



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/1/5

2016-08-19

MAYORAL COMMITTEE MEETING
MONDAY, 2016-08-22 AT 11:00

TO The Executive Mayor, Alderman G Van Deventer (Ms)
The Deputy Executive Mayor, Cllr N Jindela

ALDERMAN J Serdyn (Ms)

COUNCILLORS PW Biscombe
J De Villiers
AR Frazenburg
E Groenewald (Ms)
XL Mdemka (Ms)
S Pieters
Q Smit

Notice is hereby given that a **MAYORAL COMMITTEE MEETING** will be held in the **COUNCIL CHAMBER, TOWN HOUSE, PLEIN STREET, STELLENBOSCH** on **MONDAY, 2016-08-22** at **11:00** to consider the items on the attached Agenda.

EXECUTIVE MAYOR, ALDERMAN GM VAN DEVENTER (MS)

CHAIRPERSON

MAYORAL COMMITTEE MEETING

2016-08-22

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1. APPLICATION FOR LEAVE OF ABSENCE (3/4/1/6)

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

6.1.1 ROLL-OVER ADJUSTMENTS BUDGET FOR 2016/ 2017

File number : 8/1/Financial

Compiled by : Chief Financial Officer

Report by : Acting Municipal Manager

Delegated Authority : Council

Strategic intent of item

<i>Preferred investment destination</i>	X
<i>Greenest municipality</i>	X
<i>Safest valley</i>	X
<i>Dignified Living</i>	X
<i>Good Governance</i>	X

1. PURPOSE OF REPORT

To present the roll-over adjustments budget for the 2016/2017 financial year to Council for approval.

2. LEGAL FRAMEWORK

In terms of section 28 (2) (e) of the Municipal Finance Management Act:

“An adjustments budget may authorise the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the council”

According to regulation 23 (5) of the Municipal Budget and Reporting Regulations:

“An adjustments budget referred to in section 28 (2) (e) of the Act may only be tabled after the end of the financial year to which the roll-overs relate, and must be approved by the municipal council by 25 August of

the financial year following the financial year to which the roll-overs relate.”

3. DISCUSSION

This adjustments budget addresses the spending of funds that were unspent but committed at the end of the 2015/16 financial year where the under-spending could not reasonably have been foreseen at the time of concluding the annual budget of the current financial year.

4. FINANCIAL IMPLICATIONS

4.1 Capital Adjustments Budget

Council approved a Capital Budget for the 2016/2017 financial year amounting to R463 791 713 in May 2016. This adjustments budget effectively changes the original budget by means of the inclusion of the roll-overs from the 2015/2016 financial year resulting in an increase of R75 408 330. The proposed Adjusted Budget for the 2016/2017 financial year amounts to R539 200 043.

The detail of the proposed adjustments is reflected in **APPENDIX 2**.

Attachments

Appendix 1: Executive summary

Appendix 2: Capital Adjustments Budget

Appendix 3: Budgeting and Reporting Regulations: Schedule B

Appendix 4: Other supporting documents

Appendix 5: Quality certificate

RECOMMENDED

- (a) that the Capital Adjustments Budget for 2016/2017 as set out in **APPENDIX 2**, be approved;
- (b) that the Adjustments Budget Tables as prescribed by the Budgeting and Reporting Regulations, as set out in **APPENDIX 3**, be approved; and
- (c) that the Service Delivery and Budget Implementation Plan be adjusted accordingly inclusive of the non-financial information (performance measurement).

(CHIEF FINANCIAL OFFICER TO ACTION)

ITEM 6.1.1

APPENDICES 1-5

ROLL-OVER ADJUSTMENTS BUDGET
FOR 2016/2017

MAYORAL COMMITTEE MEETING:
2016-08-25



STELLENBOSCH
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STELLENBOSCH MUNICIPALITY

ADJUSTMENTS BUDGET DOCUMENTATION 25 AUGUST 2016

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APPENDIX 1

Executive Summary

Overview

The adjustments budget in terms of section 28 (2) (e) of the MFMA emanates from funds that have not been spent in the 2015/2016 financial year.

Only unspent capital funds will be rolled over. Capital projects funded from conditional grants will not be rolled over.

Stellenbosch Municipality had budgeted R437 million for capital expenditure in the 2015/2016 financial year, of which the municipality spent R344 million of the budget.

Capital Adjustments Budget for 2015/2016

	2016/2017 Approved Budget	2016/2017 Adjustments Budget	% Change
Capital Budget	463 791 713	539 200 043	16%

Adjustments to Funding

The funding sources to the capital budget are as follows:

Funding	2016/2017 Approved Budget	%	2016/2017 Adjustments Budget	%
Internal Funding				
Capital Replacement Reserve	175 231 393	38%	250 639 723	46%
External Funding				
National Government Grant	80 106 000	17%	80 106 000	15%
Provincial Government Grant	36 430 000	8%	36 430 000	7%
External Borrowings	161 000 000	35%	161 000 000	30%
Public Contributions & Donations	11 024 320	2%	11 024 320	2%
	463 791 713	100%	539 200 043	100%

Adjustments to Capital Expenditure

The capital budget per directorate (vote) is as follows:

Directorate (Vote)	2016/2017 Approved Budget	%	2016/2017 Adjustments Budget	%
Municipal Manager	35 000	0%	35 000	0%
Planning & Development	3 076 749	1%	4 182 732	1%
Human Settlements	53 570 000	12%	74 082 520	14%
Engineering Services	373 651 744	81%	417 035 580	77%
Community & Protection Services	24 868 370	5%	31 893 184	6%
Strategic & Corporate Services	7 560 000	2%	10 941 178	2%
Financial Services	1 029 850	0%	1 029 850	0%
	463 791 713	100%	539 200 043	100%

High Level Adjustments Budget Summary for 2016/2017

The total budget is summarized as follows:

Directorate (Vote)	Operating Budget	Capital Budget	Total Budget
Municipal Manager	14 291 032	35 000	14 326 032
Planning & Development	45 813 424	4 182 732	49 996 156
Human Settlements	69 261 208	74 082 520	143 343 728
Engineering Services Community & Protection Services	888 662 688	417 035 580	1 305 698 268
Strategic & Corporate Services	214 716 303	31 893 184	246 609 487
Financial Services	77 800 067	10 941 178	88 741 245
	64 061 880	1 029 850	65 091 730
	1 374 606 602	539 200 043	1 913 806 645

APPENDIX 2

Capital Adjustments Budget for 2016/2017

The following funds per directorate are requested to be rolled-over:

Directorate (Vote)	Approved Budget	Funds rolled-over	Adjustments Budget
Municipal Manager	35 000	-	35 000
Planning & Development	3 076 749	1 105 983	4 182 732
Human Settlements	53 570 000	20 512 520	74 082 520
Engineering Services	373 651 744	43 383 836	417 035 580
Community & Protection Services	24 868 370	7 024 814	31 893 184
Strategic & Corporate Services	7 560 000	3 381 178	10 941 178
Financial Services	1 029 850	-	1 029 850
	463 791 713	75 408 330	539 200 043

The projects to be rolled over from the previous financial year are as follows:

<i>Projects</i>	<i>Funding Source</i>	<i>Balance 2015/2016</i>	<i>Vote 'Number</i>	<i>Comment</i>
Engineering Services		43 383 836		
Engineering Services General		1 457 520		
Upgrade Depot Facilities	CRR	850 000	5/6600/0551	Redesign of master-plan for Beltana
Update of IMQS GIS Data	CRR	500 000	5/6600/0561	ICT integration study.
Scanning and or Conversion of plans	CRR	107 520	5/6600/0541	Project in process.
Water		7 247 069		
Bulk water supply pipeline & reservoir - Jamestown	CRR	3 535 767	5/6650/1821	Multi year project. Under-spending due to poor performance by contractor.
Bulk water supply Pipe Line & Pumpstations: Franschoek	CRR	28 842	5/6650/1851	Project completed only registration of servitude.
Bulk water supply pipe: Cloetesville/ Idas Valley	CRR	216 311	5/6650/1871	Multi year project. Inclement weather delay project.
New 5 MI Reservoir: Kayamandi	CRR	62 156	5/6650/1801	Project completed. In adjudication process with contractor. Awaiting on outcome of process - outcome will determine payment.
Bulk water supply pipe & 2x 2 MI Reservoir: Johannesburg & Kylemore	CRR	128 055	5/6650/1891	Multi year project.
New 5 MI Reservoir: Cloetesville & surrounding areas	CRR	100 000	5/6650/1931	Multi year project.
Storage Dam and Reservoir Upgrade	CRR	121 420	5/6650/2271	Multi year project. Work delayed as result of difficult conditions.
Reservoirs and Dam safety	CRR	785 698	5/6650/1991	Multi year project. Tender extended to include additional reservoir which was vandalised.
Waterpipe replacement	CRR	481 704	5/6650/1051	Multi year project.
Upgrade and replace water meters	CRR	1 787 115	5/6650/2031	Multi year project. Contract awarded late.
Sanitation		7 702 467		
Upgrade of WWTW Wemmershoek	CRR	1 296 475	5/6606/1081	Multi year project. Project completed. In process to terminate contract and appoint new contractor to rectify and complete snag list.
Upgrade of WWTW: Klappmuts	CRR	1 869 090	5/6606/1051	Multi year project. Delays due to bad weather.
Extention of WWTW Stellenbosch	CRR	4 536 902	5/6606/1121	Multi year project. Delay due to rock outcrop in excavation.
Roads and Stormwater		2 508 663		
Reconstruction of roads - WC024	CRR	622 433	5/6620/1871	Road Reseal Programme was slightly delayed due to the lack of availability of contractors.

<i>Projects</i>	<i>Funding Source</i>	<i>Balance 2015/2016</i>	<i>Vote 'Number</i>	<i>Comment</i>
Reseal Roads - Franschhoek CBD	CRR	499 057	5/6620/2801	Road Reseal Programme was slightly delayed due to the lack of availability of contractors.
Reseal Roads - Klapmuts, Raithby, Meerlust, wemmershoek, LaMotte, Maasdorp	CRR	836 800	5/6620/2901	Road Reseal Programme was slightly delayed due to the lack of availability of contractors.
Reseal Roads - Johannesdal, Pniel, Lanquedoc	CRR	400 374	5/6620/2931	Road Reseal Programme was slightly delayed due to the lack of availability of contractors.
Bicycle Lockup Facilities	CRR	150 000	5/6620/3221	Further evaluations required.
Electrical Engineering Services General		12 327 021		
Specialized Vehicles	CRR	440 297	5/4400/4121	A 4X4 Truck was procured and the plan was to also procure a 4x4 bakkie with the surplus funds. This did not happen because of time constraints.
Tennant - Switchgear (11kV)	CRR	9 520 000	5/4400/3511	The switchgear was ordered but delivery period is close to a year (Norway factory) and therefore the funds have to be rolled over.
Integrated National Electrification Programme	CRR	1 097 908	5/4400/3851	Funds from DoE (back-pay) for the Zone O Fire damage in 2013. The Department is using this money for other electrification projects.
Energy Efficiency and Demand side Management	CRR	450 000	5/4400/3991	Project on-going.
Vehicle Fleet	CRR	818 815	5/4400/4131	One of the vehicles ordered could not be delivered in time.
Solid Waste Management		8 934 513		
Furniture, Tools and Equipment : Solid Waste	CRR	206 274	5/6530/0581	Additional furniture, tools and equipment to be purchased.
Major Drop-offs : Construction - Franschhoek	CRR	2 862 535	5/6530/0601	Due to environmental authorization required no construction could take place.
Resource Centre Stb Landfill Site	CRR	500 000	5/6600/0581	Due to section 116(3) of JPCE which was not finalized timeously this could not be done.
Upgrade Refuse disposal site (Existing Cell) - Rehab	CRR	4 417 331	5/6530/0651	Due to urgent compliance issues at the landfill site this roll-over is needed.

<i>Projects</i>	<i>Funding Source</i>	<i>Balance 2015/2016</i>	<i>Vote 'Number</i>	<i>Comment</i>
Stellenbosch WC024 (MRF)-Design	CRR	88 150	5/6530/0661	Additional site survey had to be conducted in order to confirm final design and planning which must still be paid for.
Formalize skip areas in Franschoek and Kayamandi	CRR	207 436	5/6600/0591	Awaiting approval plan from building plan department
Weigh pad for Klapmuts Transfer Station	CRR	96 521	5/6600/0621	Funds to be utilised for actual civil works for installation of weighbridge.
Waste to Food	CRR	56 266	5/6600/0631	Project on-going.
Landfill Gas to Energy	CRR	500 000	5/6600/0641	No bidders came through on first round and will be re-advertised as tender-project on-going
Traffic Engineering		1 400 601		
Traffic Management Improvement Programme	CRR	624 330	5/6621/1031	Project on-going.
Ward 10: Infrastructure Improvement Programme	CRR	50 000	5/6620/3161	Project carried forward to 16/17 financial year.
Ward 1: Infrastructure Improvement Programme	CRR	80 000	5/6621/1041	Project carried forward to 16/17 financial year.
Ward 15: Infrastructure Improvement Programme	CRR	49 000	5/6621/1131	Project carried forward to 16/17 financial year.
Ward 18: Infrastructure Improvement Programme	CRR	70 000	5/6621/1151	Project carried forward to 16/17 financial year.
Ward 20: Infrastructure Improvement Programme	CRR	50 000	5/6621/1161	Project carried forward to 16/17 financial year.
Ward 21: Infrastructure Improvement Programme	CRR	25 562	5/6621/1171	Project carried forward to 16/17 financial year.
Ward 22: Infrastructure Improvement Programme	CRR	200 000	5/6621/1181	Project carried forward to 16/17 financial year.
Ward 3: Infrastructure Improvement Programme	CRR	23 760	5/6621/1061	Project carried forward to 16/17 financial year.
Ward 4: Infrastructure Improvement Programme	CRR	200 000	5/6621/1071	Project carried forward to 16/17 financial year.
Ward 6: Infrastructure Improvement Programme	CRR	27 949	5/6621/1191	Project carried forward to 16/17 financial year.
Transport Planning		1 805 982		
Pedestrian and Cycle paths	CRR	315 792	5/6621/0561	On-going process
Taxi Rank - Kayamandi	CRR	200 000	5/6620/3071	Currently busy with investigation for PPP
Klapmuts Public Transport Interchange	CRR	126 544	5/6620/3091	On-going Engineering designs in process
Bus and taxi shelters	CRR	113 263	5/6620/3101	On-going more comprehensive studies required
Add bays to Bergzicht Taxi Rank and holding area	CRR	170 000	5/6621/1211	On-going busy in process
Integrated Public Transport Network	CRR	580 383	5/6620/3121	On-going busy finalizing the project
Upgrade Gravel Roads- Jamestown	CRR	200 000	5/6620/3281	Delay in expenditure but multi-year project underway

<i>Projects</i>	<i>Funding Source</i>	<i>Balance 2015/2016</i>	<i>Vote 'Number</i>	<i>Comment</i>
Bus shelters	CRR	100 000	5/6620/3301	Delay in expenditure but multi-year project underway
Community & Protection Services		7 024 814		
Parks, Rivers & Area Cleaning		712 174		
Upgrade of existing parks (WCO24)	CRR	679 950	5/3300/0431	Request to roll-over funds. Phase 2 of CBD water feature upgrade to be continued with remainder budget. Planning was completed with phase 1 and implementation to take place in phase 2
Ward 17: Upgrading of Parks	CRR	32 225	5/3305/1831	Gym equipment required for Waaierpalm park insufficient funds on the 15/16 FQ to complete the project
Halls		295 945		
Halls: General upgrade	CRR	295 945	5/5740/0121	Facilities Management indicated that the contract have been rolled over to the new financial year. The work has been schedule in July 2016.
Law Enforcement and Security		6 016 694		
Install computerized access security systems and CCTV cameras	CRR	152 015	5/5710/0401	Delayed at customs. Still busy with installation of cameras at Cash Office. FQ 338/16 was approved in May for upgrade of access control at main building.
Install and upgrade CCTV in the WC024	CRR	194 400	5/5111/0331	The tender will be re-advertised as none of the bidders complied with the tender as advertised. Currently busy with compiling of specification to re-advertise the tender.
Install CCTV and ANPR cameras in the WC024	CRR	5 308 160	5/5710/0671	The tender will be re-advertised as none of the bidders complied with the tender as advertised. Currently busy with compiling of specifications to re-advertise the tender.
ANPR-CCTV solutions phase 1	CRR	51 248	5/5140/0081	Installation of electricity is re to finalize the project. Wayleave approval from Provincial Department delayed the project.
Security Upgrades	CRR	128 994	5/5710/0941	FQ 3/17 has been approved.

<i>Projects</i>	<i>Funding Source</i>	<i>Balance 2015/2016</i>	<i>Vote 'Number</i>	<i>Comment</i>
Ward 11: CCTV Cameras	CRR	172 504	5/5710/0801	Waiting on cameras to be released by customs. Wayleave applications are in process and waiting on electricity to be supply.
Ward 15: CCTV Cameras	CRR	9 373	5/5710/0821	Waiting on approval of way leaves and supply electricity to the pole.
Strategic and Corporate Services		3 381 178		
Communications		552 257		
Municipal Buildings and Facilities - Signage	CRR	196 000	5/7770/0061	Purchasing of 3 laptops as well as Graphic Design and PhotoShop software.
LED Screens at Municipality Buildings	CRR	356 257	5/7770/0051	Tender was only awarded in July 2016.
Information and Communication Technology		2 828 921		
Biometrics System	CRR	168 292	5/9910/0231	Order for additional licenses was issued to the current supplier but was not paid due to service provider name change.
Upgrade and Expansion of IT Infrastructure Platforms	CRR	1 788 222	5/9910/0171	Tender will be only awarded in August 2016
Public WI-FI Network	CRR	872 406	5/9910/0191	Tender was only awarded in July 2016.
Human Settlements		20 512 520		
Property Management		16 923 499		
New Community Centre: Klapmuts	CRR	9 781 832	5/6220/0881	Although a tender was awarded, the project was put on hold due to building plans not having approved. As a result of zoning that has lapsed. A rezoning and subdivision application has subsequently been submitted to the Planning and Development department. The successful tenderer was also requested to extend the validity of the tender.
Fire Department- Sport Complex	CRR	1 842 000	5/3781/0121	Although a tender was awarded, the project was put on hold due to building plans not approved as a result of incorrect zoning. A rezoning application has subsequently been submitted to the Planning and Development department. The successful tenderer was requested to extend the validity of the tender.

<i>Projects</i>	<i>Funding Source</i>	<i>Balance 2015/2016</i>	<i>Vote 'Number</i>	<i>Comment</i>
Structural Upgrade: Heritage Building	CRR	1 498 121	5/6220/0221	Due to delays as a result of rain, the contractor could not complete the project on time.
Replacement of lifts: Lapland	CRR	2 116 809	5/2235/0071	Exchange rate issues and delivery period caused delays.
Informal Traders: Kayamandi	CRR	313 063	5/2235/0171	There was an unforeseen delayed due to the Engineering Department requiring way-leaves for the relocation of the fence around electricity sub-station.
Upgrading Fencing	CRR	1 371 674	5/6220/1331	During the January 2016, adjustments budget the Engineering department requested additional funding for the construction of a new fence at the Klapmuts Transfer Station.
Integrated Human Settlements General		3 589 021		
Enkanini (Planning)	CRR	326 316	5/3781/0141	Consultants for the electrification pilot project must be paid from this budget.
Informal Settlement: Devonvalley	CRR	356 861	5/3781/0171	The funds must be rolled over to Klapmuts for planning of basic services at La Rochelle.
Basic Improvements: Langrug	CRR	797 295	5/3784/0041	The funds must be rolled over to continue with the road in Langrug and the upgrading of services.
Access to Basic Services (ABS) - All Wards	CRR	2 108 549	5/3780/1001	The funds will be used to fund Enkanini electricity pilot (which includes the upgrading of waterborne services) project and to extend the Langrug services.
Planning and Development		1 105 983		
Planning and Development General		655 096		
Purchase of Land - Cemeteries	CRR	655 096	5/2200/0991	Multi-year project that commenced late in 2015/16 due to appeal delays.
Local Economic Development		396 749		
Establishment of informal trading markets	CRR	396 749	5/2200/0961	Provision for planning, design and construction of WC024 markets. Multi-year project that commenced late.



<i>Projects</i>	<i>Funding Source</i>	<i>Balance 2015/2016</i>	<i>Vote 'Number</i>	<i>Comment</i>
Community Development		54 138		
Ward 12: Upgrade Resource Centre	CRR	30 868	5/2200/0971	Work has commenced and needs to be completed.
Ward 14: Upgrade Resource Centre	CRR	23 270	5/2200/0981	Work has commenced and needs to be completed.

TOTAL - Capital**75 408 330**

APPENDIX 3

Adjustments Budget Tables

In accordance with the Budget and Reporting Regulations, the following compulsory schedules are attached (Appendix 3) reflecting the composition and detail of the adjustments budget:

Table name	Table reference
Adjustments Budget Summary	B1
Adjustments Budget Financial Performance by standard classification	B2
Adjustments Budget Financial Performance by vote	B3
Adjustments Budget Financial Performance	B4
Adjustments Budget Capital Expenditure by vote and funding	B5
Adjustments Budget Financial Position	B6
Adjustments Budget Cash Flows	B7
Cash backed reserves/ Accumulated surplus reconciliation	B8
Asset Management	B9
Basic Service Delivery Measurement	B10

Supporting schedules (SB1 – SB20) are attached on Appendix 4.

WC024 Stellenbosch - Table B1 Adjustments Budget Summary - 24 August 2016

Description	Budget Year 2016/17									Budget Year +1 2017/18	Budget Year +2 2018/19
	Original Budget	Prior Adjusted 1	Accum. Funds 2	Multi-year capital 3	Unfore. Unavoid. 4	Nat. or Prov. Govt 5	Other Adjusts. 6	Total Adjusts. 7	Adjusted Budget 8	Adjusted Budget	Adjusted Budget
R thousands	A	A1	B	C	D	E	F	G	H		
Financial Performance											
Property rates	286,997	-	-	-	-	-	-	-	286,997	304,878	323,873
Service charges	727,523	-	-	-	-	-	-	-	727,523	780,743	834,433
Investment revenue	36,877	-	-	-	-	-	-	-	36,877	31,799	30,352
Transfers recognised - operational	112,721	-	-	-	-	-	-	-	112,721	136,663	150,170
Other own revenue	145,959	-	-	-	-	-	-	-	145,959	154,876	162,587
Total Revenue (excluding capital transfers and contributions)	1,310,077	-	-	-	-	-	-	-	1,310,077	1,408,958	1,501,415
Employee costs	397,314	-	-	-	-	-	-	-	397,314	426,698	458,256
Remuneration of councillors	17,027	-	-	-	-	-	-	-	17,027	18,048	19,131
Depreciation & asset impairment	165,200	-	-	-	-	-	-	-	165,200	169,422	173,106
Finance charges	31,472	-	-	-	-	-	-	-	31,472	39,477	43,963
Materials and bulk purchases	351,285	-	-	-	-	-	-	-	351,285	377,214	405,303
Transfers and grants	8,703	-	-	-	-	-	-	-	8,703	8,328	8,914
Other expenditure	409,139	-	-	-	-	-	-	-	409,139	428,403	448,064
Total Expenditure	1,380,139	-	-	-	-	-	-	-	1,380,139	1,467,591	1,556,738
Surplus/(Deficit)	(70,062)	-	-	-	-	-	-	-	(70,062)	(58,632)	(55,323)
Transfers recognised - capital	126,560	-	-	-	-	-	-	-	126,560	63,275	66,731
Contributions recognised - capital & contributed assets	-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	56,498	-	-	-	-	-	-	-	56,498	4,643	11,408
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	56,498	-	-	-	-	-	-	-	56,498	4,643	11,408
Capital expenditure & funds sources											
Capital expenditure	463,792	-	75,408	-	-	-	-	75,408	539,200	215,757	244,385
Transfers recognised - capital	116,536	-	-	-	-	-	-	-	116,536	62,275	66,731
Public contributions & donations	11,024	-	-	-	-	-	-	-	11,024	1,000	-
Borrowing	161,000	-	-	-	-	-	-	-	161,000	36,000	73,000
Internally generated funds	175,231	-	75,408	-	-	-	-	75,408	250,640	116,482	104,654
Total sources of capital funds	463,792	-	75,408	-	-	-	-	75,408	539,200	215,757	244,385
Financial position											
Total current assets	563,137	-	58,411	-	-	-	-	58,411	621,548	661,688	754,669
Total non current assets	5,208,328	-	75,408	-	-	-	-	75,408	5,283,736	5,266,316	5,335,837
Total current liabilities	256,237	-	-	-	-	-	-	-	256,237	264,077	283,304
Total non current liabilities	590,501	-	-	-	-	-	-	-	590,501	624,362	690,834
Community wealth/Equity	4,924,727	-	133,819	-	-	-	-	133,819	5,058,546	5,039,566	5,116,368
Cash flows											
Net cash from (used) operating	223,401	-	-	-	-	-	-	-	223,401	207,784	259,377
Net cash from (used) investing	(458,093)	-	(75,408)	-	-	-	-	(75,408)	(533,502)	(212,860)	(238,372)
Net cash from (used) financing	150,429	-	-	-	-	-	-	-	150,429	26,770	56,622
Cash/cash equivalents at the year end	395,726	-	58,411	-	-	-	-	58,411	454,137	475,830	553,458
Cash backing/surplus reconciliation											
Cash and investments available	395,726	-	58,411	-	-	-	-	58,411	454,137	475,830	553,458
Application of cash and investments	344,902	-	75,408	-	-	-	-	75,408	420,310	375,891	389,002
Balance - surplus (shortfall)	50,824	-	(16,997)	-	-	-	-	(16,997)	33,827	99,940	164,456
Asset Management											
Asset register summary (WDV)	5,206,322	-	75,408	-	-	-	-	75,408	5,281,730	5,264,112	5,334,090
Depreciation & asset impairment	165,200	-	-	-	-	-	-	-	165,200	169,422	173,106
Renewal of Existing Assets	399,924	-	52,781	-	-	-	-	52,781	452,705	167,127	183,035
Repairs and Maintenance	83,499	-	-	-	-	-	-	-	83,499	87,674	92,058
Free services											
Cost of Free Basic Services provided	58	-	-	-	-	-	-	-	58	58	58
Revenue cost of free services provided	60,915	-	-	-	-	-	-	-	60,915	64,001	67,797
Households below minimum service level											
Water:	2	-	-	-	-	-	-	-	2	2	2
Sanitation/sewerage:	2	-	-	-	-	-	-	-	2	2	2
Energy:	3	-	-	-	-	-	-	-	3	3	2
Refuse:	5	-	-	-	-	-	-	-	5	5	5

WC024 Stellenbosch - Table B2 Adjustments Budget Financial Performance (standard classification) - 24 August 2016

Standard Description	Ref	Budget Year 2016/17									Budget Year +1 2017/18	Budget Year +2 2018/19
		Original Budget	Prior Adjusted 5	Accum. Funds 6	Multi-year capital 7	Unfore. Unavoid. 8	Nat. or Prov. Govt 9	Other Adjus. 10	Total Adjus. 11	Adjusted Budget 12	Adjusted Budget	Adjusted Budget
R thousands	1, 4	A	A1	B	C	D	E	F	G	H		
Revenue - Standard												
<i>Governance and administration</i>		370,402	-	-	-	-	-	-	-	370,402	391,998	417,860
Executive and council		279	-	-	-	-	-	-	-	279	407	536
Budget and treasury office		352,585	-	-	-	-	-	-	-	352,585	376,086	401,134
Corporate services		17,539	-	-	-	-	-	-	-	17,539	15,504	16,190
<i>Community and public safety</i>		145,091	-	-	-	-	-	-	-	145,091	138,551	149,771
Community and social services		11,929	-	-	-	-	-	-	-	11,929	12,230	12,950
Sport and recreation		10,111	-	-	-	-	-	-	-	10,111	6,922	7,290
Public safety		75,723	-	-	-	-	-	-	-	75,723	80,565	84,607
Housing		47,329	-	-	-	-	-	-	-	47,329	38,835	44,925
Health		-	-	-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		26,908	-	-	-	-	-	-	-	26,908	18,679	16,492
Planning and development		7,971	-	-	-	-	-	-	-	7,971	6,022	6,239
Road transport		18,937	-	-	-	-	-	-	-	18,937	12,657	10,252
Environmental protection		-	-	-	-	-	-	-	-	-	-	-
<i>Trading services</i>		893,566	-	-	-	-	-	-	-	893,566	922,302	983,282
Electricity		521,683	-	-	-	-	-	-	-	521,683	560,061	597,194
Water		157,708	-	-	-	-	-	-	-	157,708	173,792	175,143
Waste water management		149,466	-	-	-	-	-	-	-	149,466	120,223	139,011
Waste management		64,710	-	-	-	-	-	-	-	64,710	68,226	71,935
<i>Other</i>		669	-	-	-	-	-	-	-	669	704	741
Total Revenue - Standard	2	1,436,637	-	-	-	-	-	-	-	1,436,637	1,472,233	1,568,146
Expenditure - Standard												
<i>Governance and administration</i>		233,912	-	-	-	-	-	-	-	233,912	242,823	256,905
Executive and council		40,519	-	-	-	-	-	-	-	40,519	42,563	45,384
Budget and treasury office		64,625	-	-	-	-	-	-	-	64,625	64,812	68,030
Corporate services		128,767	-	-	-	-	-	-	-	128,767	135,448	143,490
<i>Community and public safety</i>		216,559	-	-	-	-	-	-	-	216,559	240,973	255,237
Community and social services		35,692	-	-	-	-	-	-	-	35,692	37,331	39,854
Sport and recreation		33,374	-	-	-	-	-	-	-	33,374	34,697	36,882
Public safety		112,308	-	-	-	-	-	-	-	112,308	118,102	124,474
Housing		35,061	-	-	-	-	-	-	-	35,061	50,715	53,898
Health		125	-	-	-	-	-	-	-	125	127	130
<i>Economic and environmental services</i>		119,231	-	-	-	-	-	-	-	119,231	118,743	124,948
Planning and development		42,532	-	-	-	-	-	-	-	42,532	40,931	43,712
Road transport		72,528	-	-	-	-	-	-	-	72,528	73,355	76,476
Environmental protection		4,172	-	-	-	-	-	-	-	4,172	4,456	4,760
<i>Trading services</i>		805,542	-	-	-	-	-	-	-	805,542	860,420	914,734
Electricity		484,464	-	-	-	-	-	-	-	484,464	515,953	548,599
Water		116,795	-	-	-	-	-	-	-	116,795	121,781	127,004
Waste water management		127,587	-	-	-	-	-	-	-	127,587	143,465	157,138
Waste management		76,697	-	-	-	-	-	-	-	76,697	79,221	81,993
<i>Other</i>		4,894	-	-	-	-	-	-	-	4,894	4,632	4,914
Total Expenditure - Standard	3	1,380,139	-	-	-	-	-	-	-	1,380,139	1,467,591	1,556,738
Surplus/ (Deficit) for the year		56,498	-	-	-	-	-	-	-	56,498	4,643	11,408

References

- Government Finance Statistics Functions and Sub-functions are standardised to assist the compilation of national and international accounts for comparison purposes
- Total Revenue by standard classification must reconcile to Total Operating Revenue shown in the Adjustments Budget Financial Performance (revenue and expenditure)
- Total Operating Expenditure by standard classification must reconcile to Total Operating Expenditure shown in the Adjustments Budget Financial Performance (revenue and expenditure)
- All amounts must be classified under a standard classification (modified GFS). The GFS function 'Other' is only for Abattoirs, Air Transport, Markets and Tourism - and if used must be supported by footnotes. Nothing else may be placed under 'Other'. Assign associate share to relevant classification
- Only complete if a previous adjusted budget has been approved in the same financial year. Reflect most recent adjusted budget.
- Additional cash-backed accumulated funds/unspent funds (MFMA section 18(1)(b) and section 28(2)(e)) identified after the Original Budget approved and after annual financial statements audited (note: only where underspending could not reasonably have been foreseen)
- Increases of funds approved under MFMA section 31
- Adjustments approved in accordance with MFMA section 29
- Adjustments to transfers from National or Provincial Government
- Adjusts = 'Other' Adjustments proposed to be approved; including revenue under-collection (MFMA section 28(2)(a)); additional revenue appropriation on existing programmes (section 28(2)(b)); projected savings (section 28(2)(d)); error correction (section 28(2)(f))
- $G = B + C + D + E + F$
- Adjusted Budget $H = (A \text{ or } A1/2 \text{ etc}) + G$

WC024 Stellenbosch - Table B2 Adjustments Budget Financial Performance (standard classification) - B - 24 August 2016

Standard Classification Description	Ref	Budget Year 2016/17										Budget Year +1 2017/18	Budget Year +2 2018/19
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget	
R thousand	1	A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H			
Revenue - Standard													
<i>Municipal governance and administration</i>		370,402	-	-	-	-	-	-	-	370,402	391,998	417,860	
Executive and council		279	-	-	-	-	-	-	-	279	407	536	
<i>Mayor and Council</i>		279	-	-	-	-	-	-	-	279	407	536	
<i>Municipal Manager</i>		-	-	-	-	-	-	-	-	-	-	-	
Budget and treasury office		352,585	-	-	-	-	-	-	-	352,585	376,086	401,134	
Corporate services		17,539	-	-	-	-	-	-	-	17,539	15,504	16,190	
<i>Human Resources</i>		815	-	-	-	-	-	-	-	815	16	17	
<i>Information Technology</i>		-	-	-	-	-	-	-	-	-	-	-	
<i>Property Services</i>		16,253	-	-	-	-	-	-	-	16,253	14,993	15,652	
<i>Other Admin</i>		471	-	-	-	-	-	-	-	471	495	521	
Community and public safety		145,091	-	-	-	-	-	-	-	145,091	138,551	149,771	
Community and social services		11,929	-	-	-	-	-	-	-	11,929	12,230	12,950	
Libraries and Archives		10,408	-	-	-	-	-	-	-	10,408	10,735	11,378	
Museums & Art Galleries etc		29	-	-	-	-	-	-	-	29	31	33	
Community halls and Facilities		538	-	-	-	-	-	-	-	538	566	596	
Cemeteries & Crematoriums		853	-	-	-	-	-	-	-	853	898	945	
Child Care		-	-	-	-	-	-	-	-	-	-	-	
Aged Care		-	-	-	-	-	-	-	-	-	-	-	
Other Community		100	-	-	-	-	-	-	-	100	-	-	
Other Social		-	-	-	-	-	-	-	-	-	-	-	
Sport and recreation		10,111	-	-	-	-	-	-	-	10,111	6,922	7,290	
Public safety		75,723	-	-	-	-	-	-	-	75,723	80,565	84,607	
Police		75,210	-	-	-	-	-	-	-	75,210	80,025	84,039	
Fire		513	-	-	-	-	-	-	-	513	540	568	
Civil Defence		-	-	-	-	-	-	-	-	-	-	-	
Street Lighting		-	-	-	-	-	-	-	-	-	-	-	
Other		-	-	-	-	-	-	-	-	-	-	-	
Housing		47,329	-	-	-	-	-	-	-	47,329	38,835	44,925	
Health		-	-	-	-	-	-	-	-	-	-	-	
Clinics		-	-	-	-	-	-	-	-	-	-	-	
Ambulance		-	-	-	-	-	-	-	-	-	-	-	
Other		-	-	-	-	-	-	-	-	-	-	-	
Economic and environmental services		26,908	-	-	-	-	-	-	-	26,908	18,679	16,492	
Planning and development		7,971	-	-	-	-	-	-	-	7,971	6,022	6,239	
Economic Development/Planning		7,971	-	-	-	-	-	-	-	7,971	6,022	6,239	
Town Planning/Building enforcement		-	-	-	-	-	-	-	-	-	-	-	
Licensing & Regulation		-	-	-	-	-	-	-	-	-	-	-	
Road transport		18,937	-	-	-	-	-	-	-	18,937	12,657	10,252	
Roads		10,357	-	-	-	-	-	-	-	10,357	3,630	755	
Public Buses		-	-	-	-	-	-	-	-	-	-	-	
Parking Garages		-	-	-	-	-	-	-	-	-	-	-	
Vehicle Licensing and Testing		8,580	-	-	-	-	-	-	-	8,580	9,027	9,498	
Other		-	-	-	-	-	-	-	-	-	-	-	
Environmental protection		-	-	-	-	-	-	-	-	-	-	-	
Pollution Control		-	-	-	-	-	-	-	-	-	-	-	
Biodiversity & Landscape		-	-	-	-	-	-	-	-	-	-	-	
Other		-	-	-	-	-	-	-	-	-	-	-	
Trading services		893,566	-	-	-	-	-	-	-	893,566	922,302	983,282	
Electricity		521,683	-	-	-	-	-	-	-	521,683	560,061	597,194	
Electricity Distribution		521,683	-	-	-	-	-	-	-	521,683	560,061	597,194	
Electricity Generation		-	-	-	-	-	-	-	-	-	-	-	
Water		157,708	-	-	-	-	-	-	-	157,708	173,792	175,143	
Water Distribution		157,708	-	-	-	-	-	-	-	157,708	173,792	175,143	
Water Storage		-	-	-	-	-	-	-	-	-	-	-	
Waste water management		149,466	-	-	-	-	-	-	-	149,466	120,223	139,011	
Sewerage		144,657	-	-	-	-	-	-	-	144,657	115,125	133,607	
Storm Water Management		-	-	-	-	-	-	-	-	-	-	-	
Public Toilets		4,809	-	-	-	-	-	-	-	4,809	5,098	5,403	
Waste management		64,710	-	-	-	-	-	-	-	64,710	68,226	71,935	
Solid Waste		64,710	-	-	-	-	-	-	-	64,710	68,226	71,935	
Other		669	-	-	-	-	-	-	-	669	704	741	
Air Transport		-	-	-	-	-	-	-	-	-	-	-	
Abattoirs		-	-	-	-	-	-	-	-	-	-	-	
Tourism		-	-	-	-	-	-	-	-	-	-	-	
Forestry		669	-	-	-	-	-	-	-	669	704	741	
Markets		-	-	-	-	-	-	-	-	-	-	-	
Total Revenue - Standard	2	1,436,637	-	-	-	-	-	-	-	1,436,637	1,472,233	1,568,146	
Expenditure - Standard													
<i>Municipal governance and administration</i>		233,912	-	-	-	-	-	-	-	233,912	242,823	256,905	
Executive and council		40,519	-	-	-	-	-	-	-	40,519	42,563	45,384	
<i>Mayor and Council</i>		33,187	-	-	-	-	-	-	-	33,187	34,803	37,170	
<i>Municipal Manager</i>		7,332	-	-	-	-	-	-	-	7,332	7,760	8,214	
Budget and treasury office		64,625	-	-	-	-	-	-	-	64,625	64,812	68,030	

Standard Classification Description	Ref	Budget Year 2016/17										Budget Year	Budget Year
		Original	Prior Adjusted	Accum. Funds	Multi-year	Unfore.	Nat. or Prov.	Other Adjusts.	Total Adjusts.	Adjusted	Adjusted	+1 2017/18	+2 2018/19
		Budget	5	6	capital	Unavoid.	Govt	10	11	Budget	Budget		
R thousand	1	A	A1	B	7	8	9	F	G	H			
Corporate services		128,767	-	-	-	-	-	-	-	-	128,767	135,448	143,490
<i>Human Resources</i>		10,109	-	-	-	-	-	-	-	-	10,109	9,834	10,398
<i>Information Technology</i>		10,265	-	-	-	-	-	-	-	-	10,265	10,792	11,347
<i>Property Services</i>		34,200	-	-	-	-	-	-	-	-	34,200	36,029	37,978
<i>Other Admin</i>		74,192	-	-	-	-	-	-	-	-	74,192	78,793	83,768
Community and public safety		216,559	-	-	-	-	-	-	-	-	216,559	240,973	255,237
Community and social services		35,692	-	-	-	-	-	-	-	-	35,692	37,331	39,854
<i>Libraries and Archives</i>		13,209	-	-	-	-	-	-	-	-	13,209	14,129	15,115
<i>Museums & Art Galleries etc</i>		86	-	-	-	-	-	-	-	-	86	90	94
<i>Community halls and Facilities</i>		3,593	-	-	-	-	-	-	-	-	3,593	3,838	4,100
<i>Cemeteries & Crematoriums</i>		4,261	-	-	-	-	-	-	-	-	4,261	4,524	4,798
<i>Child Care</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Aged Care</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Other Community</i>		14,543	-	-	-	-	-	-	-	-	14,543	14,749	15,746
<i>Other Social</i>		-	-	-	-	-	-	-	-	-	-	-	-
Sport and recreation		33,374	-	-	-	-	-	-	-	-	33,374	34,697	36,882
Public safety		112,308	-	-	-	-	-	-	-	-	112,308	118,102	124,474
<i>Police</i>		67,656	-	-	-	-	-	-	-	-	67,656	71,080	74,434
<i>Fire</i>		26,785	-	-	-	-	-	-	-	-	26,785	28,651	30,650
<i>Civil Defence</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Street Lighting</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Other</i>		17,867	-	-	-	-	-	-	-	-	17,867	18,371	19,391
Housing		35,061	-	-	-	-	-	-	-	-	35,061	50,715	53,898
Health		125	-	-	-	-	-	-	-	-	125	127	130
<i>Clinics</i>		58	-	-	-	-	-	-	-	-	58	59	60
<i>Ambulance</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Other</i>		67	-	-	-	-	-	-	-	-	67	68	70
Economic and environmental services		119,231	-	-	-	-	-	-	-	-	119,231	118,743	124,948
Planning and development		42,532	-	-	-	-	-	-	-	-	42,532	40,931	43,712
<i>Economic Development/Planning</i>		42,532	-	-	-	-	-	-	-	-	42,532	40,931	43,712
<i>Town Planning/Building enforcement</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Licensing & Regulation</i>		-	-	-	-	-	-	-	-	-	-	-	-
Road transport		72,528	-	-	-	-	-	-	-	-	72,528	73,355	76,476
<i>Roads</i>		65,123	-	-	-	-	-	-	-	-	65,123	65,441	68,017
<i>Public Buses</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Parking Garages</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Vehicle Licensing and Testing</i>		7,405	-	-	-	-	-	-	-	-	7,405	7,914	8,459
<i>Other</i>		-	-	-	-	-	-	-	-	-	-	-	-
Environmental protection		4,172	-	-	-	-	-	-	-	-	4,172	4,456	4,760
<i>Pollution Control</i>		1	-	-	-	-	-	-	-	-	1	1	1
<i>Biodiversity & Landscape</i>		4,171	-	-	-	-	-	-	-	-	4,171	4,455	4,759
<i>Other</i>		-	-	-	-	-	-	-	-	-	-	-	-
Trading services		805,542	-	-	-	-	-	-	-	-	805,542	860,420	914,734
Electricity		484,464	-	-	-	-	-	-	-	-	484,464	515,953	548,599
<i>Electricity Distribution</i>		484,464	-	-	-	-	-	-	-	-	484,464	515,953	548,599
<i>Electricity Generation</i>		-	-	-	-	-	-	-	-	-	-	-	-
Water		116,795	-	-	-	-	-	-	-	-	116,795	121,781	127,004
<i>Water Distribution</i>		93,403	-	-	-	-	-	-	-	-	93,403	97,196	101,161
<i>Water Storage</i>		23,391	-	-	-	-	-	-	-	-	23,391	24,586	25,843
Waste water management		127,587	-	-	-	-	-	-	-	-	127,587	143,465	157,138
<i>Sewerage</i>		102,192	-	-	-	-	-	-	-	-	102,192	116,790	129,117
<i>Storm Water Management</i>		17,700	-	-	-	-	-	-	-	-	17,700	18,498	19,332
<i>Public Toilets</i>		7,696	-	-	-	-	-	-	-	-	7,696	8,177	8,689
Waste management		76,697	-	-	-	-	-	-	-	-	76,697	79,221	81,993
<i>Solid Waste</i>		76,697	-	-	-	-	-	-	-	-	76,697	79,221	81,993
Other		4,894	-	-	-	-	-	-	-	-	4,894	4,632	4,914
<i>Air Transport</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Abattoirs</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Tourism</i>		-	-	-	-	-	-	-	-	-	-	-	-
<i>Forestry</i>		4,119	-	-	-	-	-	-	-	-	4,119	3,838	4,101
<i>Markets</i>		776	-	-	-	-	-	-	-	-	776	794	813
Total Expenditure - Standard	3	1,380,139	-	-	-	-	-	-	-	-	1,380,139	1,467,591	1,556,738
Surplus/ (Deficit) for the year		56,498	-	-	-	-	-	-	-	-	56,498	4,643	11,408

WC024 Stellenbosch - Table B3 Adjustments Budget Financial Performance (revenue and expenditure by municipal vote) - 24 August 2016

Vote Description <i>(Insert departmental structure etc)</i>	Ref	Budget Year 2016/17									Budget Year +1 2017/18	Budget Year +2 2018/19
		Original Budget	Prior Adjusted 3	Accum. Funds 4	Multi-year capital 5	Unfore. Unavoid. 6	Nat. or Prov. Govt 7	Other Adjusts. 8	Total Adjusts. 9	Adjusted Budget 10	Adjusted Budget	Adjusted Budget
R thousands		A	A1	B	C	D	E	F	G	H		
Revenue by Vote	1											
Vote 1 - Municipal Manager		-	-	-	-	-	-	-	-	-	-	-
Vote 2 - Planning & Development		8,015	-	-	-	-	-	-	-	8,015	5,966	6,183
Vote 3 - Human Settlements & Property Management		63,582	-	-	-	-	-	-	-	63,582	53,828	60,576
Vote 4 - Engineering Services		903,929	-	-	-	-	-	-	-	903,929	925,937	984,043
Vote 5 - Community & Protection Services		107,030	-	-	-	-	-	-	-	107,030	109,572	115,216
Vote 6 - Strategic & Corporate Services		1,377	-	-	-	-	-	-	-	1,377	604	633
Vote 7 - Financial Services		352,705	-	-	-	-	-	-	-	352,705	376,326	401,494
Total Revenue by Vote	2	1,436,637	-	-	-	-	-	-	-	1,436,637	1,472,233	1,568,146
Expenditure by Vote	1											
Vote 1 - Municipal Manager		14,291	-	-	-	-	-	-	-	14,291	15,235	16,244
Vote 2 - Planning & Development		53,835	-	-	-	-	-	-	-	53,835	52,200	55,717
Vote 3 - Human Settlements & Property Management		69,261	-	-	-	-	-	-	-	69,261	86,744	91,876
Vote 4 - Engineering Services		890,834	-	-	-	-	-	-	-	890,834	947,234	1,005,599
Vote 5 - Community & Protection Services		215,176	-	-	-	-	-	-	-	215,176	226,281	239,656
Vote 6 - Strategic & Corporate Services		71,680	-	-	-	-	-	-	-	71,680	74,484	78,851
Vote 7 - Financial Services		65,062	-	-	-	-	-	-	-	65,062	65,412	68,795
Total Expenditure by Vote	2	1,380,139	-	-	-	-	-	-	-	1,380,139	1,467,591	1,556,738
Surplus/ (Deficit) for the year	2	56,498	-	-	-	-	-	-	-	56,498	4,643	11,408

References

1. Insert 'Vote': e.g. Department, if different to standard classification structure
2. Must reconcile to Budgeted Financial Performance (revenue and expenditure)
3. Only complete if a previous adjusted budget has been approved in the same financial year. Reflect most recent adjusted budget.
4. Additional cash-backed accumulated funds/unspent funds (MFMA section 18(1)(b) and section 28(2)(e)) identified after the Original Budget approved and after annual financial statements audited (note: only where underspending could not reasonably have been foreseen)
5. Increases of funds approved under MFMA section 31
6. Adjustments approved in accordance with MFMA section 29
7. Adjustments to transfers from National or Provincial Government
8. Adjusts. = 'Other' Adjustments proposed to be approved; including revenue under-collection (MFMA section 28(2)(a)); additional revenue appropriation on existing programmes (section 28(2)(b)); projected savings (section 28(2)(d)); error correction (section 28(2)(f))
9. $G = B + C + D + E + F$
10. Adjusted Budget H = (A or A1/2 etc) + G

check revenue	-	-	-	-	-	-	-	-	-	-	-	-
check expenditure	0	-	-	-	-	-	-	-	-	0	(0)	(0)

WC024 Stellenbosch - Table B3 Adjustments Budget Financial Performance (revenue and expenditure by municipal vote) - B - 24 August 2016

