



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2018-07-13

MAYORAL COMMITTEE MEETING
WEDNESDAY, 2018-07-18 AT 10:00

TO The Executive Mayor, Ald G Van Deventer (Ms)

The Deputy Executive Mayor, Cllr N Jindela

COUNCILLORS PW Biscombe

J De Villiers

AR Frazenburg

E Groenewald (Ms)

XL Mdemka (Ms)

S Peters

Ald JP Serdyn (Ms)

Q Smit

Notice is hereby given that a Mayoral Committee Meeting will be held in the Council Chamber, Town House, Plein Street, Stellenbosch on **Wednesday, 2018-07-18 at 10:00** to consider the attached agenda.

EXECUTIVE MAYOR, ALD GM VAN DEVENTER (MS)

CHAIRPERSON

MAYORAL COMMITTEE MEETING

2018-07-18

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
1.	OPENING AND WELCOME	
1.1	COMMUNICATION BY THE CHAIRPERSON	
1.2	DISCLOSURE OF INTERESTS	
2.	APPLICATIONS FOR LEAVE OF ABSENCE	
3.	CONFIRMATION OF MINUTES	
3.1	The minutes of the Mayoral Committee held on 2018-06-13 , refer. (The minutes are distributed under separate cover) FOR CONFIRMATION.	
4.	REPORT/S BY THE MUNICIPAL MANAGER RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS MAYORAL COMMITTEE MEETINGS	
	NONE	
5.	STATUTORY MATTERS	
5.1	<u>COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES: (PC: CLLR AR FRAZENBURG)</u>	
	NONE	4
5.2	<u>CORPORATE AND STRATEGIC SERVICES: (PC: CLLR E GROENEWALD (MS))</u>	
5.2.1	ADOPTION OF COMMUNICATION POLICY	5
5.2.2	GUIDELINES ON FLEXI-TIME	24
5.3	<u>ECONOMIC DEVELOPMENT AND PLANNING: (PC: ALD JP SERDYN (MS))</u>	
5.3.1	DETERMINATION AND REDETERMINATION (TECHNICAL ALIGNMENT) OF MUNICIPAL BOUNDARIES IN TERMS OF SECTION 26: MUNICIPAL DEMARCATION ACT, 1998	36
5.4	<u>FINANCIAL SERVICES: (PC: CLLR S PETERS)</u>	
5.4.1	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR JUNE 2018	119
5.4.2	AMENDMENT TO THE CURRENT CONTRACT OF HCB PROPERTY VALUATIONS FOR THE RENDERING OF ALL INTERIM VALUATIONS TILL THE END OF THE GENERAL VALUATION CYCLE PERIOD ENDING 30 JUNE 2021	125
5.4.3	MANAGEMENT OF CONTRACTS OR AGREEMENTS AND CONTRACTOR PERFORMANCE AS AT 31 MAY 2018, MFMA S116(2)(d) REPORT	127
5.4.4	MFMA SECTION 52 REPORTING UP TO JUNE 2018	137
5.4.5	OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY- REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: ANNUAL REPORT FOR 2017/18	195

5.5	<u>HUMAN SETTLEMENTS: (PC: CLLR PW BISCOMBE)</u>	
5.5.1	REIMBURSEMENT: TRANSFER OF ERF 718 TO SEVENTH DAY ADVENTIST CHURCH	205
5.5.2	PROPOSED CESSION OF LEASE AGREEMENT IN RELATION TO LEASE FARM 527A DR G.J.C NORVAL TO STELLENSIG (PTY) LTD	258
5.5.3	PROPOSED EXCHANGE OF LAND: A PORTION OF REMAINDER FARM 387, STELLENBOSCH FOR A PORTION OF LEASE AREA 377A: VREDENHEIM (PTY) LTD	283
5.5.4	PROPOSED CEEDING OF LONG TERM LEASE AGREEMENTS: LEASE FARMS 502AX, AY AND BC: HELDERVALLEY FARMING ASSOCIATION	365
5.5.5	WRITING OFF OF OUTSTANDING DEBT (RENTAL): TRANSFER OF 80 HOUSES: LA MOTTE VILLAGE	375
5.5.6	UNDEVELOPED ERVEN IN KAYAMANDI: PROGRESS REPORT: WAY FORWARD	385
5.5.7	PROPOSED RENEWAL OF VARIOUS LEASE AGREEMENTS	394
5.5.8	PROPOSED DISPOSAL OF A PORTION OF REMAINDER FARM 1653, PAARL (LA MOTTE) TO THE PROVINCIAL DEPARTMENT OF TRANSPORT AND PUBLIC WORKS FOR EDUCATIONAL PURPOSES	403
5.6	<u>INFRASTRUCTURE: (PC: CLLR J DE VILLIERS)</u>	
	NONE	427
5.7	<u>PARKS, OPEN SPACES AND ENVIRONMENT: (PC: CLLR N JINDELA)</u>	
	NONE	427
5.8	<u>PROTECTION SERVICES: (PC: CLLR Q SMIT)</u>	
5.8.1	RESERVIST POLICY	428
5.8.2	REVIEW OF ACCESS CONTROL AND INTERNAL SECURITY POLICY ON THE PROTECTION OF COUNCIL PROPERTY AND MUNICIPAL STAFF	440
5.8.3	APPLICATION FOR EVENT SUPPORT – SASOL SOLAR CHALLENGE	458
5.9	<u>YOUTH, SPORT AND CULTURE: (PC: CLLR XL MDEMKA (MS))</u>	
	NONE	505
6.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER	
6.1	APPOINTMENT OF THE SELECTION PANEL IN THE RECRUITMENT AND SELECTION PROCESS: CHIEF FINANCIAL OFFICER	505
6.2	APPOINTMENT OF ACTING MUNICIPAL MANAGER WHEN THE MUNICIPAL MANAGER IS NOT AVAILABLE	515
7.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR	
	NONE	529
8.	MOTIONS AND QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER	

9.	URGENT MATTERS		
			529

10.	MATTERS TO BE CONSIDERED IN-COMMITTEE		
			529

4.	REPORT/S BY THE MUNICIPAL MANAGER RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS MAYORAL COMMITTEE MEETINGS
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NONE

5.	STATUTORY MATTERS
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5.1	COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES: (PC: CLLR AR FRAZENBURG)
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NONE

5.2	CORPORATE AND STRATEGIC SERVICES: (PC: CLLR E GROENEWALD (MS))
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5.2.1	ADOPTION OF COMMUNICATION POLICY
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Collaborator No: 589198/
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 18 and 25 July 2018

1. SUBJECT: ADOPTION OF COMMUNICATION POLICY

2. PURPOSE

To approve the Communication Policy.

3. DELEGATED AUTHORITY

Council approves policy.

4. EXECUTIVE SUMMARY

The item outlines the objectives and key intentions of the Communication Policy (**APPENDIX 1**). It further provides a summary of the Communication Policy's purpose and addresses financial, legislative and staff implications.

The Municipality has made steady improvements in its attempts to streamline and formalise its communications with residents, businesses and other stakeholders. Ensuring that the right messages reach the intended audiences on the most appropriate platforms is an on-going task, which we aim to execute successfully with the guidance of this policy.

The aim of this Policy is to ensure that all forms of communication takes place in a well-coordinated and professional manner. This will allow us to consistently design clear and uniform messages that are able to support the realisation of the Municipality's Strategic Objectives.

The Communication Policy seeks to ensure that the Stellenbosch Municipality acknowledges the importance of Communication as a strategic management function and a fundamental part of its daily functioning. The Policy will guide all communication efforts, ensuring that they are always aligned to our vision, mission and values. The new policy is a newly drafted policy and not a review of the current Policy.

The Policy will provide clear procedural direction for the Communication Department and streamline communication efforts. It furthermore aims to provide direction and guidance on how the Stellenbosch Municipality conducts both internal and external communication, to promote –

- an informed and empowered workforce;
- public participation and effective two-way communication between the Municipality and all external stakeholders; and
- the Stellenbosch Municipality brand as a whole.

The policy served at the Executive Mayoral Committee meeting in May 2018 and was referred to the portfolio committee for consideration and to make recommendations to the Executive Mayor before it is recommended to Council. The portfolio committee discussed the policy in June 2018 and recommended that the policy be approved as per the attached document.

5. RECOMMENDATIONS FROM CORPORATE AND STRATEGIC SERVICES COMMITTEE MEETING TO THE EXECUTIVE MAYOR: 2018-06-20: ITEM 5.1.1

- (a) that the new Communication Policy be adopted; and
- (b) that the new policy replaces the Communication Strategy approved in June 2015.

6. DISCUSSION / CONTENTS

6.1 Background

This Communication Policy serves as a revised and updated approach for the Municipality to achieve its strategic communication objectives.

6.2 Discussion

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The policy served at the Executive Mayoral Committee meeting in May 2018 and was referred to the portfolio committee for consideration and to make recommendations to the Executive Mayor before it is recommended to Council. The portfolio committee discussed the policy in June 2018 and recommended that the policy be approved as per the attached document. Comments raised during discussions in the Portfolio Committee, Executive Committee after tabling, were considered and incorporated into the final Communication Policy. The Policy has been consulted at the Management Committee Meeting and with the Mayoral Committee at the Portfolio Committee Corporate Services and at the Strategic Planning session held in April 2018.

6.3 Financial Implications

As per the approved budget.

6.4 Legal Implications

The Constitution of the Republic of South Africa Act 200 of 1996, Section 152 (1)(e), in setting out the objectives of local government, states that municipalities must “*encourage the involvement of communities and community organizations in the matters of local government*”. Section 160(7) of the Constitution further says that “*a municipal council must conduct its business in an open manner, and may close its sittings, or its committees, only when it is reasonable to do so*”.

The Local Government: Municipal Systems Act 32 of 2000, Section 4, encourages the involvement of communities in the affairs of their municipalities. The following sections of the Municipal Systems Act also inform this Communication Policy:

- **Section 5** – Rights and duties of members of the local community
- **Section 6** – Duties of municipal administrations
- **Section 18** – Communication concerning community participation
- **Section 21** – Communication to local community
- **Section 21B** – Official website
- **Section 51** – Organisation and administration
- **Section 80** – Provision of services through service delivery agreements

Section 75 of the Local Government: Municipal Financial Management Act 56 of 2003 requires that municipalities place key documents and information on their websites, including their Integrated Development Plan (IDP), annual budget, adjustments budgets and budget-related documents and policies.

Regulation 30 of the Municipal Financial Management Act and the Municipal Budget and Reporting Regulations published in Government Gazette 32141, General Notice, on 17 April 2009, further informs this Communication Policy.

Lastly, the Policy is also informed by the Stellenbosch Municipality by-law dealing with the "Corporate Identity of the Municipality", published in Provincial Gazette 5859 on 19 April 2002.

6.5 **Staff Implications**

The new Organisational structure is aligned with the Policy.

6.6 **Previous / Relevant Council Resolutions:**

Approval of the Communication Strategy in June 2015.

6.7 **Risk Implications**

Without a relevant Communication Policy the risk is bigger that the communication processes of the Municipality will not be co-ordinated and optimised.

6.8 **Comments from Senior Management:**

Comments from the Management Team solicited at a Management meeting have been incorporated.

ANNEXURES

Appendix 1: Stellenbosch Municipality Communication Policy

FOR FURTHER DETAILS CONTACT:

<i>NAME</i>	<i>STUART GROBBELAAR</i>
<i>POSITION</i>	<i>MANAGER: COMMUNICATIONS</i>
<i>DIRECTORATE</i>	<i>OFFICE OF THE MUNICIPAL MANAGER</i>
<i>CONTACT NUMBERS</i>	<i>X8172</i>
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<i>REPORT DATE</i>	<i>10 May 2018</i>

APPENDIX 1

STELLENBOSCH MUNICIPALITY

Draft Communication Policy

April 2018



1. BACKGROUND

1.1 INTRODUCTION

The Stellenbosch Municipality is committed to upholding excellent communication channels and networks with its multitude of stakeholders. The key responsibilities of the communication function within the municipal environment are to facilitate communication between the administration and communities, manage relations with the media and enable an efficient system of internal communication.

It is vital that the municipality ensures effective two-way communication that truly facilitates public participation within our communities. Effective communication should build relationships and trust among key stakeholders and must at all times contribute towards advancing the Municipality's brand as a whole.

The Municipality has made steady improvements in its attempts to streamline and formalise its communications with residents, businesses and stakeholders. Ensuring that the right messages reach the intended audiences on the most appropriate platforms is an ongoing task, which we aim to execute successfully with the guidance of this communication policy.

The Communication Policy will provide clear procedural direction and will act as a guideline for both internal and external communication of the Stellenbosch Municipality. The aim is to ensure that all forms of communication takes place in a well-coordinated and professional manner. This will allow us to design clear and uniform messages that are able to support the realisation of the Municipality's Strategic Objectives, as captured in the 4th Generation Integrated Development Plan.

The Communication Policy seeks to ensure that the Stellenbosch Municipality acknowledges the importance of Communication as a strategic management function and a fundamental part of its daily functioning. Through his policy the Municipality acknowledges that;

- it has a legal responsibility to keep all stakeholders informed at all times;
- it must proactively share progress made and successes achieved;

- it must timeously react to requests and enquiries from all stakeholders;
- It must proactively solicit input from the public to facilitate inclusive needs identification and development planning; and
- it must always promote transparency.

1.2 LEGISLATIVE FRAMEWORK

The Constitution of the Republic of South Africa Act 200 of 1996, section 152 (1)(e), in setting out the objectives of local government, states that municipalities must "encourage the involvement of communities and community organizations in the matters of local government". Section 160(7) of the Constitution further says that "a municipal council must conduct its business in an open manner, and may close its sittings, or its committees, only when it is reasonable to do so".

The Local Government: Municipal Systems Act 32 of 2000, section 4, encourages the involvement of communities in the affairs of their municipalities. The following sections of the Municipal Systems Act also inform this Communication Policy:

- **Section 5** – Rights and duties of members of the local community
- **Section 6** – Duties of municipal administrations
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Section 75 of the Local Government: Municipal Financial Management Act 56 of 2003 requires that municipalities place key documents and information on their websites, including their Integrated Development Plan (IDP), annual budget, adjustments budgets and budget-related documents and policies.

Regulation 30 of the Municipal Financial Management Act and the Municipal Budget and Reporting Regulations published in Government Gazette 32141, General Notice, on 17 April 2009, further informs this Communication Policy.

Chapter 5 of the Disaster Management Act 57 of 2002 relates to Municipal Disaster Management and also guides this Communication Policy in its approach to dealing with Communication during an emergency situation.

Lastly, the Policy is also informed by the Stellenbosch Municipality by-law dealing with the "Corporate Identity of the Municipality", published in Provincial Gazette 5859 on 19 April 2002.

1.3 VISION, MISSION AND VALUES

All communication efforts should always be aligned to our vision and mission and must be guided by our values, as adopted by Council through the First Review of the Fourth Generation Integrated Development Plan (IDP) 2017/18 on 28 May 2018. This will ensure consistent messaging that will ~~so as to~~ strengthen and promote the Municipality's brand.

- **Vision** – *Valley of opportunity and innovation*
- **Mission** – *To deliver cost-effective services that will provide the most enabling environment for civil and corporate citizens*
- **Values** – *Integrity, Transformation, Accountability, Innovation*

2. SPOKESPERSONS

Though councillors and municipal officials are at all times representatives of the Stellenbosch Municipality, through their countless daily interactions with stakeholders, the principal communicators are the Executive Mayor and the Municipal Manger (MM). By having the Executive Mayor and MM spearhead communications, it becomes possible to efficiently coordinate the Municipality's communications strategy.

The Executive Mayor and the MM thus act as the main spokespersons of the Municipality. Their communications must at all times be guided by the vision and mission of the Municipality. The principal communicators may at any time delegate specific tasks to councillors or officials, as is required from time to time.

The Communication section will provide administrative and strategic support to the principal spokespersons.

Controversial issues and matters of a political nature should be shared with the principal spokespersons and the Communications Manager to create awareness of issues which may have negative impacts on the Municipality and lead to long-term brand damage.

2.1 EXECUTIVE MAYOR

The Executive Mayor communicates on all aspects of council policies and programmes, interactions with communities, issues of governance as well as matters of a political nature. ~~She/he~~The Executive Mayor ~~must~~should furthermore communicate the annual priorities, objectives and requirements contained in the IDP. The Executive Mayor is the chief communicator and spokesperson for the Municipality ~~and, She/he~~ may delegate responsibilities to the Deputy Executive Mayor, councillors or the Municipal Manager whenever required or deemed necessary.

2.2 MUNICIPAL MANAGER

The MM communicates on any issues related to municipal administration including legal processes and matters that relate to the day-to-day operations of the Municipality.

No replies to media enquiries, media statements or media alerts from the Communication Department may be released without the sign-off of the MM.

Municipal officials and staff who want to communicate directly with members of the media in their capacity as municipal employees, must first obtain permission from the MM to do so.

2.3 COUNCILLORS

Councillors are advised to only communicate on matters related to the work they do within their wards and all types of ward activities. A councillor may only act as a spokesperson for the Municipality with the consent of the Executive Mayor.

2.4 DIRECTORS

Directors may only communicate directly with the media with the approval of the MM. Directors must ensure compliance with the Municipality's Communication Policy within their Directorates.

2.5 MUNICIPAL OFFICIALS

No employee or municipal official may communicate on behalf of the municipality without the express permission of the MM. The Manager of Communications may respond to media queries with the permission of the MM.

3 INTERNAL COMMUNICATION

The main purpose of internal communication is to facilitate and manage the flow of information within the organisation to create an enabling environment for a more informed workforce. Internal communication channels must convey information that is relevant and useful to officials. This includes information on new policies and standard operating procedures, human resources, wellness, upcoming events, contact details, birthdays and other wide-ranging matters that are of interest to officials.

The following mediums are used to communicate internally:

- Monthly internal newsletter (*Stell-Teta*)
- Notice boards
- Emails
- Bulk SMS
- Staff meetings and workshops
- Interdepartmental Forum
- Intranet

3.1 INTERNAL NEWSLETTER

The Internal Newsletter (*Stell-Teta*) is released on a monthly basis. The newsletter is a valuable tool in ensuring that officials receive up-to-date municipal news and information. The newsletter ~~promotes~~supports the corporate image and culture of the municipality and promotes and informed workforce. Councillors will be added to the mailing list to receive electronic copies of the newsletter.

3.2 NOTICE BOARDS

Notices are placed on municipal notice boards to inform employees of upcoming events, meetings, vacancies and other staff-related matters. Municipal notices that

are approved by Directors must receive a stamp or sticker from the Communication Department before being placed on notice boards.

3.3 E-MAIL AND SMS

Communication messages are circulated via e-mail and SMS on a regular basis to inform staff of ~~all~~ information relevant to them. Only the Communication Department may send out communication ~~to municipal employees~~ via these platforms. Communication intended for broadcast is sent to the relevant Communications Officer in the Communication Department for consideration, editing, approval and distribution. Only authorised staff will have access to the complete staff mailing lists so as to avoid the abuse and overuse of the system. The system shall not be used for personal communications whatsoever. Only operational matters shall be communicated via the email and SMS system with the approval of the Municipal Manager and/or the Communications Manager. Councillors will be added to the email and SMS mailing list.

3.4 INTERDEPARTMENTAL FORUM

The Interdepartmental Forum, represented by each directorate within the municipality, must meets on a monthly basis. Through this forum, all municipal activities and upcoming events are brought to the attention of the Communication Department. This meeting promotes the coordination of communication activities, the development of the municipality's communication capacity and proper planning by the Communication Department.

3.5 INTRANET

The Communication Department is in the process of developing an intranet platform that will be accessible to all municipal officials. The ICT Department will host the intranet and content will be generated and regularly uploaded by the Communication Department.

4 EXTERNAL COMMUNICATION

The fundamental purpose of external communication is to inform external stakeholders (media, residents, interest groups, businesses, investors) of the

Municipality's services and programmes. Through external communication channels, we aim to promote two-way communication and public participation.

Our communication should ~~always at all times~~ be packaged for the specific audience we aim to reach and strict protocols should be observed when communicating with external audiences. All communication should be channelled exclusively through the Communication Department and must, depending on the nature of the Communication, be signed off by the Executive Mayor or MM., ~~with the approval of the MM.~~ This will ensure that the right messages, ~~with the right tone,~~ are repeated in volume and over time will lead to the strengthening of our corporate identity and municipal brand.

4.1 WEBSITE

The Municipality has a fully developed website, which also acts as a reference point for all services and products within the jurisdiction of the municipality. The municipal website is updated on a daily basis to ensure compliance with statutory requirements.

The website ensures that the local, national and international communities, businesses, visitors and stakeholders in all other spheres of government are informed of service delivery within the Municipality. The website also provides us with a space to broadcast good news stories, meeting schedules and important contact details. ~~Any complaints logged on the website is received by the Customer Care section and dealt with according to their approved SOP.~~

There is scope for more multimedia elements and interactive features to be added to the website, such as voice clips, ~~and~~ videos of news stories, polls and a customer care feature. The Communication Department will work with the service provider to ensure that ~~a space for multimedia elements is created. multimedia elements and interactivity is increased.~~

4.2 EXTERNAL NEWSLETTER

The monthly distribution of the external newsletter ensures that the residents of the Greater Stellenbosch area are informed of service delivery successes within the Municipality. The letter provides the Executive Mayor with an opportunity to speak

directly to the community, as the letter is drafted by the Executive Mayor herself and delivered to residents together with their monthly statements.

4.3 PRINT MEDIA

The submitting of positive news stories, such as service delivery successes, is a way of ensuring that the corporate identity and brand of the municipality is strengthened.

Communication with the media happens reactively and proactively. Reactive communication focusses on dealing with enquiries received from the media and/or the public. Information needed to draft a response is sourced from the relevant Directorate. All draft responses must be signed off by the MM before being returned to the media for publishing. Where communication is political of nature, the sign off process may take place in consultation with the Executive Mayor.

Proactive communication is aimed at driving a positive message from the Municipality and provides us with some scope to set the narrative. This can be achieved by sourcing, drafting and releasing news on municipal messages and alerts on a regular basis. Proactive communication must always be done in consultation with the Office of the Municipal Manager (in consultation with the Executive Mayor). It is important to keep the Communication Division abreast of all events and activities within the various Directorates ahead of time.

4.4 ADVERTISING

Directorates are responsible for securing advertising space in community or regional newspapers for municipal adverts/notices as it is needed. The Communication Department plays a supportive role in this process.

Advertising must always be aimed at promoting the brand of the Municipality. Wherever possible, free publicity must be favoured over paid for advertising. Areas of free advertising must also be explored. This includes advertising via branding and leveraging our presence on social media platforms.

4.5 CORPORATE IDENTITY

The Municipality has a complete Corporate Identity Guide, [published in Provincial Gazette 5859 on 19 April 2002.](#) ~~managed and administered by the Communications~~

Department. All municipal employees and officials must adhere to [the guidelines as set out in this guide](#). The guidelines will be made available to all officials and the Communications Department will assist in its implementation and correct usage.

Branding is streamlined across all municipal departments. Branding must be utilised in such a manner as to create a feeling of unity and pride within all towns within the Municipality.

Promotional Material

Promotional material using the Municipality's corporate identity may be used only for official purposes. The production of such material must be authorised by the Communication Department, in accordance with the Municipality's corporate-identity guidelines (by-law). Branded merchandise is an integral part of the municipal branding strategy and, as such, may not be developed without the approval of the Communication Department.

All communication material must be obtained within the strict guidelines of the Municipal Costs Containment Regulations of 2018.

Procurement of Communication Material

Communication material includes any type of publication, newsletter, magazine, brochure, audio-visual material and any other material intended to convey information to the public. The Communication Department must ensure that communication products and services, are acquired in a fair and equitable manner and must therefore be consulted on the procurement processes for communication goods. Departments can make use of the Communication Department's in-house service, depending on the type of project, time frames, available capacity and budgets. Standard Operating Procedures must be developed for guiding processes surrounding the implementation and use of corporate materials.

4.6 RADIO

Community Radio stations provide an excellent platform for the Municipality to engage with communities. Communication via radio can take place by means of paid for advertising as well as free airtime.

Paid for airtime should focus on various issues aimed at informing the public of local government programmes and opportunities. It can successfully be utilised as a public participation tool. At all times it must drive the positive message of the Municipality and present solutions to challenges.

Free radio broadcasting airtime should focus on promoting the activities of the Municipality, keeping the public informed about events, projects and service delivery news. It can also successfully be used as an emergency communication platform in the event of a disaster or crisis.

4.7 TV SCREENS

The Municipality has installed TV screens at various strategic locations across the municipality as a way of ensuring that our messages reach more audiences. The TV screens provide the ideal platform for the sharing of premeditated announcements and strategic messages accompanied by various multimedia components.

4.8. SOCIAL MEDIA

A Social Media Policy must be drafted and approved. The use of social media must be implemented according to this policy. Social Media platforms such as Facebook and Twitter are an inexpensive way of reaching targeted audiences and interacting with stakeholders. Regular updates and a responsive approach by the municipality on social media platforms will contribute towards effective two-way communication. Social media platforms are also used to promote good news stories of the municipality and to divert online traffic to the municipal website.

4.9. IDP ROAD SHOWS AND WARD MEETINGS

IDP Road shows and Ward Meetings take place as scheduled in all 22 Wards that constitute the Stellenbosch Municipality. Tools used to alert communities to road shows and meetings include load hailing, pamphlets, posters, notice boards and announcements on the municipal website. The meetings provide an opportunity for the community and Municipality to directly interact with one another, contributing greatly to public participation and community involvement in the budget process and planning for the year ahead.

Communication takes place proactively and reactively with stakeholders in organised meetings which they attend. Meetings are conducted by ways of information sessions followed by question and answer sessions where the community can raise concerns, provide feedback and give input on planned projects. The Municipality utilises this opportunity to address concerns raised by the public, provide information on plans and council decisions and directly converse with members of the public.

5 COMMUNICATION DEPARTMENT

The Communication Department has a key role to play in improving service delivery, both in communicating with members of the public who receive services and in communicating with the municipal employees and officials who ensure that these services are delivered.

The aim of this department is to provide the municipality with a comprehensive communication system to facilitate public participation, manage stakeholder engagements and provide effective marketing strategies.

The Communication Department must coordinate all communication activities in the Municipality. It must provide strategic advice and counsel on communication policy development, programme planning, programme implementation and the production of publications for disseminating information.

The Department is headed by the Communications Manager under the supervision of the Senior Manager: Governance in the Office of the Municipal Manager.

5.1 COMMUNICATION OFFICERS

Communication Officers are responsible for media liaison, media conferences, media statements and handling media queries. Responses to media enquiries are subject to the approval of the Municipal Manager, unless indicated otherwise. The Communication Officer may not in any way become involved in media opportunities of a party-political nature.

5.2 MANAGER: COMMUNICATIONS

The Manager: Communications is tasked with –

- Rolling out the Communication Policy and ensuring that it is adhered to;
- Coordinating all generic internal and external communication activities, including the procurement of communication products and services;
- Managing media relations in terms of arranging media conferences, issuing media statements, releasing media alerts and responding to media queries;
- Liaising with the Office of the Executive Mayor and various Directorates on project launches and coordinating communication between the administration and the Executive Mayor's office; and
- Providing regular reports to the Senior Manager: Governance responsible for managing and coordinating the integrated development plan (IDP), institutional performance management (PM), and intergovernmental relations (IGR) to promote and build sound relationships between the municipality and all stakeholders and to promote and manage the corporate image of the municipality;

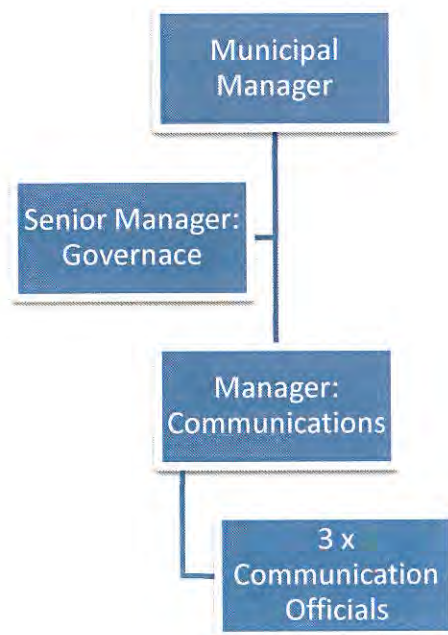


Fig 1 Communication Department organogram

6. COMMUNICATION IN EMERGENCY SITUATION

An Emergency situation refers to any abnormal situation where prompt action, beyond normal procedures, is required in order to limit damage to persons, property, the environment or the municipality's brand. In the event of a crisis or disaster, the following process must be followed, with due consideration to the specific requirements of Sections 42 to 55 of the Disaster Management Act 57 of 2002: :

- The manager, whose area of responsibility is involved, informs the relevant Director or Senior Manager and the Communication Manager of the nature of the crisis;
- A Crisis Committee, chaired by the Executive Mayor, MM or delegated Director must be constituted immediately, consisting of the relevant portfolio councillor, Director, Municipal Manager, Communication Manager and relevant officials;
- The Crisis Committee drafts a plan of action, ~~manages the issuing and communication and releases and through the Communication Department,~~ releases the necessary statements in consultation with the principal spokespersons. No media statement from or interview with any other official is permitted without the approval of the Municipal Manager and/or Executive Mayor;
- Staff members are kept informed of the situation through internal communication channels; and
- The Committee must meet on regular basis to monitor responses and re-assess their plan of action.

5.2.2	GUIDELINES ON FLEXI-TIME
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File No:	4/11/10/
Collaborator No:	
IDP KPA Ref No:	Good Governance
Meeting Date:	18 and 25 July 2018

1. SUBJECT: GUIDELINES ON FLEXI-TIME**2. PURPOSE**

To present the guidelines on Flexi-time that was consulted with the trade unions.

3. DELEGATED AUTHORITY

The Municipal Manager may approve flexi-time within the general framework (office hours) set by Council. The Municipal Manager, as the head of Administration, approves operational related matters.

4. EXECUTIVE SUMMARY

Council approved the office hours for the Municipality, and in line with the Collective Agreement on Conditions of Service approved by the SALGBC, employees must work a 40-hour work week except for uniform staff who has a separate arrangement. The current office hours for the Municipality is 07h30 - 16h30 with a 30 minute lunch break between 13h00 and 13h30. For operational reasons there is a need to alter the official hours, and the Municipal Manager can approve that in terms of Section 55 of the Municipal Systems Act, Section 32 of 2000 as amended. Guidelines on how to allow staff to work alternative hours to that of the approved office hours were consulted with the trade unions and is attached as **APPENDIX 1**. The Local Labour Forum approved the Guidelines and resolved that it be submitted to Council for noting.

5. RECOMMENDATION FROM CORPORATE AND STRATEGIC SERVICES COMMITTEE MEETING TO THE EXECUTIVE MAYOR: 2018-06-20: ITEM 5.1.2

that the Guidelines on Flexi-Time be noted and forwarded to Council for information.

6. DISCUSSION / CONTENTS**6.1 Background**

Council approved the office hours for the Municipality, and in line with the Collective Agreement on Conditions of Service approved by the SALGBC, employees must work a 40-hour work week except for uniform staff who has a separate arrangement.

6.2 Discussion

The current office hours for the Municipality is 07h30 – 16h30 with a 30 minute lunch break between 13h00 and 13h30. For operational reasons there is a need to alter the official hours, and the Municipal Manager can approve that in terms of Section 55 of the Municipal Systems Act, Section 32 of 2000 as amended. Guidelines on allowing staff to work alternative hours to that of the approved office hours were consulted with the trade unions and is attached as **APPENDIX 1**.

The Local Labour Forum approved the Guidelines and resolved that it be submitted to Council for noting.

6.3 **Financial Implications**

There are no additional financial implications; it may even lead to a reduction in overtime as time schedules can now be planned in a more flexible manner.

6.4 **Legal Implications**

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

6.5 **Staff Implications**

Staff will be allowed to, within the 40-hour work week and subject to operational needs, arrange their work hours to accommodate their lifestyle needs and the needs of the Municipality.

6.6 **Previous / Relevant Council Resolutions**

None

6.7 **Risk Implications**

Work hours are changed without proper control and consistency in how all the employees are treated.

6.8 **Comments from Senior Management:**

The Senior Management team provided their input through the process of consultation, and their inputs are contained in the guidelines.

ANNEXURES

Appendix 1: Guidelines of Flexi-Time arrangements

FOR FURTHER DETAILS CONTACT:

NAME	Annalene de Beer
POSITION	<i>Director: Corporate and Strategic Services</i>
DIRECTORATE	<i>Corporate and Strategic Services</i>
CONTACT NUMBERS	<i>021 808 8018</i>
E-MAIL ADDRESS	<i>Annalene.deBeer@stellenbosch.gov.za</i>
REPORT DATE	<i>21 November 2017</i>

APPENDIX 1



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Guidelines on flexi-time arrangements

2018

GUIDELINES FLEXI-TIME ON WORK HOURS

1. BACKGROUND:

- 1.1 Employees are required to work a 40 hour working week from a Monday to a Friday between the hours of 08h00-16h30 with a lunch break between 13h00-13h30 daily.
- 1.2. Emergency personnel and temporary employees working less than 24 hours are excluded from the 40 hour work week.
- 1.3. There are situations where the employer may be willing to allow the employees to work the 40 hours outside of the set times as indicated and some guidelines are necessary for the implementation of such flexi hours.

2. FRAMEWORK:

- 2.1. Flexi-time is only considered in regard to start -, and ending times as well as lunch breaks.
- 2.2. The approval or rejection of an application for flexi-time arrangements is the prerogative of Management and the Municipal Manager has the final authority within the framework set by Council.
- 2.3. Where employees, due to the inherent requirements of their job must be at the office during core business hours the flexi-time arrangements may not impact on the core business hours.
- 2.4. Flexi-hours may not cause an interruption or reduction of the service levels.
- 2.5. Flexi hours may be considered on a section, division, department basis, provided in such instance that all employees in that group adhere to such hours provided it does not have a negative impact on service delivery or financial implications.
- 2.6 Employees are paid to work 8 hours a day and employees eligible for paid overtime may only receive overtime pay after completion of a 40 hour work week.
- 2.7 Flexi-time arrangements are not applicable to employees who work shifts.

3. DIFFERENT OPTIONS:

3.1 Compressed workweeks.

3.1.1 A compressed work week allows full-time employees to work longer days for part of the week or pay period, in exchange for shorter days, or a day off each week or pay period.

3.1.2 Compressed workweeks are most appropriate in situations in which employees do not have to keep pace with incoming work on a daily basis or where there are several employees that perform the same job.

3.1.3 Compressed workweeks may only be worked in terms of a written agreement.

3.2 Operational reasons:

Employee starting earlier due to operational reasons and may therefore leave earlier.

3.2.1 Employees that are office bound may not start before 07h00 and may not leave before 15h30. Employees at the Beltana workshops may leave at 15h00 on a Friday provided that a full 40 hours has been completed.

3.2.2 Operational arrangements on task-to-finish must be clearly spelled out to ensure the concept of a 40 hour work week is honoured.

3.2.3 The arrangements must be contained in a written agreement with the employee indicating the operational reasons that necessitates the flexi arrangements.

3.2.4 Where service needs to continue during for instance during lunch breaks the arrangements with staff may ensure rotation of staff during that period and must ensure service delivery to residents during the lunch break.

3.3. Job sharing.

This is a structured form of flexi-time work, with various models.

3.1.1 A 50:50 split is common but not the only option.

3.1.2 Some employers find it best that both workers have at least one day in common, so they can share information and brief each other on current tasks and issues.

3.1.3 This model presupposes that an employee who has to work with other employees must have at least one day with common and standard working hours whilst the other days may differ

3.1.4 It must also ensure that certain hours of the day must be shared by the individuals.

3.1.5 Employees will have to provide evidence of work performed on days not at the office.

3.1.6 Core hours are regarded as 09h00 – 15h00.

4. BENEFITS OF FLEXIBLE WORK HOURS OR FLEXI-TIME

4.1 For employees:

- Avoid rush-hour commutes
- More control over time off
- Work-life balance advantages, for example: being able to take a child to school or to the dentist/doctor; starting work later or leaving early to allow time for sports training
- Ability to schedule work during quiet times to accomplish more

4.2 For the employer:

- Scheduling work across longer portions of the day
- Recruiting and keeping valued staff who have other life commitments or interests
- Making more efficient use of facilities, desks, computers, etc.
- Continuity and staff coverage by one employee while another is away
- Service delivery during lunch breaks
- Potential saving on office accommodation and office equipment

5. KEY ISSUES AROUND FLEXIBILITY

- Trust and supervision
- Communication between staff who work at varying times and may therefore meet less frequently
- Integrating part-time employees and job sharers
- Achieving fairness for all staff

Tools for managing flexible work hours

5.1 Clear policies on hours of work

- Flexibility can be challenging and for that reason, tools must exist to ensure proper records are kept of hours worked.
- Flexi work hours must be contained in a written agreement

5.2. Keeping track of hours worked

- Attendance are currently done through hand completed attendance registers and or the biometrics system. The latter to replace attendance registers for

normal work hours for all employees and to be linked to the pay roll on full implementation.

- When a flexi time arrangement is approved the manner in which time will be accounted for must be indicated in the written agreement.
- The hours that will be applicable to the employee will have to be indicated in the agreement that is signed.
- The supervisor will be responsible to deal with any queries raised on the attendance of the employee based on the information from the biometrics system. Training will be provided as the roll out continues. It is noted that training was already provided to employees who currently have access.

6. PROCESS AND PROCEDURE:

6.1 Important issues to be considered when considering an application for flexi-time arrangements:

- What impact will flexible time or work location arrangements have on your service to clients?
- What are the benefits for employees and the organization?
- What are the potential challenges?
- How are you going to resolve the challenges?
- What time, effort and money it will take to make flexible arrangements successful?
- Is training required to be sure managers and co-workers have the knowledge and skills to make the arrangements work?
- Are the tools in place to manage flexi-hours?
- Continue to evaluate the program on a regular basis – must be reviewed at least annually
- Solicit feedback from participants, make changes and adapt plan as required

6.2 Flexi-time Criteria

6.2.1 Employees interested in being considered for flexi-time should discuss the options with the relevant Manager and Director.

6.2.2 Flexi-time arrangements cannot be granted automatically but will be considered on a case-by-case basis, based on job-related factors such as the nature of the employee's job, departmental work flow, and customer service needs.

- 6.2.3 In addition, because working flexi-time is considered a privilege, to be eligible for consideration for a flexi-time arrangement option, the employee must meet the following criteria before being granted authorization to work flexi-time:
- 6.2.3.1 Have been employed for a minimum of 12 months (except if the employee forms part of a group/team of employees who already have a flexi-hour arrangement).
 - 6.2.3.2 Meets deadlines, produces quality work and has maintained/sustained acceptable levels of work performance, conduct/behavior and/or attendance as reflected in their mid-year and/or annual performance management outline (performance review).
 - 6.2.3.3 Not currently in Positive Corrective Action (including disciplinary action)
 - 6.2.3.4 Must work the core hours of the municipality where applicable = 09h00 – 15h00 except if the service is part of a different arrangement in terms of these guidelines.
 - 6.2.3.5 Employee must complete and sign a Flexi-time Form and submit the request to the Manager/Director to initiate the approval process.
- 6.3 The Director, in consultation with the Manager Human Resources, will review the request and either:
- 1) make recommendations concurring or;
 - 2) deny the flexi-time request(reasons will be provided)
 - 3) forward the flexi-time agreement to the Municipal Manager if recommended.
- 6.4 If approved by a Director, the request will be forwarded to the Municipal Manager for final approval. The flexi-time arrangement cannot commence until the approval process has been completed in its entirety.
- 6.5 Approval may be withdrawn by the Municipal Manager or his/her assignee on good cause shown.
- 6.6 Communication:
- The relevant Supervisor/Manager should communicate any change to standard working time to Senior Management, clients, staff and the public
A copy of the agreement must be forwarded to Human Resources by the supervisor/manager to enable HR to place the agreement on the personal file.

DATE APPROVED BY MUNICIPAL MANAGER:



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APPROVAL OF FLEXI HOURS

NAME OF EMPLOYEE: -----

(Name and surname. Where a group of employees are involved the information must be attached per team.)

EMPLOYEE NUMBER: -----

POST DESIGNATION: -----

DIRECTORATE: -----

SECTION/DEPARTMENT -----

SUPERVISOR/MANAGER -----

1. I/We herewith apply for the approval of a flexi-time arrangement subject to the Guidelines on flexi –time arrangements and any applicable Council policy, Collective agreements or Legislation.

2. The following working hours will apply if approved:

Start time: -----

Lunch time (start): -----

Duration of lunch break: _____

Finishing Time: _____

I hereby agree that I will abide by the hours indicated and ensure that accurate time keeping is done in regard to the hours applicable. I am aware that I am only entitled to overtime payment (where applicable) after I have completed a 40 hour work week. I acknowledge that the approval may be withdrawn on good cause shown and will be revised annually. I agree to abide by the rules as indicated in the guideline on flexi-time arrangements.

REASONS FOR APPLICATION/BENEFITS TO THE COMMUNITY:

Signed onday of20.....

(EMPLOYEE NAME)

SUPERVISOR: RECOMMENDED/NOT RECOMMENDED

NAME AND SURNAME:

MANAGER: RECOMMENDED/NOT RECOMMENDED

NAME AND SURNAME:

DIRECTOR: RECOMMENDED/NOT RECOMMENDED

NAME AND SURNAME:

MUNICIPAL MANAGER: APPROVED/REJECTED

NAME AND SURNAME:

REASONS FOR REJECTION:

.....

.....

.....

COPY TO HR

5.3	ECONOMIC DEVELOPMENT AND PLANNING: (PC: ALD JP SERDYN (MS))
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5.3.1	DETERMINATION AND REDETERMINATION (TECHNICAL ALIGNMENT) OF MUNICIPAL BOUNDARIES IN TERMS OF SECTION 26 OF THE LOCAL GOVERNMENT: MUNICIPAL DEMARCATION ACT, 1998
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Collaborator No: 598063
IDP KPA Ref No:
Meeting Date: 18 and 25 July 2018

1. SUBJECT: DETERMINATION AND REDETERMINATION (TECHNICAL ALIGNMENT) OF MUNICIPAL BOUNDARIES IN TERMS OF SECTION 26 OF THE LOCAL GOVERNMENT: MUNICIPAL DEMARCATION ACT, 1998

2 PURPOSE

To inform Council of the amendments to the boundaries of Stellenbosch Municipality proposed by the Municipal Demarcation Board as contained in Circular 2/2018 (**ANNEXURE 1**).

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The Council of Stellenbosch Municipality met on 19 April 2018 (**ANNEXURE 2**) to respond to Circular 1/2018 (**ANNEXURE 3**) inviting Stellenbosch Municipality to submit comments on proposed boundary amendments. Following the above urgent meeting of Council, Stellenbosch Municipality's comments were submitted to the Municipal Demarcation Board (**ANNEXURE 4**).

No new proposed amendments to the boundary of Stellenbosch Municipality that were not contained in Circular 1/2018 and presented to Council on the above meeting of Council, are contained in Circular 2/2018. As it pertains to Stellenbosch Municipality Circular 2/2018 contains the refined list of proposed boundary realignments, having considered Stellenbosch Municipality's above input. Stellenbosch Municipality's inputs were dealt with as follows:

DEM Ref.	Stellenbosch Municipality's Response to Circular 1/2018 ito Urgent Council Meeting: 2018-04-19	Circular 2/2018
DEM6309	Refused	Retained as in Circular 1/2018
DEM6324	Supported	Retained as in Circular 1/2018
DEM6325	Supported	Retained as in Circular 1/2018
DEM6329	Refused	Omitted
DEM6331	Supported	Retained as in Circular 1/2018
DEM6333	Supported	Retained as in Circular 1/2018
DEM6334	Supported	Retained as in Circular 1/2018
DEM6335	Supported	Retained as in Circular 1/2018
DEM6336	Supported	Retained as in Circular 1/2018
DEM6337	Refused	Omitted
DEM6338	Refused	Retained as in Circular 1/2018
DEM6339	Refused	Retained as in Circular 1/2018
DEM6340	Refused	Retained as in Circular 1/2018
DEM6341	Supported	Retained as in Circular 1/2018
DEM6342	Supported	Retained as in Circular 1/2018
DEM6343	Refused	Retained as in Circular 1/2018
DEM6350	Supported	Retained as in Circular 1/2018

All the proposals Stellenbosch Municipality supported during April 2018 have been retained in the Circular 2/2018. Two of the proposals that Stellenbosch Municipality refused (DEM6329 and 6337) were omitted from the Circular 2/2018. The remaining five (5) proposals Stellenbosch Municipality refused (DEM6309/ 6338/ 6339/ 6340/ 6343) have been retained as proposed realignments.

