



# STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref. no.3/4/1/5

2019-01-25

## NOTICE OF THE 23RD MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY WEDNESDAY, 2019-01-30 AT 10:00

**TO** The Speaker, Cllr WC Petersen (Ms) [Chairperson]  
The Executive Mayor, Ald G Van Deventer (Ms)  
The Deputy Executive Mayor, Cllr N Jindela

<b>COUNCILLORS</b>	F Adams	LK Horsband (Ms)
	FJ Badenhorst	MC Johnson
	GN Bakubaku-Vos (Ms)	DD Joubert
	FT Bangani-Menziwa (Ms)	N Mananga-Gugushe (Ms)
	Ald PW Biscombe	C Manuel
	G Cele (Ms)	NE Mcombring (Ms)
	PR Crawley (Ms)	XL Mdemka (Ms)
	A Crombie (Ms)	RS Nalumango (Ms)
	JN De Villiers	N Olayi
	MB De Wet	MD Oliphant
	R Du Toit (Ms)	SA Peters
	A Florence	MM Pietersen
	AR Frazenburg	WF Pietersen
	E Fredericks (Ms)	SR Schäfer
	T Gosa	Ald JP Serdyn (Ms)
	E Groenewald (Ms)	N Sinkinya (Ms)
	JG Hamilton	P Sitshoti (Ms)
	AJ Hanekom	Q Smit
	DA Hendrickse	LL Stander
	JK Hendriks	E Vermeulen (Ms)

Notice is hereby given in terms of Section 29, read with Section 18(2) of the *Local Government: Municipal Structures Act, 117 of 1998*, as amended, that the **23<sup>RD</sup> MEETING** of the **COUNCIL** of **STELLENBOSCH MUNICIPALITY** will be held in the **COUNCIL CHAMBER, TOWN HOUSE, PLEIN STREET, STELLENBOSCH** on **WEDNESDAY, 2019-01-30** at **10:00** to consider the items on the Agenda.

**SPEAKER**  
**WC PETERSEN (MS)**

# Vol 2

**A G E N D A**  
**23<sup>RD</sup> MEETING OF THE COUNCIL**  
**OF STELLENBOSCH MUNICIPALITY**  
**2019-01-30**  
**TABLE OF CONTENTS**

<b>ITEM</b>	<b>SUBJECT</b>	<b>PAGE</b>
<b>1.</b>	<b>OPENING AND WELCOME</b>	
<b>2.</b>	<b>COMMUNICATIONS</b>	
2.1	MAYORAL ADDRESS	
2.2	COMMUNICATION BY THE SPEAKER	
2.3	COMMUNICATION BY THE MUNICIPAL MANAGER	
<b>3.</b>	<b>OFFICIAL NOTICES</b>	
3.1	DISCLOSURE OF INTERESTS	
3.2	APPLICATIONS FOR LEAVE OF ABSENCE	
<b>4.</b>	<b>CONFIRMATION OF MINUTES</b>	
4.1	The minutes of the 22 <sup>nd</sup> Council Meeting: 2018-11-28 refers <b>(APPENDIX 1)</b> <b>FOR CONFIRMATION</b>	5
4.2	The minutes of a Special Council Meeting: 2018-12-10 refers <b>(APPENDIX 1)</b> <b>FOR CONFIRMATION</b>	58
<b>5.</b>	<b>STATUTORY MATTERS</b>	
	NONE	71
<b>6.</b>	<b>REPORT/S BY THE MUNICIPAL MANAGER RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS COUNCIL MEETINGS</b>	
	The report by the Municipal Manager re outstanding resolutions taken at previous meetings of Council is attached as <b>APPENDIX 1.</b>	72
<b>7.</b>	<b>CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [ALD G VAN DEVENTER (MS)]</b>	
<b>7.1</b>	<b>COMMUNITY AND PROTECTION SERVICES: [PC: CLLR JN DE VILLIERS]</b>	
7.1.1	SHARED SERVICE AGREEMENT WITH SURROUNDING MUNICIPALITIES TO RENDER SUPPORT AND ASSISTANCE FOR CERTAIN SERVICES	100
<b>7.2</b>	<b>CORPORATE SERVICES: [PC: CLLR E GROENEWALD (MS)]</b>	
7.2.1	APPOINTMENT OF ACTING DIRECTORS WHEN THE DIRECTORS ARE NOT AVAILABLE	115
7.2.2	IMPLEMENTATION OF THE DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS OF DIFFERENT MEMBERS OF MUNICIPAL COUNCILS	130
7.2.3	PROPOSED LEASE AGREEMENT: AITSA! AFTER-CARE CENTRE: ERF 192, KYLEMORE	151
7.2.4	PROPOSED RENEWAL OF LEASE AGREEMENT: ERF 52, STELLENBOSCH, CH, SUPERGROUP DEALERSHIP	192
7.2.5	PROPOSED EXCHANGE OF LAND: A PORTION OF FARM 183 (CLOSED STREET) FOR A PORTION OF FARM 183/7: WOODMILL DEVELOPMENT	240
7.2.6	PROPOSED CONCLUSION OF LEASE AGREEMENTS: LEASE FARMS 502 AX AND 502 AY	284
<b>7.3</b>	<b>FINANCIAL SERVICES: [PC: CLLR P CRAWLEY (MS)]</b>	
7.3.1	MFMA S116(2)(d) REPORT: MANAGEMENT OF CONTRACTS OR AGREEMENTS AND CONTRACTOR PERFORMANCE FOR THE PERIOD 01 JULY 2018 TO 30 NOVEMBER 2018	301
7.3.2	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR DECEMBER 2018	304
7.3.3	REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 2: OCTOBER 2018- DECEMBER 2018	308
7.3.4	MID-YEAR ADJUSTMENTS BUDGET FOR 2018/2019	335
7.3.5	MFMA SECTION 52 QUARTERLY REPORTING FOR THE PERIOD 01 OCTOBER 2018 TO 31 DECEMBER 2018	411
<b>7.4</b>	<b>HUMAN SETTLEMENTS: [PC: CLLR N JINDELA]</b>	
7.4.1	NONE	469
<b>7.5</b>	<b>INFRASTRUCTURE SERVICES: [PC: CLLR Q SMIT]</b>	
	NONE	469

ITEM	SUBJECT	PAGE
<b>7.6</b>	<b>PARKS, OPEN SPACES AND ENVIRONMENT: [PC: CLLR XL MDEMKA (MS)]</b>	
7.6.1	INTRODUCTION OF A CASHLESS REVENUE COLLECTION SYSTEM AT JONKERSHOEK PICNIC SITE	470
7.6.2	STELLENBOSCH MUNICIPALITY: AIR QUALITY MANAGEMENT PLAN (5-YEAR REVIEW)	486
7.6.3	FUTURE MANAGEMENT OF STRONGYARD HALL, KAYAMANDI	535
<b>7.7</b>	<b>PLANNING AND ECONOMIC DEVELOPMENT [PC: CLLR E GROENEWALD (MS)]</b>	
	NONE	538
<b>7.8</b>	<b>RURAL MANAGEMENT AND TOURISM: [PC: CLLR S PETERS]</b>	
	NONE	538
<b>7.9</b>	<b>YOUTH, SPORTS AND CULTURE: [PC: CLLR M PIETERSEN]</b>	
7.9.1	STATUS QUO REPORT ON ALL THE SPORT FACILITIES IN THE GREATER STELLENBOSCH (WC024)	539
<b>7.10</b>	<b>REPORT(S) BY THE MUNICIPAL MANAGER</b>	
7.10.1	DRAFT ANNUAL REPORT 2017/18 AND REFERRAL OF DRAFT ANNUAL REPORT TO MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) FOR CONSIDERATION	581
7.10.2	REVISED TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2018/19	585
<b>8.</b>	<b>CONSIDERATION OF ITEMS, REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS SUBMITTED VIA THE OFFICE OF THE MUNICIPAL MANAGER</b>	
<b>8.1</b>	<b>MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC): [CLLR WF PIETERSEN]</b>	
	NONE	603
<b>8.2</b>	<b>REPORT/S BY THE MUNICIPAL MANAGER</b>	
8.2.1	MID-YEAR BUDGET AND PERFORMANCE ASSESSMENT FOR 2018/19 (APPENDICES A-B)	604
<b>9.</b>	<b>MATTERS FOR NOTIFICATION</b>	
<b>9.1</b>	<b>REPORT/S BY THE EXECUTIVE MAYOR</b>	
9.1.1	REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR FOR THE QUARTER: MARCH 2018 TO SEPTEMBER 2018 (APPENDIX 1)	695
9.1.2	REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR FOR THE QUARTER: OCTOBER 2018 TO DECEMBER 2018 (APPENDIX 1)	715
9.1.3	DECISIONS TAKEN BY THE EXECUTIVE MAYOR DURING COUNCIL RECESS: 2018/2019 (APPENDIX 1)	737
9.1.4	DECISIONS TAKEN BY THE EXECUTIVE MAYOR DURING COUNCIL RECESS: 2018/2019: ADJUSTMENTS BUDGET (APPENDIX 1)	738
<b>9.2</b>	<b>REPORT/S BY THE SPEAKER</b>	
	NONE	739
<b>9.3</b>	<b>REPORT/S BY THE MUNICIPAL MANAGER</b>	
9.3.1	DECISIONS TAKEN BY DIRECTORATES IN TERMS OF DELEGATED AUTHORITY: OCTOBER 2018 – DECEMBER 2018	740
<b>10.</b>	<b>CONSIDERATION OF NOTICES OF QUESTIONS AND NOTICES OF MOTIONS RECEIVED BY THE SPEAKER</b>	
10.1	QUESTION 1 BY CLLR LK HORSBAND (MS): MUNICIPAL ASSISTANCE TO BACKYARD FIRE VICTIMS (APPENDICES 1-2)	822
10.2	QUESTION 2 BY CLLR LK HORSBAND (MS): TERMS AND CONDITIONS GIVEN OF CAPITEC RE DUMPING OF EXCAVATED MATERIAL IN JAMESTOWN (APPENDICES 1-2)	827
10.3	QUESTION 1 BY CLLR DA HENDRICKSE: TENDER AMOUNT AWARDED TO ASLA (APPENDICES 1-2)	832
10.4	QUESTION 2 BY CLLR DA HENDRICKSE: REASONS FOR NON-DISCLOSURE OF A-G MANAGEMENT REPORT TO FULL COUNCIL (APPENDICES 1-2)	835
<b>11.</b>	<b>CONSIDERATION OF URGENT MOTIONS</b>	
		840
<b>12.</b>	<b>URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER</b>	
		840

<b>13.</b>	<b>CONSIDERATION OF REPORTS</b>	
<b>13.1</b>	<b>REPORTS SUBMITTED BY THE SPEAKER</b>	
	NONE	840
<b>13.2</b>	<b>REPORTS SUBMITTED BY THE EXECUTIVE MAYOR</b>	
13.2.1	REQUEST TO NOMINATE A NEW COUNCILLOR TO SERVE ON THE DISTRICT HEALTH COUNCIL	841
<b>14.</b>	<b>MATTERS TO BE CONSIDERED IN-COMMITTEE</b>	
	SEE PINK DOCUMENTATION	842

<b>7.6</b>	<b>PARKS, OPEN SPACES AND ENVIRONMENT: [PC: CLLR N JINDELA]</b>
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<b>7.6.1</b>	<b>INTRODUCTION OF A CASHLESS REVENUE COLLECTION SYSTEM AT JONKERSHOEK PICNIC SITE</b>
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Collaborator No: 597657  
IDP KPA Ref No: Good Governance and Compliance  
Meeting Date: 23 January 2019

**1. SUBJECT: INTRODUCTION OF A CASHLESS REVENUE COLLECTION SYSTEM AT JONKERSHOEK PICNIC SITE**

**2. PURPOSE**

To inform Council about:

- a) The improvement in the revenue collection control systems at the holiday resorts and campsites by designing and implementing of a cashless system.
- b) A comparative report on the revenue and patrons for the 2015/16, 2016/17 and 2017/18 season to date

**3. DELEGATED AUTHORITY**

**COUNCIL**

FOR INFORMATION

**4. EXECUTIVE SUMMARY**

Key Performance Indicator (D757) stipulates the Improvement in the revenue collection control systems at the holiday resorts and campsites by March 2018. To achieve this KPI, a Standard Operating Procedure (SOP) had to be developed.

**5. RECOMMENDATION**

that Council takes note of the introduction of a Cashless Revenue Collection System at Jonkershoek Picnic Site.

**6. DISCUSSION / CONTENTS**

**6.1 Background**

The Jonkershoek Picnic site covers an area of approximately 7 hectares on the banks of the Eerste River in the Jonkershoek Valley. The site is rich in natural plant and animal life and the operations take this into consideration. The river is regarded as one of Stellenbosch's landmarks. The site can accommodate ± 500 visitors at any specific time. Tariffs are revised annually.

The staff component consists of two workers who are placed here for the season. This is supplemented by eight Expanded Public Works Programme (EPWP) workers who perform the cleaning of the site and the ablution facilities during the peak season (December – mid January). A shift system is implemented for staff during this period to stay within the legal limitations of overtime. The site is secured by means of a security contract for the season.

6.2 Discussion

6.2.1 **Cashless System Implementation**

A cashless payment system was implemented after the last theft which happened during December 2016. A card payment system and advanced EFT bookings were implemented from the 1st of September 2017. A standard operating procedure (SOP) has also been developed to accompany the new payment method (see Annexure A: SOP). The system has been working well since its implementation.

An advertisement was placed in the newspaper, website and social media to inform residents/visitors of the implementation of the cashless system. Posters (Figure 1) were distributed all over Stellenbosch for information.



FIGURE 1: Notice of Cashless System at Jonkershoek Picnic Site

6.2.2 **Statistical Information**

Here below follows a review of statistical information comparing the tariffs, visitors and operational budget over the financial years of 2015/16, 2016/17 and 2017/18.

6.2.2.1 **Tariffs**

The table below stipulates the tariffs for the last three financial years. A general increase of 6% cost of living increase has been applied.

YEAR	TARIFF PER PERSON	TARIFF FOR PENSIONERS	TARIFF PER VEHICLE
2015/16	R 23.00	No pensioners' tariff created yet.	R 18.00
2016/17	R 24.00	R 16.80	R 19.00
2017/18	R 25.00	R 17.50	R 20.00

6.2.2.2 **Visitor Statistics**

The table below indicates the visitor statistics for the last three financial years respectively:

YEAR	AMOUNT OF PEOPLE	AMOUNT OF PENSIONERS	TOTAL AMOUNT OF VISITORS
2015/16	13917	No pensioners' tariff created yet.	13917
2016/17*	12370	353	12723
2017/18**	13508	2731	16239

The graph below illustrates the visitor statistics for the last three financial years per month:

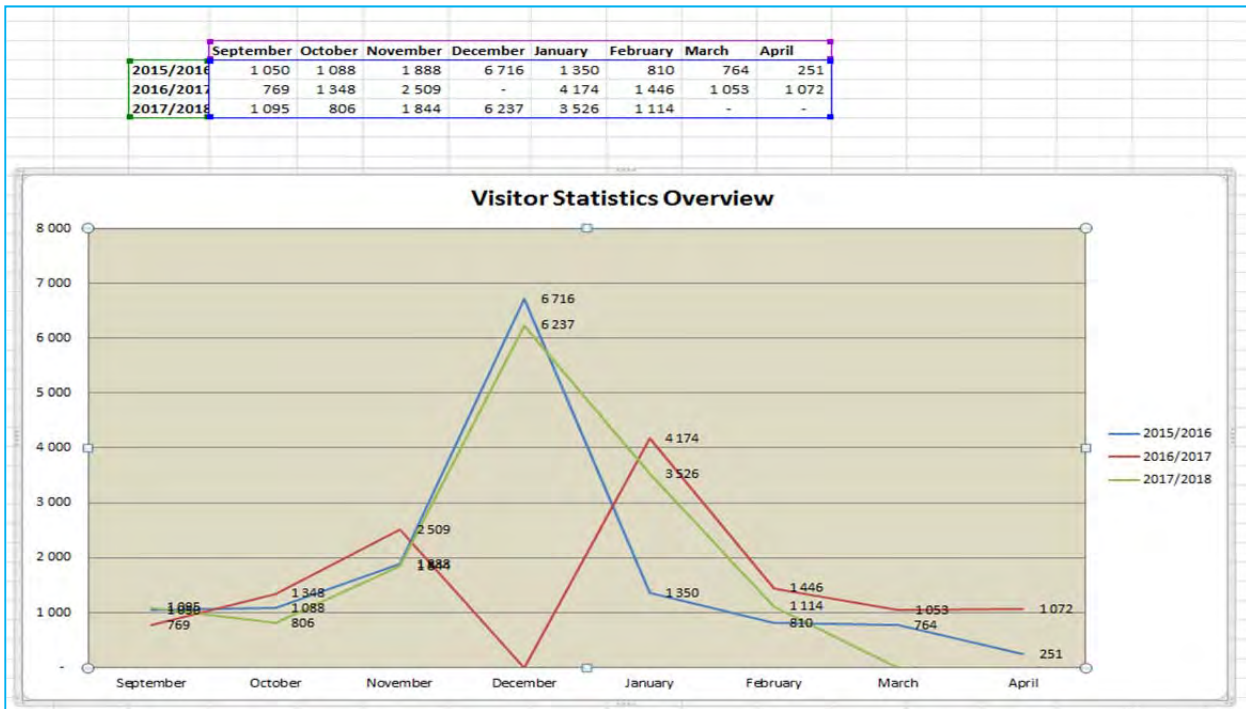


Figure 2 Visitor statistics per month

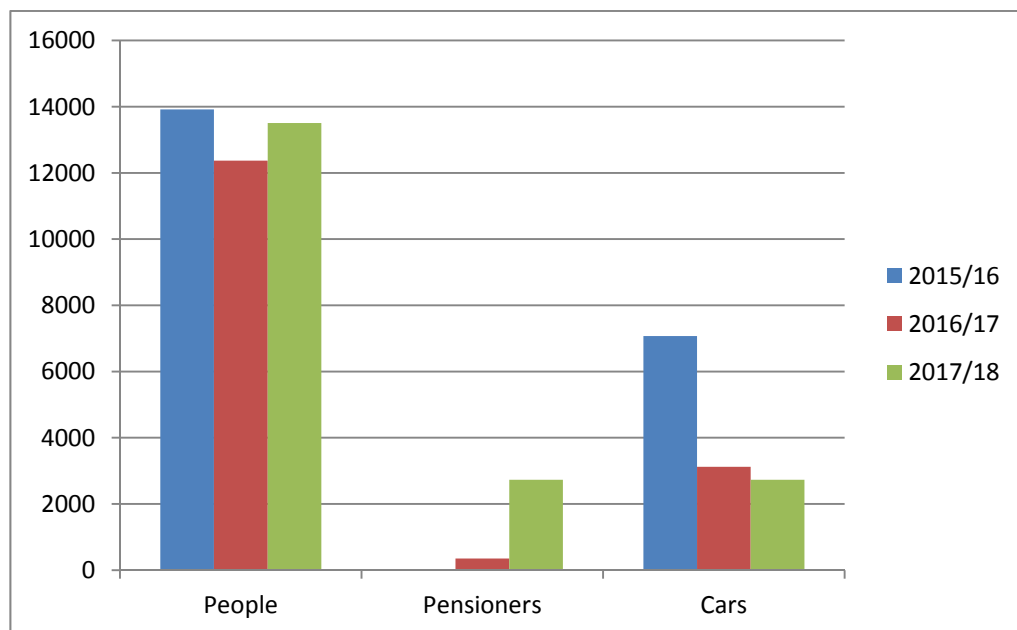


Figure 2 Visitor statistics per annum

6.2.2.3 Operational Budget

Operational Budget Ukey 3300/ 000004/ 000112		Operational Budget
Salaries; refuse bins; gravel roads; fences; stores and materials		
2015/16		R 169 366.00
2016/17		R190 606.00
2017/18		R174 357.00

6.2.2.4 The table below gives a breakdown of the revenue generated over the last three financial years.

ANNUAL REVENUE PERFORMANCE				
Financial Year	Revenue Budget	Actual (Sales)	Difference	Target Met
2015/16	R 450 000.00	R 403 271.24	R 46 728.76	NO
2016/17	R 452 540.00	R 494 066.86	-R 41 526.86	YES
2017/18	R 499 090.00	R 404 720.00	R 171 400.00	Season not yet completed.

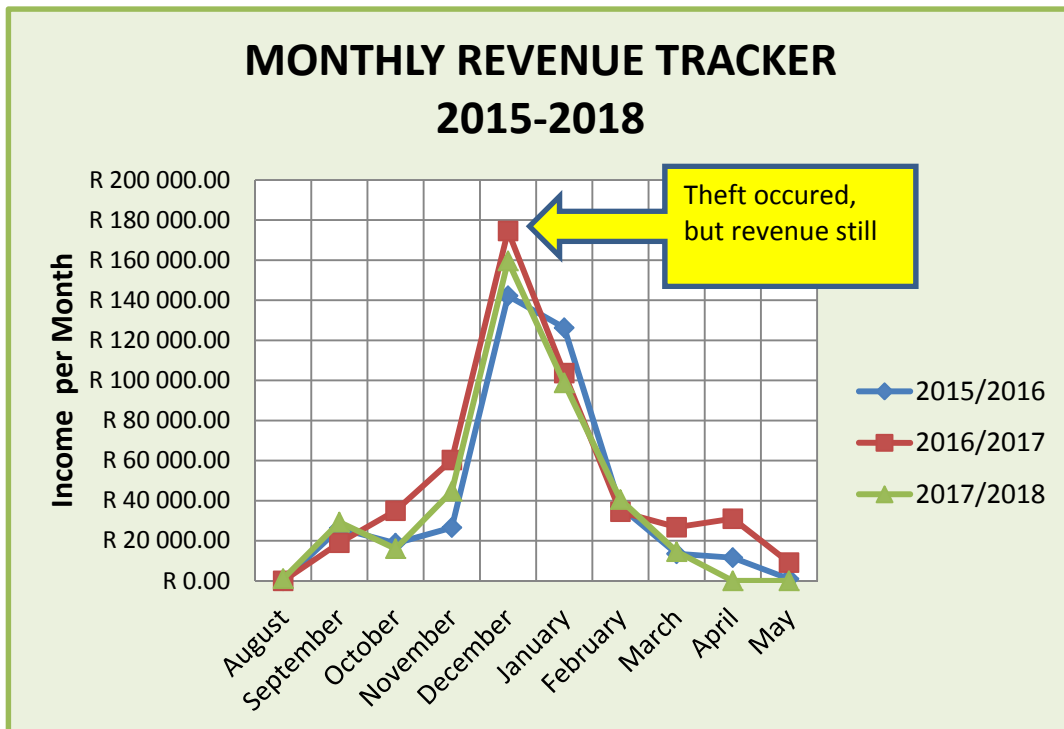


Figure 2: Comparative revenue performance for last three financial years (per month)



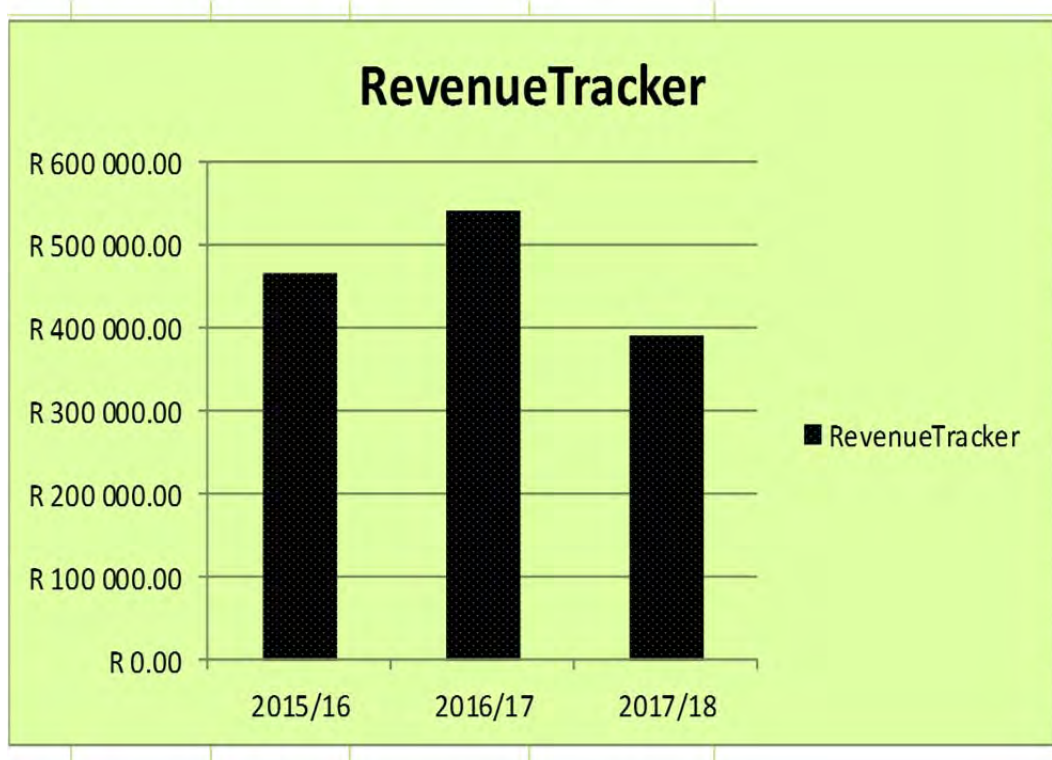


Figure 5: Revenue tracker per year

#### 6.2.2.5 Conclusion

- a) The cashless payment system has streamlined payment processes at the picnic site.
- b) It has contributed to a safer working environment for staff due to the fact that no cash is handled on site.
- c) In addition, the reconciliation using the bank machine results in accurate daily reconciliations.
- d) Due to the fact that the 2017/18 has not been completed, it is not possible to compare 2017/18 with 2016/17 with regard to income.
- e) According to the statistics, there is a clear indication that the Cashless System resulted in an increase in visitors.

#### 6.3 Financial Implications

The Cashless System results in an increase in revenue.

#### 6.4 Legal Implications

None

#### 6.5 Staff Implications

None

#### 6.6 Previous / Relevant Council Resolutions:

None

#### 6.7 Risk Implications

There is a reduction in potential robberies.

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**RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-01-23: ITEM 7.6.1**

that Council takes note of the introduction of a Cashless Revenue Collection System at Jonkershoek Picnic Site.

**ANNEXURES**

**Annexure A:** SOP: Jonkershoek Picnic Site Cashless System

**Annexure B:** Flow Chart of payment and reconciliations

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	<i>Leon Lourens/Albert van der Merwe and Tazmynn Linders</i>
<b>POSITION</b>	<b><i>Superintendent: Nature Conservation</i></b>
<b>DIRECTORATE</b>	<b><i>Community and Protection Services</i></b>
<b>CONTACT NUMBERS</b>	<b><i>021 808 8161</i></b>
<b>E-MAIL ADDRESS</b>	<b><i>Leon.lourens@stellenbosch.gov.za</i></b>
<b>REPORT DATE</b>	<b><i>24 April 2018</i></b>

# **ANNEXURE A**



**STELLENBOSCH**  
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Department: Community Services  
Departement: Gemeenskapsdienste

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**ANNEXURE A:**

SOP: Jonkershoek Picnic Site Cashless System

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**APPENDIX: SOP JONKERSHOEK****COMMUNITY AND PROTECTION SERVICES DIRECTORATE****JONKERSHOEK PICNIC SITE STANDARD OPERATING PROCEDURE 2017/18**

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**1. INTRODUCTION**

Jonkershoek Picnic Site is a Public site that is situated under the Jonkershoek Mountains in Stellenbosch. The area is about 8ha in size.

The Jonkershoek is managed by the Urban Greening Department and caters for all ages. The capacity of the site can go up to +-600 hundred people but we keep figures at five hundred (500) people during high peak season days.

With company's year-end functions, festive season, school holiday and summer season, the Jonkershoek Picnic daily utilized by visitors who want to experience the tranquillity under tree canopies.

**2. Payment Methods**

As from the Friday the 1<sup>st</sup> of September 2017, you may only pay via debit or credit card. No cash payments will be allowed at the Jonkershoek Picnic Site Gate.

**Advanced Bookings:**

Reservations can be made in advance at [jonkershoek.picnic@ Stellenbosch.gov.za](mailto:jonkershoek.picnic@ Stellenbosch.gov.za) or by calling 021 808 8160. Bookings and reservations are strictly on a first come first basis. A proforma invoice is issued to the client. After proof of payment is received, the invoice and a copy of the proof of payment are sent to the site foreperson. The client takes his original proof of payment to the gate, upon which the permit is issued according to the payment made.

**Gate Payments:**

You may only pay via debit or credit card at the gate, if you did not book in advance. No cash payments will be allowed at the Jonkershoek Picnic Site Gate. The official at the gate, will verify the amount of patrons and then calculate the total amount to be paid.

The final calculated amount gets entered into the cordless card machine, and the card gets swiped. The patron then enters his or her pin and the transaction gets confirmed by pressing the green enter button. To complete the transaction a permit will be issued based on the amount of patrons, elders and cars.

- When completed, the transaction record in the form of a receipt is printed. One copy for the patron and one for the municipality.
- The receipt of the client get stapled to the permits and issued to the patron.
- The official retains the office copy and staples it to the book copy.
- Permits are issued according to the approved tariff for the applicable financial year to Ukey: 20170608 98 4619.

### 3. OPERATIONAL FOCUS and PIONTERS

• Arrivals, Card sales, recon
• Staff control, cleaning service and picnic site control
• Refuse removal (truck)
• Security services and staff protection
• Safety gate and gate control
• Transport of workers and cleaners
• Bullet proof window
• Benches and stumps to be supplied
• Exceed overtime and preapproval's

### 4. MAIN FOCUS AREAS

Jonkershoek is a **Stellenbosch Municipality picnic facility**, for the client that prefers to experience the tranquil and beautiful facility under the backdrop of the Jonkershoek Mountains. The calming flow of the Eerste River through the facility is one of the major attractions. The shade provided by the beautifully tall trees and green attributes of the site, reminds of a forest in the southern cape. Nearby hiking trails and mountain bike routes area also major attractions.

The Eerste River and Berg River have their origins in these mountains, the former also flowing through the Jonkershoek valley on its way to False Bay.

### 5. TRANSPORT / VEHICLES

Jonkershoek picnic facility can be reached by driving approximately 5 km south-east of the town of Stellenbosch on the Jonkershoek road. The site can be reached by normal car or bakkie. Busses are not allowed and because no parking is available for busses.

### 6. COMMUNICATION

The new changes will be communicated to the general public and staff in the following manner:

- Municipal website link to the Jonkershoek website
- Eikestad and Die Burger newspapers.
- Facebook and twitter
- Stellenbosch logon portal on staff Computer screens.
- Word of mouth
- Posters

**7. STAFF**

Epwp staff and two permanent staff will be deployed on busy days to clean the facilities in the park. Cashers and law enforcement staff will help with access control and staff control.

Two permanent staff under the supervision of the site foreperson are always on site.

**8. COMMAND AND CONTROL**

Encase of an emergency or emergency evacuation we will immediately institute the Incident Command system in conjunction with the emergency services.

**9. EVENTS DURING FESTIVE SEASON**

Events	Dates
No events will be allowed during this period.	
Film shoots	Dates to be communicated

**10. STAKEHOLDERS / PARTNERS INVOLVEMENT**

- Law Enforcement
- Traffic services
- Income Department
- Budget office

**11. CONTACT PERSONNEL:****SUPERINTENDENT: Nature Conservation**

Leon Lourens

Office number: 021-8088167/8417

Cellular: 082438 2693

**Foreperson: Nature Conservation**

Office number: 0218088167/8417

Cellular: 0824382693

**Manager: Albert van der Merwe**

Office number: 021-8088165

Cellular: 072 425 8675

**HEAD: Urban Greening**

Portia Bolton

Office number: 021-8088180

Cellular: 0738484731

**Community Services OFFICES**

021-8088180



# **ANNEXURE B**



**STELLENBOSCH**  
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Department: Community Services  
Departement: Gemeenskapsdienste

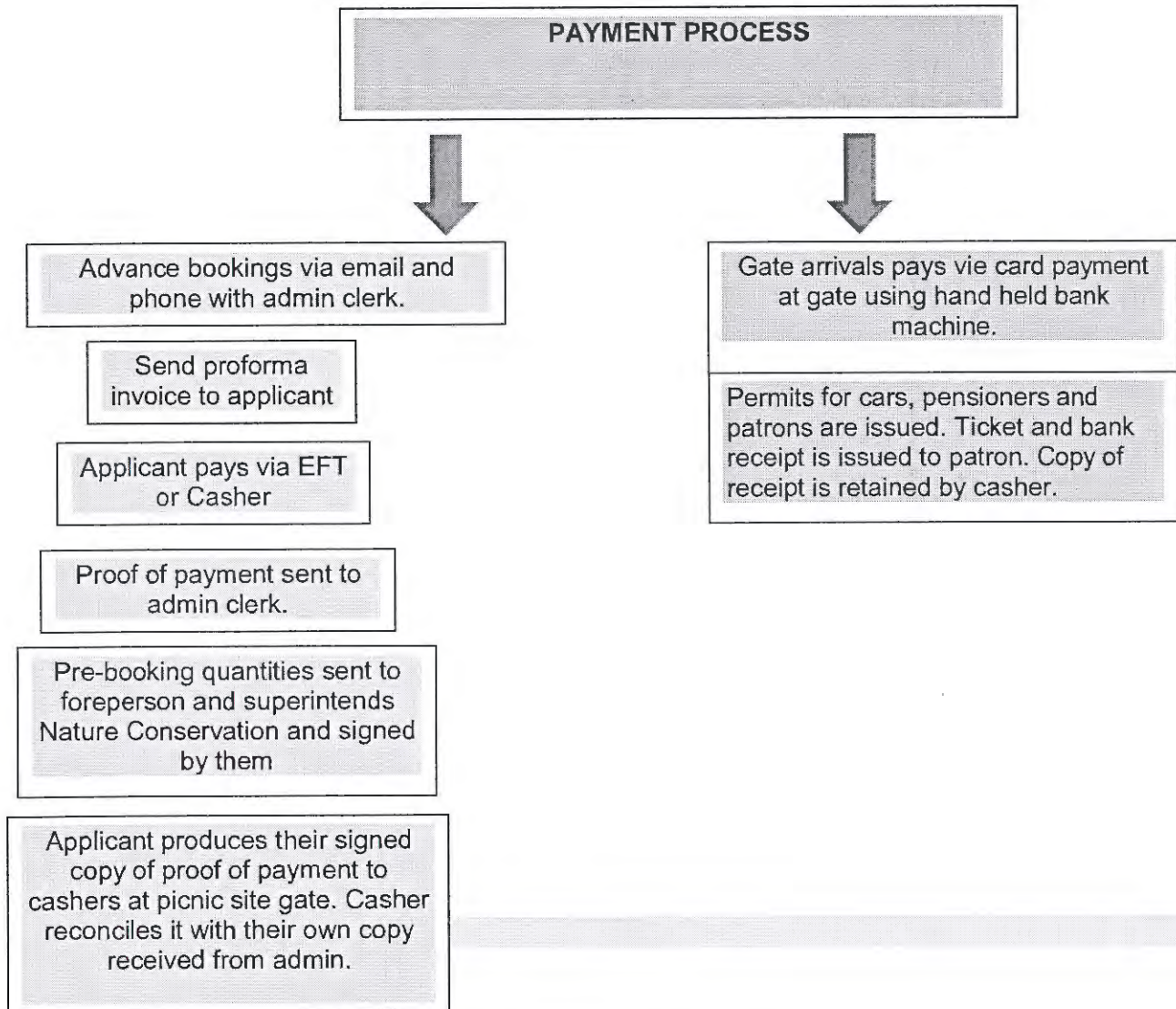
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**ANNEXURE B:**

Flow Chart of payment and reconciliations

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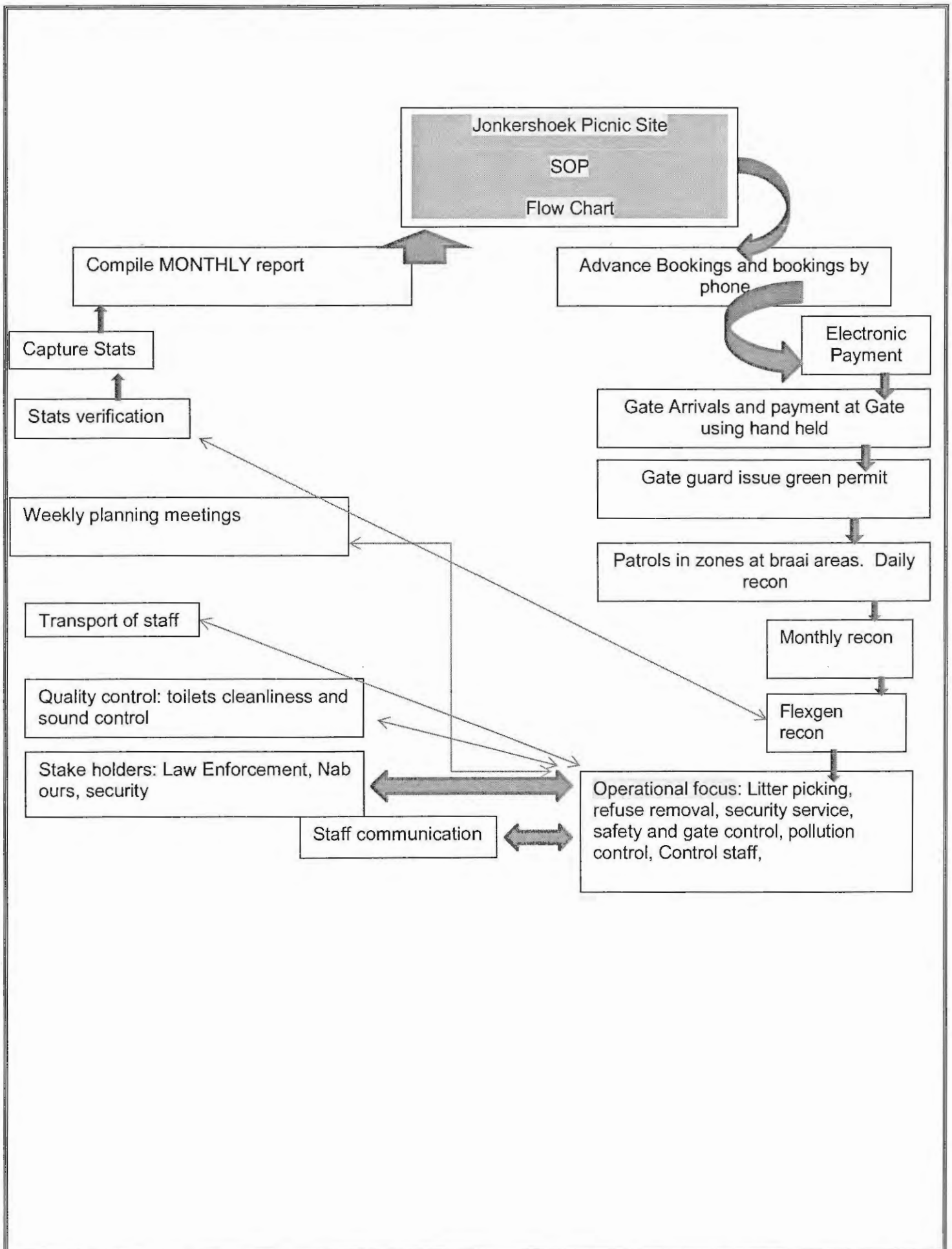
## APPENDIX 1: FLOW CHART OF PAYMENT AND RECONCILIATIONS.



### DAILY RECONCILIATION PROCESS

At end of day, amount of tickets sold is calculated and verified against the permit range, eg 1-10 has been sold for people= 10 x R23 = R230.00 in recon book. Copies of receipts and permit stubs are stapled to recon sheet for the day. Stats are captured daily by the cashier on duty (around 18h00) and verified by the foreperson.

A monthly reconciliation is done by the foreperson and cashers on an excel spread-sheet and submitted to the superintendent for inclusion in the monthly departmental report.



7.6.2	<b>STELLENBOSCH MUNICIPALITY: AIR QUALITY MANAGEMENT PLAN (5-YEAR REVIEW)</b>
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Collaborator No: 617203  
IDP KPA Ref No: D 435  
Meeting Date: 23 January 2019

**1. SUBJECT: STELLENBOSCH MUNICIPALITY: AIR QUALITY MANAGEMENT PLAN (5-YEAR REVIEW)**

**2. PURPOSE**

The Stellenbosch Municipality: Air Quality Management Plan (August 2013) has been reviewed in terms Section 15 (1) of the National Environmental Management: Air Quality Act, 39 of 2004.

The Stellenbosch Municipality: Air Quality Management Plan (October 2018) (**ANNEXURE A**) has been finalized in collaboration with the Cape Winelands District Municipality Air Quality Officer, the Department of Environmental Affairs and Development Planning's Directorate: Air Quality Management and has been advertised for public input for a period of 30 days (**ANNEXURE B**). This process has culminated in the above document herewith being presented to Council for approval.

**3. DELEGATED AUTHORITY**

**COUNCIL.**

There is no clear delegation in the current System of Delegations dated May 2015 for this item. Stellenbosch Municipality has, however, defined obligations as contained in the National Environmental Management: Air Quality Act, 39 of 2004, to:

- a) Compile an Air Quality Management Plan (AQMP)
- b) Designate an Air Quality Officer (AQO)
- c) Report on the implementation of the AQMP

In terms of the Constitution of the Republic of South Africa, 1996, Section 156, a municipality has executive authority in respect of, and has the right to administer -

- i. local government matters listed in Part B of Schedule 4 and Part B of Schedule 5; and
- ii. any other matter assigned to it by national or provincial legislation.

Schedule 4, Part B, referred to above include air pollution.

**4. EXECUTIVE SUMMARY**

Section 15 (1) of the National Environmental Management: Air Quality Act, 39 of 2004, places an obligation on municipalities to develop Air Quality Management Plans (AQMPs) to manage air quality in their regions. Stellenbosch Municipality's 1<sup>st</sup> Generation AQMP dates back to 2013. The Stellenbosch Municipality: AQMP (October 2018) (**ANNEXURE A**) serves as Stellenbosch Municipality's 2<sup>nd</sup> Generation AQMP, 5-year review and update of the latter. The Stellenbosch Municipality: AQMP (October 2018) is based on the above (2013) plan and is informed by the updated Western Cape AQMP (2016) and the Cape Winelands District Municipality AQMP (2018).

The Stellenbosch Municipality: AQMP, as contained in this item, has been finalized in collaboration with the Cape Winelands District Municipality Air Quality Officer. This document was advertised in the Eikestad News on the 6<sup>th</sup> of September 2018 inviting written comment by 5 October 2018. Hard copies of the above document were made available at the municipality's advice centres in both Stellenbosch and Franschhoek as well as libraries in both Stellenbosch and Franschhoek.

The Department of Environmental Affairs and Development Planning's Directorate: Air Quality Management submitted comment (**Annexure C**) during the above commenting period, which has been incorporated in the Stellenbosch Municipality: AQMP (October 2018), now being brought to Council for adoption as its 2<sup>nd</sup> Generation AQMP, which will again be reviewed in 2022.

## 5. RECOMMENDATION

that Council approves and adopts the Stellenbosch Municipality: Air Quality Management Plan (October 2018) as it's 2<sup>nd</sup> Generation Air Quality Management Plan.

## 6. DISCUSSION / CONTENTS

### 6.1 Background

As stated above, Stellenbosch Municipality has defined obligations with regard to air pollution control as contained in the National Environmental Management: Air Quality Act, 39 of 2004, to:

- (a) Compile an Air Quality Management Plan (AQMP)
- (b) Designate an Air Quality Officer (AQO)
- (c) Report on the implementation of the AQMP

Stellenbosch Municipality complies with all of the above. The Air Quality Management Plan (2013) of Stellenbosch Municipality has now been reviewed in line with the AQMPs of Provincial Government (2016) and the Cape Winelands District Municipality (2018).

### 6.2 Discussion

The Stellenbosch Municipality AQMP (2013) and Air Quality By-Law (adopted by Council in August 2018) has been prepared to give effect to the rights contained in Section 24 of the Constitution of the Republic of South Africa, 1996, by controlling air pollution within the area of the municipality's jurisdiction as well as to ensure that air pollution is avoided, or where it cannot be altogether avoided, minimized and remedied.

It is important that the Municipality review and update its AQMP to evaluate its performance as it pertains to air quality management and to remain relevant. This review and update is done on a 5-year cycle as the provincial government- and district municipality's management plans are updated.

### 6.3 Financial Implications

The Stellenbosch Municipality: Air Quality Management Plan (October 2018) has been completed internally. The recommendation will have no financial implications to Council.

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**6.4 Legal Implications**

The recommendations in this report comply with Council's policies and applicable legislation.

**6.5 Staff Implications**

This report has no staff implications to the Municipality. The appointed Air Quality- / Noise Control Officer will be responsible for the implementation of the Stellenbosch Municipality: Air Quality Management Plan (October 2018).

**6.6 Previous / Relevant Council Resolutions:****34<sup>th</sup> Meeting of the Council of Stellenbosch Municipality (2015/05/27), Item 8.5.**

RESOLVED (nem con)

- (a) that the draft AQMP be approved by Council, in principle, and that same be advertised for public comment;
- (b) that the municipality designate the incumbent of the position of Environmental Planner as Air Quality Officer; and
- (c) that the designated Air Quality Officer be tasked with annual reporting in terms of NEMAQA.

Effect was given to the Council resolution dated 2015-05-27, Item 8.5, and the AQMP was advertised on 29 May 2015 with closing date 29 June 2015. No comments were received.

**3<sup>rd</sup> Meeting of the Council of Stellenbosch Municipality (2016/10/26), Item 7.3.1.**

RESOLVED (majority vote)

- (a) that Council designates the incumbent of the position Air Quality Control Officer (post 2.4.4.1) as Air Quality Officer in terms of the National Environmental Management: Air Quality Act, 39 of 2004, and
- (b) that Council designates the incumbent of the position of Air Quality Control Officer (post 2.4.4.1) as Noise Control Officer in terms of the Western Cape Noise Control Regulations, P.N. 200/2013.

**6.7 Risk Implications**

This report has no risk implications for the Municipality.

**6.8 Comments from Senior Management**

This Item was circulated to all directorates on 17 October 2018 for comment by 25 October 2018.

**6.8.1 Director: Engineering Services**

The Director: Engineering Services responded via e-mail dated 19 October 2018 with the following comment: *I support the recommendation.*

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**RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-01-23: ITEM 7.6.2**

that Council approves and adopts the Stellenbosch Municipality: Air Quality Management Plan (October 2018) as it's 2<sup>nd</sup> Generation Air Quality Management Plan.

**ANNEXURES**

**Annexure A:** Stellenbosch Municipality: Air Quality Management Plan (October 2018)

**Annexure B:** Eikestad News Advertisement (September 2018)

**Annexure C:** Department of Environmental Affairs and Development Planning Directorate: Air Quality Management (comment [October 2018])

**FOR FURTHER DETAILS CONTACT:**

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<b>REPORT DATE</b>	<b>17 October 2018</b>



# **ANNEXURE A**

**STELLENBOSCH MUNICIPALITY**  
**AIR QUALITY MANAGEMENT PLAN**

**October 2018**



**STELLENBOSCH**  
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

This document is a revision and update of the document

**Air Quality Management Plan for the Stellenbosch Municipality**

**Report No uMN013-2013**

(2013)

compiled by

**uMoya-NILU**



**STELLENBOSCH**

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

**ACRONYMS**

The following terms, abbreviations and acronyms have been used, or are referred to in this document.

<b>AEL</b>	Atmospheric Emission License
<b>AFIS</b>	Advanced Fire Information System
<b>AQMP</b>	Air Quality Management Plan
<b>AQO</b>	Air Quality Officer
<b>CE</b>	Controlled Emitter
<b>Criteria pollutant</b>	Common air pollutants for which national ambient air quality standards or guidelines have been set.
<b>CH<sub>4</sub></b>	Methane
<b>CO</b>	Carbon Monoxide
<b>CO<sub>2</sub></b>	Carbon Dioxide
<b>CWDM</b>	Cape Winelands District Municipality
<b>DAFF</b>	Department of Agriculture, Forestry and Fisheries
<b>DEA</b>	National Department of Environmental Affairs
<b>DEA&amp;DP</b>	Department of Environmental Affairs and Development Planning
<b>Emission</b>	The direct or indirect release of substances, vibrations, heat or noise from individual or diffuse sources in an installation into the air, water or land.
<b>EIA</b>	Environmental Impact Assessment
<b>EMP</b>	Environmental Management Plan
<b>EMI</b>	Environmental Management Inspector
<b>GHG</b>	Greenhouse gas
<b>GN</b>	Government Notice
<b>HC</b>	Hydrocarbons

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<b>H<sub>2</sub>S</b>	Hydrogen Sulphide
<b>IDP</b>	Integrated Development Plan
<b>mg/m<sup>3</sup></b>	Milligrams per cubic meter
<b>MSA</b>	Municipal Systems Act, 32 of 2000
<b>NAAQS</b>	National Ambient Air Quality Standards
<b>NAEIS</b>	National Atmospheric Emissions Inventory System
<b>NEMA</b>	National Environmental Management Act, 107 of 1998
<b>NEMAQA</b>	National Environmental Management Air Quality Act, 39 of 2004
<b>NO</b>	Nitrogen Oxide
<b>N<sub>2</sub>O</b>	Nitrous Oxide
<b>NO<sub>2</sub></b>	Nitrogen Dioxide
<b>NM VOC</b>	Non-methane volatile organic compounds
<b>NO<sub>x</sub></b>	Oxides of nitrogen (NO <sub>x</sub> = NO + NO <sub>2</sub> )
<b>O<sub>3</sub></b>	Ozone
<b>PM</b>	Particulate matter
<b>PM<sub>10</sub></b>	Particulate matter with a diameter less than 10 microns
<b>PM<sub>2.5</sub></b>	Particulate matter with a diameter less than 2.5 microns
<b>POPs</b>	Persistent organic pollutants, organic compounds that are resistant to environmental degradation through chemical, biological, and photolytic processes.
<b>PGWC</b>	Provincial Government of the Western Cape
<b>SAAQIS</b>	South African Air Quality Information System
<b>SO<sub>2</sub></b>	Sulphur Dioxide
<b>SEMA</b>	Specific Environmental Management Act

<b><math>\mu\text{g}/\text{m}^3</math></b>	Micrograms per cubic meter
<b>Toxic air pollutants</b>	Hazardous air pollutants known to cause serious health problems.
<b>TSP</b>	Total suspended particulates, all sizes of particles suspended within the air smaller than 100 $\mu\text{m}$ .
<b>VOC</b>	Volatile organic compounds
<b>WHO</b>	World Health Organisation

## CONTENT

<b>1.</b>	<b>INTRODUCTION</b>	<b>1</b>
<b>2.</b>	<b>CONTEXT OF THE STELLENBOSCH MUNICIPALITY AQMP</b>	<b>1</b>
<b>2.1</b>	<b>NATIONAL LEVEL</b>	<b>1</b>
<b>2.1.1</b>	<b>National Environmental Management: Air Quality Act (39 of 2004)</b>	<b>1</b>
<b>2.1.2</b>	<b>National Framework for Air Quality Management in South Africa (2007, Revised 2012)</b>	<b>1</b>
<b>2.1.3</b>	<b>Regulations and / or Guidelines Gazetted Under NEMAQA</b>	<b>1</b>
<b>2.2</b>	<b>PROVINCIAL LEVEL</b>	<b>2</b>
<b>2.3</b>	<b>LOCAL LEVEL</b>	<b>3</b>
<b>3.</b>	<b>STELLENBOSCH MUNICIPALITY AND ITS ENVIRONMENT</b>	<b>4</b>
<b>3.1</b>	<b>TOPOGRAPHY AND LAND USE</b>	<b>5</b>
<b>3.2</b>	<b>CLIMATE AND METEOROLOGY</b>	<b>5</b>
<b>3.3</b>	<b>SOCIO-ECONOMIC CONTEXT</b>	<b>9</b>
<b>3.4</b>	<b>ATMOSPHERIC EMISSIONS</b>	<b>10</b>
<b>3.4.1</b>	<b>Industrial and manufacturing emissions</b>	<b>10</b>
<b>3.4.2</b>	<b>Motor vehicles</b>	<b>10</b>
<b>3.4.3</b>	<b>Residential fuel burning</b>	<b>10</b>
<b>3.4.4</b>	<b>Agricultural emissions</b>	<b>11</b>
3.4.4.1	Biomass burning	11
3.4.4.2	Pesticide use	11
3.4.4.3	Chicken boilers and piggeries	12
<b>3.4.5</b>	<b>Waste management</b>	<b>12</b>
3.4.5.1	Landfill	12

3.4.5.2	Wastewater treatment	13
<b>3.4.6</b>	<b>Wildfires</b>	<b>14</b>
<b>3.4.7</b>	<b>Trans-boundary pollution</b>	<b>14</b>
<b>4.</b>	<b>CRITERIA AIR POLLUTANTS AND AMBIENT STANDARDS</b>	<b>15</b>
<b>4.1</b>	<b>AMBIENT AIR QUALITY STANDARDS</b>	<b>15</b>
<b>4.2</b>	<b>AIR POLLUTANTS AND THEIR EFFECTS</b>	<b>16</b>
<b>4.2.1</b>	<b>Sulphur dioxide</b>	<b>16</b>
<b>4.2.2</b>	<b>Nitrogen dioxide</b>	<b>16</b>
<b>4.2.3</b>	<b>Carbon monoxide</b>	<b>17</b>
<b>4.2.4</b>	<b>Ozone</b>	<b>17</b>
<b>4.2.5</b>	<b>Lead</b>	<b>18</b>
<b>4.2.6</b>	<b>Particulate matter</b>	<b>18</b>
<b>4.2.7</b>	<b>Benzene</b>	<b>19</b>
<b>4.2.8</b>	<b>Persistent organic pollutants</b>	<b>20</b>
<b>5.</b>	<b>AIR QUALITY CONTROL IN STELLENBOSCH MUNICIPALITY</b>	<b>20</b>
<b>5.1</b>	<b>CAPACITY</b>	<b>20</b>
<b>5.2</b>	<b>ROLES AND RESPONSIBILITIES</b>	<b>20</b>
<b>5.3</b>	<b>REVIEW OF THE STELLENBOSCH AIR QUALITY MANAGEMENT PLAN 2013</b>	<b>21</b>
<b>6.</b>	<b>AIR QUALITY MANAGEMENT PLAN FOR STELLENBOSCH MUNICIPALITY</b>	<b>25</b>
<b>6.1</b>	<b>VISION AND MISSION</b>	<b>25</b>
<b>6.2</b>	<b>GOALS</b>	<b>25</b>
<b>6.3</b>	<b>IMPLEMENTATION PLAN</b>	<b>26</b>
<b>6.4</b>	<b>REVIEW</b>	<b>28</b>



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## 1. INTRODUCTION

Section 15 (1) of the National Environmental Management: Air Quality Act, 39 of 2004, places an obligation on Municipalities to develop Air Quality Management Plans (AQMPs) to manage air quality in their regions. Stellenbosch Municipality's 1<sup>st</sup> Generation AQMP was developed and approved in 2013. This document serves as Stellenbosch Municipality's 5 year review and update of the latter. This 2<sup>nd</sup> Generation Stellenbosch Municipality AQMP is based on the above (2013) plan and is informed by the updated Western Cape AQMP (2016) and the Cape Winelands District Municipality AQMP (2018).

## 2. CONTEXT OF THE STELLENBOSCH MUNICIPALITY AQMP

The Stellenbosch Municipality AQMP was prepared taking into consideration the national-, provincial and local context of air quality management. The various plans, frameworks and policies applicable are summarized below:

### 2.1 NATIONAL LEVEL

#### 2.1.1 National Environmental Management: Air Quality Act (39 of 2004)

The National Environmental Management: Air Quality Act, 39 of 2004 (NEM:AQA), is a Specific Environmental Management Act published under the National Environmental Management Act, 107 of 1998. Its purpose, among other, is to protect the environment by providing reasonable measures for the prevention of air pollution and to provide for national norms and standards regulating air quality monitoring, management and control by all spheres of government.

#### 2.1.2 National Framework for Air Quality Management in South Africa (2007, Revised 2012)

In terms of Section 7 of NEM:AQA, the National Department of Environmental Affairs developed the National Framework for Air Quality Management to ensure the efficient and effective implementation of the NEM: AQA throughout the country. The purpose of the National Framework is to achieve the objectives of NEM:AQA. As such the National Framework provides a medium- to long-term plan of the practical implementation of NEM:AQA.

#### 2.1.3 Regulations and / or Guidelines Gazetted under NEM:AQA

Table 1 contains the various regulations and guidelines published under NEM:AQA.

**Table 1: Gazetted Regulations and Guidelines**

LEGISLATION	COMMENCEMENT DATE
National Ambient Air Quality Standards	24 December 2009 (GN 1210 of GG No. 32816)

List of Activities which Result in Atmospheric Emissions which have or may have a Significant Detrimental Effect on the Environment, including Health, Social Conditions, Economic Conditions, Ecological Conditions or Cultural Heritage	01 April 2010 (GN 248 of GG No. 33064)
National Ambient Air Quality Standard for Particulate Matter with Aerodynamic Diameter less than 2.5 micron metres (PM2.5)	29 June 2012 (GN 486 of GG No. 35463)
National Dust Control Regulations	01 November 2013 (GN 827 of GG No.36974)
Declaration of a small boiler as a controlled emitter and establishment of emission standards	01 November 2013 (GN 831 of GG No. 36973)
Regulations Prescribing the Format of the Atmospheric Impact Report	11 October 2013 (GN 747 of No. 36904)
Amendments to Regulations Prescribing the Format of the Atmospheric Impact Report	02 April 2015 (GN R284 of No. 38633)
National Atmospheric Emission Reporting Regulations	02 April 2015 (GN 283 of GG No. 38633)
Amendments to the List of Activities which Result in Atmospheric Emissions which have or may have a Significant Detrimental Effect on the Environment, including Health, Social Conditions, Economic Conditions, Ecological Conditions or Cultural Heritage	12 June 2015 (GN 551 of GG No. 38863)
Declaration of Small-scale Char And Small-scale Charcoal Plants as Controlled Emitters and Establishment of Emission Standards	18 September 2015 (GN 602 of GG No. 39220)
Regulations Prescribing the Atmospheric Emission Licence Processing Fee	11 March 2016 (GN 250 of GG No. 39805)
Air Quality Offsets Guideline	18 March 2016 (GN 333 of GG No. 39833)
Regulations for the Procedure and Criteria to be followed in the Determination of an Administrative Fine in terms of section 22A of the Act	20 July 2017 (GN 698 of GG No 40994)

## 2.2 PROVINCIAL LEVEL

The 2<sup>nd</sup> Generation provincial AQMP, dated 2016, has been completed with a vision of clean and healthy air for all in the Western Cape. The goals, on the road of achieving this vision, as included in the above plan are:

Goal 1: Ensure Effective and Consistent Air Quality Management, Linked to Climate Change Response

- Strengthen and build capacity in air quality management and compliance and enforcement
- Promote cooperation amongst all spheres of government, business, industry and civil society
- Develop institutional mechanisms to improve air quality and climate change response
- Develop, implement and maintain air quality management systems
- Ensure adequate funding for the implementation of air quality management by municipalities

Goal 2: Continually Engage With Stakeholders to Raise Awareness With Respect To Air Quality Management and Climate Change Response

- Develop comprehensive education and communication mechanisms, strategies and programmes with respect to air quality management and climate change response

Goal 3: Ensure Effective and Consistent Compliance Monitoring and Enforcement

- Improve air quality compliance monitoring and enforcement
- Promote continuous improvement in respect of industry air quality compliance
- Develop and implement air quality regulatory processes

Goal 4: Support Air Quality and Climate Change Response Programmes, Including Promoting and Facilitating the Reduction of Greenhouse Gas Emissions

- Reduce greenhouse gas emissions in line with national and international requirements

### **2.3 LOCAL LEVEL**

The Cape Winelands District Municipality has completed its 2<sup>nd</sup> Generation provincial AQMP, dated 2018, which includes the following goals:

Goal 1: Efficient Air Quality Management

- Ensure effective and consistent air quality management
- Develop and implement an effective emissions licensing system
- Develop, implement and maintain an air quality management system
- Establish an annual AQMP review system
- Establish an emission reduction strategy

Goal 2: Promote communication in relation to air quality management

- Establish an air quality forum in order to ensure proper communication between local and provincial government, business and industry as well as interested and affected parties

## Goal 3: Compliance monitoring

- Establish a compliance monitoring system within the CWDM
- Ensure continuous compliance with AEL conditions

## Goal 4: Support climate change protection programs

**3. STELLENBOSCH MUNICIPALITY AND ITS ENVIRONMENT**

Stellenbosch Municipality (the Municipality) forms part of the Cape Winelands District Municipality of the Western Cape Province of South Africa (refer to Figures 1 and 2). The Municipality, with a geographical area of approximately 830 km<sup>2</sup>, adjoins the Cape Metropolitan Area to the west and the Breede Valley, Drakenstein and Theewaterskloof Municipalities to the east, south and north respectively. Stellenbosch Municipality consists of 14 interconnected urban nodes of which Stellenbosch, Pniel, Franschhoek and Klapmuts are the largest settlements.

An area's air quality is largely affected by the area's geography, topography, climate and meteorology and the socio-economic realities. The section below describes the characteristics of Stellenbosch Municipality as well as the most prominent emission sources.

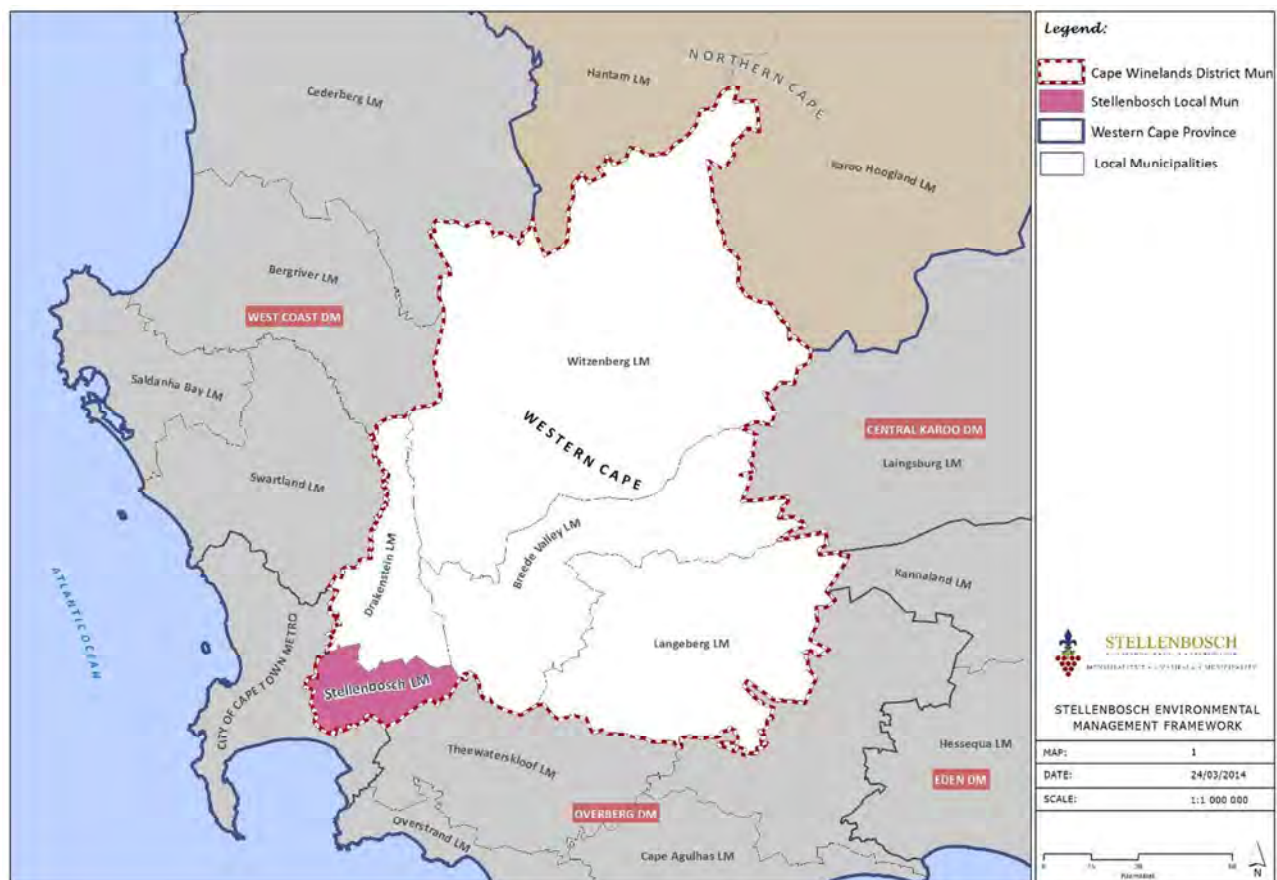


Figure 1: Location and context of Stellenbosch Municipality.

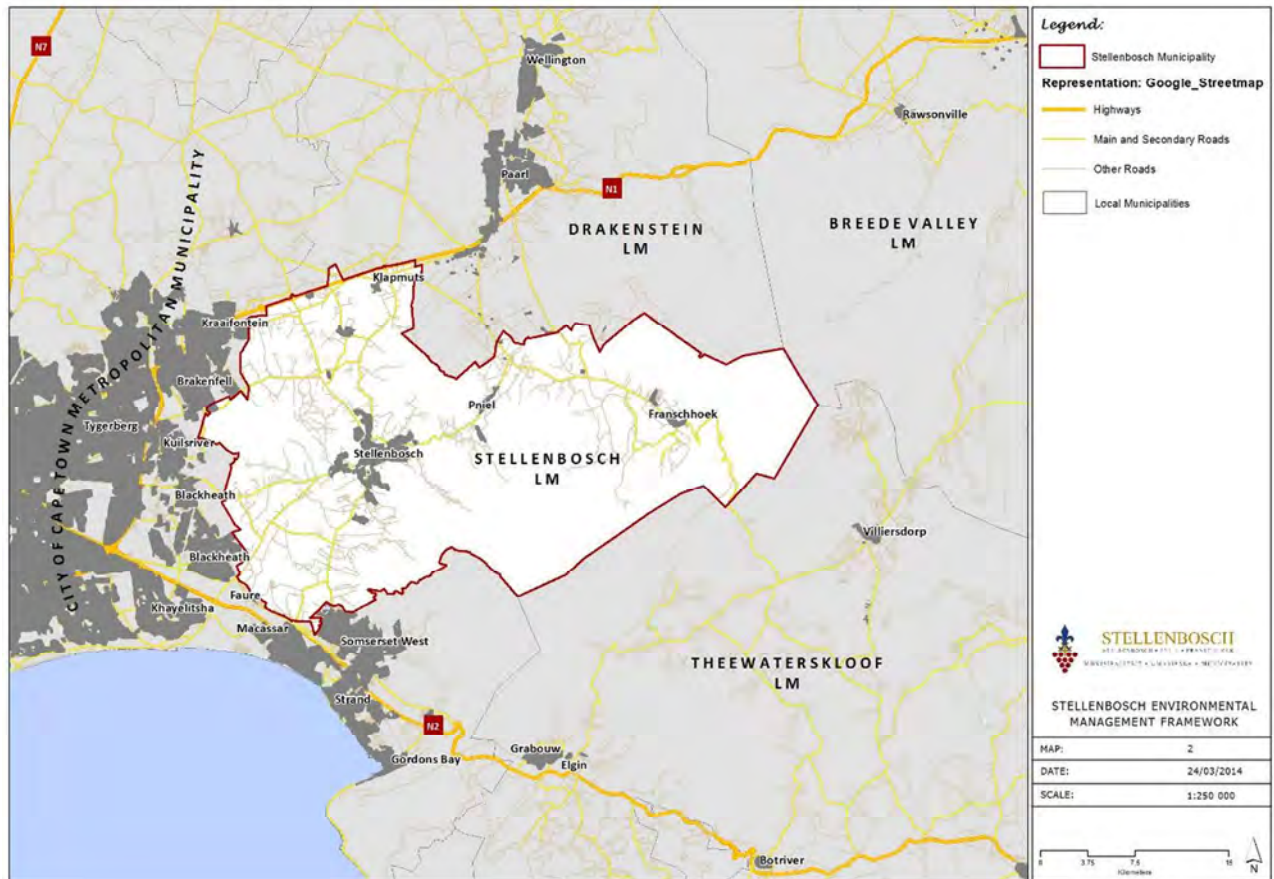


Figure 2: Local context of Stellenbosch Municipality.

### 3.1 TOPOGRAPHY AND LAND USE

The Municipality is bounded to the east and south by the Drakenstein, Wemmershoek and Limietberg mountain ranges. The Hottentots Holland range (i.e. Stellenbosch, Jonkershoek and Simonsberg Mountains) and the Bottelary Hills are in the immediate vicinity of the town of Stellenbosch (Figure 3).

The permanently irrigated agricultural activities are generally located in the western areas of the Municipality as well as the Dwars River Valley (Kylemore and Pniel) and Franschhoek areas (Figure 4). Wine grapes and peaches are the biggest contributors to agricultural land use. Natural veld is generally located along the mountain ranges of the Stellenbosch, Jonkershoek, Simonsberg and Groot and Klein Drakenstein mountains.

### 3.2 CLIMATE AND METEOROLOGY

Stellenbosch Municipality has a Mediterranean climate, characterised by warm, dry summers and cold, wet winters. The Municipality receives approximately 80% of its annual rainfall in the winter months typically as cyclonic rain from cold fronts, and 20% during its summer months (Elsenburg, 1990). Summers are generally hot with temperatures averaging between 25° and 30°C.

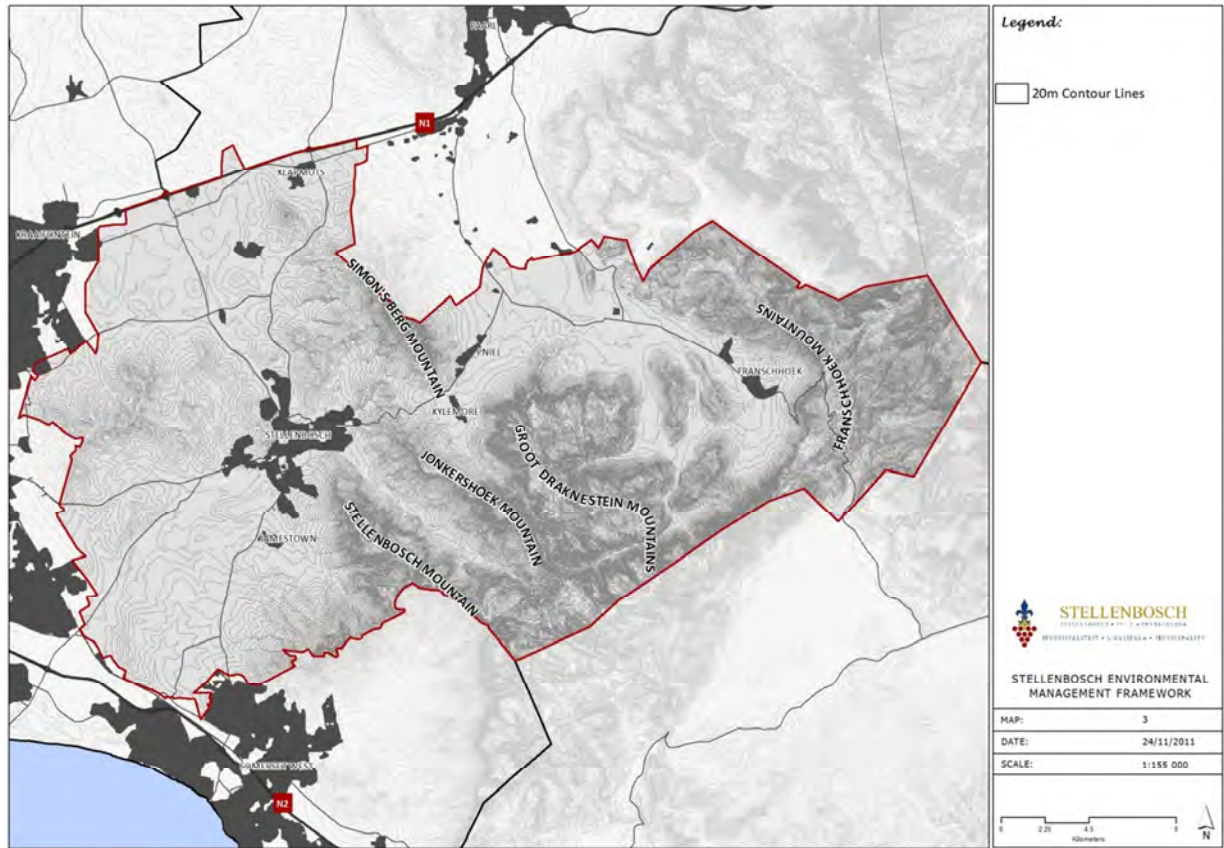


Figure 3: Topography of Stellenbosch Municipality.

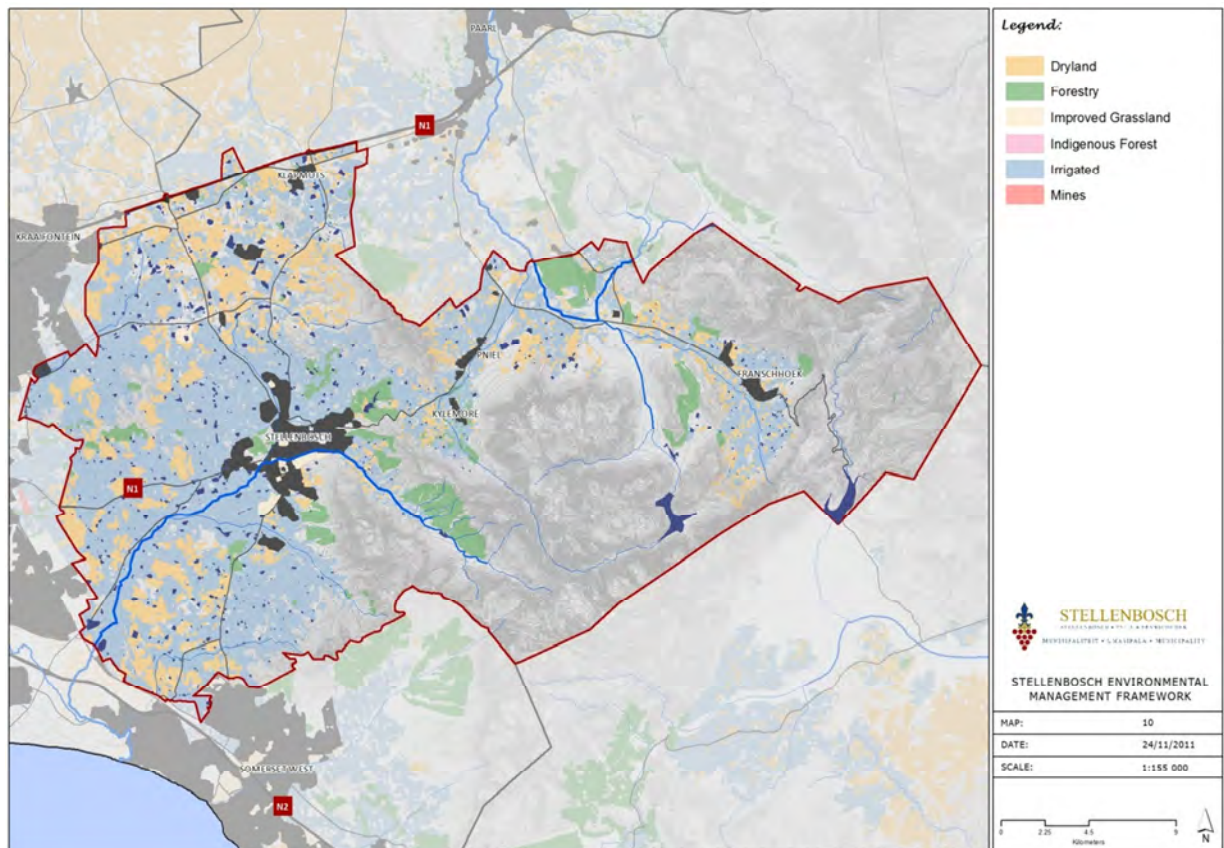


Figure 4: Land use of Stellenbosch Municipality.

Heat waves lasting a few days occur reasonably frequently in summer. The southern part of the Municipality is on average 0.5°C cooler than the northern part. Winter temperatures are usually mild, varying from about 5-6°C in the Stellenbosch and Franschhoek areas. Occasional cold snaps accompanied by snowfalls on the higher mountain peaks are an annual winter occurrence. Rainfall across the Municipality thus varies from 200 mm to 3 000 mm per year, in the higher peaks of the Groot Drakenstein mountain range, decreasing to the west away from the influence of the mountains.

The *Status Quo report on the climate change in the Western Cape* (June 2005)<sup>1</sup> states that the future climate of the Western Cape is likely to be warmer and drier than at present, according to a number of current model projections. In support of these projections, recent temperatures trends reveal appreciable warming in the Western Cape over the past three decades. Rainfall trends are not as clearly identifiable. A future that is warmer, and possibly drier, will encompass a range of consequences that will affect the economy, the livelihoods of people and the ecological integrity of the Western Cape region.

Wind speed and direction in the Stellenbosch Municipality may be inferred from measurements in Cape Town and Paarl. The wind measured in Cape Town is more representative of the western parts of the Municipality than elsewhere and wind measured at Paarl will apply mostly to the eastern parts of the Municipality including the Franschhoek Valley. Figure 5 shows wind roses for Paarl and Cape Town for the period 1998 to 2008. Each wind rose depicts the frequency (as a percentage) of occurrence of hourly wind speed in six wind speed classes in the 16 cardinal wind directions. Wind direction being from where the wind blows, e.g. south-easterly winds blow from the southeast to the northwest. The frequency of very light and calm winds (< 0.5 m/s) is shown in the centre of the windrose with the wind speed classes colour coded in Figure 5. Each arch represents a 5% frequency of occurrence.

The wind in Cape Town and over the western parts of the Stellenbosch Municipality is generally stronger than at Paarl and the eastern parts of the Municipality where the mountainous topography offers protection from the strong coastal winds. At Paarl more than 38% of winds are very light or calm (< 0.5 m/s) and more than 50% of winds are between 0.5 and 3.5 m/s. These winds will mostly be topographical induced, given the mountainous nature of the area. Winds prevail mostly from two sectors, from the south to west-southwest, and northwest to north. On rare occasions the wind reaches 8 m/s, possibly when strong synoptic-scale conditions affect the south-western Cape Province.

Light winds (<0.5 m/s) are very rare in Cape Town, occurring only 3.8% of the time. The prevailing winds occur in the sector south-southeast to south-southwest and reach speeds in excess of 10.8 m/s. These mostly occur in summer when the Atlantic Ocean high pressure system is located across the southern parts of the country. In winter the north-westerly winds prevail as a result of frontal systems and also reach more than 10.8 m/s at times.

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<sup>1</sup> Department of Environmental Affairs and Development Planning (DEA&DP) 2005: *A Status Quo, vulnerability and adaptation assessment of the physical and socio-economic effects of climate change in the Western Cape*. CSIR Environmentek: Stellenbosch. Report No. ENV-S-C 2005-073



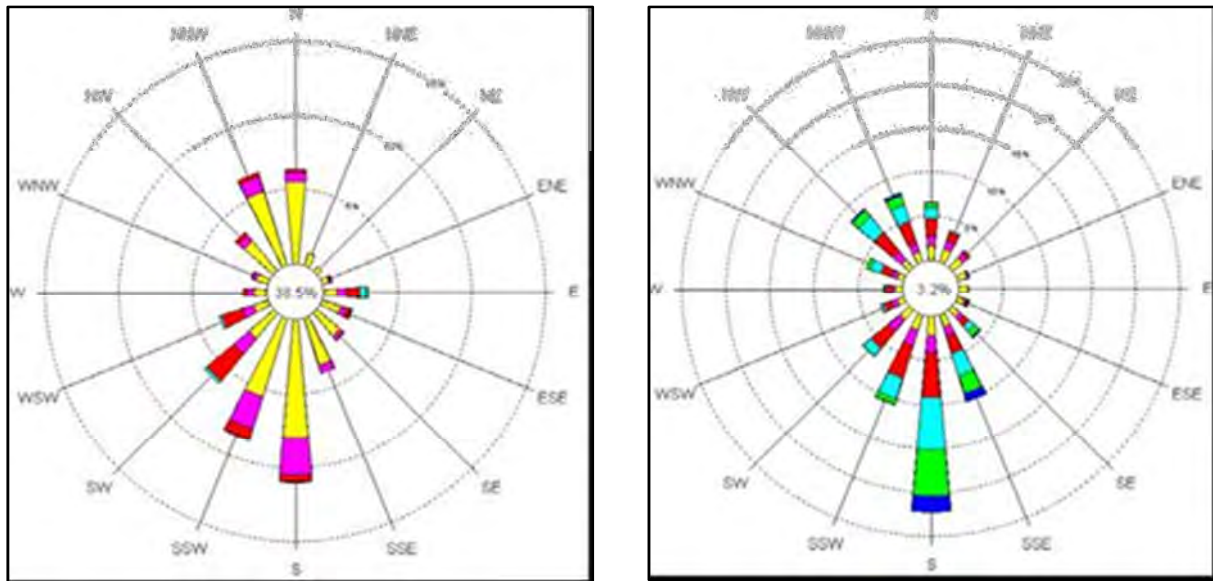


Figure 5: Annual wind roses for Paarl (left) and Cape Town (right) for the period 1998 to 2008 (Stellenbosch Municipality, 2010). The wind speed classes in m/s are shown below



The air pollution dispersion potential of an area refers to the ability of atmospheric processes, or meteorological mechanisms, to disperse and remove pollutants from the atmosphere. Dispersion comprises both vertical and horizontal components of motion. The vertical component is defined by the stability of the atmosphere and the depth of the surface mixing layer. The horizontal dispersion of pollution in the boundary layer is primarily a function of the wind field and atmospheric stability. The wind speed determines the rate of downwind transport and wind direction and the variability in wind direction determines the general path of pollutant. Atmospheric stability, or instability, determines the ability of the atmosphere to mix and dilute pollutants. Stability is a function of solar radiation (thermal turbulence) and wind speed and surface roughness which induce mechanical turbulence. The dispersion potential of an area, therefore experiences diurnal and seasonal changes.

By day with stronger insolation (in coming solar radiation) and stronger winds the dispersion potential is generally more efficient through vertical dilution and horizontal dispersion. The dispersion potential is generally better on summer days than winter days. At night as the surface temperature inversion develops the lowest layer of the atmosphere becomes more and more stable, reaching a maximum at sunrise. As a result, the dispersion potential typically becomes less efficient during the night and the poorest conditions generally occur at sunrise. Thermal turbulence disappears when the sun sets, and mechanical turbulence decreases as the wind speeds drops at night. Pollutants tend to accumulate near the point of release under these conditions, particularly if these are released close to ground level. The dispersion potential is generally poorer on winter nights than summer nights.

Stellenbosch Municipality’s dispersion potential is expected to be reactively good all year round as a result of warm daytime temperatures and a relatively high frequency of moderate winds, particularly over the western and south western parts. Dispersion will

however be better on summer days than winter days because the thermal mixing is stronger and the night-time temperature inversions are weaker and shorter lived in summer. At night the dispersion potential is poorer and there is a tendency for pollutants to accumulate in the lowest layer of the atmosphere. This effect is more pronounced in the winter when the surface temperature inversions are stronger and exist for longer than in summer. Dispersion is also expected to be more efficient over the flatter western parts of the municipality where winds are stronger than the east where mountains and valleys moderate the thermal and mechanical mixing.

### **3.3 SOCIO-ECONOMIC CONTEXT**

Stellenbosch Municipality has a population of 176 523 people, 52 374 households (Stellenbosch IDP, 2018). In terms of population composition, the economically active (15-64 years) make up the majority at 72.3%, with the elderly (65+ years) and children (0-14 years) making up the remainder of the population at 4.9% and 22.8% of the population respectively (Census, 2011). As such, the population of Stellenbosch Municipality is relatively youthful. Of the total population 52,2% are coloured, 28,1% are black African, and 18,5% white. Of those aged 20 years and older, 6,2% have completed primary school, 35% have some secondary education, 25,2% have completed matric, and 17,3% have some form of higher education, while 3,1% of those aged 20 years and older have no form of schooling. The larger concentrations of people are located around the urban settlements of Stellenbosch, Franschhoek, Klapmuts and Kylemore.

The provincial treasury estimates that Stellenbosch Municipality has 28.3% people in rural areas and 71.7% of its population in the urban centres (Stellenbosch Municipality, 2010). The majority of the of the Municipality's population is urbanised which means that a significant amount of livelihoods are derived from urban activities. Wages tend to be higher in urban settlements than rural areas. However, the population of Stellenbosch Municipality is relatively poor (Stellenbosch Municipality, 2010). The majority of households earn less than R 3 500 per month. Higher income households are found in and around the Stellenbosch Town and the eastern parts of Franschhoek. The northern and western parts contain a higher concentration of low income earners. There are also a lot of university students who fall under the no income category.

The region's economic potential centres largely on agricultural activities, heritage and tourism ventures. These are sectors that rely heavily on environmental services. There are strong linkages from Stellenbosch Municipality's agricultural sector to its manufacturing, wholesale, trade and accommodation, and financial services sectors, particularly with agri-tourism. The wine industry, followed by vegetable products, both strongly linked to the agricultural sector, are the district municipality's largest export products. According to Provincial Treasury (2006) the Stellenbosch Municipality finance and business services sector, mining, government, community, social and personal services, manufacturing and construction make the largest contributions to the CWDM economy.

The historical context of municipal service delivery and the emerging South African context influence the manner in which municipal services are distributed. There is still a considerable need for housing in the municipality. While access to sanitation has improved

there are still some households that did not have access to sanitation. The majority of households had access to refuse removal services and communal dumps. Most of the settlements have access to healthcare facilities. Stellenbosch University, located in Stellenbosch, is a major driver in this town.

In 2018, electricity was the main source of energy for lighting purposes (used by 90.9% of households) followed by candles and paraffin.

### **3.4 ATMOSPHERIC EMISSIONS**

The main categories of atmospheric emissions that occur in the Stellenbosch Municipality are from the following sources.

#### **3.4.1 Industrial and manufacturing emissions**

Atmospheric emissions from industrial and manufacturing processes are typically associated with the combustion of fuel for heat or steam generation. These fuels may be coal, wood, heavy fuel oil (HFO), diesel or gas. In Stellenbosch Municipality there are two industries with fuel burning devices that require an Atmospheric Emission License (AEL) in terms of NEM:AQA. The AEL authority is a District Municipal function and is the responsibility of the CWDM. The boilers at the remaining facilities is regulated by Stellenbosch Municipality as fuel burning appliances if they have a design capacity of less than 10 MW heat input (DEA, 2012).

The pollutants that are emitted from fuel burning devices depend primarily on the fuel and could include SO<sub>2</sub>, NO<sub>x</sub>, CO, particulates and VOCs. The quantity of pollutants emitted depends on the fuel consumption, the combustion device and the efficiency of installed air pollution abatement equipment.

#### **3.4.2 Motor vehicles**

Air pollution from motor vehicles arise from the by-products of the combustion process (emitted via the exhaust system) and from evaporation of the fuel itself from the fuel tank. Particulate matter (PM) is also emitted from brake, tyre and road wear. Key pollutants that are emitted from motor vehicles are Nitrogen oxides (NO<sub>x</sub>), carbon monoxide (CO), particulate matter (PM<sub>10</sub>, PM<sub>2.5</sub>), sulphur dioxide (SO<sub>2</sub>), hydrocarbons (HC) (represented by NMVOC) and lead (Pb). Emissions of carbon dioxide (CO<sub>2</sub>), a greenhouse gas (GHG), also occurs.

#### **3.4.3 Residential fuel burning**

The majority of households in Stellenbosch Municipality use electricity for cooking, heating and lighting purposes with some use of gas, paraffin, wood and other energy sources. As such, energy use in the Municipality is not strongly associated with air pollution as electricity, gas and paraffin are clean sources of energy. However, there are some households, particularly in the informal settlements that do not have access to electricity where wood, paraffin and alternative fuels are used. Wood burning is associated with

several consequences for indoor and ambient air quality and for human health. Smoke resulting from incomplete combustion of wood contains many chemical substances that are harmful such as hazardous air pollutants (HAPs), fine particle pollution (ash), and volatile organic compounds (VOC).

#### **3.4.4 Agricultural emissions**

Emissions from agricultural activities are most often associated with greenhouse gas emissions such as nitrous oxide (N<sub>2</sub>O) from soil management and N<sub>2</sub>O and methane (CH<sub>4</sub>) from livestock and livestock management. Vegetation and crop residue burning results in the emission of CO, NO<sub>x</sub> and particulates. Pesticide usage is very often necessary to maintain both agricultural productivity as well as human health. The drift of spray and dust from pesticide applications can expose people, wildlife, and the environment to pesticide residues that can cause health and environmental effects and property damage.

##### **3.4.4.1 Biomass burning**

Biomass burning is an important source of atmospheric emissions. Uncontrolled and controlled burning of natural vegetation, agricultural residue and waste are the main types of biomass burning that occur in Stellenbosch Municipality. Agricultural burning in Stellenbosch is a seasonal practice and is done under specific guidelines and when a permit from the local Fire department is issued.

Fires can emit large volumes of particulate matter, ranging from coarse smuts that deposit on surfaces and are a nuisance, to fine inhalable particulate matter (PM<sub>10</sub>). Gases emitted include CO, NO<sub>x</sub> and VOCs. Biomass burning emissions can be estimated using fire data or burnt area estimates and emission factors for the vegetation type. Active fires are detected using data from the moderate resolution image spectro-radiometer (MODIS) sensor on NASA's Aqua and Terra satellites received by South African National Space Agency (SANSA, Hartebeeshoek) and CSIR Meraka Institute (Pretoria). The Advanced Fire information System (AFIS) determines the size and location of active fires, which may be used as a proxy for area burnt. In turn, the area burnt and the location may be used to estimate the type and amount of vegetation burnt. Emissions of particulates and gases are estimated using emission factors.

##### **3.4.4.2 Pesticide use**

South Africa uses large amounts of pesticides. Each crop type is susceptible to a unique host of pests that in-turn require a unique mixture of pesticides. Wine and fruit dominate as major agricultural export products for South Africa (Quinn et al, 2011). The Western Cape, including Stellenbosch Municipality, is one of the major growing regions for these products and as such pesticide usage occurs.

Pesticides are categorised into four main substituent chemicals namely herbicides, fungicides, insecticides and bactericides. The three main forms of pesticides are liquids (usually mixed with water and then sprayed), solids (usually in the form of pastes, pellets, dust and powder and may be applied directly as solids) and gases.

Pesticide drift refers to the unintentional diffusion of pesticides and associated potential negative effects of pesticide application. These effects include off-target contamination due to spray drift as well as runoff from plants and soil. It occurs when pesticides suspended in the air as particles are carried by wind to other areas, potentially contaminating them.

Pesticides enter human bodies through four pathways. Exposure can occur through the skin, through oral ingestion, through the eyes or through inhalation (Quinn et al, 2011). Pesticide exposure can cause a variety of adverse health effects, ranging from simple irritation of the skin and eyes to more severe conditions such as those affecting the nervous system, mimicking hormones causing reproductive problems, and also causing cancer (US-EPA, 2012). Strong evidence also exists for other negative outcomes from pesticide exposure including neurological, birth defects, foetal death (Sanborn, 2007) and neurodevelopmental disorder (Jurewicz, 2008).

The airborne nature of spray drift from the application of pesticides implies an air quality issue. Spray drift is, however, not addressed in the NEM:AQA. Pesticide use is regulated under the Fertilizer Farm Feeds Agriculture and Remedy's Act (36 of 1947), regulated and administrated by Department Agriculture, Forestry and Fisheries (DAFF). The statutory obligation in terms of the National Environmental Management Act, 107 of 1998, and the registration and prescription for the application of agrichemicals is legislated and administrated by DAFF. DAFF register all fertilisers, farm feeds, and agricultural remedies, stock remedies, sterilising plants and pest control operators, regulate or prohibit the importation, sale, acquisition, disposal or use of all fertilizers, farm feeds, agricultural remedies and stock remedies. The objectives of the Pesticide Management Policy for South Africa (DAFF, 2010) are, amongst others, to improve the legislative framework to improve protection against health and environmental risks posed, and to encourage the development and use of alternative products and techniques and to reduce the dependence of chemical protection of plants. To facilitate improvements that are aimed at ensuring that pesticides are produced, used and disposed of throughout their full life-cycle in ways those pose no significant adverse effects on health and the environment.

#### 3.4.4.3 Chicken broilers and piggeries

A typical air quality issue associated with these facilities is odour. In addition the use of fuels such as diesel, HFO and coal for heating results in the emission of pollutants of combustion such as SO<sub>2</sub>, NO<sub>x</sub> and particulate matter.

### 3.4.5 Waste management

#### 3.4.5.1 Landfill

The management of general waste in Stellenbosch Municipality involves the collection and disposal at a landfill site. The waste collection service reaches most domestic homes and businesses (Stellenbosch Municipality, 2012). Approximately 96 ton/day, 980 ton/week, 4 243 ton/month and 50 960 ton/annum of general waste is being managed by the

Municipality (Stellenbosch Municipality, 2012). More than 70% of the Municipal residents have their waste removed by the Municipality (IDP, 2018).

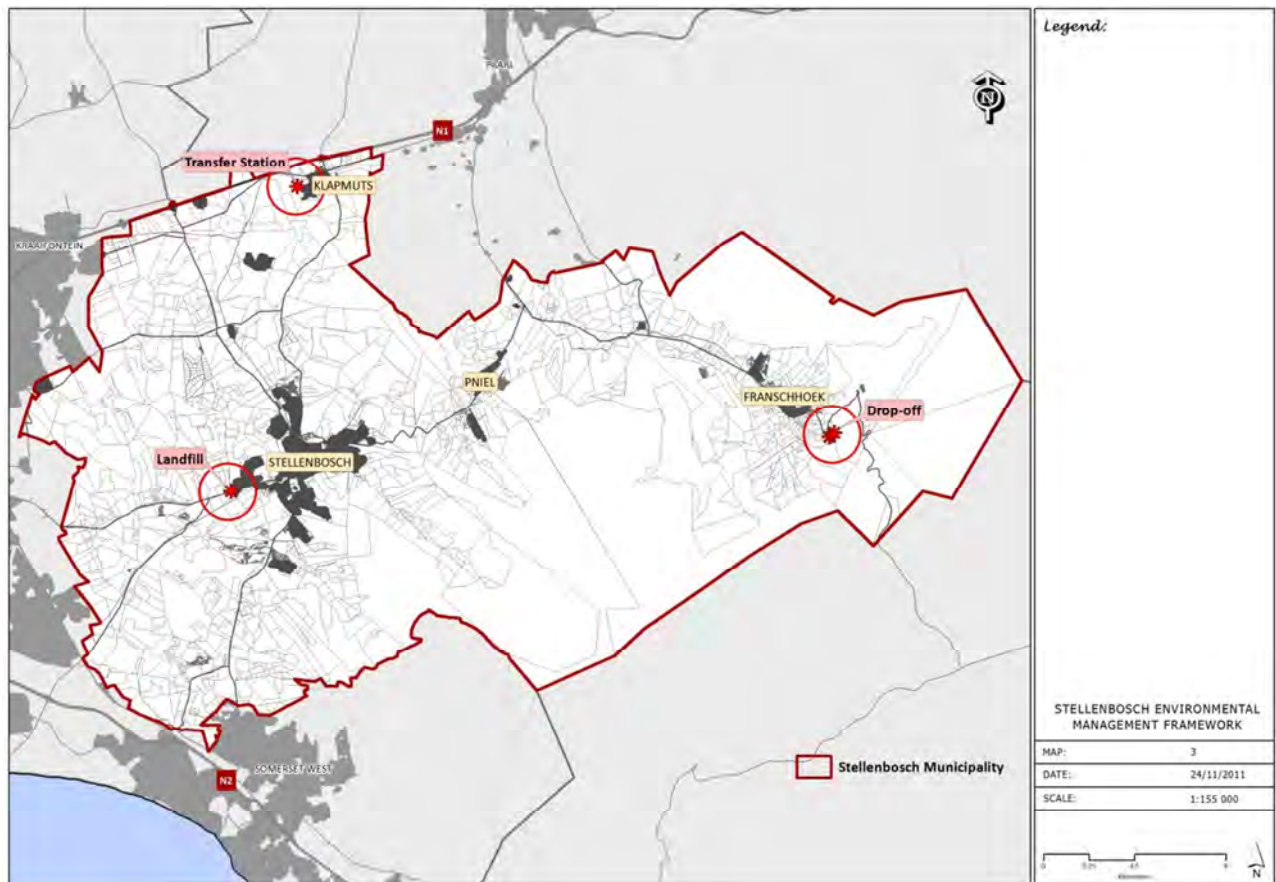


Figure 6: Solid waste disposal sites

While a landfill has the potential to impact on many aspects of the environment, the main risks to human health are likely to be a consequence of airborne emissions (Richardson et al, 2010). Gaseous emissions from landfill sites are both a public nuisance as well as a potential health hazard. The presence of a landfill impacts on air quality through three major pathways, odours, dust and gaseous pollutants. Emissions from general waste landfill sites occur as landfill gas, which consists mostly of methane and CO<sub>2</sub> and particulates from waste handling and vehicle movement on the landfill site and wind entrained dust.

Incidental waste burning are localised sources of air pollution. The pollutants will depend on the type of waste being burnt and may include particulates, CO, NO<sub>x</sub>, VOC and toxic pollutants if waste including plastics are burnt.

#### 3.4.5.2 Wastewater treatment

There are five municipal waste water treatment plants in Stellenbosch Municipality. Air pollutants associated with wastewater treatment works include hydrogen sulphide (H<sub>2</sub>S), mercaptans and ammonia. Volatile organic compounds (VOCs) form by the volatilization of organic compounds in the treatment process, often found in industrial waste.

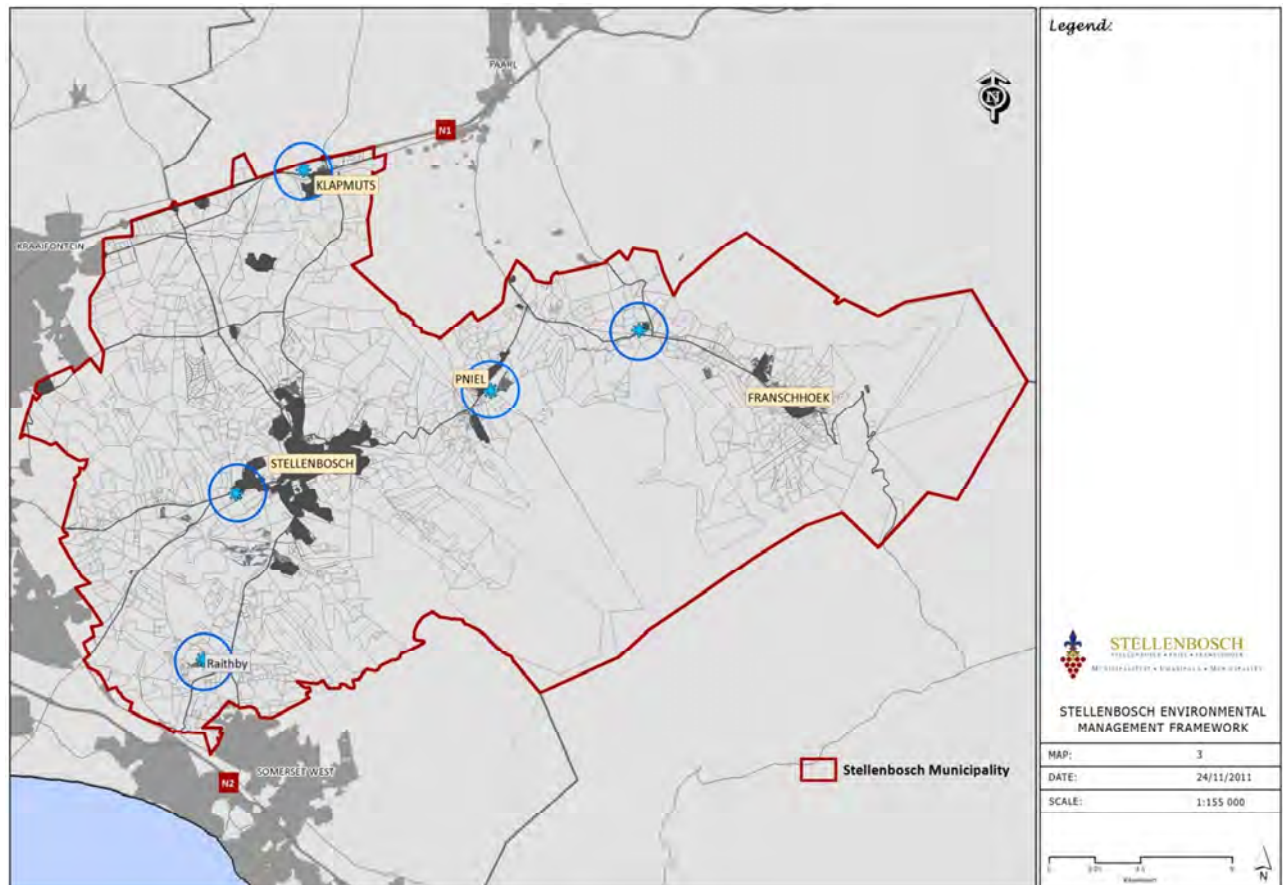


Figure 7: Waste water treatment works

Wastewater treatment works are also sources of greenhouse gases, CO<sub>2</sub>, CH<sub>4</sub> and N<sub>2</sub>O. CO<sub>2</sub> production is associated with the anaerobic treatment process through the breakdown of organic matter in the activated sludge. Wastewater as well as its sludge components can produce CH<sub>4</sub> if it degrades anaerobically. The extent of CH<sub>4</sub> production depends primarily on the quantity of degradable organic material in the wastewater, the temperature, and the type of treatment system. The rate of CH<sub>4</sub> production increases with increasing temperature. This is especially important in uncontrolled systems and in warm climates. N<sub>2</sub>O is associated with the degradation of nitrogen components in the wastewater, e.g., urea, nitrate and protein.

### 3.4.6 Wildfires

Wildfires occur seasonally in Stellenbosch Municipality. Uncontrolled fires can emit large volumes of particulate matter, ranging from coarse smuts that deposit on surfaces and are a nuisance, to fine inhalable particulate matter (PM<sub>10</sub>). Gases emitted include CO, NO<sub>x</sub> and VOCs.

### 3.4.7 Transboundary pollution

Transboundary pollution is regarded as pollutants being released in an area and transported by wind across a political boundary into another area. Stellenbosch Municipality is affected by the brown haze which forms over Cape Town during the winter months, largely

attributed to motor vehicle emissions extends northwards on occasions and affects air quality over the southern parts of the Stellenbosch Municipality (2012). In addition, emissions from the burning of crop residue in adjacent municipalities may affect air quality in the Stellenbosch Municipality.

#### 4. CRITERIA AIR POLLUTANTS AND AMBIENT STANDARDS

##### 4.1 AMBIENT AIR QUALITY STANDARDS

Health-based ambient air quality standards have been established for criteria (or common) pollutants and one toxic air pollutant in South Africa (DEA, 2009 and 2012). The national ambient air quality standard consists of a limit value and a permitted frequency of exceedance. The limit value is a fixed concentration level aimed at reducing the harmful effects of a pollutant. The permitted frequency of exceedance represents the tolerated exceedance of the limit value and accounts for high concentrations as a result of process upsets and meteorological variation. Compliance with the ambient standard therefore implies that ambient concentrations are below the limit value and the frequency of exceedance does not exceed the permitted tolerance. Being health-based, these standards imply that the ambient concentrations less than the standard do not pose a health risk, while concentrations above the standard may pose a health risk.

**Table 2: National Ambient Air Quality Standards (DEA, 2009 and 2012).**

Pollutants	Averaging period	Limit value $\mu\text{g}/\text{m}^3$	Frequency of exceedance	Compliance date
SO <sub>2</sub>	10 min	500	526	-
	1-hour	350	88	-
	24-hour	125	4	-
	Annual	50	0	-
NO <sub>2</sub>	1-hour	200	88	-
	Annual	40	0	-
CO	1-hour	30 000	88	-
	8-hour mean	10 000	11	-
Pb	Annual	0.5	0	-
PM <sub>10</sub>	24-hour	120	4	-
	24-hour	75	4	1 Jan 2015
	Annual	50	0	-
	Annual	40	0	1 Jan 2015
PM <sub>2.5</sub>		65	0	-
	24-hour	40	0	1 Jan 2016–31 Dec 2029
		25	0	1 Jan 2030
		25	0	-
	Annual	20	0	1 Jan 2016–31 Dec 2029
Benzene		15	0	1 Jan 2030
	Annual	10	0	-
		5	0	1 Jan 2015



The criteria pollutants for which ambient standards have been set are sulphur dioxide (SO<sub>2</sub>), nitrogen dioxide (NO<sub>2</sub>), carbon monoxide (CO), ozone (O<sub>3</sub>), lead (Pb), and inhalable particulate matter (PM<sub>10</sub> and PM<sub>2.5</sub>). Benzene (C<sub>6</sub>H<sub>6</sub>) is a toxic pollutant for which ambient standards have been set. The ambient standards are listed in Table 2.

## **4.2 AIR POLLUTANTS AND THEIR EFFECTS**

### **4.2.1 Sulphur dioxide**

The major source of SO<sub>2</sub> is the combustion of fossil fuels such as coal, oil and diesel which contain sulphur. On inhalation, most SO<sub>2</sub> only penetrates as far as the nose and throat as it is readily soluble in the moist lining of the upper respiratory system, with minimal amounts reaching the lungs, unless the person is breathing heavily, breathing only through the mouth, or if the concentration of SO<sub>2</sub> is high. The acute response to SO<sub>2</sub> is rapid, within 10 minutes in people suffering from asthma (WHO, 2005). SO<sub>2</sub> reacts with cell moisture in the respiratory system to form sulphuric acid. This can lead to impaired cell function and effects such as coughing, broncho-constriction, exacerbation of asthma and reduced lung function. Effects such as a reduction in lung function, an increase in airway resistance, wheezing and shortness of breath, are enhanced by exercise that increases the volume of air inspired, as it allows SO<sub>2</sub> to penetrate further into the respiratory tract (WHO, 1999). SO<sub>2</sub> has the potential to form sulphurous acid or slowly form sulphuric acid in the atmosphere via oxidation by the hydroxyl radical. The sulphuric acid may then dissolve in water droplets and fall as precipitation.

According to an Ambient Air Quality Screening Study conducted by DEA&DP (2006) there are no significant sources of SO<sub>2</sub> in the Stellenbosch Municipality.

### **4.2.2 Nitrogen dioxide**

Nitrogen dioxide (NO<sub>2</sub>) is formed simultaneously in combustion processes and other high temperature operations such as metallurgical furnaces, blast furnaces, and internal combustion engines. The route of exposure to NO<sub>2</sub> is inhalation and the seriousness of the effects depends more on the concentration than the length of exposure. The site of deposition for NO<sub>2</sub> is the distal lung, as NO<sub>2</sub> does not readily dissolve in the moist upper respiratory system, it reacts with moisture in the fluids of the lower respiratory tract to form nitrous and nitric acids (WHO, 1997). About 80 to 90% of inhaled nitrogen dioxide is absorbed through the lungs (CCINFO, 1998). NO<sub>2</sub> present in the blood as the nitrite ion oxidises unsaturated membrane lipids and proteins, which results in the loss of cell permeability control. NO<sub>2</sub> causes decrements in lung function, particularly increased airway resistance. People with chronic respiratory problems and people who work or exercise outside will be more at risk to NO<sub>2</sub> exposure. In the atmosphere, NO<sub>2</sub> reacts with water vapour to produce nitric acid. This acidic pollution can be transported over long distances by wind and deposited as acid rain, causing the acidification of soils, lakes, and streams, accelerated corrosion of buildings and monuments and damages paintwork. NO<sub>2</sub> is also a major source of secondary fine particulate pollution which decreases visibility, and contributes to surface ozone formation through its reaction with VOCs in the presence of sunlight.

According to an Ambient Air Quality Screening Study conducted by DEA&DP (2006) the highest average NO<sub>2</sub> concentration of 33 µg/m<sup>3</sup> was measured at the du Toit Street site in Stellenbosch town, which is attributed to the influence of traffic. Being 80% of the annual ambient NO<sub>2</sub> standard at this site during the monitoring campaign, suggests that traffic emissions may present a risk to air quality in Stellenbosch during peak times or during times of poor air dispersion. At the other monitoring sites, the NO<sub>2</sub> concentrations were low compared to the ambient air quality standards.

#### **4.2.3 Carbon monoxide**

Carbon monoxide (CO) is a product of the incomplete combustion of fossil fuels. It is predominantly formed in internal combustion engines of motor vehicles, but the combustion of any carbon-based material can release CO. Chemical reactions in the atmosphere may also lead to the formation of CO by the oxidation of other carbon-based gases such as methane. Decomposition of organic material within soils can also result in the release of CO. When inhaled, CO enters the blood stream by crossing the alveolar, capillary and placental membranes. In the bloodstream approximately 80-90% of absorbed CO binds with haemoglobin to form carboxyhaemoglobin. The haemoglobin affinity for CO is approximately 200-250 times higher than that of oxygen. Carboxyhaemoglobin reduces the oxygen carrying capacity of the blood and reduces the release of oxygen from haemoglobin, which leads to tissue hypoxia. This may lead to neurological effects and sometimes severe neurological effects that may include impaired coordination, vision problems, reduced vigilance and cognitive ability, reduced manual dexterity, and difficulty in performing complex tasks (WHO, 1999).

#### **4.2.4 Ozone**

A colourless gas which carries a harsh odour, ozone occurs naturally in the lower stratosphere as the ozone layer. This layer protects the earth from shortwave ultraviolet radiation. Near the earth's surface, ozone is a secondary pollutant and a major constituent of photochemical smog. The formation of ozone is dependent on the availability of NO<sub>x</sub>, hydrocarbons and sunlight. Thus, ozone may not be related directly to any source. Rather it may be associated with the sources of its precursor gases (NO<sub>x</sub> and hydrocarbons). Ozone may also reach the lower troposphere from the stratosphere, mostly associated with deep frontal systems or with deep convective storms. Ozone is a very reactive gas and a strong oxidant, associated with a number of health effects. These include respiratory system effects such as coughing, aggravation of asthma and reduced lung function

According to an Ambient Air Quality Screening Study conducted by DEA&DP (2006) the O<sub>3</sub> concentrations in the Stellenbosch Municipality are relatively low compared with concentrations measured in the City of Cape Town. The 8-hour average ozone concentrations measured at the CWDM offices show some seasonal variation with summer concentrations higher than in winter. The national ambient air quality standard permits 11 exceedances per annum. In summer average 8-hour ozone concentrations repeatedly exceed the standard at the CWDM office.

#### 4.2.5 Lead

Lead (Pb) is a metal that occurs naturally in small amounts in the earth's crust. It is used in the production of some types of batteries, ammunition, metal products (such as solder and pipes) ceramic glazes and paint. Chemicals containing lead, such as tetraethyl lead and tetramethyl lead are used as gasoline additives. In the atmosphere, lead exists primarily in the particulate form and is removed from air by wet and dry deposition. Nearly all environmental exposure to lead is to inorganic compounds. Exposure to Pb may be through inhalation of contaminated air and ingestion of contaminated food, water and soil. Hand-mouth contact is the main route of exposure for children. Lead can accumulate in plants and animals. The half-life of lead in human blood (it affects haemoglobin synthesis in the blood) is 28 to 36 days, but lead accumulates in the bones and teeth where it can stay for decades and be released again. Children absorb more and excrete less of the absorbed lead than adults.

#### 4.2.6 Particulate matter

Particulate matter is a broad term used to describe the fine particles found in the atmosphere, including soil dust, dirt, soot, smoke, pollen, ash, aerosols and liquid droplets. The most distinguishing characteristic of PM is the particle size and the chemical composition. Particle size has the greatest influence on the behaviour of PM in the atmosphere with smaller particles tending to have longer residence times than larger ones. PM is categorised, according to particle size, into TSP, PM<sub>10</sub> and PM<sub>2.5</sub>.

**Total suspended particulates (TSP)** consist of all sizes of particles suspended within the air smaller than 100 micrometres (µm). TSP is useful for understanding nuisance effects of PM, e.g. settling on houses, deposition on and discolouration of buildings, and reduction in visibility.

**PM<sub>10</sub>** describes all particulate matter in the atmosphere with a diameter equal to or less than 10 µm. Sometimes referred to simply as coarse particles, they are generally emitted from motor vehicles (primarily those using diesel engines), factory and utility smokestacks, construction sites, tilled fields, unpaved roads, stone crushing, and burning of wood. Natural sources include sea spray, windblown dust and volcanoes. Coarse particles tend to have relatively short residence times as they settle out rapidly and PM<sub>10</sub> is generally found relatively close to the source except in strong winds.

**PM<sub>2.5</sub>** describes all particulate matter in the atmosphere with a diameter equal or less than 2.5 µm. They are often called fine particles, and are mostly related to combustion (motor vehicles, smelting, incinerators), rather than mechanical processes as is the case with PM<sub>10</sub>. PM<sub>2.5</sub> may be suspended in the atmosphere for long periods and can be transported over large distances. Fine particles can form in the atmosphere during the gas phase, when gas molecules aggregate or cluster together without the aid of an existing surface to form a new particle, or from reactions of gases to form vapours that nucleate to form particles.

Particulate matter may contain both organic and inorganic pollutants. The extent to which particulates are considered harmful depends on their chemical composition and size, e.g.

particulates emitted from diesel vehicle exhausts mainly contain unburned fuel oil and hydrocarbons that are known to be carcinogenic. Very fine particulates pose the greatest health risk as they can penetrate deep into the lung, as opposed to larger particles that may be filtered out through the airways' natural mechanisms.

In normal nasal breathing, particles larger than 10 µm are typically removed from the air stream as it passes through the nose and upper respiratory airways, and particles between 3 µm and 10 µm are deposited on the mucociliary escalator in the upper airways. Only particles in the range of 1 µm to 2 µm penetrate deeper where deposition in the alveoli of the lung can occur (WHO, 2003). Coarse particles (PM<sub>10</sub> to PM<sub>2.5</sub>) can accumulate in the respiratory system and aggravate health problems such as asthma. PM<sub>2.5</sub>, which can penetrate deeply into the lungs, are more likely to contribute to the health effects (e.g. premature mortality and hospital admissions) than coarse particles (WHO, 2003).

The area most likely to be affected by seasonal burning and other agricultural activities will be the western parts of the Stellenbosch Municipality bordering on the West Coast District Municipality where fields are prepared for winter crops. Furthermore, the Cape Town Brown Haze 2 study (Piketh *et al*, 2004) demonstrated the influence of emissions from motor vehicles, domestic fuel burning and industry in the City of Cape Town on neighbouring municipalities to the north. Air quality in the southern parts of the Stellenbosch Municipality south of the Stellenbosch Mountain and the western parts, in particular PM<sub>10</sub> and ozone concentrations, may be affected by the Cape Town Brown Haze in winter.

According to an Ambient Air Quality Screening Study conducted by DEA&DP (2006) the average 24-hour PM<sub>10</sub> and PM<sub>2.5</sub> concentrations are generally below the current ambient air quality standards.

#### **4.2.7 Benzene**

Benzene is a natural component of crude oil, petrol, diesel and other liquid fuels and is emitted when these fuels are combusted. Diesel exhaust emissions therefore contain benzene. After exposure to benzene, several factors determine whether harmful health effects will occur, as well as the type and severity of such health effects. These factors include the amount of benzene to which an individual is exposed and the length of time of the exposure. For example, brief exposure (5–10 minutes) to very high levels of benzene (14000 – 28000 µg/m<sup>3</sup>) can result in death (ATSDR, 2007). Lower levels (980 - 4200µg/m<sup>3</sup>) can cause drowsiness, dizziness, rapid heart rate, headaches, tremors, confusion, and unconsciousness. In most cases, people will stop feeling these effects when they are no longer exposed and begin to breathe fresh air. Inhalation of benzene for long periods may result in harmful effects in the tissues that form blood cells, especially the bone marrow. These effects can disrupt normal blood production and cause a decrease in important blood components. Excessive exposure to benzene can be harmful to the immune system, increasing the chance for infection. Both the International Agency for Cancer Research and the US-EPA have determined that benzene is carcinogenic to humans as long-term exposure to benzene can cause leukaemia, a cancer of the blood-forming organs.

According to an Ambient Air Quality Screening Study conducted by DEA&DP (2006) the average benzene concentrations in Stellenbosch may be attributed to fuel handling and motor vehicle tailpipe emissions. These concentrations were however low at during the time of measurement compared to the national ambient air quality standard. As may be expected the highest concentration, albeit low, occurs at the du Toit Street site where traffic volumes are higher.

#### **4.2.8 Persistent Organic pollutants**

Persistent organic pollutants (POPs) are organic compounds that are resistant to environmental degradation through chemical, biological, and photolytic processes. Because of this, they are capable of long-range transport, bio-accumulation in human and animal tissue, bio-magnification in food chains, and to have potentially significant impacts on human health and the environment. Many POPs are used as pesticides. Pesticides are substances or mixture of substances intended for preventing, destroying, repelling or mitigating pests. The most common use of pesticides is the protection of crops, or agricultural products from damaging influences such as weeds, diseases or insects. Target pests can include insects, plant pathogens, weeds and microbes. Although there are human benefits to the use of pesticides, some also have drawbacks, such as potential toxicity to humans and other animals. According to the Stockholm Convention on Persistent Organic Pollutants, 9 of the 12 most dangerous and persistent organic chemicals are pesticides. Farmers follow specific methods to get export certification; therefore the spraying of pesticides is mostly controlled.

## **5. AIR QUALITY CONTROL IN STELLENBOSCH MUNICIPALITY**

### **5.1 CAPACITY**

In terms of NEM:AQA local authorities must:

- i. Designate a municipal Air Quality Control Officer (AQO) from its administration.
- ii. Develop an AQMP for inclusion in its Integrated Development Plan (IDP) in, accordance with Chapter 5 of the Municipal Systems Act.
- iii. Prepare an annual report including progress regarding the implementation of the AQMP and compliance with the plan.

Since the adoption of the 1<sup>st</sup> Generation AQMP for Stellenbosch Municipality the AQMP has been included in the IDP and an AQO has been appointed and designated. This official submits annual reports to the AQO at CWDM on progress with the implementation of the AQMP and compliance thereto. In addition an Air Quality By-Law has been adopted by Council.

### **5.2 ROLES AND RESPONSIBILITIES**

Stellenbosch Municipality has got defined air quality control responsibilities. The air quality management function in Stellenbosch Municipality has been assigned to the Department:

Community and Protection Services. The designated AQO is responsible for the functions listed in Figure 8 below.

Stellenbosch Municipality’s AQO works closely with that of the CWDM in the management of air quality in the area, reporting on the implementation of the AQMP, assists the Department of Environmental Affairs & Development Planning and CWDM on AEL compliance inspections and attending the quarterly provincial AQO forum.

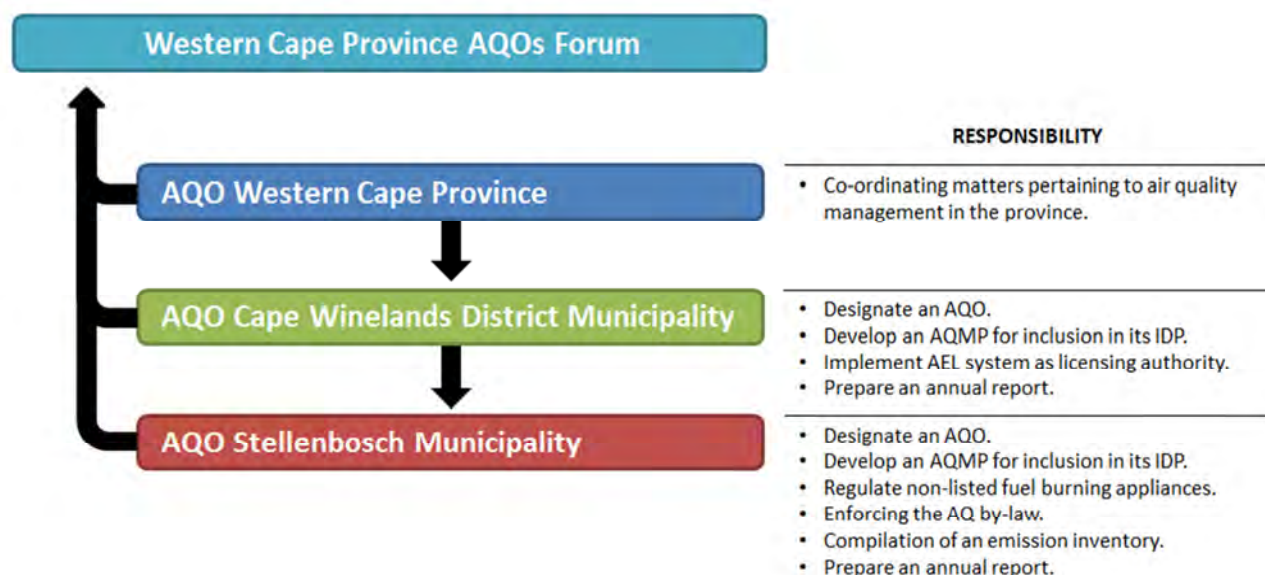


Figure 8: Hierarchy of air quality management in Stellenbosch Municipality

### 5.3 REVIEW OF THE STELLENBOSCH AIR QUALITY MANAGEMENT PLAN 2013

Stellenbosch Municipality developed an AQMP in 2013. The plan was a strategic document that assists the Municipality to set and achieve air quality management goals in a structured, co-ordinated and measured manner. The 2013 AQMP took into account the roles and responsibilities of the district in respect of air quality management, as outlined in the National Framework for Air Quality Management in South Africa. The section below assesses Stellenbosch Municipality’s actions in the implementation of the 2013 AQMP.

Goal 1: Air quality governance meets requirements to effectively implement the AQMP	
Objective	Activities [Assessment / Status]
1. Sufficient capacity and competence exists to perform the Air Quality Management (AQM) function.	Identify capacity and competency needs. [Completed]
	Appoint and designate appropriate person for AQO. [Completed]

	<p>Appoint additional personnel as identified in needs analysis.</p> <p>[Completed - designated incumbent appointed]</p>
	<p>Train incumbent and new personnel to meet identified competence needs.</p> <p>[Completed - further training needs to be identified]</p>
2. The AQMP is included in the IDP.	<p>Prepare AQ input for inclusion in the IDP.</p> <p>[Completed for current IDP cycle, to be repeated at each IDP cycle]</p>
3. A regulatory framework exists in the Municipality for AQM.	<p>Develop air quality by-law</p> <p>[Completed - the Stellenbosch Municipality Air Quality Control By-Law was approved by Council August 2018]</p>
4. Internal relationships with regards to AQM are defined and strengthened.	<p>Promote AQM across all divisions in the SM, emphasising integration.</p> <p>[Ongoing - Continual awareness created in the drafting of policy and assessment of development applications]</p>
5. Intergovernmental relationship for AQM is defined and strengthened.	<p>Define roles and responsibilities for AQM in SM.</p> <p>[Completed - Intergovernmental relationships are clearly defined]</p>
	<p>Report annually, according to reporting template.</p> <p>[Complete annually]</p>
	<p>Air Quality should inform all development and planning decisions.</p> <p>[Ongoing - Continual awareness created in the drafting of policy and assessment of development applications]</p>
6. Encourage institutional awareness and understanding of air quality in the Municipality.	<p>Air Quality should inform all development and planning decisions.</p> <p>[Ongoing - Continual awareness created in the drafting of policy and assessment of development applications]</p>

<b>Goal 2: Reduce atmospheric emissions of harmful pollutants</b>	
<b>Objective</b>	<b>Activities [Status / Timeframe]</b>
1. Emissions from waste burning are reduced.	Introduce awareness programmes and public education of waste minimisation and recycling initiatives.  [Ongoing – in partnership with the SM: Solid Waste Department]
	Promote efficient service delivery in order to reduce waste burning.  [Ongoing – in partnership with the SM: Solid Waste Department]
	Enforcement of the by-law.  [Ongoing]
2. Emissions from agricultural burning are reduced.	Introduce awareness programmes on the effects of agricultural burning on air quality.  [To be undertaken in partnership with the local Fire Department, Fire Protection Agency and DAFF]
	Investigate and promote alternate but equally effective agricultural practices.  [To be undertaken in partnership with DAFF]
	Enforcement of the by-law.  [Ongoing]
3. Spray-drift is reduced.	Encourage optimal application methods for safe and sustainable pesticide use.  [Ongoing]
	Build awareness amongst broader stakeholders on pesticide use.  [To be undertaken in partnership with DAFF]



	Enforcement of the by-law.  [Ongoing]
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**Goal 3: Systems and tools are established to effectively implement the AQMP**

<b>Objective</b>	<b>Activities [Status / Timeframe]</b>
1. An Air Quality Management System exists in Stellenbosch Municipality including an emission inventory, ambient air quality monitoring and reporting.	Develop a comprehensive emissions inventory.  [Ongoing - Sources of emission are captured on the municipal GIS]
	Acquire monitoring equipment, identify sites and install equipment.  [Equipment acquired as requirements are identified, monitoring done to complement that undertaken by PGWC and CWDM]
	Establish complaints register for air quality and advise stakeholders on complaints recording and follow-up.  [Ongoing - Complaint register continually improved, maintained and reported on]
	Develop an integrated information system for air quality data including emissions, ambient data and complaints.  [Data captured on the municipal GIS]
	Prepare annual report on progress with AQMP implementation and state of air quality including emissions and ambient data and complaints.  [Completed annually]
	Develop procedure to register fuel burning devices according to by-law. Procedure to register fuel burning devices is developed.  [To be completed following the adoption of the by-law]

2. Stakeholders participate in AQ management	Report annually to the forum on AQ status and progress with AQMP implementation.  [Completed annually]
	Attend and input/comment to development planning (e.g. EIA, SDF, SEMF).  [Input prepared for the current SDF, SEMF review]

## 6. AIR QUALITY MANAGEMENT PLAN FOR STELLENBOSCH MUNICIPALITY

### 6.1 VISION

The vision for the Stellenbosch Municipality AQMP is:

*Air quality in the Stellenbosch Municipality is clean and healthy.*

### 6.2 GOALS

The three goals for the Stellenbosch Municipality AQMP, as it appeared in the 2013 document, were retained with a fourth one related to climate change added. The goals are:

**Goal 1:** *Air quality governance meets requirements to effectively implement the AQMP*

This goal addresses the regulatory framework and the institutional capacity required in the Stellenbosch Municipality to carry out the air quality function. This links directly to the goal in AQMP for the Western Cape to 'Ensure effective and consistent air quality management' and the goal in the CWDM AQMP of 'Effective air quality management'.

**Goal 2:** *Reduce atmospheric emissions of harmful pollutants*

This goal aims to manage activities that impact on air quality to reduce the emissions of harmful pollutants and associated impacts on human health and well-being. This links directly to the Provincial AQMP goal to 'Ensure effective and consistent compliance monitoring and enforcement' and 'To ensure that health-based air quality standards are attained and continually met'. It also links to the CWDM AQMP goal of 'Effective air quality management' through an 'Emission reduction strategy'.

**Goal 3:** *Systems and tools are established to effectively implement the AQMP*

This goal refers to the systems and tools required for effective AQMP implementation, the cornerstone of which is an Air Quality Management System. The development of an AQMS links directly to the Provincial AQMP goal 'To ensure effective and consistent air quality management' through the development of AQM systems. It also links to the CWDM AQMP goal to develop and AQMS. An AQMS is the fundamental unit towards the management of

air quality in an area, incorporating the necessary technical elements that provide information on the status of air quality (D: EA&DP, 2010).

#### **Goal 4: Climate Change**

This goal aims to improve the understanding of the impact that climate change is likely to have on the municipality and to implement measures to mitigate such impact.

### **6.3 Implementation plan**

The timeframes defined for the implementation of the AQMP are:

- Immediate -First 3 months of AQMP adoption
- Short term -First 12 months of AQMP adoption
- Medium Term -2 to 3 years
- Long term -Year 4 and 5

<b>Goal 1: Air quality governance meets requirements to effectively implement the AQMP</b>			
<b>No.</b>	<b>Objective</b>	<b>Activities</b>	<b>Timeframe</b>
1.1	Ensure sufficient capacity and competence exists to perform the Air Quality Management (AQM) function.	Train AQO to meet identified competence needs.	Medium Term
1.2		Prepare AQ input for inclusion in the IDP.	Immediate
1.3	A regulatory framework exists in the Municipality for AQM.	Promote AQM across all divisions in the SM, emphasising integration.	Long term
1.4	Internal relationships with regards to AQM are defined and strengthened.	Define roles and responsibilities for AQM in SM.	Medium Term
1.5	Intergovernmental relationship for AQM is defined and strengthened.	Report annually, according to reporting template.	Short term
1.6		Attend the provincial AQO forum.	Short term
1.7	Encourage institutional awareness and understanding of air quality in the Municipality.	Air Quality should inform all development and planning decisions.	Long term

<b>Goal 2: Reduce atmospheric emissions of harmful pollutants</b>			
<b>No.</b>	<b>Objective</b>	<b>Activities</b>	<b>Timeframe</b>
2.1	Emissions from waste burning are reduced.	Introduce awareness programmes and public education of waste minimisation and recycling initiatives.	Long term
2.2		Promote efficient service delivery in order to reduce waste burning.	Long term
2.3		Enforcement of the by-law.	Immediate
2.4	Emissions from agricultural burning are reduced.	Introduce awareness programmes on the effects of agricultural burning on air quality.	Long term
2.5		Investigate and promote alternate but equally effective agricultural practices.	Long term
2.6	Spray-drift is reduced.	Encourage optimal application methods for safe and sustainable pesticide use.	Medium Term
2.7		Build awareness amongst broader stakeholders on pesticide use.	Long term

<b>Goal 3: Systems and tools are established to effectively implement the AQMP</b>			
<b>No.</b>	<b>Objective</b>	<b>Activities</b>	<b>Timeframe</b>
3.1	An Air Quality Management System exists in Stellenbosch Municipality including an emission inventory, ambient air quality monitoring and reporting.	Develop an emissions inventory.	Medium Term
3.2		Finalise complaints register.	Short term
3.3		Finalise an integrated information system for air quality data including emissions, ambient data and complaints.	Medium Term
3.4		Prepare annual report on progress with AQMP implementation and state of air quality including emissions and ambient data and complaints.	Immediate
3.5		Develop procedure to register fuel burning devices according to by-law.	Short term
3.6		Stakeholders participate in AQ management	Participate and provide input / comment on development planning (e.g. EIA, SDF, SEMF).

3.7	Dust management	Respond and attend to odour and dust complaints.	Immediate
3.8	Noise pollution management	Respond and attend to noise complaints.	Immediate

#### Goal 4: Climate change

No.	Objective	Activities	Timeframe
4.1	Develop an understanding of Stellenbosch Municipality's vulnerability to climate change.	Conduct a risk assessment to understand the impact that climate change is likely to have on Stellenbosch Municipality.	Long term

#### 6.4 REVIEW

This plan is reviewed on a 5 year basis to determine the success of the AQMP implementation, shortcomings and strengths evident in implementation. This provides the opportunity to adjust the AQMP or parts of the AQMP if the desired outcome is not being achieved.

Annual reviews are also conducted as part of reporting submitted to the CWDM AQO as required in terms of Section 17 of the NEM:AQA.

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# **ANNEXURE B**





**DRAFT 5-YEAR REVIEW STELLENBOSCH MUNICIPALITY**

**AIR QUALITY MANAGEMENT PLAN**

Notice is hereby given of the availability of the Draft 5-Year Review of the Stellenbosch Municipality Air Quality Management Plan.

The document is available on the municipal website (<https://www.stellenbosch.gov.za/>). Hard copies are available at the municipal advice centres located in Stellenbosch (municipal offices, Plein Street, Stellenbosch) and Franschhoek (27 Hugenate Street, Franschhoek) as well as libraries in Stellenbosch and Franschhoek. Comment on the document may be submitted in writing to Martin van As, Air Quality Control Officer, Spatial Planning, Heritage & Environment, P. O. Box 17, Stellenbosch, 7599, faxed to 021886 6899 or sent to [martin.vanas@stellenbosch.gov.za](mailto:martin.vanas@stellenbosch.gov.za). The closing date for receipt of comment is 05 October 2018.

**KONSEP 5-JAAR HERSIENING STELLENBOSCH MUNISIPALITEIT**

**LUG KWALITEIT BESTUURSPLAN**

Kennis geskied hiermee van die beskikbaarheid van die Konsep 5-Jaar Hersiening van die Stellenbosch Munisipaliteit Lugkwaliteit Bestuursplan.

Die dokument is beskikbaar op die munisipale webtuiste (<https://www.stellenbosch.gov.za/>). Harde kopiee is beskikbaar by die munisipale advies kantore te Stellenbosch (munisipale kantore, Pleinstraat, Stellenbosch) en Franschhoek (27 Hugenatestraat, Franschhoek) asook die biblioteke in Stellenbosch en Franschhoek. Skriftelike kommentaar op die dokument mag gerig word aan Martin van As, Lugkwaliteitbeheer Beampte, Ruimtelike Beplanning, Erfenis en Omgewing, Posbus 17, Stellenbosch, 7599, gefaks word na 021 886 6899 of gestuur word na [martin.vanas@stellenbosch.gov.za](mailto:martin.vanas@stellenbosch.gov.za). Die sluitingsdatum vir die ontvang van kommentaar is 05 Oktober 2018.

GIVE STAD  
NEWS  
2018-06-09

# **ANNEXURE C**



Directorate: Air Quality Management  
Joy Leaner (PhD)

Reference: 19/4/1/3

Mr Martin van As  
Air Quality Officer  
Stellenbosch Local Municipality  
Email: [martin.vanas@ Stellenbosch.gov.za](mailto:martin.vanas@ Stellenbosch.gov.za)

Dear colleague,

**RE: Comment on the Draft 2<sup>nd</sup> Generation Stellenbosch Local Municipality's Air Quality Management Plan (AQMP)**

The Department of Environmental Affairs and Development Planning (DEA&DP), hereby acknowledges receipt of the draft 2<sup>nd</sup> Generation Air Quality Management Plan (AQMP) for Stellenbosch Local Municipality.

After reviewing the above-mentioned plan, the Directorate: Air Quality Management (D: AQM) has made comments and recommendations (see attached Annexure 1). It should be noted that a budget allocation for Air Quality Management needs to be secured in the Stellenbosch IDP to cover staff training and implementing air quality intervention strategies.

The D: AQM trusts that the above-mentioned comments will add value to the Stellenbosch Local Municipality's 2<sup>nd</sup> Generation AQMP.

Should you have any enquiries, kindly contact Sally Benson via email: [sally.benson@westerncape.gov.za](mailto:sally.benson@westerncape.gov.za) and/or telephone (021) 483 3591.

Yours faithfully,

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**Joy Leaner (PhD)**  
**Director: Air Quality Management**  
**Date:**

## ANNEXURE 1

Comments on the Draft 2<sup>nd</sup> Generation Stellenbosch Local Municipality's Air Quality Management Plan (AQMP)

Page number	Comment (State what the problem is)	Suggestion (Suggested deletion/ amendment/ addition)
Glossary	The "DEADP" should be changed to read as the "DEA&DP".	It is suggested that the "DEADP" read "DEA&DP" throughout the document.
Page 1	The "NEMAQA" should be changed to read as "NEM: AQA".	It is suggested that the "NEMAQA" read "NEM: AQA" throughout the document.
Page 1	The following sentence has a missing word: "It's, among other, is to protect the environment by providing reasonable measures for the prevention of air pollution and to provide for national norms and standards regulating air quality monitoring, management and control by all spheres of government."	Please amend to: Its " <b>purpose/function/objective</b> ", among other, is to protect the environment by providing reasonable measures for the prevention of air pollution and to provide for national norms and standards regulating air quality monitoring, management and control by all spheres of government.
Page 3	Reduce ozone depleting substances and greenhouse gas emissions, in line with national and international requirements.  Remove the following words from the sentence: " <b>ozone depleting substances and</b> "	It is suggested that the sentence read as follows:  Reduce greenhouse gas emissions, in line with national and international requirements.
Page 8 Last paragraph	The following sentence needs to be amended: "Stellenbosch Municipality's dispersion potential is expected to be reactively good <b>al</b> year round as a result of warm daytime temperatures and a relatively high frequency of <b>meditate</b> winds, particularly over the western and south western parts."	Please correct the spelling of " <b>al</b> " to read " <b>all</b> "  Please consider using another word for " <b>meditate</b> " e.g. " <b>moderate</b> ".
Page 10 Paragraph 3.4.2	The paragraph is general, please make it more specific to Stellenbosch Municipality.	Please consider making this paragraph more specific e.g. mention which roads and parts of the Stellenbosch Municipality are greatly affected with vehicle emissions and possible causes. Include a map indicating the affected roads in Stellenbosch.
Page 11 Paragraph 3.4.4	Specify the main agricultural activities in the Stellenbosch Municipality e.g. what are the main crops?	It is stated in the AQMP that agricultural emissions contribute largely to the economy of the Stellenbosch Municipality, please specify these agricultural

		activities.
Page 21	The following sentence needs to be amended: "Stellenbosch Municipality's AQO works closely with that of the CWDM in the management of air quality in the area, reporting on the implementation of the AQMP, <b>accompanying</b> the DEA&DP....."	It is suggested that the sentence read as follows: "Stellenbosch Municipality's AQO works closely with that of the CWDM in the management of air quality in the area, reporting on the implementation of the AQMP, <b>assists</b> the DEA&DP"
General	Consider listing the NEM: AQA Section 21 Listed Activities in the Stellenbosch Local Municipal AQMP.	It is suggested that the following be included:  -List of the listed activities in the municipality stating their categories (Please refer to page 18 of the 1 <sup>st</sup> Gen Stellenbosch AQMP).  -A Noise Control Officer has been appointed by the municipality, please include such information.
Page 26-27 Section 6.3	The following sentence to be amended: "Sufficient capacity and competence exists to perform the Air Quality Management (AQM) function."  -No timeframes and costings have been allocated for the activities in the implementation plan.	It is suggested that the sentence read as follows:  <b>Ensure</b> sufficient capacity and competence exists to perform the Air Quality Management (AQM) function.  -Please allocate timeframes and costings to the activities in the implementation plan.  Please add odour management as an objective in the implementation plan.  Please amend the numbering in the implementation plan table.

7.6.3	<b>FUTURE MANAGEMENT OF STRONGYARD HALL, KAYAMANDI</b>
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Collaborator No: 617415  
IDP KPA Ref No: Good Governance and Compliance  
Meeting Date: 30 January 2019

**1. SUBJECT: FUTURE MANAGEMENT OF STRONGYARD HALL, KAYAMANDI**

**2. PURPOSE**

To obtain Council approval to go out on a call for proposals with the intention to enter into a lease agreement for the management of Strongyard Community Hall, Kayamandi.

**3. DELEGATED AUTHORITY**

**COUNCIL**

**4. EXECUTIVE SUMMARY**

Strong Yard Hall is located in the heart of Kayamandi. Since 2000/2001 the hall was utilised by the ZCC Church. The hall belonged to Kuyasa at the time, who rented the hall to the ZCC Church. The hall was handed over to Stellenbosch Municipality. From 2017, major renovations were done at the facility. The Strongyard Hall was used for community activities, church services, workshops and training before the renovations took place. The premises are currently being used illegally, without any payment and has been vandalised. Currently, only one church is utilising the hall, while the hall is used for various community programmes. The keys of the afore-mentioned hall are regulated by a member of the community who allows access to the facility. Due to the fact that there is no proper supervision for the use of the hall it is often dirty and the amenities vandalised. Currently, the management of Strongyard is challenging in terms of capacity and the various conflicting applications which cause tension among community members and -leaders. Due to this situation, it is proposed that a person/organisation be requested, through a call for proposals, to manage this facility under certain conditions.

The Executive Mayor, in consultation with the Mayoral Committee, referred the item that served before them (on 2019-01-23) back to the department and requested that the discussions be incorporated into the item before it is placed before Council. This amended item contains all the revisions.

**5. RECOMMENDATION**

that a call for proposals be advertised with the following conditions, *inter alia*:

- (i) Community-based organisations (for example, a registered CBO, NGO, NPO or church group operating in the Kayamandi area) or persons from within the Kayamandi area be invited to provide proposals on the utilisation and management of the facility;
- (ii) A lease agreement of 3 years;
- (iii) No rental payable provided that the hall is maintained and upgraded;
- (iv) That the hall be used for the benefit of the Kayamandi community for the following types of uses/causes, namely: Early childhood development/After-

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care / community development programmes / other causes that serve the broader Kayamandi community; and

- (v) The proposed management must provide a proposal on the uses and how the causes and users will be determined.

## **6. DISCUSSION / CONTENTS**

### **6.1 Background**

When the hall was erected, the ZCC Church was one of the beneficiaries to use the hall for church services. This agreement was during the year 2000. During 2017 major renovations had to be made and the church was requested to find an alternative facility during the period of renovation. During this period of renovation, it has come to the attention of the municipality that there is tension regarding the use of the hall between the various religious communities and the residents.

The situation resulted in the municipality having to formalize the future management of the facility.

### **6.2 Discussion**

The following management options have been identified by the department:

- (a) To take over the management by the municipality.
- (b) That the entire facility be placed on tender for lease and management by a third party / private entity.
- (c) To call for proposals for alternative use of Strongyard Community Hall.

The disadvantage is that currently there is no permanent staff to service/manage/supervise the hall.

It is the intention to also empower the community and reduce the administrative burden on the municipality.

Option (b), namely that the entire facility be placed on tender for a lease and managed by a private entity will be to the benefit of the municipality. The lease agreement can place the responsibility on the successful tenderer to maintain the facility. This will be to the benefit of the organisation and the broader community on the basis of availability.

Option (c) will also be to the advantage of Stellenbosch Municipality.

### **6.3 Financial Implications**

The option adopted by Council will determine the financial implication.

### **6.4 Legal Implications**

The municipality is obliged to act in an open in transparent manner and must adhere to the provisions of the asset management regulations.

### **6.5 Staff Implications**

The option adopted by Council will determine the staff implication.

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**6.6 Previous / Relevant Council Resolutions**

None

**6.7 Risk Implications**

None

**6.8 COMMENTS FROM SENIOR MANAGEMENT****6.8.1 Director: Community and Protection Services**

Supports the item.

**6.8.2 Director Human Settlements and Property Management****Comments/Input: Property Management**

Following a public tender process in around 2000, the use of the Strongyard Hall was allocated to Kuyasa, a NGO, with the view of transferring ownership to them, once vacant occupation could be guaranteed. Kuyasa, in turn, made the facility available to third parties, such as the ZCC Church.

During 2016 they, however, informed the Municipality that they would no longer manage the facility, as the security and maintenance obligations outweighed the benefits/income. Legally, the management of the facility is back with the municipality.

Should Council decide to follow a Call for Proposals route, as recommended by Community Services, Council need to decide on whether it is only the building that is going to be made available, since the surrounding land has been invaded by illegal occupants.

The other question that needs to be answered is whether it should be used as a community facility, or whether the preferred bidder (Lessee) would be in a position to use it for an alternative purpose (e.g. as a church, crèche, etc.).

**6.8.3 Municipal Manager**

Supports the item.

**RECOMMENDATION**

that a call for proposals be advertised with the following conditions, *inter alia*:

- (i) Community-based organisations (for example, a registered CBO, NGO, NPO or church group operating in the Kayamandi area) or persons from within the Kayamandi area be invited to provide proposals on the utilisation and management of the facility;
- (ii) A lease agreement of 3 years;
- (iii) No rental payable provided that the hall is maintained and upgraded;



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- (iv) That the hall be used for the benefit of the Kayamandi community for the following types of uses/causes, namely: Early childhood development/After-care / community development programmes / other causes that serve the broader Kayamandi community; and
- (v) The proposed management must provide a proposal on the uses and how the causes and users will be determined.

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	Albert van der Merwe
<b>POSITION</b>	<b>Manager: Community Services</b>
<b>DIRECTORATE</b>	<b>Community and Protection Services</b>
<b>CONTACT NUMBERS</b>	<b>021 808 8161</b>
<b>E-MAIL ADDRESS</b>	<b>albert.vandermerwe@stellenbosch.gov.za</b>
<b>REPORT DATE</b>	<b>04 May 2018 (Revised 24 January 2019)</b>

7.7	<b>PLANNING AND ECONOMIC DEVELOPMENT: [PC: CLLR E GROENEWALD (MS)]</b>
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NONE

7.8	<b>RURAL MANAGEMENT AND TOURISM: [PC: CLLR S PETERS]</b>
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NONE

7.9	<b>YOUTH, SPORTS AND CULTURE: [PC: M PIETERSEN ]</b>
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7.9.1	<b>STATUS QUO REPORT ON ALL THE SPORT FACILITIES IN THE GREATER STELLENBOSCH (WC024)</b>
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Collaborator No: 617418  
IDP KPA Ref No: Good Governance and Compliance  
Meeting Date: 23 January 2019

**1. SUBJECT: STATUS QUO REPORT ON ALL THE SPORT FACILITIES IN THE GREATER STELLENBOSCH (WC024)**

**2. PURPOSE**

To inform Council of the status quo of all the sport facilities in the Greater Stellenbosch (WC024).

**3. DELEGATED AUTHORITY**

**COUNCIL**

FOR INFORMATION

**4. EXECUTIVE SUMMARY**

A Facilities Audit must be conducted on all municipal sport facilities in order to inform Council of the current status and condition of the municipal sport facilities.

**5. RECOMMENDATION**

that Council takes note of the current status of all the sport facilities in the Greater Stellenbosch (WCO24).

**6. DISCUSSION / CONTENTS**

**6.1 Background**

Stellenbosch Municipality has sixteen sport facilities. Nine of the sixteen sports facilities have stadia which include club houses and ablution facilities.

Sport Councils are in the process of signing 12-month lease agreements with the Municipality. Part of the agreement is that the Sport Councils be responsible for the maintenance of the interior of the municipal buildings. Therefore, it is important to compile a status quo report on the facilities.

## 6.2 Discussion

The following table is a breakdown of current municipal sport facilities:

FACILITY	TOWN	ADDRESS	WARD
Cloetesville	Stellenbosch	Long Street, Cloetesville	16
Franschhoek	Franschhoek	La Provance Street, Groendal	2
Ida's Valley	Stellenbosch	Bloekom Avenue, Ida's Valley	6
Jamestown	Stellenbosch	Jamestown	21
Jonkershoek	Stellenbosch	Jonkershoek Road	5
Kayamandi	Stellenbosch	George Blake Street, Kayamandi	12
Klapmuts	Klapmuts	Adam Street, Klapmuts	18
Koelenhof	Stellenbosch	Simonsig Farm, Koelenhof	6
Kylemore	Kylemore	School Street, Kylemore	4
La Motte	Franschhoek	La Motte	2
Lanquedoc	Pniel	Main Street, Lanquedoc	3
Pniel	Pniel	Main Street, Pniel	4
Raithby	Raithby	Watson Street, Raithby	20
Van der Stel	Stellenbosch	Du Toits Street, CBD	10
Vlottenburg	Stellenbosch	Vlottenburg	20
Wemmershoek	Franschhoek	Wemmershoek	3

All Municipal sport facilities are frequently used for various functions and events which result in constant maintenance and repairs. Vandalism and theft contribute to the maintenance and repairs of municipal facilities.

**ANNEXURE A** is a detailed summary of the current status of our municipal sport facilities.

## 6.3 Financial Implications

None

## 6.4 Legal Implications

None

## 6.5 Staff Implications

None

## 6.6 Previous / Relevant Council Resolutions

None

## 6.7 Risk Implications

If repairs are not done timeously, it can lead to an increase in risks for the organization.

**6.8 COMMENTS FROM SENIOR MANAGEMENT****6.8.1 Director: Community and Protection Services**

Supports the item.

**6.8.2 Municipal Manager**

Supports the item.

**RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-01-23: ITEM 7.9.1**

that Council takes note of the current status of all the sport facilities in the Greater Stellenbosch (WCO24).