Vote Description <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2016/17									Budget Year +1 2017/18	Budget Year +2 2018/19
		Original Budget A	Prior Adjusted 3 A1	Accum. Funds 4 B	Multi-year capital 5 C	Unfore. Unavoid. 6 D	Nat. or Prov. Govt 7 E	Other Adjusts. 8 F	Total Adjusts. 9 G	Adjusted Budget 10 H	Adjusted Budget	Adjusted Budget
R thousands												
Revenue by Vote	1											
Vote 1 - Municipal Manager		-	-	-	-	-	-	-	-	-	-	-
1.1 - MUNICIPAL MANAGER'S OFFICE		-	-	-	-	-	-	-	-	-	-	-
1.2 - INTERNAL AUDIT UNIT		-	-	-	-	-	-	-	-	-	-	-
Vote 2 - Planning & Development		8,015	-	-	-	-	-	-	-	8,015	5,966	6,183
2.1 - PLANNING AND DEVELOPMENT GENERAL		527	-	-	-	-	-	-	-	527	134	141
2.2 - BUILDING CONTROL		4,926	-	-	-	-	-	-	-	4,926	5,092	5,264
2.3 - TOWN PLANNING		380	-	-	-	-	-	-	-	380	400	421
2.4 - TOWN DEVELOPMENT		-	-	-	-	-	-	-	-	-	-	-
2.5 - COMMUNITY DEVELOPMENT		100	-	-	-	-	-	-	-	100	-	-
2.6 - LOCAL ECONOMIC DEVELOPMENT		2,081	-	-	-	-	-	-	-	2,081	340	358
Vote 3 - Human Settlements & Property Management		63,582	-	-	-	-	-	-	-	63,582	53,828	60,576
3.1 - INTERGRATED HUMAN SETTLEMENTS		34,150	-	-	-	-	-	-	-	34,150	24,600	30,000
3.2 - PROPERTY MANAGEMENT		4,803	-	-	-	-	-	-	-	4,803	4,993	5,191
3.3 - FACILITIES MANAGEMENT		11,450	-	-	-	-	-	-	-	11,450	10,000	10,461
3.4 - HOUSING ADMINISTRATION		13,179	-	-	-	-	-	-	-	13,179	14,235	14,925
Vote 4 - Engineering Services		903,929	-	-	-	-	-	-	-	903,929	925,937	984,043
4.1 - ENGINEERING SERVICES GENERAL		5	-	-	-	-	-	-	-	5	5	6
4.2 - REFUSE REMOVAL		69,519	-	-	-	-	-	-	-	69,519	73,324	77,338
4.3 - SEWERAGE		144,657	-	-	-	-	-	-	-	144,657	115,125	133,607
4.4 - ROADS AND STORMWATER		10,357	-	-	-	-	-	-	-	10,357	3,630	755
4.5 - WATER SERVICES		157,708	-	-	-	-	-	-	-	157,708	173,792	175,143
4.6 - ELECTRICAL ENGINEERING SERVICE		521,683	-	-	-	-	-	-	-	521,683	560,061	597,194
4.7 - CLIENT SERVICES		-	-	-	-	-	-	-	-	-	-	-
4.8 - SYSTEM OPERATIONS		-	-	-	-	-	-	-	-	-	-	-
Vote 5 - Community & Protection Services		107,030	-	-	-	-	-	-	-	107,030	109,572	115,216
5.1 - COMMUNITY & PROTEC SERVICE GEN		70	-	-	-	-	-	-	-	70	74	77
5.2 - FIRE SERVICES		513	-	-	-	-	-	-	-	513	540	568
5.3 - TRAFFIC SERVICES		83,790	-	-	-	-	-	-	-	83,790	89,052	93,536
5.4 - DISASTER MANAGEMENT		-	-	-	-	-	-	-	-	-	-	-
5.5 - LAW ENFORCEMENT		49	-	-	-	-	-	-	-	49	51	54
5.6 - PARKS, RIVERS AND AREA CLEANIN		692	-	-	-	-	-	-	-	692	728	766
5.7 - SPORTSGROUNDS AND PICNIC SITES		10,087	-	-	-	-	-	-	-	10,087	6,897	7,264
5.8 - CEMETERIES		853	-	-	-	-	-	-	-	853	898	945
5.9 - HALLS		567	-	-	-	-	-	-	-	567	597	628
5.10 - LIBRARIES		10,408	-	-	-	-	-	-	-	10,408	10,735	11,378
Vote 6 - Strategic & Corporate Services		1,377	-	-	-	-	-	-	-	1,377	604	633
6.1 - CORPORATE SERVICES GENERAL		401	-	-	-	-	-	-	-	401	419	438
6.2 - HUMAN RESOURCES		815	-	-	-	-	-	-	-	815	16	17
6.3 - PROPERTY MANAGEMENT		-	-	-	-	-	-	-	-	-	-	-
6.4 - SECRETARIATE AND ADMINISTRATIO		-	-	-	-	-	-	-	-	-	-	-
6.5 - COUNCIL GENERAL AND SUPPORT		159	-	-	-	-	-	-	-	159	167	176
6.6 - FACILITIES MANAGEMENT		-	-	-	-	-	-	-	-	-	-	-
6.7 - INFORMATION TECHNOLOGY		-	-	-	-	-	-	-	-	-	-	-
6.8 - CORPORATE STRATEGY		-	-	-	-	-	-	-	-	-	-	-
6.9 - LOCAL ECONOMIC DEVELOPMENT		-	-	-	-	-	-	-	-	-	-	-
6.10 - LEGAL SERVICES		2	-	-	-	-	-	-	-	2	2	2
Vote 7 - Financial Services		352,705	-	-	-	-	-	-	-	352,705	376,326	401,494
7.1 - FINANCIAL SERVICES GENERAL		333,497	-	-	-	-	-	-	-	333,497	346,973	365,143
7.2 - STORES		-	-	-	-	-	-	-	-	-	-	-
7.3 - SUPPLY CHAIN MANAGEMENT		172	-	-	-	-	-	-	-	172	181	190
7.4 - FREE BASIC SERVICES		19,036	-	-	-	-	-	-	-	19,036	29,173	36,161
Total Revenue by Vote	2	1,436,637	-	-	-	-	-	-	-	1,436,637	1,472,233	1,568,146

Vote Description <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2016/17									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjus.	Total Adjus.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
R thousands												
Expenditure by Vote	1											
Vote 1 - Municipal Manager		14,291	-	-	-	-	-	-	-	14,291	15,235	16,244
1.1 - MUNICIPAL MANAGER'S OFFICE		6,612								6,612	7,111	7,648
1.2 - INTERNAL AUDIT UNIT		7,679								7,679	8,124	8,596
1.3 - CORPORATE STRATEGY		-								-	-	-
1.4 - SECRETARIATE & ADMINISTRATION		-								-	-	-
1.5 - INTERNAL AUDIT UNIT		-								-	-	-
Vote 2 - Planning & Development		53,835	-	-	-	-	-	-	-	53,835	52,200	55,717
2.1 - PLANNING AND DEVELOPMENT GENERAL		13,323								13,323	12,580	13,378
2.2 - BUILDING CONTROL		8,784								8,784	9,429	10,122
2.3 - TOWN PLANNING		8,696								8,696	9,330	10,010
2.4 - TOWN DEVELOPMENT		1,280								1,280	1,309	1,336
2.5 - COMMUNITY DEVELOPMENT		13,190								13,190	13,300	14,193
2.6 - LOCAL ECONOMIC DEVELOPMENT		8,563								8,563	6,253	6,678
Vote 3 - Human Settlements & Property Management		69,261	-	-	-	-	-	-	-	69,261	86,744	91,876
3.1 - INTERGRATED HUMAN SETTLEMENTS		19,093								19,093	33,729	35,826
3.2 - PROPERTY MANAGEMENT		14,050								14,050	14,846	15,708
3.3 - FACILITIES MANAGEMENT		20,150								20,150	21,183	22,270
3.4 - HOUSING ADMINISTRATION		15,968								15,968	16,986	18,072
Vote 4 - Engineering Services		890,834	-	-	-	-	-	-	-	890,834	947,234	1,005,599
4.1 - ENGINEERING SERVICES GENERAL		29,130								29,130	30,820	32,809
4.2 - REFUSE REMOVAL		75,245								75,245	77,751	80,507
4.3 - SEWERAGE		102,192								102,192	116,790	129,117
4.4 - ROADS AND STORMWATER		83,009								83,009	84,139	87,564
4.5 - WATER SERVICES		116,795								116,795	121,781	127,004
4.6 - ELECTRICAL ENGINEERING SERVICE		409,563								409,563	436,827	465,008
4.7 - CLIENT SERVICES		8,806								8,806	9,246	9,708
4.8 - SYSTEM OPERATIONS		66,095								66,095	69,880	73,882
Vote 5 - Community & Protection Services		215,176	-	-	-	-	-	-	-	215,176	226,281	239,656
5.1 - COMMUNITY & PROTEC SERVICE GEN		18,793								18,793	19,353	20,432
5.2 - FIRE SERVICES		26,785								26,785	28,651	30,650
5.3 - TRAFFIC SERVICES		75,061								75,061	78,994	82,892
5.4 - DISASTER MANAGEMENT		437								437	456	475
5.5 - LAW ENFORCEMENT		20,728								20,728	22,128	23,625
5.6 - PARKS, RIVERS AND AREA CLEANIN		40,855								40,855	42,074	44,709
5.7 - SPORTSGROUNDS AND PICNIC SITES		11,368								11,368	12,045	12,764
5.8 - CEMETERIES		4,261								4,261	4,524	4,798
5.9 - HALLS		3,679								3,679	3,928	4,195
5.10 - LIBRARIES		13,209								13,209	14,129	15,115
Vote 6 - Strategic & Corporate Services		71,680	-	-	-	-	-	-	-	71,680	74,484	78,851
6.1 - CORPORATE SERVICES GENERAL		5,972								5,972	6,359	6,772
6.2 - HUMAN RESOURCES		10,109								10,109	9,834	10,398
6.3 - PROPERTY MANAGEMENT		1,922								1,922	2,075	2,241
6.4 - SECRETARIATE AND ADMINISTRATIO		4,165								4,165	4,465	4,788
6.5 - COUNCIL GENERAL AND SUPPORT		22,493								22,493	23,205	24,610
6.6 - FACILITIES MANAGEMENT		-								-	-	-
6.7 - INFORMATION TECHNOLOGY		10,265								10,265	10,792	11,347
6.8 - CORPORATE STRATEGY		2,886								2,886	3,082	3,292
6.9 - LOCAL ECONOMIC DEVELOPMENT		-								-	-	-
6.10 - LEGAL SERVICES		13,867								13,867	14,672	15,404
Vote 7 - Financial Services		65,062	-	-	-	-	-	-	-	65,062	65,412	68,795
7.1 - FINANCIAL SERVICES GENERAL		45,416								45,416	47,772	51,112
7.2 - STORES		56								56	70	85
7.3 - SUPPLY CHAIN MANAGEMENT		86								86	90	95
7.4 - FREE BASIC SERVICES		19,504								19,504	17,479	17,503
		-								-	-	-
Total Expenditure by Vote	2	1,380,139	-	-	-	-	-	-	-	1,380,139	1,467,591	1,556,738
Surplus/ (Deficit) for the year	2	56,498	-	-	-	-	-	-	-	56,498	4,643	11,408

WC024 Stellenbosch - Table B4 Adjustments Budget Financial Performance (revenue and expenditure) - 24 August 2016

Description	Ref	Budget Year 2016/17									Budget Year +1 2017/18	Budget Year +2 2018/19
		Original Budget	Prior Adjusted 3 A1	Accum. Funds 4 B	Multi-year capital 5 C	Unfore. Unavoid. 6 D	Nat. or Prov. Govt 7 E	Other Adjusts. 8 F	Total Adjusts. 9 G	Adjusted Budget 10 H	Adjusted Budget	Adjusted Budget
R thousands	1	A	A1	B	C	D	E	F	G	H		
Revenue By Source												
Property rates	2	284,142	-	-	-	-	-	-	-	284,142	301,875	320,713
Property rates - penalties & collection charges		2,855								2,855	3,004	3,160
Service charges - electricity revenue	2	486,545	-	-	-	-	-	-	-	486,545	522,699	561,535
Service charges - water revenue	2	125,481	-	-	-	-	-	-	-	125,481	135,020	141,900
Service charges - sanitation revenue	2	73,484	-	-	-	-	-	-	-	73,484	78,822	84,493
Service charges - refuse revenue	2	42,013	-	-	-	-	-	-	-	42,013	44,202	46,505
Service charges - other		-								-	-	-
Rental of facilities and equipment		19,488								19,488	20,812	21,783
Interest earned - external investments		36,877								36,877	31,799	30,352
Interest earned - outstanding debtors		7,284								7,284	7,664	8,063
Dividends received		-								-	-	-
Fines		70,821								70,821	75,407	79,180
Licences and permits		8,100								8,100	8,522	8,966
Agency services		2,268								2,268	2,386	2,510
Transfers recognised - operating		112,721								112,721	136,663	150,170
Other revenue	2	36,628	-	-	-	-	-	-	-	36,628	38,643	40,568
Gains on disposal of PPE		1,370								1,370	1,441	1,516
Total Revenue (excluding capital transfers and contributions)		1,310,077	-	-	-	-	-	-	-	1,310,077	1,408,958	1,501,415
Expenditure By Type												
Employee related costs		397,314	-	-	-	-	-	-	-	397,314	426,698	458,256
Remuneration of councillors		17,027								17,027	18,048	19,131
Debt impairment		23,887								23,887	25,425	26,827
Depreciation & asset impairment		165,200	-	-	-	-	-	-	-	165,200	169,422	173,106
Finance charges		31,472								31,472	39,477	43,963
Bulk purchases		351,285	-	-	-	-	-	-	-	351,285	377,214	405,303
Other materials		-								-	-	-
Contracted services		17,209	-	-	-	-	-	-	-	17,209	18,188	19,257
Transfers and grants		8,703								8,703	8,328	8,914
Other expenditure		368,043	-	-	-	-	-	-	-	368,043	384,791	401,980
Loss on disposal of PPE		-								-	-	-
Total Expenditure		1,380,139	-	-	-	-	-	-	-	1,380,139	1,467,591	1,556,738
Surplus/(Deficit)		(70,062)	-	-	-	-	-	-	-	(70,062)	(58,632)	(55,323)
Transfers recognised - capital		126,560								126,560	63,275	66,731
Contributions recognised - capital		-								-	-	-
Contributed assets		-								-	-	-
Surplus/(Deficit) before taxation		56,498	-	-	-	-	-	-	-	56,498	4,643	11,408
Taxation		-								-	-	-
Surplus/(Deficit) after taxation		56,498	-	-	-	-	-	-	-	56,498	4,643	11,408
Attributable to minorities		-								-	-	-
Surplus/(Deficit) attributable to municipality		56,498	-	-	-	-	-	-	-	56,498	4,643	11,408
Share of surplus/ (deficit) of associate		-								-	-	-
Surplus/ (Deficit) for the year		56,498	-	-	-	-	-	-	-	56,498	4,643	11,408

WC024 Stellenbosch - Table B5 Adjustments Capital Expenditure Budget by vote and funding - 24 August 2016

Description	Ref	Budget Year 2016/17									Budget Year +1 2017/18	Budget Year +2 2018/19
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H		
Capital expenditure - Vote												
Multi-year expenditure to be adjusted	2											
Vote 1 - Municipal Manager		-	-	-	-	-	-	-	-	-	-	-
Vote 2 - Planning & Development		-	-	-	-	-	-	-	-	-	-	-
Vote 3 - Human Settlements & Property Management		43,650	-	9,782	-	-	-	-	9,782	53,432	9,100	25,600
Vote 4 - Engineering Services		289,036	-	12,043	-	-	-	-	12,043	301,079	84,623	121,700
Vote 5 - Community & Protection Services		11,163	-	-	-	-	-	-	-	11,163	7,086	7,380
Vote 6 - Strategic & Corporate Services		5,000	-	-	-	-	-	-	-	5,000	1,300	1,300
Vote 7 - Financial Services		-	-	-	-	-	-	-	-	-	-	-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-	-	-
Capital multi-year expenditure sub-total	3	348,849	-	21,825	-	-	-	-	21,825	370,674	102,109	155,980
Single-year expenditure to be adjusted	2											
Vote 1 - Municipal Manager		35	-	-	-	-	-	-	-	35	-	-
Vote 2 - Planning & Development		3,077	-	1,106	-	-	-	-	1,106	4,183	45	45
Vote 3 - Human Settlements & Property Management		9,920	-	10,731	-	-	-	-	10,731	20,651	12,645	9,880
Vote 4 - Engineering Services		84,616	-	31,341	-	-	-	-	31,341	115,957	86,672	65,460
Vote 5 - Community & Protection Services		13,705	-	7,025	-	-	-	-	7,025	20,730	7,485	6,720
Vote 6 - Strategic & Corporate Services		2,560	-	3,381	-	-	-	-	3,381	5,941	5,800	5,800
Vote 7 - Financial Services		1,030	-	-	-	-	-	-	-	1,030	1,000	500
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-	-	-
Capital single-year expenditure sub-total		114,943	-	53,583	-	-	-	-	53,583	168,526	113,647	88,405
Total Capital Expenditure - Vote		463,792	-	75,408	-	-	-	-	75,408	539,200	215,757	244,385
Capital Expenditure - Standard												
Governance and administration		29,188	-	3,381	-	-	-	-	3,381	32,569	17,525	16,545
Executive and council		35	-	-	-	-	-	-	-	35	-	-
Budget and treasury office		880	-	-	-	-	-	-	-	880	1,000	500
Corporate services		28,273	-	3,381	-	-	-	-	3,381	31,654	16,525	16,045
Community and public safety		56,090	-	27,537	-	-	-	-	27,537	83,628	24,766	39,460
Community and social services		2,917	-	14,790	-	-	-	-	14,790	17,707	1,285	1,360
Sport and recreation		12,713	-	712	-	-	-	-	712	13,426	8,036	7,310
Public safety		2,900	-	6,017	-	-	-	-	6,017	8,917	1,050	2,100
Housing		37,560	-	6,019	-	-	-	-	6,019	43,579	14,395	28,690
Health		-	-	-	-	-	-	-	-	-	-	-
Economic and environmental services		52,638	-	6,821	-	-	-	-	6,821	59,459	38,162	38,470
Planning and development		3,077	-	1,106	-	-	-	-	1,106	4,183	45	45
Road transport		48,081	-	5,715	-	-	-	-	5,715	53,796	37,267	37,725
Environmental protection		1,480	-	-	-	-	-	-	-	1,480	850	700
Trading services		325,876	-	37,669	-	-	-	-	37,669	363,544	135,303	149,910
Electricity		49,590	-	13,785	-	-	-	-	13,785	63,375	39,630	29,750
Water		59,719	-	7,247	-	-	-	-	7,247	66,966	65,900	69,600
Waste water management		200,567	-	7,702	-	-	-	-	7,702	208,269	14,523	45,150
Waste management		16,000	-	8,935	-	-	-	-	8,935	24,935	15,250	5,410
Other		-	-	-	-	-	-	-	-	-	-	-
Total Capital Expenditure - Standard	3	463,792	-	75,408	-	-	-	-	75,408	539,200	215,757	244,385
Funded by:												
National Government		80,106	-	-	-	-	-	-	-	80,106	50,575	50,531
Provincial Government		36,430	-	-	-	-	-	-	-	36,430	11,700	16,200
District Municipality		-	-	-	-	-	-	-	-	-	-	-
Other transfers and grants		-	-	-	-	-	-	-	-	-	-	-
Total Capital transfers recognised	4	116,536	-	-	-	-	-	-	-	116,536	62,275	66,731
Public contributions & donations		11,024	-	-	-	-	-	-	-	11,024	1,000	-
Borrowing		161,000	-	-	-	-	-	-	-	161,000	36,000	73,000
Internally generated funds		175,231	-	75,408	-	-	-	-	75,408	250,640	116,482	104,654
Total Capital Funding		463,792	-	75,408	-	-	-	-	75,408	539,200	215,757	244,385

WC024 Stellenbosch - Table B5 Adjustments Capital Expenditure Budget by vote and funding - B - 24 August 2016

Vote Description <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2016/17									Budget Year +1 2017/18	Budget Year +2 2018/19
		Original Budget A	Prior Adjusted 3 A1	Accum. Funds 4 B	Multi-year capital 5 C	Unfore. Unavoid. 6 D	Nat. or Prov. Govt 7 E	Other Adjusts. 8 F	Total Adjusts. 9 G	Adjusted Budget 10 H	Adjusted Budget	Adjusted Budget
R thousands												
Capital expenditure - Municipal Vote												
Multi-year expenditure appropriation	2											
Vote 1 - Municipal Manager		-	-	-	-	-	-	-	-	-	-	-
1.1 - MUNICIPAL MANAGER'S OFFICE		-	-	-	-	-	-	-	-	-	-	-
1.2 - INTERNAL AUDIT UNIT		-	-	-	-	-	-	-	-	-	-	-
Vote 2 - Planning & Development		-	-	-	-	-	-	-	-	-	-	-
2.1 - PLANNING AND DEVELOPMENT GENERAL		-	-	-	-	-	-	-	-	-	-	-
2.2 - BUILDING CONTROL		-	-	-	-	-	-	-	-	-	-	-
2.3 - TOWN PLANNING		-	-	-	-	-	-	-	-	-	-	-
2.4 - TOWN DEVELOPMENT		-	-	-	-	-	-	-	-	-	-	-
2.5 - COMMUNITY DEVELOPMENT		-	-	-	-	-	-	-	-	-	-	-
2.6 - LOCAL ECONOMIC DEVELOPMENT		-	-	-	-	-	-	-	-	-	-	-
Vote 3 - Human Settlements & Property Management		43,650	-	9,782	-	-	-	9,782	53,432	9,100	25,600	
3.1 - INTERGRATED HUMAN SETTLEMENTS		34,350	-	-	-	-	-	-	34,350	9,100	25,600	
3.2 - PROPERTY MANAGEMENT		-	-	9,782	-	-	-	9,782	9,782	-	-	
3.3 - FACILITIES MANAGEMENT		9,300	-	-	-	-	-	-	9,300	-	-	
3.4 - HOUSING ADMINISTRATION		-	-	-	-	-	-	-	-	-	-	
Vote 4 - Engineering Services		289,036	-	12,043	-	-	-	12,043	301,079	84,623	121,700	
4.1 - ENGINEERING SERVICES GENERAL		-	-	-	-	-	-	-	-	-	-	
4.2 - REFUSE REMOVAL		8,600	-	-	-	-	-	-	8,600	-	-	
4.3 - SEWERAGE		198,517	-	7,702	-	-	-	7,702	206,219	12,723	45,000	
4.4 - ROADS AND STORMWATER		4,000	-	-	-	-	-	-	4,000	5,000	5,000	
4.5 - WATER SERVICES		50,119	-	3,891	-	-	-	3,891	54,010	48,000	55,000	
4.6 - ELECTRICAL ENGINEERING SERVICE		27,800	-	450	-	-	-	450	28,250	18,900	16,700	
4.7 - CLIENT SERVICES		-	-	-	-	-	-	-	-	-	-	
4.8 - SYSTEM OPERATIONS		-	-	-	-	-	-	-	-	-	-	
Vote 5 - Community & Protection Services		11,163	-	-	-	-	-	-	11,163	7,086	7,380	
5.1 - COMMUNITY & PROTEC SERVICE GEN		500	-	-	-	-	-	-	500	500	500	
5.2 - FIRE SERVICES		-	-	-	-	-	-	-	-	-	-	
5.3 - TRAFFIC SERVICES		-	-	-	-	-	-	-	-	-	-	
5.4 - DISASTER MANAGEMENT		-	-	-	-	-	-	-	-	-	-	
5.5 - LAW ENFORCEMENT		200	-	-	-	-	-	-	200	300	300	
5.6 - PARKS, RIVERS AND AREA CLEANIN		1,130	-	-	-	-	-	-	1,130	700	700	
5.7 - SPORTSGROUNDS AND PICNIC SITES		9,333	-	-	-	-	-	-	9,333	5,586	5,880	
5.8 - CEMETERIES		-	-	-	-	-	-	-	-	-	-	
5.9 - HALLS		-	-	-	-	-	-	-	-	-	-	
5.10 - LIBRARIES		-	-	-	-	-	-	-	-	-	-	
Vote 6 - Strategic & Corporate Services		5,000	-	-	-	-	-	-	5,000	1,300	1,300	
6.1 - CORPORATE SERVICES GENERAL		-	-	-	-	-	-	-	-	-	-	
6.2 - HUMAN RESOURCES		-	-	-	-	-	-	-	-	-	-	
6.3 - PROPERTY MANAGEMENT		-	-	-	-	-	-	-	-	-	-	
6.4 - SECRETARIATE AND ADMINISTRATIO		-	-	-	-	-	-	-	-	-	-	
6.5 - COUNCIL GENERAL AND SUPPORT		-	-	-	-	-	-	-	-	-	-	
6.6 - FACILITIES MANAGEMENT		-	-	-	-	-	-	-	-	-	-	
6.7 - INFORMATION TECHNOLOGY		5,000	-	-	-	-	-	-	5,000	1,300	1,300	
6.8 - CORPORATE STRATEGY		-	-	-	-	-	-	-	-	-	-	
6.9 - LOCAL ECONOMIC DEVELOPMENT		-	-	-	-	-	-	-	-	-	-	
6.10 - LEGAL SERVICES		-	-	-	-	-	-	-	-	-	-	
Vote 7 - Financial Services		-	-	-	-	-	-	-	-	-	-	
7.1 - FINANCIAL SERVICES GENERAL		-	-	-	-	-	-	-	-	-	-	
7.2 - STORES		-	-	-	-	-	-	-	-	-	-	
7.3 - SUPPLY CHAIN MANAGEMENT		-	-	-	-	-	-	-	-	-	-	
7.4 - FREE BASIC SERVICES		-	-	-	-	-	-	-	-	-	-	
Capital multi-year expenditure sub-total		348,849	-	21,825	-	-	-	21,825	370,674	102,109	155,980	

Capital expenditure - Municipal Vote	2											
Single-year expenditure appropriation												
Vote 1 - Municipal Manager		35	-	-	-	-	-	-	-	35	-	-
1.1 - MUNICIPAL MANAGER'S OFFICE		35	-	-	-	-	-	-	-	35	-	-
1.2 - INTERNAL AUDIT UNIT		-	-	-	-	-	-	-	-	-	-	-
1.3 - CORPORATE STRATEGY		-	-	-	-	-	-	-	-	-	-	-
1.4 - SECRETARIATE & ADMINISTRATION		-	-	-	-	-	-	-	-	-	-	-
1.5 - INTERNAL AUDIT UNIT		-	-	-	-	-	-	-	-	-	-	-
Vote 2 - Planning & Development		3,077	-	1,106	-	-	-	-	1,106	4,183	45	45
2.1 - PLANNING AND DEVELOPMENT GENERAL		3,077	-	655	-	-	-	-	655	3,732	45	45
2.2 - BUILDING CONTROL		-	-	-	-	-	-	-	-	-	-	-
2.3 - TOWN PLANNING		-	-	-	-	-	-	-	-	-	-	-
2.4 - TOWN DEVELOPMENT		-	-	-	-	-	-	-	-	-	-	-
2.5 - COMMUNITY DEVELOPMENT		-	-	54	-	-	-	54	54	-	-	-
2.6 - LOCAL ECONOMIC DEVELOPMENT		-	-	397	-	-	-	397	397	-	-	-
2.7 - FACILITIES MANAGEMENT		-	-	-	-	-	-	-	-	-	-	-
2.8 - HOUSING ADMINISTRATION		-	-	-	-	-	-	-	-	-	-	-
Vote 3 - Human Settlements & Property Management		9,920	-	10,731	-	-	-	-	10,731	20,651	12,645	9,880
3.1 - INTEGRATED HUMAN SETTLEMENTS		3,040	-	3,589	-	-	-	3,589	6,629	5,220	3,020	
3.2 - PROPERTY MANAGEMENT		2,040	-	7,142	-	-	-	7,142	9,182	1,620	1,400	
3.3 - FACILITIES MANAGEMENT		4,670	-	-	-	-	-	-	4,670	5,730	5,390	
3.4 - HOUSING ADMINISTRATION		170	-	-	-	-	-	-	170	75	70	
Vote 4 - Engineering Services		84,616	-	31,341	-	-	-	-	31,341	115,957	86,672	65,460
4.1 - ENGINEERING SERVICES GENERAL		575	-	1,458	-	-	-	1,458	2,033	875	775	
4.2 - REFUSE REMOVAL		7,400	-	8,935	-	-	-	8,935	16,335	15,250	5,410	
4.3 - SEWERAGE		850	-	-	-	-	-	-	850	600	150	
4.4 - ROADS AND STORMWATER		44,401	-	5,715	-	-	-	5,715	50,116	31,317	31,475	
4.5 - WATER SERVICES		9,600	-	3,356	-	-	-	3,356	12,956	17,900	14,600	
4.6 - ELECTRICAL ENGINEERING SERVICE		21,790	-	11,877	-	-	-	11,877	33,667	20,730	13,050	
4.7 - CLIENT SERVICES		-	-	-	-	-	-	-	-	-	-	
4.8 - SYSTEM OPERATIONS		-	-	-	-	-	-	-	-	-	-	
Vote 5 - Community & Protection Services		13,705	-	7,025	-	-	-	-	7,025	20,730	7,485	6,720
5.1 - COMMUNITY & PROTEC SERVICE GEN		-	-	-	-	-	-	-	-	-	-	600
5.2 - FIRE SERVICES		2,400	-	-	-	-	-	-	2,400	550	1,000	
5.3 - TRAFFIC SERVICES		730	-	-	-	-	-	-	730	2,150	1,250	
5.4 - DISASTER MANAGEMENT		-	-	-	-	-	-	-	-	-	-	
5.5 - LAW ENFORCEMENT		1,928	-	6,017	-	-	-	6,017	7,945	900	1,080	
5.6 - PARKS, RIVERS AND AREA CLEANIN		1,690	-	712	-	-	-	712	2,402	1,200	730	
5.7 - SPORTSGROUNDS AND PICNIC SITES		2,040	-	-	-	-	-	-	2,040	1,400	700	
5.8 - CEMETERIES		520	-	-	-	-	-	-	520	120	720	
5.9 - HALLS		850	-	296	-	-	-	296	1,146	-	-	
5.10 - LIBRARIES		3,547	-	-	-	-	-	-	3,547	1,165	640	
Vote 6 - Strategic & Corporate Services		2,560	-	3,381	-	-	-	-	3,381	5,941	5,800	5,800
6.1 - CORPORATE SERVICES GENERAL		1,060	-	552	-	-	-	552	1,612	4,500	4,500	
6.2 - HUMAN RESOURCES		-	-	-	-	-	-	-	-	-	-	
6.3 - PROPERTY MANAGEMENT		-	-	-	-	-	-	-	-	-	-	
6.4 - SECRETARIATE AND ADMINISTRATIO		-	-	-	-	-	-	-	-	-	-	
6.5 - COUNCIL GENERAL AND SUPPORT		-	-	-	-	-	-	-	-	-	-	
6.6 - FACILITIES MANAGEMENT		-	-	-	-	-	-	-	-	-	-	
6.7 - INFORMATION TECHNOLOGY		1,500	-	2,829	-	-	-	2,829	4,329	1,300	1,300	
6.8 - CORPORATE STRATEGY		-	-	-	-	-	-	-	-	-	-	
6.9 - LOCAL ECONOMIC DEVELOPMENT		-	-	-	-	-	-	-	-	-	-	
6.10 - LEGAL SERVICES		-	-	-	-	-	-	-	-	-	-	
Vote 7 - Financial Services		1,030	-	-	-	-	-	-	-	1,030	1,000	500
7.1 - FINANCIAL SERVICES GENERAL		1,030	-	-	-	-	-	-	-	1,030	1,000	500
7.2 - STORES		-	-	-	-	-	-	-	-	-	-	
7.3 - SUPPLY CHAIN MANAGEMENT		-	-	-	-	-	-	-	-	-	-	
7.4 - FREE BASIC SERVICES		-	-	-	-	-	-	-	-	-	-	
Capital single-year expenditure sub-total		114,943	-	53,583	-	-	-	-	53,583	168,526	113,647	88,405
Total Capital Expenditure		463,792	-	75,408	-	-	-	-	75,408	539,200	215,757	244,385

WC024 Stellenbosch - Table B6 Adjustments Budget Financial Position - 24 August 2016

Description	Ref	Budget Year 2016/17									Budget Year +1 2017/18	Budget Year +2 2018/19
		Original Budget A	Prior Adjusted 3 A1	Accum. Funds 4 B	Multi-year capital 5 C	Unfore. Unavoid. 6 D	Nat. or Prov. Govt 7 E	Other Adjusts. 8 F	Total Adjusts. 9 G	Adjusted Budget 10 H	Adjusted Budget	Adjusted Budget
R thousands												
ASSETS												
Current assets												
Cash		30,416		58,411				58,411	88,827	87,308	101,139	
Call investment deposits	1	365,310	-	-	-	-	-	-	365,310	388,523	452,319	
Consumer debtors	1	96,734	-	-	-	-	-	-	96,734	108,989	126,684	
Other debtors		55,877							55,877	60,079	58,646	
Current portion of long-term receivables		40							40	44	35	
Inventory		14,761							14,761	16,746	15,846	
Total current assets		563,137	-	58,411	-	-	-	58,411	621,548	661,688	754,669	
Non current assets												
Long-term receivables		2,006						-	2,006	2,204	1,747	
Investments		-						-	-	-	-	
Investment property		551,396						-	551,396	562,852	561,552	
Investment in Associate		-						-	-	-	-	
Property, plant and equipment	1	4,628,865	-	74,536	-	-	-	74,536	4,703,400	4,666,362	4,732,252	
Agricultural		-						-	-	-	-	
Biological		11,545						-	11,545	11,545	11,545	
Intangible		14,516		872				872	15,388	23,354	28,741	
Other non-current assets		-						-	-	-	-	
Total non current assets		5,208,328	-	75,408	-	-	-	75,408	5,283,736	5,266,316	5,335,837	
TOTAL ASSETS		5,771,465	-	133,819	-	-	-	133,819	5,905,284	5,928,004	6,090,507	
LIABILITIES												
Current liabilities												
Bank overdraft												
Borrowing		10,039	-	-	-	-	-	-	10,039	15,598	18,297	
Consumer deposits		12,976							12,976	13,786	13,006	
Trade and other payables		190,547	-	-	-	-	-	-	190,547	194,648	207,547	
Provisions		42,675							42,675	40,045	44,454	
Total current liabilities		256,237	-	-	-	-	-	-	256,237	264,077	283,304	
Non current liabilities												
Borrowing	1	349,342	-	-	-	-	-	-	349,342	375,303	432,704	
Provisions	1	241,159	-	-	-	-	-	-	241,159	249,059	258,130	
Total non current liabilities		590,501	-	-	-	-	-	-	590,501	624,362	690,834	
TOTAL LIABILITIES		846,738	-	-	-	-	-	-	846,738	888,438	974,139	
NET ASSETS	2	4,924,727	-	133,819	-	-	-	133,819	5,058,546	5,039,566	5,116,368	
COMMUNITY WEALTH/EQUITY												
Accumulated Surplus/(Deficit)		3,276,555	-	133,819	-	-	-	133,819	3,410,375	3,355,524	3,521,258	
Reserves		1,648,172	-	-	-	-	-	-	1,648,172	1,684,042	1,595,111	
Minorities' interests												
TOTAL COMMUNITY WEALTH/EQUITY		4,924,727	-	133,819	-	-	-	133,819	5,058,546	5,039,566	5,116,368	

WC024 Stellenbosch - Table B7 Adjustments Budget Cash Flows - 24 August 2016

Description	Ref	Budget Year 2016/17									Budget Year +1 2017/18	Budget Year +2 2018/19
		Original Budget	Prior Adjusted 3	Accum. Funds 4	Multi-year capital 5	Unfore. Unavoid. 6	Nat. or Prov. Govt 7	Other Adjusts. 8	Total Adjusts. 9	Adjusted Budget 10	Adjusted Budget	Adjusted Budget
		A	A1	B	C	D	E	F	G	H		
R thousands												
CASH FLOW FROM OPERATING ACTIVITIES												
Receipts												
Property rates, penalties & collection charges		281,200							-	281,200	298,721	317,333
Service charges		700,832							-	700,832	752,093	803,785
Other revenue		79,292							-	79,292	84,053	88,266
Government - operating	1	110,550							-	110,550	136,663	150,170
Government - capital	1	128,731							-	128,731	63,275	66,731
Interest		43,433							-	43,433	38,696	37,609
Dividends		-							-	-	-	-
Payments												
Suppliers and employees		(1,081,273)							-	(1,081,273)	(1,134,124)	(1,164,988)
Finance charges		(31,472)							-	(31,472)	(23,266)	(30,613)
Transfers and Grants	1	(7,891)							-	(7,891)	(8,328)	(8,914)
NET CASH FROM/(USED) OPERATING ACTIVITIES		223,401	-	-	-	-	-	-	-	223,401	207,784	259,377
CASH FLOWS FROM INVESTING ACTIVITIES												
Receipts												
Proceeds on disposal of PPE		5,698							-	5,698	2,896	6,013
Decrease (increase) in non-current debtors		-							-	-	-	-
Decrease (increase) other non-current receivables		-							-	-	-	-
Decrease (increase) in non-current investments		-							-	-	-	-
Payments												
Capital assets		(463,792)		(75,408)					(75,408)	(539,200)	(215,757)	(244,385)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(458,093)	-	(75,408)	-	-	-	-	(75,408)	(533,502)	(212,860)	(238,372)
CASH FLOWS FROM FINANCING ACTIVITIES												
Receipts												
Short term loans		-							-	-	-	-
Borrowing long term/refinancing		161,000							-	161,000	36,000	73,000
Increase (decrease) in consumer deposits		1,387							-	1,387	809	(780)
Payments												
Repayment of borrowing		(11,958)							-	(11,958)	(10,039)	(15,598)
NET CASH FROM/(USED) FINANCING ACTIVITIES		150,429	-	-	-	-	-	-	-	150,429	26,770	56,622
NET INCREASE/ (DECREASE) IN CASH HELD		(84,263)	-	(75,408)	-	-	-	-	(75,408)	(159,671)	21,693	77,627
Cash/cash equivalents at the year begin:	2	479,989		133,819					133,819	613,808	454,137	475,830
Cash/cash equivalents at the year end:	2	395,726		58,411					58,411	454,137	475,830	553,458

WC024 Stellenbosch - Table B8 Cash backed reserves/accumulated surplus reconciliation - 24 August 2016

Description	Ref	Budget Year 2016/17									Budget Year +1 2017/18	Budget Year +2 2018/19
		Original Budget	Prior Adjusted 3	Accum. Funds 4	Multi-year capital 5	Unfore. Unavoid. 6	Nat. or Prov. Govt 7	Other Adjusts. 8	Total Adjusts. 9	Adjusted Budget 10	Adjusted Budget	Adjusted Budget
R thousands		A	A1	B	C	D	E	F	G	H		
Cash and investments available												
Cash/cash equivalents at the year end	1	395,726	-	58,411	-	-	-	-	58,411	454,137	475,830	553,458
Other current investments > 90 days		-	-	(0)	-	-	-	-	(0)	(0)	-	-
Non current assets - Investments	1	-	-	-	-	-	-	-	-	-	-	-
Cash and investments available:		395,726	-	58,411	-	-	-	-	58,411	454,137	475,830	553,458
Applications of cash and investments												
Unspent conditional transfers		-	-	-	-	-	-	-	-	-	-	-
Unspent borrowing		-	-	-	-	-	-	-	-	-	-	-
Statutory requirements		-	-	-	-	-	-	-	-	-	-	-
Other working capital requirements	2	48,974	-	-	-	-	-	-	-	48,974	37,778	36,066
Other provisions		164,693	-	-	-	-	-	-	-	164,693	172,909	158,933
Long term investments committed		-	-	-	-	-	-	-	-	-	-	-
Reserves to be backed by cash/investments		131,234	-	75,408	-	-	-	-	75,408	206,643	165,203	194,003
Total Application of cash and investments:		344,902	-	75,408	-	-	-	-	75,408	420,310	375,891	389,002
Surplus(shortfall)		50,824	-	(16,997)	-	-	-	-	(16,997)	33,827	99,940	164,456

WC024 Stellenbosch - Table B9 Asset Management - 24 August 2016

Description	Ref	Budget Year 2016/17									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H	+1 2017/18	+2 2018/19
R thousands												
CAPITAL EXPENDITURE												
Total New Assets to be adjusted	1	63,868	-	22,627	-	-	-	-	22,627	86,495	48,630	61,350
Infrastructure - Road Transport		4,280	-	-	-	-	-	-	-	4,280	4,210	2,450
Infrastructure - Electricity		16,300	-	1,548	-	-	-	-	1,548	17,848	2,250	1,750
Infrastructure - Water		26,000	-	535	-	-	-	-	535	26,535	23,500	43,000
Infrastructure - Sanitation		250	-	-	-	-	-	-	-	250	450	500
Infrastructure - Other		400	-	13,626	-	-	-	-	13,626	14,026	300	500
Infrastructure		47,230	-	15,709	-	-	-	-	15,709	62,939	30,710	48,200
Community		10,712	-	5,511	-	-	-	-	5,511	16,223	3,420	2,520
Heritage assets		-	-	-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-	-	-
Other assets	6	5,426	-	1,407	-	-	-	-	1,407	6,833	6,700	6,930
Agricultural Assets		-	-	-	-	-	-	-	-	-	-	-
Biological assets		-	-	-	-	-	-	-	-	-	-	-
Intangibles		500	-	-	-	-	-	-	-	500	7,800	3,700
Total Renewal of Existing Assets to be adjusted	2	399,924	-	52,781	-	-	-	-	52,781	452,705	167,127	183,035
Infrastructure - Road Transport		36,146	-	4,666	-	-	-	-	4,666	40,812	25,132	29,050
Infrastructure - Electricity		22,790	-	9,520	-	-	-	-	9,520	32,310	25,880	22,000
Infrastructure - Water		28,419	-	6,712	-	-	-	-	6,712	35,131	30,100	17,000
Infrastructure - Sanitation		202,967	-	7,702	-	-	-	-	7,702	210,669	24,173	53,250
Infrastructure - Other		4,850	-	12,711	-	-	-	-	12,711	17,561	9,200	5,600
Infrastructure		295,172	-	41,312	-	-	-	-	41,312	336,483	114,485	126,900
Community		40,073	-	1,513	-	-	-	-	1,513	41,587	19,746	11,150
Heritage assets		600	-	-	-	-	-	-	-	600	800	1,350
Investment properties		-	-	-	-	-	-	-	-	-	-	-
Other assets	6	61,629	-	9,084	-	-	-	-	9,084	70,713	30,395	41,085
Agricultural Assets		-	-	-	-	-	-	-	-	-	-	-
Biological assets		-	-	-	-	-	-	-	-	-	-	-
Intangibles		2,450	-	872	-	-	-	-	872	3,322	1,700	2,550
Total Capital Expenditure to be adjusted	4	40,426	-	4,666	-	-	-	-	4,666	45,092	29,342	31,500
Infrastructure - Road Transport		39,090	-	11,068	-	-	-	-	11,068	50,158	28,130	23,750
Infrastructure - Electricity		54,419	-	7,247	-	-	-	-	7,247	61,666	53,600	60,000
Infrastructure - Water		203,217	-	7,702	-	-	-	-	7,702	210,919	24,623	53,750
Infrastructure - Sanitation		5,250	-	26,337	-	-	-	-	26,337	31,587	9,500	6,100
Infrastructure - Other		342,402	-	57,021	-	-	-	-	57,021	399,422	145,195	175,100
Infrastructure		50,785	-	7,025	-	-	-	-	7,025	57,810	23,166	13,670
Community		600	-	-	-	-	-	-	-	600	800	1,350
Heritage assets		-	-	-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-	-	-
Other assets	6	67,055	-	10,490	-	-	-	-	10,490	77,545	37,095	48,015
Agricultural Assets		-	-	-	-	-	-	-	-	-	-	-
Biological assets		-	-	-	-	-	-	-	-	-	-	-
Intangibles		2,950	-	872	-	-	-	-	872	3,822	9,500	6,250
TOTAL CAPITAL EXPENDITURE to be adjusted	2	463,792	-	75,408	-	-	-	-	75,408	539,200	215,757	244,385
ASSET REGISTER SUMMARY - PPE (WDV)	5											
Infrastructure - Road Transport		758,714		4,666					4,666	763,380	753,832	749,717
Infrastructure - Electricity		307,635		11,068					11,068	318,703	314,505	316,484
Infrastructure - Water		1,790,924		7,247					7,247	1,798,171	1,825,764	1,866,095
Infrastructure - Sanitation		523,718		7,702					7,702	531,420	532,943	569,336
Infrastructure - Other		98,443		26,337					26,337	124,780	104,053	106,169
Infrastructure		3,479,434		57,021					57,021	3,536,454	3,531,097	3,607,803
Community		180,922		7,025					7,025	187,947	201,498	212,515
Heritage assets		2,824		-					-	2,824	3,624	4,974
Investment properties		551,396		-					-	551,396	562,852	561,552
Other assets		965,685		10,490					10,490	976,175	930,143	906,960
Agricultural Assets		-		-					-	-	-	-
Biological assets		11,545		-					-	11,545	11,545	11,545
Intangibles		14,516		872					872	15,388	23,354	28,741
TOTAL ASSET REGISTER SUMMARY - PPE (WDV)	5	5,206,322		75,408					75,408	5,281,730	5,264,112	5,334,090
EXPENDITURE OTHER ITEMS												
Depreciation & asset impairment		165,200		-					-	165,200	169,422	173,106
Repairs and Maintenance by asset class	3	83,499		-					-	83,499	87,674	92,058
Infrastructure - Road Transport		11,678		-					-	11,678	12,392	13,159
Infrastructure - Electricity		13,491		-					-	13,491	14,253	15,048
Infrastructure - Water		11,077		-					-	11,077	11,658	12,578
Infrastructure - Sanitation		11,225		-					-	11,225	11,945	12,770
Infrastructure - Other		3,279		-					-	3,279	3,476	3,685
Infrastructure		50,751		-					-	50,751	53,724	57,240
Community		21,705		-					-	21,705	23,032	24,396
Heritage assets		-		-					-	-	-	-
Investment properties		-		-					-	-	-	-
Other assets	6	11,044		-					-	11,044	10,918	10,423
TOTAL EXPENDITURE OTHER ITEMS to be adjusted		248,699		-					-	248,699	257,096	265,164
Renewal of Existing Assets as % of total capex		86.2%	0.0%							84.0%	77.5%	74.9%
Renewal of Existing Assets as % of deprecn"		242.1%	0.0%							274.0%	98.6%	105.7%
R&M as a % of PPE		1.6%	0.0%							1.6%	1.7%	1.7%
Renewal and R&M as a % of PPE		9.3%	0.0%							10.2%	4.8%	5.2%

WC024 Stellenbosch - Table B10 Basic service delivery measurement - 24 August 2016

Description	Ref	Budget Year 2016/17									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
Household service targets	1											
Water:												
Piped water inside dwelling		36779								37	37515	38264
Piped water inside yard (but not in dwelling)		3854								4	3931	4010
Using public tap (at least min.service level)	2	6828								7	6965	7105
Other water supply (at least min.service level)		0								-	-	-
<i>Minimum Service Level and Above sub-tota</i>		47	-	-	-	-	-	-	-	47	48	49
Using public tap (< min.service level)	3	1305								1	1279	1254
Other water supply (< min.service level)	3,4	0								-	0	0
No water supply		292								0	286	280
<i>Below Minimum Service Level sub-tota</i>		2	-	-	-	-	-	-	-	2	2	2
Total number of households	5	49	-	-	-	-	-	-	-	49	50	51
Sanitation/sewerage:												
Flush toilet (connected to sewerage)		43679								43,679	44561	45461
Flush toilet (with septic tank)		1873								1,873	1910	1948
Chemical toilet		352								352	359	366
Pit toilet (ventilated)		229								229	234	239
Other toilet provisions (> min.service level)		1137								1,137	1160	1183
<i>Minimum Service Level and Above sub-tota</i>		47,270	-	-	-	-	-	-	-	47,270	48,224	49,197
Bucket toilet		1172								1,172	1149	1126
Other toilet provisions (< min.service level)		182								182	178	174
No toilet provisions		434								434	425	416
<i>Below Minimum Service Level sub-tota</i>		1,788	-	-	-	-	-	-	-	1,788	1,752	1,716
Total number of households	5	49,058	-	-	-	-	-	-	-	49,058	49,976	50,913
Energy:												
Electricity (at least min. service level)		13639								13,639	13951	14268
Electricity - prepaid (> min.service level)		32860								32,860	33517	34187
<i>Minimum Service Level and Above sub-tota</i>		46,499	-	-	-	-	-	-	-	46,499	47,468	48,455
Electricity (< min.service level)		223								223	219	215
Electricity - prepaid (< min. service level)		0								-	0	0
Other energy sources		2336								2,336	2289	2243
<i>Below Minimum Service Level sub-tota</i>		2,559	-	-	-	-	-	-	-	2,559	2,508	2,458
Total number of households	5	49,058	-	-	-	-	-	-	-	49,058	49,976	50,913
Refuse:												
Removed at least once a week (min.service)		43660								43,660	44685	45728
<i>Minimum Service Level and Above sub-tota</i>		43,660	-	-	-	-	-	-	-	43,660	44,685	45,728
Removed less frequently than once a week		768								768	753	738
Using communal refuse dump		1074								1,074	1053	1032
Using own refuse dump		2256								2,256	2211	2167
Other rubbish disposal		842								842	825	808
No rubbish disposal		458								458	449	440
<i>Below Minimum Service Level sub-tota</i>		5,398	-	-	-	-	-	-	-	5,398	5,291	5,185
Total number of households	5	49,058	-	-	-	-	-	-	-	49,058	49,976	50,913
Households receiving Free Basic Service	15											
Water (6 kilolitres per household per month)		14500								14,500	14500	14500
Sanitation (free minimum level service)		14500								14,500	14500	14500
Electricity/other energy (50kwh per household per month)		14500								14,500	14500	14500
Refuse (removed at least once a week)		14500								14,500	14500	14500
Cost of Free Basic Services provided (R'000)	16											
Water (6 kilolitres per household per month)		15								15	15	15
Sanitation (free sanitation service)		15								15	15	15
Electricity/other energy (50kwh per household per month)		15								15	15	15
Refuse (removed once a week)		15								15	15	15
Total cost of FBS provided (minimum social package)		58	-	-	-	-	-	-	-	58	58	58
Highest level of free service provided												
Property rates (R'000 value threshold)		95000								95,000	95000	95000
Water (kilolitres per household per month)		10								10	10	10
Sanitation (kilolitres per household per month)										-	-	-
Sanitation (Rand per household per month)		94								94	100	106
Electricity (kw per household per month)		60								60	60	60
Refuse (average litres per week)		250								250	250	250
Revenue cost of free services provided (R'000)	17											
Property rates (R15 000 threshold rebate)		-								-	-	-
Property rates (other exemptions, reductions and rebates)		32,877								32,877	40,039	42,406
Water		7,210								7,210	3,553	3,738
Sanitation		6,877								6,877	6,654	7,186
Electricity/other energy		6,792								6,792	7,179	7,553
Refuse		7,149								7,149	6,543	6,884
Municipal Housing - rental rebates										-	-	-
Housing - top structure subsidies	6	10								10	33	30
Other										-	-	-
Total revenue cost of free services provided (total social pa		60,915	-	-	-	-	-	-	-	60,915	64,001	67,797

APPENDIX 4

Other supporting documentation

WC024 Stellenbosch - Supporting Table SB1 Supporting detail to 'Budgeted Financial Performance' - 24 August 2016