5. RECOMMENDATION

that Council reaffirms its response to the proposed amendments to the boundaries of Stellenbosch Municipality as contained in Circular 1/2018 that has again been included in Circular 2/2018.

6. DISCUSSION / CONTENTS

6.1 Background

South Africa's Constitution (1996) sets out a vision for local government and requires of local government to provide equitable and efficient services, build local democracy, promote social and economic development, collect revenue, ensure safe and healthy environments, and create a generally viable and sustainable system of local government.

The drawing of new municipal boundaries was one of the first steps in a local government transformation process that aims to give substance to the Constitution's vision.

Demarcation was and is not meant to solve all the problems that municipalities face, but set the structural conditions within which the other processes of transforming and developing local government can take place.

6.2 Discussion

The Council of Stellenbosch Municipality met on 19 April 2018 (**ANNEXURE 2**) to respond to Circular 1/2018 (**ANNEXURE 3**) inviting Stellenbosch Municipality to submit comments on proposed boundary amendments. Following the above urgent meeting of Council, Stellenbosch Municipality's comments were submitted to the Municipal Demarcation Board (**ANNEXURE 4**).

No new proposed amendments to the boundary of Stellenbosch Municipality that were not contained in Circular 1/2018 and presented to Council on the above meeting of Council, are contained in Circular 2/2018. As it pertains to Stellenbosch Municipality, Circular 2/2018 contains the refined list of proposed boundary realignments, having considered Stellenbosch Municipality's above input.

All the proposals Stellenbosch Municipality supported during April 2018 have been retained in the Circular 2/2018. Two of the proposals that Stellenbosch Municipality refused (DEM6329 and 6337) were omitted from the latest list. The remaining five (5) proposals Stellenbosch Municipality refused (DEM6309/ 6338/ 6339/ 6340/ 6343) have been retained as proposed realignments.

6.3 Financial Implications

No information at this stage.

6.4 Legal Implications

To be determined at a later stage.

6.5 Staff Implications

This report has no staff implications for the Municipality.

6.6 Previous / Relevant Council Resolutions:**URGENT COUNCIL MEETING: 2018-04-19: ITEM 3****RESOLVED** (majority vote with abstentions)

- (a) that Council approves the recommendations on the municipal boundary alignment proposals, as follows:

- 1 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm Bank Jonker 155 from the municipal area of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality. (Please see Annexure 2.1; DEM No: 6309)

RECOMMENDATION

The area is mountainous and not suitable for any development or agricultural activities. It is therefore recommended that the area remains within the City of Cape Municipality area.

- 2 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm 1386 and a portion of Farm 1565 from the municipal area of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality and excluding a portion of Farm Fairview 245 from the municipal area of Stellenbosch Local Municipality, Cape Winelands District Municipality and including it into the municipal boundary of the City of Cape Town Metropolitan Municipality. (Please See Annexure 2.2; DEM No: 6324)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 3 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of the remainder of the Eerste Rivier Town Allotment from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of Cape Town Metropolitan Municipality. (Please See Annexure 2.3; DEM No: 6329)

RECOMMENDATION

The city already encroached over the indicated demarcated municipal boundary of Stellenbosch.

Recommended to refuse. There is no desirability motivation given why the subject portion should be included within the City of Cape Town.

-
- 4 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by aligning the municipal boundary of City of Cape Town Metropolitan municipality and Stellenbosch Local Municipality to the southern boundary of Erf 222 of Raithby of Stellenbosch Allotment area. (Please See Annexure 2.4; DEM No: 6331)

RECOMMENDATION

Recommended for approval, considering that only the access road to the property which is part of the city and will be included into the City of Cape Town.

- 5 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of the Farm Koopmanskloof Noord 216 from the municipal area of the City of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality and excluding a portion of the Farm Koopmans Kloof 221 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of the City of Cape Town Metropolitan Municipality. (Please See Annexure 2.5; DEM No: 6333)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 6 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Portion 29 of the Farm Klein Bottelary 17 from the municipal area of the City of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality. (Please See Annexure 2.6; DEM No: 6335)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 7 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of the Farm Klein Bottelary 17 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of City of Cape Town Metropolitan Municipality. (Please See Annexure 2.7; DEM No: 6336)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively

farm or cultivated land within the municipal area it's to be incorporated into.

- 8 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of the remainder of Farm Haasendal 222 from the municipal area of the City of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality. (Please See Annexure 2.8; DEM No: 6337)

RECOMMENDATION

That Council refuses the proposed boundary amendment, for the following reasons:

- the relevant portion of property is surrounded by built up areas and will be under pressure for development in the near future;
- future proposals for urban development on the relevant property will not be in line with the Stellenbosch Municipal Spatial Development Framework and be located well outside of any of the demarcated urban edges of Stellenbosch Municipality; and
- Stellenbosch Municipality will not be able to provide any municipal services on the relevant portion of property.

and that the relevant portion of property should therefor remain within the boundary of the City of Cape Town Metropolitan Municipality.

- 9 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding portions 99, 106, 109 and 112 of the remainder of Farm Haasendal 222 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of the City of Cape Town Metropolitan Municipality. (Please see Annexure 2.9; DEM No: 6338)

RECOMMENDATION

Not supported. The proposal was already previously refused for incorporation into the City of Cape Town Municipal area.

- 10 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding Farm 1528 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of the City of Cape Town Metropolitan Municipality. (Please See Annexure 2.10; DEM No: 6340)

RECOMMENDATION

Not supported. It is an industrial area which contributes to the Stellenbosch economy.

- 11 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm Vredenburg 696 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of the City of Cape Town Metropolitan Municipality. (2) Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm Vredenburg 696 from the municipal area of the City of Cape Town Metropolitan Municipality

and including it into the municipal area of Stellenbosch Local Municipality. (Please See Annexure 2.11; DEM No: 6341)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 12 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm 1531 and the Farm Driksberg 717 and the Farm Drie Wagte 1325 from the municipal area of the City of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality. (Please See Annexure 2.12; DEM No: 6342)

RECOMMENDATION

Supported. Access to property is already obtained from Stellenbosch Municipality area.

- 13 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm Helfor 721 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of the City of Cape Town Metropolitan Municipality. (Please See Annexure 2.13; DEM No: 6343)

RECOMMENDATION

Not supported.

- 14 Proposed redetermination of municipal boundaries of Drakenstein Local Municipality and Stellenbosch Local Municipality by excluding a portion of the Farm Boschendal 1674 from the municipal area of Drakenstein Local Municipality and including it into the municipal area of Stellenbosch Local Municipality. (Please See Annexure 2.14; DEM No: 6350)

RECOMMENDATION

Supported. It is already an actively formed property of which the greater portion of the property is situated within the Stellenbosch Municipal area.

- 15 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of farm 1386 and a portion of farm 1565 from the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and including them into the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and excluding a portion of the farm Fairview 245 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT). (Please See Annexure 2.15; DM No: 6325).

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 16 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of the farm Koopmans Kloof 221 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT). (Please See Annexure 2.16; DM No: 6334)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 17 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of farm 1386 and a portion of farm 1565 from the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and including them into the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and excluding a portion of the farm Fairview 245 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT). (Please See Annexure 2.17; DM No: 6324)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 18 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of farm Fairview 245 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and by excluding a portion of the farm 250 from the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and including it into the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02). (Please See Annexure 2.18; DM No: 6339)

RECOMMENDATION

Not supported. The portion of land is an actively farmed land portion situated within Stellenbosch Municipality.

- (b) that Council delegates the Municipal Manager to act on its behalf in communicating its decision on the above as input, in terms of Section 26 of the Local Government: Municipal Demarcation Act, 1998, as requested by the Municipal Demarcation Board in its Circular (1/2018), dated 2018-03-26, before the applicable closing date to submit comment.

6.7 Risk Implications

To be determined at a later stage.

6.8 Comments from Senior Management:

None

ANNEXURES

Annexure 1: Circular 2/2018: Determination and Redetermination (Technical Alignment) of Municipal Boundaries in terms of Section 26 of the Local Government: Municipal Demarcation Act, 1998.

Annexure 2: Minutes - Urgent Council Meeting: 2018-04-19: Item 3

Annexure 3: Circular 1/2018: Determination and Redetermination (Technical Alignment) of Municipal Boundaries in terms of Section 26 of the Local Government: Municipal Demarcation Act, 1998.

Annexure 4: Stellenbosch Municipality's Response to Circular 1/2018 (24 April 2018)

FOR FURTHER DETAILS CONTACT:

NAME	Schalk van der Merwe
POSITION	Environmental Planner
DIRECTORATE	Planning & Economic Development
CONTACT NUMBERS	021 808 8679
E-MAIL ADDRESS	schalk.vandermerwe@stellenbosch.gov.za
REPORT DATE	18 July 2018

APPENDIX 1

Annexure 1: Circular 2/2018: Determination and Redetermination (Technical Alignment) of Municipal Boundaries in terms of Section 26 of the Local Government: Municipal Demarcation Act, 1998.

CIRCULAR 2 OF 2018

- To:** Minister of Cooperative Governance and Traditional Affairs
 MECs of Provincial Departments responsible for Local Government
 Chairpersons of National & Provincial Houses of Traditional Leaders
 President of South African Local Government Association
 Chairperson of Independent Electoral Commission
 Mayors of affected Metropolitan, District and Local Municipalities
- Cc:** HOD's of Provincial Departments responsible for Local Government
 Municipal Managers of affected Metropolitan, District and Local Municipalities
 Chief Surveyor General
 Chief Electoral Officer
 Chief Executive Officer of SALGA
 Statistician – General
 Members of extended Boundaries, Powers and Function Committee
 Members of Local Elections Technical Committee

Dear Sir/Madam,

CIRCULAR 2/2018: RE-DETERMINATION (TECHNICAL ALIGNMENTS) OF MUNICIPAL BOUNDARIES IN TERMS OF SECTION 21 OF THE LOCAL GOVERNMENT: MUNICIPAL DEMARCATION ACT, 1998.

PURPOSE

1. To inform all the Municipal Demarcation Board (MDB) stakeholders about the May 2018 decision of the Board to re-determine municipal boundaries (technical alignments) in terms of Section 21 of the Local Government: Municipal Demarcation Act of 1998 (MDA).
2. To invite all stakeholders aggrieved by the redetermination of municipal boundaries to submit objections in response to section 21 notices as published in relevant provincial Gazettes.

INTRODUCTION

3. The MDB published its intention to consider several technical municipal boundary re-determination cases inviting members of the public to submit written views and representations to the Board in March 2018.
4. To comply with this section 26 legal requirements, Circular 1 of 2018 with contents of the notice(s) was issued by the MDB in March 2018
5. The MDB received views and representations as summarised in the table below.

Table 1: Summary of submissions

PROVINCE	NUMBER OF CASES FOR WHICH SUBMISSIONS WERE RECEIVED
Eastern Cape	2
Free State	0
Gauteng	1
KwaZulu Natal	17
Limpopo	1
Mpumalanga	1
North West	0
Northern Cape	0
Western Cape	23
TOTAL	45

6. On 31 May 2018, the MDB considered all views and representations received in response to section 26 notices and resolved to re-determine municipal boundaries in terms of section 21 of the MDA. Table 2 below provides all cases the Board resolved to re-determine municipal boundaries in terms of section 21. A list of all cases proceeding to section 21 is attached as **Annexure A**.
7. The Board also resolved not to proceed and re-determine municipal boundaries for the cases as **Annexure B** to this circular. Table 2 summarises decisions of the Board as outlined in paragraphs 7 and 8.

Table 2: Summary of Cases proceeding and not proceeding to Section 21 of MDA

PROVINCE	CASES PUBLISHED IN TERMS OF SECTION 26	CASES RECOMMENDED TO BE PUBLISHED IN TERMS OF SECTION 21	CASES NOT RECOMMENDED TO BE PUBLISHED IN TERMS OF SECTION 21
Eastern Cape	7	8	0

Free State	10	10	0
Gauteng	5	5	0
KwaZulu Natal	28	28	0
Limpopo	5	5	0
Mpumalanga	5	5	0
North West	9	9	0
Northern Cape	7	7	0
Western Cape	30	26	4
TOTAL	106	103	4

THE RE-DETERMINATION OF BOUNDARIES IN TERMS OF SECTION 21

8. All cases outlined in Annexure A will be published in the relevant Provincial Gazettes as provided in section 21(3) of the MDA. In the notice anyone aggrieved by the re-determination will be given an opportunity to submit written objections to the Board within 30 days of the date of publication of the notice. Provincial Gazettes are scheduled to be published as outlined in Table 3:

Table 3: Schedule of publication of section 21 notices in Provincial Gazettes

PROVINCIAL GAZETTES	DATE OF PUBLICATION
KwaZulu-Natal	14-Jun-18
Mpumalanga	15-Jun-18
Limpopo	15-Jun-18
Gauteng	15-Jun-18
Eastern Cape	18-Jun-18
Northern Cape	18-Jun-18
North West	19-Jun-18
Free State	15-Jun-18
Western Cape	15-Jun-18

9. All objections should be based on section 24 and 25 of the MDA.
10. The MDB will consider all objections received during the objections period, and will either confirm, vary or withdraw its re-determination. The MDB's final decisions in this regard will be gazetted in the relevant Provincial Gazette by August 2018. A broad demarcation programme is attached as Annexure C.

IMPORTANT INFORMATION

11. Any person aggrieved by the re-determinations listed in Annexure A below may submit objections within 30 days of publication of a section 21 notice to:
The Municipal Demarcation Board
Private Bag x123
Centurion
0046
South Africa
Fax: 012-3422480
E-mail: registry@demarcation.org.za
12. Written objections must include the names and contact details of the person or organisation submitting an objection.
13. A case relevant reference number (**DEM No.**) must please be used in any correspondence with the MDB.
14. For any information regarding the section 21 process (including this circular, maps and notices) you may contact the MDB by sending an email to daniel@demarcation.org.za or by sending a fax to 012-3422480 or by calling the following numbers:

PROVINCE	CONTACT	TELEPHONE NUMBER
Eastern Cape	Ayanda Monkhe	0871504423
Free State	Thabiso Plank	0871504428
Gauteng	Daniel Sebake	0871504429
Kwazulu-Natal	Liz Mazibuko	0871504431
Limpopo	Tshifhiwa Nethanani	0871504427
Mpumalanga	Hester Marais	0871504430
North West	Smiso Dlamini	0871504434

Northern Cape	Mthobisi Manzini	0871504432
Western Cape	Fazel Hoosen	0871504424

ROLE OF STAKEHOLDERS AND THE PUBLIC IN RESPONSE TO SECTION 21 PUBLICATION

15. Copies of the Gazettes will be sent to all affected municipalities and stakeholders, including interested individuals, organisations and institutions inviting them to submit objections to the Board within 30 days from the date of the publication of these notices.
16. Where possible affected municipalities are requested to partner with the MDB to distribute and display contents of the gazetted section 21 notice in the affected areas.

CONCLUSION

17. The MDB is committed to meaningful citizen engagement and would like to urge all our stakeholders to assist in ensuring that affected members of the public continue to participate in this process.
18. The Municipal Demarcation Board (MDB) would like to thank municipalities for the role they played since this process was initiated about a year ago.

Regards,


JANE THUPANA

CHAIRPERSON: MUNICIPAL DEMARCATION BOARD

DATE: 19/06/2018

ANNEXURE A: CASES PUBLISHED IN PROVINCIAL GAZETTES IN TERMS OF SECTION 21 OF THE MDA

EASTERN CAPE

DEM NO	AFFECTED MUNICIPALITIES	BOARD RESOLUTION
DEM5028	Ngqushwa Local Municipality (EC126), Amathole District Municipality (DC12), Buffalo City Metropolitan Municipality (BUF)	Re-determine municipal boundaries by excluding the remaining portion of Zimbaba Location from the municipal areas of Ngqushwa Local Municipality (EC126) and Amathole District Municipality (DC12) by including it into the municipal area of Buffalo City Metropolitan Municipality (BUF). The proposed boundary is to be aligned to the valley South of Zimbaba Location.
DEM5031	Inxuba Yethemba Local Municipality (EC131), Chris Hani District Municipality (DC13), Blue Crane Route Local Municipality (EC102), Sarah Baartman District Municipality (DC10)	Re-determine municipal boundaries by (1) excluding a portion of Farm Sneeuwbergs Kloof 2 from the municipal areas of Inxuba Yethemba Local Municipality (EC131), Chris Hani District Municipality (DC13) and by including it into the municipal areas of Blue Crane Route Local Municipality (EC102) and Sarah Baartman District Municipality (DC10); (2) excluding a portion of Farm Grootvlei 447 from the municipal areas of Blue Crane Route Local Municipality (EC102), Sarah Baartman District Municipality (DC10) and by including it into the municipal areas of Inxuba Yethemba Local Municipality (EC131) and Chris Hani District Municipality (DC13).
DEM5032	Great Kei Local Municipality (EC123), Amathole District Municipality (DC12), Buffalo City Metropolitan Municipality (BUF)	Re-determine municipal boundaries by (1) excluding a portion of portion 3 of Farm 433 from the municipal area of Buffalo City Metropolitan Municipality (BUF), and by including it into the municipal areas of Great Kei Local Municipality (EC123) and Amathole District Municipality (DC12); (2) excluding portion 3 of Farm 443 and portion 2 of Farm Grootboom 19 from the municipal areas of Great Kei Local Municipality (EC123), Amathole District Municipality (DC12) and by including

DEM NO	AFFECTED MUNICIPALITIES	BOARD RESOLUTION
DEM6026	Tswaing Local Municipality (NW382), City of Matlosana Local Municipality (NW403)	Re-determine municipal boundaries by excluding a portion of Farm Droogekraal 543 from the municipal area of Tswaing Local Municipality (NW382), Ngaka Modiri District Municipality DC38 and including it into the municipal area of City of Matlosana Local Municipality (NW403) and Dr Kenneth Kaunda District Municipality (DC40).
DEM6027	Ditsobotla Local Municipality (NW384), Ramotshere Moiloa Local Municipality (NW385)	Re-determine municipal boundaries by (1) excluding a portion of Saamgevoeg 526 from the municipal area of Ramotshere Moiloa Local Municipality (NW385) and by including it into the municipal area of Ditsobotla Local Municipality (NW384); (2) by excluding the portions of the Farms Bronkhorstfontein 292 and Bronkhorstfontein 529 from the municipal area of Ditsobotla Local Municipality (NW384) and by including them into the municipal area of Ramotshere Moiloa Local Municipality (NW385).
DEM6028	Mamusa Local Municipality (NW393), Naledi Local Municipality (NW392)	Re-determine municipal boundaries by excluding a portion of Halletshoop 15 from the municipal area of Mamusa Local Municipality and including it into the municipal area of Naledi Local Municipality (NW392).

WESTERN CAPE

DEM NO	AFFECTED MUNICIPALITIES	BOARD RESOLUTION
DEM6300	Theewaterskloof Local Municipality (WC031), Cape Agulhas Local Municipality (WC033)	Re-determine municipal boundaries by (1) excluding a portion of Farm Brakfontein 991 from the municipal area of Cape Agulhas Local Municipality (WC033), and by including it into the municipal area of Theewaterskloof Local Municipality (WC031); (2) excluding a portion of Farm Karne Melk Rivier 614 from the municipal area of Theewaterskloof Local Municipality (WC031) and by including it into the municipal area of Cape Agulhas Local Municipality (WC033).

DEM NO	AFFECTED MUNICIPALITIES	BOARD RESOLUTION
DEM6303	Swartland Local Municipality (WC015), West Coast District Municipality (DC01), Drakenstein Local Municipality (WC023), Cape Winelands District Municipality (DC02)	Re-determine municipal boundaries by excluding a portion of Farm Boter Kloof 851 from the municipal areas of Drakenstein Local Municipality (WC023), Cape Winelands District Municipality (DC02) and by including it into the municipal areas of Swartland Local Municipality (WC015) and West Coast District Municipality (DC01).
DEM6306	City of Cape Town Metropolitan Municipality (CPT), Drakenstein Local Municipality (WC023), Cape Winelands District Municipality (DC02)	Re-determine municipal boundaries by excluding a portion of Farm Leeuwkuil 936 from the municipal areas of Drakenstein Local Municipality (WC023), Cape Winelands District Municipality (DC02) and by including it into the municipal area of City of Cape Town Metropolitan Municipality (CPT).
DEM6309	Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT)	Re-determine municipal boundaries by excluding a portion of Farm Bank Jonker 155 from the municipal area of City of Cape Town Metropolitan Municipality (CPT) and by including it into the municipal areas of Stellenbosch Local Municipality (WC024) and Cape Winelands District Municipality (DC02).
DEM6317	City of Cape Town Metropolitan Municipality (CPT), Swartland Local Municipality (WC015), West Coast District Municipality (DC01)	Re-determine municipal boundaries by excluding a portion of Farm Modderfontein 27 from the municipal areas of Swartland Local Municipality (WC015), West Coast District Municipality (DC01) and by including it into the municipal area of City of Cape Town Metropolitan Municipality (CPT).
DEM6318	City of Cape Town Metropolitan Municipality (CPT), Swartland Local Municipality (WC015), West Coast District Municipality (DC01)	Re-determine municipal boundaries by excluding a portion of Farm Mosselbank 906 from the municipal area of City of Cape Town Metropolitan Municipality (CPT) and by including it into the municipal areas of Swartland Local Municipality (WC015), West Coast District Municipality (DC01).
DEM6320	City of Cape Town Metropolitan Municipality (CPT), Swartland Local Municipality (WC015), West Coast District Municipality	Re-determine municipal boundaries by excluding a portion of Farm 1092 from the municipal area of City of Cape Town Metropolitan Municipality (CPT) and by

DEM NO	AFFECTED MUNICIPALITIES	BOARD RESOLUTION
	(DC01)	including it into the municipal areas of Swartland Local Municipality (WC015) and West Coast District Municipality (DC01).
DEM6321	City of Cape Town Metropolitan Municipality (CPT), Drakenstein Local Municipality (WC023), Cape Winelands District Municipality (DC02)	Re-determine municipal boundaries by excluding portions of Farms Boerfontein 919 and Keerdweder 1122 from the municipal areas of Drakenstein Local Municipality (WC023), Cape Winelands District Municipality (DC02) and by including it in the municipal area of City of Cape Town Metropolitan Municipality (CPT).
DEM6322	City of Cape Town Metropolitan Municipality (CPT), Drakenstein Local Municipality (WC023), Cape Winelands District Municipality (DC02)	Re-determine municipal boundaries by (1) excluding portions of Farms Romance 1370, 1369, Matjeskuil 733 and Joostenbergs Vlake 727 from the municipal areas of Drakenstein Local Municipality (WC023), Cape Winelands District Municipality (DC02) and by including them into the municipal area of City of Cape Town Metropolitan Municipality (CPT); (2) excluding portions of farms Weltevreden 719 and Lourensford Annex 730 from the municipal area of City of Cape Town Metropolitan Municipality (CPT) and by including them into the municipal areas of Drakenstein Local Municipality (WC023) and Cape Winelands District Municipality (DC02).
DEM6323	City of Cape Town Metropolitan Municipality (CPT), Drakenstein Local Municipality (WC023), Cape Winelands District Municipality (DC02)	Re-determine municipal boundaries by excluding portion 1 of Farm Schinderkuil 444 from the municipal areas of Drakenstein Local Municipality (WC023), Cape Winelands District Municipality (DC02) and by including it into the municipal area of City of Cape Town Metropolitan Municipality (CPT).
DEM6324	Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT)	Re-determine municipal boundaries by (1) excluding a portion of Farm 1565 from the municipal area of City of Cape Town Metropolitan Municipality (CPT) and by including it into the municipal areas of Stellenbosch Local Municipality

DEM NO	AFFECTED MUNICIPALITIES	BOARD RESOLUTION
		(WC024) and Cape Winelands District Municipality (DC02); (2) excluding a portion of Farm Fairview 245 from the municipal areas of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and by including it into the municipal area of City of Cape Town Metropolitan Municipality (CPT).
DEM6325	Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT)	Re-determine municipal boundaries by (1) excluding a portion of Farm 1565 from the municipal area of City of Cape Town Metropolitan Municipality (CPT) and by including it into the municipal areas of Stellenbosch Local Municipality (WC024) and Cape Winelands District Municipality (DC02); (2) excluding a portion of Farm Fairview 245 from the municipal areas of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and by including it into the municipal area of City of Cape Town Metropolitan Municipality (CPT).
DEM6331	Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT)	Re-determine municipal boundaries by aligning the municipal boundary of City of Cape Town Metropolitan Municipality (CPT) and Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) to the southern boundary of Erf 222 of Raithby of Stellenbosch Allotment area.
DEM6333	Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT)	Re-determine municipal boundaries by (1) excluding a portion of Farm Koopmanskloof Noord 216 from the municipal area of City of Cape Town Metropolitan Municipality (CPT) and by including it into the municipal areas of Stellenbosch Local Municipality (WC024) and Cape Winelands District Municipality (DC02); (2) excluding a portion of Farm Koopmans Kloof 221 from the municipal areas of Stellenbosch Local Municipality (WC024), Cape Winelands District

DEM NO	AFFECTED MUNICIPALITIES	BOARD RESOLUTION
		Municipality (DC02) and by including it into the municipal area of City of Cape Town Metropolitan Municipality (CPT).
DEM6334	Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT)	Re-determine municipal boundaries by excluding a portion of Farm Koopmans Kloof 221 from the municipal areas of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and by including it into the municipal area of City of Cape Town Metropolitan Municipality (CPT).
DEM6335	Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT)	Re-determine municipal boundaries by excluding a portion of portion 29 of Farm Klein Bottelary 17 from the municipal area of City of Cape Town Metropolitan Municipality (CPT) and by including it into the municipal areas of Stellenbosch Local Municipality (WC024) and Cape Winelands District Municipality (DC02).
DEM6336	Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT)	Re-determine municipal boundaries by excluding a portion of Farm Klein Bottelary 17 from the municipal areas of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and by including it into the municipal area of City of Cape Town Metropolitan Municipality (CPT).
DEM6338	Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT)	Re-determine municipal boundaries by excluding portions 99, 105, 106 and 112 of the farm Haasendal 222 from the municipal areas of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and by including them into the municipal area of the City of Cape Town Metropolitan Municipality (CPT).
DEM6339	Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT)	Re-determine municipal boundaries by (1) excluding a portion of Farm Fairview 245 from the municipal areas of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and by including it into the municipal area of City of Cape

DEM NO	AFFECTED MUNICIPALITIES	BOARD RESOLUTION
		Town Metropolitan Municipality (CPT); (2) excluding a portion of Farm 250 from the municipal area of City of Cape Town Metropolitan Municipality (CPT) and by including it into the municipal areas of Stellenbosch Local Municipality (WC024) and Cape Winelands District Municipality (DC02).
DEM6340	Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT)	Re-determine municipal boundaries by excluding Farm 1528 from the municipal areas of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and by including it into the municipal area of City of Cape Town Metropolitan Municipality (CPT).
DEM6341	Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT)	Re-determine municipal boundaries by (1) excluding portions of Farms Vredenburg 692 and Vredenburg 696 from the municipal areas of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and by including it into the municipal area of City of Cape Town Metropolitan Municipality (CPT); (2) excluding a portion of Farm Vredenburg 696 from the municipal area of City of Cape Town Metropolitan Municipality (CPT) and by including it into the municipal areas of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02).
DEM6342	Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT)	Re-determine municipal boundaries by excluding a portion of Farm 1531, Farm Driksberg 717 and Farm Drie Wagte 1325 from the municipal area of City of Cape Town Metropolitan Municipality (CPT) and by including them into the municipal areas of Stellenbosch Local Municipality (WC024) and Cape Winelands District Municipality (DC02).
DEM6343	Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT)	Re-determine municipal boundaries by excluding a portion of Farm Helfor 721 from the municipal areas of Stellenbosch Local Municipality (WC024), Cape Winelands District

DEM NO	AFFECTED MUNICIPALITIES	BOARD RESOLUTION
		Municipality (DC02) and by including it into the municipal area of City of Cape Town Metropolitan Municipality (CPT).
DEM6347	City of Cape Town Metropolitan Municipality (CPT), Theewaterskloof Local Municipality (WC031), Overberg District Municipality (DC03)	Re-determine municipal boundaries by excluding a portion of Farm Weltevreden 93 from the municipal area of City of Cape Town Metropolitan Municipality (CPT) and by including it into the municipal areas of Theewaterskloof Local Municipality (WC031) and Overberg District Municipality (DC03).
DEM6349	Theewaterskloof Local Municipality (WC031), Cape Agulhas Local Municipality (WC033)	Re-determine municipal boundaries by excluding a portion of Farm Bosch Rivier 609, a portion of Farm 793 and a portion of Farm 1003 from the municipal area of Cape Agulhas Local Municipality (WC033), and by including them into the municipal area of Theewaterskloof Local Municipality (WC031).
DEM6350	Drakenstein Local Municipality (WC023), Stellenbosch Local Municipality (WC024)	Re-determine municipal boundaries by excluding a portion of Farm Boschendal 1674 from the municipal area of Drakenstein Local Municipality (WC023) and by including it into the municipal area of Stellenbosch Local Municipality (WC024).

ANNEXURE B: CASES NOT PROCEEDING IN TERMS OF SECTION 21

WESTERN CAPE

DEM NO	AFFECTED MUNICIPALITIES	BOARD RESOLUTION
DEM6316	City of Cape Town Metropolitan Municipality (CPT), Swartland Local Municipality (WC015), West Coast District Municipality (DC01)	Not to re-determine municipal boundaries to exclude a portion of Farm 565 from the municipal area of Swartland Local Municipality (WC015) and West Coast District Municipality (DC01) and including it into the municipal area of City of Cape Town Metropolitan Municipality (CPT).
DEM6319	City of Cape Town Metropolitan Municipality (CPT), Swartland Local Municipality (WC015), West Coast District Municipality (DC01)	Not to re-determine municipal boundaries to exclude portion 10 of Farm Munniks Dam 908 from the municipal area of Swartland Local Municipality (WC015), West Coast District Municipality (DC01) and including it into the municipal area of City of Cape Town Metropolitan Municipality (CPT).
DEM6329	Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT)	Not to re-determine municipal boundaries to exclude a portion of the remainder of Eerste Rivier Town Allotment from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of City of Cape Town Metropolitan Municipality (CPT).
DEM6337	Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT)	Not to re-determine municipal boundaries to exclude a portion of the Remainder of Farm Haasendal 222 from the municipal area of City of Cape Town Metropolitan Municipality (CPT) and including it into the municipal area of Stellenbosch Local Municipality (WC024) and Cape Winelands District Municipality (DC02).

ANNEXURE C: BROAD DEMARCATION PROCESS

PROCESS	DATE	TASK	RESPONSIBILITY	PROGRESS
Consultation Process – Pre Legal Process	April – June 2017	Consultation with MINMEC	MDB	DONE
		Consult with Provinces	MDB	DONE
		Consultation with other Primary Stakeholders (Chief Surveyor-General, IEC, StatsSA)	MDB	DONE
	July- October 2017	Technical Consultation with Municipalities	MDB	DONE
	November 2017 – February 2018	Consultation with affected Communities	MDB	DONE
LEGAL PROCESS: INTENTION TO CONSIDER PROPOSALS – SECTION 26 of MDB	March 2018	Publish intention to consider proposals and process submissions	MDB	DONE
LEGAL PROCESS: PUBLICATION FOR OBJECTION- SECTION 21 of MDA	June - July 2018	Publication of re-determination and consideration of objections	MDB	IN-PROGRESS

PROCESS	DATE	TASK	RESPONSIBILITY	PROGRESS
LEGAL PROCESS: CONFIRM, VARY OR WITHDRAW RE- DETERMINATI ON – SECTION 21(5) of MDA	July 2018	Confirm, vary or withdraw re- determination and final gazetting	MDB	PENDING
HANDOVER TO THE IEC and Legal Process: Section 23 of MDA	August 2018	IEC and MECs gazette Section 23 notices.	IEC & MEC	PENDING

APPENDIX 2

Annexure 2: Minutes - Urgent Council Meeting: 2018-04-19: Item 3

3.	DETERMINATION AND REDETERMINATION (TECHNICAL ALIGNMENT) OF MUNICIPAL BOUNDARIES IN TERMS OF SECTION 26 OF THE LOCAL GOVERNMENT: MUNICIPAL DEMARCATION ACT, 1998
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Collaborator No:

KPA Ref No:

Meeting Date: Urgent Council: 19 April 2018

1. SUBJECT: DETERMINATION AND REDETERMINATION (TECHNICAL ALIGNMENT) OF MUNICIPAL BOUNDARIES IN TERMS OF SECTION 26 OF THE LOCAL GOVERNMENT: MUNICIPAL DEMARCATION ACT, 1998

2. PURPOSE

To inform Council on the implications of the determination and redetermination of municipal boundaries to the Stellenbosch Municipality as contained in Circular 1/2018 and to consider the proposed response to this circular.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The item is to inform Council about the amendments to the boundaries of Stellenbosch Municipality proposed by the Municipal Demarcation Board and the commencement of legal process, in particular the publication of notices to make known the intentions of the Municipal Demarcation Board to consider municipal boundary redeterminations and to invite all stakeholders affected by the proposed changes to submit their views and representations. It also provides proposed recommendations in response to the circular.

5. RECOMMENDATION

MAYORAL COMMITTEE MEETING: 2018-04-11: ITEM 5.3.2

RESOLVED

That it be recommended to Council:

(a) that Council approves the recommendations on the municipal boundary alignment proposals, as follows:

6.2.1 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm Bank Jonker 155 from the municipal area of Cape Town Metropolitan Municipality and including

it into the municipal area of Stellenbosch Local Municipality. (Please see Annexure 2.1; DEM No: 6309)

RECOMMENDATION

The area is mountainous and not suitable for any development or agricultural activities. It is therefore recommended that the area remains within the City of Cape Municipality area.

- 6.2.2 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm 1386 and a portion of Farm 1565 from the municipal area of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality and excluding a portion of Farm Fairview 245 from the municipal area of Stellenbosch Local Municipality, Cape Winelands District Municipality and including it into the municipal boundary of the City of Cape Town Metropolitan Municipality. (Please See Annexure 2.2; DEM No: 6324)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 6.2.3 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of the remainder of the Eerste Rivier Town Allotment from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of Cape Town Metropolitan Municipality. (Please See Annexure 2.3; DEM No: 6329)

RECOMMENDATION

The city already encroached over the indicated demarcated municipal boundary of Stellenbosch.

Recommended to refuse. There is no desirability motivation given why the subject portion should be included within the City of Cape Town.

- 6.2.4 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by aligning the municipal boundary of City of Cape Town Metropolitan municipality and Stellenbosch Local Municipality to the southern boundary of Erf 222 of Raithby of Stellenbosch Allotment area. (Please See Annexure 2.4; DEM No: 6331)

RECOMMENDATION

Recommended for approval, considering that only the access road to the property which is part of the city and will be included into the City of Cape Town.

- 6.2.5 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of the Farm Koopmanskloof Noord 216 from the municipal area of the City of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality and excluding a portion of the Farm Koopmans Kloof 221 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of the City of Cape Town Metropolitan Municipality. (Please See Annexure 2.5; DEM No: 6333)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 6.2.6 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Portion 29 of the Farm Klein Bottelary 17 from the municipal area of the City of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality. (Please See Annexure 2.6; DEM No: 6335)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 6.2.7 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of the Farm Klein Bottelary 17 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of City of Cape Town Metropolitan Municipality. (Please See Annexure 2.7; DEM No: 6336)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 6.2.8 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of the remainder of Farm Haasendal 222 from the municipal area of the City of Cape Town Metropolitan

Municipality and including it into the municipal area of Stellenbosch Local Municipality. (Please See Annexure 2.8; DEM No: 6337)

RECOMMENDATION

That Council refuses the proposed boundary amendment, for the following reasons:

- the relevant portion of property is surrounded by built up areas and will be under pressure for development in the near future;
- future proposals for urban development on the relevant property will not be in line with the Stellenbosch Municipal Spatial Development Framework and be located well outside of any of the demarcated urban edges of Stellenbosch Municipality; and
- Stellenbosch Municipality will not be able to provide any municipal services on the relevant portion of property.

and that the relevant portion of property should therefor remain within the boundary of the City of Cape Town Metropolitan Municipality.

- 6.2.9 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding portions 99, 106, 109 and 112 of the remainder of Farm Haasendal 222 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of the City of Cape Town Metropolitan Municipality. (Please see Annexure 2.9; DEM No: 6338)

RECOMMENDATION

Not supported. The proposal was already previously refused for incorporation into the City of Cape Town Municipal area.

- 6.2.10 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding Farm 1528 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of the City of Cape Town Metropolitan Municipality. (Please See Annexure 2.10; DEM No: 6340)

RECOMMENDATION

Not supported. It is an industrial area which contributes to the Stellenbosch economy.

- 6.2.11 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm Vredenburg 696 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of the City of Cape Town Metropolitan Municipality. (2) Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm Vredenburg 696 from the municipal area of the City of Cape Town Metropolitan Municipality and

including it into the municipal area of Stellenbosch Local Municipality. (Please See Annexure 2.11; DEM No: 6341)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 6.2.12 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm 1531 and the Farm Driksberg 717 and the Farm Drie Wagte 1325 from the municipal area of the City of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality. (Please See Annexure 2.12; DEM No: 6342)

RECOMMENDATION

Supported. Access to property is already obtained from Stellenbosch Municipality area.

- 6.2.13 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm Helfor 721 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of the City of Cape Town Metropolitan Municipality. (Please See Annexure 2.13; DEM No: 6343)

RECOMMENDATION

Not supported.

- 6.2.14 Proposed redetermination of municipal boundaries of Drakenstein Local Municipality and Stellenbosch Local Municipality by excluding a portion of the Farm Boschendal 1674 from the municipal area of Drakenstein Local Municipality and including it into the municipal area of Stellenbosch Local Municipality. (Please See Annexure 2.14; DEM No: 6350)

RECOMMENDATION

Supported. It is already an actively formed property of which the greater portion of the property is situated within the Stellenbosch Municipal area.

- 6.2.15 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of farm 1386 and a portion of farm 1565 from the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and including them into the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District

Municipality (DC02) and excluding a portion of the farm Fairview 245 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT). (Please See Annexure 2.15; DM No: 6325)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 6.2.16 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of the farm Koopmans Kloof 221 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT). (Please See Annexure 2.16; DM No: 6334)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 6.2.17 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of farm 1386 and a portion of farm 1565 from the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and including them into the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and excluding a portion of the farm Fairview 245 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT). (Please See Annexure 2.17; DM No: 6324)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 6.2.18 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of farm

Fairview 245 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and by excluding a portion of the farm 250 from the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and including it into the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02). (Please See Annexure 2.18; DM No: 6339)

RECOMMENDATION

Not supported. The portion of land is an actively farmed land portion situated within Stellenbosch Municipality.

- (b) that Council delegates the Municipal Manager to act on its behalf in communicating its decision on the above as input, in terms of Section 26 of the Local Government: Municipal Demarcation Act, 1998, as requested by the Municipal Demarcation Board in its Circular (1/2018), dated 2018-03-26, before the applicable closing date to submit comment.

6. DISCUSSION / CONTENTS

6.1 Background

South Africa's Constitution (1996) sets out a vision for local government and requires of local government to provide equitable and efficient services, build local democracy, promote social and economic development, collect revenue, ensure safe and healthy environments, and create a generally viable and sustainable system of local government.

The drawing of new municipal boundaries was one of the first steps in a local government transformation process that aims to give substance to the Constitution's vision.

Demarcation was and it not meant to solve all the problems that municipalities face, but set the structural conditions within which the other processes of transforming and developing local government can take place. The above is an on-going process

6.2 Discussion

The item deals with the amendments to the boundaries of Stellenbosch Municipality proposed by the Municipal Demarcation Board as included in the Circular: 1/2018 attached as **ANNEXURE 1**.

Circular 1/2018 informs all stakeholders about the commencement of the legal process, in particular the publication of notices to make known the intentions of the Municipal Demarcation Board to consider municipal boundary redeterminations, in terms of Section 26 of the Local Government: Municipal Demarcation Act (1998) and to invite municipalities affected by the proposed changes to submit their views and representations.

The municipal boundary redetermination programme focus on technical boundary alignment detailing the activities and broad framework as outlined in Circular 1/2018 which outline all stages left until the process is concluded

The following proposals in terms of Circular 1/2018 affects Stellenbosch:

Find below the proposals in terms of Circular 1/2018 and the suggested recommendations in response.

- 6.2.1 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm Bank Jonker 155 from the municipal area of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality. (Please see Annexure 2.1; DEM No: 6309)

RECOMMENDATION

The area is mountainous and not suitable for any development or agricultural activities. It is therefor recommended that the area remains within the City of Cape Municipality area.

- 6.2.2 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm 1386 and a portion of Farm 1565 from the municipal area of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality and excluding a portion of Farm Fairview 245 from the municipal area of Stellenbosch Local Municipality, Cape Winelands District Municipality and including it into the municipal boundary of the City of Cape Town Metropolitan Municipality. (Please See Annexure 2.2; DEM No: 6324)

RECOMMENDATION

Recommend for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area its to be incorporated into.

- 6.2.3 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of the remainder of the Eerste Rivier Town Allotment from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of Cape Town Metropolitan Municipality. (Please See Annexure 2.3; DEM No: 6329)

RECOMMENDATION

The city already encroached over the indicated demarcated municipal boundary of Stellenbosch.

Recommended to refuse. There is no desirability motivation given why the subject portion should be included within the City of Cape Town.

- 6.2.4 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by aligning the municipal boundary of City of Cape Town Metropolitan municipality and Stellenbosch Local Municipality to the southern boundary of Erf 222 of Raithby of Stellenbosch Allotment area. (Please See Annexure 2.4; DEM No: 6331)

RECOMMENDATION

Recommend for approval considering that only the access road to the property which is part of the city and will be included into the City of Cape Town.

- 6.2.5 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of the Farm Koopmanskloof Noord 216 from the municipal area of the City of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality and excluding a portion of the Farm Koopmans Kloof 221 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of the City of Cape Town Metropolitan Municipality. (Please See Annexure 2.5; DEM No: 6333)

RECOMMENDATION

Recommend for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area its to be incorporated into.

- 6.2.6 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Portion 29 of the Farm Klein Bottelary 17 from the municipal area of the City of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality. (Please See Annexure 2.6; DEM No: 6335)

RECOMMENDATION

Recommend for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area its to be incorporated into.

- 6.2.7 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town

Metropolitan Municipality by excluding a portion of the Farm Klein Bottelary 17 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of City of Cape Town Metropolitan Municipality. (Please See Annexure 2.7; DEM No: 6336)

RECOMMENDATION

Recommend for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area its to be incorporated into.

- 6.2.8 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of the remainder of Farm Haasendal 222 from the municipal area of the City of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality. (Please See Annexure 2.8; DEM No: 6337)

RECOMMENDATION

Recommended for approval, considering that the property already forms part of Farm No. 222, Stellenbosch, with is located within the Stellenbosch Municipal boundary.

