



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

File no 3/4/3/5/2/3

2014-02-07

**NOTICE OF A MEETING OF THE COMMUNITY
AND PROTECTION SERVICES COMMITTEE
WEDNESDAY: 2014-02-12 AT 15:00**

TO Councillor Q Smit [Portfolio: Protection Services]
Councillor AR Frazenburg [Portfolio: Community Development]
Councillor PJ Retief [Portfolio: Youth, Sport and Facilities Management,
Area Cleaning, Parks and Rivers, Greening Services]

Councillors DS Arends
A Crombie (Ms)
DA Hendrickse
JSA Fourie
C Moses (Ms)
P Sitshoti (Ms)

Ex Officio Executive Mayor, Alderman CJ Sidego

Notice is hereby given that a meeting of the Community and Protection Services Committee will be held in the Council Chamber, Town House, Plein Street, Stellenbosch on **Wednesday, 2014-02-12 at 15:00** to consider the attached Agenda.

COUNCILLOR Q SMIT
COUNCILLOR AR FRAZENBURG
COUNCILLOR PJ RETIEF
CHAIRPERSONS

Vol. 2

A G E N D A

COMMUNITY AND PROTECTION SERVICES COMMITTEE MEETING

2014-02-12

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1. APPLICATION FOR LEAVE OF ABSENCE (3/5/3/3)

2.1 DECLARATION OF INTEREST (3/6/2/2)

2.2 COMMUNICATION BY THE CHAIRPERSON (3/4/3/6)

3. CONFIRMATION OF THE MINUTES

3.1 MINUTES OF THE COMMUNITY AND PROTECTION SERVICES
COMMITTEE MEETING HELD ON 2013-11-13
(3/4/3/5/2/3)

The above-mentioned minutes were previously distributed.

FOR CONFIRMATION

(HCS)

4. REPORT FROM DIRECTOR RE RESOLUTIONS TAKEN AT PREVIOUS
MEETINGS (3/4/3/5/2/3)

NONE

5. REPORTS FROM OFFICIALS: COMMUNITY AND PROTECTION SERVICES

5.1 NON-DELEGATED MATTERS

5.1.1 DILBEEK ANNUAL REPORT 2013

File number : 11/2/5/1

Report by : Director Community and Protection Services

Reported by : Manager Community Development

Delegated Authority : Mayoral Committee

Strategic intent of item:

Preferred investment destination

Greenest municipality

Safest valley

Dignified Living

Good Governance

1. PURPOSE OF REPORT

To provide councilors with the progress report on the implementation of the 2011-2013 strategic agreement between Stellenbosch and Dilbeek Municipality.

2. BACKGROUND

A strategic agreement was signed between Stellenbosch and Dilbeek Municipalities for the period 2011-2013 in October 2010. This report is the third progress report on the strategic agreement for the said period.

3. DISCUSSION

As contained in the 2013 Progress Report (**APPENDIX 1**) with the record of expenses attached as **APPENDIX 2**.

The following needs to be brought under the attention of Council:

1. In the Progress Report mention is made of the report on Federal funding 2013. This report is not yet available due to feedback from Dilbeek we are still waiting on relating to the format which their Federal Government has not yet given guidelines on.

2. Stellenbosch Municipality also submitted an application for Federal Funding for 2014-2016, but has learned that this application was unsuccessful.
3. We have now completed the current 3 year plan focusing on youth development in Franschoek as part of the Flemish agreement. The focus for the Flemish partnership in future will shift from Franschoek to include other communities. This in essence means that Stellenbosch will have to sustain the programmes built out over the past years in Franschoek. Funds to this effect will be submitted through the budget process for council approval.

4. COMMENTS BY RELEVANT DEPARTMENTS

None requested.

RECOMMENDED

that the Dilbeek Annual Report 2013, be noted.

**(DIRECTOR: COMMUNITY AND PROTECTION SERVICES
TO ACTION)**

5.1.2 FEEDBACK ON DISASTER MANAGEMENT CONTINGENCY PLANS FOR GREATER STELLENBOSCH

File number : 17/8/4

Report by : Director: Community and Protection Services

Compiled by : Acting Manager: Fire & Rescue Services and Disaster Management

Delegated Authority : Council

Strategic intent of item:

Preferred investment destination	<input type="checkbox"/>
Greenest municipality	<input type="checkbox"/>
Safest valley	<input checked="" type="checkbox"/>
Dignified Living	<input type="checkbox"/>
Good Governance	<input type="checkbox"/>

1. PURPOSE OF THE REPORT

To inform Council of the current status with regard to outstanding information regarding the Disaster Management Plan (Contingency plans) for the Greater Stellenbosch Area and to recommend possible solutions and actions to rectify and improve the services.

2. BACKGROUND

Section 53(1)(a) of the Disaster Management Act, 2002 (Act 57 of 2002 . hereafter referred to as ~~the Act~~) requires the Stellenbosch Municipality to prepare a disaster management plan for its area according to the circumstances prevailing in the area and within the ambit of its municipal disaster management framework.

A total of 17 hazards were identified for the Stellenbosch Municipality.

At the 6TH COUNCIL MEETING on 2012-04-25 (Item 7.4 (c)) and the COMMUNITY AND PROTECTION SERVICES COMMITTEE : 2012-08-08 (Item 4.2.1.2) it was resolved, inter alia:

- (c) *that specific tactical plans be compiled for the 7 highest risks identified in the hazard identification under item 5.1.1 (Table 5.1), pages 21/22 in the Integrated Framework chapter of the Stellenbosch Disaster Management Plan;*

(d) *that table top exercises be held annually in respect of the seven (7) contingency plans referred to;*

(g) *that the Director: Public Safety be commissioned to draft Standard Operating Procedural Plans linked to the seven highest risks identified as per par. (c), above;”*

This plan seeks to achieve the following key outcomes:

- (i) Integration of Disaster Management into the strategic and operational planning and project implementation of all line functions and role players within the municipality;
- (ii) Resilient communities; and
- (iii) An integrated, fast and efficient response to emergencies and disasters by all role-players.

3. FINANCIAL IMPLICATIONS

No cost incurred.

4. DISCUSSION

- (i) Officials from the Directorate: Community and Protection Services represent Stellenbosch Municipality at the University of Stellenbosch in Disaster Mitigation for Sustainable Livelihoods Programme (DiMP).

The focus of this CBRA (Community Based Risk Assessment) program focuses on risks/hazards identified in the Disaster Management Plan of 2006.

The outcome of the above-said is schedules for 26 February 2014.

- (ii) An inter-departmental Disaster Management Advisory Committee was established on Friday, 10 January 2014, which will meet on a quarterly basis;
- (iii) The Fire and Rescue Services and Disaster Management zoomed in on addressing the shortcomings / concerns identified (signage, fire extinguishers, safety officers, pa system, training, etc.) during a bomb threat alert at the main municipal building of 5 July 2013.

This form part of the contingency plans (operational response and capabilities), although lacking support from other directorates.

The department aims to facilitate an evacuation drill at the main municipal complex by end-February 2014. There after similar exercises will be extended to other municipal buildings.

- (iv) As part of the table top exercises aimed at reducing the risk of fire outbreak and spread, a major control veld fire exercise was

conducted in the Franschoek area by the Department Fire and Rescue Services on 16 January 2014.

RECOMMENDED

- (a) that critical consideration be taken by Council to appoint an external services provider for the execution of a detailed Disaster Management analysis;
- (b) that Council take note of outstanding feedback from the Directorate: Engineering and Electro-technical Engineering Services and Planning Department;
- (c) that Council consider investing in an effective and efficient emergency PA System for the main municipal complex as to eliminate the absenteeism of warm bodies during drills and/or emergencies; and
- (d) that the Administration proceed with the annual table top exercise.

