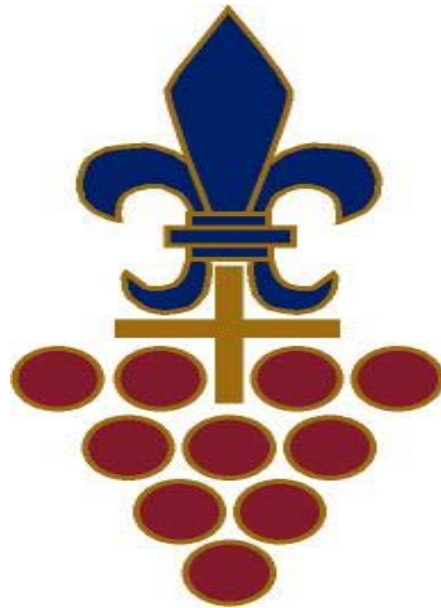


STELLENBOSCH MUNICIPALITY



MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023/2024 TO 2025/2026

Vision:

We describe the vision of where we want to be as a Municipality and the Greater Stellenbosch area as the

“An Integrated Valley of Opportunity and Innovation”

Mission:

Our mission is to deliver services in an enabling environment through sustainable, cost-effective and accountable services for our community.

Our Values

In all our work and engagements with the community and other stakeholders, we subscribe to the following values:

Integrity: As servants of the public, we undertake to perform the functions and operations of the Municipality in an honest and ethical manner.

Accountability: As responsible public servants, we pledge to perform our duties in a manner that is open to oversight and public scrutiny. This commitment is shaped by our understanding to give an account of our actions to individuals, groups and organisations.

Transformation: We, as custodians of hope, will work tirelessly at transforming our Municipality, communities and broader society by unlocking the endless possibilities that our valley holds and treasures. This commitment is shaped by our understanding of the historical, spatial, social and economic inequalities in our valley.

Innovation: We will continuously review our systems, procedures and processes to make them less bureaucratic and more responsive to customer needs. We will acknowledge and reward initiatives that show creativity and ingenuity.

Excellence: As a municipality, we will strive to deliver excellent services for all areas within the greater Stellenbosch.

Responsiveness: The municipality to be a responsive municipal entity with zero tolerance for corruption and illegal actions.

TABLE OF CONTENTS

PART 1

A:	Resolutions	1
B:	Executive Summary	2
C:	High Level Budget Summary	23
D:	Annual Budget Tables (Budget and Reporting Regulations – Schedule A)	24

PART 2

A:	Overview of Stellenbosch Municipality	46
B:	Legislative environment	74
C:	Overview of annual budget process	76
D:	Overview of alignment of annual budget with the Integrated Development Plan (IDP)	77
E:	Overview of municipal by-laws and budget related policies	81
F:	Overview of key budget assumptions	88
G:	High level budget overview	90
H:	Overview of budget funding	96
I:	Expenditure on allocation and grant programmes	97
J:	Allocations and grants made by the municipality	98
K:	Councillor and board member allowances and employee benefits	111
L:	Monthly targets for revenue, expenditure and cash flow	112
M:	Contracts having future budgetary implications	113
N:	Detail Capital Budget 2023 – 2026	114
O:	Legislation Compliance	130
P:	Other Supporting Documents	131
Q:	Quality Certificate	207

PART A

A: RESOLUTIONS

It is recommended to Council,

- a) that the Draft High Level Budget Summary, as set out in APPENDIX 1 – PART 1 – SECTION C; be approved;
- b) that the Annual Budget Tables as prescribed by the Budgeting and Reporting Regulations, as set out in APPENDIX 1 – PART 1 – SECTION D, be approved;
- c) that the proposed Grants-In-Aid allocations as set out in APPENDIX 1 – PART 2 – SECTION J, be approved;
- d) that the three-year Capital Budget for 2023/2024, 2024/2025 and 2025/2026, as set out in APPENDIX 1 – PART 2 – SECTION N, be approved;
- e) that the proposed draft rates on properties in WCO24, tariffs, tariff structures and service charges for water, electricity, refuse, sewerage and other municipal services, as set out in APPENDIX 3, be approved;
- f) that Council specifically take note of the amendments made to the Development charges policy as set out in APPENDIX 10 and development charges tariffs APPENDIX 36 based on the public comments and submissions received and approval of same for public release and comment;
- g) that the proposed amendments to existing budget related policies and other policies as set out in APPENDICES 5 - 34, be approved.
- h) that Council specifically note and consider the need to take up an external loan, needed for investment in income generating infrastructure to the amount of R560 millions of which R200 million will be required in year one, R200 million in year two and R160 million in year three (refer to Section G: High Level Budget Overview and Table A1 Budget Summary) and confirm approval of same;
- i) that Council specifically take note of the amendments made to the proposed electricity charges based on the NERSA guidelines and approval of same for public release and comment APPENDIX 36.
- j) that Council takes note of MFMA circulars 122 and 123 that was published to guide the MTREF for 2023/2024 to 2025/2026 as set out in APPENDICES 34 – 35.
- k) That Council takes note that the public comments and submissions were considered with the compilation of the final budget.

B: EXECUTIVE SUMMARY

This MTREF budget is being tabled during a difficult domestic and global economic environment. Domestically, load-shedding has become more persistent and prolonged, impacting on service delivery and threatening the survival of many businesses. Households are under pressure from the rising cost of living, and unemployment remains stubbornly high.

The Finance Minister, in the *Medium Term Budget Policy Statement* (MTBPS), indicated South Africa is prioritising stable and clear policies that promote economic growth and fiscal health in the midst of an uncertain outlook.

The pursuit of higher growth remains anchored on the following three pillars:

- Firstly, ensuring a stable macroeconomic framework to create a conducive environment for savings, investment and growth.
- Secondly, implementing growth-enhancing reforms in key sectors, particularly in energy and transport.
- And thirdly, strengthening the capacity of the state to deliver quality public services, invest in infrastructure and fight crime and corruption.

Fiscal Strategy

The 2023 Medium Term Budget Policy Statement (MTBPS) sets the course for a fiscal consolidation strategy consisting of the following measures:

- Reduction in fiscal deficit without resorting to tax increases or further cuts in the social wage and infrastructure;
- Achieving a primary fiscal surplus in the current financial year, and maintaining it over the medium term;
- Considering a consolidated position, which includes debt-service costs.
- The consolidated fiscal deficit is projected at 4.2 per cent of GDP for 2022/23, and this will reach 3.2 per cent in 2025/26. (These figures include the impact of the partial take-over of Eskom debt amounting to R254 billion)
- Due to this Eskom debt relief, government debt will stabilise at a higher level of 73.6 per cent of GDP and in 2025/26.
- Government debt is high and as such the debt-service costs as a per cent of main budget revenue will increase from 18 per cent in 2022/23 to 19.8per cent in 2025/26. The gross debt stock is projected to increase from R4.73 trillion in 2022/23 to R5.84 trillion in 2025/26. Debt-service costs are projected to average R366.8 billion annually over the medium term, reaching R397.1 billion in 2025/26.

The risks to the fiscal outlook include a worsening of the economic outlook, a further weakening of the finances of state-owned companies, and an unaffordable public-service wage agreement. Difficult budgeting trade-offs must therefore be made as government continues exercising fiscal restraint.

Accordingly, government non-interest spending will be kept below the level of revenue into the future, and will continue targeting the stabilisation of debt.

Economic Growth & Domestic Outlook

Since the 2022 Budget, global growth estimates for 2023 have been revised lower. The International Monetary Fund projects global growth to slow from an estimated 3.4 per cent in 2022 to 2.9 per cent in 2023. South Africa is expected to register better-than-expected GDP growth of 2.5 per cent in 2022, largely due to higher-than-expected agriculture and services sector growth in the third quarter.

Real GDP growth is now projected to average 1.4 per cent from 2023 to 2025, compared with 1.6 per cent in the 2022 MTBPS, as a result of persistent structural constraints especially power cuts, and a less supportive global environment.

Although output has recovered to pre-pandemic levels, the persistent scarring impact of the pandemic on employment and investment decisions continues to weigh on the recovery.

Risks to the global outlook include:

- Weaker-than-expected global growth, including the effects of monetary policy tightening in major economies.
- Further disruptions to global supply chains, renewed inflationary pressures, and constrained food and energy supplies stemming from the war in Ukraine.
- A sustained period of lower growth and elevated borrowing costs, which poses a threat to highly indebted countries.

The domestic outlook faces a range of risks, and include:

- Continued power cuts and a deterioration in port and rail infrastructure.
- Slow implementation of structural reforms could lower business confidence and deter new investment.
- Widespread criminal activity poses a threat to economic growth and national security.
- A deterioration of the fiscal outlook due to unfunded spending pressures or the materialisation of contingent liabilities could increase borrowing costs, and crowd out both private and public investment.

The key focus areas outlined in the Medium-Term Budget Policy Statement (MTBPS) is to enhance economic growth are as follows:

- Higher economic growth and a durable recovery in economic activity require a stable macroeconomic framework, complemented by rapid implementation of economic reforms and improved state capability;
- Government continues to provide a stable macroeconomic policy framework, underpinned by a flexible exchange rate, inflation targeting and sustainable fiscal policy, to encourage investment;
- Numerous reforms under way through Operation Vulindlela and the economic recovery plan. However, the most pressing reforms are required in electricity and freight rail
- Implementing urgent measures to reduce load shedding in the short term and transform the sector through market reforms to achieve long term energy security National Energy Crisis Committee (NECOM) interventions include:
 - Improving Eskom’s plant performance
 - Clearing regulatory obstacles by establishing a one stop shop to bring electricity onto the grid more rapidly. This will be supported by the Energy Security Bill, which removes regulatory impediments for independent power producers
 - Supporting the rollout of rooftop solar for households and businesses, including through tax incentives
 - Implementing a wheeling framework and grid capacity rules to provide certainty to private producers investing in energy projects
- Several reforms are underway to support recovery in the transport sector, arrest the decline and increase the volume of freight rail. These include:
 - The Economic Regulation of Transport Bill, which will establish the transport regulator, has been tabled in Parliament and is now with the National Council of Provinces.
 - Software upgrades to increase efficiency through better signaling.
 - Steps to prevent theft and vandalism and resolving legal challenges in relation to locomotive procurement.
 - Granting third-party access to the rail network.
 - To facilitate competition and improve pricing, the operations and infrastructure management functions of Transnet Freight Rail are due to be separated by October 2023.
- The 2023 Budget makes allocations towards infrastructure as well as crime and corruption, to ensure that public resources are used to lay the foundation for a more resilient economy.

The President of South Africa, in his State of the Nation Address (SONA), on the 9th of February 2023 spoke about how our country has, for many months, endured a debilitating electricity shortage that has caused immense damage to our economy. And for two years before that, our society was devastated by the COVID-19 pandemic that caused great loss of life and much hardship. The pandemic worsened a situation of deep unemployment, as the country lost two million jobs. The pandemic negatively affected livelihoods and increased poverty. Now, persistent load-shedding is impeding our recovery from the effects of these events.

The most immediate task on the agenda for the year ahead is to drastically reduce the severity of loadshedding in the coming months, and ultimately end loadshedding altogether.

The President spoke about the issues concerning South Africa most is:

- Loadshedding;
- Unemployment;
- Poverty and rising cost of living; and
- Crime and corruption

The following focus areas were also highlighted, amongst others, during the State Of Nation Address:

- National State of Disaster due to the electricity crises and its effects;
- Extreme weather events (drought, floods and wild fires);
- Climate change;
- Just Energy Transition Investment Plan (R1.5 trillion invested over 5-years into projects such as renewable energy, green hydrogen and electric vehicles);
- Major investments and developments in renewable energy which will create jobs and stimulate local economies;
- To conclude a social compact and work on a framework to enable joint action in key areas such as energy, transport and logistics, employment creation and skills development, investment and localization, social protection, crime and corruption;
- Covid-19 vaccinations;
- Initiatives like the Solidarity Fund being mobilized to end gender-based violence and femicide, and to respond to the effects of climate change;
- Develop master plans in sectors such as automotive, clothing and textiles, poultry, sugar, agriculture and global business services;
- Reliable water supply (Department of Water and Sanitation is in the process of investing in major infrastructure projects);
- Efficient transport and road infrastructure system;

- National Rail policy to guide the modernization and reform of the rail sector, providing for third-party access to our rail network;
- Challenges in the transportation of commuters on passenger rail;
- A comprehensive turnaround plan is being implemented to streamline the process for water use license applications;
- Building bridges;
- Roll-out of 5G mobile networks will reduce the cost of data;
- Mobilising greater levels of investments;
- Investment conference on 13 April 2023;
- Unlocking investment in the hemp and cannabis sector;
- Bounce-back loan scheme for companies that need finance to recover from the effects of the pandemic;
- Employment Tax incentives has been expanded to address the challenge of youth unemployment;
- Finalizing amendments to the business Act, 1991 (Act 71 of 1991) to reduce regulatory impediments for small, medium and micro enterprises (SMMEs) and co-operatives
- Presidential Employment Stimulus in providing work and livelihood opportunities;
- Rising cost of living that is deepening poverty and inequality;
- Extension of the Social Relief of Distress (SRD) Grant;
- Focus on eradicating the backlog in the processing of title deeds;
- Strengthening the SAPS, improving the capacity of the NPA and courts to ensure perpetrators are brought to justice

The President stated that poor performance of many local governments remains an area of concern. There are 163 out of 257 municipalities that are dysfunctional or in distress due to poor governance, ineffective and sometimes corrupt financial and administrative management and poor service delivery.

Government is implementing a number of interventions to address failures at local government level and improve basic service delivery.

Government interventions include:

- Enhancing the capacity of public representatives and officials;
- Maintaining and upgrading local infrastructure;
- Invoking the powers of national government to intervene where municipalities fail to meet their responsibilities;
- Integrity assessments will become a mandatory requirement for recruitment to the public service and entry exams will be introduced;

- Legislation will be amended to strengthen the role of the Public Service Commission to ensure that qualified people are appointed to senior management positions.

The Western Cape Premier in his State of the Province address, on 16th February 2023, reiterated the following sentiments highlighted during the State of the Nation Address, including but not limited to, the new National State of Disaster, the president to address the energy crises, establishing an oversight committee to monitor government expenditure related to the energy crises, economic growth recovery initiatives, unemployment / job creation (especially youth interventions), sustainable infrastructure development, educational infrastructure, health infrastructure, provision of housing (dignified living), agriculture, crime and safety, as well as campaigns against gender-based violence and femicide.

