

CONFIDENTIAL



AGENDA for an ORDINARY MEETING

**MANGAUNG
METROPOLITAN
MUNICIPAL COUNCIL**

**COUNCIL CHAMBERS
FIRST FLOOR
BRAM FISCHER BUILDING
BLOEMFONTEIN**

**TUESDAY
JUNE 27, 2017
AT 10:00**

**MANGAUNG
METROPOLITAN
MUNICIPALITY**

MANGAUNG METROPOLITAN MUNICIPALITY

**Bram Fischer Building
BLOEMFONTEIN**

JUNE 19, 2017

ALL MEMBERS OF THE METROPOLITAN MUNICIPAL COUNCIL OF THE MANGAUNG METROPOLITAN MUNICIPALITY

Ladies and gentlemen

Notice is hereby given in terms of the provisions of
Section 29(2) of the Local Government:
Municipal Structures Act, 1998 (Act No 117 of 1998) and
Rule 6.1 of the Council's Standing Rules and Orders that an

ORDINARY MEETING OF THE MANGAUNG METROPOLITAN MUNICIPAL COUNCIL

will be held in the

**COUNCIL CHAMBER
FIRST FLOOR
BRAM FISCHER BUILDING
BLOEMFONTEIN**

On

TUESDAY, JUNE 27, 2017

at 10:00

To consider the items as set out in this agenda.



.....
**CITY MANAGER
ADVOCATE TB MEA**



.....
**SPEAKER
COUNCILLOR MA SIYONZANA**

Note by Secretariat**1. Attendance Register:**

Every member attending a meeting shall sign his/her name in the attendance register kept for this purpose before the commencement of the meeting.

2. Leave Register:

In order to streamline administrative processes Councillors are friendly requested to submit applications for leave of absence in the appropriate register kept for this purpose. Members are requested to fill in this register 12 hours before the commencement of the meeting (Rule 22.2) (Yellow Form).

3. Name-plates:

Councillors are friendly requested to please take along their name-plates and to display it throughout the meeting.

4. Apologies during the course of the Council meeting:

Councillors are friendly requested to complete in full and submit the relevant apology form for this purpose (Yellow Form).

5. Code of Conduct:

Councillors are reminded of item 3, Schedule 1 of the Code of Conduct for Councillors which reads as follows, namely:

Attendance at Meetings: A councillor must attend each meeting of the municipal council and of a committee of which that councillor is a member, except when:

- (a) leave of absence is granted in terms of an applicable law or as determined by the rules and orders of the council; or
- (b) that councillor is required in terms of this Code to withdraw from the meeting.

6. Meeting rules:

- i. All Councillors must arrive at **least 15 minutes before the commencement** of the Council and all other Committee meetings;
- ii. Cellular phones **must be in silent mode** and **speaking on a cellular phone during the meeting is prohibited**; (Rule 50.2a)
- iii. A Councillor who speaks must **confine his or her speech strictly to the matter under discussion**; (Rule 31)
- iv. Unless expressly otherwise determined, a Councillor **may speak only once on a matter**; (Rule 32)
- v. No speech shall exceed **five (5) minutes** in length without the consent of the Speaker. (Rule 34.1)

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CONFIRMATION OF MINUTES**

1. Special meeting: Tuesday, September 20, 2016 (In Committee meeting)
2. Ordinary meeting: Friday, September 30, 2016
3. Special meeting: Thursday, November 3, 2016
4. Special meeting: Wednesday, November 9, 2016
5. Special meeting: Wednesday, December 14, 2016
6. Special meeting: Tuesday, January 24, 2017
7. Special meeting: Tuesday, January 31, 2017
8. Special meeting: Friday, February 3, 2017
9. Special meeting: Tuesday, February 14, 2017
10. Special meeting: Friday, March 3, 2017

72.1

**THIRD QUARTER PROGRESS REPORT FOR PERIOD 01 JANUARY – 31 MARCH 2017
ON SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2016/17**

Annexure: Report dated May 9, 2017 received from the City Manager. (Volume 1: Pages A1 – 72)

RECOMMENDATION that the 2016/2017 third quarter SDBIP report for the quarter ending March 31, 2017 be considered and approved.

72.2

**MUNICIPAL FINANCE MANAGEMENT ACT (MFMA): BUDGET AND PERFORMANCE
ASSESSMENT REPORT IN TERMS OF THE MFMA, SECTION 52(D) FOR THE QUARTER
ENDED MARCH 31, 2017**

Annexure: Report dated April 26, 2017 received from the City Manager. (Volume 1: Pages 1 – 65)

RECOMMENDATION that, in compliance with Section 52 of the MFMA,

1. That the Accounting Officer submits to the Executive Mayor this statement reflecting the implementation of the budget and the financial state of affairs of the Municipality for the quarter ending March 31, 2017;
2. That the Executive Mayor must submit a report to the Council on the implementation of the budget and the financial state of affairs of the Municipality and
3. That in order to comply with Section 71(4) of the MFMA, the Accounting Officer ensure that this statement be submitted to National Treasury and the Provincial Treasury, in both a signed document format and in electronic format.

72.3

**REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY
FOR THE QUARTER ENDING MARCH 2017**

Annexure: Report dated March 31, 2017 received from the Chief Financial Officer, recommended by the City Manager and approved by the Acting Executive Mayor. (Volume 1: Pages 1 – 12)

RECOMMENDATION that the Council take note of the Supply Chain Management report for the third quarter ending March 2017.