**(DIRECTOR: COMMUNITY AND PROTECTION SERVICES
TO ACTION)**

5.2 DELEGATED MATTERS

5.2.1 DEPARTMENTAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) REPORT FOR THE MONTH OF NOVEMBER 2013

File number : 9/1/4/3
Report by : Municipal Manager
Compiled by : Director: Strategic & Corporate Services
Delegated authority : Community and Protection Services Committee

Strategic intent of item:

Preferred investment destination	<input checked="" type="checkbox"/>
Greenest municipality	<input type="checkbox"/>
Safest valley	<input type="checkbox"/>
Dignified Living	<input checked="" type="checkbox"/>
Good Governance	<input type="checkbox"/>

1. PURPOSE OF REPORT

For this Committee to note progress made with the achievement of key performance indicators, development priorities and objectives as determined in the Departmental Service Delivery and Budget Implementation Plan (SDBIP) for the month of November 2013.

2. BACKGROUND

In terms of Section 1 of the Local Government: Municipal Finance Management Act, 2003 (Act No 56 of 2003) the service delivery and budget implementation plan (SDBIP) is defined as a detailed plan approved by the mayor of a municipality within 28 days after the approval of the budget for implementing the municipality's delivery of municipal services and its annual budget.

The format of the Service Delivery and Budget Implementation Plan (SDBIP) is prescribed by MFMA Circular Number 13 issued by National Treasury. In terms of the said Circular Number 13 the Service Delivery Budget Implementation Plan (SDBIP) must depict the service delivery areas, budget allocations and enable monitoring and evaluation. It specifically requires the Service Delivery and Budget Implementation Plan (SDBIP) to include, inter alia, the following:

- Monthly projections of revenue to be collected for each source;
- Monthly projections of expenditure (operating and capital) and revenue for each vote;
- Quarterly projections of service delivery targets and performance indicators for each vote;
- Information for expenditure and delivery; and
- Detailed capital works plan.

Section 41(1)(e) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000 (MSA)), stipulates that a process must be established of regular reporting to Council. This process is detailed in the Performance Management Framework of the Municipality.

3. DISCUSSION

Included under separate cover is:

- (a) A copy of the Departmental Service Delivery and Budget Implementation Plan (SDBIP) Report for the month of November 2013 as **APPENDIX 1**.

A Service Delivery and Budget Implementation Plan (SDBIP) seeks to promote municipal accountability and transparency and is an important instrument for service delivery, budgetary monitoring and evaluation. It can be seen as a partnership contract entered into between the Administration, Council and the community, in which the goals and objectives set by Council are expressed.

The Service Delivery and Budget Implementation Plan (SDBIP) provides an excellent basis for the Councillors of the Stellenbosch Municipality to monitor the implementation of service delivery programmes and initiatives across the municipal area. The scorecard in the Service Delivery Budget Implementation Plan (SDBIP) presents a clear mandate to the Councillors in terms of playing their oversight function.

Once the top-layer targets are set, the top management is then expected to develop the next (lower) layer of detail of the SDBIP, by providing more detail on each output for which they are responsible for, and breaking up such outputs into smaller outputs and linking these to each middle-level and junior manager. Much of this lower layer detail will not be made public nor tabled in council. whilst the municipal manager has access to such lower layer detail of the SDBIP, it will largely only be the senior manager in charge who will be using such detail to hold middle-level and junior-level managers responsible for various components of the service delivery plan and targets of the municipality.

Since Performance Management is currently in its development phase and because it is in the best interest of good governance and Council's aim to improve the municipality's reporting on Predetermined Objectives (PDO's), monthly monitoring of progress made with the Departmental SDBIP is a necessity.

In accordance with the *Stellenbosch Municipality's Performance Management Policy Framework* monthly reports on the performance of the directorates/departments should be generated from the performance management system and submitted to the portfolio committees and the senior management team.

4. COMMENTS BY RELEVANT DEPARTMENTS

4.1 Human Resource Management

The accountability of the Administration, inclusive of the Municipal Manager and Senior Managers as addressed under Legal Implications is noted.

4.2 Financial

The SDBIP is viewed as an implementation and monitoring tool rather than a financial tool, however this plan is supported by the financial information reported to Council in terms of Section 52 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

4.3 Legal

MFMA Circular No. 13

The SDBIP serves as a ~~contract~~ between the administration, council and community expressing the goals and objectives set by council as quantifiable outcomes that can be implemented by the administration over the next twelve months. The SDBIP provides the vital link between the mayor, council (executive) and the administration and facilitates the process for holding management accountable for its performance. The SDBIP is a management, implementation and monitoring tool that will assist the mayor, councillors, municipal manager, senior managers and community.