The Premiers' speech focused, amongst others, on the following areas:

- The new National State of Disaster due to the energy crises;
- Ensuring the citizens basic needs are protected (Water, Wifi and health);
- Renewable energy / green economy push
 - Drive to increase energy resilience, mitigate effects of loadshedding and potential of the power generation sector to stimulate growth and create employment opportunities
- Municipal Energy Resilience plan
 - A local government-level programme that develops, supports and builds capacity at municipalities across our province to implement renewable energy projects.
 - Stellenbosch is working towards procuring energy from Independent Power Producers.
- Establishment of the Infrastructure Department
 - Aimed to further prioritise the importance of developing and maintaining critical infrastructure in the Western Cape
- Rapid School Build Programme (Education Infrastructure)
- Provision of housing opportunities
- Health infrastructure
- "Our Growth For Jobs" strategy
 - Radical drive to reduce unemployment
 - Youth interventions
 - Agriculture
- Crime & Safety
- SAPS Devolution
- Campaigns against Gender-based violence and femicide

Provincial treasury reiterated most of the challenges and focus areas highlighted in the Premier's State of the Province address, the SONA and the 2023 Budget Review.

National Treasury encourages municipalities to maintain tariff increases and adopt a tariff setting methodology at levels that reflects an appropriate balance between the affordability to poorer households and other customers, while ensuring the financial sustainability of the municipality. Municipalities must ensure that their budgets are funded from realistically anticipated revenues. This means that the municipality must refrain from assuming collection rates that are unrealistic and unattainable. The setting of cost-reflective tariffs is a requirement of Section 74(2) of the Municipal Systems Act which is meant to ensure that municipalities set tariffs that enable them to recover the full cost of rendering the service. This forms the basis of compiling a credible budget. The municipalities must therefore generate sufficient revenue to fully recover their costs, deliver services to customers sustainably and invest in the infrastructure that promises local economic development. The municipality's revenue is determined by setting a package of tariffs that is not only considered to be affordable to its ratepayers and the users of its services but deemed to be at fair and realistic levels.

Tariff increases by Eskom and Water Boards is above inflation and should be considered as such while determining cost reflective tariffs. In the instance of bulk tariff increases for electricity, municipalities are encouraged to apply for electricity tariff increases that reflect the total cost of providing the service, to ensure that they are working towards achieving fully cost-reflective tariffs that will assist them to achieve financial sustainability. Municipalities should consider the following facts during the tariff setting process, namely, the costs of bulk purchases and the fluctuation in the seasonal cost thereof; the consumption patterns to enable better demand planning and management; and in the event that municipalities have been under recovering costs, embark on a process to correct their tariff structures over a reasonable time period so that cost reflective tariffs are achieved, which in turn will result in financial sustainability.

Local government confronts tough fiscal choices in the face of financial and institutional problems that result in service-delivery breakdowns and unpaid bills. Municipalities can offset these trends by improving their own revenue collections, working more efficiently and implementing cost-containment measures. In order to maintain a funded budget, municipalities need to not only focus on tariff increases, but also focus on how to eliminate expenditure that is unnecessary. The Cost Containment Regulations were issued on 07 June 2019, as well as the municipality's Cost Containment Policy is embedded in the municipality's operations that assists in driving down costs, ensuring that value for money is achieved and resources of the municipality is used effectively, efficiently and economically.

Municipalities are required to consider the following during the compilation of the 2023/2024 MTREF budgets:

- Improving the effectiveness of revenue management processes and procedures;
- Cost containment measures to, amongst other things, control unnecessary spending on nice-to-have items and non-essential activities as highlighted in the Municipal Cost Containment Regulation read with MFMA Circular No.82;
- Ensuring value for money through the procurement process;
- The affordability of providing free basic services to all households;
- Not taking on unfunded mandates;
- Strictly control the use of costly water tankers and fix the water infrastructure to enable the sustainable provision of water;
- Prioritise the filling of critical vacant posts, especially linked to the delivery of basic services; and
- Curbing consumption of water and electricity by the indigents to ensure that they do not exceed their allocation.

The aforementioned were taken into account during the compilation of the municipality's budget.

The application of sound financial management principles for the compilation of the Stellenbosch's financial plan is essential and critical to ensure that the municipality remains financially viable and that municipal services are provided sustainably, economically and equitably to all communities. The municipality's business and service delivery priorities were reviewed as part of this year's planning, through the Integrated Development Plan (IDP), and the annual budget process.

Funds were shifted from low to high priority programmes so as to maintain sound financial stewardship. A critical review was also undertaken on non-core and 'nice to have' items with regards to expenditure. The municipality has embarked on developing a revenue enhancement strategy to optimize revenue, including the collection of debt owed by consumers. Furthermore, the municipality has undertaken various customer care initiatives to ensure the municipality truly involves all citizens in the process of ensuring a people lead government.

The main challenges experienced during the compilation of the 2023/2024 MTREF can be summarized as follows:

- The on-going difficulties in the national and local economy;
- National State of Disaster – Electricity crises / Load shedding;
- Aging infrastructure;
- The need to reprioritise projects and expenditure within the existing resource envelope;

- The increased cost of bulk electricity and procuring water inventory, which is placing upward pressure on service tariffs to residents. Continuous high tariff increases are not sustainable - as there will be point where services will no-longer be affordable;
- Attracting economic investment
- Water Conservation;
- Reductions in allocations of some of the National and Provincial grants due to a worsening fiscal outlook;
- Limited resources to deal with all key priorities;
- Decline in reserves available to fund capital programmes.

The following budget principles and guidelines directly informed the compilation of the 2023/2024 MTREF:

- Integrated Development Plan was used to inform the measurable objectives, targets and backlog eradication goals;
- Tariff and property rate increases should be as affordable as possible and should ideally not exceed inflation as measured by the CPI, except where there are price increases in the inputs of services that are beyond the control of the municipality. However, tariffs need to remain or move towards being cost reflective, and should take into account the need to address infrastructure backlogs;
- National, provincial and local priorities;
- Headline inflation forecasts; and
- Funding choices and modelling.

The Integrated Development Plan (IDP) were used as a guiding strategic document to inform the budget compilation. The challenge however is still to deliver services more efficiently and effectively with the tight financial envelope.

Stellenbosch municipality's revenue strategy was based on the following fundamentals, namely, tariff policies of the municipality, economic outlook and development for Stellenbosch and surrounding areas, National Treasury's guidelines and macroeconomic policy, National, Provincial and Regional fiscal growth rates and electricity tariffs as approved by National Electricity Regulator of South Africa (NERSA).

The financial resources to fund the Operational Budget will and must consist of realistically anticipated revenue generated from property taxes, service charges and other income. The municipality were mindful of the estimated headline inflation for 2023/2024 of between 3% to 6% forming the basis of the extensive income modelling exercise, but also taking into account the principles of economical

services that are cost reflective, trading services generating surpluses, the effect of escalating salary costs and bulk purchases. Inflation is forecast to fluctuate around 5.2% over the medium term in line with moderating inflation expectations.

The national budget focuses on fiscal consolidation. This means that we as municipalities must ensure that we do not borrow beyond our ability to repay and we do not spend money we do not have, until we ignite growth and generate revenue, we have to be tough on ourselves.

It is expected that fuel prices will increase substantially in the next financial year, and this will be provided for in the budget.

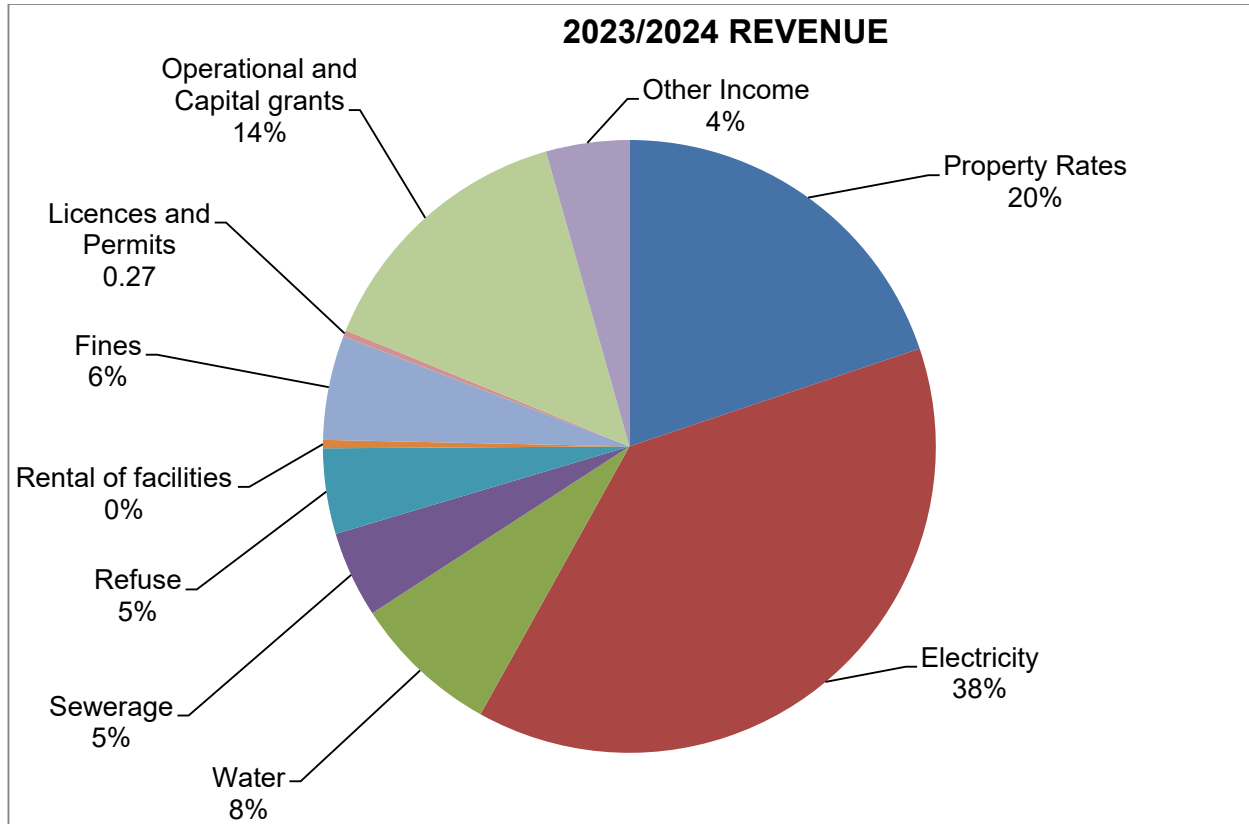
The total budget quantum for the 2023/2024 year is R2 763 148 733 of which R2 258 348 868 (82%), is allocated to the operating budget and R 504 799 865 (18%) to capital investment.

OPERATING BUDGET – REVENUE

Overall revenue budget increase was limited to 7.50% resulting in annual operating revenue increasing from R2 209 698 098 in 2022/2023 to R2 388 782 828 in 2023/2024. Taking cognisance of the economic conditions, the resultant low employment levels and levels of disposable income, it was important to keep services affordable by critically looking at the costs associated with providing the service.

Accordingly, management investigated potential pitfalls and amongst others found that spiralling expenditure on employee costs did not keep trend with realistically anticipated revenue streams, compounded by the decline in electricity surpluses as a result of higher input costs to provide the service.

REVENUE CATEGORIES	2022/2023	2023/2024	% INCR
Property Rates	438 941 447	473 588 918	7.89%
Electricity	812 307 977	913 669 187	12.48%
Water	176 782 708	185 621 843	5.00%
Sewerage	109 133 951	108 646 667	-0.45%
Refuse	94 971 363	107 653 574	13.35%
Rental of facilities	10 098 683	10 603 901	5.00%
Fines	124 955 174	131 570 078	5.29%
Licences and Permits	7 482 512	7 871 599	5.20%
Operational + Capital grants	344 598 437	344 766 000	0.05%
Other Income	90 425 846	104 791 061	15.89%
Operating Revenue	2 209 698 098	2 388 782 828	7.50%



- Average tariff increases:

Property Rates	6.50%
Electricity	15.10%
Water	6.00%
Sanitation	6.50%
Refuse removal	9.00%
- The proposed electricity tariffs are subject to change based on the final findings and recommendation of the cost of supply study. The proposed electricity charges and tariff structure is subject to National Electricity Regulator of South Africa (NERSA) approval.
- The Municipality succeeded in accessing the EPWP Incentive Grant for Municipalities in a bid to give some relief to the poorest of the poor by means of contract employment opportunities over the short term. The allocation for the 2023/24 financial year is R 4 786 000.

Rates

In the 2023/2024 financial year, the Property Rates Tariff paid by owners will increase with 6.50%, whilst total rates also increased with 6.50%. The increase in total rates is due to interim valuations that were performed. Rates rebates to senior citizens and disabled persons are also available as per the requirements of the amended Rates Policy to qualifying ratepayers with a monthly income of R15 000 or less.

Electricity

According to NERSA, the inclining block rate tariff structure is commonly used to charge for water usage. The feature of this tariff structure is that the more you use, the higher the average price. The objective of the inclining block tariff is to provide protection for lower usage customers against high price increases resulting in a reduction in tariffs to these customers. This means that higher consumption customers will see increasingly punitive charges based on their electricity usage. The municipality is implementing the directive from NERSA as part of the Municipality's Licensing Agreement and as a result had to deal with the negative impact of a declining Electricity surplus, year-on-year, putting more pressure on the level and quality of services provided.

Council's attention is further drawn to the fact that the proposed electricity tariff is at 15.10% whereas the increase in electricity bulk purchases for the 2023/2024 financial year is 22% as approved by NERSA (National Electricity Regulator of South Africa) for implementation by all municipalities. Although the proposed tariffs increase with 15.10%, the municipality is experiencing a decrease in electricity demand as consumers are utilising alternative energy sources.

Municipalities are urged to examine the cost structure of providing electricity services and to apply to NERSA for electricity tariff increases that reflect the total cost of providing the service, so that they work towards achieving fully cost-reflective tariffs that will help them achieve financial sustainability.

Water

Taking cognizance of the challenges that the country is currently experiencing due to the severe drought, the plight of the poor and the affordability of basic services, the average tariff increase for the rest of the consumptive water scales is 6.00%. The tariff is designed to cater for current and future capital investment in basic water infrastructure and the need to generate surpluses. **It is however important to note that the proposed revenue as per table A4 (Appendix 1 – Part 1 – Section D) is based on the anticipated actual performance of the income to be derived in 2023/2024 and not based on the approved budget for the same year.**

Sewerage (Sanitation)

The proposed increase in this tariff is 6.50%. Sanitation services is classified as an economical service. This means that the service charges for sanitation must cover the cost of providing the service, i.e. it must at least break even. This tariff increase is necessitated by operational requirements, maintenance of existing aging infrastructure, new infrastructure financing/provision and to ensure that the service is delivered in a sustainable manner. **It is however important to note that the proposed revenue as per table A4 (Appendix 1 – Part 1 – Section D) is based on the anticipated actual performance of the income to be derived in 2023/2024 and not based on the approved budget for the same year.**

Refuse (Solid Waste)

Refuse removal services, like sanitation are also classified as an economical service. This means that the service charges for refuse must cover the cost of providing the service, i.e. it must at least break even. The municipality will implement an above inflation tariff increase as this service does not break even and to provide for the additional expenditure for the transport of the waste from the Stellenbosch Landfill Site. The solid waste tariffs were modelled to give effect to the principle of the service charge being cost reflective as the service cannot be cross-subsidized. It is proposed that the tariff increases by 9.00% as a result of the before mentioned. The very nature of this tariff does not lend it to financing the expansion of the landfill site and therefore the proposed extension by way of constructing the new cell, was funded from council's own reserves.