**ANNEXURES**

**Annexure A:** Detailed summary of the current status of all municipal sport facilities in the Greater Stellenbosch (WCO24)

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	Albert van der Merwe
<b>POSITION</b>	<i>Manager: Community Services</i>
<b>DIRECTORATE</b>	<i>Community and Protection Services</i>
<b>CONTACT NUMBERS</b>	021 808 8161
<b>E-MAIL ADDRESS</b>	<i>albert.vandermerwe@stellenbosch.gov.za</i>
<b>REPORT DATE</b>	14-11-2018

# **ANNEXURE A**



**STELLENBOSCH**  
STELLENBOSCH • PNIEL • FRANSCHHOEK  
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT  
Department: Community Services  
Departement: Gemeenskapsdienste

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**ANNEXURE A:**

Detailed summary of the current status of our municipal sport facilities

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APPENDIX 1

**MUNICIPAL SPORT FACILITIES ASSESSMENTS**

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- Ida's Valley Sports Ground
- Cloetesville Sports Ground
- Jamestownsports Ground
- Pniel Sports Ground
- Kylemore Sports Ground
- Klapmuts
- Raithby Sports Ground
- Groendal Sports Ground
- Wemmershoek Sports Ground
- La Motte Sports Ground
- Lanquedoc

FACILITY ASSESSMENT: IDA'S VALLEY SPORTS GROUND						
SPORT FIELD INFORMATION						
NAME OF FACILITY	Ida's Valley, Ward 6					
SPORT COUNCIL	Ida's Valley Sport Council					
ADDRESS/ERF	Bloekom Avenue					
MUNICIPAL ACCOUNT NO.						
LEASE AGREEMENT/S	Lease agreement expired. Currently utilising old existing lease agreement					
USERS	Clubs, schools, community, federations, etc					
STADIUM	1 X Stadium					
SEATING CAPACITY	1800					
FIELD INFORMATION (1 FIELD)	Description / Quantity	Yes	No	Condition	Comments	
FIELD	2 x Fields	Yes		Fair - rugby side ±30m fencing to be replaced. Grass dry due to water restrictions.	Used for multi purpose functions	
ENTRANCE / EXIT GATES	x 2 Main entrance/exit gates	YES		Fair	Upgrading required	
PAY POINT	x 2 Pay points	Yes		Requires repairs	Paypoint (1 -school side) - gates to be turned and gate locks needs attention. Both paypoints needs attention.	
MASS POLES	8 x mass poles with 3 spotlights on each	Yes		Good		
RUGBY FIELD	1 x rugby field 5 gates	Yes		Poor	Grass dry due to water restrictions	
SOCCER FIELD		Yes		Poor	Grass dry due to water restrictions	
TUNNEL	Good condition	Yes		Good	Newly installed	
CRICKET FIELD	x 2 cricket pitches	Yes		Poor	Grass dry due to water restrictions	
SIGHT SCREEN	X 2	Yes		Good		
CRICKET PRACTICE NETS	Yes	Yes		Not usable due to hockey astro upgrades	6 new practice nets planned to replace existing nets damaged by astro hockey project	
HOCKEY FIELD	Astro-turf hockey field	Yes		Upgrade of existing grass field in progress	Upgrade of existing hockey field to astro turf	
NETBAL COURT	x 5 courts	Yes		Fair	Courts to be resurfaced and courtlines need to be repainted	
TENNIS COURT					Courts were upgraded	
	x 4	Yes		Courts to be resurfaced and courtlines need to be repainted	Tennis clubhouse occupied by Law Enforcement	
BMX-TRACK		Yes		Good		
STORE ROOM		Yes		Good		
STAFF ROOM		Yes		Good	Needs to replace light bulb	
FENCING OF MAIN FIELD	Vibracrete fencing	Yes		Fair	Vibes are constantly being removed at a certain area (tennis side). To be replaced.	
NOTICE BOARDS		Yes		Good	Entrances	



<b>RAMP</b>	2 x ramps at Rugby clubhouse	Yes		Fair	Requires attention due to surface damage caused by rugby boots studs.
<b>FIRE HYDRANTS</b>		Yes		Good	
<b>CARETAKER HOUSE</b>	Yes	Yes		Good	Occupied
<b>PRE-PAID ELECTRICITY</b>	Yes	Yes		Good	
<b>LOCKER ROOM AND PUBLIC TOILETS</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
Safety gates and locks	Good condition	Yes		Good	
Doors, handles and keys	No door, only safety gate			Request to install a door	A door is requested to prevent wind blowing refuse.
Female toilets	x 3	Yes			
Toilet seating	1 x seat to be replaced 1 x top cover to be replaced	Yes		Requires repairs	1 x seat to be replaced 1 x top cover to be replaced
Toilet system(flush)	Good condition	Yes			
Wash basin (tapes)	x 4 wash basins			Poor condition	Taps needs attention
Male toilets	x 3				
Toilet seating		Yes		Good	
Toilet system(flush)	1 x system			Unsatisfactory	System needs to be replaced
Wash basin (tapes)	Good condition	Yes		Good	
Showers	x 4	Yes		Requires attention	2 x Tap heads to be replaced
Urinals	6 x urinals	Yes		Good	
Doors, handles and keys	Good	Yes		Good	
<b>RUGBY CLUB HOUSE</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
Ramp	x 2 ramps (1 x clubhouse entrance and x 1 cloakroom)	Yes		Requires repairs	Holes in surface
Safety gates and locks	4 x safety gates	Yes		Good condition	
Doors, handles and keys	4 x glass doors 1 x roll-up door	Yes		Requires repairs	2 x door needs attention - replace glass Doors needs repairs
Windows /glass		Yes		Good	Windows equipped with burglar bars.
Fire Extinguisher(seal)		Yes		Good	
Plugs	Plugs inside and outside building	Yes		Good	Electrical box outside needs cover
Light bulbs		Yes		Good	
Female toilets	x 2 toilets	Yes			
Toilet seating	Good	Yes		Good	
Toilet system(flush)	Good	Yes		Good	
Wash basin (tapes)	1 x wash basin	Yes		Requires repairs	Floor tiles against walls Cracks in wall
Male toilets	x 2 toilets	Yes		Good	
Toilet seating	Good	Yes		Good	
Toilet system(flush)	Good	Yes		Good	
Wash basin (tapes)	x 1	Yes		Good	
Urinals	x 1	Yes		Good	
<b>FUNCTION AREA</b>					
Dishwasher taps	Yes, taps needs attention			Requires repairs	Dishwasher good - taps needs attention

Counter	Yes	Yes	Good	
Cupboards	Yes	Yes	Fair	Requires repair work
Windows /Glass	Yes	Yes	Good	
Fire Extinguisher(seal)	Yes x 2	Yes	Good	
Plugs	Good	Yes	Good	
lights (bulbs)	Good	Yes	Good	
Bar facility	yes - good	Yes	Requires repairs	Plugs needs attention
Small room	Small room	Yes	Requires repairs	Plugs needs attention
<b>LOCKER ROOM (1) Rugby</b>				
Doors, handles and keys		Yes	Requires repairs	Locks and handles needs attention
Windows /Glass			Good	
Showers	4 x Showers		Requires repairs	2 shower heads to be replaced Roof damaged, needs attention and to be paint
<b>LOCKER ROOM (2) Rugby</b>				
Toilets	x 2 toilets	Yes		
Doors, handles and keys		Yes	Requires repairs	Locks and handles needs attention
Windows /Glass		Yes	Good	
Toilet seating			Good	
Toilet system(flush)		Yes	Good	
Wash basin (taps)	1 x wash basin	Yes	Good	
Seating(locker rooms)	Good	Yes	Good	
Showers	4 x showers	Yes	Requires repairs	Shower heads to be replaced Roof damaged, needs attention and to be painted
<b>OLD RUGBY CLUB HOUSE</b>				
Safety gates and locks		Yes	Requires repairs	Windows needs attention
Doors, handles and keys	Front door - glass needs to be replaced	Yes	Requires repairs	Glass needs to be replaced
Windows /glass	9 x windows with cages	Yes	Good	Good
Under clubhouse (store)	Needs attention	Yes	Requires repairs	Glasses to be replaced and painting work.
Female toilets	1 x toilet	Yes	Requires repairs	Door needs attention
Toilet seating	good	Yes	Good	
Toilet system(flush)	Good	Yes	Good	
Wash basin (tapes)	1 x wash basin	Yes	Requires repairs	Needs attention
Male toilets	1 x toilet	Yes	Requires repairs	Door needs attention
Toilet seating	good	Yes	Requires repairs	System needs attention
Toilet system(flush)	Ball	Yes	Requires repairs	Toilet needs attention
Wash basin (taps)	1 x wash basin	Yes	Good	
Urinals	1 x urinal	Yes	Good	
<b>PUBLIC TOILETS</b>				
Female toilets	4 x toilets	Yes	Requires repairs	Toilets needs attention
Toilet seating		Yes	Good	
Toilet system(flush)		Yes	Good	
Wash basin (tapes)	2 x wash basins	Yes	Good	
Male toilets	4 x toilets	Yes	Requires repairs	Toilets needs attention
Toilet seating		Yes	Good	
Toilet system(flush)		Yes	Good	
Wash basin (tapes)	2 x wash basins	Yes	Good	

FUNCTION AREA		Yes	No	Condition	Comments
Dishwasher taps	Yes	Yes		Requires repairs	Good, tiles needs attention
Safety gates and locks		Yes		Good	
Doors, handles and keys	Front door - glass needs to be replaced	Yes		Requires repairs	
Counter		Yes		Good	Good
Cupboards		Yes		Requires repairs	Fair
Windows /Glass	4 x windows	Yes		Requires repairs	2 x glass to be replaced
Fire Extinguisher(seal)		Yes		Good	
Plugs		Yes		Good	Good
Lights (bulbs)		Yes		Requires repairs	Lights needs attention
Bar facility		Yes		Good	Good
Small room		Yes		Requires repairs	Windows needs to be replaced
SOCCER CLUB HOUSE		Yes	No	Condition	Comments
Safety gates and locks	No safety gates	Yes		Requires repairs	Needs safety gates and burglar bars
Doors, handles and keys	x 2 doors needs attention	Yes		Requires repairs	2 x Window glass to be replaced
Geyser	Geyser broken	Yes		Requires repairs	Needs to be replaced
Roof	Needs attention	Yes		Requires repairs	Roof damaged - needs attention
Female toilets	1 x toilet	Yes		Good	
Toilet seafing	Good	Yes		Good	
Toilet system(flush)	Good	Yes		Good	
Wash basin (tapes)	1 x basin	Yes		Good	
Male toilets	x 2 toilets.	Yes		Good	
Toilet seating	Good	Yes		Good	
Toilet system(flush)		Yes		Good	
Wash basin (tapes)	x 2	Yes		Good	
Urinals	x 2	Yes		Good	
FUNCTION AREA		Yes	No	Condition	Comments
Dishwasher taps	Broken	Yes		Requires repairs	Needs critical attention - water not connected Counter broken due to security vandalism, counter used to sleep on by security .
Safety gates and locks		Yes		Good	
Doors, handles and keys		Yes		Good	
Counter	Good	Yes		Good	
Cupboards		Yes		Good	
Windows /Glass		Yes		Good	
Fire Extinguisher(seal)		Yes		Good	
Plugs	Good	Yes		Good	
Lights (bulbs)	Good	Yes		Good	
STADIUM		Yes	No	Condition	Comments
Down pipes		Yes		Requires repairs	Down pipes require attention
Media area	Plugs needs attention	Yes		Requires repairs	Plugs needs attention
Braai area	Area needs attention	Yes		Requires repairs	Needs attention and painting work
Fire hydrants	Yes	Yes		Requires repairs	Fire hydrant needs attention
Signage in place(fire extinguisher) ext.		Yes		Good	
Plugs		Yes		Good	

Light bulbs	14 x lights	Yes				x 9 to be replaced 1 x light Infront of cloak rooms to be replaced
Channel	infront of staduim	Yes			Requires repairs	Covers needs attention
Windows /Glass (back)	8 x meduim size glass to be replaced	Yes			Requires repairs	8 x meduim size glass to be replaced Needs burglar bars
Fire Extinguisher(seal)		Yes			Requires repairs	
Railing	Railing of staduim	Yes			Requires repairs	Railing of staduim needs attention
Paving	infront of staduim needs serious attention	Yes			Requires repairs	infront of staduim needs serious attention
<b>SOCCER CLOAK ROOM (1)</b>	<b>Description / Quantlly</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>	
Safety gates and locks		Yes		Good		Cloak rooms were upgraded
Doors, handles and keys		Yes		Good		
Windows /glass	Needs burglar bars	Yes		Good		
Geyser		Yes		Good		
Seating	Good, but needs attention	Yes		Requires repairs		Loose
Roof	Good	Yes		Good		
Toilets	x 3 toilets	Yes		Requires repairs		Toilet system to be upgraded
Toilet seating	Good	Yes		Good		
Toilet system(flush)	Good	Yes		Good		
Wash basin (tapes)	x 2	Yes		Good		
Showers	x 4	Yes		Good		
<b>SOCCER CLOAK ROOM (2)</b>		Yes		Requires repairs		Glas of window to be replaced
Toilets	x 3 toilets	Yes		Good		
Toilet seating		Yes		Good		
Toilet system(flush)		Yes		Good		
Wash basin (tapes)	x 2 wash basins	Yes		Good		
Showers	x 4 showers	Yes		Good		1 x shower head to be replaced
Doors, handles and keys	Door handle needs attention	Yes		Requires repairs		Door handle needs attention
Plugs	Good	Yes		Good		Good
Light bulbs	1 x light needs attention	Yes		Requires repairs		2 x light needs attention
<b>SOCCER CLOAK ROOM (3)</b>						
Toilets	x 3 toilets	Yes		Good		
Toilet seating		yes		Good		
Toilet system(flush)		Yes		Good		
Wash basin (tapes)	x 2 wash basins	Yes		Good		
Showers	x 4 showers	Yes		Good		
Doors, handles and keys	Good	Yes		Requires repairs		Door handle needs attention
Plugs	Good	Yes		Good		Good
Light bulbs	1 x light needs attention	Yes		Requires repairs		2 x light needs attention
Windows /glass	Glass	Yes		Requires repairs		Replace glass
<b>SOCCER CLOAK ROOM (4)</b>						
Toilets	x 3 toilets	Yes		Good		
Toilet seating		Yes		Good		

Toilet system(flush)		Yes	Good	
Wash basin (tapes)	x 2 wash basins	Yes	Good	
Showers	x 4 showers	Yes	Good	
Doors, handles and keys	Good	Yes	Requires repairs	Door lock needs attention
Plugs	Good	Yes	Good	Good
Light bulbs	2 x light	Yes	Requires repairs	2 x light needs attention
<b>SOCCER CLOAK ROOM (5)</b>				
Toilets	x 3 toilets	Yes	Good	
Toilet seating		Yes	Good	
Toilet system(flush)		Yes	Good	
Wash basin (tapes)	x 2 wash basins	Yes	Good	
Showers	x 4 showers	Yes	Good	
Doors, handles and keys	Good	Yes	Good	
Plugs	Good	Yes	Good	
Light bulbs	1 x light needs attention	Yes	Good	
<b>SOCCER CLOAK ROOM (6)</b>				
Toilets	x 3 toilets	Yes	Good	
Toilet seating		Yes	Good	
Toilet system(flush)		Yes	Good	
Wash basin (tapes)	x 2 wash basins	Yes	Good	
Showers	x 4 showers	Yes	Good	
Doors, handles and keys	Good	Yes	Good	
Plugs	Good	Yes	Good	
Light bulbs	1 x light needs attention	Yes	Good	
Windows /glass		Yes	Replace glass	
Water leakage		Yes	Water leakage needs attention	
Referee Room			Good	
<b>NETBALL</b>				
<b>PUBLIC TOILETS</b>				
Female toilets			Poor	Needs upgrading due to vandalism
Toilet seating			Poor	Needs upgrading due to vandalism
Toilet system(flush)			Poor	Needs upgrading due to vandalism
Wash basin (tapes)			Poor	Needs upgrading due to vandalism
Showers			Poor	Needs upgrading due to vandalism
Male toilets			Poor	Needs upgrading due to vandalism
Toilet seating			Poor	Needs upgrading due to vandalism
Toilet system(flush)			Poor	Needs upgrading due to vandalism
Wash basin (tapes)			Poor	Needs upgrading due to vandalism
Showers			Poor	Needs upgrading due to vandalism
Urinals			Poor	Needs upgrading due to vandalism
<b>NETBALL CLOAK ROOMS</b>				
Doors, handles and keys			Requires repairs	Locks needs replacing
Plugs			Good	
Light bulbs			Good	

Windows /glass			Requires repairs	Glass needs replacing
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FACILITY DEFECTS: CLOETESVILLE SPORTS GROUND					
<b>SPORT FIELD INFORMATION</b>					
NAME OF FACILITY	Cloetesville, Ward 16				
SPORT COUNCIL	Cloetesville Sport Council				
ADDRESS/ERF	Langstraat, Cloetesville				
MUNICIPAL ACCOUNT NO.	10409596				
LEASE AGREEMENT/S	Lease agreement expired. Currently utilising old existing lease agreement				
USERS	Clubs, schools, community, federations				
STADIUM	Yes				
SEATING CAPACITY	1000				
PARKING CAPACITY					
FIELD INFORMATION (1 FIELD)	Description / Quantity	Yes	No	Condition	Comments
FIELD	3 x Fields Fenced with building blocks and vibes - barbwire	Yes			Used for multi purpose functions
ENTRANCE / EXIT GATES	x 2 Main entrance/exit gates	YES		Good	
PAY POINT	x 2 Pay points	Yes		Requires repairs	1 x Door needs to be replaced Requires a safety gate
MASS POLES	8 x mass poles with 3 spotlights on each	Yes		Good	
RUGBY FIELD	1 x rugby field 5 gates	Yes		Requires repairs	Grass dry due to water restrictions
SOCCER FIELD	1 x Soccer field	Yes		Requires repairs	Grass dry due to water restrictions
CRICKET FIELD	x 2 cricket pitches	Yes		Requires repairs	Grass dry due to water restrictions
CRICKET PRACTICE NETS	x 2	YES		Good	
NETBALL COURT	x 3 courts	Yes		Fair	Courts to be resurfaced and courtlines need to be repainted
CONTAINER (NETBALL CLOAKROOM)	1 X Container			Requires repairs	Requires serious repairs
TENNIS COURT	x 4	Yes		Fair	Courts to be resurfaced and courtlines need to be repainted
BOREHOLE		Yes			
STORE ROOM	1 x Storeroom	Yes		Requires repairs	Roof needs attention (inside) 1 x light needs attention Break-in occurred in February 2018. Roof was damaged.
STAFF ROOM		Yes		Good	
FENCING OF MAIN FIELD		Yes		Good	
NOTICE BOARDS		Yes		Good	
RAMP		Yes		Good	

FIRE HYDRANTS	2 x ramps at Rugby clubhouse	Yes		Needs attention	Needs attention
CARETAKER HOUSE		Yes		Currently occupied	
PRE-PAID ELECTRICITY		Yes		Good	
LOCKER ROOM AND PUBLIC TOILETS	Description / Quantity	Yes	No	Condition	Comments
Safety gates and locks	Safety gate	Yes		Requires repairs	1 x Safety gate all mens toilet needs attention
Lights	2 x lights	Yes		Requires repairs	Replace 2 x lights (female) Replace 3 x lights (female)
Windows /Glass	Window	Yes		Requires repairs	2 x windows to be repaired (front) 3 x windows to be repaired (side)
Female toilets	5 x toilets	Yes		Not good	Requires repairs
Toilet seating	5 x Toilet seating	Yes		Not good	Replace 1 x seat
Toilet system(flush)	5 x Toilet system	Yes		Not good	Requires repairs
Wash basin (tapes)	4 x Wash basin	Yes		Not good	2 x wash basins to be repaired (with fittings)
Male toilets	3 x toilets	Yes		Not good	Requires repairs
Toilet seating	3 x Toilet seating	Yes		Not good	Requires repairs
Toilet system(flush)	3 x Toilet system	Yes		Requires repairs	2 x Toilet system + cover to be replaced
Wash basin (tapes)	4 x Wash basin	Yes		Requires repairs	1 x Wash basin needs attention 1 x soap dispenser to be replaced
Urinals	6 x urinals	Yes		Requires repairs	
Disabled toilet	1 x Disabled toilet	Yes		Requires repairs	Toilet has never worked. Needs attention
Referee Room (left)		Yes		Good	
Toilet seating	1 x Toilet	Yes		Good	
Toilet system(flush)	Toilet system	Yes		Good	
Wash basin (tapes)		Yes		Good	
Shower	1 x Shower	Yes		Requires repairs	1 x Shower head to be replaced
Doors, handles and keys	1 x Door	Yes		Requires repairs	Door needs attention
Lights	Light	Yes		Requires repairs	Light bulb to be replaced Light bulb in hall way to be replaced
CLOAK ROOM (1 Right )	Description / Quantity	Yes	No	Condition	Comments
Toilets	1 x Toilet	Yes		Good	
Toilet seating	1 x Toilet seating	Yes		Good	
Toilet system(flush)	1 x Toilet system(flush)	Yes		Good	
Wash basin (tapes)	1 x Wash basin (tapes)	Yes		Good	
Showers	5 x Showers	Yes		Good	
Doors, handles and keys	1 x Door			Requires repairs	1 x Door lock requires attention
Seafing				Good	
Plugs				Good	
Light bulbs				Good	
CLOAK ROOM (2)	Description / Quantity	Yes	No	Condition	Comments
Toilets	1 x Toilet	Yes		Good	
Toilet seating	1 x Toilet seating	Yes		Good	
Toilet system(flush)	1 x Toilet system(flush)	Yes		Not good	1 x Toilet system to be replaced
Wash basin (tapes)	1 x Wash basin (tapes)	Yes		Good	
Doors, handles and keys	1 x Door			Requires repairs	1 x Door lock requires attention
Seafing				Good	
Plugs				Good	



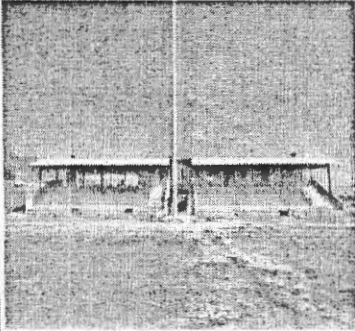
Light bulbs	Bulbs			Requires repairs	Light needs attention
<b>CLOAK ROOM (3)</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
Toilets	1 x Toilet	Yes		Good	
Toilet seating	1 x Toilet seating	Yes		Good	
Toilet system(flush)	1 x Toilet system(flush)	Yes		Good	
Wash basin (tapes)	1 x Wash basin (tapes)	Yes		Good	
Showers	5 x Showers	Yes		Good, but requires repairs	1 x Shower head to be replaced
Doors, handles and keys	1 x Door			Requires repairs	1 x Door lock requires attention
Seating	Seating			Good	
Plugs	Plugs	Yes		Good	
Light bulbs	Light bulbs	Yes		Requires repairs	Light needs attention (shower)
Windows /glass	Windows /glass	Yes		Good	
<b>CLOAK ROOM (4)</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
Toilets	1 x Toilet	Yes		Good	
Toilet seating	1 x Toilet seating	Yes		Good	
Toilet system(flush)	1 x Toilet system(flush)	Yes		Requires repairs	1 x Toilet system to be replaced
Wash basin (tapes)	1 x Wash basin (tapes)	Yes		Good	
Showers	5 x Showers	Yes		Good	1 x Shower head to be replaced
Doors, handles and keys	1 x Door	Yes		Good	
Seating	Seating	Yes		Good	
Plugs	Plugs	Yes		Requires repairs	Plug needs attention
Light bulbs	Light bulbs	Yes		Good	
<b>STADIUM</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
Ramp	Ramp	Yes		Good	
Signage in place(fire extinguisher) ext.	1x Fire hydrant 2 x fire extinguishers	Yes		Good	
Plugs	Plugs	Yes		Good	
Light bulbs	Lights	Yes		Requires repairs	12 x Lights to be replaced (infront) 7 x Lights to be replaced (back)
Fire Extinguisher(seal)	1x Fire hydrant 2 x fire extinguishers	Yes		Request attention	2 x fire extinguishers to be replaced - stolen
<b>SOCCER CLUB HOUSE</b>	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
Safety gates and locks	Safety gate	Yes			
Doors, handles and keys	1 x Glass door	Yes		Requires repairs	1 x Glass door - glass to be replaced
Windows /glass	Windows	Yes		Requires repairs	Repairs of glass
Dishwasher taps	Dishwasher taps	Yes		Good	
Safety gates and locks	Dishwasher taps	Yes		Good	
Counter	1 x Kitchen counter 1 x Bar counter	Yes		Good	
Cupboards		Yes		Good	
Fire Extinguisher(seal)	1 x fire extinguisher	Yes		Good	
Plugs	Plugs	Yes		Good	
Lights (bulbs)	Light bulbs	Yes		Good	
Braai area	1 x Indoor braai	Yes		Good	
Female toilets	2 x toilet	Yes		Good	
Toilet seating	Toilet seating	Yes		Good	
Toilet system(flush)	Toilet system(flush)	Yes		Good	
Wash basin (tapes)	2 x Wash basin	Yes		Good	
Doors, handles and keys	Doors, handles and keys	Yes		Good	

Lights	Lights	Yes		Good	
Disabled toilet	1x toilet	Yes		Requires repairs	1 x Toilet system to be replaced
Male toilets	1x toilet	Yes		Requires repairs	1 x Toilet system to be replaced
Toilet seating	Toilet seating	Yes		Good	
Toilet system(flush)	Toilet system	Yes		Requires repairs	1 x Toilet system to be replaced
Wash basin (tapes)	2 x Wash basin	Yes		Good	
Urinals	3 x Urinals	Yes		Good	
Doors, handles and keys	Doors, handles and keys	Yes		Good	
Lights	Lights	Yes		Good	
Roof	Roof	Yes		Requires repairs	Roof tiles needs to be replaced
<b>RUGBY CLUB HOUSE</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
Safety gates and locks	Gates	Yes		Good	
Fence	Fenced	Yes		Good	
Doors, handles and keys	Doors	Yes		Good	
Windows /glass	Windows	Yes		Requires repairs	2 x glass repair in kitchen
Dishwasher taps		Yes		Good	
Ramp	1 x Ramp	Yes		Good	
Stoop	Stoop	Yes		Requires repairs	Resurface of stoop requires attention
Fire Extinguisher(seal)	Fire extinguisher	Yes		Good	
Plugs	Plugs	Yes		Good	
lights (bulbs)	Lights	Yes		Requires repairs	Light/bulb to be replaced
Braai area	1 x Outside braai 1 x Inside braai	Yes Yes		Requires repairs Good	Needs attention
<b>Room next to kitchen</b>					
Doors, handles and keys	1 x roll-up door	Yes		Good	
Cupboards	cupboards	Yes		Requires repairs	Needs to be repaired
Windows /glass	Windows	Yes		Requires repairs	2 x Window glass repair
Female toilets	1x toilet	Yes			
Toilet seating	Toilet seating	Yes		Good	
Toilet system(flush)	Toilet system	Yes		Requires repairs	1 x Toilet system to be replaced
Wash basin (tapes)	1 x Wash basin	Yes		Good	
Doors, handles and keys	Door	Yes		Requires repairs	Door handle to be replaced
Lights	Lights	Yes		Good	
Disabled toilet					
Male toilets	1x toilet	Yes		Good	
Toilet seating	Toilet seating	Yes		Good	
Toilet system(flush)	Toilet system	Yes		Good	
Wash basin (tapes)	1 x Wash basin	Yes		Good	
Urinals	1 x Urinal	Yes		Good	
Doors, handles and keys	Doors	Yes		Good	
Lights	Lights	Yes		Good	
Boardroom				Good	
<b>Ground floor (Rugby)</b>					
<b>Change room 1 (Right)</b>					
Toilets	1x toilet	Yes		Good	
Toilet seating	Toilet seating	Yes		Good	
Toilet system(flush)	Toilet system	Yes		Good	

Wash basin (tapes)	1 x Wash basin	Yes	Good	
Doors, handles and keys	Doors	Yes	Good	
Seating	Seating	Yes	Good	
Plugs	Plugs	Yes	Good	
Light bulbs	Lights	Yes	Requires repairs	No light - to be replaced
Windows /glass	Windows	Yes	Good	
<b>Change room 2 (Right)</b>				
Toilets	1x toilet	Yes	Good	
Toilet seating	Toilet seating	Yes	Good	
Toilet system(flush)	Toilet system	Yes	Good	
Wash basin (tapes)	4 x Wash basin	Yes	Good	
Doors, handles and keys	Doors	Yes	Good	
Seating	Seating	Yes	Good	
Plugs	Plugs	Yes	Good	
Light bulbs	Lights	Yes	Requires repairs	No light - to be replaced
Windows /glass	Windows	Yes	Good	
Showers	4 x showers	Yes	Good	
<b>Change room 1 (Left)</b>				
Toilets	1x toilet	Yes	Good	
Toilet seating	Toilet seating	Yes	Good	
Toilet system(flush)	Toilet system	Yes	Good	
Wash basin (tapes)	4 x Wash basin	Yes	Good	
Doors, handles and keys	Doors	Yes	Good	
Seating	Seating	Yes	Good	
Plugs	Plugs	Yes	Good	
Light bulbs	Lights	Yes	Requires repairs	Replace light
Windows /glass	Windows	Yes	Good	
Showers	4 x showers	Yes	Good	
<b>Change room 2 (Left)</b>				
Toilets	1x toilet	Yes	Good	
Toilet seating	Toilet seating	Yes	Good	
Toilet system(flush)	Toilet system	Yes	Good	
Wash basin (tapes)	4 x Wash basin	Yes	Good	
Doors, handles and keys	Doors	Yes	Good	
Seating	Seating	Yes	Good	
Plugs	Plugs	Yes	Good	
Light bulbs	Lights	Yes	Requires repairs	
Windows /glass	Windows	Yes	Good	
Showers	4 x showers	Yes	Good	
<b>Referee Room (left)</b>	1 x Referee room	Yes	Good	
<b>Female toilets (Ground floor)</b>	1x toilet		Good	
Toilet seating	Toilet seating		Good	
Toilet system(flush)	Toilet system		Good	
Wash basin (tapes)	1 x Wash basin		Good	

Doors, handles and keys	Door		Good	
Lights			Good	
Male toilets	1x toilet		Good	
Toilet seating	Toilet seating		Good	
Toilet system (flush)	Toilet system		Good	
Wash basin (tapes)	1 x Wash basin		Good	
Doors, handles and keys	Doors		Good	
Lights	Lights		Good	
Safety gates and locks	Safety gate		Requires repairs	Safety gate to be replaced
Leakage			Requires repairs	Leakage needs attention

## FACILITY ASSESSMENT: JAMESTOWN

SPORT FIELD INFORMATION							
NAME OF FACILITY	Jamestown						
SPORT COUNCIL	Jamestown Sport Council						
ADDRESS/ERF	Erf 527						
MUNICIPAL ACCOUNT NO.							
LEASE AGREEMENT/S	Lease agreement expired. Currently utilising old existing lease agreement						
USERS	Clubs, schools, community, federations						
STADIUM	1 X Stadium						
SEATING CAPACITY	1000						
PARKING CAPACITY							
FIELD INFORMATION (1 FIELD)	Description	Yes	No	Condition	Comments		
FIELD AND FENCE	1 x Field and fenced	Yes		Good			
ENTRANCE / EXIT GATES	Entrance gate to be replaced. 4 x entrance/exit gates			Fair	Needs attention		
PAY POINT	Pay point needs serious attention.	Yes		Requires repairs	Windows: glass to be replaced. 2 x new window frames Replace door with slot Replace light tube Replace spotlight		
MASS POLES	4 x Mast poles with 4 spot lights	Yes		Good			
SOCCER FIELD	2 x Soccer fields	Yes		Poor	Grass dry due to water restrictions		
CRICKET FIELD	2 x Cricket pitches	Yes		Poor	Grass dry due to water restrictions		
CRICKET PRACTICE NETS	Cricket nets	Yes		Good condition			
BMX-TRACK		Yes					
STORE ROOM	Yes, but are used by the security.	Yes		Good condition	Yes, but are used by the security.		
STAFF ROOM		Yes		Good			
FENCING OF MAIN FIELD	No complex fencing		No	Requires replacement	Fence was stolen		
MOBILE SEATING	1 x mobile seating	Yes		Good			
RAMP	x 2 ramps	Yes		Good condition			
FIRE HYDRANTS	Yes	Yes		Box needs attention			
CARETAKER HOUSE	Yes, not occupied	Yes			Await final completion of house		
FLOORS	Good			Good condition			
BRAAI AREA	Area will be upgraded soon	Yes		Good condition	7 x lights to be replaced		
PRE-PAID ELECTRICITY	Yes	Yes		Good condition			
CLUB HOUSE (FUNCTION ROOM)	Description / Quantity	Yes	No	Condition	Comments		
Doors, handles and keys		yes		Requires repairs	Front doors needs attention - glass to be replaced.		
Windows /glass		Yes		Good	Requires burglar bars		
Fire Extinguisher (seal)		Yes		Good			

Signage in place (fire extinguisher) ext.		Yes		Good	
Plugs		Yes		Good	
Light bulbs		Yes		Good	
Female toilets	2 x toilets	Yes		Good	
Toilet seating		Yes		Good	
Toilet system (flush)		Yes		Good	
Wash basin (tapes)	2 x wash basins	Yes		Good	
Doors, handles and keys		Yes		Requires repairs	Doors locks needs attention
Light bulbs		Yes		Good	
Male toilets	1 x toilets	Yes		Good	
Toilet seating		Yes		Good	
Toilet system (flush)		Yes		Good	
Wash basin (tapes)	1 x wash basins	Yes		Good	
Urinals	1 x urinal	Yes		Good	
Disabled toilet	1 x disabled toilet	Yes		Good	Mirror to be replaced
<b>FUNCTION AREA</b>					
Fridge	1 x Fridge			Requires replacement	Was stolen, needs to be replaced by the security company - Law Enforcement issue
Stove	1 x Stove				Stored in the storeroom of the caretaker/worker
Dishwasher taps	Dishwasher x 1	Yes		Requires repairs	Taps needs attention
Doors, handles and keys	1 x kitchen door	Yes		Requires repairs	Glass to be replaced
Counter		Yes		Good	
Cupboards		Yes		Good	
Windows /Glass		Yes		Good	
Fire Extinguisher(seal)		Yes		Good	
Plugs		Yes		Good	
lights (bulbs)		Yes		Good	
Safety gates and locks	Safety gates	Yes		Requires attention	Needs attention
<b>CLUB HOUSE</b>					
	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
Safety gates and locks	2 x doors	Yes			
Doors, handles and keys		Yes		Required attention	2 x doors to be repaired
Windows /glass		Yes		Good	
Fire Extinguisher(seal)		Yes		Good	
Signage in place (fire extinguisher) ext.		Yes		Good	
Plugs		Yes		Good	
Light bulbs		Yes		Good	
Braai Area	1 x braai	Yes		Good	
<b>Public Toilets</b>					
Female	3 x toilets	Yes			
Doors, handles and keys	Door	Yes		Requires repairs	Locks to be replaced
Windows /Glass	4 x windows to be replaced	Yes		Requires repairs	4 x windows to be replaced
Toilet seating	replace x 3 toilet seats	Yes		None	
Toilet system (flush)	Replace flush master	Yes		Requires repairs	Replace system / Toilet system not working properly due vandalism. Replace mirror

Wash basin (tapes)	x 2 wash basins	Yes		Requires replacement	1 x basin to be replaced
<b>Men toilets</b>					
Doors, handles and keys		Yes			
Windows /Glass		Yes			
Toilet seating		Yes			
Toilet system(flush)		Yes			
Wash basin (tapes)		Yes			
<b>GLOAKROOMS</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
<b>Locker room (1) Right</b>					
Doors, handles and keys	Good	Yes		Good	
Windows /Glass	Good	Yes		Good	
Toilet	x 2 toilets	Yes		Good	
Toilet seating	good	Yes		Good	
Toilet system(flush)	good	Yes		Good	
Seating(locker rooms)	good	Yes		Good	
Lights (bulbs)	1 X light			Requires attention	1 x light to be replaced
<b>Locker room (2)</b>					
Doors, handles and keys	Good	Yes		Good	
Windows /Glass	Good	Yes		Good	
Toilet	x 1 toilets	Yes		Good	
Toilet seating	good	Yes		Good	
Toilet system(flush)	good	Yes		Good	
Seating(locker rooms)	good	Yes		Good	
Showers	3 x showers	Yes		Requires attention	1 x shower head to be replaced Geyser outlet leakage
Lights (bulbs)	good	Yes		Good	
<b>Locker room (3)</b>		Yes			
Doors, handles and keys	Good	Yes		Good	
Windows /Glass	Good	Yes		Good	
Toilet	x 1 toilet	Yes		Good	
Toilet seating	good	Yes		Good	
Toilet system(flush)	good	Yes		Good	
Seating(locker rooms)	good	Yes		Good	
Showers	1 x shower	Yes		Good	
Lights (bulbs)	Lights				
<b>Referee room</b>					
Doors, handles and keys	Good	Yes		Good	
Windows /Glass	Good	Yes		Good	
Toilet	x 1 toilet	Yes		Good	
Toilet seating	good	Yes		Good	
Toilet system(flush)	good	Yes		Good	
Seating(locker rooms)	good	Yes		Good	
Showers	1 x shower	Yes		Good	
Lights (bulbs)	good	Yes		Good	

<b>Locker room (1) Left</b>					
Doors, handles and keys	Good	Yes		Good	
Windows /Glass	Good	Yes		Good	
Seating(locker rooms)		Yes		Good	
Showers	x 3 showers	Yes		Requires attention	3 x shower heads to be replaced
Lights (bulbs)		Yes		Good	
<b>Locker room (2)</b>					
Doors, handles and keys		Yes		Good	
Windows /Glass		Yes		Good	
Toilet		Yes		Good	
Toilet seating		Yes		Good	
Toilet system(flush)		Yes		Good	
Seating(locker rooms)		Yes		Good	
Showers	x 3 showers	Yes		Requires attention	3 x shower heads to be replaced
Lights (bulbs)		Yes		Good	
<b>Locker room (3)</b>					
Doors, handles and keys		Yes		Good	
Windows /Glass		Yes		Good	
Seating(locker rooms)		Yes		Good	
Showers	x 3 showers	Yes		Requires attention	3 x shower heads to be replaced
Lights (bulbs)		Yes		Good	
<b>Referee room</b>					
Doors, handles and keys	Good	Yes		Good	
Windows /Glass	Good	Yes		Good	
Toilet	x 1 toilet	Yes		Good	
Toilet seating	good	Yes		Good	
Toilet system(flush)	good	Yes		Good	
Seating(locker rooms)	good			Good	
Showers	1 x shower	Yes		Good	
Lights (bulbs)	good	Yes		Good	



## FACILITY ASSESSMENT REPORT: PNIEL

### SPORT FIELD INFORMATION

NAME OF FACILITY	Pniel, Ward 4				
SPORT COUNCIL	Pniel Sports Council				
ADDRESS/ERF	Erf 1173, Main Street, Pniel				
MUNICIPAL ACCOUNT NO.	10409558				
LEASE AGREEMENT/S	Lease agreement expired. Currently utilising old existing lease agreement				
USERS	Clubs, schools, community, federations				
STADIUM	1 X Stadium				
SEATING CAPACITY	2900				
PARKING CAPACITY					
<b>FIELD INFORMATION (1 FIELD)</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
FIELD	1 x Field	Yes		Good	
ENTRANCE / EXIT GATES	1 x main gate to field 2 entrance/exit gates on field 1 x Container	Yes		Good Container requires repairs	Container needs urgent attention
MASS POLES	4 x mass poles with 6 spotlights on each pole	Yes		Good	
RUGBY FIELD	1 x Rugby field - 2 x gates	Yes		Fair	Grass dry due to water restrictions Playing surface is uneven
CRICKET FIELD	x Cricket field (unfenced)	Yes		Requires repairs	Outfield - Grass dry due to water restrictions
CRICKET PRACTICE NETS	2 x concrete practice nets 2 x Turf nets	Yes		Fair	Requires upgrading
SIGHT SCREENS	2 x Sight screens			Fair	Damaged sight screen (Insurance claim in progress)
SCOREBOARD	1 X Rugby scoreboard	Yes		Fair	Must be repainted
HOCKEY FIELD	No	Yes			
NETBALL COURT	6 Netball courts	Yes		Fenced with 2 x exit gates	Courtlines need to be repainted 1 x Netball court requires repairs
TENNIS COURT	4 x Tennis courts	Yes		Fenced with 4 x exit gates	Courtlines need to be repainted
BOREHOLE	1 x Borehole	Yes		Requires repairs	Borehole requires a pump
STORE ROOM		Yes		Good	
STAFF ROOM		Yes		Good	
FENCING OF MAIN FIELD		Yes		Good	
FIRE HYDRANTS		Yes		Good	
PRE-PAID ELECTRICITY		Yes		Good	
<b>CLUB HOUSE</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
Safety gates and locks	Safety gates	Yes		Good	
Doors, handles and keys	4 x Doors	Yes		Good	
Windows/glass	Windows	Yes		Good	
Fire Extinguisher(seal)	2 x fire exstinguishers	Yes		Good	
Signage in place(fire extinguisher) ext.		Yes		Good	

Cupboards	In kitchen	Yes		Good	
Braai Area	1 x Braai area	Yes		Good	
Kiosk	1 x Kiosk with roll-up door	Yes		Good	
Plugs	Plugs	Yes		Good	
Light bulbs	Light bulbs	Yes		Good	
Female toilets	4 x Toilets	Yes		Good	
Toilet seating	4 x Toilet seating	Yes		Good	
Toilet system (flush)	Toilet system	Yes		Good	
Wash basin (tapes)	2 x Wash basins	Yes		Good	
Male toilets		Yes		Good	
Toilet seating	2 x Toilets	Yes		Good	
Toilet system (flush)	Toilet system	Yes		Good	
Wash basin (tapes)	2 x Wash basins	Yes		Good	
Urinals	2 x Urinals	Yes		Good	
<b>LOCKER ROOM AND PUBLIC TOILETS</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
Safety gates and locks	Safety gates	Yes		Good	
Geyser	1 x Geyser	Yes		Requires repairs	Geyser to be replaced
Doors, handles and keys	Doors	Yes		Requires repairs	2 x doors to be repaired
Windows /glass	Windows	Yes		Good	
Female toilets	1 x Toilet	Yes		Good	
Toilet seating	1 x Toilet seating	Yes		Good	
Toilet system (flush)	Toilet system	Yes		Requires repairs	1 x Toilet system requires attention
Wash basin (tapes)	1 x Wash basins	Yes		Good	
Male toilets		Yes		Good	
Toilet seating	1 x Toilet	Yes		Good	
Toilet system (flush)	Toilet system	Yes		Good	
Wash basin (tapes)	2 x Wash basins	Yes		Good	
Referee Room		Yes		Good	
Toilet seating	1 x Toilet	Yes		Good	
Toilet system (flush)	Toilet system	Yes		Good	
Shower	1 x Shower	Yes		Good	
<b>CRICKET LOCKER ROOM</b>		Yes		Good	
Safety gates and locks	Safety gates	Yes		Good	
Geyser	1 x Geyser	Yes		Requires repairs	Geyser to be replaced
Doors, handles and keys	Doors	Yes		Good	
Windows /glass	Windows	Yes		Good	
Female toilets	2 x Toilets	Yes		Good	
Toilet seating	2 x Seating	Yes		Good	
Toilet system (flush)	2 x Toilet system	Yes		Good	
Wash basin (tapes)	1 x Wash basins	Yes		Good	
Male toilets	2 x Toilets	Yes		Good	
Toilet seating	2 x Seating	Yes		Good	
Toilet system (flush)	2 x Toilet system	Yes		Good	
Wash basin (tapes)	1 x Wash basins	Yes		Good	
Urinals		Yes		Good	
Shower		Yes		Good	
<b>Millenium Hall</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
Safety gates and locks	Safety gates		No	Require	Safety gate

Doors, handles and keys	2 x entrance doors	Yes		Good	
Windows /glass	Windows			Good	
Fire Extinguisher(seal)		Yes		Good	
Electricity and lights	Lights in hall			Fair	Lights needs attention and electricity
Roof/ceiling	Roof	Yes		Require repairs	Leakage in roof Ceiling needs attention
Exits	6 x Exits	Yes		Good	
Signage in place(fire extinguisher) ext.		Yes		Good	
Store Rooms	2 x Store rooms	Yes		Good	
Foyer	1 x Foyer	Yes		Good	
Stage	1 x stage with 2 x rails	Yes		Good	
Kitchen					
Cupboards		Yes		Require steel tables	Working tables to be installed
Wash basin (tapes)	Wash basins	Yes		Good	
Plugs	Plugs			Good	
Doors, handles and keys	2 x roll-up doors	Yes		Good	
Light bulbs					
Female toilets	5 x toilets	Yes		Requires repairs	
Toilet seating	5 x toilets	Yes		Good	
Toilet system(flush)	5 x toilets	Yes		Fair	2 x Toilet system requires attention
Wash basin (tapes)	4 x basins	Yes		Good	
Doors, handles and keys	Doors	Yes		Requires repairs	2 x doors requires repairs
Geyser	1 x Geyser	Yes		Requires repairs	Geyser to be replaced
Male toilets	3 x toilets	Yes		Good	
Toilet seating	3 x toilets	Yes		Good	
Toilet system(flush)	3 x toilets	Yes		Good	
Wash basin (tapes)	4 x basins	Yes		Good	
Urinals	2 x Urinals	Yes		Good	
Geyser	1 x Geyser	Yes		Requires repairs	Geyser to be replaced
Locker rooms x 2					
Female toilets	2 x toilets	Yes		Good	
Toilet seating		Yes		Good	
Toilet system(flush)		Yes		Good	
Wash basin (tapes)	2 x Wash basins	Yes		Good	
Showers	3 x Showers	Yes		Good	
Male toilets	2 x toilets	Yes		Good	
Toilet seating		Yes		Good	
Toilet system(flush)		Yes		Good	
Wash basin (tapes)	2 x Wash basins	Yes		Good	
Showers	3 x Showers	Yes		Requires repairs	Shower heads to be replaced

## FACILITY ASSESSMENT: KYLEMORE SPORTS GROUND

### SPORT FIELD INFORMATION

NAME OF FACILITY	Kylemore, Ward 4				
SPORT COUNCIL	Kylemore Sport Council				
ADDRESS/ERF	Erf 199, School Street				
MUNICIPAL ACCOUNT NO.	10409565				
LEASE AGREEMENT/S	Lease agreement expired. Currently utilising old existing lease agreement				
USERS	Clubs, schools, community, federations				
STADIUM	1 X Stadium				
SEATING CAPACITY	1950				
PARKING CAPACITY					
FIELD INFORMATION (1 FIELD)	Description / Quantity	Yes	No	Condition	Comments
FIELD	1 x Field	YES		Requires repairs	
ENTRANCE / EXIT GATES	2 x entrance / exit gates on field	YES			1 x Complete gate to be replaced
PAY POINT	1 x Pay point	YES		Requires repairs	No electricity, no door and 2 x roll-up doors - needs attention
MASS POLES	4 mass poles with 6 spotlights on each pole	Yes		Requires repairs	1 x spotlight to be replaced
RUGBY FIELD	1 x Rugby field			Requires repairs	Grass dry due to water restrictions Playing surface is uneven
SOCCER FIELD	1 x Soccer field			Requires repairs	Grass dry due to water restrictions Playing surface is uneven
CRICKET FIELD	1 x Cricket fields			Requires repairs	Grass dry due to water restrictions Playing surface is uneven
CRICKET PRACTICE NETS	2 x concrete nets	Yes		Requires repairs	Steel structure and nets to be repaired 2 x mats to be replaced
NETBALL COURT	1 x Netball court			Requires attention	Courts to be resurfaced and courtlines need to be repainted
TENNIS COURT	Yes			Requires attention	Courts to be resurfaced/resealed and courtlines need to be repainted Fence requires attention
BOREHOLE	Borehole	YES		Fair	Low yield
STORE ROOM		YES		Good	
FENCING OF MAIN FIELD	Yes			Requires repairs	Fencing to be repaired at certain intersections.
RAMP		YES		Requires repairs	Second floor - holes in surface needs to be fixed
FIRE HYDRANTS	Fire hydrant	Yes		Requires repairs	Pipe to be replaced
FLOORS	2	YES		Good	
KIOSK	Kiosk	Yes		Good	
PRE-PAID ELECTRICITY		Yes		Good	

LOCKER ROOM (4) AND PUBLIC TOILETS		Yes	No	Condition	Comments
Safety gates and locks	Safety	Yes		Good	
Doors, handles and keys	Doors	Yes		Require repairs	1 x door to be repaired
Geyser	Geyser	Yes		Require repairs	1 x geyser to be repaired
Showers	4 x Showers	Yes		Require repairs	4 x shower heads to be replaced
Seating		Yes			
Windows /Glass	Windows			Require repairs	1 x window to be repaired
Female toilets	2 x Toilets	Yes			
Toilet seating	2 x Toilet seating	Yes			
Toilet system(flush)	2 x Toilet system(flush)	Yes			
Wash basin (tapes)	1 x Wash basin	Yes		Require repairs	1 x wash basin
Male toilets	2 x toilets	Yes		Require repairs	1 x toilet need to be repaired
Toilet seating	2 x Toilet seating	Yes			
Toilet system(flush)	2 x Toilet system(flush)	Yes		Require repairs	1 x toilet need to be repaired
Wash basin (tapes)	1 x Wash basin	Yes		Require repairs	
Urinals	3 x Urinals	Yes		Require repairs	Repair 3 x urinals
CLUB HOUSE (FUNCTION ROOM)		Yes	No	Condition	Comments
Electricity supply	Electricity	Yes		Fair	Electricity issue - needs clarity
Safety gates and locks	Safety			Good	
Doors, handles and keys	2 x sliding doors	Yes		Good	
Windows /glass	Windows			Good	
Fire Extinguisher(seal)				Good	
Braai area	Braai area	Yes		Good	
Signage in place(fire extinguisher) ext.		Yes		Good	
Plugs		Yes		Good	
Light bulbs		Yes		Good	
Female toilets	2 x toilets	Yes		Requires repairs	
Toilet seating	2 x Toilet seating	Yes		Requires repairs	
Toilet system(flush)	2 x Toilet system	Yes		Requires repairs	2 x toilet system to be replaced and
Wash basin (tapes)	2 x Wash basin	Yes		Requires repairs	2 x hand wash basins to be replaced
Doors, handles and keys	2 x doors	Yes		Good	
Light bulbs	lights	Yes		Good	
Male toilets	2 x toilets	Yes			
Toilet seating	2 x Toilet seating	Yes		Good	
Toilet system(flush)	2 x Toilet system	Yes		Requires repairs	2 x toilet system to be replaced and
Wash basin (tapes)	2 x Wash basin	Yes		Requires repairs	2 x hand wash basins to be replaced
Urinals	2 x urinals	Yes		Good	
Light bulbs	lights	Yes		Good	
Hall		Yes	No	Condition	Comments
Safety gates and locks	Safety	Yes		Good	
Doors, handles and keys	Doors	Yes		Good	
Windows /glass	Windows	Yes		Requires repairs	4 x Windows to be replaced
Plugs	Plugs	Yes		Good	
Light bulbs	Lights	Yes		Requires repairs	1 x light to be replaced

<b>Female toilets</b>	3 x toilets	Yes	Requires repairs	3 x toilets
Toilet seating	3 x Toilet seating	Yes	Requires repairs	3 x Toilet seating
Toilet system(flush)	3 x toilet system	Yes	Requires repairs	3 x toilet system
Wash basin (tapes)	Wash basin	Yes	Requires repairs	
Doors, handles and keys	2 x doors	Yes	Good	
Light bulbs	lights	Yes	Requires repairs	
<b>Male toilets</b>	2 x toilets	Yes	Requires repairs	2 x toilets
Toilet seating	2 x Toilet seating	Yes	Requires repairs	2 x Toilet seating
Toilet system(flush)	2 x Toilet system	Yes	Requires repairs	2 x Toilet system
Wash basin (tapes)	Wash basin	Yes	Requires repairs	1 x Wash basin
Light bulbs	lights	Yes	Requires repairs	lights
Doors, handles and keys	Doors	Yes	Good	
<b>PUBLIC TOILETS</b>				
<b>Female toilets</b>	3 x toilets	Yes	Requires repairs	3 x toilets
Toilet seating	3 x Toilet seating	Yes	Requires repairs	3 x Toilet seating
Toilet system(flush)	3 x toilet system	Yes	Requires repairs	3 x toilet system
Wash basin (tapes)	Wash basin	Yes	Requires repairs	
Doors, handles and keys	2 x doors	Yes	Good	
Light bulbs	lights	Yes	Requires repairs	
<b>Male toilets</b>	2 x toilets	Yes	Requires repairs	2 x toilets
Toilet seating	2 x Toilet seating	Yes	Requires repairs	2 x Toilet seating
Toilet system(flush)	2 x Toilet system	Yes	Requires repairs	2 x Toilet system
Wash basin (tapes)	Wash basin	Yes	Requires repairs	1 x Wash basin
Light bulbs	lights	Yes	Requires repairs	1 x lights/bulb to be repaired
Doors, handles and keys	Doors	Yes	Good	

AUDIT REPORT: KLAPMUTS						
<b>SPORT FIELD INFORMATION</b>						
NAME OF FACILITY	Klapmuts, Ward 18					
SPORT COUNCIL	Klapmuts Sport Council					
ADDRESS/ERF	Erf 1172, Adam Street, Klapmuts					
MUNICIPAL ACCOUNT NO.						
LEASE AGREEMENT/S	Lease agreement expired. Currently utilising old existing lease agreement					
USERS	Clubs, schools, community, federations					
STADIUM	1 x Stadium					
SEATING CAPACITY	980					
PARKING CAPACITY						
<b>FIELD INFORMATION (1 FIELD)</b>	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>	
FIELD	1 x Field				Used for multi purpose functions	
ENTRANCE / EXIT GATES	2 x Entrance/exits	Yes				
PAY POINT	1 x Paypoint	Yes		Requires repairs	Pay point room requires major repairs: painting, electrical work to be done, doors and rails to be replaced	
MASS POLES	2 x Mass poles with 6 spotlight on each pole 2 x Mass poles with 4 spotlight on each pole			Good		
RUGBY FIELD	1 x Rugby field			Require attention	Grass dry due to water restrictions.	
SOCCER FIELD	1 x Soccer field			Require attention	Grass dry due to water restrictions.	
CRICKET FIELD		Yes		Require attention	Grass dry due to water restrictions. 2 x sight screens	
CRICKET PRACTICE NETS						
NETBALL COURT	2 Netball courts	Yes		Require attention	Unfenced Court lines to be repaint	
STORE ROOM		Yes		Good		
STAFF ROOM		Yes		Good		
FENCING OF SPORT GROUND		Yes		Requires repairs	Vibes are constantly being removed at a certain area (tennis side)	
RAMP				Requires repairs	The surface of the ramp needs attention	
FIRE HYDRANTS	2 x Fire hydrants 5 x Fire extinguishers 2 x Fire extinguishers	Yes		Requires replacement	2 x fire hydrants to be replaced 5 x Fire extinguishers requires refills 2 x Fire extinguishers requires services	
KIOSK	1 x Kiosk	Yes		Good		
FLOORS	2 x Floors	Yes		Good		
PRE-PAID ELECTRICITY		Yes		Good		
<b>STADIUM</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>	
Seating		Yes		Requires repairs	Seating surface requires repairs	
Fire Extinguisher(seal)		Yes		Good		
Rolling		Yes		Fair		
Paving		Yes		Fair		
Ward office in Clubhouse	Description / Quantity	Yes	No	Condition	Comments	
Safety gates and locks		Yes		Good		

Doors, handles and keys		Yes		Good	
Windows /glass	Windows	Yes		Requires repairs	Glass to be replaced
Toilets	1 x toilet	Yes		Good	
Toilet seating	1 x Toilet seating	Yes		Good	
Toilet system(flush)	1 x Toilet system	Yes		Good	
Wash basin (tapes)	1 x wash basin	Yes		Good	
<b>FUNCTION AREA (kitchen)</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
Sink tapes	Sink	Yes		Good	
Windows /Glass	Glass	Yes		Good	
Fire Extinguisher(seal)		Yes		Good	
Plugs	Plugs	Yes		Good	
lights (bulbs)	Lights	Yes		Good	
<b>CLUB HOUSE</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
Safety gates and locks		Yes		Good	
Windows /glass		Yes		Requires repairs	Glass to be replaced
Geyser	Geyser broken	Yes		Requires attention	Needs to be replaced
Roof	Needs attention			Requires attention	Roof damaged - needs attention
Doors, handles and keys	Glass doors			Requires attention	Needs to be replaced
Fire Extinguisher(seal)	1 x Fire hydrant	Yes		Requires repairs	Fire hydrant needs attention
Signage in place(fire extinguisher) ext.		Yes		Good	
Cupboards	In kitchen	Yes		Good	
Braai Area	1 x Braai area	Yes		Good	
Plugs	Plugs	Yes		Good	
Light bulbs	Light bulbs	Yes		Good	
Female toilets	1 x Disabled toilet	Yes		Good	
Toilet seating	1 x Toilet seating	Yes		Good	
Toilet system(flush)	1 x Toilet system	Yes		Good	
Wash basin (tapes)	1 x Wash basin	Yes		Good	
Male toilets	1 x Toilet	Yes		Good	
Toilet seating	1 x Toilet seating	Yes		Good	
Toilet system(flush)	1 x Toilet system	Yes		Good	
Wash basin (tapes)	1 x Wash basin	Yes		Good	
Urinals	2 x Urinals	Yes		Good	
<b>LOCKER ROOMS X 8</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
Safety gates and locks				Good	
Doors, handles and keys				Good	
Windows /Glass				Good	
Seating(locker rooms)		Yes		Good	
Showers		Yes		Requires attention	Shower heads to be replaced
Female toilets	1 x Toilet	Yes		Good	
Toilet seating	1 x Toilet seating	Yes		Good	
Toilet system(flush)	1 x Toilet system	Yes		Good	
Wash basin (tapes)	1 x Wash basin	Yes		Good	
Male toilets	1 x Toilet	Yes		Good	
Toilet seating	1 x Toilet seating	Yes		Good	
Toilet system(flush)	1 x Toilet system	Yes		Requires repairs	Toilet system requires attention
Wash basin (tapes)	1 x Wash basin	Yes		Good	



REFEREE ROOMS X 2		Yes	No	Condition	Comments
Male toilets	1 x Toilet	Yes		Good	
Toilet seating	1 x Toilet seating	Yes		Good	
Toilet system (flush)	1 x Toilet system	Yes		Requires repairs	Toilet system requires attention
Wash basin (tapes)	1 x Wash basin	Yes		Good	
Showers	1 x Shower	Yes		good	
PUBLIC TOILETS		Yes	No	Condillon	Comments
Disabled toilet	1 x Disabled toilet	Yes		Good	
Female toilets	4 x Toilets	Yes		Requires repairs	2 x toilets systems needs attention
Toilet seating	4 x Toilet seating	Yes		Good	
Toilet system (flush)	4 x Toilet system	Yes		Requires repairs	2 x toilets systems needs attention
Wash basin (tapes)	4 x Wash basins	Yes		Good	
Male toilets	2 x Toilets	Yes		Good	
Toilet seating	2 x Toilet seating	Yes		Good	
Toilet system (flush)	2 x Toilet system	Yes		Good	
Wash basin (tapes)	2 x Wash basins	Yes		Good	
Urinals	4 x Urinals	Yes		Good	
Doors, handles and keys	Doors	Yes		Requires attention	1 x door lock requires attention

FACILITY ASSESSMENT: RAITHBY SPORTS GROUND					
SPORT FIELD INFORMATION					
NAME OF FACILITY	Raithby				
SPORT COUNCIL	Raithby Sport Council				
ADDRESS/ERF					
MUNICIPAL ACCOUNT NO.					
LEASE AGREEMENT/S	Lease agreement expired. Currently utilising old existing lease agreement				
USERS	Clubs, schools, community, federations				
STADIUM	1 X Stadium				
SEATING CAPACITY	1000				
FIELD INFORMATION (1 FIELD)	Description	Yes	No	Condition	Comments
FIELD	1 x Fields	Yes		Fair - Grass dry due to water restrictions.	Grass dry due to water restrictions.
ENTRANCE / EXIT GATES	x 2 Main entrance/exit gates	YES		Require replacement	Require fencing on the north and east sides
PAY POINT	x 2 Pay points	Yes		Requires attention Second pay point - good	Main paypoint - door lock to be repaired and door to be varnished.
MASS POLES	4 x mass poles with 4 spotlights on each	Yes		Good	
CELLPHONE		Yes		Good	
RUGBY FIELD	1 x rugby field 5 gates	Yes		Fair	Grass dry due to water restrictions
CRICKET FIELD	x 2 cricket pitches	Yes		Fair	Grass dry due to water restrictions
CRICKET PRACTICE NETS	X 2	Yes		Good	
SIGHT SCREENS	x 2 sight screens	Yes		Good	
SCORE BOARD	x 1 Score board	Yes		Good	
STORE ROOM		Yes		Good	
STAFF ROOM		Yes		Good	
FENCING OF MAIN FIELD	Wall fencing with barbwire	Yes		Requires repairs	Barbwire requires attention
RAMP		Yes		Good	
FIRE HYDRANTS		Yes		Good	
PRE-PAID ELECTRICITY	Yes	Yes		Good	
PUBLIC TOILETS	Description / Quantity	Yes	No	Condition	Comments
Windows /Glass	x 5 Windows			No burglar bars	Requires burglar bars
Female toilets	x 2 toilets	Yes		Good	
Toilet seating	Seating	Yes		Requires repairs	1 x seat to be replaced
Toilet system(flush)	Good condition	Yes		Good	
Wash basin (tapes)	x 2 wash basins	Yes		Requires repairs	1 x complete wash basin to be replaced
Doors, handles and keys	Door	Yes		Good	
Windows /Glass	1 x Window	Yes		Requires repairs	Glass good, frame needs to be replace
Male toilets	x Toilets	Yes		Good	
Toilet seating		Yes		Good	
Toilet system(flush)		Yes		Good	

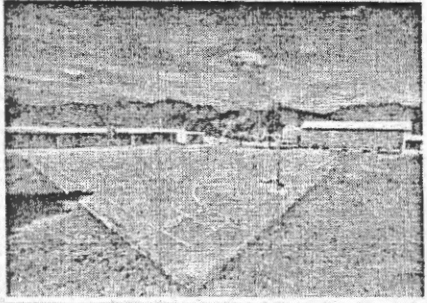
Wash basin (tapes)	x 2 wash basins	Yes		Requires repairs	1 x basin is loose
Handicap Toilets	x 2 toilets	Yes		Requires repairs	1 x toilet to be repaired Requires a ramp
<b>CLOAK ROOM (1)</b>					
Toilets	1 x Toilet			Good	
Toilet seating	Seating	Yes		Good	
Toilet system(flush)		Yes		Good	
Wash basin (tapes)	1 x wash basin	Yes		Good	
Showers	3 x Showers	Yes		Requires repairs	3 x shower heads to be replaced.
Urinals	1 x Urinal	Yes		Requires repairs	1 x urinal requires repair works
Doors, handles and keys	1 x Door	Yes		Requires repairs	Door needs to be replaced due to holes in it. Roof also needs attention.
Plugs	Plugs	Yes		Good	
Light bulbs	Lights	Yes		Requires repairs	1 x light needs attention
Windows /glass	1 x Window	Yes		Requires repairs	
<b>CLOAK ROOM (2)</b>					
Toilets	1 x Toilet			Good	
Toilet seating		yes		Good	
Toilet system(flush)		yes		Good	
Wash basin (tapes)	1 x wash basin	yes		Good	
Showers	3 x Showers	yes		Good	
Urinals	1 x Urinal	yes		Good	
Doors, handles and keys	1 x Door	yes		Good	
Plugs		yes		Good	
Light bulbs		yes		Good	
Windows /glass		yes		Good	
<b>CLOAK ROOM (3)</b>					
Toilets	1 x Toilet	Yes		Good	
Toilet seating		Yes		Good	
Toilet system(flush)		Yes		Good	
Wash basin (tapes)	1 x wash basin	Yes		Good	
Showers	2 x Showers	Yes		Requires repairs	2 x shower heads to be replaced.
Urinals	1 x Urinal	Yes		Requires repairs	1 x urinal requires repair work
Doors, handles and keys	1 x Door	Yes		Good	
Plugs		Yes		Good	
Light bulbs		Yes		Good	
Windows /glass		Yes		Good	
<b>CLOAK ROOM (4)</b>					
Toilets	1 x Toilet	Yes		Good	
Toilet seating	1 x Toilet	Yes		Requires repairs	1 x seating to be replaced.
Toilet system(flush)		Yes		Good	
Wash basin (tapes)	1 x wash basin	Yes		Good	
Showers	2 x Showers	Yes		Requires repairs	2 x shower heads to be replaced.
Urinals	1 x Urinal	Yes		Requires repairs	Flush master requires attention
Doors, handles and keys	1 x Door	Yes		Requires repairs	Door lock to be replaced
Plugs		Yes		Good	

Light bulbs		Yes		Good	
Windows /glass		Yes		Good	
<b>CLUB HOUSE</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
Safety gates and locks		Yes		Good	
Doors, handles and keys		Yes		Good	
Windows /glass		Yes		Good	
Roof				Good	
Female toilets	2 x Toilets	Yes		Good	
Toilet seating		Yes		Good	
Toilet system(flush)		Yes		Good	
Wash basin (tapes)	2 x Wash basins	Yes		Good	
Showers			No		
Male toilets	2 x Toilets	Yes		Good	
Toilet seating		Yes		Good	
Toilet system(flush)		Yes		Good	
Wash basin (tapes)	2 x Wash basins	Yes		Good	
<b>FUNCTION AREA</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
Dishwasher taps	1 x dishwasher	Yes		Good	Tiles needs attention
Safety gates and locks				Good	
Doors, handles and keys	4 x sliding doors			Good	
Counter	1 x kitchen counter	Yes		Good	
Cupboards		Yes		Good	
Windows /Glass	5 x windows			Good	1 x requires burglar bar
Fire Extinguisher(seal)		Yes		Good	
Plugs				Good	
lights (bulbs)				Good	
<b>DART ROOM</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
indoor braai	1 X Indoor braai	Yes		Good	
<b>STADIUM</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
Braai area	1 X Braai area	Yes		Good	
Fire hydrants		Yes		Good	
Signage in place(fire extinguisher) ext.		Yes		Good	
Plugs		Yes		Good	
Light bulbs		Yes		Good	
Channel		Yes		Good	
Windows /Glass (back)		Yes		Good	
Fire Extinguisher(seal)		Yes		Good	
Railing		Yes		Good	
Paving		Yes		Good	
<b>PUBLIC TOILETS</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
Safety gates and locks		Yes		Good	
Windows /Glass	x 4 Windows	Yes		No burglar bars	
Female toilets	x 2 toilets	Yes		Good	
Toilet seating		Yes		Requires repairs	Seating to be replace
Toilet system(flush)	Good condifion	Yes		Good	
Wash basin (tapes)	2 x wash basins	Yes		Requires repairs	
Doors, handles and keys	Door	Yes		Good	
Windows /Glass	1 x Window	Yes		Requires repairs	

Male toilets	2 x Toilets	Yes	Good	
Toilet seating		Yes	Good	
Toilet system(flush)		Yes	Good	
Wash basin (tapes)	3 x wash basins	Yes	Good	
Urinals	3 x urinals	Yes	Requires attention	1 x urinal to be repaired
Doors, handles and keys		Yes	Good	
GYM	1 x gym room	Yes	Fair	Door needs attention - leakage

**REMARKS**

Building in general requires plaster work because of the cracks

FACILITY ASSESSMENT: GROENDAL SPORTS GROUND						
<b>SPORT FIELD INFORMATION</b>						
NAME OF FACILITY	Franschhoek					
SPORT COUNCIL	Franschhoek Sport Council					
ADDRESS/ERF	Erf , La Provance Street					
MUNICIPAL ACCOUNT NO.						
LEASE AGREEMENT/S	Lease agreement expired. Currently utilising old existing lease agreement					
USERS	Clubs, schools, community, federations					
STADIUM	1 X Stadium					
SEATING CAPACITY	1500					
PARKING CAPACITY						
						
<b>FIELD INFORMATION (1 FIELD)</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>	
FIELD	2 x fields	Yes				
SPORT CENTRE AND CRESCHE					Score Centre Kusasa learning Centre (separate MOU's)	
ENTRANCE / EXIT GATES	2 x Entrance/Exit	Yes				
PAY POINT	2 x Paypoints	Yes			1 x Paypoint used by security: No safety gates Entrance glass door to be replaced Front window to be repaired 1 x toilet 1 x wash basin - taps needs attention	
MASS POLES	4 x Poles with 6 x spotlights	Yes		Good		
RUGBY FIELD	1 x Rugby	Yes		Poor	Grass dry due to water restrictions	
SOCCER FIELD	1 x Soccer	Yes		Poor	Grass dry due to water restrictions	
CRICKET FIELD	1 x Cricket pitch	Yes		Poor	Grass dry due to water restrictions	
CRICKET PRACTICE NETS		Yes		Good		
SIGHT SCREEN	2 x Sight screens	Yes		Good		
NETBALL COURT	2 x Netball courts	Yes		Good	Unfenced	
STORE ROOM		Yes		Good		
STAFF ROOM		Yes		Good		
FENCING OF MAIN FIELD		Yes		Good		
MOBILE SEATING	2 x Mobile seating	Yes		Fair	Requires repairs	
RAMP	x 2 Ramps	Yes		Good		
FIRE HYDRANTS	2 X Fire hydrants			Requires attention	2 x fire hydrants to be replaced	
PRE-PAID ELECTRICITY		Yes		Good		
<b>PUBLIC TOILETS (FRONT)</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>	
Safety gates and locks		Yes		Good		
Doors, handles and keys		Yes		Good		
Ramp		Yes		Good		
Windows /Glass		Yes		Good		
Female toilets	2 x toilets	Yes		Good		
Toilet seating		Yes		Good		
Toilet system(flush)		Yes		Good		

Wash basin (tapes)	2 x wash basins	Yes		Good	
Male toilets	2 x toilets	Yes		Good	
Toilet seating		Yes		Good	
Toilet system (flush)		Yes		Good	
Wash basin	2 x wash basins	Yes		Good	
Urinals	2 x urinals	Yes		Good	
Doors, handles and keys		Yes		Good	
<b>CLUB HOUSE</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
Ramp	1 x Ramp	Yes		Good	
Safety gates and locks	Safety gates	Yes		Good	
Doors, handles and keys	1 x double glass door (facing field)	Yes		Requires attention	Door needs attention
Windows /glass	Windows			Good	
Toilet seating				Fair	Requires attention
Toilet system (flush)				Fair	Requires attention
Wash basin (tapes)				Fair	Requires attention
Fire Extinguisher(seal)				Good	
Plugs				Good	
Light bulbs	6 x light cage			Requires attention	1 x light cage requires attention 2 x lights to be replaces
Outside wall of clubhouse				Fair	± 7 bricks to be replaced in wall that is removed
<b>CLOAK ROOM (1)</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
Safety gates and locks				Good	
Doors, handles and keys				Good	
Windows /glass				Good	
Geyser				Good	
Seating				Good	
Roof				Good	
Toilets	2 x toilet			Good	
Toilet seating				Good	
Toilet system (flush)				Good	
Wash basin (tapes)	2 x basins			Good	
Showers	2 x showers			Good	
<b>CLOAK ROOM (2)</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
Toilets	2 x toilet			Good	
Toilet seating				Good	
Toilet system (flush)				Good	
Wash basin (tapes)	2 x basins			Good	
Showers	2 x showers			Good	1 x Shower heads to be replaced
Doors, handles and keys				Good	
Plugs				Good	
Light bulbs				Good	
<b>PUBLIC TOILETS (RIGHT HAND SIDE)</b>	<b>Description / Quantity</b>	<b>Yes</b>	<b>No</b>	<b>Condition</b>	<b>Comments</b>
Safety gates and locks				Good	
Doors, handles and keys				Good	
Ramp				Good	
Windows /Glass				Good	

Female toilets	2 x toilets			Good	
Toilet seating				Good	
Toilet system(flush)				Good	
Wash basin (tapes)	2 x wash basins			Good	
Male toilets	2 x toilets			Good	
Toilet seating				Good	
Toilet system(flush)				Good	
Wash basin	2 x wash basins			Good	
Urinals	2 x urinals			Good	
Doors, handles and keys				Good	



## FACILITY ASSESSMENT: WEMMERSHOEK SPORTS GROUND

SPORT FIELD INFORMATION					
NAME OF FACILITY	Wemmershoek				
SPORT COUNCIL	Wemmershoek Sport Council				
ADDRESS/ERF					
MUNICIPAL ACCOUNT NO.					
LEASE AGREEMENT/S	Lease agreement expired. Currently utilising old existing lease agreement				
USERS	Clubs, schools, community, federations				
STADIUM	No				
SEATING CAPACITY	No				
PARKING CAPACITY					
FIELD INFORMATION (1 FIELD)	Description / Quantity	Yes	No	Condition	Comments
FIELD	1 x field fenced			Good	
ENTRANCE / EXIT GATES	2 x Entrance/exits			Good	
MASS POLES	6 x Mass poles with 3 x spotlights on each pole			Good	
RUGBY FIELD	1 x Rugby field unfenced			Requires attention	Grass dry due to water restrictions
SOCCER FIELD	1 x Soccer field unfenced			Requires attention	Grass dry due to water restrictions
CRICKET FIELD	1 x Concrete cricket			Good	
NETBALL COURT	1 x Court fenced	Yes		Requires repairs works	To be resurfaced and require poles
BOREHOLE		Yes		Requires completion work	Borehole pump to be installed
FENCING OF SPORTS GROUND	Fenced	Yes		Good	
MOBILE SEATING	4 x Mobile seating	Yes		Good	
PRE-PAID ELECTRICITY		Yes		good	
PUBLIC TOILETS	Description / Quantity	Yes	No	Condition	Comments
Safety gates and locks	Safety gates and burglar bars	Yes		Requires replacement	Safety gates and burglar bars to be replaced due to theft
Doors, handles and keys	Door	Yes		Requires replacement	Doors to be replaced due to theft
Windows /Glass	Glass	Yes		Requires repairs works	Glass to be repaired
Female toilets	3 x Toilets	Yes		Requires replacement	Toilets to be replaced due to vandalism and theft
Toilet seating	3 x Toilet seating	Yes		Poor	Requires replacement
Toilet system(flush)	3 x Toilet system(flush)	Yes		Poor	Requires replacement
Wash basin (tapes)	Wash basins	Yes		Requires replacement	Toilets to be replaced due to vandalism and theft
Male toilets	3 x Toilets	Yes		Requires replacement	Toilets to be replaced due to vandalism and theft
Toilet seating	3 x Toilet seating	Yes		Requires replacement	
Toilet system(flush)	3 x Toilet system(flush)	Yes		Requires replacement	
Wash basin	Wash basins	Yes		Requires replacement	Toilets to be replaced due to vandalism and theft
Urinals	Urinals	Yes		Requires replacement	Toilets to be replaced due to vandalism and theft

## FACILITY ASSESSMENT: LA MOTTE

SPORT FIELD INFORMATION					
NAME OF FACILITY	La Motte				
SPORT COUNCIL	La Motte Sport Council				
ADDRESS/ERF					
MUNICIPAL ACCOUNT NO.					
LEASE AGREEMENT/S	Lease agreement expired. Currently utilising old existing lease agreement				
USERS	Clubs, schools, community, federations				
STADIUM	No				
SEATING CAPACITY	No				
PARKING CAPACITY					
FIELD INFORMATION (1 FIELD)	Description / Quantity	Yes	No	Condition	Comments
FIELD	1 x Field	Yes			Used for multi purpose functions
ENTRANCE / EXIT GATES	2 x Entrance/exit gates	Yes			
MASS POLES	4 x Mass poles with 3 x spotlights on each field	Yes			
RUGBY FIELD	1 x Rugby field	Yes		Requires repairs	Grass dry due to water restrictions
SOCCER FIELD	1 x Soccer field	Yes		Requires repairs	Grass dry due to water restrictions Soccer field and netball court fence has been stolen.
NETBALL COURT	1 x Netball court	Yes		Requires replacement	Soccer field and netball court fence has been stolen.
BOREHOLE	1 x Borehole	Yes		Requires completion work	Electrical meter to be installed
PRE-PAID ELECTRICITY		Yes		Good	
PUBLIC TOILETS x 8 STEEL STRUCTURE	Description / Quantity	Yes	No	Condition	Comments
Doors, handles and keys				Not good	Requires attention
Toilet seating				Not good	Requires attention
Urinals				Not good	Requires attention
Toilet system (flush)				Not good	Requires attention

## FACILITY ASSESSMENT: LANQUEDOC

SPORT FIELD INFORMATION					
NAME OF FACILITY	Lanquedoc				
SPORT COUNCIL	Lanquedoc Sport Council				
ADDRESS/ERF	Lelie Straat				
MUNICIPAL ACCOUNT NO.					
LEASE AGREEMENT/S	Lease agreement expired. Currently utilising old existing lease agreement				
USERS	Clubs, schools, community, federations				
STADIUM	No				
SEATING CAPACITY	No				
PARKING CAPACITY					
FIELD INFORMATION (1 FIELD)	Description	Yes	No	Condition	Comments
FIELD	1 x Field unfenced	Yes		Fair	
MASS POLES	4 Mass poles with 3 spotlight on each poles	Yes		Good	
RUGBY FIELD		Yes		Requires repairs	Grass dry due to water restrictions
SOCCER FIELD		Yes		Requires repairs	Grass dry due to water restrictions
BOREHOLE		Yes		Requires completion work	Borehole pump to be installed
FENCING OF MAIN FIELD		Yes		Requires replacement	Fencing to be replace due to theft
PRE-PAID ELECTRICITY		Yes		Good	

7.10	<b>REPORTS SUBMITTED BY THE MUNICIPAL MANAGER</b>
7.10.1	<b>DRAFT ANNUAL REPORT 2017/18 AND REFERRAL OF DRAFT ANNUAL REPORT TO MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) FOR CONSIDERATION</b>

Collaborator No:

File No:

3/4/5/2/32 X 8/1/2/6

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

23 January 2019 &amp; 30 January 2019

**1. SUBJECT: DRAFT ANNUAL REPORT 2017/18 AND REFERRAL OF DRAFT ANNUAL REPORT TO MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) FOR CONSIDERATION**

**2. PURPOSE**

To table to Council the Draft Annual Report for 2017/18, as per legal prescripts and to confirm that the Municipal Public Accounts Committee (MPAC) serve as the Oversight Committee as resolved at the Council meeting of 16 February 2017, item 5.2.5. It is furthermore recommended that the draft Annual Report 2017/18 be referred to the MPAC Committee to fulfill the role of an Oversight Committee and make a recommendation to Council as contemplated in section 129(1) of the Municipal Finance Management Act (MFMA), Act 56 of 2003, as amended.

**3. DELEGATED AUTHORITY**

The Executive Mayor must table the Annual Report in Council in terms of Section 127(2) read with 121 and 129 of the MFMA. The report must be considered by Council to resolve on the Annual Report as contemplated in section 129(1) of the MFMA. The Oversight Committee must consider the Annual Report and submit an Oversight Report to Council in terms of Section 33 and 79 of the Local Government Municipal Systems Act, 32 of 2000 read with the terms of reference of the MPAC committee.

**4. EXECUTIVE SUMMARY**

The Annual Report must be tabled by the Executive Mayor within 7 months after the end of the financial year. The draft Annual Report must be made public and the Municipal Manager must invite the public to provide input into the report. It has become practice that the Oversight Committee also invites the public to make verbal representations at meetings where the report is discussed. A schedule with proposed dates for the meetings is also included. Council resolved in 2017 that MPAC has as part of their terms of reference the role to sit as Oversight Committee to consider the Annual Report.

**5. RECOMMENDATIONS**

- (a) that Council notes the Draft Annual Report of 2017/18 for Stellenbosch Municipality;
- (b) that Council takes note that the Municipal Manager will make the Draft Annual Report 2017/18 public for comment on the official website of the Stellenbosch Municipality and at the offices of the Municipality for a period of 21 days; the public will be invited through local print media to provide written inputs/comments on the draft report on or before 1 March 2019;

- (c) that Council refers the Draft Annual Report 2017/18 to MPAC to consider the Annual Report 2017/18 and make recommendations to Council as contemplated in Section 129(1) of the MFMA; the following dates are proposed for the MPAC / Oversight meetings, where the Draft Annual Report of 2017/18 will be discussed:

<b>Date *</b>	<b>Agenda</b>	<b>Venue</b>	<b>Time</b>
1 February 2019	Orientation: Annual Report	Stellenbosch Council Chamber	13:00 – 15:00
5 February 2019	Chapters 1 and 2	Stellenbosch Council Chamber	09:00 – 13:00
15 February 2019	Chapter 3	Stellenbosch Council Chamber	12:00 – 18:00
18 February 2019	Chapters 4, 5 and 6	Stellenbosch Council Chamber	12:00 – 18:00
22 February 2019	Public Hearing	Stellenbosch Council Chamber	09:00- 14:00
28 February 2019	Discussion with Municipal Manager, Executive Mayor and Directors	Stellenbosch Council Chamber	09:00-16:00
8 March 2019	Finalising Oversight Report	Stellenbosch Council Chamber	12:00-14:00

\* It should be noted that the above are proposed dates which must still be confirmed by the MPAC Chairperson, and the final dates will be advertised in local print media.

- (d) that Council approves MPAC's mandate to co-opt two members of the public with expertise in specific fields to assist and advise the Committee;

*Rates for additional nominated community members as per Treasury Regulation 20.2.2: The once-off preparation tariff was used as a guide since the National Treasury does not have guidance in that regard. Consultation must take place to decide if the rate will remain the same.*

<b>Tariff</b>	<b>Number of co-opted Members</b>	<b>Not exceeding no. of hours</b>	<b>Remuneration</b>
<i>Per hour tariff for attendance of meeting as a member</i>	2	45 hours	R 327.00 per hour
<i>Once-off Tariff for duties performed in preparation</i>	2	6 hours	R 1500 (for six hours)

- (e) that Council approves that the co-opted members can be remunerated in line with the recommendations of National Treasury Regulation in this regard.

**RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-01-23: ITEM 7.10.1**

- (a) that Council notes the Draft Annual Report of 2017/18 for Stellenbosch Municipality;
- (b) that Council takes note that the Municipal Manager will make the Draft Annual Report 2017/18 public for comment on the official website of the Stellenbosch Municipality and at the offices of the Municipality for a period of 21 days; the public will be invited through local print media to provide written inputs / comments on the draft report on or before 1 March 2019;
- (c) that Council refers the Draft Annual Report 2017/18 to MPAC to consider the Annual Report 2017/18 and make recommendations to Council as contemplated in Section 129(1) of the MFMA; the following dates are proposed for the MPAC / Oversight meetings, where the Draft Annual Report of 2017/18 will be discussed:

<b>Date *</b>	<b>Agenda</b>	<b>Venue</b>	<b>Time</b>
1 February 2019	Orientation: Annual Report	Stellenbosch Council Chamber	13:00 – 15:00
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\* It should be noted that the above are proposed dates which must still be confirmed by the MPAC Chairperson, and the final dates will be advertised in local print media.

- (d) that Council approves MPAC's mandate to co-opt two members of the public with expertise in specific fields to assist and advise the Committee;

*Rates for additional nominated community members as per Treasury Regulation 20.2.2: The once-off preparation tariff was used as a guide since the National Treasury does not have guidance in that regard. Consultation must take place to decide if the rate will remain the same.*

<b>Tariff</b>	<b>Number of co-opted Members</b>	<b>Not exceeding no. of hours</b>	<b>Remuneration</b>
<i>Per hour tariff for attendance of meeting as a member</i>	2	45 hours	R 327.00 per hour
<i>Once-off Tariff for duties performed in preparation</i>	2	6 hours	R 1500 (for six hours)

- 
- (e) that Council approves that the co-opted members can be remunerated in line with the recommendations of National Treasury Regulation in this regard.

**ANNEXURE**

**Annexure A:** Draft Annual Report 2017/18 (distributed under separate cover)

**FOR FURTHER DETAILS CONTACT:**

<b><i>NAME</i></b>	Ms Shireen De Visser
<b><i>POSITION</i></b>	Senior Manager: Governance
<b><i>DIRECTORATE</i></b>	Office of the Municipal Manager
<b><i>CONTACT NUMBERS</i></b>	021 – 808 8035
<b><i>E-MAIL ADDRESS</i></b>	<a href="mailto:Shireen.devisser@ Stellenbosch.gov.za">Shireen.devisser@ Stellenbosch.gov.za</a>
<b><i>REPORT DATE</i></b>	14 January 2019

<b>7.10.2</b>	<b>REVISED TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2018/19</b>
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Collaborator No:

File nr:

3/4/5/2/32 X 8/1/2/6

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

23 January 2019

**1. SUBJECT: REVISED TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2018/19**

**2. PURPOSE**

To obtain Council's approval for the revisions made to the Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) 2018/19.

**3. DELEGATED AUTHORITY**

Council.

In terms of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), section 54(1)(c) *"the mayor must, consider and, if necessary, make any revisions to the service delivery and budget implementation plan, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustments budget..."*

**4. EXECUTIVE SUMMARY**

The TL SDBIP 2018/19 was approved by the Executive Mayor on 21 June 2018. It is common practice for a municipality, as provided for in the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA), to review its performance indicators and targets in line with the adjustments budget.

The TL SDBIP 2018/19 (as approved by the Executive Mayor) is attached hereto. All changes (for ease of reference) which should be deleted and or amended are indicated with a *strikethrough* and an *underline* respectively.

It must also be noted that the TL SDBIP 2018/19 is the in-year plan of the municipality and amendments made to the TL SDBIP 2018/19 must also be read in conjunction with the Integrated Development Plan (IDP). Therefore, changes made to the TL SDBIP 2018/19 are considered to be made in the IDP as well.

The reasons for the amendments to the following KPIs are as follows:

- a) TL7 contained two deliverables, hence the KPI was split into two indicators;
- b) TL18 was a composite indicator measuring various services (water, sanitation, refuse removal and electricity) in one KPI. This KPI was split into the four services to enable appropriate measurement of these services individually;
- c) TL19 was deleted as it is already being measured on the TL SDBIP 2018/19;
- d) TL23 was deleted from the TL SDBIP 2018/19 as it measures a purely operational activity and has to be shifted to the departmental SDBIP.
- e) TL16 was deleted from the TL SDBIP 2018/19 as it measures a purely operational activity and has to be shifted to the departmental SDBIP.



- f) TL40 was deleted from the TL SDBIP 2018/19 as it measures a purely operational activity and has to be shifted to the departmental SDBIP.
- g) TL44 was moved from the TL SDBIP 2018/19 to the Departmental SDBIP 2018/19. This is due to the fact that Council eased water restrictions. However, this KPI will still be measured on the Departmental SDBIP 2018/19.

The balance of the indicators, unit of measurements and targets were revised in accordance with the SMART principle. This is in an attempt to ensure that the Municipality's TL SDBIP 2018/19 conforms to the requirements of both Internal Audit and the Auditor-General of South Africa.

## 5. RECOMMENDATIONS

- (a) that the Revised TL SDBIP 2018/19 be approved;
- (b) that the Revised TL SDBIP 2018/19 be published on the Municipal Website; and
- (c) that the Revised TL SDBIP 2018/19 be submitted to:
- (i) Internal Audit Unit (for notification);
  - (ii) Department of Local Government: Western Cape;
  - (iii) Provincial Treasury: Western Cape;
  - (iv) Auditor General of South Africa; and
  - (v) National Treasury.

### RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2019-01-23: ITEM 7.10.2

- (a) that the Revised TL SDBIP 2018/19 be approved;
- (b) that the Revised TL SDBIP 2018/19 be published on the Municipal Website; and
- (c) that the Revised TL SDBIP 2018/19 be submitted to:
- (i) Internal Audit Unit (for notification);
  - (ii) Department of Local Government: Western Cape;
  - (iii) (iii)Provincial Treasury: Western Cape;
  - (iv) Auditor General of South Africa; and
  - (v) National Treasury.