Description	Ref	Budget Year 2016/17								Budget Year	Budget Year	
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	
R thousands		A	6	7	8	9	10	11	12	13		
			A1	B	C	D	E	F	G	H		
REVENUE ITEMS												
Property rates												
Total Property Rates		324,182							-	324,182	344,281	365,626
less Revenue Foregone		40,039							-	40,039	42,406	44,913
Net Property Rates		284,142	-	-	-	-	-	-	-	284,142	301,875	320,713
Service charges - electricity revenue												
Total Service charges - electricity revenue		493,724							-	493,724	530,252	569,481
less Revenue Foregone		7,179							-	7,179	7,553	7,947
Net Service charges - electricity revenue		486,545	-	-	-	-	-	-	-	486,545	522,699	561,535
Service charges - water revenue												
Total Service charges - water revenue		129,034							-	129,034	138,758	145,832
less Revenue Foregone		3,553							-	3,553	3,738	3,932
Net Service charges - water revenue		125,481	-	-	-	-	-	-	-	125,481	135,020	141,900
Service charges - sanitation revenue												
Total Service charges - sanitation revenue		80,138							-	80,138	86,009	92,255
less Revenue Foregone		6,654							-	6,654	7,186	7,761
Net Service charges - sanitation revenue		73,484	-	-	-	-	-	-	-	73,484	78,822	84,493
Service charges - refuse revenue												
Total refuse removal revenue		48,556							-	48,556	51,086	53,748
Total landfill revenue									-	-	-	-
less Revenue Foregone		6,543							-	6,543	6,884	7,243
Net Service charges - refuse revenue		42,013	-	-	-	-	-	-	-	42,013	44,202	46,505
Other Revenue By Source												
Building Fees		4,106							-	4,106	4,230	4,357
Wood Sales		615							-	615	647	681
Testing Of Drivers: Stellenbosch		1,081							-	1,081	1,138	1,197
Application Fees		828							-	828	871	916
Inspection Of Vehicles		138							-	138	145	152
Digging Of Graves		510							-	510	536	564
Parking Fees: Bloemhof		681							-	681	716	754
Other Revenue		28,670							-	28,670	30,361	31,947
									-	-	-	-
									-	-	-	-
									-	-	-	-
									-	-	-	-
Total 'Other' Revenue	1	36,628	-	-	-	-	-	-	-	36,628	38,643	40,568
EXPENDITURE ITEMS												
Employee related costs												
Basic Salaries and Wages		249,177							-	249,177	268,186	288,301
Pension and UIF Contributions		46,029							-	46,029	49,472	53,172
Medical Aid Contributions		22,338							-	22,338	23,902	25,576
Overtime		13,055							-	13,055	13,969	14,947
Performance Bonus		299							-	299	-	-
Motor Vehicle Allowance		15,982							-	15,982	17,101	18,299
Cellphone Allowance		883							-	883	945	1,012
Housing Allowances		2,774							-	2,774	2,968	3,176
Other benefits and allowances		46,778							-	46,778	50,154	53,774
Payments in lieu of leave		-							-	-	-	-
Long service awards		-							-	-	-	-
Post-retirement benefit obligations		-							-	-	-	-
	4											
sub-total		397,314	-	-	-	-	-	-	-	397,314	426,698	458,256
Less: Employees costs capitalised to PPE									-	-	-	-
Total Employee related costs	1	397,314	-	-	-	-	-	-	-	397,314	426,698	458,256
Contributions recognised - capital												
List contributions by contract									-	-	-	-
									-	-	-	-
									-	-	-	-
									-	-	-	-
									-	-	-	-
Total Contributions recognised - capital		-	-	-	-	-	-	-	-	-	-	-
Depreciation & asset impairment												
Depreciation of Property, Plant & Equipment		165,200							-	165,200	169,422	173,106
Lease amortisation									-	-	-	-
Capital asset impairment									-	-	-	-
Depreciation resulting from revaluation of PPE									-	-	-	-
Total Depreciation & asset impairment	1	165,200	-	-	-	-	-	-	-	165,200	169,422	173,106
Bulk purchases												

Description	Ref	Budget Year 2016/17									Budget Year +1 2017/18	Budget Year +2 2018/19
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjus.	Total Adjus.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	6 A1	7 B	8 C	9 D	10 E	11 F	12 G	13 H		
R thousands												
Electricity Bulk Purchases		330,874							-	330,874	355,689	382,366
Water Bulk Purchases		20,411							-	20,411	21,525	22,937
Total bulk purchases	1	351,285	-	-	-	-	-	-	-	351,285	377,214	405,303
Transfers and grants												
Cash transfers and grants									-	-		
Non-cash transfers and grants									-	-		
Total transfers and grants		-	-	-	-	-	-	-	-	-	-	-
Contracted services												
Rental: Vehicles		1,715							-	1,715	1,812	1,919
Hire Of Equipment		5,202							-	5,202	5,498	5,821
Rent: Offices		10,293							-	10,293	10,878	11,517
Other Contracted Services		-							-	-	-	-
<i>sub-total</i>	1	17,209	-	-	-	-	-	-	-	17,209	18,188	19,257
Allocations to organs of state:												
Electricity									-	-		
Water									-	-		
Sanitation									-	-		
Other									-	-		
Total contracted services??		17,209	-	-	-	-	-	-	-	17,209	18,188	19,257
Other Expenditure By Type												
Collection costs		2,650							-	2,650	2,809	2,978
Contributions to 'other' provisions		64,883							-	64,883	66,944	69,164
Consultant fees		19,736							-	19,736	16,893	17,848
Audit fees		5,588							-	5,588	5,868	6,161
General expenses	3.5								-	-		
Housing Projects Expenditure (Top Structure)		-							-	-	13,500	14,400
Printing and Stationery		2,927							-	2,927	3,074	3,228
Membership Fees: SALGA		3,933							-	3,933	4,140	4,347
Legal Cost		10,200							-	10,200	10,690	11,085
Security		10,011							-	10,011	10,512	11,037
Fuel and Oil		12,623							-	12,623	13,254	13,962
Licences: Tv/Software/Network		4,945							-	4,945	5,192	5,451
Telephone Cost		3,664							-	3,664	3,832	4,101
Buildings: Routine Maintenance		2,002							-	2,002	2,102	2,207
Machinery And Vehicles		9,626							-	9,626	10,107	10,613
Area Cleaning		7,467							-	7,467	7,840	8,232
Other Repairs and Maintenance		64,404							-	64,404	67,625	71,006
Other General Expenses		143,384							-	143,384	140,409	146,161
Total Other Expenditure	1	368,043	-	-	-	-	-	-	-	368,043	384,791	401,980
by Expenditure Item												
Employee related costs	14	-							-	-	-	-
Other materials		-							-	-	-	-
Contracted Services		-							-	-	-	-
Other Expenditure		83,499							-	83,499	87,674	92,058
Total Repairs and Maintenance Expenditure	15	83,499	-	-	-	-	-	-	-	83,499	87,674	92,058

WC024 Stellenbosch - Supporting Table SB2 Supporting detail to 'Financial Position Budget' - 24 August 2016

Description	Ref	Budget Year 2016/17									Budget Year +1 2017/18	Budget Year +2 2018/19
		Original Budget A	Prior Adjusted 4 A1	Accum. Funds 5 B	Multi-year capital 6 C	Unfore. Unavoid. 7 D	Nat. or Prov. Govt 8 E	Other Adjus. 9 F	Total Adjus. 10 G	Adjusted Budget 11 H	Adjusted Budget	Adjusted Budget
R thousands												
ASSETS												
Call investment deposits												
Call deposits < 90 days		-							-	-	-	-
Other current investments > 90 days		365,310							-	365,310	388,523	452,319
Total Call investment deposits	1	365,310	-	-	-	-	-	-	-	365,310	388,523	452,319
Consumer debtors												
Consumer debtors		148,002							-	148,002	157,638	164,736
Less: provision for debt impairment		51,268	-	-	-	-	-	-	-	51,268	48,649	38,051
Total Consumer debtors	1	96,734	-	-	-	-	-	-	-	96,734	108,989	126,684
Debt impairment provision												
Balance at the beginning of the year		49,205							-	49,205	51,268	48,649
Contributions to the provision		18,645							-	18,645	20,646	20,015
Bad debts written off		(16,582)							-	(16,582)	(23,266)	(30,613)
Balance at end of year		51,268	-	-	-	-	-	-	-	51,268	48,649	38,051
Property, plant & equipment												
PPE at cost/valuation (excl. finance leases)		5,960,125		74,536					74,536	6,034,661	6,166,381	6,404,516
Leases recognised as PPE	2	-							-	-	-	-
Less: Accumulated depreciation		1,331,260							-	1,331,260	1,500,020	1,672,264
Total Property, plant & equipment	1	4,628,865	-	74,536	-	-	-	-	74,536	4,703,400	4,666,362	4,732,252
LIABILITIES												
Current liabilities - Borrowing												
Short term loans (other than bank overdraft)		-							-	-	-	-
Current portion of long-term liabilities		10,039							-	10,039	15,598	18,297
Total Current liabilities - Borrowing		10,039	-	-	-	-	-	-	-	10,039	15,598	18,297
Trade and other payables												
Creditors		190,547							-	190,547	194,648	207,547
Unspent conditional grants and receipts		-							-	-	-	-
VAT		-							-	-	-	-
Total Trade and other payables	1	190,547	-	-	-	-	-	-	-	190,547	194,648	207,547
Non current liabilities - Borrowing												
Borrowing	3	349,342							-	349,342	375,303	432,704
Finance leases (including PPP asset element)		-							-	-	-	-
Total Non current liabilities - Borrowing		349,342	-	-	-	-	-	-	-	349,342	375,303	432,704
Provisions - non current												
Retirement benefits		200,665							-	200,665	208,565	217,636
List other major items		-							-	-	-	-
Refuse landfill site rehabilitation		40,494							-	40,494	40,494	40,494
Other		-							-	-	-	-
Total Provisions - non current		241,159	-	-	-	-	-	-	-	241,159	249,059	258,130
CHANGES IN NET ASSETS												
Accumulated surplus/(Deficit)												
Accumulated surplus/(Deficit) - opening balance		3,180,381		133,819					133,819	3,314,200	3,243,781	3,255,189
Appropriations to Reserves		(65,000)							-	(65,000)	(48,000)	(57,400)
Transfers from Reserves		68,947							-	68,947	59,747	60,746
Depreciation offsets		17,547							-	17,547	18,648	20,648
Other adjustments		74,680							-	74,680	81,348	242,075
Accumulated Surplus/(Deficit)	1	3,276,555	-	133,819	-	-	-	-	133,819	3,410,375	3,355,524	3,521,258
Reserves												
Housing Development Fund		3,000							-	3,000	2,466	1,968
Capital replacement		142,240							-	142,240	95,462	85,052
Self-insurance		11,646							-	11,646	11,175	12,645
Other reserves (list)		755,720							-	755,720	785,077	875,045
Revaluation		735,566							-	735,566	789,863	620,401
Total Reserves	2	1,648,172	-	-	-	-	-	-	-	1,648,172	1,684,042	1,595,111
TOTAL COMMUNITY WEALTH/EQUITY	2	4,924,727	-	133,819	-	-	-	-	133,819	5,058,546	5,039,566	5,116,368
Total capital expenditure includes expenditure on nationally significant priorities:												
Provision of basic services									-	-		
2010 World Cup									-	-		

WC024 Stellenbosch - Supporting Table SB3 Adjustments to the SDBIP - performance objectives - 24 August 2014

Description	Unit of measurement	Budget Year 2016/17									Budget Year +1 2017/18	Budget Year +2 2018/19
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	A1	B	C	D	E	F	G	H		
Vote 1 - Municipal Manager												
Function 1 - Budget Performance												
Sub-function 1 - Capital Expenditure	Amount spent (R)	35								35	35	35
<i>Insert measure/s description</i>												
Sub-function 2 - Operational Expenditure	Amount spent (R)	14,428								14,428	14,428	14,428
<i>Insert measure/s description</i>												
Sub-function 3 - Operational Revenue	Amount collected(R)	-										
<i>Insert measure/s description</i>												
Vote 2 - Planning and Development												
Function 1 - Budget Performance												
Sub-function 1 - Capital Expenditure	Amount spent (R)	3,077		1,106						1,106	4,183	5,289
<i>Insert measure/s description</i>												
Sub-function 2 - Operational Expenditure	Amount spent (R)	47,320								47,320	47,320	47,320
<i>Insert measure/s description</i>												
Sub-function 3 - Operational Revenue	Amount collected(R)	8,015								8,015	8,015	8,015
<i>Insert measure/s description</i>												
Vote 3 - Human Settlements												
Function 1 - Budget Performance												
Sub-function 1 - Capital Expenditure	Amount spent (R)	55,570		20,513						55,570	76,083	96,595
<i>Insert measure/s description</i>												
Sub-function 2 - Operational Expenditure	Amount spent (R)	69,366								69,366	69,366	69,366
<i>Insert measure/s description</i>												
Sub-function 3 - Operational Revenue	Amount collected(R)	63,582								63,582	63,582	63,582
<i>Insert measure/s description</i>												
Vote 4 - Community & Protection												
Function 1 - Budget Performance												
Sub-function 1 - Capital Expenditure	Amount spent (R)	22,868		7,025						22,868	29,893	36,918
<i>Insert measure/s description</i>												
Sub-function 2 - Operational Expenditure	Amount spent (R)	215,281								215,281	215,281	215,281
<i>Insert measure/s description</i>												
Sub-function 3 - Operational Revenue	Amount collected(R)	107,030								107,030	107,030	107,030
<i>Insert measure/s description</i>												
Vote 5 - Engineering services												
Function 1 - Budget Performance												
Sub-function 1 - Capital Expenditure	Amount spent (R)	376,594		43,384						376,594	419,978	463,362
<i>Insert measure/s description</i>												
Sub-function 2 - Operational Expenditure	Amount spent (R)	888,767								888,767	888,767	888,767
<i>Insert measure/s description</i>												
Sub-function 3 - Operational Revenue	Amount collected(R)	906,271								906,271	906,271	906,271
<i>Insert measure/s description</i>												
Vote 6 - Strategic												
Function 1 - Budget Performance												
Sub-function 1 - Capital Expenditure	Amount spent (R)	7,560		3,381						7,560	10,941	14,322
<i>Insert measure/s description</i>												
Sub-function 2 - Operational Expenditure	Amount spent (R)	78,405								78,405	78,405	78,405
<i>Insert measure/s description</i>												
Sub-function 3 - Operational Revenue	Amount collected(R)	1,377								1,377	1,377	1,377
<i>Insert measure/s description</i>												
Vote 7 - Financial services												
Function 1 - Budget Performance												
Sub-function 1 - Capital Expenditure	Amount spent (R)	880								880	880	880
<i>Insert measure/s description</i>												
Sub-function 2 - Operational Expenditure	Amount spent (R)	64,062								64,062	64,062	64,062
<i>Insert measure/s description</i>												
Sub-function 3 - Operational Revenue	Amount collected(R)	352,705								352,705	352,705	352,705

WC024 Stellenbosch - Supporting Table SB4 Adjustments to budgeted performance indicators and benchmarks - 24 August 2016

Description of financial indicator	Basis of calculation	2013/14	2014/15	2015/16	Budget Year 2016/17			Budget Year +1 2017/18	Budget Year +2 2018/19
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Prior Adjusted	Adjusted Budget	Adjusted Budget	Adjusted Budget
<u>Borrowing Management</u>									
Credit Rating	Short term/long term rating	A+	A+	A+	A+	A+	A+		
Capital Charges to Operating Expenditure	Interest & Principal Paid /Operating Expenditure	2.1%	2.1%	2.3%	3.1%	0.0%	3.1%	3.4%	3.8%
Capital Charges to Own Revenue	Finance charges & Repayment of borrowing /Own Revenue	2.1%	2.3%	2.7%	0.0%	0.0%	0.0%	0.0%	0.0%
Borrowed funding of 'own' capital expenditure	Borrowing/Capital expenditure excl. transfers and grants	21.2%	29.0%	28.9%	46.4%	0.0%	33.8%	24.2%	29.9%
<u>Safety of Capital</u>									
Gearing	Long Term Borrowing/ Funds & Reserves	11.4%	15.1%	12.4%	21.2%	0.0%	21.2%	22.3%	27.1%
<u>Liquidity</u>									
Current Ratio	Current assets/current liabilities	299.2%	227.2%	212.0%	219.8%	0.0%	242.6%	250.6%	266.4%
Current Ratio adjusted for aged debtors	Current assets/current liabilities less debtors > 90 days/current liabilities	299.2%	227.2%	212.0%	219.8%	0.0%	0.0%	0.0%	0.0%
Liquidity Ratio	Monetary Assets/Current Liabilities	207.8%	167.5%	157.1%	1.5	0.0	1.8	1.8	2.0
<u>Revenue Management</u>									
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/ Last 12 Mths Billing	96.9%	94.3%	97.8%	97.8%	97.8%	97.8%	96.8%	96.8%
Current Debtors Collection Rate (Cash receipts % of Ratepayer & Other revenue)		94.1%	91.5%	97.8%	96.8%	96.8%	96.8%	96.8%	96.8%
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue	18.1%	17.8%	13.2%	11.8%	0.0%	11.8%	12.2%	12.5%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<u>Creditors Management</u>									
Creditors System Efficiency	% of Creditors Paid Within Terms (within MFMA s 65(e))	97.0%	97.0%	98.0%	98.0%	98.0%	98.0%	98.0%	98.0%
Creditors to Cash and Investments		26.6%	30.3%	45.7%	48.2%	0.0%	42.0%	40.9%	37.5%
<u>Other Indicators</u>									
Electricity Distribution Losses (2)	Total Volume Losses (kW)	32465145	28654139	30935978	30935978	30935978	30935978	30935978	30935978
	Total Cost of Losses (Rand '000)	-	-	-	-	-	-	-	-
	% Volume (units purchased and generated less units sold)/units purchased and generated	0	0	0	-	-	-	-	-
Water Distribution Losses (2)	Total Volume Losses (kℓ)	3571844	2128777	3214659.6	3214659.6	3214659.6	3214659.6	3214659.6	3214659.6
	Total Cost of Losses (Rand '000)	-	-	-	-	-	-	-	-
	% Volume (units purchased and generated less units sold)/units purchased and generated	0	0	0	-	-	-	-	-
Employee costs	Employee costs/(Total Revenue - capital revenue)	24.8%	27.6%	28.5%	30.3%	0.0%	30.3%	30.3%	30.5%
Remuneration	Total remuneration/(Total Revenue - capital revenue)	26.0%	28.9%						
Repairs & Maintenance	R&M/(Total Revenue excluding capital revenue)	4.8%	5.2%		6.4%	0.0%	6.4%	6.2%	6.1%
Finance charges & Depreciation	FC&D/(Total Revenue - capital revenue)	13.1%	15.1%	14.0%	15.0%	0.0%	15.0%	14.8%	14.5%
<u>IDP regulation financial viability indicators</u>									
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)	2051.7%	2710.2%	2011.2%	2418.1%	0.0%	2418.1%	2136.1%	2268.7%
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services	24.1%	22.5%	16.8%	7.4%	0.0%	7.4%	7.7%	8.4%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure	780.3%	922.7%	638.8%	0.0	0.0	0.0	0.0	0.0

WC024 Stellenbosch - Supporting Table SB5 Adjustments Budget - social, economic and demographic statistics and assumptions - 24 August 2016

Description of economic indicator	Ref.	Basis of calculation	2001 Census	2007 Survey	2011 Census	2013/14	2014/15	2015/16	Budget Year 2016/17	2016/17 Medium Term Revenue & Expenditure Framework		
						Outcome	Outcome	Outcome	Original Budget	Outcome	Outcome	Outcome
Demographics												
Population		Statistics South Africa	118,803	200,524	155,718	160,546	165,523	170,654	173,557	176,519		
Females aged 5 - 14		Statistics South Africa	10,159	17,865	11,020	11,362	11,714	12,077	12,451	12,837		
Males aged 5 - 14		Statistics South Africa	10,433	16,352	11,092	11,436	11,791	12,157	12,534	12,923		
Females aged 15 - 34		Statistics South Africa	25,866	38,791	33,191	34,219	35,280	36,374	37,502	38,665		
Males aged 15 - 34		Statistics South Africa	23,802	41,919	32,718	33,732	34,778	35,856	36,968	38,114		
Unemployment		Statistics South Africa	8,881	15,513	10,178	10,494	10,819	11,154	11,500	11,857		
Monthly Household income (no. of households)												
None	1, 12	Statistics South Africa, regional economic	6,897	3,557	8,961	9,239	9,525	9,820	10,124	10,438		
R1 - R1 600		Statistics South Africa, regional economic	1,095	245	914	1,382	1,868	2,065	2,093	2,011		
R1 601 - R3 200		Statistics South Africa, regional economic	2,731	1,126	1,517	1,544	1,572	1,614	1,666	1,724		
R3 201 - R6 400		Statistics South Africa, regional economic	4,833	3,728	4,415	4,494	4,575	4,699	4,849	5,019		
R6 401 - R12 800		Statistics South Africa, regional economic	6,662	4,484	7,160	7,289	7,420	7,620	7,864	8,139		
R12 801 - R25 600		Statistics South Africa, regional economic	5,630	6,463	6,742	6,863	6,987	7,176	7,406	7,665		
R25 601 - R51 200		Statistics South Africa, regional economic	3,750	4,144	4,994	5,084	5,176	5,316	5,486	5,678		
R52 201 - R102 400		Statistics South Africa, regional economic	2,099	2,578	3,671	3,737	3,804	3,907	4,032	4,173		
R102 401 - R204 800		Statistics South Africa, regional economic	855	1,680	2,874	2,925	2,978	3,058	3,156	3,266		
R204 801 - R409 600		Statistics South Africa, regional economic	260	69	1,432	1,457	1,483	1,523	1,572	1,627		
R409 601 - R819 200		Statistics South Africa, regional economic	130	242	430	438	446	458	473	490		
> R819 200		Statistics South Africa, regional economic	134	245	305	310	316	325	335	347		
Poverty profiles (no. of households)												
< R2 060 per household per month	13	Statistics South Africa, regional economic	10,722	8,656	15,807	16,092	16,382	16,824	17,362	17,970		
Insert description	2		<R800	<R1600	<R1600	<R1600	<R1600	<R1600	<R1600	<R1600		
Household/demographics (000)												
Number of people in municipal area		Statistics South Africa, regional population	118,803	200,524	156	161	166	171	176	181		
Number of poor people in municipal area		Statistics South Africa, regional population										
Number of households in municipal area		Statistics South Africa, regional population	35,156	36,413	43	45	46	48	49	51		
Number of poor households in municipal area		Statistics South Africa, regional population	10,722	8,656	16	16	17	17	18	18		
Definition of poor household (R per month)			<R800	<R1600	<R1600	<R1600	<R1600	<R1600	<R1600	<R1600		
Housing statistics												
Formal	3	Statistics South Africa, regional population	23,634	32,918	32,620	33,631	34,674	35,749	36,857	38,000		
Informal		Statistics South Africa, regional population	11,522	3,495	10,796	11,131	11,476	11,832	12,199	12,577		
Total number of households			-	35,156	36,413	43,417	44,762	46,150	47,581	49,056	50,577	
Dwellings provided by municipality	4											
Dwellings provided by province/s												
Dwellings provided by private sector	5											
Total new housing dwellings			-	-	-	-	-	-	-	-	-	
Economic												
Inflation/inflation outlook (CPIX)	6				5.7%	5.7%	5.6%	5.4%	6.6%	6.2%		
Interest rate - borrowing					10.5%	10.5%	10.5%	11.0%	11.5%	11.5%		
Interest rate - investment					7.0%	7.5%	6.5%	7.0%	8.0%	8.0%		
Remuneration increases					6.1%	7.0%	6.9%	7.0%	7.0%	7.0%		
Consumption growth (electricity)					0.5%	0.5%	0.0%	0.0%	-1.0%	-1.0%		
Consumption growth (water)					0.5%	0.5%	0.0%	0.0%	0.5%	0.5%		
Collection rates												
Property tax/service charges	7				97.0%	98.0%	98.0%	98.0%	97.0%	97.0%		
Rental of facilities & equipment					83.0%	83.0%	83.0%	83.0%	83.0%	83.0%		
Interest - external investments					100.0%	100.0%	100.0%	100.0%	100.0%	100.0%		
Interest - debtors					97.0%	97.0%	97.0%	97.0%	97.0%	97.0%		
Revenue from agency services					100.0%	100.0%	100.0%	100.0%	100.0%	100.0%		

WC024 Stellenbosch - Supporting Table SB6 Adjustments Budget - funding measurement - 24 August 2016

Description	Ref	MFMA section	2013/14	2014/15	2015/16	Medium Term Revenue and Expenditure Framework				
			Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Prior Adjusted	Adjusted Budget	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousands										
Funding measures										
Cash/cash equivalents at the year end - R'000	1	18(1)b				395,726	-	454,137	475,830	553,458
Cash + investments at the yr end less applications - R'000	2	18(1)b				50,824	-	33,827	99,940	164,456
Cash year end/monthly employee/supplier payments	3	18(1)b				-	-	-	-	-
Surplus/(Deficit) excluding depreciation offsets: R'000	4	18(1)				74,045	-	74,045	23,291	32,056
Service charge rev % change - macro CPIX target exclusive	5	18(1)a,(2)				0.0%	0.0%	0.0%	1.0%	0.7%
Cash receipts % of Ratepayer & Other revenue	6	18(1)a,(2)	0.0%	0.0%	0.0%	91.6%	0.0%	91.6%	91.6%	91.7%
Debt impairment expense as a % of total billable revenue	7	18(1)a,(2)				2.3%	0.0%	2.3%	2.3%	2.3%
Capital payments % of capital expenditure	8	18(1)c:19				100.0%	0.0%	100.0%	0.0%	0.0%
Borrowing receipts % of capital expenditure (excl. transfers)	9	18(1)c				46.4%	0.0%	33.8%	24.2%	29.9%
Grants % of Govt. legislated/gazetted allocations	10	18(1)a				0.0%	0.0%	0.0%	0.0%	0.0%
Current consumer debtors % change - incr(decr)	11	18(1)a							10.8%	9.6%
Long term receivables % change - incr(decr)	12	18(1)a							9.9%	-20.7%
R&M % of Property Plant & Equipment	13	20(1)(vi)				1.6%	0.0%	1.6%	1.7%	1.7%
Asset renewal % of capital budget	14	20(1)(vi)				86.2%	0.0%	84.0%	77.5%	74.9%

WC024 Stellenbosch - Supporting Table SB7 Adjustments Budget - transfers and grant receipts - 24 August 2016

Description	Ref	Budget Year 2016/17						Budget Year +1 2017/18	Budget Year +2 2018/19	
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	
		A	7 A1	8 B	9 C	10 D	11 E	12 F		
R thousands										
RECEIPTS:	1,2									
Operating Transfers and Grants										
National Government:		99,065	-	-	-	-	-	99,065	112,257	124,108
Local Government Equitable Share		95,982						95,982	110,707	122,558
Municipal Systems Improvement	3	-						-	-	-
EPWP Ingetegrated Grant for Municipalities		1,758						1,758	-	-
Local Government Financial Management Grant		1,325						1,325	1,550	1,550
								-	-	-
								-	-	-
Provincial Government:		12,756	-	-	-	-	-	12,756	24,406	26,062
Library Services: Conditional Grant		10,009						10,009	10,610	11,246
Community Development Workers Operational Support Grant		56						56	56	56
Spatial Development framework	4	400						400	-	-
Financial Management Capacity Building Grant		120						120	240	360
Human Settlements Development Grant		-						-	13,500	14,400
Maintenance and Construction of Transport Infrastructure	5	2,171						2,171	-	-
District Municipality:		300	-	-	-	-	-	300	-	-
Hosting of cultural events		300						300	-	-
								-	-	-
Other grant providers:		-	-	-	-	-	-	-	-	-
								-	-	-
								-	-	-
Total Operating Transfers and Grants	6	112,121	-	-	-	-	-	112,121	136,663	150,170
Capital Transfers and Grants										
National Government:		80,106	-	-	-	-	-	80,106	50,575	50,531
Municipal Infrastructure Grant (MIG)		34,147						34,147	36,575	38,531
Regional Bulk Infrastructure		32,809						32,809	-	-
Integrated National Electrification Programme (Municipal) Grant		5,000						5,000	4,000	7,000
Energy Efficiency and Demand Side Management Grant		8,000						8,000	10,000	5,000
Local Government Financial Management Grant		150						150	-	-
								-	-	-
Provincial Government:		36,430	-	-	-	-	-	36,430	11,700	16,200
Human Settlements Development Grant		34,150						34,150	11,100	15,600
Library Services: Conditional Grant		2,220						2,220	-	-
Integrated Transport Planning		-						-	600	600
Development of Sport and Recreational Facilities		60						60	-	-
District Municipality:		-	-	-	-	-	-	-	-	-
[insert description]								-	-	-
								-	-	-
Other grant providers:		11,024	-	-	-	-	-	11,024	1,000	-
Public contributions & donations		11,024						11,024	1,000	-
								-	-	-
Total Capital Transfers and Grants	6	127,560	-	-	-	-	-	127,560	63,275	66,731
TOTAL RECEIPTS OF TRANSFERS & GRANTS		239,681	-	-	-	-	-	239,681	199,938	216,901

WC024 Stellenbosch - Supporting Table SB8 Adjustments Budget - expenditure on transfers and grant programme - 24 August 2016

Description	Ref	Budget Year 2016/17						Budget Year	Budget Year	
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	
R thousands		A	2 A1	3 B	4 C	5 D	6 E	7 F	+1 2017/18	+2 2018/19
EXPENDITURE ON TRANSFERS AND GRANT PROGRAM:	1									
Operating expenditure of Transfers and Grants										
National Government:		99,065	-	-	-	-	-	99,065	112,257	124,108
Local Government Equitable Share		95,982						95,982	110,707	122,558
Municipal Systems Improvement		-						-	-	-
EPWP Ingetegrated Grant for Municipalities		1,758						1,758	-	-
Local Government Financial Management Grant		1,325						1,325	1,550	1,550
Provincial Government:		12,756	-	-	-	-	-	12,756	24,406	26,062
Library Services: Conditional Grant		10,009						10,009	10,610	11,246
Community Development Workers Operational Support Grant		56						56	56	56
Spatial Development framework		400						400	-	-
Financial Management Capacity Building Grant		120						120	240	360
Human Settlements Development Grant		-						-	13,500	14,400
Maintenance and Construction of Transport Infrastructure		2,171						2,171	-	-
District Municipality:		300	-	-	-	-	-	300	-	-
Hosting of cultural events		300						300	-	-
Other grant providers:		600	-	-	-	-	-	600	-	-
Public contributions & donations		600						600	-	-
Total operating expenditure of Transfers and Grants:		112,721	-	-	-	-	-	112,721	136,663	150,170
Capital expenditure of Transfers and Grants										
National Government:		80,106	-	-	-	-	-	80,106	50,575	50,531
Municipal Infrastructure Grant (MIG)		34,147						34,147	36,575	38,531
Regional Bulk Infrastructure		32,809						32,809	-	-
Integrated National Electrification Programme (Municipal) Grant		5,000						5,000	4,000	7,000
Energy Efficiency and Demand Side Management Grant		8,000						8,000	10,000	5,000
Local Government Financial Management Grant		150						150	-	-
									d	
Provincial Government:		36,430	-	-	-	-	-	36,430	11,700	16,200
Human Settlements Development Grant		34,150						34,150	11,100	15,600
Integrated Transport Planning		-						-	600	600
Library Services: Conditional Grant		2,220						2,220	-	-
Development of Sport and Recreational Facilities		60						60	-	-
District Municipality:		-	-	-	-	-	-	-	-	-
[insert description]		-						-		
Other grant providers:		11,024	-	-	-	-	-	11,024	1,000	-
Public contributions & donations		11,024						11,024	1,000	-
Total capital expenditure of Transfers and Grants		127,560	-	-	-	-	-	127,560	63,275	66,731
Total capital expenditure of Transfers and Grants		240,281	-	-	-	-	-	240,281	199,938	216,901

WC024 Stellenbosch - Supporting Table SB9 Adjustments Budget - reconciliation of transfers, grant receipts, and unspent funds - 24 August 2016

Description	Ref	Budget Year 2016/17						Budget Year +1	Budget Year
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget
R thousands		A	2	3	4	5	6	7	
		A	A1	B	C	D	E	F	
Operating transfers and grants:									
National Government:									
Balance unspent at beginning of the year		-					-	-	-
Current year receipts		99,065					-	99,065	112,257
Conditions met - transferred to revenue		99,065	-	-	-	-	-	99,065	112,257
Conditions still to be met - transferred to liabilities		-					-	-	-
Provincial Government:									
Balance unspent at beginning of the year		-					-	-	-
Current year receipts		12,756					-	12,756	24,406
Conditions met - transferred to revenue		12,756	-	-	-	-	-	12,756	24,406
Conditions still to be met - transferred to liabilities		-					-	-	-
District Municipality:									
Balance unspent at beginning of the year		-					-	-	-
Current year receipts		300					-	300	-
Conditions met - transferred to revenue		300	-	-	-	-	-	300	-
Conditions still to be met - transferred to liabilities		-					-	-	-
Other grant providers:									
Balance unspent at beginning of the year		-					-	-	-
Current year receipts		600					-	600	-
Conditions met - transferred to revenue		600	-	-	-	-	-	600	-
Conditions still to be met - transferred to liabilities		-					-	-	-
Total operating transfers and grants revenue		112,721	-	-	-	-	-	112,721	136,663
Total operating transfers and grants - CTBM	2	-	-	-	-	-	-	-	-
Capital transfers and grants:									
National Government:									
Balance unspent at beginning of the year		-					-	-	-
Current year receipts		80,106					-	80,106	50,575
Conditions met - transferred to revenue		80,106	-	-	-	-	-	80,106	50,575
Conditions still to be met - transferred to liabilities		-					-	-	-
Provincial Government:									
Balance unspent at beginning of the year		-					-	-	-
Current year receipts		36,430					-	36,430	11,700
Conditions met - transferred to revenue		36,430	-	-	-	-	-	36,430	11,700
Conditions still to be met - transferred to liabilities		-					-	-	-
District Municipality:									
Balance unspent at beginning of the year		-					-	-	-
Current year receipts		-					-	-	-
Conditions met - transferred to revenue		-	-	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities		-					-	-	-
Other grant providers:									
Balance unspent at beginning of the year		-					-	-	-
Current year receipts		11,024					-	11,024	1,000
Conditions met - transferred to revenue		11,024	-	-	-	-	-	11,024	1,000
Conditions still to be met - transferred to liabilities		-					-	-	-
Total capital transfers and grants revenue		127,560	-	-	-	-	-	127,560	63,275
Total capital transfers and grants - CTBM		-	-	-	-	-	-	-	-
TOTAL TRANSFERS AND GRANTS REVENUE		240,281	-	-	-	-	-	240,281	199,938
TOTAL TRANSFERS AND GRANTS - CTBM		-	-	-	-	-	-	-	-

WC024 Stellenbosch - Supporting Table SB10 Adjustments Budget - transfers and grants made by the municipality - 24 August 2016

Description	Ref	Budget Year 2016/17									Budget Year +1 2017/18	Budget Year +2 2018/19
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	6 A1	7 B	8 C	9 D	10 E	11 F	12 G	13 H		
Cash transfers to other municipalities												
<i>Grant: Provision of basic services for Rural Dwellings</i>	1	500							-	500		
									-	-		
									-	-		
TOTAL ALLOCATIONS TO MUNICIPALITIES:		500	-	-	-	-	-	-	-	500	-	-
Cash transfers to Entities/Other External Mechanisms												
<i>[insert description]</i>	2								-	-		
<i>[insert description]</i>									-	-		
<i>[insert description]</i>									-	-		
TOTAL ALLOCATIONS TO ENTITIES/EMs'		-	-	-	-	-	-	-	-	-	-	-
Cash transfers to other Organs of State												
<i>[insert description]</i>	3								-	-		
<i>[insert description]</i>									-	-		
<i>[insert description]</i>									-	-		
TOTAL ALLOCATIONS TO OTHER ORGANS OF STATE:		-	-	-	-	-	-	-	-	-	-	-
Cash transfers to other Organisations												
<i>Festivals</i>	4	150							-	150	155	160
<i>Grant-In-Aid: Sundry</i>		2,500							-	2,500	2,600	2,750
<i>Grant-In-Aid: External Bodies Performing Tourism Function</i>		3,500							-	3,500	3,650	3,880
<i>Grant-In-Aid: External Bodies Performing Animal Welfare Function</i>		932							-	932	700	750
<i>Grant-In-Aid: Rental</i>		21							-	21	23	24
<i>Grant-In-Aid Led Initiatives</i>		1,100							-	1,100	1,200	1,350
									-	-		
									-	-		
TOTAL CASH TRANSFERS TO OTHER ORGANISATIONS:		8,203	-	-	-	-	-	-	-	8,203	8,328	8,914
TOTAL CASH TRANSFERS	5	8,703	-	-	-	-	-	-	-	8,703	8,328	8,914
Non-cash transfers to other municipalities												
<i>[insert description]</i>	1								-	-		
<i>[insert description]</i>									-	-		
<i>[insert description]</i>									-	-		
TOTAL ALLOCATIONS TO MUNICIPALITIES:		-	-	-	-	-	-	-	-	-	-	-
Non-cash transfers to Entities/Other External Mechanisms												
<i>[insert description]</i>	2								-	-		
<i>[insert description]</i>									-	-		
<i>[insert description]</i>									-	-		
TOTAL ALLOCATIONS TO ENTITIES/EMs'		-	-	-	-	-	-	-	-	-	-	-
Non-cash transfers to other Organs of State												
<i>[insert description]</i>	3								-	-		
<i>[insert description]</i>									-	-		
<i>[insert description]</i>									-	-		
TOTAL ALLOCATIONS TO OTHER ORGANS OF STATE:		-	-	-	-	-	-	-	-	-	-	-
Non-cash transfers to other Organisations												
<i>[insert description]</i>	4								-	-		
<i>[insert description]</i>									-	-		
<i>[insert description]</i>									-	-		
TOTAL NON-CASH TRANSFERS TO OTHER ORGANISATIONS:		-	-	-	-	-	-	-	-	-	-	-
TOTAL NON-CASH TRANSFERS	5	-	-	-	-	-	-	-	-	-	-	-
TOTAL TRANSFERS		8,703	-	-	-	-	-	-	-	8,703	8,328	8,914

WC024 Stellenbosch - Supporting Table SB11 Adjustments Budget - councillor and staff benefits - 24 August 2016

Summary of remuneration	Ref	Budget Year 2016/17									% change
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	
R thousands		A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H	
Councillors (Political Office Bearers plus Other)											
Basic Salaries and Wages		11,308							-	11,308	0.0%
Pension and UIF Contributions		965							-	965	0.0%
Medical Aid Contributions		129							-	129	0.0%
Motor Vehicle Allowance		3,817							-	3,817	0.0%
Cellphone Allowance		808							-	808	
Housing Allowances		-							-	-	
Other benefits and allowances		-							-	-	
Sub Total - Councillors		17,027	-						-	17,027	0.0%
% increase			(0)							-	
Senior Managers of the Municipality											
Basic Salaries and Wages		7,899							-	7,899	0.0%
Pension and UIF Contributions		638							-	638	0.0%
Medical Aid Contributions		50							-	50	0.0%
Overtime		-							-	-	
Performance Bonus		299							-	299	
Motor Vehicle Allowance		784							-	784	0.0%
Cellphone Allowance		46							-	46	0.0%
Housing Allowances		-							-	-	
Other benefits and allowances		34							-	34	
Payments in lieu of leave		-							-	-	
Long service awards		-							-	-	
Post-retirement benefit obligations	5	-							-	-	
Sub Total - Senior Managers of Municipality		9,749	-	-					-	9,749	0.0%
% increase			(0)							-	
Other Municipal Staff											
Basic Salaries and Wages		241,278							-	241,278	0.0%
Pension and UIF Contributions		45,391							-	45,391	0.0%
Medical Aid Contributions		22,289							-	22,289	0.0%
Overtime		13,055							-	13,055	0.0%
Performance Bonus		-							-	-	
Motor Vehicle Allowance		15,198							-	15,198	0.0%
Cellphone Allowance		838							-	838	0.0%
Housing Allowances		2,774							-	2,774	
Other benefits and allowances		46,743							-	46,743	
Payments in lieu of leave		-							-	-	
Long service awards		-							-	-	
Post-retirement benefit obligations	5	-							-	-	
Sub Total - Other Municipal Staff		387,565	-	-	-	-	-	-	-	387,565	0.0%
% increase										-	
Total Parent Municipality		414,341	-	-	-	-	-	-	-	414,341	0.0%

WC024 Stellenbosch - Supporting Table SB12 Adjustments Budget - monthly revenue and expenditure (municipal vote) - 24 August 2016

Description	Ref	Budget Year 2016/17											Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Revenue by Vote																
Vote 1 - Municipal Manager		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 2 - Planning & Development		321	160	481	641	401	240	1,282	801	1,042	801	1,042	801	8,015	5,966	6,183
Vote 3 - Human Settlements & Property Management		2,543	1,272	3,815	5,087	3,179	1,907	10,173	6,358	8,266	6,358	8,266	6,358	63,582	53,828	60,576
Vote 4 - Engineering Services		36,157	18,079	54,236	72,314	45,196	27,118	144,629	90,393	117,511	90,393	117,511	90,393	903,929	925,937	984,043
Vote 5 - Community & Protection Services		4,281	2,141	6,422	8,562	5,352	3,211	17,125	10,703	13,914	10,703	13,914	10,703	107,030	109,572	115,216
Vote 6 - Strategic & Corporate Services		55	28	83	110	69	41	220	138	179	138	179	138	1,377	604	633
Vote 7 - Financial Services		14,108	7,054	21,162	28,216	17,635	10,581	56,433	35,270	45,852	35,270	45,852	35,270	352,705	376,326	401,494
Vote 8 - [NAME OF VOTE 8]														-	-	-
Vote 9 - [NAME OF VOTE 9]														-	-	-
Vote 10 - [NAME OF VOTE 10]														-	-	-
Vote 11 - [NAME OF VOTE 11]														-	-	-
Vote 12 - [NAME OF VOTE 12]														-	-	-
Vote 13 - [NAME OF VOTE 13]														-	-	-
Vote 14 - [NAME OF VOTE 14]														-	-	-
Vote 15 - [NAME OF VOTE 15]														-	-	-
Total Revenue by Vote		57,466	28,733	86,198	114,931	71,832	43,099	229,862	143,664	186,763	143,664	186,763	143,664	1,436,637	1,472,233	1,568,146
Expenditure by Vote																
Vote 1 - Municipal Manager		572	286	857	1,143	715	429	2,287	1,429	1,858	1,429	1,858	1,429	14,291	15,235	16,244
Vote 2 - Planning & Development		1,833	916	2,749	3,665	2,291	1,374	7,330	4,581	5,956	4,581	5,956	12,603	53,835	52,200	55,717
Vote 3 - Human Settlements & Property Management		2,770	1,385	4,156	5,541	3,463	2,078	11,082	6,926	9,004	6,926	9,004	6,926	69,261	86,744	91,876
Vote 4 - Engineering Services		35,547	17,773	53,320	71,093	44,433	26,660	142,186	88,866	115,526	88,866	115,526	91,037	890,834	947,234	1,005,599
Vote 5 - Community & Protection Services		8,589	4,294	12,883	17,177	10,736	6,442	34,355	21,472	27,913	21,472	27,913	21,931	215,176	226,281	239,656
Vote 6 - Strategic & Corporate Services		3,112	1,556	4,668	6,224	3,890	2,334	12,448	7,780	10,114	7,780	10,114	1,660	71,680	74,484	78,851
Vote 7 - Financial Services		2,562	1,281	3,844	5,125	3,203	1,922	10,250	6,406	8,328	6,406	8,328	7,406	65,062	65,412	68,795
Vote 8 - [NAME OF VOTE 8]														-	-	-
Vote 9 - [NAME OF VOTE 9]														-	-	-
Vote 10 - [NAME OF VOTE 10]														-	-	-
Vote 11 - [NAME OF VOTE 11]														-	-	-
Vote 12 - [NAME OF VOTE 12]														-	-	-
Vote 13 - [NAME OF VOTE 13]														-	-	-
Vote 14 - [NAME OF VOTE 14]														-	-	-
Vote 15 - [NAME OF VOTE 15]														-	-	-
Total Expenditure by Vote		54,984	27,492	82,476	109,968	68,731	41,238	219,937	137,461	178,699	137,461	178,699	142,993	1,380,139	1,467,591	1,556,738
Surplus/ (Deficit)		2,481	1,241	3,722	4,963	3,101	1,861	9,925	6,203	8,064	6,203	8,064	671	56,498	4,643	11,408

WC024 Stellenbosch - Supporting Table SB13 Adjustments Budget - monthly revenue and expenditure (standard classification) - 24 August 2016

Description - Standard classification	Ref	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Revenue - Standard																
<i>Governance and administration</i>		14,816	7,408	22,224	29,632	18,520	11,112	59,264	37,040	48,152	37,040	48,116	37,076	370,402	391,998	417,860
Executive and council		11	6	17	22	14	8	45	28	36	28	-	64	279	407	536
Budget and treasury office		14,103	7,052	21,155	28,207	17,629	10,578	56,414	35,258	45,836	35,258	45,836	35,258	352,585	376,086	401,134
Corporate services		702	351	1,052	1,403	877	526	2,806	1,754	2,280	1,754	2,280	1,754	17,539	15,504	16,190
<i>Community and public safety</i>		5,804	2,902	8,705	11,607	7,255	4,353	23,215	14,509	18,862	14,509	18,862	14,509	145,091	138,551	149,771
Community and social services		477	239	716	954	596	358	1,909	1,193	1,551	1,193	1,551	1,193	11,929	12,230	12,950
Sport and recreation		404	202	607	809	506	303	1,618	1,011	1,314	1,011	1,314	1,011	10,111	6,922	7,290
Public safety		3,029	1,514	4,543	6,058	3,786	2,272	12,116	7,572	9,844	7,572	9,844	7,572	75,723	80,565	84,607
Housing		1,893	947	2,840	3,786	2,366	1,420	7,573	4,733	6,153	4,733	6,153	4,733	47,329	38,835	44,925
Health		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		1,076	538	1,614	2,153	1,345	807	4,305	2,691	3,498	2,691	3,498	2,691	26,908	18,679	16,492
Planning and development		319	159	478	638	399	239	1,275	797	1,036	797	1,036	797	7,971	6,022	6,239
Road transport		757	379	1,136	1,515	947	568	3,030	1,894	2,462	1,894	2,462	1,894	18,937	12,657	10,252
Environmental protection		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Trading services</i>		35,743	17,871	53,614	71,485	44,678	26,807	142,971	89,357	116,164	89,357	116,164	89,357	893,566	922,302	983,282
Electricity		20,867	10,434	31,301	41,735	26,084	15,650	83,469	52,168	67,819	52,168	67,819	52,168	521,683	560,061	597,194
Water		6,308	3,154	9,462	12,617	7,885	4,731	25,233	15,771	20,502	15,771	20,502	15,771	157,708	173,792	175,143
Waste water management		5,979	2,989	8,968	11,957	7,473	4,484	23,914	14,947	19,431	14,947	19,431	14,947	149,466	120,223	139,011
Waste management		2,588	1,294	3,883	5,177	3,235	1,941	10,354	6,471	8,412	6,471	8,412	6,471	64,710	68,226	71,935
<i>Other</i>		27	13	40	54	33	20	107	67	87	67	87	67	669	704	741
Total Revenue - Standard		57,466	28,733	86,198	114,931	71,832	43,099	229,862	143,664	186,763	143,664	186,727	143,700	1,436,637	1,472,233	1,568,146
Expenditure - Standard																
<i>Governance and administration</i>		9,561	4,781	14,342	19,123	11,952	7,171	38,245	23,903	31,074	23,903	31,074	18,783	233,912	242,823	256,905
Executive and council		1,866	933	2,798	3,731	2,332	1,399	7,462	4,664	6,063	4,664	6,063	(1,456)	40,519	42,563	45,384
Budget and treasury office		2,545	1,273	3,818	5,090	3,181	1,909	10,180	6,363	8,271	6,363	8,271	7,363	64,625	64,812	68,030
Corporate services		5,151	2,575	7,726	10,301	6,438	3,863	20,603	12,877	16,740	12,877	16,740	12,877	128,767	135,448	143,490
<i>Community and public safety</i>		8,367	4,183	12,550	16,733	10,459	6,275	33,467	20,917	27,192	20,917	27,192	28,308	216,559	240,973	255,237
Community and social services		1,150	575	1,726	2,301	1,438	863	4,602	2,876	3,739	2,876	3,739	9,807	35,692	37,331	39,854
Sport and recreation		1,335	667	2,002	2,670	1,669	1,001	5,340	3,337	4,339	3,337	4,339	3,337	33,374	34,697	36,882
Public safety		4,474	2,237	6,711	8,948	5,592	3,355	17,896	11,185	14,540	11,185	14,540	11,645	112,308	118,102	124,474
Housing		1,402	701	2,104	2,805	1,753	1,052	5,610	3,506	4,558	3,506	4,558	3,506	35,061	50,715	53,898
Health		5	2	7	10	6	4	20	12	16	12	16	12	125	127	130
<i>Economic and environmental services</i>		4,639	2,319	6,958	9,278	5,799	3,479	18,555	11,597	15,076	11,597	15,076	14,858	119,231	118,743	124,948
Planning and development		1,658	829	2,487	3,315	2,072	1,243	6,631	4,144	5,387	4,144	5,387	5,234	42,532	40,931	43,712
Road transport		2,814	1,407	4,221	5,629	3,518	2,111	11,257	7,036	9,146	7,036	9,146	9,207	72,528	73,355	76,476
Environmental protection		167	83	250	334	209	125	667	417	542	417	542	417	4,172	4,456	4,760
<i>Trading services</i>		32,222	16,111	48,333	64,443	40,277	24,166	128,887	80,554	104,721	80,554	104,721	80,554	805,542	860,420	914,734
Electricity		19,379	9,689	29,068	38,757	24,223	14,534	77,514	48,446	62,980	48,446	62,980	48,446	484,464	515,953	548,599
Water		4,672	2,336	7,008	9,344	5,840	3,504	18,687	11,679	15,183	11,679	15,183	11,679	116,795	121,781	127,004
Waste water management		5,103	2,552	7,655	10,207	6,379	3,828	20,414	12,759	16,586	12,759	16,586	12,759	127,587	143,465	157,138
Waste management		3,068	1,534	4,602	6,136	3,835	2,301	12,271	7,670	9,971	7,670	9,971	7,670	76,697	79,221	81,993
<i>Other</i>		196	98	294	392	245	147	783	489	636	489	636	489	4,894	4,632	4,914
Total Expenditure - Standard		54,984	27,492	82,476	109,968	68,731	41,238	219,937	137,461	178,699	137,461	178,699	142,993	1,380,139	1,467,591	1,556,738
Surplus/ (Deficit) 1.		2,481	1,241	3,722	4,963	3,101	1,861	9,925	6,203	8,064	6,203	8,028	707	56,498	4,643	11,408

WC024 Stellenbosch - Supporting Table SB14 Adjustments Budget - monthly revenue and expenditure - 24 August 2016