- 6.2.9 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding portions 99, 106, 109 and 112 of the remainder of Farm Haasendal 222 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of the City of Cape Town Metropolitan Municipality. (Please see Annexure 2.9; DEM No: 6338)

RECOMMENDATION

Not supported. The proposal was already previously refused for incorporation into the City of Cape Town Municipal area.

- 6.2.10 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding Farm 1528 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of the City of Cape Town Metropolitan Municipality. (Please See Annexure 2.10; DEM No: 6340)

RECOMMENDATION

Not supported. It is an industrial area which contributes to the Stellenbosch economy.

- 6.2.11 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town

Metropolitan Municipality by excluding a portion of Farm Vredenburg 696 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of the City of Cape Town Metropolitan Municipality. (2) Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm Vredenburg 696 from the municipal area of the City of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality. (Please See Annexure 2.11; DEM No: 6341)

RECOMMENDATION

Recommend for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area its to be incorporated into.

- 6.2.12 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm 1531 and the Farm Driksberg 717 and the Farm Drie Wagte 1325 from the municipal area of the City of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality. (Please See Annexure 2.12; DEM No: 6342)

RECOMMENDATION

Supported. Access to property is already obtained from Stellenbosch Municipality area.

- 6.2.13 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm Helfor 721 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of the City of Cape Town Metropolitan Municipality. (Please See Annexure 2.13; DEM No: 6343)

RECOMMENDATION

Not supported.

- 6.2.14 Proposed redetermination of municipal boundaries of Drakenstein Local Municipality and Stellenbosch Local Municipality by excluding a portion of the Farm Boschendal 1674 from the municipal area of Drakenstein Local Municipality and including it into the municipal area of Stellenbosch Local Municipality. (Please See Annexure 2.14; DEM No: 6350)

RECOMMENDATION

Supported. It is already an actively formed property of which the greater portion of the property is situated within the Stellenbosch Municipal area.

- 6.2.15 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of farm 1386 and a portion of farm 1565 from the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and including them into the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and excluding a portion of the farm Fairview 245 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT). (Please See Annexure 2.15; DM No: 6325)

RECOMMENDATION

Recommend for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area its to be incorporated into.

- 6.2.16 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of the farm Koopmans Kloof 221 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT). (Please See Annexure 2.16; DM No: 6334)

RECOMMENDATION

Recommend for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area its to be incorporated into.

- 6.2.17 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of farm 1386 and a portion of farm 1565 from the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and including them into the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and excluding a portion of the farm Fairview 245 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT). (Please See Annexure 2.17; DM No: 6324)

RECOMMENDATION

Recommend for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area its to be incorporated into.

- 6.2.18 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of farm Fairview 245 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and by excluding a portion of the farm 250 from the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and including it into the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02). (Please See Annexure 2.18; DM No: 6339)

RECOMMENDATION

Not supported. The portion of land is an actively farmed land portion situated within Stellenbosch Municipality.

It is envisaged that the process will be concluded by August 2018 when the final boundaries are handed over to the IEC.

6.3 Financial Implications

No information at this stage.

6.4 Legal Implications

To be determined at a later stage.

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

To be determined at a later stage.

6.8 Comments from Senior Management

None

6.8.1 Director: Infrastructure Services

None

6.8.2 Director: Planning and Economic Development

That the implications of Circular 1/2018 in terms of Stellenbosch Municipality be discussed by Council and subsequently a submission be made to the Municipal Demarcation Board based on the outcome of the discussions.

6.8.3 Director: Community and Protection Services

None

6.8.4 Director: Strategic and Corporate Services

None

6.8.5 Director Human Settlements and Property Management

None

6.8.6 Chief Financial Officer:

None

6.8.7 Municipal Manager:

Request to submit item to Mayco on 2018-04-04.

URGENT COUNCIL MEETING: 2018-04-19: ITEM 3

The Speaker **RULED** that the Environmental Planner, Mr Schalk van der Merwe, may continue to do a presentation to Council on the amendments to the boundaries of Stellenbosch Municipality, proposed by the Municipal Demarcation Board.

After the presentation, it was

RESOLVED (majority vote with abstentions)

- (a) that Council approves the recommendations on the municipal boundary alignment proposals, as follows:

- 6.2.1 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm Bank Jonker 155 from the municipal area of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality. (Please see Annexure 2.1; DEM No: 6309)

RECOMMENDATION

The area is mountainous and not suitable for any development or agricultural activities. It is therefore recommended that the area remains within the City of Cape Municipality area.

- 6.2.2 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm 1386 and a portion of Farm 1565 from the municipal area of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality and excluding a portion of Farm Fairview 245 from the municipal area of Stellenbosch Local Municipality, Cape Winelands District Municipality and including it into the municipal boundary of the City of Cape Town Metropolitan Municipality. (Please See Annexure 2.2; DEM No: 6324)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 6.2.3 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of the remainder of the Eerste Rivier Town Allotment from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of Cape Town Metropolitan Municipality. (Please See Annexure 2.3; DEM No: 6329)

RECOMMENDATION

The city already encroached over the indicated demarcated municipal boundary of Stellenbosch.

Recommended to refuse. There is no desirability motivation given why the subject portion should be included within the City of Cape Town.

- 6.2.4 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by aligning the municipal boundary of City of Cape Town Metropolitan municipality and Stellenbosch Local Municipality to the southern boundary of Erf 222 of Raithby of Stellenbosch Allotment area. (Please See Annexure 2.4; DEM No: 6331)

RECOMMENDATION

Recommended for approval, considering that only the access road to the property which is part of the city and will be included into the City of Cape Town.

- 6.2.5 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town

Metropolitan Municipality by excluding a portion of the Farm Koopmanskloof Noord 216 from the municipal area of the City of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality and excluding a portion of the Farm Koopmans Kloof 221 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of the City of Cape Town Metropolitan Municipality. (Please See Annexure 2.5; DEM No: 6333)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 6.2.6 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Portion 29 of the Farm Klein Bottelary 17 from the municipal area of the City of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality. (Please See Annexure 2.6; DEM No: 6335)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 6.2.7 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of the Farm Klein Bottelary 17 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of City of Cape Town Metropolitan Municipality. (Please See Annexure 2.7; DEM No: 6336)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 6.2.8 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of the remainder of Farm Haasendal 222 from the municipal area of the City of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality. (Please See Annexure 2.8; DEM No: 6337)

RECOMMENDATION

That Council refuses the proposed boundary amendment, for the following reasons:

- the relevant portion of property is surrounded by built up areas and will be under pressure for development in the near future;
- future proposals for urban development on the relevant property will not be in line with the Stellenbosch Municipal Spatial Development Framework and be located well outside of any of the demarcated urban edges of Stellenbosch Municipality; and
- Stellenbosch Municipality will not be able to provide any municipal services on the relevant portion of property.

and that the relevant portion of property should therefor remain within the boundary of the City of Cape Town Metropolitan Municipality.

- 6.2.9 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding portions 99, 106, 109 and 112 of the remainder of Farm Haasendal 222 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of the City of Cape Town Metropolitan Municipality. (Please see Annexure 2.9; DEM No: 6338)

RECOMMENDATION

Not supported. The proposal was already previously refused for incorporation into the City of Cape Town Municipal area.

- 6.2.10 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding Farm 1528 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of the City of Cape Town Metropolitan Municipality. (Please See Annexure 2.10; DEM No: 6340)

RECOMMENDATION

Not supported. It is an industrial area which contributes to the Stellenbosch economy.

- 6.2.11 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm Vredenburg 696 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of the City of Cape Town Metropolitan Municipality. (2) Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm Vredenburg 696 from the municipal area of the City of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality. (Please See Annexure 2.11; DEM No: 6341)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 6.2.12 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm 1531 and the Farm Driksberg 717 and the Farm Drie Wagte 1325 from the municipal area of the City of Cape Town Metropolitan Municipality and including it into the municipal area of Stellenbosch Local Municipality. (Please See Annexure 2.12; DEM No: 6342)

RECOMMENDATION

Supported. Access to property is already obtained from Stellenbosch Municipality area.

- 6.2.13 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality, Cape Winelands District Municipality and City of Cape Town Metropolitan Municipality by excluding a portion of Farm Helfor 721 from the municipal area of Stellenbosch Local Municipality and including it into the municipal area of the City of Cape Town Metropolitan Municipality. (Please See Annexure 2.13; DEM No: 6343)

RECOMMENDATION

Not supported.

- 6.2.14 Proposed redetermination of municipal boundaries of Drakenstein Local Municipality and Stellenbosch Local Municipality by excluding a portion of the Farm Boschendal 1674 from the municipal area of Drakenstein Local Municipality and including it into the municipal area of Stellenbosch Local Municipality. (Please See Annexure 2.14; DEM No: 6350)

RECOMMENDATION

Supported. It is already an actively formed property of which the greater portion of the property is situated within the Stellenbosch Municipal area.

- 6.2.15 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of farm 1386 and a portion of farm 1565 from the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and including them into the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and excluding a portion of the farm Fairview 245 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City

of Cape Town Metropolitan Municipality (CPT). (Please See Annexure 2.15; DM No: 6325)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 6.2.16 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of the farm Koopmans Kloof 221 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT). (Please See Annexure 2.16; DM No: 6334)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 6.2.17 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of farm 1386 and a portion of farm 1565 from the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and including them into the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and excluding a portion of the farm Fairview 245 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT). (Please See Annexure 2.17; DM No: 6324)

RECOMMENDATION

Recommended for approval. The proposal only entails the realignment of the municipal boundaries to follow the actual erf boundaries or to incorporate small portions of land which forms part of a bigger actively farm or cultivated land within the municipal area it's to be incorporated into.

- 6.2.18 Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of farm Fairview 245 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT)

and by excluding a portion of the farm 250 from the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and including it into the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02). (Please See Annexure 2.18; DM No: 6339)

RECOMMENDATION

Not supported. The portion of land is an actively farmed land portion situated within Stellenbosch Municipality.

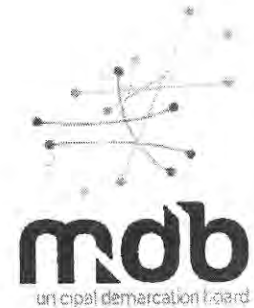
- (c) that Council delegates the Municipal Manager to act on its behalf in communicating its decision on the above as input, in terms of Section 26 of the Local Government: Municipal Demarcation Act, 1998, as requested by the Municipal Demarcation Board in its Circular (1/2018), dated 2018-03-26, before the applicable closing date to submit comment.

The following Councillors requested that their votes of dissent be minuted:

Cllr F Adams; GN Bakubaku-Vos (Ms); FT Bangani-Menziwa (Ms); RS Nalumango (Ms); MD Oliphant; N Sinkinya (Ms).

APPENDIX 3

Annexure 3: Circular 1/2018: Determination and Redetermination (Technical Alignment) of Municipal Boundaries in terms of Section 26 of the Local Government: Municipal Demarcation Act, 1998.

CIRCULAR 1 OF 2018

- To:** Minister of Cooperative Governance and Traditional Affairs
 MECs of Provincial Departments responsible for Local Government
 Chairpersons of National & Provincial Houses of Traditional Leaders
 President of South African Local Government Association
 Chairperson of Independent Electoral Commission
 Mayors of Metropolitan, District and Local Municipalities
- Cc:** HOD's of Provincial Departments responsible for Local Government
 DG's of Provincial Departments responsible for Local Government
 Municipal Managers
 Chief Surveyor General
 Chief Electoral Officer
 Chief Executive Officer of SALGA
 Statistician – General
 Members of extended Boundaries, Powers and Function Committee
 Members of Local Elections Technical Committee
 Other Stakeholders

Dear Sir/Madam,

CIRCULAR 1/2018: DETERMINATION AND REDETERMINATION (TECHNICAL ALIGNMENTS) OF MUNICIPAL BOUNDARIES IN TERMS OF SECTION 26 OF THE LOCAL GOVERNMENT: MUNICIPAL DEMARCATION ACT, 1998.

PURPOSE

1. To inform all the Municipal Demarcation Board (MDB) stakeholders about the commencement of the legal process particularly the publication of notices to make known the intention of the MDB to consider municipal boundary redeterminations in terms of Section 26 of the Local Government: Municipal Demarcation Act of 1998 (MDA)
2. To invite all stakeholders affected by the proposed boundary changes to submit their views and representations.

INTRODUCTION

3. The Municipal Demarcation Board (MDB) embarked on a municipal boundary assessment during 2016. Phase one of this project entailed a desktop analysis of all municipal boundaries. The project aimed to identify what is referred to as technical cadastre misalignment / split settlements / split farms / split traditional areas. The exercise identified 1075 cases of boundary misalignments.
4. Phase two of this project entailed consultation with key stakeholders and further analysis. The MDB consulted with the following stakeholders Independent Electoral Commission, Chief Surveyor General, and Statistics South Africa, Provincial Executive Councils, National House of Traditional Leaders etc. The outcome of phase two was 163 cases excluding all cases affecting traditional areas.
5. The MDB decided not to proceed with cases affecting traditional areas for a number of reasons:
 - a. Lack of legal proclamations confirming the spatial jurisdiction of the areas of traditional communities. This alone poses a threat to the work of the MDB as municipal boundary misalignments may cause unnecessary contestations and civil unrests over land ownership disputes in rural areas.
 - b. The Department of Traditional Affairs in collaboration of Department of Rural Development and Land Reform are still busy with a national project of reconstituting traditional councils. The project is envisaged to produce, the following amongst others:
 - i. Validated and verified spatial data for traditional council areas, and
 - ii. Proclamations defining the spatial jurisdiction of Traditional Council Areas.
 - c. An absence of the above results in MDB using unverified data, which aspect may lead to adverse unintended consequences and more misalignments. Even more, this can spark inter-tribal conflicts and lead to boundary instability in rural areas.
6. Phase three entailed consultation with GIS and planning officials from municipalities. The intention here was for them to share their local knowledge

with the MDB on how the misalignments could be resolved. The outcome of this phase was 154 cases which included submissions made by municipalities.

7. In the period between November and December 2017, the MDB conducted onsite visits (in loco inspections) with the intention to confirm and identify municipal boundary misalignment cases and also to gather information about the cases and prepare for community meetings.
8. Between January and February 2018, the MDB consulted with communities, including farming communities, affected by technical misalignments involving mainly split settlements and split farms.
9. At these sessions, MDB presented the technical misalignment cases, including scheduled activities and timeframes, and afforded members of the affected communities and stakeholders an opportunity to make comments on these cases and or propose alternate configurations where possible.

Table 1- Summary Community consultations

Province	Number of meetings
Eastern cape	1
Gauteng	5
Kwazulu-Natal	6
Limpopo	1
Mpumalanga	4
Total	17

Table 2- Summary Consultations with farm owners

province	Number of meetings
Free state	4
Gauteng	2
Kwazulu-Natal	6
Mpumalanga	1
North west	2

Northern cape	2
Western cape	3
Total	20

PUBLICATION OF NOTICES IN TERMS OF SECTION 26 OF MDA

10. The MDB consolidated all comments and inputs from community and stakeholder consultation meetings and the Board was able to determine which cases would be considered for possible municipal boundary correction or re-determination.

11. Out of the 154 cases the Board resolved to proceed with 106. In terms of section 26 of the MDA, MDB will publish notices in relevant newspapers during this week. A list of all cases is attached hereto. Table 3 below provides a summary in terms of number of cases per category per province.

12. When MDB publishes notices in terms of Section 26 of the MDA, all affected communities and stakeholders, including interested individuals, organisations and institutions are invited to submit written representations or views on the matters referred to in the notice to the Board within 30 days from the date of publication of the newspaper notice. No submissions received after the closing date will be considered.

13. After the closing date, the MDB will consider all views and representations received. Thereafter, the Board will decide to either investigate, or to hold further public meetings or re-determine the boundaries in terms of Section 21 of MDA. It is envisaged that section 21 notices will be published in Provincial Gazettes by June 2018. In this instance the Board will provide another opportunity for anyone aggrieved by a determination of the Board to submit objections.

Table 3 - Summary of Cases proceeding to Section 26 of MDA

PROVINCE	TOTAL BOUNDARY	SPLIT SETTLEME NTS	CADASTRE MISALIGN MENT	SPLIT FARMS	SPLIT TRADITIONA L AREAS

	MISALIGNMENTS				
Eastern Cape	7	0	6	0	1
Free State	10	2	6	2	0
Gauteng	5	4	0	1	0
KwaZulu Natal	28	1	11	16	0
Limpopo	5	0	4	0	1
Mpumalanga	5	5	0	0	0
North West	9	0	7	2	0
Northern Cape	7	0	4	3	0
Western Cape	30	0	24	6	0
TOTAL	106	12	62	30	2

14. To create awareness on this process, the MDB will be broadcasting messages on radio, posting messages on social media and posting information on MDB's website.

ROLE OF STAKEHOLDERS AND THE PUBLIC IN RESPONSE TO SECTION 26 PUBLICATION

15. Notices were also sent to the MEC for local government in the province concerned, all affected municipalities, the magistrates concerned; and the provincial Houses of Traditional Leaders inviting them to submit written views and representations as it is a requirement in terms of the section 26(3) of the MDA.
16. Affected municipalities are urged to submit views and representations supported by a council resolution in terms of the section 26 of the MDA.

17. Affected municipalities are requested to partner with the MDB to distribute and display contents of the notice in the affected areas. It will also be appreciated if this circular could be circulated through ward committees, CDW's, youth volunteers and other community based structures to ensure wide accessibility by the broader community.
18. To ensure that information on the proposed redeterminations reaches all affected members of the public it would be appreciated if all other stakeholders could assist by displaying the notice on your premises and, where possible, the notices can also be displayed at any other appropriate public places such as police stations, the magistrate's offices, offices of traditional leaders, taxi and bus terminals, pension pay points, shopping malls in the affected areas.
19. Municipalities are requested to, on behalf of the MDB accept submissions from members of the public who may be unable to make use of communication platforms provided by the MDB for submitting views and representations and forward them to MDB within the stipulated period.

BROAD DEMARCATION PROCESS

20. The municipal boundary re-determination programme focusing on technical boundary alignment detailing the activities and broad timeframes is outlined in Table 4 below. This outlines all the stages left until the process is concluded. The MDB is looking at concluding this process by August 2018 when the final boundaries are handed over to the IEC.

Table 4: Broad programme for the technical municipal boundary re-determination process:


PROCESS	DATE	TASK	RESPONSIBILITY
Consultation Process – Pre Legal Process	January – February 2018	Consultation with affected Communities	MDB

PROCESS	DATE	TASK	RESPONSIBILITY
LEGAL PROCESS: INTENTION TO CONSIDER PROPOSALS – SECTION 26 & 27 of MDB	March 2018	Publish intention to consider proposals and process submissions	MDB
LEGAL PROCESS: CONDUCT INVESTIGATIONS – SECTION 29 & 18 of MDA	April – May 2018	Consideration of Public inputs and determine or re-determine municipal boundaries	MDB
LEGAL PROCESS: PUBLICATION FOR OBJECTION- SECTION 21 of MDA	June - July 2018	Publication of re-determination and consideration of objections	MDB
LEGAL PROCESS: CONFIRM, VARY OR WITHDRAW RE- DETERMINATION – SECTION 21(5) of MDA	July 2018	Confirm, vary or withdraw re-determination and final gazetting	MDB
Legal Process: Section 23 of MDA	August 2018	IEC and MECs gazette Section 23 notices.	IEC & MEC

CONCLUSION

21. The MDB is committed to meaningful citizen engagement and would like to urge all our stakeholders to assist the MDB in any way possible to ensure that all affected members of the public participate in this process.

Regards,


JANE THUPANA

CHAIRPERSON: MUNICIPAL DEMARCATION BOARD

DATE: 26/03/2018

IMPORTANT INFORMATION

Members of the public are invited to submit written representations and views to:

The Municipal Demarcation Board
Private Bag x123
Centurion
0046
South Africa
Fax: 012-3422480
E-mail: registry@demarcation.org.za

Representations and views must reach the above office within 30 days of the publication of the notices in newspapers.

Email submissions must be sent to registry@demarcation.org.za, submissions sent to any other email address will not be considered. Written representations and views must be based on the criteria provided for in Sections 24 and 25 of the Demarcation Act. Submission must include the name, surname and address of person making a submission. The relevant reference number (DEM/Map number) must please be quoted in any correspondence with the Board.

A map for each DEM Number can be downloaded from the MDB's web-site (www.demarcation.org.za), or can be obtained by sending an email to daniel@demarcation.org.za or by sending a fax to 012-3422480 or by calling the following numbers:

PROVINCE	CONTACT	TELEPHONE NUMBER
Eastern Cape	Ayanda Monkhe	0871504423
Free State	Thabiso Plank	0871504428
Gauteng	Daniel Sebake	0871504429
Kwazulu-Natal	Liz Mazibuko	0871504431
Limpopo	Tshifhiwa Nethanani	0871504427
Mpumalanga	Hester Marais	0871504430
North West	Smiso Dlamini	0871504434
Northern Cape	Mthobisi Manzini	0871504432
Western Cape	Fazel Hoosen	0871504424

PUBLICATION OF NOTICES IN TERMS OF SECTION 26 OF MDA

PROVINCE	DEM NUMBER	AFFECTED MUNICIPALITIES	DESCRIPTION
Eastern Cape	DEM5028	Ngqushwa Local Municipality, Buffalo City Metropolitan Municipality, Amathole District Municipality	Proposed redetermination of the municipal boundaries of Ngqushwa Local Municipality (EC126), Amathole District Municipality (DC12), Buffalo City Metropolitan Municipality (BUF), by excluding the remaining portion of Zimbaba Location from the municipal area of Ngqushwa Local Municipality (EC126), and by including it into the municipal area of Buffalo City Metropolitan Municipality

PROVINCE	DEM NUMBER	AFFECTED MUNICIPALITIES	DESCRIPTION
Western Cape	DEM6309	City of Cape Town Metropolitan Municipality, Stellenbosch Local Municipality, Cape Winelands District Municipality	Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), and City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of farm Bank Jonker 155 from the municipal area of City of Cape Town Metropolitan Municipality (CPT) and including it into the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02).
Western Cape	DEM6316	City of Cape Town Metropolitan Municipality, Swartland Local Municipality, West Coast District Municipality	Proposed redetermination of the municipal boundaries of City of Cape Town Metropolitan Municipality (CPT), Swartland Local Municipality (WC015), West Coast District Municipality (DC01), by excluding a portion of the farm 565 from the municipal area of Swartland Local Municipality (WC015) and West Coast District Municipality (DC01)

PROVINCE	DEM NUMBER	AFFECTED MUNICIPALITIES	DESCRIPTION
			and including it into the municipal area of City of Cape Town Metropolitan Municipality (CPT).
Western Cape	DEM6317	City of Cape Town Metropolitan Municipality, Swartland Local Municipality, West Coast District Municipality	Proposed redetermination of the municipal boundaries of City of Cape Town Metropolitan Municipality (CPT), Swartland Local Municipality (WC015), West Coast District Municipality (DC01), by excluding a portion of the farm Modderfontein 27 from the municipal area of Swartland Local Municipality (WC015) and West Coast District Municipality (DC01) and including it into the municipal area of City of Cape Town Metropolitan Municipality (CPT).
Western Cape	DEM6318	City of Cape Town Metropolitan Municipality, Swartland Local Municipality, West Coast District Municipality	Proposed redetermination of the municipal boundaries of City of Cape Town Metropolitan Municipality (CPT), Swartland Local Municipality (WC015), West Coast District Municipality (DC01), by excluding a portion of the farm

PROVINCE	DEM NUMBER	AFFECTED MUNICIPALITIES	DESCRIPTION
			Mosselbank 906 from the municipal area of Swartland Local Municipality (WC015), West Coast District Municipality (DC01) and including it into the municipal area of City of Cape Town Metropolitan Municipality (CPT).
Western Cape	DEM6319	City of Cape Town Metropolitan Municipality, Swartland Local Municipality, West Coast District Municipality	Proposed redetermination of the municipal boundaries of City of Cape Town Metropolitan Municipality (CPT), Swartland Local Municipality (WC015), West Coast District Municipality (DC01), by excluding portion 10 of the farm Munniks Dam 908 from the municipal area of Swartland Local Municipality (WC015), West Coast District Municipality (DC01) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT).
Western Cape	DEM6320	City of Cape Town Metropolitan Municipality, Swartland Local Municipality, West	Proposed redetermination of the municipal boundaries of City of Cape Town Metropolitan Municipality (CPT), Swartland Local

PROVINCE	DEM NUMBER	AFFECTED MUNICIPALITIES	DESCRIPTION
		Coast District Municipality	Municipality (WC015), West Coast District Municipality (DC01), by excluding a portion of the farm 1092 from the municipal area of City of Cape Town Metropolitan Municipality (CPT), and by including it into the municipal areas of Swartland Local Municipality (WC015), West Coast District Municipality (DC01).
Western Cape	DEM6321	City of Cape Town Metropolitan Municipality, Drakenstein Local Municipality, Cape Winelands District Municipality	Proposed redetermination of municipal boundaries of the City of Cape Town Metropolitan Municipality (CPT), Drakenstein Local Municipality (WC023), Cape Winelands District Municipality (DC02) by excluding a portion of the farm Boerfontein 919 from the municipal area of Drakenstein Local Municipality (WC023), Cape Winelands District Municipality (DC02) and include it in the municipal area of the City of Cape Town Metropolitan Municipality (CPT).

PROVINCE	DEM NUMBER	AFFECTED MUNICIPALITIES	DESCRIPTION
Western Cape	DEM6322	City of Cape Town Metropolitan Municipality, Drakenstein Local Municipality, Cape Winelands District Municipality	<p>1. Proposed redetermination of municipal boundaries of the City of Cape Town Metropolitan Municipality (CPT), Drakenstein Local Municipality (WC023), Cape Winelands District Municipality (DC02) by excluding a portion of farm Romance 1370, a portion of farm 1369, a portion of farm Matjeskuil 733 from the municipal area of Drakenstein Local Municipality (WC023), Cape Winelands District Municipality (DC02) and include them into the municipal area of the City of Cape Town Metropolitan Municipality (CPT).</p> <p>2. Proposed redetermination of municipal boundaries of the City of Cape Town Metropolitan Municipality (CPT), Drakenstein Local Municipality (WC023), Cape Winelands District Municipality (DC02) by excluding a portion of farm</p>

PROVINCE	DEM NUMBER	AFFECTED MUNICIPALITIES	DESCRIPTION
			Joostenbergs Vlake 727 and a portion of farm Joostenbergs Vlake 728 from the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and including them into the municipal area of Drakenstein Local Municipality (WC023), Cape Winelands District Municipality (DC02).
Western Cape	DEM6323	City of Cape Town Metropolitan Municipality, Drakenstein Local Municipality, Cape Winelands District Municipality	Proposed redetermination of municipal boundaries of the City of Cape Town Metropolitan Municipality (CPT), Drakenstein Local Municipality (WC023), Cape Winelands District Municipality (DC02) by excluding portion 1 of the farm Schinderkuil 444 from the municipal area of Drakenstein Local Municipality (WC023), Cape Winelands District Municipality (DC02) and include it in the municipal area of the City of Cape Town Metropolitan Municipality (CPT).

PROVINCE	DEM NUMBER	AFFECTED MUNICIPALITIES	DESCRIPTION
Western Cape	DEM6324	City of Cape Town Metropolitan Municipality, Stellenbosch Local Municipality, Cape Winelands District Municipality	Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of farm 1386 and a portion of farm 1565 from the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and including them into the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and excluding a portion of the farm Fairview 245 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT).

PROVINCE	DEM NUMBER	AFFECTED MUNICIPALITIES	DESCRIPTION
Western Cape	DEM6325	City of Cape Town Metropolitan Municipality, Stellenbosch Local Municipality, Cape Winelands District Municipality	Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of farm 1386 and a portion of farm 1565 from the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and including them into the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and excluding a portion of the farm Fairview 245 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT)

PROVINCE	DEM NUMBER	AFFECTED MUNICIPALITIES	DESCRIPTION
Western Cape	DEM6329	City of Cape Town Metropolitan Municipality, Stellenbosch Local Municipality, Cape Winelands District Municipality	Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of the remainder of Eerste Rivier Town Allotment from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of City of Cape Town Metropolitan Municipality (CPT).
Western Cape	DEM6331	City of Cape Town Metropolitan Municipality, Stellenbosch Local Municipality, Cape Winelands District Municipality	Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), and City of Cape Town Metropolitan Municipality (CPT) by aligning the municipal boundary of City of Cape Town Metropolitan

PROVINCE	DEM NUMBER	AFFECTED MUNICIPALITIES	DESCRIPTION
			Municipality (CPT) and Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) to the southern boundary of Erf 222 of Raithby of Stellenbosch Allotment area.
Western Cape	DEM6333	City of Cape Town Metropolitan Municipality, Stellenbosch Local Municipality, Cape Winelands District Municipality	Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of farm Koopmanskloof Noord 216 from the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and including it into the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and excluding a portion of the farm Koopmans Kloof 221 from the municipal area of Stellenbosch Local

PROVINCE	DEM NUMBER	AFFECTED MUNICIPALITIES	DESCRIPTION
			Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT).
Western Cape	DEM6334	City of Cape Town Metropolitan Municipality, Stellenbosch Local Municipality, Cape Winelands District Municipality	Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of the farm Koopmans Kloof 221 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT).
Western Cape	DEM6335	City of Cape Town Metropolitan Municipality, Stellenbosch Local	Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape

PROVINCE	DEM NUMBER	AFFECTED MUNICIPALITIES	DESCRIPTION
		Municipality, Cape Winelands District Municipality	Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of Portion 29 of the farm Klein Bottelary 17 from the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and including it into the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02).
Western Cape	DEM6336	City of Cape Town Metropolitan Municipality, Stellenbosch Local Municipality, Cape Winelands District Municipality	Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of the farm Klein Bottelary 17 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal

PROVINCE	DEM NUMBER	AFFECTED MUNICIPALITIES	DESCRIPTION
			area of the City of Cape Town Metropolitan Municipality (CPT).
Western Cape	DEM6337	City of Cape Town Metropolitan Municipality, Stellenbosch Local Municipality, Cape Winelands District Municipality	Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of the Remainder of farm Haasendal 222 from the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and including it into the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02).
Western Cape	DEM6338	City of Cape Town Metropolitan Municipality, Stellenbosch Local Municipality, Cape Winelands District Municipality	Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT) by

PROVINCE	DEM NUMBER	AFFECTED MUNICIPALITIES	DESCRIPTION
			excluding portions 99, 106, 109 and 112 of the farm Haasendal 222 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including them into the municipal area of the City of Cape Town Metropolitan Municipality (CPT).
Western Cape	DEM6339	City of Cape Town Metropolitan Municipality, Stellenbosch Local Municipality, Cape Winelands District Municipality	Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of farm Fairview 245 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and by excluding a

PROVINCE	DEM NUMBER	AFFECTED MUNICIPALITIES	DESCRIPTION
			portion of the farm 250 from the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and including it into the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02).
Western Cape	DEM6340	City of Cape Town Metropolitan Municipality, Stellenbosch Local Municipality, Cape Winelands District Municipality	Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), and City of Cape Town Metropolitan Municipality (CPT) by excluding farm 1528 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of City of Cape Town Metropolitan Municipality (CPT).

PROVINCE	DEM NUMBER	AFFECTED MUNICIPALITIES	DESCRIPTION
Western Cape	DEM6341	City of Cape Town Metropolitan Municipality, Stellenbosch Local Municipality, Cape Winelands District Municipality	<p>1. Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of farm Vredenburg 696 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT).</p> <p>2. Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02), City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of the farm Vredenburg 692 from the municipal area of the City</p>

PROVINCE	DEM NUMBER	AFFECTED MUNICIPALITIES	DESCRIPTION
			of Cape Town Metropolitan Municipality (CPT) and including it into the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02).
Western Cape	DEM6342	City of Cape Town Metropolitan Municipality, Stellenbosch Local Municipality, Cape Winelands District Municipality	Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of the farm 1531, the farm Driksberg 717 and the farm Drie Wagte 1325 from the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and including them into the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02).

PROVINCE	DEM NUMBER	AFFECTED MUNICIPALITIES	DESCRIPTION
Western Cape	DEM6343	City of Cape Town Metropolitan Municipality, Stellenbosch Local Municipality, Cape Winelands District Municipality	Proposed redetermination of municipal boundaries of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and City of Cape Town Metropolitan Municipality (CPT) by excluding a portion of farm Helfor 721 from the municipal area of Stellenbosch Local Municipality (WC024), Cape Winelands District Municipality (DC02) and including it into the municipal area of the City of Cape Town Metropolitan Municipality (CPT).
Western Cape	DEM6347	City of Cape Town Metropolitan Municipality, Theewaterskloof Local Municipality, Overberg District Municipality	Proposed redetermination of municipal boundaries of City of Cape Town Metropolitan Municipality (CPT), Theewaterskloof Local Municipality (WC031), and Overberg District Municipality (DC03) by excluding a portion of the farm Weltevreden 93 from the municipal area of the City of Cape Town Metropolitan Municipality (CPT) and including it into the

PROVINCE	DEM NUMBER	AFFECTED MUNICIPALITIES	DESCRIPTION
			municipal area of Theewaterskloof Local Municipality (WC031), Overberg District Municipality (DC03).
Western Cape	DEM6349	Theewaterskloof Local Municipality, Cape Agulhas Local Municipality, Overberg District Municipality	Proposed redetermination of municipal boundaries of Theewaterskloof Local Municipality (WC031), Cape Agulhas Local Municipality (WC033) by excluding a portion of the farm Bosch Rivier 609 and a portion of Farm 1003 from the municipal area of Cape Agulhas Local Municipality (WC033), and including them into the municipal area of Theewaterskloof Local Municipality (WC031).
Western Cape	DEM6350	Drakenstein Local Municipality, Stellenbosch Local Municipality, Cape Winelands District Municipality	Proposed redetermination of municipal boundaries of Drakenstein Local Municipality (WC023), Stellenbosch Local Municipality (WC024) by excluding a portion of the farm Boschendal 1674 from the municipal area of Drakenstein Local Municipality (WC023) and

PROVINCE	DEM NUMBER	AFFECTED MUNICIPALITIES	DESCRIPTION
			including it into the municipal area of Stellenbosch Local Municipality (WC024).

APPENDIX 4

Annexure 4: Stellenbosch Municipality's Response to Circular 1/2018 (24 April 2018)



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Our Ref: G Mettler(021-808 8025)

Collab ref : 3/1/2

Office of the Municipal Manager

24 April 2018

CHAIRPERSON: MUNICIPAL DEMARCATION BOARD

The Municipal Demarcation Board

Private Bag X123

Centurion

0046

For attention: Jane Thupana

By e-mail : registry@demarcation.org.za

CIRCULAR 1/2018 : DETERMINATION AND REDETERMINATION (TECHNICAL ALIGNMENTS) OF MUNICIPAL BOUNDARIES IN TERMS OF SECTION 26 OF THE LOCAL GOVERNMENT : MUNICIPAL DEMARCATION ACT, 1998

Circular 1/2018 received by my office, dated 26 March 2018, has reference.

The purpose of this circular was to:

1. Inform all Municipal Demarcation Board (MDB) stakeholders about the commencement of the legal process, particularly the publication of notices to make known the intention of the MDB to consider municipal boundary redeterminations in terms of Section 26 of the Local Government: Municipal Demarcation Act, 1998; and
2. Invite stakeholders affected by the proposed boundary changes to submit their views and representations.

In reaction to the above invitation to submit representations a Meeting of the Council of Stellenbosch Municipality was held on 19 March 2018 to consider the various proposals for boundary redeterminations contained in the above circular.

Subsequently the following is submitted on behalf of Stellenbosch Municipality:

DEM NO.	COUNCIL DECISION ON MDB PROPOSAL	REASON(S) FOR REFUSAL
6324 / 6325 / 6331 / 6333 / 6334 / 6335 / 6336 / 6341 / 6350	Supported	Realignment of municipal boundary to property boundaries.
6342	Supported	Access to the relevant properties obtained from Stellenbosch Municipality's side.
6309 / 6343	Refused	The area is mountainous and not suitable for any development or agricultural activities.
6329	Refused	The city has encroached over the demarcated municipal boundary. There is no acceptable motivation provided why the relevant portion of property should be included in the City of Cape Town.
6337	Refused	The relevant portion of property is surrounded by built up areas and will be under pressure for development in the near future. Future proposals for urban development on the relevant property will not be in line with the Stellenbosch Municipal Spatial Development Framework and be located well outside of any of the demarcated urban edges of Stellenbosch Municipality. Stellenbosch Municipality will not be able to provide any municipal services on the relevant portion of property.
6338 / 6340	Refused	Proposal was refused by Council in an earlier round of MDB consultation.
6339	Refused	The portion of land is an actively farmed portion of land situated within Stellenbosch Municipality.

Please find attached minutes of said Council meeting as confirmation.

Kind regards



**GERALDINE METTLER
MUNICIPAL MANAGER
STELLENBOSCH MUNICIPALITY**

5.4	FINANCIAL SERVICES: (PC: CLLR S PETERS)
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5.4.1	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR JUNE 2018
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Collaborator No: **8/1**
 BUDGET KPA Ref No: **Good Governance and Compliance**
 Meeting Date: **18 July 2018**

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR JUNE 2018

2. PURPOSE

To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 4.36.2 of the Supply Chain Management Policy 2017/2018 to report the deviations and ratifications to Council.

3. DELEGATED AUTHORITY

Noted by Municipal Council.

4. RECOMMENDATION

That Council notes the deviations and ratifications as listed for the month.

5. DISCUSSION / CONTENTS

5.1 Background/ Legislative Framework

The regulation applicable is as follows:

GNR.868 of 30 May 2005: Municipal Supply Chain Management Regulations

Deviation from and ratification of minor breaches of, procurement processes

36. (1) A supply chain management policy may allow the accounting officer—

- (a) To **dispense with the official procurement processes** established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only—
 - (i) in an emergency;
 - (ii) if such goods or services are produced or available from a single provider only;
 - (iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;
 - (iv) acquisition of animals for zoos; or
 - (v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes; and
- (b) to ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.

- (2) The accounting officer must record the reasons for any deviations in terms of sub regulation (1) (a) and (b) and **report them to the next meeting of the council**, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements.

6.1 Discussion

Reporting the deviations as approved by the Accounting Officer for June 2018: The following deviations were approved with the reason as indicated below:

DEVIATION NUMBER	CONTRACT DATE	NAME OF CONTRACTOR	CONTRACT DESCRIPTION	REASON	SUBSTANTIATION WHY SCM PROCESS COULD NOT BE FOLLOWED	TOTAL CONTRACT PRICE (R)
D/SM 49/18	05/06/2018	Lupat General Trading (Pty) LTD	Ward 21: 7-A-Side Soccer Tournament	Emergency Exceptional case and it is impractical or impossible to follow the official procurement process	Complaint received from ward councillor on Saturday, 02-06-2018 after 12 pm that food provision for the 300 participants in the seven-a-side soccer tournament was not sufficient as service provider only catered for 100. Due to it being a Saturday and the time pressure to provide food within short period, it was not possible to follow normal SCM processes by sourcing three quotations. The original sourcing of catering for 100 persons instead of 300 was due to departmental oversight. It should be noted that the per person cost of R45.00 was the result of a normal SCM procurement process and that it can be argued that the market was tested in that way. (See also additional quotations obtained as part of the process – Annexure 2). For this reason the municipality had to make a decision on the day to deviate from the normal SCM procedure.	R 9 000.00

D/SM 50/18	06/06/2018	1.Split Second Science 2.The Amazing Magic of Regardt Laubscher	Holiday Programmes for 8 Stellenbosch Libraries	Exceptional case and it is impractical or impossible to follow the official procurement process	Professional presentation given by skilled artists to enhance the literacy skills of learners' project.	1. R29 465.00 2. R12 000.00
D/SM 51/18	11/06/2018	Ontec Systems (Pty) LTD	Appointment of a service provider for supply, installation and management of STS compliant prepayment electricity vending	Exceptional case and it is impractical or impossible to follow the official procurement process	The procurement process to appoint a new service provider for the supply, installation and management of vending system is currently underway. The technical evaluation was submitted on the 1st June 2018 and the date is awaited for the BEC to convene. We are concerned that the process will not be concluded on time to have a service provider appointed and operational by 1 July 2018 hence our proactive approach.	Rates
D/SM 52/18	11/06/2018	Livewire Engineering and Consulting (Pty) LTD	Appointment of a service provider to read meters remotely, via automated meter reading (AMR) system and manage metering services for large power users and small scale embedded generation consumers.	Exceptional case and it is impractical or impossible to follow the official procurement process.	The procurement process to appoint a new service provider to render the service of reading meters remotely and management of large power users is underway. The department is currently busy with the technical evaluation to be submitted to SCM before 11 June 2018. We are concerned that the process will not be concluded on time to have a service provider appointed and operational by 1 July 2018; hence our proactive approach.	Rates

D/SM 53/18	18/05/2018	Basson Blackburn Attorneys	Appointment of a service provider to obtain an urgent interdict against the illegal occupation of municipal land by community members of Kayamandi and Langrug, Groendal in Franschhoek.	Exceptional case and it is impractical or impossible to follow the official procurement process.	Community members of Kayamandi attempted to illegally occupy municipal land in Enkanini, Kayamandi on 17 May 2018 and resorted to violence when the Municipal Law Enforcement officials demolished the illegal structure erected by them. There exists a real threat that the community members will only execute the illegal land invasion given that sites have already been prepared and around 80 (eighty) people were on the site (17 th) preparing to set up structures. Community members in Langrug and Groendal in Franschhoek also attempted to illegally occupy municipal land without the approval of the municipality. The Municipality therefore need to appoint a service provider to get an urgent interdict to stop the invasions and allow the Municipality to break down illegal occupying structures.	R49 500.00
D/SM 54/18	01/06/2018	AT Planning Town and Regional Planning Service t/a @Planning	Appointment of a professional consultant to process 2nd round of public comments on draft Stellenbosch integrated zoning scheme.	Exceptional case and it is impractical or impossible to follow the official procurement process.	The proposed service provider was previously appointed, per tender B/SM 66/15 to compile the draft Integrated Zoning Scheme, now version 11.	Rates

D/SM 55/18	29/06/2018	Bushactive cc Capidek (Pty)Ltd Bran-U Construction The Construction Co Paintmaster Kaap Edms Bpk FK Maintenance Services Take Note Trading 544cc J/V Vuyo Best Cutter (Pty)Ltd	Extension on security contracts	Exceptional case and it is impractical or impossible to follow the official procurement process.	Tender 87/18 for "Rendering of security services for various areas within the WC024 municipal jurisdiction until 30 June 2021" has been advertised by SCM on 26 April 2018, with closing date 01 June 2018	Rates
D/SM 56/18	29/06/2018	Leelyn Management	Parking Management	Exceptional case and it is impractical or impossible to follow the official procurement process.	The current agreement as per deviation is expiring on 30 June 2018. A new tender has not yet been advertised. Realising that it will be impractical / impossible for a successful bidder to immediately start with services as from 01 July 2018.	Rates

The following ratification(s) were approved with the reasons as indicated below:

RATIFICATION NUMBER	CONTRACT DATE	NAME OF CONTRACTOR	CONTRACT DESCRIPTION	REASON	SUBSTANTIATION WHY SCM PROCESS COULD NOT BE FOLLOWED	TOTAL CONTRACT PRICE R
R/SM 12/18	29/06/2018	Basson Blackburn Attorneys	Legal action due to unauthorised building work (Erf 2419 Stellenbosch).	4.36.1(b) to ratify any minor breaches of the procurement processes	An urgent legal advice and a possible interdict were required to stop the unauthorised building work. It was not practical to follow the normal procurement process. The firm has been successfully involved in similar matters.	R10 768.44

6.2 Legal Implications

The regulation applicable is as follows:

GNR.868 of 30 May 2005: Municipal Supply Chain Management Regulations

Deviation from and ratification of minor breaches of, procurement processes

36. (1) A supply chain management policy may allow the accounting officer—

- (a) To **dispense with the official procurement processes** established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only—
- (i) in an emergency;
 - (ii) if such goods or services are produced or available from a single provider only;
 - (iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;
 - (iv) acquisition of animals for zoos; or
 - (v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes; and
- (b) to ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.
- (2) The accounting officer must record the reasons for any deviations in terms of sub regulation (1) (a) and (b) and **report them to the next meeting of the council**, or board of directors in the case of a municipal entity, and include as a note to the annual financial statements.