## ANNEXURES

**Annexure A:** Revised Top Layer Service Delivery and Budget Implementation Plan 2018/19

### FOR FURTHER DETAILS CONTACT:

<b>NAME</b>	Gurswin Cain
<b>POSITION</b>	Manager: IDP and PMS
<b>DIRECTORATE</b>	Office of the Municipal Manager
<b>CONTACT NUMBERS</b>	021 – 808 8717
<b>E-MAIL ADDRESS</b>	<a href="mailto:Gurswin.cain@stellenbosch.gov.za">Gurswin.cain@stellenbosch.gov.za</a>
<b>REPORT DATE</b>	14 January 2019

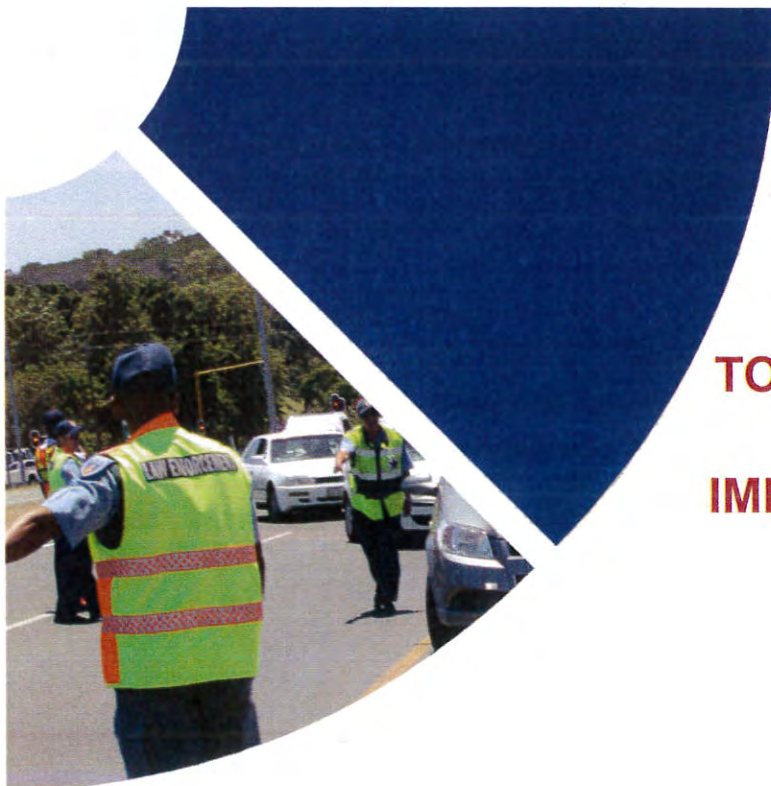
# **ANNEXURE A**



**STELLENBOSCH**

STELLENBOSCH • FRIZEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY



**REVISED  
TOP LAYER SERVICE DELIVERY  
AND BUDGET  
IMPLEMENTATION PLAN 2018/19**

## Contents

1. MUNICIPAL MANAGER'S QUALITY CERTIFICATE .....	2
2. EXECUTIVE MAYOR'S CERTIFICATE OF APPROVAL .....	3
3. REVISED TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2018/19: PER STRATEGIC FOCUS AREA (SFA) .....	4
3.1 SFA 1 - VALLEY OF POSSIBILITY .....	4
3.2 SFA 2 - GREEN AND SUSTAINABLE VALLEY .....	6
3.3 SFA 3 - SAFE VALLEY .....	7
3.4 SFA 4 - DIGNIFIED LIVING .....	8
3.5 SFA 5 - GOOD GOVERNANCE AND COMPLIANCE .....	11

**1. MUNICIPAL MANAGER'S QUALITY CERTIFICATE**

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I, Geraldine Mettler, the Municipal Manager of the Stellenbosch Municipality, submit the Revised Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) for the 2018/19 financial year for approval by the Executive Mayor and Council. This TL SDBIP 2018/19 has been prepared in terms of the stipulated requirements as documented in the Local Government: Municipal Finance Management Act, No.56 of 2003 and regulations made under this Act.



**MS GERALDINE METTLER**  
**MUNICIPAL MANAGER**

Date: \_\_\_\_\_

18/1/19.

## 2. EXECUTIVE MAYOR'S CERTIFICATE OF APPROVAL

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I, Gesie Van Deventer, in my capacity as the Executive Mayor of the Stellenbosch Municipality, hereby approve the Revised Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) for the 2018/19 financial year as required in terms of the Local Government: Municipal Finance Management Act, No.56 of 2003 and regulations made under this Act.



ADV GESIE VAN DEVENTER  
EXECUTIVE MAYOR

DATE: 18/01/2019

### 3. REVISED TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2018/19: PER STRATEGIC FOCUS AREA (SFA)

#### 3.1 SFA 1 - VALLEY OF POSSIBILITY

SFA 1 - VALLEY OF POSSIBILITY												
Ref	IDP Ref	Department	Pre-determined Objectives	KPI	Unit of Measurement	Source of Evidence	Annual Target	Revised Target	Q1 Target	Q2 Target	Q3 Target	Q4 Target
								Target	Target	Target	Target	Target
TL1		Planning and Economic Development	SFA 1 - Valley of Possibility	The number of jobs created through the Municipality's local economic development initiatives including capital projects (NKPI Proxy - MSA, Reg. S10(d)) Create jobs through municipality's local economic development initiatives including capital projects	Number of job opportunities created by 30 June-Number of Full Time Equivalent's-Created as a % of the possible total given the allocated budget	EPWP reporting system	106	106	25	25	25	31
TL2		Planning and Economic Development	SFA 1 - Valley of Possibility	Percentage of Land-use applications submitted to the Municipal Planning Tribunal within the prescribed legislated period and within a maximum of 120 days.	Percentage of land-use application submitted to the Municipal Planning Tribunal within 120 days after receipt of application Quarterly status report of land-use application submitted to the Municipal Planning Tribunal	Proof of submission to the Municipal Planning Tribunal Minutes of meeting	4	80% 4	80% 1	80% 1	80% 1	80% 1
TL3		Planning and Economic Development	SFA 1 - Valley of Possibility	Number of Training opportunities provided for to entrepreneurs and Small, Medium and Micro Enterprises (SMMEs)	Number of Quarterly training opportunities provided events hosted quarterly for entrepreneurs and SMMEs with attendance registers as proof	Minutes of meetings with Attendance Registers	4	4	1	1	1	1
TL4		Planning and Economic Development	SFA 1 - Valley of Possibility	Revised Spatial Development Framework (SDF) submitted to Council Revised SPLUMA compliant SDF in line with the integrated	Number of revised SDFs submitted to Council by 31 May SDF Amendment submitted to Council by May annually	Proof of submission to Council SDF Minutes of council	1	1	N/A 0	N/A 0	N/A 0	

SFA 1 - VALLEY OF POSSIBILITY

Ref	IDP Ref	Department	Pre-determined Objectives	KPI	Unit of Measurement	Source of Evidence	Annual Target	Revised Target	Q1		Q2		Q3		Q4	
									Target	Target	Target	Target	Target	Target	Target	Target
				Development Plan for submission to Council by May		meeting where the SDF was adopted										
TL5		Planning and Economic Development	SFA 1 - Valley of Possibility	Expenditure of the Kayamandi Town Centre capital project measured quarterly in terms of the approved Capital Budget spent Development and finalisation of design of Kayamandi Town-centre into sustainable living units to promote dignified living by June	Percentage of the Kayamandi Town Centre Capital Budget actually spent by 30 June Finalisation of planning and preliminary design submitted to a Committee of Council/Mayco	Minutes of meeting- Preliminary Design Report Iron Management Report	1	90% ±	N/A	N/A	N/A	N/A	N/A	N/A	90% ±	
TL6		Planning and Economic Development	SFA 1 - Valley of Possibility	Revised housing pipeline submitted to a Committee of Council/MayCo	Number of revised housing pipelines submitted to MayCo by 31 March Reviewed the housing pipeline and submit it to a Committee of Council/Mayco by March	Minutes of meeting Proof of submission to MayCo	1	1	N/A	N/A	N/A	1	N/A	1	N/A	
TL7		Planning and Economic Development	SFA 1 - Valley of Possibility	Develop the Human Settlements Plan (HSP) and Urban Development Strategy for submission submitted to Council by June	Number of Human Settlements Plans submitted to Council by 30 June Plan submitted to Council	Human Settlements Plan- Minutes of meeting Proof of submission to Council	1	1	N/A	N/A	N/A	N/A	N/A	N/A	1	
New KPI		Planning and Economic Development	SFA 1 - Valley of Possibility	Urban Development Strategy submitted to Council	Number of Urban Development Strategies submitted to Council by 30 June	Proof of submission to Council	1	1	N/A	N/A	N/A	N/A	N/A	N/A	1	



3.2 SFA 2 - GREEN AND SUSTAINABLE VALLEY

SFA 2 - GREEN AND SUSTAINABLE VALLEY												
Ref	IDP Ref	Department	Pre-determined Objectives	KPI	Unit of Measurement	Source of Evidence	Annual Target	Revised Target	Q1 Target	Q2 Target	Q3 Target	Q4 Target
TL8		Infrastructure Services	SFA 2 - Green and Sustainable Valley	External Audits of the Stellenbosch Municipality Waste Disposal Facilities conducted (4 quarterly and 1 external audits)	Number of external audits completed of the Stellenbosch Municipality Waste Disposal Facilities conducted by 30 June Reports by external consultant	Number of Audit reports generated	5	1 5	0 1	0 1	0 1	1 2
TL9		Infrastructure Services	SFA 2 - Green and Sustainable Valley	Review the Waste Management By-Law adopted by Council submitted and submit it to a Committee of Council/Mayor by June	Number of Drafted Waste Management By-Laws adopted by Council by 30 June submitted to a Committee of Council/Mayor by June	Minutes of Council By-Law Minutes of meeting	1	1	0	0	0	1
TL10		Planning and Economic Development	SFA 2 - Green and Sustainable Valley	Number of Building applications processed within the prescribed / legislated period and reported to a Committee of Council/Mayor	Percentage of building plans processed within the prescribed / legislated period Number of building plan applications Status report submitted to a Committee of Council/Mayor	Building plan application register Minutes of meeting	4	90% 4	90% 1	90% 1	90% 1	90% 1
TL11		Infrastructure Services	SFA 2 - Green and Sustainable Valley	Waste water quality managed and measured annually to the SANS Accreditation physical and micro parameters 70% Weighted Average effluent quality achieved in terms of requirements as regulated by the water-use license for all Waste Water Treatment Works	Percentage waste water quality compliance as per analysis certificate measured quarterly % effluent quality as reported on ignite and using reports from an external laboratory	Report submitted by the service provider and report from GDS system	70%	70%	70%	70%	70%	70%

3.3 SFA 3 - SAFE VALLEY

SFA 3 - SAFE VALLEY																
Ref	IDP Ref	Department	Pre-determined Objectives	KPI	Unit of Measurement	Source of Evidence	Annual Target	Revised Target	Q1		Q2		Q3		Q4	
									Target	Target	Target	Target	Target	Target	Target	Target
TL12		Community and Protection Services	SFA 3 - Safe Valley	Revised Disaster Management Plan submitted to a Committee of Council/Mayco by June annually	Number of revised Disaster Management Plans submitted to a Committee of Council/Mayco by 31 May June annually	Proof of submission to MayCo Minutes of meeting Council resolution where the plan was adopted	1	1	0	0	0	0	0	0	1	1
TL13		Community and Protection Services	SFA 3 - Safe Valley	Revised the Safety and Security Strategy submitted to a Committee of Council/Mayco by June annually	Number of revised Safety and Security Strategies submitted to a Committee of Council/Mayco by 30 June annually	Proof of submission to MayCo Minutes of meeting	1	1	0	0	0	0	0	0	1	1

3.4 SFA 4 - DIGNIFIED LIVING

SFA 4 - DIGNIFIED LIVING																
Ref	IDP Ref	Department	Pre-determined Objectives	KPI	Unit of Measurement	Source of Evidence	Annual Target	Revised Target	Q1		Q2		Q3		Q4	
									Target	Actual	Target	Actual	Target	Actual	Target	Actual
TL14		Planning and Economic Development	SFA 4 - Dignified Living	Provision of waterborne toilet facilities. Number of new-sewer connections meeting minimum standards	Number of waterborne toilets facilities provided by 30 June	Completion certificates	20	20	0	0	0	0	10	10		10
TL15		Planning and Economic Development	SFA 4 - Dignified Living	Report to MayCo on the identification of land identified for emergency housing	Number of reports Report with recommendations on the identification of land for emergency housing submitted to a Committee of Council/Mayco by 30 June	Proof of submission to MayCo Minutes of meeting	1	1	0	0	0	0	0	0		1
TL17		Financial Services	SFA 4 - Dignified Living	Provision of free basic water to registered indigent households (NKPI Proxy - MSA, Reg. S10(a), (b) Number of units to indigent households for free basic water per month (kiloliter of water)	Percentage of registered indigent households receiving free basic water, measured quarterly Number of households receiving kiloliters of water from municipal infrastructure network per month	Water management report	6	100% 6	100% 6	100% 6	100% 6	100% 6	100% 6	100% 6		100% 6
TL18		Financial Services	SFA 4 - Dignified Living	Number of indigent households with access to free basic services (water, electricity, sanitation and solid waste removal)	Number of indigent account holders receiving free basic water, sanitation, electricity and refuse removal per month i.t.o. the indigent policy of the municipality	Water management report	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000		6,000
New KPI		Financial Services	SFA 4 - Dignified Living	Provision of free basic electricity to registered indigent households (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent households receiving free basic electricity, measured quarterly	Water management report	100%	100%	100%	100%	100%	100%	100%	100%		100%
New KPI		Financial Services	SFA 4 - Dignified Living	Provision of free basic refuse removal to registered indigent households (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent households receiving free basic refuse removal, measured quarterly	Water management report	100%	100%	100%	100%	100%	100%	100%	100%		100%

SFA 4 - DIGNIFIED LIVING

Ref	IDP Ref	Department	Pre-determined Objectives	KPI	Unit of Measurement	Source of Evidence	Annual Target	Q1 Q2 Q3 Q4				
								Revised Target	Target	Target	Target	Target
New KPI		Financial Services	SFA 4 - Dignified Living	Provision of free basic sanitation to registered indigent households (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent households receiving free basic sanitation, measured quarterly	Iron management report	100%	100%	100%	100%	100%	100%
TL19		Financial Services	SFA 4 - Dignified Living	Number of units to indigent households for free basic electricity per month (kWh)	Number of indigent households with access to free basic electricity per month i.e. the indigent policy of the municipality	Iron management report	100	100	100	100	100	100
TL20		Infrastructure Services	SFA 4 - Dignified Living	Limit unaccounted for electricity to less than 10% annually {(Number of Electricity Units Purchased and/or Generated - Number of Electricity Units Sold (incl. Free basic electricity)) / Number of Electricity Units Purchased and/or Generated} x 100}	Percentage average electricity losses by 30 June 12 Month moving average used. Losses calculated on the total consumption and purchases of current month plus 11 preceding months as reported on Ignite and using reports from SAMRAS	Monthly Eskom Accounts and Vending Reports from service provider and Notes to the AFS and monthly and annual Consumption reports generated by the Finance Department	<9%	<9%	<9%	<9%	<9%	<9%
TL21		Infrastructure Services	SFA 4 - Dignified Living	Water quality managed and measured quarterly to the SANS 241 physical and micro parameters 90% Weighted Average water quality achieved as per micro, chemical, operational and physical determinants in terms of the Blue Drop requirements regulated by SANS 241 for all Water Treatment Works	Percentage water quality level as per analysis certificate measured quarterly % Average water quality achieved as per micro, chemical, operational and physical determinants as reported on Ignite and using reports from an external laboratory	Quarterly Supply System Drinking Water Quality Report - DWA Blue Drop System (BDS)	90%	90%	90%	90%	90%	90%
TL22		Infrastructure Services	SFA 4 - Dignified Living	Limit unaccounted water to less than 25% by June annually	Average percentage water losses measured as at by 30 June Percentage of unaccounted for water calculated in terms of	Quarterly water balance sheet and Monthly	20%	<25 20%	<25 20%	<25 20%	<25 20%	<25 20%

SFA 4 - DIGNIFIED LIVING

Ref	IDP Ref	Department	Pre-determined Objectives	KPI	Unit of Measurement	Source of Evidence	Annual Target	Revised Target	Q1		Q2		Q3		Q4	
									Target	Target	Target	Target	Target	Target	Target	Target
TL23		Planning and Economic Development	SFA 4—Dignified Living	Alignment of Municipal and Provincial Government housing-waiting lists by June	standard IWA formula as reported on Ignite. (Unaccounted means unbilled water plus losses)(Quarterly reporting information of the previous qu	Consumption Report	1	1	0	0	0	0	0	0	0	±

3.5 SFA 5 - GOOD GOVERNANCE AND COMPLIANCE

SFA 5 - Good Governance and Compliance												
Ref	IDP Ref	Department	Pre-determined Objectives	KPI	Unit of Measurement	Source of Evidence	Annual Target	Revised Target	Q1	Q4		
									Target	Target	Q2	Q3
									Target	Target		
TL16		Financial Services	SFA 5—Good Governance and Compliance	Provide consumer accounts-ire clean piped water, sanitation/sewerage, electricity and solid waste to formal residential properties which are connected to a municipal infrastructure network as at 30 June annually	Number of consumer accounts-ire formal residential properties receiving piped water on a monthly basis	ValuProp report	24,000	24,000	24,000	24,000	24,000	24,000
TL24		Financial Services	SFA 5 - Good Governance and Compliance	Financial viability measured in terms of the available cash to cover fixed operating expenditure (NKPI Proxy - MSA, Reg. S10(g)(iii)) Financial viability measured in terms of cost-coverage ratio	Cost coverage as at 30 June annually [(Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation)	Resolution register	4	4	0	0	0	4
TL25		Financial Services	SFA 5 - Good Governance and Compliance	Achieve an average payment percentage of 96% by 30 June annually (Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	Debtors transaction summary: BS-Q909E extract generated from the Samras Financial System	96%	96%	0%	0%	0%	96%
TL26		Financial Services	SFA 5 - Good Governance and Compliance	Actual expenditure on the approved Capital Budget for the Municipality by 30 June (NKPI - MSA, Reg. S10(c)) Ensure that the percentage of the Municipality's capital budget spent on capital projects by June annually, in line with the annual target	Percentage of approved Capital Budget for the Municipality actually spent by 30 June % of the Municipality's capital budget spent by 30 June annually (((Total Actual capital Expenditure/Approved Capital Budget) x 100)	Report from the financial system	90%	90%	10%	30%	60%	90%

SFA 5 - Good Governance and Compliance

Ref	IDP Ref	Department	Pre-determined Objectives	KPI	Unit of Measurement	Source of Evidence	Annual Target	Revised Target	Q1	Q2	Q3	Q4
								Target	Target	Target	Target	Target
TL27		Office of the Municipal Manager	SFA 5 - Good Governance and Compliance	The percentage of people from employment equity target groups employed (to be appointed) in the three highest levels of management in compliance with the municipality's approved employment equity plan	Number of appointments made in the three highest levels of management in compliance with the municipality's approved employment equity plan, measured by 30 June	Equity Report	75%	0%	0%	0%	0%	75%
TL28		Corporate Services	SFA 5 - Good Governance and Compliance	The percentage of actual payroll budget spent on implementing the municipal Workplace Skills Plan (NKPI Proxy- MSA, Reg. S10(f))	Percentage % of the Municipality's payroll budget actually spent on implementing its workplace skills plan ((Total Actual Training Expenditure/ 1% of Total Annual payroll Budget) x 100), measured by 30 June	The SAMRAS menu VS-Q03Z (looked-up online) for votes 1/7180/1071 & 1/7180/1079 & 1/9909/1071	0.95%	0%	0%	0%	0%	0.85% 0-95%
TL31		Financial Services	SFA 5 - Good Governance and Compliance	Financial viability measured in terms of the Municipality's ability to meet its service debt obligations (NKPI Proxy - MSA, Reg. S10(g)(i)) Financial Viability measured in terms of Debt Coverage	Debt coverage ratio ((Total operating revenue - operating grants received) / (Debt service payments due within the year)) measured annually (Total Operating Revenue - Operating Grants) / Debt service payments due within financial year)	Annual Financial Statements, supported by figures as per the SAMRAS financial system	15%	0%	0%	0%	0%	15%
TL32		Financial Services	SFA 5 - Good Governance and Compliance	Financial viability measured in terms of the outstanding service debtors (NKPI Proxy - MSA, Reg. S10(g)(iii)) Financial Viability measured in terms of Service Debtors	Service debtors to revenue ratio = (Total outstanding service debtors / revenue received for services) measured annually % of outstanding service debtors (Total outstanding service debtors / revenue received for services)	Annual Financial Statements, supported by figures as per the SAMRAS financial system	27%	0%	0%	0%	0%	27%
TL33		Office of the Municipal Manager	SFA 5 - Good Governance and Compliance	Revised the Risk-Based Audit Plan (RBAP) submitted and submit to the Audit Committee by 30 June annually	Number of revised Reviewed RBAPs submitted to the Audit Committee by 30 June annually	Proof of submission to the Audit Committee	1	0	0	0	0	1

SFA 5 - Good Governance and Compliance

Ref	IDP Ref	Department	Pre-determined Objectives	KPI	Unit of Measurement	Source of Evidence	Annual Target	Revised Target	Q1		Q2		Q3		Q4	
									Target	Target	Target	Target	Target	Target	Target	Target
TL34		Office of the Municipal Manager	SFA 5 - Good Governance and Compliance	<u>Audit Action Plan submitted to the Audit Committee</u> <u>Approved Audit Action Plan by 28 February annually to address the issues raised in the Audit Report for the relevant financial year</u>	<u>Number of Audit Action Plans submitted to the Audit Committee by 28 February</u> <u>Audit action plan developed and approved by 28 February annually</u>	<u>Risk Based Plan Minutes of Meeting</u>  <u>Proof of submission to the Audit Committee</u> <u>Audit Action Plan Minutes of Meeting</u>	1	1	0	0	0	0	1	1	0	0
TL35		Office of the Municipal Manager	SFA 5 - Good Governance and Compliance	<u>Revised Risk Register submitted to the Risk Management Committee</u> <u>Revise the risk register submitted to the Risk Management Committee by 30 June annually</u>	<u>Number of revised Risk Registers submitted to the Risk Management Committee by 30 June</u> <u>Reviewed risk register submitted to the Risk Management Committee by 30 June annually</u>	<u>Proof of submission to the Risk Management Committee</u> <u>Risk Register Minutes of Meeting</u>	1	1	0	0	0	0	0	0	1	1
TL36		Corporate Services	SFA 5 - Good Governance and Compliance	<u>Revised the Information and Communication Technology (ICT) Backup Disaster Recovery Plan submitted to the ICT Steering Committee by December annually</u>	<u>Number of revised Reviewed ICT Backup Disaster Recovery Plans submitted to the ICT Steering Committee by 31 March</u>	<u>Proof of submission to the ICT Steering Committee</u> <u>ICT Plan Minutes of Meeting</u>	1	1	0	0	0	1	0	0	0	0
TL37		Corporate Services	SFA 5 - Good Governance and Compliance	<u>Revised Strategic ICT Plan submitted to the ICT Steering Committee by 31 May annually</u>	<u>Number of revised Reviewed Strategic ICT Plans submitted to the ICT Steering Committee by 31 May annually</u>	<u>Proof of submission to the ICT Steering Committee</u> <u>Revised Strategic ICT Plan Minutes of Meeting</u>	1	1	0	0	0	0	0	0	1	1



SFA 5 - Good Governance and Compliance

Ref	IDP Ref	Department	Pre-determined Objectives	KPI	Unit of Measurement	Source of Evidence	Annual Target	Revised Target	Q1		Q2		Q3		Q4	
									Target	Target	Target	Target	Target	Target	Target	Target
TL38		Office of the Municipal Manager	SFA 5 - Good Governance and Compliance	Compile and submit the Draft Integrated Development Plan (IDP) submitted to Council	Number of Draft IDPs submitted completed and submitted to Council by 31 March annually	Proof of submission to Council IDP Minutes of Meeting	1	1	0	0	0	0	1	1	0	0
TL39		Financial Services	SFA 5 - Good Governance and Compliance	Revised the Asset Management Policy submitted to Council by 30 June annually	Number of revised Asset Management Policies submitted to Council by 30 June Updated policy submitted to the Council annually	Proof of submission to Council Asset Management Policy Minutes of Meeting	1	1	0	0	0	0	0	0	1	1
TL40		Financial Services	SFA 5 - Good Governance and Compliance	Implement the Municipal Standard Chart of Accounts.	Report quarterly on the implementation of MSCOA to a Committee of Council/Mayco	Quarterly Report Minutes of Meeting	4	4	1	1	1	1	1	1	1	1
TL41		Corporate Services	SFA 5 - Good Governance and Compliance	Draft Centralised Customer Care Strategy submitted to MayCo Development of a Centralised Customer Care strategy submitted to a Committee of Council/Mayco by 28 February	Number of Draft Centralised Customer Care Strategies submitted to MayCo by 28 February Developed strategy submitted to a Committee of Council/Mayco by 28 February	Proof of submission to MayCo Customer Care Strategy Minutes of Meeting	1	1	0	0	0	0	1	1	0	0
TL42		Office of the Municipal Manager	SFA 5 - Good Governance and Compliance	Submission of IDP/Budget/SDF time schedule (process plan) submitted to Council by 31 August annually	Number of IDP / Budget / SDF time schedules (process plan) submitted to Council by 31 August	Proof of submission to Council Pre-Process Plan Minutes of Meeting	1	1	1	0	0	0	0	0	0	0

SFA 5 - Good Governance and Compliance																
Ref	IDP Ref	Department	Pre-determined Objectives	KPI	Unit of Measurement	Source of Evidence	Annual Target	Revised Target	Q1		Q2		Q3		Q4	
									Target	Target	Target	Target	Target	Target	Target	Target
TL43		Infrastructure Services	SFA 5 - Good Governance and Compliance	Revised Electrical Master Plan submitted to Council Revise the Electrical Master Plan by June (dependent of SDF approval) submitted to a committee of Council/MayCo	Number of revised Electrical Master Plans submitted to Council by 30 June Review-Electrical Master Plan by June (dependent of SDF approval)	Proof of submission to Council Electricity Master Plan Minutes of Meeting	1	1	0	0	0	0	0	0	1	1
TL44		Infrastructure Services	SFA 5 - Good Governance and Compliance	Curtail domestic and industrial water consumption by 45% measured in terms of the equivalent average consumption of 5 years.	Domestic and industrial water consumption curtailed by 45%; measured in terms of the equivalent average consumption of 5 years from 2010/11 until 2014/15 (Quarterly reporting)	Metering Report of Water Services	45%	45%	0%	0%	0%	0%	0%	0%	45%	45%

8.	<b>CONSIDERATION OF ITEMS, REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS SUBMITTED VIA THE OFFICE OF THE MUNICIPAL MANAGER</b>
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8.1	<b>MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC): [CLLR WF PIETERSEN]</b>
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NONE

8.2	<b>OFFICE OF THE MUNICIPAL MANAGER</b>
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8.2.1	<b>MID-YEAR BUDGET AND PERFORMANCE ASSESSMENT FOR 2018/19</b>
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**1. SUBJECT: MID-YEAR BUDGET AND PERFORMANCE ASSESSMENT FOR 2018/19**

**2. PURPOSE**

To submit the Local Government: Municipal Finance Management Act, No. 56 of 2003 (MFMA) Section 72 report (Mid-year Budget and Performance Assessment) to Council.

**3. DELEGATED AUTHORITY**

**FOR NOTICE BY MUNICIPAL COUNCIL**

In terms of Section 54 of the MFMA.

**4. EXECUTIVE SUMMARY**

This report provides the progress made by the Municipality in terms of the Service Delivery Budget and Implementation Plan (SDBIP) for the period 01 July 2018 to 31 December 2018.

This report contains both the financial (**APPENDIX A**) and non-financial performance (**APPENDIX B**) of the Stellenbosch Municipality.

**5. RECOMMENDATIONS**

- (a) that Council takes note of the report and more specifically the assessment and forecasts contained in the report, and
- (b) that Council takes note that an Adjustments Budget will be tabled to Council.

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## 6. DISCUSSION / CONTENTS

### 6.1. Background

In terms of the Local Government: Municipal Finance Management Act (MFMA) Section 72(1) the Accounting Officer of the municipality must by 25 January each year assess:

- (a) the performance of the municipality during the first half of the financial year; taking into account the following:
  - (i) the monthly statements referred to in Section 71 for the first half of the financial year;
  - (ii) the municipality's service delivery performance during the first half of the financial year, and the service delivery targets and performance indicators set in the service delivery and budget implementation plan;
  - (iii) the past year's annual report, and progress on resolving problems identified in the annual report; and
- (b) submit a report on such assessment to-
  - (i) the mayor of the municipality;
  - (ii) the National Treasury; and
  - (iii) the relevant Provincial Treasury

Once the Mayor has considered the MFMA section 72 report, it must be submitted to Council by the 31st of January of each year in terms of section 54 (1) (f) of the MFMA.

The statements as referred to in section 71 (1) of the MFMA for the first half of the financial year, specifically the sixth month, is incorporated into the mid-year budget and performance assessment in accordance with section 72 (2) of the MFMA.

As part of the review in terms of Section 72 (3) the Accounting Officer must:

- (a) make recommendations on whether an adjustments budget is necessary; and
- (b) recommend revised projections for revenue and expenditure to the extent that this may be necessary.

## 6.2 Discussion

### 6.2.1 Mid-year Financial Performance Assessments

The Financial Mid-year Performance is reported on in **APPENDIX A**. This report encapsulates the performance of the first six months of the financial year and places emphasis on the positive outcomes, as well as the areas of concern.

### 6.2.2 Mid-year Non-Financial Performance Assessment

Non-Financial Mid-year Performance is reported on in **APPENDIX B**. It covers the overall performance of the Municipality on the Key Performance Indicators (KPIs) that are assessed in the period from 01 July – 31 December 2018. The performance of the first six months of the financial year should be assessed and reported on in terms

of Section 72 of the MFMA. This assessment must include the measurement of performance, the identification of corrective actions and recommendations for the adjustments of KPIs, if necessary.

### 6.3. **Financial Implications**

The financial implications of this report will be dealt with in the adjustments budget.

### 6.4 **Legal Implications**

The recommendations in this report comply with Council's policies and all applicable legislation.

### 6.5 **Staff Implications**

This report has no staff implications for the Municipality.

### 6.6 **Previous / Relevant Council Resolutions:**

The previous resolution relevant to this item was made on:

- 5<sup>th</sup> Council meeting, 24<sup>th</sup> January 2018, item 7.2.2.

### 6.7 **Risk Implications**

none

## ANNEXURES

**Annexure A:** Mid-year Budget Performance Assessment for 2018/19

**Annexure B:** Non- Financial Mid-year Performance Assessment Report 2018/19

### FOR FURTHER DETAILS CONTACT:

<b>NAME</b>	Geraldine Mettler
<b>POSITION</b>	<i>Municipal Manager</i>
<b>DIRECTORATE</b>	<i>Municipal Manager</i>
<b>CONTACT NUMBERS</b>	021 808 8025
<b>E-MAIL ADDRESS</b>	<i>Geraldine.Mettler@stellenbosch.gov.za</i>
<b>REPORT DATE</b>	23 January 2019

# **APPENDIX A**

## **MID YEAR BUDGET AND PERFORMANCE ASSESSMENT**

**DECEMBER 2018**



<b>INDEX</b>	<b>PAGE</b>
Purpose	3
Legislative Background	3
Budget Performance Analysis	3 - 12
Progress made on resolving problems identified in the annual report	13
Recommendations	13
Quality certificate	14

## **PART A**

Employee Related Costs

Grant allocations: Received

Grant allocations: Expenditure

Investments and borrowings

Projections: Capital Expenditure, Operational Expenditure and Operational Income

## **PART B**

Capital expenditure detail

Reasons for variances

## BUDGET & FINANCIAL PERFORMANCE OF STELLENBOSCH MUNICIPALITY AS AT 31 DECEMBER 2018

### 1. PURPOSE

The mid-year report is used as a management tool to assess the Municipality's performance and financial position against the approved budget by analyzing trends and patterns for the first six months of the 2018/2019 financial year, with a view of giving effect to the Mayor and Council's oversight role and to recommend the need for an adjustment budget as envisaged by the Municipal Finance Management Act.

### 2. LEGISLATIVE BACKGROUND

In terms of Section 72 (1) (a) of the Local Government Municipal Finance Management Act No. 56 of 2003 (MFMA) the Accounting Officer must by the 25<sup>th</sup> of January of each year assess the performance of the Municipality during the first half of the financial year. A report on such assessment must then be submitted to the Mayor, Provincial Treasury and National Treasury in terms of Section 72 (1) (b) of the Act. Once the Mayor has considered the report in terms of Section 54 (1) (f) of the MFMA, she must table the report with recommendations to Council by 31 January of each year.

### 3. BUDGET PERFORMANCE ANALYSIS

#### 3.1 Overview of Operating Revenue and Expenditure performance for the period July to December 2018.

Description	Adjusted Budget	Year-to-date Budget	Year-to-date Actual	Year-to-date Variance
<u>Revenue By Source</u>				
Property rates	329,306,916	170,278,267	202,130,932	18.71%
Service charges - electricity revenue	548,984,220	283,869,171	279,369,047	-1.59%
Service charges - water revenue	225,542,089	116,623,472	86,407,968	-25.91%
Service charges - sanitation revenue	107,078,132	55,368,041	44,519,930	-19.59%
Service charges - refuse revenue	56,167,898	29,043,339	32,053,645	10.36%
Rental of facilities and equipment	17,765,541	9,186,219	4,868,327	-47.00%
Interest earned - external investments	45,500,783	23,034,914	19,424,658	-15.67%
Interest earned - outstanding debtors	10,576,074	5,468,684	4,906,245	-10.28%
Fines, penalties and forfeits	102,132,446	52,810,722	8,097,575	-84.67%
Licences and permits	5,092,474	2,633,220	1,335,093	
Agency services	2,690,098	1,390,998	670,644	-51.79%
Transfers and subsidies	151,081,624	128,714,408	107,188,000	-16.72%
Other revenue	34,009,264	17,585,536	9,951,875	-43.41%
Gains on disposal of PPE	-	-	-	
Total Revenue (excluding capital transfers and contributions)	1,635,927,559	858,266,480	800,923,941	-6.68%



<u>Expenditure</u>	Adjusted Budget	Year-to-date Budget	Year-to-date Actual	Year-to-date Variance
Employee costs	566,807,500	230,481,365	244,835,414	6.23%
Remuneration of Councillors	18,692,740	7,601,043	8,241,988	8.43%
Depreciation & asset impairment	198,818,727	99,409,364	85,618,974	-13.87%
Finance charges	26,476,730	13,238,365	8,730,128	-34.05%
Materials and bulk purchases	415,190,488	168,829,224	178,846,016	5.93%
Transfers and subsidies	9,102,419	3,232,670	8,226,321	154.47%
Other expenditure	487,623,167	194,691,369	127,156,333	-34.69%
Total Expenditure	1,722,711,771	717,483,400	661,655,172	-7.78%

**Below follows a synopsis of significant revenue and expenditure variances:**

### **Property Rates and Service Charges**

Property rates, service charges refuse and sanitation are billed monthly. However some consumers applied to have their property rates and service charges billed annually.

### **Service charges – electricity revenue**

The municipality has billed R279 369 047 against a year to date budget of R283 869 171. The budget will be increased with R15 000 000 during the Mid-year Adjustment budget process.

### **Service charges - water revenue**

Water revenue accounts for 13.79% or R225 542 089 of the R1 635 927 559 operating budget. The municipality has billed R30 215 504 less water than initially anticipated. This is due to consumers adjusting their consumption patterns in line with the water saving measures promoted by the municipality. The level of the drought water tariff was decreased at the 21st Council Meeting on 31 October 2018. The level 2 rates has been effective from November 2018. The budget will be decreased by R35 000 000 during the Mid-year Adjustment budget process.

### **Service charges - sanitation revenue**

The municipality has billed R10 848 110 less sanitation revenue than initially anticipated. The budget will be decreased by R10 000 000 during the Mid-year Adjustment budget process.

### **Service charges - refuse revenue**

The municipality has billed R3 010 306 more refuse revenue than initially anticipated. The budget will be increased with R5 000 000 during the Mid-year Adjustment budget process.

**Rental of facilities and equipment**

An under performance was noted for rental of facilities and equipment to the amount of R4 317 892. The annual rental levy will be done during March 2019. An improvement will therefor be noted during the third quarter of this financial year.

**Interest Earned- External Investments**

An under performance was noted for interest earned – external investments amounting to R3 610 256. The interest on investment journal amounting to R3 449 014 will be processed in January 2019. An improvement will therefor be evident in the next reporting period.

**Fines**

The municipality collected R44 713 147 less than it had projected. The variance relates to the accounting treatment of fine revenue that is recorded in line with accounting standard GRAP 23 and iGRAP 1.

**Transfers recognised-operational**

All grants have been received in accordance with the National Payment schedule except for the Municipal Infrastructure Grant which have been received a month in arrears for transfer 1 and transfer 2.

**Other revenue**

An under performance of R8 144 898 is evident for other revenue which is largely due to the following;

- The sales of goods and rendering of services: Encroachments

An underperformance is noted as only R1 248 376 has been receipted against an adjusted budget of R8 925 187. An adjustment will be done in terms of S28 (2) (a) of the MFMA during the Mid-year Adjustment budget process. The budget will be reduced to R2 500 000.

- Sales of goods and rendering of services: Parking fees

An underperformance is noted as only R895 378 has been receipted against an adjusted budget of R3 821 822. This equates to a negative year-to-date variance of R1 015 493.

## Operating Expenditure

The expenditure to date reflects an under spending of R55 828 228 when comparing the financial performance of the first six months to the pro-rata budget.

It should be noted that three budget items reflected an over spending when compared to the year-to-date budget and is as follows:

- **Employee costs:** An over performance of R14 354 049 is noted against the year to date budget projections. Although a year to date over spending is noted the payment was in line with the budget allocation for the year. The budget will be decreased with R15 000 000 during the Mid-year Adjustment budget process and the monthly budget projections will be brought in line with actual events.
- **Materials and Bulk purchases:** An over performance of R10 016 792 is noted for materials and bulk purchases and relates to higher bulk water tariffs. A budget increase of R8 000 000 will be implemented during the Mid-year Adjustment budget process.

**Transfers and subsidies:** A year to date actual spending of R3 899 990 is noted against a year to date budget of R1 949 945. This is due to the payment of the grant in aid in respect of Tourism, being allocated in August 2018. Although a year to date over spending is noted the payment was in line with the budget allocation for the year. An adjustment to the budget as well as a budget increase of R64 185 will be done during the Mid-year Adjustment budget process.

Various other line items were also identified where additional funds are requested due to operational pressure. This will be addressed in the Mid-Year Adjustments Budget.

The following expenditure categories under spent, which affected the expenditure performance:

- **Depreciation and asset impairment :** A negative variance of R13 790 390 was reflected against a year to date budget of R99 409 364. This is due to the depreciation for the current year's capital additions that must still be processed . An improvement will be noted once the asset capitalisation has been processed on the financial system.
- **Finance Charges:** After considering the municipality's cash position as at 31 December 2018 and also taking into account the improved capital spending it would be in council's best interest to take up the external loan of R100 000 000 for the 2018/2019 financial year. This will result in a saving in finance charges as the initial assumption was that a R160 000 000 external loan will be taken up. The budget will be reduced by R6 000 000 during the Mid-year Adjustment budget process.

- Other expenditure: An underspending of R67 535 037 against a year to date budget of R194 691 369 has been noted. The underspending is largely due to the following;
  - **Outsourced Services: Traffic Fines Management:** An under performance of R2 861 437 have been noted against a year to date budget of R5 965 950. The user department indicated that the spending is dependent on the number of fines paid and is therefor beyond the control of the municipality. Invoices amounting to R1 009 652 have been submitted for payment.
  - **Outsourced Services: Clearing and Grass Cutting Services** Slow spending has been noted as only R659 760 has been incurred against a year to date budget of R2 015 835. The user department indicated that the slow spending is due to the fact that the price per square metre was considerably lower in comparison with the market related prices. A further contributing factor was the initial slow start of the service provider during the first quarter.

### 3.2 Overview of Capital Budget performance for the period July to December 2018

	Approved Adjustment Budget	Planned	Actuals	Variance (Planned vs Actuals)	Variance (Planned vs Actuals)%
Municipal Manager	85,000	1,341,031	8,527	-1,332,504	-99.36%
Planning & Development	18,633,608	3,860,135	2,365,535	-1,494,600	-38.72%
Community and Protection Services	36,929,485	14,690,040	6,481,359	-8,208,681	-55.88%
Infrastructure Services	487,970,765	127,335,334	134,754,009	7,418,675	5.83%
Strategic & Corporate Services	43,679,421	8,013,293	3,609,058	-4,404,235	-54.96%
Financial Services	450,000	134,552	281,453	146,901	109.18%
<b>Grand Total</b>	<b>587,748,280</b>	<b>155,374,384</b>	<b>147,499,940</b>	<b>-7,874,444</b>	<b>-5.07%</b>

Expenditure on the Capital Budget for the six months ended 31 December 2018 is R147 499 940 representing 25.10% capital spending performance measured against the total capital budget of R587 748 280 which is higher than the spending performance of 15.85% for the same period in December 2017.

Period	Dec-15	Dec-16	Dec-17	Dec-18
Total Capital Budget	471,851,402	543,200,043	535,057,640	587,748,280
Actual Spending	105,500,961	97,913,219	84,806,586	147,499,939
Spending Performance	22.36%	18.03%	15.85%	25.10%

This spending only represents actual payments, whilst orders for work still in progress amount to R195 219 641. Of concern is the fact that R234 344 607 worth of capital projects have not yet commenced. The capital budget will have to be adjusted to make the necessary amendments to various projects in order to accelerate progress on the priorities identified.

### **3.3 Financial performance analysis**

#### **3.3.1 Liquidity Analysis- Acid Test Ratio**

The liquidity position of the municipality was 4.18:1 at 31 December 2017 and has declined to 3.72:1 at 31 December 2018. This indicates that funding could be made available immediately to cover short-term commitments. The municipality is operating above the norm of 2:1.

#### **3.3.2 Financial Performance – Net Operating Surplus Margin**

The municipality's net operating surplus margin has decreased from 18.95% at 31 December 2017 to 17.39% at 31 December 2018. Although there is a decrease the ratio is still greater than 0% will enable the municipality to generate a surplus which will assist to contribute towards its capital funding requirements and ensure sustainable service delivery.

#### **3.3.3 Cost Coverage Ratio**

The municipality's cost coverage ratio has decreased from 16 months at 31 December 2017 to 11 months at 31 December 2018. The ratio is above the norm of 1 to 3 months. This ratio indicates the municipality's ability to meet at least its monthly fixed operating commitments from cash and short-term investment without collecting any additional revenue, during that month.

#### **3.3.4 Debtors collection rate**

The debtors collection rate has decreased from 144.61% at 31 December 2017 to 96.15% at 31 December 2018. Cognisance should be taken that the percentages includes the collection of arrear debt. The municipality will enforce stricter credit control procedures to ensure an improvement is evident during the next 6 months of the current financial year. The decline in the collection rate is largely due to the moratorium on the recovery of arrear accounts, as a result of the drought water tariffs enforced.

#### **3.3.5 Liability Management**

##### **3.3.5.1 Cost required to service borrowings**

The municipality's cost required to service borrowings has decreased marginally from 2.60% at 31 December 2017 to 2.38% at 31 December 2018. The ratio depicts the borrowing or payment obligation expressed as a percentage of total operating expenditure. The municipality is well below the norm of 6% to 8%.

##### **3.3.5.2 Affordability of total borrowings**

The municipality's affordability of borrowings has decreased from 27.11% at 31 December 2017 to 23.97% year to date. The municipality is well below the norm of 45% and has the capacity to increase funding from borrowings.

### 3.4 Outstanding Debtors

Below is an analysis of the outstanding consumer debtors as at 31 December 2018 compared to the position as at 31 December 2017:

#### **Debtors' Age Analysis as at 31 December 2018:**

WC024 Stellenbosch - Supporting Table SC3 Monthly Budget Statement - aged debtors - M06 December

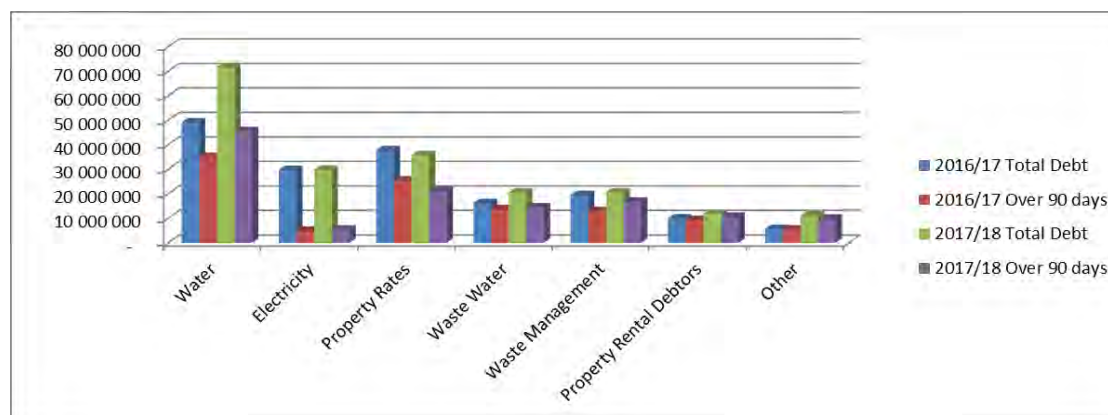
Description	NT Code	Budget Year 2018/19									Total over 90 days	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total			
R thousands													
Debtors Age Analysis By Income Source													
Trade and Other Receivables from Exchange Transactions - Water	1200	15,854	4,613	3,936	2,041	47,295				73,739	49,336		
Trade and Other Receivables from Exchange Transactions - Electricity	1300	26,309	818	378	277	5,368				33,150	5,645		
Receivables from Non-exchange Transactions - Property Rates	1400	14,068	1,029	645	512	22,369				38,623	22,881		
Receivables from Exchange Transactions - Waste Water Management	1500	5,530	545	442	384	14,823				21,724	15,207		
Receivables from Exchange Transactions - Waste Management	1600	3,229	653	422	388	16,831				21,524	17,220		
Receivables from Exchange Transactions - Property Rental Debtors	1700	384	190	145	126	7,983				8,828	8,109		
Interest on Arrear Debtor Accounts	1810	-	-	-	-	-				-	-		
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	-	-	-	-	-				-	-		
Other	1900	276	197	200	142	8,862				9,677	9,004		
<b>Total By Income Source</b>	<b>2000</b>	<b>65,649</b>	<b>8,046</b>	<b>6,167</b>	<b>3,870</b>	<b>123,532</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>207,265</b>	<b>127,402</b>	<b>-</b>	<b>-</b>
<b>2017/18 - totals only</b>													
Debtors Age Analysis By Customer Group													
Organs of State	2200	2,362	345	147	155	1,879				4,889	2,034		
Commercial	2300	14,824	339	182	121	11,709				27,176	11,831		
Households	2400	34,649	6,368	5,270	3,011	92,944				142,242	95,955		
Other	2500	13,814	994	569	583	16,999				32,958	17,582		
<b>Total By Customer Group</b>	<b>2600</b>	<b>65,649</b>	<b>8,046</b>	<b>6,167</b>	<b>3,870</b>	<b>123,532</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>207,265</b>	<b>127,402</b>	<b>-</b>	<b>-</b>

**Debtors' Age Analysis as at 31 December 2017:**

WC024 Stellenbosch - Supporting Table SC3 Monthly Budget Statement - aged debtors - M06 December

Description	NT Code	Budget Year 2017/18									Total over 90 days	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total			
R thousands													
<b>Debtors Age Analysis By Income Source</b>													
Trade and Other Receivables from Exchange Transactions - Water	1200	21 304	2 449	2 411	1 322	1 073	992	7 060	35 065	71 676	45 512	-	-
Trade and Other Receivables from Exchange Transactions - Electricity	1300	23 737	325	294	308	217	128	725	3 986	29 720	5 364	-	-
Receivables from Non-exchange Transactions - Property Rates	1400	12 002	1 808	573	554	3 235	283	1 330	15 939	35 725	21 342	-	-
Receivables from Exchange Transactions - Waste Water Management	1500	5 158	445	377	353	851	207	1 236	11 823	20 450	14 469	-	-
Receivables from Exchange Transactions - Waste Management	1600	2 867	426	391	376	1 034	235	1 406	13 739	20 474	16 790	-	-
Receivables from Exchange Transactions - Property Rental Debtors	1700	707	263	237	212	335	135	964	8 961	11 811	10 605	-	-
Interest on Arrear Debtor Accounts	1810	-	-	-	-	-	-	-	-	-	-	-	-
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	-	-	-	-	-	-	-	-	-	-	-	-
Other	1900	691	321	189	107	52	90	1 300	8 270	11 020	9 819	-	-
<b>Total By Income Source</b>	<b>2000</b>	<b>66 466</b>	<b>6 037</b>	<b>4 471</b>	<b>3 231</b>	<b>6 797</b>	<b>2 070</b>	<b>14 020</b>	<b>97 783</b>	<b>200 876</b>	<b>123 902</b>	<b>-</b>	<b>-</b>
2016/17 - totals only													
<b>Debtors Age Analysis By Customer Group</b>													
Organs of State	2200	4 428	360	238	133	751	45	106	811	6 872	1 847	-	-
Commercial	2300	14 775	1 026	388	367	640	146	1 069	5 745	24 155	7 966	-	-
Households	2400	32 379	4 280	3 448	2 433	4 606	1 667	11 269	79 196	139 277	99 170	-	-
Other	2500	14 883	373	397	298	801	212	1 577	12 032	30 571	14 918	-	-
<b>Total By Customer Group</b>	<b>2600</b>	<b>66 466</b>	<b>6 037</b>	<b>4 471</b>	<b>3 231</b>	<b>6 797</b>	<b>2 070</b>	<b>14 020</b>	<b>97 783</b>	<b>200 876</b>	<b>123 902</b>	<b>-</b>	<b>-</b>

The abovementioned data set indicates that consumer debt increased by R6 389 062 from December 2017 to December 2018. The increase is mainly due to the water debt increase of R2 063 189 which is largely due to the implementation of drought levies. Debtors over 90 days have increased with R3 500 565 over same period.





Subsidies and Rebates:

**Number of registered indigent families 31 December 2017: 15 420**

Formal Households: 6 182  
Informal Households: 9 238

**Number of registered indigent families 31 December 2018: 17 623**

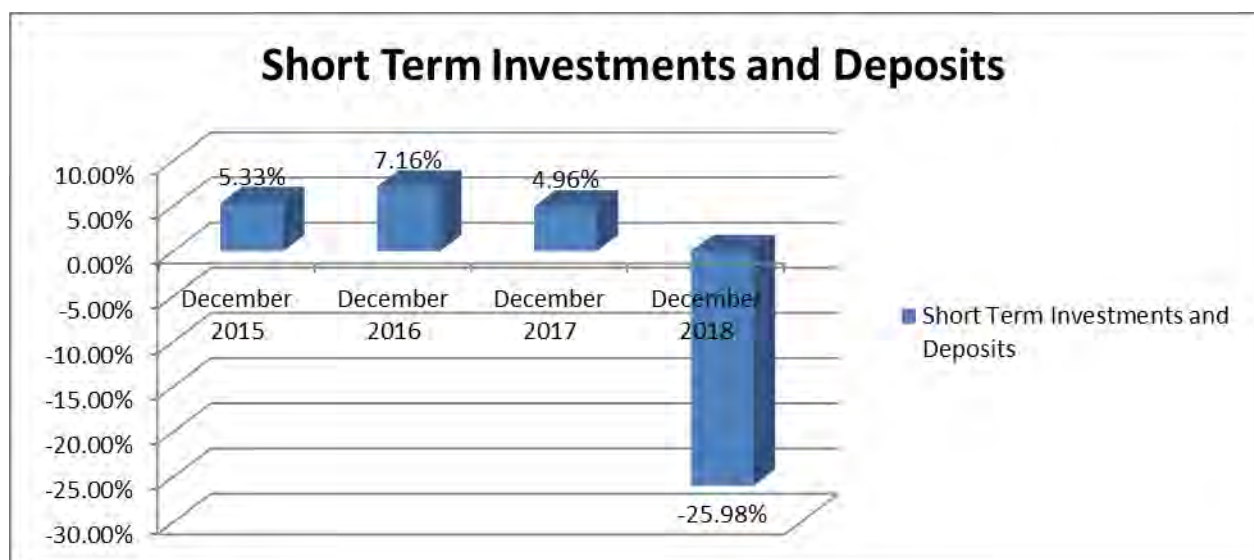
Formal Households: 6 642  
Informal Households: 10 981

The formal indigent households have increased by 460 households due to an increase in applications received. The municipality have embarked on an indigent drive which has increased community awareness regarding indigent applications and rebates available. An overall increase of 2 203 indigent households has been noted from December 2017 to December 2018.

### 3.5 Investments

The investment portfolio decreased from R 677 771 106 as at 31 December 2017 to R501 704 954 million at 31 December 2018.

Description	Dec-15	Dec-16	Dec-17	Dec-18	%Increase
Short Term Investments and Deposits	602,617,954	645,760,329	677,771,106	501,704,954	-25.98%



The decline in the investments portfolio is due to the fact that no external borrowings were taken up in the previous financial year and own funds being utilized to fund the capital budget.

#### **4. PAST YEAR'S ANNUAL REPORT AND PROGRESS ON RESOLVING PROBLEMS IDENTIFIED IN THE ANNUAL REPORT**

Areas for improvement as identified during previous year's audit were encapsulated in an Audit Finding Action Plan which addresses the areas of concern. This plan and the implementation thereof will be monitored by senior management as well as the Audit Committee.

The GRAP disclosure checklist in addition to the findings raised in the previous audit will be used to mitigate the risk of recurring audit findings.

#### **5. RECOMMENDATIONS FROM THE ACCOUNTING OFFICER**

After having assessed the performance of the municipality for the first half of the year (ended 31 December 2018), the following is recommended:

- a) That the Executive Mayor tables this report to Council as the contents indicate the need to approve an adjustment budget.
- b) That the revised projections as contained in this report inform the adjustment budget.

#### **6. RECOMMENDATIONS FROM THE EXECUTIVE MAYOR**

- a) Council take note of the report and more specifically the assessment and forecasts contained in the report,
- b) Council take note that an Adjustments Budget will be compiled and tabled to Council as a result of the following:
  - Operational Budget detail to be adjusted to reflect realistically anticipated revenue and expenditure as envisaged by the detail contained in the report to accompany the adjustment budget.
  - Appropriate additional revenue that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for.
  - Authorize the utilization of projected savings in one vote towards spending in another vote due to the reprioritization of projects in line with revised completion dates; and
  - To correct any errors in the annual budget.

**QUALITY CERTIFICATE**

I, Geraldine Mettler, the Municipal Manager of Stellenbosch Municipality, hereby **certify** that the mid-year budget and performance assessment for the period 1 July 2018 to December 2018 has been prepared in accordance with Section 72 of the Municipal Finance Management Act and Regulations made under the Act and accordingly submit the required report on the state of Stellenbosch Municipality's performance.

Name: Geraldine Mettler

Municipal Manager of Stellenbosch Municipality - WC024

Signature  \_\_\_\_\_

Date 18 January 2019.

# **MID YEAR BUDGET AND PERFORMANCE ASSESSMENT**

## **PART A**



**Table C2: Monthly Budget Statement – Financial Performance (standard classification)**

WC024 Stellenbosch - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - Mid-Year Assessment

Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
<b>Revenue - Functional</b>										
<i>Governance and administration</i>		421,353	434,857	434,857	31,132	237,194	224,856	12,338	5%	434,857
Executive and council		2,459	3,314	3,314	407	650	1,714	(1,064)	-62%	3,314
Finance and administration		418,894	431,543	431,543	30,726	236,544	223,143	13,402	6%	431,543
Internal audit		-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>		55,819	88,648	111,544	2,231	21,530	45,838	(24,308)	-53%	111,544
Community and social services		38,986	19,440	19,440	89	12,709	10,052	2,658	26%	19,440
Sport and recreation		3,010	1,846	1,846	117	156	954	(798)	-84%	1,846
Public safety		2,639	3,560	3,560	46	3,324	1,841	1,483	81%	3,560
Housing		11,184	63,802	86,699	1,979	5,341	32,991	(27,650)	-84%	86,699
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		135,719	120,993	120,993	1,925	14,937	62,563	(47,626)	-76%	120,993
Planning and development		9,793	7,461	7,461	310	3,978	3,858	121	3%	7,461
Road transport		125,902	113,506	113,506	1,608	10,932	58,692	(47,760)	-81%	113,506
Environmental protection		24	26	26	7	27	14	13	96%	26
<i>Trading services</i>		997,392	1,076,784	1,076,784	104,270	559,141	608,149	(49,008)	-8%	1,076,784
Energy sources		553,809	580,374	580,374	39,956	304,023	351,465	(47,442)	-13%	580,374
Water management		256,841	241,550	241,550	18,301	108,380	124,901	(16,521)	-13%	241,550
Waste water management		116,332	174,829	174,829	33,526	95,667	90,401	5,266	6%	174,829
Waste management		70,409	80,031	80,031	12,487	51,071	41,382	9,689	23%	80,031
<i>Other</i>	4	57	68	68	5	31	35	(4)	-11%	68
<b>Total Revenue - Functional</b>	2	1,610,340	1,721,350	1,744,246	139,563	832,833	832,285	(108,608)	-13%	1,744,246
<b>Expenditure - Functional</b>										
<i>Governance and administration</i>		218,019	346,509	346,509	27,698	135,176	140,495	(5,318)	-4%	346,509
Executive and council		58,028	98,187	98,187	5,144	31,546	39,926	(8,379)	-21%	98,187
Finance and administration		149,508	234,817	234,817	20,764	97,859	95,077	2,782	3%	234,817
Internal audit		10,483	13,506	13,506	1,790	5,771	5,492	279	5%	13,506
<i>Community and public safety</i>		181,945	229,497	235,879	21,233	90,700	92,731	(2,031)	-2%	235,879
Community and social services		29,110	46,166	46,166	2,924	15,956	18,183	(2,227)	-12%	46,166
Sport and recreation		43,038	47,084	47,084	6,540	21,131	19,146	1,985	10%	47,084
Public safety		79,275	88,735	88,735	8,114	31,459	36,082	(4,623)	-13%	88,735
Housing		30,523	47,512	53,894	3,656	22,153	19,320	2,834	15%	53,894
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		270,136	332,770	332,770	38,097	97,151	134,846	(37,695)	-28%	332,770
Planning and development		56,242	73,958	73,958	5,061	33,806	29,605	4,200	14%	73,958
Road transport		197,665	237,038	237,038	31,281	55,415	96,387	(40,972)	-43%	237,038
Environmental protection		16,229	21,774	21,774	1,755	7,930	8,854	(923)	-10%	21,774
<i>Trading services</i>		676,661	807,553	807,553	96,821	338,628	328,376	10,252	3%	807,553
Energy sources		419,364	432,085	432,085	45,955	195,149	175,699	19,450	11%	432,085
Water management		89,809	147,702	147,702	18,868	55,240	60,060	(4,820)	-8%	147,702
Waste water management		110,889	145,905	145,905	24,952	49,348	59,329	(9,981)	-17%	145,905
Waste management		56,599	81,861	81,861	7,046	38,891	33,287	5,604	17%	81,861
<i>Other</i>		-	-	-	-	-	-	-	-	-
<b>Total Expenditure - Functional</b>	3	1,346,761	1,716,330	1,722,712	183,850	661,655	696,448	(34,793)	-5%	1,722,712
<b>Surplus/ (Deficit) for the year</b>		263,579	5,020	21,534	(44,286)	171,178	135,837	(73,815)	-54%	21,534

Table C2: Monthly Budget Statement – Financial Performance, reflects the operating revenue and operating expenditure in the standard classifications which are the Government Finance Statistics Functions and Sub-functions. The main functions are Governance and Administration; Community and Public safety; Economic and Environmental services; and Trading Services.

**Table C3: Monthly Budget Statement – Financial Performance (revenue & expenditure by municipal vote)**

WC024 Stellenbosch - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - Mid-Year Assessment

Vote Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
<u>Revenue by Vote</u>										
Vote 1 - DIRECTORATE: MUNICIPAL MANAGER	1	-	360	360	360	360	186	174	93%	360
Vote 2 - DIRECTORATE: PLANNING AND DEVELOPMENT		11,402	71,543	77,925	2,411	9,818	36,994	(27,176)	-73%	71,543
Vote 3 - DIRECTORATE: COMMUNITY AND PROTECTION SERVICES		142,447	137,269	137,269	1,862	27,117	58,179	(31,062)	-53%	118,782
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES		1,001,139	1,077,892	1,077,892	104,277	559,288	563,096	(3,808)	-1%	1,077,892
Vote 5 - DIRECTORATE: CORPORATE SERVICES		3,810	12,162	12,162	270	1,788	5,155	(3,367)	-65%	12,162
Vote 6 - DIRECTORATE: FINANCIAL SERVICES		415,271	422,123	422,123	30,383	234,463	175,382	59,081	34%	422,123
Vote 7 - DIRECTORATE: HUMAN SETTLEMENTS		36,272								
Total Revenue by Vote	2	1,610,340	1,721,350	1,744,246	139,563	832,833	1,743,252	(6,157)	-0.4%	1,702,863
<u>Expenditure by Vote</u>										
Vote 1 - DIRECTORATE: MUNICIPAL MANAGER	1	21,061	30,232	30,232	8,129	19,198	12,293	6,905	56%	30,232
Vote 2 - DIRECTORATE: PLANNING AND DEVELOPMENT		50,348	104,509	110,890	8,937	50,123	42,496	7,626	18%	104,509
Vote 3 - DIRECTORATE: COMMUNITY AND PROTECTION SERVICES		303,083	370,026	939,734	24,699	99,910	149,406	(49,496)	-33%	351,239
Vote 4 - DIRECTORATE: INFRASTRUCTURE SERVICES		747,709	939,734	370,026	123,825	387,070	382,125	4,945	1%	175,477
Vote 5 - DIRECTORATE: CORPORATE SERVICES		112,483	175,477	175,477	15,758	75,420	70,948	4,472	6%	175,477
Vote 6 - DIRECTORATE: FINANCIAL SERVICES		52,722	-	96,352	2,502	29,935	39,180	(9,245)	-24%	-
Vote 7 - DIRECTORATE: HUMAN SETTLEMENTS		59,356	96,352	96,352	2,502	29,935	39,180	(9,245)	-24%	96,352
Total Expenditure by Vote	2	1,346,761	1,716,330	1,819,064	186,351	691,590	735,627	(44,038)	-6.0%	933,286
Surplus/ (Deficit) for the year	2	263,579	5,020	(74,817)	(46,788)	141,244	1,007,624	37,881	3.8%	769,577

Table C3: Monthly Budget Statement – Financial Performance, reflects the operating revenue and operating expenditure by municipal vote. The municipal directorates are Municipal Manager; Planning Development; Human Settlements; Engineering Services; Community and Protection Services; Corporate Services; and Financial Services. The operating expenditure budget is approved by Council on the municipal vote level.

**Table C4: Monthly Budget Statement – Financial Performance (revenue & expenditure)**

WC024 Stellenbosch - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Mid-Year Assessment

Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
<u>Revenue By Source</u>										
Property rates		309,989	329,307	329,307	22,221	202,131	170,278	31,853	19%	329,307
Service charges - electricity revenue		523,068	548,984	548,984	31,557	279,369	283,869	(4,500)	-2%	548,984
Service charges - water revenue		197,306	225,542	225,542	9,630	86,408	116,623	(30,216)	-26%	225,542
Service charges - sanitation revenue		91,619	107,078	107,078	6,491	44,520	55,368	(10,848)	-20%	107,078
Service charges - refuse revenue		50,008	56,168	56,168	4,140	32,054	29,043	3,010	10%	56,168
Service charges - other		-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		14,992	17,766	17,766	714	4,868	9,186	(4,318)	-47%	17,766
Interest earned - external investments		55,110	45,501	45,501	3,789	19,425	23,035	(3,610)	-16%	45,501
Interest earned - outstanding debtors		6,849	10,576	10,576	857	4,906	5,469	(562)	-10%	10,576
Dividends received		-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		114,767	102,132	102,132	553	8,098	52,811	(44,713)	-85%	102,132
Licences and permits		6,571	5,092	5,092	303	1,335	2,633	(1,298)	-49%	5,092
Agency services		2,365	2,690	2,690	209	671	1,391	(720)	-52%	2,690
Transfers and subsidies		133,057	144,700	151,082	41,752	107,188	128,714	(21,526)	-17%	151,082
Other revenue		26,734	34,009	34,009	1,441	9,952	17,586	(7,634)	-43%	34,009
Gains on disposal of PPE		427	-	-	-	-	-	-	-	-
<b>Total Revenue (excluding capital transfers and contributions)</b>		<b>1,532,862</b>	<b>1,629,546</b>	<b>1,635,928</b>	<b>123,657</b>	<b>800,924</b>	<b>896,007</b>	<b>(95,083)</b>	<b>-11%</b>	<b>1,635,928</b>
<u>Expenditure By Type</u>										
Employee related costs		444,579	566,808	566,808	39,445	244,835	230,481	14,354	6%	566,808
Remuneration of councillors		17,308	18,693	18,693	1,365	8,242	7,601	641	8%	18,693
Debt impairment		47,971	90,629	90,629	-	16,210	36,853	(20,642)	-56%	90,629
Depreciation & asset impairment		163,948	198,819	198,819	85,619	85,619	99,409	(13,790)	-14%	198,819
Finance charges		18,775	26,477	26,477	8,730	8,730	13,238	(4,508)	-34%	26,477
Bulk purchases		329,682	383,282	383,282	24,083	169,280	155,854	13,426	9%	383,282
Other materials		-	31,909	31,909	2,041	9,566	12,975	(3,409)	-26%	31,909
Contracted services		123,010	220,297	226,678	13,477	55,042	89,579	(34,537)	-39%	226,678
Transfers and subsidies		6,261	9,102	9,102	61	8,226	3,233	4,994	154%	9,102
Other expenditure		195,227	170,316	170,316	9,029	55,904	68,259	(12,355)	-18%	170,316
Loss on disposal of PPE		-	-	-	-	-	-	-	-	-
<b>Total Expenditure</b>		<b>1,346,761</b>	<b>1,716,330</b>	<b>1,722,712</b>	<b>183,850</b>	<b>661,655</b>	<b>717,483</b>	<b>(55,828)</b>	<b>-8%</b>	<b>1,722,712</b>
<b>Surplus/(Deficit)</b>		<b>186,101</b>	<b>(86,784)</b>	<b>(86,784)</b>	<b>(60,193)</b>	<b>139,269</b>	<b>178,524</b>	<b>(39,255)</b>	<b>(0)</b>	<b>(86,784)</b>
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		77,198	91,804	108,319	15,907	31,910	47,470	(15,561)	(0)	108,319
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)		-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (in-kind - all)		280	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) after capital transfers &amp; contributions</b>		<b>263,579</b>	<b>5,020</b>	<b>21,534</b>	<b>(44,286)</b>	<b>171,178</b>	<b>225,994</b>	<b>-</b>	<b>-</b>	<b>21,534</b>
Taxation		-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) after taxation</b>		<b>263,579</b>	<b>5,020</b>	<b>21,534</b>	<b>(44,286)</b>	<b>171,178</b>	<b>225,994</b>	<b>-</b>	<b>-</b>	<b>21,534</b>
Attributable to minorities		-	-	-	-	-	-	-	-	-
<b>Surplus/(Deficit) attributable to municipality</b>		<b>263,579</b>	<b>5,020</b>	<b>21,534</b>	<b>(44,286)</b>	<b>171,178</b>	<b>225,994</b>	<b>-</b>	<b>-</b>	<b>21,534</b>
Share of surplus/ (deficit) of associate		-	-	-	-	-	-	-	-	-
<b>Surplus/ (Deficit) for the year</b>		<b>263,579</b>	<b>5,020</b>	<b>21,534</b>	<b>(44,286)</b>	<b>171,178</b>	<b>225,994</b>	<b>-</b>	<b>-</b>	<b>21,534</b>



## 1. Operating Revenue

The following table shows the actual billed operating revenue per source as per the accrual basis as well as actual direct revenue per source against that planned in the SDBIP at 31 December 2018. It should be noted that the figures relate to billed revenue and not cash collected.

### Operating Revenue by Source:

Description	Original Budget	Adjustment Budget	YTD budget	YTD actual	YTD variance	YTD variance %	Monthly budget	Monthly actual	MTD variance	MTD variance %
<b>Revenue by Source</b>										
Property rates	329,306,916	329,306,916	170,278,267	202,130,932	31,852,666	19%	30,708,655	22,221,051	(8,487,604)	-28%
Service charges - electricity revenue	548,984,220	548,984,220	283,869,171	279,369,047	(4,500,124)	-2%	51,194,087	31,556,777	(19,637,310)	-38%
Service charges - water revenue	225,542,089	225,542,089	116,623,472	86,407,968	(30,215,504)	-26%	21,032,338	9,630,024	(11,402,314)	-54%
Service charges - sanitation revenue	107,078,132	107,078,132	55,368,041	44,519,930	(10,848,110)	-20%	9,985,291	6,491,366	(3,493,926)	-35%
Service charges - refuse revenue	56,167,898	56,167,898	29,043,339	32,053,645	3,010,306	10%	5,237,790	4,139,869	(1,097,922)	-21%
Service charges - other	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment	17,765,541	17,765,541	9,186,219	4,868,327	(4,317,892)	-47%	1,656,679	713,665	(943,014)	-57%
Interest earned - external investments	45,500,783	45,500,783	23,034,914	19,424,658	(3,610,256)	-16%	3,750,392	3,789,166	38,775	1%
Interest earned - outstanding debtors	10,576,074	10,576,074	5,468,684	4,906,245	(562,439)	-10%	986,244	856,699	(129,545)	-13%
Dividends received	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	102,132,446	102,132,446	52,810,722	8,097,575	(44,713,147)	-85%	9,524,094	553,338	(8,970,756)	-94%
Licences and permits	5,092,474	5,092,474	2,633,220	1,335,093	(1,298,127)	-49%	474,885	302,917	(171,969)	-36%
Agency services	2,690,098	2,690,098	1,390,998	670,644	(720,354)	-52%	250,858	209,030	(41,828)	-17%
Transfers and subsidies	144,700,000	151,081,624	128,714,408	107,188,000	(21,526,408)	-17%	41,392,000	41,752,000	360,000	1%
Other revenue	34,009,264	34,009,264	17,585,536	9,951,875	(7,633,661)	-43%	3,171,445	1,440,821	(1,730,624)	-55%
Gains on disposal of PPE	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue (excluding capital transfers and contributions)</b>	<b>1,629,545,935</b>	<b>1,635,927,559</b>	<b>896,006,990</b>	<b>800,923,941</b>	<b>(95,083,049)</b>	<b>-11%</b>	<b>179,364,758</b>	<b>123,656,723</b>	<b>-55,708,035</b>	<b>-31%</b>

## **Operating Revenue Variance Report**

The variances between actual operating revenue and the planned operating revenue contained in the SDBIP are explained per revenue source and are as follows:

### **Revenue by Source**

#### **Property Rates and Service Charges**

Property rates, service charges refuse and sanitation are billed monthly. However some consumers applied to have their property rates and service charges billed annually.

#### **Service charges - water revenue**

Water revenue accounts for 13.79% or R225 542 089 of the R1 635 927 559 operating budget. The municipality has billed R30 215 504 less water than initially anticipated. This is due to consumers adjusting their consumption patterns in line with the water saving measures promoted by the municipality. The level of the drought water tariff was decreased at the 21st Council Meeting on 31 October 2018. The level 2 rates has been effective from November 2018. The budget will be decreased by R35 000 000 during the Mid-year Adjustment budget process.

#### **Service charges - sanitation revenue**

The municipality has billed R10 848 110 less sanitation revenue than initially anticipated. The budget will remain unchanged during the Mid-year Adjustment budget process.

#### **Service charges - refuse revenue**

The municipality has billed R3 010 306 more refuse revenue than initially anticipated. The budget will be increased with R5 000 000 during the Mid-year Adjustment budget process.

#### **Rental of facilities and equipment**

An under performance was noted for rental of facilities and equipment amounting to R4 317 892. The annual rental levy will be done during March 2019. An improvement will therefor be noted during the third quarter of this financial year.

#### **Interest Earned- External Investments**

An under performance was noted for interest earned – external investments amounting to R3 610 256. The interest on investment journal amounting to R3 449 014 will be processed in January 2019. An improvement will therefor be evident in the next reporting period.

**Fines**

The municipality collected R44 713 147 less than it had projected. The variance relates to the accounting treatment of fine revenue that is recorded in line with accounting standard GRAP 23 and iGRAP 1.

**Transfers recognised-operational**

All grants have been received in accordance with the National Payment schedule except for the Municipal Infrastructure Grant which have been received a month in arrears for transfer 1 and transfer 2.

**Other revenue**

An under performance of R8 144 898 is evident for other revenue which is largely due to the following;

- The sales of goods and rendering of services: Encroachments

An underperformance is noted as only R1 248 376 has been receipted against an adjusted budget of R8 925 187. An adjustment will be done in terms of S28 (2) (a) of the MFMA during the Mid-year Adjustment budget process. The budget will be reduced to R2 500 000.

- Sales of goods and rendering of services: Parking fees

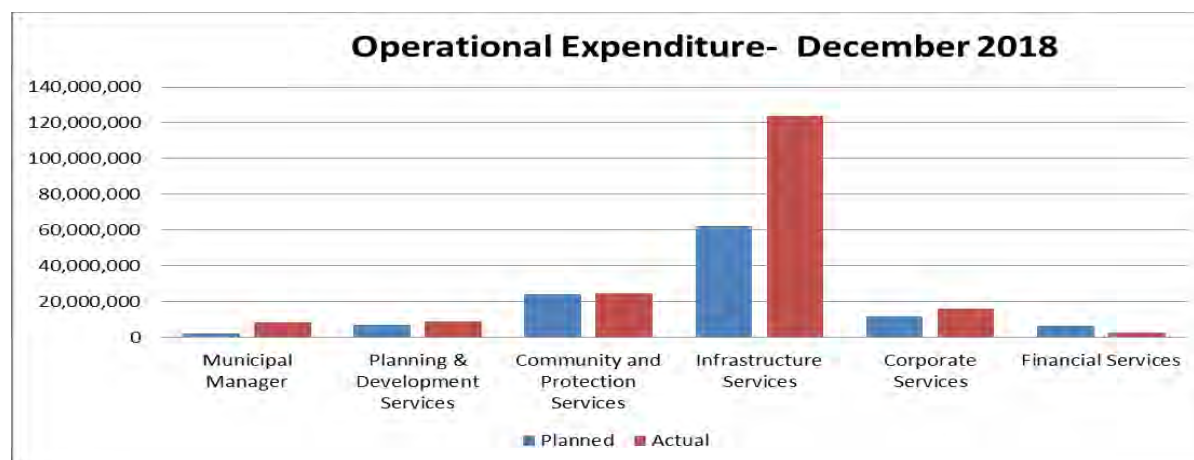
An underperformance is noted as only R895 378 has been receipted against an adjusted budget of R3 821 822. This equates to a negative year-to-date variance of R1 015 493.

## 2. Operating Expenditure

The following table shows the actual operating expenditure for each Directorate against the planned in the SDBIP as at 31 December 2018.

### Operating Expenditure (Per Directorate):

Directorate	Original Budget	Adjusted Budget	Year To Date		Decemberr 2018		December Variance (Actual - Plan)	Variance %
			Planned	Actuals	Planned	Actuals		
Municipal Manager	30,232,351	30,232,351	12,293,404	19,198,167	1,996,527	8,128,817	6,132,291	307%
Planning & Development Services	104,508,518	110,890,142	42,496,378	50,122,733	6,901,681	8,937,275	2,035,594	29%
Community and Protection Services	370,026,172	370,026,172	149,405,756	99,909,858	24,264,441	24,698,534	434,093	2%
Infrastructure Services	939,734,241	939,734,241	382,124,850	387,070,037	62,059,495	123,824,923	61,765,428	100%
Corporate Services	175,476,943	175,476,943	70,947,692	75,419,726	11,522,354	15,758,336	4,235,982	37%
Financial Services	96,351,921	96,351,921	39,179,655	29,934,651	6,363,024	2,501,619	(3,861,405)	-61%
<b>TOTALS</b>	<b>1,716,330,146</b>	<b>1,722,711,770</b>	<b>696,447,734</b>	<b>661,655,172</b>	<b>113,107,521</b>	<b>183,849,505</b>	<b>70,741,983</b>	<b>63%</b>



## **Operating Expenditure Variance Report**

The variances between actual operating expenditure and planned operating expenditure contained in the SDBIP are explained per item and are as follows:

### **2.1 Municipal Manager**

The Municipal Manager planned to spend R12 293 404 of the adjusted budget. The year- to date actual amount spent amounted to R19 198 167 which resulted in an over spending of R6 904 763. The items that attributed to the over spending are as follows:

#### **2.1.1 External Audit Fees**

The municipality spent R3 146 992 against a year to date budget of R2 676 790. The expenditure is still within the total annual budget amount of R5 353 580 and is anticipated to remain as such.

#### **2.1.2 Skills Development Fund Levy**

An overspending of R263 311 has been noted against a year to date budget of R10 330. The budget will be increased by R300 000 during the Mid-year adjustment budget process.

### **2.2 Planning and Development Services**

The Planning and Development Services directorate planned to spend R42 496 378 of the adjusted budget. The year- to date actual amount spent amounted to R50 122 733 which resulted in an over spending of R7 626 355. The items that attributed to the over spending are as follows:

#### **2.2.1 Monetary Allocations: Tourism**

A year to date actual spending of R3 899 990 is noted against a year to date budget of R1 949 945. This is due to the payment of the grant in aid in respect of Tourism, being allocated in August 2018. Although a year to date over spending is noted the payment was in line with the budget allocation for the year.

### **2.3 Community and Protection Services**

The Community and Protection Services directorate planned to spend R149 405 756 of the adjusted budget. The year to date actual amount spent amounted to R99 909 858 which resulted in an under spending of R49 495 898. The items that attributed to the under spending are as follows:

### **2.3.1 Outsourced Services: Clearing and Grass Cutting Services**

Slow spending has been noted as only R659 760 has been spent against a year to date budget of R2 015 835. The user department indicated that the reason for the low spending is due to the fact that the price per square metre was considerably lower in comparison with the market related prices. In addition, the initial slow start of the service provider during the first quarter whilst he was familiarising himself to the various areas, hence team, equipment availability and other shortfalls, etc also contributed to the negative variance to date.

### **2.3.2 Outsourced Services: Traffic Fines Management**

An under performance of R2 861 437 has been noted against a year to date budget of R5 965 950. The user department indicated that the spending is dependent on the number of fines paid and is therefore beyond the control of the municipality. Invoices amounting to R1 009 652 have been submitted for payment.

### **2.3.3 Outsourced Services: Maintenance of Buildings and Facilities**

Slow spending has been noted as only R438 873 has been spent against a year to date budget of R1 150 000. Orders to the value of R278 274 have been loaded to the financial system. Invoices to the value of R27 565 have been submitted for payment.

## **2.4 Corporate Services**

The Corporate Services directorate planned to spend R70 947 692 of the adjusted budget. The year-to-date actual spent amounted to R75 419 726. This resulted in an over spending of R4 472 034. The following items attributed to the over spending:

### **2.4.1 External Computer Service: Software Licences**

The year to date payments to the amount of R4 977 545 were processed on the financial system against a year to date budget of R4 250 000. The budget will be increased by R4 000 000 during the Mid-year budget process.

## **2.5 Infrastructure Services**

The Infrastructure Services directorate planned to spend R382 124 850 of the adjusted budget. The year-to-date actual amount spent amounted to R387 070 037. This resulted in an over spending of R4 945 188. The following items attributed to the over spending:

**2.5.1 Bad Debts written off**

The year to date expenditure amounting to R10 833 837 has been incurred against a year to date budget of R4 012 500. The total adjusted budget amounts to R8 025 000 which equates to an overall overspending of R2 808 837.

**2.5.2 Contractors: Maintenance of Unspecified Assets**

The municipality budgeted to spend R3 393 010 year-to-date. Payments to the amount of R5 006 968 have been made to date. Commitments amount to R1 039 736.

**2.5.3 Contractors: Transportation**

An over spending of R437 758 has been noted against a year to date budget of R150 000. Commitments amount to R717 328. The budget will be increased by R1 000 256 during the Mid-year adjustment budget process.

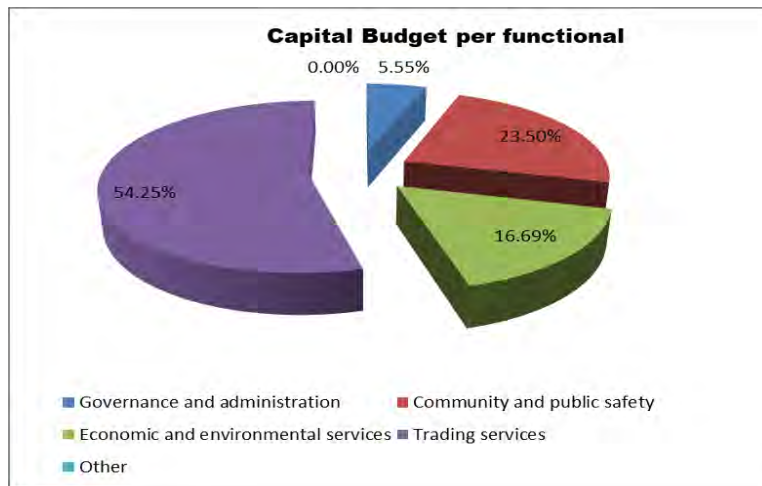
**2.5.4 Consumables: Zero Rated**

Actual spending amounts to R1 328 570 against a year to date budget of R980 125. The budget of R1 960 250 will increase by R650 000 during the Mid-year Adjustment budget process due to additional funds being required for storm water managements fleet usage.

### 3 Capital Expenditure

Stellenbosch municipality vested the majority of the 2018/19 capital budget in trading services (R 318 862 340 or 54.25 per cent of the R587 748 280 capital budget) which is needed to ensure effective service delivery.

The capital budgets for trading services are largely allocated to the investments in waste water management infrastructure (R144 719 400 or 54.25 per cent of the R 318 862 340 trading services capital budget).





The following table shows the actual capital expenditure for each Directorate against that planned in the SDBIP as at 31 December 2018.

Directorate	Budget	Capital Expenditure					Year To Date Actual Spent
		Year To Date Budget	Actual Expenditure	Commitments	Provisional Cost	Actuals + Commitments & Provisional	
<b>Municipal Manager</b>	85,000	1,341,031	8,527	59,215	-	67,741	10.03%
<b>Planning &amp; Development</b>	18,633,608	3,860,135	2,365,535	4,136,852	287,043	6,789,430	12.69%
<b>Community and Protection Services</b>	36,929,485	14,690,040	6,481,359	15,686,982	1,067,287	23,235,627	17.55%
<b>Infrastructure Services</b>	487,970,765	127,335,334	134,754,009	161,273,013	7,341,530	303,368,552	27.62%
<b>Corporate Services</b>	43,679,421	8,013,293	3,609,058	14,014,134	1,988,232	19,611,423	8.26%
<b>Financial Services</b>	450,000	134,552	281,453	49,446	-	330,899	62.55%
<b>TOTALS</b>	<b>587,748,280</b>	<b>155,374,384</b>	<b>147,499,940</b>	<b>195,219,641</b>	<b>10,684,092</b>	<b>353,403,673</b>	<b>25.10%</b>

**Table C5: Monthly Budget Statement – Capital Expenditure**

Table C5: Monthly Budget Statement – Capital Expenditure consists of three sections:  
Appropriations by vote; Standard classification and funding portion.

WC024 Stellenbosch - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - Mid-Year Assessment

Vote Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
<b>Capital Expenditure - Functional Classification</b>										
<i>Governance and administration</i>		10,770	21,165	32,638	1,008	3,900	5,153	(1,253)	-24%	21,165
Executive and council		33	2,915	2,915	4	7	1,341	(1,334)	-99%	2,915
Finance and administration		10,738	18,250	29,723	1,004	3,892	3,812	80	2%	18,250
Internal audit		-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>		73,699	113,981	138,142	14,377	29,954	33,677	(3,723)	-11%	138,142
Community and social services		17,739	6,134	6,451	213	427	1,834	(1,407)	-77%	6,451
Sport and recreation		10,987	7,925	8,460	1,113	3,101	1,966	1,135	58%	8,460
Public safety		8,638	17,650	17,884	1,451	2,462	5,277	(2,815)	-53%	17,884
Housing		36,336	82,272	105,346	11,599	23,964	24,600	(636)	-3%	105,346
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		78,444	89,055	98,086	5,530	20,584	26,383	(5,798)	-22%	98,086
Planning and development		4,672	18,780	24,384	496	2,361	5,579	(3,219)	-58%	24,384
Road transport		72,092	68,025	71,452	5,034	18,224	20,130	(1,907)	-9%	71,452
Environmental protection		1,679	2,250	2,250	-	-	673	(673)	-100%	2,250
<i>Trading services</i>		269,391	303,820	318,862	19,524	93,062	90,156	2,907	3%	318,862
Energy sources		53,473	84,900	86,686	1,233	19,717	25,086	(5,370)	-21%	86,686
Water management		125,642	66,850	74,405	5,589	27,690	19,630	8,061	41%	74,405
Waste water management		82,201	140,585	144,719	9,790	41,517	42,035	(519)	-1%	144,719
Waste management		8,075	11,485	13,052	2,912	4,139	3,404	734	22%	13,052
<i>Other</i>		1,379	20	20	-	-	6	(6)	-100%	20
<b>Total Capital Expenditure - Functional Classification</b>	3	433,682	528,041	587,748	40,438	147,500	155,374	(7,874)	-5%	576,275
<b>Funded by:</b>										
National Government		55,942	40,107	40,107	10,644	20,593	8,950	11,643	130%	40,107
Provincial Government		24,195	51,697	68,212	9,062	22,020	32,776	(10,756)	-33%	68,212
District Municipality		-	-	-	-	-	-	-	-	-
Other transfers and grants		-	-	-	-	-	-	-	-	-
Transfers recognised - capital		80,137	91,804	108,319	19,706	42,613	41,726	887	2%	108,319
Public contributions & donations	5	280	-	-	-	-	-	-	-	-
Borrowing	6	-	160,000	160,000	-	-	-	-	-	160,000
Internally generated funds		353,265	276,237	319,430	20,732	104,887	113,648	(8,761)	-8%	319,430
<b>Total Capital Funding</b>		433,682	528,041	587,748	40,438	147,500	155,374	(7,874)	-5%	587,748

## **Capital Expenditure Variance Report**

The variances between actual capital expenditure and the planned capital expenditure contained in the SDBIP are explained per directorate and are as follows:

### **3.1 Planning and Development**

The Directorate planned to spend R3 860 135 of the adjusted budget. The year-to-date actual spent amounted to R2 365 535. This resulted in an under spending of R1 494 600. The projects that attributed to the variances are as follows:

#### **3.1.1 Implementation of Ward Priorities**

No spending is reflected against a year to date budget of R60 000. The user department indicated that the consultation process have been concluded with the councillors. Formal Quotations will be issued.

#### **3.1.2 Establishment of Informal Trading Sites: Kayamandi**

R24 754 has been incurred against a year to date budget of R561 992. The user department indicated that the project will continue during mid-January 2019.

#### **3.1.3 Establishment of Informal Trading Markets: Cloetesville**

R1 008 823 has been spent against a year to date budget of R2 181 681. Orders to the value of R1641 854 have been loaded to the financial system.

#### **3.1.4 Establishment of Informal Trading Markets: Klapmuts**

R290 260 has been spent against a year to date budget of R2 000 000. The tender has been advertised on 12 December 2018 with the closing date being 25 February 2019.

#### **3.1.5 Establishment of Informal Trading Sites: Groendal**

R48 305 has been spent against a year to date budget of R1 350 000. Orders to the value of R191 140 have been loaded to the financial system. The tender has been advertised on 12 December 2018 with the closing date being 25 February 2019.

#### **3.1.6 Establishment of Informal Trading Markets Bird Street**

No spending is reflected against a year-to-date budget of R150 000. The designs for the site have been received. The user department indicated that the implementation phase will commence during this financial year.

### **3.1.7 Vehicles**

No spending is reflected against a year to date budget of R160 000. The user department indicated that quotations have been submitted to Fleet Management for the acquisition of two vehicles. An additional R500 000 required will be funded from the savings pertaining to the Purchase of Land: Cemeteries.

### **3.1.8 Heritage Tourism Centre - Jamestown**

The tender has been advertised and closed on 1 December 2018. A saving of R 640 000 will be rolled over to the construction of the Jamestown LED Hub in the new financial year 2019/2020.

### **3.1.9 Establishment of Informal Trading Markets Bird Street**

No spending is reflected against a year to date budget of R150 000. The user department indicated that the consultant has been appointed. The funds will be fully utilised during this financial year.

### **3.1.10 Purchase of Land - Cemeteries**

The project is currently awaiting the outcome of the Environmental Impact Assessment. The commencement of the project is dependent on the outcome of the aforementioned. The user department has indicated that approximately R600 000 of the R900 000 budget will not be utilised due to a saving on the professional fees associated with this project. This will be transferred to vehicles (see 5.1.7 above)

## **3.2 Community and Protection**

The Directorate planned to spend an amount of R14 690 040 of the adjusted budget. The year-to-date actual spent amounted to R6 481 359. This resulted in an under spending of R8 208 681. The projects that attributed to the variances are as follows:

### **3.2.1 Furniture, Tools and Equipment (Community Development)**

No spending is reflected against a year to date budget of R33 310. An order to the value of R38 111 has been loaded on the system.

### **3.2.2 Cemeteries: Specialised Equipment**

Actual spending to the amount of R8 925 was incurred against a year to date budget of R20 000. The chainsaws have been ordered and the user department is currently awaiting delivery.

### **3.2.3 Library Books**

No expenditure has been incurred against a year to date budget of R54 375. Orders to the amount of R32 010 were processed on the system. The user

department has encountered difficulty pertaining to the purchase of the Library books but will remedy the situation by seeking a best practise to be followed for this process.

#### **3.2.4 Franschhoek: Book Detection System**

No expenditure has been incurred against a year to date budget of R170 000.

#### **3.2.5 Upgrading: Cloetesville Library**

No spending has been reflected against a year to date budget of R300 000. The user department indicated that additional funding has been requested to the amount of R950 000 for this project. A Quantity Surveyor has been appointed.

#### **3.2.6 Upgrading: Plein Street Library**

No spending has been incurred against a year to date budget of R100 000. The user department indicated that the funds will be moved to the Upgrading: Cloetesville Library as more funds are needed on the project.

#### **3.2.7 Borehole: Rural Sportsgrounds**

No spending has been incurred against a year to date budget of R450 000. The user department indicated that an additional R450 000 has been requested for the installation of a borehole at Ida's Valley. The project already commenced under Infrastructure Services. The funds will be reallocated to the Infrastructure Services directorate during the Mid-year adjustment budget process.

#### **3.2.8 Re-Surface of Netball/Tennis Courts**

No spending has been incurred against a year to date budget of R300 000. The user department indicated that an additional R180 000 has been requested to complete the resurfacing at Ida's Valley of 6 netball courts.

### **3.3 Infrastructure Services**

The Directorate planned to spend an amount of R127 335 334. The year-to-date amount actual spent amounted to R134 754 009. This resulted in an over spending of R7 418 675. The projects that attributed to the variances are as follows:

#### **3.3.1 Reseal Roads – Klapmuts, Raithby, Meerlust, Wemmershoek, LaMotte, Maasdorp**

The project has been completed. 100% of the total budget amounting to R1 500 000 has been spent to date. Although a year to date over spending is reflected the spending has been limited to the total adjusted budget for the project.

### 3.3.2 General Systems Improvements - Stellenbosch

Spending amounting to R1 138 659 has been reported against a year to date budget of R949 752. The budget will be increased with R3 893 916 during the Mid-year adjustment budget process.

### 3.3.4 Power line move from landfill site

Spending of R13 788 494 has been noted against a year to date budget of R5 416 667. Although a year to date over spending of R8 371 827 is reflected, a saving of R2 211 506 has been reported against the total adjusted budget of R16 000 000. The saving will be moved to the General systems improvement – Stellenbosch project during the Mid-year adjustment budget process.

## 3.4 Corporate Services

The Directorate planned to spend an amount of R8 013 293. The year-to-date actual expenditure incurred amounted to R3 609 058. This resulted in an under spending of R4 404 235. The projects that attributed to the variances are as follows:

### 3.4.1 Upgrade and Expansion of IT Infrastructure Platforms

Spending amounting to R415 202 has been noted against a year to date budget of R6 300 000. Orders to the value of R6 706 555 have been loaded on the system.

**This project consists of two (2) components.**

- 1) **PABX:** This project will be completed by the end of January 2019. Last invoice to be submitted for payment by end of January 2019.

- 2) **Data Centre:**

The Contractor is envisaged to be on-site by the 14<sup>th</sup> of January 2019. If the project is on track it will be completed by early April 2019.

(a) UPS for Simonsberg – R80 000 UPS should be delivered by the 16 January 2019 and the invoice is envisaged to be submitted on the same date.

(b) 6 Micro firewalls - R220 000 at Bid Evaluation Committee on 12 December, Approved by Bid Adjudication Committee by 14 December, order issued by the 18 January 2019 – Awaiting Updated Municipal Accounts from Liquid Telecom.

(c) ICT Wireless link for Denovo Office R200 000 estimated cost – FQ with SCM to advertise on the 15 January 2019. Order to be issued by the 1 February 2019.

(d) Matopie Fencing for R130 000 – FQ closed, technical report with SCM to finalize by the 7 December 2018, order to be generated by the 15 January 2019.

### 3 Supporting Documentation

#### Debtors Age Analysis

#### Supporting Table SC3: Monthly Budget Statement - Aged Debtors

WC024 Stellenbosch - Supporting Table SC3 Monthly Budget Statement - aged debtors - Mid-Year Assessment

Description	NT Code	Budget Year 2018/19										Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy	
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days			
R thousands														
Debtors Age Analysis By Income Source														
Trade and Other Receivables from Exchange Transactions - Water	1200	15,854	4,613	3,936	2,041	47,295				73,739	49,336			
Trade and Other Receivables from Exchange Transactions - Electricity	1300	26,309	818	378	277	5,368				33,150	5,645			
Receivables from Non-exchange Transactions - Property Rates	1400	14,068	1,029	645	512	22,369				38,623	22,881			
Receivables from Exchange Transactions - Waste Water Management	1500	5,530	545	442	384	14,823				21,724	15,207			
Receivables from Exchange Transactions - Waste Management	1600	3,229	653	422	388	16,831				21,524	17,220			
Receivables from Exchange Transactions - Property Rental Debtors	1700	384	190	145	126	7,983				8,828	8,109			
Interest on Arrear Debtor Accounts	1810	-	-	-	-	-				-	-			
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	-	-	-	-	-				-	-			
Other	1900	276	197	200	142	8,862				9,677	9,004			
<b>Total By Income Source</b>	<b>2000</b>	<b>65,649</b>	<b>8,046</b>	<b>6,167</b>	<b>3,870</b>	<b>123,532</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>207,265</b>	<b>127,402</b>	<b>-</b>	<b>-</b>	
2017/18 - totals only														
Debtors Age Analysis By Customer Group														
Organs of State	2200	2,362	345	147	155	1,879				4,889	2,034			
Commercial	2300	14,824	339	182	121	11,709				27,176	11,831			
Households	2400	34,649	6,368	5,270	3,011	92,944				142,242	95,955			
Other	2500	13,814	994	569	583	16,999				32,958	17,582			
<b>Total By Customer Group</b>	<b>2600</b>	<b>65,649</b>	<b>8,046</b>	<b>6,167</b>	<b>3,870</b>	<b>123,532</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>207,265</b>	<b>127,402</b>	<b>-</b>	<b>-</b>	

#### Creditors Age Analysis

WC024 Stellenbosch - Supporting Table SC4 Monthly Budget Statement - aged creditors - Mid-Year Assessment

Description	NT Code	Budget Year 2018/19									Prior year totals for chart (same period)	
		0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total		
R thousands												
Creditors Age Analysis By Customer Type												
Bulk Electricity	0100	-									-	-
Bulk Water	0200	-									-	-
PAYE deductions	0300	6,220									6,220	5,694
VAT (output less input)	0400	-									-	-
Pensions / Retirement deductions	0500	-									-	-
Loan repayments	0600	-									-	-
Trade Creditors	0700	105,172									105,172	63,862
Auditor General	0800	-									-	-
Other	0900	-									-	-
<b>Total By Customer Type</b>	<b>1000</b>	<b>111,392</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>111,392</b>	<b>69,556</b>

## 4 Investments

ACC. NR	BANK	Type/ Period	INTEREST RATE	MATURITY DATE	OPENING BALANCE AS AT 1 JULY 2018	DECEMBER 2018		TOTAL INVESTMENTS/ WITHDRAWALS	INTEREST CAPITALISED FOR THE MONTH UNDER REVIEW	INTEREST ACCRUED YTD	CLOSING BALANCE YTD
						INVEST	WITHDRAW				
20-7784-1354	<b>ABSA BANK</b> A#1354	FIXED / 1 Mth	7.380%	12-Nov-18	-			(388,208.22)	-	388,208.22	(0.00)
					<b>0.00</b>	-	-	<b>(388,208.22)</b>	-	<b>388,208.22</b>	<b>0.00</b>
71-7585-00999	<b>FNB</b> F#0999	FIXED / 6 Mths	8.010%	10-Oct-18	203,467,342.47			(207,900,273.97)	-	4,432,931.51	0.00
					<b>203,467,342.49</b>	-	-	<b>(207,900,273.97)</b>	-	<b>4,432,931.51</b>	<b>0.02</b>
03/788/1123974/...008	<b>NEDBANK</b> N#008	CALL DEPOSIT	6.300%		10,396,986.30			(396,986.29)	57,117.94	324,563.97	10,324,563.98
03/7881123974/...011	N#011	FIXED DEPOSIT	8.270%	25-Sep-18	106,253,479.45			(108,202,027.36)	-	1,948,547.95	0.03
03/7881123974/...012	N#012	FIXED DEPOSIT	8.200%	30-Aug-18	93,740,547.95			(94,913,260.27)	-	1,172,712.33	0.00
03/7881123974/...013	N#013	FIXED / 6 Mths	8.200%	02-Jan-19	-			30,000,000.00	208,931.51	1,024,438.36	31,024,438.36
03/7881123974/...014	N#014	FIXED / 12 Mths	9.050%	06-Sep-19	-			120,000,000.00	922,356.16	3,481,150.52	123,481,150.52
03/7881123974/...015	N#015	FIXED / 12 Mths	9.050%	11-Oct-19	-			110,000,000.00	845,493.15	2,236,465.70	112,236,465.70
					<b>210,391,013.70</b>	-	-	<b>56,487,726.08</b>	<b>2,033,898.76</b>	<b>10,187,878.83</b>	<b>277,066,618.61</b>
1400-035018-500	<b>INVESTEC BANK</b> I#400	FIXED DEPOSIT	7.800%	27-Mar-18	0.01			-	-	-	0.01
1400-035018-450	I#450	FIXED / 3 MTHS	7.700%	11-Jan-19	-			100,000,000.00	653,972.60	1,729,863.01	101,729,863.01
					<b>0.01</b>	-	-	<b>100,000,000.00</b>	<b>653,972.60</b>	<b>1,729,863.01</b>	<b>101,729,863.02</b>
258489367-020	<b>STANDARD BANK</b> S#020	FIXED DEPOSIT	7.950%	23-Jul-18	102,156,301.37			(102,657,260.28)	-	500,958.90	(0.00)
258489367-021	S#021	CALL ACCOUNT	6.450%	Call Account	-			40,000,000.00	231,417.04	1,088,352.38	41,088,352.38
258489367-022	S#022	FIXED/8 Mths	8.250%	04-May-19	-			30,000,000.00	210,205.48	786,575.34	30,786,575.34
258489367-023	S#023	FIXED / 4 Mths	7.775%	11-Feb-19	-			50,000,000.00	319,520.55	862,705.48	50,862,705.48
					<b>102,156,301.35</b>	-	-	<b>17,342,739.72</b>	<b>761,143.07</b>	<b>3,238,592.11</b>	<b>122,737,633.18</b>
	<b>NEW REPUBLIC BANK</b> NEW REPUBLIC BANK		0.000%		170,839.00			-	-	-	170,839.00
					<b>170,839.00</b>	-	-	-	-	-	<b>170,839.00</b>
								-			
<b>INVESTMENT TOTAL</b>					<b>516,185,496.55</b>	-	-	<b>(34,458,016.39)</b>	<b>3,449,014.43</b>	<b>19,977,473.67</b>	<b>501,704,953.83</b>



## WC024 Stellenbosch - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Mid-Year Assessment

Investments by maturity Name of institution & investment ID	Ref	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of the month	Change in market value	Market value at end of the month
		Yrs/Months							
R thousands									
<b>Municipality</b>									
F#0999		6 month	Fixed Deposit	Wednesday, 10 October 2018		8.0%	0		0
N#008		4 month	Fixed Deposit	Wednesday, 18 April 2018	57	6.3%	10,267		10,325
N#013 NEDBANK		6 month	Fixed Deposit	Wednesday, 2 January 2019	209	8.2%	30,816		31,024
N#015		12 month	Fixed Deposit	Friday, 11 October 2019	845	9.1%	111,465		112,311
N#014 - NEDBANK		12 month	Fixed Deposit	Friday, 6 September 2019	922	9.1%	122,484		123,407
S#21- STANDARD BANK		Call Account	Call Account	Call Account	231	6.5%	40,857		41,088
S#22 - STANDARD BANK		8 month	Fixed Deposit	Saturday, 4 May 2019	210	8.3%	30,576		30,787
S#23 - STANDARD BANK		4 month	Fixed Deposit	Monday, 11 February 2019	320	7.8%	50,543		50,863
I#450 INVESTEC BANK		3 month	Fixed Deposit	Tuesday, 1 January 2019	654	7.7%	101,076		101,730
New Republic Bank						0.0%	171		171
Municipality sub-total					3,449		498,256	-	501,705
<b>Entities</b>									
Entities sub-total					-		-	-	-
<b>TOTAL INVESTMENTS AND INTEREST</b>	2				3,449		498,256	-	501,705

## 5 Borrowings

Lending Institution	Balance 1/12/2018	Received December 2018	Interest Capitalised December 2018	Capital Repayments December 2018	Balance 31/12/2018	Percentage	Sinking Funds (R'000)
DBSA @ 9.25%	8,452,854	-	-	(1,537,972)	6,914,882	9.25%	
DBSA@ 11.1%	20,297,016	-	-	(987,596)	19,309,420	11.10%	
DBSA@ 10.25%	56,412,280	-	-	(2,336,457)	54,075,823	10.25%	
DBSA @ 9.74%	88,139,988	-	-	(2,175,442)	85,964,546	9.74%	
	173,302,138	-	-	(7,037,467)	166,264,671		

## 7 Allocations and grant receipts and expenditure

	TOTAL 2018/19 INCLUSIVE OF ROLL OVER AMOUNTS	EXPECTED ALLOCATION	ROLL OVER FUNDING UNSPENT	ACCUMULATED RECEIPTS	ACCUMULATED ACTUAL EXPENDITURE	ACTUAL MONTHLY EXPENDITURE	ACTUAL MONTHLY RECEIPTS	UNSPENT CONDITIONAL GRANTS
<b>OPERATING &amp; CAPITAL GRANTS</b>								
EPWP Integrated Grant for Municipalities	5,722,000	5,722,000	-	4,006,000	956,306	657,187	-	3,049,694
Local Government Financial Management Grant	1,550,000	1,550,000	-	1,550,000	207,056	31,016	-	1,342,944
Municipal Infrastructure Grant (MIG)	35,107,000	35,107,000	-	22,500,000	18,547,869	3,616,467	14,500,000	3,952,131
Integrated National Electrification Programme (Municipal) Grant	5,000,000	5,000,000	-	5,000,000	1,543,269	-	-	3,456,731
Library Services: Conditional Grant	12,210,000	12,210,000	-	8,140,000	4,284,686	1,241,263	-	3,855,314
Community Development Workers Operational Support Grant	56,000	56,000	-	-	7,940	706	-	(7,940)
Human Settlements Development Grant	70,022,937	48,094,000	21,928,937	1,406,544	20,221,738	9,082,125	1,406,544	3,113,743
LG Financial Management Support Grant	255,000	255,000	-	-	52,521	49,325	-	(52,521)
Financial Management Capacity Building Grant	360,000	360,000	-	360,000	-	-	360,000	360,000
Maintenance and Construction of Transport Infrastructure	371,000	371,000	-	-	371,000	-	-	(371,000)
Integrated Transport Planning	600,000	600,000	-	-	62,670	-	-	(62,670)
Fire Services Capacity Building Grant	3,003,000	3,003,000	-	3,003,000	-	-	-	3,003,000
<b>TOTAL</b>	<b>134,256,937</b>	<b>112,328,000</b>	<b>21,928,937</b>	<b>45,965,544</b>	<b>46,255,053</b>	<b>14,678,090</b>	<b>16,266,544</b>	<b>21,639,427</b>

## Supporting Table SC6: Monthly Budget Statement – Transfers and grant receipts

WC024 Stellenbosch - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Mid-Year Assessment

Description	Ref	Budget Year 2018/19								
		2017/18 Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
<b>RECEIPTS:</b>	1,2									
<b>Operating Transfers and Grants</b>										
National Government:		117,001	131,448	131,448	-	57,296	119,588	(60,576)	-50.7%	131,448
Local Government Equitable Share		110,631	124,176	124,176	-	51,740	112,316	(60,576)	-53.9%	124,176
EPWP Integrated Grant for Municipalities		4,820	5,722	5,722	-	4,006	5,722			5,722
Local Government Financial Management Grant		1,550	1,550	1,550	-	1,550	1,550			1,550
	3									
Other transfers and grants [insert description]										
Provincial Government:		11,596	13,252	13,252	360	8,500	9,126	(371)	-4.1%	13,252
Library Services: Conditional Grant		11,045	12,210	12,210	-	8,140	8,140	-		12,210
Community Development Workers Operational Support Grant		56	56	56		-	-	-		56
Human Settlements Development Grant										
LG Graduate Internship Grant										
WC Financial Management Support Grant		255	255	255			255			255
Financial Management Capacity Building Grant		240	360	360	360	360	360			360
Maintenance and Construction of Transport Infrastructure			371	371			371	(371)	-100.0%	371
District Municipality:		-	-	-	-	-	-	-		-
[insert description]										
Other grant providers:		1,569	-	-	-	-	-	-		-
LG SETA		1,269								
Arbor Award		300								
<b>Total Operating Transfers and Grants</b>	5	130,166	144,700	144,700	360	65,796	128,714	(60,947)	-47.4%	144,700
<b>Capital Transfers and Grants</b>										
National Government:		43,594	40,107	40,107	14,500	27,500	28,405	(905)	-3.2%	40,107
Municipal Infrastructure Grant (MIG)		36,358	35,107	35,107	14,500	22,500	23,405	(905)	-3.9%	35,107
Integrated National Electrification Programme (Municipal) Grant		7,236	5,000	5,000	-	5,000	5,000			5,000
Other capital transfers [insert description]										
Provincial Government:		22,259	51,697	51,697	1,407	4,410	19,065	(14,656)	-76.9%	51,697
Human Settlements Development Grant		16,663	48,094	48,094	1,407	1,407	15,462	(14,056)	-90.9%	48,094
RSEP/ VPUU										
Maintenance and Construction of Transport Infrastructure		2,176	-	-						
Library Services: Conditional Grant		2,000								
Integrated Transport Planning		600	600	600			600			600
Fire Services Capacity Building Grant		820	3,003	3,003	-	3,003	3,003			3,003
District Municipality:		-	-	-	-	-	-	-		-
[insert description]										
Other grant providers:		-	-	-	-	-	-	-		-
[insert description]										
<b>Total Capital Transfers and Grants</b>	5	65,853	91,804	91,804	15,907	31,910	47,470	(15,560)	-32.8%	91,804
<b>TOTAL RECEIPTS OF TRANSFERS &amp; GRANTS</b>	5	196,019	236,504	236,504	16,267	97,706	176,184	(76,507)	-43.4%	236,504

## Supporting Table SC7 (1) Monthly Budget Statement – transfers and grant expenditure

WC024 Stellenbosch - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - Mid-Year Assessment

Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
<b>EXPENDITURE</b>										
<b>Operating expenditure of Transfers and Grants</b>										
National Government:		117,001	131,448	131,448	2,483	12,867	86,420	(73,553)	-85.1%	131,448
Local Government Equitable Share		110,631	124,176	124,176	1,794	11,704	82,784	(71,080)	-85.9%	124,176
EPWP Integrated Grant for Municipalities		4,820	5,722	5,722	657	956	2,861	(1,905)	-66.6%	5,722
Local Government Financial Management Grant		1,550	1,550	1,550	31	207	775	(568)	-73.3%	1,550
Other transfers and grants [insert description]										
Provincial Government:		3,386	61,346	61,346	1,291	4,716	30,308	(25,962)	-85.7%	61,346
Library Services: Conditional Grant		-	12,210	12,210	1,241	4,285	6,105	(1,820)	-29.8%	12,210
Community Development Workers Operational Support Grant			56	56	1	8	28	(20)	-71.6%	56
Human Settlements Development Grant		3,116	48,094	48,094	-	-	24,047	(24,047)	-100.0%	48,094
LG Graduate Internship Grant		15								
WC Financial Management Support Grant		255	255	255	49	53	128	(75)	-58.8%	255
Financial Management Capacity Building Grant			360	360						360
Maintenance and Construction of Transport Infrastructure			371	371	-	371	186			371
Environmental Affairs and Development Planning										
Spatial Development framework										
District Municipality:		-	-	-	-	-	-	-		-
[insert description]										
Other grant providers:		2,145	-	-	-	-	-	-		-
LG SETA		1,845								
Arbor Award		300								
<b>Total operating expenditure of Transfers and Grants:</b>		<b>122,532</b>	<b>192,794</b>	<b>192,794</b>	<b>3,774</b>	<b>17,583</b>	<b>116,728</b>	<b>(99,515)</b>	<b>-85.3%</b>	<b>192,794</b>
<b>Capital expenditure of Transfers and Grants</b>										
National Government:		942	40,107	40,107	3,616	20,091	21,048	(957)	-4.5%	40,107
Municipal Infrastructure Grant (MIG)			35,107	35,107	3,616	18,548	18,548	-		35,107
Integrated National Electrification Programme (Municipal) Grant			5,000	5,000	-	1,543	2,500	(957)	-38.3%	5,000
SDIF grant		942	-	-						
Provincial Government:		820	51,697	51,697	2,269	8,604	24,347	(15,743)	-64.7%	51,697
Human Settlements Development Grant		20,588	48,094	48,094	2,269	8,542	24,047			48,094
RSEP/ VPUU										
Maintenance and Construction of Transport Infrastructure		2,176	-	-						
Library Services: Conditional Grant		3,714								
Integrated Transport Planning		600	600	600	-	63	300			600
Fire Services Capacity Building Grant		820	3,003	3,003						3,003
District Municipality:		-	-	-	-	-	-	-		-
Human Settlements Development Grant										
RSEP/ VPUU										
Other grant providers:		-	-	-	-	-	-	-		-
<b>Total capital expenditure of Transfers and Grants</b>		<b>1,762</b>	<b>91,804</b>	<b>91,804</b>	<b>5,886</b>	<b>28,695</b>	<b>45,395</b>	<b>(16,700)</b>	<b>-36.8%</b>	<b>91,804</b>
<b>TOTAL EXPENDITURE OF TRANSFERS AND GRANTS</b>		<b>124,295</b>	<b>284,598</b>	<b>284,598</b>	<b>9,660</b>	<b>46,278</b>	<b>162,122</b>	<b>(116,215)</b>	<b>-71.7%</b>	<b>284,598</b>

## WC024 Stellenbosch - Supporting Table SC7(2) Monthly Budget Statement - Expenditure against approved rollovers - Mid-Year Asses

Description	Ref	Budget Year 2018/19				YTD variance	YTD variance
		Approved Rollover 2017/18	Monthly actual	YearTD actual	YTD variance		
R thousands							%
<b>EXPENDITURE</b>							
<u>Operating expenditure of Approved Roll-overs</u>							
National Government:		-	-	-	-		
Local Government Equitable Share					-		
EPWP Integrated Grant for Municipalities					-		
Local Government Financial Management Grant					-		
Other transfers and grants [insert description]					-		
Provincial Government:		6,986	20	276	6,710	96.1%	
Library Services: Conditional Grant					-		
Human Settlements Development Grant		6,986	20	276	6,710	96.1%	
LG Graduate Internship Grant					-		
Maintenance and Construction of Transport Infrastructure					-		
District Municipality:		-	-	-	-		
[insert description]					-		
Other grant providers:		-	-	-	-		
[insert description]					-		
<b>Total operating expenditure of Approved Roll-overs</b>		<b>6,986</b>	<b>20</b>	<b>276</b>	<b>6,710</b>	<b>96.1%</b>	
<u>Capital expenditure of Approved Roll-overs</u>							
National Government:		-	-	-	-		
Municipal Infrastructure Grant (MIG)					-		
Other capital transfers [insert description]					-		
Provincial Government:		14,943	6,793	11,404	3,539	23.7%	
#REF!		14,943	6,793	11,404	3,539	23.7%	
District Municipality:		-	-	-	-		
Other grant providers:					-		
Other grant providers:					-		
<b>Total capital expenditure of Approved Roll-overs</b>		<b>14,943</b>	<b>6,793</b>	<b>11,404</b>	<b>3,539</b>	<b>23.7%</b>	
<b>TOTAL EXPENDITURE OF APPROVED ROLL-OVERS</b>		<b>21,929</b>	<b>6,813</b>	<b>11,680</b>	<b>10,249</b>	<b>46.7%</b>	

## 8 Employee related costs

Employee - Related Costs	Original Budget	Adjustments Budget	Year-to-date Budget	Year-to-date Actual	% Variance	Monthly Budget	Monthly Actual	% Variance
Basic Salary and Wages	357,802,600	357,802,600	151,901,300	151,641,713	0%	26,901,300	26,560,621	-1%
Bonus	22,557,600	22,557,600	18,478,365	20,038,469	8%	-	152,910	100%
Acting and Post Related Allowances	1,529,000	1,529,000	500,000	468,185	-6%	100,000	68,402	-32%
Non Structured	28,638,500	28,638,500	10,000,000	11,884,082	19%	-	1,912,694	100%
Standby Allowance	12,206,300	12,206,300	5,103,150	6,096,484	19%	17,192	1,018,072	5822%
Travel or Motor Vehicle	12,458,100	12,458,100	4,500,000	5,010,298	11%	-	800,454	100%
Accommodation, Travel and Incidental	333,200	333,200	166,600	212,368	27%	66,600	109,329	64%
Bargaining Council	180,500	180,500	90,250	126,929	41%	15,042	21,715	44%
Cellular and Telephone	889,600	889,600	444,800	662,880	49%	74,133	114,339	54%
Current Service Cost	8,564,400	8,564,400	3,282,200	3,327,193	1%	1,213,700	663,052	-45%
Essential User	955,300	955,300	398,042	327,603	-18%	-	62,188	100%
Entertainment	55,800	55,800	23,250	6,929	-70%	-	2,171	100%
Fire Brigade	2,204,100	2,204,100	1,012,050	1,065,564	5%	93,675	176,665	89%
Group Life Insurance	3,293,100	3,293,100	1,546,550	1,525,596	-1%	274,425	258,808	-6%
Housing Benefits	2,329,000	2,329,000	1,134,500	1,135,310	0%	164,083	188,820	15%
Interest Cost	19,446,600	19,446,600	-	-	0%	-	-	-
Leave Gratuity	5,864,400	5,864,400	-	-	0%	-	-	-
Leave Pay	5,248,000	5,248,000	981,820	981,820	0%	181,820	202,058	11%
Long Service Award	5,771,300	5,771,300	1,885,650	1,083,004	-43%	1,615,150	185,724	-89%
Medical	21,783,500	21,783,500	6,126,584	10,375,746	69%	5,226,584	1,744,812	-67%
Non-pensionable	191,500	191,500	95,750	757,137	691%	15,958	681,863	4173%
Pension	48,539,800	48,539,800	19,827,855	22,827,855	15%	802,939	3,781,829	371%
Scarcity Allowance	1,730,400	1,730,400	865,200	814,939	-6%	175,200	128,208	-27%
Shift Additional Remuneration	563,700	563,700	281,850	1,905,254	576%	187,900	318,612	70%
Structured	1,216,000	1,216,000	608,000	726,527	19%	101,333	87,226	-14%
Unemployment Insurance	2,455,200	2,455,200	1,227,600	1,833,530	49%	204,600	204,369	0%
Totals	566,807,500	566,807,500	230,481,365	244,835,414	6%	37,431,633	39,444,940	5%

## Councillor Allowances and Employee Benefits

WC024 Stellenbosch - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - Mid-Year Assessment										
Summary of Employee and Councillor remuneration	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands		A	B	C						D
<b>Councillors (Political Office Bearers plus Other)</b>										
Basic Salaries and Wages			11,031	11,031	921	5,549	5,366	183	3%	11,031
Pension and UIF Contributions			1,926	1,926	8	74	74	-		1,926
Medical Aid Contributions			183	183	-	1	1	-		183
Motor Vehicle Allowance			4,268	4,268	332	1,962	1,657	305	18%	4,268
Cellphone Allowance			1,121	1,121	86	525	439	86	20%	1,121
Housing Allowances			-	-	-	-	-	-		-
Other benefits and allowances			164	164	18	130	64	66	103%	164
Sub Total - Councillors		-	18,693	18,693	1,365	8,242	7,601	641	8%	18,693
% increase	4		#DIV/0!	#DIV/0!						#DIV/0!
<b>Senior Managers of the Municipality</b>										
Basic Salaries and Wages			8,941	8,941	172	840	840	-		8,941
Pension and UIF Contributions			1,155	1,155	40	268	343	(75)	-22%	1,155
Medical Aid Contributions			65	65	5	40	33	7	23%	65
Overtime			-	-	-	-	-	-		-
Performance Bonus			446	446	-	-	-	-		446
Motor Vehicle Allowance			1,004	1,004	-	-	502	(502)	-100%	1,004
Cellphone Allowance			152	152	6	38	57	(19)	-33%	152
Housing Allowances			-	-	-	-	-	-		-
Other benefits and allowances			81	81	51	269	40	228	567%	81
Payments in lieu of leave			-	-	-	-	-	-		-
Long service awards			-	-	2	11	-	11	#DIV/0!	-
Post-retirement benefit obligations			-	-	663	3,994	500	3,494	699%	-
Sub Total - Senior Managers of Municipality		-	11,844	11,844	938	5,461	2,315	3,146	136%	11,844
% increase	4		#DIV/0!	#DIV/0!						#DIV/0!
<b>Other Municipal Staff</b>										
Basic Salaries and Wages			348,862	348,862	26,541	170,840	169,539	1,301	1%	348,862
Pension and UIF Contributions			49,840	49,840	3,947	24,088	20,712	3,375	16%	49,840
Medical Aid Contributions			21,718	21,718	1,740	10,336	6,094	4,242	70%	21,718
Overtime			30,418	30,418	3,337	20,612	15,993	4,619	29%	30,418
Performance Bonus			22,112	22,112	-	-	-	-		22,112
Motor Vehicle Allowance			11,455	11,455	-	-	3,998	(3,998)	-100%	11,455
Cellphone Allowance			737	737	107	604	388	216	56%	737
Housing Allowances			2,329	2,329	189	1,135	1,135	1	0%	2,329
Other benefits and allowances			22,407	22,407	2,259	9,957	7,439	2,517	34%	22,407
Payments in lieu of leave			5,248	5,248	202	982	982	-		5,248
Long service awards			271	271	186	647	1,886	(1,239)	-66%	271
Post-retirement benefit obligations			39,568	39,568	-	-	-	-		39,568
Sub Total - Other Municipal Staff		-	554,964	554,964	38,506	239,200	228,166	11,034	5%	554,964
% increase	4		#DIV/0!	#DIV/0!						#DIV/0!
Total Parent Municipality		-	585,500	585,500	40,810	252,903	238,082	14,821	6%	585,500
Total Municipal Entities		-	-	-	-	-	-	-		-
TOTAL SALARY, ALLOWANCES & BENEFITS		-	585,500	585,500	40,810	252,903	238,082	14,821	6%	585,500
% increase	4		#DIV/0!	#DIV/0!						#DIV/0!
TOTAL MANAGERS AND STAFF		-	566,808	566,808	39,445	244,661	230,481	14,180	6%	566,808



# **MID YEAR BUDGET AND PERFORMANCE ASSESSMENT**

## **PART B – CAPITAL EXPENDITURE**

## Capital Expenditure\_31 December 2018

Directorate	Budget	Actual Expenditure	Balance	YEAR TO DATE ACTUAL SPENT
Municipal Manager	85,000	8,527	76,473	10.03%
Planning & Development Services	18,633,608	2,365,535	16,268,074	12.69%
Community and Protection Services	36,929,485	6,481,359	30,448,126	17.55%
Infrastructure Services	487,970,765	134,288,693	353,682,072	27.52%
Corporate Services	43,679,421	3,609,058	40,070,363	8.26%
Financial Services	450,000	281,453	168,547	62.55%
<b>TOTALS</b>	<b>587,748,280</b>	<b>147,034,624</b>	<b>440,713,656</b>	<b>25.02%</b>

**2018/2019 CAPITAL EXPENDITURE REPORT**  
**31 December 2018**

<i>Projects</i>	<i>Fund</i>	<i>Amended Budget</i>	<i>Actual Expenditure</i>	<i>Balance R</i>	<i>Actual Exp</i>	<i>Universal Key (Ukey)</i>	<i>CP3 ID</i>
<b>Municipal Manager</b>		<b>85,000</b>	<b>8,527</b>	<b>76,473</b>	<b>10.03%</b>		
<b>Office of the Municipal Manager</b>		<b>85,000</b>	<b>8,527</b>	<b>76,473</b>	<b>10.03%</b>		
Furniture, Tools and Equipment	CRR	35,000	7,462	27,538	21.32%	20180711006051	2972186
IDP Audio Equipment	CRR	50,000	1,064	48,936	2.13%	20180711005778	2976980
<b>Planning and Development Services</b>		<b>18,633,608</b>	<b>2,365,535</b>	<b>16,268,074</b>	<b>12.69%</b>		
<b>Planning and Development</b>		<b>609,238</b>	<b>33,504</b>	<b>575,734</b>	<b>5.50%</b>		
Implementation of Ward Priorities	CRR	120,000	-	120,000	0.00%	20180716042104	2978033
Informal Traders	CRR	374,215	-	374,215	0.00%	20180910995790	2972191
Offices: Relocation Costs	CRR	34,444	-	34,444	0.00%	20171002023043	2972193
Furniture, Tools and Equipment	CRR	80,579	33,504	47,075	41.58%	20170608983950	2972187
<b>Housing Administration</b>		<b>20,000</b>	<b>6,025</b>	<b>13,975</b>	<b>30.13%</b>		
Furniture, Tools and Equipment: Housing Administration	CRR	20,000	6,025	13,975	30.13%	20180716042332	2972272
<b>Informal Settlements</b>		<b>20,000</b>	<b>-</b>	<b>20,000</b>	<b>0.00%</b>		
Furniture, Tools and Equipment	CRR	20,000	-	20,000	0.00%	20180716042347	2973352
<b>Local Economic Development</b>		<b>17,064,370</b>	<b>2,326,006</b>	<b>14,738,365</b>	<b>13.63%</b>		
Establishment of Informal Trading Sites: Kayamandi	CRR	1,204,428	24,754	1,179,674	2.06%	20180716042515	2973272
Upgrading of CBD informal traders area (Blomhusie)	CRR	400,000	-	400,000	0.00%	20180716042518	2978029
Establishment of informal trading markets Cloetesville	CRR	4,625,958	1,008,823	3,617,135	21.81%	20180716042503	2972563
Establishment of Informal Trading Sites: Klamputs	CRR	4,000,000	290,260	3,709,740	7.26%	20180716042509	2973274
Establishment of Informal Trading Sites: Groendal	CRR	2,700,000	48,305	2,651,695	1.79%	20180716042506	2973275
Establishment of Informal Trading Markets	CRR	1,769,008	952,242	816,766	53.83%	20180910995811	2976926
Vehicles	CRR	320,000	-	320,000	0.00%	20180716042017	2972190
Upgrading of the Kayamandi Economic Tourism Corridor	CRR	200,000	-	200,000	0.00%	20180716042473	2973363
Furniture tools and equipment	CRR	44,977	1,622	43,355	3.61%	20180716042293	2973243
Heritage Tourism Center - Jamestown	CRR	1,500,000	-	1,500,000	0.00%	20180711006117	2978030
Establishment of Informal Trading Markets Bird Street	CRR	300,000	-	300,000	0.00%	20180716042500	2972192
<b>New Housing</b>		<b>20,000</b>	<b>-</b>	<b>20,000</b>	<b>0.00%</b>		
Furniture, Tools and Equipment	CRR	20,000	-	20,000	0.00%	20180716042296	2972279
<b>Spatial Planning, Heritage &amp; Environment</b>		<b>900,000</b>	<b>-</b>	<b>900,000</b>	<b>0.00%</b>		
Purchase of Land- Cemeteries	CRR	900,000	-	900,000	0.00%	20180716042014	2972189

**2018/2019 CAPITAL EXPENDITURE REPORT**  
**31 December 2018**

Projects	Fund	Amended Budget	Actual	Balance R	Actual Exp	Universal Key (Ukey)	CP3 ID
			Expenditure				
<b>Infrastructure Services</b>		<b>487,970,765</b>	<b>134,288,693</b>	<b>353,682,072</b>	<b>27.52%</b>		
<b>Engineering Services General</b>		<b>1,520,000</b>	<b>22,443</b>	<b>1,497,557</b>	<b>1.48%</b>		
Update of Engineering Infrastructure GIS Data	CRR	200,000	-	200,000	0.00%	20180716042617	2972380
Furniture, Tools & Equipment	CRR	110,000	22,443	87,557	20.40%	20180716042341	2972378
Implementation of Ward Priorities	CRR	1,210,000	-	1,210,000	0.00%	20180716042107	2978034
<b>Electrical Engineering Services General</b>		<b>86,685,580</b>	<b>19,694,132</b>	<b>66,991,448</b>	<b>22.72%</b>		
Electricity Network: Pniel	CRR	17,000,000	-	17,000,000	0.00%	20180716042086	2972310
General Systems Improvements - Stellenbosch	CRR	2,700,000	1,138,659	1,561,341	42.17%	20180716042110	2972285
Network Cable Replace 11 kV	CRR	3,000,000	534,354	2,465,646	17.81%	20180716042071	2972287
Infrastructure Improvement - Franschhoek	CRR	2,000,000	81,558	1,918,442	4.08%	20180716042080	2972297
General System Improvements - Franschhoek	CRR	2,000,000	42,003	1,957,997	2.10%	20180716042074	2972299
Replace Switchgear 66 kV	CRR	2,500,000	-	2,500,000	0.00%	20180716042062	2972306
Specialized Vehicles	CRR	1,500,000	-	1,500,000	0.00%	20180716042047	2972575
Stand-by Generator	CRR	600,000	-	600,000	0.00%	20180711005496	2975668
Isolators	CRR	1,000,000	-	1,000,000	0.00%	20180716042059	2972313
System Control Centre & Upgrade Telemetry	CRR	1,000,000	71,861	928,139	7.19%	20180711005925	2972286
Replace Switchgear - Franschhoek	CRR	1,000,000	-	1,000,000	0.00%	20180716042056	2972300
Replace Control Panels 66 kV	CRR	2,000,000	-	2,000,000	0.00%	20180716042068	2972307
Franschhoek: New Groendal 2 Sub: Substation building and switchgear	CRR	1,000,000	-	1,000,000	0.00%	20180716042119	2973182
Vehicle Fleet	CRR	1,000,000	1,278	998,722	0.13%	20180711005313	2972303
Ad-Hoc Provision of Streetlighting	CRR	950,000	663,977	286,023	69.89%	20180716042113	2972284
Lighting of Public Areas	CRR	2,000,000	564,662	1,435,339	28.23%	20180716042101	2977022
Replace Busbars 66 kV	CRR	600,000	-	600,000	0.00%	20180716042077	2972308
Data Network	CRR	500,000	-	500,000	0.00%	20180716042053	2975577
Energy Balancing Between Metering and Mini-Substations	CRR	500,000	433,290	66,710	86.66%	20170608984421	2972288
Replace Ineffective Meters & Energy Balance of mini-substations	CRR	400,000	152,615	247,386	38.15%	20170608984388	2972301
Automatic Meter Reader	CRR	350,000	-	350,000	0.00%	20180711005439	2972290
Masterplan update	CRR	600,000	-	600,000	0.00%	20180716042122	2973461
Meter Panels	CRR	300,000	-	300,000	0.00%	20180711005499	2972289
DSM Geyser Control	CRR	300,000	-	300,000	0.00%	20180716042089	2972309
Buildings & Facilities Electrical Supply - Stellenbosch	CRR	300,000	45,396	254,604	15.13%	20180716042092	2972282
Beltana Depot	CRR	600,000	-	600,000	0.00%	20180711005388	2972315
Small Capital: Fte Electrical Engineering Services	CRR	500,000	224,309	275,691	44.86%	20180716042116	2972283
Upgrade Transformers - Stellenbosch	CRR	1,764,603	-	1,764,603	0.00%	20180711005376	2975578
Upgrade Transformers - Stellenbosch	Ext Loan	3,235,397	-	3,235,397	0.00%	20180711005379	2975578
11kV cable - Stellenbosch	CRR	5,000,000	-	5,000,000	0.00%	20180716042125	2973459

**2018/2019 CAPITAL EXPENDITURE REPORT  
31 December 2018**

<i>Projects</i>	<i>Fund</i>	<i>Amended Budget</i>	<i>Actual</i>	<i>Balance R</i>	<i>Actual Exp</i>	<i>Universal Key (Ukey)</i>	<i>CP3 ID</i>
			<i>Expenditure</i>				
New 66kV substation - Dwars Rivier	Ext Loan	2,000,000	-	2,000,000	0.00%	20180711005457	2975671
Upgrading of Offices	CRR	1,700,000	-	1,700,000	0.00%	20180711006210	2975661
Integrated National Electrification Programme (Enkanini)	INEP	5,000,000	1,543,269	3,456,731	30.87%	20180711005469	2972312
Integrated National Electrification Programme	CRR	1,785,580	408,409	1,377,171	22.87%	20170608983872	2972574
Power line move from landfill site	CRR	16,000,000	13,788,494	2,211,506	86.18%	20180716042128	2976979
Paradyskloof & Surrounding Area- Switchgear (11kV)	CRR	4,000,000	-	4,000,000	0.00%	20180716042065	2972314

**2018/2019 CAPITAL EXPENDITURE REPORT**  
**31 December 2018**

<i>Projects</i>	<i>Fund</i>	<i>Amended Budget</i>	<i>Actual</i>	<i>Balance R</i>	<i>Actual Exp</i>	<i>Universal Key (Ukey)</i>	<i>CP3 ID</i>
			<i>Expenditure</i>				
<b>Infrastructure Planning, Development and Implementation</b>		<b>95,286,460</b>	<b>23,957,574</b>	<b>71,328,886</b>	<b>25.14%</b>		
Furniture,Tools and Equipment: Human Settlements and Property	CRR	50,000	-	50,000	0.00%	20180711005883	2972569
Langrug Road Construction	CRR	3,500,000	904,520	2,595,480	25.84%	20180711005994	2976914
Access to Basic Services	HS Grant	64,700	-	64,700	0.00%	20180910995751	2972568
Enkanini ABS	HS Grant	250,000	64,000	186,000	25.60%	20180910995766	2973221
Enkanini Planning	HS Grant	1,128,985	1,128,985	-	100.00%	20180910995724	2973341
Enkanini subdivision, consolidation and rezoning	HS Grant	990,000	-	990,000	0.00%	20180910995718	2973342
Klapmuts ABS	HS Grant	403,793	-	403,793	0.00%	20180910995727	2975580
Langrug ABS	HS Grant	250,000	-	250,000	0.00%	20180910995721	2973222
Basic Services Improvements: Langrug	CRR	8,124,752	165,861	7,958,891	2.04%	20180716042479	2972572
Upgrading of Informal Settlements General	CRR	231,915	-	231,915	0.00%	20180910995748	2973345
Jamestown: Mountainview Installation of water and sewer services	CRR	2,615,460	433,816	2,181,644	16.59%	20180711005685	2973344
ISSP Kayamandi Enkanini (1300 sites)	HS Grant	2,400,000	765,941	1,634,059	31.91%	20180716042131	2978026
ISSP Kayamandi Enkanini (Interim Services)	HS Grant	1,000,000	594,677	405,323	59.47%	20180716042134	2978027
ISSP Klapmuts La Rochelle (80 sites)	CRR	500,000	-	500,000	0.00%	20180711005487	2972571
ISSP Klapmuts La Rochelle (80 sites)	HS Grant	140,000	-	140,000	0.00%	20180716042137	2972571
Housing Projects	CRR	200,000	-	200,000	0.00%	20180711005607	2972278
Idas Valley IRDP / FLISP	HS Grant	17,300,000	5,106,588	12,193,412	29.52%	20180711005613	2972280
Idas Valley IRDP / FLISP	CRR	3,065,000	-	3,065,000	0.00%	20180711005604	2972280
Kayamandi Town Centre - Civil Infrastructure	HS Grant	1,047,150	16,638	1,030,512	1.59%	20180716042614	2975696
Kayamandi: Watergang and Zone O	HS Grant	19,358,122	11,404,156	7,953,965	58.91%	20180716042599	2972268
Northern Extension: Feasibility (Kayamandi)	HS Grant	2,000,000	-	2,000,000	0.00%	20180711005559	2972277
Klapmuts: Erf 2181 (298 serviced sites)	HS Grant	12,713,434	2,039,145	10,674,289	16.04%	20180711005517	2972270
Klapmuts: Erf 2181 (298 serviced sites)	CRR	4,183,150	1,314,494	2,868,657	31.42%	20180711005514	2972270
Smartie Town, Cloeteville	CRR	4,920,000	-	4,920,000	0.00%	20180711006096	2972267
Cloeteville IRDP Planning	HS Grant	250,000	18,754	231,246	7.50%	20180716042611	2972276
Longlands Vlottenburg: Housing Internal Services	HS Grant	7,200,000	-	7,200,000	0.00%	20180711006213	2972266
Stellenbosch: Social Housing	CRR	200,000	-	200,000	0.00%	20180711006174	2972275
Jamestown: Housing	HS Grant	600,000	-	600,000	0.00%	20180711006144	2973470
Meerlust (200) Planning	HS Grant	600,000	-	600,000	0.00%	20180716042590	2976949
<b>Roads and Stormwater</b>		<b>52,247,467</b>	<b>11,421,322</b>	<b>40,826,145</b>	<b>21.86%</b>		
Adhoc: Reconstruction Of Roads (WC024)	CRR	5,614,844	3,481,670	2,133,173	62.01%	20180716042476	2972391
R44 Access Upgrades	CRR	20,000,000	-	20,000,000	0.00%	20180716042392	2976984
Upgrade Gravel Roads- Jamestown	CRR	1,000,000	-	1,000,000	0.00%	20180716042440	2972426
Lanquedoc Access road and Bridge	CRR	1,806,701	-	1,806,701	0.00%	20180716042443	2975576
Upgrade Gravel Roads - Klapmuts : Section 1	CRR	297,522	297,522	0	100.00%	20180910995769	2973380
Upgrade Stormwater Water Conveyance System	CRR	1,228,400	-	1,228,400	0.00%	20180716042488	2972395

**2018/2019 CAPITAL EXPENDITURE REPORT**  
**31 December 2018**

<i>Projects</i>	<i>Fund</i>	<i>Amended Budget</i>	<i>Actual</i>	<i>Balance R</i>	<i>Actual Exp</i>	<i>Universal Key (Ukey)</i>	<i>CP3 ID</i>
			<i>Expenditure</i>				
Furniture, Tools and Equipment : Tr&Stw	CRR	300,000	3,000	297,000	1.00%	20180716042458	2972411
Upgrade Gravel Roads - Lamotte & Franshoek	CRR	2,500,000	-	2,500,000	0.00%	20180716042434	2973375
Update Pavement Management System	CRR	700,000	-	700,000	0.00%	20180716042377	2972401
Upgrade Gravel Roads - Wemmershoek	CRR	2,500,000	-	2,500,000	0.00%	20180716042452	2972419
Paving: Stellenbosch CBD	CRR	2,000,000	-	2,000,000	0.00%	20180711006003	2973404
Resealing (WC024)	CRR	1,000,000	1,000,000	0	100.00%	20180716042389	2972394
Skool Street- Jamestown	CRR	800,000	-	800,000	0.00%	20180716042395	2978032
Reseal Roads - Klapmuts, Raithby, Meerlust, Wemmershoek, LaMotte, Maasdorp	CRR	1,500,000	1,500,000	-	100.00%	20180716042428	2972406
Reseal Roads - Mostertsdrif & Surrounding	CRR	2,000,000	-	2,000,000	0.00%	20180716042398	2972407
Reseal Roads - Jamestown & Technopark	CRR	2,000,000	-	2,000,000	0.00%	20180716042383	2972408
Reseal Roads - Johannesburg, Pniel, Lanquedoc,	CRR	2,000,000	2,000,000	-	100.00%	20180716042467	2972409
Reseal Roads - Lacoline, Tennantville, Plankenburg	CRR	3,000,000	3,000,000	0	100.00%	20180716042386	2972410
Stormwater Drainage - Kayamandi and Enkanini	CRR	2,000,000	139,130	1,860,870	6.96%	20180711005709	2977015

**2018/2019 CAPITAL EXPENDITURE REPORT**  
**31 December 2018**

Projects	Fund	Amended Budget	Actual	Balance R	Actual Exp	Universal Key (Ukey)	CP3 ID
			Expenditure				
<b>Sanitation</b>		<b>143,719,401</b>	<b>41,516,923</b>	<b>102,202,478</b>	<b>28.89%</b>		
New Plankenburg Main Outfall Sewer	Ext Loan	41,885,097	16,186,799	25,698,298	38.65%	20180716042245	2972487
New Plankenburg Main Outfall Sewer	MIG	3,500,000	3,500,000	-	100.00%	20180716042251	2972487
Extention Of WWTW: Stellenbosch	Ext Loan	47,097,037	11,294,357	35,802,680	23.98%	20180716042236	2972390
Idas Valley Merriman Outfall Sewer	Ext Loan	14,141,852	2,011,728	12,130,123	76.65%	20180716042206	2972498
Idas Valley Merriman Outfall Sewer	MIG	7,220,494	6,887,833	332,661	3.36%	20180716042242	2972498
Bulk Sewer Outfall: Jamestown	Ext Loan	6,000,000	-	6,000,000	0.00%	20180716042239	2972494
Bulk Sewer Outfall: Jamestown	MIG	4,000,000	1,375,309	2,624,691	34.38%	20180716042224	2972494
Upgrade of WWTW: Pniel & Decommissioning Of Franschhoek	Ext Loan	10,019,204	-	10,019,204	0.00%	20180716042227	2972388
Upgrade of WWTW Wemmershoek	CRR	4,196,390	83,794	4,112,596	2.00%	20180716042197	2972585
Sewerpipe Replacement	CRR	2,234,494	159,839	2,074,656	7.15%	20180716042248	2972489
New Development Bulk Sewer Supply WC024	CRR	1,500,000	-	1,500,000	0.00%	20180716042230	2972704
Sewer Pumpstation & Telemetry Upgrade	CRR	500,000	-	500,000	0.00%	20180716042215	2972488
Upgrade of WWTW: Klapmuts	CRR	633,149	-	633,149	0.00%	20171002022978	2972389
Furniture, Tools and Equipment	CRR	291,684	17,264	274,420	5.92%	20180716042209	2973427
Sewerpipe Replacement: Dorp Straat	CRR	500,000	-	500,000	0.00%	20180716042218	2973372
<b>Solid Waste Management</b>		<b>13,052,051</b>	<b>4,138,563</b>	<b>8,913,488</b>	<b>31.71%</b>		
Stellenbosch WC024 Material Recovery Facility	CRR	1,613,494	-	1,613,494	0.00%	20180716042266	2973454
Stellenbosch WC024 Material Recovery Facility	MIG	4,386,506	-	4,386,506	0.00%	20180716042269	2973454
Vehicles	CRR	4,541,821	3,598,586	943,235	79.23%	20180711005268	2972375
Waste Minimization Projects	CRR	400,000	-	400,000	0.00%	20180711005694	2972367
Upgrade Refuse disposal site (Existing Cell)- Rehab	CRR	1,325,230	49,416	1,275,814	3.73%	20180716042260	2972579
Transfer Station: Stellenbosch	CRR	500,000	302,659	197,341	60.53%	20180716042263	2973451
Skips (5,5Kl)	CRR	250,000	173,760	76,240	69.50%	20180711005766	2972369
Furniture, Tools and Equipment : Solid Waste	CRR	35,000	14,143	20,857	40.41%	20180716042338	2972370
<b>Traffic Engineering</b>		<b>5,560,217</b>	<b>4,405,458</b>	<b>1,154,759</b>	<b>79.23%</b>		
Main Road Intersection Improvements: Franschhoek	CRR	200,000	-	200,000	0.00%	20180716042407	2972472
Traffic Calming Projects: Implementation	CRR	500,000	472,952	27,048	94.59%	20180716042485	2972433
Traffic Signal Control: Upgrading of Traffic Signals	CRR	500,000	499,995	5	100.00%	20180716042425	2972393
Traffic Management Improvement Programme	CRR	2,175,800	2,183,368	-7,568	100.35%	20180716042455	2972460
Main Road Intersection Improvements: R44 / Merriman Street	CRR	250,000	250,000	-	100.00%	20180716042482	2972453
Signalisation implementation	CRR	200,000	-	200,000	0.00%	20180716042413	2973397
Road Transport Safety Master Plan - WC024	CRR	150,000	129,398	20,602	86.27%	20180716042410	2972448
Asset Management - Roads Signs Management System	CRR	100,000	-	100,000	0.00%	20180716042011	2972458
Furniture, Tools and Equipment : Traffic Engineering	CRR	100,000	13,057	86,943	13.06%	20180716042335	2972456
Pedestrian Crossing Implementation	CRR	100,000	-	100,000	0.00%	20180716042374	2973398



**2018/2019 CAPITAL EXPENDITURE REPORT**  
**31 December 2018**

<i>Projects</i>	<i>Fund</i>	<i>Amended Budget</i>	<i>Actual</i>	<i>Balance R</i>	<i>Actual Exp</i>	<i>Universal Key (Ukey)</i>	<i>CP3 ID</i>
			<i>Expenditure</i>				
Universal Access Implementation	CRR	100,000	-	100,000	0.00%	20180716042431	2973403
Helshoogte Road/ Cluver Road/ Rustenburg Road intersection & Rustenburg Road/ Sonnebloem Road intersection	CRR	401,400	401,400	-	100.00%	20180910995781	2975601
Main Road Intersection Improvements: R44 / Bird Street	CRR	315,000	318,999	-3,999	101.27%	20180910995772	2972450
Merriman & Bosman Signilisation	CRR	49,700	49,635	65	99.87%	20180910995775	2972470
Ward 11: Infrastructure Improvement Programme	CRR	47,489	-	47,489	0.00%	20180912984309	2975628
Ward 13: Infrastructure Improvement Programme	CRR	40,000	-	40,000	0.00%	20180910995757	2975630
Ward 18: Infrastructure Improvement Programme	CRR	55,000	-	55,000	0.00%	20180910995745	2972466
Ward 6: Infrastructure Improvement Programme	CRR	77,068	-	77,068	0.00%	20180910995754	2972593
Ward 3: Infrastructure Improvement Programme	CRR	23,760	-	23,760	0.00%	20180910995784	2972589
Directional Information Signage	CRR	175,000	86,654	88,346	49.52%	20180716042380	2972392

**2018/2019 CAPITAL EXPENDITURE REPORT**  
**31 December 2018**

<i>Projects</i>	<i>Fund</i>	<i>Amended Budget</i>	<i>Actual</i>	<i>Balance R</i>	<i>Actual Exp</i>	<i>Universal Key (Ukey)</i>	<i>CP3 ID</i>
			<i>Expenditure</i>				
<b>Transport Planning</b>		<b>14,494,281</b>	<b>1,907,488</b>	<b>12,586,794</b>	<b>13.16%</b>		
Non Motorised Transportation (NMT) Implementation	CRR	4,500,000	577,676	3,922,324	12.84%	20180716042401	2977014
Taxi Rank - Franschoek	CRR	3,000,000	-	3,000,000	0.00%	20180716042026	2972415
Taxi Rank - Kayamandi	CRR	3,372,655	998,896	2,373,759	29.62%	20180711005295	2972414
Khayamandi Pedestrian Crossing (R304, River and Railway Line)	CRR	2,073,734	32,400	2,041,334	1.56%	20180716042038	2972431
Bicycle Lockup Facilities	CRR	-	-	-	0.00%	20180716042032	2972422
Bus and Taxi Shelters	CRR	250,000	-	250,000	0.00%	20180716042041	2972417
Operating License Plan for Stellenbosch	CRR	1,082,010	139,493	942,517	12.89%	20180716042020	2972413
Comprehensive Integrated Transport Master Plan	ITM	62,670	62,670	-	100.00%	20180711005292	2972412
Update Roads Master Plan for WC024	CRR	153,212	96,352	56,860	62.89%	20180910995763	2973412
<b>Water</b>		<b>75,405,308</b>	<b>27,224,790</b>	<b>48,180,518</b>	<b>36.10%</b>		
Water Conservation & Demand Management	CRR	11,115,768	6,330,812	4,784,956	56.95%	20180716042164	2972484
Bulk Water Supply Pipe Reservoir: Dwars Rivier (Johannesdal / Kylemore / Pniel)	MIG	12,500,000	6,877,941	5,622,059	40.45%	20180716042185	2972480
Bulk water supply Klapmuts	Ext Loan	7,000,000	-	7,000,000	0.00%	20180711005535	2973356
Water Treatment Works: Paradyskloof	Ext Loan	11,283,301	6,212,521	5,070,780	55.06%	20180711005577	2972481
Waterpipe Replacement	CRR	2,609,828	-	2,609,828	0.00%	20180711005547	2972477
New Developments Bulk Water Supply WC024	CRR	1,500,000	-	1,500,000	0.00%	20180716042155	2972479
Specialized vehicle: Jet Machine	CRR	3,200,000	3,138,932	61,068	98.09%	20180716042212	2973371
Storage Dam and Reservoir Upgrade	CRR	1,000,000	-	1,000,000	0.00%	20180716042167	2972493
Reservoirs and Dam Safety	CRR	3,451,510	1,121,225	2,330,285	32.49%	20180716042173	2972485
Upgrade and Replace Water Meters	CRR	1,500,000	-	1,500,000	0.00%	20180711005589	2972486
Water Treatment Works: Idas Valley	CRR	500,000	373,197	126,803	74.64%	20180716042188	2972497
Bulk Water Supply Pipeline & Reservoir - Jamestown	CRR	448,103	-	448,103	0.00%	20180716042143	2972478
Chlorination Installation: Upgrade	CRR	500,000	-	500,000	0.00%	20180716042191	2972483
Vehicles	CRR	500,000	-	500,000	0.00%	20180716042023	2972495
New 5 MI Reservoir: Cloetesville	MIG	500,000	-	500,000	0.00%	20180716042182	2972482
Water Telemetry Upgrade	CRR	500,000	-	500,000	0.00%	20180716042194	2972476
Update Water Masterplan and IMQS	CRR	1,750,000	1,265,384	484,616	72.31%	20180716042008	2972496
Furniture, Tools and Equipment : Reticulation	CRR	100,000	-	100,000	0.00%	20180711005874	2972490
New Reservoir Kayamandi Northern Extension	CRR	500,000	-	500,000	0.00%	20180716042176	2976902
Provision of Services Jonkershoek: Planning	CRR	500,000	-	500,000	0.00%	20180716042161	2975582
New Reservoir: Polkadraai	CRR	500,000	-	500,000	0.00%	20180716042179	2973442
New 1 ML Raithby Reservoir Planning & Design	CRR	200,000	-	200,000	0.00%	20180716042170	2973384
Relocation/Upgrading main water supply line	Ext Loan	13,746,798	1,904,779	11,842,019	13.86%	20180716042140	2972594

**2018/2019 CAPITAL EXPENDITURE REPORT**  
**31 December 2018**

<i>Projects</i>	<i>Fund</i>	<i>Amended Budget</i>	<i>Actual</i>	<i>Balance R</i>	<i>Actual Exp</i>	<i>Universal Key (Ukey)</i>	<i>CP3 ID</i>
			<i>Expenditure</i>				
<b>Corporate Services</b>		<b>43,679,421</b>	<b>3,609,058</b>	<b>40,070,363</b>	<b>8.26%</b>		
<b>Strategic and Corporate Services General</b>		<b>251,644</b>	<b>81,595</b>	<b>170,049</b>	<b>32.42%</b>		
Implementation of Ward Priorities	CRR	45,000	-	45,000	0.00%	20180711005403	2978037
Ward 10: Office Equipment	CRR	60,000	-	60,000	0.00%	20180910995787	2975626
Ward 14: Resource Centre	CRR	75,000	74,060	940	98.75%	20180910995808	2972502
Ward 2: Billboards	CRR	10,000	7,535	2,465	75.35%	20180910995820	2975623
Ward 3: Mobile container	CRR	40,000	-	40,000	0.00%	20180910995823	2975624
Ward 12: Resource Centre	CRR	21,644	-	21,644	0.00%	20171002023040	2972501
<b>Information and Communication Technology</b>		<b>8,580,053</b>	<b>887,140</b>	<b>7,692,913</b>	<b>10.34%</b>		
Upgrade and Expansion of IT Infrastructure Platforms	CRR	7,780,053	415,202	7,364,851	5.34%	20180716042368	2972509
Public WI-FI Network	CRR	300,000	-	300,000	0.00%	20180711005934	2973438
Purchase and Replacement of Computer/software and Peripheral devices	CRR	500,000	471,938	28,062	94.39%	20180711005892	2975599
<b>Property Management</b>		<b>34,847,724</b>	<b>2,640,323</b>	<b>32,207,401</b>	<b>7.58%</b>		
Furniture Tools and Equipment: Property Management	CRR	316,503	76,293	240,210	24.10%	20180716042314	2973285
Purchasing of land	CRR	15,626,490	-	15,626,490	0.00%	20180711005223	2975621
Rebuild: Kleine Libertas Complex	CRR	700,000	368,184	331,816	52.60%	20180716042572	2972365
Flats: Interior Upgrading	CRR	2,400,000	7,677	2,392,323	0.32%	20180711005853	2973320
Structural Upgrading: Community Hall La Motte	CRR	1,000,000	-	1,000,000	0.00%	20180716042542	2972198
Flats: Cloetesville Fencing	CRR	65,596	65,596	-	100.00%	20180711006225	2973319
Structural Upgrades General: The Steps	CRR	2,500,000	-	2,500,000	0.00%	20180711005220	2978035
Upgrading of Office	CRR	466,922	-	466,922	0.00%	20180716042554	2972202
Public Ablution Facilities: Franschoek	CRR	500,000	-	500,000	0.00%	20180716042521	2976912
Upgrading of Franschoek Municipal Offices	CRR	200,000	-	200,000	0.00%	20180716042530	2973318
Upgrading of Pniel Municipal Offices	CRR	1,000,000	30,000	970,000	3.00%	20180716042593	2977016
Upgrading of Traffic Offices: Stellenbosch	CRR	300,000	27,600	272,400	9.20%	20180716042584	2977017
Structural Upgrade: Heritage Building	CRR	100,000	-	100,000	0.00%	20180716042527	2972357
Structural Improvement: Beltana	CRR	100,000	-	100,000	0.00%	20180716042551	2972362
Community Services Office Space: Beltana	CRR	500,000	-	500,000	0.00%	20180716042581	2977019
Upgrading Fencing	CRR	525,404	-	525,404	0.00%	20180716042587	2972363
Kayamandi Police Station	CRR	300,000	-	300,000	0.00%	20180711006147	2977018
Replacement of Airconditioners	CRR	100,000	-	100,000	0.00%	20180716042491	2972196
Structural improvements at the Van der Stel Sport grounds	CRR	3,500,000	-	3,500,000	0.00%	20180716042548	2976939
Groendal Library	CRR	1,171,795	591,795	580,000	50.50%	20180910995742	2973323
New Community Hall Klapmuts	CRR	812,528	606,740	205,788	74.67%	20180910995832	2972358
Structural Improvement: General	CRR	1,210,999	400,000	810,999	33.03%	20180910995829	2972195

**2018/2019 CAPITAL EXPENDITURE REPORT**  
**31 December 2018**

<i>Projects</i>	<i>Fund</i>	<i>Amended Budget</i>	<i>Actual</i>	<i>Balance R</i>	<i>Actual Exp</i>	<i>Universal Key (Ukey)</i>	<i>CP3 ID</i>
			<i>Expenditure</i>				
Van Der Stel Roof Replacement	CRR	151,487	-	151,487	0.00%	20180910995835	2972364
Upgrading of Stellenbosch Town Hall	CRR	200,000	-	200,000	0.00%	20180716042578	2977020
Upgrading of Eike Town Hall	CRR	1,100,000	466,438	633,562	42.40%	20180716042596	2977021

**2018/2019 CAPITAL EXPENDITURE REPORT**  
**31 December 2018**

<i>Projects</i>	<i>Fund</i>	<i>Amended Budget</i>	<i>Actual</i>	<i>Balance R</i>	<i>Actual Exp</i>	<i>Universal Key (Ukey)</i>	<i>CP3 ID</i>
			<i>Expenditure</i>				
<b>Community &amp; Protection Services</b>		<b>36,929,485</b>	<b>6,481,359</b>	<b>30,448,126</b>	<b>17.55%</b>		
<b>Community and Protection Services: General</b>		<b>1,575,000</b>	<b>280,801</b>	<b>1,294,199</b>	<b>17.83%</b>		
Implementation of Ward Priorities	CRR	1,575,000	280,801	1,294,199	17.83%	20180711005421	2978036
<b>Cemeteries</b>		<b>855,033</b>	<b>101,102</b>	<b>753,931</b>	<b>11.82%</b>		
Extension of Cemetery Infrastructure	CRR	835,033	92,178	742,855	11.04%	20180711006114	2972247
Cemeteries: Purchase of Specialised Equipment	CRR	20,000	8,925	11,075	44.62%	20180711005745	2972248
<b>Community Development</b>		<b>45,000</b>	<b>-</b>	<b>45,000</b>	<b>0.00%</b>		
Furniture Tools and Equipment	CRR	45,000	-	45,000	0.00%	20180716042308	2972188
<b>Events &amp; Fleet</b>		<b>20,000</b>	<b>1,860</b>	<b>18,140</b>	<b>9.30%</b>		
Events & Fleet: Furniture Tools and Equipment	CRR	20,000	1,860	18,140	9.30%	20180711005796	2972343
<b>Fire and Rescue Services</b>		<b>13,634,195</b>	<b>875,832</b>	<b>12,758,363</b>	<b>6.42%</b>		
Upgrading of Stellenbosch Fire Station	CRR	1,074,195	680,790	393,405	63.38%	20170608984019	2973306
Rescue equipment	CRR	200,000	195,042	4,958	97.52%	20180716042281	2973300
Hydraulic Ladder Fire Truck	FCBG	3,003,000	-	3,003,000	0.00%	20180711005715	2973308
Hydraulic Ladder Fire Truck	CRR	9,357,000	-	9,357,000	0.00%	20180716042275	2973308
<b>Law Enforcement and Security</b>		<b>3,448,769</b>	<b>1,586,189</b>	<b>1,862,580</b>	<b>45.99%</b>		
Law Enforcement: Vehicle Fleet	CRR	710,000	648,275	61,725	91.31%	20180711005253	2972344
Install and Upgrade CCTV Cameras In WC024	CRR	591,335	271,500	319,835	45.91%	20180716042284	2972316
Law Enforcement Tools and Equipment	CRR	450,000	114,959	335,041	25.55%	20180711005790	2972336
Install Computerized Access Security Systems and CCTV Cameras At Municipal Buildings	CRR	700,000	550,075	149,926	78.58%	20180711005742	2972335
Security Upgrades	CRR	200,000	-	200,000	0.00%	20180711005889	2972341
Furniture Tools and Equipment	CRR	100,000	-	100,000	0.00%	20180716042278	2972338
Pound Upgrade	CRR	70,000	-	70,000	0.00%	20180711005955	2972342
Office Accommodation	CRR	500,000	-	500,000	0.00%	20180711006201	2972346
Ward 14: Safety	CRR	33,614	-	33,614	0.00%	20171005992933	2972349
Ward 11: Safety Cameras	CRR	47,235	-	47,235	0.00%	20171002022990	2972339
Ward 22: Safety and Security Improvement Programme	CRR	46,585	1,380	45,205	2.96%	20180910995730	2975612
<b>Libraries</b>		<b>2,496,430</b>	<b>325,680</b>	<b>2,170,750</b>	<b>13.05%</b>		
Library Books	CRR	145,000	-	145,000	0.00%	20180716042353	2972250
Plein Street: Furniture, Tools and Equipment	CRR	53,504	-	53,504	0.00%	20180716042317	2972251
Upgrading: Plein Street Library	CRR	500,000	-	500,000	0.00%	20180716042356	2972252

**2018/2019 CAPITAL EXPENDITURE REPORT**  
**31 December 2018**

<i>Projects</i>	<i>Fund</i>	<i>Amended Budget</i>	<i>Actual</i>	<i>Balance R</i>	<i>Actual Exp</i>	<i>Universal Key (Ukey)</i>	<i>CP3 ID</i>
			<i>Expenditure</i>				
Libraries: CCTV	CRR	300,000	249,136	50,864	83.05%	20180711005721	2972255
Libraries: Small Capital	CRR	60,000	39,385	20,615	65.64%	20180716042359	2972256
Upgrading: Idas Valley Library	CRR	250,000	-	250,000	0.00%	20180716042362	2972257
Idas Valley: Furniture, Tools and Equipment	CRR	50,000	-	50,000	0.00%	20180716042323	2972258
Pniel: Furniture, Tools and Equipment	CRR	25,000	-	25,000	0.00%	20180716042299	2972262
Franschoek: Furniture Tools and Equipment	CRR	60,000	-	60,000	0.00%	20180716042302	2972264
Franschoek: Book Detection system	CRR	170,000	-	170,000	0.00%	20180716042290	2977004
Upgrading: Kayamandi Library	CRR	75,000	16,450	58,550	21.93%	20180716042350	2972261
Kayamandi: Furniture Tools And Equipment	CRR	45,000	549	44,451	1.22%	20180716042287	2977002
Upgrading: Cloetesville Library	CRR	450,000	-	450,000	0.00%	20180716042365	2972259
Cloetesville: Furniture, Tools and Equipment	CRR	15,000	9,338	5,662	62.25%	20180716042305	2972260
Groendal: Furniture Tools and Equipment	CRR	65,000	10,822	54,178	16.65%	20180716042311	2977003
Upgrading: Pniel Library	CRR	232,926	-	232,926	0.00%	20180910995739	2972263

**2018/2019 CAPITAL EXPENDITURE REPORT**  
**31 December 2018**

<i>Projects</i>	<i>Fund</i>	<i>Amended Budget</i>	<i>Actual</i>	<i>Balance R</i>	<i>Actual</i>	<i>Universal Key (Ukey)</i>	<i>CP3 ID</i>
			<i>Expenditure</i>		<i>Exp</i>		
<b>Nature Conservation</b>		<b>4,000,000</b>	<b>1,812,053</b>	<b>2,187,947</b>	<b>45.30%</b>		
Botmaskop: Security Fencing	CRR	1,000,000	609,224	390,776	60.92%	20180716042512	2975732
Mont Rochelle Nature Reserve: Upgrade of Facilities.	CRR	1,500,000	-	1,500,000	0.00%	20180716042533	2975734
Upgrading of Jonkershoek Picnic Site	CRR	150,000	29,067	120,933	19.38%	20180716042563	2975727
Papegaaiberg Nature Reserve	CRR	1,350,000	1,173,762	176,238	86.95%	20180711006162	2973490
<b>Parks, Rivers &amp; Area Cleaning</b>		<b>3,429,042</b>	<b>593,598</b>	<b>2,835,444</b>	<b>17.31%</b>		
Upgrading of Parks and Open Areas	CRR	1,500,000	342,594	1,157,406	22.84%	20180716042557	2975618
Water Park: Kayamandi (Planning)	CRR	200,000	-	200,000	0.00%	20180716042494	2978031
Purchase of Specialised Vehicles	CRR	1,150,000	-	1,150,000	0.00%	20180716042044	2972208
Purchase of Specialised Equipment	CRR	250,000	248,804	1,196	99.52%	20180711005859	2972209
Ward 16: Upgrading of Parks and Open Areas	CRR	13,230	-	13,230	0.00%	20180910995793	2975807
Ward 5: Upgrading of Parks and Open Areas	CRR	70,812	-	70,812	0.00%	20180910995799	2972206
Ward 7: Upgrading of Parks and Open Areas	CRR	195,000	-	195,000	0.00%	20180910995802	2975645
Furniture, Tools and Equipment	CRR	50,000	2,200	47,800	4.40%	20180716042326	2972210
<b>Sports Grounds and Picnic Sites</b>		<b>6,326,016</b>	<b>233,490</b>	<b>6,092,526</b>	<b>3.69%</b>		
Vehicle Fleet	CRR	590,000	-	590,000	0.00%	20180711005274	2972242
Building of Clubhouse & Ablution Facilities: Lanquedoc Sports	CRR	732,041	118,099	613,942	2.53%	20180711006189	2972230
Skate Board Park	CRR	500,000	-	500,000	0.00%	20180711006012	2973497
Upgrade of Sport Facilities	MIG	3,000,000	-	3,000,000	0.00%	20180716042569	2972227
Borehole: Rural Sportsgrounds	CRR	450,000	-	450,000	0.00%	20180711005505	2972221
Re-Surface of Netball/Tennis Courts	CRR	300,000	-	300,000	0.00%	20180716042566	2972223
Sight Screens/Pitch Covers Sports Grounds	CRR	200,000	96,573	103,427	48.29%	20180711005763	2972224
Sport: Community Services Special Equipment	CRR	200,000	18,817	181,183	9.41%	20180716042524	2972205
Upgrading of Tennis Courts: Idas Valley & Cloetesville	CRR	200,000	-	200,000	0.00%	20180711006108	2972231
Upgrade of Irrigation System	CRR	100,000	-	100,000	0.00%	20180711005595	2972225
Ward 4: Upgrading of Sports Facilities	CRR	23,975	-	23,975	0.00%	20180910995796	2975602
Recreational Equipment Sport	CRR	30,000	-	30,000	0.00%	20180711005748	2972241
<b>Traffic Services</b>		<b>850,000</b>	<b>489,249</b>	<b>360,751</b>	<b>57.56%</b>		
Replacement of Patrol Vehicles	CRR	600,000	486,207	113,793	81.03%	20180711005241	2972327
Furniture, Tools & Equipment	CRR	150,000	3,043	146,957	2.03%	20180711005784	2972325
Mobile Radios	CRR	100,000	-	100,000	0.00%	20180711005727	2972330
<b>Urban Greening</b>		<b>250,000</b>	<b>181,505</b>	<b>68,495</b>	<b>72.60%</b>		
Urban Greening: Beautification: Main Routes and Tourist Routes	CRR	150,000	113,400	36,600	75.60%	20180711005961	2972217
Nature Conservation and Environmental: FTE	CRR	50,000	39,632	10,368	79.26%	20180711005751	2973256

**2018/2019 CAPITAL EXPENDITURE REPORT  
31 December 2018**

<i>Projects</i>	<i>Fund</i>	<i>Amended Budget</i>	<i>Actual</i>	<i>Balance R</i>	<i>Actual Exp</i>	<i>Universal Key (Ukey)</i>	<i>CP3 ID</i>
			<i>Expenditure</i>				
Furniture, Tools and Equipment	CRR	50,000	28,473	21,527	56.95%	20180716042320	2973237
<b>Financial Services</b>		<b>450,000</b>	<b>281,453</b>	<b>168,547</b>	<b>62.55%</b>		
<b>Financial Services General</b>		<b>450,000</b>	<b>281,453</b>	<b>168,547</b>	<b>62.55%</b>		
Furniture, Tools & Equipment	CRR	150,000	10,778	139,222	7.19%	20180711005829	2972505
Stores Upgrade	CRR	300,000	270,675	29,325	90.23%	20180711006219	2972508
<b>TOTAL - Capital</b>		<b>587,748,280</b>	<b>147,034,624</b>	<b>440,713,656</b>	<b>25.02%</b>		





**STELLENBOSCH**

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## **APPENDIX B**

# **Mid-year Performance Assessment Report**

**2018/19**

**01 July – 31 December 2018**

## TABLE OF CONTENTS

1.	INTRODUCTION .....	3
2.	FINANCIAL PERFORMANCE .....	3
3.	SERVICE DELIVERY PERFORMANCE ANALYSIS .....	3
3.1	CREATING A CULTURE OF PERFORMANCE .....	3
(I)	PERFORMANCE FRAMEWORK .....	3
(II)	IMPLEMENTATION OF PERFORMANCE MANAGEMENT .....	3
(III)	MONITORING PERFORMANCE .....	4
3.2	OVERALL SERVICE DELIVERY PERFORMANCE .....	5
I)	PERFORMANCE AGAINST THE NATIONAL KEY PERFORMANCE INDICATORS .....	5
II)	SUMMARY PERFORMANCE AGAINST THE MUNICIPAL STRATEGIC FOCUS AREAS .....	7
III)	SUMMARY PERFORMANCE PER MUNICIPAL DIRECTORATE .....	8
4.	ADJUSTMENT BUDGET .....	9
5.	OUTSTANDING MATTERS ON THE PAST YEAR'S ANNUAL REPORT (2017/18) .....	9
6.	SUMMARY AND CHALLENGES .....	9
7.	ANNEXURES .....	10
	ANNEXURE A — TOP LAYER SDBIP 2018/19 PER MUNICIPAL SFA AND ASSESSMENT OF TARGETS ACHIEVED (MID-YEAR ASSESSMENT) .....	11
a)	SFA 1 - Valley of Possibility .....	11
b)	SFA 2 - Green and Sustainable Valley .....	14
c)	SFA 3 - Safe Valley .....	16
d)	SFA 4 - Dignified Living .....	17
e)	SFA 5 - Good Governance and Compliance .....	20
	ANNEXURE B — PROGRESS MADE WITH THE IMPLEMENTATION OF CORRECTIVE MEASURES OF KPIS NOT MET IN THE TOP LAYER SDBIP FOR 2017/18 .....	26
a)	SFA 1 - Valley of Possibility .....	26
b)	SFA 2 - Green and Sustainable Valley .....	27
c)	SFA 5 - Good Governance and Compliance .....	28
	Table 3.1 Explanation of colour codes .....	4
	Table 3.2: Municipal Transformation and Institutional Development .....	5
	Table 3.3: Basic Service Delivery .....	5
	Table 3.4: Local Economic Development .....	6
	Table 3.5: Municipal Financial Viability and Management .....	6
	Table 3.6: Good Governance and Public Participation .....	6
	Table 3.7: Summary performance against the Municipal Strategic Focus Areas .....	7
	Table 3.8: Overall performance per Municipal Directorate- 01 July – 31 December 2018 .....	8

## 1. INTRODUCTION

In terms of Section 72(1)(a) of the Local Government: Municipal Finance Management Act (MFMA), Act 56 of 2003 the Accounting Officer must by 25 January of each year assess the performance of the municipality during the first half of the financial year. A report on such an assessment must, in terms of Section 72(1)(b) of the MFMA, be submitted to the Mayor, Provincial and National Treasury.