72.4**WRITE-OFF OF IRRECOVERABLE CONSUMER DEBTS AND DECEASED ESTATES DEBTS ON RESIDENTIAL PROPERTIES**

Annexure: Report received from the Chief Financial Officer, recommended by the City Manager and approved by the Acting Executive Mayor. (Volume 1: Pages 1 – 8)

RECOMMENDATION that the Council approve the write off of the following debts, namely:

Description	Total amount as per age analysis	Total amount to be written off	Total number of accounts	Reference
Deceased individual	138 470 555. 15	138 470 555. 15	7 031	Annexure A
Individuals under debt administration	21 910 635. 08	21 910 635. 08	892	Annexure B
Individuals with debt older than five years	822 655 651. 78	259 150 251. 47	37 668	Annexure C
Pensioners	198 736 821. 88	75 274 438. 21	12 825	Annexure D
Totals	1 181 773 663. 89	494 805 879. 91	58 416	

72.5**APPROVAL OF INDIGENT ACCOUNTS FOR INCLUSION IN THE 2015/2018 INDIGENT REGISTER (THIRD BATCH)**

Annexure: Report received from the Chief Financial Officer, recommended by the City Manager and approved by the Acting Executive Mayor. (Volume 2 – 8: Pages A1 – A5 and Annexure A – D)

RECOMMENDATION

1. That the Council write off the **R 56 022 571. 15** owed by the 6 655 indigents;
2. That the Council approves the 6 655 applications for inclusion in the 2015/2018 indigent register;
3. That the Council approves the 1 404 applications for inclusion in the 2015/2018 indigent register and are provided with free basic services as stipulated in the Indigent Policy;
4. That Council approves 99 application with an amount of **R 84 326. 64** in the name of Mangaung Metro Municipality for inclusion in the indigent register. Furthermore that Council approves that these applicants be assisted in transferring these properties in their names;
5. That the 99 be provided with free basic services as stipulated in the indigent register;
6. That the 220 housing rental account with an amount of **R 965 993. 66** be written off and provided with 50 kWh of electricity on a monthly basis and
7. That an amount of **R 2 389 811. 85** for 364 indigent be written off.

72.6**RATIONALIZATION AND REVIEW OF BY-LAWS PROGRAMME 2017-2018**

Annexure: Report dated May 17, 2017 received from the GM: Legal Services, approved by the City Manager and approved by the Executive Mayor. (Volume 9: Pages 1 – 26)

RECOMMENDATION

- (a) That the Council take note of this report with annexures hereto attached and the statutory provisions mentioned herein relating to making of by-laws by municipalities

Kindly see hereto attached the copy of the *Provincial Notice No 155 of 2016 as published in the Provincial gazette, Free State Province of July 22, 2016*, marked as **annexure "A"** (Pages 5 – 18 of the annexure in the agenda).

Kindly see hereto attached the copy of the proposed *programme on the Rationalization of By-Laws 2017/2018*, marked **annexure "B"** (Pages 19 – 26 of the annexure in the agenda);

- (b) That Council take note of the existing by-laws as listed in the programme herein proposed, for public participation process and approves the proposed Programme on the Rationalization of By-laws 2017/2018;
- (c) That Council approves that the political coordination of the process of the Rationalization of By-Laws be centralised and entrusted with the Office of the Deputy Executive Mayor in order to make the process run faster and smooth.

72.7**TRANSFER OF MANGAUNG METROPOLITAN MUNICIPALITY EMPLOYEES AS A GOING CONCERN TO CENTLEC**

Annexure: Report dated June 5, 2017 received from the Head: Corporate Services, supported by the City Manager and approved by the Executive Mayor. (Volume 9: Pages 1 – 20)

RECOMMENDATION that the Mangaung Metropolitan Municipal Council take note that 251 Mangaung Metro Municipal employees working at Centlec but who had still appeared on the Mangaung Metro Municipality staff establishment have now finally been transferred to Centlec, and these employees are as of March 1, 2017 officially employees of Centlec as stipulated in the Memorandum of Agreement.

72.8**PROPOSED GOVERNANCE PROTOCOLS FOR THE MANGAUNG METROPOLITAN MUNICIPALITY INTEGRATED PUBLIC TRANSPORT NETWORK (MMM IPTN) PROJECT**

Annexure: Report dated May 11, 2017 received from the Acting Head: IPTN, recommended by the City Manager and approved by the Executive Mayor. (Volume 9: Pages 1 – 26)

RECOMMENDATION

- (a) That the Council approves the proposed governance protocols for the Mangaung Metropolitan Municipality as per the Proposed Governance Protocols attached to the report as **Annexure A** (Pages 11 – 26) and
- (b) That the City Manager be mandated to implement the proposals contained in the Governance Protocol Document (**Annexure A**).

72.9**APPROVAL OF IMPARTIALITY DECLARATIONS AND CONFIDENTIALITY AGREEMENTS IN RESPECT OF PERSONS AND ENTITIES INVOLVED IN THE MANGAUNG METROPOLITAN MUNICIPALITY INTEGRATED PUBLIC TRANSPORT NETWORK (IPTN) PROJECT**

Annexure: Report dated April 3, 2017 received from the Acting Head: IPTN, recommended by the City Manager and approved by the Executive Mayor. (Volume 9: Pages 1 – 21)

RECOMMENDATION

- (a) That the following documents be approved for immediate implementation in so far as it relates to the City's Integrated Transport Plan (ITP) and Rapid Transit Project:
 - i. Impartiality Declaration to be signed by employees directly responsible for the development of the MMM Integrated Transport Plan, a copy of which is attached as Annexure A (Pages 4 – 5);
 - ii. Non-Disclosure and Confidentiality agreement to be entered into with employees involved with the MMM IPTN Project, a copy of which is attached as Annexure B (Pages 6 – 9);
 - iii. Non-Disclosure and Confidentiality agreement to be entered into with consultant entities involved with the MMM IPTN Project, a copy of which is attached as Annexure C (Pages 10 – 15)
 - iv. Non-Disclosure and Confidentiality agreement to be entered into with individual consultants involved with the MMM IPTN Project, a copy of which is attached as Annexure D (Pages 16 – 21)
- (b) That the City Manager be authorised to sign all agreements referred to in paragraphs 5.1.2. to 5.1.4 above on behalf of Mangaung Metropolitan Municipality.