It is however important to note that the proposed revenue as per table A4 (Appendix 1 – Part 1 – Section D) is based on the anticipated actual performance of the income to be derived in 2023/2024 and not based on the approved budget for the same year.

Debt Management

The municipality is currently executing all credit control and debt collection procedures as required in the approved Credit Control and Debt Collection policy. These internal procedures followed include the disconnection of services, where there are services that can be disconnected, the issuing of final notices, the conclusion of reasonable agreements where the settlement of the accounts is not possible and also the follow up on defaulting debtors not honoring arrangements. The municipality continuously enforces the above procedures to ensure that debt which is collectable is collected and all debt that is regarded as not recoverable, be written off.

The municipality developed a revenue enhancement strategy. The document focuses on the formulation and implementation of strategies to improve financial management and controls within the municipality. The objective of any successful revenue enhancement strategy is to build and improve on current payment levels and then to recover arrear debt.

The municipality has also promulgated the Credit Control and Debt Collection By-Law on the 4th of March 2011 to strengthen the internal credit control and debt collection procedures through handing over of all debt over 90 days to the appointed attorneys.

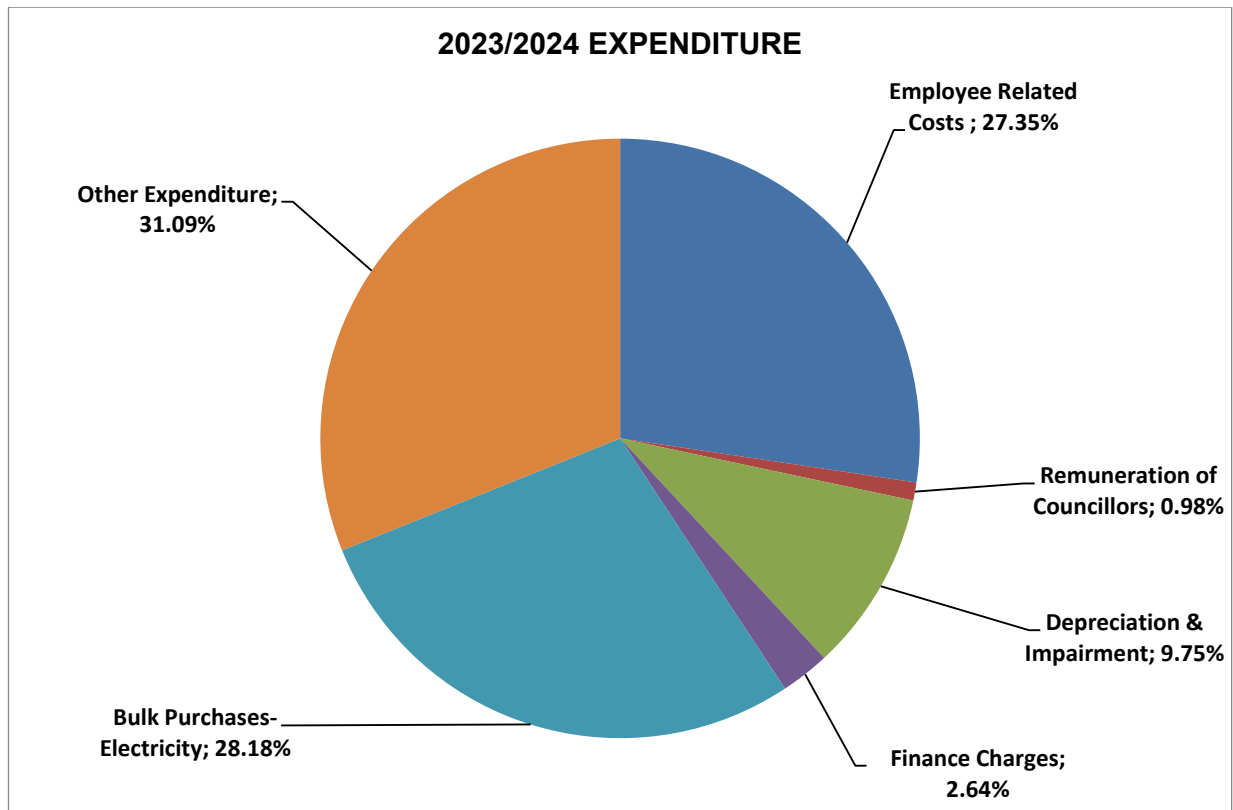
A zero-tolerance approach will be followed where consumers are able to pay for services, as this indirectly denies paying consumers the level and standard of service that they are entitled to.

OPERATING BUDGET - EXPENDITURE

The budget sees an increase in annual operating expenditure from R 2 119 664 507 in 2022/2023 to R 2 258 348 868 in 2023/2024. This 6.54% increase is primarily due to increases in several expenditure categories, examples which are included in the table below:

EXPENDITURE CATEGORIES	2022/2023	2023/2024	% INCR.
Employee Related Costs	590 885 967	617 693 549	4.54%
Remuneration of Councillors	20 845 768	22 096 514	6.00%
Depreciation & Impairment	214 992 797	220 283 469	2.46%
Finance Charges	68 069 222	59 688 487	-12.31%
Bulk Purchases Electricity	543 925 482	636 392 814	17.00%
Other Expenditure	680 945 271	702 194 035	3.12%
Total Expenditure	2 119 664 507	2 258 348 868	6.54%

Council to note the upward pressure of external borrowing interest (Finance Charges) on future tariffs. In this regard, strong political will and strategic leadership is required to ensure that the municipality maintains the position of being responsive to its communities by ensuring that service charges are kept affordable and realistic by amongst other, critically investigating funding choices and expenditure decisions.



Explanation of significant expenditure variances:

Finance Charges

The interest payable for the 2023/2024 financial year has been calculated on the maximum amount of possible borrowings drawn down up to the end of the 2023/2024 financial year.

Bulk Purchases

The municipal tariff guideline increase issued by NERSA setting the bulk purchase increase at 22%.

Other expenditure

Budgetary constraints and economic challenges meant that the municipality had to apply a combination of cost-saving interventions. These interventions include amongst other, measures to limited telephone usage and filling of critical vacancies that will result in a decrease in consulting fees.

CAPITAL BUDGET

The capital budget increased from R 378 709 141 in 2022/2023 to R 504 799 865 in 2023/2024.

DIRECTORATE	2022/2023	2023/2024	% INCR.
Municipal Manager	40 000	40 000	0.00%
Planning and Economic Development	12 665 281	9 043 500	-28.60%
Community and Protection Services	29 774 773	24 642 002	-17.24%
Infrastructure Services	296 643 879	436 423 363	47.12%
Corporate Services	37 708 208	33 901 000	-10.10%
Financial Services	1 877 000	750 000	-60.04%
Total Expenditure	378 709 141	504 799 865	33.29%

FUNDING SOURCE	2022/2023	2023/2024	% INCR
Capital Replacement Reserve	151 326 558	176 826 279	16.85%
Development Contribution	13 269 883	24 118 086	81.75%
External Loan	94 368 337	200 000 000	111.94%
National Government	99 191 820	79 189 500	-20.17%
Provincial Government	20 552 543	24 666 000	20.01%
	378 709 141	504 799 865	33.29%

CAPITAL PROJECTS ABOVE R50 MILLION INCLUDED IN THE THREE YEAR MTREF

The following projects included in the three year MTREF budget are above R50 million:

Project Description	2023/2024	2024/2025	2025/2026	MTREF Total
Expansion of the landfill site (New cells)	46 000 000	55 600 000	1 000 000	102 600 000
Bien don 66/11kV substation new	25 000 000	25 000 000	25 000 000	75 000 000
Bulk Water Supply Pipe and Reservoir: Stellenbosch	1 500 000	40 000 000	75 000 000	116 500 000
New Reservoir & Pipeline: Vlottenburg	46 000 000	34 000 000	-	80 000 000
Upgrade of WWTW Wemmershoek	19 500 000	45 000 000	5 000 000	69 500 000
Upgrade of WWTW: Klapmuts	15 040 350	35 000 000	10 500 000	60 540 350
	153 040 350	234 600 000	116 500 000	504 140 350

Major capital expenditure is planned in the following areas during the 2023/2024 financial year:

- Expansion of the landfill site (New cells)
- Landfill Gas To Energy
- Alternative Energy
- Bien don 66/11kV substation new
- Electricity Network: Pniel
- Electrification INEP
- General Systems Improvements - Stellenbosch
- Kayamandi(Costa grounds)new substation 11 kV switching station
- Laterra Substation
- Bulk Water Supply Pipe and Reservoir: Stellenbosch
- Bulk Water Supply Pipeline & Reservoir – Jamestown
- New Reservoir & Pipeline: Vlottenburg
- Upgrade of WWTW Wemmershoek
- Upgrade of WWTW: Klapmuts
- Lanquedoc Access road and Bridge
- Khayamandi Pedestrian Bridge (R304, River and Railway Line)
- Bird Street Dualling - Adam Tas to Kayamandi
- Main Road Intersection Improvements: Franschhoek
- Adam Tas - Technopark Link Road

C: HIGH LEVEL BUDGET SUMMARY

	Operating Income R	Operating Expenditure R	Capital Expenditure R	Total Budget R
Municipal Manager	-	17 841 031	40 000	17 881 031
Planning & Economic Development	26 357 080	93 402 566	9 043 500	102 446 066
Infrastructure Services	1 589 956 393	1 366 656 493	436 423 363	1 803 079 856
Community and Protection Services	164 776 725	422 902 773	24 642 002	447 544 775
Corporate Services	10 178 570	234 756 698	33 901 000	268 657 698
Financial Services	597 514 060	122 789 307	750 000	123 539 307
Total	2 388 782 828	2 258 348 868	504 799 865	2 763 148 733

D: ANNUAL BUDGET TABLES

In accordance with the Budget and Reporting Regulations the following compulsory schedules are attached reflecting the composition and detail of the above mentioned amounts.

Budget Summary	Table A1
Budgeted Financial Performance	Table A2
(Revenue and Expenditure by functional classification)	
Budgeted Financial Performance	Table A3
(Revenue and Expenditure by municipal vote)	
Budgeted Financial Performance	Table A4
(Revenue and Expenditure)	
Budgeted Capital Expenditure by vote, functional classification and funding	Table A5
Budgeted Financial Position	Table A6
Budgeted Cash flows	Table A7
Cash backed reserves/accumulated surplus reconciliation	Table A8
Asset Management	Table A9
Basic Service Delivery Measurement	Table A10

The information displayed in the “Adjusted Budget” column for the 2022/2023 financial year includes all changes approved by Council in the Adjustments Budgets during the current financial year.

WC024 Stellenbosch - Table A1 Budget Summary

Description	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousands										
Financial Performance										
Property rates	365 675	394 484	421 969	438 941	438 941	438 941	389 160	473 589	504 285	534 542
Service charges	880 126	932 616	1 090 198	1 227 651	1 193 196	1 193 196	953 562	1 315 591	1 473 562	1 614 808
Investment revenue	40 472	19 515	18 770	20 397	35 417	35 417	34 340	41 193	41 484	41 778
Transfer and subsidies - Operational	176 245	208 448	226 597	213 380	224 854	224 854	196 480	240 911	249 008	311 436
Other own revenue	154 994	180 479	192 277	203 412	197 545	197 545	201 198	213 644	235 823	255 434
Total Revenue (excluding capital transfers and contributions)	1 617 512	1 735 542	1 949 813	2 103 783	2 089 954	2 089 954	1 774 741	2 284 927	2 504 162	2 757 998
Employee costs	495 905	558 472	549 798	624 464	590 886	590 886	453 080	617 694	631 367	674 743
Remuneration of councillors	19 121	18 657	19 815	21 062	20 846	20 846	18 322	22 097	23 422	24 828
Depreciation and amortisation	190 440	212 325	213 746	213 118	214 993	214 993	209 667	220 283	225 791	230 391
Interest	39 542	38 557	44 332	67 799	68 069	68 069	24 058	59 688	72 517	91 615
Inventory consumed and bulk purchases	476 258	488 387	604 031	634 794	640 325	640 325	457 001	736 842	879 403	1 052 516
Transfers and subsidies	10 855	11 010	13 364	14 355	19 143	19 143	15 369	20 636	21 048	21 469
Other expenditure	421 702	506 123	480 657	526 472	565 403	565 403	297 339	581 109	585 967	594 808
Total Expenditure	1 653 824	1 833 530	1 925 744	2 102 065	2 119 665	2 119 665	1 474 836	2 258 349	2 439 514	2 690 369
Surplus/(Deficit)	(36 311)	(97 987)	24 068	1 718	(29 711)	(29 711)	299 905	26 578	64 648	67 629
Transfers and subsidies - capital (monetary allocations)	124 374	69 847	92 802	153 030	119 744	119 744	72 092	103 856	91 949	89 259
Transfers and subsidies - capital (in-kind)	-	141	50	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions	88 063	(28 000)	116 920	154 747	90 034	90 034	371 997	130 434	156 597	156 888
Intercompany/Parent subsidiary transactions	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) for the year	88 063	(28 000)	116 920	154 747	90 034	90 034	371 997	130 434	156 597	156 888
Capital expenditure & funds sources										
Capital expenditure	408 562	392 941	340 170	409 273	378 709	378 709	202 726	504 800	589 095	503 056
Transfers recognised - capital	127 877	11 786	94 873	132 483	140 627	140 627	75 710	127 974	114 149	109 259
Borrowing	13 471	141 384	128 766	140 000	94 368	94 368	58 229	200 000	200 000	175 000
Internally generated funds	248 240	237 579	116 481	136 790	143 714	143 714	68 787	176 826	274 946	218 797
Total sources of capital funds	389 588	390 748	340 120	409 273	378 709	378 709	202 726	504 800	589 095	503 056
Financial position										
Total current assets	1 159 645	1 261 011	1 522 413	644 346	786 006	786 006	445 403	812 698	786 332	824 969
Total non current assets	5 675 625	5 861 066	6 020 870	6 274 346	6 158 816	6 158 816	(31 714)	6 443 332	6 806 637	7 079 303
Total current liabilities	837 333	1 038 502	1 227 965	339 918	461 058	461 058	99 791	448 318	460 638	476 671
Total non current liabilities	574 484	680 414	790 708	877 341	889 359	889 359	-	1 059 662	1 227 683	1 366 065
Community wealth/Equity	5 335 390	5 409 876	5 531 732	5 701 434	5 594 405	5 594 405	-	5 748 050	5 904 648	6 061 536
Cash flows										
Net cash from (used) operating	(104 475)	2 362 281	1 271 617	315 204	339 668	339 668	(2 239 039)	428 518	461 490	446 497
Net cash from (used) investing	(15 792)	(152 386)	(37 466)	33 000	-	-	(5 039)	(576 970)	(672 434)	(574 014)
Net cash from (used) financing	899	1 251	(142 853)	140 000	140 000	140 000	964	144 368	136 957	106 619
Cash/cash equivalents at the year end	535 125	2 626 464	1 425 381	705 898	923 068	923 068	(2 243 113)	428 557	354 570	333 672
Cash backing/surplus reconciliation										
Cash and investments available	415 242	334 083	443 397	249 508	435 451	435 451	225 318	428 557	354 570	333 672
Application of cash and investments	727 588	918 740	1 085 305	97 154	245 724	245 724	61 597	242 866	241 494	238 355
Balance - surplus (shortfall)	(312 346)	(584 656)	(641 908)	152 354	189 727	189 727	163 721	185 691	113 076	95 317
Asset management										
Asset register summary (WDV)	5 667 203	5 853 186	6 014 401	6 274 346	6 152 095	6 152 095		6 436 612	6 799 916	7 072 582
Depreciation	190 440	212 325	213 746	213 118	214 993	214 993		220 283	225 791	230 391
Renewal and Upgrading of Existing Assets	138 950	102 737	179 364	174 705	137 388	137 388		195 977	262 044	258 681
Repairs and Maintenance	49 608	66 302	63 905	107 541	103 955	103 955		113 859	118 156	122 068
Free services										
Cost of Free Basic Services provided	44 034	50 843	53 389	57 014	54 808	54 808		111 495	124 833	136 955
Revenue cost of free services provided	49 938	53 282	51 233	57 671	47 326	47 326		56 811	60 530	64 162
Households below minimum service level										
Water:	1	1	1	1	1	1		1	1	1
Sanitation/sewerage:	1	1	1	1	1	1		1	1	1
Energy:	2	2	2	2	2	2		1	1	1
Refuse:	4	4	4	4	4	4		4	3	3

