



STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref: 3/5/3/5/2/2

2014-10-01

MINUTES

ENGINEERING SERVICES AND HUMAN SETTLEMENTS COMMITTEE MEETING

2014-10-01 AT 15:00

MINUTES
ENGINEERING SERVICES AND HUMAN SETTLEMENTS COMMITTEE MEETING
2014-10-01

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
1.	APPLICATION FOR LEAVE OF ABSENCE	1
2.1	COMMUNICATION BY THE CHAIRPERSON	1
2.2	DECLARATION OF INTEREST	2
3.	CONFIRMATION OF MINUTES	
3.1	CONFIRMATION OF THE MINUTES OF THE ENGINEERING SERVICES AND HUMAN SETTLEMENTS COMMITTEE MEETING HELD ON 2014-09-03	2
4.	REPORT BY THE DIRECTOR: ENGINEERING SERVICES AND HUMAN SETTLEMENTS RE OUTSTANDING RESOLUTIONS TAKEN AT THE PREVIOUS MEETING HELD ON 2014-09-03	2
5.	REPORTS FROM OFFICIALS: ENGINEERING SERVICES	
5.1	NON-DELEGATED MATTERS	3
5.1.1	REPORT ON CAPITAL EXPENDITURE – COUNCIL AND ENGINEERING SERVICES – 2010 TO 2014	3
5.2	DELEGATED MATTERS	
5.2.1.	MONTHLY REPORT AUGUST 2014: ENGINEERING SERVICES	7
5.2.2	SUBMISSION OF THE “QUO VADIS” REPORT FROM THE IIC – DISCUSSION OF INPUT INTO THE FUTURE SPATIAL PLANNING OF WCO24	22
6.	REPORTS FROM OFFICIALS: HUMAN SETTLEMENTS	24
6.1	NON-DELEGATED MATTERS	
	NONE	24
6.2	DELEGATED MATTERS	
6.2.1	MONTHLY REPORT OF DIRECTORATE HUMAN SETTLEMENTS AND PROPERTY MANAGEMENT FOR SEPTEMBER 2	24
7.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER	
	NONE	31
8.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER	
	NONE	31
9.	CONSIDERATION OF MOTIONS OF EXIGENCY	
	NONE	31
10.	MATTERS TO BE CONSIDERED IN COMMITTEE	
	NONE	31

MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS COMMITTEE MEETING 2014-10-01

[Chairperson: Engineering Services: Alderman DC Botha]

PRESENT Alderman DC Botha (Chairperson: Engineering Services)
Councillor V Fernandez (Ms) (Chairperson: Human Settlements)

Councillors DS Arends
JA Davids
JK Hendriks
LX Mdemka (Ms)
L Ronoti

Also Present Councillor: C Manuel

Officials Director: Engineering Services
Manager: Solid Waste Management(S Haider from 15:45)
Manager: Water Services (D van Taak)
Acting Manager: Electrical Services (J Coetzee)
Manager: Development Services (V Harris)
Manager: Spat Planning & Heritage & Environment (B de la Bat)
Head: Committee Services
Committee Clerk (B Mgcushe (Ms))
Interpreter

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

None.

Absent

Councillor, N Gcaza (Ms).

(HEAD COMMITTEE SERVICES TO ACTION)

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

None.

**MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS 2014-10-01
COMMITTEE MEETING**

[Chairperson: Engineering Services: Alderman DC Botha]

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

The Chairperson, Councillor DC Botha expressed a vote of thanks to the Directorate Engineering Services for the hard work in obtaining a 97.5% capital spending during the previous financial year.

(-)

3. CONFIRMATION OF THE MINUTES

**3.1 CONFIRMATION OF THE MINUTES OF THE ENGINEERING SERVICES
AND HUMAN SETTLEMENTS COMMITTEE MEETING HELD ON
2014-09-03 (3/4/3/5/2/2)**

The above-mentioned minutes were previously distributed.

FOR CONFIRMATION

**ENGINEERING SERVICES AND HUMAN SETTLEMENTS COMMITTEE
MEETING: 2014-10-01: ITEM 3.1**

RESOLVED (nem con)

that the minutes of the meeting of Engineering Services and Human Settlements Committee held on 2014-09-03, be confirmed.

(HEAD COMMITTEE SERVICES TO ACTION)

**4. REPORT BY THE DIRECTOR(S) RE RESOLUTIONS TAKEN AT THE
MEETING HELD ON 2014-09-03 (3/4/3/5/2/2)**

None.

**MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS 2014-10-01
COMMITTEE MEETING**

[Chairperson: Engineering Services: Alderman DC Botha]

5. REPORTS FROM OFFICIALS: ENGINEERING SERVICES

5.1 NON-DELEGATED MATTERS

5.1.1 REPORT ON CAPITAL EXPENDITURE – COUNCIL AND ENGINEERING SERVICES – 2010 TO 2014

File number : 8/1 Engineering Services

Compiled by : Director: Engineering Services

Report by : Director: Engineering Services

Delegated Authority : Council

Strategic intent of item

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

1. PURPOSE

The purpose of this item is to inform Council of the historical trend in the expenditure of the annual capital budget for Council as a whole, and specifically the Engineering Services Directorate. This report shows the continuous improvement experienced in this regard and reports on the excellent result achieved in the 2013/14 financial year. This report also has the purpose to thank the Engineering Services Managers and staff, the Director: Financial Services, Financial Services departments and the Head: Supply Chain Management and his staff, for their specific roles in this achievement. The drive and support of the Municipal Manager, Portfolio Chairpersons and political support is also acknowledged.

2. DISCUSSION

In 2010, Stellenbosch Council appointed four new Directors as well as a new Municipal Manager. This initiated a period of newfound stability in the administration, followed after the 2011 municipal elections by a

**MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS 2014-10-01
COMMITTEE MEETING**

[Chairperson: Engineering Services: Alderman DC Botha]

period of political stability. The further appointment of the current Municipal Manager in 2012 and Chief Financial Officer in 2013 followed since. These events set in motion a period with a focus on turning around the effectiveness and efficiency of the administration through consistent improvement following a series of interventions.

In the Engineering Services, a critical focus was the appointment of professional and experienced managers as heads of department (Managers) into previously vacant positions. Another focus was a drive to realign Council's budget to provide services in critical areas. A consistent challenge was (and still is to a lesser degree) a shortage of delivery-focused staff, as well as well-performing support services.

One critical Key Performance Area (KPA) of the organisation is the successful expenditure of the annual budget; critically, the capital budget is the basis for creating assets in service of the community. Efficient infrastructure services are the foundation of local economic development.

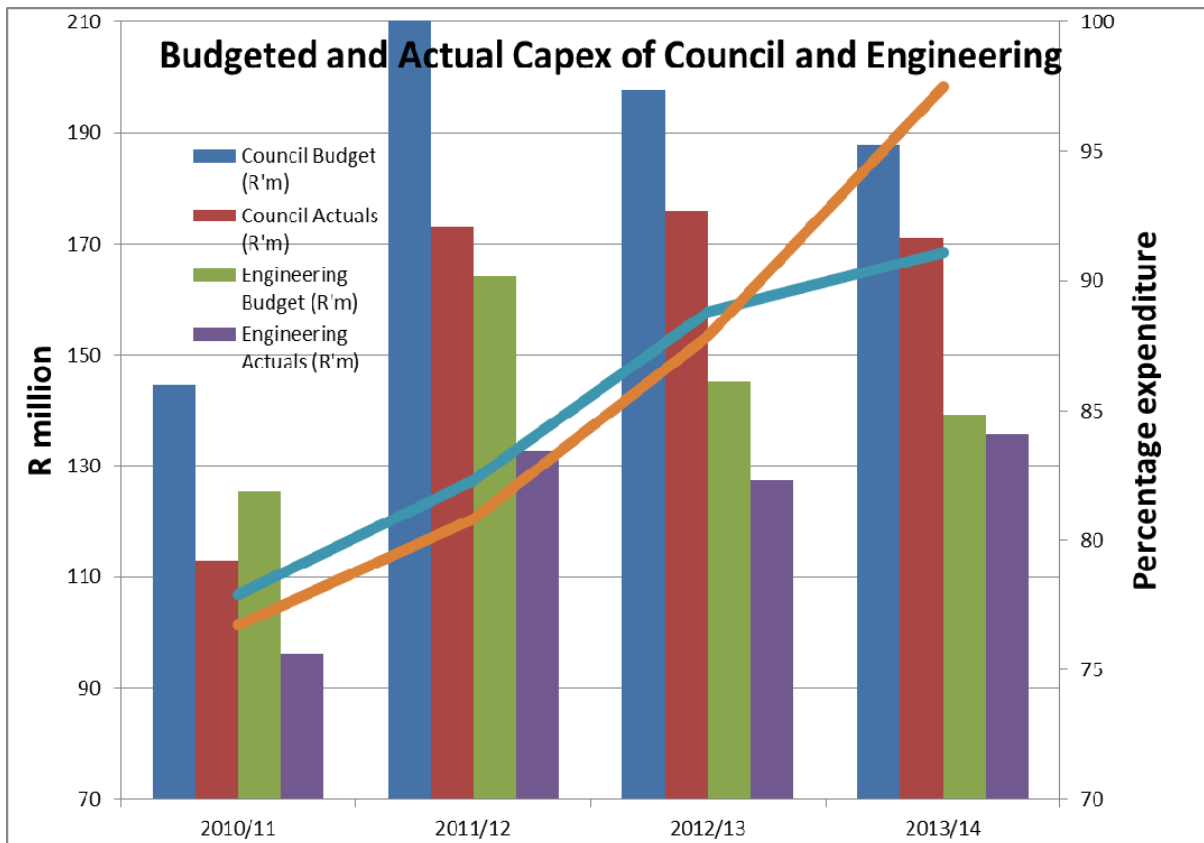
Through the years, functioning of the Engineering Services steadily improved, due to an increasing capacity and also an improvement in the collaboration with the Supply Chain Management office. The Director: Engineering Services has in the past stated that the expenditure of capital budgets was not solely within the sphere of influence of the line-departments, but also required the continuous focus and support by SCM in maximising the ability to spend.

Since the appointment of the present CFO and the Supply Chain Manager, there has been a marked realignment of focus from that department to assist line-management to achieve maximum effectiveness. Various initiatives have been put in place, for example the new approach of a weekly Friday Capital Budget meeting as initiated by the Municipal Manager where managers meet directly and not only report on capital spending, but also deal with possible bottlenecks directly. This approach and related initiatives have already borne fruit and resulted in a top-level result as related to successful expenditure of the directorate's capital budget.

The Table and Graph below indicates the expenditure trends of the capital budgets of the previous four financial years:

	Council 10/11	Council 11/12	Council 12/13	Council 13/14	Engineering 10/11	Engineering 11/12	Engineering 12/13	Engineering 13/14
Budget (R'm)	144.7	210.1	197.8	187.9	125	164.2	145.1	139.2
Actuals R'm)	113	173	176	171	96.2	132.7	127.5	135.7
Actuals (%)	77.9	82.3	88.8	91.1	76.7	80.8	87.9	97.5

[Chairperson: Engineering Services: Alderman DC Botha]



As can be seen from the Chart and Table, the expenditure on Capital Works in the Engineering Directorate has been 77%, 81%, 89% and 98% from 2010 to 2014. As the efficiency increases, it becomes all the more difficult to maintain a steady increase. An expenditure of 97.5% is exceptional and an achievement that not many municipalities can boast.

The Director: Engineering Services wishes to acknowledge the role of the Director: Financial Services and the Head: Supply Chain Management for their specific support and roles in this achievement. He also wishes to thank the Managers and project managers in the directorate for the long hours and extra effort in achieving this target.