72.10**APPROVAL OF MEMORANDUM OF AGREEMENT (MOA) ENTERED WITH THE MANGAUNG TAXI INDUSTRY IN RESPECT OF THE MMM INTEGRATED PUBLIC TRANSPORT NETWORK (MMM IPTN) PROJECT AND CONDONATION AND RATIFICATION OF THE ACTIONS OF THE EXECUTIVE MAYOR TO SIGN THE MOA**

Annexure: Report dated January 30, 2017 received from the Acting Head: IPTN, recommended by the City Manager and approved by the Executive Mayor. (Volume 9: Pages 1 – 58)

RECOMMENDATION

- (a) That the contents of the report be noted;
- (b) That the Memorandum of Agreement (MOA) negotiated with MDTC (Motheo District Taxi Council), GBTA (Greater Bloemfontein Taxi Association), BATA (Botshabelo Amalgamated Taxi Association) and THALSTA (Thaba Nchu Long and Short Taxi Association) in respect of the MMM Integrated Public Transport Network (MMM IPTN) project, a copy of which is attached to the report as Annexure A and
- (c) That for the reasons discussed in the body of the report, the actions of the Executive Mayor to have signed the attached MOA on behalf of the MMM be condoned and ratified.

72.11**REPORT ON THE ADVERTISEMENT OF THE POSITIONS OF THE CHIEF OF METRO POLICE AND HOD: CORPORATE SERVICES**

Annexure: Report dated June 20, 2017 received from the City Manager and approved by the Executive Mayor. (Attached to the agenda: Pages 1 – 3)

RECOMMENDATION

- (a) Council approves the report;
- (b) Council approves that the position of Chief of Metro Police and HOD: Corporate Services should be advertised in line with the provisions of both the Local Government: Municipal Systems Act, 32 of 2000 as well as the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers (2014) and
- (c) Council approves the utilization of the services of a recruitment agency to identify candidates for the post.

73

REPORTS OF THE SPEAKER**73.1****ESTABLISHMENT OF THE HOME AFFAIRS MANGAUNG METROPOLITAN MUNICIPALITY STAKEHOLDER FORUM**

Annexure: Report dated June 6, 2017 received from the Secretary of Council, supported by the City Manager and approved by the Speaker. (Volume 9: Pages A1 – 13)

RECOMMENDATION

- (a) That Council approves the establishment of Home Affairs Mangaung Metropolitan Municipality Stakeholder Forum;
- (b) That the Council approves the attached draft Constitution marked annexure "A" which outline the structure, operation and terms of reference of the Home Affairs Mangaung Metropolitan Municipality Stakeholder Forum;
- (c) That the Council approves the establishment and launch of the Executive Committee on the 7th of July 2017;
- (d) That the Council mandates the Speaker to nominate the MMM representatives who will serve on the Executive Committee;
- (e) That the Council mandates the Speaker after the launch to soon facilitate the process of establishment of the Regional and Ward Forums and
- (f) That the process of establishment of Regional and Ward Forums should be done in collaboration with Ward Councillors and must be completed within 60 days after the Council approval.

73.2**REPORT ON THE ACTIVITIES OF MANGAUNG HOME AFFAIRS STAKEHOLDERS FORUM AND THE OUTREACH PROGRAMMES**

Annexure: Report dated June 7, 2017 received from the Secretary of Council, supported by the City Manager and approved by the Speaker. (Volume 9: Pages 1 – 11)

RECOMMENDATION

- (a) That all stakeholders form part of MMM must commit to the activities of the Mangaung Home Affairs Stakeholder Forum especially the Outreach Programmes to realize the objectives and goals of the Forum;
- (b) That all stakeholders Forums must facilitate a process of finding a solution between the Department of Education and Home Affairs for a lasting solution for undocumented learner;

- (c) That the Department of Social Development must develop a programme of school visits to ensure that at least every quarter they visit each school to assess and make appropriate recommendations with regard to cases of learners who come from dysfunctional families, especially those that are suffering from terminal illnesses such as HIV/AIDS and TB;
- (d) That the Department of Health must fast-track the process of creating appropriate facilities for Home Affairs at all maternity wards of different health facilities to ensure that new-born babies are registered before they leave the hospitals;
- (e) That the Department of Home Affairs to develop a system to address the problem of high number of undocumented or illegal foreigners found all over the area of Mangaung Metro Municipality especially those that come from Lesotho;
- (f) That the Department of Home Affairs must make financial provisions to fund and support Municipalities in the implementation of programs and activities of the Forum;
- (g) That the Department of Home Affairs must increase its effort on the awareness campaigns to highlight the late registration of births by using various languages and media platforms including TV, various radio stations, newspapers, posters and pamphlets and any other mechanism;
- (h) That the Department of Home Affairs and Education together with Municipalities must embark on a dedicated and intensive programme focusing on schools to assist learners without documentation for their birth registration and applications for identity document before they reach Grade 12.

73.3

DRAFT AMENDED POLICY: NAMING AND RENAMING OF STREET NAMES AND PUBLIC PLACES

Annexure: Report dated June 14, 2017 received from the Secretary of Council, recommended by the City Manager and approved by the Chairperson of Section 79 Committee: Public Places and Street Naming and the Speaker.
(Attached to the agenda: Pages 1 – 18)

RECOMMENDATION

- (a) That the Council take note of the report and annexure thereof and
- (b) That the Council approve the draft amended policy: Naming and Renaming of Street Names and Public Places.

74.