WC024 Stellenbosch - Table A2 Budgeted Financial Performance (revenue and expenditure by functional classification)

Functional Classification Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue - Functional										
<i>Governance and administration</i>		477 784	508 136	517 935	546 657	560 987	560 987	607 693	645 974	683 061
Executive and council		(2 027)	567	306	771	841	841	1 205	926	970
Finance and administration		479 810	507 569	517 629	545 886	559 597	559 597	606 488	645 048	682 092
Internal audit		-	-	-	-	550	550	-	-	-
<i>Community and public safety</i>		160 982	158 729	186 577	180 572	171 810	171 810	179 869	202 595	218 428
Community and social services		18 591	14 163	16 503	18 285	20 731	20 731	14 918	15 998	17 599
Sport and recreation		2 700	3 198	3 923	1 564	1 293	1 293	1 242	675	707
Public safety		125 347	127 462	142 966	148 586	139 226	139 226	147 892	154 284	161 536
Housing		14 344	13 906	23 185	12 136	10 561	10 561	15 817	31 637	38 587
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		71 009	51 223	106 498	145 034	107 854	107 854	113 925	93 394	129 129
Planning and development		64 468	25 149	45 354	142 206	100 578	100 578	106 375	74 245	103 139
Road transport		2 942	28 464	60 826	1 503	5 931	5 931	6 826	18 391	25 196
Environmental protection		3 598	(2 390)	318	1 325	1 345	1 345	725	759	794
<i>Trading services</i>		1 032 011	1 086 680	1 231 552	1 384 432	1 369 047	1 369 047	1 487 296	1 654 148	1 816 638
Energy sources		593 253	673 988	808 428	920 200	896 524	896 524	979 174	1 108 779	1 228 199
Water management		196 651	155 977	159 914	181 107	186 866	186 866	196 564	207 262	218 330
Waste water management		152 991	150 252	143 732	149 836	151 401	151 401	160 222	173 642	188 420
Waste management		89 117	106 463	119 478	133 289	134 256	134 256	151 336	164 465	181 689
<i>Other</i>	4	100	762	103	118	-	-	-	-	-
Total Revenue - Functional	2	1 741 887	1 805 530	2 042 665	2 256 812	2 209 698	2 209 698	2 388 783	2 596 111	2 847 258
Expenditure - Functional										
<i>Governance and administration</i>		243 804	316 006	295 765	332 785	333 619	333 619	362 614	378 705	393 830
Executive and council		57 651	50 070	48 869	33 555	42 150	42 150	42 363	43 900	45 808
Finance and administration		174 683	254 311	237 458	285 492	277 447	277 447	314 447	328 697	341 592
Internal audit		11 470	11 624	9 439	13 738	14 022	14 022	5 804	6 107	6 430
<i>Community and public safety</i>		336 229	396 570	384 614	415 276	440 159	440 159	433 048	443 662	464 832
Community and social services		33 383	37 197	37 897	52 304	51 673	51 673	52 702	54 514	56 928
Sport and recreation		43 799	48 903	62 088	65 531	73 816	73 816	81 085	84 454	88 370
Public safety		226 844	276 339	261 566	264 286	278 394	278 394	268 165	273 631	282 951
Housing		32 203	34 132	23 063	33 155	36 277	36 277	31 096	31 064	36 583
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		173 016	186 419	187 772	212 066	212 880	212 880	220 371	214 401	261 159
Planning and development		61 365	73 782	75 647	80 010	83 655	83 655	98 596	92 019	133 471
Road transport		94 958	95 539	96 266	107 911	107 853	107 853	103 690	104 394	108 802
Environmental protection		16 693	17 098	15 859	24 146	21 373	21 373	18 085	17 988	18 886
<i>Trading services</i>		900 626	934 435	1 057 594	1 141 937	1 133 006	1 133 006	1 242 315	1 402 746	1 570 549
Energy sources		506 120	524 649	636 422	678 534	668 896	668 896	768 674	914 491	1 102 796
Water management		131 609	132 191	135 897	132 424	144 541	144 541	146 032	152 518	162 089
Waste water management		144 068	161 320	154 682	199 471	180 150	180 150	176 993	185 461	188 943
Waste management		118 829	116 276	130 593	131 508	139 418	139 418	150 616	150 276	116 721
<i>Other</i>	4	148	100	-	-	-	-	-	-	-
Total Expenditure - Functional	3	1 653 824	1 833 530	1 925 744	2 102 065	2 119 665	2 119 665	2 258 349	2 439 514	2 690 369
Surplus/(Deficit) for the year		88 063	(28 000)	116 920	154 747	90 034	90 034	130 434	156 597	156 888

WC024 Stellenbosch - Table A2 Budgeted Financial Performance (revenue and expenditure by functional classification)

Functional Classification Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue - Functional	1									
<i>Municipal governance and administration</i>		477 784	508 136	517 935	546 657	560 987	560 987	607 693	645 974	683 061
Executive and council		(2 027)	567	306	771	841	841	1 205	926	970
<i>Mayor and Council</i>		868	560	306	771	841	841	1 205	926	970
<i>Municipal Manager, Town Secretary and Chief Executive</i>		(2 894)	7	-	-	-	-	-	-	-
Finance and administration		479 810	507 569	517 629	545 886	559 597	559 597	606 488	645 048	682 092
<i>Administrative and Corporate Support</i>		-	-	-	26	26	26	27	29	30
<i>Asset Management</i>		-	-	-	-	-	-	-	-	-
<i>Finance</i>		475 173	502 374	508 002	534 452	550 455	550 455	597 037	635 331	671 919
<i>Fleet Management</i>		90	47	137	138	138	138	145	152	159
<i>Human Resources</i>		1 324	1 286	1 202	608	914	914	625	654	685
<i>Information Technology</i>		-	-	-	-	-	-	-	-	-
<i>Legal Services</i>		1	2	150	1	1	1	1	2	2
<i>Marketing, Customer Relations, Publicity and Media Co-</i>		-	-	-	-	-	-	-	-	-
<i>Property Services</i>		3 082	3 765	7 970	10 250	7 909	7 909	8 320	8 711	9 121
<i>Risk Management</i>		-	-	-	-	-	-	-	-	-
<i>Security Services</i>		-	-	-	-	-	-	-	-	-
<i>Supply Chain Management</i>		140	94	168	410	153	153	332	168	176
<i>Valuation Service</i>		-	-	-	-	-	-	-	-	-
Internal audit		-	-	-	-	550	550	-	-	-
<i>Governance Function</i>		-	-	-	-	550	550	-	-	-
Community and public safety		160 982	158 729	186 577	180 572	171 810	171 810	179 869	202 595	218 428
Community and social services		18 591	14 163	16 503	18 285	20 731	20 731	14 918	15 998	17 599
<i>Aged Care</i>		-	-	-	-	-	-	-	-	-
<i>Agricultural</i>		-	-	-	-	-	-	-	-	-
<i>Animal Care and Diseases</i>		-	-	-	-	-	-	-	-	-
<i>Cemeteries, Funeral Parlours and Crematoriums</i>		1 188	1 016	1 205	3 597	1 340	1 340	1 140	1 194	1 250
<i>Child Care Facilities</i>		-	-	-	-	-	-	-	-	-
<i>Community Halls and Facilities</i>		778	1 967	4 991	99	843	843	1 972	2 948	3 962
<i>Consumer Protection</i>		-	-	-	-	-	-	-	-	-
<i>Cultural Matters</i>		-	-	-	-	-	-	-	-	-
<i>Disaster Management</i>		-	177	263	256	256	256	320	-	-
<i>Education</i>		-	-	-	-	-	-	-	-	-
<i>Indigenous and Customary Law</i>		-	-	-	-	-	-	-	-	-
<i>Industrial Promotion</i>		-	-	-	-	-	-	-	-	-
<i>Language Policy</i>		-	-	-	-	-	-	-	-	-

Functional Classification Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	1									
<i>Libraries and Archives</i>		15 469	10 816	9 969	14 252	18 096	18 096	11 405	11 818	12 349
<i>Literacy Programmes</i>		-	-	-	-	-	-	-	-	-
<i>Media Services</i>		-	-	-	-	-	-	-	-	-
<i>Museums and Art Galleries</i>		-	-	-	-	-	-	-	-	-
<i>Population Development</i>		1 157	188	74	81	196	196	81	38	38
<i>Provincial Cultural Matters</i>		-	-	-	-	-	-	-	-	-
<i>Theatres</i>		-	-	-	-	-	-	-	-	-
<i>Zoo's</i>		-	-	-	-	-	-	-	-	-
Sport and recreation		2 700	3 198	3 923	1 564	1 293	1 293	1 242	675	707
<i>Beaches and Jetties</i>		-	-	-	-	-	-	-	-	-
<i>Casinos, Racing, Gambling, Wagering</i>		-	-	-	-	-	-	-	-	-
<i>Community Parks (including Nurseries)</i>		2 582	2 236	568	1 232	961	961	1 041	565	592
<i>Recreational Facilities</i>		(33)	-	73	-	-	-	105	110	115
<i>Sports Grounds and Stadiums</i>		151	963	3 281	332	332	332	96	-	-
Public safety		125 347	127 462	142 966	148 586	139 226	139 226	147 892	154 284	161 536
<i>Civil Defence</i>		1 553	2 369	4 976	20	335	335	139	145	152
<i>Cleansing</i>		-	-	-	-	-	-	-	-	-
<i>Control of Public Nuisances</i>		-	-	-	-	-	-	-	-	-
<i>Fencing and Fences</i>		-	-	-	-	-	-	-	-	-
<i>Fire Fighting and Protection</i>		3 543	585	497	860	657	657	663	136	143
<i>Licensing and Control of Animals</i>		-	-	-	-	-	-	-	-	-
<i>Police Forces, Traffic and Street Parking Control</i>		120 251	124 507	137 493	147 706	138 233	138 233	147 090	154 003	161 241
<i>Pounds</i>		-	-	-	-	-	-	-	-	-
Housing		14 344	13 906	23 185	12 136	10 561	10 561	15 817	31 637	38 587
<i>Housing</i>		14 207	13 906	23 185	12 136	10 561	10 561	15 817	31 637	38 587
<i>Informal Settlements</i>		137	-	-	-	-	-	-	-	-
Health		-	-	-	-	-	-	-	-	-
<i>Ambulance</i>		-	-	-	-	-	-	-	-	-
<i>Health Services</i>		-	-	-	-	-	-	-	-	-
<i>Laboratory Services</i>		-	-	-	-	-	-	-	-	-
<i>Food Control</i>		-	-	-	-	-	-	-	-	-
<i>Health Surveillance and Prevention of Communicable</i>		-	-	-	-	-	-	-	-	-
<i>Vector Control</i>		-	-	-	-	-	-	-	-	-
<i>Chemical Safety</i>		-	-	-	-	-	-	-	-	-

Functional Classification Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	1									
Economic and environmental services		71 009	51 223	106 498	145 034	107 854	107 854	113 925	93 394	129 129
Planning and development		64 468	25 149	45 354	142 206	100 578	100 578	106 375	74 245	103 139
Billboards		-	-	-	-	-	-	-	-	-
Corporate Wide Strategic Planning (IDPs, LEDs)		1 450	3 295	5 138	966	1 966	1 966	2 069	-	-
Central City Improvement District		-	-	-	-	-	-	-	-	-
Development Facilitation		-	-	-	-	-	-	-	-	-
Economic Development/Planning		945	-	-	-	-	-	-	-	-
Regional Planning and Development		-	-	-	-	-	-	-	-	-
Town Planning, Building Regulations and Enforcement,		5 374	5 371	9 659	9 179	8 085	8 085	8 472	8 870	9 296
Project Management Unit		56 700	16 483	30 557	132 061	90 527	90 527	95 834	65 375	93 843
Provincial Planning		-	-	-	-	-	-	-	-	-
Support to Local Municipalities		-	-	-	-	-	-	-	-	-
Road transport		2 942	28 464	60 826	1 503	5 931	5 931	6 826	18 391	25 196
Public Transport		-	-	-	-	-	-	-	-	-
Road and Traffic Regulation		1 615	1 880	2 017	959	1 887	1 887	-	-	-
Roads		1 328	38 741	58 809	545	4 045	4 045	6 826	18 391	25 196
Taxi Ranks		-	(12 156)	-	-	-	-	-	-	-
Environmental protection		3 598	(2 390)	318	1 325	1 345	1 345	725	759	794
Biodiversity and Landscape		811	(2 397)	145	1 024	1 044	1 044	678	709	743
Coastal Protection		-	-	-	-	-	-	-	-	-
Indigenous Forests		-	-	-	-	-	-	-	-	-
Nature Conservation		29	7	173	301	301	301	47	49	52
Pollution Control		-	-	-	-	-	-	-	-	-
Soil Conservation		2 758	-	-	-	-	-	-	-	-
Trading services		1 032 011	1 086 680	1 231 552	1 384 432	1 369 047	1 369 047	1 487 296	1 654 148	1 816 638
Energy sources		593 253	673 988	808 428	920 200	896 524	896 524	979 174	1 108 779	1 228 199
Electricity		593 253	673 988	808 428	920 200	896 524	896 524	979 174	1 108 779	1 228 199
Street Lighting and Signal Systems		-	-	-	-	-	-	-	-	-
Nonelectric Energy		-	-	-	-	-	-	-	-	-
Water management		196 651	155 977	159 914	181 107	186 866	186 866	196 564	207 262	218 330
Water Treatment		-	-	-	-	-	-	-	-	-
Water Distribution		196 651	155 977	159 914	181 107	186 866	186 866	196 564	207 262	218 330
Water Storage		-	-	-	-	-	-	-	-	-
Waste water management		152 991	150 252	143 732	149 836	151 401	151 401	160 222	173 642	188 420
Public Toilets		5 427	6 934	7 015	8 020	8 020	8 020	8 782	9 623	15 954
Sewerage		67 845	67 693	52 665	52 538	54 063	54 063	53 753	57 487	61 523
Storm Water Management		68	121	829	-	250	250	1 140	601	835
Waste Water Treatment		79 651	75 504	83 224	89 279	89 068	89 068	96 547	105 931	110 108