3. COMMENTS FROM OTHER RELEVANT DIRECTORATES/ DEPARTMENTS

[Chairperson: Engineering Services: Alderman DC Botha]

3.1 Directorate: Financial Services

Service delivery is top priority for the Mayor, Deputy Mayor and the Municipal Manager. The Friday Capex Update meetings were initiated by the Municipal Manager and these meetings proved invaluable to improve service delivery and became standard practice now. These Friday Capex Update meetings were also attended by the Deputy Mayor and the Municipal Manager. The attendance by the Deputy Mayor and the Municipal Manger raised the profile of the meetings and contributed to successful service delivery.

Successful service delivery is indeed a team effort that requires focus on service delivery. For Finance it is a privilege to be part of the Stellenbosch Municipality team to benefit service delivery

3.2 Office of the Municipal Manager

The 97.5% performance is an excellent performance to support the economic development, as well as all other strategic objectives of the Stellenbosch Municipality.

RECOMMENDED

that Council take note of the trend in the improved efficiency in capital expenditure in the Engineering Services Directorate and Council and acknowledge the role of the managers in the Directorates Finance and Engineering Services in this achievement.

(DIRECTOR: ENGINEERING SERVICES TO ACTION)

**ENGINEERING SERVICES AND HUMAN SETTLEMENTS COMMITTEE
MEETING: 2014-10-01: ITEM 5.1.1**

RECOMMENDED

that Council take note of the trend in the improved efficiency in capital expenditure in the Engineering Services Directorate and Council and acknowledge the role of the managers in the Directorates Finance and Engineering Services in this achievement.

(DIRECTOR: ENGINEERING SERVICES TO ACTION)

**MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS 2014-10-01
COMMITTEE MEETING**

[Chairperson: Engineering Services: Alderman DC Botha]

5.2 DELEGATED MATTERS

5.2.1 MONTHLY REPORT AUGUST 2014: ENGINEERING SERVICES

File number : 8/1/Engineering Services

Report by : Director: Engineering Services

Compiled by : Senior Administrative Officer – Office Management

Delegated Authority : Engineering Portfolio Committee

Strategic intent of item

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

1. PURPOSE

To inform the Committee of monthly activities in the Directorate: Engineering Services. The report on the monthly review i.r.o AUGUST 2014 is attached as **APPENDIX 1A-1F**.

**2.1 OFFICE OF THE DIRECTOR
Innovation and Infrastructure Committee (IIC)**

The Directorate: Engineering Services participates in the IIC meetings and reports to the Engineering Portfolio Committee on the activities and progress of the IIC on a regular basis, in terms of the Terms of Reference of the Committee.

The aim of the IIC is to ensure that an integrated and sustainable Strategic Infrastructure Plan (SIP) is developed for Stellenbosch that addresses the infrastructure backlogs of the Greater Stellenbosch area. The SIP needs to be linked to a sustainable Financial Plan (FP) to ensure delivery of services. This, however, can only be achieved if green economy-oriented innovations and inventive solutions away from "business as usual" are given the uppermost priority. This process innovation to formulate an SIP and FP has to combine knowledge and capacity from the Administration; the University; and Business.

[Chairperson: Engineering Services: Alderman DC Botha]

The solutions considered by the IIC will have a marked emphasis on innovation, in recognition for the ever changing technological environment, and moving away from “business-as-usual”.

As reported last month, the IIC in its recent sessions focused on producing some strategic guidance for the municipality in terms of finding spatial solutions which could, via the SDF, provide direction for development in Stellenbosch over the next 30 years. In this regard the IIC integrates with the Shaping Stellenbosch project as well as through the feasibility study for the Transit Orientated Development project.

The IIC has now finalized its Quo Vadis document. A report is submitted to this Committee under separate cover.

The parallel focus of the IIC is to undertake studies into critical issues, via a mechanism of utilizing Working Groups. The updated Terms of Reference of the Working Groups is still being finalized. Typical studies by the technical Working Groups will include the study to determine the financial impact on Council of the proposed alternate energy source policy.

2014/15 Strategic Projects and Initiatives

Standard Operating Procedures (SOP) Project

The following have been implemented in the Engineering Services Directorate to contribute to the clean audit action plan: Updating of departmental S.O.P.'s. Engineering Services actively took part in the SOP compilation specifications, advertisement of a tender, technical evaluation and the awarding of the tender. The tender was awarded (SOP TENDER BSM24/14) for a professional service provider (Ignite) to review current SOP's in place and to compile new SOP's for the whole of the Stellenbosch Municipality. 100 SOPs were identified from the 276 suggested SOPs received (the contract only allows for the drafting of 100 SOPs by the consultant). Training took place during February 2014. Staff has been trained on further compilation of SOPs. Significant progress has been made and the review of some last draft SOPs that were compiled is currently being finalized. The final SOP product has been returned to the Municipality for approval by the Municipal Manager and Directors and subsequent implementation.

Vacancies

The Office Assistant position has been advertised and interviews will follow soon.

[Chairperson: Engineering Services: Alderman DC Botha]

Training

Skills Development Facilitation training was attended by one staff member.

2.2 ELECTRICAL SERVICES

Operations

As an essential service, electrical supply and service delivery is the main priority for Electrical Services. No serious power outages were experienced.

Capital Project

Capital Expenditure progress is reflected in the monthly Section 71 report.

PROJECT DESCRIPTION	STATUS	CHALLENGES
Markotter University 66KV Cable-Phase 1&2	Project 100% completed.	
Electricity Demand Side Management	Contractor was appointed and implementation is in progress and awaiting material.	

2014/15 Strategic Projects and Initiatives

Reduce Electrical losses

The Department is continuously auditing electricity meters to stop electricity theft and replacing faulty meters. The Department is also replacing all common base pre-payment meters with the "split" pre-payment meter to prevent theft.