NOTICE OF MOTIONS

75.**QUESTIONS IN TERMS OF RULE 38 OF THE STANDING RULES AND ORDERS**

(Volume 10)

1. Annexure: Response dated April 18, 2017 received from the City Manager to questions raised by **Councillor TK Litabe** from a letter dated **March 13, 2017** with regard to **employment of former Councillors in MMM.** (Pages 1 – 4)
2. Annexure: Response dated May 3, 2017 received from the City Manager to questions raised by **Councillor GDP Kotze** from a letter dated **March 20, 2017** with regard to **outstanding payments to subcontractors in MMM.** (Page 1)
3. Annexure: Response dated April 19, 2017 received from the City Manager to questions raised by **Councillor T van der Walt** from a letter dated **October 1, 2016** with regard to **outstanding payments to various service providers in MMM.** (Pages 1 – 8)

76.**CLOSING OF AN ORDINARY COUNCIL MEETING**MS R MAMATELA
SECRETARIAT UNIT



CONFIDENTIAL

ANNEXURE

**MANGAUNG METROPOLITAN
COUNCIL**

ITEM: 72.11

ITEM: 73.3

**TUESDAY
JUNE 27, 2017**

**MANGAUNG
METROPOLITAN
MUNICIPALITY**

Members are kindly requested
to retain this annexure for use
with the minutes

Bram Fischer Building
BLOEMFONTEIN
JUNE 21, 2017



DIRECTORATE
OFFICE OF THE
CITY MANAGER

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2nd Floor, Bram Fischer Building, De Villiers Street, Bloemfontein
Tel: +27(0)51 405 8621, Fax: +27(0)51 405 8108

Your Ref:	Our Ref:
Room 201, Bram Fischer Building	Date: 20 June 2017

Speaker
Council item

REPORT ON THE ADVERTISEMENT OF THE POSITIONS OF THE CHIEF OF METRO POLICE AND HOD: CORPORATE SERVICES

1. Purpose

To request Council approval for the advertisement of the positions of the Chief of Metro Police and HOD: Corporate Services.

2. Legal framework

The process of the recruitment, selection and appointment of the senior managers is subject to the provisions of the Local Government: Municipal Systems Act, 32 of 2000 as well as the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers (No. 21 of 17 January 2014). Both outlines the processes and procedures that must be followed by the Municipal Council in dealing with this matter.

3. Background

The position of HOD: Corporate Services will become vacant in August 2017 when the term of the current incumbent expires. On the other hand, Council has resolved to establish the Directorate of Metro Police and created the position of Chief of Metro Police. Currently the position is vacant.

4. Deliberations

The two positions mentioned above will soon require a process to fill them due to vacancy that exist. Section 57(1)(a) of the Systems Act provides that a person to be appointed as the senior

manager of a municipality, may be appointed to that position only in terms of a written employment contract with the municipality complying with the provisions of the Act. Furthermore, in terms of Section 57(6)(a), such an employment contract must be for a fixed term of employment up to a maximum of five years, not exceeding a period ending one year after the election of the next Council of the Municipality. Therefore the decision of Council to appoint senior managers is for the term of office of Council which will roughly come to end by August 2021. This report therefore seeks to obtain Council approval to commence such a process of recruitment, selection and appointment of the two senior managers, i.e. Chief of Metro Police and HOD: Corporate Services.

The Regulations on Appointment and Conditions of Employment of Senior Managers first lays down the requirements of recruitment that must be adhered to when filling the position of the senior manager. The requirements includes amongst others compliance to the Systems Act, public advertisement of the position in newspapers circulating nationally and provincially and lastly that the appointment must be competency-based.

In terms of Regulation 7, the position must be advertised within 14 days after the Council approval to do so. It is further stated that the advertisement must specify the following, i.e.

- a) Job title.
- b) Term of appointment.
- c) Place to be stationed.
- d) Annual remuneration package.
- e) Competency requirements of the post, including minimum qualifications and experience required.
- f) Core functions.
- g) Need for signing of an employment contract, performance agreement and disclosure of financial interest.
- h) The need to undergo security vetting.
- i) Contact person.
- j) Address where applications must be sent or delivered.
- k) Closing date which must be a minimum of 14 days from the date the advertisement appears in the newspaper and not more than 30 days after such date.

In addition, Regulation 10(4) allows the Municipality to utilize the services of a recruitment agency to identify candidates for the post. It will therefore be recommended that this should be the approach that should be followed in the present case.

5. Recommendations

It is therefore recommended that:

- 5.1 Council approves the report.
- 5.2 Council approves that the position of Chief of Metro Police and HOD: Corporate Services should be advertised in line with the provisions of both the Local Government: Municipal Systems Act, 32 of 2000 as well as the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers (2014).
- 5.3 Council approves the utilization of the services of a recruitment agency to identify candidates for the post.


Adv. Tankiso Mea
City Manager

Date: 21/06/2017

Approved / ~~not approved~~


Cllr Matawana Mlamleli
Executive Mayor

Date: 21/06/2017

73.3



MANGAUNG

METRO MUNICIPALITY
METRO MUNISIPALITEIT
LEKGOTLA LA MOTSE



PO Box 3704, Bloemfontein, 9300

7th Floor, Bram Fischer Building, De Villiers Street, Bloemfontein

Tel: +27(0)51 405 8667/8643, Fax: +27(0)51 405 8676

Your Ref: Victor Mofokeng

Manager: Section 79 Committees

Email: victor.mofokeng@mangaung.co.za

Date : 14 June 2017

COUNCIL ITEM

DRAFT AMENDED POLICY:

NAMING AND RENAMING OF STREET NAMES AND PUBLIC PLACES

1. PURPOSE:

The purpose of this report is to submit to the Council to consider and approve the proposed amendments made to the Naming and Renaming of Street Names and Public Places Policy.

