



REPORT TO:

1. ITEM NUMBER UM 16/11/23

2. SUBJECT

WAYLEAVE MANAGEMENT SYSTEM & MONITORING

ONDERWERP

DEURGANGSREGBESTUURSTELSE EN MONITERING

ISIHLOKO

INKQUBO NOKUBEKILISO KULAWULO LWELUNGELO LOKUNGENA

Q1377

3. DELEGATED AUTHORITY

In terms of delegation

This report is FOR NOTING BY

- Committee name** : Urban Mobility
- The Executive Mayor together with the Mayoral Committee (MAYCO)
- Council

4. DISCUSSION

Wayleave process

The Urban Mobility Portfolio Committee requested that a report be submitted on the wayleave management system and the monitoring of wayleave applications. The public Road Reserve is primarily used to accommodate all public services. These services include Roads, Water, Sewer, Stormwater, Electricity as well various telecommunication networks such as optic fibre. RIM (UM) manage the overall

permission and placement within the road reserve to ensure all services can be accommodated in a safe and sustainable manner.

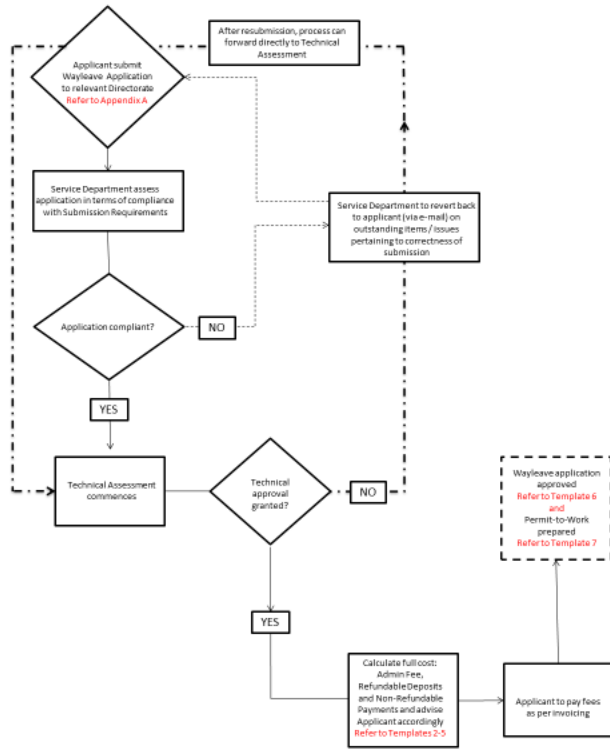
When a service department or private developer then wants to work in a road reserve, a wayleave and permit to work must be obtained to ensure that municipal standards and safe working procedures are followed. The accommodation of traffic- and public safety is considered and the execution of the works are monitored by various departments. It is important to note that a wayleave application then circulates to all the service departments separately to firstly obtain relevant underground service information and to then plan and execute new works.

An application will thus circulate to the Electricity/Water/Sewer/Telecoms and any other relevant department and once all permissions were obtained, UM will provide the final wayleave with conditions and a permit to work. Where electrical infrastructure is concerned the Electricity department will provide additional permits in terms of the OHSA.

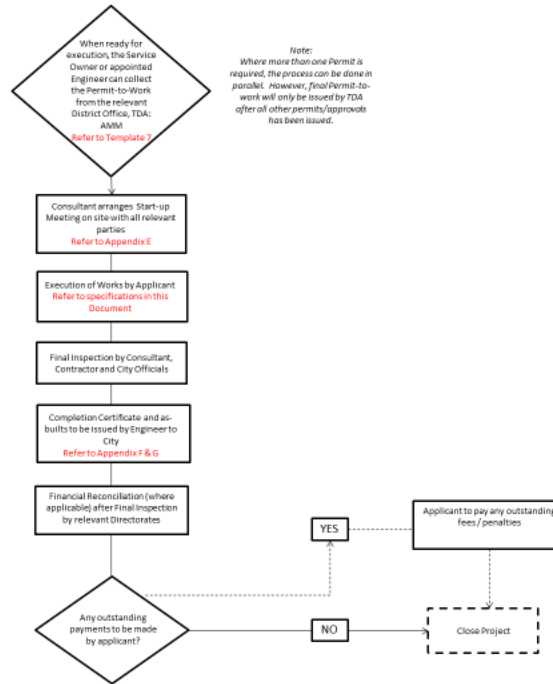
The timeframe for a wayleave/permit is therefore dependent on a number of departments and each department monitor their process completion separately. The process was standardised and a uniform wayleave process with standards and conditions were developed over years to ensure compliance to all legislation and standards.

Below a flow diagram illustrating the wayleave and permit process.

Flow Diagram 2 - WAYLEAVE APPLICATION & APPROVAL



Flow Diagram 3 – PERMIT-TO-WORK, PROJECT EXECUTION AND CLOSURE



New Electronic Wayleave Management System

Whilst the current wayleave management system provides a sound technical and procedural system it was emphasised that tracking and performance management is extremely difficult without an electronic system that will enable multiple tracking and individual measuring of all stakeholder departments.

To this effect, consultants were appointed by the Engineering Management Services branch to develop an integrated Electronic Wayleave Management System that will allow atomization and individual tracking of all stakeholders.

The system will include automated billing and multiple tracking as well as an automated elevation process in line with agreed performance criteria.

The system is currently in a trial stage where specific applications are routed electronically to all stakeholder departments and training of staff is ongoing.

It is anticipated that the system will go live in 2024 and until then a duplicate process is run on the manual system to ensure minimum disruption.

Below an overall process of a typical Case management solution which will allow for an automated wayleave process flow and tracking/performance management of each process will be performed by the system. Not only will this identify particular bottle necks, but also highlight resource demands based on actual process numbers of each stage.