Alternative energy:

The policy on selfgeneration of electricity is completed. The University of Stellenbosch will assist to determine the financial impact this will have on Stellenbosch Municipality via the IIC Working Group study.

[Chairperson: Engineering Services: Alderman DC Botha]

Human Resources

Mr Johannes Coetzee, Acting Manager: Electrical Services' contract expires on 6 November 2014. The advertisement process for the post of Manager: Electrical Services is currently in progress. 3 x Electrical Assistants were appointed with effect from 1 August 2014.

Vacancies:

Electrician x 2 (Ex H Rix and Ex G Abrahams)
Operator x 1 (Ex C Isaacs)
Support Assistant x 1
General Worker x 1 (Ex S Waka)

Training

First round of OHRVS training was completed during June 2014 and a second course will follow soon.

Occupational Health and Safety

OHS meeting was held on 14 August 2014.

Incidents:

None

Reporting on Events/Programmes/ Projects

Markotter 66kV cable has been completed.

Challenges/areas where department is not adhering to legislation

Illegal connections cannot be disconnected regularly due to insufficient staff capacity. Access to properties are restricted and dangerous. Cable theft and substation vandalism were experienced and alarm systems are being installed. Thefts were reported to SAPS.

Risks identified and corrective measures

Risk: Electrical Department staff are sometimes threatened and prevented from performing their work. Smartie Town, Cloetesville have been identified as problematic areas.

Corrective Measures: The assistance of Law Enforcement are called in but it is not a long term solution.

Risk:

Scarcity of electricity.

**MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS 2014-10-01
COMMITTEE MEETING**

[Chairperson: Engineering Services: Alderman DC Botha]

Corrective Measures:

Demand Side Management projects to encourage consumers to use less energy. Promoting energy efficiency and saving within the community.

Risk:

Shortage of technical staff – The Department is experiencing a critical shortage of technical staff and service delivery is hampered. The public are getting annoyed and are dissatisfied with the service because customer complaints are not addressed effectively. In an attempt to address all the complaints as effectively as possible, employees are requested to work overtime and permissible maximum overtime are exceeded. Employees are also performing standby duties for longer than the approved 14 days allowed for standby.

Corrective Measure:

The shortage of staff must be addressed as a matter of urgency.

Vandalism/Theft

Vandalism and theft of metal were experienced and alarm systems are being installed. Incidents were reported to SAPS.

**2.3 WATER SERVICES
Operations**

Water is the most fundamental and indispensable of natural resources – fundamental to life, the environment, food production and hygiene. Poverty reduction and improved water management are inextricably linked. Regular site inspections, routine repairs and maintenance are done on a daily basis to ensure that the water network operates effectively. With various vacant positions, the Department makes every effort to supply an efficient service to the public. The Department: Water Services is currently preparing for the Blue and Green Drop evaluations.

Capital Projects

Most of the Capital Projects are in line with the Service Delivery Budget Implementation Plans (SDBIP) of the Department.

Flagship Projects

PROJECT DESCRIPTION	STATUS	CHALLENGES
Upgrade Waste Water Treatment Works (Franschoek/Wemmershoek)	Project in progress and will be completed by August 2014.	Mechanical and electrical work is

**MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS 2014-10-01
COMMITTEE MEETING**

[Chairperson: Engineering Services: Alderman DC Botha]

Phase 3	Civil work 99% completed Mechanical and Electrical work 98% completed.	behind schedule.
Extension of Waste Water Treatment Works: Stellenbosch	Refurbishment project 100% completed. Emergency phase of extended refurbishment contract for the Stellenbosch WWTW is in progress and 60% complete. The preliminary design of the Extension of the Stellenbosch WWTW is 100% completed. The detail design phase is 70% completed.	None
Water Pipe Replacement	Construction work 98% completed.	None
Bulk Water Supply Pipe Cloetesville / Idas Valley	Project in progress and 40% completed.	None

2014/15 Strategic Projects and Initiatives

Waste Water Reduction:

Re-use of waste water reduction initiatives are currently under investigation and addressed with the upgrading of the Stellenbosch Waste Water Works and the Wemmershoek WWTW.

Risks identified and corrective measures:

Risk: Urgent need for security services at all Water & Waste Water Treatment works.

Corrective Measure: Public Safety & Community Services will be approached to assist with the implementation of security services at the plants.

Risk: Possible scarcity of water during summer months

Corrective measures: Water restriction plan in place. Promoting water conservation techniques in the community. Water conservation demand management plan to be implemented. Upgrade of various Reservoirs and Works are in process (Capital Projects).

[Chairperson: Engineering Services: Alderman DC Botha]

Vandalism/Theft

1. Power cable at Klapmuts WWTW was damaged
2. Batteries removed from vehicles parked in Beltana depot

Human Resources:

A total of 42 positions are vacant and are in the process of being advertised:

Water Reticulation - 12 Positions

Waste Water Treatment Works - 30 Positions

WWTW appointed 4 x Class IV Process Controllers (one declined), 1xMillwright and 1x Electrician. Interviews were conducted for 1 x Senior Clerk and 18 x Process Controllers (Class I-III) and 4 Trainee Operators. Appointments will follow shortly. Awaiting Human Resources Management to appoint x 3 workers i.t.o. Bargaining Council ruling. LED workers already interviewed, 13 appointed and waiting for Municipal Manager's approval of all vacant funded posts at WWTW.

LED/EPWP WORKERS

Operational

34 EPWP workers were appointed for approximately 6 months to assist with the refurbishment of Idasvalley's slow sandfilters, general maintenance at Waste Water Treatment Works and reservoirs.

Training

None.

Occupational Health and Safety

Monthly meeting was held on 28 August 2014

Incidents:

2 – Back injuries

Challenges/areas where department is not adhering to legislation

Hydraulic and organic load on waste water systems due to the exceeding of the currently design capacity of the waste water works

Reporting on Events/Programmes/ Projects

None.