Description	Ref	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Revenue By Source																
Property rates		11,366	5,683	17,049	22,731	14,207	8,524	45,463	28,414	36,938	28,414	36,938	28,414	284,142	301,875	320,713
Property rates - penalties & collection charges		114	57	171	228	143	86	457	285	371	285	371	285	2,855	3,004	3,160
Service charges - electricity revenue		19,462	9,731	29,193	38,924	24,327	14,596	77,847	48,655	63,251	48,655	63,251	48,655	486,545	522,699	561,535
Service charges - water revenue		5,019	2,510	7,529	10,038	6,274	3,764	20,077	12,548	16,313	12,548	16,313	12,548	125,481	135,020	141,900
Service charges - sanitation revenue		2,939	1,470	4,409	5,879	3,674	2,205	11,757	7,348	9,553	7,348	9,553	7,348	73,484	78,822	84,493
Service charges - refuse		1,681	840	2,521	3,361	2,101	1,260	6,722	4,201	5,462	4,201	5,462	4,201	42,013	44,202	46,505
Service charges - other		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		780	390	1,169	1,559	974	585	3,118	1,949	2,533	1,949	2,533	1,949	19,488	20,812	21,783
Interest earned - external investments		1,475	738	2,213	2,950	1,844	1,106	5,900	3,688	4,794	3,688	4,794	3,688	36,877	31,799	30,352
Interest earned - outstanding debtors		291	146	437	583	364	219	1,165	728	947	728	947	728	7,284	7,664	8,063
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines		2,833	1,416	4,249	5,666	3,541	2,125	11,331	7,082	9,207	7,082	9,207	7,082	70,821	75,407	79,180
Licences and permits		324	162	486	648	405	243	1,296	810	1,053	810	1,053	810	8,100	8,522	8,966
Agency services		91	45	136	181	113	68	363	227	295	227	295	227	2,268	2,386	2,510
Transfers recognised - operational		4,422	2,211	6,633	8,844	5,527	3,317	17,688	11,055	14,372	11,055	14,372	13,226	112,721	136,663	150,170
Other revenue		1,465	733	2,198	2,930	1,831	1,099	5,861	3,663	4,762	3,663	4,762	3,663	36,628	38,643	40,568
Gains on disposal of PPE		55	27	82	110	68	41	219	137	178	137	178	137	1,370	1,441	1,516
Total Revenue		52,316	26,158	78,474	104,632	65,395	39,237	209,265	130,791	170,028	130,791	170,028	132,962	1,310,077	1,408,958	1,501,415
Expenditure By Type																
Employee related costs		15,893	7,946	23,839	31,785	19,866	11,919	63,570	39,731	51,651	39,731	51,651	39,731	397,314	426,698	458,256
Remuneration of councillors		681	341	1,022	1,362	851	511	2,724	1,703	2,213	1,703	2,213	1,703	17,027	18,048	19,131
Debt impairment		955	478	1,433	1,911	1,194	717	3,822	2,389	3,105	2,389	3,105	2,389	23,887	25,425	26,827
Depreciation & asset impairment		6,608	3,304	9,912	13,216	8,260	4,956	26,432	16,520	21,476	16,520	21,476	16,520	165,200	169,422	173,106
Finance charges		1,259	629	1,888	2,518	1,574	944	5,035	3,147	4,091	3,147	4,091	3,147	31,472	39,477	43,963
Bulk purchases		14,051	7,026	21,077	28,103	17,564	10,539	56,206	35,129	45,667	35,129	45,667	35,129	351,285	377,214	405,303
Other materials		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contracted services		688	344	1,033	1,377	860	516	2,753	1,721	2,237	1,721	2,237	1,721	17,209	18,188	19,257
Grants and subsidies		316	158	473	631	395	237	1,263	789	1,026	789	1,026	1,601	8,703	8,328	8,914
Other expenditure		14,533	7,266	21,799	29,066	18,166	10,900	58,131	36,332	47,232	36,332	47,232	41,053	368,043	384,791	401,980
Loss on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure		54,984	27,492	82,476	109,968	68,731	41,238	219,937	137,461	178,699	137,461	178,699	142,993	1,380,139	1,467,591	1,556,738
Surplus/(Deficit)		(2,668)	(1,334)	(4,002)	(5,336)	(3,335)	(2,001)	(10,672)	(6,670)	(8,671)	(6,670)	(8,671)	(10,031)	(70,062)	(58,632)	(55,323)
Transfers recognised - capital		5,149	2,575	7,724	10,299	6,437	3,862	20,597	12,873	16,735	12,873	16,735	10,702	126,560	63,275	66,731
Contributions		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributed assets		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions		2,481	1,241	3,722	4,963	3,101	1,861	9,925	6,203	8,064	6,203	8,064	671	56,498	4,643	11,408

WC024 Stellenbosch - Supporting Table SB15 Adjustments Budget - monthly cash flow - 24 August 2016

Monthly cash flows	Ref	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Cash Receipts By Source	1															
Property rates		25,007	26,547	22,657	22,646	22,896	21,547	22,645	21,888	15,343	19,638	21,937	35,709	278,459	295,837	314,299
Property rates - penalties & collection charges		501	497	501	513	556	458	490	500	505	509	543	(2,833)	2,741	2,883	3,034
Service charges - electricity revenue		40,354	41,865	40,535	38,544	36,462	38,646	40,587	41,875	39,005	37,748	35,887	35,574	467,084	501,791	539,073
Service charges - water revenue		7,766	8,866	8,544	8,991	7,535	7,946	11,564	10,500	9,537	9,654	7,564	23,250	121,717	130,969	137,643
Service charges - sanitation revenue		5,754	5,544	5,937	5,457	5,854	5,464	5,854	5,954	5,266	5,877	5,311	9,006	71,279	76,457	81,959
Service charges - refuse		3,246	3,157	3,268	3,477	3,165	3,201	3,346	3,146	3,054	3,268	3,432	4,993	40,752	42,876	45,110
Service charges - other		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		502	1,044	1,287	1,154	1,235	1,336	1,565	1,457	1,544	1,556	1,546	1,367	15,591	16,650	17,426
Interest earned - external investments		3,376	3,326	3,369	3,354	3,224	3,287	3,254	3,284	3,204	2,625	2,849	1,725	36,877	31,799	30,352
Interest earned - outstanding debtors		42	41	42	41	41	41	44	43	41	41	39	6,102	6,556	6,898	7,257
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines		1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,755	17,705	18,852	19,795
Licences and permits		611	611	622	609	565	548	610	665	645	654	665	1,296	8,100	8,522	8,966
Agency services		187	186	187	184	190	189	185	187	194	155	195	229	2,268	2,386	2,510
Transfer receipts - operational		-	49,550	-	38,944	-	-	22,000	-	-	-	-	56	110,550	136,663	150,170
Other revenue		-	-	-	-	-	-	-	-	-	-	-	35,628	35,628	37,643	39,568
Cash Receipts by Source		88,794	142,682	88,398	125,362	83,173	84,112	113,596	90,951	79,789	83,173	81,420	153,858	1,215,307	1,310,226	1,397,162
Other Cash Flows by Source																
Transfers receipts - capital		-	64,573	60	20,267	-	18,640	-	14,957	-	-	-	10,234	128,731	63,275	66,731
Contributions & Contributed assets		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Proceeds on disposal of PPE		-	-	-	-	-	-	-	-	-	5,698	-	-	5,698	2,896	6,013
Short term loans		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		-	-	-	161,000	-	-	-	-	-	-	-	-	161,000	36,000	73,000
Increase (decrease) in consumer deposits		-	-	-	-	-	-	-	-	-	-	-	1,387	1,387	809	(780)
Decrease (Increase) in non-current debtors		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Decrease (increase) other non-current receivables		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Decrease (increase) in non-current investments		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Receipts by Source		88,794	207,255	88,458	306,629	83,173	102,752	113,596	105,908	79,789	88,872	81,420	165,479	1,512,123	1,413,207	1,542,125
Cash Payments by Type																
Employee related costs		30,646	30,746	31,638	31,638	33,656	32,657	35,635	34,002	33,646	35,628	32,646	34,776	397,314	421,818	452,189
Remuneration of councillors		1,303	1,305	1,305	1,304	1,311	1,412	1,504	1,505	1,494	1,500	1,556	1,530	17,027	18,048	19,131
Finance charges		-	-	-	-	-	9,747	-	-	-	-	-	-	-	-	-
Bulk purchases - Electricity		23,547	22,436	20,635	20,635	29,746	20,885	28,535	29,005	29,547	30,747	26,749	48,410	330,874	340,659	322,977
Bulk purchases - Water & Sewer		1,303	1,305	1,305	1,304	1,311	1,412	1,504	1,505	1,494	1,500	1,556	4,915	20,411	17,565	18,618
Other materials		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contracted services		1,464	1,401	1,365	1,244	1,136	1,436	1,427	1,275	1,365	1,134	646	3,319	17,209	18,188	19,257
Transfers and grants - other municipalities		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers and grants - other		-	-	-	855	1,345	1,473	636	1,101	545	845	753	339	7,891	8,328	8,914
Other expenditure		18,547	15,756	27,547	12,546	18,537	26,636	10,646	28,538	21,538	28,534	29,746	59,867	298,438	317,846	332,815
Cash Payments by Type		76,808	72,947	83,793	69,526	87,041	95,657	79,886	96,930	89,627	99,889	93,653	174,880	1,120,636	1,165,717	1,204,515
Other Cash Flows/Payments by Type																
Capital assets		18,685	9,342	28,027	37,369	23,356	14,013	74,739	46,712	60,725	46,712	60,725	118,796	539,200	215,757	244,385
Repayment of borrowing		-	-	-	-	-	4,006	-	-	-	-	-	7,952	11,958	10,039	15,598
Other Cash Flows/Payments		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Payments by Type		95,493	82,290	111,820	106,895	110,397	113,676	154,625	143,641	150,352	146,600	154,378	301,627	1,671,794	1,391,513	1,464,498
NET INCREASE/(DECREASE) IN CASH HELD		(6,699)	124,965	(23,362)	199,733	(27,223)	(10,924)	(41,029)	(37,733)	(70,563)	(57,729)	(72,958)	(136,148)	(159,671)	21,693	77,627
Cash/cash equivalents at the month/year beginning:		613,808	607,109	732,074	708,712	908,445	881,221	870,297	829,269	791,535	720,972	663,244	590,285	613,808	454,137	475,830
Cash/cash equivalents at the month/year end:		607,109	732,074	708,712	908,445	881,221	870,297	829,269	791,535	720,972	663,244	590,285	454,137	454,137	475,830	553,458

WC024 Stellenbosch - Supporting Table SB16 Adjustments Budget - monthly capital expenditure (municipal vote) - 24 August 2016

Description - Municipal Vote	Ref	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	
R thousands																	
Multi-year expenditure appropriation	1																
Vote 1 - Municipal Manager		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 2 - Planning & Development		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 3 - Human Settlements & Property Management		1,746	873	2,619	3,492	2,183	1,310	6,984	4,365	5,675	4,365	5,675	14,147	53,432	9,100	25,600	
Vote 4 - Engineering Services		11,561	5,781	17,342	23,123	14,452	8,671	46,246	28,904	37,575	28,904	37,575	40,947	301,079	84,623	121,700	
Vote 5 - Community & Protection Services		410	205	615	820	512	307	1,639	1,025	1,332	1,025	1,332	1,942	11,163	7,086	7,380	
Vote 6 - Strategic & Corporate Services		200	100	300	400	250	150	800	500	650	500	650	500	5,000	1,300	1,300	
Vote 7 - Financial Services		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Multi-year expenditure sub-total	3	13,917	6,959	20,876	27,835	17,397	10,438	55,669	34,793	45,231	34,793	45,231	57,535	370,674	102,109	155,980	
Single-year expenditure appropriation																	
Vote 1 - Municipal Manager		1	1	2	3	2	1	6	4	5	4	5	4	35	-	-	-
Vote 2 - Planning & Development		107	54	161	214	134	80	429	268	348	268	348	1,771	4,183	45	45	
Vote 3 - Human Settlements & Property Management		477	238	715	954	596	358	1,907	1,192	1,550	1,192	1,550	9,923	20,651	12,645	9,880	
Vote 4 - Engineering Services		3,434	1,717	5,151	6,869	4,293	2,576	13,737	8,586	11,161	8,586	11,161	38,685	115,957	86,672	65,460	
Vote 5 - Community & Protection Services		441	221	662	883	552	331	1,765	1,103	1,434	1,103	1,434	10,801	20,730	7,485	6,720	
Vote 6 - Strategic & Corporate Services		271	136	407	542	339	203	1,085	678	881	678	881	(161)	5,941	5,800	5,800	
Vote 7 - Financial Services		35	18	53	70	44	26	141	88	114	88	114	238	1,030	1,000	500	
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital single-year expenditure sub-total	3	4,767	2,384	7,151	9,535	5,959	3,576	19,069	11,918	15,494	11,918	15,494	61,260	168,526	113,647	88,405	
Total Capital Expenditure	2	18,685	9,342	28,027	37,369	23,356	14,013	74,739	46,712	60,725	46,712	60,725	118,796	539,200	215,757	244,385	

WC024 Stellenbosch - Supporting Table SB17 Adjustments Budget - monthly capital expenditure (standard classification) - 24 August 2016

Description	Ref	Budget Year 2016/17											Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Capital Expenditure - Standard																
<i>Governance and administration</i>		1,309	655	1,964	2,619	1,637	982	5,238	3,273	4,256	3,273	4,256	3,108	32,569	17,525	16,545
Executive and council		1	1	2	3	2	1	6	4	5	4	5	4	35	-	-
Budget and treasury office		35	18	53	70	44	26	141	88	114	88	114	88	880	1,000	500
Corporate services		1,273	636	1,909	2,546	1,591	955	5,091	3,182	4,137	3,182	4,137	3,016	31,654	16,525	16,045
<i>Community and public safety</i>		2,224	1,112	3,336	4,448	2,780	1,668	8,897	5,560	7,228	5,560	7,228	33,585	83,628	24,766	39,460
Community and social services		117	58	175	233	146	88	467	292	379	292	379	15,081	17,707	1,285	1,360
Sport and recreation		489	245	734	978	611	367	1,956	1,223	1,589	1,223	1,589	2,422	13,426	8,036	7,310
Public safety		116	58	174	232	145	87	464	290	377	290	377	6,307	8,917	1,050	2,100
Housing		1,502	751	2,254	3,005	1,878	1,127	6,010	3,756	4,883	3,756	4,883	9,775	43,579	14,395	28,690
Health		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		2,116	1,058	3,174	4,232	2,645	1,587	8,464	5,290	6,877	5,290	6,877	11,847	59,459	38,162	38,470
Planning and development		107	54	161	214	134	80	429	268	348	268	348	1,771	4,183	45	45
Road transport		1,967	983	2,950	3,934	2,459	1,475	7,868	4,917	6,392	4,917	6,392	9,541	53,796	37,267	37,725
Environmental protection		42	21	63	84	53	32	168	105	137	105	137	535	1,480	850	700
<i>Trading services</i>		13,035	6,518	19,553	26,070	16,294	9,776	52,140	32,588	42,364	32,588	42,364	70,256	363,544	135,303	149,910
Electricity		1,984	992	2,975	3,967	2,480	1,488	7,934	4,959	6,447	4,959	6,447	18,744	63,375	39,630	29,750
Water		2,389	1,194	3,583	4,778	2,986	1,792	9,555	5,972	7,763	5,972	7,763	13,219	66,966	65,900	69,600
Waste water management		8,023	4,011	12,034	16,045	10,028	6,017	32,091	20,057	26,074	20,057	26,074	27,759	208,269	14,523	45,150
Waste management		640	320	960	1,280	800	480	2,560	1,600	2,080	1,600	2,080	10,535	24,935	15,250	5,410
<i>Other</i>		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Expenditure - Standard		18,685	9,342	28,027	37,369	23,356	14,013	74,739	46,712	60,725	46,712	60,725	118,796	539,200	215,757	244,385

WC024 Stellenbosch - Supporting Table SB18a Adjustments Budget - capital expenditure on new assets by asset class - 24 August 2016

Description	Ref	Budget Year 2016/17									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
R thousands												
Capital expenditure on new assets by Asset Class/Sub-class												
Infrastructure		47,230	-	15,709	-	-	-	-	15,709	62,939	30,710	48,200
Infrastructure - Road transport		4,280	-	-	-	-	-	-	-	4,280	4,210	2,450
Roads, Pavements & Bridges		4,280	-	-	-	-	-	-	-	4,280	4,210	2,450
Storm water		-	-	-	-	-	-	-	-	-	-	-
Infrastructure - Electricity		16,300	-	1,548	-	-	-	-	1,548	17,848	2,250	1,750
Generation		11,300	-	1,548	-	-	-	-	1,548	12,848	1,000	500
Transmission & Reticulation		5,000	-	-	-	-	-	-	-	5,000	1,250	1,250
Street Lighting		-	-	-	-	-	-	-	-	-	-	-
Infrastructure - Water		26,000	-	535	-	-	-	-	535	26,535	23,500	43,000
Dams & Reservoirs		-	-	-	-	-	-	-	-	-	-	-
Water purification		-	-	-	-	-	-	-	-	-	-	-
Reticulation		26,000	-	535	-	-	-	-	535	26,535	23,500	43,000
Infrastructure - Sanitation		250	-	-	-	-	-	-	-	250	450	500
Reticulation		-	-	-	-	-	-	-	-	-	-	-
Sewerage purification		250	-	-	-	-	-	-	-	250	450	500
Infrastructure - Other		400	-	13,626	-	-	-	-	13,626	14,026	300	500
Refuse		-	-	-	-	-	-	-	-	-	-	-
Transportation	2	-	-	-	-	-	-	-	-	-	-	200
Gas		-	-	-	-	-	-	-	-	-	-	-
Other	3	400	-	13,626	-	-	-	-	13,626	14,026	300	300
Community		10,712	-	5,511	-	-	-	-	5,511	16,223	3,420	2,520
Parks & gardens		1,580	-	-	-	-	-	-	-	1,580	700	700
Sports Fields & stadia		-	-	-	-	-	-	-	-	-	-	500
Swimming pools		-	-	-	-	-	-	-	-	-	-	-
Community halls		-	-	-	-	-	-	-	-	-	-	-
Libraries		50	-	-	-	-	-	-	-	50	-	-
Recreational facilities		-	-	-	-	-	-	-	-	-	-	-
Fire, safety & emergency		250	-	5,511	-	-	-	-	5,511	5,761	250	-
Security and policing		-	-	-	-	-	-	-	-	-	-	-
Buses		-	-	-	-	-	-	-	-	-	-	-
Clinics		-	-	-	-	-	-	-	-	-	-	-
Museums & Art Galleries		-	-	-	-	-	-	-	-	-	-	-
Cemeteries		2,050	-	-	-	-	-	-	-	2,050	-	300
Social rental housing		-	-	-	-	-	-	-	-	-	-	-
Other		6,782	-	-	-	-	-	-	-	6,782	2,470	1,020
Heritage assets		-	-	-	-	-	-	-	-	-	-	-
Buildings		-	-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-	-	-
Housing development		-	-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-	-
Other assets		5,426	-	1,407	-	-	-	-	1,407	6,833	6,700	6,930
General vehicles		3,750	-	-	-	-	-	-	-	3,750	1,900	2,180
Specialised vehicles	18	250	-	-	-	-	-	-	-	250	250	-
Plant & equipment		-	-	-	-	-	-	-	-	-	-	-
Computers - hardware/equipment		-	-	-	-	-	-	-	-	-	-	-
Furniture and other office equipment		720	-	-	-	-	-	-	-	720	4,800	4,750
Abattoirs		-	-	-	-	-	-	-	-	-	-	-
Markets		-	-	397	-	-	-	-	397	397	-	-
Civic Land and Buildings		-	-	-	-	-	-	-	-	-	-	-
Other Buildings		6,235	-	-	-	-	-	-	-	6,235	2,320	820
Other Land		-	-	-	-	-	-	-	-	-	-	-
Surplus Assets - (Investment or Inventory)		-	-	-	-	-	-	-	-	-	-	-
Other		(5,529)	-	1,010	-	-	-	-	1,010	(4,519)	(2,570)	(820)
Agricultural assets		-	-	-	-	-	-	-	-	-	-	-
<i>List sub-class</i>		-	-	-	-	-	-	-	-	-	-	-
Biological assets		-	-	-	-	-	-	-	-	-	-	-
<i>List sub-class</i>		-	-	-	-	-	-	-	-	-	-	-
Intangibles		500	-	-	-	-	-	-	-	500	7,800	3,700
Computers - software & programming		-	-	-	-	-	-	-	-	-	-	-
Other (list sub-class)		500	-	-	-	-	-	-	-	500	7,800	3,700
Total Capital Expenditure on new assets to be adjusted	1	63,868	-	22,627	-	-	-	-	22,627	86,495	48,630	61,350
Specialised vehicles	18	250	-	-	-	-	-	-	-	250	250	-
Refuse		-	-	-	-	-	-	-	-	-	-	-
Fire		250	-	-	-	-	-	-	-	250	250	-
Conservancy		-	-	-	-	-	-	-	-	-	-	-
Ambulances		-	-	-	-	-	-	-	-	-	-	-

WC024 Stellenbosch - Supporting Table SB18b Adjustments Budget - capital expenditure on renewal of existing assets by asset class - 24 August 2016

Description	Ref	Budget Year 2016/17									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
Capital expenditure on renewal of existing assets by Asset Class/Sub-class												
Infrastructure		295,172	-	41,312	-	-	-	-	41,312	336,483	114,485	126,900
Infrastructure - Road transport		36,146	-	4,666	-	-	-	-	4,666	40,812	25,132	29,050
Roads, Pavements & Bridges		36,146	-	4,666	-	-	-	-	4,666	40,812	25,132	29,050
Storm water		-	-	-	-	-	-	-	-	-	-	-
Infrastructure - Electricity		22,790	-	9,520	-	-	-	-	9,520	32,310	25,880	22,000
Generation		-	-	-	-	-	-	-	-	-	-	-
Transmission & Reticulation		19,640	-	9,520	-	-	-	-	9,520	29,160	23,280	20,400
Street Lighting		3,150	-	-	-	-	-	-	-	3,150	2,600	1,600
Infrastructure - Water		28,419	-	6,712	-	-	-	-	6,712	35,131	30,100	17,000
Dams & Reservoirs		500	-	-	-	-	-	-	-	500	1,500	6,500
Water purification		-	-	-	-	-	-	-	-	-	-	-
Reticulation		27,919	-	6,712	-	-	-	-	6,712	34,631	28,600	10,500
Infrastructure - Sanitation		202,967	-	7,702	-	-	-	-	7,702	210,669	24,173	53,250
Reticulation		202,967	-	7,702	-	-	-	-	7,702	210,669	24,173	53,250
Sewerage purification		-	-	-	-	-	-	-	-	-	-	-
Infrastructure - Other		4,850	-	12,711	-	-	-	-	12,711	17,561	9,200	5,600
Refuse		-	-	-	-	-	-	-	-	-	-	-
Transportation	2	650	-	799	-	-	-	-	799	1,449	2,600	1,100
Gas		-	-	-	-	-	-	-	-	-	-	-
Other	3	4,200	-	11,912	-	-	-	-	11,912	16,112	6,600	4,500
Community		40,073	-	1,513	-	-	-	-	1,513	41,587	19,746	11,150
Parks & gardens		300	-	712	-	-	-	-	712	1,012	150	150
Sports Fields & stadia		9,933	-	-	-	-	-	-	-	9,933	5,936	5,880
Swimming pools		100	-	-	-	-	-	-	-	100	100	-
Community halls		9,360	-	296	-	-	-	-	296	9,656	-	-
Libraries		2,000	-	-	-	-	-	-	-	2,000	-	-
Recreational facilities		1,680	-	-	-	-	-	-	-	1,680	1,650	150
Fire, safety & emergency		450	-	505	-	-	-	-	505	955	250	100
Security and policing		-	-	-	-	-	-	-	-	-	-	-
Buses		-	-	-	-	-	-	-	-	-	-	-
Clinics		-	-	-	-	-	-	-	-	-	-	-
Museums & Art Galleries		-	-	-	-	-	-	-	-	-	-	-
Cemeteries		300	-	-	-	-	-	-	-	300	100	100
Social rental housing		34,350	-	-	-	-	-	-	-	34,350	9,100	25,600
Other		(18,400)	-	-	-	-	-	-	-	(18,400)	2,460	(20,830)
Heritage assets		600	-	-	-	-	-	-	-	600	800	1,350
Buildings		600	-	-	-	-	-	-	-	600	800	1,350
Other		-	-	-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-	-	-
Housing development		-	-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-	-
Other assets		61,629	-	9,084	-	-	-	-	9,084	70,713	30,395	41,085
General vehicles		6,026	-	1,259	-	-	-	-	1,259	7,285	2,830	2,990
Specialised vehicles	18	550	-	-	-	-	-	-	-	550	250	200
Plant & equipment		9,778	-	-	-	-	-	-	-	9,778	11,625	5,975
Computers - hardware/equipment		6,100	-	-	-	-	-	-	-	6,100	2,600	2,600
Furniture and other office equipment		4,839	-	206	-	-	-	-	206	5,045	3,900	3,475
Abattoirs		-	-	-	-	-	-	-	-	-	-	-
Markets		-	-	-	-	-	-	-	-	-	-	-
Civic Land and Buildings		-	-	-	-	-	-	-	-	-	-	-
Other Buildings		15,950	-	-	-	-	-	-	-	15,950	11,560	4,770
Other Land		-	-	-	-	-	-	-	-	-	-	-
Surplus Assets - (Investment or Inventory)		-	-	-	-	-	-	-	-	-	-	-
Other		18,386	-	7,618	-	-	-	-	7,618	26,004	(2,370)	21,075
Agricultural assets		-	-	-	-	-	-	-	-	-	-	-
List sub-class		-	-	-	-	-	-	-	-	-	-	-
Biological assets		-	-	-	-	-	-	-	-	-	-	-
List sub-class		-	-	-	-	-	-	-	-	-	-	-
Intangibles		2,450	-	872	-	-	-	-	872	3,322	1,700	2,550
Computers - software & programming		-	-	-	-	-	-	-	-	-	-	-
Other (list sub-class)		2,450	-	872	-	-	-	-	872	3,322	1,700	2,550
Total Capital Expenditure on renewal of existing assets to be adjusted	1	399,924	-	52,781	-	-	-	-	52,781	452,705	167,127	183,035
Specialised vehicles	18	550	-	-	-	-	-	-	-	550	250	200
Refuse		100	-	-	-	-	-	-	-	100	-	100
Fire		450	-	-	-	-	-	-	-	450	250	100
Conservancy		-	-	-	-	-	-	-	-	-	-	-
Ambulances		-	-	-	-	-	-	-	-	-	-	-

WC024 Stellenbosch - Supporting Table SB18c Adjustments Budget - expenditure on repairs and maintenance by asset class - 24 August 2016

Description	Ref	Budget Year 2016/17									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	
R thousands		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
Repairs and maintenance expenditure by Asset Class/Sub-class												
Infrastructure		50,751	-	-	-	-	-	-	-	50,751	53,724	57,240
Infrastructure - Road transport		11,678	-	-	-	-	-	-	-	11,678	12,392	13,159
<i>Roads, Pavements & Bridges</i>		8,041	-	-	-	-	-	-	-	8,041	8,523	9,035
<i>Storm water</i>		3,637	-	-	-	-	-	-	-	3,637	3,869	4,124
Infrastructure - Electricity		13,491	-	-	-	-	-	-	-	13,491	14,253	15,048
<i>Generation</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Transmission & Reticulation</i>		13,491	-	-	-	-	-	-	-	13,491	14,253	15,048
<i>Street Lighting</i>		-	-	-	-	-	-	-	-	-	-	-
Infrastructure - Water		11,077	-	-	-	-	-	-	-	11,077	11,658	12,578
<i>Dams & Reservoirs</i>		3,612	-	-	-	-	-	-	-	3,612	3,847	4,106
<i>Water purification</i>		1,853	-	-	-	-	-	-	-	1,853	1,921	2,012
<i>Reticulation</i>		5,612	-	-	-	-	-	-	-	5,612	5,890	6,460
Infrastructure - Sanitation		11,225	-	-	-	-	-	-	-	11,225	11,945	12,770
<i>Reticulation</i>		6,559	-	-	-	-	-	-	-	6,559	6,959	7,444
<i>Sewerage purification</i>		4,667	-	-	-	-	-	-	-	4,667	4,986	5,327
Infrastructure - Other		3,279	-	-	-	-	-	-	-	3,279	3,476	3,685
<i>Refuse</i>		3,279	-	-	-	-	-	-	-	3,279	3,476	3,685
<i>Transportation</i>	2	-	-	-	-	-	-	-	-	-	-	-
<i>Gas</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Other</i>	3	-	-	-	-	-	-	-	-	-	-	-
Community		21,705	-	-	-	-	-	-	-	21,705	23,032	24,396
Parks & gardens		8,590	-	-	-	-	-	-	-	8,590	9,088	9,639
Sports Fields & stadia		2,151	-	-	-	-	-	-	-	2,151	2,282	2,420
Swimming pools		-	-	-	-	-	-	-	-	-	-	-
Community halls		113	-	-	-	-	-	-	-	113	120	127
Libraries		116	-	-	-	-	-	-	-	116	165	175
Recreational facilities		-	-	-	-	-	-	-	-	-	-	-
Fire, safety & emergency		790	-	-	-	-	-	-	-	790	830	849
Security and policing		629	-	-	-	-	-	-	-	629	666	706
Buses		-	-	-	-	-	-	-	-	-	-	-
Clinics		-	-	-	-	-	-	-	-	-	-	-
Museums & Art Galleries		-	-	-	-	-	-	-	-	-	-	-
Cemeteries		334	-	-	-	-	-	-	-	334	354	375
Social rental housing		-	-	-	-	-	-	-	-	-	-	-
Other		8,981	-	-	-	-	-	-	-	8,981	9,527	10,104
Heritage assets		-	-	-	-	-	-	-	-	-	-	-
Buildings		-	-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-	-	-
Housing development		-	-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-	-
Other assets		11,024	-	-	-	-	-	-	-	11,024	10,859	10,358
General vehicles		-	-	-	-	-	-	-	-	-	-	-
Specialised vehicles	18	-	-	-	-	-	-	-	-	-	-	-
Plant & equipment		-	-	-	-	-	-	-	-	-	-	-
Computers - hardware/equipment		-	-	-	-	-	-	-	-	-	-	-
Furniture and other office equipment		-	-	-	-	-	-	-	-	-	-	-
Abattoirs		-	-	-	-	-	-	-	-	-	-	-
Markets		-	-	-	-	-	-	-	-	-	-	-
Civic Land and Buildings		-	-	-	-	-	-	-	-	-	-	-
Other Buildings		3,850	-	-	-	-	-	-	-	3,850	4,079	4,316
Other Land		-	-	-	-	-	-	-	-	-	-	-
Surplus Assets - (Investment or Inventory)		-	-	-	-	-	-	-	-	-	-	-
Other		7,174	-	-	-	-	-	-	-	7,174	6,780	6,042
Agricultural assets		-	-	-	-	-	-	-	-	-	-	-
<i>List sub-class</i>		-	-	-	-	-	-	-	-	-	-	-
Biological assets		-	-	-	-	-	-	-	-	-	-	-
<i>List sub-class</i>		-	-	-	-	-	-	-	-	-	-	-
Intangibles		20	-	-	-	-	-	-	-	20	59	65
Computers - software & programming		-	-	-	-	-	-	-	-	-	-	-
Other (list sub-class)		20	-	-	-	-	-	-	-	20	59	65
Total Repairs and Maintenance Expenditure to be adjusted	1	83,499	-	-	-	-	-	-	-	83,499	87,674	92,058
Specialised vehicles	18	-	-	-	-	-	-	-	-	-	-	-
Refuse		-	-	-	-	-	-	-	-	-	-	-
Fire		-	-	-	-	-	-	-	-	-	-	-
Conservancy		-	-	-	-	-	-	-	-	-	-	-
Ambulances		-	-	-	-	-	-	-	-	-	-	-

WC024 Stellenbosch - Supporting Table SB18d Adjustments Budget - depreciation by asset class - 24 August 2016

Description	Ref	Budget Year 2016/17									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
R thousands												
Depreciation by Asset Class/Sub-class												
Infrastructure		108,158	-	-	-	-	-	-	-	108,158	93,532	98,394
Infrastructure - Road transport		46,209	-	-	-	-	-	-	-	46,209	34,225	35,614
<i>Roads, Pavements & Bridges</i>		46,209	-	-	-	-	-	-	-	46,209	34,225	35,614
<i>Storm water</i>		-	-	-	-	-	-	-	-	-	-	-
Infrastructure - Electricity		21,030	-	-	-	-	-	-	-	21,030	21,260	21,770
<i>Generation</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Transmission & Reticulation</i>		14,387	-	-	-	-	-	-	-	14,387	14,457	14,804
<i>Street Lighting</i>		6,643	-	-	-	-	-	-	-	6,643	6,803	6,966
Infrastructure - Water		19,121	-	-	-	-	-	-	-	19,121	18,760	19,669
<i>Dams & Reservoirs</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Water purification</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Reticulation</i>		19,121	-	-	-	-	-	-	-	19,121	18,760	19,669
Infrastructure - Sanitation		17,370	-	-	-	-	-	-	-	17,370	15,398	17,357
<i>Reticulation</i>		17,370	-	-	-	-	-	-	-	17,370	15,398	17,357
<i>Sewerage purification</i>		-	-	-	-	-	-	-	-	-	-	-
Infrastructure - Other		4,428	-	-	-	-	-	-	-	4,428	3,890	3,984
<i>Refuse</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Transportation</i>	2	1,325	-	-	-	-	-	-	-	1,325	713	730
<i>Gas</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Other</i>	3	3,102	-	-	-	-	-	-	-	3,102	3,177	3,253
Community		4,507	-	-	-	-	-	-	-	4,507	2,590	2,652
Parks & gardens		91	-	-	-	-	-	-	-	91	93	95
Sports Fields & stadia		1,194	-	-	-	-	-	-	-	1,194	1,223	1,252
Swimming pools		-	-	-	-	-	-	-	-	-	-	-
Community halls		2	-	-	-	-	-	-	-	2	3	3
Libraries		6	-	-	-	-	-	-	-	6	6	6
Recreational facilities		295	-	-	-	-	-	-	-	295	35	35
Fire, safety & emergency		-	-	-	-	-	-	-	-	-	-	-
Security and policing		1,138	-	-	-	-	-	-	-	1,138	-	-
Buses		-	-	-	-	-	-	-	-	-	-	-
Clinics		-	-	-	-	-	-	-	-	-	-	-
Museums & Art Galleries		-	-	-	-	-	-	-	-	-	-	-
Cemeteries		-	-	-	-	-	-	-	-	-	-	-
Social rental housing		915	-	-	-	-	-	-	-	915	345	354
Other		866	-	-	-	-	-	-	-	866	886	908
Heritage assets		-	-	-	-	-	-	-	-	-	-	-
Buildings		-	-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-	-	-
Housing development		-	-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-	-
Other assets		52,073	-	-	-	-	-	-	-	52,073	72,637	71,198
General vehicles		3,488	-	-	-	-	-	-	-	3,488	2,723	2,788
Specialised vehicles	18	1,116	-	-	-	-	-	-	-	1,116	434	442
Plant & equipment		6,018	-	-	-	-	-	-	-	6,018	2,439	2,497
Computers - hardware/equipment		-	-	-	-	-	-	-	-	-	-	-
Furniture and other office equipment		4,382	-	-	-	-	-	-	-	4,382	4,194	4,295
Abattoirs		-	-	-	-	-	-	-	-	-	-	-
Markets		-	-	-	-	-	-	-	-	-	-	-
Civic Land and Buildings		-	-	-	-	-	-	-	-	-	-	-
Other Buildings		1,183	-	-	-	-	-	-	-	1,183	853	874
Other Land		-	-	-	-	-	-	-	-	-	-	-
Surplus Assets - (Investment or Inventory)		-	-	-	-	-	-	-	-	-	-	-
Other		35,887	-	-	-	-	-	-	-	35,887	61,993	60,301
Agricultural assets		-	-	-	-	-	-	-	-	-	-	-
<i>List sub-class</i>		-	-	-	-	-	-	-	-	-	-	-
Biological assets		-	-	-	-	-	-	-	-	-	-	-
<i>List sub-class</i>		-	-	-	-	-	-	-	-	-	-	-
Intangibles		462	-	-	-	-	-	-	-	462	662	862
Computers - software & programming		-	-	-	-	-	-	-	-	-	-	-
Other (list sub-class)		462	-	-	-	-	-	-	-	462	662	862
Total Depreciation to be adjusted	1	165,200	-	-	-	-	-	-	-	165,200	169,422	173,106
Specialised vehicles	18	1,116	-	-	-	-	-	-	-	1,116	434	442
Refuse		1,013	-	-	-	-	-	-	-	1,013	334	342
Fire		103	-	-	-	-	-	-	-	103	100	100
Conservancy		-	-	-	-	-	-	-	-	-	-	-
Ambulances		-	-	-	-	-	-	-	-	-	-	-

WC024 Stellenbosch - Supporting Table SB19 List of capital programmes and projects affected by Adjustments Budget - 24 August 2016

Municipal Vote/Capital project	Program/Project description	Project number	IDP Goal Code	Individually Approved Yes/No	Asset Class	Medium Term Revenue and Expenditure Framework	
						Budget Year 2016/17	
						Original Budget	Adjusted Budget
R thousand			3	6	4		
Parent municipality:							
Engineering Services	Upgrade Depot Facilities	566,000,551	Dignified Living	Yes	Other Assets	-	850
Engineering Services	Update of IMQS GIS Data	566,000,561	Dignified Living	Yes	Other Assets	-	500
Engineering Services	Scanning and or Conversion of plans	566,000,541	Dignified Living	Yes	Other Assets	200	108
Engineering Services	Bulk water supply pipeline & reservoir - Jamestown	566,501,821	Dignified Living	Yes	Infrastructure - Water	10,619	3,536
Engineering Services	Bulk water supply Pipe Line & Pumpstations: Franschoek	566,501,851	Dignified Living	Yes	Infrastructure - Water	-	29
Engineering Services	Bulk water supply pipe: Cloetesville/ Idas Valley	566,501,871	Dignified Living	Yes	Infrastructure - Water	-	216
Engineering Services	New 5 MI Reservoir: Kayamandi	566,501,801	Dignified Living	Yes	Infrastructure - Water	-	62
Engineering Services	Bulk water supply pipe & 2x 2 MI Reservoir: Johannesburg & Kylemore	566,501,891	Dignified Living	Yes	Infrastructure - Water	6,000	128
Engineering Services	New 5 MI Reservoir: Cloetesville & surrounding areas	566,501,931	Dignified Living	Yes	Infrastructure - Water	500	100
Engineering Services	Storage Dam and Reservoir Upgrade	566,502,271	Dignified Living	Yes	Infrastructure - Water	-	121
Engineering Services	Reservoirs and Dam safety	566,501,991	Dignified Living	Yes	Infrastructure - Water	500	786
Engineering Services	Waterpipe replacement	566,501,051	Dignified Living	Yes	Infrastructure - Water	3,000	482
Engineering Services	Upgrade and replace water meters	566,502,031	Dignified Living	Yes	Infrastructure - Water	1,500	1,787
Engineering Services	Upgrade of WWTW Wemmershoek	566,061,081	Dignified Living	Yes	Infrastructure - Sanitation	-	1,296
Engineering Services	Upgrade of WWTW: Klapmuts	566,061,051	Dignified Living	Yes	Infrastructure - Sanitation	20,500	1,869
Engineering Services	Extention of WWTW Stellenbosch	566,061,121	Dignified Living	Yes	Infrastructure - Sanitation	178,017	4,537
Engineering Services	Reconstruction of roads - WC024	566,201,871	Dignified Living	Yes	Infrastructure - Other	3,900	622
Engineering Services	Reseal Roads - Franschoek CBD	566,202,801	Dignified Living	Yes	Infrastructure - Other	-	499
Engineering Services	Reseal Roads - Klapmuts, Railthby, Meerlust, wemmershoek, LaMott	566,202,901	Dignified Living	Yes	Infrastructure - Other	-	837
Engineering Services	Reseal Roads - Johannesburg, Pniel, Lanquedoc	566,202,931	Dignified Living	Yes	Infrastructure - Other	-	400
Engineering Services	Bicycle Lockup Facilities	566,203,221	Safest Valley	Yes	Other Assets	100	150
Engineering Services	Specialized Vehicles	544,004,121	governance & Comp	Yes	Other Assets	-	440
Engineering Services	Tennant - Switchgear (11kV)	544,003,511	Dignified Living	Yes	Infrastructure - Electricity	-	9,520
Engineering Services	Integrated National Electrification Programme	544,003,851	Dignified Living	Yes	Infrastructure - Electricity	5,000	1,098
Engineering Services	Energy Efficiency and Demand side Management	544,003,991	Dignified Living	Yes	Infrastructure - Electricity	-	450
Engineering Services	Vehicle Fleet	544,004,131	governance & Comp	Yes	Other Assets	1,000	819
Engineering Services	Furniture, Tools and Equipment : Solid Waste	565,300,581	governance & Comp	Yes	Other Assets	50	206
Engineering Services	Major Drop-offs : Construction - Franschoek	565,300,601	Greenest Municipality	Yes	Infrastructure - Other	8,600	2,863
Engineering Services	Resource Centre Stb Landfill Site	566,000,581	Greenest Municipality	Yes	Infrastructure - Other	1,500	500
Engineering Services	Upgrade Refuse disposal site (Existing Cell) - Rehab	565,300,651	Greenest Municipality	Yes	Infrastructure - Other	-	4,417
Engineering Services	Stellenbosch WC024 (MRF)-Design	565,300,661	Greenest Municipality	Yes	Other Assets	-	88
Engineering Services	Formalize skip areas in Franschoek and Kayamandi	566,000,591	Greenest Municipality	Yes	Other Assets	-	207
Engineering Services	Weigh pad for Klapmuts Transfer Station	566,000,621	Greenest Municipality	Yes	Other Assets	-	97
Engineering Services	Waste to Food	566,000,631	Greenest Municipality	Yes	Other Assets	500	56
Engineering Services	Landfill Gas to Energy	566,000,641	Greenest Municipality	Yes	Other Assets	-	500
Engineering Services	Traffic Management Improvement Programme	566,211,031	Dignified Living	Yes	Infrastructure - Road transport	2,000	624

Municipal Vote/Capital project	Program/Project description	Project number	IDP Goal Code	Individually Approved Yes/No	Asset Class	Medium Term Revenue and Expenditure Framework	
						Budget Year 2016/17	
						Original Budget	Adjusted Budget
R thousand			3	6	4		
Engineering Services	Ward 10: Infrastructure Improvement Programme	566,203,161	Dignified Living	Yes	Infrastructure - Road transport	-	50
Engineering Services	Ward 1: Infrastructure Improvement Programme	566,211,041	Dignified Living	Yes	Infrastructure - Road transport	70	80
Engineering Services	Ward 15: Infrastructure Improvement Programme	566,211,131	Dignified Living	Yes	Infrastructure - Road transport	60	49
Engineering Services	Ward 18: Infrastructure Improvement Programme	566,211,151	Dignified Living	Yes	Infrastructure - Road transport	80	70
Engineering Services	Ward 20: Infrastructure Improvement Programme	566,211,161	Dignified Living	Yes	Infrastructure - Road transport	-	50
Engineering Services	Ward 21: Infrastructure Improvement Programme	566,211,171	Dignified Living	Yes	Infrastructure - Road transport	-	26
Engineering Services	Ward 22: Infrastructure Improvement Programme	566,211,181	Dignified Living	Yes	Infrastructure - Road transport	75	200
Engineering Services	Ward 3: Infrastructure Improvement Programme	566,211,061	Dignified Living	Yes	Infrastructure - Road transport	-	24
Engineering Services	Ward 4: Infrastructure Improvement Programme	566,211,071	Dignified Living	Yes	Infrastructure - Road transport	-	200
Engineering Services	Ward 6: Infrastructure Improvement Programme	566,211,191	Dignified Living	Yes	Infrastructure - Road transport	120	28
Engineering Services	Pedestrian and Cycle paths	566,210,561	Dignified Living	Yes	Infrastructure - Other	1,000	316
Engineering Services	Taxi Rank - Kayamandi	566,203,071	Dignified Living	Yes	Infrastructure - Other	500	200
Engineering Services	Klapmuts Public Transport Interchange	566,203,091	Dignified Living	Yes	Infrastructure - Road transport	5,539	127
Engineering Services	Bus and taxi shelters	566,203,101	Dignified Living	Yes	Infrastructure - Other	-	113
Engineering Services	Add bays to Bergzicht Taxi Rank and holding area	566,211,211	Dignified Living	Yes	Infrastructure - Other	1,000	170
Engineering Services	Integrated Public Transport Network	566,203,121	Dignified Living	Yes	Infrastructure - Road transport	-	580
Engineering Services	Upgrade Gravel Roads- Jamestown	566,203,281	Dignified Living	Yes	Infrastructure - Other	3,100	200
Engineering Services	Bus shelters	566,203,301	Dignified Living	Yes	Other Assets	100	100
Community & Protection Serv	Upgrade of existing parks (WC024)	533,000,431	Dignified Living	Yes	Community	700	680
Community & Protection Serv	Ward 17: Upgrading of Parks	533,051,831	Dignified Living	Yes	Community	110	32
Community & Protection Serv	Halls: General upgrade	557,400,121	Dignified Living	Yes	Community	-	296
Community & Protection Serv	Install computerized access security systems and CCTV cameras at	557,100,401	Safest Valley	Yes	Community	200	152
Community & Protection Serv	Install and upgrade CCTV in the WC024	551,110,331	Safest Valley	Yes	Community	500	194
Community & Protection Serv	Install CCTV and ANPR cameras in the WC024	557,100,671	Safest Valley	Yes	Community	-	5,308
Community & Protection Serv	ANPR-CCTV solutions phase 1	551,400,081	Safest Valley	Yes	Community	-	51
Community & Protection Serv	Security Upgrades	557,100,941	Safest Valley	Yes	Community	150	129
Community & Protection Serv	Ward 11: CCTV Cameras	557,100,801	Safest Valley	Yes	Community	180	173
Community & Protection Serv	Ward 15: CCTV Cameras	557,100,821	Safest Valley	Yes	Community	-	9
Corporate Services	Municipal Buildings and Facilities - Signage	577,700,061	governance & Comp	Yes	Other Assets	-	196
Corporate Services	LED Screens at Municipality Buildings	577,700,051	governance & Comp	Yes	Other Assets	-	356
Corporate Services	Biometrics System	599,100,231	governance & Comp	Yes	Other Assets	-	168
Corporate Services	Upgrade and Expansion of IT Infrastructure Platforms	599,100,171	red Investment Desti	Yes	Other Assets	5,000	1,788
Corporate Services	Public WI-FI Network	599,100,191	red Investment Desti	Yes	Intangibles	600	872
Human Settlements	New Community Centre: Klapmuts	562,200,881	Dignified Living	Yes	Infrastructure - Other	9,300	9,782
Human Settlements	Fire Department- Sport Complex	537,810,121	Dignified Living	Yes	Infrastructure - Other	250	1,842

Municipal Vote/Capital project	Program/Project description	Project number	IDP Goal Code	Individually Approved Yes/No	Asset Class	Medium Term Revenue and Expenditure Framework	
						Budget Year 2016/17	
						Original Budget	Adjusted Budget
R thousand			3	6	4		
Human Settlements	Structural Upgrade: Heritage Building	562,200,221	Dignified Living	Yes	Infrastructure - Other	600	1,498
Human Settlements	Replacement of lifts: Lapland	522,350,071	Dignified Living	Yes	Other Assets	-	2,117
Human Settlements	Informal Traders: Kayamandi	522,350,171	Dignified Living	Yes	Other Assets	-	313
Human Settlements	Upgrading Fencing	562,201,331	Safest Valley	Yes	Other Assets	200	1,372
Human Settlements	Enkanini (Planning)	537,810,141	Dignified Living	Yes	Infrastructure - Other	-	326
Human Settlements	Informal Settlement: Devonvalley	537,810,171	Dignified Living	Yes	Infrastructure - Other	-	357
Human Settlements	Basic Improvements: Langrug	537,840,041	Dignified Living	Yes	Infrastructure - Other	-	797
Human Settlements	Access to Basic Services (ABS) - All Wards	537,801,001	Dignified Living	Yes	Infrastructure - Other	3,000	2,109
Planning & Deveopment Service	Purchase of Land - Cemeteries	522,000,991	Dignified Living	Yes	Infrastructure - Other	1,800	655
Planning & Deveopment Service	Establishment of informal trading markets	522,000,961	red Investment Desti	Yes	Other Assets	397	397
Planning & Deveopment Service	Ward 12: Upgrade Resource Centre	522,000,971	Dignified Living	Yes	Other Assets	-	31
Planning & Deveopment Service	Ward 14: Upgrade Resource Centre	522,000,981	Dignified Living	Yes	Other Assets	-	23
Entities:							
<i>List all capital programs/projects grouped by Municipal Entity</i>							
<i>Entity Name</i>							
<i>Project name</i>							

APPENDIX 5

Municipal Manager's quality certification

The quality certificate signed by the Accounting Officer is attached on Appendix 5.



QUALITY CERTIFICATE

I, Richard Bosman, acting municipal manager of Stellenbosch Municipality, hereby certify that the adjustments budget and supporting documentation have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act, and that the adjustments budget and supporting documentation are consistent with the Integrated Development Plan of the Municipality.

Name: Richard Bosman

Acting Municipal Manager of Stellenbosch Municipality

Signature _____

Date: 19 August 2016

6.1.2 STELLENBOSCH MUNICIPALITY'S PROCESS PLAN INDICATING THE KEY DEADLINES AND TIME FRAMES FOR THE INTEGRATED DEVELOPMENT PLANNING (IDP), BUDGET AND SPATIAL DEVELOPMENT FRAMEWORK (SDF) PROCESSES FOR THE 2016/17 FINANCIAL YEAR

File number : 9/1/2/1
Compiled by : Manager: IDP/PMS
Report by : Director: Strategic & Corporate Services
Delegated Authority : Council

Strategic intent of item

<i>Preferred investment destination</i>	X
<i>Greenest municipality</i>	X
<i>Safest valley</i>	X
<i>Dignified Living</i>	X
<i>Good Governance</i>	X

1. PURPOSE OF REPORT

To obtain Council approval for the IDP, Budget and SDF Process plan indicating the Time Schedule of key deadlines for the 2016/17 financial year.