Once the Mayor has considered the report, it must be submitted to Council by 31 January in terms of Section 54 of the MFMA.

The Mid-year Performance Assessment Report and supporting tables of Stellenbosch Municipality is prepared in accordance with MFMA Circular 13 and the Municipal Budget and Reporting Regulations.

## 2. FINANCIAL PERFORMANCE

A report assessing the Municipality's financial performance for the period 01 July-31 December 2018 will be submitted to Council together with this item.

## 3. SERVICE DELIVERY PERFORMANCE ANALYSIS

### 3.1 CREATING A CULTURE OF PERFORMANCE

#### (I) PERFORMANCE FRAMEWORK

Performance management is prescribed by Chapter 6 of the Municipal Systems Act (MSA), Act 32 of 2000 and the Municipal Planning and Performance Management Regulations, 796 of August 2001. Section 7(1) of the aforementioned regulation states that *"A Municipality's Performance Management System entails a framework that describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organised and managed, including determining the responsibilities of the different role players."* This framework, *inter alia*, reflects the linkage between the Integrated Development Plan (IDP), Budget, Service Delivery and Budget Implementation Plan (SDBIP) and individual as well as service provider performance.

The Stellenbosch Municipality recently revised its Performance Management Policy. This said policy was approved by Council on 23 May 2018.

#### (II) IMPLEMENTATION OF PERFORMANCE MANAGEMENT

The revised IDP 2017/2022 was approved by Council on 28 May 2018. Performance is evaluated by means of a municipal scorecard (the Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP)) at organisational level and through the Departmental SDBIP at departmental level.

The SDBIP is a plan that converts the IDP and Budget into measurable criteria on how, where and when the strategies, objectives and normal business processes of the Municipality is implemented. It also allocates responsibilities to Directorates to deliver services in terms of the IDP and Budget.

The TL SDBIP was prepared and approved by the Executive Mayor on 21 June 2018.

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### (III) MONITORING PERFORMANCE

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The SDBIP is loaded on an electronic web based system (after approval). The web based system sends automated e-mails to the users of the system as a reminder to all staff responsible for updating their actual performance against Key Performance Indicator (KPI) Targets for the previous month's performance. The actual results against monthly targets set, are discussed at Executive Management level to determine early warning indicators as well as to discuss corrective measures if needed. The first Quarterly Performance Assessment Report (01 July – 30 September 2018) was submitted the Executive Mayoral Committee and Council for review on 31 October 2018 and thereafter to the Internal Audit Unit for auditing.

Colour	Category	Explanation
	KPI Not Yet Measured	KPI's with no targets or actual results for the selected period
	KPI Not Met	Actual vs. target less than 75%
	KPI Almost Met	Actual vs. target between 75% and 100%
	KPI Met	Actual vs. target 100% achieved
	KPI Well Met	Actual vs. target more than 100% and less than 150% achieved
	KPI Extremely Well Met	Actual vs. target more than 150% achieved

TABLE 3.1 EXPLANATION OF COLOUR CODES

### 3.2 OVERALL SERVICE DELIVERY PERFORMANCE

#### I) PERFORMANCE AGAINST THE NATIONAL KEY PERFORMANCE INDICATORS

The following tables indicate the Municipality's performance in terms of the National Key Performance Indicators (NKPIs) required in terms of the Local Government: Municipal Planning and the Performance Management Regulations of 2001 and section 43 of the Municipal Systems Act (MSA), Act 32 of 2000. These key performance indicators are linked to the National Key Performance Areas.

#### a) MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT

INDICATOR	ANNUAL TARGET	MUNICIPAL TARGET	MUNICIPAL ACHIEVEMENT
		01 July – 31 December 2018	01 July – 31 December 2018
The number of people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan	7	4	1
The percentage of a municipality's budget actually spent on implementing its workplace skills plan	0.95%	N/A	N/A

**Table 3.2: Municipal Transformation and Institutional Development**

*Note: Coloured males, which are one of the target groups, are currently over represented in the Stellenbosch Municipality.*

#### b) BASIC SERVICE DELIVERY

INDICATOR	ANNUAL TARGET	MUNICIPAL TARGET	MUNICIPAL ACHIEVEMENT
		01 July – 31 December 2018	01 July – 31 December 2018
The percentage of households earning less than R6,000 per month with access to free basic services <i>(In the case of Stellenbosch Municipality- percentage of registered Indigent households is being reported)</i>	100%	100%	100%
Percentage of formal households with access to basic level of water	100%	100%	100%
Percentage of formal households with access to basic level of sanitation	100%	100%	100%
Percentage of formal households with access to basic level of electricity	100%	100%	100%
Percentage of formal households with access to basic level solid waste removal	100%	100%	100%

**Table 3.3: Basic Service Delivery**

## c) LOCAL ECONOMIC DEVELOPMENT

INDICATOR	ANNUAL TARGET	MUNICIPAL TARGET	MUNICIPAL ACHIEVEMENT
		01 July – 31 December 2018	01 July – 31 December 2018
The number of jobs created through municipality's local economic development initiatives including capital projects	106	50	178

Table 3.4: Local Economic Development

## d) MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

INDICATOR	ANNUAL TARGET	MUNICIPAL TARGET	MUNICIPAL ACHIEVEMENT
		01 July – 31 December 2018	01 July – 31 December 2018
Debt coverage (Total operating revenue-operating grants received)/ debt service payments due within the year)	15%	N/A	N/A
Service debtors to revenue – (Total outstanding service debtors/ revenue received for services)	27%	N/A	N/A
Cost coverage (Available cash+ investments)/ Monthly fixed operating expenditure	4	N/A	N/A

Table 3.5: Municipal Financial Viability and Management

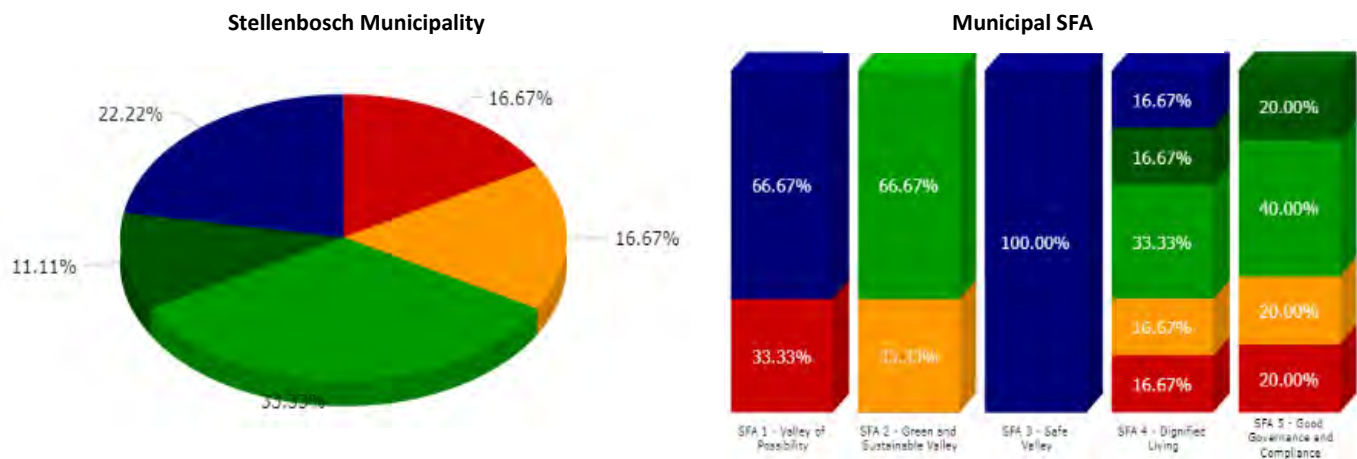
## e) GOOD GOVERNANCE AND PUBLIC PARTICIPATION

INDICATOR	ANNUAL TARGET	MUNICIPAL TARGET	MUNICIPAL ACHIEVEMENT
		01 July – 31 December 2018	01 July – 31 December 2018
The percentage of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's integrated development plan	90%	30%	25.02%

Table 3.6: Good Governance and Public Participation

## II) SUMMARY PERFORMANCE AGAINST THE MUNICIPAL STRATEGIC FOCUS AREAS

The graph below illustrates the performance of the Stellenbosch Municipality against the Municipality's Strategic Focus Areas (SFAs), for the period 01 July- 31 December 2018, as derived from the Municipality's Integrated Development Plan (IDP). The graph only indicates the KPIs measured during the first two quarters of the financial year. To date a total of 18 indicators were due for evaluation. The remaining indicators are targeted for the quarter 3 and 4 of the financial year.

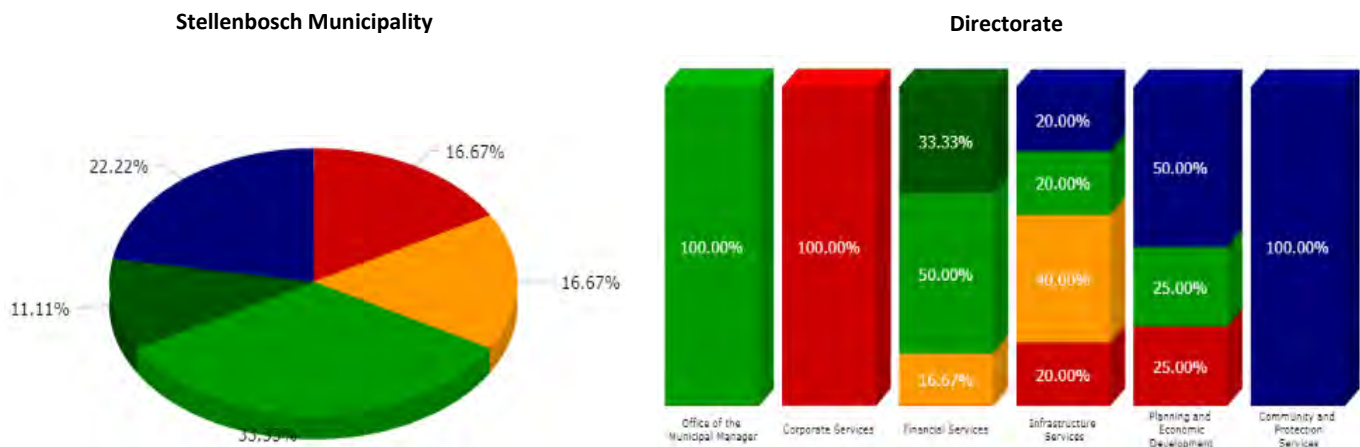


Stellenbosch Municipality		Municipal Strategic Focus Areas (SFAs)				
		SFA 1 - Valley of Possibility	SFA 2 - Green and Sustainable Valley	SFA 3 - Safe Valley	SFA 4 - Dignified Living	SFA 5 - Good Governance and Compliance
KPI Not Yet Measured	24 (57.14%)	4 (57.14%)	1 (25.00%)	1 (50.00%)	3 (33.33%)	15 (75.00%)
KPI Not Met	3 (7.14%)	1 (14.29%)	-	-	1 (11.11%)	1 (5.00%)
KPI Almost Met	3 (7.14%)	-	1 (25.00%)	-	1 (11.11%)	1 (5.00%)
KPI Met	6 (14.29%)	-	2 (50.00%)	-	2 (22.22%)	2 (10.00%)
KPI Well Met	2 (4.76%)	-	-	-	1 (11.11%)	1 (5.00%)
KPI Extremely Well Met	4 (9.52%)	2 (28.57%)	-	1 (50.00%)	1 (11.11%)	-
<b>Total:</b>	<b>42 (100%)</b>	<b>7 (16.67%)</b>	<b>4 (9.52%)</b>	<b>2 (4.76%)</b>	<b>9 (21.43%)</b>	<b>20 (47.62%)</b>

TABLE 3.7: SUMMARY PERFORMANCE AGAINST THE MUNICIPAL STRATEGIC FOCUS AREAS- 01 JULY – 31 DECEMBER 2018

### III) SUMMARY PERFORMANCE PER MUNICIPAL DIRECTORATE

The graph below illustrates the performance of the Stellenbosch Municipality against each of the Municipality's Directorates, for the period 01 July- 31 December 2018. The graph only indicates the KPIs measured during the first two quarters of the financial year. To date a total of 18 indicators was due for evaluation. The remaining indicators are targeted for the quarter 3 and 4 of the financial year.



Stellenbosch Municipality	Municipal Directorates						
	Office of the Municipal Manager	Corporate Services	Financial Services	Infrastructure Services	Planning & Economic Development	Community & Protection Services	
<b>KPI Not Yet Measured</b>	24 (57.14%)	5 (83.33%)	3 (75.00%)	5 (45.45%)	3 (37.50%)	7 (63.64%)	1 (50.00%)
<b>KPI Not Met</b>	3 (7.14%)	-	1 (25.00%)	-	1 (12.50%)	1 (9.09%)	-
<b>KPI Almost Met</b>	3 (7.14%)	-	-	1 (9.09%)	2 (25.00%)	-	-
<b>KPI Met</b>	6 (14.29%)	1 (16.67%)	-	3 (27.27%)	1 (12.50%)	1 (9.09%)	-
<b>KPI Well Met</b>	2 (4.76%)	-	-	2 (18.18%)	-	-	-
<b>KPI Extremely Well Met</b>	4 (9.52%)	-	-	-	1 (12.50%)	2 (18.18%)	1 (50.00%)
<b>Total:</b>	<b>42 (100%)</b>	<b>6 (14.29%)</b>	<b>4 (9.52%)</b>	<b>11 (26.19%)</b>	<b>8 (19.05%)</b>	<b>11 (26.19%)</b>	<b>2 (4.76%)</b>

TABLE 3.8: OVERALL PERFORMANCE PER MUNICIPAL DIRECTORATE- 01 JULY – 31 DECEMBER 2018



**4. ADJUSTMENT BUDGET**

Regulation 23 of the Municipal Budget and Reporting Regulations provides, *inter alia*, for the following:

*“An adjustment budget may be tabled in the Municipal Council at any time after the Mid-year Budget and Performance Assessment has been tabled in the Council, but not later than 28 February of each year. Furthermore, except under certain circumstances only one adjustment budget may be tabled in Council during a financial year.”*

A revised Top Layer SDBIP will be submitted with the Adjustments Budget to Council by 31 January 2019 with the necessary motivation where key performance indicators require adjustment/ amendment(s) as a result of the Adjustments Budget.

**5. OUTSTANDING MATTERS ON THE PAST YEAR’S ANNUAL REPORT (2017/18)**

As prescribed in section 72(1)(a)(iii) of the MFMA the Accounting Officer must assess the performance of the municipality in the first 6 months taking into account the past year’s Annual Report, and progress on resolving the problems identified in the Annual Report. Please refer to **Annexure B** for detail regarding progress made with the implementation of corrective measures to address the KPIs which have not been met in the TL SDBIP 2017/18.

**6. SUMMARY AND CHALLENGES**

**Annexure A** is the unaudited Top Layer SDBIP for the first half of the financial year 2018/19 ending 31 December 2018, which measures the Stellenbosch Municipality’s overall performance per SFA. The report, furthermore, includes the performance comments and corrective measures indicated for targets not achieved.

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**GERALDINE METTLER**  
**MUNICIPAL MANAGER**

**DATE:** .....

**7. ANNEXURES**

**Annexure A — Top Layer SDBIP 2018/19 per Municipal SFA and assessment of targets achieved (Mid-year Assessment)**

**Annexure B — Progress made with the implementation of corrective measures of KPIs not met in the Top Layer SDBIP for 2017/18**

## ANNEXURE A — TOP LAYER SDBIP 2018/19 PER MUNICIPAL SFA AND ASSESSMENT OF TARGETS ACHIEVED (MID-YEAR ASSESSMENT)

## a) SFA 1 - Valley of Possibility

SFA 1 - Valley of Possibility																	
Ref	IDP Ref	Pre-determined Objectives	KPI	Unit of Measurement	Annual Target	Revised Target	01 July – 30 September 2018			01 October – 31 December 2018			Overall Performance for 01 July – 31 December 2018			Overall performance comment	Overall corrective measure
							Target	Actual	R	Target	Actual	R	Target	Actual	R		
TL1		SFA 1 - Valley of Possibility	Create jobs through municipality's local economic development initiatives including capital projects	Number of Full Time Equivalent's Created as a % of the possible total given the allocated budget	106	106	25	25	G	25	153.10	B	50	178.10	B	More EPWP projects were registered than anticipated during the first half of the 2018/2019 financial year.	
TL2		SFA 1 - Valley of Possibility	Percentage of land-use applications submitted to the Municipal Planning Tribunal within the prescribed legislated period and within a maximum of 120 days.	Quarterly status report of land-use application submitted to the Municipal Planning Tribunal	4	4	1	1	G	1	0	R	2	1	R	Due to capacity constraints, the status report could not be submitted in accordance with the set target. However, 42% (6 out of the total of 14) of the Land Use Applications were submitted within the prescribed time frame for the second quarter.	The KPI will be revised during January 2019 to measure the percentage of land-use applications submitted to the Municipal Planning Tribunal.
TL3		SFA 1 - Valley of Possibility	Number of training opportunities provided to entrepreneurs and SMME's	Quarterly training events hosted with attendance registers as proof	4	4	1	2	B	1	1	G	2	3	B		
TL4		SFA 1 - Valley of Possibility	Revised SPLUMA compliant SDF in line with the Integrated Development	SDF Amendment submitted to Council by May annually	1	1	0	0	N/A	0	0	N/A	0	0	N/A		

SFA 1 - Valley of Possibility																	
Ref	IDP Ref	Pre-determined Objectives	KPI	Unit of Measurement	Annual Target	Revised Target	01 July – 30 September 2018			01 October – 31 December 2018			Overall Performance for 01 July – 31 December 2018			Overall performance comment	Overall corrective measure
							Target	Actual	R	Target	Actual	R	Target	Actual	R		
			Plan for submission to Council by May														
TL5		SFA 1 - Valley of Possibility	Development and finalisation of design of Kayamandi Town centre into sustainable living units to promote dignified living by June	Finalisation of planning and preliminary design submitted to a Committee of Council/Mayco	1	1	0	0	N/A	0	0	N/A	0	0	N/A		
TL6		SFA 1 - Valley of Possibility	Revised housing pipeline submitted to a Committee of Council/MayCo	Reviewed the housing pipeline and submit it to a Committee of Council/Mayco by March	1	1	0	0	N/A	0	0	N/A	0	0	N/A		
TL7		SFA 1 - Valley of Possibility	Develop the Human Settlements Plan (HSP) and Urban Development Strategy for submission to Council by June	Plan submitted to Council	1	1	0	0	N/A	0	0	N/A	0	0	N/A		

**Summary of Results: SFA 1 - Valley of Possibility**

KPI Not Yet Measured	4
KPI Not Met	1
KPI Almost Met	0
KPI Met	0
KPI Well Met	0
KPI Extremely Well Met	2
<b>Total KPIs</b>	<b>7</b>

## b) SFA 2 - Green and Sustainable Valley

SFA 2 - Green and Sustainable Valley																	
Ref	IDP Ref	Pre-determined Objectives	KPI	Unit of Measurement	Annual Target	Revised Target	01 July – 30 September 2018			01 October – 31 December 2018			Overall Performance for 01 July – 31 December 2018			Overall performance comment	Overall corrective measure
							Target	Actual	R	Target	Actual	R	Target	Actual	R		
TL8		SFA 2 - Green and Sustainable Valley	External Audits of Stellenbosch Waste Disposal Facilities (4 quarterly and 1 external audits)	Number of Audits completed. Reports by external consultant	5	5	1	1	G	1	1	G	2	2	G		
TL9		SFA 2 - Green and Sustainable Valley	Review the Waste Management By-Law and submit it to a Committee of Council/Mayco by June	Drafted Waste Management By-Law submitted to a Committee of Council/Mayco by June	1	1	0	0	N/A	0	0	N/A	0	0	N/A		
TL10		SFA 2 - Green and Sustainable Valley	Number of building applications processed within the prescribed/legislated period and reported to a Committee of Council/Mayco	Number of building plan applications Status report submitted to a Committee of Council/Mayco	4	4	1	1	G	1	1	G	2	2	G		
TL11		SFA 2 - Green and Sustainable Valley	70% Weighted Average effluent quality achieved in terms of requirements as regulated by the water use license for all Waste Water Treatment Works	% effluent quality as reported on Ignite and using reports from an external laboratory	70%	70%	70%	64%	O	70%	61%	O	70%	61%	O	Stellenbosch WWTW 56% Raithby WWTW 67% Klapmuts WWTW 100% Pniel WWTW 44% Wemmershoek WWTW 33% <b>Average 61%</b>	Inlet screens / belt press at Wemmershoek failed. Emergency repairs were done and improved performance results are expected in January 2019.

**Summary of Results: SFA 2 - Green and Sustainable Valley**

KPI Not Yet Measured	1
KPI Not Met	0
KPI Almost Met	1
KPI Met	2
KPI Well Met	0
KPI Extremely Well Met	0
<b>Total KPIs</b>	<b>4</b>

## c) SFA 3 - Safe Valley

SFA 3 - Safe Valley																	
Ref	IDP Ref	Pre-determined Objectives	KPI	Unit of Measurement	Annual Target	Revised Target	01 July – 30 September 2018			01 October – 31 December 2018			Overall Performance for 01 July – 31 December 2018			Overall performance comment	Overall corrective measure
							Target	Actual	R	Target	Actual	R	Target	Actual	R		
TL12		SFA 3 - Safe Valley	Revised Disaster Management Plan submitted to a Committee of Council/Mayco by June annually	Revised Plan submitted to a Committee of Council/Mayco by June annually	1	1	0	0	N/A	0	1	B	0	1	B		
TL13		SFA 3 - Safe Valley	Revised the Safety and Security Strategy submitted it to a Committee of Council/Mayco by June annually	Revised Strategy submitted to a Committee of Council/Mayco by June annually	1	1	0	0	N/A	0	0	N/A	0	0	N/A		

## Summary of Results: SFA 3 - Safe Valley

KPI Not Yet Measured	1
KPI Not Met	0
KPI Almost Met	0
KPI Met	0
KPI Well Met	0
KPI Extremely Well Met	1
<b>Total KPIs</b>	<b>2</b>



## d) SFA 4 - Dignified Living

SFA 4 - Dignified Living																	
Ref	IDP Ref	Pre-determined Objectives	KPI	Unit of Measurement	Annual Target	Revised Target	01 July – 30 September 2018			01 October – 31 December 2018			Overall Performance for 01 July – 31 December 2018			Overall performance comment	Overall corrective measure
							Target	Actual	R	Target	Actual	R	Target	Actual	R		
TL14		SFA 4 - Dignified Living	Number of new sewer connections meeting minimum standards	Number of waterborne toilets facilities provided by 30 June	20	20	0	0	N/A	0	0	N/A	0	0	N/A		
TL15		SFA 4 - Dignified Living	Land identified for emergency housing	Report with recommendations submitted to a Committee of Council/Mayco by 30 June	1	1	0	0	N/A	0	0	N/A	0	0	N/A		
TL17		SFA 4 - Dignified Living	Number of units to indigent households for free basic water per month (kiloliter of water)	Number of households receiving kiloliters of water from municipal infrastructure network per month	6	6	6	6	G	6	6	G	6	6	G		
TL18		SFA 4 - Dignified Living	Number of indigent households with access to free basic services (water, electricity, sanitation and solid waste removal)	Number of indigent account holders receiving free basic water, sanitation, electricity and refuse removal per month i.t.o. the indigent policy of the municipality	6,000	6,000	6,000	6,473	G2	6,000	6,642	G2	6,000	6,642	G2		
TL19		SFA 4 - Dignified Living	Number of units to indigent households for free basic electricity per month (kWh)	Number of indigent households with access to free basic electricity per month i.t.o. the indigent policy of the municipality	100	100	100	100	G	100	100	G	100	100	G		

SFA 4 - Dignified Living																	
Ref	IDP Ref	Pre-determined Objectives	KPI	Unit of Measurement	Annual Target	Revised Target	01 July – 30 September 2018			01 October – 31 December 2018			Overall Performance for 01 July – 31 December 2018			Overall performance comment	Overall corrective measure
							Target	Actual	R	Target	Actual	R	Target	Actual	R		
TL20		SFA 4 - Dignified Living	Limit unaccounted for electricity to less than 10% annually {(Number of Electricity Units Purchased and/or Generated - Number of Electricity Units Sold(incl. Free basic electricity)) / Number of Electricity Units Purchased and/or Generated} x 100}	12 Month moving average used. Losses calculated on the total consumption and purchases of current month plus 11 preceding months as reported on Ignite and using reports from SAMRAS	9%	9%	9%	6.36%	B	9%	6.17%	B	9%	6.03%	B	(535 134 520kWh – 502 858 351kWh) / 535 134 520kWh x 100 = 6.03%	
TL21		SFA 4 - Dignified Living	90% Weighted Average water quality achieved as per micro, chemical, operational and physical determinants in terms of the Blue Drop requirements regulated by SANS 241 for all Water Treatment Works	% Average water quality achieved as per micro, chemical, operational and physical determinants as reported on Ignite and using reports from an external laboratory	90%	90%	90%	98.30%	G2	90%	89.70%	O	90%	89.70%	O	Department of Water and Sanitation implemented a new system named, Integrated Regulatory Information System (IRIS), which has been operational since October 2017. The decline in % for the past three months is due to the incorporation of an extra parameter namely Disinfection that weren't part of the original calculation. Disinfection incorporates free chlorine that is not a true reflection of the actual Drinking Water Quality (DWQ)	

SFA 4 - Dignified Living																	
Ref	IDP Ref	Pre-determined Objectives	KPI	Unit of Measurement	Annual Target	Revised Target	01 July – 30 September 2018			01 October – 31 December 2018			Overall Performance for 01 July – 31 December 2018			Overall performance comment	Overall corrective measure
							Target	Actual	R	Target	Actual	R	Target	Actual	R		
																Compliance / Microbial Activity in our system.	
TL22		SFA 4 - Dignified Living	Limit unaccounted water to less than 25% by June annually	Percentage of unaccounted for water calculated in terms of standard IWA formula as reported on Ignite. (Unaccounted means unbilled water plus losses)(Quarterly reporting information of the previous qu	20%	20%	20%	22.50%	R	20%	22.80%	R	20%	22.80%	R	The target should have been 25%. Hence, 22% is below the set target. This correction will be submitted to Council with the revised Top Layer SDBIP 2018/2019 during January 2019.	
TL23		SFA 4 - Dignified Living	Alignment of Municipal and Provincial Government housing waiting lists by June	Aligned Waiting lists submitted to the Director	1	1	0	0	N/A	0	0	N/A	0	0	N/A		

### Summary of Results: SFA 4 - Dignified Living

	KPI Not Yet Measured	3
	KPI Not Met	1
	KPI Almost Met	1
	KPI Met	2
	KPI Well Met	1
	KPI Extremely Well Met	1
	<b>Total KPIs</b>	<b>9</b>

## e) SFA 5 - Good Governance and Compliance

SFA 5 - Good Governance and Compliance																	
Ref	IDP Ref	Pre-determined Objectives	KPI	Unit of Measurement	Annual Target	Revised Target	01 July – 30 September 2018			01 October – 31 December 2018			Overall Performance for 01 July – 31 December 2018			Overall performance comment	Overall corrective measure
							Target	Actual	R	Target	Actual	R	Target	Actual	R		
TL16		SFA 5 - Good Governance and Compliance	Provide consumer accounts iro clean piped water, sanitation/sewerage, electricity and solid waste to formal residential properties which are connected to a municipal infrastructure network as at 30 June annually	Number of consumer accounts iro formal residential properties receiving piped water on a monthly basis	24,000	24,000	24,000	26,571	G2	24,000	26,630	G2	24,000	26,630	G2		
TL24		SFA 5 - Good Governance and Compliance	Financial viability measured in terms of cost coverage ratio	Cost coverage as at 30 June annually [(Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation)	4	4	0	0	N/A	0	0	N/A	0	0	N/A		
TL25		SFA 5 - Good Governance and Compliance	Achieve an average payment percentage of 96% by 30 June annually (Gross Debtors Opening Balance + Billed Revenue - Gross	(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	96%	96%	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A		

SFA 5 - Good Governance and Compliance																	
Ref	IDP Ref	Pre-determined Objectives	KPI	Unit of Measurement	Annual Target	Revised Target	01 July – 30 September 2018			01 October – 31 December 2018			Overall Performance for 01 July – 31 December 2018			Overall performance comment	Overall corrective measure
							Target	Actual	R	Target	Actual	R	Target	Actual	R		
			Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100														
TL26		SFA 5 - Good Governance and Compliance	Ensure that the percentage of the Municipality's capital budget spent on capital projects by June annually, in line with the annual target	% of the Municipality's capital budget spent by 30 June annually {(Total Actual capital Expenditure/Approved Capital Budget) x 100}	90%	90%	10%	2.24%	R	30%	25.02%	O	30%	25.02%	O	R147 499 940 / R587 748 280 x 100 = 25.02%	A Capital Expenditure Forum (CEP) will be established during February 2019 to monitor capital expenditure.
TL27		SFA 5 - Good Governance and Compliance	The percentage of people from employment equity target groups employed (to be appointed) in the three highest levels of management in compliance with the municipality's approved employment equity plan	Number of appointments made in the three highest levels of management in compliance with the municipality's approved employment equity plan	75%	75%	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A		
TL28		SFA 5 - Good Governance and Compliance	The percentage of actual payroll budget spent on implementing the	% of municipality's payroll budget actually spent on implementing its workplace skills plan ((Total Actual Training	0.95%	0.95%	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A		

SFA 5 - Good Governance and Compliance																	
Ref	IDP Ref	Pre-determined Objectives	KPI	Unit of Measurement	Annual Target	Revised Target	01 July – 30 September 2018			01 October – 31 December 2018			Overall Performance for 01 July – 31 December 2018			Overall performance comment	Overall corrective measure
							Target	Actual	R	Target	Actual	R	Target	Actual	R		
			municipal Workplace Skills Plan	Expenditure/ 1% of Total Annual payroll Budget) x100)													
TL31		SFA 5 - Good Governance and Compliance	Financial Viability measured in terms of Debt Coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)	15%	15%	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A		
TL32		SFA 5 - Good Governance and Compliance	Financial Viability measured in terms of Service Debtors	% of outstanding service debtors (Total outstanding service debtors/ revenue received for services)	27%	27%	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A		
TL33		SFA 5 - Good Governance and Compliance	Revise the Risk based audit plan and submit to the Audit Committee by 30 June annually	Reviewed RBAP submitted to the Audit Committee by 30 June annually	1	1	0	0	N/A	0	0	N/A	0	0	N/A		
TL34		SFA 5 - Good Governance and Compliance	Approved Audit Action Plan by 28 February annually to address the issues raised in the Audit Report for the relevant financial year	Audit action plan developed and approved by 28 February annually	1	1	0	0	N/A	0	0	N/A	0	0	N/A		
TL35		SFA 5 - Good Governance and Compliance	Revise the risk register submitted to the Risk Management	Reviewed risk register submitted to the Risk Management Committee by 30 June annually	1	1	0	0	N/A	0	0	N/A	0	0	N/A		

SFA 5 - Good Governance and Compliance																	
Ref	IDP Ref	Pre-determined Objectives	KPI	Unit of Measurement	Annual Target	Revised Target	01 July – 30 September 2018			01 October – 31 December 2018			Overall Performance for 01 July – 31 December 2018			Overall performance comment	Overall corrective measure
							Target	Actual	R	Target	Actual	R	Target	Actual	R		
			Committee by 30 June annually														
TL36		SFA 5 - Good Governance and Compliance	Revise the ICT Backup Disaster Recovery Plan submitted to the ICT Steering Committee by December annually	Reviewed ICT Backup Disaster Recovery Plan submitted to the ICT Steering Committee	1	1	0	0	N/A	1	0	R	1	0	R	The revision of the current plan was done six months ago, hence the due date for the new revision is being moved to 31 March 2019.	This KPI will be reviewed with the ICT Strategy and be submitted to the ICT Steering Committee by the 31 March 2019. The due date for the reviewed plan will be submitted to Council with the revised TL SDBIP during January 2019.
TL37		SFA 5 - Good Governance and Compliance	Revised Strategic ICT Plan submitted to the ICT Steering Committee by 31 May annually	Reviewed Strategic ICT Plan submitted to the ICT Steering Committee by 31 May annually	1	1	0	0	N/A	0	0	N/A	0	0	N/A		
TL38		SFA 5 - Good Governance and Compliance	Compile and submit the draft IDP to Council by 31 March annually	Draft IDP compiled and submitted to council by 31 March annually	1	1	0	0	N/A	0	0	N/A	0	0	N/A		
TL39		SFA 5 - Good Governance and Compliance	Revise the asset management policy by 30 June annually	Updated policy submitted to the Council annually	1	1	0	0	N/A	0	0	N/A	0	0	N/A		
TL40		SFA 5 - Good Governance and Compliance	Implement the Municipal Standard Chart of Accounts.	Report quarterly on the implementation of MSCOA to a Committee of Council/Mayco	4	4	1	1	G	1	1	G	2	2	G		

SFA 5 - Good Governance and Compliance																	
Ref	IDP Ref	Pre-determined Objectives	KPI	Unit of Measurement	Annual Target	Revised Target	01 July – 30 September 2018			01 October – 31 December 2018			Overall Performance for 01 July – 31 December 2018			Overall performance comment	Overall corrective measure
							Target	Actual	R	Target	Actual	R	Target	Actual	R		
TL41		SFA 5 - Good Governance and Compliance	Development of a Centralised Customer Care strategy submitted to a Committee of Council/Mayco by 28 February	Developed strategy submitted to a Committee of Council/Mayco by 28 February	1	1	0	0	N/A	0	0	N/A	0	0	N/A		
TL42		SFA 5 - Good Governance and Compliance	Submission of IDP/Budget/SDF time schedule (process plan) to Council by 31 August annually	IDP/Budget/SDF time schedule (process plan)	1	1	1	1	G	0	0	N/A	1	1	G		
TL43		SFA 5 - Good Governance and Compliance	Revise the Electrical Master Plan by June (dependent of SDF approval) submitted to a committee of Council/MayCo	Review Electrical Master Plan by June (dependent of SDF approval)	1	1	0	0	N/A	0	0	N/A	0	0	N/A		
TL44		SFA 5 - Good Governance and Compliance	Curtail domestic and industrial water consumption by 45% measured in terms of the equivalent average consumption of 5 years.	Domestic and industrial water consumption curtailed by 45%, measured in terms of the equivalent average consumption of 5 years from 2010/11 until 2014/15 (Quarterly reporting)	45%	45%	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A		



**Summary of Results: Planning and Economic Development**

KPI Not Yet Measured	15
KPI Not Met	1
KPI Almost Met	1
KPI Met	2
KPI Well Met	1
KPI Extremely Well Met	0
<b>Total KPIs</b>	<b>20</b>

## ANNEXURE B — PROGRESS MADE WITH THE IMPLEMENTATION OF CORRECTIVE MEASURES OF KPIS NOT MET IN THE TOP LAYER SDBIP FOR 2017/18

## a) SFA 1 - Valley of Possibility

SFA 1 - Valley of Possibility													
Ref	KPI	Extension of KPI (Unit of Measurement)	Wards	Previous Year Actual	Performance for 2017/18							Progress as at 31 December 2018	
					Q1	Q2	Q3	Q4	Annual Target	Actual	R		Explanation/Corrective Measures
TL2	Number of serviced sites for low cost housing provided	Percentage of erven serviced	5; 6; 19	190	0	73	117	117	190	117	R	The project has been brought to a standstill by the community of Mandela City. The impasse continues indefinitely. Mediation is being organised between the community of Mandela City and Stellenbosch Municipality. (June 2018)	Various community meetings were held with stakeholders and a decision was made to recommence with the different housing projects.
TL3	Number of temporary housing units constructed in the Temporary Relocation Area by June 2018	Construct 270 temporary units (Temporary Relocation Area – TRA)	12; 14; 15	100	0	0	40	71	270	111	R	There were 90 units built but due to community unrest all the structures were demolished by the community. Target not met. On 22 May 2018, the project was completely vandalized and sabotaged by the Kayamandi Community in a situation of community unrest. (June 2018) The political strata of the Municipality is currently engaged in a process of mediation with the Kayamandi community. (June 2018)	Various community meetings were held with stakeholders and a decision was made to recommence with the different housing projects.
TL10	2 informal trading sites developed by June 2018	2 informal trading sites developed	16; 17; 4	New KPI	0	0	0	1	2	1	R	Three other Informal Trading Sites in Kayamandi, Cloeteville and Franschoek will only be completed in September 2018.	Further delays were encountered on the approval of wayleaves. The envisaged projects are currently underway and will be completed during June 2019.

## b) SFA 2 - Green and Sustainable Valley

SFA 2 - Green and Sustainable Valley														
Ref	KPI	Extension of KPI (Unit of Measurement)	Wards	Previous Year Actual	Performance for 2017/18							Progress as at 31 December 2018		
					Q1	Q2	Q3	Q4	Annual Target	Actual	R		Explanation/Corrective Measures	
TL19	Draft the Waste Management By-law and submit it to a Committee of Council/Mayco by June 2018	Waste Management Bylaw submitted to a Committee of Council/Mayco by June 2018	All	1	0	0	0	0	0	1	0	R	This KPI could not be met due the department in process of sourcing a service provider to assist with the drafting of a Waste Management bylaw. The department envisage the process to commence only by December 2018.	Draft by-law is in place and will be submitted to Council in the third quarter of the 2018/19 financial year.

## c) SFA 5 - Good Governance and Compliance

SFA 5 - Good Governance and Compliance													
Ref	KPI	Extension of KPI (Unit of Measurement)	Wards	Previous Year Actual	Performance for 2017/18							Progress as at 31 December 2018	
					Q1	Q2	Q3	Q4	Annual Target	Actual	R		Explanation/Corrective Measures
TL56	The percentage of each directorates's capital budget spent on capital projects by June annually	% of the Municipality's capital budget spent by 30 June annually {(Total Actual capital Expenditure/Approved Capital Budget) x 100}	All	85.08	3.60%	16%	32.60%	86.6%	90%	86.6%	O	Human Settlements Directorate capital expenditure target could not be achieved due to a standstill of housing projects in Kayamandi as a result of the community unrest. The municipality has engaged with the community to allow for peaceful continuation of housing projects.	Various community meetings were held with stakeholders and a decision was made to recommence with the different housing projects.
TL62	Ensure that the percentage of the Municipality's capital budget spent on capital projects by June annually, in line with annual target	% of the Financial Services capital budget spent by 30 June annually {(Total Actual capital Expenditure/Approved Capital Budget) x 100}	All	New KPI	5.50%	8.12%	33.38%	81.84%	90%	86.6%	O	Human Settlements Directorate capital expenditure target could not be achieved due to a standstill of housing projects in Kayamandi as a result of the community unrest. The municipality has engaged with the community to allow for peaceful continuation of housing projects.	Various community meetings were held with stakeholders and a decision was made to recommence with the different housing projects.
TL64	The percentage of people from employment equity target groups employed (to be appointed) in the three highest levels of management in compliance with the municipality's approved employment equity plan	Number of appointments made in the three highest levels of management in compliance with the municipality's approved employment equity plan	All	80	0%	0%	0%	50%	75	50%	O	In total 6 appointments were made in the 3 highest levels in 2017/18. Out of the 6 appointments 3 met the employment equity targets.	Only 4 appointments in the three highest level of the Municipality were made during the 2017/2018 financial year, of which 2 were in the employment equity target group. For the 2018/2019 financial year, 4 appointments were made by 31 December 2018 of which 1 appointment was within the employment equity target group. <i>*Coloured males, which are one of the target groups, are currently over represented in the Municipality.</i>
TL65	The percentage of actual payroll budget spent on implementing	% of municipality's payroll budget	All	0.62%	0%	0%	0%	0.13%	0.85%	0.13%	R	Outstanding invoices in process. Tender processes to be in place earlier done in 2018/19.	Invoices processed.

SFA 5 - Good Governance and Compliance													
Ref	KPI	Extension of KPI (Unit of Measurement)	Wards	Previous Year Actual	Performance for 2017/18							Progress as at 31 December 2018	
					Q1	Q2	Q3	Q4	Annual Target	Actual	R		Explanation/Corrective Measures
	the municipal Workplace Skills Plan	actually spent on implementing its workplace skills plan ((Total Actual Training Expenditure/ 1% of Total Annual payroll Budget) x100)											
TL87	Develop a public participation policy and submit it to a Committee of Council/MayCo by June 2018	Public participation policy submitted to a Committee of Council/Mayco	All	New KPI	0	0	0	0	1	0	R	To be consulted and tabled in Council within Quarter 1 of the 2018/19 financial year.	The position of Manager: IDP and Performance Management became vacant end of August 2018. As a result a decision was taken to postpone the revision of the Public Participation Policy to the end of May 2019.
TL88	Audit of all municipal leased properties (excluding rental stock) by March 2018	Audited outcome on leased properties	All	New KPI	0	0	0	0	1	0	R	A Service Provider has been appointed. An Audit Report of all Municipal Leased Properties will be completed. It is projected that the Audit will be received by end July 2018.	A service provider was appointed during the 2018/2019 financial year. The audit report will be submitted to the Municipal Manager by 30 June 2019.
TL91	Develop an Integrated Zoning Scheme and submit it to Committee of Council/ Mayco by 30 June 2018	Developed Integrated Zoning Scheme submitted to a Committee of Council/ MayCo	All	New KPI	0	0	0	0	1	0	R	It is foreseen that the final document will be submitted to Council in September 2018.	The Developed Integrated Zoning Scheme was submitted to Council during October 2018.

9.	MATTERS FOR NOTIFICATION
9.1	REPORT BY THE EXECUTIVE MAYOR
9.1.1	REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR FOR THE QUARTER: MARCH 2018 TO SEPTEMBER 2018

File No.: 8/1/3/3/8  
 Collaborator No:  
 IDP KPA Ref No: N/A  
 Meeting Date: 2019-01-30

## 1. PURPOSE OF THE REPORT

To inform Council of the decisions taken by the Executive Mayor from March 2018 to September 2018 (see **APPENDIX 1**).

## 2. BACKGROUND

In terms of the Municipal Structures Act 117 of 1998 Section 56 (5) it is stated that:

*“An Executive Mayor must report to the municipal council on all decisions taken by the Executive Mayor.”*

According to the Municipal Systems Act 60 (1)(b)

“(1) the following powers may, within policy framework determined by the municipal council be delegated to an executive committee or executive mayor only (b) the determination or alternation of the remuneration, benefits or other conditions of service of the municipal manager or managers directly responsible to the municipal manager.

## 3. FINANCIAL IMPLICATIONS

None

## 4. FOR NOTING

The decisions taken by the Executive Mayor for the period March to September 2018 attached as **APPENDIX 1**.

### FOR FURTHER DETAILS CONTACT:

NAME	DONOVAN MULLER
POSITION	OFFICE MANAGER: EXECUTIVE MAYOR
DIRECTORATE	CORPORATE AND STRATEGIC SERVICES
CONTACT NUMBERS	021 8088314
E-MAIL ADDRESS	<a href="mailto:Donovan.Muller@ Stellenbosch.gov.za">Donovan.Muller@ Stellenbosch.gov.za</a>
REPORT DATE	07 January 2019

# APPENDIX 1

## DELEGATIONS EXERCISED FOR PERIOD [MARCH 2018 – SEPTEMBER 2018]

### EXECUTIVE MAYOR

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
15/0/2018	110	FINANCE	S 71 monthly budget monitoring report for March 2017	15/0/2018	15/0/2018	Approved
15/05/2018	110	FINANCE	S 71 monthly budget monitoring report for April 2018	15/05/2018	15/05/2018	Approved
14/06/2018	110	FINANCE	S71 monthly budget monitoring report for May 2018	14/06/2018	14/06/2018	Approved
13/07/2018	110	FINANCE	S71 monthly budget monitoring report for June 2018	13/07/2018	13/07/2018	Approved
15/08/2018	110	FINANCE	S71 monthly budget monitoring report for July 2018	15/08/2018	15/08/2018	Approved
24/04/2018	110	FINANCE	S 52 Quarterly budget monitoring report 3rd quarter 2017-18	16/01/2018	16/01/2018	Approved
18/072018	110	FINANCE	S 52 Quarterly budget monitoring report 4th quarter 2017-18	16/01/2018	16/01/2018	Approved
2018-05-03		PLANNING	Appeal Lodged In Terms Of Section 79(2) Of The Stellenbosch Mun Land Use Planning By-Law (2015) against the decision of The Municipal Planning Tribunal to approve the Amendment Of The General Plan, Closure Of Public Open Space, Rezoning, Sub-Division, Street Naming And Departure: Erf 9445, Lindida Dr, Stellenbosch	2018-05-03		See attached document
2018-07-31		PLANNING	Appeal lodged in terms of section 79(2) of the Stellenbosch Mun Planning by-law (2015) against the decision of the Stellenbosch MPT to approve the application for subdivision, consolidation, approval of site development plan, closure of a portion of public place, permission required in terms of the zoning scheme and departures: Erven 9190, 9211 and 13166, Technopark	2018-07-31		See attached document



2018-08-16		PLANNING	Appeal in terms of section 79(2) of the Stellenbosch Mun land use Planning by-law (2015) against the decision of the authorised employee to approve the application for rezoning and special development, Erf 5343, stellenbosch.	2018-08-16		See attached document
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# STELLENBOSCH

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## DECISION OF APPEAL AUTHORITY

**APPEAL LODGED IN TERMS OF SECTION 79(2) OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW (2015) AGAINST THE DECISION OF THE MUNICIPAL PLANNING TRIBUNAL TO APPROVE THE AMENDMENT OF THE GENERAL PLAN, CLOSURE OF PUBLIC OPEN SPACE, REZONING, SUBDIVISION, STREET NAMING AND NUMBERING AND DEPARTURE: ERF 9445, LINDIDA DRIVE, STELLENBOSCH (File Ref: LU/4660/Appeal)**

### DECISION OF APPEAL AUTHORITY:

The Appeal Authority hereby, in terms of Section 81(7) of the Stellenbosch Municipal Land Use Planning By-law 2015:

Tick the appropriate box:

<b>CONFIRM</b>	<input checked="" type="checkbox"/>	<b>VARY</b>	<input type="checkbox"/>	<b>REVOKE</b>	<input type="checkbox"/>
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**THE DECISION OF THE MUNICIPAL PLANNING TRIBUNAL TO APPROVE THE AMENDMENT OF THE GENERAL PLAN, CLOSURE OF PUBLIC OPEN SPACE, REZONING, SUBDIVISION, STREET NAMING AND NUMBERING AND DEPARTURE: ERF 9445, LINDIDA DRIVE, STELLENBOSCH**

**SIGNATURE:**

*Gesie van Deventer*

**DATE:**

*26/4/2018*

**Adv. Gesie van Deventer  
EXECUTIVE MAYOR**

### REASONS FOR THE DECISION:

1. The reasons for the Decision of the Municipal Planning Tribunal (MPT) dated 23 November 2017 are supported as per the attached Annexure A.
2. The appellant, Mr Charl Cilliers, relied on environmental issues in his appeal submission. It should be noted that Environmental approval or Authorisation is given by DEA&DP in terms of legislative requirements. Environmental Authorisation was not required from DEA&DP in terms of the EIA Regulations (2014), and the initial EIA application was withdrawn. The legislative requirements in terms of the abovementioned regulations have therefore been dealt with and concluded. The application at hand deals with the planning application in terms of the Municipal Land Use Planning By-Law.



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3. Section 40(7) of LUPA states that: "A municipality may not approve a land use application subject to a condition that approval in terms of other legislation is required." Therefore condition 11 that was imposed with the approval of the application by the MPT dated 3 November 2017, on page 12 of this submission, which reads as follows: "*Authorisation must be obtained, in terms of Section 21(c) of the National Water Act (Act 36 of 1998), before the development may commence.*", be omitted.
4. It is evident that the objective of the Municipality at the time of tender was to provide subsidised and an affordable housing development. The developer proposed a variety of unit types, sizes and costs, which was accepted by Council and the tender was awarded on this basis. During the initial environmental process, several objections were received against the proposed development and particularly against any subsidised housing development adjacent to their established properties. This had a major impact on the final proposal that was planned for the property and as a result, the subsidy housing component was removed from the development proposal. The proposal now comprises of a GAP housing development as confirmed by the Housing Department. This GAP project comprises bonded houses with a value of between R350 000-R700 000, which is, therefore, compatible with the current property values in Lindida (R600 000 - R800 000). This implies that the new development will not negatively impact on the value of the surrounding properties. The layout caters for a variety of house typologies in the different income bands in order to provide an affordable, marketable spread of units.
5. The abovementioned will require that the wording provided in the table on the proposed layout plan no. 2.530-S1-04, dated 19 May 2017, be changed from Subsidy housing to Gap housing.
6. In conclusion, the fact that only two appeals were received against the application is a clear indication that the proposed development is acceptable to the majority of the residents of Stellenbosch.

# **ANNEXURE A**



# STELLENBOSCH

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Application Number: LU/4660  
Our File Reference Number: Erf 9445, Idas Valley, Stellenbosch  
Enquiries: Nopinki Dafeti/Lenacia Kamineth  
Contact No: 021 808 8640/021 808 8697  
Email address: [Lenacia.Kamineth@stellenbosch.gov.za](mailto:Lenacia.Kamineth@stellenbosch.gov.za)  
Date: 23 November 2017

## REGISTERED MAIL

Mr Dirk Larsen  
NuPlan Africa  
11 Gladstone Street  
**DURBANVILLE**  
7550

E-mail address: [dirk@nuplanafrica.co.za](mailto:dirk@nuplanafrica.co.za)

Dear Sir

APPLICATION FOR AMENDMENT OF THE GENERAL PLAN, CLOSURE OF THE PUBLIC OPEN SPACE, REZONING, SUBDIVISION, STREET NAMING AND NUMBERING AND DEPARTURE: ERF 9445, STELLENBOSCH

1. The above mentioned application has reference.
2. The Municipal Planning Tribunal, on the 3<sup>rd</sup> of November 2017, **approved the series of applications:**
  - 2.1 The amendment of the General Plan No. 12720 approved by the Surveyor General on 5 April 1990 to reflect changes as indicated on diagram no. 2.530-STR1-04 & 2.530-S1-04, dated 19 May 2017 drawn by NuPlan Africa, **BE APPROVED** in terms of Section 60 of the Stellenbosch Municipal Land Use Planning By-Law dated October 2015;
  - 2.2 The Closure of Public Open Space **BE APPROVED** in terms of Section 60 of the Stellenbosch Municipal Land Use Planning By-Law dated October 2015;
  - 2.3 The Rezoning from Agriculture to Subdivisional Area for the 166 Single Residential Zone properties, 3 Public Open Space Zone properties and 1 Local Authority Zone property **BE APPROVED** in terms of Section 60 of the Stellenbosch Municipal Land Use Planning By-Law dated October 2015;



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- 2.4 The Subdivision into 166 Single Residential erven, 3 Public Open Space erven and 1 Local Authority Zone (for substation purposes) **BE APPROVED** in terms of Section 60 of the Stellenbosch Municipal Land Use Planning By-Law dated October 2015;
- 2.5 The Permanent departures **BE APPROVED** in terms of Section 60 of the Stellenbosch Municipal Land Use Planning By-Law dated October 2015 for the following:
- 2.5.1 To relax the common building line from 1,5m to 0m on one side of all semi-detached erven;
- 2.5.2 To relax the common building line from 1,5m to 1m on the other common boundary of all erven
- 2.5.3 That the allocation of the following street names and numbers for the public roads within the housing project as indicated on plan nr. 2.530-STR1-04, dated 08 May 2017, drawn by Nu Plan Africa, **BE SUPPORTED** and **RECOMMENDED** to the executive mayor for a decision in terms of Council's system of delegation, delegation No 326.
- A. Acacia Street
  - B. Amandel Crescent
  - C. Cypress Close
  - D. Essenhout Street
  - E. Granaat Close
  - F. Olyf Street
  - G. Palm Street
  - H. Sederhout Crescent
  - I. Wilgerboom Street
3. It should be noted that the approval is subject to the following conditions:
- 3.1 The approval applies only to the application in question as indicated on drawing no. 2.530-STR1-04 & 2.530-S1-04, dated 19 May 2017 and drawn by Nu PLAN AFRICA and shall not be construed as authority to depart from any other legal prescriptions or requirements from Council;
- 3.2 Development Bulk Levy Contributions are payable and will be forwarded to the applicant once the amount has been determined;
- 3.3 The development's specifications must be submitted to Stellenbosch Municipality (Engineering Services) for approval ie.
- I. The design of the electrical distribution system
  - II. The location of the substations and related equipment
- 3.4 A separate distribution board/s shall be provided for Municipal switchgear and metering (shall be accessible & lockable). Prepaid metering system shall be installed in domestic dwellings;



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- 3.5 24-hour access to the location of the substation, metering panel and main distribution board is required by Technical Services (Street side of the property) with no obstruction;
- 3.6 Appropriate caution shall be taken during construction, to prevent damage to existing cables and electrical equipment during construction, should damage occur, the applicant will be liable for the cost involved for repairing damages;
- 3.7 No electricity supply will be switched on (energised) if the development contributions, take-over Inspection and certificate(s) of Compliance are outstanding;
- 3.7.1 All new developments and upgrades of supplies to the existing projects are subject to **SANS 10400-XA** energy savings and efficiency implementations such as:
- A. Solar heating or heat pumps in dwellings
  - B. Energy efficient lighting system
  - C. Roof insulation with right R-value calculations
  - D. Cooking with gas
  - E. In large building developments:
  - F. Control air condition equipment tied to alternative efficiency systems
  - G. Preheat at least 50% of water with alternative energy saving sources
  - H. All water pipes to be clad with insulation with R-value of 1
  - I. Provide a professional engineer's certificate to prove that energy saving measures is not feasible.
- 3.8 The subdivision diagram together with the Municipality's decision and conditions of approval be submitted to the Surveyor General for approval within 2 years from date of final notification;
- 3.9 The Surveyor-General, Telkom, Post Office, the South African Police Service, Emergency Services, National Place Names Committee and map producers, be informed of the new streets and numbers.
- 3.10 Authorisation must be obtained, in terms of Section 21(c) of the National Water Act (Act 36 of 1998), before the development may commence;
- 3.11 Approval of the application does not exempt the applicant from the provision of any other legislation such as the Water Act;
- 3.12 The conditions imposed by Eskom in their letter dated 16 August 2017, be adhered to;
- 3.13 All public places and public streets be transferred to the Local Authority upon transfer of the first unit/erf in the subdivision. All cost for the surveying and transfer of public land be for the account of the applicant/developer.
- 3.14 The applicant submits an electronic copy (shp,dwg,dxf) of the General Plan which was preliminary approved by the SG. The following information must be indicated:
- A. Newly allocated Erf Numbers
  - B. Co-ordinates



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- C. Survey Dimensions
- D. Street names (approved by Council)

- 3.15 Building plans will only be approved until all the conditions of the Land Use approvals have been complied with;
  - 3.16 Building plans which may not differ substantially from the SDP must be submitted to this Municipality for consideration, prior to any building work commencing on site;
  - 3.17 No building plans will be approved prior to the submission of an approved General Plan (electronic or hard copy, containing a GP number and signed by the Office of the SG), or alternatively, in the case of less than 10 erven, the approved SG diagram (electronic or hard copy, containing a SG number and signed by the Office of the SG);
  - 3.18 The Traffic Impact Assessment must be updated to cater for the conditions as stipulated in the comments of the Director: Engineering Services dated 20 April 2017 ; and
  - 3.19 This approval shall lapse if not exercised within 5 years from the date of final notification.
4. The reasons for the above decision are as follows:
- 4.1 The proposal is in line with the principles contained in the Stellenbosch Municipality Spatial Development Framework and will not be out of character with its surroundings.
  - 4.2 The proposal is a form of densification which aids to contain urban sprawl.
  - 4.3 The proposed development was deemed to be a priority due to the housing shortage and urbanisation as stipulated in the municipal housing plan and pipeline document which was approved on 15 June 2016.
  - 4.4. It will further create access to secure tenure for the previously disadvantaged community. The proposal in its current form is thus supported from a town planning point of view.
5. You are hereby informed of your right to appeal to the Appeal Authority in terms of section 79(2) of the said legislation.
6. If you intend to appeal, the appeal form, which can be obtained from our Advice Centre; Land Use Management, Ground floor, Plein Street, Stellenbosch or the municipal website at <http://www.stellenbosch.gov.za/planning>, must be completed and should be directed to the Appeal Authority and received by the Municipal Manager at PO Box 17, Stellenbosch, 7599 or faxed to 021 886 6899, or hand delivered to the Office of the Municipal Manager, third floor, Plein Street, Stellenbosch within **21 days of date notification** of this decision together with proof





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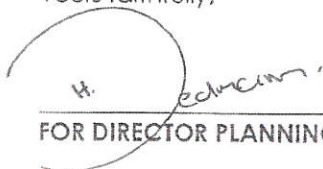
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of payment of the appeal fee (only applicable for an applicant and not appellant). See the approved tariff structure on the municipal website:

<http://www.stellenbosch.gov.za/documents/lidp-budget/2017-2/4873-appendix-3-tariff-book-2017-2018/file>

7. You are requested to simultaneously serve notice of the appeal on any person who commented on the application and any other persons as the Municipality may determine. Proof of serving the notification must be submitted to the Municipality, within 14 days of serving the notification.
8. The notice must be served in accordance with Section 35 of the said legislation and in accordance with the additional requirements as may be determined by the Municipality. The notice must invite persons to comment on the appeal within 21 days from date of notification of the appeal.
9. Kindly note that no appeal right exists in terms of Section 62 of the Local Government Municipal Systems Act, No 32 of 2000.
10. Please be advised that the above decision is suspended and may therefore not be acted on until such time as the period for lodging appeals has lapsed, any appeal has been finalised and you've been advised accordingly.

Yours faithfully,

  
\_\_\_\_\_  
FOR DIRECTOR PLANNING & ECONOMIC DEVELOPMENT



# STELLENBOSCH

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## DECISION OF APPEAL AUTHORITY

Appeal lodged in terms of Section 79(2) of the Stellenbosch Municipal Planning By-Law (2015) against the decision of the Stellenbosch Municipal Planning Tribunal to approve the application for Subdivision, Consolidation, Approval of Site Development Plan, Closure of a Portion of Public Place, Permission required in terms of the Zoning Scheme and Departures: Erven 9190, 9211 and 13166, Technopark, Stellenbosch (File Ref: LU/6562 /Appeal)

### DECISION OF APPEAL AUTHORITY:

The Appeal Authority hereby, in terms of Section 81(7) of the Stellenbosch Municipal Land Use Planning By-law 2015:

Tick the appropriate box:

CONFIRM		VARY	X	REVOKE	
<p>the decision on 4 May 2018 of the Stellenbosch Municipal Planning Tribunal to approve the application for Subdivision, Consolidation, Approval of Site Development Plan, Closure of a Portion of Public Place, Permission required in terms of the Zoning Scheme and Departures: Erven 9190, 9211 and 13166, Technopark, Stellenbosch</p>					
<p>as follows:</p> <ol style="list-style-type: none"> <li>1. To <b>refuse</b> the application for the closure of a portion of public place (a portion of Erf 9190, Portion A ±0.2ha).</li> <li>2. <b>Reason for the above decision:</b> <ol style="list-style-type: none"> <li>2.1 The afore mentioned portion is not zoned "Public place", but "Special Zone 1 for Technology or Science Park",</li> </ol> </li> <li>3. The following applications be <b>approved</b> in terms of section 60 of the Stellenbosch Municipal Land Use Planning By-law, promulgated by Notice no 354/2015 dated 20 October 2015, your application for :           <ol style="list-style-type: none"> <li>3.1 <u>Section A:</u> <ol style="list-style-type: none"> <li>3.1.1 The subdivision of Erf 9190 into a Remainder Erf 9190 (±31.95ha) and a Portion A (±0.2ha);</li> </ol> </li> </ol> </li> </ol>					

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- 3.1.2 The subdivision of Erf 13166 into a Remainder Erf 13166 ( $\pm 1.08$ ha) and a Portion B ( $\pm 1.42$ ha); and
- 3.1.3 For the consolidation of Portion A and Portion B and Erf 9211 to create one property.
- 3.2 Section B (Pertaining to the applications made for the unregistered consolidated property (Portion A and Portion B and Erf 9211)):
- 3.2.1 A permanent departure to increase the unregistered consolidated properties permissible coverage from 30% to 37%;
- 3.2.2 A permission required to construct a 3 story building in lieu of a 2 story building as determined by the zoning scheme;
- 3.2.3 A permanent departure to exceed the 11m wall plate height of a building by 5.5m in order to permit the construction of a building with a wall plate height of 16.5m;
- 3.2.4 To permit the construction of a building on a land unit forming part of an approved subdivision, before the confirmation of the subdivision; and
- 3.2.5 Approval of the Site Development Drawn by DHK Architects, SDP 9190-9211-13166, Page 1 – 21. (**Annexure B – Agenda 23 March 2018**).
4. The above approvals are subject to the following **conditions** in terms of Section 66 of the Stellenbosch Municipal Land Use Planning By-law dated 20 October 2015:
- 4.1 The approval applies only to the application under consideration and shall not be construed as authority to depart from any other legal prescriptions or requirements from Council;
- 4.2 The applicant submits an electronic copy (shp, dwg, dxf) or A4 hard copy of the SG diagrams, which was approved by the SG. The following information must be indicated:
- Newly allocated Erf Numbers,
  - Co-ordinates, and
  - Survey Dimensions;

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- 4.3 No building plans will be approved prior to the submission of an SG approved consolidation plan (electronic or hard copy, containing a GP number and signed by the Office of the SG), or alternatively, in the case of less than 10 erven, the approved SG diagram (electronic or hard copy, containing a SG number and signed by the Office of the SG);
- 4.4 The conditions of approval as imposed by the Directorate Engineering Services and Electrical Department be complied with as attached in **Annexure H (Agenda 23 March 2018)**;
- 4.5 A development contract be entered into between the property owners and Directorate Engineering Services;
- 4.6 The conditions of approval as imposed by the Transport and Public Roads Department be complied with as attached in **Annexure I (Agenda 23 March 2018)**;
- 4.7 The conditions of approval as imposed by Heritage Western Cape be complied with as attached in **Annexure O (Agenda 4 May 2018)**;
- 4.8 The conditions of approval as imposed by Department Of Environmental Affairs and Development Planning as noted in their letter dated 17 April 2018 be complied with as attached in **Annexure M (Agenda 4 May 2018)**;
- 4.9 The recommendations contained in the visual impact assessment be implemented to mitigate any visual impact that the building has on the surrounding area; (**Annexure K - Agenda 23 March 2018**)
- 4.10 Building plans will only be approved when all conditions of approval have been complied with;

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4.11 The development be undertaken in accordance with the approved site development plan, Plan No SDP 9190-9211-13166 attached as **Annexure B (pages 1-21) (Agenda 23 March 2018)**

4.12 The approval will lapse if not implemented within 5 years from date of final notification of approval of the application.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

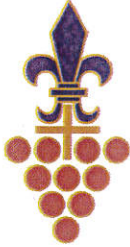
31 July 2018

Adv. Gesie van Deventer

EXECUTIVE MAYOR

## REASONS FOR THE DECISION:

1. The Municipal Planning Tribunal has applied its mind and considered all aspects relevant to the application.
2. The purchase and lease of public land was approved following due process. Due process was followed in respect of procedure and public participation, as determined by the Stellenbosch Planning By-Law, 2015.
3. The R44 upgrades were identified in the 2017 IDP and finance was approved by Council in the capital budget for 2018/2019 and 2019/20.
4. It is standard practice to approve an application subject to the payment of Development Charges by the developer. In this instance, all funds required will be recovered in the medium term. Furthermore, it is standard practice in certain instances that the municipality is required to use public funds to strengthen the infrastructure.
5. The appellant raised various concerns re Council decisions taken. The appropriate action to review these decisions is to take it to the High Court on review, as this is the forum to deal with such concerns.



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## DECISION OF APPEAL AUTHORITY

**APPEAL LODGED IN TERMS OF SECTION 79(2) OF THE STELLENBOSCH MUNICIPAL PLANNING BY-LAW (2015) AGAINST THE DECISION OF THE AUTHORISED EMPLOYEE TO APPROVE THE APPLICATION FOR REZONING AND SPECIAL DEVELOPMENT: ERF 5343, DIE BOORD, STELLENBOSCH (FILE REF: LU/4659)**

### DECISION OF APPEAL AUTHORITY:

The Appeal Authority hereby, in terms of Section 81(7) of the Stellenbosch Municipal Land Use Planning By-law 2015:

Tick the appropriate box:

<b>CONFIRM</b>	<input type="checkbox"/>	<b>VARY</b>	<input checked="" type="checkbox"/>	<b>REVOKE</b>	<input type="checkbox"/>
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**THE DECISION OF THE AUTHORISED EMPLOYEE TO APPROVE THE APPLICATION FOR REZONING AND SPECIAL DEVELOPMENT: ERF 5343, DIE BOORD, STELLENBOSCH**

**SIGNATURE:** Adv. Gesie van Deventer      **DATE:** 16/8/2018  
**Adv. Gesie van Deventer**  
**EXECUTIVE MAYOR**

1. The abovementioned appeals refer.
2. On 13 January 2017, the Authorised Employee resolved to approve the following applications in whole:
  - 2.1 The application for the rezoning of the Remainder Erf 5343 from General Residential to that of Group Housing;
  - 2.2 The application for Special Development to enable the development of 6 town housing units.
3. The aforementioned applications were approved subject to a number of conditions imposed in terms of Section 66 of the Stellenbosch Municipality: Land Use Planning By-Law (the By-Law).
4. Two appeals were submitted, in terms of Section 79(2) of the By-Law, against the aforementioned decisions by the following parties:
  - 4.1 Gerhard van Wyk Family Trust.



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- 4.2 Lovell Home Owners Association.
3. After careful consideration of the written appeals, as well as all relevant documents, information and submissions made to me as Appeal Authority, I have decided, in terms of Section 81(7)(b) of the By-Law to **VARY** the decision of the Authorised Employee as follows:
- 3.1 The application for the rezoning of the Remainder of Erf 5343, Stellenbosch from General Residential to Group Housing, submitted in terms of Section 15(2)(a) of the By-Law, is hereby **APPROVED**.
- 3.2 The Special Development application, submitted in terms of Section 15(2)(o) of the By-Law, is **APPROVED** for 5 town housing units.
- 3.3 The aforementioned approvals are subject to the following conditions imposed in terms of Section 66 of the By-Law:
- 3.3.1 This approval only applies to the above-mentioned applications and does not grant approval or consent for departure from any other provisions of the Stellenbosch Municipality Zoning Scheme Regulations or any applicable restrictive title condition;
- 3.3.2 The applicant must submit a Site Development Plan to the Municipality for approval, which must be consistent with the applicable development rules (paragraph 10.3 of the Zoning Scheme Regulations of the Stellenbosch Municipality) before any building plans are approved;
- 3.3.3 Adequate onsite parking be provided with a permanent surface and that the parking bays be clearly demarcated in line with the Site Development Plan;
- 3.3.4 Formal building plans be submitted to Council for approval prior to the commencement of building work onsite and that the building plans not differ substantially from the approved Site Development Plan;
- 3.3.5 The Constitution of the Body Corporate be submitted for approval;
- 3.3.6 The developer undertakes sidewalk planting, ie levelling and planting of sidewalk trees and maintains the sidewalks for a period of 1 year from the date of completion of the building to the satisfaction of Council. Such landscaping shall be satisfactorily

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completed prior to occupation of the building;

- 3.3.7 No building material be stored or placed in the service servitude area located on the property without the approval of the Engineers Department;
- 3.3.8 The conditions as set out by the Stellenbosch Municipality: Directorate Engineering Services in their memo Attached as **Annexure 1** be adhered to;
- 3.3.9 Appropriate caution shall be taken during construction to prevent damage to existing electrical equipment in the vicinity. Should damage occur, the applicant will be liable for the cost involved repairing;
- 3.3.10 Conditions 3.3.2 to 3.3.4 must be complied with before any development on the property takes place;
- 3.3.11 This Municipality reserves the right to impose further conditions if needed.

- 4. The applicant is hereby notified that it may act on this approval.

## REASONS FOR THE DECISION:

- 1. The subject property is located within the Urban Edge of Stellenbosch. The approved development complies with the Integrated Development Plan of the Municipality, which aims to promote sensible densification within the Urban Edge of Stellenbosch. The development is not seen to be out of character and scale with the surrounding area as similar double storey town houses have been approved in the area.
- 2. The approved development is consistent with the proposals of the Spatial Development Framework and the other policies of the Municipality. The development complies with the applicable land use planning principles.
- 3. The development is supported by the Engineers Department of the Municipality as it will use green technology to reduce the impact that the buildings will have on the existing services (grey water technology, water saving devices, etc.).
- 4. The Municipality, in terms of its Spatial Development Framework, supports and





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encourages sensible densification within the Urban Edge. The development is in the line and consistent with approved municipal planning policy to densify.

5. The development of 5 town housing units will not detract from the group housing and single residential character of the area.
6. The approved development complies with the density requirement of the Stellenbosch Zoning Scheme Regulations for a maximum of 50 dwelling units per gross hectare.

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9.1.2	<b>REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR FOR THE QUARTER: OCTOBER 2018 TO DECEMBER 2018</b>
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File No.: 8/1/3/3/8  
 Collaborator No:  
 IDP KPA Ref No: N/A  
 Meeting Date: 2019-01-30

## 1. PURPOSE OF THE REPORT

To inform Council of the decisions taken by the Executive Mayor from October 2018 to December 2018 (see **APPENDIX 1**).

## 2. BACKGROUND

In terms of the Municipal Structures Act 117 of 1998 Section 56 (5) it is stated that:

*“An Executive Mayor must report to the municipal council on all decisions taken by the Executive Mayor.”*

According to the Municipal Systems Act 60 (1)(b)

“(1) the following powers may, within policy framework determined by the municipal council be delegated to an executive committee or executive mayor only (b) the determination or alternation of the remuneration, benefits or other conditions of service of the municipal manager or managers directly responsible to the municipal manager.