[Chairperson: Engineering Services: Alderman DC Botha]

2.4 TRANSPORT, ROADS & STORMWATER

Operations

Operational teams continue to clear and repair stormwater infrastructure as well as maintaining road surfaces by undertaking patch repairs.

Stormwater Management Programme

Several households have been flooded in July as a result of heavy rains, processes are underway for the necessary investigations to be undertaken. The Department of Environmental Affairs has approved the Environmental Impact Assessments for the stabilization works to be carried out on river banks of the Eerste-, Plankenbrug- and Krom River. Still awaiting approval for works to be carried out on the Stiebeuel River. Approval for the works to be carried out on river banks, is still required from the Department of Water Affairs.

Pedestrian and cycle paths

No new sidewalks were built.

NMT Upgrades (Provincial funding for R44 NMT Facility to Jamestown)

This department still awaits approval for funding for which an application was submitted to the Department Transport & Public Works in October 2013 to complete the rest of the facility in Jamestown.

Pavement (Roads) Management Programme

Consultants have been appointed, and planning and assessments are underway for the implementation of the Municipality's 2014 – 2015 road rehabilitation programme.

It had come to light, that a contractor appointed by the Municipality to implement part of its 2013 - 2014 road rehabilitation programme, had been falsifying test results. This has been admitted by the contractor who undertook to provide their full co-operation during the subsequent investigations. On conclusion of the investigation, and in terms of standard contractual procedures, reduced payment were affected on certain rehabilitated roadways and in other cases, sections of rehabilitated roadways were rejected, with no payment. Generally the life cycle of rehabilitated roadways are between 10 and 20 years, however certain roads rehabilitated during the 2013-2014 financial year will have a reduced life cycle.

[Chairperson: Engineering Services: Alderman DC Botha]

Capital Projects

Consultants appointment are in process, for certain capital projects, consultant appointment have been concluded, and planning and assessment works are currently being undertaken.

2014/15 Strategic Projects and Initiatives

Transit Oriented Development (Transport)

As part of the plan to address the traffic congestion problem in Stellenbosch this department has embarked on the process to investigate the feasibility of a Transit Orientated Development. A TOD is a development concept that focuses on land use planning to support transport initiatives. It will entail the densification of areas and the direction of development along transport corridors. This study needs to investigate the following:

- North South mobility through Stellenbosch
- Utilisation of the rail system
- Development potential and land use around this precinct
- Parking
- NMT
- Transport integration
- Modal interchange, etc

The outcome will be a feasibility study on a proposed land use and transport model. This document will guide the Municipality in terms of land use planning and transport initiatives. This project has the potential to integrate communities by breaking down barriers like the R44 and the railway line.

A concept development plan has been compiled and is currently being discussed internally. In the next month the economic opportunities and the costs of the development will be compiled for discussion with the Project team.

Traffic congestion mitigation

The Manager TRS attended an IPC (Integrated Planning Committee meeting) at the City of Cape Town. The purpose of the meeting was to discuss all regional transport matters between the neighboring municipalities. At the meeting the Transport for Cape Town CIP was presented as well as their IPTN. The concept of a TOD is also being investigated for the City of Cape Town. The need to combine efforts in the development of the concept and the future workings of the TOD

**MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS 2014-10-01
COMMITTEE MEETING**

[Chairperson: Engineering Services: Alderman DC Botha]

was acknowledged. A TOD workshop is planned for October to discuss the TOD concept with external roleplayers. The Manager TRS will present to the City of Cape Town officials what the Stellenbosch TOD entails.

Human Resources

The positions of Bricklayer and Workers are in the process of being advertised. Advertisements were sent to Human Resources Department in March 2014.

Vacancies:

Bricklayer x 1

Workers x 2

Occupational Health and Safety

Monthly OHS meeting was held on 25 August 2014.

Incidents: No incidents were reported at the meeting held on 25 August 2014.

Training

No training occurred in the month of August 2014.

Reporting on Events/Programmes/ Projects

This department has no events and programmes to report on. All projects are registered and monitored on IMQS.

Challenges/areas where department is not adhering to legislation

1. Acquiring relevant legislative approval to carry out works associated to Stormwater Management within river courses. Legislation is being interpreted in a manner that, allows for unsafe conditions to exist within communities and prohibits the Municipality from carrying out its responsibilities with regard to duty of care.
2. Stormwater courses on private property in not being maintained by relevant owner(s). Municipality does not have authority to instruct owners to carry out maintenance on stormwater courses.

Risks identified and corrective measures

1. Ineffective use of vacuum street sweeper for the cleaning of stormwater channels results in extra work of stormwater catchpit cleaning teams and contributes to localized flooding.

**MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS 2014-10-01
COMMITTEE MEETING**

[Chairperson: Engineering Services: Alderman DC Botha]

2. Staff carrying out work on stormwater infrastructure in Kayamandi have been threatened with violence and one staff member's cell-phone was stolen.

Corrective Measures:

1. Vacuum street sweeper is now being utilized more effectively under the supervision of Stormwater staff which ensures better co-ordination of municipal resources.
2. Roads and stormwater staff approached the residents and relevant Councillor. All parties agreed that area is safe for Municipal official to carry out their duties. Situation in Kayamandi will continue to be monitored, staff had been instructed to withdraw immediately should there be any threats of violence.

Vandalism/Theft

In Klapmuts, the theft of stone from gabion structures continues. Theft of these stone could result in flooding and damage to property.

2.5 SOLID WASTE MANAGEMENT

Operations

A tender process will follow to address the potential of beneficiating processing of the clay and rubble on the landfill site.

Capital Projects

Jan Palm Consulting Engineering is busy with the draft design for rehabilitation capping. The soil for potential capping material was tested but unfortunately failed for suitable capping material. Due to capacity constraints in the Supply Chain Management and Solid Waste Management, Capital Projects are not in line with the Service Delivery Budget Implementation Plans of the Department. All projects are registered and monitored on the IMQS. Aurecon has been appointed for the rehabilitation and capping of cell one and two.