MFMA

A ~~service delivery and budget implementation plan~~ is defined as follows in Section 1 of the MFMA:

"... means a detailed plan approved by the mayor of a municipality in terms of Section 53(1)(c)(ii) for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate –

(a) *Projections for each month of –*

-
- (i) *Revenue to be collected, by source; and*
 - (ii) *Operational and capital expenditure, by vote;*
 - (b) *Service delivery targets and performance indicators for each quarter; and*
 - (c) *Any other matters that may be prescribed;*

and includes any revisions of such plan by the mayor in terms of Section 54(1)(c).

In accordance with Section 53 of the MFMA, the mayor of a municipality must-

“(1)(c)(ii) take all reasonable steps to ensure that the municipality’s service delivery and budget implementation plan is approved by the mayor within 28 days after the approval of the budget

(1)(c)(iii)(bb) that the annual performance agreements as required in terms of Section 57(1)(b) of the MSA for the municipal manager and all senior managers are linked to the measurable performance objectives approved with the budget and to the service delivery and budget implementation plan.”

Quarterly projections of service delivery targets and performance indicators for each vote, is one of the five components of the top-layer SDBIP that must be made public as detailed in MFMA Circular 13.

RECOMMENDED

that this Committee note the progress made with the achievement of key performance indicators, development priorities and objectives as determined in the Departmental Service Delivery and Budget Implementation Plan (SDBIP) for the month of November 2013 attached under separate cover as **APPENDIX 1**.

**(DIRECTOR: STRATEGIC AND CORPORATE SERVICES
TO ACTION)**

5.2.2 DEPARTMENTAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) REPORT FOR THE MONTH OF DECEMBER 2013

File number : 9/1/4/3
Report by : Municipal Manager
Compiled by : Director: Strategic & Corporate Services
Delegated authority : Municipal Manager

Strategic intent of item:

Preferred investment destination	<input checked="" type="checkbox"/>
Greenest municipality	<input type="checkbox"/>
Safest valley	<input type="checkbox"/>
Dignified Living	<input checked="" type="checkbox"/>
Good Governance	<input type="checkbox"/>

1. PURPOSE OF REPORT

That the Portfolio Committee take cognisance of progress made with the achievement of key performance indicators, development priorities and objectives as determined in the Departmental Service Delivery and Budget Implementation Plan (SDBIP) for the month of December 2013.

2. BACKGROUND

In terms of Section 1 of the Local Government: Municipal Finance Management Act, 2003 (Act No 56 of 2003) the service delivery and budget implementation plan (SDBIP) is defined as a detailed plan approved by the mayor of a municipality within 28 days after the approval of the budget for implementing the municipality's delivery of municipal services and its annual budget.

The format of the Service Delivery and Budget Implementation Plan (SDBIP) is prescribed by MFMA Circular Number 13 issued by National Treasury. In terms of the said Circular Number 13 the Service Delivery Budget Implementation Plan (SDBIP) must depict the service delivery areas, budget allocations and enable monitoring and evaluation. It specifically requires the Service Delivery and Budget Implementation Plan (SDBIP) to include, inter alia, the following:

- Monthly projections of revenue to be collected for each source;

-
- Monthly projections of expenditure (operating and capital) and revenue for each vote;
 - Quarterly projections of service delivery targets and performance indicators for each vote;
 - Information for expenditure and delivery; and
 - Detailed capital works plan.

Section 41(1)(e) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000 (MSA), stipulates that a process must be established of regular reporting to Council. This process is detailed in the Performance Management Framework of the Municipality.

3. DISCUSSION

Included under separate cover is:

- (b) A copy of the Departmental Service Delivery and Budget Implementation Plan (SDBIP) Report for the month of December 2013 as **APPENDIX 1**.