## 3. FINANCIAL IMPLICATIONS

None

## 4. FOR NOTING

The decisions taken by the Executive Mayor for the period October 2018 to December 2018 attached as **APPENDIX 1**.

## APPENDIX

**APPENDIX 1:** Decision taken by the Executive Mayor for October 2018 – December 2018

### FOR FURTHER DETAILS CONTACT:

<b>NAME</b>	DONOVAN MULLER
<b>POSITION</b>	<b>OFFICE MANAGER: EXECUTIVE MAYOR</b>
<b>DIRECTORATE</b>	<b>CORPORATE AND STRATEGIC SERVICES</b>
<b>CONTACT NUMBERS</b>	<b>021 8088314</b>
<b>E-MAIL ADDRESS</b>	<a href="mailto:Donovan.Muller@stellenbosch.gov.za">Donovan.Muller@stellenbosch.gov.za</a>
<b>REPORT DATE</b>	<b>07 January 2019</b>

## DELEGATIONS EXERCISED FOR PERIOD [OCTOBER 2018 – DECEMBER 2018]

### EXECUTIVE MAYOR

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
110	FINANCE	S 71 monthly budget monitoring report for August 2018	14/09/2018	14/09/2018	Approved
110	FINANCE	S 71 monthly budget monitoring report for September 2018	12/10/2108	12/10/2018	Approved
110	FINANCE	S71 monthly budget monitoring report for October 2018	14/11/2018	14/11/2018	Approved
110	FINANCE	S71 monthly budget monitoring report for November 2018	14/12/2018	14/12/2018	Approved
110	FINANCE	S 52 Quarterly budget monitoring report 1st quarter 2018-19	18/10/2018	18/10/2018	Approved
	PLANNING	Appeal Lodged In Terms Of Section 79(2) Of The Stellenbosch Mun Land Use Planning By-Law (2015) against the decision of the authorised employee to approve the application for rezoning and special development: erf 5343, Die Boord, Stellenbosch (file ref: LU/4659)	2018/07/10	2018/08/18	See attached document
	PLANNING	Appeal Lodged In Terms Of Section 79(2) Of The Stellenbosch Mun Land Use Planning By-Law (2015) against the decision of The Municipal Planning Tribunal to refuse an application for a temporary departure: erf 67, Lanquedoc (file ref: LU/4792/appeal)	2018/08/18	2018/12/18	See attached document
	PLANNING	The decision of the Authorised Employee for the amendment of the partition (subdivisional) plan previously approved by the Department of Rural Development and Land Reform in terms of the Provision of land and Assistance Act, Act 126 of 1993 on farm 393/11, Stellenbosch (now indicated as erf 1,3,7,8 and 9, Longlands); subsequently the amendment of the general plans; withdrawal of erf diagrams for erf 7,8 and 9; amendment of conditions of approval; registration of a servitude road over erf 1, Longlands; determination / allocation for the subdivisional portions.	2018/10/22	2018/11/30	See attached document



# STELLENBOSCH

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## DECISION OF APPEAL AUTHORITY

**APPEAL LODGED IN TERMS OF SECTION 79(2) OF THE STELLENBOSCH MUNICIPAL PLANNING BY-LAW (2015) AGAINST THE DECISION OF THE AUTHORISED EMPLOYEE TO APPROVE THE APPLICATION FOR REZONING AND SPECIAL DEVELOPMENT: ERF 5343, DIE BOORD, STELLENBOSCH (FILE REF: LU/4659)**

### DECISION OF APPEAL AUTHORITY:

The Appeal Authority hereby, in terms of Section 81(7) of the Stellenbosch Municipal Land Use Planning By-law 2015:

Tick the appropriate box:

CONFIRM	VARY	<input checked="" type="checkbox"/>	REVOKE
<b>THE DECISION OF THE AUTHORISED EMPLOYEE TO APPROVE THE APPLICATION FOR REZONING AND SPECIAL DEVELOPMENT: ERF 5343, DIE BOORD, STELLENBOSCH</b>			
<p><b>SIGNATURE:</b> <u>Adv. Gesie van Deventer</u>      <b>DATE:</b> <u>16/8/2018</u></p> <p><b>Adv. Gesie van Deventer</b> <b>EXECUTIVE MAYOR</b></p> <ol style="list-style-type: none"> <li>1. The abovementioned appeals refer.</li> <li>2. On 13 January 2017, the Authorised Employee resolved to approve the following applications in whole:               <ol style="list-style-type: none"> <li>2.1 The application for the rezoning of the Remainder Erf 5343 from General Residential to that of Group Housing;</li> <li>2.2 The application for Special Development to enable the development of 6 town housing units.</li> </ol> </li> <li>3. The aforementioned applications were approved subject to a number of conditions imposed in terms of Section 66 of the Stellenbosch Municipality: Land Use Planning By-Law (the By-Law).</li> <li>4. Two appeals were submitted, in terms of Section 79(2) of the By-Law, against the aforementioned decisions by the following parties:               <ol style="list-style-type: none"> <li>4.1 Gerhard van Wyk Family Trust.</li> </ol> </li> </ol>			



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- 4.2 Lovell Home Owners Association.
3. After careful consideration of the written appeals, as well as all relevant documents, information and submissions made to me as Appeal Authority, I have decided, in terms of Section 81(7)(b) of the By-Law to **VARY** the decision of the Authorised Employee as follows:
- 3.1 The application for the rezoning of the Remainder of Erf 5343, Stellenbosch from General Residential to Group Housing, submitted in terms of Section 15(2)(a) of the By-Law, is hereby **APPROVED**.
- 3.2 The Special Development application, submitted in terms of Section 15(2)(o) of the By-Law, is **APPROVED** for 5 town housing units.
- 3.3 The aforementioned approvals are subject to the following conditions imposed in terms of Section 66 of the By-Law:
- 3.3.1 This approval only applies to the above-mentioned applications and does not grant approval or consent for departure from any other provisions of the Stellenbosch Municipality Zoning Scheme Regulations or any applicable restrictive title condition;
- 3.3.2 The applicant must submit a Site Development Plan to the Municipality for approval, which must be consistent with the applicable development rules (paragraph 10.3 of the Zoning Scheme Regulations of the Stellenbosch Municipality) before any building plans are approved;
- 3.3.3 Adequate onsite parking be provided with a permanent surface and that the parking bays be clearly demarcated in line with the Site Development Plan;
- 3.3.4 Formal building plans be submitted to Council for approval prior to the commencement of building work onsite and that the building plans not differ substantially from the approved Site Development Plan;
- 3.3.5 The Constitution of the Body Corporate be submitted for approval;
- 3.3.6 The developer undertakes sidewalk planting, ie levelling and planting of sidewalk trees and maintains the sidewalks for a period of 1 year from the date of completion of the building to the satisfaction of Council. Such landscaping shall be satisfactorily

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completed prior to occupation of the building;

- 3.3.7 No building material be stored or placed in the service servitude area located on the property without the approval of the Engineers Department;
- 3.3.8 The conditions as set out by the Stellenbosch Municipality: Directorate Engineering Services in their memo Attached as **Annexure 1** be adhered to;
- 3.3.9 Appropriate caution shall be taken during construction to prevent damage to existing electrical equipment in the vicinity. Should damage occur, the applicant will be liable for the cost involved repairing;
- 3.3.10 Conditions 3.3.2 to 3.3.4 must be complied with before any development on the property takes place;
- 3.3.11 This Municipality reserves the right to impose further conditions if needed.

- 4. The applicant is hereby notified that it may act on this approval.

## REASONS FOR THE DECISION:

- 1. The subject property is located within the Urban Edge of Stellenbosch. The approved development complies with the Integrated Development Plan of the Municipality, which aims to promote sensible densification within the Urban Edge of Stellenbosch. The development is not seen to be out of character and scale with the surrounding area as similar double storey town houses have been approved in the area.
- 2. The approved development is consistent with the proposals of the Spatial Development Framework and the other policies of the Municipality. The development complies with the applicable land use planning principles.
- 3. The development is supported by the Engineers Department of the Municipality as it will use green technology to reduce the impact that the buildings will have on the existing services (grey water technology, water saving devices, etc.).
- 4. The Municipality, in terms of its Spatial Development Framework, supports and

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encourages sensible densification within the Urban Edge. The development is in the line and consistent with approved municipal planning policy to densify.

5. The development of 5 town housing units will not detract from the group housing and single residential character of the area.
6. The approved development complies with the density requirement of the Stellenbosch Zoning Scheme Regulations for a maximum of 50 dwelling units per gross hectare.

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## DECISION OF APPEAL AUTHORITY

**APPEAL LODGED IN TERMS OF SECTION 79(2) OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW (2015) AGAINST THE DECISION OF THE MUNICIPAL PLANNING TRIBUNAL TO REFUSE AN APPLICATION FOR A TEMPORARY DEPARTURE: ERF 67, LANQUEDOC (File Ref: LU/4792 /Appeal)**

### DECISION OF APPEAL AUTHORITY:

The Appeal Authority hereby, in terms of Section 81(7) of the Stellenbosch Municipal Land Use Planning By-law 2015:

Tick the appropriate box:

CONFIRM	VARY	<input checked="" type="checkbox"/>	REVOKE
<p><b>THE DECISION OF THE STELLENBOSCH MUNICIPAL PLANNING TRIBUNAL, ON 26 JANUARY 2018, TO REFUSE THE APPLICATION FOR A TEMPORARILY DEPARTURE TO PERMIT THE USE OF AN EXISTING GARAGE AS A TAVERN: ERF 67, LANQUEDOC, STELLENBOSCH</b></p>			
<p>1. The abovementioned appeal refers.</p> <p>2. The Municipal Planning Tribunal, on the 26<sup>th</sup> of January 2018 Refused the application in terms of Section 60 of the Stellenbosch Municipal Planning By-Law.</p> <p>3. The reasons for the decision were as follows:</p> <p>3.1. The proposed tavern will change the residential character of the area and the Main road;</p> <p>3.2. The proposed tavern will have a negative impact on the value of adjoining properties;</p> <p>3.3. The applicant's motivation and response to objection did not address socio-economic concerns;</p> <p>3.4. Although the applicant complies with the minimum parking requirements, the four parking pays may not be sufficient when the tavern is fully occupied.</p> <p>4. Mr Tulani Pike lodged an appeal in terms of Section 79(2) of the By-Law, with the Municipality on the 13<sup>th</sup> of March 2018, on behalf of his client, Mr K P Siyothula against the decision of the Stellenbosch Municipal Planning Tribunal.</p>			

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5. An oral hearing was held on the 27<sup>th</sup> of September 2018 where the parties had an opportunity to appear before the Appeal Authority.
6. After careful consideration of the written appeals, as well as all relevant documents, information and submissions made to me as Appeal Authority, I have decided, in terms of Section 81(7)(b) of the By-Law to **VARY** the decision of the Stellenbosch Municipal Planning Tribunal:
  - 6.1 The application for a temporary departure: Erf 67, Lanquedoc, submitted in terms of Section 15(2)(a) of the By-Law, is hereby **APPROVED**.
7. The aforementioned approval is subject to the following conditions imposed in terms of Section 66 of the By-Law:
  - 7.1 The approval will be valid for a period of 5 years from the date of final notification;
  - 7.2 Adequate on-site parking be provided to the satisfaction of the Director: Engineering Services.
  - 7.3 The tavern shall only operate between 12h00 and 24:00 from Monday to Saturdays and from 12:00 to 22:00 on Sundays and public holidays;
  - 7.4 The applicant to ensure that deliveries are done outside of peak traffic hours to avoid traffic becoming congested ; in other words only between 09h00 and 18h00;
  - 7.5 No disturbing noise or noise nuisance may be created at any time and noise emissions from the activities on the said premises must comply with the Noise Control Regulation PN200/2013 ;
  - 7.6 No alterations to be made to any heritage building on-site without prior approval from Heritage Western Cape;
  - 7.7 Sufficient toilets/ablution facilities must be provided on the premises;
  - 7.8 All applicable licenses and permits (amongst others but not limited to the Health Department and Liquor Board) be obtained;
  - 7.9 Strictly ensure that no minors are permitted on the licensed premises;
  - 7.10 This Municipality reserves the right to impose further conditions if needed;



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8. The reasons for the decision being varied is as follows:

8.1. Lanquedoc is a previously disadvantaged community spatially defined during apartheid planning with no allocated business area and this should be reviewed through Stellenbosch SDF

8.2. The application was supported by the ward councilor and ward committee;

8.3. The applicant submitted an application in order to comply with legislation. The appellant wants to operate legally rather than maintain an illegal status. Hence it is preferred in an area where other businesses are operating illegally, and the appellant should be given an opportunity to do so.

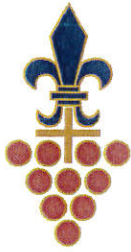
SIGNATURE: \_\_\_\_\_

*Gesie van Deventer*

DATE: \_\_\_\_\_

*18/12/2018*

Adv. Gesie van Deventer  
EXECUTIVE MAYOR



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## DECISION OF APPEAL AUTHORITY

The Appeal Authority hereby, in terms of Section 81(7) of the Stellenbosch Municipal Land Use Planning By-law 2015:

Tick the appropriate box:

CONFIRM		VARY	X	REVOKE	
<p><b>THE DECISION OF THE AUTHORISED EMPLOYEE FOR THE AMENDMENT OF THE PARTITION (SUBDIVISIONAL) PLAN PREVIOUSLY APPROVED BY THE DEPARTMENT OF RURAL DEVELOPMENT &amp; LAND REFORM IN TERMS OF THE PROVISION OF LAND AND ASSISTANCE ACT, ACT 126 OF 1993 ON FARM NO. 393/11, STELLENBOSCH: (NOW INDICATED AS ERF 1,3,7,8 AND 9, LONGLANDS); SUBSEQUENTLY THE AMENDMENT OF THE GENERAL PLANS; WITHDRAWAL OF ERF DIAGRAMS FOR ERF 7,8 AND 9; AMENDMENT OF CONDITIONS OF APPROVAL; REGISTRATION OF A SERVITUDE ROAD OVER ERF 1, LONGLANDS; DETERMINATION/ALLOCATION FOR THE SUBDIVISIONAL PORTIONS</b></p>					

### DECISION OF APPEAL AUTHORITY:

- On 24 July 2018, Longlands Village (Pty) Ltd (the Developer) submitted an appeal in terms of Section 79(2) of the Stellenbosch Municipality: Land Use Planning By-Law (the By-Law) against the partial approval of a number of land development applications submitted in terms of Section 15(2) of the By-Law. The aforementioned decisions are recorded in a notification letter of the Municipality dated 28 June 2018.



# STELLENBOSCH

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2. On 22 October 2018, the Developer amended its applications in terms of Section 52 of the By-Law.
3. When I considered and determined the appeal and amendment to the applications, I had regard to all relevant information including the following:
  - 3.1. The land development applications submitted in terms of Section 15(2) of the By-Law, with all supporting documents;
  - 3.2. All documents, information and comments prepared or submitted as part of the application and appeal processes as contained in the municipal records;
  - 3.3. The Developer's appeal dated 24 July 2018 and all annexures thereto;
  - 3.4. The amendment application dated 22 October 2018 with supporting documents;
  - 3.5. Appeal Assessment Report prepared in terms of Section 79(2) of the By-Law;
  - 3.6. The submissions of the Appellant in terms of Section 81(6) of the By-Law.

A handwritten signature or set of initials in black ink, located at the bottom right of the page.



# STELLENBOSCH

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1. **The following applications are approved:**

1.1. The consolidation of the following erven:

1.1.1. All erven indicated on sheet 2 of General Plan 781/2015.

1.1.2. The land indicated on sheet 3 of GP 781/2015 with the consolidated land indicated on sheet 2 of GP 781/2015.

1.2. The subdivision of the following land indicated on **Appendix A1**:

1.2.1. consolidated property referred to in paragraph 4.1 as indicated on **Appendix A1** (i.e. phases 2 (A1 to A79) and phase 3 (B1 – B149).

1.2.2. The subdivision of the land comprising phase 4 (C1 – C3) as indicated on **Appendix A1**.

1.3. The amendment of GP 781/2015 to indicate the layout of erven in conformity with the subdivisional approvals referred to in 1.2; alternatively the cancellation of GP 781/2015 and the registration of a new General Plan in conformity with the subdivisional approvals granted in 1.2.

1.4. The cancellation of the following surveyor general diagrams:

1.4.1. Diagram No. 778/2015 (Erf 7, Longlands)





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1.4.2. Diagram No. 779/2015 (Erf 8, Longlands)

1.4.3. Diagram No. 780/2015 (Erf 9, Longlands)

1.5. The determination of the following zonings

1.5.1. **Phase 2** (A1 to A79) – Residential Zone II for 70 erven (A1 – A70), 1 private road (A71) and Open Space Zone II for 7 private open space erven (A72 – A79, please note that no A75 is listed on the plan.)

1.5.2. **Phase 3** (B1 to B149) – Informal Residential Zone for 144 erven (B1 – B145, please note B105 will have a different zoning), Institutional Zone I for 1 crèche site (B105), Open Space Zone II for 3 private open spaces (B146, 147 & 148) and Transport Zone II for 1 public road for the remainder, with all erven in Phase 3 to be transferred to the Municipality.

1.5.3. **Phase 4** (Erf 4, Erf5, Erf 6, C1, C2 & C3) – Business Zone I for 4 erven (remainder Erf 4, excluding the filling station site, Erf 6, C1 and C 3) and Transport Zone II for 2 erven (Erf 5 and C2).

1.6. The Municipality hereby certifies:

1.6.1. That the subdivision of the servitude road over remainder Erf 1 in favour of phase 2 is a subdivision which is exempted from an application for subdivision as envisaged in terms of Section 24(2) of the By-Law.

1.6.2. As the previous subdivisions granted, not any part thereof relevant to this



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approval was confirmed in terms of section 21 of the By-Law, the ownership of the land comprising a public place does not vest in the Municipality.

2. **The following applications are refused:**

All the other land development applications submitted by the Developer in terms of Section 15(2) of the By-Law are refused.

3. **The abovementioned approvals are subject to the following conditions imposed in terms of Section 66 of the By-Law:**

3.1. The approval applies only to the subdivisional amendments and zoning determinations in question (See **Appendix A1**), and shall not be construed as authority to depart from any other applicable law or from any requirements of Council;

3.2. That a revised subdivision plan which reflects the above-mentioned approvals be submitted for approval and endorsement by the Director: Planning and Economic Development;

3.3. New erf diagrams or general plans for the newly created land units be submitted to this municipality for clearance and record purposes;

3.4. All erven on the Longlands Subsidy Housing site, Phase 3 (B1 to B149) on **Appendix A1** – which includes 144 erven zoned Informal Residential Zone (B1 to B145, please note B105 will have a different zoning), 1 creche site zoned



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Institutional Zone I (B105), 3 private open spaces zoned Open Space Zone II for (B146, 147 & 148) and 1 public road for the remainder zoned Transport Zone II, simultaneously with the first transfer of any subdivision to a third party or within a period of 180 days from date of this approval, whichever date occurs first;

- 3.5. Demolition certificates be obtained from the relevant municipal department and applicable heritage authorities before the demolition of any building on site can take place;
- 3.6. The relocation of any legal occupier of any building be done by legal agreement before applications for demolition certificates can be submitted to the competent authorities;
- 3.7. Access roads and servitudes be constructed to the satisfaction of the Director: Engineering Services;
- 3.8. Subject to paragraph 3.9, this approval is subject to the conditions of the Directorate: Engineering Services, in **Appendix A2** at all times be adhered to and the required documentation and services plans be submitted for their evaluation and approval, with only the amendment to allow for a 10m private road in Phase 2 for the 70 open market erven;
- 3.9. It is recorded that the Municipality can only currently provide the bulk municipal services of water and sewerage to the development of phase 3 (B1- B149) as indicated on **Appendix A1** and that the development of the remainder of the development proposal approved in terms of this approval will be subject to the following conditions:





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3.9.1 That approval be granted by the City of Cape Town to amend the current bulk water supply agreement between the City of Cape Town and Stellenbosch Municipality to increase the current allocation from the current allocation from the Blackheath Water Treatment Works to Stellenbosch Municipality to provide the quantity of mega litres water acceptable to the Municipality to ensure sufficient capacity within the Polkadraai Bulk water scheme for the development approved in terms hereof as well as other proposed developments in the Vlottenburg area.

3.9.2 That the Council of the Municipality, within the validity period of this approval or any extension thereof, approve a capital budget for the upgrading of the required water and sewerage bulk infrastructure services for the Vlottenburg area and undertakes the required planning, design and construction of such infrastructure. No occupation of any erven over and above erven of phase 3 (144 erven) will be given before completion of such bulk infrastructure; or

3.9.3 That the Municipality enters into a services agreement with the Developer and/or other developers of properties in the Vlottenburg area on the following basis:

- a) Before the development of phases 2 and 4 can proceed, the Developer and/or other developers in the Vlottenburg area shall plan, design and construct the required bulk infrastructure services or any part thereof as required by the Municipality.
- b) A cost-apportionment model will form part of the services agreements which will serve as the basis on which cost incurred by



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developers in respect of bulk infrastructure services will be apportioned amongst the developers in the Vlothenburg area and the Municipality.

- c) The direct and related costs, as approved by the Municipality, expended by any developer in respect of the planning, design and construction of the aforementioned bulk infrastructure services shall be taken into account and be set of against any other development charges payable by any one or more of the developers in terms of the approved development charged policy of the Municipality.

3.10. The conditions of the Manager: Spatial Planning, Heritage and Environment (Spatial Planning Comment), in **Appendix A3** at all times be adhered to and the required documentation and plans be submitted for their evaluation and comment;

3.11. That the conditions of Western Cape Department of Transport and Public Works (Road Network Management) dated 29 July 2016 (**Appendix A4**) be adhered to;

3.12. A suitably qualified Environmental Control Officer is appointed to oversee the construction phase of the development, to ensure compliance with the relevant environmental authorisation as well as to ensure that no activity on site leads to any avoidable environmental degradation or surface-/groundwater pollution;

3.13. That all previous conditions of approval and agreements, remain applicable



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unless it is replaced by this approval;

3.14. That building plans must be submitted to this Municipality for consideration and approval;

3.15. The approval will lapse if not implemented within **5 years** from date of final notification of the approval;

3.16. The approvals do not exempt the Developer from complying with any other applicable law, including any environmental authorisation granted by the competent environmental authority in terms of the National Environmental Management Act 107 of 1998 and the approval of the Land Reform Department in terms of the Land Reform: Provision of Land and Assistance Act 126 of 1993.

3.17. The Developer shall be obliged to procure the consent of the Land Reform Department for the transfer of the 38 subsidy housing erven to the Municipality which erven were previously donated to the Department.

3.18. Simultaneously with the transfer of any erf/erven in phase 2 of the proposed development, a servitude of access will be registered over the remainder erf 1 in favour of the transferee of any subdivision, either as a permanent or a temporary servitude and on conditions acceptable to the Municipality.

3.19. The Developer shall be liable to pay development charges in respect of the 70 developers erven in accordance with the Development Charges Policy adopted by Council and as may be annually reviewed by the Municipality.





# STELLENBOSCH

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3.20. An engineering services agreement/s must be concluded between the Municipality and the owner of the land in respect of the installation of internal and link services to the subsidy housing component of the Development, as well as the other phases to be developed by the Developer which agreement will be drawn up by an attorney nominated by the Municipality.

3.21. The Developer shall be obliged to establish a home owners association in terms of Section 29 of the By-Law in respect of the approval of the subdivision of the 70 developers erven. The constitution of the home owners association must be approved by the Municipality before transfer of the land unit can take place.

3.22. The applicant submits an electronic copy (shp, dwg, dxf) or A4 hard copy of the SG diagrams, which was approved by the SG. The following information must be indicated:

- ✓ Newly allocated Erf Numbers,
- ✓ Co-ordinates, and
- ✓ Survey Dimensions.

3.23. No building plans will be approved prior to the submission of an approved SG Diagram/ General Plan (electronic or hard copy, containing a GP number and signed by the Office of the SG), or alternatively, in the case of less than 10 erven, the approved SG diagram (electronic or hard copy, containing a SG number and signed by the Office of the SG).

3.24. This approval is granted without prejudice to any previous agreement entered into between the Municipality and the Developer or its predecessor in title.

3.25 The approval in terms of Act 126 provides for 106 erven and 3 Commercial



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erven. On this basis I consider the subdivision of the berm specifically intended for private open space as desirable and that this portion of the property not be transferred to the municipality.

#### **4. Recommendation by the Appeal Authority**

The appellant offered during his oral presentations to the Appeal Authority that he will assist the municipality with the process to increase the supply of bulk water to the development. The Appeal Authority recommends that the municipality and the appellant negotiate a mutually beneficial agreement in this regard.

#### **5. Reasons for the decision**

5.1 The main reason for the approval of the land development applications in part is to formalise the previous approvals granted in terms of the Land Reform: Provision of Land and Assistance Act 126 of 1993 (At 126) and to comply with the conditions imposed by the controlling authority in terms of the Advertising on Roads and Ribbon Development Act 21 of 1940 (Roads and Ribbon Act) and the Road Ordinance 19 of 1976.

5.2 As it is necessary to comply with the conditions imposed by the controlling authority in terms of the Roads and Ribbon Act and the Road Ordinance, it is necessary to amend or cancel General Plan 781/2015 and the other approved diagrams.

5.3 The determination of the different zonings has been done in conformity with the previous approval granted in terms of Act 126. I have therefore duly





# STELLENBOSCH

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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

considered the lawful utilisation of the land or the purpose for which it could be used in terms of the Act 126 approval. I consider the determination of the zonings to be the most compatible uses with the approval granted in terms of Act 126.

- 5.4 The appellant in his oral representations specifically referred to the written memorandum of agreement between the municipality and Longlands Village Pty (Ltd). The agreement defines "the property" as "a portion of erf 3". This portion is further defined in the memorandum:

Clause 2.1.1 stipulates clearly that "the property" as defined in the memorandum shall be transferred to the municipality free of charge.

Clause 2.2.1 deals with the development of the property and stipulates the obligation of the developer to service the 106 and 3 sites prior to transfer to the municipality.

Following on this, the remainder of clause 2.2 stipulates the obligation of the parties in respect of the services on said 106 and 3 erven.

There is no provision in the memorandum of agreement for the services or transfer of an additional 70 GAP erven. It would therefore be an unfair interpretation to the developer to also be required to service and then transfer the 70 GAP erven to the municipality.

- 5.5 The Municipality is currently not in a position to provide bulk municipal services of water and sewerage to any other part of the Development



# STELLENBOSCH

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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

except Phase 3 (subsidy housing development) and it will therefore be necessary to increase the allocation of water from the City of Cape Town by means of an appropriate bulk water supply agreement between the City of Cape Town and the Municipality. See recommendation herein above in paragraph 3.25

- 5.6 The exemption from the payment of development charges in terms of the agreement of 11 January 2018 only relates to the subsidy housing component of the application.
- 5.7 The approval in terms of Act 126 did not include a rezoning or sub-divisional approval in respect of the remainder of Erf 1. The Developer has now (in the amendment application) also applied for the rezoning of the remainder of Erf 1 to that of a sub-divisional area for purposes of single residential erven. Such application was not appropriately motivated in terms of the By-Law and will be subjected to the required public participation process in terms of the By-Law. A separate application will have to be submitted to obtain the required rezoning of the land concerned.

SIGNATURE: 

DATE: 30/11/2018

Adv. Gesie van Deventer

**EXECUTIVE MAYOR (Appeal Authority** in terms of Section 79(1) of the Stellenbosch Municipal Land Use Planning By-law 2015)



<b>9.1.3</b>	<b>DECISIONS TAKEN BY THE EXECUTIVE MAYOR DURING COUNCIL RECESS: 2018/2019</b>
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### 1. PURPOSE OF THE REPORT

To inform Council of the decisions taken by the Executive Mayor during the Council recess of 2018/2019.

### 2. BACKGROUND

In terms of the System of Delegations the Executive Mayor has the duty to report to delegating authority on decisions taken in terms of that delegated power.

Delegation 34 of the current System of Delegations provides a delegation to the Executive Mayor in consultation with the Municipal Manager to exercise during the recess any power of Council if the failure to exercise such power having a substantial detrimental impact on the Municipality.

Council approved the new organisational structure and approved a new acting policy on 28 November 2018.

The appointment of acting section 56 Managers is needed to ensure that decisions that are taken by the employees who act are in line with legislative requirements as far as their delegations are concerned. An item will be brought to council in January 2019 on acting arrangements to replace the arrangements Council resolved on under the previous organisational structure.

### 3. LEGISLATIVE FRAMEWORK

Council approves the acting arrangements for managers who reports directly to the Municipal Manager in terms of section 56 of the Municipal Systems Act.

### 4. FINANCIAL IMPLICATIONS

The employees who act for a period of more than 10 consecutive workdays will receive an acting allowance in terms of the Acting Policy.

### 5. FOR NOTING

The decisions taken by the Executive Mayor during the Council recess of 2018/2019.

#### FOR FURTHER DETAILS CONTACT:

<b>NAME</b>	DONOVAN MULLER
<b>POSITION</b>	<b>OFFICE MANAGER: EXECUTIVE MAYOR</b>
<b>DIRECTORATE</b>	<b>CORPORATE AND STRATEGIC SERVICES</b>
<b>CONTACT NUMBERS</b>	<b>021 8088314</b>
<b>E-MAIL ADDRESS</b>	<a href="mailto:Donovan.Muller@stellenbosch.gov.za">Donovan.Muller@stellenbosch.gov.za</a>
<b>REPORT DATE</b>	<b>04 January 2019</b>



9.1.4	<b>DECISIONS TAKEN BY THE EXECUTIVE MAYOR DURING COUNCIL RECESS: 2018/2019: ADJUSTMENTS BUDGET</b>
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### 1. PURPOSE OF THE REPORT

To inform Council of the decisions taken by the Executive Mayor during the Council recess of 2018 / 2019.

### 2. BACKGROUND

In terms of the system of delegations the Executive Mayor has the duty to report to delegating authority on decisions taken in terms of that delegated power.

Delegation 34 of the current System of Delegations provides a delegation to the Executive Mayor in consultation with the Municipal Manager to exercise during the recess any power of Council if the failure to exercise such power having a substantial detrimental impact on the Municipality.

Roll-over of unspent provincial conditional grants:

The Western Cape Provincial Minister of Finance has granted approval, in terms of section 10(2) of the Western Cape Appropriation Act (WCAA) 2017 (Act No. 1 of 2017) to roll-over the unspent amount of R240 000 for Western Cape Financial Management Capacity Building Grant.

2018/19 Municipal adjustments budget allocations:

Minister Ivan Meyer tabled the 2018/19 Western Cape Provincial Adjustment Budget in the Provincial Parliament on 22 November 2018 and arising from this, for the 2018/19 financial year, Stellenbosch Municipality receives the following additional grant allocations:

Grant	Type	Amount
Provincial Contribution Towards The Acceleration of Housing Delivery	Capital	9 686 000
Title-Deeds Restoration Grant	Operational	1 650 000
Local Government Internship Grant	Operational	72 000
		<b>11 408 000</b>

### 3. LEGISLATIVE FRAMEWORK

Section 28 of the Municipal Finance Management Act states that:

*“(1) The municipality may revise an approved annual budget through an adjustments budget.*

*(2) An adjustments budget -*

*(b) may appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for.”*

Regulation 23 (3) of the Municipal Budget and Reporting Regulations states that:

*“If a national or provincial adjustments budget allocates or transfers additional revenues to a municipality, the mayor of a municipality must, at the next available council meeting, but within 60 days of the approval of the relevant national or provincial adjustments budget, table an adjustments budget referred to in section 28 (2) (b) of the Act in the municipal council to appropriate these additional revenues.”*

#### 4. FINANCIAL IMPLICATIONS

The proposed Capital Adjusted Budget for the 2018/2019 financial year, inclusive of additional allocations as approved by the Western Cape Provincial Treasury of R 9 686 000, amounts to R597 434 280.

The proposed Adjusted Operational Expenditure Budget for the 2018/2019 financial year, inclusive of additional grant funding as well as the unspent conditional grants, amounts to R1 724 673 770.

The proposed Adjusted Budget for the 2018/2019 financial year amounts to R1 755 654 264.

#### FOR NOTING

the decisions taken by the Executive Mayor during the Council recess of 2018 / 2019.

#### FOR FURTHER DETAILS CONTACT:

<b>NAME</b>	DONOVAN MULLER
<b>POSITION</b>	<b>OFFICE MANAGER: EXECUTIVE MAYOR</b>
<b>DIRECTORATE</b>	<b>CORPORATE AND STRATEGIC SERVICES</b>
<b>CONTACT NUMBERS</b>	<b>021 8088314</b>
<b>E-MAIL ADDRESS</b>	<a href="mailto:Donovan.Muller@stellenbosch.gov.za">Donovan.Muller@stellenbosch.gov.za</a>
<b>REPORT DATE</b>	<b>04 January 2019</b>

<b>9.2</b>	<b>REPORT BY THE SPEAKER</b>
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NONE

<b>9.3</b>	<b>REPORT BY THE MUNICIPAL MANAGER</b>
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<b>9.3.1</b>	<b>DECISIONS TAKEN BY DIRECTORATES IN TERMS OF DELEGATED AUTHORITY: OCTOBER 2018 – DECEMBER 2018</b>
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**Collaborator No:**

**IDP KPA Ref No:**

**Meeting Date:**

**Good governance and Compliance**

**30 January 2019**

**1. DECISIONS TAKEN BY DIRECTORATES IN TERMS OF DELEGATED AUTHORITY OCTOBER 2018 – DECEMBER 2018**

**2. PURPOSE OF REPORT**

To report to Council on the decisions taken by the Municipal Manager and Directors in terms of Council's System of Delegations for the period 01 October 2018 to 31 December 2018, in compliance with Section 63 of the Local Government: Municipal Systems Act read in conjunction with the System of Delegations as approved by Council.

**3. DELEGATED AUTHORITY**

Municipal Council

**4. EXECUTIVE SUMMARY**

In view of the legislative stipulations, attached is a summary as **ANNEXURE 1** of decisions taken by each Directorate. The report is for noting purposes.

Please note that these delegations only indicate the delegations exercised as delegated by Council to the various Senior Managers.

**5. RECOMMENDATION**

that Council takes note of the decisions taken, for the period 01 October 2018 to 31 December 2018, by the following Section 56 Managers:

- Municipal Manager – Ms G Mettler (01 October 2018 – 31 December 2018)
- Director Strategic and Corporate Services – Ms A de Beer (01 October 2018 – 31 December 2018)
- Director Engineering Services – Mr D Louw (01 October 2018 – 31 December 2018)
- Director Community and Protection Services – Mr G Esau (01 October 2018 – 30 November 2018)

- Acting Director: Community and Protection Services – Mr A van de Merwe (01 – 31 December 2018)
- Chief Financial Officer – Mr M Wüst (01 October 2018 – 31 December 2018)
- Director Planning and Economic Development (01 October 2018 – 31 December 2018)

## 6. DISCUSSION / CONTENTS

### 6.1 Background

Section 63 of the Local Government Municipal Systems Act 32 of 2000 reads as follows:

*"A political structure, political office bearer, Councillor or staff member of a municipality to whom a delegating authority has delegated or sub-delegated a power or duty, must report to the delegating authority at such intervals as the delegating authority may require, on decisions taken in terms of that delegated or sub-delegated power or duty since the last report."*

### 6.2 Discussion

The report outlines the delegations exercised as delegated by Council to the various Senior Managers

### 6.3. Financial Implications

As per approved budget

### 6.4 Legal Implications

Council's System of Delegation and all applicable legislation

### 6.5 Staff Implications

No staff implications

### 6.6 Previous / Relevant Council Resolutions

None

### 6.7 Risk Implications

No risk implications for the Municipality

### 6.8 Comments from Senior Management

No comments were solicited from departments.

#### FOR FURTHER DETAILS CONTACT:

<b>NAME</b>	Geraldine Mettler
<b>POSITION</b>	Municipal Manager
<b>DIRECTORATE</b>	Municipal Manager
<b>CONTACT NUMBERS</b>	021 808 8025
<b>E-MAIL ADDRESS</b>	<a href="mailto:mm@stellenbosch.gov.za">mm@stellenbosch.gov.za</a>
<b>REPORT DATE</b>	24 January 2019

# APPENDIX 1

**DELEGATIONS EXERCISED FOR PERIOD OCTOBER 2018**  
**MUNICIPAL MANAGER: G METTLER**

<b>Date</b>	<b>Delegation</b>	<b>Category</b>	<b>Report Subject and Recommendations</b>	<b>Date Received</b>	<b>Date Resolved</b>	<b>Resolution and Comments (if any)</b>
8	108	S67 MFMA	Application for Donation: Beehive – Klapmuts	8 Oct	8 Oct	After approval of the Mayor
8	5	Various legal provisions and the Law of Contract  AND  Basic Common Law Principles  AND  S59(1) OF Systems Act	Master agreement Stellenbosch and Payday 1 Jul 18 – 30 June 2021	8 Oct	8 Oct	Approved
9	8	S59(4) and S61 of Systems Act	Delegation – Infrastructure Sept 2018	9 Oct	9 Oct	Signed
10	270	SCM Regulations 36(2)	Deviation – Appointment of Telkom SA – 1 Jan 2019 – 30 June 2021 – Provision of pure PRI and SIP Voice services	10 Oct	10 Oct	Signed
10	275	SCM Regulations 37 (5)	BAC minutes – Upgrading of Cloetesville Flats, Erf 6767, B/SM 90/18	10 Oct	10 Oct	Approved
10	270	SCM Regulations 36(2)	Revised deviation – Appointment of project management consultant for township approvals for the Kayamandi town centre development	10 Oct	10 Oct	Not approved. See section 116 (3) to be prepared for amendment of contract for October Council.
10	9	S62(3) of Systems	Appeal ito Section 62 – B/SM 104/18 – Bill payment	10 Oct	10 Oct	Appeal upheld

		Act	receipting service. Appeal upheld.			
10	645	Basic Conditions of Employment Act	Standby – Informal Settlements October 2018	10 Oct	10 Oct	Signed
10	5	Various legal provisions and the Law of Contract  AND  Basic Common Law Principles  AND  S59(1) OF Systems Act	SLA between Stellenbosch Mun and EQ Tech Africa	10 Oct	10 Oct	Signed
10	9	S59(4) and S61 of Systems Act	Delegation – Community and Protection Services	10 Oct	10 Oct	Signed
10		MFMA	1 <sup>st</sup> Quarter Quarterly budget monitoring report 2018/19	10 Oct	10 Oct	Signed
15			Invasion Alien Eradication Project	15 Oct	15 Oct	Approved on conditions as per discussion and agreement with Director Corporate Services; SLA to be in place; Appointment on conditions and limited to funding from DEA; posts not on organogram
15		MFMA	Counterguarantee – Netbank	15 Oct	15 Oct	Signed
15	645	Basic Conditions of Employment Act	Standby approval – Disaster Management – November 2018	15 Oct	15 Oct	Signed
15	5	Various legal provisions and the Law of Contract	MOA – Stellenbosch Mun and Franschhoek wine valley; Stellenbosch Wine routes, Stellenbosch 360, Seed, Stellenbosch Animal Welfare and Franschhoek	15 Oct	15 Oct	Signed

		<p>AND</p> <p>Basic Common Law Principles</p> <p>AND</p> <p>S59(1) OF Systems Act</p>	SPCA			
15	624	HR	Application for Special Leave – Infrastructure Services	15 Oct	15 Oct	To be submitted to HR and LR to ensure LRA is adhered to. Submit for comment and recommendation.
15	51	Legal	Power of Attorney – Klapmuts – 1055, 963,840, 766, 742, 719, 743, 439	15 Oct	15 Oct	Approved
15	5	<p>Various legal provisions and the Law of Contract</p> <p>AND</p> <p>Basic Common Law Principles</p> <p>AND</p> <p>S59(1) OF Systems Act</p>	Pension fund contribution – Settlement Agreement	15 Oct	15 Oct	Recommendation supported
15	270	SCM Regulations 36(2)	Deviation – urgent repairs of inlet screen and floating aerator at Pniel WWTW	15 Oct	15 Oct	Asset management plan to be finalised to address preventative maintenance before June 2019.



18	5	Various legal provisions and the Law of Contract  AND  Basic Common Law Principles  AND  S59(1) OF Systems Act	Settlement Agreement – WCP 091704	15 Oct	15 Oct	Signed
22	270	SCM Regulations 36(2)	Deviation Emergency repairs on the vandalised doors of Mini Substation Bassi/Long & Mini Substation Pappegaaiberg	22 Oct	22 Oct	Tender to be put in place urgently. Emergency as unsecure can lead to loss of life as serious injury as happened last year when a minor severely burnt due to explosion of exposed mini-substation.
22		MFMA	FMG Grant – 2018/2019	22 Oct	22 Oct	Signed
22	5	Various legal provisions and the Law of Contract  AND  Basic Common Law Principles  AND	SLA – Syntell and Stellenbosch Prepayment electricity vending	22 Oct	22 Oct	Signed

		S59(1) OF Systems Act				
22	633	HR	Acting appointment – Acting Director Infrastructure Services 25 Oct 2018	22 Oct	22 Oct	Signed
22	275	SCM Regulations 37(5)	BAC – Works on traffic signals – B/SM 05/19	22 Oct	22 Oct	Signed
22	9	S62(3) of Systems Act	Appeal – LU 7898	22 Oct	22 Oct	Approved
22	9	S62(3) of Systems Ac	Appeal – LU 6601	22 Oct	22 Oct	Approved
22	48		Payment of compensation in terms of arbitration award	22 Oct	22 Oct	Approved – I want to have an understanding on full financial cost of this award; also reason for delay in appointment of law firm for review. Want full report on delays and financial implication.
22		Legal	Departmental report – Case number 78/18 – Cape Town High Court	22 Oct	22 Oct	Signed
23		Legal	Renewal of Technopark Trademarks	23 Oct	23 Oct	Signed
24		Perf Regs	Submission of Quarter 1 NT master file Non-Financial performance measures 18 19 financial year	24 Oct	24 Oct	Signed
24		Perf Regs	SDBIP report July and August 2018	24 Oct	24 Oct	Signed
24		Perf Regs	SDBIP report September 2018	24 Oct	24 Oct	Signed
24	5	Various legal provisions and the Law of Contract  AND  Basic Common Law Principles	Secondment agreement – Department Human Settlements and Stellenbosch Mun – CB Clerk	24 Oct	24 Oct	Signed

		AND S59(1) OF Systems Act				
25	633	HR	Approval of acting appointment – Director Infrastructure Services – 30 Oct – 2 Nov 2018	25 Oct	25 Oct	Signed
25		HR	Approval of flexi hours – Planning and ED	25 Oct	25 Oct	Signed
25	5	Various legal provisions and the Law of Contract  AND Basic Common Law Principles  AND S59(1) OF Systems Act	MOA – Stellenbosch Mun and M Kirge – Fire warden training	25 Oct	25 Oct	Signed
25		SCM	MMCL service provider – SPL	25 Oct	25 Oct	Signed
26		HR	NT MFMA Exemption Notice report Stellenbosch Mun	26 Oct	26 Oct	Signed
26	275	SCM Regulations 37(5)	Appointment of a Specialist service provider preparation of a transport register and operating license plan for Stellenbosch municipal non-contracted minibus taxi routes. T2017/099	26 Oct	26 Oct	Signed
26	275	SCM Regulations 37(5)	BAC – B/SM 111/18	26 Oct	26 Oct	Signed
26	643	HR	Appointment of Personal Assistant Municipal Manager	26 Oct	26 Oct	Signed
29		SCM Regs	Transversal term contract RT3-2018 – Office automation solutions 1 Oct 2018 – 30 Sept 2021	29 Oct	29 Oct	Signed

30	9	S62(3) of Systems Ac	S62 Appeal – B/SM 87/18 Metro City protection services – referred back to BAC	30 Oct	30 Oct	Signed
30	264	SCM Regs	Consent for the procurement of good and services under contracts secured by other organs of state – B/SM 38/18 – Witzenberg Municipality request	30 Oct	30 Oct	Signed
31		HR	Heads of Argument – WECT 15859-15	31 Oct	31 Oct	Signed

**DELEGATIONS EXERCISED FOR PERIOD NOVEMBER 2018**  
**MUNICIPAL MANAGER: G METTLER**

<b>Date</b>	<b>Delegation</b>	<b>Category</b>	<b>Report Subject and Recommendations</b>	<b>Date Received</b>	<b>Date Resolved</b>	<b>Resolution and Comments (if any)</b>
1	624	HR	Application for leave: Office of the MM	1 Nov	1 Nov	Approved
1	644	HR	Resignation – G Esau	1 Nov	1 Nov	Signed
2	624	HR	Application for leave: Finance	2 Nov	2 Nov	Approved
5	637	S66 of the Systems Act	Appointment of Senior Manager: Community and Protection Services	5 Nov	5 Nov	Signed
5	645	Basic condition of employment equity	Overtime: Pre-Approval –November 2018	5 Nov	5 Nov	Approved
6	9	S62 (3) of Systems Act	Appeal: BSM87/18 ito 62 Municipal System Act	6 Nov	6 Nov	Signed
6	624	HR	Application for leave: Governance	6 Nov	6 Nov	Approved
6	8	S59 (1)(d), S59(4) and S61 of Systems Act	Delegations exercised: Community and Protection Services: Oct'18	6 Nov	6 Nov	Signed
6		SCM Regulations	Extension of the capital prioritisation contract for period ending 30 June 2021 to include application for urban development support grant by 31 Jan 2019	6 Nov	6 Nov	Signed
6	623	HR	Travel and Congress Allowance: Governance	6 Nov	6 Nov	Approved
7	643	HR	Contract appointment: Dec'18 to Jan'19 – Office of the Municipal Manager	7 Nov	7 Nov	Signed
7	5	Various legal provisions and the Law of Contract	Lease agreement: Makupula High School	7 Nov	7 Nov	Signed

		AND  Basic Common Law Principles  AND  S59(1) OF Systems Act				
7	254	SCM Regulations 29 (1)(a)(i)	BSM 89/18 – Upgrade of Kayamandi Corridor	7 Nov	7 Nov	Signed
7	506	Housing	Signing of 8 deeds of sale: Kayamandi subsidised housing project	7 Nov	7 Nov	Approved
7	623	HR	Reimbursement: Engineering Services	7 Nov	7 Nov	Approved
7	623	HR	Travel and Congress Allowance: Governance	7 Nov	7 Nov	Approved
7	623	HR	Travel and Congress Allowance: Planning and Economic Development	7 Nov	7 Nov	Approved
7			SOP: Ward Allocation Projects and Funding	7 Nov	7 Nov	Approved
8	10	S59 (1) of Systems Act	Adoption of the Draft Expanded Public Works Programme Policy	8 Nov	8 Nov	Signed
8	9	S62 (3) of Systems Act	Appeal: BSM39/18: Upgrade of Kayamandi Corridor ito 62 Municipal Systems Act	8 Nov	8 Nov	Signed for dismissal
8		MFMA	Auditor General - Irregular expenditure notification – Items that served at Council: 1 <sup>st</sup> quarter 2018/19 financial year	8 Nov	8 Nov	Signed
8	254	SCM Regulations 29 (1)(a)(i)	Tender: Eng 005/2016 supply, delivery and installation of 66kv switchgear and Tender: 0029/2016 MW switchgear	8 Nov	8 Nov	Signed
8			Quarterly Report: Infrastructure: July – September 2018	8 Nov	8 Nov	Supported
8			ICT Resources - Share drive folder: Governance	8 Nov	8 Nov	Approved
9		MFMA	Approval for additional water leakage rebate and 100% rebate on interest	9 Nov	9 Nov	Signed

12	8	S59 (1)(d), S59(4) and S61 of Systems Act	Delegations exercised: Director: Infrastructure – Oct'18	12 Nov	12 Nov	Signed
13		MFMA	Monthly Report: Finance Management Grant (DORA)	13 Nov	13 Nov	Signed
14	623	HR	Travel and Congress Allowance: Governance	14 Nov	14 Nov	Approved
14		MFMA	Audit 2017/18 Stellenbosch Municipality	14 Nov	14 Nov	Signed
14	5	Various legal provisions and the Law of Contract  AND  Basic Common Law Principles  AND  S59(1) OF Systems Act	EPWP Revised Business Plan 3	14 Nov	14 Nov	Signed
14	5	Various legal provisions and the Law of Contract  AND  Basic Common Law Principles	MOA: WCG via Department of Local Government	14 Nov	14 Nov	Signed

		AND				
		S59(1) OF Systems Act				
15	108	S67 MFMA	Application for donation: Dwarsrivier Shito-Ryu karaté	15 Nov	15 Nov	After approval of the Mayor
15	108	S67 MFMA	Application for donation: Kaap Wynland Plaaswerkers	15 Nov	15 Nov	After approval of the Mayor
15	643	HR	Approval of internal advertisement: Administrative Officer: Governance	15 Nov	15 Nov	Approved
15	108	S67 MFMA	Application for donation: Ward 2 Senior Citizens	15 Nov	15 Nov	After approval of the Mayor
15		Legal	Eviction case: Case number: 2643/18 – Stephen Kloppers & Others//Caroline Arrison & Others	15 Nov	15 Nov	Signed
15	47	Legal	Letter: Investigation by the special investigating unit in terms of proclamation no R3 of 2011 into certain affairs of Stellenbosch municipality	15 Nov	15 Nov	Signed
15	9	S62(3) of Systems Act	Appeal MPT: LU/6520	15 Nov	15 Nov	Approved
15	9	S62(3) of Systems Act	Appeal MPT: LU/6601	15 Nov	15 Nov	Approved
15	9	S62(3) of Systems Act	Appeal MPT: LU/7898	15 Nov	15 Nov	Approved
15		Legal	Misconduct: Municipal Official	15 Nov	15 Nov	Signed
15		Legal	Secondment: Human Resource Management (SALGA)	15 Nov	15 Nov	Approved
16	495	Housing	Power of Attorney: Jamestown Housing Project	16 Nov	16 Nov	Approved
19	648	HR	Application: Cell phone allowance: ICT	19 Nov	19 Nov	Approved
19	624	HR	Overtime leave: Governance	19 Nov	19 Nov	Approved
20	9	S62(3) of Systems Act	Appeal against partial approval: Farm 393/11 – LU7898	20 Nov	20 Nov	Approved
20	647	HR	Decision/authorisation from the Municipal Manager to implement disciplinary action: Community and Protection Services	20 Nov	20 Nov	Approved
20	647	HR	Decision/authorisation from the Municipal Manager to	20 Nov	20 Nov	Approved



			implement disciplinary action: Traffic Services			
20	270	SCM Regulations 36(2)	Deviation: Microsoft EA Agreement for 3 years	20 Nov	20 Nov	Approved
20	270	SCM Regulations 36(2)	Deviation from Recruitment and Selection Policy of Stellenbosch Municipality	20 Nov	20 Nov	Approved with amendments – As per the hand written recommendation on Pg. 4 effective 01 December 2018
20	5	Various legal provisions and the Law of Contract  AND  Basic Common Law Principles  AND  S59(1) OF Systems Act	MOA: WC Government via Provincial Treasury	20 Nov	20 Nov	Signed
20		MFMA	NT Annexure A (MFMA) Exemption notice report	20 Nov	20 Nov	Approved
20	623	HR	Travel and Congress Allowance: Governance	20 Nov	20 Nov	Approved
21		HR	Flexi Hour Approval: Engineering	21 Nov	21 Nov	Approved
22	648	HR	Application: Cellphone Allowance: LED	22 Nov	22 Nov	Approved
22	5	Various legal provisions and the Law of Contract	Offer to purchase: Portion of Farm 387, Stellenbosch	22 Nov	22 Nov	Approved

		AND  Basic Common Law Principles  AND  S59(1) OF Systems Act				
22	48	HR	Payment of compensation in terms of arbitration award in the matter of MATUSA obo L Moses vs STB Mun	22 Nov	22 Nov	Approved
23		MFMA	AG response on findings on EPWP projects for 2017/18 financial year	23 Nov	23 Nov	Approved
23		LU	Application for the consent of the removal of a title deed condition for Erf 903 Kylemore	23 Nov	23 Nov	Approved
23	643	HR	Appointment of Chief Administrative Officer: Office of the MM	23 Nov	23 Nov	Signed
23	623	HR	Travel and Congress Allowance: Governance	23 Nov	23 Nov	Approved
26	617	S116(3) MFMA and SCM	116 Application: Extension of contract – Umtha Strategy Planning and Development consultancy	26 Nov	26 Nov	Signed with corrections
26	51	Legal	Affidavit and application for the issuing of a deed: Erf 341, Klapmuts	26 Nov	26 Nov	Approved
26		LU	Deviation Erf 16399: LU/7648	26 Nov	26 Nov	Approved
26	643	HR	Appointment of Manager: Environmental Management	26 Nov	26 Nov	Signed
26	254	SCM Regulations 29 (1)(a)(i)	BSM109/18: Supply and delivery of 11Kv miniature substations and distribution transformers with a rating of up to 1mva, for a contract period ending 30 June 2021	26 Nov	26 Nov	Signed
26	5	Various legal provisions and the Law of Contract  AND	Deed of Sale: Rachel and Deon Pietersen (Erf 3190, Franschhoek)	26 Nov	26 Nov	Signed

		Basic Common Law Principles  AND  S59(1) OF Systems Act				
26	624	HR	Application for leave: Planning and Economic Development	26 Nov	26 Nov	Approved
26		MFMA	Communication of Audit findings (COMAF) 22 AOPO Relevance	26 Nov	26 Nov	Signed
26		Legal	Complaint involving Stellenbosch Traffic Department relating to alleged maladministration with regard to alleged irregular appointments, promotions, change in payment scales and acting allowances of traffic officials	26 Nov	26 Nov	Signed
26		LU	Application for Deviation: LU/8259	26 Nov	26 Nov	Approved
26	624	HR	Permission to leave WC024 – Engineering Services	26 Nov	26 Nov	Approved
26		MFMA	Status of MMCL in Stellenbosch Municipality	26 Nov	26 Nov	Approved
26	5	Various legal provisions and the Law of Contract  AND  Basic Common Law Principles  AND  S59(1) OF	Transfer Payment Agreement: Department of Transport and Public Works and Stellenbosch Municipality	26 Nov	26 Nov	Approved

		Systems Act				
27	108	S67 MFMA	Application for donation: CHHED	27 Nov	27 Nov	After approval of the Mayor
28	643	HR	Approval of advertisement: Senior Building Inspector	28 Nov	28 Nov	Approved
28	648	By-law and policy	Application: Cell phone allowance: LED	28 Nov	28 Nov	Approved
28	648	By-law and policy	Application: Cellphone allowance: Office of the MM	28 Nov	28 Nov	Approved
28	623	HR	Travel and Congress Allowance: Planning and Economic Development	28 Nov	28 Nov	Approved
28	5	Various legal provisions and the Law of Contract  AND  Basic Common Law Principles  AND  S59(1) OF Systems Act	Case No.: 1914/17 – Departmental supplementary Report	28 Nov	28 Nov	Signed
28	5	Various legal provisions and the Law of Contract  AND  Basic Common	SLA: Stellenbosch University and Stellenbosch Municipality	28 Nov	28 Nov	Signed

		Law Principles AND S59(1) OF Systems Act				
29	108	S67 MFMA	Application for donation: Ikapa United	29 Nov	29 Nov	After approval of the Mayor
29	108	S67 MFMA	Application for donation: Makomazi family	29 Nov	29 Nov	Donation not recommended
29	9	S62(3) of Systems Ac	Appeal MPT: LU/4623	29 Nov	29 Nov	Approved
29	495	Housing	Power of attorney to transfer of Erf 2822, Kayamandi	29 Nov	29 Nov	Approved
29	645	Basic Conditions of Employment Act	Standby Pre-approval – December 2018: Informal Settlements	29 Nov	29 Nov	Approved
29	623	HR	Travel and Congress Allowance: Governance	29 Nov	29 Nov	Approved

**DELEGATIONS EXERCISED FOR PERIOD DECEMBER 2018**  
**MUNICIPAL MANAGER: G METTLER**

Date	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
3	254	SCM Regulations 29 (1)(a)(i)	BSM39/18: Correction of list of qualifying service providers	3 Dec	3 Dec	Approved
3	623	HR	Reimbursement 2018/19: Corporate Services	3 Dec	3 Dec	Approved
3	643	HR	Recruitment and Selection: Admin Assistant-LUM	3 Dec	3 Dec	Approved
5	9	S62(3) of Systems Ac	Appeal: LU7898 – Farm 393/11, Stellenbosch	5 Dec	5 Dec	Approved
7	108	S67 MFMA	Application for Donation: Independent Movers	7 Dec	7 Dec	After Mayor approval
10	633	HR	Approval of Acting appointment: CFO (10-12/12/2018)	10 Dec	10 Dec	Approved
14	8	S59 (1)(d), S59(4) and S61 of Systems Act	Delegations exercised: October 2018 – Planning and Economic Development	14 Dec	14 Dec	Approved
14	645	Basic Conditions of Employment Act	Standby Pre-approval: Disaster Management	14	14 Dec	Approved
14	9	S62(3) of Systems Ac	Appeal against Erf 3109, Idas Valley Stellenbosch	14	14 Dec	Approved
14	254	SCM Regulations 29 (1)(a)(i)	BSM 04/19: Parking Management System for Stellenbosch Municipality for a contract period ending 30 June 2021	14	14 Dec	Approved
14		MFMA	Representation letter: Auditor-General	14	14 Dec	Approved
14	9	S62(3) of Systems Ac	LU/4792 - Appeal: Erf 67, Lanquedoc	14	14 Dec	Approved
19	624	HR	Leave approval: Internal Audit	19	19 Dec	Approved
19	624	HR	Leave approval: Governance	19	19 Dec	Approved
19	47	Legal	Request to appoint an investigator	19	19 Dec	Approved

19	644	HR	Termination of Clearance Services Form	19	19 Dec	Approved
19		Legal	Case Number:22807/2018: La Concorde SA Pty (Ltd) / Stellenbosch Municipality	19	19 Dec	Approved
20	495	Housing	Power of attorneys to pass transfer: Faire Donne Estate, Franschoek: Erf 3427	20	20 Dec	Approved
20	617	S116(3) of the MFMA	Section 116(3): RE A Letamisa Projects:332 Temporary Housing Project – Change of scope	20	20 Dec	Approved with comments: To be reported as part of outstanding council resolutions and quarterly delegations report submitted by MM's Office
20		S116(3) of the MFMA	Section 116(3)" WF Construction – 298 Service Sites for the upgrading of informal settlements on Erf 2181, Mandela City, Klapmuts: Change of scope	20	20 Dec	Approved with comments: To be reported as part of outstanding council resolutions and quarterly delegations report submitted by MM's Office
20		Housing	Application for housing assistance in emergency housing: Erf 2181 Klapmuts	20	20 Dec	Approved
20		HR	Acting appointment and acceptance of mandate: Director Infrastructure Services	20	20 Dec	Approved
20	624	HR	Request for change of leave dates: Acting Director – Infrastructure Services	20	20 Dec	Approved
21		MFMA	Auditor-General: Irregular expenditure notification: 2 <sup>nd</sup> Quarter 2018/19	21	21 Dec	Signed

21		HR	Payday Reporting Lines: Office of the Municipal Manager	21	21 Dec	Approved
27	5	Legal	EPWP Report – 2 <sup>nd</sup> Quarter	27	27 Dec	Approved
27	108	MFMA	Application for Donation: Jamestown Soccer Club	27	27 Dec	After Mayor approval
27	270	SCM Regulations 36(2)	Deviation: Emergency – Repairs on the vandalised doors of Mini substation Bassi/Long en Mini Substation Pappegaiberg	27	27 Dec	Approved with comments: Emergency as failure to safeguard can lead to possible loss of life and injury. Tender to be finalised as soon as possible.
27	270	SCM Regulations 36(2)	Deviation: Parking Management	27	27 Dec	Approved with comments: On further enquiry it was established that the approved contractor will need time to put the necessary logistics in place, hence request for extension on mouth-to-mouth bases. Given the time of year and the fact that suppliers close for Christmas season, equipment and other logistic requirement can only be obtained in new year. Deviation approved on mouth-to-mouth basis. Care should be taken to ensure that holiday periods be taken into



						account with planning processes
27		SCM Reg	Gift register	27	27 Dec	Signed
27	624	HR	Leave approval: Office of the Municipal Manager	27	27 Dec	Approved
27	645	HR	Standby Pre-approval – Disaster and Fire Management: January 2019	27	27 Dec	Approved
27	617	S116(3) of the MFMA	Section 116(3): Lubocon Civils CC for the provision of basic engineering services (Civil and electrical services) for erf 2175, Enkanini	27	27 Dec	Approved with comments: To be reported as part of outstanding council resolutions and quarterly delegations report submitted by MM's Office
27	617	S116(3) of the MFMA	Section 116(3): Plan Associates Town and Regional Planners Inc as consultants for the finalisation of town planning, civil and electrical services on erf 2175, Enkanini	27	27 Dec	Approved with comments: To be reported as part of outstanding council resolutions and quarterly delegations report submitted by MM's Office
27	617	S116(3) of the MFMA	Section 116(3): Umtha Strategy Planning and Development Consultancy: Undertaking of a community survey for Zone O in terms of Section 116(3) of the MFMA to include a demographic survey of backyard structures in additional areas	27	27 Dec	Approved with comments: To be reported as part of outstanding council resolutions and quarterly delegations report submitted by MM's Office
28	270	SCM Regulations	Deviation: Extension on Security Contracts	28	28 Dec	Approved with comments: We

		36(2)				currently in dispute with the new tenders and therefore that needs to be finalised. Interdict was served on the Municipality not to implement the tender. Service must continue. One of the service providers withdrew, hence the deviation for Pniel, Kylemore, etc. Pg2 mentioned areas
28	270	SCM Regulations 36(2)	Deviation: Appointment of liquid telecom for the provision of voice services for the period not exceeding 6 months starting from 01/01/2019 – 30/06/2019	28	28 Dec	Approved with comments: 1. Essential service that needs to continue for service delivery. 2. There is evidence that department planned well in advance and that the service provider due to resignations of key personnel cannot keep to deadline. 3. Given the current experience with the service provider, I suggest before commuting to June 2019. The department get written confirmation from of

						service providers and put them on terms that they be able to deliver. If not, formal process of cancellation will follow. Therefore dependent on outcome, new tender process to be followed. Approved on mouth- to-mouth until new tender in place.
28	5	Various legal provisions and the Law of Contract  AND  Basic Common Law Principles  AND  S59(1) OF Systems Act	MOA – Municipal Graduate Internship	28	28 Dec	Signed

**DELEGATIONS EXERCISED FOR PERIOD: OCTOBER 2018**  
**DIRECTORATE: CORPORATE SERVICES**

<b>DATE</b>	<b>Delegation</b>	<b>Category</b>	<b>Report Subject and Recommendations</b>	<b>Date Received</b>	<b>Date Resolved</b>	<b>Resolution and Comments (if any)</b>
01/10/2018	643.	Human Resources	Fixed term contracts: Various Directorates	28/9/2018	1/10/2018	Approved Request
01/10/2018	643.	Human Resources	Fixed term contract Addendums: Various Directorates	28/9/2018	1/10/2018	Approved Request
01/10/2018	211 (d) INV	Ward Administration	Memorandum: Payment of Ward Committee Members	28/9/2018	1/10/2018	Approved Request
02/10/2018	211 (d) INV	Ward Administration	Memorandum: Payment of Ward Committee members	28/9/2018	2/10/2018	Approved Request
02/10/2018	643.	Engineering services	Fixed term contract: Engineering Services	28/9/2018	2/10/2018	Approved Request
8/10/2018	643.	Human Resources	Fixed term contracts Addendums: Various Directorates	-	8/10/2018	Approved Request
9/10/2018	645.	ICT Department	Overtime pre-approvals: ICT Department	-	9/10/2018	Approved Request
10/10/2018		Human Resources	Travel claim: Payday – Employment Equity Module Training	-	10/10/2018	Approved Request
12/10/2018	645 (I)	Document Management	Timesheets: Document Management	-	12/10/2018	Approved Request
12/10/2018	645 (I)	Deputy Mayors office	Timesheets: Office of the Deputy Mayor	-	12/10/2018	Approved Request
15/10/2018	645 (I)	Salary Office	Timesheets: Various Departments within Corporate Services	-	15/10/2018	Approved Request
17/10/2018	643.	Engineering Services	Fixed term contracts addendums: Engineering Services	-	17/10/2018	Approved Request
23/10/2018	643.	Human	Fixed term contract addendums: Human Resources	-	23/10/2018	Approved

		Resources				Request
23/10/2018	643.	Human Resources	Fixed term contract addendums: Human Resources	-	23/10/2018	Approved Request
26/10/2018	211 (a) RQ	Facility Management	Stores – RQ:345908	-	26/10/2018	Approved Request

**DELEGATIONS EXERCISED FOR PERIOD: NOVEMBER 2018**  
**DIRECTORATE: CORPORATE SERVICES**

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
1/11/2018	645.	Facility Management	Overtime standby approval: Facility Management	31/10/2018	1/11/2018	Approved Request
1/11/2018	645.	ICT Department	Overtime pre-approvals: ICT Department	31/10/2018	1/11/2018	Approved Request
2/11/2018	643.	ICT Department	Fixed term contract addendums: ICT	1/11/2018	2/11/2018	Approved Request
2/11/2018	643.	SCM Management	Fixed Term contract addendums: Supply Chain Management	1/11/2018	2/11/2018	Approved Request
2/11/2018	643.	Finance department	Fixed term contract addendums: Finance Management	1/11/2018	2/11/2018	Approved Request
2/11/2018	643.	Property Management	Fixed term contracts addendums: Human Settlement	1/11/2018	2/11/2018	Approved Request
2/11/2018	643.	Community and Protection	Fixed term contract: Community and Protection Services	1/11/2018	2/11/2018	Approved Request
7/11/2018	643.	ICT Department	Fixed term contract addendums: ICT Department	6/11/2018	7/11/2018	Approved Request
9/11/2018	643.	Property Management	Addendum for a fixed term contract: Planning and Economic Development	6/11/2018	9/11/2018	Approved Request
12/11/2018	643.	Human Resources	Fixed term contract: Planning and Economic Development	7/11/2018	12/11/2018	Approved Request
12/11/2018	643.	Human Resources	Addendums to fixed term contracts: Various Directorates	7/11/2018	12/11/2018	Approved request
13/11/2018	645.	Deputy Mayor	Timesheets: Office of the Deputy Mayor	13/11/2018	13/11/2018	Approved Request
13/11/2018	645 (I)	Salary	Timesheets: Municipal Court	12/11/2018	13/11/2018	Approved Request
15/11/2018	645 (I)	Ward Administration	Timesheets: Councillor Support	-	15/11/2018	Approved Request
15/11/2018	643.	Human Resources	Contract Appointment Office of the Municipal Manager	-	15/11/2018	Approved Request

15/11/2018	643.	Human Resources	Fixed term contract for Registry and Office Auxiliary Services	-	15/11/2018	Approved Request
15/11/2018	643.	Human Resources	Fixed term contract addendums: Human Resources	-	15/11/2018	Approved Request
16/11/2018	645 (I)	Salary	Timesheets: Various Departments within Corporate Services	-	16/11/2018	Approved Request
19/11/2018	643.	Engineering Services	Fixed term contract addendum Infrastructure Services	-	19/11/2018	Approved Request
21/11/2018	643.	Human Resources	Fixed term contract – Council Support	-	21/11/2018	Approved Request
22/11/2018	643.	Human Resources	Addendums for fixed term contract: Informal Settlements	-	22/11/2018	Approved Request
22/11/2018	643.	Budget	Fixed term contract Budget Office	-	22/11/2018	Approved Request
22/11/2018	645.	Property Management	Standby for overtime – Property Management	-	22/11/2018	Approved Request
22/11/2018	643.	Human Resources	Addendums for fixed term contracts: Various Directoates	-	22/11/2018	Approved Request
22/11/2018	643.	Human Resources	Addendums to fixed term contracts: Human Resources	-	22/11/2018	Approved Request

**DELEGATIONS EXERCISED FOR PERIOD: DECEMBER 2018**  
**DIRECTORATE: CORPORATE SERVICES**

<b>DATE</b>	<b>Delegation</b>	<b>Category</b>	<b>Report Subject and Recommendations</b>	<b>Date Received</b>	<b>Date Resolved</b>	<b>Resolution and Comments (if any)</b>
3/12/2018	643.	Ward Administration	Fixed term contract: Ward Administration	30/11/2018	3/12/2018	Approved Request
3/12/2018	645.	Property Management	Overtime Standby pre-approval: Property Management	30/11/2018	3/12/2018	Approved Request
4/12/2018	643.	Finance department	Fixed term contract: Finance Department	3/12/2018	4/12/2018	Approved Request
5/12/2018	645.	Property Management	Overtime standby approval: Property Management	4/12/2018	5/12/2018	Approved Request
5/12/2018	645.	ICT Department	Overtime pre-approval: ICT Department	4/12/2018	5/12/2018	Approved Request
10/12/2018	643.	SCM Management	Fixed term contract addendums: Supply Chain Management	7/12/2018	10/12/2018	Approved Request
10/12/2018		Human Resources	Termination of contract employment: Human Resources	7/12/2018	10/12/2018	Approved Request
10/12/2018	645 (l)	Document Management	Timesheet: Document Management	10/12/2018	10/12/2018	Approved Request
10/12/2018	643.	Ward Administration	Fixed term contract: Ward Administration	10/12/2018	10/12/2018	Approved Request
10/12/2018	643.	Human Resources	Fixed term contract addendums: Various Directorates	10/12/2018	10/12/2018	Approved Request
10/12/2018	643.	Planning Department	Fixed term contract addendums: Planning and Economic Development	-	10/12/2018	Approved Request
11/12/2018	645 (l)	Mayor's office	Time and attendance: Office of the Mayor	10/12/2018	11/12/2018	Approved Request
11/12/2018	645 (l)	Document Management	Timesheets: Document Management	11/12/2018	11/12/2018	Approved Request
12/12/2018	645 (l)	Salary	Timesheets: Municipal Court	-	12/12/2018	Approved



						Request
12/12/2018	645 (l)	Document Management	Timesheet: Document Management	-	12/12/2018	Approved Request
12/12/2018	643.	SCM Management	Fixed term addendum: Supply Chain Management	-	12/12/2018	Approved Request
12/12/2018	643.	Human Resources	Fixed term contract: Office of the Municipal Manager	12/12/2018	12/12/2018	Approved Request
13/12/2018	643.	Human Resources	Fixed term contracts: Human Resources	-	13/12/2018	Approved Request
13/12/2018	643.	Finance Department	Fixed term contract: Finance Management	-	13/12/2018	Approved Request
14/12/2018	643.	Human Resources	Fixed term contract addendums: Various Directorates	13/12/2018	14/12/2018	Approved Request
18/12/2018	211 (d) INV	Ward Administration	Memorandum – Payment of Ward Committee Members	14/12/2018	18/12/2018	Approved Request
19/12/2018	643.	Human Resources	Fixed term contract addendums: Human Resources	18/12/2018	19/12/2018	Approved Request
19/12/2018	645.	Property Management	Standby for January 2019: Property Management	18/12/2018	19/12/2018	Approved Request
20/12/2018	643.	Human Resources	Fixed term contract addendums: Human Resources	19/12/2018	20/12/2018	Approved Request
21/12/2018	643.	Budget Office	Fixed term contract addendums: Budget Office	19/12/2018	21/12/2018	Approved Request
24/12/2018	643.	Ward Administration	Fixed term contract addendums :Ward Administration	-	24/12/2018	Approved Request
28/12/2018	643.	Engineering Services	Fixed term contracts: Various Directorates	28/12/2018	28/12/2018	Approved Request

**DELEGATIONS EXERCISED FOR PERIOD OCTOBER 2018**  
**DIRECTORATE: INFRASTRUCTURE SERVICES**

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
<b>To enter into and/or sign and/or terminate contracts on behalf of Stellenbosch Municipality</b>	<b>Various legal provisions and the Law of Contract</b>  <b>AND</b>  <b>Basic Common Law Principles</b>  <b>AND</b>  <b>S 59(1) of Systems Act</b>	<b>Fixed term contracts</b>  Acting Head: Planning & Services - Electrical Services  Supervisor Klapmuts: SWM  Foreman Disposal: SWM  Act Filing Clerk  Act Senior Clerk  Intern: Electricity  Digger Loader Operator: SW  Technician: Roads & Stormwater			Approved until 31/12/2018  Approved until 31/01/19  Approved until 31/01/19  Approved until 31/01/19  Approved until 30/06/19  Approved until 31/01/19  Approved until 31/01/19  Approved until 31/01/19

		Act Driver Area Cleaning Act Assistant Supt: Area Cleaning  Clerk – Franschoek  Clerk water			Approved until 31/01/19  Approved until 31/01/19  Approved until 31/01/19
<b>Give notice to owners of private property when Council intends to disconnect or close any public municipal services affecting the residents</b>	<b>S140 (2) of municipal ordinance</b>	<b>MUNICIPAL NOTICE:</b>  Supply of electricity to premises disconnected on 17/10/2018 between 09:00 – 15:00 – Idas Valley		15/10/2018	Approved
<b>To decide to:</b> <b>(a) Temporary restrict or discontinue supply of water</b> <b>(b) Prohibit use of water for specific purposes</b> <b>(c) Prohibit use of water during specified hours of day</b> <b>(d) Prohibit use of water in a</b>	<b>S 184 of Municipal Ordinance and also ito the Water Services Act</b>	<b>Water restrictions exemption:</b>  5 applications approved  1 application not approved  8 applications pending  <b>Water restrictions transgressions:</b>  5 reported and notices served by Law Enforcement  <b>Borehole registrations:</b>  5 Application to drill 4 Residential Applications 0 Commercial Applications			Approved  Not approved  Pending    Approved   Approved Approved Approved

<p><b>specific manner</b> Subject thereto that such decision will only have the force of law after the publication in the media</p>		<p><b>0</b> Public Buildings Applications <b>3</b> Grey water Applications</p>			<p>Approved Approved</p>
<p>To authorise, administer and manage temporary closing or temporary restriction or regulating the use of public (proclaimed) road for any purpose deemed necessary or desirable, and to temporarily divert vehicular and pedestrian traffic from a public (proclaimed) road which has been temporarily closed or restricted</p>	<p><b>E (d) Transport, Roads &amp; Stormwater</b>  <b>S 19 (b), (c) of the Roads Ordinance (19/76)</b></p>	<p><b>Application for road closures:</b>  Temporary Road Closure: Blom Street 27 October 2018  Temporary Road Closure: PPA One Toner Event : 28 October 2018</p>	<p>23 October 2018  16 October 2018</p>	<p>25 October 2018  22 October 2018</p>	<p>Approved  Approved</p>

**DELEGATIONS EXERCISED FOR PERIOD NOVEMBER 2018**  
**DIRECTORATE: INFRASTRUCTURE SERVICES**

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
<p><b>To enter into and/or sign and/or terminate contracts on behalf of Stellenbosch Municipality</b></p>	<p><b>Various legal provisions and the Law of Contract</b></p> <p><b>AND</b></p> <p><b>Basic Common Law Principles</b></p> <p><b>AND</b></p> <p><b>S 59(1) of Systems Act</b></p>	<p><b>FIXED TERM CONTRACTS</b></p> <p>Acting Head: Planning &amp; Services: Electrical Services</p> <p>Supervisor Klapmuts: SWM</p> <p>Acting Filing Clerk</p> <p>Acting Senior Clerk</p> <p>Intern: Electricity Services</p> <p>Digger Loader Operator: SWM</p> <p>Technician: Roads &amp; Stormwater</p> <p>Acting Driver Area Cleaning</p> <p>Acting Assistant Superintendent: Area Cleaning</p>			<p>Approved until 31/12/2018</p> <p>Approved until 31/01/2019</p> <p>Approved until 31/01/2019</p> <p>Approved until 31/01/2019</p> <p>Approved until 30/06/2019</p> <p>Approved until 31/01/2019</p> <p>Approved until 31/01/2019</p> <p>Approved until 30/06/2019</p> <p>Approved until 31/01/2019</p>

		Acting Assistant Superintendent: Area Cleaning			Approved until 31/01/2019
		Clerk – Water Franschhoek			Approved until 31/01/2019
		Technician: Water Services			Approved until 31/01/2019
<b>Give notice to owners of private property when Council intends to disconnect or close any public municipal services affecting the residents</b>	<b>S140 (2) of municipal ordinance</b>	<b>MUNICIPAL NOTICE:</b>  Supply of electricity to premises disconnected on 07/12/2018 between 22:00 – 06:00 – University high voltage substation  Road rehabilitation and maintenance: Ryneveld, Tarentaal and Beethoven Streets  Planned installation of optic fibre from 12/11/2018 – 05/12/2018  Upgrading of water network at R304 Devon Place Intersection, Stellenbosch  Upgrading of water network at R44 Doornbosch / Safraan Street Intersection, Stellenbosch  Interruption in the water supply: Talana, Lindida, Wavern and van Dyk Street, Idasvalley		09/11/2018  10/11/2018  09/11/2018  05/11/2018  05/11/2018  12/11/2018	Approved  Approved  Approved  Approved  Approved

	Interruption in the water supply: Nuutgevonden Road, Stellenbosch	20/11/2018	Approved
	Sewer Network Repairs at Van der Stel Street	15/11/2018	Approved
	Sewer Network Repairs at Lindida Street, Idasvalley	27/11/2018	Approved
	Sewer Network Repairs at Desch Street, Idasvalley	27/11/2018	Approved
	Interruption in the water supply: Annandale Road, Stellenbosch	22/11/2018	Approved
	Interruption in the water supply: Aan de Wagen Road, Stellenbosch	30/11/2018	Approved
	Supply of electricity to premises disconnected on 21/11/2018 between 08:00 – 17:00 – Repens, Florida & Serruria Str, Paradyskloof	12/11/2018	Approved
	Supply of electricity to premises disconnected on 20/11/2018 between 08:00 – 16:00 – Nagtegaal & Kelkiewyn Str, Onder Papegaaiberg	14/11/2018	Approved
	Supply of electricity to premises disconnected on 22/11/2018 between 10:00 – 14:00 – Verreweide & Banghoek Streets	14/11/2018	Approved
	Supply of electricity to premises disconnected on 29/11/2018 between 08:00 – 16:00 – Merton & Lindida Streets	20/11/2018	Approved
	Supply of electricity to premises disconnected on 29/11/2018 between 08:00 – 16:00 – Loerie, Fisant,	26/11/2018	Approved