Flagship Projects

PROJECT DESCRIPTION	STATUS	CHALLENGES
None		Due to capacity constraints in the Solid Waste Management, Capital Projects are not in line with the Service Delivery

**MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS 2014-10-01
COMMITTEE MEETING**

[Chairperson: Engineering Services: Alderman DC Botha]

		Budget Implementation Plans of the Department. Remedial steps were taken to ensure optimal expenditure.
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2014/15 Strategic Projects and Initiatives

- **Trash Back Pilot Project (Mini MRF Pilot project)**
Project could not commence as no provision on budget. It will stand over until the 2014/15 financial year.
- **Recycling pilot project. (Seperation at source)**
Attached statistics (**APPENDIX 1E**) reflect the activities for August 2014.

Risks identified and corrective measures

Risk: Appropriate resources to execute tasks and service delivery options must seriously be addressed in order to prevent service delivery ceasure.

Corrective measures: Recommended candidate to be appointed.

Vandalism/Theft

None

Human Resources

The two vacant operator positions are in the process of being advertised. The vacant Principal Technician: Collection position interviews were held and the successful candidate has been appointed to start 1 September 2014.

LED/EPWP Workers

Operational

Solid Waste Management x 24 Contract workers

7x EPWP workers

Contract workers' contracts in the Solid Waste Management Department expired at the end of June 2014. The contracts were extended until September 2014.

Vacancies

Operators x 2

Principal Technician: Collection

[Chairperson: Engineering Services: Alderman DC Botha]

Training

No training occurred during the month of August 2014.

Occupational Health and Safety

Monthly OHS meeting was held on 25 August 2014. All staff that are exposed to chemical and hazardous material went for medical assessments and a detailed report will be submitted to the Human Resources Department.

Incidents: One incident was reported at the meeting held on 25 August 2014.

Reporting on Events/Programmes/ Projects:

This department had no events and programmes during August 2014 to report on.

Challenges/areas where department is not adhering to legislation:

Due to lack of monitoring of stormwater and leachate quality, not all permit conditions are being adhered to. The ideal would be to appoint an analyst to conduct the monitoring.

2.6 DEVELOPMENT SERVICES

Operations

The Manager: Development Services comments on behalf of the Directorate: Engineering Services on all land-use applications, submitted to Council in terms of the Land-use Planning Ordinance of 1985. Land-use applications include land-use changes such as rezonings, subdivisions, consent uses, increase in bulk and departures and mostly lead to further development of a property.

The approval of a proposed land-use change will be evaluated in terms of the availability of bulk services. Should Council be in a position to supply such services, an application can be supported. If not, then an application for a land-use change will not be supported by the Directorate: Engineering Services.

Capital Projects

Most of the Capital Projects are in line with the Service Delivery Budget Implementation Plans (SDBIP) of the Department.

MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS 2014-10-01
COMMITTEE MEETING

[Chairperson: Engineering Services: Alderman DC Botha]

Flagship Projects

PROJECT DESCRIPTION	STATUS	CHALLENGES
Bulk water supply pipe Klapmuts	Construction is in progress and work will be completed as planned.	None
New 5 ML Reservoir – Klapmuts	Construction is in progress and work will be completed as planned.	None

Risks identified and corrective measures

No risks to Council identified

Vandalism/Theft

No incidents were reported.

Human Resources

The primary function of the Department Development Services is to facilitate development from an engineering perspective. This entails input on all land-use applications (rezonings, subdivisions, departures, consent uses), input on building plans, input on engineering services plans, issuing of wayleaves and liaison with relevant role-players to ensure the availability of bulk services.

The Department Development Services consists of 5 personnel members i.e. Manager, Head, Principal Technician, Technician and a Support Assistant.

Vacancies

None.

Training

Personnel from the Department Development Services stay up to date with latest technologies and best practice by attending regular training workshops, seminars and conferences.

Occupational Health and Safety

Monthly OHS meetings are being held and no incidents were reported for August 2014.

[Chairperson: Engineering Services: Alderman DC Botha]

Reporting on Events/Programmes/ Projects:

All projects are registered and monitored on a software programme, IMQS.

Challenges/areas where department is not adhering to legislation

This department adheres to all relevant legislation.

RECOMMENDED

that the monthly report of the Directorate Engineering Services for August 2014, be noted.

(DIRECTOR: ENGINEERING SERVICES TO ACTION)

**ENGINEERING SERVICES AND HUMAN SETTLEMENTS COMMITTEE
MEETING: 2014-10-01: ITEM 5.2.1**

RESOLVED (nem con)

that the monthly report of the Directorate Engineering Services for August 2014, be noted.

(DIRECTOR: ENGINEERING SERVICES TO ACTION)

**MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS 2014-10-01
COMMITTEE MEETING**

[Chairperson: Engineering Services: Alderman DC Botha]

**5.2.2 SUBMISSION OF THE QUO VADIS REPORT FROM THE IIC – DISCUSSION
OF INPUT INTO THE FUTURE SPATIAL PLANNING OF WCO24**

File number : 8/1/Engineering Services

Report by : Director: Engineering Services

Compiled by : Director: Engineering Services

Delegated Authority : Engineering Portfolio Committee

Strategic intent of item

Preferred investment destination

Greenest municipality

Safest valley

Dignified Living

Good Governance

1. PURPOSE OF REPORT

To inform this Committee of the progress made at the Infrastructure Innovation Committee (IIC) and to submit for information the Quo Vadis document (**APPENDIX 1**), which will serve as input into the SDF process.

2. BACKGROUND

The IIC was established as a committee of the Integrated Planning Committee, in turn a sub-committee of the Mayor/Rector forum, aimed at facilitating and assisting the drafting of a Strategic Infrastructure Plan for Stellenbosch and a support sustainable Financial Plan, thereby providing the basis for ensured and sustainable delivery of services in the municipal area by ensuring for sustainable provision of infrastructure.