2. BACKGROUND

The IDP Process Plan is compiled in terms of sections 28 and 29 of the Municipal Systems Act, No 32 of 2000; which specifies that:

Section 28:

- (1) *Each municipal council must adopt a process set out in writing to guide the planning, drafting, adoption and review of its IDP.*
- (2) *The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.*
- (3) *A municipality must give notice to the local community of particulars of the process it intends to follow."*

Section 29(1):

"The process must—

- (a) *be in accordance with a predetermined programme specifying timeframes for the different steps;*

-
- (b) *through appropriate mechanisms, processes and procedures allow for—*
 - (i) *the local community to be consulted on its development needs and priorities;*
 - (ii) *the local community to participate in the drafting of the IDP; and*
 - (iii) *organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;*
 - (c) *provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and*
 - (d) *be consistent with any other matters that may be prescribed by regulation.”*

The Annual Budget and the IDP are inextricably linked to one another, something that has been formalised through the promulgation of the Municipal Finance Management Act (Act 56 of 2003). Chapter 4 and Section 21(1) of the MFMA indicate that:

The Mayor of a municipality must –

- (a) *coordinate the processes for preparing the annual budget and for reviewing the municipality’s integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible;*
- (b) *at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for–*
 - (i) *the preparation, tabling and approval of the annual budget;*
 - (ii) *the annual review of –*
 - aa) *the integrated development plan in terms of section 34 of the Municipal Systems Act; and*
 - bb) *the budget related policies.*
 - (iii) *the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and*
 - (iv) *the consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).*

The IDP/ Budget SDF Process Plan takes cognizance of the regulatory framework for the drafting, consultation and approval of the annual Service Delivery and Budget Implementation Plan (SDBIP) which is developed in accordance with the Local Government: Municipal Systems Act, Act 32 of 2000 and Regulations. The SDBIP is the implementation tool to give effect to those objectives and targets as indicated in the IDP. The importance of synchronising

the timelines for the revision of the IDP and MTREF with those of the SDBIP, is captured in the sections from the Municipal Systems Act cited underneath:

Section 41:

- (1) *A municipality must in terms of its performance management system and in accordance with any regulations and guidelines that may be prescribed –*
- (a) *set appropriate key performance indicators as a yardstick for measuring performance, including outcomes and impact, with regard to the municipality's development priorities and objectives set out in its integrated development plan".*

The Local Government Municipal Systems Act, 2000 (Act 32 of 2000) (MSA) Section 26(e) of the MSA refers to the Municipal SDF as a 'core component' of the municipal IDP and requires that the IDP reflects a SDF which must include the provision of basic guidelines for a land use management system for the municipality.

The new planning dispensation which includes the Spatial Planning and Land Use Management Act, 2013, (Act 16 of 2013)(SPLUMA) , the Western Cape Land Use Planning Act No 3 (2014) and the Stellenbosch Municipal Planning By-law (2015) imposes new requirements to compile or amend a Spatial Development Framework.

A municipal SDF (new and/or amended) has to follow a timeline set out in a process plan similar to the IDP process plan. Moreover, the SDF and IDP processes need to be aligned. To this end, the attached process plan incorporates two aspects of the municipal SDF, namely a timeline for amendment of the current SDF, approved in February 2013 (one year process) and for drafting of a new SDF (two year period).

Section 20(2) of SPLUMA indicates how a municipal SDF must be prepared 'as part of' a municipal IDP, in accordance with the provision of the MSA

*The IDP/Budget/SDF Process plan indicating the Time schedule of key deadlines for the 2016/17 financial year is attached as **APPENDIX 1**.*

3. DISCUSSION

The process follows the following major phases:

- **Analysis** (August - November 2016) which includes community input, performance analysis, financial analysis and organisational analysis.
- **Strategy** (November/December 2016) during which period the political and executive leadership confirms the strategic direction which will guide the compilation of the revised IDP, SDBIP and MTREF (vision, mission, focus areas, strategic objectives, measures and targets).
- **Preparing annual budget and IDP** (November 2016 to March 2017) during which period the municipal performance scorecard is revised and budget priorities and outputs for the next three years are determined.

- **Tabling of the draft IDP, draft SDBIP and Annual Budget for the purposes of community and other inputs** (March 2017).
- **Consultation and refinement** (April 2017) where the above-mentioned documents are published and circulated for comments and inputs by the community, National and Provincial Treasury, the Cape Winelands District Municipality and other prescribed organs of state or municipalities affected by the IDP or budget.
- **Final approval** (May - June 2017) after consideration of the inputs and comments received.

Important deadlines in terms of the Municipal Systems Act (MSA) and the Municipal Finance Management Act and Regulations (MFMA) are depicted below:

MFMA Section 21(1)	Approve the time schedule	10 months before the start of the new budget year
MFMA Section 16(2)	Table draft budget at a council meeting	90 days before the start of the new budget year
MFMA Section 24(1)	Approve the final budget	30 days before the start of the new budget year
MFMA Section 69 (3)(a)	Submit draft SDBIP	No later than 14 days after the approval of an annual budget
MFMA Section 53 (1)(c)(ii)	Approval of SDBIP	Within 28 days after the approval of the annual budget is approved by council
MSA Section 32(1)	Submit copy of the IDP/draft SDBIP to Province	10 days after the adoption of the IDP
MSA Section 25(4)	Give notice to public on adoption of the IDP	14 days after the adoption of the IDP
MSA Section 25(4)	Publicise a summary of the IDP	14 days after the adoption of the IDP
MFMA Section 69(3)	Submit to the Executive Mayor a service delivery and budget implementation plan (SDBIP)	14 days after the approval of the annual budget
Municipal Performance Regulation 805, Section 24 (2)	Review performance agreements	Reviewed within the month of June annually
MSA Section 57(2)(a)(ii); Municipal Performance Regulations for Municipal Managers and managers directly accountable to Municipal Managers, 2006, Regulation 805, Section 4 (a)	Signing of annual performance agreements	Signed within one (1) month of the new financial year or within 90 days upon assumption of duty Chapter 2:4(a), (Systems Act, Sec);
Municipal Performance Regulations for Municipal Managers and managers directly accountable to Municipal Managers, 2006, Regulation 805, Section 4 (5)	Submission of performance agreement to the MEC	Within 14 days after concluding the employment contract and performance agreement
MFMA Section 53 (3)(b)	Advertise performance	No later than 14 days

	agreements of senior managers	after the approval of the SDBIP
Section 127 (2) of the MFMA	Annual Report submission to Council	within seven months after the end of the financial year;
Section 127 (5)(i) of the MFMA	Annual Report to Council	Immediately after the Annual Report is submitted
Section 127 (5)(ii) of the MFMA	Annual Report to the public	Immediately after submission to Council invite the local community to submit representations
Section 127 (5)(b) of the MFMA	Annual Report to the Auditor-General; Provincial Treasury; Department of Local government	When Annual report is submitted

4. FINANCIAL IMPLICATION

There are no financial implications during approval of the process plan.

5. COMMENTS BY RELEVANT DEPARTMENTS

All relevant Departments were consulted to incorporate key deadlines and time frames in the IDP, Budget and SDF Process plan and to refer to the applicable legislation in the item.

RECOMMENDED

- (a) that Council approves the IDP, Budget and SDF Process plan indicating the Time Schedule of key deadlines for the 2016/17 financial year; and
- (b) that any amendments to the time schedule be approved by the Executive Mayor.

(CHIEF FINANCIAL OFFICER TO ACTION)

ITEM 6.1.2

APPENDIX 1

**STELLENBOSCH MUNICIPALITY'S PROCESS
PLAN INDICATING THE KEY DEADLINES AND
TIME FRAMES FOR THE INTEGRATED
DEVELOPMENT PLANNING (IDP), BUDGET AND
SPATIAL DEVELOPMENT FRAMEWORK (SDF)
PROCESSES FOR THE 2016/17 FINANCIAL YEAR**

**MAYORAL COMMITTEE MEETING:
2016-08-22**



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

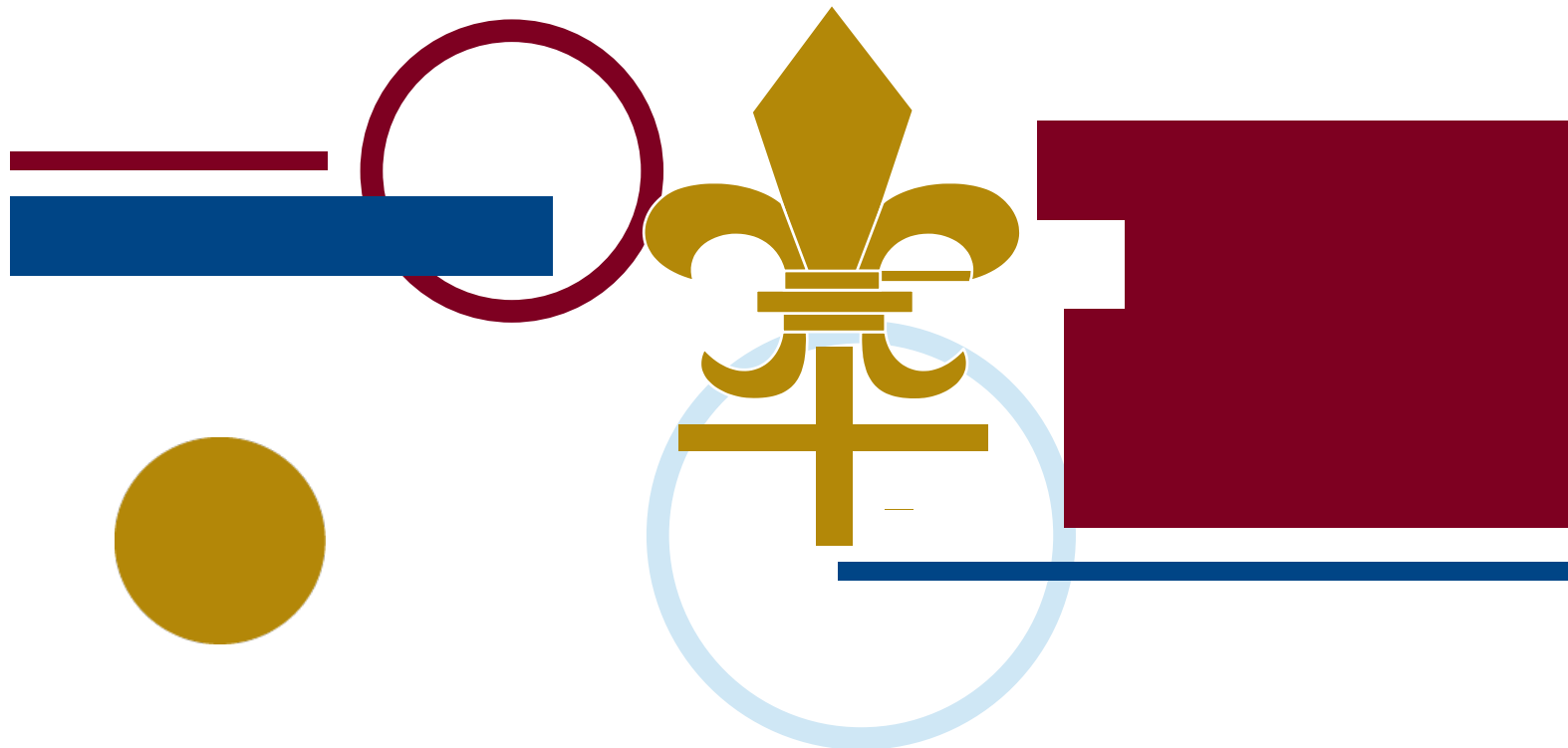


IDP BUDGET AND SDF PROCESS PLAN

FOR 2016/17

to guide the planning, drafting, adoption and review of the

STELLENBOSCH FOURTH GENERATION INTEGRATED DEVELOPMENT PLAN



August 2016

IDP, Budget and SDF Process Plan

Compiled in terms of
Sections 28 and 29 of the Municipal Systems Act, No 32 of 2000

The Integrated Development Plan (IDP) is a municipality's principal strategic plan that deals with the most critical development needs of the municipal area (external focus) as well as the most critical governance needs of the organisation (internal focus).

The Integrated Development Plan –

- *is adopted by council within one year after a municipal election and remains in force for the council's elected term (a period of five years);*
- *is drafted and reviewed annually in consultation with the local community as well as interested organs of state and other role players;*
- *guides and informs all planning and development, and all decisions with regard to planning, management and development;*
- *forms the framework and basis for the municipality's medium term expenditure framework, annual budgets and performance management system; and*
- *seeks to promote integration and coordination of actions across sectors and spheres of government.*

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1 INTRODUCTION

1.1. Point of departure

Integrated development planning is the key tool for local government to cope with its role and function in terms of the South African Constitution and other applicable legislation. In contrast to the role municipal strategic planning has played in the past, integrated development planning is now seen as a function of municipal management, as part of an integrated system of planning and delivery. The IDP process is meant to arrive at decisions on issues such as municipal budget priorities, land management, social and economic development and institutional transformation in a consultative, systematic and strategic manner.

The integrated development planning process has to provide a forum for identifying, discussing and resolving the **real issues** in a municipality (which may be over-arching issues for the whole municipality, as well as issues of specific communities or stakeholder groups) to a level of detail which is required for realistic costing and which helps manage the implementation process without much delay.

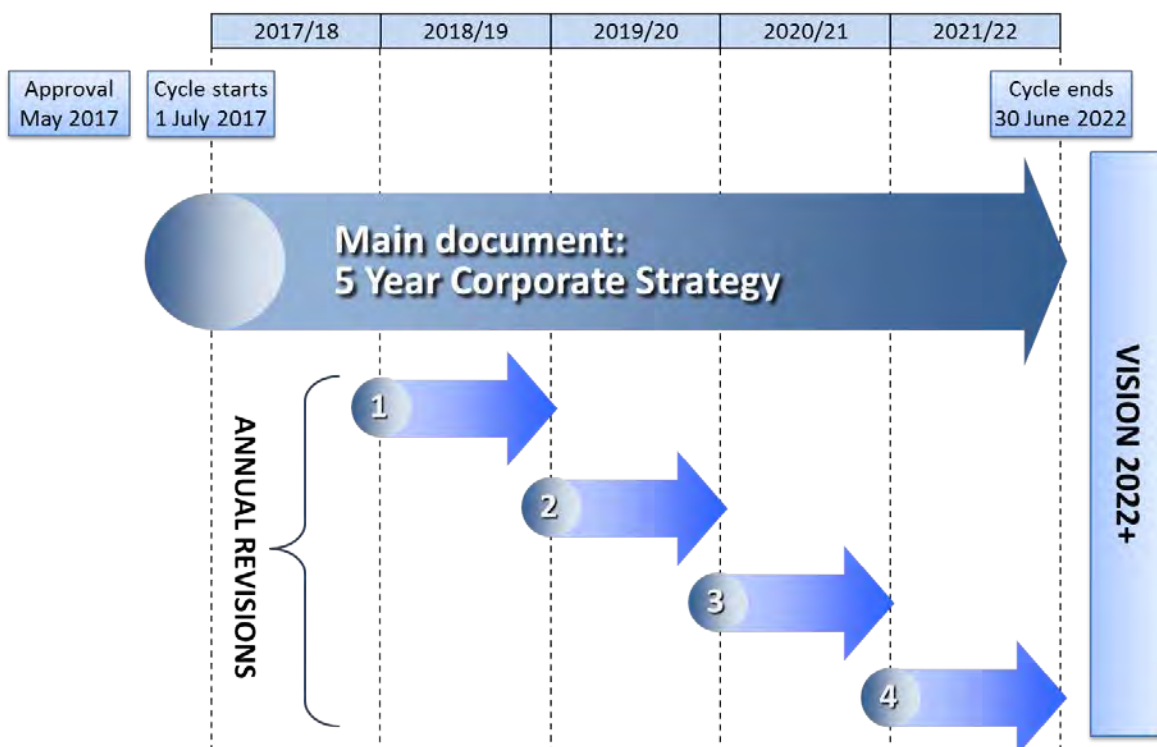
The **Process Plan** fulfils the function an operational framework for the IDP process. It says in a simple and transparent manner what needs to happen when.

1.2. Area of the IDP

The IDP will be applicable to the Stellenbosch Municipal Area which includes the following towns and settlements: Jamestown and surrounding areas; Franschhoek area; Vlottenburg, Priel, Kylemore, Stellenbosch (Cloetesville, Idas Valley, Central Town Kayamandi and surrounding farms); and Klapmuts. Stellenbosch covers an area of 831 square kilometres.

The geographic size of the municipal area is approximately 3 700 square kilometres around the towns of Stellenbosch and Franschhoek.

1.3. Five year cycle of the IDP



1.4. Phases of the annual process

The IDP process normally goes through the following phases during the course of a year:

Phase	Tasks	Mechanisms
Analysis	External analysis:	
	<ul style="list-style-type: none"> ▪ Spatial ▪ Social ▪ Economic ▪ Environmental ▪ Sector needs and issues 	<ul style="list-style-type: none"> ▪ Sector plans ▪ Spatial Development Framework ▪ Stakeholders discussions ▪ Annual customer satisfaction survey
	Compilation of area plans:	
	<ul style="list-style-type: none"> ▪ Ward profiles ▪ Services backlogs ▪ Priority issues ▪ 	<ul style="list-style-type: none"> ▪ Ward committee/ ward meetings and workshops ▪ Inputs by departments
	Internal analysis:	
	<ul style="list-style-type: none"> ▪ Critical issues / challenges ▪ Minimum service levels 	<ul style="list-style-type: none"> ▪ In-house exercise by departments ▪ Performance assessment
	Inter-governmental alignment:	
	Align with National and Provincial Policies	Desk top study by IDP Manager
Strategy and action plan	Council and Management discuss strategic issues such as vision and mission, future directions, strategic goals and objectives, as well as programmes, actions, key performance indicators and targets for each strategic objective.	<ul style="list-style-type: none"> ▪ ▪ Strategy workshops ▪ Stakeholder discussions ▪ In-house exercise by Management Team
Approval of draft IDP and draft annual budget	Finalise and approve draft IDP and draft annual budget	In-house preparation of the relevant documentation and submission to Council
Consultation and refinement	<ul style="list-style-type: none"> ▪ ▪ Make public the draft IDP and draft annual budget for comments and submissions. ▪ Submit the draft annual budget to National and Provincial Treasury, prescribed national or provincial organs of state and to other municipalities affected by the budget. ▪ Consult the Cape Winelands District Municipality on the draft IDP. ▪ Consult the local community and other stakeholders 	<ul style="list-style-type: none"> ▪ ▪ In-house exercise by Director Financial Services and Strategic Manager ▪ Public meetings and workshops
Final approval	<ul style="list-style-type: none"> ▪ ▪ Council approves the IDP, annual budget and SDF. 	In-house preparation of the relevant documentation and submission to Council

2 LEGAL REQUIREMENTS

In order to ensure certain minimum quality standards of the IDP process and a proper coordination between and within the spheres of government, the IDP process is regulated by the following legislation:

MUNICIPAL SYSTEMS ACT, NO 32 OF 2000 (MSA) SECTION 28:

- (1) *Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.*
- (2) *The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.*
- (3) *A municipality must give notice to the local community of particulars of the process it intends to follow.*

SECTION 29(1):

The process must -

- (a) *be in accordance with a predetermined programme specifying timeframes for the different steps;*
- (b) *through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for -*
 - (i) *the local community to be consulted on its development needs and priorities;*
 - (ii) *the local community to participate in the drafting of the integrated development plan; and*
 - (iii) *organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;*
- (c) *provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and*
- (d) *be consistent with any other matters that may be prescribed by regulation.*

3 PREPARATION FOR THE PROCESS

The result of the preparation process should not only be a document (the Process Plan), but also a well prepared council and management, confident about the task ahead. In the Process Plan -

- Organisational arrangements are established and the membership of committees and forums is clarified.
- Roles and responsibilities are clarified .
- The legal requirements, principles and functions of community and stakeholder participation during the IDP process are clarified.
- Mechanisms and procedures for alignment with external stakeholders such as other municipalities, districts and other spheres of government are looked at.
- An example of a table of contents for the IDP is provided.
- Legislation and policy requirements that have to be considered in the course of the IDP process are provided. The list contains documents, guidelines, plans and strategies from the provincial and national sphere of government.

This preparation for the IDP compilation process is a task of municipal management. Individual tasks may be delegated but the process remains the accountability of the Management Team.

4 INVOLVEMENT OF THE COMMUNITY AND STAKEHOLDERS

4.1 Organisational arrangements

The municipality needs to establish a set of organisational arrangements to -

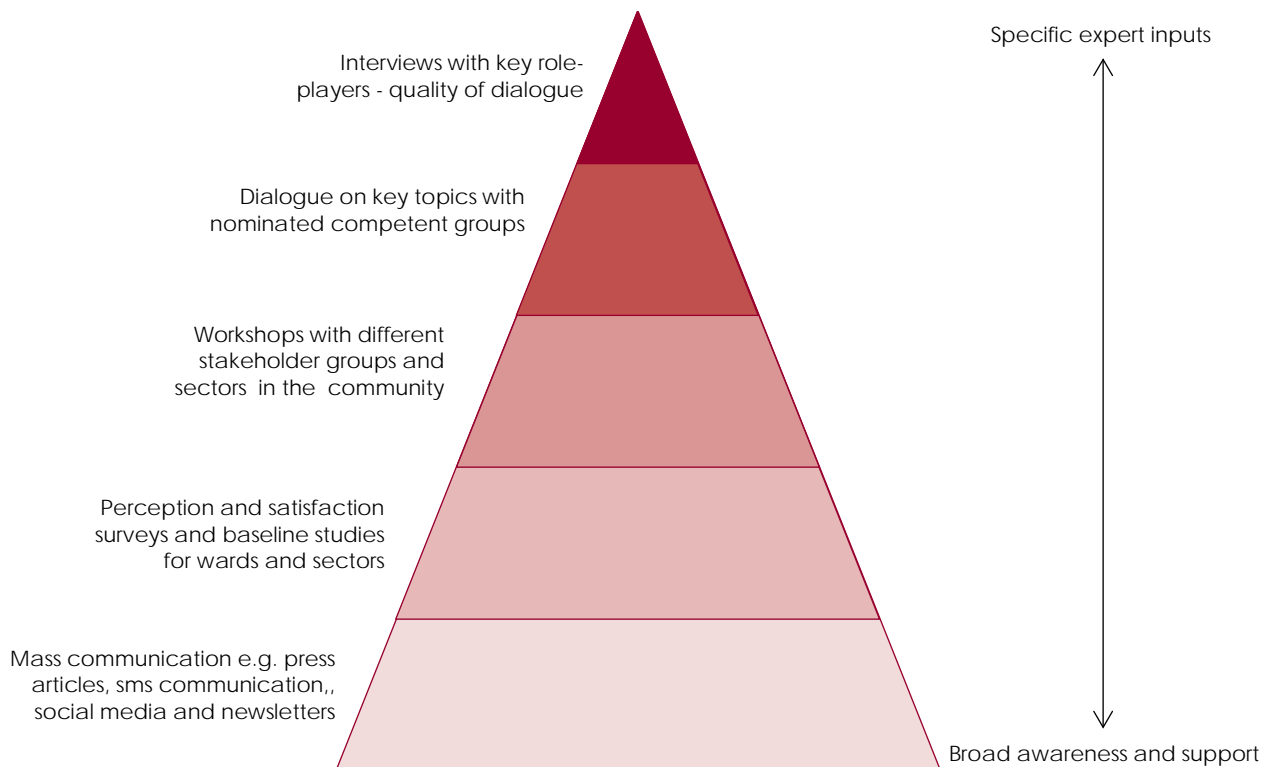
- institutionalise the participation process;
- effectively manage outputs; and
- give affected parties access to contribute to the decision-making process.

The Municipality should consider existing arrangements, use and adapt them if necessary, and avoid duplication of mechanisms. This section deals with the organisational structure and the terms of reference for each of the arrangements/structures

4.2 Structured participation

The IDP process and the participation of the community in this process have to be **structured**.

The involvement and inputs of the community and stakeholders will be obtained in a manner depicted in the following picture:



4.3 Ward committees

The role of the Ward Committees with respect to the IDP is to -

- Assist the ward councillor in identifying challenges and needs of residents.
- Provide a mechanism for discussion and negotiation between the stakeholders within the ward.
- Advise and make recommendations to the ward councillor and administration on matters and policy affecting the ward.
- Disseminate information in the ward and ensure information from the ward is feedback to administration
- Ensure constructive and harmonious interaction between the Municipality and community.
- Interact with other forums and organisations on matters affecting the ward.

- Draw up a ward plan in collaboration with officials that offers suggestions on how to improve service delivery in the particular ward.
- Monitor the implementation process concerning its area.

The chairperson of the Ward Committee is the Ward Councillor of that particular ward.

5 ROLES AND RESPONSIBILITIES

5.1 Activities and outputs

It is one of the pre-requisites of a smooth and well organised IDP process that all role players are fully aware of their own and of other role players' responsibilities. Therefore, it is one of the first preparation requirements for the IDP process to ensure that there is a clear understanding of all required roles, and of the persons or organisations that can assume those roles. This section deals with:

- The roles which the municipality has to play in the IDP process in relation to the roles which external role players are expected to play.
- The further specification of roles within the Municipality and the responsibilities related to that role in detail.

5.2 Roles and responsibilities within Government

Role Player	Roles and Responsibilities
Local Municipality	<ul style="list-style-type: none"> ▪ Prepare and adopt the IDP Process Plan. ▪ Undertake the overall management and co-ordination of the IDP process which includes to ensure that : <ul style="list-style-type: none"> - all relevant role-players are appropriately involved; - appropriate mechanisms and procedures for community participation are applied; - events are undertaken in accordance with the approved time schedule; - the IDP relates to the real burning issues in the municipality; and - the sector planning requirements are met. ▪ Prepare and adopt the IDP. ▪ Adjust the IDP in accordance with the MEC's proposal. ▪ Ensure that the annual business plans, budget and performance management system are linked to and based on the IDP.
District Municipality	<ul style="list-style-type: none"> ▪ Same roles and responsibilities as local municipalities but related to the preparation of a District IDP. The District Municipality must also prepare a District Framework (Sec 27 of the MSA). ▪ Fulfil a coordination and facilitation role by - <ul style="list-style-type: none"> - ensuring alignment of the IDP's of the municipalities in the district council area; - ensuring alignment between the district and local planning; - facilitation of alignment of IDP's with other spheres of government and sector departments; and - preparation of joint strategy workshops with local municipalities, provincial and national role-players and other subject matter specialists.
Provincial Government	<ul style="list-style-type: none"> ▪ Ensure horizontal alignment of the IDP's of the district municipalities within the province. ▪ Ensure vertical/sector alignment between provincial sector departments/provincial strategic plans and the IDP process at local/district level by - <ul style="list-style-type: none"> - guiding the provincial sector departments' participation in and their required contribution to the municipal IDP process; and - guiding them in assessing draft IDP's and aligning their sector programmes and budgets with the IDP's.

Role Player	Roles and Responsibilities
	<ul style="list-style-type: none"> ▪ Efficient financial management of provincial IDP grants. ▪ Monitor the progress of the IDP processes. ▪ Facilitate resolution of disputes related to IDP. ▪ Assist municipalities in the IDP drafting process where required. ▪ Organise IDP-related training where required. ▪ Co-ordinate and manage the MEC's assessment of IDP's.

5.3 Roles and responsibilities - Municipality and stakeholders

Role Player	Roles and Responsibilities	Objectives	Objectives for all role players
Executive Mayor with the Mayoral Committee	<ul style="list-style-type: none"> ▪ Decide on planning process: nominate persons in charge ▪ Monitor planning process ▪ Responsible for the overall management, co-ordination and monitoring of the process and drafting of the IDP (to make sure that all relevant actors are involved) 	<ul style="list-style-type: none"> ▪ Increased ownership and accountability ▪ More appreciation of the merit of the process/ plan ▪ More openness to new and/or different ideas ▪ Greater commitment to the process and the plan ▪ Be more accessible to the public ▪ Get buy-in from the community ▪ Improved communication And transparency 	
Proportional councillors, ward councillors, ward committee members	<ul style="list-style-type: none"> ▪ Link integrated development planning process to their constituencies/wards ▪ Assist with public participation process 	<ul style="list-style-type: none"> ▪ Ensure effective planning and implementation of relevant projects to address needs in the community 	<ul style="list-style-type: none"> ▪ Greater participation / involvement ▪ High quality dialogue
Municipal Manager and Management Team (Responsible)	<ul style="list-style-type: none"> ▪ Provide technical/sector expertise and information ▪ Provide inputs related to the various planning steps ▪ Summarise / digest / process inputs from the participation process ▪ Discuss / comment on inputs from specialists ▪ Address inputs from and give feedback to the community 	<ul style="list-style-type: none"> ▪ Ensure an integrated process for the prioritisation and implementation of relevant projects to improve service delivery. 	<ul style="list-style-type: none"> ▪ As simple and easy as possible to participate / contribute
IDP PMS PP Office (Process facilitator)	Day-to-day management of the drafting process on behalf of the Municipal Manager (to ensure a properly managed and organised planning process)	More productive and efficient process management	
Strategic Partners <ul style="list-style-type: none"> ▪ Public sector organisations ▪ Private sector entities including key business people, Business and 	Represent interests and contribute knowledge, ideas and plans to address the needs in alignment with strategic goals		

Role Player	Roles and Responsibilities	Objectives	Objectives for all role players
agricultural societies, NGO's and NPO's ▪ Sector representatives			
Citizens	Represent interests and contributing knowledge and ideas	Promoting active citizenry in line with the National Development plan.	

6 INTER-GOVERNMENTAL ALIGNMENT

The IDP requires alignment with other spheres of government at different stages during the process. Before starting with the IDP process municipalities need to understand where alignment should take place and through which mechanism this can best be achieved. Alignment is the instrument to synchronize and integrate the IDP process between different spheres of government. The alignment process must reveal how National and Provincial Government and the District Municipality could tangibly assist this Municipality in achieving its developmental objectives.

The desired outcome of inter-governmental alignment is –

- to make government as a whole work together;
- to improve the impact of its programmes; and
- to work towards achieving common objectives and outcomes,

particularly with respect to economic growth for job creation and addressing the needs of the poor.

Efficient performance of government, integration and alignment across all spheres of government can be realized through focused implementation.

The alignment process is co-ordinated by Cape Winelands District Municipality. Alignment meetings take place on district level, but with the involvement of all local municipalities.

Joint planning Initiatives (JPIs) are co-ordinated at a provincial level by the Provincial Department of Local Government (PDLG).

7 IDP CONTENT AND SDF ALIGNMENT

7.1 Legally required content of a five year IDP

Section 26 of the MSA: Core components of integrated development plans

An integrated development plan must reflect the following core components:-

- (a) the municipal council's vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;
- (b) an assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;
- (c) the council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- (d) the council's development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
- (e) a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;
- (f) the council's operational strategies;
- (g) applicable disaster management plans;
- (h) a financial plan, which must include a budget projection for at least the next three years; and
- (i) the key performance indicators and performance targets determined in terms of section 41.

Regulation 2 of the 2001 Municipal Planning and Performance Management Regulations stipulates the detail of an integrated development plan:

- (1) A municipality's integrated development plan must at least identify-
 - (a) the institutional framework, which must include an organogram, required for-
 - (i) the implementation of the integrated development plan; and
 - (ii) addressing the municipality's internal transformation needs, as informed by the strategies and programmes set out in the integrated development plan;
 - (b) any investment initiatives in the municipality;
 - (c) any development initiatives in the municipality, including infrastructure, physical, social, economic and institutional development;
 - (d) all known projects, plans and programmes to be implemented within the municipality by any organ of state; and
 - (e) the key performance indicators set by the municipality.

- (2) An integrated development plan may-
 - (a) have attached to it maps, statistics and other appropriate documents; or
 - (b) refer to maps, statistics and other appropriate documents that are not attached, provided they are open for public inspection at the Offices of the municipality in question.

- (3) A financial plan reflected in a municipality's integrated development plan must at least-
 - (a) include the budget projection required by section 26(h) of the Act;
 - (b) indicate the financial resources that are available for capital project developments and operational expenditure; and
 - (c) include a financial strategy that defines sound financial management and expenditure control, as well as ways and means of increasing revenues and external funding for the municipality and its development priorities and objectives, which strategy may address the following:
 - (i) Revenue raising strategies;
 - (ii) asset management strategies;
 - (iii) financial management strategies;
 - (iv) capital financing strategies;
 - (v) operational financing strategies; and
 - (vi) strategies that would enhance cost-effectiveness.

According to section 20(2) of SPLUMA indicates how a municipal SDF must be prepared 'as part of' a municipal IDP, in accordance with the provision of the MSA.

SPLUMA also imposed development principles in Chapter 2 which must apply to all aspects of spatial development planning, land development and land use management.

These development Principles include:

- (a) The principle of **spatial justice**;
- (b) the principle of **spatial sustainability**;
- (c) the principle of **efficiency**;
- (d) the principle of **spatial resilience**; and
- (e) the principle of **good administration**.

Furthermore Section 21 of SPLUMA requires that Spatial Development frameworks must:

- (a) give effect to the development principles and applicable norms and standards set out in Chapter 2;
- (b) include a written and spatial representation of a five-year spatial development plan for the spatial form of the municipality;
- (c) include a longer term spatial development vision statement for the municipal area which indicates a desired spatial growth and development pattern for the next 10 to 20 years;

- (d) identify current and future significant structuring and restructuring elements of the spatial form of the municipality, including development corridors, activity spines and economic nodes where public and private investment will be prioritised and facilitated;
- (e) include population growth estimates for the next five years;
- (f) include estimates of the demand for housing units across different socioeconomic categories and the planned location and density of future housing developments;
- (g) include estimates of economic activity and employment trends and locations in the municipal area for the next five years;
- (h) identify, quantify and provide location requirements of engineering infrastructure and services provision for existing and future development needs for the next five years;
- (i) identify the designated areas where a national or provincial inclusionary housing policy may be applicable;
- (j) include a strategic assessment of the environmental pressures and opportunities within the municipal area, including the spatial location of environmental sensitivities, high potential agricultural land and coastal access strips, where applicable;
- (k) identify the designation of areas in the municipality where incremental upgrading approaches to development and regulation will be applicable;
- (l) identify the designation of areas in which—
 - (i) more detailed local plans must be developed; and
 - (ii) shortened land use development procedures may be applicable and land use schemes may be so amended;
- (m) provide the spatial expression of the coordination, alignment and integration of sectoral policies of all municipal departments;
- (n) determine a capital expenditure framework for the municipality's development programmes, depicted spatially;
- (o) determine the purpose, desired impact and structure of the land use management scheme to apply in that municipal area; and
- (p) include an implementation plan comprising of—
 - (i) sectoral requirements, including budgets and resources for implementation;
 - (ii) necessary amendments to a land use scheme;
 - (iii) specification of institutional arrangements necessary for implementation;
 - (iv) specification of implementation targets, including dates and monitoring indicators; and
 - (v) specification, where necessary, of any arrangements for partnerships in the implementation process.

According to section 10 of the Land Use Planning Act (2014) a municipal spatial development must comply with section 11 when it adopts or amends its municipal spatial development framework in terms of the Municipal Systems Act.

Furthermore the spatial development framework must consist of at least:

- (a) comply with other applicable legislation;
- (b) promote predictability in the utilisation of land;
- (c) address development priorities;
- (d) where relevant, provide for specific spatial focus areas, including towns, other nodes, sensitive areas, or areas experiencing specific development pressure;
- (e) consist of a report and maps covering the whole municipal area, reflecting municipal planning and the following structuring elements:
 - (i) transportation routes;
 - (ii) open space systems and ecological corridors;
 - (iii) proposed major projects of organs of state with substantial spatial implications;
 - (iv) outer limits to lateral expansion; and
 - (v) densification of urban areas.
- (f) be aligned with the provincial development plans and strategies and must complement those development plans and strategies.

7.2 Suggested table of contents

The form and content of a five year IDP are largely subject to the discretion of a Municipality. The following table of contents serves only as a guide:

- Foreword by the Executive Mayor
- Foreword by the Municipal Manager
- Introduction and Background
 - Context
 - Integrated development planning
 - Legal status of the IDP
 - Third generation IDP's
 - Relationship between the IDP, budget, performance management and risk management
 - The IDP and area plans
- The planning process
 - Roles and responsibilities
 - Five year cycle of the IDP
 - First year process followed
- The Organisation
 - Section 53 role clarification
 - The council and council committees
 - The administration
- Intergovernmental policy alignment
 - National
 - Provincial
 - District Municipality
- Sector plan alignment
- Status Quo information
 - Current reality
 - Opportunities
 - Intergovernmental initiatives
 - Challenges
- Strategy
 - The Municipality's vision and mission
 - Leadership philosophy and values
 - The Municipality's five year strategy and action plan
 - General indicators in terms of the Municipal Planning and Performance Management Regulations, 2001
- Expenditure frameworks: all spheres of government
 - Provincial spending in the municipal area
 - Allocations in terms of the Division of Revenue Bill (DORA)
 - Allocations in terms of Provincial Gazette Extraordinary
 - Capital budget per department
 - Capital budget per IDP strategic outcome
 - Operating budget per IDP strategic outcome

ANNEXURES

- Profile of Stellenbosch
 - Demographics
 - Ward and sector baselines
 - Social development and well-being
 - Access to housing
 - Access to municipal services
 - Economic performance
- External analysis
 - Client satisfaction survey
 - Area plans
- Status of sector plans and policy

8 ANNUAL REVISION OF THE IDP

8.1 Legal requirements

MSA Section 34: Annual review and amendment of integrated development plan

A municipal council-

- (a) must review its integrated development plan-*
 - (i) annually in accordance with an assessment of its performance measurements in terms of section 41; and*
 - (ii) to the extent that changing circumstances so demand; and*
- (b) may amend its integrated development plan in accordance with a prescribed process.*

8.2 Purpose of a review

The IDP has to be reviewed annually in order to:

- Ensure its relevance as the municipality's strategic plan;
- inform other components of the municipal business process including institutional and financial planning and budgeting; and
- inform the cyclical inter-governmental planning and budgeting cycle.

For the IDP to remain relevant the municipality must assess implementation performance and the achievement of its targets and strategic objectives. In the light of this assessment the IDP is reviewed to reflect the impact of successes as well as corrective measures to address problems. The IDP is also reviewed in the light of changing internal and external circumstances that impact on the priority issues, outcomes and outputs of the IDP.

The annual review must inform the municipality's financial and institutional planning and most importantly, the drafting of the annual budget. It must be completed in time to properly inform the latter.

The purpose of the annual review is therefore to -

- reflect and report on progress made with respect to the strategy in the 5 year IDP;
- make adjustments to the strategy if necessitated by changing internal and external circumstances that impact on the appropriateness of the IDP;
- determine annual targets and activities for the next financial year in line with the 5 year strategy; and
- inform the municipality's financial and institutional planning and most importantly, the drafting of the annual budget.

8.3 What the review is not

- The Review is not a replacement of the 5 year IDP.
- The Review is not meant to interfere with the long-term strategic orientation of the municipality to accommodate new whims and additional demands.

9 IDP SOURCE DOCUMENTS

The Integrated Development Planning process is guided by a number of legal and policy documents that impose a range of demands and requirements on the Municipality. The list below contains the some of the most important IDP source documents:

Acts

Constitution of South Africa (1996)
 Municipal Structures Act (117 of 1998)
 Municipal Systems Act (32 of 2000)
 Disaster Management Act (57 of 2002)

Municipal Finance Management Act (56 of 2003)
 Spatial Planning and Land Use Management Act (16 of 2013)
 Land Use Planning Act (3 of 2014)

Regulations

Municipal Planning and Performance Management Regulations (Aug 2001)
 Municipal Budget and Reporting Regulations (April 2009)
 Regulations in terms of the Spatial Planning and Land Use Management Act (March 2015)

National policy

National Development Plan (2012)
 Medium-Term Strategic Framework: 2014 – 2019
 Back to Basics Approach - September 2014

Provincial policy

Western Cape's Provincial Strategic Plan: 2014-2019
 Western Cape Provincial Spatial Development Framework - March 2014

10 TIME SCHEDULE OF KEY DEADLINES OF THE IDP/BUDGET/SDF PREPARATION PROCESSES

ACTIVITY	DEADLINES and TIME FRAMES	NOTES
ANALYSIS PHASE		
COUNCIL meeting	August 2016	Approval of IDP/Budget /SDF Process plan and Time schedule
Municipal SDF Process: initiation phase	August 2016	Obtain approval from Council
Submission of Un-audited Annual Report to Provincial Government	31 August 2016	
Municipal SDF Project Committee Meeting and Set-up / Public notice of intent for amendment on the SDF	September 2016	Structured process and actions in adhering to bylaw.
<i>Budget Steering Committee meeting</i>	<i>29 September 2016</i>	
<i>Formulate budget assumptions and prepare Medium Term Budget Policy Statement</i>	<i>October 2016</i>	
First Quarterly Performance Review - Informal Review of Directors	October – November 2016	SDBIP Q1 report to WCPG
First Quarterly Performance Review - Informal Review of Managers and Heads/staff reporting to Managers	October - November 2016	Report assessment results to the Municipal Manager
Sector Engagements	September -December 2016	
Ward Committee Establishments.	September - November 2016	Ward committee elections and training
Municipal SDF Planning Process: Internal stakeholder consultation	September - October 2016	
WARD CLUSTER MEETINGS	October - November 2016	IDP, Budget and SDF Public Engagements
Updating of Ward Plans	October – January 2016	

Finalize all IDP inputs (Chapters) and distribute to All Departments	October- December 2016	
Quarterly review of SDBIP	31 October 2016	MFMA Circular 13, Section 40 (MSA)
Directorate complete template for 2017-2020 Capital and Operational Budget	31 October 2016	Internal Process
Complete tariff setting exercise for 2017/18	31 October 2016	Internal Process
Review of Budget Related Policies and development of new policies	31 October 2016	Section 21(1)(a) MFMA Reg 7(1) MBRR
MAYCO meeting	October 2016	Tabling of Quarterly SDBIP
COUNCIL meeting	October 2016	Tabling of Quarterly SDBIP
STRATEGY		
Strategic sessions for Political and Executive leadership	November – December 2016	
Compilation of Draft Operational and Capital Budget	November - December 2016	Section 21(1)(a) MFMA
Compilation of Draft Tariff Listing	November - December 2016	
Budget Steering Committee meeting	24 November	
PREPARATION OF THE DRAFT IDP, DRAFT BUDGET AND SDBIP, DRAFT AMENDMENTS TO SDF		
Updating and Compilation of IDP document and SDF amendment	November 2016 - March 2017	
Preparation for Mid-year review and performance assessment	December 2016 – January 2017	Section 72 MFMA
Receive requests for Adjustment Budget	December 2016	Internal Process
2nd Quarterly Performance Review - Formal Review – Directors	January March 2017	Results to reach MEC within 14 days upon completion
2nd Quarterly Performance Review - Formal Review of Managers and Heads/staff reporting to Managers	January March 2017	Results to be reported to the Municipal Manager
Mid- year budget and performance assessment signed by Mayor	25 January 2017	
Table annual report before Council	January 2017	
Finalisation of Adjustment Budget	13 January 2017	
Quarterly review of SDBIP - Financial Information	13 January 2017	MFMA Circular 13 Section 40 MSA
MAYCO meeting	January 2017	Tabling of Annual Report, Adjustment Budget
COUNCIL meeting	January 2017	Tabling of Annual Report, Adjustment Budget
Finalisation of Capital and Operational Budget	January – March 2017	Section 21(1) MFMA
Finalisation of Tariff structure for 2017/18	January – March 2017	
Finalisation of Budget Related Policies	January – March 2017	Section 21(1) MFMA
Finalisation of Council Resolution and all relevant prescribed annexures	January – March 2017	

<i>Compilation of High Level SDBIP - Financial Information</i>	<i>January – March 2017</i>	
<i>Compilation of High Level SDBIP - Non Financial information</i>	<i>January – March 2017</i>	
Make public the Annual Report for public comments and Inputs	05 February 2017	
Make public SDF amendments	February 2017	
<i>Budget Steering Committee meeting</i>	<i>23 February 2017</i>	
Dry-runs with Ward Councillors and Senior Management in preparation of Cluster meetings	February – April 2017	Preparation for IDP, Budget and SDF Feedback Sessions
TABLING OF THE DRAFT IDP, BUDGET AND SDF		
<i>MAYCO meeting</i>	<i>March 2017</i>	<i>Tabling of Draft IDP, Budget and SDF</i>
<i>COUNCIL meeting</i>	<i>March 2017</i>	<i>Tabling of Draft IDP, Budget and SDF</i>
CONSULTATION AND REFINEMENT		
IDP, Budget and SDF Feedback Sessions (Cluster Meetings)	April 2017	
<i>SDF : Intergovernmental Steering Committee(IGSC) notice</i>	<i>April 2017</i>	Requirement for formal response from IGSC
3rd Quarterly Performance Review - Informal Review of Directors	April –May 2017	SDBIP Q3 report to WCPG
3th Quarterly Performance Review - Informal Review of Managers and Heads/staff reporting to Managers	April – May 2017	Report to the Municipal Manager
Quarterly review of SDBIP	April 2017	MFMA Circular 13 Section 40 MSA
Consultation and Refinement of IDP document and SDF amendments	April – May 2017	
<i>MAYCO meeting</i>	<i>April 2017</i>	<i>Tabling of SDBIP quarterly report</i>
<i>COUNCIL meeting</i>	<i>April 2017</i>	<i>Tabling of SDBIP quarterly report</i>
Closing Date for Comments on Draft IDP, Budget and SDF amendments - - Input by Public	29 April 2017	
FINAL APPROVAL AND FURTHER ACTION		
<i>Budget Steering Committee meeting</i>	<i>May 2017</i>	
SDF notice to MEC	May 2017	Monitor alignment with other plans
MAYCO meeting	May 2017	Final IDP, Budget, SDF, Tariffs and Budget related policies
COUNCIL meeting	May 2017	Final IDP, Budget, SDF, Tariffs and Budget related policies
Approval of SDBIP	June 2017	Regulation 19(1) MBRR

6.1.3 APPOINTMENT OF MUNICIPAL ELECTORAL OFFICER (MEO) FOR STELLENBOSCH MUNICIPAL AREA

File number : 3/3/1/6
Compiled by : Office of the Municipal Manager
Report by : Acting Municipal Manager
Delegated Authority : Council

Strategic intent of item

<i>Preferred investment destination</i>	X
<i>Greenest municipality</i>	X
<i>Safest valley</i>	X
<i>Dignified Living</i>	X
<i>Good Governance</i>	X

1. PURPOSE OF REPORT

To consider a request by the Provincial Electoral Offices: Western Cape for the nomination of a candidate for the position of Municipal Electoral Officer for the Stellenbosch Municipal Area.

2. BACKGROUND

Since the resignation of Ms EC Liebenberg, the former Municipal Manager, who was also appointed as MEO by the IEC, there is no serving MEO for the Stellenbosch Municipal Area. Provincial IEC meetings have commenced in order for the municipalities to be ready for the coming 2016 national elections, and the IEC requires an appointment for a MEO.

3. DISCUSSION

As it is common practice at Stellenbosch Municipality, the Municipal Manager always served as the MEO for this Municipal Area, acting as a liaison between the Municipality and the Electoral Commission. Any senior manager may however also be appointed as MEO, as it is the prerogative of the Council to nominate to the IEC a person to be appointed to this position.

See **APPENDIX 1** (SALGA Circular 12/ 2011) for more details.

4. COMMENTS BY RELEVANT DEPARTMENTS

None

5. CONCLUSION

The IEC prefers that Council nominate a person to be appointed as MEO in order for him/her to manage, in consultation with the Provincial Electoral Officer, whatever political matters related to the work of the IEC may arise within the Municipality.

RECOMMENDED

- (a) that it be recommended to the IEC that Mr Dupré Lombaard be nominated to the IEC for appointment as MEO for the Stellenbosch Municipal area; and
- (b) that approval be granted that the appointed MEO may receive the honorarium payable to a MEO by the IEC.

(ACTING MUNICIPAL MANAGER TO ACTION)

MAYORAL COMMITTEE MEETING: 2016-01-27: ITEM 6.1.7**RECOMMENDED BY EXECUTIVE MAYOR**

- (a) that it be recommended to the IEC that Mr PR Esau be nominated to the IEC for appointment as MEO for the Stellenbosch Municipal area; and
- (b) that approval be granted that the appointed MEO may receive the honorarium payable to a MEO by the IEC.

(ACTING MUNICIPAL MANAGER TO ACTION)

37TH COUNCIL: 2016-01-27: ITEM 7.12**RESOLVED** (majority vote with 14 abstentions)

- (a) that it be recommended to the IEC that Mr PR Esau be nominated to the IEC for appointment as MEO for the Stellenbosch Municipal area; and
- (b) that approval be granted that the appointed MEO may receive the honorarium payable to a MEO by the IEC.

(ACTING MUNICIPAL MANAGER TO ACTION)

FURTHER COMMUNICATION BY THE ACTING MUNICIPAL MANAGER

The Director: Strategic and Corporate Services, Mr Raymond Esau, resigned from Stellenbosch Municipality on 8 August 2016. Director Esau held the position of Municipal Electoral Officer for Stellenbosch Municipality since Council approved same on 27 January 2016.

In light of his resignation it is

RECOMMENDED

- (a) that a new Municipal Electoral Officer (MEO) be appointed for Stellenbosch Municipality;
- (b) that Mr Richard Bosman be appointed as MEO and that same be communicated to the IEC; and
- (c) that approval be granted that the appointed MEO may receive the honorarium payable to a MEO by the IEC.

(ACTING MUNICIPAL MANAGER TO ACTION)

ITEM 6.1.3

APPENDIX 1

**APPOINTMENT OF MUNICIPAL ELECTORAL
OFFICER (MEO) FOR STELLENBOSCH
MUNICIPAL AREA**

**MAYORAL COMMITTEE MEETING:
2016-08-22**

ENQUIRIES } L Tredoux
TEL } 078 451 4894
FAX } (012) 369-8001
E-MAIL } ltredoux@salga.org.za
DATE } 25 March 2011

CIRCULAR 12/2011

TO : MUNICIPAL MANAGERS

CC : PROVINCIAL EXECUTIVE OFFICERS

**FROM : XOLILE GEORGE
CHIEF EXECUTIVE**

DATE : 25 MARCH 2011

**APPOINTMENT AND TERMS OF REFERENCE FOR MUNICIPAL ELECTIONS OFFICERS AND OTHER
ELECTION OFFICERS.**

Local Government elections are attended to by the Independent Electoral Commission (IEC) and are held in terms of the provisions of the Local Government: Municipal Electoral Act 27 of 2000. The appointment of all election officers are done by the IEC in terms of the provisions of the said Act.