		Kleinvallei & Bokmakierie Streets			
<p><b>To decide to:</b></p> <p>(e) Temporary restrict or discontinue supply of water</p> <p>(f) Prohibit use of water for specific purposes</p> <p>(g) Prohibit use of water during specified hours of day</p> <p>(h) Prohibit use of water in a specific manner</p> <p>Subject thereto that such decision will only have the force of law after the publication in the media</p>	<p><b>S 184 of Municipal Ordinance and also ito the Water Services Act</b></p>	<p><b>Water restrictions exemption:</b></p> <p>5 - Applications approved</p> <p>2 - Application not approved</p> <p>3 - Applications pending</p> <p><b>Water restrictions transgressions:</b></p> <p>3 - Reported and notices served by Law Enforcement</p> <p><b>Borehole registrations:</b></p> <p>2 - Application to drill</p> <p>2 - Residential Applications</p> <p>0 - Commercial Applications</p> <p>0 - Public Buildings Applications</p> <p>0 - Grey water Applications</p>			<p>Approved</p> <p>Not approved</p> <p>Pending</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>
<p><b>To authorise, administer and manage temporary closing or temporary restriction or regulating the use</b></p>	<p><b>E (d) Transport, Roads &amp; Stormwater</b></p> <p><b>S 19 (b), (c) of the Roads</b></p>	<p><b>Application for road closures:</b></p> <p>Road Closure: Bird Street (between Dennesig - and Borcherd Road)</p> <p>Road Closure: Weber Street Strawberry festival, 2&amp;3/11/2018</p>	<p>10/11/2018</p>	<p>12/11/2018</p> <p>2/11/2018</p>	<p>Approved</p> <p>Approved</p>



<b>of public (proclaimed) road for any purpose deemed necessary or desirable, and to temporarily divert vehicular and pedestrian traffic from a public (proclaimed) road which has been temporarily closed or restricted</b>	<b>Ordinance (19/76)</b>	Road Closure: School Crescent, Kayamandi, 24 & 25 November 2018		21/11/2018	Approved
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**DELEGATIONS EXERCISED FOR PERIOD DECEMBER 2018**  
**DIRECTORATE: INFRASTRUCTURE SERVICES**

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
<b>To enter into and/or sign and/or terminate contracts on behalf of Stellenbosch Municipality</b>	<b>Various legal provisions and the Law of Contract</b>  <b>AND</b>  <b>Basic Common Law Principles</b>  <b>AND</b>  <b>S 59(1) of Systems Act</b>	<b>fixed term contracts</b>  Acting Head: Planning & Services: Electrical Services  Supervisor Klapmuts: SWM   Acting Filing Clerk  Acting Senior Clerk   Intern: Electricity  Digger Loader Operator: SWM  Technician: Roads & Stormwater  Acting Driver Area Cleaning  Acting Assistant Superintendent: Area Cleaning			Approved until 31/12/2018  Approved until 31/01/2019  Approved until 31/01/2019  Approved until 31/01/2019  Approved until 30/06/2019  Approved until 31/01/2019  Approved until 31/01/2019  Approved until 30/06/2019  Approved until 31/01/2019

		<p>Acting Assistant Superintendent: Area Cleaning</p> <p>Clerk – Water Services, Franschoek</p> <p>Technician: Water Services</p>			<p>Approved until 31/01/2019</p> <p>Approved until 31/01/2019</p> <p>Approved until 31/01/2019</p>
<p><b>Give notice to owners of private property when Council intends to disconnect or close any public municipal services affecting the residents</b></p>	<p><b>S140 (2) of municipal ordinance</b></p>	<p><b>MUNICIPAL NOTICE:</b></p> <p>Supply of electricity to premises disconnected on 07/12/2018 between 22:00 – 06:00 – University high voltage substation</p> <p>Supply of electricity to premises disconnected on 06/12/2018 between 08:00 – 17:00 – Repens, Florida &amp; Serruria Street</p> <p>Supply of electricity to premises disconnected on 12/12/2018 between 08:00 – 17:00 – Longifolia &amp; Cynaroides Street</p> <p>Supply of electricity to premises disconnected on 07/01/2019 – 30/04/2019 between 09:00 – 16:00 for maintenance work</p>		<p>09/11/2018</p> <p>29/11/2018</p> <p>29/11/2018</p> <p>04/12/2018</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>
<p><b>To decide to:</b> <b>(i) Temporary restrict or discontinue</b></p>	<p><b>S 184 of Municipal Ordinance and also ito</b></p>	<p><b>Water restrictions exemption:</b></p> <p>2 - Applications approved</p>			<p>Approved</p>

<p>supply of water</p> <p>(j) Prohibit use of water for specific purposes</p> <p>(k) Prohibit use of water during specified hours of day</p> <p>(l) Prohibit use of water in a specific manner</p> <p>Subject thereto that such decision will only have the force of law after the publication in the media</p>	<p>the Water Services Act</p>	<p>2 - Application not approved</p> <p>0 - Applications pending</p> <p><b>Water restrictions transgressions:</b></p> <p>0 - reported and notices served by Law Enforcement</p> <p><b>Borehole registrations:</b></p> <p>1 - Application to drill</p> <p>0 - Residential Applications</p> <p>0 - Commercial Applications</p> <p>0 - Public Buildings Applications</p> <p>0 - Grey water Applications</p>			<p>Not approved</p> <p>Pending</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>
<p>To authorise, administer and manage temporary closing or temporary restriction or regulating the use of public (proclaimed) road for any purpose deemed necessary or desirable, and to</p>	<p>E (d) Transport, Roads &amp; Stormwater</p> <p>S 19 (b), (c) of the Roads Ordinance (19/76)</p>	<p><b>Application for road closures:</b></p> <ul style="list-style-type: none"> <li>• Road Closure: Bird Street – North bound (between Alexander and Plein Street) and Blom Street. 2-3 December 2018 for the festival of lights</li> <li>• Road Closure: Davey and Woodman Street Braai on 7 December 2018.</li> <li>• Road Closure: Tindall Street, 15 December 2018</li> <li>• Road Closure: Jakaranda Street braai 16 December 2018.</li> </ul>		<p>21 November 2018</p> <p>7 December 2018</p> <p>13 December 2018</p> <p>13 December</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>

<p><b>temporarily divert vehicular and pedestrian traffic from a public (proclaimed) road which has been temporarily closed or restricted</b></p>		<ul style="list-style-type: none"> <li>• Road Closure: Newman Street braai, 22 December 2018.</li> <li>• Road Closure: Kind Street Braai, 21 December 2018.</li> <li>• Road Closure: Drostdy Street, 25 December 2018</li> </ul>		<p>2018</p> <p>20 December 2018</p> <p>20 December 2018</p> <p>18 December 2018</p>	<p>Approved</p> <p>Approved</p>
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## DELEGATIONS EXERCISED FOR PERIOD OCTOBER 2018

### DIRECTORATE: FINANCIAL SERVICES

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
643	HR	Overtime Pre –approval Various Finance departments	02/10/2018	02/10/2018	Approved
		Capital Virementations: Various Directorates	03/10/2018	03/10/2018	Approved
212	SCM	B/SM 18/19 Rainbow Lighting CC t/a New Neon Lighting	09/10/2018	09/10/2018	Approved
643	HR	Overtime / Standby Pre –approval various Finance departments	09/10/2018	09/10/2018	Approved
211	SCM	SCM letters approved Tenderers	09/10/2018	09/10/2018	Approved
212	SCM	B/SM 90/18 Upgrading of Cloetesville Flats, Erf 6767, Stellenbosch	09/10/2018	09/10/2018	Approved
211	SCM	SCM letters approved Tenderers	09/10/2018	09/10/2018	Approved
		Capital Virementations: Various Directorates	04//10/2018	04/10/2018	Approved
212	SCM	B/SM 116/18 The Mayoral Youth Skills Development Programme	09/10/2018	09/10/2018	Approved
212	SCM	B/SM 01/19 Sampling and Testing of Potable and Waste Samples in the Stellenbosch Municipal Area	12/10/2018`	12/10/2018	Approved
643	HR	Overtime & Standby Pre-approval: Various departments within Finance	12/10/2018	12/10/2018	Approved
212	SCM	B/SM 01/19 Sampling and Testing of Potable and Waste Samples in the Stellenbosch Municipal Area	12/10/2018	12/10/2018	Approved
211	SCM	SCM letters approved Tenderers	12/10/2018	12/10/2018	Approved
212	SCM	Capital Virementations various Directorates	12/10/2018	12/10/2018	Approved
643	HR	Overtime and Standby Pre-approvals various departments within Finance	16/10/2018	16/10/2018	Approved
		Capital Virementations: Various Directorates	18/10/2018	16/10/2018	Approved
212	SCM	B/SM 110/18 Testing Repairs and Installation Of Substation Protection Installations	19/10/2018	19/10/2018	Approved
		Approval of Petty Cash – Pniel Library	24/10/2018	24/10/2018	Approved

		SAMRAS Usergroup Trip Approval – SCM, Budget Office, Salaries, Revenue Section	24/10/2018	24/10/2018	Approved
		Council Item – Water Tariff adjustment			Approved
		Interest Write off – Various			Approved
212	SCM	B/SM 88/18 Upgrading Van Der Stel Sports Ground: Roof and Structural Repairs and Minor Alterations.	26/10/2018	26/10/2018	Approved
643	HR	Overtime & Standby Pre-approval: Various departments within Finance	26/10/2018	26/10/2018	Approved
212	SCM	B/SM 111/18 (A) Supply Of Materials And (B) Hire Of Equipment for Roads, Stormwater and Other Infrastructure Requirements	26/10/2018	26/10/2018	Approved
211	SCM	SCM letters approved Tenderers	26/10/2018	26/10/2018	Approved

## DELEGATIONS EXERCISED FOR PERIOD NOVEMBER 2018

### DIRECTORATE: FINANCIAL SERVICES

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
643	HR	Overtime Pre –approval: Various Finance departments	07/11/2018	07/11/2018	Approved
		Capital Virementations: Various Directorates	08/11/2018	08/11/2018	Approved
212	SCM	B/SM 109/16 (V.O)Request for the activation of internal email protection functionality under targeted threat protection module within our current Mimecast Suite	16/11/2018	16/11/2018	Approved
643	HR	Overtime / Standby Pre–approval various Finance departments	16/11/2018	16/11/2018	Approved
211	SCM	SCM letters approved tenderers	16/11/2018	16/11/2018	Approved
212	SCM	B/SM 13/19 Appoint Registered Electrical Consultant with experience in the implementation of electrical tariffs (included Renewable & Wheeling Tariffs) and NERSA Distribution(D) Forms, to investigate and implement Electrical Tariffs in the Financial Years 2018/19, 2019/20 and 2020/21	16/11/2018	16/11/2018	Approved
211	SCM	SCM letters approved Tenderers	16/11/2018	16/11/2018	Approved
212	SCM	B/SM 102/18 Appointment of Attorneys for the rendering of Conveyancing Services: Transfer of Subsidized Housing Units for a period up to 30 June 2021 for the Title Deeds Restoration Project (Trp) and any other Low Cost Housing Transfers during this period	16/11/2018	16/11/2018	Approved
643	HR	Overtime & Standby Pre-approval: Various departments within Finance	19/11/2018	19/11/2018	Approved
212	SCM	B/SM 15/19 Supply and Installation of a System Protection and Management Software with Annual subscription, Maintenance and support for a period ending 30 June 2021	23/11/2018	23/11/2018	Approved
211	SCM	SCM letters approved Tenderers	23/11/2018	23/11/2018	Approved
212	SCM	B/SM 19/19 Supply, Deliver, Erecting and Maintain of Public Transport Shelters for a period of two years (24 Months) from date of award.	23/11/2018	23/11/2018	Approved



212	SCM	B/SM 109/18 Supply and Delivery of 11kv Miniature Substations and Distribution Transformers with a rating of up to 1 MVA, for a contract period ending 30 June 2021	23/11/2018	23/11/2018	Approved
211	SCM	SCM letters approved Tenderers	23/11/2018	23/11/2018	Approved
153	CC	Irrecoverable Debt Write Off – Medical Aid Contribution	27/11/2018	27/11/2018	Approved

**DELEGATIONS EXERCISED FOR PERIOD: OCTOBER 2018**  
**DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT**

<b>Date</b>	<b>Delegation</b>	<b>Authorised official</b>	<b>Category</b>	<b>Report Subject and Recommendations</b>	<b>Date Received</b>	<b>Date Resolved</b>	<b>Resolution and Comments (if any)</b>
01/10/2018 – 31/10/2018	645	Director: PED	Basic Conditions of employment	<b>Leave</b> , time-off, overtime and standby: (a) To approve all types of leave applications (PED Personnel)	01/10/2018 – 31/10/2018	01/10/2018 – 31/10/2018	Approved
02/10/2018 – 31/10/2018	5	Director: PED	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Termination of Contract of Employment	02/10/2018 – 31/10/2018	02/10/2018 – 31/10/2018	Signed
02/10/2018 – 31/10/2018	5	Director: PED	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Extension of existing contracts	02/10/2018 – 31/10/2018	02/10/2018 – 31/10/2018	Signed
02/10/2018 – 31/10/2018	5	Director: PED	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Contract of Employment	02/10/2018 – 31/10/2018	02/10/2018 – 31/10/2018	Signed

02/10/2018	648	Director: PED	By-Law and Policy	<b>Allowances, Privileges and Benefits</b> (l) To authorise re-imbusement for occasional use of an employee's own car on official business for staff: Spatial Planning and LED	02/10/2018	02/10/2018	Approved
03/10/2018 – 31/10/2018	211	Director: PED	S115 (1) of the MFMA read with S117 Supply Chain	Manage the implementation of the Municipality's supply chain management policy, which, inter alia includes the procurement of goods and services and appointment of professional consultants (a) Approval of Requisitions	03/10/2018 – 31/10/2018	03/10/2018 – 31/10/2018	Approved
03/10/2018 – 31/10/2018	211	Director: PED	S115 (1) of the MFMA read with S117 Supply Chain	Manage the implementation of the Municipality's supply chain management policy, which, inter alia includes the procurement of goods and services and appointment of professional consultants (d) Certification of Invoices	03/10/2018 – 31/10/2018	03/10/2018 – 31/10/2018	Approved
04/10/2018 – 31/10/2018	139	Director: PED	S69 and 70 of MFMA	Virementation of Operating funds: within votes	04/10/2018 – 31/10/2018	04/10/2018 – 31/10/2018	Signed
04/10/2018	648	Director: PED	By-Law and Policy	<b>Allowances, Privileges and Benefits</b> (l) To authorise re-imbusement for occasional use of an employee's own car on official business for staff: Spatial Planning	04/10/2018	04/10/2018	Approved
09/10/2018		Director: PED		Monthly Report: August 2018	09/10/2018	09/10/2018	Signed
10/10/2018	645	Director: PED	Basic Conditions of employment	Leave, time-off, overtime and <b>standby:</b> (f) To approve the performance of standby and where applicable, the payment of a standby allowance and subject to budget limitations:	10/10/2018	10/10/2018	Approved

				Informal Settlements			
10/10/2018	645	Director: PED	Basic Conditions of employment	Leave, time-off, <b>overtime</b> and standby: (e) To determine the class of employee not entitled to overtime pay and, in exceptional cases, to authorise any payment of overtime notwithstanding the class of employee entitled hereto: Informal Settlements	10/10/2018	10/10/2018	Signed
11/10/2018	493	Director: PED		To authorise the lease and determine rentals of residential units in accordance with a tariff structure  <ul style="list-style-type: none"> <li>Sales Agreement for Franschoek, Kylemore, Le Roux and Cloetesville</li> </ul>	11/10/2018	11/10/2018	Signed
11/10/2018		Director: PED		Timesheet: Housing Administration	11/10/2018	11/10/2018	Signed
12/10/2018	643	Acting Director: PED		<b>Staff Recruitment and Appointment (based on staff establish in terms of Section 67 of Systems Act)</b> To <b>appoint staff</b> into permanent, <b>temporary or casual</b> positions that have been approved for filling and to determine on which notch person shall be placed within the applicable remuneration band for that position <ul style="list-style-type: none"> <li>Informal Settlements</li> </ul>	12/10/2018	16/10/2018	Signed
15/10/2018	639	Director: PED		Granting of approval to officials at <b>the Manager level</b> and below to serve in the <b>management structure of municipal institutes</b> and other bodies: <ul style="list-style-type: none"> <li>Acting Director: PED</li> </ul>	15/10/2018	15/10/2018	Approved

				(16-18/10/2018)			
16/10/2018		Acting Director: PED	HR	<b>Essential Motor Scheme Applications:</b> Land-use Management	16/10/2018	16/10/2018	Signed
16/10/2018	5	Acting Director: PED	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Termination of Contract of Employment	16/10/2018	16/10/2018	Signed
19/10/2018	648	Director: PED	By-Law and Policy	<b>Allowances, Privileges and Benefits</b> (l) To authorise re-imbusement for occasional use of an employee's own car on official business for staff: Spatial Planning	19/10/2018	19/10/2018	Approved
25/10/2018	667	Director: PED	S 53 and S 69 of the Systems Act	Manage the implementation of the Municipality's SDBIP (PED Managers)	25/10/2018	05/11/2018	Updates Completed
25/10/2018	646	Director: PED	Basic Conditions of employment	<b>Training and study:</b> <ul style="list-style-type: none"> <li>To authorise the training of members of staff: Spatial Planning: Fire Warden</li> </ul>	25/10/2018	25/10/2018	Approved
25/10/2018		Director: PED	HR	<b>Flexi-Hour Approval:</b> <ul style="list-style-type: none"> <li>Informal Settlements</li> </ul>	25/10/2018	25/10/2018	Approved
31/10/2018		Director: PED	Finance	<b>Cellphone Application Form:</b> LED	31/10/2018	31/10/2018	Signed
31/10/2018	648	Director: PED	By-Law and Policy	<b>Allowances, Privileges and Benefits</b> (l) To authorise re-imbusement for occasional use of an employee's own car on official business for staff: Landuse Management	31/10/2018	31/10/2018	Approved
<b>LETTER APPROVALS</b>							

	Item 7.3.3 Council Meeting 2017-07-26	Director: PED	Category 2 applications for consent of the municipality for any land use purpose or departure or deviation in terms of a land use scheme or existing scheme which does not constitute a land development application				
04/10/2018		Director: PED		Application for Departure, Erf 699	04/10/2018	04/10/2018	Approved
10/10/2018		Director: PED		Application for Departure, Erf7609	10/10/2018	12/10/2018	Approved
12/10/2018		Director: PED		Application for Departure, Erf 11940	12/10/2018	18/10/2018	Approved
12/10/2018		Director: PED		Contravention penalty, Erf 2408	12/10/2018	18/10/2018	Approved
19/10/2018		Director: PED		Application for Departure, Erf 13	19/10/2018	23/10/2018	Approved
<b>ITEMS/DELEGATED REPORTS</b>							
	Item 7.3.3 Council Meeting 2017-07-26	Authorised Employee	Items/ reports to consider Category 2 applications	To issue certificates of compliance applicable to the following properties	None		
	Item 7.3.3 Council Meeting 2017-07-26	Director: PED	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	To consider applications in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015 on the following properties			
10/10/2018				Application for consent use on Farm 1322, Stellenbosch	10/10/2018	12/10/2018	Approved
16/10/2018				Application for subdivision and consolidation, Erf 579 and Erf 11	16/10/2018	18/10/2018	Approved
16/10/2018				Application on Erf 15751	16/10/2018	18/10/2018	Approved
16/10/2018				Approval of home owners association constitution and architectural guidelines on Farm 82/22	16/10/2018	18/10/2018	Approved
16/10/2018				Application for Departure, Erf 2267	16/10/2018	18/10/2018	Approved
16/10/2018						Application for consent use for a tourist	16/10/2018

				facility restaurant, Farm 1532	18		
19/10/2018				Amendment of site development plan; Erven 132, 133, 134 (unregistered Erf 17274)	19/10/2018	23/10/2018	Approved
19/10/2018				Application for removal of title deed restrictions, subdivision and departure in term of Erf 759	19/10/2018	23/10/2018	Approved
19/10/2018				Application for amendment of home owners association constitution and design guidelines, Erf 12913	19/10/2018	23/10/2018	Approved

## DELEGATIONS EXERCISED FOR PERIOD: NOVEMBER 2018

### DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT

Date	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
01/11/2018		Director: PED	ICT	Request for ICT Resources: Land-use Management	01/11/2018	01/11/2018	Signed
01/11/2018 – 30/11/2018	5	Director: PED	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Contract of Employment	01/11/2018 – 30/11/2018	01/11/2018 – 30/11/2018	Signed
01/11/2018 – 30/11/2018	645	Director: PED	Basic Conditions of employment	<b>Leave, time-off, overtime and standby:</b> (b) To approve all types of leave applications (PED Personnel)	01/11/2018 – 30/11/2018	01/11/2018 – 30/11/2018	Approved
01/11/2018 – 30/11/2018	211	Director: PED	S115 (1) of the MFMA read with S117 Supply Chain	Manage the implementation of the Municipality's supply chain management policy, which, inter alia includes the procurement of goods and services and appointment of professional consultants (d) Certification of Invoices	01/11/2018 – 30/11/2018	01/11/2018 – 30/11/2018	Approved
02/11/2018 – 30/11/2018	211	Director: PED	S115 (1) of the MFMA read with S117 Supply Chain	Manage the implementation of the Municipality's supply chain management policy, which, inter alia includes the procurement of goods and services and appointment of	02/11/2018 – 30/11/2018	02/11/2018 – 30/11/2018	Approved



				professional consultants (b)Approval of Requisitions			
02/11/2018 – 30/11/2018	139	Director: PED	S69 and 70 of MFMA	Virementation of Operating funds: within votes	02/11/2018 – 30/11/2018	02/11/2018 – 30/11/2018	Signed
07/11/2018	646	Director: PED	Basic Conditions of employment	Training and <b>study</b> : (a)To authorise the training of members of staff: Land-use Management	07/11/2018	07/11/2018	Signed
09/11/2018		Director: PED	HR	Flexi Hour Approval: Customer Interface and Administration	09/11/2018	16/11/2018	Not Approved
09/11/2018	5	Director: PED	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Revised Business Plan 3	09/11/2018	16/11/2018	Signed
20/11/2018	648	Director: PED	By-Law and Policy	<b>Allowances</b> , Privileges and Benefits (l) To authorise re-imbusement for occasional use of an employee's own car on official business for staff: Building Development Management	20/11/2018	20/11/2018	Approved
21/11/2018 – 30/11/2018	5	Director: PED	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Termination of Contract of Employment	21/11/2018 – 30/11/2018	21/11/2018 – 30/11/2018	Signed
21/11/2018 –	5	Director: PED	Various legal provisions and the Law of Contract	EPWP: Extension of existing contracts	21/11/2018 –	21/11/2018 – 30/11/2018	Signed

30/11/2018			AND Basic Common Law Principles AND S 59 (1) of Systems Act		30/11/2018		
21/11/2018	648	Director: PED	By-Law and Policy	<b>Allowances, Privileges and Benefits</b> (l) To authorise re-imburement for occasional use of an employee's own car on official business for staff: LED and Spatial Planning	21/11/2018	21/11/2018	Approved
21/11/2018	5	Director: PED	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Auditor General response on findings of EPWP Projects 2017/18	21/11/2018	21/11/2018	Signed
22/11/2018	648	Director: PED	By-Law and Policy	<b>Allowances, Privileges and Benefits</b> (l) To authorise re-imburement for occasional use of an employee's own car on official business for staff: New Housing	22/11/2018	22/11/2018	Approved
22/11/2018		Director: PED	Finance	Cellphone Application Form: LED	22/11/2018	22/11/2018	Signed
22/11/2018		Director: PED	Finance	Remuneration of MPT	2/11/2018	22/11/2018	Signed
22/11/2018	639	Director: PED		Granting of approval to officials at <b>Manager level</b> and below to serve in the <b>management structure of municipal institutes</b> and other bodies: Acting Director: PED (23/11/2018)	22/11/2018	22/11/2018	Approved
26/11/2018	5	Director: PED	Various legal provisions and the Law of Contract AND Basic Common	EPWP: Confirmation of use role on EPWP reporting system	26/11/2018	27/11/2018	Signed

			Law Principles AND S 59 (1) of Systems Act				
26/11/2018	645	Director: PED	Basic Conditions of employment	Leave, time-off, <b>overtime</b> and standby: (c) To approve all types of leave applications: Informal Settlements	27/11/2018	27/11/2018	Approved
26/11/2018	667	Director: PED	S 53 and S 69 of the Systems Act	Manage the implementation of the Municipality's SDBIP (PED Managers)	26/11/2018	05/12/2018	Updates completed
28/11/2018	648	Director: PED	By-Law and Policy	<b>Allowances</b> , Privileges and Benefits (l) To authorise re-imbusement for occasional use of an employee's own car on official business for staff: Informal Settlements	28/11/2018	29/11/2018	Approved
28/11/2018		Director: PED	Human Settlement	Supplementary Report: Evacuation – Estate late Makaties	28/11/2018	29/11/2018	Signed
28/11/2018	645	Director: PED	Basic Conditions of employment	Leave, time-off, <b>overtime</b> and standby: (d) To approve all types of leave applications: Housing Administration	28/11/2018	30/11/2018	Approved
30/11/2018	645	Director: PED	Basic Conditions of employment	Leave, <b>time-off</b> , overtime and standby: (e) To approve all types of leave applications: Housing Administration	30/11/2018	30/11/2018	Approved

## LETTER APPROVALS

LETTER APPROVALS										
				To consider applications in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015 for a building line relaxation on a street boundary and/ or a common boundary on the following properties:						
02/11/2018	Item 7.3.3 Council Meeting 2017-07-26	Director: PED	Category 2 applications for consent of the municipality for any land use purpose or departure or deviation in terms of a land use scheme or existing scheme which does not constitute a land development application	Application for Departure, Farm 491/7	02/11/2018	02/11/2018	Approved			
16/11/2018				Application for temporary Departure, Farm 27/5	16/11/2018	19/11/2018	Approved			
19/11/2018				Application for temporary departure, Erf 670	19/11/2018	19/11/2018	Approved			
19/11/2018				Application for subdivision Farm 1227/1	19/11/2018	19/11/2018	Approved			
19/11/2018				Application for Departure, Erf 2765	19/11/2018	19/11/2018	Approved			
13/11/2018				Application for removal of restrictive title deed conditions and building line departures, Erf 5706	13/11/2018	16/11/2018	Approved			
13/11/2018				Consent in terms of title deed condition and departure Erf 4411	13/11/2018	16/11/2018	Approved			
13/11/2018				Application for Departure, Erf 181	13/11/2018	16/11/2018	Approved			
13/11/2018				Application for Departure, Erf 15323	13/11/2018	16/11/2018	Approved			
13/11/2018							Application for Departure, Erf 3306	13/11/2018	16/11/2018	Approved
13/11/2018							Application for Departure, Erf 50	13/11/2018	16/11/2018	Approved

13/11/2018				Application for Departure, Erf 13235	13/11/2018	16/11/2018	Approved
13/11/2018				Application for permanent departure, Erf 2361	13/11/2018	16/11/2018	Approved
21/11/2018				Application for Departure, Erf 1086	21/11/2018	22/11/2018	Approved
22/11/2018				Application for Departure, Erf 9950	22/11/2018	27/11/2018	Approved
26/11/2018				Application for Departure, Erf 495	26/11/2018	30/11/2018	Approved
26/11/2018				Application for Departure, Farm 512/10	26/11/2018	30/11/2018	Approved
28/11/2018				Application for Departure, Erf 2098	28/11/2018	30/11/2018	Approved
28/11/2018				Application for Departure, Erf 8342	28/11/2018	30/11/2018	Approved
30/11/2018				Application for Departure, Farm 564	30/11/2018	30/11/2018	Approved
<b>ITEMS/DELEGATED REPORTS</b>							
	Item 7.3.3 Council Meeting 2017-07-26	Director	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	To consider applications in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015 on the following properties			
15/11/2018				Extension of validity period, amendment of and approved subdivision and amendment of conditions of approval, Farm 65/43	15/11/2018	16/11/2018	Approved
16/11/2018				Consent use Erf 342	16/11/2018	19/11/2018	Approved
22/11/2018				Rezoning of Erf 6144	22/11/2018	27/11/2018	Approved
22/11/2018				Consent use and a departure Farm 571/7	22/11/2018	30/11/2018	Approved

22/11/2018				Application for special development and departure, Erf 81756	22/11/2018	26/11/2018	Approved
28/11/2018				Subdivision of the remainder of Portion 3 Farm 183 and simultaneous consolidation of Portion A with Portion 22 of Farm 183	28/11/2018	30/11/2018	Approved
Date Received	Item 7.3.3 Council Meeting 2017-07-26	Authorised Employee	Items/ reports to consider Category 2 applications	To issue certificates of compliance applicable to the following properties:	Date Received	Date Resolved	Resolution and Comments (if any)
16/11/2018				Application for Exemption certificate, Erf 1662	16/11/2018	19/11/2018	Approved
19/11/2018				Application for zoning certificate, Erf 3192	19/11/2018	19/11/2018	Approved
Date Received	Item 7.3.3 Council Meeting 2017-07-26	Authorised Employee	Exemption Certificate issued in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015		Date Received	Date Resolved	Resolution and Comments (if any)
None				None	None	None	None

**DELEGATIONS EXERCISED FOR PERIOD: DECEMBER 2018**  
**DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT**

Date	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
<b>LETTER APPROVALS</b>							
	Item 7.3.3 Council Meeting 2017-07-26	Director: PED	Category 2 applications for the consent of the municipality for any land use purpose or departure or deviation in terms of a land use scheme or existing scheme which does not constitute a land development application	To consider applications in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015 for a building line relaxation on a street boundary and/ or a common boundary on the following properties:			
06/12/2018				Application for Departure, Erf 2234	06/12/2018	06/12/2018	Approved
06/12/2018				Application for Departure, Erf 5211	06/12/2018	06/12/2018	Approved
06/12/2018				Application for Consent, Erf 2717,17	06/12/2018	06/12/2018	Approved
06/12/2018				Application for Departure, Erf 1514	06/12/2018	06/12/2018	Approved
06/12/2018				Application for Departure, Farm no. 1575	06/12/2018	06/12/2018	Approved

ITEMS/DELEGATED REPORTS							
07/12/2018		Director: PED	Creditors	Section 116(3) – Aurecon – Electrical Consultant for Construction of 332 Temporary Houses.	07/12/2018	07/12/2018	Signed
07/12/2018		Director: PED	Basic Conditions of employment	Disciplinary Complaint Form: Building Development Management	07/12/2018	07/12/2018	Signed
07/12/2018		Director: PED		PED: Delegations for October & November 2018	07/12/2018	07/12/2018	Signed
07/12/2018			Basic Conditions of employment	Time & Attendance: • Housing Administration • Office of the Director	07/12/2018 10/12/2018	07/12/2018 10/12/2018	Approved Approved
11/12/2018	5	Director: PED	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	Addendum Fixed Employment Contract: Informal Settlements	11/12/2018	11/12/2018	Signed
11/12/2018	645	Director: PED	Basic Conditions of employment	Late submission standby: Informal Settlements	11/12/2018	11/12/2018	Signed
11/12/2018		Director: PED		LED Monthly Report: 01 – 30 November 2018	11/12/2018	11/12/2018	Approved
11/12/2018	648	Director: PED	By-Law and Policy	<b>Allowances, Privileges and Benefits</b> (l) To authorise reimbursement for occasional use of an employee's own car on official business for staff. • New Housing	11/12/2018	11/12/2018	Approved
11/12/2018		Director: PED		Application for extension of validity period Farm 512/6	11/12/2018	11/12/2018	Approved



11/12/2018		Director: PED		PED: Building Development Management Report	11/12/2018	11/12/2018	Approved
11/12/2018		Director: PED	Creditors	FQ: Cleaning of Franschoek Trading Site. FQ: Appointment of Professional Architect for Blommehuis	11/12/2018	11/12/2018	Approved
12/12/2018	648	Director: PED	By-Law and Policy	<b>Allowances, Privileges and Benefits</b> (I) To authorise reimbursement for occasional use of an employee's own car on official business for staff. <ul style="list-style-type: none"> <li>• Spatial Planning</li> </ul>	12/12/2018	12/12/2018	Approved
12/12/2018		Director: PED	By-Law and Policy	Reimbursement of South African Geometrics Council Membership Fees to M. Nhleko. Act no 19 of 2013 Geometrics Profession Act 2013	12/12/2018	12/12/2018	Approved
18/12/2018 28/12/2018	5	Acting Director: PED	Various legal provisions and the Law of Contract AND Basic Common Law Principles AND S 59 (1) of Systems Act	EPWP: Contract of Employment	18/12/2018 28/12/2018	18/12/2018 28/12/2018	Approved
14/12/2018	648	Acting Director: PED	By-Law and Policy	<b>Allowances, Privileges and Benefits</b> (I) To authorise reimbursement for occasional use of an employee's own car on official business for staff. <ul style="list-style-type: none"> <li>• Land-use Management</li> </ul>	14/12/2018	14/12/2018	Approved
		Acting Director: PED	HR	<b>Memo</b> , replace Annual leave day with family responsibility leave <ul style="list-style-type: none"> <li>• Land-use Management</li> </ul>	27/12/2018	27/12/2018	Approved

**DELEGATIONS EXERCISED FOR PERIOD: OCTOBER 2018**  
**DIRECTORATE: COMMUNITY & PROTECTION SERVICES**

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
01/10/2018	643 (g)	HR	Acting allowance: Law Enforcement (1- 30 September 2018)	01/10/2018	02/10/2018	Approved
01/10/2018	643 (g)	HR	Acting allowance: Law Enforcement(4 – 30 September 2018)	02/10/2018	02/10/2018	Approved
01/10/2018	643 (g)	HR	Acting allowance: solid Waste (1-30 September 2018)	01/10/2018	02/10/2018	Approved
01/10/2018	643 (g)	HR	Acting allowance: Traffic Services(1-30 September 2018)	01/10/2018	02/10/2018	Approved
02/10/2018	179	S65(1)of MFMA	Hall deposit refund: Various stakeholders/Organisations	01/10/2018	02/10/2018	Approved
02/10/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Traffic (October 2018)	01/10/2018	02/10/2018	Approved
02/10/2018	643	HR	Attendance Register: Protection and Community Services (September 2018)	01/10/2018	02/10/2018	Approved
01/10/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: 16/09 – 22/09	02/10/2018	02/10/2018	Approved
01/10/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: 16/09 – 22/09	02/10/2018	02/10/2018	Approved
01/10/2018	179	S65(1)of MFMA	Hall deposit refund: Various stakeholders/Organisations	02/10/2018	02/10/2018	Approved

02/10/2018	643 (g)	HR	Acting allowance: Traffic Services (1 – 27 September 2018)	02/10/2018	02/10/2018	Approved
05/10/2018	179	S65(1) of MFMA	Hall deposit refund: Various stakeholders/Organisations	05/10/2018	05/10/2018	Approved
05/10/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Standby Parks	05/10/2018	05/10/2018	Approved
05/10/2018	643	HR	EPWP contract: Various Departments in Protection and Community Services	05/10/2018	05/10/2018	Approved
05/10/2018	643	HR	Attendance Register: Protection Services (September 2018)	05/10/2018	05/10/2018	Approved
09/10/2018	735	S(2) (4) (a) Act 205/1993 Municipal By-Law	Protest march – New life in Christ revival ministries – 14 October 2018	09/10/2018	09/10/2018	Approved
09/10/2018	645	Basic Conditions of Employment Act	Memo: Overtime September 2018 (Traffic Department)	09/10/2018	09/10/2018	Approved
09/10/2018	645	Basic Conditions of Employment Act	Memo: Late submission: Admin overtime (Traffic Department)	09/10/2018	09/10/2018	Approved
09/10/2018	139 S69 and 70 of MFMA	Finance	Veriment: Maintenance of assets	10/10/2018	10/10/2018	Supported
09/10/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 23/09 – 29/09	10/10/2018	10/10/2018	Supported
09/10/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 23/09 – 29/09	10/10/2018	10/10/2018	Supported
09/10/2018		SCM	Specifications: Supply concrete bollards to Parks and deliver to Franschoek	10/10/2018	10/10/2018	Supported
09/10/2018				10/10/2018	10/10/2018	Supported

			Delegations: Director-Community (September 2018)			
09/10/2018	643	HR	Attendance Register: Community Services (September 2018)	10/10/2018	10/10/2018	Approved
09/10/2018		SCM	Memo: Spaying of oak trees as specified in Stellenbosch	10/10/2018	10/10/2018	Approved
09/10/2018	139 S69 and 70 of MFMA	Finance	Veriment: Materials & Supplies	10/10/2018	10/10/2018	Supported
09/10/2018	139 S69 and 70 of MFMA	Finance	Veriment: Clearing and Grass cutting services	10/10/2018	10/10/2018	Supported
09/10/2018	643	HR	Letter: Serving of summonses	10/10/2018	10/10/2018	Approved
09/10/2018	643	HR	Appointment cards: Various departments in Community and Protection Services	10/10/2018	10/10/2018	Approved
09/10/2018		Finance	Memo: Grant in Aid 2018-19 Donations: Stellenbosch Night Shelter	10/10/2018	10/10/2018	Approved
09/10/2018		SCM	Specifications: Jamestown after school and holiday care program	10/10/2018	10/10/2018	Approved
09/10/2018	643	HR	Approval of advertisement: Principal Inspector	10/10/2018	10/10/2018	Approved
09/10/2018	643 (g)	HR	Acting allowance: Amenities and Halls	10/10/2018	10/10/2018	Approved
09/10/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence Fees for period 01/10 – 06/10	10/10/2018	10/10/2018	Approved
09/10/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence Fees for period 01/10 – 06/10	10/10/2018	10/10/2018	Approved
09/10/2018	643	HR	EPWP contracts: Various Departments within Community and Protection Services	10/10/2018	10/10/2018	Approved
09/10/2018		Finance	Application for municipal services: Kylemore – Cemetery	10/10/2018	10/10/2018	Approved

09/10/2018	139 S69 and 70 of MFMA	Finance	Veriment: Vehicle fleet	10/10/2018	10/10/2018	Approved
09/10/2018	646	HR	Fire Warden course: Various Departments within Community and Protection Services	10/10/2018	10/10/2018	Approved
09/10/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals – Law Enforcement	10/10/2018	10/10/2018	Approved
09/10/2018		ICT	3G/APN Access request form: Protection and Community Services	11/10/2018	11/10/2018	Approved
15/10/2018	179	S65(1)of MFMA	Hall deposit refund: Various stakeholders/Organisations	16/10/2018	16/10/2018	Approved
15/10/2018	645	Basic Conditions of Employment Act	Memo: Overtime September 2018 (Traffic Services)	16/10/2018	16/10/2018	Approved
15/10/2018	643	HR	Updating of payday/ reporting lines: Parks	15/10/2018	16/10/2018	Approved
15/10/2018	179	S65(1)of MFMA	Hall deposit refunds: Various stakeholders/Organisations	15/10/2018	16/10/2018	Approved
15/10/2018		Finance	Delegations: Law Enforcement - August & September 2018	15/10/2018	16/10/2018	Approved
15/10/2018			Overtime Pre-approvals – August 2018: Various Departments within Protection and Community Services	15/10/2018	16/10/2018	Approved
18/10/2018	735	S(2) (4) (a) Act 205/1993 Municipal By-Law	Protest march – Luckhoff school – 23 October 2018	19/10/2018	19/10/2018	Approved
18/10/2018		SCU	Specifications: Appointment of service provider to conduct awareness campaigns	19/10/2018	19/10/2018	Approved
19/10/2018	645	Basic Conditions of Employment Act	EPWP contracts: Various Departments within Community and Protection Services	19/10/2018	19/10/2018	Approved
15/10/2018	139 S69 and 70 of	Finance	Veriment: Employee wellness	15/10/2018	22/10/2018	Supported

	MFMA					
15/10/2018		Finance	Memo: Petty cash: Librarians	15/10/2018	22/10/2018	Approved
17/10/2018	645	Basic Conditions of Employment Act	Leave application: Traffic Services (16 October 2018)	17/10/2018	22/10/2018	Approved
19/10/2018	139 S69 and 70 of MFMA	Finance	Veriment: Ward 12: Skills Development (Sewing)	19/10/2018	22/10/2018	Supported
19/10/2018	139 S69 and 70 of MFMA	Finance	Veriment: Youth Development: Catering Services	19/10/2018	22/10/2018	Supported
15/10/2018	643	HR	Memo: Transfer of Staff: Library	15/10/2018	22/10/2018	Approved
16/10/2018		ICT	Request form for ICT resources	16/10/2018	22/10/2018	Approved
18/10/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 07/10 – 13/10	18/10/2018	22/10/2018	Approved
18/10/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 07/10 – 13/10	18/10/2018	22/10/2018	Approved
16/10/2018		Finance	Approved discount	18/10/2018	22/10/2018	Approved
19/10/2018		Finance	Travel allowance: Community Development– National Golden Games Bloemfontein 21-28 October 2018	18/10/2018	22/10/2018	Approved
18/10/2018			Letter: Night shelter	18/10/2018	22/10/2018	Approved
18/10/2018		ICT	Request for ICT resources	18/10/2018	22/10/2018	Approved
18/10/2018	643	HR	Termination of service: Community and Protection Services	18/10/2018	22/10/2018	Approved
18/10/2018		SCM	Specifications: Supply and install hot dipped galvanised palisade fence with double leaf or single leaf and or turn	18/10/2018	22/10/2018	Approved

			style gates or openings across Stellenbosch			
22/10/2018	643	HR	EPWP contracts: Various Departments within Community and Protection Services	23/10/2018	23/10/2018	Approved
23/10/2018	179	S65(1) of MFMA	Hall Deposit refunds: Various stakeholders/Organisations	23/10/2018	23/10/2018	Approved
23/10/2018	645	Basic Conditions of Employment Act	Overtime Pre-approval: Traffic Services (November 2018)	23/10/2018	23/10/2018	Approved
23/10/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 14/10 – 20/10	23/10/2018	23/10/2018	Approved
23/10/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 14/10 – 20/10	23/10/2018	23/10/2018	Approved
23/10/2018	645	Basic Conditions of Employment Act	Overtime Pre-approval: Various Departments within Community and Protection Services	23/10/2018	23/10/2018	Approved
24/10/2018	139 S69 and 70 of MFMA	Finance	Creation of U-key: Alien invasive eradication	24/10/2018	24/10/2018	Supported
29/10/2018	139 S69 and 70 of MFMA	Finance	Creation of U-key: Zero Rated	29/10/2018	29/10/2018	Supported
30/10/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Law Enforcement (Temps) – November 2018	30/10/2018	31/10/2018	Approved
30/10/2018	645	Basic Conditions of Employment Act	Overtime Time –off : Community Development	30/10/2018	31/10/2018	Approved
30/10/2018	645	Basic Conditions of Employment Act	Overtime Pre-approval: Community Development	30/10/2018	31/10/2018	Approved
30/10/2018	139 S69 and 70 of MFMA	Finance	Veriment: Domestic Daily Allowance-	30/10/2018	31/10/2018	Supported

30/10/2018	139 S69 and 70 of MFMA	Finance	Veriment: Domestic Incidental Cost- Hall deposit refund: Various stakeholders/Organisations	30/10/2018	31/10/2018	Approved
30/10/2018	179	S65(1)of MFMA		30/10/2018	31/10/2018	Approved
30/10/2018		ICT	ICT request form	30/10/2018	31/10/2018	Approved
30/10/2018	643	HR	EPWP contract: Various Departments within Community and Protection Services	30/10/2018	31/10/2018	Approved
30/10/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Sport (November 2018)	30/10/2018	31/10/2018	Approved
30/10/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Workshop (November 2018)	30/10/2018	31/10/2018	Approved
30/10/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Parks Franschoek (November 2018)	30/10/2018	31/10/2018	Approved
30/10/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Urban Forestry (November 2018)	30/10/2018	31/10/2018	Approved
30/10/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Nature Conservation (November 2018)	30/10/2018	31/10/2018	Approved
30/10/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Horticulture (November 2018)	30/10/2018	31/10/2018	Approved
30/10/2018	645	Basic Conditions of Employment Act	Overtime Pre-approval: Cemeteries (November 2018)	30/10/2018	31/10/2018	Approved
30/10/2018	645	Basic Conditions of Employment Act	Overtime Pre-approval: Cemeteries (November 2018)	30/10/2018	31/10/2018	Approved
30/10/2018	643	HR	Update payday reporting lines: Law Enforcement	30/10/2018	31/10/2018	Approved



			Specifications: Cutting of grass and removal of all litter and cuttings as described in the specification of open plots in Franschoek, Wemmershoek, Pniel and Lanquedoc only			
30/10/2018	643	HR	Update payday reporting lines: Parks	30/10/2018	31/10/2018	Approved
30/10/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Traffic Services	30/10/2018	31/10/2018	Approved
30/10/2018			Discount approved: Hiring of Town Hall: ACVV	30/10/2018	31/10/2018	Approved
30/10/2018	643 (g)	HR	Acting arrangement: 01- 31 October 2018	30/10/2018	31/10/2018	Approved
30/10/2018	139 S69 and 70 of MFMA	Finance	Veriment: Purchase of specialised vehicles	30/10/2018	31/10/2018	Approved
30/10/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Fire Services (November 2018)	30/10/2018	31/10/2018	Approved
30/10/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Law Enforcement (November 2018)	30/10/2018	31/10/2018	Approved
30/10/2018	643	HR	Memorandum of Agreement	30/10/2018	31/10/2018	Approved
30/10/2018			Learner Programme Agreements: Arboriculture NQF Level 3	30/10/2018	31/10/2018	Approved

**DELEGATIONS EXERCISED FOR PERIOD: NOVEMBER 2018**  
**DIRECTORATE: COMMUNITY & PROTECTION SERVICES**

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
05/11/2018	643 (g)	HR	Acting allowance 1-30 October 2018: Various Departments within Community and Protection Services	05/11/2018	05/11/2018	Approved
05/11/2018			Hall deposit refund: Various stakeholders/Organisations	05/11/2018	05/11/2018	Approved
05/11/2018	139 S69 and 70 of MFMA	Finance	Veriments: Idas valley Sport grounds	05/11/2018	05/11/2018	Supported
05/11/2018	139 S69 and 70 of MFMA	Finance	Creation of U-keys: Zero Rated	05/11/2018	05/11/2018	Supported
05/11/2018	139 S69 and 70 of MFMA	Finance	Veriment: Zero rated	05/11/2018	05/11/2018	Supported
05/11/2018	643	HR	Addendums to fixed terms contracts: Various Departments within Community and Protection Services	05/11/2018	05/11/2018	Approved
05/11/2018		Finance	Memo: Claim Rhenish Primary School	05/11/2018	05/11/2018	Approved
05/11/2018			Attendance Register: Community and Protection Services (October 2018)	05/11/2018	05/11/2018	Approved
05/11/2018	646	HR	Application for bursaries: Various Departments within Community and Protection Services	06/11/2018	06/11/2018	Approved

05/11/2018	646	HR	Updating payday/reporting lines: Parks	06/11/2018	06/11/2018	Approved
05/11/2018	139 S69 and 70 of MFMA	Finance	Veriment: Maintenance & Equipment	06/11/2018	06/11/2018	Supported
05/11/2018	179	S65(1)of MFMA	Hall Deposit refund: Various stakeholders/Clients	06/11/2018	06/11/2018	Approved
05/11/2018		SCM	Specifications: Building Rugby Clubhouse Lanquedoc	06/11/2018	06/11/2018	Approved
05/11/2018			Delegations: Director Community and Protection Services (October 2018)	06/11/2018	06/11/2018	Approved
05/11/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Halls	06/11/2018	06/11/2018	Approved
05/11/2018	646	HR	Confirmation of Appointment certificates: Various Departments within Community and Protection Services	06/11/2018	06/11/2018	Approved
05/11/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Kaarttype lisensies – 16/09 – 15/10	06/11/2018	06/11/2018	Approved
05/11/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Kaarttype lisensies – 16/07 – 15/08	06/11/2018	06/11/2018	Approved
05/11/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees – 21/10 27/10	06/11/2018	06/11/2018	Approved
05/11/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees – 21/10 – 27/10	06/11/2018	06/11/2018	Approved
05/11/2018	643	HR	EPWP contracts: Various Departments within Community and Protection Services	06/11/2018	06/11/2018	Approved
05/11/2018	646	HR	Name of course: Digger loader Operator	06/11/2018	06/11/2018	Approved

05/11/2018	139 S69 and 70 of MFMA	Finance	Veriment: Uniform and Protective Clothing	06/11/2018	06/11/2018	Supported
05/11/2018		Finance	Tax invoices: Apex Business systems	06/11/2018	06/11/2018	Approved
05/11/2018	139 S69 and 70 of MFMA	Finance	Virement: Business and Advisory: Communications	06/11/2018	06/11/2018	Supported
05/11/2018	643	HR	Attendance Register: Traffic Services (October 2018)	06/11/2018	06/11/2018	Approved
05/11/2018	646	HR	Application for bursaries: Various Departments within Community and Protection Services	06/11/2018	06/11/2018	Approved
05/11/2018			Discount on hiring of Town Hall: Luckhoff Senior Secondary – 4 December 2018	06/11/2018	06/11/2018	Approved
05/11/2018	643	HR	Attendance Register: Community and Protection Services (October 2018)	06/11/2018	06/11/2018	Approved
05/11/2018	179	S65(1)of MFMA	Hall deposit refund: Various stakeholders/Organisations	06/11/2018	06/11/2018	Approved
05/11/2018	139 S69 and 70 of MFMA	Finance	Veriment: Insurance underwriting Premiums	06/11/2018	06/11/2018	Supported
05/11/2018	139 S69 and 70 of	Finance	Creation of U-key: Senior Citizens Gathering	06/11/2018	06/11/2018	Supported
05/11/2018	139 S69 and 70 of MFMA	Finance	Veriment: Ward 5 Senior Citizens Gathering	06/11/2018	06/11/2018	Supported
05/11/2018	139 S69 and 70 of	Finance	Creation of U-key: Ward 5 Senior Citizens Gathering	06/11/2018	06/11/2018	Supported
05/11/2018	139 S69 and 70 of MFMA	Finance	Veriment: Ward 5 Senior Citizens Gathering	06/11/2018	06/11/2018	Supported
05/11/2018	139			06/11/2018	06/11/2018	Supported

	S69 and 70 of 139	Finance	Creation of U-key: Ward 5 Children's Event			
05/11/2018	S69 and 70 of MFMA	Finance	Veriment: Ward 5 Children's Event	06/11/2018	06/11/2018	Supported
05/11/2018	139 S69 and 70 of	Finance	Creation of U-key: Ward 5 Children's Event	06/11/2018	06/11/2018	Supported
05/11/2018	139 S69 and 70 of MFMA	Finance	Veriment: Ward 5 Children's Event	06/11/2018	06/11/2018	Supported
05/11/2018	643	HR	Memo: Cancellation of leave on Payday	06/11/2018	06/11/2018	Approved
05/11/2018	179	S65(1)of MFMA	Hall refund deposits: Josiah Ministries International, ACVV Stellenbosch	06/11/2018	06/11/2018	Approved
05/11/2018			Approval letter for the use of municipal property – Idas Valley Plantation Initiation	06/11/2018	06/11/2018	Approved
05/11/2018	643	HR	Arboriculture learnership	06/11/2018	06/11/2018	Approved
05/11/2018	643	HR	Memorandum of Agreements	08/11/2018	12/11/2018	Approved
05/11/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees – 28/10 – 31/10	08/11/2018	12/11/2018	Approved
05/11/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees – 28/10 – 31/10	08/11/2018	12/11/2018	Approved
05/11/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees – 01/11 – 03/11	08/11/2018	12/11/2018	Approved
05/11/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees – 01/11 – 31/11	08/11/2018	12/11/2018	Approved
05/11/2018			Updating of payday / reporting lines	08/11/2018	12/11/2018	Approved

	643	HR				
05/11/2018	643	HR	Letters: Termination of contract of employment: Various Departments within Community and Protection Services	08/11/2018	12/11/2018	Approved
05/11/2018	139 S69 and 70 of MFMA	Finance	Veriment: Operational Cost: Tenders Advertising	08/11/2018	12/11/2018	Supported
05/11/2018		Finance	Memo: Grant in Aid 2018-2019 Donations Stellenbosch Night Shelter	08/11/2018	12/11/2018	Approved
05/11/2018	643	HR	Confirmation of appointment certificate: Various Departments within Community and Protection Services	08/11/2018	12/11/2018	Approved
05/11/2018		SCM	Specifications: Supply, delivery and installation of white wash cement benches	08/11/2018	12/11/2018	Approved
05/11/2018		ICT	SDBIP form: Community Development	08/11/2018	12/11/2018	Approved
05/11/2018	179	S65(1)of MFMA	Hall deposit refund: Various Stakeholders/Organisations	08/11/2018	12/11/2018	Approved
13/11/2018	179	S65(1)of MFMA	Hall deposit refund: Various Stakeholders/Organisations	08/11/2018	13/11/2018	Approved
13/11/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Traffic Services (November 2018)	08/11/2018	13/11/2018	Approved
13/11/2018	139 S69 and 70 of MFMA	Finance	Veriment: Commonage and Plantations	08/11/2018	13/11/2018	Supported
13/11/2018	643	HR	Memorandum of Agreements	08/11/2018	13/11/2018	Approved
13/11/2018		SCM	Request for technical evaluation: Skateboard Park, Kayamandi turf grass	16/11/2018	16/11/2018	Approved
16/11/2018	643	HR	Memo: Leave not captured	16/11/2018	16/11/2018	Approved
16/11/2018	179	S65(1)of MFMA	Hall deposit refund: Various stakeholders/Clients	16/11/2018	16/11/2018	Approved

16/11/2018			Discount approval: Gala dinee – Cloetesville Secondary	16/11/2018	16/11/2018	Approved
16/11/2018	643	HR	Termination letters: Various Departments within Community and Protection Services	16/11/2018	16/11/2018	Approved
16/11/2018	643	HR	Extension letters: Various Departments within Community and Protection Services	16/11/2018	16/11/2018	Approved
20/11/2018	643	HR	EPWP contracts: Various Departments within Community and Protection Services	20/11/2018	20/11/2018	Approved
12/11/2018		SCM	Letter: Termination of contract: B/SM 08/14 & 09/14	21/11/2018	21/11/2018	Approved
21/11/2018	643	HR	Approval of appointment: Deputy Traffic Chief Law Enforcement	21/11/2018	21/11/2018	Approved
21/11/2018	643	HR	Appointment of Senior Manager: Protection Services	21/11/2018	21/11/2018	Approved
21/11/2018			Memo: Investigation into the management of van der Stel Sport facility	21/11/2018	21/11/2018	Approved
21/11/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Traffic Services (December 2018)	21/11/2018	21/11/2018	Approved
21/11/2018	643	HR	Termination of employment: Various Departments within Community and Protection Services	21/11/2018	21/11/2018	Approved
21/11/2018	643	HR	EPWP contract: Various Departments within Community and Protection Services	21/11/2018	21/11/2018	Approved
21/11/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Law Enforcement (December 2018)	21/11/2018	21/11/2018	Approved
21/11/2018	645	Basic Conditions of	Overtime Pre-approvals: Traffic Services (December 2018)	21/11/2018	21/11/2018	Approved

		Employment Act				
21/11/2018	645	Basic Conditions of Employment Act	Overtime Pre-approval: Various Departments within Community and Protection Services	21/11/2018	21/11/2018	Approved
21/11/2018			Delegations: Law Enforcement (October 2018)	21/11/2018	21/11/2018	Approved
21/11/2018	646	HR	Shortlist: Platoon Commander	21/11/2018	21/11/2018	Approved
21/11/2018		Finance	Standard Bank Clearance Request	21/11/2018	21/11/2018	Approved
21/11/2018	643	HR	Agreements	21/11/2018	21/11/2018	Approved
21/11/2018		SCM	Appointment of quantity surveyor and team of specialists: Tender B/SM	21/11/2018	21/11/2018	Approved
21/11/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Kaartlisensies 16/08 – 15/09	21/11/2018	21/11/2018	Approved
21/11/2018	139 S69 and 70 of	Finance	Creation of U-key: Catering Services	21/11/2018	22/11/2018	Supported
21/11/2018	646	HR	Memo: Application for retirement	21/11/2018	22/11/2018	Approved
21/11/2018			Application form for the felling of trees: Bosman Street, C/O Mount Albert & Bird Street	21/11/2018	22/11/2018	Approved
21/11/2018	139 S69 and 70 of MFMA	Finance	Veriment: Commonage and Plantations	21/11/2018	22/11/2018	Supported
23/11/2018	646	HR	Application for bursary: Part time studies - Various Departments within Community and Protection Services	23/11/2018	27/11/2018	Approved
23/11/2018	139 S69 and 70 of MFMA	Finance	Veriment: Catering Services	23/11/2018	27/11/2018	Supported
23/11/2018	643 (g)	HR	Memo: Late submission of acting allowance	23/11/2018	27/11/2018	Approved



23/11/2018	735	S(2) (4) (a) Act 205/1993 Municipal By- Law	Protest march: 28 November 2018 – JJ Rhode Primary	23/11/2018	27/11/2018	Approved
23/11/2018	735	S(2) (4) (a) Act 205/1993 Municipal By- Law	Protest march: 25 November 2018 – New life in Christ revival ministries	23/11/2018	27/11/2018	Approved
23/11/2018	179	S65(1) of MFMA	Hall deposit refunds: Various stakeholders/organisations	23/11/2018	27/11/2018	Approved
23/11/2018	139 S69 and 70 of MFMA	Finance	Veriment: Maintenance of buildings	23/11/2018	27/11/2018	Supported
23/11/2018	139 S69 and 70 of MFMA	Finance	Veriment: Purchase of specialised vehicles	23/11/2018	27/11/2018	Supported
26/11/2018	643	HR	EPWP contracts: Various Departments within Community and Protection Services	26/11/2018	27/11/2018	Approved
28/11/2018	643	HR	Memo: Appointment of conditional grant library assistants x11	28/11/2018	29/11/2018	Approved
28/11/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for the period 18/11 – 24/11	28/11/2018	29/11/2018	Approved
28/11/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for the period 18/11 – 24/11	28/11/2018	29/11/2018	Approved
26/11/2018	643	HR	EPWP contracts: IG Drought Elevation Project	26/11/2018	29/11/2018	Approved
29/11/2018	643	HR	EPWP contract: Various Departments within Community and Protection Services	29/11/2018	30/11/2018	Approved
29/11/2018	643	HR	Approval of appointment: Various Departments within	29/11/2018	30/11/2018	Approved

			Community and Protection Services			
29/11/2018	643 (g)	HR	Acting allowance: Various Departments within Community and Protection Services (1 Nov – 30 Nov 2018)	29/11/2018	30/11/2018	Approved
29/11/2018	645	Basic Conditions of Employment Act	Memo: Standby - December 2018: Various Departments within Community and Protection Services	29/11/2018	30/11/2018	Approved
29/11/2018	645	Basic Conditions of Employment Act	Memo: Overtime Pre-approvals : Sport (December 2018)	29/11/2018	30/11/2018	Approved
29/11/2018	645	Basic Conditions of Employment Act	Overtime Pre-Approvals: Fire Services (December 2018)	29/11/2018	30/11/2018	Approved
29/11/2018		Finance	S&T: Provincial ECD Workshop 21/11 – Community Development	29/11/2018	30/11/2018	Approved
29/11/2018	643	HR	Approval of appointment: Various Departments within Community and Protection Services	29/11/2018	30/11/2018	Approved
29/11/2018	735	S(2) (4) (a) Act 205/1993 Municipal By-Law	Letter: Application – University graduates walk – 13 December 2018	29/11/2018	30/11/2018	Approved
29/11/2018	735	S(2) (4) (a) Act 205/1993 Municipal By-Law	Letter: Lease Agreement: Stellenbosch Municipality and SSRA	29/11/2018	30/11/2018	Approved
29/11/2018	643	HR	EPWP contract: Various Departments within Community and Protection Services	29/11/2018	30/11/2018	Approved
29/11/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for the period 11/11 – 17/11	29/11/2018	30/11/2018	Approved
29/11/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 11/11 – 17/11	29/11/2018	30/11/2018	Approved

29/11/2018		Finance	Conditional grant – Business Plan 2019/2020	29/11/2018	30/11/2018	Approved
29/11/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Parks Franschhoek (December 2018)	29/11/2018	30/11/2018	Approved
29/11/2018		Finance	Memorandum of Agreement: Farm guard Security	29/11/2018	30/11/2018	Approved
29/11/2018		SCM	Specifications: Private security	29/11/2018	30/11/2018	Approved
29/11/2018	643	HR	Extension letters: Various Departments within Community and Protection Services	29/11/2018	30/11/2018	Approved
29/11/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Cemeteries (December 2018)	29/11/2018	30/11/2018	Approved

**DELEGATIONS EXERCISED FOR PERIOD: DECEMBER 2018**  
**ACTING DIRECTOR: COMMUNITY & PROTECTION SERVICES**

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
03/12/2018	643 (g)	HR	Acting Allowance: Various Departments within Community and Protection Services	03/12/2018	03/12/2018	Approved
03/12/2018		Finance	Travel and Congress Claim: Traffic Services (6-7 December 2018) – Traffic Chiefs Forum	03/12/2018	03/12/2018	Approved
03/12/2018	643	HR	Attendance Register: Law Enforcement	03/12/2018	07/12/2018	Approved
03/12/2018	643	HR	Attendance Register: Community and Protection Services	03/12/2018	07/12/2018	Approved
03/12/2018			Aviation indemnity form: Community and Protection Services	03/12/2018	07/12/2018	Approved
03/12/2018	SCU	SCU	Specifications: Items needed for Educational purposes at exhibits	03/12/2018	07/12/2018	Approved
04/12/2018	643	HR	Attendance Register: Traffic Services (November 2018)	04/12/2018	07/12/2018	Approved
07/12/2018	179 S65(2) of the MFMA	Finance	Tjek aanvraag: Licence fees for period 25/11 – 30/11	07/12/2018	07/12/2018	Approved
07/12/2018	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Law Enforcement (December 2018)	07/12/2018	12/12/2018	Approved
07/12/2018		Finance	Clearance Request: Standard bank	07/12/2018	12/12/2018	Approved

10.	CONSIDERATION OF NOTICES OF QUESTIONS AND NOTICES OF MOTIONS RECEIVED BY THE SPEAKER
10.1	QUESTION 1 BY CLLR LK HORSBAND (MS): MUNICIPAL ASSISTANCE TO BACKYARD FIRE VICTIMS

A Notice of a Question, dated 2019-01-08, was received from Councillor LK Horsband (Ms).

The said Question is attached as **APPENDIX 1** and the appropriate response as **APPENDIX 2**.

#### FOR CONSIDERATION

#### APPENDICES:

Appendix 1: Question by Councillor LK Horsband (Ms)

Appendix 2: Response by Municipal Manager

#### FOR FURTHER DETAILS CONTACT:

<b>NAME</b>	Geraldine Mettler (Ms)
<b>POSITION</b>	<i>Municipal Manager</i>
<b>DIRECTORATE</b>	<i>Office of the Municipal Manager</i>
<b>CONTACT NUMBERS</b>	021 808-8025
<b>E-MAIL ADDRESS</b>	<a href="mailto:Municipal.Manager@ Stellenbosch.gov.za">Municipal.Manager@Stellenbosch.gov.za</a>
<b>REPORT DATE</b>	24 January 2019

# **APPENDIX 1**

09 JAN 2018

Office of the Municipal Manager  
Kantoor van die Munisipale Bestuurder

8 January 2019  
The Single Whip  
Stellenbosch Municipal Council  
Plein Street  
STELLENBOSCH  
7600  
Attention : Clr P Biscombe  
Dear Whip

## RE NOTICE OF QUESTIONS TO SERVE AT THE 23 January 2019 2018 COUNCIL MEETING

### QUESTION NO 1

What is the official assistance the municipality are giving to the " Backyard fire Victims"

#### MOTIVATION

I need clarity as to what is the official policy of the municipality as to the assistance to be given to fire victims for lost the homes where they stay as back dwellers.

We had two sets of fires last year , one in Klapmuts and the other in Cloetesville , the Steps area.

In Klapmuts the family was allowed to stay in the Klapmuts Club house , but was evicted by the municipal officials and this when the home owner did not want to allow them back as backyard dwellers.

In Cloetesville an elderly couple lost their home due to a fire and the municipality only supplied them to 4 sides of a second hand wendy house.

### QUESTION NO 2

What is the terms and conditions that was given to CAPITEC/ and pr their contractor to dump the excavated material in Jamestown, next to new housing development .

#### MOTIVATION

No record could be found that CAPITEC asked as part of their development proposal that they need to dump their excavated material in Jamestown. Likewise no community consultation took place on this matter. Nor is there any environmental impact done on this dumping. It thus seem that some municipal official gave this permission without public participation or council approval. The communities living next to this dumping must now deal with the dust problem and risk of mudslides in winter.

Clr L Horsband



*Approved*

# **APPENDIX 2**





## MEMORANDUM

*Office of the Municipal Manager  
Kantoor van die Munisipale Bestuurder*

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**TO : SPEAKER**  
**FROM : MUNICIPAL MANAGER**  
**DATE : 09 JANUARY 2019**  
**RE : REPLY TO QUESTIONS IN TERMS OF SECTION 21 OF THE RULES OF ORDER: BACKYARD FIRE VICTIMS**

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Dear Speaker,

With reference to the question received from the EFF, submitted in terms of Section 21 of the Rules of Order Regulating the Conduct of Council and Council Committee Meetings, received by my office on 17 January 2019.

**Question 1:**

"What is the official assistance the municipality are giving to the "Backyard fire Victims"

**Response**

**After the fire occurrence - Backyard Fires:**

After the fire occurrence, we render assistance in terms of the approved Social relief of distress Standard Operating Procedure.

All internal and external role-players are notified via Whats App. A Disaster official does the preliminary verification of victims followed by the final verification list from Informal Human Settlements.

Community Development does an investigation of the affected in terms of numbers, gender, children, elderly etc. Vanity packs and baby packs are handed out accordingly. SASSA and Social Services are also informed.

Affected people are encouraged to seek alternative accommodation for themselves, if the amount affected is less than 15. If more than 15 people are affected, the officials look for suitable alternative accommodation (in municipal owned buildings) in close proximity. Brunch and supper is provided by Community Development for the duration that the affected are inconvenienced.

The fire ground is also cleared by Area Cleaning. As soon as Disaster management receives the final verification report from Informal Human Settlement, fire kits are handed out to the affected (which the affected erects themselves).

A food parcel (large or small, depending on the size of family), mattresses and blankets are also handed out by Community Development.

Kind regards

**GERALDINE METTLER  
MUNICIPAL MANAGER**

10.2	<b>QUESTION 2 BY CLLR LK HORSBAND (MS): TERMS AND CONDITIONS GIVEN OF CAPITEC RE DUMPING OF EXCAVATED MATERIAL IN JAMESTOWN</b>
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A Notice of a Question, dated 2019-01-08, was received from Councillor LK Horsband (Ms).

The said Question is attached as **APPENDIX 1** and the appropriate response as **APPENDIX 2**.

**FOR CONSIDERATION**

**APPENDICES:**

Appendix 1: Question by Councillor LK Horsband (Ms)

Appendix 2: Response by Municipal Manager

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	Geraldine Mettler (Ms)
<b>POSITION</b>	<i>Municipal Manager</i>
<b>DIRECTORATE</b>	<i>Office of the Municipal Manager</i>
<b>CONTACT NUMBERS</b>	<i>021 808-8025</i>
<b>E-MAIL ADDRESS</b>	<a href="mailto:Municipal.Manager@stellenbosch.gov.za">Municipal.Manager@stellenbosch.gov.za</a>
<b>REPORT DATE</b>	<i>24 January 2019</i>

# **APPENDIX 1**

09 JAN 2018

Office of the Municipal Manager  
Kantoor van die Munisipale Bestuurder

8 January 2019  
 The Single Whip  
 Stellenbosch Municipal Council  
 Plein Street  
 STELLENBOSCH  
 7600  
 Attention : Clr P Biscombe  
 Dear Whip

## RE NOTICE OF QUESTIONS TO SERVE AT THE 23 January 2019 2018 COUNCIL MEETING

### QUESTION NO 1

What is the official assistance the municipality are giving to the " Backyard fire Victims"

#### MOTIVATION

I need clarity as to what is the official policy of the municipality as to the assistance to be given to fire victims for lost the homes where they stay as back dwellers.

We had two sets of fires last year , one in Klapmuts and the other in Cloetesville , the Steps area.

In Klapmuts the family was allowed to stay in the Klapmuts Club house , but was evicted by the municipal officials and this when the home owner did not want to allow them back as backyard dwellers.

In Cloetesville an elderly couple lost their home due to a fire and the municipality only supplied them to 4 sides of a second hand wendy house.

### QUESTION NO 2

What is the terms and conditions that was given to CAPITEC/ and pr their contractor to dump the excavated material in Jamestown, next to new housing development .

#### MOTIVATION

No record could be found that CAPITEC asked as part of their development proposal that they need to dump their excavated material in Jamestown. Likewise no community consultation took place on this matter. Nor is there any environmental impact done on this dumping. It thus seem that some municipal official gave this permission without public participation or council approval. The communities living next to this dumping must now deal with the dust problem and risk of mudslides in winter.

Clr L Horsband



*Approved*

# **APPENDIX 2**



## MEMORANDUM

*Office of the Municipal Manager  
Kantoor van die Munisipale Bestuurder*

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TO : SPEAKER  
FROM : MUNICIPAL MANAGER  
DATE : 09 JANUARY 2019  
RE : REPLY TO QUESTIONS IN TERMS OF SECTION 21 OF THE  
RULES OF ORDER: DUMPING OF EXCAVATED MATERIAL IN  
JAMESTOWN

---

Dear Speaker,

With reference to the question received from the EFF, submitted in terms of Section 21 of the Rules of Order Regulating the Conduct of Council and Council Committee Meetings, received by my office on 17 January 2019.

**QUESTION 2:**

"What is the terms and conditions that was given to CAPITEC/ and pr their contractor to dump the excavated material in Jamestown, next to new housing development."

**RESPONSE**

We were approached by the contractor (not Capitec) to ascertain whether there are sites available where the excavated material could be dumped, on condition that it be beneficial to the Municipality. Although various sites were considered for this purpose, and following discussions with the Department of Community Services, New Housing and Infrastructure Services, it was decided that the material be utilised to fill up the dam in the Housing Project for safety concerns (children drowned in a similar dam in Mooiwater and also recently in Watergang). For this reason, the contractor was granted permission to dump the excavated material on the site on condition that the material be shaped in such a way that we end up with a functional public open space as well as retaining a water way for flooding.

Kind regards

**GERALDINE METTLER  
MUNICIPAL MANAGER**

10.3	<b>QUESTION 1 BY CLLR DA HENDRICKSE: TENDER AMOUNT AWARDED TO ASLA</b>
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A Notice of a Question, dated 2019-01-08, was received from Councillor DA Hendrickse.

The said Question is attached as **APPENDIX 1** and the appropriate response as **APPENDIX 2**.

**FOR CONSIDERATION**

**APPENDICES:**

Appendix 1: Question by Councillor DA Hendrickse

Appendix 2: Response by Municipal Manager **to be distributed under separate cover**

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	Geraldine Mettler (Ms)
<b>POSITION</b>	<i>Municipal Manager</i>
<b>DIRECTORATE</b>	<i>Office of the Municipal Manager</i>
<b>CONTACT NUMBERS</b>	021 808-8025
<b>E-MAIL ADDRESS</b>	<a href="mailto:Municipal.Manager@stellenbosch.gov.za">Municipal.Manager@stellenbosch.gov.za</a>
<b>REPORT DATE</b>	24 January 2019

# **APPENDIX 1**





8 January 2019  
 The Single Whip  
 Stellenbosch Municipal Council  
 Plein Street  
 STELLENBOSCH  
 7600  
 Attention : Clr P Biscombe

Dear Whip

**RE NOTICE OF QUESTIONS TO SERVE AT THE January 2019 COUNCIL MEETING**

**QUESTION NO 1**

What is the tender amount awarded to ASLA for the civil works done in the Idasvalley housing project.

**MOTIVATION**

I could find no record of any tender award made to ASLA for the civil works to be done on this housing project and council only resolved to award to contract to ASLA for various housing units. Nor is there any report before council as to what is happening to the housing development next to Lindida in Idasvalley.

**QUESTION NO 2**

What are the reasons as to why the Municipal manager does not want to disclose the Auditor General Management report to full Council, who is the highest executive authority in the Stellenbosch municipality?

**MOTIVATION**

The municipal manager has refused to give the AG's management report as requested last year. But she gave it to the executive mayor and MPAC members only. In this regard it must be noted that MPAC members are also Councillors and even have non-councillors co-opted to advise MPAC. Council must be able to know what the AG's expressed in the management report so as to act accordingly. What happened to transparency and accountability in these matters.

Clr DA Hendrickse



*Approved*

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10.4	<b>QUESTION 2 BY CLLR DA HENDRICKSE: REASONS FOR NON-DISCLOSURE OF A-G MANAGEMENT REPORT TO FULL COUNCIL</b>
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A Notice of a Question, dated 2019-01-08, was received from Councillor DA Hendrickse.

The said Question is attached as **APPENDIX 1** and the appropriate response as **APPENDIX 2**.

**FOR CONSIDERATION**

**APPENDICES:**

Appendix 1: Question by Councillor DA Hendrickse

Appendix 2: Response by Municipal Manager

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	Geraldine Mettler (Ms)
<b>POSITION</b>	<i>Municipal Manager</i>
<b>DIRECTORATE</b>	<i>Office of the Municipal Manager</i>
<b>CONTACT NUMBERS</b>	021 808-8025
<b>E-MAIL ADDRESS</b>	<a href="mailto:Municipal.Manager@stellenbosch.gov.za">Municipal.Manager@stellenbosch.gov.za</a>
<b>REPORT DATE</b>	24 January 2019

# **APPENDIX 1**



8 January 2019  
 The Single Whip  
 Stellenbosch Municipal Council  
 Plein Street  
 STELLENBOSCH  
 7600  
 Attention : Clr P Biscombe

Dear Whip

**RE NOTICE OF QUESTIONS TO SERVE AT THE January 2019 COUNCIL MEETING**

**QUESTION NO 1**

What is the tender amount awarded to ASLA for the civil works done in the Idasvalley housing project.

**MOTIVATION**

I could find no record of any tender award made to ASLA for the civil works to be done on this housing project and council only resolved to award to contract to ASLA for various housing units. Nor is there any report before council as to what is happening to the housing development next to Lindida in Idasvalley.

**QUESTION NO 2**

What are the reasons as to why the Municipal manager does not want to disclose the Auditor General Management report to full Council, who is the highest executive authority in the Stellenbosch municipality?

**MOTIVATION**

The municipal manager has refused to give the AG's management report as requested last year. But she gave it to the executive mayor and MPAC members only. In this regard it must be noted that MPAC members are also Councillors and even have none councillors co-opted to advise MPAC. Council must be able to know what the AG's expressed in the management report so as to act accordingly. What happened to transparency and accountability in these matters.

Clr DA Hendrickse



*Approved*

# **APPENDIX 2**



## MEMORANDUM

*Office of the Municipal Manager  
Kantoor van die Munisipale Bestuurder*

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TO : SPEAKER  
FROM : MUNICIPAL MANAGER  
DATE : 09 JANUARY 2019  
RE : REPLY TO QUESTIONS IN TERMS OF SECTION 21 OF THE  
RULES OF ORDER: AUDITOR GENERAL MANAGEMENT REPORT

---

Dear Speaker

With reference to the question received from the EFF, submitted in terms of Section 21 of the Rules of Order Regulating the Conduct of Council and Council Committee Meetings, received by my office on 17 January 2019.

**QUESTION 2:**

"What is the reasons as to why the Municipal manager does not want to disclose the Auditor General Management report to full Council, who is the highest executive authority in the Stellenbosch municipality?"

**RESPONSE**

The management report is for Management use only. It will not be availed to Councillors, as communicated to you on numerous occasions.

Kind regards

**GERALDINE METTLER  
MUNICIPAL MANAGER**

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<b>11.</b>	<b>CONSIDERATION OF URGENT MOTIONS</b>
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<b>12.</b>	<b>URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER</b>
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<b>13.</b>	<b>CONSIDERATION OF REPORTS</b>
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<b>13.1</b>	<b>REPORTS SUBMITTED BY THE SPEAKER</b>
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NONE

<b>13.2</b>	<b>REPORTS SUBMITTED BY THE EXECUTIVE MAYOR</b>
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<b>13.2.1</b>	<b>REQUEST TO NOMINATE A NEW COUNCILLOR TO SERVE ON THE DISTRICT HEALTH COUNCIL</b>
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**1. SUBJECT: REQUEST TO NOMINATE A NEW COUNCILLOR TO SERVE ON THE DISTRICT HEALTH COUNCIL**

**2. PURPOSE**

To inform Council of the nomination of a new councillor to serve on the District Health Council in the place of Cllr NS Louw.

**3. DELEGATED AUTHORITY**

Council.

**4. EXECUTIVE SUMMARY**

Cllr NS Louw resigned as councillor on 25 October 2018. Cllr NS Louw served on the District Health Council. Council approved the nomination on 23 November 2016.

Due to his resignation, a new councillor must be nominated and the nomination be approved by Council to replace Cllr NS Louw on the District Health Council. The letter of resignation of Cllr NS Louw is attached as **ANNEXURE A**.

**5. RECOMMENDATIONS**

- (a) that Council notes the nomination of Cllr Johanna Serdyn (Ms) to replace Cllr NS Louw on the District Health Council; and
- (b) that Council approves the nomination of Cllr Johanna Serdyn (Ms) to replace Cllr NS Louw on the District Health Council.

**6. DISCUSSION / CONTENTS**

**6.1 Background**

The position of Cllr NS Louw on the District Health Council became vacant after the resignation of Cllr NS Louw on 25 October 2018.

**6.2 Discussion**

Council approved the representatives of Council to serve on external bodies on 2016-11-23. Cllr NS Louw was appointed to serve on the District Health Council. Subsequent to his resignation on 25 October 2018, the position became vacant and Council must approve the appointment of a new councillor to serve in this vacant position.

The role of serving on the respective committee does not have any remuneration.

**6.3 Financial Implications**

Any recommendations flowing from the discussions is dealt with in terms of the approved budget.



**6.4 Legal Implications**

Any recommendations flowing from the discussions are dealt with through items or normal administrative actions within the policies of Council.

**6.5 Staff Implications**

This report has no additional staff implications for the Municipality.

**6.6 Previous / Relevant Council Resolutions:**

The Council resolution of 2016-11-23 has reference.

**6.7 Risk Implications**

No additional risk implications

**6.8 Comments from Senior Management:**

The report was not circulated for comment as the Executive Mayor can nominate the councillor as replacement for Council to approve.

**ANNEXURES**

**ANNEXURE A:** Letter of resignation from Cllr NS Louw.

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	DONOVAN MULLER
<b>POSITION</b>	<b>OFFICE MANAGER: EXECUTIVE MAYOR</b>
<b>DIRECTORATE</b>	<b>CORPORATE AND STRATEGIC SERVICES</b>
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<b>REPORT DATE</b>	<b>24 January 2019</b>

# **ANNEXURE A**

To : Madam Speaker – Councillor Minnie Peterson  
: Madam Mayor – Alderman Advocate Gesie van Deventer  
: The Honourable Minister Anton Bredell  
Date : 25 October 2018  
Re : Resignation

Dear Madams and Sir,

It is my sombre duty to inform you that I tender my resignation as councillor of the Stellenbosch Municipal. This action is of personal nature.

I wish to thank the council and administration for the time that I was here. It was an uplifting and educational experience.

Regards



Stephan Louw

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14.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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SEE PINK DOCUMENTATION

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***THE AGENDA HAS BEEN DISCUSSED WITH THE SPEAKER, CLLR WC PETERSEN (MS), AND SHE AGREES WITH THE CONTENT.***

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