A Service Delivery and Budget Implementation Plan (SDBIP) seeks to promote municipal accountability and transparency and is an important instrument for service delivery, budgetary monitoring and evaluation. It can be seen as a partnership contract entered into between the Administration, Council and the community, in which the goals and objectives set by Council are expressed.

The Service Delivery and Budget Implementation Plan (SDBIP) provides an excellent basis for the Councillors of the Stellenbosch Municipality to monitor the implementation of service delivery programmes and initiatives across the municipal area. The scorecard in the Service Delivery Budget Implementation Plan (SDBIP) presents a clear mandate to the Councillors in terms of playing their oversight function.

Once the top-layer targets are set, the top management is then expected to develop the next (lower) layer of detail of the SDBIP, by providing more detail on each output for which they are responsible for, and breaking up such outputs into smaller outputs and linking these to each middle-level and junior manager. Much of this lower layer detail will not be made public nor tabled in council. whilst the municipal manager has access to such lower layer detail of the SDBIP, it will largely only be the senior manager in charge who will be using such detail to hold middle-level and junior-level managers responsible for various components of the service delivery plan and targets of the municipality.

Since Performance Management is currently in its development phase and because it is in the best interest of good governance and Council's aim to improve the

municipality's reporting on Predetermined Objectives (PDO's), monthly monitoring of progress made with the Departmental SDBIP is a necessity.

In accordance with the *Stellenbosch Municipality's Performance Management Policy Framework* monthly reports on the performance of the directorates/departments should be generated from the performance management system and submitted to the portfolio committees and the senior management team.

4. COMMENTS BY RELEVANT DEPARTMENTS

4.1 Human Resource Management

The accountability of the Administration, inclusive of the Municipal Manager and Senior Managers as addressed under Legal Implications is noted.

4.2 Financial

The SDBIP is viewed as an implementation and monitoring tool rather than a financial tool, however this plan is supported by the financial information reported to Council in terms of Section 52 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

4.3 Legal

MFMA Circular No. 13

The SDBIP serves as a ~~contract~~ between the administration, council and community expressing the goals and objectives set by council as quantifiable outcomes that can be implemented by the administration over the next twelve months. The SDBIP provides the vital link between the mayor, council (executive) and the administration and facilitates the process for holding management accountable for its performance. The SDBIP is a management, implementation and monitoring tool that will assist the mayor, councillors, municipal manager, senior managers and community.

MFMA

A ~~service delivery and budget implementation plan~~ is defined as follows in Section 1 of the MFMA :

"... means a detailed plan approved by the mayor of a municipality in terms of Section 53(1)(c)(ii) for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate –

(a) *Projections for each month of –*

(i) *Revenue to be collected, by source; and*

- (ii) *Operational and capital expenditure, by vote;*
- (b) *Service delivery targets and performance indicators for each quarter; and*
- (c) *Any other matters that may be prescribed;*

and includes any revisions of such plan by the mayor in terms of Section 54(1)(c).

In accordance with Section 53 of the MFMA, the mayor of a municipality must-

“(1)(c)(ii) take all reasonable steps to ensure that the municipality’s service delivery and budget implementation plan is approved by the mayor within 28 days after the approval of the budget

(1)(c)(iii)(bb) that the annual performance agreements as required in terms of Section 57(1)(b) of the MSA for the municipal manager and all senior managers are linked to the measurable performance objectives approved with the budget and to the service delivery and budget implementation plan.”

Quarterly projections of service delivery targets and performance indicators for each vote, is one of the five components of the top-layer SDBIP that must be made public as detailed in MFMA Circular 13.

RECOMMENDED

that the Portfolio Committee take cognisance of progress made with the achievement of key performance indicators, development priorities and objectives as determined in the Departmental Service Delivery and Budget Implementation Plan (SDBIP) for the month of December 2013 attached under separate cover as **APPENDIX 1**.