The officials appointed include the Local Representative of the IEC in the municipality, also referred to as the Municipal Election Officer of the MEO, presiding officers for each voting station, election officers and counting officers. The IEC indicated that it will employ approximately 196 000 persons on election day to conduct voting and counting.

Appointment of Local Representative of the IEC in the municipality, also referred to as the Municipal Election Officer (MEOs)

The appointment of MEOs are dealt with in section 12 of the Act, which provides as follows:

- (1) *When an election has been called, the Commission must appoint for the area of the municipality in which the election will be held, an employee or other person as its representative for the purpose of the election.*
- (2) *A local representative of the Commission-*
 - (a) *may exercise the powers and must perform the duties conferred on or assigned to a local representative by or under this Act;*
 - (b) *performs those functions of office subject to the directions, control and disciplinary authority of the chief electoral officer; and*
 - (c) *holds office subject to section 37.*



The MEO positions are predominantly filled by municipal officials, in certain instances the Municipal Manager, but it can also be another official or person not in the service of the municipality. The MEO exercises the powers and performs the duties assigned to him or her under the act and does so subject to the direction, control and disciplinary authority of the Chief Electoral Officer.

The delegation and assignment of functions to the MEO does not prevent the IEC or its Chief Electoral Officer from exercising the power or performing the duty itself. The Chief Electoral Officer of the IEC determines the terms and conditions of appointment as well as the remuneration package of the MEO. On appointment, a declaration of secrecy needs to be signed by the person appointed as the MEO. The Chief Electoral Officer of the IEC may remove the MEO from his or her office.

The IEC may also appoint sub-MEOs to assist the MEO in fulfilling his or her obligations.

Appointment of presiding officers

Section 27 of the Local Government: Municipal Electoral Act 27 of 2000 deals with the appointment of presiding officers. The said section provides as follows:

As soon as practicable after an election has been called, the Commission must appoint a presiding officer and a deputy presiding officer for each voting station at which the election is to be conducted.

The criteria for the appointment of election officials (presiding and deputy presiding officers, in particular) include:

- Presiding (and deputy presiding) officers *must not* in the last five years have held political office or been a candidate in an election or have been politically active for a political party;
- must not, in the last five years, have held office in an organization that has party political affiliations or aims.

Party Liaison Committees (PLCs) are consulted by the IEC on the appointment of presiding officers before contracts are concluded.

General provisions relating to election officers

General provisions relating to the appointment of election officers are dealt with in section 37 of the Act, which provides as follows:

- (1) *A person may not be appointed as an officer in an election, or remain in that office, if that person-*
 - (a) *is a party or ward candidate contesting the election;*
 - (b) *is an agent in the election; or*
 - (c) *holds political or executive office in a party.*
- (2)
 - (a) *An officer exercises the powers and performs the duties conferred on or assigned to that officer subject to the directions, control and disciplinary authority of the chief electoral officer.*
 - (b) *The chief electoral officer must determine in writing the terms and conditions of appointment of an officer, including remuneration payable to that officer, if any.*
- (3) *The delegation or assignment of a power or duty to an officer does not prevent the Commission or the chief electoral officer from exercising that power or performing that duty.*
- (4) *A person may be appointed as an officer only if that person has signed a prescribed declaration of secrecy.*

- (5) *Officers must be impartial and exercise their powers and perform their duties independently and without fear, favour or prejudice.*
- (6) *An officer may not, whether directly or indirectly, in any manner give support to, or oppose, any party or candidate contesting an election, or any of the issues in contention between parties or candidates.*
- (7) *An officer may not place in jeopardy that officer's independence, or harm the credibility, impartiality, independence or integrity of the Commission, by any membership, association, statement or conduct.*
- (8) *An officer may be removed from office by the chief electoral officer on account of-*
 - (a) *misconduct, incompetence or incapacity;*
 - (b) *absence from duty without leave of the chief electoral officer;*
 - (c) *bias;*
 - (d) *a contravention of this section;*
 - (e) *a contravention of the declaration of secrecy; or*
 - (f) *any other consideration related to free and fair elections.*
- (9) *An officer may resign from office by giving one calendar month's notice in writing to the chief electoral officer.*
- (10) *The Commission may appoint, in accordance with this Part, a person to fill a vacancy caused by the death or the removal or resignation from office of an officer.*

The IEC will employ about 196 000 persons on election day to conduct the voting and counting.

In order to comply with audit standards and requirements, electoral officers should take note of the following:

- each voting station staff member has to have a contract with the IEC;
- each individual has to sign an attendance register for each day that they attend to voting activities;
- the signature on the contract and attendance register must be verified and confirmed for payments and S&T allowances
- discrepancies in a small sample are extrapolated to the total population;
- the IEC normally completes payment of electoral staff about 3 weeks after election day. Pressure from mostly unemployed young persons, the media and parliamentarians does not permit verification of every contract and attendance register on an individual basis as this delays payment by months.

Assistance to be rendered to the IEC during the elections

The IEC has indicated to SALGA that the availability of Municipal Electoral Officers (MEOs) and/or municipal infrastructure for key periods in the electoral timetable (especially during candidate nomination, party liaison committees and voting day and results declaration period) is of critical importance to the success of the elections. Municipalities are requested to assist the IEC with regard to the hanging of posters by the IEC for the election period and also with regard encouraging voters to vote on election day, through municipal bills and/or municipal newsletters.

The municipal by-laws governing the display of posters and in particular for the election period, as far as it relate to political parties and candidates needs to be implemented consistently and fairly by municipalities.

Yours Faithfully

XOLILE GEORGE
CHIEF EXECUTIVE OFFICER

6.1.4 RECRUITMENT AND SELECTION PROCESS OF THE DIRECTOR: STRATEGIC AND CORPORATE SERVICES

File number : 4/3/2/6 x 4/3/3/6

Compiled by : Office of the Municipal Manager

Report by : Acting Municipal Manager

Delegated Authority : Council

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

1. PURPOSE OF REPORT

To obtain approval from Council to fill and advertise the post of the Director Strategic and Corporate Services.

2. BACKGROUND

The current Director: Strategic and Corporate Services resigned on 08 August 2016 with his last day being 31 August 2016. (See **APPENDIX 1**).

3. DISCUSSION

The Regulations on the appointment and conditions of employment of Senior Managers was Gazetted on 17 January 2014. (Gazette No. 37245 dated 17 January 2014). Please note that Senior Manager means a municipal manager or acting municipal manager, appointed in terms of Section 54A of the Act, and includes a manager directly accountable to a municipal manager appointed in terms of Section 56 of the Act (Act means the Local Government: Municipal Systems Act, 2000: Act No.32 of 2000).

In terms of this report the recruitment, selection and appointment of Senior Manager will be discussed as stipulated in Chapter 3 of the Regulations.(Attached as **APPENDIX 2**)

In terms of Section 7.1 when the post of a senior manager becomes vacant, or is due to become vacant, the municipal manager, in the case of a manager directly accountable to the municipal manager, must, upon receipt of official notification that the post of a senior manager will become vacant, obtain approval from the municipal council for the filling of such post in its next council meeting or as soon as it is reasonably possible to do so.

In terms of Section 7.2 a vacant senior manager post may not be filled, unless:

- (a) approval to fill the post has been granted by the municipal council; and
- (b) the post has been budgeted for.

In terms of Section 8 no person may be appointed as a senior manager on a fixed term contract, on a permanent basis or on probation, to any post on the approved staff establishment of a municipality, unless he or she-

- (a) Is a South African citizen or permanent resident; and
- (b) Possesses the relevant competencies, qualifications, experience and knowledge set out in in the regulations.

An appointment may not take effect before the first day of the month following the month during which the municipal council approved the appointment.

In terms of Section 10 the municipal manager must, within 14 days of receipt of the approval referred to in regulation 7, ensure that the vacant post is advertised.

- A vacant senior manager post must be advertised in a newspaper circulating nationally and in the province where the municipality is located.
- An advertisement for a vacant senior manager post must specify the:
 - (a) Job title;
 - (b) Term of appointment;
 - (c) Place to be stationed;
 - (d) Annual total remuneration package;
 - (e) Competency requirements of the post, including minimum qualifications and experience required;
 - (f) Core functions;
 - (g) Need for signing of an employment contract, a performance agreement and disclosure of financial interest;
 - (h) The need to undergo security vetting;
 - (i) Contact person;
 - (j) Address where applications must be sent or delivered; and

- (k) Closing date which must be minimum 14 days from the date the advertisement appears in the newspaper and not more than 30 days after such date.

Cognisance must be taken of Section 12 which makes provision for the manner in which the selection panel must be constituted. Section 12(1) provides that:

“A municipal Council must appoint a selection panel to make recommendations for the appointment of candidates to vacant senior manager posts.

Section 12(2) provides that in deciding who to appoint to a selection panel, the following considerations must inform the decision:

- (a) The nature of the post;
- (b) The gender balance of the panel; and
- (c) The skills, expertise, experience and availability of the persons to be involved.

Section 12(4) provides that the selection panel for the appointment of a manager directly accountable to a municipal manager must consist of at least three and not more than five members, constituted as follows :

- (a) The municipal manager, who will be the chairperson;
- (b) A member of the mayoral committee or councillor who is the portfolio head of the relevant portfolio; and
- (c) At least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post.

Furthermore, Section 12(5) provides that a panel member must disclose any interest or relationship with shortlisted candidates during the shortlisting process and that such a panel member Section 12(6) a panel member must recuse himself or herself from the selection panel if-

- (a) His or her spouse, partner, close family member or close friend has been shortlisted for the post;
- (b) The panel member has some form of indebtedness to a short-listed candidate or *visa versa*; or
- (c) He or she has any other conflict of interest.

The Regulations dictates in terms of section 7 that a panel member and staff member must sign a declaration of confidentiality to avert the disclosure of information to unauthorised persons.

The Regulations provides for strict time frames which must be adhered to with regard to the Screening of Candidates in terms of section 14 as well as the Interviewing process in terms of section 15. Due regard must be given to Section 17 which deals with the Resolution of the municipal council on appointment of senior managers and reporting as well as the re-employment of dismissed persons in terms of section 18.

4. FINANCIAL IMPLICATION

The post is budgeted for.

5. CONCLUSION

In terms of the above-mentioned the post of Director: Strategic and Corporate Services should be advertised.

RECOMMENDED

- (a) that Council confirm that the position of Director: Strategic and Corporate is required;
- (b) that the Municipal Manager be mandated to advertise the position of Director: Strategic and Corporate Services as per the Regulations on the appointment and conditions of employment of Senior Managers which was Gazetted on 17 January 2014; and
- (c) that a selection panel be appointed as per the Regulations on the appointment and conditions of employment of Senior Managers which must consist of at least three but not more than five members, constituted as follows :
 - the municipal manager, who will be the chairperson;
 - a member of the mayoral committee or councillor who is the portfolio head of the relevant portfolio; and
 - at least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post.

(ACTING MUNICIPAL MANAGER TO ACTION)

ITEM 6.1.4

APPENDIX 1

NOTICE OF TERMINATION/RESIGNATION:
PR ESAU

MAYORAL COMMITTEE MEETING:
2016-08-22

PR ESAU
7 NERINA STREET
ROBERTSON
6705

8 August 2016

Notice of Termination / Resignation: PR Esau (Director Strategic and Corporate Services)

Please receive my notice of resignation as an employee of Stellenbosch Municipality.

Regulation 42 of the Regulations on Appointment and Conditions of Employment of Senior Managers states that I must give two weeks' notice in the event that I am employed for six months and four weeks' notice if I am employed for less than 12 months. Paragraph 17.1.3 of my employment contract requires that I give two months' notice of termination.

I herewith request the municipal manager to approve that my last day of service at Stellenbosch Municipality, be 31 August 2016.

Sincere thanks to Stellenbosch Municipality for providing me the opportunity to be part of such an excellent team in service to our community.

Yours



P RAYMOND ESAU

0832995135

*Resignation accepted
2016/08/08
Just wanted
docs
31 August*



ITEM 6.1.4

APPENDIX 2

CHAPTER 3 OF THE REGULATIONS

**MAYORAL COMMITTEE MEETING:
2016-08-22**

- (d) ensure that sufficient budgeted funds, including funds for the remaining period of the medium-term expenditure framework, are available for filling the post.

CHAPTER 3

RECRUITMENT, SELECTION AND APPOINTMENT

Principles of recruitment

6. (1) The recruitment, selection and appointment of senior managers must take place in accordance with the municipal systems and procedures contemplated in section 67 of the Act that are consistent with sections 54A, 56, 57A and 72 of the Act.
- (2) A senior manager post must be filled through public advertising, in accordance with the procedures contemplated in regulation 10.
- (3) Selection must be competence-based to enhance the quality of appointment decisions and to ensure the effective performance by municipalities of their functions.

Determination of recruitment needs

7. (1) When the post of a senior manager becomes vacant, or is due to become vacant, the mayor, in the case of a municipal manager, or the municipal manager, in the case of a manager directly accountable to the municipal manager, must, upon receipt of official notification that the post of a senior manager will become vacant, obtain approval from the municipal council for the filling of such post in its next council meeting or as soon as it is reasonably possible to do so.
- (2) A vacant senior manager post may not be filled, unless—
- approval to fill the post has been granted by the municipal council; and
 - the post has been budgeted for.
- (3) Notwithstanding subregulation (1), the speaker may convene a special meeting to obtain municipal council approval for the filling of a senior manager post.

General requirements for appointment of senior managers

8. (1) No person may be appointed as a senior manager on a fixed term contract, on a permanent basis or on probation, to any post on the approved staff establishment of a municipality, unless he or she—
- is a South African citizen or permanent resident; and
 - possesses the relevant competencies, qualifications, experience, and knowledge set out in Annexures A and B to these regulations.
- (2) An appointment may not take effect before the first day of the month following the month during which the municipal council approved the appointment.

Competence requirements for senior managers

9. (1) A person appointed as a senior manager in terms of these regulations must have the competencies as set out in Annexure A.
- (2) A person appointed as a senior manager in terms of these regulations must comply with the minimum requirements for higher education qualification, work experience and knowledge as set out in Annexure B.

Advertising of vacant posts

10. (1) The municipal manager must, within 14 days of receipt of the approval referred to in regulation 7, ensure that the vacant post is advertised.
- (2) A vacant senior manager post must be advertised in a newspaper circulating nationally and in the province where the municipality is located.
- (3) An advertisement for a vacant senior manager post must specify the—
- (a) job title;
 - (b) term of appointment;
 - (c) place to be stationed;
 - (d) annual total remuneration package;
 - (e) competency requirements of the post, including minimum qualifications and experience required;
 - (f) core functions;
 - (g) need for signing of an employment contract, a performance agreement and disclosure of financial interest;
 - (h) the need to undergo security vetting;
 - (i) contact person;
 - (j) address where applications must be sent or delivered; and
 - (k) closing date which must be a minimum of 14 days from the date the advertisement appears in the newspaper and not more than 30 days after such date.
- (4) A municipality may utilise a recruitment agency to identify candidates for posts: Provided that the advertising, recruitment and selection procedures comply with these regulations.
- (5) The mayor, in the case of a municipal manager, or the municipal manager, in the case of a manager directly accountable to the municipal manager, must provide monthly reports to the executive committee regarding progress on the filling of the vacant senior manager post.

Application for vacant post

11. (1) An application for the vacant post of a senior manager must be submitted on an official application form, attached as Annexure C, accompanied by a detailed curriculum vitae.
- (2) Notwithstanding subregulation (1), a municipality that has on-line application procedures in place may use an on-line application form: Provided that the on-line application form substantially corresponds to the application form in Annexure C, and complies with these regulations.
- (3) An application not made on the official form, as contemplated in subregulations (1) or (2) must not be considered.
- (4) An applicant for a senior manager post must disclose—
- (a) his or her academic qualifications, proven experience and competencies;
 - (b) his or her contactable references;
 - (c) registration with a relevant professional body;
 - (d) full details of any dismissal for misconduct; and
 - (e) any disciplinary actions, whether pending or finalised, instituted against such applicant in his or her current or previous employment.
- (5) Any misrepresentation or failure to disclose information contemplated in subregulation (3) and (4) is a breach of the Code of Conduct for Municipal Staff as provided for in Schedule 2 to the Act and shall be dealt with in terms of the Disciplinary Regulations.

(6) The municipality must compile and maintain a record of all applications received, which must contain—

- (a) the applicants' biographical details and contact information;
- (b) the details of the post for which the applicants were applying;
- (c) the applicants' qualifications; and
- (d) any other requirements outlined in the application form.

Selection panel

12. (1) A municipal council must appoint a selection panel to make recommendations for the appointment of candidates to vacant senior manager posts.

(2) In deciding who to appoint to a selection panel, the following considerations must inform the decision:

- (a) the nature of the post;
- (b) the gender balance of the panel; and
- (c) the skills, expertise, experience and availability of the persons to be involved.

(3) The selection panel for the appointment of a municipal manager must consist of at least three and not more than five members, constituted as follows:

- (a) the mayor, who will be the chairperson, or his or her delegate;
- (b) a councillor designated by the municipal council; and
- (c) at least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post.

(4) The selection panel for the appointment of a manager directly accountable to a municipal manager must consist of at least three and not more than five members, constituted as follows:

- (a) the municipal manager, who will be the chairperson;
- (b) a member of the mayoral committee or councillor who is the portfolio head of the relevant portfolio; and
- (c) at least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post.

(5) A panel member must disclose any interest or relationship with shortlisted candidates during the shortlisting process.

(6) A panel member contemplated in subregulations (3) and (4) must recuse himself or herself from the selection panel if—

- (a) his or her spouse, partner, close family member or close friend has been shortlisted for the post;
- (b) the panel member has some form of indebtedness to a short-listed candidate or *vice versa*; or
- (c) he or she has any other conflict of interest.

(7) A panel member and staff member must sign a declaration of confidentiality as set out in Annexure D to these regulations, to avert the disclosure of information to unauthorised persons.

(8) A staff member may provide secretarial or advisory services during the selection process, but may not form part of the selection panel.

Compiling shortlist of applicants

13. (1) A mayor, in the case of the municipal manager, or the municipal manager, in the case of the manager directly accountable to the municipal manager, in consultation with the selection panel, must compile—

- (a) a list of all applicants who applied for an advertised post; and

- (b) a shortlist consisting of all applications received for a specific post, evaluated against the relevant competency requirements, as set out in Annexures A and B to these regulations.
- (2) The shortlisting must be finalised within 30 days of the closing date of the advertisement.
- (3) The municipality must keep a record of all the applicants who applied for vacant posts.
- (4) The municipal manager must ensure that the information contained in the applications is kept confidential and stored in a secure site on the municipality's premises.
- (5) The lists contemplated in subregulation (1) must be submitted, together with the shortlisted applications, to the selection panel before the interviews.

Screening of candidates

- 14. (1)** Screening of the shortlisted candidates must take place within 21 days of the finalisation of the shortlisting by—
- (a) conducting the necessary reference checks;
 - (b) contacting a candidate's current or previous employer;
 - (c) determining the validity of a candidate's qualifications; and
 - (d) verifying whether a candidate has been dismissed previously for misconduct or poor performance by another employer.
- (2) A written report on the outcome of the screening process must be compiled by the mayor, in the case of the municipal manager, or the municipal manager, in the case of the manager directly accountable to the municipal manager, before the interviews take place.

Interviews

- 15. (1)** The selection panel must conduct interviews within 21 days of screening the candidates.
- (2) The selection panel for a specific post must remain the same throughout the screening and interviewing process.
 - (3) The selection panel must keep records of every panel member's individual assessment of the interviewed candidates.
 - (4) The determination of candidates to be recommended for appointment must be considered by way of consensus between the members of the selection panel.
 - (5) If consensus cannot be reached, a dissenting member may record his or her concerns in the minutes, whereafter the issue may be voted upon, with each member of the selection panel entitled to one vote.
 - (6) The selection panel must recommend the second and third suitable candidates to minimise delays that may arise in the filling of the post if the first choice candidate declines or does not accept the offer of employment.

Selection

- 16. (1)** The candidates recommended for appointment to the post of a senior manager must undergo a competency assessment.
- (2) The competency assessment tools must—
 - (a) be capable of being applied fairly; and
 - (b) not be biased against any person or group of persons.
 - (3) A municipality must provide in its medium term budget, funding for purposes of competency assessment and testing.

(4) Notwithstanding subregulation (3) and upon good cause shown, a municipality encountering cash flow problems may apply to the Local Government Sector Education and Training Authority to make use of the discretionary grants to fund the competency assessment for purposes of filling a vacant senior manager post.

(5) The selection panel must submit a report and recommendation on the selection process to the municipal council on the suitability of candidates who comply with the relevant competency requirements of the post as set out in Annexures A and B, in order of preference.

Resolution of municipal council on appointment of senior managers and reporting

17. (1) Before making a decision on an appointment, a municipal council must satisfy itself that—

- (a) the candidate meets the relevant competency requirements for the post, as set out in Annexures A and B to these regulations;
- (b) screening of the candidates has been conducted in terms of regulation 14; and
- (c) the candidate does not appear on the record of staff members dismissed for misconduct as set out in Schedule 2 to these regulations.

(2) A municipal council must, subject to subregulation (1), take a decision on the appointment of a suitable candidate.

(3) A municipal council must—

- (a) inform all interviewed candidates, including applicants who were unsuccessful, of the outcome of the interview; and
- (b) within 14 days of the decision referred to in subregulation (2), submit a written report to the MEC for local government regarding the appointment process and outcome.

(4) The report contemplated in subregulation (3)(b) must contain—

- (a) details of the advertisement, including date of issue and the name of newspapers in which the advert was published, and proof of the advertisement or a copy thereof;
- (b) a list of all applicants;
- (c) a report contemplated in regulation 14(2) on the screening process and the outcome thereof;
- (d) the municipal council's resolution approving the selection panel and the shortlisted candidates;
- (e) competency assessment results;
- (f) the minutes of the shortlisting meeting;
- (g) the minutes of interviews, including scoring;
- (h) the recommendations of the selection panel submitted to the municipal council;
- (i) the details of executive committee members and recommendations, if the selection panel comprised of all members of the executive committee;
- (j) the recommendation of the executive committee or executive mayor to the municipal council, if any;
- (k) the municipal council resolution approving the appointment of the successful candidate;
- (l) the application form, curriculum vitae, proof of qualifications and other supporting documentation of the successful candidate;
- (m) a written confirmation by the successful candidate that he or she does not hold political office as contemplated in section 56A of the Act, as at the date of appointment;

- (n) the letter of appointment, outlining the term of contract, remuneration and conditions of employment of the senior manager; and
- (o) any other information relevant to the appointment.

Re-employment of dismissed persons

18. (1) A person who has been dismissed for misconduct in a municipality may not be employed as a senior manager in any municipality before the expiry of a period, as set out in column 3, in respect of such category of misconduct as set out in column 2 of Schedule 2.

(2) Subregulation (1) does not apply to a senior manager who has lodged a dispute in terms of applicable legislation.

(3) If a senior manager is dismissed for more than one categories of misconduct as set out in subregulation (1), the periods set out in column 3 of the table attached as Schedule 2, run concurrently.

(4) For purposes of subregulation (1), a person dismissed for misconduct is prohibited from re-employment in any municipality for a period as set out in column 3 of Schedule 2 in respect of such category of misconduct calculated from the date of dismissal or conviction.

(5) Any senior manager who has been dismissed for any misconduct other than the categories of misconduct as set out in column 2 of the table attached as Schedule 2 may not be subjected to a waiting period before such a staff member may be re-employed in a municipality.

(6) A municipality must maintain a record of staff members dismissed for misconduct and staff members who resigned prior to the finalisation of any disciplinary proceedings.

(7) A record contemplated in subregulation (6) must be submitted within 14 days of such dismissal or resignation to the MEC for local government and the Minister.

(8) The record contemplated in subregulation (6) must include the following information:

- (a) The name and surname of the staff member;
- (b) the name of municipality;
- (c) the post title; and
- (d) the nature of the misconduct, including—
 - (i) the date of suspension, if applicable;
 - (ii) the conditions of suspension;
 - (iii) the date of commencement of the disciplinary hearing;
 - (iv) information regarding any pre-dismissal arbitration;
 - (v) the finding and category of misconduct;
 - (vi) the date on which the misconduct was referred for arbitration;
 - (vii) costs incurred by the municipality towards the finalisation of the disciplinary case;
 - (viii) the date of resignation or dismissal of the senior manager; and
 - (ix) whether the dismissal has been appealed and the status of the appeal, if applicable.

Re-advertisement of posts

19. (1) If no suitable candidate has been identified, the municipal council—
- (a) must inform all shortlisted candidates that their applications were unsuccessful; and
 - (b) may re-advertise the post.

Secondment

- 20.** (1) If a person is seconded to a municipality to act as a municipal manager in terms of section 54A(6) of the Act, an agreement must be entered into between the relevant seconding authority and receiving municipality.
- (2) The agreement contemplated in subregulation (1) must specify—
- (a) the duration of the secondment;
 - (b) the party responsible for the costs of the secondment; and
 - (c) the job description of the seconded official.
- (3) Notwithstanding subregulation (4), the cost of secondment must be borne by the receiving municipality, taking into consideration the financial capacity of the municipality.
- (4) A person seconded in terms of subregulation (1) must report monthly to the MEC or the Minister, in terms of section 54A(6), on the following:
- (a) steps taken to fill the vacant post to which he or she is seconded;
 - (b) the development and implementation of any municipal institutional recovery plan for which the seconded official is responsible;
 - (c) monitor and assess the adherence to policy, principles and frameworks applicable to the municipality;
 - (d) develop a turnaround strategy for the municipality including a strategy to promote good governance;
 - (e) ensure implementation of municipal council resolutions by the administration;
 - (f) implement a system to control and approve all expenditure;
 - (g) implement all governance systems and procedures; and
 - (h) ensure implementation of financial systems, policies and procedures.
- (5) A person seconded in terms of subregulation (1) must—
- (a) be paid an allowance equal to the difference between the seconded official's current salary and the minimum budgeted salary of the position that the seconded official acts in; and
 - (b) be compensated for subsistence and travel incurred during the course and scope of his or her duties, in accordance with the relevant policy of the municipality.

CHAPTER 4**CONDITIONS OF EMPLOYMENT****Ordinary hours of work**

- 21.** (1) Except as otherwise provided, a senior manager's ordinary hours of work must be stipulated in the employment contract and be in accordance with the operational requirements of the municipality.
- (2) Notwithstanding subregulation (1) a senior manager must work at least 40 ordinary hours per week from Monday to Friday.

Overtime

- 22.** A senior manager may be required to work overtime without additional remuneration.

6.1.5 RECRUITMENT AND SELECTION PROCESS OF THE DIRECTOR: ENGINEERING SERVICES

File number : 4/3/2/6 x 4/3/3/6

Compiled by : Manager: Human Resources

Report by : Acting Municipal Manager

Delegated Authority : Council

Strategic intent of item*Preferred investment destination**Greenest municipality**Safest valley**Dignified Living**Good Governance*

X

1. PURPOSE OF REPORT

To obtain approval from Council to fill and advertise the post of the Director: Engineering Services. Due to the initial candidate for the Director: Engineering Services withdrawing from the process, it is critical to advertise and fill these positions.

2. BACKGROUND

The post of Director: Engineering Services was advertised for the fourth time in national and provincial papers and the closing date was 25 April 2016. (See **APPENDIX 1**).

The process was completed and interviews held. The preferred applicant withdrew from the process after the offer of employment was made to him by the Municipal Manager (**See APPENDIX 3**).

The Acting Municipal Manager then contacted the next candidate which was approved by Council, Mr Jevon Pekeur, to extend an offer of employment to him. Mr Pekeur also withdrew from the process (the Municipal Manager's office will provide the written withdrawal).

DISCUSSION

The Regulations on the appointment and conditions of employment of Senior Managers was Gazetted on 17 January 2014. (Gazette No. 37245 dated 17 January 2014). Please note that Senior Manager means a Municipal Manager or Acting Municipal Manager, appointed in terms of Section 54A of the Act, and includes a Manager directly accountable to a Municipal Manager appointed in terms of Section 56 of the Act (Act means the Local Government: Municipal Systems Act, 2000: Act No.32 of 2000).

In terms of this report the recruitment, selection and appointment of Senior Manager will be discussed as stipulated in Chapter 3 of the Regulations. Attached as **APPENDIX 2**.

In terms of Section 7.1 when the post of a Senior Manager becomes vacant, or is due to become vacant, the Municipal Manager, in the case of a manager directly accountable to the Municipal Manager, must, upon receipt of official notification that the post of a Senior Manager will become vacant, obtain approval from the municipal Council for the filling of such post in its next Council meeting or as soon as it is reasonably possible to do so.

In terms of Section 7.2 a vacant Senior Manager post may not be filled, unless:

- (a) approval to fill the post has been granted by the municipal council; and
- (b) the post has been budgeted for.

In terms of Section 8 no person may be appointed as a Senior Manager on a fixed term contract, on a permanent basis or on probation, to any post on the approved staff establishment of a municipality, unless he or she-

- (a) Is a South African citizen or permanent resident; and
- (b) Possesses the relevant competencies, qualifications, experience and knowledge set out in in the regulations.

An appointment may not take effect before the first day of the month following the month during which the municipal council approved the appointment.

In terms of Section 10 the Municipal Manager must, within 14 days of receipt of the approval referred to in regulation 7, ensure that the vacant post is advertised.

- A vacant Senior Manager post must be advertised in a newspaper circulating nationally and in the province where the municipality is located.
- An advertisement for a vacant Senior Manager post must specify the:
 - (a) Job title;
 - (b) Term of appointment;
 - (c) Place to be stationed;
 - (d) Annual total remuneration package;
 - (e) Competency requirements of the post, including minimum qualifications and experience required;
 - (f) Core functions;
 - (g) Need for signing of an employment contract, a performance agreement and disclosure of financial interest;
 - (h) The need to undergo security vetting;
 - (i) Contact person;

- (j) Address where applications must be sent or delivered; and
- (k) Closing date which must be minimum 14 days from the date the advertisement appears in the newspaper and not more than 30 days after such date.

Section 12 makes provision for the manner in which the selection panel must be constituted. Section 12(1) provides that :

“A municipal Council must appoint a selection panel to make recommendations for the appointment of candidates to vacant senior manager posts.

Section 12(2) provides that in deciding who to appoint to a selection panel, the following considerations must inform the decision:

- (a) The nature of the post;
- (b) The gender balance of the panel; and
- (c) The skills, expertise, experience and availability of the persons to be involved.

Section 12 (4) provides that the selection panel for the appointment of a manager directly accountable to a municipal manager must consist of at least three and not more than five members, constituted as follows :

- (a) The municipal manager, who will be the chairperson;
- (b) A member of the mayoral committee or councillor who is the portfolio head of the relevant portfolio; and
- (c) At least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post.

Furthermore Section 12(5) provides that a panel member must disclose any interest or relationship with shortlisted candidates during the shortlisting process and that such a panel member Section 12(6) a panel member must recuse himself or herself from the selection panel if-

- (a) His or her spouse, partner, close family member or close friend has been shortlisted for the post;
- (b) The panel member has some form of indebtedness to a short-listed candidate or *visa versa*; or
- (c) He or she has any other conflict of interest.

The Regulations dictates in terms of section 7 that a panel member and staff member must sign a declaration of confidentiality to avert the disclosure of information to unauthorised persons.

The Regulations provides for strict time frames which must be adhered to with regard to the Screening of Candidates in terms of section 14 as well as the Interviewing process in terms of section 15. Due regard must be given to Section 17 which deals with the Resolution of the municipal council on appointment of senior managers and reporting as well as the re-employment of dismissed persons in terms of section 18.

It is advisable that the Legislative prescripts in its entirety be adhered to avoid potential legal challenges by disgruntled candidates.

3. FINANCIAL IMPLICATION

The post is budgeted for.

4. CONCLUSION

In terms of the above mentioned the post of Director: Engineering Services be advertised.

RECOMMENDED

- (a) that Council confirm that the position of Director: Engineering is required;
- (b) that the Municipal Manager be mandated to advertise the position of Director: Engineering Services as per the Regulations on the appointment and conditions of employment of Senior Managers which was Gazetted on 17 January 2014; and
- (c) that a selection panel be appointed as per the Regulations on the appointment and conditions of employment of Senior Managers which must consist of at least three but not more than five members, constituted as follows:
 - the municipal manager, who will be the chairperson;
 - a member of the mayoral committee or councillor who is the portfolio head of the relevant portfolio; and
 - at least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post.

(ACTING MUNICIPAL MANAGER TO ACTION)

ITEM 6.1.5

APPENDIX 1

**ADVERTISEMENT: POST OF
DIRECTOR: ENGINEERING SERVICES**

**MAYORAL COMMITTEE MEETING:
2016-08-22**



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY



Step into superior career opportunities when you discover Stellenbosch Municipality!

Widely hailed as one of the most progressive municipalities today, Stellenbosch Municipality, through active green practices and good governance is regarded as the greenest municipality representing the safest valley. Through our continuous innovation, Stellenbosch offers dignified living and a world-class investment destination.

Right now, we offer the following senior management positions to likeminded individuals who can add value to our ongoing advancement initiatives, making us the Innovation Capital!

DIRECTOR: ENGINEERING SERVICES

Total-cost-of-employment: R867 460 – R1 173 622 per annum, excluding performance-based bonus (The successful candidate will be appointed on a fixed-term contract for a period of five years.)

Minimum requirements: • Bachelor of Science degree in Engineering/BTech in Engineering, or equivalent qualification • Five years' experience at senior and middle management level or as programme/project manager, of which three to four years' experience must be at professional/management level • Engineering management experience • Sound knowledge and understanding of relevant policy and legislation, as well as institutional governance systems and performance management • Must have extensive knowledge of the public office environment • Good knowledge of the EPWP (Extended Public Works Programme) and labour-based construction methods • Must be able to formulate engineering master planning, project management and implementation • Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) • Core competencies as set out in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, 17 January 2014 • Certificate in Municipal Finance Management (SAQA qualification ID no 48965), as is provided for in Regulations 493 dated 15 June 2007 • Excellent facilitation and communication skills in at least two of the three official languages of the Western Cape • A Code B driver's licence • Own transport.

Added advantages: • Registration with a recognised relevant engineering professional body • Certificate of competency as required in terms of the General Machinery Regulations, 1988.

Core functions: Management of Water Services (including Sanitation); Electrical Services; Roads; Transport Engineering; Storm Water; Solid Waste Management; Development Services and Project Management; Strategic Management in terms of Stellenbosch's Developments Vision; Engineering Innovation; Financial Management; and Human Resource Management.

1. Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality, including those with disabilities.
2. All applications must be submitted with a detailed CV, **certified copies of qualifications and ID document**, the names of three references from current and previous employers and a **fully completed official application form**, as available from the municipal website or the Human Resources Department, to be couriered to **ODS Consultants CC, c/o PostNet, Shop 3 & 4, 8 High Street, Rosen Park, Tyger Valley 7536**. Administrative enquiries may be directed to Annalene Barnard at tel. 022 772 1307.
3. It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verification will be done on his/her qualifications, criminal and credit records. The candidate will be required to disclose all financial interests.
4. **ONLY** hardcopy applications will be considered. **No** electronic or faxed applications will be accepted.
5. Appointment is subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.
6. **Job-related enquiries** may be directed to the Acting Municipal Manager, Mr Richard Bosman, on tel. 021 808 8025.

CLOSING DATE: 25 April 2016 at 12:00

The Council reserves the right not to make any appointments.

ITEM 6.1.5

APPENDIX 2

**CHAPTER 3 OF THE REGULATIONS:
RECRUITMENT, SELECTION AND
APPOINTMENT OF SENIOR MANAGERS**

**MAYORAL COMMITTEE MEETING:
2016-08-22**

- (d) ensure that sufficient budgeted funds, including funds for the remaining period of the medium-term expenditure framework, are available for filling the post.

CHAPTER 3

RECRUITMENT, SELECTION AND APPOINTMENT

Principles of recruitment

6. (1) The recruitment, selection and appointment of senior managers must take place in accordance with the municipal systems and procedures contemplated in section 67 of the Act that are consistent with sections 54A, 56, 57A and 72 of the Act.
- (2) A senior manager post must be filled through public advertising, in accordance with the procedures contemplated in regulation 10.
- (3) Selection must be competence-based to enhance the quality of appointment decisions and to ensure the effective performance by municipalities of their functions.

Determination of recruitment needs

7. (1) When the post of a senior manager becomes vacant, or is due to become vacant, the mayor, in the case of a municipal manager, or the municipal manager, in the case of a manager directly accountable to the municipal manager, must, upon receipt of official notification that the post of a senior manager will become vacant, obtain approval from the municipal council for the filling of such post in its next council meeting or as soon as it is reasonably possible to do so.
- (2) A vacant senior manager post may not be filled, unless—
- (a) approval to fill the post has been granted by the municipal council; and
 - (b) the post has been budgeted for.
- (3) Notwithstanding subregulation (1), the speaker may convene a special meeting to obtain municipal council approval for the filling of a senior manager post.

General requirements for appointment of senior managers

8. (1) No person may be appointed as a senior manager on a fixed term contract, on a permanent basis or on probation, to any post on the approved staff establishment of a municipality, unless he or she—
- (a) is a South African citizen or permanent resident; and
 - (b) possesses the relevant competencies, qualifications, experience, and knowledge set out in Annexures A and B to these regulations.
- (2) An appointment may not take effect before the first day of the month following the month during which the municipal council approved the appointment.

Competence requirements for senior managers

9. (1) A person appointed as a senior manager in terms of these regulations must have the competencies as set out in Annexure A.
- (2) A person appointed as a senior manager in terms of these regulations must comply with the minimum requirements for higher education qualification, work experience and knowledge as set out in Annexure B.

Advertising of vacant posts

- 10.** (1) The municipal manager must, within 14 days of receipt of the approval referred to in regulation 7, ensure that the vacant post is advertised.
- (2) A vacant senior manager post must be advertised in a newspaper circulating nationally and in the province where the municipality is located.
- (3) An advertisement for a vacant senior manager post must specify the—
- (a) job title;
 - (b) term of appointment;
 - (c) place to be stationed;
 - (d) annual total remuneration package;
 - (e) competency requirements of the post, including minimum qualifications and experience required;
 - (f) core functions;
 - (g) need for signing of an employment contract, a performance agreement and disclosure of financial interest;
 - (h) the need to undergo security vetting;
 - (i) contact person;
 - (j) address where applications must be sent or delivered; and
 - (k) closing date which must be a minimum of 14 days from the date the advertisement appears in the newspaper and not more than 30 days after such date.
- (4) A municipality may utilise a recruitment agency to identify candidates for posts: Provided that the advertising, recruitment and selection procedures comply with these regulations.
- (5) The mayor, in the case of a municipal manager, or the municipal manager, in the case of a manager directly accountable to the municipal manager, must provide monthly reports to the executive committee regarding progress on the filling of the vacant senior manager post.

Application for vacant post

- 11.** (1) An application for the vacant post of a senior manager must be submitted on an official application form, attached as Annexure C, accompanied by a detailed curriculum vitae.
- (2) Notwithstanding subregulation (1), a municipality that has on-line application procedures in place may use an on-line application form: Provided that the on-line application form substantially corresponds to the application form in Annexure C, and complies with these regulations.
- (3) An application not made on the official form, as contemplated in subregulations (1) or (2) must not be considered.
- (4) An applicant for a senior manager post must disclose—
- (a) his or her academic qualifications, proven experience and competencies;
 - (b) his or her contactable references;
 - (c) registration with a relevant professional body;
 - (d) full details of any dismissal for misconduct; and
 - (e) any disciplinary actions, whether pending or finalised, instituted against such applicant in his or her current or previous employment.
- (5) Any misrepresentation or failure to disclose information contemplated in subregulation (3) and (4) is a breach of the Code of Conduct for Municipal Staff as provided for in Schedule 2 to the Act and shall be dealt with in terms of the Disciplinary Regulations.

- (6) The municipality must compile and maintain a record of all applications received, which must contain—
- (a) the applicants' biographical details and contact information;
 - (b) the details of the post for which the applicants were applying;
 - (c) the applicants' qualifications; and
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Selection panel

12. (1) A municipal council must appoint a selection panel to make recommendations for the appointment of candidates to vacant senior manager posts.

(2) In deciding who to appoint to a selection panel, the following considerations must inform the decision:

- (a) the nature of the post;
- (b) the gender balance of the panel; and
- (c) the skills, expertise, experience and availability of the persons to be involved.

(3) The selection panel for the appointment of a municipal manager must consist of at least three and not more than five members, constituted as follows:

- (a) the mayor, who will be the chairperson, or his or her delegate;
- (b) a councillor designated by the municipal council; and
- (c) at least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post.

(4) The selection panel for the appointment of a manager directly accountable to a municipal manager must consist of at least three and not more than five members, constituted as follows:

- (a) the municipal manager, who will be the chairperson;
- (b) a member of the mayoral committee or councillor who is the portfolio head of the relevant portfolio; and
- (c) at least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post.

(5) A panel member must disclose any interest or relationship with shortlisted candidates during the shortlisting process.

(6) A panel member contemplated in subregulations (3) and (4) must recuse himself or herself from the selection panel if—

- (a) his or her spouse, partner, close family member or close friend has been shortlisted for the post;
- (b) the panel member has some form of indebtedness to a short-listed candidate or *vice versa*; or
- (c) he or she has any other conflict of interest.

(7) A panel member and staff member must sign a declaration of confidentiality as set out in Annexure D to these regulations, to avert the disclosure of information to unauthorised persons.

(8) A staff member may provide secretarial or advisory services during the selection process, but may not form part of the selection panel.

Compiling shortlist of applicants

13. (1) A mayor, in the case of the municipal manager, or the municipal manager, in the case of the manager directly accountable to the municipal manager, in consultation with the selection panel, must compile—

- (a) a list of all applicants who applied for an advertised post; and

- (b) a shortlist consisting of all applications received for a specific post, evaluated against the relevant competency requirements, as set out in Annexures A and B to these regulations.
- (2) The shortlisting must be finalised within 30 days of the closing date of the advertisement.
- (3) The municipality must keep a record of all the applicants who applied for vacant posts.
- (4) The municipal manager must ensure that the information contained in the applications is kept confidential and stored in a secure site on the municipality's premises.
- (5) The lists contemplated in subregulation (1) must be submitted, together with the shortlisted applications, to the selection panel before the interviews.

Screening of candidates

- 14. (1)** Screening of the shortlisted candidates must take place within 21 days of the finalisation of the shortlisting by—
- (a) conducting the necessary reference checks;
 - (b) contacting a candidate's current or previous employer;
 - (c) determining the validity of a candidate's qualifications; and
 - (d) verifying whether a candidate has been dismissed previously for misconduct or poor performance by another employer.
- (2) A written report on the outcome of the screening process must be compiled by the mayor, in the case of the municipal manager, or the municipal manager, in the case of the manager directly accountable to the municipal manager, before the interviews take place.

Interviews

- 15. (1)** The selection panel must conduct interviews within 21 days of screening the candidates.
- (2) The selection panel for a specific post must remain the same throughout the screening and interviewing process.
- (3) The selection panel must keep records of every panel member's individual assessment of the interviewed candidates.
- (4) The determination of candidates to be recommended for appointment must be considered by way of consensus between the members of the selection panel.
- (5) If consensus cannot be reached, a dissenting member may record his or her concerns in the minutes, whereafter the issue may be voted upon, with each member of the selection panel entitled to one vote.
- (6) The selection panel must recommend the second and third suitable candidates to minimise delays that may arise in the filling of the post if the first choice candidate declines or does not accept the offer of employment.

Selection

- 16. (1)** The candidates recommended for appointment to the post of a senior manager must undergo a competency assessment.
- (2) The competency assessment tools must—
- (a) be capable of being applied fairly; and
 - (b) not be biased against any person or group of persons.
- (3) A municipality must provide in its medium term budget, funding for purposes of competency assessment and testing.

(4) Notwithstanding subregulation (3) and upon good cause shown, a municipality encountering cash flow problems may apply to the Local Government Sector Education and Training Authority to make use of the discretionary grants to fund the competency assessment for purposes of filling a vacant senior manager post.

(5) The selection panel must submit a report and recommendation on the selection process to the municipal council on the suitability of candidates who comply with the relevant competency requirements of the post as set out in Annexures A and B, in order of preference.

Resolution of municipal council on appointment of senior managers and reporting

17. (1) Before making a decision on an appointment, a municipal council must satisfy itself that—

- (a) the candidate meets the relevant competency requirements for the post, as set out in Annexures A and B to these regulations;
- (b) screening of the candidates has been conducted in terms of regulation 14; and
- (c) the candidate does not appear on the record of staff members dismissed for misconduct as set out in Schedule 2 to these regulations.

(2) A municipal council must, subject to subregulation (1), take a decision on the appointment of a suitable candidate.

(3) A municipal council must—

- (a) inform all interviewed candidates, including applicants who were unsuccessful, of the outcome of the interview; and
- (b) within 14 days of the decision referred to in subregulation (2), submit a written report to the MEC for local government regarding the appointment process and outcome.

(4) The report contemplated in subregulation (3)(b) must contain—

- (a) details of the advertisement, including date of issue and the name of newspapers in which the advert was published, and proof of the advertisement or a copy thereof;
- (b) a list of all applicants;
- (c) a report contemplated in regulation 14(2) on the screening process and the outcome thereof;
- (d) the municipal council's resolution approving the selection panel and the shortlisted candidates;
- (e) competency assessment results;
- (f) the minutes of the shortlisting meeting;
- (g) the minutes of interviews, including scoring;
- (h) the recommendations of the selection panel submitted to the municipal council;
- (i) the details of executive committee members and recommendations, if the selection panel comprised of all members of the executive committee;
- (j) the recommendation of the executive committee or executive mayor to the municipal council, if any;
- (k) the municipal council resolution approving the appointment of the successful candidate;
- (l) the application form, curriculum vitae, proof of qualifications and other supporting documentation of the successful candidate;
- (m) a written confirmation by the successful candidate that he or she does not hold political office as contemplated in section 56A of the Act, as at the date of appointment;

- (n) the letter of appointment, outlining the term of contract, remuneration and conditions of employment of the senior manager; and
- (o) any other information relevant to the appointment.

Re-employment of dismissed persons

18. (1) A person who has been dismissed for misconduct in a municipality may not be employed as a senior manager in any municipality before the expiry of a period, as set out in column 3, in respect of such category of misconduct as set out in column 2 of Schedule 2.

(2) Subregulation (1) does not apply to a senior manager who has lodged a dispute in terms of applicable legislation.

(3) If a senior manager is dismissed for more than one categories of misconduct as set out in subregulation (1), the periods set out in column 3 of the table attached as Schedule 2, run concurrently.

(4) For purposes of subregulation (1), a person dismissed for misconduct is prohibited from re-employment in any municipality for a period as set out in column 3 of Schedule 2 in respect of such category of misconduct calculated from the date of dismissal or conviction.

(5) Any senior manager who has been dismissed for any misconduct other than the categories of misconduct as set out in column 2 of the table attached as Schedule 2 may not be subjected to a waiting period before such a staff member may be re-employed in a municipality.

(6) A municipality must maintain a record of staff members dismissed for misconduct and staff members who resigned prior to the finalisation of any disciplinary proceedings.

(7) A record contemplated in subregulation (6) must be submitted within 14 days of such dismissal or resignation to the MEC for local government and the Minister.

(8) The record contemplated in subregulation (6) must include the following information:

- (a) The name and surname of the staff member;
- (b) the name of municipality;
- (c) the post title; and
- (d) the nature of the misconduct, including—
 - (i) the date of suspension, if applicable;
 - (ii) the conditions of suspension;
 - (iii) the date of commencement of the disciplinary hearing;
 - (iv) information regarding any pre-dismissal arbitration;
 - (v) the finding and category of misconduct;
 - (vi) the date on which the misconduct was referred for arbitration;
 - (vii) costs incurred by the municipality towards the finalisation of the disciplinary case;
 - (viii) the date of resignation or dismissal of the senior manager; and
 - (ix) whether the dismissal has been appealed and the status of the appeal, if applicable.

Re-advertisement of posts

19. (1) If no suitable candidate has been identified, the municipal council—
- (a) must inform all shortlisted candidates that their applications were unsuccessful; and
 - (b) may re-advertise the post.

Secondment

20. (1) If a person is seconded to a municipality to act as a municipal manager in terms of section 54A(6) of the Act, an agreement must be entered into between the relevant seconding authority and receiving municipality.

(2) The agreement contemplated in subregulation (1) must specify—

- (a) the duration of the secondment;
- (b) the party responsible for the costs of the secondment; and
- (c) the job description of the seconded official.

(3) Notwithstanding subregulation (4), the cost of secondment must be borne by the receiving municipality, taking into consideration the financial capacity of the municipality.

(4) A person seconded in terms of subregulation (1) must report monthly to the MEC or the Minister, in terms of section 54A(6), on the following:

- (a) steps taken to fill the vacant post to which he or she is seconded;
- (b) the development and implementation of any municipal institutional recovery plan for which the seconded official is responsible;
- (c) monitor and assess the adherence to policy, principles and frameworks applicable to the municipality;
- (d) develop a turnaround strategy for the municipality including a strategy to promote good governance;
- (e) ensure implementation of municipal council resolutions by the administration;
- (f) implement a system to control and approve all expenditure;
- (g) implement all governance systems and procedures; and
- (h) ensure implementation of financial systems, policies and procedures.

(5) A person seconded in terms of subregulation (1) must—

- (a) be paid an allowance equal to the difference between the seconded official's current salary and the minimum budgeted salary of the position that the seconded official acts in; and
- (b) be compensated for subsistence and travel incurred during the course and scope of his or her duties, in accordance with the relevant policy of the municipality.

CHAPTER 4**CONDITIONS OF EMPLOYMENT****Ordinary hours of work**

21. (1) Except as otherwise provided, a senior manager's ordinary hours of work must be stipulated in the employment contract and be in accordance with the operational requirements of the municipality.

(2) Notwithstanding subregulation (1) a senior manager must work at least 40 ordinary hours per week from Monday to Friday.

Overtime

22. A senior manager may be required to work overtime without additional remuneration.

ITEM 6.1.5

APPENDIX 3

LETTER OF WITHDRAWAL RECEIVED
FROM PREFERRED APPLICANT:
MR H METTLER

MAYORAL COMMITTEE MEETING:
2016-08-22

Richard Bosman

From: Richard Bosman
Sent: 24 July 2016 08:48 PM
To: 'Heinrich Mettler'
Subject: RE: RE; EMPLOYMENT SITUATION

Good day Heinrich

Thank you for the email and your honesty regarding the situation you find yourself in

The communication is appreciated

I will inform the Executive Mayor tomorrow morning

Kind regards

Richard

From: Heinrich Mettler [mailto:heinrich.mettler@gmail.com]
Sent: 24 July 2016 11:21 AM
To: Richard Bosman
Subject: Re: RE; EMPLOYMENT SITUATION

Hi Richard

Pertaining to the employment offer: Director Engineering @ Stellenbosch:

Please be advised that due to personal reasons I have to withdraw from the process. Please relay my apologies to the Council and Management.

I wish you and the Municipality success

Heinrich Mettler

On Fri, Jul 8, 2016 at 7:08 AM, Richard Bosman <Richard.Bosman@stellenbosch.gov.za> wrote:

Thanks Heinrich

Will convey to the colleagues

From: Heinrich Mettler [mailto:heinrich.mettler@gmail.com]
Sent: 07 July 2016 09:00 AM
To: Richard Bosman
Subject: Re: RE; EMPLOYMENT SITUATION

Municipality - Munisipaliteit
Stellenbosch
19 AUG 2016
Office of the Municipal Manager
Kantoor van die Munisipale Bestuurder

6.1.6 RECRUITMENT AND SELECTION PROCESS OF THE MUNICIPAL MANAGER

File number : 4/3/3/7
Compiled by : Office of the Executive Mayor
Report by : Office of the Executive Mayor
Delegated Authority : Council

Strategic intent of item*Preferred investment destination**Greenest municipality**Safest valley**Dignified Living**Good Governance*

X

1. PURPOSE OF REPORT

To ensure that the municipal council appoints a selection panel to make recommendations for the appointment of candidates for the vacant Municipal Manager post.

2. BACKGROUND

The municipal manager post became vacant when Ms Christa Liebenberg resigned during October of 2015. During the period Mr Dupre Lombaard acted as Municipal Manager until January 2016, where after Mr Richard Bosman was seconded from the City of Cape Town to act as Municipal Manager.

3. DISCUSSION

Part of the recommendation of the extension of the secondment of Mr Bosman's contract to Stellenbosch was the advertising of the Municipal Manager position. **(Decision attached as APPENDIX 1).**

The advertisement was placed, as per the Regulations on the appointment and conditions of employment of senior managers, in Die Burger as well as the Sunday Times on the weekend of 15 -17 July 2016 with a deadline for submission on 15 August at 12:00 **(APPENDIX 2).**

The Regulations on the appointment and conditions of employment of Senior Managers was Gazetted on 17 January 2014. (Gazette No. 37245 dated 17 January 2014). Please note that Senior Manager means a municipal manager or acting municipal manager, appointed in terms of Section 54A of the Act, and includes a manager directly accountable to a municipal manager appointed in terms of Section 56 of

the Act (Act means the Local Government: Municipal Systems Act, 2000: Act No.32 of 2000).

In terms of this report the recruitment, selection and appointment of Senior Manager will be discussed as stipulated in Chapter 3 of the Regulations.

In terms of Section 7.1 when the post of a senior manager becomes vacant, or is due to become vacant, the municipal manager, in the case of a manager directly accountable to the municipal manager, must, upon receipt of official notification that the post of a senior manager will become vacant, obtain approval from the municipal council for the filling of such post in its next council meeting or as soon as it is reasonably possible to do so.

In terms of Section 7.2 a vacant senior manager post may not be filled, unless:

- (a) approval to fill the post has been granted by the municipal council; and
- (b) the post has been budgeted for.

In terms of Section 8 no person may be appointed as a senior manager on a fixed term contract, on a permanent basis or on probation, to any post on the approved staff establishment of a municipality, unless he or she-

- (a) Is a South African citizen or permanent resident; and
- (b) Possesses the relevant competencies, qualifications, experience and knowledge set out in in the regulations.

An appointment may not take effect before the first day of the month following the month during which the municipal council approved the appointment.

In terms of Section 10 the municipal manager must, within 14 days of receipt of the approval referred to in regulation 7, ensure that the vacant post is advertised.

- A vacant senior manager post must be advertised in a newspaper circulating nationally and in the province where the municipality is located.
- An advertisement for a vacant senior manager post must specify the:
 - (a) Job title;
 - (b) Term of appointment;
 - (c) Place to be stationed;
 - (d) Annual total remuneration package;
 - (e) Competency requirements of the post, including minimum qualifications and experience required;
 - (f) Core functions;

- (g) Need for signing of an employment contract, a performance agreement and disclosure of financial interest;
- (h) The need to undergo security vetting;
- (i) Contact person;
- (j) Address where applications must be sent or delivered; and
- (k) Closing date which must be minimum 14 days from the date the advertisement appears in the newspaper and not more than 30 days after such date.

Cognisance must be taken of Section 12 which makes provision for the manner in which the selection panel must be constituted. Section 12(1) provides that:

“A municipal Council must appoint a selection panel to make recommendations for the appointment of candidates to vacant senior manager posts.

Section 12(2) provides that in deciding who to appoint to a selection panel, the following considerations must inform the decision:

- (d) The nature of the post;
- (e) The gender balance of the panel; and
- (f) The skills, expertise, experience and availability of the persons to be involved.

Section 12 (3) provides that the selection panel for the appointment of a municipal manager must consist of at least three and not more than five members, constituted as follows :

- (d) The mayor, who will be the chairperson, or his or her delegate;
- (e) A councillor designated by the municipal council; and
- (f) At least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post.

Furthermore Section 12(5) provides that a panel member must disclose any interest or relationship with shortlisted candidates during the shortlisting process and that such a panel member Section 12(6) a panel member must recuse himself or herself from the selection panel if-

- (d) His or her spouse, partner, close family member or close friend has been shortlisted for the post;
- (e) The panel member has some form of indebtedness to a short-listed candidate or *visa versa*; or
- (f) He or she has any other conflict of interest.

The Regulations dictates in terms of section 7 that a panel member and staff member must sign a declaration of confidentiality to avert the disclosure of information to unauthorised persons.

The Regulations provides for strict time frames which must be adhered to with regard to the Screening of Candidates in terms of section 14 as well as the Interviewing process in terms of section 15. Due regard must be given to Section 17 which deals with the Resolution of the municipal council on appointment of senior managers and reporting as well as the re-employment of dismissed persons in terms of section 18.

4. FINANCIAL IMPLICATION

The post is budgeted for.

5. CONCLUSION

In terms of the above the selection panel of the post of Municipal Manager should be constituted.

RECOMMENDED

that a Selection Panel be appointed as per the Regulations on the appointment and conditions of employment of Senior Managers which must consist of at least three but not more than five members, constituted as follows:

- (i) the Mayor, who will be the Chairperson, or his or her delegate;
- (ii) a Councillor designated by the Council, namely Deputy Executive Mayor, Cllr N Jindela; and
- (iii) at least one other person, who is not a Councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post – in this instance a member of the Stellenbosch University Academic staff.

(EXECUTIVE MAYOR TO ACTION)

ITEM 6.1.6

APPENDIX 1

RECRUITMENT AND SELECTION
PROCESS OF THE MUNICIPAL
MANAGER

MAYORAL COMMITTEE MEETING:
2016-08-22



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Die Burger
16/7/16



Vind voortreflike loopbaangeleenthede wanneer jy Stellenbosch Munisipaliteit ontdek!

Stellenbosch Munisipaliteit geniet wye herkenning as een van die mees progressiewe munisipaliteite en te danke aan aktiewe groenpraktyke en goeie staatsbestuur, word dit beskou as die groenste verteenwoordiger van die veiligste vallei. Danksy voortgesette vernuwing strewende Stellenbosch Munisipaliteit daarna om 'n waardevolle leefwyse en 'n wêreldklas beleggingsbestemming te bied.

Ons beskik tans oor die volgende senior bestuurspos vir eendersdenkende individue wat kan bydra tot ons voorgesette vooruitgangsinisiatiewe wat ons die Innoveringshoofstad maak!

MUNISIPALE BESTUURDER

Totale Koste van Indiensneming: R1 113 325 tot R1 521 765 pj

Die pos is onderhewig aan 'n vastetermyndienskontrak van hoogstens 5 jaar, asook aanvaarbare gedrag en prestasie tydens die termyn.

Die Munisipale Bestuurder, as Hoof van die Administrasie en Rekenpligtige Beampte, sal verantwoordelik wees vir die algemene prestasie van die organisasie en die bestuur en leiding van die administratiewe en bedryfsaspekte van die munisipaliteit ten einde die strategiese doelwitte van die Raad te bereik.

Pligte/verantwoordelikhede: • Die ontwikkeling en bestuur van 'n ekonomies-doeltreffende, aanspreeklike administrasie wat toegerus is om die munisipaliteit se geïntegreerde ontwikkelingsplan te implementeer, om ingevolge die munisipaliteit se prestasiebestuurstelsel op te tree en om die behoeftes van die plaaslike gemeenskap te begryp • Die bestuur van volhoubare en regverdigde dienslewering aan die plaaslike gemeenskap • Die aanstelling, opleiding, dissipline en doeltreffende aanwending van personeel • Die bevordering van gesonde arbeidsverhoudinge en nakoming van toepaslike arbeidswetgewing • Advisering van politieke strukture en politieke ampsdraers, die bestuur van kommunikasie tussen hierdie partye asook die uitvoer van hulle besluite • Die administrasie en implementering van die munisipaliteit se verordeninge en ander wetgewing • Beheer van magte en uitvoer van enige pligte wat deur die munisipale raad of ander delegerende owerhede van die munisipaliteit oorgedra word • Fasilitering van deelname deur die plaaslike gemeenskap aan die sake van die munisipaliteit • Ontwikkeling en instandhouding van 'n stelsel vir die bepaling van gemeenskapstevredenheid met munisipale dienste • Die uitvoer van enige ander taak wat deur die munisipale raad aan die rekenpligtige beampte toegesê word • Verantwoordelik vir alle inkomste en uitgawes van die munisipaliteit, alle bates, die kwytstelling van alle munisipale laste, asook die behoorlike en toegewyde nakoming van toepaslike munisipale finansiële bestuurswetgewing.

Ten einde die behoeftes van die Stellenbosch Munisipaliteit te bevredig, moet die suksesvolle kandidaat aan die volgende vereistes voldoen: • B-graad in publieke administrasie/politieke wetenskap/geesteswetenskappe/regte of soortgelyk by 'n aanvaarde instelling • Nakoming van die minimumbevoegdheidsvereistes, soos deur wetgewing bepaal • 'n Nagraadse kwalifikasie in rigtings met publieke administrasie verband hou sal 'n bykomende voordeel wees • Ten minste 5 jaar toepaslike ondervinding op senior bestuursvlak en 'n bewese institusionele transformasiekord in die openbare of private sektor • Die nodige kernbevoegdheid soos vervat in Bylaes A en B van die Plaaslike Regering: Regulasies oor Indiensneming en Diensvoorwaardes van Senior Bestuurders, Staatskennisgewing 21 in die Staatskoerant 37245 van 17 Januarie 2014 • Gevorderde kennis en begrip van toepaslike beleid en wetgewing • Gevorderde begrip van institusionele staatsbestuurstelsels en prestasiebestuur • Gevorderde begrip van raadswerksaamhede en die delegasie van magte • Bewese prestasiekord ten opsigte van goeie staatsbestuur, oudit- en risikobestuur, begrotings- en finansiële bestuur • Innoverende en strategiese leierskapsvermoëns • Goeie fasiliteringsvaardighede en kommunikasievermoëns in ten minste twee van die drie amptelike tale van die Wes-Kaap • Geldige rybewys en GEEN kriminele rekord.

1. Indiensnemings sal in ooreenstemming met die Raad se Diensgelykheidsplan geskied, wat verteenwoordiging van aangewese groepe in die Munisipaliteit verseker, insluitend diegene met gestremdhede.
2. Alle aansoeke moet saam met 'n volledige CV, **gewaarmerkte afskrifte van kwalifikasies en identiteitsdokument**, die name van drie referente van huidige en vorige werkgewers asook 'n **volledig voltooide amptelike aansoekvorm**, soos beskikbaar op die munisipale webblad of by die Menslike Hulpbronne-departement, per koerier na **Roy Steele & Associate BK, p.a. PostNet, Hoogstraat 8, Rosenpark, Bellville 7530, vir plasing in Suite 227, Privaat Sak X7, Tygervallei 7536, of e-pos na office@ods.org.za** Administratiewe navrae mag aan Annalene Barnard by tel. 022 772 130 gerig word.
3. Daar sal van kandidate verwag word om aan deeglike evaluering onderwerp te word. Vorige en huidige werkgewers en referente sal gekontak word. Verifiëring sal op sy/haar kwalifikasies, kriminele en kredietrekord gedoen word. Kandidate sal vereis word om alle finansiële belange bekend te maak.
4. **Hardekopie- sowel as elektroniese aansoeke sal aanvaar word. Geen faksaansoeke sal aanvaar word nie.**
5. Indiensnemings sal onderworpe aan die ondertekening van dienskontrakte en pretasie-ooreenkomste geskied, ingevolge Artikel 57 van die Munisipale Stelselwet. Die indiensnemings sal in ooreenstemming met die Regulasies oor Indiensneming en Diensvoorwaardes van Senior Bestuurders plaasvind.

SLUITINGSDATUM: 15 Augustus 2016 om 12:00

Die Raad behou die reg voor om nie enige aanstellings te maak nie.



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY



Step into superior career opportunities when you discover Stellenbosch Municipality!

Widely hailed as one of the most progressive municipalities today, Stellenbosch Municipality, through active green practices and good governance is regarded as the greenest municipality representing the safest valley. Through our continuous innovation, Stellenbosch Municipality strives to offer dignified living and a world-class investment destination.

Right now, we offer the following senior management position to likeminded individuals who can add value to our ongoing advancement initiatives, making us the Innovation Capital!

MUNICIPAL MANAGER

Total Cost of Employment: R1 113 325 to R1 521 765 pa

The post is subject to a fixed term contract of employment not exceeding 5 years, as well as acceptable conduct and performance during the term.

The Municipal Manager, as Head of the Administration and Accounting Officer, will be responsible for the general performance of the organisation and to manage and direct the administrative and operational aspects of the Municipality in order to achieve the strategic objectives of Council.

Duties/responsibilities: • The development and management of an economically effective, accountable administration which is equipped to implement the municipality's integrated development plan, to operate in accordance with the municipality's performance management system and to understand the needs of the local community • The management of the provision of services to the local community in a sustainable and equitable manner • The appointment, training, discipline and effective utilisation of staff • The promotion of sound labour relations and compliance with applicable labour legislation • Advising the political structures and political office bearers, managing communications between these parties as well as carrying out their decisions • The administration and implementation of the municipality's by-laws and other legislation • Exercising of any powers and performing any duties delegated by the municipal council, or by other delegating authorities of the municipality • Facilitating participation by the local community in the affairs of the municipality • Developing and maintaining a system for the assessment of community satisfaction with municipal services • The performance of any other function that may be assigned by the municipal council and as accounting officer • Responsible for all income and expenditure of the municipality, all assets, the discharge of all liabilities of the municipality, as well as the proper and diligent compliance with applicable municipal finance management legislation.

In order to meet the needs of the Stellenbosch Municipality, the successful applicant must conform to the following requirements: • B Degree in public administration/political sciences/social sciences/law, or equivalent at an acceptable institution • Compliance with the minimum competency requirements as legislated • A postgraduate qualification in fields related to public administration will be an added advantage • 5 years' minimum relevant experience at a senior management level and a proven institutional transformation record in the public or private sector • The required core competencies as stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014 • Advanced knowledge and understanding of relevant policy and legislation • Advanced understanding of institutional governance systems and performance management • Advanced understanding of council operations and delegation of powers • Proven track record of good governance, audit and risk management, budget and finance management • Ability to be an innovative and strategic leader • Good facilitation and communication skills in at least two of the three official languages of the Western Cape • Valid driver's licence and NO criminal record.

1. Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality, including those with disabilities.
2. All applications must be submitted with a detailed CV, **certified copies of qualifications and ID document**, the names of three references from current and previous employers and a **fully completed official application form**, as available from the municipal website or the Human Resources Department, to be couriered to **Roy Steele & Associates CC, c/o PostNet, 8 High Street, Rosen Park, Bellville 7530, for placement in Suite 227, Private Bag X7, Tyger Valley 7536, or e-mail to office@ods.org.za** Administrative enquiries may be directed to Annalene Barnard at tel. 022 772 130
3. It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verification will be done on his/her qualifications, criminal and credit records. The candidate will be required to disclose all financial interests.
4. **Hard copies as well as electronic copies will be accepted. No faxed applications will be accepted.**
5. Appointment is subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.

CLOSING DATE: 15 August 2016 at 12:00

The Council reserves the right not to make any appointments.

6.1.7 EXTENSION OF EXISTING SHORT TERM INSURANCE CONTRACT TO 30 JUNE 2017

File number : 5/12/1
Compiled by : Manager: Treasury Office
Report by : Chief Financial Officer
Delegated Authority : Council

Strategic intent of item*Preferred investment destination**Greenest municipality**Safest valley**Dignified Living**Good Governance*

X

1. PURPOSE OF REPORT

To obtain approval from Council to follow the MFMA S116(3) process to extend the existing short term insurance contract for a further period of six months till 30 June 2017.

2. BACKGROUND

Council resolved at a meeting of 30 March 2016 that the existing short term insurance contract be extended for a period of six months until 31 December 2016.

The process outlined in S116(3) of the MFMA was then duly followed. No objections or other comments were received following the advertisement that was put in the Eikestad Nuus of 19 May 2016. (**APPENDIX 1**).

The contract was extended and the municipality's short term insurance cover will lapse on 31 December 2016.

3. DISCUSSION

At the time of negotiating premiums with AON, the municipality's insurance broker to whom the current tender was awarded, quotations for both a period of 6 months as well as a period of twelve months were obtained.

From the quotations it can clearly be seen that a longer insurance period decreases risk for the underwriter and thus results in more economic premiums which translate directly to a substantial saving for the municipality.

Quotation for 6 months: Premium R2 123 132 (±R354 000 per month)

Quotation for 12 months: R3 328 004 (±R277 000 per month)

A significant saving of R77 000 per month can be achieved by buying insurance for a period of 1 year as opposed to a period of only 6 months as currently approved.

The insurance broker confirmed that the underwriter, Guardrisk, would be willing to providing insurance cover at the 12 month premium, even if though the municipality initially accepted the 6 months premium.

By extending the existing insurance policy with AON, a saving in excess of R900 000 of Operating Budget can therefore be generated.

4. LEGAL IMPLICATION

A process as outlined in S116(3) of the MFMA would have to be followed in order to extend the existing short term insurance contract by a further six months to 30 June 2017.

As stated before, no objections or comments were received during the previous S116(3) process that was followed.

5. FINANCIAL IMPLICATION

By extending the existing insurance policy with AON, a saving in excess of R900 000 in Operating Budget will be generated.

6. COMMENTS FROM OTHER RELEVANT DEPARTMENTS

Compliance Manager: Supported the Item for extension until 30 June 2017 with no further extensions.

7. CONCLUSION

The advantages of extending the existing short term insurance contract for a further six months are evident in that almost R1 000 000 of Operating Budget can be saved whilst simultaneously ensuring that Council's assets remain comprehensively ensured.

RECOMMENDED

that the current short term insurance be extended for a period of 6 months till 30 June 2017 after the required process as outlined in S116(3) of the Municipal Finance Management Act, 56 of 2003 has been duly followed.

(CHIEF FINANCIAL OFFICER TO ACTION)

ITEM 6.1.7

APPENDIX 1

**EXTENSION OF EXISTING SHORT
TERM INSURANCE CONTRACT
TO 30 JUNE 2017**

**MAYORAL COMMITTEE MEETING:
2016-08-22**

An established, medium size group of companies are looking for a **SENIOR BOOKKEEPER** who meets the following requirements:

- In possession of a NQF Level 6 Bookkeeping qualification
- 5 Years of work experience (Age 25 yrs +)
- Must be knowledgeable in your field as bookkeeper
- Must be 100% competent in the use of Pastel Partner and MS Office - Word and Excel. (Ability to work on Access will be to your advantage).
- Must have the ability to process accurate against speed.
- Own drivers licence and transport is of essence.

Remuneration depends upon experience and knowledge.

Closing date: 24 May 2016

If you feel comfortable that you meet the above requirements please send your CV to cv@mbb.co.za

MATURE ADMIN ASSISTANT with secretarial/ PA experience and good computer skills wanted for a part time position. Please send CV's to paisleys@mweb.co.za

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Paul Roos Gimnasium
Beheerliggamaanstelling


Natuur- en Fisiese Wetenskappe gr 8 - gr 12

Tydperk: Kwartaal 3 en 4
Aansoek sluit: Dinsdag 25 Mei 09:00
Stuur volledige CV aan: Die Rektor
Paul Roos Gimnasium
Suidwal
Stellenbosch 7600
info@paulroos.co.za
Fax: 021 883 8461
Navrae: 021 887 0017


Meld bevoegdheid in Afrikaans en Engels asook buitemuurse aktiwiteite.

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AMENDMENTS TO THE INSURANCE TENDER			
ADVERTISED IN:	MUNICIPAL NOTICE BOARD, MUNICIPAL WEBSITE, EIKESAD NUUS		
DATE PUBLISHED:	19 May 2016	NOTICE NO :	32/2016
In terms of the Municipal Finance Management Act, Act 56 of 2003, Section 116(3)(b), notice is hereby given of the proposed amendment of the contract below:			
CONTRACT NO:	DESCRIPTION	REASON FOR AMENDMENT	
DEPARTMENT:	STRATEGIC & CORPORATE SERVICES		
FINANCE-TREASURY OFFICE	Short Term Insurance Tender (ACN)	Due to the complexities inherent to the short term insurance portfolio of the municipality, best practise suggests that contract terms longer than a year should be entered into. The municipality therefore intends to follow a procurement process and appoint a short term insurance broker for the period 1 January 2017 – 30 June 2019. In order to do this, the current contract is to be extended by 6 months ending on 31 December 2016.	
<p>1. The public is hereby invited to submit written presentations to the municipality.</p> <p>2. Any person, who cannot write, may come to the municipality, where the staff member of the municipality, named below, will assist that person to transcribe that person's comments or representations, during office hours.</p> <p>3. Comments and supporting documents may be placed in a sealed envelope and externally endorsed with "RESPONSE TO NOTICE OF AMENDMENTS TO CONTRACT FOR SHORT TERM INSURANCE, and be deposited in the Tender Box, at the office of the, The Supply Chain Management Unit, Stellenbosch Municipality, 1st Floor, Room no.121, Plein Street, Stellenbosch, or by post, addressed to: The Municipal Manager, Stellenbosch Municipality, PO Box 17, Stellenbosch, 7599, not later than the closing date and time.</p>			
CLOSING DATE:	3 June 2016	AT THE TIME:	No later than 12H00
ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:		ANY ENQUIRIES REGARDING THE COMMENT PROCEDURE MAY BE DIRECTED TO:	
Section:	Treasury Office	Section:	Supply Chain Management
Contact Person:	Mr. A Treurnich	Contact Person:	Mr. I Saunders
Tel:	E-mail enquiries only	Tel:	E-mail enquiries only
Email:	andre.treurnich@stellenbosch.gov.za	Email:	terrel.saunders@stellenbosch.gov.za
Authorised by:	Mr. R Bosman	MUNICIPAL MANAGER	

6.1.8 AMENDMENT OF 2013 APPROVED MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK AND COMMENCEMENT OF A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK IN TERMS OF THE LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT (ACT 32 OF 2000) FOR STELLENBOSCH MUNICIPALITY WC024 IN LINE WITH THE NEW PLANNING DISPENSATION WHICH INCLUDE THE LAND USE PLANNING BY-LAW (2015), THE WESTERN CAPE LAND USE PLANNING ACT (ACT 3 OF 2014) AND THE SPATIAL PLANNING AND LAND USE MANAGEMENT ACT (ACT 16 OF 2013)

File number : 15/10

Compiled by : *Manager: Spatial Planning, Heritage and Environment*

Report by : *Director: Planning and Economic Development*

Delegated Authority : *Council*

<i>Strategic intent of item</i>	X
<i>Preferred investment destination</i>	X
<i>Greenest municipality</i>	X
<i>Safest valley</i>	X
<i>Dignified Living</i>	X
<i>Good Governance</i>	X

1. PURPOSE OF REPORT

- (a) To obtain approval from Council to commence with the drafting of a Municipal Spatial Development Framework for Stellenbosch Municipality (WC024) in line with the Municipal Systems Act (2000) read together with the new planning dispensation which includes the Municipal Land Use Planning By-Law (2015), the Western Cape Land Use Planning Act No 3 of 2014 and the Spatial Planning and Land Use Planning Act, No 16 of 2013; and
- (b) To obtain approval from Council to commence with the amendment of the current Municipal Spatial Development Framework for Stellenbosch Municipality (WC024) approved in February 2013 that forms part of the current 3rd generation Integrated Development Plan (IDP).

2. BACKGROUND

With the enactment of the new planning dispensation which include the Municipal Land Use Planning By-Law, 2015 (By-law), the Western Cape Land Use Planning Act, No 3 of 2014 (LUPA) and the Spatial Planning and Land Use Planning Act, No 16 of 2013 (SPLUMA) Council must adopt a Municipal Spatial Development Framework (MSDF) within five years of implementation.

Stellenbosch Municipality implemented the above new planning dispensation on the 1st of December 2015 through Provincial Gazette Notice, number 7539 by repealing the Land Use Planning Ordinance of 1985 (LUPO). All applications thus submitted since 01 December 2015 have to be submitted in terms of the By-law which is line with the new land use and spatial planning requirements as set out in LUPA and SPLUMA.

Stellenbosch Municipality's current MSDF was approved by Council on 28 February 2013, Item 7.7. The current MSDF however need to be aligned with the requirements of the new planning dispensation and must also be brought in line with the new products currently being developed at this stage to form part of the MSDF process for the entire WC024.

The products that are currently being developed parallel to this process include:

- 2.1 Strategic Environmental Management Framework (SEMF)
- 2.2 Rural Area Plan (RAP)
- 2.3 Urban Development Strategy (UDS)
- 2.4 Heritage Resources Inventory
- 2.5 Integrated Human Settlement Plan
- 2.6 Klapmuts Local Spatial Development Framework (LSDF)
- 2.7 Stellenbosch (Town) LSDF
- 2.8 Jonkershoek LSDF

It is imperative that the above-mentioned products be strategically integrated in the development of an updated MSDF for WC024 by aligning the different projects and applicable policies to be approved by Council for the development of the first draft for Council approval obligated in terms of the Municipal Systems Act, No 32 of 2000 (MSA).

As the current MSDF was approved in terms of the MSA as part of the current IDP and will form part of the 2017/18 IDP minor amendments to rectify existing and known anomalies to the current MSDF is possible and desirable through the current IDP process culminating in the approval of the last cycle of the 3rd generation IDP in 2017.

Despite the amendment of the current MSDF as set out above the alignment of the MSDF with the new legislative environment remains a longer term legislative requirement. The following section will deal with the legal requirements to design and setup such a process for Council's consideration and approval.

3. DISCUSSION

This implies that Council must resolve to commission the drafting of a MSDF and authorise the establishment of a project committee to compile its municipal spatial development framework.

In terms of the Land Use Planning By-law read together with LUPA the above-mentioned project committee must consist of:

- (a) the Municipal Manager or a municipal employee designated by the municipal manager; and
- (b) municipal employees appointed by the Municipal Manager from least the following municipal departments:
 - (i) the integrated development planning office;
 - (ii) the spatial planning department;
 - (iii) the engineering department;
 - (iv) the local economic development department; and
 - (i) the housing department.

The above-mentioned intergovernmental steering committee will be responsible, amongst other, to oversee the compilation of the municipal spatial development framework for adoption by the Council by providing technical knowledge and expertise to the Council and the project Committee.

Further legal input regarding the commencement or amendment of a MSDF was communicated by the Director: Planning and Economic Development on 16 August 2016 herewith attached as **APPENDIX 1**.

The Administration thus seeks Council approval to (i) commence the drafting of a MSDF for Stellenbosch Municipality (WC024) and (ii) initiate the amendment of the current approved 2013 MSDF by through authorising the Administration to initiate the compilation of a MSDF process as required by legislation.

It should be noted that the MSDF is a primary and essential sectoral plan of the IDP in terms of the MSA and represent the spatial reflection of the IDP. The alignment and integration of the MSDF with all other sectoral plans in the IDP is therefore essential. The process of drafting a MSDF was thus planned to be aligned with the Integrated Development Planning Process of Stellenbosch Municipality.

5. LEGAL IMPLICATIONS

None. Process will be monitored for compliance throughout.

6. FINANCIAL IMPLICATIONS

Process has been budgeted in the 2016/17 approved budget and the following MTREF period.

RECOMMENDED

that Council authorise the Municipal Manager to:

- (a) proceed with the development of a Municipal Spatial Development Framework for Stellenbosch Municipality (WC024) (MSDF);

- (b) establish an intergovernmental steering committee (IGSC) to compile or amend its municipal spatial development framework in terms of Section 11 of the Land Use Planning Act;
- (c) establish a project committee;
- (d) proceed with all administrative functions to oversee the compilation of a first draft of the Municipal Spatial Development Framework for Council approval in terms of the Municipal Systems Act (2000); the Land Use Planning By-law (2015), Land Use Planning Act (2014) and the Spatial Planning Land Use Management Act (2013); and
- (e) use the MSDF as a platform to adopt and align:
 - (i) Strategic Environmental Management Framework (SEMF)
 - (ii) Rural Area Plan (RAP)
 - (iii) Urban Development Strategy
 - (iv) Heritage Resources Inventory
 - (v) Integrated Human Settlement Plan
 - (vi) Klapmuts Local Spatial Development Framework (LSDF)
 - (vii) Stellenbosch LSDF
 - (viii) Jonkershoek LSDF
- (f) Proceed with the amendment of the current approved MSDF; and
- (g) that both the amendment of the existing MSDF and the compilation of the new MSDF run concurrently with the Integrated Development Planning cycle.

**(DIRECTOR: PLANNING AND ECONOMIC
DEVELOPMENT TO ACTION)**

ITEM 6.1.8

APPENDIX 1

AMENDMENT OF 2013 APPROVED MUNICIPAL SPATIAL DEVELOPMENT
FRAMEWORK AND COMMENCEMENT OF A MUNICIPAL SPATIAL
DEVELOPMENT FRAMEWORK IN TERMS OF THE LOCAL GOVERNMENT:
MUNICIPAL SYSTEMS ACT (ACT 32 OF 2000) FOR STELLENBOSCH
MUNICIPALITY WC024 IN LINE WITH THE NEW PLANNING
DISPENSATION WHICH INCLUDE THE LAND USE PLANNING BY-LAW
(2015), THE WESTERN CAPE LAND USE PLANNING ACT (ACT 3 OF 2014)
AND THE SPATIAL PLANNING AND LAND USE MANAGEMENT ACT
(ACT 16 OF 2013)

**MAYORAL COMMITTEE MEETING:
2016-08-22**



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Planning and Economic Development



MEMORANDUM

TO

- (1) Municipal Manager
- (2) Director: Strategic & Corporate Services
- (3) Acting Director: Engineering Services
- (4) Chief Financial Officer
- (5) Manager: Spatial Planning, Heritage and Environment
- (6) Manager: Integrated Development Planning and Performance Management

FROM : Director - Planning and Economic Development

DATE : 2016-08-16

SUBJECT : Legal Compliance in the preparation and adoption of a Municipal Spatial Development Framework aligned to the Land Use planning By-Law (2015), SPLUMA (2013) and LUPA (2014)

FILE REF : 1/1/1/40

PURPOSE

The purpose of this memorandum is to communicate the legal requirements in the drafting of a new or amendment of a Municipal Spatial Development Framework (MSDF) aligned with the Integrated Development Planning Framework (IDP).

BACKGROUND

Since the enactment of the Spatial Planning Land Use Management Act, 2013 (SPLUMA) in July 2015, municipalities must adopt a Spatial Development Framework in

accordance with the Municipal Systems Act 2000 (MSA) in line with new planning legislation which includes the SPLUMA, the Western Cape Land Use Planning Act (2014) and Stellenbosch Municipal Land Use Planning By-law (2015) within five years from date of announcement.

This memorandum highlights the most important aspects a MSDF should address as well as the processes that should be followed in line with the Integrated Development Planning (IDP) timeframes over a 5 year period to draft/develop or amend a MSDF.

DISCUSSION

A different suite of products are currently developed for Stellenbosch Municipality which includes an Urban Development Strategy (UDS), local area spatial development framework (LSDF) for Klapmuts as well as an Integrated Zoning Scheme By-law (IZS) as well as various sectorial policies and plans.

It should be noted however that one MSDF should be adopted as a policy covering the entire WC024 area. More detailed studies can supplement a MSDF through by adopting policies and plans which include an urban development strategy a LSDF for a specific geographic area etc.

On 01 December 2015 all older order legislation was repealed which included LUPO (Land Use Planning Ordinance of 1985) and ROR (Removal of Title Deed Restrictions Act of 1967), etc. The new planning law reform requires much more detail as what was previously acceptable as the process as such has changed considerably with regards to legal and content requirements.

The different legal provisions have been extracted starting with the Stellenbosch Municipal Planning By-law (2015), the Western Cape Land Use Planning Act (2014) and lastly the Spatial Planning and Land Use Management Act (2013) outlining the process when a municipality wants to adopt a new or amend its existing MSDF which must be included in the MSA process (see table 1 below).

At the recent Municipal Planning Heads meeting (12 August 2016) the Provincial Government (Environmental Affairs and Development Planning) communicated to municipalities that all SDF's in the Western Cape requires a 2016 IDP approval through the MSA process.

- A. It was stated that a MSDF (old or new) needs to adopted through the current 5 year IDP cycle whether it is SPLUMA compliant or not by initiating one of the three options listed below:
 - Option 1: Adopting a New SDF
 - Option 2: Adopting the Existing SDF or
 - Option 3: Amending or partial amendment to the SDF

- B. It the forum it was also communicated in the event the municipality adopts its current SDF (which is NOT SPLUMA compliant) it must mention it and attached a process plan indication when and how the MSDF will be brought in line with SPLUMA and its legislative requirements. A copy of such a plan is herewith attached as **ANNEXURE A** to serve as an example.

- C. Furthermore it was also mentioned that a framework be drawn up how and when the municipality will consider amendments to the MSDF aligned to the IDP planning cycle.

The Western Cape Government indicated that a circular with more detail and requirements imposed on municipalities will be issued in due course regarding the process that needs to be followed in adopting or amending a MSDF in line with the IDP process.

Below please find from a planning legislative framework requirements to adopt or amend a MSDF from a Municipal Land Use Planning By-law, LUPA and SPLUMA in Table 1 below.

Table 1: Legislative requirements for the amendment or approval of a MSDF / LSDF

A. Requirements in terms Chapter II of the Stellenbosch Municipal Land Use Planning By-law (2015):	
Section 3. Compilation or amendment of municipal spatial development framework	Key Actions
<p>(1) When the Council compiles or amends its municipal spatial development framework in accordance with the Municipal Systems Act, the Council must, as contemplated in Section 11 of the Land Use Planning Act—</p> <p>(a) <u>establish an intergovernmental steering committee</u> to compile or amend its municipal spatial development framework; or</p> <p>(b) refer its draft municipal spatial development framework or draft amendment of its municipal spatial development framework to the Provincial Minister for comment.</p> <p>(2) The Municipality must—</p> <p>(a) publish a notice in two of the official languages of the Province most spoken in the area in two newspapers circulating in the area concerned of—</p> <p>(i) the intention to compile or amend the municipal spatial development framework; and</p> <p>(ii) the process to be followed, in accordance with section 28(3) and 29 of the Municipal Systems Act;</p> <p>(b) inform the Provincial Minister in writing of—</p> <p>(i) the intention to compile or amend the municipal spatial development framework;</p> <p>(ii) its decision in terms of subsection (1)(a) or (b); and</p> <p>(iii) the process to be followed to compile or amend the municipal spatial development framework, including the process contemplated in subsection (2)(a)(ii); and</p> <p>(c) register relevant stakeholders, who must be invited to comment on the draft municipal spatial development framework or draft amendment of the municipal spatial development framework as part of the process contemplated in subsection (2)(a)(ii).</p>	<ul style="list-style-type: none"> • Council to establish an IGSC • Submit the draft to MEC • Publish Notice in newspaper & inform MEC with content (i & ii) • Register I&AP and give opportunity to comment

Section 4. Establishment of project committee	Key Actions
<p>(1) The Municipality must establish a project committee to compile or amend its municipal spatial development framework.</p> <p>(2) The project committee must consist of—</p> <p>(a) the Municipal Manager or a municipal employee designated by the municipal manager; and</p> <p>(b) municipal employees appointed by the Municipal Manager from at least the following municipal departments:</p> <p>(i) the integrated development planning office;</p> <p>(ii) the spatial planning department;</p> <p>(iii) the engineering department;</p> <p>(iv) the local economic development department; and</p> <p>(v) the housing department.</p>	<ul style="list-style-type: none"> • Council Item to recommend the appointment of a Project Committee • MM to authorise the appointment of the Project Committee consisting of Municipal Officials as set out in the By-law
Section 5. Establishment of intergovernmental steering committee	Key Actions
<p>If the Council establishes an intergovernmental steering committee, the Municipality must, in writing, invite written nominations for representatives to serve on the intergovernmental steering committee from the following persons or organs of state:</p> <p>(a) the head of the provincial department responsible for land use planning;</p> <p>(b) the head of the provincial department responsible for environmental affairs; and</p> <p>(c) other relevant organs of state.</p>	<ul style="list-style-type: none"> • Council Item to obtain delegation. • When approved, Administration to proceed with invitational letters to HOD LUMS and HOD ENV as a minimum
Section 6. Procedure with intergovernmental steering committee	Key Actions
<p>(1) If the Council establishes an intergovernmental steering committee, the project committee must compile a draft <i>status quo</i> report setting out an assessment of the existing levels of development and development challenges in the municipal area and must submit it to the intergovernmental steering committee for comment.</p> <p>(2) After consideration of the comments of the intergovernmental steering committee, the project committee must finalise the <i>status quo</i> report and submit it to the Council for adoption.</p> <p>(3) After finalising the <i>status quo</i> report the project committee must compile a first draft of the municipal spatial development framework or first draft of the amendment of the municipal spatial development framework and submit it to the intergovernmental steering committee for comment.</p> <p>(4) After consideration of the comments of the intergovernmental steering committee, the project committee must finalise the first draft of the municipal spatial development framework or first draft of the amendment of the municipal spatial development framework and submit it to the Council to approve the publication thereof for public comment in accordance with the process adopted in terms of sections 28 and 29 of the Municipal Systems Act.</p> <p>(5) After consideration of the comments and representations received by virtue of the publication contemplated in subsection (4), the project</p>	<ul style="list-style-type: none"> • Project Steering Committee key actions and interactions with the IGSC and Council as set out in section 6 • Council must approve • Submit comments to IFSC after item considered by Council. • IGSC must finalise the first draft to Council for public comment into MSA Section 28 and 29 • Project Committee

<p>committee must compile a final draft of the municipal spatial development framework or final draft of the amendment of the municipal spatial development framework and submit it to the intergovernmental steering committee for comment.</p> <p>(6) After consideration of the comments of the intergovernmental steering committee contemplated in subsection (5), the project committee must finalise the final draft of the municipal spatial development framework or final draft of the amendment of the municipal spatial development framework and submit it to the Council for adoption.</p> <p>(7) If the final draft of the municipal spatial development framework or final draft of the amendment of the municipal spatial development framework contemplated in subsection (6) is materially different to what was published in terms of subsection (4), the Municipality must in accordance with subsections (4), (5) and (6), read with the necessary changes, follow a further consultation and public participation process before the municipal spatial development framework or amendment of the municipal spatial development framework is adopted by the Council.</p> <p>(8) The Council or the project committee may at any time in the process of compiling a municipal spatial development framework or drafting an amendment of the municipal spatial development framework request comments from the intergovernmental steering committee.</p> <p>(9) The Council must adopt the final draft municipal spatial development framework or final draft amendment of the municipal spatial development framework, with or without amendments and must within 14 days of its decision give notice of its decision in the media and the Provincial Gazette.</p>	<p>to take all comments into account and submit final draft to IGSC for comment.</p> <ul style="list-style-type: none"> • After IGSC comment, take to Council for adoption. • If the final draft changed considerably then the Municipality must seek public participation again. • Council or the PC may at any time request comments from the IGSC. • Council must adopt the final draft of the MSDF or amendment of the MSDF within 14 days and publish decisions in the media and Provincial Gazette.
<p>Section 7. Procedure without intergovernmental steering committee</p>	<p>Key Actions</p>
<p>NA</p>	
<p>Section 8. Functions and duties</p>	<p>Key Actions</p>
<p>(1) The members of the project committee must, in accordance with the directions of the executive committee/executive mayor/committee of councillors—</p> <p>(a) oversee the compilation of the municipal spatial development framework or drafting of an amendment of the municipal spatial development framework for adoption by the Council;</p> <p>(b) provide technical knowledge and expertise to the Council;</p> <p>(c) ensure that the compilation of the municipal spatial development framework or drafting of the amendment of the municipal spatial development framework is progressing according to the process contemplated in section 3(2)(a)(ii);</p>	<ul style="list-style-type: none"> • Information contained in section 8 should be incorporated into the Council Item delegating the Administration to establish and invite persons to serve as IGSC members.



<p>(d) guide the public participation process and ensure that the registered stakeholders remain informed;</p> <p>(e) oversee the incorporation of amendments to the draft municipal spatial development framework or draft amendment of the municipal spatial development framework based on the consideration of the comments received during the process of drafting thereof;</p> <p>(f) oversee the drafting of—</p> <p>(i) a report in terms of section 14 of the Land Use Planning Act setting out the response of the Municipality to the provincial comments issued in terms of section 12(4) or 13(2) of that Act; and</p> <p>(ii) a statement setting out—</p> <p>(aa) whether the Municipality has implemented the policies and objectives issued by the national minister responsible for spatial planning and land use management and if so, how and to what extent the Municipality has implemented it; or</p> <p>(bb) if the Municipality has not implemented the policies and objectives, the reasons for not implementing it.</p> <p>(g) ensure alignment of the municipal spatial development framework with the development plans and strategies of other affected municipalities and other organs of state as contemplated in section 24(1) of the Municipal Systems Act;</p> <p>(h) facilitate the integration of other sector plans into the municipal spatial development framework; and</p> <p>(i) if the Council establishes an intergovernmental steering committee—</p> <p>(i) assist the Council in establishing the intergovernmental steering committee and adhering to timeframes; and</p> <p>(ii) ensure the flow of information between the project committee and the intergovernmental steering committee.</p> <p>(2) The members of the intergovernmental steering committee must—</p> <p>(a) provide the intergovernmental steering committee with the following:</p> <p>(i) technical knowledge and expertise;</p> <p>(ii) input on outstanding information that is required to compile the municipal spatial development framework or draft an amendment thereof;</p> <p>(iii) information on budgetary allocations;</p> <p>(iv) information on and the locality of any current or planned projects that have an impact on the municipal area; and</p> <p>(v) written comments in terms of section 6; and</p> <p>(b) provide the project committee with written comments in terms of section 6.</p>	
<p>Section 9. Local spatial development frameworks</p>	<p>Key Actions</p>
<p>(1) The Municipality may adopt a local spatial development framework for a specific geographical area in a part of the municipal area.</p>	<ul style="list-style-type: none"> • More detail and linked to the MSDF.
<p>(2) The purpose of a local spatial development framework is to, for a specific geographical area—</p> <p>(a) provide detailed spatial planning guidelines;</p>	<ul style="list-style-type: none"> • Thus a blue print plan and aligned to Land Use



<p>(b) provide more detail in respect of a proposal provided for in the municipal spatial development framework;</p> <p>(c) meet specific land use planning needs;</p> <p>(d) provide detailed policy and development parameters for land use planning;</p> <p>(e) provide detailed priorities in relation to land use planning and, in so far as they are linked to land use planning, biodiversity and environmental issues; and</p> <p>(f) guide decision-making on land use applications.</p>	Management
<p>Section 10. Compilation, adoption, amendment or review of local spatial development frameworks</p>	Key Actions
<p>(1) If the Municipality compiles, amends or reviews a local spatial development framework, it must adopt a process plan, including the public participation processes to be followed for the compilation, amendment, review or adoption of a local spatial development framework.</p> <p>(2) The Municipality must, within 21 days of adopting a local spatial development framework or an amendment of a local spatial development framework, publish a notice of the decision in the media and the <i>Provincial Gazette</i>.</p>	<ul style="list-style-type: none"> • Item to Council delegating the administration to adopt a process plan and public participation process • After 21 days the municipality must publish the adoption of a LSDF or amendment thereof
<p>Section 11. Status of local spatial development frameworks</p>	Key Actions
<p>(1) A local spatial development framework or an amendment thereof comes into operation on the date of publication of the notice contemplated in section 10(2).</p> <p>(2) A local spatial development framework guides and informs decisions made by the Municipality relating to land development, but it does not confer or take away rights.</p>	<ul style="list-style-type: none"> • Only effective after publication in the media
<p>Section 12. Structure plans</p>	Key Actions
<p>(1) If the Municipality intends to convert a structure plan to a local spatial development framework, the Municipality must comply with sections 9 to 11 and must—</p> <p>(a) review that structure plan and make it consistent with the purpose of a local spatial development framework contemplated in section 9(2); and</p> <p>(b) incorporate the provisions of the structure plan that are consistent with that purpose in the local spatial development framework.</p> <p>(2) The Municipality must, in terms of section 16(4) of the Land Use Planning Act, withdraw the relevant structure plan by notice in the <i>Provincial Gazette</i> when it adopts a local spatial development framework contemplated in subsection (1).</p>	

B. Requirements in terms of the Land Use Planning Act (2014)	
Part 3: Section 10. Municipal Spatial Development Frameworks	Key Actions
<p>(1) A municipality must comply with section 11 when it adopts or amends its municipal spatial development framework in terms of the Municipal Systems Act.</p> <p>(2) A municipal spatial development framework must at least—</p> <p>(a) comply with other applicable legislation;</p> <p>(b) promote predictability in the utilisation of land;</p> <p>(c) address development priorities;</p> <p>(d) where relevant, provide for specific spatial focus areas, including towns, other nodes, sensitive areas, or areas experiencing specific development pressure; and</p> <p>(e) consist of a report and maps covering the whole municipal area, reflecting municipal planning and the following structuring elements:</p> <p>(i) transportation routes;</p> <p>(ii) open space systems and ecological corridors;</p> <p>(iii) proposed major projects of organs of state with substantial spatial implications;</p> <p>(iv) outer limits to lateral expansion; and</p> <p>(v) densification of urban areas.</p> <p>(3) A municipal spatial development framework must be aligned with the provincial development plans and strategies and must complement those development plans and strategies by including a map identifying at least the following in the municipal area:</p> <p>(a) the provincial road and traffic network;</p> <p>(b) the provincial public transport network;</p> <p>(c) existing and planned provincial health and education facilities;</p> <p>(d) heritage, agricultural and tourism resources of provincial importance; and</p> <p>(e) where relevant, areas of recognised provincial ecological value, including—</p> <p>(i) nature conservation areas;</p> <p>(ii) areas of high biodiversity value;</p> <p>(iii) areas requiring dedicated soil conservation;</p> <p>(iv) areas requiring a dedicated pollution-control regime; and</p> <p>(v) areas requiring dedicated strategies to adapt to climate change and mitigate the impact of climate change.</p>	<ul style="list-style-type: none"> • Council Item must comply with Section 11 • Provide more detailed maps (LSDF) • MSDF covering entire WC024 • MSDF must be aligned with the PSDF
Section 11. Adoption or amendment of municipal spatial development frameworks	Key Actions
<p>The process adopted by a municipality in terms of section 28 of the Municipal Systems Act relating to the adoption or amendment of its municipal spatial development framework must make provision for—</p> <p>(a) the establishment of an intergovernmental steering committee to compile a draft municipal spatial development framework or a draft amendment of a municipal spatial development framework; or</p> <p>(b) a procedure that complies with section 13.</p>	<ul style="list-style-type: none"> • MSDF is adopted or amended to Section 28 of the MSA • Linked to IDP process • Must establish an IGSC



	<ul style="list-style-type: none"> • If not, follow section 13
Section 12. Intergovernmental steering committee	Key Actions
<p>(1) If a municipality establishes an intergovernmental steering committee referred to in section 11(a), the committee must consist of at least—</p> <p>(a) the municipal manager, or a municipal employee designated by the municipal manager; and</p> <p>(b) representatives of—</p> <p>(i) the municipality, nominated by the municipal manager;</p> <p>(ii) the Department, nominated by the Head of Department; and</p> <p>(iii) the provincial department responsible for environmental affairs, nominated by the head of that department.</p> <p>(2) The members of the intergovernmental steering committee must be persons appointed by virtue of their qualifications and experience in, and knowledge of, land use planning or environmental management.</p> <p>(3) The intergovernmental steering committee—</p> <p>(a) is chaired by the municipal manager or the municipal employee designated by the municipal manager in terms of subsection(1)(a), as the case may be;</p> <p>(b) determines its own procedures, which must make provision for at least a quorum and decision-making; and</p> <p>(c) may appoint subcommittees and assign tasks to such subcommittees.</p> <p>(4) The members contemplated in subsection (1)(b)(ii) and (iii) must submit written provincial comments to the municipality on a draft municipal spatial development framework or draft amendment of a municipal spatial development framework during the compilation process thereof.</p>	<ul style="list-style-type: none"> • Council Item when establishing an IGSC • Other state departments and persons nominated should have relevant qualifications and appropriate experience in land use or environmental planning • IGSC members must provide comments in writing on the draft MSDF
Section 13. Procedure without intergovernmental steering committee	Key Actions
<p>(1) If an intergovernmental steering committee contemplated in section 12 is not established, the municipality—</p> <p>(a) must submit a draft municipal spatial development framework or draft amendment of a municipal spatial development framework to the Provincial Minister for written comment; and</p> <p>(b) may not adopt its municipal spatial development framework or approve an amendment thereof until—</p> <p>(i) the municipality has received and considered the comments referred to in subsection (2); or</p> <p>(ii) the end of the period referred to in subsection (2) and if no comments were received from the Provincial Minister during that period.</p> <p>(2) The Provincial Minister must, within 60 days of receiving a draft municipal spatial development framework or draft amendment of a municipal spatial development framework in terms of subsection (1)(a), submit written comments thereon to the municipality.</p> <p>(3) The period referred to in subsection (2) may be extended with the concurrence of the municipality.</p>	<p>Not advisable to follow this route</p>

Section 14. Submission of municipal spatial development frameworks	Key Actions
<p>A municipal manager must, within the period contemplated in section 32(1) of the Municipal Systems Act, submit the following to the Provincial Minister:</p> <p>(a) a written notice of the decision to adopt or amend a municipal spatial development framework, together with the reasons for the decision;</p> <p>(b) the adopted or amended municipal spatial development framework; and</p> <p>(c) a report setting out the response of the municipality to the comments submitted in terms of section 12(4) or 13(2).</p>	<ul style="list-style-type: none"> • The MM must within a specified period comply by submitting to Province the decision, reason for decision and public participation report.
Section 15. Consistency between municipal spatial development frameworks	Key Actions
<p>(1) Municipal spatial development frameworks of local municipalities and the relevant district municipality must be consistent with one another.</p> <p>(2) The procedures adopted by a district municipality in terms of section 27 of the Municipal Systems Act must include a process for resolution of disputes regarding consistency between municipal spatial development frameworks adopted by the local municipalities in its district municipal area and its municipal spatial development framework, respectively.</p> <p>(3) The process for resolution of disputes must contain a procedure for the Provincial Minister to be notified of a dispute.</p>	<ul style="list-style-type: none"> • MSDF must be in line with the District MSDF
Section 16. Structure Plans	Key Actions
<p>(1) Despite the repeal of the Ordinance by section 77—</p> <p>(a) the structure plan approved in terms of section 4(6) of the Ordinance and published under Provincial Notice 236/2009 in <i>Provincial Gazette</i> 6641 of 10 July 2009, or any amendment or replacement thereof before the commencement of this Act, remains in force and is regarded as the provincial spatial development framework adopted in terms of section 4(1); and (b) subject to subsection (2), any other structure plan approved in terms of section 4(6) or 4(10) of the Ordinance and in existence immediately before the commencement of this Act remains in force.</p> <p>(2) Despite subsection (1)(b), the General Structure Plan referred to in Circular LDC 9 of 8 December 1988, approved in terms of section 4(6) of the Ordinance and all amendments thereof are withdrawn at the commencement of this Act.</p> <p>(3) A structure plan referred to in subsection (1)(b) lapses two years after the date of commencement of this Act.</p> <p>(4) A municipality may, before a structure plan lapses, by notice in the <i>Provincial Gazette</i> withdraw the application thereof in its municipal area.</p>	<p>Only if applicable</p>
Section 17. Continuation of spatial development frameworks	Key Actions
<p>If land situated in the municipal area of a municipality is incorporated into the municipal area of another municipality, a municipal spatial development framework in respect of that land remains applicable to the municipal area</p>	<p>N/A</p>

<p>to which it applied before the incorporation until amended by the receiving municipality in accordance with this Chapter.</p>	
<p>Section 18. Publication of spatial development frameworks</p>	<p>Key Action</p>
<p>(1) A municipality must, after the adoption or amendment of its municipal spatial development framework, publish a notice of its decision in the Provincial Gazette.</p> <p>(2) If a municipal spatial development framework is amended as a result of a decision of an ad hoc committee contemplated in section 33 of the Municipal Systems Act, a notice of the amendment must be published in accordance with subsection (1).</p>	<ul style="list-style-type: none"> • Must publish the decision of an adoption or amendment in the Provincial Gazette • Ad hoc decisions must also be published
<p>Section 19. Compliance or consistency with, and deviation from, spatial development frameworks or structure plans</p>	<p>Key Actions</p>
<p>(1) If a spatial development framework or structure plan specifically provides for the utilisation or development of land as proposed in a land use application or land development application, the proposed utilisation or development is <u>regarded as complying</u> with that spatial development framework or structure plan.</p> <p>(2) If a spatial development framework or structure plan does not specifically provide for the utilisation or development of land as proposed in a land use application or a land development application, but the proposed utilisation or development is <u>not in conflict with the purpose of the relevant designation</u> in the spatial development framework or structure plan, the utilisation or development is <u>regarded as being consistent</u> with that spatial development framework or structure plan.</p> <p>(3) If the proposed utilisation or development of land in a land use application or a land development application <u>does not comply with and is not consistent with the relevant designation</u> for the utilisation of land in an applicable spatial development framework or structure plan, the proposed utilisation or development <u>deviates from that spatial development framework or structure plan</u>.</p>	<ul style="list-style-type: none"> • Complies • Consistent • Application does not comply and is not consistent
<p>Section 20. Records of spatial development frameworks</p>	<p>Key Actions</p>
<p>(1) The relevant competent authority must keep its spatial development framework updated and make the updated spatial development framework accessible to the public.</p> <p>(2) An updated spatial development framework must show a record of—</p> <p>(a) in the case of a provincial spatial development framework or provincial regional spatial development framework, approved land development applications that deviate as contemplated in section 19(3) from that spatial development framework;</p> <p>(b) in the case of a municipal spatial development framework, approved land use applications that deviate as contemplated in section 19(3) from the municipal spatial development framework; and</p> <p>(c) amendments of the spatial development framework.</p>	<ul style="list-style-type: none"> • Municipality must keep the SDF updated and maintain a record to section 19(3) relating to all developments as well as amendments

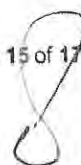


Section 21. Integration of other plans, policy or frameworks	Key Actions
When the Provincial Government or a municipality is required to approve in terms of other legislation a plan, policy or framework affecting land use planning, the Provincial Minister or municipality may integrate that plan, policy or framework or an amendment thereof, with a relevant spatial development framework if— (a) all applicable legislation has been complied with; and (b) the spatial development framework specifies the relevant legislation in terms of which it is approved and any authority that approved it.	<ul style="list-style-type: none"> • As and when required
C. SPATIAL PLANNING AND LAND USE MANAGEMENT ACT (2013)	
Section 4. Spatial planning system	Key Actions
The spatial planning system in the Republic consists of the following components: (a) Spatial development frameworks to be prepared and adopted by national, provincial and municipal spheres of government; (b) development principles, norms and standards that must guide spatial planning, land use management and land development;	<ul style="list-style-type: none"> • WC024 must have a MSDF
Section 5. Categories of spatial planning	Key Actions
(1) Municipal planning , for the purposes of this Act, consists of the following elements: (a) The compilation, approval and review of integrated development plans; (b) the compilation, approval and review of the components of an integrated development plan prescribed by legislation and falling within the competence of a municipality, including a spatial development framework and a land use scheme; and (c) the control and regulation of the use of land within the municipal area where the nature, scale and intensity of the land use do not affect the provincial planning mandate of provincial government or the national interest.	<ul style="list-style-type: none"> • Municipal Planning integrated with the IDP, SDF and Land Use Scheme
Section 6. Application of development principles	Key Actions
(1) The general principles set out in this Chapter apply to all organs of state and other authorities responsible for the implementation of legislation regulating the use and development of land, and guide— (a) the preparation, adoption and implementation of any spatial development framework, policy or by-law concerning spatial planning and the development or use of land; (b) the compilation, implementation and administration of any land use scheme or other regulatory mechanism for the management of the use of land; (c) the sustainable use and development of land; (d) the consideration by a competent authority of any application that impacts or may impact upon the use and development of land; and (e) the performance of any function in terms of this Act or any other law regulating spatial planning and land use management.	<ul style="list-style-type: none"> • Spatial, land use development planning and land use management to comply with the overarching provisions.

