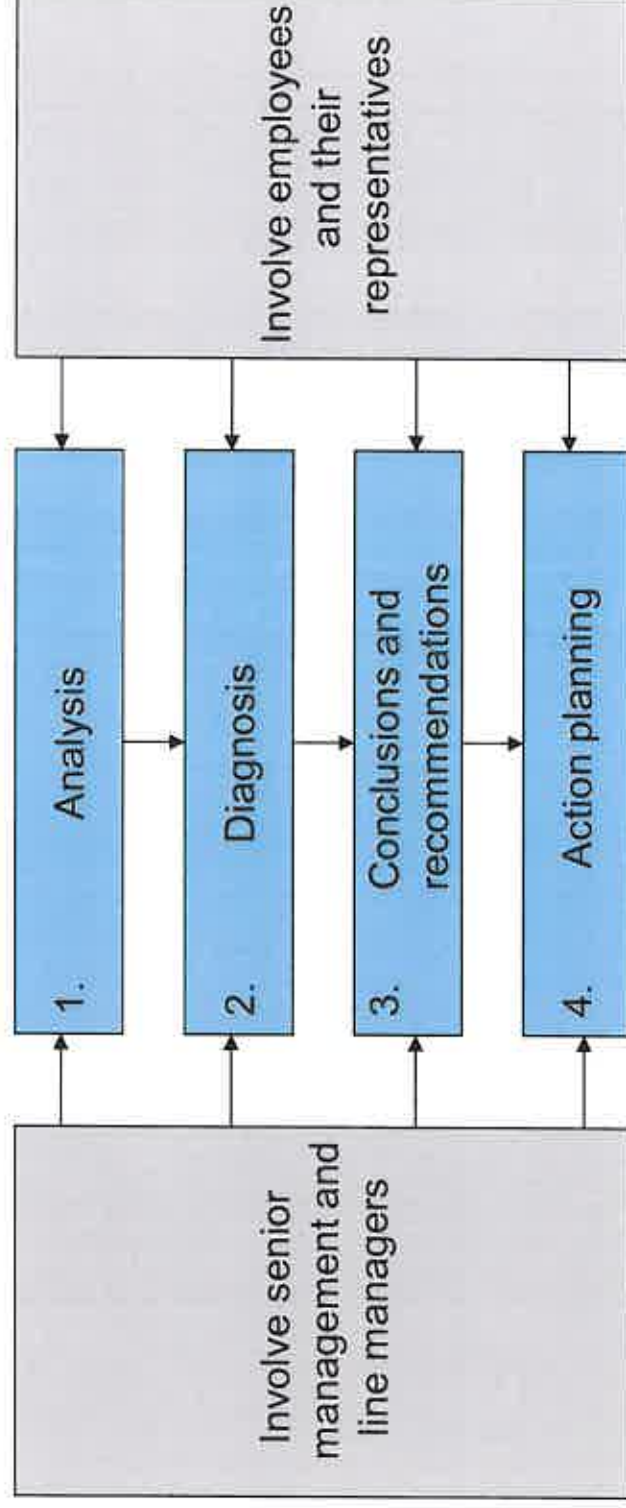
Page 14

Section 2
HRM Strategy & Plans - Methodologies

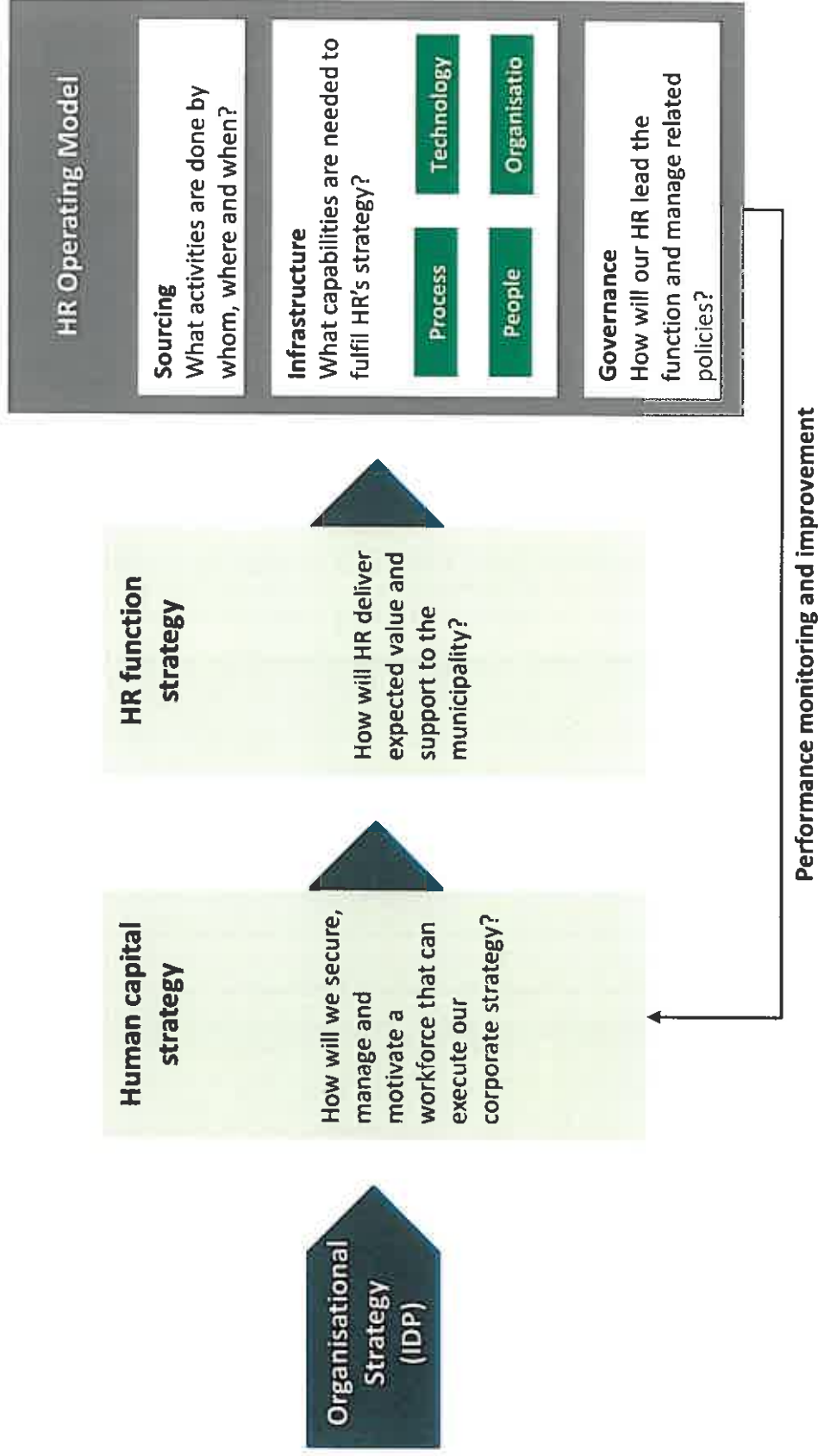


**Most often difficulty
lies not in solving
problems but
expressing them.**

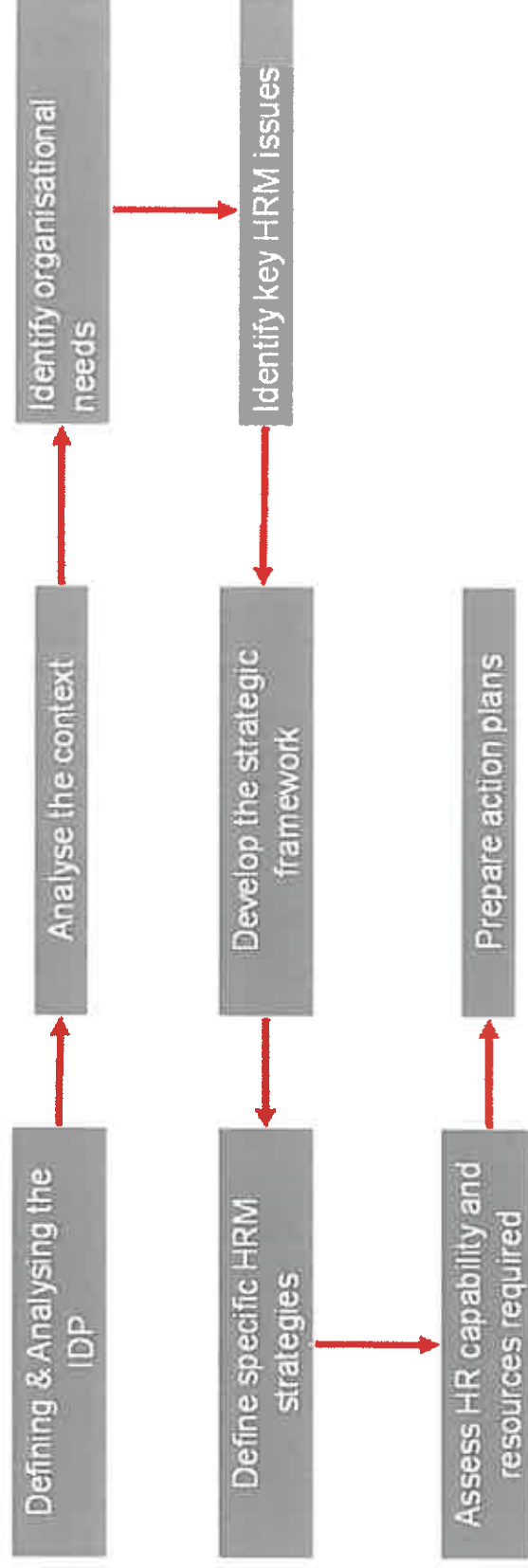
Conducting a strategic review



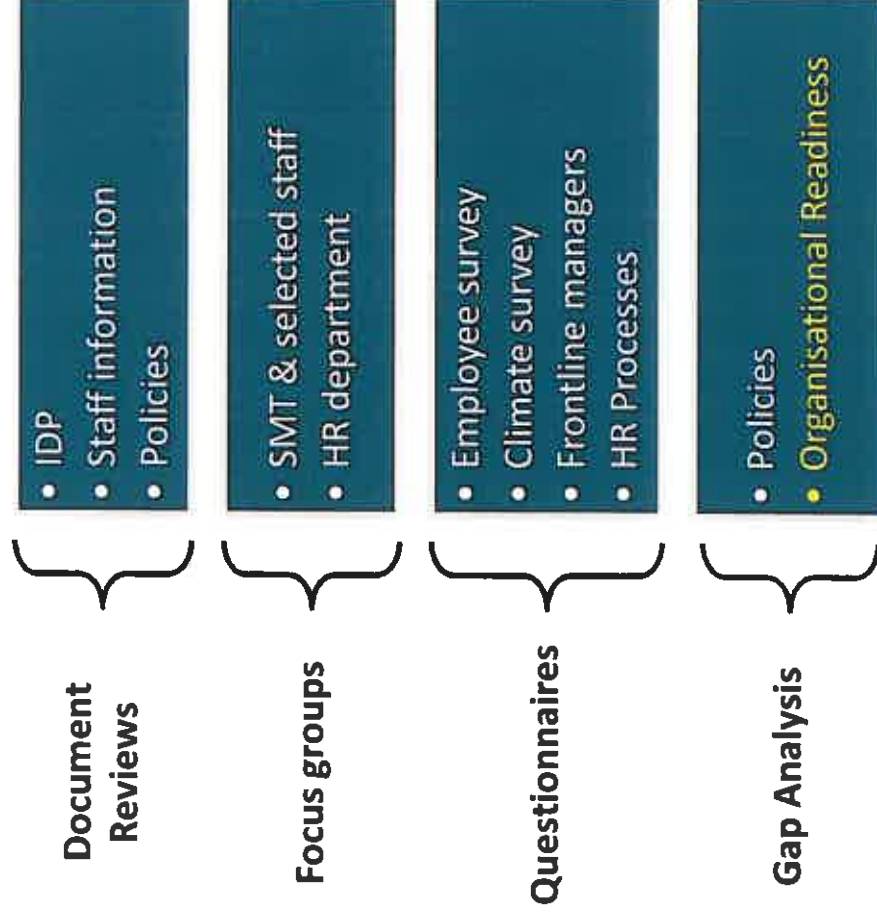
Strategic HRM development context



HRM Strategy development process



Research and assessment methods



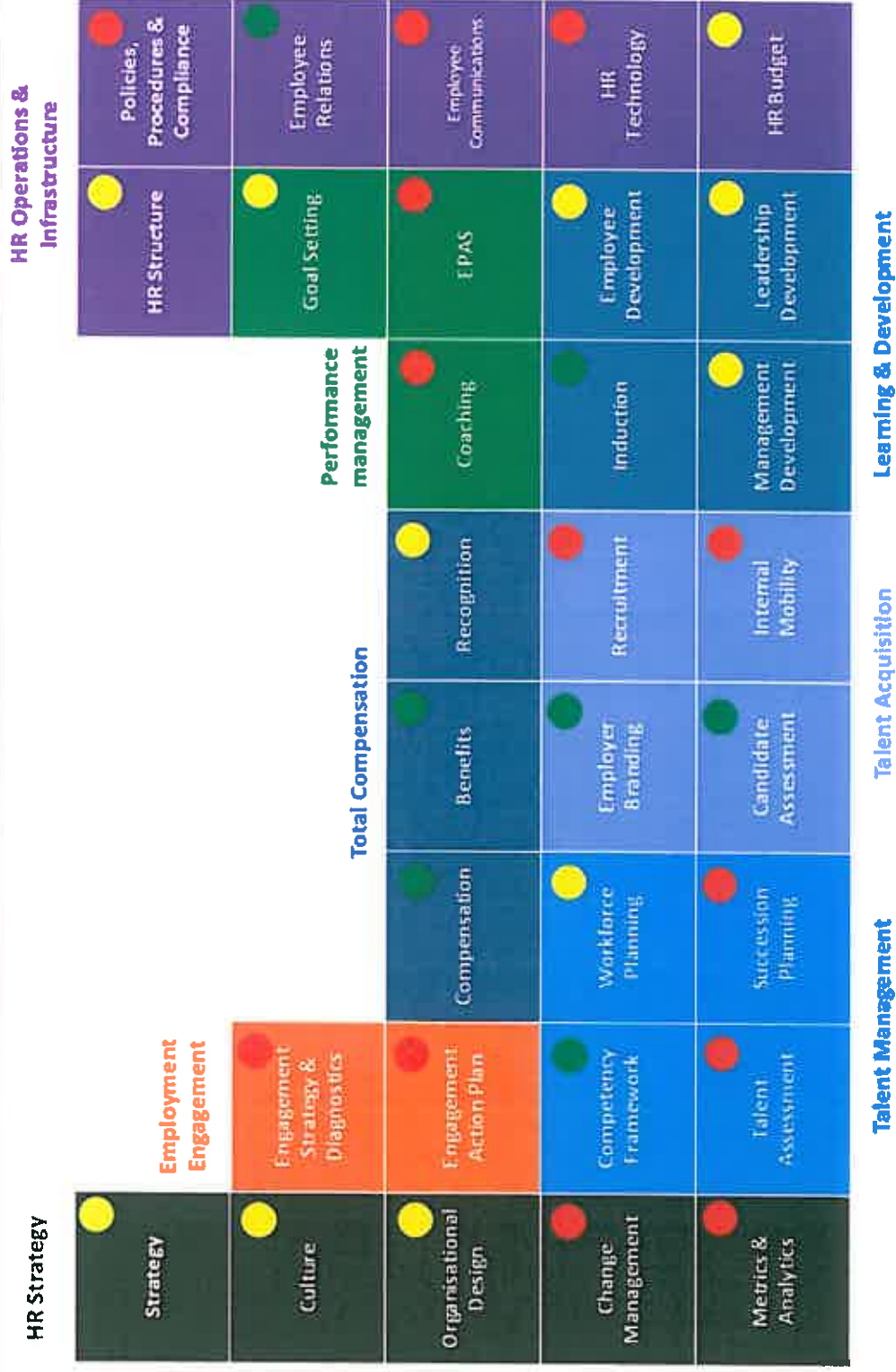
Maturity Analysis - Culture

Perceptions of Employees on "Training and Development":	Level 1	Level 2	Level 3	Level 4	Level 5
1. How good do you think the organisation is at training its employees?					