Functional Classification Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	1									
Waste management		89 117	106 463	119 478	133 289	134 256	134 256	151 336	164 465	181 689
<i>Recycling</i>		313	-	-	-	-	-	-	-	-
<i>Solid Waste Disposal (Landfill Sites)</i>		2 757	2 648	3 157	4 640	4 640	4 640	3 180	3 467	3 779
<i>Solid Waste Removal</i>		86 047	103 815	116 321	128 649	129 616	129 616	148 155	160 998	177 910
<i>Street Cleaning</i>		-	-	-	-	-	-	-	-	-
Other		100	762	103	118	-	-	-	-	-
Abattoirs		-	-	-	-	-	-	-	-	-
Air Transport		-	-	-	-	-	-	-	-	-
Forestry		-	-	-	-	-	-	-	-	-
Licensing and Regulation		-	-	-	-	-	-	-	-	-
Markets		100	662	103	118	-	-	-	-	-
Tourism		-	100	-	-	-	-	-	-	-
Total Revenue - Functional	2	1 741 887	1 805 530	2 042 665	2 256 812	2 209 698	2 209 698	2 388 783	2 596 111	2 847 258
Expenditure - Functional										
Municipal governance and administration		243 804	316 006	295 765	332 785	333 619	333 619	362 614	378 705	393 830
Executive and council		57 651	50 070	48 869	33 555	42 150	42 150	42 363	43 900	45 808
<i>Mayor and Council</i>		35 117	33 807	42 505	27 298	36 113	36 113	38 027	39 356	41 044
<i>Municipal Manager, Town Secretary and Chief Executive</i>		22 534	16 263	6 364	6 257	6 037	6 037	4 336	4 544	4 764
Finance and administration		174 683	254 311	237 458	285 492	277 447	277 447	314 447	328 697	341 592
<i>Administrative and Corporate Support</i>		10 935	10 827	15 821	16 815	16 516	16 516	17 329	18 404	19 546
<i>Asset Management</i>		-	-	1 959	-	-	-	-	-	-
<i>Finance</i>		45 650	124 149	76 437	84 076	80 036	80 036	107 384	112 240	115 083
<i>Fleet Management</i>		2 133	1 081	2 170	2 298	2 295	2 295	2 384	2 474	2 566
<i>Human Resources</i>		33 736	18 595	49 013	61 416	66 120	66 120	70 652	74 919	79 490
<i>Information Technology</i>		39 470	41 341	45 679	53 855	51 736	51 736	52 531	54 114	55 725
<i>Legal Services</i>		10 816	13 210	6 735	8 835	7 803	7 803	8 048	8 295	8 553
<i>Marketing, Customer Relations, Publicity and Media Co-</i>		2 366	3 069	2 494	3 572	3 557	3 557	3 748	3 932	4 127
<i>Property Services</i>		24 851	36 724	29 755	42 786	38 281	38 281	39 351	40 645	41 953
<i>Risk Management</i>		34	-	1 117	-	-	-	-	-	-
<i>Security Services</i>		-	-	-	-	-	-	-	-	-
<i>Supply Chain Management</i>		4 691	5 314	6 279	11 839	11 102	11 102	13 021	13 675	14 550
<i>Valuation Service</i>		-	-	-	-	-	-	-	-	-
Internal audit		11 470	11 624	9 439	13 738	14 022	14 022	5 804	6 107	6 430
<i>Governance Function</i>		11 470	11 624	9 439	13 738	14 022	14 022	5 804	6 107	6 430

Functional Classification Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Community and public safety	1	336 229	396 570	384 614	415 276	440 159	440 159	433 048	443 662	464 832
Community and social services		33 383	37 197	37 897	52 304	51 673	51 673	52 702	54 514	56 928
Aged Care		-	-	-	-	-	-	-	-	-
Agricultural		-	-	-	-	-	-	-	-	-
Animal Care and Diseases		-	-	-	-	-	-	-	-	-
Cemeteries, Funeral Parlours and Crematoriums		5 346	6 254	4 779	6 047	6 552	6 552	7 690	8 101	8 525
Child Care Facilities		-	-	-	-	-	-	-	-	-
Community Halls and Facilities		4 524	4 749	4 904	6 402	6 390	6 390	6 659	7 053	7 464
Consumer Protection		-	-	-	-	-	-	-	-	-
Cultural Matters		-	-	-	-	-	-	-	-	-
Disaster Management		3 271	4 375	5 311	5 234	7 055	7 055	7 056	6 986	7 238
Education		-	-	-	-	-	-	-	-	-
Indigenous and Customary Law		-	-	-	-	-	-	-	-	-
Industrial Promotion		-	-	-	-	-	-	-	-	-
Language Policy		-	-	-	-	-	-	-	-	-
Libraries and Archives		15 049	13 118	9 832	19 492	16 867	16 867	14 026	14 533	15 223
Literacy Programmes		-	-	-	-	-	-	-	-	-
Media Services		-	-	-	-	-	-	-	-	-
Museums and Art Galleries		-	-	-	-	-	-	-	-	-
Population Development		5 193	8 702	13 071	15 130	14 809	14 809	17 271	17 841	18 478
Provincial Cultural Matters		-	-	-	-	-	-	-	-	-
Theatres		-	-	-	-	-	-	-	-	-
Zoo's		-	-	-	-	-	-	-	-	-
Sport and recreation		43 799	48 903	62 088	65 531	73 816	73 816	81 085	84 454	88 370
Beaches and Jetties		-	-	-	-	-	-	-	-	-
Casinos, Racing, Gambling, Wagering		-	-	-	-	-	-	-	-	-
Community Parks (including Nurseries)		24 051	34 665	40 663	47 188	49 420	49 420	53 117	55 313	57 885
Recreational Facilities		7 683	566	1 251	1 661	1 796	1 796	2 927	3 100	3 281
Sports Grounds and Stadiums		12 065	13 671	20 173	16 683	22 601	22 601	25 041	26 041	27 204
Public safety		226 844	276 339	261 566	264 286	278 394	278 394	268 165	273 631	282 951
Civil Defence		64 908	78 113	73 328	86 341	103 298	103 298	87 850	89 042	91 144
Cleansing		-	-	-	-	-	-	-	-	-
Control of Public Nuisances		-	-	-	-	-	-	-	-	-
Fencing and Fences		-	-	-	-	-	-	-	-	-
Fire Fighting and Protection		41 007	41 869	47 626	47 758	48 383	48 383	51 822	53 463	56 852
Licensing and Control of Animals		-	-	-	-	-	-	-	-	-
Police Forces, Traffic and Street Parking Control		120 929	156 358	140 612	130 187	126 713	126 713	128 494	131 126	134 954
Pounds		-	-	-	-	-	-	-	-	-

Functional Classification Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	1									
Housing		32 203	34 132	23 063	33 155	36 277	36 277	31 096	31 064	36 583
<i>Housing</i>		24 428	25 959	16 430	22 273	23 073	23 073	21 036	20 529	21 719
<i>Informal Settlements</i>		7 775	8 173	6 634	10 882	13 203	13 203	10 060	10 535	14 864
Health		-	-	-	-	-	-	-	-	-
<i>Ambulance</i>		-	-	-	-	-	-	-	-	-
<i>Health Services</i>		-	-	-	-	-	-	-	-	-
<i>Laboratory Services</i>		-	-	-	-	-	-	-	-	-
<i>Food Control</i>		-	-	-	-	-	-	-	-	-
<i>Health Surveillance and Prevention of Communicable</i>		-	-	-	-	-	-	-	-	-
<i>Vector Control</i>		-	-	-	-	-	-	-	-	-
<i>Chemical Safety</i>		-	-	-	-	-	-	-	-	-
Economic and environmental services		173 016	186 419	187 772	212 066	212 880	212 880	220 371	214 401	261 159
Planning and development		61 365	73 782	75 647	80 010	83 655	83 655	98 596	92 019	133 471
<i>Billboards</i>		-	-	-	-	-	-	-	-	-
<i>Corporate Wide Strategic Planning (IDPs, LEDs)</i>		13 144	14 305	7 219	11 923	10 963	10 963	13 265	10 965	12 210
<i>Central City Improvement District</i>		-	-	-	-	-	-	-	-	-
<i>Development Facilitation</i>		-	-	-	-	-	-	-	-	-
<i>Economic Development/Planning</i>		23 003	17 943	11 613	7 281	7 264	7 264	7 238	7 382	7 530
<i>Regional Planning and Development</i>		-	-	-	-	-	-	-	-	-
<i>Town Planning, Building Regulations and Enforcement,</i>		23 405	29 689	35 508	40 952	36 950	36 950	47 366	49 990	52 735
<i>Project Management Unit</i>		1 812	11 845	21 307	19 853	28 477	28 477	30 727	23 682	60 995
<i>Provincial Planning</i>		-	-	-	-	-	-	-	-	-
<i>Support to Local Municipalities</i>		-	-	-	-	-	-	-	-	-
Road transport		94 958	95 539	96 266	107 911	107 853	107 853	103 690	104 394	108 802
<i>Public Transport</i>		-	-	-	-	-	-	-	-	-
<i>Road and Traffic Regulation</i>		10 937	6 974	6 003	12 279	12 282	12 282	9 682	6 724	7 159
<i>Roads</i>		84 021	88 565	90 263	95 632	95 571	95 571	94 008	97 670	101 643
<i>Taxi Ranks</i>		-	-	-	-	-	-	-	-	-
Environmental protection		16 693	17 098	15 859	24 146	21 373	21 373	18 085	17 988	18 886
<i>Biodiversity and Landscape</i>		15 478	11 696	12 676	17 964	18 870	18 870	15 776	15 580	16 378
<i>Coastal Protection</i>		-	-	-	-	-	-	-	-	-
<i>Indigenous Forests</i>		-	-	-	-	-	-	-	-	-
<i>Nature Conservation</i>		1 215	5 401	3 183	6 182	2 503	2 503	2 309	2 408	2 508
<i>Pollution Control</i>		-	-	-	-	-	-	-	-	-
<i>Soil Conservation</i>		-	-	-	-	-	-	-	-	-

Functional Classification Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	1									
Trading services		900 626	934 435	1 057 594	1 141 937	1 133 006	1 133 006	1 242 315	1 402 746	1 570 549
Energy sources		506 120	524 649	636 422	678 534	668 896	668 896	768 674	914 491	1 102 796
<i>Electricity</i>		506 120	524 649	636 422	678 534	668 896	668 896	768 674	914 491	1 102 796
<i>Street Lighting and Signal Systems</i>		-	-	-	-	-	-	-	-	-
<i>Nonelectric Energy</i>		-	-	-	-	-	-	-	-	-
Water management		131 609	132 191	135 897	132 424	144 541	144 541	146 032	152 518	162 089
<i>Water Treatment</i>		11 162	12 214	13 006	17 065	16 464	16 464	17 551	18 790	19 636
<i>Water Distribution</i>		112 206	113 363	114 821	106 965	119 476	119 476	118 958	123 753	132 036
<i>Water Storage</i>		8 241	6 613	8 069	8 394	8 601	8 601	9 523	9 976	10 416
Waste water management		144 068	161 320	154 682	199 471	180 150	180 150	176 993	185 461	188 943
<i>Public Toilets</i>		5 415	6 755	8 552	9 957	9 957	9 957	10 835	11 161	11 501
<i>Sewerage</i>		68 068	70 864	76 177	111 064	88 432	88 432	84 441	88 686	88 035
<i>Storm Water Management</i>		20 030	20 544	17 958	19 253	19 186	19 186	20 131	21 107	22 055
<i>Waste Water Treatment</i>		50 555	63 156	51 995	59 197	62 575	62 575	61 586	64 508	67 352
Waste management		118 829	116 276	130 593	131 508	139 418	139 418	150 616	150 276	116 721
<i>Recycling</i>		77	-	-	-	-	-	-	-	-
<i>Solid Waste Disposal (Landfill Sites)</i>		63 505	62 812	66 682	70 572	75 313	75 313	81 675	86 910	48 842
<i>Solid Waste Removal</i>		32 190	32 994	45 770	33 589	37 563	37 563	43 266	51 985	55 904
<i>Street Cleaning</i>		23 057	20 469	18 141	27 347	26 542	26 542	25 675	11 381	11 975
Other		148	100	-	-	-	-	-	-	-
Abattoirs		-	-	-	-	-	-	-	-	-
Air Transport		-	-	-	-	-	-	-	-	-
Forestry		-	-	-	-	-	-	-	-	-
Licensing and Regulation		-	-	-	-	-	-	-	-	-
Markets		-	-	-	-	-	-	-	-	-
Tourism		148	100	-	-	-	-	-	-	-
Total Expenditure - Functional	3	1 653 824	1 833 530	1 925 744	2 102 065	2 119 665	2 119 665	2 258 349	2 439 514	2 690 369
Surplus/(Deficit) for the year		88 063	(28 000)	116 920	154 747	90 034	90 034	130 434	156 597	156 888

WC024 Stellenbosch - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand										
Revenue by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		(13 495)	277	-	-	550	550	-	-	-
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		26 888	21 908	25 502	22 399	20 612	20 612	26 357	40 507	47 883
Vote 3 - INFRASTRUCTURE SERVICES		1 094 404	1 129 201	1 330 919	1 517 037	1 463 618	1 463 618	1 589 956	1 737 914	1 935 677
Vote 4 - COMMUNITY AND PROTECTION SERVICES		146 946	147 562	172 150	170 719	164 481	164 481	164 777	171 716	180 636
Vote 5 - CORPORATE SERVICES		(27 523)	6 186	5 787	11 657	9 691	9 691	10 179	10 322	10 807
Vote 6 - FINANCIAL SERVICES		514 666	500 397	508 307	535 000	550 746	550 746	597 514	635 652	672 254
Total Revenue by Vote	2	1 741 887	1 805 530	2 042 665	2 256 812	2 209 698	2 209 698	2 388 783	2 596 111	2 847 258
Expenditure by Vote to be appropriated	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		29 595	31 316	21 333	27 432	26 016	26 016	17 841	18 740	19 687
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		74 435	81 436	73 796	87 865	85 666	85 666	93 403	93 561	102 928
Vote 3 - INFRASTRUCTURE SERVICES		998 002	1 044 528	1 170 496	1 258 869	1 258 387	1 258 387	1 366 656	1 523 685	1 732 756
Vote 4 - COMMUNITY AND PROTECTION SERVICES		347 081	385 768	383 193	419 003	435 402	435 402	422 903	430 177	446 828
Vote 5 - CORPORATE SERVICES		152 236	158 962	183 731	210 683	220 760	220 760	234 757	244 963	255 972
Vote 6 - FINANCIAL SERVICES		52 475	131 520	93 195	98 213	93 433	93 433	122 789	128 388	132 199
Total Expenditure by Vote	2	1 653 824	1 833 530	1 925 744	2 102 065	2 119 665	2 119 665	2 258 349	2 439 514	2 690 369
Surplus/(Deficit) for the year	2	88 063	(28 000)	116 920	154 747	90 034	90 034	130 434	156 597	156 888