2. BACKGROUND:

The policy was adopted by the former Mangaung Local Municipality in 2009 in order to regulate the process in regard to the naming and renaming of streets, public places and other public features.

In 2011 when the former Mangaung Local Municipality and Motheo District Municipality merged to form Mangaung Metropolitan Municipality, the new Council endorsed the policy.

In 2016 when the disestablished Naledi Local Municipality and Ikgomotseng/Soutpan community were incorporated into the Mangaung Metropolitan Municipality, the Council once again endorsed the policy as one of the policies of the Mangaung Metropolitan Municipality.

Earlier this year, 2017, a request was made to review the policy in order to mainly shorten the process of public participation as provided by the policy.

3. DELIBERATIONS:

On the 15th of June 2017 the Section 79 Committee: Public Places & Street Naming sat to consider proposed amendments made in the policy.

The Committee unanimously agreed on the proposed amendments made and recommended it for Council approval.

The copy of the draft amended policy, containing the proposed amendments, is hereto attached and marked annexure "A".

4. RECOMMENDATIONS:

4.1 That Council takes note of the report and any annexure thereto.

4.2 That Council approves the Draft Amended Policy: Naming and Renaming of Street Names and Public Places.

Submitted by:




Bonga Mncube
Secretary Council

15/06/17

Date

Recommended / Not Recommended



Adv. Tankiso Mea
City Manager

15/06/2017

Date

Approved / Not Approved




Cllr M Tladi
Chairperson: Public Places and Street Naming

15/06/2017

Date

Approved / Not Approved



Cllr Mxolisi Siyonzana
Speaker

20/06/2017

Date

ANNEXURE "A"



Draft Amended Policy

MANGAUNG METROPOLITAN MUNICIPALITY	
POLICY NAME:	NAMING AND RENAMING OF STREET NAMES AND PUBLIC PLACES
DIRECTORATE:	OFFICE OF THE SPEAKER
PORTFOLIO:	SECTION 79: PUBLIC PLACES & STREET NAMING COMMITTEE
DATE APPROVED:	JANUARY 2009

EXPLANATORY NOTE:

Words ~~struck through~~ indicate omissions from existing policy.

Words underlined with a solid line indicate insertions in existing policy.

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1. INTRODUCTION

- 1.1 This policy provides guidelines for four instances of naming and renaming of public places, streets and other features, namely:
- 1.1.1 Giving new name or names to previously unnamed features;
 - 1.1.2 Naming as part of new township establishment;
 - 1.1.3 Renaming of features that have names already; and
 - 1.1.4 Naming without further approval.
- ~~1.4.5~~ 2 The Policy will be implemented in conjunction with the terms of reference for the establishment of the Public Places and Street Naming Committee;
- ~~1.4.6~~ 3 It will again be utilized to ensure that there is timeous naming and promulgation of names to ensure speedy service services as emergency, banking, postal services, accurate billing, including navigation, identification, preservation of historical value and tourism;
- ~~1.4.7~~ 4 The process shall also ensure that Mangaung Metropolitan Municipality builds one community through the recognition of the different languages, cultures, histories of its people and/or heritage;
- ~~1.4.8~~ 5 The process will also assist to build one common identity for the people of Mangaung Metropolitan Municipality;
- ~~1.4.9~~ 6 The implementation and roll-out of the naming and renaming process must therefore be handled in such a manner as that it unites the people instead of creating divisions;
- ~~1.4.10~~ 7 It must lead to a common purpose and destiny of people while at the same time preserving their diversity in a manner that does not undermine one from the other;
- ~~1.4.11~~ 8 The Policy will be implemented in such a manner that it adheres to the guidelines as contained in the Hand on Geographical Names issued by the South African Geographic Names Council (SAGNC) and in collaboration with the Provincial Geographic Names Committee (PGNC).

2. SCOPE OF THE POLICY

- 2.1 The Policy regulates the naming and renaming of the following features and landmarks in the municipal area in respect of the following:

- 2.1.1 Streets
- 2.1.2 Municipal buildings
- 2.1.3 Parks and cemeteries
- 2.1.4 Cadastral names
- 2.1.5 Any other feature or features falling within the area of competency of the MMM.

3. PRINCIPLES FOR GEOGRAPHIC NAMES

3.1 The South African Geographic Names Council has laid down principles that must be applied to all geographic names in South Africa and Municipalities are expected to adhere to these principles when naming and renaming of places, streets and other features within their areas of jurisdiction.

3.2 Below in provisions 3.2.1 to 3.2.4 is an outline of these principles.

3.2.1 ONE NAME FOR ONE ENTITY

3.2.1.1 Each individual feature or entity should have one official name.

3.2.2 GEOGRAPHIC NAMES THAT SHOULD GENERALLY BE AVOIDED

3.2.2.1 Names that have already been approved for other places in South Africa;

3.2.2.2 Names of places in other countries and names of countries;

3.2.2.3 Names of which the spelling or pronunciation is so close to that of an existing name that confusion might result;

3.2.2.4 Names which are blasphemous, indecent, offensive, vulgar, anesthetic or embarrassing, hurtful and indisputably offensive;

3.2.2.5 Names which are discriminatory or derogatory as regards race, colour, creed, gender, political affiliation or other social factors;

3.2.2.6 Names which are too long or clumsily compounded;

3.2.2.7 Names consisting of a personal name only, without an additional generic element such as "park", "location" or "section";

3.2.2.8 Names that may be regarded as advertisement for a particular commercial product, service or firm.

3.2.3 NAMING PLACES AFTER PERSONS

3.2.3.1 Names of living persons should generally be avoided.

3.2.3.2 Geographic entities named after persons should be in accordance with the stature of the persons concerned (not, for instance, naming an obscure feature after a person of national importance).

3.2.3.3 Written permission should, where possible, be obtained from the individual or individual's family or heirs before that person's name is used.