2. How satisfied are you with the training you have received in the organisation?					
3. How good do you think the organisation is at providing the induction training?					
4. How good do you think the organisation is at providing the personal development?					
5. How good do you think the organisation is at providing the Technical/professional skills training?					
6. How good do you think the organisation is at providing the management development?					
7. How good do you think the organisation is at providing the team development?					

Maturity Analysis - Climate

Perceptions of employees on Climate: Treatment of employees	Level 1	Level 2	Level 3	Level 4	Level 5
1. To what extent do you agree that your organisation treats its employees fairly?					
2. To what extent do you agree that your organisation recognises good performance?					
3. To what extent do you agree that your organisation is good at communicating with employees?					
4. To what extent do you agree that your organisation provides good career opportunities?					
5. To what extent do you agree that your organisation provides good career opportunities?					
6. To what extent do you agree that your organisation provides a satisfactory level of job security?					
7. To what extent do you agree that your organisation generally promotes the most capable employees?					

Dashboard - HRM Functional Areas



Section 3
Proposed HRM Strategy & Plans



Strategy & Plans

See document

“The future belongs to those who give the next generation reason for hope.”

Inspiring Innovative Competence



AGITOMINDS

22

Maaxi Race

South Africa



100KM | 65KM | 38KM | 18KM

AN INTERNATIONAL SERIES

MaXi
France / Race

+ d'infos

Départ de la course

050 : 04 : 16 : 25

Jour H Min Sec

26 au 29 mai 2017

MaXi-Race du Lac d'Annecy



MaXi
China / Race

+ d'infos

Départ de la course

176 : 10 : 16 : 25

Jour H Min Sec

Plusieurs courses sont prévues en 2017

MaXi-Race Chine



MaXi
Ecuador / Race

+ d'infos

Départ de la course

190 : 10 : 16 : 25

Jour H Min Sec

14 octobre 2017

MaXi-Race Equateur



CONTEXT

Trail running has exploded in the last 10 years, worldwide.

Maxi Race Stellenbosch will:

- bring trail runners from all over the world
- take place in safe locations
- be held in a pristine and beautiful environment
- offer runners a choice of distances from 20km to 100km
- be a festival week in one location – Stellenbosch

This Festival of Trail will be a stepping stone to community projects and education initiatives benefitting the region as a whole.