6.3 **Staff Implications**

No staff implications

6.4 **Previous / Relevant Council Resolutions:**

None

6.5 **Risk Implications**

That the market may not be tested. The measures in place to deal with deviations mitigate the risk to an acceptable level. The Auditor-General also audits the deviations during the yearly audit.

6.6 **Comments from Senior Management:**

The item was not circulated for comment except to the Municipal Manager.

6.6.1 **Municipal Manager**

Supports the recommendations.

FOR FURTHER DETAILS CONTACT:

NAME	Marius Wüst
POSITION	CFO
DIRECTORATE	Finance
CONTACT NUMBERS	021 808 8528
E-MAIL ADDRESS	Marius.wust@stellenbosch.gov.za
REPORT DATE	18 July 2018

5.4.2	AMENDMENT TO THE CURRENT CONTRACT OF HCB PROPERTY VALUATIONS FOR THE RENDERING OF ALL INTERIM VALUATIONS TILL THE END OF THE GENERAL VALUATION CYCLE PERIOD ENDING 30 JUNE 2021
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

18 July 2018

1. SUBJECT: AMENDMENT TO THE CURRENT CONTRACT OF HCB PROPERTY VALUATIONS FOR THE RENDERING OF ALL INTERIM VALUATIONS TILL THE END OF THE GENERAL VALUATION CYCLE PERIOD ENDING 30 JUNE 2021

2. PURPOSE

To provide feedback to Council that no objections or comments were received with regard to the MFMA S116(3) process that was followed with regards to Tender B/SM 68/15, and to obtain final Council approval to extend the contract to 30 June 2021.

3. DELEGATED AUTHORITY

Council to note.

4. EXECUTIVE SUMMARY

At a meeting held on 28 March 2018, Council approved that a MFMA S116(3) process be followed with regards to the appointment of HCB Property Valuations as the municipal valuer, and that the current contract be extended to 30 June 2021 after such process has been duly followed.

No comments or objections were received and Council is now requested to give final approval for the extension of the contract.

5. RECOMMENDATION

That Council notes that a MFMA S116(3) process was followed and that no comments or objections were received.

6. DISCUSSION / CONTENTS

6.1. Background

At a meeting held on 28 March 2018, Council resolved as follows:

"7.4.3 that Council approves the extension of the current contract for HCB Property Valuations, to complete all supplementary valuations after 30 June 2018 till 30 June 2021, for the current General Valuation period, after duly following the process as stipulated in Section 116(3) of the MFMA."

The process was duly followed by placing a notice in the press whereby the intention to extend the contract was made known and the local community was invited to make representations to the municipality.

Closing date was 19 May and no comments, objections or other representations were received by this time.

6.2. Discussion

A full discussion was tabled to Council on 28 March 2018, whereafter it was resolved that the extension of the contract be approved after duly following a MFMA S 166(3) process, which has now been completed.

6.3. Financial Implications

There will be no additional financial implications other than the amounts included in the operational budget every year for purposes of managing the valuation roll processes.

6.4. Legal Implications

The correct procurement process was followed for Tender B/SM 68/15, and the proper MFMA S116(3) process was followed.

6.5. Staff Implications

None

6.6. Previous / Relevant Council Resolutions:

Council Resolution 7.4.3 of 28 March 2018.

6.7. Risk Implications

Should the contract not be extended, a new tender will have to be advertised for a Valuer to deal with supplementary valuations during the current valuation cycle till 30 June 2021. This will not only be impractical, but will also be costly and the municipality will run the risk of losing revenue from property rates.

6.8. Comments from Senior Management:**6.8.1 Chief Financial Officer:**

Compiled the Item.

FOR FURTHER DETAILS CONTACT:

NAME	<i>M Wüst</i>
POSITION	<i>Chief Financial Officer</i>
DIRECTORATE	<i>Finance</i>
CONTACT NUMBERS	<i>021 808 8528</i>
E-MAIL ADDRESS	<i>Marius.wust@stellenbosch.org.za</i>
REPORT DATE	

5.4.3	MANAGEMENT OF CONTRACTS OR AGREEMENTS AND CONTRACTOR PERFORMANCE AS AT 31 MAY 2018, MFMA S116(2)(d) REPORT
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

18 July 2018

1. SUBJECT: MANAGEMENT OF CONTRACTS OR AGREEMENTS AND CONTRACTOR PERFORMANCE AS AT 31 MAY 2018, MFMA S116(2)(d) REPORT

2. PURPOSE

To report in accordance with MFMA, Section 116(2)(d) on the management of contracts or agreements and the performance of contractors.

3. DELEGATED AUTHORITY

For decision by Municipal Council, Executive Mayor and Mayoral Committee.

4. EXECUTIVE SUMMARY

The report indicates the performance of service providers who were active on contract secured by means of a competitive bidding process for the period 01 July 2017 to 31 May 2018.

5. RECOMMENDATION

That the Annual MFMA S116(2)(d) report: Management of contracts or agreements and contractor performance from 01 July 2017 till 31 May 2018, **be noted**.

6. DISCUSSION / CONTENTS

6.1 Background

6.1.1 Oversight role of council

The Council must maintain oversight over the implementation of the SCM Policy and Chapter 11 of the MFMA. For the purpose of such oversight the accounting officer must regularly submit a report on the management of contracts or agreements and the performance of contractors to the Council of the municipality in terms of MFMA S116(2)(d).

6.1.2 Legislative Requirement

MFMA S116(2)(d):

“The accounting officer of a municipality or municipal entity must-

(d) regularly report to the council of the municipality or the board of directors of the entity, as may be appropriate, on the management of the contract or agreement and the performance of the contract.”

6.2 Discussion

As at 31 May 2018 Stellenbosch Municipality had a total of 104 “live” contracts secured by means of **competitive bidding process** (i.e. contracts which are valid and able to be used), identified and linked to responsible contract managers. The allocation of these contracts per directorate is as follows:

These contracts are listed on **Annexure A**, and it also details the performance of the various contractors/vendors against the contract requirements. The overall summary is as follows:

#	Description	Total
1	Satisfactory: The quality of service or goods delivery is in compliance with the agreement. Where needed, corrective or preventative action has been taken or agreed upon.	89
2	Average: The quality of the service is fair but needs monitoring and improvement to move to satisfactory standard	10
3	Unsatisfactory: Quality of service or goods delivery is unacceptable. Council either has or must consider termination of the agreement and all services if not improved urgently.	5

When user departments fail to find amicable solutions for contract management issues, it will be referred to our Legal Services Department for assistance and resolution. Comments of Manager: Compliance and Contract Management underneath refer to these respective contracts:

#	Contract description	Actions being taken
1	B/SM 99/15	One company terminated
2	FQ/SM133/17	Terminated
3	B/SM 16/16	Two companies terminated
4	B/SM 64/17	Terminated

6.3 Financial Implications

There are no financial implications should the recommendations as set out in the report be accepted.

6.4 Legal Implications

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

6.5 Staff Implications

This report has no staff implications for the Municipality.

6.6 Previous / Relevant Council Resolutions:

None

6.7 Risk Implications

None

6.8 Comments from Senior Management:**6.8.1 Director: Infrastructure Services**

No comments requested

6.8.2 Director: Planning and Economic Development

No comments requested

6.8.3 Director: Community and Protection Services:

No comments requested

6.8.4 Director: Strategic and Corporate Services:

No comments requested

6.8.5 Director Human Settlements and Property Management

No comments requested

6.8.6 Chief Financial Officer:

Agree with the recommendations.

6.8.7 Municipal Manager:

Agree with the recommendations.

ANNEXURES**Annexure A: Contract Performance Register****FOR FURTHER DETAILS CONTACT:**

NAME	DALLEEL JACOBS
POSITION	HEAD: SCM
DIRECTORATE	FINANCE
CONTACT NUMBERS	
E-MAIL ADDRESS	DALLEEL.JACOBS@STELLENBOSCH.GOV.ZA
REPORT DATE	04 JULY 2018

APPENDIX 1

Contract Reference Number:	External Party	Contract Description	Start Date	End Date	Type	Actual Contract Owner	Directorate	Total Contract Value Excl VAT	Performance rating
BSM 000 00	DBSA	Financial of approved Capital Projects by means of and external loan.	2014-10-31	2029-09-30	Supply Chain Management Contract	Kevin Carolus (Manager: Budget Office)	Financial Services	R 100 000 000.00	Satisfactory
BSM 063 15	CNDV AFRICA (PTY)LTD	Preparation of the Rural Area Plan for Stellenbosch WC024 area in terms of chapter 5 of the municipal systems act, 2000 (act no 32 of 2000).	2015-05-29	2018-06-30	Supply Chain Management Contract	Barbara Henning- McEnvoy (Spatial Planner)	Planning and Economic Development	R 1 336 842.11	Satisfactory
BSM 101 15	SWEY DESIGN	COMMUNICATION SERVICE LEVEL AGREEMENT	2015-10-01	2018-06-30	Supply Chain Management Contract	Rozanne Pietersen (Senior Administrative Official)	Strategic and Corporate Services	R 2 000 000.00	Satisfactory
BSM 068 15	HCB Property Valuers	Compilation of Maintenance of the Valuation Roll and Supplementary Rolls for WC024 IN Compliance with the Local Government Municipal Property Rates Act, 2004	2015-04-24	2018-06-30	Supply Chain Management Contract	Andre Treurnich (Manager: Treasury)	Financial Services	R3 157 000.00	Satisfactory
BSM 099 15-1	Category 1: Metro City Protection Services	Rendering of security services for various areas within the WC024 Municipal Jurisdiction until 30 June 2018.		2018-06-30	Supply Chain Management Contract	Cedric Thorpe (Head: Law Enforcement)	Community and Protection Services	Various rates	Unsatisfactory
BSM 099 15-3	Category 3: African Compass Trading 246 CC.	Rendering of security services for various areas within the WC024 Municipal Jurisdiction until 30 June 2018.		2018-06-30	Supply Chain Management Contract	Cedric Thorpe (Head: Law Enforcement)	Community and Protection Services	Various rates	Unsatisfactory
BSM 099 15-4	Cumax	Rendering of security services for various areas within the WC024 Municipal Jurisdiction until 30 June 2018.		2018-06-30	Supply Chain Management Contract	Cedric Thorpe (Head: Law Enforcement)	Community and Protection Services	Various rates	Satisfactory
BSM 010 16	Aurecon SA (Pty) Ltd	Appointment of professional consulting civil engineers to plan and design a taxi rank in Klapmuts.	2015-11-10	2018-11-30	Supply Chain Management Contract	L Dudley (Acting Head: Transport Planning and Public Transport)	Engineering Services	R 922 236.84	Satisfactory
BSM 030 16	Waco Africa t/a Sanitech	Suitably qualified service providers for the provision, service and maintenance of chemical toilets within the Stellenbosch jurisdiction for the period until 30 June 2018.	2015-12-03	2018-06-30	Supply Chain Management Contract	Natasha Siyengele (Project co-ordinator: Informal Settlements)	Human Settlement & Property Management	Rates approved	Average
BSM 017 16	CK Rumboll and Partners – Planning	Services: Cemetery Land Study, Stellenbosch Municipality	2015-03-18	2018-06-30	Supply Chain Management Contract	Schalk van der Merwe (Environmental Planner: Spatial Planning, Heritage and Environment)	Planning and Economic Development	R 2 414 012.93	Satisfactory
BSM 033 16	Itron Metering Solutions (Pty) Ltd	Supply, install and manage a STS compliant Pre-Payment Electricity Vending System and Audit of Electrical meters until 30 June 2018.	2016-04-13	2018-06-30	Supply Chain Management Contract	Floris Koegelenberg (Head: Energy and Loss Control)	Engineering Services	Rates approved	Satisfactory
BSM 066 16	CBI Electric (African Cables)	Maintenance and repairs of oil filled 66KV/11KV pilca cables until 30 June 2018.	2016-02-23	2018-06-30	Supply Chain Management Contract	Lourens de Lange (Head: Operations and Maintenance)	Engineering Services	Various rates	Satisfactory
BSM 049 16-4	VKC Projects	Appointment of a Panel of professional service providers for Economic Sector Development and Project Management for a period until 30 June 2018.	2016-03-07	2018-06-30	Supply Chain Management Contract	Widmark Moses (Manager: LED and Tourism)	Planning and Economic Development	Various rates	Satisfactory
BSM 049 16-6	SAMFA Research Solutions	Appointment of a Panel of professional service providers for Economic Sector Development and Project Management for a period until 30 June 2018.	2016-03-07	2018-06-30	Supply Chain Management Contract	Widmark Moses (Manager: LED and Tourism)	Planning and Economic Development	Various rates	Satisfactory
BSM 049 16-7	MBB Consulting	Appointment of a Panel of professional service providers for Economic Sector Development and Project Management for a period until 30 June 2018.	2016-03-07	2018-06-30	Supply Chain Management Contract	Widmark Moses (Manager: LED and Tourism)	Planning and Economic Development	Various rates	Satisfactory
BSM 049 16-8	Urban Econ Development Economists	Appointment of a Panel of professional service providers for Economic Sector Development and Project Management for a period until 30 June 2018.	2016-03-07	2018-06-30	Supply Chain Management Contract	Widmark Moses (Manager: LED and Tourism)	Planning and Economic Development	Various rates	Satisfactory
BSM 077 16	Livewire Engineering and Consulting	Provision of automatic meter reading services for a period until 30 June 2018	2016-07-01	2018-06-30	Supply Chain Management Contract	Floris Koegelenberg (Head: Energy and Loss Control)	Engineering Services	Various Rates	Satisfactory
BSM 034 16	CSIR	Drinking water quality management (DWQM) program	2016-04-22	2018-06-30	Supply Chain Management Contract	Head: WTW & WWTW: James Beukes.	Engineering Services	Various Rates	Satisfactory
BSM 089 16	Gateway Metalworks CC	Supply and installation of fencing at Devon Valley landfill site	2016-06-24	2018-06-30	Supply Chain Management Contract	Saliem Haider (Manager: Solid Waste)	Engineering Services	Various rates	Average
BSM 002 17	CAB Holdings (Pty) Ltd	Printing and distribution of monthly consumer accounts, newsletters and other communications until 30 June 2019.	2016-07-11	2019-06-30	Supply Chain Management Contract	FS: Treasury Office	Financial Services	Various rates	Satisfactory
BSM 016 16-12	BEAL Africa	Professional service providers for Planning, Land Use Management, Environmental Management, Land Development, Heritage Resources Project Management, Architectural Services and Related Professions as per specifications until 30 June 2018.	2016-07-07	2018-06-30	Supply Chain Management Contract	Schalk van der Merwe (Environmental Planner: Spatial Planning, Heritage and Environment)	Planning and Economic Development	Various rates	Satisfactory

BSM 016 16-15	V3 Consulting Engineers	Professional service providers for Planning, Land Use Management, Environmental Management, Land Development, Heritage Resources Project Management, Architectural Services and Related Professions as per specifications until 30 June 2018.	2016-07-07	2018-06-30	Supply Chain Management Contract	Schalk van der Merwe (Environmental Planner: Spatial Planning, Heritage and Environment)	Planning and Economic Development	Various rates	Satisfactory
BSM 016 16-24	Aurecon	Professional service providers for Planning, Land Use Management, Environmental Management, Land Development, Heritage Resources Project Management, Architectural Services and Related Professions as per specifications until 30 June 2018.	2016-07-07	2018-06-30	Supply Chain Management Contract	Schalk van der Merwe (Environmental Planner: Spatial Planning, Heritage and Environment)	Planning and Economic Development	Various rates	Satisfactory
BSM 016 16-27	Aecom	Professional service providers for Planning, Land Use Management, Environmental Management, Land Development, Heritage Resources Project Management, Architectural Services and Related Professions as per specifications until 30 June 2018.	2016-07-07	2018-06-30	Supply Chain Management Contract	Schalk van der Merwe (Environmental Planner: Spatial Planning, Heritage and Environment)	Planning and Economic Development	Various rates	Satisfactory
BSM 016 16-34	Urban Dynamics Western Cape	Professional service providers for Planning, Land Use Management, Environmental Management, Land Development, Heritage Resources Project Management, Architectural Services and Related Professions as per specifications until 30 June 2018.	2016-07-07	2018-06-30	Supply Chain Management Contract	Schalk van der Merwe (Environmental Planner: Spatial Planning, Heritage and Environment)	Planning and Economic Development	Various rates	Satisfactory
BSM 016 16-35	CK Rumboll and Partners – Planning	Professional service providers for Planning, Land Use Management, Environmental Management, Land Development, Heritage Resources Project Management, Architectural Services and Related Professions as per specifications until 30 June 2018.	2016-07-07	2018-06-30	Supply Chain Management Contract	Schalk van der Merwe (Environmental Planner: Spatial Planning, Heritage and Environment)	Planning and Economic Development	Various rates	Satisfactory
BSM 016 16-39	JSA Architects	Professional service providers for Planning, Land Use Management, Environmental Management, Land Development, Heritage Resources Project Management, Architectural Services and Related Professions as per specifications until 30 June 2018.	2016-07-07	2018-06-30	Supply Chain Management Contract	Schalk van der Merwe (Environmental Planner: Spatial Planning, Heritage and Environment)	Planning and Economic Development	Various rates	Satisfactory
BSM 016 16-48	Jubelie Projects	Professional service providers for Planning, Land Use Management, Environmental Management, Land Development, Heritage Resources Project Management, Architectural Services and Related Professions as per specifications until 30 June 2018.	2016-07-07	2018-06-30	Supply Chain Management Contract	Schalk van der Merwe (Environmental Planner: Spatial Planning, Heritage and Environment)	Planning and Economic Development	Various rates	Satisfactory
BSM 016 16-59	University of Stellenbosch	Professional service providers for Planning, Land Use Management, Environmental Management, Land Development, Heritage Resources Project Management, Architectural Services and Related Professions as per specifications until 30 June 2018.	2016-07-07	2018-06-30	Supply Chain Management Contract	Schalk van der Merwe (Environmental Planner: Spatial Planning, Heritage and Environment)	Planning and Economic Development	Various rates	Satisfactory
BSM 018-17	Resource Innovations Africa (Pty) Ltd	COLLECTION OF RECYCLABLES AND MINI MATERIALS RECOVERY FACILITY (MRF) OPERATIONS FOR A CONTRACT PERIOD OF TWO (2) YEARS, ENDING 30 JUNE 2018	2016-10-28	2018-06-30	Supply Chain Management Contract	S.Haider: Solid Waste Management	Engineering Services: Solid Waste	R93 779.00	Average
BSM 021-17	DP Truck Hire	KERBSIDE COLLECTION AND TRANSPORTATION OF MUNICIPAL SOLID WASTE, GENERATED IN FRANSCHHOEK AREA, FOR A CONTRACT PERIOD ENDING 30 JUNE 2019	2016-11-11	2019-06-30	Supply Chain Management Contract	S.Haider: Solid Waste Management	Engineering Services: Solid Waste	Various rates	Satisfactory
BSM 023-17	Makaza Concrete Mixers cc	SUPPLY AND DELIVERY OF MILL FEED SAND TO STELLENBOSCH MUNICIPALITY FOR A CONTRACT PERIOD ENDING 30 JUNE 2019	2016-11-11	2019-06-30	Supply Chain Management Contract	B.Deyers: Water and Waste water treatment	Engineering Services: Water	Various rates	Satisfactory
BSM 001 17 -1	Park Boulevard Trading 35cc	SUPPLY AND DELIVERY OF ELECTRICAL EQUIPMENT AND MATERIALS UNTIL 30 JUNE 2019	2016-11-25	2019-06-30	Supply Chain Management Contract	J Coetzee: Electrical Services	Engineering Services: Electricity Services	Various rates	Satisfactory
BSM 001 17 -2	Power Process Systems	SUPPLY AND DELIVERY OF ELECTRICAL EQUIPMENT AND MATERIALS UNTIL 30 JUNE 2020	2016-11-25	2019-06-30	Supply Chain Management Contract	J Coetzee: Electrical Services	Engineering Services: Electricity Services	Various rates	Satisfactory
BSM 001 17 -3	Actom	SUPPLY AND DELIVERY OF ELECTRICAL EQUIPMENT AND MATERIALS UNTIL 30 JUNE 2021	2016-11-25	2019-06-30	Supply Chain Management Contract	J Coetzee: Electrical Services	Engineering Services: Electricity Services	Various rates	Satisfactory
BSM 001 17 -4	Aberdare Cables (Pty) Ltd	SUPPLY AND DELIVERY OF ELECTRICAL EQUIPMENT AND MATERIALS UNTIL 30 JUNE 2022	2016-11-25	2019-06-30	Supply Chain Management Contract	J Coetzee: Electrical Services	Engineering Services: Electricity Services	Various rates	Satisfactory
BSM 001 17 -5	Industrial Poles & Masts (Pty) Ltd	SUPPLY AND DELIVERY OF ELECTRICAL EQUIPMENT AND MATERIALS UNTIL 30 JUNE 2023	2016-11-25	2019-06-30	Supply Chain Management Contract	J Coetzee: Electrical Services	Engineering Services: Electricity Services	Various rates	Satisfactory
BSM 001 17 -6	Zonart	SUPPLY AND DELIVERY OF ELECTRICAL EQUIPMENT AND MATERIALS UNTIL 30 JUNE 2024	2016-11-25	2019-06-30	Supply Chain Management Contract	J Coetzee: Electrical Services	Engineering Services: Electricity Services	Various rates	Satisfactory

BSM 001 17 -7	Conlog	SUPPLY AND DELIVERY OF ELECTRICAL EQUIPMENT AND MATERIALS UNTIL 30 JUNE 2025	2016-11-25	2019-06-30	Supply Chain Management Contract	J Coetzee: Electrical Services	Engineering Services: Electricity Services	Various rates	Satisfactory
BSM 001 17 -8	Landis & Gyr	SUPPLY AND DELIVERY OF ELECTRICAL EQUIPMENT AND MATERIALS UNTIL 30 JUNE 2026	2016-11-25	2019-06-30	Supply Chain Management Contract	J Coetzee: Electrical Services	Engineering Services: Electricity Services	Various rates	Satisfactory
BSM 001 17 -9	Power Communication Solutions	SUPPLY AND DELIVERY OF ELECTRICAL EQUIPMENT AND MATERIALS UNTIL 30 JUNE 2027	2016-11-25	2019-06-30	Supply Chain Management Contract	J Coetzee: Electrical Services	Engineering Services: Electricity Services	Various rates	Satisfactory
BSM 010 17-1	Amandla GCF Construction	ROADS AND STORM WATER ANNUAL TENDER: CIVIL WORKS FOR A 2 YEAR PERIOD	2016-12-15	2018-12-30	Supply Chain Management Contract	Johan Fullard Head: Roads and Storm water	Engineering Services Roads and Stormwater	Various rates	Satisfactory
BSM 010 17-2	AMS Civils	ROADS AND STORM WATER ANNUAL TENDER: CIVIL WORKS FOR A 2 YEAR PERIOD	2016-12-15	2018-12-30	Supply Chain Management Contract	Johan Fullard Head: Roads and Storm water	Engineering Services Roads and Stormwater	Various rates	Satisfactory
BSM 010 17-3	ATN Group	ROADS AND STORM WATER ANNUAL TENDER: CIVIL WORKS FOR A 2 YEAR PERIOD	2016-12-15	2018-12-30	Supply Chain Management Contract	Johan Fullard Head: Roads and Storm water	Engineering Services Roads and Stormwater	Various rates	Average
BSM 010 17-5	Carpe Diem Civils	ROADS AND STORM WATER ANNUAL TENDER: CIVIL WORKS FOR A 2 YEAR PERIOD	2016-12-15	2018-12-30	Supply Chain Management Contract	Johan Fullard Head: Roads and Storm water	Engineering Services Roads and Stormwater	Various rates	Satisfactory
BSM 010 17-8	Martin and East	ROADS AND STORM WATER ANNUAL TENDER: CIVIL WORKS FOR A 2 YEAR PERIOD	2016-12-15	2018-12-30	Supply Chain Management Contract	Johan Fullard Head: Roads and Storm water	Engineering Services Roads and Stormwater	Various rates	Satisfactory
BSM 010 17-10	NDG Construction	ROADS AND STORM WATER ANNUAL TENDER: CIVIL WORKS FOR A 2 YEAR PERIOD	2016-12-15	2018-12-30	Supply Chain Management Contract	Johan Fullard Head: Roads and Storm water	Engineering Services Roads and Stormwater	Various rates	Unsatisfactory
BSM 010 17-11	ROK Civils and Plant Hire	ROADS AND STORM WATER ANNUAL TENDER: CIVIL WORKS FOR A 2 YEAR PERIOD	2016-12-15	2018-12-30	Supply Chain Management Contract	Johan Fullard Head: Roads and Storm water	Engineering Services Roads and Stormwater	Various rates	Satisfactory
BSM 038 17	Strike Technologies	SERVICES: RESIDENTIAL HOT WATER LOAD CONTROL (HWLC) PROJECT: SUPPLY & DELIVERY HARDWARE (INSTRUMENTS), FOR A CONTRACT PERIOD ENDING 30 JUNE 2019	2017-02-03	2019-06-30	Supply Chain Management Contract	Adrian van der Westhuizen Technician: Electrical Services	Engineering Services: Electricity Services	Various rates	Satisfactory
BSM 048 17	Eya bantu Professionals	48/17: SUPPLY, DELIVERY, OFF-LOAD, INSTALLATION, SETUP, CONFIGURATION	2017-02-03	2020-06-30	Supply Chain Management Contract	Adrian van der Westhuizen Technician: Electrical Services	Engineering Services: Electricity Services	Various rates	Satisfactory
BSM 048 17	Schweitzer Engineering Lab	48/17: SUPPLY, DELIVERY, OFF-LOAD, INSTALLATION, SETUP, CONFIGURATION	2017-02-03	2020-06-30	Supply Chain Management Contract	Adrian van der Westhuizen Technician: Electrical Services	Engineering Services: Electricity Services	Various rates	Satisfactory
BSM 052 17	Geodebt	THE PROVISION OF DEBTOR MANAGEMENT SOFTWARE	2017-02-03	2018-06-30	Supply Chain Management Contract	Andre Treurnich Manager: Treasury Office	Financial Services	Various rates	Satisfactory
BSM 09 17	Country Building Supplies	SUPPLY AND DELIVERY OF TEMPORARY STRUCTURE KITS AND COVERING MATERIALS FOR DAMAGED STRUCTURES	2017-02-10	2019-06-30	Supply Chain Management Contract	Shezayd Seigels Head: Disaster Management	Community and Protection Services	Various rates	Satisfactory
BSM 016 17	Eya bantu	COMMUNICATION NETWORK INSTALLATIONS IN SUBSTATIONS	2017-02-10	2019-06-30	Supply Chain Management Contract	Adrian van der Westhuizen Technician: Electrical Services	Engineering Services: Electricity Services	Various rates	Satisfactory
BSM 039 17	POLARAMA	SUPPLY AND DELIVERY OF EMERGENCY FOOD PARCELS FOR STELLENBOSCH AREA FOR A CONTRACT PERIOD ENDING 30 JUNE 2019	2017-02-24	2019-06-30	Supply Chain Management Contract	Fiona Kruywagen Senior Admin Officer	Planning and Economic Development	Various rates	Satisfactory
BSM 061 17	REDHILLS ELECTRONICS	SUPPLY, INSTALL AND COMMISSIONING OF LPR CAMERAS, FOR A CONTRACT PERIOD ENDING 30 JUNE 2019	2017-03-17	2019-06-30	Supply Chain Management Contract	Cedric Thorpe Head: Law Enforcement and Security	Community and Protection Services	Various rates	Satisfactory
BSM 050 17	ALTECH ALCOM MOTOROLA	Supply and delivery of 2 Way TETRA Radio's and Pagers, for a contract	2017-03-17	2019-06-30	Supply Chain Management Contract	Cedric Thorpe Head: Law Enforcement and Security	Community and Protection Services	Various rates	Satisfactory
BSM 56/17	WF CONSTRUCTION	CONSTRUCTION OF CIVIL ENGINEERING SERVICES IN MANDELA CITY, KLAPMUTS	2017-05-16	2018-06-30	Supply Chain Management Contract	F. Nquaba	Human Settlement & Property Management	R 15 595 026.16	Satisfactory
B/SM 76/17	EM Hartley t/a Redhills Electronics	Supply, install and commissioning of a CCTV system	2017-06-14	2019-06-30	Supply Chain Management Contract	C. Thorpe	Community and Protection Services	Various Rates	Satisfactory
B/SM 81/17	CIVILS 2000	Extension of the Paradyskloof water treatment works and associated pipelines (civil and building work);	2017-06-29	2019-06-30	Supply Chain Management Contract	A. Kurz	Engineering Services	R 16 026 120.00	Satisfactory

B/SM 43/17	EWC Vehicle Communication	SUPPLY & INSTALLATION OF A VEHICLE TRACKING AND MONITORING SYSTEM, FOR A CONTRACT PERIOD ENDING 30 JUNE 2019	2017-07-19	2019-06-30	Supply Chain Management Contract	C. Mannel	Community and Protection Services	Various Rates	Satisfactory
B/SM 78/17	Mubesko Africa (Pty) Ltd	PHYSICAL STOCK COUNT OF STELLENBOSCH MUNICIPALITY'S ASSETS TO VERIFY THE COMPLETENESS AND EXISTENCE OF ALL MOVABLE ASSETS, FOR A CONTRACT PERIOD ENDING 30 JUNE 2020	2017-07-24	2020-06-30	Supply Chain Management Contract	A. Albertyn	Financial Services	R 1 342 842.48	Satisfactory
B/SM 92/17	Servest (Pty) Ltd	HYGIENIC SERVICES AT MUNICIPAL OFFICES ABLUTION FACILITIES, FOR A CONTRACT PERIOD ENDING 30 JUNE 2020.	2017-07-19	2020-06-30	Supply Chain Management Contract	T. Benjamin	Human Settlement & Property Management	R 49 664.10	Satisfactory
B/SM 75/17	Nedbank Limited	PROVISION OF BANKING SERVICES FOR A CONTRACT PERIOD UNTIL 30 JUNE 2020	2017-08-11	2020-06-30	Supply Chain Management Contract	K. Carolus	Financial Services	Various Rates	Average
B/SM 14/17	TMT SERVICES	PROVISION OF TRAFFIC LAW ENFORCEMENT EQUIPMENT, BACK OFFICE SYSTEM AND RELATED SERVICES	2017-06-30	2020-06-30	Supply Chain Management Contract	A.Royi	Community and Protection Services	Various Rates	Satisfactory
B/SM 96/17	The Sustainability Institute Innovation Lab (PTY) Ltd	PROVISION OF OFF-GRID ELECTRICITY TO RESIDENTS OF THE INFORMAL SETTLEMENT KNOWN AS ENKANINI, STELLENBOSCH	2017-06-11	2020-06-30	Supply Chain Management Contract	A Treurnich	Financial Services	Rates	Satisfactory
B/SM 82/17	Inenzo Water (PTY) Ltd	EXTENSION OF THE PARADYSKLOOF WATER TREATMENT WORKS AND ASSOCIATED PIPELINES (MECHANICAL AND ELECTRICAL WORK)	2017-09-08	2020-06-30	Supply Chain Management Contract	A. Kurz	Engineering Services	R 13 742 500.09	Satisfactory
B/SM 95/17	CSV Construction-Wezan JV-Alternative offer	CONSTRUCTION OF THE PLAKENBRUG MAIN OUTFALL SEWER AND ASSOCIATED WORKS PHASE 2 & 3.	2017-09-07	2019-06-30	Supply Chain Management Contract	Shane Roach	Engineering Services	R 77 052 435.91	Satisfactory
B/SM 05/18	IBhunga Cleaning Bricks Paving and Painting (Pty) Ltd	MAINTENANCE AND OPERATION OF PUBLIC ABLUTION FACILITIES AT KAYAMANDI INFORMALSETTLEMENT FOR A 24 MONTH PERIOD .	2017-12-13	2019-06-30	Supply Chain Management Contract	Tracey	Engineering Services	R 5 584 872.72	Satisfactory
B/SM 06/18	Masimbela General Trading (Pty) Ltd	MAINTENANCE AND OPERATION OF PUBLIC ABLUTION FACILITIES AT FRANSCHHOEK AND KLAPMUTS INFORMAL SETTLEMENTS FOR A 24 MONTH PERIOD.	2017-09-27	2019-06-30	Supply Chain Management Contract	Tracey	Engineering Services	R 2 275 653.36	Satisfactory
B/SM 12/18	Landfill Consult	SHREDDING AND REMOVAL OF GREEN GARDEN WASTE: DEVON VALLEY LANDFILL SITE, FOR A CONTRACT PERIOD ENDING 30 JUNE 2020	2018-02-01	2020-06-30	Supply Chain Management Contract	S. Haider	Engineering Services: Solid Waste	Various Rates	Satisfactory
B/SM 83/17	Umzali Civils (Pty) Ltd	UPGRADING OF ASTRO TURF AT THE HOCKEY COURT, IDASVALLEY SPORTSGROUND, STELLENBOSCH	2017-10-18	2018-06-30	Supply Chain Management Contract	G. Abrahams	Community and Protection Services	R 7 706 107.24	Satisfactory
B/SM 87/17	Eya Bantu Professional Services	SUBSTATION PROTECTION TESTING AND MAINTENANCE WITHIN THE STELLENBOSCH MUNICIPAL AREAS AS AND WHEN NEEDED UNTIL 30 JUNE 2020.	2017-11-16	2018-06-30	Supply Chain Management Contract	L. De Lange (Electrical Dept.)	Engineering Services: Electricity Services	Various Rates	Satisfactory
B/SM 10/18	Tops Construction CC	FORMALISATION OF INFORMAL TRADERS AT IDAS VALLEY, STELLENBOSCH	2017-10-27	2018-06-30	Supply Chain Management Contract	Melissa Nel	Planning and Economic Development	R 2 702 816.79	Satisfactory
B/SM 04/18	JVZ Construction	Bulk water supply lines, pump stations and reservoir for the Dwarsriver valley area (Pniel, Johannesburg and kylemore)	2017-10-11	2018-09-30	Supply Chain Management Contract	Shane / Dries	Engineering Services	R 28 464 587.31	Satisfactory
B/SM 15/18	MMPA Quantity Surveyor & Property Management (Pty) Ltd	APPOINTMENT OF A QUANTITY SURVEYOR: UPGRADE OF CLOETESVILLE FLATS, ERF 6767, STELLENBOSCH.	2017-11-28	2020-06-30	Supply Chain Management Contract	Piet Smit	Human Settlement & Property Management	R 598 500.00	Satisfactory
B/SM 09 18	Re A Letamisa Trading & Projects	CONSTRUCTION OF 332 TEMPORAL HOUSING UNITS WITH ABLUTION FACILITIES IN WATERGANG, KAYAMANDI, STELLENBOSCH	2017-11-30	2018-06-30	Supply Chain Management Contract	Feziwe Ngquba	Human Settlement & Property Management	R 17 995 476.95	Satisfactory
B/SM 13/18	Ikapa Reticulation	THE INSTALLATION OF COMMUNAL WATER POINTS (TAPS), AND COMMUNAL WATERBORNE SANITATION SERVICES, AS WELL AS ASSOCIATED INFRASTRUCTURE TO THE MOUNTAIN VIEW INFORMAL SETTLEMENT (PORTION 9 OF FARM 527, JAMESTOWN)	2018-01-31	2019-06-30	Supply Chain Management Contract	Natasha	Human Settlement & Property Management	R 3 622 196.64	Unsatisfactory
B/SM 44/17-1	Camarni Supply Chain Specialists Pty Ltd	HIRING OF 19 CUBIC METRE REFUSE COMPACTORS, AS AND WHEN REQUIRED FOR A CONTRACT PERIOD OF 24 MONTHS	2018-02-01	2019-06-30	Supply Chain Management Contract	S. Haider	Engineering Services: Solid Waste	Various Rates	Average

B/SM 67/17-1	Nejeni Construction & Project Management (Pty) Ltd	REPLACEMENT OF EXISTING PIPE SYSTEMS EMPLOYING CONVENTIONAL AND SPECIALISED TRENCHLESS CONSTRUCTION TECHNOLOGY IN THE STELLENBOSCH MUNICIPAL AREA, FOR A CONTRACT PERIOD ENDING 30 JUNE 2020	2018-01-30	2020-06-30	Supply Chain Management Contract	A. Kurtz	Engineering Services	Various Rates	Satisfactory
B/SM 67/17-5	Tuboseal Services (Pty) Ltd	REPLACEMENT OF EXISTING PIPE SYSTEMS EMPLOYING CONVENTIONAL AND SPECIALISED TRENCHLESS CONSTRUCTION TECHNOLOGY IN THE STELLENBOSCH MUNICIPAL AREA, FOR A CONTRACT PERIOD ENDING 30 JUNE 2020	2018-01-30	2020-06-30	Supply Chain Management Contract	A. Kurtz	Engineering Services	Various Rates	Satisfactory
B/SM 65/17-9	Sakh'ikhaya Suppliers cc	SUPPLY AND DELIVERY OF WATER METERS, FOR A CONTRACT PERIOD ENDING 30 JUNE 2020	2018-01-29	2020-06-30	Supply Chain Management Contract	A. Kurtz	Engineering Services	Various Rates	Satisfactory
B/SM 03/18	Engar Waste Services	REMOVAL OF SLUDGE, STELLENBOSCH	2018-01-02	2020-06-30	Supply Chain Management Contract	S Roach	Engineering Services	Various Rates	Satisfactory
B/SM 14/18	Maritz Electrical	THE SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THE MV AND LV NETWORK INCLUDING PREPAYMENT METERS, READY BOARDS AND INTERNAL LIGHTING FOR THE KAYAMANDI, STELLENBOSCH, PHASE B AND PHASE C HOUSING PROJECTS	2018-01-31	2018-06-30	Supply Chain Management Contract	Ms. Feziwe Ngquba	Human Settlement & Property Management	R 6 749 817.42	Satisfactory
B/SM 24/18	Sysman Technologies	SUPPLY, INSTALLATION AND MAINTENANCE OF A COMPREHENSIVE COMPUTER AIDED DESPATCH SYSTEM AND AUTOMATED STATION CONTROLS (FIRE ALARMS)	2017-12-14	2020-06-30	Supply Chain Management Contract	Craig van Reenen: Deputy Chief	Community and Protection Services	R 1 063 024.92	Satisfactory
B/SM 25/18	Bergzicht Training Centre	THE MAYORAL YOUTH SKILLS DEVELOPMENT PROGRAMME	2018-02-01	2019-06-30	Supply Chain Management Contract	Michelle Aalberts	Planning and Economic Development	Various Rates	Satisfactory
B/SM 26/18-2	CHLORECAPE	SUPPLY AND DELIVERY OF DISINFECTION CHEMICALS, FOR A CONTRACT PERIOD ENDING 30 JUNE 2021	2018-03-01	2020-06-30	Supply Chain Management Contract	Bradley Dyers	Engineering Services	Various Rates	Satisfactory
B/SM 26/18-6	WHITE EARTH TRADING CC T/A WETECH	SUPPLY AND DELIVERY OF DISINFECTION CHEMICALS, FOR A CONTRACT PERIOD ENDING 30 JUNE 2025	2018-03-01	2020-06-30	Supply Chain Management Contract	Bradley Dyers	Engineering Services	Various Rates	Satisfactory
B/SM 38/18	INDUSTRIES EDUCATION AND TRAINING INSTITUTE (PTY) LTD	APPOINTMENT OF SERVICE PROVIDERS TO PROVIDE TRAINING FOR ELECTRICAL M0 – M6 MODULAR TRAINING; AND PERFORM BASIC WELDING/JOINING OF METALS FOR A PERIOD ENDING 30	2018-03-01	2020-06-30	Supply Chain Management Contract	JO-ANN PETERSEN	Strategic and Corporate Services	Various Rates	Satisfactory
B/SM 29/18	JG AFRIKA	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT EXTERNAL AUDITS ON WC024 WASTE FACILITIES	2018-03-01	2020-06-30	Supply Chain Management Contract	S. Haider	Engineering Services: Solid Waste	R 247 552.93	Satisfactory
B/SM 27/18-4	JT MARITZ ELECTRICAL	ANNUAL ELECTRICAL LABOUR TENDER	2018-04-01	2020-06-30	Supply Chain Management Contract	J. Coetzee	Engineering Services: Electricity Services	Various Rates	Satisfactory
B/SM 50/18	NOKHALA CLEANING SERVICES	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION FOOD FOR EMERGENCY SITUATIONS FOR A PERIOD ENDING 30 JUNE 2020	2018-03-01	2020-06-30	Supply Chain Management Contract	F. Kruiwagen	Community and Protection Services	Various Rates	Satisfactory
B/SM 28/18-2	ACTOM ELECTRICAL PRODUCTS	SUPPLY AND DELIVERY OF ELECTRICAL MATERIAL TO BELTANA STORES, STELLENBOSCH MUNICIPALITY	2018-04-01	2019-06-30	Supply Chain Management Contract	J. Coetzee	Engineering Services: Electricity Services	Various Rates	Average
B/SM 28/18-4	PH MARKETING	SUPPLY AND DELIVERY OF ELECTRICAL MATERIAL TO BELTANA STORES, STELLENBOSCH MUNICIPALITY	2018-04-01	2019-06-30	Supply Chain Management Contract	J. Coetzee	Engineering Services: Electricity Services	Various Rates	Satisfactory
B/SM 28/18-5	POWERCOMM SOLUTIONS	SUPPLY AND DELIVERY OF ELECTRICAL MATERIAL TO BELTANA STORES, STELLENBOSCH MUNICIPALITY	2018-04-01	2019-06-30	Supply Chain Management Contract	J. Coetzee	Engineering Services: Electricity Services	Various Rates	Satisfactory
B/SM 28/18-6	ZONART LABOUR DISTRIBUTION	SUPPLY AND DELIVERY OF ELECTRICAL MATERIAL TO BELTANA STORES, STELLENBOSCH MUNICIPALITY	2018-04-01	2019-06-30	Supply Chain Management Contract	J. Coetzee	Engineering Services: Electricity Services	Various Rates	Satisfactory
B/SM 31/18	GP TOWING	APPOINTMENT OF SERVICE PROVIDERS FOR THE IMPOUNDMENT OF VEHICLES	2018-03-01	2018-06-30	Supply Chain Management Contract	A.Royi	Community and Protection Services	Various Rates	Satisfactory
B/SM 30/18	LUBOCON CIVILS	CONSTRUCTION OF BASIC ENGINEERING SERVICES (CIVIL & ELECTRICAL SERVICES) FOR ERF 2175, ENKANINI	2018-03-22	2018-06-30	Supply Chain Management Contract	Johru Robyn	Human Settlement & Property Management	R 9 076 642.61	Satisfactory
B/SM 44/18	MBA CONSTRUCTION	THE BUILDING OF ABLUTION FACILITIES AT LANQUEDOC SPORTGROUND, LANQUEDOC	2018-04-12	2018-06-30	Supply Chain Management Contract	A GABRIELS	Community and Protection Services	R 1 134 821.65	Satisfactory

B/SM 56/18	HYDRENCO	SUPPLY AND DELIVERY OF A TRAILER MOUNTED ACCESS PLATFORM	2018-04-03	2018-06-30	Supply Chain Management Contract	V DYUSHA	Engineering Services: Electricity Services	R 503 754.60	Satisfactory
B/SM 57/18	DAWAILA TRADING	SUPPLY AND INSTALLATION OF FENCING AT THE RESERVIORS	2018-04-01	2020-06-30	Supply Chain Management Contract	Thandeka Langfoot	Engineering Services	R 4 961 438.46	Unsatisfactory
B/SM 42/18	Rekha Construction (Pty) Ltd	THE CONSTRUCTION OF KAYMANDI GEORGE BLAKE INFORMAL TRADING	2018-04-01	2018-06-30	Supply Chain Management Contract	Widmark Moses (Manager: LED and Tourism)	Planning and Economic Development	R 914 755.16	Average
B/SM 43/18	Linamandla Business Enterprise CC	THE CONSTRUCTION OF CLOETESVILLE INFORMAL TRADING SITE	2018-04-01	2018-09-30	Supply Chain Management Contract	Widmark Moses (Manager: LED and Tourism)	Planning and Economic Development	R 2 868 538.79	Average
B/SM 11/18	Rekha Construction (Pty) Ltd	FORMALISATION OF INFORMAL TRADERS AT FRANSCHHOEK TOWN HALL	2018-04-01	2018-09-30	Supply Chain Management Contract	Widmark Moses (Manager: LED and Tourism)	Planning and Economic Development	R 2 226 051.51	Average

NB! Please note that some end dates are populated for monitoring purposes. Term contracts are correct but construction estimates.