3.2.3.4 Should the names of persons (including retired politicians) be used they should be persons who are generally perceived to have, above all, distinguished themselves in service of the country or province as a whole.

3.2.4 IMPORTANT CONSIDERATIONS OTHER

3.2.4.1 The naming of all streets including the applicable generic terms.

~~3.2.4.2 The length of street names should always be taken into consideration in terms of cartographic layout of maps, i.e. shorter names for shorter streets, longer names for longer streets etc.~~

3.2.4.3 2 When a name of a person is used, the stature of the person should be in relation to the prominence of that street.

3.2.4.4 3 When a natural or man-made barrier, intersects a street, the affected street may be named by using the existing name in addition to a direction route marker, e.g. Church Street North or South.

3.2.4.5 4 If a barrier or turn which intersects a street is removed for any reason, in other words, when two or more streets are connected, the affected streets should be renamed to prevent one street having two or more names.

3.2.4.6 5 A named street shall have definitive start and end points, which can either be a natural or manmade barrier, for instance a T-junction, a Cul-de-sac, a Y-junction, a Circle, a river, a level railway crossing, etc.

3.2.4.7 6 Bends and changes of direction shall not be regarded as start or an end point for the naming of

a street.

3.2.4.8 7 If an existing street is extended in the same direction, the new section should retain the same name as the existing street, or the whole street may be renamed from start to end.

3.2.4.9 8 Any new names must reflect our provinces linguistic, religious and cultural diversity and historical background.

3.2.4.10 9 If individuals or events are to be commemorated through naming, then this should preferably be done in respect of new places, structures or as yet unnamed geographical features.

4. NAMES BANK FOR MANGAUNG METROPOLITAN MUNICIPALITY

- 4.1 The Public Places and Street Naming Committee will amongst others ensure that MMM through the Directorate: Economic Development and Planning keeps and maintains the Names Bank for the Municipality.
- 4.2 The Names Bank is a database consisting of existing geographical names within the MMM Area.
- 4.3 All new names and proposed name changes should first be verified against the Names Bank, in order to avoid duplication and confusion.
- 4.4 The Names Bank should form part of the functions of the sub-directorate planning, which is also responsible for the cartography and mapping of the MMM area.
- 4.5 Geographical names in the Names Bank must also reflect the following information:
 - 4.5.1 The language of the name.
 - 4.5.2 When upper and lower case letters are used in a name, the capital letters must be clearly indicated, e.g. Thaba 'Nchu or GaBosela.
 - 4.5.3 The origin and meaning of the name, its historical connections to the geographical feature, or the name in honor of a person should be as comprehensive as possible.
 - 4.5.4 References to historical, linguistic and/or other information where oral traditions prevail, the source of information must be as comprehensive as possible. Archival documents in support of the information can be attached as an annexure.

5. WHO MAY APPLY FOR APPROVAL OF A NAME

5.1 The following categories of institutions, bodies or persons may apply on a prescribed form for approval of a name:

5.1.1 All Government Departments;

5.1.2 A Municipality;

5.1.3 Post Office;

5.1.4 Property Developers;

5.1.5 Any Person;

5.1.6 Any Community.

6. THE NAMING PROCEDURE

PROCEDURE FOR GIVING NEW NAME OR NAMES TO PREVIOUSLY UNNAMED FEATURES

6.1 THE NAMING PROCEDURE

~~6.1.1 Procedure for giving new name or names to previously unnamed features:~~

6.1.2 1 The Committee on Public Places and Street Naming which was established according to section 79 of the Municipal Structure Act, shall be tasked to facilitate the naming and renaming process. The committee will deal with all of the applications, submissions, reports etc. with regard to the naming and renaming of Public Places, Streets, Parks, Cemeteries, new developments, etc. The final recommendation and report, drafted by this committee will be submitted to Council for approval.

6.2 THE NAME GIVING PROCESS THAT MUST BE FOLLOWED BY THE SAID COMMITTEE IS DESCRIBED HEREINAFTER:

6.2.1 Any of the applicants as indicated in paragraph 5 above initiates the process by submitting a formal written application/request on a prescribed application form.

6.2.2 The sub-Directorate planning then:

6.2.2.1 Must scrutinize the proposed name of names according to the Policy Guidelines.

6.2.2.2 Verify the non-existence of a similar name in the Names Bank.

6.2.2.3 Consider the written inputs from the external and internal advisors, researchers, Names Society of South Africa and the National Heritage Council, thus taking into account the National Heritage Act.

6.2.2.4 Compile a report to be submitted to the Public Places and Street Naming Committee.

6.2.2.5 The Public Places and Street Naming Committee recommendations are then submitted or subjected to a process of community participation.

6.2.2.6 The following steps, which must happen ~~during the~~ between 14 and 21 days advertisement period, will be covered during the community participation:

- ~~i. The Ward Councillor and ward committee of the area affected by the name change or where the geographic feature is located, will be requested to place the matter on the agenda of the ward committee for discussions.~~
- ~~ii. After the matter has been discussed by the ward committee, it will be referred to the constituency meeting for deliberations with the community and interest groups.~~
- ~~iii. The Ward Councillor and ward committee must ensure that the constituency meeting that is called to discuss the name change must only have that matter on the agenda for such a meeting. No other matters may be discussed or considered during that meeting.~~
- ~~iv. The Office of the Speaker will be represented in both the ward committee and constituency meetings as indicated above.~~
- ~~v. The Public Places and Street Naming Committee must nominate and request at least one of its members to attend the meetings.~~
- ~~vi. The report of the ward committee must be submitted to the Office of the Speaker.~~

In the case of a name change which is of concern or interest to the whole of the municipal area; such as the naming of buildings; the Office of the Speaker must also

convene a public hearing in the affected area and the invitation for participation will be extended to other parties and the community at large and all residents within the boundaries of the municipality and not necessarily the residents of that area only.