WC024 Stellenbosch - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)A

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		(13 495)	277	-	-	550	550	-	-	-
1.1 - 1100 MUNICIPAL MANAGER 1		(13 495)	-	-	-	-	-	-	-	-
1.2 - 1105 INTERNAL AUDIT 2		-	-	-	-	550	550	-	-	-
1.3 - 1106 AUDIT COMMITTEE 2		-	-	-	-	-	-	-	-	-
1.4 - 1111 LIAISON EXECUTIVE 2		-	-	-	-	-	-	-	-	-
1.5 - 7770 COMMUNICATION SERVICES		-	-	-	-	-	-	-	-	-
1.6 - 8110 IDP AND STRATEGIC PROGRAMS 88-89		-	277	-	-	-	-	-	-	-
1.7 - 8116 PUBLIC PARTICIPATION		-	-	-	-	-	-	-	-	-
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		26 888	21 908	25 502	22 399	20 612	20 612	26 357	40 507	47 883
2.1 - 2200 PLANNING AND DEVELOPMENT: GENERAL 3		8 061	5 337	3 211	9 179	8 085	8 085	8 472	8 870	9 296
2.2 - 2205 BUILDING CONTROL 4		32	35	23	-	-	-	-	-	-
2.3 - 2210 TOWN PLANNING 4 - 5		-	-	-	-	-	-	-	-	-
2.4 - 2230 TOWN DEVELOPMENT 5		45	-	-	-	-	-	-	-	-
2.5 - 8120 LOCAL ECONOMIC DEVELOPMENT 6 - 7		4 396	5 317	9 082	1 084	1 966	1 966	2 069	-	-
2.6 - 3780 HUMAN SETTLEMENTS: GENERAL 8		-	-	200	-	-	-	-	-	-
2.7 - 3781 HOUSING ADMINISTRATION 9-10		8 722	7 633	8 362	9 136	8 795	8 795	10 501	8 212	8 587
2.8 - 3783 NEW HOUSING 10		5 633	3 587	4 623	3 000	1 766	1 766	5 316	23 425	30 000
Vote 3 - INFRASTRUCTURE SERVICES		1 094 404	1 129 201	1 330 919	1 517 037	1 463 618	1 463 618	1 589 956	1 737 914	1 935 677
3.1 - 6600 ENGINEERING SERVICES GENERAL		2	257	147	384	384	384	-	-	-
3.2 - 4400 ELECTRICAL ENGINEERING SERVICES 56-58		593 234	673 738	808 281	919 816	896 140	896 140	979 174	1 108 779	1 228 199
3.3 - 6530 REFUSE REMOVAL 60-61		95 339	115 119	126 493	141 308	142 276	142 276	160 118	174 088	197 642
3.4 - 6620 ROADS		4 423	26 705	59 638	545	4 295	4 295	7 966	18 992	26 032
3.5 - 6606 SEWERAGE NETWORK		146 701	141 475	135 889	141 817	143 131	143 131	150 300	163 418	171 631
3.6 - 6650 WATER NETWORK		197 989	155 424	159 914	181 107	186 866	186 866	196 564	207 262	218 330
3.7 - 4410 ELECTRICAL ENG. CLIENT SERVICES		-	-	-	-	-	-	-	-	-
3.8 - 4420 ELECTRICAL ENG. SYSTEM OPERATIONS		17	-	-	-	-	-	-	-	-
3.9 - 2245 DEVELOP SERVICES & PROJECT MANAGEMENT		56 700	16 483	40 557	132 061	90 527	90 527	95 834	65 375	93 843
3.10 - 6540 CLEANING OF STREETS		-	-	-	-	-	-	-	-	-

WC024 Stellenbosch - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)A

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Vote 4 - COMMUNITY AND PROTECTION SERVICES		146 946	147 562	172 150	170 719	164 481	164 481	164 777	171 716	180 636
4.1 - 5111 COMMUNITY AND PROTECTION: GENERAL 20		744	1 967	5 072	105	843	843	2 077	3 058	4 077
4.2 - 5120 FIRE SERVICES 20-22		3 675	585	497	860	657	657	663	136	143
4.3 - 5140 TRAFFIC SERVICES: LICENCING 22-23		118 838	126 387	145 934	148 665	140 120	140 120	147 090	154 003	161 241
4.4 - 5705 DISASTER MANAGEMENT 25-26		-	177	263	256	256	256	320	-	-
4.5 - 5710 LAW ENFORCEMENT 26-27		1 553	2 369	4 976	20	335	335	139	145	152
4.6 - 3300 FORESTRY		3 436	3 094	878	2 551	2 306	2 306	1 766	1 324	1 386
4.7 - 3340 SPORTS GROUNDS: VAN DER STEL 35-36		-	963	3 281	332	332	332	96	-	-
4.8 - 3545 CEMETRY: STELLENBOSCH 43-44		1 246	1 016	1 205	3 597	1 340	1 340	1 140	1 194	1 250
4.9 - 3750 LIBRARY: PLEIN STREET 46-47		15 469	10 816	9 969	14 252	18 096	18 096	11 405	11 818	12 349
4.10 - 3113 COMMUNITY DEVELOPMENT 5 - 6		1 985	188	74	81	196	196	81	38	38
Vote 5 - CORPORATE SERVICES		(27 523)	6 186	5 787	11 657	9 691	9 691	10 179	10 322	10 807
5.1 - 7111 CORPORATE SERVICES: GENERAL 80-81		15	916	-	26	26	26	27	29	30
5.2 - 7180 HUMAN RESOURCES SERVICES 81-82		1 320	1 286	1 202	608	914	914	625	654	685
5.3 - 5715 OCCUPATIONAL SAFETY 82		425	-	-	-	-	-	-	-	-
5.4 - 7700 DOCUMENTATION AND ARCHIVES 82-83		-	-	-	-	-	-	-	-	-
5.5 - 7720 LEGAL SERVICES 84		1	2	150	1	1	1	1	2	2
5.6 - 7800 COUNCIL: GENERAL EXPENSES 85-86		(2 748)	560	306	771	841	841	1 205	926	970
5.7 - 9910 INFORMATION TECHNOLOGY 90-91		(21 848)	-	-	-	-	-	-	-	-
5.8 - 2235 PROPERTY MANAGEMENT 11-12		249	3 422	4 129	10 250	7 909	7 909	8 320	8 711	9 121
5.9 - 6220 MUNICIPAL BUILDINGS AND STRUCTURES 12-13		(4 938)	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
Vote 6 - FINANCIAL SERVICES		514 666	500 397	508 307	535 000	550 746	550 746	597 514	635 652	672 254
6.1 - 9900 FINANCIAL SERVICES: GENERAL 92-93		519 479	505 359	512 723	534 452	550 455	550 455	597 037	635 331	671 919
6.2 - 9920 FINANCIAL SERVICES: STORES 94		(2 869)	(2 827)	(2 711)	410	153	153	161	168	176
6.3 - 9921 FINANCIAL SERVICES: SCM 94		(2 034)	(2 182)	(1 842)	-	-	-	171	-	-
6.4 - 5130 LOGISTICS AND FLEET MANAGEMENT 22		90	47	137	138	138	138	145	152	159
Total Revenue by Vote	2	1 741 887	1 805 530	2 042 665	2 256 812	2 209 698	2 209 698	2 388 783	2 596 111	2 847 258

WC024 Stellenbosch - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)A

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Expenditure by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		29 595	31 316	21 333	27 432	26 016	26 016	17 841	18 740	19 687
1.1 - 1100 MUNICIPAL MANAGER 1		8 536	8 687	5 024	5 730	5 604	5 604	5 905	6 203	6 517
1.2 - 1105 INTERNAL AUDIT 2		11 384	11 403	9 335	12 257	12 541	12 541	4 234	4 448	4 676
1.3 - 1106 AUDIT COMMITTEE 2		-	-	-	-	-	-	-	-	-
1.4 - 1111 LIAISON EXECUTIVE 2		912	755	485	-	-	-	-	-	-
1.5 - 7770 COMMUNICATION SERVICES		2 366	3 069	2 494	3 572	3 557	3 557	3 748	3 932	4 127
1.6 - 8110 IDP AND STRATEGIC PROGRAMS 88-89		5 887	6 977	3 873	5 731	4 131	4 131	3 817	4 015	4 223
1.7 - 8116 PUBLIC PARTICIPATION		510	426	121	142	183	183	137	141	143
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		74 435	81 436	73 796	87 865	85 666	85 666	93 403	93 561	102 928
2.1 - 2200 PLANNING AND DEVELOPMENT: GENERAL 3		17 568	10 880	10 272	12 824	9 915	9 915	18 067	18 740	19 404
2.2 - 2205 BUILDING CONTROL 4		9 218	8 916	7 657	8 831	8 866	8 866	9 490	10 133	10 817
2.3 - 2210 TOWN PLANNING 4 - 5		9 479	9 804	11 620	12 303	11 926	11 926	12 784	13 629	14 532
2.4 - 2230 TOWN DEVELOPMENT 5		1 093	7 569	6 602	7 606	6 370	6 370	7 025	7 488	7 982
2.5 - 8120 LOCAL ECONOMIC DEVELOPMENT 6 - 7		10 833	10 275	14 506	13 147	13 723	13 723	16 428	14 065	15 241
2.6 - 3780 HUMAN SETTLEMENTS: GENERAL 8		4 061	4 852	12	-	-	-	-	-	-
2.7 - 3781 HOUSING ADMINISTRATION 9-10		10 162	14 011	15 522	21 385	20 950	20 950	18 816	18 216	19 309
2.8 - 3783 NEW HOUSING 10		12 022	15 130	7 606	11 770	13 915	13 915	10 792	11 290	15 644
Vote 3 - INFRASTRUCTURE SERVICES		998 002	1 044 528	1 170 496	1 258 869	1 258 387	1 258 387	1 366 656	1 523 685	1 732 756
3.1 - 6600 ENGINEERING SERVICES GENERAL		(1 002)	5 307	10 475	8 300	8 196	8 196	8 262	8 718	9 197
3.2 - 4400 ELECTRICAL ENGINEERING SERVICES 56-58		500 651	508 198	616 486	653 489	642 441	642 441	737 460	882 223	1 069 553
3.3 - 6530 REFUSE REMOVAL 60-61		103 880	105 136	121 417	114 674	123 389	123 389	135 403	149 667	115 839
3.4 - 6620 ROADS		104 427	115 540	108 607	115 290	115 163	115 163	114 139	118 776	123 698
3.5 - 6606 SEWERAGE NETWORK		115 852	131 445	127 759	169 706	150 451	150 451	146 027	153 194	155 387
3.6 - 6650 WATER NETWORK		131 504	132 060	135 709	132 226	144 322	144 322	146 010	152 495	162 065
3.7 - 4410 ELECTRICAL ENG. CLIENT SERVICES		3 068	4 388	3 636	7 665	7 766	7 766	7 705	7 880	7 986
3.8 - 4420 ELECTRICAL ENG. SYSTEM OPERATIONS		9 435	10 139	6 958	10 320	11 640	11 640	15 247	15 670	16 060
3.9 - 2245 DEVELOP SERVICES & PROJECT MANAGEMENT		7 130	11 845	21 307	19 853	28 477	28 477	30 727	23 682	60 995
3.10 - 6540 CLEANING OF STREETS		23 057	20 469	18 141	27 347	26 542	26 542	25 675	11 381	11 975

WC024 Stellenbosch - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)A

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Vote 4 - COMMUNITY AND PROTECTION SERVICES		347 081	385 768	383 193	419 003	435 402	435 402	422 903	430 177	446 828
4.1 - 5111 COMMUNITY AND PROTECTION: GENERAL 20		13 486	7 657	13 192	14 450	14 505	14 505	16 054	16 908	17 858
4.2 - 5120 FIRE SERVICES 20-22		41 007	41 869	47 626	47 758	48 383	48 383	51 822	53 463	56 852
4.3 - 5140 TRAFFIC SERVICES: LICENCING 22-23		130 946	156 197	145 502	141 899	138 434	138 434	138 016	137 686	141 944
4.4 - 5705 DISASTER MANAGEMENT 25-26		3 271	4 375	5 311	5 234	7 055	7 055	7 056	6 986	7 238
4.5 - 5710 LAW ENFORCEMENT 26-27		64 908	78 113	73 328	86 341	103 298	103 298	87 850	89 042	91 144
4.6 - 3300 FORESTRY		47 450	52 016	50 510	65 912	63 909	63 909	61 311	62 962	65 906
4.7 - 3340 SPORTS GROUNDS: VAN DER STEL 35-36		12 065	13 671	20 173	16 683	21 846	21 846	23 191	24 105	25 176
4.8 - 3545 CEMETRY: STELLENBOSCH 43-44		5 333	6 254	4 779	6 047	6 239	6 239	6 306	6 652	7 008
4.9 - 3750 LIBRARY: PLEIN STREET 46-47		15 049	13 118	9 855	19 492	16 867	16 867	14 026	14 533	15 222
4.10 - 3113 COMMUNITY DEVELOPMENT 5 - 6		13 567	12 500	12 917	15 188	14 867	14 867	17 271	17 841	18 478
Vote 5 - CORPORATE SERVICES		152 236	158 962	183 731	210 683	220 760	220 760	234 757	244 963	255 972
5.1 - 7111 CORPORATE SERVICES: GENERAL 80-81		5 052	5 134	3 198	2 940	2 816	2 816	2 981	3 133	3 293
5.2 - 7180 HUMAN RESOURCES SERVICES 81-82		32 760	17 581	41 698	56 791	61 525	61 525	65 349	69 236	73 414
5.3 - 5715 OCCUPATIONAL SAFETY 82		1 039	1 152	1 290	4 946	4 917	4 917	5 303	5 683	6 076
5.4 - 7700 DOCUMENTATION AND ARCHIVES 82-83		9 695	9 368	12 604	13 553	13 379	13 379	14 348	15 271	16 253
5.5 - 7720 LEGAL SERVICES 84		11 383	13 914	7 462	8 995	7 959	7 959	8 208	8 460	8 723
5.6 - 7800 COUNCIL: GENERAL EXPENSES 85-86		35 163	33 807	42 505	27 298	36 113	36 113	38 027	39 356	41 044
5.7 - 9910 INFORMATION TECHNOLOGY 90-91		32 475	41 280	45 219	53 372	51 736	51 736	52 531	54 114	55 725
5.8 - 2235 PROPERTY MANAGEMENT 11-12		17 877	21 005	18 661	16 520	20 549	20 549	21 415	22 065	22 726
5.9 - 6220 MUNICIPAL BUILDINGS AND STRUCTURES 12-13		6 792	15 720	11 093	26 266	21 767	21 767	26 594	27 647	28 718
		-	-	-	-	-	-	-	-	-
Vote 6 - FINANCIAL SERVICES		52 475	131 520	93 195	98 213	93 433	93 433	122 789	128 388	132 199
6.1 - 9900 FINANCIAL SERVICES: GENERAL 92-93		50 463	129 253	76 617	84 076	80 036	80 036	107 384	112 240	115 083
6.2 - 9920 FINANCIAL SERVICES: STORES 94		(121)	403	2 120	1 649	1 679	1 679	2 535	2 669	2 808
6.3 - 9921 FINANCIAL SERVICES: SCM 94		-	782	12 289	10 190	9 423	9 423	10 487	11 005	11 742
6.4 - 5130 LOGISTICS AND FLEET MANAGEMENT 22		2 133	1 081	2 170	2 298	2 295	2 295	2 384	2 474	2 566
Total Expenditure by Vote	2	1 653 824	1 833 530	1 925 744	2 102 065	2 119 665	2 119 665	2 258 349	2 439 514	2 690 369
Surplus/(Deficit) for the year	2	88 063	(28 000)	116 920	154 747	90 034	90 034	130 434	156 597	156 888