**(DIRECTOR: STRATEGIC AND CORPORATE SERVICES
TO ACTION)**

5.2.3 MONTHLY REPORT: DIRECTORATE COMMUNITY & PROTECTION SERVICES FOR NOVEMBER AND DECEMBER 2013

File number : 8/1/4/2/3

Report by : Director: Community & Protection Services

Compiled by : Director: Community & Protection Services

Delegated Authority : Community Services and Public Safety Committee

Strategic intent of item:

Preferred investment destination	<input type="checkbox"/>
Greenest municipality	<input type="checkbox"/>
Safest valley	<input checked="" type="checkbox"/>
Dignified Living	<input type="checkbox"/>
Good Governance	<input checked="" type="checkbox"/>

1. PURPOSE OF REPORT

To present to the Standing Committee a monthly report relating to the functioning and activities of departments within the Community & Protection Services Directorate for November and December 2013.

2. BACKGROUND

The monthly reports from the Departments Law Enforcement, Fire & Disaster Management, Logistics, Events & Fleet Management, Community Services and Traffic Services are attached as **APPENDICES 1-12.**

3. DISCUSSION

The report presents highlights of all the various activities within each department which occurred in the mentioned period.

4. CONCLUSION

The Director wishes to thank all the officials of the Directorate for their endeavours to ensure safety for all in the Greater Stellenbosch area. The Directorate will continue to research and find ways and means to perform at its best in order to serve the communities in the Greater Stellenbosch area.

RECOMMENDED

that the Monthly Report of the Directorate: Community and Protection Services for November and December 2013, be noted.

**(DIRECTOR: COMMUNITY AND PROTECTION SERVICES
TO ACTION)**

**5.2.4 FEEDBACK REPORT ON THE SAFETY PLAN FOR THE PERIOD
01 SEPTEMBER 2013 UNTIL 31 JANUARY 2014**

File number : 17/8/5 x 8/1/3/3/3

Report by : Director: Community & Protection Services

Compiled by : Acting Traffic Manager

Delegated Authority : Community and Protection Services Committee

Strategic intent of item:

Preferred investment destination	<input type="checkbox"/>
Greenest municipality	<input type="checkbox"/>
Safest valley	<input checked="" type="checkbox"/>
Dignified Living	<input type="checkbox"/>
Good Governance	<input type="checkbox"/>

1. PURPOSE OF REPORT

To provide Council with a feedback report on the Safety Plan for the period 01 September 2013 till 31 January 2014.

2. BACKGROUND

The Safety Plan for the Greater Stellenbosch was launched in July 2011 and successfully implemented. The Safety Plan is reviewed and updated on a regular basis to address new challenge, revise strategies and implement proactive methods. A feedback report is provided by the end of each term.

This feedback report includes statistics and achievements on joint operations between the various enforcement disciplines from 1 September 2013 until 31 January 2014.

The feedback report is attached as **APPENDIX 1**.

3. CONCLUSION

As indicated above, the benchmark had been established for increasing service delivery, customer services and equal rendering of service to all community members in WC024. The Directorate: Community & Protection Services is committed to build on said initiatives to make the Greater Stellenbosch the safest town in South Africa.

RECOMMENDED

that the Feedback Report on the Safety Plan for the period 01 September 2013 until 31 January 2014, be noted.

**(DIRECTOR: COMMUNITY AND PROTECTION SERVICES
TO ACTION)**

**5.2.5 UPDATED SAFETY PLAN FOR THE PERIOD 01 FEBRUARY UNTIL
30 JUNE 2014**

File number : 17/8/5 x 8/1/3/3/3

Report by : Director: Community & Protection Services

Compiled by : Acting Traffic Manager

Delegated Authority : Standing Committee

Strategic intent of item:

Preferred investment destination	<input type="checkbox"/>
Greenest municipality	<input type="checkbox"/>
Safest valley	<input checked="" type="checkbox"/>
Dignified Living	<input type="checkbox"/>
Good Governance	<input type="checkbox"/>

1. PURPOSE OF REPORT

To provide Council with an updated Safety Plan for the period 01 February until 30 June 2014.

2. BACKGROUND

The Directorate Community & Protection Services, University of Stellenbosch, Community Police Forums, enforcement agencies and neighbouring authorities/fraternities has now commenced preparation for the upcoming Easter and winter season by extending the Safety Plan and incorporating a winter readiness and response programme.