6.2.2.7 The application or proposal must be advertised in the local media, local radio stations, billboards, posters, MMM website; calling for comments ~~and objections~~ which must be submitted ~~within~~ between a period of 7 and 21 days (which is inclusive of weekends but exclude public holidays). The notice period of the advertisement should run parallel to the public hearings and constituency meetings organised and facilitated by Councilors.

6.2.2.8 Within 14 days after the expiry of the period of 14 to 21 days of community consultation, sub Directorate Planning compiles a ~~further~~ report to serve before the Public Places and Street Naming Committee containing the community submissions. The Chairperson of the Committee and the Speaker may grant an extension based on the recommendation of the City Manager after an evaluation of the volume of applications received.

~~6.2.2.9 Public Places and Street Naming Committee considers the report from sub directorate Planning and takes the decision, which will be referred to as a preliminary decision.~~

~~6.2.2.10 The preliminary decision is advertised and communicated to the members of the community as well as residents of the municipality by making use of among other the local media, local radio stations and MMM website.~~

~~6.2.2.11 Public Places and Street Naming Committee will allow for a period of 14 days for any person or party to submit objections to the preliminary decision.~~

~~6.2.2.12 The applicant will also be given an opportunity to make further inputs based on the objections received.~~

~~6.2.2.13 Within 10 days after the close of the 14 days notice period, Sub-directorate Planning~~

~~compiles a final report which will take into account the objections and further comments and inputs received to serve before the meeting of the Public Places and Street Naming Committee that must be held within the 10 day period as mentioned earlier.~~

6.2.2.14 9 The Public Places and Street Naming Committee shall consider the report, make its recommendations and submit the recommendations for Council approval.
~~adjudicates on the final submissions and makes the final decision on the name and thereafter forwards its report to Council.~~

~~6.2.2.15 In the event that there are further objections, such objections will be submitted to Council for final adjudication and a decision on whether or not to reverse or uphold the decision of the Committee.~~

6.2.2.15 10 Once the Council has approved the report the next step is to determine whether the geographical feature is of local or national concern, where after the provisions of paragraphs 6.3 and 6.4 below will apply.

6.3 GEOGRAPHICAL FEATURES OF LOCAL INTEREST

6.3.1 After Council approval, the names are deemed to be officially ratified and the Cadastral basis and other Council maps are updated accordingly.

6.3.2 The Names Bank is updated accordingly.

6.3.3 ~~Sub-~~ Directorate Planning will inform the applicant, Telkom (Ltd), the Post Master General, the Surveyor General, regional commander of the SAPS and other interest or relevant bodies.

6.3.4 ~~Sub-~~ Directorate Planning will inform the major tourism mapping vendors (AA, Map studio's Braby's of all changes on an annual basis)

6.3.5 The media liaison officer will publish the information in the local media.

6.4 GEOGRAPHICAL FEATURES OF NATIONAL INTEREST

6.4.1 The Public Places and Street Naming Committee applies, on behalf of the Mangaung Metropolitan Municipality, to the South African Geographical Names Council (SAGNC)

and the Provincial Geographical Names Council (PGNC) to be recommended to the Minister for its approval and after that it can be published in the Government Gazette.

6.4.2 After the step has been taken as in 6.3.1 the name has been approved.

6.5 PROCEDURE FOR NAMING AS PART OF NEW TOWNSHIP ESTABLISHMENT

6.5.1 The naming of such places or features can happen in three (3) ways:

6.5.1.1 Through the proposal and incorporation of the names by the developer. Such proposed names will be submitted to the Public Places and Street Naming Committee, for consideration and a decision.

6.5.1.2 By own initiative from the Municipality, if it is a developer, whereby the ~~sub~~ Directorate Planning will submit proposals to the Public Places and Street Naming Committee for consideration and a decision.

6.5.1.3. By any other applicant as envisaged in paragraph 5 above and such proposed names will be submitted to the Public Places and Street Naming Committee for consideration and a decision.

6.5.1.4 If any part of the area is populated, the procedure as outlined in paragraph 7 will be followed.

6.6 PROCEDURE FOR RENAMING OF FEATURES THAT HAVE NAMES ALREADY

6.6.1 The application submitted for the name change or renaming will have to meet the requirements of paragraph 9 below.

6.6.2 The applicant shall submit to ~~sub~~ Directorate planning an application on a prescribed form and in addition shall submit a detailed motivation explaining the reasons for the name change or renaming that is proposed.

6.6.3 Any other party that is affected or is deemed to be affected shall be notified of such an application.

6.6.4 ~~Sub-~~ Directorate Planning will prepare a report to be submitted to the Public Places and Street Naming Committee for consideration.

6.6.5 If the Committee decides that the application/request does not merit any further discussions or consideration, it will close the matter and the applicant will be informed accordingly.

6.6.6 However, if the Committee is of the view that the application/request merits consideration, the process as contained in paragraph 7 above will be followed.

6.7 NAMING WITHOUT FURTHER APPROVAL

6.7.1 Where existing streets are extended and the street name has been approved, the existing name must be given to the extension.

6.7.2 When a new township is established within an already approved name zone, a new extension name or number need only be added to the existing name without further approval.