MaXi- Race Stellenbosch



Four races

Variety of distances

-18km

-38km

-65km

-100km

**Multiple short
and inclusive races**

Franschhoek

Stellenbosch

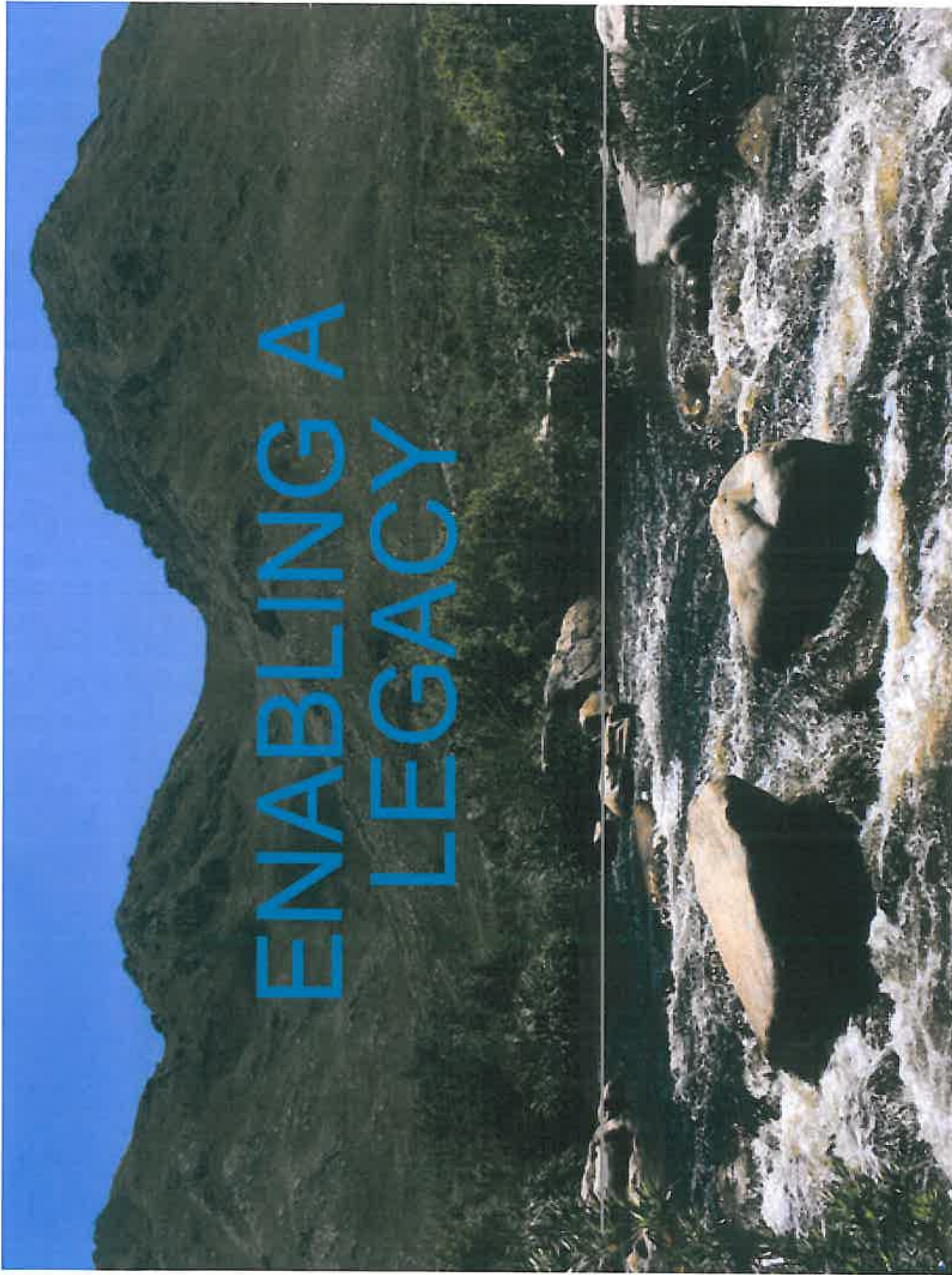
Grabouw

Somerset West

**Race village
in Stellenbosch**



ENABLING A LEGACY



BENEFITS

EDUCATION

- ☐ Schools
- ☐ Technology access
- ☐ Human resources
- ☐ Youth development
- ☐ Infrastructure