This plan will provide detail on proactive measures implemented by various departments to reduce the risks and/if in a case of disaster/incident the standing operating procedures to minimise disruption and avoid any further risks.

The updated Safety Plan is attached as **APPENDIX 1**.

3. CONCLUSION

To ensure the successful implementation of this programme, joint efforts are made between inter-departmental divisions, District Council, NGO's, enforcement agencies, USB and CPF's.

RECOMMENDED

that the Feedback Report on the Safety Plan for the period 01 February 2014 until 30 June 2014, be noted.

**5.2.6 MINUTES OF AN ADVISORY BOARD MEETING OF THE MONT
ROCHELLE NATURE RESERVE**

File number : 3/4/5/2/17

Report by : Director: Community and Protection
Services

Compiled by : Manager: Community Services

Delegated Authority : Community and Protection Services
Committee

Strategic intent of item:

Preferred investment destination	<input type="checkbox"/>
Greenest municipality	<input checked="" type="checkbox"/>
Safest valley	<input type="checkbox"/>
Dignified Living	<input type="checkbox"/>
Good Governance	<input checked="" type="checkbox"/>

1. PURPOSE OF REPORT

To provide feedback on the meeting held with the Advisory Board on 20 September 2013.

2. FOR INFORMATION

The minutes of the abovementioned meeting is in Afrikaans, attached as **ANNEXURE 1** and the English summary is attached as **ANNEXURE 2**.

RECOMMENDED

Please refer to par 7.5 of the minutes. Due to vacancies on the Advisory Board, the members request Council to approve the appointment of the current co-opted members as full members of the Board.

It is recommended that messrs S Schäfer, G J Roux and D de Villiers be appointed for the remaining term of office until November 2014. In the meantime Mr A du Toit has indicated that he will be relocating soon, thus his nomination is withdrawn.

**(DIRECTOR: COMMUNITY AND PROTECTION SERVICES
TO ACTION)**

5.2.7 MINUTES OF AN ADVISORY BOARD MEETING OF THE JAN MARAIS NATURE RESERVE

File number : 3/4/5/2/18

Report by : Director: Community and Protection Services

Compiled by : Manager: Community Services

Delegated Authority : Community and Protection Services Committee

Strategic intent of item

Preferred investment destination	<input type="checkbox"/>
Greenest municipality	<input checked="" type="checkbox"/>
Safest valley	<input type="checkbox"/>
Dignified Living	<input type="checkbox"/>
Good Governance	<input checked="" type="checkbox"/>

1. PURPOSE OF REPORT

To provide feedback on the meeting held with the Advisory Board on 9 October 2013.

2. FOR INFORMATION

The minutes of the above-mentioned meeting is in Afrikaans and attached as **ANNEXURE 1**. Summarized in English the following points are highlighted:

Minutes

- (a) The minutes of the previous meeting was read and accepted.
- (b) The requests by two neighbours for amendments on their boundaries inside the Reserve were rejected.
- (c) A cleaning operation was conducted by our Environment Education group to collect glass in the Reserve. A substantial volume of bottles and broken glass was removed.
- (d) The chairperson undertook to facilitate a marketing process in the local press promoting the utilisation of the Reserve and the new rare plant species discovered by SANBI.
- (e) The chairperson received a donation of R60 000 from the Het Jan Marais Fund for projects in the Reserve.

- (f) It was agreed that no activities disturbing or affecting the vegetation in the natural area will take place.
- (g) A company demonstrated a long distance security system. The high implementing costs disqualified further investigation. A project to install CCTV cameras has been approved.
- (h) Ms P Bolton reported about the installation of interpretive signage and the acquisition of recycling bins and benches.
- (i) The next meeting will be held on 22 January 2014 at 15:00.

RECOMMENDED

that the minutes of an Advisory Board Meeting of the Jan Marais Nature Reserve, be noted.

**(DIRECTOR: COMMUNITY AND PROTECTION SERVICES
TO ACTION)**

6. NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY
THE MUNICIPAL MANAGER

NONE

7. CONSIDERATION OF MOTIONS OF EXIGENCY

NONE

8. MATTERS TO BE CONSIDERED IN-COMMITTEE

NONE