7. COMMUNITY PARTICIPATION

7.1 Community participation process will entail amongst others, the following steps:

7.21.1 Public hearings. ~~as defined in the Council's Standing Rules and Orders.~~

7.31.2 Constituency meetings.

7.41.3 Advertisements in the local media and local and community radio stations as well as most written and electronic media

7.51.4 Billboards and posters.

7.61.5 Amongst others in the Bram Fischer Building, Regional Offices, Libraries, and the MMM website

8. POLICY FOR STANDARDIZATION

8.1 WHY GEOGRAPHICAL NAMES SHOULD BE STANDARDIZED

8.1.1 People tend to give the same name to different places.

8.1.2 Names may sound the same, or the spelling of one place name may be very similar to that of another.

8.1.3 Names can be spelled in different ways.

8.1.4 In a multilingual country such as South Africa, places often have more than one name.

It is important to regulate, or standardize names for the purpose of affirming the Country's History and national identity, for trade and commerce, transportation and communications etc.

8.2 STANDARDIZATION OR REGULATION IS BASED ON THE FOLLOWING:

8.2.1 The current spelling rules of the languages from which the names are derived.

8.2.2 The wishes of the local population provided they are not in conflict with the principles of the SAGNC.

8.2.3 The historical use of the name.

8.2.4 Redress, where a name is changed on the basis of historical consideration.

8.2.5 United Nations resolutions on the standardization of geographical names.

8.2.6 Any other relevant factors which the SAGNC may identify.

8.3 HUMAN RIGHTS AND THE SOUTH AFRICAN CONSTITUTION

8.3.1 Determining a name for a place requires taking into account historical and linguistic considerations, communicative convenience, the spirit of a community and the spirit of the nation and redressing the skewed legacy of the past.

8.4 CHANGING OF EXISTING NAMES

8.4.1 As geographical names form part of the historical, cultural and linguistic heritage of the nation, it is more desirable to preserve than abandon them.

8.5 SOME LEGITIMATE GROUNDS FOR CHANGING NAMES

8.5.1 A new name that has replaced an existing name may be objectionable and certain people would like to see the original name restored.

8.5.2 Some linguistic corruptions of names may be offensive.

8.5.3 A name may be deemed offensive because of its association, even though it was originally approved in all innocence.

8.6 CHANGES FOR THE SAKE OF STANDARDIZATION

- 8.6.1 When an existing name is granted official status, its form may have to be standardized (e.g. its spelling may have to be modernized).
- 8.6.2 A decision may have to be taken regarding the relative status of an alternative spelling.
- 8.6.3 Where different spellings of the same name are used for different entities (for instance, a suburb, a post office, a river, or a town), the form should be standardized.
- 8.6.4 The form used for a particular entity should be fixed.
- 8.6.5 The number of entities to which a particular name applies should be limited.

8.7 CONSIDERATIONS TO BE TAKEN INTO ACCOUNT WHEN REVIEWING NAMES

- 8.7.1 Archives, oral tradition and other resources should be researched.
- 8.7.2 When consideration is given to whether an original name should be re-instated, its relevance to the needs and convenience of present-day society should be taken into account, bearing in mind the original language to which the name was assigned may have disappeared from use over time.
- 8.7.3 It may be impossible to ascertain the correct form of the original name because its language form or origin (e.g. San and Khoi languages) is unknown.
- 8.7.4 Legislation other than the SAGNC Act governs types of geographical names (i.e. the name of the country, names of provinces, local authorities and cadastral names).
- 8.7.5 Preservation of historical value of certain types of geographical names (i.e. certain street names, names of parks and cemeteries buildings, structures).
- 8.7.6 Names changes should not be continues, divisive, or controversial and should enjoy the popular support of the local community who is most affected.

8.8 CRITERIA FOR DETERMINING WHETHER A GEOGRAPHICAL NAME IS A LOCAL OR NATIONAL CONCERN

[SAGNC Regulations, 2003 (Regulation 339 of 2003)] Geographical names are assigned to features on earth that occur either naturally, manmade, or are adapted by humans, which can be populated.

8.8.1 LOCAL CONCERN NATIONAL CONCERN

The area must be situated within the jurisdiction of the local authority any geographical name other than those referred to under local concern this includes: This includes: Streets, Cemeteries, Municipal buildings, Squares, Local parks, Privately owned buildings and farms, Towns, Suburbs, Post Offices, Wetlands, National Parks, Stations, Airports, Any form of human settlement, Harbors, Highways, Mountains, Streams, Rivers, Bays, Points, Islands, Government dams

1.2 GENERIC TERMS

i.	Avenue/Laan	A wide and attractive city street, often lined with trees on both sides, and on a smaller scale than a boulevard
ii.	Boulevard	A wide, pretentious street; usually a traffic artery or primary road lined by trees on both sides, and/or on central median
iii.	By-pass/Verb pad	A wide road which by-passes a densely populated suburban area to allow traffic to flow past with less delays
iv.	Close, Place/Odor	A blind alley or cul-de-sac
v.	Crescent/Single	A semi-ring road, or street with an arc, which subtends an angle of less than 180°
vi.	Drive/Ryland	A picturesque route, or a private carriageway to a dwelling Expressway/Snelweg A dual carriageway with controlled grade-separated intersections at approximately 500m intervals
vii.	Freeway/Deurpad	A dual carriageway with grade-separated intersections and interchanges at 5km intervals
viii.	Lane/Steeg	A narrow road or trail (alley), usually for service vehicles only
ix.	Road/Weg	A public communication road (generally used to describe thoroughfares outside built-up areas)
x.	Street/Straat	A road in the city or town serving houses, businesses, shops, etc
xi.	Nature trail/ Natuurwandelpad	A footpath for hikers and/or people to enjoy the scenery
xii.	Track	Only suitable for 4x4, usually for eco-tourism

9. AUTHORITY

Formulation	:	Section 79: Public Places & Street Naming Committee
Authorization and approval	:	Mangaung Metropolitan Municipal Council
Responsibility and implementation	:	Section 79: Public Places & Street Naming Committee

10. IMPLEMENTATION

- 10.1 ~~This~~ The amendments to policy will be effective upon the date of approval by the Council ~~from the first day of the calendar month following the date on which Council has approved the policy.~~