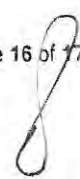
(2) Notwithstanding the categorisation of principles in this section, all principles contained in this Act apply to all aspects of spatial development planning, land development and land use management.	
Section 7. Development principles	Key Actions
<p>The following principles apply to spatial planning, land development and land use management:</p> <p>(a) The principle of spatial justice...</p> <p>(b) the principle of spatial sustainability...</p> <p>(c) the principle of efficiency...</p> <p>(d) the principle of spatial resilience...</p> <p>(e) the principle of good administration...</p>	<ul style="list-style-type: none"> • The SDF must comply with the development principles
<p>CHAPTER 4 SPATIAL DEVELOPMENT FRAMEWORKS Part A Section 12. Preparation of spatial development frameworks</p>	Key Actions
<p>(1) The national and provincial spheres of government and each municipality must prepare spatial development frameworks that—</p> <p>(a) interpret and represent the spatial development vision of the responsible sphere of government and competent authority;</p> <p>(b) are informed by a long-term spatial development vision statement and plan;</p> <p>(c) represent the integration and trade-off of all relevant sector policies and plans;</p> <p>(d) guide planning and development decisions across all sectors of government;</p> <p>(e) guide a provincial department or municipality in taking any decision or exercising any discretion in terms of this Act or any other law relating to spatial planning and land use management systems;</p> <p>(f) contribute to a coherent, planned approach to spatial development in the national, provincial and municipal spheres;</p> <p>(g) provide clear and accessible information to the public and private sector and provide direction for investment purposes;</p> <p>(h) include previously disadvantaged areas, areas under traditional leadership, rural areas, informal settlements, slums and land holdings of state-owned enterprises and government agencies and address their inclusion and integration into the spatial, economic, social and environmental objectives of the relevant sphere;</p> <p>(i) address historical spatial imbalances in development;</p> <p>(j) identify the long-term risks of particular spatial patterns of growth and development and the policies and strategies necessary to mitigate those risks;</p> <p>(k) provide direction for strategic developments, infrastructure investment, promote efficient, sustainable and planned investments by all sectors and indicate priority areas for investment in land development;</p>	<p>The MSDF must be prepared to include the elements contained in this section.</p>

<p>(l) promote a rational and predictable land development environment to create trust and stimulate investment;</p> <p>(m) take cognisance of any environmental management instrument adopted by the relevant environmental management authority;</p> <p>(n) give effect to national legislation and policies on mineral resources and sustainable utilisation and protection of agricultural resources; and</p> <p>(o) consider and, where necessary, incorporate the outcomes of substantial public engagement, including direct participation in the process through public meetings, public exhibitions, public debates and discourses in the media and any other forum or mechanisms that promote such direct involvement.</p> <p>(2) (a) The national government, a provincial government and a municipality must participate in the spatial planning and land use management processes that impact on each other to ensure that the plans and programmes are coordinated, consistent and in harmony with each other.</p> <p>(b) A spatial development framework adopted in terms of this Act must guide and inform the exercise of any discretion or of any decision taken in terms of this Act or any other law relating to land use and development of land by that sphere of government.</p> <p>(3) The national spatial development framework must contribute to and give spatial expression to national development policy and plans as well as integrate and give spatial expression to policies and plans emanating from the various sectors of national government, and may include any regional spatial development framework.</p> <p>(4) A provincial spatial development framework must contribute to and express provincial development policy as well as integrate and spatially express policies and plans emanating from the various sectors of the provincial and national spheres of government as they apply at the geographic scale of the province.</p> <p>(5) A municipal spatial development framework must assist in integrating, coordinating, aligning and expressing development policies and plans emanating from the various sectors of the spheres of government as they apply within the municipal area.</p> <p>(6) Spatial development frameworks must outline specific arrangements for prioritising, mobilising, sequencing and implementing public and private infrastructural and land development investment in the priority spatial structuring areas identified in spatial development frameworks.</p>	
<p>Part E 20. Section Preparation of Municipal Spatial Development Framework</p>	<p>Key Actions</p>
<p>(1) The Municipal Council of a municipality must by notice in the <i>Provincial Gazette</i> adopt a municipal spatial development framework for the municipality.</p>	<p>Important steps to be followed when preparing a MSDF:</p>

<p>(2) The municipal spatial development framework must be prepared as part of a municipality's integrated development plan in accordance with the provisions of the Municipal Systems Act.</p> <p>(3) Before adopting the municipal spatial development framework contemplated in subsection (1) and any proposed amendments to the municipal spatial development framework, the Municipal Council must—</p> <p>(a) give notice of the proposed municipal spatial development framework in the Gazette and the media;</p> <p>(b) invite the public to submit written representations in respect of the proposed municipal spatial development framework to the Municipal Council within 60 days after the publication of the notice referred to in paragraph (a); and</p> <p>(c) consider all representations received in respect of the proposed municipal spatial development framework.</p>	<ul style="list-style-type: none"> - Council Resolution to prepare; - Give notice in the press and Provincial Gazette - Be prepared as part of the IDP - Before adopting the MSDF or amendments give notice in the Press and Gazette - Invite Public Participation - Consider the representations and comments received
<p>Section 21. Content of municipal spatial development framework</p>	<p>Key Actions</p>
<p>(a) give effect to the development principles and applicable norms and standards set out in Chapter 2;</p> <p>(b) include a written and spatial representation of a five-year spatial development plan for the spatial form of the municipality;</p> <p>(c) include a longer term spatial development vision statement for the municipal area which indicates a desired spatial growth and development pattern for the next 10 to 20 years;</p> <p>(d) identify current and future significant structuring and restructuring elements of the spatial form of the municipality, including development corridors, activity spines and economic nodes where public and private investment will be prioritised and facilitated;</p> <p>(e) include population growth estimates for the next five years;</p> <p>(f) include estimates of the demand for housing units across different socioeconomic categories and the planned location and density of future housing developments;</p> <p>(g) include estimates of economic activity and employment trends and locations in the municipal area for the next five years;</p> <p>(h) identify, quantify and provide location requirements of engineering infrastructure and services provision for existing and future development needs for the next five years;</p> <p>(i) identify the designated areas where a national or provincial inclusionary housing policy may be applicable;</p> <p>(j) include a strategic assessment of the environmental pressures and opportunities within the municipal area, including the spatial location of environmental sensitivities, high potential agricultural land and coastal access strips, where applicable;</p> <p>(k) identify the designation of areas in the municipality where incremental</p>	<p>The MSDF must be prepared to include the following elements as contained in this section as well as section 12 of SPLUMA</p>



<p>upgrading approaches to development and regulation will be applicable;</p> <p>(l) identify the designation of areas in which— (i) more detailed local plans must be developed; and (ii) shortened land use development procedures may be applicable and land use schemes may be so amended;</p> <p>(m) provide the spatial expression of the coordination, alignment and integration of sectoral policies of all municipal departments;</p> <p>(n) determine a capital expenditure framework for the municipality's development programmes, depicted spatially;</p> <p>(o) determine the purpose, desired impact and structure of the land use management scheme to apply in that municipal area; and</p> <p>(p) include an implementation plan comprising of— (i) sectoral requirements, including budgets and resources for implementation; (ii) necessary amendments to a land use scheme; (iii) specification of institutional arrangements necessary for implementation; (iv) specification of implementation targets, including dates and monitoring indicators; and (v) specification, where necessary, of any arrangements for partnerships in the implementation process.</p>	
<p>Section 22. Status of spatial development frameworks</p>	<p>Key Actions</p>
<p>(1) A Municipal Planning Tribunal or any other authority required or mandated to make a land development decision in terms of this Act or any other law relating to land development, may not make a decision which is inconsistent with a municipal spatial development framework.</p> <p>(2) Subject to section 42, a Municipal Planning Tribunal or any other authority required or mandated to make a land development decision, may depart from the provisions of a municipal spatial development framework only if site-specific circumstances justify a departure from the provisions of such municipal spatial development framework.</p> <p>(3) Where a provincial spatial development framework is inconsistent with a municipal spatial development framework, the Premier must, in accordance with the Intergovernmental Relations Framework Act, take the necessary steps, including the provision of technical assistance, to support the revision of those spatial development frameworks in order to ensure consistency between the two.</p>	<p>Elements to take note of once the MSDF have been adopted.</p>



WAY FORWARD:

It is clear from the above legislative requirements that the compilation or amendments of an MSDF are integrated with the IDP process of the municipality.

Thus the compilation of a MSDF and Local SDFs must comply with the provisions of the law including the content of EADP Circular 0011/2016 linkage between SDFs and IDPs (herewith attached as **ANNEXURE B**).

To guide the relevant department responsible for the compilation and or amendment of the MSDF / LSDF kindly use the provisions of the table set out above and use resources as per attached **ANNEXURE C** as a reference.

(1) **Compiled by:**



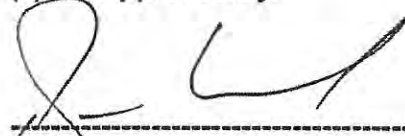
Jacques Jansen van Rensburg
Snr Town Planner: SPLUMA Compliance

(2) **Supported By:**



Hedre Dednam
Manager: Land Use Management

(3) **Approved By:**



Dupre Lombaard
Director: Planning and Economic Development

ANNEXURE A

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	3rd Quarter Jul	1st Quarter Jan	3rd Quarter Jul	1st Quarter Jan	3rd Quarter Jul	1st Quarter Jan	3rd Quarter Jul	1st Quarter Jan
1	WS	SDF Process Initiation	37 days	Thu 04/08/16	Fri 23/09/16		37 days							
2	WS	Report to Council	15 days	Thu 04/08/16	Wed 24/08/16		15 days							
3	WS	Council approval	1 day	Thu 25/08/16	Thu 25/08/16	2	1 day							
4	WS	Publish notice of intent	5 days	Fri 26/08/16	Thu 01/09/16	3	5 days							
5	WS	Inform MFC	1 day	Fri 26/08/16	Fri 26/08/16	3	1 day							
6	WS	Register stakeholders	10 days	Fri 02/09/16	Thu 15/09/16	4/5	10 days							
7	WS	Establish project committee	5 days	Mon 29/08/16	Fri 02/09/16	3/5	5 days							
8	WS	Call for nominations IGSC	15 days	Mon 05/09/16	Fri 23/09/16	7	15 days							
9	WS	IGSC established	0 days	Fri 23/09/16	Fri 23/09/16	6/7/8	0 days							
10	WS	SDF Planning Process	480 days	Mon 26/09/16	Fri 27/07/18		480 days							
11	WS	Urban Development Strategy	300 days	Mon 26/09/16	Fri 17/11/17	9	300 days							
12	WS	Rural Area Plan	200 days	Mon 26/09/16	Fri 30/06/17	9	200 days							
13	WS	Heritage Asset Register	200 days	Mon 26/09/16	Fri 30/06/17	9	200 days							
14	WS	Integrated Human Settlement	220 days	Mon 26/09/16	Fri 28/07/17	9	220 days							
15	WS	Klapmuts SDF	200 days	Mon 26/09/16	Fri 30/06/17	9	200 days							
16	WS	Stellenbosch SDF	180 days	Mon 26/09/16	Fri 02/06/17	9	180 days							
17	WS	Environmental Management	120 days	Mon 26/09/16	Fri 10/03/17	9	120 days							
18	WS	WC024 SDF	90 days	Mon 20/11/17	Fri 23/03/18	9	90 days							
19	WS	Engineering Services	120 days	Mon 12/02/18	Fri 27/07/18	11/12/13/14/15/16	120 days							
20	WS	SDF Approval Process	176 days	Mon 26/03/18	Mon 26/11/18	11FS-90	176 days							
21	WS	Official SDF notice	70 days	Mon 26/03/18	Fri 29/06/18	18	70 days							
22	WS	IGSC notice	25 days	Mon 26/03/18	Fri 29/06/18	18	25 days							
23	WS	Consideration of input	40 days	Mon 02/07/18	Fri 03/08/18	21/22	40 days							
24	WS	Draft SDF to Council	1 day	Mon 06/08/18	Fri 28/09/18	23	1 day							
25	WS	Council approval	10 days	Mon 01/10/18	Mon 01/10/18	24	10 days							
26	WS	Official SDF notice	30 days	Tue 02/10/18	Mon 15/10/18	25	30 days							
27	WS	SDF to MEC	0 days	Tue 16/10/18	Mon 26/11/18	26/27	0 days							
28	WS	MFC consideration	0 days	Mon 26/11/18	Mon 26/11/18	28/19	0 days							
29	WS	SDF completed	0 days	Mon 26/11/18	Mon 26/11/18	28/19	0 days							

Task

Split

Milestone

Summary

Project Summary

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

Deadline

Critical

Critical Split

Progress

Manual Progress

Thu 04/08/16

8

Project: SDF Process Plan 2016

ANNEXURE B



Head of Department
Piet van Zyl
Reference 15/2

CIRCULAR: EADP 0011/2016

ALL MUNICIPAL MANAGERS, MUNICIPAL PLANNING HEADS AND INTEGRATED DEVELOPMENT PLAN MANAGERS

SUBJECT: MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORKS (SDFs) AND INTEGRATED DEVELOPMENT PLANS (IDPs)

1. As you are no doubt aware, to date all Municipalities in the Western Cape, bar one, have introduced the new spatial planning and land use management regime (herein after referred to as the "Planning" regime) through implementing the Spatial Planning and Land Use Management Act, 2013(Act 16 of 2013) (SPLUMA), the Western Cape Land Use Planning Act, 2014 (Act 3 of 2014)(LUPA), and the municipal planning bylaws (MPB). The institutionalization of this new "Planning" regime comes at a time when municipalities are heading into the start of a new five year Integrated Development Plan (IDP) cycle. In some municipalities this provides an opportunity to revise their Municipal Spatial Development Frameworks (SDFs) to bring them in line with any new legislative requirements or changed circumstances, while simultaneously drafting and adopting a new Municipal IDP.
- 1.1 In drafting, adopting and amending a SDF one needs to understand the relationship between the SDF and the IDP. To provide clarity on this matter, we turn to what the incumbent legislation says about the relationship between the SDF and the IDP.

a) The Local Government Municipal Systems Act, 2000 (Act 32 of 2000) (MSA)

Section 26(e) of the MSA refers to the municipal SDF as a "core component" of the municipal IDP along with, amongst others, the council's development strategies, the council's operational strategies, disaster management plans, a financial plan and key performance indicators and targets.

In this regard, it is worth noting the High Court Judgement in **Shelfplett 47 (Pty) Ltd v MEC for Environmental Affairs & Development Planning and Another** (16416/10) [2012] ZAWCHC 16: 2012 (3) SA 441 (WCC) (5 March 2012) where the presiding Judge made it clear that "an SDF forming part of the municipality's duly adopted

IDP" (para. 117), "Section 25 of the Systems Act requires the IDP (including the SDF) to be adopted by the municipality's council" (para. 107) and that an amended SDF must "be submitted to the MEC for Local Government as required by s 32(1) of the Systems Act" (para. 108).

b) *Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)(SPLUMA)*

Section 20(2) of SPLUMA indicates how a municipal SDF must be prepared "as part of" a municipal IDP, in accordance with the provisions of the MSA. Furthermore, Section 20(1) of the SPLUMA refers to how a Municipal Council must by notice in the Provincial Gazette adopt a municipal SDF.

c) *Western Cape Land Use Planning Act, 2014 (Act 3 of 2014)(LUPA)*

In Section 10(1) of LUPA, reference is made to a municipality adopting or amending its SDF in terms of the MSA. In this regard it is significant to note that the MSA does not provide separate processes to draft, adopt or amend an SDF independently from the IDP. The only process the MSA regulates is the process to draft, adopt and amend an IDP and therefore the SDF must follow this process.

d) *Municipal Planning Bylaws*

Section 3(1) of the Standard Draft Municipal Land Use Planning By-law, prepared and distributed by the Department, makes reference to a Municipal Council compiling or amending its municipal SDF in accordance with the MSA. Your specific municipal planning bylaw may have a similar clause. Here again, it must be stressed that it is significant that no separate process to compile, adopt or amend a municipal SDF is provided for in the MSA. As a municipal SDF is a core component of a municipal IDP, i.e. part of an IDP, any amendments to the municipal SDF must be subject to the MSA and its regulations.

- 1.2 What is clear from the above is that the MSA and SPLUMA explicitly makes the municipal SDF part of the municipal IDP, while LUPA and the Standard Draft Municipal Land Use Planning By-Law make it clear that the process to be followed in the drafting, adoption and amendment of an municipal SDF is the same process used for the drafting, adoption and amendment of a municipal IDP as set out in the MSA and its regulations.
- 1.3 The compilation and adoption of a municipal SDF is therefore regulated by all four laws mentioned above which contain both procedural and content requirements that municipalities have to adhere to. Most importantly the said legislation does not allow for a municipal SDF to be drafted, adopted or amended in isolation or separately from the IDP. A municipal SDF must therefore be compiled, adopted and

amended as part of the municipal IDP drafting, adoption and amendment process. If a municipal SDF is to be amended after the adoption of the five-year IDP, then the municipal SDF amendment must be done as part of the amendment process of the municipal IDP.

2. While many are familiar with the fact that the municipal SDF is a core component of the IDP, what has yet to be mainstreamed and institutionalised is the fact that a municipal SDF amendment is a municipal IDP amendment and that the process to amend a municipal SDF must comply with the municipal IDP amendment process as set out in the Local Government: Municipal Planning and Performance Management Regulations, 2001. This Department is therefore in the process of developing a Guideline for drafting, adopting and amending a municipal SDF which will be distributed in due course.
3. The Department will also schedule training and discussion workshops for municipal SDF practitioners and municipal IDP managers during the second half of the year to ensure that the aforementioned requirements are understood by all. These workshops will further unpack the various benefits and incentives which municipal SDFs are capable of.
4. In the interim please be aware that the requirements for amending a municipal SDF, is contained in Section 3 of the Municipal Planning and Performance Management Regulations, SPLUMA, LUPA and in your own Municipal Planning By-Law. This is particularly relevant now as you draw up your municipal IDP Process Plan for the development of the new fourth generation IDP.
5. Finally, the Department would like to stress the importance of following the correct procedures, particularly at the land use decision-making level, in order to prevent any unintended consequences such as legal review.
6. The content of this Circular is based on our current understanding of the relationship between municipal SDFs and IDPs. We are however in the process of obtaining a legal opinion from Senior Counsel to provide additional clarity on this matter.
7. Please do not hesitate to contact Kobus Munro of DEADP should the need to amend an SDF arise. Mr Munro can be reached on (021) 483 4796 or kobus.munro@westerncape.gov.za

Yours sincerely



PIET VAN ZYL
HEAD OF DEPARTMENT

DATE: 25.07.2016

ANNEXURE C

Figure 17: Diagram illustrating the procedural steps required in the process of preparing a MSDF

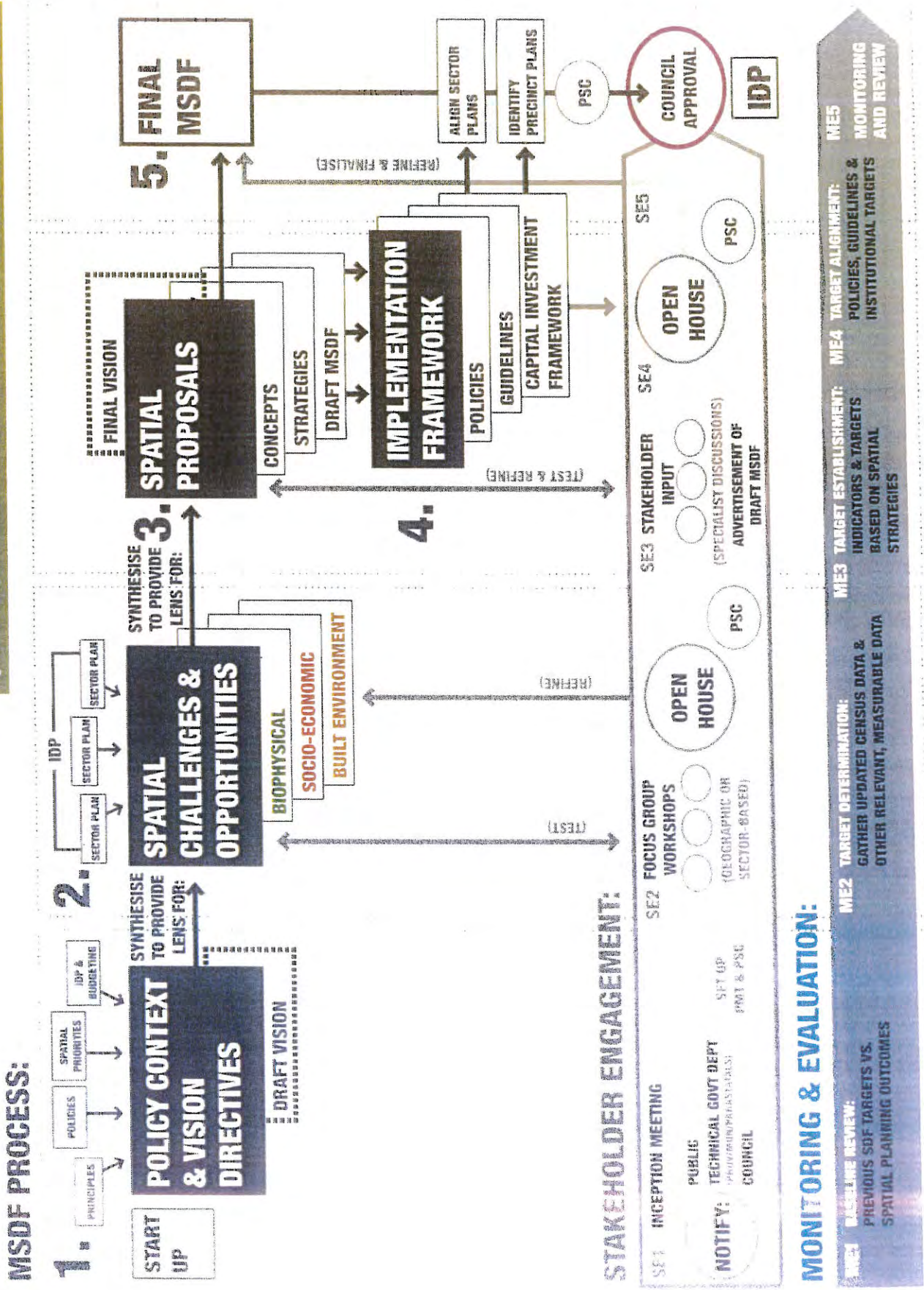


Figure 18. Diagram illustrating the elements and structure of the MSDF Report

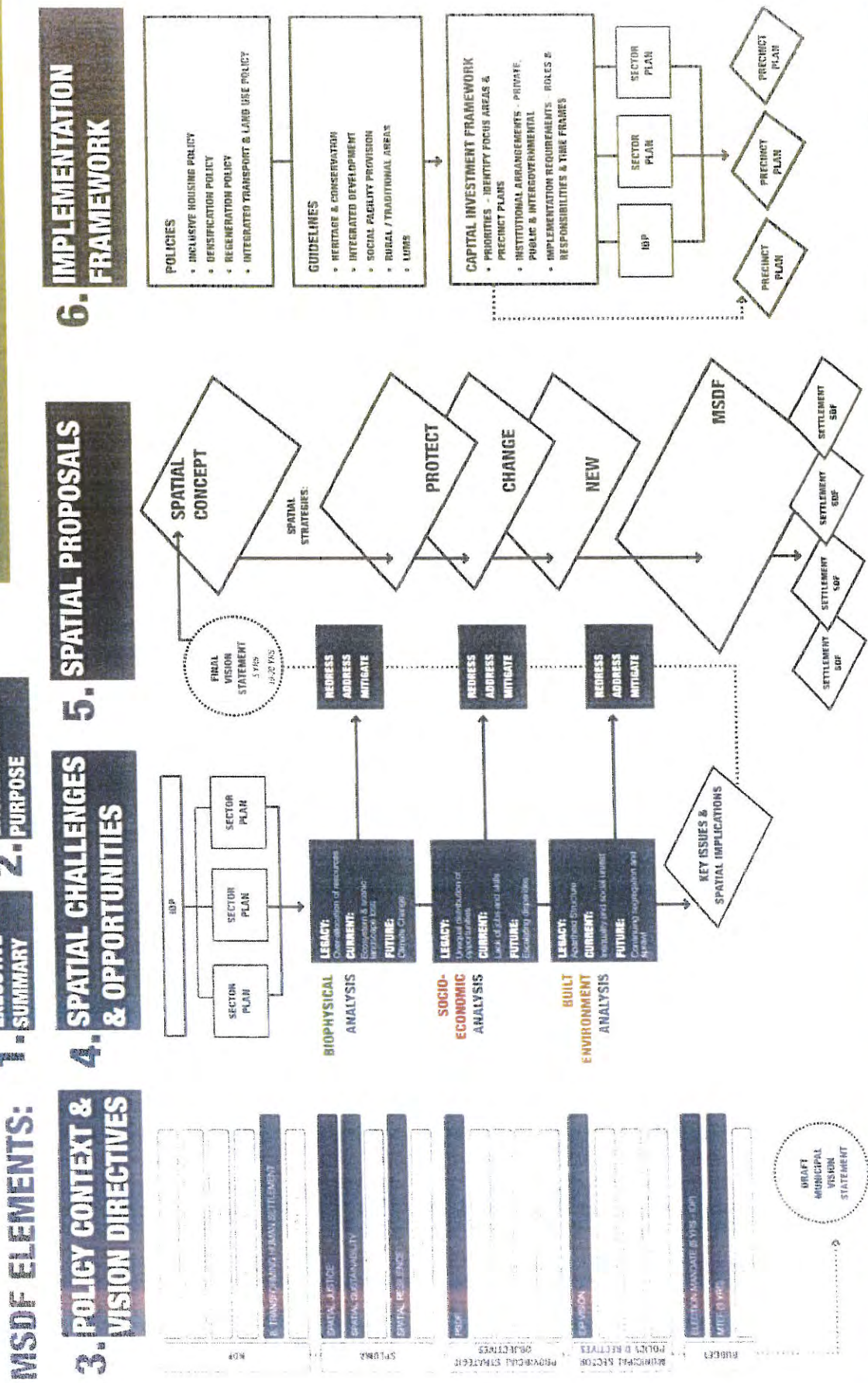


Figure 19. Diagram illustrating the procedural steps required in the process of preparing a Precinct Plan

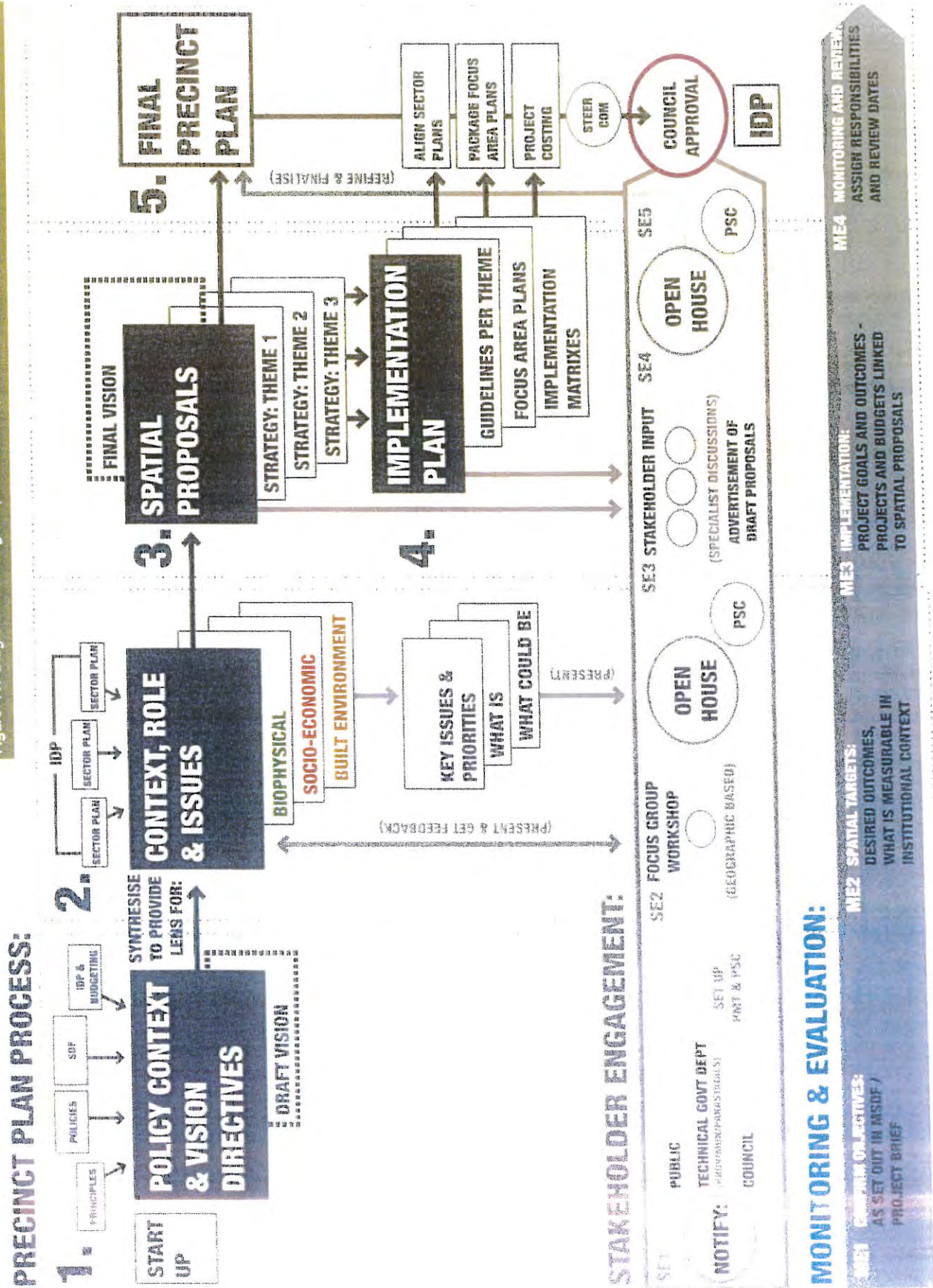
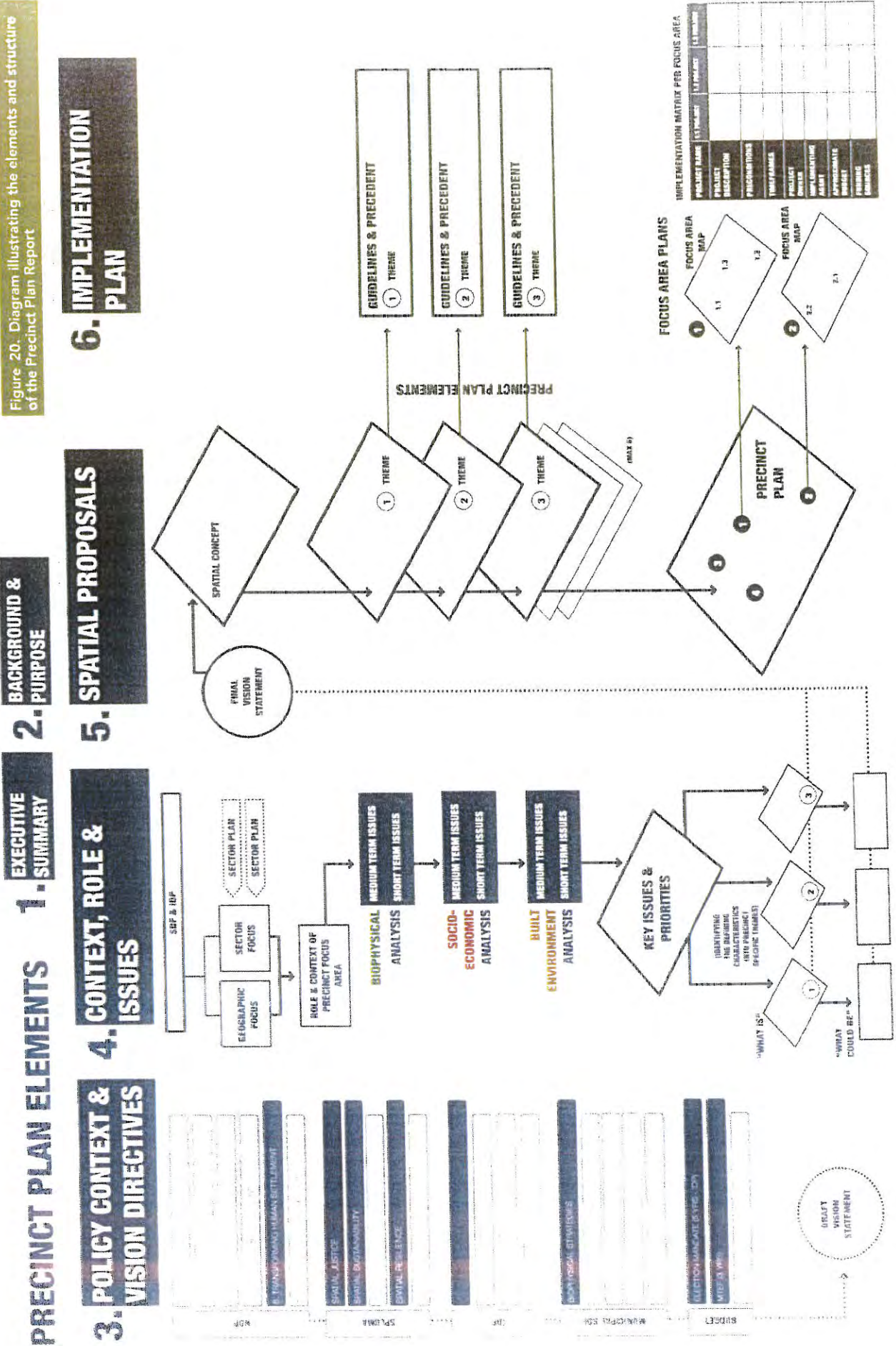


Figure 20. Diagram illustrating the elements and structure of the Precinct Plan Report



Part 4.

Guidelines for Municipal Spatial Development Frameworks: Process checklist

REF NO.	STEP IN PROCESS	DELIVERABLES	CHECK BOX
P1. POLICY CONTEXT AND VISION DIRECTIVES			
P1.1.	START UP	Service Level Agreement	
P1.2.	REVIEW AND SYNTHESISE LEGISLATIVE & POLICY CONTEXT	Legislative & Policy synthesis	
P1.3.	FORMULATE DRAFT SPATIAL VISION	Vision statement	
SE1. INITIATE STAKEHOLDER ENGAGEMENT			
SE1.1.	IDENTIFY INTERESTED & AFFECTED PARTIES	MSDF Stakeholder database	
SE1.2.	NOTIFICATION	Notice in Gazette and media	
SE1.3.	SET UP MSDF PSC	List of PSC members	
SE1.4.	SET UP MSDF FOCUS GROUPS	List of proposed Focus Group members	
ME1. MONITORING AND EVALUATION			
ME1.1	BASELINE REVIEW	Database & Review of baseline/previous targets against SPOs	
P2. SPATIAL CHALLENGES & OPPORTUNITIES			
P2.1.	IDP & SECTOR PLANS INPUTS	Summary of sector plans	
P2.2.	ANALYSIS OF BIOPHYSICAL ENVIRONMENT	Documentation and mapping of biophysical spatial challenges and opportunities	
P2.3.	ANALYSIS OF SOCIO-ECONOMIC ENVIRONMENT	Documentation and mapping of socio-economic spatial challenges and opportunities	
P2.4.	ANALYSIS OF BUILT ENVIRONMENT	Documentation and mapping of built environment spatial challenges and opportunities	
SE2. STAKEHOLDER ENGAGEMENT			
SE2.1.	FOCUS GROUPS	Key findings from Focus Groups meetings Record of Engagement	
SE2.2.	OPEN HOUSE	Open House Posters Record of Engagement	
SE2.3.	1st PMT MEETING	Minutes and Record of Engagement	
SE2.4.	1st PSC MEETING	Presentation, Minutes of PSC Meeting and Record of Engagement	
ME2. MONITORING AND EVALUATION			
ME2.1	TARGET DETERMINATION	Updated data/census information	
P3. SPATIAL PROPOSALS			
P3.1.	SPATIAL CONCEPT & FINAL VISION	Spatial Concept diagram and supporting text Final vision statement	
P3.2.	SPATIAL STRATEGIES	Spatial Strategies maps and supporting text	
P3.3.	DRAFT MSDF	Draft MSDF report and maps	

REF NO.	STEP IN PROCESS	DELIVERABLES	CHECK BOX
SE3.1.	STAKEHOLDER INPUT	List of required meetings, dates, and possible attendees Record of Engagement	
SE3.2.	2nd PMT MEETING	Minutes and Record of Engagement	
SE3.3.	ADVERTISEMENT OF DRAFT MSDF	Advertisements Public draft MSDF Document Record of comments received	
ME3. MONITORING AND EVALUATION			
ME3.1	TARGET ESTABLISHMENT	Set of indicators and targets	
P4. MSDF IMPLEMENTATION FRAMEWORK			
P4.1.	SUPPORTING POLICIES	Draft set of policies	
P4.2.	SUPPORTING GUIDELINES	Draft set of guidelines	
P4.3.	CAPITAL INVESTMENT FRAMEWORK	Draft Capital Investment Framework	
P4.4.	DRAFT IMPLEMENTATION FRAMEWORK	Draft Implementation Framework	
SE4. STAKEHOLDER ENGAGEMENT			
SE4.1.	OPEN HOUSE	Open House posters Record of Engagement	
SE4.2.	3rd PMT MEETING	Minutes and Record of Engagement	
SE4.3.	2nd PSC MEETING	Presentation, Minutes of PMT Meeting and Record of Engagement	
ME4. MONITORING AND EVALUATION			
ME4.1	TARGET MEASUREMENT ALIGNMENT	Policy targets, Guideline targets, Institutional targets	
P5. FINAL MSDF			
P5.1.	FINAL MSDF	MSDF final report, Executive Summary, brochures, pamphlets or posters	
P5.2.	SECTOR PLAN ALIGNMENT	Sector plan alignment proposals and discussions	
P5.3.	PRIORITY LOCAL PLANS	Identified and delineated local plans/precinct plans	
P5.4.	CAPITAL INVESTMENT FRAMEWORK INTO IDP	IDP and SDF alignment proposals and discussions	
SE5. STAKEHOLDER ENGAGEMENT			
SE5.1.	3rd PSC MEETING	Presentation, Minutes and Record of Engagement and Endorsement	
SE5.2.	COUNCIL APPROVAL	Presentation and Record of Engagement and Endorsement	
SE5.3.	3rd PMT MEETING	Presentation, Minutes of PMT Meeting and Record of Engagement	
ME5. MONITORING AND EVALUATION			
ME5.1	MONITORING PROCESS SET UP	Monitoring and Evaluation system and Person/department responsibilities and timeframes	

Part 5.

Guidelines for Precinct Plans: Process checklist

REF NO.	STEP IN PROCESS	DELIVERABLES	CHECK BOX
P1. POLICY CONTEXT AND VISION DIRECTIVES			
P1.1.	START UP	Service Level Agreement	
P1.2.	REVIEW AND SYNTHESISE LEGISLATIVE & POLICY CONTEXT	Legislative & Policy synthesis	
P1.3.	FORMULATE DRAFT SPATIAL VISION	Vision statement	
SE1. INITIATE STAKEHOLDER ENGAGEMENT			
SE1.1.	IDENTIFY INTERESTED & AFFECTED PARTIES	MSDF Stakeholder database	
SE1.2.	NOTIFICATION	Notice in Gazette and media	
SE1.3.	SET UP PSC	List of PSC members	
ME1. MONITORING AND EVALUATION			
ME1.1	CONFIRM OBJECTIVES	MSDF Objectives for the precinct	
P2. CONTEXT, ROLE & ISSUES			
P2.1.	IDP & SECTOR PLANS INPUTS	Summary of sector plans	
P2.2.	ANALYSIS OF BIOPHYSICAL ENVIRONMENT	Documentation and mapping of biophysical context	
P2.3.	ANALYSIS OF SOCIO-ECONOMIC ENVIRONMENT	Documentation and mapping of socio-economic context	
P2.4.	ANALYSIS OF BUILT ENVIRONMENT	Documentation and mapping of built environment context	
SE2. STAKEHOLDER ENGAGEMENT			
SE2.1.	FOCUS GROUPS	Key findings from Focus Groups meetings Record of Engagement	
SE2.2.	OPEN HOUSE	Open House Posters Record of Engagement	
SE2.3.	1st PMT MEETING	Minutes and Record of Engagement	
SE2.4.	1st PSC MEETING	Presentation, Minutes of PSC Meeting and Record of Engagement	
ME2. MONITORING AND EVALUATION			
ME2.1	SPATIAL TARGETS	Succinct one-page list of project objectives & measures	
P3. SPATIAL PROPOSALS			
P3.1.	FINAL VISION	Final vision statement	
P3.2.	SPATIAL STRATEGIES	Spatial Strategies maps and supporting text for each of the precinct themes	

REF NO.	STEP IN PROCESS	DELIVERABLES	CHECK BOX
SE3.1.	STAKEHOLDER INPUT	List of required meetings, dates, and possible attendees Record of Engagement	
SE3.2.	2nd PMT MEETING	Minutes and Record of Engagement	
SE3.3.	ADVERTISEMENT OF DRAFT PRECINCT PLAN PROPOSALS	Advertisements Public Document Record of comments received	
ME3. MONITORING AND EVALUATION			
ME3.1	IMPLEMENTATION	List of key projects for implementation	
P4. MSDF IMPLEMENTATION FRAMEWORK			
P4.1.	GUIDELINES	Guidelines for each theme	
P4.2.	FOCUS AREAS	Map of Focus Areas Spatial Concept and proposed Land Uses for each Focus Area	
P4.3.	IMPLEMENTATION MATRIXES	Focus Area Implementation Matrix (in table format)	
P4.4.	COMPOSITE IMPLEMENTATION PLAN	Precinct Implementation Plan	
SE4.1.	OPEN HOUSE	Open House posters Record of Engagement	
SE4.2.	3rd PMT MEETING	Minutes and Record of Engagement	
SE4.3.	2nd PSC MEETING	Presentation, Minutes of PMT Meeting and Record of Engagement	
ME4. MONITORING AND EVALUATION			
ME4.1	IMPLEMENTATION	Documentation of goals, targets, projects and responsibilities	
P5. FINAL MSDF			
P5.1.	FINAL PRECINCT PLAN	Precinct Plan final report, Executive Summary, brochures, pamphlets or posters	
P5.2.	SECTOR PLAN ALIGNMENT	Sector plan alignment proposals and discussions	
P5.3.	PACKAGED FOCUS AREAS	Package of Focus Areas with implementation matrixes and maps	
P5.4.	PROJECT COSTING	Approximate budgets for each of the Focus Area projects	
SE5.2.	COUNCIL APPROVAL	Presentation and Record of Engagement and Endorsement	
SE5.3.	4th PMT MEETING	Presentation, Minutes of PMT Meeting and Record of Engagement	
ME5. MONITORING AND EVALUATION			
ME5.1	MONITORING PROCESS SET UP	Monitoring and Evaluation system and Person/department responsibilities and timeframes	