& EMPLOYMENT

- ☐ Trail building
- ☐ Trail maintenance
- ☐ Event merchandise
- ☐ IT Entrepreneurship
- ☐ Event day / race village

COMMUNITY

- ☐ Involvement across age groups
- ☐ Employment opportunities
- ☐ Education support
- ☐ Business opportunities
- ☐ Awareness

& TOURISM

- ☐ Winelands
- ☐ Accommodation
- ☐ Restaurants
- ☐ Tours
- ☐ Local initiatives

WHO IS RESPONSIBLE FOR MAXI RACE STELLENBOSCH?

Pure Adventures | Event Stable



LESTER + PARTNER
WARTAIL CHALLENGE
Wartail Challenge is a multi-day, multi-sport event that challenges participants to complete a series of tasks, including mountain biking, trail running, and rock climbing. The event is held in the beautiful Stellenbosch region of South Africa, known for its stunning landscapes and rich history.



20th Anniversary
Celebrating 20 years of Pure Adventures, we are proud to announce our 20th Anniversary. This milestone is a testament to the passion and dedication of our team and the support of our loyal customers. We look forward to continuing to provide exceptional experiences for years to come.



ABUS
Abus is a leading manufacturer of high-quality locks and security products. Our products are designed to provide maximum protection and peace of mind for our customers. We are committed to innovation and excellence in every product we produce.



Trail Running
Trail running is a challenging and rewarding sport that allows you to explore the great outdoors. Pure Adventures offers a variety of trail running routes and events, including the Stellenbosch Trail Run. Join us for an unforgettable experience in the heart of the Cape Winelands.

Edunova



- **Non Profit Company**
- **Established 2005**
- **Working in 50 schools nationally**
- **Based in Langa, WC**
- **350 schools**
- **150 young adults in the workplace**



MTO | group

- MTO Land
- Funding partner
- Skills partner
- Trail development support
- Community development
- Employment partner

In summary - what then is a MaXi-Race ?



- A prestigious place, a dream destination, an excuse to travel and explore...
- An immersion in a culture and opportunities to learn about local treasures
- A mountain area with a maximum vertical elevation, views and single-track trails
- A popular event with different courses to find a suitable challenge to desires / capacities
- Respect for sports values: Fair play, courage, solidarity, generosity, humility, perseverance...
- A festival and a showcase of the trail (animations, exhibitions ...)
- Competence & professionalism shared in the field of organization (lighting, security ...)
- Maximum respect for the environment and strong local involvement
- Discovery of some treasures of the country (monuments, hiking, highlights, culture...)

**That is the common essence we want to see in each MaXi-Race
although each of them is unique.**

What partnership do we want with Cape Winelands?

- To raise awareness of MaXi-Race Stellenbosch
- To engage for opportunity and scale for years ahead!
- To respect and appreciate the role you play in the region
- To seek alignment with any of your current priorities, plans and initiatives
- To request your presence during the MaXi-Race week
- To access any funding for development
- To celebrate and share in this unique national and international event!

A person in a red jacket and black pants is rappelling down a rocky cliff face. The background shows a vast, mountainous landscape with green and brown vegetation under a cloudy sky. The text is overlaid on the left side of the image.

A SHOPFRONT INTO THE HEART OF THE WESTERN CAPE

Thank you!