A foundation of sustainable infrastructure provision is the primary support and enabler of local economic development and is the lifeblood of a well-run municipality.

[Chairperson: Engineering Services: Alderman DC Botha]

3. DISCUSSION

The history, terms of reference and progress of the IIC is reported monthly to the Engineering Services and Integrated Human Settlements Portfolio Committee via the Engineering Services' Monthly Report, and that background is not repeated here.

The committee has recognised that one of the key elements of achieving its goal of a sustainable infrastructure based town is the need to achieve and support sustainable development in the area. It has recognised that such sustainable development can only be achieved if this is efficiently planned and development takes place with a well-planned strategic framework. It recognised that such framework needs to be informed by a city (or town) development strategy.

The IIC thereafter proceeded with the preparation of such a strategic document, to serve as input into the current and parallel Spatial Development Framework (SDF) process. This document is generally referred to as the Stellenbosch "Quo Vadis" document.

The IIC has recently finalised the Quo Vadis document and it is hereby presented to Council for information. The approval (or not) of the concepts and principles will be done via the approval of the SDF document, in as much as the inputs have been adopted into the draft SDF. The SDF is the formal sector document relating to spatial planning.

RECOMMENDED

that the content of the Quo Vadis report, be noted.

(DIRECTOR: ENGINEERING SERVICES TO ACTION)

ENGINEERING SERVICES AND HUMAN SETTLEMENTS COMMITTEE MEETING: 2014-10-01: ITEM 5.2.2

RESOLVED (nem con)

- (a) that the content of the Quo Vadis report, be noted ; and
- (b) that this report also be submitted to Council for noting.

(DIRECTOR: ENGINEERING SERVICES TO ACTION)

**MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS 2014-10-01
COMMITTEE MEETING**

[Chairperson: Human Settlements: Councillor V Fernandez (Ms)]

6. REPORTS FROM OFFICIALS: ENGINEERING SERVICES

6.1 NON-DELEGATED MATTERS

None.

6.2 DELEGATED MATTERS

6.2.1 MONTHLY REPORT OF DIRECTORATE HUMAN SETTLEMENTS AND PROPERTY MANAGEMENT FOR SEPTEMBER 2014

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

Compiled by : *Acting Director: Human Settlements & Property Management*

Report by : *Acting Director: Human Settlements & Property Management*

Delegated Authority : *Engineering Services and Human Settlement 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 type="checkbox"/>
Good Governance	<input checked="" type="checkbox"/>

1. PURPOSE OF REPORT

To inform the Committee of the activities in the Directorate: Human Settlements and Property Management.

2. DISCUSSION

2.1 Management of Public Rental Stock

A Strategy for the Management of Public Rental Stock was approved by Council in June 2014.

[Chairperson: Human Settlements: Councillor V Fernandez (Ms)]

A list of TWELVE tenants from Cloetesville and LAP Flats who were found contravening conditions of Lease were handed to the Legal Advisor for eviction.

Repairs /renovation of Phyllaria completed and Aurora has commenced.

Tenders for the appointment of Consultant to do specifications for repairs of lifts closed and is being reviewed.

Social compacts with tenants to be initiated in October 2014.

106 top structures- Deeds of Sale have been signed and submitted to the Conveyancing Attorney. Marias Muller attorney received the rates clearance certificate and conveyancing of the properties is in process.

2.2 New tariff Structure for staff rental (pilot project for public rental housing)

Appointment of a project manager will be finalized in September 2014. Outcomes will be:

- database of all occupants;
- Revised policy/approach;
- Revised lease agreements.

2.3 Informal Settlement Management Policy

Severe capacity constraints within the department will impact on its ability to perform within set timeframes. This is of concern given that Informal Settlements is rated as a high risk area for the municipality.

2.4 Review Emergency Housing Policy

Revised policy to be submitted to Council in due course.

2.5 Identify sites for Emergency housing

A workshop was held with all key stakeholders to gain support for the land identified. Report to go to Council.

2.6 Transfer of ownership of 200 houses to beneficiaries

A process action plan was devised in terms of which administrative procedures would be streamlined.

[Chairperson: Human Settlements: Councillor V Fernandez (Ms)]

As a first phase, an attorney was appointed to transfer the properties identified at Kayamandi (Thubelitsha houses).

Although 505 Sales Agreements were finalized, only 219 sales agreements together with the requisite supporting documents could be handed over to the attorneys. This was largely due to the fact that beneficiaries no longer resided in Kayamandi or did not respond to requests from the Department to come and sign their documents.

To date 93 Transfer Documents (Power of Attorney) has been signed by the Department.

3. PROVIDE HOUSING OPPORTUNITIES BY WAY OF APPROVED HOUSING PIPELINE

3.1 Jamestown Housing

Tender for the installation of services to sites was advertised. Tender has been evaluated and the BAC Meeting made an appointment on 29 August 2014. The survey for the backyarders and informal settlements in Jamestown has been completed.

3.2 Kayamandi Housing Project

The optimal use of land and through densification created the opportunity to increase the project from 180 serviced sites to 193 serviced sites. All sites have been serviced and project has been completed.

No confirmation of funding for top-structures has been received from Province. The contractor has been appointed in the previous financial year and is busy with preparation of building plans to be approved by the Municipality and the Department of Human Settlements.

3.3 Vlottenburg Housing Project

Funding applications were approved by the Department of Human Settlements for the provision of services to 106 sites and to build 106 houses. The entrance road to the project was not approved by Provincial Road Engineer at a late stage, and the department is currently investigating new options. A meeting was held with all land-owners on 9 September 2013 to determine an acceptable entrance. The project is surrounded on all fronts by land that is owned privately and robust negotiations will be needed to conclude this last outstanding aspect in order to kick-start the project.