References

1. Insert 'Vote'; e.g. Department, if different to Functional structure
2. Must reconcile to Financial Performance ('Revenue and Expenditure by Functional Classification' and 'Revenue and Expenditure')
3. Assign share in 'associate' to relevant Vote

WC024 Stellenbosch - Table A4 Budgeted Financial Performance (revenue and expenditure)

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	1										
Revenue											
Exchange Revenue											
Service charges - Electricity	2	562 275	632 401	756 431	846 763	812 308	812 308	630 481	913 669	1 046 151	1 160 182
Service charges - Water	2	171 632	134 426	146 830	176 783	176 783	176 783	156 871	185 622	194 903	204 648
Service charges - Waste Water Management	2	83 262	92 639	102 285	109 134	109 134	109 134	89 817	108 647	115 165	122 075
Service charges - Waste Management	2	62 957	73 150	84 652	94 971	94 971	94 971	76 394	107 654	117 342	127 903
Sale of Goods and Rendering of Services		21 559	25 041	22 038	31 708	21 027	21 027	18 195	22 190	23 233	24 325
Agency services		2 664	3 248	3 020	4 281	3 192	3 192	2 952	3 358	3 516	3 681
Interest		-	-	-	-	-	-	-	-	-	-
Interest earned from Receivables		7 375	8 667	10 429	9 136	15 110	15 110	14 707	15 413	15 721	16 035
Interest earned from Current and Non Current Assets		40 472	19 515	18 770	20 397	35 417	35 417	34 340	41 193	41 484	41 778
Dividends		-	-	-	-	-	-	-	-	-	-
Rent on Land		-	-	-	-	-	-	-	-	-	-
Rental from Fixed Assets		10 275	11 005	12 173	15 538	10 099	10 099	9 818	10 604	11 102	11 624
Licence and permits		5 862	6 810	7 809	5 934	7 483	7 483	7 396	7 872	8 242	8 629
Operational Revenue		5 412	4 817	11 051	9 604	12 451	12 451	19 519	19 346	32 898	43 486
Non-Exchange Revenue											
Property rates	2	365 675	394 484	421 969	438 941	438 941	438 941	389 160	473 589	504 285	534 542
Surcharges and Taxes		-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		100 025	108 943	122 933	124 955	124 955	124 955	125 368	131 570	137 754	144 228
Licences or permits		-	-	-	-	-	-	-	-	-	-
Transfer and subsidies - Operational		176 245	208 448	226 597	213 380	224 854	224 854	196 480	240 911	249 008	311 436
Interest		1 822	1 970	2 430	2 255	3 228	3 228	3 107	3 293	3 359	3 426
Fuel Levy		-	-	-	-	-	-	-	-	-	-
Operational Revenue		-	-	-	-	-	-	-	-	-	-
Gains on disposal of Assets		-	9 526	-	-	-	-	75	-	-	-
Other Gains		-	452	394	-	-	-	60	-	-	-
Discontinued Operations		-	-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)		1 617 512	1 735 542	1 949 813	2 103 783	2 089 954	2 089 954	1 774 741	2 284 927	2 504 162	2 757 998
Expenditure											
Employee related costs	2	495 905	558 472	549 798	624 464	590 886	590 886	453 080	617 694	631 367	674 743
Remuneration of councillors		19 121	18 657	19 815	21 062	20 846	20 846	18 322	22 097	23 422	24 828
Bulk purchases - electricity	2	414 765	422 735	528 012	551 412	543 925	543 925	390 556	636 393	776 399	947 207
Inventory consumed	8	61 493	65 652	76 020	83 382	96 399	96 399	66 446	100 449	103 003	105 309
Debt impairment	3	-	-	-	(58)	(1 558)	(1 558)	-	16 684	16 197	14 504
Depreciation and amortisation		190 440	212 325	213 746	213 118	214 993	214 993	209 667	220 283	225 791	230 391
Interest		39 542	38 557	44 332	67 799	68 069	68 069	24 058	59 688	72 517	91 615
Contracted services		183 453	227 704	208 314	269 226	285 774	285 774	158 333	288 868	288 045	292 241
Transfers and subsidies		10 855	11 010	13 364	14 355	19 143	19 143	15 369	20 636	21 048	21 469
Irrecoverable debts written off		123 187	108 782	84 985	97 900	102 900	102 900	8 992	94 958	97 057	99 198
Operational costs		115 772	168 590	186 772	159 403	178 287	178 287	129 497	180 599	184 668	188 865
Losses on disposal of Assets		-	577	76	-	-	-	71	-	-	-
Other Losses		(710)	470	510	-	-	-	447	-	-	-
Total Expenditure		1 653 824	1 833 530	1 925 744	2 102 065	2 119 665	2 119 665	1 474 836	2 258 349	2 439 514	2 690 369
Surplus/(Deficit)		(36 311)	(97 987)	24 068	1 718	(29 711)	(29 711)	299 905	26 578	64 648	67 629
Transfers and subsidies - capital (monetary allocations)	6	124 374	69 847	92 802	153 030	119 744	119 744	72 092	103 856	91 949	89 259
Transfers and subsidies - capital (in-kind)	6	-	141	50	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions		88 063	(28 000)	116 920	154 747	90 034	90 034	371 997	130 434	156 597	156 888
Income Tax		-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after income tax		88 063	(28 000)	116 920	154 747	90 034	90 034	371 997	130 434	156 597	156 888
Share of Surplus/Deficit attributable to Joint Venture		-	-	-	-	-	-	-	-	-	-
Share of Surplus/Deficit attributable to Minorities		-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) attributable to municipality		88 063	(28 000)	116 920	154 747	90 034	90 034	371 997	130 434	156 597	156 888
Share of Surplus/Deficit attributable to Associate		-	-	-	-	-	-	-	-	-	-
Intercompany/Parent subsidiary transactions		-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) for the year	1	88 063	(28 000)	116 920	154 747	90 034	90 034	371 997	130 434	156 597	156 888

WC024 Stellenbosch - Table A5 Budgeted Capital Expenditure by vote, functional classification and funding

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Capital expenditure - Vote											
Multi-year expenditure to be appropriated	2										
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		35	34	43	40	40	40	39	40	40	40
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		2 544	(62)	1 979	15 185	11 871	11 871	8 913	7 824	28 605	31 150
Vote 3 - INFRASTRUCTURE SERVICES		60 642	68 325	98 135	324 747	296 634	296 634	165 471	432 123	489 935	440 666
Vote 4 - COMMUNITY AND PROTECTION SERVICES		8 769	21 533	(4 638)	25 221	22 975	22 975	5 272	20 492	34 255	14 500
Vote 5 - CORPORATE SERVICES		1 090	6 362	10 572	36 700	36 152	36 152	23 331	30 201	19 320	9 270
Vote 6 - FINANCIAL SERVICES		-	-	-	250	1 877	1 877	186	250	250	250
Capital multi-year expenditure sub-total		73 080	96 193	106 089	402 143	369 548	369 548	203 213	490 930	572 405	495 876
Single-year expenditure to be appropriated	2										
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		-	-	-	-	-	-	-	-	-	-
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		6 279	8 626	(12 852)	-	794	794	236	1 220	1 230	300
Vote 3 - INFRASTRUCTURE SERVICES		229 376	213 149	183 936	300	10	10	(1 761)	4 300	4 300	5 300
Vote 4 - COMMUNITY AND PROTECTION SERVICES		22 687	9 572	49 677	1 630	6 800	6 800	499	4 150	10 860	1 580
Vote 5 - CORPORATE SERVICES		83 854	62 581	12 939	5 200	1 557	1 557	538	3 700	300	-
Vote 6 - FINANCIAL SERVICES		(6 714)	2 821	381	-	-	-	-	500	-	-
Capital single-year expenditure sub-total		335 482	296 748	234 080	7 130	9 161	9 161	(487)	13 870	16 690	7 180
Total Capital Expenditure - Vote	3,7	408 562	392 941	340 170	409 273	378 709	378 709	202 726	504 800	589 095	503 056

WC024 Stellenbosch - Table A5 Budgeted Capital Expenditure by vote, functional classification and funding

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Capital Expenditure - Functional											
Governance and administration		78 264	71 798	23 934	42 190	39 625	39 625	24 094	34 691	19 910	9 560
Executive and council		35	34	43	40	40	40	39	40	40	40
Finance and administration		78 230	71 764	23 892	42 150	39 585	39 585	24 055	34 651	19 870	9 520
Internal audit		-	-	-	-	-	-	-	-	-	-
Community and public safety		33 595	35 143	45 072	34 292	28 844	28 844	8 624	28 606	69 755	43 730
Community and social services		1 705	2 299	2 259	8 880	7 941	7 941	1 017	7 285	13 520	1 230
Sport and recreation		11 298	13 333	39 350	6 677	8 006	8 006	1 255	6 461	16 600	3 200
Public safety		17 186	13 194	16 388	3 550	5 328	5 328	1 000	6 966	9 950	8 000
Housing		3 405	6 317	(12 925)	15 185	7 570	7 570	5 353	7 894	29 685	31 300
Health		-	-	-	-	-	-	-	-	-	-
Economic and environmental services		91 027	93 665	93 898	93 005	84 872	84 872	51 994	95 480	93 008	101 225
Planning and development		23 763	26 522	35 592	21 350	17 614	17 614	11 001	19 800	10 605	575
Road transport		67 264	66 314	71 783	64 135	58 956	58 956	38 558	73 080	80 653	97 000
Environmental protection		-	829	(13 478)	7 520	8 301	8 301	2 435	2 600	1 750	3 650
Trading services		205 675	192 334	177 266	239 786	225 368	225 368	118 013	346 023	406 423	348 541
Energy sources		45 332	37 838	65 135	77 471	85 253	85 253	23 376	113 188	109 923	153 741
Water management		31 495	35 607	38 226	46 669	83 531	83 531	55 942	117 150	100 150	129 950
Waste water management		100 922	108 612	67 777	57 300	45 748	45 748	35 603	53 140	103 200	33 300
Waste management		27 926	10 277	6 128	58 345	10 836	10 836	3 093	62 545	93 150	31 550
Other		-	-	-	-	-	-	-	-	-	-
Total Capital Expenditure - Functional	3,7	408 562	392 941	340 170	409 273	378 709	378 709	202 726	504 800	589 095	503 056
Funded by:											
National Government		62 049	3 294	66 852	90 810	99 192	99 192	57 990	79 190	57 816	58 603
Provincial Government		65 676	8 491	25 643	29 220	20 553	20 553	7 110	24 666	34 133	30 656
District Municipality		-	-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (monetary allocations) (Nat / Prov Departm Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educ Institutions)		151	-	2 378	12 454	20 883	20 883	10 610	24 118	22 200	20 000
Transfers recognised - capital	4	127 877	11 786	94 873	132 483	140 627	140 627	75 710	127 974	114 149	109 259
Public contributions & donations	5	-	-	-	-	-	-	-	-	-	-
Borrowing	6	13 471	141 384	128 766	140 000	94 368	94 368	58 229	200 000	200 000	175 000
Internally generated funds		248 240	237 579	116 481	136 790	143 714	143 714	68 787	176 826	274 946	218 797
Total Capital Funding	7	389 588	390 748	340 120	409 273	378 709	378 709	202 726	504 800	589 095	503 056