5.4.4	MFMA SECTION 52 REPORTING UP TO JUNE 2018
-------	--

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

18 July 2018

1. SUBJECT: MFMA SECTION 52 REPORTING UP TO JUNE 2018

2. PURPOSE

To comply with Section 52(d) of the Municipal Finance Management Act and report to Council on the budget; financial and service delivery budget implementation plan by the Municipality for quarter 4 of the 2017/18 financial year.

3. DELEGATED AUTHORITY

THE EXECUTIVE MAYOR TO SUBMIT TO COUNCIL

In terms of section 52 (d) of the Municipal Finance Management Act:

“The mayor of a municipality—

(d) must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality;”

4. EXECUTIVE SUMMARY

The Executive Mayor must provide general political guidance over the fiscal and financial affairs of the Municipality and is required by Section 52(d) of the Municipal Finance Management Act to submit a report on the implementation of the budget and the financial state of affairs of the Municipality, to the Council within 30 days after end of each quarter.

The Section 52 Report is a summary of the budget performance. It compares the implementation of the budget to the commitments made and contained in the Service Delivery and Budget Implementation Plan (SDBIP), and is intended to enable Council to give effect to their oversight responsibility.

This report provides the overall performance of the Municipality for the period 1 April 2018 to 31 June 2018.

The Office of the CFO is currently, in terms of s126 (1)(a) of the MFMA, preparing the Annual Financial Statements for the financial period ended 30 June 2018. It is important to note that the information in this report are preliminary results and may not be an accurate reflection of the financial position of the municipality as same will materially be influenced by year-end journals and processes still to be finalised which will influence the financial position. The latter process alluded to will only be finalised by the end of August 2018.

5. RECOMMENDATION

That Council notes the Section 52 Report (including quarterly performance report) – Fourth Quarter.

6. DISCUSSION / CONTENTS**6.1 Background**

To comply with Section 52 (d) of the Municipal Finance Management Act and report to Council on the budget; financial and service delivery budget implementation plan of the Municipality for the 4th quarter of the financial year. The report is indicated under **APPENDIX 1**.

6.2 Discussion

This report illustrates the implementation of the budget and the financial state of the municipality for Quarter 4.

In terms of the Municipal Finance Management Act (MFMA) Section 52(d) *“The mayor of a municipality must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality”*.

The Non-Financial 4th quarter Performance Report is included in the Section 52 report. It covers the overall performance of the Municipality on the Key Performance Indicators (KPI's) that are assessed in the period from 1 April 2018 to 31 June 2018. This assessment must include the measurement of performance, the identification of corrective actions and recommendations for the adjustments of KPI's, if necessary.

6.3 Financial Implications

None.

6.4 Legal Implications

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

6.5 Staff Implications

This report has no staff implications for the Municipality.

6.6 Previous / Relevant Council Resolutions:

The previous resolution relevant to this item was made on:

- Urgent Council meeting, 26th April 2018, item 3.

6.7 Risk Implications

None

6.8 Comments from Senior Management:**6.8.1 Director: Infrastructure Services**

Noted

6.8.2 Director: Planning and Economic Development

Noted

6.8.3 Director: Community and Protection Services:

Noted

6.8.4 Director: Strategic and Corporate Services:

Noted

6.8.5 Director Human Settlements and Property Management

Noted

6.8.6 Chief Financial Officer:

Noted

6.8.7 Municipal Manager:

Noted

ANNEXURES**Appendix 1: Section 52 Report – Fourth Quarter****FOR FURTHER DETAILS CONTACT:**

NAME	Marius Wust
POSITION	<i>Director Financial Services</i>
DIRECTORATE	<i>Financial Services</i>
CONTACT NUMBERS	<i>021 – 807 8528</i>
E-MAIL ADDRESS	<i>Marius.wust@ Stellenbosch.gov.za</i>
REPORT DATE	

DIRECTOR: FINANCIAL SERVICES

The contents of this report have been discussed with the Executive Mayor by the Municipal Manager.

APPENDIX 1



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

QUARTERLY BUDGET MONITORING REPORT

4th Quarter 2017/18



QUALITY CERTIFICATE

I, Geraldine Mettler, the Municipal Manager of Stellenbosch Municipality, hereby certify that the quarterly report the period ending June 2018 has been prepared in accordance with Section 52 of the Municipal Finance Management Act and regulations made under the Act and accordingly submit the required quarterly statement on the state of Stellenbosch Municipality's budget reflecting the particulars up until the end of June 2018.

Name: Geraldine Mettler

Municipal Manager of Stellenbosch Municipality- WC024

Signature _____

Date: 10 July 2018

To Council

In accordance with Section 52(d) of the Municipal Finance Management Act, I submit the required report on the implementation of the budget and the financial state of affairs of Stellenbosch Municipality reflecting the particulars of the fourth quarter of the financial year 2017/18.

The submission of this report forms part of my general responsibilities as the Mayor of Stellenbosch Municipality. The purpose of the report serves to inform Council on the financial affairs of Stellenbosch Municipality and to enable Council to fulfil its oversight responsibility in this regard.

.....
Advocate G M M van Deventer
Executive Mayor
Date: 18 July 2018

Table of Contents

1. Recommendations	5
2. Executive Summary	6
3. Operating Revenue	7
4. Operating Expenditure	9
5. Capital Expenditure	11
6. Investments and Borrowings.....	15
7. Allocations and grant receipts and expenditure for the 4th quarter of 2017/18	17
8. Personnel Expenditure.....	18
9. Withdrawals.....	19
10. Monthly Budget Statements.....	20
11. Supporting Documentation.....	27
12. Top Layer Service Delivery and Budget Implementation Plan (SDBIP) Error! Bookn	

1. Recommendations

These recommendations are linked to the responsibilities of the Mayor under Section 52 of the MFMA.

- (a) That the content of the quarterly budget statement and supporting documentation be noted.

2. Executive Summary

2.1 Introduction

The mayor, who must provide general political guidance over the fiscal and financial affairs of the Municipality, is required by Section 52(d) of the Municipal Finance Management Act to submit a report on the implementation of the budget and the financial state of affairs of the Municipality, to the Council within 30 days after end of each quarter.

This report is a summary of the main budget issues arising from the monitoring process. It compares the implementation of the budget to the commitments/promises made and contained in the Service Delivery and Budget Implementation Plan (SDBIP), and is intended to inform and enable the Council with a view of giving effect to Council's oversight responsibility.

The Office of the CFO is currently, in terms of s126 (1)(a) of the MFMA, preparing the annual financial statements for the financial period ended 30 June 2018. It is important to note that the information in this report are preliminary results and may not be an accurate reflection of the financial position of the municipality as same will materially be influenced by year-end journals and processes still to be finalised which will influence the financial position. The latter process alluded to will only be finalised by the end of August 2018.

2.2 Summary of 2017/18 budget progress / implementation

The following table summarises the overall position of the capital and operating budgets.

	Capital Expenditure	Operating Expenditure	Operating Revenue (excluding capital transfers and contributions)
Original Budget	418 056 510	1 486 675 554	1 427 945 887
Adjustment Budget	499 855 135	1 575 255 472	1 517 538 895
Plan to Date (SDBIP)	499 855 135	1 575 255 472	1 517 538 895
Actual	363 926 620	1 269 712 671	1 414 783 759
Variance to SDBIP	-135 928 515	-305 542 802	-102 755 137
Year to date % Variance to SDBIP	-27%	-19%	-7%

The above figures are explained in more detail throughout this report.

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

3. Operating Revenue

The following table shows the actual operating revenue per National Treasury Reporting regulations against that planned in the SDBIP for the 4th Quarter of 2017/18

Operating Revenue by Source:

Description	Original Budget	Adjusted Budget
Revenue by source		
Property rates	313 513 915	313 009 130
Service charges - electricity revenue	501 774 325	496 336 960
Service charges - water revenue	120 430 398	210 043 790
Service charges - sanitation revenue	88 713 819	88 677 312
Service charges - refuse revenue	73 513 898	46 351 234
Service charges - other	-	-
Rental of facilities and equipment	11 511 950	17 993 960
Interest earned - external investments	37 947 350	48 998 780
Interest earned - outstanding debtors	7 663 970	7 663 970
Fines, penalties and forfeits	101 231 908	97 064 330
Licences and permits	6 506 438	9 913 460
Agency services	2 514 110	2 514 110
Transfers and subsidies	128 341 997	143 935 009
Other revenue	31 691 970	33 595 700
Gains on disposal of PPE	2 589 839	1 441 150
Total Revenue (excluding capital transfers and contributions)	1 427 945 887	1 517 538 895

Quarter 4 - 2017/18		
PLANNED	ACTUALS	VAR
314 966 564	61 607 275	-80%
278 569 496	131 832 195	-53%
159 813 558	48 014 568	-70%
85 989 561	21 894 995	-75%
61 774 616	12 875 837	0%
-	-	0%
4 300 298	2 393 629	-44%
38 356 565	9 646 875	-75%
6 477 813	2 403 600	-63%
-26 243 948	-	-100%
19 194 249	6 465 817	-66%
-658 697	546 027	-183%
-60 000 759	608 588	-101%
122 663 764	5 310 993	-96%
23 671 321	7 216 994	
1 028 874 402	310 817 392	-70%

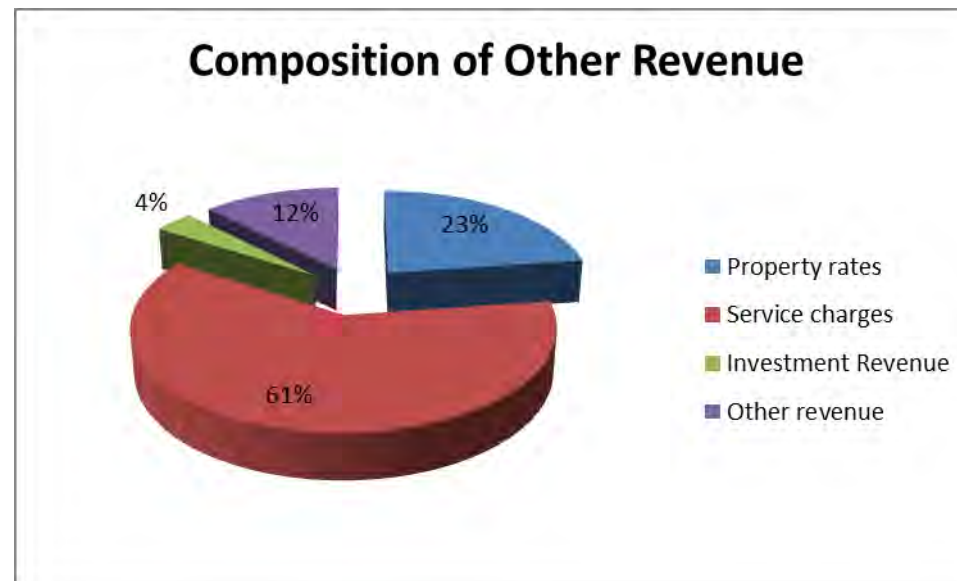
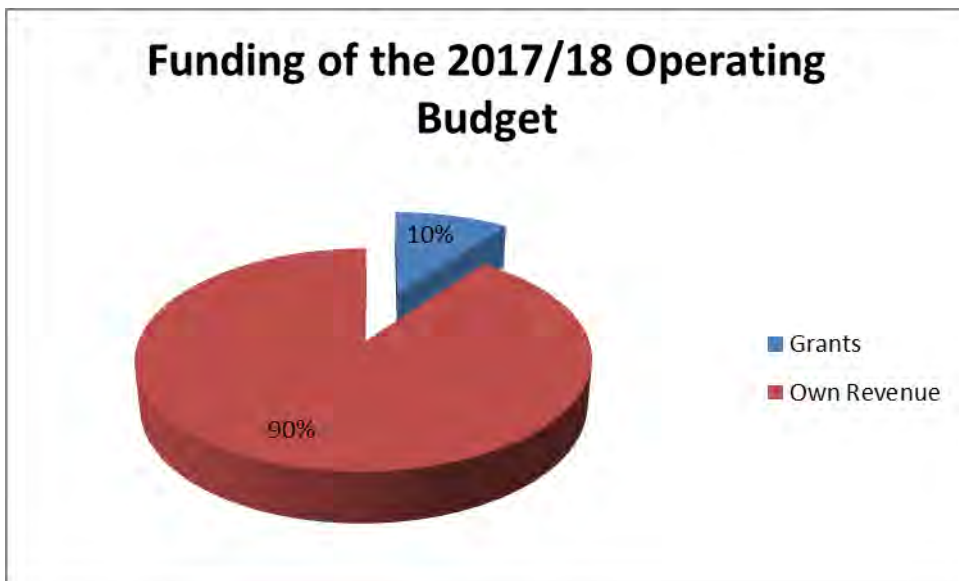
Quarter 4 - 2016/17		
PLANNED	ACTUALS	VAR
279 170 160	-1 346 735	-15%
1 557 898	126 875 960	-3%
353 596 662	38 376 512	15%
89 048 146	7 169 581	16%
74 891 402	2 032	-121%
42 071 854	-	0%
-	3 096 211	-25%
12 712 345	3 695 028	32%
37 694 358	1 535 457	-16%
5 524 163	-	27%
94 926 088	7 478 664	-8%
5 883 472	2 336 119	-14%
1 711 530	754 680	216%
114 948 396	1 363 508	0%
30 432 314	5 424 473	0%
1 144 168 788	196 761 490	-83%

NB: - The "year to date actual for property rates income" refers to the total billed for the year and not actual receipts.

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Stellenbosch municipality is not dependant on grant funding to fund the operating budget as is evident in the graph below.

Own revenue consists mainly of service charges at 61.26 per cent of the R1 439 697 103 own revenue budget.



QUARTERLY BUDGET STATEMENT FOR JUNE 2018

4. Operating Expenditure

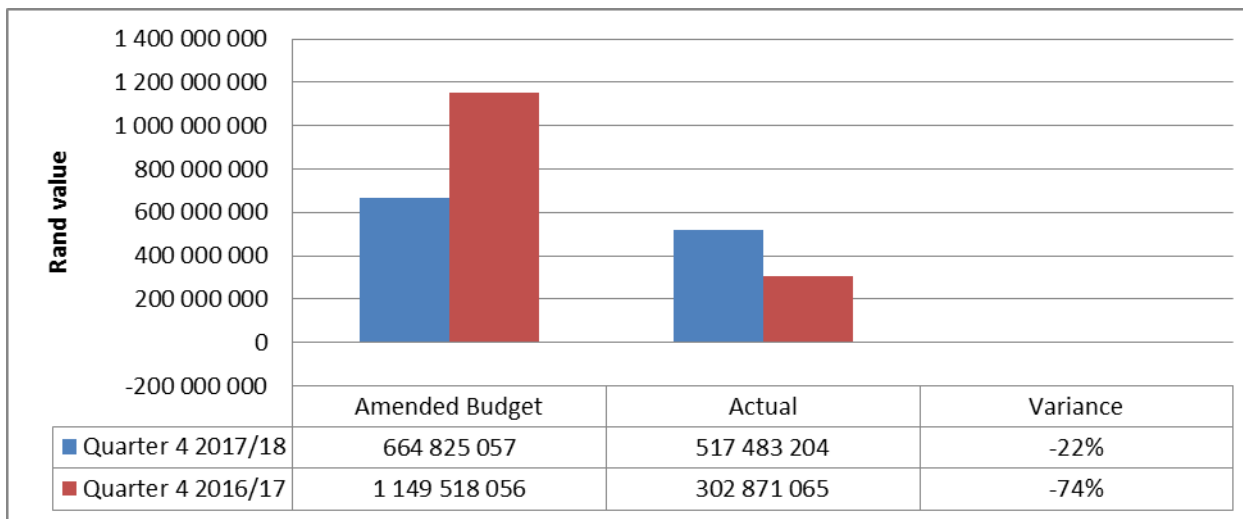
The following table illustrates the actual operating expenditure for each Directorate against planned expenditure in the SDBIP for the 4th Quarter of 2017/18.

Operating Expenditure (Per Directorate):

DIRECTORATE	ORIGINAL BUDGET	AMENDED BUDGET	QUARTER 4 2017/18		QUARTER 4 2017/18		QUARTER 4 2016/17		QUARTER 4 2016/17	
			PLANNED	ACTUALS	VARIANCE	VAR %	PLANNED	ACTUALS	VARIANCE	VAR %
Municipal Manager	22 674 590	23 181 780	4 478 953	8 035 752	3 556 799	79%	10 979 167	2 840 654	(8 138 513)	-74%
Planning & Development	58 063 219	61 897 203	24 598 886	20 860 089	(3 738 798)	-15%	46 590 247	13 096 500	(33 493 747)	-72%
Human Settlements	69 824 458	91 860 408	28 505 673	16 326 735	(12 178 938)	-43%	79 654 819	18 713 106	(60 941 713)	-77%
Community and Protection Services	320 449 323	343 435 213	195 177 399	54 113 558	(141 063 841)	-72%	214 479 541	48 969 011	(165 510 530)	-77%
Engineering Services	810 212 302	842 445 338	327 095 725	319 611 673	(7 484 052)	-2%	681 734 323	187 268 421	(494 465 902)	-73%
Strategic and Corporate Services	122 375 630	128 010 243	59 947 271	65 587 674	5 640 404	9%	65 079 961	18 830 880	(46 249 081)	-71%
Financial Services	82 673 102	84 425 288	25 021 150	32 947 722	7 926 572	32%	50 999 998	13 152 494	(37 847 504)	-74%
TOTALS	1 486 272 624	1 575 255 472	664 825 057	517 483 204	(147 341 853)	-22%	1 149 518 056	302 871 065	(846 646 991)	-74%

During the fourth quarter of the financial year the directorates spent R147 341 853, 22% less than the planned expenditure for the fourth quarter. At the same period last year the directorate spent 12% more than the planned expenditure.

QUARTERLY BUDGET STATEMENT FOR JUNE 2018



The year on year comparison for the fourth quarter is (R 517 483 204/ R664 825 057) 22% actual spending rate of the total operating budget for the financial year 2017/18, compared to a (R 302 871 065/ R1 149 518 056) 74% actual spending rate for the same period in the previous financial year.

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

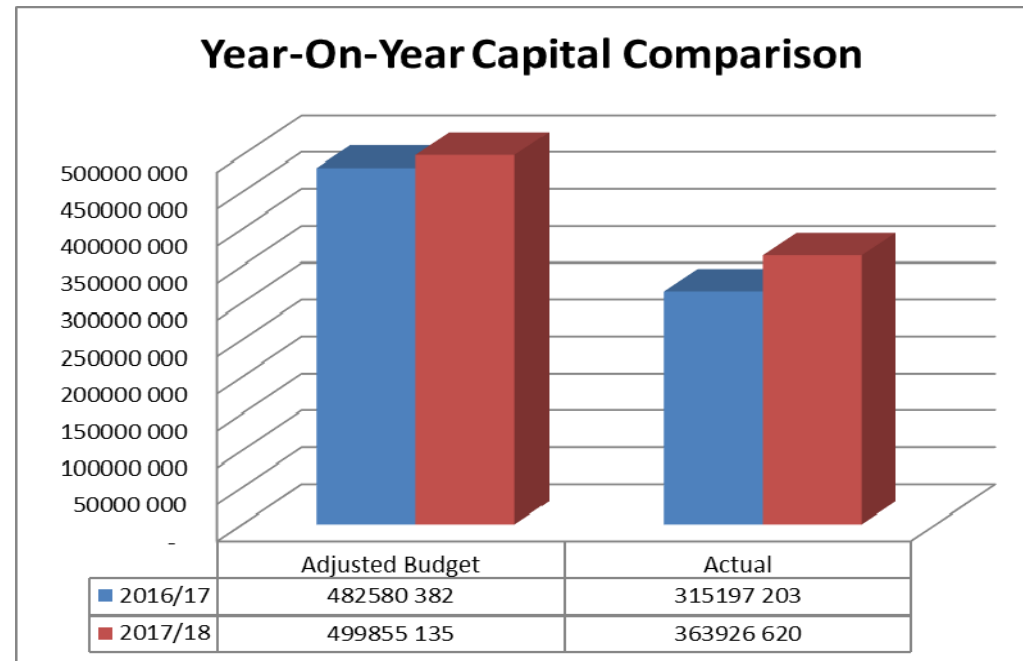
5. Capital Expenditure

The following table illustrates the actual capital expenditure per directorate against the planned in the SDBIP for the 4th Quarter of 2017/18.

Directorate	Budget					Actuals + Commitments & Provisional	Year To Date Actual Spent	Year To Date (Actual + Commitments)
		Actual Expenditure	Commitments	Provisional Cost				
Municipal Manager	35 000	31 223	-	-	31 223	89,21%	89,21%	
Planning & Development	12 027 857	3 505 339	7 689 176	25 514	11 220 029	29,14%	93,07%	
Human Settlements	90 508 241	45 822 201	30 122 354	49 860	75 994 415	50,63%	83,91%	
Community and Protection Services	28 091 925	21 264 805	7 086 029	38 664	28 389 498	75,70%	100,92%	
Engineering Services	359 785 177	287 566 436	55 274 998	442 446	343 283 880	79,93%	95,29%	
Strategic & Corporate Services	8 936 935	5 351 954	1 397 882	14 191	6 764 027	59,89%	75,53%	
Financial Services	470 000	384 662	66 316	5 276	456 254	81,84%	95,95%	
TOTALS	499 855 135	363 926 620	101 636 755	575 951	466 139 326	72,81%	93,14%	

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

The table below compares the year-to-date capital spending which reflects an improvement from 65.31% for the 2016/17 financial year to 72.81% for the 2017/18 financial year. Cognisance should be taken that the capital budget has increased with R17 274 753 year-on-year.



Detail	2016/17	2017/18
Adjusted Budget	482 580 382	499 855 135
Actual	315 197 203	363 926 620
Actual % Spent	65,31%	72,81%

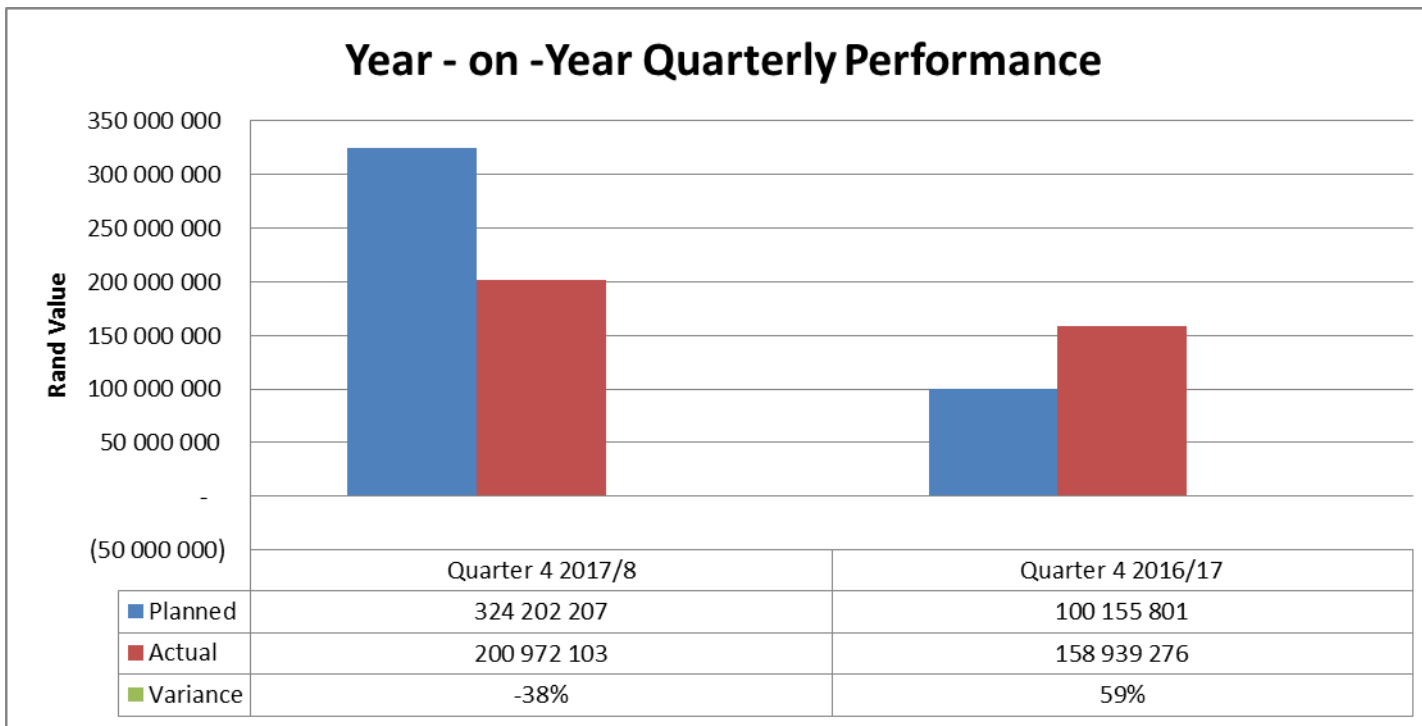
The table below compares spending of quarter 4 to the same quarter in the previous financial year.

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

DIRECTORATE	Quarter 4_2017/18			Quarter 4_2016/17		
	PLANNED	ACTUALS	VARIANCE %	PLANNED	ACTUALS	VARIANCE %
Municipal Manager	11 143	0	-100%	4 084	3 195	-22%
Planning & Development	10 169 876	1 384 316	-86%	393 500	726 885	85%
Human Settlements	64 846 087	24 488 304	-62%	17 077 903	17 429 039	2%
Community and Protection Services	13 916 351	10 044 366	-28%	10 817 556	7 452 706	-31%
Engineering Services	227 128 097	162 069 149	-29%	69 028 480	127 213 905	84%
Strategic & Corporate Services	7 427 879	2 758 202	-63%	2 714 853	5 824 643	115%
Financial Services	702 775	227 766	-68%	119 425	288 905	142%
TOTALS	324 202 207	200 972 103	-38%	100 155 801	158 939 276	59%

The year on year comparison for the fourth quarter is [R200 972 103/ R324 202 207] 38% for the 2017/18 financial year compared to a [R158 939 276/ R100 155 801] 59 favourable spending rate for the same period in the previous financial year.

QUARTERLY BUDGET STATEMENT FOR JUNE 2018



QUARTERLY BUDGET STATEMENT FOR JUNE 2018

6. Investments and Borrowings

Investments

ACC. NR	BANK	TYPE OF INVESTMENT	INTEREST RATE	MATURITY DATE	OPENING BALANCE AS AT 1 JULY 2017	QUARTER 4		TOTAL INVESTMENTS/ WITHDRAWALS	INTEREST CAPITALISED FOR THE MONTH UNDER REVIEW	INTEREST ACCRUED YTD	CLOSING BALANCE YTD
						INVEST	WITH DRAW				
20-7674-8028 20-7693-3215	ABSA BANK	FIXED DEPOSIT	8.710%	23-Mar-18	102 266 986.30	-	-	(108 614 547.94)	-	6 347 561.64	0.00
	A#8028 A#3215	FIXED DEPOSIT	7.595%	27-Jul-17	50 041 616.44	-	-	(50 312 123.29)	-	270 506.85	(0.00)
					152 308 602.74	-	-	(158 926 671.23)	-	6 618 068.49	0.00
	ENB										
71-6186-16357	F#6357	FIXED DEPOSIT	8.250%	12-Dec-16	0.01	-	-	-	-	-	0.01
74-6862-17537	F#7537	FIXED DEPOSIT	8.208%	26-Sep-17	102 083 164.20	-	-	(104 224 130.41)	-	2 140 966.22	0.00
71-6862-05877	F#5877	FIXED DEPOSIT	7.940%	11-Apr-18	-	-	(103 962 713.42)	(3 962 713.42)	-	3 962 713.43	0.01
71-7585-00999	F#0999	FIXED DEPOSIT	8.010%	10-Oct-18	-	200 000 000.00	-	200 000 000.00	1 316 712.33	3 467 342.47	203 467 342.47
					102 083 164.21	200 000 000.00	(103 962 713.42)	91 813 156.17	1 316 712.33	9 571 022.11	203 467 342.49
	NEDBANK										
03/788/1123974/...008	N#008	CALL DEPOSIT	6.300%		-	95 000 000.00	(85 000 000.00)	10 000 000.00	396 986.30	909 616.44	10 909 616.44
03/7881123974/...009	N#009	FIXED DEPOSIT	8.050%	26-Sep-17	60 489 616.44	-	-	(61 640 876.71)	-	1 151 260.27	0.00
03/7881123974/...010	N#010	FIXED DEPOSIT	8.750%	22-Jun-18	120 115 068.49	-	(128 678 609.59)	(128 678 609.59)	-	8 563 541.10	0.00
03/7881123974/...011	N#011	FIXED DEPOSIT	8.270%	25-Sep-18	-	-	-	100 000 000.00	679 726.03	6 253 479.45	106 253 479.45
03/7881123974/...012	N#012	FIXED DEPOSIT	8.200%	30-Aug-18	-	-	-	90 000 000.00	606 575.34	3 740 547.95	93 740 547.95
					180 604 684.93	95 000 000.00	(213 678 609.59)	9 680 513.70	1 683 287.67	20 618 445.21	210 903 643.84
	INVESTEC BANK										
30000059124	I#500	CALL ACCOUNT	6.900%	Call Account	8 351 490.97	-	-	(8 586 515.25)	-	235 024.28	(0.00)
1400-035018-500	I#400	FIXED DEPOSIT	7.800%	27-Mar-18	-	-	-	(1 933 972.60)	-	1 933 972.61	0.01
					8 351 490.97	-	-	(10 520 487.85)	-	2 168 996.89	0.01
	STANDARD BANK										
258489367-009.	S#009	CALL ACCOUNT	6.950%	Call Account	21 329 661.67	-	-	(21 938 608.12)	-	608 946.44	(0.01)
258489367-010	S#010	CALL ACCOUNT	6.700%	Call Account	-	-	(40 851 738.57)	(851 738.57)	-	851 738.56	(0.01)
258489367-015	S#015	FIXED DEPOSIT	8.100%	26-Sep-17	40 328 438.36	-	-	(41 100 712.33)	-	772 273.97	0.00
258489367-016	S#016	FIXED DEPOSIT	8.525%	27-Dec-17	100 093 424.66	-	-	(104 274 178.08)	-	4 180 753.42	0.00
258489367-017	S#017	FIXED DEPOSIT	7.450%	27-Oct-17	-	-	-	(326 575.34)	-	326 575.34	0.00
258489367-018	S#018	FIXED DEPOSIT	7.800%	22-Feb-18	-	-	-	(1 179 616.44)	-	1 179 616.44	(0.00)
258489367-019	S#019	FIXED DEPOSIT	7.700%	28-May-18	-	-	(81 518 904.12)	(1 518 904.12)	-	1 518 904.11	(0.01)
258489367-020	S#020	FIXED DEPOSIT	7.950%	23-Jul-18	-	-	-	100 000 000.00	653 424.66	2 156 301.37	102 156 301.37
					161 751 524.69	-	(122 370 642.69)	(71 190 333.00)	653 424.66	11 595 109.66	102 156 301.35
	NEW REPUBLIC BANK										
	NEW REPUBLIC BANK		0.000%		170 839.00	-	-	-	-	-	170 839.00
					170 839.00	-	-	-	-	-	170 839.00
INVESTMENT TOTAL					605 270 306.54	295 000 000.00	(440 011 965.70)	(139 143 822.21)	3 653 424.66	50 571 642.36	516 698 126.69

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Borrowings

Lending Institution	Balance 1/06/2018	Received June 2018	Interest Capitalised June 2018	Capital Repayments June 2018	Balance 30/06/2018	Percentage	Sinking Funds
							(R'000)
DBSA @ 9.25%	9 929 518	-	-	(1 476 664)	8 452 854	9.25%	
DBSA@ 11.1%	21 250 638	-	-	(953 622)	20 297 016	11.10%	
DBSA@ 10.25%	58 680 913	-	-	(2 268 633)	56 412 280	10.25%	
DBSA @ 9.74%	90 237 673	-	-	(2 097 685)	88 139 988	9.74%	
	180 098 741	-	-	(6 796 603)	173 302 138		

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

7. Allocations and grant receipts and expenditure for the 4th Quarter of 2017/18

OPERATING & CAPITAL GRANTS	EXPECTED ALLOCATION	ROLL OVER FUNDING UNSPENT	ACCUMULATED RECEIPTS	ACCUMULATED ACTUAL EXPENDITURE	ACTUAL MONTHLY EXPENDITURE	ACTUAL MONTHLY RECEIPTS	UNSPENT CONDITIONAL GRANTS JUNE 2018
EPWP Incentive Grant for Municipalities	4 820 000	-	4 820 000	4 820 000	-	-	-
Community Development Workers Operational Support Grant	56 000	-	56 000	33 607	-	-	22 393
Library Services	14 708 746	1 663 746	13 045 000	14 486 988	139 217	-	221 759
Human Settlements Development Grant	54 813 304	31 051 304	23 305 196	34 206 703	12 599 220	-	20 149 797
Municipal Infrastructure Grant (MIG)	36 358 000	-	36 358 000	36 358 001	273 162	-	-
Maintenance and Construction of Transport Infrastructure	2 176 000	-	2 176 000	2 176 000	658 097	-	-
Integrated Transport Planning	600 000	-	600 000	61 938	-	-	538 062
Financial Management Grant (FMG)	1 550 000	-	1 550 000	1 546 962	28 987	-	3 038
Integrated National Electrification Programme Grant	4 000 000	-	4 000 000	3 187 975	515 467	-	812 025
Financial Management Capacity Building Grant	360 000	120 000	240 000	-	-	-	360 000
Energy Efficiency and Demand Side Management	7 236 000	-	7 236 000	4 219 114	2 322 932	-	3 016 886
Fire Services Capacity Building Grant	800 000	-	800 000	800 000	-	-	-
Public Transport Non Motorised Infrastructure	820 000	-	820 000	820 000	-	-	-
LG Graduate Internship Grant	60 000	60 000	-	14 969	4 990	-	45 031
WC Financial Management Support Grant	255 000	-	255 000	237 079	47 883	-	17 921
TOTAL	128 613 050	32 895 050	95 261 196	102 969 334	16 589 955	-	25 186 913

The Human Settlement Development Grant reflects a large preliminary unspent amount of R20 149 797 at the end of quarter four due to community unrest at various development sites which has caused significant delays with the project implementations. Existing structures at one of the sites, Kayamandi Watergang: Zone O, has been demolished and petrol bombed. The contractor is currently off-site due to safety reasons.

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

8. Personnel Expenditure

In terms of Section 66 of the MFMA, all expenditure incurred by the municipality on staff salaries, wages, allowances and benefits must be reported to council.

Employee - Related Costs	Original Budget	Adjustments Budget	Year-to-date Budget	Year-to-date Actual	% Variance	Monthly Budget	Monthly Actual
Basic Salary and Wages	298 222 498	307 453 608	307 453 608	288 952 415	-6%	25 621 134	23 891 177
Bonus	20 231 098	20 231 098	20 231 098	19 462 813	-4%	1 685 925	136 364
Acting and Post Related Allowances	1 371 136	1 371 136	1 371 136	293 143	-79%	114 261	-528 991
Non Structured	25 684 564	25 684 564	25 684 564	24 385 528	-5%	2 140 380	2 246 901
Standby Allowance	10 947 524	10 947 524	10 947 524	11 201 310	2%	912 294	887 780
Travel or Motor Vehicle	11 173 576	11 173 576	11 173 576	9 662 448	-14%	931 131	439 000
Accommodation, Travel and Incidental	288 980	288 980	288 980	232 908	-19%	24 082	13 121
Bargaining Council	162 840	162 840	162 840	-875 054	-637%	13 570	-1 084 052
Cellular and Telephone	801 784	801 784	801 784	686 312	-14%	66 815	-173 013
Current Service Cost	7 681 100	7 681 100	7 681 100	13 160 446	71%	640 092	676 803
Essential User	866 750	866 750	866 750	746 501	-14%	72 229	23 356
Entertainment	-	50 000	50 000	24 282			3 954
Fire Brigade	1 976 729	1 976 729	1 976 729	2 135 678	8%	164 727	324 422
Group Life Insurance	2 934 035	2 934 035	2 934 035	2 509 450	-14%	244 503	-178 752
Housing Benefits	2 088 891	2 088 891	2 088 891	2 147 916	3%	174 074	95 720
Interest Cost	17 440 880	17 440 880	17 440 880	-	-100%	1 453 407	-
Leave Gratuity	5 259 594	5 259 594	5 259 594	-	-100%	438 300	-
Leave Pay	4 706 888	4 706 888	4 706 888	2 693 902	-43%	392 241	177 392
Long Service Award	242 621	242 621	242 621	2 101 210	766%	20 218	286 275
Long Term Service Awards	4 933 490	4 933 490	4 933 490	-	-100%	411 124	-
Medical	19 536 890	19 536 890	19 536 890	19 904 859	2%	1 628 074	1 478 444
Non-pensionable	171 625	171 625	171 625	143 301	-17%	14 302	-13 066
Pension	43 533 769	43 533 769	43 533 769	43 422 169	0%	3 627 814	4 410 925
Scarcity Allowance	1 551 982	1 551 982	1 551 982	1 526 794	-2%	129 332	192 311
Shift Additional Remuneration	505 756	505 756	505 756	3 418 754	576%	42 146	229 806
Structured	1 090 594	1 090 594	1 090 594	1 367 140	25%	90 883	193 570
Unemployment Insurance	2 201 873	2 201 873	2 201 873	1 804 452	-18%	183 489	-307 880
Totals	485 607 467	494 888 577	494 888 577	451 108 679	-9%	41 236 548	33 421 566

During the fourth quarter of the financial year directorates spent R105 437 995, 14.78% less than the planned expenditure of R123 722 144.