Contact : clairehodge40@gmail.com

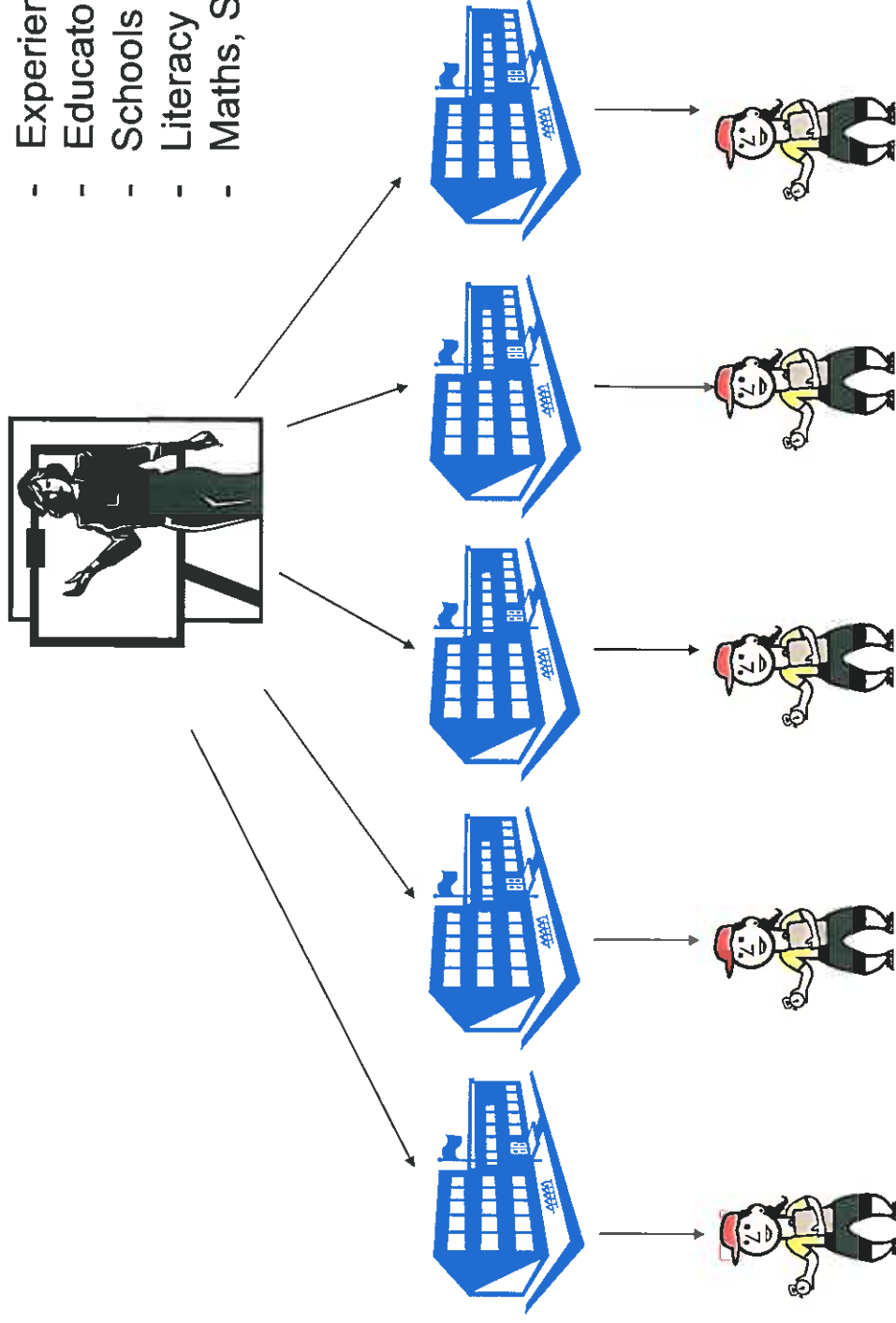
0835519115

www.maxi-face.org

Edunova

An integrated approach for effective learning

- Experienced staff
- Educator training
- Schools in the region
- Literacy & numeracy
- Maths, Science & Technology



- Young adults
- After school learner support
- ICT skills development
- eLearning tools



MAXI RACE STELLENBOSCH

CONSERVANCY