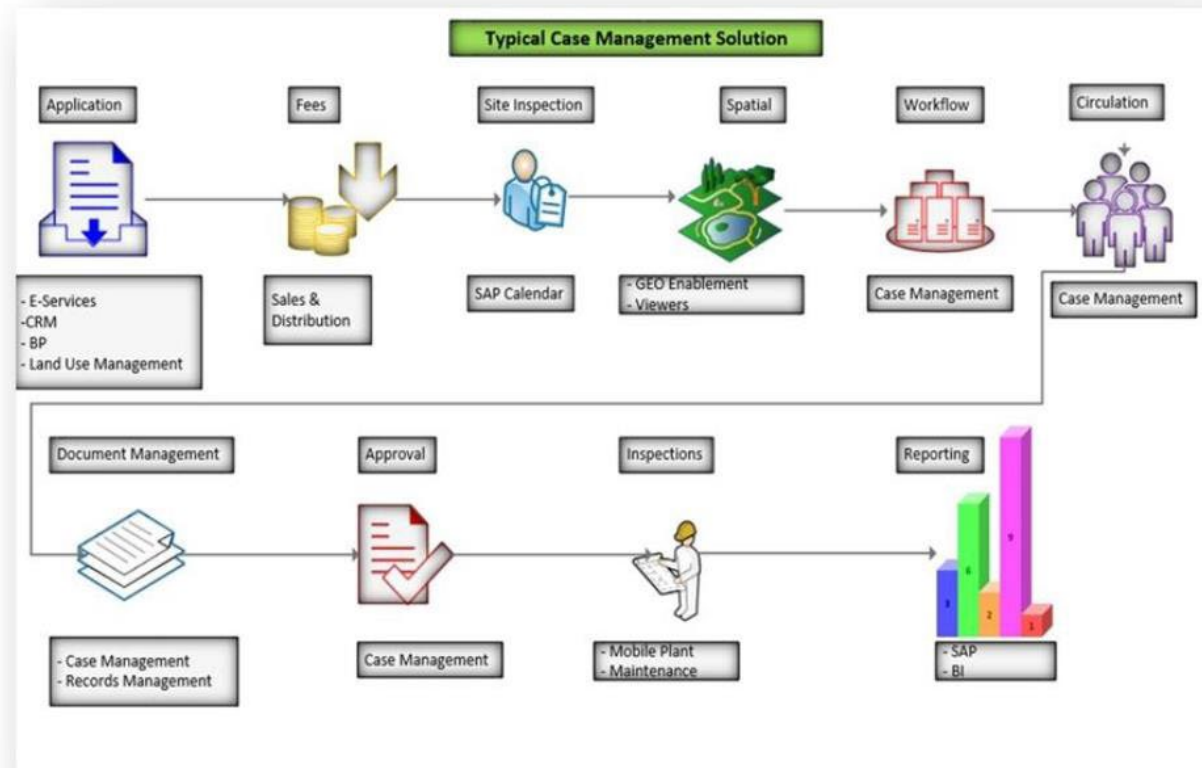


Figure 2: Typical case management solution

The new process will aim to automate the financial and tracking process of a wayleave and permit and monitor individual sections of the process. Standard performance reports are currently being developed to enable management to monitor performance criteria agreed with each line department. It will also monitor referral of applications to applicants and the performance of the private applicants who submits wayleaves and permits on the system.

Once the development is in a stable stage presentation can be made to the different portfolios and standardised reporting will then be enabled.

4.1. Financial Implications

- None Opex Capex
- Capex: New Projects
- Capex: Existing projects requiring additional funding
- Capex: Existing projects with no additional funding requirements

Making progress possible. Together.

4.2. Policy and Strategy Yes No

4.3. Legislative Vetting Yes No

4.4. Legal Implications Yes No

4.5. Staff Implications Yes No

4.6. Risk Implications Yes The risks for approving and/or not approving the recommendations are listed below:

No Report is for decision and has no risk implications.

No Report is for noting only and has no risk implications.

4.7. POPIA Compliance Yes It is confirmed that this report has been checked and considered for POPIA compliance.

5. RECOMMENDATIONS

FOR NOTIFICATION BY THE URBAN MOBILITY PORTFOLIO COMMITTEE

AANBEVELINGS

VIR DIE PORTEFEULJEKOMITEE OOR STEDELIKE MOBILITEIT SE KENNISNAME

IZINDULULO

ZEZOKUBA ZIQWALASELWE YIKOMITI YESEBE LOZINZO LWEZOTHUTHO EDOLOPHINI.

ANNEXURES**FOR FURTHER DETAILS CONTACT**

NAME	Hilton Scholtz	CONTACT NUMBER	
E-MAIL ADDRESS			
DIRECTORATE	Urban Mobility	FILE REF NO	

Approval Form
Supported for inclusion on the agenda



WAYLEAVE MANAGEMENT SYSTEM & MONITORING

Report Reference: 524556
Meeting: Section 79 Portfolio Committee - Urban Mobility
Meeting Date: 02.11.2023
Meeting Venue: Meeting Room 2 6th Floor Podium

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Item	Section	Approver	Approval	Approved Date	Approver Comments
01	Author	HILTON SCHOLTZ	Approved	18.10.2023 15:11:27	
02	Director/Directorate Support Manager/Chief	HILTON SCHOLTZ	Approved	18.10.2023 15:13:29	
03	Executive Director	Dalene Jacoba Campbell	Approved with Comments	18.10.2023 19:21:17	Approved by ED: Urban Mobility for Submission onto the Section 7
04	Legal Compliance	John Laing Smale	Approved with Comments	19.10.2023 16:06:22	For information.

ECS Officer: