



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref. no.3/4/1/5

2017-10-20

NOTICE OF THE 13TH MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY WEDNESDAY, 2017-10-25 AT 10:00

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

COUNCILLORS	F Adams	MC Johnson
	DS Arends	NS Louw
	FJ Badenhorst	N Mananga-Gugushe (Ms)
	GN Bakubaku-Vos (Ms)	C Manuel
	FT Bangani-Menziwa (Ms)	LM Maqeba
	PW Biscombe	NE McOmbring (Ms)
	PR Crawley (Ms)	XL Mdemka (Ms)
	A Crombie (Ms)	RS Nalumango (Ms)
	JN De Villiers	N Olayi
	MB De Wet	MD Oliphant
	R Du Toit (Ms)	SA Peters
	A Florence	WC Petersen (Ms)
	AR Frazenburg	MM Pietersen
	E Fredericks (Ms)	WF Pietersen
	E Groenewald (Ms)	SR Schäfer
	JG Hamilton	Ald JP Serdyn (Ms)
	AJ Hanekom	N Sinkinya (Ms)
	DA Hendrickse	P Sitshoti (Ms)
	JK Hendriks	Q Smit
	LK Horsband (Ms)	E Vermeulen (Ms)

Notice is hereby given in terms of Section 29, read with Section 18(2) of the *Local Government: Municipal Structures Act, 117 of 1998*, as amended, that the **13TH MEETING** of the **COUNCIL** of **STELLENBOSCH MUNICIPALITY** will be held in the **COUNCIL CHAMBER, TOWN HOUSE, PLEIN STREET, STELLENBOSCH** on **WEDNESDAY, 2017-10-25** at **10:00** to consider the items on the Agenda.

SPEAKER
DD JOUBERT

A G E N D A
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OF STELLENBOSCH MUNICIPALITY
2017-10-25
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The report by the Municipal Manager re outstanding resolutions taken at previous meetings of Council is attached as **APPENDIX 1**.

FOR INFORMATION

APPENDIX 1

Council Meeting		Resolution	Resolution Date	Allocated To	% Feedback	Feedback Comment
352092	ELECTRICITY SUPPLY TO THE MUNICIPAL AREAS OF STELLENBOSCH	<p>25TH COUNCIL MEETING: 2014-11-26: ITEM 7.5</p> <p>RESOLVED (nem con)</p> <p>(a)that a preliminary investigation be conducted by the Directorate: Engineering Services (Electrical Services) into the possibility and feasibility of taking over the electricity supply from Drakenstein Municipality;</p> <p>(b)that billing cooperation be implemented between Drakenstein and Stellenbosch Municipality to implement more effective debt collection; and</p> <p>(c)that SALGA be requested to expedite the Eskom process through political intervention.</p> <p>(DIRECTOR: ENGINEERING SERVICES TO ACTION)</p>	2014-11-26	JOHANNES C	90.00	Project will not be finalized in this financial year 2017/18 due to cost implications.
367234	WRITING-OFF OF IRRECOVERABLE DEBT: MERITORIOUS CASE	<p>7.3 WRITING-OFF OF IRRECOVERABLE DEBT: MERITORIOUS CASE</p> <p>29TH COUNCIL MEETING: 2015-04-30: ITEM 7.3</p> <p>RESOLVED (nem con)</p> <p>that this matter be referred back to the Administration for further investigation.</p> <p>(CHIEF FINANCIAL OFFICER TO ACTION)</p>	2015-04-30	ANDRET	60.00	Recent court judgements on legislation have changed the approach that the municipality could have taken on this matter. This now necessitates that an entirely new item must be prepared for consideration by Council.
383887	PROGRESS REPORT – POLICY FOR SELF GENERATION OF ELECTRICITY	<p>7.9 PROGRESS REPORT : POLICY FOR SELF- GENERATION OF ELECTRICITY</p> <p>33RD COUNCIL MEETING: 2015-08-25: ITEM 7.9</p> <p>RESOLVED (nem con)</p> <p>that this matter be referred back to allow the Administration to submit a Progress Report to Council as mentioned in the item.</p> <p>(ACTING DIRECTOR: ENGINEERING SERVICES TO ACTION)</p>	2015-08-25	JOHANNES C	87.00	By-law to be workshopped with Mayco before it can be submitted to Council. Awaiting a suitable date to workshop Electricity By-Law. The policy will only be submitted after approval of the By-Law
394114	Investigation with regards to the various residential properties in Mont Rochelle Nature Reserve	<p>7.6 INVESTIGATION WITH REGARD TO THE VARIOUS RESIDENTIAL PROPERTIES IN MONT ROCHELLE NATURE RESERVE</p> <p>35TH COUNCIL MEETING: 2015-10-28: ITEM 7.6</p>	2015-10-28	ILZEB	95.00	Item served before MAYCO. Minutes of the MAYCO meeting held on 11 October 2017 determined that a site meeting be held prior to submission of the report to Council.

		<p>RESOLVED (majority vote)</p> <p>(a) that Council rescind its resolution taken at the meeting dated, 2014-01-16, with regard to Item 7.2;</p> <p>(b) that the funds allocated to be spent on conducting the proposed investigation rather be spent on consolidating the 46 unsold erven with Mont Rochelle Nature Reserve and negotiating with the owners of the 14 sold (but undeveloped) erven (the priority being erven 342, 307, 314, 322, 355, 336, located in a visually sensitive area north-eastern slope of "Du Toits Kop" facing the Franschoek valley) regarding the possibility to exchange current erven within Mont Rochelle Nature Reserve with erven in a more suitable area (suitable in terms of environmental, visual and service delivery perspective); and</p> <p>(c) that any other feasible alternative that can limit the impact on the nature reserve that might be identified in the process be considered.</p> <p>The following Councillors requested that their votes of dissent be minuted: Councillors F Adams; JA Davids; DA Hendrickse; S Jooste (Ms); C Moses (Ms); P Mntumi (Ms); RS Nalumango (Ms); P Sitshoti (Ms); AT van der Walt and M Wanana.</p> <p>(DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT TO ACTION)</p>				
413640	<p>9.1 MOTION BY COUNCILLOR JK HENDRIKS: SUPPORT FOR INDIGENT PEOPLE IN RURAL AREAS</p>	<p>9.1 MOTION BY COUNCILLOR JK HENDRIKS: SUPPORT FOR INDIGENT PEOPLE IN RURAL AREAS</p> <p>38TH COUNCIL MEETING: 2016-02-24: ITEM 9.1</p> <p>The Speaker allowed Councillor JK Hendriks to put his Motion, duly seconded. After the Motion was motivated, the Speaker allowed debate on the matter. The matter was put to the vote yielding a result of all in favour.</p> <p>RESOLVED (nem con)</p> <p>(a) that the Administration be tasked to investigate to what extent rural indigent residents, especially those residing on farms, can be assisted with electricity, health and social services by the local-, provincial- and national spheres of government;</p> <p>(b) that any further recommendations and findings that could improve the quality of life of indigent residents be considered for implementation and support to rural indigent residents;</p> <p>(c) that a report with recommendations for implementation pertaining to the above be tabled for consideration at the next Council meeting scheduled for 2016-03-30; and</p> <p>(d) that Council nominate a multi-party delegation to engage organised agriculture to investigate what the municipality can do to address the situation of the farm workers, in co-operation with the farmers;</p> <p>(e) that the multi-party delegation comprise of the following Councillors:</p> <p>DA = Cllr JP Serdyn (Ms)</p>	2016-02-24	ANNELIER	50,00	<p>Feedback received by MEC A Bredell. Requested that said feedback be discussed at the Premiers Executive Committee (28 Nov 2017) before submission to Council.</p>

		<p>ANC = Cllr JA Davids SCA = Cllr DA Hendrickse SPA = Cllr F Adams SCA = Cllr DA Hendrickse ACDP = Cllr DS Arends COPE = Cllr HC Bergstedt (Ms); and NPP = Cllr LL Stander</p> <p>(DIRECTOR: STRAT & CORP TO ACTION)</p>				
478903	SECTION 78 PROCESS FOR AN EXTERNAL SERVICE DELIVERY MECHANISM WITH REGARDS TO PUBLIC	<p>7.6.2 SECTION 78 PROCESS FOR AN EXTERNAL SERVICE DELIVERY MECHANISM WITH REGARD TO PUBLIC TRANSPORT</p> <p>4TH COUNCIL MEETING: 2016-11-23: ITEM 7.6.2</p> <p>RESOLVED (majority vote)</p> <p>(a) that Council approves the proposal that an assessment of the municipality's capacity be done to determine its ability to provide the proposed public transport service through an internal mechanism and that the recommendation of the assessment be submitted to Council for consideration and decision; and</p> <p>(b) that, should the above assessment recommend the use of an external mechanism for the provision of the public transport service, a feasibility study be conducted for the provision of the service through an external mechanism.</p> <p>The following Councillors requested that their votes of dissent be minuted: Councillors F Adams; DA Hendrickse and LK Horsband (Ms).</p>	2016-11-23	SILVIAP	22.00	Item in process of being prepared for November Council.
478901	THE THIRD GENERATION INTEGRATED WASTE MANAGEMENT PLAN (IWMP) FOR STELLENBOSCH MUNICIPALITY	<p>7.6.4 THE THIRD GENERATION INTEGRATED WASTE MANAGEMENT PLAN (IWMP) FOR STELLENBOSCH MUNICIPALITY</p> <p>4TH COUNCIL MEETING: 2016-11-23: ITEM 7.6.4</p> <p>RESOLVED (nem con)</p> <p>(a) that the attached Draft 3rd Generation IWMP be supported by Council for approval in principle; and</p> <p>(b) that the proposed Draft 3rd Generation IWMP be duly advertised for public comment until the end of February 2017, and be re-submitted together with any comments / objections by D:EA&DP and the public, for final approval and adoption by Council.</p>	2016-11-23	SALIEMH	20.00	Will be submitted to November Council 2017 due to further input that has to be incorporated into the IWMP .
489388	IDENTIFICATION OF POSSIBLE TRUST LAND IN PNIEL: STATUS	<p>7.5.1 IDENTIFICATION OF POSSIBLE TRUST LAND IN PNIEL: STATUS REPORT</p> <p>5TH COUNCIL MEETING: 2017-01-25: ITEM 7.5.1</p>	2017-01-25	PSMIT	80.00	An agenda item will be submitted to Council to make a final recommendation to the minister, based on the inputs received.

	REPORT	<p>RESOLVED (nem con)</p> <p>(a) that the content of the notice of the Minister, be noted;</p> <p>(b) that the process plan as set out in par. 3.1.5, submitted to the Minister, be endorsed;</p> <p>(c) that the Municipal Manager be authorised to attend to the public participation process as set out in paragraph 3.1.5;</p> <p>(d) that the proposed allocations, as set out in paragraph 3.1.4, be supported in principle; and</p> <p>(e) that, following the public participation process, a progress report be submitted to Council to deal with the submissions received as a consequence of the public participation process, whereupon final recommendations will be made to the Minister regarding the allocation/transfer of so-called Section 3 Trust land.</p> <p>(DIR: HUMAN SETTLEMENTS TO ACTION)</p>				
508896	REPORT ON THE ESTABLISHMENT OF WARD COMMITTEES	<p>13.1.1 REPORT ON THE ESTABLISHMENT OF WARD COMMITTEES</p> <p>7TH COUNCIL MEETING: 2017-03-29: ITEM 13.1.1</p> <p>RESOLVED</p> <p>(a) that the completion of the ward committee elections, be noted;</p> <p>(b) that the current Policy and Procedures for Ward Committees be revised taking into consideration, amongst other, the geographical model implemented whereafter same be submitted to Council for consideration;</p> <p>(c) that a deviation from the Policy be allowed only in respect of the co-option of members as stipulated in clause 15(2) and clause 15 (3) of the Policy and as stipulated in recommendations D, i, ii, iii and iv.</p> <p>(d) that the Administration be commissioned to perform the following activities in respect of co-opting members within a ward where vacancies do exist:</p> <p>(i) Advertisements and or pamphlets must be prepared inviting nominations for members to be co-opted to serve on the ward committee representing the applicable geographical area/s.</p>	2017-03-29	NICKYC	80.00	Review of policy in process

		<p>(ii) invitations for nominations per geographical area should also be placed on the municipal website;</p> <p>(iii) that elections be held in those wards where more than one nomination for a vacancy/ies within the ward was received; and</p> <p>(iv) that this process of co-option be finalised by end of May 2017 whereafter a report in this regard be submitted to Council.</p> <p>The following Councillors requested that their votes of dissent be minuted:</p> <p>Councillors F Adams; DA Hendrickse and LK Horsband.</p> <p>(ACTING DIR: STRAT & CORP TO ACTION)</p>				
506222	INNOVATION CAPITAL PROGRAMS: LOCAL ECONOMIC DEVELOPMENT HUBS FOR SMALL BUSINESS	<p>7.3.2 INNOVATION CAPITAL PROGRAMS: LOCAL ECONOMIC DEVELOPMENT HUBS FOR SMALL BUSINESSES</p> <p>7th COUNCIL: 2017-03-29: ITEM 7.3.2</p> <p>RESOLVED (majority vote)</p> <p>(a) that approval be granted for the establishment of Local Economic Development hubs / incubators on the following properties as identified in APPENDIX 1:</p> <p>RANK PROPERTY LOCATION PURPOSE MANAGEMENT PROCESS</p> <p>1 Erf 2235 Groendal (Mooiwater homestead / old youth house) Business support Services incubator Preferred service provider Building/site maintenance; lease agreements; contractor relocation.</p> <p>2</p> <p>Public Place / POS north of Groendal Community Hall Vacant office on play park land Business Sector Offices Preferred service provider Lease agreement.</p> <p>3 Erven 2751 and 6314 (Old Agricultural Hall) Stellenbosch Incubator and affordable rentals for Arts, crafts and tourism sector, including parking area Preferred service provider Building / site maintenance; lease agreements; illegal occupants' relocation; rezoning.</p> <p>4 Erven 228, 229 and 230 Franschoek (Triangle site) Affordable rental space for shops and tourism activities Preferred service provider Building / site maintenance; lease agreements; staff relocation (Erven 228 and 229); site improvement; further lease agreements.</p> <p>5 Re Erf 342 Klapmuts Trading hub Preferred service provider Rezoning; services connections; lease agreements; container acquisition.</p> <p>6 Erf 1538 Franschoek (old tennis courts) Parking/ business opportunity for a co-operative Preferred service provider Site improvement; lease/ management agreement.</p> <p>7 Erven 1956, 1957, 6487, 6488 and 6490 Stellenbosch (Old clinic site and LED office)</p>	2017-03-29	ILZEB	95.00	Busy evaluating offers received. The evaluations will be completed by Friday, 27 October 2017.

		<p>Business Development Incubator and rental space (Arts, crafts, shops, offices, tourism activities) Preferred service provider Building / site maintenance; lease agreements; occupants' relocation. 8 Die Boord POS Intersection Van Rheeede Rd and R44 Community market Preferred service provider Site improvement; lease/ management agreement. 9 Erf 721 Pniel (municipal office site) Affordable rental space (Shops and tourism activities) Preferred service provider Rezoning; services connections; lease agreements; container acquisition.</p> <p>(b) that Council agrees to the approved tariff structure for the local economic development incubator hubs as applies to the Kayamandi Economic and Tourism Corridor (KETC);</p> <p>(c) that Council confirms that the properties are not required for the provision of the minimum level of basic municipal services in terms of Section 14 of the Local Government: Municipal Finance Management Act, 2003, Act 56 of 2003; and</p> <p>(d) that the Municipal Manager be authorised to follow the prescribed process for the leasing of the relevant properties in keeping with the Stellenbosch Tariff Structure as amended, through requesting proposals in line with the objectives of Local Economic Development.</p> <p>Councillors DA Hendrickse and LK Horsband requested that their votes of dissent be minuted.</p> <p>(DIR: PLANNING & ECON DEVELOPMENT TO ACTION)</p>				
513321	THE FUTURE USE AND MAINTENANCE OF COUNCIL HERITAGE BUILDINGS	<p>7.3.1 THE FUTURE USE AND MAINTENANCE OF COUNCIL HERITAGE BUILDINGS</p> <p>8TH COUNCIL MEETING: 2017-04-26: ITEM 7.3.1</p> <p>RESOLVED (majority vote with abstentions)</p> <p>(a) that Council supports the establishment of a "heritage portfolio" that can be managed independently from other assets and that the Municipal Manager be mandated to identify all council owned properties to be placed in the heritage portfolio;</p> <p>(b) that the Rhenish complex including Voorgelegen and the Transvalia complex of apartments (Transvalia, Tinetta, Bosmanhuis en Alma) be agreed to be categorised as category A assets;</p> <p>(c) that in terms of Section 14(2)(a) of the MFMA, the properties listed in paragraph 3.4 (table 2) marked as Category A properties, be identified as properties not needed to provide the minimum level of basic municipal services;</p> <p>(d) that, in terms of Regulation 34(3) of the ATR, the Municipal Manager be authorized to conduct the prescribed public participation process, as envisaged in Regulation 35 of the</p>	2017-04-26	ILZEB	20.00	Awaiting Valuations from Manager : Property Management.

		<p>ATR, with the view of awarding long term rights in relation to the Category A properties;</p> <p>(e) that, for the purpose of disposal, two independent valuers be appointed to determine the fair market value and fair market rental of the properties listed in Categories A and B;</p> <p>(f) that, following the public participation process, a report be tabled before Council to consider in principle, the awarding of long term rights in the relevant properties, whereafter a public competitive disposal process be followed; and</p> <p>(g) that, with regard to the properties listed as Category B and C, the Municipal Manager be mandated to investigate the best way of disposing of or managing these assets, including feasibility studies on the possible disposal/awarding of long term rights and/or outsourcing of the maintenance function and that a progress report be tabled before Council within 6 months from the date of approval of the recommendation.</p> <p>Councillor F Adams requested that his vote of dissent be minuted.</p> <p>(DIRECTOR: PLANNING AND ECON DEV TO ACTION)</p>				
514994	Stellenbosch Municipality: Extension of Burial Space	<p>7.3.2 STELLENBOSCH MUNICIPALITY: EXTENSION OF BURIAL SPACE</p> <p>8TH COUNCIL MEETING: 2017-04-26: ITEM 7.3.2</p> <p>RESOLVED (nem con)</p> <p>(a) that Council amends its 27th Meeting of the Council of Stellenbosch (25 February 2015) resolution by adding (b)(x) to include any alternative land in the same area which could feasibly be used as a site to be investigated as a solution to the critical need for burial space within Stellenbosch Municipality;</p> <p>(b) that Council supports the acquisition of the required authorization for the proposed establishment of regional cemeteries (for burial need within WC024) at Farm Culcatta No. 29 and the Remainder of Farm Louw's Bos No. 502 as well as the proposed establishment of a regional cemetery at Farm De Novo No. 727/10 and Portion 1 of Farm Meer Lust No 1006 should the process of acquiring the necessary approval from the Department of Transport and Public Works be acquired;</p> <p>(c) that the possible creation of a garden of remembrance as alternative to a traditional land site also be investigated; and</p> <p>(d) that Council authorises the Municipal Manager to proceed with acquiring the necessary approvals for the establishment of the above cemeteries.</p> <p>(DIRECTOR: PLANNING & ECON DEV TO ACTION)</p>	2017-04-26	ILZEB	55.00	Phase II started. Planning of identified burial space in process. EIA consultations have commenced and are currently in process.
532553	INTEGRATED WASTE MANAGEMENT PLAN (IWMP)	7.6.3 3RD GENERATION INTEGRATED WASTE MANAGEMENT PLAN (IWMP) NOT SERVING AT COUNCIL BY JUNE 2017, AS PER PERFORMANCE AGREEMENT	2017-07-26	SILVIAP	35.00	IWMP be ready for submission to Mayco in November 2017. – further input to be incorporated

		<p>10TH COUNCIL MEETING: 2017-07-26: ITEM 7.6.3</p> <p>RESOLVED (nem con)</p> <p>(a) that Council notes that the 3rd Generation Integrated Waste Management Plan will not serve at Council until the potential additional airspace has been included in the plan; (</p> <p>b) that GreenCape make the necessary amendments and that the document serves for public participation before it is finalised; and</p> <p>(c) that the Final 3rd Generation Integrated Waste Management Plan (IWMP) serves at Council in October 2017 for approval.</p> <p>(DIRECTOR: ENGINEERING SERVICES TO ACTION)</p>				
532470	<p>7.5.2 UTILISATION OF A PORTION OF THE WEMMERSHOEK COMMUNITY HALL AS AN EARLY CHILDHOOD DEVELOPMENT FACILITY (CRECHE)</p>	<p>7.5.2 UTILISATION OF A PORTION OF THE WEMMERSHOEK COMMUNITY HALL AS AN EARLY CHILDHOOD DEVELOPMENT FACILITY (CRECHE)</p> <p>COUNCIL MEETING: 2017-07-26: ITEM 7.5.2</p> <p>RESOLVED (nem con)</p> <p>(a) that the property in question be identified as property not needed/required for the municipality's own use;</p> <p>(b) that the Administration be authorised to follow a public competitive process (Call for Proposal), with the view of awarding rights to a bidder to use/develop the property as a ECD facility, based on a 1- year lease agreement;</p> <p>(c) that the minimum lease be determined at 20% of market value (to be determined by an independent valuer); and</p> <p>(d) that the Municipal Manager be authorised to develop/approve the evaluation criteria, as to ensure that preference be given to local, previously disadvantaged people with the necessary skills and experience to manage such a facility.</p> <p>(DIRECTOR: ENGINEERING SERVICES TO ACTION)</p>	2017-07-26	PSMIT	5.00	<p>A Tender Document has been compiled and submitted to SCM for advertising. A bid Specification Committee is scheduled for 19 October 2017,whereafter the Tender will be advertised.</p>
539724	<p>APPLICATION FOR STREET NAMING AND NUMBERING: JAMESTOWN HOUSING PROJECT FARM NO. 527/9, STELLENBOSCH (NOW ERF 967, JAMESTOWN).</p>	<p>7.3.1 APPLICATION FOR STREET NAMING AND NUMBERING: JAMESTOWN HOUSING PROJECT FARM NO. 527/9, STELLENBOSCH (NOW ERF 967, JAMESTOWN)</p> <p>11TH COUNCIL MEETING: 2017-08-30: ITEM 7.3.1</p> <p>RESOLVED (majority vote with abstentions)</p> <p>that the application to allocate the proposed street names listed in APPENDIX 1 and indicated on APPENDIX 3, to the public roads and to allocate street numbers for all erven</p>	2017-08-30	ULRICHM	90.00	<p>Directorate Planning and Economic Development implemented points 1, 3 and 4 of the decision. Point 2 will be directed to the Directorate : Human Settlements for implementation and feedback.</p>

		<p>in the Jamestown Housing Project on Farm No. 527/9, Stellenbosch (Now Erf 967, Jamestown), be approved as contemplated in terms of Section 98 of the Stellenbosch Municipality Land Use Planning By-law dated 20 October 2015 and in compliance with the Stellenbosch Municipal Policy on Place naming, Street naming, Renaming & Numbering (November 2010), subject to the conditions as per the attached APPENDIX 1.</p> <p>CONDITIONS IMPOSED:</p> <ol style="list-style-type: none"> 1. That the approval applies only to the street naming and numbering in question, as indicated in APPENDIX 1 and APPENDIX 3 and shall not be construed as authority to depart from any other legal prescriptions or requirements from Council. 2. That the street names be erected at the cost of the Directorate: Integrated Human Settlements according to Municipal standards. 3. That the Director: Integrated Human Settlements notifies all essential services, other applicable authorities and departments, e.g. the local police, post office, Telkom, ambulance services, fire services, Geographic Mapping Authorities, Municipal Finance, Electrical and Engineering Services etc. of the newly allocated street names and numbers. 4. Council reserves the right to impose further conditions if deemed necessary. 				
539732	Street People Policy	<p>7.1.2 STREET PEOPLE POLICY</p> <p>11TH COUNCIL MEETING: 2017-08-30: ITEM 7.1.2</p> <p>RESOLVED (majority vote with abstentions)</p> <p>(a) that Council approve the draft policy on Street People (as amended) in principle to provide a framework for the Department Community Development to start consultation with civil society on a collaborative approach to dealing with people living on the street;</p> <p>(b) that the draft Policy on Street People go out for public participation, which include consultation with civil society; and</p> <p>(c) that all inputs and comments received from the public participation- and consultation process be first considered by Council before a final decision is made on the approval of the Street People Policy for implementation.</p> <p>(DIRECTOR: PLAN & ECON DEV TO ACTION)</p>	2017-08-30	MICHELLEB	10.00	Public engagements with Uturn completed.
543953	SOLID WASTE UPGRADE REPORT	<p>7.6.2 SOLID WASTE UPGRADE REPORT</p> <p>12TH COUNCIL: 2017-09-27: ITEM 7.6.2</p> <p>RESOLVED (majority vote with abstentions)</p>	2017-09-27	SILVIAP	50.00	Saliem Haider informed to prepare report

		<p>(a) that a Section 78 process be launched and that an internal waste disposal service delivery increase be investigated through the Section 78(1) approach; and</p> <p>(b) that a formal report be submitted to Council as required by Section 78(2), which will indicate the best way of rendering internal waste disposal by landfill and any recommendations to a possible external method of waste disposal landfill.</p> <p>(DIRECTOR: ENGINEERING SERVICES TO ACTION)</p>				
540661	<p>FEEDBACK ON PUBLIC PARTICIPATION ON VERSION 10.3A AND REQUEST FOR COMMENCEMENT OF PUBLIC PARTICIPATION ON DRAFT VERSION 11 OF THE INTERGRATED ZONING SCHEME BY-LAW FOR STELLENBOSCH MUNICIPALITY (WC024)</p>	<p>8.10 FEEDBACK ON PUBLIC PARTICIPATION ON VERSION 10.3A AND REQUEST FOR COMMENCEMENT OF PUBLIC PARTICIPATION ON THE DRAFT VERSION 11 OF THE NEW STELLENBOSCH ZONING SCHEME BY-LAW FOR STELLENBOSCH MUNICIPALITY (WC024)</p> <p>11TH COUNCIL MEETING: 2017-08-30: ITEM 8.10</p> <p>RESOLVED (majority vote with abstentions)</p> <p>(a) that Council authorises the Municipal Manager to:</p> <p>(i) proceed with re-advertising of the Draft IZS By-law Annexure B for a period of 60 days; and</p> <p>(ii) copies of the document (version 11), the draft converted zoning maps and zoning register be placed at all municipal libraries for a period of 60 days; and</p> <p>(b) that the Final Draft Integrated Zoning Scheme By-law be resubmitted to Council after the public participation process for final consideration.</p> <p>(DIRECTOR: PLANNING & ECON DEV TO ACTION)</p>	2017-08-30	ILZEB	90.00	<p>Implemented Sections (a)(i) & (a)(ii) of the decision in that the Draft IZS By-law will be published in the press on Thursday, 19 October 2017 (60 day commenting period) and copies of the document as referred to in section (a)(ii) of the decision will be placed at the municipal libraries.</p>
543945	<p>IDENTIFYING OF MUNICIPAL AGRICULTURAL LAND FOR IMPLEMENTATION OF FARMER PRODUCTION SUPPORT UNIT (FPSU) - 9/2/1/1/1/3</p>	<p>7.3.2 IDENTIFYING OF MUNICIPAL AGRICULTURAL LAND FOR IMPLEMENTATION OF FARMER PRODUCTION SUPPORT UNIT (FPSU)</p> <p>12TH COUNCIL: 2017-09-27: ITEM 7.3.2</p> <p>RESOLVED (majority vote with abstentions)</p> <p>(a) that Council support and approve the implementation of a Farmer Production Support Unit (FPSU) within the WCO24;</p> <p>(b) that Council support and approve the following two sites as identified for the purpose of a Farmer Production Support Unit (FPSU) in accordance with the Policy of the Management of Agricultural Land:</p>	2017-09-27	WIDMARKM	15.00	<p>In the process of negotiating the relevant MOU referred to in section (d) of the decision.</p>

		<ul style="list-style-type: none"> • Lease portion BH1 of Farm 502, Stellenbosch; and • Lease portion BH2 of Farm 502 Stellenbosch. <p>(c) that the Local Economic Development Department be mandated to undertake all required land use management applications and processes, which include, amongst others rezoning, registration of lease area and departures for the relevant area to accommodate a Farmer Production Support Unit (FPSU) as the current zoning is for agricultural purposes only, given sufficient funding and budget made available by the National Department of Rural Development and Land Reform (NDRDLR); and</p> <p>(d) that the National Department of Rural Development and Land Reform (NDRDLR) draft a MOU between the Stellenbosch Municipality as land owner and the National Department of Rural Development and Land Reform (NDRDLR) on the roles and responsibilities of the different role players for the Council to consider, prior to any lease agreement be entered into or change in land use process commences.</p> <p>Cllrs DA Hendrickse and LK Horsband (Ms) requested that their votes of dissent be minuted.</p> <p>Councillor F Adams requested that it be minuted that he supports the item with reservations.</p> <p>(DIRECTOR: PLAN & ECON DEV TO ACTION)</p>				
546881	EFF Question 2 September Council	<p>10.5 QUESTION BY COUNCILLOR DA HENDRICKSE: NEW FARM RENTAL RATES</p> <p>12TH COUNCIL MEETING: 2017-09-27: ITEM 10.4</p> <p>It was noted that Councillor DA Hendrickse was not satisfied with the response. He posed a follow-up question, namely:</p> <p>“On what legal basis and on what council resolution does the Acting Municipal Manager rely on to say that Council resolved that the base date will be until 2018?”</p> <p>It was NOTED</p> <p>that the Municipal Manager will respond in writing.</p> <p>(OFFICE OF THE MM TO ACTION)</p>	2017-09-27	ROZANNEP	100.00	<p>Correspondence from Andre Treurnich :</p> <p>There is already a legal basis in the form of a legal lease agreement. In our response to the initial question, we made it clear that the lease agreements have no requirements that include Council having to approve of any tariffs. The only reason that Council did approve the tariffs was to resolve the dispute. It is not a requirement of the lease.</p>
546882	Motion WC Petersen - Proposed development of erven 412 and 284, Groendal, Franschhoek	<p>10.2 MOTION BY COUNCILLOR WC PIETERSEN (MS): PROPOSED DEVELOPMENT OF ERVEN 412 AND 284, GROENDAL, FRANSCHHOEK</p> <p>12TH COUNCIL MEETING: 2017-09-27: ITEM 10.2</p> <p>The Speaker allowed Cllr WC Petersen (Ms) put her Motion, duly seconded. After the Motion was motivated, the Speaker allowed debate on the matter.</p>	2017-09-27	PSMIT	5.00	<p>A meeting has been scheduled with the Planning department to agree on the way forward</p>

The matter was put to the vote, yielding a result of all in favour.

RESOLVED (nem con)

that an item be prepared for Council's consideration regarding the development of Erf 412 (high density housing) and retirement resort Erf 284 with or without frail care facility.

(OFFICE OF THE MM TO ACTION)

543950	APPLICATION TO ACQUIRE AN ADDITIONAL PORTION OF LAND FOR THE PURPOSE OF EXTENDING THE CLINIC IN KLAPMUTS	<p>7.5.1 APPLICATION TO ACQUIRE AN ADDITIONAL PORTION OF LAND FOR THE PURPOSE OF EXTENDING THE CLINIC IN KLAPMUTS</p> <p>12TH COUNCIL: 2017-09-27: ITEM 7.5.1</p> <p>RESOLVED (majority vote with abstentions)</p> <p>(a) that the portion of erf 342, Klapmuts, measuring ±2272m² in extent, be identified as land not needed to provide the minimum level of basic municipal services;</p> <p>(b) that, seeing that the provision of a new clinic for the area is of critical importance, and seeing that the land in question (portion of erf 342) was donated to Stellenbosch Municipality by the Provincial Housing Board in 1972, the land be made available to the Provincial Government free of charge;</p> <p>(c) that approval be granted that the portion of erf 342, Klapmuts, as indicated in figure 5, be transferred to the Western Cape Government (Chief Directorate Property Management) for the purpose of constructing a health facility, on condition that:</p> <p>i) the Provincial Government be responsible for all costs related to the transfer of the land, including, but not limited to survey and legal costs;</p> <p>ii) the Provincial Government be responsible for the subdivision and rezoning cost;</p> <p>iii) the Provincial Government be responsible for the upgrading of bulk infrastructure, should the need arise, and for making a contribution towards the Bulk Infrastructure Fund, as per the approved tariff structure at the time of approval of the site development plan;</p> <p>iv) the Provincial Government be responsible for all service connections at the prevailing rates;</p> <p>(d) that the Provincial Government be given occupancy of the land with immediate effect, to enable them to attend to planning/building plan approval(s); and</p> <p>(e) that the Municipal Manager be authorised to sign the Sales Agreement and all documents necessary to effect transfer of the property.</p> <p>(DIRECTOR: HUMAN SETTLEMENTS TO ACTION)</p>	2017-09-27	PSMIT	90.00	Provincial Department was informed accordingly
543966	PARKING UPGRADE REPORT	<p>7.6.1 PARKING UPGRADE REPORT</p> <p>12TH COUNCIL: 2017-09-27: ITEM 7.6.1</p> <p>RESOLVED (majority vote with abstentions)</p> <p>(a) that a Section 78 process be launched and that an internal parking service delivery increase be investigated through the Section 78(1) approach;</p>	2017-09-27	HEADT	20.00	Report will be ready for submission to November 2017 Council Meeting

		<p>(b) that parking service delivery increase be based on the towns of: i) Stellenbosch ii) Klapmuts, and iii) Franschhoek; and</p> <p>(c) that a formal report be submitted to Council as required by Section 78(2), which will indicate the best way of rendering internal parking and any recommendations to a possible external method of rendering parking services.</p> <p>(DIRECTOR: ENGINEERING SERVICES TO ACTION)</p>				
544452	FUTURE OF THE EX-KLEINE LIBERTAS THEATRE	<p>7.5.2 FUTURE OF THE EX-KLEINE LIBERTAS THEATRE</p> <p>12TH COUNCIL: 2017-09-27: ITEM 7.5.2</p> <p>RESOLVED (majority vote with abstentions)</p> <p>that a notice be published, inviting public inputs on the matter, whereafter a final decision be made whether to proceed with the rebuilding or to plan/develop an alternative facility/usage.</p> <p>The following Councillors requested that their votes of dissent be minuted: Cllrs F Adams; DA Hendrickse and LK Horsband (Ms).</p> <p>(DIRECTOR: HUMAN SETTLEMENT TO ACTION)</p>	2017-09-27	PSMIT	20.00	In the process of drawing up the advertisement. Will be placed during last week of October 2017
544665	APPLICATION FOR ADMISSION OF GUILT FINES ITO THE CRIMINAL PROCEDURE ACT NO 51 OF 1997 IN RESPECT OF CONTRAVENTIONS ITO THE WATER SERVICES BY-LAW (2017) AND NON-COMPLIANCE	<p>7.6.4 APPLICATION FOR ADMISSION OF GUILT FINES IN TERMS OF THE CRIMINAL PROCEDURE ACT NO 51 OF 1997 IN RESPECT OF CONTRAVENTIONS IN TERMS OF THE WATER SERVICES BY-LAW (2017) AND NON-COMPLIANCE</p> <p>12TH COUNCIL: 2017-09-27: ITEM 7.6.4</p> <p>RESOLVED (majority vote)</p> <p>(a) that Council takes note of the set of proposed fines (Appendix A) sent to the Chief Magistrate to apply for admission of guilt fines in terms of the Criminal Procedure Act No 51 of 1997 for illegal water use activities in contravention of the Water Services By-Law (2017);</p> <p>(b) that Council authorises the Director: Engineering Services to pursue a special vote number from the Department: Finance where the fines can be paid; and</p> <p>(c) that Council authorises the Law Enforcement Officers to serve compliance notices on behalf of the Stellenbosch Municipality as identified and levied by the Manager: Water Services reporting to the Director: Engineering Services.</p> <p>The following Councillors requested that their votes of dissent be minuted:</p>	2017-09-27	SILVIAP	90.00	Awaiting the Chief Magistrate to approve fines. Request made to CFO to create a new U-key in which fines can be paid.

		<p>Cllrs F Adams; GN Bakubaku-Vos (Ms); FT Bangani-Menziwa (Ms); DA Hendrickse; LK Horsband (Ms); LM Maqeba; RS Nalumango (Ms); MD Oliphant; N Sinkinya (Ms); P Sitshoti (Ms).</p> <p>(DIRECTOR: ENGINEERING SERVICES TO ACTION)</p>				
539890	<p>Motion by the EFF - Institute proceedings to cancel the lease agreements with KWV</p>	<p>10.5 MOTION BY COUNCILLOR DA HENDRICKSE: CANCELLATION OF LEASE AGREEMENT WITH KWV ON PORTION OF ERF 369</p> <p>11TH COUNCIL MEETING: 2017-08-30: ITEM 10.5</p> <p>The Speaker allowed Cllr DA Hendrickse to put his Motion, duly seconded. After the Motion was motivated, the Speaker allowed debate on the matter.</p> <p>During debate on the matter, the Executive Mayor, Ald G van Deventer (Ms) raised a Point of Order in terms of Rule 18.7 of the Rules of Order By-law, to the effect that this matter be referred to the Human Settlements Portfolio Committee.</p> <p>The Speaker RULED</p> <p>that this Motion be referred to the Human Settlements Portfolio Committee.</p> <p>Councillor DA Hendrickse requested that it be minuted that, in his view, the power to rule or resolve on this matter vests with Council and not with a Section 80 Committee nor with the Mayoral Committee.</p> <p>(OFFICE OF THE MM TO ACTION)</p>	2017-08-30	TABISOM	50.00	An agenda item has been compiled .
	<p>REPORT BY THE MUNICIPAL MANAGER RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS COUNCIL MEETINGS</p>	<p>6. REPORT/S BY THE MUNICIPAL MANAGER RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS COUNCIL MEETINGS</p> <p>12TH COUNCIL MEETING: 2017-09-27: ITEM 6</p> <p><u>CONCERNS RAISED:</u></p> <p>Cllr DA Hendrickse</p> <p><u>Input</u></p> <p>The following resolutions are not reported on as outstanding:</p> <p><u>8th Council: 2017-04-26, item 7.5.1</u> Proposed changes in shareholding: Farm 502BL: Mediprop</p>	2017-09-27	ROZANNEP	100.00	<p><u>8th Council: 2017-04-26, item 7.5.1</u></p> <p>Proposed changes in shareholding: Farm 502BL: Mediprop</p> <p><i>Response from Piet Smit : Contract cancelled.</i></p> <p><u>8th Council: 2017-04-26, item 7.5.5</u> Application to relax deed of sale condition: Anti-speculation clause: Erf 9194: Technopark</p> <p><i>Response from Piet Smit : Item drafted, to be</i></p>

		<p>(no report received to confirm that lease was cancelled)</p> <p><u>8th Council: 2017-04-26, item 7.5.5</u> Application to relax deed of sale condition: Anti-speculation clause: Erf 9194: Technopark</p> <p>(no report back on what the Administration has done)</p> <p><u>10th Council: 2017-07-26, item 7.3.6</u> Contravention Levy</p> <p>(no report back on what the Administration has done)</p>				<p><i>submitted to November Council meeting.</i></p> <p><u>10th Council: 2017-07-26, item 7.3.6</u> Contravention Levy</p> <p>Report done, will be submitted back to Council.</p>
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7.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: (ALD G VAN DEVENTER (MS))
7.1	COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES: (PC: CLLR AR FRAZENBURG)
7.1.1	DRAFT EARLY CHILDHOOD DEVELOPMENT POLICY

1. PURPOSE OF REPORT

To request Council approval of the Draft Early Childhood Development (ECD) Policy for Stellenbosch Municipality for public consultation.

2. BACKGROUND

This Policy on early childhood development centres is premised on a distinction between registered and unregistered facilities as a means of reflecting and providing for the variations in demand of ECD facilities and services.

The motivation for a standard policy for ECD centres for Stellenbosch Municipality arises from:

- The growth in the number of applications for ECD centres linked to the population growth.
- The growth in the number of informal facilities vs. formal facilities.
- The mushrooming phenomena of ECD facilities within the municipal area
- The lack or ignorance in terms of abiding by the Children's Act 38 of 2005 Chapter 5
- The need to ensure ECD's within WC024 are accessible to children with disabilities.
- The prevalence of issues pertaining to ECD centres; particularly the impact of noise and traffic.

This policy must provide a framework to assist officials in assessing applications for ECD centres as well as a guideline as to how matters relating to ECD centres should be dealt with collaboratively.

3. DISCUSSION

Child Care Facilities are listed among the responsibilities of local municipalities in Schedule 4 Part B of the Constitution. The registration of these facilities however rests with the Provincial Department Social Development. Monitoring of health requirements for these facilities is the responsibility of the District Municipality and ensuring appropriate land use and fire safety resides with the local authority. It is understandable that persons wanting to establish an ECD become confused in the process of trying to toe the line of compliance. Many applicants find the process so daunting that they give up.

It is important to remember that properly run ECD's not only contribute to the social development and school readiness of children, but that it also contributes to the socio-economic development of ECD practitioners. Firstly for the ECD practitioner who is now able to earn an income and secondly to enable the parent to seek employment whilst knowing that their child is looked after safely.

Council is continuously under pressure to provide housing or land for housing. Ensuring the required social infrastructure to develop communities as opposed to housing precincts require collaboration between all the entities listed above. This policy aims to clearly define the role of all involved in the rendering of services to this sector.

The policy further aims to provide a framework through which Stellenbosch Municipality can realize its mandate to deliver on Early Childhood Facilities as stipulated in Schedule 4B of the Constitution of South Africa. Note the reference to roles and responsibilities regarding the identification of possible land or underutilized facilities for ECD centres and ECD infrastructure development on identified land or at existing municipal facilities. (9.1.2.1)

4. COMMENTS FROM OTHER DEPARTMENTS

Legal Services: Senior Legal Advisor: M Williams (2017-05-03)

The draft policy is supported. However, the Zoning Scheme Regulations applicable for Stellenbosch, Franschhoek and the Section 8 Zoning Scheme Regulations should be used and not the draft Integrated Zoning Scheme. The last mentioned is still in draft format and was not approved by Council.

[Requested changes relating to the Zoning Scheme have been incorporated into the policy.]

Strategic and Corporate Services: Director: (2017-09-04)

Inputs were made on the policy:

1. The executive summery should not be part of the policy, but incorporated into the item: [Once approved, the policy and item documents will be separated. The executive summery provides background to ECD facilities. If not reflected in the policy this background will be lost to the implementers of the policy.]
2. Internal ECD Committee: Reference is made to said committee under point 9.1.1.3 of the policy, but it is not contained in the definitions or glossary. [Representation and purpose of Internal ECD Committee were included in glossary.]
3. The notion that the development of ECD facilities is a municipal function is challenged. [Schedule 4 Part B of the Constitution of South Africa specifically list "child care facilities" as a function of local government. Also see legislative framework.]
4. Reference is made in paragraph 9.1.3.2 to the role of libraries with regards to early childhood development. The opinion is that the function of library services should be clearly indicated as a function of provincial government. [It was included that library services – although local to a specific community is a function of provincial government.]

5. Clarity was requested in relation to who will be responsible to evaluate the efficiency of ECD programmes. [As owner of the policy, Community Development, with external stakeholders, will take responsibility to evaluate the effectiveness, relevance and efficiency of the ECD programme.]

Integrated Human Settlements and Property Management:

Director: (2017-08-07)

I am in agreement with the views expressed by Piet and Myra. I don't have anything more to add save to indicate my utmost support for the initiative.

Manager Property Management: (2017-06-02)

Although it is clear that Stellenbosch Municipality has a clear mandate to regulate child care facilities, it is not that clear whether the municipality should in fact get involved in the construction and/or management/running of ECD facilities. Although not prohibited by law to provide and/or manage ECD facilities, it should be the exception to the rule.

However, where the municipality own existing land or buildings that can be used as ECD facilities, it could be made available for this purpose, but after following due process in terms of the Municipal Asset Transfer Regulations (2008), read with the Supply Chain Management Policy of the Municipality.

New Housing: M Francis (2017-04-04)

We are in support of the proposed policy. With every new project that we plan we must make provision for community amenities as per planning regulations. The following community amenities must be provided in our new projects:

- Church sites
- Crèches
- Public open spaces and
- School sites where applicable.

In the policy it is mentioned that: The New Housing Department is responsible to ensure that no new housing development projects are approved without provisioning for suitable ECD service delivery. We will gladly assist you to implement the draft policy and in future furnish you with the new proposed SDP.

Financial Services:

CFO (2017-08-25)

Finance supports the item within the budget process of approval.

Engineering Services:

Director: (2017 – 05-11)

Incorporated into policy – requires budget through responsible department to cover related infrastructure costs.

Community and Protection Services:

Fire and Disaster Management supports the policy.

Planning and Economic Development Services:

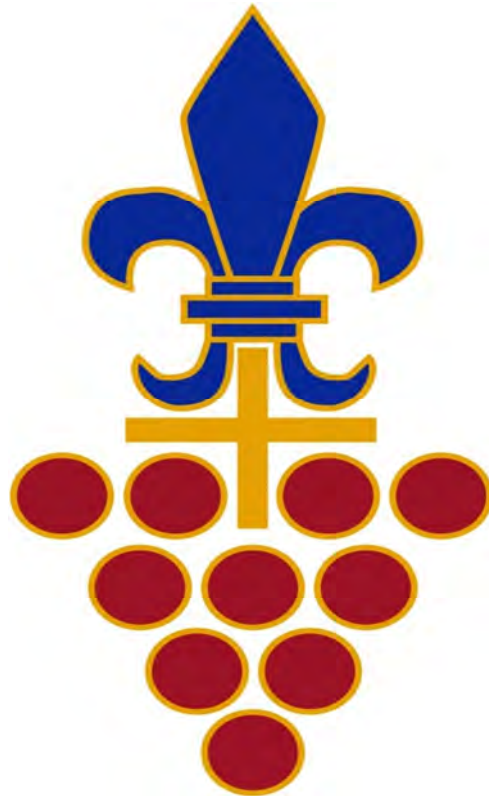
Norms and standards for provision will be applied through the SDF and appropriate zoning scheme.

MAYORAL COMMITTEE MEETING: 2017-10-11: ITEM 5.1.1**RECOMMENDED**

- (a) that the draft Early Childhood Development Policy be approved, in principle; and
- (b) that the draft Early Childhood Development Policy be advertised for public comment, whereafter same be resubmitted to Council for final consideration and approval.

<i>Meeting:</i>	<i>13th Council: 2017-10-25</i>	<i>Submitted by Directorate:</i>	<i>Planning & Economic Development</i>
<i>Ref no:</i>	<i>17/P/24</i>	<i>Author</i>	<i>Manager: Community Development</i>
<i>Collab:</i>	<i>542950</i>	<i>Referred from:</i>	<i>Mayco: 2017-10-11</i>

APPENDIX 1



**EARLY CHILDHOOD DEVELOPMENT POLICY
STELLENBOSCH MUNICIPALITY
DRAFT**

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1. ABBREVIATIONS

CBO:	Community-based organisations concerned with helping the community local to the Organisation. CBOs are not for profit organisations. Also see NGO.
CWDM:	Cape Winelands District Municipality
DSD:	Department of Social Development
ECD:	Early Child Development Is the process of emotional, mental, spiritual, moral, physical and social development of children from birth to nine years.
GiA:	Municipal Grant in Aid funding annual donations
NGO:	Non-Government Organization
NQF:	National Qualifications Framework
PHC:	Primary Health Care
SM:	Stellenbosch Municipality
sqm:	Square metre
WC024:	Local municipal area of Stellenbosch Municipality, South Africa

2. GLOSSARY

“Baby/infant”: A child from 0-18 months old.

“Child”: A person under the age of 18 years.

“Child minder”: A person who provides care and early learning for up to six children, typically in their own homes. Also in some contexts referred to as “day mothers”.

“Collaboration”: Involves networking, cooperation and coordination, and also involves improving the capacity of partners for mutual benefit and attainment of a common purpose.

“Communicable disease”: A disease that can be passed on to others e.g. scabies, chickenpox, measles.

“Cooperation”: Includes the exchange of information for mutual benefit, aligning activities for a common purpose and sharing resources for mutual benefit.

“Coordination”: Involves information exchange and aligning activities to work.

“Department”: In this policy, “Department” refers to the Department of Social Development (DSD).

“Development appropriate”: This term is used to describe activities, equipment or programmes. It is a way of working with children that takes note of what is known about child development and also what is known or learnt about each child and his/her development.

“Director-General”: In this policy, Director-General refers to the Director-General of the National Department of Social Development.

“Early Childhood Development Centre”: Is a partial care facility that provides an early childhood programme with an early learning and development (ECD) focus for children from birth until the year before they enter Grade R/formal school.

“ECD Forums”: Is a structure that allows for communication between ECD Sector and government on issues related to ECD. The forum is open to individuals and organisations with an interest in promoting early childhood development. The membership of ECD forums can include civil society, representatives from government, higher education institutions, training providers, other forums and associations, businesses, and interested individuals. The underlying characteristic of a forum is that forum members are able to share decision making, resources and credit. ECD Forums emerge as spaces which enable active citizenry, broadly defined as participation in civil society, community and/or political life characterised by mutual respect and non-violence and in accordance with human rights and democracy.

“ECD Practitioner”: A person who provides early childhood development services through formal early childhood development programmes, family services, playgroups and training, as well as those providing management support services to these workers.

“ECD Programmes”: Programmes that provide one or more forms of daily care, development, early learning opportunities and support to children from birth until the year before they enter formal school. These programmes include, but are not limited to:

- Community-based play groups operating for specific hours;
- outreach and support programmes for young children and their families/caregivers, at a household level;

- parenting support and enrichment programmes;
- support for the psycho-social needs of young children and their families;
- ECD programmes provided at partial care facilities and at child and youth care facilities, as contemplated in section 93 (5) of the Children’s Act; and
- any other programme that focuses on the care, development and early learning of children from birth until the year before they enter formal school.

“ECD Services”: Services or support provided to infants and young children or to the child’s parents or caregiver by a government department or civil society organisation. The intention of ECD services are to promote children’s behavioural competencies and enable them to participate meaningfully in their homes and community environments.

“Environmental Health Officer”: (Also known as Public Health Inspectors or Environmental Health Practitioners) are responsible for carrying out measures to protect public health, including administering and enforcing legislation related to environmental health and providing support to minimize health and safety hazards. They are involved in a variety of activities, for example inspecting food facilities, ECD facilities, investigating public health nuisances, and implementing disease control. Environmental Health Officers are focused on prevention, consultation, investigation, and education of the community regarding health risks and maintaining a safe environment.

“Grant in Aid”: Stellenbosch Municipality annual Grant in Aid funding donations. Refer to Grant in Aid policy.

“Internal ECD Committee”: An internal municipal committee with representation from Land Use Management and Fire Services led by Community Development with the purpose to address municipal process obstacles hampering registration of ECD facilities.

“Municipality”: Stellenbosch Municipality serving the community within the geographical area known as WC024.

“Non-Government Organization”: All non-governmental and non-profit organisations that are concerned with the betterment of society or the individual. NGOs are private, self-governing, voluntary organisations operating not for commercial purposes but in the public interest, for the promotion of social welfare and development, religious, charity, education, sports, arts and culture and research.

“Pre-school child”: A child under six years of age not yet attending formal school.

“Qualification”: means formal recognition of the achievement of the required number and type of credits and such other requirement at specific levels of the NQF as maybe determined by the relevant bodies registered for such purpose by the South African Qualifications Authority.

“The Act”: For the purpose of this policy it means the Children’s Care Act (38 of 2005).

“Vulnerability”: means a heightened or increased exposure to risk as a result of one’s circumstances.

3. EXECUTIVE SUMMARY

The population of Stellenbosch Municipality is estimated to be 155 733 according to the Stellenbosch Municipal IDP. Children between the ages of 0-4 years constitute 4.3% which is the second highest age category in the municipal area.

According to Department of Social Development, there are two hundred and twenty six (226) Early Childhood Centres operational in the WC024.

Of these only fifty eight (58) ECD's are registered with the Department of Social Development. Thirty (30) of the registered ECD's are funded by DSD. In a survey completed by the municipality in 2016 all ECD's were captured on the GIS database of these 134 ECD's were found to be active.

Approximately 37% of South African children aged 0–4 years attended ECD centres. However, ECD activities were not provided for at all these facilities. This means that most of the children do not have access to an ECD centre which provides proper stimulation and supports the case to plan for support to ECD centres as well as inclusion of these centres in future town planning.

The sensitivity of the brain in the early stages of development determines the functioning of the child's brain at a later stage. From a development perspective it is vulnerable to biological, social and environmental risk factors. The risk factors associated with children not attending ECD centres include the following:

- **Poverty:**
Poverty is widely recognised as “a root cause of poor child development”. Low socioeconomic status is a key predictor of poor early childhood development. Persistent, cumulative poverty and exposure to hardship in the first years of life has a detrimental effect on cognitive functioning, with the impact being stronger on verbal, compared to non-verbal skills.
- **Malnutrition:**
Poor infant and child nutrition, especially in the period between conception and the age of two years, can lead to irreversible stunting and delays in growth resulting in poor cognitive development, and ultimately lower educational and labour market performance. Poor maternal nutrition, such as lack of folic acid in the early antenatal period, can cause significant structural damage to the foetus in utero.
- **Stunting:**
Low height-for-age is caused by chronic malnutrition which is, in turn, predictive of poor cognitive and language development. The impact of poor nutrition on the child's development is particularly pronounced in the first two years of life. Even if children catch up in terms of length, the impact of stunting on brain development in this critical early period may well endure. On average, children who are stunted by age 2 go on to complete fewer years schooling than peers, perform poorly at school and generally earn less as adults.

- **Low birth-weight:**
Infants with low birth-weight (< 2 500 grams) have a bigger lifetime risk for cardiovascular disease, diabetes and learning difficulties.
- **Infectious diseases in pregnant women, infants and children:**
Antenatal infections in pregnant women, such as syphilis and rubella, as well as diseases in infants and young children, such as measles, meningitis, middle ear infection, diarrhoea, parasitic infections and HIV, may negatively affect the young child's physical and cognitive development
- **Environmental toxins:**
Pre- and post-natal exposure to environmental toxins such as alcohol, drugs, chemicals and pesticides can cause irreversible damage to the developing brain and resultant cognitive, physical, emotional, and social development of the embryo (first trimester), foetuses (second and third trimester) and the baby.
- **Stress:**
In the absence of a supportive caregiver to buffer children against stress brought about by factors such as abuse and neglect, severe maternal depression, parental substance abuse, family violence and extreme poverty "tolerable stress" becomes "toxic stress".

Toxic stress can lead to cognitive damage, health-damaging behaviours and harmful adult lifestyles as well as greater susceptibility throughout childhood and later adult life to physical illnesses, such as cardiovascular diseases, obesity, diabetes and others, with probable accompanying mental health problems such as depression, anxiety disorders and substance abuse.

- **Exposure to violence:**
The social and emotional development of infants and young children, who are exposed to violence in their family circles and communities, and who do not enjoy the protective buffering of strong and supportive caregiving, is compromised particularly if corporal punishment is involved.

They are at a greater risk of insecure attachments and behavioural problems, reduced levels of pro-social behaviour, increased aggressive behaviour, and an inability to regulate their emotions.

- **Psychosocial risks:**
Maternal depression presents a significant risk to the cognitive, physical, social and emotional development of infants and young children. Maternal depression often leads to unresponsive caregiving. However, the relationship between 'maternal depression and compromised early child development is multilevel and cumulative' because poverty, low education, high stress, lack of empowerment and poor social support are also risk factors for poor child development.

- ***Disrupted caregiving - absent parents, ill parents, non-parent caregivers or abandonment:***

Disruptions of parental caregiving due to illness or death of the caregiver or abandonment of the child, and the assumption of the caregiving role by a non-parent caregiver, creates a risk of bullying, mental health problems, abuse as well as emotional and behavioural problems in infants and young children. Infants and young children living without their biological parents are especially at risk of being denied the care necessary for their physical and psychosocial well-being.

- ***Disabilities:***

Approximately 23% of children between birth and 9 years of age in low and middle-income countries are at risk for disabilities. Whilst this is indicative of their compromised development, children with disabilities are in addition, at risk of low access to early childhood development services and at an increased risk of poor quality care.

Services for children with disabilities:

Currently, there are no reliable national estimates of child disability, especially for children under 5 years of age. An estimated 474 000 children live with severe disabilities in South Africa. In addition, many more children may have mild to moderate disabilities.

Children in rural areas are slightly more likely to have some form of serious disability (2.7%) than children in urban areas (2.3%). An estimated 40 % of disabilities affecting children are due to preventable causes, i.e. birth asphyxia, infections, etc. A crucial starting point to ensure the development of children with disabilities is early identification to facilitate proper planning, targeting and provision of adequate resources and services. This is hampered by poor or absent screening at PHC pre-school child level. High-quality assessments by trained professionals are often required; however, there is a shortage of appropriately skilled staff and resources.

Once children are identified as being disabled, they require on-going support, intervention and referral, and may need rehabilitation services. Such services are not widely available. Currently there is only one known facility in WC024 to deliver services to children with disabilities.

The current provision of early learning and development programmes, mainly provided through the NPO and private sectors, do not ensure environments conducive to learning by young children with disabilities. Shortcomings in services and support extend beyond the health sector.

Analysis of the profile of Care Dependency Grant (CDG) beneficiaries in 2006 found that only 24 per cent of children from birth to 6 years of age attended an early childhood development centre or child-minding group. Only a small proportion of children with disabilities (4 to 5%) are estimated to be attending early childhood development programmes offered at partial care facilities.

(It is noteworthy how some of the social and health risks above can be linked to problems within communities identified through the IDP process of Stellenbosch Municipality.)

In conclusion, this policy on early childhood development centres is premised on a distinction between registered and the reality of unregistered facilities as a means of reflecting and providing for the variations in demand for ECD facilities and services.

The collaboration between the Stellenbosch Municipality and the local ECD forums has strengthened services to child care facilities. They have identified the importance of provision of services of the local municipality in their area. Thus Stellenbosch Municipality has to ensure that ECD facilities, child care centres or play parks are part of Town Planning and New Housing Projects, in order to accommodate the children within the area. It is therefore the responsibility of Stellenbosch Municipality to identify suitable land and provide infrastructure under the constitutional mandate “child care facilities” as listed in schedule 4B.

The motivation for a standard policy for ECD centres for Stellenbosch Municipality arises from:

- The growth in the number of applications for ECD centres linked to the population growth.
- The growth in the number of informal facilities vs. formal facilities.
- The mushrooming phenomena of ECD facilities within the municipal area
- Ignorance among ECD practitioners regarding the Children’s Act 38 of 2005, Chapter 5 (registration compliance).
- The need to ensure ECD’s within WC024 are accessible to children with disabilities.
- The prevalence of issues pertaining to ECD centres; particularly the impact of noise and traffic.

This policy must provide a framework to assist officials in assessing applications for ECD centres as well as a guideline as to how matters relating to ECD centres should be dealt with collaboratively.

4. THE PURPOSE OF THIS POLICY

This policy will outline a guiding framework within which an integrated and holistic ECD service within Stellenbosch Municipality would be implemented to ensure sustainability and innovation.

The purpose of the Stellenbosch Municipality ECD Policy is to:

- 4.1. Ensure the sufficient availability of, and equitable access to, early childhood development services through an integrated system which is embedded within a coherent legal framework that identifies, enables and compels the fulfilment of early childhood development roles and responsibilities of relevant role players within the Stellenbosch municipal jurisdiction;
- 4.2. Establish the organisational and institutional arrangements necessary to lead, plan for, implement, coordinate and monitor the provision of early childhood development services and support;
- 4.3. Ensure the provision of adequate public funding amongst others through the annual municipal budget and infrastructure for sustainable availability of, and equitable access to, quality comprehensive early childhood development services; and

- 4.4. Establish appropriate monitoring, quality assurance and improvement systems to secure the provision of quality early childhood development services and outcomes for young children in Stellenbosch.

5. SCOPE AND APPLICATION

This policy is a guide for the assessment of proposals for the development or establishment of ECD centres in Stellenbosch and subsequent support to such centres after its establishment. It is applicable to the founding of ECD's in accordance with all different definitions of ECD centres; viz. aftercare centres; crèches; home childcare facilities; nursery schools; play groups; pre- schools; educare centres and/or similar facilities.

6. OBJECTIVES

The predominant objective of this policy is to increase the number of children who have access to registered ECD Centres compliant with health and safety requirements and satisfy the educational development needs of a child. To this end Stellenbosch Municipality aims to provide a firm educational foundation for children that enter the formal schooling system by:-

- 6.1. Increasing the number of registered ECD facilities by facilitating part of the registration process which falls within its ambit;
- 6.2. Improving the time taken for registration by internal and external collaboration of documented standardized processes;
- 6.3. Expanding and facilitating integrated ECD services through internal and external collaboration. This will be achieved through the municipal internal committee, ECD Forums and also working in partnerships with NGO's and governmental departments;
- 6.4. Improving awareness and training on ECD requirements for internal and external stakeholders.

7. LEGISLATIVE FRAMEWORK

The historical overview of legal and scientific foundations for the public provision of early childhood development services is based on international legal and developmental frameworks. Government ratified and/or endorsed a number of international and regional rights and development instruments, including, but not limited to, the following:

- 7.1. Constitution of South Africa, 1996 –
 - 7.1.1. Section 28 (1) of the Constitution of the Republic of South Africa specifies the rights of children including, the right
 - 7.1.1.1. To a name and a nationality from birth;
 - 7.1.1.2. To family care or parental care, or to appropriate alternative care when removed from the family environment;
 - 7.1.1.3. To basic nutrition, shelter, basic health care services and social services;
 - 7.1.1.4. To be protected from maltreatment, neglect, abuse or degradation;

- 7.1.2. Section 28 (2) also requires that a child's 'best interests' are of paramount importance in every matter concerning the child.
 - 7.1.3. Section 152(1) (b) compels local government to ensure the provision of services to communities in a sustainable manner.
 - 7.1.4. Section 153(1) of the Constitution provides that a municipality must structure and manage its administration and budgeting and planning processes to give priority to the basic needs of the community, and promote the social and economic development of the community and participate in national and provincial development programmes.
 - 7.1.5. According to Schedule 4 Part B of the Constitution, municipalities are responsible for "Child care Facilities", to the extent set out in section 155 (6) (a) and (7) of the Constitution.
- 7.2. Children's Act, No 38 of 2005
- 7.2.1. The Children's Act forms the context for this policy and Stellenbosch Municipality's position on ECD matters. The aim of this Act includes provision for early childhood development, partial care of children, child and youth care centres and drop-in centres.
 - 7.2.1.1. Section 76: defines partial care as: "when a person, whether for or without reward, takes care of more than six children on behalf of their parents or care-givers during specific hours of the day or night, or for a temporary period, by agreement between the parents or care-givers and the provider of the service, but excludes the care of a child: -by a school as part of tuition, training and other activities provided by the school; as a boarder in a school hostel or other residential facility managed as part of a school; or -by a hospital or other medical facility as part of medical treatment provided to the child."
 - 7.2.1.2. Section 79: requires norms and standards for partial care (which include a safe environment for children), while Section 80 requires facilities to be registered with the Department of Social Development.
- 7.3. Local Government Municipal Systems (Act No 32 of 2000)
- Section 4 (2) (j) of the Municipal Systems Act states that the council of the municipality, within the municipality's financial and administrative capacity and having regard to practical considerations, has the duty to contribute, together with other organs of state, to the progressive realisation of the fundamental rights contained in section 27 of the Constitution.
- 7.4. Local Government Municipal Financial Management (Act No 56 of 2003)
- Chapter 8: 'General financial management functions' of the Municipal Finance Management Act states that "the accounting officer of a municipality is responsible for managing the financial administration of the municipality and for this purpose take all reasonable steps to ensure that "resources of the municipality are used effectively, efficiently and economically." In other words the local municipality has to ensure that there is funding/resources available to improve ECD services. This includes under-utilized facilities. The municipality also has to ensure that these resources and/or funding is being utilised effectively. Therefore capacity building and monitoring needs to implement these resources to be efficiently utilised.

- 7.5. The United Nations (UN) Convention on the Rights of the Child (CRC) (ratified in 1995)
- 7.6. The Convention on the Elimination of all Forms of Discrimination against Women (CEDAW) (ratified in 1995)
- 7.7. The African Charter on the Rights and Welfare of the Child (ACRWC) (ratified in 2000)
- 7.8. The UN Convention on the Rights of Persons with Disabilities (CRPD) (ratified in 2006);
- 7.9. The UN Millennium Development Goals (MDGs) (adopted in 2000)
- 7.10. The UN Sustainable Development Goals (adopted 2015)
- 7.11. UNESCO Dakar Framework of Action for Attaining Education for All (EFA) (adopted in 2000);
- 7.12. The UN World Fit for Children (adopted in 2002)
- 7.13. UNESCO Moscow Framework of Action and Cooperation: Harnessing the Wealth of Nations (2010)
- 7.14. The Paris Declaration on Food Security and the Rome Declaration on Nutrition (November 2014)

8. POLICY PARAMETERS

- 8.1. This policy must be used to guide services for the registration of ECD centres and assessment of proposals for the development or establishment of ECD centres in the Stellenbosch Municipal Area, including subsequent operational management and support to such centres, as well as to provide guidance to existing centres.
- 8.2. This policy addresses all facets of ECD facilities, including those that operate in the less formal settlements but does not deal with facilities relating to formal schooling, with the only exception being aftercare services that operate within the ECD centres/facilities.
- 8.3. Transversal nature: This policy has transversal implications. It is thus essential for Stellenbosch Municipality (Planning and Economic Development, Human Settlements and Property Management, Community and Protection Services, Engineering Services and Finance), the Provincial Departments of Health and Social Development, the District Municipality and ECD Forums to work collaboratively in implementing the policy.

9. ROLE PLAYERS AND STAKEHOLDERS

The following role players are identified for the purpose of implementing the policy provisions:

9.1. Stellenbosch Municipality

9.1.1. Planning and Economic Development Directorate

9.1.1.1. **Land Use Management** Department is responsible for the affording of land use rights through zoning, re-zoning, temporary departures and consent use applications according to the Stellenbosch Municipal Zoning Scheme. Cost relating to these applications will be approved annually in the municipal tariffs with special dispensation for ECD applications. The department is represented on the municipal internal ECD committee and responsible to ensure that no new township establishments are approved without making provision for suitable ECD service delivery.

9.1.1.2. **Building Control** is responsible for the approval of building plans, inspection of completed works and issuing of occupation certificates.

9.1.1.3. **Community Development Department** is the lead department tasked with internal and external collaboration between all the role players and thus the driver of the municipal internal ECD committee. The department is also responsible for all approved ECD applications to be registered on the municipal GIS database for ECD centres and to provide support to the ECD sector and forums within the municipal area.

Further to the above, the Community Development Department is responsible:

- To ensure that the municipality align its services with the Children's Act in terms of registration and the Constitution in terms of the best interest of the child.
- To ensure that we give the ECD sector support and partnership in terms of providing efficient services such as capacity building: funding (Grant in Aid Funding) in order for them to provide efficient services within the Stellenbosch Municipal area.
- To provide support to the local ECD forums in terms of sustainability and dissemination of information to all bodies that provides ECD services in the municipal area.
- Parenting and family support programmes as envisaged through chapter 8 of The Act and the White Paper on Families (2012).

9.1.2. Human Settlements and Property Management

- 9.1.2.1. The **Property Management Department** is responsible for identification of possible land or underutilized facilities for ECD centres. The department in consultation with Legal Services is responsible to sign lease or facility management agreements between Stellenbosch Municipality and appointed registered ECD NGOs that operates from Council owned facilities.

The department can and should take responsibility for ECD infrastructure development on identified land or at existing municipal facilities.

- 9.1.2.2. The **New Housing Department** is responsible to ensure that no new housing development projects are approved without provisioning for suitable ECD service delivery.

9.1.3. Community and Protection Services

- 9.1.3.1. **Environment, Sport and Facilities** is responsible for the identification of new parks and the linkage between ECD locations and new and existing parks. Community parks in close approximation of ECD centres must receive priority attention regarding upgrading and maintenance. The department is also responsible to make community facilities available for implementation of children's activities such as the "come and play" programme. This will be done by implementing a fair tariff structure to recognise community based ECD centres and facilities. Community facilities which can also be used to implement ECD capacity building training sessions should be made available for this purpose. Where possible underutilized community facilities can be made available for the establishment of ECD centres after consultation with the community and in an open and fair tender process.

- 9.1.3.2. **Library Services** as a local agent for the provincial Department Culture, Arts and Sport is responsible for the provision of well-resourced child-friendly libraries. A library service should investigate collaboration with specialized toy library services if they cannot operate a toy library services by themselves. Further support to ECD centres include holiday programmes, active reading and story-telling programmes as well as availing library halls to ECD centres for activities.

- 9.1.3.3. **Fire and Emergency Services** assess the ECD facility for its compliance with the national fire regulation and issues fire safety certificates. The department will be represented on the municipal internal ECD committee. Educational programmes for ECD centres on fire prevention will be conducted by the department.

- 9.1.3.4. **Disaster Management** will implement an educational programme aimed at prevention of disasters at ECD centres.

- 9.1.3.5. **Traffic Services** will conduct road safety education programmes at ECD centres. Centres in areas with high traffic volumes during the times when children are dropped off or picked up from the centre can apply for traffic calming measures to be implemented at their schools as well as point duty officers during peak times.

9.1.4. **Engineering Services Directorate**

- 9.1.4.1. Bulk Infrastructure (Electricity, Water, Sewage) in formal areas:
Water and Sewerage
Stellenbosch Municipality supplies potable water to the entire municipal area through existing bulk water infrastructure consisting of Water Treatment Plants, Reservoirs and bulk and network water distribution systems. Sewerage is being collected through a collector pipe network and outfall sewer system to be treated at various treatment works throughout Stellenbosch area. Water and Sewer Future plans and Master Plans are kept up to date to enable SM to plan, budget and implement enhancements to the existing infrastructure. All the formal erven in the urban areas of Stellenbosch Municipality's Management Area are provided with water connections and waterborne sanitation facilities (higher level of service).

- 9.1.4.2. Water, sewage and electricity in informal areas:
Water and Sewerage
Poverty reduction and improved water management are inextricably linked. Section 4B of the Constitution lists water and sanitation services, limited to potable water supply systems and domestic waste water and sewerage disposal systems, as a local government function. As a priority it is the responsibility of Stellenbosch Municipality to ensure that adequate and appropriate investments are made to ensure the progressive realisation of the rights of all people in its area of jurisdiction to receive at least a basic level of water and sanitation services. While the provision of basic water services is the most important and immediate priority, Water Services Authorities move to provide intermediate and higher levels of services (for example water on site) wherever it is practical possible. Stellenbosch Municipality works towards providing all households in the towns with a water connection inside the house and connecting all households to a waterborne sanitation system. Communal standpipes and ablution facilities are provided in the informal areas as a temporary emergency service and comply with the legal minimum requirements of service delivery to informal settlements.

Electrical Services: Stellenbosch municipality is responsible for the provision of electricity within the WCO24. However there are few areas within the WCO24 that are Eskom or Drakenstein areas of supply. These areas are: Wemmershoek, Priel, James Town, Vlotenburg, Raithby, La Motte, Groendal, Klappmuts and Koelenhof.

All the areas in the WCO24 area of supply have access to electricity. It may happen that there aren't service connections to

the houses or structures, in which case an application is to be submitted to the municipality and necessary steps will be followed to realise connections.

- 9.1.4.3. **Refuse removal:** It is important that all residents and communities have access to refuse removal in order to maintain appropriate health and safety conditions in the area. Failure to do so can result in various diseases such as tetanus, Hepatitis B, diarrhoea, amongst others, where children are mainly at risk. It is critical that the importance of sound waste management practices be taught at an early age to prevent the exposure to harmful pathogens which could lead to an outbreak in the area.

ECD centres must have access to waste receptacles on provision that the ECD must conduct educational programmes on and implement waste minimisation initiatives to re-use, reduce and recycle waste streams in order to reduce waste that is destined for landfill sites. The Solid Waste Management Department can play an important role in providing the initial education and awareness training and promotional material to assist ECD centres.

In informal settlements, no new waste receptacle may be placed within 50m radius of an existing ECD and no new ECD may be approved within a radius of 50m of a waste receptacle.

9.1.5. **Finance Directorate**

Alignment of internal policies (ie. special tariffs) to promote achievement of ECD Policy objectives.

9.2. **District Environmental and Regional Health Services**

- 9.2.1. **Environmental Health (CWDM)** is responsible for the assessment of ECD Centres and issuing of Health Clearance Certificates.

- 9.2.2. **Primary Health Care** for pregnant women and children under 6 is provided by Regional Department of Health through a service level agreement with the Provincial Government of the Western Cape.

9.3. **Provincial Department of Social Development (DSD)**

Stellenbosch Municipality shall partner with DSD to provide holistic and integrated ECD services and address backlogs and challenges related to the ECD registration processes.

- 9.3.1. The DSD Regional Office, Cape Winelands: Provide support and guidance to ECD services in the area.

9.3.2. DSD must register ECD Centres and keep an updated regional and provincial register of all registered early childhood development services.

9.3.3. DSD must register the ECD Programme.

9.3.4. DSD must perform inspections and cancel registration certificates due to non-compliance.

9.4. **ECD forums**

9.4.1. An ECD forum is a voluntary organization for local ECD centres which serves as a representative body for community ECD centres and is governed by its constitution. An ECD forum also co-ordinates the ECD sector at community level and manages this sector's inputs or comments on ECD policy matters. An ECD forum will be responsible for participation in the Integrated Development Planning process of Stellenbosch Municipality on behalf of its members. It is the responsibility of the forum to disseminate information among its members and to inform the municipality of any mushrooming occurring within its geographical area.

10. REQUIREMENTS FOR ECD REGISTRATION COMPLIANCE

10.1. Initial Stage: Reporting to DSD ECD Social Worker

10.1.1. The applicant/owner's initial contact must be made with the Social Worker at Department of Social Development that provides ECD services in the respective area.

10.1.2. This will be an information session between the social worker and the applicant/owner of the facility.

10.1.3. The social worker must obtain the organisation's details and will advise applicant/owner whether the applicant/owner may proceed with the process depending on the area the facility will operate.

10.1.4. The social worker will determine whether the service is appropriate and whether the infrastructure that will be used is appropriate for ECD services, before any further steps are taken.

10.1.5. If the applicant/owner proceeds, the social worker will complete Form 11 with the applicant which specifies what is needed in order to be registered.

10.1.6. The social worker will refer the applicant/owner to the local municipality, in order to obtain the necessary certificates in order to be registered as a legal entity.

10.2. Assessing land use applications according to the appropriate Zoning Scheme

10.2.1. Land use rights:

10.2.1.1. A day care centre is defined as a place which is used, whether for profit or otherwise, for the care of children of all ages including schooling of pre-primary school children and after-school care and is the same as early childhood development centre (ECD), crèche, preschool, playgroup or aftercare. Day care centres can be operated as of right under Community and Education Zone.

- 10.2.1.2. A home day care means using a dwelling house, second dwelling and/or its outbuildings or a portion thereof to provide day care, crèche, after school care, early childhood development centre (ECD) or instruction for a limited number of infants or children, provided that:
- The scale of the dwelling house or second dwelling shall not exceed that of a normal dwelling unit which would ordinarily accommodate one family; and
 - The primary use of the property shall remain a residence for the operator; and
 - The operator of the enterprise shall permanently reside on the property. A home day care centre may not accommodate more than six children (including any children of the resident family who also attend the facility).
- 10.2.1.3. Day care centres can also be permitted, in some Zones, as an additional use (which means an activity or use that is permitted in the zone additional to a primary right, provided provisions specified for such use are adhered to) and that only a Site Development Plan (SDP) needs to be submitted for consideration.

10.3. Small vs. Large Scale Centres

10.3.1. Small Scale centres would be regarded as home day care centres which can be mostly found in residential areas as they are limited to up to 6 children.

10.3.2. Large Scale centres (Day care centres), would be more located in non-residential zoned properties and can have more than 6 pupils.

10.4. Land Use Application Guide:

10.4.1. The following information should be included with a land use application (in conjunction with other requirements as per the Department's basic application submission checklist):

10.4.1.1. A proper written motivation which details:

- The number of children proposed to be accommodated;
- The type and nature of the proposed facility and services offered, including the type of structures and any proposed additions thereto;
- The number of people to be employed;
- The hours of operation and a daily timetable (including list of activities), including time allocated for outside play;
- A scaled and clearly dimensioned Site Development Plan indicating:
 - Cadastral boundaries on the subject property;
 - The areas of the dwelling/building(s) to be used;
 - Applicable building lines;
 - Play areas;
 - On-site parking for staff & visitors;
 - Drop off & pick up areas;

10.5. Criteria to be used in assessing land use applications for ECD centres

10.5.1. Locational Criteria:

10.5.1.1. Large scale ECD centres (day care) should be located close to public open spaces schools, churches, community facilities, clinics, sports fields and libraries etc. This clustering promotes

- sharing of infrastructure; such as parking; maximises access and confines the traffic impact to a defined area.
- 10.5.1.2. Their proximity to public transport nodes is also to be taken into consideration.
- 10.5.1.3. The ECD centres should not be located next to a tavern; sports bar; adult centres; or any other facility that would not be of a positive influence.
- 10.5.2. Access and Parking Criteria:
 - 10.5.2.1. Both pedestrian and vehicle access are to be provided.
 - 10.5.2.2. A suitable, safe drop-off area is to be provided.
 - 10.5.2.3. Adequate provision is to be made for on site visitors parking. Should this be limited the number of attendees should also be accordingly limited. The zoning scheme requires at least 1 parking bay per classroom or office.
- 10.5.3. Hours of operation
 - 10.5.3.1. These are hours that the facility will operate on a daily basis.
- 10.5.4. Noise and Security
 - 10.5.4.2. Noise and security considerations for ECD centres
- 10.6. Minimum health requirement standards as per District Municipality regulations.

The Cape Winelands District Municipality Environmental Health Officer is responsible to provide this service to registered ECD facilities and application for registration.

All ECD centres must comply with health requirements which include, but are not limited to the following:

- 10.6.1. An unobstructed indoor play area of at least 1.5 meter square per child must be provided;
- 10.6.2. An outdoor play area of at least 2 meter square per child must be provided;
- 10.6.3. If no outdoor space is available; add an extra 1 meter square per child indoor;
- 10.6.4. The learning indoor and outdoor play areas must be separated from the children and after play areas;
- 10.6.5. Where children are bottle-fed suitable facilities must be provided for cleaning of the bottles;
- 10.6.6. One potty for every 5 children must be provided;
- 10.6.7. The potties must be washed and disinfected after each usage and the waste of the potties must be disposed of hygienically in a toilet;
- 10.6.8. Storage facilities for soiled nappies must be provided.
- 10.6.9. Potties and nappies may not be cleaned near the food preparation and eating area;
- 10.6.10. Facilities for the washing of children [babies] must be provided;
- 10.6.11. Covered; safe; clean and waterproof mattresses and or cots must be provided;
- 10.6.12. Bedding should be provided and the blankets should be washed frequently;
- 10.6.13. A separate nappy changing area should be provided;
- 10.6.14. A separate nappy washing area should be provided and or disposable nappies should be stored and disposed in an approved manner.

- 10.7. Fire Safety Certification
- 10.7.1. One (1) portable fire extinguisher for every 200 square meters. (sqm);
 - 10.7.2. One (1) fire hose reel for every 500 sm if the building is bigger than 250 sqm;
 - 10.7.3. One (1) fire hydrant for every 1000 sqm;
 - 10.7.4. Exit signs - illuminated symbolic safety sign - above escape routes (doors);
 - 10.7.5. Escape route signs;
 - 10.7.6. If the building has only one escape route (door) not more than 25 persons are allowed inside;
 - 10.7.7. The building's external walls must have a fire resistance of 120 minutes.

11. IMPLEMENTATION OF POLICY

Implementation date to be determined by Council after approval of policy.

12. MONITORING, EVALUATION AND REVIEW

In order to ensure effectiveness, relevance and efficiency of the ECD program, there will be an on-going monitoring of the implementation. Evaluation will be done by the Department Community Development in collaboration with all other external stakeholders.

Review will encompass the results of monitoring and evaluation processes.

12.1. Monitoring

- 12.1.1. Monitoring the development and updating of unregistered and registered ECD centres database in the Municipal Area.
- 12.1.2. Monitoring of the implementation of capacity building programmes and number of attendees to training opportunities.
- 12.1.3. Monitoring of the ECD registration drive campaigns.
- 12.1.4. Monitoring of collaborative interventions and programmes between Municipality and Department of Social Development.
- 12.1.5. Monitor time taken to get an ECD centre registered.
- 12.1.6. Monitor number of children attending registered ECD Centres.
- 12.1.7. Monitor number of ECD registration per year.

12.2. Evaluation:

Collaborate with internal and external stakeholder to evaluate impact.

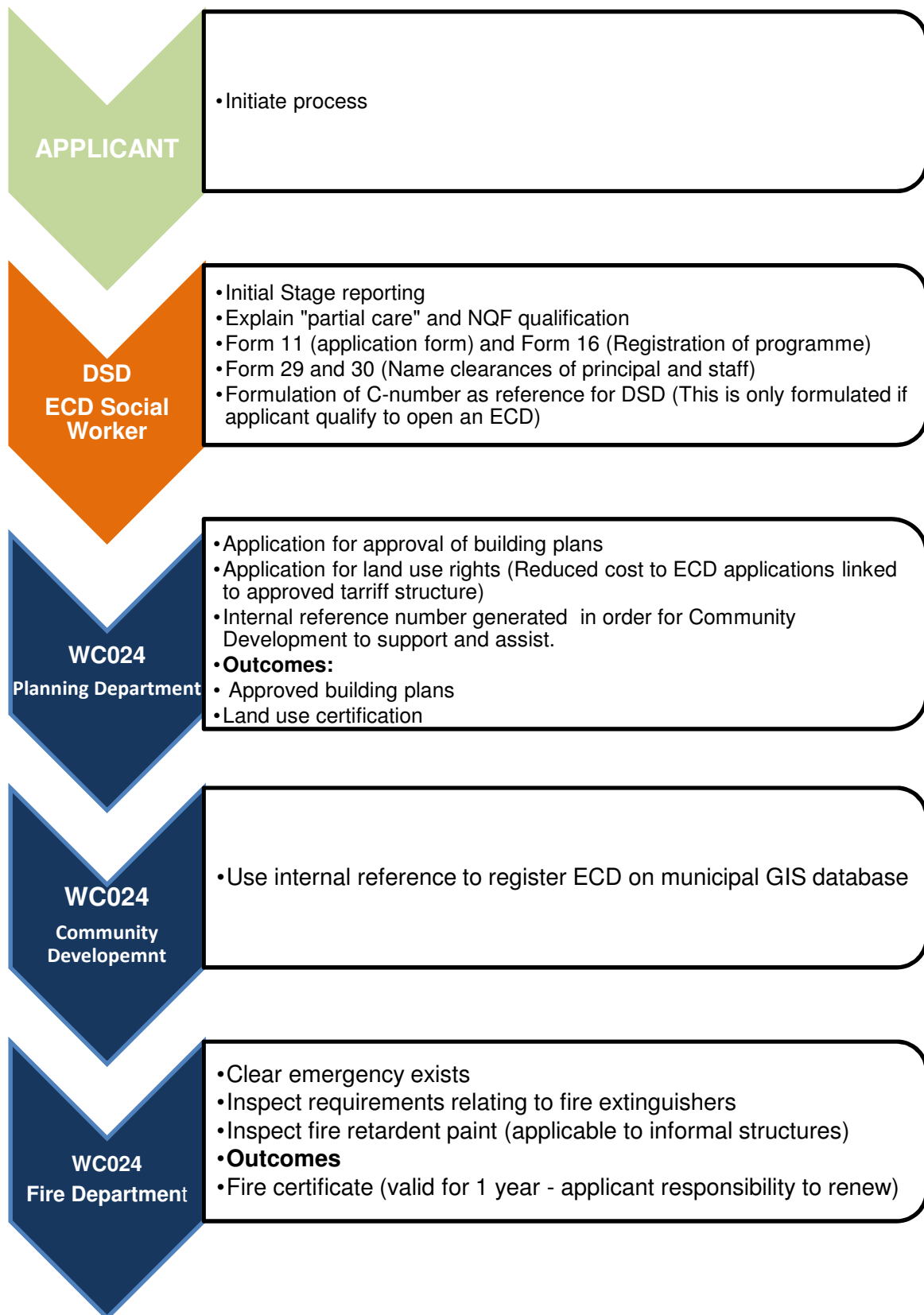
12.3. Review:

The ECD Policy review will occur every 5 years, unless new legislation comes into effect before then.

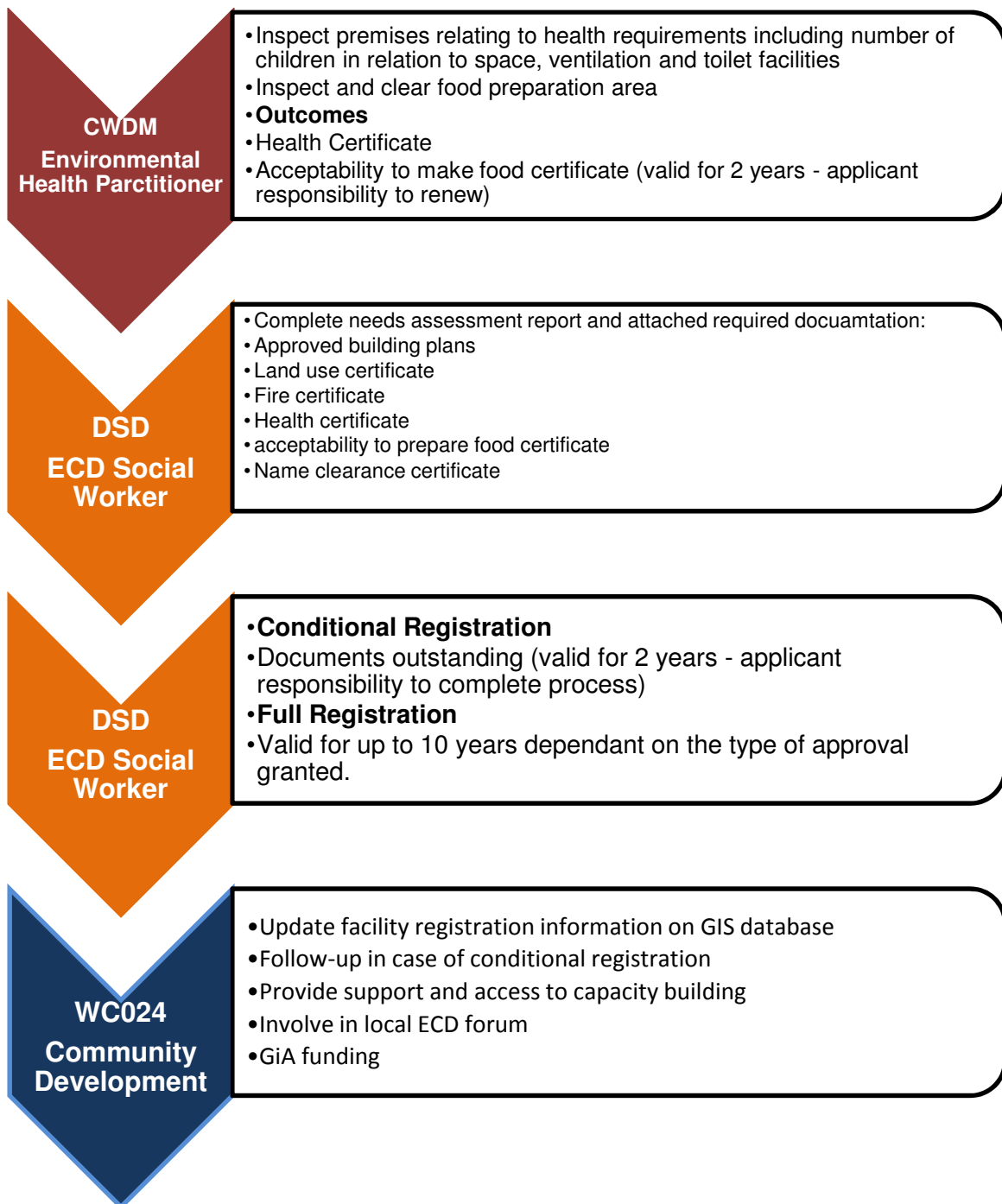
12.4. Data gathering:

The Municipality will annually update its GIS database of ECD's and maintain a register reflecting the status of ECD's in the WC024.

13. APPLICATION FOR REGISTRATION OF A PARTIAL CARE CENTRE (Flow chart)



Continue to next page



7.2	CORPORATE AND STRATEGIC SERVICES: (PC: CLLR E GROENEWALD (MS))
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7.2.1	CELL PHONE POLICY
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Collaborator No:IDP KPA Ref No: **Good Governance and Compliance**Meeting Date: **Corporate and Strategic Services Portfolio Meeting: 4 October 2017****Mayoral Committee Meeting: 11 October 2017****1. SUBJECT: CELL PHONE POLICY****2. PURPOSE**

To submit the Cell Phone Policy to Council for approval.

3. DELEGATED AUTHORITY

Council to approve Policy.

4. EXECUTIVE SUMMARY

The current cell phone policy was approved in draft form on 26/09/2000. The policy has not been revised since then, nor could a final approval by Council be found. In terms of that policy an employee may receive an allowance of either R371 or R467.

Council has to revise policies on a regular basis and at least every five years if no changes to legislation took place. Operational needs change on a constant basis and to enable the municipality to keep track with changes in electronic communication more and more functions can be performed through a smart phone. The amounts for allowances need to be revised as it is out-dated. The employee must insure the phone from the allowance and if an employee receives an allowance be available to answer the phone 24 hours a day, unless on leave.

The policy was revised and consulted in the sub-committee of the Local Labour Forum in September 2017 after it was discussed with Management.

The comments of all the parties have been incorporated in the draft that is tabled for discussion and recommended for approval.

5. RECOMMENDATION FROM THE PORTFOLIO COMMITTEE: CORPORATE AND STRATEGIC SERVICES:

That the revised Cell Phone Policy be referred to Mayco and Council for approval.

6. DISCUSSION / CONTENTS**6.1. Background**

The current Cell Phone Policy was approved in and is due for revision.

6.2 Discussion

The current cell phone policy was approved in draft form in 2000. The policy has not been revised since then, nor could a final approval by Council be found. In terms of that policy an employee may receive an allowance of either R371 or R467.

Council has to revise policies on a regular basis and at least every five years if no changes to legislation took place.

Electronic communication changes at a very fast rate and smart phones are able to deal with a lot of functions previously not available or only available on very expensive contracts. The latest statistics show that most people prefer a smart phone when entering into contracts with service providers. Most cellphone contracts also make provision for data as part of the contract. Social media applications like whatsapp have become a regular tool with which groups of people communicate on a very cost effective manner. The amounts for allowances need to be revised as it is out-dated. The employee must ensure the phone from the allowance and if an employee receives an allowance be available to answer the phone 24 hours a day, unless on leave.

The policy was revised and consulted in the sub-committee of the Local Labour Forum in September 2017 after it was discussed with Management in August 2017.

At the Local Labour Forum Meeting held on the 28th of August 2017 it was resolved to refer the draft Cell Phone Policy to a sub-committee of the LLF for consultation.

The Human Resources Development Sub-Committee formally met on Monday, the 11th of September 2017 to consult on the content of the draft Cell Phone Policy and after amendments were made during the discussions it was referred back to the LLF with a recommendation that it be forwarded to Mayco and Council for approval.

The comments of all the parties have been incorporated in the draft that is tabled for discussion and recommended for approval.

The Executive Mayor who holds the delegation to approve the Conditions of Service for the Municipal Manager and Section 56 Managers approved the out of pocket amount for Cell Phones and data as per their employment contracts and as indicated in the policy.

6.3. Financial Implications

All allowances that will be paid will have to be budgeted for and where provision cannot be made in the adjustment budget the provision of a cell phone allowance can only take place when the budget is available. The current allowance paid to employees is either R371 or R467 and must remain in place until provision in the budget has been made.

6.4 Legal Implications

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

6.5 Staff Implications

The recommendations will enable the employer to pay cell phone allowances to employees that are market related in as far as it refers to available packages for smart phones, giving airtime and data for work purposes. Employees will have to

insure the cell phones from the allowance amount and must be available to answer the phone 24 hours a day, unless on leave.

6.6 Previous / Relevant Council Resolutions:

None

6.7 Comments from Senior Management:

The policy was discussed at the Management meeting and all comments were incorporated into the policy.

ANNEXURES

Annexure A: Cell Phone Policy (2000)

Annexure B: Draft proposed Cell Phone Policy

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 8088018</i>
E-MAIL ADDRESS	<i>Annalene.deBeer@ Stellenbosch.gov.za</i>
REPORT DATE	<i>4 October 2017</i>

DIRECTOR: CORPORATE AND STATEGIC SERVICES

The contents of this report have been discussed with the Portfolio Committee Chairperson.

MAYORAL COMMITTEE MEETING: 2017-10-11: ITEM 5.2.1

RECOMMENDED

that the revised Cell Phone Policy be approved.

APPENDIX A

ANNEXURE 1

POLICY

CELLULAR TELEPHONE ALLOCATION AND UTILISATION (26/09/2000)

1 POLICY

1.1 Delegated authority

The Chief Executive/Town Clerk may allocate cellular phones within the approved budget to Department Heads and other key posts as may be recommended by Departmental Heads.

1.2 Ownership

Cellular telephones and equipment allocated in accordance to the relevant categories remain the property of the Stellenbosch Local Council. Cellular telephones purchased by relevant employees who opted for a cellphone allowance will be the property of the relevant employee.

1.3 Utilisation of cellular telephones

All who are issued with cellular telephones or who receives a cellphone allowance, whether permanently or temporary shall remain contactable throughout and utilise the instrument for the execution of their duties and in the interest of Stellenbosch Local Council.

1.4 Operating costs

Operating costs and allowances as per the various category options will be the only expenses for Council's account, and all other costs will be for the account of the relevant employee.

1.5 Agreement

An agreement shall be concluded by every employee allocated a cellular telephone or receiving a cell phone allowance.

1.6 Maintenance and insurance

In the case of allocated cell phones, the phone will remain the property of Stellenbosch Municipality and technical maintenance, supplemental facilities and insurance of the cellular telephones necessary shall be for the account of Stellenbosch Municipality. Due care of the instrument and fittings shall, however, remain the responsibility of the employees allocated such instrument whilst it is in their possession. Where a cell phone allowance is opted, insurance and maintenance will be for the account of the relevant employee and the phone will be his/her property.

1.7 Financing of cellular telephones

Each Department Head shall be responsible for financing the cellular telephones utilised in their Department.

2. CRITERIA FOR CELLULAR TELEPHONE ALLOCATION

Category A — Availability and contactability for the organisation throughout

and/or

essential for the co-ordination and management of the department in terms of important instructions/crisis/emergency situations

and/or

availability daily for the rendering of an effective service.

Category B — Contactability vital for organisation

- Standby and emergency service.
- Improves service delivery to clients.
- Financial saving on transport and execution of task.

Category C — Availability and contactability for organisation required temporarily (also revolving phone)

- When an employee is required to be available for a unique or specific function.
- Improved productivity resulting in financial savings.

Category D — Cellular telephones allocated to Councillors

- Where they, for their term of office are willing to conclude an agreement with Council accepting liability for operating expenditure to be deducted monthly from their allowances.
- They shall also remain contactable throughout for municipal officers.

ANNEXURE 2

FINANCING

CATEGORY A

The relevant employee can choose one of the following two options:

- a) Pay as you go:
- i) Council purchase the phone by means of a capital expenditure;
 - ii) Council buys a “receive a lot” package for R120 p.a.
 - iii) An amount of R309 per month (R3708 p.a.) (Municipal Manager) and R272 per month (R3264 p.a.) (other employees) is budgeted on a specific vote for each department, to be managed by the head of the department;
 - iv) The above amount in point (iii) to be used for the purchase of “pay as you go” air time; and
 - v) The cell phone remains the property of Council and Council pays for the insurance and maintenance.
- b) Allowance:
- i) A monthly allowance of R371. per month (Municipal Manager) and R467 per month (other employees) is paid to the relevant employees;
 - ii) The employees negotiates his/her own contract with a cell phone supplier in order to purchase and make the facilities of a cell phone available in the service of Council as determined in the policy;
 - iii) The employee is responsible for his/her own insurance and maintenance; and
 - iv) The cell phone remains the property of the employee.

CATEGORY B

The relevant employee can choose one of the following two options:

- a) Pay as you go:
- i) Council purchases the phone by means of a capital expenditure;
 - ii.) Council buys a “receive a lot” package for R120 p.a.;
 - iii) An amount of R181 per month (R2172 p.a.) is budgeted on a specific vote for each department, to be managed by the head of the department
 - iv) The above amount in point (iii) to be used for the purchase of “pay as you go” air time; and
 - v) The cell phone remains the property of Council and Council pays for the insurance and maintenance.

b) Allowance:

- i) A monthly allowance of R342 per month (R4 104 p.a) is paid to the relevant employees;
- ii) The employees negotiates his/her own contract with a cell phone supplier in order to purchase and make the facilities of a cell phone available in the service of Council as determined in the policy;
- iii) The employee is responsible for his/her own insurance and maintenance; and
- iv) The cell phone remains the property of the employee

AGREEMENT

ENTERED INTO BY WHOM AND WHO

THE STELLENBOSCH LOCAL CITY COUNCIL
(herein referred to as the "CITY COUNCIL")

and **OFFICIAL** _____

ID no. _____ Capacity _____

(herein referred to as the "USER")

1. Issuing of cellphone/cellphone Allowance

1.1 Users Category : _____

1.2 Department : _____

1.3 Approval : City Council
Council Decision : Date : _____ Item No. _____

2. Cellphone Details (Where Applicable)

2.1 Model : _____

2.2. Serial No. : _____

2.3 Date of Issuing : _____

3. Funding

3.1. Option : _____

3.2.1. Pay as you go : R _____ p/mnd

3.2.2 Allowance : R _____ p/mnd

3.3 Vote No. : R _____ p/mnd

3.4 Funding Budget : R _____ Financial Year: _____

(Please note: The annual budget for expenses regarding cellphones is the responsibility of the Section Head)

5. The stipulations of this agreement is similar and in line with the conditions/content of attached cellphone policy (**Annexure 1**) and Finance Policy (**Annexure 2**) as approved by Council from time to time.
- 6.1 The **USER** acknowledges that the cellphone issued to him/her in terms of the relevant categories mentioned in this agreement, remains the property of the **COUNCIL**.
- 6.2 Where the **USER** qualifies for the category that makes provision for a cell phone allowance, the cellphone is the property of the **USER**.
7. The **USER** undertake to be available and contactable according to requirements specified in the cellphone policy (paragraph 2) attached herby as Annexure 1.
8. The **USER** undertakes to use the cellphone/cellphone allowance in the execution of their duties and in the interest of the **COUNCIL**.
9. The **COUNCIL** accepts only responsibility for payment of the working expenses of the cellphone (pay-as-you-go) and/or cellphone allowance according the specific category in the Policy (Annexure 1) and Finances (Annexure 2). All other costs that may come out from the **USERS** use and/or possession of the cellphone will be paid by the **USER**.
10. It remains the responsibility of the **USER**, with the necessary caution to take care of the device and accessories issued to the user by **COUNCIL**.
11. The **USER** acknowledge herewith that the issuing of the cellphone by **COUNCIL** attached for the specific post that he/she currently fills/ (hold) and with his/her service termination, transfer/promotion to another post in the **COUNCIL** he/she will no longer be entitled the use of the cellphone have in mentioned, accepts if the new post also qualifies for use of a official cellphone. The payment of relevant amounts by the **COUNCIL** expire with the **USER** vacating his/her post.
12. The **USER** further undertake when terminating his/her service he/she no longer qualifies for an official cellphone, the cellphone, motor kit, battery/ies and charger without delaying to hand it in at the Municipal Manager or person appointed by him preserved by provision in paragraph 6.2.
13. The **USER** undertake not to make him/her guilty of reckless or negligent behaviour during the use of the cellphone, while driving an official or private vehicle, during/ in the course of his/her official duties.

- 14. Hereby I as departmental head of **USER** recommend that a cellphone according specified category be issued to the user and confirm that the necessary funds (see paragraph 3) abovementioned cellphone (are budgeted for).

- 15. I, the undersigned **USER** hereby declare and I understand that the rules and conditions might from time to time be amended with regards to the cellphone scheme as explained in the attached documentation.
I accept and undertake to abide punctuality by it during the full duration of participation in the cellphone scheme.

USER

DATE

HEAD OF DEPARTMENT

DATE

DIRECTOR

DATE

MUNICIPAL MANAGER

DATE

WITNESSES

1 _____

DATE

2 _____

DATE

APPENDIX B



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

CELL PHONE POLICY

1. OBJECTIVE

This policy has been introduced to:

- 1.1 To create an enabling environment for effective communication amongst the staff of the municipality and the outside world.
- 1.2 To ensure effective and efficient utilisation of Council resources.
- 1.3 To provide a standard cell phone use framework for officials of Stellenbosch Municipality.
- 1.4 To clearly define who is entitled to a cell phone and/or cell phone allowance and how the costs of purchasing the asset plus ancillary equipment, the rental and call costs will be met.
- 1.5 To streamline statement administration and payment, and the reimbursement of the costs of business calls; and ensure that Municipality's policy complies with the requirements of tax legislation and practice.

The policy will be effective from the first of the month following Council approval.

2. SCOPE

This policy covers the usage of a cell phone by employees where the regular use of a cell phone is necessary to meet the requirements of the job. This includes all new cell phone allocations and renewals of existing cell phone allocations where the officials receive a cell phone allowance, as well as any contracts entered into by the Municipality.

This policy does not apply to municipal employees who occasionally use a cell phone for business purposes and require reimbursement. This policy does not apply to data contracts with Cellular service Providers.

This policy is applicable to the Municipal Manager and Section 56 Managers reporting directly to the Municipal Manager in as far as it is dealt with in terms of their contracts.

3. DEFINITIONS

In this policy, words used in the masculine gender include the feminine, the singular includes the plural and vice versa and unless the context otherwise indicates –

“Code of Conduct” means Schedule 2 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000);

“Cell Phone Allowance” means a taxable monthly allowance paid to officials as may be applicable in terms of their respective positions or conditions of work, over and above their salary, to cover the costs of:

- Cell phone calls made from their private cell phones for official purposes as per the guidelines provided for in this Cell Phone Policy;
- Use of a data card, as may be required for selected officials, for Internet access to the Stellenbosch Data Centre for official purposes only.

“Constitution” means the Constitution of the Republic of South Africa, 1996;

“Official” means any person who:

- Has been appointed by the municipality to a position of employment, either in a permanent capacity or contract term of longer than 12 months; and
- In any manner assists in carrying out or conducting the functions and powers of the municipality, and “employed” and “employment” have corresponding meanings;

“Municipal Manager” means a person appointed by the municipality in terms of section 54A of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) and who is the head of administration and also the accounting officer for the municipality;

“Municipality” means the Stellenbosch Municipality, established in terms of Section 12 of the Local Government: Municipal Structures Act, 1988 (Act 117 of 1998)

“Qualifying Official” means an official who qualifies in terms of any of the categories indicated in the policy..

“SALGBC” means the South African Local Government Bargaining Municipality;

“Section 56 manager” means a person appointed as an Director and directly accountable to the Municipal Manager as contemplated in terms of Section 56 of the Local Government: Municipal Systems act, 2000 (Act 32 of 2000);

“Structures Act” means the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) and any regulations promulgated in terms thereof.

“Authority” means the Director or an official in a supervisory capacity over an employee, delegated to approve the application for a cellphone.

4. LEGISLATIVE FRAMEWORK

The Code of Conduct for Staff members regulates against the misuse of municipal property and assets by municipal employees.

In terms of the Code of Conduct, officials required to perform their functions in good faith, honestly and in a transparent manner and in such a way that the credibility and integrity of the municipality are not compromised.

Section 4(2) (a) of the Systems Act places upon Municipality the duty to use the resources of the municipality in the best interests of the local community.

The Local Government White Paper places upon the municipality the responsibility and challenge of implementing policies which should have the desired effect of increasing efficiency, reducing wastage and increasing transparency and accountability within the municipality.

5 ADDITIONAL INFORMATION

- 5.1 It is recognised that cellular telephones are essential communication tools for certain Municipal employees to carry out their duties. To this end this policy shall regulate the issuing of municipal cell phones, or the payment of allowances for the use of cellular phones for qualifying officials in the Stellenbosch Municipality for the purpose to carry out their official duties.
- 5.2 All applications for cell phones or cell phone allowances shall require the approval of the relevant Authority (as per delegation).
- 5.3 In considering the granting of a cell phone or a cell phone allowance, the Director shall take into account all of the following:-
 - 5.3.1 Operational responsibility of the applicant.
 - 5.3.2 Availability of funds.
 - 5.3.3 Time spent outside of the office by the official.
 - 5.3.4 The need for constant and immediate contact with the official.
 - 5.3.5 Improvement in efficiency of the employee.
 - 5.3.6 Need for immediate contact with Councillors and the public.
 - 5.3.7 Safety of officials.

Stellenbosch Municipality will pay a cell phone allowance to staff members who qualifies as per the categories indicated in this policy to meet the requirements of the job.

The amount of the allowance is determined by the factors mentioned above linked to the category within the boundaries of the pre-determined amounts, , and is fully taxable.

Cell phones may be issued on a rotation basis when operationally needed.

Where an employee must have a cell phone and is unable to obtain a cell phone contract from a service provider, such individual must ensure that the prepaid option is used to ensure connectivity within the allowance provided.

6 DELEGATED AUTHORITY

The Accounting Officer or his Delegate may allocate cell phones allowances within the approved budget to officials as may be recommended by Directors, within the approved categories and as is indicated in the delegations.

7 PRINCIPLES OF CELL PHONE ALLOWANCE

- 7.1 The Municipality will pay a taxable allowance, which may be amended from time to time, to municipal officials towards work related cell phone costs incurred by the relevant individual.
- 7.2 No cellular telephone shall be supplied to Municipal Officials by the Municipality, except on a rotational basis where operationally required.
- 7.3 The cell phone allowance will include VAT, rental, itemized billing, and/or incidental costs.
- 7.4 The amount of the allowance will be limited to a maximum amount as stipulated in clause 8.
- 7.5 This will be paid monthly via the payroll from a nominated fund.
- 7.6 Employees shall qualify for cell phone allowances as per Annexure A
- 7.7 The Accounting Officer or his delegate shall approve a motivation for a payment of a special cell phone to employees in the categories where that is necessary in terms of Annexure A.
- 7.8 Municipal official entitled to receive a cell phone allowance will make his or her private arrangement for acquisition and possession of a cell phone
- 7.9 Payment of the monthly cell phone statement and insurance is the responsibility of the cell phone owner.
 - 7.10 Everyone who receives a cell phone allowance or who are issued with cell phones, whether permanently or temporary shall remain contactable throughout and utilise the instrument for the execution of their duties and in the interest of Stellenbosch Local Municipality;
 - 7.11 The Municipality will only support one cell phone allowance per person;
- 7.12 The Municipality reserves the right to remove a participant from this scheme if there is insufficient budget in the nominated fund to meet the cost of monthly allowances or where the cell phone owner is not using the cell phone in the best interest of the municipality and for is not contactable when needed;
- 7.13 The Municipality does not accept any liability for claims, charges or disputes between the service provider and the staff member;

- 7.14 Recipients of a cell phone allowance must notify their head of departments of the cell phone number and must continue to maintain the cell phone rental or air-time contract while in receipt of the allowance;

8 USER CATEGORIES

The following user categories will be for the determination of cell phone allowances:

8.1.1. Category 1– Municipal Manager and Section 56 Managers:

In addition to the annual total remuneration package, a cell phone allowance of of R1900.00 per month will be paid to the user in anticipation of out of pocket expenses. The allowance will be adjusted on a yearly basis by the percentage of the adjustment on the published upper limits.

8.1.2 Category 2 – Senior Managers –

Managers reporting directly to the Section 56 Managers or the Municipal Manager – R1300 per month

8.1.3 Category 3 – Section Managers, Managers and Project Managers:

Senior Staff members of the Municipality not in 1 and 2 above, as recommended by the respective Directors – R1000 per month

8.1.4 Category 4 – Operational Staff members:

Where use of a cell phone is beneficial to the municipality or useful to meet the requirements of the job, as recommended by the respective Directors – R750 – R450.00 per month

8.1.5 Category 5 – Availability

Employees issued with an allowance for cell phone usage due to need to be available on a 24 hour basis - : R350.00 per month

- 8.2 Cell phone allowances outlined for Categories 2-5 above must be planned and budgeted for as part of the operations of a department of Stellenbosch Municipality and the assessment of the need is done within that context, as for any other activity.

- 8.3 The amounts of allowances for categories 2-5 may be adjusted by the Accounting Officer on a bi-annual basis based on costs charged by cell phone providers for the reasonable use of the phone as required by the municipality. Allowance amounts may be reviewed as required by the Accounting Officer.

9 OWNERSHIP AND MAINTENANCE

- 9.1 In the case of cell phones allocated to individuals by the municipality, the phone will remain the property of Stellenbosch Municipality and technical maintenance, supplemental facilities and insurance of the cellular telephones necessary shall be for the account of Stellenbosch Municipality. Due care of the instrument and fittings shall, however, remain the responsibility of the employees allocated such instrument whilst it is in their possession.
- 9.2 Cellular telephones purchased by an individual receiving a cell phone allowance will be the property of the individual and insurance and maintenance will be for the account of the relevant individual.

10. TERMINATION OF SERVICE

All costs incurred through the using of a cell phone for which an allowance is paid remains the responsibility of the individual after termination of service.

11. FINANCING OF CELLULAR TELEPHONES

Each Department Head shall be responsible for financing the cellular telephones utilised in their respective Department.

12 EXCEPTIONS

- 12.1 It is recognised that, in certain circumstances, employees that does not qualify for a cell phone allowance, require the use of a cell phone in order to perform their duties.
- 12.2 The Municipality may procure and issue cell phones to employees under these circumstances. These phones will be issued either on an ad hoc or permanent basis as operationally required. The municipality will enter into agreements with employees to whom these phones are issued.
- 12.3 Cell phone issued, in circumstances these cases, are planned and budgeted for as part of the operations of the relevant department of the Municipality and the assessment of the need is done within that context, as for any other activity.
- 12.4 Ad hoc phones are necessary where an activity requires that an individual be contactable on a call-out and/or standby basis for short periods (not more than one month) of time.
- 12.5 Ad hoc phones will be held by the relevant department and issued by the head of the department.
- 12.6 Prepaid airtime may be issued for ad hoc phones by the relevant head of departments.
- 12.7 For these exceptions only, the Municipality may enter into agreements with a Cellular Service Provider or supplier of cell phones and ancillary equipment on favourable terms. If possible, the agreement should include an insurance contract. Summaries of these agreements can be obtained from the Procurement Officer.

- 12.8 Where cell phones are issued by the municipality, the procurement officer may request that Cellular Service Providers deduct costs in excess of the pre-determined allowances directly from the individual's bank account.
- 12.9 The Accounting Officer must authorise all exceptions on motivation from the head of the relevant department.

13 PROCEDURE

- 13.1 The applicant completes an allowance request form and submits it to the relevant Director who either supports or declines the request on support of the relevant Head of the Department.
- 13.2 Supported requests must be approved by the Municipal Manager in relation to categories 3-5. When an employee no longer holds a position related to the category in which the allowance was allocated the allowance automatically stops and a new application will have to be completed.
- 13.3 Applications in categories 1 and 2 do not need approval as users qualify in terms of their appointments. When a user no longer holds the position in category 1 or 2 the allowance automatically stops and a new application will have to be completed.
- 13.4 Approved requests will be forwarded to the Human Resources (HR) Department for payment of the monthly (taxed) allowance via the payroll.
- 13.5 The relevant fund (that will pay for the costs) and vote number must be entered on the application form.
- 13.6 The HR Department, Payroll section ensures that the monthly allowance is accumulated during a tax year for IRP5 purposes and declared under SARS Code 3712 (Telephone/Cell phone allowance).

14 REVIEW

This policy will be reviewed on a bi-annual basis.

7.2.2	REVISED SMOKING POLICY
--------------	-------------------------------

Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: Corporate and Strategic Services Portfolio Meeting 4 October 2017

Mayoral Committee Meeting 11 October 2017

1. SUBJECT: REVISED SMOKING POLICY

2. PURPOSE

To submit the revised Smoking Policy to Council for approval.

3. DELEGATED AUTHORITY

Council to approve Policy.

4. EXECUTIVE SUMMARY

The current smoking policy was approved in 2008. Council has to revise policies on a regular basis and at least every five years if no changes to legislation took place. The policy was revised and consulted in the sub-committee of the Local Labour Forum in September 2017 after it was discussed with Management.

The comments of all the parties have been incorporated in the draft that is tabled for discussion and recommended for approval.

5. RECOMMENDATIONS

That the revised Smoking Policy be referred to Mayco and Council for approval with the changes as discussed.

6. DISCUSSION / CONTENTS

6.1 Background

The current Smoking Policy was approved in 2008 and is due for revision.

6.2 Discussion

The current smoking policy was approved in 2008. Council has to revise the policy on a regular basis and at least every five years if no changes to legislation took place. The policy was revised and consulted in the sub-committee of the Local Labour Forum in September 2017 after it was discussed with Management in August 2017.

At the Local Labour Forum Meeting held on the 28th of August 2017 it was resolved to refer the draft Smoking Policy to a sub-committee of the LLF for consultation.

The Human Resources Development Sub-Committee formally met on Monday, the 11th of September 2017 to consult on the content of the draft Smoking Policy and after amendments were made during the discussions it was referred back to the LLF with a recommendation that it be forwarded to Mayco and Council for approval.

The comments of all the parties have been incorporated in the draft that is tabled for discussion and recommended for approval.

6.3 Financial Implications

There is no financial implications not provided for in the approved budget should the recommendations as set out in the report be accepted.

6.4 Legal Implications

The following legislation is applicable to this report:

- Tobacco Products Control Amendment Act (Act No. 12 of 1999)
- Government Notice R975, Notice relating to smoking of tobacco products in public places dated 29 September 2000, in terms of the Tobacco Products Amendment Act, No 12 of 1999.
- Occupational Health and Safety Act No. 85 of 1993

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

6.5 Staff Implications

The report requires staff that smoke to ensure that their smoking does not cause harm to other employees or members of the public in the work place. It further attempts to limit the impact on operations by only allowing two short time periods for smoking during working hours. It further offers help to stop smoking or reduce smoking to employees who are unable to cope with the provisions indicated in the policy.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

These recommendations address the risks the employer has around ensuring a healthy environment for workers who do not smoke and complies with the requirements of the legislation not allowing smoking in public places.

6.8 Comments from Senior Management

The policy was discussed at the Management meeting and all comments were incorporated into the policy.

ANNEXURES**Annexure A: Revised Smoking Policy****FOR FURTHER DETAILS CONTACT:**

<i>NAME</i>	ANNALENE DE BEER
<i>POSITION</i>	<i>DIRECTOR CORPORATE AND STRATEGIC SERVICES</i>
<i>DIRECTORATE</i>	<i>CORPORATE AND STRATEGIC SERVICES</i>
<i>CONTACT NUMBERS</i>	021 8088018
<i>E-MAIL ADDRESS</i>	Annalene.deBeer@Stellenbosch.gov.za
<i>REPORT DATE</i>	29 September 2017

DIRECTOR: CORPORATE AND STRATEGIC SERVICES

The contents of this report have been discussed with the Portfolio Committee Chairperson.

MAYORAL COMMITTEE MEETING: 2017-10-11: ITEM 5.2.2**RECOMMENDED**

that the revised Smoking Policy be approved.

APPENDIX A



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

SMOKING POLICY

1. PREAMBLE

The Stellenbosch Municipality is obliged in terms of the Occupational Health and Safety Act (Act no 85 of 1993) and the Tobacco Products Control Act (Act 83 of 1993) to provide a healthy workplace environment, and to protect the health of all employees, Councillors and visiting public at the workplace.

2. DEFINITIONS

All terminology used in this policy shall bear the same meaning as in the applicable legislation.

Vehicles: Shall refer to all Stellenbosch Municipal branded vehicles as well as any rented vehicles in the use of Stellenbosch Municipality for official purposes.

3. LEGAL FRAMEWORK

- Tobacco Products Control Amendment Act (Act No. 12 of 1999)
- Government Notice R975, Notice relating to smoking of tobacco products in public places dated 29 September 2000, in terms of the Tobacco Products Amendment Act, No 12 of 1999.
- Occupational Health and Safety Act No. 85 of 1993

4. SCOPE AND APPLICATION

All employees, Councillors, service providers and members of the public visiting the Municipality buildings, premises and/or using municipal vehicles.

5. OBJECTIVES OF POLICY

- To implement the provisions of the Occupational Health and Safety Act (Act 85 of 1993) and the Tobacco Products Control Act (Act 83 of 1993) and regulations promulgated there under.
- To ensure that a healthy workforce environment is maintained and that the health of non-smokers is not adversely affected by exposure to tobacco smoke
- To regulate smoking in all municipal workplaces

Indoor air quality is an important determinant of population health, wellbeing, and productivity. Employees spend a lot of their time in workplaces, and in vehicles. Exposure to hazardous airborne agents such as cigarette smoke, present in many indoor spaces, might cause adverse effects such as allergies, irritation of the respiratory tract, some cancers, heart disease, peripheral vascular disease and respiratory diseases such as emphysema and chronic bronchitis. It is not just mainstream smoke (smoke drained through a cigarette and taken in by the smoker) but also side stream smoke (which arises from smouldering tobacco and passes directly into surrounding air) which is implicated in the above mentioned public health issues.

Research dictates that non-smokers are harmed by second hand tobacco smoke, and may develop the already mentioned adverse effects. Employees who already suffer from respiratory diseases or allergies may be at an increased risk in a smoke filled environment.

6. POLICY CONTENT

Smoking is prohibited within all municipal buildings and vehicles, except in specifically designated smoking areas as described in the Tobacco Products Amendment Act, No 12 of 1999, Section 2(b).

Staff will be allowed to smoke indoors in designated areas only, should it be possible to provide such, of which the location, size and number will be determined by the Municipal Manager. The area must comply with the requirement as prescribed in the Government Notice R975, Notice relating to smoking of tobacco products in public places, dates 29 September 2000, in terms of the Tobaccos Products Amendment Act, No 12 of 1999.

Where no smoking areas can be identified, smokers must smoke outside the buildings far away enough from the building not to allow the smoke to come into the offices (at least 30 meters away from the building).

Two smoke breaks of five (5) minutes each are proposed during the day at 10:00 in the morning and 15:00 in the afternoon.

Heads of Departments are required to oversee that productivity is not lost as a result of smoking by employees.

7. ASSISTANCE FOR SMOKERS

It is recognized that some staff members who smoke may have some difficulty in adjusting, particularly those who have been smoking for a long time. It should be noted that smokers are being asked to refrain from smoking in the workplace, not to stop smoking altogether. In an effort to assist individuals in adjusting to this change, assistance must be considered where employees indicate they want to stop smoking.

8. IMPLEMENTATION AND MONITORING

All reasonable efforts will be made to help individuals meet the requirements of the smoke-free policy. Any breach of this policy may result in disciplinary action for

employees and a fine to members of the public, as imposed by the Tobacco Products Amendment Act, No 12 of 1999.

9. COMMUNICATION

This policy will be communicated to all Municipal employees using the full range of communication methods available to the municipality.

10. POLICY REVIEW

This policy will be reviewed and amended on a bi - annual basis or when dictated by policy or legislation changes.

11. BUDGET AND RESOURCES

A determination must be made by Human Resources in regard to assistance that can be made available to employees who want to stop smoking through the employee assistance programmes.

12. ROLES AND RESPONSIBILITIES

Line Managers must ensure the implementation and monitoring of the policy as part of their line management functions.

13. PENALTIES

Non-compliance of any of the stipulations contained in the Policy may be viewed as misconduct and will be dealt in terms of the municipality's disciplinary procedures.

14. AUTHORITY

Consulted: LLF – August – October 2017

MM Approval:

Council Approval:

7.2.3	APPROVAL OF NEW ORGANISATIONAL STRUCTURE
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Collaborator No:

IDP SFA Ref No: 5 – Good Governance and Compliance

Meeting Date: 11 October 2017

1. SUBJECT: APPROVAL OF NEW ORGANISATIONAL STRUCTURE

2. PURPOSE

To obtain Council's approval for the new organisational structure.

3. DELEGATED AUTHORITY

For decision by municipal council

4. EXECUTIVE SUMMARY

Section 66 of the Local Government Systems Act, 32 of 2000 as amended, requires the Municipal Manager to develop a staff establishment and submit it for Council approval. The Local Government Regulations on the Appointment and Conditions of Service of Senior Managers, GN 21 published on 17 January 2014) requires a Municipal Manager to within 12 months after the election of a new Council review the staff structure. Council resolved on 26 April 2017 to, in principle, approve a proposed Macro and Micro structure to commence with a consultation process.

A consultation process with SAMWU and IMATU took place within the Local Labour forum over the past months where the proposed structure was discussed in detail. Meetings with MATUSA were also called and the structure was published to all employees to provide input and comments on the structure. The comments have been considered and the Municipal Manager is herewith submitting a final proposal to Mayco and Council for recommendation to Council.

During the consultation process a Placement Policy has also been consulted and agreed with the Trade Unions. The Placement Policy is attached for approval.

5. RECOMMENDATIONS

That it be recommended to Council

- 5.1 that the proposed macro and micro structures (as depicted in **ANNEXURES A**) be adopted for implementation.
- 5.2 that the Placement Policy (attached as **ANNEXURE B**), be approved.
- 5.3 that the existing organizational structure of the Municipality be regarded as a holding structure and be abolished after the placement processes has been concluded in terms of Council's Placement Policy.
- 5.4 that the filling of the new and vacant positions on the proposed organisational structure be phased in over three (3) financial years. For this purpose, top management will identify critical posts for immediate filling whilst other vacancies will be budgeted for over the three year period.

5.5 that the fundamental principle of organisational development and transformation be considered and applied in coherency to the re-structuring activity as described in this report.

5.6 That the post names be used as temporary names until the evaluation process determines final post designations.

6. DISCUSSION / CONTENTS

6.1 Background

Section 66 of the Local Government Systems Act, 32 of 2000 as amended, requires the Municipal Manager to develop a staff establishment and submit it for Council approval. The Local Government Regulations on the Appointment and Conditions of Service of Senior Managers, GN 21 published on 17 January 2014) requires a Municipal Manager to within 12 months after the election of a new Council review the staff structure. Council resolved on 26 April 2017 to, in principle, approve a proposed Macro and Micro structure to commence with a consultation process.

Stellenbosch Municipality commissioned AGITO MINDS (PTY) LTD to review and re-design the municipality's existing organisational structure. The re-designed structure must be compliant with the statutory mandate of the municipality, in line with statutory guidelines and the legislative competencies, powers and functions and aligned with the strategic mandate of the municipality, providing for unique local situations, operational requirements and service delivery demands.

6.2 Discussion

A consultation process took place with SAMWU and IMATU within the Local Labour forum over the past months where the proposed structure was discussed in detail. Meetings with MATUSA were also called and the structure was published to all employees to provide input and comments on the structure. The comments have been considered and the Municipal Manager is herewith submitting a final proposal to Mayco and Council for recommendation to Council.

During the consultation process a Placement Policy has also been consulted and agreed with the Trade Unions. The Placement Policy is attached for approval.

A TASK implementation policy will be consulted with the trade unions for use after the placement process has been concluded. All posts that need to be advertised are referred to the District Evaluation Unit for evaluation after which it is audited by the TASK Audit Committee and a final outcome is then submitted to the Municipal Manager.

6.3 Financial Implications

It is foreseen that the new structure will be operational from 1 February 2017 to ensure MSCOA alignment that is earmarked for the adjustment budget.

The additional financial implications for filling all positions in the new structure is set out in the Organisational Review and Design Project report that is attached and is estimated at R 64,414,582. As indicated in the report the filling of all vacant positions will not be feasible in one year and the implementation in regard to the filling of vacancies will be phased in over the next three financial years as Council Budget allows.

6.4 Legal Implications

Section 66 of the Local Government Systems Act, 32 of 2000 as amended, requires the Municipal Manager to develop a staff establishment and submit it for Council approval. The Local Government Regulations on the Appointment and Conditions of Service of Senior Managers, GN 21 published on 17 January 2014) requires a Municipal Manager to within 12 months after the election of a new Council review the staff structure.

The Labour Relations Act, 66 of 1995 deals with the rights of employees where the post of the employee is abolished and provides for a consultation process and alternatives to be considered before retrenchment may take place. The SALGBC has an existing collective agreement that provides for the consultation process and retrenchment packages for affected employees.

The recommendations comply with the legislation as indicated.

6.5 Staff Implications

Staff will be moved from the current structure, that will operate as a holding structure after the approval of the new structure, to the positions on the new structure through the Placement Policy.

Employees who are in major change posts or whose positions have been abolished will be placed in the "pool" and reasonable alternatives will be offered to them where such positions exist. Where no reasonable alternative can be found the collective agreement of the SALGBC in regard to retrenchments will come into operation. The agreement provides for a retrenchment package of 3 weeks' pay for every full year worked.

Whilst in the pool employees will continue to operate within current positions until a suitable alternative has been offered or finalisation on the future of the employee has been concluded.

6.6 Previous / Relevant Council Resolutions:

"8TH COUNCIL MEETING: 2017-04-26: ITEM 8.2

RESOLVED (majority vote with abstentions)

that the proposed Macro and Micro structure be approved by Council, in accordance with the Project Implementation Plan, for In-Principle approval to commence with the consultation process."

6.7 Risk Implications

The current organisational structure is not aligned to the functions to operate optimally. A new structure must be approved to ensure operational efficiency and to comply with the legislation as indicated. The processes that will follow the approval of the structure have to follow approved policies and guidelines to minimize the risks.

6.8 Comments from Senior Management

Report was not circulated to the Directors as their inputs have been solicited in the consultation process.

6.8.1 Chief Financial Officer

Vacancies will only be filled as per the approved annual budget. The financial directorate did not verify the cost implications indicated in the report. A more accurate indication of the cost implications will become clear as posts are evaluated and the structure reviewed in the following financial years.

6.8.2 Municipal Manager

Agree with the recommendations.

ANNEXURES

Annexure A: Proposed Organisational Structure

Annexure B: Placement Policy

Annexure C: Organisational Review And Design Project Report

FOR FURTHER DETAILS CONTACT:

NAME	Annalene de Beer
POSITION	Director: Corporate and Strategic Services
DIRECTORATE	Corporate and Strategic Services
CONTACT NUMBERS	021 – 808 8018
E-MAIL ADDRESS	Annalene.deBeer@stellenbosch.org.za
REPORT DATE	9 October 2017

DIRECTOR: CORPORATE AND STRATEGIC SERVICES

The contents of this report have been discussed with the Executive Mayor

MAYORAL COMMITTEE MEETING: 2017-10-11: ITEM 5.2.4**RECOMMENDED**

- (a) that the proposed macro and micro structures (as depicted in Annexure A) be adopted for implementation;
- (b) that the existing organizational structure of the Municipality be regarded as a holding structure and be abolished after the placement processes have been concluded in terms of Council's Placement Policy;
- (c) that the filling of the new and vacant positions on the proposed organisational structure be phased in over three (3) financial years, where, for this purpose, top management will identify critical posts for immediate filling whilst other vacancies will be budgeted for over the three year period;

- (d) that the fundamental principle of organisational development and transformation be considered and applied in coherency to the re-structuring activity as described in this report; and
- (e) that the post names be used as temporary names until the evaluation process determines final post designations.

FURTHER COMMENT BY THE MUNICIPAL MANAGER: 2017-10-19

In addition to the Mayoral Committee's recommendation above, that it be recommended that the Placement Policy attached as **ANNEXURE B**, be formally adopted by Council.

APPENDIX A

CONFIDENTIAL

**STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017**

OFFICE OF THE MUNICIPAL MANAGER



RECOMMENDED BY
MUNICIPAL MANAGER

Signature

____/____/2017

APPROVED BY COUNCIL

Signature

____/____/2017

**STELLENBOSCH MUNICIPAL
COUNCIL**

**OFFICE OF THE
MUNICIPAL MANAGER**

PURPOSE: To ensure that municipal services are administered in accordance with the objectives of local government as prescribed in Chapter 7 of the Constitution of South Africa

FUNCTIONS:

1. Provide corporate services to the institution in support of efficient organisational and administrative processes
2. Manage and provide financial services in order to ensure financial viability, compliance and reporting
3. Manage and provide land use planning, economic development and human settlements administration
4. Manage infrastructure services provisioning in order to ensure the rendering of sustainable and affordable services to the community
5. Render integrated community and protection services to enhance community development in general and promote a clean and safe environment
6. Provide an independent appraisal of the adequacy and effectiveness of financial controls
7. Evaluate and contribute to the improvement of governance management processes
8. Provide office management services to the Municipal Manager

MUNICIPAL MANAGER **SECT 57**

**DIRECTORATE
CORPORATE SERVICES**

PURPOSE: To provide corporate services to the institution in support of efficient organisational and administrative processes

DIRECTOR: CORPORATE SERVICES **SECT. 57**

SEE PAGE 2

**DIRECTORATE
FINANCIAL SERVICES**

PURPOSE: To manage and provide financial services in order to ensure financial viability, compliance and reporting

DIRECTOR: FINANCIAL SERVICES (CFO) **SECT. 57**

SEE PAGE 10

**DIRECTORATE
PLANNING & ECONOMIC DEVELOPMENT**

PURPOSE: To ensure the functional and proactive planning and implementation of the municipality's constitutional obligation pertaining to environmental, social and economic development

DIRECTOR: PLANNING & ECONOMIC DEVELOPMENT **SECT. 57**

SEE PAGE 28

**DIRECTORATE
INFRASTRUCTURE SERVICES**

PURPOSE: To manage infrastructure services provisioning in order to ensure the rendering of sustainable and affordable services to the community

DIRECTOR: INFRASTRUCTURE SERVICES **SECT. 57**

SEE PAGE 38

**DIRECTORATE
COMMUNITY & PROTECTION SERVICES**

PURPOSE: To render integrated community services to enhance community development in general and promote a clean and safe environment

DIRECTOR: COMMUNITY & PROTECTION SERVICES **SECT. 57**

SEE PAGE 76

**DIVISION
INTERNAL AUDIT**

PURPOSE: To provide an independent appraisal of the adequacy and effectiveness of financial controls

CHIEF AUDIT EXECUTIVE

SEE PAGE 104

**DIVISION
GOVERNANCE**

PURPOSE: To evaluate and contribute to the improvement of governance management processes

SNR MANAGER: GOVERNANCE

SEE PAGE 105

**SECTION
EXECUTIVE SUPPORT OFFICE OF THE
MUNICIPAL MANAGER**

PURPOSE: To provide office management services to the Municipal Manager

SNR ADMINISTRATIVE OFFICER **T**

SEE PAGE 109

CONFIDENTIAL

STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017

DIRECTORATE CORPORATE SERVICES



RECOMMENDED BY
 MUNICIPAL MANAGER

 Signature

____/____/2017

APPROVED BY COUNCIL

 Signature

____/____/2017

DIRECTORATE CORPORATE SERVICES

PURPOSE: To provide corporate services to the institution in support of efficient organisational and administrative processes

FUNCTIONS:

1. Provide administrative support services to the institution enabling proficient administrative practices and procedures
2. Render human resources management and support services to the municipality that will sustain the optimum utilisation of the municipality's human capital
3. Provide effective and efficient information and communication technology services
4. Manage the offices of the political office bearers to ensure coordinated, efficient and effective administrative and support services
5. Render properties and facilities management administrative processes in respect of all land and property transactions and maintain all municipal buildings
6. Ensure the organisation is conforming with, or eligible for, contractual obligations, government regulations, laws, or licenses and permits
7. Provide municipal court agency services
8. Render management and line function executive support services to the directorate

DIRECTOR: CORPORATE SERVICES SECT. 57

SECTION EXECUTIVE SUPPORT

PURPOSE: To render management and line function executive support services to the directorate

FUNCTIONS:

1. Provide executive support services
2. Provide logistic/ secretarial support services
3. Provide planning, research, analyses and reporting services to the Director

SNR ADMIN OFFICER T

PERSONAL ASISSTANT T

DIVISION ADMINISTRATIVE SUPPORT SERVICES

PURPOSE: To provide administrative support services to the institution enabling proficient administrative practices and procedures

SNR MANAGER: ADMINISTRATIVE WC T

SUPPORT SERVICES

NEW POST

SEE PAGE 3

DIVISION HUMAN RESOURCES MANAGEMENT (HRM)

PURPOSE: To render human resources management and support services to the municipality that will sustain the optimum utilisation of the municipality's human capital

SNR MANAGER: HRM T

SEE PAGE 5

DIVISION INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT)

PURPOSE: To provide effective and efficient information and communication technology services

SNR MANAGER: ICT T

SEE PAGE 7

SECTION COUNCILLOR'S SUPPORT

PURPOSE: To manage the offices of the political office bearers to ensure coordinated, efficient and effective administrative and support services

MANAGER: COUNCILLOR'S SUPPORT T

SEE PAGE 8

SECTION PROPERTIES MANAGEMENT & MUNICIPAL BUILDING MAINTENANCE

PURPOSE: To render properties and facilities management administrative processes in respect of all land and property transactions and maintain all municipal buildings

MANAGER: PROPERTIES MANAGEMENT & MUNICIPAL BUILDING MAINTENANCE T

SEE PAGE 9

SECTION LEGAL & COMPLIANCE SERVICES

PURPOSE: To ensure the organisation is conforming with, or eligible for, contractual obligations, government regulations, laws, or licenses and permits

FUNCTIONS:

1. Ensure legal and regulatory compliance to improve the organisational and regulatory environment
2. Provide legal guidance regarding ESTA evictions in order to ensure that the municipality operate within the legal parameters of the country
3. Provide legal opinions on by-laws

CHIEF LEGAL ADVISOR T

SNR CLERK
 NEW POST T

SECTION MUNICIPAL COURT

PURPOSE: To provide municipal court agency services

FUNCTIONS:

1. Provide an effective, efficient, independent and accountable prosecution service
2. Ensure prosecutorial service operations and standard compliance
3. Provide by-law prosecution services
4. Provide representation services
5. Provide court administration services

MANAGER: MUNICIPAL COURT T

PROSECUTOR T

CLERK OF COURT T

CLERK OF COURT T

CLERK OF COURT T

CLERK OF COURT/
 INTERPRETER T

CONFIDENTIAL

STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017



RECOMMENDED BY
 MUNICIPAL MANAGER

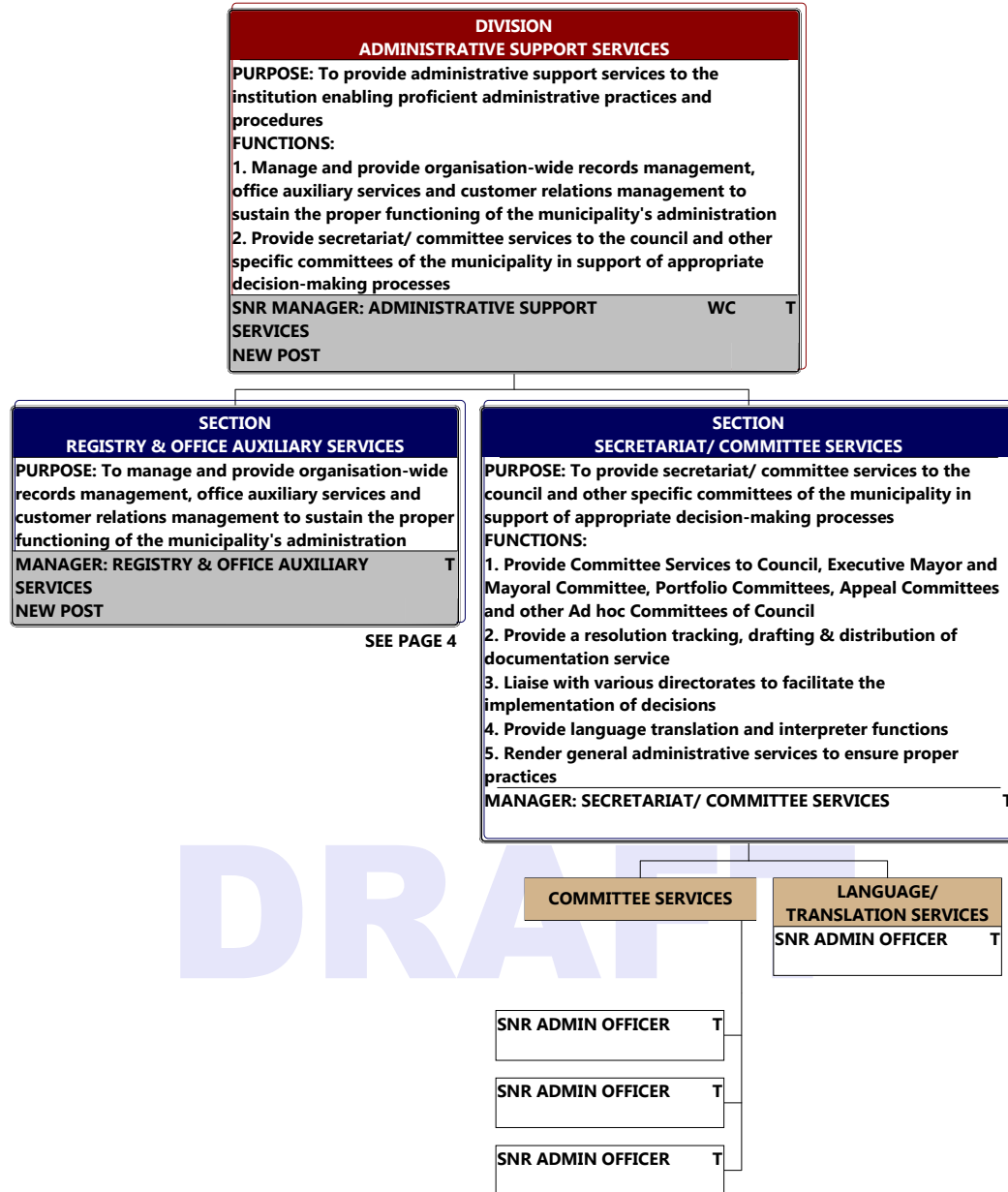
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____/____/2017

APPROVED BY COUNCIL

 Signature

____/____/2017



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CONFIDENTIAL

STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017



RECOMMENDED BY
 MUNICIPAL MANAGER

 Signature

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SECTION
REGISTRY & OFFICE AUXILIARY SERVICES

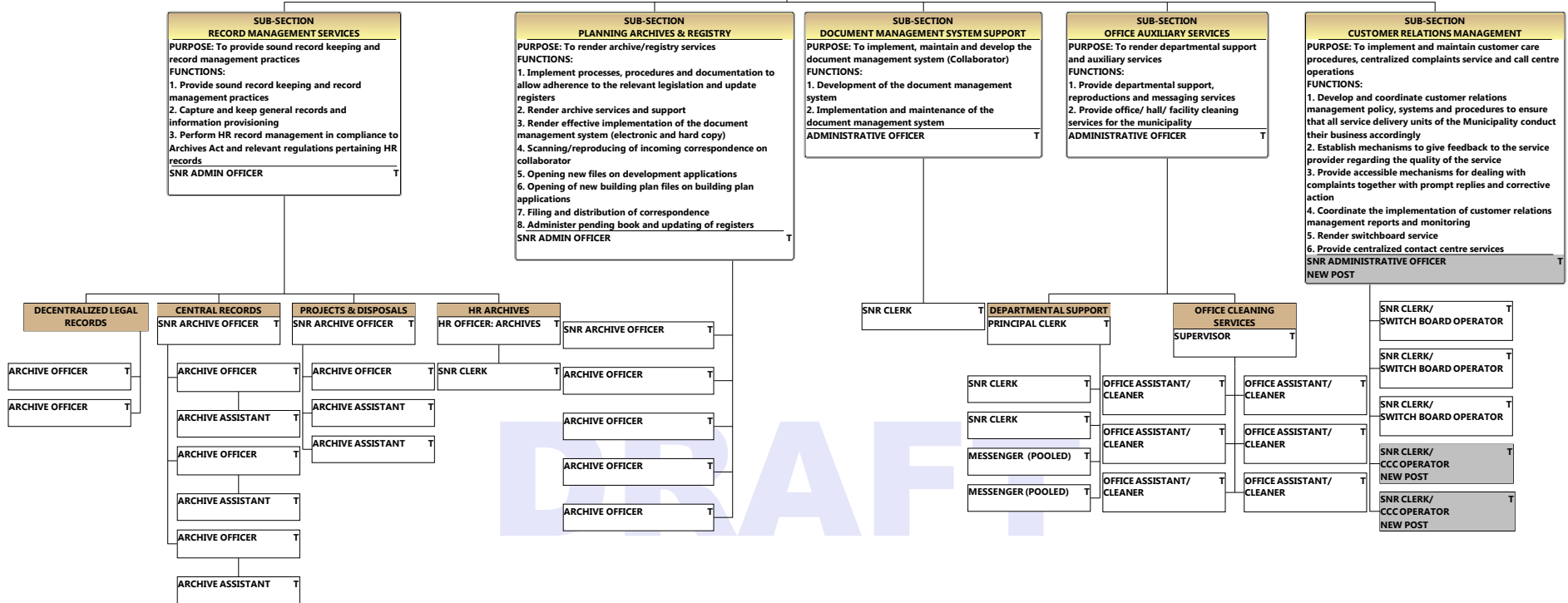
PURPOSE: To manage and provide organisation-wide records management, office auxiliary services and customer relations management to sustain the proper functioning of the municipality's administration

FUNCTIONS:

1. Provide sound record keeping and record management practices
2. Render archive/registry services
3. Implement, maintain and develop the document management system (Collaborator)
4. Render departmental support and auxiliary services
5. Implement and maintain customer care procedures, centralized complaints service and call centre operations

MANAGER: REGISTRY & OFFICE AUXILIARY SERVICES

NEW POST



CONFIDENTIAL

STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017



RECOMMENDED BY
 MUNICIPAL MANAGER

 Signature

____/____/2017

APPROVED BY COUNCIL

 Signature

____/____/2017

DIVISION
HUMAN RESOURCES MANAGEMENT (HRM)

PURPOSE: To render human resources management and support services to the municipality that will sustain the optimum utilisation of the municipality's human capital

FUNCTIONS:

1. Achieve maximum benefit from the talent potential of individuals within the organisation to enable the development and implementation of the talent and retention strategy for the municipality; ensure remuneration and development, implementation & maintenance of OEI services
2. Render an effective and efficient labour relations function and to ensure compliance with relevant labour legislation, collective agreements and council policy
3. Render occupational health, safety and employees wellness services
4. Render management and line function administrative support services

SNR MANAGER: HRM T

SECTION
ADMINISTRATIVE SUPPORT

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide secretarial/ administrative/ logistical support services to the Manager
2. Administer and maintain HR database, contracts and records

ADMIN OFFICER T

OFFICE ASSISTANT/ CLEANER T

SECTION
TALENT MANAGEMENT & ORGANISATIONAL EFFICIENCY IMPROVEMENT (OEI)

PURPOSE: To achieve maximum benefit from the talent potential of individuals within the organisation to enable the development and implementation of the talent and retention strategy for the municipality; ensure remuneration and development, implementation & maintenance of OEI services

MANAGER: TALENT MANAGEMENT & ORGANISATIONAL EFFICIENCY IMPROVEMENT (OEI) T

NEW POST

SEE PAGE 6

SECTION
LABOUR RELATIONS

PURPOSE: To render an effective and efficient labour relations function and to ensure compliance with relevant labour legislation, collective agreements and council policy

FUNCTIONS:

1. Managing the labour relations function and provide a general administrative and advisory service to management and trade unions
2. Develop, implement and maintain sound labour relation policies and procedures, grievance procedures and disciplinary hearing processes
3. Studying and interpreting all relevant labour legislation and other available literature including case law reports and attend relevant labour law seminars
4. Case management with regard to grievances, disciplinary, incapacity, conciliation and arbitration cases

LR SPECIALIST T

HR OFFICER T

SNR CLERK T

SECTION
OCCUPATIONAL HEALTH & SAFETY (OHS)

PURPOSE: To render occupational health, safety and employees wellness services

FUNCTIONS:

1. Conduct health and safety inspections/ audits and safety meetings
2. Administer IOD claims
3. Coordinate occupational health and safety programmes, identify safety-training needs and nominate OHS representatives
4. Direct the municipality's employee wellness programmes in support of optimum achievement of a healthy working environment for the municipality
5. Coordinate counselling support to staff by selected institutions/ agencies

OHS SPECIALIST T

ASST OHS OFFICER T

ASST OHS OFFICER T

CONFIDENTIAL

**STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017**



RECOMMENDED BY
MUNICIPAL MANAGER

Signature

____/____/2017

APPROVED BY COUNCIL

Signature

____/____/2017

**SECTION
TALENT MANAGEMENT & ORGANISATIONAL EFFICIENCY IMPROVEMENT
(OEI)**

PURPOSE: To achieve maximum benefit from the talent potential of individuals within the organisation to enable the development and implementation of the talent and retention strategy for the municipality; ensure remuneration and development, implementation & maintenance of OEI services

FUNCTIONS:

1. Render human resources administration services: recruitment and selection, policies, systems, procedures and staff establishment
2. Facilitate / arrange / coordinate training interventions and implement and monitor career pathing, talent management and succession planning
3. Provide an effective personnel administration and benefit function
4. Ensure remuneration and development, implementation & maintenance of OEI services, norms and standards, services strategies, workforce planning, policies and employee performance appraisal system (EPAS)

MANAGER: TALENT MANAGEMENT & ORGANISATIONAL EFFICIENCY IMPROVEMENT (OEI) T

NEW POST

**SUB-SECTION
RECRUITMENT & SELECTION**

PURPOSE: To render human resources administration services: recruitment and selection, policies, systems, procedures and staff establishment

FUNCTIONS:

1. Provide staff provisioning services: recruitment and selection, policies, systems, and procedures
2. Implement / administer / monitor the Employment Equity Plan (EE)
3. Administer staff establishment control system

HR SPECIALIST T

**SUB-SECTION
TRAINING & SKILLS DEVELOPMENT**

PURPOSE: To facilitate / arrange / coordinate training interventions and implement and monitor career pathing, talent management and succession planning

FUNCTIONS:

1. Initiate and coordinate organisational development interventions
2. Compile, coordinate and implement skills development planning processes, Work Place Skills Plan (WSP), and ATR (Annual Training Plan), performing the functions of Skill Development Facilitator (SDF)
3. Administer Learnerships and RPL
4. Report on training implemented and funding applications to LGSETA and funds spent to Training Committee, LLF and LGSETA
5. Administer municipal bursaries
6. Implement and monitor career pathing, talent management and succession planning
7. Develop, implement and maintain sound training and skills development policies

HR SPECIALIST T

**SUB-SECTION
HR ADMINISTRATION & BENEFITS**

PURPOSE: To provide an effective personnel administration and benefit function

FUNCTIONS:

1. Provide HR administration and benefit function:
 - i) Administer conditions of service, benefits, memberships, leave and terminations
 - ii) Front desk assistance
 - iii) Operate and update the HR system
 - iv) Administration of attendance registers

HR SPECIALIST T

**SECTION
ORGANISATIONAL EFFICIENCY IMPROVEMENT (OEI)**

PURPOSE: To ensure remuneration and development, implementation & maintenance of OEI services, norms and standards, services strategies, workforce planning, policies and employee performance appraisal system (EPAS)

FUNCTIONS:

1. Administer salary-advice / instructions to Finance (Payroll office)
2. Manage organisation design & business modelling
3. Coordinate culture & change management intervention
4. Administer job descriptions, strategic job pricing & evaluation system management
5. Develop and maintain an effective employee performance appraisal system (EPAS)

HR SPECIALIST T

NEW POST

HR OFFICER T

CLERK T

HR OFFICER T

PRINCIPAL CLERK T

HR OFFICER:
ADMINISTRATION T

HR OFFICER:
ADMINISTRATION T

HR OFFICER:
ADMINISTRATION T

SNR CLERK T

DRAFT

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DIVISION
INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT)

PURPOSE: To provide effective and efficient information and communication technology services

FUNCTIONS:

1. Provide ICT applications systems, software, database, active directory, helpdesk, lan and desktop support
2. Manage the effective functioning and availability of storage, network, connectivity, hardware, DR and telecoms

SNR MANAGER: ICT T

SECTION
ICT SYSTEMS & DESKTOP SUPPORT

PURPOSE: To provide ICT applications systems, software, database, active directory, helpdesk, lan and desktop support

FUNCTIONS:

1. Ensure sever uptime and system performance
2. Implement cyber crime prevention methods
3. Implement user account management procedures
4. Render proactive monitoring of databases and requirements
5. Coordinate policy and process implementation
6. Provide ICT applications systems and software
7. Provide tailored solutions vs inter-municipal collaboration
8. Coordinate shared services
9. Provide, coordinate and administer GIS services

MANAGER: ICT SYSTEMS & DESKTOP SUPPORT T

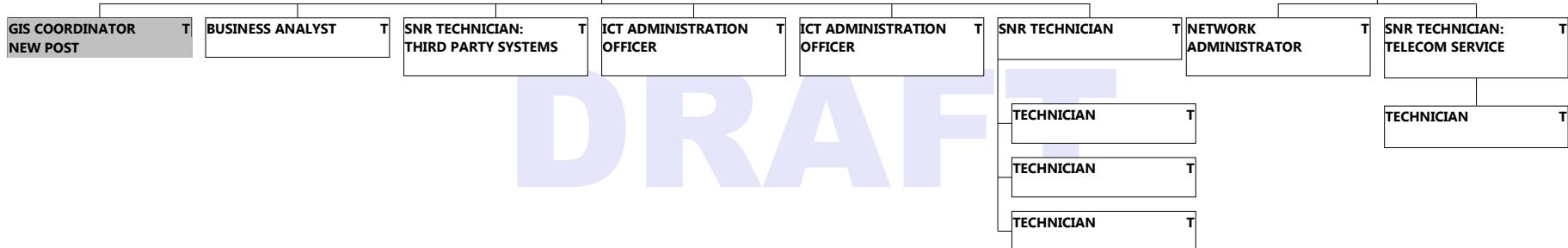
SECTION
ICT INFRASTRUCTURE

PURPOSE: To manage the effective functioning and availability of storage, network, connectivity, hardware, DR and telecoms

FUNCTIONS:

1. Provide ICT risk and governance administration
2. Ensure municipal reporting portal
3. Provide remote infrastructure management
4. Render data, voice and video communication management
5. Compile information plan management
6. Perform network security and reviews
7. Ensure system security, archiving, continuity & maintenance
8. Coordinate shared services

MANAGER: ICT INFRASTRUCTURE T



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**SECTION
COUNCILLOR'S SUPPORT**

PURPOSE: To manage the offices of the political office bearers to ensure coordinated, efficient and effective administrative and support services

FUNCTIONS:

1. Render secretarial, administrative, liaison and logistical support services to the Political Office Bearers:
 - i) Executive Mayor
 - ii) Speaker
 - iii) Chief Whip
2. Render secretarial, administrative and logistical support services to the political office bearers
3. Advise the Executive Mayor and Political Office Bearers on a daily basis with regard to functional activities

MANAGER: COUNCILLOR'S SUPPORT T

FUNCTIONAL REPORTING LINE TO POLITICAL OFFICE BEARERS

**SUB-SECTION
EXECUTIVE MAYOR**

PURPOSE: To render secretarial, administrative and logistical support services to the political office bearers

FUNCTIONS:

1. Office management functions
2. Executive secretarial functions
3. Administrative and logistical support
4. Communication and liaison between Executive Mayor and councillors
5. Conduct research, analyses and speech writing

PA: EXECUTIVE MAYOR T

**SUB-SECTION
DEPUTY EXECUTIVE MAYOR**

PURPOSE: To render secretarial, administrative and logistical support services to the political office bearers

FUNCTIONS:

1. Office management functions
2. Executive secretarial functions
3. Administrative and logistical support

PA: DEPUTY EXECUTIVE MAYOR T

**SUB-SECTION
SPEAKER**

PURPOSE: To render secretarial, administrative and logistical support services to the political office bearers

FUNCTIONS:

1. Office management functions
2. Executive secretarial functions
3. Administrative and logistical support
4. Communication and liaison between Speaker and councillors
5. Support management, councillors and/or ward committees in the development of effective strategies and programs to strengthen community involvement and/or participation in Council matters
6. Coordinate ward committees

ADMIN OFFICER T

**SUB-SECTION
CHIEF WHIP**

PURPOSE: To render secretarial, administrative and logistical support services to the political office bearers

FUNCTIONS:

1. Office management functions
2. Executive secretarial functions
3. Administrative and logistical support

PA: CHIEF WHIP T
NEW POST

**SUB-SECTION
EXECUTIVE COUNCIL SUPPORT**

PURPOSE: To render secretarial, administrative and logistical support services to the fulltime councillors

FUNCTIONS:

1. Office management functions
2. Executive secretarial functions
3. Administrative and logistical support
4. Communication and liaison between stakeholders and councillors
5. Conduct research, analyses and speech writing
6. Render support wrt IDP engagements and public participation processes
7. Render MPAC administrative support services

EXECUTIVE SUPPORT OFFICER T

EXECUTIVE SECRETARY T

MESSENGER/ DRIVER/ ACCESS CONTROL T
NEW POST

PA: SPEAKER T
NEW POST

EXECUTIVE SECRETARY T	EXECUTIVE SECRETARY T
WARD ADMINISTRATOR T	WARD ADMINISTRATOR T
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SECTION
PROPERTIES MANAGEMENT & MUNICIPAL BUILDING MAINTENANCE

PURPOSE: To render properties and facilities management administrative processes in respect of all land and property transactions and maintain all municipal buildings

FUNCTIONS:

1. Ensure drafting of contracts according to stipulated, developed policies and procedures and administer land and properties purchases, sales and leases
2. Maintain all municipal buildings, property, fences, structures & public facility maintenance programs of the municipal
3. Initiate, coordinate and monitor portfolio management processes of all council properties
4. Plan and develop new projects
5. Render project management services

MANAGER: PROPERTIES MANAGEMENT & MUNICIPAL BUILDING MAINTENANCE T

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SUB-SECTION
TRANSACTION/SALES/LEASES

PURPOSE: To ensure drafting of contracts according to stipulated, developed policies and procedures and administer land and properties purchases, sales and leases

FUNCTIONS:

1. Administration of transfers in respect of municipal houses
2. Monitor usage in terms of contracts and upkeep of council properties
3. Administer all processes regarding alienation, sales, leases, donations, servitudes, notaries agreements, deeds of sales and ownership confirmation of properties
4. Administer land and properties purchases, sales and leases
5. Manage and administer council's immovable assets used for administrative purposes

SNR ADMINISTRATIVE OFFICER T

SUB-SECTION
MUNICIPAL BUILDING MAINTENANCE

PURPOSE: To maintain all municipal buildings, property, fences, structures & public facility maintenance programs of the municipality

FUNCTIONS:

1. Render property and building maintenance services including basic carpentry and plumbing maintenance services
2. Control and perform the internal construction and maintenance programs with regard to Council's fences, structures, sidings and public facilities
3. Perform regular inspections on facilities and compile maintenance programmes in terms of structures and provide engineering / technical project support
4. Provide renovations and minor construction services to all municipal buildings, property, fences, structures & public facilities
5. Manage preventative maintenance program

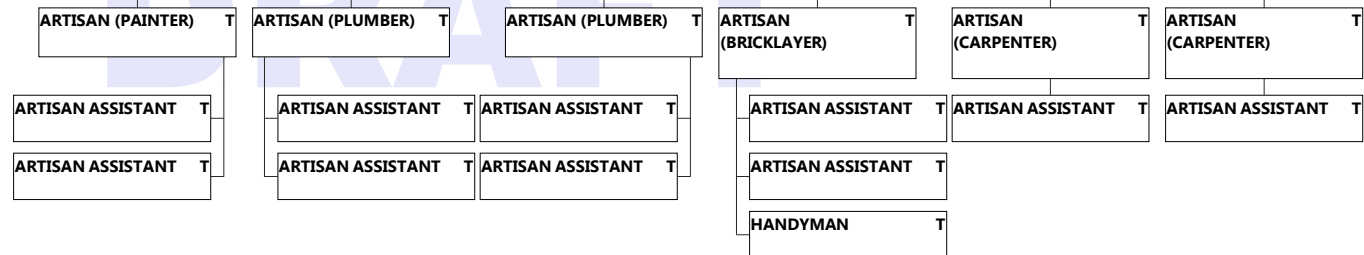
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CLERK T

CLERK NEW POST T

CLERK T

ASST SUPERINTENDENT T



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DIRECTORATE FINANCIAL SERVICES



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**DIRECTORATE
FINANCIAL SERVICES**

PURPOSE: To manage and provide financial services in order to ensure financial viability, compliance and reporting

FUNCTIONS:

1. Manage and control the implementation of budget policies, systems and procedures and financial statement processes, assets and financial management information system to ensure legislative compliance and sound financial management practices
2. Implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance
3. Ensure the recording, authorisation and proper execution of expenditure policies, systems, procedures and transactions
4. Manage supply chain management services to ensure proper systems, policies, procedures and control for demand, acquisition, logistics, assets and disposal management
5. Render management and line function executive support services to the directorate

DIRECTOR: FINANCIAL SERVICES (CFO) SECT. 57

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**SECTION
EXECUTIVE SUPPORT**

PURPOSE: To render management and line function executive support services to the directorate

FUNCTIONS:

1. Provide executive support services
2. Provide logistic/ secretarial support services
3. Provide planning, research, analyses and reporting services to the Director

PERSONAL ASSISTANT T

FILING/ ARCHIVES CLERK T
NEW POST

**DIVISION
FINANCIAL MANAGEMENT SERVICES**

PURPOSE: To manage and control the implementation of budget policies, systems and procedures and financial statement processes, assets and financial management information system to ensure legislative compliance and sound financial management practices

SNR MANAGER: FINANCIAL MANAGEMENT SERVICES T

SEE PAGE 11

**DIVISION
REVENUE & EXPENDITURE**

PURPOSE: To implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance, and ensure recording, authorisation and proper execution of expenditure policies, systems, procedures and transactions

SNR MANAGER: REVENUE & EXPENDITURE

SEE PAGE 15

**DIVISION
SUPPLY CHAIN MANAGEMENT (SCM)**

PURPOSE: To manage supply chain management (SCM) services to ensure proper systems, policies, procedures and control for demand, acquisition, logistics, assets and disposal management

SNR MANAGER: SCM T

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DIVISION
FINANCIAL MANAGEMENT SERVICES

PURPOSE: To manage and control the implementation of budget policies, systems and procedures and financial statement processes, assets and financial management information system to ensure legislative compliance and sound financial management practices

FUNCTIONS:

1. Administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures
2. Prepare and compile Annual Financial Statements (AFS's) and implement procedures, systems and controls to ensure implementation and compliance to all relevant accounting standards
3. Administer assets management processes and procedures, asset register and implementation of asset management policy
4. Administer the financial management information system
5. Render management and line function administrative support services
6. Risk management of the whole financial department

SNR MANAGER: FINANCIAL MANAGEMENT SERVICES T

SECTION
ADMINISTRATIVE SUPPORT

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide administrative support services
2. Provide planning, research, statistics, analyses and reporting services

ADMIN OFFICER T

OFFICE ASSISTANT/ CLEANER T

OFFICE ASSISTANT/ CLEANER T

SECTION
BUDGET & COSTING

PURPOSE: To administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures

MANAGER: BUDGET & COSTING T

SEE PAGE 12

SECTION
FINANCIAL STATEMENTS, COMPLIANCE & REPORTING

PURPOSE: To prepare and compile Annual Financial Statements (AFS's) and implement procedures, systems and controls to ensure implementation and compliance to all relevant accounting standards

MANAGER: FINANCIAL STATEMENTS, COMPLIANCE & REPORTING T

SEE PAGE 13

SECTION
FINANCIAL ASSET MANAGEMENT

PURPOSE: To administer assets management processes and procedures, asset register and implementation of asset management policy

MANAGER: FINANCIAL ASSET MANAGEMENT NEW POST T

SEE PAGE 14

SECTION
FINANCIAL SYSTEMS

PURPOSE: To administer the financial management information system

FUNCTIONS:

1. Verify, administer financial data on the financial system in order to ensure performance, integrity and security of the financial database:
 - i) Ensure data remains consistent across the database and is clearly defined
 - ii) Control user access to the financial database and ensure data security and recovery control measures
 - iii) Administer financial GIS
2. Implement and maintain the financial accounting system in collaboration with ICT, monthly billing and payroll system processing

FINANCIAL SYSTEM SPECIALIST T

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**SECTION
 BUDGET & COSTING**

PURPOSE: To administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures

FUNCTIONS:

1. Administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures
2. Implement accounting policies, systems and procedures to ensure sound financial practices of costing system
3. Responsible for legislated return forms in terms of the budgetary function and assisting with statutory reporting
4. Provide financial management support services to ensure the implementation of policies, systems and procedures in accordance with reporting and accounting requirements and practices
5. Implement effective budget control management to ensure no overspending that may qualify as unauthorised expenditure
6. Administer costing structure to ensure that the cost per function represents all direct and indirect costs
7. Execute all budgeting compliance issues in terms of the compliance register, budget control and accounting procedures
8. Coordinate in-service training and internship programmes in terms of prescribed requirements

MANAGER: BUDGET & COSTING T

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INTERNAL FINANCIAL
 INTERNS

**SUB-SECTION
 SDBIP MONITORING & BUDGET CONTROL
 UNIT A**

PURPOSE: To administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures - Unit A

FUNCTIONS:

1. Gather and capture information to assist the operating and capital budgeting processes and reporting requirements: planning, strategizing, preparation, tabling, public participation, approval and finalising
2. Prepare and compile annual, adjusted operational and capital budgets including budget assumptions, forecasts based on historical trends and submissions from all user departments
3. Administer adjustment budgeting processes: midyear budget and performance assessment, prepare adjustment budget, process public participation inputs, NT/ PT submissions, virements
4. Render budgetary control through compilation of variance and spending reports and the follow up of overspending patterns
5. Pro-actively advise management on strategies to implement budget and prevent revenue leakage and revenue enhancement

CHIEF ACCOUNTANT T

**SUB-SECTION
 SDBIP MONITORING & BUDGET CONTROL
 UNIT B**

PURPOSE: To administer budgeting processes, planning, compilation & reporting, overall budget control, reconciliations and control accounting procedures - Unit B

FUNCTIONS:

1. Gather and capture information to assist the operating and capital budgeting processes and reporting requirements: planning, strategizing, preparation, tabling, public participation, approval and finalising
2. Prepare and compile annual, adjusted operational and capital budgets including budget assumptions, forecasts based on historical trends and submissions from all user departments
3. Administer adjustment budgeting processes: midyear budget and performance assessment, prepare adjustment budget, process public participation inputs, NT/ PT submissions, virements
4. Render budgetary control through compilation of variance and spending reports and the follow up of overspending patterns
5. Pro-actively advise management on strategies to implement budget and prevent revenue leakage and revenue enhancement

CHIEF ACCOUNTANT T

**SECTION
 COSTING**

PURPOSE: To implement accounting policies, systems and procedures to ensure sound financial practices of costing system

FUNCTIONS:

1. Updating of costing structure to ensure that the cost per function represents all direct and indirect costs
2. Administer job/ vehicle/ labour costing processes
3. Administer departmental charge outs
4. Coordinate feedback and liaise with user departments on incident reports

SNR ACCOUNTANT T

ACCOUNTANT
 NEW POST T

SNR CLERK
 NEW POST T

SNR CLERK T

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SECTION
FINANCIAL STATEMENTS, COMPLIANCE & REPORTING

PURPOSE: To prepare and compile Annual Financial Statements (AFS's) and implement procedures, systems and controls to ensure implementation and compliance to all relevant accounting standards

FUNCTIONS:

1. Render statistical financial administration and statutory financial reporting in terms of applicable legislation
2. Compile monthly and annual financial statements and administer reconciliations
3. Streamline grants reporting and administration to ensure compliance to national and provincial requirements
4. Ensure proper statistical administration and statutory financial reporting in terms of applicable legislation

MANAGER: FINANCIAL STATEMENTS, COMPLIANCE & REPORTING T

SUB-SECTION
MFMA REPORTING & COMPLIANCE

PURPOSE: To render statistical financial administration and statutory financial reporting in terms of applicable legislation

FUNCTIONS:

1. Prepare monthly, quarterly, mid-year and yearly reports in accordance with relevant legislation
2. Prepare monthly Appendix B and Schedule C reports to National and Provincial Treasuries
3. Administer financial reporting requirements and procedures
4. Prepare all other reports and statistical information as requested
- 5.
6. Liaise with different spheres of governments and ensure sound effective communication
7. Handle reporting queries

CHIEF ACCOUNTANT T

SUB-SECTION
FINANCIAL STATEMENTS & RECONCILIATIONS

PURPOSE: To compile monthly and annual financial statements and administer reconciliations

FUNCTIONS:

1. Administer bank reconciliations, daily cash flow and investment management and insurance portfolio
2. Administer financial reporting requirements and procedures
3. Maintain general ledger and votes structure
4. Handle audit files and audit outcomes
5. Administer borrowing and investments management process
6. Control the implementation of accounting policies, systems and procedures

CHIEF ACCOUNTANT T

SNR CLERK
NEW POST T

BANK RECONCILIATIONS

SNR CLERK T

RECONCILIATIONS

SNR CLERK
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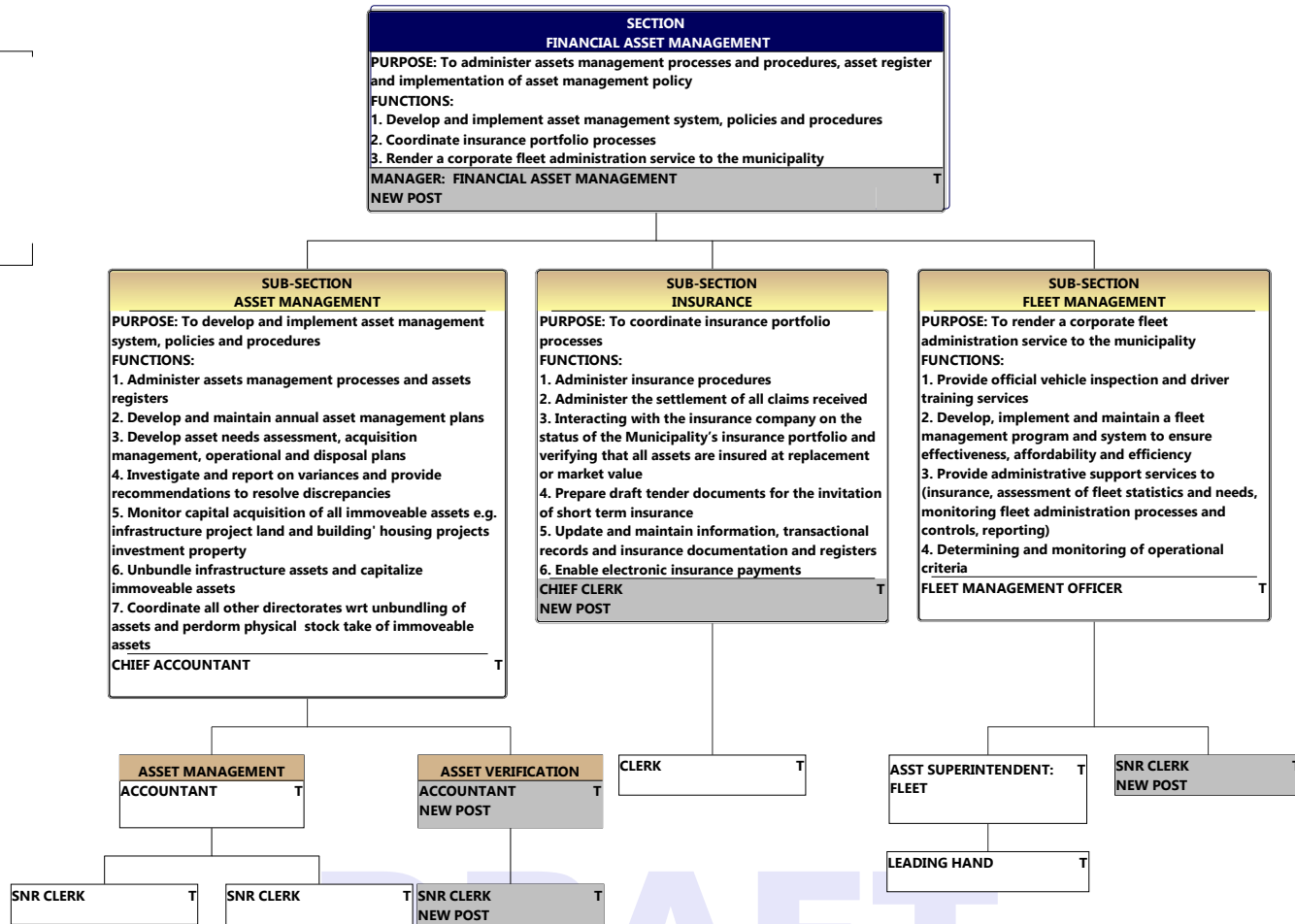
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**DIVISION
REVENUE & EXPENDITURE**

PURPOSE: To implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance, and ensure recording, authorisation and proper execution of expenditure policies, systems, procedures and transactions

FUNCTIONS:

1. Implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance
2. Ensure the recording, authorisation and proper execution of expenditure policies, systems, procedures and transactions
3. Render management and line function administrative support services
4. Implement revenue protection processes and procedures

SNR MANAGER: REVENUE & EXPENDITURE

**SECTION
ADMINISTRATIVE SUPPORT**

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide administrative support services
2. Provide planning, research, statistics, analyses and reporting services

ADMIN OFFICER T

OFFICE ASSISTANT/ CLEANER T

OFFICE ASSISTANT/ CLEANER T

**SECTION
REVENUE**

PURPOSE: To implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance

MANAGER: REVENUE

SEE PAGE 16

**SECTION
EXPENDITURE**

PURPOSE: To ensure the recording, authorisation and proper execution of expenditure policies, systems, procedures and transactions

MANAGER: EXPENDITURE

SEE PAGE 23

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**SECTION
REVENUE**

PURPOSE: To implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance

FUNCTIONS:

1. Implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance
2. Ensure the recording, authorisation and proper execution of expenditure policies, systems, procedures and transactions
3. Render management and line function administrative support services

MANAGER: REVENUE

**SUB-SECTION
CONSUMER ACCOUNTS & VALUATIONS**

PURPOSE: To administer billing, rates and taxes and property valuations in accordance with legislative prescripts and coordinate customer care management services

CHIEF ACCOUNTANT T

SEE PAGE 17

**SUB-SECTION
CASH MANAGEMENT & CREDIT CONTROL**

PURPOSE: To manage and administer cashiering, receipting, credit control policy and procedures in accordance with regulations and Council

SNR ACCOUNTANT T

SEE PAGE 19

**SUB-SECTION
ADMINISTRATIVE SUPPORT**

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide administrative support services
2. Provide planning, research, statistics, analyses and reporting services

ADMIN OFFICER T
NEW POST

FILING CLERK T
NEW POST

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SUB-SECTION
CONSUMER ACCOUNTS & VALUATIONS

PURPOSE: To administer billing, rates and taxes and property valuations in accordance with legislative prescripts and coordinate customer care management services

FUNCTIONS:

1. Provide meter reading, water and electricity billing services
2. Administer rates and taxes
3. Administer valuations in accordance with legislative prescripts

CHIEF ACCOUNTANT T

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METER READING, TRADING & BILLING SERVICES

PURPOSE: To provide meter reading, water and electricity billing services

ACCOUNTANT T

SEE PAGE 18

RATES & TAXES

PURPOSE: To administer rates and taxes

FUNCTIONS:

1. Assist with compilation of statistics; check journals and data changes; approve and check customer tariffs and perform special rating area functions
2. Accurate levying of fixed municipal rates and taxes according to council's By-Laws
3. Ensuring levying of rates and taxes in accordance with rates policy in order to maintain and extend council tax base
4. Ensure the levying of service charges e.g. sewerage and refuse
5. Ensuring the regular reconciliation of rates and taxes accounts against valuation roll
6. Issuing of clearances
7. Maintain Council's property owners system and balance erf sale register
8. Administer revenue protection processes and procedures
9. Administer and ensure compliance by both parties with Financial Agreements signed between municipality and SRA(s):
 - i) Debtor administration pertaining to SRAs
 - ii) Reporting and statistics with regards to SRA
 - iii) Financial administration with regards to SRAs

ACCOUNTANT T

VALUATIONS

PURPOSE: To administer valuations in accordance with legislative prescripts

FUNCTIONS:

1. Administer all valuated properties within the municipality for purposes of levying rates
2. Prepare, certify and submit valuation roll
3. Apply consultation and objection procedures
4. Provide administrative support regarding valuation matters
5. Directs the processes of general and supplementary valuations
6. Administer and maintain financial procedures regarding property valuation
7. Maintain the property register
8. Liaise with Valuer

SNR VALUATION OFFICER T

CHIEF CLERK T

SNR CLERK T

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CLERK T

CLERK NEW POST T

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METER READING, TRADING & BILLING SERVICES

PURPOSE: To provide meter reading, water and electricity billing services

FUNCTIONS:

1. Billing, debtors accounts, generate accounts and journals
2. Administer and manage meter reading services, download meter reader units, generate electronic reports, interdepartmental charges, manage meter reading routes, service charges, cut-off lists, cutting off and switching on meters; readings for new applications & disconnection.
3. Prepare refunds on remaining credits and deposits on closed accounts
4. Reconciliation of the monthly movements with ledger in relation to the relevant votes
5. Administer water & electricity records; water & electricity consumption; bulk meter readings; process final accounts trial billing runs
6. Revenue protection through physical inspections
7. Handle queries and complaints from the general public in respect of accounts; service applications/disconnections; correctness of water and electricity records
8. Administer revenue protection processes and procedures

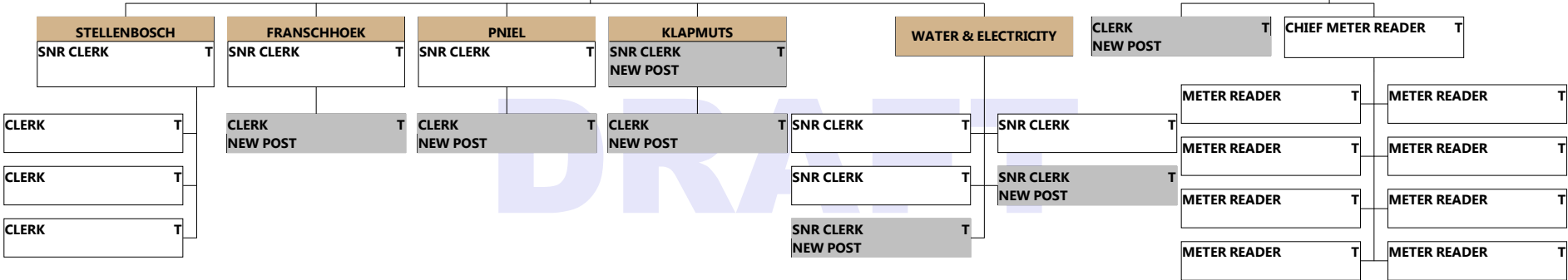
ACCOUNTANT T

**CUSTOMER CARE,
 ENQUIRIES, LIAISON,
 WATER & ELECTRICITY**

CHIEF CLERK T

METER READING

SNR CLERK T



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**SUB-SECTION
CASH MANAGEMENT & CREDIT CONTROL**

PURPOSE: To manage and administer cashiering, receipting, credit control policy and procedures in accordance with regulations and Council

FUNCTIONS:

1. Administer sundry debtors, cashiering and receipting
2. Administer and coordinate credit control and debt recovery, housing finance, sundry debtors and cash management
3. Administer credit control policy and procedures, indigent and legal actions in accordance with regulations and Council policies

SNR ACCOUNTANT T

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SUNDRY DEBTORS & CASHIERS

PURPOSE: To administer sundry debtors, cashiering and receipting

ACCOUNTANT T

SEE PAGE 20

CREDIT CONTROL & DISCONNECTIONS

PURPOSE: To administer and coordinate credit control and debt recovery, housing finance, sundry debtors and cash management

ACCOUNTANT T

SEE PAGE 21

INDIGENT & PRE-LEGAL SERVICES

PURPOSE: To administer credit control policy and procedures, indigent and legal actions in accordance with regulations and Council policies

ACCOUNTANT T

SEE PAGE 22

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**STELLENBOSCH LOCAL MUNICIPALITY
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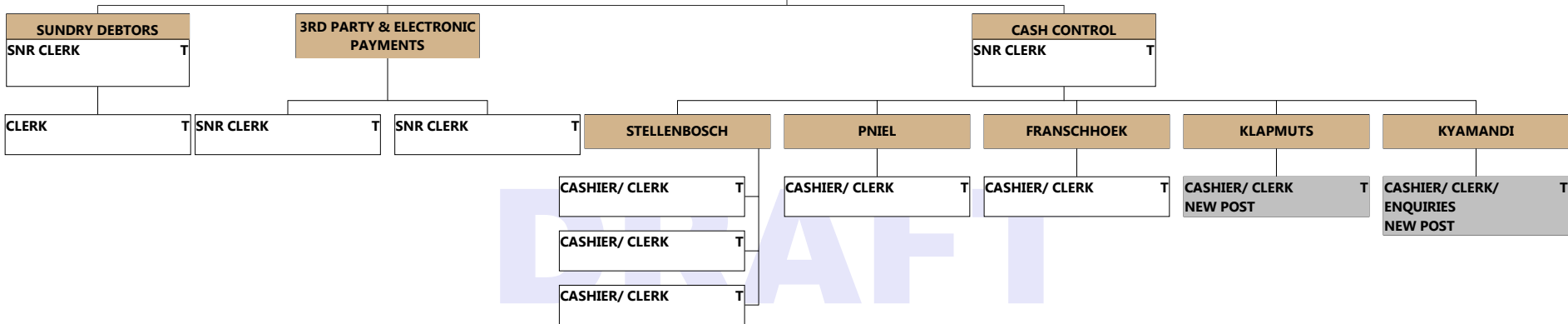
SUNDRY DEBTORS & CASHIERS

PURPOSE: To administer sundry debtors, cashing and receipting

FUNCTIONS:

1. Administer sundry income in accordance to signed contracts and Council's by laws
2. Printing and posting of sundry accounts and diverse debtors
3. Administer collections with respect to housing scheme, perform general financial administration, compile rental and service tariffs, reconcile long term debtors, selling and rental schemes and capital unsold units
4. Receipting, capture financial transactions, receive monies, cashier services, assistance to the public, income protection and control, financial control procedures and administration of the council's Pay points
5. Ensure revenue protection through physical inspections
6. Handle queries and complaints from the general public in respect of accounts

ACCOUNTANT T



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CREDIT CONTROL & DISCONNECTIONS

PURPOSE: To administer and coordinate credit control and debt recovery, housing finance, sundry debtors and cash management

FUNCTIONS:

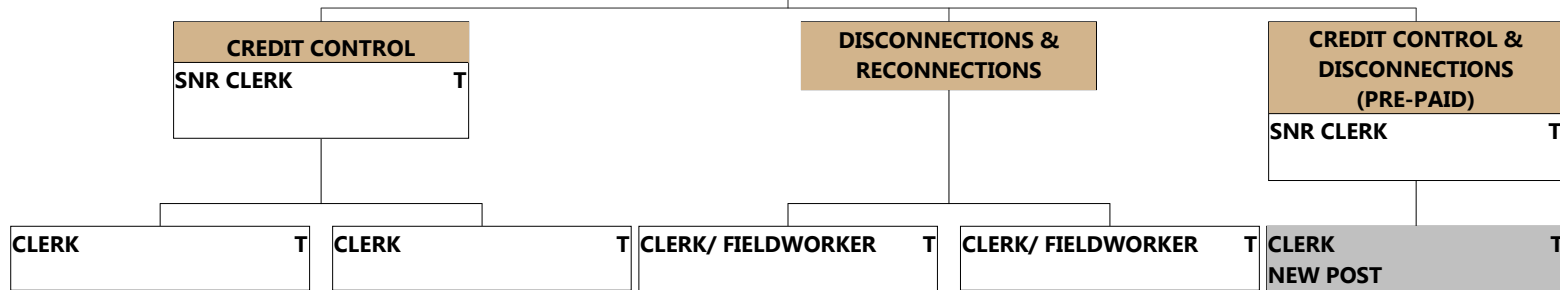
1. Maintain Council's debtor's arrangement file system
2. Recommend disconnections & reconnections
3. Admin & maintenance of notices and reminders for debtors accounts up to 60 days
4. Identification of potential write-offs
5. Control & maintain Council's debtor files
6. Liaison with internal and external parties

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INDIGENT & PRE-LEGAL SERVICES

PURPOSE: To administer credit control policy and procedures, indigent and legal actions in accordance with regulations and Council policies

FUNCTIONS:

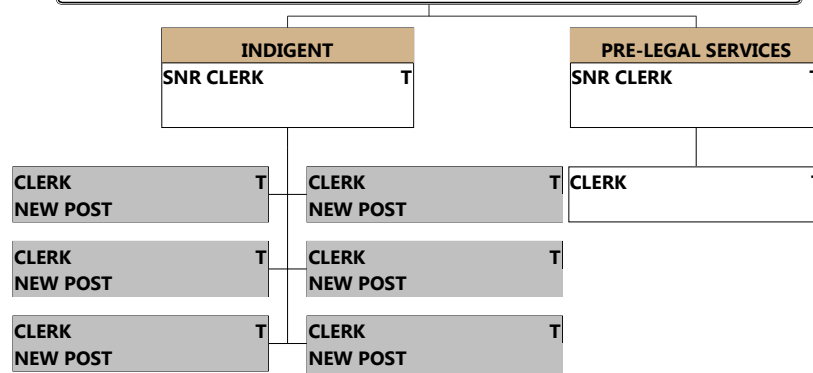
1. Generation and co-ordinating of the monthly notices and final demands for debtors with accounts outstanding above 60 days
2. Generation, evaluation and compilation of handover lists to Council's attorney
3. Maintain and supervise Council's hand over file system
4. Administration of processes i.r.o debtors under debt review, administration, insolvent / late estates, liquidations etc
5. Supervise Council's indigent registration processes
6. Check applications for refunds
7. Recommend potential debtors for write off
8. Manage all accounts in respect of staff, councillor and government accounts
9. Liaise with external service providers regarding legal credit control services

ACCOUNTANT T

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**SECTION
 EXPENDITURE**

PURPOSE: To ensure the recording, authorisation and proper execution of expenditure policies, systems, procedures and transactions

FUNCTIONS:

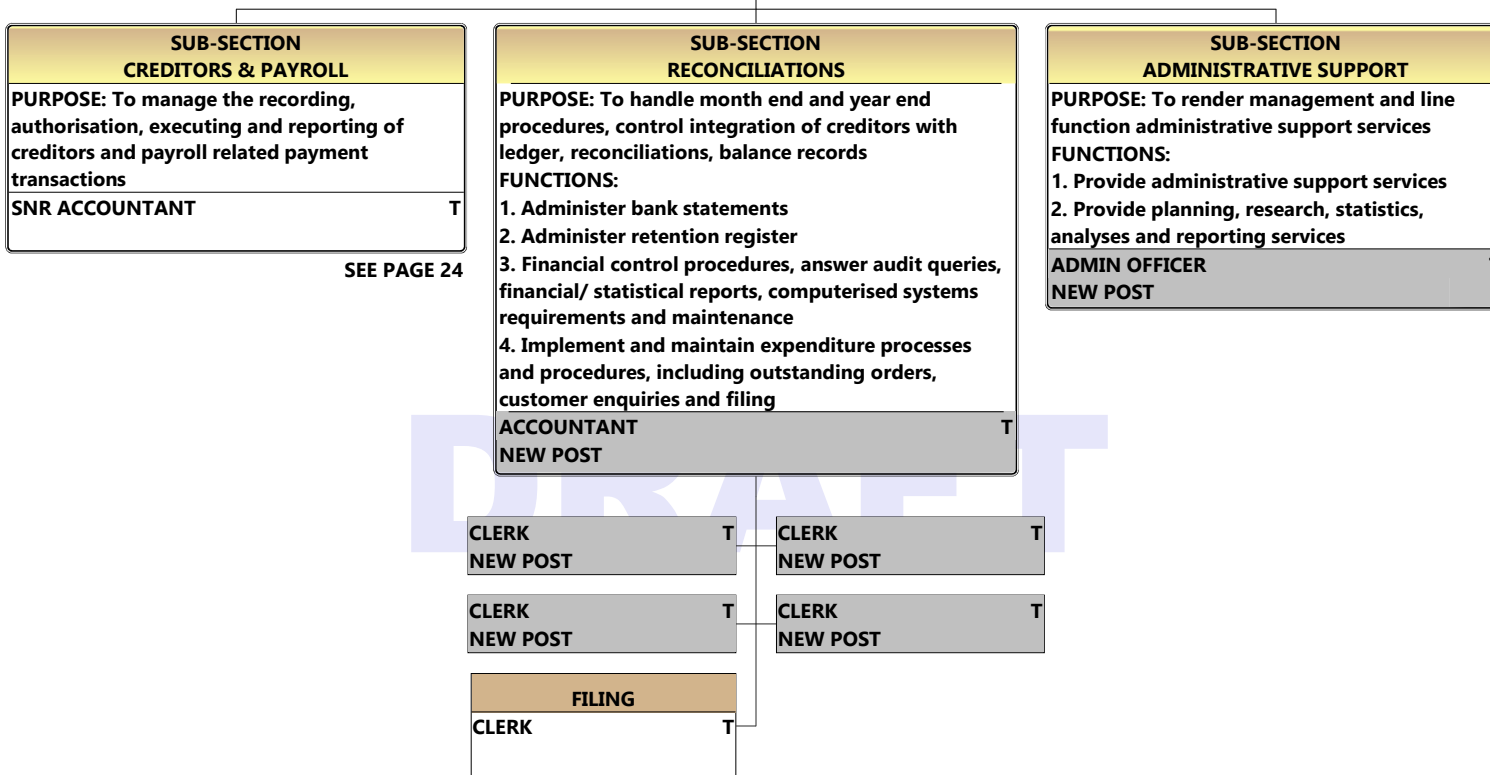
1. Manage the recording, authorisation, executing and reporting of creditors and payroll related payment transactions
2. Handle month end and year end procedures, control integration of creditors with ledger, reconciliations, balance records
3. Render management and line function administrative support services

MANAGER: EXPENDITURE

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**SUB-SECTION
 CREDITORS & PAYROLL**

PURPOSE: To manage the recording, authorisation, executing and reporting of creditors and payroll related payment transactions

FUNCTIONS:

1. Provide recording, authorisation, executing and reporting of creditors, ad-hoc payments transactions and EFT payments on system
2. Provide recording, authorisation, executing and reporting of payroll transactions

SNR ACCOUNTANT T

CREDITORS

PURPOSE: To provide recording, authorisation, executing and reporting of creditors, ad-hoc payments transactions and EFT payments on system

FUNCTIONS:

1. Accurate timeous payment of council's creditors according to the approved budget and in compliance with all the council's policies and Municipal Finance Management Act and other relevant prescripts
2. Implement and maintain expenditure processes and procedures, including adhoc payments, VAT, EFT, process invoices, master file of council creditors, outstanding orders, customer enquiries and filing

ACCOUNTANT T

PAYROLL

PURPOSE: To provide recording, authorisation, executing and reporting of payroll transactions

FUNCTIONS:

1. Compile and administer salary budget
2. Handle staff queries, housing subsidies, deductions, pay group insurance, insurance policies, medical aid funds and pension funds
3. Administer third party payments
4. Pay salaries and wages, allowances, S&T claims
5. Capture and update details of employees on the payroll system, prepare and effect payment of salaries, balance control accounts for salaries, reconciliation
6. Create statistical reports, generate IRP 5's, generate payroll

ACCOUNTANT T

CREDITORS

DIRECT PAYMENTS

SNR CLERK T

SNR CLERK T

SNR CLERK T

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CLERK T

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**DIVISION
SUPPLY CHAIN MANAGEMENT (SCM)**

PURPOSE: To manage supply chain management (SCM) services to ensure proper systems, policies, procedures and control for demand, acquisition, logistics, assets and disposal management

FUNCTIONS:

1. Render a demand management service
2. Render an acquisition management service
3. Administer and perform SCM procurement contract and tender administration
4. Render management and line function administrative support services

SNR MANAGER: SCM T

**SECTION
ADMINISTRATIVE SUPPORT**

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide administrative support services
2. Provide planning, research, statistics, analyses and reporting services

SNR CLERK T

**SECTION
DEMAND MANAGEMENT**

PURPOSE: To render a demand management service

SNR ACCOUNTANT T

SEE PAGE 26

**SECTION
ACQUISITION MANAGEMENT**

PURPOSE: To render acquisition management services

SNR ACCOUNTANT T

SEE PAGE 27

**SECTION
TENDER & CONTRACT ADMINISTRATION**

PURPOSE: To administer and perform contract and tender administration

FUNCTIONS:

1. Administer tender administration, conditions of contracts and CIDB
2. Perform contracts, risks and performance management processes
3. Implement effective systems for contract, performance and risk management
4. Develop legal framework for contract management and administration
5. Monitor and report on contracts

SNR ACCOUNTANT T
NEW POST

CLERK T
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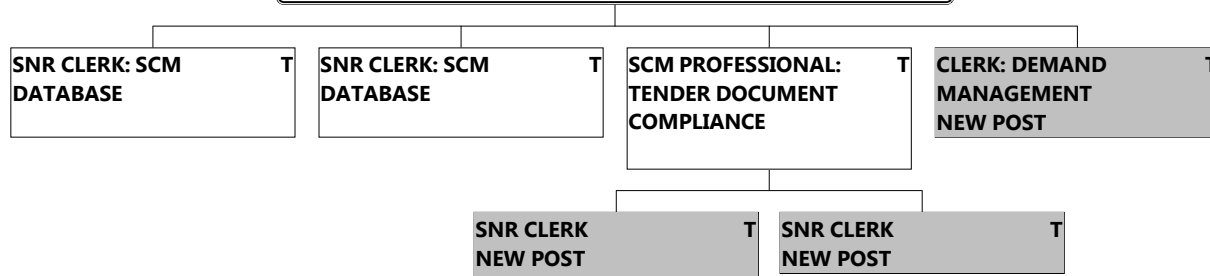
____/____/2017

SECTION DEMAND MANAGEMENT	
PURPOSE: To render a demand management service	
FUNCTIONS:	
1. Compile annual demand management plan	
2. Develop procurement strategy	
3. Perform needs analyses	
4. Perform expenditure analysis with respect to payments, quotations and bids	
5. Compile specifications and terms of reference	
6. Maintain supplier database, perform market research and sourcing of suppliers	
7. Perform commodity analysis	
8. Render bid administrative support function to bid committees and maintain bid registers	
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SECTION
ACQUISITION MANAGEMENT

PURPOSE: To render acquisition management services

FUNCTIONS:

1. Render acquisition management services for purchases above R30000
2. Render acquisition management services for purchases from R0 to R200000
3. Provide tender evaluations services for bids above R200000
4. Coordinate, control and apply logistics and disposal management practices and procedures in order to administer and manage the receipt , safeguarding and issuing of store items

SNR ACCOUNTANT T

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SUB-SECTION
ACQUISITION MANAGEMENT
 (ABOVE R30 000)

PURPOSE: To render acquisition management services for purchases above R30 000

FUNCTIONS:

1. Formulate, implement and monitor the annual demand management plan (inclusive of strategic and operational procurement plan)
2. Process and apply bid systems to solicit responses in the form of quotations from suppliers/ vendors or service providers
3. Perform procurement function for department (inclusive of transversal bids) and facilitate the emergency procurement process
4. Execute procurement process compliance
6. Administer concluded contracts, interact with departments to establish conformance with specifications, terms and conditions and related legal aspects
7. Perform Bid operations, compilation, evaluation, adjudication, administration, maintenance of bid registers and bid reporting

ACCOUNTANT T
 NEW POST

SUB-SECTION
ACQUISITION MANAGEMENT
 (R0-R200 000)

PURPOSE: To render acquisition management services for purchases from R0 to R200 000

FUNCTIONS:

1. Coordinate and control procurement and/ or purchasing sequences
2. Confirm capacity and capability of suppliers to meet specific requirements
3. Monitor compliance and perform supplier audits and performance evaluation
4. Collate and verify transactional documentation (requisitions, delivery notes,)
5. Provide detailing report on outstanding/ back orders and re-order status
6. Analyze inventory schedules to determine critical needs

CHIEF BUYER T
 NEW POST

SUB-SECTION
TENDER EVALUATIONS
 (ABOVE R200 000)

PURPOSE: To provide tender evaluations services for bids above R200 000

FUNCTIONS:

1. Decide on the manner in which the market will be approached
2. Establish the total cost of ownership of a particular type of asset
3. Ensure that bid documentation is complete, including evaluation criteria
4. Evaluate bids in accordance with published criteria
5. Ensure that proper contract documents are signed
6. Ensure that bids be evaluated in accordance with the criteria specified in the bid specifications

SNR SCM PROFESSIONAL T
 NEW POST

SECTION
STORES & DISPOSAL MANAGEMENT

PURPOSE: To coordinate, control and apply logistics and disposal management practices and procedures in order to administer and manage the receipt , safeguarding and issuing of store items

FUNCTIONS:

1. Apply logistics management practices
2. Execute prescribed procurement practices, orders, requisitions, assessing patrons' needs, dispatch goods
3. Administer and control specific accounting procedures associated with disposal management
4. Administer the disposal of obsolete items/ goods and maintain a database of redundant materials/ goods

ACCOUNTANT T

SCM PRACTIONER T

SCM PRACTIONER T

SCM PRACTIONER T

BUYER T BUYER T

BUYER T BUYER T

SCM PROFESSIONAL T

SCM PROFESSIONAL T
 NEW POST

STORES ADMINISTRATOR T

STORES ASSISTANT T

STORES ASSISTANT T

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DIRECTORATE
PLANNING & ECONOMIC DEVELOPMENT



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**DIRECTORATE
PLANNING & ECONOMIC DEVELOPMENT**

PURPOSE: To ensure the functional and proactive planning and implementation of the municipality's constitutional obligation pertaining to environmental, social and economic development

FUNCTIONS:

1. Render development management services
2. Undertake development planning to address development challenges and facilitate sustainable development
3. Provide integrated human settlements administration and support services to address the housing needs in the area
4. Provide administrative / auxiliary support and client services

DIRECTOR: PLANNING & ECONOMIC DEVELOPMENT SECT. 57

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**SECTION
ADMINISTRATIVE SUPPORT**

PURPOSE: To provide administrative / auxiliary support and client services

FUNCTIONS:

1. Interact with clients on outstanding information
2. Inform clients on building plan process and progress and check accuracy of data on specific applications
3. Perform administrative functions associated with building plan processing
4. Render management and line function executive support services to the directorate:
 - i) Provide executive support services
 - ii) Provide logistic/secretarial support services
 - iii) Provide planning, research, analyses and reporting services to the Director

ADMIN OFFICER T

OFFICE ASSISTANT/ CLEANER T

**DIVISION
DEVELOPMENT MANAGEMENT**

PURPOSE: To render development management services

SNR MANAGER: DEVELOPMENT MANAGEMENT T

NEW POST

SEE PAGE 29

**DIVISION
DEVELOPMENT PLANNING**

PURPOSE: To undertake development planning to address development challenges and facilitate sustainable development

SNR MANAGER: DEVELOPMENT PLANNING T

NEW POST

SEE PAGE 32

**DIVISION
INTEGRATED HUMAN SETTLEMENTS**

PURPOSE: To provide integrated human settlements administration and support services to address the housing needs in the area

SNR MANAGER: INTEGRATED HUMAN SETTLEMENTS T

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DIVISION
DEVELOPMENT MANAGEMENT

PURPOSE: To render development management services

FUNCTIONS:

- Administer, uphold and ensure compliance with municipal planning and related legislation and by-laws, policies and guidelines and ensure and enforce compliance with all relevant legislation and resolutions in order to create a safe and attractive environment
- Administer, uphold and ensure compliance with building regulations and related by-laws, polices and guidelines and ensure and enforce compliance of Building Plan Permissions in order to create a safe and attractive built environment
- Obtain, process, research and manage development information in support of development planning and management
- Render management and line function administrative support services

SNR MANAGER: DEVELOPMENT MANAGEMENT T
 NEW POST

SECTION
ADMINISTRATIVE SUPPORT

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

- Provide administrative support services
- Provide planning, research, statistics, analyses and reporting services

ADMIN ASSISTANT T
 NEW POST

SECTION
LAND USE MANAGEMENT

PURPOSE: To administer, uphold and ensure compliance with municipal planning and related legislation and by-laws, policies and guidelines and ensure and enforce compliance with all relevant legislation and resolutions in order to create a safe and attractive environment

MANAGER: LAND USE MANAGEMENT T

SEE PAGE 30

SECTION
BUILDING DEVELOPMENT MANAGEMENT

PURPOSE: To administer, uphold and ensure compliance with building regulations and related by-laws, polices and guidelines and ensure and enforce compliance of Building Plan Permissions in order to create a safe and attractive built environment

MANAGER: BUILDING DEVELOPMENT MANAGEMENT T

SEE PAGE 31

SECTION
DEVELOPMENT INFORMATION (GIS)

PURPOSE: To obtain, process, research and manage development information in support of development planning and management

FUNCTIONS:

- Manage and maintain development information systems
- Produce related topical planning reports
- Implement the spatial and land use Geographical Information System (GIS) in collaboration with ICT
- Edit, create and maintain the geographic and tabular GIS databases
- Ensure and verify integrity, quality and accuracy of GIS information and data

MANAGER: DEVELOPMENT INFORMATION (GIS) T
 NEW POST

GIS TECHNICIAN T

GIS DATABASE ADMINISTRATOR T
 NEW POST

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SECTION
LAND USE MANAGEMENT

PURPOSE: To administer, uphold and ensure compliance with municipal planning and related legislation and by-laws, policies and guidelines and ensure and enforce compliance with all relevant legislation and resolutions in order to create a safe and attractive environment

FUNCTIONS:

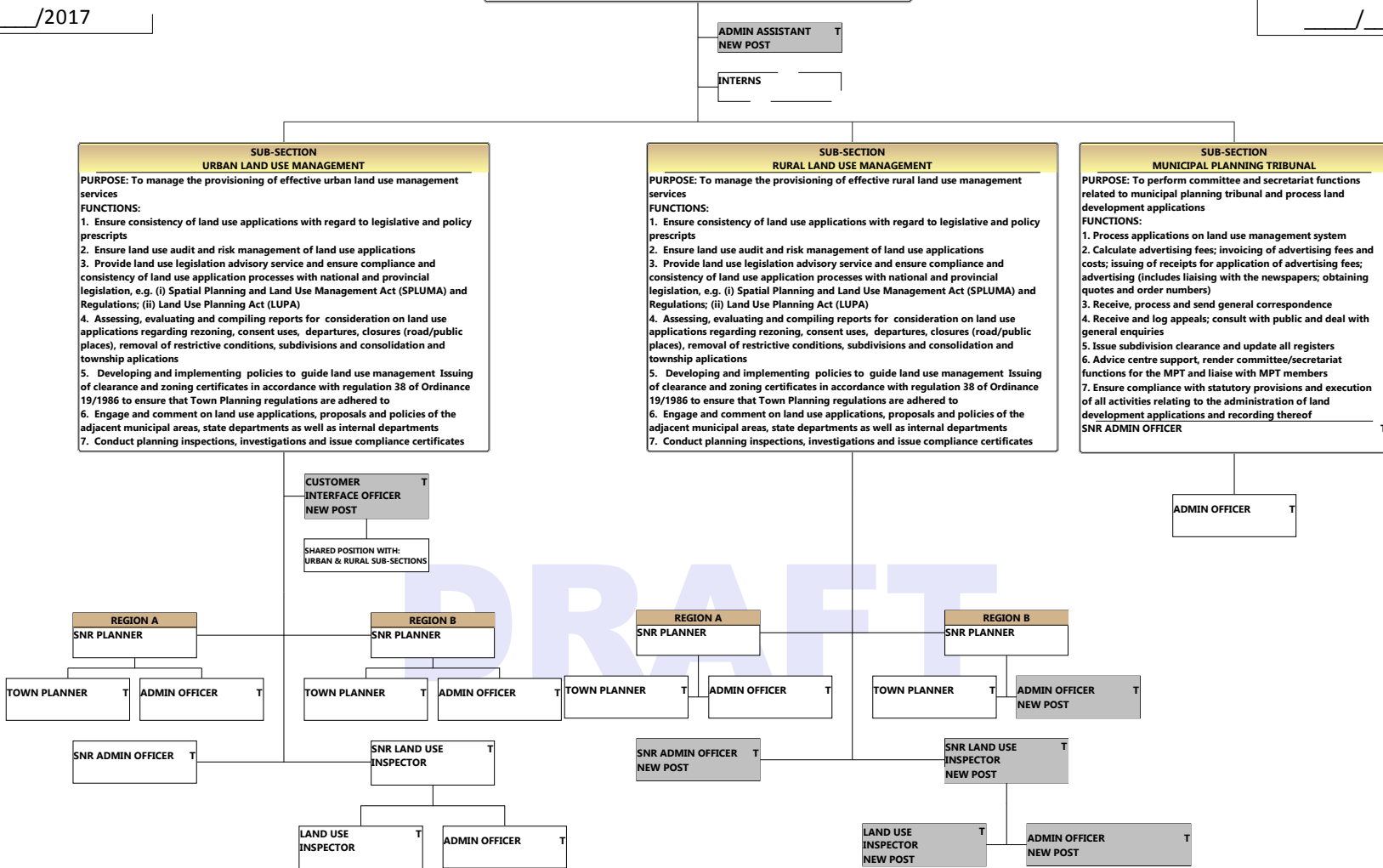
1. Manage the provisioning of effective urban land use management services
2. Manage the provisioning of effective rural land use management services
3. Perform committee and secretariat functions related to municipal planning tribunal and process land development applications

MANAGER: LAND USE MANAGEMENT T

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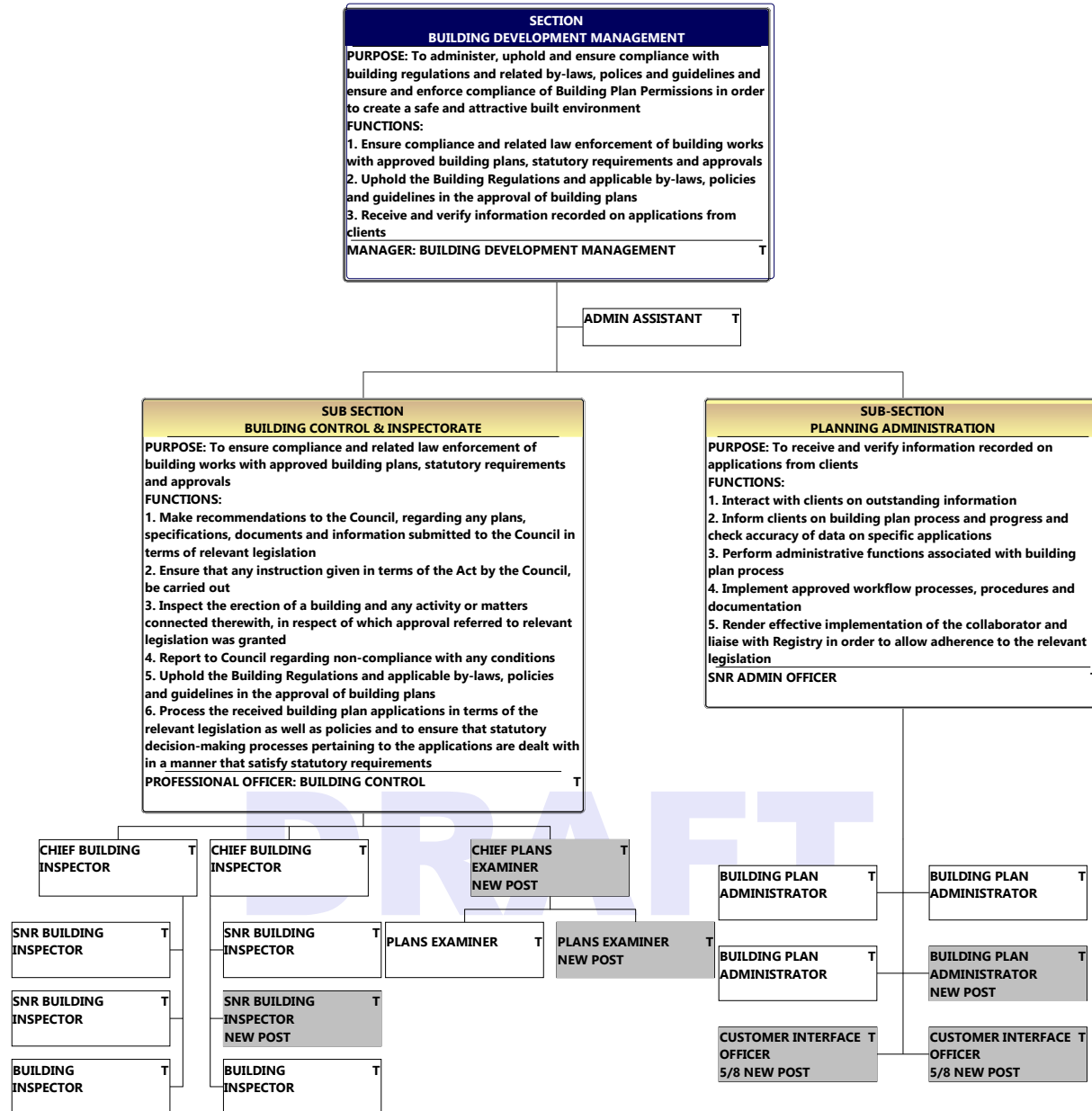
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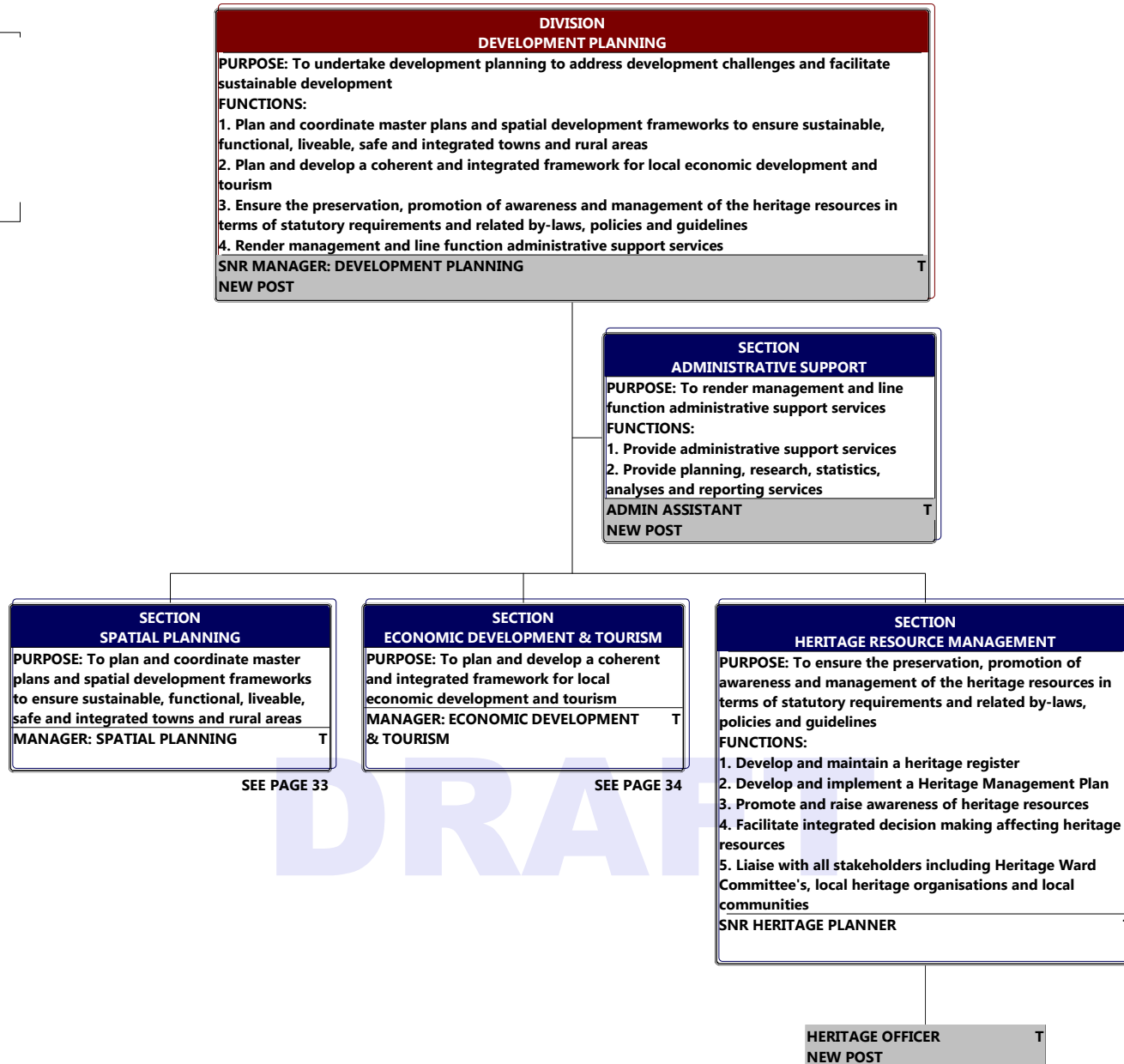
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**SECTION
SPATIAL PLANNING**

PURPOSE: To plan and coordinate master plans and spatial development frameworks to ensure sustainable, functional, liveable, safe and integrated towns and rural areas

FUNCTIONS:

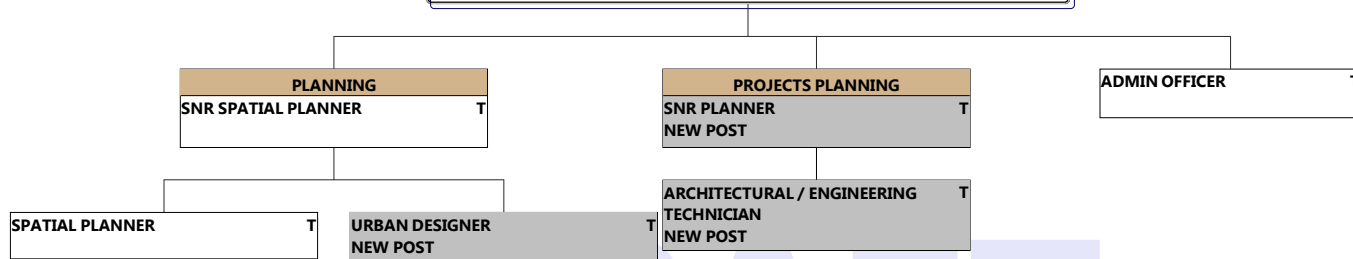
1. Plan and facilitate a desirable spatial manifestation for sustainable development and quality living environments
2. Conduct research, studies and investigations and draft spatial and development plans, strategies, policies and guidelines for the urban, rural and regional context
3. Identify, research, plan, coordinate, execute and facilitate strategic planning and multi-disciplinary projects
4. Provide information and advice to decision makers on strategic spatial planning issues
5. Develop and implement the Spatial Development Framework
6. Provide land use legislation advisory service and ensure compliance and consistency of land use application processes with national and provincial legislation, e.g. (i) Spatial Planning and Land Use Management Act (SPLUMA) and Regulations; (ii) Land Use Planning Act (LUPA)
7. Pro-active planning of municipal development projects to ensure readiness for in keeping with the IDP:
 - i) Authorize processes for municipal projects
 - ii) Perform project management for planning projects
 - iii) Draughting & architectural services
 - iv) Rural development policy implementation

MANAGER: SPATIAL PLANNING T

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**SECTION
ECONOMIC DEVELOPMENT & TOURISM**

PURPOSE: To plan and develop a coherent and integrated framework for local economic development and tourism

FUNCTIONS:

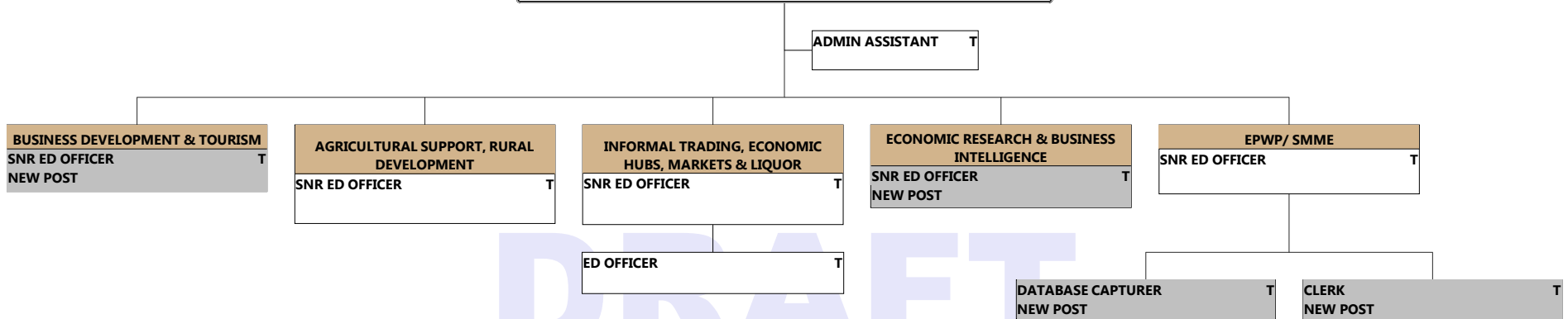
1. Identify sustainable LED initiatives
2. Constant engagement with Tourism associations to ensure alignment with the LED strategy of the municipality
3. Build relationships and linkages with other spheres of government, other stakeholders such University of Stellenbosch and local and international partners regarding tourism and LED initiatives
4. Liaison with LED stakeholders
5. Provision of economic data and research
6. Coordinate the economic development to ensure the functionality is capable of supporting Council's objectives through recognition of immediate priorities and longer term interventions:
 - i) Business development, project implementation and policy development
 - ii) Agricultural support, rural development and tourism
 - iii) Informal trading, economic hubs, project implementation, policy development, markets and liquor
 - iv) Economic research and business intelligence
7. Facilitate sustainable community based projects and capacity building programs linked to the IDP/EPWP

MANAGER: ECONOMIC DEVELOPMENT & TOURISM T

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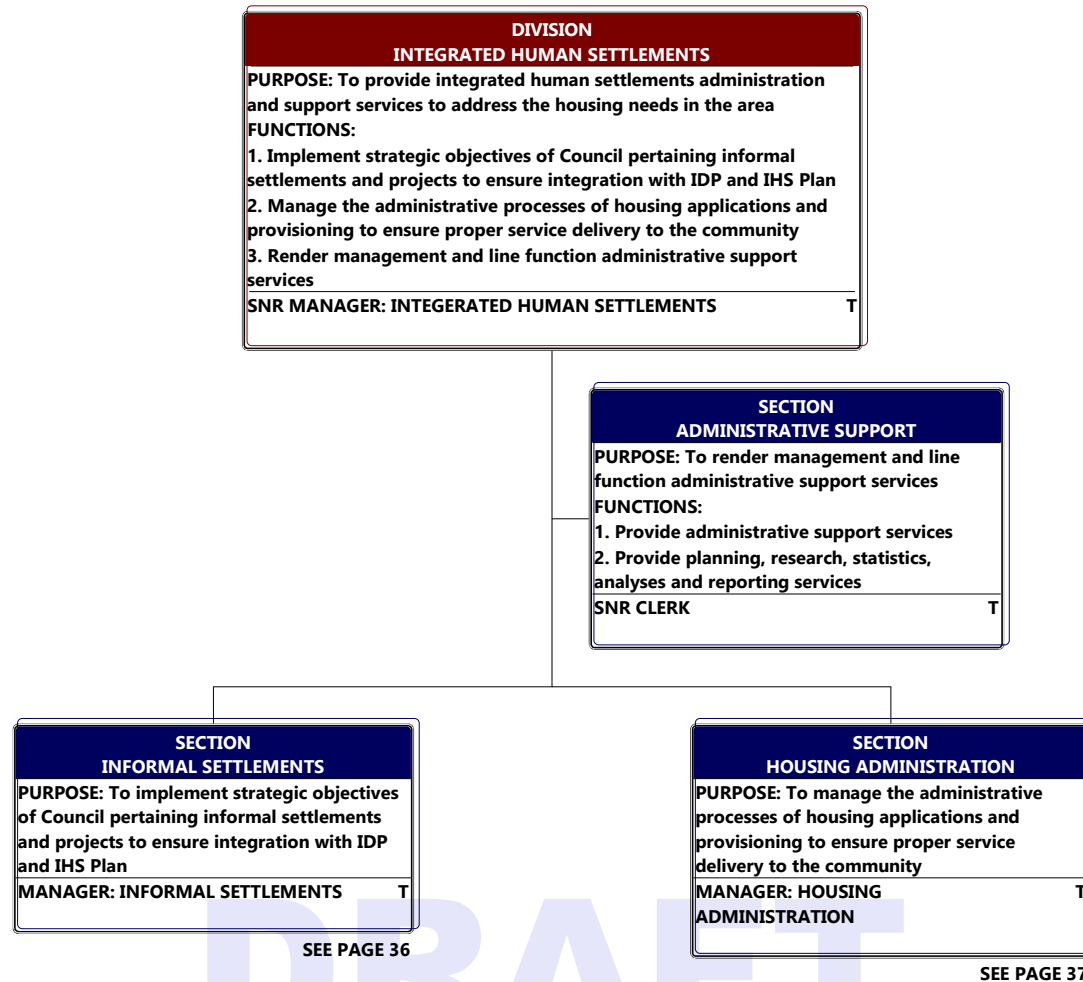
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**SECTION
INFORMAL SETTLEMENTS**

PURPOSE: To implement strategic objectives of Council pertaining informal settlements and projects to ensure integration with IDP and IHS Plan

FUNCTIONS:

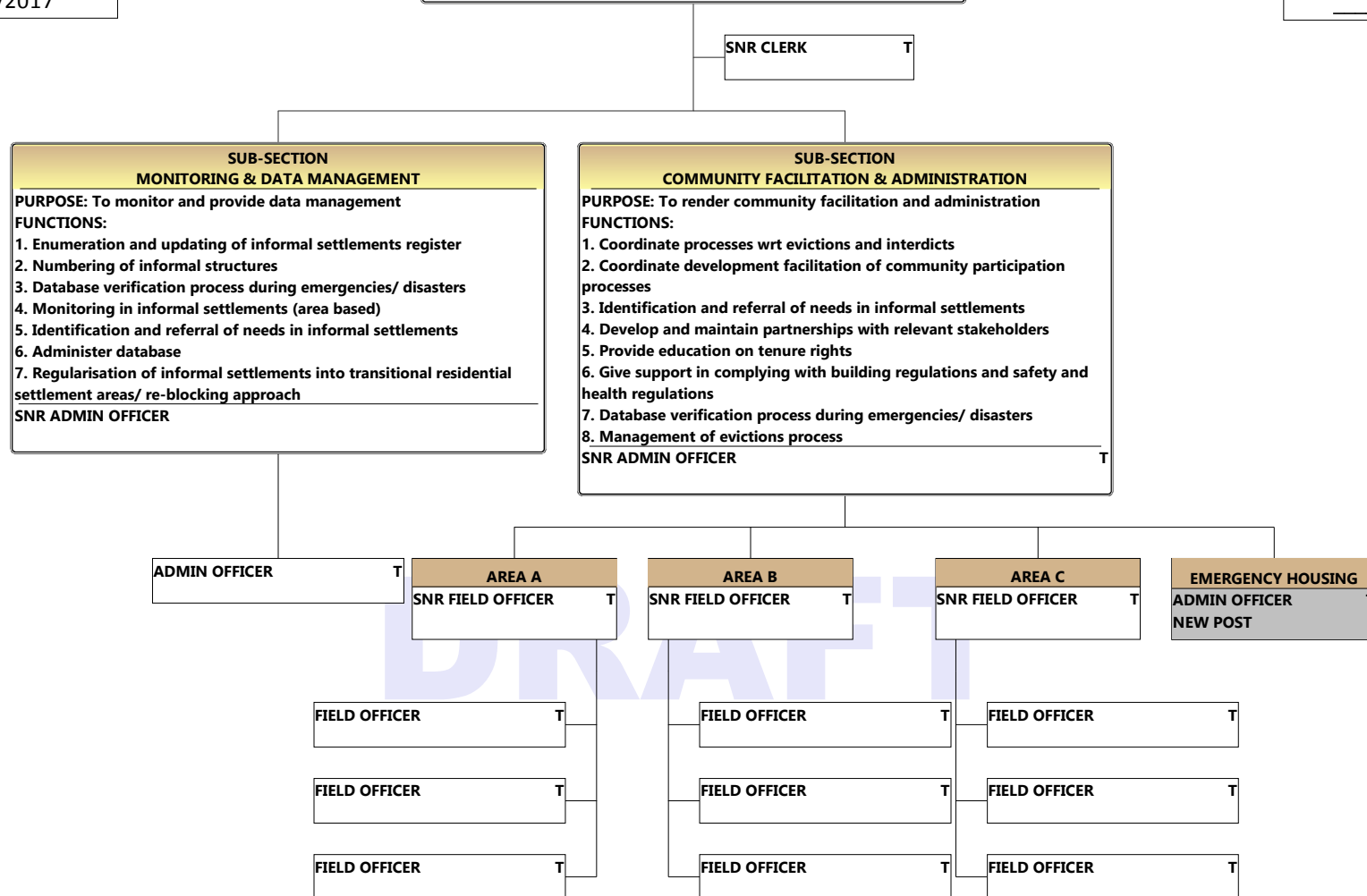
1. Monitor and provide data management
2. Render community facilitation and administration

MANAGER: INFORMAL SETTLEMENTS T

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**SECTION
 HOUSING ADMINISTRATION**

PURPOSE: To manage the administrative processes of housing applications and provisioning to ensure proper service delivery to the community

FUNCTIONS:

1. Administer public and staff rental housing stock
2. Administer waiting list, housing demand database and title deeds registration (RDP & scheme houses)
3. Management of social housing stock and stakeholder relationships (National and Provincial Human Settlements, SHRA (Social Housing Regulatory Authority), NASHO (National Association of Social Housing Organisations), SHI's (Social Housing Institutions) and SLA's with SHI's
4. Identify and administer new housing

MANAGER: HOUSING ADMINISTRATION T

SNR CLERK T	RECEPTIONIST/ SWITCHBOARD T
OFFICE ASSISTANT T	OFFICE ASSISTANT T

**SUB-SECTION
 HOUSING STOCK**

PURPOSE: To administer public and staff rental housing stock

FUNCTIONS:

1. Allocation and lease management of public and staff rental housing units
2. Development and implementation of policies and procedures
3. Administer property inspections, surveys, interviews and SLA's with SHI's
4. Housing consumer education training to members of the public
5. Allocation of vacant units, lease agreements and TRA's and emergency housing areas
6. Cleaning and maintenance of grounds, passages and staircases

HOUSING ADMINISTRATOR T

**SUB-SECTION
 HOUSING SUPPORT & DEMAND**

PURPOSE: To administer waiting list, housing demand database and title deeds registration (RDP & scheme houses)

FUNCTIONS:

1. Administration of housing demand database and maintenance of the housing waiting list
2. Registration, updating of housing applications
3. Housing consumer education, promotion of home ownership and social cohesion programme
4. Transfer of state funded residential properties

ADMIN OFFICER T

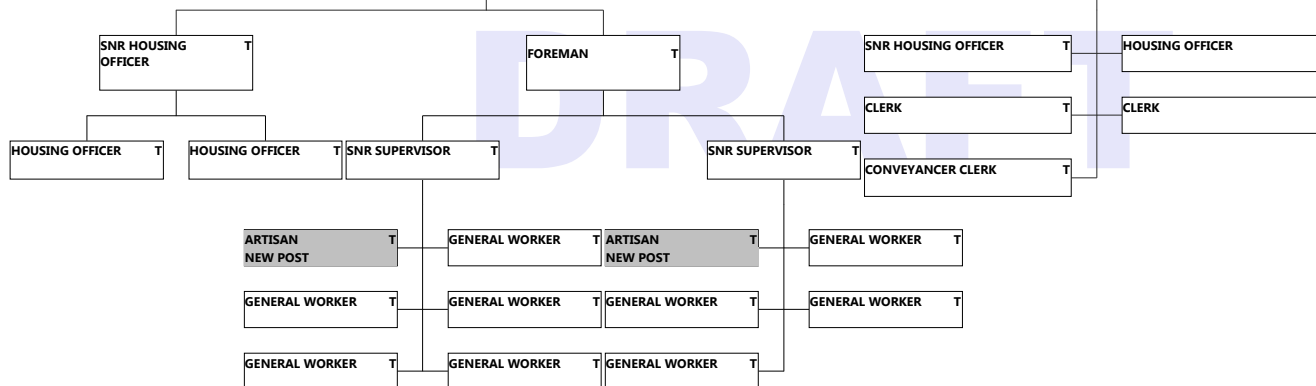
**SUB-SECTION
 NEW HOUSING**

PURPOSE: To identify and administer new housing

FUNCTIONS:

1. Set housing delivery goals in respect of its area of jurisdiction
2. Identify and designate land for housing development;
3. Promote the resolution of conflicts arising in the housing development process
4. Initiate plan, co-ordinate, facilitate, promote and enable appropriate housing development in its area of jurisdiction
5. Provide bulk engineering services, and revenue generating services in so far as such services are not provided by specialist utility suppliers;
6. Create and maintain a public environment conducive to housing development which is financially and socially viable

TECHNICAL OFFICER T
 NEW POST



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**STELLENBOSCH LOCAL MUNICIPALITY
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DIRECTORATE INFRASTRUCTURE SERVICES

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**DIRECTORATE
INFRASTRUCTURE SERVICES**

PURPOSE: To manage infrastructure services provisioning in order to ensure the rendering of sustainable and affordable services to the community

FUNCTIONS:

1. Manage the rendering of water services to provide bulk and potable water and sanitation services to the community
2. Manage the provisioning of infrastructure planning, development and implementation services
3. Manage the provisioning of roads, streets, storm water, public transport and traffic engineering services to enhance road safety and accessibility in favour of the community and other road users
4. Manage the provisioning and maintenance of electrical and mechanical services
5. Manage the rendering of waste management services in accordance with applicable legislation, by-laws and standards
6. Render management and line function administrative support services to the directorate
7. Render management and line function executive support services to the directorate

DIRECTOR: INFRASTRUCTURE SERVICES SECT. 57

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**SECTION
EXECUTIVE SUPPORT**

PURPOSE: To render management and line function executive support services to the directorate

FUNCTIONS:

1. Provide executive support services
2. Provide logistic/ secretarial support services
3. Provide planning, research, analyses and reporting services to the Director

PERSONAL ASSISTANT T

**DIVISION
WATER & WASTEWATER SERVICES**

PURPOSE: To manage the rendering of water services to provide bulk and potable water and sanitation services to the community

SNR MANAGER: WATER & WASTEWATER SERVICES T

SEE PAGE 39

**DIVISION
INFRASTRUCTURE PLANNING, DEVELOPMENT & IMPLEMENTATION**

PURPOSE: To manage the provisioning of infrastructure planning, development and implementation services

SNR MANAGER: INFRASTRUCTURE PLANNING, DEVELOPMENT & IMPLEMENTATION SERVICES T

SEE PAGE 52

**DIVISION
ROADS, TRANSPORT & STORM WATER (RTS)**

PURPOSE: To manage the provisioning of roads, streets, storm water, public transport and traffic engineering services to enhance road safety and accessibility in favour of the community and other road users

SNR MANAGER: ROADS, TRANSPORT & STORM WATER (RTS) T

SEE PAGE 53

**DIVISION
ELECTRICAL SERVICES**

PURPOSE: To manage the provisioning and maintenance of electrical and mechanical services

SNR MANAGER: ELECTRO-TECHNICAL SERVICES T

SEE PAGE 59

**DIVISION
WASTE MANAGEMENT**

PURPOSE: To manage the rendering of waste management services in accordance with applicable legislation, by-laws and standards

SNR MANAGER: WASTE MANAGEMENT T

SEE PAGE 70

**SECTION
SUPPORT SERVICES**

PURPOSE: To render management and line function administrative support services to the directorate

MANAGER: SUPPORT SERVICES T

SEE PAGE 75

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DIVISION
WATER & WASTEWATER SERVICES

PURPOSE: To manage the rendering of water services to provide bulk and potable water and sanitation services to the community

Functions:

1. Manage the maintenance of wastewater treatment plants
2. Manage the operation of water treatment works and plant to ensure potable water in compliance with the license agreement as issued by the Department of Water Affairs
3. Manage the operational processes with regard to water and wastewater networks
4. Provide planning, design and technical support services with regard to water and wastewater services
5. Maintain wastewater treatment plants / systems and pump stations
6. Render management and line function administrative support services

SNR MANAGER: WATER & WASTEWATER SERVICES

SECTION
ADMINISTRATIVE SUPPORT

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide secretarial/ administrative/ logistical support services to the Deputy Director
2. Provide planning, research, analyses and reporting services to the Deputy Director

ADMIN OFFICER

SNR CLERK

SECTION
WASTEWATER TREATMENT

PURPOSE: To manage the maintenance of wastewater treatment plants in compliance with prescripts

MANAGER: WASTEWATER TREATMENT

SEE PAGE 40

SECTION
WATER TREATMENT

PURPOSE: To manage the operation of water treatment works and plant to ensure potable water in compliance with prescripts and license agreement as issued by the Department of Water Affairs

MANAGER: WATER TREATMENT

SEE PAGE 43

SECTION
WATER & WASTEWATER NETWORK OPERATIONS

PURPOSE: To manage the operational processes with regard to water and wastewater network operations

MANAGER: WATER & WASTEWATER OPERATIONS

SEE PAGE 45

SECTION
WATER SERVICES PLANNING

PURPOSE: To provide planning, design and technical support services with regard to water and waste water services

FUNCTIONS:

1. Plan, monitor, control and report on the design and construction of new bulk water infrastructure master plan with the aim to ensure continuous water supply, reducing maintenance cost and maximisation of capacity
2. Develop, update, implement, monitor and maintain a maintenance / operational plan of water purification plants to optimise potable water production.
3. Develop policies, service standards and regulatory requirements for water service provisioning in compliance to legislation
4. Compile and update potable water services by-laws and regulations
5. Assist with the develop and updating of an asset and asset maintenance management system
6. Perform Quality Control reporting functions with regard to Blue & Green Drop

MANAGER: PLANNING, DESIGN AND SUPPORT

ADMIN OFFICER

WATER DEMAND MANAGEMENT/ LOSS CONTROL/ METER MANAGEMENT/ REGULATION COMPLIANCE

CHIEF ENGINEERING TECHNICIAN

WATER & SANITATION INFRASTRUCTURE PLANNING & DESIGN

CHIEF ENGINEERING TECHNICIAN

WATER & SANITATION INFRASTRUCTURE SUPPORT & PROJECT MANAGEMENT

CHIEF ENGINEERING TECHNICIAN

SNR TECHNICIAN

SNR TECHNICIAN

TECHNICIAN

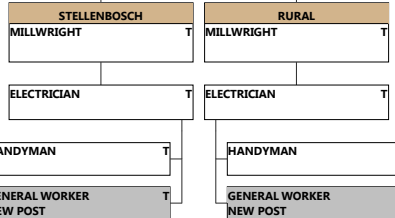
SUB-SECTION
MAINTENANCE

PURPOSE: To maintain wastewater treatment plants / systems and pump stations

FUNCTIONS:

1. Maintain the wastewater plants
2. Maintain pump station maintenance
3. Perform scheduled maintenance

SUPERINTENDENT



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**SECTION
WASTEWATER TREATMENT**

PURPOSE: To manage the maintenance of wastewater treatment plants in compliance with prescripts

FUNCTIONS:

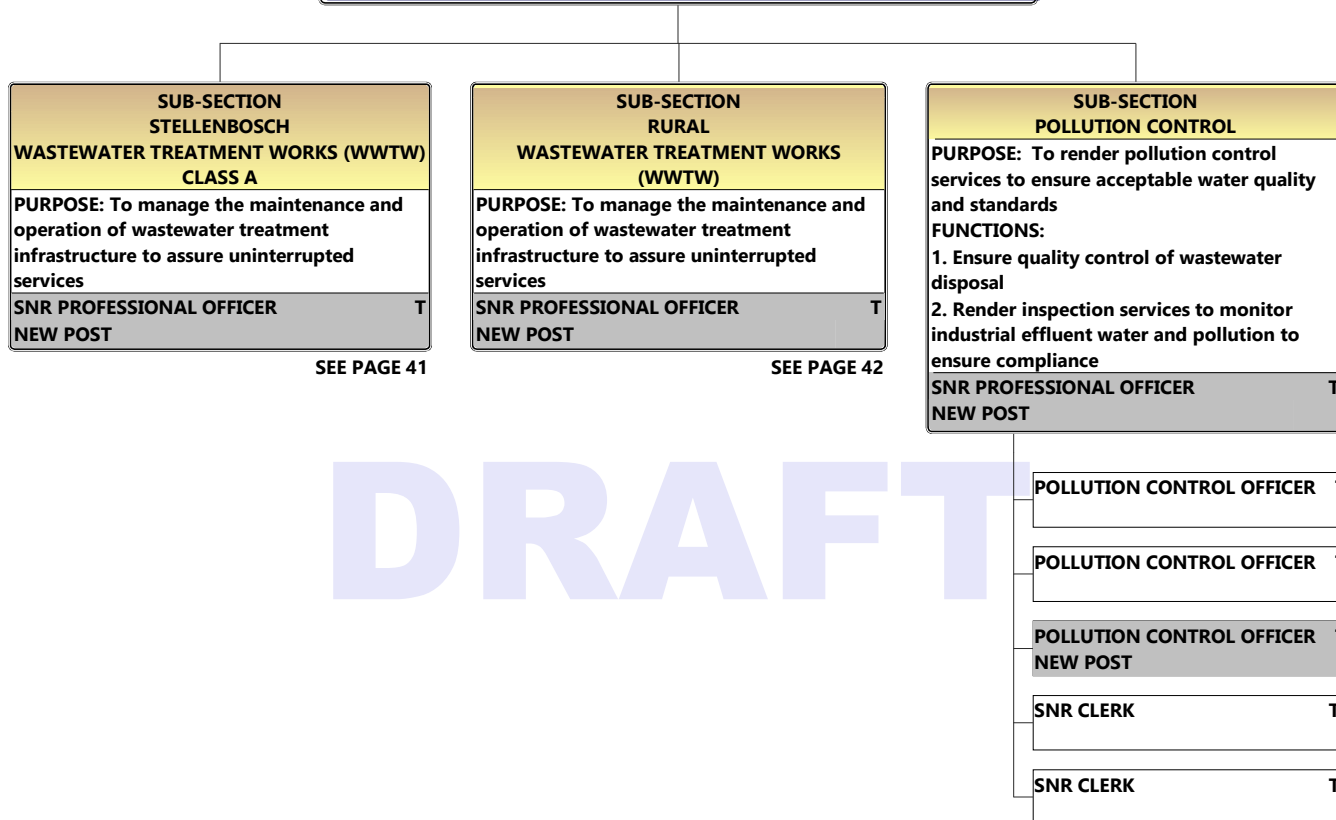
1. Manage the maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services
2. Manage the maintenance and operation of waste water treatment infrastructure to assure uninterrupted services
3. Render pollution control services to ensure acceptable water quality and standards
4. Perform quality control functions and ensure compliance with regard to Green Drop

MANAGER: WASTEWATER TREATMENT T

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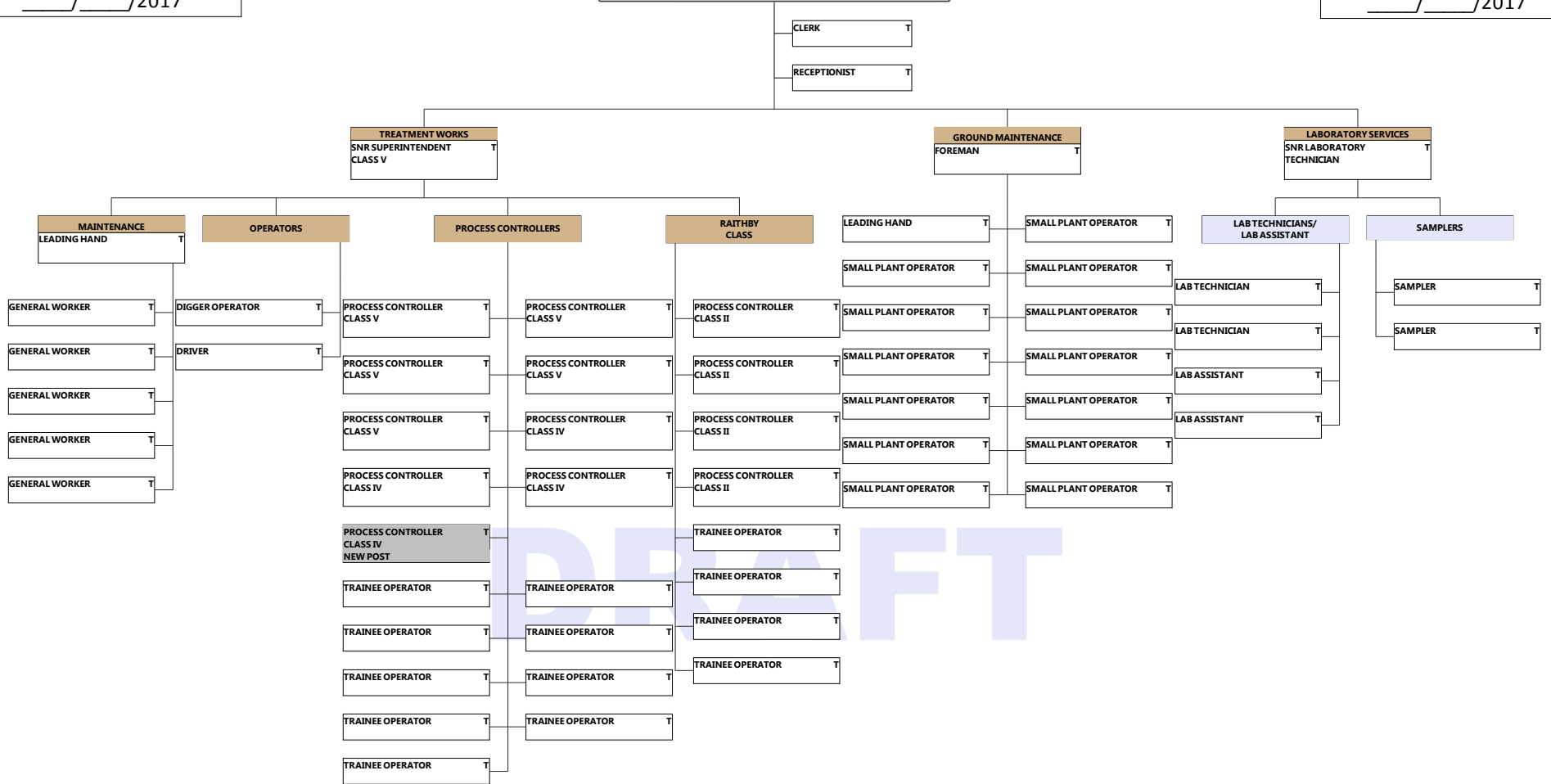
SUB-SECTION
 STELLENBOSCH
 WASTEWATER TREATMENT WORKS (WWTW)
 CLASS A

PURPOSE: To manage the maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services

FUNCTIONS:

1. Treat wastewater and disposal of by-products in accordance with legally prescribed standards
2. Perform cleaning and maintenance services to the wastewater treatment works
3. Render laboratory services to ensure acceptable water quality and standards

SNR PROFESSIONAL OFFICER
 NEW POST



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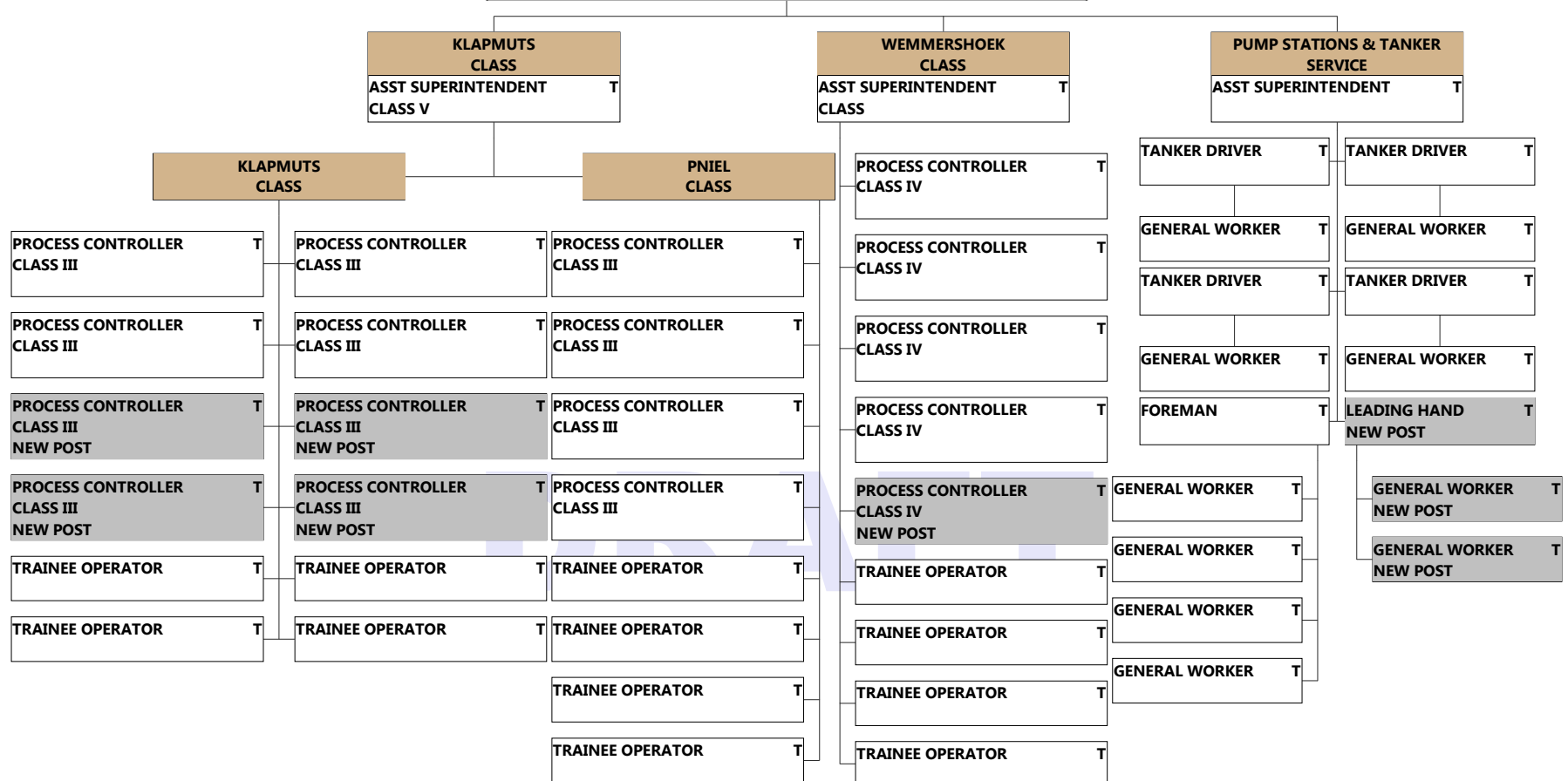
____/____/2017

SUB-SECTION RURAL WASTEWATER TREATMENT WORKS (WWTW)	
PURPOSE: To manage the maintenance and operation of wastewater treatment infrastructure to assure uninterrupted services	
FUNCTIONS:	
1. Treat wastewater and disposal of by-products in accordance with legally prescribed standards	
2. Perform cleaning and maintenance services to the wastewater treatment works	
3. Provide maintenance of sewerage pumps, pump stations and render a sewerage tanker services in outlying areas	
SNR PROFESSIONAL OFFICER	T
NEW POST	

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**SECTION
WATER TREATMENT**

PURPOSE: To manage the operation of water treatment works and plant to ensure potable water in compliance with prescripts and license agreement as issued by the Department of Water Affairs

FUNCTIONS:

1. Manage the maintenance and operation of the water treatment works to assure uninterrupted services
2. Provide quality control services to ensure acceptable water quality and standards

MANAGER: WATER TREATMENT T

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**SUB-SECTION
WATER TREATMENT WORKS (WTW)**

PURPOSE: To manage the maintenance and operation of the water treatment works to assure uninterrupted services

SNR PROFESSIONAL OFFICER T
NEW POST

SEE PAGE 44

**SUB-SECTION
WATER QUALITY**

PURPOSE: To provide quality control services to ensure acceptable water quality and standards

FUNCTIONS:

1. Ensure quality control of potable water
2. Render inspection services to monitor water quality for compliance
3. Initiate and manage water awareness and education programs in the municipal area
4. Perform quality control functions and ensure compliance with regard to Blue Drop

ASST SUPERINTENDENT T

WATER QUALITY CONTROLLER T

WATER QUALITY CONTROLLER T

WATER QUALITY CONTROLLER T

WATER QUALITY CONTROLLER T

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**SUB-SECTION
WATER TREATMENT WORKS (WTW)**

PURPOSE: To manage the maintenance and operation of the water treatment works to assure uninterrupted services

FUNCTIONS:

1. Manage the maintenance and operation of bulk water treatment plants, systems and pump stations
2. Perform cleaning and maintenance services to the water treatment works

SNR PROFESSIONAL OFFICER

NEW POST

**PARADYSKLOOF
WATER TREATMENT WORKS (WTW)
CLASS**

ASST SUPERINTENDENT

**IDAS VALLEY
WATER TREATMENT WORKS (WTW)
CLASS**

ASST SUPERINTENDENT

TREATMENT WORKS

GROUND MAINTENANCE

TREATMENT WORKS

**MAINTENANCE
FOREMAN/ ARTISAN**

PROCESS CONTROLLER
CLASS III

PROCESS CONTROLLER
CLASS III

GENERAL WORKER

PROCESS CONTROLLER
CLASS III

PROCESS CONTROLLER
CLASS III

DIGGER OPERATOR

PROCESS CONTROLLER
CLASS III

PROCESS CONTROLLER
CLASS III

GENERAL WORKER

PROCESS CONTROLLER
CLASS III

PROCESS CONTROLLER
CLASS III

GENERAL WORKER

GENERAL WORKER
NEW POST

PROCESS CONTROLLER
CLASS III

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SECTION
WATER & WASTEWATER NETWORK OPERATIONS

PURPOSE: To manage the operational processes with regard to water and wastewater network operations

FUNCTIONS:

1. Manage the distribution of potable water in a sustainable manner to satisfy the needs of consumers
2. Manage the operations and construction of waste water reticulation infrastructure to ensure a clean and healthy environment to the community in compliance with regulatory prescripts
3. Manage, monitor and administer maintenance contractors and EPWP/ MIG projects in conjunction with the relevant division within the directorate
4. Provide wastewater system compliance services to ensure operational activities are executed in accordance with prescribed quality standards

MANAGER: WATER & WASTEWATER OPERATIONS T

SUB-SECTION
WATER OPERATIONS

PURPOSE: To manage the distribution of potable water in a sustainable manner to satisfy the needs of consumers

FUNCTIONS:

1. Maintain the water distribution networks and pipelines
2. Manage the construction, maintenance of reservoirs and pump station maintenance
3. Manage, install and maintain the operation of bulk water meters
4. Render meter management

SNR PROFESSIONAL OFFICER T
NEW POST

SUB-SECTION
SEWER OPERATIONS

PURPOSE: To manage the operations and construction of waste water reticulation infrastructure to ensure a clean and healthy environment to the community in compliance with regulatory prescripts

FUNCTIONS:

1. Provide maintenance services for the wastewater networks
2. Manage the maintenance of sewerage pumps, abluion, pump stations and render a sewerage tanker services in outlying areas

SNR PROFESSIONAL OFFICER T
NEW POST

SNR CLERK T

SNR CLERK T
 NEW POST

STELLENBOSCH
WATER NETWORK
 SNR SUPERINTENDENT T
 SEE PAGE 46

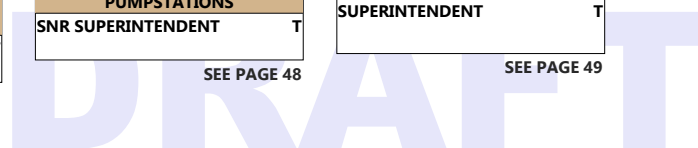
OPERATIONS WATER
FRANSCHHOEK/ DWARSRIVIER/
KLAPMUTS
 SUPERINTENDENT T
 SEE PAGE 47

WATER BULK SUPPLY &
PUMPSTATIONS
 SNR SUPERINTENDENT T
 SEE PAGE 48

WATER METERING
 SUPERINTENDENT T
 SEE PAGE 49

STELLENBOSCH
SEWER OPERATIONS
 SNR SUPERINTENDENT T
 SEE PAGE 50

SEWER OPERATIONS
FRANSCHHOEK/ DWARSRIVIER/
KLAPMUTS
 SUPERINTENDENT T
 SEE PAGE 51



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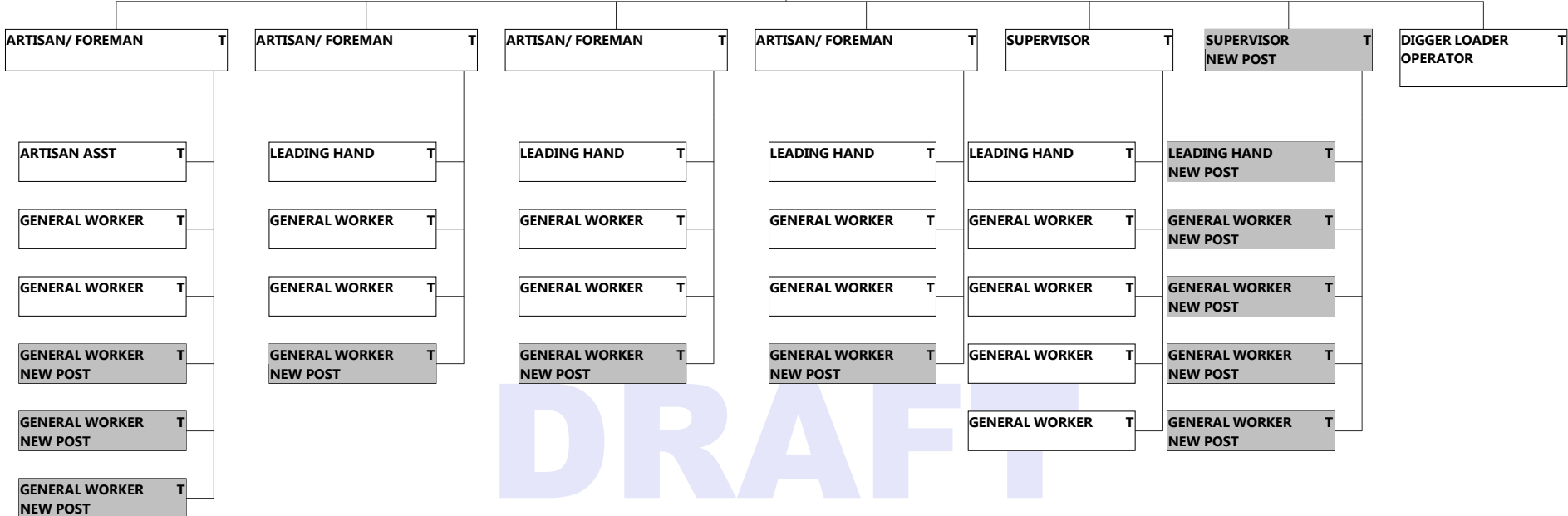
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**STELLENBOSCH
WATER NETWORK**
SNR SUPERINTENDENT T

DRIVER
NEW POST T



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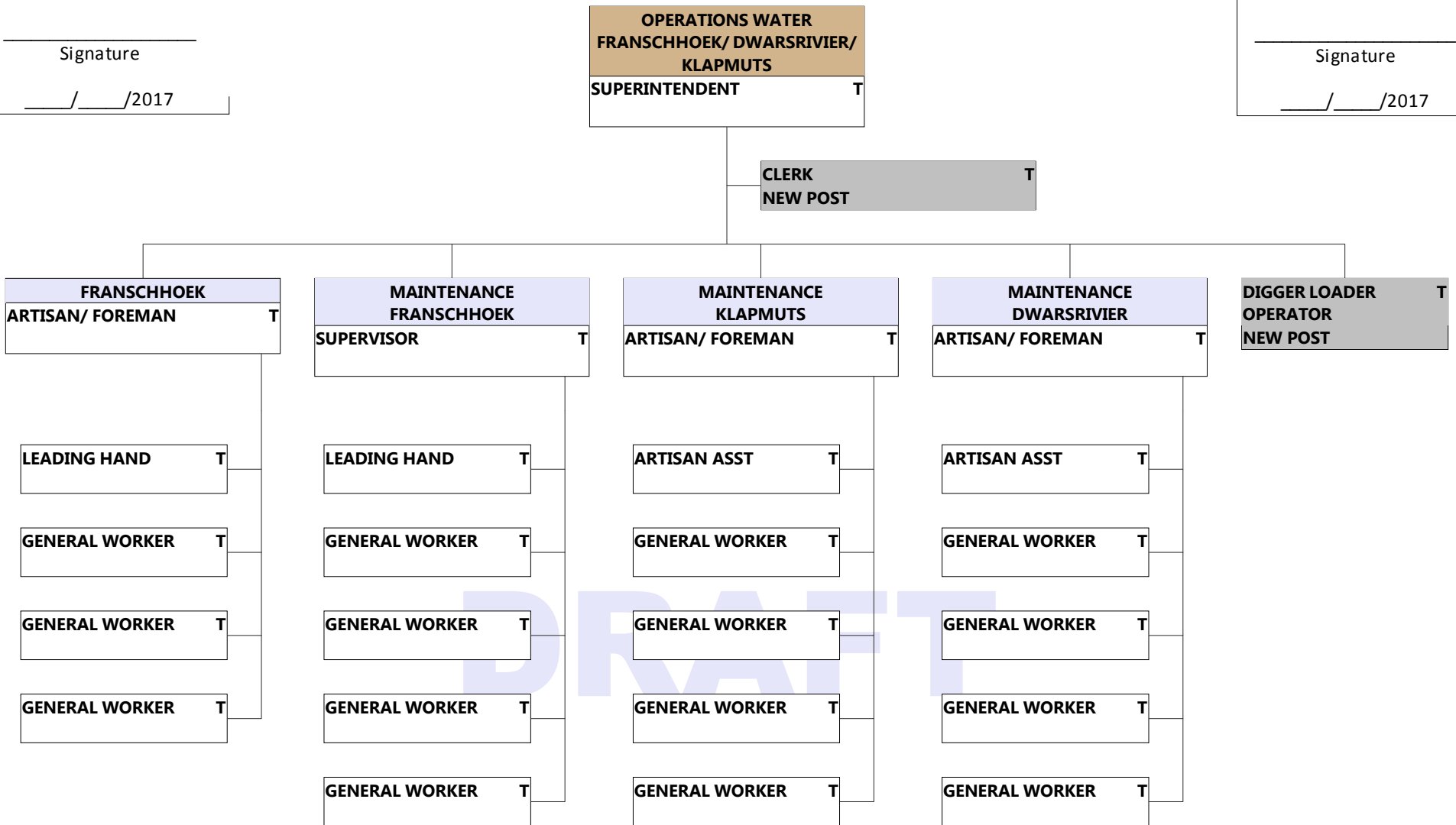
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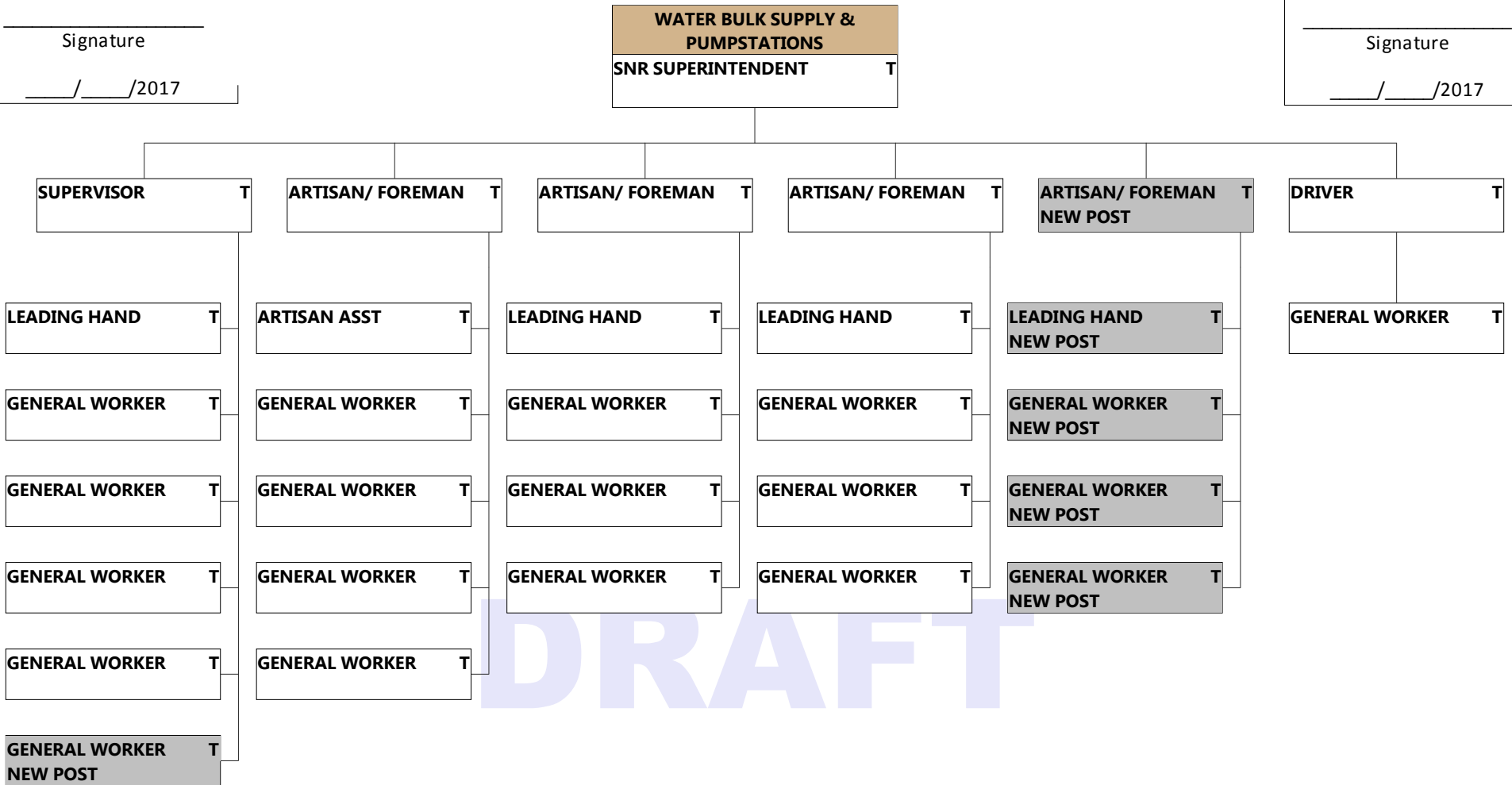
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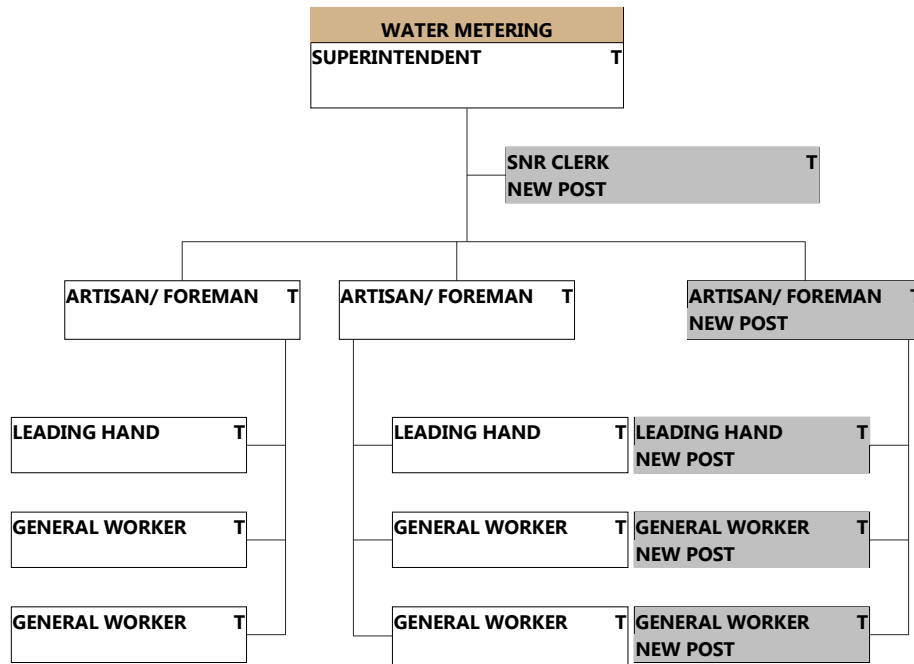
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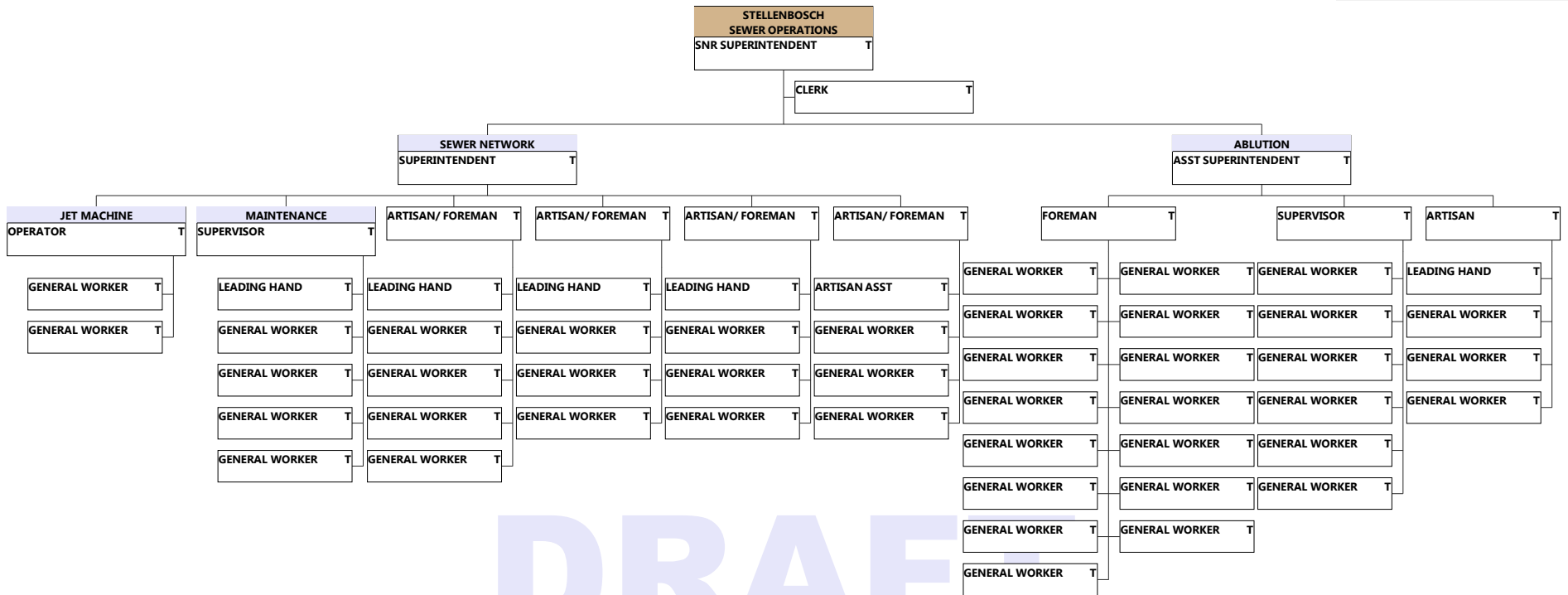
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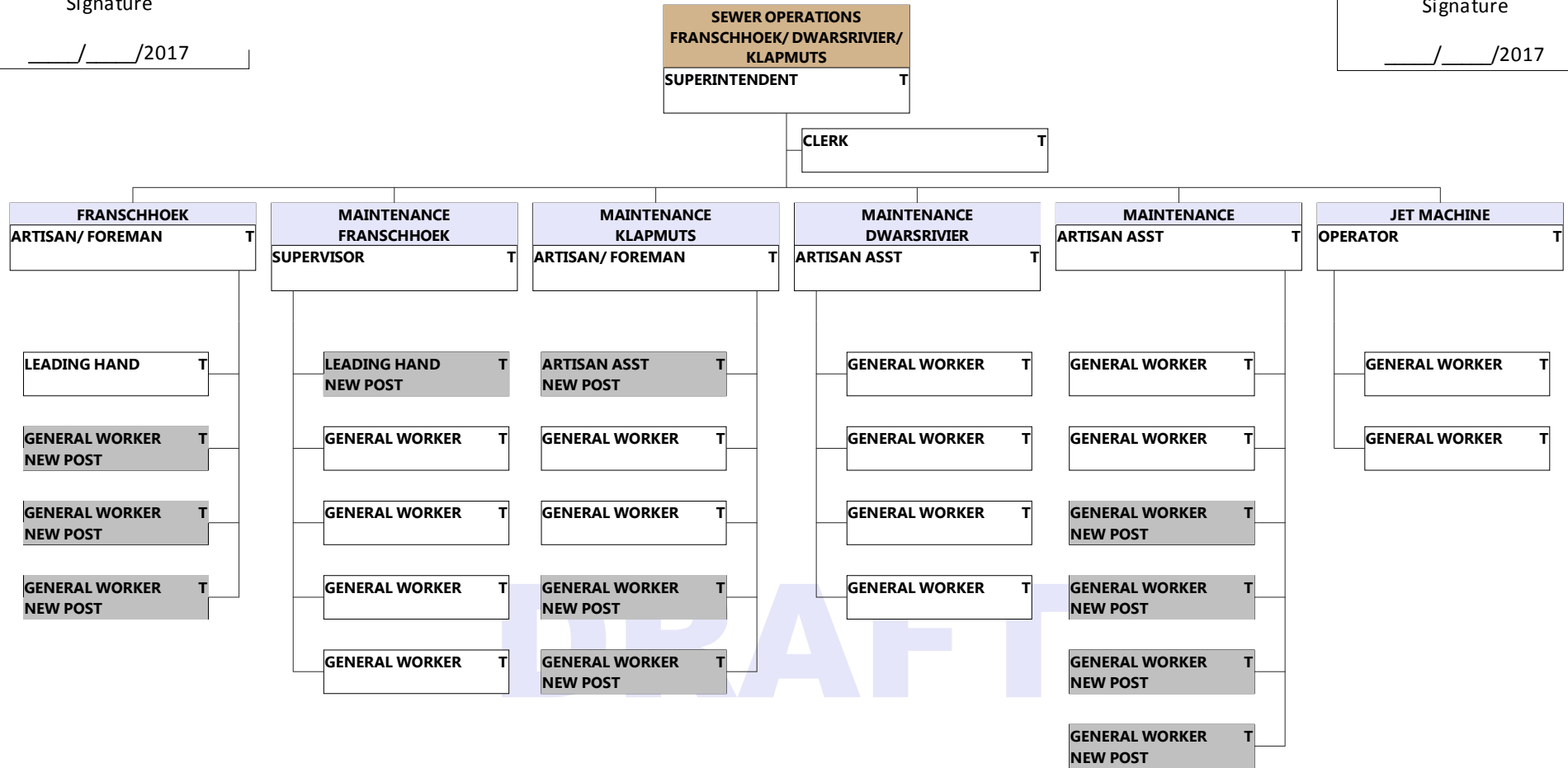
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DIVISION
INFRASTRUCTURE PLANNING, DEVELOPMENT & IMPLEMENTATION

PURPOSE: To manage the provisioning of infrastructure planning, development and implementation services

FUNCTIONS:

1. Manage the provisioning of project management services for the construction phase of capital / external funded projects
2. Manage the provisioning of technical comments/ advise on town planning applications and sub-divisioning processes
3. Manage the provisioning of infrastructure planning and design services
4. Render management and line function administrative support services

SNR MANAGER: INFRASTRUCTURE PLANNING, DEVELOPMENT & IMPLEMENTATION SERVICES T

SECTION
ADMINISTRATIVE SUPPORT

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide secretarial/ administrative/ logistical support services
2. Provide planning, research, analyses and reporting services

SNR CLERK T

SECTION
INFRASTRUCTURE PLANNING & DESIGN

PURPOSE: To manage the provisioning of project management services for the construction phase of capital / external funded projects

FUNCTIONS:

1. Administer infrastructure master planning and systems
2. Perform long term infrastructure budgeting including MIG
3. Render informal settlements infrastructure planning, project initiation and conceptualisation (UISP, BNG, GAP, CRU's, social housing)
4. Render new and social housing infrastructure planning
5. Plan and design of infrastructure with the aim to ensure continuous service delivery, reducing maintenance cost and maximisation of capacity

MANAGER: INFRASTRUCTURE PLANNING NEW POST T

SECTION
DEVELOPMENT

PURPOSE: To manage the provisioning of technical comments/ advise on town planning applications and sub-divisioning processes

FUNCTION:

1. Manage development applications
2. Render development contribution management
3. Coordinate development agreements
4. Investigate and comment on town planning/development and Bulk Infrastructure Contribution Levy (BICL)
5. Administer drawing office/ GIS services for the directorate
6. Render way-leave management

MANAGER: DEVELOPMENT T

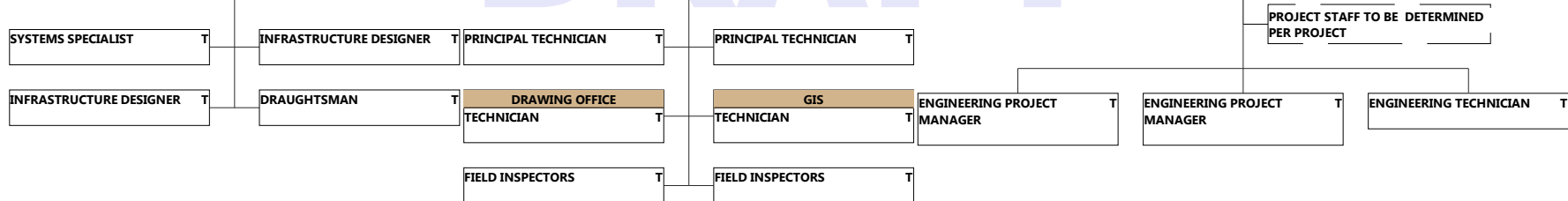
SECTION
INFRASTRUCTURE IMPLEMENTATION

PURPOSE: To manage the provisioning of project management services for the construction phase of capital / maintenance / external funded projects

FUNCTIONS:

1. Render municipal housing/ build environment project implementation management, monitoring, stakeholder management, social partnerships and community liaison
2. Manage informal settlements infrastructure implementation, project packaging and project management cycle
3. Manage new and social housing infrastructure development and implementation of housing pipeline
4. Facilitate new development infrastructure implementation
5. Coordinate and manage MIG project implementation and management

MANAGER: INFRASTRUCTURE IMPLEMENTATION T



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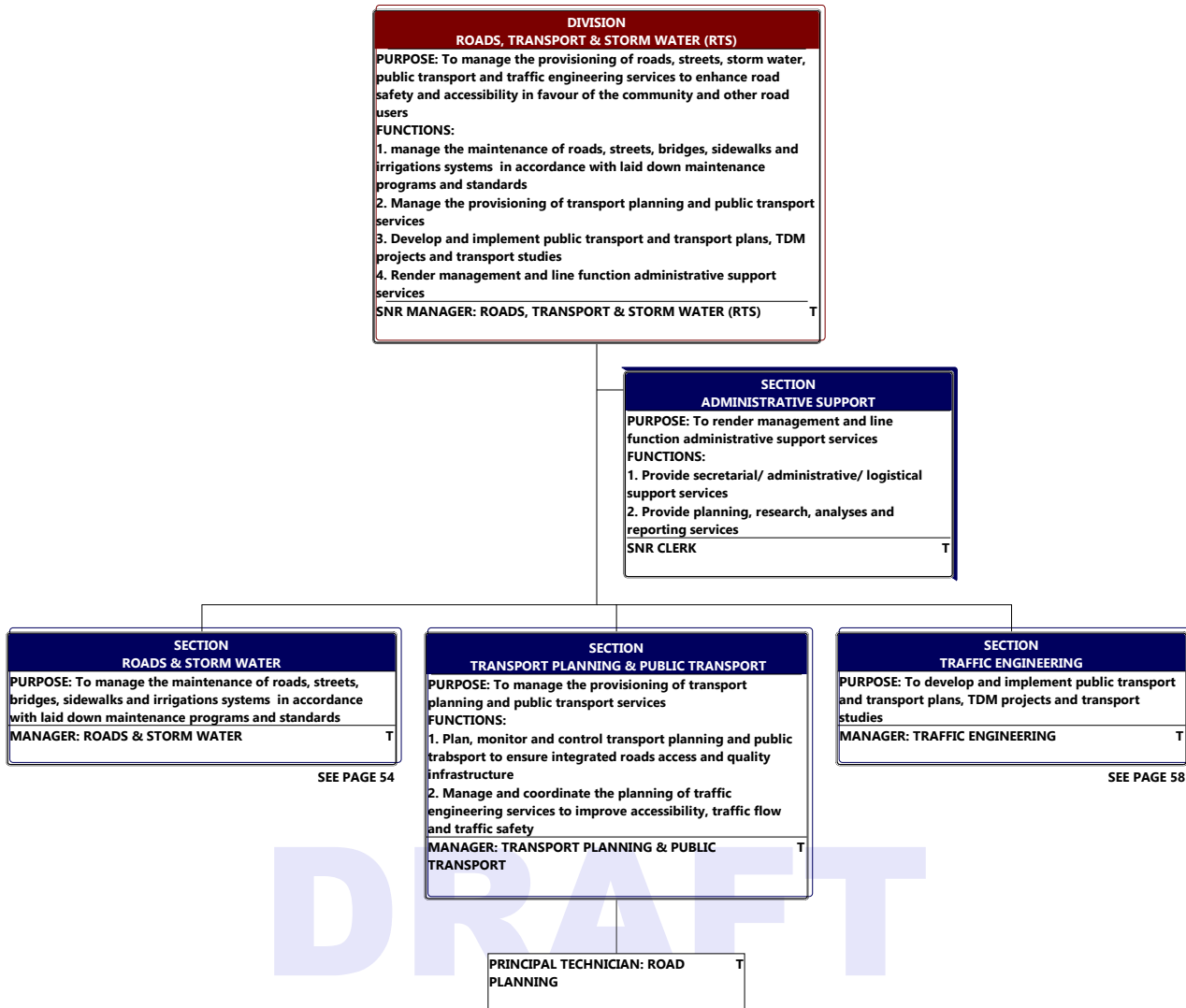
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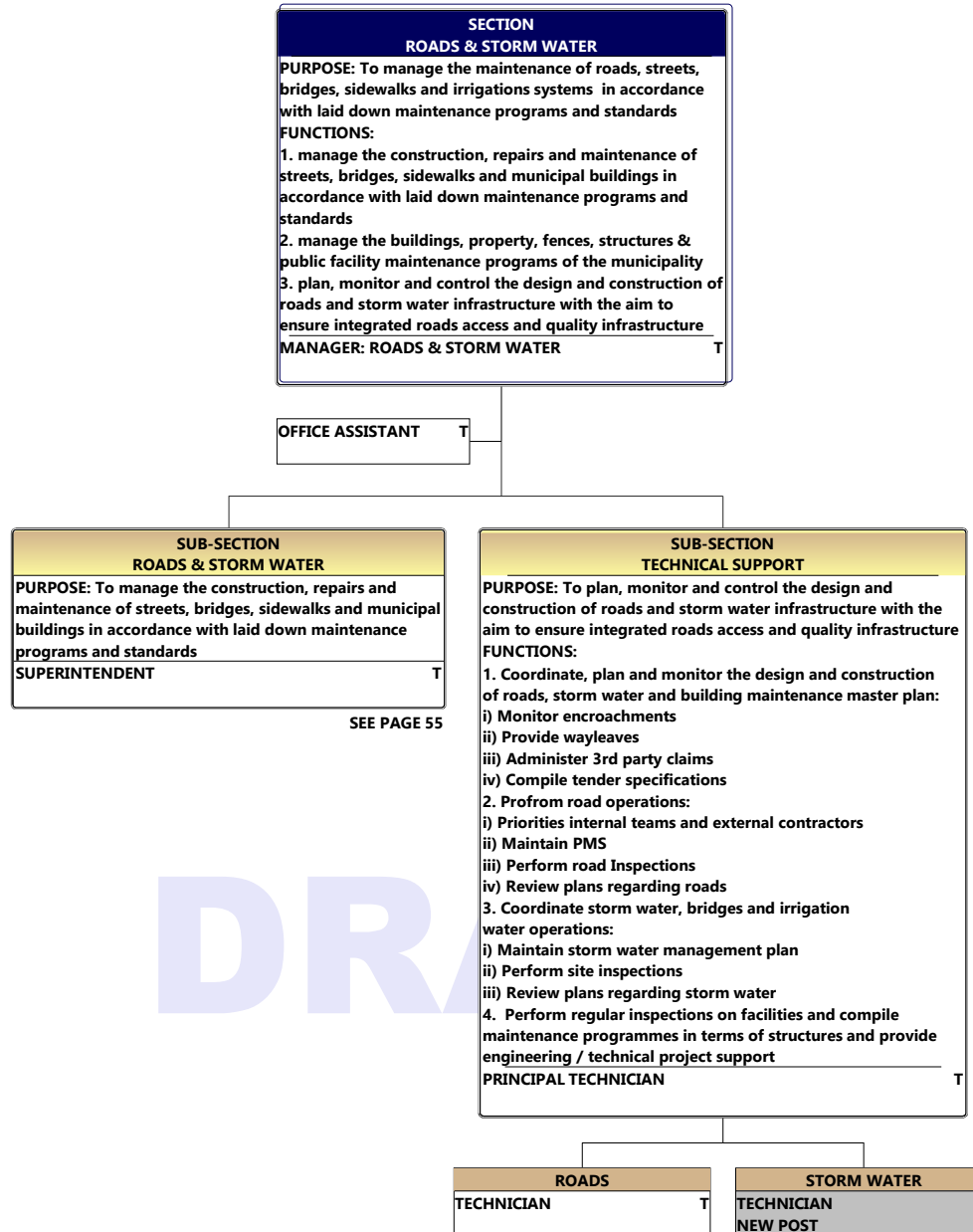
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**SUB-SECTION
ROADS & STORM WATER**

PURPOSE: To manage the construction, repairs and maintenance of streets, bridges, sidewalks and municipal buildings in accordance with laid down maintenance programs and standards

FUNCTIONS:

1. Coordinate and perform street construction and maintenance services
2. Coordinate and perform storm water construction and maintenance services
3. Coordinate, control and apply logistics management practices and procedures in order to administer and manage the receipt , safeguarding and issuing of store items

SUPERINTENDENT T

GENERAL WORKER T

ROADS & STORM WATER

PURPOSE: To coordinate and perform roads and storm water construction and maintenance services

ASST SUPERINTENDENT T

SEE PAGE 56

**ROADS & STORM WATER
OUTLYING AREAS**

PURPOSE: To coordinate and perform general maintenance and smaller construction of storm water systems, smaller roads and sidewalk maintenance

ASST SUPERINTENDENT T

SEE PAGE 57

DEPOT STORE

PURPOSE: To coordinate, control and apply logistics management practices and procedures in order to administer and manage the receipt , safeguarding and issuing of store items

FUNCTIONS:

1. Apply logistics management practices
2. Administer the disposal of obsolete items/ goods and maintain a database of redundant materials/ goods
3. Administer and control specific accounting procedures associated with asset and disposal management
4. Liaise with SCM and stores section

CLERK T

**CLERK
NEW POST** T

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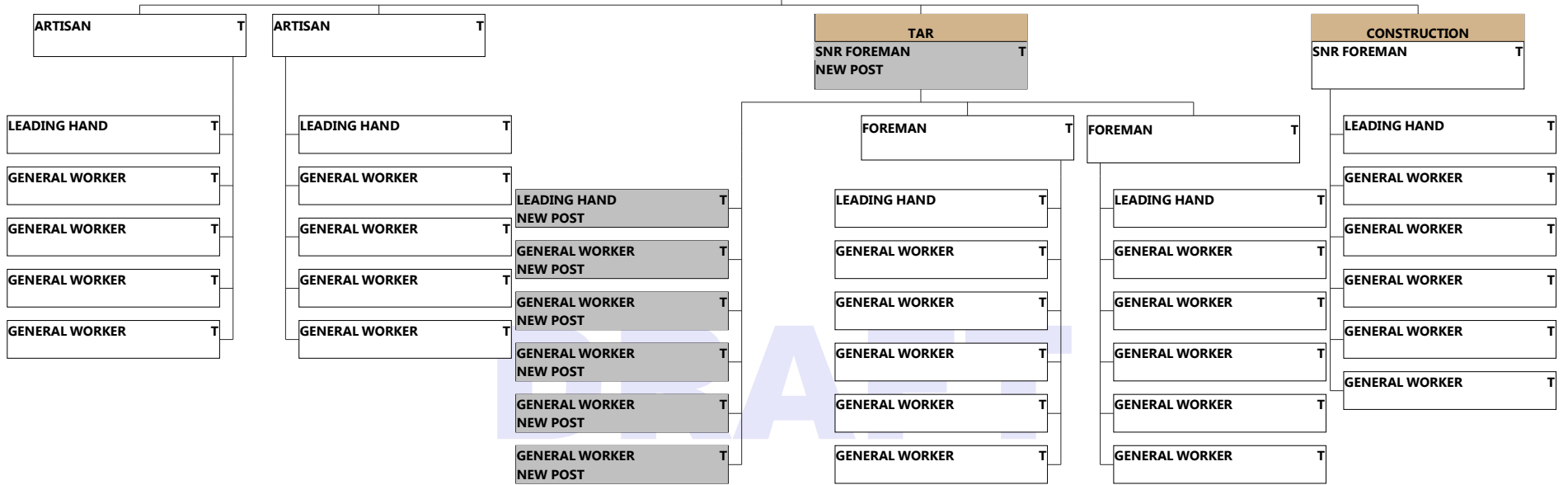
ROADS & STORM WATER

PURPOSE: To coordinate and perform roads and storm water construction and maintenance services

FUNCTIONS:

1. Perform specialised road repair services
2. Repair roads, sidewalks, storm water, drainage systems and road reserve maintenance services
3. Perform gravel road maintenance and repair services
4. Construct, clean and maintain of storm water systems with regards to structures and kerbs
5. Construct and maintain adequate and safe infrastructure for the handling and removal of storm water, blockages and debris from drainage systems

ASST SUPERINTENDENT T



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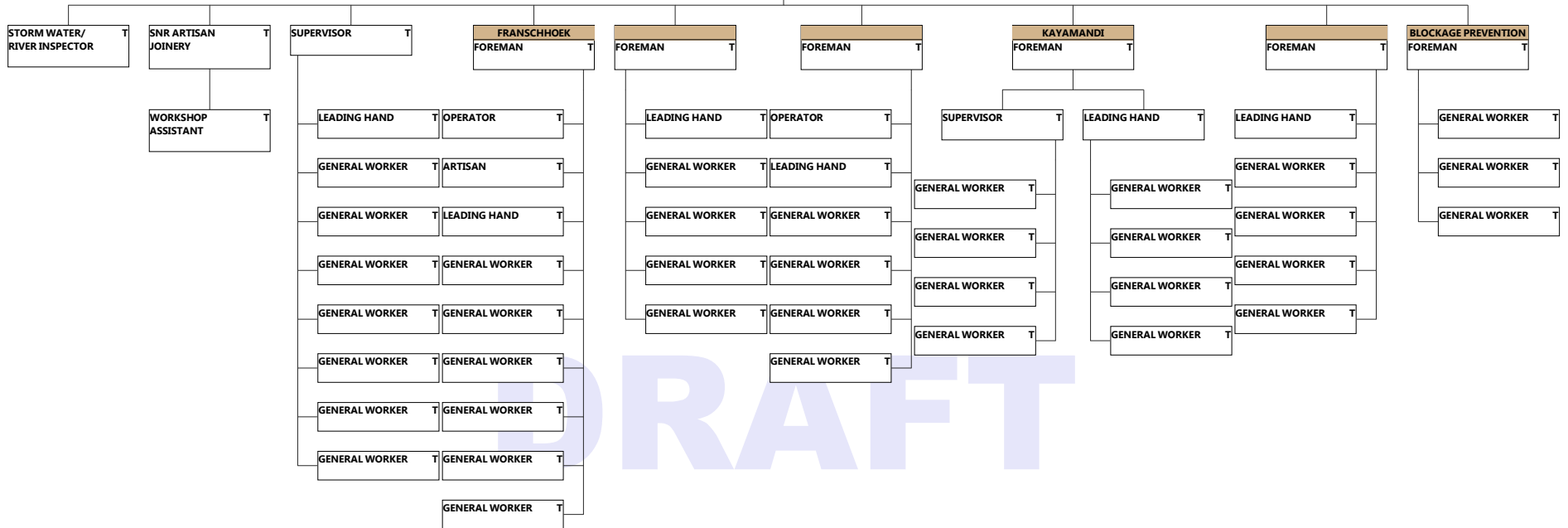
**ROADS & STORM WATER
 OUTLYING AREAS**

PURPOSE: To coordinate and perform general maintenance and smaller construction of storm water systems, smaller roads and sidewalk maintenance

FUNCTIONS:

1. Perform general smaller road repair
2. Perform road reserve maintenance services with regard to roads, streets and paving repair
3. Perform gravel road maintenance and repair services
4. Construct, clean and maintain of storm water systems with regards to structures and kerbs
5. Construct and maintain adequate and safe infrastructure for the handling and removal of storm water, blockages and debris from drainage systems

ASST SUPERINTENDENT T



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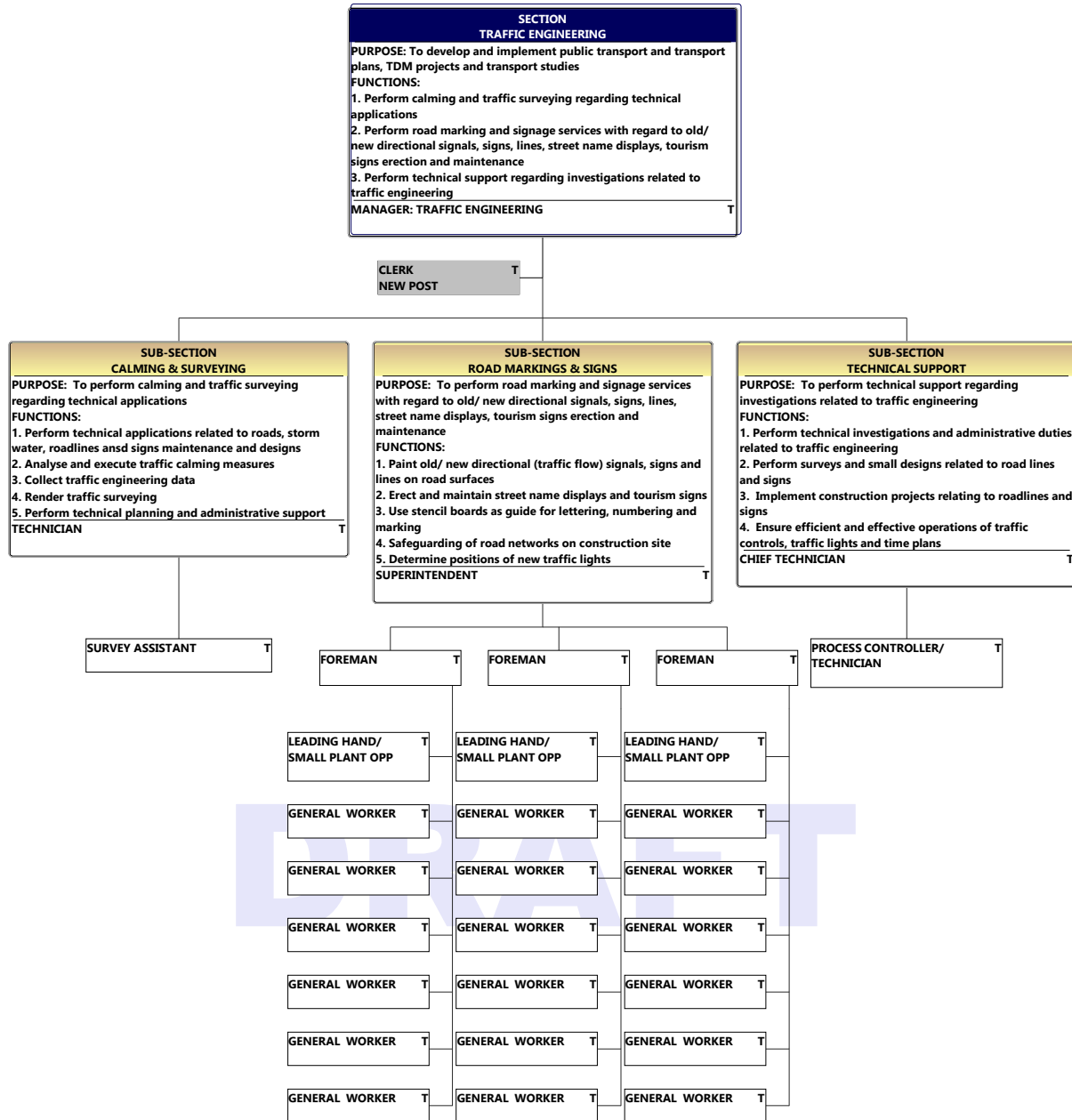
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**DIVISION
ELECTRICAL SERVICES**

PURPOSE: To manage the provisioning and maintenance of electrical and mechanical services

FUNCTIONS:

1. Manage the operation and maintenance of the electrical infrastructure to ensure an effective, safe and sufficient continuity of supply to the community in the Stellenbosch area
2. Monitor the planning, design and coordination of all construction work performed when installing new or improving existing electrical infrastructure
3. Manage the maintenance and operations of electricity meters, systems, loss control, house connections, inspections and client services
4. Manage the effective, efficient and economical operation of a mechanical workshop service to ensure the readily availability of Council's plant, machinery and equipment
5. Render management and line function administrative support services

SNR MANAGER: ELECTRO-TECHNICAL SERVICES T

**SECTION
ADMINISTRATIVE SUPPORT**

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide administrative support services
2. Provide planning, research, statistics, analyses and reporting services

SNR CLERK T

**SECTION
OPERATIONS & MAINTENANCE**

PURPOSE: To manage the operation and maintenance of the electrical infrastructure to ensure an effective, safe and sufficient continuity of supply to the community in the Stellenbosch area

MANAGER: OPERATIONS & MAINTENANCE T

SEE PAGE 60

**SECTION
PLANNING, DESIGN, CONSTRUCTION &
SERVICES**

PURPOSE: To monitor the planning, design and coordination of all construction work performed when installing new or improving existing electrical infrastructure

MANAGER: PLANNING, DESIGN, CONSTRUCTION & SERVICES T

SEE PAGE 63

**SECTION
METERING, LOSS CONTROL & DWARSRIVIER**

PURPOSE: To manage the maintenance and operations of electricity meters, systems, loss control, house connections, inspections and client services

MANAGER: METERING, LOSS CONTROL & DWARSRIVIER T

SEE PAGE 66

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STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017



RECOMMENDED BY
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____/____/2017

**SECTION
 OPERATIONS & MAINTENANCE**

PURPOSE: To manage the operation and maintenance of the electrical infrastructure to ensure an effective, safe and sufficient continuity of supply to the community in the Stellenbosch area

FUNCTIONS:

1. Provide administrative support to ensure effective implementation and control of operation & maintenance activities and efficient services to the client and public related services
2. Manage the operation and maintenance of the electrical HV/MV overhead lines and cable network in the municipal area
3. Manage the operation and maintenance of the HV/MV substations in the municipal area
4. Provide technical support for the implementation, monitoring, evaluation and reporting with regard to the HV/MV/LV infrastructure, operations and preventative maintenance schedules and programs
5. Evaluate and monitor the status of the network infrastructure to ensure adequate provision for the change in electricity demand for future growth of the municipal area
6. Monitor the performance of the network and implement upgrades to keep abreast with technological and improved safety developments
7. Manage the planning and implementation of operation and maintenance functions of the electrical network according to statutory requirements, legislation and standards related to the electrical distribution industry

MANAGER: OPERATIONS & MAINTENANCE T

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____/____/2017

**SUB-SECTION
 ADMINISTRATIVE SUPPORT**

PURPOSE: To provide administrative support to ensure effective implementation and control of operation & maintenance activities and efficient services to the client and public related services

FUNCTIONS:

1. Provide administrative support to the Operations & Maintenance section
2. Capturing and ensure the maintenance of the complaints management system, time and attendance finger print system and filing system
3. Provide maintenance planning reports, statistical analysis reports for the section

SNR CLERK T

CLERK T

**SUB-SECTION
 LINES AND CABLES**

PURPOSE: To manage the operation and maintenance of the electrical HV/MV overhead lines and cable network in the municipal area

SUPERINTENDENT

SEE PAGE 61

**SUB-SECTION
 SUBSTATION OPERATIONS & MAINTENANCE**

PURPOSE: To manage the operation and maintenance of the HV/MV substations in the municipal area

SUPERINTENDENT

SEE PAGE 62

**SUB-SECTION
 TECHNICAL SUPPORT**

PURPOSE: To provide technical support for the implementation, monitoring, evaluation and reporting with regard to the HV/MV/LV infrastructure, operations and preventative maintenance schedules and programs

FUNCTIONS:

1. Perform network protection, monitor installations and maintenance of sub-stations
2. Maintenance and integrating of the plans and diagrams of the substations and relevant equipment
3. Performs HV/MV switching
4. Develop and maintain databases with relation to protection, installations, settings, scheduled maintenance, S.C.A.D.A. and relays
5. Control and monitor the Quality of Supply systems in the substations and provide analysis reports on performance and system fault events.
6. Grant permissions and issue instructions for "live" activities on the distribution network
7. Compile technical tender specifications and assist with the formulation of specific contracts and controls contractual obligations.
8. Conduct research into best practices for the operation and maintenance of electrical infrastructure applicable to Stellenbosch areas and ensuring the implementation thereof

PRINCIPAL TECHNICIAN T

NEW POST

TECHNICIAN

DRAFT

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**SUB-SECTION
LINES AND CABLES**

PURPOSE: To manage the operation and maintenance of the electrical HV/MV overhead lines and cable network in the municipal area

FUNCTIONS:

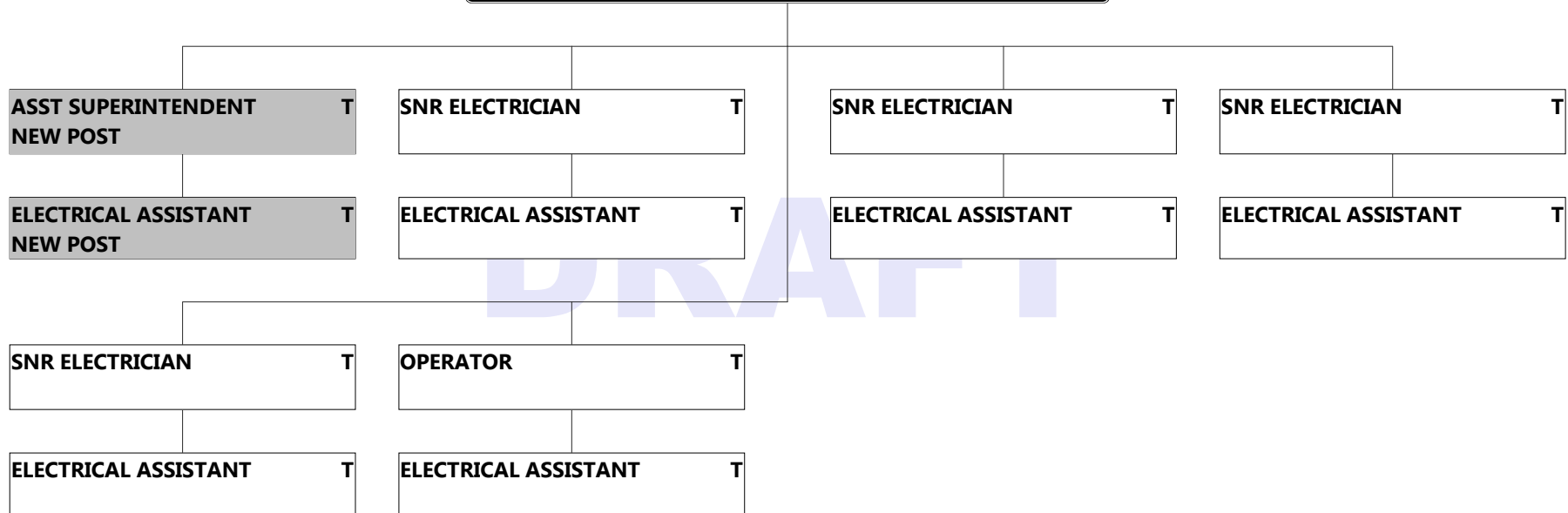
1. Manage the operation and maintenance of the HV/MV/LV overhead lines and cables of the electrical infrastructure
2. Manage the operations and maintenance of the High 2. Implements planned preventative and routine maintenance operations and attend to service disruptions to ensure system efficiency
3. Analysing and interpreting progress reports, efficiency indicators and test performance results, establishing the need for investigations and/or adjustments to operating parameters and/or alerting management to variables impacting on supply
4. Monitor and maintenance of street furniture
5. Perform HV/MV switching operations

SUPERINTENDENT

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**SUB-SECTION
SUBSTATION OPERATIONS & MAINTENANCE**

PURPOSE: To manage the operation and maintenance of the HV/MV substations in the municipal area

FUNCTIONS:

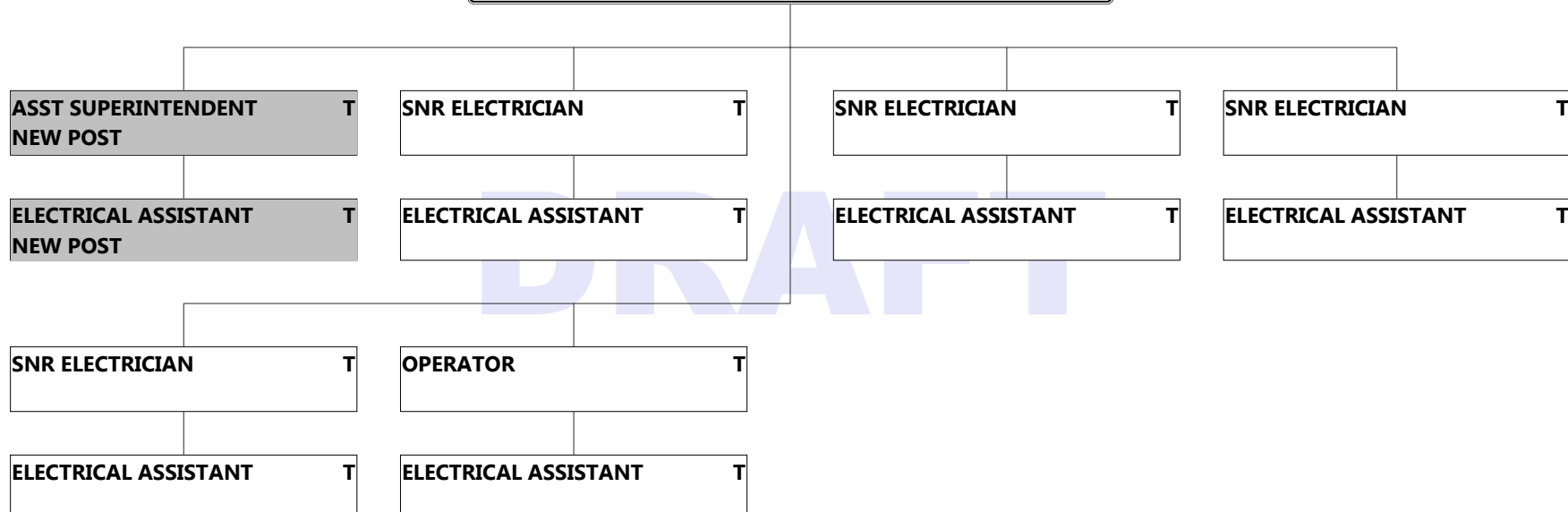
1. Manage the operation and maintenance of the HV/MV substations of the electrical infrastructure
2. Implements planned preventative and routine maintenance operations and attend to service disruptions to ensure system efficiency
3. Analysing and interpreting progress reports, efficiency indicators and test performance results, establishing the need for investigations and/or adjustments to operating parameters and/or alerting management to variables impacting on supply
4. Provide support services to ensure sustainable electricity provisioning
5. Monitor and assist with the operation and control of the SCADA system in substations
6. Perform HV/MV switching operations

SUPERINTENDENT

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SECTION
PLANNING, DESIGN, CONSTRUCTION & SERVICES

PURPOSE: To monitor the planning, design and coordination of all construction work performed when installing new or improving existing electrical infrastructure

FUNCTIONS:

1. Manage the maintenance and repairs of electrical network and installations on municipal buildings, facilities and streetlights as well as to attend to all electrical complaints of the public
2. Implement and coordinate all construction work performed when installing new or improving existing electrical infrastructure
3. Provide technical support on planning & design of all electrical infrastructure upgrades as well as new installations
4. Provide support re services & construction to ensure effective and efficient service delivery to the public

MANAGER: PLANNING, DESIGN, CONSTRUCTION & SERVICES T

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____/____/2017

SUB-SECTION SERVICES

PURPOSE: To manage the maintenance and repairs of electrical network and installations on municipal buildings, facilities and streetlights as well as to attend to all electrical complaints of the public

SUPERINTENDENT

SEE PAGE 64

SUB-SECTION CONSTRUCTION

PURPOSE: To implement and coordinate all construction work performed when installing new or improving existing electrical infrastructure

SUPERINTENDENT

SEE PAGE 65

SUB-SECTION TECHNICAL SUPPORT (NETWORK SIMULATION/OPTIMIZATION)

PURPOSE: To provide technical support on planning & design of all electrical infrastructure upgrades as well as new installations

FUNCTIONS:

1. Implement EEDSM initiatives and programmes by keeping abreast with technological developments in the industry
2. Ensure the implementation of National Government initiatives and programs:
 - i) Investigate, plan and implement the EEDSM and INEP programmes and initiatives
 - ii) Manage the electrical infrastructure upgrades and forward planning
3. Manage planning, design and construction upgrading and modification of electricity network to ensure operational and sustainability
4. Maintain electrical network drawings
5. Ensure that the electrical network simulations are performed on software

PRINCIPAL TECHNICIAN
NEW POST

TECHNICIAN T
NEW POST

TECHNICIAN T
NEW POST

SUB-SECTION SUPPORT SERVICE

PURPOSE: To provide support re client related services to ensure effective and efficient service delivery to the public

FUNCTIONS:

1. Reconcile on a monthly the leave registers of the section with payday, leave book and attendance register as per the auditors finding and recommendation.
2. Complete the monthly council report and the D-Forms submitted to NERSA for the functions relating to the section.
3. Investigate and finalise damaged appliances, refunds or no liability as per by-laws
4. Provide data re the Services Section's complaints management system, time & attendance finger print system, filing system ????
5. Render administrative functions

SNR CLERK
NEW POST

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**SUB-SECTION
SERVICES**

PURPOSE: To manage the maintenance and repairs of electrical network and installations on municipal buildings, facilities and streetlights as well as to attend to all electrical complaints of the public

FUNCTIONS:

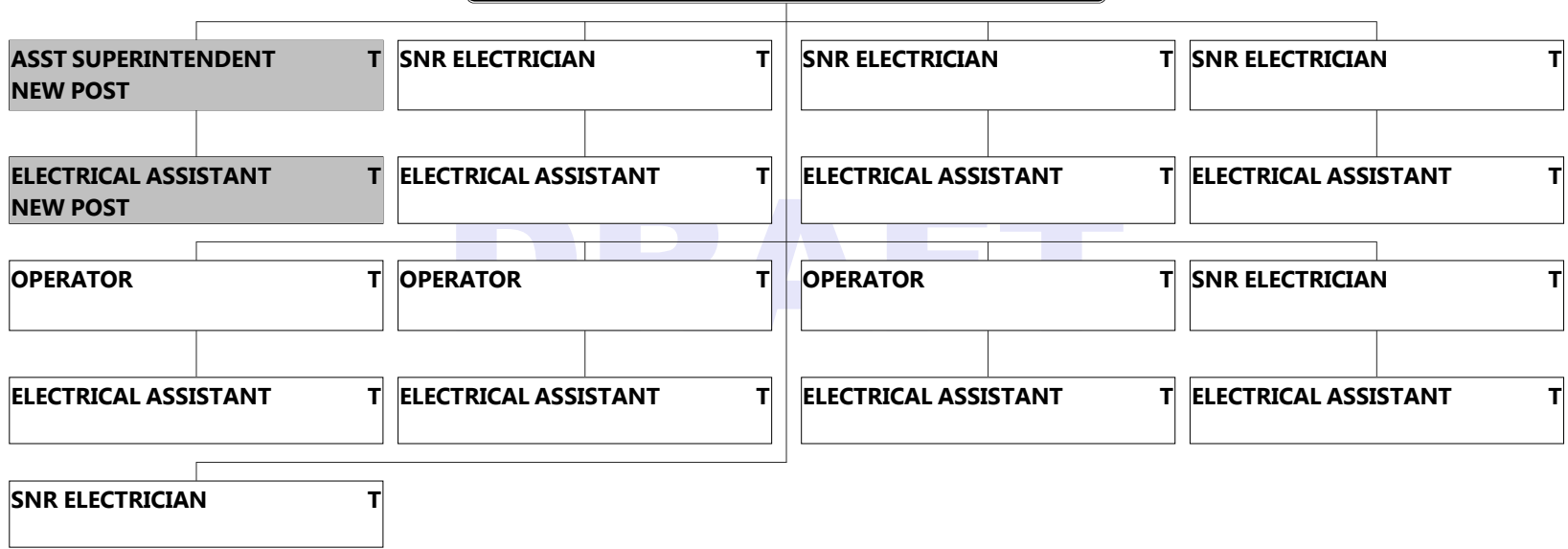
1. Manage the provision of maintenance and operational services regarding property service connections
2. Ensure maintenance and operational services of electrical supply and electrical reticulation on council buildings and facilities
3. Ensure maintenance and operational services of streetlights
4. Ensure that municipal street furniture is made safe in an event of damage due to accident
5. Manage the maintenance and repairs of electrical installations of all municipal buildings and facilities and streetlights

SUPERINTENDENT

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**SUB-SECTION
CONSTRUCTION**

PURPOSE: To implement and coordinate all construction work performed when installing new or improving existing electrical infrastructure

FUNCTIONS:

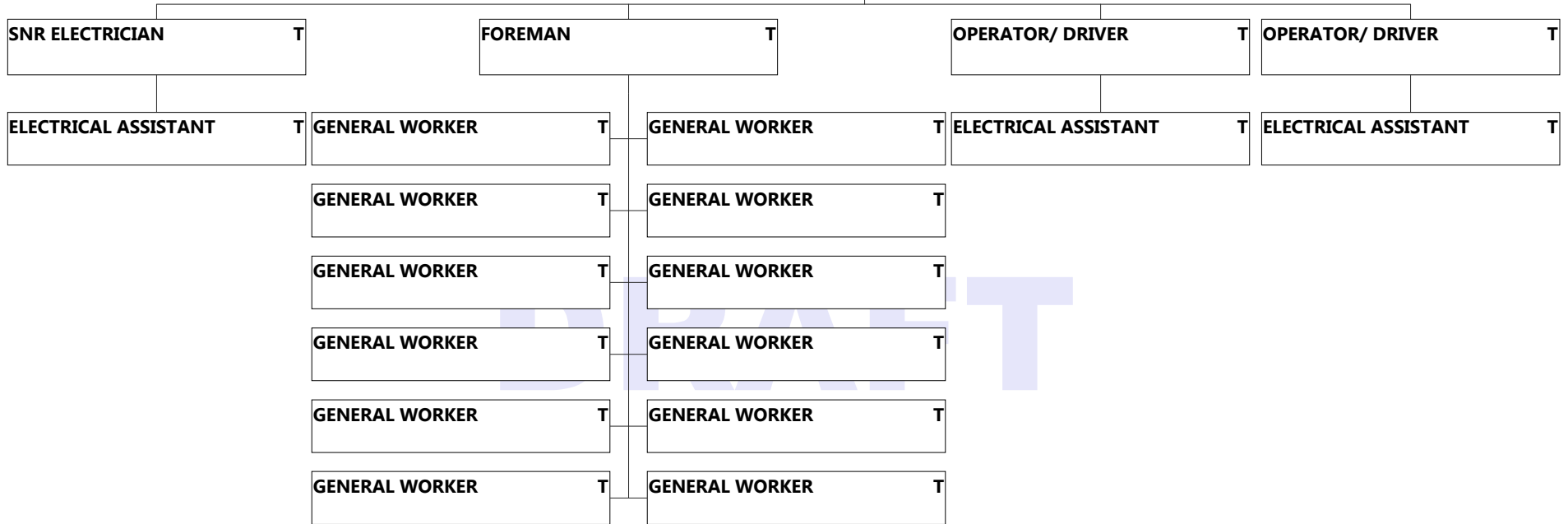
1. Ensure that all construction work is done in accordance with the specifications and requirements of Stellenbosch Municipality
2. Responsible for all irrecoverable cost jobs and its formal reporting processes
3. Ensure that all "as-built" drawings are transferred to the SLD and GIS drawings

SUPERINTENDENT

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____/____/2017

SECTION
METERING, LOSS CONTROL & DWARSRIVIER

PURPOSE: To manage the maintenance and operations of electricity meters, systems, loss control, house connections, inspections and client services

FUNCTIONS:

1. Manage the provisioning and maintenance of electricity meters
2. Manage, control and minimise electricity losses to protect Council's revenue
3. Manage the operations and maintenance of the distribution network of Dwarsrivier and surrounding areas
4. Conduct visual inspections of supporting structures, lines and cables and evaluating the performance of step down transformers, switchgear and associated components
5. Render administrative support and client services re metering

MANAGER: METERING, LOSS CONTROL & DWARSRIVIER T

TRAINEE APPRENTICE
 NEW POST T

SUB-SECTION
METERING SERVICES

PURPOSE: To manage the provisioning and maintenance of electricity meters

SUPERINTENDENT

SEE PAGE 67

SUB-SECTION
METERING SYSTEMS & LOSS CONTROL

Purpose: To manage, control and minimise electricity losses to protect Council's revenue

TECHNICIAN

SEE PAGE 68

SUB-SECTION
DWARSRIVIER

PURPOSE: To manage the operations and maintenance of the distribution network of Dwarsrivier and surrounding areas

SUPERINTENDENT

SEE PAGE 69

SUB-SECTION
INSPECTIONS

PURPOSE: To conduct visual inspections of supporting structures, lines and cables and evaluating the performance of step down transformers, switchgear and associated components

FUNCTIONS:

1. Transgression management and investigations with regards to theft of cables etc. and contract with local police forums
2. Provide inspections services with regard to sub-stations, electricity lines, cables and meters
3. Perform site inspection regarding the possible illegal use of electricity and water
4. Perform disconnections of illegal users

INSPECTOR T

ELECTRICAL ASSISTANT
 NEW POST T

SUB-SECTION
SUPPORT & DATA

PURPOSE: To render administrative support and client services re metering

FUNCTIONS:

1. Render capturing of all new installations
2. Register and activate meters
3. Generate meter tariff codes
4. Perform vending administration and maintenance of system
5. Provide Metering Section's client services and complaint system to ensure telephone calls and enquiries are attended to promptly and professionally in accordance with customer service standards and objectives
6. Manage and maintain software strongbox system

SNR CLERK/ DATA ANALYST T

CLERK T

CLERK
 NEW POST T

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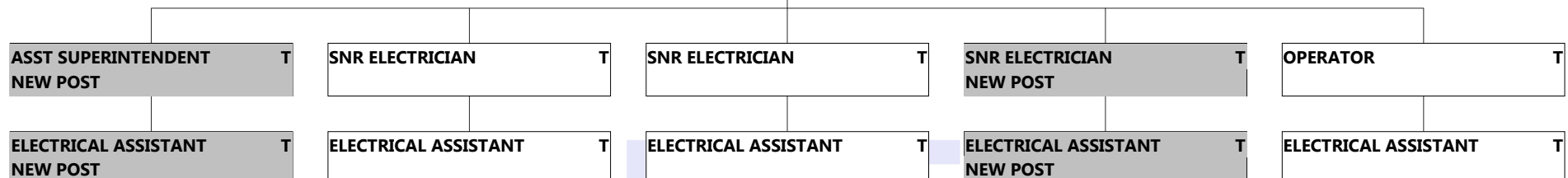
**SUB-SECTION
METERING SERVICES**

PURPOSE: To manage the provisioning and maintenance of electricity meters

FUNCTIONS:

1. Provide maintenance and operational services with regard to house connections
2. Administer the commissioning of electricity meters
3. Facilitate the programming and installation of electricity meters

SUPERINTENDENT



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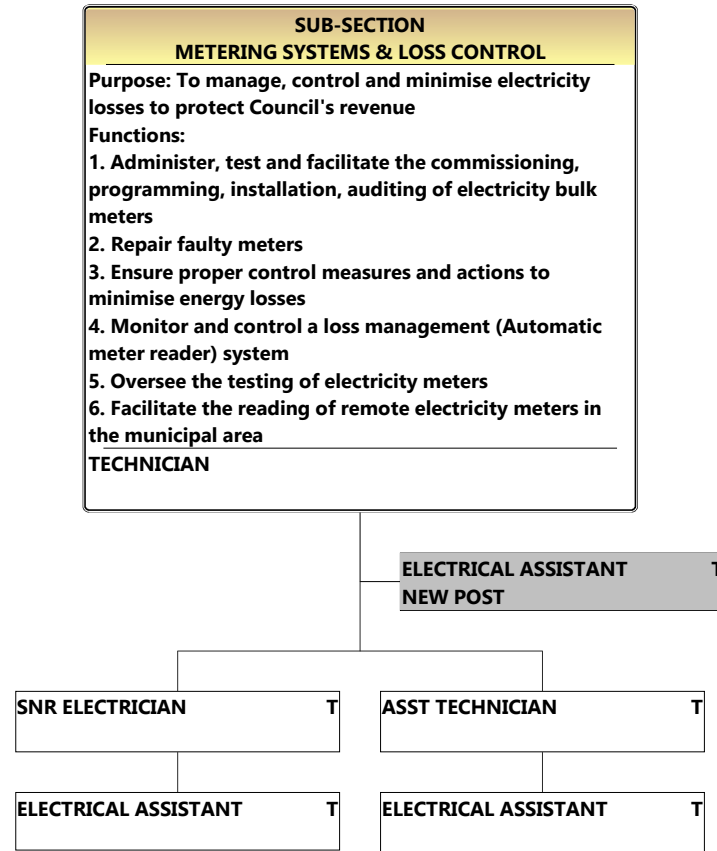
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PROPOSED MICRO STRUCTURE - 21 SEP 2017**

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**SUB-SECTION
DWARSRIVIER**

PURPOSE: To manage the operations and maintenance of the distribution network of Dwarsrivier and surrounding areas

FUNCTIONS:

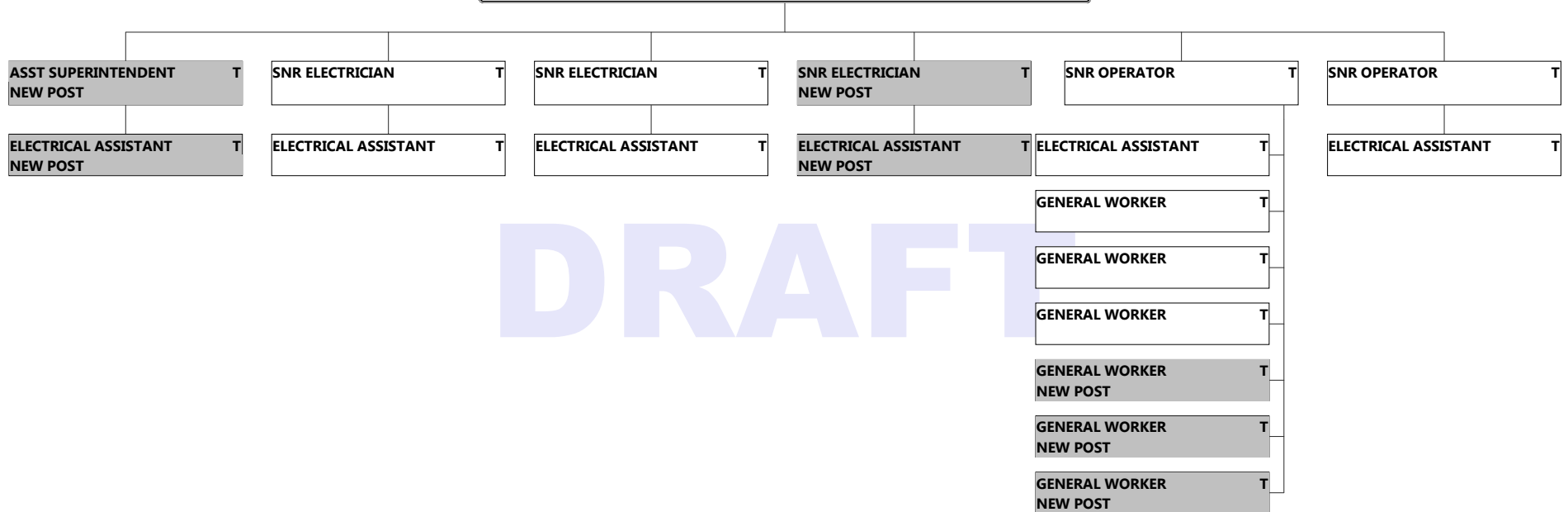
1. Manage the operations and maintenance of the low, medium and high voltage distribution network
2. Perform installations and maintenance of overhead lines and cables, low & medium voltage
3. Provide inspections and preventative maintenance services wrt electricity lines and cables, medium and low voltage
4. Ensure sustainable electricity provisioning
5. Monitor street infrastructure
6. Provide inspections and preventative maintenance services w.r.t. substations
7. Monitor and control the overall view of electricity supply with an electronic monitoring system
8. Render electricity maintenance services wrt streetlights, municipal buildings and house connections
9. Monitor the construction of electrical projects and upgrades and provide project management support function wrt electrical engineering projects including formal reporting processes
10. Administer the commissioning of electrical meters
11. Facilitate the reading of remote electrical meters

SUPERINTENDENT

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DIVISION WASTE MANAGEMENT	
PURPOSE: To manage the rendering of waste management services in accordance with applicable legislation, by-laws and standards FUNCTIONS: <ol style="list-style-type: none"> 1. Provide waste minimization and disposal services in accordance with applicable legislation, by-laws and standards 2. Render cleansing and collection services in accordance with applicable legislation, by-laws and standards 3. Provide solid waste management support services 4. Render management and line function administrative support services 5. Liaise with law enforcement regarding by-law enforcement 	
SNR MANAGER: WASTE MANAGEMENT T	

SECTION ADMINISTRATIVE SUPPORT	
PURPOSE: To render management and line function administrative support services FUNCTIONS: <ol style="list-style-type: none"> 1. Provide secretarial/ administrative/ logistical support services 2. Provide planning, research, analyses and reporting services 	
SNR CLERK T	

SECTION AREA CLEANSING & COLLECTIONS	
PURPOSE: To render cleansing and collection services in accordance with applicable legislation, by-laws and standards MANAGER: AREA CLEANSING & COLLECTIONS T	

SEE PAGE 71

SECTION WASTE MINIMIZATION & DISPOSAL	
PURPOSE: To provide waste minimization and disposal services in accordance with applicable legislation, by-laws and standards MANAGER: WASTE MINIMIZATION & DISPOSAL T	

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SECTION AREA CLEANSING & COLLECTIONS	
PURPOSE: To render cleansing and collection services in accordance with applicable legislation, by-laws and standards FUNCTIONS: 1. Provide streets, public/open space and public facility cleansing service in accordance with a refuse removal program 2. Provide residential, business and bulk refuse removal services in accordance with a refuse removal program, and refuse collection services in the rural areas MANAGER: AREA CLEANSING & COLLECTIONS T	

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CLERK T

OFFICE ASSISTANT T

SUB-SECTION AREA CLEANSING	
PURPOSE: To provide streets, public/open space and public facility cleansing service in accordance with a refuse removal program SUPERINTENDENT T NEW POST	

SEE PAGE 72

SUB-SECTION COLLECTIONS	
PURPOSE: To provide residential, business and bulk refuse removal services in accordance with a refuse removal program, and refuse collection services in the rural areas SUPERINTENDENT T	

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**SUB-SECTION
AREA CLEANSING**

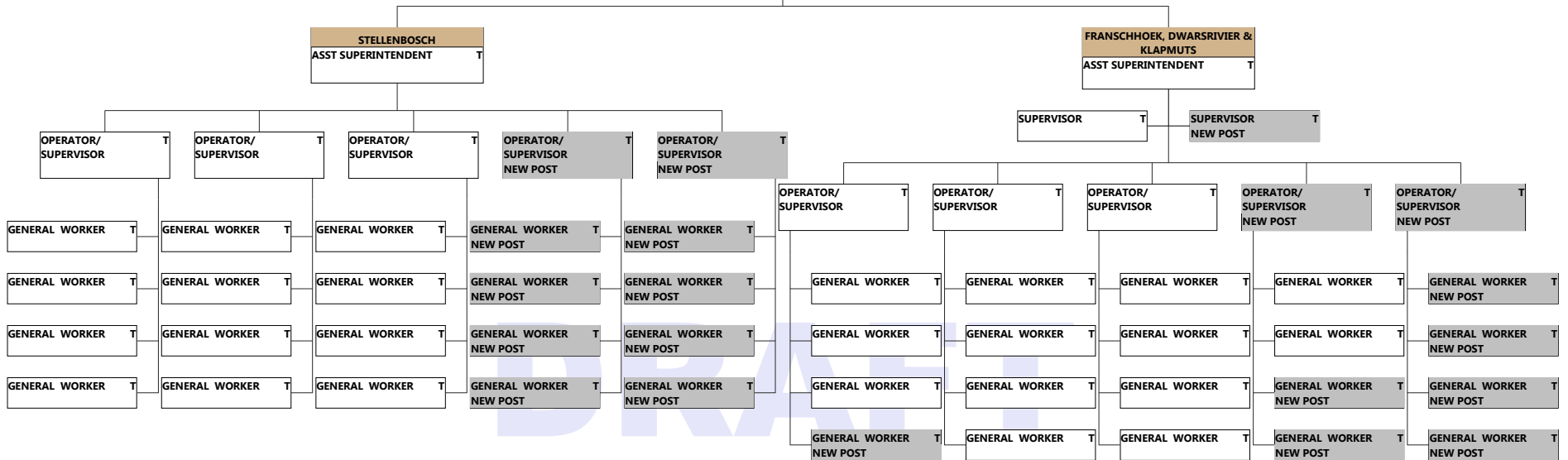
PURPOSE: To provide streets, public/open space and public facility cleansing service in accordance with a refuse removal program

FUNCTIONS:

1. Render a street cleansing service
2. Provide public spaces, facility / toilet cleaning and cleansing service
3. Ensure disposal of dead animals
4. Supervise, administer and monitor small maintenance contractors and EPWP/ MIG projects
5. Ensure cleaning of illegal dumping

SUPERINTENDENT T

NEW POST



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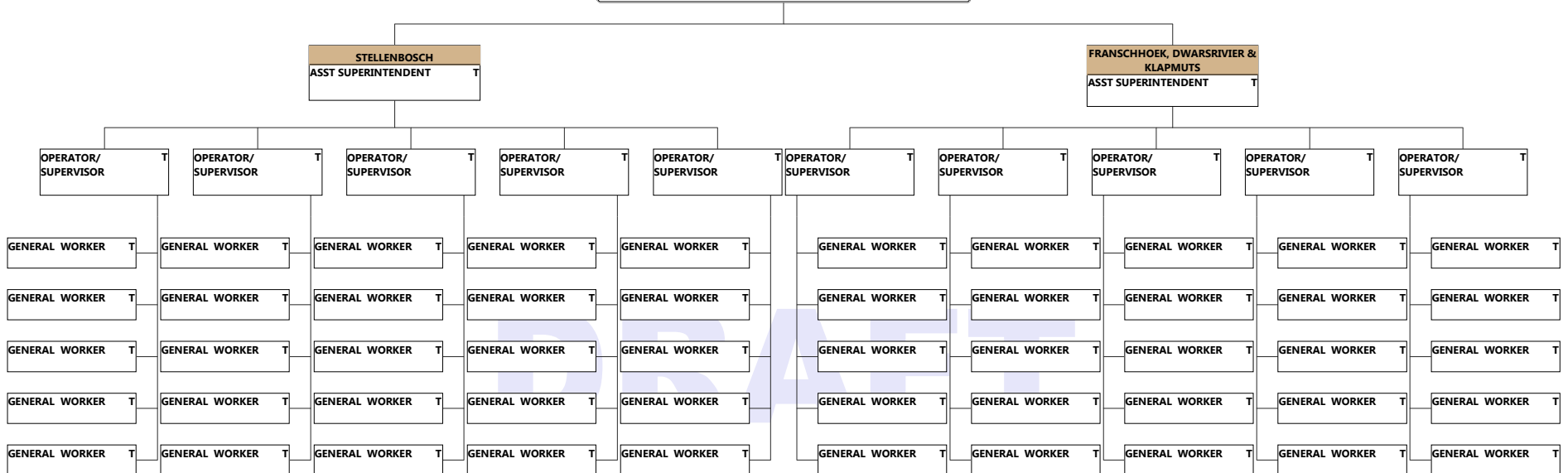
**SUB-SECTION
COLLECTIONS**

PURPOSE: To provide residential, business and bulk refuse removal services in accordance with a refuse removal program, and refuse collection services in the rural areas

FUNCTIONS:

1. Ensure the regular removal of residential / household waste according to a waste removal program and applicable standards
2. Ensure the removal of business waste according to a stipulated program and standards
3. Ensure the removal of waste as collected in bulk containers from informal settlements and businesses according to pre-determined arrangements and standards
4. Supervise, administer and monitor small maintenance contractors and EPWP/ MIG projects

SUPERINTENDENT



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____/____/2017

SECTION
WASTE MINIMIZATION & DISPOSAL

PURPOSE: To provide waste minimization and disposal services in accordance with applicable legislation, by-laws and standards

FUNCTIONS:

1. Coordinate public awareness campaigns to support initiatives in relation to littering, as well as to promote a general awareness of waste issues
2. Coordinate elimination of waste by reducing the amount of waste produced in society and helps to eliminate the generation of harmful and persistent wastes
3. Ensure proper disposition of a discarded or discharged material in accordance with local environmental guidelines or laws
4. Monitor and administer green policing and by-law enforcement regarding cleaning and greening issues

MANAGER: WASTE MINIMIZATION & DISPOSAL T

SUB-SECTION
EDUCATION & AWARENESS

PURPOSE: To coordinate public awareness campaigns to support initiatives in relation to littering, as well as to promote a general awareness of waste issues

FUNCTIONS:

1. Promote waste awareness and education in order to increased involvement of citizens in oversight of waste delivery services
2. Coordinate schools recycling programs and education campaigns linked to practical projects such as recycling and litter control
3. Promote recycling awareness and conduct surveys
4. Perform landfill tours

SNR TECHNICIAN T
NEW POST

SUB-SECTION
WASTE MINIMIZATION

PURPOSE: To coordinate elimination of waste by reducing the amount of waste produced in society and helps to eliminate the generation of harmful and persistent wastes

FUNCTIONS:

1. Coordinate waste management events to coordinate waste measures, particularly those aimed at waste reduction, recycling and litter prevention
2. Promote swap shops initiatives and programs
3. Perform data management/reporting
4. Administer recycling logistics and participation in order to redesign products and/or changing societal patterns to prevent the creation of waste
5. Promote and comply with industry waste minimisation in order to promote a more sustainable society

TECHNICIAN T
NEW POST

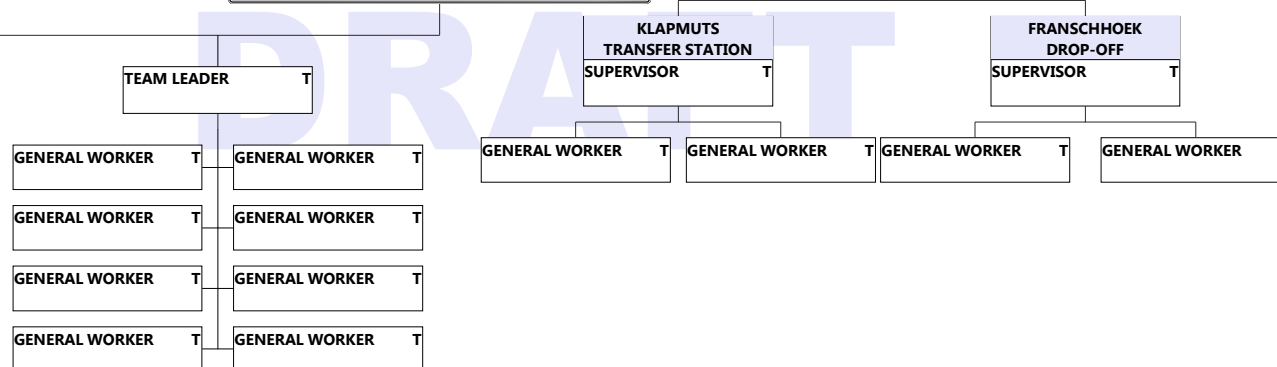
SUB-SECTION
DISPOSAL

PURPOSE: To ensure proper disposition of a discarded or discharged material in accordance with local environmental guidelines or laws

FUNCTIONS:

1. Monitor offloading of waste in order to ensure an effective operation associated with the provision of a clean environment are accomplished through the implementation of a high quality transfer station/ landfill/ drop-off
2. Operate and administer the waste transfer station and calculate volumes and total tariff (amounts) charged
3. Conduct site inspections by performing visual checks and identifying with any deviations or breaches to waste disposal procedures
4. Operate and administer the waste transfer station and drop-off facilities

TECHNICIAN T



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**SECTION
SUPPORT SERVICES**

PURPOSE: To render management and line function administrative support services to the directorate

FUNCTIONS:

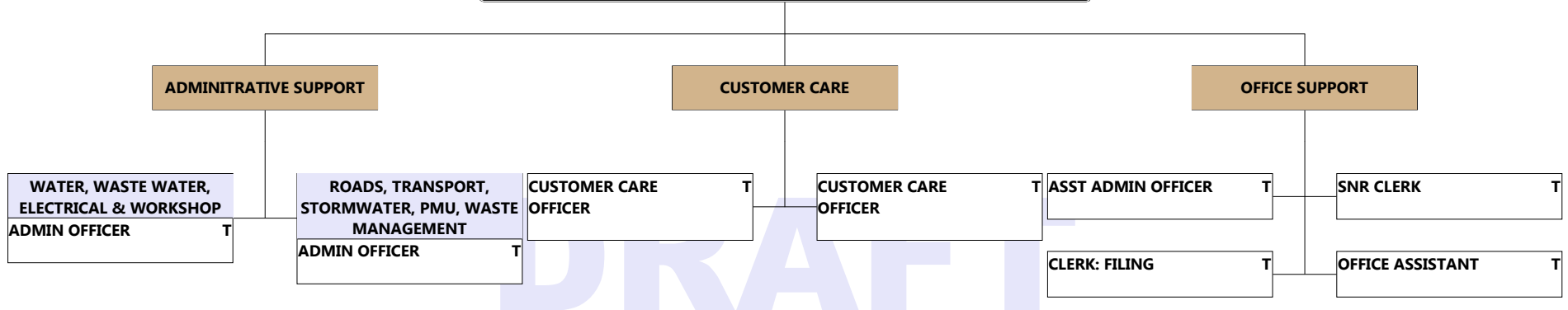
1. Provide administrative support services
2. Compile reports wrt compliance monitoring
3. Coordinate departmental performance management progress monitoring and reporting (PMS and SDBIP)
4. Provide reporting services to the Director
5. Control and ensure the maintenance of the departmental complaints management system.
6. Performs client and public related services to ensure effective and efficient services to the public:
 - (i) Front Desk - queries, complaints, applications for new or upgraded services
 - (ii) Businesses / Residential / Developers / Contractors in respect with any information pertaining to Infrastructure queries/ supply/ connection or services or account to be addressed
 - (iii) Damaged appliances - investigating, finalising, and final consensus - refund customer or no liability as per bylaws

MANAGER: SUPPORT SERVICES T

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DIRECTORATE COMMUNITY & PROTECTION SERVICES



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DIRECTORATE COMMUNITY & PROTECTION SERVICES	
PURPOSE: To render integrated community services to enhance community development in general and promote a clean and safe environment FUNCTIONS: 1. Manage the rendering of protection services to ensure the safety of the community 2. Manage the rendering of community services to ensure environmental compliance and promote a clean environment 3. Build social capital within Stellenbosch Municipality as an institution and all communities within its jurisdiction through community development collaboration and a focus on marginalized citizens 4. Render management and line function executive support services to the directorate	
DIRECTOR: COMMUNITY & PROTECTION SERVICES	SECT. 57

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SECTION EXECUTIVE SUPPORT	
PURPOSE: To render management and line function executive support services to the directorate FUNCTIONS: 1. Provide executive support services 2. Provide logistic/ secretarial support services 3. Provide planning, research, analyses and reporting services to the Director	
PERSONAL ASISSTANT	T

OFFICE ASSISTANT/ MESSENGER	T
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OFFICE ASSISTANT	T
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DIVISION PROTECTION SERVICES	
PURPOSE: To manage the rendering of protection services to ensure the safety of the community SNR MANAGER: PROTECTION SERVICES T NEW POST	

SEE PAGE 77

DIVISION COMMUNITY SERVICES	
PURPOSE: To manage the rendering of community services to ensure environmental compliance and promote a clean environment SNR MANAGER: COMMUNITY SERVICES T	

SEE PAGE 90

SECTION COMMUNITY DEVELOPMENT	
PURPOSE: To build social capital within Stellenbosch Municipality as an institution and all communities within its jurisdiction through community development collaboration and a focus on marginalized citizens MANAGER: COMMUNITY DEVELOPMENT T	

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**DIVISION
PROTECTION SERVICES**

PURPOSE: To manage the rendering of protection services to ensure the safety of the community

FUNCTIONS:

1. Manage the rendering of efficient and sustainable traffic, licensing and law enforcement services to all road users and public and administer by-laws enforcement to ensure compliance with regard to municipal legislation
2. Manage the rendering of disaster management and fire services to prevent/ manage potential losses/threats to property and lives
3. Provide municipal court agency services
4. Render management and line function administrative support services

SNR MANAGER: PROTECTION SERVICES T

NEW POST

**SECTION
ADMINISTRATIVE SUPPORT**

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide administrative support services
2. Provide planning, research, statistics, analyses and reporting services

SNR CLERK T

**OFFICE ASSISTANT/
CLEANER** T

**SECTION
TRAFFIC & LAW ENFORCEMENT SERVICES**

PURPOSE: To manage the rendering of efficient and sustainable traffic, licensing and law enforcement services to all road users and public and administer by-laws enforcement to ensure compliance with regard to municipal legislation

MANAGER: TRAFFIC & LAW ENFORCEMENT SERVICES T

NEW POST

SEE PAGE 78

**SECTION
DISASTER MANAGEMENT & FIRE SERVICES**

PURPOSE: To manage the rendering of disaster management and fire services to prevent/ manage potential losses/threats to property and lives

MANAGER: DISASTER MANAGEMENT & FIRE SERVICES T

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SECTION TRAFFIC & LAW ENFORCEMENT SERVICES	
PURPOSE: To manage the rendering of efficient and sustainable traffic, licensing and law enforcement services to all road users and public and administer by-laws enforcement to ensure compliance with regard to municipal legislation	
FUNCTIONS: <ol style="list-style-type: none"> 1. Manage the rendering of efficient and sustainable traffic law enforcement services to all road users and public 2. Administer by-laws enforcement to ensure compliance with regard to municipal legislation 3. Render management and line function administrative support services 	
MANAGER: TRAFFIC & LAW ENFORCEMENT SERVICES T NEW POST	

SUB-SECTION TRAFFIC SERVICES	
PURPOSE: To manage the rendering of efficient and sustainable traffic law enforcement services to all road users and public	
CHIEF TRAFFIC SERVICES T	

SEE PAGE 79

SUB-SECTION LAW ENFORCEMENT & SECURITY	
PURPOSE: To administer by-laws enforcement to ensure compliance with regard to municipal legislation	
CHIEF LAW ENFORCEMENT & SECURITY T	

SEE PAGE 85

SUB-SECTION ADMINISTRATIVE SUPPORT	
PURPOSE: To render management and line function administrative support services	
FUNCTIONS: <ol style="list-style-type: none"> 1. Provide administrative support services 2. Provide planning, research, statistics, analyses and reporting services 	
ADMIN OFFICER T NEW POST	

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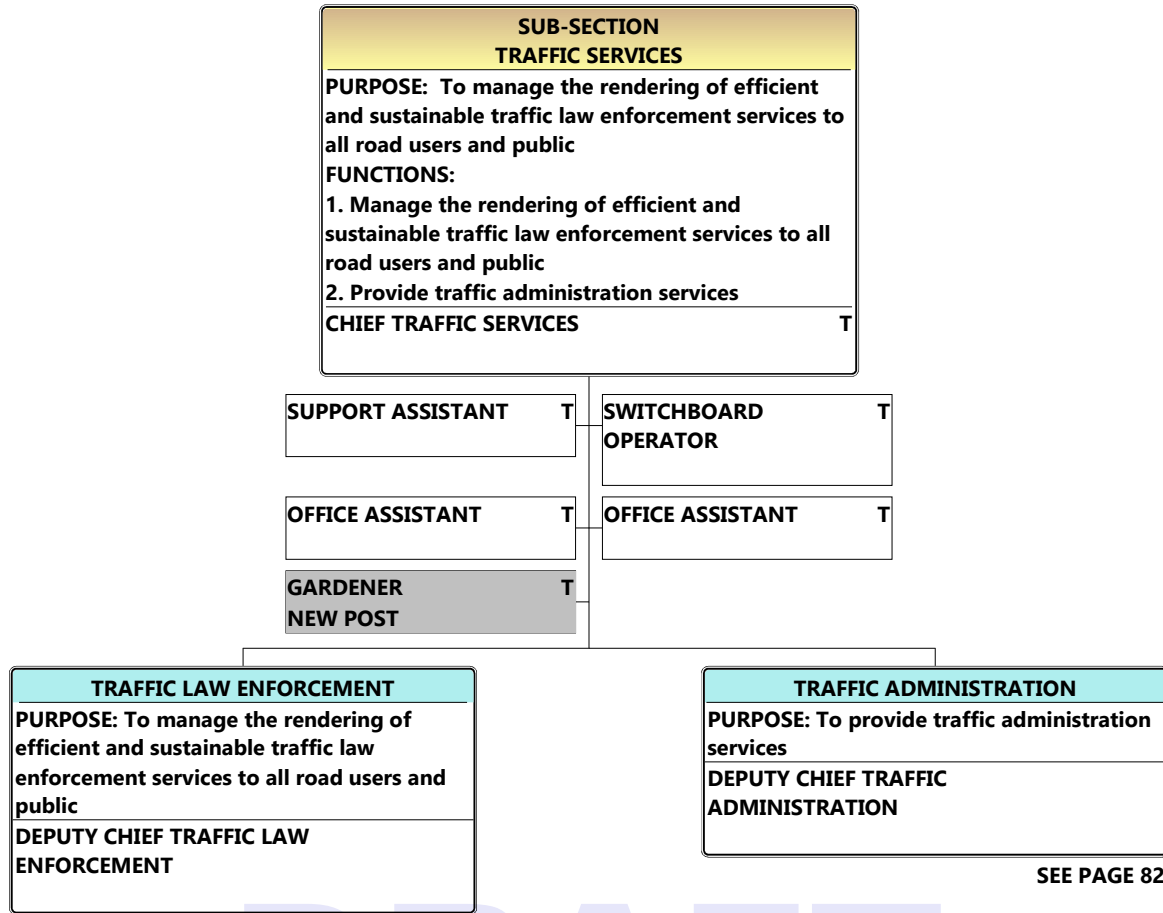
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TRAFFIC LAW ENFORCEMENT

PURPOSE: To manage the rendering of efficient and sustainable traffic law enforcement services to all road users and public

FUNCTIONS:

1. Render specialised traffic functions
2. Provide traffic law enforcement services

DEPUTY CHIEF TRAFFIC LAW ENFORCEMENT

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SNR CLERK T
NEW POST

TRAINING & EDUCATION

PURPOSE: To render specialised traffic functions

FUNCTIONS:

1. Perform ANPR operations
2. Promote road traffic safety, public awareness initiatives and education
3. Administer impoundment

SUPERINTENDENT

TRAFFIC LAW ENFORCEMENT

PURPOSE: To provide traffic law enforcement services

SUPERINTENDENT

SEE PAGE 81

CLERK T

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TRAFFIC LAW ENFORCEMENT

PURPOSE: To provide traffic law enforcement services

FUNCTIONS:

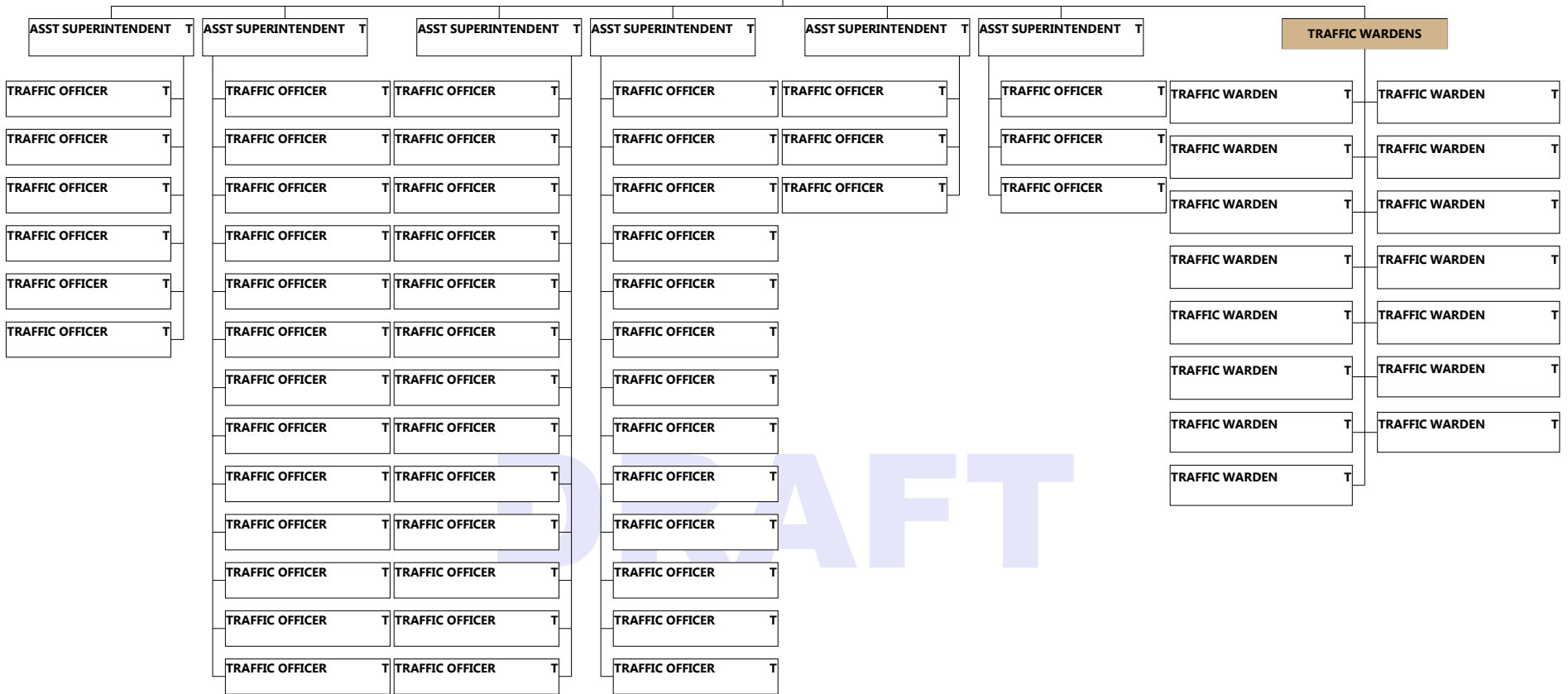
1. Visible traffic policing and law enforcement
2. Speed limit enforcement, point duties and escort duties
3. Road Block Operations
4. Serving of summonses and execution of warrants
5. Manage traffic law enforcement with regard to public transport
6. Liaise with Operators Licensing Board and liaise with taxi associations wrt enquiries/ confirmation

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TRAFFIC ADMINISTRATION

PURPOSE: To provide traffic administration services

FUNCTIONS

- Administer financial and administrative procedures with regard to traffic law enforcement and provide administrative and financial support services
- Administer the processes of motor vehicle registration and licensing on a service level agreement basis
- Administer the testing for learner, driving licenses and vehicles for fitness / roadworthiness
- Administer the testing of vehicles for fitness / roadworthiness

DEPUTY CHIEF TRAFFIC ADMINISTRATION

TRAFFIC FINES

PURPOSE: To administer financial and administrative procedures with regard to traffic law enforcement and provide administrative and financial support services

FUNCTIONS:

- Traffic fine management
- Link to NPA and Justice Department
- Contravention system management
- Cashiering, receipting and filing

SNR ADMIN OFFICER

MOTOR VEHICLE REGISTRATION AUTHORITY (MVRA)

PURPOSE: To administer the processes of motor vehicle registration and licensing on a service level agreement basis

FUNCTIONS:

- Process applications
- Administer cash control and compliance
- Capture transactions (E-NATIS)
- Issue roadworthy certificates and relevant documents
- Perform general enquiries and administrative support

CHIEF CLERK T

DRIVING LICENSE TESTING CENTRE (DLTC)

PURPOSE: To administer the testing for learner and driving licenses

SNR SUPERINTENDENT T

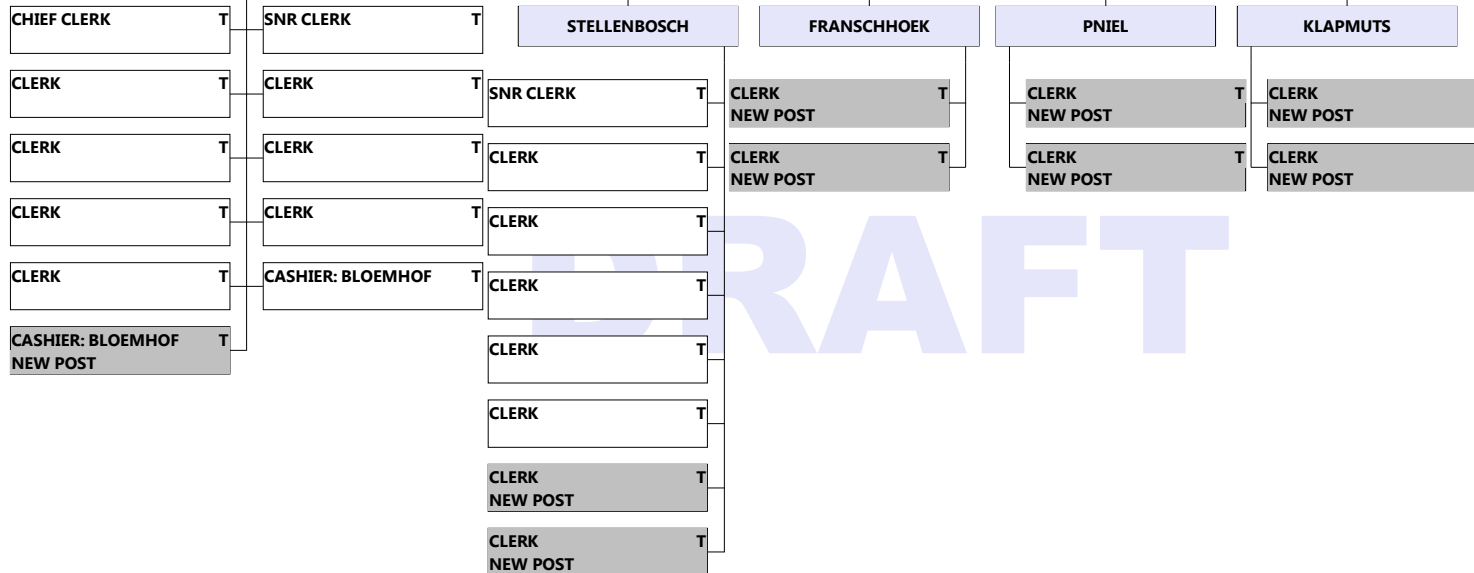
SEE PAGE 83

VEHICLE TESTING STATION (VTS)

PURPOSE: To administer the testing of vehicles for fitness / roadworthiness

SNR SUPERINTENDENT T

SEE PAGE 84



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DRIVING LICENSE TESTING CENTRE (DLTC)

PURPOSE: To administer the testing for learner and driving licenses

FUNCTIONS:

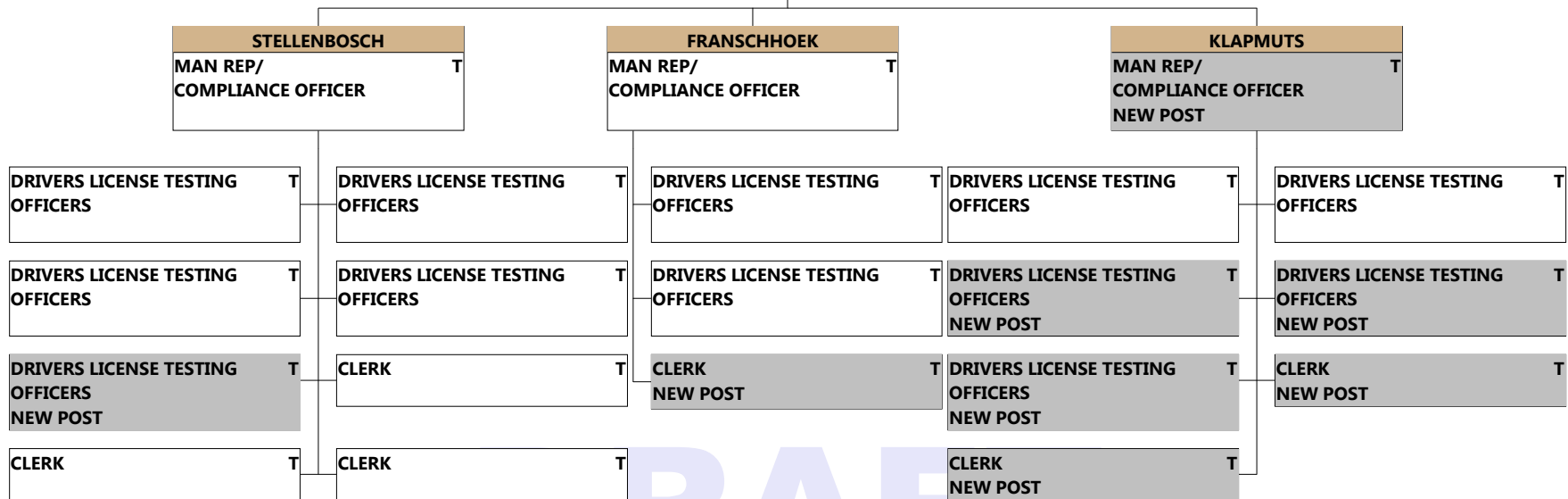
1. Administer applications and appointments
2. Conduct learner / driver testing
3. Issue learner / driver licenses
4. Cash control and compliance
5. Perform general enquiries and administrative support
6. Renew drivers license cards
7. Perform driving license and learner license tests in accordance with prescripts

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VEHICLE TESTING STATION (VTS)

PURPOSE: To administer the testing of vehicles for fitness / roadworthiness

FUNCTIONS:

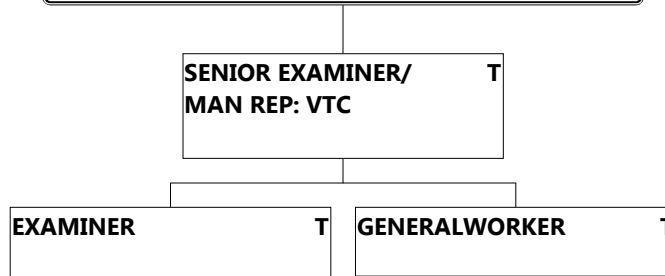
1. Examine and re-examine vehicles
2. Perform general enquiries, administrative support and compliance reporting
3. Perform vehicle tests in accordance with prescripts

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**SUB-SECTION
LAW ENFORCEMENT & SECURITY**

PURPOSE: To administer by-laws enforcement to ensure compliance with regard to municipal legislation

FUNCTIONS:

1. Enforce and administer general and municipal by-laws
2. Provide and manage Law Enforcement administration services, events management, CCTV control room, access control, alarm systems and pound

CHIEF LAW ENFORCEMENT & SECURITY T

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SNR CLERK T

**OFFICE ASSISTANT/
CLEANER** T

BY-LAW ENFORCEMENT

PURPOSE: To enforce and administer general and municipal by-laws

DEPUTY CHIEF BY-LAW ENFORCEMENT T

SEE PAGE 86

SECURITY & CCTV SERVICES

PURPOSE: To provide and manage Law Enforcement administration services, events management, CCTV control room, access control, alarm systems and pound

DEPUTY CHIEF SECURITY & CCTV SERVICES T

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SEE PAGE 87

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BY-LAW ENFORCEMENT

PURPOSE: To enforce and administer general and municipal by-laws

FUNCTIONS:

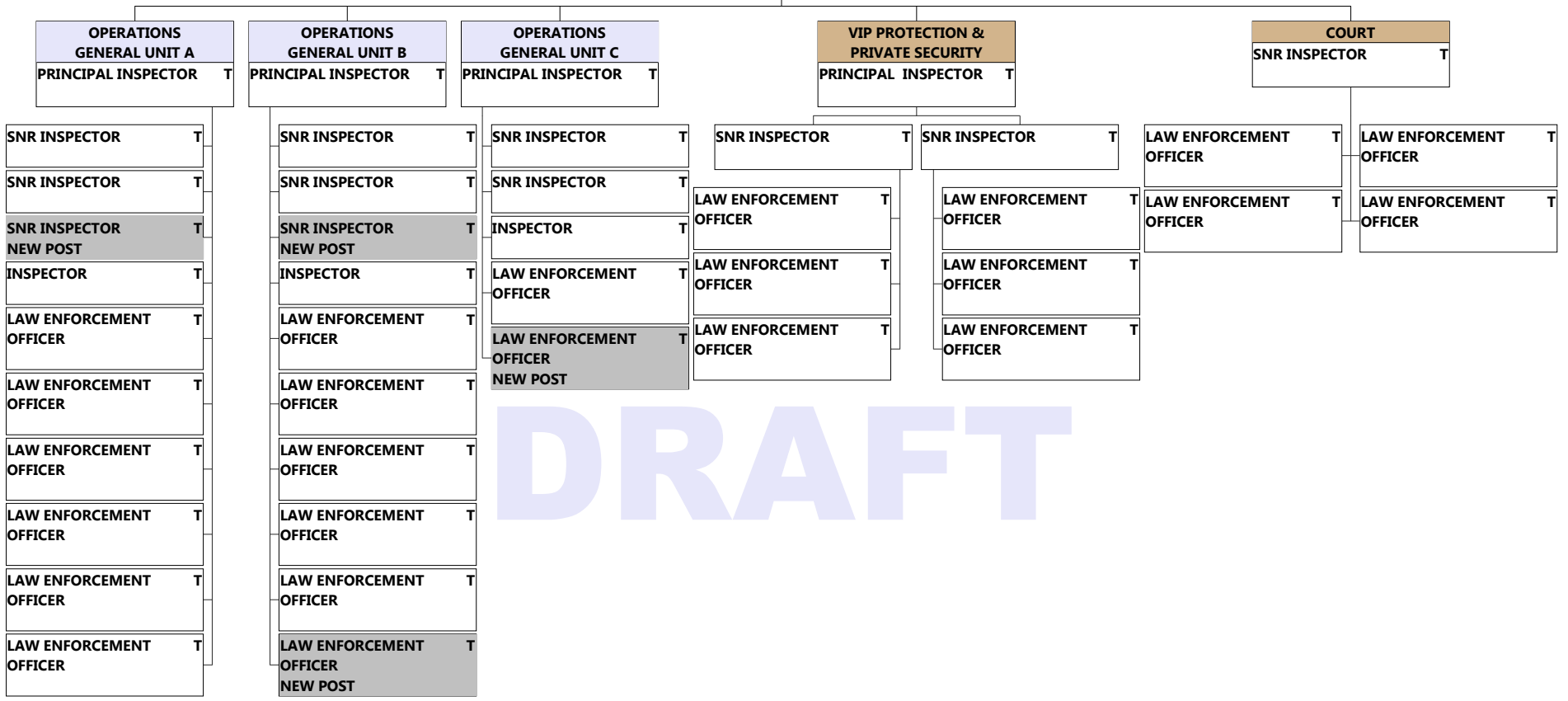
1. Resolve complaints and enforce by-laws
2. Administer the impoundment of abandoned vehicles
3. Render anti-land invasion and demolishing of illegal structures
4. Monitor and control illegal occupancy of derelict/ dilapidated buildings
5. Render CCTV/LPR reaction function and assist with joint law enforcement operations
6. Secure municipal sites and render VIP protection
7. Provide access control (deployment) and firearms control

DEPUTY CHIEF BY-LAW ENFORCEMENT T

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SECURITY & CCTV SERVICES

PURPOSE: To provide and manage Law Enforcement administration services, events management, CCTV control room, access control, alarm systems and pound

FUNCTIONS:

1. Perform control room operations (call taking and monitoring)
2. Perform CCTV/LPR monitoring
3. Maintain access control system
4. Maintain alarm systems
5. Maintain radio coms
6. Provide general administration wrt pound, events, noise exemptions and Act applications

DEPUTY CHIEF SECURITY & CCTV SERVICES T

NEW POST

ADMINISTRATION & EVENTS

PRINCIPAL INSPECTOR T

NEW POST

POUND

PRINCIPAL INSPECTOR T

NEW POST

CONTROL ROOM CCTV MONITORING

SNR INSPECTOR T

ACCESS CONTROL & ALARMS

SNR INSPECTOR T

SNR INSPECTOR T

NEW POST

SECURITY OFFICER T

SECURITY OFFICER T

GENERAL WORKER T

NEW POST

INSPECTOR T

NEW POST

INSPECTOR T

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INSPECTOR T

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INSPECTOR T

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LAW ENFORCEMENT OFFICER T

LAW ENFORCEMENT OFFICER T

CONTROL ROOM OFFICER T

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**SECTION
DISASTER MANAGEMENT & FIRE SERVICES**

PURPOSE: To manage the rendering of disaster management and fire services to prevent/ manage potential losses/threats to property and lives

FUNCTIONS:

1. Manage the rendering of disaster management services and fire safety inspectorate services to prevent/ manage potential losses/threats to property and lives
2. Manage the rendering of fire and rescue operational services to save and protect the lives and property of the community
3. Render management and line function administrative support services

MANAGER: DISASTER MANAGEMENT & FIRE SERVICES T

**SUB-SECTION
DISASTER MANAGEMENT**

PURPOSE: To manage the rendering of disaster management services to prevent/ manage potential losses/threats to property and lives

FUNCTIONS:

1. Render a disaster management service in accordance with relevant legislation
2. Develop guidelines for the preparation and regular review and updating of disaster management plans and strategies
3. Align disaster management plans and strategies to ensure an integrated approach during emergencies
4. Establish uniform approach to assessing and monitoring disaster risks

SNR DISASTER MANAGEMENT COORDINATOR T

**SUB-SECTION
FIRE SERVICES**

PURPOSE: To manage the rendering of fire and rescue operational services and fire safety inspectorate services to save and protect the lives and property of the community

SNR ACO: FIRE SERVICES
NEW POST

SEE PAGE 89

**SUB-SECTION
ADMINISTRATIVE SUPPORT**

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide administrative support services
2. Provide planning, research, statistics, analyses and reporting services

CHIEF CLERK T

**DISASTER MANAGEMENT T
OFFICER**

**DISASTER MANAGEMENT T
FIELD WORKERS**

**DISASTER MANAGEMENT T
FIELD WORKERS**

**OFFICE ASSISTANT/
CLEANER** T

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**SUB-SECTION
 FIRE SERVICES**

PURPOSE: To manage the rendering of fire and rescue operational services and fire safety inspectorate services to save and protect the lives and property of the community

FUNCTIONS:

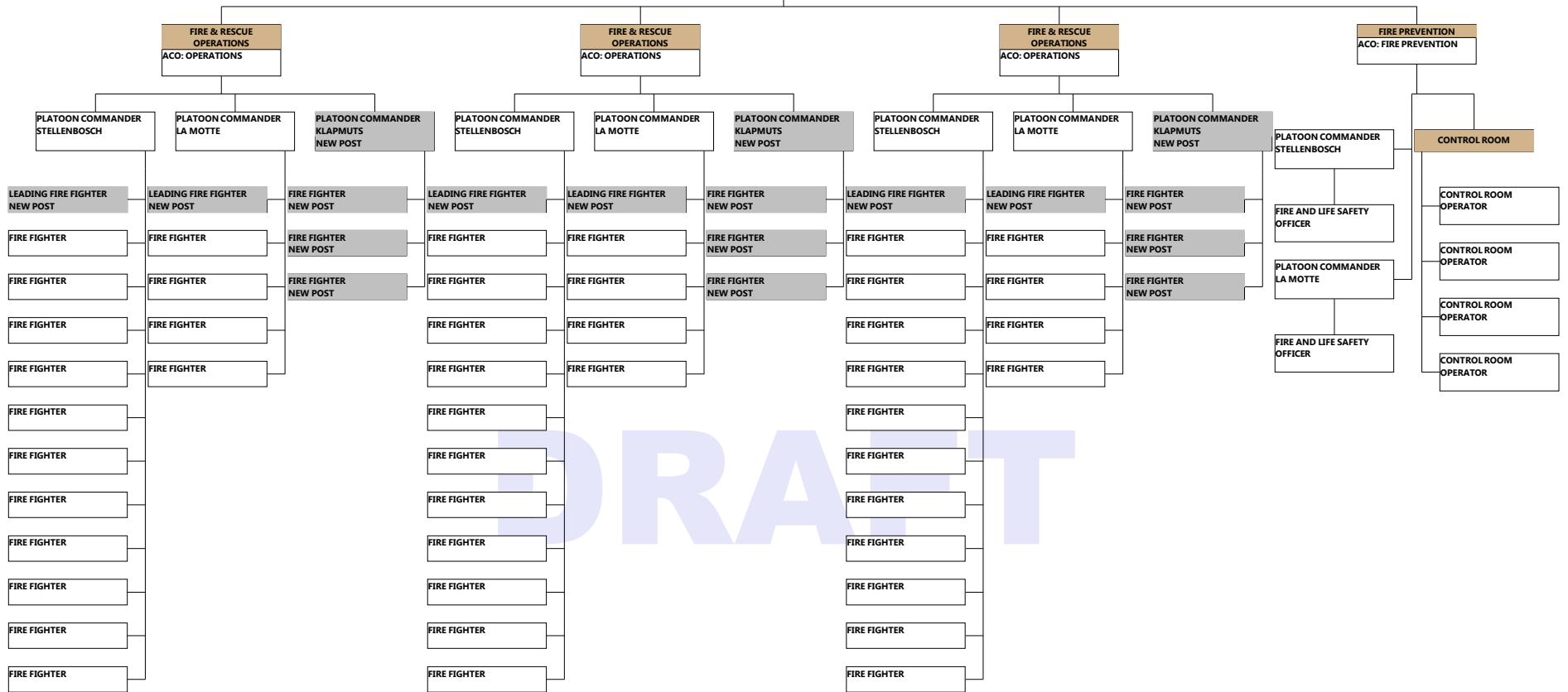
1. Render fire and rescue response services:
 - i) Provide specialised emergency and relief services
 - ii) Control and contain hazardous materials from endangering lives, environment and property
 - iii) Administer and provide disaster relief response services
 - iv) Provide a 24/7 emergency medical relief response service to save lives
 - v) Operate a 24/7 communication and control centre
2. Conduct preventative and reactive fire inspections:
 - i) Fire safety and fire risk inspections within buildings, premises and plants to ensure compliance
 - ii) Issuing compliance certificates
 - iii) Scrutinise building plans to ensure compliance

SNR ACO: FIRE SERVICES
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DIVISION
COMMUNITY SERVICES

PURPOSE: To manage the rendering of community services to ensure environmental compliance and promote a clean environment

FUNCTIONS:

1. Coordinate provisioning of library and information services to the municipality's communities
2. Manage all aspects related to the environment through the preparation of appropriate plans and strategies that will ensure the integrity of the natural and cultural environment through the sustainable use and development in support of a quality living environment
3. Provide and maintain municipal amenities, sport facilities, sport grounds and halls to the benefit of the community
4. Provide and maintain all horticultural and arboricultural operations and develop landscaped gardens to the benefit of the community
5. Render management and line function administrative support services

SNR MANAGER: COMMUNITY SERVICES T

SECTION
ADMINISTRATIVE SUPPORT

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide administrative support services
2. Provide reporting services

SNR CLERK T

- CLERK T
- CLERK T
- OFFICE ASSISTANT/
CLEANER T

SECTION
LIBRARY SERVICES

PURPOSE: To coordinate provisioning of library and information services to the municipality's communities

MANAGER: LIBRARY SERVICES T
 NEW POST

SEE PAGE 91

SECTION
ENVIRONMENTAL MANAGEMENT

PURPOSE: To manage all aspects related to the environment through the preparation of appropriate plans and strategies that will ensure the integrity of the natural and cultural environment through the sustainable use and development in support of a quality living environment

MANAGER: ENVIRONMENTAL MANAGEMENT T

SEE PAGE 92

SECTION
RECREATION, SPORT GROUNDS & HALLS

PURPOSE: To provide and maintain municipal amenities, sport facilities, sport grounds and halls to the benefit of the community

MANAGER: RECREATION, SPORT GROUNDS & HALLS T

SEE PAGE 94

SECTION
PARKS & CEMETERIES

PURPOSE: To provide and maintain all horticultural and arboricultural operations and develop landscaped gardens to the benefit of the community

MANAGER: PARKS & CEMETERIES T

SEE PAGE 98

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**STELLENBOSCH LOCAL MUNICIPALITY
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DIRECTORATE INTEGRATED HUMAN SETTLEMENTS & COMMUNITY DEVELOPMENT
SECTION LIBRARY SERVICES



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**SECTION
LIBRARY SERVICES**

PURPOSE: To coordinate provisioning of library and information services to the municipality's communities

FUNCTIONS:

1. Administer library services in accordance with provincial and Council policies
2. Identify and satisfy the communities' needs regarding library services
3. Manage the procurement, lending and use of library material (circulation, preservation, referencing, shelving and guidance)
4. Provide technical services (internet facilities, information services, cataloguing and classification)
5. Coordinate user education and promote reading for future growth of the municipal area
6. Coordinate and manage the provisioning of library, information, museum and special services in the DMA region

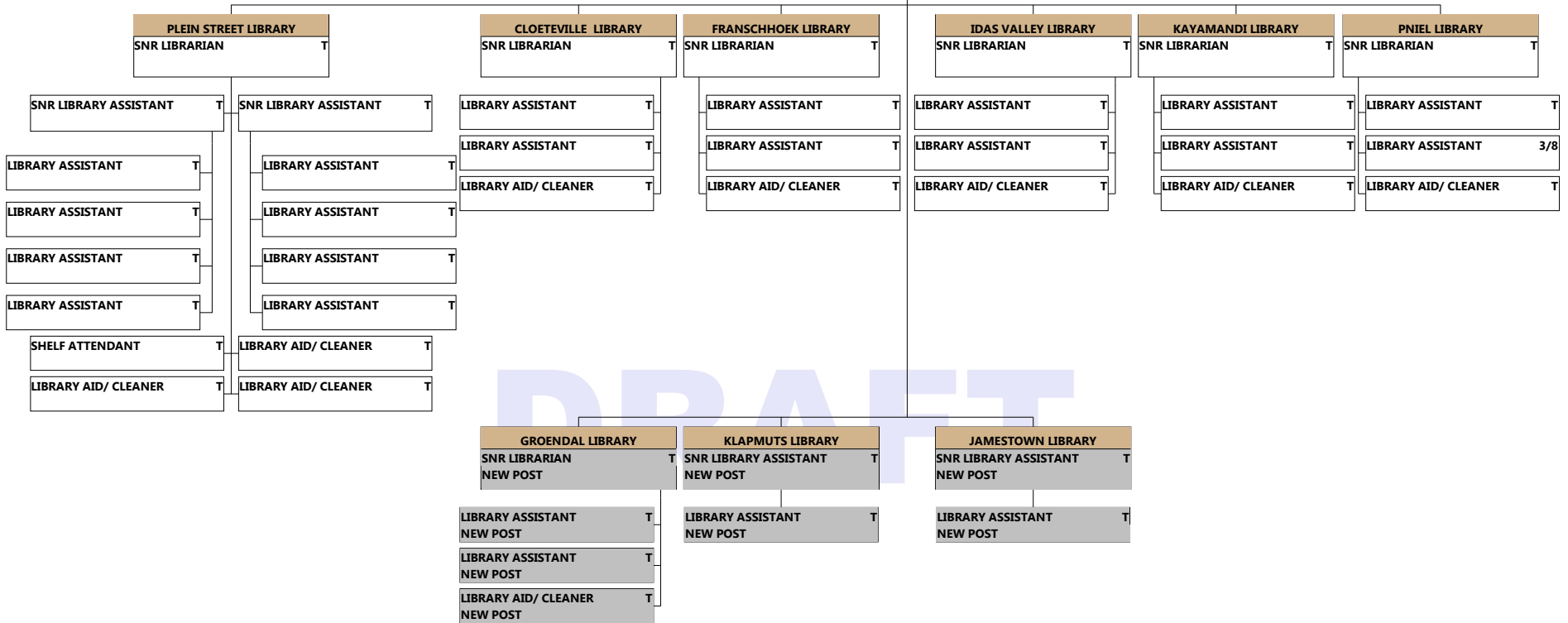
MANAGER: LIBRARY SERVICES

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SECTION
ENVIRONMENTAL MANAGEMENT

PURPOSE: To manage all aspects related to the environment through the preparation of appropriate plans and strategies that will ensure the integrity of the natural and cultural environment through the sustainable use and development in support of a quality living environment

FUNCTIONS:

1. Ensure compliance with all the statutory obligations of the municipality relating to all aspects of human settlement in general and the environment in particular
2. Manage protected, rivers, forest and conserve areas in terms of the legal obligations relevant to the municipality as local authority but also as landowner is vital in ensuring the organization's compliance in terms of the latter
3. Manage the effective, efficient and economical operation of small plant, minor repairs and maintenance service to ensure the readily availability of Community's plant, machinery and equipment

MANAGER: ENVIRONMENTAL MANAGEMENT T

SUB-SECTION
ENVIRONMENTAL PLANNING

PURPOSE: To ensure compliance with all the statutory obligations of the municipality relating to all aspects of human settlement in general and the environment in particular

FUNCTIONS:

1. Ensure environmental management monitoring and compliance with legislation
2. Develop and implement environmental policy framework for the municipality
3. Provide environmental management with relevant plans and other strategic documents for the execution of environmental management in accordance with its legal mandate and responsibilities
4. Provide support to other municipal departments and the public
5. Provide internal advice as to the application of the legislation and policies
6. Oversee the functions of the Air Quality Officer in terms of the National Environmental Management: Air Quality Act (39 of 2004) as well as those of the Noise Control Officer to ensure that the municipality fulfills its mandate in terms of the Noise Control Regulations of the Provincial Government of the Western Cape
7. Provide Geographical Information System (mapping support) to the section as a whole
8. Facilitate provincial programs relevant to the municipality as far as it relates to environmental management

SNR ENVIRONMENTAL PLANNER
 NEW POST T

SUB-SECTION
ENVIRONMENTAL MANAGEMENT IMPLEMENTATION

PURPOSE: To manage protected, rivers, forest and conserve areas in terms of the legal obligations relevant to the municipality as local authority but also as landowner is vital in ensuring the organization's compliance in terms of the latter

SUPERINTENDENT T

SEE PAGE 93

SUB-SECTION
SMALL PLANT MAINTENANCE SERVICES

PURPOSE: To manage the effective, efficient and economical operation of small plant, minor repairs and maintenance service to ensure the readily availability of Community's plant, machinery and equipment

FUNCTIONS:

1. Provide general preventative and reactive maintenance services to repair plant, equipment and machinery
2. Manage the outsourcing of specialised maintenance and repair of plant, equipment and machinery
3. Provide administrative support services to facilitate procurement processes and ensure timeous ordering and delivery of material and equipment

SUPERINTENDENT T

ENVIRONMENTAL PLANNER
 NEW POST T

AIR QUALITY & NOISE POLLUTION CONTROL OFFICER T

HANDYMAN T

HANDYMAN T

HANDYMAN T

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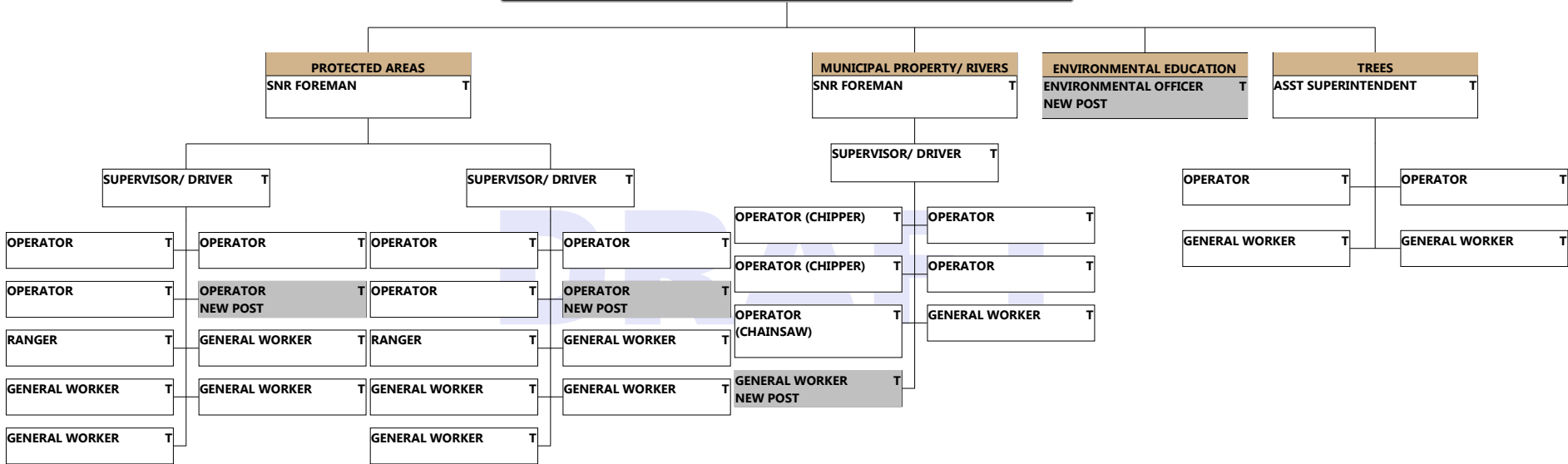
**SUB-SECTION
 ENVIRONMENTAL MANAGEMENT IMPLEMENTATION**

PURPOSE: To manage protected, rivers, forest and conserve areas in terms of the legal obligations relevant to the municipality as local authority but also as landowner is vital in ensuring the organization's compliance in terms of the latter

FUNCTIONS:

1. Implement management plans and other strategic documents complied by environmental planning and adopted by Council, such as those prepared for:
 - i) Invasive species monitoring, control and eradication
 - ii) River management
 - iii) Fire management
 - iv) Pollution control
 - v) Erosion control
 - vi) Reserve management
2. Conserve formally declared protected areas by executing management actions as included in approved management plans
3. Manage municipal land / previous forestry areas (not under lease agreement)
4. Manage / execute river maintenance / rehabilitation projects
5. Manage expanded public works program (EPWP) employees employed on the management of protected areas, municipal land (as defined above) and river management / rehabilitation projects
6. Policing of public use of municipal land
7. Provide general environmental education to local communities

SUPERINTENDENT T



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SECTION RECREATION, SPORT GROUNDS & HALLS	
PURPOSE: To provide and maintain municipal amenities, sport facilities, sport grounds and halls to the benefit of the community	
FUNCTIONS:	
1. Perform administrative support function	
2. Provide and maintain sports grounds, recreational facilities and stadiums	
3. Provide and maintain sports grounds, recreational facilities and stadiums	
4. Provide and maintain all community halls	
MANAGER: RECREATION, SPORT GROUNDS & HALLS	T

SUB-SECTION ADMIN SUPPORT	
PURPOSE: To perform administrative support function	
FUNCTIONS:	
1. Coordinate use of amenities	
2. Administer and coordinate fixtures	
3. Administer all sport related contracts eg. SSRA, rental	
ADMIN OFFICER	T

SUB-SECTION SPORT GROUND MAINTENANCE STELLENBOSCH	
PURPOSE: Provide and maintain sports grounds and stadiums	
SUPERINTENDENT	T

SEE PAGE 95

SUB-SECTION SPORT GROUND MAINTENANCE PNIEL/ FRANSCHHOEK/ KLAPMUTS/ DWR	
PURPOSE: Provide and maintain sports grounds and stadiums	
SUPERINTENDENT	T

SEE PAGE 96

SUB-SECTION HALLS	
PURPOSE: To provide and maintain all community halls	
SUPERINTENDENT	T

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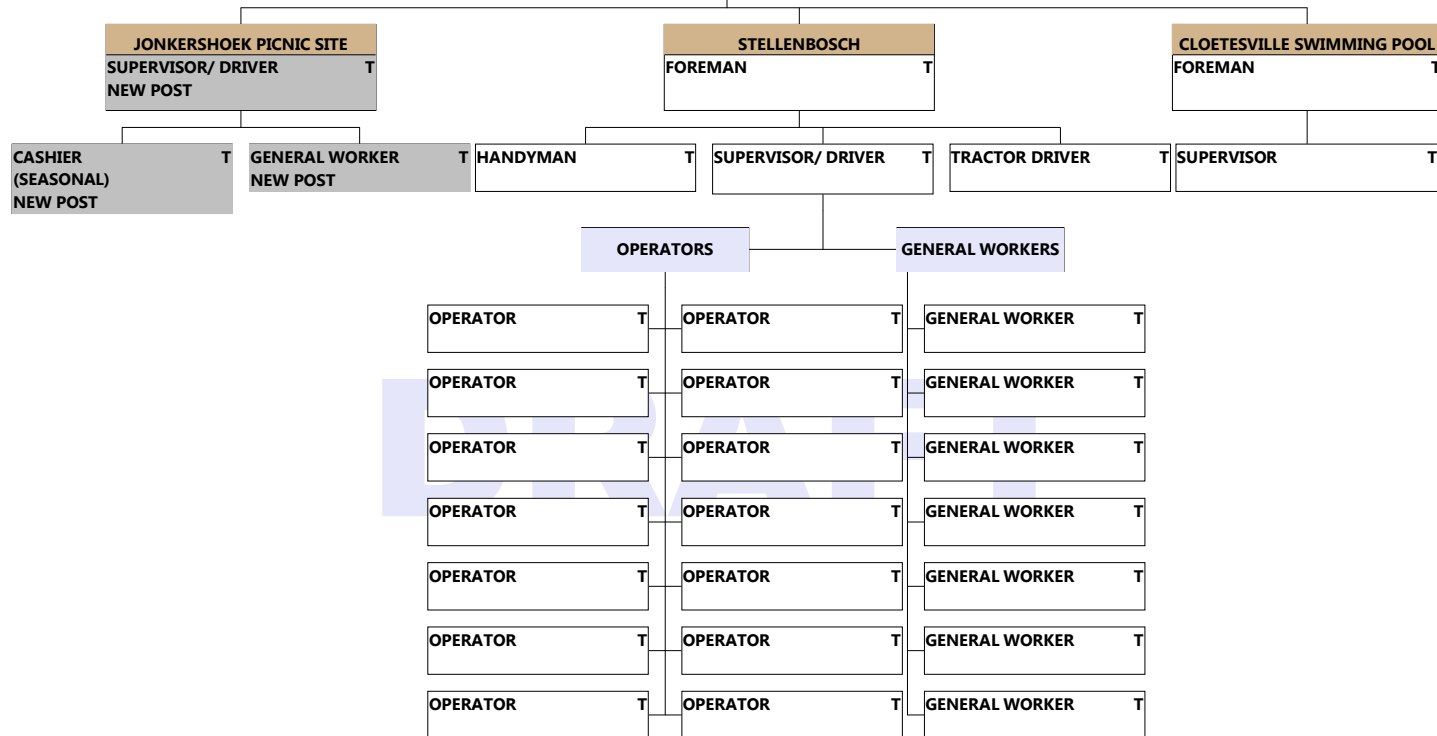
**SUB-SECTION
 SPORT GROUND MAINTENANCE
 STELLENBOSCH**

PURPOSE: Provide and maintain sports grounds and stadiums

FUNCTIONS:

1. Provide and maintain sport facilities:
 - i) Maintenance programming/ scheduling
 - ii) Equipment/buildings/facility maintenance and management
 - iii) Ensuring compliance to standards / safety regulations
 - iv) Seasonal / off seasonal maintenance
 - v) Turf grass management and preparation of surfaces
 - vi) Bookings and liaison
 - vii) Procurement of goods and materials
 - viii) Specialised training of personnel
2. Maintenance of swimming pools and swimming pool facilities including:
 - i) Compliance with application, storage and transport of swimming pool chemicals
 - ii) Regular inspections of facilities and water safety requirements
 - iii) Overseeing seasonal / off seasonal maintenance

SUPERINTENDENT T



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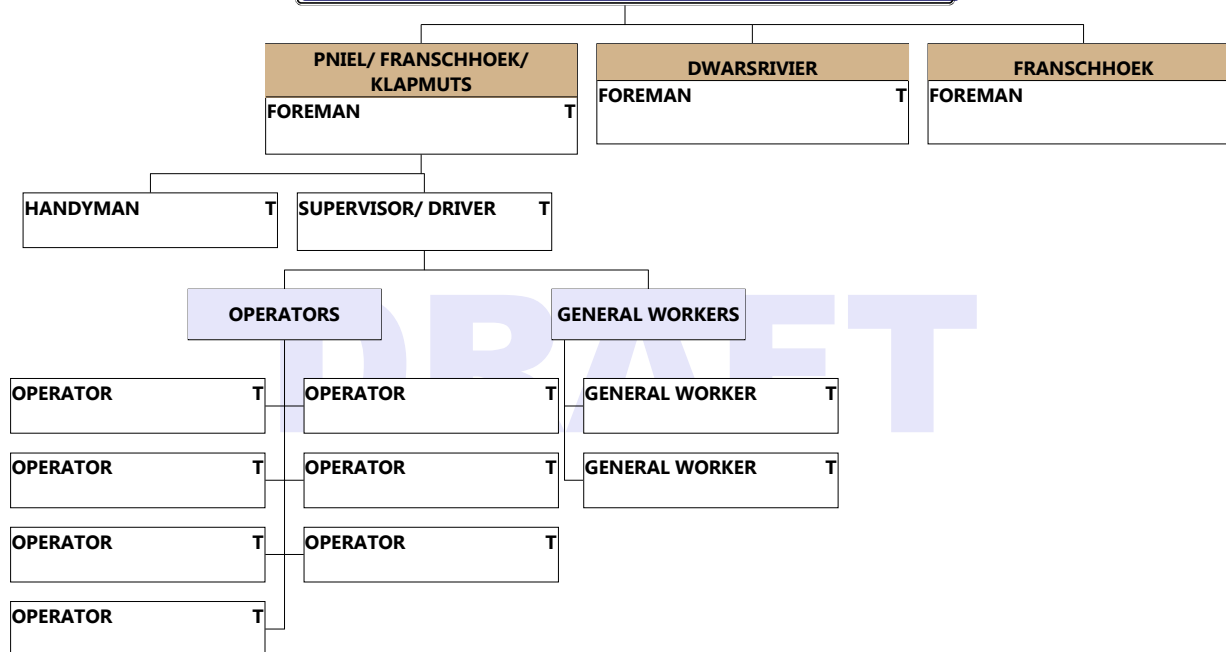
SUB-SECTION
SPORT GROUND MAINTENANCE
PNIEL/ FRANSCHHOEK/ KLAPMUTS/ DWR

PURPOSE: Provide and maintain sports grounds and stadiums

FUNCTIONS:

1. Provide and maintain sport facilities:
 - i) Maintenance programming/ scheduling
 - ii) Equipment/buildings/facility maintenance and management
 - iii) Ensuring compliance to standards / safety regulations
 - iv) Seasonal / off seasonal maintenance
 - v) Turf grass management and preparation of surfaces
 - vi) Bookings and liaison
 - vii) Procurement of goods and materials
 - viii) Specialised training of personnel
2. Maintenance of swimming pools and swimming pool facilities including:
 - i) Compliance with application, storage and transport of swimming pool chemicals
 - ii) Regular inspections of facilities and water safety requirements
 - iii) Overseeing seasonal / off seasonal maintenance

SUPERINTENDENT T



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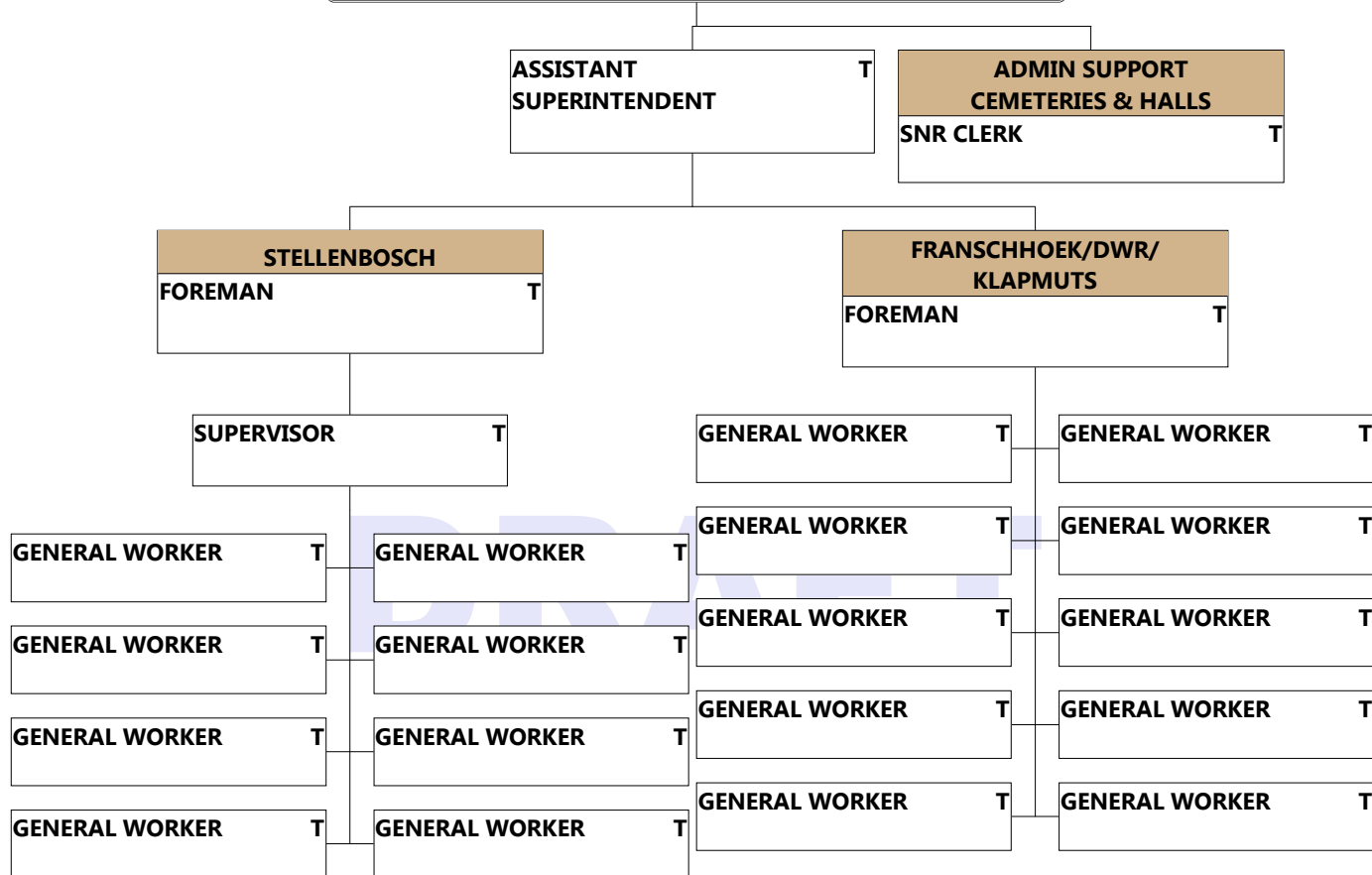
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SUB-SECTION HALLS	
PURPOSE: To provide and maintain all community halls	
FUNCTIONS:	
1. Provide cleaning services	
2. See to the upkeep and maintenance of all community halls	
3. Administer booking and rentals of all community halls	
SUPERINTENDENT	T

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SECTION PARKS & CEMETERIES	
PURPOSE: To provide and maintain all horticultural and arboricultural operations and develop landscaped gardens to the benefit of the community FUNCTIONS: 1. Provide and maintenance/ operation of playgrounds, parks, town entrances and ward projects 2. Provide and maintenance/ operation of cemeteries, trees, irrigation and nursery 3. Provide and maintenance/ operation of parks, cemeteries, commonage and public amenities 4. Manage all horticultural functions in municipal gardens, town entrances and municipal office gardens 5. Manage projects contracted to external service providers regarding public amenities	
MANAGER: PARKS & CEMETERIES T	

SUB-SECTION PLAYGROUNDS, PARKS, TOWN ENTRANCE & WARD PROJECTS	
PURPOSE: To provide and maintenance/ operation of playgrounds, parks, town entrances and ward projects SUPERINTENDENT T	

SEE PAGE 99

SUB-SECTION CEMETERIES	
PURPOSE: To provide and maintenance/ operation of cemeteries SUPERINTENDENT T	

SEE PAGE 100

SUB-SECTION AREA 3 FRANSCHHOEK, PNIEL, KLAPMUTS & KYLEMORE	
PURPOSE: To provide and maintenance/ operation of parks, cemeteries, commonage and public amenities SUPERINTENDENT T	

SEE PAGE 101

SUB-SECTION ORNAMENTAL HORTICULTURE	
PURPOSE: To manage all horticultural functions in municipal gardens, town entrances and municipal office gardens SUPERINTENDENT T NEW POST	

SEE PAGE 102

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PROPOSED MICRO STRUCTURE - 21 SEP 2017



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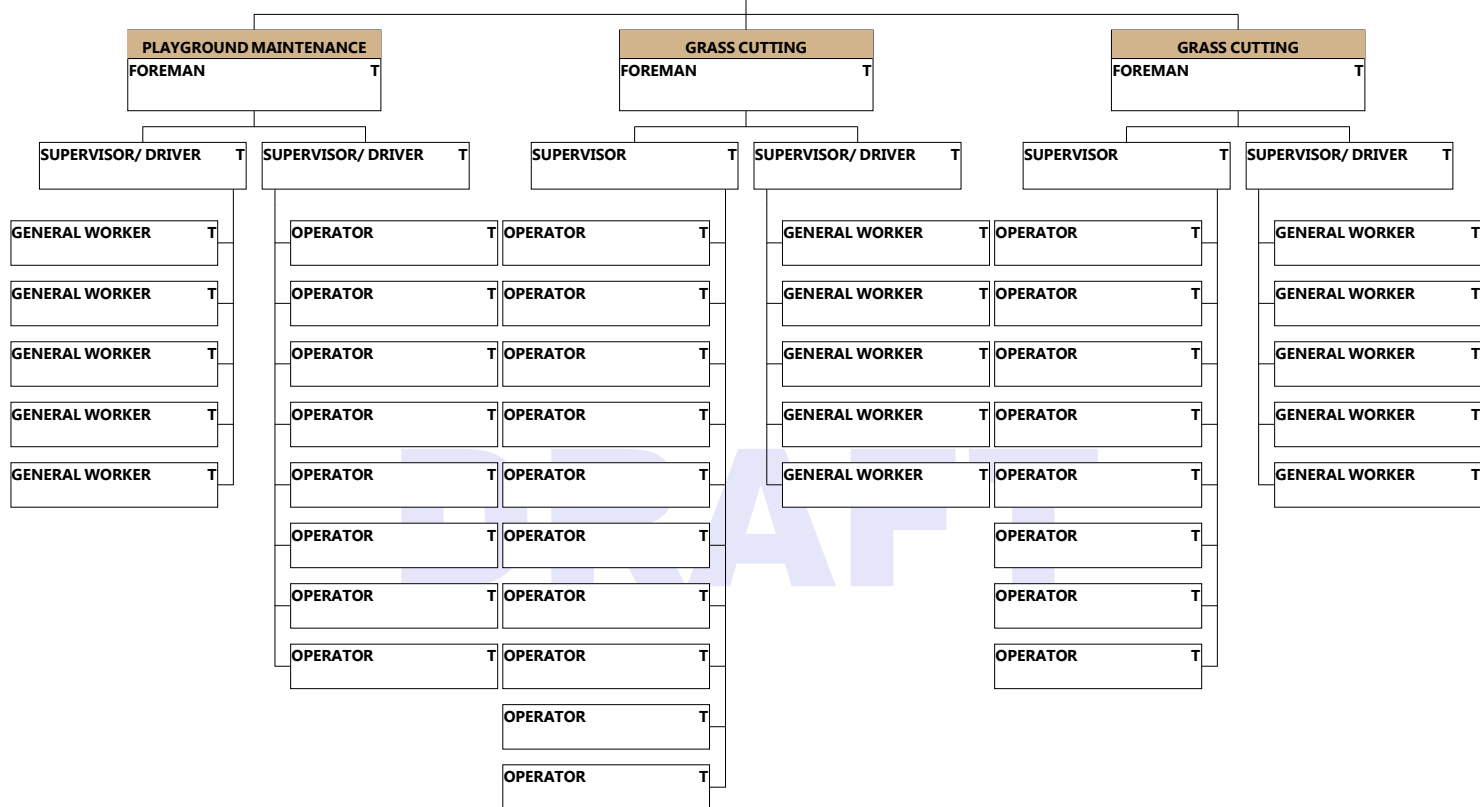
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SUB-SECTION
PLAYGROUNDS, PARKS, TOWN ENTRANCE & WARD PROJECTS
PURPOSE: To provide and maintenance/ operation of playgrounds, parks, town entrances and ward projects
FUNCTIONS:
1. Provide and maintain fences, structures and public facilities including:
i) Play park development, play park maintenance, public open spaces, town entrances, island and verges, ward projects, grass cutting and beautification
ii) Maintenance programming/ scheduling
iii) Equipment maintenance/ management/ training
iv) Compliance of playground equipment
v) Supervise the maintenance of street trees and the application of pest and weed control services
2. Maintain, coordinate and provide pound operations
3. Implementation of EPWP programmes
SUPERINTENDENT T



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**SUB-SECTION
CEMETERIES**

PURPOSE: To provide and maintenance/ operation of cemeteries

FUNCTIONS:

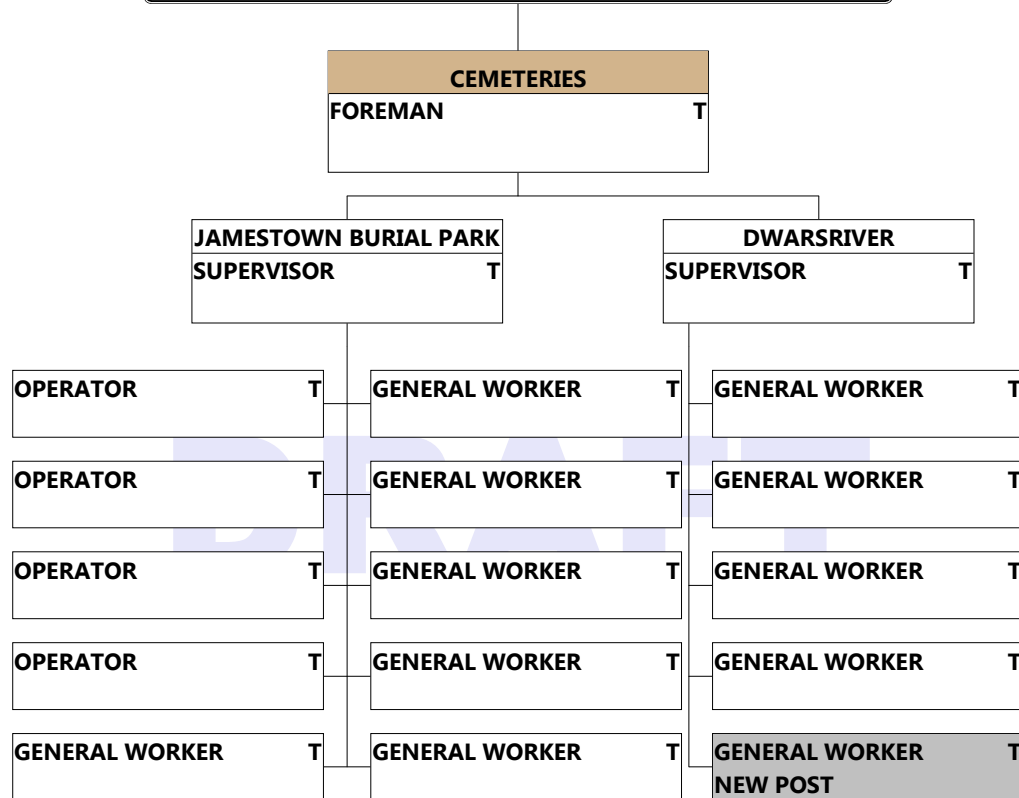
1. Provide and maintain cemeteries including:
 - i) Maintenance programming/ scheduling
 - ii) Equipment maintenance/ management/ training
 - iii) Prepare burial facilities by preparation of graves and ensuring compliance with legislation/ by laws
2. Implementation of EPWP programmes

SUPERINTENDENT T

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**SUB-SECTION
AREA 3
FRANSCHHOEK, PNIEL, KLAPMUTS & KYLEMORE**

PURPOSE: To provide and maintenance/ operation of parks, cemeteries, commonage and public amenities

FUNCTIONS:

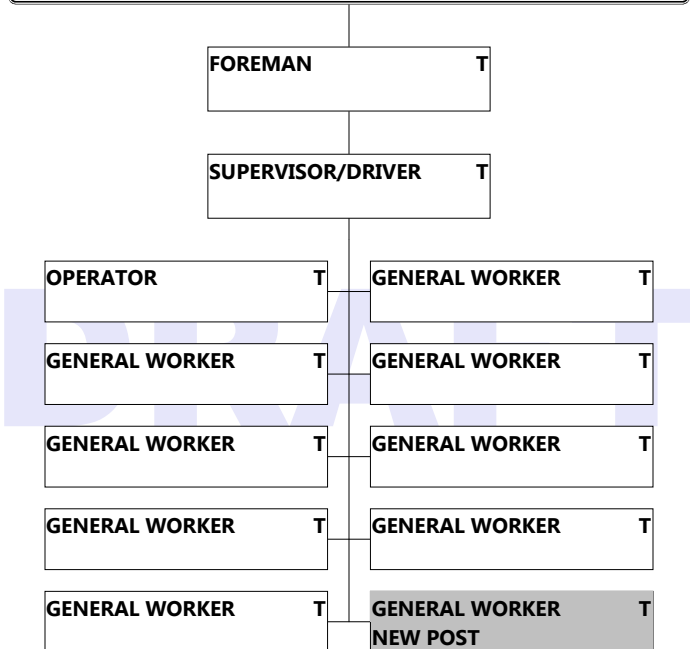
1. Provide and maintain parks, cemeteries, fences, structures and public facilities including:
 - i) Maintenance programming/ scheduling
 - ii) Equipment maintenance/ management/ training
 - iii) Compliance of playground equipment
 - iv) Prepare burial facilities by preparation of graves and ensuring compliance with legislation/ by laws
 - v) Supervise the maintenance of street trees and the application of pest and weed control services
2. Maintain, coordinate and provide pound operations
3. Implementation of EPWP programmes

SUPERINTENDENT T

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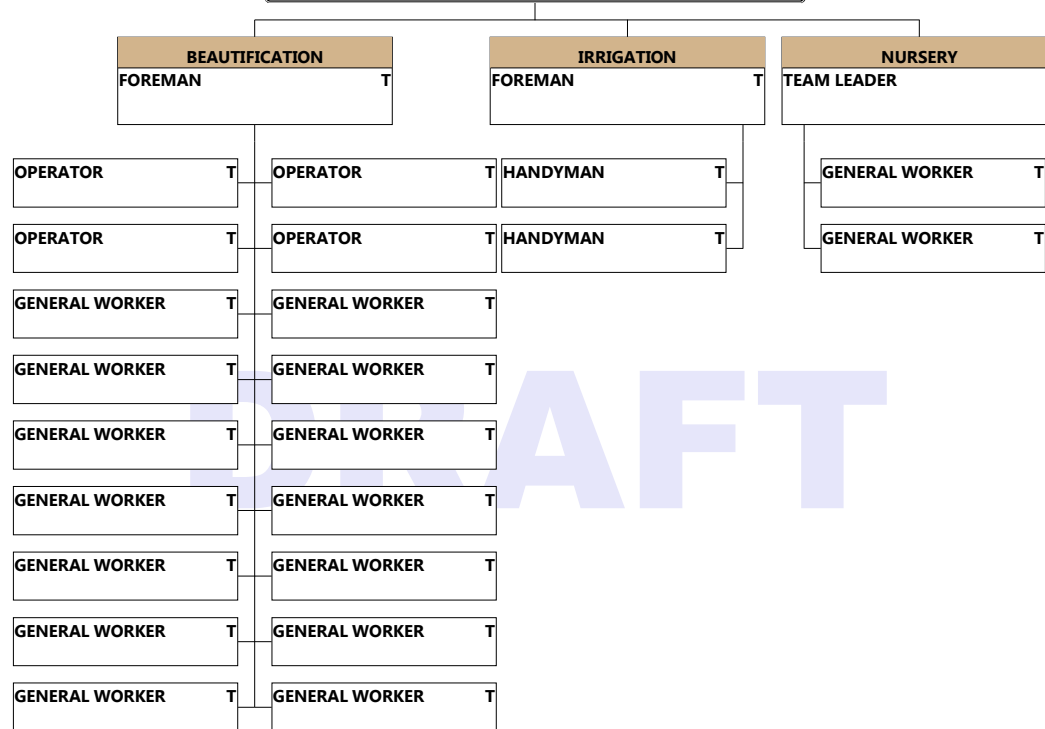
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SUB-SECTION ORNAMENTAL HORTICULTURE	
PURPOSE: To manage all horticultural functions in municipal gardens, town entrances and municipal office gardens	
FUNCTIONS:	
1. Provide and maintain beautification, irrigation and nursery including:	
i) Maintenance programming/ scheduling/ landscape master planning	
ii) Equipment maintenance/ management/ training	
iii) Garden maintenance, propagation of plants for use in the landscape and events and nursery stock inventory management	
iv) Decorations for events, functions and displays	
v) Project management: capital, operational and ward projects	
2. Implementation organic fertilisation programme and garden borehole management	
3. Implementation of EPWP programmes	
4. Coordinate community initiated gardens and the application of pest and weed control services	
5. Irrigation installation and maintenance	
SUPERINTENDENT	
NEW POST	

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**SECTION
COMMUNITY DEVELOPMENT**

PURPOSE: To build social capital within Stellenbosch Municipality as an institution and all communities within its jurisdiction through community development collaboration and a focus on marginalized citizens

FUNCTIONS:
Target groups: Children, Youth, Elderly, People Living on the street, Persons with disability, Gender and cross cutting issues:

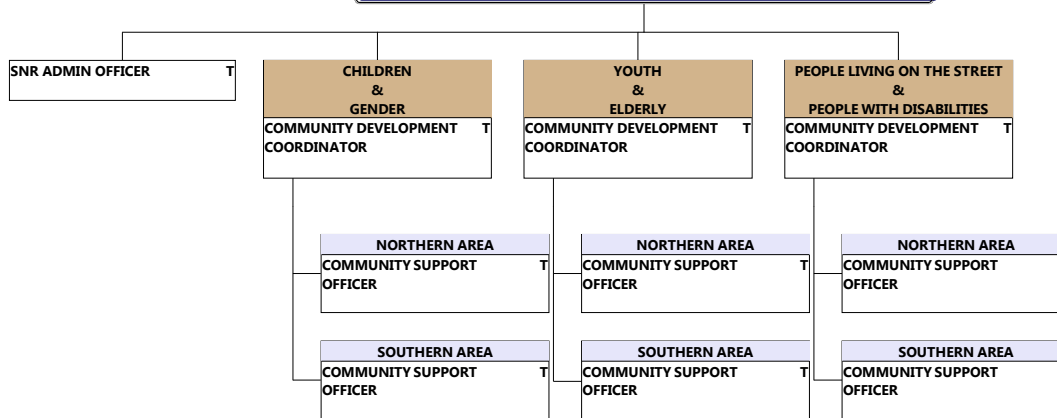
1. Coordinate and facilitate community development programmes and events focussed on identified vulnerable groups
2. Develop, capacitate and collaborate with community structures and networks.
3. Manage municipal Grant in Aid policy and programme to benefit marginalized communities in line with identified IDP needs
4. Implement and administer ward projects aligned with departmental responsibility.
5. Ensure effective management of Municipal Night Shelter services
6. Implement provincial and national programmes through partnerships (IGR) to the benefit of local marginalized groups
7. Ensure effective distribution of Social Relief of Distress and activation of SASSA support to affected persons in collaboration with DM
8. Ensure adherence to Human Rights Based approach in all municipal services
9. Drive and implement awareness events to promote sustainable programmes

MANAGER: COMMUNITY DEVELOPMENT

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OFFICE OF THE MUNICIPAL MANAGER
 DIVISION INTERNAL AUDIT



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**DIVISION
 INTERNAL AUDIT**

PURPOSE: : To provide an independent appraisal of the adequacy and effectiveness of financial controls

FUNCTIONS:

1. Develop and implement a risk-based audit plan and internal audit program for each financial year and provide assurance regarding the effectiveness and efficiency of the organisational performance management system per allocated directorates according to rotation plan - Unit A
2. Develop and implement a risk-based audit plan and internal audit program for each financial year and provide assurance regarding the effectiveness and efficiency of the organisational performance management system per allocated directorates according to rotation plan - Unit B
3. Render management and line function administrative support services

 CHIEF AUDIT EXECUTIVE

**SECTION
 ADMINISTRATIVE SUPPORT**

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

1. Provide administrative support services
2. Provide planning, research, statistics, analyses and reporting services

 SNR CLERK

 NEW POST

**SECTION
 COMPLIANCE & PERFORMANCE AUDIT
 UNIT A**

PURPOSE: To develop and implement a risk-based audit plan and internal audit program for each financial year and provide assurance regarding the effectiveness and efficiency of the organisational performance management system per allocated directorates according to rotation plan - Unit A

FUNCTIONS:

1. Develop and implement a risk-based audit plan and internal audit program for each financial year:
 - i) Advise the accounting officer and report to the Audit Committee on the implementation of the internal audit plan
 - ii) Provide assurance audit on risk management systems
 - iii) Conduct internal investigations and review financial control systems
 - iv) Plan, perform and report on audit engagements and monitor progress on the implementation of results
 - v) Liaise with the external auditors
2. Provide assurance regarding the effectiveness and efficiency of the organisational performance management system
 - i) Assess the functionality of performance management system
 - ii) Audit/ Assess the reliability of performance results
 - iii) Assess effectiveness and efficiency of operations and economic utilisation of resources

 SNR INTERNAL AUDITOR

**SECTION
 COMPLIANCE & PERFORMANCE AUDIT
 UNIT B**

PURPOSE: To develop and implement a risk-based audit plan and internal audit program for each financial year and provide assurance regarding the effectiveness and efficiency of the organisational performance management system per allocated directorates according to rotation plan - Unit B

FUNCTIONS:

1. Develop and implement a risk-based audit plan and internal audit program for each financial year:
 - i) Advise the accounting officer and report to the Audit Committee on the implementation of the internal audit plan
 - ii) Provide assurance audit on risk management systems
 - iii) Conduct internal investigations and review financial control systems
 - iv) Plan, perform and report on audit engagements and monitor progress on the implementation of results
 - v) Liaise with the external auditors
2. Provide assurance regarding the effectiveness and efficiency of the organisational performance management system
 - i) Assess the functionality of performance management system
 - ii) Audit/ Assess the reliability of performance results
 - iii) Assess effectiveness and efficiency of operations and economic utilisation of resources

 SNR INTERNAL AUDITOR

INTERNAL AUDIT
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INTERNAL AUDITOR

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INTERNAL AUDITOR

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DIVISION GOVERNANCE

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DIVISION GOVERNANCE
<p>PURPOSE: To evaluate and contribute to the improvement of governance management processes</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Establish and maintain enterprise risk management (ERM) and compliance within the organisation 2. Manage and coordinate the integrated development plan (IDP), institutional performance management (PM), and intergovernmental relations (IGR) 3. Render comprehensive communication service to promote and build sound relationships between the municipality and all stakeholders and to promote and manage the corporate image 4. Render management and line function administrative support services <p>SNR MANAGER: GOVERNANCE</p>

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SECTION ADMINISTRATIVE SUPPORT
<p>PURPOSE: To render management and line function administrative support services</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Provide administrative support services 2. Provide planning, research, statistics, analyses and reporting services <p>ADMIN OFFICER T</p>

SECTION RISK MANAGEMENT
<p>PURPOSE: To establish and maintain enterprise risk management (ERM) and compliance within the organisation</p> <p>CHIEF RISK OFFICER T</p>

SEE PAGE 106

SECTION IDP/ PM / IGR
<p>PURPOSE: To manage and coordinate the integrated development plan (IDP), institutional performance management (PM), and intergovernmental relations (IGR)</p> <p>MANAGER: IDP/ PM / IGR T</p>

SEE PAGE 107

SECTION COMMUNICATION
<p>PURPOSE: To render comprehensive communication service to promote and build sound relationships between the municipality and all stakeholders and to promote and manage the corporate image</p> <p>MANAGER: COMMUNICATION T</p>

SEE PAGE 108

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PROPOSED MICRO STRUCTURE - 21 SEP 2017**



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SECTION RISK MANAGEMENT	
PURPOSE: To establish and maintain enterprise risk management (ERM) and compliance within the organisation	
FUNCTIONS:	
1. Analyse and advise on risk management issues and review the risk philosophy of the municipality:	
i) Promote and communicate appropriate ethics, values and control information in the organisation; drive and coordinate risk management and facilitate risk assessments	
ii) Develop enterprise risk management strategy and assist with implementation of risk responses	
iii) Develop and establish fraud detection investigation and prevention initiatives;	
iv) Manage and execute fraud investigation processes and provide fraud and corruption hotline service	
2. Ensure the organisation is conforming with, or eligible for, contractual obligations, government regulations, laws, licenses and permits:	
i) Prevent unethical or improper conduct in the organization	
ii) Interact with all directorates regarding issues related risk	
iii) Updating standards of conduct and development of periodical reviews	
iv) Monitor, review and evaluate compliance activities	
3. Liaise with the external auditors and other relevant role-players	
CHIEF RISK OFFICER	

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ADMINISTRATIVE SUPPORT &
ANTI FRAUD HOTLINE

SNR CLERK	T
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SECTION
IDP/ PM / IGR

PURPOSE: To manage and coordinate the integrated development plan (IDP), institutional performance management (PM), and intergovernmental relations (IGR)

FUNCTIONS:

1. Manage and coordinate the integrated development plan (IDP) processes in accordance with legislative requirements
2. Manage and coordinate institutional performance management (PM) and service delivery and budget implementation plan (SDBIP)
3. Develop a framework for effective and efficient international (IR) and intergovernmental relations (IGR):
 - i) Facilitate, mainstream and promote international relations (IR) intergovernmental relations (IGR) programmes, liaison and projects
 - ii) Guide and coordinate IR & IGR and protocol related actions
 - iii) Render and coordinate institutional public participation support services to ensure regular consultation between council and the community
 - iv) Render support services to ward councillors
 - v) Provide institutional community facilitation and liaison services
 - vi) Strengthen community participation in council matters at administrative level

MANAGER: IDP/ PM / IGR T

SNR CLERK T

SUB-SECTION
IDP

PURPOSE: To manage and coordinate the integrated development plan (IDP) processes in accordance with legislative requirements

FUNCTIONS:

1. Guide and direct planning and logistical arrangements of the IDP processes and ensure public participation in IDP processes
2. Integrate organisational management activities with the strategic planning process
3. Monitor and report on the implementation of the IDP

IDP OFFICER T

SUB-SECTION
PM & SDBIP

PURPOSE: To manage and coordinate institutional performance management (PM) and service delivery and budget implementation plan (SDBIP)

FUNCTIONS:

1. Develop, maintain and monitor the institutional PM
2. Operate and manage the system throughout the planning, performance review and reporting stages
3. Ensure legislative compliance of the institutional PM
4. Monitor and evaluate service delivery and strategic projects
5. Prepare and submit legislated reports such as quarterly and annual reports

PM OFFICER T

PUBLIC PARTICIPATION OFFICER T

PUBLIC PARTICIPATION OFFICER T

PUBLIC PARTICIPATION OFFICER T

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PROPOSED MICRO STRUCTURE - 21 SEP 2017**



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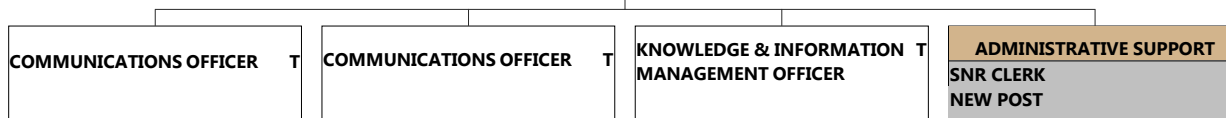
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SECTION COMMUNICATION	
PURPOSE: To render comprehensive communication service to promote and build sound relationships between the municipality and all stakeholders and to promote and manage the corporate image	
FUNCTIONS:	
1. Provide media relations service:	
i) Coordinate, scrutinize and arrange media statements, briefings and conferences	
ii) Cultivate good media relationships and liaison and rapid response	
iii) Manage and coordinate a rapid response media service	
2. Conduct communications research:	
i) Implement the Municipality's communication strategy, policy and procedures	
ii) Develop appropriate content and provide advice / copy	
iii) Analyse communications environment to identify communication opportunities	
3. Advance corporate communications and marketing:	
i) Source and write / check content of internal and external copy	
ii) Website and social media content management	
iii) Coordinate internal and external communication activities / newsletter	
iv) Promote marketing and branding opportunities	
v) Provide support regarding communication events	
MANAGER: COMMUNICATION	
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PROPOSED MICRO STRUCTURE - 21 SEP 2017**

OFFICE OF THE MUNICIPAL MANAGER
SECTION EXECUTIVE SUPPORT OFFICE OF THE MUNICIPAL MANAGER



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**SECTION
EXECUTIVE SUPPORT OFFICE OF THE MUNICIPAL
MANAGER**

PURPOSE: To provide office management services to the Municipal Manager

FUNCTIONS:

1. Provide planning, research, statistics, analyses and reporting services to the Municipal Manager
2. Planning and monitoring of strategic / critical matters
3. Coordinate logistical support
4. Provide executive secretarial and administrative support services
5. Liaise internally and externally with relevant stakeholder
6. Advise the Municipal Manager on a daily basis with regard to functional activities

SNR ADMINISTRATIVE OFFICER T

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___/___/2017

PA: MUNICIPAL MANAGER T

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APPENDIX B



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

PLACEMENT POLICY

1 PURPOSE

The purpose of this policy is to provide for principles/guidelines that should be followed in a Placement Process.

The following principles will apply:

- (a) The placement of staff must be consistent with applicable labour legislation.
- (b) The placement of staff must not –
 - 1. Disrupt the effective and efficient delivery of services
 - 2. Be used as a punitive measure against employees
 - 3. Be used to promote or demote employees
- (c) After placement evaluation of posts (including changed and new posts) will be done in terms of the TASK system which will determine the remuneration linked to posts as well as the final post designation. The implementation of TASK will be done in terms of a TASK Policy still to be consulted and approved by Council. TASK gradings will not be used during the placement process to determine placement into the new structure.
- (d) The principles as indicated under clause 3 and 4 below will further assist in the implementation process.

2 ORGANOGRAM

- 2.1** Council is in the process of approving a new macro- and micro organogram that will be used for placement.

- 2.2 The IDP for the municipality informs the organogram and the principle of structures follow strategy applies.
- 2.3 The Placement process will be done on the principle of Staff follow function.
- 2.4 Placement can only take place in terms of the new organizational structure.
- 2.5 Any changes to the organogram in future will be done in terms of the applicable legislation.

3 PLACEMENTS

The following principles will inform placement implementation process.

3.1 **People follow function**

This principle speaks for itself and will be done in accordance with clause 3, 4 and 7 below.

The application of this principle entails that employees may move from one geographical location to another location with the function, which the employee is performing, necessitating such movement.

3.2 **Close match placement**

Employees are to be placed in the new structure on a close match basis.

In close matching a post, the **job content** of the new post is compared to the job content of the existing permanent position of the employee.

The employee having the closest match in respect of the job content is then the successful employee to be placed, e.g. a typist will be close matched to a typist post, a labourer to labourer, etc.

Where the close match cannot be done one hundred percent the match must be done on the **most matched job content**. The focus should be the crux of the job, e.g. accountant job content will be matched against a post that contains the most stipulations reflecting accounting duties.

The close matches are done on job content and **not job/post designation**.

The salary of an employee plays no role in the placement. Salary determination and the equalization thereof are addressed through the evaluation of the post.

3.3 Additional Factors that will be taken into account to determine placement

Where more than one employee can be close matched to a post and there are more employees than there are posts, the following factors will be used to facilitate the placement decision:

The competency levels and skills will be taken into account for placement and preference may be given to designated groups where more than one employee is regarded as equally competent and skilled. The criteria of Employment Equity, Competency level and skill level will be taken into account for the purpose of placing equally matched candidates.

Interviews will be held as part of the selection process where more than one employee lays claim to a specific post.

Vacant posts in which no employee is eligible for placement will be advertised in line with the recruitment and selection policy.

3.4 Empty the pool

Every attempt shall be made to place the existing permanent employees into a suitable post that are on the new structure. If no placement in terms of the agreed to criteria can be made, the employer will advertise the post and fill the post with the most suitable candidate.

Council is committed to ensure continuity of employment and every attempt will therefore be made to ensure that no retrenchments/ redundancy will occur, provided that the effected employees are willing to accept alternative positions that are offered. In this regard every effort will be made to ensure that such alternative offers are reasonable.

The process to address possible appointment of temporary employees will be dealt with outside this policy and will take into account any permanent employees in the pool.

3.5 Placement Committee

The placement Committee will consist of the Director or representative of the Director and the Manager of the Department or a representative in which placements are taking place, a representative Human Resources or the Director Strategic and Corporate Services and 2 representatives from SAMWU and IMATU each and a representative of a group of employees representing co-workers who might be affected and are not members of SAMWU and IMATU.

<p>THE PLACEMENT COMMITTEE WILL HAVE THE FOLLOWING TERMS OF REFERENCE:</p>

“To consider and reach consensus regarding the placement of permanent employees into posts in the new structures using the provisions of this policy.”

The placement Committee shall strive to reach consensus on the staff placement. Where consensus cannot be reached the final management proposal will prevail.

A placement committee for each of the directorates will be established to ensure a speedy process.

4 CLASSIFICATION OF POSTS

The Placement Committee will classify the posts in the structure in the following four categories.

4.1 Unchanged posts

These are posts that have had no change to their scheduled duties or geographical location.

The departments will be required to list these posts with the names, and other forms of identification used, of the present incumbents and submit it to the Placement Committee for confirmation.

4.2 Minor changed posts

These are posts involving minor changes to the duty schedule, which has no material effect on the level of responsibility.

The departments need to submit the names and other form of identification used of the present incumbent to the Placement Committee for confirmation.

4.3 Major changed posts

These are posts which have undergone a major change to their duties and responsibilities. This will necessitate that the post be re-evaluated. Where more than 20% of the post content has been changed it should be regarded as major change.

These posts will be advertised internally and externally if necessary inter alia where no alternative offer in such a post can be made to an employee in the pool or where the employee to whom the post was offered as an alternative refuses to accept the offer.

4.4 New posts

These are posts, which carry duties and responsibilities that do not exist in its current form in the present approved structure.

These posts with the detailed duty schedules must be submitted for evaluation and grading.

These posts will then be advertised both internally and externally and appointment will be made in terms of the recruitment and selection process, unless posts are by agreement filled with appointments of current temporary employees.

Where uncertainty exists as to whether a post has become a new post as a result of the restructuring consultation will take place between the union and the employer. If consensus cannot be reached, the employer position will prevail.

5 DISPUTE / OBJECTION PROCESS

Objections to a placement must be lodged up to 10 working days from the Placement Committee's publication/notification date or receipt of the decision by the individual employee, whichever comes first.

The Objection will be heard by an Appeal committee consisting of one representative from each of the trade unions and or a fellow employee

representing co-workers who might be affected and the Director: Corporate Services (or representative). Human Resources will be responsible for the administrative function and may be requested to provide advice to the committee. Where the appeal falls within Corporate Services, the appeal will be heard by the Municipal Manager.

The Panel shall consider the objection, taking into account the points raised by the objector but shall apply the same criteria, process and procedures as the Placement Committee. Should the panel not be able to reach consensus the Municipal Manager will make the final decision.

The objection will be dealt with within 15 working days from receipt of the objection. Where it is not possible to deal with the objection with that time frame a date will be communicated to the objector.

6 JOB EVALUATION

- 6.1 All the posts that fall within categories 4.3 and 4.4 above will be re-evaluated in accordance with TASK.
- 6.2 Any posts that have not been evaluated through TASK will be evaluated.
- 6.3 Where current post gradings are not aligned to norms in the Province the posts will be re-evaluated.
- 6.4 The grading of all other posts and implementation of the process will be set out in a separate policy on job evaluation.

7 GEOGRAPHICAL RELOCATION

- 7.1 All recommendations on placements are to indicate whether geographical relocation of staff will be required.
- 7.2 Geographical relocation of staff will only take place for the following sound operating and/or economic reasons:
 - 7.2.1 The functions of the post/s are to be delivered in another geographical area.
 - 7.2.2 The functions of the post/s may be reduced and/or combined resulting in a necessity to rationalise resources.

- 7.2.3 The functions of the post may be abolished in that particular geographical area.
- 7.2.4 Where it is necessary to geographically re-deploy only part of a section/department, the selection of employees for re-deployment in each of the affected job categories will be done in terms of the following criteria:
- 7.2.5 Call for volunteers from employees within each job category.
- 7.2.6 Should too many affected employees volunteer to be re-deployed, then selection will be done on the basis of “first in, first opportunity” (FIFO).
- 7.2.7 Should too few affected employees volunteer to be deployed, then selection will be done on the basis of “last in first cut” (LIFO), i.e. the employees with the shortest service in the job category concerned will be selected for relocation.
- 7.2.8 The kilometre distance will be measured between reporting stations and must be at least 20 (one way) kilometres more to qualify as a geographical relocation and such an employee will be provided assistance to the value of R 1600. 00 per month for a maximum of 6 months.

8 REDUNDANCY / RETRENCHMENT

The following will not constitute grounds for retrenchment/redundancy:

- 8.1 Reasonable geographical re-deployment.
- 8.2 The transfer from one Directorate, Department, Section, branch or post to another for operational requirements or reasonable alternative placement.
- 8.3 Where employees are displaced and no reasonable alternative can be offered to the employee the employee will be treated in accordance with the existing SALGBC collective agreement dealing with retrenchments.

9 DURATION OF THE PLACEMENT PROCESS : 2017/2018

The placement process will commence as soon as possible after approval of the micro organogram. The intention is to try to finalize the process by end January 2018.

APPENDIX C

2017 Organisational Review & Design Project

Report on Organisational Structures

29 September 2017



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1 INTRODUCTION

1.1 Aim of the Organisational Review and Design Project

Stellenbosch Municipality commissioned AGITOMINDS (PTY) LTD to review and re-design the municipality's organisational structure and addressing the municipality's staffing needs. The municipality wished to appoint a suitably qualified service provider for advice and professional services to plan, facilitate, implement, monitor and evaluate comprehensive review and design processes. These processes should be in line with local situations, operational requirements and service delivery demands and the municipality's powers and functions.

Implementing this project successfully, the expectation is that it should enhance the ability of the Municipality in its pursuit to implement the reviewed structure with the aim to achieve the following objectives:

- a) An established (duly approved) **responsive** organisational structure, which will enable **sustainable governance** and **high levels of service delivery**;
- a) An approved structure that will meet **operational requirements**;
- b) An approved structure that will ensure the strategic intent of the Municipality, as envisaged in its Integrated Development Plan (IDP) and a staff establishment that is able to **deliver cost effective and efficient services**; and
- c) An approved structure **compliant** with applicable legislation and statutory prescripts.

1.2 Purpose of this Report

The purpose of this Organisational Report is to report on the final proposed macro and micro functional/organisational structures for Stellenbosch Municipality.

1.3 Project Context and Scope

1.3.1 Context

The Municipality requires the following aspects to form part of the project:

- a) All actions must be undertaken in accordance with **relevant legislation and applicable requirements** that guide human resources processes and governs local government in South Africa.
- b) Provision should be made for **presentations and consultation sessions** with the Council and management team and labour forum of the Municipality.
- c) The project should be well **documented with the submission of regular progress reports**, over and above the status reports at the end of phases 2 – 5 and the close out report at the end of the project.
- d) Prepare and supply **electronic information** regarding the organisational design and structure to the Human Resource division of the Municipality.
- e) **Train Human Resource** division regarding the development, use and maintenance of organisational design in the Municipality.

- f) This process **MUST** seek to ensure **transfer of skills** to relevant employees within the Municipality to be able to take charge of the implementation process together with the service provider.
- g) It is not the intention of the Municipality to enter in sub-contractual agreements, however the formation of consortiums and or joint ventures are encouraged to **promote good governance practices of empowerment**.

The municipality has not reviewed its structures comprehensively since 2011/12. Ad hoc changes have been made to the structure, the most recent being in 2014/15. Because of recent internal changes at the municipality and changing service delivery needs, the existing organisational structure should be reviewed and aligned with operational requirements, service delivery demands and legislative powers and functions.

1.3.2 Scope

Given the scope of the OR&D project, several phases (seven in total) were identified to achieve the required objectives and deliverables. The following table provides a summary of the different phases:

Phase 1: Project Inception & Mobilisation

The purpose of this phase is to mobilise the project by confirming objectives, contractual arrangements, SLA and resources available

Phase 2: Review Current Status

The purpose of this phase is to determine a comprehensive understanding for all project stakeholders of the current situation against the desired future dispensation

Phase 3: Organisational Design

The purpose of this phase is to design an optimal functional structure, upon which the development of JD's sequential project deliverables will be based; develop job descriptions

Phase 4: Skills audit

The purpose of this phase is to assess all current staff's skills

Phase 5: HR Strategy & Policies & Delegations

The purpose of this phase is to develop an HR Strategy for the municipality, as well as to review its HR Policies

Phase 6: Project Deliverable approvals

The purpose is to ensure that all required deliverables have been completed

Phase 7: Implementation Support

The purpose of this phase is to provide support and advise on the implementation of the approved structures

Project Management

The purpose of this project element is to plan, implement, monitor, evaluate and report on project execution.

1.3.3 Timeline overview and Methodology

The *Project Inception & Mobilisation* (Phase 1) of the OR&D project started on 29 September 2016 and was concluded on 06 October 2016.

The “*Review Current Status Phase*” (Phase 2) commenced on **06 October 2016** and was concluded on **14 March 2017**. A **Key Findings Report** (KFR) was submitted on **22 November 2016** to the Municipal Manager. A series of engagements followed and work processes were completed, specifically to reconcile the current “as-is” staff establishment of the municipality. In the process an “Addendum Report” to the KFR was submitted on 14 March 2017. The KFR was adopted and signed off on **14 March 2017**.

Phase 3 (*Organisational Design*) involved inter alia designing and developing macro and micro functional/organisational structures and staff establishments. **Legislative prescriptions**, other **key policy documents and reports** were also scrutinised to ensure that the organisational structuring process is properly informed by institutional, functional and policy guidelines. Current structures, the IDP, SDBIP, budgets, annual reports and other relevant Council reports were studied. The consultant team familiarised themselves with the municipality’s systems and administrative processes.

Best practices and benchmarks regarding functional structuring were studied to collaboratively invent optimal solutions to identified problem areas. Organisation design principles, as described in the KFR of 14 March 2017, were applied in the design of the macro and micro structures.

Draft macro and micro structures were developed and discussed with the Executive Mayor, Councillors, Municipal Manger and senior management. The 1st draft macro and micro structures were delivered on **10 February 2017 and 16 March 2017**, respectively. Several discussions followed pertaining to the various macro and micro structure options. A series of consultations, review periods and inputs ensued regarding the proposed organisation structures to afford ample opportunity for participation by all stakeholders.

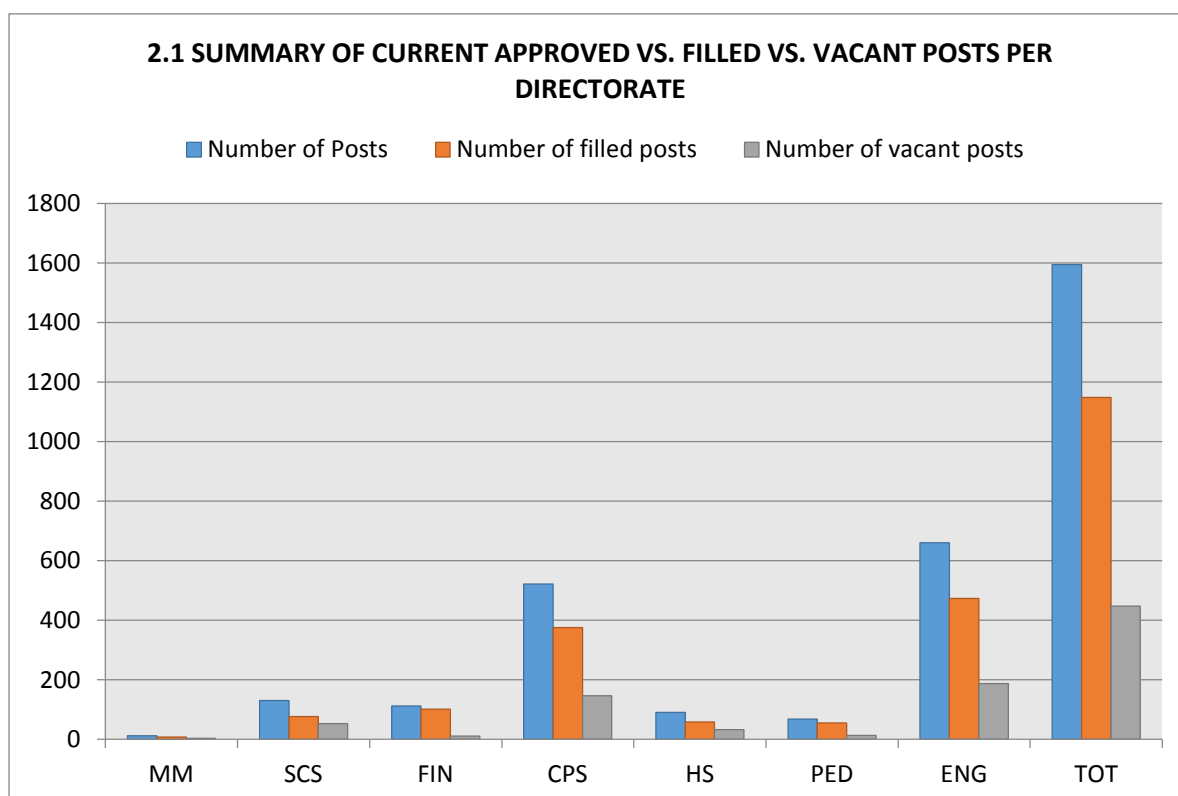
The final proposed micro structures were submitted on **14 September 2017** to the Municipal Manager for presentation to the Council structures.

2 CURRENT AND PROPOSED ORGANISATIONAL STRUCTURES

2.1 The Current Approved Staff Establishment

The current approved staff establishment (filled and vacant posts as on 18 September 2017) for Stellenbosch Municipality is as follows:

Directorate		Number of Posts	Number of filled posts	Number of vacant posts	% FILLED	% TOTAL VACANT
OFFICE OF THE MUNICIPAL MANAGER	MM	12	8	4	67%	33%
STRATEGIC & CORPORATE SERVICES	SCS	130	77	53	59%	41%
FINANCIAL SERVICES	FIN	112	101	11	90%	10%
COMMUNITY & PROTECTION SERVICES	CPS	522	376	146	72%	28%
HUMAN SETTLEMENTS	HS	91	58	33	64%	36%
PLANNING & ECONOMIC DEVELOPMENT	PED	68	55	13	81%	19%
ENGINEERING SERVICES	ENG	662	473	189	72%	28%
TOTAL	TOT	1597	1148	449	72%	28%



2.2 The Proposed Macro Structure

The proposed macro structure is structured according to the following functional components (please see **Annexure A**):

- a) Office of the Municipal Manager:
 - i) Division Internal Audit
 - ii) Division Governance
- b) Directorate Corporate Services
- c) Directorate Financial Services
- d) Directorate Planning & Economic Development
- e) Directorate Infrastructure Services
- f) Directorate Community & Protection Services.

2.3 The Proposed Functional & Organisational Structures (“Micro Structures”)

The newly proposed Functional and Organisational Structures (commonly referred to as the “micro” structures) were founded on the above macro structure. Specific “Purposes” and “Functions” have been formulated and captured for each of the above components – please see **Annexure B**.

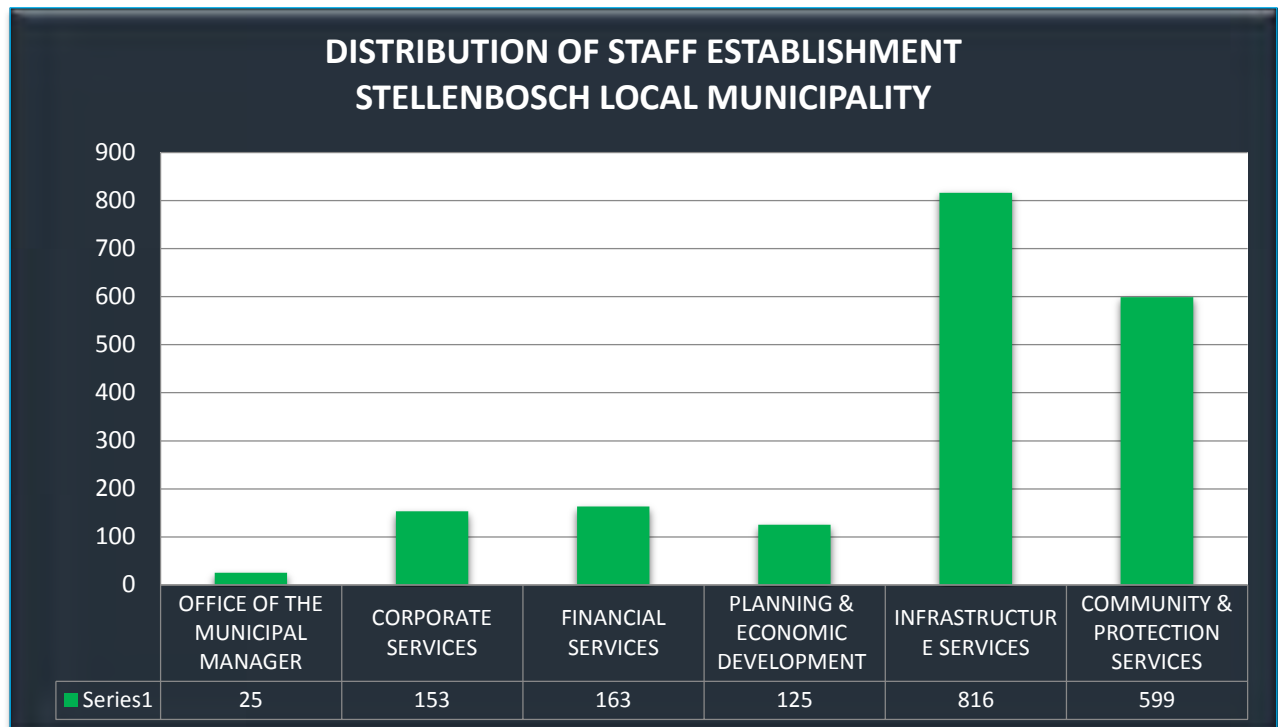
The proposed micro organisational structures will have to be phased in over time – to this end top management will identify critical positions for immediate filling whilst others should be activated over the next 2-3 financial years.

2.4 Proposed Staff Establishment

The newly proposed staff establishment (summarised) is as follows:

STELLENBOSCH LOCAL MUNICIPALITY								
SUMMARY OF COSTING: CURRENT VS PROPOSED - 21 SEP 2017								
Directorate	No of Current Posts	No of Proposed Posts	Difference	No of current FILLED Posts	No of current VACANT posts	Total Cost CURRENT	Total Cost PROPOSED	Additional Cost/ Saving (-)
OFFICE OF THE MUNICIPAL MANAGER	24	25	1	18	6	6,629,148	6,607,366	-21,782
CORPORATE SERVICES	149	153	4	89	60	23,747,393	24,338,615	591,222
FINANCIAL SERVICES	115	163	48	104	11	19,557,652	26,489,957	6,932,305
ECONOMIC DEVELOPMENT & PLANNING	95	125	30	75	20	17,816,431	25,052,579	7,236,148
INFRASTRUCTURE SERVICES	687	816	129	479	208	78,962,693	98,609,493	19,646,800
COMMUNITY SERVICES	527	599	72	383	144	57,083,061	67,122,216	10,039,156
TOTAL FOR MUNICIPALITY	1597	1881	284	1148	449	203,796,378	248,220,228	44,423,849
TOTAL INCLUDING 45% BENEFITS						295,504,748	359,919,330	64,414,582

The following illustration depicts the **distribution of the staff establishment** of the newly proposed organisational structure between the different directorates:



2.4.1 Restructuring perspectives

The restructuring proposals reflect the following perspectives:

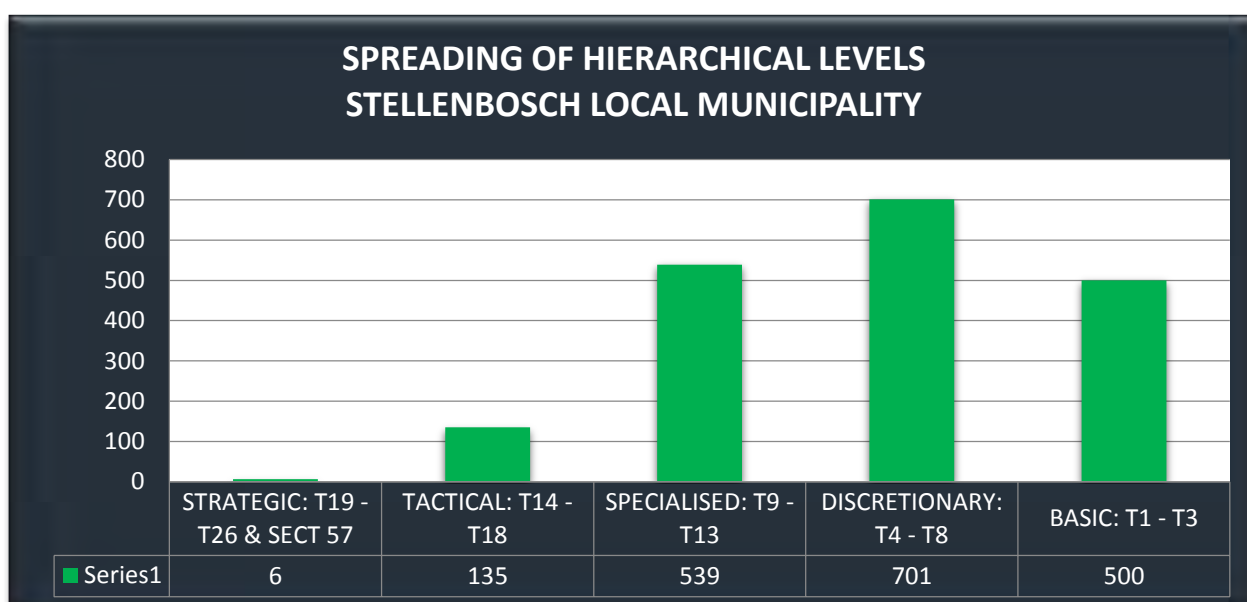
- a) The newly proposed macro- and micro-structures should be adjudged against the fact that **several new functions** had to be provided due to legislative requirements, e.g. risk management, governance management, customer relations management, as well as the fact that some existing units had to be strengthened, resulting from increased service delivery demands and/or backlogs that have accumulated over time; in particular public works, water services, waste management and parks & cemeteries.
- b) The current vs. proposed staff establishment represents a **net increase** in the total number of posts, due to the strengthening of service delivery components to provide for escalation of service delivery areas.
- c) Several current positions have now been **abolished** in the new structure, mainly those that have been vacant for a very long time – some have in fact never been filled. At the same time, other posts were rationalised through restructuring. This resulted in several new, major changed, minor changed and unchanged posts, in the proposed structure.
- d) The proposed organisation includes **all positions** on the new structures (filled and vacant).
- e) It is important to bear in mind that the proposed organisational structure would lead to **further savings** resulting from the following:
 - i) Absorption of numerous temporary/ casual workers into the proposed permanent structure, some of whom have been on temporary basis for inordinate long periods. This will obviously result in more permanence for all concerned. The appointment of occasional temporary staff to cater for exceptional circumstances is normal practice and acceptable, such as project driven appointments and seasonal appointments.
 - i) The proposed organisational structure has been developed with a short to medium-term vision in mind; it will be implemented over the next 2-3 financial years. In view

of the generally accepted 4% projected growth rate for the MTREF, it is estimated that the ratio “remuneration vs. operating expenditure” for the newly proposed structure would not exceed 32% at any time.

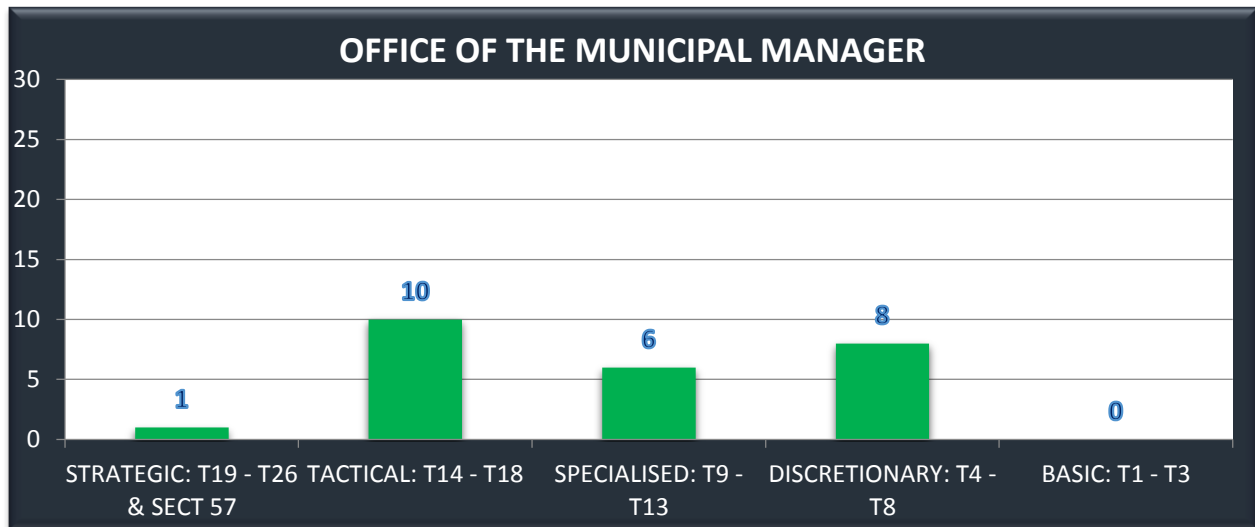
- ii) In view of the fact that sufficient provision has now been made for staff requirements, overtime should decrease significantly in the future. What is more, thorough investigation is urgently required into the incidence of overtime in general, as well as management control mechanisms in the municipality in view of the extensive overtime payments.

2.4.2 Spreading of Hierarchical levels

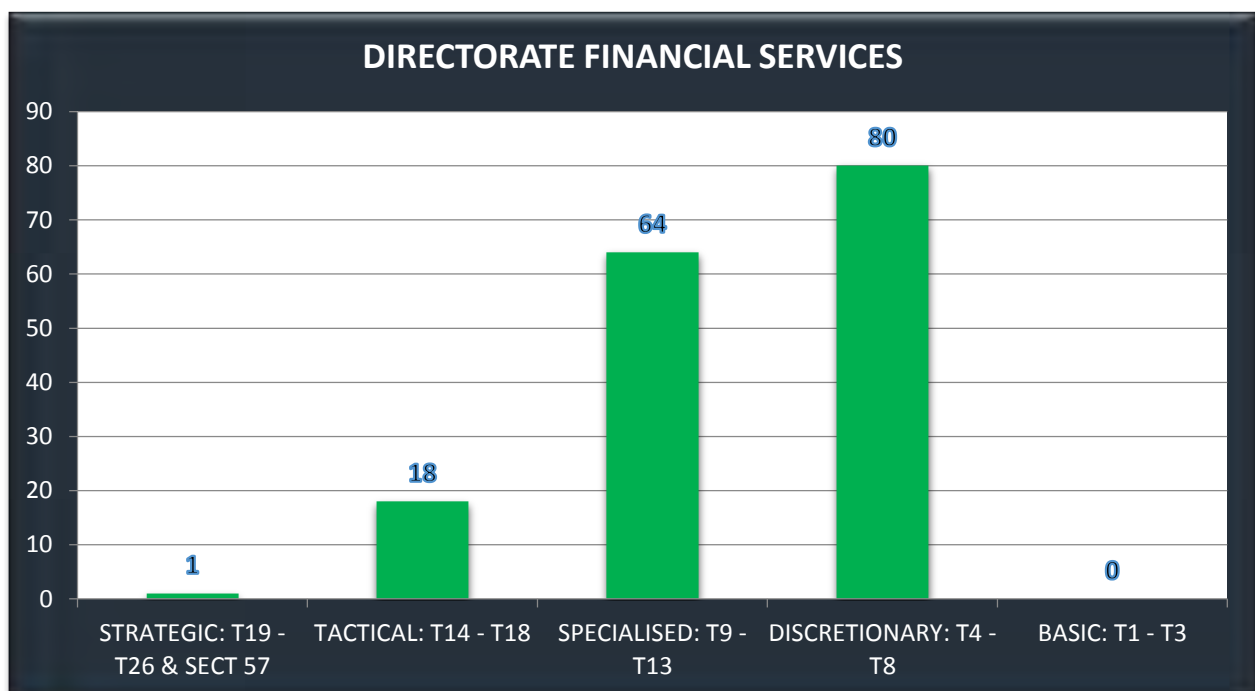
The following illustration depicts the **overall spreading of hierarchical levels** of the newly proposed organisational structure for the municipality:



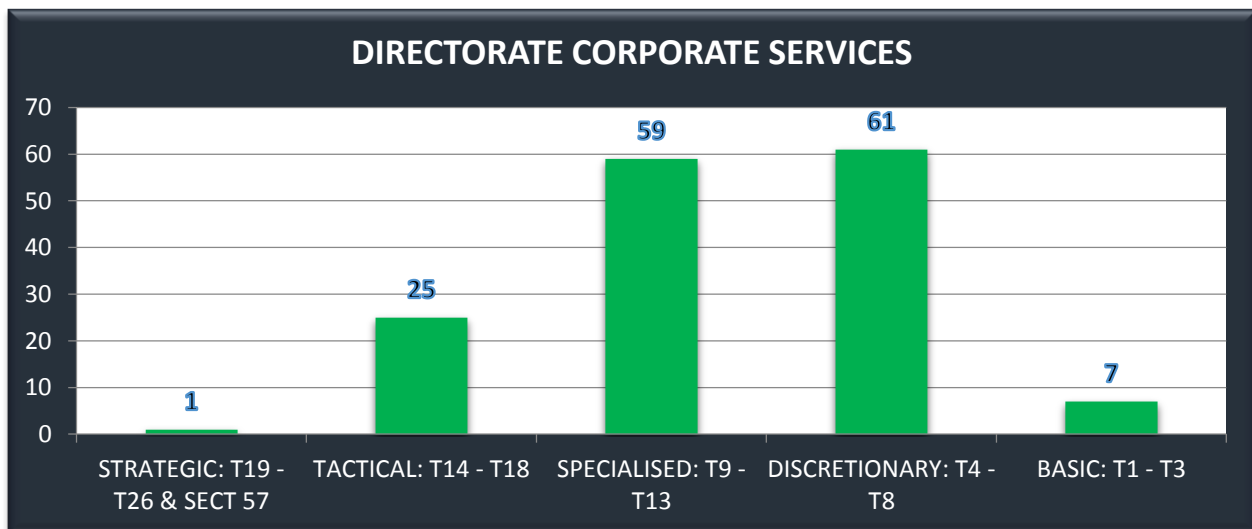
The following illustration depicts the **spreading of hierarchical levels** of the newly proposed organisational structure for the Office of the Municipal Manager:



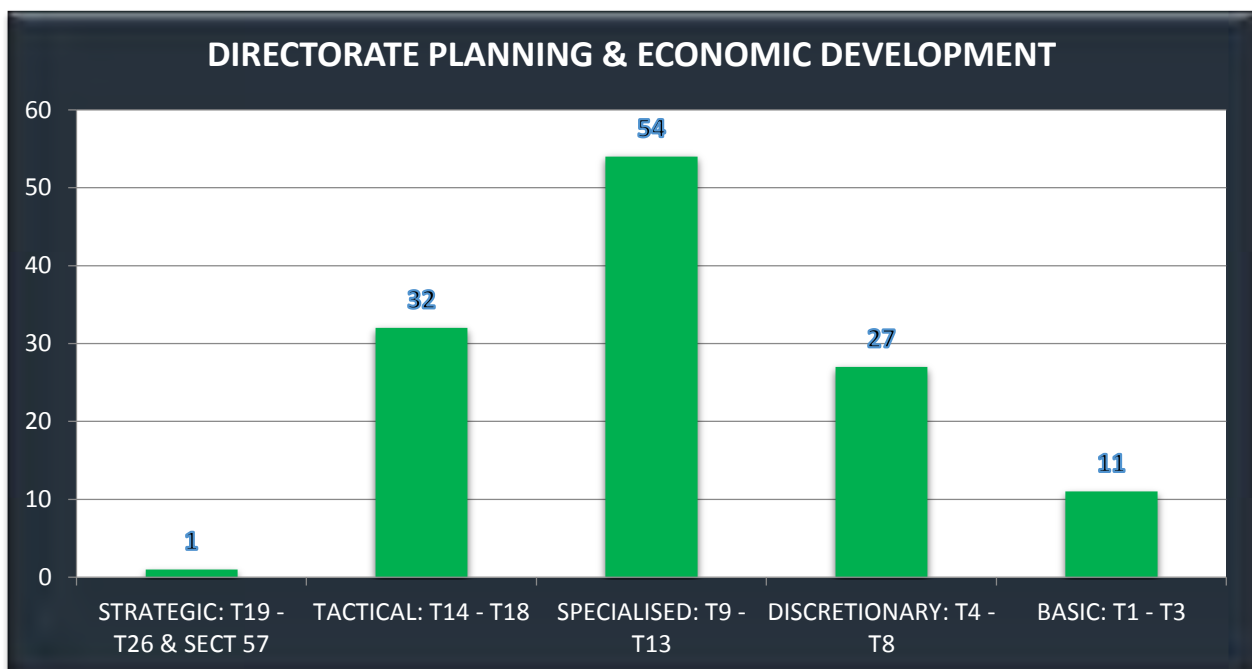
The following illustration depicts the **spreading of hierarchical levels** of the newly proposed organisational structure for the Directorate Financial Services:



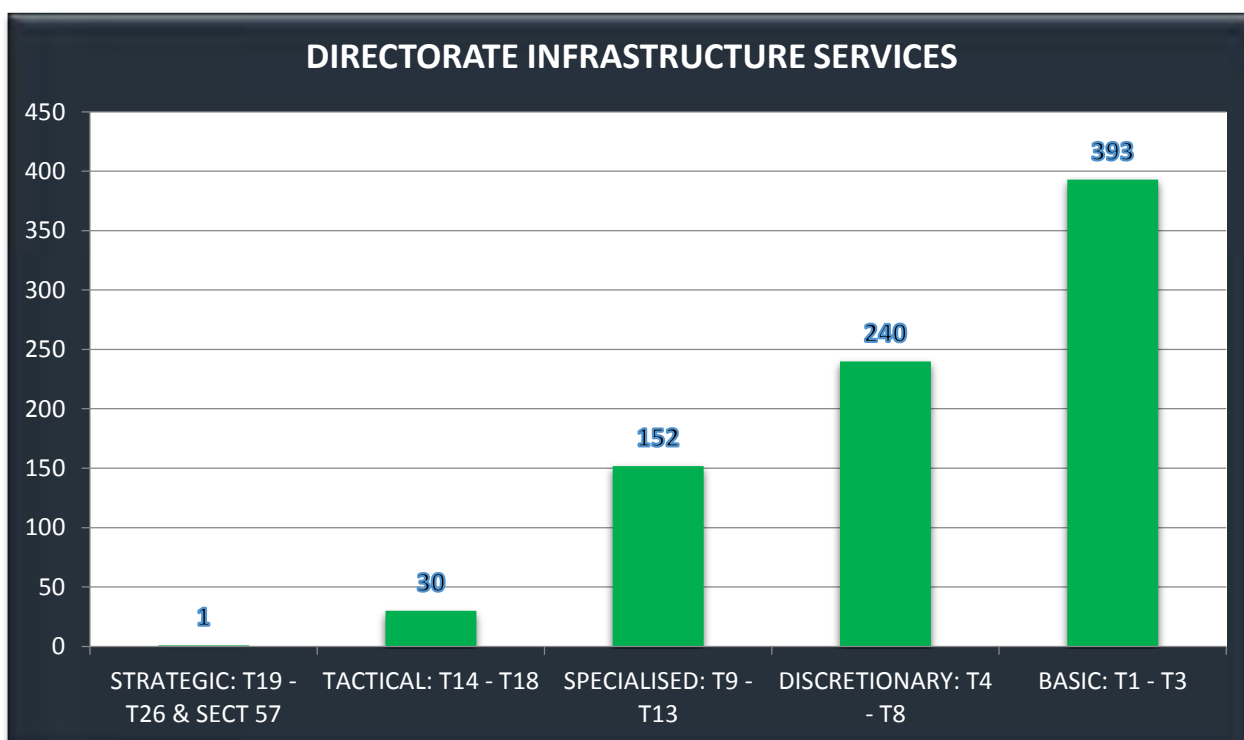
The following illustration depicts the **spreading of hierarchical levels** of the newly proposed organisational structure for the Directorate Corporate Services:



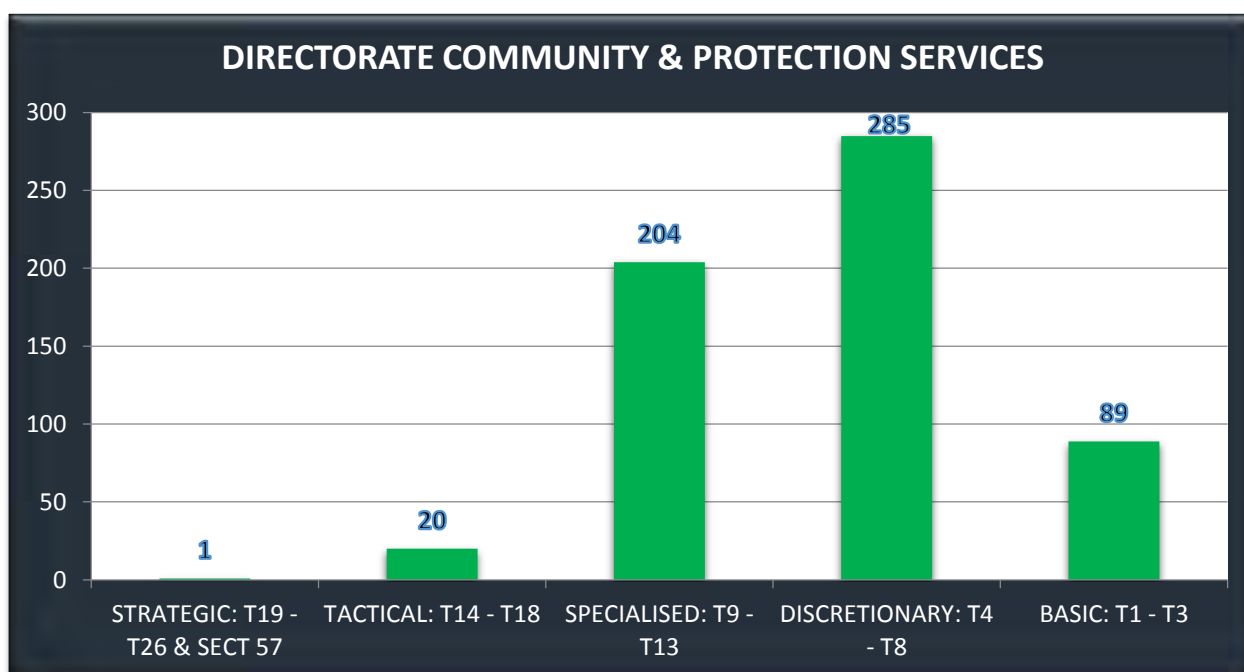
The following illustration depicts the **spreading of hierarchical levels** of the newly proposed organisational structure for the Directorate Planning & Economic Development:



The following illustration depicts the **spreading of hierarchical levels** of the newly proposed organisational structure for the Directorate Infrastructure Services:



The following illustration depicts the **spreading of hierarchical levels** of the newly proposed organisational structure for the Directorate Community Services:



2.4.3 Organisational anomalies eliminated

- a) Consistency has been achieved regarding hierarchical arrangements e.g. Directorate, Branch, Division, Section, Sub-Section, etc. In other words, **horizontal alignment** of the organisation's top structure was accomplished.
- b) **Communication channels/** reporting lines within the organisation have been clearly demarcated and should be applied consistently.
- c) The current organisational structure was examined in terms of the **size of the municipality** as well as other factors e.g. affordability. Rationalisation of the number of managerial units was necessary to find the correct balance.
- d) Municipal services should be provided in the most effective and efficient way. To achieve this, an apt organisation and skilled staff is needed. The approach adopted in the design of the organisational structure was to prioritise the **strengthening of service delivery components** whilst focussing on those positions that are critical for effective functioning at all levels.
- e) **One-on-one** hierarchy levels are neither practical nor functional. This was rectified in the proposed organisation structure.
- f) Discrepancies in **post titles** were resolved and standardised during the organisational design process.
- g) **Versatility vis-à-vis specialisation** and interchangeability: Although some measures towards specialisation have been introduced in the proposed organisational restructuring, it is also very important and necessary to apply diversification and versatility. Over-specialisation and compartmentalising especially in a relatively small organisation would be disastrous. Because of the difference in extent and volumes of work between the different components, some functions have been combined in certain posts. This principle is in accordance with the approach of diversification which is followed throughout, namely to provide many-faceted posts and thus to make personnel as multi-skilled as possible. This also benefits the development and versatility of staff, leading to improved efficiency and self-fulfilment.

2.5 Main benefits of restructuring

The main benefits arising from the organisational restructuring project can be summarised as follows:

- a) The proposed organisational structures provide for a more **functional approach** to the composition of the top structure. The proposed functional composition for all components shows that a real need does exist for each one – i.e. it can be justified functionally and organisationally, it has real purpose and functions and substantive evidence can be proffered as to its core functions, activities and work areas. The titling of the different components also accurately reflects their nature and focus areas.
- b) Organisation aimed at **improving service delivery**. The proposed Functional and Organisational Structures contains all the components and posts that are required to perform the core functions and activities of the municipality, and is based on both short and medium-term needs. Where necessary, new functional units were formed and some components were strengthened, whilst in other instances positions were abolished that could not be substantiated or found not essential.
- c) An organisational structure based on **legally prescribed municipal functions**.
- d) **Homogeneous clustering of all functions** was investigated in more detail to ensure that areas of responsibilities are grouped together sensibly. This was vital to mitigate overlapping of functions between components due to indistinct demarcation of functional responsibilities and boundaries.

- e) **Organisation aligned with the IDP** and strategic priorities. The municipality's Integrated Development Plan (IDP) should guide institutional renewal processes in response to the changing trends and patterns of developmental needs and issues. Whereas the IDP describes "Which" services and priorities the municipality must deliver, the functional and organisational structure indicates "What", "Why" and "How" the service delivery units should be structured and "How many posts" is needed to achieve it.
- f) Organisation **purified** from:
- "Illegal/ unfunded/ inherited" functions
 - Overlapping of activities
 - "Temporaries/ Casuals" becoming "permanents" and incorporated into the proposed structures, where justified.

3 IMPLEMENTATION PLAN

3.1 Introduction

The implementation of the proposed organisational structure will have to be executed in phases. As a point of departure, top management will identify critical vacancies for immediate filling and other vacancies over the next five financial years, in accordance with appropriate budgeting processes.

3.2 Step-by-Step Implementation

The implementation of the proposals and recommendations contained in this report should now receive priority attention to ensure that optimum value is derived from this project. The following step-by-step Implementation Plan is suggested:

- a) Step 1 – Follow due process for obtaining formal approval of the new organisational structure – i.e. MM and Senior Management Team, Mayoral/ Executive Committee, LLF and Council.
- b) Step 2 – Establish Implementation Task Team (ITT)
 - i) Custodian: Corporate Services (HR Division)
 - ii) Members: MM/ or representative, one representative from each directorate and from each union
 - iii) Develop and adopt Terms of Reference of ITT
 - iv) Develop, execute and monitor a detailed implementation plan
 - v) Adapt ITT terms of reference as needed
 - vi) Develop appropriate placement policy, principles and procedures, present to LLF and obtain formal approval from senior management & Council
 - vii) Obtain senior management’s input re prioritising of critical vacancies and timeframes for the implementation of the new structures
 - viii) Obtain input from Finance directorate re budgetary prescripts; develop detailed medium term financial plan for the implementation of the organogram
 - ix) Submit regular progress reports to MM and senior management.
- c) Step 3 – Develop Implementation Schedule
 - i) Outline what the project will be delivering and when
 - ii) The Implementation Schedule determines and defines the major phases of work that will be undertaken to achieve the desired objective/s and the associated deliverables. It documents a logical sequence of events over time to progress from concept to delivery. It provides a foundation for the remainder of the implementation plan, including the work breakdown structure, which will detail the related activities and tasks, responsibilities and timeline.

The table below indicates an example of an Implementation Schedule.

Project Phase	Deliverables associated with each phase	Major activities for each deliverable	Key milestone	Responsible for each milestone	Risks/ dependencies

d) S

- step 4 – Identify key stakeholders and develop strategies for the engagement of stakeholders:
- i) Build rapport
 - ii) Convey intentions
 - iii) Ask for feedback / input
 - iv) Provide them with information
 - v) Build credibility
 - vi) Understand their perspective
 - vii) Seek buy-in.
- e) Step 5 – Develop and implement an integrated change management & communication plan.
- f) Step 6 – Preparation and adoption of final implementation report by ITT and senior management:
- i) Compile draft placement lists, utilising the Council’s placement policy/ guidelines, organisation structures and approved staff establishment schedules
 - ii) Approve Migration Plan, including the adoption of ITT placement principles, policy and procedures
 - iii) Address any difficulties/ challenges that may occur and resolve anomalies; if needed, develop and implement an “interim structure” to accommodate challenging placements
 - iv) Submit final report to senior management, Executive Committee, LLF and Council
 - v) A Staff Establishment Control System should be implemented jointly with the adopted organisational structure.
- g) Step 7 – Presenting of final implementation report to LLF for consultation purposes.
- h) Step 8 – Submission and adoption of final implementation report by Council.
- i) Step 9 – Implement Council resolution and address the following:
- i) Activate critical vacancies for immediate, short and long-term filling and alignment with budgeting provisioning
 - ii) Finalise funding arrangements
 - iii) Advertise new and major chance vacant posts in terms of ITT final report
 - iv) JD’s and Evaluation of Posts:
 - Avail new/ amended JD’s to each staff member for comments
 - Finalise JD's with supervisors & HOD's
 - Sign-off JD's
 - Submit JD's to job evaluation unit
 - Implement JD's & Post levels.
- j) Step 10 – Implement short- and long-term skills development plans.
- k) Step 11 – Continuous monitoring, review implementation process and adjust where necessary.

4 KEY ORGANISATIONAL DEVELOPMENT ISSUES

4.1 Introduction

Several issues need to be raised which are key to the improvement of organisational efficiency in general. It is vital to understand that organisational restructuring is only one part of a holistic approach to organisational development. Any effort at organisational change should be embedded in an evolutionary organisational development (OD) system to ensure an integrated approach. In OD, the focus is on improving a system. The system, instead of the individual, is the target for change. OD always places the emphases on improvement of the whole system, as well as the relationship of the system with its subsystem, and with its environment.

4.2 The OD Process

An OD program involves the systematic diagnoses of the organisation's problems and the development of an evolutionary strategic plan to improve the organisation. During the OD process, the members of the organisation and the subsystems are involved in the evaluation, diagnoses and change of their own organisation. Members should participate actively in the OD process and the redesign of organisational objectives, structures and relationships.

4.3 Processes to be considered

A fundamental principle of organisational transformation is that the following processes be considered and applied in coherency to the re-structuring activity:

- a) Strategic planning and prioritising.
- b) Techno-structural changes, e.g. organisational structuring principles, job design, job enrichment, job requirements, etc.
- c) Office accommodation, equipment, tools and utilisation of other resources.
- d) Improvement of work procedures, standard operating procedures, and standardised service levels.
- e) Office automation systems and technological aids.
- f) Research into alternative service delivery methods.
- g) Assessment of skills/competencies should be undertaken and appropriate skills development interventions must be fashioned to rectify gaps. Continuous human resource development is crucial for sustaining an efficient organisation.
- h) Succession planning and protection of institutional knowledge is an issue that should receive conscious attention for obvious reasons.
- i) Performance management and personal development plans (PDP's). A proper organisational structure may be in place, but is the organisation outcome focussed?
- j) Human capital management systems, policies and processes. Human process changes, e.g. communication, problem solving techniques, decision-making, group dynamics, inter personal relations.
- k) Human resources development programmes and the application of management systems to enhance efficiency. A Human Resource Development Strategy need to be adopted to support a holistic approach to human resource training and development in the organisation. Building a

culture of learning in any organisation requires a shift in the way you see your business. Typically, an organisation consists of departments or divisions that do not always communicate or work together towards a common vision. This cannot be the situation if we want to develop an organisation into a centre of learning or develop a culture of learning in the workplace. A learning organisation always considers the impact of each decision on the entire organisation.

4.3.1 Systems & Work Procedures

No detailed analyses were done of work procedures and methods, as it was not included in the brief for this project. Systems and work procedures influence structures, e.g. management information system (MIS). Although the scope for this OR&D project excludes the review of systems and procedures, the organisation will always benefit from improved systems, thereby leading to further efficiency. However, it is a concern that efficient information systems that is essential for management decision making seem to be required in general by most, if not all components within the municipality. If not addressed it may lead to all divisions developing their own information processes and systems that would not be cost-effective and in fact underpin “silo structuring” even further. There appears to be a lack of integration of information systems.

There may be opportunities to improve the efficiency of operations. This include aspects such as the compilation of procedural manuals, workflow analyses, simplification of systems and procedures, design and control of documents/ forms streams, cost benefit comparisons and control mechanisms.

4.3.2 Organisational development for continuous improvement

Organisational development within the Stellenbosch Municipality should focus continuously on the increase of the municipality’s effectiveness and efficiency to develop to its full potential and seeking to increase effectiveness in terms of the strategic objectives as defined in the Integrated Development Plan.

The objective of organisational development is to improve the organisation’s capacity to handle its internal and external functioning and relationships, inclusive of more effective communication, enhanced ability to cope with organisational challenges, more effective decision-making processes, more appropriate leadership styles, improved skills and higher levels of trust and cooperation among employees.

Organisational development further focuses on improving performance at individual and organisational level and improving the ability to effectively respond to changes in its external environment, increasing internal capabilities by ensuring the organisational structures, human resources systems, communication systems, and leadership/managerial processes that fully harness human motivation and help employees to function to their full potential.

4.3.3 Managing organisational risks

In addressing the management responsibility of how to manage organisational risks, the following guidelines may be useful:

- a) The dynamic nature of an organisational structure need to be acknowledged and accepted. Changes may be needed from time to time, in terms of strategic planning directives, operational changes, etc.
- b) Functions should not be moved around on an ad hoc basis without considering organisational implications, e.g. functional structuring principles, workloads, workforce planning, job contents, job levels, lines of command, etc.
- c) Any organisational structure and its amendments should be based on functions.
- d) Unfunded and/ or “illegal” functions or projects should be carefully judged in terms of their impact on the municipality’s organisational and financial capacity.
- e) Staff establishment control is crucial for successful HR management – this is a compliance prescript in terms of the Local Government: Municipal Systems Amendment Act, 2011. For a more detailed clarification of the legislative and municipal institutional environment, please refer to the Key Findings Report: Organisational Review & Design (OR&D) dated 28 April 2016).
- f) Efficient work procedures and methods should be investigated and exploited.
- g) Job descriptions, post designations and job grades should be aligned to the functional and organisational structure.
- h) Incumbents should comply with skills requirements in terms of the job specifications for each post. Incumbents who do not currently comply, should be encouraged to do so within a specified period and appropriate actions must be taken to enforce these measures.

4.3.4 Holistic approach to organisational development

It is proposed that a holistic organisational development approach be adopted to enhance the Municipality’s overall efficiency.

5 RECOMMENDATIONS

To ensure optimal benefits from the restructuring project, a holistic organisational change approach should be adopted. It is recommended:

- a) That the proposed macro and micro structures (as depicted in Annexures A) be adopted for implementation.
- b) That the existing organisational structure of the Municipality be regarded as a holding structure and be abolished after the placement processes has been concluded in terms of Council's Placement Policy.
- c) That the filling of the new and vacant positions on the proposed organisational structure be phased in over three financial years. For this purpose, top management will identify critical posts for immediate filling whilst other vacancies will be budgeted for over the three year period.
- d) That the fundamental principle of organisational development and transformation be considered and applied in coherency to the re-structuring activity as described in this report.
- e) That the post names be used as temporary names until the evaluation process determines final post designations.

6 ACKNOWLEDGEMENTS AND APPRECIATION

- a) The Executive Mayor, Municipal Manager, the Senior Management team, management and staff of the Municipality for continuously availing themselves and offering their full cooperation and participation.
- b) We wish to record the excellent support received from all the above mentioned as well as the continuous communication between all the parties.
- c) The Director: Corporate Services, Manager: HR and HR staff performed their duties in an exemplary manner. Our sincere gratitude is expressed.
- d) The relevant contributors of source material are thanked for their cooperative attitude.

7 ANNEXURES

7.1 Annexure A: Proposed Macro Structure

7.2 Annexure B: Proposed Micro Structure

7.3 Annexure C: Proposed Staff Establishment

7.3	ECONOMIC DEVELOPMENT AND PLANNING: (PC: ALD JP SERDYN (MS))
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7.3.1	APPLICATION FOR A DEVIATION FROM THE PROVISIONS OF THE BY-LAW RELATING TO THE CONTROL OF BOUNDARY WALLS AND FENCES ON FARM NO. 82/18 AND ERF 13789, STELLENBOSCH DIVISION
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1. PURPOSE OF REPORT

To enable Council to make an informed decision on the waiver from the By-Law Relating to the Control of Boundary Walls and Fences. The application is **recommended for approval**.

2. BACKGROUND

The application also entails a departure in terms of the Stellenbosch Municipal Land Use Bylaw to relax the street building line from **8,0m** to **0m** to accommodate the Eskom mini substation and covered refuse area on Farm No. 82/18 and Erf 13789 (to be consolidated), Stellenbosch. This part of the application will however be dealt with under delegated authority as the delegation is with the Authorized Employer.

On 23 January 2013, Council approved an application for rezoning, subdivision and departures for the establishment of Gevonden Development and the amendment of the approved subdivision and site development plans was approved on 09 June 2016 (see **APPENDIX 4**).

3. DISCUSSION

3.1 Application for consideration

Application is made in terms of Clause 13 of the bylaw relating to the control of boundary walls and fences (Provincial Gazette 6671, 30 October 2009) to enable the owner to construct a 2,1m high solid wall on a section along the northern and western boundary of the subject property. See **APPENDIX 3** for site plan.

3.2 Property Information

Erf number	82/18 and 13789 (to be consolidated)
Location	Corner of Welgevonden Road and Long Street APPENDIX 2
Zoning/Zoning scheme	Residential Zone IV/ Section 8 Zoning Scheme Regulations
Property size	Erf 13789 – 3 713m ² Farm No. 82/18 – 6 363m ²
Owner	Zolo Props PTY LTD
Applicant	Emile Van Der Merwe Town Planning

3.3 Site Description and immediate environs

The subject property is located approximately 3km to the north of Stellenbosch Town and on the northern periphery of Cloetesville residential suburb. The property is located to the west of Welgevonden Estate and on the south eastern corner of Welgevonden Road and Long Street. Access to the property is gained from Long Street (see **APPENDIX 2**).

3.4 Legal requirements

Applicable laws and ordinances:

- By-Law relating to the control of Boundary Walls and Fences (Provincial Gazette 6671, 30 October 2009).

3.5 Public participation

Registered letters were served on the surrounding property owners and the Ward Councillor (Cllr P Biscoombe). No objections have been received. The relevant internal departments also supported the application.

3.6 Comments from internal and external departments

The **Manager: Fire Services** supported the proposal (see **APPENDIX 6**).

The **Manager: Building Management** supported the proposal subject to a condition (see **APPENDIX 7**).

The **Director: Engineering Services** supported the proposal (see **APPENDIX 8**).

The **Manager: Electrical Services** supported the proposal subject to conditions (see **APPENDIX 9**).

The **Manager: Spatial Planning, Heritage and Environment** supported the proposal (see **APPENDIX 10**).

3.7 Planning Assessment

The owner of the subject property proposes to construct a 2,1m high solid wall on a section along the northern and western boundary of the property.

Clause 5 of the By-law states that the height of a boundary wall or fence on a residential zoned property may not exceed 2,1m in height and Council may grant a waiver to any of the provisions of the bylaw if in Council's opinion the specific site topographical conditions are such that the granting of a waiver will not result in the construction of a wall or fence that will materially detract from the character of the area (see **APPENDIX 5** for an extract of the By-law).

The solid wall is required for security and noise reduction purposes as well as to compliment the architectural design features of the development. The remainder of the boundary wall will be a 2.1m clear fence/palisade structure that is in line with the boundary wall and fences policy. Welgevonden Road and Long Street carry a substantial volume of traffic and would be effectively mitigated by the construction of a portion of solid wall. The houses along Welgevonden Road are orientated towards the internal street to provide a reasonable area at the back of the property for outdoor living and private areas, hence the solid boundary wall.

The proposal will not detract from the character of the area and it is envisaged that it will not infringe on the rights of the abutting property owners.

Conclusion

The main purpose of the boundary wall and fence is to provide security to the residents of the estate and the proposed solid boundary wall will not have a negative visual impact on the street. The proposed wall will also aid in reducing noise emanating from passing traffic. Given the above discussion as well as the absence

of any material impact, the proposal is considered to have planning merit and the deviation from the bylaw is therefore recommended for approval.

4. LEGAL IMPLICATIONS

Council may grant a waiver to any of the provisions of this bylaw if in Council's opinion; the specific site topographical conditions are such that the granting of a waiver will not result in the erection of a wall or fence that will materially detract from the character of the area. In granting such a waiver, Council shall have due regard to the built form that may result if abutting neighbours request similar waivers as well as the impact such waiver may have on traffic safety (both pedestrian and vehicular).

5. FINANCIAL IMPLICATIONS

None

APPENDICES

Appendix 1	: Conditions of approval
Appendix 2	: Locality plan
Appendix 3	: Site Plan/Site Development Plan
Appendix 4	: Previous approval
Appendix 5	: Extract from bylaw
Appendix 6	: Comment from the Manager: Fire Services
Appendix 7	: Comment from the Manager: Building Management
Appendix 8	: Comment from the Director: Engineering Services
Appendix 9	: Comment from the Manager: Electrical Services
Appendix 10	: Comment from the Manager: Spatial Planning, Heritage and Environment

APPENDIX 1

FILE NO: P 82/18 S

In this approval document:

"Council" means the Stellenbosch Municipality

"the owner" means the registered owner of the property.

"the site" means **FARM NO. 82/18, STELLENBOSCH DIVISION**

EXTENT OF APPROVAL:

Deviation in terms of Section 13 of the Bylaw Relating to the Control of Boundary Walls and Fences to enable the owner to construct a 2,1m high solid wall on a section along the northern and western boundary of the subject property on Farm No. 82/18 and Erf 13789 (to be consolidated) Stellenbosch, attached as drawing no. 0068-C-103, dated 22 February 2016, drawn by Van Heerden & Van Der Merwe Architects (See **APPENDIX 3**).

CONDITIONS IMPOSED:

1. The approval applies only to the waiver from the subject by-law in question and shall not be construed as authority to depart from any other legal prescription or requirements from council;
2. Building plans must be submitted to this municipality for approval, prior to any building work commencing onsite;

-
3. That the building plans not differ substantially from the plan attached as **APPENDIX 3** of this report;
 4. This approval may not be acted upon prior to the issuing of a certificate of consolidated title; and
 5. This Council reserves the right to impose further conditions if deemed necessary.

MAYORAL COMMITTEE MEETING: 2017-10-11: ITEM 5.3.4**RECOMMENDED**

that **approval be granted** for the application to deviate from the By-law Relating to the Control of Boundary Walls and Fences to enable the owner to construct a 2,1m high solid wall on a section along the northern and western boundary of the property on Farm No. 82/18 and Erf 13789 (to be consolidated), Stellenbosch, as indicated on the attached Drawing No. 0068-C-103, dated 22 February 2016, drawn by Van Heerden & Van Der Merwe (See **APPENDIX 3**), subject to the following conditions:

1. The approval applies only to the waiver from the subject by-law in question and shall not be construed as authority to depart from any other legal prescription or requirements from council;
2. Building plans must be submitted to this municipality for approval, prior to any building work commencing onsite;
3. That the building plans not differ substantially from the plan attached as **APPENDIX 3** of this report;
4. This approval may not be acted upon prior to the issuing of a certificate of consolidated title;
5. This Council reserves the right to impose further conditions if deemed necessary.

Meeting:	13 th Council: 2017-10-25	Submitted by Directorate:	Planning & Economic Development
Ref no:		Author	Manager: Spatial Planning
Collab:	543198	Referred from:	Mayco: 2017-10-11

APPENDIX 2

**APPLICATION FOR A DEPARTURE AND
DEVIATION FROM THE PROVISIONS OF THE
BYLAW RELATING TO THE CONTROL OF
BOUNDARY WALLS AND FENCES ON FARM
NO. 82/18 AND ERF 13789, STELLENBOSCH
DIVISION**

LOCALITY PLAN

LOCALITY PLAN
FARM NO. 82/18 & ERF 13789,
STELLENBOSCH



→ SUBJECT PROPERTIES

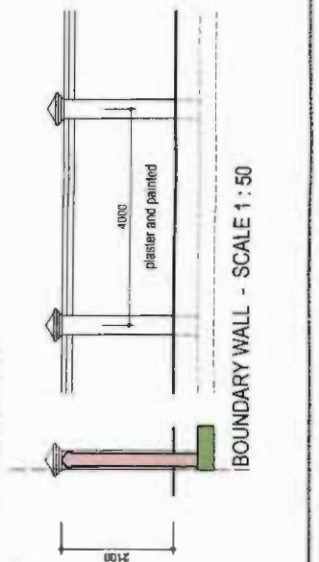
APPENDIX 3

**APPLICATION FOR A DEPARTURE AND
DEVIATION FROM THE PROVISIONS OF THE
BYLAW RELATING TO THE CONTROL OF
BOUNDARY WALLS AND FENCES ON FARM
NO. 82/18 AND ERF 13789, STELLENBOSCH
DIVISION**

SITE DEVELOPMENT PLAN



BUILDING LINE DEPARTURE;ESKOM MIN SUB
AND REFUSE ROOM -- SERO METER STREET
BUILDING LINE



APPENDIX 4

**APPLICATION FOR A DEPARTURE AND
DEVIATION FROM THE PROVISIONS OF THE
BYLAW RELATING TO THE CONTROL OF
BOUNDARY WALLS AND FENCES ON FARM
NO. 82/18 AND ERF 13789, STELLENBOSCH
DIVISION**

PREVIOUS APPROVALS



STELLENBOSCH

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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

INNOVATION CAPITAL • ISIXEKO ESIZA NENQUQU • INNOVASIESTAD

Application Number: LU/4586
Erf Number: Farm 82/18, Stellenbosch
Your Reference Number:
Enquiries: R Fooy / B Mdoda
Contact No. 021808 8680 /8690
Date: 2016-06-23

REGISTERED MAIL

Emile Van Der Merwe Town Planning Consultants
PO Box 204
Stellenbosch
7599

Sir

APPLICATION FOR CONSOLIDATION, AMENDMENT OF SUBDIVISION PLAN AND SITE DEVELOPMENT PLAN: PORTION 18 OF FARM NO. 82 AND ERF 13789, STELLENBOSCH DIVISION

1. Your email dated 21 June 2016, refers.
2. I wish to advise that the appeal process has now been concluded and herewith confirm that no appeal has been lodged with the Municipality as contemplated in section 79(2) of the Stellenbosch Municipal Land Use Planning By-law.
3. Accordingly, you may now act on the decision detailed in the letter 9 June 2016, subject to compliance with the conditions of approval.

Yours faithfully

FOR DIRECTOR PLANNING AND ECONOMIC DEVELOPMENT



STELLENBOSCH

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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

INNOVATION CAPITAL • ISIXEKO ESIZA NENQUQU • INNOVASIESTAD

Application Number: LU/4586
 Erf Number: Farm 82/18, Stellenbosch
 Your Reference Number:
 Enquiries: R Fooy / B Mdoda
 Contact No. 021808 8680 /8690
 Date: 2016-06-09

REGISTERED MAIL

Emile Van Der Merwe Town Planning Consultants
 PO Box 204
 Stellenbosch
 7599

Sir

APPLICATION FOR CONSOLIDATION, AMENDMENT OF SUBDIVISION PLAN AND SITE DEVELOPMENT PLAN: PORTION 18 OF FARM NO. 82 AND ERF 13789, STELLENBOSCH DIVISION

1. Your application in the above regard, refers.
2. The Authorised Employee on 01 June 2016, **approved, in whole** in terms of Section 60 of the Stellenbosch Municipal Land Use Planning By-law your application for the consolidation of Portion 18 of Farm 82 and Erf 13789, Stellenbosch; for the amendment of the approved Site Development Plan and for the amendment of the Subdivisional and Site Development Plans, as attached as **APPENDIX 3**, subject to the conditions attached as Appendix 1.
3. Reasons for the above decision are as follows:
 - The amendments to the site development plan and subdivisional plan as a whole are limited and as such will not have an impact on the surrounding built environment. The amendment to the approved site development plan will also resolve a number of onsite issues not taken into account in the previous approval granted. The Directorate Engineering Services supports the revised/amended proposal as the amendments would not detract from any existing land use rights or lead to the creation of any additional land use rights for the property.

4. You are hereby informed of your right to appeal to the Appeal Authority in terms of section 79(2) of the said legislation.
 - 4.1 The attached appeal form must be completed and should be directed to the Appeal Authority and received by the Municipal Manager at P O Box 17, Stellenbosch, 7599 or faxed to 021 886 6899, or hand delivered to the Advice centre, Land Use Management, Ground floor, Plein Street, Stellenbosch within 21 days of notification of this decision together with proof of payment of the appeal fee to the amount of R 800.00.
 - 4.2 You are requested to simultaneously serve notice of the appeal on any person who commented on the application and any other persons as the Municipality may determine (see attached list). Proof of serving the notification must be submitted to the Municipality, within 14 days of serving the notification.
 - 4.3 The notice must be served in accordance with section 35 of the said legislation and in accordance with the additional requirements as may be determined by the Municipality. The notice must invite persons to comment on the appeal within 21 days from date of notification of the appeal.
5. Kindly note that no appeal right exists in terms of Section 62 of the Local Government Municipal Systems Act, No 32 of 2000.

Yours faithfully


FOR DIRECTOR PLANNING AND ECONOMIC DEVELOPMENT



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 MUNICIPALITY • UMASIPALA • MUNISIPALITEIT
 Department: Planning and Economic Development

APPENDIX 1
FILE NO: 82/18

in this approval document:

"Council" means the Stellenbosch Municipality

"the owner" means the registered owner of the property.

"the site " means FARM 82/18 AND ERF 13789 STELLENBOSCH

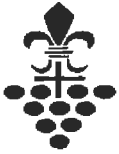
"scheme regulation" has the meaning assigned thereto by the Municipal Planning By-Law.

EXTENT OF APPROVAL: Consolidation, amendment of site development plan and subdivisional plan in terms of Section 60 of the Municipal Planning By-Law.

CONDITIONS IMPOSED: Consolidation, subdivision and rezoning.

CONDITIONS IMPOSED IN TERMS OF SECTION 66 OF THE MUNICIPAL PLANNING BY-LAW

- 1 The approval applies only to the application in question and shall not be construed as authority to depart from any other legal prescriptions or requirements from Council;
- 2 That the previous conditions applicable to this property imposed in Councils letter of approval dated 2013-01-23 be applicable to this approval;
- 3 That the property generally be developed in accordance with the site development plan (drawing 0068-C-101-2) drawn by van der Heerden & Van der Merwe Architects dated 3 March 2016 (Appendix 3);
- 4 That no building plans will be approved prior to the submission of an approved General Plan (electronic or hard copy, containing a GP number and signed by the Office of the SG), or alternatively, in the case of less than 10 erven, the approved SG diagram (electronic or hard copy, containing a SG number and signed by the Office of the SG);
- 5 That building plans will only be approved when all the conditions of subdivision have been complied with;
- 6 That rates clearances in terms of the relevant legislation only be granted once the conditions of approval of the entire development or individual phases have been complied with;
- 7 All subdivided portions to be transferred to the OA, the Council or any other party as determined in terms of the approval, should be done prior to or simultaneously with the transfer of the first erf in the subdivision;
- 8 That building plans must be submitted to this Municipality for approval prior to any building work commencing;



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Department: Planning and Economic Development

- 9 That the on-site parking bays be clearly demarcated in accordance with the site development plan;
- 10 That the conditions of the Engineering Department attached as **Appendix 5** be complied with and that a new development contract be entered into with the Engineers Department;
- 11 That the developer submits a detailed landscape plan (including the open spaces, sidewalks, usage and equipment) for approval with the building plans and that the landscaping be undertaken in accordance with the approved plan to the satisfaction of the Council prior to the 1st unit being transferred or as negotiated with Council;
- 12 That Council reserves the rights to impose any additional conditions if deemed necessary


RECOMMENDED BY:



R Fooy
SENIOR TOWN PLANNER

17/05/2016
Date

RECOMMENDATION ACCEPTED BY:



H Dednam
MANAGER: LAND USE MANAGEMENT

30/05/2016
Date

THE DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT HEREBY APPROVES THE ABOVE RECOMMENDATION.



D. Lombaard
DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

01/06/2016
Date

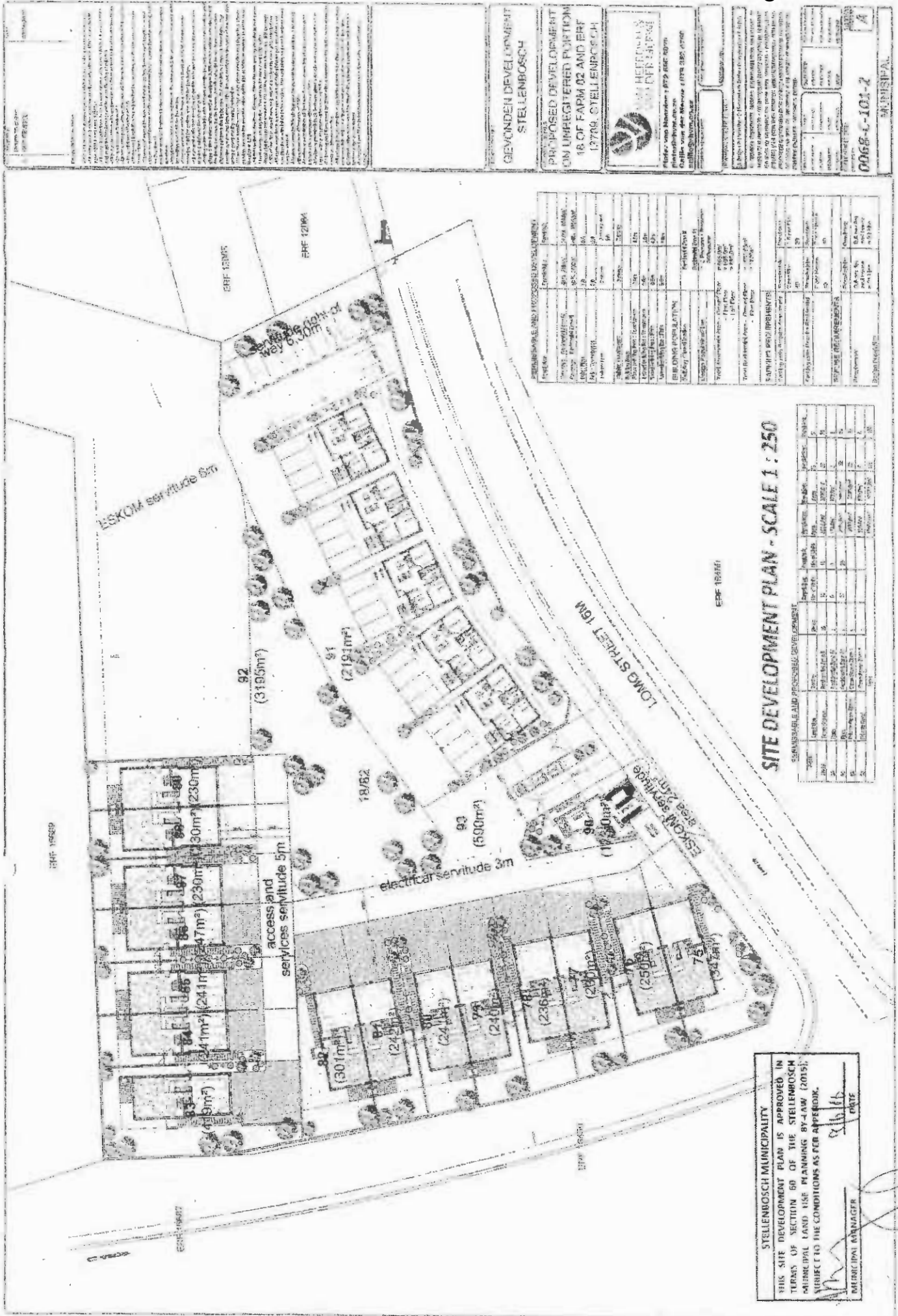


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Department: Planning and Economic Development

APENDIX 3

Application is made in terms of Section 15 (2)(e) (h) & (k) of the Municipal Planning By-Law for the consolidation of Portion 18 of Farm 82 and Erf 13789 Stellenbosch, and the amendment to the site development and subdivisional plan

SITE DEVELOPMENT PLAN



STELLENBOSCH
GEVONDEN DEVELOPMENT
PROPOSED DEVELOPMENT
ON UNREGISTERED PORTION
18 OF FARM 02 AND ERF
17789, STELLENBOSCH

100 METRENS
100 METRENS

Plan: van Aankoms: 1: 250: 2015
Gebruik: van Aankoms: 1: 250: 2015
17789, STELLENBOSCH

0066-1-10-2
STELLENBOSCH

PROPOSED DEVELOPMENT

Item	Area (m²)	Volume (m³)	Height (m)	Notes
1. Residential	1000	1000	10	
2. Commercial	500	500	10	
3. Industrial	200	200	10	
4. Agricultural	100	100	10	
5. Public	50	50	10	
6. Other	20	20	10	

PERMISSIBLE AND POSSIBLE DEVELOPMENT

Item	Area (m²)	Volume (m³)	Height (m)	Notes
1. Residential	1000	1000	10	
2. Commercial	500	500	10	
3. Industrial	200	200	10	
4. Agricultural	100	100	10	
5. Public	50	50	10	
6. Other	20	20	10	

SITE DEVELOPMENT PLAN - SCALE 1:250

STELLENBOSCH MUNICIPALITY
 THIS SITE DEVELOPMENT PLAN IS APPROVED IN
 TERMS OF SECTION 59 OF THE STELLENBOSCH
 MUNICIPAL LAND USE PLANNING BY-LAW (2015)
 SUBJECT TO THE CONDITIONS AS PER APPENDIX.

[Signature]
MUNICIPAL MANAGER



STELLENBOSCH

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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Navrae / Enquiries	R Fooy / U Von Molendorff
U verwysing / Your ref.	-
Ons verwysing / Our Ref.	Farm 82/18, Stellenbosch
Datum / Date	2013-01-23
Telefoon / Telephone	021-808 8680 / 8682
Faks / Fax	021-808 8651

BY HAND

TV3 Town Planners
1st Floor
La Gratitude Offices
97 Dorp Street
STELLENBOSCH
7600

Sir / Madam

APPLICATION TO COMPLY WITH THE APPROVAL CONDITIONS FOR THE APPROVAL GRANTED FOR THE REZONING, SUBDIVISION, DEPARTURE FOR UNREGISTERED PORTION 20 OF THE FARM 82 AND UNREGISTERED CONSOLIDATED PORTION 18 OF THE FARM 82 AND ERF 13789, STELLENBOSCH DIVISION

Your application in the above regard, as well as my letter dated 07 February 2011, refer.

1. **Approval is hereby granted** for the endorsement of the zoning, subdivision and phasing plans for the development on unregistered portion 20 of the Farm 82 and unregistered consolidated portion 18 of the farm 82 and erf 13789, Stellenbosch in terms of Section 25 of the Land Use Planning Ordinance 15 of 1985, as shown on Plan No D2710 page 1 & 2, Dated 11/03/2011, as attached in **Appendix B**, subject to the conditions contained in **Appendix A**.

That **approval be granted** for the amendment of the rezoning approval conditions (c) & (e) in terms of Section 42 of the Land Use Planning Ordinance 15 of 1985.

That **approval be granted** for the rezoning in terms of Section 16 of the Land Use planning Ordinance 15 of 1985 for the unregistered Portion 20 of Farm 82 and consolidated unregistered Portion 18 of Farm 82 and Erf 13789 from Agricultural Zone I to Subdivisional Area for:

- (i) 1 Business Zone II erf (A single storey shopping centre with a maximum building floor area of 1500m²);
- (ii) 37 Residential Zone III erven (Townhouses);
- (iii) 48 Residential Zone IV erven (flats for 166 Residential Zone IV sectional title units and a maximum height of three storeys)
- (iv) 9 Open Space Zone II erven (Private Open Space); and
- (v) 3 Open Space Zone II erven (Private Street);

Ptn 18 of Farm No 82 S (comply with the approval...)

That approval be granted for the Subdivision in terms of Section 24 of the Land Use Planning Ordinance 15 of 1985 for the unregistered Portion 20 of Farm 82 and the consolidated unregistered Portion 18 of Farm 82 and Erf 13789 into:

- (i) 1 Business Zone II erf (Shopping Centre);
- (ii) 37 Residential Zone III erven (consisting of 37 Townhouses);
- (iii) 48 Residential Zone IV erven (consisting of 166 sectional title units)
- (iv) 9 Open Space Zone II erven (Private Open Space);and
- (v) 3 Open Space Zone II erven (Private Street);

That approval be granted for the building line departures on the Residential Zone III & Residential Zone IV erven in terms of section 15 of the Land Use Planning Ordinance 15 of 1985 for the relaxation of the set back, street and side building lines as depicted on the Site Development Plan No 03/2011/SDP-PEV 1, for the unregistered Portion 20 of Farm 82 and the consolidated unregistered Portion 18 of Farm 82 and Erf 13789; and

That approval be granted for the Site Development Plan No 03/2011/SDP-PEV 1 and 03/2011/SDP-PEV 1.1.

The approval set out above is subject to the conditions, as well as the additional conditions set out in **Appendix I**, which conditions must be complied with prior to subdivision clearance being granted for the transfer of any portion and/or registration of a Certificate of Registered Title.

Kindly note, this subdivision approval will lapse unless all conditions of approval have been complied with and separate registration of at least on erf therein is effected in the Deeds Registry within 5 years of Council's final notification letter, which is to follow in due course. Should it be required, any application for extension of validity of the subdivision approval should be lodged well in advance of lapsing of this approval.

Further to the above please note this approval is subject to an Environmental Authorisation issued by the Department of Environmental Affairs and Development Planning, which has a validity period of two years from date of issue.

I wish to advise that the appeal process has now been concluded and that the above decision is therefore now considered final. Accordingly, you may now act on the above decision, subject to compliance with the conditions attached as **Appendix A**.

The requirements as stated in the attached regulations 3.5 and 3.6 of the scheme regulations which have been promulgated in terms of section 7(2) of Ordinance 15 of 1985 (PN.1047/1988) must be complied with.

Services must be provided to the subdivision in accordance with regulation 39 of the regulations promulgated in terms of section 47(1) of Ordinance 15 of 1985 (PN.1050/1988). In this regard your attention is invited to the Provincial Administration's Circulars LG/PB.15/1986 dated 1986-06-20 and LG/PB.17/1986 dated 1986-07-09.

Ptn 18 of Farm No 82 S (comply with the approval...)

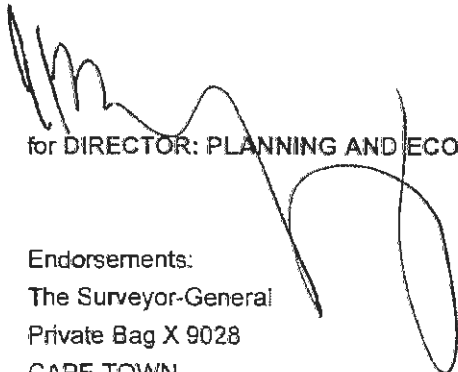
Your attention is also invited to the following:-

Section 26, 27 and 28 of Ordinance 15 of 1985. In terms of section 27(2) this approval lapses within a period of five years from the date of this letter (or such extended period which the Council may approve) if the owner fails to provide the Registrar of Deeds with the documents and information he requires, to meet the requirements of the latter in connection with the cancellation of the existing title conditions, to supply services in accordance with a condition imposed in terms of section 42(1) in respect of the subdivision and to obtain the registration of at least one fundamental unit.

It must be noted that the Surveyor-General, when he approves the diagrams or general plan of the newly created erven, will endorse on the reverse side of the diagram with a rubberstamp the date and reference number of this approval. The Registrar of Deeds will not register the separate erven until my Council has endorsed the Certificate of registered Title or Power of Attorney.

This endorsement will be given at the submission of proof that the establishment conditions, as stated in this letter, have been complied with. Furthermore the title conditions which were imposed, must be mentioned in the power of Attorney or the Certificate of Registered Title, which document, together with the diagrams, must be submitted to my Council for endorsement.

Yours faithfully



for DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

Endorsements:
The Surveyor-General
Private Bag X 9028
CAPE TOWN
8000

Ptn 18 of Farm No 82 S (comply with the approval...)



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 MUNICIPALITY • UMASIPALA • MUNISIPALITEIT
 Department: Planning and Development Services
 Department: Beplanning en Ontwikkeling Dienste

APPENDIX A

File: FARM 82/18 Stellenbosch

In this approval document:

"Council" means the Stellenbosch Municipality

"the Owner" means the registered owner of the property.

"the property" means, Stellenbosch

"scheme regulations" has the meaning assigned thereto by Ordinance 15 of 1985.

EXTENT OF APPROVAL: Approval granted for the endorsement of the zoning, subdivision and phasing plans for the development on unregistered portion 20 of the Farm 82 and unregistered consolidated portion 18 of the Farm 82 and erf 13789, Stellenbosch, as shown on Plan No D2710 page 1 & 2, Dated 11/03/2011, as attached in Appendix B

CONDITIONS IMPOSED: Land Use Conditions

CONDITIONS IMPOSED IN TERMS OF SECTION 42(1) OF THE LAND USE PLANNING ORDINANCE 15 OF 1985 IN RESPECT OF THE PROPERTY CONCERNED:

1. That this approval applies only to the applications in question and shall not be construed as authority to depart from any legal prescriptions or other requirements;
2. That the conditions imposed by the Department of Transport and Public Works as contained in their letter dated 9 December 2011 be complied with, attached as Appendix C;
3. That the conditions imposed by the Department Technical Services as contained in their letter dated 2011-12-08 be complied with, attached as Appendix C;
4. That the conditions imposed by the Department Electrical Services as contained in their letter dated 24 October 2011 be complied with, attached as Appendix C;

Report Compiled by: Date

R Fooy

26/4/2012

R Fooy
 SENIOR PLANNER

Recommended

Date

N. Duze

08/05/2012

N. Duze
 ASSISTANT DIRECTOR: LAND USE MANAGEMENT

THE DIRECTOR: PLANNING AND DEVELOPMENT HEREBY SUPPORTS THE ABOVE MENTIONED RECOMMENDATION.

B Davidson

25/5/2012

B DAVIDSON
 DIRECTOR: PLANNING AND DEVELOPMENT DATE

PHASE 1 SITE DEVELOPMENT PLAN

STELLENBOSCH MUNICIPALITY
LAND USE MANAGEMENT
 THIS SUBMITTAL HAS BEEN APPROVED IN TERMS OF SECTION 21 OF THE SPATIAL ORDERING ACT, 1998 (SOA) SUBJECT TO THE CONDITIONS AS SET FORTH HEREIN.
 DIRECTOR: PLANNING & ENVIRONMENT DATE: _____

STELLENBOSCH MUNICIPALITY
LAND USE MANAGEMENT
 SITE DEVELOPMENT PLAN APPROVED SUBJECT TO THE CONDITIONS AS PER ATTACHED. APPROVED DATE: 23/11/13
 DIRECTOR: PLANNING & ENVIRONMENT DATE: _____



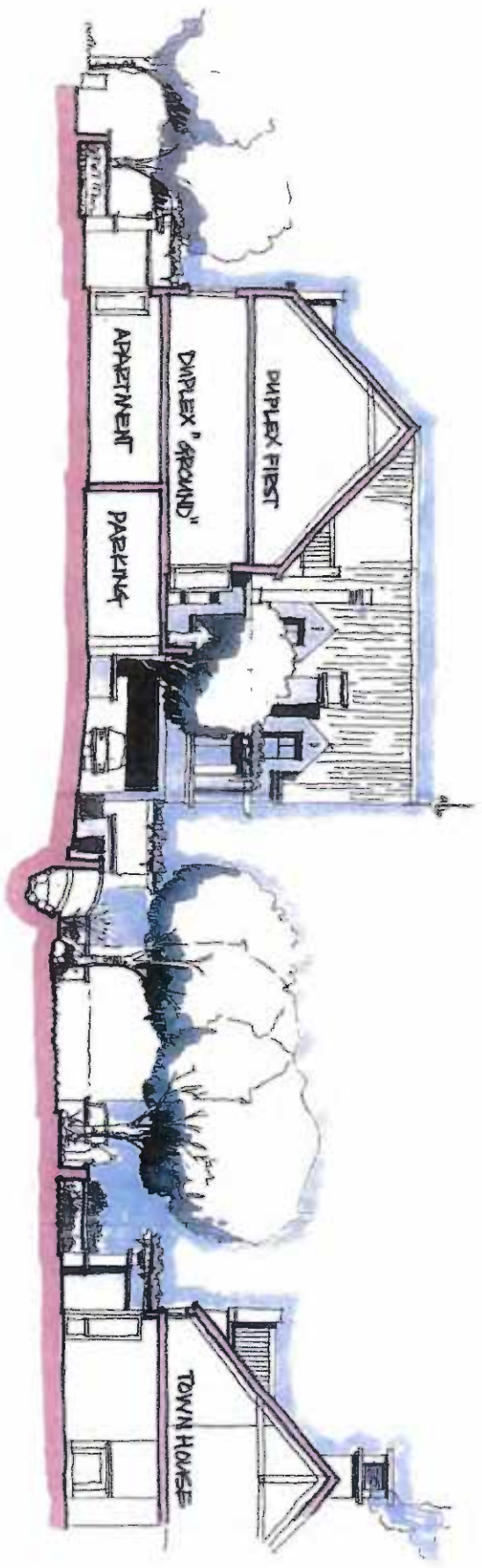
GEVONDEN DEVELOPMENT STELLENBOSCH

PROPOSED DEVELOPMENT OF PORTION 18&20 OF FARM 82 STELLENBOSCH

tv
 ARCHITECTS AND TOWN PLANNERS
 ANGELEEF EN STADSBEWAKERS

PROPOSED TYPICAL SITE SECTION

THE STADSBOSCH LAND DEVELOPMENT
 LAND USE MANAGEMENT
 SITE DEVELOPMENT PLAN _____
 APPROVED SUBJECT TO THE CONDITIONS AS PER
 LETTER DATED _____ 23/11/15
 DIRECTOR PLANNING & ENVIRONMENT



03/2011/SDP-REV.1.1

Architects and Town Planners
 Argitek en Stadsbeplanners



GEVONDEN DEVELOPMENT STELLENBOSCH
 PROPOSED DEVELOPMENT OF PORTION 18 & 20 OF FARM 82 STELLENBOSCH

Notation:



STELLENBOSCH MUNICIPALITY
 LAND USE MANAGEMENT
 THIS SUBDIVISION HAS BEEN APPROVED IN TERMS OF SECTION 25 OF ORDINANCE 15 OF 1983, SUBJECT TO THE CONDITIONS AS PER ANNEXURE
 23/113
 DATE
 DIRECTOR PLANNING & ENVIRONMENT

Figure A,B,C,D,E,F,G,H,I,K represents proposed subdivision of Portion 20 of Farm 82

Erf No.	Notation	Lead Use	Zoning	Even	No of Units	Area (m ²)	%
1-22		Town Houses	Residential Zone II	22	22	4135	13
23-43		Flats	Residential Zone IV	41	139	1044	34
54		Shopping Centre	Business Zone 3	1	1	5039	19
65-72		Private Open Space	Open Space Zone II	8	8	3321	11
73-74		Private Road	Open Space Zone II	2	2	8108	28
				Sub Total	74	661	3102

Figure L,M,N,O,P,Q,R,S,T,U,V,W represents proposed subdivision of unregistered consolidated Portion 18 of Farm 82 and Erf 13749

Erf No.	Notation	Lead Use	Zoning	Even	No of Units	Area (m ²)	%
75-89		Town Houses	Residential Zone II	15	15	3502	38
90-98		Flats	Residential Zone IV	7	27	2431	24
99		Private Open Space	Open Space Zone II	1	1	3198	32
		Private Road	Open Space Zone II	1	1	828	8
				Sub Total	24	42	10058
				Total	98	203	41080

The Development will consist of 4 Development Phases as indicated.
 Figure a,b,c,d and e,f,g,h represents registered servitude over Erf 44
 Figure i,j,k,m and n,o,p,q represents registered servitude over Erf 45
 Figure r,s,t,u,v,w,x,y,z represents registered servitude over Erf 66
 Figure 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,39,40,41,42,43,44,45,46,47,48,49,50,51,52,53,54,55,56,57,58,59,60,61,62,63,64,65,66,67,68,69,70,71,72,73,74,75,76,77,78,79,80,81,82,83,84,85,86,87,88,89,90,91,92,93,94,95,96,97,98,99,100 represents access servitude registered over Erf 84,85,86,87,88,89,90,91,92,93,94,95,96,97,98,99,100
 Figure 101,102,103,104,105,106,107,108,109,110,111,112,113,114,115,116,117,118,119,120 represents access servitude registered over Erf 75,76,77,78,79,80,81,82,83,84,85,86,87,88,89,90,91,92,93,94,95,96,97,98,99,100



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Drawn: WH
 Checked: AP
 Date: 11/09/2011
 Project no.: D2710
 Revision no.: 2
 Drawing: Subdivision Plan
 Plan no.: 1

SUBDIVISION & PHASING : GEVONDEN DEVELOPMENT

First Floor - La Gratitude Office Building
 97 Dorp Street - Stellenbosch 7600
 tel (021) 881 9000
 fax (021) 882 8038
 e-mail: info@pva.co.za
 web: www.pva.co.za



PVA
 ARCHITECTS AND TOWN PLANNERS

APPENDIX 5

**APPLICATION FOR A DEPARTURE AND
DEVIATION FROM THE PROVISIONS OF THE
BYLAW RELATING TO THE CONTROL OF
BOUNDARY WALLS AND FENCES ON FARM
NO. 82/18 AND ERF 13789, STELLENBOSCH
DIVISION**

EXTRACT FROM BYLAW

along the length of the wall, then its height at each end of the slope shall not exceed the permitted height and when the wall/fence is stepped, such stepping shall be in a series of even steps between piers (where necessary) which steps shall not materially deviate from the mean permitted height. The determination of what constitutes material deviation shall be at the discretion of Council provided that such deviation shall not be more than 10% of the permitted height.

- * 5. For **residential zoned** properties the height of any wall or fence (including the entrance structure and columns) shall be regulated as follows;
- (a) *on a street boundary*: - 2.1m high, on condition that 50% of the height of the wall or fence, including gates on residential zoned properties must consist of open decorative work to create transparency. The solid construction shall not interfere with sight lines of vehicles entering or leaving the property, or passing traffic.
 - (b) *on a boundary other than a street boundary*: - 2.1m high and shall comprise of materials as described in sections 9 below, except where the screening of backyards or swimming pools are concerned, in which case the height may at the discretion of Council increased to 2.5m.
6. For **agricultural zoned** properties, the height of walls may not exceed 1m and a fence comprising of only wire or steel palisade (painted colors preferred by council – preferably charcoal, black or dark green) may not exceed 2.1m. No brick piers shall be allowed in wire or steel palisade fences and only the entrance gate structure may be of solid brick structures which shall not be higher than 3,5m for a maximum distance of 10m on both sides of the entrance gate.
7. For all other zoned properties the height of any wall or fence may not exceed 3m. Notwithstanding this provision, Council may prescribe a boundary wall of a height of less than 3m if in Council's opinion the erection of such a wall may detract from the amenities of the area, or may in Council's opinion, be undesirable for any reason that Council may provide from time to time.

Piers and columns

8. Where piers or columns of brick, stone, concrete or similar materials are required by the Council to ensure stability, their size and spacing shall be in accordance with the requirements of Council and the National Building Regulations 0400.

Materials of walls and fences

9. Walls and fences situated on erf boundaries shall be constructed of the following materials only—
- (a) face bricks with face-brick finishing; or

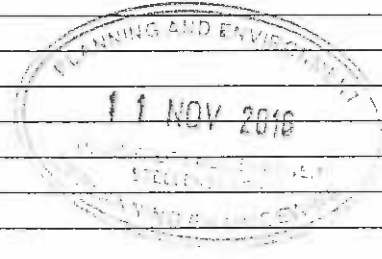
APPENDIX 6

**APPLICATION FOR A DEPARTURE AND
DEVIATION FROM THE PROVISIONS OF THE
BYLAW RELATING TO THE CONTROL OF
BOUNDARY WALLS AND FENCES ON FARM
NO. 82/18 AND ERF 13789, STELLENBOSCH
DIVISION**

**COMMENT FROM THE MANAGER: FIRE
SERVICES**

INTERDEPARTMENTAL CIRCULATION FORM

BER VERW/ FILE REF	Farm 222, Stellenbosch	DATE	25 October 2016
AANSOEKNUMMER/APPLICATION NUMBER	LU/4840		
MEMO AAN/ TO :			
	Director : Traffic Engineer / Engineering Services		
	Manager : Electrical Department		
	Manager : Building Development Management		
X	Manager : Fire Services		
	Manager: Spatial Planning / Heritage / Environment / Signage		
	Manager: Health Department (Winelands Health)		
	Chief Financial Officer		
	Manager: Property Management (P Smit)		
	Manager: Local Economic Development (LED)		
	Manager : Law Enforcement : MR N LANGENHOVEN		



Application	Proposed departure to relax the street building line from 8,0m to 0m in order to accommodate the Eskom mini substation and covered refuse area on Farm 82/18 and Erf 13789 (to be consolidated), Stellenbosch. Application for the by law relating to the control of boundary walls and fences to enable the owner to construct a 2,1m high solid wall on a section alongside the northern and western boundary of the property.
Adres / Address	Stellenbosch
Aansoek Datum / Application Date	01 September 2016
Aansoeker / Applicant	Emile Van Der Merwe Town Planning Consultants

Aangeheg vind u tersaaklike dokumentasie in verband met bogenoemde aansoek. Ten einde my in staat te stel om die aansoek aan die besluitnemingsowerheid vir oorweging voor te lê, word u versoek om my skriftelik van u kommentaar, indien enige, te voorsien. Onderskei asseblief tussen algemene kommentaar op die meriete van die aansoek en enige voorwaardes wat u departement wil opleë indien die aansoek goedgekeur word.

Attached please find the relevant documentation regarding the abovementioned application. Kindly furnish me with your written comment, if any, in order to enable me to submit the application to the decision making authority for consideration. Please differentiate between general comment on the merits of the application and any conditions that your department wishes to impose should the application be approved.

Geliewe die memorandum per hand aan my terug te besorg voor of op:
Please hand deliver the memorandum to me on or before : 25 November 2016

B Mdoda
For DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

ALGEMENE KOMMENTAAR / GENERAL COMMENT: *In Order*

.....

.....

.....

VOORWAARDES/CONDITIONS : *NO OPENINGS ~~with~~ ON boundary line*

.....

.....

	<i>11/11/2016</i>
HANDEKENING / SIGNATURE	DATUM / DATE

F 82/18 S
473857

APPENDIX 7

**APPLICATION FOR A DEPARTURE AND
DEVIATION FROM THE PROVISIONS OF THE
BYLAW RELATING TO THE CONTROL OF
BOUNDARY WALLS AND FENCES ON FARM
NO. 82/18 AND ERF 13789, STELLENBOSCH
DIVISION**

**COMMENT FROM THE MANAGER: BUILDING
MANAGEMENT**

82/18

INTERDEPARTMENTAL CIRCULATION FORM

LêER VERW/ FILE REF Farm 82, Stellenbosch DATE 25 October 2016

AANSOEKNUMMER/APPLICATION NUMBER LU/4840

- MEMO AAN/ TO :
- Director : Traffic Engineer / Engineering Services
 - Manager : Electrical Department
 - Manager : Building Development Management
 - Manager : Fire Services
 - Manager: Spatial Planning / Heritage / Environment / Signage
 - Manager: Health Department (Winelands Health)
 - Chief Financial Officer
 - Manager: Property Management (P Smit)
 - Manager: Local Economic Development (LED)
 - Manager : Law Enforcement : MR N LANGENHOVEN

Application Proposed departure to relax the street building line from 8,0m to 0m in order to accommodate the Eskom mini substation and covered refuse area on Farm 82/18 and Erf 13789 (to be consolidated), Stellenbosch.
Application for the by law relating to the control of boundary walls and fences to enable the owner to construct a 2,1m high solid wall on a section alongside the northern and western boundary of the property.

Adres / Address Stellenbosch

Aansoek Datum / Application Date 01 September 2016

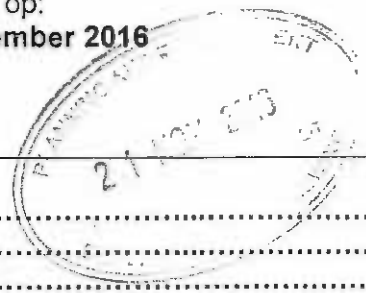
Aansoeker / Applicant Emile Van Der Merwe Town Planning Consultants

Aangeheg vind u tersaaklike dokumentasie in verband met bogenoemde aansoek. Ten einde my in staat te stel om die aansoek aan die besluitnemingsowerheid vir oorweging voor te lê, word u versoek om my skriftelik van u kommentaar, indien enige, te voorsien. Onderskei asseblief tussen algemene kommentaar op die meriete van die aansoek en enige voorwaardes wat u departement wil oplê indien die aansoek goedgekeur word.

Attached please find the relevant documentation regarding the abovementioned application. Kindly furnish me with your written comment, if any, in order to enable me to submit the application to the decision making authority for consideration. Please differentiate between general comment on the merits of the application and any conditions that your department wishes to impose should the application be approved.

Geliewe die memorandum per hand aan my terug te besorg voor of op:
Please hand deliver the memorandum to me on or before : **25 November 2016**

B Mdoda
For DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT



ALGEMENE KOMMENTAAR / GENERAL COMMENT:
.....
IN ORDER.
.....

VOORWAARDES/CONDITIONS :
.....
(A) DEVIATIONS FROM T/P SCHEME REGARDING B/WALLS IS GRANTED & WALLS IS DESIGNED ACCORDING TO NBR FOR FREE STANDING WALLS OF 2.1m.
.....

pp. S. VALENTIN
.....
HANDTEKENING / SIGNATURE

14. 11. 2016
.....
DATUM / DATE

F 82/185

476705

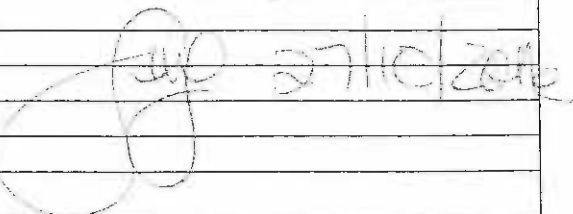
APPENDIX 8

**APPLICATION FOR A DEPARTURE AND
DEVIATION FROM THE PROVISIONS OF THE
BYLAW RELATING TO THE CONTROL OF
BOUNDARY WALLS AND FENCES ON FARM
NO. 82/18 AND ERF 13789, STELLENBOSCH
DIVISION**

**COMMENT FROM THE DIRECTOR:
ENGINEERING SERVICES**

INTERDEPARTMENTAL CIRCULATION FORM

ER VERW/ FILE REF	Farm 822, Stellenbosch	DATE	25 October 2016
AANSOEKNUMMER/APPLICATION NUMBER		LU/4840	
MEMO AAN/ TO :			
<input checked="" type="checkbox"/>	Director : Traffic Engineer / Engineering Services		
	Manager : Electrical Department		
	Manager : Building Development Management		
	Manager : Fire Services		
	Manager: Spatial Planning / Heritage / Environment / Signage		
	Manager: Health Department (Winelands Health)		
	Chief Financial Officer		
	Manager: Property Management (P Smit)		
	Manager: Local Economic Development (LED)		
	Manager : Law Enforcement : MR N LANGENHOVEN		
Application	Proposed departure to relax the street building line from 8,0m to 0m in order to accommodate the Eskom mini substation and covered refuse area on Farm 82/18 and Erf 13789 (to be consolidated), Stellenbosch. Application for the by law relating to the control of boundary walls and fences to enable the owner to construct a 2,1m high solid wall on a section alongside the northern and western boundary of the property.		
Adres / Address	Stellenbosch		
Aansoek Datum / Application Date	01 September 2016		
Aansoeker / Applicant	Emile Van Der Merwe Town Planning Consultants		
<p>Aangeheg vind u tersaaklike dokumentasie in verband met bogenoemde aansoek. Ten einde my in staat te stel om die aansoek aan die besluitnemingsowerheid vir oorweging voor te lê, word u versoek om my skriftelik van u kommentaar, indien enige, te voorsien. Onderskei asseblief tussen algemene kommentaar op die meriete van die aansoek en enige voorwaardes wat u departement wil opleë indien die aansoek goedgekeur word.</p> <p>Attached please find the relevant documentation regarding the abovementioned application. Kindly furnish me with your written comment, if any, in order to enable me to submit the application to the decision making authority for consideration. Please differentiate between general comment on the merits of the application and any conditions that your department wishes to impose should the application be approved.</p> <p>Geliewe die memorandum <u>per hand</u> aan my terug te besorg voor of op: Please <u>hand deliver</u> the memorandum to me on or before : 25 November 2016</p>			
<p>B Mdoda For DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT</p>			
ALGEMENE KOMMENTAAR / GENERAL COMMENT:			
<p>..... <i>Recommended for approval</i> </p>			
VOORWAARDES/CONDITIONS:			
<p>..... </p>			
<p>..... </p>		<p>..... 24/11/2016</p>	
HANDTEKENING / SIGNATURE		DATUM / DATE	

1350 LUPE




F 82/185
6779639

APPENDIX 9

**APPLICATION FOR A DEPARTURE AND
DEVIATION FROM THE PROVISIONS OF THE
BYLAW RELATING TO THE CONTROL OF
BOUNDARY WALLS AND FENCES ON FARM
NO. 82/18 AND ERF 13789, STELLENBOSCH
DIVISION**

**COMMENT FROM THE MANAGER:
ELECTRICAL SERVICES**

FARM 82/18
ELECTRICITY SERVICES: CONDITIONS OF APPROVAL

GENERAL COMMENT:

1. The electrical consulting engineer responsible for the development shall schedule an appointment with Manager Electricity Services (Engineering Services) before commencing with the construction of the development. As well as to discuss new power requirements if required. (021 8088336)

CONDITIONS

2. Development Bulk Levy Contributions are payable.

3. The development's specifications must be submitted to Stellenbosch Municipality (Engineering Services) for approval. i.e.

- a) The design of the electrical distribution system
- b) The location of substations(s) and related equipment.

4. A separate distribution board/s shall be provided for municipal switchgear and metering. (Shall be accessible & lockable). Pre-paid metering systems shall be installed in domestic dwellings.

5. 24-hour access to the location of the substation, metering panel and main distribution board is required by Technical Services. **(Street side of property) With no obstruction.**

6. Appropriate caution shall be taken during construction, to prevent damage to existing service cables and electrical equipment in the vicinity, should damage occur, the applicant will be liable for the cost involved for repairing damages.

7. On completion of the development, Stellenbosch Municipality (Technical Services) together with the electrical consulting engineer and electrical contractor will conduct a take-over inspection.

8. No electricity supply will be switched on (energised) if the Development contributions, take-over Inspection and Certificate(s) of Compliance are outstanding.

9. All new developments and upgrades of supplies to existing projects are subject to **SANS 10400-XA** energy savings and efficiency implementations such as:

- Solar water Heating or Heat Pumps in Dwellings
- Energy efficient lighting systems
- Roof insulation with right R-value calculations.
- Cooking with gas
- In large building developments;
 - Control Air condition equipment tied to alternative efficiency systems
 - Preheat at least 50% of water with alternative energy saving sources
 - All hot water pipes to be clad with insulation with R-value of 1
 - Provide a professional engineer's certificate to proof that energy saving measures is not feasible.



Signature

06/12/2016

Date

APPENDIX 10

**APPLICATION FOR A DEPARTURE AND
DEVIATION FROM THE PROVISIONS OF THE
BYLAW RELATING TO THE CONTROL OF
BOUNDARY WALLS AND FENCES ON FARM
NO. 82/18 AND ERF 13789, STELLENBOSCH
DIVISION**

**COMMENT FROM THE MANAGER: SPATIAL
PLANNING, HERITAGE AND ENVIRONMENT**



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Spatial Planning, Heritage and Environment

To : Head: Customer Interface & Administration
 From : Manager: Spatial Planning, Heritage & Environment
 Date : 5 December 2016
 Re : Application for departures: Farm 82/18, Stellenbosch

I refer to your request for comment on the above application.

This department supports the application.

pp. Blomberg

B de la Bat

MANAGER: SPATIAL PLANNING, HERITAGE AND ENVIRONMENT

07 DEC 2016

F 82/18S

480206

7.3.2	IDENTIFICATION OF LAND FOR EMERGENCY HOUSING: PHASE 1
-------	--

1. PURPOSE OF REPORT

To inform Council on the processes followed to date with the identification of land for emergency housing in the WC024 municipal area; to propose a way forward to finalise the process for identifying appropriate land; and to gain authorisation for a workshop with Council regarding the matter.

2. BACKGROUND

Evictions in terms of the Extension of Security of Tenure Act, No. 62 of 1997 (ESTA) and other relevant legislation have increased over the past few years. Stellenbosch Municipality has received a significant number of notices for eviction. Council has a constitutional obligation to provide temporary relief to people in urban and rural areas who find themselves in emergency situations.

As was recently evident from the devastating fires in the Southern Cape and flooding on the Cape Peninsula it is clear that the term “emergency housing” does not relate only to evictions of the poor in communities, but a variety of mostly unforeseen incidents can create an unplanned need for emergency housing. It is predicted that climate change will contribute to a significant increase in the likelihood that disasters such as veld fires, flooding, droughts, tornadoes, hailstorms, extreme heat etc. will occur more frequently and potentially with greater vigour.

For the municipality to be in a position to render assistance effectively it has to plan for such eventualities (proactive) and be ready to assist once the need was identified (reactive). At the moment appropriate located land, zoned correctly and serviced to an acceptable standard is lacking and hampers the process of assisting those in need speedily. Notwithstanding the aforementioned the municipality, when and where possible, should seek to take preventative measures and should avoid using policies indiscriminately or in a manner that may incentivise negligence.

Section 26 (1) and (2) of the Constitution of the Republic of South Africa, (Act 108 of 1996) compels the municipality to provide for adequate housing or take reasonable legislative and other measures within its available resources to achieve the progressive realisation of the right to have access to adequate housing.

3. DISCUSSION

The Fourth Generation IDP 2017-2022 has the five strategic goals which are the Valley of Possibility, a Green and Sustainable Valley, a Safe Valley, Dignified Living and Good Governance and Compliance. Planning for and providing temporary emergency housing to affected people and communities falls largely under the strategic goal “A Safe Valley”

It is thus essential that the municipality address the issue proactively by anticipating the need for emergency housing in the broad sense of the word and to prepare for reactive assistance when such a need occurs. With reference to the first instance it translates to planning and providing for emergency housing needs spatially and in the later instance it requires a disaster management plan and an efficient policy environment to deal with all situations that might occur. Through Section 26 of the Municipal Systems Act (No 32 of 2000) it is incumbent on a municipality to include in its IDP a spatial development framework (MSDF) and “applicable disaster management plans”.

The Fourth Generation IDP includes as required by the Municipal Systems Act a Municipal Spatial Development Framework (MSDF) and Disaster Management Plan (DMP).

3.1 Municipal Spatial Development Framework

The current, approved Stellenbosch MSDF is silent on the designation of specific land parcels for possible emergency housing within or outside urban edges. The MSDF directs that instead of expanding the footprint of built areas, suitable locations for residential development need to be identified either as part of existing settlements through densification, redevelopment, infill and integration of existing settlements.

It would therefore be advisable that these sites should be located within existing urban edges to avoid any contradictions with the principles of the MSDF considering the use of the land will be for residential purposes, whether temporary or permanent. This principle contained in the MSDF is in line with National and Provincial planning principles.

3.2 Municipal Disaster Management Plan

On the other hand the IDP's response to emergency housing needs is guided by the Municipal Disaster Management Policy. The Stellenbosch Municipal Disaster Management Policy must be read in conjunction with the Disaster Management Act, 2002, National and Provincial Disaster Management Frameworks, 2005 and 2014 respectively as well as the Cape Winelands District Municipality Framework.

The Policy allows for the establishment of disaster management organisational structures and capacity at municipal level and does not necessarily identify areas or any criteria for sites suitable for emergency housing within the municipal area.

3.3 Human Settlements Plan

Although the Systems Act does not refer to a plan for Municipal Housing/Settlements as a minimum component required for an IDP it is essential that all local authorities resolve this burning issue appropriately and by default include such a strategy and plan in the IDP and relevant sector plans. The municipality is currently in the process of reviewing the Human Settlements Plan in order for this plan to be aligned with the Urban Development Strategy and MSDF to be approved in June 2018. The Housing Pipeline for Stellenbosch Municipality was approved by Council in June 2016. The emphasis of this revision was to give spatial context to this strategic document and also then to align it with the IDP and MSDF.

3.4 Current Municipal Response to Emergency Housing

From the current sectoral plans dealing directly or indirectly with emergency housing issues it is apparent that some integration indeed took place although largely only reactive in nature. For instance, the **Emergency Housing Assistance Policy** as approved by Council on 23 November 2016 (**APPENDIX 1**) aims to provide temporary aid and assistance in the form of basic municipal engineering services and/or shelter in emergency situations to persons who are destitute and in desperate need and/or crisis situation. Victims of such an occurrence (as set out in Section 23 of the Disaster Management Act) must be issued with an emergency fire kit/emergency flood kit. These emergency kits may include material and allows for a rudimentary but dignified, safe and secure structure of approximately 3m x 3m to be constructed.

Various categories of assistance are provided for under this policy including “transitional accommodation”. Being more proactive in nature this category aims to reserve 10% of the total number of sites in any housing project undertaken by the municipality for formal housing. Persons assisted will be provided with a structure that meets the requirements of the National Housing Code and will have access to services (which may be communal).

Support and assistance to local authorities are available through the National Housing Programme for Housing Assistance in Emergency Housing Circumstance instituted in terms of Section 3(4) (g) of the Housing Act 1997. The objective of this program is to provide for temporary relief to people in urban and rural areas who find themselves in specified emergencies. Assistance takes the form of grants to municipalities to enable them to respond rapidly to emergencies by means of the provision of land, municipal engineering services and shelter. It includes the possible relocation and resettlement of people on a voluntary and cooperative basis in appropriate cases.

It can be derived from the above that for the municipality to be in a position to respond efficiently and quickly to any emergency housing situation whether due to the occurrence of a disaster or through the eviction of people it had to identify and prepare appropriate locations previously for such relief measures to be provided. Only through proper planning can the response by the municipality mitigate the damage of potential events that could endanger an individual’s well-being.

To achieve the stated strategic goal of “a Safe Valley” it is necessary to identify and prepare land for emergency housing that will enable the municipality to react efficiently and quickly so as to manage any kind of emergency situation that may occur.

4. PREVIOUS STUDIES

Due to the pressing nature mainly of evictions the identification of land for emergency housing was the subject of various studies and investigations over time, none of which resulted in properly located, adequately serviced and correctly zoned land.

CNdV Africa was appointed by the Director: Planning & Economic Development Services to compile a draft report on the evaluation of sites for Managed Land Settlement Housing during June 2006. This report was not approved by Council.

The Directorate: Human Settlements and Property Management in conjunction with other departments attempted unsuccessfully on various occasions to identify and recommend emergency housing sites that can be prepared for this purpose.

In spite of the attention the issue of emergency housing received over the past number of years a concerted and integrated effort to resolve the issue proactively did not succeed. At best, emergency housing was dealt with in an ad hoc manner. Stellenbosch Municipality is not unique in this regard. In the research paper “South Africa’s Emergency Housing Programme: A prism of urban contest” the author Liza Rose Cirolia argues that the EHP implementers are constrained by conflicted urban development imperatives that include: systemic housing demand, building investment-friendly and efficient cities, and other developmental programmes.

The paper further reflects that there is a struggle to balance the conflicting and often incommensurable development imperatives required of local and provincial governments while literally and figuratively ‘fire-fighting’ the emergency situations that beset ‘informal cities’. Problematic implementation of the programme

foregrounds the internal struggles of municipalities to simultaneously address the emergency needs of poor people and the long-term development of sustainable human settlements.

In addition, there is pressure to build efficient and investment-friendly cities, and to address a plethora of other developmental concerns, including education, health and economic development, which require financial budget, capacity, space, and prioritisation. As such, the provision of emergency housing is stunted by a lack of aligned urban policy which confronts and negotiates these trade-offs.

The conflicting development imperatives referred to above resulted in many a municipality addressing emergency housing reactively and through ad hoc intervention only. Moreover, community and neighbourhood resistance from all classes and races puts pressure on local implementers to isolate and peripheralise temporary camps.

In spite of the critic above the Emergency Housing Programme is an important subsidy tool in South Africa. It allows the state to fulfil its constitutional mandate to ensure access to adequate shelter and respond hastily to emergency situations. Its success is however dependant on its alignment with urban development policy.

5. PROPERTIES IDENTIFIED FOR POSSIBLE EMERGENCY HOUSING

With the above essential requirement evident this report will attempt to list all those sites, some of which were identified in previous studies, to be investigated further. These are:

	ERF	AREA	AVAILABLE SERVICES		Municipal Owned
			Water	Sanitation	Y/N
1	Erf 6887, Stellenbosch & Abutting Road Reserve	Cloeteville	Yes	Yes	Yes
2	Erf 2	La Motte	Yes	Yes	Yes
3	Farm 1024/3, Paarl Division	Wemmershoek	Yes	Yes	Yes
4	Erf 2183	Klapmuts	Yes	Yes	Yes
5	Erf 64	Kylemore	Yes	Yes	No
6	Farm 1006, Paarl Division	Meerlust	Yes	Yes	Yes
7	Farm 527, Stellenbosch	Jamestown	Yes	Yes	Yes
8	Erf 6301, Stellenbosch	Cloeteville	Yes	Yes	Yes
9	Farms 66/9, 74/3 & 74/23, Stellenbosch	Koelenhof	Yes	Yes	Private
10	Farms 393/11, 1307/2, 1307 & 387, Stellenbosch	Vlottenburg	Yes	Yes	Under transfer as conditions
11	Farm 468/28, Stellenbosch	Lynedoch	Yes	Yes	Private
12	Farms 283, 281, 281/8, Stellenbosch	Vredenburg Farm	Yes	Yes	No (State)
13	Farm No. 616, Stellenbosch	Raithby	Yes	Yes	No
14	Farm No. 182 & 183, Stellenbosch	Kaya Mandi	Yes	Yes	Yes
15	Erf 7272 and road reserve (undeveloped land)	Cloeteville	Yes	Yes	Yes
16	Farm 527 (partially developed land)	Stellenbosch	Yes	Yes	Yes
17	Beltana (± 2ha) abutting "food gardens"	Stellenbosch	Yes	Yes	Yes
18	Eastern portion of Van der Stel Sports Grounds, abutting Taxi Rank	Stellenbosch	Yes	Yes	
19	Temporary tented camps on open spaces : Erf 4644(Papegaaiberg) and Erf 342 (Klapmuts)	Stellenbosch Klapmuts	Yes	Yes	

List of identified properties for Emergency Housing investigations

6. COMPARATIVE ASSESSMENT

Informative trends emerging from emergency housing practices could generally be summarized as follows.

6.1 Standards

While the Temporary Relocation Areas (TRAs) generally have now been raised to the basic standards, it is sometimes questioned whether these spaces are adequate, dignified and habitable. Some TRAs are at a standard that is close to, if not better than, some formal housing (i.e. one toilet per house, aesthetically pleasing, etc.).

6.2 Problems of transitional relocation areas

TRAs are usually in undesirable locations because the pressing immediacy under which they are developed often offers the state few options for available land parcels. This has often led to loss of jobs, access, and social networks for poor households.

TRAs were once imagined to be temporary sites. However, with their ongoing use, they have become permanent fixtures in many cities. The de-facto permanent nature of such areas is cause for concern. Despite their permanent nature existing TRAs present a variety of issues in that they are unsafe and not well-located; not integrated with established communities, inaccessible, far from most public amenities, do not offer security of tenure; and do not provide options for permanent placement.

6.3 Complex institutional relationships

Several role players are involved in the implementation of emergency housing in the Stellenbosch Municipal area and may often have overlapping responsibilities. These include the internal municipal departments, the Provincial Department of Human Settlements, and private companies. Invariably, conflicts arise as a result of their overlapping responsibilities, leading to disputes over resources, available land, and authority on project activities.

Additional to the above is the different political perspectives on the best criteria for the identification of the location for emergency housing sites.

6.4 Systemic Housing Needs

The normalisation of emergency conditions creates tensions between the RDP and emergency housing on the ground. Those waiting in backyards and informal settlements for their housing dispensation frequently become infuriated by the use of the programme to rehouse and relocate 'newcomers', 'queue jumpers' (who are seen to be moving up on the housing 'waiting list') and 'non-qualifiers' (particularly non-South Africans).

These tensions are most acutely felt by local implementers who are tasked with delivery and explanation. Because of both the loose definition of emergency and the contested nature of the 'waiting list', validating the use of housing resources on 'emergency situations' is a political (and frequently legal) exercise, rather than a technical or administrative one. It involves subjective decision making regarding what and who qualifies.

7. WAY FORWARD

For the municipality to effectively plan and provide for emergency housing requires a good understanding and agreement on the following issues:

- Waiting constitutes “emergency housing”?
- Who should be beneficiaries of such a programme?
- What is the magnitude and frequency of the problem?
- How much land will be required to provide for emergency housing?
- How do the municipality respond to the human nature and needs of beneficiaries?
- What type of structure is required and what level of services should be provided?
- What will constitute an acceptable structure not only to the beneficiaries but also to the receiving public?
- Are there any innovative solutions which could be considered?

8. COMMENTS FROM OTHER DEPARTMENTS**8.1 LEGAL SERVICES**

None received.

8.2 FINANCIAL SERVICES

The Financial Department has no objections and supports the item.

9. CONCLUSION

Dealing with emergency housing effectively is complex and difficult due to conflicting and often incommensurable development imperatives required of local governments grappling with addressing the emergency needs (of mostly poor people) and the long-term development of sustainable human settlements. The responsibility to build efficient and investment-friendly cities and to address other very relevant developmental concerns may result in a lack of alignment of urban policy.

The conflicting development imperatives result in municipalities addressing emergency housing reactively and through ad hoc intervention only. Moreover, community and neighbourhood resistance from all classes and races put pressure on local implementers to isolate and peripheralise “temporary camps”.

Including and integrating emergency housing as part of the spatial development framework will go a long way to achieve a proactive approach to providing such assistance.

However, to enable the inclusion of emergency housing and in order to make it an integral part of urban policy it is necessary to fully understand what constitutes “emergency housing” and what the response of the municipality should be planning for it. Agreement amongst all role players, including the broader community, is essential to obtain a focussed approach in dealing with the matter once and for all.

To this end all Councillors should be called to a workshop with all relevant Directors and Managers to work through the intent of and proposals regarding emergency housing prior to a report being tabled.

APPENDICES

Appendix 1: Item and Emergency Housing Assistance Policy

Appendix 2: Maps – Item 5: Properties Identified for Possible Emergency Housing

Appendix 3: Comments from the Department Property Management

MAYORAL COMMITTEE MEETING: 2017-10-11: ITEM 5.3.9

RECOMMENDED

- (a) that in order to understand and agree on the uncertainties (as listed in paragraph 7 of the report), it is proposed that a workshop be held amongst the relevant municipal directorates and Ward Councillors, to:
- (i) discuss, agree and formulate a response to the questions listed in paragraph 7;
 - (ii) determine criteria for the selection of suitable emergency housing sites; and
- (b) that the Director: Planning & Economic Development be mandated to coordinate the aforementioned workshop.

Meeting:	13 th Council: 2017-10-25	Submitted by Directorate:	Economic Development & Planning Services
Ref No:	17/P/4 & 17/4/3	Author:	Manager: Spatial Planning
Collab:	544596	Referred from:	Mayco:2017-10-11

FURTHER COMMENT BY THE MUNICIPAL MANAGER: 2017-10-19

That in addition to the Mayoral Committee's recommendation above, that recommendation (c) be added; i.e.:

- (c) that after the workshop envisaged in (a) above, the item be resubmitted to Council for consideration.

APPENDIX 1

<p style="text-align: center;">STELLENBOSCH MUNICIPALITY REVISED EMERGENCY HOUSING ASSISTANCE POLICY</p>

1. INTRODUCTION

The Municipality recognises that it has a shared obligation in terms of, among others, section 26(2) of the Constitution of the Republic of South Africa, 1996, Act 108 of 1996 (the Constitution) to take reasonable legislative and other measures, within its available resources, to achieve the progressive realisation of the right to have access to adequate housing.

The Municipality further recognises its shared obligation to assist persons who are destitute, in desperate need and crisis situations.

In fulfilment of these obligations the Municipality must endeavour to have a coherent program or policy in place within its available resources to assist persons who are destitute, in desperate need and crisis situations.

This Policy is implemented in furtherance and fulfilment of the Municipality's shared obligations in terms of the Constitution, other relevant legislation, related statutory instruments and case law to provide temporary assistance to persons who are destitute and in desperate need and/or crisis situations and to lay down guidelines in this regard.

The principles outlined in this Policy will be incorporated into the housing strategy/plan of the Municipality.

The Municipality in terms of this Policy aims to express itself on only emergency housing assistance which is a facet of the Housing Plan of Stellenbosch Municipal Council. It is thus clear that this policy of the National Housing Code only governs provision of housing in emergency circumstances described in Chapter 12, which is not tantamount to the progressive realisation of housing for all inhabitants.

2. AIMS OF THE POLICY

This Policy seeks to establish a basis for the implementation of all relevant and applicable legislation case law and statutory instruments which is utilised in the decision making process on the provision of emergency housing.

The aim is to provide temporary aid and assistance in the form of basic municipal engineering services and/or shelter in emergency situations as elaborated upon hereunder to persons who are destitute and in desperate need and/or crisis situations.

Note that the provision of this type of assistance does not detract from the municipality's overall objectives in terms of section 26 of the "Constitution," and does not promote queue jumping in that the provision of this type of temporary assistance is limited to emergencies.

3. DEFINITIONS

In this Policy, the following words shall, unless otherwise stated or inconsistent with the context in which they appear, bear the following meanings¹:

- | | |
|---|--|
| 3.1 Basic municipal engineering services | Limited to potable water services, sanitation services, access roads and open lined storm water systems provided on a shared base in a dense settlement pattern; |
| 3.2 Beneficiaries / Victims | Persons who are resident in the jurisdiction of the municipality and find themselves in an emergency and who are desperately poor, homeless and unable to address their housing emergency from own resources or from other resources such as willing relatives or friends; |
| 3.3 Budget | The allocation of funds for emergency housing in any given financial year. These funds may differ from year to year; |
| 3.4 Emergency sites | Pieces of land in municipal ownership identified by Council from time to time for the provision of emergency housing. |
| 3.5 Emergency / Disaster | Disaster as contemplated under the Disaster Management Act (57 of 2002); Emergency as contemplated under the Disaster Management Act and called by the Disaster Management Department of Stellenbosch Municipality; |

¹ All definitions obtained and where necessary modified from WordWeb <http://wordweb.info/free/>

3.6 Eviction / (Orders)	An order granted by competent Court for an eviction. This document distinguishes between a formal eviction and an informal eviction, as explained in clause 3.9 and 3.10 hereunder;
3.7 Evictee	Person expelled or ejected without recourse to legal process or forced to move out by a legal process;
3.8 Evictor	Person expelling or ejecting another without recourse to legal process or forces another to move out by a legal process;
3.9 Formal eviction	Eviction in accordance with an eviction order from a competent Court;
3.10 Informal eviction	Persons are put out on the street without any Court proceedings or a judgement or an eviction order from a competent Court. (These evictions usually occur over weekends or at night)
3.11 Informal dwelling²	A structure that is constructed with wood, iron, plastic or a combination of these materials, which does not meet the standards of safety in building and does not comply with the National Building Regulations. These structures can be found in backyards or in informal settlements;
3.12 Municipality	Stellenbosch Municipality;
3.13 Meaningful engagement	Municipality and representatives from both parties in the eviction matter negotiate the terms under

² Modified. Original *defu* available at www.capetown.gov.za/eu/stats/documents/informal%20Dwellings.htm. Accessed 8 March 2016

	which the court judgement must be executed;
3.14 Mediation	The act of intervening for the purpose of bringing about a settlement.
3.15 Policy	The policy set out in this document as amended from time to time;
3.16 Prescribed form	The application form/affidavit attached to this Policy for emergency housing assistance APPENDIX 1 ;
3.17 Professionally declared	The professional opinion and recommendation of a consultant or an official of Council who specialise in that field of expertise;
3.18 Relocation	The removal of people by the municipality from their place of residence to a suitable location in accordance with the prescribe(s) of various Court judgements;
3.19 Report(s) to Court	Municipality prepares a report for Court setting out the terms for meaningful engagement / mediation and/or the provision of alternative accommodation;
3.20 Settlement Agreement	Settlement Agreement is the agreement reached between the parties and is submitted as part of the Court proceedings;
3.21 "Surprise" Eviction	Where the evictee fails to inform the Municipality timeously of a formal eviction or when an informal eviction occurs over night or during a weekend without prior knowledge by the Municipality of said eviction;
3.22 Temporary Relocation Area	An area identified by Council where the persons affected by emergencies can be

accommodated on a temporary basis.

In this Policy words importing the masculine gender include the feminine and neuter genders and *vice versa*; the singular includes the plural and *vice versa*; and natural persons include artificial persons and *vice versa*.

4. SCOPE, APPLICATION AND CRITERIA

This Policy will only apply to persons who are destitute and who find themselves in desperate need and/or crisis situations, such situations being referred to and defined below as “Emergencies”, and only these persons will qualify for temporary emergency housing assistance (TEPA) under this Policy.

In the event of persons facing eviction, an eviction order must first be obtained from a competent Court before such persons will be assisted under this Policy.

The purpose of this Policy is ***not to***:

- assist landowners, in the absence of legal eviction proceedings, with the provision of alternative accommodation for occupiers of their properties;
- provide alternative accommodation to occupiers where such responsibility is on the landowners;
- Promote or foster queue-jumping by persons not listed on the Municipality's ordinary waiting list for housing.

Assistance provided under this Policy will only be of a temporary nature, and is not intended to provide a permanent solution and should not be considered as such.

4.1 Emergencies

An emergency exists when the Municipality, after application by the affected persons on the prescribed form, has confirmed that the persons affected qualify as a “Beneficiary”. Table 1 (below) is a non-exhaustive list of possible categories of emergency.

Table 1: Categories of Emergency

Categories of Emergency		Competent Authority / Department / Directorate
4.1.1	Destitute and homeless as a result of a declared state of disaster , where assistance is required, including cases where initial remedial measures have been taken in terms of the Disaster Management Act, 2002 (Act No. 57 of 2002) by government, to alleviate the immediate crisis situation;	1. Disaster Management
4.1.2	Destitute and homeless as a result of a situation which is not declared as a disaster / emergency, but destitution is caused by extraordinary occurrences such as floods, strong winds, severe rainstorms and/or hail, snow, devastating fires, earthquakes and/or sinkholes or large disastrous industrial incidents;	2. Disaster Management
4.1.3	Or live in professionally declared dangerous conditions such as on land being prone to dangerous flooding, or land which is dolomitic, undermined at shallow depth, or prone to sinkholes or an a landfill site;	1. Planning & Economic Development 2. Engineering Services
4.1.4	Or live in the way of engineering services or proposed services such as those for water, sewerage, power, roads or railways, or in reserves established for any such purposes;	1. Engineering Services
4.1.5	Or are legally evicted or threatened with imminent eviction in accordance with a final eviction order from a competent Court from land or from unsafe buildings, or are in unsafe situations where based on professional advice warrants proactive steps ought to be taken to forestall such consequences;	1. Human Settlements in consultation with Legal Services
4.1.6	Or whose homes are demolished , or who are in situations where proactive steps ought to be taken to forestall such consequences;	1. Planning & Economic Development 2. Disaster Management 3. Law Enforcement
4.1.7	Or are displaced or threatened with imminent displacements as a result	1. Law Enforcement 2. Disaster Management

	of a state of civil conflict or unrest, or are in situations where pro-active steps ought to be taken to forestall such consequences;	3. Planning & Economic Development 4. Human Settlements in consultation with Legal Services
4.1.8	Or live in professionally declared conditions that pose immediate threats to life, health and safety and require emergency assistance; or	1. Engineering Services 2. Planning & Economic Development 3. Disaster Management

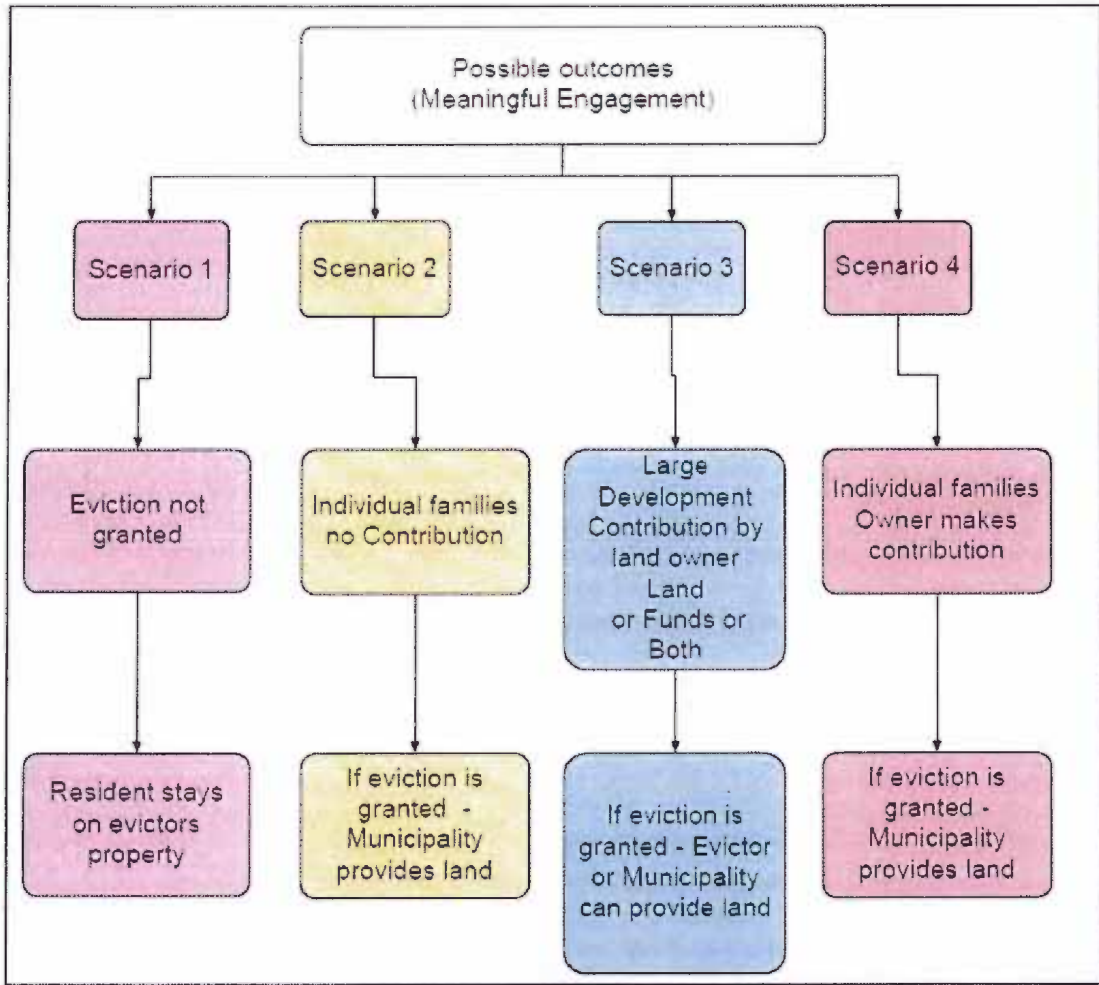
4.2 Meaningful engagement

The process of meaningful engagement was developed over time by various Court judgments to ensure that Municipalities are involved in the eviction process from an early stage. Therefor the purpose of the meaningful engagement process is to reduce the number of incidences where the municipality is "surprised" by a formal or informal eviction.

Effectively all parties negotiate the terms under which an eviction can occur and these terms eventually becomes the order of the court. In accordance with this process 4 scenarios are investigated, discussed and negotiated. The outcome of the meaningful engagement process becomes the order of the court.

Fig 1: Meaningful Engagement (scenarios)

5.



5. FUNDING / BUDGET

- 5.1 The Municipality recognises that it has a shared obligation, within its available resources, to implement this Policy and will, within its available resources and insofar as is possible, assist those persons who require immediate assistance, in terms of this policy.
- 5.2 The Municipality will also apply for any/all possible funding available from outside sources.
- 5.3 An emergency revolving fund will be established in which all funds including funds obtained from the relevant National/Provincial department in terms of the relevant application; funds from other sources of the Municipality as well as external funding contributions received will be deposited in order to address the objectives of this Policy.

6. CATEGORIES OF ASSISTANCE

Once an emergency has been declared by the relevant authority / Department / Directorate the Municipality provides various types and levels of assistance. Table 2 hereunder provides a non-exhaustive list of assistance. The list is compiled from observations by the ISD of assistance over the last 5 years.

Table 2: Categories of Assistance

Circumstance (category of emergency)	Type of assistance		By Whom / order of ascendance (delegation)	Example	
	Emergency Kit	Materials			
Minimal structural damage (at most)	Emergency Kit	Materials	1. Disaster Management	Vehicle accidents all areas ³	Fire / Flood
Declared Emergency by Disaster Management Department in accordance with the Disaster Management Act Total destruction of structure	Enhanced Emergency Kit Refer also clause 6.1 to clause 6.4 hereunder	Materials	1. Disaster Management 2. JOC 3. Council	Langrug Fire	Fire
Eviction Order	Wendy House	3x3, 6x3 or 9x3 structure, depending on family size Note: 3 x 3 for single or couples with no dependents 3 x 6 families up to and including 5 individuals 3 x 9 families up to and including 10 individuals Specifications determined from time to time.	1. Human Settlements in consultation with Legal Services 2. MM 3. Council	Kreefgat, Jamestown Zone A, Kayamandi Landfill	Fire Fire Eviction order
Relocation by Municipality	Wendy House	3x3, 6x3 or 9x3 structure, depending on family size Note: 3 x 3 for single or couples with no dependents 3 x 6 families up to and including 5 individuals 3 x 9 families up to and including 10 individuals	1. JOC 2. Council 3. Legal Section	Kreefgat / 7de Laan, Jamestown Zone A, Kayamandi Landfill	Fire Fire Eviction order

³ Taxis on a regular basis drive into informal structures

		Specifications determined from time to time.			
Evicted over weekend or at night	Community Halls		1. Disaster Management 2. Law Enforcement 3. Council		

The level of assistance by the municipality depends on various cases highlighted above and elaborated in above mentioned table.

The various categories of assistance provided under this Policy depend on the specific circumstances and are dictated by the specific situation, as the case may be. The various categories are the following:

6.1 Accommodation kept in reserve for possible disasters / emergencies

- This entails the accommodation of persons in community halls or other buildings designated for this purpose as a temporary measure.

6.2 Temporary accommodation that is readily available

- This entails the temporary accommodation of persons at any place as decided by Council from time to time.
- Persons assisted will be provided with a temporary residential unit of a dignified nature and have access to services, which may be communal.

6.3 Transitional accommodation

- This form of accommodation will be established under the relevant housing programme of national and provincial government by setting aside a minimum of 10% of the total number of sites for formal housing in human settlement projects, as identified and earmarked by the Municipality from time to time, or sites identified by the Municipality for emergency accommodation and applying for funding in this regard, depending on the need that may exist.
- Persons assisted will be provided with a structure that meets the requirements of the relevant chapter of the National Housing Code and have access to services, which may be communal.

6.4 Shelters

- This entails the temporary accommodation of persons at one of the shelters operated or funded by the Municipality; as showed in the above mentioned table.

It is in the discretion of the Municipality to determine which categories of assistance apply to specific persons and which category of assistance to use in a specific situation, depending on, and with reference and having regard to, the specific circumstances of particular persons.

The assistance is only of a temporary nature and should not be considered as a permanent measure

The Municipality can and reserves the right to, in its discretion, temporarily move persons to another suitable site.

Any person assisted under this Policy will be required to enter into an agreement with the Municipality in order to regulate the terms and conditions of such person's accommodation, in particular the temporary nature thereof and any ancillary and/or related obligations.

7. SHORT TITLE AND COMMENCEMENT

This policy is the only document of Council/Municipality that regulates Emergency Housing needs and shall be called **Emergency Housing Assistance Policy (EHAP)** and shall come into operation on the date of the final adoption by Council.

APPENDIX 2

Item 5 – Properties Identified for Possible Emergency Housing

1. Erf 6887, Stellenbosch (Cloetesville) & Abutting Road Reserve - undeveloped



2. Erf 2, La Motte - undeveloped



3. Farm No. 1024/3, Paarl Division (Wemmershoek) - undeveloped



4. Erf 2183, Klappmuts – partially occupied





6. Farm 1006, Paarl Division (Meerlust) – state land under transfer.



7. Jamestown (Farm 527, Stellenbosch) – partially developed.



8. Erf 6301, Stellenbosch (Cloetesville) - undeveloped



9. Klapmuts (Farm No. 744/3, Paarl Division) – Fully development since



10. Koelenhof (Farm No. 66/9, 74/3, 74/23, Stellenbosch) – private land which is partially developed since



11. Vlottenburg (Farms 393/11, 1307/2 & 1307, Stellenbosch) – approved for but not yet developed private land



12. Lynedoch (Farm 468/28, Stellenbosch) – undeveloped private land





14. Devon Valley, Vredenburg Road sites (Farm 183, Stellenbosch) – undeveloped but not suitable due to safety concerns.



15. Vredenburg Farm (Farms 281, 281 & 283/8, Stellenbosch) – undeveloped state land



16. Raithby (Farm 616, Erf 151, 154) – partially developed private land.



17. Franschhoek (Langrug's existing informal residential areas was identified) – fully occupied.



18. Kaya Mandi (Farm 182 & 183, Stellenbosch) – partially developed.





20. Farm 527, Stellenbosch (Jamestown) – partially developed.



APPENDIX 3

Appendix 3

Comments from the Department Human Settlements & Property Management:

FURTHER COMMENTS

1. The item should also draw Council's attention to the temporary structures which are needed to relocate families in these proposed developments. The material used should be of a more durable nature e.g. Nu-tec and Council should budget for this.
2. The item should also (if possible) provide a comment on the availability of electricity in these areas.

POSSIBLE DISCUSSION POINTS

- 1.1 Access to electricity in these areas;
- 1.2 The leasing of these properties (rental agreements);
- 1.3 Water saving methods (pre-paid water meters, water tanks, etc.).

7.3.3	COMMENT ON THE FINAL ENVIRONMENTAL IMPACT ASSESSMENT REPORT AND ENVIRONMENTAL MANAGEMENT PROGRAM FOR THE PROPOSED VLOTTENBURG VILLAGE DEVELOPMENT, STELLENBOSCH
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1. PURPOSE OF REPORT

The purpose of this report is twofold:

- Firstly to inform Council as to the actions taken by the Directorate: Planning & Economic Development (DPED) following the resolution made by Council at the 39th Council Meeting of Stellenbosch Municipality (2016/03/30) regarding comment on the Draft Environmental Impact Report (DEIR) for the Proposed Vlotenburg Village Development submitted in terms of the National Environmental Management Act, 107 of 1998 (NEMA).
- Secondly, for Council to decide on the comment prepared on the Final Environmental Impact Assessment Report (FEIR).

Given the scale of the proposed development, the potential implications the proposed development may have on Vlotenburg, on Municipal infrastructure and the broader Stellenbosch area, the wide ranging comments and objections and potential sensitivity of the matter, the DPED's comment (paragraph 3) on the FEIR and Environmental Management Programme (Volumes 1 & 2) is herewith submitted to Council for approval before it is formally submitted as part of the above NEMA process.

Table 1: Abbreviations.

DEA&DP	Department of Environmental Affairs & Development Planning
DEIR	Draft Environmental Impact Report
DPED	Directorate: Planning & Economic Development
FEIR	Final Environmental Impact Report
NEMA	National Environmental Management Act, 107 of 1998
SDF	Spatial Development Framework
SM	Stellenbosch Municipality

2. COUNCIL RESOLUTION

In the absence of a clear delegation permitting the DPED to comment on applications submitted in terms of the NEMA comment on the DEIR for the proposed development was submitted to Council for consideration. The 39th Council Meeting of Stellenbosch Municipality (2016/03/30) resolved, in terms of Item 8.5:

- (a) *that the Delegation be granted to the Director: Planning and Economic Development to submit comment on environmental authorization application;*
- (b) *that Council does not support the proposed Vlotenburg Village development.*

The table below summarises the actions taken by the DPED prior to and following the above Council resolution.

Table 2: DPED Actions.

Action / Request	Timeframe	Date	Annexure
SM response to Scoping Report		2014/08/11	Annex. 1
Meeting held between consultants and officials from DEA&DP / SM		2014/09/25	Annex. 2
Meeting held between consultants and officials from DEA&DP / SM		2015/01/27	Annex. 3
Request to comment on DEIR	2015/12/14-2016/02/12	2015/12/14	Annex. 4
Item with comments submitted to Planning & Economic Development Committee Meeting		02/2016	
Item submitted to Council		03/2016	Annex. 5
Comments on DEIR submitted		2016/04/05	Annex. 6
Meetings with SM executives re. Vlotenburg Development			Annex. 7
Request to comment on FEIR (and FEIR)	2017/06/26-2017/07/17	2017/06/23	Annex. 8
Communication informing late submission		2017/06/30	Annex. 9
Item with comments submitted Council		08/2017	
Communication from DEA&DP requesting SM input		2017/09/14	Annex. 10

Following the above Council Resolution the DPED submitted comment on 12 other applications submitted in terms of NEMA. It is only in this instance, for the reasons included above, that the item is brought to Council.

Table 3: DPED comments on other NEMA applications.

Report	Date
Draft Basic Assessment Report: Proposed Rezoning and Construction of a Residential Security Estate on Portion 86 of Farm 222, Haasendal, Kuilsriver DEA&DP Reference: 16/3/1/1/A5/A3/1044/14	2016/07/20
Draft Basic Assessment Report: Proposed Extension of the existing telecommunication base station on Portion 44 of Farm 20, Stellenbosch DEA&DP Reference: 16/3/3/1/B4/45/1018/16	2016/07/25
Draft Basic Assessment Report: Proposed stabilization of the left bank of the Franschhoek River on Farm Klein Dassenberg no 1551, Franschhoek DEA&DP Reference: 16/3/3/6/7/1/B4/12/1120/16	2016/08/17
Draft Basic Assessment Report: Proposed Mt Vernon Development on Portion 36 of the Farm Bronkhorst no 748, Paarl DEA&DP Reference: 16/3/3/1/B3/28/1019/16	2016/08/17
Draft Basic Assessment Report: Proposed Canola Processing Plant on Portion 2 of the Farm no 750, Klappmuts, Stellenbosch DEA&DP Reference: 16/3/3/1/B4/23/1025/16	2016/10/06
Pre-application Basic Assessment Report: Proposed Mixed Use Development on Portion 7 and 10 of the Farm 1674, Boschendal DEA&DP Reference: 16/3/3/16/7/1/B4/45/1096/15	2016/11/18
Basic Assessment Report: Proposed Development of the Kylemore Reservoirs and Associated Infrastructure DEA&DP Reference: 16/3/1/1/B4/45/1005/13	2016/11/18
Proposed repair and/or upgrade of the Brandwacht Aan Rivier Residential Estate's security fence and erosion control infrastructure, Erf 16168, Stellenbosch.	2017/05/02
Proposed Welgegund Domaine Prive Residential development of Farm 372/1, Paradyskloof, Stellenbosch. DEA&DP Reference: 16/3/3/1/B4/23/1025/16	2017/05/17
Proposed River Maintenance Management Plan Associated with the Holden Manz Bridge, Farm 1657, Franschhoek.	2017/06/23
Eerste River Masterplan, Stellenbosch. DEA&DP Reference: 16/3/3/6/7/1/B4/45/1034/17	2017/07/17
Basic Assessment Process for the Proposed Arra Residential Development on Portion 7 of the Farm Weltevreden No. 744, Klappmuts	2017/07/20

3. PROPOSED COMMENT

In essence the development proposal in its current form differs little from that submitted/assessed in the DEIR (March 2016 comment). The applicant is under no obligation to amend any proposal based on comment submitted, but this directorate hoped for a better outcome given its positive interaction with the applicants. The directorate is not opposed to the development of the area and even recommended in favour of an amended SDF (March 2017) to accommodate development. It is the composition, form and character of the proposed development that is not supported.

The following comment is relevant for both Alternative 1 and 2 presented in the FEIR for the proposed Vlottenburg Village Development:

- 3.1 Vlottenburg is indicated in Stellenbosch's Municipal Spatial Development Framework (MSDF) as one of fourteen (14) interconnected urban nodes within Stellenbosch Municipality. This is due to its location at the intersection of the R310, Vlottenburg Road and the railway line. Vlottenburg is therefore recognised for urban development, a mixed income settlement, rural in nature, designed to address the needs of the immediate surrounding area.

In light of the above this Department, however, is concerned about the proposed development alternatives in their current form. This is due to the following factors:

- 3.2 Substantial portions of the proposed development are planned to occur outside of the demarcated urban edge of Vlottenburg. The current proposal represents urban sprawl. Whilst Vlottenburg is identified in the MSDF as a rural node, development around Vlottenburg should not occur laterally, but instead be densified within the current footprint and designated urban edge of Vlottenburg, in particular along Vlottenburg Road and the existing railway station.
- 3.3 In terms of the Draft Stellenbosch Development Framework that expands on the MSDF Vlottenburg forms one of several urban nodes built around integrated public transport services. Vlottenburg has immense potential in this regard with particular reference to the existing railway station within Vlottenburg and its location next to the railway line. The current proposal does not support or enhance this principle but remains dependant on private transport modes with a lack in a pro-active layout design connecting the proposed residential development components with the railway station or alternative modes of transport.
- 3.4 The development in its current form seems to have been planned in isolation with reference to Polkadraai Smallholdings, Longlands, Digteby and the proposed Woodmill development.
- 3.5 The current proposal is exclusive rather than inclusive and will not address the housing backlog in the municipality where the greatest need is for affordable housing and security of tenure. Provision should be made for a spectrum of housing typologies that include and integrate all income groups. This includes GAPP housing, social housing and possibly farm worker housing.
- 3.6 The scale and characteristics of the current proposal, i.e. sprawl, low density, private vehicle orientated development makes the proposed development a suburb of Stellenbosch rather than a consolidation and a development of a lower order settlement, rural village or hamlet that are self-sustaining as is envisaged by the MSDF.

-
- 3.7 This Department does not support the proposed Vlottenburg Village development in its current form due to the above. This Department will support a development proposal that is in line with the intended character and scale of Vlottenburg rural node, a plan that will be less costly in terms of transportation and social equity and a plan that supports the achievement of an integrated, compact, high density urban area inclusive of housing opportunities for farm workers and lower income (primarily tenants) citizens.
- 3.8 Stellenbosch Municipality was required to comment on the FEIR by 17 July 2017. However, given the reasons included above, the Director chose not to exercise his delegation and insisted on referring the matter to Council. The item was submitted for approval on 16 August 2017. As in Annexure 10 the Municipality was granted extension for comment to an undefined, but urgent, date (clarification in this regarded included under Annexure 11).

RECOMMENDED

that the following comment be submitted in response to the invitation to comment on the Final Environment Impact Assessment Report (FEIR) for the proposed Vlottenburg Village Development submitted in the terms of the National Environment Management Act (NEMA):

- i) Vlottenburg is indicated in Stellenbosch's Municipal Spatial Development Framework (MSDF) as one of fourteen (14) interconnected urban nodes within Stellenbosch Municipality. This is due to its location at the intersection of the R310, Vlottenburg Road and the railway line. Vlottenburg is therefore recognised for urban development, a mixed income settlement, rural in nature, designed to address the needs of the immediate surrounding area.

In light of the above this Department, however, is concerned about the proposed development alternatives in their current form. This is due to the following factors:

- ii) Substantial portions of the proposed development are planned to occur outside of the demarcated urban edge of Vlottenburg. The current proposal represents urban sprawl. Whilst Vlottenburg is identified in the MSDF as a rural node, development around Vlottenburg should not occur laterally, but instead be densified within the current footprint and designated urban edge of Vlottenburg, in particular along Vlottenburg Road and the existing railway station.
- iii) In terms of the Draft Stellenbosch Development Framework that expands on the MSDF Vlottenburg forms one of several urban nodes built around integrated public transport services. Vlottenburg has immense potential in this regard with particular reference to the existing railway station within Vlottenburg and its location next to the railway line. The current proposal does not support or enhance this principle but remains dependant on private transport modes with a lack in a pro-active layout design connecting the proposed residential development components with the railway station or alternative modes of transport.
- iv) The development in its current form seems to have been planned in isolation with reference to Polkadraai Smallholdings, Longlands, Digteby and the proposed Woodmill development.
- v) The current proposal is exclusive rather than inclusive and will not address the housing backlog in the municipality where the greatest need is for affordable housing and security of tenure. Provision should be made for a spectrum of housing typologies that include and integrate all income groups. This includes GAPP housing, social housing and possibly farm worker housing.

-
- vi) The scale and characteristics of the current proposal, i.e. sprawl, low density, private vehicle orientated development makes the proposed development a suburb of Stellenbosch rather than a consolidation and a development of a lower order settlement, rural village or hamlet that are self-sustaining as is envisaged by the MSDF.
- vii) This Department does not support the proposed Vlottenburg Village development in its current form due to the above. This Department will support a development proposal that is in line with the intended character and scale of Vlottenburg rural node, a plan that will be less costly in terms of transportation and social equity and a plan that supports the achievement of an integrated, compact, high density urban area inclusive of housing opportunities for farm workers and lower income (primarily tenants) citizens.

Meeting:	13 th Council: 2017-10-25	Submitted by Directorate:	Economic Development & Planning Services
Ref No:		Author:	Manager: Spatial Planning
Collab:		Referred from:	Mayco:2017-10-11

Annexure 1: Stellenbosch Municipality's response to the proposed development's Scoping Report (2014/08/11)



STELLENBOSCH

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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Spatial Planning, Heritage and Environment

Office Tel no : 021 808 8652 | Jeanne.Basson@stellenbosch.gov.za

Your Ref: 1311

Date: 11 August 2014

DEA&DP Ref: 16/3/1/2/B4/46/1011/13

For attention: Charl Cilliers

WITHERS ENVIRONMENTAL CONSULTANTS

PO Box 6118

Uniedal

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Re: **DRAFT SCOPING REPORT: PROPOSED VREDENHEIM MIXED-USE DEVELOPMENT ON VARIOUS FARMS IN AND AROUND VLOTTENBURG HAMLET, STELLENBOSCH**

The above document makes reference of the Stellenbosch Spatial Development Framework (SDF, 2012) in that the SDF identifies Vlotenburg Hamlet as one of 12 outlying nodes for residential development within the Stellenbosch Municipal Area. The SDF is quoted as follows: *The land between Vlotenburg and De Zalze and Onder Papegaaiberg could be relatively easily developed into continuous urban suburbs.* Reference is made to Stellenbosch Municipality Council Decision dated 28 February 2013 omitting the above section from the approved SDF. The proposed development is viewed as being situated outside of the urban edge of Stellenbosch and of Vlotenburg and is therefore not supported. From a spatial perspective care must be taken to not allow Stellenbosch and Vlotenburg to grow into one linear urban development in the future, hence the importance of reserving the space between Stellenbosch and Vlotenburg for agricultural purposes.

Kind regards

BJG DE LA BAT

MANAGER: SPATIAL PLANNING, HERITAGE AND ENVIRONMENT

Annexure 2: Minutes of the meeting held between consultants and officials from DEA&DP / SM (2014/09/25)



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MEETING WITH OFFICIALS

THE PROPOSED VREDENHEIM MIXED-USE DEVELOPMENT ON VARIOUS FARMS IN AND AROUND THE VLOTTENBURG HAMLET, STELLENBOSCH SUMMARY OF MEETING DISCUSSION POINTS (NOT VERBATIM MINUTES)

Date: Thursday, 25 September 2014, 9h00

Venue: Vredenheim Conference Centre (Baden Powell Drive / R310).

1. Present	
<p>Project team: Aubrey Withers AW Charl Cilliers CC Buks Zeeman BZ Jan van Rensburg JvR Elzabe Bezuidenhout</p> <p>Officials: Andrea Thomas</p> <p>Helene Jansen Tania de Waal Schalk vd Merwe Bernabé de la Bat Mare-Liez Oosthuizen MO Dupré Lombaard DL EJ Wentzel Vincent Harris Arabel McClelland AM</p> <p>Additional Distribution: Adriaan Mentz AMz Cordia Louw</p>	<p>Withers Environmental Consultants (WEC) WEC Aurecon TV3 Architects and Planners Vredenheim (Landowner and Applicant)</p> <p>Department of Environmental Affairs and Development Planning (DEA&DP): Land Management DEA&DP: Land Management DEA&DP Stellenbosch Municipality Stellenbosch Municipality DEA&DP Stellenbosch Municipality: Planning and Economic Development Stellenbosch Municipality: Manager: Transport Roads and Stormwater Stellenbosch Municipality: Manager: Development Services DEA&DP Case Officer.</p> <p>Stauch Vorster Stauch Vorster</p>

2. Apologies	Action
None	
3. Introductions and Welcome	Action
Charl Cilliers (CC) welcomed the meeting attendees, and thanked everyone for attending the meeting. The meeting attendees then introduced themselves, and stated their affiliations.	
4. Purpose of the Meeting	Action
CC stated that the DEA&DP called the meeting, and that the main purpose of the meeting would be to discuss the DEA&DP's comments on the Draft Scoping Report (DSR) for the proposed development dated 4 September 2014.	

5.	Discussion	Action
	<p>Arabel McClelland (AM) began the discussion of the DEA&DP's comments on the DBAR for the proposed development. AM stated that, according to the engineering services report, a new reservoir may need to be constructed. Due to the proposed development being outside the urban edge of Stellenbosch, and the size of the proposed reservoir (2 634kt), Activity 2 of Government Notice No. R. 546 may be triggered, and should potentially be included in the list of Activities applied for.</p>	<p>BZ to determine the capacity and location of the reservoir by 17/10/14.</p>
	<p>CC responded that the location of the reservoir had not been included in the DSR, as its location had not yet been decided upon. CC also stated that, as the development is still in the early stages of planning, the required capacity of the reservoir might actually be lower than initially expected.</p>	<p>CC to include in FSR.</p>
	<p>VH indicated that the Municipality would require a new reservoir to provide adequate water supply to the greater Vlotenburg area. It was suggested that BZ discuss the municipal water needs with VH and possibly design one large reservoir to cater for needs.</p>	<p>BZ to arrange meeting with VH by 17/10/14</p>
	<p>AM added that the proposed location and envisaged capacity of the new reservoir must be clarified in the Final Scoping Report (FSR). Alternatively, a note must be included in the FSR to indicate that the final location and / or capacity of the reservoir has not yet been determined.</p>	<p>AMz to provide by 31/10/14</p>
	<p>Mare-Liez Oosthuizen (MO) added that the location (and capacity) of the new reservoir must also be specified on the Alternative Sites Development Plan(s).</p>	
	<p>AM stated that the Application Form must be amended to include the additional Listed Activity, if required.</p>	<p>CC</p>
	<p>AM noted that in terms of the new Standard Operating Procedure ("SOP") between DEA&DP, and the Department of Water Affairs (DWA), the Environmental Assessment Practitioner (EAP) must have a water use pre-application meeting with the DWA to determine whether a General Authorisation or Water Use Licence is required in terms of the National Water Act (NWA), 1998. Since the DSR has already been made available for public comment, the DEA&DP requires the Applicant to comply with and proceed as from Step 12 of the aforementioned SOP.</p>	<p>CC to follow up with Toni Belcher</p>
	<p>CC responded that since the application is currently in the Scoping Phase, and since the scope of the proposed development could change substantially during the course of the EIA Process, it is not possible to determine at this point in time exactly what should be included in the Water User Licence Application (WULA).</p>	
	<p>CC added that, as such, the WULA will be only be submitted to the DWA once the appointed freshwater specialist has gathered enough information (and once more clarity has been obtained with regard to the development proposal), without having to submit an amendment at a later stage.</p>	
	<p>AM stated that since the development proposal could be amended during the course of the EIA process, that any communication between the EAP and the DWA must be attached to the FSR. CC replied that any communication between the freshwater specialist and the DWA would be attached to the FSR.</p>	<p>CC to include in FSR.</p>
	<p>MO reiterated that the EAP (or the freshwater specialist) must interact with DWA as early as possible in the planning process, in order to obtain their guidance, and to initiate the process of obtaining a Water Use Licence as early as possible.</p>	
	<p>AM stated that since the DSR mentioned the inclusion of a filling station within the development, the DEA&DP's Directorate: Pollution Management should be included as an Interested and Affected Party (I&AP) in the Public Participation Process.</p>	<p>CC to add to list of I&APs and obtain the relevant comments</p>
	<p>AM added that comment from the following relevant authorities would be required as part of the Public Participation Process: Stellenbosch Municipality, CapeNature, Department of Agriculture, Department of Water Affairs, and Department of Transport and Public Works.</p>	
	<p>CC added that meetings had taken place between the engineers and the Department of Transport and Public Works, but no written comments have been received by the Department of Transport and Public Works on the project to date. The other relevant authorities / State Departments were provided with copies of the DSR, and will be retained as registered I&APs throughout the EIA process.</p>	<p>CC</p>

<p>AM stated that the DEA&DP require greater clarification and additional detail with regards to the various components of the proposed development, such as the "agri-village" (i.e. number of units proposed). AM also stated that a distinction should be made between the various proposed land-uses, such as how "mixed use commercial" is different from the alternatively proposed "commercial" versus "office park" components of the development. Specific details, such as Gross Lettable Area (GLA) is required.</p> <p>AM added that, based on the layout provided in the DSR, infrastructure, including roads and pipelines, may be aligned to cross watercourses, existing roads and under the railway line. AM further added that consideration must be given to the potential impacts associated with these infrastructure components of the development.</p> <p>AM stated that the printed maps and layouts provided within the hard copy of the Preliminary Engineering Services Report were difficult to read, and AM suggested to include separate layouts showing the proposed bulk infrastructure, roads, etc., along with the SDPs. A1 plans should be provided in the ensuing reports.</p> <p>AM stated that the potential contamination impact associated with the operational phase of the filling station must be taken into account, particularly given its proposed location in relatively close proximity to the Sanddrift River.</p> <p>CC responded that a greater amount of detail on the exact location and impacts of bulk infrastructure will be provided in the FSR. CC added that the various components of the development will be unpacked and described in greater detail in the FSR.</p> <p>Aubrey Withers (AW) added that a project team meeting was held the previous week (on 18 September 2014), where the project team was given all the comments received to date, and that the points previously mentioned by AM were addressed at that meeting.</p> <p>Dupré Lombaard (DL) stated that the description of the site would need to provide greater detail of the components of the development proposal, and the components must be consistent throughout the various specialist reports that are to be attached to the FSR, and to subsequent EIA phase reports.</p> <p>AW responded that the description of the project will be standardised in all the future documents to be produced.</p> <p>AW added that (with regards to the proposed petrol station), a Geotechnical study must be undertaken to determine the soil types on the site, and to determine whether or not corrosion of underground steel fuel storage tanks would be likely to take place. AW also stated that factors such as the chemical composition of the groundwater at the site for the proposed filling station will need to be determined in such a Geotechnical study (as the PH of ground water determines its corrosiveness).</p> <p>CC stated that in the project team meeting of the previous week, the possibility of alternative locations for the filling station was discussed. Alternative locations for the filling station will be provided in the FSR.</p> <p>AM stated that the alternatives considered in the DSR appear limited and are nearly the same. AM recommended that consideration is given to including additional alternatives in the FSR, such as effectual layout alternatives relating to the individual components within the development, and to the associated infrastructure. The consideration of additional alternatives should serve to avoid negative impacts, mitigate unavoidable negative impacts, and to maximize positive impacts of the proposed development.</p> <p>CC and AW responded that the economic feasibility and viability of the two development alternatives presented in the DSR was considered by the project team to be of utmost importance.</p> <p>AW added that the two layout alternatives presented in the DSR were designed to take the results of the baseline specialist studies that have been completed into account. AW explained that about a year's worth of such studies were carried out to determine, <i>inter alia</i>, the characteristics of the suitability of the soil for agriculture, site accessibility, flood lines, visual impacts, heritage criteria etc. These determinants were used to compile an environmental constraints plan (attached as Figure 4 to the DSR). The constraints plan informed both layout alternatives. This had the effect of reducing differences between the layout alternatives, which meant that both layouts could be considered "reasonable" and "feasible" in the DSR.</p> <p>MO responded that such background information should be provided in follow-up documents (i.e. in the FSR and in EIA phase reports) as to how the "preferred" and other layout alternatives were arrived at by the project team.</p>	<p>AMz to provide by 31/10/14</p> <p>CC to assess in the DEIR</p> <p>BZ to update engineering report by 31/10/14.</p> <p>CC to assess in the DEIR</p> <p>CC to include in FSR</p> <p>AMz and Tv3 to provide.</p> <p>CC to contact specialists</p> <p>BZ to discuss with the service provider</p> <p>AMz and BZ to provide by 31/10/14</p> <p>AMz to provide additional layout alternatives by 31/10/14</p> <p>CC to include in the FSR</p>
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	<p>DL stated that other development alternatives (besides the no-go alternative), which may also be feasible, should be considered by the project team. DL explained that agricultural development alternatives, such as feedlots should be considered and assessed during the EIA process. DL also stated that that alternative locations for the proposed development should be considered (e.g. at "Droë Duike" adjacent to the Cape Pine Sawmill, and on Municipally-owned land adjacent to Nuutvoorbij). DL also stated that the "Sitari" development at Croydon, could be considered by the project team and used as an alternative model for the proposed Vredenheim development.</p> <p>AW responded that the Applicants were the owners of the Vredenheim farms, and questioned the logic behind assessing alternative locations which did not belong to them, especially Municipal or State land.</p> <p>DL responded that the law (NEMA) allows for developers to obtain authorisation to develop on land which they do not own.</p> <p>AW responded stating that whilst the suggestions made by DL could be considered by the project team, that the vision for the project is to develop Vlotenburg as a separate hamlet (and not to link Vlotenburg to Stellenbosch) <i>inter alia</i> providing housing to the farm workers of surrounding farms, and not to consider land far removed from Vlotenburg.</p> <p>AM stated that the Environmental Management Plan (EMP) for the proposed development should include a Maintenance Management Plan (MMP) to detail future maintenance work within the watercourses on site. AM explained that, should the MMP be approved, that future maintenance work specified within the MMP would not require an environmental authorisation prior to the undertaking thereof. CC responded that a MMP would be compiled according to the DEA&DP's guidelines.</p> <p>DL stated that the impact of the development on the cultural landscape and on tourism should be considered. DL also stated that transport oriented development should be taken into consideration, as it refers to the use of different modes of transport within the development, and between the development and Stellenbosch, including non-motorised transport. DL added that more detail should be provided with regards to climate change mitigation, modern rainwater harvesting techniques and with regard to on-site energy generation. DL also requested more detail with regard to the waste management system to be implemented in the development. CC responded that the suggestions made by DL will be considered and incorporated into the FSR.</p> <p>MO stated that, being outside the urban edge of Vlotenburg, that most of the proposed development is not in line with the Municipal Spatial Development Framework (SDF). MO added that such developments beyond the urban edge result in strain on the Municipality's financial resources by having to provide for Municipal Services.</p> <p>Vincent Harris (VH) stated that from an engineering point of view, the provision of engineering services to the proposed development will not be problematic.</p>	<p>CC to include agricultural alternatives in the FSR. Tv3 / AMz to provide an "agricultural" alternative by 31/10/2014</p> <p>CC to include a MMP in the DEIR</p> <p>CC to advise Graham Jacobs and Jonathan Bloom. BZ to provide requested detail wrt transport and engineering by 31/10/14</p> <p>Tv3 / AMz to provide a layout alternative within the urban edge of Vlotenburg by 31/10/2014</p>
6.	Meeting Closure	
	The meeting was adjourned at 10:00, after which CC took the DEA&DP officials on a site visit of the various components of the proposed development.	

**MEETING NOTES COMPILED BY: JESSICA DU TOIT AND CHARL CILLIERS
WITHERS ENVIRONMENTAL CONSULTANTS**





PROPOSED VREDENHEIM MIXED-USE DEVELOPMENT ON VARIOUS FARMS IN AND AROUND THE
VLOTTENBURG HAMLET, STELLENBOSCH





MEETING WITH OFFICIALS

Date: Thursday 25, September 2014, 9h00
Venue: Vredenheim (Baden Powell Drive / R310).

ATTENDANCE REGISTER

(Please write your details clearly.)

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Helene	Janser	1 Dorp Str CT 8000	DEA+DP Land Man.	Tel: 021 483 3544 Cell: Fax:	
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Annexure 3: Minutes of the meeting held between consultants and officials from DEA&DP / SM (2015/01/27)



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MEETING WITH DEA&DP AND STELLENBOSCH MUNICIPAL OFFICIALS

THE PROPOSED VREDENHEIM MIXED-USE DEVELOPMENT ON VARIOUS FARMS IN AND AROUND THE VLOTTENBURG HAMLET, STELLENBOSCH SUMMARY OF MEETING DISCUSSION POINTS (NOT VERBATIM MINUTES)

Date and time: Tuesday, 27 January 2015 at 14:30

Venue: The Mayor's Committee Room, 2nd Floor, Municipal Building, Plein Street, Stellenbosch

1.	Present	
	<p><u>Project team:</u> Aubrey Withers AW Charl Cilliers CC Buks Zeeman BZ Jan van Rensburg JvR Anton Prinsloo Elzabe Bezuidenhout Adriaan Mentz AMz</p> <p><u>Officials:</u> Andrea Thomas</p> <p>Helene Jansen HJ Mare-Liez Oosthuizen MO Schalk vd Merwe SvDM Bernabé de la Bat BdIB Dupré Lombaard DL EJ Wentzel EJ Pedro April Widmark Moses WM Arabel McClelland AM Willem Pretorius Marbe Coetzee</p> <p><u>Additional Distribution:</u> Cordia Louw</p>	<p>Withers Environmental Consultants (WEC) WEC Aurecon TV3 Architects and Planners TV3 Architects and Planners Vredenheim (Landowner and Applicant) Stauch Vorster</p> <p>Department of Environmental Affairs and Development Planning (DEA&DP) Land Management DEA&DP – Planning Directorate DEA&DP – Planning Directorate Stellenbosch Municipality – Environmental Management Stellenbosch Municipality – Planning and Economic Development Stellenbosch Municipality – Planning and Economic Development Stellenbosch Municipality – Planning and Economic Development Stellenbosch Municipality – Planning and Economic Development Stellenbosch Municipality – Planning and Economic Development DEA&DP – Land Management: Case Officer Stellenbosch Municipality – Development Services DEA&DP – Land Management</p> <p>Stauch Vorster</p>

2. Introductions and Welcome
Charl Cilliers (CC) welcomed the meeting attendees, and thanked everyone for attending the meeting.
3. Apologies
None
4. Purpose of the Meeting
CC stated that the main purpose of the meeting was to discuss the Alternative Site Development Plans that have been produced by the project team arising from the comments and concerns raised by Officials at the Joint meeting held on 25 September 2014 at the Vredenheim Conference Centre.
5. Discussion
<p>CC handed over to Jan van Rensburg (JvR) who introduced the various alternative SDPs, and explained the philosophy behind them, including:</p> <ul style="list-style-type: none"> a) The No-Go Alternative b) Development within the CNdV SDF-defined "urban edge" c) The Preferred Alternative – as presented in the DSR d) The new Alternative SDP arising from previous comments <p>JvR indicated that development within the (loosely) CNdV SDF-defined "urban edge" would be assessed, but added that there were serious heritage and economic constraints associated with such a development. JvR stated that such development within the CNdV "urban edge" would prove to be unfeasible, and would perpetuate the social issues associated with the purely low cost housing envisaged. JvR explained the facets of the new Alternative SDP.</p> <p>Adriaan Mentz (AMz) described the alternative SDPs in terms of the differences between them, and stated the environmental, heritage, traffic flow and scale concerns that had been considered by the project team for alternatives (b) and (d) above.</p> <p>AMz stated that, for various reasons, the filling station had been excluded from the proposed development in the new Alternative SDP.</p> <p>JvR indicated that the vision for the commercial component of the new Alternative SDP would not be that of a large mall, but rather to develop a "farmer's market" or "village-feel" commercial node concept. AMz noted that the Stellenbosch Vineyards cellar and other existing commercial and agri-industrial precincts within Vlottenburg will be fully integrated into the proposed development.</p> <p>Buks Zeeman (BZ) highlighted how potential traffic impacts and considerations had been considered in the compilation of the new Alternative SDP. BZ also explained the merits of a "left in left out" system opposite the existing access road to the Vredenheim Homestead. The signalised intersections at the Vlottenburg Road / Baden Powell Road (R310) and Vlottenburg Road / Polkadraai Road (M12) junctions would provide primary access to and from the development. BZ added that the existing Van Rhyn Road would provide access to the "River Erven" to the south of the R310. In addition, the Vlottenburg Road would be realigned with the Stellenbosch Koof Road, to provide a single, safer, signalised intersection.</p> <p>BZ explained how the proposed Vredenheim development could contribute to Municipal Services infrastructure. The Engineering Services Report would be revised to describe the bulk services connections and required capacities in more detail. BZ noted that the existing Digtebij sewage pump station would require upgrading to accommodate sewage flow from future phases of the development.</p> <p>With regard to the inclusion of a water reservoir as part of the project, BZ stated that the bulk potable water reticulation pipelines in the Vlottenburg Area will most likely require upgrading in the future (to be confirmed by GLS' Master Planning). The current 'plan' is to connect the Vlottenburg water reticulation network (water sourced from the Paradyskloof Reservoir) to the City of Cape Town's water reticulation network (water sourced from the Sonskyn Reservoir near Blackheath), since the Stellenbosch Municipality has an existing un-used "allowance" to connect to the Blackheath system and use of this water would not require a new regional water reservoir for the existing and future developments in Vlottenburg.</p> <p>EJ Wentzel (EJ) cautioned that the new Alternative development proposal creates residential "islands" that can only be accessed by single access routes. Schalk van der Merwe (SvdM) stated that single accesses (e.g. over rivers) could prove problematic during emergency situations, such as floods.</p>

AMz described how Transport Orientated Development (TOD) and Non-Motorised Transport (NMT) had been considered in the compilation of the new Alternative SDP, and how such considerations would be incorporated into the development concept. Such TOD measures include *inter alia*, highest building densities located closest to the Vlotenburg Railway Station, a new pedestrian and cycle-friendly "high street" through Vlotenburg, provision of cycle and walking routes between the lower density erven (linked to the public open space network). In addition, planned landscaping along the Sanddrif River could promote connectivity in terms of NMT. **AMz** noted that the upgrading of the R310 road has been considered in the new Alternative SDP.

AMz and **BZ** described how the effects of predicted climate-change would be incorporated into the development, in terms of specific engineering and architectural guidelines that will be produced. Such measures are likely to include but not be limited to on-site water-retention, stormwater management, the re-use of grey water for irrigation purposes, and the use of appropriate building orientation (for use of solar heating and alternative energy production) and materials (reducing / enhancing heating and cooling) etc.

Widmark Moses (WM) enquired as to how economic incentives and feasibility would be considered.

CC replied that aspects such as the economic feasibility and viability of the proposed development as a whole and of the various alternative SDPs, in terms of possible effects on tourism, jobs and agriculture, would be assessed by the appointed Socio-Economic and Agricultural-Economic Specialists.

Bernabé de la Bat (BdIB) highlighted that the proposed Vredenheim Development should be seen in the context of (and that the SDPs should reflect) other "proposed" developments in the Vlotenburg Area, including the possible future expansion of the De Zalze, Digtebij, and Longlands developments, and the potential development of properties located on the northern side of the M12 Road (at the intersection of the M12 and the Stellenbosch Kloof Roads). **BdIB** added that the Provincial Department of Transport and Public Works had indicated to the Municipality that development to the north of the M12 Road could be considered if a bridge were to be constructed over the M12, linking the Vlotenburg and Stellenbosch Kloof Roads.

Aubrey Withers (AW) responded that the scale of the proposed development on the northern side of the M12 road (the proposed Longlands Commercial Development) does not warrant a bridge crossing over the M12. This would be a signalised intersection.

EJ noted that whilst the proposed Stellenbosch Bypass Road (a Class 2 or Class 3 road) should also be considered, that the current focus of the Municipality is on TOD, with the implication that the bypass road could be delayed by 40 – 50 years. **EJ** added that the alignment of the bypass road may pass closer to the town of Stellenbosch (and thus not be aligned directly north of the proposed Vredenheim development).

Helene Jansen (HJ) and **Mare-Liez Oosthuizen (MO)** noted the DEA&DP Planning Directorate's on-going concerns with regard to the layout alternatives presented by the project team, especially their scale. **HJ** and **MO** stated that an additional alternative should be considered (in the EIA process) which excludes the "River Erven" (i.e. the larger, up-market properties to the south of the R310 Road).

JvR responded to the DEA&DP's statement that the proposed Vredenheim development must also be feasible from an economic perspective (i.e. not only from environmental and socio-economic points of view). **JvR** also stated that it should be remembered that the landowner (who is the Applicant) is cognisant of the pressure on the Municipality to provide housing (low cost) and sports fields facilities in the Vlotenburg area.

JvR added that, in terms of a workable economic model, the higher income components of the development would need to subsidise the provision of middle and lower income housing. By creating a development mix comprising low, middle and high income residential components, the proposal must be workable in terms of socio-economics. To create a development only catering for certain sectors of society (i.e. low income), another "poverty zone" will most likely be created within the Stellenbosch Municipal Area.

BdIB stated that the possible future development of the Steinhoff properties (the Cape Pine wood mill), and the possible future development of "Droë Duïke" must be taken into account, in light of the Municipality wanting to prevent "ribbon development" towards Vlotenburg along the Polkadraai Road.

MO added that, in light of other development "proposals" mentioned, the proposed Stellenbosch Bypass Road, and the proposed Vredenheim Mixed-Use Development, that pressure will be on properties between Stellenbosch and Vlotenburg to develop. This linear expansion should be avoided.

JvR and **AW** highlighted the lack of development potential between Stellenbosch and Vlotenburg, citing that farmland with high agricultural potential will always be a constraint to development, and that other areas (including the so-called "Droë Duïke") are characterised by high water tables (wetlands), and are likely to be prohibitively costly to develop.

EJ stated that the construction of earth berms alongside the Blaauwkippen and Eerste Rivers to accommodate the "River Erven" are a concern and that such measures must be included in a River Maintenance Management Plan and that a Water Use Licence Application (WULA) must be submitted to the Department of Water Affairs and Sanitation (DWAS).

	<p>AW replied that a Maintenance Management Plan will be compiled and will be attached as an appendix to the Draft EIA Report. CC added that pre-application meetings will be held with the DWAS, and that a WULA will be submitted once clarity has been obtained with respect to the scale of the proposed development, especially in terms of potential impacts on the Blaauwklippen and Eerste River systems.</p> <p>MO reiterated that the DEA&DP's Planning Directorate would like to see another Alternative SDP included (in the EIA process) that is in-between the CNdV SDF-defined option and the new Alternative SDP as presented at the meeting. MO added that the "River Erven" should be reconsidered, whilst considering the economic viability of the development as a whole.</p> <p>JvR proposed that a meeting should be scheduled between the Municipality and the appointed Town Planners and Architects (Tv3 and Stauch Vorster) to discuss whether or not the development of a hamlet at Vlotenburg will be supported by the Municipality.</p> <p>BdIB agreed with JvR and stated that (depending on the outcome of the meeting between the appointed Town Planners and the Municipal Planners), that the proposal should be tabled at a Municipal Development Facilitation Meeting.</p>
6.	Meeting Closure
	The meeting was adjourned at 15:45.

**MEETING NOTES COMPILED BY: CHARL CILLIERS
WITHERS ENVIRONMENTAL CONSULTANTS**

ATTENDANCE REGISTER: PROPOSED VREDENHEIM MIXED USE DEVELOPMENT: 27 JANUARY 2015, MAYORAL COMMITTEE ROOM, STELLENBOSCH

NR	NAME	ORGANISATION	EMAIL ADDRESS	CELL NR	WORK NR	SIGNATURE
1	Helene Jansen	LEADP - Planning	Helene.jansen@gov.za			
2	Dirké Lombard	STELLENBOSCH PTED	dirke.lombard@gov.za	021 808 8676		
3	Marc-lic Oosthuizen	DEADP - EIA	marc-lic.oosthuizen@gov.za	021-4835736		
4	Charl Cilliers	Withers Environmental Consultants	charl@withersenviro.co.za	082 471 5528	021 887 6000	
5	Aubrey Wilken		aubrey@interzonemedia.co.za		021 887 6000	
6	Wahneke Niessen	Stellenbosch PTED	wahneke.niessen@stellenbosch.gov.za		021 808 6174	
7	Pedro Apric	" "	pedro.apric@stellenbosch.gov.za		021 808 8683	
8	Anton Rameloo	TV3	anton@tv3.co.za	083 509 9013	021-802 3800	
9	Eleonore Coetzee			083 414 5636	021 881 8876	
10	Buks ZEEMAN	AURECON	buks.zeeman@aurecongroup.com	0828955730	021 860 2200	
11	Bernabé de la Bat	Stellenbosch	Bernabede.laBat@... e.j.wentzel@gov.za	021-8088652		
12	F. Swartzel	Stosch Mun	Stellenbosch-gov.za	808 8203		
13	Etobal McClelland	DETROP	Etobal.McClelland@detrop.gov.za		021 483 2660	
14	Andrea Thomas	" "	Andrea.Thomas@watermcape.gov.za		021-4832710	
15	ANDRÉ NIENHUIS	SIA			021 421 4276	

Annexure 4: Request to comment on DEIR (2015/12/14)



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email info@withersenviro.co.za

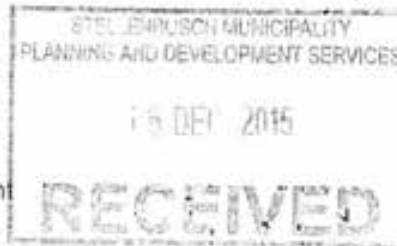
web www.withersenviro.co.za

address P.O. Box 6118

Uniedal 7612

DEA&DP Ref. No.: 16/3/1/2/B4/46/1011/13

WEC Ref. No.: 1311



COPY

14 December 2015

Director: Planning and Economic Development
Stellenbosch Municipality
 PO Box 17
 7599 STELLENBOSCH

For Attention: Mr van der Merwe

Dear Mr Schalk van der Merwe

AVAILABILITY OF THE DRAFT ENVIRONMENTAL IMPACT REPORT FOR THE PROPOSED VLOTTENBURG VILLAGE DEVELOPMENT, VLOTTENBURG HAMLET, STELLENBOSCH

On behalf of the Applicant, Messrs Vredenheim (Pty) Ltd., we herewith inform you that the Draft Environmental Impact Report (DEIR) including the Draft Environmental Management Plan (EMP) for the Proposed VloTTenburg Village Development is available for review and comment from **Monday, 14 December 2015 until Friday 12 February 2016**¹.

We hereby provide your Department with two hardcopy and one electronic copy (CD) of the DEIR compiled in terms of the National Environmental Management Act (NEMA), 1998 (Act No. 107 of 1998), as amended.

Although the Department of Environmental Affairs and Development Planning (DEA&DP) must also inform your Department regarding the commenting period on the DEIR in terms of Section 24O of the NEMA, we request your Department to provide written comments to the undersigned on or before **Friday 12 February 2016**.

All written comments received will be collated, assessed, and responded to in the form of a Comments and Response Table.

The Final Environmental Impact Report (FEIR) will thereafter be made available to registered interested and affected parties for an additional 21-day commenting period. The original written comments received on the FEIR will thereafter be provided together with the FEIR to the DEA&DP for decision making.

Invitation to a Public Meeting

You are also hereby invited to a **Public Meeting** on **Wednesday 20 January 2016** at 19h00 at the Vredenheim Conference Centre (Baden Powell Drive / R310).

You are welcome to contact the undersigned should you have any questions or require any additional information.

Yours sincerely

AUBREY WITHERS
WITHERS ENVIRONMENTAL CONSULTANTS

¹The period 15 December 2015 to 2 January 2016 is excluded from the reckoning of days in terms of the 2010 EIA Regulations.¹

Annexure 5: Minutes - 39th Council Meeting of Stellenbosch Municipality (2016-03-30)



STELLENBOSCH
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Ref no.3/4/1/5

2016-04-08

MINUTES

**39TH COUNCIL MEETING OF
STELLENBOSCH MUNICIPALITY**

2016-03-30

8.5 COMMENT ON THE DRAFT ENVIRONMENTAL IMPACT REPORT FOR THE PROPOSED VLOTTENBURG VILLAGE DEVELOPMENT

File number : P 387 S

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

Report by : *Director: Planning, Economic and Community Development*

Delegated Authority : *Council*

Strategic intent of item

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

1. PURPOSE OF REPORT

To recommend a delegated process for consideration of environmental authorisation applications. There is no clear delegation in the approved system of delegations. It is impractical to submit this item (and any others) to Council, due to time constraints imposed by the relevant legislation.

In the absence of a clear delegation permitting this Department to comment on applications submitted in terms of the National Environmental Management Act, 107 of 1998 (NEMA) the below comment on the Draft Environment Impact Report (EIR) for the proposed Vloottenburg Village Development is submitted for the Committee's consideration.

The process of enquiring Environmental Authorisation in terms of NEMA pre-empted a land use application in terms of the applicable municipal planning legislation which will be submitted to Council for consideration.

The below comment represents this Department's input in the NEMA process as per invitation by the relevant Environmental Assessment Practitioner (EAP) and the Department of Environmental Affairs & Development Planning's requested to submit comment. This Department's comment is premised on formally approved municipal policy.

2. PROPOSED VLOTTENBURG VILLAGE DEVELOPMENT

The Preferred Layout Alternative 1 contained in the above EIR for the proposed Vlotenburg Village mixed-use development, recommended by the EAP for approval, includes the following components¹:

- Residential:
 - Single Erf (600m²) with 2 storey Free Standing Houses [55 units];
 - Single Erf (450m²) with 2 storey Free Standing Houses [225 units];
 - Single Erf (300m²) with 2 storey Row Housing [75 units];
 - Group Housing (60-90m²) with 2 storey Apartment Buildings [150 units];
 - Single Erf (300m²) with 2 storey Duplex Housing [25 units];
 - Group Housing (45m²) with 2 storey Walk-Up Buildings [100 units];
- Retail Centre;
- Hotel School (accommodation and skills centre);
- Medical Centre (community medical facility with clinic, consultation rooms, pharmacy and parking);
- Mixed Use Buildings (retail and crafts, restaurants and deli's, showrooms and galleries, live/work studios, offices and apartments);
- Hotels (boutique hotel and 150 key hotel);
- Education Facilities (new private school and sports fields);
- Community Facilities (church, community centre and sports club house);
- Sport and Recreation;
- Green Open Space;
- Parking; and
- Associated Infrastructure i.e. potable water supply, bulk sewage infrastructure, storm water management infrastructure, external and internal roads and bulk electricity infrastructure.

The EIR summarizes the following potential negative impacts associated with the proposed development:

- Impact on the scenic rural context and landscape as a result of development on agricultural land;
- Visual change from an open, rural area to a built area with an urban character, visual intrusion on the Vredenheim and Neethlingshof historic homesteads/ access gateways, visibility from sensitive receptors and visual intrusion of night lighting on the rural landscape.
- Impact on sense of place for current and future residents of the surrounding area, due to a relatively large and higher density development within a rural setting;
- Impact on traffic flows with large numbers of additional vehicles using access routes that are already experiencing high traffic flows during peak hours;
- Bulk infrastructure requirements, with essential upgrades related to potable water, sewerage and road intersections;

¹ Draft Environmental Impact Assessment Report and Environmental Management Programme (Withers Environmental Consulting, 2015)

- Potential increase in crime levels, which is already a problem due to unemployed residents in the area; and
- With respect to cumulative impacts, the potential negative impacts would be compounded if additional developments were introduced in the immediate and surrounding areas.

The most significant positive impacts associated with the proposed development are the following:

- Large contribution towards employment and local economy income during both the construction and operational phases.
- With respect to cumulative impacts, the employment and economic income benefits of a number of developments in the greater Vlotenburg area could also be compounded, especially with regard to the provision of housing and social development of communities in the area.
- The economic benefits of new employment opportunities, economic income and the associated social benefits of embarking on the project are significant given the nature and scope of the proposed Vlotenburg Village development.
- The rehabilitation of severely degraded river corridors and ongoing monitoring and maintenance of the riparian and wetland vegetation on the development site will have a positive long term impact on freshwater features.

The relevant Environmental Assessment Practitioner has recommended the authorisation of the proposed Vlotenburg Village Development under the condition that the mitigation measures as described in the Environmental Management Plan submitted along with the EIR be implemented and that regular audits in this regard be undertaken to ensure compliance.

3. COMMENTS

- 3.1 Vlotenburg is indicated in Stellenbosch's Municipal Spatial Development Framework (MSDF) as one of fourteen (14) interconnected urban nodes within Stellenbosch Municipality. This is due to its located at the intersection of the R310, Vlotenburg Road and the railway line. Vlotenburg is therefor recognised for urban development.

This Department, however, is concerned about the proposed development in its current form. This is due to the following factors:

- 3.2 Substantial portions of the proposed development are planned to occur outside of the demarcated urban edge of Vlotenburg. The current proposal represents urban sprawl. Whilst Vlotenburg is identified in the MSDF as a rural node, development around Vlotenburg should not occur laterally, but instead be densified within the current footprint and designated urban edge of Vlotenburg, in particular along Vlotenburg Road and the existing railway station.
- 3.3 In terms of the Draft Stellenbosch Development Framework that expands on the MSDF Vlotenburg forms one of several urban nodes built around integrated

public transport services. Vlotenburg has immense potential in this regard with particular reference to the existing railway station within Vlotenburg and its location next to the railway line. The current proposal does not support or enhance this principle but remains dependant on private transport modes.

- 3.4 The development in its current form seems to have been planned in isolation with reference to Polkadraai Smallholdings and the proposed Woodmill development.
- 3.5 The current proposal is exclusive rather than inclusive and will not address the housing backlog in the municipality where the greatest need is for affordable housing and security of tenure. Provision should be made for a spectrum of housing typologies that include and integrate all income groups. This includes gapp housing, social housing and possibly farm worker housing.
- 3.6 The scale and characteristics of the current proposal, i.e. sprawl, low density, private vehicle orientated development makes the proposed development a suburb of Stellenbosch rather than a consolidation and a development of a rural village or hamlet that are self-sustaining as is envisaged by the MSDF.
- 3.7 The above EIR states that with respect to cumulative impacts, the potential negative impacts would be compounded if additional developments were introduced in the immediate and surrounding areas. However, the current Spatial Development Plan of Stellenbosch Municipality does not suggest any further/additional development earmarked for the Vlotenburg area. The MSDF already does not make provision for the development of Vlotenburg to the extent proposed. This Department therefor has to consider the increase of development pressure on the agricultural, yet vacant land between Vlotenburg and Stellenbosch and the unintended consequence of the development of a Vlotenburg Village as is currently proposed.
- 3.8 This Department does not support the proposed Vlotenburg Village development in its current form due to the above. This Department will support a development proposal that is in line with the intended character and scale of Vlotenburg rural node, a plan that will be less costly in terms of transportation and social equity and a plan that supports the achievement of an integrated, compact, high density urban area inclusive of housing opportunities for forum workers and lower income (primarily tenants) citizens.

RECOMMENDED

- (a) that Delegation be granted to the Director: Planning and Economic Development to submit comment on environmental authorization applications to the competent authority in instances where no substantive objections were received to the proposal and to the Planning and Economic Development Committee in instances where substantive objections were raised; and
- (b) that the above comment be submitted in response to the invitation for comments on the Draft Environmental Impact Report for the proposed Vlotenburg Village Development submitted in the terms of the National Environmental Management Act, 107 of 1998.

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

PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE: 2016-03-01: ITEM 5.1.1

RECOMMENDED

- (a) that Delegation be granted to the Director: Planning and Economic Development to submit comment on environmental authorization applications to the competent authority in instances where no substantive objections were received to the proposal and to the Planning and Economic Development Committee in instances where substantive objections were raised; and
- (b) that the above comment be submitted in response to the invitation for comments on the Draft Environmental Impact Report for the proposed Vlottenburg Village Development submitted in the terms of the National Environmental Management Act, 107 of 1998.

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

MAYORAL COMMITTEE MEETING: 2016-03-23: ITEM 5.1.1

RESOLVED

that the Concept Plan on the Vlottenburg Village Development be submitted to the Council meeting scheduled for 2016-03-30 for information.

RECOMMENDED BY THE EXECUTIVE MAYOR

- (a) that Delegation be granted to the Director: Planning and Economic Development to submit comment on environmental authorization applications to the competent authority in instances where no substantive objections were received to the proposal and to the Planning and Economic Development Committee in instances where substantive objections were raised;
- (b) that the above comment be submitted in response to the invitation for comments on the Draft Environmental Impact Report for the proposed Vlottenburg Village Development submitted in the terms of the National Environmental Management Act, 107 of 1998;
- (c) that Council be informed of any administrative comments, decisions and outcomes on the matter on a quarterly basis until concluded.

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

FURTHER COMMENTS BY THE DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

Subsequent to the Mayoral Committee resolution above, the Concept Plan on the Vlotenburg Village Development is hereby attached as **APPENDIX 1**.

FOR CONSIDERATION

(DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT TO ACTION)

39TH COUNCIL MEETING: 2016-03-30: ITEM 8.5

RESOLVED (nem con)

- (a) that the Delegation be granted to the Director: Planning and Economic Development to submit comment on environmental authorization application;
- (b) that Council does not support the proposed Vlotenburg Village development.

(DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT TO ACTION)

Annexure 6: Comments on DEIR submitted (2016/04/05)

Nosipho

From: Schalk Van der Merwe [Schalk.VanderMerwe@stellenbosch.gov.za]
Sent: 05 April 2016 12:26 PM
To: Karin Neethling (karin@withersenviro.co.za)
Cc: arabel.mcclelland@westerncape.gov.za; mare-liez.oosthuizen@westerncape.gov.za; Bernabe De La Bat
Subject: FW: Planning, Economic and Community Committee Meeting Minutes
Attachments: Minutes 39th Council 2016-03-30.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Karin

Further to the below minutes from the Planning, Economic and Community Committee Meeting please see attached minutes from the relevant Council Meeting.

Best regards

Schalk van der Merwe

**Environmental Planner: Spatial Planning, Heritage and Environment
 Directorate Planning and Economic Development**

T: +27 21 808 8679 • F: +27 21 886 6899
 71 Plein Street, Stellenbosch, 7600 • PO Box 17, Stellenbosch, 7599
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http://www.stellenbosch.gov.za/main_pages/disclaimerpage.htm

From: Schalk Van der Merwe
Sent: 07 March 2016 12:50 PM
To: Karin Neethling (karin@withersenviro.co.za)
Cc: arabel.mcclelland@westerncape.gov.za; mare-liez.oosthuizen@westerncape.gov.za; Bernabe De La Bat
Subject: Planning, Economic and Community Committee Meeting Minutes

Karin

Please find attached the relevant section of the above meeting's minutes. I've been instructed to also include the attached comments from the Vlotenburg Housing Forum for your attention.

Regards

Schalk van der Merwe

**Environmental Planner: Spatial Planning, Heritage and Environment
Directorate Planning and Economic Development**

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Ref: 3/4/3/5/2/4

2016-03-11

MINUTES

**PLANNING, ECONOMIC AND COMMUNITY
DEVELOPMENT COMMITTEE MEETING**

2016-03-01

5.1.1 COMMENT ON THE DRAFT ENVIRONMENTAL IMPACT REPORT FOR THE PROPOSED VLOTTENBURG VILLAGE DEVELOPMENT

File number : P 387 S
Compiled by : Manager: Spatial Planning, Heritage & Environment
Report by : Director: Planning, Economic and Community Development
Delegated Authority : Council

Strategic intent of item

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

1. PURPOSE OF REPORT

To recommend a delegated process for consideration of environmental authorisation applications. There is no clear delegation in the approved system of delegations. It is impractical to submit this item (and any others) to Council, due to time constraints imposed by the relevant legislation.

In the absence of a clear delegation permitting this Department to comment on applications submitted in terms of the National Environmental Management Act, 107 of 1998 (NEMA) the below comment on the Draft Environment Impact Report (EIR) for the proposed Vlotenburg Village Development is submitted for the Committee's consideration.

The process of enquiring Environmental Authorisation in terms of NEMA pre-empts a land use application in terms of the applicable municipal planning legislation which will be submitted to Council for consideration.

The below comment represents this Department's input in the NEMA process as per invitation by the relevant Environmental Assessment Partitioner (EAP) and the Department of Environmental Affairs & Development Planning's requested to submit comment. This Department's comment is premised on formally approved municipal policy.

2. PROPOSED VLOTTENBURG VILLAGE DEVELOPMENT

The Preferred Layout Alternative 1 contained in the above EIR for the proposed Vlotenburg Village mixed-use development, recommended by the EAP for approval, includes the following components¹:

- Residential:
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The EIR summarizes the following potential negative impacts associated with the proposed development:

- Impact on the scenic rural context and landscape as a result of development on agricultural land;
- Visual change from an open, rural area to a built area with an urban character, visual intrusion on the Vredenheim and Neethlingshof historic homesteads/ access gateways, visibility from sensitive receptors and visual intrusion of night lighting on the rural landscape.
- Impact on sense of place for current and future residents of the surrounding area, due to a relatively large and higher density development within a rural setting;

¹ Draft Environmental Impact Assessment Report and Environmental Management Programme (Withers Environmental Consulting, 2015)

- Impact on traffic flows with large numbers of additional vehicles using access routes that are already experiencing high traffic flows during peak hours;
- Bulk infrastructure requirements, with essential upgrades related to potable water, sewerage and road intersections;
- Potential increase in crime levels, which is already a problem due to unemployed residents in the area; and
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The most significant positive impacts associated with the proposed development are the following:

- Large contribution towards employment and local economy income during both the construction and operational phases.
- With respect to cumulative impacts, the employment and economic income benefits of a number of developments in the greater Vlotenburg area could also be compounded, especially with regard to the provision of housing and social development of communities in the area.
- The economic benefits of new employment opportunities, economic income and the associated social benefits of embarking on the project are significant given the nature and scope of the proposed Vlotenburg Village development.
- The rehabilitation of severely degraded river corridors and ongoing monitoring and maintenance of the riparian and wetland vegetation on the development site will have a positive long term impact on freshwater features.

The relevant Environmental Assessment Practitioner has recommended the authorisation of the proposed Vlotenburg Village Development under the condition that the mitigation measures as described in the Environmental Management Plan submitted along with the EIR be implemented and that regular audits in this regard be undertaken to ensure compliance.

3. COMMENT

- 3.1 Vlotenburg is indicated in Stellenbosch's Municipal Spatial Development Framework (MSDF) as one of fourteen (14) interconnected urban nodes within Stellenbosch Municipality. This is due to its located at the intersection of the R310, Vlotenburg Road and the railway line. Vlotenburg is therefor recognised for urban development.

This Department, however, is concerned about the proposed development in its current form. This is due to the following factors:

- 3.2 Substantial portions of the proposed development are planned to occur outside of the demarcated urban edge of Vlotenburg. The current proposal represents urban sprawl. Whilst Vlotenburg is identified in the MSDF as a rural node, development around Vlotenburg should not occur laterally, but instead be densified within the current footprint and designated urban edge of Vlotenburg, in particular along Vlotenburg Road and the existing railway station.
- 3.3 In terms of the Draft Stellenbosch Development Framework that expands on the MSDF Vlotenburg forms one of several urban nodes built around integrated public transport services. Vlotenburg has immense potential in this regard with particular reference to the existing railway station within Vlotenburg and its location next to the railway line. The current proposal does not support or enhance this principle but remains dependant on private transport modes.
- 3.4 The development in its current form seems to have been planned in isolation with reference to Polkadraai Smallholdings and the proposed Woodmill development.
- 3.5 The current proposal is exclusive rather than inclusive and will not address the housing backlog in the municipality where the greatest need is for affordable housing and security of tenure. Provision should be made for a spectrum of housing typologies that include and integrate all income groups. This includes gapp housing, social housing and possibly farm worker housing.
- 3.6 The scale and characteristics of the current proposal, i.e. sprawl, low density, private vehicle orientated development makes the proposed development a suburb of Stellenbosch rather than a consolidation and a development of a rural village or hamlet that are self-sustaining as is envisaged by the MSDF.
- 3.7 The above EIR states that with respect to cumulative impacts, the potential negative impacts would be compounded if additional developments were introduced in the immediate and surrounding areas. However, the current Spatial Development Plan of Stellenbosch Municipality does not suggest any further/additional development earmarked for the Vlotenburg area. The MSDF already does not make provision for the development of Vlotenburg to the extent proposed. This Department therefor has to consider the increase of development pressure on the agricultural, yet vacant land between Vlotenburg and Stellenbosch and the unintended consequence of the development of a Vlotenburg Village as is currently proposed.
- 3.8 This Department does not support the proposed Vlotenburg Village development in its current form due to the above. This Department will support a development proposal that is in line with the intended character and scale of Vlotenburg rural node, a plan that will be less costly in terms of transportation and social equity and a plan that supports the achievement of an integrated, compact, high density urban area inclusive of housing opportunities for forum workers and lower income (primarily tenants) citizens.

RECOMMENDED

- (a) that Delegation be granted to the Director: Planning and Economic Development to submit comment on environmental authorization applications to the competent authority in instances where no substantive objections were received to the proposal and to the Planning and Economic Development Committee in instances where substantive objections were raised; and
- (b) that the above comment be submitted in response to the invitation for comments on the Draft Environmental Impact Report for the proposed Vlotenburg Village Development submitted in the terms of the National Environmental Management Act, 107 of 1998.

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

**PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE: 2016-03-01:
ITEM 5.1.1**

RECOMMENDED

- (a) that Delegation be granted to the Director: Planning and Economic Development to submit comment on environmental authorization applications to the competent authority in instances where no substantive objections were received to the proposal and to the Planning and Economic Development Committee in instances where substantive objections were raised; and
- (b) that the above comment be submitted in response to the invitation for comments on the Draft Environmental Impact Report for the proposed Vlotenburg Village Development submitted in the terms of the National Environmental Management Act, 107 of 1998.

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

Annexure 7: Evidence of meetings with Stellenbosch Municipality executive regarding the proposed Vlottenburg Development

Schalk Van der Merwe

Subject: FW: Vredenheim ontwikkelings
Location: Vredenheim Plaas

Start: Thu 2017/01/12 09:00 AM
End: Thu 2017/01/12 11:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Dupre Lombaard

-----Original Appointment-----

From: Dupre Lombaard
Sent: 29 December 2016 12:20
To: Dupre Lombaard; 'Elzabe Bezuidenhout'
Subject: Vredenheim ontwikkelings
When: 12 January 2017 09:00-11:00 (UTC+02:00) Harare, Pretoria.
Where: Vredenheim Plaas

Vergadering (en moontlike terreinbesoeke) om beplanning vir Vlottenburg nodus te bespreek – verwys gesprek met Stellenbosch Burgemeester.

Schalk Van der Merwe

From: Dupre Lombaard
Sent: 28 September 2017 01:25 PM
To: Schalk Van der Merwe
Cc: Bernabe De La Bat; Daniel Meyer
Subject: FW: [EX] FW: [EX] Vergadering

Hi Schalk

Plaas 387 S verwys.

Hiermee die rekord of bewys van die vergadering tussen die Burgemeester en die aansoekers en my opvolg daarop op instruksie van die burgemeester om 'n kompromie te probeer bereik (nuwe Aanhangsel 7).



Regards / Groete
Dupré Lombaard
Director: Planning and Economic
Development / Direkteur: Beplanning
en Ekonomiese Ontwikkeling

T: +27 21 808 8676 | C: +27 82 895 6362
3rd Floor, Eikestad Mall, Andringa Street,
Stellenbosch, 7600
www.stellenbosch.gov.za



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http://www.stellenbosch.gov.za/main_pages/disclaimerpage.htm

From: Elzabe Bezuidenhout [mailto:elzabe@vredenheim.co.za]
Sent: 11 January 2017 11:38
To: Dupre Lombaard
Cc: 'Basie se e-pos'
Subject: [EX] FW: [EX] Vergadering

Hi Dupre

Ek wonder of jy my onderstaande epos ontvang het? Is daar 'n moontlikheid dat ons die vergadering kan skuif asseblief?

Ek hoor graag van jou.

Groete
Elzabé



From: Elzabe Bezuidenhout [mailto:elzabe@vredenheim.co.za]
Sent: Friday, 06 January 2017 17:34
To: 'Dupre Lombaard' <Dupre.Lombaard@stellenbosch.gov.za>
Subject: FW: [EX] Vergadering

Hallo Dupre

Nou het die noodlot hierdie vergadering beet.

Enige kans om dit te skuif na Dinsdag, Woensdag of Vrydag asseblief??

Groete
Elzabé



From: Elzabe Bezuidenhout [mailto:elzabe@vredenheim.co.za]
Sent: Friday, 30 December 2016 10:38
To: 'Dupre Lombaard' <Dupre.Lombaard@stellenbosch.gov.za>
Subject: RE: [EX] Vergadering

Hallo Dupre

Baie dankie. Ek het aanvaar en gedagboek.

Groete
Elzabé



From: Dupre Lombaard [mailto:Dupre.Lombaard@stellenbosch.gov.za]
Sent: Thursday, 29 December 2016 12:21
To: 'Elzabe Bezuidenhout' <elzabe@vredenheim.co.za>
Subject: RE: [EX] Vergadering

Elzabé

Ek het kalender item vir jou gestuur vir 12 Januarie 2017 as dit sal pas.

Groete

Dupré Lombaard

Director: Planning and Economic Development / Direkteur: Bepanning en Ekonomiese Ontwikkeling

Email: Dupre.Lombaard@ Stellenbosch.gov.za | Cell: +27 82 895 6362 | Tel: +27 21 808 8676 | Fax: +27 21 886 6899 | Website: www.stellenbosch.gov.za

Physical Address: Plein Street, Stellenbosch, 7600 | Postal Address: PO Box 17, Stellenbosch, 7599

**STELLENBOSCH**
STELLENBOSCH • PNÏÛ • FRANSCHHOÛK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITYDisclaimer and confidentiality note: The legal status of this communication is governed by the terms and conditions published at the following link: http://www.stellenbosch.gov.za/main_pages/disclaimerpage.htm**From:** Elzabe Bezuidenhout [<mailto:elzabe@vredenheim.co.za>]**Sent:** 28 December 2016 08:35**To:** Dupre Lombaard**Subject:** [EX] Vergadering

Hallo Dupre

Met verwysing na die vergadering verlede week met die Burgemeester, my versoek om 'n vergadering met jou te hou so gou moontlik asseblief.

Groete

Elzabé

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Schalk Van der Merwe

From: Dupre Lombaard
Sent: 28 September 2017 01:29 PM
To: Schalk Van der Merwe
Cc: Bernabe De La Bat; Daniel Meyer
Subject: FW: [EXTERNAL] Fwd: Onwettige grondgebruik Vredenheim

Beste Schalk

Hiermee 'n versoek vir 'n vergadering oor Vlottenburg (Vredenheim) se ontwikkeling, wat sover my kennis strek toe uitgeloopt het op die ontmoeting tussen die Burgemeester en die Bezuidenhouts.



Regards / Groete
Dupré Lombaard
 Director: Planning and Economic
 Development / Direkteur: Beplanning
 en Ekonomiese Ontwikkeling

T: +27 21 808 8676 | C: +27 82 895 6362
 3rd Floor, Eikestad Mall, Andringa Street,
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www.stellenbosch.gov.za



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From: Mayor (Gesie Van Deventer)
Sent: 23 November 2016 17:54
To: Rezaar Vanniekerk; Mayor (Gesie Van Deventer); mm; Richard Bosman; Dupre Lombaard; Tabiso Mfeya; Piet Smit; Paul Biscombe
Cc: ansaafcrombie50@gmail.com; basie@vredenheim.co.za
Subject: RE: [EXTERNAL] Fwd: Onwettige grondgebruik Vredenheim

Good day Rezaar

I herewith confirm receipt of your email and will revert soonest.

Kind regards / Vriendelike groete

Carmen Saville

Personal Assistant: Executive Mayor / Persoonlike Assistent : Uitvoerende Burgemeester

Email/ Epos: Mayor.Pa@stellenbosch.gov.za | Tel: +27 21 808 8002 | Fax/Faks: +27 21 886 6761 | Website/Webtuiste:
www.stellenbosch.gov.za

Physical Address/ Adres: 17 Plein Street, Stellenbosch, 7600 | Postal Address/ Posbus: PO Box 17, Stellenbosch, 7599

" Please note that all invitations and meeting requests are accepted on the basis that they could be cancelled due to emergencies which may arise and require the Mayor's attention." / "Let asseblief daarop dat alle uitnodigings en vergadering versoeke aanvaar word op die basis dat dit gekanselleer mag word as gevolg van noodgevalle wat mag ontstaan en die Burgemeester se aandag vereis. "



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From: Rezaar Vanniekerk
Sent: 22 November 2016 03:06 PM
To: Mayor (Gesie Van Deventer); mm; Richard Bosman; Dupre Lombaard; Tabiso Mfeya; Piet Smit; Paul Biscombe
Cc: ansaafcrombie50@gmail.com; basie@vredenheim.co.za
Subject: RE: [EXTERNAL] Fwd: Onwettige grondgebruik Vredenheim

Good day

Councilor Crombie would like to ask if a meeting can be held between Mr Basie Bezuidenhout (Vredenheim Farm) and all the roll players involved regarding Vredenheim Farm (See below emails). Your feedback, assistance and availability would be very much appreciated.

Kind regards

Rezaar Van Niekerk
Ward Administrator Ward 20
Strategic & Corporate Services

T: +27 21 808 8293 • C: +27 71 877 9192 • F: +27 21 881 3011
Vlottenburg road, vlottenburg, 7604
www.stellenbosch.gov.za



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From: Rezaar Vanniekerk
Sent: Monday, November 21, 2016 10:32 AM
To: Mayor (Gesie Van Deventer); mm; Richard Bosman; Dupre Lombaard; Tabiso Mfeya; Piet Smit; Paul Biscombe
Subject: FW: [EXTERNAL] Fwd: Onwettige grondgebruik Vredenheim

Good day

For your attention
See below email from Owner Basie Bezuidenhout (Vredenheim Farm)

Kind regards

Rezaar Van Niekerk

*Ward Administrator Ward 20
Strategic & Corporate Services*

T: +27 21 808 8293 • C: +27 71 877 9192 • F: +27 21 881 3011
Vlottenburg road, vlottenburg, 7604
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From: Ansaaf Crombie [<mailto:ansaafcrombie50@gmail.com>]
Sent: Monday, November 21, 2016 10:28 AM
To: Rezaar Vanniekerk
Subject: [EXTERNAL] Fwd: Onwettige grondgebruik Vredenheim

----- Forwarded message -----

From: Basie se e-pos <basie@vredenheim.co.za>
Date: 2016-11-18 10:36 GMT+02:00
Subject: Onwettige grondgebruik Vredenheim
To: ansaafcrombie50@gmail.com
Cc: rezaarvn@stellenbosch.org, Elzab ♦ Bezuidenhout <elzabe@vredenheim.co.za>, clr_jserdyn@stellenbosch.org, ulrichm@stellenbosch.org

Geagte Mev Crombie,

Die bogenoemde aangeleentheid en u telefoniese opwagting verlede week verwys:

Mev, u het onderneem om 'n dringende vergadering met die munisipaliteit te belê!

Ons bevestig net dat die inwoners en andere ons grond wederegtelik gebruik as 'n deurgang na Digteby.

Ons bevestig dat u en die munisipaliteit bewus is dat dit onwettig is.

Die munisipaliteit is vir 'n tweede keer aan die begin van 2015 kennis gegee om die toegang te sluit.

Ons is van mening dat hulle nou genoeg tyd gehad het om 'n alternatief te soek en te bou.

Ons vereis dat u / die munisipaliteit onmiddelik die toegang te sluit!

Ons wil verder onder u aandag bring dat die munisipaliteit wederegtelik/onwettig:

1. hope grond op ons eiendom laat gooi het.
2. Daar is ook 'n stormwater sloot aangebring sonder ons toestemming, (wat erosie veroorsaak).
3. Daar is ook 'n stormwater pyp aangebring sonder ons toestemming.

Ons behou die reg voor om op 'n latere geleentheid hiermee te handel.

Neem asb ook kennis dat die heining wat deur die munisipaliteit opgerig is:

1. Nie op die grens is nie. Die Grenslyn oorskry!
2. Dit deur die Longlands plakkers geknip is en dat ons eiendom nou onwettig gebruik word as toeilette en om Rommel te strooi. plakkers Hierdie is verskeie kere telefonies al met Mev Serdyn bespreek. Ons laaste gesprek was op 31 Augustus 2016

NS: ons verneem graag of daar kriminele klagtes teen Mnr Harrison Danster, by die SAPD aangemeld is ten opsigte van die brandstigting?

Dit is onaanvaarbaar dat dat 'n persoon soos Mnr Danster (wat onwettig op ons eiendom is) en nie eers 'n motor het nie, eiendom beskadig en of dreig om dit te doen terwyl daar 'n voetgangers deurgang gelaat was.

Dit is ontstellend om te verneem dat ons deur die gemeenskap gedreig word wanneer ons, ons regte beskerm.

Die uwe

Basie Bezuidenhout
DIREKTEUR




VREDENHEIM



WINE • BIG CAT PARK • ANGUS CATTLE • RESTAURANTS • WEDDING & EVENTS • SHOP

Vredenheim Angus

HERWIN HERSTEL HERBRUIK REDUCE REUSE RECYCLE

Annexure 8: Request to comment on FEIR (and FEIR) (2017/06/23)



ENVIRONMENTAL PLANNING

IMPACT ASSESSMENTS

MANAGEMENT SYSTEMS

tel +27 21 887 4000
 fax +27 21 883 2952
 email info@withersenviro.co.za
 web www.withersenviro.co.za
 address P.O. Box 6118
 Unedal 7612

DEA&DP Ref. No.: 16/3/1/2/B4/46/1011/13
 WEC Ref. No.: 1311

23 June 2017

Dear Interested and/or Affected Party

AVAILABILITY OF THE FINAL ENVIRONMENTAL IMPACT ASSESSMENT REPORT FOR THE PROPOSED VLOTTENBURG VILLAGE DEVELOPMENT, VLOTTENBURG HAMLET, STELLENBOSCH IN TERMS OF THE NEMA AND THE 2010 EIA REGULATIONS

On behalf of the applicant, Messrs Vredenheim (Pty) Ltd., we herewith inform you that the Final Environmental Impact Assessment Report (FEIR) including the Environmental Management Plan (EMP) for the Proposed VloTTenburg Village Development is available for review and comment for a period of 21 days from **Monday, 26 June 2017 to Monday 17 July 2017**.

Copies of the FEIR, EMP and specialist studies are available for public comment, for a period of 21 days at:

- the Stellenbosch Public Library, Plein Street, Stellenbosch;
- the wine tasting room at Vredenheim, Baden Powell Drive; and
- on electronically our website www.withersenviro.co.za.

Note: Your attention is drawn to the fact that additional listed activities in terms of the 2010 EIA Regulations have been identified as being applicable to the proposed development, namely: Listing Notice 1: Activities 9 & 47 and Listing Notice 3: Activities 6, 12, 13, 14, 19 & 26.

You are welcome to contact Ms Karin Neethling should you have any questions regarding the project.

Yours sincerely,

AUBREY WITHERS
WITHERS ENVIRONMENTAL CONSULTANTS

Annexure 9: Communication informing the applicant and DEA&DP of late submission
(2017/06/30)

Schalk Van der Merwe

From: Schalk Van der Merwe
Sent: 30 June 2017 01:41 PM
To: Karin Neethling (karin@withersenviro.co.za)
Cc: Bernabe De La Bat; arabel.mcclelland@westerncape.gov.za
Subject: Final EIA Report: Proposed Vlottenburg Village Development

Karin

Our telephone conversation refers.

As per instruction from the Director: Planning & Economic Development (Stellenbosch Municipality), given the scale of the proposed development and the potential implications it may have on Vlottenburg and the broader Stellenbosch area, comment on the above report will have to be presented to Council before being submitted as part of the relevant process. We will therefore not be able to make the communicated closing date (17 July 2017) for comment.

I will liaise with you on the timeframes in this regard soonest.

Regards



Schalk van der Merwe
Environmental Planner
Spatial Planning, Heritage & Environment

T: +27 21 808 8679
Plein Street, Stellenbosch, 7600
www.stellenbosch.gov.za



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Annexure 10: Communication from DEA&DP requesting SM input (2017/09/14)



**Western Cape
Government**

Environmental Affairs and
Development Planning

Directorate: Development Management
(Region 2)

REFERENCE: 16/3/1/2/B4/46/1011/13

ENQUIRIES: Ms. Arabel McClelland

DATE: 2017-09-14

Vredenheim (Edms) Bpk.

P.O. Box 369

STELLENBOSCH

7599

Attention: Ms. Elzabe Bezuidenhout

Tel: (021) 881 3878

Fax: (021) 881 3296

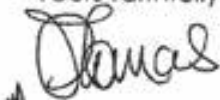
Dear Madam

ACKNOWLEDGEMENT OF RECEIPT OF THE FINAL ENVIRONMENTAL IMPACT ASSESSMENT REPORT FOR THE PROPOSED VREDENHEIM MIXED-USE DEVELOPMENT ON REMAINDER OF FARM NO. 387, FARM NO. 383, FARM NO. 384, VLOTTENBURG HAMLET, STELLENBOSCH

1. The final Environmental Impact Assessment Report ("EIR") and supporting documentation, dated 20 July 2017, received by this Department on the same day, the Department's correspondence dated 3 August 2017, and the additional information dated 29 August 2017, received by the Department on 1 September 2017, refer.
2. This letter serves as an acknowledgement of receipt of the aforementioned document by this Department.
3. The Department notes that to date comment on the final EIR is outstanding from the Stellenbosch Municipality and, according to the aforementioned correspondence, will be submitted to the Department upon receipt thereof. As communicated previously to the Environmental Assessment Practitioner, the Department advises that the Stellenbosch Municipality's comment is essential to the decision-making process for the abovementioned proposed development's environmental application.
4. Therefore, please be advised that the decision-making process and associated timeframes for the environmental application will proceed in terms of the prescribed timeframes upon receipt of the required outstanding information.
5. Kindly quote the abovementioned reference number in any future correspondence in respect of the application.

6. Please note that the activity may not commence prior to an environmental authorisation being granted by the Department. It is an offence in terms of Section 49A(1)(a) of the NEMA for a person to commence with a listed activity unless the Competent Authority has granted an environmental authorisation for the undertaking of the activity. Failure to comply with the requirements of Section 24F of the NEMA will result in the matter being referred to the Environmental Compliance and Enforcement Directorate of this Department. A person convicted of an offence in terms of the above is liable to a fine not exceeding R10 million or to imprisonment for a period not exceeding 10 years, or to both such fine and imprisonment.
7. This Department reserves the right to revise or withdraw any comments or request further information from you based on any information received.

Yours faithfully



HEAD OF COMPONENT

ENVIRONMENTAL IMPACT MANAGEMENT SERVICES: REGION 2

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

CC: [1] Mr. A. Withers/K. Neethling (Withers Environmental Consultants (Pty) Ltd)
[2] Mr. A. Prinsloo (TV3 Architects and Planners)
[3] Mr. S. van der Merwe (Stellenbosch Municipality)

Fax: (021) 883 2952

Fax: (021) 882 8025

Fax: (021) 886 6899

Bernabe De La Bat

From: Schalk Van der Merwe
Sent: 09 October 2017 12:40 PM
To: Bernabe De La Bat
Subject: FW: [EX] RE: Final EIA Report: Proposed Vlottenburg Village Development

From: Karin Neethling [mailto:karin@withersenviro.co.za]
Sent: 02 August 2017 08:45 AM
To: Schalk Van der Merwe
Subject: RE: [EX] RE: Final EIA Report: Proposed Vlottenburg Village Development

Thank you Schalk ☺

From: Schalk Van der Merwe [mailto:Schalk.VanderMerwe@stellenbosch.gov.za]
Sent: 02 August 2017 08:35 AM
To: 'Karin Neethling'
Cc: aubrey@withersenviro.co.za
Subject: RE: [EX] RE: Final EIA Report: Proposed Vlottenburg Village Development

Karin

The next Council Meeting is scheduled for 23 August.

Regards



Schalk van der Merwe
Environmental Planner
Spatial Planning, Heritage & Environment

T: +27 21 808 8679
Plein Street, Stellenbosch, 7600
www.stellenbosch.gov.za



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From: Karin Neethling [mailto:karin@withersenviro.co.za]
Sent: Wednesday, August 02, 2017 8:26 AM
To: Schalk Van der Merwe
Cc: aubrey@withersenviro.co.za
Subject: RE: [EX] RE: Final EIA Report: Proposed Vlottenburg Village Development

Morning Schalk,

Thank you for the feedback. When will this month's Council Meeting take place?

Regards

Karin

From: Schalk Van der Merwe [mailto:Schalk.VanderMerwe@stellenbosch.gov.za]
Sent: 02 August 2017 08:23 AM
To: 'Karin Neethling'
Subject: RE: [EX] RE: Final EIA Report: Proposed Vlottenburg Village Development

Karin, good day.

Bernabé submitted comment on the Department's behalf to the Director yesterday. From there it should go to the Portfolio Councilor and to the Mayor. The Mayor can either approve of the comment or refer it to this month's Council Meeting.

Regards



Schalk van der Merwe
 Environmental Planner
 Spatial Planning, Heritage & Environment

T: +27 21 808 8679
 Plein Street, Stellenbosch, 7600
www.stellenbosch.gov.za



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From: Karin Neethling [mailto:karin@withersenviro.co.za]
Sent: Tuesday, August 01, 2017 4:01 PM
To: Schalk Van der Merwe
Subject: [EX] RE: Final EIA Report: Proposed Vlottenburg Village Development

Hi Schalk,

When do you anticipate that the application will appear before Council?

Regards
 Karin

From: Schalk Van der Merwe [mailto:Schalk.VanderMerwe@stellenbosch.gov.za]
Sent: 30 June 2017 01:41 PM
To: Karin Neethling (karin@withersenviro.co.za)
Cc: Bernabe De La Bat; arabel.mcclelland@westerncape.gov.za
Subject: Final EIA Report: Proposed Vlottenburg Village Development

Karin

Our telephone conversation refers.

As per instruction from the Director: Planning & Economic Development (Stellenbosch Municipality), given the scale of the proposed development and the potential implications it may have on Vlottenburg and the broader Stellenbosch area, comment on the above report will have to be presented to Council before being submitted as

part of the relevant process. We will therefore not be able to make the communicated closing date (17 July 2017) for comment.

I will liaise with you on the timeframes in this regard soonest.

Regards



Schalk van der Merwe
Environmental Planner
Spatial Planning, Heritage & Environment

T: +27 21 808 8679
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7.3.3	COMMENT ON THE FINAL ENVIRONMENTAL IMPACT ASSESSMENT REPORT AND ENVIRONMENTAL MANAGEMENT PROGRAM FOR THE PROPOSED VLOTTENBURG VILLAGE DEVELOPMENT, STELLENBOSCH
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1. PURPOSE OF REPORT

Stellenbosch Municipality has been requested to comment on the Final Environmental Impact Assessment Report (FEIR) and Environmental Management Programme (Volumes 1 & 2) submitted in terms of the National Environmental Management Act, 107 of 1998 (NEMA) for the Proposed VloTTenburg Village Development. As the previous round of comments submitted in this regard was submitted to Council, the comment below is also submitted to Council for approval.

The process of enquiring Environmental Authorisation in terms of NEMA pre-empts a land use application in terms of the applicable municipal planning legislation which will be submitted to Council for consideration.

The comment below represents this Department's input in the NEMA process as per invitation by the relevant Environmental Assessment Practitioner (EAP).

2. PROPOSED VLOTTENBURG VILLAGE DEVELOPMENT

The information under Sections 2, 3 and 4 below are drawn from the above FEIR.

The FEIR includes four (4) development alternatives, Alternative 1 (or Preferred Alternative), Alternative 2 and 3 as well as a No-go Option.

Alternative 1 (Preferred Alternative)

The Preferred Alternative includes the following:

- Residential:
 - Single Residential (400-500m²) with 2 storey Free Standing Houses [375 units];
 - Townhouses (250-300m²) with 2 storey houses [90 units]
 - Flats/ Apartments with 2 to 3 story apartment/ walk up buildings (45-250m²) [343 units]
 - Mixed Use Flats/ Apartments (45-250m²) [97 units]
- Retail Centre;
- Hotel School (accommodation and skills centre);
- Medical Centre (community medical facility with clinic, consultation rooms, pharmacy and parking);
- Mixed Use Buildings (shops/ retail, restaurants, breweries, deli's, showrooms and galleries, live/work studios, offices and apartments, gymnasium);
- Hotels and conference facility (boutique hotel and 200 bed key hotel);
- Education Facilities (new private school and sports fields);
- Community Facilities (e.g. church, community centre and sports club house);

-
- Sportsfield;
 - Private Open Space;
 - Parking; and
 - Associated Infrastructure i.e. internal potable water supply, sewage infrastructure, stormwater management infrastructure, public and private roads and electricity infrastructure.

The proposed development area (including roads, open space and landscaping) is approximately 77ha in size.

Alternative 2

The proposed Alternative 2 includes the following components:

- Residential:
 - Single Residential (400-500m²) with 2 storey Free Standing Houses [177 units];
 - Townhouses (250-300m²) with 2 storey houses [90 units]
 - Flats/ Apartments with 2 to 3 story apartment/ walk up buildings (45-250m²) [451 units]
 - Mixed Use Flats/ Apartments (45-250m²) [97 units]
- Retail Centre;
- Hotel School (accommodation and skills centre);
- Medical Centre (community medical facility with clinic, consultation rooms, pharmacy and parking);
- Mixed Use Buildings (shops/ retail, restaurants, breweries, deli's, showrooms and galleries, live/work studios, offices and apartments, gymnasium);
- Hotels and conference facility (boutique hotel and 200 bed key hotel);
- Community Facilities (e.g. church, community centre);
- Private Open Space;
- Parking; and
- Associated Infrastructure i.e. internal potable water supply, sewage infrastructure, stormwater management infrastructure, public and private roads and electricity infrastructure.

Alternative 2 has a smaller development footprint than Alternative 1, and retains a large portion of agricultural land (±25ha).

Alternative 3

Alternative 3 comprised three small development nodes for low- to medium-income single residential development and open space and urban agriculture. The approximate size of the proposed development areas was scaled off the Alternative 1 proposal. The three proposed residential nodes total about 12.2 ha, whilst the open space and urban agriculture totals about 2.2 ha.

In terms of the above report, however, the EAP is of the opinion that Alternative 3 should have been screened out during the Scoping Phase and offers the least opportunity for addressing inequalities, social transformation and environmental rehabilitation. The draft socio-economic assessment pointed to this proposal as having insufficient critical mass to be sustainable as an economic turnaround strategy for the area.

No-go Option

In terms of the No-go option, the land would remain undeveloped. The subject properties are zoned for Agricultural use and can therefore only be utilised for activities that comply with such zoning.

The key differences between Alternative 1 and Alternative 2 are as follows:

- The preferred layout makes provision for a community sports field and clubhouse. In the alternative layout, this area is earmarked for flats/ apartments.
- The preferred layout makes provision for a Private School with sports facilities. In the alternative layout, this area is retained as agriculture.
- The preferred layout includes more single residential erven than that alternative layout, which retains a 25ha area as agriculture;
- The preferred layout includes a 5000m² retail/ business premises, which is earmarked for flats/ apartments in the alternative layout.
- In terms of the residential component, the preferred layout (vs. alternative layout provided in brackets) makes provision for 375 (vs.177 in the alternative layout) single residential erven; 90 townhouses; 343 (vs.451 in the alternative layout) flats/ apartments and 97 mixed use apartment/ flats.

The table below indicates the densities of the two development layouts.

	Alternative 1	Alternative 2
Total approximate area (northern and southern portion)	±77ha (incl. roads, open space and landscaping) (Northern portion - ±70ha; southern Portion - ±6.5ha)	±52ha (incl. roads, open space and landscaping) (Northern portion - ±46ha; southern portion - ±6.5ha)
Residential opportunities	±1130 residential opportunities	±1040 residential opportunities
Gross density (northern portion)	±70ha @ 1075 residential opportunities = ±16u/ha	±46ha @ 987 residential opportunities = ±22units per hectare (excl. the agricultural area)
Gross density (southern portion)	±6.4ha @ 55 residential opportunities = ±10u/ha	±6.2ha @ 53 residential opportunities = ±9units per hectare
Total development Gross density	±16 units per hectare	±20 units per hectare

3. **ADVANTAGES AND DISADVANTAGES OF THE ALTERNATIVES PRESENTED**

The EAP has summarized the following findings in the above FEIR.

Alternative 1

The **negative impacts** associated with the proposed development are the following:

- Impact on the scenic rural context and landscape as a result of development on agricultural land.

-
- Visual change from an open, rural area to a built area with an urban character, visual intrusion on the Vredenheim and Neethlingshof historic homesteads/ access gateways, visibility from sensitive receptors and visual intrusion of night lighting on the rural landscape.
 - Impact on sense of place for current and future residents of the surrounding area, due to a relatively large and higher density development within a rural setting.
 - Impact on traffic flows with large numbers of additional vehicles using access routes that are already experiencing high traffic flows during peak hours.
 - Bulk infrastructure requirements, with essential municipal upgrades related to potable water, sewerage and road intersections to accommodate the proposed development in the master planning of the municipality.
 - Potential increase in crime levels, which is already a problem due to unemployed residents in the area.
 - With respect to cumulative impacts, the potential negative impacts would be compounded if additional developments were introduced in the immediate and surrounding areas.

The **positive impacts** associated with the proposed development are the following:

- Contribution towards employment and local economy income during both the construction and operational phases.
- With respect to cumulative impacts, the employment and economic income benefits of a number of developments in the greater Vlotenburg area could be compounded, especially with regard to the provision of housing and social development of communities in the area.
- The economic benefits of new employment opportunities, economic income and the associated social benefits of embarking on the project are significant given the nature and scope of the proposed Vlotenburg Village development. Although the social costs to nearby residents may also be considered significant, the economic benefits would probably outweigh the social costs – but only if the mitigation measures proposed by the various specialists are implemented.
- The rehabilitation of severely degraded river corridors and ongoing monitoring and maintenance of the riparian and wetland vegetation on the development site will have a positive long term impact on freshwater features.

Alternative 2

This alternative includes most of the Alternative 1 components, but with fewer single residential units, more mixed-use apartments, and the exclusion of the 5 000 m² Shops/Business premise, Education Facilities (Private School) and the Community Sports field and Clubhouse. This will create a smaller footprint and thus slightly less negative impact on the sense of place, traffic flows, surrounding property values and surrounding business and tourism activities. Compared to Alternative 1, the smaller development will create less employment and economic income during both the construction and operational phase.

The lower development footprint including lower mixed use and commercial components compared to Alternative 1 render this alternative potentially less sustainable as a self-contained village, when compared to Alternative 1. However, Alternative 2 is considered to be reasonable and feasible on its own merits.

"No Go" Alternative

Implementation of the "no-go" alternative will result in the following impacts:

- The loss of an opportunity to realise positive socio-economic spin-offs for the surrounding community from the mixed use development for e.g. the non-realisation of employment opportunities and local economy income during construction and operational phases.
- The status quo with respect to degraded river corridors will remain.
- None of the negative impacts associated with the development will occur if the site remains undeveloped.

4. ENVIRONMENTAL ASSESSMENT PRACTITIONER'S RECOMMENDATION

The relevant Environmental Assessment Practitioner has recommended the authorisation of the proposed Vlottenburg Village Development (Alternative 1) under the condition that the mitigation measures as described in the Environmental Management Plan submitted along with the FEIR be implemented and that regular audits in this regard be undertaken to ensure compliance.

5. PROPOSED COMMENT

The following comment is relevant for both Alternative 1 and 2 presented in the above FEIR.

- 5.1 Vlottenburg is indicated in Stellenbosch's Municipal Spatial Development Framework (MSDF) as one of fourteen (14) interconnected urban nodes within Stellenbosch Municipality. This is due to its location at the intersection of the R310, Vlottenburg Road and the railway line. Vlottenburg is therefore recognised for urban development, a mixed income settlement, rural in nature, designed to address the needs of the immediate surrounding area.

In light of the above this Department, however, is concerned about the proposed development alternatives in their current form. This is due to the following factors:

- 5.2 Substantial portions of the proposed development are planned to occur outside of the demarcated urban edge of Vlottenburg. The current proposal represents urban sprawl. Whilst Vlottenburg is identified in the MSDF as a rural node, development around Vlottenburg should not occur laterally, but instead be densified within the current footprint and designated urban edge of Vlottenburg, in particular along Vlottenburg Road and the existing railway station.
- 5.3 In terms of the Draft Stellenbosch Development Framework that expands on the MSDF Vlottenburg forms one of several urban

nodes built around integrated public transport services. Vlotenburg has immense potential in this regard with particular reference to the existing railway station within Vlotenburg and its location next to the railway line. The current proposal does not support or enhance this principle but remains dependant on private transport modes with a lack in a pro-active layout design connecting the proposed residential development components with the railway station or alternative modes of transport.

- 5.4 The development in its current form seems to have been planned in isolation with reference to Polkadraai Smallholdings, Longlands, Digteby and the proposed Woodmill development.
- 5.5 The current proposal is exclusive rather than inclusive and will not address the housing backlog in the municipality where the greatest need is for affordable housing and security of tenure. Provision should be made for a spectrum of housing typologies that include and integrate all income groups. This includes GAPP housing, social housing and possibly farm worker housing.
- 5.6 The scale and characteristics of the current proposal, i.e. sprawl, low density, private vehicle orientated development makes the proposed development a suburb of Stellenbosch rather than a consolidation and a development of a lower order settlement, rural village or hamlet that are self-sustaining as is envisaged by the MSDF.
- 5.7 This Department does not support the proposed Vlotenburg Village development in its current form due to the above. This Department will support a development proposal that is in line with the intended character and scale of Vlotenburg rural node, a plan that will be less costly in terms of transportation and social equity and a plan that supports the achievement of an integrated, compact, high density urban area inclusive of housing opportunities for farm workers and lower income (primarily tenants) citizens.

MAYORAL COMMITTEE MEETING: 2017-09-13: ITEM 5.3.3

RECOMMENDED

that the above comment be submitted in response to the invitation for comments on the Final Environmental Impact Report for the proposed Vlotenburg Village Development, submitted in terms of the National Environmental Management Act, 107 of 1998.

<i>Meeting:</i>	12 th Council: 2017-09-27	<i>Submitted by Directorate:</i>	Planning & Economic Development
<i>Ref no:</i>	P387 S	<i>Author</i>	Manager: Spatial Planning
<i>Collab:</i>		<i>Referred from:</i>	Mayco: 2017-09-13

8.5 COMMENT ON THE DRAFT ENVIRONMENTAL IMPACT REPORT FOR THE PROPOSED VLOTTENBURG VILLAGE DEVELOPMENT*File number* : P 387 S*Compiled by* : Manager: Spatial Planning, Heritage & Environment*Report by* : Director: Planning, Economic and Community Development*Delegated Authority* : Council**Strategic Intent of Item**

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

1. PURPOSE OF REPORT

To recommend a delegated process for consideration of environmental authorisation applications. There is no clear delegation in the approved system of delegations. It is impractical to submit this item (and any others) to Council, due to time constraints imposed by the relevant legislation.

In the absence of a clear delegation permitting this Department to comment on applications submitted in terms of the National Environmental Management Act, 107 of 1998 (NEMA) the below comment on the Draft Environment Impact Report (EIR) for the proposed Vlotenburg Village Development is submitted for the Committee's consideration.

The process of enquiring Environmental Authorisation in terms of NEMA pre-empts a land use application in terms of the applicable municipal planning legislation which will be submitted to Council for consideration.

The below comment represents this Department's input in the NEMA process as per invitation by the relevant Environmental Assessment Partitioner (EAP) and the Department of Environmental Affairs & Development Planning's requested to submit comment. This Department's comment is premised on formally approved municipal policy.

2. PROPOSED VLOTTENBURG VILLAGE DEVELOPMENT

The Preferred Layout Alternative 1 contained in the above EIR for the proposed Vlotenburg Village mixed-use development, recommended by the EAP for approval, includes the following components¹:

- Residential:
 - Single Erf (600m²) with 2 storey Free Standing Houses [55 units];
 - Single Erf (450m²) with 2 storey Free Standing Houses [225 units];

¹ Draft Environmental Impact Assessment Report and Environmental Management Programme (Withers Environmental Consulting, 2015)

- Single Erf (300m²) with 2 storey Row Housing [75 units];
- Group Housing (60-90m²) with 2 storey Apartment Buildings [150 units];
- Single Erf (300m²) with 2 storey Duplex Housing [25 units];
- Group Housing (45m²) with 2 storey Walk-Up Buildings [100 units];
- Retail Centre;
- Hotel School (accommodation and skills centre);
- Medical Centre (community medical facility with clinic, consultation rooms, pharmacy and parking);
- Mixed Use Buildings (retail and crafts, restaurants and deli's, showrooms and galleries, live/work studios, offices and apartments);
- Hotels (boutique hotel and 150 key hotel);
- Education Facilities (new private school and sports fields);
- Community Facilities (church, community centre and sports club house);
- Sport and Recreation;
- Green Open Space;
- Parking; and
- Associated Infrastructure i.e. potable water supply, bulk sewage infrastructure, storm water management infrastructure, external and internal roads and bulk electricity infrastructure.

The EIR summarizes the following potential negative impacts associated with the proposed development:

- Impact on the scenic rural context and landscape as a result of development on agricultural land;
- Visual change from an open, rural area to a built area with an urban character, visual intrusion on the Vredenheim and Neethlingshof historic homesteads/ access gateways, visibility from sensitive receptors and visual intrusion of night lighting on the rural landscape.
- Impact on sense of place for current and future residents of the surrounding area, due to a relatively large and higher density development within a rural setting;
- Impact on traffic flows with large numbers of additional vehicles using access routes that are already experiencing high traffic flows during peak hours;
- Bulk infrastructure requirements, with essential upgrades related to potable water, sewerage and road intersections;
- Potential increase in crime levels, which is already a problem due to unemployed residents in the area; and
- With respect to cumulative impacts, the potential negative impacts would be compounded if additional developments were introduced in the immediate and surrounding areas.

The most significant positive impacts associated with the proposed development are the following:

- Large contribution towards employment and local economy income during both the construction and operational phases.
- With respect to cumulative impacts, the employment and economic income benefits of a number of developments in the greater Vlothenburg

area could also be compounded, especially with regard to the provision of housing and social development of communities in the area.

- The economic benefits of new employment opportunities, economic income and the associated social benefits of embarking on the project are significant given the nature and scope of the proposed Vlotenburg Village development.
- The rehabilitation of severely degraded river corridors and ongoing monitoring and maintenance of the riparian and wetland vegetation on the development site will have a positive long term impact on freshwater features.

The relevant Environmental Assessment Practitioner has recommended the authorisation of the proposed Vlotenburg Village Development under the condition that the mitigation measures as described in the Environmental Management Plan submitted along with the EIR be implemented and that regular audits in this regard be undertaken to ensure compliance.

3. COMMENTS

- 3.1 Vlotenburg is indicated in Stellenbosch's Municipal Spatial Development Framework (MSDF) as one of fourteen (14) interconnected urban nodes within Stellenbosch Municipality. This is due to its location at the intersection of the R310, Vlotenburg Road and the railway line. Vlotenburg is therefor recognised for urban development.

This Department, however, is concerned about the proposed development in its current form. This is due to the following factors:

- 3.2 Substantial portions of the proposed development are planned to occur outside of the demarcated urban edge of Vlotenburg. The current proposal represents urban sprawl. Whilst Vlotenburg is identified in the MSDF as a rural node, development around Vlotenburg should not occur laterally, but instead be densified within the current footprint and designated urban edge of Vlotenburg, in particular along Vlotenburg Road and the existing railway station.
- 3.3 In terms of the Draft Stellenbosch Development Framework that expands on the MSDF Vlotenburg forms one of several urban nodes built around integrated public transport services. Vlotenburg has immense potential in this regard with particular reference to the existing railway station within Vlotenburg and its location next to the railway line. The current proposal does not support or enhance this principle but remains dependant on private transport modes.
- 3.4 The development in its current form seems to have been planned in isolation with reference to Polkadraai Smallholdings and the proposed Woodmill development.
- 3.5 The current proposal is exclusive rather than inclusive and will not address the housing backlog in the municipality where the greatest need is for affordable housing and security of tenure. Provision should be made for a spectrum of housing typologies that include and integrate all income groups. This includes gapp housing, social housing and possibly farm worker housing.
- 3.6 The scale and characteristics of the current proposal, i.e. sprawl, low density, private vehicle orientated development makes the proposed development a suburb of Stellenbosch rather than a consolidation and a development of a rural village or hamlet that are self-sustaining as is envisaged by the MSDF.

-
- 3.7 The above EIR states that with respect to cumulative impacts, the potential negative impacts would be compounded if additional developments were introduced in the immediate and surrounding areas. However, the current Spatial Development Plan of Stellenbosch Municipality does not suggest any further/additional development earmarked for the Vlottenburg area. The MSDP already does not make provision for the development of Vlottenburg to the extent proposed. This Department therefor has to consider the increase of development pressure on the agricultural, yet vacant land between Vlottenburg and Stellenbosch and the unintended consequence of the development of a Vlottenburg Village as is currently proposed.
- 3.8 This Department does not support the proposed Vlottenburg Village development in its current form due to the above. This Department will support a development proposal that is in line with the intended character and scale of Vlottenburg rural node, a plan that will be less costly in terms of transportation and social equity and a plan that supports the achievement of an integrated, compact, high density urban area inclusive of housing opportunities for forum workers and lower income (primarily tenants) citizens.

RECOMMENDED

- (a) that Delegation be granted to the Director: Planning and Economic Development to submit comment on environmental authorization applications to the competent authority in instances where no substantive objections were received to the proposal and to the Planning and Economic Development Committee in instances where substantive objections were raised; and
- (b) that the above comment be submitted in response to the invitation for comments on the Draft Environmental Impact Report for the proposed Vlottenburg Village Development submitted in the terms of the National Environmental Management Act, 107 of 1998.

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

PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE: 2016-03-01: ITEM 5.1.1**RECOMMENDED**

- (a) that Delegation be granted to the Director: Planning and Economic Development to submit comment on environmental authorization applications to the competent authority in instances where no substantive objections were received to the proposal and to the Planning and Economic Development Committee in instances where substantive objections were raised; and
- (b) that the above comment be submitted in response to the invitation for comments on the Draft Environmental Impact Report for the proposed Vlottenburg Village Development submitted in the terms of the National Environmental Management Act, 107 of 1998.

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

MAYORAL COMMITTEE MEETING: 2016-03-23: ITEM 5.1.1**RESOLVED**

that the Concept Plan on the Vlotenburg Village Development be submitted to the Council meeting scheduled for 2016-03-30 for information.

RECOMMENDED BY THE EXECUTIVE MAYOR

- (a) that Delegation be granted to the Director: Planning and Economic Development to submit comment on environmental authorization applications to the competent authority in instances where no substantive objections were received to the proposal and to the Planning and Economic Development Committee in instances where substantive objections were raised;
- (b) that the above comment be submitted in response to the invitation for comments on the Draft Environmental Impact Report for the proposed Vlotenburg Village Development submitted in the terms of the National Environmental Management Act, 107 of 1998;
- (c) that Council be informed of any administrative comments, decisions and outcomes on the matter on a quarterly basis until concluded.

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

FURTHER COMMENTS BY THE DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

Subsequent to the Mayoral Committee resolution above, the Concept Plan on the Vlotenburg Village Development is hereby attached as **APPENDIX 1**.

FOR CONSIDERATION

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

39TH COUNCIL MEETING: 2016-03-30: ITEM 8.5**RESOLVED (nem con)**

- (a) that the Delegation be granted to the Director: Planning and Economic Development to submit comment on environmental authorization application;
- (b) that Council does not support the proposed Vlotenburg Village development.

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

Annexure 11: Clarification from DEA&DP on the process and SM input (2017/10/11)

Schalk Van der Merwe

From: Arabel McClelland <Arabel.McClelland@westerncape.gov.za>
Sent: 11 October 2017 03:33 PM
To: Schalk Van der Merwe
Cc: Mare-Liez Oosthuizen
Subject: [EX] RE: Vlottenburg environmental application process

Dear Schalk

Thank you for your email.

As correctly stated, the proposed Vlottenburg development's environmental application is in terms of the 2010 Environmental Impact Assessment Regulations. This set of environmental regulations does allow some flexibility with regards to timeframes.

The Department has received the final Environmental Impact Assessment Report, however, there have been a number of comments and outstanding items submitted after the report.

Furthermore, in a meeting held with the environmental consultants this morning, 11 October 2017, it was established that clarification and additional information is required with respect to certain identified issues. Consequently a further consolidated submission is required in order to complete the environmental application and enable the Department to make an informed decision.

It is this Department's understanding, and in the interests of consistency, that the Stellenbosch Municipality's comment must be presented to Council. It must be noted that the Stellenbosch Municipality's comment is crucial to the environmental application process and the environmental consultant has been advised to include this comment in the consolidated submission, as mentioned above, and as per the Department's correspondence, dated 14 September 2017.

With regards to the submission of comment outside the public commenting period, the Department is not required to provide official approval for the submission thereof. In cases where the mandated commenting authority's comment is outstanding or has been omitted, the Department would regardless of the public commenting period's closure, request that the environmental consultant obtain said comment.

It is therefore acceptable for the Stellenbosch Municipality to submit their comment beyond the closing date of the public commenting period.

As this Department was copied into electronic correspondence from yourself notifying the environmental consultant of the delay in issuing of the Stellenbosch Municipality's comment, we were aware of the outstanding comment and the reasons for the delay. This fact was duly noted by the Department but no formal acknowledgement thereof is required.

In addition, it is the responsibility of the environmental consultant to communicate directly with stakeholders and commenting authorities during the environmental application process, particularly during the Public Participation Process. The Department does not as a norm communicate directly with the stakeholders or authorities on behalf of the applicant or environmental consultant during the process.

We trust the above clarifies the Department's standing.

Kind regards,

Arabel McClelland
Directorate: Development Management - Region 2
Department of Environmental Affairs and Development Planning
Western Cape Government

2nd Floor, Utilitas Building, 1 Dorp Street, Cape Town, 8001

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Fax: (021) 483 3633
E-mail: Arabel.McClelland@westerncape.gov.za
Website: www.westerncape.gov.za



Western Cape
Government

BETTER TOGETHER.

From: Schalk Van der Merwe [mailto:Schalk.VanderMerwe@stellenbosch.gov.za]
Sent: 10 October 2017 11:49 AM
To: Mare-Liez Oosthuizen <Mare-Liez.Oosthuizen@westerncape.gov.za>
Cc: Arabel McClelland <Arabel.McClelland@westerncape.gov.za>
Subject: Vlottenburg environmental application process

Dear Me Oosthuizen

This e-mail to confirm the municipality's participation in the current Vlottenburg environmental application process and to clarify the submission of the municipality's comment after the communicated closing date.

Stellenbosch Municipality submitted comment on the Draft Environmental Impact Report (DEIR) (5 April 2016, comment included in the Final Environmental Impact Report [FEIR]). The comment on the DEIR was submitted to Council due to the lack of the required delegations for the Department: Planning & Economic Development (DPED) to submit comment on applications submitted in terms of the National Environmental Management Act, 107 of 1998 (NEMA) on the municipality's behalf at that stage.

Subsequently the municipality was invited to submit comment on the FEIR on 23 June 2017. Commenting period in this regard was 26 June – 17 July 2017. On 30 June 2017 the DPED notified both the relevant Environmental Assessment Practitioner (EAP) as well as the Department of Environment Planning and Economic Development (DEADP) that the DPED will not be able to meet the timeframe for the submission of comment. There has been regular communication between the DPED and the EAP regarding expected timeframes for submission of comment following this notice. The reason the DPED would not be able to meet the relevant timeframe is that it has chosen to submit its comment to Council for the following reasons:

- The previous set of comment (on the DEIR) was submitted to Council,
- Given the scale of the proposed development, the potential implications the proposed development may have on Vlottenburg, on municipal infrastructure and the broader Stellenbosch area, and
- The wide ranging comments and objections and potential sensitivity of the matter.

With reference to the above (30 June 2017) notification to the EAP, given the fact that the application was submitted under the NEMA Environmental Impact Assessment (EIA) Regulations, 2010, it is the DPED's understanding that, although comment from the DPED on the proposed development is urgent, there is some flexibility in terms of the timeframes for the submission of comment that allow the DPED to submit its comment to Council (for the reasons listed above) for approval before it is formally submitted as part of the above NEMA process.

Regards



Schalk van der Merwe
 Environmental Planner
 Spatial Planning, Heritage & Environment

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7.4	FINANCIAL SERVICES: (PC: CLLR S PETERS)
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7.4.1	SERVICE LEVEL STANDARDS: 2017/2018
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1. PURPOSE OF REPORT

To present the Service Level Standards for the 2017/2018 financial year to Council for approval.

2. LEGAL FRAMEWORK

In terms of Municipal Finance Management Act Circular 75:

“All municipalities are required to formulate service standards by the end of January 2015 which must form part of the 2015/16 draft MTREF budget documentation. In addition, the service standards need to be tabled before the municipal council for formal adoption. The service standards must at a minimum incorporate the administrative, technical, and economic development categories of the municipality.”

3. DISCUSSION

As per guidance from National Treasury, municipalities are required to table the budget together with service level standards. However, the budget approval by Council on 31 May 2017 was not inclusive of the Service Level Standards as these had not yet been finalized.

4. FINANCIAL IMPLICATIONS

None

5. ATTACHMENTS

APPENDIX 1: 2017/2018 Service Level Standards

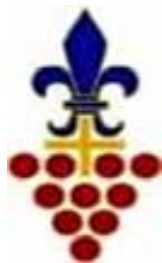
MAYORAL COMMITTEE: 2017-10-11: ITEM 5.4.1

RECOMMENDED

that the Service Level Standards for 2017/2018 as set out in **APPENDIX 1**, be approved.

Meeting: Ref no: Collab	13 th Council: 2017-10-25 5/1/1/2017-2018 545288	Submitted by Directorate: Author Referred from:	Finance Chief Financial Officer: M Wüst Mayco:2017-10-11
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APPENDIX 1



STELLENBOSCH MUNICIPALITY
STELLENBOSCH – PNIEL – FRANSCHHOEK

SERVICE DELIVERY CHARTER 2017/2018



1. INTRODUCTION

Service standards are an integral part of the service delivery value chain. They provide transparency and benchmarking in delivering services to our communities.

Local government is mostly classified in the service delivery and governance category and as such needs to be clear on what the public at large can expect as a service delivery standard. Rate payers must be placed in a position by which they are able to measure the service outputs against the predetermined service standards. This also serves as a performance rating instrument at an organisational and individual level. It is for this reason that Stellenbosch Municipality is adopting Services Standards.

2. OUR ORGANIZATIONAL STRUCTURE

To best render services to our customers we have organized ourselves into six directorates as follows:

- (a) The Office of the Municipal Manager
- (b) The Department of Human Settlements
- (c) The Department of Community & Protection Services
- (d) The Department of Finance
- (e) The Department of Engineering Services
- (f) The Department of Corporate and Strategic services
- (g) The Department of Planning and Economic Development

2. BATHO PELE PRINCIPLES

Eight Batho Pele principles were developed to serve as acceptable policy and legislative framework regarding service delivery in the public service. These principles are aligned with the Constitutional ideals of:

- Promoting and maintaining high standards of professional ethics;
- Providing service impartially, fairly, equitably and without bias;
- Utilising resources efficiently and effectively;
- Responding to people's needs; the citizens are encouraged to participate in policy-making; and
- Rendering an accountable, transparent, and development-oriented public administration

The Batho Pele principles are as follows:

1. Consultation

There are many ways to consult users of services including conducting customer surveys, interviews with individual users, consultation with groups, and holding meetings with consumer representative bodies, NGOs and CBOs. Often, more than one method of consultation will be necessary to ensure comprehensiveness and

representativeness. Consultation is a powerful tool that enriches and shapes government policies such as the Integrated Development Plans (IDPs) and its implementation in Local Government sphere.

2. **Setting service standards**

This principle reinforces the need for benchmarks to constantly measure the extent to which citizens are satisfied with the service or products they receive from departments. It also plays a critical role in the development of service delivery improvement plans to ensure a better life for all South Africans. Citizens should be involved in the development of service standards.

Required are standards that are precise and measurable so that users can judge for themselves whether or not they are receiving what was promised. Some standards will cover processes, such as the length of time taken to authorise a housing claim, to issue a passport or identity document, or even to respond to letters.

To achieve the goal of making South Africa globally competitive, standards should be benchmarked (where applicable) against those used internationally, taking into account South Africa's current level of development.

3. **Increasing access**

One of the prime aims of Batho Pele is to provide a framework for making decisions about delivering public services to the many South Africans who do not have access to them. Batho Pele also aims to rectify the inequalities in the distribution of existing services. Examples of initiatives by government to improve access to services include such platforms as the Gateway, Multi-Purpose Community Centres and Call Centres.

Access to information and services empowers citizens and creates value for money, quality services. It reduces unnecessary expenditure for the citizens.

4. **Ensuring courtesy**

This goes beyond a polite smile, 'please' and 'thank you'. It requires service providers to empathize with the citizens and treat them with as much consideration and respect, as they would like for themselves.

The public service is committed to continuous, honest and transparent communication with the citizens. This involves communication of services, products, information and problems, which may hamper or delay the efficient delivery of services to promised standards. If applied properly, the principle will help demystify the negative perceptions that the citizens in general have about the attitude of the public servants.

5. **Providing information**

As a requirement, available information about services should be at the point of delivery, but for users who are far from the point of delivery, other arrangements will be needed. In line with the definition of customer in this document, managers and employees should regularly seek to make information about the organisation, and all other service delivery related matters available to fellow staff members.

6. Openness and transparency

A key aspect of openness and transparency is that the public should know more about the way national, provincial and local government institutions operate, how well they utilise the resources they consume, and who is in charge. It is anticipated that the public will take advantage of this principle and make suggestions for improvement of service delivery mechanisms, and to even make government employees accountable and responsible by raising queries with them.

7. Redress

This principle emphasises a need to identify quickly and accurately when services are falling below the promised standard and to have procedures in place to remedy the situation. This should be done at the individual transactional level with the public, as well as at the organisational level, in relation to the entire service delivery programme.

Public servants are encouraged to welcome complaints as an opportunity to improve service, and to deal with complaints so that weaknesses can be remedied quickly for the good of the citizen.

8. Value for money

Many improvements that the public would like to see often require no additional resources and can sometimes even reduce costs. Failure to give a member of the public a simple, satisfactory explanation to an enquiry may for example, result in an incorrectly completed application form, which will cost time to rectify.

3. SERVICE LEVEL STANDARDS

Service level standards for the municipality are as follows:

Standard Description	Service Level
Solid Waste Removal	
Premise based removal (Residential Frequency)	1 x per week
Premise based removal (Business Frequency)	3 x per week
Bulk Removal (Frequency)	Skip removal - daily
Removal Bags provided(Yes/No)	Yes
Garden refuse removal Included (Yes/No)	No
Street Cleaning Frequency in CBD	Daily
Street Cleaning Frequency in areas excluding CBD	Daily
How soon are public areas cleaned after events (24hours/48hours/longer)	within 48 hours
Clearing of illegal dumping (24hours/48hours/longer)	24 hours
Recycling or environmentally friendly practices(Yes/No)	Yes
Licensed landfill site(Yes/No)	Yes Permitted landfill site

Standard Description	Service Level
Water Service	
Water Quality rating (Blue/Green/Brown/NO drop)	No Bluedrop Evaluation since 2014
Is free water available to all? (All/only to the indigent consumers)	No, only indigents
Frequency of meter reading? (per month, per year)	Once a month, 12 times a year
Are estimated consumption calculated on actual consumption over (two month's/three month's/longer period)	Longer, previous year's consumption
On average for how long does the municipality use estimates before reverting back to actual readings? (months)	0, estimates only used when access to meters can not be obtained
<i>Duration (hours) before availability of water is restored in cases of service interruption (complete the sub questions)</i>	
One service connection affected (number of hours)	2hours
Up to 5 service connection affected (number of hours)	5 hours
Up to 20 service connection affected (number of hours)	No feeder pipes > 800mm
Feeder pipe larger than 800mm (number of hours)	Yes
What is the average minimum water flow in your municipality?	38 MI per day
Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)	Yes
How long does it take to replace faulty water meters? (days)	3 weeks
Do you have a cathodic protection system in place that is operational at this stage? (Yes/No)	No
Electricity Service	
What is your electricity availability percentage on average per month?	99%
Do your municipality have a ripple control in place that is operational? (Yes/No)	Yes
How much do you estimate is the cost saving in utilizing the ripple control system?	R1m/annum
What is the frequency of meters being read? (per month, per year)	monthly
Are estimated consumption calculated at consumption over (two month's/three month's/longer period)	3 months
On average for how long does the municipality use estimates before reverting back to actual readings? (months)	No estimation

Standard Description	Service Level
Duration before availability of electricity is restored in cases of breakages (immediately/one day/two days/longer)	95% same day
Are accounts normally calculated on actual readings? (Yes/no)	Yes
Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)	Yes
How long does it take to replace faulty meters? (days)	same day
Do you have a plan to prevent illegal connections and prevention of electricity theft? (Yes/No)	Yes
How effective is the action plan in curbing line losses? (Good/Bad)	Average
How soon does the municipality provide a quotation to a customer upon a written request? (days)	10 days
How long does the municipality takes to provide electricity service where existing infrastructure can be used? (working days)	30-45 days
How long does the municipality takes to provide electricity service for low voltage users where network extension is not required? (working days)	20-30 days
How long does the municipality takes to provide electricity service for high voltage users where network extension is not required? (working days)	20-30 days
Sewerage Service	
Are your purification system effective enough to put water back in to the system after purification?	Some - In the process of upgrading
To what extend do you subsidize your indigent consumers?	100% (erf 0 -250m2)
How long does it take to restore sewerage breakages on average	
Severe overflow? (hours)	5 hours
Sewer blocked pipes: Large pipes? (Hours)	2 hours
Sewer blocked pipes: Small pipes? (Hours)	2 hours
Spillage clean-up? (hours)	2 hours
Replacement of manhole covers? (Hours)	2 hours
Road Infrastructure Services	
Time taken to repair a single pothole on a major road? (Hours)	48 hrs
Time taken to repair a single pothole on a minor road? (Hours)	48 hrs
Time taken to repair a road following an open trench service crossing? (Hours)	72 hrs

Standard Description	Service Level
Time taken to repair walkways? (Hours)	72 hrs
Property valuations	
How long does it take on average from completion to the first account being issued? (one month/three months or longer)	1 Month
Do you have any special rating properties? (Yes/No)	Yes
Financial Management	
Is there any change in the situation of unauthorised and wasteful expenditure over time? (Decrease/Increase)	Decrease
Are the financial statement outsourced? (Yes/No)	No
Are there Council adopted business process structuring the flow and management of documentation feeding to Trial Balance?	
How long does it take for an Tax/Invoice to be paid from the date it has been received?	20 days
Is there advance planning from SCM unit linking all departmental plans quarterly and annually including for the next two to three years procurement plans?	Yes, 1 year
Administration	
Reaction time on enquiries and requests?	24 hours (Engineering Directorate) 24 - 48 hrs (Communication section) 10 - 20 days (Legal services) 24 hrs (Political support) 24 hrs (Records section) 24 hrs (ICT section)
Time to respond to a verbal customer enquiry or request? (working days)	1 (Engineering Directorate) 1 (Communication section) 1 (Records section) 1 (ICT section)
Time to respond to a written customer enquiry or request? (working days)	2 days (Engineering Directorate) 1 - 2 days (Communication section) 10 - 20 days (Legal services) 1 day (Political support) 1 day (Records section) 1 day (ICT section)

Standard Description	Service Level
Time to resolve a customer enquiry or request? (working days)	7 days (Engineering Directorate) 7 day (Political support) 1 day (Records section) 1 day (ICT section)
What percentage of calls are not answered? (5%,10% or more)	Not yet measured
How long does it take to respond to voice mails? (hours)	8 hrs (Political support) 24 hrs (Records section) 24 hrs (ICT section)
Does the municipality have control over locked enquiries? (Yes/No)	Not yet measured
Is there a reduction in the number of complaints or not? (Yes/No)	Not yet measured
How long does it take to open an account to a new customer? (1 day/ 2 days/ a week or longer)	1 day
How many times does SCM Unit, CFO's Unit and Technical unit sit to review and resolve SCM process delays other than normal monthly management meetings?	As required
Community safety and licensing services	
How long does it take to register a vehicle? (minutes)	30 minutes from the cashier transaction
How long does it take to renew a vehicle license? (minutes)	5-10 minutes from the cashier transaction
How long does it take to issue a duplicate registration certificate vehicle? (minutes)	15 minutes from the cashier transaction
How long does it take to de-register a vehicle? (minutes)	10 minutes from the cashier transaction
How long does it take to renew a drivers license? (minutes)	15 minutes from the cashier transaction
What is the average reaction time of the fire service to an incident? (minutes)	12 - 15 minutes after call was logged
What is the average reaction time of the ambulance service to an incident in the urban area? (minutes)	n/a
What is the average reaction time of the ambulance service to an incident in the rural area? (minutes)	n/a
Economic development	
How many economic development projects does the municipality drive?	10 projects
How many economic development programme are deemed to be catalytic in creating an enabling environment to unlock	3 programmes

Standard Description	Service Level
key economic growth projects?	
What percentage of the projects have created sustainable job security?	40%
Does the municipality have any incentive plans in place to create an conducive environment for economic development? (Yes/No)	No
Other Service delivery and communication	
Is a information package handed to the new customer? (Yes/No)	Yes, at all public libraries
Does the municipality have training or information sessions to inform the community? (Yes/No)	Yes, at all public libraries
Are customers treated in a professional and humanly manner? (Yes/No)	Yes
Solid Waste Removal	
Premise based removal (Residential Frequency)	1 x per week
Premise based removal (Business Frequency)	3 x per week
Bulk Removal (Frequency)	Skip removal - daily
Removal Bags provided(Yes/No)	Yes
Garden refuse removal Included (Yes/No)	No
Street Cleaning Frequency in CBD	Daily
Street Cleaning Frequency in areas excluding CBD	Daily
How soon are public areas cleaned after events (24hours/48hours/longer)	within 48 hours
Clearing of illegal dumping (24hours/48hours/longer)	24 hours
Recycling or environmentally friendly practices(Yes/No)	Yes
Licenced landfill site(Yes/No)	Yes Permitted landfill site
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Water Quality rating (Blue/Green/Brown/N0 drop)	No Bluedrop Evaluation since 2014
Is free water available to all? (All/only to the indigent consumers)	No, only indigents
Frequency of meter reading? (per month, per year)	Once a month, 12 times a year
Are estimated consumption calculated on actual consumption over (two month's/three month's/longer period)	Longer, previous year's consumption
On average for how long does the municipality use estimates before reverting back to actual readings? (months)	0, estimates only used when access to meters can not be obtained
<i>Duration (hours) before availability of water is restored in cases of service interruption (complete the sub questions)</i>	
One service connection affected (number of hours)	2hours

Standard Description	Service Level
Up to 5 service connection affected (number of hours)	5 hours
Up to 20 service connection affected (number of hours)	No feeder pipes > 800mm
Feeder pipe larger than 800mm (number of hours)	Yes
What is the average minimum water flow in your municipality?	38 MI per day
Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)	Yes
How long does it take to replace faulty water meters? (days)	3 weeks
Do you have a cathodic protection system in place that is operational at this stage? (Yes/No)	No
Electricity Service	
What is your electricity availability percentage on average per month?	99%
Do your municipality have a ripple control in place that is operational? (Yes/No)	Yes
How much do you estimate is the cost saving in utilizing the ripple control system?	R1m/annum
What is the frequency of meters being read? (per month, per year)	monthly
Are estimated consumption calculated at consumption over (two month's/three month's/longer period)	3 months
On average for how long does the municipality use estimates before reverting back to actual readings? (months)	No estimation
Duration before availability of electricity is restored in cases of breakages (immediately/one day/two days/longer)	95% same day
Are accounts normally calculated on actual readings? (Yes/no)	Yes
Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)	Yes
How long does it take to replace faulty meters? (days)	same day
Do you have a plan to prevent illegal connections and prevention of electricity theft? (Yes/No)	Yes
How effective is the action plan in curbing line losses? (Good/Bad)	Average
How soon does the municipality provide a quotation to a customer upon a written request? (days)	10 days
How long does the municipality takes to provide electricity service where existing infrastructure can be used? (working days)	30-45 days
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How long does the municipality takes to provide electricity service for high voltage users where network extension is not required? (working days)	20-30 days

Standard Description	Service Level
Sewerage Service	
Are your purification system effective enough to put water back in to the system after purification?	Some - In the process of upgrading
To what extend do you subsidize your indigent consumers?	100% (erf 0 -250m2)
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Sewer blocked pipes: Large pipes? (Hours)	2 hours
Sewer blocked pipes: Small pipes? (Hours)	2 hours
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Do you have any special rating properties? (Yes/No)	Yes
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Is there any change in the situation of unauthorised and wasteful expenditure over time? (Decrease/Increase)	Decrease
Are the financial statement outsources? (Yes/No)	No
Are there Council adopted business process structuring the flow and management of documentation feeding to Trial Balance?	
How long does it take for an Tax/Invoice to be paid from the date it has been received?	20 days
Is there advance planning from SCM unit linking all departmental plans quarterly and annually including for the next two to three years procurement plans?	Yes, 1 year
Administration	
Reaction time on enquiries and requests?	24 hours (Engineering Directorate) 24 - 48 hrs (Communication section) 10 - 20 days (Legal services) 24 hrs (Political support)

Standard Description	Service Level
	24 hrs (Records section) 24 hrs (ICT section)
Time to respond to a verbal customer enquiry or request? (working days)	1 (Engineering Directorate) 1 (Communication section) 1 (Records section) 1 (ICT section)
Time to respond to a written customer enquiry or request? (working days)	2 days (Engineering Directorate) 1 - 2 days (Communication section) 10 - 20 days (Legal services) 1 day (Political support) 1 day (Records section) 1 day (ICT section)
Time to resolve a customer enquiry or request? (working days)	7 days (Engineering Directorate) 7 day (Political support) 1 day (Records section) 1 day (ICT section)
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How long does it take to respond to voice mails? (hours)	8 hrs (Political support) 24 hrs (Records section) 24 hrs (ICT section)
Does the municipality have control over locked enquiries? (Yes/No)	Not yet measured
Is there a reduction in the number of complaints or not? (Yes/No)	Not yet measured
How long does it take to open an account to a new customer? (1 day/ 2 days/ a week or longer)	1 day
How many times does SCM Unit, CFO's Unit and Technical unit sit to review and resolve SCM process delays other than normal monthly management meetings?	As required
Community safety and licensing services	
How long does it take to register a vehicle? (minutes)	30 minutes from the cashier transaction
How long does it take to renew a vehicle license? (minutes)	5-10 minutes from the cashier transaction
How long does it take to issue a duplicate registration certificate vehicle? (minutes)	15 minutes from the cashier transaction
How long does it take to de-register a vehicle? (minutes)	10 minutes from the cashier transaction
How long does it take to renew a driver's license? (minutes)	15 minutes from the cashier transaction
What is the average reaction time of the fire service to an	12 - 15 minutes after call

Standard Description	Service Level
incident? (minutes)	was logged
What is the average reaction time of the ambulance service to an incident in the urban area? (minutes)	n/a
What is the average reaction time of the ambulance service to an incident in the rural area? (minutes)	n/a
Economic development	
How many economic development projects does the municipality drive?	10 projects
How many economic development programmes are deemed to be catalytic in creating an enabling environment to unlock key economic growth projects?	3 programmes
What percentage of the projects have created sustainable job security?	40%
Does the municipality have any incentive plans in place to create an conducive environment for economic development? (Yes/No)	No
Other Service delivery and communication	
Is a information package handed to the new customer? (Yes/No)	Yes, at all public libraries
Does the municipality have training or information sessions to inform the community? (Yes/No)	Yes, at all public libraries
Are customers treated in a professional and humanly manner? (Yes/No)	Yes

Services & Contact Details

General Enquiries

Tel: 021 808 8111
(08:00 - 16:30 week days)

24-Hour Emergency line:

Tel: 021 808 8890 (week days and over weekends)
(all departments)

Water Services:

Tel: 021 808 8230 or 021 808 8231
(08:00 - 16:15 week days)

Electricity:

Tel: 021 808 8300 (08:00 - 16:15 week days)

Sewerage:

Tel: 021 808 8250 (08:00 - 16:15 week days)

Fire & Rescue:

Tel: 021 808 8888 or 021 808 8890 (24 hours)

Law Enforcement:

021 808 8890 (24 hours)

This is not an emergency number for the South African Police Service

Environment, Sport & Facilities:

Tel: 021 808 8160 or 021 808 8161

(08:00 - 16:15 week days)

Traffic Services

Traffic Department (Switchboard)

Tel: 021 808 8800 / Fax: 021 883 2054

Control Room (Accidents / Traffic Offences):

Tel: 021 808 8813

(07:00 - 15:30 Monday - Friday)

Vehicle Registration:

Tel: 021 808 8807 or 021 808 8808

(08:00 - 15:00 Monday - Friday)

Learners Licence Appointments: Stellenbosch

Tel: 021 808 8822

Monday, Tuesday, Thursday (08:00 - 15:00)

Fridays (08:00 - 14:00)

Bring: ID photos x2, R68-00, Identity document (ID), proof of address

Learners Licence Appointments: Franschhoek

Tel: 021 808 8822

Every 2nd Wednesday (09:00 - 13:00) - (Please confirm by calling 021 808 8822).

Bring: ID photos x2, R68-00, Identity document (ID), proof of address

Driver's Licences:

Tel: 021 808 8822

Monday, Tuesday, Thursday (08:00 - 15:00)

Fridays (08:00 - 14:00)

Traffic fine enquiries & payments:

Tel: 021 808 8850 or 021 808 8860 or 021 808 8856 or 021 808 8818 or 021 808 8849 or
021 808 8836

(Mon-Fri 08:00 - 15:30)

7.4.2	ADJUSTMENTS BUDGET: 2017/2018
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1. PURPOSE OF REPORT

To table the adjustments budget for the 2017/2018 financial year to Council for approval. The adjustments budget emanates from additional allocations from the Provincial Treasury and also to authorize unavoidable expenditure due to the drought adversity.

2. BACKGROUND**2.1 LEGAL FRAMEWORK**

Section 28 of the Municipal Finance Management Act states that:

“(1) The municipality may revise an approved annual budget through an adjustments budget.

(2) An adjustments budget –

(b) may appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for.

(c) may, within a prescribed framework, authorise unforeseeable and unavoidable expenditure recommended by the mayor of the municipality”

Furthermore, Section 29 of the Municipal Finance Management Act states that:

“(1) The mayor of a municipality may in emergency or other exceptional circumstances authorise unforeseeable and unavoidable expenditure for which no provision was made in an approved budget.

(2) Any such expenditure-

(a) must be in accordance with any framework that may be prescribed;

(b) may not exceed a prescribed percentage of the approved annual budget;

(c) must be reported by the mayor to the municipal council at its next meeting; and

(d) must be appropriated in an adjustments budget.

(3) If such adjustments budget is not passed within 60 days after the expenditure was incurred, the expenditure is unauthorised and section 32 applies”

Regulation 23 of the Municipal Budget and Reporting Regulations states that:

“(3) If a national or provincial adjustments budget allocates or transfers additional revenues to a municipality, the mayor of a municipality must, at the next available council meeting, but within 60 days of the approval of the relevant national or provincial adjustments budget, table an adjustments budget

referred to in section 28 (2) (b) of the Act in the municipal council to appropriate these additional revenues.”

- (4) *An adjustments budget referred to in section 28 (2) (c) of the Act must be tabled in the municipal council at the first available opportunity after the unforeseeable and unavoidable expenditure contemplated in that section was incurred and within the time period set in section 29 (3) of the Act.”*

3. DISCUSSION

Human Settlement Development Grant

The Department of Human Settlement has allocated a further R9.2 million grant funding to the municipality for the implementation of Human Settlement projects for 2017/18.

The proposed projects for the 2017/2018 financial year are as follows:

- Kayamandi: Watergang (193)
- Klapmuts (293) Services
- Ida's Valley (470) Services

Unavoidable expenditure

The Western Cape government has declared the province a disaster area in order to deal with the ongoing drought. On 20th June 2017 Stellenbosch Municipal Council declared that WO24 is a local State of Drought Disaster.

In August 2017, Premier of the Western Cape issued a directive to determine bulk water availability, implement water restrictions, and conduct borehole investigations and equipment in all towns in WC024.

In the light of this declaration, Stellenbosch Water Services Department initiated to implement an emergency Action Plan and Drought Response Plan to deal with this Drought Disaster.

Stellenbosch Municipality embarked proactively on a 90 day action plan to put methods and actions together to implement interventions for drought relieve.

4. FINANCIAL IMPLICATIONS

Capital Adjustments Budget

Council approved a Capital Budget for the 2017/2018 financial year amounting to R479 778 893 in August 2017. This adjustments budget effectively changes the approved budget for the financial year resulting in an increase of R45 200 000. The proposed Adjusted Budget for the 2017/2018 financial year amounts to R524 978 893.

The breakdown for the unavoidable expenditure is as follows:

Action list and cost estimations		
	Cost Account	Estimated Cost
Final Drought Response/action plan		R 200 000.00
Stellenbosch Idas valley transfer scheme		R 1 500 000.00
Idas Valley WTP upgrade works		R 500 000.00
Water Master Planning(Water Resources Study)		R 600 000.00
Borehole Exploration/Testing		R 400 000.00
Borehole drilling		R 13 800 000.00
Borehole equipping Filter system		R 12 000 000.00
Additional funds on WCWDM*	50102151161	R 5 000 000.00
Chambers PRV		R 2 250 000.00
Connetiion to networks		R 2 000 000.00
Total		R 36 000 000.00
*Propost Cost Account to be used for this project.		

ATTACHMENTS

- Appendix 1 – Executive Summary
- Appendix 2 – Capital Adjustments
- Appendix 3 – Adjustments budget Tables (B-schedule)
- Appendix 4 – Other Supporting Documents
- Appendix 5 – Quality certificate
- Appendix 6 – Additional allocation confirmation

MAYORAL COMMITTEE: 2017-10-11: ITEM 5.4.2

RECOMMENDED

- (a) that the Adjustments Budget for 2017/2018 as set out in **APPENDIX 2** be approved; and
- (b) that the Service Delivery and Budget Implementation Plan be adjusted accordingly, inclusive of the non-financial information (performance measurement).

Meeting: Ref no: Collab	13 th Council: 2017-10-25 5/1/1/2017-2018	Submitted by Directorate: Author Referred from:	Finance Chief Financial Officer: M Wüst Mayco:2017-10-11
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STELLENBOSCH

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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

STELLENBOSCH MUNICIPALITY

ADJUSTMENTS BUDGET DOCUMENTATION 25 OCTOBER 2017

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APPENDIX 1

Executive Summary

Overview

The adjustments budget in terms of section 28 (2) (b) and (c) of the MFMA emanates from additional funds that have been allocated to Stellenbosch Municipality by the Western Cape provincial Government for housing projects.

Furthermore, due to the declaration of the province as a disaster area, the municipality has to incur unavoidable expenditure which was not budgeted for.

Capital Adjustments Budget for 2017/2018

	Approved Budget	Adjustments Budget	% Change
Capital Budget	479 778 893	524 978 894	9%

Adjustments to Funding

The funding sources to the capital budget are as follows:

Funding	2017/2018 Approved Budget	%	2017/2018 Adjustments Budget	%
Internal Funding				
Capital Replacement Reserve	236 923 768	49%	272 923 768	52%
External Funding				
National Government Grant	47 594 000	10%	47 594 000	9%
Provincial Government Grant	30 807 350	6%	40 007 350	8%
External Borrowings	160 000 000	33%	160 000 000	30%
Public Contributions & Donations	4 453 775	1%	4 453 775.03	1%
	479 778 893	100%	524 978 893	100%

Adjustments to Capital Expenditure

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

Directorate (Vote)	2017/2018 Approved Budget	%	2017/2018 Adjustments Budget	%
Municipal Manager	35 000	0%	35 000	0%
Planning & Development	7 652 836	2%	7 652 836	2%
Human Settlements	72 865 066	15%	82 065 066	17%
Community & Protection Services	28 884 098	6%	28 884 098	6%
Engineering Services	362 634 958	76%	398 634 958	83%
Strategic & Corporate Services	5 836 936	1%	5 836 936	1%
Financial Services	1 870 000	0%	1 870 000	0%
	479 778 893	100%	524 978 893	100%

APPENDIX 2

Capital Adjustments Budget for 2017/2018

The following funds per directorate are to be adjusted:

Directorate (Vote)	Approved Budget	Adjustments	Adjustments Budget
Municipal Manager	35 000		35 000
Planning & Development	7 652 836		7 652 836
Human Settlements	72 865 066	9 200 000	82 065 066
Engineering Services	362 634 958	36 000 000	398 634 958
Community & Protection Services	28 884 098		28 884 098
Strategic & Corporate Services	5 836 936		5 836 936
Financial Services	1 870 000		1 870 000
	479 778 893	45 200 000	524 978 893

APPENDIX 3

Adjustments Budget Tables

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

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

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

WC024 Stellenbosch - Table B1 Adjustments Budget Summary - 25 October 2017

Description	Budget Year 2017/18										Budget Year +1 2018/19	Budget Year +2 2019/20
	Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget	
	A	1	2	3	4	5	6	7	8			
R thousands												
Financial Performance												
Property rates	313,009	-	-	-	-	-	-	-	313,009	331,790	351,697	
Service charges	774,409	-	-	-	-	-	-	-	774,409	826,732	883,719	
Investment revenue	37,999	-	-	-	-	-	-	-	37,999	32,553	28,178	
Transfers recognised - operational	128,342	139,658	-	-	-	-	-	-	139,658	138,159	158,544	
Other own revenue	174,189	-	-	-	-	-	-	-	174,189	180,384	187,381	
Total Revenue (excluding capital transfers and contributions)	1,427,948	139,658	-	-	-	-	-	-	139,658	1,509,617	1,609,519	
Employee costs	485,607	-	-	-	-	-	-	-	485,607	525,145	567,792	
Remuneration of councillors	17,293	17,293	-	-	-	-	-	-	17,293	18,157	19,065	
Depreciation & asset impairment	168,339	-	-	-	-	-	-	-	168,339	171,970	175,685	
Finance charges	28,622	28,622	-	-	-	-	-	-	28,622	40,822	42,822	
Materials and bulk purchases	346,143	-	-	-	-	-	-	-	346,143	366,911	388,926	
Transfers and grants	6,250	6,250	-	-	-	-	-	-	6,250	6,563	6,891	
Other expenditure	434,422	268,845	-	-	-	-	-	-	268,845	453,589	473,660	
Total Expenditure	1,486,676	321,009	-	-	-	-	-	-	1,321,098	1,583,156	1,674,841	
Surplus/(Deficit)	(58,728)	(181,351)	-	-	-	-	-	-	(1,181,440)	(73,539)	(65,322)	
Transfers recognised - capital	60,137	78,401	-	-	-	9,200	-	9,200	87,601	82,402	77,453	
Contributions recognised - capital & contributed assets	-	-	-	-	-	-	-	-	-	-	-	
Surplus/(Deficit) after capital transfers & contributions	1,409	(102,950)	-	-	-	9,200	-	9,200	(93,750)	8,863	12,131	
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-	-	-	
Surplus/ (Deficit) for the year	1,409	(102,950)	-	-	-	9,200	-	9,200	(93,750)	8,863	12,131	
Capital expenditure & funds sources												
Capital expenditure	418,057	479,779	-	-	36,000	9,200	-	45,200	524,979	319,514	226,873	
Transfers recognised - capital	60,137	78,401	-	-	-	9,200	-	9,200	87,601	82,402	77,453	
Public contributions & donations	-	4,039	-	-	-	-	-	-	4,039	-	-	
Borrowing	160,000	160,000	-	-	-	-	-	-	160,000	80,000	-	
Internally generated funds	197,920	237,339	-	-	36,000	-	-	36,000	273,339	157,112	149,420	
Total sources of capital funds	418,057	479,779	-	-	36,000	9,200	-	45,200	524,979	319,514	226,873	
Financial position												
Total current assets	599,478	599,478	-	-	-	-	-	-	599,478	552,999	523,731	
Total non current assets	5,458,984	5,520,706	-	-	36,000	9,200	-	45,200	5,565,906	5,609,909	5,663,377	
Total current liabilities	278,234	278,234	-	-	-	-	-	-	278,234	289,509	303,275	
Total non current liabilities	576,842	576,842	-	-	-	-	-	-	576,842	659,321	669,272	
Community wealth/Equity	5,203,385	5,265,108	-	-	-	9,200	-	9,200	5,274,308	5,214,078	5,214,561	
Cash flows												
Net cash from (used) operating	191,451	209,716	-	-	-	9,200	-	9,200	218,916	203,036	207,921	
Net cash from (used) investing	(414,557)	(476,279)	-	-	(36,000)	(9,200)	-	(45,200)	(521,479)	(316,314)	(226,873)	
Net cash from (used) financing	145,216	145,216	-	-	-	-	-	-	145,216	63,016	(19,895)	
Cash/cash equivalents at the year end	419,542	376,084	-	-	(36,000)	-	-	(36,000)	340,084	369,279	330,432	
Cash backing/surplus reconciliation												
Cash and investments available	419,542	419,542	-	-	-	-	-	-	419,542	369,279	330,432	
Application of cash and investments	336,814	336,814	-	-	-	-	-	-	336,814	312,956	287,640	
Balance - surplus (shortfall)	82,727	82,727	-	-	-	-	-	-	82,727	56,324	42,792	
Asset Management												
Asset register summary (WDV)	5,456,978	5,518,700	-	-	36,000	9,200	-	45,200	5,563,900	5,607,903	5,661,371	
Depreciation & asset impairment	-	168,339	-	-	-	-	-	-	168,339	145,090	152,345	
Renewal of Existing Assets	28,350	35,387	-	-	36,000	-	-	36,000	71,387	19,250	29,650	
Repairs and Maintenance	95,459	95,459	-	-	-	-	-	-	95,459	99,278	103,248	
Free services												
Cost of Free Basic Services provided	58	-	-	-	-	-	-	-	58	58	58	
Revenue cost of free services provided	61,225	-	-	-	-	-	-	-	61,225	65,416	69,904	
Households below minimum service level												
Water:	2	-	-	-	-	-	-	-	2	2	2	
Sanitation/sewerage:	2	-	-	-	-	-	-	-	2	2	2	
Energy:	3	-	-	-	-	-	-	-	3	3	3	
Refuse:	5	-	-	-	-	-	-	-	5	5	5	

WC024 Stellenbosch - Table B2 Adjustments Budget Financial Performance (functional classification) - 25 October 2017

Standard Description	Ref	Budget Year 2017/18									Budget Year +1 2018/19	Budget Year +2 2019/20
		Original Budget	Prior Adjusted 5	Accum. Funds 6	Multi-year capital 7	Unfore. Unavoid. 8	Nat. or Prov. Govt 9	Other Adjusts. 10	Total Adjusts. 11	Adjusted Budget 12	Adjusted Budget	Adjusted Budget
R thousands	1, 4	A	A1	B	C	D	E	F	G	H		
Revenue - Functional												
<i>Governance and administration</i>		396,822	396,822	-	-	-	-	-	-	396,822	418,707	438,611
Executive and council		(196)	(196)	-	-	-	-	-	-	(196)	(102)	(11)
Finance and administration		397,018	397,018	-	-	-	-	-	-	397,018	418,810	438,622
Internal audit		-	-	-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>		142,108	171,688	-	-	-	9,200	-	9,200	180,888	167,139	168,320
Community and social services		12,372	12,372	-	-	-	-	-	-	12,372	13,057	13,785
Sport and recreation		6,950	6,950	-	-	-	-	-	-	6,950	7,332	9,147
Public safety		103,612	103,612	-	-	-	-	-	-	103,612	106,659	110,571
Housing		19,173	48,754	-	-	-	9,200	-	9,200	57,954	40,091	34,817
Health		-	-	-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		25,819	25,819	-	-	-	-	-	-	25,819	19,240	20,386
Planning and development		12,404	12,404	-	-	-	-	-	-	12,404	8,046	8,544
Road transport		13,415	13,415	-	-	-	-	-	-	13,415	11,194	11,843
Environmental protection		-	-	-	-	-	-	-	-	-	-	-
<i>Trading services</i>		923,276	923,276	-	-	-	-	-	-	923,276	986,870	1,059,587
Energy sources		535,427	535,427	-	-	-	-	-	-	535,427	566,052	610,336
Water management		180,632	180,632	-	-	-	-	-	-	180,632	186,739	206,286
Waste water management		136,553	136,553	-	-	-	-	-	-	136,553	157,221	158,924
Waste management		70,664	70,664	-	-	-	-	-	-	70,664	76,858	84,040
Other		58	58	-	-	-	-	-	-	58	62	65
Total Revenue - Functional	2	1,488,083	1,517,663	-	-	-	9,200	-	9,200	1,526,863	1,592,017	1,686,970
Expenditure - Functional												
<i>Governance and administration</i>		277,678	277,678	-	-	-	-	-	-	277,678	290,505	303,644
Executive and council		60,547	60,547	-	-	-	-	-	-	60,547	64,475	68,698
Finance and administration		204,996	204,996	-	-	-	-	-	-	204,996	213,188	221,347
Internal audit		12,134	12,134	-	-	-	-	-	-	12,134	12,842	13,599
<i>Community and public safety</i>		177,749	189,066	-	-	-	-	-	-	189,066	191,004	205,389
Community and social services		23,357	23,357	-	-	-	-	-	-	23,357	25,205	27,214
Sport and recreation		41,173	41,173	-	-	-	-	-	-	41,173	43,894	46,832
Public safety		78,807	78,807	-	-	-	-	-	-	78,807	84,994	91,720
Housing		34,412	45,729	-	-	-	-	-	-	45,729	36,912	39,623
Health		-	-	-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		277,583	277,583	-	-	-	-	-	-	277,583	295,015	313,769
Planning and development		64,714	64,714	-	-	-	-	-	-	64,714	69,639	74,984
Road transport		192,577	192,577	-	-	-	-	-	-	192,577	203,482	215,152
Environmental protection		20,293	20,293	-	-	-	-	-	-	20,293	21,894	23,633
<i>Trading services</i>		753,665	753,665	-	-	-	-	-	-	753,665	806,632	852,040
Energy sources		430,599	430,599	-	-	-	-	-	-	430,599	454,668	480,211
Water management		108,719	108,719	-	-	-	-	-	-	108,719	114,407	120,485
Waste water management		129,674	129,674	-	-	-	-	-	-	129,674	148,374	157,350
Waste management		84,673	84,673	-	-	-	-	-	-	84,673	89,184	93,994
Other		-	-	-	-	-	-	-	-	-	-	-
Total Expenditure - Functional	3	1,486,676	1,497,992	-	-	-	-	-	-	1,497,992	1,583,156	1,674,841
Surplus/ (Deficit) for the year		1,407	19,672	-	-	-	9,200	-	9,200	28,872	8,861	12,129

WC024 Stellenbosch - Table B2 Adjustments Budget Financial Performance (functional classification) - B - 25 October 2017

Standard Classification Description	Ref	Budget Year 2017/18									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H		
R thousand	1											
Revenue - Functional												
Municipal governance and administration		396,822	396,822	-	-	-	-	-	-	396,822	418,707	438,611
Executive and council		(196)	(196)	-	-	-	-	-	-	(196)	(102)	(11)
Mayor and Council		(196)	(196)	-	-	-	-	-	-	(196)	(102)	(11)
Municipal Manager, Town Secretary and Chief Executive		-	-	-	-	-	-	-	-	-	-	-
Finance and administration		397,018	397,018	-	-	-	-	-	-	397,018	418,810	438,622
Administrative and Corporate Support		661	661	-	-	-	-	-	-	661	701	689
Asset Management		-	-	-	-	-	-	-	-	-	-	-
Budget and Treasury Office		-	-	-	-	-	-	-	-	-	-	-
Finance		391,250	391,250	-	-	-	-	-	-	391,250	412,694	432,193
Fleet Management		-	-	-	-	-	-	-	-	-	-	-
Human Resources		16	16	-	-	-	-	-	-	16	17	18
Information Technology		-	-	-	-	-	-	-	-	-	-	-
Legal Services		-	-	-	-	-	-	-	-	-	-	-
Marketing, Customer Relations, Publicity and Media Co-		-	-	-	-	-	-	-	-	-	-	-
Property Services		5,090	5,090	-	-	-	-	-	-	5,090	5,397	5,722
Risk Management		-	-	-	-	-	-	-	-	-	-	-
Security Services		-	-	-	-	-	-	-	-	-	-	-
Supply Chain Management		-	-	-	-	-	-	-	-	-	-	-
Valuation Service		-	-	-	-	-	-	-	-	-	-	-
Internal audit		-	-	-	-	-	-	-	-	-	-	-
Governance Function		-	-	-	-	-	-	-	-	-	-	-
Community and public safety		142,108	171,688	-	-	-	9,200	-	9,200	180,888	167,139	168,320
Community and social services		12,372	12,372	-	-	-	-	-	-	12,372	13,057	13,785
Aged Care		-	-	-	-	-	-	-	-	-	-	-
Agricultural		-	-	-	-	-	-	-	-	-	-	-
Animal Care and Diseases		-	-	-	-	-	-	-	-	-	-	-
Cemeteries, Funeral Parlours and Crematoriums		767	767	-	-	-	-	-	-	767	814	865
Child Care Facilities		-	-	-	-	-	-	-	-	-	-	-
Community Halls and Facilities		394	394	-	-	-	-	-	-	394	417	442
Consumer Protection		-	-	-	-	-	-	-	-	-	-	-
Cultural Matters		-	-	-	-	-	-	-	-	-	-	-
Disaster Management		-	-	-	-	-	-	-	-	-	-	-
Education		-	-	-	-	-	-	-	-	-	-	-
Indigenous and Customary Law		-	-	-	-	-	-	-	-	-	-	-
Industrial Promotion		-	-	-	-	-	-	-	-	-	-	-
Language Policy		-	-	-	-	-	-	-	-	-	-	-
Libraries and Archives		11,174	11,174	-	-	-	-	-	-	11,174	11,785	12,436
Literacy Programmes		-	-	-	-	-	-	-	-	-	-	-
Media Services		-	-	-	-	-	-	-	-	-	-	-
Museums and Art Galleries		38	38	-	-	-	-	-	-	38	40	42
Population Development		-	-	-	-	-	-	-	-	-	-	-
Provincial Cultural Matters		-	-	-	-	-	-	-	-	-	-	-
Theatres		-	-	-	-	-	-	-	-	-	-	-
Zoo's		-	-	-	-	-	-	-	-	-	-	-
Sport and recreation		6,950	6,950	-	-	-	-	-	-	6,950	7,332	9,147
Beaches and Jetties		-	-	-	-	-	-	-	-	-	-	-
Casinos, Racing, Gambling, Wagering		-	-	-	-	-	-	-	-	-	-	-
Community Parks (including Nurseries)		-	-	-	-	-	-	-	-	-	-	-
Recreational Facilities		31	31	-	-	-	-	-	-	31	32	34
Sports Grounds and Stadiums		6,919	6,919	-	-	-	-	-	-	6,919	7,299	9,112
Public safety		103,612	103,612	-	-	-	-	-	-	103,612	106,659	110,571
Civil Defence		103,154	103,154	-	-	-	-	-	-	103,154	106,175	110,294
Cleansing		-	-	-	-	-	-	-	-	-	-	-
Control of Public Nuisances		-	-	-	-	-	-	-	-	-	-	-
Fencing and Fences		-	-	-	-	-	-	-	-	-	-	-
Fire Fighting and Protection		458	458	-	-	-	-	-	-	458	484	277
Licensing and Control of Animals		-	-	-	-	-	-	-	-	-	-	-
Housing		19,173	48,754	-	-	-	9,200	-	9,200	57,954	40,091	34,817
Housing		19,173	48,754	-	-	-	9,200	-	9,200	57,954	40,091	34,817
Informal Settlements		-	-	-	-	-	-	-	-	-	-	-
Health		-	-	-	-	-	-	-	-	-	-	-
Ambulance		-	-	-	-	-	-	-	-	-	-	-
Health Services		-	-	-	-	-	-	-	-	-	-	-
Laboratory Services		-	-	-	-	-	-	-	-	-	-	-
Food Control		-	-	-	-	-	-	-	-	-	-	-
Health Surveillance and Prevention of Communicable		-	-	-	-	-	-	-	-	-	-	-
Vector Control		-	-	-	-	-	-	-	-	-	-	-
Chemical Safety		-	-	-	-	-	-	-	-	-	-	-
Economic and environmental services		25,819	25,819	-	-	-	-	-	-	25,819	19,240	20,386
Planning and development		12,404	12,404	-	-	-	-	-	-	12,404	8,046	8,544
Billboards		-	-	-	-	-	-	-	-	-	-	-
Corporate Wide Strategic Planning (IDPs, LEDs)		-	-	-	-	-	-	-	-	-	-	-
Central City Improvement District		-	-	-	-	-	-	-	-	-	-	-
Development Facilitation		-	-	-	-	-	-	-	-	-	-	-
Economic Development/Planning		12,404	12,404	-	-	-	-	-	-	12,404	8,046	8,544
Regional Planning and Development		-	-	-	-	-	-	-	-	-	-	-
Town Planning, Building Regulations and Enforcement, and		-	-	-	-	-	-	-	-	-	-	-
Project Management Unit		-	-	-	-	-	-	-	-	-	-	-
Provincial Planning		-	-	-	-	-	-	-	-	-	-	-
Support to Local Municipalities		-	-	-	-	-	-	-	-	-	-	-
Road transport		13,415	13,415	-	-	-	-	-	-	13,415	11,194	11,843

WC024 Stellenbosch - Table B3 Adjustments Budget Financial Performance (revenue and expenditure by municipal vote) - 25 October 2017

Vote Description <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2017/18									Budget Year +1 2018/19	Budget Year +2 2019/20
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
Revenue by Vote	1											
Vote 1 - Office of the Municipal Manager		240	240	-	-	-	-	-	-	240	360	480
Vote 2 - Planning and Development		12,348	12,348	-	-	-	-	-	-	12,348	7,990	8,488
Vote 3 - Human Settlements and Property Management		24,263	53,844	-	-	-	9,200	-	9,200	63,044	45,488	40,539
Vote 4 - Engineering Services		926,931	926,931	-	-	-	-	-	-	926,931	987,653	1,060,323
Vote 5 - Community and Protection Services		132,907	132,907	-	-	-	-	-	-	132,907	137,684	144,794
Vote 6 - Strategic and Corporate Services		143	143	-	-	-	-	-	-	143	148	154
Vote 7 - Financial Services		391,250	391,250	-	-	-	-	-	-	391,250	412,694	432,193
0		-	-	-	-	-	-	-	-	-	-	-
0		-	-	-	-	-	-	-	-	-	-	-
0		-	-	-	-	-	-	-	-	-	-	-
0		-	-	-	-	-	-	-	-	-	-	-
0		-	-	-	-	-	-	-	-	-	-	-
0		-	-	-	-	-	-	-	-	-	-	-
0		-	-	-	-	-	-	-	-	-	-	-
0		-	-	-	-	-	-	-	-	-	-	-
Total Revenue by Vote	2	1,488,083	1,517,663	-	-	-	9,200	-	9,200	1,526,863	1,592,017	1,686,970
Expenditure by Vote	1											
Vote 1 - Office of the Municipal Manager		23,158	23,158	-	-	-	-	-	-	23,158	24,770	26,512
Vote 2 - Planning and Development		58,316	58,316	-	-	-	-	-	-	58,316	62,774	67,613
Vote 3 - Human Settlements and Property Management		69,257	80,573	-	-	-	-	-	-	80,573	73,527	78,120
Vote 4 - Engineering Services		810,393	810,393	-	-	-	-	-	-	810,393	865,676	913,557
Vote 5 - Community and Protection Services		321,478	321,478	-	-	-	-	-	-	321,478	344,131	368,597
Vote 6 - Strategic and Corporate Services		121,293	121,293	-	-	-	-	-	-	121,293	125,616	130,289
Vote 7 - Financial Services		82,781	82,781	-	-	-	-	-	-	82,781	86,661	90,153
0		-	-	-	-	-	-	-	-	-	-	-
0		-	-	-	-	-	-	-	-	-	-	-
0		-	-	-	-	-	-	-	-	-	-	-
0		-	-	-	-	-	-	-	-	-	-	-
0		-	-	-	-	-	-	-	-	-	-	-
0		-	-	-	-	-	-	-	-	-	-	-
0		-	-	-	-	-	-	-	-	-	-	-
0		-	-	-	-	-	-	-	-	-	-	-
0		-	-	-	-	-	-	-	-	-	-	-
Total Expenditure by Vote	2	1,486,676	1,497,992	-	-	-	-	-	-	1,497,992	1,583,156	1,674,841
Surplus/ (Deficit) for the year	2	1,407	19,672	-	-	-	9,200	-	9,200	28,872	8,861	12,129

WC024 Stellenbosch - Table B3 Adjustments Budget Financial Performance (revenue and expenditure by municipal vote) - B - 25 October 2017

Vote Description <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2017/18									Budget Year +1 2018/19	Budget Year +2 2019/20
		Original Budget A	Prior Adjusted 3 A1	Accum. Funds 4 B	Multi-year capital 5 C	Unfore. Unavoid. 6 D	Nat. or Prov. Govt 7 E	Other Adjusts. 8 F	Total Adjusts. 9 G	Adjusted Budget 10 H	Adjusted Budget	Adjusted Budget
R thousands												
Revenue by Vote	1											
Vote 1 - Office of the Municipal Manager		240	240	-	-	-	-	-	-	240	360	480
1.1 - MUNICIPAL MANAGER'S OFFICE		240	240	-	-	-	-	-	-	240	360	480
1.2 - INTERNAL AUDIT		-	-	-	-	-	-	-	-	-	-	-
1.3 - RISK MANAGEMENT		-	-	-	-	-	-	-	-	-	-	-
Vote 2 - Planning and Development		12,348	12,348	-	-	-	-	-	-	12,348	7,990	8,488
2.1 - PLANNING AND DEVELOPMENT GENERAL		57	57	-	-	-	-	-	-	57	60	64
2.2 - BUILDING CONTROL		7,251	7,251	-	-	-	-	-	-	7,251	7,696	8,176
2.3 - TOWN PLANNING		27	27	-	-	-	-	-	-	27	28	30
2.4 - TOWN DEVELOPMENT		-	-	-	-	-	-	-	-	-	-	-
2.5 - COMMUNITY DEVELOPMENT		-	-	-	-	-	-	-	-	-	-	-
2.6 - LOCAL ECONOMIC DEVELOPMENT		5,014	5,014	-	-	-	-	-	-	5,014	205	218
Vote 3 - Human Settlements and Property Management		24,263	53,844	-	-	-	9,200	-	9,200	63,044	45,488	40,539
3.1 - INTEGRATED HUMAN SETTLEMENTS		7,767	37,348	-	-	-	9,200	-	9,200	46,548	28,000	22,000
3.2 - PROPERTY MANAGEMENT		5,090	5,090	-	-	-	-	-	-	5,090	5,397	5,722
3.2 - PROPERTY MANAGEMENT		4,973	4,973	-	-	-	-	-	-	4,973	5,271	5,588
3.4 - HOUSING ADMINISTRATION		6,434	6,434	-	-	-	-	-	-	6,434	6,820	7,229
Vote 4 - Engineering Services		926,931	926,931	-	-	-	-	-	-	926,931	987,653	1,060,323
4.1 - ENGINEERING SERVICES GENERAL		5	5	-	-	-	-	-	-	5	6	6
4.2 - REFUSE REMOVAL		75,761	75,761	-	-	-	-	-	-	75,761	82,261	89,768
4.3 - SEWERAGE		131,456	131,456	-	-	-	-	-	-	131,456	151,818	153,197
4.4 - ROADS AND STORMWATER		3,650	3,650	-	-	-	-	-	-	3,650	777	729
4.5 - WATER SERVICES		180,632	180,632	-	-	-	-	-	-	180,632	186,739	206,286
4.6 - ELECTRICAL ENGINEERING SERVICE		535,427	535,427	-	-	-	-	-	-	535,427	566,052	610,336
4.7 - CLIENT SERVICES		-	-	-	-	-	-	-	-	-	-	-
4.8 - SYSTEM OPERATIONS		-	-	-	-	-	-	-	-	-	-	-
Vote 5 - Community and Protection Services		132,907	132,907	-	-	-	-	-	-	132,907	137,684	144,794
5.1 - COMMUNITY & PROTECTION SERVICES GENERAL		-	-	-	-	-	-	-	-	-	-	-
5.2 - FIRE SERVICES		540	540	-	-	-	-	-	-	540	568	600
5.3 - TRAFFIC SERVICES		107,129	107,129	-	-	-	-	-	-	107,129	110,446	114,880
5.4 - DISASTER MANAGEMENT		-	-	-	-	-	-	-	-	-	-	-
5.5 - LAW ENFORCEMENT		56	56	-	-	-	-	-	-	56	59	6
5.6 - PARKS, RIVERS AND AREA CLEANING		6,001	6,001	-	-	-	-	-	-	6,001	6,371	7,143
5.7 - SPORTSGROUNDS AND PICNIC SITES		6,847	6,847	-	-	-	-	-	-	6,847	7,223	9,031
5.8 - CEMETERIES		767	767	-	-	-	-	-	-	767	814	856
5.9 - HALLS		394	394	-	-	-	-	-	-	394	417	442
5.10 - LIBRARIES		11,174	11,174	-	-	-	-	-	-	11,174	11,785	12,435
Vote 6 - Strategic and Corporate Services		143	143	-	-	-	-	-	-	143	148	154
6.1 - CORPORATE SERVICES GENERAL		503	503	-	-	-	-	-	-	503	534	568
6.2 - HUMAN RESOURCES		16	16	-	-	-	-	-	-	16	17	18
6.3 - PROPERTY MANAGEMENT		-	-	-	-	-	-	-	-	-	-	-
6.4 - SECRETARIATE AND ADMINISTRATIO		-	-	-	-	-	-	-	-	-	-	-
6.5 - COUNCIL GENERAL AND SUPPORT		(380)	(380)	-	-	-	-	-	-	(380)	(406)	(435)
6.6 - INFORMATION TECHNOLOGY		-	-	-	-	-	-	-	-	-	-	-
6.7 - CORPORATE STRATEGY		-	-	-	-	-	-	-	-	-	-	-
6.8 - LEGAL SERVICES		3	3	-	-	-	-	-	-	3	3	3
Vote 7 - Financial Services		391,250	391,250	-	-	-	-	-	-	391,250	412,694	432,193
7.1 - Financial Services General		362,156	362,156	-	-	-	-	-	-	362,156	376,065	392,365
7.2 - Stores		-	-	-	-	-	-	-	-	-	-	-
7.3 - SCM		26	26	-	-	-	-	-	-	26	28	30
		29,068	29,068	-	-	-	-	-	-	29,068	36,602	39,798
Total Revenue by Vote	2	1,488,083	1,517,663	-	-	-	9,200	-	9,200	1,526,863	1,592,017	1,686,970

Vote Description <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2017/18									Budget Year +1 2018/19	Budget Year +2 2019/20
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
R thousands												
Expenditure by Vote	1											
Vote 1 - Office of the Municipal Manager		23,158	23,158	-	-	-	-	-	-	23,158	24,770	26,512
1.1 - MUNICIPAL MANAGER'S OFFICE		11,069	11,069							11,069	11,978	12,967
1.2 - INTERNAL AUDIT		12,089	12,089							12,089	12,792	13,545
1.3 - RISK MANAGEMENT												
Vote 2 - Planning and Development		58,316	58,316	-	-	-	-	-	-	58,316	62,774	67,613
2.1 - PLANNING AND DEVELOPMENT GENERAL		16,853	16,853							16,853	19,586	21,114
2.2 - BUILDING CONTROL		11,000	11,000							11,000	12,032	13,162
2.3 - TOWN PLANNING		7,850	7,850							7,850	8,590	9,401
2.4 - TOWN DEVELOPMENT		1,309	1,309							1,309	1,335	1,362
2.5 - COMMUNITY DEVELOPMENT		10,471	10,471							10,471	9,761	10,421
2.6 - LOCAL ECONOMIC DEVELOPMENT		10,832	10,832							10,832	11,469	12,153
Vote 3 - Human Settlements and Property Management		69,257	80,573	-	-	-	-	-	-	80,573	73,527	78,120
3.1 - INTERGRATED HUMAN SETTLEMENTS		19,747	31,063							31,063	21,270	22,930
3.2 - PROPERTY MANAGEMENT		13,494	13,494							13,494	14,162	14,869
3.2 - PROPERTY MANAGEMENT		21,356	21,356							21,356	22,460	23,635
3.4 - HOUSING ADMINISTRATION		14,660	14,660							14,660	15,635	16,686
Vote 4 - Engineering Services		810,393	810,393	-	-	-	-	-	-	810,393	865,676	913,557
4.1 - ENGINEERING SERVICES GENERAL		14,301	14,301							14,301	15,310	16,401
4.2 - REFUSE REMOVAL		71,937	71,937							71,937	75,605	79,505
4.3 - SEWERAGE		97,121	97,121							97,121	114,197	121,439
4.4 - ROADS AND STORMWATER		87,759	87,759							87,759	91,537	95,565
4.5 - WATER SERVICES		108,697	108,697							108,697	114,384	120,461
4.6 - ELECTRICAL ENGINEERING SERVICE		404,207	404,207							404,207	427,218	451,662
4.7 - CLIENT SERVICES		2,786	2,786							2,786	2,897	3,013
4.8 - SYSTEM OPERATIONS		23,585	23,585							23,585	24,529	25,510
Vote 5 - Community and Protection Services		321,478	321,478	-	-	-	-	-	-	321,478	344,131	368,597
5.1 - COMMUNITY & PROTECTION SERVICES GENERAL		7,347	7,347							7,347	8,253	8,936
5.2 - FIRE SERVICES		29,582	29,582							29,582	32,191	35,041
5.3 - TRAFFIC SERVICES		123,635	123,635							123,635	131,641	140,221
5.4 - DISASTER MANAGEMENT		3,836	3,836							3,836	4,061	4,301
5.5 - LAW ENFORCEMENT		48,644	48,644							48,644	52,027	55,837
5.6 - PARKS, RIVERS AND AREA CLEANING		72,771	72,771							72,771	77,635	82,973
5.7 - SPORTSGROUNDS AND PICNIC SITES		14,025	14,025							14,025	14,888	15,870
5.8 - CEMETERIES		4,657	4,657							4,657	4,999	5,368
5.9 - HALLS		4,156	4,156							4,156	4,501	4,876
5.10 - LIBRARIES		12,823	12,823							12,823	13,937	15,176
Vote 6 - Strategic and Corporate Services		121,293	121,293	-	-	-	-	-	-	121,293	125,616	130,289
6.1 - CORPORATE SERVICES GENERAL		2,678	2,678							2,678	2,867	3,072
6.2 - HUMAN RESOURCES		34,371	34,371							34,371	33,446	32,495
6.3 - PROPERTY MANAGEMENT		5,018	5,018							5,018	5,422	5,863
6.4 - SECRETARIATE AND ADMINISTRATIO		4,817	4,817							4,817	5,221	5,661
6.5 - COUNCIL GENERAL AND SUPPORT		31,789	31,789							31,789	33,495	35,303
6.6 - INFORMATION TECHNOLOGY		-	-							-	-	-
6.7 - CORPORATE STRATEGY		22,809	22,809							22,809	24,041	25,356
6.8 - LEGAL SERVICES		7,947	7,947							7,947	8,507	9,113
		-	-							-	-	-
		11,864	11,864							11,864	12,617	13,427
Vote 7 - Financial Services		82,781	82,781	-	-	-	-	-	-	82,781	86,661	90,153
7.1 - Financial Services General		81,664	81,664							81,664	85,448	88,837
7.2 - Stores		1,083	1,083							1,083	1,177	1,279
7.3 - SCM		35	35							35	36	37
Total Expenditure by Vote	2	1,486,676	1,497,992	-	-	-	-	-	-	1,497,992	1,583,156	1,674,841
Surplus/ (Deficit) for the year	2	1,407	19,672	-	-	-	9,200	-	9,200	28,872	8,861	12,129

WC024 Stellenbosch - Table B4 Adjustments Budget Financial Performance (revenue and expenditure) - 25 October 2017

Description	Ref	Budget Year 2017/18									Budget Year +1 2018/19	Budget Year +2 2019/20
		Original Budget	Prior Adjusted 3	Accum. Funds 4	Multi-year capital 5	Unfore. Unavoid. 6	Nat. or Prov. Govt 7	Other Adjusts. 8	Total Adjusts. 9	Adjusted Budget 10	Adjusted Budget	Adjusted Budget
R thousands	1	A	A1	B	C	D	E	F	G	H		
Revenue By Source												
Property rates	2	313,009	-	-	-	-	-	-	-	313,009	331,790	351,697
Service charges - electricity revenue	2	496,337	-	-	-	-	-	-	-	496,337	526,495	559,524
Service charges - water revenue	2	143,044	-	-	-	-	-	-	-	143,044	153,065	163,768
Service charges - sanitation revenue	2	88,677	-	-	-	-	-	-	-	88,677	96,658	105,357
Service charges - refuse revenue	2	46,351	-	-	-	-	-	-	-	46,351	50,523	55,070
Service charges - other		-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		17,994	-	-	-	-	-	-	-	17,994	19,074	20,218
Interest earned - external investments		37,999	-	-	-	-	-	-	-	37,999	32,553	28,178
Interest earned - outstanding debtors		7,664	-	-	-	-	-	-	-	7,664	8,274	8,932
Dividends received		-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		97,064	-	-	-	-	-	-	-	97,064	99,742	103,491
Licences and permits		9,913	-	-	-	-	-	-	-	9,913	10,572	11,277
Agency services		2,514	-	-	-	-	-	-	-	2,514	2,670	2,836
Transfers and subsidies		128,342	139,658	-	-	-	-	-	-	139,658	138,159	158,544
Other revenue	2	37,598	-	-	-	-	-	-	-	37,598	38,536	40,627
Gains on disposal of PPE		1,441	-	-	-	-	-	-	-	1,441	1,516	-
Total Revenue (excluding capital transfers and contributions)		1,427,948	139,658	-	-	-	-	-	-	1,439,264	1,509,617	1,609,519
Expenditure By Type												
Employee related costs		485,607	-	-	-	-	-	-	-	485,607	525,145	567,792
Remuneration of councillors		17,293	17,293	-	-	-	-	-	-	17,293	18,157	19,065
Debt impairment		65,924	65,924	-	-	-	-	-	-	65,924	70,539	75,477
Depreciation & asset impairment		168,339	-	-	-	-	-	-	-	168,339	171,970	175,685
Finance charges		28,622	28,622	-	-	-	-	-	-	28,622	40,822	42,822
Bulk purchases		346,143	-	-	-	-	-	-	-	346,143	366,911	388,926
Other materials		-	-	-	-	-	-	-	-	-	-	-
Contracted services		191,605	202,921	-	-	-	-	-	-	202,921	199,269	207,240
Transfers and subsidies		6,250	6,250	-	-	-	-	-	-	6,250	6,563	6,891
Other expenditure		176,893	-	-	-	-	-	-	-	176,893	183,781	190,944
Loss on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-
Total Expenditure		1,486,676	321,009	-	-	-	-	-	-	1,497,992	1,583,156	1,674,841
Surplus/(Deficit)												
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		(58,728)	(181,351)	-	-	-	-	-	-	(58,728)	(73,539)	(65,322)
Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educational Institutions)		60,137	78,401	-	-	-	9,200	-	9,200	87,601	82,402	77,453
Transfers and subsidies - capital (in-kind - all)		-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) before taxation		1,409	(102,950)	-	-	-	9,200	-	9,200	28,874	8,863	12,131
Taxation		-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after taxation		1,409	(102,950)	-	-	-	9,200	-	9,200	28,874	8,863	12,131
Attributable to minorities		-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) attributable to municipality		1,409	(102,950)	-	-	-	9,200	-	9,200	28,874	8,863	12,131
Share of surplus/ (deficit) of associate		-	-	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year		1,409	(102,950)	-	-	-	9,200	-	9,200	28,874	8,863	12,131

WC024 Stellenbosch - Table B5 Adjustments Capital Expenditure Budget by vote and funding - 25 October 2017

Description	Ref	Budget Year 2017/18									Budget Year +1 2018/19	Budget Year +2 2019/20
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands		A	5 A1	6 B	7 C	8 D	9 E	10 F	11 G	12 H		
Capital expenditure - Vote												
<i>Multi-year expenditure to be adjusted</i>												
Vote 1 - Office of the Municipal Manager	2	-	-	-	-	-	-	-	-	-	-	-
Vote 2 - Planning and Development		-	-	-	-	-	-	-	-	-	-	-
Vote 3 - Human Settlements and Property Management		31,767	50,327	-	-	-	-	-	-	50,327	36,420	19,320
Vote 4 - Engineering Services		200,937	208,197	-	-	-	-	-	-	208,197	141,644	83,500
Vote 5 - Community and Protection Services		-	-	-	-	-	-	-	-	-	-	-
Vote 6 - Strategic and Corporate Services		3,500	3,500	-	-	-	-	-	-	3,500	2,000	1,300
Vote 7 - Financial Services		-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-
Capital multi-year expenditure sub-total	3	236,204	262,024	-	-	-	-	-	-	262,024	180,064	104,120
<i>Single-year expenditure to be adjusted</i>												
Vote 1 - Office of the Municipal Manager	2	35	35	-	-	-	-	-	-	35	35	35
Vote 2 - Planning and Development		5,393	7,653	-	-	-	-	-	-	7,653	2,335	250
Vote 3 - Human Settlements and Property Management		21,105	22,538	-	-	-	9,200	-	9,200	31,738	10,980	6,270
Vote 4 - Engineering Services		129,961	154,433	-	-	36,000	-	-	36,000	190,433	107,070	100,565
Vote 5 - Community and Protection Services		21,879	28,889	-	-	-	-	-	-	28,889	13,780	10,383
Vote 6 - Strategic and Corporate Services		1,610	2,337	-	-	-	-	-	-	2,337	5,100	5,100
Vote 7 - Financial Services		1,870	1,870	-	-	-	-	-	-	1,870	150	150
-		-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-
-		-	-	-	-	-	-	-	-	-	-	-
Capital single-year expenditure sub-total		181,853	217,755	-	-	36,000	9,200	-	45,200	262,955	139,450	122,753
Total Capital Expenditure - Vote		418,057	479,779	-	-	36,000	9,200	-	45,200	524,979	319,514	226,873
Capital Expenditure - Functional												
<i>Governance and administration</i>		26,265	26,992	-	-	-	-	-	-	26,992	13,875	11,435
Executive and council		35	35	-	-	-	-	-	-	35	35	35
Finance and administration		26,230	26,957	-	-	-	-	-	-	26,957	13,840	11,400
Internal audit		-	-	-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>		53,501	80,504	-	-	-	9,200	-	9,200	89,704	51,870	29,143
Community and social services		8,364	8,437	-	-	-	-	-	-	8,437	6,205	6,273
Sport and recreation		2,530	4,888	-	-	-	-	-	-	4,888	1,030	130
Public safety		7,785	12,239	-	-	-	-	-	-	12,239	3,825	2,000
Housing		34,822	54,940	-	-	-	9,200	-	9,200	64,140	40,810	20,740
Health		-	-	-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		58,025	75,374	-	-	-	-	-	-	75,374	40,970	30,860
Planning and development		5,853	8,113	-	-	-	-	-	-	8,113	2,645	540
Road transport		50,722	65,811	-	-	-	-	-	-	65,811	37,125	29,620
Environmental protection		1,450	1,450	-	-	-	-	-	-	1,450	1,200	700
<i>Trading services</i>		278,866	295,509	-	-	36,000	-	-	36,000	331,509	211,429	154,085
Energy sources		49,448	52,219	-	-	-	-	-	-	52,219	55,850	61,400
Water management		77,600	84,379	-	-	36,000	-	-	36,000	120,379	55,100	41,850
Waste water management		139,983	145,825	-	-	-	-	-	-	145,825	82,094	38,450
Waste management		11,835	13,086	-	-	-	-	-	-	13,086	18,385	12,385
Other		1,400	1,400	-	-	-	-	-	-	1,400	1,370	1,350
Total Capital Expenditure - Functional	3	418,057	479,779	-	-	36,000	9,200	-	45,200	524,979	319,514	226,873
Funded by:												
National Government		47,594	47,594	-	-	-	-	-	-	47,594	52,302	59,353
Provincial Government		12,543	30,807	-	-	-	9,200	-	9,200	40,007	30,100	18,100
District Municipality		-	-	-	-	-	-	-	-	-	-	-
Other transfers and grants		-	-	-	-	-	-	-	-	-	-	-
Transfers recognised - capital	4	60,137	78,401	-	-	-	9,200	-	9,200	87,601	82,402	77,453
Public contributions & donations		-	4,039	-	-	-	-	-	-	4,039	-	-
Borrowing		160,000	160,000	-	-	-	-	-	-	160,000	80,000	-
Internally generated funds		197,920	237,339	-	-	36,000	-	-	36,000	273,339	157,112	149,420
Total Capital Funding		418,057	479,779	-	-	36,000	9,200	-	45,200	524,979	319,514	226,873

WC024 Stellenbosch - Table B5 Adjustments Capital Expenditure Budget by vote and funding - B - 25 October 2017

Vote Description <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2017/18									Budget Year +1 2018/19	Budget Year +2 2019/20
		Original Budget A	Prior Adjusted 3 A1	Accum. Funds 4 B	Multi-year capital 5 C	Unfore. Unavoid. 6 D	Nat. or Prov. Govt 7 E	Other Adjusts. 8 F	Total Adjusts. 9 G	Adjusted Budget 10 H	Adjusted Budget	Adjusted Budget
R thousands												
Capital expenditure - Municipal Vote												
Multi-year expenditure appropriation	2											
Vote 1 - Office of the Municipal Manager		-	-	-	-	-	-	-	-	-	-	-
1.1 - MUNICIPAL MANAGER'S OFFICE												
1.2 - INTERNAL AUDIT												
1.3 - RISK MANAGEMENT												
Vote 2 - Planning and Development		-	-	-	-	-	-	-	-	-	-	-
2.1 - PLANNING AND DEVELOPMENT GENERAL												
2.2 - BUILDING CONTROL												
2.3 - TOWN PLANNING												
2.4 - TOWN DEVELOPMENT												
2.5 - COMMUNITY DEVELOPMENT												
2.6 - LOCAL ECONOMIC DEVELOPMENT												
Vote 3 - Human Settlements and Property Management		31,767	50,327	-	-	-	-	-	-	50,327	36,420	19,320
3.1 - INTEGRATED HUMAN SETTLEMENTS		22,767	40,931							40,931	36,420	19,320
3.2 - PROPERTY MANAGEMENT		9,000	9,000							9,000	-	-
3.2 - PROPERTY MANAGEMENT		-	396							396	-	-
3.4 - HOUSING ADMINISTRATION		-	-							-	-	-
Vote 4 - Engineering Services		200,937	208,197	-	-	-	-	-	-	208,197	141,644	83,500
4.1 - ENGINEERING SERVICES GENERAL		-	-							-	-	-
4.2 - REFUSE REMOVAL		6,000	6,000							6,000	13,000	6,000
4.3 - SEWERAGE		127,633	133,475							133,475	78,644	33,500
4.4 - ROADS AND STORMWATER		4,000	4,000							4,000	-	-
4.5 - WATER SERVICES		50,100	51,518							51,518	33,000	25,000
4.6 - ELECTRICAL ENGINEERING SERVICE		13,204	13,204							13,204	17,000	19,000
4.7 - CLIENT SERVICES												
4.8 - SYSTEM OPERATIONS												
Vote 5 - Community and Protection Services		-	-	-	-	-	-	-	-	-	-	-
5.1 - COMMUNITY & PROTECTION SERVICES GENERAL												
5.2 - FIRE SERVICES												
5.3 - TRAFFIC SERVICES												
5.4 - DISASTER MANAGEMENT												
5.5 - LAW ENFORCEMENT												
5.6 - PARKS, RIVERS AND AREA CLEANING												
5.7 - SPORTSGROUNDS AND PICNIC SITES												
5.8 - CEMETERIES												
5.9 - HALLS												
5.10 - LIBRARIES												
Vote 6 - Strategic and Corporate Services		3,500	3,500	-	-	-	-	-	-	3,500	2,000	1,300
6.1 - CORPORATE SERVICES GENERAL												
6.2 - HUMAN RESOURCES												
6.3 - PROPERTY MANAGEMENT												
6.4 - SECRETARIATE AND ADMINISTRATIO												
6.5 - COUNCIL GENERAL AND SUPPORT												
6.6 - INFORMATION TECHNOLOGY		3,500	3,500							3,500	2,000	1,300
6.7 - CORPORATE STRATEGY												
6.8 - LEGAL SERVICES												
Capital multi-year expenditure sub-total		236,204	262,024	-	-	-	-	-	-	262,024	180,064	104,120

Vote Description <i>[Insert departmental structure etc]</i>	Ref	Budget Year 2017/18									Budget Year +1 2018/19	Budget Year +2 2019/20
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
R thousands												
Capital expenditure - Municipal Vote	2											
Single-year expenditure appropriation												
Vote 1 - Office of the Municipal Manager		35	35	-	-	-	-	-	-	35	35	35
1.1 - MUNICIPAL MANAGER'S OFFICE		35	35							35	35	35
1.2 - INTERNAL AUDIT												
1.3 - RISK MANAGEMENT												
Vote 2 - Planning and Development		5,393	7,653	-	-	-	-	-	-	7,653	2,335	250
2.1 - PLANNING AND DEVELOPMENT GENERAL		132	1,598							1,598	20	-
2.2 - BUILDING CONTROL												
2.3 - TOWN PLANNING		1,005	1,005							1,005	-	-
2.4 - TOWN DEVELOPMENT												
2.5 - COMMUNITY DEVELOPMENT		63	63							63	15	250
2.6 - LOCAL ECONOMIC DEVELOPMENT		4,193	4,986							4,986	2,300	-
Vote 3 - Human Settlements and Property Management		21,105	22,538	-	-	-	9,200	-	9,200	31,738	10,980	6,270
3.1 - INTERGRATED HUMAN SETTLEMENTS		8,025	8,967				9,200		9,200	18,167	4,370	1,420
3.2 - PROPERTY MANAGEMENT		13,050	13,541							13,541	6,590	4,850
3.2 - PROPERTY MANAGEMENT												
3.4 - HOUSING ADMINISTRATION		30	30							30	20	-
Vote 4 - Engineering Services		129,961	154,433	-	-	36,000	-	-	36,000	190,433	107,070	100,565
4.1 - ENGINEERING SERVICES GENERAL		460	460							460	310	510
4.2 - REFUSE REMOVAL		5,835	7,086							7,086	5,385	6,385
4.3 - SEWERAGE		11,900	11,900							11,900	3,700	4,450
4.4 - ROADS AND STORMWATER		47,772	62,861							62,861	37,475	30,470
4.5 - WATER SERVICES		26,750	32,110			36,000			36,000	68,110	21,350	16,350
4.6 - ELECTRICAL ENGINEERING SERVICE		37,244	40,015							40,015	38,850	42,400
4.7 - CLIENT SERVICES												
4.8 - SYSTEM OPERATIONS												
Vote 5 - Community and Protection Services		21,879	28,889	-	-	-	-	-	-	28,889	13,780	10,383
5.1 - COMMUNITY & PROTECTION SERVICES GENERAL		50	50							50	20	
5.2 - FIRE SERVICES		3,490	3,490							3,490	900	500
5.3 - TRAFFIC SERVICES		2,200	2,200							2,200	850	150
5.4 - DISASTER MANAGEMENT												
5.5 - LAW ENFORCEMENT		2,895	7,349							7,349	2,075	1,350
5.6 - PARKS, RIVERS AND AREA CLEANING		3,725	3,887							3,887	2,850	2,200
5.7 - SPORTSGROUNDS AND PICNIC SITES		7,934	10,130							10,130	6,725	6,183
5.8 - CEMETERIES		520	670							670	20	-
5.9 - HALLS		200	200							200	-	-
5.10 - LIBRARIES		865	914							914	340	-
Vote 6 - Strategic and Corporate Services		1,610	2,337	-	-	-	-	-	-	2,337	5,100	5,100
6.1 - CORPORATE SERVICES GENERAL		810	882							882	4,500	4,500
6.2 - HUMAN RESOURCES												
6.3 - PROPERTY MANAGEMENT												
6.4 - SECRETARIATE AND ADMINISTRATIO												
6.5 - COUNCIL GENERAL AND SUPPORT												
6.6 - INFORMATION TECHNOLOGY		800	1,455							1,455	600	600
6.7 - CORPORATE STRATEGY												
6.8 - LEGAL SERVICES												
Vote 7 - Financial Services		1,870	1,870	-	-	-	-	-	-	1,870	150	150
7.1 - Financial Services General		1,870	1,870							1,870	150	150
7.2 - Stores												
7.3 - SCM												
Capital single-year expenditure sub-total		181,853	217,755	-	-	36,000	9,200	-	45,200	262,955	139,450	122,753
Total Capital Expenditure		418,057	479,779	-	-	36,000	9,200	-	45,200	524,979	319,514	226,873

WC024 Stellenbosch - Table B6 Adjustments Budget Financial Position - 25 October 2017

Description	Ref	Budget Year 2017/18									Budget Year +1 2018/19	Budget Year +2 2019/20	
		Original Budget A	Prior Adjusted 3 A1	Accum. Funds 4 B	Multi-year capital 5 C	Unfore. Unavoid. 6 D	Nat. or Prov. Govt 7 E	Other Adjusts. 8 F	Total Adjusts. 9 G	Adjusted Budget 10 H	Adjusted Budget	Adjusted Budget	
R thousands													
ASSETS													
Current assets													
Cash		18,896	18,896							–	18,896	21,644	31,717
Call investment deposits	1	400,646	400,646	–	–	–	–	–	–	–	400,646	347,635	298,715
Consumer debtors	1	105,505	105,505	–	–	–	–	–	–	–	105,505	113,124	120,234
Other debtors		60,646	60,646							–	60,646	54,827	58,636
Current portion of long-term receivables		40	40							–	40	40	40
Inventory		13,746	13,746							–	13,746	15,729	14,389
Total current assets		599,478	599,478	–	–	–	–	–	–	–	599,478	552,999	523,731
Non current assets													
Long-term receivables		2,006	2,006							–	2,006	2,006	2,006
Investments		–	–							–	–	–	–
Investment property		561,220	561,220							–	561,220	570,001	575,681
Investment in Associate		–	–							–	–	–	–
Property, plant and equipment	1	4,867,141	4,928,863	–	–	36,000	9,200	–	45,200	4,974,063	5,008,349	5,054,966	
Agricultural		–	–							–	–	–	–
Biological		12,875	12,875							–	12,875	13,825	14,725
Intangible		15,741	15,741							–	15,741	15,728	15,998
Other non-current assets		–	–							–	–	–	–
Total non current assets		5,458,984	5,520,706	–	–	36,000	9,200	–	45,200	5,565,906	5,609,909	5,663,377	
TOTAL ASSETS		6,058,462	6,120,184	–	–	36,000	9,200	–	45,200	6,165,384	6,162,908	6,187,108	
LIABILITIES													
Current liabilities													
Bank overdraft		–	–							–	–	–	–
Borrowing		16,984	16,984	–	–	–	–	–	–	–	16,984	19,895	18,895
Consumer deposits		12,976	12,976	–	–	–	–	–	–	–	12,976	12,976	12,976
Trade and other payables		196,635	196,635	–	–	–	–	–	–	–	196,635	201,634	210,777
Provisions		51,639	51,639	–	–	–	–	–	–	–	51,639	55,004	60,626
Total current liabilities		278,234	278,234	–	–	–	–	–	–	–	278,234	289,509	303,275
Non current liabilities													
Borrowing	1	314,867	314,867	–	–	–	–	–	–	–	314,867	374,972	356,076
Provisions	1	261,975	261,975	–	–	–	–	–	–	–	261,975	284,349	313,195
Total non current liabilities		576,842	576,842	–	–	–	–	–	–	–	576,842	659,321	669,272
TOTAL LIABILITIES		855,077	855,077	–	–	–	–	–	–	–	855,077	948,830	972,547
NET ASSETS	2	5,203,385	5,265,108	–	–	36,000	9,200	–	45,200	5,310,308	5,214,078	5,214,561	
COMMUNITY WEALTH/EQUITY													
Accumulated Surplus/(Deficit)		4,963,006	5,024,728	–	–	–	9,200	–	9,200	5,033,928	5,003,698	5,034,181	
Reserves		240,380	240,380	–	–	–	–	–	–	240,380	210,380	180,380	
Minorities' interests		–	–	–	–	–	–	–	–	–	–	–	
TOTAL COMMUNITY WEALTH/EQUITY		5,203,385	5,265,108	–	–	–	9,200	–	9,200	5,274,308	5,214,078	5,214,561	

WC024 Stellenbosch - Table B7 Adjustments Budget Cash Flows - 25 October 2017

Description	Ref	Budget Year 2017/18									Budget Year +1 2018/19	Budget Year +2 2019/20
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	3 A1	4 B	5 C	6 D	7 E	8 F	9 G	10 H		
R thousands												
CASH FLOW FROM OPERATING ACTIVITIES												
Receipts												
Property rates		300,489	300,489							300,489	318,518	337,629
Service charges		739,507	739,507							739,507	792,345	846,906
Other revenue		97,893	101,931							101,931	101,447	106,636
Government - operating	1	128,342	135,620							135,620	138,159	158,544
Government - capital	1	60,137	78,401				9,200		9,200	87,601	82,402	77,453
Interest		45,356	45,356							45,356	40,413	36,663
Dividends		-								-	-	-
Payments												
Suppliers and employees		(1,145,401)	(1,156,718)							(1,156,718)	(1,222,864)	(1,306,199)
Finance charges		(28,622)	(28,622)							(28,622)	(40,822)	(42,822)
Transfers and Grants	1	(6,250)	(6,250)							(6,250)	(6,563)	(6,891)
NET CASH FROM/(USED) OPERATING ACTIVITIES		191,451	209,716	-	-	-	9,200	-	9,200	218,916	203,036	207,921
CASH FLOWS FROM INVESTING ACTIVITIES												
Receipts												
Proceeds on disposal of PPE		3,500	3,500							3,500	3,200	-
Decrease (increase) in non-current debtors										-	-	-
Decrease (increase) other non-current receivables										-	-	-
Decrease (increase) in non-current investments										-	-	-
Payments												
Capital assets		(418,057)	(479,779)			(36,000)	(9,200)		(45,200)	(524,979)	(319,514)	(226,873)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(414,557)	(476,279)	-	-	(36,000)	(9,200)	-	(45,200)	(521,479)	(316,314)	(226,873)
CASH FLOWS FROM FINANCING ACTIVITIES												
Receipts												
Short term loans										-	-	-
Borrowing long term/refinancing		160,000	160,000							160,000	80,000	-
Increase (decrease) in consumer deposits										-	-	-
Payments												
Repayment of borrowing		(14,784)	(14,784)							(14,784)	(16,984)	(19,895)
NET CASH FROM/(USED) FINANCING ACTIVITIES		145,216	145,216	-	-	-	-	-	-	145,216	63,016	(19,895)
NET INCREASE/ (DECREASE) IN CASH HELD		(77,889)	(121,347)	-	-	(36,000)	-	-	(36,000)	(157,347)	(50,262)	(38,848)
Cash/cash equivalents at the year begin:	2	497,430	497,430							497,430	419,542	369,279
Cash/cash equivalents at the year end:	2	419,542	376,084			(36,000)			(36,000)	340,084	369,279	330,432

WC024 Stellenbosch - Table B8 Cash backed reserves/accumulated surplus reconciliation - 25 October 2017

Description	Ref	Budget Year 2017/18									Budget Year +1 2018/19	Budget Year +2 2019/20
		Original Budget	Prior Adjusted 3	Accum. Funds 4	Multi-year capital 5	Unfore. Unavoid. 6	Nat. or Prov. Govt 7	Other Adjusts. 8	Total Adjusts. 9	Adjusted Budget 10	Adjusted Budget	Adjusted Budget
R thousands		A	A1	B	C	D	E	F	G	H		
Cash and investments available												
Cash/cash equivalents at the year end	1	419,542	419,542	-	-	(36,000)	-	-	(36,000)	383,542	369,279	330,432
Other current investments > 90 days		-	-	-	-	36,000	-	-	36,000	36,000	-	-
Non current assets - Investments	1	-	-	-	-	-	-	-	-	-	-	-
Cash and investments available:		419,542	419,542	-	-	-	-	-	-	419,542	369,279	330,432
Applications of cash and investments												
Unspent conditional transfers		-	-	-	-	-	-	-	-	-	-	-
Unspent borrowing												
Statutory requirements												
Other working capital requirements	2	44,795	44,795					-	-	44,257	47,572	46,635
Other provisions		51,639	51,639							51,639	55,004	60,626
Long term investments committed		-	-							-	-	-
Reserves to be backed by cash/investments		240,380	240,380							240,380	210,380	180,380
Total Application of cash and investments:		336,814	336,814	-	-	-	-	-	-	336,275	312,956	287,640
Surplus(shortfall)		82,727	82,727	-	-	-	-	-	-	83,266	56,324	42,792

WC024 Stellenbosch - Table B9 Asset Management - 25 October 2017

Description	Ref	Budget Year 2017/18									Budget Year	Budget Year
		Original	Prior Adjusted	Accum. Funds	Multi-year	Unfore.	Nat. or Prov.	Other Adjusts.	Total Adjusts.	Adjusted	Adjusted	Adjusted
		Budget	7	8	capital	Unavoid.	Govt	12	13	Budget	Budget	Budget
R thousands	A	A1	B	C	D	E	F	G	H			
CAPITAL EXPENDITURE												
Total New Assets to be adjusted	1	200,133	227,633	-	-	-	9,200	-	9,200	236,833	183,919	108,660
Roads Infrastructure		15,342	15,708	-	-	-	-	-	-	15,708	38,934	12,690
Storm water Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Electrical Infrastructure		17,700	17,700	-	-	-	-	-	-	17,700	5,750	28,300
Water Supply Infrastructure		39,200	39,700	-	-	-	-	-	-	39,700	40,800	28,100
Sanitation Infrastructure		49,556	50,313	-	-	-	-	-	-	50,313	58,655	15,000
Solid Waste Infrastructure		7,000	7,156	-	-	-	-	-	-	7,156	14,500	11,100
Rail Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Infrastructure		128,798	130,577	-	-	-	-	-	-	130,577	158,639	95,190
Community Facilities		22,507	29,251	-	-	-	-	-	-	29,251	7,700	4,520
Sport and Recreation Facilities		1,350	1,850	-	-	-	-	-	-	1,850	-	-
Community Assets		23,857	31,101	-	-	-	-	-	-	31,101	7,700	4,520
Heritage Assets		1,350	1,350	-	-	-	-	-	-	1,350	1,350	1,350
Revenue Generating		100	100	-	-	-	-	-	-	100	-	-
Non-revenue Generating		5,900	5,900	-	-	-	-	-	-	5,900	1,400	300
Investment properties		6,000	6,000	-	-	-	-	-	-	6,000	1,400	300
Operational Buildings		350	406	-	-	-	-	-	-	406	-	-
Housing		18,600	37,021	-	-	-	9,200	-	9,200	46,221	2,130	1,830
Other Assets	6	18,950	37,427	-	-	-	9,200	-	9,200	46,627	2,130	1,830
Biological or Cultivated Assets		630	630	-	-	-	-	-	-	630	250	200
Servitudes		-	-	-	-	-	-	-	-	-	-	-
Licences and Rights		100	100	-	-	-	-	-	-	100	100	200
Intangible Assets		100	100	-	-	-	-	-	-	100	100	200
Computer Equipment		1,525	1,525	-	-	-	-	-	-	1,525	1,330	600
Furniture and Office Equipment		1,671	1,671	-	-	-	-	-	-	1,671	1,465	1,320
Machinery and Equipment		14,392	14,392	-	-	-	-	-	-	14,392	8,670	3,150
Transport Assets		720	720	-	-	-	-	-	-	720	740	-
Libraries		2,140	2,140	-	-	-	-	-	-	2,140	145	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-
Total Renewal of Existing Assets to be adjusted	2	28,350	35,387	-	-	36,000	-	-	36,000	71,387	19,250	29,650
Roads Infrastructure		11,150	11,150	-	-	-	-	-	-	11,150	4,750	13,600
Storm water Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Electrical Infrastructure		8,000	9,681	-	-	-	-	-	-	9,681	6,100	6,800
Water Supply Infrastructure		6,000	6,164	-	-	36,000	-	-	36,000	42,164	6,000	6,000
Sanitation Infrastructure		1,700	1,700	-	-	-	-	-	-	1,700	1,700	2,700
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Infrastructure		26,850	28,696	-	-	36,000	-	-	36,000	64,696	18,550	29,100
Community Facilities		-	10	-	-	-	-	-	-	10	-	50
Sport and Recreation Facilities		200	200	-	-	-	-	-	-	200	200	-
Community Assets		200	210	-	-	-	-	-	-	210	200	50
Heritage Assets		-	-	-	-	-	-	-	-	-	-	-
Revenue Generating		-	342	-	-	-	-	-	-	342	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Investment properties		-	342	-	-	-	-	-	-	342	-	-
Operational Buildings		300	300	-	-	-	-	-	-	300	500	500
Housing		-	-	-	-	-	-	-	-	-	-	-
Other Assets	6	300	300	-	-	-	-	-	-	300	500	500
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-	-	-
Computer Equipment		-	-	-	-	-	-	-	-	-	-	-
Furniture and Office Equipment		-	-	-	-	-	-	-	-	-	-	-
Machinery and Equipment		1,000	1,090	-	-	-	-	-	-	1,090	-	-
Transport Assets		-	4,750	-	-	-	-	-	-	4,750	-	-
Libraries		-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-
Total Upgrading of Existing Assets to be adjusted	2a	189,574	216,759	-	-	-	-	-	-	216,759	116,345	88,563
Roads Infrastructure		23,225	36,807	-	-	-	-	-	-	36,807	9,150	9,950
Storm water Infrastructure		1,200	1,599	-	-	-	-	-	-	1,599	500	1,000
Electrical Infrastructure		20,468	21,570	-	-	-	-	-	-	21,570	39,700	24,000
Water Supply Infrastructure		33,850	36,559	-	-	-	-	-	-	36,559	15,900	10,300
Sanitation Infrastructure		86,227	91,312	-	-	-	-	-	-	91,312	30,950	27,750

Description	Ref	Budget Year 2017/18								Budget Year +1 2018/19	Budget Year +2 2019/20	
		Original Budget	Prior Adjusted 7	Accum. Funds 8	Multi-year capital 9	Unfore. Unavoid. 10	Nat. or Prov. Govt 11	Other Adjusts. 12	Total Adjusts. 13	Adjusted Budget 14	Adjusted Budget	Adjusted Budget
Non-revenue Generating		8,724	8,941							8,941	14,254	16,085
Investment properties		561,220	561,437	-	-	-	-	-	-	561,437	570,001	575,681
Operational Buildings		(23,855)	(23,705)							(23,705)	(49,790)	(72,700)
Housing		20,100	39,106				9,200	9,200		48,306	25,630	27,461
Other Assets		(3,755)	15,401	-	-	-	9,200	9,200		24,601	(24,160)	(45,239)
Biological or Cultivated Assets		12,875	12,875							12,875	13,825	14,725
Servitudes		-	-							-	-	-
Licences and Rights		15,741	15,741							15,741	15,728	15,998
Intangible Assets		15,741	15,741	-	-	-	-	-		15,741	15,728	15,998
Computer Equipment		92,811	92,811							92,811	90,200	86,597
Furniture and Office Equipment		138,442	138,442							138,442	135,496	131,423
Machinery and Equipment		341,797	341,793							341,793	344,087	340,538
Transport Assets		373,540	382,481							382,481	367,963	361,330
Libraries		2,140	2,140							2,140	2,285	2,285
Zoo's, Marine and Non-biological Animals		-	-							-	-	-
TOTAL ASSET REGISTER SUMMARY - PPE (WDV)	5	5,456,978	5,518,700	-	-	36,000	9,200	-	45,200	5,563,900	5,607,903	5,661,371
EXPENDITURE OTHER ITEMS												
<u>Depreciation & asset impairment</u>		-	168,339	-	-	-	-	-	-	168,339	145,090	152,345
<u>Repairs and Maintenance by asset class</u>	3	95,459	95,459	-	-	-	-	-	-	95,459	99,278	103,248
<i>Roads Infrastructure</i>		9,139	9,139	-	-	-	-	-	-	9,139	9,596	10,076
<i>Storm water Infrastructure</i>		3,819	3,819	-	-	-	-	-	-	3,819	4,010	4,211
<i>Electrical Infrastructure</i>		14,291	14,291	-	-	-	-	-	-	14,291	15,005	15,756
<i>Water Supply Infrastructure</i>		11,671	11,671	-	-	-	-	-	-	11,671	12,255	12,867
<i>Sanitation Infrastructure</i>		14,831	14,831	-	-	-	-	-	-	14,831	15,573	16,352
<i>Solid Waste Infrastructure</i>		3,642	3,642	-	-	-	-	-	-	3,642	3,824	4,015
<i>Rail Infrastructure</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Coastal Infrastructure</i>		-	-	-	-	-	-	-	-	-	-	-
<i>Information and Communication Infrastructure</i>		-	-	-	-	-	-	-	-	-	-	-
Infrastructure		57,394	57,394	-	-	-	-	-	-	57,394	60,264	63,277
Community Facilities		23,800	23,800	-	-	-	-	-	-	23,800	25,138	25,441
Sport and Recreation Facilities		2,053	2,053	-	-	-	-	-	-	2,053	2,156	2,264
Community Assets		25,853	25,853	-	-	-	-	-	-	25,853	27,294	27,704
Heritage Assets		-	-	-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-	-	-
Operational Buildings		12,212	12,212	-	-	-	-	-	-	12,212	11,720	12,267
Housing		-	-	-	-	-	-	-	-	-	-	-
Other Assets		12,212	12,212	-	-	-	-	-	-	12,212	11,720	12,267
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-	-	-
Computer Equipment		-	-	-	-	-	-	-	-	-	-	-
Furniture and Office Equipment		-	-	-	-	-	-	-	-	-	-	-
Machinery and Equipment		-	-	-	-	-	-	-	-	-	-	-
Transport Assets		-	-	-	-	-	-	-	-	-	-	-
Libraries		-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals	6	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURE OTHER ITEMS to be adjusted		95,459	263,799	-	-	-	-	-	-	263,799	244,368	255,593
<i>Renewal and upgrading of Existing Assets as % of total capex</i>		52.1%	52.6%							54.9%	42.4%	52.1%
<i>Renewal and upgrading of Existing Assets as % of deprecn"</i>		0.0%	149.8%							171.2%	93.5%	77.6%
<i>R&M as a % of PPE</i>		1.7%	1.7%							1.7%	1.8%	1.8%
<i>Renewal and upgrading and R&M as a % of PPE</i>		5.7%	6.3%							6.9%	4.2%	3.9%

WC024 Stellenbosch - Table B10 Basic service delivery measurement - 25 October 2017

Description	Ref	Budget Year 2017/18									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjus.	Total Adjus.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7 A1	8 B	9 C	10 D	11 E	12 F	13 G	14 H		
Household service targets	1											
Water:												
Piped water inside dwelling		38617.95								39	40548.8475	42576.28988
Piped water inside yard (but not in dwelling)		4046.7								4	4249.035	4461.48675
Using public tap (at least min.service level)	2	7169.4								7	7527.87	7904.2635
Other water supply (at least min.service level)												
<i>Minimum Service Level and Above sub-total</i>		50								50	52	55
Using public tap (< min.service level)	3	1370.25								1	1438.7625	1510.700625
Other water supply (< min.service level)	3,4	0									0	0
No water supply		306.6								0	321.93	338.0265
<i>Below Minimum Servic. Level sub-total</i>		2								2	2	2
Total number of households	5	52								52	54	57
Sanitation/sewerage:												
Flush toilet (connected to sewerage)		45862.95								45,863	48156.0975	50563.90238
Flush toilet (with septic tank)		1966.65								1,967	2064.9825	2168.231625
Chemical toilet		369.6								370	388.08	407.484
Pit toilet (ventilated)		240.45								240	252.4725	265.096125
Other toilet provisions (> min.service level)		1193.85								1,194	1253.5425	1316.219625
<i>Minimum Service Level and Above sub-total</i>		49,634								49,634	52,115	54,721
Bucket toilet		1230.6								1,231	1292.13	1356.7365
Other toilet provisions (< min.service level)		191.1								191	200.655	210.68775
No toilet provisions		455.7								456	478.485	502.40925
<i>Below Minimum Servic. Level sub-total</i>		1,877								1,877	1,971	2,070
Total number of households	5	51,511								51,511	54,086	56,791
Energy:												
Electricity (at least min. service level)		14320.95								14,321	15036.9975	15788.84738
Electricity - prepaid (> min.service level)		34503								34,503	36228.15	38039.5575
<i>Minimum Service Level and Above sub-total</i>		48,824								48,824	51,265	53,828
Electricity (< min.service level)		234.15								234	245.8575	258.150375
Electricity - prepaid (< min. service level)		0									0	0
Other energy sources		2452.8								2,453	2575.44	2704.212
<i>Below Minimum Servic. Level sub-total</i>		2,687								2,687	2,821	2,962
Total number of households	5	51,511								51,511	54,086	56,791
Refuse:												
Removed at least once a week (min.service)		39475								39,475	41448.75	43521.1875
<i>Minimum Service Level and Above sub-total</i>		39,475								39,475	41,449	43,521
Removed less frequently than once a week		0									0	0
Using communal refuse dump		1127.7								1,128	1184.085	1243.28925
Using own refuse dump		2368.8								2,369	2487.24	2611.602
Other rubbish disposal		884.1								884	928.305	974.72025
No rubbish disposal		480.9								481	504.945	530.19225
<i>Below Minimum Servic. Level sub-total</i>		4,862								4,862	5,105	5,360
Total number of households	5	44,337								44,337	46,553	48,881
Households receiving Free Basic Service	15											
Water (6 kilolitres per household per month)		14500								14,500	14500	14500
Sanitation (free minimum level service)		14500								14,500	14500	14500
Electricity/other energy (50kwh per household per month)		14500								14,500	14500	14500
Refuse (removed at least once a week)		14500								14,500	14500	14500
Cost of Free Basic Services provided (R'000)	16											
Water (6 kilolitres per household per month)		15								15	15	15
Sanitation (free sanitation service)		15								15	15	15
Electricity/other energy (50kwh per household per month)		15								15	15	15
Refuse (removed once a week)		15								15	15	15
Total cost of FBS provided (minimum social package)		58								58	58	58
Highest level of free service provided												
Property rates (R'000 value threshold)		200000								200,000	200000	200000
Water (kilolitres per household per month)		10								10	10	10
Sanitation (kilolitres per household per month)												
Sanitation (Rand per household per month)		101.09								101	107.1554	113.584724
Electricity (kw per household per month)		100								100	100	100
Refuse (average litres per week)		250								250	265	280.9
Revenue cost of free services provided (R'000)	17											
Property rates (R15 000 threshold rebate)												
Property rates (other exemptions, reductions and rebates)		39,422								39,422	41,787	44,294
Water		5,089								5,089	5,445	5,826
Sanitation		7,654								7,654	8,343	9,094
Electricity/other energy		1,117								1,117	1,184	1,255
Refuse		7,929								7,929	8,642	9,420
Municipal Housing - rental rebates												
Housing - top structure subsidies	6	15								15	15	15
Other												
Total revenue cost of free services provided (total social pa		61,225								61,225	65,416	69,904

APPENDIX 4

Other supporting documentation (Supporting Schedules)

WC024 Stellenbosch - Supporting Table SB2 Supporting detail to 'Financial Position Budget' - 25 October 2017

Description	Ref	Budget Year 2017/18									Budget Year +1 2018/19	Budget Year +2 2019/20	
		Original Budget A	Prior Adjusted 4 A1	Accum. Funds 5 B	Multi-year capital 6 C	Unfore. Unavoid. 7 D	Nat. or Prov. Govt 8 E	Other Adjus. 9 F	Total Adjus. 10 G	Adjusted Budget 11 H	Adjusted Budget	Adjusted Budget	
R thousands													
ASSETS													
<u>Call investment deposits</u>													
Call deposits										-	-		
Other current investments		400,646	400,646							-	400,646	347,635	298,715
Total Call investment deposits	1	400,646	400,646	-	-	-	-	-	-	400,646	347,635	298,715	
<u>Consumer debtors</u>													
Consumer debtors		161,422	161,422							-	161,422	173,079	183,957
Less: provision for debt impairment		55,917	55,917	-	-	-	-	-	-	-	55,917	59,955	63,723
Total Consumer debtors	1	105,505	105,505	-	-	-	-	-	-	105,505	113,124	120,234	
<u>Debt impairment provision</u>													
Balance at the beginning of the year		51,268	51,268							-	51,268	55,917	59,955
Contributions to the provision			-							-	-		
Bad debts written off		4,649	4,649							-	4,649	4,038	3,768
Balance at end of year		55,917	55,917	-	-	-	-	-	-	55,917	59,955	63,723	
<u>Property, plant & equipment</u>													
PPE at cost/valuation (excl. finance leases)		6,369,267	6,430,990				36,000	9,200	45,200	6,476,190	6,682,132	6,904,105	
Leases recognised as PPE	2	-	-						-	-	-	-	
<u>Less: Accumulated depreciation</u>		1,502,126	1,502,126						-	1,502,126	1,673,782	1,849,138	
Total Property, plant & equipment	1	4,867,141	4,928,863	-	-	-	36,000	9,200	45,200	4,974,063	5,008,349	5,054,966	
LIABILITIES													
<u>Current liabilities - Borrowing</u>													
Short term loans (other than bank overdraft)		-	-							-	-		
Current portion of long-term liabilities		16,984	16,984							-	16,984	19,895	18,895
Total Current liabilities - Borrowing		16,984	16,984	-	-	-	-	-	-	16,984	19,895	18,895	
<u>Trade and other payables</u>													
Creditors		196,635	196,635							-	196,635	201,634	210,777
Unspent conditional grants and receipts										-	-		
VAT										-	-		
Total Trade and other payables	1	196,635	196,635	-	-	-	-	-	-	196,635	201,634	210,777	
<u>Non current liabilities - Borrowing</u>													
Borrowing	3	314,867	314,867							-	314,867	374,972	356,076
Finance leases (including PPP asset element)										-	-		
Total Non current liabilities - Borrowing		314,867	314,867	-	-	-	-	-	-	314,867	374,972	356,076	
<u>Provisions - non current</u>													
Retirement benefits		219,728	219,728							-	219,728	240,602	263,459
List other major items			-							-	-		
Refuse landfill site rehabilitation		42,247	42,247							-	42,247	43,747	49,736
Other										-	-		
Total Provisions - non current		261,975	261,975	-	-	-	-	-	-	261,975	284,349	313,195	
CHANGES IN NET ASSETS													
<u>Accumulated surplus/(Deficit)</u>													
Accumulated surplus/(Deficit) - opening balance		4,963,006	5,024,728					9,200	9,200	5,033,928	5,003,698	5,034,181	
Appropriations to Reserves										-	-		
Transfers from Reserves										-	-		
Depreciation offsets										-	-		
Other adjustments										-	-		
Accumulated Surplus/(Deficit)	1	4,963,006	5,024,728	-	-	-	9,200	-	9,200	5,033,928	5,003,698	5,034,181	
<u>Reserves</u>													
Housing Development Fund										-	-		
Capital replacement		230,000	230,000							-	230,000	200,000	170,000
Self-insurance		10,380	10,380							-	10,380	10,380	10,380
<u>Other reserves (list)</u>										-	-		
Revaluation										-	-		
Total Reserves	2	240,380	240,380	-	-	-	-	-	-	240,380	210,380	180,380	
TOTAL COMMUNITY WEALTH/EQUITY	2	5,203,385	5,265,108	-	-	-	9,200	-	9,200	5,274,308	5,214,078	5,214,561	
Total capital expenditure includes expenditure on nationally significant priorities:													
Provision of basic services										-	-		
2010 World Cup										-	-		

WC024 Stellenbosch - Supporting Table SB3 Adjustments to the SDBIP - performance objectives - 25 October 2017

Description	Unit of measurement	Budget Year 2017/18									Budget Year +1 2018/19	Budget Year +2 2019/20
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	A1	B	C	D	E	F	G	H		
Vote 1 - Municipal Manager												
Function 1 - Budget Performance												
Sub-function 1 - Capital Expenditure		35	-	-	-	-	-	-	-	35	35	35
Insert measure/s description												
Sub-function 2 - Operational Expenditure		23,158	-	-	-	-	-	-	-	23,158	23,158	23,158
Insert measure/s description												
Sub-function 3 - Operational Revenue		240	-	-	-	-	-	-	-	240	240	240
Insert measure/s description												
Vote 2 - Planning and Development												
Function 1 - Budget Performance												
Sub-function 1 - Capital Expenditure		5,393	7,653	2,260	-	-	-	-	2,260	9,913	12,173	14,432
Insert measure/s description												
Sub-function 2 - Operational Expenditure		58,316	-	-	-	-	-	-	-	58,316	58,316	58,316
Insert measure/s description												
Sub-function 3 - Operational Revenue		12,348	-	-	-	-	-	-	-	12,348	12,348	12,348
Insert measure/s description												
Vote 3 - Human Settlements												
Function 1 - Budget Performance												
Sub-function 1 - Capital Expenditure		52,872	72,865	-	-	-	9,200	-	9,200	82,065	154,929	154,929
Insert measure/s description												
Sub-function 2 - Operational Expenditure		69,257	80,573	-	-	-	-	-	-	80,573	161,146	161,146
Insert measure/s description												
Sub-function 3 - Operational Revenue		24,263	53,844	-	-	-	-	-	-	53,844	107,688	107,688
Insert measure/s description												
Vote 4 - Community & Protection												
Function 1 - Budget Performance												
Sub-function 1 - Capital Expenditure		21,879	28,889	-	-	-	-	-	-	28,889	57,778	57,778
Insert measure/s description												
Sub-function 2 - Operational Expenditure		321,478	-	-	-	-	-	-	-	321,478	321,478	321,478
Insert measure/s description												
Sub-function 3 - Operational Revenue		132,907	-	-	-	-	-	-	-	132,907	132,907	132,907
Insert measure/s description												
Vote 5 - Engineering services												
Function 1 - Budget Performance												
Sub-function 1 - Capital Expenditure		330,898	362,630	-	-	36,000	-	-	36,000	398,630	761,261	761,261
Insert measure/s description												
Sub-function 2 - Operational Expenditure		810,393	-	-	-	-	-	-	-	810,393	810,393	810,393
Insert measure/s description												
Sub-function 3 - Operational Revenue		926,931	-	-	-	-	-	-	-	926,931	926,931	926,931
Insert measure/s description												
Vote 6 - Strategic												
Function 1 - Budget Performance												
Sub-function 1 - Capital Expenditure		5,110	5,837	-	-	-	-	-	-	5,837	11,674	11,674
Insert measure/s description												
Sub-function 2 - Operational Expenditure		121,293	-	-	-	-	-	-	-	121,293	121,293	121,293
Insert measure/s description												
Sub-function 3 - Operational Revenue		143	-	-	-	-	-	-	-	143	143	143
Insert measure/s description												
Vote 7 - Financial services												
Function 1 - Budget Performance												
Sub-function 1 - Capital Expenditure		1,870	-	-	-	-	-	-	-	1,870	1,870	1,870
Insert measure/s description												
Sub-function 2 - Operational Expenditure		82,781	-	-	-	-	-	-	-	82,781	82,781	82,781
Insert measure/s description												
Sub-function 3 - Operational Revenue		391,250	-	-	-	-	-	-	-	391,250	391,250	391,250

WC024 Stellenbosch - Supporting Table SB4 Adjustments to budgeted performance indicators and benchmarks - 25 October 2017

Description of financial indicator	Basis of calculation	2014/15	2015/16	2016/17	Budget Year 2017/18			Budget Year +1 2018/19	Budget Year +2 2019/20
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Prior Adjusted	Adjusted Budget	Adjusted Budget	Adjusted Budget
Borrowing Management									
Credit Rating	Short term/long term rating	A1	A+	A+	A+	A+	A+		
Capital Charges to Operating Expenditure	Interest & Principal Paid /Operating Expenditure	2.1%	2.2%	2.7%	2.9%	13.5%	2.9%	3.7%	3.7%
Capital Charges to Own Revenue	Finance charges & Repayment of borrowing /Own Revenue	2.1%	2.4%	2.9%	0.0%	0.0%	0.0%	0.0%	0.0%
Borrowed funding of 'own' capital expenditure	Borrowing/Capital expenditure excl. transfers and grants	21.2%	29.0%	15.7%	44.7%	39.9%	36.2%	33.0%	0.0%
Safety of Capital									
Gearing	Long Term Borrowing/ Funds & Reserves	11.4%	0.0%	0.0%	131.0%	131.0%	131.0%	178.2%	197.4%
Liquidity									
Current Ratio	Current assets/current liabilities	299.2%	254.6%	272.1%	215.5%	215.5%	215.5%	191.0%	172.7%
Current Ratio adjusted for aged debtors	Current assets/current liabilities less debtors > 90 days/current liabilities	299.2%	254.6%	272.1%	215.5%	215.5%	0.0%	0.0%	0.0%
Liquidity Ratio	Monetary Assets/Current Liabilities	207.8%	187.2%	187.9%	1.5	1.5	1.5	1.3	1.1
Revenue Management									
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/ Last 12 Mths Billing		94.3%	91.0%	94.0%	96.8%	96.8%	100.8%	95.6%
Current Debtors Collection Rate (Cash receipts % of Ratepayer & Other revenue)		94.1%	91.5%	93.8%	96.8%	96.8%	100.8%	95.6%	95.9%
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue	18.1%	18.4%	18.3%	11.8%	120.4%	11.7%	11.3%	11.2%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Creditors Management									
Creditors System Efficiency	% of Creditors Paid Within Terms (within MFMA s 65(e))	97.0%	97.0%	98.0%	98.0%	98.0%	98.0%	98.0%	98.0%
Creditors to Cash and Investments		26.6%	30.4%	160.5%	46.9%	52.3%	57.8%	54.6%	63.8%
Other Indicators									
Electricity Distribution Losses (2)	Total Volume Losses (kW)	#####	#####	#####	#####	#####	#####	#####	#####
	Total Cost of Losses (Rand '000)	-	-	-	-	-	-	-	-
	% Volume (units purchased and generated less units sold)/units purchased and generated	0	0	0	-	-	-	-	-
Water Distribution Losses (2)	Total Volume Losses (kℓ)	357184400.0%	212877700.0%	321465960.0%	321465960.0%	321465960.0%	321465960.0%	321465960.0%	321465960.0%
	Total Cost of Losses (Rand '000)	-	-	-	-	-	-	-	-
	% Volume (units purchased and generated less units sold)/units purchased and generated	0	0	0	-	-	-	-	-
Employee costs	Employee costs/(Total Revenue - capital revenue)	24.8%	28.5%	26.8%	34.0%	0.0%	33.7%	34.8%	35.3%
Remuneration	Total remuneration/(Total Revenue - capital revenue)	26.0%	29.9%	28.1%					
Repairs & Maintenance	R&M/(Total Revenue excluding capital revenue)	4.8%	5.3%	4.2%	6.7%	68.4%	6.6%	6.6%	6.4%
Finance charges & Depreciation	FC&D/(Total Revenue - capital revenue)	13.1%	15.6%	13.1%	13.8%	20.5%	13.7%	14.1%	13.6%
IDP regulation financial viability indicators									
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year	2051.7%	1768.9%	2137.4%	2248.3%	0.0%	2248.3%	2186.7%	2313.5%
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services	24.1%	22.1%	23.9%	7.4%	75.5%	7.3%	7.5%	7.5%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure	780.3%	906.7%	167.8%	0.0	0.0	0.0	0.0	0.0

References

1. Consumer debtors > 12 months old are excluded from current assets

Description of economic indicator	Ref.	Basis of calculation	2001 Census	2007 Survey	2011 Census	2014/15	2015/16	2016/17	Budget Year 2017/18	2017/18 Medium
						Outcome	Outcome	Outcome	Original Budget	Outcome
Dwellings provided by private sector	5									
Total new housing dwellings		-	-	-	-	-	-	-	-	-
Economic	6									
Inflation/inflation outlook (CPIX)						5.7%	5.6%	5.4%	6.6%	7.0%
Interest rate - borrowing						10.5%	10.5%	11.0%	11.0%	11.0%
Interest rate - investment						7.5%	6.5%	7.0%	8.0%	8.5%
Remuneration increases						7.0%	6.9%	7.0%	7.0%	7.4%
Consumption growth (electricity)						0.5%	0.0%	0.0%	-1.0%	-1.1%
Consumption growth (water)						0.5%	0.0%	0.0%	0.5%	0.5%
Collection rates	7									
Property tax/service charges						98.0%	98.0%	98.0%	97.0%	96.0%
Rental of facilities & equipment						83.0%	83.0%	83.0%	83.0%	80.0%
Interest - external investments						100.0%	100.0%	100.0%	100.0%	100.0%
Interest - debtors						97.0%	97.0%	97.0%	97.0%	96.0%
Revenue from agency services						100.0%	100.0%	100.0%	100.0%	100.0%

Detail on the provision of municipal services for B10

Total municipal services	Ref.		2014/15	2015/16	2016/17	Budget Year 2017/18			2017/18 Medium
			Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2017/18
		Household service targets (000)							
		<u>Water:</u>							
		Piped water inside dwelling	32,412	33,967	33,967	36,779	36,779	36,779	38,618
		Piped water inside yard (but not in dwelling)	3,626	3,738	3,738	3,854	3,854	3,854	4,047
8		Using public tap (at least min.service level)	6,424	6,623	6,623	6,828	6,828	6,828	7,169
10		Other water supply (at least min.service level)	-	-	-	-	-	-	-
		<i>Minimum Service Level and Above sub-total</i>	42,462	44,328	44,328	47,461	47,461	47,461	49,834
9		Using public tap (< min.service level)	1,887	1,520	1,520	1,305	1,305	1,305	1,370
10		Other water supply (< min.service level)	-	-	-	-	-	-	-
		No water supply	416	304	304	292	292	292	307
		<i>Below Minimum Service Level sub-total</i>	2,303	1,824	1,824	1,597	1,597	1,597	1,677
		Total number of households	44,765	46,152	46,152	49,058	49,058	49,058	51,511
		<u>Sanitation/sewerage:</u>							
		Flush toilet (connected to sewerage)	38,976	40,184	40,184	43,679	43,679	43,679	45,863
		Flush toilet (with septic tank)	1,762	1,817	1,817	1,873	1,873	1,873	1,967
		Chemical toilet	331	341	341	352	352	352	370

Description of economic indicator	Ref.	Basis of calculation	2001 Census	2007 Survey	2011 Census	2014/15	2015/16	2016/17	Budget Year 2017/18	2017/18 Medium
						Outcome	Outcome	Outcome	Original Budget	Outcome
		Pit toilet (ventilated)		215	222	222	229	229	229	240
		Other toilet provisions (> min.service level)		1,070	1,103	1,103	1,137	1,137	1,137	1,194
		<i>Minimum Service Level and Above sub-total</i>		42,354	43,667	43,667	47,270	47,270	47,270	49,634
		Bucket toilet		1,172	1,172	1,172	1,172	1,172	1,172	1,231
		Other toilet provisions (< min.service level)		172	177	177	182	182	182	191
		No toilet provisions		1,067	550	550	434	434	434	456
		<i>Below Minimum Service Level sub-total</i>		2,411	1,899	1,899	1,788	1,788	1,788	1,877
		Total number of households		44,765	45,566	45,566	49,058	49,058	49,058	51,511
		<u>Energy:</u>								
		Electricity (at least min.service level)		11,999	12,371	12,371	13,639	13,639	13,639	14,321
		Electricity - prepaid (min.service level)		29,604	30,522	30,522	32,860	32,860	32,860	34,503
		<i>Minimum Service Level and Above sub-total</i>		41,603	42,893	42,893	46,499	46,499	46,499	48,824
		Electricity (< min.service level)		214	221	221	223	223	223	234
		Electricity - prepaid (< min. service level)		-	-	-	-	-	-	-
		Other energy sources		2,949	2,490	2,490	2,336	2,336	2,336	2,453
		<i>Below Minimum Service Level sub-total</i>		3,163	2,711	2,711	2,559	2,559	2,559	2,687
		Total number of households		44,766	45,604	45,604	49,058	49,058	49,058	51,511
		<u>Refuse:</u>								
		Removed at least once a week		38,933	40,140	40,140	43,660	43,660	43,660	39,475
		<i>Minimum Service Level and Above sub-total</i>		38,933	40,140	40,140	43,660	43,660	43,660	39,475
		Removed less frequently than once a week		1,099	908	908	768	768	768	-
		Using communal refuse dump		1,387	1,205	1,205	1,074	1,074	1,074	1,128
		Using own refuse dump		2,122	2,188	2,188	2,256	2,256	2,256	2,369
		Other rubbish disposal		792	817	817	842	842	842	884
		No rubbish disposal		432	444	444	458	458	458	481
		<i>Below Minimum Service Level sub-total</i>		5,832	5,562	5,562	5,398	5,398	5,398	4,862
		Total number of households		44,765	45,702	45,702	49,058	49,058	49,058	44,337
Municipal in-house services	Ref.			2014/15	2015/16	2016/17	Budget Year 2017/18			2017/18 Medium
				Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2017/18
		<u>Household service targets (000)</u>								
		<u>Water:</u>								
		Piped water inside dwelling		32,412	33,967	33,967	36,779	36,779	36,779	38,618
		Piped water inside yard (but not in dwelling)		3,626	3,738	3,738	3,854	3,854	3,854	4,047
8		Using public tap (at least min.service level)		6,424	6,623	6,623	6,828	6,828	6,828	7,169
10		Other water supply (at least min.service level)								
		<i>Minimum Service Level and Above sub-total</i>		42,462	44,328	44,328	47,461	47,461	47,461	49,834

Description of economic indicator	Ref.	Basis of calculation	2001 Census	2007 Survey	2011 Census	2014/15	2015/16	2016/17	Budget Year 2017/18	2017/18 Medium
						Outcome	Outcome	Outcome	Original Budget	Outcome
	9	Using public tap (< min.service level)		1,887	1,520	1,520	1,305	1,305	1,305	1,370
	10	Other water supply (< min.service level)		-	-	-	-	-	-	-
		No water supply		416	304	304	292	292	292	307
		<i>Below Minimum Service Level sub-total</i>		2,303	1,824	1,824	1,597	1,597	1,597	1,677
		Total number of households		44,765	46,152	46,152	49,058	49,058	49,058	51,511
		<u>Sanitation/sewerage:</u>								
		Flush toilet (connected to sewerage)		38,976	40,184	40,184	43,679	43,679	43,679	45,863
		Flush toilet (with septic tank)		1,762	1,817	1,817	1,873	1,873	1,873	1,967
		Chemical toilet		331	341	341	352	352	352	370
		Pit toilet (ventilated)		215	222	222	229	229	229	240
		Other toilet provisions (> min.service level)		1,070	1,103	1,103	1,137	1,137	1,137	1,194
		<i>Minimum Service Level and Above sub-total</i>		42,354	43,667	43,667	47,270	47,270	47,270	49,634
		Bucket toilet		1,172	1,172	1,172	1,172	1,172	1,172	1,231
		Other toilet provisions (< min.service level)		172	177	177	182	182	182	191
		No toilet provisions		1,067	550	550	434	434	434	456
		<i>Below Minimum Service Level sub-total</i>		2,411	1,899	1,899	1,788	1,788	1,788	1,877
		Total number of households		44,765	45,566	45,566	49,058	49,058	49,058	51,511
		<u>Energy:</u>								
		Electricity (at least min.service level)		11,999	12,371	12,371	13,639	13,639	13,639	14,321
		Electricity - prepaid (min.service level)		29,604	30,522	30,522	32,860	32,860	32,860	34,503
		<i>Minimum Service Level and Above sub-total</i>		41,603	42,893	42,893	46,499	46,499	46,499	48,824
		Electricity (< min.service level)		214	221	221	223	223	223	234
		Electricity - prepaid (< min. service level)		-	-	-	-	-	-	-
		Other energy sources		2,949	2,490	2,490	2,336	2,336	2,336	2,453
		<i>Below Minimum Service Level sub-total</i>		3,163	2,711	2,711	2,559	2,559	2,559	2,687
		Total number of households		44,766	45,604	45,604	49,058	49,058	49,058	51,511
		<u>Refuse:</u>								
		Removed at least once a week		38,933	40,140	40,140	43,660	43,660	43,660	39,475
		<i>Minimum Service Level and Above sub-total</i>		38,933	40,140	40,140	43,660	43,660	43,660	39,475
		Removed less frequently than once a week		1,099	908	908	768	768	768	-
		Using communal refuse dump		1,387	1,205	1,205	1,074	1,074	1,074	1,128
		Using own refuse dump		2,122	2,188	2,188	2,256	2,256	2,256	2,369
		Other rubbish disposal		792	817	817	842	842	842	884
		No rubbish disposal		432	444	444	458	458	458	481
		<i>Below Minimum Service Level sub-total</i>		5,832	5,562	5,562	5,398	5,398	5,398	4,862
		Total number of households		44,765	45,702	45,702	49,058	49,058	49,058	44,337

WC024 Stellenbosch - Supporting Table SB6 Adjustments Budget - funding measurement - 25 October 2017

Description	Ref	MFMA section	2014/15	2015/16	2016/17	Medium Term Revenue and Expenditure Framework				
			Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Prior Adjusted	Adjusted Budget	Budget Year +1 2018/19	Budget Year +2 2019/20
R thousands										
Funding measures										
Cash/cash equivalents at the year end - R'000	1	18(1)b	504,928	609,430	128,187	419,542	376,084	340,084	369,279	330,432
Cash + investments at the yr end less applications - R'000	2	18(1)b	156,031	464,423	226,882	82,727	82,727	83,266	56,324	42,792
Cash year end/monthly employee/supplier payments	3	18(1)b	0	0	0	-	-	-	-	-
Surplus/(Deficit) excluding depreciation offsets: R'000	4	18(1)	168,998	24,513	149,671	1,409	(102,950)	28,874	8,863	12,131
Service charge rev % change - macro CPIX target exclusive	5	18(1)a,(2)				0.0%	0.0%	0.0%	0.5%	0.6%
Cash receipts % of Ratepayer & Other revenue	6	18(1)a,(2)	0.0%	0.0%	0.0%	90.3%	0.0%	90.6%	90.6%	90.7%
Debt impairment expense as a % of total billable revenue	7	18(1)a,(2)	11.0%	4.6%	7.1%	6.0%	0.0%	6.0%	6.0%	6.0%
Capital payments % of capital expenditure	8	18(1)c;19	99.8%	100.2%	82.3%	100.0%	100.0%	0.0%	0.0%	100.0%
Borrowing receipts % of capital expenditure (excl. transfers)	9	18(1)c	19.4%	28.9%	15.7%	44.7%	39.9%	36.2%	33.0%	0.0%
Grants % of Govt. legislated/gazetted allocations	10	18(1)a				0.0%	0.0%	0.0%	0.0%	0.0%
Current consumer debtors % change - incr(decr)	11	18(1)a	N.A.	-4.1%	19.9%	8.9%			1.1%	6.5%
Long term receivables % change - incr(decr)	12	18(1)a	N.A.	565.2%	-47.6%	0.0%			0.0%	0.0%
R&M % of Property Plant & Equipment	13	20(1)(vi)	1.3%	1.5%	1.3%	1.7%	1.7%	1.7%	1.8%	1.8%
Asset renewal % of capital budget	14	20(1)(vi)	56.3%	51.4%	57.9%	6.8%	7.4%	13.6%	6.0%	13.1%

WC024 Stellenbosch - Supporting Table SB7 Adjustments Budget - transfers and grant receipts - 25 October 2017

Description	Ref	Budget Year 2017/18						Budget Year +1 2018/19	Budget Year +2 2019/20	
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	
		A	7 A1	8 B	9 C	10 D	11 E	12 F		
R thousands										
RECEIPTS:	1, 2									
Operating Transfers and Grants										
National Government:		117,001	117,001	-	-	-	-	117,001	126,094	139,695
Local Government Equitable Share		110,631	110,631				-	110,631	124,544	137,145
Municipal Systems Improvement	3		-				-	-		1,000
EPWP Ingetegrated Grant for Municipalities		4,820	4,820				-	4,820	-	-
Local Government Financial Management Grant		1,550	1,550				-	1,550	1,550	1,550
Provincial Government:		11,341	18,619	-	-	-	-	18,563	12,065	18,849
Library Services: Conditional Grant		11,045	11,045				-	11,045	11,649	12,313
Community Development Workers Operational Support Grant		56	56						56	56
Human Settlements Development Grant		-	7,278				-	7,278	-	6,000
LGFfinancial Management Support Grant	4						-	-		
Spatial Development framework							-	-		
Financial Management Capacity Building Grant	5	240	240				-	240	360	480
District Municipality:		-	-	-	-	-	-	-	-	-
Other grant providers:		-	4,039	-	-	-	-	4,039	-	-
Public contribution			4,039				-	4,039		
Total Operating Transfers and Grants	6	128,342	139,658	-	-	-	-	139,602	138,159	158,544
Capital Transfers and Grants										
National Government:		47,594	47,594	-	-	-	-	47,594	52,302	59,353
Municipal Infrastructure Grant (MIG)		36,358	36,358				-	36,358	38,302	40,353
Regional Bulk Infrastructure		-					-	-	-	-
Integrated National Electrification Programme (Municipal) Grant		4,000	4,000				-	4,000	4,000	7,000
Energy Efficiency and Demand Side Management Grant		7,236	7,236				-	7,236	10,000	12,000
Provincial Government:		12,543	30,807	-	9,200	-	9,200	40,007	30,100	18,100
Human Settlements Development Grant		7,767	26,031		9,200		9,200	35,231	28,000	16,000
RSEP/ VPUU		1,000	1,000				-	1,000	1,500	1,500
Maintenance and Construction of Transport Infrastructure		376	376				-	376	-	-
Library Services: Conditional Grant		2,000	2,000				-	2,000		
Integrated Transport Planning		600	600				-	600	600	600
Fire Services Capacity Building Grant		800	800				-	800		
District Municipality:		-	-	-	-	-	-	-	-	-
[insert description]							-	-		
Other grant providers:		-	415	-	-	-	-	415	-	-
LOTTO			415				-	415		
Total Capital Transfers and Grants	6	60,137	78,817	-	9,200	-	9,200	88,017	82,402	77,453
TOTAL RECEIPTS OF TRANSFERS & GRANTS		188,479	218,475	-	9,200	-	9,200	227,619	220,561	235,997

WC024 Stellenbosch - Supporting Table SB8 Adjustments Budget - expenditure on transfers and grant programme - 25 October 2017

Description	Ref	Budget Year 2017/18						Budget Year	Budget Year	
		Original Budget	Prior Adjusted	Multi-year capital	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	
R thousands		A	2 A1	3 B	4 C	5 D	6 E	7 F	+1 2018/19	+2 2019/20
EXPENDITURE ON TRANSFERS AND GRANT PROGRAM:	1									
<u>Operating expenditure of Transfers and Grants</u>										
National Government:		117,001	117,001	-	-	-	-	117,001	126,094	139,695
Local Government Equitable Share		110,631	110,631					110,631	124,544	137,145
Municipal Systems Improvement		-	-					-	-	1,000
EPWP Ingetegrated Grant for Municipalities		4,820	4,820					4,820	-	-
Local Government Financial Management Grant		1,550	1,550					1,550	1,550	1,550
Provincial Government:		11,341	18,619	-	-	-	-	18,619	12,065	18,849
Library Services: Conditional Grant		11,045	11,045					11,045	11,649	12,313
Community Development Workers Operational Support Grant		56	56					56	56	56
Human Settlements Development Grant		-	7,278					7,278	-	6,000
LGFinancial Management Support Grant		-	-					-	-	-
Spatial Development framework		-	-					-	-	-
Financial Management Capacity Building Grant		240	240					240	360	480
District Municipality:		-	-	-	-	-	-	-	-	-
Other grant providers:		-	4,039	-	-	-	-	4,039	-	-
Public contribution		-	4,039	-	-	-	-	4,039	-	-
Total operating expenditure of Transfers and Grants:		128,342	139,658	-	-	-	-	139,658	138,159	158,544
<u>Capital expenditure of Transfers and Grants</u>										
National Government:		47,594	47,594	-	-	-	-	47,594	52,302	59,353
Municipal Infrastructure Grant (MIG)		36,358	36,358					36,358	38,302	40,353
Regional Bulk Infrastructure		-	-					-	-	-
Integrated National Electrification Programme (Municipal) Grant		4,000	4,000					4,000	4,000	7,000
Energy Efficiency and Demand Side Management Grant		7,236	7,236					7,236	10,000	12,000
Local Government Financial Management Grant		-	-					-	-	-
Other capital transfers [insert description]		-	-					-	-	-
Provincial Government:		12,543	30,807	-	9,200	-	9,200	40,007	30,100	18,100
Human Settlements Development Grant		7,767	26,031		9,200		9,200	35,231	28,000	16,000
RSEP/ VPUU		1,000	1,000					1,000	1,500	1,500
Maintenance and Construction of Transport Infrastructure		376	376					376	-	-
Library Services: Conditional Grant		2,000	2,000					2,000	-	-
Integrated Transport Planning		600	600					600	600	600
Fire Services Capacity Building Grant		800	800					800	-	-
District Municipality:		-	-	-	-	-	-	-	-	-
[insert description]		-	-	-	-	-	-	-	-	-
Other grant providers:		-	415	-	-	-	-	415	-	-
LOTTO		-	415	-	-	-	-	415	-	-
Total capital expenditure of Transfers and Grants		60,137	78,817	-	9,200	-	9,200	88,017	82,402	77,453
Total capital expenditure of Transfers and Grants		188,479	218,475	-	9,200	-	9,200	227,675	220,561	235,997

WC024 Stellenbosch - Supporting Table SB10 Adjustments Budget - transfers and grants made by the municipality - 25 October 2017

Description	Ref	Budget Year 2017/18									Budget Year	Budget Year
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	6 A1	7 B	8 C	9 D	10 E	11 F	12 G	13 H		
R thousands												
Cash transfers to other Organisations												
<i>Grant-In-Aid: Sundry</i>	4	1,600	1,600						-	1,600	1,680	1,764
<i>Grant-In-Aid: External Bodies Performing Tourism Function</i>		3,650	3,650						-	3,650	3,833	4,024
<i>Grant-In-Aid: External Bodies Performing Animal Welfare Function</i>		1,000	1,000						-	1,000	1,050	1,103
TOTAL CASH TRANSFERS TO OTHER ORGANISATIONS:		6,250	6,250	-	-	-	-	-	-	6,250	6,563	6,891
TOTAL CASH TRANSFERS	5	6,250	6,250	-	-	-	-	-	-	6,250	6,563	6,891

WC024 Stellenbosch - Supporting Table SB11 Adjustments Budget - councillor and staff benefits - 25 October 2017

Summary of remuneration	Ref	Budget Year 2017/18									% change	
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget		
		A	5	6	7	8	9	10	11	12		
R thousands												
Councillors (Political Office Bearers plus Other)												
Basic Salaries and Wages		10,022									10,022	0.0%
Pension and UIF Contributions		1,817									1,817	0.0%
Medical Aid Contributions		173									173	0.0%
Motor Vehicle Allowance		4,025									4,025	0.0%
Cellphone Allowance		998									998	
Housing Allowances												
Other benefits and allowances		256									256	
Sub Total - Councillors		17,291									17,291	0.0%
% increase			(0)									
Senior Managers of the Municipality												
Basic Salaries and Wages		9,155									9,155	0.0%
Pension and UIF Contributions		1,038									1,038	0.0%
Medical Aid Contributions		58									58	0.0%
Overtime												
Performance Bonus		400									400	
Motor Vehicle Allowance		1,116									1,116	0.0%
Cellphone Allowance		143									143	0.0%
Housing Allowances												
Other benefits and allowances		96									96	
Payments in lieu of leave												
Long service awards												
Post-retirement benefit obligations												
Sub Total - Senior Managers of Municipality	5	12,007									12,007	0.0%
% increase			(0)									
Other Municipal Staff												
Basic Salaries and Wages		306,815									306,815	0.0%
Pension and UIF Contributions		44,698									44,698	0.0%
Medical Aid Contributions		27,062									27,062	0.0%
Overtime		25,685									25,685	0.0%
Performance Bonus												
Motor Vehicle Allowance		11,917									11,917	0.0%
Cellphone Allowance		658									658	0.0%
Housing Allowances		2,089									2,089	
Other benefits and allowances		29,621									29,621	
Payments in lieu of leave												
Long service awards												
Post-retirement benefit obligations		25,055									25,055	0.0%
Sub Total - Other Municipal Staff	5	473,600									473,600	0.0%
% increase												
Total Parent Municipality		502,899									502,899	0.0%
Board Members of Entities												
Basic Salaries and Wages												
Pension and UIF Contributions												
Medical Aid Contributions												
Overtime												
Performance Bonus												
Motor Vehicle Allowance												
Cellphone Allowance												
Housing Allowances												
Other benefits and allowances												
Board Fees												
Payments in lieu of leave												
Long service awards												
Post-retirement benefit obligations												
Sub Total - Board Members of Entities	5											
% increase												
Senior Managers of Entities												
Basic Salaries and Wages												
Pension and UIF Contributions												
Medical Aid Contributions												
Overtime												
Performance Bonus												
Motor Vehicle Allowance												
Cellphone Allowance												
Housing Allowances												
Other benefits and allowances												
Payments in lieu of leave												
Long service awards												
Post-retirement benefit obligations												
Sub Total - Senior Managers of Entities	5											
% increase												
Other Staff of Entities												
Basic Salaries and Wages												
Pension and UIF Contributions												
Medical Aid Contributions												
Overtime												
Performance Bonus												
Motor Vehicle Allowance												
Cellphone Allowance												
Housing Allowances												
Other benefits and allowances												
Payments in lieu of leave												
Long service awards												
Post-retirement benefit obligations												
Sub Total - Other Staff of Entities	5											
% increase												
Total Municipal Entities												
TOTAL SALARY, ALLOWANCES & BENEFITS		502,899									502,899	0.0%
% increase												
TOTAL MANAGERS AND STAFF		485,607									485,607	0.0%

WC024 Stellenbosch - Supporting Table SB12 Adjustments Budget - monthly revenue and expenditure (municipal vote) - 25 October 2017

Description	Ref	Budget Year 2017/18											Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2017/18	Budget Year +1 2018/19	Budget Year +2 2019/20
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Revenue by Vote																
Vote 1 - Office of the Municipal Manager		14	17	16	19	18	21	24	20	19	22	24	27	240	360	480
Vote 2 - Planning and Development		741	864	803	988	914	1,062	1,210	1,025	1,000	1,148	1,222	1,371	12,348	7,990	8,488
Vote 3 - Human Settlements and Property Management		1,456	1,698	2,577	2,941	5,795	6,087	3,378	5,014	6,965	5,256	4,402	17,474	63,044	45,488	40,539
Vote 4 - Engineering Services		168,248	53,571	49,387	61,938	56,918	66,959	77,001	65,860	64,405	71,688	77,838	113,120	926,931	987,653	1,060,323
Vote 5 - Community and Protection Services		7,764	9,059	8,411	10,353	9,576	11,129	12,682	10,741	10,482	12,035	12,811	17,864	132,907	137,684	144,794
Vote 6 - Strategic and Corporate Services		9	10	9	11	11	12	14	12	12	13	14	16	143	148	154
Vote 7 - Financial Services		329,997	5,005	5,005	5,005	5,005	5,005	5,005	5,005	5,005	5,005	5,005	11,205	391,250	412,694	432,193
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
Total Revenue by Vote		508,228	70,224	66,208	81,256	78,236	90,275	99,313	87,676	87,888	95,168	101,316	161,076	1,526,863	1,592,017	1,686,970
Expenditure by Vote																
Vote 1 - Office of the Municipal Manager		922	1,541	1,455	1,317	2,122	2,665	1,547	1,519	1,614	1,513	1,570	5,373	23,158	24,770	26,512
Vote 2 - Planning and Development		2,335	3,904	3,685	3,336	5,375	6,752	3,920	3,848	4,089	3,832	3,976	13,263	58,316	62,774	67,613
Vote 3 - Human Settlements and Property Management		2,794	4,671	4,408	5,991	9,430	8,078	8,690	8,604	4,892	5,584	4,757	12,673	80,573	73,527	78,120
Vote 4 - Engineering Services		34,080	56,981	53,780	48,693	78,446	98,544	57,213	56,168	59,684	55,927	58,034	152,843	810,393	865,676	913,557
Vote 5 - Community and Protection Services		13,471	22,523	21,258	19,247	31,007	38,951	22,614	22,202	23,591	22,106	22,939	61,568	321,478	344,131	368,597
Vote 6 - Strategic and Corporate Services		5,074	8,483	8,007	7,249	11,679	14,671	8,518	8,362	8,886	8,326	8,640	23,396	121,293	125,616	130,289
Vote 7 - Financial Services		3,472	5,805	5,479	4,961	7,992	10,040	5,829	5,723	6,081	5,698	5,913	15,787	82,781	86,661	90,153
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
Total Expenditure by Vote		62,148	103,908	98,072	90,795	146,051	179,701	108,332	106,427	108,838	102,987	105,830	284,902	1,497,992	1,583,156	1,674,841
Surplus/ (Deficit)		446,081	(33,685)	(31,865)	(9,539)	(67,815)	(89,427)	(9,019)	(18,751)	(20,950)	(7,818)	(4,514)	(123,827)	28,872	8,861	12,129

WC024 Stellenbosch - Supporting Table SB13 Adjustments Budget - monthly revenue and expenditure (functional classification) - 25 October 2017

Description - Standard classification	Ref	Budget Year 2017/18												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2017/18	Budget Year +1 2018/19	Budget Year +2 2019/20
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Revenue - Functional																
<i>Governance and administration</i>		329,985	4,991	4,992	4,989	4,990	4,988	4,986	4,989	4,989	4,987	4,986	16,950	396,822	418,707	438,611
Executive and council		(12)	(14)	(13)	(16)	(14)	(17)	(19)	(16)	(16)	(18)	(19)	(22)	(196)	(102)	(11)
Finance and administration		329,997	5,005	5,005	5,005	5,005	5,005	5,005	5,005	5,005	5,005	5,005	16,972	397,018	418,810	438,622
Internal audit													-	-	-	-
<i>Community and public safety</i>		8,316	9,703	18,010	11,089	10,257	11,920	13,584	11,504	11,227	12,891	13,722	48,666	180,888	167,139	168,320
Community and social services		742	866	804	990	916	1,064	1,212	1,027	1,002	1,151	1,225	1,373	12,372	13,057	13,785
Sport and recreation		417	486	452	556	514	598	681	577	563	646	688	771	6,950	7,332	9,147
Public safety		6,007	7,008	6,507	8,009	7,408	8,610	9,811	8,309	8,109	9,310	9,911	14,612	103,612	106,659	110,571
Housing		1,150	1,342	10,246	1,534	1,419	1,649	1,879	1,591	1,553	1,783	1,898	31,909	57,954	40,091	34,817
Health													-	-	-	-
<i>Economic and environmental services</i>		1,549	1,807	1,678	2,066	1,911	2,220	2,530	2,143	2,091	2,401	2,556	2,866	25,819	19,240	20,386
Planning and development		744	868	806	992	918	1,067	1,216	1,030	1,005	1,154	1,228	1,377	12,404	8,046	8,544
Road transport		805	939	872	1,073	993	1,154	1,315	1,113	1,087	1,248	1,328	1,489	13,415	11,194	11,843
Environmental protection													-	-	-	-
<i>Trading services</i>		168,374	53,718	49,524	62,107	57,074	67,141	77,208	66,035	64,576	71,884	78,047	107,587	923,276	986,870	1,059,587
Energy sources		17,089	35,574	32,283	42,157	38,207	46,106	54,006	45,543	44,444	49,586	54,664	75,768	535,427	566,052	610,336
Water management		10,838	12,644	11,741	14,451	13,367	15,534	17,702	14,992	14,631	16,799	17,883	20,050	180,632	186,739	206,286
Waste water management		88,677	3,783	3,783	3,783	3,783	3,783	3,783	3,783	3,783	3,783	3,783	10,051	136,553	157,221	158,924
Waste management		51,771	1,718	1,718	1,718	1,718	1,718	1,718	1,718	1,718	1,718	1,718	1,718	70,664	76,858	84,040
Other		3	4	4	5	4	5	6	5	5	5	6	6	58	62	65
Total Revenue - Functional		508,228	70,224	74,208	80,256	74,236	86,275	98,313	84,676	82,888	92,168	99,316	176,076	1,526,863	1,592,017	1,686,970
Expenditure - Functional																
<i>Governance and administration</i>		11,616	19,421	18,330	16,596	26,737	33,587	19,500	19,144	20,342	19,062	19,780	53,565	277,678	290,505	303,644
Executive and council		2,490	4,163	3,929	3,557	5,731	7,199	4,180	4,104	4,360	4,086	4,240	12,508	60,547	64,475	68,698
Finance and administration		8,617	14,408	13,599	12,312	19,835	24,917	14,467	14,202	15,091	14,141	14,674	38,732	204,996	213,188	221,347
Internal audit		508	850	802	726	1,170	1,470	854	838	890	834	866	2,325	12,134	12,842	13,599
<i>Community and public safety</i>		7,319	12,237	11,550	10,457	16,847	21,163	14,287	14,063	13,818	13,011	14,463	39,852	189,066	191,004	205,389
Community and social services		981	1,640	1,548	1,402	2,258	2,837	1,647	1,617	1,718	1,610	1,671	4,429	23,357	25,205	27,214
Sport and recreation		1,726	2,886	2,723	2,466	3,973	4,990	2,897	2,844	3,022	2,832	2,939	7,874	41,173	43,894	46,832
Public safety		3,284	5,491	5,183	4,692	7,560	9,496	5,513	5,413	5,752	5,389	5,593	15,441	78,807	84,994	91,720
Housing		1,328	2,220	2,096	1,897	3,057	3,840	4,229	4,189	3,326	3,179	4,261	12,107	45,729	36,912	39,623
Health													-	-	-	-
<i>Economic and environmental services</i>		11,519	19,259	18,177	16,458	26,514	33,306	19,337	18,984	20,172	18,903	19,615	55,340	277,583	295,015	313,769
Planning and development		2,579	4,311	4,069	3,684	5,935	7,456	4,329	4,250	4,516	4,231	4,391	14,964	64,714	69,639	74,984
Road transport		8,087	13,521	12,761	11,554	18,614	23,383	13,576	13,328	14,162	13,271	13,771	36,550	192,577	203,482	215,152
Environmental protection		853	1,427	1,347	1,219	1,964	2,468	1,433	1,407	1,495	1,401	1,453	3,827	20,293	21,894	23,633
<i>Trading services</i>		31,695	52,992	50,015	45,284	72,954	91,645	53,208	52,236	55,506	52,012	53,972	142,146	753,665	806,632	852,040
Energy sources		18,108	30,276	28,576	25,873	41,682	52,361	30,400	29,845	31,713	29,716	30,836	81,214	430,599	454,668	480,211
Water management		4,572	7,645	7,215	6,533	10,524	13,221	7,676	7,536	8,007	7,503	7,786	20,501	108,719	114,407	120,485
Waste water management		5,453	9,117	8,605	7,791	12,552	15,768	9,155	8,987	9,550	8,949	9,286	24,461	129,674	148,374	157,350
Waste management		3,561	5,953	5,619	5,088	8,196	10,296	5,978	5,869	6,236	5,843	6,064	15,971	84,673	89,184	93,994
Other													-	-	-	-
Total Expenditure - Functional		62,148	103,908	98,072	88,795	143,051	179,701	106,332	104,427	109,838	102,987	107,830	290,902	1,497,992	1,583,156	1,674,841
Surplus/ (Deficit) 1.		446,081	(33,685)	(23,865)	(8,539)	(68,815)	(93,427)	(8,019)	(19,751)	(26,950)	(10,818)	(8,514)	(114,827)	28,872	8,861	12,129

WC024 Stellenbosch - Supporting Table SB14 Adjustments Budget - monthly revenue and expenditure - 25 October 2017

Description	Ref	Budget Year 2017/18											Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2017/18	Budget Year +1 2018/19	Budget Year +2 2019/20
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Revenue By Source																
Property rates		313,009	-	-	-	-	-	-	-	-	-	-	-	313,009	331,790	351,697
Service charges - electricity revenue		29,179	34,043	31,611	38,906	35,988	41,824	47,660	40,365	39,392	45,228	48,146	63,997	496,337	526,495	559,524
Service charges - water revenue		8,582	10,012	9,297	11,442	10,584	12,300	14,017	11,871	11,585	13,302	14,160	15,891	143,044	153,055	163,768
Service charges - sanitation revenue		88,677	-	-	-	-	-	-	-	-	-	-	1	88,677	96,658	105,357
Service charges - refuse		46,351	-	-	-	-	-	-	-	-	-	-	1	46,351	50,523	55,070
Service charges - other		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental of facilities and equipment		1,080	1,260	1,170	1,440	1,332	1,547	1,763	1,493	1,458	1,673	1,781	1,997	17,994	19,074	20,218
Interest earned - external investments		1,908	2,226	2,067	2,544	2,353	2,735	3,116	2,639	2,576	2,957	3,148	9,730	37,999	32,553	28,178
Interest earned - outstanding debtors		460	536	498	613	567	659	751	636	621	713	759	851	7,664	8,274	8,932
Dividends received		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		5,644	6,585	6,114	7,525	6,961	8,090	9,218	9,218	7,807	7,619	9,312	12,971	97,064	99,742	103,491
Licences and permits		-	-	-	-	-	-	-	-	-	-	-	9,913	9,913	10,572	11,277
Agency services		151	176	163	201	186	216	246	209	204	234	249	279	2,514	2,670	2,836
Transfers and subsidies		7,701	8,984	8,342	10,267	9,497	11,037	12,578	10,652	10,396	11,936	12,706	25,562	139,658	138,159	158,544
Other revenue		1,880	2,193	2,036	2,506	2,318	2,694	3,070	2,600	2,538	2,914	3,102	9,746	37,598	38,536	40,627
Gains on disposal of PPE		-	-	-	-	-	-	-	-	1,441	-	-	-	1,441	1,516	-
Total Revenue		504,620	66,014	61,299	75,445	69,786	81,103	92,420	79,685	78,017	86,576	93,363	150,938	1,439,264	1,509,617	1,609,519
Expenditure By Type																
Employee related costs		34,599	34,599	38,599	34,599	64,199	34,599	34,599	35,599	34,599	34,599	34,599	70,414	485,607	525,145	567,792
Remuneration of councillors		1,372	1,372	1,372	1,372	1,372	1,372	1,372	1,945	1,441	1,441	1,441	1,417	17,293	18,157	19,065
Debt impairment		-	-	-	-	17,860	-	-	-	-	-	-	48,065	65,924	70,539	75,477
Depreciation & asset impairment		-	-	-	-	-	84,170	14,028	14,028	14,028	14,028	14,028	14,028	168,339	171,970	175,685
Finance charges		-	-	-	-	-	9,413	-	-	-	-	-	19,209	28,622	40,822	42,822
Bulk purchases		-	36,974	34,274	27,975	33,282	24,590	24,751	25,897	33,274	26,897	27,123	51,106	346,143	366,911	388,926
Other materials		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contracted services		13,597	12,459	13,570	14,259	14,790	14,570	20,795	14,698	14,237	14,124	17,897	37,927	202,921	199,269	207,240
Grants and subsidies		-	6,250	-	-	-	-	-	-	-	-	-	-	6,250	6,563	6,891
Other expenditure		12,579	11,254	10,256	10,590	11,548	10,988	12,786	10,259	11,259	10,898	10,741	53,737	176,893	183,781	190,944
Loss on disposal of PPE		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure		62,148	102,908	98,072	88,795	143,051	179,701	108,332	102,427	108,838	101,987	105,830	295,902	1,497,992	1,583,156	1,674,841
Surplus/(Deficit)		442,472	(36,894)	(36,773)	(13,350)	(73,265)	(98,598)	(15,912)	(22,742)	(30,821)	(15,411)	(12,467)	(144,964)	(58,728)	(73,539)	(65,322)
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)		3,608	4,210	13,909	4,811	4,450	5,172	5,893	4,991	4,871	5,593	5,954	24,140	87,601	82,402	77,453
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		446,081	(32,685)	(22,865)	(8,539)	(68,815)	(93,427)	(10,019)	(17,751)	(25,950)	(9,818)	(6,514)	(120,825)	28,874	8,863	12,131

WC024 Stellenbosch - Supporting Table SB16 Adjustments Budget - monthly capital expenditure (municipal vote) - 25 October 2017

Description - Municipal Vote	Ref	Budget Year 2017/18											Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2017/18	Budget Year +1 2018/19	Budget Year +2 2019/20
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
<u>Multi-year expenditure appropriation</u>	1															
Vote 1 - Office of the Municipal Manager													-	-	-	-
Vote 2 - Planning and Development													-	-	-	-
Vote 3 - Human Settlements and Property Management		3	194	1,831	739	789	1,491	522	743	1,664	1,489	1,829	39,031	50,327	36,420	19,320
Vote 4 - Engineering Services		41	2,439	22,980	9,276	9,903	18,716	6,554	9,321	20,884	18,686	22,958	66,440	208,197	141,644	83,500
Vote 5 - Community and Protection Services													-	-	-	-
Vote 6 - Strategic and Corporate Services		1	33	314	127	135	255	89	127	285	255	313	1,566	3,500	2,000	1,300
Vote 7 - Financial Services													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
Capital Multi-year expenditure sub-total	3	45	2,666	25,124	10,142	10,827	20,463	7,166	10,191	22,833	20,429	25,101	107,037	262,024	180,064	104,120
<u>Single-year expenditure appropriation</u>																
Vote 1 - Office of the Municipal Manager		0	0	4	2	2	3	1	2	4	3	4	10	35	35	35
Vote 2 - Planning and Development		1	66	626	253	270	510	179	254	569	509	626	3,789	7,653	2,335	250
Vote 3 - Human Settlements and Property Management		4	211	1,986	802	856	1,618	567	806	1,805	1,615	1,985	19,484	31,738	10,980	6,270
Vote 4 - Engineering Services		26	1,548	14,586	5,888	6,286	11,880	4,160	5,916	13,256	11,860	14,572	100,455	190,433	107,070	100,565
Vote 5 - Community and Protection Services		4	234	2,209	892	952	1,799	630	896	2,008	1,796	2,207	15,260	28,889	13,780	10,383
Vote 6 - Strategic and Corporate Services		1	65	616	248	265	501	176	250	559	500	615	(1,460)	2,337	5,100	5,100
Vote 7 - Financial Services		0	23	217	88	94	177	62	88	197	177	217	530	1,870	150	150
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
0													-	-	-	-
Capital single-year expenditure sub-total	3	36	2,149	20,245	8,172	8,724	16,489	5,774	8,212	18,398	16,462	20,226	138,068	262,955	139,450	122,753
Total Capital Expenditure	2	81	4,815	45,369	18,314	19,551	36,951	12,941	18,403	41,231	36,891	45,326	245,105	524,979	319,514	226,873

WC024 Stellenbosch - Supporting Table SB17 Adjustments Budget - monthly capital expenditure (functional classification) - 25 October 2017

Description	Ref	Budget Year 2017/18											Medium Term Revenue and Expenditure Framework			
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2017/18	Budget Year +1 2018/19	Budget Year +2 2019/20
		Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget	Adjusted Budget
R thousands																
Capital Expenditure - Functional																
<i>Governance and administration</i>		6	357	3,363	1,357	1,449	2,739	959	1,364	3,056	2,734	3,360	6,248	26,992	13,875	11,435
Executive and council		0	0	4	2	2	3	1	2	4	3	4	10	35	35	35
Finance and administration		6	356	3,359	1,356	1,447	2,735	958	1,362	3,052	2,731	3,355	6,238	26,957	13,840	11,400
Internal audit													-	-	-	-
<i>Community and public safety</i>		6	380	3,582	2,446	3,544	2,918	1,022	4,453	13,256	12,913	11,579	33,605	89,704	51,870	29,143
Community and social services		2	96	902	364	389	735	257	366	820	734	901	2,872	8,437	6,205	6,273
Sport and recreation		0	26	242	98	104	197	69	98	220	196	241	3,397	4,888	1,030	130
Public safety		1	76	717	289	309	584	205	291	652	583	716	7,815	12,239	3,825	2,000
Housing		3	183	1,721	1,695	2,742	1,402	491	3,698	11,564	11,400	9,720	19,521	64,140	40,810	20,740
Health													-	-	-	-
<i>Economic and environmental services</i>		11	664	6,259	2,526	2,697	5,097	1,785	2,539	5,688	5,089	6,253	36,766	75,374	40,970	30,860
Planning and development		1	72	680	274	293	554	194	276	618	553	679	3,920	8,113	2,645	540
Road transport		10	574	5,410	2,184	2,332	4,407	1,543	2,195	4,917	4,399	5,405	32,435	65,811	37,125	29,620
Environmental protection		0	18	168	68	73	137	48	68	153	137	168	411	1,450	1,200	700
<i>Trading services</i>		57	3,396	32,003	12,918	13,791	26,065	9,128	12,981	29,084	26,023	31,973	134,089	331,509	211,429	154,085
Energy sources		10	607	5,719	2,309	2,465	4,658	1,631	2,320	5,198	4,651	5,714	16,937	52,219	55,850	61,400
Water management		16	918	8,652	3,493	3,729	7,047	2,468	3,509	7,863	7,035	8,644	67,005	120,379	55,100	41,850
Waste water management		29	1,725	16,257	6,562	7,006	13,241	4,637	6,594	14,774	13,219	16,242	45,539	145,825	82,094	38,450
Waste management		2	146	1,374	555	592	1,119	392	558	1,249	1,118	1,373	4,608	13,086	18,385	12,385
<i>Other</i>		0	17	163	66	70	132	46	66	148	132	162	397	1,400	1,370	1,350
Total Capital Expenditure - Functional		81	4,815	45,369	19,314	21,551	36,951	12,941	21,403	51,231	46,891	53,326	211,105	524,979	319,514	226,873

Description	Ref	Budget Year 2017/18									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted 7	Accum. Funds 8	Multi-year capital 9	Unfore. Unavoid. 10	Nat. or Prov. Govt 11	Other Adjusts. 12	Total Adjusts. 13	Adjusted Budget 14	Adjusted Budget	Adjusted Budget
Zoo's, Marine and Non-biological Animals												
Total Capital Expenditure on new assets <i>to be adjusted</i>	1	200,133	227,633	-	-	-	9,200	-	9,200	236,833	183,919	108,660

Description	Ref	Budget Year 2017/18									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjus.	Total Adjus.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		200	7	8	9	10	11	12	13	14	2018/19	2019/20
Community Assets		200	210	-	-	-	-	-	-	210	200	50
Community Facilities		-	10	-	-	-	-	-	-	10	-	50
Halls		-	-	-	-	-	-	-	-	-	-	-
Centres		-	-	-	-	-	-	-	-	-	-	50
Crèches		-	-	-	-	-	-	-	-	-	-	-
Clinics/Care Centres		-	-	-	-	-	-	-	-	-	-	-
Fire/Ambulance Stations		-	-	-	-	-	-	-	-	-	-	-
Testing Stations		-	-	-	-	-	-	-	-	-	-	-
Museums		-	-	-	-	-	-	-	-	-	-	-
Galleries		-	-	-	-	-	-	-	-	-	-	-
Theatres		-	-	-	-	-	-	-	-	-	-	-
Libraries		-	-	-	-	-	-	-	-	-	-	-
Cemeteries/Crematoria		-	10	-	-	-	-	-	-	10	-	-
Police		-	-	-	-	-	-	-	-	-	-	-
Purvs		-	-	-	-	-	-	-	-	-	-	-
Public Open Space		-	-	-	-	-	-	-	-	-	-	-
Nature Reserves		-	-	-	-	-	-	-	-	-	-	-
Public Ablution Facilities		-	-	-	-	-	-	-	-	-	-	-
Markets		-	-	-	-	-	-	-	-	-	-	-
Stalls		-	-	-	-	-	-	-	-	-	-	-
Abattoirs		-	-	-	-	-	-	-	-	-	-	-
Airports		-	-	-	-	-	-	-	-	-	-	-
Taxi Ranks/Bus Terminals		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		200	200	-	-	-	-	-	-	200	200	-
Indoor Facilities		-	-	-	-	-	-	-	-	-	-	-
Outdoor Facilities		200	200	-	-	-	-	-	-	200	200	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Heritage assets		-	-	-	-	-	-	-	-	-	-	-
Monuments		-	-	-	-	-	-	-	-	-	-	-
Historic Buildings		-	-	-	-	-	-	-	-	-	-	-
Works of Art		-	-	-	-	-	-	-	-	-	-	-
Conservation Areas		-	-	-	-	-	-	-	-	-	-	-
Other Heritage		-	-	-	-	-	-	-	-	-	-	-
Investment properties		-	342	-	-	-	-	-	-	342	-	-
Revenue Generating		-	342	-	-	-	-	-	-	342	-	-
Improved Property		-	-	-	-	-	-	-	-	-	-	-
Unimproved Property		-	342	-	-	-	-	-	-	342	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Improved Property		-	-	-	-	-	-	-	-	-	-	-
Unimproved Property		-	-	-	-	-	-	-	-	-	-	-
Other assets		300	300	-	-	-	-	-	-	300	500	500
Operational Buildings		300	300	-	-	-	-	-	-	300	500	500
Municipal Offices		300	300	-	-	-	-	-	-	300	500	500
Pay/Enquiry Points		-	-	-	-	-	-	-	-	-	-	-
Building Plan Offices		-	-	-	-	-	-	-	-	-	-	-
Workshops		-	-	-	-	-	-	-	-	-	-	-
Yards		-	-	-	-	-	-	-	-	-	-	-
Stores		-	-	-	-	-	-	-	-	-	-	-
Laboratories		-	-	-	-	-	-	-	-	-	-	-
Training Centres		-	-	-	-	-	-	-	-	-	-	-
Manufacturing Plant		-	-	-	-	-	-	-	-	-	-	-
Depots		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-	-	-
Staff Housing		-	-	-	-	-	-	-	-	-	-	-
Social Housing		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-	-	-
Water Rights		-	-	-	-	-	-	-	-	-	-	-
Effluent Licenses		-	-	-	-	-	-	-	-	-	-	-
Solid Waste Licenses		-	-	-	-	-	-	-	-	-	-	-
Computer Software and Applications		-	-	-	-	-	-	-	-	-	-	-
Load Settlement Software Applications		-	-	-	-	-	-	-	-	-	-	-
Unspecified		-	-	-	-	-	-	-	-	-	-	-
Computer Equipment		-	-	-	-	-	-	-	-	-	-	-
Computer Equipment		-	-	-	-	-	-	-	-	-	-	-
Furniture and Office Equipment		-	-	-	-	-	-	-	-	-	-	-
Furniture and Office Equipment		-	-	-	-	-	-	-	-	-	-	-
Machinery and Equipment		1,000	1,090	-	-	-	-	-	-	1,090	-	-
Machinery and Equipment		1,000	1,090	-	-	-	-	-	-	1,090	-	-
Transport Assets		-	4,750	-	-	-	-	-	-	4,750	-	-
Transport Assets		-	4,750	-	-	-	-	-	-	4,750	-	-
Libraries		-	-	-	-	-	-	-	-	-	-	-
Libraries		-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-
Total Capital Expenditure on renewal of existing assets to be adjusted	1	28,350	35,387	-	-	36,000	-	-	36,000	71,387	19,250	29,650

Description	Ref	Budget Year 2017/18									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			7	8	9	10	11	12	13	14		
<u>Zoo's, Marine and Non-biological Animals</u>		-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals												
Total Repairs and Maintenance Expenditure to be adjusted	1	95,459	95,459	-	-	-	-	-	-	95,459	99,278	103,248

Description	Ref	Budget Year 2017/18								Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget
		7	8	9	10	11	12	13	14	2018/19	2019/20
Libraries			135					-	135	141	149
Cemeteries/Crematoria			75					-	75	79	83
Police			527					-	527	553	580
Parks								-	-		
Public Open Space			234					-	234	246	258
Nature Reserves			162					-	162	170	178
Public Ablution Facilities								-	-		
Markets								-	-		
Stalls								-	-		
Abattoirs								-	-		
Airports								-	-		
Taxi Ranks/Bus Terminals								-	-		
Capital Spares			86					-	86		
Sport and Recreation Facilities		-	875	-	-	-	-	-	875	918	964
Indoor Facilities								-	-		
Outdoor Facilities			875					-	875	918	964
Capital Spares								-	-		

Description	Ref	Budget Year 2017/18									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		7	8	9	10	11	12	13	14	2018/19	2019/20	
Heritage assets		-	-	-	-	-	-	-	-	-	-	
Monuments		-	-	-	-	-	-	-	-	-	-	
Historic Buildings		-	-	-	-	-	-	-	-	-	-	
Works of Art		-	-	-	-	-	-	-	-	-	-	
Conservation Areas		-	-	-	-	-	-	-	-	-	-	
Other Heritage		-	-	-	-	-	-	-	-	-	-	
Investment properties		-	-	-	-	-	-	-	-	-	-	
Revenue Generating		-	-	-	-	-	-	-	-	-	-	
Improved Property		-	-	-	-	-	-	-	-	-	-	
Unimproved Property		-	-	-	-	-	-	-	-	-	-	
Non-revenue Generating		-	-	-	-	-	-	-	-	-	-	
Improved Property		-	-	-	-	-	-	-	-	-	-	
Unimproved Property		-	-	-	-	-	-	-	-	-	-	
Other assets		-	28,905	-	-	-	-	-	-	28,905	256	269
Operational Buildings		-	28,905	-	-	-	-	-	-	28,905	256	269
Municipal Offices		-	243	-	-	-	-	-	-	243	255	268
Pay/Enquiry Points		-	-	-	-	-	-	-	-	-	-	-
Building Plan Offices		-	-	-	-	-	-	-	-	-	-	-
Workshops		-	1	-	-	-	-	-	-	1	1	1
Yards		-	-	-	-	-	-	-	-	-	-	-
Stores		-	-	-	-	-	-	-	-	-	-	-
Laboratories		-	-	-	-	-	-	-	-	-	-	-
Training Centres		-	-	-	-	-	-	-	-	-	-	-
Manufacturing Plant		-	-	-	-	-	-	-	-	-	-	-
Depots		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	28,661	-	-	-	-	-	-	28,661	-	-
Housing		-	-	-	-	-	-	-	-	-	-	-
Staff Housing		-	-	-	-	-	-	-	-	-	-	-
Social Housing		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-	-	-
Intangible Assets		-	297	-	-	-	-	-	-	297	314	329
Servitudes		-	-	-	-	-	-	-	-	-	-	-
Licences and Rights		-	297	-	-	-	-	-	-	297	314	329
Water Rights		-	-	-	-	-	-	-	-	-	-	-
Effluent Licenses		-	-	-	-	-	-	-	-	-	-	-
Solid Waste Licenses		-	-	-	-	-	-	-	-	-	-	-
Computer Software and Applications		-	297	-	-	-	-	-	-	297	314	329
Load Settlement Software Applications		-	-	-	-	-	-	-	-	-	-	-
Unspecified		-	-	-	-	-	-	-	-	-	-	-
Computer Equipment		-	5,423	-	-	-	-	-	-	5,423	5,241	5,503
Computer Equipment		-	5,423	-	-	-	-	-	-	5,423	5,241	5,503
Furniture and Office Equipment		-	5,972	-	-	-	-	-	-	5,972	5,241	5,503
Furniture and Office Equipment		-	5,972	-	-	-	-	-	-	5,972	5,241	5,503
Machinery and Equipment		-	6,076	-	-	-	-	-	-	6,076	6,380	6,699
Machinery and Equipment		-	6,076	-	-	-	-	-	-	6,076	6,380	6,699
Transport Assets		-	6,016	-	-	-	-	-	-	6,016	6,317	6,633
Transport Assets		-	6,016	-	-	-	-	-	-	6,016	6,317	6,633
Libraries		-	-	-	-	-	-	-	-	-	-	-
Libraries		-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-
Total Depreciation to be adjusted	1	-	168,339	-	-	-	-	-	-	168,339	145,090	152,345

WC024 Stellenbosch - Adjustments Budget - capital expenditure on upgrading of existing assets by asset class - 25 October 2017

Description	Ref	Budget Year 2017/18									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjusts.	Total Adjusts.	Adjusted Budget	Adjusted Budget	Adjusted Budget
		A	7	8	9	10	11	12	13	14		
R thousands												
Capital expenditure on upgrading of existing assets by Asset Class/Sub-class												
Infrastructure		168,770	192,534	-	-	-	-	-	-	192,534	98,700	75,000
Roads Infrastructure		23,225	36,807	-	-	-	-	-	-	36,807	9,150	9,950
Roads		19,750	33,097	-	-	-	-	-	-	33,097	8,700	9,450
Road Structures		3,000	3,000	-	-	-	-	-	-	3,000	-	-
Road Furniture		475	710	-	-	-	-	-	-	710	450	500
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Storm water Infrastructure		1,200	1,599	-	-	-	-	-	-	1,599	500	1,000
Drainage Collection		-	-	-	-	-	-	-	-	-	-	-
Storm water Conveyance		1,200	1,599	-	-	-	-	-	-	1,599	500	1,000
Attenuation		-	-	-	-	-	-	-	-	-	-	-
Electrical Infrastructure		20,468	21,570	-	-	-	-	-	-	21,570	39,700	24,000
Power Plants		-	-	-	-	-	-	-	-	-	-	-
HV Substations		-	-	-	-	-	-	-	-	-	-	-
HV Switching Station		-	-	-	-	-	-	-	-	-	-	-
HV Transmission Conductors		-	-	-	-	-	-	-	-	-	-	-
MV Substations		-	-	-	-	-	-	-	-	-	-	-
MV Switching Stations		-	1,102	-	-	-	-	-	-	1,102	-	-
MV Networks		12,632	12,632	-	-	-	-	-	-	12,632	28,700	12,000
LV Networks		7,836	7,836	-	-	-	-	-	-	7,836	11,000	12,000
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Water Supply Infrastructure		33,850	36,559	-	-	-	-	-	-	36,559	15,900	10,300
Dams and Weirs		1,000	1,000	-	-	-	-	-	-	1,000	1,000	1,000
Boreholes		-	-	-	-	-	-	-	-	-	-	-
Reservoirs		-	-	-	-	-	-	-	-	-	-	-
Pump Stations		-	-	-	-	-	-	-	-	-	-	-
Water Treatment Works		26,350	28,883	-	-	-	-	-	-	28,883	9,250	3,250
Bulk Mains		-	-	-	-	-	-	-	-	-	-	-
Distribution		6,500	6,677	-	-	-	-	-	-	6,677	5,650	6,050
Distribution Points		-	-	-	-	-	-	-	-	-	-	-
PRV Stations		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Sanitation Infrastructure		86,227	91,312	-	-	-	-	-	-	91,312	30,950	27,750
Pump Station		500	500	-	-	-	-	-	-	500	500	500
Reticulation		-	-	-	-	-	-	-	-	-	-	-
Waste Water Treatment Works		85,527	90,612	-	-	-	-	-	-	90,612	30,250	26,750
Outfall Sewers		-	-	-	-	-	-	-	-	-	-	-
Toilet Facilities		200	200	-	-	-	-	-	-	200	200	500
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Solid Waste Infrastructure		1,500	1,731	-	-	-	-	-	-	1,731	1,000	1,000
Landfill Sites		1,500	1,500	-	-	-	-	-	-	1,500	1,000	1,000
Waste Transfer Stations		-	-	-	-	-	-	-	-	-	-	-
Waste Processing Facilities		-	-	-	-	-	-	-	-	-	-	-
Waste Drop-off Points		-	231	-	-	-	-	-	-	231	-	-
Waste Separation Facilities		-	-	-	-	-	-	-	-	-	-	-
Electricity Generation Facilities		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Rail Lines		-	-	-	-	-	-	-	-	-	-	-
Rail Structures		-	-	-	-	-	-	-	-	-	-	-
Rail Furniture		-	-	-	-	-	-	-	-	-	-	-
Drainage Collection		-	-	-	-	-	-	-	-	-	-	-
Storm water Conveyance		-	-	-	-	-	-	-	-	-	-	-
Attenuation		-	-	-	-	-	-	-	-	-	-	-
MV Substations		-	-	-	-	-	-	-	-	-	-	-
LV Networks		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-	-	-
Sand Pumps		-	-	-	-	-	-	-	-	-	-	-
Piers		-	-	-	-	-	-	-	-	-	-	-
Revetments		-	-	-	-	-	-	-	-	-	-	-
Promenades		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		2,300	2,955	-	-	-	-	-	-	2,955	1,500	1,000
Data Centres		2,300	2,300	-	-	-	-	-	-	2,300	1,500	1,000
Core Layers		-	-	-	-	-	-	-	-	-	-	-
Distribution Layers		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	655	-	-	-	-	-	-	655	-	-

Description	Ref	Budget Year 2017/18									Budget Year +1	Budget Year +2
		Original Budget	Prior Adjusted	Accum. Funds	Multi-year capital	Unfore. Unavoid.	Nat. or Prov. Govt	Other Adjus.	Total Adjus.	Adjusted Budget	Adjusted Budget	Adjusted Budget
			7	8	9	10	11	12	13	14	2018/19	2019/20
Community Assets		8,724	11,661	-	-	-	-	-	-	11,661	7,015	6,753
Community Facilities		3,170	4,667	-	-	-	-	-	-	4,667	1,170	600
Halls		-	-	-	-	-	-	-	-	-	50	500
Centres		1,000	1,100	-	-	-	-	-	-	1,100	1,000	100
Crèches		-	-	-	-	-	-	-	-	-	-	-
Clinics/Care Centres		-	-	-	-	-	-	-	-	-	-	-
Fire/Ambulance Stations		250	318	-	-	-	-	-	-	318	-	-
Testing Stations		750	750	-	-	-	-	-	-	750	-	-
Museums		-	-	-	-	-	-	-	-	-	-	-
Galleries		-	-	-	-	-	-	-	-	-	-	-
Theatres		-	-	-	-	-	-	-	-	-	-	-
Libraries		620	620	-	-	-	-	-	-	620	120	-
Cemeteries/Crematoria		500	599	-	-	-	-	-	-	599	-	-
Police		50	129	-	-	-	-	-	-	129	-	-
Purfs		-	-	-	-	-	-	-	-	-	-	-
Public Open Space		-	162	-	-	-	-	-	-	162	-	-
Nature Reserves		-	-	-	-	-	-	-	-	-	-	-
Public Ablution Facilities		-	-	-	-	-	-	-	-	-	-	-
Markets		-	-	-	-	-	-	-	-	-	-	-
Stalls		-	-	-	-	-	-	-	-	-	-	-
Abattoirs		-	-	-	-	-	-	-	-	-	-	-
Airports		-	-	-	-	-	-	-	-	-	-	-
Taxi Ranks/Bus Terminals		-	780	-	-	-	-	-	-	780	-	-
Capital Spares		-	209	-	-	-	-	-	-	209	-	-
Sport and Recreation Facilities		5,554	6,994	-	-	-	-	-	-	6,994	5,845	6,153
Indoor Facilities		-	-	-	-	-	-	-	-	-	-	-
Outdoor Facilities		5,554	6,994	-	-	-	-	-	-	6,994	5,845	6,153
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Heritage assets		250	250	-	-	-	-	-	-	250	250	250
Monuments		-	-	-	-	-	-	-	-	-	-	-
Historic Buildings		250	250	-	-	-	-	-	-	250	250	250
Works of Art		-	-	-	-	-	-	-	-	-	-	-
Conservation Areas		-	-	-	-	-	-	-	-	-	-	-
Other Heritage		-	-	-	-	-	-	-	-	-	-	-
Investment properties		1,000	1,000	-	-	-	-	-	-	1,000	3,250	3,850
Revenue Generating		1,000	1,000	-	-	-	-	-	-	1,000	3,250	3,850
Improved Property		1,000	1,000	-	-	-	-	-	-	1,000	3,250	3,850
Unimproved Property		-	-	-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-	-	-
Improved Property		-	-	-	-	-	-	-	-	-	-	-
Unimproved Property		-	-	-	-	-	-	-	-	-	-	-
Other assets		5,900	6,485	-	-	-	-	-	-	6,485	4,100	200
Operational Buildings		4,400	4,400	-	-	-	-	-	-	4,400	700	200
Municipal Offices		900	900	-	-	-	-	-	-	900	-	-
Pay/Enquiry Points		-	-	-	-	-	-	-	-	-	-	-
Building Plan Offices		-	-	-	-	-	-	-	-	-	-	-
Workshops		-	-	-	-	-	-	-	-	-	-	-
Yards		200	200	-	-	-	-	-	-	200	200	200
Stores		1,500	1,500	-	-	-	-	-	-	1,500	-	-
Laboratories		-	-	-	-	-	-	-	-	-	-	-
Training Centres		800	800	-	-	-	-	-	-	800	-	-
Manufacturing Plant		1,000	1,000	-	-	-	-	-	-	1,000	500	-
Depots		-	-	-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Housing		1,500	2,085	-	-	-	-	-	-	2,085	3,400	-
Staff Housing		-	-	-	-	-	-	-	-	-	-	-
Social Housing		1,500	2,085	-	-	-	-	-	-	2,085	3,400	-
Capital Spares		-	-	-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		700	700	-	-	-	-	-	-	700	700	700
Biological or Cultivated Assets		700	700	-	-	-	-	-	-	700	700	700
Intangible Assets		550	550	-	-	-	-	-	-	550	200	400
Servitudes		-	-	-	-	-	-	-	-	-	-	-
Licences and Rights		550	550	-	-	-	-	-	-	550	200	400
Water Rights		-	-	-	-	-	-	-	-	-	-	-
Effluent Licenses		-	-	-	-	-	-	-	-	-	-	-
Solid Waste Licenses		-	-	-	-	-	-	-	-	-	-	-
Computer Software and Applications		550	550	-	-	-	-	-	-	550	200	400
Load Settlement Software Applications		-	-	-	-	-	-	-	-	-	-	-
Unspecified		-	-	-	-	-	-	-	-	-	-	-
Computer Equipment		2,000	2,000	-	-	-	-	-	-	2,000	1,300	1,300
Computer Equipment		2,000	2,000	-	-	-	-	-	-	2,000	1,300	1,300
Furniture and Office Equipment		680	680	-	-	-	-	-	-	680	830	110
Furniture and Office Equipment		680	680	-	-	-	-	-	-	680	830	110
Machinery and Equipment		1,000	1,000	-	-	-	-	-	-	1,000	-	-
Machinery and Equipment		1,000	1,000	-	-	-	-	-	-	1,000	-	-
Transport Assets		-	(101)	-	-	-	-	-	-	(101)	-	-
Transport Assets		-	(101)	-	-	-	-	-	-	(101)	-	-
Libraries		-	-	-	-	-	-	-	-	-	-	-
Libraries		-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-	-	-
Total Capital Expenditure on upgrading of existing assets to be adjusted	1	189,574	216,759	-	-	-	-	-	-	216,759	116,345	88,563

WC024 Stellenbosch - Supporting Table SB19 List of capital programmes and projects affected by Adjustments Budget - 25 October 2017

Municipal Vote/Capital project R thousand	Program/Project description	Individually Approved Yes/No	Medium Term Revenue and Expenditure Framework Budget Year 2017/18 Adjusted Budget
Parent municipality:			
Human Settlements	New Housing	Yes	9,480
Human Settlements	New Housing	Yes	8,500
Engineering Services	Water Services	Yes	38,500
	Idas Valley (440) IRDP / FLISP Klapmuts: Erf 2181 (298 serviced sites) Water Conservation & Demand Management		

APPENDIX 5

Municipal Manager's quality certification

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

QUALITY CERTIFICATE

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

Name: Geraldine Mettler

Municipal Manager of Stellenbosch Municipality

Signature _____

Date: _____



Preshane.Chandaka@westerncape.gov.za
021 483 3711 Fax: 021 483 4912
27 Wale Street, Cape Town, 8001
www.westerncape.gov.za

The Municipal Manager

Stellenbosch Municipality

PO Box 17
Stellenbosch
7599

Fax: (021) 808 - 8026

ALLOCATED FUNDING : SPECIFIC PROJECTS

We hereby confirm to you that the Department has allocated the following funding to your municipality for the implementation of the following projects: We have allocated a budget of **R7,480,000.00** for the Idas Valley project to be incurred up to 31 March 2018 and **R7,500,000.00** for the Klapmuts project.

Please confirm that your municipality is able to deliver on the targets as presented by yourselves. Please also provide detailed cash flows per project to our Regional Manager by end October 2017.

Yours faithfully

A handwritten signature in black ink, appearing to read "Preshane Chandaka", is written over a horizontal line.

PRESHANE CHANDAKA
Director: Regional Support:
Cape Winelands and Overberg Regions
Date: (10/04/2017)

7.4.3	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR SEPTEMBER 2017
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1. PURPOSE OF REPORT

To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 4.36.2 of the Supply Chain Management Policy 2016/2017 to report the deviations and ratifications to Council.

2. DISCUSSION

Reporting the deviations as approved by the Accounting Officer for September 2017. The following deviations were approved with the reasons as indicated below:

DEVIATION NUMBER	CONTRACT DATE	NAME OF CONTRACT	CONTRACT DESCRIPTION	REASON	TOTAL CONTRACT PRICE
D/SM 05/18	05/09/2017	SMITH TABATA BUCHANAN BOYES (STBB)	Appointment of an appropriately experienced legal service provider for legal assistance to the section 80 committee on farm130/3 (STBB)	Exceptional case and it is impractical or impossible to follow the official procurement processes	TBC
D/SM 06/18	05/09/2017	THE GEOSS PTY (LTD)	Preparation and implementation of drought disaster action plan for Stellenbosch. Appointment of GEOSS (PTY) Ltd for drilling site supervision, contract management, drill work inspections, contract management and drill work monitoring of boreholes due to the drought disaster in WC 024.	Exceptional case and it is impractical to follow the official procurement processes	R 500 000
D/SM 07/18 & D/SM 08/18	5/09/2017	HATCH - Western Cape Water Demand Management	Preparation and implementation of drought disaster action plan for Stellenbosch. Appointment of hatch consultants to update the draft drought response plan, do detail designs for drought related work including borehole connections, containerized water purification units and borehole pump installation, due to the drought Disaster in the WC 024. Preparation and implementation of drought disaster action plan for Stellenbosch. Appointment of drillers to do exploration. Emergency & exceptional case and it is impractical or impossible to follow the official procurement processes, production boreholes for drought relief in the WC024.	Emergency	R15 000 000
D/SM 09/18	26/09/2017	Appointment of Apronics-Cape for the Veeam & VMware Software License Upgrades & Renewal	Apronics	4.36.1 (a) (v) in any other exceptional case where it is impractical or impossible to follow the official procurement process	R634 683

3. LEGAL IMPLICATION

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.

4. FINANCIAL IMPLICATION

Not required

5. COMMENTS FROM OTHER RELEVANT DEPARTMENTS

Not required

MAYORAL COMMITTEE: 2017-10-11: ITEM 5.4.3**RECOMMENDED**

that Council notes the Monthly Financial Statutory Reporting: Deviations for September 2017.

Meeting: Ref no: Collab	13 th Council: 2017-10-25 8/1/Financial	Submitted by Directorate: Author Referred from:	Finance Chief Financial Officer: M Wüst Mayco:2017-10-11
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7.5	HUMAN SETTLEMENTS: (PC: CLLR PW BISCOMBE)
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NONE

7.6	INFRASTRUCTURE: [CLLR J DE VILLIERS]
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NONE

7.7	PARKS, OPEN SPACES AND ENVIRONMENT: (PC: CLLR N JINDELA)
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7.7.1	FUTURE USAGE OF BRÜMMER PARK
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1. PURPOSE OF REPORT

To Inform Council regarding the community dispute on the current use of Brümmer Park with regard to the activities that must be allowed in the park and to get a formal decision for the future use of Brümmer Park.

2. BACKGROUND

A portion of Brümmer Park (Erf 3592), situated next to the Eerste River, has been developed into a garden by Advocate Abrie Meiring. Advocate Meiring currently resides next to Brümmer Park. The development of the garden within Brümmer Park is still on-going. The remaining part of Brümmer Park can be regarded as a natural area, where trees have been planted and are currently managed as a natural area next to the Eerste River.

The last few years there has been a growing on-going friction amongst residents in relation to the usage of the park and or park status. Some residents want to use the park to as a cycle zone from various intersections and entrances where lawn areas area with no formal paths, while other residents are of the opinion that cyclists only be allowed in a portion of Brümmer Park and not the area that has been developed into a garden consisting of a footpath for passive multiple recreation purposes only.

This situation has reached a position that the Directorate is of the opinion that an official decision be taken regarding the type of activities which are allowed in Brümmer Park.

3. DISCUSSION

A decision to be taken to address the following questions and other matters:

- (a) What is the positioning and zoning of the park?
- (b) Are there any official decisions taken in the past by Stellenbosch Municipality?
- (c) Was there any official communication between residents and officials of Stellenbosch Municipality in the past?
- (d) Inputs from interest groups.
- (e) Are there any laws and by-laws related to the park and usage of the park that will influence the final decision?
- (f) What is the status of the current sign boards indicating what type of activities are allowed and not allowed?

3.1 POSITIONING AND ZONING OF THE PARK

Brümmer Park is located next to the Eerste River and stretches from the Suspension bridge to Thibault Street. The size of the park is an estimated 3.85 ha. The length of the park is 530 metres. (See annexure A).

Currently, the park is zoned as a Private Open Space.

Private Open Space means land reserved for purposes of sport, playing, resting and/or other forms of recreation, the access to which is controlled by an authorized body.

3.2 OFFICIAL DECISION TAKEN IN THE PAST BY COUNCIL AND OFFICIALS

Attached is a letter that was sent to Advocate Meiring, dated 5 May 1994, which states that his request for the closure of the park not be approved. (See annexure B).

3.3 PAST COMMUNICATION BETWEEN RESIDENTS AND OFFICIALS

In the past there has been plenty communication between residents, other user groups, such as cyclists and municipal officials.

Ever since it was made public at the Ward Committee Meeting by the Ward Cllr that the municipality is currently busy addressing the matter, various other forms of communication such as e-mails and WhatsApp amongst officials, residents and other user groups such as Stellenbosch Cycling and Stellenbosch Trail Fund (STF) has taken place.

See annexure C for some of these communications.

3.4 INPUTS FROM INTEREST GROUPS

An investigation was done by the Manager: Community Services to gather all relevant information to present a report to the Committee on Community Development & Community Services to table a final decision. Discussions have taken place with all the relevant parties involved. Discussions have taken place with the Ward Councillor to establish his input on the matter. All the relevant parties have been invited to prepare a document to state their opinion on the matter. The following written documents are attached as annexures.

3.4.1 Statement from Advocate Meiring (Annexure D).

3.4.2 Statement from Alderman Botha, representing Stellenbosch Cycling (SF) (Annexure E).

3.4.3 E-mails (not requested but received) from Dr Pieter Claassen (Annexure F).

3.4.4 E-mails (not requested but received) from Mr Johann Reinecke (Annexure G).

3.4.5 A meeting was held with Dr. Richard de Villiers, Chairperson of the Stellenbosch Trail Fund, to get his input on the matter. Dr De Villiers is of the opinion that cycling must be allowed through the whole length of Brümmer Park. He is concerned with regards to the safety of pedestrians when cyclists are using the current footpath but according to him the footpath can be redesigned to prevent cyclists from using the footpath at high speeds. He is of the opinion that if cyclists are allowed to use the park the footpaths must be designed in such a way that high speed cyclists cannot use the park. The footpaths must be usable for recreational cycle only. As chairperson of the STF, he has offered to assist and partner with the municipality to redesign the footpaths so that it is safer for all users.

3.5 LAWS AND BY-LAWS RELATED TO THE PARK AND USAGE OF THE PARK

Brümmer Park is zoned as a Public Private Space (PPS). All the activities that is currently allowed there forms part of PPS activities. Advocate Meiring mentioned in his report that if cyclists are allowed that an Environmental Impact Study (EIS) must be done. Some officials were of the opinion that this is not necessary due to the fact that there is no change in usages and/or activities of the park. Therefore no public participation process is necessary. If approval is granted for cyclists to cycle through the park, there is no need to get Western Cape Heritage (WCH) involved due to the fact that there are no activities that trigger WHC requirements.

3.6 CURRENT SIGN BOARDS INDICATING ACTIVITIES ALLOWED

On the current sign boards there were signs indicating that cycling is not allowed through the park. These signs on the boards have been removed. Attached are photos indicating the current signs and the other obstacles preventing cyclist to ride through the park. (See Annexure H)

4. SUMMARY

From the above information and the attached documents and comments from the different stakeholders the following is clear:

- (a) Certain groups of the community want Brümmer Park to be open to cyclists.
- (b) Other groups of the community want a portion of the park to be closed for cyclist.
- (c) Residents have formalized a part of the park for gardening purposes, without a formal approval by the municipality.
- (d) Brümmer Park is zoned as a Private Open Space, giving the owner the right to close and decide which recreational activities are allowed in the park.
- (e) If Cycling is allowed, the cycling route will have to be formalized and redesigned in such a way that the safety of all the users is ensured.
- (f) All activities performed by adjacent residents in the park will have to be formalized via a Memorandum of Understanding in a formal agreement.
- (g) All current sign boards will have to be updated/ amended and replaced with sign boards with the correct information.
- (h) All parties involved will have to abide by the decision taken by Stellenbosch Municipality, due to the fact that Stellenbosch Municipality is the owner of this zoned PPS and no other historical formal agreements are in place.

The Directorate acknowledges the effort and funding that was used to develop a portion of the park into a beautiful garden by some of the adjacent residents, despite the fact that this beautification was done without a formal request and approval by Council. However there is a request from other residents that the park must be open to the public for cycling as well.

The municipality must strive to satisfy all its residents. Taken all the attached documentation in account it will be very difficult to satisfy all the parties involved. Therefore a solution must be found to meet all the parties in the middle.

The recommendations made by the Directorate to achieve the above is to allow cyclists to ride through the park but that all cycling around must be placed and designed so that the activity of cycling reduces the possibility of any injuries and that minimal damage be done to the garden developed by Advocate Meiring. Users of the park must also be made aware of the fact that they must respect the tranquillity the park being situated next to the adjacent residents by reducing loud noises when passing through.

5. LEGAL IMPLICATION

5.1 COMMENTS FROM LEGAL SERVICES

The item in clause 2 of the background to the item appears to refer incorrectly that Brummer Park is situated on Erf 3592 instead of Erf 3593 Stellenbosch. In terms of the General Plan 1565 LD of Karindal Township, Erf 3593 Stellenbosch is indicated as a Public Space next to the Eerste River, a copy of the General Plan of Karindal and copies of the Windeed searches of Erven 3592 and 3593 Stellenbosch is attached hereto as **APPENDIX "I"**.

Public Space in terms of the definition clause of the Municipal Ordinance, 20 of 1970 means any square, park, recreation ground, sport ground, sanitary lane or open space which has –

- (a) in connection with any subdivisional or layout of land into erven, lots or plots, been provided, reserved or set apart for use by the public or the owners or occupiers of such erven, lots or plots, whether or not it is shown on a general plan, plan of subdivision or diagram;
- (b) at any time been dedicated to the public;
- (c) been used without interruption by the public for a period of at least thirty years expiring after the thirty-first day of December, 1959, or
- (d) at any time been declared or rendered such by a council or other competent authority.

In terms of section 122(1) of the Municipal Ordinance, 20 of 1974 the ownership of all immovable property to which the inhabitants of a municipal area have or may acquire a common right and of all public places and public streets and the land comprised in such places and streets shall vest in the municipality; provided that the ownership of the land comprised in a "public street" referred to in paragraph (a) of the definition of "public street" in section 2 shall not vest and shall not be deemed to have vested in the municipality where the owner of such land and the council by written agreement approved by the Administrator expressly agree and declare that such vesting shall take place or shall be deemed not to have taken place.

Public space in the Spatial Planning and Land Use Management Act, 16 of 2013 as well as the Western Cape Land Use Planning Act, 3 of 2014 is defined as any open or enclosed place, park, street, road or thoroughfare or other similar area of land shown on a general plan or diagram that is for use by the general public and is owned by, or vests in the ownership of, a municipality, and includes a public open space and a servitude for any similar purpose in favour of the general public.

Section 37(1) of the Western Cape Land Use Planning Act, 3 of 2014 provides that where land is earmarked for a public place as shown on an approved subdivision plan, the municipality must make provision for at least –

- (a) the vesting in the municipality of the ownership of that land; or
- (b) the registration of that land in the name of the municipality.

In terms of section 50(1) of the Spatial Planning and Land Use Management Act, 16 of 2013 the approval of a development application which provides for the use of land for residential purposes is subject to the provision of land for parks or open space by the applicant. (2) The land required for parks or open space must be provided within the land area to which the development application refers or may be provided elsewhere within the municipal area, at the discretion of the municipality.

In terms of section 25(1) of the Stellenbosch Municipality Land Use Planning By-law ownership of land that is earmarked for a public place as shown on an approved subdivision plan vest in the Municipality upon confirmation of the subdivision or part thereof. A similar position currently exists in terms of the new legislation as under the Municipal Ordinance, 20 of 1970.

In terms of the approved General Plan of Karindal, Erf 3593 Stellenbosch is listed/registered as a public space and is for the use/benefit of the owners or occupiers of these erven. Erf 3593 Stellenbosch is registered into the name of Karindal Estate (Pty) Ltd and is probably the reason why it is zoned as a private public place. This in my view should be corrected and Erf 3593 Stellenbosch should be registered into the Municipality's name. The view of Mr Piet Smit is supported.

Furthermore a public participation process should be embarked upon to obtain the inputs of the community with regard to the proposed use of Brummer Park.

6. FINANCIAL IMPLICATION

To formalize the footpath and cycling track there will be a cost involved. The STF indicated that they will assist with this process. There will also be a cost involved to remove and replace the current Information signs.

7. COMMENTS FROM OTHER RELEVANT DEPARTMENTS

7.1 DIRECTORATE: PLANNING AND DEVELOPMENT

The Directorate confirms that the park is zoned as Private Open Space, i.e. it could be used for biking, hiking and other active recreational purposes, as well as for the establishment of a formal garden. As part of a green corridor through the town, it should be opened for public passage, whether hiking or biking. Biking is becoming a major recreational activity and mobility through non-motorised means is also increasing. Thus, this Directorate would support the amendment of the use and any lease agreement to ensure that it could also be used as a public movement space, albeit currently limited due to the ownership of adjacent land and physical limitations in the environment. At least the potential for a recreational movement corridor along the river should be created and maintained.

7.2 DIRECTORATE: ENGINEERING SERVICES

Supports the item.

7.3 DIRECTORATE: STRATEGIC AND CORPORATE SERVICES

None

7.4 DIRECTORATE: FINANCE

None

7.5 DIRECTORATE: HUMAN SETTLEMENTS

None

7.6 PROPERTY MANAGEMENT

In paragraph 3.1 it is mentioned that the park is zoned as Private Open Space.

This is not in line with the approved General Plan of Karindal, dated 30 September 1960, which clearly indicate the area as a Public Place (see copy attached). In terms of the Municipal Ordinance, No 20 of 1974 a “public place” means any park, recreation ground or open space which has-

In connection with any subdivision or lay-out of land into erven, lots or plots, been provided, reserved or set aside for use by the public.....;

Been used without interruption by the public for a period of at least thirty years.

Although the property (erf 3593) is currently registered in the name of Karindal Estates (Pty) Ltd (by virtue of Title Deed T15902/1958), the ownership vests with Stellenbosch Municipality in terms of Section 122 of the Municipal Ordinance, No 20/1974, which reads as follows:

“The ownership of all.....public places.....shall vest in the municipality”.

Regarding the actual use of the Public Place by cyclist or not, is something that the Department of Community Services must decide/advise on. Whatever use is decided upon, however, it must be open to the general public.

ANNEXURES

Annexure A: Positioning and zoning of Brümmer Park

Annexure B: Letter sent to Adv Meiring, dated 05 May 1994

Annexure C: Past communication between resident and officials

Annexure D: Statement from Advocate Meiring

Annexure E: Statement from Alderman Botha, representing Stellenbosch Cycling (SF)

Annexure F: E-mails (not requested but received) from Dr Pieter Claassen

Annexure G: E-mails (not requested but received) from Mr Johann Reinecke

Annexure H: Current sign boards indicating activities allowed

Annexure I: General Plan of Karindal and copies of the Windeed searches of Erven 3592 and 3593 Stellenbosch

MAYORAL COMMITTEE MEETING: 2017-10-11: ITEM 5.7.2**RECOMMENDED**

- (a) that the Directorate establishes the accurate zoning whether Brümmer Park is a private or public open space;
- (b) that further investigations be done to confirm the landowner of erf 3592 (Brümmer Park); and
- (c) that the Directorate commences with a public participation process after (a) and (b) above have been confirmed, to establish the future use of Brümmer Park.

Meeting: Ref no: Collab	13 th Council: 2017-10-25 17/5/2/6	Submitted by Directorate: Author Referred from:	Director: Comm & Protection Services Manager: Community Services Mayco:2017-10-11
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FURTHER COMMENT BY THE MUNICIPAL MANAGER: 2017-10-19

Based on the subsequent legal comment (in 5.1 above), recommendations (a) and (b) above have been resolved; hence the recommendation on this item should be replaced with:

“that the Directorate commences with a public participation process to determine the future use of Brümmer Park”.



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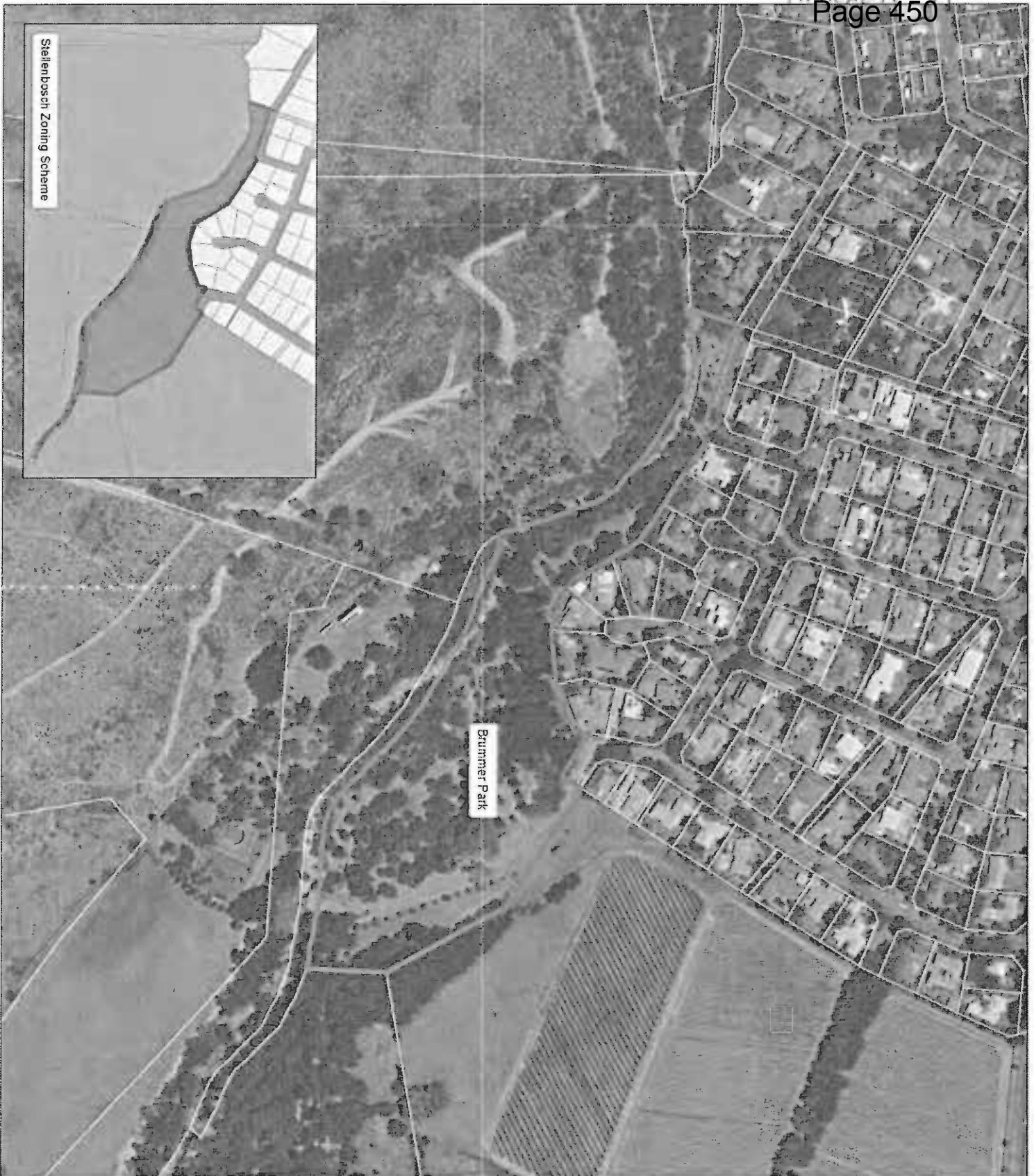
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Directorate: Community and Protection Services



ANNEXURE A

Positioning and Zoning of Brümmer Park




Annexure A



Legend:

-  Property boundaries
-  Erf 3592

Zoning

-  Single Residential
-  Agricultural I
-  Private Open Space



FOR INTERNAL USE ONLY



MAP: 1

DATE: 31/05/2017

SCALE: 1: 2 500





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ANNEXURE B

Letter sent to Adv. Meiring, dated 05 May 1994





STELLENBOSCH TOWN COUNCIL

Departement Beplanning en Ontwikkeling

Town Hall
Plein Street
Stellenbosch 7600
Tel: 021 7599
Fax: (021) 808 8111
Fax: (021) 808 8200

U Verw: Erf 3593 (BIG de la Bar - Tel 8088372)
My Verw:

1994-05-30

Adv AB Meiring
Bergvliet 1
STELLENBOSCH
7600

Geagte Adv Meiring

AANSOEK OM SLUITING VAN PUBLIEKE OOPRUIMTE

U skrywe gedateer 1994-03-22 rakende bogenoemde aangeleentheid verwys.

Dit spyt my dat die Stadsraad op 1994-05-09 besluit het:-

- (a) dat die aansoek oorstaan en weer oorweeg word nadat die Stellenbosch Rivierekomitee sy ondersoek na en verslag oor Stellenbosch se Riviere voltooi het; en
- (b) dat, ten einde die betrokke oewerbewoners met hulle probleme te help, daar as 'n tussentydse maatregel die volgende stappe gedoen word:
 - (i) dat die betrokke oewergebied deur middel van 'n lae houtheining afgekamp word;
 - (ii) dat kennisgewingborde wat die toelaatbare en verbode gebruike van die oopruimte aandui, op goed-sigbare posisies aangebring word; en
 - (iii) dat die Afdeling Noodbestuursdienste van die Stadsraad sy wetstoepassing in die betrokke area opskerp.

Ek vertrou dat die voorgestelde tussentydse maatreëls wel tot u voordeel sal strek en ondermeer om, na aanleiding van die beoogde verslag van die Rivierekomitee, u aansoek verder te ondersoek.

Die uwe

PGC/jvr HOOF: BEPLANNING EN ONTWIKKELING

PGC/jvr



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Directorate: Community and Protection Services

ANNEXURE C

Past Communication between residents and officials

SKRYWES SOOS ONTVANG VAN RAADSHEER BOTHA**SKRYWE 1**

(Datum: Mon 2017/05/22 04:55 PM)

Kommentaar van mense oor die Brümmerpark-situasie. Ek stuur hierdie kommentare deur sodat u ingelig is oor die sosiale klimaat. Hierdie is een van die meer gematigde kommentare.

Dit geskilpunt oor Brümmerpark kan nou nog bestuur word, maar kan later in 'n krisis ontwikkel wat nie eintlik bestuurbaar is nie.

Groete

Dawid Botha

Voors. Stellenbosch Fietsry

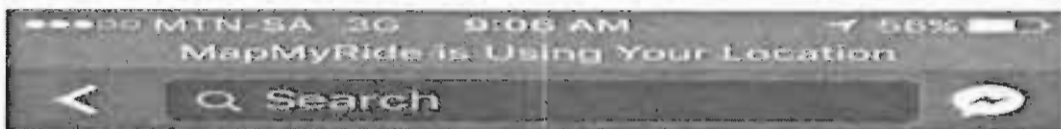
----- Forwarded message -----

From: **Hugo Truter** <hugom.truter@gmail.com>

Date: 2017-05-22 9:02 GMT+02:00

Subject: Brümmerpark kommentaar

To: Dawid Botha <dawidbotha.za@gmail.com>

**Johann Reinecke**

Ek verstaan dat hierdie persoon, sonder om deur die korrekte kanale te gaan, hierdie bordjies opgerig het. Indien dit die geval is, moet dit dan ook op sy onkoste verwyder word asook die hindernisse wat daar opgerig is moet verwyder word. Ek het van my beste kinderdae in Brummerspark in die '70s beleef. Ek is onlangs op besoek met my kinders daar weggejaag. Ons het in die rivierloop opgestap toe hy daar opdaag. Ons kinders moet vry voel om daar te gaan en die natuur te geniet.

Friday at 5:27 PM · Like · Reply



Write a commen...



Post



SKRYWF 2

{Datum: Thu 2017/05/18 02:27 PM}

Geagte mnr Van der Merwe

Aangeheg die brief soos deur u versoek betreffende ons mening oor Brummerspark.

Die brief is goedgekeur deur die huidige drie direkteure, te wete

Danie Lutz

Hugo Truter

Dawid Botha

Dankie vir u aandag aan die saak.

Groete

Dawid Botha

BR'EF WAARNA BO VERWYS WORD.

16 Mei 2017

Mnr Albert van der Merwe

Bestuurder: Omgewing, Parke en Geriewe

Munisipaliteit Stellenbosch

Geagte mnr Van der Merwe Insake: Brummerspark

baie dankie vir vanoggend se gesprek.

Stellenbosch Fietsry (SFF) is 'n maatskappy sonder winsbejag wat hom beywer vir die bevordering van veilige fietsry in alle gemeenskappe op Stellenbosch

Ons klem val op pendel-fietsry as volhoubare oplossing vir ons dorps se verkeersprobleme.

Dit is onder ons aandag gebring deur verskeie mense en van ons lode dat die boonste deel van Brummerspark verbode is vir fietsryers. Paalversperrings en borde wat fietsryers verbied is tot nou oopgerig naby die "ingang" van Brummerspark uit Thibaultstraat. Nou het daar ook borde verskyn by die Vergenoeg-hangbrug aan die oostekant.

Die fietsroete langs die Eersterivier is 'n belangrike deel van die fietrypadsstelsel op die dorp en word gebruik vir ontspanning en vir pendelery. Dit word ook toenemend deur toeriste gebruik.

Stellenbosch Fietsry het al by verskeie geleenthede groepe soos toeriste-bloggers en ook akademiese besoekers per fiets langs die Eersterivier en deur Brümmerpark begelei.

Ons soek duidelikheid oor die aard van toegang tot 'n Openbare Oop Ruimte soos Brümmerpark.

1. Mag aangrensende inwoners fietsryers belet om daar fiets te ry?
2. Mag fietsryers gedreig word met inhegtenisname en boete-oplegging?
3. Is enigiemand ooit deur die Munisipaliteit aangestel as kurator van Brümmerpark, of 'n gedeelte daarvan?
4. Waarom is daar nou vier Munisipale kennisgewingborde wat fietsryers in die hele gebied verbied? Daar is selfs sprake dat draaihekke opgerig gaan word. Is dit waar?

Stellenbosch Fietsry versoek dat rustige fietsryers vrye toegang tot die gebied mag hê sonder verbodings, viktimisering of dreigemente. Die gebied is deel van die Eersterivier-fietsroete.

Ons het die hoogste waardering vir die private werk wat daar verrig is en respekteer dit. Ons wil egter vrye toegang vir fietse, rolstoele en kinderwaentjies hê – wat nou onmoontlik is - aangesien dit 'n Openbare Oop Ruimte is.

Ons voorstel: Die Munisipaliteit en die Stellenbosch Trail Fund bou 'n paadjie deur die gebied wat deurgangers weghou van gras of plante wat beskadig kan word, en fietsryers se spoed kalmeer - soortgelyk aan die rivierkant van die Koloniesland-woongebed, waar fietryers en voetgangers 'n Munisipale paadjie kan deel deur 'n tuin, geskep deur inwoners, sonder enige voorvalle.

Dankie

Dawid Botha (Rdsh)

Voorsitter: Stellenbosch Fietsry

Lid NMT-werkgroep van Ingenieursdienste

SKRYWE 3

2017/05/22, 09:23:20: David Botha: SF standpunt is dit is n Openbare Oop Ruimte, met alles wat dit behels. Daar is stel reëls. Verder moet raadpleging met alle belanghebbende partye plaasvind, bv. Bure, Stellenbosch Fietsry, STF, publiek, Wykskomitee, ens.

Een persoon kan nie absolute gesag uitoefen one n stuk Openbare Oop Ruimte nie. Al waardeer ons sy werk daar om dit uitstekend te onderhou.

SKRYWE 4

2017/05/28, 20:31:09: David Botha: Vandag se vergadering by Meiringspoort is toe proporsioneel eweredig bygewoon deur 3 generasies van belanghebbendes. Dit was great. Abri Meiring was toe

daar. Die gesprek was beleefd, maar direk. Almal wat daar was gee om vir Brummerpark en ons as bewaarders en liefdadigers het onderneem om 'n gemaklike kompromie te bereik. Ons wag nog vir die munisipaliteit om vir ons klaarheid te bied oor watse regulasies werklik daar van toepassing is. Tot dan glo ek kan ons voortgaan om soos liefdadigers en bewaarders op te tree soos ons goed dink.

SKRYWE 5

From: Willems Fam [<mailto:willemst@xsinet.co.za>]
Sent: Wednesday, 05 April 2017 2:36 PM
To: 'Silvia Pretorius'
Cc: 'Hannelie Lategan'; head.transport@stellenbosch.gov.za
Subject: RE: [EX] FW: Thibaultstraat - Brummerspark/Meiringspoort: Toegang vir Rolstoele en Kinderwaentjies

Me Pretorius,

Ek verwys na onderstaande e-pos korrespondensie en spesifiek dan na my brief, gedateer 14 Januarie, heel onder aan die ketting, en verneem graag wat die ingenieursdepartement se antwoord hierop is en watter aksie ons kan verwag om die deurgang na Brummerspark meer toeganklik te maak vir rolstoele en kinderwaentjies.

Die oplossing is tog voor die hand liggend en kan sommer gou teen geringe koste implementeer word? . NMT is immers 'n prioriteit?

Kan u vir my ook asseblief die kontakbesonderhede gee van die ingenieur in die ingenuieursdepartement wat hiervoor verantwoordelik is sodat ek direk telefonies met hom/haar in verbinding kan tree.

Met vriendelike groete,

Tyl Willems

SKRYWE 6

From: Tyl Willems [<mailto:willemstyl@gmail.com>]
Sent: 14 January 2017 07:15 PM
To: Hannelie Lategan
Cc: 'Willems Fam'
Subject: [EX] FW: Thibaultstraat - Brummerspark/Meiringspoort: Toegang vir Rolstoele en Kinderwaentjies

Munisipale Bestuurder,

Stellenbosch.

Geagte me Mettler,

Gereeld neem van ons familieledede ons bejaarde mamma/ouma op uitstappies met haar rolstoel. As 'n ou Stellenbosser geniet sy die uitstappies veral langs van haar vroeëre ou stap- en fietsryroetes baie.

Ons waardeer die Munisipaliteit se aanslag om steeds toeganklikheid vir voetgangers, kinderwaentjies, rolstoel en fietse tot openbare ruimtes en paaie te probeer verbeter en veiliger te maak, alhoewel daar nog baie ruimte vir verbetering bestaan.

Die voet- en fietspad verbinding vanaf Thibaultstraat na Brümmerpark en die hangbrug, langs die mooi tuine en rivier, bied 'n pragtige rustige omgewing. Ongelukkig is dit nie vir rolstoel of kinderwaentjies toeganklik nie weens die beperkende ingangstruktuur aan die Thibaultstraat se kant van die pad. Selfs vir fietse is dit ongemaklik om daar deur te beweeg. Daar is verder ook 'n trap of twee in die paadjie waarsonder die paadjie nog meer toegangsvriendelik sou wees vir almal.

Ek wil voorstel dat die toegang-beperkende struktuur heeltemal verwyder word asook die trappies. Die struktuur is immers onnodig omdat motors tog glad nie daar kan ry nie?

Met vriendelike groete,

Tyl Willems

SKRYWES SOOS ONTVAND VANAF ADVOKAAT MEIRING

SKRYWE 1

(Datum: Tue 2017/05/23 03:41 PM)

Beste Albert,

Ek het groot waardering vir die leiding wat jy geneem het met vanoggend se vergadering.

Ek bevestig graag dat die agtergrond tov die Kennisgewingborde, wat ons bespreek het, volledig uiteengesit is in die e-pos aan Nazeema gedateer 30 November 2016. Ten spyte van herhaalde pogings deur die Munisipaliteit sedertdien, het die vandalisme ongelukkig nie einde gekry nie – selfs weer hierdie naweek! Daar is nou ernstige vrae oor die motiewe van die oortreders/opstokers.

My eie poging om te help om die situasie te normaliseer, was om die aangeleentheid op die Agenda van die Wykskomitee (Wyk 07) se Klein Kapitaal en Bedryfsbegroting te plaas waar dit tans oorweeg word. (Ek het 'n afskrif van my inset gedateer 23 April 2017 by jou gelaat ter inligting.)

Ek deel jou siening dat die Raadslid en Wykskomitee die aangewese struktuur is vir enige voorstel aan die Munisipaliteit van 'n oplossing of kompromie tov hierdie privaat-ontwikkelde en in stand gehoude bate van die gemeenskap. Ek bly oortuig dat 'n wen-wen uitkoms baie haalbaar is.

Die saak is ongelukkig dringend omdat die afgelope 5 maande bewys het dat verwarring en ondermyning van die reëls van Brummerpark die saak kan vererger omdat daar verskillende vlakke van wetsgehoorsaamheid in enige gemeenskap is.

Laat weet gerus as jy enige verdere insette benodig. Voorspoed met jou nuwe rol in Stellenbosch.

Vriendelik die uwe,

Adv Abri Meiring

SKRYWE 2

From: Abri Meiring [mailto:abrimeiring@telkomsa.net]

Sent: 24 May, 2017 12:11 PM

To: mayor@stellenbosch.gov.za

Subject: Re: Fokus op Munisipale Wetstoepassing.

Geagte Burgemeester,

Ek het met belangstelling kennis geneem van u skrywe in Eikestadnuus van 18 Mei 2017 – “Uit die raadsaal”.

Ek ondersteun u fokus op hierdie aangeleentheid heelhartig en sal graag met u wou gesels oor ons ondervinding oor ‘n tydperk van meer as 30 jaar in dié verband. Ek beseft dat dit ‘n wyduiteenlopende aangeleentheid is met positiewe aksies wat in die praktyk werk, maar ook met leemtes wat op Munisipale vlak aangespreek behoort te word.

Om ‘n moontlike gesprek met u dus binne praktiese perke te hou, sou ek graag op die volgende aspekte wou konsentreer;

1. Munisipale kennisgewingborde, veral by Parke en ander openbare areas. As de facto kurator van Brummerpark oor baie jare het ek eerstehandse ondervinding van wat goed werk en ook watter aspekte aanleiding kan gee tot probleme soos wrywing in die gemeenskap en aanspreeklikheids-risiko’s. [Hierdie spesifieke aangeleentheid is tans op die Agenda van Wyk 07 en in die hande van Mnr Albert van der Merwe en ek is deel van daardie proses waarin ek baie vertrouwe het op dié stadium. Ek noem dit omdat my voorgename gesprek met u asseblief GEENSINS gesien moet word as ‘n parallele proses of steunwerwing nie - ek wil bloot my ondervinding met u deel aan die hand van u uitnodiging.]
2. Die Munisipaliteit se beleid oor onwettige storting. Aan die hand van my ondervinding sowat drie jaar gelede by ‘n ernstige geval in die Plankenbrug-area wat die hele proses van aanmelding tot boete-oplegging deurloop het, weet ek dat daar sekere waardevolle lesse geleer is tov effektiewe wetstoepassing. Ek deel dit graag met u as Mnr Patric Oliver wat destyds betrokke was dit nie oorgedra het nie.
3. Ek sal baie graag wou weet wat die huidige stand van sake is tov die Munisipale Hof wat volgens my jongste inligting reeds in 2014 geopen is. Was die hersiening van “al die munisipale verordeninge” waarmee Mnr Luzuko Mdunyelwa destyds besig was in aanloop tot die vestiging van die Munisipale Hof, suksesvol afgehandel? Het die stadsraad se hoop dat “die hof sal bydra tot ‘n toename in wetstoepassing en veiligheid in die dorp en in die omliggende gebiede” inderdaad gerealiseer? { Aanhaling uit Eikestadnuus van 20 Junie 2013.}
4. Ek sal ook graag informeel met u wou gesels oor die siening wat daar destyds was by die stigting van die Jonkershoek Spesiale Aanslaggebied dat dit nie die primêre funksie van ‘n SAG behoort te wees om basiese sekuriteitsdienste te verskaf nie. Daar is die ooglopende aspek dat dit nie ‘n aanvullende funksie is nie en dat dit tot ongewenste verdeling van verantwoordelikheid kan lei – veral waar die Munisipaliteit ten volle bemaagtig is om dié basiese funksie te lewer. Net om dit duidelik te maak, ek is persoonlik van mening dat die JSRA se sekuriteitsfunksie uitstekend werk in die praktyk, maar die beginselvraag bly. Ek

deel graag my ondervinding by verskeie "SRA & CBID" inisiatiewe in die Kaapse Metropol en professionele advies in dié verband met u, maar ek beseft dit is 'n netelige saak en verwag geensins uitsluiting nie.

Ek beseft dat u 'n besige program het, maar sien uit daarna om wanneer dit geleë is oor bogenoemde te gesels - miskien selfs ná ure oor 'n glasie wyn.

Vriendelike groete,

Adv Abri Meiring

SKRYWE 3

Beste Albert,

(Datum: Thu 2017/05/25 10:00 AM) Ek stuur hierdie e-pos as 'n "blind copy" aan jou omdat jou naam deur my genoem is in Par. 1. Dit is bloot ter inligting en jy hoef natuurlik nie na die ander Para. te kyk nie.

Wat ek egter wel onder jou aandag wil bring is dat die kennisgewingborde wat verlede week deur die Munisipaliteit herstel is wéér gevandaliseer is deurdat sekere tekens – "No Horses" en "No Cycling" afgeskeur is. Gelukkig het die bord hier by die Thibaultstraat ingang steeds sy oorspronklike "Pedestrians Only" teken wat die saak dek, maar as iemand bv. deur 'n fiets raakgery sou word terwyl die borde in hulle huidige toestand is, sal dit die aanspreeklikheidsfaktor beïnvloed.

Miskien is die oplossing tog maar om duidelike nuwe borde wat nie 'plakkers' het nie op te sit as daar finaliteit bereik is oor die reëls wat moet geld om die risiko's in die onderskeie dele van die Park te bestuur.

Vriendelike groete,

Adv Abri Meiring

SKRYWE 4

From: Albert van der Merwe [mailto:Albert.vanderMerwe@stellenbosch.gov.za]

Sent: 26 May, 2017 8:38 AM

To: 'Abri Meiring' <abrimeiring@telkomsa.net>

Subject: RE: [EX] FW: Re: Fokus op Munisipale Wetstoepassing.

Goeie more Adv. Meiring.

Dankie vir onderstaande. Ek het toe met Rdl Hanekom vergader en hy is ook van mening dat ek 'n verslag vir MAYCO voorberei. Ek wil u dus versoek om voort te gaan met die voorbereiding van 'n skrywe wat geskiedenis en uitkoms verlang saamvat, wat dan as 'n aanhangsel van my verslag sal dien.

By voorbaat dank.

Kind regards / Vriendelike Groete



Albert van der Merwe

Manager: Environment, Sport and Facilities

Stellenbosch Municipality

Community & Protection Services

T: +27 21 808 8165 | F: +27 21 887 7446

123 Merriman Avenue, Stellenbosch, 7600

www.stellenbosch.gov.za

SKRYWE 5

(Datum: Wed 2017/05/31 10:44 AM)

Beste Mnr van der Merwe,

Soos beloof het ek 'n stuk oor die agtergrond en die verlangde uitkoms bymekaargesit vir jou gebruik.

Ek heg dit hierby aan.

Daar is stawende dokumentasie wat sekere van die aspekte betref en ek sal dit vir jou bring wanneer geleë. Laat weet gerus.

Dankie vir die rol wat jy vervul om 'n wen-wen uitkoms te kry.

Vriendelike groete,

Adv Abri Meiring

SKRYWE 6

From: Atri Meiring [<mailto:atribmeiring@telkomsa.net>]
 Sent: 24 May, 2017 12:11 PM
 To: mayor@stellenbosch.gov.za
 Subject: Re: Fokus op Munisipale Wetstoepassing.

Geagte Burgemeester,

Ek het met belangstelling kennis geneem van u skrywe in Ekkestadnuus van 18 Mei 2017 – “Uit die raadsaal”.

Ek ondersteun u fokus op hierdie aangeleentheid heelhartig en sal graag met u wou gesels oor ons ondervinding oor 'n tydperk van meer as 30 jaar in dié verband. Ek beseef dat dit 'n wyd uiteenlopende aangeleentheid is met positiewe aksies wat in die praktyk werk, maar ook met leemtes wat op Munisipale vlak aangespreek behoort te word.

Om 'n moontlike gesprek met u dus binne praktiese perke te hou, sou ek graag op die volgende aspekte wou konsentreer:

1. Munisipale kennisgewingborde, veral by Parke en ander openbare areas. As de facto kurator van Brummerpark oor baie jare het ek eerste-handse ondervinding van wat goed werk en ook watter aspekte aanleiding kan gee tot probleme soos wrywing in die gemeenskap en aanspreeklikheids-risiko's. Hierdie spesifieke aangeleentheid is tans op die Agenda van Wyk 07 en in die hande van Mnr Albert van der Merwe en ek is deel van daardie proses waarin ek baie vertroue het op dié stadium. Ek noem dit omdat my voorgenoemde gesprek met u asseblief GEENSINS gesien moet word as 'n parallelle proses of steunwerwing nie - ek wil bloot my ondervinding met u deel aan die hand van u uitnodiging.]
2. Die Munisipaliteit se beleid oor onwettige storting. Aan die hand van my ondervinding sowat drie jaar gelede by 'n ernstige geval in die Piankenbrug-area wat die hele proses van aanmelding tot boete-oplegging deurloop het, weet ek dat daar sekere waardevolle lesse geleer is tov effektiewe wetstoepassing. Ek deel dit graag met u as Mnr Patric Oliver wat destyds betrokke was dit nie oorgedra het nie.
3. Ek sal baie graag wou weet wat die huidige stand van sake is tov die Munisipale Hof wat volgens my jongste inligting reeds in 2014 geopen is. Was die hersiening van “al die munisipale verordeninge” waarmee Mnr Luzuko Mdunyeiwa destyds besig was in aanloop tot die vestiging van die Munisipale Hof, suksesvol afgehandel? Het die stadsraad se hoop dat “die hof sal bydra tot 'n toename in wetstoepassing en veiligheid in die dorp en in die omliggende gebiede” inderdaad gerealiseer? { Aanhalings uit Ekkestadnuus van 20 Junie 2013. }
4. Ek sal ook graag informeel met u wou gesels oor die siening wat daar destyds was by die stigting van die Jankershoeck Spesiale Aanslaggebied dat dit nie die primêre funksie van 'n SAG behoort te wees om basiese sekuriteitsdienste te verskaf nie. Daar is die ongloofbare aspek dat dit nie 'n aanvullende funksie is nie en dat dit tot ongewenste verdeling van verantwoordelikeid kan lei – veral waar die Munisipaliteit ten volle bemaatig is om die

basiese funksie te lewer. Net om dit duidelik te maak, ek is persoonlik van mening dat die JSRA se sekuriteitsfunksie uitstekend werk in die praktyk, maar die beginselvraag bly. Ek deel graag my ondervinding by verskeie "SRA & CBID" inisiatiewe in die Kaapse Metropol en professionele advies in dié verband met u, maar ek besef dit is 'n netelige saak en verwag geensins uitsluitelike

Ek besef dat u 'n besige program het, maar sien uit daarna om wanneer dit gelees is oor boegroemde te gesels - miskien selfs ná ure oor 'n glasie wyn.

Vriendelike groete,

Adv Abri Meiring



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ANNEXURE D

Statement from Adv. Meiring

BRUMMERPARK AS GEMEENSKAPSBATE

Soos versoek, gee ek graag 'n samevatting van die geskiedenis en verlangde uitkoms ten opsigte van die privaat ontwikkelde en instandgehoude westelike gedeelte van Brummerpark. Ek kan net van die periode vanaf Oktober 1985 getuig, maar ek doen dit op die basis van intensiewe en ononderbroke betrokkenheid oor 'n tydperk van 32 jaar en wel op 'n feitlik daaglikse basis. Die konteks vir die samevatting is om die Munisipale reëls waaronder die Park ontwikkel is en in stand gehou word uit te spel ten einde wrywing of selfs vandalisme in die kiem te smoor. Die vertrekpunt is uiteraard dat Munisipale reëls en gepaardgaande toepaslike wetstoepassing noodsaaklik is vir die volhoubare bestuur van hierdie gemeenskapsbate – veral ook omdat dit op eie koste deur die oewereienaars onderhou word sonder enige impak op die Munisipale begroting.

GESKIEDENIS

Baie kortliks saamgevat, het die oewereienaars op eie inisiatief besluit om die Park wat in 'n verwaarloosde toestand was te verfraai. Weens my betrokkenheid by die Botaniese vereniging en Kirstenbosch het ek gevoel dat die fokus op die hervestiging van inheemse plantegroei behoort te wees. Geselekteerde bome en struik is feitlik jaarliks daarna op die plantverkoop in Maart by Kirstenbosch deur my aangekoop en in oorleg met die ander oewereienaars aangeplant. Binne 'n kort tyd was daar 'n lushof aan die ontwikkel waarvoor die gemeenskap wat daagliks hier verbygestap het, groot waardering uitgespreek het. Ek het 'n meer formele voetpaadjie uitgelê en die grasperk is deur die betrokke oewereienaars in 'n perfekte toestand gehou.

Die Munisipaliteit het van dié ontwikkelings kennis geneem en daar is positiewe stappe geneem soos om duidelike kennisgewingborde op te sit oor die pluk van blomme, los honde, drankgebruik, vuurmaak ens. Daar is ook in die vroeë 90's deur die Munisipaliteit beslis dat die paadjie slegs vir voetgangers is en 'n lae houtheining en kennisgewingbord is ingevolge 'n Raadsbesluit opgesit (nadat daar 'n insident was wat ernstige aanspreeklikheidsgevolge kon hê). Hierdie ou kennisgewingbord is sowat tien jaar gelede met 'n nuwe een vervang wat addisionele reëls oor dwelms en drankgebruik op gehad het. Daar was ook 'n verbod op motorvoertuie bygevoeg wat natuurlik nie sin uitgemaak het nie. Ek het dit onder die aandag van die Stadsbestuurder (Adv Linde) gebring en daar is besluit dat daar eerder kentekens oor fietsry en perdry op die bord moet wees om die "Pedestrians Only"-reël verder toe te lig. Die nodige plakkers is met volle toestemming van die Munisipaliteit daar aangebring in dieselfde formaat as die ander reëls.

Die reëls in Brummerpark het nooit enige probleme veroorsaak nie totdat daar sowat 'n jaar gelede (nadat 'n verwarrende "kennisgewingbord" by die hangbrug opgesit is) vandalisme van veral die geen fietsry kentekens op die Munisipale kennisgewingborde kop uitgesteek het. Daar is egter ruimte vir verbetering en ek maak 'n paar voorstelle hieronder.

Die privaat onderhoud van die onderste gedeelte van die Park is oor die jare voortgesit en uitgebrei. Onderhoud behels gereelde instandhouding van die paadjie en grasperk, vervanging van dooie plante, snoei van struik en bolle, nuwe aanplantings en die versorging van bome waarvan sommige reeds 30 jaar gelede geplant is, asook die daaglikse takies soos die optel van hondemis en rommel. Werkers en tuindienste word ook gebruik en, net om 'n idee te gee, behels dit 'n halwe dag per week in my geval teen R800 p.m. Uitgawes aan plante, besproeiingstoerusting, ens was nog altyd privaat befonds. As mens 'n (vervangings)waarde hierop moet plaas, sal dit, net in my geval, minstens R2000 per maand wees – oor die afgelope 32 jaar. Persoonlike tyd en arbeid word as 'n bydrae tot die gemeenskap beskou.

Dit was altyd en is steeds vir my van groot belang dat 'n inisiatief van hierdie aard BINNE die Municipale beleidsraamwerk kon bly. Dit is waarom Municipale aksies soos die Riviervier Rehabilitasie Projek (in die tyd van Mnr Haasbroek), die "Adopt-a-River"-program (Mnr Esau), die "River Restoration Project" in 2012-2014 (Bergstan) en die huidige "Stewardship"-bestuursplan (Schalk van der Merwe), daadwerklik met tyd en (miskien) kundigheid ondersteun is oor die jare. Dit is ook die rede waarom die Municipale ampptenare deurgaans positief was en van tyd tot tyd op ons versoek gehelp het met take soos die afsaag en verwydering van dooie/gevaarlike bome, vuljivverwydering en gruis vir die paadjie.

Die sekuriteitsituasie in die Park was op 'n stadium baie problematies (dronkenskap, ontbloting en diefstal van selfone), maar sedert 2003 het Stellenbosch Wag se gereelde voet- en fietspatrolies 'n enorme verskil gemaak en vandag word die situasie goed deur die JSRA in samewerking met die owerreienaars bestuur. Daar was ook reeds besprekings oor veilige dskameras.

Die huidige owerreienaars, (in party gevalle 'n tweede geslag) is heeltemal bereid om met die privaat onderhoud van die Park voort te gaan, met dien verstande dat die betrokke gedeelte van die Park steeds volgens die reëls waaronder dit as 'n natuurontspanningsarea vir die gemeenskap gevestig is, deur die Municipaliteit ondersteun sal word soos tans.

UITKOMS VERLANG

Die eerste prioriteit op hierdie stadium is om te verseker dat die Municipale kennisgewingborde in die park doeltreffend en sinvol is om die volhoubare gebruik van die natuurlike bates van die Park vir die toekoms te verseker en ook om onnodige wrywing van die laaste paar maande te voorkom. Die onderste gedeelte van Brummerpark (wat eintlik maar 'n klein gedeelte is) is eenvoudig nie geskik vir fietsryers of losloperde honde nie en hoewel dit nog altyd die reëls op die borde was, is daar tans doelbewuste verbrekings van die reëls deur 'n baie klein groepie mense wat 'n punt wil maak. Daar word sefs deur 'n spesifieke persoon gedroeg dat die vandalisme van die kennisgewingborde sal voortgaan totdat daar nie meer beperkings op fietsryers is nie. Dit is natuurlik totaal onhoudbaar. Laat ek dadelikkig byvoeg dat die Stellenbosch Trail Fund reeds vredejaar bevestig het dat die onderste gedeelte van die Park nie veilig of geskik is vir fietse nie. Ek voern dit omdat dit juis die STF se groot inligtingsbord by die hangbrug is wat die verwarring by fietsryers veroorsaak het omdat hulle (dalk verstaanbaar) gedink het dat dit die pad na die nuwe Koloniespad fietspad is. Die ander oorsaak was dat die nuwe groot Municipale kennisgewingborde wat onlangs net eenvoudig in die boonste gedeelte van Brummerpark verskyn het, glad nie eers na voetgangers, fietse ens verwys het nie. Dit moes later herhaaldelik met plakkers deur die Municipaliteit aangepas word, maar dit word nou gereeld gevandaliseer. Dit is 'n ongesonde situasie wat betref geloofwaardige wetstoepassing, maar ons voorstel hieronder behoort dit te ondervang.

In die lig van die feit dat fietsry 'n baie meer prominente rol speel op Stellenbosch as in die verlede, word daar voorgestel dat die boonste (postelike) gedeelte van Brummerpark vir fietsry toeganklik gemaak word deur 'n fietspad aan te lê vanaf die hangbrug/drif, deur die grootste deel van die park en dan uit by die bestaande hekkie na Boschendallaan. Dit sal nie baie kos nie en daar word voorgestel dat die Stellenbosch Trail Fund hierby betrek word. Dit sal ook die grootste deel van die park, wat ruimte vir voetgangers en fietse het, vir fietsryers (en perde?) beskikbaar maak sonder negatiewe impak. Die bestaande kennisgewingborde kan verminder, verklein en aangepas word om vir dinge soos alkoholmisbruik, vuurmaak, ens voorsiening te maak.

Ter einde die onderste (westerlike) gedeelte van die Park, as 'n natuurontspanningsarea te behou en deur privaat inisiatief vir die gemeenskap uit te hou en te onderhou, word daar voorgestel dat 'n draaihek by die postelike grens van hierdie gedeelte van die Park (waar die grasperk begin uit die rigting van die hangbrug) opgerig word. Hierdie voorstel is reeds 'n jaar gelede as 'n inset tot die Bestuursplan vir €A1 gemaak. Daar sal 'n koste verbonde wees aan so 'n heining en draaihek, maar die punt waar dit

voorgestel word is baie nou tussen die Eersteriver en die naasliggende woonerf. Dit is ook op die punt waar die STF reeds verlede jaar besluit het om hul "No cycling beyond this Point"-bordjie op te sit. Dit behoort dus vir (redelike) fietsryers aanvaarbaar te wees omdat die gevaar en potensiele verwaring wat destyds deur hulle self geïdentifiseer is, steeds geld. 'n Draaiekkie op hierdie punt sal ook 'n uiters belangrike sekuriteitsfunksie vervul – in die geval van 'n voorsvluggende misdadiger uit die Park – soos wat in die onlangse verlede geblyk het. Die voorstel van 'n draaiekkie is juis deur wagte van die JSRA getoets en is persoonlik deur my met die Hoofbestuurder van die JSRA (Mte Maitsheng) bespreek, waarna ons saamgestem het.

Die Tri bultstraat ingang van die Park bly net so toeganklik soos altyd, maar dít sal waardeur word as die stamme kennisgewingsbord vervang word met iets soos, "Welkom. Hierdie Park word privaat instandgehou, slegs vir voergangers. Honde moet asseblief aan 'n leiband wees. Die pluk van blomme of skade aan plante word verbied. Geniet die Bont versiteit van Stellenbosch!" Die nuwe houtheining behoort meer toeganklik gemaak te word vir rystoele en veral vir babastootwaentjies as die kennisgewingsbord baie duidelik is oor geen fietse. Fietsrakke vir fietsryers wat in die Park wil gaan stap, kan dalk oorwegend word by die kennisgewingsbord waar fietsryers tans hul fietse vasketting.

Terslotte wys ek graag daarop dat Brummerpark deel is van een van die gedomineerde prioriteite van Wyk 07 vir 2017. Dit sou dus sinvol wees om fondse wat beskikbaar mag wees te alloueer vir 'n wenwinkommissie wat die hele gemeenskap sal dien sonder om enige bestaande regte van enige gebruiker weg te neem, maar om inderdaad ook meer regte aan fietsryers te gee. Dit behoort ook die onlangse wrywingsuitte skakel.

As 'n voetnoot wil ek net wat 'n reespoogpunt op rekord plaas dat gebreksverandering van hierdie gevestigde hoë biodiversiteitsarea uiteraard 'n volledige omgewingsimpakstudie en publieke deelname sal behels. Dit sal waarskynlik ook kennis neem van Heritage WC se vereistes, maar ek het nie daarop ingegaan nie. Ek het ook nie na enige aanspreeklikheidsrisiko's verwys nie omdat ek aanvaar dat die Munisipaliteit daarmee vertrou is.

Adv. Abr. Meiring

31 Mei 2017



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ANNEXURE E

Statement from Alderman Botha, representing Stellenbosch Cycling (SF)

16 Mei 2017

Mnr Albert van der Merwe

Bestuurder: Omgewing, Parke en Geriewe

Munisipaliteit Stellenbosch

Geagte mnr Van der Merwe Insake: Brümmerpark

Baie dankie vir vanoggend se gesprek.

Stellenbosch Fietsry (SF) is 'n maatskappy sonder winsbejag wat hom beywer vir die bevordering van veilige fietsry in alle gemeenskappe op Stellenbosch

Ons klem val op pendelfietsry as volhoubare oplossing vir ons dorp se verkeersprobleme.

Dit is onder ons aandag gebring deur verskeie mense en van ons lede dat die boonste deel van Brümmerpark verbode is vir fietryers. Paalversperrings en borde wat fietryers verbied is tot nou opgerig naby die "ingang" van Brümmerpark uit Thibaultstraat. Nou het daar ook borde verskyn by die Vergenoeg-hangbrug aan die oostekant.

Die fietsroete langs die Eersterivier is 'n belangrike deel van die fietrypadstelsel op die dorp en word gebruik vir ontspanning en vir pendelery. Dit word ook toenemend deur toeriste gebruik. Stellenbosch Fietsry het al by verskeie geleenthede groepe soos toeriste-bloggers en ook akademiese besoekers per fiets langs die Eersterivier en deur Brümmerpark begelei.

Ons soek duidelikheid oor die aard van toegang tot 'n Openbare Oop Ruimte soos Brümmerpark.

1. Mag aangrensende inwoners fietsryers belet om daar fiets te ry?
2. Mag fietsryers gedreig word met inhegtenisname en boete-oplegging?
3. Is enigiemand ooit deur die Munisipaliteit aangestel as kurator van Brümmerpark, of 'n gedeelte daarvan?
4. Waarom is daar nou vier Munisipale kennisgewingborde wat fietsryers in die hele gebied verbied? Daar is selfs sprake dat draaihekke opgerig gaan word. Is dit waar?

Stellenbosch Fietsry versoek dat rustige fietsryers vrye toegang tot die gebied mag hê sonder verbodings, viktimisering of dreigemente. Die gebied is deel van die Eersterivier-fietsroete.

Ons het die hoogste waardering vir die private werk wat daar verrig is en respekteer dit. Ons wil egter vrye toegang vir fietse, rolstoele en kinderwaentjies hê – wat nou onmoontlik is - aangesien dit 'n Openbare Oop Ruimte is.

Ons voorstel: Die Munisipaliteit en die Stellenbosch Trail Fund bou 'n paadjie deur die gebied wat deurgangers weghou van gras of plante wat beskadig kan word, en fietsryers se spoed kalmeer - soortgelyk aan die rivierkant van die Koloniesland-woongebed, waar fietryers en voetgangers 'n Munisipale paadjie kan deel deur 'n tuin, geskep deur inwoners, sonder enige voorvalle.

Dankie

Dawid Botha (Rdsh)

Voorsitter: Stellenbosch Fietsry

Lid NMT-werkgroep van Ingenieursdienste



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ANNEXURE F

E-mails (not requested but received) from Dr Pieter Claasen

Annexure FPIET CLAASEN SE E-POSSE

(Datum: Mon 2017/05/29 10:57 AM)

Geagte mnr Van der Merwe

Ek verstaan dat u die nuwe direkteur is waaronder Brummerpark val. Onder is 'n klomp e-posse wat die laaste paar dae die rondte doen. Ek is seker u het dit alles, maar ek wil net seker maak dat u bewus is van al die kante van die Brummerpark sage.

Persoonlik is ek taamlik neutraal oor die saak, behalwe dat ek nie sal wil sien dat die park in twee verdeel word met 'n heining nie.

Groete – en alle sukses vorentoe.

Piet

(Komiteelid Wyk 7)

Dr Pieter E Claassen

42 Rowan Street

Stellenbosch 7600

South Africa

From: Charl Cillie [mailto:charl.cillie@gmail.com]

Sent: 29 May 2017 08:52

To: Abri Meiring

Cc: Jacques Van Aswegen; Carinus Lemmer; Alwyn Hanekom; Gawie Groenewald; Hannelie Swanepoel; Jan Coetzee; Piet Claassen; ggiliome@mweb.co.za

Subject: Re: FW: BRUMMERPARK.

Hi almal

Dis duidelik dat ons 'n baie ongesonde situasie hier het met inwoners wat nie gelukkig is met die status quo nie. Ek hoop ons kan een of ander tyd al die feite op die tafel kry en dit reg stel.

Tot dan kan ek nie enige aksies namens die wyk, of die spandering van die wyk se geld op die Eersterivierpark steun nie.

Groete

Charl

2017-05-28 16:38 GMT+02:00 Abri Meiring <abrimeiring@telkomsa.net>:

Dag Almal,

{Ek het hierdie ietwat uitvoerige stukkie gisteraand, vóór ons geselsie vanoggend, geskryf en baie van die aspekte is in ons konstruktiewe gesprek aangeraak, maar ek stuur dit maar aan almal wat die oorspronklike e-pos ontvang het. Caninus, ek sal by wees as jy dit ook vir Mnr Reinecke sal "forward" want ek het nie sy e-pos nie}.

Abri

Goeiedag Almal

Ek het met belangstelling kennis geneem van Mnr Reinecke se uiteensetting van die ou geskiedenis van Brummerpark in sy kinderdae. Baie van die ouer mense wat hier verbystap het ook al met nostalgie na daardie dae verwys wanneer ons hier in die paadjie gesels. Ongelukkig was ons en ons drie kinders wat almal hier grootgeword het nie so bevoorreg nie. Ek onthou hoe ek en Erna Engelbrecht, August Basson en Dawie Swart in 1984 begin het om die tuine in die verwaarloosde onderste gedeelte van die Park aan te lê. Ons het inheemse plante begin plant wat by Kirstenbosch aangekoop is en binne die eerste jaar was daar al tekens van 'n lushof wat besig was om te ontstaan. Feitlik al die plante en bome wat vandag hier te bewonder is, is geselekteer, aangekoop en met harde werk aangeplant en oor dekades versorg. Sommige plante en veral boole is deur gereelde gebruikers van die Park geskenk en die Munisipaliteit het altyd met die afsaag van dooie houe en gruis vir die voetpaadjie gehelp wanneer ek dit versoek het. Die Munisipaliteit se Parke-afdeling was altyd baie positief, maar dit was veral die waardering van die gemeenskap wat elke dag hier kom stap wat ons laat aanhou het met die ontwikkeling en daaglikse privaat onderhoud van die Park.

Flkeen van die bewereienaars het oor die jare sy deel gedoen, of dit nou die sny van die grasperk, die plant van bome, die snoei van plante of al die daaglikse takies soos die optel van hondemis en vuilgoed of die "natie" van die tuine is. Ek het by die paadjie uitgelê met 'n erklippe in 1985 en dit was téé dat die Munisipaliteit (destyds Mnr Heunis en Mnr Beukes) my kom sien het en bepaal het dat die paadjie slegs vir voetgangers behoort te wees. Ons was ten gunste daarvan en die Munisipaliteit het dadelik 'n paaltjies-teining opgestel, wat vandag nog daar is, met kennisgewingborde wat die reëls vir die volhoubare gebruik van die Park uiteensit. Daar was goeie praktiese redes vir die Munisipaliteit se oorspronklike kennisgewingbord omdat daar destyds juis 'n geval was van iemand wat amper deur 'n fiets raakgery is in die nuwe paadjie ... met moontlike aanspreeklikheidsgevolge.

Die oorspronklike kennisgewingbord is sowat tien jaar gelede met die bestaande een vervang deur die Munisipaliteit. Hierdie maal was daar nie vooraf konsultasie nie, maar die bord het hoofsaaklik dieselfde reëls uiteengesit met die byvoeg van 'n verbod op dwelms en vuurwerke. Die gebruik was steeds duidelik gereserveer vir voetgangers maar daar was ook 'n verbod op motorvoertuie! Dit het nie sin gemaak nie en ek het die Stadsbestuurder (Adv Linde) daarvoor gekontak en daar is besluit om eerder die sentrale gebruikstree van "Pedestrians Only" verder TOF TE LIG met plakkers wat fietsry en perdry in die stappaadjie aanspreek in plaas van motorvoertuie. Ek het die plakkers laat maak en

aangebring met uitdruklike toestemming van die Munisipaliteit en daar was vir almal duidelikheid – SONDER dat enigiets bygevoeg is tot die oorspronklike fundamentele reël.

Daar is baie onlangs ongelukkig verwarrende Kennisgewingborde deur die Munisipaliteit en die STF by die hangbrug gedeelte van die Park aangebring. Hierdie verwarring word deur alle partye besef en word tans aangespreek. Ek stem met Mnr Reinecke saam dat die borde ook baie beter by die natuurlike omgewing behoort in te pas en ek is seker dit sal ook aandag geniet.

Oor al die jare was daar 'n ongelooflike aangename atmosfeer wat in die Park en onder die daaglikse gebruikers geheers het. Families wat met kleuters kom kennis maak met die natuur, ouer mense wat in die Park kom stap, studente wat in groter wordende getalle hier verby draf, skoliere op skool-uitstappies en mense wat fotos neem vir troues of somaar net van die natuur, is deesdae van die mees algemene gebruikers. Letterlik duisende gebruikers het oor die jare hulle dank en waardering aan my oorgedra wanneer ek laat middag die tuine natmaak en versorg. Die tuine self het floreer tot een van die mooiste stukkie natuur op Stellenbosch en word steeds na meer as 30 jaar deur dieselfde oewereienaars 100% privaat en teen aansienlike onkoste VIR DIE GEMEENSAP in stand gehou. Ek is bitter jammer as daar mense is wat, volgens Mnr Reinecke se skrywe, ongelukkig is oor die feit dat die Park nou reëls het wat hulle nie pas nie, maar ek weet persoonlik net van 'n handjievol gevalle waar iemand wat die reëls nie nagekom het nie, wanneer hy of sy daarop gewys word, die houding ingeneem het dat die reëls nie vir hulle geld nie "omdat ek belasting betaal" – of so iets. Die aantygings van toe-eiening deur myself of enige van die ander oewereienaars kan nie verder van die waarheid af wees nie. Dit is wat my betref presies die teenoorgestelde. Hierdie wanvoorstelling kan ongelukkig verband hou met die onlangse vandalisme wat natuurlik in 'n baie ernstige lig beskou word en totaal uit pas is met dit wat enige gebruiker wil sien.

Ek en die ander oewereienaars sal graag voortgaan om van die onderste gedeelte van Brummerpark 'n natuur toevlug vir die gemeenskap en ook vir die ryk biodiversiteit van dié spesiale stukkie rivieroewer te maak. Ons nooi Mnr Reinecke en sy gesin om dit saam met honderde ander daaglikse gebruikers wat die Park hoog op prys stel ten volle te geniet binne die Munisipale reëls waaronder die Park ontwikkel is en steeds onderhou word – en wat natuurlik vir ons almal geld.

Abri Meiring

(Namens oewereienaars)

From: Jacques Van Aswegen [mailto:jacques839@gmail.com]
Sent: 27 May, 2017 7:11 PM
To: Abri Meiring <abrimeiring@telkomsa.net>; Carinus Lemmer <upstream@upstart.co.za>
Cc: Alwyn Hanekom <Alwyn.Hanekom@stellenbosch.gov.za>; Charl D. Cillie <charl.cillie@gmail.com>; Gawie Groenewald <gawie_groenewald@adept.co.za>; Hannelie Swanepoel <hannstell@gmail.com>; Jan Coetzee <jandcoetzee@gmail.com>; Piet Claassen <pec@adept.co.za>; ggiliome@mweb.co.za
Subject: Re: FW: BRUMMERPARK.

Dankie Carinus, dit is wat ek ook wil sien

Wat tans daar gebeur is nie tot voordeel van die gemeenskap nie.

Ek hoop Wyk 7 neem kennis

Groete

Jacques

On Sat, 27 May 2017 at 6:51 PM Carinus Lemmer <upstream@upstart.co.za> wrote:

Hallo Carinus,

Baie dankie vir jou bydrae wat ek sien nou al 'n lang pad gestap het om Brummerpark weer toeganklik te maak.

Ek wil graag bietjie historiese perspektief verleen as 'n gebruiker van Brummerpark.

Ek en vele ander wat nou nog op Stellenbosch woon het in Karindal groot geword. Ons het in Anreithlaan gewoon van 1970 tot 1984. Dit was die tyd voor Abrie Meiring ingetrek het in Bergvliet str. Ou tannie Engelbrecht het begin om plante daar te plant en die Melcks' het ook hul deel gedoen.

In daai tyd het ons as kinders daar op die grasperk rugby gespeel, krieket, open-gates, ons het selfs vliegtuigies met baby-bee enjins gevlieg (Willie Engelbrecht, Rudi Krige ens.) Ons honde het ons soontoe gevolg en saam met ons in die rivier geswem. Ons het bote gebou uit sinkplaat en dit in die Otterkuil te water gelaat. Ons het met Tonka trokke gespeel daar by die Otterkuil se grondwal. Ons het kanale en damwalle gebou. Die otters was daaityd ook daar. Half geëete krappe het hul teenwoordigheid verklap.

In daardie tyd het almal mekaar verdra. Rona Rupert het ons verdra wat raas, terwyl sy musiekklesse aangebied het by haar huis op die hoek. Oom August Basson het die grasperk kort gesny gehou en plante aan die rivierkant geplant. Ons balle en honde is daardeur sonder te veel skade, maar hy het ons verdra. Soms het ons mekaar met ons fietse daar gejaag, Die bos area het boomhuise gehad. Grootes! Drawwers van Maties atletiekkklub het gereeld daar verby gedraf in 'n groep van tot 20 sterk. Ons laaities moes maar koes as hulle aankom, maar ons het mekaar verdra. Die braaigeriewe op die oewer op die hoek is baie selde gebruik, maar dit was beskikbaar vir gebruik. Ek kan aan gaan en aan gaan, maar ek dink die punt is duidelik. Almal het mekaar die gebruik van hierdie spasie gegun.

Dit was wonderlik en 'n groot voorreg om daar groot te word. Baie van ons het nog nooit baie ver weg van Brummerpark getrek nie en sou graag wou sien dat ons kinders dit geniet soos ons dit geniet het.

Abrie Meiring dink ek het sy huis in die laat tagtigs in Bergvliet str by die Melck familie gekoop, en toe begin om die rivieroewer agter sy huis te ontwikkel deur nog plante te plant ens. Ek het 'n mate van waardering hiervoor, maar aangesien dit gebeur het, ten koste van die vrye gebruik deur die gemeenskap, het dit nou 'n probleem vir my geword. Die verdraagsaamheid met die gebruik van hierdie plek het met sy koms skynbaar verdwyn.

Die doel van die park was nog nooit om 'n botaniese tuin daar te skep nie. Brummerpark is daar vir die gemeenskap om as 'n oop spasie te gebruik. Dit is die spilpunt van die twis tussen myself en baie ander Stellenbossers en Adv. Meiring.

Ek is van mening dat hy hierdie gedeelte, wat nou "Meiringspoort" genoem word, as 'n uitbreiding van sy erf beskou en dat die gemeenskap onwelkom en soos misdadigers behandel voel as hulle daar kom met kinders op fietse, honde sonder leiband, met 'n piekniekmandjie ens. Dit is duidelik na vele insidente van intimidasie. Daar is geen tekort aan getuieis in die verband nie. Dit is totaal belaglik en heeltemal onaanvaarbaar.

Ek wil sien dat Brummerpark weer toeganklik word vir die gemeenskap:

- Die hindernisse wat fietse, stootwaentjies en rolstoele belemmer, moet verwyder word.
- Fietse moet onbeperkte toegang geniet. Spoed kan beheer word met die uitleg van die paadjie, aangesien dit bietjie van 'n drukgang is.
- Perde moet toegelaat word. Hoekom nie?
- Balsport moet aangemoedig word. Ons kinders is mal daaroor.
- Honde sonder leibande moet verdra word. Honde aan 'n leiband raak senuagtig as ander honde naby kom. Sonder leibande sorteer meeste van hulle mekaar uit op hul manier. Dit gebeur algemeen dat honde stap sonder leibande. As jou hond 'n probleem is sonder 'n leiband, dan moet hy met 'n leiband stap. Mense is nie onnosel nie. 'n Paar insidente is ook nie die einde van die wêreld nie.
- Die groot onooglike bordjies wat die ingang soos Voortrekkerweg in Bellville laat lyk, moet vervang word met 'n kleiner kennisgewing wat meer sag op die oog is. Plakkers wat dwelmmisbruik verbied is belaglik en kinderagtig en verdien nie 'n plek op so 'n kennisgewing nie.

Dit is tyd dat ons die munisipaliteit en die raadslid van Wyk 7 ernstig aanpraat om te begin om iets daadwerklik te doen om hierdie saak aan te spreek. Is hulle te bang om standpunt in te neem? Weet hulle nie wat daar aangaan nie? Hoekom sloer hierdie storie so lank ten spyte van al die klagtes van veral vrouens en kinders? Ek het gister verneem dat van die bordjies reeds beskadig is. Waar gaan dit eindig?

Adv. Meiring se ontkenning dat hy mense intimideer bekommer my. Stel hy voor dat al die getuieis hieroor van verskeie mense blatante leuens is? Dink hy sy gedrag is matig en aanvaarbaar? Dit bekommer my.

Ek het groot waardering vir dit wat jy namens Stellenbosch Fietsry gedoen het tot dusver in hierdie saak. Soos jy weet beplan van ons om Sondag Brummerpark te besoek en dit sal gaaf wees as Adv Meiring vir ons daar kan ontmoet.

Jy is welkom om hierdie epos met die betrokke partye soos jy goed dink te deel. Ek hoop dat dit ons as gebruikers van die park, se perspektief verleen tot die gesprek.

Groete,

Johann Reinecke

Carinus Lemmer

2017-05-25 20:56 GMT+02:00 Abri Meiring <abrimeiring@telkomsa.net>:

Dag Almal,

Ek dra ongelukkig geen kennis van hierdie reëling nie.

Vriendelike groete,

Abri

On May 22, 2017 21:38, "Abri Meiring" <abrimeiring@telkomsa.net> wrote:

Dag Carinus,

Ek gaan beslis nie op hierdie soort verdraaiings reageer nie.

Wat ek wel sal duidelik maaak is dat ALMAL selfs die twee dames (en veral die kinders) meer as welkom is om Brummerpark ten volle te geniet. Dit is presies waarom ek die park dertig jaar gelede begin ontwikkel het en steeds daaglik in stand hou. Daar is honderde Stellenboschers en selfs buitelanders wat die park baie geniet as 'n natuurgebied en dit is en was nog altyd die idee.

Daar is gelukkig nie meer 'n probleem met bosslapers nie en ook nie met drankmisbruik in die privaat-onderhoude gedeelte nie – danksy die hulp van die JSRA se wagte. Die enigste probleem is enkele persone wat soms nie die regulasies ten opsigte van honde nakom nie met uiters nadelige gevolge vir (ander gebruikers se) kinders en die privaat aangeplante tuin met skaars inheemse plante.

Die onlangse vandalisme tov kennisgewings wat fietsry verbied (weer hierdie naweek!) is besig om aan fietsryers (waarvan ek een is) 'n slegte naam te gee, maar ons kyk na 'n kompromie wat 'n wen-wen vir almal sal wees.

As dinge eers agtermekaar is, is jou idee van 'n piekniek vir die hele buurt 'n "great" gedagte. Dit sal die aangewese plek wees om die agtergrond van die Park vir nuwelinge deur te gee en om seker te maak dat ALMAL wat die basiese regulasies nakom dié bate van ons buurt ten volle sal geniet op 'n volhoubare basis.

Ek "copy" die Wykskomitee en ons Raadslid omdat ek dink 'n "Wyksbraai" behoort op ons agenda te wees.

Vriendelike groete,

Abri

From: carinus@gmail.com [mailto:carinus@gmail.com] **On Behalf Of** Carinus Lemmer

Sent: 19 May, 2017 2:38 PM

To: Abri Meiring <abrimeiring@telkomsa.net>

Cc: hannstell@gmail.com; jandcoetzee@gmail.com; jacques839@gmail.com; ggiliome@mweb.co.za; Alwyn.Hanekom@stellenbosch.gov.za; Gawie Groenewald <gawie_groenewald@adept.co.za>; Piet Claassen <pec@adept.co.za>; Charl D. Cillie <charl.cillie@gmail.com>

Subject: RE: FW: BRUMMERSPARK - Anti-fietstekens.

Hello Abrie

Ek sien die gepeupel druk bietjie op Facebook.

Sien aangeheg. Ons beplan 'n groot piekniek, jys sal genooi word, saam met almal.

Lekker naweek.

Carinus

....pardon mobbly typo's.....

On May 13, 2017 21:26, "Abri Meiring" <abrimeiring@telkomsa.net> wrote:

Goeiedag Carinus,

Dankie. Die saak is op die agenda van die Wykskomitee (Wyk 07) waar dit aandag geniet.

Ek neem kennis van jou persoonlike siening – ek deel dit – ook wat betref wetstoepassing.

Ek is seker ons gaan 'n wen/wen oplossing vind.

Vriendelike groete,

Abri

From: carinus@gmail.com [mailto:carinus@gmail.com] **On Behalf Of** Carinus Lemmer
Sent: 10 May, 2017 9:59 AM
To: Abri Meiring <abrimeiring@telkomsa.net>
Subject: Re: FW: BRUMMERSPARK - Anti-fietstekens.

Dankie vir onderstaande.

Ek hoop die saak geniet nou die aandag wat dit verdien.

Ek is persoonlik nie besorg oor fietspaadjies wat orals moet floreer nie, maar wel oor allerhande intimidering en ondermyning van statutêre prosesse.

Beste

Carinus Lemmer

2017-05-07 21:55 GMT+02:00 Abri Meiring <abrimeiring@telkomsa.net>:

Hii Carinus,

Ek het nou net na jou foto wat aangeheg was gekyk.

Die kennisgewingbord is juis die een wat die Munisipaliteit redelik onlangs opgesit het. Die "geen fietse" teken is in lyn met die regulasie wat altyd gegeld het. Dit is heeltemaal tereg deur Nazeema se kantoor wat oorhoofse verantwoordelikheid het vir Parke, behartig met kennis van alle betrokkenes.

Groete,

Abri

From: Abri Meiring [mailto:abrimeiring@telkomsa.net]
Sent: 7 May, 2017 9:46 PM
To: 'Carinus Lemmer' <upstream@upstart.co.za>
Subject: **RE:** BRUMMERSPARK - Anti-fietstekens.

Hi Carinus,

Ek stel voor dat jy met my kom gesels.

Die feit is dat die paadjie deur Brummerpark nog ALTYD (meer as 13 jaar waarvan ek persoonlik weet) slegs vir voetgangers is. Die "geen fietsry" en "geen perde" tekens is later met volle kennis van die Stadsbestuurder opgesit om die bestaande regulasie duideliker te maak – niks meer nie, en niks minder nie.

Die Jonkershoek SRA dra nie kennis van enige verandering aan die feit dat die park slegs vir voetgangers is nie, en help juis om die regulasies van die Park toe te pas en om die onlangse vandalisme van die kennisgewingborde (vermoedelik deur 'n onbedagsame fietsryer wat ons almal 'n slegte naam kan gee) te verhoed.

Dit spreek vanself dat die Stei en bosch Munisipaliteit nog altyd ten volle op hoogte is van hulle Kennisgewingborde en die regulasie om fietse uit die voetpaadjie te hou. Die heining (paaltjies) waar ons nou die dag gesels het, is juis deur hulle vir hierdie doel aangebring meer as 25 jaar gelede. Die huidige Direkteur en alle voriges wat gemoedlik was met Brummerpark weet wat die regulasie is en ek was by verskeie vergaderings betrokke waar dit deur alre partye herbevestig is. Meer onlangs is die borde by die boonste deel van die Park ook deur die Munisipaliteit hernu maar dit moes onlangs weer deur hulle vervang word en die nuwe borde is reeds weer beskadig deur (vermoedelik) 'n fietsryer. Die enigste verwarring wat baie onlangs kon ontstaan het was die bord wat die STI by die Hangbrug opgesit het om hulle roetes aan te dui – hoewel dit natuurlik nie 'n roete deur die Park aandui nie. Richard Muller is bewus van die moontlike verwarring en het reeds aangebied om 'n bordjie met hulle logo op te sit wat dit duidelik maak dat geen fietse verby 'n sekere punt toegelaat word nie.

Die insident waar 'n toergroepie met fietse deur die Park oor die grasperk in die winter begelei is, omhou ek. Die Belgiese toeriste met wie ek daardie dag gepraat het, het baie mooi verskoning gevra omdat hulle wel die kentekens gesien het en wou gehoorzaam en besed' het dat hulle skade aanrig deur die onverantwoordelike gids te volg. Dit was 'n ongelukkige insident, maar jy is welkom om (saam met Vuyo as jy wil) te kom kyk na die fotos van die skade wat destyds geneem is – wat selfs nou nog nie herstel het nie.

Carnus, ek weet dat jy 'n groot belanghebbende by fietsry is en ek sien jou o-ops in 'n positiewe lig. Ons moet saamwerk om verantwoordelike fietsry te bevorder en dit is ook waarom ek dadelik na die onlangse vandalisme met David Botha vergader het. Ek sal graag met jou gesels as jy wil.

Ek kan jou verseker dat die kwesne van die herstel van die Kennisgewingborde reeds by die vorige Wyksvergadering aandag geniet het en die Raadslid en alle Komiteeledu is terdeë bewus van die situasie. Ironies is dit juis my voorstel wat weer volgende week by die vergadering sal dien dat ons WEL die boonste deel van Brummerpark vir fietsryers ontwikkel. Jou insinuasie dat ek eensydig optree is dus heeltemal onvanpas, maar ek sal dit oorsien totdat ons gesels het.

Vriendelike groete,

Alri

From: carinus@gmail.com [mailto:carinus@gmail.com] **On Behalf Of** Carinus Lemmer

Sent: 5 May, 2017 12:20 PM

To: abrimeiring@telkomsa.net

Subject: BRUMMERSPARK - Anti-fietstekens.

Heer Meiring

Ek sien die: "JSRA het toesetmming vir die sign gekry by die Munisipaliteit.

Ek sien daar is 'n NO CYCLING teken op - kan net Abri Meiring wees wat dit laat doen het - sonder konsultasie met enigiemand sover ek weet - ek dink dat dit verder geneem moet word met die parke raadslid / beampte/ asook die wykslid."

Kan u op skrif bevestig dat al die nodige papierwerk in plek is om hierdie tekens teen fietse wel op borde in die omgewing aan te hou aanbring?

Sien aangeheg.

Kan u verder ook bevestig dat u by magte is om as sheriff en skeidsregter op te tree, soos u Sondag met my gemaak het, en etlike maande gelede met Vuyo - 'n plaaslike toergids - en 'n groot groep internasionale besoekers?

Ek hou vd idee vd beskerming vd ekologie - ons as bergfietsers moet geduring deur proses van EIA's en dies meer gaan, om roetes aan te bring - ek neem aan reels is reels en dat relevante reels ook in Meiringspoort geld?

CL _____

Charl D. Cillie

Digital & IT Project Manager

082 415 7815

charl.cillie@gmail.com

za.linkedin.com/in/CharlCillie



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Directorate: Community and Protection Services

ANNEXURE G

E-mails (not requested but received) from Johan Reinecke

Annexure GJOHAN REINECKE SE E-POSSE

(Datum: Mon 2017/05/29 04:48 PM)

Goeie dag Mnr. Van der Merwe

Soos u reus weet is daar tans baie ongelukkigheid wat broei in die Brummerpark saga

Aangeheg hieronder is opsas wat ek vandag aan Richard de Villiers van STF gestuur het vir u aandag

Ek het laas week ook aan Carinus Lemmer skrywe gong om historiese perspektief te verleen aan die gebruik van Brummerpark wat ek hoop van hul p kan wees. Ek verstaan hy het dit aan u ook gestuur. Laat weet indien u dit nie ontvang het nie.

Groete,

Johann Reinecke

(Datum: Mon 2017/06/05 05:16 PM)

Vir u aandag sien korrespondensie hieronder gong aan Abri Moring

Groete,

Johann Reinecke

~~-----~~

From: Johann Reinecke
Sent: 05 June 2017 05:12 PM
To: 'abri.moring@telkomsa.net'
Subject: Tuinvullis stortingsrivier'oop in Brummerpark

Goeie dag Abri,

Ek is besorg oor die drie onwettige tuinvullis stortingsareas in Brummerpark.

Veral twee stortingsgebiede is op risiko. Die eerste een is op die draai van die Eerstervier by die Otterkuil en die tweede een voor die Carstens se huis is op risiko om rivier af te spoel indien die rivier in vloed alkom hierdie week. Ek het reeds met die munisipaliteit geskakel hieroor, maar dit wil voorkom of hulle dalk nie betyds daarby gaan uitkom nie. Ifulle is blykbaar besig om op verskeie punte voorbereiding te tref vir moontlik vloedwater. Die stortingsarea voor u huis wek ook kommer,

maar is na my mening nie op risiko hierdie week n.e.

Aangesien hierdie tuinvullis deur die aangrensende inwoners van Brummerpark daar gestort is, versoek ek vriendelik dat hierdie saak so spoedig moontlik aangespreek word. Ek hoop dat u met die betrokke inwoners so spoedig moontlik sal kan skakel om hierdie probleem op te los.

Soos u goed weet, is hierdie stortings teen munisipale regulasies. Indien hierdie stortings naver afspoel, gaan dit groot ongelukkigheid skep in die gemeenskap wat 'n groot verontwaardigheid vir die aangrensende inwoners sal wees. Kom ons probeer dit vermy.

Laat my weet as daar iets is wat ek kan doen om te help om hierdie situasie af te weer.

Groete,

Johanna Reinecke

.....



STELLENBOSCH
STELLENBOSCH • PNIF. • FRANSCHHOEK

MUNICIPALITY • UMASHIPALA • MUNISIPALITEIT

Directorate: Community and Protection Services

ANNEXURE H

Current sign boards indicating activities allowed

Photos of Brummer Park



1565 (C.D.R.)

STELLENBOSCH ALLOTMENT AREA
TP
GENERAL PLAN 1565 LD
OF
KARINDAL TOWNSHIP (C.D.R.)

Approved
R. J. van der Merwe
J. J. van der Merwe
12-1-1961

Comprising 46 From numbered 1 to 46, 48 to 51 and the Marginalized Streets of the Municipality of Stellenbosch in the Division of Stellenbosch Municipality of the Cape of Good Hope
Scale Diagram is 1:50,000 reduced to 1:25,000 at 1/50

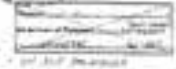


Table with multiple columns, likely a schedule of lots or streets.

Table with multiple columns, likely a schedule of lots or streets.

- 1. On the line of the allotment, the street shall be widened to the width shown on the plan.
- 2. On the line of the allotment, the street shall be widened to the width shown on the plan.
- 3. On the line of the allotment, the street shall be widened to the width shown on the plan.
- 4. On the line of the allotment, the street shall be widened to the width shown on the plan.

The amount of each lot and the position of the boundaries are shown on the plan and are subject to the provisions of the Act and the Regulations thereunder.

The plan is subject to the provisions of the Act and the Regulations thereunder.

Approved
R. J. van der Merwe
J. J. van der Merwe
12-1-1961

Table with columns for 'STREETS' and 'FOURTEENS'.

Table with columns for 'STREETS' and 'FOURTEENS'.

Deeds Office Property



STELLENBOSCH, 3593, 0 (CAPE TOWN)

GENERAL INFORMATION

Deeds Office	CAPE TOWN
Date Requested	2017/10/13 10:51
Information Source	DEEDS OFFICE
Reference	-



PROPERTY INFORMATION

Property Type	ERF
Erf Number	3593
Portion Number	0
Township	STELLENBOSCH
Local Authority	STELLENBOSCH MUN
Registration Division	STELLENBOSCH RD
Province	WESTERN CAPE
Diagram Deed	DUM
Extent	DUMDUM
Previous Description	-
LPI Code	C06700220000359300000

OWNER INFORMATION

Owner 1 of 1

Company Type	COMPANY
Name	KARINDAL ESTATES PTY LTD
Registration Number	
Title Deed	T15982/1958
Registration Date	1958/11/03
Purchase Price (R)	T/T
Purchase Date	-
Share	
Microfilm Reference	
Multiple Properties	NO
Multiple Owners	NO

ENDORSEMENTS

No documents to display

HISTORIC DOCUMENTS

No documents to display

DISCLAIMER

This report contains information gathered from our suppliers and we do not make any representations about the accuracy of the data displayed nor do we accept responsibility for inaccurate data. WinDeed will not be liable for any damage caused by reliance on this report. This report is subject to the terms and conditions of the [WinDeed End User License Agreement \(EULA\)](#)

Deeds Office Property



STELLENBOSCH, 3592, 0 (CAPE TOWN)

GENERAL INFORMATION

Deeds Office	CAPE TOWN
Date Requested	2017/10/10 15:37
Information Source	DEEDS OFFICE
Reference	-



PROPERTY INFORMATION

Property Type	ERF
Erf Number	3592
Portion Number	0
Township	STELLENBOSCH
Local Authority	STELLENBOSCH MUN
Registration Division	STELLENBOSCH RD
Province	WESTERN CAPE
Diagram Deed	DUM
Extent	DUMDUM
Previous Description	-
LPI Code	C06700220000359200000

OWNER INFORMATION

Owner 1 of 1

Company Type	COMPANY
Name	KARINDAL ESTATES PTY LTD
Registration Number	
Title Deed	T15962/1958
Registration Date	1958/11/03
Purchase Price (R)	T/T
Purchase Date	-
Share	
Microfilm Reference	
Multiple Properties	NO
Multiple Owners	NO

ENDORSEMENTS

No documents to display

HISTORIC DOCUMENTS

No documents to display

DISCLAIMER

This report contains information gathered from our suppliers and we do not make any representations about the accuracy of the data displayed nor do we accept responsibility for inaccurate data. WinDeed will not be liable for any damage caused by reliance on this report. This report is subject to the terms and conditions of the [WinDeed End User License Agreement \(EULA\)](#)

7.8	PROTECTION SERVICES: [PC: CLLR Q SMIT]
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NONE

7.9	YOUTH, SPORTS AND CULTURE: [PC: XL MDEMKA (MS)]
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NONE

7.10	OFFICE OF THE MUNICIPAL MANAGER
7.10.1	ESTABLISHMENT OF A STELLENBOSCH MUNICIPAL RELIEF AND CHARITABLE OR TRUST FUND (THE MAYORAL FUND)

1. PURPOSE OF REPORT

To obtain approval for the introduction and establishment of a relief and charitable fund in terms of Section 12 of the Municipal Finance Management Act, no 56 of 2003 (MFMA), and to obtain approval for the guidelines associated with such fund (hereafter referred to as the Fund).

2. DISCUSSION

MOTIVATION

The Executive Mayor receives on a regular basis requests for grants, donations and financial assistance from various organisations, groups and individuals. Most of these are dealt with through the normal Grants-in-Aid policy, but some deserving requests fall outside the ambit of the policy.

It is thus along these lines that a mechanism be put in place that could address these deserving relief and / or charitable cases. In this regard it is proposed that a "Relief and / or charitable fund" be created in the name of Stellenbosch Municipality, specifically for this purpose and in terms of guidelines set out below.

MFMA

Relief, charitable, trust or other funds

- 12.(1) No political structure or office-bearer of a municipality may set up a relief, charitable, trust or other fund of whatever description except in the name of the municipality. Only the municipal manager may be the accounting officer of any such fund.
- (2) A municipality may in terms of section 7 open a separate bank account in the name of the municipality for the purpose of a relief, charitable, trust or other fund.
- (3) Money received by the municipality for the purpose of a relief, charitable, trust or other fund must be paid into a bank account of the municipality, or if a separate bank account has been opened in terms of subsection (2), into that account.
- (4) Money in a separate account opened in terms of subsection (2) may be withdrawn from the account without appropriation in terms of an approved budget, but only—
 - (a) by or on the written authority of the accounting officer acting in accordance with decisions of the municipal council; and
 - (b) for the purposes for which, and subject to any conditions on which, the fund was established or the money in the fund was donated.

PURPOSE OF THE FUND

The Fund is for the purpose of allocating grants by the Executive Mayor at his / her discretion in respect of applications made or at the Executive Mayor's initiative for cases set out in the Fund Guidelines.

FUND GUIDELINES**(a) The "Fund" may be used for:**

- 1) Causes that will promote the profile of the Stellenbosch Municipality in the instances where beneficiaries represents Stellenbosch abroad;
- 2) Cases of hardship which fall outside the Municipality's Grant-in-Aid policy;
- 3) Emergency / Disaster situations where the Municipality has no other provision to cater for the event;
- 4) The specific use and conditions as may be set out by a donor to the "Fund" for that donated amount.

(b) The "Fund" may NOT be used for:

- 1) The "Fund" may not be used for any purpose that benefits a political party.
- 2) Appropriations may not benefit any member of the Council or a family member or relative of any member of the Council.
- 3) Only in exceptional cases may grants be made for activities occurring outside the boundaries of the Municipality and only after the approval by the Executive Mayor in consultation with the mayoral Committee.
- 4) Grants may not be used for travelling expenses or accommodation for choirs, sports teams, etc.
- 5) Any grant from the "Fund" shall not result in repeat commitments nor may any expectation be created that funding will automatically be made available for future events.
- 6) Grants should not be used in conjunction with other municipal funding of grants.

(c) Process for releasing of funds

The Executive Mayor will refer all requests for assistance in cases of real hardship from individuals, groups, requests for assistance by welfare organisations, sports or other deserving community structures or individuals, to the Municipal Manager for consideration in terms of the under mentioned guidelines.

The Executive Mayor identifies an appropriate use and determines the amount, as well as the beneficiary and forward the request to the Municipal Manager. The Executive Mayor may impose conditions (within the Council approved Fund Guidelines) in respect of any grant made from the Fund.

The Municipal Manager or his / her delegate must assess the request and determine whether it meets the Guidelines set out above as is required by S 12 (4) of the MFMA. If there are sufficient funds, the Municipal Manager or his / her delegate will withdraw the amount from the "Fund".

However, Section 67 of the MFMA must be complied with.

Funds transferred to organisations and bodies outside government

-
- 67.(1) Before transferring funds of the municipality to an organisation or body outside any sphere of government otherwise than in compliance with a commercial or other business transaction, the accounting officer must be satisfied that the organisation or body—
- (a) has the capacity and has agreed—
 - (i) to comply with any agreement with the municipality;
 - (ii) for the period of the agreement to comply with all reporting, financial management and auditing requirements as may be stipulated in the agreement;
 - (iii) to report at least monthly to the accounting officer on actual expenditure against such transfer; and
 - (iv) to submit its audited financial statements for its financial year to the accounting officer promptly;
 - (b) implements effective, efficient and transparent financial management and internal control systems to guard against fraud, theft and financial mismanagement; and
 - (c) has in respect of previous similar transfers complied with all the requirements of this section.
- (2) If there has been a failure by an organisation or body to comply with the requirements of subsection (1) in respect of a previous transfer, the municipality may despite subsection (1)(c) make a further transfer to that organisation or body provided that—
- (a) subsection (1)(a) and (b) is complied with; and
 - (b) the relevant provincial treasury has approved the transfer.
- (3) The accounting officer must through contractual and other appropriate mechanisms enforce compliance with subsection (1).
- (4) Subsection (1)(a) does not apply to an organisation or body serving the poor or used by government as an agency to serve the poor, provided—
- (a) that the transfer does not exceed a prescribed limit; and
 - (b) that the accounting officer—
 - (i) takes all reasonable steps to ensure that the targeted beneficiaries receive the benefit of the transferred funds; and
 - (ii) certifies to the Auditor-General that compliance by that organisation or body with subsection (1)(a) is uneconomical or unreasonable.

(d) Reporting requirements

The Municipal Manager must report to Council on a quarterly basis in respect of the status of the "Fund" including amounts withdrawn, and the names of the and amounts beneficiaries. Any donation(s) received must also be reported.

Movements and planned movements in the Fund must be reported to the next informal Mayco.

Donations to the fund

- Any member of the public may donate money to the "Fund".
- The Municipality may actively canvass for donations to the "Fund".
- If a donor specifies conditions in respect of any donation, the donated amount may only be utilised in terms of those conditions, and on the condition that it is subject to the conditions stated above under the Fund Guidelines and Prohibited Uses.
- The Executive Mayor may refuse any donation where the conditions attached are unacceptable or not in accordance with the approved Fund Guidelines.
- The Municipality may NOT appropriate to the "Fund" from its annual budget.

LEGAL IMPLICATIONS / COMMENT**Legal Department**

The item and recommendations are supported.

RECOMMENDED

- (a) that the aforementioned guidelines for the establishment of the Stellenbosch Municipal Relief and Charitable Fund be approved and implemented in terms of Section 12 of the Municipal Finance Management Act, 2003, Act 56 of 2003;
- (b) that a separate bank account be opened in the name of the Stellenbosch Municipality in terms of Section 7 of the MFMA ;and
- (c) that the Fund be audited annually by the Internal Auditors and the audit findings be submitted to Council for information.

(CHIEF FINANCIAL OFFICER TO ACTION)

MAYORAL COMMITTEE MEETING: 2015-10-21: ITEM 5.1.14**RECOMMENDED BY THE EXECUTIVE MAYOR**

- (a) that the aforementioned guidelines for the establishment of the Stellenbosch Municipal Relief and Charitable Fund be approved and implemented in terms of Section 12 of the Municipal Finance Management Act, 2003, Act 56 of 2003;
- (b) that a separate bank account be opened in the name of the Stellenbosch Municipality in terms of Section 7 of the MFMA ;and

-
- (c) that the Fund be audited annually by the Internal Auditors and the audit findings be submitted to Council for information.

(CHIEF FINANCIAL OFFICER TO ACTION)

35TH COUNCIL MEETING: 2015-10-28: ITEM 7.12

RESOLVED (nem con)

- (a) that the aforementioned guidelines for the establishment of the Stellenbosch Municipal Relief and Charitable Fund be approved and implemented in terms of Section 12 of the Municipal Finance Management Act, 2003, Act 56 of 2003;
- (b) that a separate bank account be opened in the name of the Stellenbosch Municipality in terms of Section 7 of the MFMA;
- (c) that the Fund be audited annually by the Internal Auditors and the audit findings be submitted to Council for information; and
- (d) that the fund shall be named the Mayoral Fund.

(CHIEF FINANCIAL OFFICER TO ACTION)

FURTHER COMMENTS BY THE MUNICIPAL MANAGER: 13 SEPTEMBER 2017

Due to the increasing demand for funding and donations received by the Executive Mayor and Municipal Manager, it has come to light that the Municipality cannot donate funding to organisations due to the limitations of the above set guidelines.

It is herewith recommended that changes be made to the guidelines in order for e.g. Schools or sports teams (with the relevant motivation) to qualify for a donation from the Mayoral Fund.

The revised set of Fund Guidelines should therefore read as follows:

SET OF FUND GUIDELINES

- a) The "Fund" may be used for:**
- 1) Causes that will promote the profile of the Stellenbosch Municipality in the instances where beneficiaries represents Stellenbosch abroad;
 - 2) Cases of hardship which fall outside the Municipality's Grant-in-Aid policy;
 - 3) Emergency/Disaster situations where the Municipality has no other provision to cater for the event;
 - 4) The specific use and conditions as may be set out by a donor to the "Fund" for that donated amount;

-
- 5) Grants may be used for registration, travelling expenses or accommodation (including outside municipal boundaries) for academic excellence, choirs, sports teams or any other form of religious activity and cultural events, from organisations within the WC024 area including NPO's and Schools which will promote the profile of Stellenbosch Municipality;
- 6) Applications should include all relevant details of the request and upon examination of all the documentation the Executive Mayor and/or Municipal Manager will make a final decision to approve / reject the application. All funding will be made to the bank account of the organisation and not an individual.
- (b) The "Fund" may NOT be used for:**
- 1) The "Fund" may not be used for any purpose that benefits a political party;
- 2) Appropriations may not benefit any member of the Council or a family member or relative of any member of the Council;
- 3) Only in exceptional cases may grants be made for activities occurring outside the boundaries of the Municipality and only after the approval by the Executive Mayor in consultation with the Mayoral Committee;
- 4) Any grant from the "Fund" shall not result in repeat commitments nor may any expectation be created that funding will automatically be made available for future events;
- 5) Grants should not be used in conjunction with other municipal funding of grants.

MAYORAL COMMITTEE MEETING: 2017-10-11: ITEM 6.2**RECOMMENDED**

that Council approves the revised set of Fund Guidelines as set out above.

<i>Meeting :</i>	<i>13th Council: 2017-10-25</i>	<i>Submitted by Directorate</i>	<i>Office of the MM</i>
<i>Ref no:</i>	<i>8/1/Financial</i>	<i>Author</i>	<i>Office of the MM</i>
<i>Collab</i>		<i>Referred from :</i>	<i>Mayco: 2017-10-11</i>

8.	CONSIDERATION OF ITEMS, REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS SUBMITTED VIA THE OFFICE OF THE MUNICIPAL MANAGER
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8.1	CORPORATE AND STRATEGIC SERVICES: (PC: CLLR E GROENEWALD (MS))
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8.1.1	TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) REPORT FOR THE FIRST QUARTER (1 JULY 2017 UNTIL 30 SEPTEMBER 2017)
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date:

1. PURPOSE OF REPORT

That Council takes cognisance of progress made with the achievement of key performance indicators, development priorities and objectives as determined in the Top Layer Service Delivery and Budget Implementation Plan (SDBIP) for the 1st Quarter (1 July 2017 to 30 September 2017).

2. BACKGROUND

In terms of Section 1 of the Local Government: Municipal Finance Management Act, 2003 (Act No 56 of 2003) the service delivery and budget implementation plan (SDBIP) is defined as a detailed plan approved by the mayor of a municipality within 28 days after the approval of the budget for implementing the municipality's delivery of municipal services and its annual budget.

The format of the Service Delivery and Budget Implementation Plan (SDBIP) is prescribed by MFMA Circular Number 13 issued by National Treasury. In terms of the said Circular Number 13 the Service Delivery and Budget Implementation Plan (SDBIP) must depict the service delivery areas, budget allocations and enable monitoring and evaluation. It specifically requires the Service Delivery and Budget Implementation Plan (SDBIP) to include, inter alia, the following:

- Monthly projections of revenue to be collected for each source;
- Monthly projections of expenditure (operating and capital) and revenue for each vote;
- Quarterly projections of service delivery targets and performance indicators for each vote;
- Information for expenditure and delivery; and
- Detailed capital works plan.

Section 41(1)(e) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000 (MSA), stipulates that a process must be established of regular reporting to Council. This process is detailed in the Performance Management Framework of the Municipality.

3. DISCUSSION

Included under separate cover is:

A copy of the 1st Quarter (1 July 2017 to 30 September 2017) Top Layer Service Delivery and Budget Implementation Plan (SDBIP) Report for the 2017/18 financial year (**distributed under separate cover as APPENDIX 1**).

A Service Delivery and Budget Implementation Plan (SDBIP) seeks to promote municipal accountability and transparency and is an important instrument for service delivery, budgetary monitoring and evaluation. It can be seen as a partnership contract entered into between the Administration, Council and the community, in which the goals and objectives set by Council are expressed.

The Service Delivery and Budget Implementation Plan (SDBIP) provides an excellent basis for the Councillors of the Stellenbosch Municipality to monitor the implementation of service delivery programmes and initiatives across the municipal area. The scorecard in the Service Delivery and Budget Implementation Plan (SDBIP) presents a clear mandate to the Councillors in terms of playing their oversight function.

4. COMMENTS BY RELEVANT DEPARTMENTS**4.1 Human Resource Management**

The accountability of the Administration, inclusive of the Municipal Manager and Senior Managers as addressed under Legal Implications is noted.

4.2 Financial Services

The SDBIP is viewed as an implementation and monitoring tool rather than a financial tool, however this plan is supported by the financial information reported to Council in terms of Section 52 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

4.3 Legal Services**MFMA Circular No. 13**

The SDBIP serves as a “contract” between the administration, council and community expressing the goals and objectives set by council as quantifiable outcomes that can be implemented by the administration over the next twelve months. The SDBIP provides the vital link between the mayor, council (executive) and the administration and facilitates the process for holding management accountable for its performance. The SDBIP is a management, implementation and monitoring tool that will assist the mayor, councillors, municipal manager, senior managers and community.

MFMA

A “*service delivery and budget implementation plan*” is defined as follows in Section 1 of the MFMA :

“... means a detailed plan approved by the mayor of a municipality in terms of Section 53(1)(c)(ii) for implementing the municipality’s delivery of municipal services and its annual budget, and which must indicate –

- (a) *Projections for each month of –*
- (i) *Revenue to be collected, by source; and*
 - (ii) *Operational and capital expenditure, by vote;*
- (b) *Service delivery targets and performance indicators for each quarter; and*
- (c) *Any other matters that may be prescribed;*

and includes any revisions of such plan by the mayor in terms of Section 54(1)(c).

In accordance with Section 53 of the MFMA, the mayor of a municipality must-

“(1)(c)(ii) take all reasonable steps to ensure that the municipality’s service delivery and budget implementation plan is approved by the mayor within 28 days after the approval of the budget.

(1)(c)(iii)(bb) that the annual performance agreements as required in terms of Section 57(1)(b) of the MSA for the municipal manager and all senior managers are linked to the measurable performance objectives approved with the budget and to the service delivery and budget implementation plan.”

Quarterly projections of service delivery targets and performance indicators for each vote, is one of the five components of the top-layer SDBIP that must be made public as detailed in MFMA Circular 13.

RECOMMENDED

that Council takes cognisance of the 2017/18 Top Layer Service Delivery and Budget Implementation Plan (SDBIP) Report for the 1st Quarter (1 July 2017 to 30 September 2017), **(distributed under separate cover as APPENDIX 1).**

Meeting: Ref no: Collab	13 th Council: 2017-10-25 8/1/3/3/1/4	Submitted by Directorate: Author Referred from:	Strategic & Corporate Services Performance Management Officer
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QUALITY CERTIFICATE

I, Geraldine Mettler, the Municipal Manager of Stellenbosch Municipality, hereby certify that the quarterly report the period ending September 2017 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 September 2017.

Name: Geraldine Mettler

Municipal Manager of Stellenbosch Municipality- WC024

Signature _____

A handwritten signature in black ink, appearing to read 'G. Mettler', is written over a horizontal line. The signature is cursive and includes a small flourish at the end.

Date: 16 October 2017

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 first 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: 16 October 2017

Stellenbosch Municipality

SDBIP 2017/2018: Top Layer SDBIP Report for Quarter 1 (July - September 2017)

Office of the Municipal Manager

Ref	KPI	Unit of Measurement	Annual Target	Sep-17				
				Target	Actual	R	SDBIP Comments	Corrective Measures
TL57	The % of the Municipal Manager 's capital budget spent on capital projects by 30 June annually $\{(Total\ Actual\ capital\ Expenditure/Approved\ Capital\ Budget)\ x\ 100\}$	% of the Municipal Manager 's capital budget spent by 30 June annually $\{(Total\ Actual\ capital\ Expenditure/Approve\ d\ Capital\ Budget)\ x\ 100\}$	90%	10%	20.17%	B	Capex Expenditure report as at September 2017	
TL64	The number of people from employment equity target groups employed (to be appointed) in the three highest levels of management in compliance with the municipality's approved employment equity plan	Number of appointments made in the three highest levels of management in compliance with the municipality's approved employment equity plan	2	0	0	N/A		
TL68	Review the Risk based audit plan and submit to the Audit Committee by 30 June 2018	Reviewed RBAP submitted to the Audit Committee by 30 June 2018	1	0	0	N/A		
TL69	Approve 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	0	0	N/A		
TL70	Review the risk register and submit to the Risk Management Committee by 30 June 2018	Reviewed risk register submitted to the Risk Management Committee by 30 June 2018	1	0	0	N/A		

Strategic & Corporate Services

Ref	KPI	Unit of Measurement	Annual Target	Sep-17				
				Target	Actual	R	SDBIP Comments	Corrective Measures
TL58	The % of the Strategic & Corporate Services capital budget spent on capital projects by 30 June annually $\{(Total\ Actual\ capital\ Expenditure/Approved\ Capital\ Budget)\ x\ 100\}$	% of the Strategic & Corporate Services capital budget spent by 30 June annually $\{(Total\ Actual\ capital\ Expenditure/Approve\ d\ Capital\ Budget)\ x\ 100\}$	90%	10%	6.31%	R	We experienced challenges in regard to the implementation of some of the approved projects, but are monitoring the processes needed to ensure implementation.	Monthly monitoring of the progress are done to ensure that the implementation takes place as soon as possible.
TL65	The percentage of a municipality's payroll budget actually spent on implementing its workplace skills plan $\{(Total\ Actual\ Training\ Expenditure\ /1\% \ of\ Total\ annual\ payroll\ Budget)\ x100\}$	% 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%	0%	N/A		
TL71	Review the ICT Backup Disaster Recovery Plan and submit to the ICT Steering Committee by December 2017	Reviewed ICT Backup Disaster Recovery Plan submitted to the ICT Steering Committee	1	0	0	N/A		
TL72	Backup Disaster Recovery testing before end of March annually	Certification submitted to the ICT Steering Committee by March annually	1	0	0	N/A		
TL73	Review the Communication Strategy and submit it to a Committee of Council/Mayco by June 2018	Reviewed Communication Strategy submitted to a Committee of Council/Mayco	1	0	0	N/A		
TL74	Review the 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	0	0	N/A		
TL75	Compile and submit the draft IDP to council by 31 March annually	Draft IDP compiled and submitted to council by 31 March annually	1	0	0	N/A		

TL76	Submit the reviewed organisational structure to Council for approval by December 2017	Reviewed organisational structure submitted to Council	1	0	0	N/A		
TL78	Assessment of current Management Information systems by June 2018	Assessment of Management Information systems	1	0	0	N/A		
TL83	Develop, update a policy register and display it's status on the municipal website by December 2017	Policy register from the Municipal website	1	0	0	N/A		
TL84	Development of a Centralised Customer Care strategy submitted to a Committee of Council/Mayco by 28 February 2018	Developed strategy submitted to a Committee of Council/Mayco by 28 February 2018	1	0	0	N/A		
TL85	Submission of IDP/Budget/SDF time schedule (process plan) to Council by 31 August annually	IDP/Budget/SDF time schedule (process plan)	1	1	1	G	Process plan was tabled	
TL86	Update ward plans for all wards by June annually	Updated ward plans by June annually	22	0	0	N/A		
TL87	Develop a public participation policy and submit it to a Committee of Council/Mayco by June 2018	Submitted public participation policy submitted to a Committee of Council/Mayco	1	0	0	N/A		
TL89	Establishment holding cells at the Municipal Court by December 2017	Established holding cells	1	0	0	N/A		
TL90	Distribution of Council agendas 72 hours before Council meetings on a monthly basis	Distributed Council agendas 72 hours before the Council meetings	10	3	3	G	Agenda was distributed 96 hours before Council meeting: POE: Agenda cover page; Acknowledgement of receipt	

Financial Services

Ref	KPI	Unit of Measurement	Annual Target	Sep-17				SDBIP Comments	Corrective Measures
				Target	Actual	R			
TL39	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	25,000	0	0	N/A			
TL40	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)	25,000	0	0	N/A			
TL41	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	25,000	25,000	25,849	G2	Residential properties which are linked to sewerage levies		
TL42	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	25,000	0	0	N/A			
TL43	Provide free basic water in terms of the equitable share requirements to indigent account holders	Monthly provisioning of free basic water in terms of the equitable share requirements to indigent account holders (KL per account holders)	10	0	0	N/A			

TL44	Provide clean piped water to registered indigent account holders which are connected to the municipal water infrastructure network	Number of indigent account holders receiving free basic water	6,000	0	0	N/A		
TL45	Provide free basic electricity to registered indigent account holders connected to the municipal electrical infrastructure network as at 30 June 2018	Provide free basic electricity to indigent account holders in terms of the equitable share requirements measured in terms of quantum approved (Free kw basic electricity per indigent household)	100	0	0	N/A		
TL46	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	0	0	N/A		
TL53	Provide free basic sanitation services to registered indigent account holders which are connected to the municipal waste water (sanitation/sewerage) 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/sewerage network and are billed for sewerage services as at 30 June 2018	6,000	0	0	N/A		
TL54	Financial viability measured in terms of the available cash to cover fixed operating expenditure as at 30 June annually ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets)).	Cost coverage as at 30 June 2018 ((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets)). (Depreciation, Amortisation, and Provision for Bad Debts, Impairment and Loss on Disposal of Assets)).	6	0	0	N/A		
TL55	Achieve an average payment percentage of 93% by 30 June annually (Gross Debtors Closing Balance + billed revenue - Gross Debtors Opening Balance - Bad Debts Written Off)/Billed revenue) x 100	(Gross Debtors Closing Balance + billed revenue - Gross Debtors Opening Balance + Bad Debts Written Off)/Billed Revenue) x 100	93%	93%	93.25%	G2	Payment percentage for July = 86.07% Payment percentage for August = 111.08% Payment percentage for September = 82.61% % Payment percentage for July due to annual levies not due and for September due to journal entries.	

TL56	The % of the Municipality's capital budget spent on capital projects by 30 June annually $\{(Total\ Actual\ capital\ Expenditure/Approved\ Capital\ Budget)\ x\ 100\}$	% of the Municipality's capital budget spent by 30 June annually $\{(Total\ Actual\ capital\ Expenditure/Approve\ d\ Capital\ Budget)\ x\ 100\}$	90%	10%	3.60%	R	Spending target was not achieved	Various initiatives are ongoing to improve capital expenditure. Some larger projects have been approved by the Bid Adjudication Committee recently.
TL62	The % of the Financial Services capital budget spent on capital projects by 30 June annually $\{(Total\ Actual\ capital\ Expenditure/Approved\ Capital\ Budget)\ x\ 100\}$	% of the Financial Services capital budget spent by 30 June annually $\{(Total\ Actual\ capital\ Expenditure/Approved\ Capital\ Budget)\ x\ 100\}$	90%	10%	5.50%	R	Spending target was not achieved	The major capital budget item for Finance is the upgrading of the stores. Planning is in process and the budget might be adjusted downwards.
TL66	Financial viability measured in terms of the municipality's ability to meet it's service debt obligations as at 30 June annually $(Short\ Term\ Borrowing + Bank\ Overdraft + Short\ Term\ Lease + Long\ Term\ Borrowing + Long\ Term\ Lease) / Total\ Operating\ Revenue - Operating\ Conditional\ Grant$	Debt to Revenue $(Short\ Term\ Borrowing + Bank\ Overdraft + Short\ Term\ Lease + Long\ Term\ Borrowing + Long\ Term\ Lease) / Total\ Operating\ Revenue - Operating\ Conditional\ Grant$	35%	0%	0%	N/A		
TL67	Financial viability measured in terms of the outstanding service debtors as at 30 June annually $(Total\ outstanding\ service\ debtors/ revenue\ received\ for\ services)$	% of outstanding service debtors $(Total\ outstanding\ service\ debtors/ revenue\ received\ for\ services)$	20%	0%	0%	N/A		
TL77	Update and implement the preferential procurement policy by 30 June annually	Reviewed policy submitted to Council	1	0	0	N/A		
TL79	Review the asset management policy by 30 June annually	Updated policy submitted to the Council annually	1	0	0	N/A		
TL80	Report on the implementation of the asset management policy to a Committee of Council /Mayco by 30 June annually	Report submitted to a Committee of Council /Mayco	1	0	0	N/A		
TL81	Establish an asset management section as part of the organisation structure by 30 June 2018	Establish asset management section	1	0	0	N/A		
TL82	Implement the Municipal Standard Chart of Accounts.	Report quarterly on the implementation of MSCOA to a Committee of Council/Mayco	4	1	0	R	Report to be submitted on the status of mSCOA	Full report on the progress of mSCOA to be submitted to a next meeting of Mayco

Engineering Services

Ref	KPI	Unit of Measurement	Annual Target	Sep-17				SDBIP Comments	Corrective Measures
				Target	Actual	R			
TL8	Construct Bus and Taxi shelters by June 2018	Constructed Bus and Taxi shelters based on completion photos	2	0	0	N/A			
TL15	Implement the Traffic Performance Monitoring System	Progress on the implementation of Traffic Performance Monitoring System submitted quarterly to a Committee of Council/Mayco	4	1	1	G	Traffic Performance Monitoring System Implemented		

TL16	Construction of Klappmuts Taxi rank by April 2018	Constructed taxi rank by April 2018. Photographs on Ignite	4	1	0	R		
TL17	External Audits of Stellenbosch Waste Disposal Facilities (Permitted Landfill/Transfer station) by August 2017	Number of Audits completed. Reports by external consultant	2	2	0	R	The department is in process to appoint service provider.	We await the supply chain processes to be finalised to conduct external audits.
TL18	Implementation of the 3rd Generation Integrated Waste Management Plan by December 2017	Implementation of the 3rd Generation Integrated Waste Management Plan	1	0	0	N/A		
TL19	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	0	N/A		
TL21	50% 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	50%	50%	80%	B	Target met	
TL47	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 purchases of current month plus 11 preceding months as reported on Ignite and using reports from SAMRAS	10%	10%	0.45%	B	Electrical losses as at end of September 2017	
TL48	90% Weighted Average water quality achieved as per micro, chemical, operational and physical determinants in terms of the Blue Drop requirements regulated by SANS 241 for all Water Treatment Works	% Average water quality achieved as per micro, chemical, operational and physical determinants as reported on Ignite and using reports from an external laboratory	90%	90%	98.59%	G2	Target met.	
TL49	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%	25%	21.70%	B	Target met	
TL59	The % of the Engineering Services capital budget spent on capital projects by 30 June annually {(Total Actual capital Expenditure/Approved Capital Budget) × 100}	% of the Engineering Services capital budget spent by 30 June annually {(Total Actual capital Expenditure/Approved Capital Budget) × 100}	90%	10%	3.58%	R	No orders could be generated due to the U-Key challenges. Three (3) months of invoices had to be withheld due to the problem	Expenditure will improve by December 2017

Planning & Economic Development

Ref	KPI	Unit of Measurement	Annual Target	Sep-17				Corrective Measures
				Target	Actual	R	SDBIP Comments	
TL1	Number of Full Time Equivalent's created through the Expanded Public Works Programme by June 2018	Number of Full Time Equivalent's Created as a % of the possible total given the allocated budget	106	25	22	O	Missed the target by 3 FTE's	Needs to adjust the way of measuring the KPI. should be incremental

TL4	Process all land-use applications within the prescribed/ legislated periods and during a maximum of 120 days submitted to Municipal Planning Tribunal	Quarterly status of land-use application submitted to the Municipal Planning Tribunal	4	1	1	G	new land use applications verified for completeness=135 applications, land use applications assessed and recommended for consideration=145 reports were submitted for consideration	
TL5	Provide training to entrepreneurs and SMME's and report quarterly to the director	Quarterly training events hosted with attendance registers as proof	4	1	1	G	Accomplished	
TL6	Finalise the SDF in line with the Integrated Development Plan and submit it to Council by May annually	SDF Amendment submitted to Council by May annually	1	0	0	N/A	Drafting of MSDF in Process. MSDF process plan prepared. Writing of report commences 26 October 2017	None required
TL7	Develop a brochure and review annually to link Small Medium and Micro Enterprises (SMME) to Supply Chain Management and open market opportunities by June 2018	Developed information document	1	0	0	N/A		
TL10	Develop 2 informal trading sites by June 2018	Number of developed informal trading sites	2	0	0	N/A		
TL14	Develop and Implement the Urban Development Strategy and submit it to Council by June 2018	Strategy submitted to Council	2	0	0	N/A	Project in line with program for drafting UDS. Forms part of MSDF process	NA
TL20	Process of building plan applications within the prescribed /legislated periods and submit its progress quarterly to a Committee of Council/Mayco	Number of building plan applications processed and it's status submitted to a Committee of Council/Mayco	4	1	1	G	Building Plans submitted for September 2017 = 87 Building Plans Approved for September 2017 = 74 with a total value of R55 112 000.00 Building Plans Refused for September 2017 = 57 Total Building Plans completed for September 2017 = 22 with a total value of R 55 112 000.00	
TL34	Develop, facilitate and implement youth programs in partnership with public and private institutions	Number of youth programmes implemented	12	3	2	R	DCAS Youth Drama Festival; Youth Job readiness Programme	Awaiting attendance register of third programme. Will upload once received.
TL38	Identify land for emergency housing and submit report with recommendations to a Committee of Council/Mayco by 30 June 2018	Report with recommendations submitted to a Committee of Council/Mayco by 30 June 2018	1	0	0	N/A	Item returned by EM to DPED for amendment 29 September 2017.	New item being prepared for EM.
TL50	Facilitate the registration of early childhood development centres on a quarterly basis	Quarterly ECD forum/Dept of Social Development registration workshops	4	1	1	G	Workshop in partnership with all registration role-players: DSD CWDM Planning Fires Services	
TL51	Review Grant in aid policy and submit it to Council by June annually	Policy submitted to Council	1	0	0	N/A		
TL60	The % of the Planning & Economic Development's capital budget spent on capital projects by 30 June annually {(Total Actual capital Expenditure/Approved Capital Budget) x 100}	% of the Planning & Economic Development's capital budget spent by 30 June annually {(Total Actual capital Expenditure/Approved Capital Budget) x 100}	90%	10%	2%	R	Tenders were submitted well ahead of time, but SCM processes let the LED team down	Better cooperation with SCM required.
TL91	Develop an Integrated Zoning Scheme and submit it to Committee of Council/Mayco by 30 June 2018	Developed Integrated Zoning Scheme submitted to a Committee of Council/Mayco	1	0	0	N/A		

Human Settlements & Property Management

Ref	KPI	Unit of Measurement	Annual Target	Sep-17			SDBIP Comments	Corrective Measures
				Target	Actual	R		
TL2	Serviced erven for low cost housing development	Percentage of erven serviced	100%	0%	0%	N/A		
TL3	Construct 270 temporary units (Temporary Relocation Area - TRA)	Number of units constructed	270	0	0	N/A	Tender for the construction of 332 temporary housing units has been advertised. The tender closed on 28 July 2017 and the New housing Department is busy with tender evaluation.	
TL11	Assess of Municipal flats, 'The Steps' in consideration of future upgrades and submit it to a Committee of Council/Mayco by June 2018	Assessment submitted to a Committee of Council/Mayco	1	0	0	N/A		
TL12	Plan the conversion of Kayamandi Hostels into sustainable living units to promote dignify living by June 2018	Projected feasibility study submitted to a Committee of Council/Mayco	1	0	0	N/A	Draft feasibility report has been submitted by the consultants. The final report will be submitted before end of September.	
TL13	Review the housing pipeline and submit it to a Committee of Council/Mayco by March 2018	Reviewed the housing pipeline and submit it to a Committee of Council/Mayco by March 2018	1	0	0	N/A		
TL35	Provide 50 additional waterborne toilet facilities to informal settlements by 30 June 2018	Number of waterborne toilets facilities provided by 30 June 2018	50	0	0	N/A	Departmental report completed. Await confirmation of BEC. Tender number BSM 13/18 closed on the 05 September 2017. The target for the provision of 50 waterborne toilets will be met by 30 June 2018.	None
TL36	Compile and sign 200 transfer documents for ownership of low cost houses by 30 June 2018	Number of transfer documents compiled and signed by 30 June 2018	200	0	53	B	July and September 2017 purchase contracts has been finalised	
TL37	Install 50 taps in informal settlements by 30 June 2018	Number of taps Installed by 30 June 2018	50	0	0	N/A	Departmental report completed. Await confirmation of BEC. Tender number BSM 13/18 closed on the 05 September 2017. Target for the provision of 50 water taps will be met by 30 June 2018.	
TL52	Alignment of Municipal and Provincial Government housing waiting lists by December 2017	Aligned Waiting lists submitted to the Director	2	0	0	N/A		
TL61	The % of the Human Settlements & Property Management 's capital budget spent on capital projects by 30 June annually {(Total Actual capital Expenditure/Approved Capital Budget) x 100}	% of the Human Settlements & Property Management 's capital budget spent by 30 June annually {(Total Actual capital Expenditure/Approved Capital Budget) x 100}	90%	10%	1.47%	R	The Directorate has a significant number of multi year projects which was rolled over. The roll over projects did not have the required U-key numbers. This led to a significant delay in spending.	The U-key numbers were only correct in the first week of the second quarter of the financial year.
TL88	Audit of all municipal leased properties (excluding rental stock) by March 2018	Audited outcome on leased properties	1	0	0	N/A		

Community & Protection Services

Ref	KPI	Unit of Measurement	Annual Target	Sep-17				
				Target	Actual	R	SDBIP Comments	Corrective Measures
TL9	Identify and map all current and planned social infrastructures (parks, crèches) by June 2018	Updated plan with current and planned social infrastructure	1	0	0	N/A		
TL22	Review the Disaster Management Plan and submit it to a Committee of Council/Mayco by June annually	Revised Plan submitted to a Committee of Council/Mayco by June annually	1	0	0	N/A		
TL23	Review the Safety and Security Strategy and submit it to a Committee of Council/Mayco by June annually	Revised Strategy submitted to a Committee of Council/Mayco by June annually	1	0	0	N/A		
TL24	Review the Sport Management Plan and submit to a Committee of Council/Mayco by June annually	Revised Plan submitted to a Committee of Council/Mayco by June annually	2	0	0	N/A		
TL25	Enforcement of municipal Bylaws and report it quarterly to a Committee of Council/Mayco	Quarterly status on the enforcement of municipal Bylaws submitted to a Committee of Council/Mayco	4	1	0	R	Item prepared and submitted to Director	Meeting scheduled for November 2017. Cut-off date for submission for October was before the end of the Quarter.
TL26	Introduce appropriate technology and extend Close Circuit Television coverage to all wards.	Number of CCTV cameras installed within the WCO24	12	2	0	R	This project is not yet completed.	Delay caused by Wayleave approvals.
TL27	Safety Initiative projects undertaken and reported quarterly to a Committee of Council/Mayco	Number of Stellenbosch Safety Initiative projects undertaken reported to a Committee of Council/Mayco	4	1	0	R	Safety project compiled and undertaken of which the statistics are provided in the quarterly report of July 2017 till September 2017.	Quarterly report was placed on the agenda of the next Portfolio Committee meeting.
TL28	Improvement in the revenue collection control systems at the holiday resorts and campsites by March 2018	Implemented system for the revenue collection control systems at the holiday resorts and campsites by March 2018	1	0	0	N/A		
TL29	Upgrade play parks in the Municipal Area	Quarterly report on upgrades facilitated submitted to the director	1	1	1	G	Report submitted	
TL30	Review traffic management plan and submit it to a Committee of Council/Mayco by June 2018	Reviewed traffic management plan submitted to the a Committee of Council/Mayco	2	0	0	N/A		
TL31	Identify and develop a safety network database by December 2017	Developed database by December 2017	1	0	0	N/A		
TL32	Sign MOUs with SAPS to extent municipal law enforcement security cluster by December 2017	Signed MOU by December 2017	1	0	0	N/A		
TL33	Perform ward based risks assessments by June 2018	Completed risk assessment result of all wards by June 2018	1	0	0	N/A		
TL63	The % of the Community Protection Services capital budget spent on capital projects by 30 June annually $\{ \frac{\text{Total Actual capital Expenditure}}{\text{Approved Capital Budget}} \times 100 \}$	% of the Community Protection Services capital budget spent by 30 June annually $\{ \frac{\text{Total Actual capital Expenditure}}{\text{Approved Capital Budget}} \times 100 \}$	90%	10%	5.30%	R	Capital spend as at September 2017.	More effort will be introduced to increase capital spending.

Report generated on 12 October 2017 at 14:19.

8.2	ECONOMIC DEVELOPMENT AND PLANNING: (PC: ALD JP SERDYN (MS))
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8.2.1	DEMARCATION OF KLAPMUTS
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1. PURPOSE OF REPORT

To report to Council on the 2017 – 2021 municipal boundary demarcation process, the demarcation of Klapmuts and recommend further actions in this regard.

2. EXECUTIVE SUMMARY

The Municipal Demarcation Board sent out circulars (Circular 1 and 2/2017) to all stakeholders in the demarcation of municipal boundaries. Circular 1/2017 was sent in March 2017 (Annexure 1), setting out a program for the period 2017 to 2021. This dealt specifically with a program for consideration of technical boundary realignments. The circular makes it clear that the Municipal Demarcation Board (MDB) will not consider major municipal boundary redeterminations in the period preceding the 2019 national elections.

The MDB undertakes three broad types of municipal outer boundary determinations.

- **Type A - Technical and minor boundary re-determinations:** This re-determination entails a small scale boundary adjustment and/or alignment with a minor impact on the geographic area.
- **Type B – Consolidation and Annexations:** This is a medium scale boundary re-determination that may impact on a sizable geographic area, and number of voters in one or all the municipalities affected.
- **Type C – Amalgamation and Categorisation:** This type of re-determination entails a major and large scale municipal boundary redetermination which will have a significant impact on the geographic areas, the number of voters, and the capacities of the affected municipalities.

In July 2017 the DMB sent out circular 2/2017, requesting municipalities to commit to participation on the process of the technical (Type A) boundary redeterminations (Annexure 2). Amongst others the DMB indicated that local communities had to be consulted prior to any formal boundary redetermination processes commencing. Stellenbosch Municipality did not participate in these processes.

The Drakenstein Municipality Council resolved on the technical alignments between Stellenbosch and Drakenstein on 27 September 2017 (Annexure 3) as follows:

1. *that the report be **noted**;*
2. *that the proposed reconfigurations as per Annexures A & B of the departmental report identified by the Municipal Demarcation Board (MDB) and the proposed reconfigurations as per Annexures C & D of the departmental report, identified by the Planning Services department, be **supported** subject to the entire legal demarcation process;*
3. *that the southern portion of Farm 736 Paarl be incorporated into the Drakenstein Municipal Area; and*

-
4. *that further discussions with Stellenbosch Municipality be entered into regarding the incorporation of Klapmuts as a whole into the Drakenstein Municipal Area.*

The report on which the resolution is based is annexed hereto (**ANNEXURE 4**).

The Stellenbosch Municipality placed the issue of demarcation of Klapmuts on the agenda of the spatial development framework (SDF) planning process to allow for the planning of a regional node at Klapmuts, which would cover land on either side of the N1. The N1 is the current municipal boundary between the Drakenstein and Stellenbosch municipalities, i.e. a future town would be split between two municipalities, which is clearly not advisable.

3. RECOMMENDED

- a) that Council takes cognisance of the municipal boundary demarcation process and program for the period 2017 - 2021;
- b) that Council confirms that the demarcation of the Klapmuts area in particular and all other boundary areas in general be discussed with all relevant stakeholders as part of the integrated development planning and spatial development framework planning processes involving Stellenbosch Municipality for Type B and/or C demarcations;
- c) that Council confirms that the Drakenstein proposal for Type A demarcation of the southern portion of Paarl Farm 736 at Klapmuts into the Drakenstein Municipality not be supported and that the property rather be subdivided to retain the N1 as the current municipal boundary; and
- d) that the Municipal Manager be authorised to participate in the municipal demarcation program and processes and conduct the required public participation and other activities for consideration of the municipal boundary demarcation between all abutting municipalities and Stellenbosch Municipality.

4. DISCUSSION

1.1 Demarcation

The MDB undertakes three broad types of municipal outer boundary determinations in terms of the Local Government: Municipal Demarcation Act, 1998 (Act No. 27 of 1998) where the criteria are applied differentially and the data requirement and motivation also vary.

- **Type A - Technical and minor boundary re-determinations:** This re-determination entails a small scale boundary adjustment and/or alignment with a minor impact on the geographic area, and with a negligible or no impact on the number of voters, and on the capacity of the affected municipalities. The outcome of this redetermination is the correction and/or alignment of a municipal boundary with physical or natural features such as roads, rivers, and mountains; or cadastral boundaries (parent farm boundaries) or a combination of the two. Alignment to cadastre may be necessary where, for purposes of property valuations and rates, a property has to be under the jurisdiction of one municipality rather than being split between two or more municipal areas.
- **Type B – Consolidation and Annexations:** This is a medium scale boundary re-determination that may impact on a sizable geographic area, and number of

voters in one or all the municipalities affected. This type of determination may impact on ward arrangements but will not, or will not materially, impact on the capacities of the affected municipalities to deliver services. The outcome of this type of boundary adjustment is the correction of boundary anomalies that affect service delivery, and to promote integrated communities and economies.

- **Type C – Amalgamation and Categorisation:** This type of re-determination entails a major and large scale municipal boundary redetermination which will have a significant impact on the geographic areas, the number of voters, and the capacities of the affected municipalities. The outcome of this type of re-determination includes the merging of adjacent municipalities; the splitting of municipal areas to create municipal areas which will result in that the responsible MEC will need to disestablish an existing municipality or municipalities, and establish a new municipality or municipalities. Also included in this type is the categorisation of metropolitan municipalities with or without boundary changes. This type of request requires extensive motivation and a significant amount of supporting evidence. Where a request is submitted for the categorisation of a municipality into a metropolitan municipality, such a request must satisfy the criteria outlined in Section 2 of the Local Government: Municipal Structures Act, 1998, in addition to the criteria set out in section 24 and 25 of the Local Government: Municipal Demarcation Act, 1998. Attention is also drawn to the fact that the MDB may determine that an area must have a category A (metropolitan) municipality, only after consultation with the National Minister responsible for local government, the MEC for local government in the provinces concerned, and SALGA.

The Municipal Demarcation Board (MDB) is on record as stating that its key functions were the determination and re-determination of municipal boundaries, capacity assessment, and advisory work. Work with boundaries included amalgamation and/or resizing of municipalities, and categorisation or re-categorisation. The MDB is committed to ending the era of cross-boundary municipalities, creating more metropolitan municipalities and creating credible boundaries for traditional areas. The aim is wall-to-wall municipalities focussed on the integration of communities, to contribute to developmental local government. When the MDB determines a municipal boundary, i.e. a Type B or C amendment, the objectives are to enable the area to fulfil constitutional obligations, to enable effective local government and integrated development, and to have a tax base as inclusive as possible of service users in the municipality. Challenges include a growing trend to re-fragment municipalities, constraints imposed by current boundaries and a lack of public awareness.

When the demarcation of an area such as Klapmuts is discussed, then it is preceded by a public notice in terms of section 26 of the Demarcation Act.

The purpose of a section 26 notice is to make stakeholders and the public aware of:

- a request received by the MDB to determine or re-determine municipal boundaries, e.g. following council decisions such as in this item and the Drakenstein item (Annexure 4); and
- the intention of the MDB to consider the request.

Based on the views and representations received from stakeholders and the public the MDB will consider as to how to proceed with the request.

Section 26 notices thus do not reflect any decisions of the MDB, but merely serve as method of testing public opinion on any request that it has received.

Section 24 of the Act provides for the demarcation objectives / criteria. When the Board determines a municipal boundary its objective must be to establish an area that would –

- (a) enable the municipality for that area to fulfil its constitutional obligations, including -
 - (i) the provision of democratic and accountable government for the local communities;
 - (ii) the provision of services to the communities in an equitable and sustainable manner;
 - (iii) the promotion of social and economic development; and
 - (iv) the promotion of a safe and healthy environment;
- (b) enable effective local governance;
- (c) enable integrated development; and
- (d) have a tax base as inclusive as possible of users of municipal services in the municipality.

Section 25 determines the factors to be taken into account in order to attain the objectives set out in section 24. It states that the MDB must, when determining a municipal boundary, take into account –

- (a) the interdependence of people, communities and economies as indicated by -
 - (i) existing and expected patterns of human settlement and migration;
 - (ii) employment;
 - (iii) commuting and dominant transport movements;
 - (iv) spending;
 - (v) the use of amenities, recreational facilities and infrastructure; and
 - (vi) commercial and industrial linkages;
- (b) the need for cohesive, integrated and un-fragmented areas, including metropolitan areas;
- (c) the financial viability and administrative capacity of the municipality to perform municipal functions efficiently and effectively.
- (d) the need to share and redistribute financial and administrative resources;
- (e) provincial and municipal boundaries;
- (f) areas of traditional rural communities;
- (g) existing and proposed functional boundaries, including magisterial districts, voting districts, health, transport, police and census enumerator boundaries;

- (h) existing and expected land use, social, economic and transport planning;
- (i) the need for co-ordinated municipal, provincial and national programmes and services, including the needs for the administration of justice and health care;
- (j) topographical, environmental and physical characteristics of the area;
- (k) the administrative consequences of its boundary determination on -
 - (i) municipal creditworthiness;
 - (ii) existing municipalities, their council members and staff; and
 - (iii) any other relevant matter; and
- (l) the need to rationalise the total number of municipalities within different categories and of different types to achieve the objectives of effective and sustainable service delivery, financial viability and macro-economic stability.

4.1. Spatial planning

In terms of higher order spatial policy plans, Klapmuts was identified as a secondary regional service centre (Provincial Spatial Development Framework 2014 (PSDF), and a possible new regional node in the Regional Spatial Integration Framework (RSIF) (May 2017).

The above documents identified Klapmuts as an area with very high growth potential and very high social needs. The PSDF strategy is to invest in regional service centre towns to support and integrate with the rural hinterlands, prioritising investment in housing, health and education in these towns rather than dispersing investment to villages and hamlets.

The RSIF list the roles and functions of Stellenbosch and Drakenstein respectively as follows:

- **STELLENBOSCH:** Southern Winelands service and administration centre, tertiary education and research, agri-processing, multi-national head offices, tourism destination, technology industries with very high growth potential.
- **DRAKENSTEIN:** Northern Winelands service and administration centre, tertiary education, agri-processing and distribution, tourist destination, technological industries with very high/high growth potential.

The RSIF identified the following proposals for implementation:

- Avoid the creation of new institutions in an already complex governance system in light of capacity and financial constraints.
- Build on current plans and programmes using existing inter-governmental forums and tools.
- Establish less bureaucratic, technical and institutional collaborative mechanisms when necessary.
- Streamline institutional engagements through coordination of the right people around the right issues at the appropriate time.

Specific management requirements were identified by the RSIF for Klapmuts (“To take develop proposals forward the following need to be considered”):

- Maximum use and improvement of existing infrastructure (i.e. N1, R101, R44 and the Paarl-Bellville railway line and station) which dictate the location of certain transport, modal change or break-of-bulk land uses.
- Existing development footprint of Klapmuts as well as potential development land parcels including land north of the N1 and the N1-R101-railway line corridor east of Klapmuts, the latter extending up to Paarl South Industrial and including a proposed green logistics hub.
- Potential for in in-land port and agri-processing, packaging and dispatch platform.
- Avoiding daily movement across the N1 between place of work and residence or social facilities.
- Achieving an appropriate metro gateway.

The Klapmuts Special Development Area: Economic Feasibility Study (May 2017) acknowledges that one of the key characteristics of Klapmuts is its regional locality and function. The report argues that in future Klapmuts can develop into a vibrant regional node that forms part of a regional development zone along the N1 freeway. It is therefore important to acknowledge that Klapmuts cannot be viewed and assessed as part of the Stellenbosch Municipality only. Its location and relationship to two major nodes (Cape Town and Paarl) requires a much wider view of the regional role it can fulfil in the wider region.

The possibility to grow Klapmuts into a vibrant regional node is premised on the following:

- Klapmuts abuts the N1 freeway and has good regional accessibility to the Cape Town metropolitan node and two regional nodes i.e. it is 65 km from the Cape Town CBD, 8,5 m from Paarl and 19 km from Stellenbosch;
- The existence of transport infrastructure i.e. the N1 freeway, provincial arterials and rail;
- Employment proximity;
- Developable land;
- An existing community; and
- Gateway to the Stellenbosch and Franschhoek Winelands.

In order to ensure that economic value is enabled and nurtured, the benefit should be inclusive and based on a “whole” development approach. For this reason, a framework is proposed that promotes the development of a thriving and resilient Klapmuts. The Integrated Urban Development Framework (IUDF) 2016 indicates that its overall outcome – spatial transformation – marks a new deal for South African cities and towns, by steering urban growth towards a sustainable growth model of compact, connected and coordinated cities and towns. To achieve this transformative vision, four overall strategic goals are introduced:

- **Spatial integration:** To forge new spatial forms in settlement, transport, social and economic areas.
- **Inclusion and access:** To ensure people have access to social and economic services, opportunities and choices.
- **Growth:** To harness urban dynamism for inclusive, sustainable economic growth and development.
- **Governance:** To enhance the capability of the state and its citizens to work together to achieve spatial and social integration.

To manage the growth of Klapmuts, the following principles should be adhered to:

- Infrastructure capacity should be augmented and upgraded to ensure compact urban form and infill development;
- Where spare capacity exists, consolidation and intensification of existing urban development is most efficient;
- A balance should be struck between investment in new infrastructure and the upgrading / refurbishment of existing infrastructure;
- New infrastructure should be provided in areas, which are linked, or can be linked directly to the movement network;
- Medium to high-density residential development in strategic locations is promoted to make for optimal use of infrastructure; and
- Public and private investment in marginalized areas is essential to spur development and create an economic base.

4.2. Scenarios

The urban development strategy for the Stellenbosch municipal area foresees three potential economic development scenarios, namely a business as usual scenario; a scenario where there is consensus about the future growth; and a so-called junk scenario where the economy shows no growth whatsoever. Moreover, the urban development strategy indicates that roughly 10% of the growth expected in the Stellenbosch municipal area will occur in or at Klapmuts (predominantly residential development).

Should the business as usual scenario apply, then, without proactive and planned development facilitation and promotion, Klapmuts will continue to grow as a lower income residential node with some industries, where municipal expenditure exceeds municipal revenue.

If the above spatial planning strategies and initiatives are agreed to and implemented, then the regional growth of Klapmuts is likely to occur and the consensus economic scenario will prevail, i.e. mixed uses, higher income residential settlements, educational facilities and industrial development will be integrated with the current predominantly lower income residential neighbourhoods with the net effect of municipal revenue exceeding municipal expenditure in the town. The majority of the growth will occur to the north of the N1, where more developable land is available than to the south.

Should the junk status prevail, then it is obvious that a node like Klapmuts would be a long-term financial drain on municipal finances where expenditure far exceeds revenue.

Depending on the scenario outlook and in consideration of the demarcation criteria set out above, the Municipality must decide what direction negotiations regarding the demarcation of a regional node or a settlement at Klapmuts should take. Moreover, the full spectrum of the criteria should be considered for an assessment, i.e. prior to taking a position, the Municipality should evaluate each criterion.

5. FINANCIAL IMPLICATION

None considered. Given the short space of time allowed for the preparation of this item it was not possible to consider financial implications. However, the above scenarios give some indication in general terms of the financial implications. The financial implications are however not of significant importance to this item given that it recommends for a proper process to be followed in the consideration of the demarcation of Klapmuts and any other affected areas.

It will however in future and in conclusion of the demarcation process be of critical importance to consider, amongst others, the financial implications of any decisions, considering existing infrastructure, asset value, municipal revenue, municipal expenditure and same projected over time.

6. LEGAL COMMENT

The item and recommendations are supported.

7. COMMENTS FROM OTHER RELEVANT DEPARTMENTS

None requested.

8. CONCLUSION

The demarcation of the Klapmuts area, together with numerous other areas along the boundaries of Stellenbosch Municipality need to be discussed with the neighbouring municipalities in order to conclude on the demarcation of the municipal boundaries after the 2019 elections. These represent Type B and C boundary demarcations requiring proper process, public consultation and assessment.

For the time being the demarcation of Klapmuts should not be on the table for consideration. It should be considered for discussion only, as it does not qualify as a Type A boundary demarcation such as will be considered in the period running up to the 2019 election.

The Type A demarcation proposed by the Drakenstein Municipality should not be supported, as the property could rather be subdivided to retain the municipal boundary on the N1. The Municipality uses the southern section of Farm 736 for service delivery purposes, as it contains the waste water treatment works and electrical substation.

Meeting : Ref no: Collab	13 th Council: 2017-10-25 3/1/1 & 3/1/2	Submitted by Directorate Author Referred from :	Office of the MM Office of the MM
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APPENDIX A



- To:**
- Minister of Cooperative Governance and Traditional Affairs**
 - Minister of Justice and Correctional Services**
 - Minister of Rural Development and Land Reform**
 - Minister of Finance**
 - Minister of Basic Education**
 - Minister of Health**
 - Minister of Environmental Affairs**
 - Minister of Water and Sanitation**
 - MECs of Provincial Departments responsible for Local Government**
 - Chairpersons of National & Provincial Houses of Traditional Leaders**
 - Statistician – General**
 - President of South African Local Government Association**
 - Chairperson of Independent Electoral Commission**
 - Mayors of Metropolitan, District and Local Municipalities**
- Cc:**
- DG's of all abovementioned Departments**
 - Chief Surveyor General**
 - Chief Electoral Officer**
 - Chief Executive Officer of SALGA**
 - Members of extended Boundaries, Powers and Function Committee**
 - Members of Local Elections Technical Committee**
 - Other Stakeholders**

Dear Sir/Madam,

CIRCULAR 1/2017: DETERMINATION AND REDETERMINATION OF MUNICIPAL BOUNDARIES, AND MDB'S BROAD PROGRAM 2017 – 2021

PURPOSE

1. To inform all MDB stakeholders about the decision of the Municipal Demarcation Board with regard to its work program for the period 2017 to 2021.
2. To provide MDB stakeholders with a broad plan for the technical boundary re-alignment process.

INTRODUCTION

3. For the past 17 years, Municipal Demarcation Board (MDB) has been in the forefront of spatial transformation in South Africa through the determination and re-determination of municipal boundaries. This process evolved from addressing spatial injustices of the past to rationalizing municipalities into functional units to meet their constitutional obligations, including infrastructure and service delivery.
4. While the MDB has seen many years of success, these have not been without challenges. As in any thriving democracy, decisions of the Board are challenged from time to time in the courts of law and there have been community protests (sometimes violent) against decisions of the Board in some parts of the country.
5. The successes since the year 2000 have been achieved in part through the strong partnerships established with other institutions such as the Independent Electoral Commission (IEC), Statistics SA, Financial and Fiscal Commission (FFC), Department of Cooperative Governance and Traditional Affairs (COGTA), Chief Surveyor-General (CSG), South African Local Government Association (SALGA), provincial departments responsible for local government and municipalities.
6. Notwithstanding the challenges that confronted the MDB, many valuable lessons were learnt. These lessons have placed the MDB in a better position to review the demarcation process and propose changes to the legislative framework that govern its work.
7. In a bid to improve the demarcation process, the MDB considered the following:
 - a) Demarcation Process Review Task Team report which was a comprehensive review of the current legislation and the practice and process of municipal demarcation;



- b) Lessons learned from previous demarcation processes and from engagements with stakeholders (including the public); and
 - c) The outcomes of MDB Conference on Demarcation and Spatial Transformation held in June 2016.
8. The outcome of the above-mentioned processes pointed to the following matters that require some attention:
- a) Limitations and challenges with the legislation governing demarcations.
 - b) MDB's five year cyclic review of municipal boundaries is too short and compromises the planning and service delivery role, and consequently municipal sustainability.
 - c) Lack of a clear plan on configuration of the local government landscape - continued debates on the future of the two-tier system of local government, secondary cities and categorisation of metropolitan areas.
 - d) Communities proposing changes to provincial boundaries often making MDB's work difficult as they refuse to accept that this does not constitute MDB's mandate.
 - e) Inadequate funding of MDB which does not allow for establishment of regional presence and might constrain effective public participation.
 - f) Instances of misaligned municipal boundaries to cadastral farms, including challenges with spatial configuration of informal settlements.
 - g) Spatial discrepancies concerning traditional authority areas exacerbated by lack of proclamations, thus resulting in misalignment of municipal boundaries.
 - h) Inadequate fiscal allocations for transitional arrangements to ensure that the newly established municipalities are functional from the date of effect.

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DECISION WITH REGARD TO DETERMINATION AND REDETERMINATION

9. The MDB considered all circumstances and on 08 December 2018 resolved that no major municipal boundary redeterminations would be conducted within the period preceding the 2019 national elections. Only correction of technical misalignment of municipal boundaries will be dealt with. The process will involve minor adjustments to align municipal boundaries to either cadastral boundaries, natural or man-made features (e.g. farm boundaries, rivers, roads), as well as alignment of split settlements.

MDB STRATEGIC DIRECTION AND PRIORITIES FOR THE RE-DETERMINATION PROCESS

10. As already indicated, no major redetermination of municipal boundaries (e.g. amalgamations and categorizations) will take place within a period preceding 2019 national elections, save for the boundary misalignment project.
11. The work of the municipalities and other key stakeholders such as the IEC will be impacted negatively if these boundary misalignments are not addressed due to reasons that include the following:
- a) Misaligned boundaries create confusion in management of municipal property rates when one farm is split between two municipalities.
 - b) Disruptions during electoral processes when communities realize that a portion of their settlement, which they expect to be in one ward is located outside of their municipality.
 - c) Civil unrests over land ownership disputes, especially where there is no legally proclaimed farms, mostly prevalent in rural traditional communities.
 - d) Due to growth of settlements and uncoordinated site allocations, some settlements straddle across municipal boundaries.
 - e) A need to provide legally identifiable boundaries and enhance effective administration.

12. During 2018, MDB conducted preliminary technical municipal boundary assessments to determine the extent of boundary misalignment and these have been divided into four broad categories:

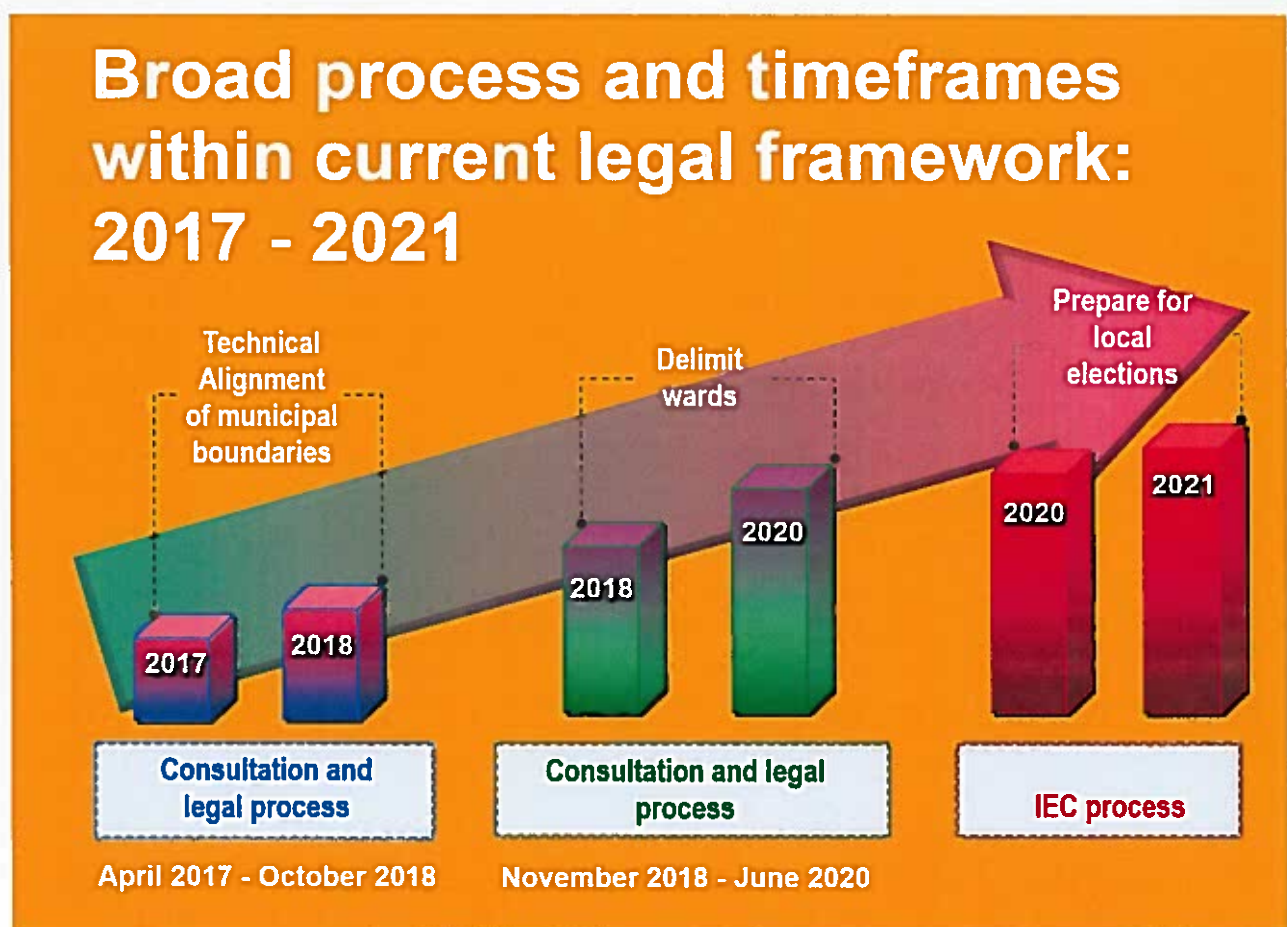
- a) **Split communities:** These cases may have occurred either as a result of the previous municipal boundary redeterminations conducted without the availability of adequate data to identify the extent of these communities, or as a result of the growth of these communities beyond their original boundaries. This category of boundary misalignment cases affect service delivery, as these communities are caught between more than one municipalities, which may not be aware of the boundary anomaly, thus withhold their services to the affected communities.
- b) **Cadastral misalignments:** This category is mainly caused by the inaccuracy of spatial base data used, thus causing minor shifts between the municipal boundaries and the cadastral boundaries. Invariably, this category does not affect large areas or populations, thus can be adjusted with minimal impact to the functioning of municipalities.
- c) **Split farms:** This is similar to cadastral misalignment, as it affects the cadastral boundaries of farms. The category affects portions of one farm split between two or more municipalities. This affects the property valuations of municipalities and eventually their rates and taxes on those properties.
- d) **Split Traditional communities:** This category is a result of municipal boundaries splitting the traditional council areas, often due to the lack of validated dataset for traditional council areas and at times due to the vastness of the traditional council areas that makes it difficult and sometimes impossible for them to fit into a single municipality. Most of the traditional council areas have not been surveyed, thus validity of this dataset remains disputed, which poses a risk if this was to be used as the base for municipal boundary redetermination. This category involves an extensive process that could take much longer than the period of the demarcation process. It will therefore not be included in the forthcoming boundary alignment project. However, the MDB is already working with the Chief Surveyor General as well as COGTA to unravel challenges linked to this category.

DEMARCATION PROCESS 2017-2021

13. The 2017-2021 demarcation process is aimed at addressing boundary misalignments and not major boundary re-delineations.

14. The sequence of events for demarcation process culminating in the 2021 local government elections is broadly planned as illustrated in the diagram below. This includes technical boundary alignments conducted between 2017 and 2019, ward delimitation in local and metropolitan municipalities between the 2019 and 2020, and the IEC processes for the local government elections towards 2021.

BROAD DEMARCATION PROCESS



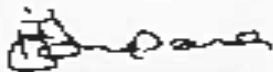
15. The municipal boundary re-determination programme focusing on technical boundary alignment detailing the activities and broad timeframes is attached as Annexure A.

CONCLUSION

16. Municipal Mayors are requested to bring the contents of this circular to the attention of all councillors, and other stakeholders in their municipal areas such as ward committees, traditional leaders, community development workers etc. The MDB is looking forward to strengthen its relations with all stakeholders in this process and would like to plead for the cooperation and support we enjoyed in the previous cycles.

17. The MDB is committed to ensure that the process of the technical boundary alignments will be done in consultation with key stakeholders and the affected communities.

Regards



JANE THUPANA

CHAIRPERSON: MUNICIPAL DEMARCATION BOARD

DATE: 27/03/2017

ANNEXURE A

BOUNDARY ALIGNMENT PROGRAMME
(ACTIVITIES AND BROAD TIMEFRAMES)

PROCESSES	DATE	TASK	RESPONSIBILITY
Consultation Process - Pre Legal Process	April – June 2017	Consultation with MINMEC	MOB - BOARD
		Consult with Provinces	MOB - BOARD
		Consultation with other Primary Stakeholders	MOB OFFICIALS
Legal Process: Intention to Consider Proposals and Board decisions: Section 26 & 27 of the Municipal Demarcation Act (MDA)	July- September 2017	Publish Intention to consider proposals and process submissions	MOB – BOARD & OFFICIALS
Legal Process: Conduct Investigations and public meetings and Board decisions – Section 28, 29	October – December 2017	Conduct Investigations	MOB – BOARD & OFFICIALS
	January 2018 – March 2018	Conduct Public Meetings	MOB – BOARD & OFFICIALS

PROCESSES	DATE	TASK	RESPONSIBILITY
& 18 and 21(1) of the MDA	April 2018 – June 2018	Consideration of Public inputs and determinations or redeterminations	MOB – BOARD & OFFICIALS
Legal Process: Publication for Objection- Section 21(3) of MDA	July – August 2018	Publication of re-determination and consideration of objections	MDB – BOARD & OFFICIALS
Legal Process: Confirm, Vary or Withdraw Re-determination – Section 21(5) of MDA	September - October 2018	Confirm, vary or withdraw re-determination and final gazetting	MDB – BOARD & OFFICIALS

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APPENDIX B



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 2/2017: DETERMINATION AND REDETERMINATION (TECHNICAL ALIGNMENTS) OF MUNICIPAL BOUNDARIES, AND MDB'S REVISED PROGRAM 2017 – 2021

PURPOSE

1. To inform all MDB stakeholders about the decision of the Municipal Demarcation Board to revise its work program for the period 2017 to 2021.
2. To provide MDB stakeholders with a revised broad plan for the technical boundary re-alignment process.
3. To request all municipalities to confirm attendance and provide feedback on names of technical officials who will attend on behalf of the municipality.

INTRODUCTION

4. On 08 December 2016 the Municipal Demarcation Board (MDB) resolved that no major municipal boundary redeterminations would be conducted within the period preceding the 2019 national elections.
5. A broad programme for the above process was approved and included in Circular 1/2017. The Board has however taken a decision to consult with primary stakeholders, including affected communities prior to proceeding with the legal process for municipal technical alignments.
6. The Independent Electoral Commission also made a request to conclude the technical alignment process by July 2018 so that it is afforded adequate time to prepare for the national and provincial elections. MDB considered these inputs and resolved to revise the 2017 – 2018 programme.
7. Publishing section 26 notices i.e. Intention to consider for inputs from members of the public prior to any form of community engagements previously brought some difficulties as communities misunderstood that for a determination. Consultations prior to the onset of the legal process will provide the MDB with a broader insight into the technical alignments allowing it to proceed with well consulted cases, thereby limiting negative feedback during the legal process.
8. These preliminary consultations will facilitate stakeholder involvement in confirmation of cases and development of bottom up solutions that are more sustainable as communities will have had an opportunity to confirm the diagnosis and make alternative proposals.

REVISED DEMARCATION PROCESS 2017-2021

CONSULTATION WITH PRIMARY STAKEHOLDERS – APRIL - JUNE 2017

9. The MDB consulted with primary stakeholders by presenting to them the identified technical misalignments in their areas.
10. These sessions were concluded by end June 2017, save for a few provinces where meetings with the PECs were rescheduled to July. The MDB is currently consolidating inputs from these sessions for incorporation into the downstream consultative processes.

CONSULTATION WITH MUNICIPALITIES – AUGUST - OCTOBER 2017

11. The MDB intends to consult with Planning and GIS officials from each affected municipality. These are strictly technical sessions and MDB would like to plead that all affected municipalities send relevant technical officials.
12. The sessions will be held at district and metropolitan municipality level with all affected local municipalities within that district area attending. (Schedule attached as Annexure A)
13. The MDB will request district and metropolitan municipalities to provide the venue for these sessions.
14. A list of the cases of municipal boundary misalignments identified during the 2016 municipal boundary assessment process will be provided to municipalities prior to the consultation session.
15. During the sessions the MDB will present the cases for municipal officials to provide technical comments regarding the technical municipal boundary misalignments affecting their municipal areas.

CONSULTATION WITH AFFECTED COMMUNITIES – NOVEMBER 2017 – FEBRUARY 2018

16. MDB will consult with every affected community by presenting to them the technical municipal boundary misalignment and possible solutions.
17. These sessions will be held at appropriate venues that are accessible to the affected communities.
18. The affected communities will be requested to make comments or propose alternate configurations where possible.
19. These comments will be analysed and reports presented to the Board for consideration prior to commencing with the legal process.

BROAD DEMARCATION PROCESS

20. The municipal boundary re-determination programme focusing on technical boundary alignments with activities and broad timeframes is detailed below:

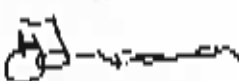
PROCESS	DATE	TASK	RESPONSIBILITY
Consultation Process – Pre Legal Process	April – July 2017	Consultation with MINMEC	MDB
		Consult with Provinces	MDB
		Consultation with other Primary Stakeholders (Chief Surveyor-General, IEC, StatsSA)	MDB
	July- October 2017	Technical Consultation with Municipalities	MDB
	November 2017 – January 2018	Consultation with affected Communities	MDB
LEGAL PROCESS: INTENTION TO CONSIDER PROPOSALS – SECTION 26 & 27 of MDB	February 2018	Publish intention to consider proposals and process submissions	MDB
LEGAL PROCESS: CONDUCT INVESTIGATIONS – SECTION 29 & 18 of MDA	March – May 2018	Consideration of Public inputs, public meetings where necessary 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

PROCESS	DATE	TASK	RESPONSIBILITY
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. Municipal managers of district and metropolitan municipalities are requested to assist MDB with suitable venues to hold technical consultation sessions with municipal planning and GIS officials.
22. Municipal managers are requested to assure the attendance of planning and GIS officials to the consultation sessions. In this regard, municipalities are requested to complete the attached form as Annexure B and return to the MDB by not later than 20 July 2017 to email, l.lz@demarcation.org.za
23. The MDB is committed to ensure that the process of the technical boundary alignments will be done in consultation with key stakeholders and the affected communities.

Regards



JANE THUPANA

CHAIRPERSON; MUNICIPAL DEMARCATION BOARD

DATE: 06/07/2017



ANNEXURE A

MUNICIPAL CONSULTATION SCHEDULE

PROVINCE	DISTRICT	CODE	MUNICIPALITY	DATE
Eastern Cape	Buffalo City	BUF	Buffalo City Metropolitan Municipality	31-Jul-17
Eastern Cape	Sarah Baartman District Municipality	EC101	Dr Beyers Naude Local Municipality	1 & 2 AUGUST 2017
		EC102	Blue Crane Route Local Municipality	
		EC104	Makana Local Municipality	
		EC105	Ndlambe Local Municipality	
		EC106	Sundays River Valley Local Municipality	
		EC108	Kouga Local Municipality	
		EC109	Kou-Kamma Local Municipality	
Eastern Cape	Amathole District Municipality	EC121	Mbhashe Local Municipality	3 & 4 AUGUST 2017
		EC122	Mnquma Local Municipality	
		EC123	Great Kei Local Municipality	
		EC124	Amahlathi Local Municipality	
		EC126	Ngqushwa Local Municipality	
		EC129	Raymond Mhlaba Local Municipality	
Eastern Cape	Chris Hanl District Municipality	EC131	Inxuba Yethemba Local Municipality	7 & 8 AUGUST 2017
		EC135	Intsika Yethu Local Municipality	
		EC136	Emalahleni Local Municipality	

PROVINCE	DISTRICT	CODE	MUNICIPALITY	DATE
		EC137	Engcobo Local Municipality	
		EC138	Sakhisizwe Local Municipality	
		EC139	Enoch Mgijima Local Municipality	
Eastern Cape	Joe Gqabi District Municipality	EC141	Elundini Local Municipality	10 & 11 AUGUST 2017
		EC142	Senqu Local Municipality	
		EC143	Walter Sisulu Local Municipality	
Eastern Cape	O.R.Tambo District Municipality	EC153	Ngqura Hill Local Municipality	14 & 15 AUGUST 2017
		EC154	Port St Johns Local Municipality	
		EC155	Nyandeni Local Municipality	
		EC156	Mhlonfo Local Municipality	
		EC157	King Sabata Dalindyebo Local Municipality	
Eastern Cape	Alfred Nzo District Municipality	EC441	Matatiele Local Municipality	17 & 18 AUGUST 2017
		EC442	Umzimvubu Local Municipality	
		EC443	Mbizana Local Municipality	
		EC444	Ntabankulu Local Municipality	
Eastern Cape	Nelson Mandela Bay	NMA	Nelson Mandela Bay Metropolitan Municipality	21-Aug-17
Free State	Mangaung	MAN	Mangaung Metropolitan Municipality	19-Sep-17
Free State	Xhariep District Municipality	FS161	Loismong Local Municipality	4 & 5 SEPTEMBER 2017
		FS162	Kopanong Local Municipality	
		FS163	Mohokare Local Municipality	
Free State	Lejwaletswa District Municipality	FS181	Masfonyana Local Municipality	7 & 8 SEPTEMBER 2017
		FS182	Tokologo Local Municipality	

PROVINCE	DISTRICT	CODE	MUNICIPALITY	DATE
		FS183	Tswelopele Local Municipality	
		FS184	Matjhabeng Local Municipality	
		FS185	Nale Local Municipality	
Free State	Thabo Mafutsanyana District Municipality	FS191	Satsoto Local Municipality	11 & 12 SEPTEMBER 2017
		FS192	Dihlabeng Local Municipality	
		FS193	Nketoana Local Municipality	
		FS194	Maluti a Phofung Local Municipality	
		FS195	Phumelela Local Municipality	
		FS196	Mantsopa Local Municipality	
Free State	Fezile Dabi District Municipality	FS201	Moghaka Local Municipality	14 & 15 SEPTEMBER 2017
		FS203	Ngwathe Local Municipality	
		FS204	Metsimaholo Local Municipality	
		FS205	Mafube Local Municipality	
Gauteng	Ekurhuleni	EKU	Ekurhuleni Metropolitan Municipality	21-Aug-17
Gauteng	City of Johannesburg	JHB	City of Johannesburg Metropolitan Municipality	22-Aug-17
Gauteng	City of Tshwane	TSH	City of Tshwane Metropolitan Municipality	23-Aug-17
Gauteng	Sedibeng District Municipality	GT421	Emfuleni Local Municipality	24 & 25 AUGUST 2017
		GT422	Midvaal Local Municipality	
		GT423	Lesedi Local Municipality	
Gauteng	West Rand District Municipality	GT481	Mogale City Local Municipality	28 & 29 AUGUST 2017
		GT484	Marafiq City Local Municipality	
		GT485	Rand West City Local Municipality	
KwaZulu-Natal	eThekweni	ETH	Ethekweni Metropolitan Municipality	31-Jul-17

PROVINCE	DISTRICT	CODE	MUNICIPALITY	DATE
KwaZulu-Natal	Ugu District Municipality	KZN212	Umdoni Local Municipality	1 & 2 AUGUST 2017
		KZN213	Umzumba Local Municipality	
		KZN214	UMuziwabantu Local Municipality	
		KZN216	Ruy Nkonyeni Local Municipality	
KwaZulu-Natal	Umgungundlovu District Municipality	KZN221	uMshwathi Local Municipality	3 & 4 AUGUST 2017
		KZN222	uMgeni Local Municipality	
		KZN223	Mpofana Local Municipality	
		KZN224	Impendle Local Municipality	
		KZN225	The Mauduzi Local Municipality	
		KZN226	Mkhambathini Local Municipality	
		KZN227	Richmond Local Municipality	
KwaZulu-Natal	Uthukela District Municipality	KZN235	Okhahlamba Local Municipality	7 & 8 AUGUST 2017
		KZN237	Inkosi Langalibalele Local Municipality	
		KZN238	Alfred Duma Local Municipality	
KwaZulu-Natal	Umzinyathi District Municipality	KZN241	Endumeni Local Municipality	10 & 11 AUGUST 2017
		KZN242	Nqutu Local Municipality	
		KZN244	Masinga Local Municipality	
		KZN246	Umvoti Local Municipality	
KwaZulu-Natal	Amajuba District Municipality	KZN252	Newcastle Local Municipality	14 & 15 AUGUST 2017
		KZN253	Emadlangeni Local Municipality	
		KZN254	Dannhauser Local Municipality	
KwaZulu-Natal	Zululand District Municipality	KZN261	eDumbe Local Municipality	17 & 18 AUGUST 2017
		KZN262	UPhongolo Local Municipality	
		KZN263	Abaqulusi Local Municipality	

PROVINCE	DISTRICT	CODE	MUNICIPALITY	DATE
		KZN205	Nongoma Local Municipality	
		KZN208	Ulundi Local Municipality	
KwaZulu-Natal	Umkhanyakude District Municipality	KZN271	Umhlabuyalingana Local Municipality	21 & 22 AUGUST 2017
		KZN272	Jozini Local Municipality	
		KZN276	Mtubatuba Local Municipality	
		KZN278	Digbyville Hibiscus Local Municipality	
		KZN281	Mfazeni Local Municipality	
KwaZulu-Natal	Uthungulu District Municipality	KZN282	uMhlatuze Local Municipality	24 & 25 AUGUST 2017
		KZN284	uMlalazi Local Municipality	
		KZN285	Mthonjaneni Local Municipality	
		KZN288	Nkandla Local Municipality	
KwaZulu-Natal	iLembe District Municipality	KZN291	Mandeni Local Municipality	28 & 29 AUGUST 2017
		KZN292	KwaDukuza Local Municipality	
		KZN293	Ndwodwe Local Municipality	
		KZN294	Maphumulo Local Municipality	
KwaZulu-Natal	Harry Gwala District Municipality	KZN433	Greater Kokstad Local Municipality	30 & 31 AUGUST 2017
		KZN434	Ubuhlabozwe Local Municipality	
		KZN435	Umzimkhulu Local Municipality	
		KZN438	Dr Nkomozana Dlamini Zuma Local Municipality	
Limpopo	Mopani District Municipality	LIM331	Greater Giyani Local Municipality	4 & 5 SEPTEMBER 2017
		LIM332	Greater Letaba Local Municipality	
		LIM333	Greater Tzaneen Local Municipality	
		LIM334	Ba-Phalaborwa Local Municipality	
		LIM335	Maruleng Local Municipality	

PROVINCE	DISTRICT	CODE	MUNICIPALITY	DATE
Limpopo	Vhemba District Municipality	LIM341	Musina Local Municipality	7 & 8 SEPTEMBER 2017
		LIM343	Thulamela Local Municipality	
		LIM344	Makhado Local Municipality	
		LIM345	New Local Municipality	
Limpopo	Capricorn District Municipality	LIM351	Bloubaerg Local Municipality	11 & 12 SEPTEMBER 2017
		LIM353	Molemole Local Municipality	
		LIM354	Polokwane Local Municipality	
		LIM355	Lepelle-Nkumpi Local Municipality	
Limpopo	Waterberg District Municipality	LIM361	Thebasimbi Local Municipality	14 & 15 SEPTEMBER 2017
		LIM362	Lephalale Local Municipality	
		LIM366	Bela-Bela Local Municipality	
		LIM367	Mogalakwena Local Municipality	
		LIM368	Modimolle/Mookgophong Local Municipality	
Limpopo	Sekhukhuno District Municipality	LIM471	Ephraim Mogale Local Municipality	18 & 19 SEPTEMBER 2017
		LIM472	Elias Motsoaledi Local Municipality	
		LIM473	Makhuduthamaga Local Municipality Greater	
		LIM475	Tubatse/Fetakgomo Local Municipality	
Mpumalanga	Gert Sibande District Municipality	MP301	Chief Albert Luthuli Local Municipality	5 & 6 SEPTEMBER 2017
		MP302	Mankweng Local Municipality	
		MP303	Mkhondo Local Municipality	
		MP304	Dr Pixley Ka Isaka Somo Local Municipality	
		MP305	Lekwa Local Municipality	
		MP306	Dipalooa Local Municipality	

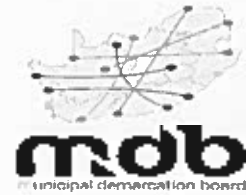
PROVINCE	DISTRICT	CODE	MUNICIPALITY	DATE
		MP307	Govan Mbeki Local Municipality	
Mpumalanga	Nkangala District Municipality	MP311	Victor Khanye Local Municipality	7 & 8 SEPTEMBER 2017
		MP312	Emalahleni Local Municipality	
		MP313	Steve Tshwete Local Municipality	
		MP314	Emakhazeni Local Municipality	
		MP315	Thembišile Local Municipality	
		MP316	Dr JS Moroka Local Municipality	
Mpumalanga	Ehlanzeni District Municipality	MP321	Thaba Chwau Local Municipality	12 & 13 SEPTEMBER 2017
		MP324	Nkomazi Local Municipality	
		MP325	Bushbuckridge Local Municipality	
		MP326	City of Mbombela Local Municipality	
Northern Cape	Namaqualand District Municipality	NC002	Namaqualand Local Municipality	1 & 2 AUGUST 2017
		NC004	Kamiesburg Local Municipality	
		NC005	Hantam Local Municipality	
		NC006	Karoo Hoogland Local Municipality	
		NC007	KhAi-Ma Local Municipality	
Northern Cape	Pixley ka Seme District Municipality	NC071	Ubuntu Local Municipality	7 & 8 AUGUST 2017
		NC072	Umsobomvu Local Municipality	
		NC073	Emthanjeni Local Municipality	
		NC074	Kareeberg Local Municipality	
		NC075	Rensselaersburg Local Municipality	
		NC076	Thembelihle Local Municipality	
		NC077	Siyathamba Local Municipality	

PROVINCE	DISTRICT	CODE	MUNICIPALITY	DATE
		NC078	Siyancuma Local Municipality	
Northern Cape	Z F Mgcawu District Municipality	NC082	Kai IGarib Local Municipality	3 & 4 AUGUST 2017
		NC084	IKhols Local Municipality	
		NC085	Tsantsabane Local Municipality	
		NC086	Kgatelopele Local Municipality	
		NC087	Dawid Krulper Local Municipality	
Northern Cape	Frances Baard District Municipality	NC091	Sol Plaatje Local Municipality	10 & 11 AUGUST 2017
		NC092	Dikgatlong Local Municipality	
		NC093	Magarung Local Municipality	
		NC094	Phokwane Local Municipality	
Northern Cape	John Taolo Gaetsowe District Municipality	NC451	Joe Morolong Local Municipality	15 & 16 AUGUST 2017
		NC452	Ga-Segonyane Local Municipality	
		NC453	Gamagara Local Municipality	
North West	Bojanala District Municipality	NW371	Moretele Local Municipality	4 & 5 SEPTEMBER 2017
		NW372	Local Municipality of Madibeng	
		NW373	Rustenburg Local Municipality	
		NW374	Kgellengrivier Local Municipality	
		NW375	Moses Kotane Local Municipality	
North West	Ngaka Modiri Molema District Municipality	NW381	Ratlou Local Municipality	7 & 8 SEPTEMBER 2017
		NW382	Tswaing Local Municipality	
		NW383	Matikeng Local Municipality	
		NW384	Ditsobotla Local Municipality	
		NW385	Ramulshere Molisoa Local Municipality	
North West		NW392	Naledi Local Municipality	

PROVINCE	DISTRICT	CODE	MUNICIPALITY	DATE
	Dr Ruth Segomotsi Mompati District Municipality	NW393	Mamusa Local Municipality	11 & 12 SEPTEMBER 2017
		NW394	Greater Taung Local Municipality	
		NW396	Lekwa-Teemane Local Municipality	
		NW397	Kagisano/Molopo Local Municipality	
North West	Dr Kenneth Kaunda District Municipality	NW403	City of Matlosana Local Municipality	14 & 15 SEPTEMBER 2017
		NW404	Maquassi Hills Local Municipality	
		NW405	Ventersdorp/Tlokwe Local Municipality	
Western Cape	City of Cape Town	CPT	City of Cape Town Metropolitan Municipality	24 AUGUST 2017
Western Cape	West Coast District Municipality	WC012	Cederberg Local Municipality	17 & 18 AUGUST 2017
		WC013	Bergrivier Local Municipality	
		WC014	Saldanha Bay Local Municipality	
		WC015	Swartland Local Municipality	
Western Cape	Cape Winelands District Municipality	WC022	Witzenberg Local Municipality	22 & 23 AUGUST 2017
		WC023	Drakenstein Local Municipality	
		WC024	Stellenbosch Local Municipality	
		WC025	Breede Valley Local Municipality	
		WC026	Langeberg Local Municipality	
Western Cape	Overberg District Municipality	WC031	Theewaterskloof Local Municipality	7 & 8 AUGUST 2017
		WC032	Overstrand Local Municipality	
		WC033	Cape Agulhas Local Municipality	
		WC034	Swellendam Local Municipality	
Western Cape	Eden District Municipality	WC041	Kannaland Local Municipality	

PROVINCE	DISTRICT	CODE	MUNICIPALITY	DATE
		WC042	Hessequa Local Municipality	10 & 11 AUGUST 2017
		WC043	Mossel Bay Local Municipality	
		WC044	George Local Municipality	
		WC045	Outshoorn Local Municipality	
		WC047	Birou Local Municipality	
		WC048	Knysna Local Municipality	
Western Cape	Central Karoo District Municipality	WC051	Laingsburg Local Municipality	15 & 16 AUGUST 2017
		WC052	Prince Albert Local Municipality	
		WC053	Beaufort West Local Municipality	

ANNEXURE B



**MUNICIPAL CONSULTATIONS – CONFIRMATION OF ATTENDANCE BY
RELEVANT OFFICIALS**

(MUNICIPALITY TO COMPLETE AND SEND BACK TO THE MDB)

Name of Municipality: _____

Code: _____

I acknowledge receipt of the MDB's **REQUEST FOR ATTENDANCE OF PLANNING
OR GIS OFFICIAL TO MUNICIPAL CONSULTATION SESSIONS** to be held on
.....Day of..... (Month) of 2017 at 10:00am as proposed by
the MDB.

The official(s) attending is/are as follows:

Name of Official: _____

Designation: _____

Cell Number: _____

Tel: _____

Email address: _____

I confirm that the official(s) will be notified.

SIGNATURE:

MUNICIPAL MANAGER:

Date: _____

APPENDIX C

DRAKENSTEIN

MINUTES: COUNCIL/RAAD/IBHUNGA 27 SEPTEMBER 2017

- 7.9 The relevant departments consented to the application, subject to certain conditions.

Meeting: Ref No: Coll Nr:	Council – 27/09/2017 15/4/1 1247211	Submitted by Directorate: Author's: Referred from:	Planning and Development R Mowzer MC- 20/09/2017
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
1-9 1.	Inform applicants Advertised proposed servitude	Admin (HB) Properties	

7.9 TECHNICAL ALIGNMENTS WITH MUNICIPALITIES IN WESTERN CAPE: DC2 CAPE WINELANDS: MUNICIPAL DEMARCATION BOARD (MDB)
TEGNIESE HERBELYNINGS VAN GRENSE TUSSEN MUNISIPALITEITE IN WES-KAAP: DC2 KAAPSE WYNLAND: MUNISIPALE AFBAKENINGSRAAD
ULINGISELELO LOBUCHULE KOMASIPALA BASENTSHONA KAPA:DC2 CAPE WINELANDS: IBODI YOKWABA IMIMANDLA YOMASIPALA (MDB)

UNANIMOUSLY RESOLVED

1. that the report be **noted**;
2. that the proposed reconfigurations as per Annexures A & B of the departmental report identified by the Municipal Demarcation Board (MDB) and the proposed reconfigurations as per Annexures C & D of the departmental report, identified by the Planning Services department, be **supported** subject to the entire legal demarcation process;
3. that the southern portion of Farm 736 Paarl be incorporated into the Drakenstein Municipal Area; and
4. that further discussions with Stellenbosch Municipality be entered into regarding the incorporation of Klapmuts as a whole into the Drakenstein Municipal Area.

APPENDIX D

REPORT TO:

- 1) PORTFOLIO COMMITTEE**
- 2) MAYORAL COMMITTEE and**
- 3) COUNCIL.**

File Ref No: 3213

Collaborator No:

Development

IDP KPA Ref No: 5 (Planning and Economic Development)

Meeting Date:

**SUBJECT: TECHNICAL ALIGNMENTS WITH MUNICIPALITIES IN WESTERN CAPE:
DC2 CAPE WINELANDS: MUNICIPAL DEMARCATION BOARD (MDB)**

1. PURPOSE:

The purpose of this report is to report back on the workshop arranged by the Municipal Demarcation Board on Technical Alignments with Municipalities in Western Cape – DC2 Cape Winelands. The workshop was held on Tuesday, 22 August 2017 in the office of the Municipal Manager of the Cape Winelands District Municipality, 51 Trappes Street, Worcester.

2. FOR DECISION BY:

Council.

3. EXECUTIVE SUMMARY

With reference to circulars, 1/2017 & 2/2017 from the Municipal Demarcation Board (MDB), City and Municipal Managers are requested to bring the contents of these circulars to the attention of all councillors and stakeholders in their respective municipal areas such as ward committees, traditional leaders, community development workers etc. The MDB is looking forward to strengthen its relations with all stakeholders in this process and would like to plead for the cooperation and support they enjoyed during the previous cycles.

A workshop followed on Tuesday, 22 August 2017 and was held at the Cape Winelands District Municipality, 51 Trappes Street, Worcester. Mr Fazel Hoosen, the Head-Demarcations and Delimitations from the MDB lead the workshop on technical alignments with Municipalities in the Western Cape, DC2 Cape Winelands. The workshop was informative and well represented by all the B municipalities except for Stellenbosch Municipality. The workshop dealt with misalignments and no major redetermination of municipal boundaries preceding the 2019 national elections.

Council therefore needs to comment and make recommendations subject to the criteria as set out in terms of Sections 24 & 25 of the Local Government: Municipal demarcation Act 27 of 1998 before the end of **September 2017**.

4. RECOMMENDATION

In view of the above it is recommended that:

- 4.1 the content of this report be **noted**;
- 4.2 the proposed reconfigurations as per Annexures A & B identified by the Municipal Demarcation Board (MDB) and the proposed reconfigurations as per Annexures C & D, identified by the Planning Services department, **be supported** subject to the entire legal demarcation process;
- 4.3 the southern portion of Farm 736 Paarl be incorporated into the Drakenstein Municipal Area;
- 4.4 further discussions with Stellenbosch Municipality be entered into regarding the incorporation of Klapmuts as a whole into the Drakenstein Municipal Area; and
- 4.5 both recommendations, 4.3 and 4.4 be validated by Council resolutions from Drakenstein and Stellenbosch Municipalities respectively as required by the Municipal Demarcation Board.

AANBEVELING

In lig van bogenoemde word die volgende aanbeveel dat:

- 4.1 die inhoud van hierdie verslag **genotuleer** word;
- 4.2 die voorgestelde herbelyning soos per Aanhangsels A & B aangetoon, soos geïdentifiseer deur die Munisipale Afbakeningsraad en die voorgestelde herbelyning soos geïdentifiseer deur die Beplanningsafdeling soos per Aanhangsels C & D, **ondersteun word** onderhewig aan die algehele wettige afbakeningsproses;
- 4.3 die suidelike gedeelte van Plaas 736 Paarl, ingesluit moet word binne die Drakenstein Munisipale Area;
- 4.4 verdere gesprekvoering met Stellenbosch Munisipaliteit moet plaasvind rondom die inlywing van Klapmuts in geheel binne die Drakenstein Munisipale Area; en
- 4.5 beide aanbevelings, 4.3 en 4.4 gestaaf word deur Raadsbesluite van Drakenstein en Stellenbosch Munisipaliteite onderskeidelik soos versoek deur die Munisipale Afbakeningsraad.

5. DISCUSSION/CONTENTS

With reference to circulars, 1/2017 and 2/2017 from the Municipal Demarcation Board (MDB), City and Municipal Managers are requested to bring the contents of these circulars to the attention of all councilors and stakeholders in their respective municipal areas such as ward committees, traditional leaders, community development workers etc. The MDB is looking forward to strengthen its relations with all stakeholders in this process and would like to plead for the cooperation and support they enjoyed during the previous cycles. In addition City and the Municipal Managers must assure attendance of planning and GIS officials to the consultation session. The completed registration forms were signed and forwarded to the MDB.

Herewith details regarding the Demarcation Process 2017-2021 programme planned by the MDB:

The 2017-2021 demarcation process is aimed at addressing boundary misalignments and not major boundary redeterminations. The sequence of events for demarcation process culminating in the 2021 local government elections is broadly planned as follows:

- Technical boundary alignments conducted between 2017 and 2019;
- Ward delimitation in local and metropolitan municipalities between 2019 and 2020; and
- The IEC processes for the local government elections towards 2020.

Workshop: Tuesday, 22 August 2017; Venue: Cape Winelands District Municipality, 51 Trappes Street, Worcester.

Mr Fazel Hoosen, the Head- Demarcations and Delimitations from the MDB held a workshop on technical alignments with Municipalities in the Western Cape, DC2 Cape Winelands. The workshop was informative and well presented by most of the B municipalities except for Stellenbosch Municipality.

The workshop dealt with misalignments and no major redetermination of municipal boundaries (i.e. amalgamations, annexations and categorizations) to take place within this period preceding the 2019 national elections.

Only correction of technical misalignment of municipal boundaries to be considered for re-determination, which will involve minor adjustments to address split settlements and align municipal boundaries to either cadastral boundaries, natural or man-made features (e.g. farm boundaries, rivers, roads). This is mainly aimed at improving the quality of boundaries by providing clearly defined boundaries that are legally defensible.

The workshop dealt mainly with misalignments identified by the MDB. The MDB advised that a process has kick-started till the end of September 2017 to allow the respective municipalities within DC2, Cape Winelands to forward any recommendations and comments. Once these comments have been justified, the misalignments be taken through the entire legal demarcation process by the MDB.

2 misalignments were presented by the MDB applicable to Drakenstein Municipality and described as follows:

1. **DEM6303** – Farm Matjesfontein No 73 Paarl: The existing municipal boundary between Swartland and Drakenstein Municipalities approximately follows topographical features and the proposal is to follow the cadastral boundary instead. (see **ANNEXURE A**)
2. **DEM6306** – Farm Schinderkuil No 444/1 Paarl: The existing municipal boundary between the City of Cape Town and Drakenstein Municipality follows the cadastral boundary but the property is divided by a river which causes a problem with accessibility from the specific municipal area and the proposal is therefore to follow the river instead. (see **ANNEXURE B**)

The mentioned proposals are not significant and can be supported for adjustments.

3 additional misalignments have been identified by this department and described as follows:

1. **Proposal 1**– Farm 1674/4 Paarl: The existing municipal boundary between Stellenbosch and Drakenstein Municipalities follows no specific topographical features and the proposal is to follow the cadastral boundary instead. (see **ANNEXURE C**)
2. **Proposal 2** – Farm 398/0 Tulbagh: The existing municipal boundary between the Witzenberg and Drakenstein Municipalities follows no specific topographical features and the proposal is to follow the cadastral boundary as well. (see **ANNEXURE D**)
3. **Proposal 3** – Farm 736 Paarl: The property belongs to Drakenstein and located partially in Stellenbosch and Drakenstein Municipalities.

The 2 MDB proposals as well as Proposals 1 and 2 are seen as misconfigurations and can be supported and forwarded to the MDB to be scrutinized for further processing. Cognizance is however taken of the fact that each case would still be advertised and be subjected to a process whereby both municipalities including the owner are in agreement.

Proposal 3 represents Farm 736 Paarl, situated in Klapmuts can also be regarded as a misalignment. The property has been subdivided and split into 2 portions by the construction of the N1 which is situated on Portion 1 of Farm 736 (SG Dgm no 6413/82). The southern portion is measuring approximately 28ha and the remainder located north of the N1 is measuring approximately 190ha.

The following reasons can serve as motivation:

Current Situation:

- The existing demarcated Municipal Boundary cuts across the cadastral boundaries of Farm 736 Paarl alongside the National Road N1, dividing the property with the bulk of the property falling within the Municipal Area of Drakenstein and the southern portion within the Municipal Area of Stellenbosch.
- A portion of the southern portion of Farm 736 Paarl currently accommodate the sewerage works for Klapmuts and an electrical substation. The maintenance hereof remains the responsibility of Stellenbosch Municipality.

Motivation:

- The inclusion would entail an area measuring approximately 28 hectares of developable land.
- Cadastral integrity due to the amendment was being questioned but to the west a similar precedent has already been set by the inclusion of Portions 15 and 19 of Farm No 32 Cape Town.
- Klipmuts has been identified as a future mixed use development node.
- Farm 736 and the surrounding land uses substantiate the fact that the potential of the agricultural land could be rated rather low which increases the probabilities for development.

Previously during 2012, the afore-mentioned motivation with a recommendation for the inclusion of the southern portion of Farm 736 Paarl under DEM4025 (see **ANNEXURE E**) was submitted to The MDB and the application was put aside. (see **ANNEXURE F**). Their decision was based on the following criteria in terms of **Section 24 & 25** of the Municipal Demarcation Act 27 of 1998, namely:

“Section 24:

Demarcation objectives:

When the Board determines a municipal boundary its objective must be to establish an area that would-

- (a) *enable the municipality for that area to fulfil its constitutional obligations, including-*
 - (i) *the provision of democratic and accountable government for the local communities;*
 - (ii) *the provision of services to the communities in an equitable and sustainable manner;*
 - (iii) *the promotion of social and economic development; and*
 - (iv) *the promotion of a safe and healthy environment;*
- (b) *enable effective local governance;*
- (c) *enable integrated development; and*
- (d) *have a tax base as inclusive as possible of users of municipal services in the municipality.*

Section 25: Factors to be taken into account

In order to attain the objectives set out in section 24, the Board must, when determining a municipal boundary, take into account-

- (a) *the interdependence of people, communities and economies as indicated by-*
 - (i) *existing and expected patterns of human settlement and migration;*
 - (ii) *employment;*
 - (iii) *commuting and dominant transport movements;*
 - (iv) *spending;*
 - (v) *the use of amenities, recreational facilities and infrastructure; and*
 - (vi) *commercial and industrial linkages;*
- (b) *the need for cohesive, integrated and unfragmented areas, including metropolitan areas;*
- (c) *the financial viability and administrative capacity of the municipality to perform municipal functions efficiently and effectively;*
- (d) *the need to share and redistribute financial and administrative resources;*
- (e) *provincial and municipal boundaries;*

- (f) *areas of traditional rural communities;*
- (g) *existing and proposed functional boundaries, including magisterial districts, voting districts, health, transport, police and census enumerator boundaries;*
- (h) *existing and expected land use, social, economic and transport planning;*
- (i) *the need for co-ordinated municipal, provincial and national programmes and services, including the needs for the administration of justice and health care;*
- (j) *topographical, environmental and physical characteristics of the area;*
- (k) *the administrative consequences of its boundary determination on-*
 - (i) *municipal creditworthiness;*
 - (ii) *existing municipalities, their council members and staff; and*
 - (iii) *any other relevant matter; and*
- (l) *the need to rationalise the total number of municipalities within different categories and of different types to achieve the objectives of effective and sustainable service delivery, financial viability and macro-economic stability."*

It was however emphasized by the MDB members that they are prepared to reconsider a re-alignment of municipal boundaries should Drakenstein and Stellenbosch concur and agree upon a solution. It would also be a precondition that any submission be accompanied by a council decision from both municipalities.

Council is in the process to alienate Farm 736 Paarl subject to certain conditions. The alienation proposal entails that a portion measuring ±12,6ha (Ptn B) which accommodates the waste water treatment works and an eskom electrical substation, be subdivided and transferred to Stellenbosch Municipality and the remaining ±208ha (Ptn A+ Ptn C+ Remainder), be alienated which will remain in the jurisdiction of Drakenstein Municipality.(See ANNEXURE G)

6. Environmental Implications

None

7. Financial Implications

None

8. Legal Implications

None

9. Other Implications

Resolutions required by both municipalities.

10. Staff Implications

None

11. Comments From The Strategic Management Team:**ENGINEERING SERVICES:**

No comment received.

CORPORATE SERVICES:

Supported.

FINANCIAL SERVICES:

No Comment received.

Other Services/Persons Consulted

None

ANNEXURES:

ANNEXURE A: Farm Matjesfontein No 73 Paarl

ANNEXURE B: Farm Schinderkuil No 444/1 Paarl

ANNEXURE C: Farm 1674/4 Paarl

ANNEXURE D: Farm 398 Tulbagh

ANNEXURE E: DEM4025, November 2012

ANNEXURE F: DEM4025, Decision taken by the Municipal Demarcation Board - 2012

ANNEXURE G: Farm 736 Paarl – Alienation Proposal

FOR FURTHER DETAILS CONTACT:

NAME	A Roelf
CONTACT NUMBER	021 807 4813
E-MAIL ADDRESS	ashleyr@drakenstein.gov.za
DIRECTORATE	Planning and Economic Development
FILE REF NO	3213



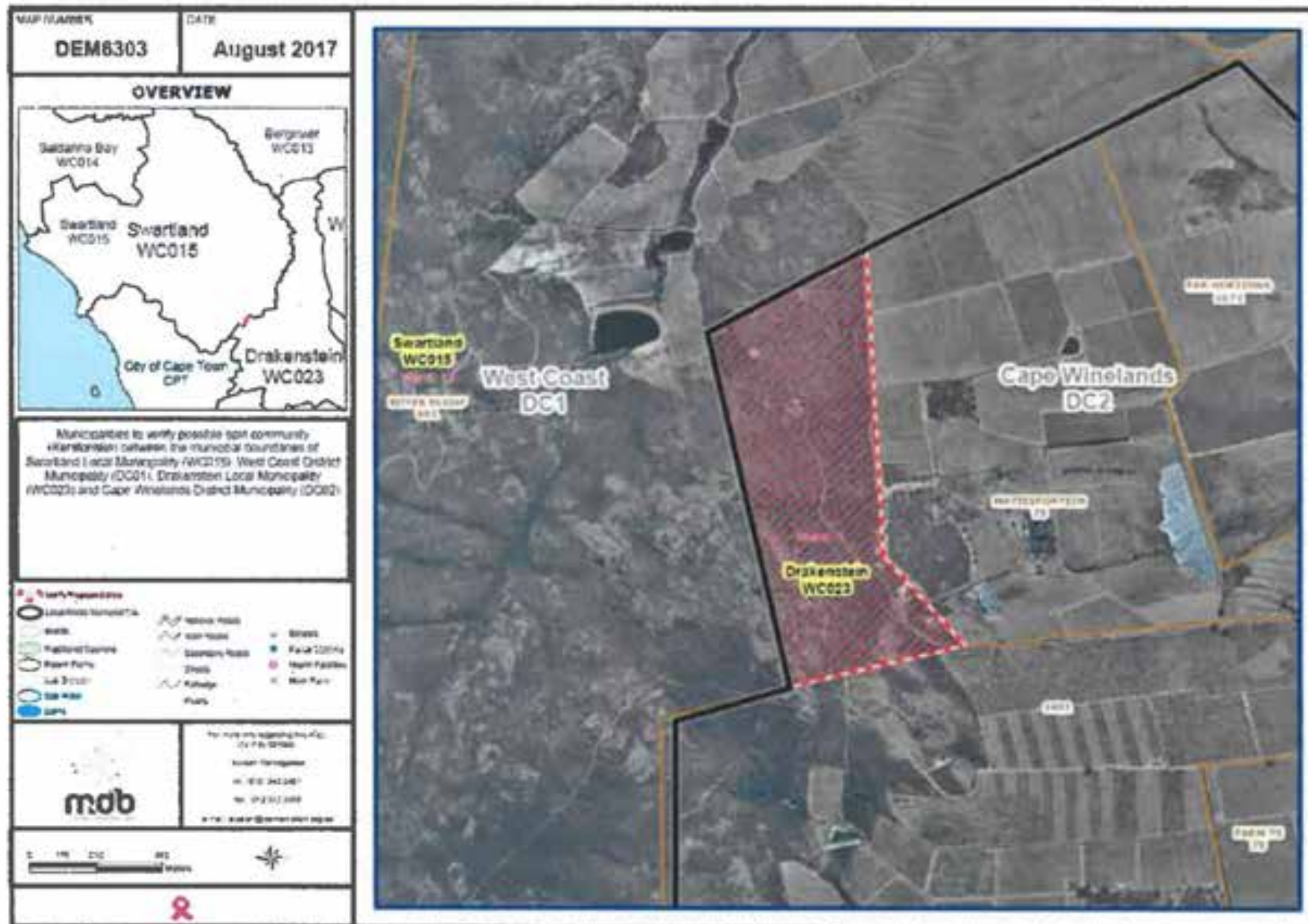
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MANAGER: SPATIAL PLANNING
AND HERITAGE

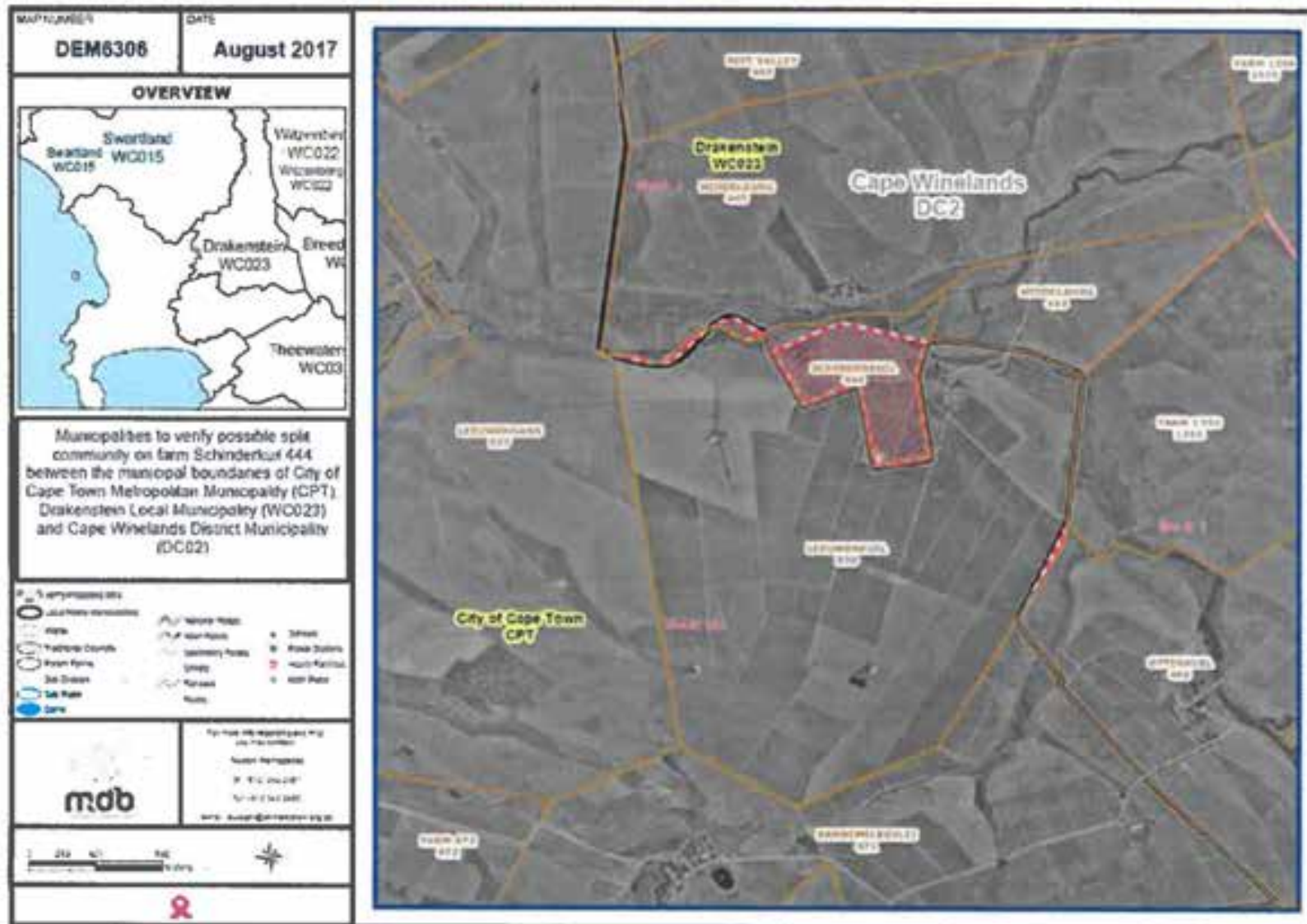


D DELANEY
ACTING EXECUTIVE DIRECTOR:
PLANNING AND DEVELOPMENT

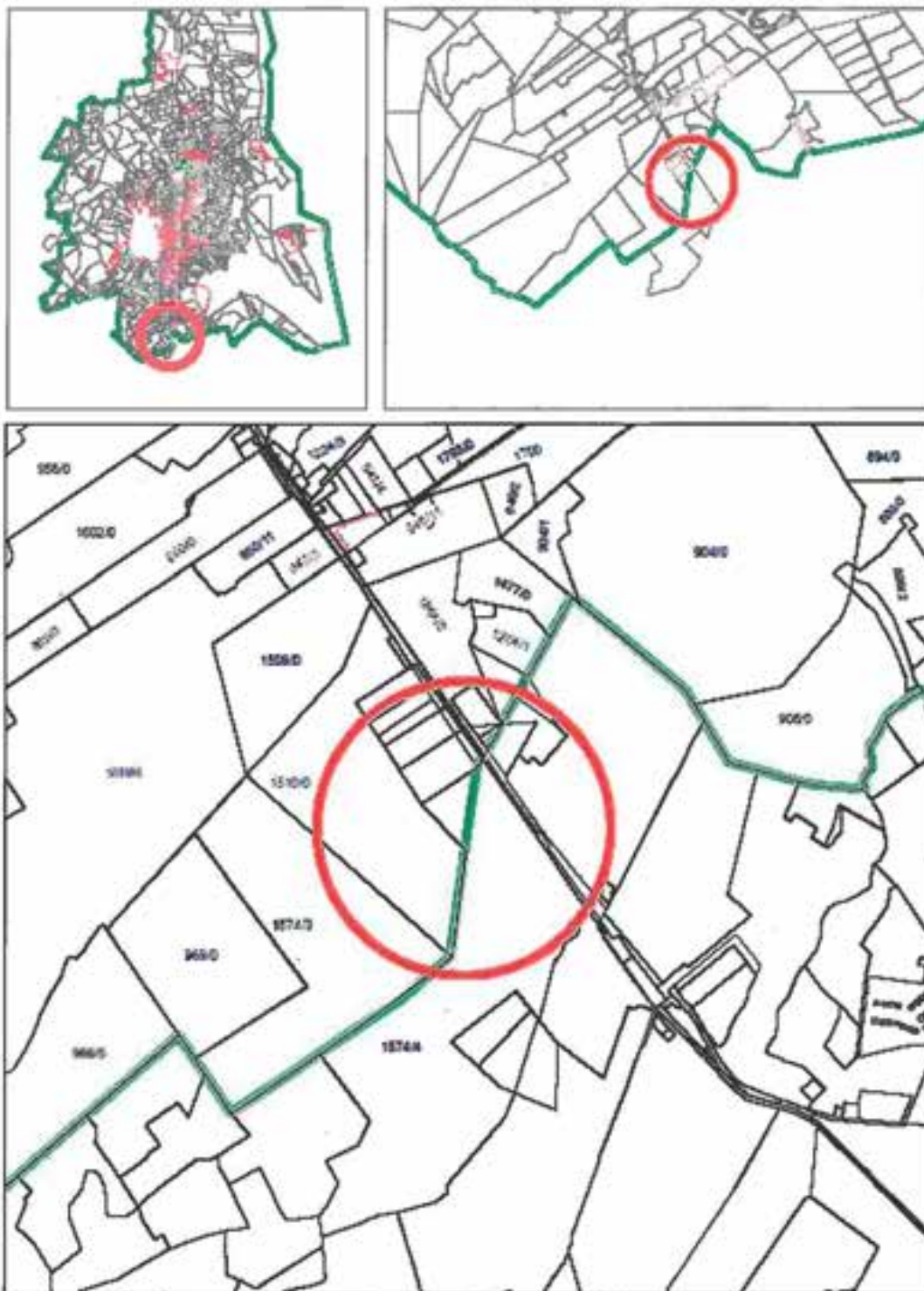
.....
DR J LEIBBRANDT
CITY MANAGER

Date:

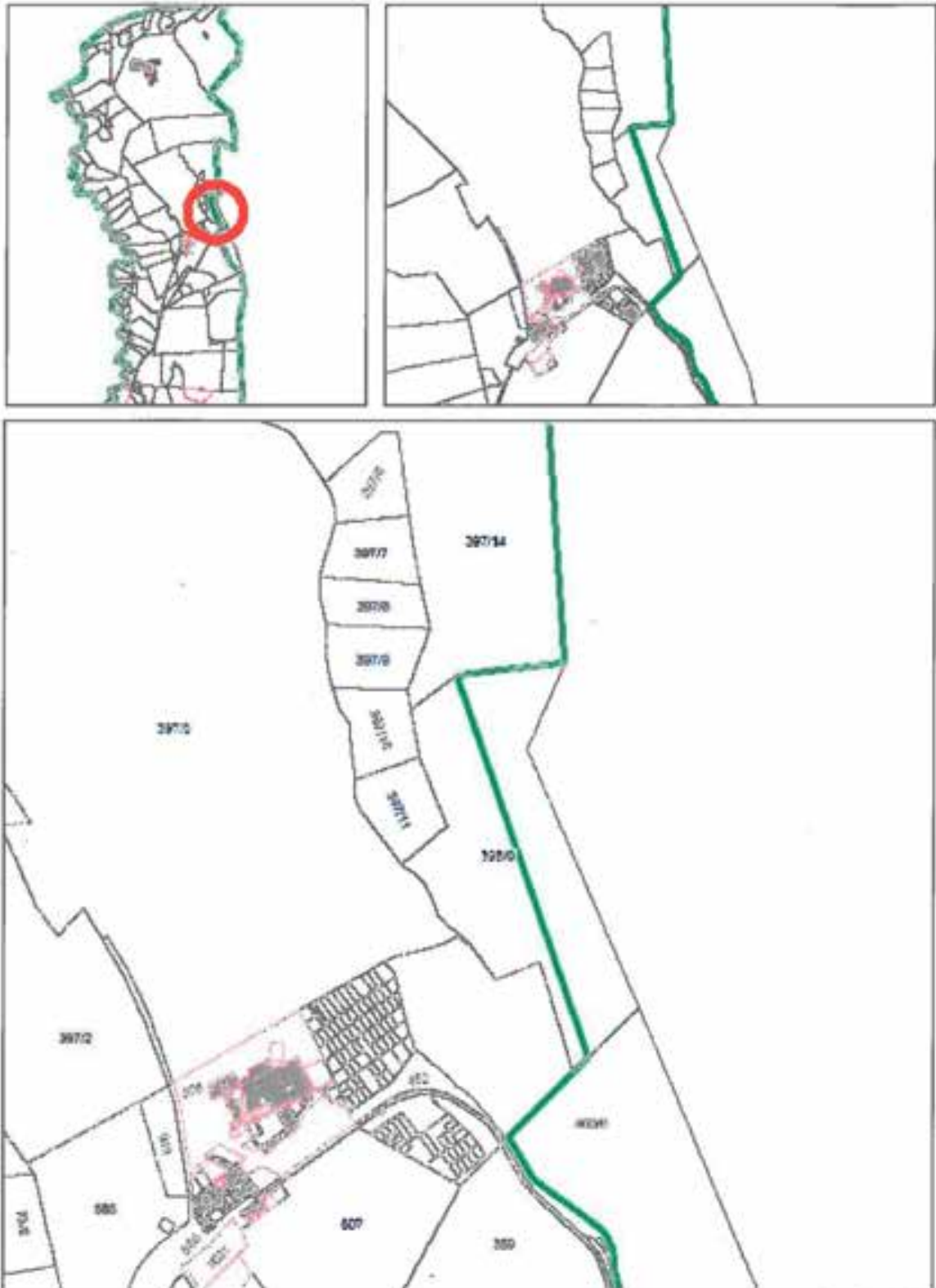




1. Simondium area (SG April 2017)



Gouda area - Tulbagh Farm 397/14





ANNEXURE F



MUNICIPAL DEMARCATION BOARD

304 Orient Street, Arcadia, 0003, Private Bag X28, Hatfield, 01032
info@demarcation.org.za www.demarcation.org.za
Phone: 012-342 2481, Fax: 012-342 2480

27 August 2013

Reference: DEM4025

Drakenstein Municipality
Mr Dennis Smit
dennis.smit@drakenstein.gov.za

Dear Sir / Madam

**RE: DEM4025 - APPLICATION FOR PROPOSED BOUNDARY REDTERMINATION -
NOTICE IN TERMS OF SECTION 21 OF THE MUNICIPAL DEMARCATION ACT (ACT 27
OF 1998)**

Description:

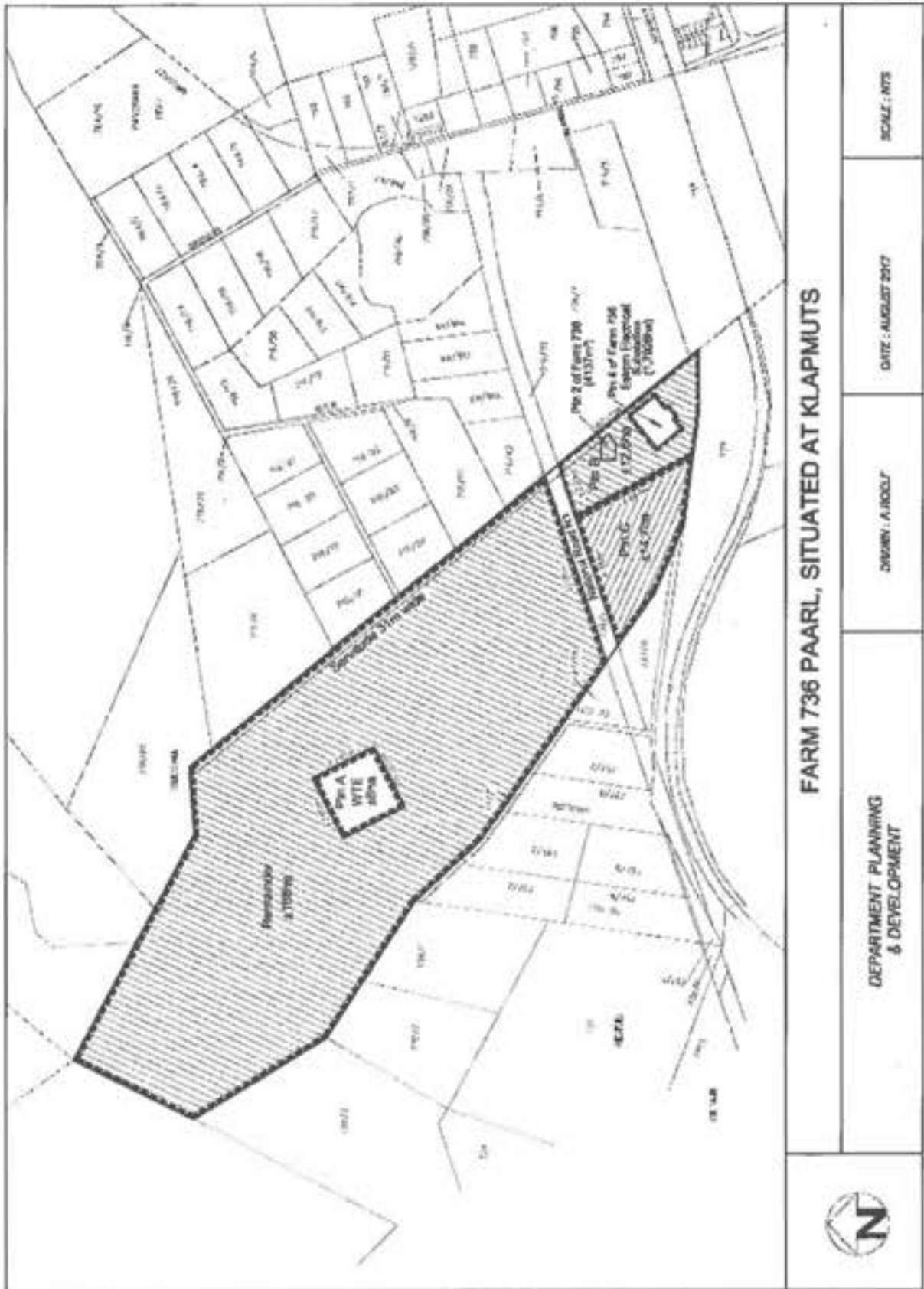
Proposed redetermination of the municipal boundaries of Stellenbosch Local Municipality (WC024), and Drakenstein Local Municipality (WC023), by excluding the southern portion of Farm 736 from the municipal area of Stellenbosch Local Municipality (WC024), and by including it into the municipal area of Drakenstein Local Municipality (WC023).

Thank you for your boundary re-determination proposal submitted to the Board. After considering all views and representations received in terms of section 26 of the Local Government: Municipal Demarcation Act 27 of 1998, the MDB resolved not to proceed with this matter. The proposed boundary will not enhance the alignment of the current boundary since part of the municipal area will be obstructed by a major national freeway.

Yours faithfully,

MS GABUSILE GUMBI-MASILELA
CHIEF EXECUTIVE OFFICER: MUNICIPAL DEMARCATION BOARD

ANNEXURE G



8.3	FINANCIAL SERVICES: (PC: CLLR S PETERS)
8.3.1	QUARTERLY BUDGET STATEMENTS REPORTING: JULY 2017 – SEPTEMBER 2017

1. PURPOSE OF REPORT

To comply with the requirements of Section 52 (d) of the Municipal Finance Management Act, 56 of 2003, dealing with the general responsibilities of the mayor of a municipality by reporting to Council on the financial position and financial performance measured against the approved budget for the quarter as at 30 September 2017.

2. LEGAL FRAMEWORK

In terms of 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;”

3. DISCUSSION

Challenges with the implementation of mSCOA

The municipality has transacted on mSCOA effective from 1 July 2017. Given the magnitude of the mSCOA regulation the municipality was also subjected to system processing difficulties. It should be noted that the service provider opted for a hybrid system processing for mSCOA. This had the effect that the municipal budget is being processed on a web-based platform, whereas the financial transactions are processed on a flat-file platform. As the two platforms must be integrated to each other, the occurrence of system difficulties must accordingly be attended to on both platforms and not just on one platform. This hybrid system practically lends itself for system difficulties from time to time.

Note that the system challenges that have been experienced are not limited to Stellenbosch municipality, and have also been experienced by other municipalities.

The system processing difficulties included the following as at 30 September 2017:

- The successful processing of the capital roll-over budget of August 2017, which have led to delays in creating creditor orders for payment;
- Where required, the virement of funds could not be effected within the required timeframes;
- The budget details on the web platform in some cases did not integrate accurately to the flat-file platform;
- The secondary costing system not working as anticipated;
- Third party system integration.

It must however be stated that this municipality has continuously engaged with the service provider throughout the challenges identified and the Finance departments have been informed that the service provider are attending to the challenges. As a natural outflow from the system integration the municipality has commenced with

post-implementation reviews in September 2017, which will include the review of financial risk transactions ranging from revenue, expenditure, assets.

A positive outcome of the mSCOA regulation is the enthusiasm showed by all departments within the municipality and their understanding of the basics of the mSCOA regulation, as it relates to their operations. For example, it was identified that some departments were forwarding unnecessary costing timesheets to the Salary department, which lead to unnecessary journal entries at year end. The Salary department was accordingly informed to refrain from processing the unnecessary costing timesheets, due to its non-compliance with GRAP.

Notwithstanding the system processing challenges experienced, the implementation of mSCOA has been better than anticipated, with great thanks to all departments in the municipality.

Financial Performance Quarter 1

This report illustrates the implementation of the budget for the 1st Quarter and the financial state of the municipality.

The Operating expenditure reflects a 24.57% under spending for the year to date.

The 48.98% under spending of the year to date capital budget is of great concern.

The Financial Services Quarterly Report for July to September 2017 is attached as Appendix A.

The capital expenditure is anticipated to increased, because:

The following larger projects have contractors on site:

- 1) R20 million – Water Treatment Works Paradyskloof
- 2) R24.3 million – Plankenburg Main Outfall Sewer
- 3) R2.4 million – Upgrade of WWTW: Klapmuts
- 4) R82.3 million – Extension of Stellenbosch WWTW
- 5) R2 million – Groendal library
- 6) R9.4 million – New Community Hall Klapmuts

The following Bid Adjudication Awards were made recently:

- 1) R19.2 million – Bulk water supply: Dwars Rivier
- 2) R4.7 million – Upgrade of WWTW Wemmershoek
- 3) R6.4 million – upgrade of sport facilities

With some of the roads' projects consultants are busy and then the annual tenders will be utilized for construction purposes.

4. FINANCIAL IMPLICATIONS

None

5. ATTACHMENTS

Appendix A: Quarterly Budget Monitoring Report

RECOMMENDED

that Council notes the quarterly report (**APPENDIX A**) as envisaged by Section 52 of the MFMA detailing the implementation of the budget and the financial state of affairs of the municipality.

<i>Meeting:</i> <i>Ref no:</i> <i>Collab:</i>	<i>Council:</i> 5/1/1/2017-2018	<i>Submitted by Directorate:</i> <i>Author</i> <i>Referred from:</i>	<i>Finance</i> <i>Chief Financial Officer: M Wüst</i>
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APPENDIX A



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

QUARTERLY BUDGET MONITORING REPORT

1st Quarter 2017/18



QUALITY CERTIFICATE

I, **Geraldine Mettler**, the **Municipal Manager of Stellenbosch Municipality**, hereby certify that the quarterly report the period ending September 2017 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 September 2017.

Name: **Geraldine Mettler**

Municipal Manager of Stellenbosch Municipality- WC024

Signature _____

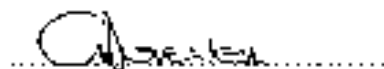


Date: 16 October 2017

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 first 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: 16 October 2017

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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.

2.2 Summary of 2017/18 budget progress / implementation

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

Detail	Capital Expenditure	Operating Expenditure	Operating Revenue (excluding capital transfers and contributions)
Original Budget	418 056 510	1 486 675 554	1 427 945 886
Adjustment Budget	479 778 893	1 497 991 771	1 439 264 103
Plan to Date (SDBIP)	28 709 734	263 128 407	570 634 089
Actual	14 646 687	198 478 555	432 390 193
Variance to SDBIP	-14 063 047	-64 649 852	-138 243 896
Year to date % Variance to SDBIP	-48.98%	-24.57%	-24.23%

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

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2017

3. Operating Revenue

The following table shows the actual operating revenue per National Treasury Reporting regulations against that planned in the SDBIP for the 1st Quarter of 2017/18

Operating Revenue by Source:

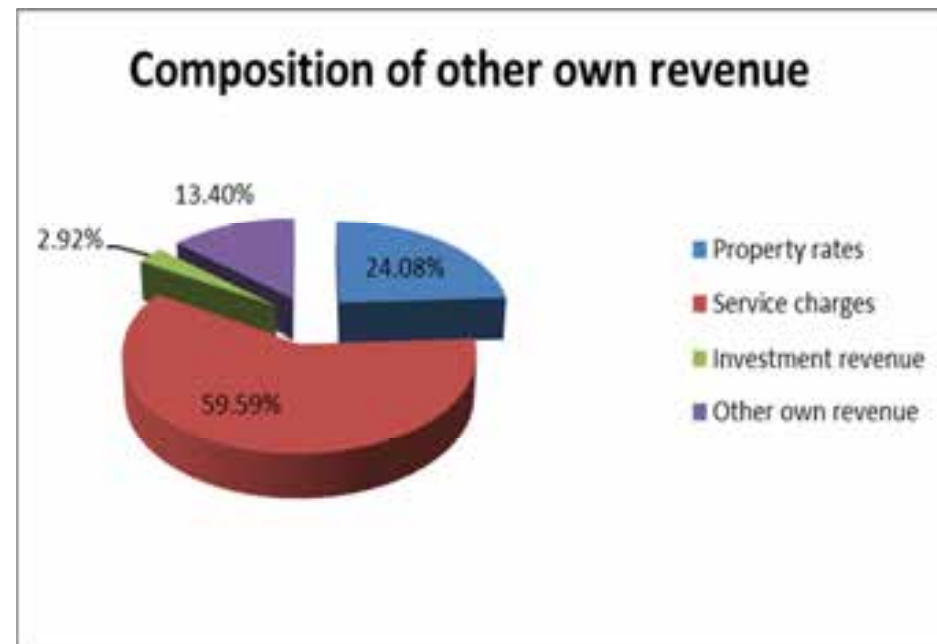
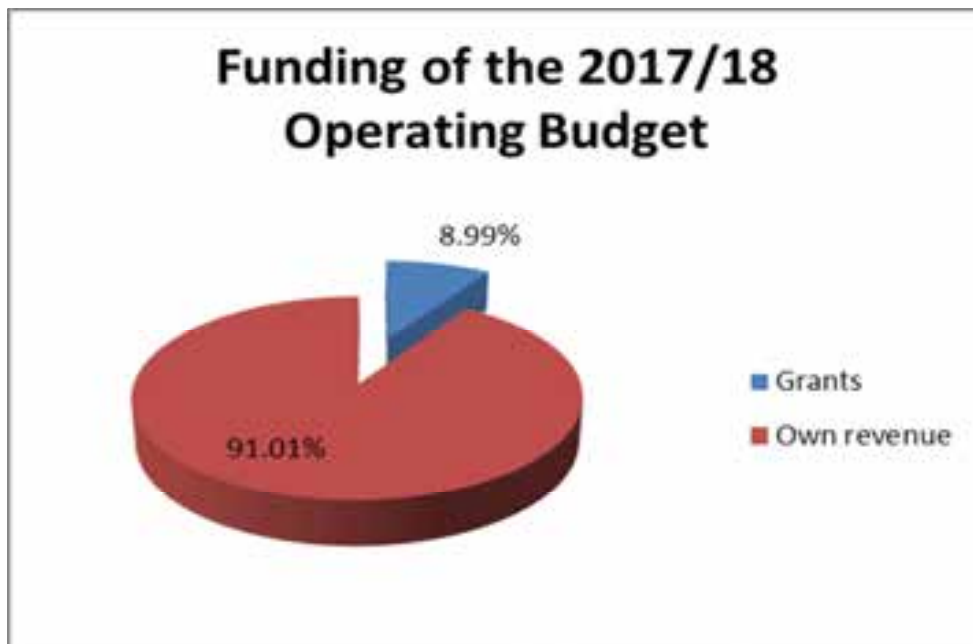
Description	ORIGINAL BUDGET	ADJUSTMENT BUDGET	QUARTER 1 2017/18			QUARTER 1 2016/17		
			PLANNED	ACTUAL	VAR	PLANNED	ACTUAL	VAR
Revenue by Source								
Property rates	313 009 130	313 009 130	313 009 130	132 891 429	-58%	286 816 315	288 523 163	1%
Property rates - penalties & collection charges			-	-	0%	340 928	460 558	35%
Service charges - electricity revenue	496 336 960	496 336 960	63 221 855	117 542 731	86%	115 858 932	105 344 482	-9%
Service charges - water revenue	143 043 790	143 043 790	18 593 743	45 676 466	146%	17 616 444	21 694 025	23%
Service charges - sanitation revenue	88 677 312	88 677 312	88 676 812	39 066 794	-56%	60 642 247	62 219 374	3%
Service charges - refuse revenue	46 351 234	46 351 234	46 350 734	27 257 083	-41%	42 955 336	42 742 596	0%
Service charges - other	-	-	-	2 054 839	-	-	-	-
Rental of facilities and equipment	17 993 960	17 993 960	2 339 215	2 538 266	9%	4 294 902	3 227 418	-25%
Interest earned - external investments	37 998 780	37 998 780	4 133 841	9 681 156	134%	4 356 327	9 252 139	112%
Interest earned - outstanding debtors	7 663 970	7 663 970	996 316	1 912 150	92%	1 753 192	1 561 587	-11%
Fines	97 064 330	97 064 330	12 228 363	2 851 750	-77%	4 426 515	8 567 106	94%
Licences and permits	9 913 460	9 913 460	-	-	-	1 781 159	2 719 438	53%
Agency services	2 514 110	2 514 110	326 834	921	-100%	562 639	764 164	36%
Transfers recognised - operational	128 342 000	139 658 217	16 684 460	48 612 466	191%	33 248 635	45 988 000	38%
Other revenue	37 597 700	37 597 700	4 072 786	2 304 142	-43%	7 241 912	9 217 209	27%
Gains on disposal of PPE	1 441 150	1 441 150	-	-	-			
Total Revenue (excluding capital transfers and contributions)	1 427 947 886	1 439 264 103	570 634 089	432 390 193	-24%	581 895 483	602 281 258	4%

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 SEPTEMBER 2017

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 59.59 per cent of the R1 299 605 886 billion own revenue budget.



Operating Revenue Variance Report

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

Revenue by Source

Property Rates and Service Charges

Historically property rates, refuse and sanitation service charges were billed annually during July each year.

Interest Earned- External Investments

An over performance was noted for interest earned . external investments amounting to R915 834 due to improved management of the investment portfolio.

Fines

The municipality collected R 9 376 613 less than it had projected. The variance relates to the accounting treatment of fine revenue that is recorded in line with accounting standard GRAP 23 and iGRAP 1.

Transfers and subsidies

An over performance is evident for transfers and subsidies due to the following receipts paid into the municipal bank account during the first quarter;

- Energy Efficiency and Demand-side Management grant R3 000 000
- Klipmuts Erf 2124 R6 896 899
- Equitable share R 46 097 000

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2017

4. Operating Expenditure

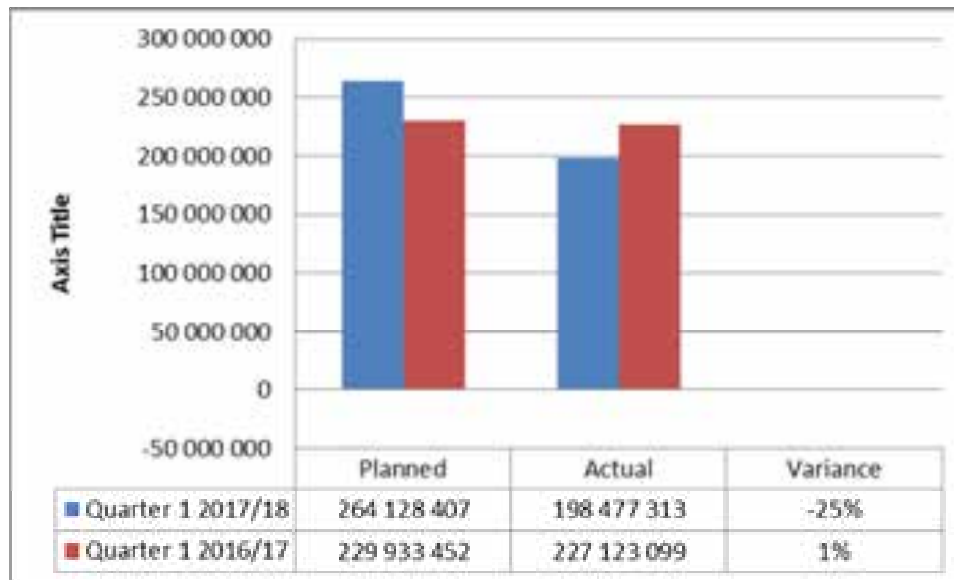
The following table illustrates the actual operating expenditure for each Directorate against planned expenditure in the SDBIP for the 1st Quarter of 2017/18.

Operating Expenditure (Per Directorate):

DIRECTORATE	ORIGINAL BUDGET	AMENDED BUDGET	QUARTER 1 2017/18		QUARTER 1 2016/17	
			PLANNED	ACTUALS	PLANNED	ACTUALS
Municipal Manager	14 411 031	14 411 031	3 917 567	2 713 926	1 943 068	3 025 976
Planning & Development	53 834 926	53 834 926	9 923 968	10 911 200	17 862 563	15 547 372
Human Settlements	69 261 243	69 261 243	11 872 832	13 778 414	11 584 711	9 883 369
Community and Protection Services	215 176 475	215 176 475	57 251 348	33 401 307	32 287 117	39 843 876
Engineering Services	890 833 833	890 833 833	144 841 327	112 764 854	148 327 812	126 591 860
Strategic and Corporate Services	71 680 091	71 680 091	21 564 226	14 899 814	9 366 376	18 127 061
Financial Services	64 941 502	64 941 502	14 757 139	10 007 799	8 561 805	14 103 585
TOTALS	1 380 139 101	1 380 139 101	264 128 407	198 477 313	229 933 452	227 123 099

During the first quarter of the financial year the directorates spent R197 477 313, 25% less than the planned expenditure for the first quarter. At the same period last year the directorate spent 1% less than the planned expenditure.

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2017



The year on year comparison for the first quarter is 25% actual spending rate of the total operating budget for the financial year 2017/18, compared to a 1% actual spending rate for the same period in the previous financial year.

Operating Expenditure Variance Report

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

Due to the implementation of mSCOA various system related challenges were experienced during September 2017 which adversely affected the extracting of reports.

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

Human Settlements

IRDP. Ph2 Watergang

The department indicated that they will follow a Section 32 process (piggy back) on the provincial department database. The approval was provided by the Municipal Manager.

IRDP.Ph2 Title Deeds

This project includes the transfer of properties to the beneficiaries. The municipality received funds from the Department of Human Settlements for this task. An additional amount of approximately R1million will also be received.

IRDP.Ph1. La Motte

The department had a scheduled meeting with the Housing Department Agency (HDA). The department also reached a stalemate with respect to rezoning of land. The municipality received funds from the Department of Human Settlements for this task.

Northern extension: The work is complete but the municipality could only make part payments to the service providers. The municipality is waiting on the Department of Human Settlements to give the approval for the project that will allow the municipality to relocate the funds to the northern extension. The municipality is currently waiting for written approval from the Department of Human Settlements.

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2017

5. Capital Expenditure

The following table illustrates the actual capital expenditure per directorate against the planned in the SDBIP for the 1st Quarter of 2017/18.

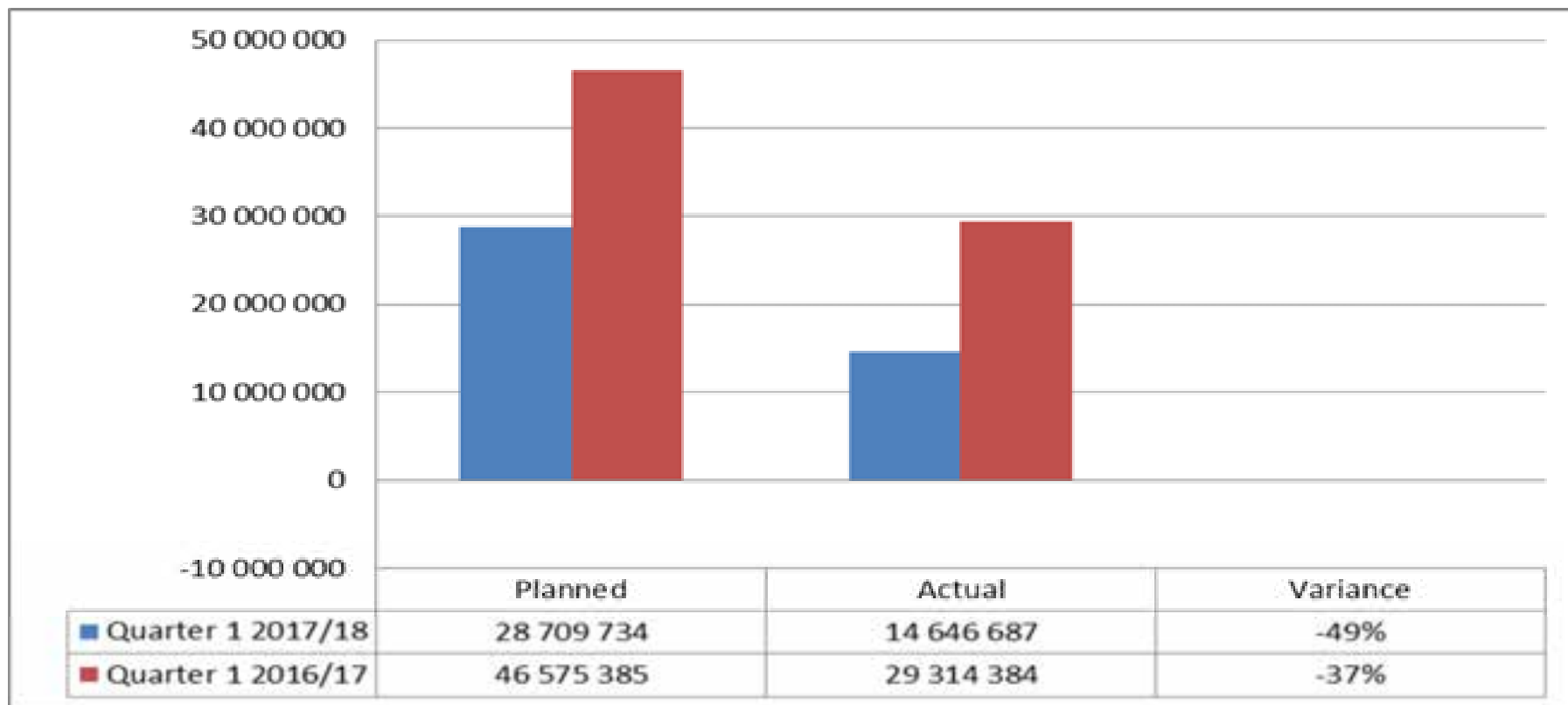
DIRECTOR	ORIGINAL BUDGET	AMENDED BUDGET
Municipal Manager	35 000	35 000
Planning & Development	5 393 000	7 652 836
Human Settlements	52 872 000	72 865 066
Community and Protection Services	21 878 700	28 884 097
Engineering Services	330 897 810	362 634 958
Strategic & Corporate Services	5 110 000	5 836 936
Financial Services	1 870 000	1 870 000
TOTALS	418 056 510	479 778 893

QUARTER 1 2017/18		
PLANNED	ACTUAL EXPENDITURE	VAR %
9 081	-	-100%
11 200	-	-100%
4 209 207	1 071 547	-75%
7 689 229	244 112	-97%
16 791 017	12 988 603	-23%
-	342 425	100%
-	-	-
28 709 734	14 646 687	-49%

QUARTER 1 2016/17		
PLANNED	ACTUAL EXPENDITURE	VAR %
12 754	-	-100%
-	72 607	100%
7 123 130	1 995 861	-72%
1 057 000	746 052	-29%
37 460 445	25 948 592	-31%
922 056	486 936	-47%
-	64 337	100%
46 575 385	29 314 384	-37%

Currently Commitments to the amount of R85 358 044 reflected on the financial system. This committed expenditure relate to work in progress for which the municipality must still be invoiced.

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2017



The year on year comparison for the first quarter is [R28 709 734/ R479 778 893] 3.05% of the total capital budget of R479 778 893 for the 2017/18 financial year compared to a [R 29 314 384/ R539 200 043] 5.44% spending rate for the same period in the previous financial year measured against a budget of R539 200 043.

Capital Expenditure Variance Report

The material variances between actual capital expenditure and the planned capital expenditure contained in the SDBIP are explained per directorate and are as follow (The reasons for variances found below were provided by the respective directors):

2.1 Planning and Development

The Directorate planned to spend R11 200. The year-to-date actuals spend amounted to R 0. This resulted in an under spending. The projects that attributes to the under spending is as follow:

2.1.1 Informal Traders

The tender for Idas Valley was awarded in September and the appeal period to expire in October. The amount budgeted for Franschoek is not sufficient hence construction will commence with the Idas Valley project.

2.2 Human Settlements

The Directorate planned to spend an amount of R 4 209 207 of the approved budget. The year-to-date actuals spend amounted to R1 071 547. This resulted in an under spending of R 3 137 660. The projects that attributes to the under spending is as follow:

2.2.1 Flats: Interior Upgrading

The tender has closed during September 2017 and were evaluated by the user department. The department is waiting for the next BEC meeting.

2.2.2 Upgrading of Informal Settlements

The department is in the process of completing the SCM documents for the upgrading of Zone L Kayamandi and one of the 26 informal settlements. Slabtown relocation to Kayamandi has been earmarked as a priority.

2.2.3 Kayamandi Watergang: Zone O

The tender was advertised and closed at the end of July 2017. The department submitted the technical evaluation to SCM and is still awaiting feedback.

2.2.4 Kayamandi Town Centre

The consultant has completed the feasibility study.

2.2.5 Klapmuts: Erf 2181 (298 serviced sites)

Approval was granted by the Department of Human Settlements for additional funds for this project. The municipality is following due process for the budgeting of the funds.

2.3 Community and Protection Services

The Directorate planned to spend an amount of R 7 689 229. The year-to-date actuals spend amounted to R 244 112. This resulted in a under spending of R 7 445 117. The projects that attributes to the under spending is as follow:

2.3.1 Sight Screens/ Pitch Covers Sports Grounds

The department indicated that the pitch cover was purchased. It is expected that the funds will be spent by October 2017.

2.3.2 Upgrading Tennis Courts: Idas Valley & Cloetesville

The project is a roll-over project rolled over from previous financial year. The order has been issued. R200 000 will be saved in the budget.

2.3.3 Upgrade of Sport Facilities

The tender was awarded during September 2017 for the Astro turf to be installed and is now in its appeal period.

2.3.4 Upgrade of Existing Parks (WC024)

Funds will be utilized for the Thubelitsha park, Kayamandi upgrades, Groendal fence and the Mooiwater area as follows:

- Kayamandi Thubelitsha park -Artificial grass fence
- Groendal School park- Groendal fence . R80 000
- Mooiwater park-Mooiwater R61 000

2.3.5 Nature Conservation & Environmental: FTE

The department was referred back to the Bid Evaluation Committee (BEC).

2.3.6 Upgrading Traffic Parking Area

This project will be implemented through the Engineering Tender BSM16/16. Every aspect linked to project is in place, it is only the contractor that must still be appointed.

2.3.7 Upgrading Traffic Building

The department must submit a new building plan due to the new regulation, requiring that partitioning be indicated on the building plans. The department will go out on formal quotation to appoint a consultant. The department will liaise with Property Management and Building Control to finalise the SCM processes.

2.3.8 Install CCTV and ANPR cameras in WC024

Additional funds were received during the roll-over adjustments budget process in August 2017. The tender was approved during the 2016/17 financial year. The department is waiting for way-leaves and received provisional approval subject to various conditions. Once way-leaves have been received the project can move forward.

2.3.9 Law Enforcement: Vehicle Fleet

The orders were processed for the vehicles and the department is awaiting delivery before the payment can be processed.

2.3.10 Fire Services JOC

The department indicated that the JOC has been ordered and was delivered during August 2017. Payment must still take place. Year-to-date orders to the amount of R652 003 were processed on the system. This amount includes R458 513 for a Toyota Land Cruiser.

2.4 Strategic and Corporate Services

The Directorate planned to spend an amount of R 0. The year-to-date actuals spend amounted to R 342 425. This resulted in an over spending of R 342 425. The projects that attributes to the variances are as follow:

2.4.1 Purchase and Replacement of Computer/ software and Peripheral devices

SCM Orders to the amount of R521 869.54 has been issued. Disbursements based on the orders are expected from September 2017.

2.4.2 Upgrade and Expansion of I.T Infrastructure Platforms

The technical evaluation for the tender for network switches is underway. The tender closed on the 26th September 2017 and the department received 20 offers. The estimation for the tender is around R 1.3 million. The tender should be finalised and awarded by the end of October 2017.

Requisitions to the amount of R1.8 million were loaded on the financial system. This includes the tender for the switches and other infrastructure related projects. The remainder of the funds amounting to R950 000 will be used for Data Centre Project.

2.5 Engineering Services

The Directorate planned to spend an amount of R 16 791 017. The year-to-date actuals spend amounted to R 12 988 603. This resulted in a under spending of R 3 802 414. The variance is attributable to the following projects:

2.5.1 106 Bulk Water Supply Pipe Reservoir: Dwars Rivier (Johannesdal / Kylemore / Pniel)

The tender was taken to the Bid Adjudication Committee (BAC) for the appointment of the contractor but it was referred back to BEC.

2.5.2 103 Bulk Water Supply Pipeline & Reservoir Jamestown

The Service Provider is busy with the construction and the project is almost completed.

2.5.3 110 Bulk Sewer Outfall: Jamestown

Consultants were appointed for the design and the environmental impact assessment.

2.5.4 112 New Plankenburg Main Outfall Sewer

The service provider for the phase 2 has been appointed, work will commence in October.

2.5.5 115 Idas Valley Merriman Outfall Sewer

The department is planning to go out on tender by the end of October.

2.5.6 All Reseal Road projects

The consultant has been appointed end of September 2017.

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2017

6. Investments and Borrowings

Investments

ACC. NR	BANK	TYPE OF INVESTMENT	INTEREST RATE	MATURITY DATE	OPENING BALANCE AS AT 1 JULY 2017	TOTAL INVESTMENTS/ WITHDRAWALS QUARTER 1	INTEREST CAPITALISED FOR THE MONTH UNDER REVIEW	INTEREST ACCRUED YTD	CLOSING BALANCE YTD
20-7674-8028	ABSA BANK	FIXED DEPOSIT	8.710%	23-Mar-18	102 266 986.30	-	715 890.41	2 195 397.26	104 462 383.56
20-7693-3215	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	(50 312 123.29)	715 890.41	2 465 904.11	104 462 383.56
71-6186-16357	FNB	FIXED DEPOSIT	8.250%	12-Dec-16	0.01	-	-	-	0.01
74-6862-17537	F#6357 F#7537	FIXED DEPOSIT	8.208%	26-Sep-17	102 083 164.20	(104 224 130.41)	735 841.57	2 140 966.22	0.00
					102 083 164.21	(104 224 130.41)	735 841.57	2 140 966.22	0.01
03/7881123974/...009	NEDBANK	FIXED DEPOSIT	8.050%	26-Sep-17	60 489 616.44	(61 640 876.71)	330 821.92	1 151 260.27	0.00
03/7881123974/...010	N#009	FIXED DEPOSIT	8.750%	22-Jun-18	120 115 068.49	-	863 013.70	2 646 575.34	122 761 643.83
03/7881123974/...011	N#010 N#011	FIXED DEPOSIT	8.270%	25-Sep-18		100 000 000.00	67 972.60	67 972.60	100 067 972.60
					180 604 684.93	38 359 123.29	1 261 808.22	3 865 808.22	222 829 616.44
30000059124	INVESTEC BANK	CALL ACCOUNT	6.900%	Call Account	-	-	46 170.56	141 924.99	8 493 415.96
1400-035018-450	I#500 I#450	FIXED DEPOSIT	7.550%	20-Mar-17	8 351 490.97	-	-	-	-
		FIXED DEPOSIT	7.800%	27-Mar-18		50 000 000.00	32 054.79	32 054.79	50 032 054.79
					8 351 490.97	50 000 000.00	78 225.35	173 979.78	58 525 470.75
258489367-009	STANDARD BANK	CALL ACCOUNT	6.950%	Call Account	21 329 661.67	-	118 816.81	365 342.00	21 695 003.67
258489367-015	S#009 S#015	FIXED DEPOSIT	8.100%	26-Sep-17	40 328 438.36	(41 100 712.33)	221 917.81	772 273.97	0.00
258489367-016	S#016	FIXED DEPOSIT	8.525%	27-Dec-17	100 093 424.66	-	700 684.93	2 148 767.12	102 242 191.78
258489367-017	S#017	FIXED DEPOSIT	7.450%	27-Oct-17	-	50 000 000.00	30 616.44	30 616.44	50 030 616.44
					161 751 524.69	8 899 287.67	1 072 035.99	3 316 999.53	173 967 811.89
	NEW REPUBLIC BANK		0.000%		170 839.00	-	-	-	170 839.00
	NEW REPUBLIC BANK				170 839.00	-	-	-	170 839.00
					-	-	-	-	-
					-	-	-	-	-
INVESTMENT TOTAL					605 270 306.54	(57 277 842.74)	3 863 801.54	11 963 657.86	559 956 121.66

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2017

Borrowings

Lending Institution	Balance 1/07/2017	Received	Interest Capitalised	Repayments	Balance 30/09/2017	Percentage	Sinking Funds
							(R'000)
DBSA @ 9.25%	11 334 116	-	-	-	11 334 116	9.25%	
DBSA@ 11.1%	22 136 590	-	-	-	22 136 590	11.10%	
DBSA@ 10.25%	60 793 797	-	-	-	60 793 797	10.25%	
DBSA @ 9.74%	92 121 563	-	-	-	92 121 563	9.74%	
	186 386 066	-	-	-	186 386 066		

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2017

7. Allocations and grant receipts and expenditure for the 1st quarter of 2017/18

OPERATING & CAPITAL GRANTS	EXPECTED ALLOCATION	QUARTER 1 RECEIPTS	QUARTER 1 ACTUAL EXPENDITURE	UNSPENT CONDITIONAL GRANTS - QUARTER 1
EPWP Incentive Grant for Municipalities	4 820 000	1 057 018	3 745 862	(2 688 845)
Community Development Workers Operational Support Grant	-	-	-	-
Library Services	13 045 000	5 007 311	21 630	4 985 681
Human Settlements Development Grant	7 767 000	6 896 899	1 074 907	5 821 992
Municipal Infrastructure Grant (MIG)	36 358 000	3 000 000	2 517 118	482 882
Maintenance and Construction of Transport Infrastructure	-	-	-	-
Integrated Transport Planning	-	-	-	-
Financial Management Grant (FMG)	-	1 550 000	91 177	1 458 823
Integrated National Electrification Programme Grant	-	2 000 000	53 565	1 946 435
Financial Management Capacity Building Grant	240 000	-	-	-
Regional Socio-Economic Project/Violence Prevention through Urban Upgrading	-	-	-	-
Energy Efficiency and Demand Side Management	7 236 000	3 000 000	-	3 000 000
Fire Services Capacity Building Grant	800 000	800 000	-	800 000
TOTAL	70 266 000	23 311 227	7 504 259	15 806 968

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2017

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.

ITEM NAME	ADJUSTMENT BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VAR %
Accommodation, Travel and Incidental	288 980	72 245	56 515	-22%
Acting and Post Related Allowances	1 371 136	342 784	230 731	-33%
Bargaining Council	162 840	40 710	40 631	0%
Basic Salary	7 918 807	1 979 702	2 007 777	1%
Basic Salary and Wages	290 303 691	72 575 923	69 727 297	-4%
Bonus	19 831 098	4 957 775	2 178 051	-56%
Bonuses	400 000	100 000	-	-100%
Cellular and Telephone	801 784	200 446	213 083	6%
Current Service Cost	7 681 100	1 920 275	1 139 163	-41%
Essential User	866 750	216 688	282 233	30%
Fire Brigade	1 976 729	494 182	490 923	-1%
Group Life Insurance	2 934 035	733 509	752 019	3%
Housing Benefits	2 088 891	522 223	567 728	9%
Interest Cost	17 440 880	4 360 220	-	-100%
Leave Gratuity	5 259 594	1 314 899	-	-100%
Leave Pay	4 706 888	1 176 722	1 400 690	19%
Long Service Award	242 621	60 655	646 179	965%
Long Term Service Awards	4 933 490	1 233 373	-	-100%
Medical	19 536 890	4 884 223	4 932 477	1%
Overtime	25 684 564	6 421 141	5 797 922	-10%
Non-pensionable	171 625	42 906	42 750	0%
Pension	43 533 769	10 883 442	10 694 755	-2%
Scarcity Allowance	1 551 982	387 996	363 014	-6%
Shift Additional Remuneration	505 756	126 439	873 989	591%
Standby Allowance	10 947 524	2 736 881	2 726 988	0%
Structured	1 090 594	272 649	264 947	-3%
Travel or Motor Vehicle	11 173 576	2 793 394	2 584 551	-7%
Unemployment Insurance	2 201 873	550 468	570 318	4%
GRAND TOTAL	485 607 467	121 401 867	108 584 732	-11%

During the first quarter of the financial year directorates spent R121 401 867, 11% less than the planned expenditure of R121 401 867.

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2017

9. Withdrawals

<i>Consolidated Quarterly Report for period 01/07/2017 to 30/09/2017</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	5 738 230.94	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	752 019.30	Group Insurance. S11(e) (ii)	Council
Ad Hoc	Investment Management	200 000 000.00	Investment in accordance with the Cash Management and Investment Policy. S11(h)	Accounting Officer (Municipal Manager)

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2017

10. Monthly Budget Statements

Table C1: Monthly Budget Statement Summary

WC024 Stellenbosch - Table C1 Monthly Budget Statement Summary - Q1 First Quarter

Description	2017/18	Budget Year 2018/19							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	-	313 009	313 009	19 916	132 891	313 009	(180 118)	-58%	313 009
Service charges	-	774 409	774 409	74 673	231 598	216 843	14 755	7%	774 409
Investment revenue	-	37 999	37 999	4 394	9 681	4 134	5 547	134%	37 999
Transfers and subsidies	-	128 342	139 658	178	48 612	16 684	31 928	191%	128 342
Other own revenue	-	174 189	174 189	3 967	9 607	19 964	(10 356)	-52%	174 189
Total Revenue (excluding capital transfers and contributions)	-	1 427 948	1 439 264	103 128	432 390	570 634	(138 244)	-24%	1 427 948
Employee costs	-	485 607	485 607	37 439	108 585	69 199	39 386	57%	485 607
Remuneration of Councillors	-	17 293	17 293	1 336	4 011	2 745	1 266	46%	17 293
Depreciation & asset impairment	-	168 339	168 339	20	87	-	87	#DIV/0!	168 339
Finance charges	-	28 622	28 622	67	398	-	398	#DIV/0!	28 622
Materials and bulk purchases	-	346 143	346 143	42 840	83 977	36 974	47 003	127%	346 143
Transfers and subsidies	-	6 250	6 250	4 714	6 261	6 250	11	0%	6 250
Other expenditure	-	434 422	445 738	23 386	34 382	49 888	(15 506)	-31%	434 422
Total Expenditure	-	1 486 676	1 497 992	109 802	237 700	165 056	72 644	44%	1 486 676
Surplus/(Deficit)	-	(58 728)	(58 728)	(6 674)	194 690	405 578	(210 888)	-52%	(58 728)
Transfers and subsidies - capital (monetary alloc	-	60 137	78 401	10 697	17 451	7 818	9 633	123%	60 137
Contributions & Contributed assets	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	-	1 409	19 674	4 023	212 141	413 396	(201 255)	-49%	1 409
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	-	1 409	19 674	4 023	212 141	413 396	(201 255)	-49%	1 409
Capital expenditure & funds sources									
Capital expenditure	-	418 057	479 779	13 526	14 647	4 896	9 750	199%	479 779
Capital transfers recognised	-	60 137	78 401	3 696	3 696	-	3 696	#DIV/0!	78 401
Public contributions & donations	-	-	4 039	-	-	-	-	-	4 039
Borrowing	-	160 000	160 000	-	-	-	-	-	160 000
Internally generated funds	-	197 920	237 339	9 830	10 951	4 896	6 054	124%	237 339
Total sources of capital funds	-	418 057	479 779	13 526	14 647	4 896	9 750	199%	479 779
Financial position									
Total current assets	-	599 478	599 478	-	928 960	-	-	-	599 478
Total non current assets	-	5 458 984	5 458 984	-	4 618 081	-	-	-	5 458 984
Total current liabilities	-	278 234	278 234	-	231 287	-	-	-	278 234
Total non current liabilities	-	576 842	576 842	-	470 495	-	-	-	576 842
Community wealth/Equity	-	5 203 385	5 203 385	-	4 845 259	-	-	-	5 203 385
Cash flows									
Net cash from (used) operating	-	191 451	209 716	189 659	189 659	85 809	(103 850)	-121%	191 451
Net cash from (used) investing	-	(414 557)	(476 279)	(117 666)	(117 666)	-	117 666	#DIV/0!	(414 557)
Net cash from (used) financing	-	145 216	145 216	1 358	1 358	-	(1 358)	#DIV/0!	145 216
Cash/cash equivalents at the month/year end	-	(77 889)	376 084	-	695 006	583 240	(111 767)	-19%	543 766
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	91 345	47 516	2 489	2 585	120 319	-	-	-	264 255
Creditors Age Analysis									
Total Creditors	75 042	-	-	-	-	-	-	-	75 042

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2017

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

WC024 Stellenbosch - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - Q1 First Quarter

Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
Revenue - Functional										
<i>Governance and administration</i>		-	396 822	396 822	25 094	179 119	334 976	(155 857)	-47%	396 822
Executive and council		-	(196)	(196)	191	579	(25)	604	-2376%	(196)
Finance and administration		-	397 018	397 018	24 903	178 540	335 001	(156 461)	-47%	397 018
Internal audit		-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>		-	142 108	171 688	8 591	16 386	18 019	(1 633)	-9%	171 688
Community and social services		-	12 372	12 372	106	6 349	1 608	4 740	295%	12 372
Sport and recreation		-	6 950	6 950	36	162	903	(742)	-82%	6 950
Public safety		-	103 612	103 612	801	901	13 015	(12 114)	-93%	103 612
Housing		-	19 173	48 754	7 648	8 976	2 493	6 483	260%	48 754
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		-	25 819	25 819	2 525	4 126	3 357	770	23%	25 819
Planning and development		-	12 404	12 404	662	882	1 613	(731)	-45%	12 404
Road transport		-	13 415	13 415	1 862	3 244	1 744	1 501	86%	13 415
Environmental protection		-	-	-	-	-	-	-	-	-
<i>Trading services</i>		-	923 276	923 276	77 609	250 195	222 093	28 102	13%	923 276
Energy sources		-	535 427	535 427	43 623	123 905	52 663	71 242	135%	535 427
Water management		-	180 632	180 632	22 377	60 094	23 482	36 612	156%	180 632
Waste water management		-	136 553	136 553	7 866	40 647	92 459	(51 812)	-56%	136 553
Waste management		-	70 664	70 664	3 742	25 548	53 488	(27 940)	-52%	70 664
Other	4	-	58	58	6	15	8	7	93%	58
Total Revenue - Functional	2	-	1 488 083	1 517 663	113 825	449 841	578 452	(128 610)	-22%	1 517 663
Expenditure - Functional										
<i>Governance and administration</i>		-	277 678	277 678	17 566	45 808	31 036	14 771	48%	277 678
Executive and council		-	60 547	60 547	4 122	9 774	6 653	3 121	47%	60 547
Finance and administration		-	204 996	204 996	12 221	34 186	23 025	11 161	48%	204 996
Internal audit		-	12 134	12 134	1 223	1 848	1 358	490	36%	12 134
<i>Community and public safety</i>		-	177 749	189 066	14 409	33 999	19 556	14 443	74%	189 066
Community and social services		-	23 357	23 357	2 138	5 375	2 621	2 753	105%	23 357
Sport and recreation		-	41 173	41 173	3 129	6 709	4 611	2 098	45%	41 173
Public safety		-	78 807	78 807	6 974	16 498	8 775	7 723	88%	78 807
Housing		-	34 412	45 729	2 168	5 417	3 548	1 869	53%	45 729
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		-	277 583	277 583	15 335	34 228	30 777	3 450	11%	277 583
Planning and development		-	64 714	64 714	7 731	16 407	6 890	9 517	138%	64 714
Road transport		-	192 577	192 577	6 512	14 940	21 607	(6 668)	-31%	192 577
Environmental protection		-	20 293	20 293	1 092	2 881	2 280	601	26%	20 293
<i>Trading services</i>		-	753 665	753 665	62 492	123 664	84 686	38 978	46%	753 665
Energy sources		-	430 599	430 599	47 007	90 281	48 385	41 896	87%	430 599
Water management		-	108 719	108 719	5 205	9 901	12 217	(2 316)	-19%	108 719
Waste water management		-	129 674	129 674	6 382	15 211	14 571	640	4%	129 674
Waste management		-	84 673	84 673	3 898	8 271	9 514	(1 243)	-13%	84 673
Other		-	-	-	-	-	-	-	-	-
Total Expenditure - Functional	3	-	1 486 676	1 497 992	109 802	237 699	166 056	71 643	43%	1 497 992
Surplus/ (Deficit) for the year		-	1 407	19 672	4 023	212 142	412 396	(200 253)	-49%	19 672

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 SEPTEMBER 2017

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) - Q1 First Quarter

Vote Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
Revenue by Vote										
Vote 1 - MUNICIPAL MANAGER	1	-	240	240	-	-	31	(31)	-100.0%	240
Vote 2 - PLANNING AND ENVIRONMENT		-	12 348	12 348	679	2 006	1 605	401	25.0%	12 348
Vote 3 - 0		-	-	-	-	-	-	-	-	-
Vote 4 - HUMAN SETTLEMENTS		-	24 263	53 844	7 911	9 581	3 154	6 427	203.8%	53 844
Vote 5 - ENGINEERING SERVICES		-	926 931	926 931	77 620	250 215	221 818	28 396	12.8%	926 931
Vote 6 - COMMUNITY AND PROTECTION SERVICES		-	132 907	132 907	2 804	9 600	16 823	(7 223)	-42.9%	132 907
Vote 7 - STRATEGIC AND CORPORATE SERVICES		-	143	143	191	581	19	563	3032.6%	143
Vote 8 - 0		-	-	-	-	-	-	-	-	-
Vote 9 - FINANCIAL SERVICES		-	391 250	391 250	24 612	177 840	335 001	(157 162)	-46.9%	391 250
Vote 10 - 0		-	-	-	-	-	-	-	-	-
Vote 11 - 0		-	-	-	-	-	-	-	-	-
Vote 12 - 0		-	-	-	-	-	-	-	-	-
Vote 13 - 0		-	-	-	-	-	-	-	-	-
Vote 14 - 0		-	-	-	-	-	-	-	-	-
Vote 15 - 0		-	-	-	-	-	-	-	-	-
Total Revenue by Vote	2	-	1 488 083	1 517 663	113 819	449 824	578 452	(128 628)	-22.2%	1 517 663
Expenditure by Vote										
Vote 1 - MUNICIPAL MANAGER	1	-	23 158	23 158	2 216	3 951	2 463	1 488	60.4%	23 158
Vote 2 - PLANNING AND ENVIRONMENT		-	58 316	58 316	8 688	15 299	6 239	9 060	145.2%	58 316
Vote 3 - 0		-	-	-	-	-	-	-	-	-
Vote 4 - HUMAN SETTLEMENTS		-	69 257	80 573	5 491	16 039	7 464	8 574	114.9%	80 573
Vote 5 - ENGINEERING SERVICES		-	810 393	810 393	64 067	123 425	91 061	32 364	35.5%	810 393
Vote 6 - COMMUNITY AND PROTECTION SERVICES		-	321 478	321 478	17 729	45 584	35 994	9 590	26.6%	321 478
Vote 7 - STRATEGIC AND CORPORATE SERVICES		-	121 293	121 293	5 964	19 045	13 557	5 487	40.5%	121 293
Vote 8 - 0		-	-	-	-	-	-	-	-	-
Vote 9 - FINANCIAL SERVICES		-	82 781	82 781	5 641	14 339	9 278	5 061	54.6%	82 781
Vote 10 - 0		-	-	-	-	-	-	-	-	-
Vote 11 - 0		-	-	-	-	-	-	-	-	-
Vote 12 - 0		-	-	-	-	-	-	-	-	-
Vote 13 - 0		-	-	-	-	-	-	-	-	-
Vote 14 - 0		-	-	-	-	-	-	-	-	-
Vote 15 - 0		-	-	-	-	-	-	-	-	-
Total Expenditure by Vote	2	-	1 486 676	1 497 992	109 796	237 681	166 056	71 625	43.1%	1 497 992
Surplus/ (Deficit) for the year	2	-	1 407	19 672	4 023	212 142	412 396	(200 253)	-48.6%	19 672

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 SEPTEMBER 2017

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

WC024 Stellenbosch - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Q1 First Quarter

Description	Ref	2017/18	Budget Year 2018/19								
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast	
R thousands											
Revenue By Source											
Property rates			313 009	313 009	19 916	132 891	313 009	(180 118)	-58%	313 009	
Service charges - electricity revenue			496 337	496 337	40 329	117 543	63 222	54 321	86%	496 337	
Service charges - water revenue			143 044	143 044	20 738	45 676	18 594	27 083	146%	143 044	
Service charges - sanitation revenue			88 677	88 677	8 348	39 067	88 677	(49 610)	-56%	88 677	
Service charges - refuse revenue			46 351	46 351	4 237	27 257	46 351	(19 094)	-41%	46 351	
Service charges - other			-	-	1 021	2 055	-	2 055	0%	-	
Rental of facilities and equipment			17 994	17 994	901	2 538	2 339	199	9%	17 994	
Interest earned - external investments			37 999	37 999	4 394	9 681	4 134	5 547	134%	37 999	
Interest earned - outstanding debtors			7 664	7 664	644	1 912	996	916	92%	7 664	
Dividends received			-	-	-	-	-	-	-	-	
Fines, penalties and forfeits			97 064	97 064	1 577	2 852	12 228	(9 377)	-77%	97 064	
Licences and permits			9 913	9 913	-	-	-	-	-	9 913	
Agency services			2 514	2 514	1	1	327	(326)	-100%	2 514	
Transfers and subsidies			128 342	139 658	178	48 612	16 684	31 928	191%	128 342	
Other revenue			37 598	37 598	845	2 304	4 073	(1 769)	-43%	37 598	
Gains on disposal of PPE			1 441	1 441	-	-	-	-	-	1 441	
Total Revenue (excluding capital transfers and contributions)			-	1 427 948	1 439 264	103 128	432 390	570 634	(138 244)	-24%	1 427 948
Expenditure By Type											
Employee related costs			485 607	485 607	37 439	108 585	69 199	39 386	57%	485 607	
Remuneration of councillors			17 293	17 293	1 336	4 011	2 745	1 266	46%	17 293	
Debt impairment			65 924	65 924	1	1	-	1	#DIV/0!	65 924	
Depreciation & asset impairment			168 339	168 339	20	87	-	87	0%	168 339	
Finance charges			28 622	28 622	67	398	-	398	0%	28 622	
Bulk purchases			346 143	346 143	41 099	80 310	36 974	43 336	117%	346 143	
Other materials			-	-	1 741	3 667	-	3 667	0%	-	
Contracted services			191 605	202 921	8 272	10 829	26 056	(15 227)	-58%	191 605	
Transfers and subsidies			6 250	6 250	4 714	6 261	6 250	11	0%	6 250	
Other expenditure			176 893	176 893	15 102	23 541	23 833	(292)	-1%	176 893	
Loss on disposal of PPE			-	-	11	12	-	12	0%	-	
Total Expenditure			-	1 486 676	1 497 992	109 802	237 700	165 056	72 644	44%	1 486 676
Surplus/(Deficit)			-	(58 728)	(58 728)	(6 674)	194 690	405 578	(210 888)	(0)	(58 728)
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)			60 137	78 401	10 697	17 451	7 818	9 633	0	60 137	
(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			-	1 409	19 674	4 023	212 141	413 396		1 409	
Taxation			-	-	-	-	-	-	-	-	
Surplus/(Deficit) after taxation			-	1 409	19 674	4 023	212 141	413 396		1 409	
Attributable to minorities			-	-	-	-	-	-	-	-	
Surplus/(Deficit) attributable to municipality			-	1 409	19 674	4 023	212 141	413 396		1 409	
Share of surplus/ (deficit) of associate			-	-	-	-	-	-	-	-	
Surplus/ (Deficit) for the year			-	1 409	19 674	4 023	212 141	413 396		1 409	

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2017

Table C5: Monthly Budget Statement – Capital Expenditure

WC024 Stellenbosch - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - Q1 First Quarter

Vote Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands	1									
Multi-Year expenditure appropriation	2									
Vote 1 - MUNICIPAL MANAGER		-	-	-	-	-	-	-	-	-
Vote 2 - PLANNING AND ENVIRONMENT		-	-	-	-	-	-	-	-	-
Vote 3 - 0		-	-	-	-	-	-	-	-	-
Vote 4 - HUMAN SETTLEMENTS		-	31 767	50 327	-	-	198	(198)	-100%	50 327
Vote 5 - ENGINEERING SERVICES		-	200 937	208 197	-	-	2 480	(2 480)	-100%	208 197
Vote 6 - COMMUNITY AND PROTECTION SERVICES		-	-	-	-	-	-	-	-	-
Vote 7 - STRATEGIC AND CORPORATE SERVICES		-	3 500	3 500	-	-	-	-	-	3 500
Vote 8 - 0		-	-	-	-	-	-	-	-	-
Vote 9 - FINANCIAL SERVICES		-	-	-	-	-	-	-	-	-
Total Capital Multi-year expenditure	4,7	-	236 204	262 024	-	-	2 678	(2 678)	-100%	262 024
Single Year expenditure appropriation	2									
Vote 1 - MUNICIPAL MANAGER		-	35	35	-	-	9	-	-	35
Vote 2 - PLANNING AND ENVIRONMENT		-	5 393	7 653	-	-	11	-	-	7 653
Vote 3 - 0		-	-	-	-	-	-	-	-	-
Vote 4 - HUMAN SETTLEMENTS		-	21 105	22 538	1 072	1 072	4 012	(2 940)	-73%	22 538
Vote 5 - ENGINEERING SERVICES		-	129 961	154 433	12 310	12 989	14 311	(1 322)	-9%	154 433
Vote 6 - COMMUNITY AND PROTECTION SERVICES		-	21 879	28 889	130	244	7 689	(7 445)	-97%	28 889
Vote 7 - STRATEGIC AND CORPORATE SERVICES		-	1 610	2 337	15	342	-	-	-	2 337
Vote 8 - 0		-	-	-	-	-	-	-	-	-
Vote 9 - FINANCIAL SERVICES		-	1 870	1 870	-	-	-	-	-	1 870
Total Capital single-year expenditure	4	-	181 853	217 755	13 526	14 647	26 032	(11 708)	-45%	217 755
Total Capital Expenditure		-	418 057	479 779	13 526	14 647	28 710	(14 385)	-50%	479 779
Capital Expenditure - Functional Classification										
<i>Governance and administration</i>		-	21 160	26 992	102	429	9	420	4629%	26 992
Executive and council		-	-	35	-	-	9	(9)	-100%	35
Finance and administration		-	21 160	26 957	102	429	-	429	#DIV/0!	26 957
Internal audit		-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>		-	112 253	80 504	1 032	1 097	11 234	(10 138)	-90%	80 504
Community and social services		-	7 360	8 437	28	28	872	(845)	-97%	8 437
Sport and recreation		-	5 904	4 888	20	20	675	(654)	-97%	4 888
Public safety		-	8 120	12 239	-	64	5 479	(5 414)	-99%	12 239
Housing		-	90 869	54 940	985	985	4 209	(3 225)	-77%	54 940
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		-	51 373	75 374	4 129	4 129	675	3 453	511%	75 374
Planning and development		-	2 370	8 113	-	-	73	(73)	-100%	8 113
Road transport		-	34 010	65 811	4 129	4 129	584	3 545	607%	65 811
Environmental protection		-	14 993	1 450	-	-	18	(18)	-100%	1 450
<i>Trading services</i>		-	232 821	295 509	8 264	8 992	16 791	(7 799)	-46%	295 509
Energy sources		-	46 256	52 219	633	1 362	450	912	203%	52 219
Water management		-	34 250	84 379	-	-	3 685	(3 685)	-100%	84 379
Waste water management		-	143 415	145 825	7 461	7 461	12 393	(4 932)	-40%	145 825
Waste management		-	8 900	13 086	170	170	263	(93)	-36%	13 086
Other		-	1 350	1 400	-	-	-	-	-	1 400
Total Capital Expenditure - Functional Classification	3	-	418 957	479 779	13 526	14 647	28 710	(14 063)	-49%	479 779
Funded by:										
National Government		-	47 594	47 594	2 708	2 708	-	2 708	#DIV/0!	47 594
Provincial Government		-	12 543	30 807	988	988	-	988	#DIV/0!	30 807
District Municipality		-	-	-	-	-	-	-	-	-
Other transfers and grants		-	-	-	-	-	-	-	-	-
Transfers recognised - capital		-	60 137	78 401	3 696	3 696	-	3 696	#DIV/0!	78 401
Public contributions & donations	5	-	-	4 039	-	-	-	-	-	4 039
Borrowing	6	-	160 000	160 000	-	-	-	-	-	160 000
Internally generated funds		-	197 920	237 339	9 830	10 951	28 710	(17 759)	-62%	237 339
Total Capital Funding		-	418 057	479 779	13 526	14 647	28 710	(14 063)	-49%	479 779

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

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2017

Table C6: Monthly Budget Statement – Financial Position

WC024 Stellenbosch - Table C6 Monthly Budget Statement - Financial Position - Q1 First Quarter

Description	Ref	2017/18	Budget Year 2018/19				
		Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast	
R thousands	1						
ASSETS							
Current assets							
Cash			18 896	18 896	52 518	18 896	
Call investment deposits			400 646	400 646	559 956	400 646	
Consumer debtors			105 505	105 505	194 758	105 505	
Other debtors			60 646	60 646	91 604	60 646	
Current portion of long-term receivables			40	40	–	40	
Inventory			13 746	13 746	30 123	13 746	
Total current assets			–	599 478	599 478	928 960	599 478
Non current assets							
Long-term receivables			2 006	2 006	2 188	2 006	
Investments			–	–	–	–	
Investment property			561 220	561 220	413 958	561 220	
Investments in Associate			–	–	–	–	
Property, plant and equipment			4 867 141	4 867 141	4 185 526	4 867 141	
Agricultural			–	–	–	–	
Biological assets			12 875	12 875	8 907	12 875	
Intangible assets			15 741	15 741	6 777	15 741	
Other non-current assets			–	–	724	–	
Total non current assets			–	5 458 984	5 458 984	4 618 081	5 458 984
TOTAL ASSETS			–	6 058 462	6 058 462	5 547 040	6 058 462
LIABILITIES							
Current liabilities							
Bank overdraft			–	–	–	–	
Borrowing			16 984	16 984	–	16 984	
Consumer deposits			12 976	12 976	14 577	12 976	
Trade and other payables			196 635	196 635	170 570	196 635	
Provisions			51 639	51 639	46 140	51 639	
Total current liabilities			–	278 234	278 234	231 287	278 234
Non current liabilities							
Borrowing			314 867	314 867	186 386	314 867	
Provisions			261 975	261 975	284 109	261 975	
Total non current liabilities			–	576 842	576 842	470 495	576 842
TOTAL LIABILITIES			–	855 077	855 077	701 781	855 077
NET ASSETS	2		–	5 203 385	5 203 385	4 845 259	5 203 385
COMMUNITY WEALTH/EQUITY							
Accumulated Surplus/(Deficit)			4 963 006	4 963 006	4 845 259	4 963 006	
Reserves			240 380	240 380	–	240 380	
TOTAL COMMUNITY WEALTH/EQUITY	2		–	5 203 385	5 203 385	4 845 259	5 203 385

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2017

Table C7: Monthly Budget Statement – Cash Flow

WC024 Stellenbosch - Table C7 Monthly Budget Statement - Cash Flow - Q1 First Quarter

Description	Ref	2017/18		Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast	
R thousands	1										
CASH FLOW FROM OPERATING ACTIVITIES											
Receipts											
Property rates			300 489	300 489	91 553	91 553	41 739	49 814	119%	300 489	
Service charges			739 507	739 507	87 240	87 240	127 467	(40 227)	-32%	739 507	
Other revenue			97 893	101 931	2 003	2 003	14 340	(12 337)	-86%	97 893	
Government - operating			128 342	135 620	53 355	53 355	51 000	2 355	5%	128 342	
Government - capital			60 137	78 401	5 000	5 000	10 000	(5 000)	-50%	60 137	
Interest			45 356	45 356	5 423	5 423	6 319	(897)	-14%	45 356	
Dividends			-	-	-	-	-	-		-	
Payments											
Suppliers and employees			(1 145 401)	(1 156 718)	(53 424)	(53 424)	(158 806)	(105 382)	66%	(1 145 401)	
Finance charges			(28 622)	(28 622)	-	-	-	-		(28 622)	
Transfers and Grants			(6 250)	(6 250)	(1 491)	(1 491)	(6 250)	(4 759)	76%	(6 250)	
NET CASH FROM/(USED) OPERATING ACTIVITIES			-	191 451	209 716	189 659	189 659	85 809	(103 850)	-121%	191 451
CASH FLOWS FROM INVESTING ACTIVITIES											
Receipts											
Proceeds on disposal of PPE			3 500	3 500	-	-	-	-		3 500	
Decrease (increase) in non-current debtors			-	-	-	-	-	-		-	
Decrease (increase) other non-current receivables			-	-	-	-	-	-		-	
Decrease (increase) in non-current investments			-	-	(117 666)	(117 666)	-	(117 666)	#DIV/0!	-	
Payments											
Capital assets			(418 057)	(479 779)	-	-	-	-		(418 057)	
NET CASH FROM/(USED) INVESTING ACTIVITIES			-	(414 557)	(476 279)	(117 666)	(117 666)	-	117 666	#DIV/0!	(414 557)
CASH FLOWS FROM FINANCING ACTIVITIES											
Receipts											
Short term loans			-	-	-	-	-	-		-	
Borrowing long term/refinancing			160 000	160 000	-	-	-	-		160 000	
Increase (decrease) in consumer deposits			-	-	1 358	1 358	-	1 358	#DIV/0!	-	
Payments											
Repayment of borrowing			(14 784)	(14 784)	-	-	-	-		(14 784)	
NET CASH FROM/(USED) FINANCING ACTIVITIES			-	145 216	145 216	1 358	1 358	-	(1 358)	#DIV/0!	145 216
NET INCREASE/ (DECREASE) IN CASH HELD			-	(77 889)	(121 347)	73 351	73 351	85 809		(77 889)	
Cash/cash equivalents at beginning:			-	497 430		621 655	497 430			621 655	
Cash/cash equivalents at month/year end:			(77 889)	376 084		695 006	583 240			543 766	

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2017

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

WC024 Stellenbosch - Supporting Table SC3 Monthly Budget Statement - aged debtors - Q1 First Quarter

Description	NT Code	Budget Year 2018/19									Total over 90 days	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total			
R thousands													
Debtors Age Analysis By Income Source													
Trade and Other Receivables from Exchange Transactions - Water	1200	18 356	1 400	1 078	1 061	41 897	-	-	-	63 792	42 958		
Trade and Other Receivables from Exchange Transactions - Electricity	1300	49 031	412	246	169	6 137	-	-	-	55 995	6 306		
Receivables from Non-exchange Transactions - Property Rates	1400	12 858	36 298	414	346	19 681	-	-	-	69 596	20 026		
Receivables from Exchange Transactions - Waste Water Management	1500	6 908	4 393	235	221	14 292	-	-	-	26 049	14 512		
Receivables from Exchange Transactions - Waste Management	1600	2 967	4 464	258	250	16 299	-	-	-	24 239	16 549		
Receivables from Exchange Transactions - Property Rental Debtors	1700	720	414	153	251	11 182	-	-	-	12 721	11 433		
Interest on Arrear Debtor Accounts	1810	-	-	-	-	-	-	-	-	-	-		
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	-	-	-	-	-	-	-	-	-	-		
Other	1900	504	134	105	287	10 832	-	-	-	11 863	11 120		
Total By Income Source	2000	91 345	47 516	2 489	2 585	120 319	-	-	-	264 255	122 905	-	-
2017/18 - Totals only													
Debtors Age Analysis By Customer Group													
Organs of State	2200	2 506	1 104	85	(395)	1 033	-	-	-	4 333	638		
Commercial	2300	16 966	5 128	251	200	7 005	-	-	-	29 549	7 205		
Households	2400	45 873	24 568	1 888	1 991	91 099	-	-	-	165 419	93 090		
Other	2500	26 000	16 716	265	789	21 183	-	-	-	64 953	21 972		
Total By Customer Group	2600	91 345	47 516	2 489	2 585	120 319	-	-	-	264 255	122 905	-	-

It should be noted that the increase in consumer debtors is as a result of the levying of annual rates, sewerage and refuse. The due date for the payment of annual services is 7 October 2017 and should accordingly reflect a material decrease in % outstanding debtors+in the October monthly report.

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

WC024 Stellenbosch - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q1 First Quarter

Description	NT Code	Budget Year 2018/19									Total	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			
R thousands												
Creditors Age Analysis By Customer Type												
Bulk Electricity	0100	-	-	-	-	-	-	-	-	-	-	45 790
Bulk Water	0200	-	-	-	-	-	-	-	-	-	-	-
PAYE deductions	0300	597	-	-	-	-	-	-	-	-	597	4 953
VAT (output less input)	0400	-	-	-	-	-	-	-	-	-	-	-
Pensions / Retirement deductions	0500	-	-	-	-	-	-	-	-	-	-	-
Loan repayments	0600	-	-	-	-	-	-	-	-	-	-	-
Trade Creditors	0700	74 445	-	-	-	-	-	-	-	-	74 445	10 155
Auditor General	0800	0	-	-	-	-	-	-	-	-	0	-
Other	0900	-	-	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	75 042	-	-	-	-	-	-	-	-	75 042	60 899

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2017

Investments and Borrowings

Supporting Table SC5: Monthly Budget Statement – Investment Portfolio

WC024 Stellenbosch - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Q1 First 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#8028ABSA		12 month	Fixed Depos	2018/03/23	716		103 746	0	104 462
A#3215 ABSA		30 days	Fixed Depos	2017/07/27	-		(0)	-	(0)
F#7537- FNB		6 month	Fixed Depos	2017/09/26	736		103 488	(104 224)	-
N#009- NEDBANK		6 month	Fixed Depos	2017/09/26	331		61 310	(61 641)	-
N#010- NEDBANK		12 month	Fixed Depos	2018/06/22	863		121 899	0	122 762
N#011 - NEDBANK		12 month	Fixed Depos	2018/09/25	68				100 068
#500- INVESTEC		1 month	Call account	2017/06/30	46		8 447	0	8 493
#new - INVESTEC		6 months	Fixed Depos	2018/03/26	32		-	50 000	50 032
S#009- STANDARD BANK		1 month	Call account	2017/06/30	119		21 576	(0)	21 695
S#015- STANDARD BANK		6 month	Fixed Depos	2017/09/26	222		40 879	(41 101)	-
S#016- STANDARD BANK		6 month	Fixed Depos	2017/12/27	701		101 542	0	102 242
S#017- STANDARD BANK		1 month	Fixed Depos	2017/10/27	31		-	50 000	50 031
New Republic Bank							171	-	171
Municipality sub-total					3 864		563 058	(106 966)	559 956
Entities									
Entities sub-total									
TOTAL INVESTMENTS AND INTEREST					3 864		563 058	(106 966)	559 956

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2017

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

WC024 Stellenbosch - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q1 First Quarter										
Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
RECEIPTS:										
Operating Transfers and Grants										
National Government:		-	117 001	117 001	-	47 647	47 647	-		117 001
Local Government Equitable Share			110 631	110 631	-	46 097	46 097	-		110 631
EPWP Inegrated Grant for Municipalities			4 820	4 820	-	-	-	-		4 820
Local Government Financial Management Grant			1 550	1 550	-	1 550	1 550	-		1 550
Provincial Government:		-	11 341	11 341	-	5 708	5 708	-		11 341
Library Services: Conditional Grant			11 045	11 045	-	5 708	5 708	-		11 045
Community Development Workers Operational Support Grant			56	56	-	-	-	-		56
Financial Management Capacity Building Grant			240	240	-	-	-	-		240
District Municipality:		-	-	-	-	-	-	-		-
Other grant providers:		-	-	-	-	-	-	-		-
Total Operating Transfers and Grants	5	-	128 342	128 342	-	53 355	53 355	-		128 342
Capital Transfers and Grants										
National Government:		-	47 594	47 594	5 000	8 000	8 000	-		47 594
Municipal Infrastructure Grant (MIG)			36 358	36 358	-	3 000	3 000	-		36 358
Integrated National Electrification Programme (Municipal) Grant			4 000	4 000	2 000	2 000	2 000	-		4 000
Energy Efficiency and Demand Side Management Grant			7 236	7 236	3 000	3 000	3 000	-		7 236
Provincial Government:		-	12 543	12 543	6 897	6 897	6 897	-		12 543
Human Settlements Development Grant			7 767	7 767	6 897	6 897	6 897	-		7 767
Regional Socio-Economic Project/Violence Prevention through Urban Upgrading (RSEP/VPUU)			1 000	1 000	-	-	-	-		1 000
Maintenance and Construction of Transport Infrastructure			376	376	-	-	-	-		376
Library Services: Conditional Grant			2 000	2 000	-	-	-	-		2 000
Integrated Transport Planning			600	600	-	-	-	-		600
Fire Services Capacity Building Grant			800	800	-	-	-	-		800
District Municipality:		-	-	-	-	-	-	-		-
[insert description]										
Other grant providers:		-	-	-	-	-	-	-		-
Total Capital Transfers and Grants	5	-	60 137	60 137	11 897	14 897	14 897	-		60 137
TOTAL RECEIPTS OF TRANSFERS & GRANTS	5	-	188 479	188 479	11 897	68 252	68 252	-		188 479

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2017

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

WC024 Stellenbosch - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - Q1 First Quarter

Description	Ref	2017/18	Budget Year 2018/19							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands										
EXPENDITURE										
Operating expenditure of Transfers and Grants										
National Government:		-	117 001	117 001	3 746	3 746	3 746	-		117 001
Local Government Equitable Share			110 631	110 631				-		110 631
EPWP Ingetegrated Grant for Municipalities			4 820	4 820	3 746	3 746	3 746	-		4 820
Local Government Financial Management Grant			1 550	1 550				-		1 550
Other transfers and grants [insert description]								-		
Provincial Government:		-	11 341	11 341	91	91	91	-		11 341
Library Services: Conditional Grant			11 045	11 045				-		11 045
Community Dev elopment Workers Operational Support Grant			56	56				-		56
Financial Management Capacity Building Grant			240	240	91	91	91	-		240
Other transfers and grants [insert description]								-		
District Municipality:		-	-	-	-	-	-	-		-
[insert description]								-		
Other grant providers:		-	-	-	-	-	-	-		-
[insert description]								-		
Total operating expenditure of Transfers and Grants:		-	128 342	128 342	3 837	3 837	3 837	-		128 342
Capital expenditure of Transfers and Grants										
National Government:		-	47 594	47 594	2 571	2 571	2 571	-		47 594
Municipal Infrastructure Grant (MIG)			36 358	36 358	2 517	2 517	2 517	-		36 358
Integrated National Electrification Programme (Municipal) Grant			4 000	4 000	54	54	54	-		4 000
Energy Efficiency and Demand Side Management Grant			7 236	7 236				-		7 236
Provincial Government:		-	12 543	12 543	1 097	1 097	1 097	-		12 543
Human Settlements Development Grant			7 767	7 767	1 075	1 075	1 075	-		7 767
Regional Socio-Economic Project/Violence Prevention through Urban Upgrading (R&S)			1 000	1 000				-		1 000
Maintenance and Construction of Transport Infrastructure			376	376				-		376
Library Services: Conditional Grant			2 000	2 000	22	22	22	-		2 000
Integrated Transport Planning			600	600				-		600
Fire Services Capacity Building Grant			800	800				-		800
District Municipality:		-	-	-	-	-	-	-		-
Other grant providers:		-	-	-	-	-	-	-		-
[insert description]								-		
Total capital expenditure of Transfers and Grants		-	60 137	60 137	3 667	3 667	3 667	-		60 137
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		-	188 479	188 479	7 504	7 504	7 504	-		188 479

12. Appendix A

Capital Expenditure_30 September 2017

Directorate	Budget	Year to Date				Sep-17		September 2017 Variance		YEAR TO DATE ACTUAL SPENT
		Planned	Actual Expenditure	Commitments	Actuals + Commitments	Planned	Actuals	(Actual -plan)	Var %	
Municipal Manager	35,000	9,081	-	7,060	7,060	-25,919	-	25,919	-100.00%	0.00%
Planning & Development	7,652,836	11,200	-	379,484	379,484	-100,800	-	100,800	-100.00%	0.00%
Human Settlements	72,865,066	4,209,207	1,071,547	4,036,442	5,107,989	249,207	1,071,547	822,340	329.98%	1.47%
Community and Protection Services	28,884,097	7,689,229	244,112	5,706,236	5,950,348	7,289,229	130,043	-7,159,186	-98.22%	0.85%
Engineering Services	362,634,958	16,791,017	12,988,603	74,262,472	87,251,075	16,791,017	12,309,700	-4,481,317	-26.69%	3.58%
Strategic & Corporate Services	5,836,936	-	342,425	848,852	1,191,276	-	14,810	14,810	100.00%	5.87%
Financial Services	1,870,000	-	-	117,498	117,498	-	-	-	0.00%	0.00%
TOTALS	479,778,893	28,709,734	14,646,687	85,358,044	100,004,731	24,202,734	13,526,100	-10,676,634	-44.11%	3.05%

**2017/2018 CAPITAL EXPENDITURE REPORT
30 SEPTEMBER 2017**

<i>Projects</i>	<i>Budget 2017/2018</i>	<i>Planned Expenditure</i>	<i>Actual Expenditure</i>	<i>Shadows (Orders)</i>	<i>Actuals + Shadows</i>	<i>Variance R</i>	<i>Variance %</i>	<i>Unique Key Number</i>
Municipal Manager	35,000	9,081	-	7,060	7,060	-9,081	-100.00%	
Office of the Municipal Manager	35,000	9,081	-	7,060	7,060	-9,081	-100.00%	
Furniture, Tools and Equipment	35,000	9,081	-	7,060	7,060	-9,081	-100.00%	20170608984040
Engineering Services	362,634,958	16,791,017	12,988,603	74,262,472	87,251,075	-3,802,414	-22.65%	
Engineering Services General	460,000	-	-	20,282	20,282	-	0.00%	
Furniture, Tools & Equipment	110,000	-	-	20,282	20,282	-	0.00%	20170717143913
Scanning and georeferencing of As-Built plans	150,000	-	-	-	-	-	0.00%	20170608984340
Update of Engineering Infrastructure GIS Data	200,000	-	-	-	-	-	0.00%	20170608984403
Water	83,628,647	3,685,016	-	17,601,073	17,601,073	-3,685,016	-100.00%	
106 Bulk Water Supply Pipe Reservoir: Dwars Rivier (Johannesdal / Kylemore / Priel)	19,217,839	250,000	-	-	-	-250,000	-100.00%	20170608984247
103 Bulk Water Supply Pipeline & Reservoir - Jamestown	3,648,490	750,000	-	-	-	-750,000	-100.00%	20170608984148
105 Bulk water supply Klapmuts	1,000,000	100,000	-	-	-	-100,000	-100.00%	20170608984220
108 Water Treatment Works: Idasvalley	1,144,982	-	-	-	-	-	0.00%	20170608984151
109 Water Treatment Works: Paradyskloof	20,000,000	1,000,000	-	13,588,400	13,588,400	-1,000,000	-100.00%	20170608984160
112 New 5 MI Reservoir: Cloetesville	500,000	-	-	-	-	-	0.00%	20170608984241
113 New 1 ML Raithby Reservoir Planning & Design	400,000	-	-	-	-	-	0.00%	20170717140656
115 Storage Dam and Reservoir Upgrade	1,000,000	100,000	-	-	-	-100,000	-100.00%	20170608984169
116 Chlorination Installation: Upgrade	500,000	50,000	-	-	-	-50,000	-100.00%	20170608984217
117 Water Conservation & Demand Management	2,500,164	250,016	-	600,000	600,000	-250,016	-100.00%	20170608984085
118 Reservoirs and Dam Safety	1,500,000	150,000	-	-	-	-150,000	-100.00%	20170608984142
119 New Developments Bulk Water Supply WC024	2,000,000	200,000	-	-	-	-200,000	-100.00%	20170608984238
120 Waterpipe Replacement	6,000,000	600,000	-	-	-	-600,000	-100.00%	20170608984244
121 Water Telemetry Upgrade	500,000	50,000	-	-	-	-50,000	-100.00%	20170608984199
122 Furniture, Tools and Equipment : Reticulation	100,000	10,000	-	8,994	8,994	-10,000	-100.00%	20170608984157
123 Upgrade and Replace Water Meters	1,500,000	150,000	-	-	-	-150,000	-100.00%	20170608984235
124 Vehicles	4,404,836	-	-	3,403,679	3,403,679	-	0.00%	20170608984232
125 Update Water Masterplan and IMQS	250,000	25,000	-	-	-	-25,000	-100.00%	20170608984145
Bulk Sewerpipe Replacement	164,180	-	-	-	-	-	0.00%	
New 5 MI Reservoir: Kayamandi	21,657	-	-	-	-	-	0.00%	
New Reservoir: Polkadraai	1,000,000	-	-	-	-	-	0.00%	20170608984133
Provision of Services Jonkershoek: Planning	1,000,000	-	-	-	-	-	0.00%	20170718074835
Relocation/Upgrading main water supply line	15,100,000	-	-	-	-	-	0.00%	20170608984214
Sewer Pumpstation & Telemetry Upgrade	176,500	-	-	-	-	-	0.00%	

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<i>Projects</i>	<i>Budget 2017/2018</i>	<i>Planned Expenditure</i>	<i>Actual Expenditure</i>	<i>Shadows (Orders)</i>	<i>Actuals + Shadows</i>	<i>Variance R</i>	<i>Variance %</i>	<i>Unique Key Number</i>
Sanitation	145,375,223	12,393,001	7,460,968	42,203,362	49,664,329	-4,932,033	-39.80%	
100 New Development Bulk Sewer Supply WC024	2,000,000	200,000	-	-	-	-200,000	-100.00%	20170608984358
110 Bulk Sewer Outfall: Jamestown	13,500,000	-	-	-	-	-	0.00%	20170608984280
112 New Plankenburg Main Outfall Sewer	24,287,493	2,428,749	-	-	-	-2,428,749	-100.00%	20170608984229
113 Sewer Pumpstation & Telemetry Upgrade	500,000	50,000	-	-	-	-50,000	-100.00%	20170608984253
114 Sewerpipe Replacement	1,500,000	150,000	-	-	-	-150,000	-100.00%	20170608984361
115 Idas Valley Merriman Outfall Sewer	8,361,250	250,000	-	-	-	-250,000	-100.00%	20170608984316
120 Specialized vehicle: Jet Machine	3,200,000	-	-	-	-	-	0.00%	20170608984208
131 Update Sewer Masterplan and IMQS	250,000	25,000	-	-	-	-25,000	-100.00%	20170608984298
150 Upgrade of WWTW: Pniel & Decommissioning Of Franschhoek	1,000,000	-	-	-	-	-	0.00%	20170608984376
152 Upgrade of WWTW Wemmershoek	4,664,177	-	-	-	-	-	0.00%	20170608984355
Upgrade of WWTW: Klampmuts	2,364,040	-	-	-	-	-	0.00%	
153 Extention Of WWTW: Stellenbosch	82,298,263	9,144,251	7,460,968	42,139,032	49,600,000	-1,683,284	-18.41%	20170608984379
154 Refurbish Plant & Equipment - Raithby WWTW	1,000,000	100,000	-	-	-	-100,000	-100.00%	20170608984352
160 Furniture, Tools and Equipment	200,000	20,000	-	64,329	64,329	-20,000	-100.00%	20170608984349
162 Upgrade Auto-Samplers	250,000	25,000	-	-	-	-25,000	-100.00%	20170608984337
Roads and Stormwater	24,120,411	-	1,077,202	462,988	1,540,191	1,077,202	100.00%	
Furniture, Tools and Equipment : Tr&Stw	300,000	-	-	4,481	4,481	-	0.00%	20170608984301
Lanquedoc Access road and Bridge	600,000	-	-	-	-	-	0.00%	20170717123347
Longlands Vlotenburg: Infrastructure - Roads and Bridge	600,000	-	-	-	-	-	0.00%	20170608984385
Reconstruction Of Roads - WC024	2,000,000	-	-	-	-	-	0.00%	20170608983740
Reseal Roads - Brandwacht & Surrounding	2,000,000	-	-	300,000	300,000	-	0.00%	20170608983731
Reseal Roads - Die Boord & Surrounding	2,000,000	-	-	-	-	-	0.00%	20170717120357
Reseal Roads - Groendal & Surrounding	2,500,000	-	-	-	-	-	0.00%	20170717120547
Reseal Roads - Kayamandi & Surrounding	2,500,000	-	-	-	-	-	0.00%	20170608983782
Reseal Roads- Franschhoek CBD	2,000,000	-	1,077,202	156,770	1,233,973	1,077,202	100.00%	20170608983794
River Rehabilitation	500,000	-	-	-	-	-	0.00%	20170608984382
Sidewalk Implementation	600,000	-	-	-	-	-	0.00%	20170608984256
Upgrade Gravel Roads - Johannesburg, Pniel, Kylemore	2,500,000	-	-	-	-	-	0.00%	20170608984319
Upgrade Gravel Roads - Klampmuts : Section 1	4,000,000	-	-	-	-	-	0.00%	20170608984283
Upgrade Gravel Roads- Jamestown	521,629	-	-	1,737	1,737	-	0.00%	20170608984397
Upgrade Roads - Techno Park Access Road	400,000	-	-	-	-	-	0.00%	20170717121535
Upgrade Stormwater	1,098,782	-	-	-	-	-	0.00%	20170608984364

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<i>Projects</i>	<i>Budget 2017/2018</i>	<i>Planned Expenditure</i>	<i>Actual Expenditure</i>	<i>Shadows (Orders)</i>	<i>Actuals + Shadows</i>	<i>Variance R</i>	<i>Variance %</i>	<i>Unique Key Number</i>
Electrical Engineering Services General	53,231,967	450,000	1,229,488	6,616,719	7,846,207	779,488	173.22%	
Ad-Hoc Provision of Streetlighting	100,000	50,000	-	98,882	98,882	-50,000	-100.00%	20170608984406
Automatic Meter Reader	350,000	-	-	-	-	-	0.00%	20170608984286
Beltana Depot	271,623	-	-	-	-	-	0.00%	
Buildings & Facilities Electrical Supply - Stellenbosch	300,000	-	-	-	-	-	0.00%	20170717121248
Construction and Maintenance Of Municipal Facilities - Franschhoek	1,530,628	-	-	-	-	-	0.00%	20170608983845
Data Network	1,000,000	-	-	-	-	-	0.00%	20170608984304
DSM Geyser Control	750,000	-	-	-	-	-	0.00%	20170608984307
Electricity Network: Pniel	10,300,000	-	-	-	-	-	0.00%	20170608983743
Energy Balancing Between Metering and Mini-Substations	250,000	-	12,433	94,710	107,143	12,433	100.00%	20170608984421
Energy Efficiency and Demand Side Management	7,236,000	-	-	101,690	101,690	-	0.00%	20170608984346
Franschhoek - Cable Network	600,000	-	82,893	6,759	89,652	82,893	100.00%	20170608984427
Franschhoek: New Groendal 2 Sub: Substation building and switchgear	2,000,000	-	-	-	-	-	0.00%	20170608983869
General System Improvements - Franschhoek	1,200,000	-	-	209,376	209,376	-	0.00%	20170717120955
General Systems Improvements - Stellenbosch	3,200,000	200,000	1,029,349	2,169,960	3,199,309	829,349	414.67%	20170608983803
Infrastructure Improvement - Franschhoek	1,500,000	100,000	51,248	646,884	698,132	-48,752	-48.75%	20170608983851
Integrated National Electrification Programme	1,500,000	-	53,565	-	53,565	53,565	100.00%	20170608983872
Integrated National Electrification Programme (Enkanini)	2,500,000	-	-	1,580,722	1,580,722	-	0.00%	20170718074726
Isolators	400,000	-	-	-	-	-	0.00%	20170608983770
Meter Panels	350,000	-	-	-	-	-	0.00%	20170608984409
Network Cable Replace 11 Kv	3,000,000	100,000	-	-	-	-100,000	-100.00%	20170717120218
Replace Busbars 66 Kv	500,000	-	-	-	-	-	0.00%	20170608983848
Replace Control Panels 66 Kv	1,000,000	-	-	-	-	-	0.00%	20170717115830
Replace Ineffective Meters & Energy Balance of mini-substations	400,000	-	-	266,074	266,074	-	0.00%	20170608984388
Replace Switchgear - Franschhoek	1,000,000	-	-	-	-	-	0.00%	20170608984343
Replace Switchgear 66 Kv	1,500,000	-	-	-	-	-	0.00%	20170717101908
Small Capital: Fte Electrical Engineering Services	180,000	-	-	121,433	121,433	-	0.00%	20170608984418
Specialized Vehicles	1,500,000	-	-	-	-	-	0.00%	20170717144324
Streetlighting: Kylemore Entrance	500,000	-	-	293,104	293,104	-	0.00%	20170608984415
Streetlighting: Wemmershoek Intersection	1,000,000	-	-	569,631	569,631	-	0.00%	20170608984424
System Control Centre & Upgrade Telemetry	1,500,000	-	-	-	-	-	0.00%	20170608984322
Tenant- Switchgear (11kV)	1,681,553	-	-	-	-	-	0.00%	
Upgrade Engineering Fac feeders	600,000	-	-	-	-	-	0.00%	20170608983791
Upgrade Groendal feeders	2,732,163	-	-	-	-	-	0.00%	20170717121152
Vehicle Fleet	600,000	-	-	457,494	457,494	-	0.00%	20170608983854
Ward 15: Upgrading of streetlights	40,000	-	-	-	-	-	0.00%	20170608984136
Ward 21: Upgrading of streetlights	60,000	-	-	-	-	-	0.00%	20170717140322
Ward 8: Upgrading of streetlights	100,000	-	-	-	-	-	0.00%	20170717124117

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Solid Waste Management	13,086,396	263,000	169,580	656,713	826,293	-93,420	-35.52%	
Furniture, Tools and Equipment : Solid Waste	35,000	-	-	13,685	13,685	-	0.00%	20170608984325
Major Drop-Offs : Construction - Franschoek	3,164,494	-	-	-	-	-	0.00%	20170608984334
Skips (5,5KI)	263,000	263,000	169,580	-0	169,580	-93,420	-35.52%	20170608984178
Stellenbosch WC024 (MRF/Drop Off) - Construct	3,000,000	-	-	6,834	6,834	-	0.00%	20170608984226
Transfer Station: Stellenbosch Planning and Design & Construction	500,000	-	-	-	-	-	0.00%	20170608984331
Upgrade Refuse disposal site (Existing Cell)- Rehab	1,500,000	-	-	20,714	20,714	-	0.00%	20170608984277
Vehicles	3,565,062	-	-	613,909	613,909	-	0.00%	20170608984190
Waste Minimization Projects	500,000	-	-	1,570	1,570	-	0.00%	20170608984328
Waste to Food	400,000	-	-	-	-	-	0.00%	20170608984313
Formalize skip areas in Franschoek and Kayamandi	92,760	-	-	-	-	-	0.00%	
Beltana Depot SWM: Upgrades &	66,080	-	-	-	-	-	0.00%	
Traffic Engineering	26,527,978	-	6,300	3,861,251	3,867,551	6,300	100.00%	
Asset Management - Implement Traffic Calming Management System	200,000	-	-	-	-	-	0.00%	20170717140937
Asset Management - Update Roads Signs Management System	100,000	-	-	-	-	-	0.00%	20170608984163
Directional Information Signage	750,000	-	-	-	-	-	0.00%	20170608984187
Furniture, Tools and Equipment : Traffic Engineering	100,000	-	6,300	4,374	10,674	6,300	100.00%	20170608984292
Helshoogte Road/ Cluver Road/ Rustenburg Road intersection & Rustenburg Road/ Sor	2,500,000	-	-	-	-	-	0.00%	20170717121623
Main Road Intersection Improvements Helshooghte/Lelie St	2,827,807	-	-	387,206	387,206	-	0.00%	20170608984205
Main Road Intersection Improvements: Franschoek	930,000	-	-	-	-	-	0.00%	20170717123302
Main Road Intersection Improvements: Franschoek - Design	700,000	-	-	-	-	-	0.00%	20170717121706
Main Road Intersection Improvements: R44 / Merriman Street	4,901,171	-	-	-	-	-	0.00%	20170717121343
Pedestrian Crossing Implementation	150,000	-	-	50,000	50,000	-	0.00%	20170717143347
Road Transport Safety Master Plan - WC024	200,000	-	-	-	-	-	0.00%	20170608984175
Signalisation implementation	225,000	-	-	225,000	225,000	-	0.00%	20170717143245
Specialised Equipment: Roadmarking Machine + Trailer	300,000	-	-	-	-	-	0.00%	20170608984250
Specialized Vehicle	650,000	-	-	-	-	-	0.00%	20170608984274
Traffic Calming Master Plan: Design - WC024	250,000	-	-	-	-	-	0.00%	20170717121445
Traffic Calming Projects: Implementation	515,625	-	-	-	-	-	0.00%	20170717143030
Traffic Management Improvement Programme	3,145,208	-	-	2,543,137	2,543,137	-	0.00%	20170608984166
Traffic Signal Control: Upgrading of Traffic Signals	475,000	-	-	417,345	417,345	-	0.00%	20170608984310

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Universal Access Implementation	500,000	-	-	234,189	234,189	-	0.00%	20170608984295
Intersection Upgrade Banhoek & Rhyneveld	791,087	-	-	-	-	-	0.00%	
Main Road Intersection Improvements: R44 / Bird Street	4,132,524	-	-	-	-	-	0.00%	
Main Road Intersection Improvements: Strand / Adam Tas / Alexander	46,495	-	-	-	-	-	0.00%	
Merriman & Bosman Signilisation	101,790	-	-	-	-	-	0.00%	
Ward 1: Infrastructure Improvement Programme	270,000	-	-	-	-	-	0.00%	20170717141022
Ward 11: Infrastructure Improvement Programme	100,000	-	-	-	-	-	0.00%	20170717141832
Ward 12: Infrastructure Improvement Programme	60,000	-	-	-	-	-	0.00%	20170717142256
Ward 13: Infrastructure Improvement Programme	40,000	-	-	-	-	-	0.00%	20170717142439
Ward 17: Infrastructure Improvement Programme	25,000	-	-	-	-	-	0.00%	20170717142540
Ward 18: Infrastructure Improvement Programme	160,000	-	-	-	-	-	0.00%	20170717142643
Ward 19: Infrastructure Improvement Programme	120,000	-	-	-	-	-	0.00%	20170717141813
Ward 6: Infrastructure Improvement Programme	127,949	-	-	-	-	-	0.00%	20170608984121
Ward 3: Infrastructure Improvement Programme	23,760	-	-	-	-	-	0.00%	
Ward 4: Infrastructure Improvement Programme	200,000	-	-	-	-	-	0.00%	
Ward 9: Infrastructure Improvement Programme	200,000	-	-	-	-	-	0.00%	
Ward 10: Infrastructure Improvement Programme	50,000	-	-	-	-	-	0.00%	
Ward 15: Infrastructure Improvement Programme	109,000	-	-	-	-	-	0.00%	
Ward 20: Infrastructure Improvement Programme	50,000	-	-	-	-	-	0.00%	
Ward 21: Infrastructure Improvement Programme	25,562	-	-	-	-	-	0.00%	
Ward 22: Infrastructure Improvement Programme	215,000	-	-	-	-	-	0.00%	
Ward 7: Infrastructure Improvement Programme	260,000	-	-	-	-	-	0.00%	20170717141626
Transport Planning	16,204,336	-	3,045,065	2,840,084	5,885,149	3,045,065	100.00%	
Add Bays To Bergzicht Taxi Rank and Holding Area	3,304,655	-	253,759	446,241	700,000	253,759	100.00%	20170608984271
Annual OLS Revision	150,000	-	-	-	-	-	0.00%	20170608984259
Bicycle Lockup Facilities	200,000	-	-	13,250	13,250	-	0.00%	20170717140838
Bus and Taxi Shelters	200,000	-	-	-	-	-	0.00%	20170608984262
Comprehensive Intergrated Transport Master Plan	600,000	-	-	-	-	-	0.00%	20170608984265
Khayamandi Pedestrian Crossing (R304, River and Railway Line)	1,000,000	-	-	-	-	-	0.00%	20170608984184
Klapmuts Public Transport Interchange	5,548,211	-	2,207,998	2,098,400	4,306,398	2,207,998	100.00%	20170608984289
Pedestrian and Cycle Paths	2,000,000	-	583,308	2,333	585,641	583,308	100.00%	20170608984202
Taxi Rank - Franschoek	1,301,470	-	-	-	-	-	0.00%	20170608984223
Taxi Rank - Kayamandi	500,000	-	-	279,860	279,860	-	0.00%	20170608984268
Tour Bus Parking Study	700,000	-	-	-	-	-	0.00%	20170608984172
Update Roads Master Plan for WC024	700,000	-	-	-	-	-	0.00%	20170608984154

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Community & Protection Services	28,884,097	7,689,229	244,112	5,706,236	5,950,348	-7,445,117	-96.83%	
Sports Grounds and Picnic Sites	10,129,515	550,000	20,020	174,567	194,587	-529,980	-96.36%	
Borehole: Rural Sportsgrounds	300,000	-	-	-	-	-	0.00%	20170608983911
Building Ablution Facilities: Lanquedoc Sports grounds	850,000	-	-	-	-	-	0.00%	20170608983860
Recreational Equipment Sport	30,000	30,000	-	-	-	-30,000	-100.00%	20170717151445
Re-Surface of Netball/Tennis Courts	200,000	-	20,020	26,272	46,292	20,020	100.00%	20170608984370
Sight Screens/Pitch Covers Sports Grounds	150,000	30,000	-	-	-	-30,000	-100.00%	20170717141013
Skate Board Park: CBD	750,000	-	-	-	-	-	0.00%	20170608983953
Sport: Community Services Special Equipment	150,000	150,000	-	115,382	115,382	-150,000	-100.00%	20170608983938
Upgrade of Caretaker House: Jamestown & Groendal Sports	37,457	-	-	-	-	-	0.00%	
Upgrading of Tennis Courts: Idas Valley & Cloetesville	415,269	-	-	-	-	-	0.00%	
Upgrade of Irrigation System	100,000	30,000	-	-	-	-30,000	-100.00%	20170717141116
Upgrade of Sport Facilities	6,400,494	300,000	-	24,840	24,840	-300,000	-100.00%	20170717141223
Vehicle Fleet	255,378	-	-	-	-	-	0.00%	
Ward 15: Upgrading of Sports Facilities	20,000	-	-	-	-	-	0.00%	
Ward 16: Upgrading of Sports Facilities	20,917	-	-	-	-	-	0.00%	
Ward 18: Upgrading of Sports Facilities	90,000	-	-	-	-	-	0.00%	20170717141714
Ward 2: Upgrading of Sports Facilities	80,000	-	-	-	-	-	0.00%	20170717141325
Ward 20: Upgrading of Sports Facilities	60,000	-	-	-	-	-	0.00%	20170717141904
Ward 21: Upgrading of Sports Facilities	60,000	10,000	-	8,073	8,073	-10,000	-100.00%	20170717142003
Ward 3: Upgrading of Sports Facilities	40,000	-	-	-	-	-	0.00%	20170717141460
Ward 4: Upgrading of Sports Facilities	120,000	-	-	-	-	-	0.00%	20170717141604
Parks, Rivers & Area Cleaning	2,256,647	124,500	-	139,357	139,357	-124,500	-100.00%	
Furniture, Tools and Equipment	50,000	4,500	-	4,137	4,137	-4,500	-100.00%	20170608983956
Purchase of Specialised Equipment	50,000	25,000	-	47,739	47,739	-25,000	-100.00%	20170608984394
Purchase of Specialised Vehicles	700,000	-	-	-	-	-	0.00%	20170702115416
Upgrading of Parks	761,647	-	-	87,481	87,481	-	0.00%	20170608984124
Ward 11: Upgrading of Parks and Open Areas	80,000	-	-	-	-	-	0.00%	20170717143029
Ward 13: Upgrading of Parks and Open Areas	60,000	35,000	-	-	-	-35,000	-100.00%	20170717143117
Ward 16: Upgrading of Parks and Open Areas	100,000	-	-	-	-	-	0.00%	20170717143212
Ward 17: Upgrading of Parks and Open Areas	75,000	30,000	-	-	-	-30,000	-100.00%	20170717143303
Ward 20: Upgrading of Parks and Open Areas	60,000	-	-	-	-	-	0.00%	20170717143355
Ward 3: Upgrading of Parks and Open Areas	40,000	-	-	-	-	-	0.00%	20170717142319
Ward 5: Upgrading of Parks and Open Areas	220,000	-	-	-	-	-	0.00%	20170717142424
Ward 7: Upgrading of Parks and Open Areas	60,000	30,000	-	-	-	-30,000	-100.00%	20170717142528
Urban Greening	280,000	130,000	-	72,360	72,360	-130,000	-100.00%	
Furniture, Tools and Equipment	80,000	80,000	-	-	-	-80,000	-100.00%	20170608983857
Nature Conservation and Environmental: FTE	50,000	50,000	-	43,860	43,860	-50,000	-100.00%	20170702115458
Urban Greening: Beautification: Main Routes and Tourist Routes	150,000	-	-	28,500	28,500	-	0.00%	20170608984412

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<i>Projects</i>	<i>Budget 2017/2018</i>	<i>Planned Expenditure</i>	<i>Actual Expenditure</i>	<i>Shadows (Orders)</i>	<i>Actuals + Shadows</i>	<i>Variance R</i>	<i>Variance %</i>	<i>Unique Key Number</i>
Nature Conservation	1,350,000	-	-	-	-	-	0.00%	
Papegaaiberg Nature Reserve	450,000	-	-	-	-	-	0.00%	20170608983887
Idas Valley Dam: Adventure Tourism	450,000	-	-	-	-	-	0.00%	20170608983959
Berg River Dam: Adventure Tourism	450,000	-	-	-	-	-	0.00%	20170608983941
Libraries	913,504	212,215	-	148,881	148,881	-212,215	-100.00%	
Cloetesville: Furniture, Tools and Equipment	20,000	-	-	6,811	6,811	-	0.00%	20170608984433
Franschhoek: Furniture Tools and Equipment	80,000	-	-	6,118	6,118	-	0.00%	20170608983983
Library Books	140,000	44,069	-	16,662	16,662	-44,069	-100.00%	20170608983914
Pniel: Furniture, Tools and Equipment	53,504	34,779	-	29,430	29,430	-34,779	-100.00%	20170608983977
Upgrading: Cloetesville Library	60,000	-	-	36,386	36,386	-	0.00%	20170608984400
Upgrading: Idas Valley Library	100,000	10,000	-	-	-	-10,000	-100.00%	20170608983980
Upgrading: Kayamandi Library	60,000	28,400	-	28,400	28,400	-28,400	-100.00%	20170608983962
Upgrading: Pniel Library	400,000	94,967	-	25,074	25,074	-94,967	-100.00%	20170608983986
Cemeteries	670,465	20,000	27,500	39,438	66,938	7,500	37.50%	
Cemeteries: Purchase of Specialised Equipment	20,000	20,000	-	17,038	17,038	-20,000	-100.00%	20170608984022
Cemeteries Beautification of Open Spaces In Graveyards	13,206	-	-	-	-	-	0.00%	
Extension of Cemetery Infrastructure	637,259	-	27,500	22,400	49,900	27,500	100.00%	20170608983866
Halls	200,000	-	-	-	-	-	0.00%	
Ward 9: Upgrading of halls	200,000	-	-	-	-	-	0.00%	201706/0898/4193
Events & Fleet	50,000	25,000	-	30,028	30,028	-25,000	-100.00%	
Events & Fleet: Furniture Tools and Equipment	50,000	25,000	-	30,028	30,028	-25,000	-100.00%	20170608983917
Traffic Services	2,200,000	523,992	-	522,503	522,503	-523,992	-100.00%	
Alcohol Screeners	30,000	-	-	28,444	28,444	-	0.00%	20170608983908
Furniture, Tools & Equipment	120,000	40,000	-	10,067	10,067	-40,000	-100.00%	20170608984391
New Learner's Class	500,000	-	-	-	-	-	0.00%	20170608983926
Replacement of Patrol Vehicles	500,000	345,542	-	345,542	345,542	-345,542	-100.00%	20170717145350
Upgrading Drivers License Testing Centre	300,000	-	-	-	-	-	0.00%	20170608983932
Upgrading Traffi Building	350,000	-	-	-	-	-	0.00%	20170608983929
Upgrading Traffic Parking Area	400,000	138,450	-	138,450	138,450	-138,450	-100.00%	20170608983884
Law Enforcement and Security	7,343,966	5,478,522	196,592	3,879,757	4,076,349	-5,281,930	-96.41%	
Furniture Tools and Equipment	75,000	18,750	-	-	-	-18,750	-100.00%	20170717143907
Install and Upgrade CCTV Cameras In WC024	4,864,490	3,939,727	132,144	3,241,609	3,373,752	-3,807,583	-96.65%	20170717143619
Install Computerized Access Security Systems and CCTV Cameras At Municipal Buildin	300,000	235,787	-	48,187	48,187	-235,787	-100.00%	20170717143715
Pund Upgrade	100,000	-	-	-	-	-	0.00%	

**2017/2018 CAPITAL EXPENDITURE REPORT
30 SEPTEMBER 2017**

<i>Projects</i>	<i>Budget 2017/2018</i>	<i>Planned Expenditure</i>	<i>Actual Expenditure</i>	<i>Shadows (Orders)</i>	<i>Actuals + Shadows</i>	<i>Variance R</i>	<i>Variance %</i>	<i>Unique Key Number</i>
Law Enforcement Tools and Equipment	500,000	380,700	-	94,943	94,943	-380,700	-100.00%	20170717143801
Law Enforcement: Vehicle Fleet	500,000	424,021	-	424,021	424,021	-424,021	-100.00%	20170608983992
Security Upgrades	271,425	216,832	64,448	70,998	135,446	-152,384	-70.28%	20170608983989
Ward 14: Safety	60,000	-	-	-	-	-	0.00%	
Ward 12: Safety and Security Improvement Programme	30,000	30,000	-	-	-	-30,000	-100.00%	20170717144017
Ward 11: Safety Cameras	213,745	-	-	-	-	-	0.00%	
Ward 13: CCTV Cameras	110,000	-	-	-	-	-	0.00%	
Ward 15: Safety and Security Improvement Programme	59,373	59,373	-	-	-	-59,373	-100.00%	20170717144204
Ward 16: Safety and Security Improvement Programme	20,000	20,000	-	-	-	-20,000	-100.00%	20170717144306
Ward 19: Neighborhood Watch Equipment	19,933	-	-	-	-	-	0.00%	
Ward 22: Safety and Security Improvement Programme	120,000	120,000	-	-	-	-120,000	-100.00%	20170717145336
Ward 8: Safety and Security Improvement Programme	100,000	33,332	-	-	-	-33,332	-100.00%	20170608983863
Fire and Rescue Services	3,490,000	625,000	-	699,345	699,345	-625,000	-100.00%	
Fire Services JoC	800,000	520,000	-	652,003	652,003	-520,000	-100.00%	20170608984007
Replacement of Extention Ladders	250,000	-	-	-	-	-	0.00%	20170717151537
Rescue equipment	100,000	50,000	-	-	-	-50,000	-100.00%	20170717151440
Rescue Equipment	100,000	40,000	-	47,342	47,342	-40,000	-100.00%	20170608983890
Safeguarding of premises	100,000	-	-	-	-	-	0.00%	20170608984004
Safeguarding of Premises	100,000	-	-	-	-	-	0.00%	20170717140813
Upgrading and or Replacement of Fire Alarm System	1,000,000	-	-	-	-	-	0.00%	20170608983965
Upgrading of Stellenbosch Fire Station	1,000,000	-	-	-	-	-	0.00%	20170608984019
Ward 12: Fire Equipment	30,000	10,000	-	-	-	-10,000	-100.00%	20170608984010
Ward 13: Fire Equipment	10,000	5,000	-	-	-	-5,000	-100.00%	20170717151542
Strategic and Corporate Services	5,836,936	-	342,425	848,852	1,191,276	342,425	100.00%	
Strategic and Corporate Services General	531,644	-	-	21,332	21,332	-	0.00%	
Furniture Tools and Equipment	100,000	-	-	21,332	21,332	-	0.00%	20170608983875
Ward 10: Office Equipment	120,000	-	-	-	-	-	0.00%	20170718075213
Ward 12: Resource Centre	21,644	-	-	-	-	-	0.00%	
Ward 14: Resource Centre	160,000	-	-	-	-	-	0.00%	20170718075324
Ward 15: Computer Equipment	30,000	-	-	-	-	-	0.00%	20170717143504
Ward 2: Billboards	40,000	-	-	-	-	-	0.00%	20170718074951
Ward 3: Mobile container	40,000	-	-	-	-	-	0.00%	20170718075034
Ward 6: Furniture, Tools and Equipment	20,000	-	-	-	-	-	0.00%	20170718075127
Information and Communication Technology	4,955,291	-	342,425	827,520	1,169,945	342,425	100.00%	
Public WI-FI Network	1,355,291	-	327,615	-	327,615	327,615	100.00%	20170608983881
Purchase and Replacement of Computer/software and Peripheral devices	800,000	-	14,810	803,805	818,615	14,810	100.00%	20170608984127
Upgrade and Expansion of IT Infrastructure Platforms	2,800,000	-	-	23,715	23,715	-	0.00%	20170608983896

**2017/2018 CAPITAL EXPENDITURE REPORT
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Municipal Court	350,000	-	-	-	-	-	0.00%	
Establishment of Holding Cells	300,000	-	-	-	-	-	0.00%	20170608984430
Fireproofing of record room	50,000	-	-	-	-	-	0.00%	20170608983878
Financial Services	1,870,000	-	-	117,498	117,498	-	0.00%	
Financial Services General	1,870,000	-	-	117,498	117,498	-	0.00%	
Furniture, Tools & Equipment	150,000	-	-	117,498	117,498	-	0.00%	20170608984181
Upgrading of Municipal Stores	1,500,000	-	-	-	-	-	0.00%	20170608984211
Vehicle Fleet	220,000	-	-	-	-	-	0.00%	20170608984196
Human Settlements	72,865,066	4,209,207	1,071,547	4,036,442	5,107,989	-3,137,660	-74.54%	
Human Settlements: General	45,000	-	-3,360	899	-2,461	-3,360	100.00%	
Computer - Hardware/Equipment: Human Settlements & Property	25,000	-	-3,360	-	-3,360	-3,360	100.00%	20170608984037
Furniture,Tools and Equipment: Human Settlements and Property	20,000	-	-	899	899	-	0.00%	20170608984094
Property Management	22,936,389	-	87,000	363,756	450,756	87,000	100.00%	
Fire Department-Complex	318,117	-	-	-	-	-	0.00%	20170608983995
Flats: Cloetesville Fencing	550,000	-	-	10,216	10,216	-	0.00%	20170608984031
Flats: Interior Upgrading	2,000,000	-	-	-	-	-	0.00%	20170702115410
Furniture Tools and Equipment: Property Management	200,000	-	-	12,478	12,478	-	0.00%	20170608984028
Groendal Library	2,000,000	-	-	-	-	-	0.00%	20170608984064
Informal Traders: Kayamandi	80,820	-	-	-	-	-	0.00%	
Kleine Libertas	200,000	-	-	-	-	-	0.00%	20170608983920
La Motte Clubhouse	100,000	-	-	-	-	-	0.00%	20170608984034
New Community Hall Klapmuts	9,395,528	-	87,000	336,676	423,676	87,000	100.00%	20170608984070
Purchasing of land	4,000,000	-	-	-	-	-	0.00%	20170702115413
Replacement of Lifts: Lapland	341,924	-	-	-	-	-	0.00%	
Revamp: Office Space Main Building	500,000	-	-	4,386	4,386	-	0.00%	20170608984013
Structural Improvement: Beltana	500,000	-	-	-	-	-	0.00%	20170608983968
Structural Improvement: General	1,500,000	-	-	-	-	-	0.00%	20170608984067
Structural Upgrade: Heritage Building	250,000	-	-	-	-	-	0.00%	20170608984055
Universal Access: Plein Street Library	100,000	-	-	-	-	-	0.00%	20170608984052
Upgrading Fencing	200,000	-	-	-	-	-	0.00%	20170608984046
Upgrading of Franschoek Municipal Offices	100,000	-	-	-	-	-	0.00%	20170608984025
Van Der Stel Roof Replacement	600,000	-	-	-	-	-	0.00%	20170608984049
New Housing	40,602,365	989,207	987,907	1,871,787	2,859,693	-1,300	-0.13%	
Furniture, Tools and Equipment	20,000	20,000	-	307	307	-20,000	-100.00%	20170717143811
Housing Projects: General (NEW)	200,000	-	-	-	-	-	0.00%	20170702115455
Idas Valley (11330)	16,000,000	-	-	-	-	-	0.00%	20170702115428
Idas Valley (440) IRDP / FLISP	2,000,000	-	-	1,754,386	1,754,386	-	0.00%	20170702115443

**2017/2018 CAPITAL EXPENDITURE REPORT
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Kayamandi Town Centre	100,100	-	-	-	-	-	0.00%	
Kayamandi: Watergang and Zone O	21,082,265	-	18,700	86,300	105,000	18,700	100.00%	20170702115473
Klapmuts: Erf 2181 (298 serviced sites)	1,000,000	969,207	969,207	30,793	1,000,000	-	0.00%	20170702115425
La Motte Old Forest Station (329 Bng & 122 Bng Units) IRDP	200,000	-	-	-	-	-	0.00%	20170702115452
Informal Settlements	9,251,312	3,220,000	-	1,800,000	1,800,000	-3,220,000	-100.00%	
Access to Basic Services	257,327	-	-	-	-	-	0.00%	
Basic Improvements: Langrug	1,900,000	1,900,000	-	-	-	-1,900,000	-100.00%	20170702115479
Enkanini ABS	250,000	-	-	-	-	-	0.00%	20170702115464
Enkanini Planning	1,848,985	-	-	-	-	-	0.00%	
Enkanini subdivision, consolidation and rezoning	2,000,000	720,000	-	1,800,000	1,800,000	-720,000	-100.00%	20170608984091
Furniture, Tools and Equipment	60,000	-	-	-	-	-	0.00%	20170608983998
Klapmuts ABS	100,000	-	-	-	-	-	0.00%	20170702115434
Langrug ABS	250,000	-	-	-	-	-	0.00%	20170702115419
Mountainview - Installation of water and sewer services - Jamestown	2,000,000	600,000	-	-	-	-600,000	-100.00%	20170702115431
Upgrading of Informal Settlements General	585,000	-	-	-	-	-	0.00%	
Housing Administration	30,000	-	-	-	-	-	0.00%	
Furniture, Tools and Equipment: Housing Administration	30,000	-	-	-	-	-	0.00%	20170608984100
Planning and Development	7,652,836	11,200	-	379,484	379,484	-11,200	-100.00%	
Planning and Development General	698,242	11,200	-	12,528	12,528	-11,200	-100.00%	
eBikes for EDP	112,000	11,200	-	-	-	-11,200	-100.00%	20170608984097
Furniture, Tools and Equipment	20,000	-	-	12,528	12,528	-	0.00%	20170608983950
Informal Traders	500,000	-	-	-	-	-	0.00%	
Offices: Relocation Costs	66,242	-	-	-	-	-	0.00%	
Local Economic Development	4,986,498	-	-	214,913	214,913	-	0.00%	
Establishment of informal trading markets Cloetesville	700,000	-	-	-	-	-	0.00%	20170608984115
Establishment of Informal Trading Sites: George Blake Street	500,000	-	-	-	-	-	0.00%	20170608984109
Establishment of Informal Trading Sites: Groendal	70,000	-	-	-	-	-	0.00%	20170608984016
Establishment of Informal Trading Sites: Klapmuts	100,000	-	-	-	-	-	0.00%	20170608983974
Establishment of Informal Trading Markets	793,498	-	-	-	-	-	0.00%	
Furniture tools and equipment	73,000	-	-	-	-	-	0.00%	20170608984106
Local Economic Development Hubs	1,000,000	-	-	-	-	-	0.00%	20170608984118
Upgrading of the Kayamandi Economic Tourism Corridor	1,500,000	-	-	-	-	-	0.00%	20170702115485
Vehicles	250,000	-	-	214,913	214,913	-	0.00%	20170608984061

**2017/2018 CAPITAL EXPENDITURE REPORT
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Spatial Planning, Heritage & Environment	1,905,096	-	-	100,420	100,420	-	0.00%	
Purchase of Land- Cemeteries	1,800,096	-	-	-	-	-	0.00%	20170608984103
Sound Level Meter and Calibrator	105,000	-	-	100,420	100,420	-	0.00%	20170608984001
Community Development	63,000	-	-	51,623	51,623	-	0.00%	
Furniture Tools and Equipment	63,000	-	-	51,623	51,623	-	0.00%	20170608984079
TOTAL - Capital	479,778,893	28,709,734	14,646,687	85,358,044	100,004,731	-14,063,047	-48.98%	

8.3.2	OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY- REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: 01 JULY 2017 UNTIL 30 SEPTEMBER 2017
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File Ref: 8/1/3/3/2
 Collaborator No:
 IDP KPA Ref: 8: Financial Sustainability (KFA 59: Supply Chain Management)
 Meeting Date:

1. PURPOSE OF REPORT

To submit a report for the period 1 July 2017 – 30 September 2017 on the implementation of Council's Supply Chain Management Policy. The report covers the performance of the various delegated functions and the implementation thereof.

2. FOR DECISION BY MUNICIPAL COUNCIL

Section 2(3) & 4 of the SCM Policy 2017/2018 determines that the Accounting Officer must within 10 days of the end of each quarter; submit a report on the implementation of the SCM Policy to the Executive Mayor. This report must be made public in accordance with section 21A of the Municipal Systems Act (32 of 2000).

3. EXECUTIVE SUMMARY

On a quarterly basis the Accounting Officer must submit a report on the implementation of the Supply Chain Management Policy to the Executive Mayor. In terms of the SCM Regulations and Council's SCM Policy the SCM unit has been delegated to perform powers and functions that related to the procurement of goods and services, disposal of goods no longer needed, the selection of contractors to provide assistance in the provision of municipal services.

RECOMMENDED

- (a) that Council takes note of this report and **ANNEXURE A** attached to the report, and
- (b) that the report be made public in accordance with section 21A of the Municipal Systems Act.

5. DISCUSSION/CONTENTS

5.1 Background

SCM must report within 10 days before the end of each quarter on the implementation of the SCM System.

5.2 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.

Paragraph 2(3) of the Supply Chain Management Policy of Council determines that the Council of Stellenbosch municipality reserves the right to maintain oversight over the implementation of the SCM Policy as approved and amended from time to time. Paragraph 2(3) of the above stated Policy determines that the Accounting Officer must within 10 days of the end of each quarter; submit a report on the implementation of the Supply Chain Management Policy to the Executive Mayor.

5.3 Financial Implications

The financial implications are the transactions for the procurement of goods and services that were processed during the period 1 July 2017 – 30 September 2017 and the payments that will derive from these commitments.

5.4 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 stipulates that the regulatory framework for the municipal supply chain management must be fair, equitable, transparent, competitive and cost-effective. Reporting back in terms of paragraph 2(3) of the SCM Policy 2017/2018 to the Executive Mayor and Council on the implementation of the supply chain management system and processes enables the Executive Mayor and Council to maintain the oversight role over the implementation of the SCM Policy as approved by Council.

FOR FURTHER DETAILS CONTACT:

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E-MAIL ADDRESS	<i>Dalleel.Jacobs@stellenbosch.gov.za</i>
DIRECTORATE	<i>Financial Services</i>
REPORT DATE	<i>10 October 2017</i>

STELLENBOSCH MUNICIPALITY
IMPLEMENTATION OF SYSTEM – SUPPLY CHAIN MANAGEMENT
SECTION 6 OF SCM POLICY:
OVERSIGHT ROLE OF COUNCIL OVER THE IMPLEMENTATION OF SCM POLICY

PERIOD: 1 July 2017 – 30 September 2017

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
3(1)(a)	Prepare and submit a draft supply chain management policy complying with regulation 2 to the council of the municipality for adoption.	Accounting Officer	Chief Financial Officer	YES	New draft policy will be tabled within the third quarter (January 2018 and March 2018)
3(1)(b)	Review at least annually the implementation of the policy.	Accounting Officer	Chief Financial Officer	YES	Will be included as part of the budget related policies with the budget process
3(1)(c)	Submit when considered necessary, proposals for amendment of the policy by the Council.	Accounting Officer	Chief Financial Officer	YES	Will be in third quarter
3(2)(a)	Make use of any Treasury guidelines determining standards for municipal supply chain management policies, and submit to the council that guidelines standard or modified version therefore, as a draft policy.	Accounting Officer	Chief Financial Officer	YES	All NT guidelines are included in standard documents.
3(2)(b)	Ensure that a draft policy submitted to council that differs from the guideline standard complies with Regulation 2.	Accounting Officer	Chief Financial Officer	YES	Not Applicable
3(1)(c)	Report any deviation from the guideline standard to the National Treasury and relevant provincial treasury	Accounting Officer	Chief Financial Officer	YES	Not Applicable
3(4)	Must, in terms of section 62(1)(f)(iv) take all reasonable steps to ensure that the municipality has and implements a supply chain management policy as set out in Regulation 2.	Accounting Officer	Chief Financial Officer	YES	With reference to Regulation 2 a SCM Policy was drafted for approval by council and applicable officials.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
5(2)(a)	Make a final award above R10 million (VAT included).	Accounting Officer (after considering recommendation of Bid Adjudication Committee)		YES	In the first quarter (01 July 2017 – 30 September) there were two final awards above R10 million.
5(2)(b)	Make a final award above R200 000(VAT included), but not exceeding R10 million (VAT included).	Accounting Officer	Bid Adjudication Committee	YES	In the first quarter (01 July 2017 – 30 September 2017) there were ten final awards above R200 0000 but not exceeding R10 million.
5(2)(c)	Make a final award not exceeding R200 000(VAT included) including the appointment of consultants	Accounting Officer	CFO and Head SCM and Senior accountants	YES	AS per operational thresholds and operational delegations
5(3)	Submit to the officials referred to in regulation 5(4) within five days of the end of each month a written report containing particulars of each final award, except procurements made out of petty cash, made during that month, including – (a) the amount of the award; (b) the name of the person to whom the award was made; (c) the reason why the award was made to that person; and (d) the BEE/HDI status of that entity/person. (e)	Bid Adjudication Committee (refer regulation 5(4)(a) Chief Financial Officer – 5(4)(b)	Chief Financial Officer SCM: Manager	YES	1 July - 31 July 2017: submitted 4 August 2017 1 August - 31 August 2017: submitted 3 September 2017 1 September - 30 September 2017: submitted 5 October 2017
6(1)	Maintain oversight over the implementation of the supply chain management policy	Municipal Council		YES	The Supply Chain Management policy has been submitted to council in the third quarter of the previous financial year (01 January 2017 – 31 March 2017)

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6(2)(a)(i)	Submit a report to council within 30 days of the end of each financial year on the implementation of the supply chain management policy of the municipality.	Accounting Officer		YES	The Supply Chain Management implementation report has been submitted to council.
6(2)(a)(iii)	Immediately submit a report to council whenever there are serious and material; problems in the implementation of the supply chain management policy, including such a report from any municipal entity as envisaged by this Regulation 6(2)(a)(iii)	Accounting Officer		N/A	To date no serious or material problems occurred in implementing the SCM policy.
6(3)	Submit a report to the mayor of the municipality within ten days of each quarter on the implementation of the supply chain management policy.	Accounting Officer	Chief Financial Officer	YES	This is the first report for this financial year.
7(1)	Establish a supply chain management unit.	Accounting Officer	Chief Financial Officer	YES	Unit under direct supervision of CFO
12(1)	Direct that: a) cash purchases up to transaction value as defined in Council's Petty Cash policy b) one verbal quotation be obtained for any specified procurement of a transaction value lower than R2,000 (VAT included); c) written or verbal quotations for procurement of goods and/or services of a transaction value between R 2, 000.00 and R 10 000.00 (VAT included) d) formal written price quotations for procurement of goods and/or services of a transaction value between R 10,000.00 and R 200,000.00	Accounting Officer	Operational delegations in place	YES	The SCM unit is responsible for procurement within these thresholds. Delegations approved and signed by the relevant officials.

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	e) a competitive bidding process be followed for any specific procurement of a transaction value higher than R200 000.				
12(2)(a)	Allow the Accounting Officer to lower, but not to increase, the different threshold values specified in sub regulation(1).	Accounting Officer	Chief Financial Officer	YES	Delegated officials act within delegated thresholds.
14(1)(b)	Invite prospective providers of goods and services at least once a year through newspaper commonly circulating locally, the website of the municipality	Accounting Officer	SCM: Manager	YES	Advertisement will be placed by end of October 2017
14(1)(c)	Specify the listing criteria for accredited prospective providers.	Accounting Officer	Chief Financial Officer	YES	Listing criteria is contained within the registration form.
14(1)(d)	Disallow the listing of any prospective provider whose name appears on the National Treasury's database as a person prohibited from doing business with the public sector.	Accounting Officer		YES	To date no suppliers registered on National Treasury's database of defaulters
14(2)	Update the list of prospective providers at least quarterly to include any additional prospective providers and any new commodities or types of services.	Municipal Council	Chief Financial Officer	YES	List of prospective providers is up to date. Last update, 31 September 2017
15	Requesting reconciliation's on petty cash purchases on a monthly basis.	Chief Financial Officer	Manager: Expenditure section		N/A
16(d)	If it is not possible to obtain at least three written quotations, record and report quarterly to the accounting officer, or another official designated by the accounting officer, the reasons for this.	Accounting Officer	Chief Financial Officer	YES	1 July – 31 July 2017: Submitted 4 August 2017 1 August – 31 August 2017: Submitted 4 September 2017 1 September – 30 September 2017: Submitted 5 October 2017
16(e)	Record the name of potential providers requested to provide written quotation with their quoted prices.	Accounting Officer	Chief Financial Officer		

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17(1)(c)	Approve the recorded reasons for not obtaining at least three written price quotations.	Chief Financial Officer	Manager: Supply Chain		1 July – 31 July 2017: Submitted 4 August 2017
17(1)(d)	Record the names of the potential formal written price quotation providers and their written quotations.	Accounting Officer	Manager : Supply Chain Management		1 August – 31 August 2017: Submitted 5 September 2017
17(2)	Report to the CFO within three days at the end of the month on any approvals given during that month by that the designed official referred to in sub-regulation (1) (c).	Chief Financial Officer	Manager: Supply Chain Management		1 September – 30 September 2017: Submitted 5 October 2017
18 (a)	When using the list of accredited prospective providers, it should promote ongoing competition amongst providers by inviting providers to submit quotations on a rotational basis.	Chief Financial Officer	Manager: Supply Chain Management	YES	In place
18 (b)	All requirements in excess of R30,000 (VAT included) by means of formal written price quotations should be advertised for at least 7 days on the website and municipal official website.	Chief Financial Officer	Manager: Supply Chain Management	YES	Formal written quotations and call for tenders are advertised on the municipal website on a regular basis.
18(c)	Must take all reasonable steps to ensure that the procurement of goods and services through written quotations or formal written price quotations is not abused.	Accounting Officer	Chief Financial Officer	YES	SCM will introduce stricter controls pertaining to this and standard operating procedures will be introduced.
18(d)	Notify the Accounting Officer or CFO in writing on a monthly basis of all written quotations and formal written price quotations accepted by the official acting in terms of a sub-delegation 12(2)(b)	Chief Financial Officer	Manager : Supply Chain Management	YES	1 July - 31 July 2017: Submitted 04 August 2017 1 August - 31 August 2017: Submitted 5 September 2017 1 September - 30 September 2017: submitted 5 October 2017
22 (b) (i)	The publication notice must contain the closure date for the submission of bids, which may not be less than	Accounting Officer	Bid Specifications Committee		For quarter 1 a total of 13 items served before the Specifications committee.

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	3 weeks in case of transactions over R10m (VAT included), or which are of long term nature, or 14 days in any other case, from date on which the advertisement is placed in a newspaper.				
22(2)	The Accounting Officer may determine the closure date for the submission of bids which is less than the 30 days or 14 days requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process	Accounting Officer			None for this quarter
23(d)	The handling, opening and recording of bids should be (i) be opened in public (ii) must be opened at the same time and as soon as possible after the period for the submission of bids has expired; (iii) make the register available for public inspection (iv) publish the entries in the register and the bid results on the website of the municipality.	Accounting Officer	Manager: Supply Chain Management	YES	Implemented an attendance register at the opening of tenders. Has a tender book in place where received tenders are recorded in.
24(1)	Negotiate the final terms of a contract with bidders identified through a competitive bidding process as preferred bidders, provided that such negotiation – (a) does not allow any preferred bidder a second or unfair opportunity; (b) is not to the detriment of any other bidder; and (c) does not lead to a higher price than the bid submitted. Minutes of such negotiations must be kept.	Accounting Officer	Relevant user department Head of Department or Executive Director	YES	Provision for the signing of a Form of Tender/Service Level Agreement with successful vendors is being made in the tender documents and part as Special Conditions to Tender.

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26(b)	Appoint the members of the bid specification, evaluation and adjudication committees, taking into account Section 117 of the MFMA.	Accounting Officer		YES	May not be sub-delegated, delegations are kept on record. Municipal Manager issued new set of delegations in this quarter for Bid Committees.
26(3)	Appoint a neutral or independent observer to a bid specification, evaluation or adjudication committee for an attendance and oversight process when this is appropriate for ensuring fairness and promoting transparency.	Accounting Officer		N/A	N/A
26(4)	Apply the committee system to formal written price quotations.	Accounting Officer		N/A	Committee system is applied for goods/services above R200 000
27(1)	Compile specifications for the procurement of goods and services by the municipality.	Accounting Officer	Bid Specifications Committee, upon advice of the relevant user department	YES	The Executive Director signs for items to serve on Specification committee.
27(2)(g)	Approve specifications compiled by the bid specification committee prior to publication of the invitation for bids.	Accounting Officer	Bid Specifications Committee, upon advice of the relevant user department	YES	The specifications are accompanied with a questionnaire that the relevant department has to complete. Meetings are held according pre-determined schedule.
28(1)(a)	Evaluate bids in accordance with – (i) the specifications for a specific procurement ; and (ii) the points system as must be set out in the supply chain management policy of the municipality in terms of Regulation 27(2)(f) and a prescribed in terms of the Preferential Procurement Policy Framework Act.	Accounting Officer	Bid Evaluation Committee upon advice of the relevant user department.	YES	Have regular scheduled meetings.

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28(1)(b)	Evaluate each bidder's ability to execute the contract.	Accounting Officer	Bid Evaluation Committee, upon advice from SCM	YES	Currently part of the standard evaluation report
28(1)(c)	Check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrears.	Accounting Officer	Bid Evaluation Committee	YES	Has a screening list that has to be completed
28(1)(d)	Submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.	Bid Evaluation Committee		YES	Currently part of the standard evaluation report
29(1)(a)	Consider the report and recommendations of the bid evaluation committee where the award value exceeds R200 000 (VAT incl.) and make the award up to value of R10m (as per delegated authority)	Accounting Officer	Bid Adjudication Committee	YES	In the first quarter (01 July 2017 – 30 September 2017) there were 10 BAC meetings
29(1)(b)(i)	For bids above R10 million, the SCMBAC will make recommendation to the Municipal Manager to make the final award.	Accounting Officer		YES	In the first quarter (01 July 2017 – 30 September 2017) there were ten final awards above R200 0000 but not exceeding R10 million.
29(1)(b)(ii)	Make another recommendation to the accounting officer on how to proceed with the relevant procurement.	Accounting Officer		YES	No such transaction took place in this quarter.
29(3)	Appoint the chairperson of the bid adjudication committee.	Accounting Officer		YES	Delegations given is kept for record purposes
29(5)(a)	If a bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid – (i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not	Bid Adjudication Committee		YES	No such transaction took place.

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	in arrears; and (ii) notify the accounting officer.				
29(5)(b)	(i) After due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in Regulation 29(5)(a); and (ii) If the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.	Accounting Officer		YES	No such transaction took place.
29(6)	Refer any recommendation made by the evaluation committee or adjudication committee back to that committee for reconsideration of the recommendation.	Accounting Officer		YES	Six tenders were referred back to the BEC in the first quarter (July 2017 to September 2017)
29(7)	Comply with Section 114 of the MFMA within ten working days.	Accounting Officer		YES	Not applicable
31(1)	Request the State Information Technology Agency (SITA) to assist the municipality with the acquisition of IT related goods or services through a competitive bidding process.	Accounting Officer	Bid Adjudication Committee	YES	IT section is responsible for the purchasing of IT equipment for the municipality
31(2)	Enter into a written agreement to regulate the services rendered by, and the payments made to, SITA.	Accounting Officer		YES	
31(3)	Notify SITA together with a motivation of the IT needs of the municipality if – (a) the transaction value of IT related goods or	Accounting Officer		YES	

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	<p>services required by the municipality in any financial year will exceed R50 million (VAT incl); or</p> <p>(b) the transaction value of a contract to be procured by the municipality whether for one or more years exceeds R50 million.</p>				
31(4)	Submit to the Council, the National Treasury, the relevant provincial treasury and the Auditor General the SITA comments and the reasons for rejecting or not following such comments if the municipality disagrees with SITA's comments.	Accounting Officer	Manager: Supply Chain Management	YES	
32(1)	<p>To procure goods or services for the municipality under a contract secured by another organ of state, but only if –</p> <p>(a) the contract has been secured by that organ of state by means of a competitive bidding process applicable to that organ of state;</p> <p>(b) the municipality has no reason to believe that such contract was not validly procured;</p> <p>(c) there are demonstrable discounts or benefits for the municipality; and</p> <p>that other organ of state and the provider have consented to such procurement in writing.</p>	Accounting Officer	Bid Adjudication Committee	YES	No such transactions was approved
35(1)	Procure consulting services above the value of R200	Accounting Officer	Bid Adjudication Committee	YES	The procurement of such consultants

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	000 (VAT incl.) provided that any Treasury guidelines in respect of consulting services or CIDB guidelines in respect of services related to the build environment and construction works are taken into account when such procurements are made.				are linked to contract PANEL Panel of consultants is in place.
35(4)	Ensure that copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service is vested in the municipality.	Municipal Council	Relevant user Department	YES	

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36(1)(a)	<p>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 –</p> <ul style="list-style-type: none"> (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 worker of art or historical objects where specifications are difficult to compile; (iv) acquisition of animals or zoos; or (v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes (vi) any contract relating to the publication of notices and advertisements by or on behalf of the municipality (vii) any purchase on behalf of the municipality at a public auction (viii) any contract with an organ of state, local authority or a public utility corporation or company (ix) any contract in respect of which compliance therein would not be in the public interest or interest of Council (x) ad-hoc repairs to plant and equipment where it is not possible to ascertain the nature or extent of the work required in order to call for bids (xi) workshop strip & quote 	Accounting Officer	BAC considers deviations and recommend to the Accounting Officer.	YES	<p>1 July – 31 July 2017: Submitted 4 August 2017</p> <p>1 August – 31 August 2017: Submitted 5 September 2013</p> <p>1 September – 30 September 2017: Submitted 5 October 2013</p>
36(1)(b)	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.	Accounting Officer		YES	

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36(2)	Record the reasons for any deviations in terms of Regulations 36(1)(a) and (b); and Report them to the next meeting of the Council and include as a note to the annual financial statements.	Municipal Council	Accounting Officer	YES	
37(2)	Decide to consider an unsolicited bid but only if – (a) the product or service offered is a demonstrably or proven unique innovative concept; (b) the product or service will be exceptionally beneficially to, or have exceptional cost advantages for, the municipality; (c) the person who made the bid is the sole provider of the product or service; and (d) the reasons for not going through the normal bidding processes are found to be sound by the accounting officer.	Accounting Officer		NO	None
37(4)	Submit written comments received pursuant to Regulation 37(3), including any responses from the unsolicited bidder, to the National Treasury and the relevant provincial treasury for comment.	Accounting Officer		NO	None
37(5)	Consider and may award the bid or make recommendations to the accounting officer depending on the delegations to the adjudication committee.	Accounting Officer	Bid Adjudication Committee	YES	None
37(7)	When considering an unsolicited bid, take into account where considering an unsolicited bid – (i) any comments submitted by the public; and any written comments and recommendations of the	Accounting Officer		NO	None

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	National Treasury or the relevant provincial treasury.				
37(8)	Submit to the Auditor General, the relevant provincial treasury and the National Treasury the reasons for rejecting or not following any recommendations of the National Treasury or provincial treasury in regard to the unsolicited bid.	Accounting Officer	Manager: Supply Chain Management	NO	No unsolicited bids was accepted
38(1)(a)	Take all reasonable steps to prevent abuse of the supply chain management system.	Accounting Officer	Chief Financial Officer	YES	The National Treasury Code of Conduct has been circulated and communicated to municipal staff at various formal and informal meetings.
38(1)(b)	Investigate any allegations against an official or other role player of fraud, corruption, favouritism, unfair or irregular practices or failure to comply with the supply chain management policy, and when justified – (i) take appropriate steps against such official or other role player; or (ii) report any alleged criminal conduct to the South African Police Service.	Accounting Officer	Internal Audit	YES	HR busy with cases as and when it occurs in terms of facilitation and advise in terms of the labor relations act.
38(1)(c)	Check the National Treasury's database prior to awarding any contract to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector.	Accounting Officer	Manager: Supply Chain Management	YES	The National Treasury website information of the List of Defaulters is currently used to verify.
38(1)(d)	Reject any bid from a bidder – (i) if any municipal rates and taxes or municipal service charges owed by that bidder or any directors to the municipality are in arrears for more than three months; (ii) who during the last five years has failed to	Accounting Officer	Bid Adjudication Committee Manager: Supply Chain Management	YES	Bid evaluation checklist is in place

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	perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.				
38(1)(e)	Reject a recommendation for the award of a contract if the recommended bidder, or any of its directors, has committed a corrupt or fraudulent act in competing for the particular contract.	Accounting Officer	Bid Adjudication Committee Manager: Supply Chain Management	YES	Bid evaluation checklist is in place
38(1)(f)	Cancel a contract awarded to a person if – the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or (i) an official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of the contract that benefited that person.	Accounting Officer	Bid Adjudication Committee Manager: Supply Chain Management	YES	Bid evaluation checklist is in place
38(1)(g)	Reject the bid of any bidder if that bidder or any of its directors – (i) has abused the supply chain management system of the municipality or has committed any improper conduct in relation to such system; (ii) has been convicted for fraud or corruption during the last five years; (iii) has willfully neglected or reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or	Accounting Officer	Bid Adjudication Committee Manager: Supply Chain Management	YES	Bid evaluation checklist is in place

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	(iv) has been listed in the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).				
38(2)	Inform the National Treasury and relevant provincial treasury in writing of any actions taken in terms of Regulation 38(1)(b)(ii), (e) or (if).	Accounting Officer	Bid Adjudication Committee Manager: Supply Chain Management	YES	Bid evaluation checklist is in place
40(1)	The Supply chain policy must provide for an effective system of disposal management for the disposal or letting of assets, including unserviceable, redundant or obsolete assets, subject to sections 14&90 of MFMA	Municipal Council	Chief Financial Officer	YES	Delegations is in place
40(2) a	A Supply Chain management policy must specify the ways in which assets may be disposed of, including by – (i) Transferring the asset to another organ of state in terms of a provision of the MFMA enabling the transfer of assets (ii) Transferring the asset to another organ of state at market related value or, when appropriate, free of charge (iii) Selling the asset (iv) Destroying the asset	Municipal Council	Chief Financial Officer	YES	. As per delegations
40(2) (a)	Stipulate that – Immoveable property may be sold only at market related prices except when public interest or the plight	Municipal Council		YES	

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	of the poor demands otherwise				
40(2)(b)	Movable assets may be sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous to the municipality	Accounting Officer	Chief Financial Officer		As per delegations
40(2)(c)	In the case of the free disposal of computer equipment, the Provincial Department of Education must first be approached to indicate within 30 days whether any of the local schools are interested in the equipment.	Accounting Officer	Chief Financial Officer		Not Applicable
40(2)(d)	In the case of the disposal of firearms, the National Conventional Arms Control Committee has approved any sale or donation of firearms to any person or institution within or outside the Republic	Accounting Officer			Not Applicable
40(2)(e)	All fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed	Municipal Council		YES	Not Applicable
40(2)(f)	Ensure that where assets are traded in for other assets, the highest possible trade-in is negotiated	Municipal Council			None
40(2)(g)	In the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment.				Not Applicable
41(1)	A Supply chain management policy must provide for an effective system of risk management for the identification, consideration and avoidance of potential risks in the supply chain management system	Accounting Officer	Internal Audit		Busy implementing a system for risk management

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42	Establish and implement an internal monitoring system in order to determine, on a retrospective analysis, whether the authorized supply chain management processes were followed and whether the objectives of this policy were achieved.	Accounting Officer	Chief Financial Officer		Busy implementing a system for performance management in SCM
43(2)	Check with SARS whether a person's tax matters are in order before making an award to such person.	Municipal Council	Manager: Supply Chain Management	YES	The Tax Clearance of vendors registered on the municipal database is requested on a regular basis.
45	Disclose in the notes to the annual financial statements of the municipality particulars of any award of more than R2,000 to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including – (a) the name of that person; (b) the capacity in which that person is in the service of the state; and (c) the amount of the award.	Municipal Council	Chief Financial Officer	YES	This information was disclosed within the 16/17 financial statements of the municipality.
46(3)(a)	Keep a register of all declarations in terms of Regulation 46(2)(d) and (e).	Accounting Officer	Manager: Supply Chain Management	YES	SCM keep record of it.
46(3)(b)	Declarations must be made to the mayor of the municipality who must ensure that such declarations are recorded in the register.	Accounting Officer	Chief Financial Officer	YES	Declarations are kept at SCM section and hard copy on file.
46(4)	Adopt the National Treasury's code of conduct and Schedule 2 of the Systems Act for supply chain management practitioners and other role players	Accounting Officer	Manager: Supply Chain Management Council's Speaker	YES	Code of conduct will be communicated in SCM Workshop of 9 October 2017

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	involved in supply chain management.				
47(2)	Report any alleged contravention of Regulation 47(1) to the National Treasury for considering whether the offending person, and any representative or intermediate through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.	Accounting Officer	Chief Financial Officer	YES	Not Applicable
48	Disclose to the National Treasury and the relevant provincial treasury any sponsorship promised, offered or granted to the municipality whether directly or through a representative or intermediate, by any person who is – (a) a provider or prospective provider of goods or services to the municipality; or (b) a recipient or prospective recipient of goods disposed or to be disposed, of by the municipality.	Accounting Officer	Manager: Supply Chain Management	YES	None.
49	Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.	Accounting Officer		YES	Have an administrative process in place.
50(1)	Appoint an independent and impartial person to assist in the resolution of disputes between the municipality and other persons and to deal with objections, complaints or queries as described more fully in Regulation 49.	Accounting Officer		YES	The MM will appoint an independent person to dispose with objections, complaints or queries.

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50(2)	Responsible to assist the person appointed in terms of Regulation 50(1) to perform his or her functions effectively.	Accounting Officer		YES	
50(3)(b)	Appointed must submit monthly reports to the Accounting Officer on all disputes, objections, complaints or queries received, attended to or resolved.	Accounting Officer		YES	The appointed official is responsible for the submission of the monthly report to the Municipal Manager.
51	Service provider that acts on behalf of municipality to provide any service or act as a collector of fees, service charges or taxes and the compensation payable to service provider, contract must stipulate a cap on compensation payable to the service provider; that such compensation must be performance based.	Accounting Officer		YES	none

8.4	INFRASTRUCTURE: [CLLR J DE VILLIERS]
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8.4.1	AMENDMENT OF THE DEVELOPMENT CHARGE TARIFF STRUCTURE
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1. PURPOSE

To obtain Council's approval for the amendment of the Development Charge (DC) tariff structure.

2. BACKGROUND

This item deals with Development Charges paid by developers to the Municipality for the impact that the intended development would have on the Bulk Infrastructure of the Municipality and covers all expenditure such as Electrical - & Water Networks, as trading services funded networks; Sanitation and Solid Waste, as economical funded services networks and roads & stormwater as property tax funded networks. The DC formula is made of formulas to calculate the impact of a development on bulk service provision. The formulas are based on certain tariffs which are increased year-on-year depending on the particular inflation increase.

The DC tariff structure was approved in terms of Item 7.4 of Council Meeting 31 May 2017: MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF) FOR THE FINANCIAL PERIODS 2017/2018 – 2019/2020

When a new development obtains land-use approval, Development Charges (DCs) are calculated and included as a condition of such approval. If not paid in the financial year that the approval is obtained, the DCs are subject to escalation up to the date of payment. With the approval of the 2017/18 DC Policy, we are obliged to use the 2017/18 tariff structure when escalating DCs. In previous years, the escalation factor was simply based in the Construction Price Adjustment Factor (CPAF) which is linked to inflation. However the 2017/18 DC tariff structure has been determined by re-calculating the demands and unit costs based on the current capacity status of the municipal infrastructure services. This is an exercise that needs to be carried out every 5 years. This exercise has however lead to some of the DC tariffs, escalating by much more than the average inflation, in particular the "Business – Retail" DC for roads.

Development Charges (DCs) for new developments are subject to annual escalation up to the date of payment and as per Council's policy. In terms of the 2017/18 Development Charge policy, this results in an excessive escalation for developments with business-retail zonings. This is mainly due to the new trip generation factor for this zoning.

Similarly, the new policy includes a new DC category, namely "Community Facilities", which was not part of the previous DC policy and DC tariff structure.

These increases do not seem fair and reasonable, since a Developer would not have reasonably foreseen this during approval of the. Such escalations could result in a previously feasible development to being non-feasible.

For this reason the retail trip generation and DC cost above should be reviewed and the "Community Facilities" DC category should not be applicable when escalating DCs from previous years.

The contribution in lieu of parking provision which was applicable in previous years was not included in the 2017/18 DC tariff structure. This DC tariff should also be added to the tariff structure.

3. DISCUSSION

It has come to the attention of the Directorate, that if DCs are escalated in terms of the 2017/18 tariff structure, it leads to an excessive increase in DC's for developments that have business (retail) use. The retail category includes shops, restaurants, medical and tourist facilities, as defined in the DC Policy. The main reason for the increase is the trip generation for the business-retail zonings.

Year	DC Category (Zoning)	Trip Generation	DC Cost R / 100m ² (ex VAT)	% increase
2016/17	ALL Business	11 trips / 100m ² /day	R 52 701	
2017/18	General Business (office)	9 trips / 100m ² /day	R 57 403	8.9 %
2017/18	General Business (retail)	20 trips / 100m ² /day	R 127 526	242 %

This increase equates to an increase of 242% for the business-retail zoning. This does not seem fair and reasonable, since a Developer would not have reasonably foreseen such a huge escalation when the development was approved. Such an escalation could render a previously feasible development non-feasible. The increase in the business – office zoning is a much more reasonable 8.9 %. For this reason, the trip generation and DC cost for the business-retail zoning should be re-visited. This will also avoid sudden and exorbitant increases, and also not discourage new employment-creating developments from proceeding.

A second point of discussion is the addition of the new DC category “Community Facilities” to the tariff structure. This was not previously applicable and should therefore not be applicable when escalating DCs from previous years.

Thirdly, the contribution in lieu of parking provision which was applicable in previous years was not included in the 2017/18 DC tariff structure. The tariff in 2016/17 was R 123 351 excl VAT per parking bay. This should be escalated to the 2017/18 value and added to the DC tariffs. Using the Construction Price Adjustment Factor (CPAF), the escalation amount is 7.9543%. Therefore the escalated tariff for 2017/18 should be R 133 163 excl VAT.

The recommended changes to the DC tariff structure are seen to be making the development contribution more in line with the actual impact on the Municipal Infrastructure.

4. FINANCIAL IMPLICATION

The financial implication relates to the re-calculation of the DC amount and would represent a more fair method of escalating DCs and also make new developments with retail land uses more feasible. It will further keep track of inflation. The income generated will therefore cover needed changes to upsizing bulk infrastructure much more adequately.

5. LEGAL IMPLICATION

DCs are based on the requirements of the national Spatial Land use management Act, Act 16 Of 2013 and the provincial Land Use Planning Act, Act 3 of 2014, of the Western Cape Government.

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

6. COMMENTS FROM DIRECTORATES:**6.1 Infrastructure Services**

N/A

6.2 Planning and Economic Development

The directorate agrees with the proposed amendments and implementation recommendations. It would however be advantageous to further add a recommendation that gives delegation to the relevant director, in consultation with the municipal manager and any other director who has an interest in the matter to reduce any development charges by a percentage not exceeding 50% to achieve developmental goals in historically disadvantaged and underdeveloped areas, such as Groendal, Langrug, Jonkershoek, Klapmuts, Kayamandi, Cloetesville, Jamestown, or Ida's Valley, on condition that appropriate alternative funding is available to cover the relevant cost of the provision of the municipal services.

The intention with the aforementioned is to promote development in areas where developers would normally shy away from due to low living standards measure modelling, perceived high economic risk or low threshold populations and in order to promote spatial transformation.

RECOMMENDED

- (a) that the report on the amendment of Development Charge (DC) tariff structure be noted;
- (b) that the trip generation demand for business - retail categories be changed as follows:

Area	Trips per day	Cost (ex VAT)
Stellenbosch	9	R 57 403
Dwars River	9	R 32 357
Franschhoek	9	R 58 747
Klapmuts	9	R 67 782

- (c) that the "Community Facilities" Development Charge not be made applicable to developments approved before 1 July 2017; and
- (d) that the contribution in lieu of parking provision tariff (R133 163 excl VAT) be added to the Development Charge tariffs and be approved by Council.

Meeting: Ref no: Collab:	13 th Council: 2017-10-25 5/17/9 545968	Submitted by Directorate: Author Referred from:	Infrastructure Head: Dev. Serv. & Proj. Man.
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APPENDIX A

DC per land-use: Stellenbosch Town 2017

Usage Codes														Total (excl Vat)
Land Use	Unit	Water		Sewer		Stormwater		Solid Waste		Roads		Community Facilities		
		kl/day	Cost	kl/day	Cost	ha *C	Cost	t/week	Cost	trips/day	Cost	person	Cost	
		factor	R	factor	R	factor	R	factor	R	factor	R	factor	R	
			23,822		22,847		149,510		46,623		5,740		2,944	
Single Residential >1000m2	dwelling unit	1.200	R 28,586	0.700	R 15,993	0.048	R 7,176	0.040	R 1,865	4.00	R 22,961	4.0	R 11,776	R 88,358
Single Residential >500m2	dwelling unit	0.800	R 19,058	0.650	R 14,851	0.028	R 4,186	0.040	R 1,865	4.00	R 22,961	4.0	R 11,776	R 74,697
Single Residential >250m2	dwelling unit	0.700	R 16,675	0.600	R 13,708	0.023	R 3,439	0.040	R 1,865	4.00	R 22,961	4.0	R 11,776	R 70,425
Single Residential <250m2	dwelling unit	0.600	R 14,293	0.500	R 11,424	0.018	R 2,691	0.040	R 1,865	4.00	R 22,961	4.0	R 11,776	R 65,010
Less Formal Residential >250m2	dwelling unit	0.600	R 14,293	0.500	R 11,424	0.023	R 3,439	0.040	R 1,865	0.75	R 4,305	4.0	R 11,776	R 47,102
Less Formal Residential <250m2	dwelling unit	0.450	R 10,720	0.400	R 9,139	0.018	R 2,691	0.040	R 1,865	0.75	R 4,305	4.0	R 11,776	R 40,496
Group Residential >250m2	dwelling unit	0.700	R 16,675	0.600	R 13,708	0.023	R 3,439	0.040	R 1,865	3.75	R 21,526	4.0	R 11,776	R 68,989
Group Residential <250m2	dwelling unit	0.600	R 14,293	0.500	R 11,424	0.018	R 2,691	0.040	R 1,865	3.25	R 18,656	4.0	R 11,776	R 60,705
Medium Density Residential >250m2	dwelling unit	0.700	R 16,675	0.600	R 13,708	0.023	R 3,439	0.040	R 1,865	2.75	R 15,786	4.0	R 11,776	R 63,249
Medium Density Residential <250m2	dwelling unit	0.600	R 14,293	0.500	R 11,424	0.018	R 2,691	0.040	R 1,865	3.25	R 18,656	4.0	R 11,776	R 60,705
High Density Residential - flats	dwelling unit	0.450	R 10,720	0.400	R 9,139	0.008	R 1,196	0.040	R 1,865	2.75	R 15,786	4.0	R 11,776	R 50,482
High Density Residential - student rooms	dwelling unit	0.180	R 4,288	0.150	R 3,427	0.004	R 598	0.015	R 699	1.25	R 7,175	1.0	R 2,944	R 19,132
										factor	R 6,378	factor	R 1,308	
Local Business - office	100m2 GLA	0.400	R 9,529	0.350	R 7,997	0.008	R 1,196	0.040	R 1,865	9.00	R 57,403	1.0	R 1,308	R 79,298
Local Business - retail	100m2 GLA	0.400	R 9,529	0.350	R 7,997	0.008	R 1,196	0.040	R 1,865	20.00	R 127,562	1.0	R 1,308	R 149,456
General Business - office	100m2 GLA	0.400	R 9,529	0.350	R 7,997	0.008	R 1,196	0.040	R 1,865	9.00	R 57,403	1.0	R 1,308	R 79,298
General Business - retail	100m2 GLA	0.400	R 9,529	0.350	R 7,997	0.008	R 1,196	0.040	R 1,865	20.00	R 127,562	1.0	R 1,308	R 149,456
Community	100m2 GLA	0.400	R 9,529	0.350	R 7,997	0.008	R 1,196	0.040	R 1,865	9.00	R 57,403	1.0	R 1,308	R 79,298
Education	100m2 GLA	0.400	R 9,529	0.350	R 7,997	0.008	R 1,196	0.040	R 1,865	9.00	R 57,403	1.0	R 1,308	R 79,298
										factor	R 8,292	factor	R 1,308	
Light Industrial	100m2 GLA	0.400	R 9,529	0.350	R 7,997	0.015	R 2,243	0.040	R 1,865	6.00	R 49,749	1.0	R 1,308	R 72,690
General Industrial - light	100m2 GLA	0.400	R 9,529	0.350	R 7,997	0.015	R 2,243	0.040	R 1,865	6.00	R 49,749	1.0	R 1,308	R 72,690
General Industrial - heavy	100m2 GLA	0.400	R 9,529	0.350	R 7,997	0.015	R 2,243	0.040	R 1,865	2.00	R 16,583	1.0	R 1,308	R 39,524
Noxious Industrial - heavy	100m2 GLA	0.400	R 9,529	0.350	R 7,997	0.015	R 2,243	0.040	R 1,865	2.00	R 16,583	1.0	R 1,308	R 39,524
										factor	R 6,378	factor	R 1,308	
Resort	100m2 GLA	0.400	R 9,529	0.350	R 7,997	0.008	R 1,196	0.040	R 1,865	9.00	R 57,403	1.0	R 1,308	R 79,298
Public Open Space	ha		R -		R -	0.200	R 29,902		R -		R -		R -	R 29,902
Private Open Space	ha		R -		R -	0.200	R 29,902		R -		R -		R -	R 29,902
Natural Environment	ha		R -		R -	0.200	R 29,902		R -		R -		R -	R 29,902
Utility Services	100m2 GLA	0.400	R 9,529	0.350	R 7,997	0.008	R 1,196	0.040	R 1,865	9.00	R 57,403	1.0	R 1,308	R 79,298
Public Roads and Parking	ha		R -		R -	0.700	R 104,657		R -		R -		R -	R 104,657
Transport Facility	ha		R -		R -	0.700	R 104,657		R -		R -		R -	R 104,657
Limited Use			R -		R -		R -		R -		R -		R -	R -
Special														
To be calculated based on equivalent demands														

Annexure A - Approved 2017- 18 DC tariff structure
 Recommended:
 Change the "20" to "9" and
 "R127 562" to "R57 403"

DC per land-use: Dwars River 2017

Usage Codes															Total (excl Vat)
Land Use	Unit	Water		Sewer		Stormwater		Solid Waste		Roads		Community Facilities			
		kl/day	Cost	kl/day	Cost	ha*C	Cost	t/week	Cost	trips/day	Cost	person	Cost		
		factor	R 18,672	factor	R 26,617	factor	R 142,657	factor	R 40,323	factor	R 3,236	factor	R 2,944		
Single Residential >1000m2	dwelling unit	1,200	R 22,407	0,700	R 18,632	0,048	R 6,848	0,040	R 1,613	4,00	R 12,943	4,0	R 11,776	R 74,218	
Single Residential >500m2	dwelling unit	0.800	R 14,938	0.650	R 17,301	0.028	R 3,994	0.040	R 1,613	4.00	R 12,943	4.0	R 11,776	R 62,565	
Single Residential >250m2	dwelling unit	0,700	R 13,071	0,600	R 15,970	0,023	R 3,281	0,040	R 1,613	4,00	R 12,943	4,0	R 11,776	R 58,654	
Single Residential <250m2	dwelling unit	0,600	R 11,203	0,500	R 13,309	0,018	R 2,568	0,040	R 1,613	4,00	R 12,943	4,0	R 11,776	R 53,412	
Less Formal Residential >250m2	dwelling unit	0,600	R 11,203	0,500	R 13,309	0,023	R 3,281	0,040	R 1,613	0,75	R 2,427	4,0	R 11,776	R 43,609	
Less Formal Residential <250m2	dwelling unit	0,450	R 8,403	0,400	R 10,647	0,018	R 2,568	0,040	R 1,613	0,75	R 2,427	4,0	R 11,776	R 37,433	
Group Residential >250m2	dwelling unit	0,700	R 13,071	0,600	R 15,970	0,023	R 3,281	0,040	R 1,613	3,75	R 12,134	4,0	R 11,776	R 57,845	
Group Residential <250m2	dwelling unit	0.600	R 11,203	0.500	R 13,309	0.018	R 2,568	0.040	R 1,613	3.25	R 10,516	4.0	R 11,776	R 50,985	
Medium Density Residential >250m2	dwelling unit	0,700	R 13,071	0,600	R 15,970	0,023	R 3,281	0,040	R 1,613	2,75	R 8,898	4,0	R 11,776	R 54,609	
Medium Density Residential <250m2	dwelling unit	0,600	R 11,203	0,500	R 13,309	0,018	R 2,568	0,040	R 1,613	3,25	R 10,516	4,0	R 11,776	R 50,985	
High Density Residential - flats	dwelling unit	0.450	R 8,403	0.400	R 10,647	0.008	R 1,141	0.040	R 1,613	2.75	R 8,898	4.0	R 11,776	R 42,478	
High Density Residential - student rooms	dwelling unit	0,180	R 3,361	0,150	R 3,993	0,004	R 571	0,015	R 605	1,25	R 4,045	1,0	R 2,944	R 15,518	
		factor		factor						factor	R 3,595	factor	R 1,308		
Local Business - office	100m2 GLA	0,400	R 7,469	0,350	R 9,316	0,008	R 1,141	0,040	R 1,613	9,00	R 32,357	1,0	R 1,308	R 53,205	
Local Business - retail	100m2 GLA	0,400	R 7,469	0,350	R 9,316	0,008	R 1,141	0,040	R 1,613	20,00	R 71,905	1,0	R 1,308	R 92,753	
General Business - office	100m2 GLA	0.400	R 7,469	0.350	R 9,316	0.008	R 1,141	0.040	R 1,613	9.00	R 32,357	1.0	R 1,308	R 53,205	
General Business - retail	100m2 GLA	0.400	R 7,469	0.350	R 9,316	0.008	R 1,141	0.040	R 1,613	20.00	R 71,905	1.0	R 1,308	R 92,753	
Community	100m2 GLA	0,400	R 7,469	0,350	R 9,316	0,008	R 1,141	0,040	R 1,613	9,00	R 32,357	1,0	R 1,308	R 53,205	
Education	100m2 GLA	0,400	R 7,469	0,350	R 9,316	0,008	R 1,141	0,040	R 1,613	9,00	R 32,357	1,0	R 1,308	R 53,205	
		factor		factor						factor	R 4,674	factor	R 1,308		
Light Industrial	100m2 GLA	0,400	R 7,469	0,350	R 9,316	0,015	R 2,140	0,040	R 1,613	6,00	R 28,043	1,0	R 1,308	R 49,889	
General Industrial - light	100m2 GLA	0.400	R 7,469	0.350	R 9,316	0.015	R 2,140	0.040	R 1,613	6.00	R 28,043	1.0	R 1,308	R 49,889	
General Industrial - heavy	100m2 GLA	0,400	R 7,469	0,350	R 9,316	0,015	R 2,140	0,040	R 1,613	2,00	R 9,348	1,0	R 1,308	R 31,194	
Noxious Industrial - heavy	100m2 GLA	0,400	R 7,469	0,350	R 9,316	0,015	R 2,140	0,040	R 1,613	2,00	R 9,348	1,0	R 1,308	R 31,194	
		factor		factor						factor	R 3,595	factor	R 1,308		
Resort	100m2 GLA	0,400	R 7,469	0,350	R 9,316	0,008	R 1,141	0,040	R 1,613	9,00	R 32,357	1,0	R 1,308	R 53,205	
Public Open Space	ha		R -		R -	0,200	R 28,531		R -		R -		R -	R 28,531	
Private Open Space	ha		R -		R -	0,200	R 28,531		R -		R -		R -	R 28,531	
Natural Environment	ha		R -		R -	0,200	R 28,531		R -		R -		R -	R 28,531	
Utility Services	100m2 GLA	0,400	R 7,469	0,350	R 9,316	0,008	R 1,141	0,040	R 1,613	9,00	R 32,357	1,0	R 1,308	R 53,205	
Public Roads and Parking	ha		R -		R -	0,700	R 99,860		R -		R -		R -	R 99,860	
Transport Facility	ha		R -		R -	0,700	R 99,860		R -		R -		R -	R 99,860	
Limited Use			R -		R -		R -		R -		R -		R -	R -	
Special	To be calculated based on equivalent demands														

Annexure A - Approved 2017- 18 DC tariff structure
 Recommended:
 Change the "20" to "9" and
 "R71 905" to "R32 357"

DC per land-use: Franschhoek 2017

Usage Codes															
Usage Codes	Land Use	Unit	Water		Sewer		Stormwater		Solid Waste		Roads		Community Facilities		Total (excl Vat)
			kl/day	Cost	kl/day	Cost	ha *C	Cost	t/week	Cost	trips/day	Cost	person	Cost	
			factor	R 22,195	factor	R 14,691	factor	R 105,305	factor	R 50,490	factor	R 5,875	factor	R 2,944	
Residential	Single Residential >1000m2	dwelling unit	1.200	R 26,634	0.700	R 10,284	0.048	R 5,055	0.040	R 2,020	4.00	R 23,499	4.0	R 11,776	R 79,266
	Single Residential >500m2	dwelling unit	0.800	R 17,756	0.650	R 9,549	0.028	R 2,949	0.040	R 2,020	4.00	R 23,499	4.0	R 11,776	R 67,548
	Single Residential >250m2	dwelling unit	0.700	R 15,536	0.600	R 8,815	0.023	R 2,422	0.040	R 2,020	4.00	R 23,499	4.0	R 11,776	R 64,067
	Single Residential <250m2	dwelling unit	0.600	R 13,317	0.500	R 7,345	0.018	R 1,895	0.040	R 2,020	4.00	R 23,499	4.0	R 11,776	R 59,852
	Less Formal Residential >250m2	dwelling unit	0.600	R 13,317	0.500	R 7,345	0.023	R 2,422	0.040	R 2,020	0.75	R 4,406	4.0	R 11,776	R 41,286
	Less Formal Residential <250m2	dwelling unit	0.450	R 9,988	0.400	R 5,876	0.018	R 1,895	0.040	R 2,020	0.75	R 4,406	4.0	R 11,776	R 35,961
	Group Residential >250m2	dwelling unit	0.700	R 15,536	0.600	R 8,815	0.023	R 2,422	0.040	R 2,020	3.75	R 22,030	4.0	R 11,776	R 62,599
	Group Residential <250m2	dwelling unit	0.600	R 13,317	0.500	R 7,345	0.018	R 1,895	0.040	R 2,020	3.25	R 19,093	4.0	R 11,776	R 55,446
	Medium Density Residential >250m2	dwelling unit	0.700	R 15,536	0.600	R 8,815	0.023	R 2,422	0.040	R 2,020	2.75	R 16,155	4.0	R 11,776	R 56,724
	Medium Density Residential <250m2	dwelling unit	0.600	R 13,317	0.500	R 7,345	0.018	R 1,895	0.040	R 2,020	3.25	R 19,093	4.0	R 11,776	R 55,446
	High Density Residential - flats	dwelling unit	0.450	R 9,988	0.400	R 5,876	0.008	R 842	0.040	R 2,020	2.75	R 16,155	4.0	R 11,776	R 46,657
	High Density Residential - student rooms	dwelling unit	0.180	R 3,995	0.150	R 2,204	0.004	R 421	0.015	R 757	1.25	R 7,343	1.0	R 2,944	R 17,665
Commercial										factor	R 6,527	factor	R 1,308		
	Local Business - office	100m2 GLA	0.400	R 8,878	0.350	R 5,142	0.008	R 842	0.040	R 2,020	9.00	R 58,747	1.0	R 1,308	R 76,937
	Local Business - retail	100m2 GLA	0.400	R 8,878	0.350	R 5,142	0.008	R 842	0.040	R 2,020	20.00	R 130,548	1.0	R 1,308	R 148,738
	General Business - office	100m2 GLA	0.400	R 8,878	0.350	R 5,142	0.008	R 842	0.040	R 2,020	9.00	R 58,747	1.0	R 1,308	R 76,937
	General Business - retail	100m2 GLA	0.400	R 8,878	0.350	R 5,142	0.008	R 842	0.040	R 2,020	20.00	R 130,548	1.0	R 1,308	R 148,738
	Community	100m2 GLA	0.400	R 8,878	0.350	R 5,142	0.008	R 842	0.040	R 2,020	9.00	R 58,747	1.0	R 1,308	R 76,937
Education	100m2 GLA	0.400	R 8,878	0.350	R 5,142	0.008	R 842	0.040	R 2,020	9.00	R 58,747	1.0	R 1,308	R 76,937	
Industrial										factor	R 8,486	factor	R 1,308		
	Light Industrial	100m2 GLA	0.400	R 8,878	0.350	R 5,142	0.015	R 1,580	0.040	R 2,020	6.00	R 50,914	1.0	R 1,308	R 69,841
	General Industrial - light	100m2 GLA	0.400	R 8,878	0.350	R 5,142	0.015	R 1,580	0.040	R 2,020	6.00	R 50,914	1.0	R 1,308	R 69,841
	General Industrial - heavy	100m2 GLA	0.400	R 8,878	0.350	R 5,142	0.015	R 1,580	0.040	R 2,020	2.00	R 16,971	1.0	R 1,308	R 35,899
Noxious Industrial - heavy	100m2 GLA	0.400	R 8,878	0.350	R 5,142	0.015	R 1,580	0.040	R 2,020	2.00	R 16,971	1.0	R 1,308	R 35,899	
Other										factor	R 6,527	factor	R 1,308		
	Resort	100m2 GLA	0.400	R 8,878	0.350	R 5,142	0.008	R 842	0.040	R 2,020	9.00	R 58,747	1.0	R 1,308	R 76,937
	Public Open Space	ha	-	-	-	-	0.200	R 21,061	-	-	-	-	-	-	R 21,061
	Private Open Space	ha	-	-	-	-	0.200	R 21,061	-	-	-	-	-	-	R 21,061
	Natural Environment	ha	-	-	-	-	0.200	R 21,061	-	-	-	-	-	-	R 21,061
	Utility Services	100m2 GLA	0.400	R 8,878	0.350	R 5,142	0.008	R 842	0.040	R 2,020	9.00	R 58,747	1.0	R 1,308	R 76,937
	Public Roads and Parking	ha	-	-	-	-	0.700	R 73,714	-	-	-	-	-	-	R 73,714
Transport Facility	ha	-	-	-	-	0.700	R 73,714	-	-	-	-	-	-	R 73,714	
Limited Use															
Special	To be calculated														
	based on equivalent demands														

Annexure A - Approved 2017- 18
 DC tariff structure
 Recommended:
 Change the "20" to "9" and
 "R130 548" to "R58 747"

DC per land-use: Klapmuts 2017

Usage Codes														Total (excl Vat)
Land Use	Unit	Water		Sewer		Stormwater		Solid Waste		Roads		Community Facilities		
		kl/day	Cost	kl/day	Cost	ha *C	Cost	t/week	Cost	trips/day	Cost	person	Cost	
		factor	R 9,746	factor	R 19,569	factor	R 197,287	factor	R 59,461	factor	R 6,778	factor	R 2,944	
Single Residential >1000m2	dwelling unit	1.200	R 11,695	0.700	R 13,699	0.048	R 9,470	0.040	R 2,378	4.00	R 27,113	4.0	R 11,776	R 76,131
Single Residential >500m2	dwelling unit	0.800	R 7,797	0.650	R 12,720	0.028	R 5,524	0.040	R 2,378	4.00	R 27,113	4.0	R 11,776	R 67,308
Single Residential >250m2	dwelling unit	0.700	R 6,822	0.600	R 11,742	0.023	R 4,538	0.040	R 2,378	4.00	R 27,113	4.0	R 11,776	R 64,369
Single Residential <250m2	dwelling unit	0.600	R 5,848	0.500	R 9,785	0.018	R 3,551	0.040	R 2,378	4.00	R 27,113	4.0	R 11,776	R 60,451
Less Formal Residential >250m2	dwelling unit	0.600	R 5,848	0.500	R 9,785	0.023	R 4,538	0.040	R 2,378	0.75	R 5,084	4.0	R 11,776	R 39,408
Less Formal Residential <250m2	dwelling unit	0.450	R 4,386	0.400	R 7,828	0.018	R 3,551	0.040	R 2,378	0.75	R 5,084	4.0	R 11,776	R 35,003
Group Residential >250m2	dwelling unit	0.700	R 6,822	0.600	R 11,742	0.023	R 4,538	0.040	R 2,378	3.75	R 25,418	4.0	R 11,776	R 62,674
Group Residential <250m2	dwelling unit	0.600	R 5,848	0.500	R 9,785	0.018	R 3,551	0.040	R 2,378	3.25	R 22,029	4.0	R 11,776	R 55,367
Medium Density Residential >250m2	dwelling unit	0.700	R 6,822	0.600	R 11,742	0.023	R 4,538	0.040	R 2,378	2.75	R 18,640	4.0	R 11,776	R 55,896
Medium Density Residential <250m2	dwelling unit	0.600	R 5,848	0.500	R 9,785	0.018	R 3,551	0.040	R 2,378	3.25	R 22,029	4.0	R 11,776	R 55,367
High Density Residential - flats	dwelling unit	0.450	R 4,386	0.400	R 7,828	0.008	R 1,578	0.040	R 2,378	2.75	R 18,640	4.0	R 11,776	R 46,586
High Density Residential - student rooms	dwelling unit	0.180	R 1,754	0.150	R 2,935	0.004	R 789	0.015	R 892	1.25	R 8,473	1.0	R 2,944	R 17,788
										factor	R 7,531	factor	R 1,308	
Local Business - office	100m2 GLA	0.400	R 3,898	0.350	R 6,849	0.008	R 1,578	0.040	R 2,378	9.00	R 67,782	1.0	R 1,308	R 83,795
Local Business - retail	100m2 GLA	0.400	R 3,898	0.350	R 6,849	0.008	R 1,578	0.040	R 2,378	20.00	R 150,626	1.0	R 1,308	R 166,639
General Business - office	100m2 GLA	0.400	R 3,898	0.350	R 6,849	0.008	R 1,578	0.040	R 2,378	9.00	R 67,782	1.0	R 1,308	R 83,795
General Business - retail	100m2 GLA	0.400	R 3,898	0.350	R 6,849	0.008	R 1,578	0.040	R 2,378	20.00	R 150,626	1.0	R 1,308	R 166,639
Community	100m2 GLA	0.400	R 3,898	0.350	R 6,849	0.008	R 1,578	0.040	R 2,378	9.00	R 67,782	1.0	R 1,308	R 83,795
Education	100m2 GLA	0.400	R 3,898	0.350	R 6,849	0.008	R 1,578	0.040	R 2,378	9.00	R 67,782	1.0	R 1,308	R 83,795
										factor	R 9,791	factor	R 1,308	
Light Industrial	100m2 GLA	0.400	R 3,898	0.350	R 6,849	0.015	R 2,959	0.040	R 2,378	6.00	R 58,744	1.0	R 1,308	R 76,138
General Industrial - light	100m2 GLA	0.400	R 3,898	0.350	R 6,849	0.015	R 2,959	0.040	R 2,378	6.00	R 58,744	1.0	R 1,308	R 76,138
General Industrial - heavy	100m2 GLA	0.400	R 3,898	0.350	R 6,849	0.015	R 2,959	0.040	R 2,378	2.00	R 19,581	1.0	R 1,308	R 36,975
Noxious Industrial - heavy	100m2 GLA	0.400	R 3,898	0.350	R 6,849	0.015	R 2,959	0.040	R 2,378	2.00	R 19,581	1.0	R 1,308	R 36,975
										factor	R 7,531	factor	R 1,308	
Resort	100m2 GLA	0.400	R 3,898	0.350	R 6,849	0.008	R 1,578	0.040	R 2,378	9.00	R 67,782	1.0	R 1,308	R 83,795
Public Open Space	ha		R -		R -	0.200	R 39,457		R -		R -		R -	R 39,457
Private Open Space	ha		R -		R -	0.200	R 39,457		R -		R -		R -	R 39,457
Natural Environment	ha		R -		R -	0.200	R 39,457		R -		R -		R -	R 39,457
Utility Services	100m2 GLA	0.400	R 3,898	0.350	R 6,849	0.008	R 1,578	0.040	R 2,378	9.00	R 67,782	1.0	R 1,308	R 83,795
Public Roads and Parking	ha		R -		R -	0.700	R 138,101		R -		R -		R -	R 138,101
Transport Facility	ha		R -		R -	0.700	R 138,101		R -		R -		R -	R 138,101
Limited Use			R -		R -		R -		R -		R -		R -	R -
Special														
To be calculated based on equivalent demands														

Annexure A - Approved 2017- 18
 DC tariff structure
 Recommended:
 Change the "20" to "9" and
 "R150 626" to "R67 782"

8.4.2	RELIEF FOR CONSUMERS EXPERIENCING LEGITIMATE BURST OR LEAKING WATER SUPPLY
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1. PURPOSE OF REPORT

To consider relief for consumers experiencing a legitimate burst or leaking water supply.

2. BACKGROUND

Council approved the introduction of water restriction tariffs from Level 1 to Level 4 within its tariff structure for the 2017/18 Budget. Stellenbosch Municipality is currently experiencing a Level 5 water restriction drought conditions. For this restriction level, Level 4 tariffs are levied for water use of customers. This level of water restrictions encourages domestic water consumers to keep water consumption below 20kl of water. At this level the increase in cost above Level 1 tariffs is 42% (R7.06 to R10.00) as opposed to 625% at the 80kl level (R40.00 to R250.00) of water consumption per month.

Due to the delay in the receiving of water accounts (accounts are read in month 1 and only sent out in month 2), some consumers have only now discovered that they have a burst or leaking pipe. This has resulted in very high water accounts, in some of the above mentioned cases, where water in excess of 400kl has been consumed.

3. DISCUSSION

The municipality has followed the City of Cape Town methodology in terms of drought stages of water tariffs. The increase to Level 4 tariffs were also requested by the Western Cape Drought Group of Municipalities as well as the Department of Water and Sanitation.

Some Stellenbosch consumers have only now discovered leaks in their systems or have recently had a pipe break resulting in very high water accounts. The Water Service By-Law Section 89 allows for a lower tariff where a bona fide unseen leak has caused a consumer to consume much more water.

In terms of this section a rebate tariff is to be charged for that part of the water consumption that is deemed to be water consumed through the leak.

The following rebate tariffs were promulgated for the various classes of drought conditions:

Type of Water Consumption	Level 1 per kl	Level 2 per kl	Level 3 per kl	Level 4 per kl	New Proposed Level 4 Tariff
0 to 20 kl	7.84	8.62	10	30	15.00
21 to 50	7.84	8.62	10	50	15.00
Above 50kl	7.84	8.62	10	100	15.00

The normal Business Tariff for Level 4 consumption is R50.00/kl. The leakage tariff above is more than this. So this tariff needs to be adjusted. The final column indicates the proposed new leakage tariffs.

4. LEGAL IMPLICATION**4.1 Section 89 of the New Water Services By-Law states:****89. No reduction of amount payable for water wasted**

- (1) *A customer shall not be entitled to a reduction of the amount payable for water wasted or lost in a water installation.*
- (2) *Notwithstanding (1) above, the engineer may consider the granting of a rebate in the case of a pipe burst, geyser burst or underground leak provided that:*
- (a) *the leak is reported to the municipality within 7 days of it being repaired.*
- (b) *a certificate or affidavit confirming the leak and its repair by a registered/qualified plumber is submitted.*
- (c) *The certificate must confirm*
- (i) *the date of the repair*
- (ii) *that the leak was not discernible from the surface*
- (iii) *that the leak occurred on a pipe listed in the schedule of approved pipes and fittings prescribed by the engineer*
- (d) *the maximum period for the rebate shall be 3 months. If longer, approval by the Municipal Manager is required.*
- (3) *the rebate tariff is approved annually in the municipality's Tariff Schedules.*
- (4) *The volume will be determined by the engineer as the difference between the average consumption from previous corresponding readings during the same period as the leak and the consumption during the period of leakage..*

4.2 Municipal Finance Management Act

28. *Municipal adjustments budgets.—(1) A municipality may revise an approved annual budget through an adjustments budget.*

.....

(6) *Municipal tax and tariffs may not be increased during a financial year except when required in terms of a financial recovery plan.*

.....

Municipal tariffs may therefore be lowered but may not be increased.

5. FINANCIAL IMPLICATION

A reduction in tariff will reduce the income from these leakages but will still be higher than what the income would have been at other restriction levels. Note that the purchase cost of water by Stellenbosch from the City of Cape Town is R6.25/kl at Level 4 Water Restrictions. The recommended leakage tariff will therefore not cause a deficit in the water trading service.

6. COMMENTS FROM OTHER RELEVANT DEPARTMENTS**6.1 Municipal Manager****6.2 FINANCIAL SERVICES**

Comments included in item

6.3 Director: Community and Protection Services**6.4 Director: Planning and Economic Development**

This directorate has no comment and supports the recommendations.

6.5 Director: Strategic and Corporate Services

The recommendations are supported. Agree with the legal implications as indicated.

RECOMMENDED

- (a) that this report be noted;
- (b) that Council reduces the Level 4 Municipal Tariff for Domestic, Business & Commercial Leakages as follows:

Type of Water Consumption Municipal Tariff for Domestic, Business and Commercial Leakage	Level 4 per kl Current Tariff	Level 4 per kl New Proposed Tariff
0 to 20 kl	R30.00	R15.00
21 to 50	R50.00	R15.00
Above 50kl	R100.00	R15.00

- (c) that the new tariff be implemented retrospectively from 1 July 2017; and
- (d) that the new tariff be advertised.

Meeting:	13th Council: 2017-10-25	Submitted by Directorate:	Director: Engineering Services
Ref no:	5/17/8/1	Author	Director: Engineering Services
Collab:	545967	Referred from:	

8.5	PROTECTION SERVICES: (PC: CLLR Q SMIT)
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8.5.1	DOWNWARDS ADJUSTMENT OF PARKING TARIFFS
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1. PURPOSE OF REPORT

To request Council to approve a downward adjustment of Parking Tariffs.

2. BACKGROUND

In terms of Schedule 5(b) of the Constitution (Act 108 of 1996), a Municipality is responsible for managing of parking.

In terms of Sect 75A(2) of the Municipal Systems Act (Act 32 of 2000), *“The fees, charges or tariffs are levied by a municipality by resolution passed by the municipal council with a supporting vote of a majority of its members.”*

Sect 28(6) of the Municipal Finance Management Act (Act 56 of 2003) states that *“Municipal tax and tariffs may not be increased during a financial year”*.

3. DISCUSSION

After the resolution has been passed by Council, the Municipal Manager adhered to prescripts in terms of the Municipal Systems Act (Act 32 of 2000: Sect 75A (3)) by providing copies for public viewing and publication in newspapers. No comments/objections received.

Due to high demand for parking in Stellenbosch central business district, differentiated parking fees were proposed and implemented. Stellenbosch central was divided into sectors focusing on demand which determined the rate, therefore a higher rate in the central business area and cheaper to the outlying areas. Based on previous research, certain parking areas were more in demand and a R4.00 fee imposed, namely for Tol, Stelmark and Midmar parking areas, therefore the first 30 minutes were no longer free.

Shortly after implementation of parking tariffs, disgruntled business owners, pensioners and general public submitted complaints to the differentiation of the various parking areas.

The Municipal Finance Management Act (Act 56 of 2003) merely states that *“Municipal tax and tariffs may not be increased during a financial year”* however has no restriction on the lowering of a tariff.

The following is a table with approved and proposed sliding scale for parking tariffs:

PARKING					Proposal
Parking Areas Zone 1 (CBD):					
Tol, Stelmark 1 & 2, Midmar Parking areas					
Operating hours: 07:00 - 19:00 (Mon - Fri) ; 07:00 - 14:00 (Sat) & Sunday/Public Holiday - Free					

0-30min	free		0.56	4.00	free
31- 59 min	5.00	6.88	1.12	8.00	
1-2 hours	10.00	13.76	2.24	16.00	
2-3 hours	15.00	20.64	3.36	24.00	
3-4 hours	20.00	27.52	4.48	32.00	
4-5 hours	25.00	34.40	5.60	40.00	
5-6 hours	30.00	43.00	7.00	50.00	
6-7 hours	35.00	51.60	8.40	60.00	
7-8 hours	40.00	64.50	10.50	75.00	
8-9 hours	50.00	68.80	11.20	80.00	
9-12 hours	new	86.00	14.00	100.00	
Lost Ticket	60.00	86.00	14.00	100.00	
Maandelikse permit / Month permit	900.00	774.00	126.00	900.00	
Parking Areas Zone 2 (Adjacent to CBD):					
Checkers Parking area, Stelkor					
Operating hours: 07:00 - 19:00 (Mon - Fri); 07:00 - 14:00 (Sat) & Sunday/Public Holiday - Free					
0-30min	free			free	
31- 59 min	5.00	4.30	0.70	5.00	
1-2 hours	10.00	8.60	1.40	10.00	
2-3 hours	15.00	12.90	2.10	15.00	
3-4 hours	20.00	17.20	2.80	20.00	
4-5 hours	25.00	21.50	3.50	25.00	
5-6 hours	30.00	25.80	4.20	30.00	
6-7 hours	35.00	30.10	4.90	35.00	
7-8 hours	40.00	34.40	5.60	40.00	
8-9 hours	50.00	43.00	7.00	50.00	
9-12 hours	new	51.60	8.40	60.00	
Lost Ticket	60.00	51.60	8.40	60.00	
Maandelikse permit / Month permit	900.00	774.00	126.00	900.00	

It is therefore requested that council consider approving the downward adjustment of parking tariffs for Tol, Stelmark and Midmar parking areas.

4. LEGAL IMPLICATION

As stated above, the Municipal Finance Act does not restrict the downwards adjustment of tariffs during a financial year.

5. FINANCIAL IMPLICATION

Reduction of parking revenue.

6. COMMENTS FROM OTHER RELEVANT DEPARTMENTS**DIRECTORATE: ENGINEERING SERVICES**

Supports the item.

DIRECTORATE: FINANCIAL SERVICES

Supports the item.

DIRECTORATE: STRATEGIC AND CORPORATE SERVICES

Supports the item.

DIRECTORATE: PLANNING & DEVELOPMENT

Supports the item.

DIRECTORATE: HUMAN SETTLEMENTS

Supports the item.

7. CONCLUSION

The downwards adjustment of the tariff and aligning with other parking areas will be in the best interest of the community whilst Engineering Services investigates the most economically viable provision of parking within Stellenbosch Municipal area.

RECOMMENDED

that Council approves a downward adjustment of Parking Tariffs.

<i>Meeting:</i> <i>Ref no:</i> <i>Collab</i>	<i>13th Council: 2017-10-25</i> <i>17/GMN</i>	<i>Submitted by Directorate:</i> <i>Author</i> <i>Referred from:</i>	<i>Director: Comm & Protection Services</i> <i>Manager: Traffic Services</i>
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8.5.2	REVIEW OF THE DISASTER MANAGEMENT PLAN
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1. PURPOSE OF REPORT

To present a reviewed Disaster Management Plan (**APPENDIX 1**) to Council for approval.

2. BACKGROUND

The revision of the disaster management plan is done in accordance with Section 53 (1) of the Disaster Amendment Act, 16 of 2015 to:

(g) regularly review and update its plan; and

(h) through appropriate mechanisms, processes and procedures established in terms of Chapter 4 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), consult the local community on the preparation or amendment of its plan."

3. DISCUSSION

Disaster management is a continuous function and dynamic in its nature.

It needs to be noted that Tender - BSM 49/17 (Provision of an all Ward Based Risk Assessment for Stellenbosch Municipality) was approved and awarded to **AW Management Consulting** in accordance with section 53 (1) (a) of the Disaster Amendment Act.

By the end of the assessment, the administration will be furnished with a comprehensive document depicting all the prevalent risks within each ward. The results will also be a key instrument that will also give justification for the re-prioritisation of the risks in the current plan. The administration will then be obliged to realign the contingency plans to mitigate the "new" risks. It was therefore deemed premature to re-prioritise the current risks in the plan for this review.

This process shall commence at end of May 2017 and should be concluded by December this year. (Refer to **APPENDIX 2**).

Water scarcity / drought situation

Water Services has been tasked to draft a 90-day water management plan by Friday 21 April 2017. The disaster section assisted with soliciting the necessary input from all the relevant departments and the plan could be submitted in time.

In terms of section 43(3) of the Disaster amendment act, **"A local municipality must establish capacity for the development of a disaster management plan and the implementation of a disaster management function."**

Stellenbosch Municipality has an approved disaster plan. The disaster plan, as prescribed, is being reviewed on an annual basis with the main focus of testing the relevancy of and re-prioritising the main risks.

Regarding the review

a) Special effort was made to consult as widely as possible and solicit input regarding the review of the plan. A resultant consultative meeting

(**APPENDIX 3**) was held on 21 April 2017 in the Council Chambers with the aim to Share advice and making recommendations on disaster related issues and to contribute to disaster risk management and planning.

- b) The key stakeholder contact list has also been updated to reflect the new senior appointments made by Council (**APPENDIX 4**) and;
- c) the under-mentioned plans have been added to the existing list of contingency plans, namely: Drought Mitigation Plan and 90 day plan (**APPENDICES 5 & 6**) Communicable Diseases – Measles (**APPENDIX 7**) Winter Readiness and Preparedness Planning (**APPENDIX 8**).

4. LEGAL IMPLICATIONS

Comments from Legal Services

The public participation process and recommendations are supported.

5. FINANCIAL IMPLICATIONS

(see Financial Services' comments below).

MAYORAL COMMITTEE MEETING: 2017-07-19: ITEM 5.8.4

RECOMMENDED

- (a) that the revised Disaster Management Plan be recommended to Council for approval in principle; and
- (b) that the said plan be advertised for public comment where-after same be resubmitted to Council for final approval.

<i>Meeting:</i> <i>Ref No:</i> <i>Collab:</i>	<i>10th Council: 2017-07-26</i> <i>17/8/4</i> <i>521168</i>	<i>Submitted by Directorate:</i> <i>Author:</i> <i>Referred from:</i>	<i>Community & Protection Services</i> <i>Manager: Fire & Disaster</i> <i>Mayco: 2017-07-19</i>
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FURTHER COMMENTS BY THE DIRECTOR: COMMUNITY AND PROTECTION SERVICES: 2017-09-29

Subsequent to the council resolution:

- the notification and disaster plan was published on the municipal website from 16 August 2017 to 18 September 2017 (**APPENDIX 9 And 10**);
- an advert to call for comments was placed in the Eikestad news on 17 August 2017 (**APPENDIX 11 AND 12**);
- a hard copy of the disaster plan was also placed in all ward offices and ward libraries of the municipality.

However, no comments were received by the Municipal Manager's Office by closing date of 18 September 2017, as confirmed via email from the Municipal Manager's Office (**APPENDIX 13**).

It is hereby confirmed that no comments were received.

COMMENTS FROM OTHER RELEVANT DEPARTMENTS

Legal Services

The public participation process and the recommendations by the Directorate: Community & Protection Services are supported.

Financial Services

Budget dependant.

Appendices:

Appendices 9 &10: Notification on website

Appendices 11 & 12: Calling for comments in Eikestad news

Appendix 13: Confirmation of no comments received

RECOMMENDED

- (a) that Council takes note of the public participation process that was followed by the Directorate: Community & Protection Services; and
- (b) that Council approves the revised Disaster Management Plan.

Meeting:	10 th Council: 2017-07-26	Submitted by Directorate:	Community & Protection Services
Ref No:	17/8/4	Author:	Manager: Fire & Disaster
Collab:	521168	Referred from:	Mayco: 2017-07-19

APPENDIX 9



APPENDIX 10

The screenshot displays the Joomla! administrator interface for editing a document. The browser address bar shows the URL: www.telereceita.gov.br/portal/contato/contatos.php?contato=adm_documento&view=document&id=5202. The Joomla! logo and user information 'Robson de M...' are visible in the top right. Below the navigation bar, there are buttons for 'Save', 'Save & Close', 'Save & New', and 'Cancel'.

The main content area is divided into several sections:

- Details:**
 - Title:** Review of Disaster Plan August July 2017
 - Alias:** review-of-disaster-plan-aug-2017
 - File settings:** Trans_Notes_of_Disaster_Plan_August_July_2017.pdf
 - Category:** Noticias
- Publishing:**
 - Status:** Unpublished
 - Date:** 2017-08-16 14:00:00
 - Start publishing on:** 2017-08-16 12:00:00
 - Stop publishing on:** (empty)
- Description:** A rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, list, and image. The text area contains the placeholder '(show/hide)'. Above the editor are buttons for 'Enter', 'Date', and 'Permissions'.
- Permissions:** A section with the heading 'Access'.

The bottom of the interface shows the Joomla! version 'Joomla! 3.7.4' and copyright information '© 2017 Belarboch Marcobely'. The Windows taskbar is visible at the very bottom, showing the system tray with the date and time '10:02 PM 20/08/2017'.

APPENDIX 11



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CALLING FOR COMMENTS: REVIEW OF THE DISASTER PLAN

Calling for comments: Review of Disaster Plan

Notice is hereby given that Stellenbosch Municipality has provisionally reviewed Disaster Plan for 2017. The plan will be available for public comment at the libraries within the Greater Stellenbosch municipal area and on www.stellenbosch.gov.za from (30 days).

Direct link: <http://www.stellenbosch.gov.za/documents/>

All comments must be submitted to the Head: Disaster Management

Contact person: Ms Shezayd Seigels
Tel: 021 808 8878
Email: Shezayd.seigels@stellenbosch.gov.za

Geraldine Mettler
MUNICIPAL MANAGER
PO BOX 17
STELLENBOSCH
7599

NOTICE CALLING FOR PUBLIC COMMENT

PROVISIONALLY REVIEWED DISASTER PLAN -2017

Notice is given that the provisionally reviewed Disaster Plan - 2017 in terms of the Disaster Management Act 57 of 2002, was tabled at the Council meeting held on 19 July 2017 to give effect to legislation and allow for public comment before final approval.

The draft documentation are accordingly made available on the municipality's website (www.stellenbosch.gov.za) and in hard copy format at the following venues:

- Municipal Office, Plein Street, Stellenbosch
- Municipal Office, Hugenote Way, Franschhoek
- Municipal Office, Hoofweg, Pniel
- Ward Offices
- Library, Plein Street, Stellenbosch
- Library, Sonnebloem Street, Idas Valley, Stellenbosch
- Library, Long Street, Cloetesville, Stellenbosch
- Library, Masithandane Street, Kaya Mandi, Stellenbosch
- Library, Hoofweg, Pniel & Reservoir Street-West, Franschhoek

Members of the public are invited to submit comments in writing and addressed to the Municipal Manager, PO Box 17, Stellenbosch, 7599, clearly stating "Comments: Disaster Plan-2017.

Persons wishing to comment on the renewed Disaster Plan documentation but who cannot write will be assisted during office hours at the Disaster Management Unit at the Fire Station, c/o Banghoek and Cluver Road, Stellenbosch (021 808 8878), to write down his/her comment.

The official date for public release is 16 August 2017, as published on the municipality's website; closing date for comments is 18 September 2017 at 16h00

Any enquiries in connection with the Disaster Plan, 2017 can be directed to Head: Disaster Management, Ms Shezayd Seigels at (0210 808- 8878 or shezayd.seigels@stellenbosch.gov.za.

Comments received after the closing may not be considered.

APPENDIX 12

STELLENBOSCH

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KOMMENTAAR WORD AANGEVRA RAKENDE DIE HERSIENING VAN DIE RAMPBESTUURSPLAN

Publieke kommentaar: Hersiening van die Rampbestuursplan

Kennis geskied hiermee dat Stellenbosch Munisipaliteit voorlopig die Rampbestuursplan vir 2017 hernu het. Die plan sal beskikbaar wees vir publieke kommentaar by die biblioteke in die munisipale gebied Groter Stellenbosch en op www.stellenbosch.gov.za vanaf (30 dae).

Direkte skakel: <http://www.stellenbosch.gov.za/documents/>

Alle kommentaar moet verwys word na die Hoof: Rampbestuur

Kontak persoon: Me Shezayd Seigels
Tel: 021 808 8878
E-Pos: Shezayd.seigels@stellenbosch.gov.za

Geraldine Mettler
MUNISIPALE BESTUURDER
Posbus 17
STELLENBOSCH
7599

KENNISGEWING: PUBLIEKE KOMMENTAAR HERSIENING VAN DIE RAMPBESTUURSPLAN - 2017

Hiermee word kennis gegee dat die Rampbestuursplan – 2017 kragtens die Rampbestuurswet, Wet 57 van 2002 by die Raadsvergadering van 19 July 2017 ter tafel gelê is om te voldoen aan die wetgewing en om voorsiening te maak vir publieke kommentaar voor die finale goedkeuring.

Die dokument word hiermee bekend gemaak aan die publiek en is op die munisipaliteit se webwerf (www.stellenbosch.gov.za) en in harde kopies by die volgende kantore beskikbaar:

- Munisipale Kantoor, Pleinstraat, Stellenbosch
- Munisipale Kantoor, Hugenoteweg, Franschhoek
- Munisipale Kantoor, Hoofweg, Pniel Wykskantore
- Wykskantore
- Biblioteek, Pleinstraat, Stellenbosch
- Biblioteek, Sonnebloemstraat, Idasvallei, Stellenbosch
- Biblioteek, Langstraat, Cloetesville, Stellenbosch
- Biblioteek, Masithandanestraat, Kayamandi, Stellenbosch
- Biblioteek, Hoofweg, Pniel
- Biblioteek, Reservoirstraat-Wes, Franschhoek

Die publiek word uitgenooi om kommentaar op skrif te lewer en te rig aan die Munisipale Bestuurder, Posbus 17, Stellenbosch, 7599, duidelik aangedui "Kommentaar: Rampbestuursplan – 2017".

Enige persoon wat kommentaar op die Rampbestuursplan wil lewer maar, wat nie kan skryf nie kan gedurende kantoor ure hulp kry by die Rampbestuurseenheid by die Brandweerstasie h/v Banghoek en Cluverweg, Stellenbosch (021 808 8878), om hul kommentaar neer te skryf.

Die amptelike datum vir publieke vrystelling is 16 Augustus 2017, soos gepubliseer op die munisipaliteit se webwerf; sluitingsdatum vir kommentaar is 18 September 2017 om 16h00.

Enige navrae met betrekking tot die Rampbestuursplan – 2017 kan gerig word aan die Hoof: Rampbestuur, Me Shezayd Seigels at (0210 808- 8878 of shezayd.seigels@stellenbosch.gov.za).

Kommentaar na die sperdatum sal nie oorweeg word nie.

APPENDIX 13

Wayne Smith

From: Shezayd Seigels
Sent: 19 September 2017 08:26 AM
To: Hannelie Lategan
Cc: Wayne Smith
Subject: RE: Comments on review of disaster plan for website
Attachments: image011.png; image013.png; image019.png; image020.png; image021.png; image022.png; image023.png; image024.png; image001.png; image002.png; image003.png; image004.png; image005.png

Hannelie,

Baie dankie vir die spoedige terugvoering.

Mooi dag!

Kind regards,

Ms Shezayd Seigels

Head: Disaster Management
Community & Protection Services

T: +27 21 808 8878 | C: +27 82 050 4834
Plein Street, Stellenbosch, 7600
www.stellenbosch.gov.za



"Disaster Management is Everybody's Business"

Disclaimer and confidentiality note: The legal status of this communication is governed by the terms and conditions published at the following link:
http://www.stellenbosch.gov.za/main_pages/disclaimerpage.htm

From: Hannelie Lategan
Sent: 18 September 2017 04:09 PM
To: Shezayd Seigels
Cc: Rozanne Pietersen
Subject: RE: Comments on review of disaster plan for website

Goeie Middag Shezayd,

Ek het gaan kyk vir finale bevestiging. Ons het geen kommentaar ontvang nie.

8.6	OFFICE OF THE MUNICIPAL MANAGER
8.6.1	SCHEDULE OF MEETINGS OF COUNCIL, MAYORAL COMMITTEE, STANDING COMMITTEES AND OTHER COMMITTEES OF COUNCIL FOR THE 2018 CALENDAR YEAR

1. PURPOSE OF REPORT

To obtain Council's approval of the schedule of meetings of Council, Mayoral Committee, Standing Committees and other Committees of Council for the 2018 calendar year.

2. DELEGATED AUTHORITY

In terms of the Local Government: Municipal Systems Act, 32 of 2000, Section 19, read together with the Stellenbosch Municipality Rules of Order By-Law (Rule 6), the final decision-making authority is the Municipal Council.

3. EXECUTIVE SUMMARY

The application for approval of the annual schedule of meetings is submitted in the interest of good governance and effective service delivery. Besides complying with legislated requirements, an annual calendar of meetings will enable Council and councillors to adequately plan their events, engagements and community activities.

Publishing the approved schedule of meetings in the media and on the municipal website, creates an awareness of, and is conducive to, a healthy culture of public involvement and participation in Council business.

Section 19 of the Local Government: Municipal Systems Act, 32 of 2000 stipulates that:

"The municipal manager of a municipality must give notice to the public, in a manner determined by the municipal council, of the time, date and venue of every -

- (a) ordinary meeting of the council; and*
- (b) special or urgent meeting of the council, except when time constraints make this impossible."*

Furthermore, Stellenbosch Municipality Rules of Order By-Law states, in Rule 6, that:

"6.1 The Speaker must determine the date, time and venue of meetings of the Municipal Council, and must ensure that such meetings take place at least quarterly.

6.2 A separate Special Meeting of Council shall be called to approve the Annual Budget".

RECOMMENDED

- (a) that the schedule of meetings for Council, Mayoral Committee, Standing Committees and other committees of Council for the 2018 calendar year (attached as **APPENDIX 1**), be approved; and
- (b) that the Municipal Manager be mandated to give notice to the public of the time, date and venue of said meetings in compliance with Section 19 of the Local Government: Municipal Systems Act, 32 of 2000.

4. DISCUSSION**4.1 Background**

Council approved the Stellenbosch Municipality Rules of Order By-Law that mandates the Speaker to inform all Councillors of the dates of Council meetings, and to publish same for public notice. These Rules of Order also apply to all committees of Council. It is prudent to publish the entire year's schedule of meetings in order to facilitate effective planning.

The pattern used for setting up the monthly cycle of dates is as follows: the Mayco meeting is on the 2nd Wednesday of the month, and Council meets every 4th Wednesday of the month. Since Section 80 committees are established to assist the Executive Mayor in the daily performance and exercise of statutory and delegated functions and powers, the Section 80 committees will only meet after a referral has been made by the Executive Mayor to the relevant member of the Mayoral Committee. Notwithstanding, for the sake of good governance and proper order, meeting dates are provisionally scheduled for all of the Section 80 committees although they may not necessarily convene on those dates.

The draft schedule of meetings, attached as **APPENDIX 1**, proposes the meeting dates and times of Council, the Mayoral Committee, Section 80 (Standing) Committees, and other Statutory Committees of Council.

5.2 Financial Implications

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

5.3 Legal Implications

The recommendations in this report comply with Council's policies and all applicable legislation, notably the Local Government: Municipal Systems Act; and the Stellenbosch Municipality Rules of Order By-Law.

This item does not require public participation.

5.4 Staff Implications

This item has no staff implications for the municipality.

5.5 Previous / Relevant Resolutions

The Stellenbosch Council customarily approves the ensuing year's meeting schedule by the end of October of each year.

5.6 Risk Implications

This item has no risk implications for the municipality.

5.7 COMMENTS FROM SENIOR MANAGEMENT**5.7.1 Municipal Manager**

The item and recommendations are supported.

APPENDIX 1

SCHEDULE OF COUNCIL & COMMITTEE MEETINGS FOR 2018:

DATE	DAY	MEETING	TIME
16 January	Tuesday	Municipal Public Accounts Committee (MPAC)	14:00
17 January	Wednesday	Mayoral Committee	10:00
24 January	Wednesday	COUNCIL	10:00
29 January	Monday	Local Labour Forum (LLF)	14:00
01 February	Thursday	Youth, Sport & Culture	10:00
01 February	Thursday	Infrastructure Services	14:00
05 February	Monday	Corporate & Strategic Services	15:00
06 February	Tuesday	Community Development & Community Services	10:00
06 February	Tuesday	Economic Development & Planning Services	14:00
07 February	Wednesday	Human Settlements	10:00
07 February	Wednesday	Protection Services	14:00
13 February	Tuesday	Financial Services	14:00
14 February	Wednesday	Mayoral Committee	10:00
20 February	Tuesday	Municipal Public Accounts Committee (MPAC)	14:00
26 February	Monday	Local Labour Forum (LLF)	14:00
28 February	Wednesday	COUNCIL	10:00
01 March	Thursday	Youth, Sport & Culture	10:00
01 March	Thursday	Infrastructure Services	14:00
05 March	Monday	Corporate & Strategic Services	15:00
06 March	Tuesday	Community Development & Community Services	10:00
06 March	Tuesday	Economic Development & Planning Services	14:00
07 March	Wednesday	Human Settlements	10:00
07 March	Wednesday	Protection Services	14:00
13 March	Tuesday	Financial Services	14:00
14 March	Wednesday	Mayoral Committee	10:00
20 March	Tuesday	Municipal Public Accounts Committee (MPAC)	14:00
WEDNESDAY 21 MARCH: HUMAN RIGHTS DAY			
26 March	Monday	Local Labour Forum (LLF)	14:00

SCHEDULE OF COUNCIL & COMMITTEE MEETINGS FOR 2018:

28 March	Wednesday	COUNCIL	10:00
FRIDAY 30 MARCH: GOOD FRIDAY			
MONDAY 02 APRIL: FAMILY DAY			
03 April	Tuesday	Community Development & Community Services	10:00
03 April	Tuesday	Economic Development & Planning Services	14:00
04 April	Wednesday	Human Settlements	10:00
04 April	Wednesday	Protection Services	15:00
05 April	Thursday	Youth, Sport & Culture	10:00
05 April	Thursday	Infrastructure Services	14:00
09 April	Monday	Corporate & Strategic Services	15:00
10 April	Tuesday	Financial Services	14:00
11 April	Wednesday	Mayoral Committee	10:00
17 April	Tuesday	Municipal Public Accounts Committee (MPAC)	14:00
25 April	Wednesday	COUNCIL	10:00
FRIDAY 27 APRIL: FREEDOM DAY			
30 April	Monday	Local Labour Forum (LLF)	14:00
TUESDAY 01 MAY: WORKERS' DAY			
02 May	Wednesday	Human Settlements	10:00
02 May	Wednesday	Protection Services	15:00
03 May	Thursday	Youth, Sport & Culture	10:00
03 May	Thursday	Infrastructure Services	14:00
07 May	Monday	Corporate & Strategic Services	15:00
08 May	Tuesday	Community Development & Community Services	10:00
08 May	Tuesday	Economic Development & Planning Services	14:00
09 May	Wednesday	Mayoral Committee	10:00
15 May	Tuesday	Municipal Public Accounts Committee (MPAC)	14:00
15 May	Tuesday	Financial Services	15:00
23 May	Wednesday	COUNCIL	10:00
28 May	Monday	Local Labour Forum (LLF)	14:00
04 June	Monday	Corporate & Strategic Services	15:00

SCHEDULE OF COUNCIL & COMMITTEE MEETINGS FOR 2018:

05 June	Tuesday	Community Development & Community Services	10:00
05 June	Tuesday	Economic Development & Planning Services	14:00
06 June	Wednesday	Human Settlements	10:00
06 June	Wednesday	Protection Services	15:00
07 June	Thursday	Youth, Sport & Culture	10:00
07 June	Thursday	Infrastructure Services	14:00
12 June	Tuesday	Financial Services	14:00
13 June	Wednesday	Mayoral Committee	10:00
SATURDAY 16 JUNE: YOUTH DAY			
19 June	Tuesday	Municipal Public Accounts Committee (MPAC)	14:00
25 June	Monday	Local Labour Forum (LLF)	14:00
27 June	Wednesday	COUNCIL	10:00
02 July	Monday	Corporate & Strategic Services	15:00
03 July	Tuesday	Community Development & Community Services	10:00
03 July	Tuesday	Economic Development & Planning Services	14:00
04 July	Wednesday	Human Settlements	10:00
04 July	Wednesday	Protection Services	15:00
05 July	Thursday	Youth, Sport & Culture	10:00
05 July	Thursday	Infrastructure Services	14:00
10 July	Tuesday	Financial Services	14:00
11 July	Wednesday	Mayoral Committee	10:00
17 July	Tuesday	Municipal Public Accounts Committee (MPAC)	14:00
25 July	Wednesday	COUNCIL	10:00
30 July	Monday	Local Labour Forum (LLF)	14:00
01 August	Wednesday	Human Settlements	10:00
01 August	Wednesday	Protection Services	15:00
02 August	Thursday	Youth, Sport & Culture	10:00
02 August	Thursday	Infrastructure Services	14:00
06 August	Monday	Corporate & Strategic Services	15:00
07 August	Tuesday	Community Development & Community Services	10:00

SCHEDULE OF COUNCIL & COMMITTEE MEETINGS FOR 2018:

07 August	Tuesday	Economic Development & Planning Services	14:00
08 August	Wednesday	Mayoral Committee	10:00
THURSDAY 09 AUGUST: WOMEN'S DAY			
14 August	Tuesday	Municipal Public Accounts Committee (MPAC)	14:00
14 August	Tuesday	Financial Services	15:00
22 August	Wednesday	COUNCIL	10:00
27 August	Monday	Local Labour Forum (LLF)	14:00
03 September	Monday	Corporate & Strategic Services	15:00
04 September	Tuesday	Community Development & Community Services	10:00
04 September	Tuesday	Economic Development & Planning Services	14:00
05 September	Wednesday	Human Settlements	10:00
05 September	Wednesday	Protection Services	15:00
06 September	Thursday	Youth, Sport & Culture	10:00
06 September	Thursday	Infrastructure Services	14:00
11 September	Tuesday	Financial Services	14:00
12 September	Wednesday	Mayoral Committee	10:00
17 September	Monday	Local Labour Forum (LLF)	14:00
18 September	Tuesday	Municipal Public Accounts Committee (MPAC)	14:00
MONDAY 24 SEPTEMBER: HERITAGE DAY			
26 September	Wednesday	COUNCIL	10:00
01 October	Monday	Corporate & Strategic Services	15:00
02 October	Tuesday	Community Development & Community Services	10:00
02 October	Tuesday	Economic Development & Planning Services	14:00
03 October	Wednesday	Human Settlements	10:00
03 October	Wednesday	Protection Services	15:00
04 October	Thursday	Youth, Sport & Culture	10:00
04 October	Thursday	Infrastructure Services	14:00
09 October	Tuesday	Financial Services	14:00
10 October	Wednesday	Mayoral Committee	10:00
16 October	Tuesday	Municipal Public Accounts Committee (MPAC)	14:00

SCHEDULE OF COUNCIL & COMMITTEE MEETINGS FOR 2018:

24 October	Wednesday	COUNCIL	10:00
29 October	Monday	Local Labour Forum (LLF)	14:00
01 November	Thursday	Youth, Sport & Culture	10:00
01 November	Thursday	Infrastructure Services	14:00
05 November	Monday	Corporate & Strategic Services	15:00
06 November	Tuesday	Community Development & Community Services	10:00
06 November	Tuesday	Economic Development & Planning Services	14:00
07 November	Wednesday	Human Settlements	10:00
07 November	Wednesday	Protection Services	15:00
13 November	Tuesday	Financial Services	14:00
14 November	Wednesday	Mayoral Committee	10:00
20 November	Tuesday	Municipal Public Accounts Committee (MPAC)	14:00
26 November	Monday	Local Labour Forum (LLF)	14:00
28 November	Wednesday	COUNCIL	10:00
03 December	Monday	Corporate & Strategic Services	15:00
04 December	Tuesday	Community Development & Community Services	10:00
04 December	Tuesday	Economic Development & Planning Services	14:00
05 December	Wednesday	Human Settlements	10:00
05 December	Wednesday	Protection Services	15:00
06 December	Thursday	Youth, Sport & Culture	10:00
06 December	Thursday	Infrastructure Services	14:00
11 December	Tuesday	Financial Services	14:00
12 December	Wednesday	Mayoral Committee	10:00
MONDAY 17 DECEMBER: PUBLIC HOLIDAY			
18 December	Tuesday	Municipal Public Accounts Committee (MPAC)	14:00

8.6.2	APPOINTMENT OF A SUBSTITUTE BUILDING CONTROL OFFICER AND EXTENSION OF DELEGATIONS IN TERMS OF THE SYSTEM OF DELEGATIONS
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1. PURPOSE OF REPORT

To recommend to Council the appointment of an alternative/substitute Building Control Officer in terms of Section 5 of the National Building Regulations and Building Standards Act 103 of 1977 (NBRBSA).

2. BACKGROUND

Section 5 (1) of NBRBSA reads as follows: “*a local authority shall appoint a person as Building Control Officer in order to exercise and perform the powers, duties or activities granted or assigned to a Building Control Officer by or under this Act*”. In terms of Section 28(4) of the NBRBSA, a local authority cannot delegate the appointment of a Building Control Officer hence the matter is submitted to Council for a decision.

(A) It is essential that the Council appoints more individuals as alternative or substitute Building Control Officers who are qualified in terms of the National Building Regulations, to undertake the role and functions of the Building Control Officer in the absence of one or more of the appointed Building Control Officers. The Council has formally appointed the current two Building Control Officers, Mr Rodney Adams and Ms Babalwa Nkonzo. In the event that Mr Adams or Ms Nkonzo are out of office due to illness or approved leave and should such sick leave and approved leave coincide, it will leave Council without a Building Control Officer and therefore no building plan applications would be finalized during this time frame.

Ms Babalwa Nkonzo is currently on maternity leave from 01 September until 30 November 2017. She has indicated that she will thereafter take annual leave from 01 December 2017 until 31 December 2017. The increase in development and building plan applications require an additional Building Control Officer to make recommendations in terms of the relevant National Building Regulation. Mr Andrew Crouzer, Manager Building Development Management is suitably qualified in terms of the requirements to be appointed as a substitute Building Control Officer who will recommend applications to the Director: Planning and Economic Development for a decision.

(B) It became apparent that the Director: Planning and Economic Development currently holds no delegation in terms of the National Building Regulations to make decisions on building plan applications upon the recommendation of the Building Control Officer. These delegations were given to the Manager: Building Development Management wherein he may approve or refuse a building plan application recommended to him by a Building Control Officer. The Manager: Building Development Management may however not recommend a building plan to himself for approval or refusal in terms of the National Building Regulations.

3. DISCUSSION

In terms of the National Building Regulations and Standards Act 103 of 1977 a Building Control Officer shall:

- (a) make recommendations to the Local Authority in question, regarding any plans, specifications, documents and information submitted to such Local Authority in accordance with Section 4 (3);
- (b) ensure that any instruction given terms of this Act by the Local Authority in question, be carried out;
- (c) inspect the erection of a building and any activities or matters connected therewith, in respect of which approval referred to in Section 4(1) was granted;
- (d) report to the Local Authority in question, regarding non-compliance with any conditions on which approval referred to in Section 4(1) was granted; and
- (e) the Building Control Officer shall include a report from the Chief Fire Officer in his/her recommendation.

4. COMMENTS BY DEPARTMENTS

4.1 Legal Services

The item and recommendations are supported.

4.2 Financial Services

The item has no financial implications.

5. CONCLUSION

(A) As the appointment of a Building Control Officer by Council is a statutory requirement in terms of the NBRBSA, Council is required to appoint a Building Control Officer, provided the candidate meets the minimum requirements stated in regulation A16 of the NBRBSA.

(B) Delegations 394 – 485 of the Systems of Delegation approved by Council on 24 June 2015 to the Manager: Building Development also been extended to the Director: Planning and Economic Development.

RECOMMENDED

- (a) that Mr Andrew Crouzer, Manager Building Development Management, be appointed as a substitute Building Control Officer for Stellenbosch Municipality with effect from 01 November 2017; and
- (b) that the Delegations 394 – 485 relating to the National Building Regulations be extended to also be made applicable to the Director: Planning and Economic Development with immediate effect.

Meeting: Ref No: Collab:	13 th Council: 2017-10-25 4/1/4/5 and 4/3/3/5	Submitted by Directorate: Author: Referred from:	Office of the MM
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9.	MATTERS FOR NOTIFICATION
9.1	REPORT BY THE EXECUTIVE MAYOR
9.1.1	QUARTERLY REPORT: DECISIONS TAKEN BY THE EXECUTIVE MAYOR FROM JULY 2017 UNTIL SEPTEMBER 2017

1. PURPOSE OF THE REPORT

To inform Council of the decisions taken by the Executive Mayor from July 2017 to September 2017.

2. BACKGROUND

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

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

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

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

3. FINANCIAL IMPLICATIONS

None

FOR NOTING

the decisions taken by the Executive Mayor as attached as **APPENDIX 1**.

Meeting: Ref No: Collab:	13 th Council: 2017-10-25	Submitted by Directorate: Author: Referred from:	Office of the Executive Mayor
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APPENDIX 1

DELEGATIONS EXERCISED FOR PERIOD [JULY 2017 – SEPTEMBER 2017]

EXECUTIVE MAYOR

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
15/08/2017	110	FINANCE	S 71 monthly budget monitoring report for July 2017	15/08/2017	21/08/2017	Approved
18/09/2017	110	FINANCE	S 71 monthly budget monitoring report for August 2017	14/08/2017	21/08/2017	Approved
26/07/2017	110	FINANCE	S 52 Quarterly budget monitoring report 4th quarter 2016-17	26/07/2017	28/07/2017	Approved
28/09/2017		PLANNING	L/U 4635 appeal in terms of section 79(2) of the Stellenbosch Municipal Land Use planning by-law [2015] against the decision of the authorised employee to approve the application for rezoning and special development, erf 1537,1537/1, 1537/2, Stellenbosch	2017-08-30	2017-0928	See attached document



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DECISION OF APPEAL AUTHORITY

APPEAL IN TERMS OF SECTION 79(2) OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW, 2015 AGAINST THE DECISION BY THE AUTHORISED EMPLOYEE TO APPROVE THE APPLICATION FOR SUBDIVISION AND CONSOLIDATION, REMAINDER FARM NO 1537, 1537/1, 1537/2 STELLENBOSCH (File Ref: LU/4635/Appeal)

DECISION OF APPEAL AUTHORITY:

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

CONFIRM		VARY		REVOKE	√
<p>THE DECISION BY THE AUTHORISED EMPLOYEE TO APPROVE THE APPLICATION FOR SUBDIVISION OF THE REMAINDER OF FARM NO. 1537, STELLENBOSCH DIVISION INTO FOUR PORTIONS NAMELY PORTION A (±1,24HA), PORTION B (±1503M² FOR ROAD PURPOSES); PORTION C (±3113M² FOR ROAD PURPOSES) AND A REMAINDER PORTION (±22,18HA).</p> <p>and replaces the above decision as indicated below:</p> <p>A. THE APPEALS AUTHORITY REFUSE THE APPLICATION FOR SUBDIVISION OF THE REMAINDER OF FARM NO. 1537, STELLENBOSCH DIVISION INTO FOUR PORTIONS NAMELY PORTION A (±1,24HA), PORTION B (±1503M² FOR ROAD PURPOSES); PORTION C (±3113M² FOR ROAD PURPOSES) AND A REMAINDER PORTION (±22,18HA) AS INDICATED ON DRAWING NUMBER 29P REV1 DRAWN BY DH&A DATED NOVEMBER 2015</p> <p>1.</p>					
CONFIRM		VARY	√	REVOKE	
<p>THE DECISION BY THE AUTHORISED EMPLOYEE TO APPROVE THE APPROVAL OF A 3,0M WIDE SERVICES SERVITUDE; A 8M WIDE ROAD SERVITUDE AND A 5,0M WIDE SERVICES SERVITUDE AS SHOWN ON THE SERVITUDE PLAN NO. 31 REV 2. AS INDICATED ON DRAWING NUMBER 29P REV1 DRAWN BY DH&A DATE NOVEMBER 2015</p> <p>and replaces the above decision as indicated below:</p>					



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B. THE APPEALS AUTHORITY APPROVES THE 3,0M WIDE SERVICES SERVITUDE AND A 5,0M WIDE SERVICES SERVITUDE AS INDICATED ON DRAWING NUMBER 29P REV1 DRAWN BY DH&A DATE NOVEMBER 2015

C. THE APPEALS AUTHORITY REFUSE THE 8M WIDE ROAD SERVITUDE AS SHOWN ON THE SERVITUDE PLAN NO. 31 REV 2. AS INDICATED ON DRAWING NUMBER 29P REV1 DRAWN BY DH&A DATE NOVEMBER 2015

CONFIRM

√

VARY

REVOKE

D. THE DECISION BY THE AUTHORISED EMPLOYEE TO APPROVE THE CONSOLIDATION OF FARM NO. 1537/1 AND FARM NO. 1537/2, STELLENBOSCH DIVISION TO FORM A NEW LAND UNIT MEASURING 2,3048HA IS CONFIRMED BY THE APPEALS AUTHORITY AS INDICATED ON DRAWING NUMBER 29P REV1 DRAWN BY DH&A DATED NOVEMBER 2015

Reasons for the above decisions (A – D):

1. The proposed consolidation of Portion 1 & 2 of Farm No. 1537, Stellenbosch Division is supported as it will result in the creation of a larger agricultural entity as it promotes the SPLUMA and LUPA Development Principle of Sustainability.
2. The proposed subdivision of Portion A from the Farm No. 1537 Stellenbosch Division is not in line with the Stellenbosch Municipally Spatial Development Framework (2017).
3. The proposed subdivision of Portion A from Farm No. 1537, Stellenbosch Division will have a negative impact on surrounding properties as it will lead to the creation of an unsustainable farming unit.
4. The primary use of the proposed Portion A of the Farm No. 1537 Stellenbosch Division will not be agriculture in nature as existing approvals granted by the Municipality for the buildings located on this portion is to be used for restaurant, wine tasting and sales purposes which was granted as subservient to the main Agricultural land use of the Remainder of Farm 1537 Stellenbosch Division.
5. The consent uses granted by the municipality as per previous approval for a restaurant and wine tasting and sales facility will not be subservient to the primary land use (agriculture) of the property, and thus will not be an active agricultural entity as illustrated in point 4 above.
6. The proposed 8 meter wide road servitude will permanently vest a division between the existing vineyard and remainder of the property and is undesirable in the light that the proposed portion A is not supported.
7. The approval of the subdivision (Portion A) will create a precedent for further subdivisions within this area and especially along the Provincial District Road R 44.



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8. The proposed subdivision of Portion B & C and proposed 8 meter wide road servitude from Remainder Farm 1537 will result in the formalisation of the R44 road reserve as these portions are currently being utilised for road reserve purposes and thus cannot be supported.
9. The proposed subdivision is not in line with the SPLUMA & LUPA Development Principle of Sustainability to protect agricultural land.

The above approvals (B&D) is subject to the following conditions:

1. That the approval applies only to the consolidation and 3 meter and 5 meter services servitude in question and shall not be construed as authority to depart from any other legal prescriptions or requirements from the municipality.
2. That the approval granted shall not exempt the applicant from complying with any other legal prescriptions or requirements that might have a bearing on the proposed consolidation.
3. That Surveyor General approved diagrams of the newly created units be submitted to the Municipality for clearance and record purposes.
4. The conditions imposed by the Department of Transport and Public Works as contained in their letter dated 24 June 2016 and 25 July 2016 must be complied with.
5. That conditions imposed by the Department Agriculture, Forestry and Fisheries as contained in their letter dated 7 December 2016 must be complied with.
6. That approval for the consolidation and vesting of 3 meter and 5 meter services servitudes shall lapse if not exercised within 5 years from date of final notification; and
7. The Municipality reserves the right to impose further conditions if deemed necessary.

SIGNATURE: _____

DATE: _____

26/9/2017

Adv. Gesie van Deventer
EXECUTIVE MAYOR

9.2	REPORT BY THE SPEAKER
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NONE

9.3	REPORT BY THE MUNICIPAL MANAGER
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9.3.1	DECISIONS TAKEN BY DIRECTORATES IN TERMS OF DELEGATED AUTHORITY: PLANNING AND ECONOMIC DEVELOPMENT: APRIL 2017 UNTIL JUNE 2017
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1. PURPOSE OF REPORT

To report to Council on the decisions taken by the delegated officials in the Directorate Planning and Economic Development in terms of Council's System of Delegations for the period 01 April – 30 June 2017, in compliance with Section 63 of the Local Government: Municipal Systems Act read in conjunction with the System of Delegations as approved by Council.

2. BACKGROUND

Section 63 of the Local Government Municipal Systems Act 32 of 2000 reads as follows:

"A political structure, political office bearer, Councillor or staff member of a municipality to whom a delegating authority has delegated or sub delegated a power or duty, must report to the delegating authority at such intervals as the delegating authority may require, on decisions taken in terms of that delegated or sub-delegated power or duty since the last report."

3. DISCUSSION

In view of the legislative stipulations, attached as **APPENDIX 1** is a summary of unique decisions taken by each of the delegated officials as described. The report is for noting purposes.

Please note that these delegations only indicate the delegations exercised that were delegated by Council to the various officials.

4. COMMENTS BY RELEVANT DEPARTMENTS

No comments were solicited from departments.

FOR NOTING

the decisions taken, for the period 01 April – 30 June 2017, by the Directorate: Planning and Economic Development (attached as **APPENDIX 1**).

Meeting : Ref no: Collab	13 th Council: 2017-10-25 3/5/1/2 543136	Submitted by Directorate Author Referred from :	Office of the MM Office of the MM Mayco: 2017-10-11
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APPENDIX 1

INDEX

DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT

DELEGATIONS EXERCISED FOR THE PERIOD: 01 APRIL – 30 JUNE 2017

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT				
Date	Delegation	Authorised Official	Category	Report Subject and Recommendations
20 April – 30 June 2017	5	Dupré Lombard	Legal EPWP	Signing of FPWP contracts and letters
03 May 2017	643/645/648/653	Dupré Lombard	HR matters/Employment	Notch increase N Tshefu
BUILDING DEVELOPMENT				
Date	Delegation	Authorised Official	Category	Report Subject and Recommendations
01 April – 30 June 2017	395	Andrew Crouzer	NBR & Building Standards Act (Act 103 of 1977)	As far as the prosecutions are concerned the institution of prosecutions against persons who contravene the National Building Regulations & Building Standards Act (Act 103 of 1977) the Municipality's Signage Bylaws, and the relevant Zoning Schemes
01 April – 30 June 2017	400	Andrew Crouzer	S 7 of the NBR	To, after having considered a recommendation by a building control officer, grant approval or refuse to grant approval for the erection of any building in respect of which plans and specifications have been drawn and submitted

01 May – 31 May 2017	431	Andrew Crouzer	Regulation A15(4) of the NBR	To, by notice in writing to the owner, order the evacuation of a building where the state of such equipment or installation will cause conditions which may be detrimental to the safety or health of the occupiers or users of such building
01 April – 30 June 2017	445	Andrew Crouzer	Regulation A25(10) of the NBR	To serve a notice on the owner of a building that is being or has been erected without the prior approval contemplated in S 4(1) of the Act to obtain the approval in writing as required by the Act by the date specified in the notice
01 April – 30 June 2017	484	Andrew Crouzer	S 14(1) of the NBR	To issue or to refuse to issue a certificate of occupancy on completion of the erection of a building

LOCAL ECONOMIC DEVELOPMENT AND TOURISM

Delegation	Authorised Official	Category	Report Subject and Recommendations
01 May – 30 June 2017	Wimark Moses	Item 2 of schedule 1 and S 2(4) and 2 (10) the Business Act 1991	To grant licences for health facilities or entertainment as provided for in terms of and to exercise all powers conferred on the Municipality

SPATIAL PLANNING, HERITAGE AND ENVIRONMENT

Delegation	Authorised Official	Category	Report Subject and Recommendations
01 May – 30 June 2017	Bernabé de la Bat	Regulation 2 (d) of the Western Cape Noise Control Regulations	To request a submission of a noise impact assessment prior to the erection of new buildings where changes are to be made to buildings or land

LAND USE MANAGEMENT

	Delegation	Authorised Official	Category	Report Subject and Recommendations
01 April – 30 June 2017	344	Manager LUM	To ensure that any application (which involves substantial changes to or intensification in land use or development) is accompanied by the required Impact Assessments, if any, as well as sufficient other information when forwarded to the Planning Authority	To check for sufficient information of the new land use applications received on the following properties:
01 April – 30 June 2017	Item 8.6 30 th Council Meeting 2015/05/27	Director DPED	Category 2 applications for consent of the municipality for any land use purpose or departure or deviation in terms of a land use scheme or existing scheme which does not constitute a land development application	To consider applications in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015 for a building line relaxation on a street boundary and/ or a common boundary on the following properties:
01 April – 30 June 2017	362	Manager LUM	To enforce compliance with the provisions incorporated in a zoning scheme	To issue Zoning Certificates applicable to the following properties:
01 April – 30 June 2017	307	Manager LUM	To comment on applications in terms of the Western Cape Gambling and Racing Act 1995 (Act 4 of 1995) To comment on applications for liquor licences To comment on applications for extension of trading hours on premises where liquor licences have been granted	To comment to the Liquor Board on the applications for liquor licences applicable to the following properties
01 April – 30 June 2017	362	Town Planner	To enforce compliance with the provisions incorporated in a zoning scheme	To comment to the Manager, Building Development on Building Plans received on the following properties
01 April – 30 June 2017	Item 8.6 30 th Council Meeting 2015/05/27	Authorised Employee	Items/ reports to consider Category 2 applications	To issue certificates of compliance applicable to the following properties:

01 April – 30 June 2017	Item B 6 30th Council Meeting 20-5/05/27	Authorised Employee	Exemption Certificate issued in terms of section 15 (2) (b) of the Land Use Planning By-Law October 2015	
01 April – 30 June 2017	362	Manager LUM	To enforce compliance with the provisions incorporated in a zoning scheme	

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DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT

DELEGATIONS EXERCISED FOR THE PERIOD: 01 APRIL – 30 JUNE 2017

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT				
Date	Delegation	Authorised Official	Category	Report Subject and Recommendations
01 April – 30 June 2017	5	Dupré Lombard	Legal EPWP	Signing of EPWP contracts and letters
01 May – 30 June 2017	843/845/848/653	Dupré Lombard	HR matters/ Employment	Notch increase: N Tshefu

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT
DELEGATIONS EXERCISED FOR PERIOD: 01 – 30 APRIL 2017

Date	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
20/04/2017	5	Dupré Lombaard	Legal EPWP	Signing of EPWP contracts and letters	20/04/2017	20/04/2017	Signed

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

DELEGATIONS EXERCISED FOR PERIOD: 01 - 31 MAY 2017

Date	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
03/05/2017	643/645/ 648/653	D Lombaard	HR matters/ Employment	Notch increase: N Tshetu	03/05/2017	-	Refused by MM
05/05/2017	5	D Lombaard	Legal EPWP	Signing of EPWP contracts and letters	05/05/2017	05/05/2017	Signed

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

DELEGATIONS EXERCISED FOR PERIOD: 01 – 30 JUNE 2017

Date	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
01/06/2017	5	Dupré Lombaard	Legal EPWP	Letters of termination	01/06/2017	30/06/2017	Signed
01/06/2017	5	Dupré Lombaard	Legal EPWP	Contracts of employment	01/06/2017	30/06/2017	Signed
01/06/2017	5	Dupré Lombaard	Legal EPWP	Witness of contracts	01/06/2017	30/06/2017	Signed

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DELEGATIONS EXERCISED FOR THE PERIOD: 01 APRIL – 30 JUNE 2017

BUILDING DEVELOPMENT MANAGEMENT				
Date	Delegation	Authorised Official	Category	Report Subject and Recommendations
01 April – 30 June 2017	395	Andrew Crouzer	NBR & Building Standards Act (Act 103 of 1977)	As far as the prosecutions are concerned the institution of prosecutions against persons who contravene the National Building Regulations & Building Standards Act (Act 103 of 1977), the Municipality's Signage Bylaws, and the relevant Zoning Schemes
01 April – 30 June 2017	400	Andrew Crouzer	S 7 of the NBR	To, after having considered a recommendation by a building control officer, grant approval or refuse to grant approval for the erection of any building in respect of which plans and specifications have been drawn and submitted
01 May – 31 May 2017	431	Andrew Crouzer	Regulation A15(4) of the NBR	To, by notice in writing to the owner, order the evacuation of a building where the state of such equipment or installation will cause conditions which may be detrimental to the safety or health of the occupiers or users of such building
01 Apr – 30 June 2017	445	Andrew Crouzer	Regulation A25(10) of the NBR	To serve a notice on the owner of a building that is being or has been erected without the prior approval contemplated in S 4(1) of the Act to obtain the approval in writing as required by the Act by the date specified in the notice.
01 April – 30 June 2017	484	Andrew Crouzer	S 14(1) of the NBR	To issue or to refuse to issue a certificate of occupancy on completion of the erection of a building

BUILDING DEVELOPMENT

DELEGATIONS EXERCISED FOR PERIOD: 01 - 30 APRIL 2017

Date	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
01/04/2017	395	Andrew Crouzer	NBR & BUILDING STANDARDS ACT (ACT 103 OF 1977)	As far as the prosecutions are concerned the institution of prosecutions against persons who contravene the National Building Regulations & Building Standards Act (Act 103 of 1977), the Municipality's Signage Bylaws, and the relevant Zoning Schemes	01/04/2017	30/04/2017	3 - Approved
01/04/2017	400	Andrew Crouzer	S 7 OF THE NBR	To, after having considered a recommendation by a building control officer, grant approval or refuse to grant approval for the erection of any building in respect of which plans and specifications have been drawn and submitted	01/04/2017	30/04/2017	88 - Approved
01/04/2017	445	Andrew Crouzer	REGULATION A25(10) OF THE NBR	To serve a notice on the owner of a building that is being or has been erected without the prior approval contemplated in S 4(1) of the Act to obtain the approval in writing as required by the Act by the date specified in the notice.	01/04/2017	30/04/2017	14 - Approved
01/04/2017	484	Andrew Crouzer	S 14(1) OF THE NBR	To issue or to refuse to issue a certificate of occupancy on completion of the erection of a building	01/04/2017	30/04/2017	148 - Approved

DELEGATIONS EXERCISED FOR PERIOD: 01 - 31 MAY 2017

Date	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
01/05/2017	395	Andrew Crouzer	NBR & BUILDING STANDARDS ACT (ACT 103 OF 1977)	As far as the prosecutions are concerned the institution of prosecutions against persons who contravene the National Building Regulations & Building Standards Act (Act 103 of 1977), the Municipality's Signage Bylaws and the relevant Zoning Schemes	01/05/2017	31/05/2017	7 - Approved
01/05/2017	400	Andrew Crouzer	S 7 OF THE NBR	To, after having considered a recommendation by a building control officer, grant approval or refuse to grant approval for the erection of any building in respect of which plans and specifications have been drawn and submitted	01/05/2017	31/05/2017	168 - Approved
01/05/2017	431	Andrew Crouzer	REGULATION A15(4) OF THE NBR	To, by notice in writing to the owner order the evacuation of a building where the state of such equipment or installation will cause conditions which may be detrimental to the safety or health of the occupiers or users of such building	01/05/2017	31/05/2017	2 - Approved
01/05/2017	445	Andrew Crouzer	REGULATION A25(10) OF THE NBR	To serve a notice on the owner of a building that is being or has been erected without the prior	01/05/2017	31/05/2017	21 - Approved

				approval contemplated in S 4(f) of the Act to obtain the approval in writing as required by the Act by the date specified in the notice.		
01/05/2017	484	Andrew Crouzer	S 14(1) OF THE NBR	To issue or to refuse to issue a certificate of occupancy on completion of the erection of a building	01/05/2017	31/05/2017 28 - Approved

DELEGATIONS EXERCISED FOR PERIOD: 01 - 30 JUNE 2017

Date	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
01/06/2017	395	Andrew Crouzer	NBR & BUILDING STANDARDS ACT (ACT 103 OF 1977)	As far as the prosecutions are concerned the institution of prosecutions against persons who contravene the National Building Regulations & Building Standards Act (Act 103 of 1977), the Municipality's Signage Bylaws, and the relevant Zoning Schemes	01/06/2017	30/06/2017	7 - Approved
01/06/2017	400	Andrew Crouzer	S 7 OF THE NBR	To, after having considered a recommendation by a building control officer, grant approval or refuse to grant approval for the erection of any building in respect of which plans and specifications have been drawn and submitted	01/06/2017	30/06/2017	184 - Approved
01/06/2017	445	Andrew Crouzer	REGULATION A25(10) OF THE NBR	To serve a notice on the owner of a building that is being or has been erected without the prior approval contemplated in S 4(1) of the Act to obtain the approval in writing as required by the Act by the date specified in the notice	01/06/2017	30/06/2017	17 - Approved
01/06/2017	484	Andrew Crouzer	S 14(1) OF THE NBR	To issue or to refuse to issue a certificate of occupancy on completion of the erection of a building	01/06/2017	30/06/2017	15 - Approved

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DELEGATIONS EXERCISED FOR THE PERIOD: 01 MAY – 30 JUNE 2017

LOCAL ECONOMIC DEVELOPMENT AND TOURISM				
Date	Delegation	Authorised Official	Category	Report Subject and Recommendations
01 May – 30 June 2017	307(a)	Widmark Moses	Item 2 of schedule 1 and S 2(4) and 2(10) the Business Act 1991	To grant licences for health facilities or entertainment as provided for in terms of and to exercise all powers conferred on the Municipality

LOCAL ECONOMIC DEVELOPMENT AND TOURISM

DELEGATIONS EXERCISED: 01 – 31 MAY 2017

Date	Delegation	Authorised Official	Category	Report Subject and Recommendations	Date received	File Ref. No.	Date Resolved	Resolution and Comments (if any)
19/05/2017	307 (a)	Sonita Matthee	LED	Application for Business Licence Verbispace (Pty) Ltd, 7 Green Valley Road, Franschhoek, 7690. (Meal preparation & Entertainment)	19/05/17	F1408/ PAARL	22/05/17	Approved
04/05/2017	N/A	Sharon Pedro	LED	Received application for new Liquor Licence and distribute to relevant officials.	04/05/17	E4913 Stellenbosch	30/05/17	Still awaiting approval from Liquor Board
04/05/2017	N/A	Sharon Pedro	LED	Received application for new Liquor Licence and distribute to relevant officials	04/05/17	F1101/1 Stellenbosch	Not resolved yet	Still awaiting comments from the relevant departments
09/05/2017	N/A	Sharon Pedro	LLD	Received application for new Liquor Licence and distribute to relevant officials	09/05/17	E4913 Stellenbosch	Not resolved yet	Still awaiting comments from the relevant departments
16/05/2017	N/A	Sharon Pedro	LED	Received application for new Liquor Licence and distribute to relevant officials	16/05/17	E208 Stellenbosch	Not resolved yet	Still awaiting comments from the relevant departments
18/05/2017	N/A	Sharon Pedro	LED	Received application for new Liquor Licence and distribute to relevant officials	18/05/17	E10725 Stellenbosch	30/05/16	Still awaiting approval from Liquor Board
23/05/2017	N/A	Sharon Pedro	LED	Received application for new Liquor Licence and distribute to relevant officials	23/05/17	E2142 Stellenbosch	Still awaiting comments from TP & LE	Still awaiting comments from the relevant departments

DELEGATIONS LIQUOR LICENCE

Date received	Erf/Farm No	Task delegated	Comments received from TP	Comments received from LE	Comments received from Clr	Sent to Liquor Board
04/05/17	E4913	05/05/17				
04/05/17	F1101/1	05/05/17	25/05/17	16/05/17	No comments	30/05/17
09/05/17	E4913	10/05/17				
16/05/17	E208	17/05/17				
18/05/17	E10725	19/05/17	19/05/17	25/05/17	No comments	30/05/17
23/05/17	E2142	24/05/17				

DELEGATIONS EXERCISED FOR THE PERIOD 01 – 30 JUNE 2017

Date	Delegation	Authorised Official	Category	Report Subject and Recommendations	Date received	File Ref. No.	Date Resolved	Resolution and Comments (if any)
21/06/2017	307 (a)	Sharon Pedro	LED	Application for Business Licence, Cavall Wine & Stud, Farm 550, R44 Highway, Somerset West, (Health & Meal preparation)	21/06/17	F550 Steilenbosch	22/06/17	Approved
19/06/2017	N/A	Sharon Pedro	LED	Received application for new Liquor Licence and distribute to relevant officials	19/06/17	E1551 Franschoek	Still awaiting comments from TP and LE	
19/06/2017	N/A	Sharon Pedro	LED	Received application for new Liquor Licence and distribute to relevant officials	19/06/17	E1681 Franschoek	Still awaiting comments from TP & LE	
19/06/2017	N/A	Sharon Pedro	LED	Received application for new Liquor Licence and distribute to relevant officials	19/06/17	F1056 Paarl	Still awaiting comments from TP & LE	
19/06/2017	N/A	Sharon Pedro	LED	Received application for new Liquor Licence and distribute to relevant officials	19/06/17	E100 Franschoek	Still awaiting comments from TP & LE	
19/06/2017	N/A	Sharon Pedro	LED	Received application for new Liquor Licence and distribute to relevant officials	19/06/17	E2775 Franschoek	30/05/16	Still awaiting approval from Liquor Board
19/06/2017	N/A	Sharon Pedro	LED	Received application for new Liquor Licence and distribute to relevant officials	19/06/17	E1612 Franschoek	Still awaiting comments from TP & LE	

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DELEGATIONS EXERCISED FOR THE PERIOD: 01 MAY ~ 30 JUNE 2017

SPATIAL PLANNING, HERITAGE AND ENVIRONMENT

Date	Delegation	Authorised Official	Category	Report Subject and Recommendations
01 May ~ 30 June 2017	392	Bernabé de la Bal	Regulation 2 (d) of the Western Cape Noise Control Regulations	To request a submission of a noise impact assessment prior to the erection of new buildings where changes are to be made to buildings or and

DELEGATIONS EXERCISED FOR PERIOD: 01 - 31 MAY 2017

Date	Delegation	Authorised Official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
October 2016	392	Bernabé de la Bat	Regulation 2 (d) of the Western Cape Noise Control Regulations	Noise Nuisance complaints, Club Entourage Matter was handed over to VGV Attorneys (Melanie Viok) to proceed with legal action against Club Entourage	October 2016	On-going	VGV Attorneys requires a designation before they can prepare this case and proceed with issuing of summons
07/02/2017	392	Bernabé de la Bat	Regulation 2 (d) of the Western Cape Noise Control Regulations	Bekezele concrete, Old Paarl Rd, Klipmuts Engineering as well as administrative control measures were put in place. Complainant was to monitor improvements and provide feedback to council	07/02/2017	On going	Complainant to report back.
05/04/2017	392	Bernabé de la Bat	Regulation 2 (d) of the Western Cape Noise Control Regulations	Loud music from Die Fynbos Courtyard Café A new roof structure will be installed. Plans were drawn up and submitted for approval. Additional soundproofing will be installed as well	05/04/2017	On-going	Further inspection is being conducted on a continuous basis.
17/05/2017	392	Bernabé de la Bat	Regulation 2 (d) of the Western Cape Noise Control Regulations	Religious gathering noise - VGK Sentrum, Idasvalley Noise measurements were carried out and a disturbing noise contravention confirmed. Issued notice upon the VGK Church to debate the noise	17/05/2017	On going	Awaiting submission of a Noise Impact Assessment Report from the VGK Church, Idasvalley
15/05/2017	392	Bernabé de la Bat	Regulation 2 (d) of the Western Cape Noise Control Regulations	Noise from the Day-Care Centre, Kahler Road Idasvalley, Stellenbosch The Day Care Centre applied for a temporary departure i.l.o. the Zoning Regulations.	15/05/2017	17/05/2017	Correct Zoning. Toddler noise is controlled sufficiently

16/05/2017	392	Bernabé de la Bat	Regulation 2 (d) of the Western Cape Noise Control Regulations	<p>Permission was granted for a 5 year period Noise from children is controlled sufficiently</p> <p>Noise nuisance from Mano's Bakery in Idasvalley</p> <p>Noise nuisance confirmed – complaints justified Noise nuisance notice was issued to address the noise</p>	16/05/2017	On-going	The operator undertook, in writing to effectively attend to all issues of concern
11/05/2017	392	Bernabé de la Bat	Regulation 2 (d) of the Western Cape Noise Control Regulations	<p>Building noise – University Estate, Soeteweide Rd, Stellenbosch</p> <p>Onsite inspections were carried out. Building works occurred within the prescribed hours as stipulated in NBR's</p>	11/05/2017	15/05/2017	For emergency and after hour building works for a Noise exemption permit will be applied for feedback given to complainants.
13/05/2017	392	Bernabé de la Bat	Regulation 2 (d) of the Western Cape Noise Control Regulations	<p>163 Banghoek Way SB – student noise emanating from student residences around the complainants home</p> <p>Had a follow up meeting with the complainant, Mrs Kusler and the Land use Inspector, Mr Clayton Jacobs. Notices for Land use contraventions were issued upon property owners</p>	31/05/2017	On-going	Mrs Kusler expressed satisfaction for progress re noise and LUPO
15/05/2017	392	Bernabé de la Bat	Regulation 2 (d) of the Western Cape Noise Control Regulations	<p>Farm Heen en Weer, Klipmuts – Noise nuisance complaints</p> <p>Even though no noise existed at the time of inspections, I issued a verbal warning for a suspected noise nuisance</p>	15/05/2017	15/05/2017	Complainant wants to stay unknown and reluctant to provide physical address. Matter is therefore closed
26/05/2017	392	Bernabé de la Bat	Regulation 2 (d) of the Western Cape Noise Control Regulations	<p>Foreslry and Tree Services, Old Paarl Rd, Klipmuts</p> <ul style="list-style-type: none"> - Have met with operator onsite, - Recommended to relocate the chainsaw activity and hammering to the other side 	25/05/2017	31/05/2017	The noisy equipment was relocated and recommended. Complaint is closed.

		and away from the affected persons					
16/05/2017	392	Bernabé de la Bat	Regulation 2 (d) of the Western Cape Noise Control Regulations	Channonix Farm – Noise complaints as a result of the bottled water manufacturing activities Noise inspections carried out and the complaint is justified. The complainant however lives in a rental cottage that belongs to Channonix Farm with contractual obligations which renders this matter a private issue between the landlord and the tenant.	16/05/2017	31/05/2017	<ul style="list-style-type: none"> • Manufacturing activities is permitted; • Complainant indicated to move out; • Matter is considered closed
20/05/2017	392	Bernabé de la Bat	Regulation 2 (d) of the Western Cape Noise Control Regulations	Woolworths Transchhoek – early morning delivery noise, trucks etc. Early morning Noise inspection pending	20/05/2017	On-going	Noise inspection pending

DELEGATIONS EXERCISED FOR PERIOD: 01 - 30 JUNE 2017

Date	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
01/06/2017	392	Bernabé de la Bat	Regulation 2(d) of the Western Cape Noise Control Regulations Noisy extraction system at Viva Mexico, Stellenbosch Inspection carried revealed that the extraction system does causes an unusual sound & is likely to be a noise nuisance – Requested manager to have the unit serviced a.s.a.p.	01/06/2017	30/06/2017	Request for inspection by CWDMA
01/06/2017	392	Bernabé de la Bat	Regulation 2(d) of the Western Cape Noise Control Regulations Farm Libertas, Stellenbosch Complainant requested for the case about dog barking, loud music and the noisy crowd to be re-opened	01/06/2017	30/06/2017	Complainant to report back.
01/06/2017	392	Bernabé de la Bat	Regulation 2(d) of the Western Cape Noise Control Regulations Christian Brothers Centre, Paradyskloof Notice issued i to National Dust Regulations	01/06/2017	30/06/2017	Dunkley Construction complied with the instruction and implemented dust control measures
01/06/2017	392	Bernabé de la Bat	Regulation 2(d) of the Western Cape Noise Control Regulations Complaints about toxic fumes emanating from the standby generator exhaust outlet at nr 3 Vallee Lustre, Paradyskloof No legislation that regulates the installation of standby generators exits currently within the Stellenbosch Municipality Complainants to follow the public nuisance route	On-going	On-going	Awaiting approval of the Air Quality Control By-law that will address nuisances from fuel burning appliances Matter reported to the ED who will address the matter at management level.
June 2017	392	Bernabé de la Bat	Regulation 2(d) of the Western Cape Noise Control Regulations Complaints about toxic fumes emanating from the standby generator exhaust outlet at nr 3 Vallee Lustre, Paradyskloof	On-going	On-going	Awaiting approval of the Air Quality Control By-law that will address nuisances from fuel burning appliances

		Noise Control Regulations	generator exhaust outlet at nr. 3 Vallee Lustre, Paradyskloof			By-law that will address nuisances from fuel burning appliances.
			No legislation that regulates the installation of standby generators exists currently within the Stellenbosch Municipality			Matter reported to the CD who will address the matter at management level.
June 2017	392	Bernabé de la Bat	Regulation 2(d) of the Western Cape Noise Control Regulations	Complainants to follow the public nuisance route.	On-going	On-going
			Complaints about toxic fumes emanating from the standby generator exhaust outlet at nr. 7 Vallee Lustre Paradyskloof			Awaiting approval of the Air Quality Control By-law that will address nuisances from fuel burning appliances
			No legislation that regulates the installation of standby generators exists currently within the Stellenbosch Municipality			Matter reported to the ED who will address the matter at management level.
			Complainants to follow the public nuisance route.			

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DELEGATIONS EXERCISED FOR PERIOD: 01 APRIL – 30 JUNE 2017

Date	Delegation	Authorised Official	LAND USE MANAGEMENT	
			Category	Report Subject and Recommendations
01 April – 30 June 2017	344	Manager LUM	To ensure that any application (which involves substantial changes to or intensification in land use or development) is accompanied by the required Impact Assessments if any, as well as sufficient other information when forwarded to the Planning Authority	To check for sufficient information of the new land use applications received on the following properties.
01 April – 30 June 2017	Item 8.6 30 th Council Meeting 2015/05/27	Director	Category 2 applications for consent of the municipality for any land use purpose or departure or deviation in terms of a land use scheme or existing scheme which does not constitute a land development application	To consider applications in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015 for a building line relaxation on a street boundary and/ or a common boundary on the following properties
01 April – 30 June 2017	362	Manager LUM	To enforce compliance with the provisions incorporated in a zoning scheme	To issue Zoning Certificates applicable to the following properties
01 April – 30 June 2017	307	Manager LUM	To comment on applications in terms of the Western Cape Gambling and Racing Act 1996 (Act 4 of 1996); To comment on applications for liquor licences To comment on applications for extension of trading hours on premises where liquor licences have been granted	To comment to the Liquor Board on the applications for liquor licenses applicable to the following properties
01 April – 30 June 2017	362	Town Planner	To enforce compliance with the provisions incorporated in a zoning scheme	To comment to the Manager; Building Development on Building Plans received on the following properties:
01 April – 30 June 2017	Item 8.6 30 th	Authorised Employee	Items/ reports to consider Category 2 applications	To issue certificates of compliance applicable to

	Council Meeting 2015/05/27			the following properties:
01 April – 30 June 2017	Item. B B 30th Council Meeting 2015/05/27	Authorised Employee	Exemption Certificate issued in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015	
01 April – 30 June 2017	362	Manager LUM	To enforce compliance with the provisions incorporated in a zoning scheme	

LAND-USE MANAGEMENT

DELEGATIONS EXERCISED FOR PERIOD: 01 – 30 April 2017

Date	Delegation	Authorised Official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
03/04/2017	334	Manager LUM	Checklist	Consent use - Farm 2729 Stellenbosch	03/04/2017	04/04/2017	Approved
03/04/2017	334	Manager LUM	Checklist	Consent use - Erf 1362 Stellenbosch	03/04/2017	04/04/2017	Approved
04/04/2017	334	Manager LUM	Checklist	Departure - Erf 1087	04/04/2017	05/04/2017	Approved
06/04/2017	334	Manager LUM	Checklist	Amendment of SDP - Erf 9415	06/04/2017	12/04/2017	Approved
06/04/2017	334	Manager LUM	Checklist	Removal/rezoning/subdivision/departure - Erf 11330	06/04/2017	12/04/2017	Approved
06/04/2017	334	Manager LUM	Checklist	Departure - Erf 510/34 Jamestown	06/04/2017	12/04/2017	Approved
10/04/2017	334	Manager LUM	Checklist	Temp departure - Erf 67 Langedoc	10/04/2017	12/04/2017	Approved
10/04/2017	334	Manager LUM	Checklist	Consent use - Erf 1646/11 Paarl	10/04/2017	12/04/2017	Approved
10/04/2017	334	Manager LUM	Checklist	Consent use - Erf 1646/9 Paarl	10/04/2017	12/04/2017	Approved
05/04/2017	334	Manager LUM	Checklist	Removal of restrictions & Departure - Erf 6673 Cloetesville	05/04/2017	12/04/2017	Approved
12/04/2017	334	Manager LUM	Checklist	Erf 191 Wemmershoek	12/04/2017	13/04/2017	Approved
06/04/2017	334	Manager LUM	Checklist	Consent Use - Erf 5465 Stellenbosch	06/04/2017	13/04/2017	Approved
12/04/2017	334	Manager LUM	Checklist	Departure - Erf 1552 Klipmuts	12/04/2017	25/04/2017	Approved
13/01/2017	Category 2 30th Council 2015	Authorised Employee	Item/Report	Erf 656 Stellenbosch	13/01/2017	05/04/2017	Approved
22/03/2017	Category 2 30th Council 2015	Authorised Employee	Item/Report	Erf 4913 Stellenbosch	22/03/2017	7/04/2017	Approved
05/04/2017	Category 2 30th Council 2015	Authorised Employee	Item/Report	Service - Farm 1032/5 Paarl	05/04/2017	07/04/2017	Approved

LAND-USE MANAGEMENT

DELEGATIONS EXERCISED FOR PERIOD: 01 – 30 April 2017

Date	Delegation	Authorised Official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
03/04/2017	334	Manager LUM	Checklist	Consent use - Farm 27/29 Stellenbosch	03/04/2017	06/04/2017	Approved
03/04/2017	334	Manager LUM	Checklist	Consent use - Erf 1362 Stellenbosch	03/04/2017	04/04/2017	Approved
04/04/2017	334	Manager LUM	Checklist	Departure - Erf 1087	04/04/2017	05/04/2017	Approved
06/04/2017	334	Manager LUM	Checklist	Amendment of GDP - Erf 5445	06/04/2017	12/04/2017	Approved
06/04/2017	334	Manager LUM	Checklist	Removal/rezoning/subdivision/departure - Erf 11330	06/04/2017	12/04/2017	Approved
06/04/2017	334	Manager LUM	Checklist	Departure - Erf 510/34 Jamestown	06/04/2017	12/04/2017	Approved
10/04/2017	334	Manager LUM	Checklist	Temp departure - Erf 67 Langquedoc	10/04/2017	12/04/2017	Approved
10/04/2017	334	Manager LUM	Checklist	Consent use - Erf 1646/11 Paarl	10/04/2017	12/04/2017	Approved
10/04/2017	334	Manager LUM	Checklist	Consent use - Erf 1646/9 Paarl	10/04/2017	12/04/2017	Approved
05/04/2017	334	Manager LUM	Checklist	Removal of restrictions & Departure - Erf 6673 Cloetesville	05/04/2017	12/04/2017	Approved
12/04/2017	334	Manager LUM	Checklist	Erf 191 Wemmershoek	12/04/2017	13/04/2017	Approved
06/04/2017	334	Manager LUM	Checklist	Consent Use - Erf 5465 Stellenbosch	06/04/2017	13/04/2017	Approved
12/04/2017	334	Manager LUM	Checklist	Departure - Erf 1957 Klappuis	12/04/2017	25/04/2017	Approved
13/01/2017	Category 2, 30th Council 2015	Authorised Employee	Item/Report	Erf 655 Stellenbosch	13/01/2017	05/04/2017	Approved
22/03/2017	Category 2, 30th Council 2015	Authorised Employee	Item/Report	Erf 4913 Stellenbosch	22/03/2017	7/04/2017	Approved
05/04/2017	Category 2, 30th Council 2015	Authorised Employee	Item/Report	Servitude - Farm 1032/5 Paarl	05/04/2017	07/04/2017	Approved

05/04/2017	Category 2, 30th Council 2015	Authorised Employee	Item/Report	Service - Erf 3697 Franschoek	05/04/2017	07/04/2017	Approved
05/04/2017	313	Director	Item/Report	Amendment of site dev plan - Erf 5343 Stellenbosch	05/04/2017	07/04/2017	Approved
05/04/2017	313	Director	Item/Report	Boundary walls - Erf 6074 Stellenbosch	05/04/2017	07/04/2017	Approved
18/04/2017	313	Director	Item/Report	Subdivision - Erf 4966 Stellenbosch	18/04/2017	18/04/2017	Approved
04/04/2017	313	Director	Letter approval	Departure - Erf 60 Rakhby	04/04/2017	04/04/2017	Approved
07/04/2017	313	Director	Letter approval	Consent use and departure - Erf 3554 Stellenbosch	07/04/2017	07/04/2017	Approved
07/04/2017	313	Director	Letter approval	Consent use and departure - Erf 3547 Stellenbosch	07/04/2017	07/04/2017	Approved
07/04/2017	313	Director	Letter approval	Departure - Erf 1087 Stellenbosch	07/04/2017	07/04/2017	Approved
12/04/2017	313	Director	Letter approval	Departure - Erf 10663 Stellenbosch	12/04/2017	12/04/2017	Approved
12/04/2017	313	Director	Letter approval	Departure - Erf 571 Franschoek	12/04/2017	12/04/2017	Approved
12/04/2017	313	Director	Letter approval	Consent use - Erf 1061 Stellenbosch	12/04/2017	12/04/2017	Approved
12/04/2017	313	Director	Letter approval	Consent use - Erf 16673 Stellenbosch	12/04/2017	12/04/2017	Approved
18/04/2017	313	Director	Letter approval	Consent use - Erf 5465 Stellenbosch	18/04/2017	18/04/2017	Approved
18/04/2017	313	Director	Letter approval	Departure - Erf 5016 Stellenbosch	18/04/2017	18/04/2017	Approved
04/04/2017	362	Manager LUM	Zoning Certificates	Erf 510308 Jamestown	04/04/2017	04/04/2017	Approved
04/04/2017	362	Manager LUM	Zoning Certificates	Erf 3413 Stellenbosch	04/04/2017	04/04/2017	Approved
04/04/2017	362	Manager LUM	Zoning Certificates	Erf 15679 Stellenbosch	04/04/2017	04/04/2017	Approved
05/04/2017	362	Manager LUM	Zoning Certificates	Erf 6637 Stellenbosch	05/04/2017	05/04/2017	Approved
10/04/2017	362	Manager LUM	Zoning Certificates	Erf 1612 Franschoek	10/04/2017	10/04/2017	Approved
10/04/2017	362	Manager LUM	Zoning Certificates	Farm 90/28 Stellenbosch	10/04/2017	10/04/2017	Approved
11/04/2017	362	Manager LUM	Zoning Certificates	Farm 90/58 Stellenbosch	11/04/2017	11/04/2017	Approved

12/04/2017	362	Manager: LUM	Zoning Certificates	Farm 1362/2 Stellenbosch	12/04/2017	12/04/2017	Approved
12/04/2017	362	Manager: LUM	Zoning Certificates	Erf 476 Franschoek	12/04/2017	12/04/2017	Approved
12/04/2017	362	Manager: LUM	Zoning Certificates	Farm 1078/2 Paarl	12/04/2017	12/04/2017	Approved
20/04/2017	362	Manager: LUM	Zoning Certificates	Erf 144 La Motte	20/04/2017	20/04/2017	Approved
26/04/2017	362	Manager: LUM	Zoning Certificates	Erf 150 Railway	26/04/2017	26/04/2017	Approved
26/04/2017	362	Manager: LUM	Zoning Certificates	Farm 510/206 Stellenbosch	26/04/2017	26/04/2017	Approved
12/04/2017	307	Manager: LUM	Comments on liquor licenses	Erf 87 Langquodoc	12/04/2017	12/04/2017	Approved
12/04/2017	307	Manager: LUM	Comments on liquor licenses	Erf 756 Pniel	12/04/2017	12/04/2017	Approved
19/04/2017	307	Manager: LUM	Comments on liquor licenses	Farm 1506 Paarl	19/04/2017	19/04/2017	Approved
09/04/2017	307	Manager: LUM	Comments on liquor licenses	Farm 1261 Stellenbosch	09/04/2017	09/04/2017	Approved
25/04/2017	307	Manager: LUM	Comments on liquor licenses	Erf 8197 Stellenbosch	25/04/2017	25/04/2017	Approved
25/04/2017	307	Manager: LUM	Comments on liquor licenses	Erf 236 Stellenbosch	25/04/2017	25/04/2017	Approved
19/04/2017	307	Authorised Employee	Exemption Certificate	Farm 707/2 Stellenbosch	19/04/2017	19/04/2017	Approved
12/04/2017	362	Manager: LUM	Certificate of Compliance	Erf 3381 Klipriviersburg	12/04/2017	12/04/2017	Approved
03/04/2017	362	Manager: LUM	Building Plans commented on	Farm 1280 Stellenbosch	03/04/2017	03/04/2017	Approved
03/04/2017	362	Manager: LUM	Building Plans commented on	Erf 12901 Stellenbosch	03/04/2017	03/04/2017	Refused
03/04/2017	362	Manager: LUM	Building Plans commented on	Erf 6083 Stellenbosch	03/04/2017	03/04/2017	Approved
03/04/2017	362	Manager: LUM	Building Plans commented on	Erf 8368 Stellenbosch	03/04/2017	03/04/2017	Refused
03/04/2017	362	Manager: LUM	Building Plans commented on	Erf 500 Jamestown	03/04/2017	03/04/2017	Approved

03/04/2017	362	Manager: LUM	Building Plans commented on	Erf 1450 Franschoek	03/04/2017	03/04/2017	Approved
03/04/2017	362	Manager: LUM	Building Plans commented on	Erf 190 Franschoek	03/04/2017	03/04/2017	Approved
03/04/2017	362	Manager: LUM	Building Plans commented on	Erf 10553 Stellenbosch	03/04/2017	03/04/2017	Approved
03/04/2017	362	Manager: LUM	Building Plans commented on	Erf 10558 Stellenbosch	03/04/2017	03/04/2017	Approved
05/04/2017	362	Manager: LUM	Building Plans commented on	Erf 3327 Stellenbosch	05/04/2017	05/04/2017	Approved
05/04/2017	362	Manager: LUM	Building Plans commented on	Erf 4371 Stellenbosch	05/04/2017	05/04/2017	Approved
05/04/2017	362	Manager: LUM	Building Plans commented on	Erf 5020 Stellenbosch	05/04/2017	05/04/2017	Approved
05/04/2017	362	Manager: LUM	Building Plans commented on	Erf 313 Stellenbosch	05/04/2017	05/04/2017	Approved
05/04/2017	362	Manager: LUM	Building Plans commented on	Erf 306 Stellenbosch	05/04/2017	05/04/2017	Approved
05/04/2017	362	Manager: LUM	Building Plans commented on	Erf 4936 Stellenbosch	05/04/2017	05/04/2017	Approved
05/04/2017	362	Manager: LUM	Building Plans commented on	Erf 8234 Stellenbosch	05/04/2017	05/04/2017	MAP
05/04/2017	362	Manager: LUM	Building Plans commented on	Erf 2269 Stellenbosch	05/04/2017	05/04/2017	Refused
05/04/2017	362	Manager: LUM	Building Plans commented on	Farm 369 Stellenbosch	05/04/2017	05/04/2017	Approved
05/04/2017	362	Manager: LUM	Building Plans commented on	Erf 16428 Stellenbosch	05/04/2017	05/04/2017	Approved
05/04/2017	362	Manager: LUM	Building Plans commented on	Erf 13382 Stellenbosch	05/04/2017	05/04/2017	Refused
05/04/2017	362	Manager: LUM	Building Plans commented on	Erf 16549 Stellenbosch	05/04/2017	05/04/2017	Approved
06/04/2017	362	Manager: LUM	Building Plans commented on	Erf 1022 Stellenbosch	06/04/2017	06/04/2017	Approved
10/04/2017	362	Manager: LUM	Building Plans commented on	Erf 492 Franschoek	10/04/2017	10/04/2017	Approved
10/04/2017	362	Manager: LUM	Building Plans commented on	Erf 2664 Franschoek	10/04/2017	10/04/2017	Approved

10/04/2017	362	Manager	LUM	Building Plans commented on	Erf 766 Priel	10/04/2017	10/04/2017	Refused
10/04/2017	362	Manager	LUM	Building Plans commented on	Erf 49 Franschoek	10/04/2017	10/04/2017	Refused
10/04/2017	362	Manager	LUM	Building Plans commented on	Erf 2822 Franschoek	10/04/2017	10/04/2017	Approved
10/04/2017	362	Manager	LUM	Building Plans commented on	Erf 4854 Stellenbosch	10/04/2017	10/04/2017	NO BP
10/04/2017	362	Manager	LUM	Building Plans commented on	Erf 3774 Stellenbosch	10/04/2017	10/04/2017	Refused
10/04/2017	362	Manager	LUM	Building Plans commented on	Erf 7974 Stellenbosch	10/04/2017	10/04/2017	Refused
10/04/2017	362	Manager	LUM	Building Plans commented on	Erf 4854 Stellenbosch	10/04/2017	10/04/2017	Approved
10/04/2017	362	Manager	LUM	Building Plans commented on	Erf 4365 Stellenbosch	10/04/2017	10/04/2017	Approved
10/04/2017	362	Manager	LUM	Building Plans commented on	Erf 5797 Stellenbosch	10/04/2017	10/04/2017	Approved
10/04/2017	362	Manager	LUM	Building Plans commented on	Erf 1296 Stellenbosch	10/04/2017	10/04/2017	Approved
10/04/2017	362	Manager	LUM	Building Plans commented on	Erf 327 Stellenbosch	10/04/2017	10/04/2017	Refused
10/04/2017	362	Manager	LUM	Building Plans commented on	Erf 1545 Stellenbosch	10/04/2017	10/04/2017	Approved
10/04/2017	362	Manager	LUM	Building Plans commented on	Erf 8977 Stellenbosch	10/04/2017	10/04/2017	Approved
11/04/2017	362	Manager	LUM	Building Plans commented on	Erf 3450 Franschoek	11/04/2017	11/04/2017	Approved
11/04/2017	362	Manager	LUM	Building Plans commented on	Erf 8 Dingleby	11/04/2017	11/04/2017	Approved
11/04/2017	362	Manager	LUM	Building Plans commented on	Erf 72 Kylemore	11/04/2017	11/04/2017	Refused
11/04/2017	362	Manager	LUM	Building Plans commented on	Erf 905 Jamestown	11/04/2017	11/04/2017	Approved
11/04/2017	362	Manager	LUM	Building Plans commented on	Erf 384 De Zalze	11/04/2017	11/04/2017	Approved
11/04/2017	362	Manager	LUM	Building Plans commented on	Erf 934 Jamestown	11/04/2017	11/04/2017	Approved

11/04/2017	362	Manager	LUM	Building Plans commented on	Erf 905 Jamestown	11/04/2017	11/04/2017	Approved
11/04/2017	362	Manager	LUM	Building Plans commented on	Erf 27 Langlands	11/04/2017	11/04/2017	Approved
12/04/2017	362	Manager	LUM	Building Plans commented on	Erf 452 Groendal	12/04/2017	12/04/2017	Refused
12/04/2017	362	Manager	LUM	Building Plans commented on	Erf 2306 Klaphuis	12/04/2017	12/04/2017	Approved
12/04/2017	362	Manager	LUM	Building Plans commented on	Erf 571 Franschoek	12/04/2017	12/04/2017	Approved
12/04/2017	362	Manager	LUM	Building Plans commented on	Farm 1742/2 Franschoek	12/04/2017	12/04/2017	Approved
18/04/2017	362	Manager	LUM	Building Plans commented on	Erf 831 Jamestown	18/04/2017	18/04/2017	Approved
18/04/2017	362	Manager	LLM	Building Plans commented on	Erf 499 Klyternore	18/04/2017	18/04/2017	Refused
18/04/2017	362	Manager	LUM	Building Plans commented on	Farm 1431/129 Wammershoeck	18/04/2017	18/04/2017	Approved
18/04/2017	362	Manager	LLM	Building Plans commented on	Farm 1402/2 Paarl	18/04/2017	18/04/2017	Approved
20/04/2017	362	Manager	LUM	Building Plans commented on	Erf 50 De Zalze	20/04/2017	20/04/2017	Approved
20/04/2017	362	Manager	LLM	Building Plans commented on	Farm 1646/9 - new indoor arena Paarl	20/04/2017	20/04/2017	Approved
20/04/2017	362	Manager	LLM	Building Plans commented on	Farm 1646/9 - new stables Paarl	20/04/2017	20/04/2017	Approved
20/04/2017	362	Manager	LUM	Building Plans commented on	Farm 1640/9 - Proposed new managers house Paarl	20/04/2017	20/04/2017	Approved
20/04/2017	362	Manager	LLM	Building Plans commented on	Farm 1646/9 - New shed Paarl	20/04/2017	20/04/2017	Approved
20/04/2017	362	Manager	LUM	Building Plans commented on	Farm 1646/9 - proposed new manor house Paarl	20/04/2017	20/04/2017	Approved
20/04/2017	362	Manager	LUM	Building Plans commented on	Farm 1646/9 - Fence and pond Paarl	20/04/2017	20/04/2017	Refused
20/04/2017	362	Manager	LUM	Building Plans commented on	Erf 20 Hollandsche Moten	20/04/2017	20/04/2017	Approved
20/04/2017	362	Manager	LUM	Building Plans commented on	Erf 4556 Stellenbosch	20/04/2017	20/04/2017	Approved

20/04/2017	362	Manager	LUM	Building Plans commented on	Fann 1753 Franschhoek	20/04/2017	20/04/2017	Refused
25/04/2017	362	Manager	LUM	Building Plans commented on	Erf 5795 Stellenbosch	25/04/2017	25/04/2017	Approved
25/04/2017	362	Manager	LUM	Building Plans commented on	Erf 4283 Stellenbosch	25/04/2017	25/04/2017	Refused
25/04/2017	362	Manager	LUM	Building Plans commented on	Erf 167 Stellenbosch	25/04/2017	25/04/2017	Approved
25/04/2017	362	Manager	LUM	Building Plans commented on	Erf 3801 Uniepark	25/04/2017	25/04/2017	Approved
25/04/2017	362	Manager	LUM	Building Plans commented on	Erf 15704 Stellenbosch	25/04/2017	25/04/2017	Approved
25/04/2017	362	Manager	LUM	Building Plans commented on	Erf 2164 Stellenbosch	25/04/2017	25/04/2017	Approved
25/04/2017	362	Manager	LUM	Building Plans commented on	Erf 235 Stellenbosch	25/04/2017	25/04/2017	Approved
25/04/2017	362	Manager	LUM	Building Plans commented on	Erf 4340 Stellenbosch	25/04/2017	25/04/2017	Approved
25/04/2017	362	Manager	LUM	Building Plans commented on	Erf 13213 Stellenbosch	25/04/2017	25/04/2017	Approved
25/04/2017	362	Manager	LUM	Building Plans commented on	Erf 5814 Stellenbosch	25/04/2017	25/04/2017	Approved
25/04/2017	362	Manager	LUM	Building Plans commented on	Erf 632 Nooitgedacht	25/04/2017	25/04/2017	Approved
25/04/2017	362	Manager	LUM	Building Plans commented on	Erf 626 Nooitgedacht	25/04/2017	25/04/2017	Approved
25/04/2017	362	Manager	LUM	Building Plans commented on	Erf 626 Nooitgedacht	25/04/2017	25/04/2017	Approved
25/04/2017	362	Manager	LUM	Building Plans commented on	Erf 630 Nooitgedacht	25/04/2017	25/04/2017	Approved
25/04/2017	362	Manager	LUM	Building Plans commented on	Erf 556 Nooitgedacht	25/04/2017	25/04/2017	Approved
25/04/2017	362	Manager	LUM	Building Plans commented on	Erf 553 Nooitgedacht	25/04/2017	25/04/2017	Approved
25/04/2017	362	Manager	LUM	Building Plans commented on	Erf 551 Nooitgedacht	25/04/2017	25/04/2017	Approved
25/04/2017	362	Manager	LUM	Building Plans commented on	Erf 3573 Klipkrans	25/04/2017	25/04/2017	Approved

25/04/2017	362	Manager	LJM	Building Plans commented on	Erf 3572 Klappmuts	25/04/2017	25/04/2017	Approved
25/04/2017	362	Manager	LJM	Building Plans commented on	Erf 3614 Klappmuts	25/04/2017	25/04/2017	Approved
25/04/2017	362	Manager	LJM	Building Plans commented on	Erf 1172 Klappmuts	25/04/2017	25/04/2017	Approved
25/04/2017	362	Manager	LJM	Building Plans commented on	Erf 864 Klappmuts	25/04/2017	25/04/2017	Approved
25/04/2017	362	Manager	LJM	Building Plans commented on	Erf 180 Kayamandi	25/04/2017	25/04/2017	Approved
25/04/2017	362	Manager	LJM	Building Plans commented on	Erf 15331 Welgevonden	25/04/2017	25/04/2017	Approved
25/04/2017	362	Manager	LJM	Building Plans commented on	Farm 2' B/3 Stellenbosch	25/04/2017	25/04/2017	Approved

DELEGATIONS EXERCISED FROM THE PERIOD 01 – 31 MAY 2017

Date	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
			CHECKLISTS				
	344	Manager. LUM	To ensure that any application (which involves substantial changes to or intensification in land use or development) is accompanied by the required Impact Assessments, if any, as well as sufficient other information when forwarded to the Planning Authority	To check for sufficient information of the new land use applications received on the following properties			
02/05/2017				Erf 138 La Motte	02/05/2017	02/05/2017	Approved
03/05/2017				Farm 1431/28 Wemmershoek	03/05/2017	03/05/2017	Approved
03/05/2017				Farm 81 Johannesdal	03/05/2017	03/05/2017	Approved
03/05/2017				Erf 2514 Kayamand	03/05/2017	03/05/2017	Approved
03/05/2017				Erf 72 Franschoek	03/05/2017	03/05/2017	Approved
03/05/2017				Erf 3019 Kayamandi	03/05/2017	03/05/2017	Approved
03/05/2017				Erf 1076/18 Franschoek	03/05/2017	03/05/2017	Approved
03/05/2017				Farm 12477 Stellenbosch	03/05/2017	03/05/2017	Approved
03/05/2017				Erf 932 Klipnoots	03/05/2017	03/05/2017	Approved
08/05/2017				Erf 1993 Franschoek	08/05/2017	08/05/2017	Approved
09/05/2017				Erf 6117 Brandwacht	09/05/2017	09/05/2017	Approved
09/05/2017				Erf 3109 Stellenbosch	09/05/2017	09/05/2017	Approved
09/05/2017				Erf 1658 Stellenbosch	09/05/2017	09/05/2017	Approved
09/05/2017				Erf 13/2 Stellenbosch	09/05/2017	09/05/2017	Approved
09/05/2017				Erf 1153/5 Raithby	09/05/2017	09/05/2017	Approved
12/05/2017				Erf 9119 Stellenbosch	12/05/2017	12/05/2017	Approved
15/05/2017				Erf 3705 Franschoek	15/05/2017	15/05/2017	Approved
15/05/2017				Erf 3704 Franschoek	15/05/2017	15/05/2017	Approved

15/05/2017		Erf 3707 Franschoek	15/05/2017	15/05/2017	Approved
09/05/2017		Erf 3700 Franschoek	09/05/2017	09/05/2017	Approved
09/05/2017		Erf 3706 Franschoek	09/05/2017	09/05/2017	Approved
09/05/2017		Erf 3703 Franschoek	09/05/2017	09/05/2017	Approved
09/05/2017		Erf 3701 Franschoek	09/05/2017	09/05/2017	Approved
09/05/2017		Erf 3702 Franschoek	09/05/2017	09/05/2017	Approved
09/05/2017		Erf 3698 Franschoek	09/05/2017	09/05/2017	Approved
09/05/2017		Erf 3696 Franschoek	09/05/2017	09/05/2017	Approved
09/05/2017		Erf 3705 Franschoek	09/05/2017	09/05/2017	Approved
09/05/2017		Erf 15569 Stellenbosch	09/05/2017	09/05/2017	Approved
09/05/2017		Erf 195 Wemmershoek	09/05/2017	09/05/2017	Approved
15/05/2017		Erf 16067 Stellenbosch	15/05/2017	16/05/2017	Approved
16/05/2017		Erf 11524 Stellenbosch	16/05/2017	16/05/2017	Approved
12/05/2017		Erf 758 Stellenbosch	12/05/2017	16/05/2017	Approved
15/05/2017		Farm 571/6 Stellenbosch	15/05/2017	16/05/2017	Approved
15/05/2017		Erf 1558 Stellenbosch	15/05/2017	15/05/2017	Approved
09/05/2017		Erf 971 Stellenbosch	09/05/2017	15/05/2017	Approved
16/05/2017		Erf 2530 Kuyamand	16/05/2017	16/05/2017	Approved
17/05/2017		Erf 605 Franschoek	17/05/2017	18/05/2017	Approved
16/05/2017		Erf 3248 Stellenbosch	16/05/2017	17/05/2017	Approved
16/05/2017		Erf 7971 Stellenbosch	16/05/2017	17/05/2017	Approved
16/05/2017		Erf 7971 Stellenbosch	16/05/2017	17/05/2017	Approved
12/05/2017		Erf 14163(15804) Stellenbosch	12/05/2017	18/05/2017	Approved

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Erf 8336 Stellenbosch	17/05/2017	18/05/2017	Approved
Erf 7761 Stellenbosch	18/05/2017	19/05/2017	Approved
Erf 160 Klipmuts	19/05/2017	22/05/2017	Approved
Erf 75 Franschoek	17/05/2017	22/05/2017	Approved
Erf 2718 & 2719 Franschoek	19/05/2017	22/05/2017	Approved
Erf 124/65 Kylemore	19/05/2017	22/05/2017	Approved
Erf 851 Franschoek	18/05/2017	22/05/2017	Approved
Erf 1084 Paarl	19/05/2017	22/05/2017	Approved
Erf 1301 a Motte	15/05/2017	22/05/2017	Approved
Farm 75:2 Stellenbosch	09/05/2017	23/05/2017	Approved
Erf 2677 Franschoek	22/05/2017	23/05/2017	Approved
Erf 1514/2 Onderpapegaaiberg	29/05/2017	2/06/2017	Approved
Erf 8865 Stellenbosch	30/05/2017	30/05/2017	Approved
Erf 808 Klipmuts	30/05/2017	30/05/2017	Approved
Farm 20/44 Stellenbosch	29/05/2017	2/06/2017	Approved
Erf 6313 Stellenbosch	19/05/2017	31/05/2017	Approved
Farm 1605 Stellenbosch	30/05/2017	31/05/2017	Approved
Erf 4031 Stellenbosch	30/05/2017	2/06/2017	Approved
Erf 895 Stellenbosch	19/05/2017	2/06/2017	Approved

LETTER APPROVALS

	Item B 6 30 th Council Meeting 20 th 5/05/2017	Director, PED	Category 7 applications for consent of the municipality for any land use purpose or departure or deviation in terms of a land use scheme or existing scheme which does not constitute a land development application	To consider applications in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015 for a building line relaxation on a street boundary and/or a common boundary of the following properties	03/05/2017	03/05/2017	Approved
03/05/2017				Farm 143428 Wemmershoek	03/05/2017	03/05/2017	Approved
03/05/2017				Erf 138 La Motte	03/05/2017	03/05/2017	Approved
03/05/2017				Erf 725 Stellenbosch	03/05/2017	03/05/2017	Approved
03/05/2017				Erf 16422 Stellenbosch	03/05/2017	03/05/2017	Approved
05/05/2017				Farm 81 Johannesdal	05/05/2017	05/05/2017	Approved
05/05/2017				Erf 593 Franschoek	05/05/2017	05/05/2017	Approved
05/05/2017				Erf 1952 Klipmuts	05/05/2017	05/05/2017	Approved
05/05/2017				Erf 1993 Franschoek	05/05/2017	05/05/2017	Approved
12/05/2017				Farm 1153/1 Stellenbosch	12/05/2017	12/05/2017	Approved
12/05/2017				Erf 1372 Stellenbosch	12/05/2017	12/05/2017	Approved
12/05/2017				Erf 1658 Stellenbosch	12/05/2017	12/05/2017	Approved
10/05/2017				Erf 49 Franschoek	10/05/2017	10/05/2017	Approved
12/05/2017				Erf 1372 Stellenbosch	12/05/2017	12/05/2017	Approved
12/05/2017				Erf 1658 Stellenbosch	12/05/2017	12/05/2017	Approved
10/05/2017				Erf 16067 Stellenbosch	18/05/2017	18/05/2017	Approved
24/05/2017				Erf 75 Franschoek	24/05/2017	24/05/2017	Approved
24/05/2017				Erf 13216 Stellenbosch	24/05/2017	24/05/2017	Approved
25/05/2017				Erf 3517 Karndal	25/05/2017	25/05/2017	Approved
24/05/2017				Erf 6784 Stellenbosch	24/05/2017	24/05/2017	Approved
25/05/2017				Erf 3529 Stellenbosch	25/05/2017	25/05/2017	Approved

ZONING CERTIFICATES							
	362	Manager LUM	To enforce compliance with the provisions incorporated in a zoning scheme	To issue Zoning Certificates applicable to the following properties			
03/05/2017				Erf 3480 Stellenbosch	03/05/2017	03/05/2017	Approved
03/05/2017				Erf 3479 Stellenbosch	03/05/2017	03/05/2017	Approved
03/05/2017				Erf 2408 Stellenbosch	03/05/2017	03/05/2017	Approved
03/05/2017				Erf 2403 Stellenbosch	03/05/2017	03/05/2017	Approved
03/05/2017				Erf 2400 Stellenbosch	03/05/2017	03/05/2017	Approved
03/05/2017				Erf 4658 Stellenbosch	03/05/2017	03/05/2017	Approved
03/05/2017				Erf 15776 Stellenbosch	03/05/2017	03/05/2017	Approved
03/05/2017				Erf 15781 Stellenbosch	03/05/2017	03/05/2017	Approved
03/05/2017				Erf 15782 Stellenbosch	03/05/2017	03/05/2017	Approved
03/05/2017				Erf 2098 Stellenbosch	03/05/2017	03/05/2017	Approved
03/05/2017				Erf 7555 Stellenbosch	03/05/2017	03/05/2017	Approved
09/05/2017				Farm 510/748 Jamestown	09/05/2017	09/05/2017	Approved
12/05/2017				Farm 104/1 Stellenbosch	12/05/2017	12/05/2017	Approved
12/05/2017				Farm 1049/2 Stellenbosch	12/05/2017	12/05/2017	Approved
15/05/2017				Farm 1408/1 Paarl	15/05/2017	15/05/2017	Approved
16/05/2017				Farm 9055 Stellenbosch	16/05/2017	16/05/2017	Approved
16/05/2017				Farm 749 Paarl	16/05/2017	16/05/2017	Approved
16/05/2017				Farm 1292 Stellenbosch	16/05/2017	16/05/2017	Approved
19/05/2017				Erf 3360 Franschoek	19/05/2017	19/05/2017	Approved
19/05/2017				Erf 3380 Franschoek	19/05/2017	19/05/2017	Approved
22/05/2017				Erf 4435 Stellenbosch	22/05/2017	22/05/2017	Approved
22/05/2017				Farm 1108/30 Paarl	22/05/2017	22/05/2017	Approved

22/05/2017			Erf 7587 Stellenbosch	22/05/2017	22/05/2017	Approved	
19/05/2017			Erf 1108/30 Paarl	19/05/2017	19/05/2017	Approved	
23/05/2017			Erf 13627 Stellenbosch	23/05/2017	23/05/2017	Approved	
23/05/2017			Erf 14584 Stellenbosch	23/05/2017	23/05/2017	Approved	
23/05/2017			Farm 727/10 Paarl	23/05/2017	23/05/2017	Approved	
23/05/2017			Farm 1269/1 Stellenbosch	23/05/2017	23/05/2017	Approved	
23/05/2017			Farm 727/10 Paarl	23/05/2017	23/05/2017	Approved	
19/05/2017			Erf 3360 Franschhoek	19/05/2017	19/05/2017	Approved	
19/05/2017			Erf 3380 Franschhoek	19/05/2017	19/05/2017	Approved	
22/05/2017			Erf 4435 Stellenbosch	22/05/2017	22/05/2017	Approved	
22/05/2017			Erf 7587 Stellenbosch	22/05/2017	22/05/2017	Approved	
19/05/2017			Erf 1108/30 Paarl	19/05/2017	19/05/2017	Approved	
23/05/2017			Erf 13627 Stellenbosch	23/05/2017	23/05/2017	Approved	
23/05/2017			Erf 14584 Stellenbosch	23/05/2017	23/05/2017	Approved	
29/05/2017			Farm 76/1 Stellenbosch	29/05/2017	29/05/2017	Approved	
29/05/2017			Erf 3376 Stellenbosch	29/05/2017	29/05/2017	Approved	
31/05/2017			Erf 14593 Stellenbosch	31/05/2017	31/05/2017	Approved	
			COMMENTS ON LIQUOR LICENSES				
	307	Manager, LJM	To comment on applications in terms of the Western Cape Gambling and Racing Act 1996 (Act 4 of 1996)	To comment to the Liquor Board on the applications for liquor licenses applicable to the following properties			
03/05/2017				Erf 1912 Stellenbosch	03/05/2017	03/05/2017	Approved
03/05/2017				Erf 4283 Stellenbosch	03/05/2017	03/05/2017	Approved
03/05/2017			To comment on applications for liquor licences.	Erf 9547 Stellenbosch	03/05/2017	03/05/2017	Approved
03/05/2017				Erf 292/8 Stellenbosch	03/05/2017	03/05/2017	Approved
03/05/2017			To comment on	Erf 5357 Stellenbosch	03/05/2017	03/05/2017	Approved

16/05/2017		applications for extension of trading hours on premises where liquor licences have been granted	Farm 93/5 Stellenbosch	16/05/2017	16/05/2017	Approved	
16/05/2017			Erf 814 Klipmuis	16/05/2017	16/05/2017	Approved	
16/05/2017			Farm 1029 Stellenbosch	16/05/2017	16/05/2017	Approved	
16/05/2017			Erf 523 Kayomandi	16/05/2017	16/05/2017	Approved	
16/05/2017			Farm 1532 Stellenbosch	16/05/2017	16/05/2017	Approved	
16/05/2017			Farm 60/1 Stellenbosch	16/05/2017	16/05/2017	Approved	
16/05/2017			Farm 78 Stellenbosch	16/05/2017	16/05/2017	Approved	
16/05/2017			Farm 748/41 Paarl	16/05/2017	16/05/2017	Approved	
16/05/2017			Farm 65/30 Stellenbosch	16/05/2017	16/05/2017	Approved	
16/05/2017			Erf 1/280 Stellenbosch	16/05/2017	16/05/2017	Approved	
19/05/2017			Erf 6279 Stellenbosch	19/05/2017	19/05/2017	Approved	
22/05/2017			Erf 10725 Stellenbosch	22/05/2017	22/05/2017	Approved	
23/05/2017			Erf 1271 Stellenbosch	23/05/2017	23/05/2017	Approved	
23/05/2017			Erf 15729 Stellenbosch	23/05/2017	23/05/2017	Approved	
23/05/2017			Erf 11220 Stellenbosch	23/05/2017	23/05/2017	Approved	
29/05/2017		Farm 1101/1 Stellenbosch	29/05/2017	29/05/2017	Approved		
BUILDING PLANS COMMENTED ON							
	362	TOWN PLANNER	To enforce compliance with the provisions incorporated in a zoning scheme	To comment to the Manager, Building Development on Building Plans received on the following properties.			
02/05/2017				Erf 16372 Stellenbosch	02/05/2017	02/05/2017	Approved
02/05/2017				Farm 510/657 Stellenbosch	02/05/2017	02/05/2017	Refused
02/05/2017				Erf 345 Raithby	02/05/2017	02/05/2017	Approved
02/05/2017				Erf 199 Kylemore	02/05/2017	02/05/2017	Refused

02/05/2017	Erf 131 Langlands	02/05/2017	02/05/2017	Approved
02/05/2017	Erf 8851 Coeteville	02/05/2017	02/05/2017	Approved
02/05/2017	Erf 231 Jamstown	02/05/2017	02/05/2017	Approved
03/05/2017	Erf 3423 Franschoek	03/05/2017	03/05/2017	Approved
03/05/2017	Farm 1665 Paarl	03/05/2017	03/05/2017	Approved
03/05/2017	Farm 11282 Paarl	03/05/2017	03/05/2017	Approved
03/05/2017	Farm 1512 Stellenbosch	03/05/2017	03/05/2017	Approved
05/05/2017	Erf 281 Jamstown	05/05/2017	05/05/2017	Approved
05/05/2017	Erf 13730 Stellenbosch	05/05/2017	05/05/2017	Approved
05/05/2017	Farm 1448 Stellenbosch	05/05/2017	05/05/2017	Refused
05/05/2017	Erf 2855 Franschoek	05/05/2017	05/05/2017	Approved
05/05/2017	Erf 1778 Franschoek	05/05/2017	05/05/2017	Approved
05/05/2017	Farm 1631/4 Groot drakenstein	05/05/2017	05/05/2017	Approved
03/05/2017	Erf 5659 Stellenbosch	03/05/2017	03/05/2017	Approved
03/05/2017	Erf 3504 Stellenbosch	03/05/2017	03/05/2017	Approved
03/05/2017	Erf 576 Kylemore	03/05/2017	03/05/2017	Approved
03/05/2017	Erf 259 Franschoek	03/05/2017	03/05/2017	Approved
08/05/2017	Farm 1049/2 Stellenbosch	08/05/2017	08/05/2017	Refused
08/05/2017	Erf 8075 Paradyskloof	08/05/2017	08/05/2017	Approved
08/05/2017	Erf 4371 Dalsig	08/05/2017	08/05/2017	Approved
08/05/2017	Erf 12529 Coeteville	08/05/2017	08/05/2017	Approved
08/05/2017	Erf 6673 Coeteville	08/05/2017	08/05/2017	Approved
08/05/2017	Erf 9714 Stellenbosch	08/05/2017	08/05/2017	Refused
08/05/2017	Erf 1523 Stellenbosch	08/05/2017	08/05/2017	Approved
08/05/2017	Erf 16111 Stellenbosch	08/05/2017	08/05/2017	Approved

08/05/2017	Erf 8439 Stellenbosch	08/05/2017	08/05/2017	Refused
08/05/2017	Erf 15052 Stellenbosch	08/05/2017	08/05/2017	Approved
08/05/2017	Erf 9222 Stellenbosch	08/05/2017	08/05/2017	Approved
08/05/2017	Erf 9119 Stellenbosch	08/05/2017	08/05/2017	Approved
08/05/2017	Erf 2269 Stellenbosch	08/05/2017	08/05/2017	Approved
08/05/2017	Erf 3547 Stellenbosch	08/05/2017	08/05/2017	Approved
08/05/2017	Erf 481 Stellenbosch	08/05/2017	08/05/2017	Refused
08/05/2017	Erf 3913 Stellenbosch	08/05/2017	08/05/2017	Refused
08/05/2017	Erf 16006 Mount Simon	08/05/2017	08/05/2017	Refused
08/05/2017	Erf 15965 Mount Simon	08/05/2017	08/05/2017	Refused
08/05/2017	Erf 12938 Stellenbosch	08/05/2017	08/05/2017	Approved
08/05/2017	Erf 12033 Johannesburg	08/05/2017	08/05/2017	Refused
08/05/2017	Erf 7726 Stellenbosch	08/05/2017	08/05/2017	Approved
12/05/2017	Erf 6234 Stellenbosch	12/05/2017	12/05/2017	Approved
12/05/2017	Erf 1023 Stellenbosch	12/05/2017	12/05/2017	Approved
12/05/2017	Erf 11395 Stellenbosch	12/05/2017	12/05/2017	Refused
12/05/2017	Erf 7628 Stellenbosch	12/05/2017	12/05/2017	Approved
12/05/2017	Erf 12956 Stellenbosch	12/05/2017	12/05/2017	Approved
12/05/2017	Erf 11828 Stellenbosch	12/05/2017	12/05/2017	Approved
12/05/2017	Erf 7974 Stellenbosch	12/05/2017	12/05/2017	Approved
12/05/2017	Erf 3547 Stellenbosch	12/05/2017	12/05/2017	Approved
12/05/2017	Erf 8061 Stellenbosch	12/05/2017	12/05/2017	Approved
12/05/2017	Erf 3344 Franschhoek	12/05/2017	12/05/2017	Approved
12/05/2017	Farm 1056 Paarl	12/05/2017	12/05/2017	Approved
12/05/2017	Erf 3391 Franschhoek	12/05/2017	12/05/2017	Approved

12/05/2017		Farm 1041/19 Paarl	12/05/2017	12/05/2017	Approved
12/05/2017		Erf 3362 Franschoek	12/05/2017	12/05/2017	Approved
15/05/2017		Erf 481 Stellenbosch	15/05/2017	15/05/2017	Approved
15/05/2017		Erf 15675 Stellenbosch	15/05/2017	15/05/2017	Refused
15/05/2017		Farm 1335 Kylemore	15/05/2017	15/05/2017	Approved
15/05/2017		Erf 7959 Paradyskleef	15/05/2017	15/05/2017	Approved
15/05/2017		Erf 13427 Stellenbosch	15/05/2017	15/05/2017	Approved
15/05/2017		Erf 13440 De Hermitage	15/05/2017	15/05/2017	Approved
15/05/2017		Erf 1061 Dalsig	15/05/2017	15/05/2017	Refused
15/05/2017		Farm 1431/28 Wemmershoek	15/05/2017	15/05/2017	Approved
15/05/2017		Erf 2336 Franschoek	15/05/2017	15/05/2017	Approved
15/05/2017		Erf 339 Priel	15/05/2017	15/05/2017	Approved
15/05/2017		Erf 3298 Franschoek	15/05/2017	15/05/2017	Refused
15/05/2017		Erf 1717 Domain Des Anges	15/05/2017	15/05/2017	Refused
15/05/2017		Erf 864 Aan De Weber	15/05/2017	15/05/2017	Approved
15/05/2017		Erf 818 Aan De Weber	15/05/2017	15/05/2017	Approved
15/05/2017		Erf 343 Raithby	15/05/2017	15/05/2017	Approved
15/05/2017		Erf 5916 Die Boere	15/05/2017	15/05/2017	Refused
16/05/2017		Erf 515 Kylemore	16/05/2017	16/05/2017	Approved
16/05/2017		Erf 99 De Zalze	16/05/2017	16/05/2017	Approved
16/05/2017		Erf 491 Jamestown	16/05/2017	16/05/2017	Approved
16/05/2017		Erf 1022 Stellenbosch	16/05/2017	16/05/2017	Approved
17/05/2017		Erf 242 Klappmuts	17/05/2017	17/05/2017	Approved
17/05/2017		Erf 15377 Welgevonden	17/05/2017	17/05/2017	Refused
17/05/2017		Erf 1378 Klappmuts	17/05/2017	17/05/2017	Approved

17/05/2017	Erf 3565 Klipriviers	17/05/2017	17/05/2017	Approved
17/05/2017	Erf 794 Klipriviers	17/05/2017	17/05/2017	Refused
17/05/2017	Erf 2000 Klipriviers	17/05/2017	17/05/2017	Approved
18/05/2017	Erf 1738 Stellenbosch	18/05/2017	18/05/2017	Approved
18/05/2017	Erf 4854 Stellenbosch	18/05/2017	18/05/2017	Approved
18/05/2017	Erf 8070 Stellenbosch	18/05/2017	18/05/2017	Approved
18/05/2017	Erf 7346 Stellenbosch	18/05/2017	18/05/2017	Approved
18/05/2017	Farm 1087 Lanzerac	18/05/2017	18/05/2017	Refused
18/05/2017	Farm 81/4 Stellenbosch	18/05/2017	18/05/2017	Approved
19/05/2017	Erf 326 Jameslowr	19/05/2017	19/05/2017	Refused
19/05/2017	Erf 1837 Franschoek	19/05/2017	19/05/2017	Refused
19/05/2017	Erf 9714 Wemmershoek	19/05/2017	19/05/2017	Refused
19/05/2017	Erf 12901 Franschoek	19/05/2017	19/05/2017	Approved
19/05/2017	Farm 1602 Paarl	19/05/2017	19/05/2017	Approved
19/05/2017	Erf 5117 Brandwacht	19/05/2017	19/05/2017	Approved
19/05/2017	Farm 81 Johannesdal	19/05/2017	19/05/2017	Approved
19/05/2017	Erf 4854 & 2149 Stellenbosch	19/05/2017	19/05/2017	Approved
19/05/2017	Erf 3673 Stellenbosch	19/05/2017	19/05/2017	Approved
22/05/2017	Erf 512 Pniel	22/05/2017	22/05/2017	Approved
22/05/2017	Erf 3337 Franschoek	22/05/2017	22/05/2017	Approved
22/05/2017	Farm 758 Paarl	22/05/2017	22/05/2017	Refused
22/05/2017	Farm 1151/4 Stellenbosch	22/05/2017	22/05/2017	Approved
23/05/2017	Erf 5780 Stellenbosch	23/05/2017	23/05/2017	Refused
23/05/2017	Erf 11336 Stellenbosch	23/05/2017	23/05/2017	Approved
23/05/2017	Erf 16459 Stellenbosch	23/05/2017	23/05/2017	Approved

23/05/2017		Erf 76 Franschoek	23/05/2017	23/05/2017	Refused
23/05/2017		Erf 540 Lanquodoc	23/05/2017	23/05/2017	Refused
23/05/2017		Erf 3399 Fair Donne Estate	23/05/2017	23/05/2017	Approved
23/05/2017		Farm 1403/2 Franschoek	23/05/2017	23/05/2017	Approved
23/05/2017		Erf 322 Pniel	23/05/2017	23/05/2017	Approved
23/05/2017		Erf 460 Dalsig	23/05/2017	23/05/2017	Approved
23/05/2017		Erf 16422 Brandwacht	23/05/2017	23/05/2017	Approved
23/05/2017		Erf 8363 Stellenbosch	23/05/2017	23/05/2017	Approved
23/05/2017		Erf 1657 Stellenbosch	23/05/2017	23/05/2017	Refused
23/05/2017		Erf 137 Koelenbosch	23/05/2017	23/05/2017	Approved
23/05/2017		Erf 95 Koeienbosch	23/05/2017	23/05/2017	Approved
23/05/2017		Erf 111 Koelenbosch	23/05/2017	23/05/2017	Approved
23/05/2017		Erf 100 Koeienbosch	23/05/2017	23/05/2017	Approved
23/05/2017		Erf 151 Koeienbosch	23/05/2017	23/05/2017	Approved
23/05/2017		Erf 13213 Koelenbosch	23/05/2017	23/05/2017	Approved
23/05/2017		Erf 134 Koelenbosch	23/05/2017	23/05/2017	Approved
23/05/2017		Erf 133 Koelenbosch	23/05/2017	23/05/2017	Approved
23/05/2017		Erf 85 Koelenbosch	23/05/2017	23/05/2017	Approved
23/05/2017		Erf 15729 Stellenbosch	23/05/2017	23/05/2017	Approved
24/05/2017		Erf 3094 Mooiwater	24/05/2017	24/05/2017	Partially A Partially A
24/05/2017		Erf 3331 Franschoek	24/05/2017	24/05/2017	Approved
24/05/2017		Erf 1509 Stellenbosch	24/05/2017	24/05/2017	Refused
24/05/2017		Farm 100/8 Stellenbosch	24/05/2017	24/05/2017	Refused
24/05/2017		Erf 15524 Welgevonden	24/05/2017	24/05/2017	Refused
29/05/2017		Farm 103 Stellenbosch	29/05/2017	29/05/2017	Refused

ITEMS/DELEGATED REPORTS							
19/05/2017	Item 7.3.3 5th Council Meeting 2017-01-25	Director PED	Items/ reports to consider The Administrator's consent as a condition in the title deed of the property	To consider applications in terms of the title deed conditions on the following properties.			
24/05/2017				Erf 15686 Stellenbosch	19/05/2017	29/05/2017	Approved
11/04/2017				Erf 104/16 Stellenbosch	24/05/2017	30/05/2017	Approved
03/05/2017				Erf 40/ Raitby	11/04/2017	06/05/2017	Approved
17/05/2017				Erf 2732 Klipriviers	03/05/2017	06/05/2017	Approved
				Farm 82/22 Stellenbosch	17/05/2017	25/05/2017	Approved
17/05/2017	Item: 8.6 30th Council Meeting 2015/05/27	Authorised Employee	Items/ reports to consider Category 2 applications	To consider applications in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015 on the following properties.			
04/05/2017				Erf 2607 Stellenbosch	17/05/2017	30/05/2017	Approved
12/05/2017				Erf 12447 Stellenbosch	04/05/2017	15/05/2017	Approved
19/05/2017				Erf 161/162 Stellenbosch	12/05/2017	19/05/2017	Approved
05/05/2017				Erf 77 Kylemore	19/05/2017	24/05/2017	Approved
15/05/2017				Farm 137/6 Stellenbosch	05/05/2017	25/05/2017	Approved
16/05/2017				Erf 2824 Franschoek	15/05/2017	26/05/2017	Approved
18/05/2017				Erf 776 Stellenbosch	10/05/2017	25/05/2017	Approved
23/05/2017				Erf 16143 Stellenbosch	18/05/2017	26/05/2017	Approved
18/05/2017				Erf 16375 Stellenbosch	23/05/2017	25/05/2017	Approved
24/05/2017				Erf 15768 Stellenbosch	19/05/2017	25/05/2017	Approved
18/05/2017				Farm 103 Stellenbosch	24/05/2017	25/05/2017	Approved
				Erf 1027 Stellenbosch	18/05/2017	30/05/2017	Approved
EXEMPTION CERTIFICATE							
24/05/2017	Item 8.5 30th Council	Authorised Employee	Exemption Certificate issued in terms of section	Erf 2718 & 2719 Franschoek			
25/05/2017				24/05/2017	24/05/2017	Approved Approved	

Meeting 2015/05/27	45 (2) (b) of the Land Use Planning By-Law, October 2015	Erf 15269 Stellenbosch	25/05/2017	25/05/2017	
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CERTIFICATE OF COMPLIANCE

362	Manager LUM	To enforce compliance with the provisions incorporated in a zoning scheme	To issue certificates of compliance applicable to the following properties.			
31/05/2017			Erf 186/191 and 522 (F13) Koelpark	31/05/2017	31/05/2017	Approved
08/05/2017			Farm 510/42 Jameslow	06/05/2017	06/05/2017	Approved
06/05/2017			Farm 124/39 Kylesmore	06/05/2017	08/05/2017	Approved
06/05/2017			Erf 385/388 Raithby	06/05/2017	06/05/2017	Approved

DELEGATIONS EXERCISED FOR PERIOD: 01 - 30 JUNE 2017

Date	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
CHECKLISTS							
	344	Manager LUM	To ensure that any application (which involves substantial changes to or intensification in land use or development) is accompanied by the required Impact Assessments, if any, as well as sufficient other information when forwarded to the Planning Authority	To check for sufficient information of the new land use applications received on the following properties:			
29/05/2017				Erf 1514/2 Onderpapegaaiberg	29/05/2017	02/06/2017	Approved
01/06/2017				Erf 97 Kylemore	01/05/2017	02/05/2017	Approved
30/05/2017				Erf 8665 Stellenbosch	30/05/2017	30/05/2017	Approved
30/05/2017				Erf 808 Klipmuts	30/05/2017	30/05/2017	Approved
30/05/2017				Farm 20/44 Stellenbosch	30/05/2017	02/06/2017	Approved
19/05/2017				Erf 6313 Stellenbosch	19/05/2017	31/05/2017	Approved
30/05/2017				Farm 1505 Stellenbosch	30/05/2017	31/05/2017	Approved
30/05/2017				Erf 4031 Stellenbosch	30/05/2017	02/06/2017	Approved
02/06/2017				Erf 387 Stellenbosch	02/06/2017	05/06/2017	Approved
19/05/2017				Erf 895 Stellenbosch	19/05/2017	02/06/2017	Approved
06/06/2017				Erf 885 Jamestown	06/06/2017	09/06/2017	Approved
02/06/2017				Erf 124/50 Kylemore	02/06/2017	05/06/2017	Approved
05/06/2017				Erf 1081 Jamestown	05/06/2017	06/06/2017	Approved
05/06/2017				Erf 1100 Jamestown	05/06/2017	06/06/2017	Approved
06/06/2017				Erf 826 Kylemore	06/06/2017	06/06/2017	Approved
02/06/2017				Farm 387 Stellenbosch	02/06/2017	05/06/2017	Approved
01/06/2017				Farm 1404 Stellenbosch	01/06/2017	06/06/2017	Approved
05/06/2017				Erf 15451 Stellenbosch	05/06/2017	09/06/2017	Approved
05/06/2017				Erf 15700 Stellenbosch	05/06/2017	07/06/2017	Approved

05/06/2017		Erf 10645 Stellenbosch	05/06/2017	09/06/2017	Approved
25/05/2017		Erf 4669 Stellenbosch	25/05/2017	09/06/2017	Approved
05/06/2017		Erf 11732 Stellenbosch	05/06/2017	05/06/2017	Approved
07/06/2017		Erf 16317 Stellenbosch	07/06/2017	08/06/2017	Approved
19/06/2017		Erf 465 Stellenbosch	19/06/2017	22/06/2017	Approved
15/06/2017		Erf 538 Franschoek	15/06/2017	22/06/2017	Approved
19/06/2017		Farm 78 Stellenbosch	19/06/2017	22/06/2017	Approved
19/06/2017		Erf 6574 Stellenbosch	19/06/2017	22/06/2017	Approved
19/05/2017		Erf 3365 Stellenbosch	19/06/2017	22/06/2017	Approved
19/05/2017		Farm 75 Stellenbosch	20/06/2017	22/06/2017	Approved
20/06/2017		Erf 448 Stellenbosch	20/06/2017	22/06/2017	Approved

LETTER APPROVALS

	Item 86 30 th Council Meeting 2015/05/27	Director	Category 2 applications for consent of the municipality for any land use purpose or departure or deviation in terms of a land use scheme or existing scheme which does not constitute a land development application	To consider applications in terms of section 15 (2) (b) of the Land Use Planning By-law, October 2015 for a building line relaxation or a street boundary and/or a common boundary on the following properties:			
02/06/2017				Erf 8865 Stellenbosch	02/06/2017	02/06/2017	Approved
02/06/2017				Erf 808 Klipmuts	02/06/2017	02/06/2017	Approved
05/06/2017				Erf 4031 Idasvalley	05/06/2017	05/06/2017	Approved
07/06/2017				Erf 889 Stellenbosch	07/06/2017	07/06/2017	Approved
07/06/2017				Farm 510/699 Jamesdown	07/06/2017	07/06/2017	Approved
07/06/2017				Erf 1081 Jamesdown	07/06/2017	07/06/2017	Approved
07/06/2017				Erf 1100 Jamesdown	07/06/2017	07/06/2017	Approved
09/06/2017				Erf 15151 Weigevonden	09/06/2017	09/06/2017	Approved

22/06/2017			Erf 496 Dalsig	22/06/2017	22/06/2017	Approved	
22/06/2017			Erf 1055 Stellenbosch	22/06/2017	22/06/2017	Approved	
27/06/2017			Erf 4805 Stellenbosch	27/06/2017	27/06/2017	Approved	
ZONING CERTIFICATES							
362	Manager LUM	To enforce compliance with the provisions incorporated in a zoning scheme	To issue Zoning Certificates applicable to the following properties:				
29/05/2017			Farm 767 Stellenbosch	29/05/2017	05/05/2017	Approved	
31/05/2017			Erf 14593 Stellenbosch	31/05/2017	05/06/2017	Approved	
06/06/2017			Erf 1325 Stellenbosch	06/06/2017	21/06/2017	Approved	
06/06/2017			Erf 259 Franschhoek	06/06/2017	06/06/2017	Approved	
06/06/2017			Erf 265 Franschhoek	06/06/2017	06/06/2017	Approved	
13/06/2017			Erf 256 Stellenbosch	13/06/2017	13/06/2017	Approved	
22/06/2017			Farm 540 Stellenbosch	21/06/2017	22/06/2017	Approved	
15/06/2017			Farm 550/1 Stellenbosch	15/06/2017	15/06/2017	Approved	
15/06/2017			Erf 14195 Stellenbosch	15/06/2017	15/06/2017	Approved	
15/06/2017			Farm 1311 Paarl	15/06/2017	15/06/2017	Approved	
15/06/2017			Farm 74 Stellenbosch	15/06/2017	15/06/2017	Approved	
21/06/2017			Erf 773 Stellenbosch	21/06/2017	22/06/2017	Approved	
21/06/2017			Erf 10829 Stellenbosch	21/06/2017	22/06/2017	Approved	
COMMENTS ON LIQUOR LICENSES							
21/06/2017	307	Manager LUM	To comment on applications in terms of the Western Cape Gambling and Racing Act 1990 (Act 4 of 1996)	To comment to the Liquor Board on the applications for liquor licenses applicable to the following properties			
21/06/2017				Erf 13211 Stellenbosch	21/06/2017	22/06/2017	Approved
21/06/2017				Erf 232/22 Stellenbosch	21/06/2017	22/06/2017	Approved
21/06/2017				Erf 1342 Stellenbosch	21/06/2017	22/06/2017	Approved
21/06/2017			To comment on	Erf 8206 Stellenbosch	21/06/2017	22/06/2017	Approved

22/06/2017		applications for liquor licences.				
		To comment on applications for extension of trading hours on premises where liquor licences have been granted	Erf 4913 Stellenbosch	22/06/2017	23/06/2017	Approved
BUILDING PLANS COMMENTED ON						
362	TOWN PLANNER	To enforce compliance with the provisions incorporated in a zoning scheme	To comment to the Manager Building Development on Building Plans received on the following properties.			
02/06/2017			Erf 499 Kyalmore	02/06/2017	02/06/2017	Approved
02/06/2017			Erf 6784 Stellenbosch	02/06/2017	02/06/2017	Approved
05/06/2017			Erf 3328 Franschoek	05/06/2017	05/06/2017	Approved
05/06/2017			Erf 199 Pniel	05/06/2017	05/06/2017	Approved
05/06/2017			Erf 2828 Franschoek	05/06/2017	05/06/2017	Approved
05/06/2017			Erf 3325 Franschoek	05/06/2017	05/06/2017	Approved
05/06/2017			Erf 2847 Franschoek	05/06/2017	05/06/2017	Approved
05/06/2017			Erf 3371 Franschoek	05/06/2017	05/06/2017	Approved
05/06/2017			Erf 7628 Stellenbosch	05/06/2017	05/06/2017	Approved
05/06/2017			Erf 11852 Die Boord	05/06/2017	05/06/2017	Approved
05/06/2017			Erf 3774 Stellenbosch	05/06/2017	05/06/2017	Approved
05/06/2017			Erf 5465 Die Boord	05/06/2017	05/06/2017	Approved
05/06/2017			Erf 4283 Stellenbosch	05/06/2017	05/06/2017	Approved
05/06/2017			Erf 5465 Die Boord	05/06/2017	05/06/2017	Approved

05/06/2017		Erf 3774 Unepark	05/06/2017	05/06/2017	Approved
05/06/2017		Erf 11857 Stellenbosch	05/06/2017	05/06/2017	Approved
05/06/2017		Erf 7628 Stellenbosch	05/06/2017	05/06/2017	Approved
05/06/2017		Erf 15938 Mount Simon	05/06/2017	05/06/2017	Refused
05/06/2017		Erf 15335 Stellenbosch	05/06/2017	05/06/2017	Refused
05/06/2017		Erf 6156 Stellenbosch	05/06/2017	05/06/2017	Approved
05/06/2017		Erf 15938 Stellenbosch	05/06/2017	05/06/2017	Refused
05/06/2017		Erf 2209 Stellenbosch	05/06/2017	05/06/2017	Approved
05/06/2017		Erf 16142 Stellenbosch	05/06/2017	05/06/2017	Approved
05/06/2017		Erf 16141 Stellenbosch	05/06/2017	05/06/2017	Approved
05/06/2017		Erf 1533 Stellenbosch	05/06/2017	05/06/2017	Approved
05/06/2017		Erf 5143 Stellenbosch	05/06/2017	05/06/2017	Approved
05/06/2017		Erf 13830 Stellenbosch	05/06/2017	05/06/2017	Approved
05/06/2017		Erf 1558 Stellenbosch	05/06/2017	05/06/2017	Approved
05/06/2017		Farm 961 Stellenbosch	05/06/2017	05/06/2017	Refused
05/06/2017		Erf 14534 Stellenbosch	05/06/2017	05/06/2017	Approved
05/06/2017		Erf 3517 Stellenbosch	05/06/2017	05/06/2017	Approved
05/06/2017		Erf 4436 Stellenbosch	05/06/2017	05/06/2017	Refused
05/06/2017		Erf 525 Stellenbosch	05/06/2017	05/06/2017	Approved
05/06/2017		Erf 13382 Stellenbosch	05/06/2017	05/06/2017	Approved
05/06/2017		Erf 2080 Stellenbosch	05/06/2017	05/06/2017	Refused
05/06/2017		Erf 3450 Franschoek	05/06/2017	05/06/2017	Approved
06/06/2017		Erf 13809 Stellenbosch	06/06/2017	06/06/2017	Approved
06/06/2017		Erf 60 Raby	06/06/2017	06/06/2017	Refused
05/06/2017		Erf 548 Franschoek	05/06/2017	05/06/2017	Approved

08/06/2017		Erf 1613 Franschoek	08/06/2017	08/06/2017	Approved
08/06/2017		Farm 1076/17 Franschoek	08/06/2017	08/06/2017	Refused
08/06/2017		Erf 3299 Franschoek	08/06/2017	08/06/2017	Approved
08/06/2017		Erf 571 Franschoek	08/06/2017	08/06/2017	Approved
08/06/2017		Erf 570 Franschoek	08/06/2017	08/05/2017	Approved
08/06/2017		Erf 1658 Stellenbosch	08/06/2017	08/05/2017	Refused
08/06/2017		Erf 1613 Franschoek	08/05/2017	05/06/2017	Approved
08/06/2017		Erf 1076/17 Franschoek	08/06/2017	08/06/2017	Refused
13/06/2017		Erf 97 Longlands	13/06/2017	13/06/2017	Approved
13/06/2017		Farm 510/207 Jamestown	13/06/2017	13/06/2017	Refused
13/06/2017		Erf 541 Jamestown	13/06/2017	13/06/2017	Approved
13/06/2017		Farm 510/255 Jamestown	13/06/2017	13/06/2017	Approved
13/06/2017		Farm 1183/1 Stellenbosch	13/06/2017	13/06/2017	Approved
13/06/2017		Erf 620 Nootgedacht	13/06/2017	13/06/2017	Approved
13/06/2017		Erf 2247 Klipmuis	13/06/2017	13/06/2017	Approved
13/06/2017		Erf 216 Klipmuis	13/06/2017	13/06/2017	Approved
13/06/2017		Erf 618 Klipmuis	13/06/2017	13/06/2017	Approved
13/06/2017		Erf 619 Klipmuis	13/06/2017	13/06/2017	Approved
13/06/2017		Erf 2956 Klipmuis	13/06/2017	13/06/2017	Approved
13/06/2017		Erf 70 Klipmuis	13/06/2017	13/06/2017	Approved
13/06/2017		Erf 102 Koelenbosch	13/06/2017	13/06/2017	Approved
13/06/2017		Erf 110 Koelenbosch	13/06/2017	13/06/2017	Approved
13/06/2017		Erf 112 Koelenbosch	13/06/2017	13/06/2017	Approved
13/06/2017		Erf 113 Koelenbosch	13/06/2017	13/06/2017	Approved
13/06/2017		Erf 121 Koelenbosch	13/06/2017	13/06/2017	Approved

13/06/2017	Erf 145 Koelenbosch	13/06/2017	13/06/2017	Approved
13/06/2017	Farm 90/36 Koelenbosch	13/06/2017	13/06/2017	Approved
13/06/2017	Farm 220/0 Koelenbosch	13/06/2017	13/06/2017	Approved
13/06/2017	Farm 90/7, 8, 9, 15, 22, 23, 24, 25 Stellenbosch	13/06/2017	13/06/2017	Refused
13/06/2017	Erf 170 Devondale	13/06/2017	13/06/2017	Approved
13/06/2017	Erf 963 Klipriviersburg	13/06/2017	13/06/2017	Refused
13/06/2017	Farm 183/22 Stellenbosch	13/06/2017	13/06/2017	Approved
13/06/2017	Farm 1514 Stellenbosch	13/06/2017	13/06/2017	Approved
13/06/2017	Farm 93/9 Stellenbosch	13/06/2017	13/06/2017	Approved
13/06/2017	Erf 1061 Stellenbosch	13/06/2017	13/06/2017	Approved
15/06/2017	Erf 15950 Mount Simon	15/06/2017	15/06/2017	Refused
15/06/2017	Erf 15964 Mount Simon	15/06/2017	15/06/2017	Refused
15/06/2017	Erf 15937 Mount Simon	15/06/2017	15/06/2017	Refused
15/06/2017	Erf 15936 Mount Simon	15/06/2017	15/06/2017	Refused
15/06/2017	Erf 15951 Mount Simon	15/06/2017	15/06/2017	Refused
15/06/2017	Erf 1836 Stellenbosch	15/06/2017	15/06/2017	Refused
15/06/2017	Erf 4910 Stellenbosch	15/06/2017	15/06/2017	Refused
15/06/2017	Erf 6069 Brandwacht	15/06/2017	15/06/2017	Refused
15/06/2017	Erf 5982 Dalsig	15/06/2017	15/06/2017	Refused
15/06/2017	Erf 3146 Stellenbosch	15/06/2017	15/06/2017	Refused
15/06/2017	Erf 667 Stellenbosch	15/06/2017	15/06/2017	Refused
15/06/2017	Erf 15675 Stellenbosch	15/06/2017	15/06/2017	Refused
15/06/2017	Erf 10135 Brandwacht	15/06/2017	15/06/2017	Approved
15/06/2017	Erf 466 Dalsig	15/06/2017	15/06/2017	Approved
15/06/2017	Erf 12309 Onderpapegaaie	15/06/2017	15/06/2017	Approved

15/06/2017	Erf 9782 Cloeteville	15/06/2017	15/05/2017	Approved
15/06/2017	Erf 15729 Stellenbosch	15/06/2017	15/05/2017	Approved
15/06/2017	Erf 6083 Stellenbosch	15/06/2017	15/05/2017	Approved
15/06/2017	Farm 1292 / BPI/ 6/2227/2016 Stellenbosch	15/06/2017	15/06/2017	Approved
15/06/2017	Farm 1292 Stellenbosch	15/06/2017	15/06/2017	Refused
15/06/2017	Farm 1292 Stellenbosch	15/06/2017	15/06/2017	Refused
15/06/2017	Erf 1099 Stellenbosch	15/05/2017	15/06/2017	Approved
20/06/2017	Erf 326 Jamestown	20/06/2017	20/06/2017	Approved
20/06/2017	Farm 1049/2 Stellenbosch	20/05/2017	20/06/2017	Refused
20/06/2017	Farm 1049/2 Stellenbosch	20/06/2017	20/06/2017	Refused
20/06/2017	Erf 3366 Franschhoek	20/06/2017	20/06/2017	Refused
20/06/2017	Erf 1469 Franschhoek	20/06/2017	20/06/2017	Refused
20/06/2017	Erf 1468 Franschhoek	20/06/2017	20/06/2017	Refused
20/06/2017	Erf 5571 Stellenbosch	20/06/2017	20/06/2017	Refused
21/06/2017	Erf 1511 Franschhoek	21/06/2017	21/06/2017	Approved
21/06/2017	Erf 1648/9 Paarl	21/06/2017	21/06/2017	Approved
21/06/2017	Erf 5571 Stellenbosch	21/06/2017	21/06/2017	Refused
21/06/2017	Farm 1012/10 Wemmershoek	21/06/2017	21/06/2017	Approved
21/06/2017	Farm 1631 Groot drakenstein	21/06/2017	21/05/2017	Refused
21/06/2017	Farm 1609/7 Franschhoek	21/06/2017	21/06/2017	Approved
22/06/2017	Farm 520 Franschhoek	22/06/2017	22/05/2017	Refused
22/06/2017	Erf 3716 Franschhoek	22/06/2017	22/06/2017	Refused
22/06/2017	Erf 593 Franschhoek	22/06/2017	22/06/2017	Approved
22/06/2017	Erf 834 Franschhoek	22/06/2017	22/06/2017	Refused
22/06/2017	Erf 2069 Modderwater	22/06/2017	22/05/2017	Approved

22/06/2017			Erf 2/32 Klipmas	22/06/2017	22/06/2017	Approved
22/06/2017			Erf 603 Nootgedacht	22/06/2017	22/06/2017	Approved
22/06/2017			Erf 604 Nootgedacht	22/06/2017	22/06/2017	Approved
22/06/2017			Erf 605 Nootgedacht	22/06/2017	22/06/2017	Approved
22/06/2017			Erf 545 Nootgedacht	22/06/2017	22/06/2017	Approved
22/06/2017			Erf 548 Nootgedacht	22/06/2017	22/06/2017	Approved
22/06/2017			Erf 573 Nootgedacht	22/06/2017	22/06/2017	Approved
22/06/2017			Erf 580 Nootgedacht	22/06/2017	22/06/2017	Approved
22/06/2017			Erf 542 Nootgedacht	22/06/2017	22/06/2017	Approved
22/06/2017			Erf 514 Nootgedacht	22/06/2017	22/06/2017	Approved
28/06/2017			Farm 153/4 Stellenbosch	28/06/2017	28/06/2017	Refusal

ITEMS/DELEGATED REPORTS

	Item 7.3.3 5th Council Meeting 2017-01-25	Director	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property	To consider applications in terms of the title deed conditions on the following properties			
21/06/2017				Erf 1149 Stellenbosch	21/06/2017	22/06/2017	Approved
21/06/2017				Erf 787 Stellenbosch	21/06/2017	22/06/2017	Approved
22/06/2017				Farm 130/3 Stellenbosch	22/06/2017	23/06/2017	Approved
	Item: 8.6 30th Council Meeting 2015/05/27	Authorised Employee	Items/ reports to consider Category 2 applications	To consider applications in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015 on the following properties			
07/06/2017				Farm 1404 Stellenbosch	07/06/2017	07/06/2017	Approved
22/06/2017				Farm 1037/5 Paar	22/06/2017	23/06/2017	Approved
22/06/2017				Erf 2224 Stellenbosch	22/06/2017	23/06/2017	Approved
				EXEMPTION CERTIFICATE			
09/06/2017	Item: 8.6 30th Council Meeting	Authorised Employee	Exemption Certificate issued in terms of section 15	Farm 1531/3 Stellenbosch			Approved

2015/05/27		(2) (b) of the Land Use Planning By-Law, October 2015		09/06/2017	09/06/2017	
CERTIFICATE OF COMPLIANCE						
362	Manager LUM	To enforce compliance with the provisions incorporated in a zoning scheme	To issue certificates of compliance applicable to the following properties.			
05/06/2017			Erf 510/42 Jamestown	05/05/2017	05/06/2017	Approved
05/06/2017			Erf 124/39 Kylemore	05/06/2017	05/06/2017	Approved
05/06/2017			Erf 365/388 Raitby	05/06/2017	05/06/2017	Approved
12/06/2017			Erf 16659 Stellenbosch	12/06/2017	12/06/2017	Approved

9.3.2	DECISIONS TAKEN BY DIRECTORATES IN TERMS OF DELEGATED AUTHORITY: AUGUST 2017 UNTIL SEPTEMBER 2017
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1. PURPOSE OF REPORT

To report to Council on the decisions taken by the Municipal Manager and Directors in terms of Council's System of Delegations for the period 1 August 2017 until 30 September 2017, in compliance with Section 63 of the Local Government: Municipal Systems Act read in conjunction with the System of Delegations as approved by Council.

2. BACKGROUND

Section 63 of the Local Government Municipal Systems Act 32 of 2000 reads as follows:

"A political structure, political office bearer, Councillor or staff member of a municipality to whom a delegating authority has delegated or sub delegated a power or duty, must report to the delegating authority at such intervals as the delegating authority may require, on decisions taken in terms of that delegated or sub-delegated power or duty since the last report."

3. DISCUSSION

In view of the legislative stipulations, attached as **APPENDIX 1** is a summary of decisions taken by each Directorate. The report is for noting purposes.

Please note that these delegations only indicate the delegations exercised as delegated by Council to the various Senior Managers.

4. COMMENTS BY RELEVANT DEPARTMENTS

No comments were solicited from departments.

FOR NOTING

the decisions taken, for the period 1 August 2017 until 30 September 2017 (attached as **APPENDIX 1**), by the following Section 56 Managers:

- Municipal Manager – Ms G Mettler
- Director Community and Protection Services – Mr G Esau
- Director Strategic and Corporate Services – Ms A de Beer
- Director Integrated Human Settlements and Property Management – Mr T Mfeya
- Director Planning and LED – Mr D Lombaard
- Chief Financial Officer – Mr M Wüst
- Director Engineering Services – Mr D Louw

Meeting:	13 th Council: 2017-10-25	Submitted by Directorate:	Office of the MM
Ref no:	3/5/1/2	Author:	Office of the MM
Collab:		Referred from:	

APPENDIX 1

DELEGATIONS EXERCISED FOR PERIOD AUGUST 2017

MUNICIPAL MANAGER : G METTLER

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
1 August 2017	644	HR	Plea Agreement	1 August 2017	1 August 2017	Signed
1 August 2017	174	Expenditure	Offer to settle – Damage to Traffic light	1 August 2017	1 August 2017	Signed
3 August 2017	291	HR	Declaration of Interest – FJ Bandenhorst	3 August 2017	3 August 2017	Signed
4 August 2017		LUPO	Erf 2181 Klapmuts LU/48602	4 August	4 August 2017	Signed
4 August 2017		Planning	Remainder Farm 1537, Stellenbosch, Appeal Administration	4 August	4 August 2017	Signed
4 August 2017		Planning	Erf 5343, Stellenbosch, Appeal Assessment Report	4 August	4 August 2017	Signed
4 August 2017		Planning	Farm 103, Stellenbosch Appeal Administration	4 August	4 August 2017	Signed
4 August 2017		HR	Attendance Register – Gerald Esau	4 August	4 August 2017	Signed
4 August 2017		HR	Attendance Register – A de Beer	4 August	4 August 2017	Signed
4 August 2017	623	HR	Travel and Subsistence Claim Approval	4 August	4 August 2017	Signed
4 August 2017	624	HR	Sick Leave	4 August	4 August 2017	Signed
4 August 2017	643	HR	Contract appointment – Governance Projects - Bosdorpe	4 August	4 August 2017	Signed – contract to be signed by director as per delegation.
4 August 2017	645	HR	Overtime and Standby –	4 August	4 August 2017	Signed
4 August 2017	5	Legal	Addendum : Klapmuts Housing Project : Installation of Civil Engineering Services : Increase from 1067 to 1146 Sites IRDP	4 August	4 August 2017	Signed
4 August	506	Legal	21 Deed of Sale : Watergang Housing Project – Erf 3695, 3696,	4 August	4 August	Signed

2017			3697, 3698, 3699, 3700, 3717, 3724; 3738; 3745; 3746; 3747; 3751; 3757; 3827; 3831; 3835; 3840; 3847; 3863		2017	
8 August 2017		HR	Attending IMPSA Conference	8 August 2017	8 August 2017	Signed
11 August 2017	505	Legal	Deed of Sales: Erven 3029 3097 3033 and 2638 Kayamandi	11 August 2017	11 August 2017	Signed
11 August 2017	5	Legal	MOA Stellenbosch Mun & BP Wine Route (Sale of disposa coupons)	11 August 2017	11 August 2017	Signed
11 August 2017	645	HR	Travel claim forms :	11 August 2017	11 August 2017	Signed
11 August 2017	645	HR	Travel claim form	11 August 2017	11 August 2017	Signed
11 August 2017	642	HR	Employment Equity Deviation: Superintendent: Water Treatment (6.1.3.1)	11 August 2017	11 August 2017	Signed
11 August 2017	642	HR	Employment Equity Deviation: Snr Electricians x 3	11 August 2017	11 August 2017	Signed
11 August 2017		S.62	Appeal Farm no 1384, Stellenbosch Division	11 August 2017	11 August 2017	Signed
15 August 2017	254	SCM regs	Letter to Inenzo Water B/SM 82/17 ; Appointment Letter	15 August 2017	15 August 2017	Signed
15 August 2017	8	MSA	Delegations for period July 2017 : Director: Strategic and Corporate Services	15 August 2017	15 August 2017	Signed
15 August 2017	495	Legal	Power of Attorneys for erven 17 40 and 45 Kylemore	15 August 2017	15 August 2017	Signed
15 August 2017	495	Legal	Power of Attorneys for erven 1662 1663 1666 1667 1668 1677 1678 1697 1701 7728 7804 7814 and 7825 Kaymandi	15 August 2017	15 August 2017	Signed
17 August 2017		Planning	Application for special development on Erf 7586 Stellenbosch	17 August 2017	17 August 2017	Signed
17 August 2017		Planning	Application for special development on Erf 7588 Stellenbosch	17 August 2017	17 August 2017	Signed
24 August 2017	645	HR	Overtime & Standby pre-approval : Traffic (September 2017)	24 August 2017	24 August 2017	Signed
29 August 2017	5	LED	MOA Stellenbosch 360; Franschhoek SPCA; Franschhoek Wine Valley; Stellenbosch Animal Welfare; Stellenbosch Wine Route;	29 August 2017	29 August 2017	Signed
30 August 2017	651	Perf Management	Performance Agreements – H Priem; F Hoosain, R Pietersen	30 August 2017	30 August 2017	Signed

DELEGATIONS EXERCISED FOR PERIOD SEPTEMBER 2017

MUNICIPAL MANAGER : G METTLER

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
4 Sept 2017		SCM	Appointment of BAC Committee Member : Mr D Jacobs	4.9.2017	4.9.2017	Signed
5 Sept 2017	270	SCM regs	Deviation: Appointment of appropriately experienced legal service provider for Legal Assistance to the section 80 Committee on Farm 130/0 (STBB)	5.9.2017	5.9.2017	Signed
5 Sept 2017		Legal	Appeal letters to G de Villiers; Jan Hanekom Partnership; Michael Stuttaford; Waterkloof Wine Farm; Arney International; Dr Jan Kleynhans and Aculex Investments re Farm 1384 Stellenbosch Division	5.9.2017	5.9.2017	Signed
5 Sept 2017	623	HR	Travel claim :	5.9.2017	5.9.2017	Signed
6 Sept 2017		SCM	Appoint members of BSC and BEC from 1.9.2017 – Dalleel Jacobs (new SCM Manager)	6.9.2017	6.9.2017	Signed
7 Sept 2017		MFMA	IRREGULAR EXPENDITURE NOTIFICATION STELLENBOSCH MUNICIPALITY APRIL - AUGUST 2017 (report to MEC)	7 9 2017	7 Sept 2017	Signed
8 Sept 2017	645	HR	Standby and Overtime pre-approval : J Robyn and Kamohelo Mculu	8.9.2017	8.9.2017	Signed
8 Sept 2017	8	Legal	Delegations Community and Protection for August 2017	8.9.2017	8.9.2017	Signed
8 Sept 2017	623	HR	Monthly Travel Claims	8.9.2017	8.9.2017	Signed
11 Sept 2017	5	Legal	MOA CDW Grant	11.9.2017	11.9.2017	Signed
11 Sept 2017	498	Legal	Eviction court case 7454/17 - Darmaine Investments (Ptyd) Ltd / Amien Hendricks and others	11.9.2017	11.9.2017	Signed
12 Sept 2017	625	HR	Acting allowance as MM	12.9.2017	12.9.2017	Signed
12 Sept 2017	645	HR	Pre-Approval : Standby & Overtime: Fire and Disaster	12.9.2017	12.9.2017	Signed
14 Sept 2017		Legal	Extension of declaration of local state of disaster	14.9.2017	14.9.2017	Signed
14 Sept 2017		Legal	Approval: Public notice ito section 84 of SBosch Mun Water service by-Law, 2017	14.9.2017	14.9.2017	Signed

14 Sept 2017	537	Planning	Notarial Tie Agreement – Erven 16394 and 16238 Stellenbosch (Cluver Street)	14.9.2017	14.9.2017	Signed
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DELEGATIONS EXERCISED FOR PERIOD 15 – 30 SEPTEMBER 2017

ACTING MUNICIPAL MANAGER : T MFEYA

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
18.9.2017		Human Settlement New Housing	Idas valley housing project (Erf 9445) Submission of project implementation readiness report Project Ref 16/1/1/2053/3257	18.9.2017	18.9.2017	Signed
19.9.2017		HR	Travel Claim	19.9.2017	19.9.2017	Signed
19 Sept 2017		SCM	SCM Documentation : Terilo Boscha Tender	19.9.2017	19.9.2017	Signed
19 Sept 2017		SCM	Objection lodged B/SM 6/18 Siyazama	19.9.2017	19.9.2017	Signed
21 Sept 2017	270	SCM Regs	Deviation – ICT	19 Sept 2017	19 Sept 2017	Signed
27 Sept 2017	645	HR	Annual Leave – M Wust – 2-3 October	27 Sept 2017	27 Sept 2017	Signed
27 Sept 2017	645	HR	Annual Leave – G Esau – 2-6 October 2017	27 Sept 2017	27 Sept 2017	Signed
27 Sept 2017		MFMA	Non-financial Information 2017/18 Verification	27 Sept 2017	27 Sept 2017	Signed
28 Sept 2017	644	HR	Termination letter : X Hlulani	28 Sept 2017	28 Sept 2017	Signed

DELEGATIONS EXERCISED FOR PERIOD AUGUST 2017

DIRECTOR: COMMUNITY & PROTECTION SERVICES - G ESAU

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
03/08/2017	645	Basic Conditions of Employment Act	Pre-approvals – Parks, Rivers and Area Cleaning, Urban Forestry, Nature Conservation, Ornamental Horticulture, cemeteries, Sport and facilities, Halls	03/08/2017	03/08/2017	Approved
03/08/2017	645	Basic Conditions of Employment Act	Overtime pre-approvals – Traffic Services (August 2017)	03/08/2017	03/08/2017	Approved
07/08/2017	735	S(2) (4) (a) Act 205/1993 Municipal By-Law	Protest march and gathering application – EFF 8 August 2017	03/08/2017	03/08/2017	Approved
08/08/2017	645	Basic Conditions of Employment Act	Overtime Pre-approvals – Workshop (August 2017)	10/08/2017	10/08/2017	Approved
10/08/2017	643	HR	Approval of advertisements – Lifesavers, Cleaners, Cashiers	10/08/2017	10/08/2017	Approved
10/08/2017	643	HR	Attendance Register – Witness Nyengane (July 2017)	10/08/2017	10/08/2017	Approved
10/08/2017	S79 (3) (d) of the MFMA	Finance	Delegations – N Langenhoven (July 2017)	10/08/2017	10/08/2017	Approved
10/08/2017	643	HR	Confirmation of appointment certificates – A van Zyl, V Miles, L Parks, B de Stadler, A de Bruijn	10/08/2017	10/08/2017	Approved
10/08/2017	645	Basic Conditions of Employment Act	Overtime approvals	10/08/2017	10/08/2017	Approved

10/08/2017	643	HR	Appointment certificates	10/08/2017	10/08/2017	Approved
10/08/2017	645	Basic Conditions of Employment Act	Overtime Pre-approvals – Law Enforcement (August 2017)	10/08/2017	10/08/2017	Approved
10/08/2017	645	Basic Conditions of Employment Act	Overtime & Standby pre-approval – Disaster Management (September 2017)	10/08/2017	10/08/2017	Approved
10/08/2017	270	SCM	Extension D/SM 53/17 – Management for off street & kerbside parking for the Greater Stellenbosch Municipal Area	10/08/2017	10/08/2017	Approved
11/08/2017	645	Basic Conditions of Employment Act	Standby Law Enforcement – September 2017	14/08/2017	14/08/2017	Approved
11/08/2017	179	s65(1) of MFMA	Hall refund deposits	14/08/2017	14/08/2017	Approved
15/08/2017	645	Basic Conditions of Employment Act	Overtime –	18/08/2017	18/08/2017	Approved
15/08/2017	S79 (3) (d) of the MFMA	Finance	Delegations – J Waldis (July 2017)	18/08/2017	18/08/2017	Approved
15/08/2017	645	Basic Conditions of Employment Act	Request for additional standby	18/08/2017	18/08/2017	Approved
18/08/2017	179	S65(1) of MFMA	Hall deposit refunds	22/08/2017	22/08/2017	Approved
18/08/2017	643	HR	Contracts: Area Cleaning	22/08/2017	22/08/2017	Approved
18/08/2017	643	HR	Advertisement Jamestown Sports ground house	22/08/2017	22/08/2017	Approved
22/08/2017		HR	Disclosure form	22/08/2017	22/08/2017	Approved
24/08/2017	643	HR	EPWP contract (Fire Services)	25/08/2017	25/08/2017	Approved

24/08/2017	643	HR	EPWP contracts	25/08/2017	25/08/2017	Approved
24/08/2017	643	HR	EPWP contracts	25/08/2017	25/08/2017	Approved
24/08/2017	643	HR	Advertisement: Foreperson: Trees	28/08/2017	28/08/2017	Approved
30/08/2017	643	HR	EPWP contract	31/08/2017	31/08/2017	Approved
30/08/2017	643	HR	Overtime Pre-approvals: Law Enforcement (September 2017)	31/08/2017	31/08/2017	Approved
30/08/2017	643	HR	EPWP contracts	31/08/2017	31/08/2017	Approved
31/08/2017	648	HR	Travel allowance	31/08/2017	31/08/2017	Approved
31/08/2017	643	HR	10 x EPWP contracts	31/08/2017	31/08/2017	Approved
31/08/2017	643	HR	Overtime Pre-approvals – Fire Dept (September 2017)	31/08/2017	31/08/2017	Approved
31/08/2017	643	HR	32x Termination of contracts – Area Cleaning	31/08/2017	31/08/2017	Approved
31/08/2017	643	HR	41x Extension of existing EPWP contracts	31/08/2017	31/08/2017	Approved

EXERCISED FOR PERIOD SEPTEMBER 2017

DIRECTOR: COMMUNITY & PROTECTION SERVICES - G ESAU

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
04/09/2017	643	HR	Non-payment of standby and overtime hours – Parks & Rivers	04/09/2017	05/09/2017	Approved
04/09/2017	643 (I)	HR	Acting allowances (1 – 31 August 2017)	04/09/2017	05/09/2017	Approved
04/09/2017	662	Chapter 6 of Systems Act	Performance agreement: J Waldis (1 July 2017 – 30 June		05/09/2017	Approved

			2018)	04/09/2017		
05/09/2017	643	HR	Extention letters	05/09/2017	05/09/2017	Approved
05/09/2017	643	HR	Termination letters	05/09/2017	05/09/2017	Approved
05/09/2017	643	HR	Fixed term contract: Assistant Superintendent Area Cleaning	05/09/2017	05/09/2017	Approved
05/09/2017	662	Chapter 6 of Systems Act	Performance Agreement: Janine Waldis	05/09/2017	05/09/2017	Approved
05/09/2017	S79 (3) (d) of the MFMA	Finance	Delegations: Manager Law Enforcement – N Langenhoven (August 2017)	05/09/2017	05/09/2017	Approved
05/09/2017	662	Chapter 6 of Systems Act	Performance Agreement: W Smith	05/09/2017	05/09/2017	Approved
05/09/2017	662	Chapter 6 of Systems Act	Performance Agreement: N Langenhoven	05/09/2017	05/09/2017	Approved
05/09/2017	643	HR	Appointment of temporary learner law enforcement officer – 51 security project	05/09/2017	05/09/2017	Approved
05/09/2017	645	Basic Conditions of Employment Act	Overtime Pre-approvals – Various departments (September)	05/09/2017	05/09/2017	Approved
05/09/2017	643	HR	Contract	05/09/2017	05/09/2017	Approved
05/09/2017	648	HR	Authorization to undertake journey outside WC024:	05/09/2017	05/09/2017	Approved
06/09/2017	662	Chapter 6 of Systems Act	Performance Agreement: A van der Merwe	06/09/2017	06/09/2017	Approved
06/09/2017	645	Basic Conditions of Employment Act	Additional standby for August – Law Enforcement officers	07/09/2017	07/09/2017	Approved
07/09/2017	643	HR	EPWP contract	07/09/2017	07/09/2017	Approved

07/09/2017	643	HR	Misplacement of EPWP contract (memo & contract) –	07/09/2017	07/09/2017	Approved
07/09/2017	S79 (3) (d) of the MFMA	Finance	Delegation of Director – August 2017	07/09/2017	07/09/2017	Approved
07/09/2017	645	Basic Conditions of Employment Act	Overtime Pre-approvals – Traffic Services (September 2017)	07/09/2017	07/09/2017	Approved
07/09/2017	662	Chapter 6 of Systems Act	Performance Agreement – Sarala Madjudith	07/09/2017	07/09/2017	Approved
07/09/2017	662	Chapter 6 of Systems Act	Performance Agreement – Garth Abrahams	07/09/2017	07/09/2017	Approved
07/09/2017	662	Chapter 6 of Systems Act	Performance Agreement – Nazeema Mohamed	07/09/2017	07/09/2017	Approved
07/09/2017	662	Chapter 6 of Systems Act	Performance Agreement – Portia Bolton	07/09/2017	07/09/2017	Approved
07/09/2017	643	HR	Extension letters – EPWP	07/09/2017	07/09/2017	Approved
07/09/2017	643	HR	Non-renewal of fixed term contracts	07/09/2017	07/09/2017	Approved
07/09/2017	648	By-law and policy	Travel allowance	07/09/2017	07/09/2017	Approved
07/09/2017	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Law Enforcement (September)	07/09/2017	07/09/2017	Approved
07/09/2017	781	By-law	Approval of event: Helicopter flying operations (Mr Andre Botes)	07/09/2017	07/09/2017	Approved
07/09/2017	643	HR	Extension letters of EPWP contracts	07/09/2017	07/09/2017	Approved
07/09/2017	643	HR	Extension letters of EPWP contracts	07/09/2017	07/09/2017	Approved
07/09/2017	643	HR	Extension of EPWP contracts	07/09/2017	07/09/2017	Approved

12/09/2017	179	S65(1)of MFMA	Hall deposit refunds	13/09/2017	13/09/2017	Approved
12/09/2017	643	HR	Non-renewal fixed term contract	13/09/2017	13/09/2017	Approved
12/09/2017	645	Basic Conditions of Employment Act	Overtime Pre-approvals – Traffic Services (September)	13/09/2017	13/09/2017	Approved
12/09/2017	643	HR	Termination of service	13/09/2017	13/09/2017	Approved
12/09/2017	643	HR	EPWP contact	13/09/2017	13/09/2017	Approved
12/09/2017	643	HR	Extension of EPWP contracts	13/09/2017	13/09/2017	Approved
12/09/2017	643	HR	EPWP contract	13/09/2017	13/09/2017	Approved
12/09/2017	646	HR	Specification for skills development – Advanced driving skills (July 2017 – June 2018)	13/09/2017	13/09/2017	Approved
13/09/2017	643	HR	EPWP contracts	13/09/2017	13/09/2017	Approved
13/09/2017	645	Basic Conditions of Employment Act	Memo: Overtime- August 2017 (Traffic Services)	13/09/2017	13/09/2017	Approved
14/09/2017	646	HR	Specification for skills development – Climb a tree	15/09/2017	16/09/2017	Approved
14/09/2017	646	HR	Specification for skills development – National certificate : Arboriculture	15/09/2017	16/09/2017	Approved
14/09/2017	645	Basic Conditions of Employment Act	Memo & overtime sheets: Emergency overtime worked – August 2017 (Law Enf)	15/09/2017	16/09/2017	Approved
15/09/2017	643	HR	EPWP contract	15/09/2017	16/09/2017	Approved
15/09/2017	643	HR	Memo & new EPWP contract	15/09/2017	16/09/2017	Approved

18/09/2017	643	HR	EPWP contracts	18/09/2017	18/09/2017	Approved
20/09/2017	646	HR	Specifications for skills training: Crowd control – event security management (July – June 2018)	20/09/2017	20/09/2017	Approved
20/09/2017	646	HR	Specifications for skills training: Crowd control – Self-defence & SWOT training (July – June 2018)	20/09/2017	20/09/2017	Approved
20/09/2017	643	HR	EPWP contracts	20/09/2017	20/09/2017	Approved
20/09/2017	643	HR	Memo & Contracts: Late submission of contracts to HR	20/09/2017	20/09/2017	Approved
20/09/2017	643	HR	EPWP Contract	20/09/2017	20/09/2017	Approved
20/09/2017	644	HR	Memo: Retirement – (Traffic Services)	20/09/2017	20/09/2017	Approved
20/09/2017	646	HR	Specification for skills training: Fire arms	20/09/2017	20/09/2017	Approved
20/09/2017	646	HR	Specification for skills training: Peace officer	20/09/2017	20/09/2017	Approved
20/09/2017	645	Basic Conditions of Employment Act	Memo: Overtime Threshold – August 2017 (Traffic services)	20/09/2017	20/09/2017	Approved
20/09/2017	643	HR	Termination of EPWP contract	20/09/2017	20/09/2017	Approved
20/09/2017	735	S(2) (4) (a) Act 205/1993 Municipal By-Law	Protest march and gathering application: Stellenbosch Lente – 21 October 2017	20/09/2017	20/09/2017	Approved
20/09/2017	645	Basic Conditions of Employment Act	Overtime Pre-approvals – Law Enforcement (September 2017)	20/09/2017	20/09/2017	Approved
22/09/2017	643	HR	EPWP contracts	20/09/2017	20/09/2017	Approved

22/09/2017	643	HR	EPWP contracts	20/09/2017	20/09/2017	Approved
27/09/2017	735	S(2) (4) (a) Act 205/1993 Municipal By-Law	Protest picketing application: MK Inkululeko Foundation	28/09/2017	28/09/2017	Approved
27/09/2017	735	S(2) (4) (a) Act 205/1993 Municipal By-Law	Protest march and gathering application: African National Congress Youth League	28/09/2017	28/09/2017	Approved
27/09/2017	735	S(2) (4) (a) Act 205/1993 Municipal By-Law	Protest picketing application: National Union of food beverages wine spirits and allied workers	28/09/2017	28/09/2017	Approved
29/09/2017	645	Basic Conditions of Employment Act	Standby duties for October 2017	30/09/2017	30/09/2017	Approved
29/09/2017	111	S59 (1) of Systems Act	Memo: Conditional grant staff salary adjustment	30/09/2017	30/09/2017	Approved
29/09/2017	645	Basic Conditions of Employment Act	Overtime Pre-approvals: Standby duties – Cemeteries	30/09/2017	30/09/2017	Approved
29/09/2017	S79 (3) (d) of the MFMA	Finance	Delegations: Law Enforcement – Capital Projects	30/09/2017	30/09/2017	Approved

DELEGATIONS EXERCISED FOR PERIOD: AUGUST 2017

DIRECTORATE: STRATEGIC AND CORPORATE SERVICES

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
2/8/2017	623.	Human Resources	Travel Claim LGSETA Western Cape skills development facilitator forum held	2/8/2017	2/8/2017	Approved Request
7/8/2017	645.	Committee Services	Overtime pre-approvals for July and August 2017	7/8/2017	7/8/2017	Approved Request
7/8/2017		Planning and Economic Development	<ul style="list-style-type: none"> ➤ Appeal – File number; P65/30S (Farm 65/30) ➤ Appeal – File number: 1149 (Erf 1149) ➤ Appeal – Erf 787 	-	7/8/2017	Approved Request
11/8/2017	645 (l)	Financial Department	Timesheets	11/8/2017	11/8/2017	Approved Request
11/8/2017	643.	Engineering. Department	Fixed Term contract: J Delport	11/8/217	11/8/2017	Approved Request
11/8/2017	645 (l)	Ward Administration	Timesheets	11/8/2017	11/8/2017	Approved Request
11/8/2017	645 (l)	Document Management	Timesheets	11/8/2017	11/8/2017	Approved Request
11/8/2017	645 (l)	Financial Services	Timesheets	11/8/2017	11/8/2017	Approved Request
11/8/2017	645 (l)	Mayor/ Deputy Mayor's Office	Timesheets	11/8/2017	11/8/2017	Approved Request
11/8/2017		Human Resources	Resignation letter	11/8/2017	11/8/2017	Approved Request
14/8/2017	645 (l)	Legal Services	Timesheets	11/8/2017	14/8/2017	Approved Request
14/8/2017		Human Resources	Appointment as Artisan: Water Services	-	14/8/2017	Approved Request
14/8/2017	643.	Engineering Services	Fixed term contract	-	-	Approved Request
15/8/2017	643.	Human Settlements	Fixed term contract	-	-	Approved Request
17/8/2017		Human Resources	Travel claim – Cape winelands and Overberg district SDF Meeting: Threewaterskloof Municipality, Caledon	-	-	Approved Request
18/8/2017	643.	Legal Services	Fixed term contracts	-	-	Approved Request
21/8/2017	643.	Legal Services	Fixed term contract	-	-	Approved Request

22/8/2017	643.	Library Services	Fixed term contract	-	-	Approved Request
25/8/2017	643.	Human Resources	Fixed term contract	-	-	Approved Request

DELEGATIONS EXERCISED FOR PERIOD: SEPTEMBER 2017

DIRECTORATE: STRATEGIC AND CORPORATE SERVICES

DATE	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
4/9/2017	643.	Engineering Services	Fixed term contracts	-	4/9/2017	Approved Request
4/9/2017	643.	Human Resources	Fixed term contract	1/9/2017	4/9/2017	Approve Request
7/9/2017		Labour Relations	Appointment of presiding officer – Disciplinary hearing	6/9/2017	7/9/2017	Approved Request
7/9/2017	645.	Committee Services	<ul style="list-style-type: none"> ➤ Overtime pre-approvals for August and September 2017 ➤ Overtime pre-approval for the month of September 2017 	6/9/2017	7/9/2017	Approved Request
7/9/2017	623.	Human Resources	Travel claim: LGSETA Western Cape skills development facilitator forum	6/9/2017	7/9/2017	Approved Request
8/9/2017		Labour Relations	<ul style="list-style-type: none"> ➤ Time off Request for all SAMWU members to attend a general meeting 14 September 2017 ➤ Time off Request for all MATUSA members to attend a general meeting 11september 2017 	6/9/2017	8/9/2017	Approved Request
11/9/2017	645.	ICT department	Overtime pre-approvals	8/9/2017	11/9/2017	Approved Request
12/9/2017	645 (I)	Legal Services	Time and attendance	11/9/2017	12/9/2017	Approved Request
13/9/2017	645 (I)	Mayor/Deputy Mayor's office	Time and attendance	12/9/2017	13/9/2017	Approved Request
13/9/2017	645 (I)	Ward Administration	Time and attendance	12/9/2017	13/9/2017	Approved Request
13/9/2017	645 (I)	Municipal Court	Time and attendance	12/9/2017	13/9/2017	Approved Request
18/9/2017	643.	Finance department	Fixed term contract	-	18/9/2017	Approved Request
18/9/2017	643.	Human Resources	Fixed term contract	-	18/9/2017	Approved Request
19/8/2017	643.	Human Resources	Fixed term contract	-	19/8/2017	Approved Request

27/9/2017	623.	ICT department	Travel claim: WCG, ICT Managers forum in Mossel Bay Municipality	21/9/2017	27/9/2017	Approved Request
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DELEGATIONS EXERCISED FOR PERIOD AUGUST 2017

DIRECTORATE: HUMAN SETTLEMENTS & PROPERTY MANAGEMENT (HSPM)

Delegation	Department	Employee Name	Report Subject & Recommendations	Date Received	Date Resolved
Director	Housing Administration	C. Cornelson	Proposal to proceed with allocations for public Municipal Rental Stock	16 August 2017	16 August 2017
Director	HSPM	Z. Lukani	Confirmation of Appointment Certificate	04 August 017	04 August 2017
Director	Informal Settlements	M. Mpotololo	Confirmation of Appointment Certificate	10 August 017	10 August 2017
Director	Informal Settlements	K. Titus	Confirmation of Appointment Certificate	02 August 017	02 August 2017
Director	Housing Administration	C. Cornelson	Application and Affidavit of Lost Title Deed – T38714/1988. Erf 314 (a Ptn of Erf 234) Le Roux	31 August 2017	31 August 2017
Director	Property Management	P. Smit	Certificate in terms of section 31(4)(a) of the Deeds Registries Act 47 of 1937 - T4573/1898. Erf 16439 (a portion of erf 314)	22 August 2017	22 August 2017
Director	Property Management	P. Smit	Affidavit in terms of section 31(2)(b) of the Deeds Registries Act 47 of 1937 - T4573/1898. Erf 16439 (a portion of erf 314)	22 August 2017	22 August 2017
Director	Property Management	P. Smit	Certificate in terms of section 31(4)(a) of the Deeds Registries Act 47 of 1937 – T5824/1891. Erf 16440 (a portion of erf 313)	22 August 2017	22 August 2017
Director	Property Management	P. Smit	Affidavit in terms of section 31(2)(b) of the Deeds Registries Act 47 of 1937 - T5824/1891. Erf 16440(a portion of erf 313)	22 August 2017	22 August 2017
Director	Property Management	P. Smit	Power of Attorney to pass Transfer. Erf 16439 (a portion of erf 314) held by deed of transfer still to be registered. Erf 16440 (a portion of erf 313) held by deed of transfer still to be	22 August 2017	22 August 2017

			registered. Erf 16438 (a portion of erf 14625) held by deed of transfer no. T45082/2011		
Director	Property Management	P. Smit	Affidavit by seller – Legal persons (South African Local Council) Person Authorised to sign on behalf of (South African Local Council) Part 2	22 August 2017	22 August 2017
Director	Property Management	P. Smit	Datasheet for SARS (Government and related entities) Datasheet for SARS (Private Company – Registered with CIPC)	22 August 2017	22 August 2017
Director	Property Management	P. Smit	Application for the issuing of a certificate of registered title in terms of section 43 of the deeds registries Act No. 47 of 1937. Erf 3603 (a portion of erf 2183) Kayamandi	23 August 2017	23 August 2017
Director	Property Management	P. Smit	Application for the issuing of a certificate of registered title in terms of section 43 of the deeds registries Act No. 47 of 1937. Erf 3692 (a portion of erf 2183) Kayamandi	23 August 2017	23 August 2017
Director	Property Management	P. Smit	Application for the issuing of a certificate of registered title in terms of section 43 of the deeds registries Act No. 47 of 1937. Erf 3693 (a portion of erf 2183) Kayamandi	23 August 2017	23 August 2017

DELEGATIONS EXERCISED FOR PERIOD SEPTEMBER 2017

DIRECTORATE: HUMAN SETTLEMENTS & PROPERTY MANAGEMENT (HSPM)

Delegation	Category	Department	Report Subject & Recommendations	Date Received	Date Resolved
Director	Property Management	Human Resources	Pre-Approvals: Overtime & Standby for August 2017	October 2017	October 2017
Director	Property Management	Human Resources	Acting Allowance:	October 2017	October 2017
Director	Housing Administration	Human Resources	Acting Allowance as Manager: Housing Administration	28 September 2017	29 September 2017
Director	Informal Settlements	Human Resources	Performance Agreement	11 September 2017	11 September 2017

Director	HSPM	New Housing	Performance Agreement	11 September 2017	11 September 2017
Director	HSPM	Property Management	Performance Agreement	11 September 2017	11 September 2017
Director	New Housing	Human Resources	Acting Allowance:	September 2017	September 2017
Director	Informal Settlements	Finance	Overtime and standby: September 2017:	September 2017	September 2017

DELEGATIONS EXERCISED FOR PERIOD: 01 – 31 AUGUST 2017

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

Date	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
01/07/2017	643	Dupré Lombaard	Recruitment	Recruitment process and recommendations	01/07/2017	31/08/2017	Recommended
01/07/2017	647	Dupré Lombaard	Discipline	Disciplinary process against staff	01/07/2017	31/08/2017	Various outcomes
01/08/2017	645	Dupré Lombaard	Overtime	Monthly Considerations	01/08/2017	31/08/2017	Approved
02/08/2017	5	Dupré Lombaard	Contracts	EPWP Contracts	02/08/2017	02/08/2017	Signed
04/08/2017	645	Dupré Lombaard	Standby	Allowance recommendation	04/08/2017	12/09/2017	Refused
07/08/2017	5	Dupré Lombaard	Contracts	EPWP Contracts	07/08/2017	07/08/2017	Signed
11/08/2017	5	Dupré Lombaard	Contracts	EPWP Contracts	11/08/2017	11/08/2017	Signed
29/08/2017	5	Dupré Lombaard	Contracts	EPWP Contracts	29/08/2017	29/08/2017	Signed
31/08/2017	5	Dupré Lombaard	Contracts	EPWP Contracts	31/08/2017	31/08/2017	Signed

DELEGATIONS EXERCISED FOR PERIOD: 01 – 30 SEPTEMBER 2017

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

Date	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
01/09/2017	484	Dupré Lombaard	Building	Occupation certificates	01/09/2017	01/09/2017	Signed
01/09/2017	5	Dupré Lombaard	EPWP	EPWP Contract of Employment	01/09/2017 – 30/09/2017	01/09/2017 – 30/09/2017	Signed
01/09/2017	5	Dupré Lombaard	EPWP	Letters of Termination	01/09/2017 – 30/09/2017	01/09/2017 – 30/09/2017	Signed
01/09/2017	5	Dupré Lombaard	EPWP	Extension of existing EPWP Contracts	01/09/2017 – 30/09/2017	01/09/2017 – 30/09/2017	Signed
01/09/2017	645	Dupré Lombaard	Basic Conditions of employment	Leave, Time-off, Overtime and Standby	01/09/2017	01/09/2017	Approved
01/09/2017	647	Dupré Lombaard	Disciplinary	Disciplinary Action	01/09/2017	30/09/2017	Request for hearing
06/09/2017	Item 7.3.3 Council Meeting 2017-07-26	Dupré Lombaard	Category 2 applications for consent of the municipality for any land use purpose or departure or deviation in terms of a land use scheme or existing scheme which does not constitute a land development application	To consider applications in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015 for a building line relaxation on a street boundary and/ or a common boundary on the following properties:	06/09/2017	15/09/2017	Approved
13/09/2017	Item 7.3.3 Council Meeting 2017-07-26	Dupré Lombaard	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	To consider applications in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015 on the following properties	13/09/2017	15/09/2017	Approved
06/09/2017	Item 7.3.3 Council Meeting 2017-07-26	Dupré Lombaard	Category 2 applications for consent of the municipality for any land use purpose or departure or deviation in terms of a land use scheme	Departure - Erf 694 Pniel	06/09/2017	06/09/2017	Approved
06/09/2017				Consent use & Departure - Erf 3791 Stellenbosch	06/09/2017	06/09/2017	Approved
11/09/2017				Departure - Erf 1453 Franschoek	11/09/2017	11/09/2017	Approved

11/09/2017			or existing scheme which does not constitute a land development application	Confirmation: obtains direct access from a public street - Erf 293 Jamestown	11/09/2017	11/09/2017	Approved
14/09/2017				Departure - Farm 1514/2 Stellenbosch	14/09/2017	14/09/2017	Approved
14/09/2017				Consent use and departure - Erf 5442 Stellenbosch	14/09/2017	14/09/2017	Approved
14/09/2017				Consent use and departure - Erf 2228 Stellenbosch	14/09/2017	14/09/2017	Approved
14/09/2017				Departure - Erf 112 Klapmuts	14/09/2017	14/09/2017	Approved
15/09/2017				Departure - Erf 35 Wemmershoek	15/09/2017	15/09/2017	Approved
18/09/2017				Departure - Farm 90/44 Stellenbosch	18/09/2017	18/09/2017	Approved
18/09/2017				Departure - Erf 9501 Stellenbosch	18/09/2017	18/09/2017	Approved
14/09/2017				Departure - Erf 112 Klapmuts	14/09/2017	14/09/2017	Approved
20/09/2017				Consent use - Erf 487 Stellenbosch	20/09/2017	20/09/2017	Approved
21/09/2017				Consent use - Erf 3542 Stellenbosch	21/09/2017	21/09/2017	Approved
29/09/2017				Departure - Erf 5286 Stellenbosch	29/09/2017	29/09/2017	Approved
29/09/2017				Departure - Erf 9714 Stellenbosch	29/09/2017	29/09/2017	Approved
13/09/2017				Temp departure - Erf 312 Kayamandi	13/09/2017	15/09/2017	Approved
				Consent use - Farm 183/60 Stellenbosch			
31/08/2017				Removal - Erf 9565 Stellenbosch	31/08/2017	07/09/2017	Approved
13/09/2017	Item 7.3.3 Council Meeting 2017-07-26	Authorised Employee	Items/ reports to consider Category 2 applications	Amendment of condition and departure - Farm 1076 Paarl	13/09/2017	14/09/2017	Approved
01/09/2017				Extension of validity period of the approval for the rezoning - Farm 742/5 Paarl	01/09/2017	14/09/2017	Approved
15/09/2017				Rezoning and departure - Erf 2051 S Stellenbosch	15/09/2017	15/09/2017	Approved

DELEGATIONS EXERCISED FOR PERIOD AUGUST 2017

FINANCIAL SERVICES: MR MARIUS WÜST

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
138	Budget	Capital Verimentation – Various directorates	01/08/30	31/082017	Approved
643	HR	Overtime pre approval – Various Finance departments	01/08/2017	31/08/2017	Approved
212	SCM	B/SM 64/17 Supply And Delivery Of Protective Clothing With 100% Local Content As Per Specification As And When Needed For A Contract Period Until 30 June 2020.	04/08/2017	04/08/2017	Approved
212	SCM	B/SM 82/17 Extension Of The Paradyskloof Water Treatment Works And Associated Pipelines (Mechanical And Electrical Work)	04/08/2017	04/08/2017	Approved
211	SCM	SCM Letters Approved Tenderer's	04/08/2017	04/08/2017	Approved
212	SCM	B/SM 95/17 Construction Of The Plakenbrug Main Outfall Sewer And Associated Works Phase 2 & 3.	04/08/2017	04/08/2017	Approved
211	SCM	SCM Letters Approved Tenderer's	11/08/2017	11/08/2017	Approved
212	SCM	B/SM 05/18 Maintenance And Operation Of Public Ablution Facilities At Kayamandi Informal settlement For A 24 Month Period .	11/08/2017	11/08/2017	Approved
212	SCM	B/SM 06/18 Maintenance And Operation Of Public Ablution Facilities At Franschoek And Klapmuts Informal Settlements For A 24 Month Period.	11/08/2017	11/08/2017	Approved
211	SCM	SCM Letters Approved Tenderer's	18/08/2017	18/08/2017	Approved
212	SCM	B/SM 66/17 Supply And Delivery Of Water And Sewer Valves,Hydrants,Non-Return Valves And Air Valves,For A Contract Period Ending 30 June 2020.	18/08/2017	18/08/2017	Approved
211	SCM	SCM Letters Approved Tenderer's	18/08/2017	18/08/2017	Approved
645	HR	Standby and Overtime pre approval Stores and various departments within Finance	21/08/2017	21/08/2017	Approved
145	MFMA	MIG Expenditure reporting July 2017	11/08/2017	11/08/2017	Approved
134	MFMA	Submit Annual Financial Statement – AG	31/08/2017	31/08/2017	Approved
655	HR	Trip approval SCM Forum – Drakenstein Municipality			Approved

DELEGATIONS EXERCISED FOR PERIOD SEPTEMBER 2017

FINANCIAL SERVICES: MR MARIUS WÜST

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
645	HR	Standby and Overtime pre approval Stores and various departments within Finance	04/09/2017	04/09/2017	Approved
655	HR	Trip approval– IMFO – Cape Town	06/09/2015	06/09/2015	Approved
212	SCM	B/SM12/18 Shredding And Removal Of Green Garden Waste: Devon Valley Landfill Site, For A Contract Period Ending 30 June 2020	15/09/2017	15/09/2017	Approved
212	SCM	B/SM 83/17 Upgrading Of Astro Turf At The Hockey Court, Idasvalley Sportsground, Stellenbosch	15/09/2017	15/09/2017	Approved
212	SCM	SCM letters approved	15/09/2017	15/09/2017	
145	MFMA	MIG Expenditure reporting August 2015	12/09/2017	12/09/2017	Approved
212	SCM	B/SM 87/17 Substation Protection Testing And Maintenance Within The Stellenbosch Municipal Areas As And When Needed Until 30 June 2020.	15/09/2017	15/09/2017	Approved
212	SCM	B/SM 10/18 Formalisation Of Informal Traders At Idas Valley, Stellenbosch	22/09/2017	22/09/2017	Approved
211	SCM	SCM Letters Approved Tenderer's	22/09/2017	22/09/2017	Approved
		Overtime and standby pre approvals – Various sections within Finance	01/09/2017	15/09/2017	Approved
		Approve Capital Verimentations – Various Directorates	01/09/2017	29/09/2017	Approved
613	HR	Overtime pre approval's Creditors, Income & Salary sections June	01/09/2017	29/09/2017	Approved

DELEGATIONS EXERCISED FOR THE PERIOD 1 AUGUST 2017 – 31 AUGUST 2017: ENGINEERING SERVICES

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
<p>To authorise, administer and manage temporary closing or temporary restriction or regulating the use of public (proclaimed) road for any purpose deemed necessary or desirable, and to temporarily divert vehicular and pedestrian traffic from a public (proclaimed) road which has been temporarily closed or restricted</p>	<p>E (d) Transport, Roads & Stormwater</p>	<p>Application for road closures: Temporary Road Closure, Church street, Kylemore</p>	<p>24 August 2017</p>	<p>2 September 2017</p>	<p>Approved</p>
	<p>S 19 (b), (c) of the Roads Ordinance (19/76)</p>	<p>Temporary Road Closure, Mengo street, Kayamandi</p>	<p>24 August 2017</p>	<p>2 September 2017</p>	<p>Approved</p>
		<p>Temporary Road Closure, 25 Pine street, Cloetesville</p>	<p>11 August 2017</p>	<p>19 August 2017</p>	<p>Approved</p>
		<p>Temporary Road Closure, Sesithoba street, Kayamandi</p>	<p>2 August 2017</p>	<p>4 August 2017</p>	<p>Not Approved (Sesithoba street is a main feeder road to the greater Costaland Area)</p>
<p>To enter into and/or sign and/or terminate contracts on behalf of Stellenbosch Municipality</p>	<p>Various legal provisions and the Law of Contract AND Basic Common Law Principles AND</p>	<p>EMPLOYMENT CONTRACTS: EPWP Worker Waste Water <ul style="list-style-type: none"> • Sarah van Rooyen EPWP Worker Solid Waste Management <ul style="list-style-type: none"> • Nicolene Edens EPWP Worker Solid Waste Management <ul style="list-style-type: none"> • Morne Casper </p>			<p>Approved for period 14/08/2017 – 15/09/2017</p> <p>Approved for period 14/08/2017 – 15/09/2017</p> <p>Approved for period 14/08/2017 – 15/09/2017</p> <p>Approved for period</p>

	S 59(1) of Systems Act	<p>EPWP Worker Solid Waste Management</p> <ul style="list-style-type: none"> • Joswin William Amos <p>EPWP Worker Electrical Services</p> <ul style="list-style-type: none"> • Wavela Thapu <p>ACTING PERSONAL ASSISTANT</p> <p>ACTING MANAGER: DEVELOPMENT SERVICES</p> <p>ACTING SUPERINTENDENT: WWTW</p> <p>ACTING SUPERINTENDENT: SEWER NETWORK</p> <p>ACTING PROCESS CONTROLLER WATER SERVICES</p> <p>ACTING FOREMAN: SWM</p> <p>ACTING ARTISAN ASSISTANT</p> <p>ACTING LEADING HAND: WATER SERVICES</p>			<p>14/08/2017 – 15/09/2017</p> <p>Approved for period 07/08/2017 – 30/06/2018</p> <p>Approved for period 01/08/2017 – 31/08/2017</p> <p>Approved for period 01/08/2017 – 31/08/2017</p> <p>Approved for period 01/08/2017 – 31/08/2017</p> <p>Approved for period 31/07/2017 – 17/08/2017</p> <p>Approved for period 01/08/2017 – 31/08/2017</p> <p>Approved for period 01/08/2017 – 31/08/2017</p> <p>Approved for period 01/08/2017 – 31/08/2017</p> <p>Approved for period 01/08/2017 – 31/08/2017</p>
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		<p>ACTING OPERATOR: SWM</p> <p>ACTING SUPERVISOR: WATER SERVICES</p> <p>ACTING ARTISAN: WATER SERVICES</p>			<p>Approved for period 01/08/2017 – 31/08/2017</p> <p>Approved for period 01/08/2017 – 31/08/2017</p> <p>Approved for period 01/08/2017 – 31/08/2017</p>
<p>To decide to:</p> <p>(a) Temporary restrict or discontinue supply of water</p> <p>(b) Prohibit use of water for specific purposes</p> <p>(c) Prohibit use of water during specified hours of day</p> <p>(d) Prohibit use of water in a specific manner</p> <p>Subject thereto that such decision will only have the force of law after the publication in the media</p>	<p>S 184 of Municipal Ordinance and also ito the Water Services Act</p>	<p>Water restrictions exemption:</p> <p>5 application not approved</p> <p>Water restrictions transgressions:</p> <p>2 reported and notices served</p>			<p>Not approved</p>

DELEGATIONS EXERCISED FOR THE PERIOD 1 SEPTEMBER 2017 – 30 SEPTEMBER 2017: ENGINEERING SERVICES

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
<p>To authorise, administer and manage temporary closing or temporary restriction or regulating the use of public (proclaimed) road for any purpose deemed necessary or desirable, and to temporarily divert vehicular and pedestrian traffic from a public (proclaimed) road which has been temporarily closed or restricted</p>	<p>E (d) Transport, Roads & Stormwater</p> <p>S 19 (b), (c) of the Roads Ordinance (19/76)</p>	<p>Application for road closures:</p> <p>Temporary Road Closure, Eldo street, Die Boord</p> <p>Temporary Road Closure, Stoffel Smit Street, Die Boord</p> <p>Temporary Road Closure, Church street, Kylemore</p>	<p>21 September 2017</p> <p>1 September 2017</p> <p>24 August 2017</p>	<p>24 September 2017</p> <p>25 September 2017</p> <p>2 September 2017</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p>
<p>To enter into and/or sign and/or terminate contracts on behalf of Stellenbosch Municipality</p>	<p>Various legal provisions and the Law of Contract</p> <p>AND</p> <p>Basic Common Law Principles</p> <p>AND</p>	<p>EMPLOYMENT CONTRACTS</p> <p>EPWP Worker Solid Waste Management</p> <ul style="list-style-type: none"> • D Botha <p>EPWP Worker Solid Waste Management</p> <ul style="list-style-type: none"> • M Martin <p>EPWP Worker Solid Waste Management</p> <ul style="list-style-type: none"> • R Brown 			<p>Approved for period 18/09/2017 – 20/10/2017</p> <p>Approved for period 18/09/2017 – 20/10/2017</p> <p>Approved for period 18/09/2017 – 20/10/2017</p> <p>Approved for period</p>

	<p>S 59(1) of Systems Act</p>	<p>ACTING PERSONAL ASSISTANT</p> <p>ACTING MANAGER: DEVELOPMENT SERVICES</p> <p>ACTING PROCESS CONTROLLER WATER SERVICES</p> <p>ACTING ARTISAN ASSISTANT WATER SERVICES</p> <p>ACTING SUPERVISOR: WATER SERVICES</p> <p>ACTING ARTISAN: WATER SERVICES</p> <p>ACTING PROCESS CONTROLLER: WWTW</p>			<p>01/09/2017 – 30/09/2017</p> <p>Approved for period 01/09/2017 – 30/09/2017</p> <p>Approved for period 01/08/2017 – 31/08/2017</p> <p>Approved for period 01/09/2017 – 30/09/2017</p> <p>Approved for period 01/09/2017 – 30/09/2017</p> <p>Approved for period 01/09/2017 – 30/09/2017</p> <p>Approved for period 01/09/2017 – 30/09/2017</p> <p>01/08/2017 – 31/08/2017</p>
<p>To decide to: (e) Temporary restrict or discontinue supply of water (f) Prohibit use</p>	<p>S 184 of Municipal Ordinance and also ito the Water Services Act</p>	<p>Water restrictions exemption:</p> <p>5 application approved</p> <p>1 application not approved</p> <p>Water restrictions transgressions:</p>			<p>Approved</p> <p>Not approved</p>

<p>of water for specific purposes (g) Prohibit use of water during specified hours of day (h) Prohibit use of water in a specific manner Subject thereto that such decision will only have the force of law after the publication in the media</p>		<p>21 reported and notices served</p> <p>Borehole registrations:</p> <p>Residential: 17 Applications</p> <p>Commercial: 6 Applications</p> <p>Public Buildings: 1 Application</p>			
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10.	CONSIDERATION OF NOTICES OF QUESTIONS AND NOTICES OF MOTIONS RECEIVED BY THE SPEAKER
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10.1	QUESTION BY COUNCILLOR F ADAMS: PEOPLE WITH DISABILITIES
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A Notice of Question, in terms of Section 38(2) of the Rules of Order regulating the Code of Conduct of Council and Council Committee meetings, dated 2017-10-09, was received from Councillor F Adams.

The said Question is attached as **APPENDIX 1** and the appropriate response as **APPENDIX 2**.

FOR CONSIDERATION

Meeting:	13 th Council meeting: 2017-10-25	Submitted by Directorate:	Office of the Municipal Manager
Ref No:	3/4/1/4	Author:	Municipal Manager: (Ms G Mettler)
Collab:		Referred from:	

APPENDIX 1

DEMOCRATIC NEW CIVIC ASSOCIATION

U EERSTE U FIRST

DNCA

CONTACT : oakcity2010@yahoo.com

09 October 2017

RE: Question

I hereby submit the following Question in terms of the Rules of Order to serve at the October 2017 Council meeting.

Motivation/ Background :

In terms of the Employment Equity Review dated 27 October 2015 and our current EE Plan, it stated the following.

1. That the people with disabilities constitute 1% of permanent employment and
2. That only one white person is employ on Senior Manager Level. This is according our ratio and or demographics.

Question :

What is the current status on the employment of people with disabilities and why are there currently four white people employed on Senior Manager level or Section 56 appointments at this Municipality?

NB: I request the Mayor to answer my question in writing.

Clr. Franklin Adams

"ALUTA CONTINUA"

APPENDIX 2



MEMORANDUM

*Office of the Municipal Manager
Kantoor van die Munisipale Bestuurder*

To : SPEAKER
 From : MUNICIPAL MANAGER
 Date : 12 October 2017
 RE : REPLY TO QUESTIONS IN TERMS OF SECTION 21 OF THE
 RULES OF ORDER: People with Disabilities employed and
 Senior Managers employed

Dear Speaker,

With reference to the question received from Councillor F Adams, submitted in terms of Section 21 of the Rules of Order Regulating the Conduct of Council and Council Committee Meetings, dated 9 October 2017 herewith my reply:

Question:

"What is the current status on the employment of people with disabilities and why are there currently four white people employed on Senior Management level or Section 56 appointments at this Municipality?"

Response

During the analyses process that was conducted in 2016, 9 employees were identified with disabilities. Disability is the consequence of an impairment that may be physical, cognitive, mental, sensory, emotional, developmental, or some combination of these. This amount of employees makes up for 0.78 of the permanent officials.

The Municipality does urge people with disabilities to apply for advertised positions and the disability icon is printed on all the advertisements.

The recruitment and selection process of Section 57 managers are regulated by the Regulations on the Appointment and Conditions of Employment of Senior Managers.

Section 16 and 17 of said Regulations makes provision for the Selection and Resolution of municipal council on appointment of senior manager and reporting. Section 17 states that :

- "1) Before making a decision on an appointment, a municipal council must satisfy itself that –
- (a) The candidate meets the relevant competency requirements for the post, as set in Annexure and B to these regulations;
 - (b) Screening of the candidates has been conducted in terms of the regulation 14, and
 - (c) The candidate does not appear on the record of staff members dismissed for misconduct as set out in Schedule 2 to these regulations."

Council therefore approved all the Senior Managers currently employed by the Municipality. The Administration is therefore unable to answer on behalf of Council.

Kind regards

GERALDINE METTLER
MUNICIPAL MANAGER

10.2	QUESTION BY COUNCILLOR F ADAMS: CONTRACT PERIOD – SECTION 57 MANAGERS
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A Notice of Question, in terms of Section 38(2) of the Rules of Order regulating the Code of Conduct of Council and Council Committee meetings, dated 2017-10-09, was received from Councillor F Adams.

The said Question is attached as **APPENDIX 1** and the appropriate response as **APPENDIX 2**.

FOR CONSIDERATION

Meeting:	13 th Council meeting: 2017-10-25	Submitted by Directorate:	Office of the Municipal Manager
Ref No:	3/4/1/4	Author:	Municipal Manager: (Ms G Mettler)
Collab:		Referred from:	

APPENDIX 1

DEMOCRATIC NEW CIVIC ASSOCIATION

U EERSTE U FIRST

DNCA

CONTACT : oakcity2010@yahoo.com

09 October 2017

RE: Question

I hereby submit the following Question in terms of the Rules of Order to serve at the October 2017 Council meeting.

Motivation/ Background :

Section 56 (2) requires that any person appointed to a Section 56 position, must have prescribed skills, expertise , competencies or qualifications.

It's also known that contracts are fixed and some will expired soon.

Question :

I request a breakdown of the remaining periods of the contracts of all Section 56 and 57 Managers employed by the Stellenbosch Municipality.

NB: I request the Mayor to answer my question in writing.

Clr. Franklin Adams

"ALUTA CONTINUA"

APPENDIX 2



MEMORANDUM

*Office of the Municipal Manager
Kantoor van die Munisipale Bestuurder*

To : SPEAKER
From : MUNICIPAL MANAGER
Date : 12 October 2017
RE : REPLY TO QUESTIONS IN TERMS OF SECTION 21 OF THE
RULES OF ORDER: Contract period Section 57 Managers

Dear Speaker,

With reference to the question received from Councillor F Adams, submitted in terms of Section 21 of the Rules of Order Regulating the Conduct of Council and Council Committee Meetings, dated 9 October 2017 herewith my reply:

Question:

"I request a breakdown of the remaining periods of the contracts of all Section 56 and 57 Managers employed by the Stellenbosch Municipality."

Response

SECTION 57 EMPLOYEE	CONTRACT START DATE	CONTRACT END DATE
Annalene de Beer	1 May 2017	30 April 2027
Deon Louw	1 May 2017	30 April 2018
Dupre Lombaard	1 September 2014	30 August 2021
Gerald Esau	1 January 2016	31 December 2020
Geraldine Mettler	1 January 2017	31 December 2021
Marius Wust	1 October 2013	30 September 2018
Tabiso Mfeya	1 December 2014	30 November 2019

Kind regards

GERALDINE METTLER
MUNICIPAL MANAGER

10.3	QUESTION BY COUNCILLOR DA HENDRICKSE: SALARIES AND BENEFITS OF COUNCILLORS
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A Notice of Question, in terms of Section 38(2) of the Rules of Order regulating the Code of Conduct of Council and Council Committee meetings, dated 2017-10-10, was received from Councillor DA Hendrickse.

The said Question is attached as **APPENDIX 1** and the appropriate response as **APPENDIX 2**.

FOR CONSIDERATION

Meeting:	13 th Council meeting: 2017-10-25	Submitted by Directorate:	Office of the Municipal Manager
Ref No:	3/4/1/4	Author:	Municipal Manager: (Ms G Mettler)
Collab:		Referred from:	

APPENDIX 1



10 October 2017
The Single Whip
Stellenbosch Municipal Council
Plein Street
STELLENBOSCH
7600
Attention : Clr W Petersen (Ms)

Dear Whip

**RE NOTICE OF QUESTIONS TO SERVE AT THE OCTOBER 2017 COUNCIL MEETING
QUESTION NO 1**

What are the salaries and benefits paid to all councillors, full time and par time?. A schedule in this regard to be issued. – Question directed at the Speaker and the Municipal Manager.

MOTIVATION

Salaries and benefit of councillors are regulated by legislation and must be made public.

QUESTION NO 2

What is the actual spending on the Capital Budget and Operation budget as at the end of the 2016/2017 Financial year ending June 2017? – Question Directed at CFO and Municipal Manager.

MOTIVATION

In the June 2017 Monthly financial report (See attached copy) indicate the Capital under spending at approx R 167 Million and under spending on Operational budget at Approx R302 Million. The attached report indicated that not all action expenditures were taken into account when report was done.

A handwritten signature in black ink, appearing to read 'DA Hendrickse', is located below the text of the second question's motivation.

Clr DA Hendrickse

APPENDIX 2



MEMORANDUM

*Office of the Municipal Manager
Kantoor van die Munisipale Bestuurder*

To : SPEAKER
From : MUNICIPAL MANAGER
Date : 13 October 2017
RE : REPLY TO QUESTIONS IN TERMS OF SECTION 21 OF THE
RULES OF ORDER: Salaries and benefits of Councillors

Dear Speaker,

With reference to the question received from Councillor DA Hendrickse, submitted in terms of Section 21 of the Rules of Order Regulating the Conduct of Council and Council Committee Meetings, dated 10 October 2017 herewith my reply:

Question:

"What are the salaries and benefits paid to all councillors, full time and part time? A schedule in this regard to be issued"

Response

All councillors are paid strictly in accordance with Government Notice 313 of 3 April 2017.

The Government Notice and Upper Limits was adopted by Council on 26 April 2017 and subsequently approved by the Minister on 18 May 2017, item and minutes **attached**.

Kind regards

GERALDINE METTLER
MUNICIPAL MANAGER

8.3 UPPER LIMITS OF SALARIES, ALLOWANCE AND BENEFITS OF COUNCILLORS

1. To inform Council of the contents of Government Notice No 313 of 3 April 2017 that deals with the upper limits of salaries, allowances and benefits of councillors. See attached **ANNEAURE A**. Also to highlight changes from the previous Notice

2. **BACKGROUND**
A recent Notice, 1600 of 21 December 2016, published in this regard, has been repealed and replaced by Notice 313 of 3 April 2017.

The Implementation Date of the Notice is back dated to 1 July 2016, and has become standard practice over the years

Issues that need particular noting, are listed below. In essence, the Notice does not deviate from the format of previous years, but there are some improvements that are highlighted below:

3. DISCUSSION

3.1 Calculation of Municipality's Grading

In order to determine which of the remuneration levels are applicable to Stellenbosch Municipality, the grading of the municipality needs to be determined according to the calculation/formula provided:

Category	Details	Number of Points	Source
Total Income	R1 183 820 238	33.33	Audited AFS for 2016/16 - As per definition given in Notice
Total Population	173 419	25.00	Community Survey 2016: Statistical News No PR201 - As per definition given in Notice
Total Number of Points		58.33	

Stellenbosch Municipality therefore remains unchanged at a Grade 4 for purposes of determining the upper limits of the remuneration of Public Office bearers.

3.2 Limited Change in Remuneration Packages

When comparing the latest Notice with the previous one, it becomes clear that only the remuneration packages of Full Time Chairpersons of Section 79 Committees, Part Time Chairpersons of Section 79 Committees and Part Time Councillors have increased, while others have remained the same.

POSITION	PREVIOUS UPPER LIMIT	NEW UPPER LIMIT	INCREASE
FIT Mayor or Executive Mayor	R787 061	R787 061	NO
FIT Speaker, Deputy Mayor or Deputy Executive Mayor	R625 642	R625 642	NO
FIT Exco Member, Mayor Member, WFrC Chairperson of a	R560 296	R560 296	NO

Sub Councils FIT Chairperson of Section 79 Committee	R522 942	R572 879	R522 037
FIT Mayor or Executive Mayor	R434 935	R434 935	NO
FIT Speaker, Deputy Mayor or Deputy Executive Mayor	R347 947	R347 947	NO
FIT Exco Member, Mayor Member or WFrC Chairperson of Section 79 Committee	R328 201	R328 201	NO
FIT Chairperson of Section 79 Committee	R324 454	R326 832	R12 118
FIT Councillor	R272 236	R268 725	R19 489

3.3 Pension Fund Membership

The repealed Notice made it compulsory for all councillors to contribute 15% of monthly basic salary to a registered pension fund. This would have had far reaching implications.

Notice 313 however, has been amended and membership of pension funds is now again at the discretion of each individual councillor.

3.4 Increased Cell Phone Allowance

Cell Phone allowance for all Stellenbosch councillors increases to R1 900 per month and to R2 400 per month for the Executive Mayor, Deputy Mayor and Speaker.

The term "may be reimbursed" has now been replaced by "may be paid" which is more practical to administer.

3.5 Data Bundles

Data Bundles remain at R300 per month

The term "may be reimbursed" has now been replaced by "may be paid" which is more practical to administer.

3.6 Special Risk Cover (SA-SRUA)

The limits of R1.5million on residential property and R750 000 on vehicles remain the same.

Section 13 (4) however, makes it clear that a councillor is obliged to submit details of properties and vehicles to be covered by the municipality's insurance and that any councillor who fails to submit the required information, forfeits the benefit of the insurance

Despite a number of previous requests, several councillors have not submitted the required information as yet.

Also important is for councillors to note that this cover is for Riot and Unrest related incidents only and is not intended to replace any current short term insurance that might be in place.

3.7 Affordability

The total anticipated amount in terms of the latest Gazette payable to all councillors for the 2016/2017 year, are less than budgeted for and should therefore be implemented subject to approval by the Minister.

3. PARTIES CONSULTED

Finance: The 2016/2017 budget is sufficient to absorb the increase. Council did budget for the following amounts for 2016/2017:

- Allowance Councillors = R11 307 821
- Councillors Travel Allowance = R3 816 545
- Councillors Telephone Allowances = R807 946
- Councillors Medical Allowance = R129 034
- Councillor Pension Allowance = R965 470
- Total amount budgeted = R17 026 816

MAYORAL COMMITTEE MEETING: 2017-04-19; ITEM 6.3

RECOMMENDED

- (a) that the upper limits pertaining to Councillors' remuneration as determined by the National Minister for Cooperative Governance and Traditional Affairs, be adopted and approved by Council.
- (b) that the Administration effect implementation after due process has been followed, which includes: Notifying the MEC for Local Government of the Council resolution, the availability of funds in terms of affordability and the schedule containing the increased salaries, allowances and benefits, and
- (c) that the adjustments to the upper limits are approved by Council for implementation by the Administration effective from 1 July 2016, subject to approval by the MEC for Local Government.

Meeting Ref no:	Mayoral Committee: 2017-04-19	Submitted by: Councilors	Office of the MM
		Author:	Office of the MM
		Referred from:	

FURTHER COMMENTS BY THE MUNICIPAL MANAGER: 2017-04-20

THAT IT BE RECOMMENDED

that the previous Council decision taken on 22 February 2017 stating:

"6TH COUNCIL MEETING: 2017-02-22: ITEM 8.1

RESOLVED (nem con)

- (a) that the upper limits pertaining to Councillors' remuneration as determined by the National Minister for Cooperative Governance and Traditional Affairs, be adopted and approved by Council.

- (b) that the Administration effect implementation after due process has been followed, which includes: Notifying the MEC for Local Government of the Council resolution, the availability of funds in terms of affordability and the schedule containing the increased salaries, allowances and benefits;

- (c) that the following specific adjustments to the upper limits are approved by Council for implementation by the Administration effective from 1 July 2016, subject to approval by the MEC for Local Government, and

- (d) that the MEC for Local Government be informed of the following challenges:

- Implementation date for the Pension fund for Councilors;
- The administrative burden regarding the cell phone allowances and data bundles;
- Compulsory pension fund membership;
- Retrospective nature of compulsory pension fund membership;
- Retrospective nature of data funders reimbursement;
- Non-increase in remuneration packages for some Councilors

be rescinded and replaced with:

- (a) that the upper limits pertaining to Councillors' remuneration as determined by the National Minister for Cooperative Governance and Traditional Affairs, be adopted and approved by Council.
- (b) that the Administration effect implementation after due process has been followed, which includes: Notifying the MEC for Local Government of the Council resolution, the availability of funds in terms of affordability and the schedule containing the increased salaries, allowances and benefits, and
- (c) that the adjustments to the upper limits are approved by Council for implementation by the Administration effective from 1 July 2016, subject to approval by the MEC for Local Government.

Meeting Ref no:	8 TH COUNCIL: 2017-04-26	Submitted by: Councilors	Office of the MM
		Author:	Office of the MM
		Referred from:	Mayoral Committee: 2017-04-19

- Record of council approval, and
- Statement that sufficient budgetary provision has been made for the increased Councillor Remuneration, where applicable.

We wish to remind you that "in consultation with" means that a municipality will require the concurrence of the Member of the Executive Council responsible for local government in the province concerned before the new upper limit can be implemented. The Department and the Minister will endeavour to convey the decision within 2 weeks of date of receipt, provided all the requested information has been submitted.

Please forward your request for concurrence together with the documentation requested above directly to the Department. Kindly mark it for the attention of Miano Baatjes at e-mail Miano.Baatjes@westerncape.gov.za or to Nicolene Pelzer at Nicolene.Pelzer@westerncape.gov.za - telephonic enquiries can be made at 021 483 4109.

A copy of the Notice, Affordability Verification Certificate and Grading Certificate are attached.

Yours faithfully



Graham Paulse

HEAD OF DEPARTMENT: LOCAL GOVERNMENT

DATE:

2017 10 16 10:05

GRADING CERTIFICATE

	DETAILS	POINTS
	Population as per 2016 Community Survey figures as defined	
	Total Municipal Income (gross income as stated in the financial statement of the municipality for the 2015/16 financial year)	
	Total Points	
	Grade	

AFFORDABILITY VERIFICATION CERTIFICATE

**COUNCILLOR REMUNERATION: RE-DETERMINATION OF UPPER LIMITS
WITH EFFECT FROM 1 JULY 2016: GOVERNMENT NOTICE NO. 313 DATED
03 APRIL 2017**

I, _____ Accounting Officer of
_____ (name of the municipality), hereby
certify that:

(mark and complete as appropriate)

Current Councillor Remuneration Budget _____

Proposed Increase of Total Budget as per new upper limits _____

Adequate provision has been made in the 2016/17 budget for the said
increases in councillor remuneration including the back pay.

There is inadequate provision in the 2016/17 budget for the said
increases in councillor remuneration including the back pay and that the
shortfall will be funded from the accumulated surplus or savings (delete
the inappropriate).

Based on the current financial performance and collection trends that the
increases in councillor remuneration is affordable and does not
compromise service delivery and the sustainability of the municipality.

Is an adjustment budget required to provide for back pay or the increase in
councillor remuneration? Y / N

If Yes, how will the additional expenditure be funded? (Provide sufficient detail of
how savings have been achieved to fund the additional expenditure)

The information submitted above, is to the best of my knowledge accurate.

Print name: _____

Accounting Officer of _____

Signature: _____ Date: _____



GOVERNMENT NOTICES

NO. 313 DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS 03 APRIL 2017

REMUNERATION OF PUBLIC OFFICE BEARERS ACT, 1998 (ACT NO. 20 OF 1998)

AMENDMENT NOTICE NO. 1693 OF 21 DECEMBER 2016

DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS OF DIFFERENT MEMBERS OF MUNICIPAL COUNCILS

Under the powers vested in me by sections 7(1), 8(1)(a) and 9(1)(a) of the Remuneration of Public Office-bearers Act, 1998 (Act No. 20 of 1998), I, David Douglas Des van Rooyen, Minister for Cooperative Governance and Traditional Affairs, hereby –

- (a) after consultation with the member of the Executive Council responsible for local government in each province; and
(b) after taking into consideration the matters listed in paragraphs (a) to (f) of section 7(1) of the Act,

repeal the determination of upper limits of the salaries, allowances and benefits of the different members of municipal councils as set out in Government Notice No. 1000, published in Government Gazette No. 40519 of 21 December 2016, and replace it with the upper limits of the salaries, allowances and benefits of the different members of municipal councils as set out in the Schedule.

Signature of Des van Rooyen
DES VAN ROOYEN, MP
MINISTER FOR CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

SCHEDULE

PREAMBLE

The salary and allowances of a councillor is determined by that municipal council by resolution of a supporting vote of a majority of its members, in consultation with the member of the Executive Council responsible for local government in each province, having regard to the upper limits as set out hereunder, the financial year of a municipality and affordability of municipality to pay within the different grades of the remuneration of councillors, including the austerity measures as approved by national Cabinet.

For purposes of implementation of this Government Notice, "in consultation with" means that a municipal council must obtain concurrence of the MEC for local government prior to the implementation of the provisions of this Notice.

1. Definitions

In this Schedule, unless the context indicates otherwise, a word or phrase to which a meaning has been assigned in the Remuneration of Public Office-bearers Act, 1998 (Act No. 20 of 1998) (hereinafter referred to as "the Act") and the Local Government Municipal Structures Act, 1998 (Act No. 117 of 1998) (hereinafter referred to as "the Structures Act"), has that meaning and –

- "basic salary" means the amount payable to a councillor that excludes travel allowance, housing allowance, municipal contribution to a pension fund and municipal contribution to a medical aid scheme as provided for in items 9(1), 9(2), 12(1) and 12(2) of this Notice;
"Demarcation Act" means the Local Government Municipal Demarcation Act, 1998 (Act No. 27 of 1998);
"existing municipality" in relation to this Notice means a municipality that existed prior to the 2016 local government elections which was not affected by the boundary re-determination that only came into effect at the commencement of the first election of the new council of that municipality;
"full-time councillor" means a councillor who has been elected or appointed to an office which has been designated as full-time in terms of section 18(4) of the Structures Act;
"grade" in relation to this Notice means the grade of municipal council as determined in terms of item 4;
"new municipality" in relation to this Notice means the municipality established in terms of section 21 of the Demarcation Act consisting of the disestablished areas of an existing municipality that came into effect at the commencement of the first election of the council of that municipality following the 2016 local government elections;
"out of pocket expenses" means actual and necessary expenses incurred by a councillor which have been specifically authorised or provided for in terms of the municipality's policy, in connection with a specific official or ceremonial duty that has been delegated to the councillor in question;
"part-time councillor" means a councillor other than a full-time councillor;

"pension fund" means any fund established and registered in terms of, and subject to, any law governing the registration and control of pension funds in the Republic of South Africa and to which an office bearer contributes or any pension scheme approved by Parliament for such office bearers so approved;

"section 78 committee" means a committee of the municipal council established in terms of section 78 of the Structures Act;

"BETAs" means the Sector Education and Training Authorities established in terms of section 9 of the Skills Development Act, 1998 (Act No. 97 of 1998);

"special risk cover" means an insurance cover, provided to a councillor by the municipality, which covers the loss of or damage to a councillor's personal fixed or movable property and assets, excluding property used by such councillor for business purposes, as well as life and disability cover, for any loss or damage caused by riot, civil unrest, strike or public disorder;

"superfunding municipality" means an incorporating, merged or split municipality that came into effect at the commencement of the first election of the council of that municipality following the 2016 local government elections;

"tools of trade" means the resources provided by a municipal council to a councillor to enable such councillor to discharge his or her duties in the most efficient and effective manner, and at all times remain the assets of the municipality concerned;

"total municipal income" means gross income in respect of a metropolitan, local or district municipality based on actual income received as stated in the audited financial statements of that municipality for the 2015/2016 financial year. The gross income for the municipality will include the following:

- rates on property;
 - fees for services rendered by the municipality, or on its behalf by a municipal entity;
 - surcharges;
 - other authorised taxes;
 - levies and duties;
 - income from fines for traffic offences and contravention of municipal by-laws or legislation assigned to the local sphere of government;
 - regional services council replacement grant for district municipalities;
 - interest earned on invested funds other than national and provincial conditional grants;
 - rental for the use of municipal movable or immovable property; and
 - amounts received as agent for other spheres of government.
- The gross income excludes the following:
- transfers and / or grants from the national fiscus, with the exception of regional services council replacement grant for district municipalities; and
 - all value added tax (VAT) refunds.

"total population" means the official statistics of the population residing in the area of jurisdiction of a metropolitan, local or district municipality, as published in the Community Survey 2016; Statistical Release No. PQ201, in terms of the Statistics Act, 1999 (Act No. 6 of 1999); and

"total remuneration package" means the annual total cost to a municipality of a basic salary component and housing allowance, payable to a councillor as provided for in

The points in this schedule have value of zero (0) unless indicated to the contrary.

items 9(1), 9(2), 12(1) and 12(2) of this Notice as well as the municipal contribution to a pension fund and a medical aid scheme that is payable by the municipality on behalf of the councillor.

2. Allocation of number of points for total municipal income

The number of points allocated for the total municipal income of a municipality is as follows:

TOTAL MUNICIPAL INCOME	NUMBER OF POINTS
R 0	8,33
R 10,000,000	16,67
R 50,000,000	25,00
R 200,000,000	33,33
R 1,500,000,000	41,67
More than R2,000,000,000	50,00

3. Allocation of number of points for total population

The number of points allocated for the total population within a municipality, is as follows:

TOTAL POPULATION	NUMBER OF POINTS
0	8,33
50,001	16,67
100,001	25,00
250,001	33,33
500,001	41,67
More than 1,800,000	50,00

4. Determination of grade of municipal council

(1) The sum of the number of points allocated to a municipal council, other than a municipal council referred to in terms of items 2 and 3 respectively, determines the grade of such municipal council as follows:

GRADE OF MUNICIPAL COUNCIL	POINTS
1	0 to 16,66
2	16,67 to 33,33
3	33,34 to 50,00
4	50,01 to 66,67
5	66,68 to 83,35
6	83,36 and above

The points in this schedule have value of zero (0) unless indicated to the contrary.

5. Upper limits of the annual total remuneration packages of full-time councillors

The upper limits of the annual total remuneration packages of full-time councillors are as follows:

GRADE	MAYOR OR EXECUTIVE MAYOR		SPEAKER, DEPUTY MAYOR OR DEPUTY EXECUTIVE MAYOR		MEMBER OF THE EXECUTIVE COMMITTEE OR MAYORAL COMMITTEE, WHIP OR CHAIRPERSON OF A SUBCOUNCIL		CHAIRPERSON OF A SECTION 79 COMMITTEE	
	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE
6	1 242 500	1 003 303	940 000	813 066				
5	921 912	737 529	691 433	671 152				
4	787 051	639 647	590 295	572 879				
3	758 012	608 410	568 510	551 832				
2	709 785	587 812	532 323	516 708				
1	680 087	551 285	516 811	501 851				

The mayor of a plenary type municipality should be remunerated according to the total remuneration package column of mayor executive mayor.

6. Upper limit of annual total remuneration package or allowance in respect of appointed councillors

(1) A councillor appointed to a district council in terms of section 23(1)(b) of the Structures Act, may be paid the upper limit of the total remuneration package or allowance as follows:

(a) If a councillor is elected or appointed as speaker, mayor, executive mayor, member of a mayoral committee, member of an executive committee, chairperson of a section 79 committee or part-time member of a district council, such councillor is entitled to an amount equal to the difference between the total remuneration package that a councillor receives as a member of the local council and the total remuneration package allocated to that office in the district council in terms of items 5, 6, 7, 8, 9, 10 and 11, as the case may be.

(b) If the total remuneration package payable to a councillor as a member of the local council is equal to or higher than the total remuneration package that an appointed councillor to the district council receives, such a councillor is, in addition to the total remuneration package, entitled to a sitting allowance not exceeding R5002. Provided

that this allowance is limited to R5002 per day, regardless of the number of meetings of the district council or committees of that council that are attended by such councillor on a specific day.

(2) A district municipality is responsible for –

- (a) the payment of the remuneration or the allowance referred to in sub-item (1);
- (b) the reimbursement of travel expenses not exceeding the applicable tariffs prescribed by the national department responsible for transport for the use of privately-owned vehicles incurred by a councillor for the execution of official duties on behalf of that district municipality, in terms of that district council's policy; and
- (c) the payment of cell phone expenses not exceeding 50% of the applicable allowances as prescribed under item 10 incurred by a part-time councillor for the execution of official duties on behalf of that district municipality, in terms of that district council's policy.

7. Upper limit of allowance in respect of councillors serving in the governance and inter-governmental structures of organised local government

(1) (a) A councillor designated to serve in a governance structure of organised local government must, in addition to the total remuneration package applicable to that councillor, be paid an allowance not exceeding R5002 per sitting and actual attendance of any meeting. Provided that the allowance is limited to R5002 per day, irrespective of the number of meetings attended by such councillor on a specific day.

(b) A councillor designated to represent organised local government at any inter-governmental structure, include national and provincial executive authorities, must in addition to the total remuneration package applicable to that councillor, be paid an allowance not exceeding R5002 per sitting and actual attendance of such structure. Provided that the allowance is limited to R5002 per day, irrespective of the number of attendances by such councillor on a specific day.

(2) Organised local government is responsible for –

- (a) the payment of the allowance referred to in sub-item (1);
- (b) the payment of accommodation expenses incurred for attending a meeting of governance and inter-governmental structures in terms of applicable organised local government policy; and
- (c) reimbursement of travel expenses, not exceeding the applicable tariffs prescribed by the national department responsible for transport for the use of privately-owned

vehicles, incurred by a councillor for attending a meeting of governance and intergovernmental structures.

8. Upper limits of the annual total remuneration packages of part-time councillors

The upper limits of the annual total remuneration packages of part-time councillors are as follows:

GRADE	MAYOR / EXECUTIVE MAYOR		SPEAKER / DEPUTY MAYOR OR DEPUTY EXECUTIVE MAYOR		MEMBER OF THE EXECUTIVE COMMITTEE OR MAYORAL COMMITTEE OR WARD		CHAIRPERSON OF SECTION 19 COMMITTEE		OTHER PART-TIME MEMBERS	
	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE	TOTAL REMUNERATION PACKAGE
1	853 101	588 325	518 829	364 578	456 756					
2	509 454	457 054	342 091	370 262	338 308					
3	424 805	347 247	328 201	318 632	348 725					
4	419 893	335 109	314 189	304 945	231 620					
5	382 271	313 179	294 195	285 537	222 496					
6	360 791	304 632	295 164	277 215	215 753					

The mayor of a primary type municipality shall be remunerated according to the total remuneration package column of the upper executive mayor.

9. Upper limits of allowances of full-time and part-time councillors

The upper limits of allowances of full-time and part-time councillors, that constitute part of the annual total remuneration package, are as follows:

- (1) Motor vehicle and travel allowance
- (a) A councillor listed in item 5 and 6 of this Notice may structure his or her basic salary to provide for motor vehicle allowance.
- (b) A councillor may in the exercise of his or her official duties utilise a municipal-owned vehicle. Provided that the municipal council must, in line with the approved municipal policy, exercise prudent financial management to ensure that the provision of motor vehicle does not undermine the need to prioritise service delivery and sustain viable municipalities.
- (c) If a councillor structures a vehicle allowance, the councillor must provide proof of ownership of a private vehicle to the municipality and have the vehicle available for official duties. Provided that a councillor may, in exceptional circumstances and upon good cause shown, and with the approval of the Mayor or Speaker, utilise this municipal vehicle.

(d) A councillor who utilises his or her motor vehicle must, for purpose of claiming kilometres travelled, keep a travel logbook containing the following information relating to actual official and private kilometres travelled per month as may be determined from time to time by the South African Revenue Service:

- (i) Date of travel;
- (ii) Kilometres travelled; and
- (iii) Travel details, where to and reason for the trip.

(e) If a councillor uses a municipal-owned motor vehicle for official purposes, such councillor will not be reimbursed for kilometres travelled.

(2) Housing allowance

A councillor may structure his or her salary to provide for housing allowance as part of the total remuneration package.

(3) Out of pocket expenses

A councillor may, in addition to the total remuneration package, be reimbursed for reasonable and actual out of pocket expenses incurred during the execution of official or ceremonial duties, in accordance with the applicable council policy.

10. Upper limits of cell phone allowance for councillors

A councillor may, in addition to the annual total remuneration packages provided for in terms of items 5 and 6 respectively, be paid a cell phone allowance not exceeding the following amounts:

- (1) R3400.00 per month to an executive mayor or mayor, deputy mayor and speaker of only a grade 6 municipal council;
- (2) R2400.00 per month to an executive mayor or mayor, deputy mayor and speaker of grade 4 and 5 municipal councils; and
- (3) R1900.00 per month to an executive mayor or mayor, deputy mayor and speaker of grade 1, 2 and 3 of a municipal council, including any other councillor.

11. Upper limits of mobile data bundles for councillors

A councillor may, in addition to the annual total remuneration packages provided for in terms of items 5 and 6 respectively, be paid an allowance on the use of data bundles not exceeding R300 per month.

12. Upper limits of pension fund contributions and medical benefits of councillors

(1) Pension contributions

- (a) A councillor may participate in a pension fund duly established in terms of law.
- (b) If a councillor elects to participate in a pension fund, the municipality shall pay, on behalf of that councillor, the monthly council contributions and councillor's own contributions to a pension fund to which the councillor is a member in accordance with the rules of such pension fund.
- (c) Sub-items (a) and (b) apply to a councillor who -
 - (i) was in office prior to 1 July 2016 and who is currently a councillor a municipality and who on 1 July 2016 did not participate in a pension fund scheme;
 - (ii) has reached the retirement age determined in terms of the applicable pension rules, and who does not participate in a pension fund nor receive any pension benefits; and
 - (iii) took office as a councillor after the 2016 Local Government Elections.
- (d) Sub-item (a), (b) and (c) takes effect from 1 June 2017.
- (e) The provisions of sub-items (a) and (b) do not apply to a councillor who was in office prior to 1 July 2016 and who is currently in office and participates in a pension fund scheme.

(2) Medical Aid Scheme

- (a) A councillor may participate in a medical aid scheme duly established in terms of a law and such councillor shall be entitled to receive such medical aid benefits from the medical aid scheme to which the councillor contributes as may be determined by the rules of such medical aid scheme.
- (b) If a councillor elects to participate in a medical aid scheme, the municipality shall pay from his or her monthly salary, councillor's own contributions and council contributions charged against and paid from the budget of the municipality to the medical aid scheme to which the councillor is a member.

13. Special risk cover

- (1) A municipality must, in addition to the annual total remuneration packages provided for in items 5 and 6 respectively, take out risk insurance cover, to provide for an insurance cover, provided to a councillor by the municipality, which covers the loss of or damage to a councillor's personal fixed or moveable property and assets, excluding

property used by such councillor for business purposes, as well as life and disability cover, for any loss or damage caused by riot, civil unrest, strike or public disorder. The special risk insurance on residential property will be limited to R1,5 million while on vehicles it is limited to R750 000. The life and disability insurance cover is limited to 2 times the total remuneration package of a councillor.

- (2) In the event where the residential property of a councillor was damaged or destroyed as a result of riot, civil unrest, strike or public disorder, the municipality may, subject to affordability, provide alternative accommodation to the affected councillor, for a period of 30 days from the date of such an incident.
- (3) Notwithstanding sub-item (2), the municipal council may, on good cause shown, provide alternative accommodation for a further period not exceeding 30 days.
- (4) A councillor is obliged to submit to the municipality details of property, assets and beneficiaries to be covered by the special risk insurance upon request. A councillor who fails to submit the required details referred to herein will forfeit the benefits associated with the special risk insurance cover.
- (5) If a councillor already belongs to another special risk cover, such councillor must declare to the municipality the details of property, assets and beneficiaries to be covered by the special risk insurance.

14. Tools of trade

- (1) A municipal council may extend the following tools of trade to a councillor:

	TOOLS OF TRADE	APPLICABLE TO:
(a)	Stable reader	All visibly impaired councillors.
(b)	Office space and furniture; Parking bay; Business cards; Calculators; Letter-heads; Stationery; Toner cartridges; Diaries; Postage costs; Office telephone, and Appropriate mobile technology and multi- media office (including cell phones and mobile data card as per item 12 and 11), including laptop and or desktop computer, facsimile, printer, photocopier and scanner; Business cards; Calculators; Letter-heads.	Full-time councillors, part-time executive mayors or mayor, part-time deputy executive mayors or deputy mayors, part-time speakers, part-time members of mayoral committees or members of executive committee and part-time chairpersons of section 79 committees.
(c)		Part-time councillors and the wage must comply with policy directives of the municipality

	TOOLS OF TRADE	APPLICABLE TO:
(5)	Stationery and Diaries Postage costs Office telephones and Multi-digital office, facsimile, printer, photocopier and scanner.	Part-time councillors to have access to these tools of trade at the municipal offices.
(6)	Personal security	All councillors, subject to a threat and risk analysis conducted by the South African Police Service.

(2) If a municipal council makes available tools of trade in terms of sub-item (1), such a municipal council must take into account accessibility, affordability and cost control, equity, flexibility, simplicity, transparency, accountability and value of tools of trade.

(3) The application of sub-item (1) is subject to concurrence by the MEC for local government in the province.

15. Capacity building

(1) A municipality must make a provision in its budget for the development and implementation of capacity building programme for councillors.

(2) This capacity building programme may include specific training conducted by national departments, associated government agencies and SETAs, provincial departments, municipalities and organised local government.

(3) The training programme must take into consideration the capacity needs to fulfil a councillor's statutory obligations and affordability by a municipality.

16. Overpayment

(1) Any remuneration paid to a councillor of a municipality otherwise than in accordance with section 16(1) of the Local Government Municipal Finance Management Act, 2003 (Act No. 53 of 2003) including any bonus, bursary, loan, advance or other benefit, is an irregular expenditure and the municipality –

(a) must recover that remuneration from the political office bearer or member; and

(b) may not write-off any expenditure incurred by the municipality in paying or giving that remuneration.

(2) The MEC must report to the Minister –

(a) any transgression of subsection (1); and

(b) any non-compliance with this Notice.

17. Information to be submitted to the Minister

(1) A municipality must submit to the MEC responsible for local government in the province, by not later than 1 July 2017, a report containing the following information in respect of its serving councillors on an official letterhead of the municipality, signed by the mayor:

- (a) Total number of councillors;
- (b) Designation;
- (c) Part-time or full-time;
- (d) Name of incumbent;
- (e) Gender;
- (f) Total municipal income;
- (g) Total population;
- (h) Grading of municipal council;
- (i) Date remuneration granted by the MEC;
- (j) Total remuneration package; and
- (k) Any allowance(s) payable to a councillor.

(2) Upon receipt of the data referred to in sub-item 1, the MEC must submit a consolidated report to the Minister by not later than 1 August 2017.

18. Transferral measures

(1) A municipality that does not have any municipal income is a grade 1 municipal council as envisaged in item 4(1); Provided that –

(a) LIM 345, the new municipality in Limpopo Province that was established in terms of section 21 of the Demarcation Act that came into effect at the commencement of the first election of the council of that municipality following the 2018 local government elections, is a grade 3 municipality; and

(b) superseding municipalities that came into effect at the commencement of the first election of the council of that municipality following the 2016 local government elections with different grading, must utilise the highest total municipal income between one of the superseding municipalities based on the audited financial statements for the 2015/16 financial year; and

(c) superseding municipalities that came into effect at the commencement of the first election of the council of that municipality following the 2016 local government elections with the same grading, must utilise the highest total municipal income between one of the superseding municipalities based on the audited financial statements for the 2015/16 financial year.

(2) If a municipality has no audited financial statements for 2015/16 financial year by the date of publication of this Notice, the audited financial statements for the 2014/15 financial year will apply.

(3) In the event that a municipality bought a mayoral vehicle before the publication of this Notice, the usage of such motor vehicle between the period 1 July 2016 and the date of publication of this Notice will not be considered irregular.

15. Short 50% and commencement

(1) This Notice is called the Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils.

(2) Unless otherwise specified in herein, this Notice takes effect from 1 July 2016.

8.3	UPPER LIMITS OF SALARIES, ALLOWANCE AND BENEFITS OF COUNCILLORS
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1. To inform Council of the contents of Government Notice No 313 of 3 April 2017 that deals with the upper limits of salaries, allowances and benefits of councillors. See attached **ANNEXURE A**. Also to highlight changes from the previous Notice.

2. **BACKGROUND**

A recent Notice, 1600 of 21 December 2016, published in this regard, has been repealed and replaced by Notice 313 of 3 April 2017.

The Implementation Date of the Notice is back dated to 1 July 2016, and has become standard practice over the years.

Issues that need particular noting, are listed below. In essence, the Notice does not deviate from the format of previous years, but there are some improvements that are highlighted below.

8TH COUNCIL MEETING: 2017-04-26: ITEM 8.3

RESOLVED (nem con)

that the previous Council decision taken on 22 February 2017 stating:

"6TH COUNCIL MEETING: 2017-02-22: ITEM 8.1

RESOLVED (nem con)

- that the upper limits pertaining to Councillors' remuneration as determined by the National Minister for Cooperative Governance and Traditional Affairs, be adopted and approved by Council;*
- that the Administration effect implementation after due process has been followed, which includes: Notifying the MEC for Local Government of the Council resolution, the availability of funds in terms of affordability and the schedule containing the increased salaries, allowances and benefits;*
- that the following specific adjustments to the upper limits are approved by Council for implementation by the Administration effective from 1 July 2016, subject to approval by the MEC for Local Government; and*
- that the MEC for Local Government be informed of the following challenges:*
 - *Implementation date for the Pension fund for Councillors;*
 - *The administrative burden regarding the cell phone allowances and data bundles.*

- *Compulsory pension fund membership*
- *Retrospective nature of compulsory pension fund membership*
- *Retrospective nature of data bundles reimbursement*
- *Non-increase in remuneration packages for some Councillors**

be rescinded and replaced with

- (a) that the upper limits pertaining to Councillors' remuneration as determined by the National Minister for Cooperative Governance and Traditional Affairs, be adopted and approved by Council;
- (b) that the Administration effect implementation after due process has been followed, which includes: Notifying the MEC for Local Government of the Council resolution, the availability of funds in terms of affordability and the schedule containing the increased salaries, allowances and benefits; and
- (c) that the adjustments to the upper limits are approved by Council for implementation by the Administration effective from 1 July 2016, subject to approval by the MEC for Local Government.

Meeting: Ref no:	8 TH COUNCIL: 2017-04-26	Submitted by Directorate: Author Referred from:	Office of the MM Office of the MM Mayoral Committee: 2017-04-19
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10.4	QUESTION BY COUNCILLOR DA HENDRICKSE: ACTUAL SPENDING CAPITAL AND OPERATIONAL BUDGET
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A Notice of Question, in terms of Section 38(2) of the Rules of Order regulating the Code of Conduct of Council and Council Committee meetings, dated 2017-10-10, was received from Councillor DA Hendrickse.

The said Question is attached as **APPENDIX 1** and the appropriate response as **APPENDIX 2**.

FOR CONSIDERATION

Meeting:	13 th Council meeting: 2017-10-25	Submitted by Directorate:	Office of the Municipal Manager
Ref No:	3/4/1/4	Author:	Municipal Manager: (Ms G Mettler)
Collab:		Referred from:	

APPENDIX 1



10 October 2017
The Single Whip
Stellenbosch Municipal Council
Plein Street
STELLENBOSCH
7600
Attention : Clr W Petersen (Ms)

Dear Whip

**RE NOTICE OF QUESTIONS TO SERVE AT THE OCTOBER 2017 COUNCIL MEETING
QUESTION NO 1**

What are the salaries and benefits paid to all councillors, full time and par time?. A schedule in this regard to be issued. – Question directed at the Speaker and the Municipal Manager.

MOTIVATION

Salaries and benefit of councillors are regulated by legislation and must be made public.

QUESTION NO 2

What is the actual spending on the Capital Budget and Operation budget as at the end of the 2016/2017 Financial year ending June 2017? – Question Directed at CFO and Municipal Manager.

MOTIVATION

In the June 2017 Monthly financial report (See attached copy) indicate the Capital under spending at approx R 167 Million and under spending on Operational budget at Approx R302 Million. The attached report indicated that not all action expenditures were taken into account when report was done.

A handwritten signature in black ink, appearing to read 'DA Hendrickse', is located below the text of the second question's motivation.

Clr DA Hendrickse

APPENDIX 2



MEMORANDUM

*Office of the Municipal Manager
Kantoor van die Munisipale Bestuurder*

To : SPEAKER
From : MUNICIPAL MANAGER
Date : 13 October 2017
RE : REPLY TO QUESTIONS IN TERMS OF SECTION 21 OF THE
RULES OF ORDER: Actual Spending Capital Budget and
Operational Budget

Dear Speaker,

With reference to the question received from Councillor DA Hendrickse, submitted in terms of Section 21 of the Rules of Order Regulating the Conduct of Council and Council Committee Meetings, dated 10 October 2017 herewith my reply:

Question 2:

"What is the actual spending on the Capital Budget and Operation budget as at the end of the 2016/17 financial year ending June 2017"

Response

- 2016/2017 - Capital Expenditure: 85.08%
- 2016/2017 - Operational Expenditure: 89.77%

Kind regards

GERALDINE METTLER
MUNICIPAL MANAGER

11.	CONSIDERATION OF URGENT MOTIONS
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12.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER
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13.	CONSIDERATION OF REPORTS
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13.1	REPORTS SUBMITTED BY THE SPEAKER
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NONE

13.2	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR
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NONE

14.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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SEE PINK DOCUMENTATION