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

9. Withdrawals

<i>Consolidated Quarterly Report for period 01/04/2018 to 30/06/2018</i>				
Date	Payee	Amount in R'000	Description and Purpose (including section reference e.g. sec 11(f))	Authorised by (name)
Monthly	Provincial Government Western Cape	702 562,99	The Municipality acts as an agent for PAWC for collection of licencing fees. S 11(e)(i)	Director: Community and Protection Services. Gerald Esau
Monthly	WECLOGO Group Insurance and Sanlam Group Insurance	717 335,70	Group Insurance. S11(e) (ii)	Council
Ad Hoc	Investment Management	295 000 000,00	Investment in accordance with the Cash Management and Investment Policy. S11(h)	Accounting Officer (Municipal Manager)

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

10. Monthly Budget Statements**Table C1: Monthly Budget Statement Summary**

WC024 Stellenbosch - Table C1 Monthly Budget Statement Summary - Q4 Fourth Quarter

Description	2016/17	Budget Year 2017/18							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	290 028	313 514	313 009	20 587	315 152	313 009	2 142	1%	313 009
Service charges	788 397	784 432	841 409	88 927	834 292	841 409	(7 118)	-1%	841 409
Investment revenue	56 219	37 947	48 999	190	46 446	48 999	(2 552)	-5%	48 999
Transfers and subsidies	122 568	128 342	143 935	(1 723)	129 257	143 935	(14 678)	-10%	143 935
Other own revenue	169 257	163 710	170 187	8 768	89 637	170 187	(80 549)	-47%	170 187
Total Revenue (excluding capital transfers and contributions)	1 426 469	1 427 946	1 517 539	116 749	1 414 784	1 517 539	(102 755)	-7%	1 517 539
Employee costs	407 801	485 607	494 889	33 422	451 109	494 889	(43 780)	-9%	494 889
Remuneration of Councillors	16 094	17 293	17 462	1 569	17 104	17 462	(357)	-2%	17 462
Depreciation & asset impairment	149 559	97 564	195 881	15 324	183 643	195 881	(12 238)	-6%	195 881
Finance charges	19 627	28 622	18 077	9 062	20 913	18 077	2 836	16%	18 077
Materials and bulk purchases	347 828	369 468	385 607	31 063	315 857	385 607	(69 751)	-18%	385 607
Transfers and subsidies	6 933	6 250	6 314	-	6 261	6 314	(53)	-1%	6 314
Other expenditure	359 642	411 097	457 027	36 272	274 826	457 027	(182 201)	-40%	457 027
Total Expenditure	1 307 484	1 415 901	1 575 255	126 711	1 269 713	1 575 255	(305 543)	-19%	1 575 255
Surplus/(Deficit)	118 985	12 045	(57 717)	(9 962)	145 071	(57 717)	202 788	-351%	(57 717)
Transfers and subsidies - capital (monetary allocation)	94 329	60 137	98 513	-	65 894	98 513	(32 619)	-33%	98 513
Contributions & Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	213 313	72 182	40 797	(9 962)	210 965	40 797	170 168	417%	40 797
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	213 313	72 182	40 797	(9 962)	210 965	40 797	170 168	417%	40 797
Capital expenditure & funds sources									
Capital expenditure	-	418 057	481 082	88 118	363 927	499 855	(135 929)	-27%	481 082
Capital transfers recognised	42 654	43 567	92 661	(11 743)	75 654	92 661	(17 007)	-18%	92 661
Public contributions & donations	476	-	8 414	-	-	8 414	(8 414)	-100%	8 414
Borrowing	33 413	160 000	-	-	-	-	-	-	-
Internally generated funds	333 660	214 490	398 781	99 861	288 273	398 781	(110 508)	-28%	398 781
Total sources of capital funds	410 203	418 057	499 855	88 118	363 927	499 855	(135 929)	-27%	499 855
Financial position									
Total current assets	946 772	599 478	762 897	-	972 844	-	-	-	762 897
Total non current assets	4 874 276	5 458 984	5 376 694	-	4 972 053	-	-	-	5 376 694
Total current liabilities	445 838	278 234	278 234	-	232 667	-	-	-	278 234
Total non current liabilities	471 694	576 842	576 842	-	471 694	-	-	-	576 842
Community wealth/Equity	4 903 515	5 203 385	5 320 386	-	5 240 535	-	-	-	5 320 386
Cash flows									
Net cash from (used) operating	434 752	191 451	238 677	(39 424)	346 872	238 677	(108 195)	-45%	238 677
Net cash from (used) investing	(251 599)	(414 557)	(496 355)	(161 961)	(440 012)	(496 355)	(56 343)	11%	(496 355)
Net cash from (used) financing	(11 908)	145 216	(13 784)	(6 287)	-	(13 784)	(13 784)	100%	(13 784)
Cash/cash equivalents at the month/year end	299 431	695 006	350 445	-	528 766	350 445	(178 321)	-51%	350 445
Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	73 154	4 607	5 470	4 562	119 463	-	-	-	207 257
Creditors Age Analysis									
Total Creditors	171 914	-	-	-	-	-	-	-	171 914

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

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

WC024 Stellenbosch - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - Q4 Fourth Quarter

Description	Ref	2016/17	Budget Year 2017/18							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
Revenue - Functional										
<i>Governance and administration</i>		389 571	397 918	405 921	22 643	408 694	379 872	28 822	8%	405 921
Executive and council		833	(196)	(196)	207	2 699	(174)	2 873	-1652%	(196)
Finance and administration		379 393	398 114	406 116	22 436	405 994	380 046	25 949	7%	406 116
Internal audit		9 345	-	-	-	-	-	-	-	-
<i>Community and public safety</i>		144 077	46 104	186 983	759	54 052	132 222	(78 170)	-59%	186 983
Community and social services		11 856	15 731	12 372	94	15 762	10 999	4 763	43%	12 372
Sport and recreation		1 958	7 491	7 250	11	8 058	6 178	1 879	30%	7 250
Public safety		104 909	3 691	102 612	2	2 652	89 000	(86 348)	-97%	102 612
Housing		25 354	19 192	64 749	653	27 581	26 045	1 536	6%	64 749
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		23 455	120 883	32 814	4 134	41 573	22 953	18 620	81%	32 814
Planning and development		10 340	6 820	16 779	969	8 459	11 028	(2 569)	-23%	16 779
Road transport		13 115	114 063	16 035	3 165	33 091	11 926	21 165	177%	16 035
Environmental protection		-	-	-	-	24	-	24	#DIV/0!	-
<i>Trading services</i>		963 511	922 984	990 276	89 208	976 301	815 689	160 612	20%	990 276
Energy sources		546 195	530 482	535 427	61 348	500 448	459 659	40 790	9%	535 427
Water management		205 248	154 554	247 632	15 932	238 343	160 582	77 761	48%	247 632
Waste water management		148 279	143 513	136 553	8 192	151 720	126 502	25 218	20%	136 553
Waste management		63 789	94 435	70 664	3 737	85 790	68 946	16 844	24%	70 664
<i>Other</i>	4	183	194	58	5	57	52	6	11%	58
Total Revenue - Functional	2	1 520 797	1 488 083	1 616 052	116 749	1 480 678	1 350 788	129 890	10%	1 616 052
Expenditure - Functional										
<i>Governance and administration</i>		273 681	301 300	290 080	22 159	239 008	247 113	(8 105)	-3%	290 080
Executive and council		57 454	86 321	64 213	6 735	51 184	48 039	3 145	7%	64 213
Finance and administration		66 228	202 874	213 811	14 460	177 729	189 265	(11 536)	-6%	213 811
Internal audit		149 999	12 105	12 056	964	10 095	9 809	286	3%	12 056
<i>Community and public safety</i>		245 663	181 564	204 911	18 063	177 131	149 214	27 917	19%	204 911
Community and social services		33 744	27 626	23 945	3 073	26 296	18 928	7 368	39%	23 945
Sport and recreation		36 676	41 186	42 375	4 183	39 892	33 299	6 593	20%	42 375
Public safety		139 485	78 460	82 857	7 109	76 117	63 366	12 751	20%	82 857
Housing		35 693	34 292	55 734	3 697	34 826	33 622	1 205	4%	55 734
Health		66	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		118 528	276 178	305 672	15 886	184 937	222 243	(37 306)	-17%	305 672
Planning and development		48 236	63 873	69 590	4 655	56 907	49 750	7 157	14%	69 590
Road transport		67 342	192 270	216 564	10 185	114 209	156 026	(41 817)	-27%	216 564
Environmental protection		2 951	20 036	19 518	1 046	13 821	16 466	(2 645)	-16%	19 518
<i>Trading services</i>		667 336	727 633	774 593	70 545	667 938	655 519	12 419	2%	774 593
Energy sources		410 576	405 881	438 181	35 745	384 358	393 385	(9 027)	-2%	438 181
Water management		97 563	108 569	119 628	12 059	97 958	88 218	9 740	11%	119 628
Waste water management		100 493	128 623	134 891	17 402	127 126	105 213	21 912	21%	134 891
Waste management		58 705	84 559	81 893	5 339	58 496	68 702	(10 206)	-15%	81 893
<i>Other</i>		2 276	-	-	58	698	-	698	#DIV/0!	-
Total Expenditure - Functional	3	1 307 484	1 486 676	1 575 255	126 711	1 269 713	1 274 089	(4 377)	0%	1 575 255
Surplus/ (Deficit) for the year		213 313	1 407	40 797	(9 962)	210 965	76 698	134 267	175%	40 797

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

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

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

WC024 Stellenbosch - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - Q4 Fourth

Vote Description	Ref	2016/17	Budget Year 2017/18							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
Revenue by Vote										
Vote 1 - DIRECTORATE: MUNICIPAL MANAGER	1	-	240	240	-	240	240	-		240
Vote 2 - DIRECTORATE: PLANNING AND DEVELOPMENT		-	8 386	16 723	985	10 067	16 723	(6 656)	-39.8%	16 723
Vote 3 - DIRECTORATE: HUMAN SETTLEMENTS		-	25 143	67 503	688	30 909	67 503	(36 594)	-54.2%	67 503
Vote 4 - DIRECTORATE: COMMUNITY AND PROTECTION		-	138 549	132 207	3 240	54 612	132 207	(77 595)	-58.7%	132 207
Vote 5 - DIRECTORATE: ENGINEERING SERVICES		-	924 132	996 551	89 244	980 029	996 551	(16 522)	-1.7%	996 551
Vote 6 - DIRECTORATE: STRATEGIC AND CORPORATE		-	143	323	422	3 219	323	2 896	897.1%	323
Vote 7 - DIRECTORATE: FINANCIAL SERVICES		-	391 490	402 505	22 168	401 602	402 505	(904)	-0.2%	402 505
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	2	-	1 488 083	1 616 052	116 749	1 480 678	1 616 052	(135 375)	-8.4%	1 616 052
Expenditure by Vote										
Vote 1 - DIRECTORATE: MUNICIPAL MANAGER	1	-	23 078	23 182	2 628	24 414	23 182	1 232	5.3%	23 182
Vote 2 - DIRECTORATE: PLANNING AND DEVELOPMENT		-	58 063	61 897	4 453	49 560	61 897	(12 337)	-19.9%	61 897
Vote 3 - DIRECTORATE: HUMAN SETTLEMENTS		-	69 824	91 860	8 404	82 101	91 860	(9 760)	-10.6%	91 860
Vote 4 - DIRECTORATE: COMMUNITY AND PROTECTION		-	320 449	343 435	20 222	213 525	343 435	(129 910)	-37.8%	343 435
Vote 5 - DIRECTORATE: ENGINEERING SERVICES		-	810 212	842 445	78 684	731 655	842 445	(110 790)	-13.2%	842 445
Vote 6 - DIRECTORATE: STRATEGIC AND CORPORATE		-	122 376	128 010	6 694	91 724	128 010	(36 286)	-28.3%	128 010
Vote 7 - DIRECTORATE: FINANCIAL SERVICES		-	82 673	84 425	5 624	76 734	84 425	(7 691)	-9.1%	84 425
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	2	-	1 486 676	1 575 255	126 711	1 269 713	1 575 255	(305 543)	-19.4%	1 575 255
Surplus/ (Deficit) for the year	2	-	1 407	40 797	(9 962)	210 965	40 797	170 168	417.1%	40 797

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

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

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

WC024 Stellenbosch - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Q4 Fourth Quarter

Description	Ref	2016/17	Budget Year 2017/18							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
Revenue By Source										
Property rates		290 028	313 514	313 009	20 587	315 152	313 009	2 142	1%	313 009
Service charges - electricity revenue		511 980	501 774	496 337	59 722	449 950	496 337	(46 387)	-9%	496 337
Service charges - water revenue		159 539	120 430	210 044	16 172	210 113	210 044	69	0%	210 044
Service charges - sanitation revenue		81 352	88 714	88 677	8 712	108 060	88 677	19 383	22%	88 677
Service charges - refuse revenue		41 059	73 514	46 351	4 321	66 168	46 351	19 817	43%	46 351
Service charges - other		(5 534)	-	-	-	-	-	-	-	-
Rental of facilities and equipment		16 906	11 512	17 994	818	9 833	17 994	(8 161)	-45%	17 994
Interest earned - external investments		56 219	37 947	48 999	190	46 446	48 999	(2 552)	-5%	48 999
Interest earned - outstanding debtors		6 451	7 664	7 664	819	8 909	7 664	1 245	16%	7 664
Dividends received		-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		100 442	101 232	97 064	2 010	20 926	97 064	(76 138)	-78%	97 064
Licences and permits		4 697	6 506	9 913	546	2 889	9 913	(7 025)	-71%	9 913
Agency services		6 400	2 514	2 514	356	1 513	2 514	(1 001)	-40%	2 514
Transfers and subsidies		122 568	128 342	143 935	(1 723)	129 257	143 935	(14 678)	-10%	143 935
Other revenue		33 631	31 692	33 596	4 218	45 567	33 596	11 972	36%	33 596
Gains on disposal of PPE		729	2 590	1 441	-	-	1 441	(1 441)	-100%	1 441
Total Revenue (excluding capital transfers and contributions)		1 426 469	1 427 946	1 517 539	116 749	1 414 784	1 517 539	(102 755)	-7%	1 517 539
Expenditure By Type										
Employee related costs		407 801	485 607	494 889	33 422	451 109	494 889	(43 780)	-9%	494 889
Remuneration of councillors		16 094	17 293	17 462	1 569	17 104	17 462	(357)	-2%	17 462
Debt impairment		82 169	65 924	84 700	(917)	18 355	84 700	(66 345)	-78%	84 700
Depreciation & asset impairment		149 559	97 564	195 881	15 324	183 643	195 881	(12 238)	-6%	195 881
Finance charges		19 627	28 622	18 077	9 062	20 913	18 077	2 836	16%	18 077
Bulk purchases		347 828	346 143	354 143	29 246	297 173	354 143	(56 970)	-16%	354 143
Other materials		-	23 325	31 464	1 817	18 684	31 464	(12 781)	-41%	31 464
Contracted services		49 381	209 197	211 763	17 626	109 656	211 763	(102 107)	-48%	211 763
Transfers and subsidies		6 933	6 250	6 314	-	6 261	6 314	(53)	-1%	6 314
Other expenditure		227 987	135 222	160 564	19 511	146 473	160 564	(14 091)	-9%	160 564
Loss on disposal of PPE		104	754	-	52	342	-	342	#DIV/0!	-
Total Expenditure		1 307 484	1 415 901	1 575 255	126 711	1 269 713	1 575 255	(305 543)	-19%	1 575 255
Surplus/(Deficit)		118 985	12 045	(57 717)	(9 962)	145 071	(57 717)	202 788	(0)	(57 717)
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		94 329	60 137	98 513	-	65 894	98 513	(32 619)	(0)	98 513
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)		-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (in-kind - all)		-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions		213 313	72 182	40 797	(9 962)	210 965	40 797			40 797
Taxation		-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after taxation		213 313	72 182	40 797	(9 962)	210 965	40 797			40 797
Attributable to minorities		-	-	-	-	-	-	-	-	-
Surplus/(Deficit) attributable to municipality		213 313	72 182	40 797	(9 962)	210 965	40 797			40 797
Share of surplus/ (deficit) of associate		-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year		213 313	72 182	40 797	(9 962)	210 965	40 797			40 797

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Table C5: Monthly Budget Statement – Capital Expenditure

WC024 Stellenbosch - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - Q4 Fourth Quarter

Vote Description	Ref	2016/17	Budget Year 2017/18							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
Capital Expenditure - Functional Classification										
<i>Governance and administration</i>		43 255	26 045	30 056	2 680	18 885	30 056	(11 171)	-37%	30 056
Executive and council		37	35	35	-	31	35	(4)	-11%	35
Finance and administration		528	26 010	30 021	2 680	18 854	30 021	(11 167)	-37%	30 021
Internal audit		42 689	-	-	-	-	-	-		-
<i>Community and public safety</i>		29 026	56 241	94 645	15 683	52 645	94 645	(42 000)	-44%	94 645
Community and social services		1 963	4 865	7 351	584	3 661	7 351	(3 690)	-50%	7 351
Sport and recreation		6 385	8 689	4 994	1 502	9 128	4 994	4 133	83%	4 994
Public safety		3 290	7 845	11 080	652	7 151	11 080	(3 929)	-35%	11 080
Housing		17 387	34 842	71 219	12 945	32 705	71 219	(38 514)	-54%	71 219
Health		-	-	-	-	-	-	-		-
<i>Economic and environmental services</i>		48 583	55 505	91 416	20 465	64 450	91 416	(26 966)	-29%	91 416
Planning and development		1 034	3 303	13 174	523	3 169	13 174	(10 005)	-76%	13 174
Road transport		46 053	50 752	76 532	19 605	59 802	76 532	(16 731)	-22%	76 532
Environmental protection		1 495	1 450	1 710	337	1 479	1 710	(231)	-14%	1 710
<i>Trading services</i>		289 065	278 866	282 338	49 290	227 875	282 338	(54 463)	-19%	282 338
Energy sources		43 063	49 448	56 650	15 127	45 115	56 650	(11 535)	-20%	56 650
Water management		51 625	77 100	115 509	17 403	103 430	115 509	(12 080)	-10%	115 509
Waste water management		182 018	140 483	102 627	13 982	72 659	102 627	(29 968)	-29%	102 627
Waste management		12 360	11 835	7 552	2 778	6 671	7 552	(881)	-12%	7 552
<i>Other</i>		274	1 400	1 400	-	72	1 400	(1 328)	-95%	1 400
Total Capital Expenditure - Functional Classification		410 203	418 057	499 855	88 118	363 927	499 855	(135 929)	-27%	499 855
Funded by:										
National Government		41 369	17 800	47 594	1 353	39 300	47 594	(8 294)	-17%	47 594
Provincial Government		1 286	25 767	45 067	(13 096)	36 354	45 067	(8 713)	-19%	45 067
District Municipality		-	-	-	-	-	-	-		-
Other transfers and grants		-	-	-	-	-	-	-		-
Transfers recognised - capital		42 654	43 567	92 661	(11 743)	75 654	92 661	(17 007)	-18%	92 661
Public contributions & donations		476	-	8 414	-	-	8 414	(8 414)	-100%	8 414
Borrowing		33 413	160 000	-	-	-	-	-		-
Internally generated funds		333 660	214 490	398 781	99 861	288 273	398 781	(110 508)	-28%	398 781
Total Capital Funding		410 203	418 057	499 855	88 118	363 927	499 855	(135 929)	-27%	499 855

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

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Table C6: Monthly Budget Statement – Financial Position

WC024 Stellenbosch - Table C6 Monthly Budget Statement - Financial Position - Q4 Fourth Quarter

Description	Ref	2016/17	Budget Year 2017/18			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
R thousands	1					
ASSETS						
Current assets						
Cash		299 431	18 896	18 896	12 068	18 896
Call investment deposits		2 121	400 646	400 646	516 698	400 646
Consumer debtors		120 058	105 505	135 128	313 824	135 128
Other debtors		162 027	60 646	168 027	82 975	168 027
Current portion of long-term receivables		322 475	40	2 200	2 091	2 200
Inventory		40 659	13 746	38 000	45 187	38 000
Total current assets		946 772	599 478	762 897	972 844	762 897
Non current assets						
Long-term receivables		–	–	–	–	–
Investments		3 513	2 006	3 600	3 544	3 600
Investment property		–	–	–	–	–
Investments in Associate		423 623	561 220	422 979	423 623	422 979
Property, plant and equipment		–	–	–	–	–
Agricultural		4 428 174	4 867 141	4 921 498	4 525 920	4 921 498
Biological assets		–	–	–	–	–
Intangible assets		8 808	12 875	12 875	8 808	12 875
Other non-current assets		9 435	15 741	15 741	9 435	15 741
		724	–	–	724	–
Total non current assets		4 874 276	5 458 984	5 376 694	4 972 053	5 376 694
TOTAL ASSETS		5 821 048	6 058 462	6 139 591	5 944 897	6 139 591
LIABILITIES						
Current liabilities						
Bank overdraft		–	–	–	–	–
Borrowing		–	–	–	–	–
Consumer deposits		13 084	16 984	16 984	–	16 984
Trade and other payables		14 577	12 976	12 976	14 596	12 976
Provisions		370 581	196 635	196 635	171 914	196 635
		47 597	51 639	51 639	46 157	51 639
Total current liabilities		445 838	278 234	278 234	232 667	278 234
Non current liabilities						
Borrowing		–	–	–	–	–
Provisions		173 302	314 867	314 867	173 302	314 867
		298 392	261 975	261 975	298 392	261 975
Total non current liabilities		471 694	576 842	576 842	471 694	576 842
TOTAL LIABILITIES		917 533	855 077	855 077	704 361	855 077
NET ASSETS	2	4 903 515	5 203 385	5 284 515	5 240 535	5 284 515
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		–	–	–	–	–
Reserves		4 903 515	4 963 006	5 080 007	5 240 535	5 080 007
		–	240 380	240 380	–	240 380
TOTAL COMMUNITY WEALTH/EQUITY	2	4 903 515	5 203 385	5 320 386	5 240 535	5 320 386

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Table C7: Monthly Budget Statement – Cash Flow

WC024 Stellenbosch - Table C7 Monthly Budget Statement - Cash Flow - Q4 Fourth Quarter

Description	Ref	Budget Year 2017/18								
		2016/17 Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
CASH FLOW FROM OPERATING ACTIVITIES										
Receipts										
Property rates		284 494	300 489	300 489	17 684	325 926	300 489	25 437	8%	300 489
Service charges		754 811	739 507	803 842	42 753	619 974	803 842	(183 868)	-23%	803 842
Other revenue		48 040	97 893	93 893	5 892	64 519	93 893	(29 374)	-31%	93 893
Government - operating		216 896	128 342	143 935	-	227 815	143 935	83 880	58%	143 935
Government - capital		42 540	60 137	98 513	-	34 368	98 513	(64 146)	-65%	98 513
Interest		56 219	45 356	56 356	1 010	43 235	56 356	(13 121)	-23%	56 356
Dividends		-	-	-	-	-	-	-		-
Payments										
Suppliers and employees		(941 689)	(1 145 401)	(1 233 960)	(97 792)	(944 253)	(1 233 960)	(289 707)	23%	(1 233 960)
Finance charges		(19 627)	(28 622)	(18 077)	(8 971)	(18 451)	(18 077)	374	-2%	(18 077)
Transfers and Grants		(6 933)	(6 250)	(6 314)	-	(6 261)	(6 314)	(53)	1%	(6 314)
NET CASH FROM/(USED) OPERATING ACTIVITIES		434 752	191 451	238 677	(39 424)	346 872	238 677	(108 195)	-45%	238 677
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		2 244	3 500	3 500	-	1	3 500	(3 499)	-100%	3 500
Decrease (Increase) in non-current debtors		-	-	-	-	-	-	-		-
Decrease (increase) other non-current receivables		(1 164)	-	-	-	-	-	-		-
Decrease (increase) in non-current investments		157 525	-	-	(73 843)	(145 328)	-	(145 328)	#DIV/0!	-
Payments										
Capital assets		(410 203)	(418 057)	(499 855)	(88 118)	(294 686)	(499 855)	(205 169)	41%	(499 855)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(251 599)	(414 557)	(496 355)	(161 961)	(440 012)	(496 355)	(56 343)	11%	(496 355)
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		-	-	-	-	-	-	-		-
Borrowing long term/refinancing		-	160 000	-	-	-	-	-		-
Increase (decrease) in consumer deposits		-	-	-	-	-	-	-		-
Payments										
Repayment of borrowing		(11 908)	(14 784)	(13 784)	(6 287)	-	(13 784)	(13 784)	100%	(13 784)
NET CASH FROM/(USED) FINANCING ACTIVITIES		(11 908)	145 216	(13 784)	(6 287)	-	(13 784)	(13 784)	100%	(13 784)
NET INCREASE/ (DECREASE) IN CASH HELD		171 244	(77 889)	(271 461)	(207 672)	(93 140)	(271 461)			(271 461)
Cash/cash equivalents at beginning:		128 187	621 655	621 906		621 906	621 906			621 906
Cash/cash equivalents at month/year end:		299 431	695 006	350 445		528 766	350 445			350 445

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

11. Supporting Documentation**Debtors Age Analysis****Supporting Table SC3: Monthly Budget Statement - Aged Debtors**

WC024 Stellenbosch - Supporting Table SC3 Monthly Budget Statement - aged debtors - Q4 Fourth Quarter

Description	NT Code	Budget Year 2017/18										Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days		
R thousands													
Debtors Age Analysis By Income Source													
Trade and Other Receivables from Exchange Transactions - Water	1200	18 601	2 383	2 828	2 605	48 728	-	-	-	75 144	51 332	-	-
Trade and Other Receivables from Exchange Transactions - Electricity	1300	27 557	188	215	172	5 223	-	-	-	33 355	5 395	-	-
Receivables from Non-exchange Transactions - Property Rates	1400	15 594	703	602	635	18 862	-	-	-	36 396	19 497	-	-
Receivables from Exchange Transactions - Waste Water Management	1500	6 471	484	374	372	13 622	-	-	-	21 322	13 994	-	-
Receivables from Exchange Transactions - Waste Management	1600	3 703	378	356	371	15 701	-	-	-	20 509	16 072	-	-
Receivables from Exchange Transactions - Property Rental Debtors	1700	662	257	998	240	8 479	-	-	-	10 636	8 720	-	-
Interest on Arrear Debtor Accounts	1810	-	-	-	-	-	-	-	-	-	-	-	-
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	-	-	-	-	-	-	-	-	-	-	-	-
Other	1900	567	216	97	167	8 849	-	-	-	9 896	9 016	-	-
Total By Income Source	2000	73 154	4 607	5 470	4 562	119 463	-	-	-	207 257	124 026	-	-
2016/17 - totals only										-	-		
Debtors Age Analysis By Customer Group													
Organs of State	2200	2 759	157	85	102	1 621	-	-	-	4 725	1 724	-	-
Commercial	2300	41 670	3 689	3 972	3 830	92 213	-	-	-	145 374	96 043	-	-
Households	2400	13 056	293	354	294	11 748	-	-	-	25 746	12 043	-	-
Other	2500	15 670	468	1 059	335	13 881	-	-	-	31 413	14 216	-	-
Total By Customer Group	2600	73 154	4 607	5 470	4 562	119 463	-	-	-	207 257	124 026	-	-

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Creditors Age Analysis**Supporting Table SC4: Monthly Budget Statement – Aged Creditors**

WC024 Stellenbosch - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q4 Fourth Quarter

Description	NT Code	Budget Year 2017/18									Prior year totals for chart (same period)
		0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total	
R thousands											
Creditors Age Analysis By Customer Type											
Bulk Electricity	0100	-	-	-	-	-	-	-	-	-	43 308
Bulk Water	0200	-	-	-	-	-	-	-	-	-	5 378
PAYE deductions	0300	5 680	-	-	-	-	-	-	-	5 680	-
VAT (output less input)	0400	-	-	-	-	-	-	-	-	-	-
Pensions / Retirement deductions	0500	-	-	-	-	-	-	-	-	-	-
Loan repayments	0600	-	-	-	-	-	-	-	-	-	-
Trade Creditors	0700	166 234	-	-	-	-	-	-	-	166 234	195 914
Auditor General	0800	-	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	171 914	-	-	-	-	-	-	-	171 914	244 600

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Investments and Borrowings

Supporting Table SC5: Monthly Budget Statement – Investment Portfolio

WC024 Stellenbosch - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Q4 Fourth Quarter

Investments by maturity Name of institution & investment ID	Ref	Period of Investment	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of the month	Change in market value	Market value at end of the month
		Yrs/Months							
R thousands									
Municipality									
A#8028 ABSA		12 month	Fixed Deposit	23 March 2018		0.0871	-	-	-
F#7537		6 month	Fixed Deposit	18 April 2018		0.0794	-	-	-
F#0999		6 month	Fixed Deposit	18 April 2018		0.0801	202 151	1 317	203 467
N#008		4 month	Fixed Deposit	18 April 2018		0.063	85 498	(74 589)	10 910
N#010- NEDBANK		12 month	Fixed Deposit	22 June 2018		0.0875	-	-	-
N#011 - NEDBANK		12 month	Fixed Deposit	25 September 2018		0.0827	105 574	680	106 253
N#012 - NEDBANK		8 month	Fixed Deposit	30 August 2018		0.082	93 134	607	93 741
#400 - INVESTEC		6 months	Fixed Deposit	28 March 2018		0.078	0	-	0
S#010- STANDARD BANK		1 month	Call account	30 June 2017		0.067	(0)	-	(0)
S#016- STANDARD BANK		6 month	Fixed Deposit	27 December 2017		0.08525	-	-	-
S#018 - STANDARD BANK		4 month	Fixed Deposit	27 March 2018		0.078	-	-	-
S#019 - STANDARD BANK		3 months	Fixed Deposit	28 May 2018		0.077	(0)	-	(0)
S#020 - STANDARD BANK		3 months	Fixed Deposit	28 May 2018		0.0795	101 503	653	102 156
New Republic Bank						0	171	-	171
					-		588 030	(71 332)	516 698
Entities									
-					-		-	-	-
-					-		-	-	-
-					-		-	-	-
-					-		-	-	-
-					-		-	-	-
-					-		-	-	-
-					-		-	-	-
Entities sub-total					-		-	-	-
TOTAL INVESTMENTS AND INTEREST	2				-		588 030	(71 332)	516 698

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

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

WC024 Stellenbosch - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q4 Fourth Quarter										
Description	Ref	2016/17	Budget Year 2017/18							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
RECEIPTS:										
Operating Transfers and Grants										
National Government:		-	117 001	117 001	-	121 821	107 251	14 570	13.6%	117 001
Local Government Equitable Share		-	110 631	110 631	-	110 631	101 412	9 219	9.1%	110 631
Municipal Systems Improvement	3	-	-	-	-	-	-	-	-	-
EPWP Ingegrated Grant for Municipallities		-	4 820	4 820	-	4 820	4 418	402	-	4 820
Local Government Financial Management Grant		-	1 550	1 550	-	1 550	1 421	129	-	1 550
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	4 820	-	4 820	#DIV/0!	-
		-	-	-	-	-	-	-	-	-
Provincial Government:		-	11 341	22 596	-	22 055	20 713	1 343	6.5%	22 596
Library Services: Conditional Grant		-	11 045	11 045	-	11 045	10 125	920	9.1%	11 045
Community Development Workers Operational Support Grant		-	56	56	-	56	51	5	-	56
Human Settlements Development Grant		-	-	10 820	-	10 459	9 918	541	5.5%	10 820
LG Graduate Internship Grant		-	-	60	-	-	55	(5)	-100.0%	60
WC Financial Management Support Grant		-	-	255	-	255	234	21	9.1%	255
Financial Management Capacity Building Grant		-	240	360	-	240	330	(90)	-27.3%	360
District Municipality:		-	-	-	-	-	-	-	-	-
<i>[insert description]</i>		-	-	-	-	-	-	-	-	-
Other grant providers:		-	-	4 339	-	-	-	-	-	4 339
Public contribution		-	-	4 039	-	-	-	-	-	4 039
Arbor award		-	-	300	-	-	-	-	-	300
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
Total Operating Transfers and Grants	5	-	128 342	143 935	-	143 876	127 963	15 913	12.4%	143 935
Capital Transfers and Grants										
National Government:		-	47 594	47 594	-	47 594	43 628	3 966	9.1%	47 594
Municipal Infrastructure Grant (MIG)		-	36 358	36 358	-	36 358	33 328	3 030	9.1%	36 358
Regional Bulk Infrastructure		-	-	-	-	-	-	-	-	-
Integrated National Electrification Programme (Municipal) Grant		-	4 000	4 000	-	4 000	3 667	333	-	4 000
Energy Efficiency and Demand Side Management Grant		-	7 236	7 236	-	7 236	6 633	603	-	7 236
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
Other capital transfers <i>[insert description]</i>		-	-	-	-	-	-	-	-	-
Provincial Government:		-	12 543	46 067	-	19 242	42 228	(22 986)	-54.4%	46 067
Human Settlements Development Grant		-	7 767	37 007	-	12 846	33 923	(21 077)	-62.1%	37 007
RSEP/ VPUU		-	1 000	1 000	-	-	917	-	-	1 000
Maintenance and Construction of Transport Infrastructure		-	376	2 176	-	2 176	1 995	181	-	2 176
Library Services: Conditional Grant		-	2 000	3 664	-	2 000	3 358	(1 358)	-	3 664
Integrated Transport Planning		-	600	600	-	600	550	50	-	600
Fire Services Capacity Building Grant		-	800	800	-	800	733	67	-	800
Public Transport Non Motorised Infrastructure		-	-	820	-	820	752	68	9.1%	820
District Municipality:		-	-	-	-	-	-	-	-	-
<i>[insert description]</i>		-	-	-	-	-	-	-	-	-
Other grant providers:		-	-	4 790	-	-	4 391	(4 391)	-100.0%	4 790
LOTTO		-	-	415	-	-	381	(381)	-100.0%	415
Shared Economic infrastructure facility		-	-	4 375	-	-	4 010	(4 010)	-	4 375
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
Total Capital Transfers and Grants	5	-	60 137	98 451	-	66 836	90 247	(23 411)	-25.9%	98 451
TOTAL RECEIPTS OF TRANSFERS & GRANTS	5	-	188 479	242 386	-	210 712	218 210	(7 498)	-3.4%	242 386

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

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

WC024 Stellenbosch - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - Q4 Fourth Quarter

Description	Ref	Budget Year 2017/18								
		2016/17 Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
EXPENDITURE										
Operating expenditure of Transfers and Grants										
National Government:		-	117 001	117 001	29	116 998	107 251	9 747	9.1%	117 001
Local Government Equitable Share		-	110 631	110 631	-	110 631	101 412	9 219	9.1%	110 631
Municipal Systems Improvement		-	-	-	-	-	-	-	-	-
EPWP Ingelegated Grant for Municipalities		-	4 820	4 820	-	4 820	4 418	402	9.1%	4 820
Local Government Financial Management Grant		-	1 550	1 550	29	1 547	1 421	126	8.9%	1 550
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
Provincial Government:		-	11 341	22 596	353	16 483	20 713	(4 229)	-20.4%	22 596
Library Services: Conditional Grant		-	11 045	11 045	40	10 954	10 125	830	8.2%	11 045
Community Development Workers Operational Support Grant		-	56	56	-	34	51	(18)	-34.5%	56
Human Settlements Development Grant		-	-	10 820	261	5 243	9 918	(4 675)	-47.1%	10 820
LG Graduate Internship Grant		-	-	60	5	15	55	(40)	-72.8%	60
WC Financial Management Support Grant		-	-	255	48	237	234	3	1.4%	255
Financial Management Capacity Building Grant		-	240	360	-	-	330	(330)	-100.0%	360
District Municipality:		-	-	-	-	-	-	-	-	-
[insert description]		-	-	-	-	-	-	-	-	-
Other grant providers:		-	-	4 339	-	300	3 977	(3 677)	-92.5%	4 339
Public contribution		-	-	4 039	-	-	3 702	(3 702)	-100.0%	4 039
Arbor award		-	-	300	-	300	275	25	-	300
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
Total operating expenditure of Transfers and Grants:		-	128 342	143 935	382	133 781	131 940	1 841	1.4%	143 935
Capital expenditure of Transfers and Grants										
National Government:		-	47 594	47 594	3 112	43 765	43 628	137	0.3%	47 594
Municipal Infrastructure Grant (MIG)		-	36 358	36 358	273	36 358	33 328	3 030	9.1%	36 358
Regional Bulk Infrastructure		-	-	-	-	-	-	-	-	-
Integrated National Electrification Programme (Municipal) Grant		-	4 000	4 000	515	3 188	3 667	(479)	-	4 000
Energy Efficiency and Demand Side Management Grant		-	7 236	7 236	2 323	4 219	6 633	(2 414)	-	7 236
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
Other capital transfers [insert description]		-	-	-	-	-	-	-	-	-
Provincial Government:		-	12 543	46 067	13 096	36 354	42 228	(5 874)	-13.9%	46 067
Human Settlements Development Grant		-	7 767	37 007	12 339	28 964	33 923	(4 959)	-14.6%	37 007
RSEP/ VPUU		-	1 000	1 000	-	-	917	(917)	-	1 000
Maintenance and Construction of Transport Infrastructure		-	376	2 176	658	2 176	1 995	181	-	2 176
Library Services: Conditional Grant		-	2 000	3 664	100	3 533	3 358	174	-	3 664
Integrated Transport Planning		-	600	600	-	62	550	(488)	-	600
Fire Services Capacity Building Grant		-	800	800	-	800	733	67	-	800
Public Transport Non Motorised Infrastructure		-	-	820	-	820	752	68	9.1%	820
District Municipality:		-	-	-	-	-	615	(615)	-100.0%	-
[insert description]		-	-	-	-	-	-	-	-	-
Other grant providers:		-	-	4 790	-	-	4 391	(4 391)	-100.0%	4 790
LOTTO		-	-	415	-	-	381	(381)	-100.0%	415
Shared Economic infrastructure facility		-	-	4 375	-	-	4 010	(4 010)	-	4 375
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
Total capital expenditure of Transfers and Grants		-	60 137	98 451	16 208	80 119	90 862	(10 743)	-11.8%	98 451
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		-	188 479	242 386	16 590	213 900	222 802	(8 902)	-4.0%	242 386

12. Top Layer Service Delivery and Budget Implementation Plan (SDBIP)

SDBIP 2017/2018, As at Quarter 4: Top Layer SDBIP Report

SFA 1 – Valley of Possibility

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL1	Planning & Economic Development	Create jobs through municipality's local, economic development initiatives including capital projects	Number of Full Time Equivalent's Created as a % of the possible total given the allocated budget	106	680	B	Target met	
TL2	Human Settlements & Property Management	Number of serviced sites for low cost housing provided	Number of erven serviced	190	117	R	Target not met. The project has been brought to a standstill by the community of Mandela City. The impasse continues indefinitely.	Mediation is being organised between the community of Mandela City and Stellenbosch Municipality. (June 2018)

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL3	Human Settlements & Property Management	Number of temporary housing units constructed in the Temporary Relocation Area by June 2018	Number of units constructed	270	111	R	Target not met. On 22 May 2018, the project was completely vandalized and sabotaged by the Kayamandi Community in a situation of community unrest	The political strata of the Municipality is currently engaged in a process of mediation with the Kayamandi community.
TL4	Planning & Economic Development	Percentage of land-use applications submitted to the Municipal Planning Tribunal withing the prescribed legislated period and within a maximum of 120 days.	Percentage of land use-planning applications submitted to the Planning Tribunal withing the prescribed legislated period and within a maximum of 120 days in relation to the total number of land-used applications received.	4	4	G	Target met	
TL5	Planning & Economic Development	Number of training opportunities provided to entrepreneurs and SMME's	4 Training opportunities provided quarterly training events hosted with attendance	4	3	O		

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
			registers as proof					
TL6	Planning & Economic Development	Review SDF in line with the Integrated Development Plan for submission to Council by May 2018.	SDF Amendment submitted to Council by May annually	1	1	G	Target met	
TL8	Engineering Services	Number of bus and taxi shelters constructed	Constructed Bus and Taxi shelters based on completion photos	2	5	B	Target met	
TL9	Community & Protection Services	Spatial mapping of all current and planned social infrastructure (parks, creches), as identified by June 2018	Spatial map containing all current and planned social infrastructure (parks, creches) as updated annually by June 2018	1	1	G	Target met	
TL10	Planning & Economic Development	2 informal trading sites developed by June 2018	2 informal trading sites developed	2	1	R	Target not met	Only one site was completed for the year in - Ida's Valley
TL13	Human Settlements & Property Management	Revised housing pipeline submitted to a Committee of Council/MayCo	Reviewed the housing pipeline and submit it to a Committee of Council/Mayco by March 2018	1	1	G	Target met	

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL14	Planning & Economic Development	Develop the Urban Development Strategy for submission to Council by June 2018	Urban Development Strategy submitted to Council by June 2018	1	1	G	Target met	
TL16	Engineering Services	Number of bus terminals and taxi ranks constructed	Constructed taxi rank by April 2018. Photographs on Ignite	4	7	B	Target met	

SFA 2 - Green and Sustainable Valley

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL17	Engineering Services	External Audits of Stellenbosch Waste Disposal Facilities (Permitted Landfill/Transfer station) by August 2017	Number of Audits completed. Reports by external consultant	2	2	G	Target met	

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL19	Engineering Services	Draft the Waste Management Bylaw and submit it to a Committee of Council/Mayco by June 2018	Drafted of the Waste Management Bylaw submitted to a Committee of Council/Mayco by June 2018	1	0	R	This KPI could not be met due the department in process of sourcing a service provider to assist with the drafting of a Waste Management bylaw	This KPI could not be met due the department in process of sourcing a service provider to assist with the drafting of a Waste Management bylaw. The department envisage the process to commence only by December 2018.
TL20	Planning & Economic Development	Number of building applications processed within the prescribed/legislated period and reported to a Committee of Council/Mayco	Number of quarterly reports submitted to a Committee of Council/Mayco containing updates on building plan applications	4	4	G	Target met	

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL21	Engineering Services	70% Weighted Average effluent quality achieved in terms of requirements as regulated by the water use license for all Waste Water Treatment Works	% effluent quality as reported on Ignite and using reports from an external laboratory	70%	73%	G2	Target met	

SFA 3 - Safe Valley

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL22	Community & Protection Services	Revised Disaster Management Plan submitted to a Committee of Council/Mayco by June annually	"Revised Plan submitted to a Committee of Council/Mayco by June annually"	1	1	G	Target met	
TL26	Community & Protection Services	Extend CCTV coverage to all wards	Number of CCTV cameras installed within the WCO24	12	103	B	Target met	
TL27	Community & Protection Services	Quarterly progress reports to a Committee of Council/Mayco on Safety Initiatives in the	Number of Stellenbosch Safety Initiative projects undertaken reported to a Committee of	4	4	G	Target met	

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
		greater Stellenbosch	Council/Mayco					
TL31	Community & Protection Services	Safety network database identified and developed by December 2017	Developed database by December 2017	1	1	G	Target met	
TL32	Community & Protection Services	Signed MOUs with SAPS to extent municipal law enforcement security cluster by December 2017	Signed MOU by December 2017	1	1	G	Target met	
TL33	Community & Protection Services	Ward based risk assessments by June 2018	Completed risk assessment result of all wards by June 2018	1	1	G	Target met	

SFA 4 - Dignified Living

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL35	Human Settlements & Property Management	Number of additional waterborne toilets facilities provided by 30 June 2018	Provide 50 additional waterborne toilet facilities to informal settlements by 30 June 2018	50	50	G	Target met	

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL37	Human Settlements & Property Management	Number of new water connections meeting minimum standards	50 new taps installed by 30 June 2018	50	50	G	Target met	
TL38	Planning & Economic Development	Land identified for emergency housing	Report submitted to a Committee of Council/Mayco by 30 June 2018 regarding land identified for emergency housing	1	1	G	Target met	
TL39	Financial Services	Provide consumer accounts iro clean piped water to formal residential properties which are connected to the municipal water infrastructure network as at 30 June 2018	Number of consumer accounts iro formal residential properties receiving piped water	24,000	26,506	G2	Target met	
TL40	Financial Services	Provide consumer accounts iro electricity to formal residential properties connected to the municipal electrical infrastructure network for both credit and prepaid electrical metering as at 30 June 2018	Number of consumer accounts iro formal residential properties connected to the municipal electrical infrastructure network (credit and prepaid electrical metering)	24,000	26,506	G2	Target met	

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL41	Financial Services	Provide consumer accounts iro sanitation services to residential properties which are connected to the municipal waste water (sanitation/sewerage) network as at 30 June 2018	Number consumer accounts iro of residential properties which are billed for sewerage in accordance with the SAMRAS financial system	24,000	26,506	G2	Target met	
TL42	Financial Services	Provide consumer accounts iro of refuse removal, refuse dumps and solid waste disposal to all residential account holders once a week until 30 June 2018	Number consumer accounts iro of formal residential properties for which refuse is removed	24,000	26,506	G2	Target met	
TL43	Financial Services	Number of households with access to basic services (water, sanitation, refuse removal)	Number of households receiving basic water, sanitation and refuse from the municipal infrastructure network	10	10	G	Target met	
TL44	Financial Services	Number of indigent households with access to free basic water	Number of indigent account holders receiving free basic water, sanitation and refuse i.t.o. the indigent policy of the municipality	6,000	6,453	G2	Target met	

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL45	Financial Services	Number of indigent households with access to free basic electricity	Number of indigent households with access to free basic electricity i.t.o. the indigent policy of the municipality	100	100	G	Target met	
TL46	Financial Services	Provide free basic electricity to registered indigent account holders connected to the municipal electrical infrastructure network	Number of indigent account holders receiving free basic electricity which are connected to the municipal electrical infrastructure network	6,000	6,453	G2	Target met	
TL47	Engineering Services	Percentage of electrical losses	"Limit unaccounted for electricity to less than 10% annually {(Number of Electricity Units Purchased and/or Generated - Number of Electricity Units Sold(incl. Free basic electricity)) / Number of Electricity Units Purchased and/or Generated} × 100} 12 Month moving average used. Losses calculated on the total consumption and	10%	6,32%	B	Target met	

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
			purchases of current month plus 11 preceding months as reported on Ignite and using reports from SAMRAS"					
TL48	Engineering Services	90% Weighted Average water quality achieved as per micro, chemical, operational and physical determinants in terms of the Blue Drop requirements regulated by SANS 241 for all Water Treatment Works	% Average water quality achieved as per micro, chemical, operational and physical determinants as reported on Ignite and using reports from an external laboratory	90%	95,80%	G2	Target met	

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL49	Engineering Services	Limit unaccounted for water to less than 25% by June 2018	Percentage of unaccounted for water calculated in terms of standard IWA formula as reported on Ignite. (Unaccounted means unbilled water plus losses)	25%	21,60%	B	Target met	
TL50	Planning & Economic Development	Facilitate the registration of early childhood development centres on a quarterly basis	Quarterly ECD forum/Dept of Social Development registration workshops	4	4	G	Target met	
TL51	Planning & Economic Development	Review Grant in aid policy and submit it to Council by June annually	Policy submitted to Council	1	1	G	Target met	
TL52	Human Settlements & Property Management	Alignment of Municipal and Provincial Government housing waiting lists by December 2017	Aligned Waiting lists submitted to the Director	2	2	G	Target met	

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL53	Financial Services	Provide free basic sanitation services to registered indigent account holders which are connected to the municipal waste water (sanitation/sewage) network & are billed for sewerage service, irrespective of the number of water closets (toilets) as at 30 June 2018	Number of indigent account holders connected to the sanitation/sewage network and are billed for sewerage services as at 30 June 2018	6,000	6,453	G2	Target met	
TL92	Financial Services	Provide free basic refuse removal, refuse dumps and solid waste disposal to registered indigent account holders as at 30 June 2018	Number of indigent account holders receiving free basic refuse removal as at 30 June 2018	6,000	6,182	G2	Target met	
TL93	Engineering Services	Curtail domestic and industrial water consumption by 45% and agricultural water consumption by 60%, measured in terms of	Domestic and industrial water consumption curtailed by 45%, measured in terms of the equivalent average consumption of 5 years	45%	51,60%	G2	Target met	

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
		the equivalent average consumption of 5 years.	from 2010/11 until 2014/15 (Quarterly reporting)					

SFA 5 - Good Governance And Compliance

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL54	Financial Services	Financial Viability measured in terms of Cost Coverage ratio	Cost coverage as at 30 June 2018 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation,	6	7,61	G2	Target met	
TL55	Financial Services	Achieve an average payment percentage of 93% by 30 June annually (Gross Debtors Opening Balance + Billed Revenue ÷ Gross Debtors Closing Balance + Billed Revenue × 100	(Gross Debtors Opening Balance + Billed Revenue ÷ Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	93%	98,08%	G2	Target met	

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
		Balance - Bad Debts Written Off) / Billed Revenue x 100						
TL56	Financial Services	The percentage of Municipality's capital budget spent on capital projects by June annually	% of the Municipality's capital budget spent by 30 June annually {(Total Actual capital Expenditure/Approved Capital Budget) x 100}	90%	72%	O		
TL57	Office of the Municipal Manager	Ensure that the percentage of the Municipality's capital budget spent on capital projects by June annually, in line with the annual target.	% of the Municipality's capital budget spent by 30 June annually {(Total Actual capital Expenditure/Approved Capital Budget) x 100}	90%	89,21%	O		
TL58	Strategic & Corporate Services	The percentage of each directorates's capital budget spent on capital projects by June annually.	% of the Strategic & Corporate Services capital budget spent by 30 June annually {(Total Actual capital Expenditure/Approved Capital Budget) x 100}	90%	59,89%	R	The current % is a preliminary capex expenditure for 30 June 2018.	The financial report does not reflect the final expenditure for 2017/2018.