[Chairperson: Human Settlements: Councillor V Fernandez (Ms)]

The Department New Housing requested a legal opinion from the Senior Legal advisor (M Williams) regarding the conditions in the Service Level Agreement with the Implementing Agent for non-performance. Await formal legal opinion from the said department. Several meeting have been held with the appointed legal firm to find solutions to the contract.

3.4 Housing Project: Erf 10860-11008, Idas Valley

Land Availability Agreement (LAA) was signed with SAM JV. The developer is currently busy with all necessary studies as well as NEMA process. Successful community meeting was held. The site lay-out plan is currently being discussed and scrutinized by the Engineering and Planning department to advise the developers (SAMJV) on technical matters. Information boards are being finalised and erected at the entrance at each development site.

3.5 Housing Project: La Motte

The NEMA application and the NEMA Exemption application for Farm 1653, Farm 1339 and Farm 1158/1, La Motte have been submitted to DEA&DP for consideration.

A meeting was held with the Department of Public Works during June 2014 to obtain the Intend to Develop certificate. CK Rumboll submitted the request on behalf of Stellenbosch municipality and thereafter we will apply for the transfer of the property. Still awaits for confirmation of the Department of Public Works.

3.6 Mega Action Project

The Department of Human Settlements (DoHS) has indicated that, through their Integrated Residential Development Program (IRDP), they will, in future, support large scale mega projects that include various land uses such as business, education, broad spectrum housing typologies, recreation and all other required institutions.

In accordance with the SDF, the following areas will be further investigated for suitability as a site for a mega project:

- (i) Droëdyke
- (ii) Nietvoorbij
- (ii) Stellenbosch Northern Expansion (between Kayamandi and Welgevonden Road)

[Chairperson: Human Settlements: Councillor V Fernandez (Ms)]

Department was scheduled to meet with CFO/Planning Dept. during this month to finalise funding sources for the feasibility studies. In lieu of the appointment of the Director: Planning and Economic Development the meeting was postponed to solicit his input in this matter. The meeting will be scheduled in September 2014, and a term of reference is currently being drafted.

3.7 Repairs to existing Housing project

All certificates were obtained that enabled the department to issue Occupation Certificates. A meeting was held with the Manager: Building Development and his only concern is that the staircases in the units do not adhere to National Building Regulations. Council will, therefore, have to make additional funding available for the necessary work in order to ensure that the building plans are approved. Project is viewed as complete. The New housing Department together with Building Department conducted a site inspection. The building Department advised that grab rails should be installed in all the units in order for the building plans to be approved. There after the occupation certificates will be issued. The New housing Department is in a process of compiling the tender document for this project to be finalized.

3.8 Innovative Housing Technology

The Department has committed itself to the appointment of project manager within 3 months. The specifications for the appointment of a project manager are currently being drafted and will be finalised with SCM section by the end of October 2014.

4. UPGRADING OF INFORMAL SETTLEMENTS BY WAY OF THE ABS PROGRAMME

4.1 Roll out of ABS project

WF Construction was appointed as the contractors to install the communal services in Langrug, Franschoek and Enkanini, Kayamandi. The project is delayed by approximately one month, due to a rain.

4.2 Construction of Bus Route

Designs and specifications completed. Tender period has closed and is under evaluation.

[Chairperson: Human Settlements: Councillor V Fernandez (Ms)]

4.3 Submit applications for UISP projects

The FQ for submission of the planning funding application for Enkanini has closed and is currently being evaluated.

5. PROMOTE SUSTAINABLE HOUSING/DENSIFICATION

SALGA workshops on restructuring zones were held in September 2014.

6. UPGRADING AND MAINTENANCE OF MUNICIPAL PROPERTIES

6.1 Upgrade of Rhode Street Flats

Tenders closed on 05 September 2014. Tender evaluation report was submitted to SCM

6.2 Complete upgrading to LAP flats

Contractor is on site 55% of the project has already been completed. The project will be completed by December 2014. Tenders for the appointment of consulting Engineers for the design/planning of lifts has been awarded.

6.3 Complete Planning for Multi-purpose centre

Tender specifications/Scope of work for the appointment of a consultant team has been completed and send to SCM for advertising

7. BEST MANAGEMENT OF MUNICIPAL PROPERTIES

7.1 Identification of a number of strategic property transactions in collaboration with CFO

Various properties have been identified but can only be considered once the Draft Policy on the Management of Council –owned property is in place.

7.2 Land Reform Initiative

Compulsory briefing session with prospective service providers (consultants) took place on 21 August 2014. Closing date for quotations was 12 September 2014. A tender evaluation report was compiled and delivered to SCM for the appointment of a consultant. A workshop to develop a policy/strategy will be held at a date still to be determined.

**MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS 2014-10-01
COMMITTEE MEETING**

[Chairperson: Human Settlements: Councillor V Fernandez (Ms)]

RECOMMENDED

that the monthly report of the Directorate Human Settlements and Property Management for September 2014, be noted.

(DIRECTOR: HUMAN SETTLEMENTS TO ACTION)

**ENGINEERING SERVICES AND HUMAN SETTLEMENTS COMMITTEE
MEETING: 2014-10-01: ITEM 6.2.1**

RESOLVED (nem con)

that the monthly report of the Directorate Human Settlements and Property Management for September 2014, be noted.

**(ACTING DIRECTOR: HUMAN SETTLEMENTS AND PROPERTY
MANAGEMENT TO ACTION)**

**MINUTES ENGINEERING SERVICES AND HUMAN SETTLEMENTS 2014-10-01
COMMITTEE MEETING**

[Chairperson: Human Settlements: Councillor V Fernandez (Ms)]

7. REPORTS SUBMITTED BY THE MUNICIPAL MANAGER

NONE

**8. NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY
THE MUNICIPAL MANAGER**

NONE

9. CONSIDERATION OF MOTIONS OF EXIGENCY

NONE

10. MATTERS TO BE CONSIDERED IN COMMITTEE

NONE

Meeting adjourned at 16:20.

CONFIRMED

CHAIRPERSON

(Signature & date)