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL59	Engineering Services	The percentage of each directorates's capital budget spent on capital projects by June annually.	% of the Engineering Services capital budget spent by 30 June annually {(Total Actual capital Expenditure/Approved Capital Budget) x 100}	90%	79,93%	O	The current % is a preliminary capex expenditure for 30 June 2018.	The financial report does not reflect the final expenditure for 2017/2018.
TL60	Planning & Economic Development	The percentage of each directorates's capital budget spent on capital projects by June annually.	% of the Planning & Economic Developments capital budget spent by 30 June annually {(Total Actual capital Expenditure/Approved Capital Budget) x 100}	90%	29,14%	R	The current % is a preliminary capex expenditure for 30 June 2018.	The financial report does not reflect the final expenditure for 2017/2018.
TL61	Human Settlements & Property Management	The percentage of each directorates's capital budget spent on capital projects by June annually.	% of the Human Settlements & Property Management 's capital budget spent by 30 June annually {(Total Actual capital Expenditure/Approved Capital Budget) x 100}	90%	50,63%	R	The current % is a preliminary capex expenditure for 30 June 2018.	The financial report does not reflect the final expenditure for 2017/2018.
TL62	Financial Services	The percentage of each directorates's capital budget spent on capital projects by June annually.	% of the Financial Services capital budget spent by 30 June annually {(Total Actual capital Expenditure/Approved	90%	33,38%	R	The current % is a preliminary capex expenditure for 30 June	The financial report does not reflect the final expenditure for

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
			Capital Budget) x 100}				2018.	2017/2018.
TL63	Community & Protection Services	The percentage of each directorates's capital budget spent on capital projects by June annually.	% of the Community Protection Services capital budget spent by 30 June annually {(Total Actual capital Expenditure/Approved Capital Budget) x 100}	90%	75,70%	O	The current % is a preliminary capex expenditure for 30 June 2018.	The financial report does not reflect the final expenditure for 2017/2018.
TL64	Office of the Municipal Manager	The percentage of people from employment equity target groups employed (to be appointed) in the three highest levels of management in compliance with the municipality's approved employment equity plan	Percentage of appointments made in the three highest levels of management in compliance with the municipality's approved employment equity plan	75%	50%	R	3 employees in relevant groups appointed in terms of EE targets in a total of 6 appointments made.	

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL65	Strategic & Corporate Services	The percentage of actual payroll budget spent on implementing the municipal Workplace Skills Plan	% of municipality's payroll budget actually spent on implementing its workplace skills plan ((Total Actual Training Expenditure/ 1% of Total Annual payroll Budget) x100)	0,85%	0,13%	R	Target not met.	Outstanding invoices that still need to be paid. (June 2018)
TL66	Financial Services	Financial Viability measured in terms of Service Debtors	Debt to Revenue (Short Term Borrowing + Bank Overdraft + Short Term Lease + Long Term Borrowing + Long Term Lease) / Total Operating Revenue - Operating Conditional Grant	35%	14%	R	Target not met.	
TL67	Financial Services	Financial Viability measured in terms of Debt Coverage	% of outstanding service debtors (Total outstanding service debtors/ revenue received for services)	20%	10,90%	R	Target not met.	
TL68	Office of the Municipal Manager	Revised Risk based audit plan and submit to the Audit Committee by 30 June 2018	Revised RBAP submitted to the Audit Committee by 30 June 2018	1	1	G	Target met	

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL69	Office of the Municipal Manager	Approved an Audit Action Plan by 28 February annually to address the issues raised in the Audit Report for the relevant financial year	Audit action plan developed and approved by 28 February annually	1	1	G	Target met	
TL70	Office of the Municipal Manager	Revised risk register submitted to the Risk Management Committee by 30 June 2018	Revised risk register submitted to the Risk Management Committee by 30 June 2018	1	1	G	Target met	
TL71	Strategic & Corporate Services	Revised ICT Backup Disaster Recovery Plan submitted to the ICT Steering Committee by December 2017	Revised ICT Backup Disaster Recovery Plan submitted to the ICT Steering Committee	1	1	G	Target met	
TL73	Strategic & Corporate Services	Revised Communication Strategy submitted to a Committee of Council/Mayco by June 2018	Reviewed Communication Strategy submitted to a Committee of Council/Mayco	1	1	G	Target met	
TL74	Strategic & Corporate Services	Revised Strategic ICT Plan submitted the ICT Steering Committee by 31 May annually	Reviewed Strategic ICT Plan submitted to the ICT Steering Committee by 31 May annually	1	1	G	Target met	

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL75	Strategic & Corporate Services	Compile and submit the draft IDP to council by 31 March annually	Draft IDP compiled and submitted to council by 31 March annually	1	1	G	Target met	
TL76	Strategic & Corporate Services	Revised organisational structure submitted to Council for approval by December 2017	Reviewed organisational structure submitted to Council	1	1	G	Target met	
TL77	Financial Services	Update and implement the preferential procurement policy by 30 June annually	Reviewed policy submitted to Council	1	1	G	Target met	
TL79	Financial Services	Revised the asset management policy by 30 June annually	Updated policy submitted to the Council annually	1	1	G	Target met	
TL81	Financial Services	Establish an asset management section as part of the organisation structure by 30 June 2018	Establish asset management section	1	1	G	Target met	
TL82	Financial Services	Implement the Municipal Standard Chart of Accounts.	Report quarterly on the implementation of MSCOA to a Committee of Council/Mayco	4	4	G	Target met	
TL87	Strategic & Corporate Services	Develop a public participation policy and submit it to a Committee of Council/Mayco by June	Submitted public participation policy submitted to a Committee of Council/Mayco	1	0	R	The Public Participation Policy has been compiled,	To be consulted and tabled in Council within Quarter 1 of

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
		2018					however it has not served at a Council meeting yet.	the 2018/19 financial year.
TL88	Human Settlements & Property Management	Audit of all municipal leased properties (excluding rental stock) by March 2018	Audited outcome on leased properties	1	0	R	Target not met.	In the process of appointing a consultant to do the audit
TL89	Strategic & Corporate Services	Establishment holding cells at the Municipal Court by December 2017	Established holding cells	1	0	R	Target not met.	Awaiting finalization of the Zoning Application
TL90	Strategic & Corporate Services	Distribution of Council agendas 72 hours before Council meetings on a monthly basis	Distributed Council agendas 72 hours before the Council meetings	10	10	G	Target met	
TL91	Planning & Economic Development	Develop an Integrated Zoning Scheme and submit it to Committee of Council/Mayco by 30 June 2018	Developed Integrated Zoning Scheme submitted to a Committee of Council/Mayco	1	0	R	Target not met.	It is foreseen that the final document be submitted to Council in September 2018.
TL95	Strategic & Corporate Services	Percentage of bid specifications submitted (Total of draft specifications submitted/Total of	Quarterly Demand Management Submission of all bid specifications	50%	50%	G	Target met	

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
		bids listed on the Demand Management Plan *100)						
TL96	Financial Services	Percentage of bid specifications submitted (Total of draft specifications submitted/Total of bids listed on the Demand Management Plan *100)	Quarterly Demand Management Submission and Quarterly evaluation of all requests	50%	50%	G	Target met	
TL97	Planning & Economic Development	Percentage of bid specifications submitted (Total of draft specifications submitted/Total of bids listed on the Demand Management Plan *100)	Quarterly Demand Management Submission and Quarterly evaluation of all requests	50%	50%	G	Target met	
TL98	Human Settlements & Property Management	Percentage of bid specifications submitted (Total of draft specifications submitted/Total of bids listed on the Demand Management Plan *100)	Quarterly Demand Management Submission and Quarterly evaluation of all requests	50%	50%	G	Target met	

QUARTERLY BUDGET STATEMENT FOR JUNE 2018

Ref	Directorate	KPI	Unit of Measurement	Year-To-Date As At June 2018				
				Target	Actual	R	Departmental SDBIP Comments	Departmental Corrective Measures
TL99	Engineering Services	Percentage of bid specifications submitted (Total of draft specifications submitted/Total of bids listed on the Demand Management Plan *100)	Quarterly Demand Management Submission and Quarterly evaluation of all requests	50%	50%	G	Target met	
TL100	Community & Protection Services	Percentage of bid specifications submitted (Total of draft specifications submitted/Total of bids listed on the Demand Management Plan *100)	Quarterly Demand Management Submission and Quarterly evaluation of all requests	50%	50%	G	Target met	
TL101	Office of the Municipal Manager	Percentage of bid specifications submitted (Total of draft specifications submitted/Total of bids listed on the Demand Management Plan *100)	Quarterly Demand Management Submission and Quarterly evaluation of all requests	50%	50%	G	Target met	

5.4.5	OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: ANNUAL REPORT FOR 2017/18
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File Ref: 8/1/3/3/2
Collaborator No:
IDP KPA Ref: Financial Sustainability (KFA 59: Supply Chain Management)
Meeting Date: 18 July 2018

1. SUBJECT: OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: ANNUAL REPORT FOR 2017/18

2. PURPOSE

To report to Council on the implementation of the SCM Policy.

3. DELEGATED AUTHORITY

For decision by Municipal Council.

Section 6(2)(i) of the Municipal Supply Chain Regulations requires that a report on the implementation of the SCM Policy must serve at Council within 30 days of end of the financial year.

4. EXECUTIVE SUMMARY

The attached report contains the details of the implementation of the SCM Policy for 2017/18. **(Appendix 1)**.

5. RECOMMENDATION

That Council takes note of the Annual SCM Report.

6. DISCUSSION/CONTENTS

6.1 Background

Section 6(2)(i) of the Municipal Supply Chain Regulations requires that a report on the implementation of the SCM Policy must serve at Council within 30 days of end of the financial year.

6.2 Constitutional and Policy Implications

Paragraph 2(1) of Council's SCM Policy determines that all officials and other role players in the supply chain management system of the Stellenbosch Municipality must implement the SCM Policy in a way that gives effect to section 217 of the Constitution and Part 1 of Chapter 11 of the Municipal Finance Management Act (56 of 2003) and other applicable provisions of the Act; is fair, equitable, transparent, competitive and cost-effective; complies with the Regulations and any norms and standards that may be prescribed in terms of section 168 of the MFMA; is consistent with other applicable legislation; does not undermine the objective for uniformity in supply chain management systems between organs of state in all spheres; and is consistent with national economic policy concerning the promotion of investments and doing business with the public sector.

6.3 Environmental implications

None.

6.4 Financial Implications

The financial implications are the transactions for the procurement of goods and services that were processed during the year and the payments that will derive from those commitments.

6.5 Legal Implications

The Municipal Finance Management Act (Section 112) stipulates that the SCM Policy should comply with a prescribed framework as set out in Section 112(1) and Section 112(2) that stipulate that the regulatory framework for the municipal supply chain management must be fair, equitable, transparent, competitive and cost-effective.

6.6 Staff Implications

None.

6.7 Previous / Relevant Council Resolutions

None.

ANNEXURES**Appendix 1: SCM Implementation Report****FOR FURTHER DETAILS CONTACT:**

NAME	<i>Dalleel Jacobs</i>
CONTACT NUMBERS	<i>021 808 8137</i>
E-MAIL ADDRESS	<i>Dalleel.Jacobs@stellenbosch.gov.za</i>
DIRECTORATE	<i>Financial Services</i>
REPORT DATE	<i>July 2018</i>

APPENDIX 1



Supply Chain Management Implementation Report Annual

June 2018

To Stellenbosch Municipality's Council

In accordance with Regulation 6(2) (a) (i) and 6(3) of the Municipal Supply Chain Management Regulations, I submit the required report on the implementation of Stellenbosch Municipality's Supply Chain Management Policy for the period: 01 July 2016 to 30 June 2017.

.....
Geraldine Mettler
Municipal Manager
10 July 2018

.....
G.van Deventer
Executive Mayor
10 July 2018

Executive Summary

Introduction

This report is a summary of the implementation of the Supply Chain Management Policy at Stellenbosch municipality , in order to give effect to section 6(2)(a)(i) of the Municipal Supply Chain Regulations which requires the Accounting Officer to report to council within 30 days of the end of each Financial Year .

Implementation of Supply Chain Management

REPORTING

- Please find attached the following information in terms of reporting on SCM matters for the financial year ending 30 June 2018.

Formal Quotations (FQ's) and Tenders.

<u>DESCRIPTION FQ's</u>	FINANCIAL YEARS					
	<u>2017/2018</u>	<u>2016/2017</u>	<u>2015/2016</u>	<u>2014/2015</u>	<u>2013/2014</u>	<u>2012/2013</u>
Number of Awarded FQs	198	273	243	257	239	186
Number of Cancellations	52	99	Not reported	Not reported	Not reported	Not reported
Total FQs Advertised	263	378	349	350	367	279
Percentage Awarded FQ	75,29%	72.22%	70.00%	73.42%	65.12 %	66.67 %
<u>DESCRIPTION TENDERS</u>	<u>2017/2018</u>	<u>2016/2017</u>	<u>2015/2016</u>	<u>2014/2015</u>	<u>2013/2014</u>	<u>2012/2013</u>
Number of Awarded Tenders	75	59	79	85	No records	No records
Total Tenders Advertised	104	96	116	100	No records	No records
Total Tenders Cancelled	12	12	11	15	No records	No records
Percentage Awarded Tenders	72,12%	61.46%	75.00%	85.00%	No records	No records

FORMAL QUOTATIONS (FQ'S)

The municipality awarded a number of annual tenders that will subsequently reduce the request for formal quotations significantly in this financial year. The SCM Regulations under section 19 (a) and (b) prescribes that goods and service with a transactions value of R 200 000.00(VAT Included) and long term contracts should be procured via competitive bidding process and that goods and services may not be deliberately split into parts or items of lesser value of R200 000.00 merely for the sake of procuring goods and services other than through a competitive bidding process.

TENDERS

The municipality awarded a number of tenders that either lapsed and or either new tenders that will streamline service delivery ultimately. A number of tenders have been adjudicated on a three years term and it will improve our SCM processes in terms of the appointment of service providers once adjudicated.

DEVIATIONS

The number of deviations that were approved in terms of section 4.36 of the SCM Policy within the following financial years is as follows:

DESCRIPTION	FINANCIAL YEARS					
	2017/2018	2016/2017	2015/2016	2014/2015	2013/2014	2012/2013
<u>Deviations:</u> Approved by the MM	55	54	26	68	155	173
<u>Ratifications:</u>	12	11	3	3	No record	No record
<u>TOTAL :</u>	67	65	29	71	155	173

DEVIATIONS

The attached list of deviations was approved within the last financial year. The Municipal Manager issued new operational delegations whereby the Bid Adjudication Committee are recommending to the Accounting Officer in terms of deviations between the thresholds of R 200 000.00 and R 10 000 000.00 in line with the BAC delegations of the normal awarding of tenders. This initiative stabilize the concerns that are normally attached to deviations due to the fact that all directors analyse, interpret, raise questions for clarity etc. once an deviation serve before the BAC for approval and recommendation to the Accounting for final approval. The deviations will in our opinion reduce significantly in this financial year due to the fact that a number of tenders are in place as well as how deviations are dealt with by the BAC.

APPROVED SPECIFICATIONS AS PART OF THE BUDGET PROCESS

The municipality in this financial year aligned our internal processes that seem to be effective as approved specifications became part of every director's KPI. This approach by the municipality is paying off dividends due to the fact that all role-players consult our Demand Management Plan and it resulted that tenders are placed timeously. The Municipality is currently the only municipality that opted for this approach and a number of municipalities intend to follow our municipality with this approach.

COMPOSITION OF BID SPECIFICATIONS COMMITTEE

The Accounting Officer amended the operational delegations and the Directors became the Bid Specifications Committee. This resulted in major improvements in our compilation of Bid specifications and also reduced the number of appeals and complaints significantly. The municipality is a frontrunner with this approach due to the fact that Directors take charge of and approve specifications via the Bid Specification Committee.

ELEMENTS OF SUPPLY CHAIN MANAGEMENT**DEMAND MANAGEMENT**

The Municipality have an effective Demand Management plan in place and much emphasis from the Accounting Officer is placed on approved specifications and the date that tender advert was placed and the Accounting Officer every month focuses on tender advertisements in relation to what is stipulated in DMP.

PROCUREMENT NEEDS PER QUARTER

The Municipality is currently the front runner in terms of best practise pertaining to the request to departments to submit a quarter in advance all envisaged for the next quarter .It seems to be effective and the procurement processes are much more effective .The establishment of an operational demand management committee within the next quarters will ensure that various other procurement strategies will be embarked on and in particular the advancement of Local Economic Development due to the fact that we have all needs within one basket a quarter in advance .

PREFERENTIAL PROCUREMENT

We are in the process of developing a policy that will be aligned to our LED Strategy ensure that our procurement strategy will be based on spend analysis , socio economic profile , demand strategy with specific targets , clear roles and responsibilities in terms of SCM , LED and user departments . This will enable the municipality to effectively monitor whether targets are met with the implementation of a monitoring tool. We will follow a phased in approach. Once again the municipality is within the front runners with this Preferential Procurement Strategy.

FRAMEWORK AGREEMENTS

The municipality for the past 6 months have invited the Department of Public works to work shopped officials the advantages of implementing framework agreements and how it will drastically improve on the time in terms of the identification of a need till the appointment of a successful service provider. Once we have a number of framework agreements in place the municipality will be in a position to advance service delivery. The municipality with this approach is a front runner and various municipalities requested assistance and guidance on this initiative.

ACQUISITION MANAGEMENT

The municipality have an acquisition system in place with clear segregations within the system and whereby, Departments capture requisitions, the SCM will source quotations and departments thereafter recommend on technical grounds the recommended supplier. Upon receipt of technical recommendation, then SCM will process the order.

LOGISTICS MANAGEMENT

The stores function moved over to SCM from the 1st of July 2018 and a number of improvements will be introduced within this financial year. A number of Annual stores tenders have been approved and the stores will be fully functional once all annual tenders are in place.

RISK MANAGEMENT

The municipality are serious and very proactively whenever any possible risks are identified in particular the SCM processes. The code of conduct, delegations, segregation of duties, and annual SCM workshop are continuously either circulated or work shopped to sensitise all officials in terms of all possible risks within the SCM System.

PERFORMANCE MANAGEMENT

The performance of contractors is monitored per tender award and records are kept and reported regularly. The SCM unit also constantly improve on internal systems to cut out red tape and to be an SCM Strategic enabler for other departments and not to be seen as a stumbling block.

SCM REPORTING

The municipality need to comply with a number of reporting requirements .The SCM unit strives to ensure that our municipality complies 100% with all SCM and other legislative reporting requirements. We have in place a basket of all reports that need to reporting by whom and by when and we are ensuring that each and every report be tabled internally as well as externally.

CENTRAL SUPPLIER DATABASE

The municipality moved other to the central supplier database like all other municipalities and the procurement of service providers are from the CSD.

CONCLUSION

The SCM unit will continuously improve on systems and processes that will cut out red tape, and also improve service delivery, but never to compromise compliance and all the compliance requirements.

5.5	HUMAN SETTLEMENTS: (PC: CLLR PW BISCOMBE)
5.5.1	RE-IMBURSEMENT: TRANSFER OF ERF 718 TO SEVENTH DAY ADVENTIST CHURCH

Collaborator No:

IDP KPA Ref No:

Meeting Date:

18 July 2018

1. SUBJECT: RE-IMBURSEMENT: TRANSFER OF ERF 718 TO SEVENTH DAY ADVENTIST CHURCH

2. PURPOSE

To authorise the reimbursement of a portion of the Sales Price paid by the Seventh Day Adventist Church in relation to erf 718, Kayamandi.

3. DELEGATED AUTHORITY

Although the Municipal Manager has the authority to decide on the matter, she has requested that the matter be referred to Council for consideration.

4. EXECUTIVE SUMMARY

Following the allocation of erf 718 to the Seventh Day Adventist Church in 1997, they paid the sales price of R11 286.00 in full during 2002.

Before the property could be transferred to them, it became evident that the Municipal Clinic Building was encroaching onto erf 718.

Agreement was eventually reached with the church to subdivide the property and to consolidate a portion with the adjoining clinic site, on condition that they are reimbursed for the portion of land that they have lost.

5. RECOMMENDATIONS

- (a) that approval be granted for the reimbursement of a portion of the Sales Price of erf 718 to the Seventh Day Adventist Church amounting to R4337.00 (Exclusive of VAT); and
- (b) that the Manager Property Management be authorised to sign all documents necessary to effect the registration of the new diagrams.

6. DISCUSSION

6.1 Background

6.1.1 Allocation of tender

Following a public tender process (tender 14/1996) erf 718, measuring 990m², was awarded to the Seventh Day Adventist Church on 21 May 1996 at a Sales Price of R10/m². A copy of the agenda item is attached as **APPENDIX 1**.

6.1.2 Sales Agreement

A Sales Agreement was concluded on 3 January 1997, indicating the sales price at R11286.00 (Inclusive of VAT).

On 4 September 2002 the Finance Department confirmed that the sales price of R11 286.00 was paid in full. A copy of the memo is attached as **APPENDIX 2**.

Cluver Markotter Attorneys were subsequently requested to attend to the transfer of erf 718 to the Seventh Day Adventist Church.

6.1.3 Transport Documents

On 2011-08-19 a Power of Attorney to pass transfer was submitted to Stellenbosch Municipality for signature, copies of which are attached as **APPENDIX 3**.

6.1.4 Encroachment of Clinic onto erf 718

During May 2011, however, it was brought to our attention that the clinic (erf 719 and 720) was encroaching onto erf 718. See attached letter (**APPENDIX 4**) received from CWA Surveys, who was appointed by the Provincial Government to attend to the transfer of the various clinic sites.

This left the Municipality with three choices:

- a) demolish a portion of the clinic;
- b) cut off the encroachment area from the church site; or
- c) Offer the church an alternative site.

On 28 September 2011 a letter was written to the church requesting them to consider an alternative site, a copy of which is attached as **APPENDIX 5**.

On 27 October 2011 the Seventh Day Adventist Church indicated in writing that they would not be interested in an alternative site, but would be willing to take transfer of the remainder portion measuring $\pm 823\text{m}^2$ in extent, on condition that the sales price is adjusted downwards in proportion to the smaller area. A copy of their letter is attached as **APPENDIX 6**. The Provincial Government and the Transferring Attorney were informed accordingly, copies of which are attached as **APPENDIX 7**.

6.1.5 Valuation

During 2015 two (2) independent valuers were appointed to advise the Municipality on a reasonable reimbursement, taking into account the portion of land to be cut off from erf 718. Hereto attached as **APPENDICES 8** and **9** respectively, valuations compiled by Cassie Gerber Property Valuers cc and Knight Frank.

In terms hereof they valued the difference in price as follows:

- Cassie Gerber: R18 370.00*
- Knight Frank: R5 000.00

*This valuation does not take into account the fact that the land was sold at 20% of market value. Should this be taken into account the valuation should look as follows:

- Cassie Gerber: R3674.00
- Knight Frank: R5000.00
- ∴ Weighed average: R4337.00 (Exclusive of VAT)

6.1.6 Subdivision

On 3 November 2017 David Hellig & Abrahams Land Surveyors confirmed that the subdivision of erf 718, to allow for the encroachment area to be cut off, was approved. A copy of the letter and diagrams are attached as **APPENDIX 10**. Although these diagrams have been approved and registered at the Surveyor General’s Office, it must still be registered at the Deeds Office.

6.2 Services required

Erf 718 is situated in Bassi Street, Kayamandi, next to the clinic (Erf 3099), as shown on Fig 1 and 2, respectively:



Fig 1: Location and context



Fig 2: Erf 718

6.3 Registration of new diagrams

Although the new diagrams have been registered with the Surveyor General's Office, it must still be registered at the Deeds Office.

6.4 Financial Implications

Expenditure has already been incurred for the subdivision of the property and the appointment of valuers. The only outstanding financial implication is the reimbursement amount of R4337.00 (Excluding of VAT).

6.5 Legal Implications

The recommendations in this report comply with applicable legislation.

6.6 Staff Implications

There are no staff implications.

6.7 Previous / Relevant Council Resolutions

As already mentioned above, Council awarded the site to the church on 21 May 1996.

6.8 Risk Implications

This report has no risk implications for the Municipality.

6.9 Comments from Senior Management**6.9.1 Director: Community Services**

No comments from the department Community Services, due to the fact that this matter has no impact on any Community Services sections.

6.9.2 Legal Services

The item and recommendations are supported.

6.9.3 Chief Financial Officer

None

ANNEXURES: 1-10**FOR FURTHER DETAILS CONTACT:**

NAME	Piet Smit
POSITION	Manager: Property Management
DIRECTORATE	Human Settlement & Property Management
CONTACT NUMBERS	021-8088189
E-MAIL ADDRESS	Piet.smit@stellenbosch.gov.za
REPORT DATE	2018-03-23

APPENDIX 1

AGENDA EN NOTULE VAN DIE EERSTE UITVOERENDE KOMITEEVERGADERING
GEHOU OP 21/5 1996

MINUTES OF THE FIRST EXECUTIVE COMMITTEE MEETING HELD ON
1996

GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

D3.1 TENDER NO 14 : ALIENATION OF FIXED PROPERTY AT KAYA MANDI
(7/3/2/5/4) Erwe 718; 1079 [General Purposes and Technopark]
→ 880; 758 ← KM

In 1995 Council resolved to alienate plots for church purposes in Kaya Mandi. Three Plots, Nos 758, 880 and 1079 were put out on tender but only one tender was received. A plot was duly allocated to the United Methodist Church of South Africa.

It was further resolved that the future planning of church sites be given urgent attention with report back to Council.

Several requests for church sites in Kaya Mandi as well as Cloetesville have been received since then. The report on church sites was not yet available and therefore Council resolved on 1996-02-27 that Plots 880 and 1079 Kaya Mandi be put on tender again.

The tenders closed on 1996-05-13, but no formal tenders were submitted. However several letters were received from various church groups to buy a plot. Below is a schedule of the interested parties:

Church Group	Plot wanted	price tendered	Detail
Presbyterian Church of Africa Nyanga Circuit			
The Seventh Day Adventist Church	718	R10 - R12 per m ²	
The Old Apostolic Church of Africa	1 079	R10,00	65 families with a 11 % growth per year

The relevent letters are attached as APPENDIX 2.

RECOMMENDED

- (a) that the undermentioned church erven be sold out of hand;

GOEDGEKEUR DEUR RAAD
APPROVED BY COUNCIL
RAAD-IN-KOMITEE
IN COMMITTEE

OP/ON _____

ITEM _____

Vorm / Form

BYLAE/ANNEXURE D

AGENDA EN NOTULE VAN DIE EERSTE UITVOERENDE KOMITEEVERGADERING
GEHOU OP 21/5 1996

MINUTES OF THE FIRST EXECUTIVE COMMITTEE MEETING HELD ON
1996

GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

- (b) that the tender of The Seventh Day Adventist Church for Erf 718 be accepted;
- (c) that the tender of The Old Apostolic Church of Africa for Erf 1079 be accepted;
- (d) that the tender price for both plots be R10/m²; and
- (e) that a revert back clause on the property be included in the Agreement of Sale.

(Section 124 of the Municipal Ordinance, 1974.)

D3.1 EXECUTIVE COMMITTEE RESOLUTION (nem con)

- (a) that the recommendation be approved; and
- (b) that more detail regarding the applications of the Presbyterian Church, as well as the Baptist Church, be obtained.

(ASS/HBO/ST)

GOEDGEKEUR DEUR RAAD
APPROVED BY COUNCIL
RAAD-IN-KOMITEE
IN COMMITTEE

OP/ON _____

ITEM _____

APPENDIX 2

MEMORANDUM

AAN: MNR J KRUGER
DEPARTMENT: KORPORATIEWE DIENSTE

VAN: L WALTERS
DEPARTEMENT: FINANSIËLE DIENSTE

DATUM: 4 SEPTEMBER 2002

INSAKE: SEWENDAGSE ADVENTISTE KERK: ERF 718, KAYA MANDI

Neem asseblief kennis dat bogenoemde se lening ten volle gedelg is.

Reël asseblief vir die registrasie van die eiendom.

Die koper se posadres is soos volg:

Posbus 2328, Stellenbosch

Dankie



L Walters
BESTUURDER FINANSIËLE DIENSTE
LW/ch
7DAG

Kaya Mandi
Kerk persele kerk
erb. na ASS.

APPENDIX 3



CLUVER MARKOTTER

Datum: 19 Augustus 2011
 U verw: Mnr Piet Smit
 Ons verw: SEV4/0001 | LP/rj
 Dokumentnommer: AMJ1291
 E-pos: rethaj@cm.law.za

Die Direkteur: Korporatiewe Dienste
 Munisipaliteit Stellenbosch
 ABSA Gebou, Derde Vloer
 Pleinstraat
 STELLENBOSCH
 7600

Per Hand

Geagte Meneer

**TRANSPORT MUNISIPALITEIT STELLENBOSCH / SEVENTH DAY ADVENTIST CHURCH
 ERF 718 KAYA MANDI**

Met verwysing na bogemelde aangeleentheid heg ons hierby aan die volgende:

1. Volmag om Transport te gee
2. Vorm TD 5
3. Vorm TD-BTW
4. Belastinguitklaring : Aanvullende Heffing

Ons ontvang graag die ondertekende dokumente, asook 'n afskrif van die Raadsbesluit waarkragtens die transaksie goedgekeur is, terug van u. Geliewe ook Sertifikaat van Geregistreeerde Titel No T 59361/2002 aan ons te stuur om saam met die transaksie by die aktekantoor in te dien.

Die uwe

**L PECORARO
 CLUVER MARKOTTER ING**

SEDERT 1891

Cluver Markottergebou,
 Meulstraat, Stellenbosch,
 7600

Posbus 12,
 Stellenbosch, 7599
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Docex 6
 Stellenbosch

117

Cluver Markotter Inc
Cluver Markotter Building
Mill Street
Stellenbosch
7600

Prepared by me

CONVEYANCER
L PECORARO

POWER OF ATTORNEY TO PASS TRANSFER

I/We the undersigned

MUNICIPALITY STELLENBOSCH

Represented herein by **PETRUS DU PLESSIS SMIT** in his capacity as **Manager: Property Management**, duly authorised thereto in terms of the approved system of delegation dated 30 June 2009

do hereby nominate and appoint **ANTON LUTHER POSTHUMUS** or **LIZE PECORARO** or **AREND LEOPOLD DE WAAL** or **JAMES HENRY LAMPRECHT**

with Power of Substitution to be my/our true and lawful Attorney and Agent in my/our name, place and stead to appear at the Office of the REGISTRAR OF DEEDS at Cape Town or any other competent official in the Republic of South Africa and then and there to act as my/our Attorney and Agent and to pass transfer to:

SEVENTH DAY ADVENTIST CHURCH

the property described as:

ERF 718 KAYA MANDI in the Municipality and Division Stellenbosch, Province of the Western Cape

IN EXTENT: 990 (NINE HUNDRED AND NINETY) SQUARE METRES

HELD BY Certificate of Registered Title Number T 59361/2002

SUBJECT to the conditions imposed by the Transferor in the Deed of Sale entered into between the parties on 29 April 1997, which condition will more fully appear from Annexure "A" annexed hereto.

the said property having been sold by the council on 29 April 1997, to the said transferee/s for the sum of R11 286,00 (Eleven Thousand Two Hundred and Eighty Six Rand).

and further cede and transfer the said property in full and free property to the said Transferee; to renounce all right, title and interest which the Transferor heretofore had in and to the said property, to promise to free and warrant the said property and also to clear the same from all encumbrances and hypothecations according to law, to draw, sign and pass the necessary acts and deeds, or other instruments and documents; and generally, for effecting the purposes aforesaid, to do or cause to be done whatsoever shall be requisite, as fully and effectually, to all intents and purposes, as the Transferor might or could do if personally present and acting therein; hereby ratifying, allowing and confirming all and whatsoever the said Agent/s shall lawfully do or cause to be done in the premises by virtue of these presents.

Signed at STELLENBOSCH on _____ in the presence of the undersigned witnesses.

AS WITNESSES :

1. _____

2. _____

ANNEXURE "A"

1. If the transferee or its successor in title pretends to sell this plot of part thereof, they are bound to offer this plot or any part thereof in writing to the transferor which has a pre-emptive right to buy this plot or part thereof from the transferee against the same purchase price as the transferee originally paid.

This offer is valid for 3 (THREE) months and if the transferor acts according to its pre-emptive right, the owner of the plot must transfer the plot to the transferor in due course and all costs regarding the transfer is payable by the owner.

In the case of the transferor not exercising its pre-emptive right, the plot can be sold to any other party on condition that the buyer adheres to all the conditions of sale.



TD5

TRANSFER DUTY

Declaration by transferor and transferee
 where a transaction is subject to VAT and exempt
 from Transfer Duty in terms of section 9(15) of the
Transfer Duty Act.

Part 1

Transfer Duty Act, 1949 and Value-Added Tax Act, 1991

Details of seller/transferor

Full name of seller/ transferor	STELLENBOSCH MUNICIPALITY		
Identity/Trust/CC/ Company number		VAT number	4700102181
Telephone number during office hours	(021) 808-8111		

Details of purchaser/transferee

Full name of purchaser/ transferee	SEVENTH DAY ADVENTIST CHURCH		
Identity/Trust/CC/ Company number		VAT number or income tax number if not a VAT vendor	
Telephone number during office hours			

Details of sale transaction

Date of transaction	29 April 1997	Bought by:	<input checked="" type="checkbox"/> Private Treaty	<input type="checkbox"/> Public Auction	
Consideration	R11 286,00	Bond granted by	N/A	Amount of bond	R N/A
Description of property (as per Deeds Registry)	ERF 718 KAYA MANDI in the Municipality and Division Stellenbosch, Province of the Western Cape; IN EXTENT: 990 (NINE HUNDRED AND NINETY) SQUARE METRES				
Physical address				Postal code	7600
Property is:	<input checked="" type="checkbox"/> Improved	<input type="checkbox"/> Unimproved			
Nature of property:	<input type="checkbox"/> Primary residence	<input type="checkbox"/> Other residential property	<input type="checkbox"/> Small holding	<input type="checkbox"/> Farm	
	<input type="checkbox"/> Commercial building	<input type="checkbox"/> Industrial building	<input type="checkbox"/> Other, specify		

Calculation of VAT payable

VAT rate	<input checked="" type="checkbox"/> Standard	<input type="checkbox"/> Zero	
1. Payment of the VAT is tendered herewith			R1 386,00
2. The output tax will be declared in the VAT201 return for the	N/A	period	N/A
3. The supply is that of a going concern which qualifies for the zero rate			N/A

Details of estate agency

Name of estate agency	N/A		
Commission payable to agency (incl VAT)	R0,00	VAT registration number of estate agency	N/A
Name of estate agent	N/A		

Declaration by transferor (seller)/transferee (purchaser)

The transferor(s) and transferee(s) are connected persons as defined in the Value-Added Tax Act, 1991.....

This declaration is made by me/us as *seller(s)/representative(s) of the seller(s).

I/We certify that the information furnished in this declaration is true and correct.

YES	<input checked="" type="checkbox"/> NO
-----	--

Signature of seller	Date	Signature of purchaser	Date
---------------------	------	------------------------	------

Certificate by Conveyancer/Attorney

I certify that this is a true copy of the declaration held by me, which declaration will be retained by me for 5 years from the date of registration of transfer.

Name of Conveyancer	LIZE PECORARO	Telephone number	+27(0)21 808 5600
SARS reference	Conveyancer's/ Attorneys file	SEV4/0001	Conveyancers Reference no
Signature		Date	LP/rj



Value-Added Tax (VAT) Payment Undertaking
(in respect of Transfer of Property in Terms of Section 9(15b) of the Transfer Duty Act, No 40 of 1949

TD-VAT

VAT Vendor Details	
Registered vendor name	STELLENBOSCH MUNICIPALITY
Representative vendor name	
Representative vendor ID No.	
VAT reg No.	4700102181
VAT amount	R 1 3 8 6 . 0 0

Property Description		Instruction
Description of property (as per Deeds Registry)	ERF 718 KAYA MANDI in the Municipality and Division Stellenbosch, Province of the Western Cape;	I, the undersigned, as representative vendor of the the aforementioned VAT Vendor, do hereby instruct and authorise my above-named attorney to furnish an undertaking to the South African Revenue Service ("SARS") for the payment of the abovementioned VAT amount and to pay such VAT. I hereby indemnify the said attorney and undertake to reimburse him for the payment made on my behalf.
Street no.	Farm/Name of Farm	
Suburb / District	K A Y A M A N D I	Signature
City/Town	S T E L L E N B O S C H	
Postal code	7600	Date (CCYYMMDD)

Attorney Details	
Full name	LIZE PECORARO
Firm name	Cluver Markotter Inc
Email address	l i z e p @ c m . l a w . z a
Id No.	7 9 0 9 0 5 0 1 6 9 0 8 0
Tel No.	+27(0)21 808 5600

Attorney's Physical Address	
Unit no	Complex (if applicable)
Street no	Street / Name of Farm
Suburb / District	Mill Street
City / Town	S T E L L E N B O S C H

Attorney's Postal Address	
Mark here with an "X" if	
Same as above or complete	P O B O X 1 2
your Postal Address	S T E L L E N B O S C H 7 5 9 9

UNDERTAKING	
I, the undersigned as duly authorised representative of the above-named firm of attorneys do hereby warrant that I am a practising attorney and undertake to pay SARS the abovementioned VAT amount as per the attached TD5 declaration against registration of transfer of the abovementioned property within 5 working days after registration in the deeds office. This undertaking may be revoked if SARS is immediately notified in writing under the following circumstances:	
<ul style="list-style-type: none"> The Vendor is placed under sequestration/liquidation on or after date of signature of this undertaking AND on or before 5 working days from date of registration in the deeds office; The proceeds in respect of the aforementioned property in the hands of the attorney is attached by court order; The transaction is no longer proceeded with by the above-named attorney, in which case the original exemption certificate must be returned to SARS. 	
Signature	
Date (CCYYMMDD)	



STELLENBOSCH

Stellenbosch * Pniel * Franschhoek
Munisipaliteit * Umasipala * Municipality

RATES CLEARANCE: SUPPLEMENTARY LEVY BELASTING UITKLARING: AANVULLENDE HEFFING

ERF NO. 718 Kaya Mandi

Should this property be subject to a supplementary valuation during the period of rates clearance and registration, the seller and buyer will be held liable individually for levies applicable to the respective periods.

Indien hierdie eiendom gedurende die tydperk van belasting uitklaring en registrasie onderwerp word aan 'n aanvullende waardasie, sal die koper en die verkoper individueel verantwoordelik gehou word die heffings vir die periodes ter sprake.

I, the undersigned, herewith acknowledge the condition as set out above.

Ek die ondergetekende, erken hiermee die voorwaarde soos hierbo uiteengesit.

.....
SELLER

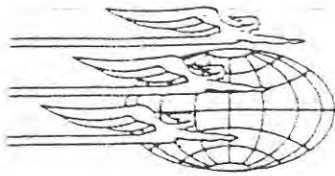
.....
DATE

.....
PURCHASER

.....
DATE

.....
WITNESS

.....
DATE



SEVENTH-DAY ADVENTIST CHURCH
LANGA
PENINSULA DISTRICT

P. O. Box 9
Langa
7455

Junglewalk Street
Langa
7455

Telephone: (021) 694-1827

Our Reference: Tel. No. 8681790, LEBKEMBI

23.12.95.

Mr. J. J. Kruger

Town Hall, Pain Street,

STELLENBOSCH.

7600.

Sir,

SIGNED AGREEMENT FOR CHURCH SITE OF SEVENTH-DAY ADV.

Conf 718 Kaya Mandi

Please receive the signed agreement for the above mentioned church:

DATED at _____ on this _____ day of _____ 1996.

AS WITNESSES

1.

2.

DSeiler



DATED at KHAYAMANDI on this 23.12 day of _____ 1996.

AS WITNESSES

1. *[Signature]*
2. *[Signature]*

SEVENTH-DAY ADVENTIST CHURCH
PENINSULA DISTRICT
Langa

3. PURCHASER SEVENTH-DAY ADVENTIST CHURCH - J. BIYANA *Biyana*

Church Office
Langa
Tel. No. 2132

APPENDIX 4

CWA SURVEYS

Professional Land Surveyors
▲ Land Surveyors
▲ Sectional Title Practitioners
▲ Engineering & Topographical Surveyors

Telephone: 021 591 7485
Fax : 086 529 2491
EMail: survey@cybersmart.co.za
97 Adam Tas Avenue
Bothasig
7441

Your Reference: **PMQ 101/10**

Our Ref: KMD720

Date: 20 May 2011

The Manager
Provincial Property Management
Department of Transport and Public Works
Provincial Government of the Western Cape
Email Transmission: [Tracy.Davids@pgwc.gov.za]

Attention: Ms. T Davids

Dear Madam

KAYA MANDI CLINIC (ERVEN 719 & 720 KAYA MANDI) BOUNDARY SURVEY

Attached please find the Land Surveyors Certificate.

I met with Mr. Piet Smit from the Stellenbosch Municipality and he informed me that there was a suspicion that that clinic precinct encroached onto a neighbouring erf. Upon the survey of the property, it was found that the fence encroached by just over 5 metres into Erf 718, and parts of the clinic buildings also encroached over the boundary.

There are 2 possible solutions: part of the clinic buildings could be demolished and the fence moved onto the boundary or the property which is encroached upon could be acquired.

I would recommend the latter option as it would be highly impractical and expensive to demolish parts of the clinic buildings. I would further recommend that the piece of land that is acquired is consolidated with Erven 719 and 720 to create one Erf for the clinic precinct.

Yours faithfully



S R Old
Professional Land Surveyor

CC: Mr. P Smit (psmit@stellenbosch.org)

CWA SURVEYS 021 591 7485 / 072 620 1058

LAND SURVEYOR'S CERTIFICATE

FORM (A)

I hereby certify that I have inspected the properties known as Erven 719 & 720 Kaya Mandi situate in Kaya Mandi Township in the Municipality of Stellenbosch

Registered Owner

Deed of Transfer No

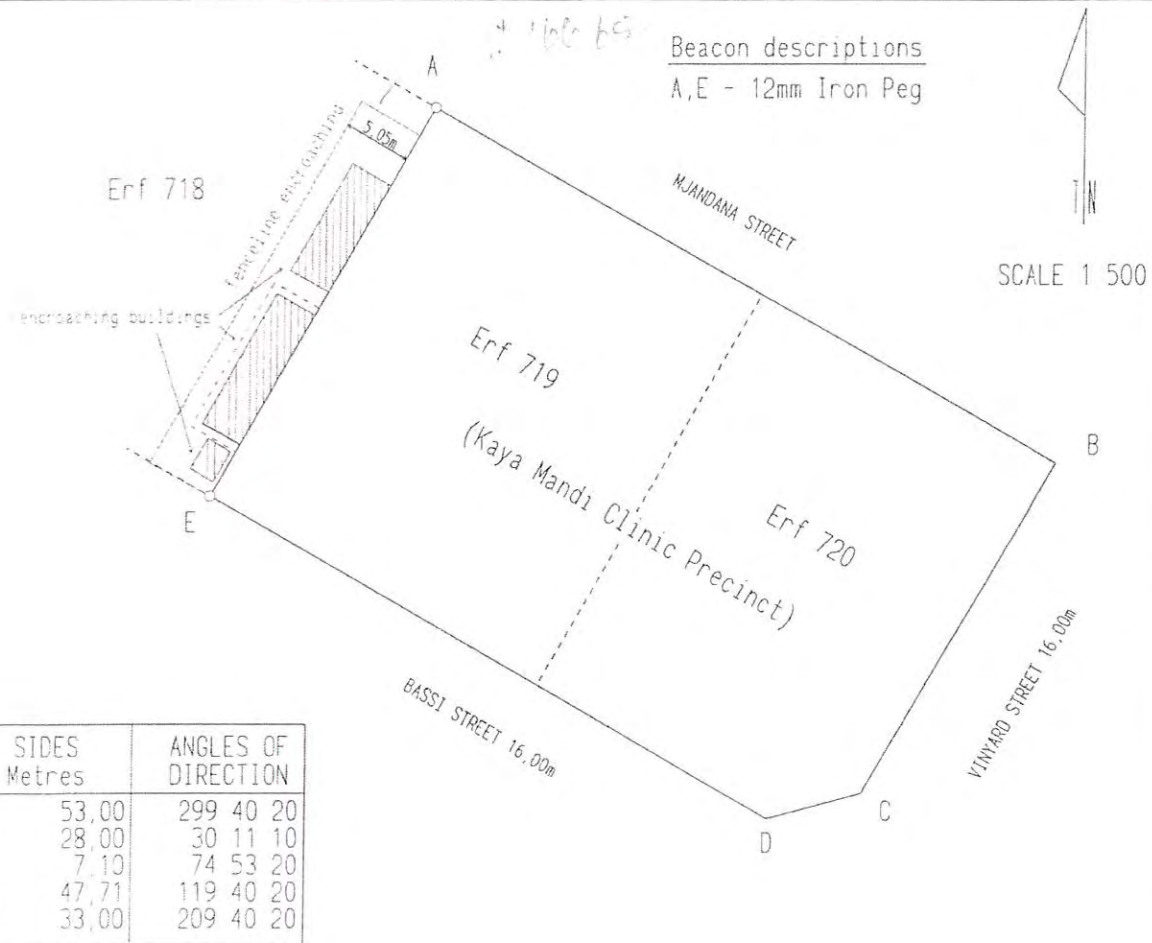
and that,

- (A) I have either located or, where necessary, replaced the survey beacons defining the boundaries of such property as shown circled; and
- (B) no encroachments exist upon such property; and
- (C) ~~no building, structures or other things on or connected with such property encroaches on any public street, public place, or private property abutting such property.~~

Dated May 2011

Signed *S R Old*

S R Old (PLS 0984)
Professional Land Surveyor



APPENDIX 5

28/09/2011

2011-09-28

Seventh Day Adventist Church
PO Box 2328
Dennesig
7602

Attention: Mr Johannes Matai

Dear Sir

TRANSFER: STELLENBOSCH MUNICIPALITY/SEVENTH DAY ADVENTIST CHURCH

My records shows that erf 718 was allocated to your church on 21 May 1996 and that a Sales Agreement was concluded in January 1997.

My records further shows that the sales price of R11 286.00 was paid in full on 4 September 2002.

Notwithstanding the above the property has not yet been transferred to your church.

I have now received the necessary transfer documents to affect the transfer.

It has, however, now come to my attention that, with the enlargement of the clinic, the clinic building is in fact encroaching onto erf 718. See attached lay-out prepared by a land surveyor.

In light of the above, can you please indicate whether your church would be willing to consider another erf in Kayamandi as an alternative. Examples of such alternative erven are:

- Erf 780 – 783
- Erf 1079
- Erf 758
- Erf 916

I await your feedback in this regard.

Yours faithfully

.....
PIET SMIT
MANAGER: PROPERTY MANAGEMENT

APPENDIX 6

Seventh Day Adventist Church

Seventh Day Adventist Church
PO Box 2328
Dennesig
7602

The Manager: Property Management
Stellenbosch Municipality
PO Box 17
Stellenbosch
7600

Dear Mr Smit

TRANSFER: STELLENBOSCH MUNICIPALITY/SEVENTH DAY ADVENTIST CHURCH: ERF 718, KAYAMANDI

990m²

Your letter dated 2011-09-28 refers.

Having considered your proposals for possible alternative land, we have decided not to accept any of the alternatives, but would like to take transfer of the remaining portion of erf 718, being ±823m² in extent, on condition that the sales price be adjusted downwards in proportion to the smaller area i.e R9384.00. The municipality will therefor have to refund us the amount of ±R1900-00 plus interest since 4 September 2002.

I assume that a new Sales Agreement well have to be concluded. Please note that I will sign the agreement on behalf of the Seventh Day Adventist Church. My particulars are as follows:

XOLANI JOHANNES MATAI
ID: 4412245452084

Yours faithfully

.....
X.J. Matai

APPENDIX 7

28/10/2011

From: Piet Smit
To: Esme Davis
Subject: Re: Kayamandi Clinic

Esme,

Thanks for your e-mail. Please find hereto attached a copy of a letter received from the church, in which they indicated that they are NOT interested in considering an alternative erf.....

They are, however, willing to accept the Remainder, after the encroachment portion has been "cut off"

I was on the point of appointing a land surveyor to attend to the subdivision. Please advise on how we should proceed

Piet Smit

>>> Esme Davis <Esme.Davis@pgwc.gov.za> 09/02/2012 09:16 AM >>>
Mr Smit,

I refer to the Kayamandi Clinic site and your correspondence dated 28 October 2011.

The Department is interested in obtaining the total erf for future expansion and not just the 5 meters encroached upon. The acquisition of Erf 718 Kayamandi would mean a consolidation with Erven 719 & 720 Kayamandi to create one erf for the clinic precinct.

It would therefore be appreciated if you could contact the owners (Seventh Day Adventist Church) to indicate whether they are willing to consider an alternative site as per your attached letter.

Kindly provide this office with the total extent for Erf 718 Kayamandi.

Kind regards

Esmé Davis
Property Development Officer
Property Management
Department of Transport & Public Works
Tel: 021-483 4453
Fax: 021-483 8988
Email: edavis@pgwc.gov.za

-----Original Message-----

From: Piet Smit [<mailto:Psmitt@stellenbosch.org>]
Sent: 28 October 2011 08:38 AM
To: Esme Davis
Subject: RE: Fwd: FW: Transfer of PPHC's

Esme,

My apologies for not responding earlier....

Please find hereto attached a copy of a letter addressed to the Seventh Day Adventist Church, the "owners" of the site. As you will see, although they have signed a sales agreement and has paid the purchase price, they have not yet taken transfer. I have now requested them to indicate whether they would be willing to accept an alternative site. I still await their response

Piet Smit

20/01/2012

Piet Smit

From: Lize Pecoraro <lizep@cm.law.za>
Sent: Friday, January 20, 2012 1:41 PM
To: Retha Jacobs
Subject: Fwd: TRANSPORT : MUNISIPALITEIT STELLENBOSCH / SEVENTH DAY ADVENTIST CHURCH (ERF 718 KAYA MANDI)

Lize Pecoraro
 Director
 Cluver Markotter
 021-8085663

Begin forwarded message:

From: Piet Smit <Psmi@stellenbosch.org>
Date: 20 January 2012 13:12:30 SAST
To: Lize Pecoraro <lizep@cm.law.za>
Subject: Re: TRANSPORT : MUNISIPALITEIT STELLENBOSCH / SEVENTH DAY ADVENTIST CHURCH (ERF 718 KAYA MANDI)

Jammer dat ek nou eers terugkom na jou, maar ek het nog gewag vir die kerk om aan te dui of hulle n alternatiewe perseel gaan aanvaar al dan nie. Ons is in die proses om alle Klinieke oor te plaas na Provinsie. In die proses het ons agtergekem dat ,met die aanbou aan die kliniek, ons oorskry het op die kerk se grond!.

die kerk het nou bevestig dat ons die gedeelte kan "afsny" en oorplasing gee van die restant(teen n afslagprys).

Ek moet nou eers reel vir die onderverdeling en konsolidasie. Ek laat weet jou sodra ek al die dokumente in plek het.

N nuwe ooreenkoms sal ook opgetrek mopen word.

Ek laat weet jou sodra daardie proses afgehandel is.

Piet Smit

Lize Pecoraro <lizep@cm.law.za> 19/01/2012 16:23:24 PM >>>

Beste Piet

My skrywe gedateer 19 Augustus 2011 verwys.

Ons ontvang graag die ondertekende dokumente van julle terug. Ek bevestig ook net dat ons nog wag op die ondertekende dokumente vanaf die kerk.

Ek hoor graag van jou.

Vriendelike groete

Lize Pecoraro | Direkteur
BComm LLB

[cid:669473314@19032008-1620]

Cluver Markotter Geïnk
Cluver Markotter Gebou,
Meulstraat, Stellenbosch,
7600

Telefoon
+27(0)21 808 5663/07

Faks
+27(0)21 886 5420

lizep@cm.law.za<mailto:lizep@cm.law.za>
www.cm.law.za<mailto:www.cm.law.za>

--

This message has been scanned for viruses and dangerous content by MailScanner, and is believed to be clean.

--

APPENDIX 8

**CASSIE GERBER
PROPERTY VALUERS CC**

CK 98/22188/23

**C.L. Gerber, Registered Professional Valuer in Terms of Section 19 of Act 47 of 2000,
Registration No: 1717/4**

P.O. Box 2217
DURBANVILLE
7551

Telephone: (021) 9757240
Fax: 086 558 6933
E-mail-caslg@mweb.co.za
Cell phone- 082 416 2987

VALUATION REPORT

ERF 718, BASSI STREET, KAYAMANDI, STELLENBOSCH

OWNERS: MUNICIPALITY STELLENBOSCH



Market value: As per report, paragraph 12 refers:

Date: 6 May 2015

=====

VALUATION REPORT

**ERF 718, BASSI STREET, KAYAMANDI, STELLENBOSCH
OWNERS: MUNICIPALITY STELLENBOSCH**

1. Instructions

- 1.1 The Head of the Department of property Management, Stellenbosch, instructed me to value the above-mentioned property.
- 1.2 A market related value for the vacant land before and after the encroachment is required to determine the difference in the selling price.
- 1.1 Market value is defined in this report as a price, which the property might reasonably be expected to sell for, in a transaction between a willing, able and informed seller and a willing, able and informed buyer.

2. Date of valuation

6 May 2015

3. Description of property

Erf 718 an unregistered portion of Erf 707, Kaya Mandi

4. Extent

990m² (The clinic on Erf 719 encroaches on Erf 718 and the extent of Erf 718 is now 823m²)

5. Owner

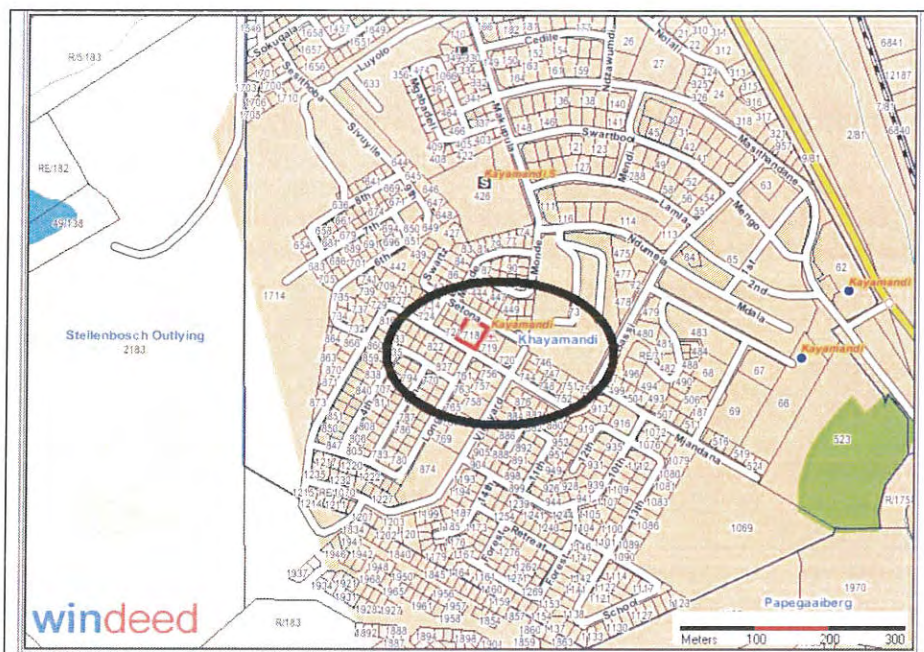
Stellenbosch Municipality (The property was never transferred)

6. Services

All the necessary municipal services are available.

7. Situation and physical aspects

- 7.1 The property is situated in Bassi Street, Kaya Mandi, Stellenbosch.
Map page 3 below refers:
- 7.2 The property consists of vacant land, which is suitable for building purposes.



Location map



Aerial photo

8. Town Planning

The property is zoned for institutional 1 purpose.

9. Highest and best use

The highest and best use of the properties is for single residential purposes.

10. Improvements

The property consists of vacant land.



Subject property

11. Method of valuation

11.1 It would be appropriate to compare the subject property with similar properties and thus arrive at a market value on the basis of comparison.

11.2 A market research in similar comparable areas was carried out and the following information was obtained:

12. Comparable sales

12.1 The following is a list of transactions of church and crèche sites:

NO	ERF	EXTENT	ZONING	MINIMUM OPPORTUNITIES	MARKET VALUE	VALUE IN TERMS OF POLICY
1	30331	789m ²	Institutional 1 / Creche	4	R88 000	R 22 000
2	30496	662m ²	Institutional 2 / Church	3	R 66 000	R 16 500
3	28064	1 071m ²	Institutional 2 / Church	5	R110 000	R 27 500
4	28410	1 041m ²	Institutional 1 / Creche	5	R110 000	R 27 500
5	28435	1 243m ²	Institutional 2 / Church	6	R132 000	R 33 000
6	28436	1 112m ²	Institutional 1 / Creche	6	R132 000	R 33 000
7	28782	780m ²	Institutional 1 / Creche	4	R88 000	R 22 000
8	28980	847m ²	Institutional 2 / Church	4	R88 000	R 22 000
9	27294	1 085m ²	Institutional 1 / Creche	5	R110 000	R 27 500
10	29187	700m ²	Institutional 2 / Church	3	R 66 000	R 16 500
11	29195	618m ²	Institutional 1 / Creche	3	R 66 000	R 16 500
12	29433	1 064m ²	Institutional 2 / Church	5	R110 000	R 27 500

10.2 The following is a list of vacant residential sites

SUBURB: WALLACEDENE (KRAAIFONTEIN)												
Erf	Portion	Sales Date	Reg. Date	Size	Purch Price	Price per m2	Bond Amt	Bank	Seller Name	Seller ID	Buyer Name	Buyer ID
30414	0	20130522	20130712	128	36382	284			CITY OF CAPE TOWN		RUTYU ZOLISA	7903055908089
30412	0	20130522	20130712	128	36382	284			CITY OF CAPE TOWN		PEMBENI MXOLISI AUBREY	7501156140089
30410	0	20130522	20130712	128	36382	284			CITY OF CAPE TOWN		MADUBELA THANDIKHAYA	7206115730083
30409	0	20130522	20130712	132	36382	276			CITY OF CAPE TOWN		MAPHAKADE KHOLEKA BEAUTY	7505150735083
30407	0	20130522	20130712	159	36382	229			CITY OF CAPE TOWN		MASIZANA NOSIPHO PAULINE	7611281170081
30406	0	20130522	20130712	114	36382	319			CITY OF CAPE TOWN		MVANE LUBABALO	8206245587089
30403	0	20130522	20130712	116	36382	314			CITY OF CAPE TOWN		SAKE ZOYISILE	7010055896080

13. Conclusions

11.1 Kayamandi is an old established and fully developed township and no sales of vacant land took place in the area. The market research was extended to similar areas in the Peninsula.

11.2 Transaction 10.1 is a list of church and crèche sites, which was sold by the City of Cape Town. The properties are situated in Wallacedene, where the living conditions are very similar to the subject property and, therefore, comparable. The land is about

the same size as the subject property and the purchase prices amount to ±R100.00 per m².

11.3 Transaction 10.2 is a list of smaller sites, which were used for GAP housing and their selling prices average about R285.00 per m². An adjustment for size is necessary.

11.4 Based on the above-mentioned comparable sales with the necessary adjustments for location, size and the scarcity of land in Kayamandi, a price of R110.00 per m², in respect of the subject property, is market related.

12. Valuation calculations

- Market value of the subject property before the encroachment:
990m² @ R110.00/m² = R108 900.00
- Market value of the subject property with the encroachment:
823m² @ R110.00/m² = R90 530.00
- Difference: R18 370.00

The market value of the property does not include VAT.

13. Market value

The market value is as per paragraph 12 above.

14. Certificate

I inspected the subject property described herein. I have no present or prospective interest in the property.

The valuation is independent and impartial and complies with all the ethical standards of the South African Institute of Valuers of which I am a member.

All suppositions and data in this report are to the best of my knowledge, true and correct and I have not attempted to conceal any information.

The valuation has been made to the best of my skill and ability.

I, Casper Louis Gerber, consider the market values of the property before and after encroachment in paragraph 12 to be fair and market related.



C.L. GERBER

Signed at Durbanville on 6 May 2015

QUALIFICATION TO VALUE

I, Casper Louis Gerber, certify with this my qualifications and experience as follows:

- Professional Valuer registered with the South African Council of Valuers in terms of Act 47 of 2000.
- Member of the South African Institute of Valuers since 1974.
- Served as a member on various valuation boards.
- I have been involved in valuing fixed properties since 1965. At present, I am making an average of 15 valuations per month spread over the whole spectrum of the property market.

APPENDIX 9

Knight Frank



ERF 718 KAYA MANDI

(Encroachment of Erf 719)

VALUATION REPORT

PREPARED FOR PROPERTY MANAGEMENT DEPARTMENT

STELLENBOSCH MUNICIPALITY

JUNE 2015

Knight Frank



30th June 2015

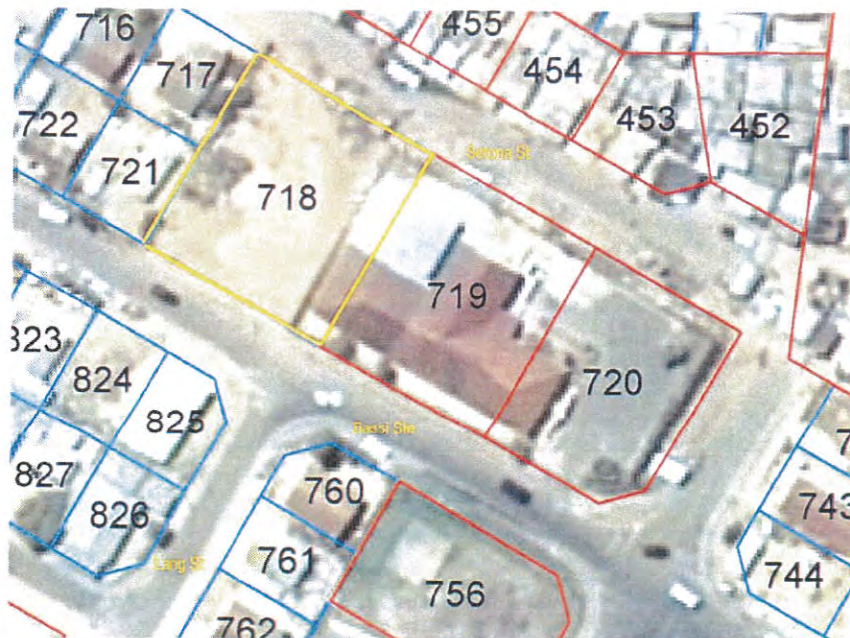
Stellenbosch Municipality
 Department of Property Management
 3rd Floor, ABSA Building
 Plein Street
 Stellenbosch 7599

Attention: Mr Piet Smit

Dear Sir,

ERF 718 KAYA MANDI-REIMBURSEMENT OF PORTION ENCRoACHED ON BY ADJOINING CLINIC (Erf 719)

Further to your request to value the portion of Erf 718 which has been encroached on by the Clinic on Erf 719 in order to compensate the owners of Erf 718 in order that transfer can take place. Erf 718 is outlined in yellow below and the portion encroached on is clearly visible on the aerial photo.





ERF 718- EXTENT, AREA ENCROACHED, OWNERSHIP

The subject property is situated between Setona and Bassi Streets and is currently vacant land used as a short cut between the two streets. It is described as:

Erf 718 Kaya Mandi

In extent: **990 sq metres**

We have been informed by yourselves that the area encroached on by the adjoining Clinic (Erf 719) is a rectangular portion, outlined in green below, $\pm 5.0\text{m} \times 33.0\text{m}$ and in extent 167 m², therefore the actual area of Erf 718 is 823 sq metres.



We have also been informed that Mun Stellenbosch agreed to sell Erf 718 to the Seventh Day Adventist Church in 1997 (prior to encroachment) and that the sales price of R11 286.00 was paid in full on 4.9.2002, however the property was never transferred.

MUNICIPAL INFORMATION

General Valuation

The property appears on the 2013 Valuation Roll of Mun Stellenbosch at an amount of R75 000

DETERMINATION OF COMPENSATION FOR THE ENCROACHMENT

We have determined the compensation payable as the difference in the current market value of Erf 718 before and after encroachment; in determining the market value we have taken note of the Municipality's policy of the sale price to Non Profit Organisations (NPO's) such as Church's.

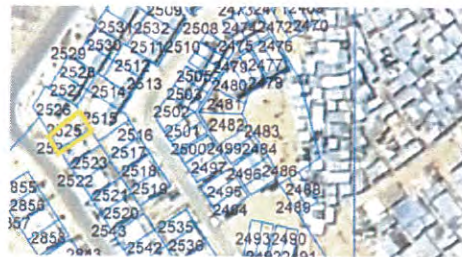
We have used a Market Data /Sales Comparison approach to determine the market value.

Knight Frank

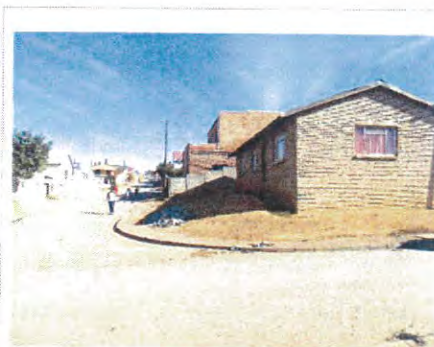


We have researched sales in Kaya Mandi for the last two years and the only sales that are recorded are sales by the Municipality of RDP houses on very small plots (all around 80m²) which were sold to the occupiers for R100 000 including the top structure, for example:

Description: Erf 2525 Kaya Mandi
 Size: 81m²
 Seller/Buyer: Mun Stellenbosch/VS Vokwana
 Date: 24.2.2014
 Price: R100 000 (T4571/2015)



However the subject land is situated in a superior part of Kaya Mandi (see photos below) where the surrounding single residential plots are around 200m² and the value of an improved property is on average around R150 000- R250 000, indicating a plot value of around R35 000 –R50 000 (R175- R250/m²)



Looking up Lang St
 Erf 825 on right opposite Erf 718



Bassi St

The subject plot is four to five times larger indicating a plot value of R100/m² to R200/m²

Knight Frank



CALCULATION OF COMPENSATION (Allowing that sales to NPO's are typically 20% of the market value)

Value before encroachment

990m ² @ R150/m ²	Value, say R150 000 × 20%	R30 000.00
---	---------------------------	------------

Value after encroachment

823m ² @ R150/m ²	Value, say R125 000 × 20%	<u>R25 000.00</u>
	Difference	R 5 000.00

VALUATION CONCLUSIONS

We are of the opinion that the compensation, as calculated above, for the portion of Erf 718 that has been encroached upon is an amount, ex vat, at or around:

R5 000.00
(Five thousand rand)

We trust that we have fulfilled your instructions and will be glad to answer any queries

Knight Frank Western Cape Pty Ltd

DAT WHITE MRICS FIVSA MRICS
Chartered Valuation Surveyor
Registration No 1770

Cape Town

30.6.2015

18/07/2012

Deeds Office Property

windeed

KAYA MANDI, 758, 0 (Cape Town)

GENERAL INFORMATION

Deeds Office Cape Town
 Date Requested 2012/07/18 15:19:27
 Information Source Deeds Office
 Reference

PROPERTY INFORMATION

Property Type Erf
 Erf 758
 Portion 0
 Township KAYA MANDI
 Local Authority STELLENBOSCH MUN
 Registration Division STELLENBOSCH RD
 Province WESTERN CAPE
 Diagram Deed DU 1000/800
 Extent 947.0000SQM
 Previous Description
 LPI Code C06700250000075800000

OWNER INFORMATION

Owner 1 of 1
 Person Type LOCAL AUTHORITY
 Name MUN STELLENBOSCH
 Registration Number
 Title Deed T59361/2002
 Registration Date 2002/07/15
 Purchase Price (R) G/P
 Purchase Date -
 Share
 Microfilm Reference 2004 0879 0468
 Multiple Properties No
 Multiple Owners No

ENDORSEMENTS (1)

#	Document	Description	Institution	Amount (R)	Microfilm
1	GENERAL PLAN FROM		TOWN KAYA MANDI ,ERF 707 ,PRTN 0	Unknown	

HISTORIC DOCUMENTS

No documents to display

DISCLAIMER

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STELLENBOSCH GIS MAP





Imagery Date: 9/28/2011

2005

33° 55' 13.44" S 118° 50' 45.30" E elev: 172 m

© 2012 Artelis (Pty) Ltd

Image © 2012 GeoEye

Google Earth

Eye alt: 397 m

Deeds Office Property

windeed

KAYA MANDI, 1079, 0 (Cape Town)

GENERAL INFORMATION

Deeds Office Cape Town
 Date Requested 2012/07/18 15:20:44
 Information Source Deeds Office
 Reference

PROPERTY INFORMATION

Property Type Erf
 Erf 1079
 Portion 0
 Township KAYA MANDI
 Local Authority STELLENBOSCH MUN
 Registration Division NOT AVAILABLE
 Province WESTERN CAPE
 Diagram Deed T20814/2012
 Extent 1228.0000SQM
 Previous Description
 LPI Code C06700250000107900000

OWNER INFORMATION

Owner 1 of 1
 Person Type CHURCH
 Name OU APOSTOLIESE KERK
 Registration Number
 Title Deed T20814/2012
 Registration Date 2012/05/09
 Purchase Price (R) 14,022
 Purchase Date 2007/03/26
 Share
 Microfilm Reference
 Multiple Properties No
 Multiple Owners No

ENDORSEMENTS (1)

#	Document	Description	Institution	Amount (R)	Microfilm
1	GENERAL PLAN FROM		TOWN KAYA MANDI ,ERF 1070 ,PRTN 0	Unknown	

HISTORIC DOCUMENTS (1)

#	Document	Description	Owner	Amount (R)	Microfilm
1	T59362/2002	TRANSFER	MUN STELLENBOSCH	G/P	2002 0600 1804

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STELLENBOSCH GIS MAP





Deeds Office Property

windeed

KAYA MANDI, 783, 0 (Cape Town)

GENERAL INFORMATION

Deeds Office Cape Town
 Date Requested 2012/07/18 15:22:35
 Information Source Deeds Office
 Reference

PROPERTY INFORMATION

Property Type Erf
 Erf 783
 Portion 0
 Township KAYA MANDI
 Local Authority STELLENBOSCH MUN
 Registration Division STELLENBOSCH RD
 Province WESTERN CAPE
 Diagram Deed DU 1000/800
 Extent 212.0000SQM
 Previous Description
 LPI Code C06700250000078300000

OWNER INFORMATION

Owner 1 of 1
 Person Type LOCAL AUTHORITY
 Name MUN STELLENBOSCH
 Registration Number
 Title Deed T59361/2002
 Registration Date 2002/07/15
 Purchase Price (R) G/P
 Purchase Date -
 Share
 Microfilm Reference 2004 0879 0468
 Multiple Properties No
 Multiple Owners No

ENDORSEMENTS (1)

#	Document	Description	Institution	Amount (R)	Microfilm
1	GENERAL PLAN FROM		TOWN KAYA MANDI ,ERF 707 ,PRTN 0	Unknown	

HISTORIC DOCUMENTS

No documents to display

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WinDeed - Deeds and Companies Office Enquiries

Enquiry by Property

as at 13:29 on 18/04/2005

Registrar	Cape Town
Property Type	Erf
Township Name	Kaya Mandi
Erf Number	718
Portion Number	0

Information

Province	Western Cape
Registration Division	Not Available
Local Authority	Stellenbosch MUN
Previous Description	
Diagram Deed Number	DU 1000/800
Extent	990,0000sqm

Owners

1 of 1	
Person Type	Unknown
Name	** For Info Refer To Registrar Of Deeds **
ID number	
Title Deed	
Registration Date	
Purchase Price	Unknown
Share	
Purchase Date	UNKNOWN
Microfilm Reference	Not Microfilmed
Multiple Properties	No
Multiple Owners	No

Endorsements

1 of 1	
Document	GENERAL PLAN FROM Town Kaya Mandi ,Erf 707 ,Prtn 0
Amount	Unknown
Microfilm Reference	Not Microfilmed

History (None)

End of Report

APPENDIX 10

David Hellig & Abrahamse

Land Surveyors • Landmeters

DAVID SAMUEL HELDIG
B.Sc., B.Sc. (Land Survey), PR.L. (SA)
SPENCER GRAHAM DREYER
B.Sc. (Survey), PR.L. (SA)

At Cape Town
RICHARD CLIFTON ABRAHAMSE
B.Sc. (Survey), PR.L. (SA)

258 Main Street/Hoofstraat
PAARL 7646

✉ P O Box 18 PAARL 7622
Posbus 18 PAARL 7622

Telephone/Telefoon : (021) 872 4086
e-mail : david@dhaa.co.za

Our Ref : S344/16

03 November 2017

The Municipal Manager
Stellenbosch Municipality
P O Box 17
STELLENBOSCH
7599

Attention : Mr Piet Smit

Dear Piet

SUBDIVISION OF ERF 718 KAYA MANDI

Previous communications refer.

I hereby advise that the cadastral survey has now been approved by the Surveyor-General and I accordingly enclose herewith the following documents for your attention :

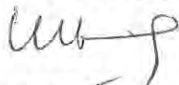
1. Approved diagram no 2335/2017, which represents Erf 718 Kaya Mandi.
2. Approved diagram no 2336/2017, which represents Erf 4112 a portion of Erf 718 Kaya Mandi.
3. Approved diagram no 2337/2017, which represents Erf 4113 Consolidation of Erven 4112 and 3099 Kaya Mandi.
4. Stellenbosch Municipality Approval in terms of Section 60 of the Stellenbosch Municipal Land Use Planning By-Law, 2015: vide Ref KM 718 dated 15-09-2017 read together with Final Notification Letter dated 10-10-2017.

Please acknowledge receipt in writing of this letter and enclosures and forward to the appointed attorney to attend to the registration process in the Deeds Office.

Thanking you once again for your valued instructions and assuring you of our service in the future.

Kind regards

Yours sincerely
DAVID HELDIG & ABRAHAMSE



PER : D.S HELDIG

5.5.2	PROPOSED CESSION OF LEASE AGREEMENT IN RELATION TO LEASE FARM 527A DR G.J.C NORVAL TO STELLENSIG (PTY) LTD
-------	---

Collaborator No:

IDP KPA Ref No:

Meeting Date:

18 July 2018

1. SUBJECT: PROPOSED CESSION OF LEASE AGREEMENT IN RELATION TO LEASE FARM 527A DR G.J.C NORVAL TO STELLENSIG (PTY) LTD

2. PURPOSE

To obtain Council's approval for the ceding of the Lease Agreement in relation to Lease Farm 527A to Stellensig (Pty) Ltd.

3. DELEGATED AUTHORITY

In terms of item 537 of the approved System of Delegations (2015-06-24) the Executive Mayor has the delegated authority "*To consider applications of the cession, assignment or sub-lease of leases for a period in excess of 10 years*"*

*The remaining period of the lease is 25 years.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality concluded a lease agreement with Dr. GJC Norval in January 1998. An application was received from the Lessee to assign the lease to a 3rd party.

In terms of clause 13 of the Lease Agreement, the Lessee is not allowed to cede, assign or sub-lease any of the land without the prior, written approval of the Lessor (Stellenbosch Municipality).

5. RECOMMENDATION

that consideration be given to whether the current Lessee be allowed to cede or sub-let the property right.

6. DISCUSSION / CONTENT

6.1 Background

6.1.1 Current agreement

On 14 January 1998 Stellenbosch Municipality and Dr. G.J.C Norval concluded a Lease Agreement in relation to Lease Farm 527A, which agreement will lapse on 31 March 2041. A copy of the agreement is attached as **ANNEXURE A**.

6.1.2 Application for cession of Lease Agreement

On 11 August 2016 an application for the cession of the Lease Agreement to Stellensig (Pty) Ltd was received from the Lessee, Dr. G.J.C Norval, a copy of which is attached as **ANNEXURE B**.

6.2. Location and context:

Lease Farm 527A is situated off the R44, as indicated in Fig 1 and 2, below.

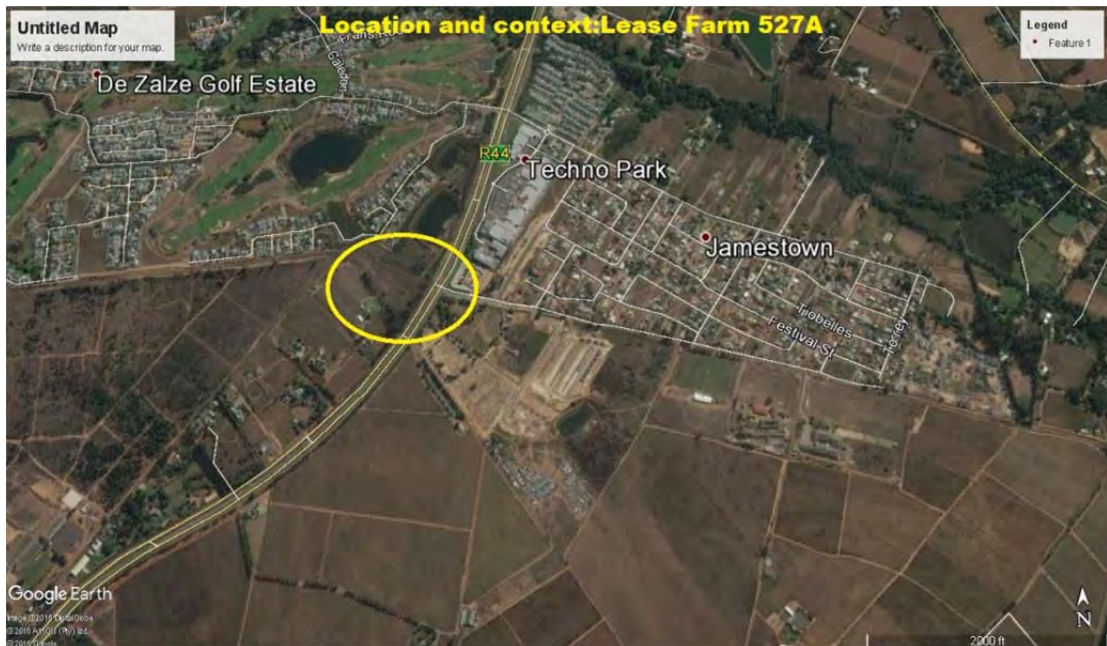


Fig 1: Locality: Location and context



Fig 2: Lease Farm 527A

6.3 Motivation for proposed cession

According to the Lessee, the owner of the adjacent property, Farm 528/3, approached him and indicated that they would be interested in using the 2ha lease land as part of his current smallholding, so that he can develop agriculture on a larger portion of land, thereby making it more commercially viable.

It is also highlighted that the Lease land is effectively land-locked with the adjacent property, as no formal access would be allowed from the R44. For this reason(s), the Lessee requested the ceding of the Lease to Stellensig (Pty) Ltd; alternatively, that he be allowed to sub-lease the property to Stellensig (Pty) Ltd.

6.4 Financial Implications

None

6.5 Legal Implications

None

6.6 Staff Implications

None.

6.7 Previous / Relevant Council Resolutions

None

6.8 Risk Implications

None

6.9 Comments from Senior Management**6.9.1 Director: Planning and Economic Development**

The cession of the lease from Dr. Norval to Stellensig is supported in order to allow for the best possible use of scarce agricultural land for economic purposes.

6.9.2 Chief Financial Officer

No comments received.

6.9.3 Senior Legal Advisor

Delegation 537 makes provision for the Executive Mayor to consider applications for cession, assignment or sub-letting of leases exceeding 10 years in consultation with MAYCO. In light of the aforesaid, the necessary consultation with MAYCO should first take place, before the Executive Mayor decides on the matter. The rest of the item and recommendations are supported.

ANNEXURES:

Annexure A: Application for the cession

Annexure B: Copy of Lease Agreement

FOR FURTHER DETAILS CONTACT:

NAME	Piet Smit
POSITION	Manager: Property Management
DIRECTORATE	Human Settlement & Property Management
CONTACT NUMBERS	021-8088189
E-MAIL ADDRESS	Piet.smit@stellenbosch.gov.za
REPORT DATE	2018-07-12

APPENDIX 1

MEMORANDUM VAN HUUROOREENKOMS

Aangegaan deur en tussen

DIE MUNISIPALITEIT STELLENBOSCH hierin verteenwoordig deur **JACOBUS PETRUS RETIEF** in hoedanigheid as **UITVOERENDE HOOF/STADSKLERK** van gemelde Munisipaliteit;

(hierin verder verwys as die "**VERHUURDER**")

en

DR GJC NORVAL

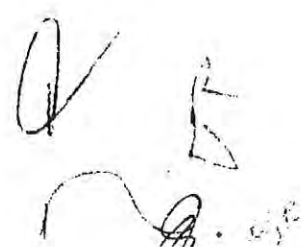
hierin verteenwoordig deur

as synde die gevolgmagtigde verteenwoordiger ingevolge 'n besluit van die

gedateer

waarvan 'n afskrif as Bylae A aangeheg is

(hierna die "**HUURDER**" genoem).

Handwritten signature and initials in the bottom right corner of the page.

NADEMAAL die **VERHUURDER** die eienaar is van die eiendom bekend as

PLAAS 527A GROOT HEKTAAR 2,0

soos aangedui op die aangehegte kaart

(hierin verder na verwys as "die **EIENDOM**")

EN NADEMAAL die **VERHUURDER** begerig is om die **EIENDOM** aan die **HUURDER** te verhuur en om 'n gedeelte van die verhuurde eiendom te laat inlyns ooreenkomstig die bepalings van die Besproeiingsraad ("die **BESPROEIINGSRAAD**") vir daardie distrik geproklameer by die Theewaterkloof Staatswaterskema ("die **SKEMA**") kragtens die bepalings van die Waterwet, Nr 54 van 1956 ("die **WET**")

EN NADEMAAL die **HUURDER** begerig is om die **EIENDOM** te huur en om die waterregte wat as volg van sodanige inlysting ten opsigte van die verhuurde **EIENDOM** verkry word, op die verhuurde **EIENDOM** aan te wend

EN NADEMAAL die verhuring van die **EIENDOM** aan die **HUURDER** sowel as die inlystingsvoorwaardes op 'n vergadering van die Stadsraad gehou op 11 Augustus 1997, Item D2.2 goedgekeur is.

NOU DERHALWE KOM DIE PARTYE ONDERLING SOOS VOLG OOREEN

Handwritten signatures and initials in black ink, located in the bottom right corner of the page. There are three distinct marks: a large, stylized signature on the left, a smaller signature or set of initials in the middle, and a scribbled mark on the right.

1 TERMYN VAN VERHURING

Die **VERHUURDER** verhuur hiermee aan die **HURDER** die **EIENDOM** wat deur die **HURDER** in huur aangeneem word vir 'n tydperk wat begin op die 1ste Desember 1997 en afsluit op die 31ste Maart 2041 dog is steeds onderworpe aan die bepalings van subklousules 4.4 (laat betaling); 13.1 (sessie); klousule 20 (opsegging) en die bepalings van Bylae B hiervan.

2 Die **VERHUURDER** onderneem om alles te doen, of te laat doen, om 1 (een) hektaar van die **EIENDOM**, of sodanige kleinere gedeelte wat goedgekeur mag word, soos uitgewys tussen die partye, kragtens die bepalings van die **WET** by die **SKEMA** te laat inlyns vir die verkryging van besproeiingswater soos deur die **BESPROEIINGSRAAD** per hektaar toegesê.

3 Die **HURDER** sal geregtig wees om gedurende die huurtermyn in klousule 1 bepaal die waterregte wat as gevolg van sodanige inlysting verkry word ten opsigte van die verhuurde **EIENDOM**, op die verhuurde **EIENDOM** aan te wend op sodanige wyse soos goedgekeur deur die **VERHUURDER** en onderhewig aan alle terme en voorwaardes kragtens die bepalings van die **WET**, of andersins bepaal, welke terme en voorwaardes aan die **HURDER** bekend is.

4 HURGELD, MUNISIPALE BELASTING EN INLYSTINGSKOSTE

4.1 Die **HURDER** betaal eenmalig voor of op die 1ste Desember 1997 by die kantoor van die Stadstesourier die bedrag van R1 631,40 (eenduisend seshonderd een-en-dertig rand en veertig sente) (welke bedrag bereken is vir die tydperk vanaf die datum waarop die ooreenkoms 'n aanvang neem tot die 31ste Maart 1998). Die **HURDER** betaal daarna jaarliks voor of op die 31ste dag van Maart van elke daaropvolgende jaar die basiese huurgeld plus verhoging plus addisionele huurpremie soos bereken volgens die voorwaardes wat as Bylae B hierby aangeheg is:

- 4.2 Die **HURDER** sal verder aanspreeklik wees om op aanvraag deur die **VERHUURDER** die volgende bedrae ("Inlystingsgeld") aan die **VERHUURDER**, of sy genomineerde, te betaal, naamlik :
- 4.2.1 enige en alle belastings, heffings en vorderings van welke aard en omvang ookal gehef te word deur die Besproeiingsraad vir die gebied wat jurisdiksie het oor die verhuurde **EIENDOM**, die Departement van Waterwese en Bosbou of enige ander owerheidsliggaam, vir of ten opsigte van, maar nie insluitend nie -
- 4.2.2.1 bedryfs- en onderhoudskoste van die watervoorsieningskema;
- 4.2.2.2 administratiewe koste;
- 4.2.2.3 verpligte bydraes ten opsigte van 'n reserwefonds;
- 4.2.2.4 verpligte bydraes tot die Waternavorsingsraad;
- 4.2.2.5 die aankoopprys van water uit die **SKEMA**;
- 4.2.2.6 voorlopige uitgawes en tussentydse heffings wat deur die **BESPROEIINGSRAAD** en/of die Departement van Waterwese en Bosbou, opgelê word; en
- 4.2.2.7 die **VERHUURDER** beskou die voorlegging van 'n rekening van die **BESPROEIINGSRAAD** en/of die Departement van Waterwese en Bosbou as afdoende stawende bewys van bedrag wat deur die **HURDER** verskuldig is, opvallende foute en weglatings uitgesluit.
- 4.3 die **VERHUURDER** kan, indien nodig, vereis dat die **HURDER** 'n bankwaarborg of ander garansie verskaf wat vir die **VERHUURDER** aanneemlik is ten opsigte van die huurgeld en inlystingsgelde wat betaalbaar is, en in die geval van 'n **HURDER** wat 'n maatskappy, beslote korporasie of trust is, sal die direkteure, lede of trustees daarvan skriftelik, gesamentlik en afsonderlik, as borge en medehoofskuldenare aanspreeklik wees vir die huurgeld en inlystingsgelde wat betaalbaar is.