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Capital expenditure - Municipal Vote	2									
Single-year expenditure appropriation										
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER										
1.1 - 1100 MUNICIPAL MANAGER 1										
1.2 - 1105 INTERNAL AUDIT 2										
1.3 - 1106 AUDIT COMMITTEES 2										
1.4 - 1111 LIAISON EXECUTIVE 2										
1.5 - 7770 COMMUNICATION SERVICES										
1.6 - 8110 IDP AND STRATEGIC PROGRAMS 88-89										
1.7 - 8116 PUBLIC PARTICIPATION										
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		6 279	8 626	(12 852)		794	794	1 220	1 230	300
2.1 - 2200 PLANNING AND DEVELOPMENT: GENERAL 3		153								
2.2 - 2205 BUILDING CONTROL 4										
2.3 - 2210 TOWN PLANNING 4 - 5		100	105	107						
2.4 - 2230 TOWN DEVELOPMENT 5		229	42	184		16	16	75	75	75
2.5 - 8120 LOCAL ECONOMIC DEVELOPMENT 6 - 7		4 894	2 296	181		278	278	75	75	75
2.6 - 3780 HUMAN SETTLEMENTS: GENERAL 8										
2.7 - 3781 HOUSING ADMINISTRATION 9-10			21	196		500	500	1 070	1 080	150
2.8 - 3783 NEW HOUSING 10		904	6 162	(13 521)						
Vote 3 - INFRASTRUCTURE SERVICES		229 376	213 149	163 936	300	10	10	4 300	4 300	5 300
3.1 - 6500 ENGINEERING SERVICES GENERAL		439	74	66						
3.2 - 4400 ELECTRICAL ENGINEERING SERVICES 56-58		44 893	37 010	42 029						1 500
3.3 - 6530 REFUSE REMOVAL 60-61		6 694	1 088	2 493						300
3.4 - 6620 ROADS		28 631	19 005	35 327				4 000	4 000	2 600
3.5 - 6606 SEWERAGE NETWORK		100 922	107 772	67 726	300	10	10	300	300	400
3.6 - 6650 WATER NETWORK		30 715	33 877	28 021						500
3.7 - 4410 ELECTRICAL ENG. CLIENT SERVICES										
3.8 - 4420 ELECTRICAL ENG. SYSTEM OPERATIONS										
3.9 - 2245 DEVELOP SERVICES & PROJECT MANAGEMENT		17 084	14 323	8 273						
3.10 - 6540 CLEANING OF STREETS										
Vote 4 - COMMUNITY AND PROTECTION SERVICES		22 687	9 572	49 677	1 630	6 800	6 800	4 150	10 860	1 580
4.1 - 5111 COMMUNITY AND PROTECTION: GENERAL 20		734								
4.2 - 5120 FIRE SERVICES 20-22		12 227	1 881	9 071					1 000	
4.3 - 5140 TRAFFIC SERVICES: LICENCING 22-23		298	301	247				1 200	3 250	
4.4 - 5705 DISASTER MANAGEMENT 25-26			(1 948)							
4.5 - 5710 LAW ENFORCEMENT 26-27		3 334	5 043	4 446						
4.6 - 3300 FORESTRY		1 920	1 632	31 571	100	184	184	600	300	150
4.7 - 3340 SPORTS GROUNDS: VAN DER STEL 35-36		2 735	1 765	2 680	1 350	2 040	2 040	1 150	4 600	200
4.8 - 3545 CEMETRY: STELLENBOSCH 43-44		1 002	619	1 007					500	
4.9 - 3750 LIBRARY: PLEIN STREET 46-47		134	153	511	180	4 076	4 076	200	210	230
4.10 - 3113 COMMUNITY DEVELOPMENT 5 - 6		303	126	143		500	500	1 000	1 000	1 000
Vote 5 - CORPORATE SERVICES		83 854	62 581	12 939	5 200	1 557	1 557	3 700	300	
5.1 - 7111 CORPORATE SERVICES: GENERAL 80-81										
5.2 - 7180 HUMAN RESOURCES SERVICES 81-82										
5.3 - 5715 OCCUPATIONAL SAFETY 82										
5.4 - 7700 DOCUMENTATION AND ARCHIVES 82-83										
5.5 - 7720 LEGAL SERVICES 84										
5.6 - 7800 COUNCIL: GENERAL EXPENSES 85-86										
5.7 - 9910 INFORMATION TECHNOLOGY 90-91		8 878	7 486	7 671						
5.8 - 2235 PROPERTY MANAGEMENT 11-12		66 502								
5.9 - 6220 MUNICIPAL BUILDINGS AND STRUCTURES 12-13		8 474	55 095	5 268	5 200	1 557	1 557	3 700	300	
Vote 6 - FINANCIAL SERVICES		(6 714)	2 821	381				500		
6.1 - 9900 FINANCIAL SERVICES: GENERAL 92-93		(6 714)	2 821	381				500		
6.2 - 9920 FINANCIAL SERVICES: STORES 94										
6.3 - 9921 FINANCIAL SERVICES: SCM 94										
6.4 - 5130 LOGISTICS AND FLEET MANAGEMENT 22										
Capital single-year expenditure sub-total		335 482	296 748	234 080	7 130	9 161	9 161	13 870	16 690	7 180
Total Capital Expenditure		408 562	392 941	340 170	409 273	378 709	378 709	504 800	589 095	503 056

Multi-year appropriation for Budget Year 2023/24 in the 2022/23 Annual Budget				Multi-year appropriation for 2024/25 in the 2022/23 Annual Budget				New multi-year appropriations (funds for new and existing projects)		
Appropriation for 2023/24	Adjustments in 2022/23	Downward adjustments for 2023/24	Appropriation carried forward	Appropriation for 2023/24	Adjustments in 2022/23	Downward adjustments for 2023/24	Appropriation carried forward	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26

WC024 Stellenbosch - Table A6 Budgeted Financial Position

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
ASSETS										
Current assets										
Cash and cash equivalents		415 242	334 083	443 397	249 508	435 451	435 451	428 557	354 570	333 672
Trade and other receivables from exchange transactions	1	125 253	171 484	173 775	229 654	197 103	197 103	223 724	254 533	290 556
Receivables from non-exchange transactions	1	71 873	57 984	61 615	92 434	101 802	101 802	108 887	125 698	149 210
Current portion of non-current receivables		-	-	-	-	-	-	-	-	-
Inventory	2	64 074	53 315	28 822	42 467	27 587	27 587	28 822	28 822	28 822
VAT		471 125	635 801	809 454	19 627	18 714	18 714	17 358	17 358	17 358
Other current assets		12 076	8 343	5 349	10 655	5 349	5 349	5 349	5 349	5 349
Total current assets		1 159 645	1 261 011	1 522 413	644 346	786 006	786 006	812 698	786 332	824 969
Non current assets										
Investments		-	-	-	-	-	-	-	-	-
Investment property		412 558	412 144	411 892	415 362	418 371	418 371	418 091	417 804	417 511
Property, plant and equipment	3	5 239 959	5 426 299	5 589 173	5 835 067	5 718 887	5 718 887	6 004 827	6 369 598	6 644 013
Biological assets		6 321	5 143	6 321	6 571	5 393	5 393	5 643	5 893	5 893
Living and non-living resources		-	-	-	-	-	-	-	-	-
Heritage assets		774	1 037	1 037	10 865	3 537	3 537	3 537	3 537	3 537
Intangible assets		9 694	8 564	5 726	6 480	5 907	5 907	4 514	3 085	1 628
Trade and other receivables from exchange transactions		3 400	7 762	6 649	-	6 649	6 649	6 649	6 649	6 649
Non-current receivables from non-exchange transactions		2 962	119	72	-	72	72	72	72	72
Other non-current assets		(44)	-	-	-	-	-	-	-	-
Total non current assets		5 675 625	5 861 066	6 020 870	6 274 346	6 158 816	6 158 816	6 443 332	6 806 637	7 079 303
TOTAL ASSETS		6 835 269	7 122 077	7 543 283	6 918 692	6 944 821	6 944 821	7 256 030	7 592 969	7 904 271
LIABILITIES										
Current liabilities										
Bank overdraft		-	-	-	-	-	-	-	-	-
Financial liabilities		26 753	34 224	51 902	50 847	55 632	55 632	63 043	68 381	76 170
Consumer deposits		19 757	21 008	22 155	22 961	22 755	22 755	22 755	22 755	22 755
Trade and other payables from exchange transactions	4	274 855	295 003	268 053	257 172	273 784	273 784	278 475	281 675	284 875
Trade and other payables from non-exchange transactions	5	8 863	15 504	31 486	220	9 179	9 179	6 113	6 113	6 113
Provision		56 680	56 471	63 629	128 332	98 353	98 353	74 461	74 224	74 569
VAT		178 865	474 538	620 761	(119 614)	1 355	1 355	3 472	7 491	12 190
Other current liabilities		271 560	141 754	169 979	-	-	-	-	-	-
Total current liabilities		837 333	1 038 502	1 227 965	339 918	461 058	461 058	448 318	460 638	476 671
Non current liabilities										
Financial liabilities	6	271 136	338 473	428 952	524 045	518 105	518 105	655 062	786 682	885 512
Provision	7	143 682	164 884	180 549	193 653	191 196	191 196	204 748	219 928	236 732
Long term portion of trade payables		-	-	-	-	-	-	-	-	-
Other non-current liabilities		159 666	177 057	181 207	159 642	180 057	180 057	199 852	221 073	243 821
Total non current liabilities		574 484	680 414	790 708	877 341	889 359	889 359	1 059 662	1 227 683	1 366 065
TOTAL LIABILITIES		1 411 817	1 718 916	2 018 673	1 217 259	1 350 417	1 350 417	1 507 980	1 688 322	1 842 736
NET ASSETS		5 423 453	5 403 162	5 524 610	5 701 434	5 594 405	5 594 405	5 748 050	5 904 648	6 061 536
COMMUNITY WEALTH/EQUITY										
Accumulated surplus/(deficit)	8	5 485 077	5 247 385	5 369 241	5 676 719	5 555 308	5 555 308	5 561 338	5 619 816	5 829 853
Reserves and funds	9	(149 686)	162 491	162 491	24 715	39 097	39 097	186 712	284 832	231 682
Other		-	-	-	-	-	-	-	-	-
TOTAL COMMUNITY WEALTH/EQUITY	10	5 335 390	5 409 876	5 531 732	5 701 434	5 594 405	5 594 405	5 748 050	5 904 648	6 061 536

WC024 Stellenbosch - Table A7 Budgeted Cash Flows

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
CASH FLOW FROM OPERATING ACTIVITIES											
Receipts											
Property rates		(158 205)	1 717 894	1 452 016	421 433	416 368	416 368	(1 040 124)	481 350	506 713	534 727
Service charges		158 210	615 175	733 711	1 339 862	1 361 417	1 361 417	(823 632)	1 479 263	1 655 662	1 813 341
Other revenue		365	6 325	11 634	354 937	119 830	119 830	(34 311)	146 227	173 196	181 647
Transfers and Subsidies - Operational	1	-	70 041	4 199	241 730	256 503	256 503	(1 234)	240 911	249 008	311 436
Transfers and Subsidies - Capital	1	-	5 000	40 179	91 900	75 075	75 075	-	103 856	91 949	89 259
Interest		-	2 307	2 318	20 397	35 417	35 417	(4 866)	41 193	41 484	41 778
Dividends		-	-	-	-	-	-	-	-	-	-
Payments											
Suppliers and employees		(104 844)	(54 461)	(963 852)	(2 073 904)	(1 855 428)	(1 855 428)	(331 093)	(2 000 844)	(2 181 940)	(2 433 744)
Interest		-	-	-	(66 796)	(54 839)	(54 839)	-	(42 802)	(53 533)	(70 477)
Transfers and Subsidies	1	-	-	(8 588)	(14 355)	(14 675)	(14 675)	(3 778)	(20 636)	(21 048)	(21 469)
NET CASH FROM/(USED) OPERATING ACTIVITIES		(104 475)	2 362 281	1 271 617	315 204	339 668	339 668	(2 239 039)	428 518	461 490	446 497
CASH FLOWS FROM INVESTING ACTIVITIES											
Receipts											
Proceeds on disposal of PPE		-	-	-	33 000	-	-	(52)	-	-	-
Decrease (increase) in non-current receivables		31	(15 297)	1 160	-	-	-	55	-	-	-
Decrease (increase) in non-current investments		-	-	-	-	-	-	-	-	-	-
Payments											
Capital assets		(15 823)	(137 089)	(38 626)	-	-	-	(5 042)	(576 970)	(672 434)	(574 014)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(15 792)	(152 386)	(37 466)	33 000	-	-	(5 039)	(576 970)	(672 434)	(574 014)
CASH FLOWS FROM FINANCING ACTIVITIES											
Receipts											
Short term loans		-	-	-	-	-	-	-	-	-	-
Borrowing long term/refinancing		-	-	(144 000)	140 000	140 000	140 000	-	200 000	200 000	175 000
Increase (decrease) in consumer deposits		899	1 251	1 147	-	-	-	964	-	-	-
Payments											
Repayment of borrowing		-	-	-	-	-	-	-	(55 632)	(63 043)	(68 381)
NET CASH FROM/(USED) FINANCING ACTIVITIES		899	1 251	(142 853)	140 000	140 000	140 000	964	144 368	136 957	106 619
NET INCREASE/ (DECREASE) IN CASH HELD		(119 368)	2 211 146	1 091 297	488 204	479 668	479 668	(2 243 113)	(4 084)	(73 986)	(20 898)
Cash/cash equivalents at the year begin:	2	654 493	415 318	334 083	217 695	443 400	443 400	-	432 641	428 557	354 570
Cash/cash equivalents at the year end:	2	535 125	2 626 464	1 425 381	705 898	923 068	923 068	(2 243 113)	428 557	354 570	333 672

WC024 Stellenbosch - Table A8 Cash backed reserves/accumulated surplus reconciliation

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Cash and investments available											
Cash/cash equivalents at the year end	1	535 125	2 626 464	1 425 381	705 898	923 068	923 068	(2 243 113)	428 557	354 570	333 672
Other current investments > 90 days		(119 882)	(2 292 381)	(981 984)	(456 390)	(487 617)	(487 617)	2 468 431	-	-	-
Non current Investments	1	-	-	-	-	-	-	-	-	-	-
Cash and investments available:		415 242	334 083	443 397	249 508	435 451	435 451	225 318	428 557	354 570	333 672
Application of cash and investments											
Trade payables from Non-exchange transactions: Unspent cond		271 560	141 754	174 827	-	5 103	5 103	(4 078)	-	-	-
Unspent borrowing		-	-	-	-	-	-	-	-	-	-
Statutory requirements	2	-	-	-	-	-	-	-	-	-	-
Other working capital requirements	3	453 713	736 125	852 479	96 408	233 868	233 868	65 675	236 569	235 192	232 049
Other provisions		2 315	40 861	57 999	745	6 753	6 753	-	6 297	6 302	6 306
Long term investments committed	4	-	-	-	-	-	-	-	-	-	-
Reserves to be backed by cash/investments	5	-	-	-	-	-	-	-	-	-	-
Total Application of cash and investments:		727 588	918 740	1 085 305	97 154	245 724	245 724	61 597	242 866	241 494	238 355
Surplus(shortfall)		(312 346)	(584 656)	(641 908)	152 354	189 727	189 727	163 721	185 691	113 076	95 317

WC024 Stellenbosch - Table A9 Asset Management

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
CAPITAL EXPENDITURE										
Total New Assets	1	269 612	290 204	160 805	234 568	241 321	241 321	308 823	327 051	244 375
Roads Infrastructure		34 038	39 215	3 337	33 400	32 697	32 697	24 800	35 900	59 700
Storm water Infrastructure		-	-	-	500	291	291	2 500	1 100	600
Electrical Infrastructure		16 098	20 376	45 569	52 500	69 053	69 053	83 698	85 166	82 912
Water Supply Infrastructure		10 095	22 905	25 258	49 294	78 463	78 463	101 354	63 500	34 850
Sanitation Infrastructure		59 018	28 848	27 193	2 500	1 179	1 179	2 500	2 000	2 000
Solid Waste Infrastructure		21 518	9 464	5 330	57 300	9 230	9 230	60 500	88 900	31 000
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		630	131	82	-	-	-	2 000	2 000	2 000
Infrastructure		141 396	120 939	106 769	195 494	190 913	190 913	277 352	278 566	213 062
Community Facilities		6 631	5 419	2 706	-	4 802	4 802	1 000	-	-
Sport and Recreation Facilities		2 878	2 362	(14 816)	-	261	261	300	200	2 000
Community Assets		9 509	7 781	(12 110)	-	5 063	5 063	1 300	200	2 000
Heritage Assets		100	-	-	-	-	-	-	-	-
Revenue Generating		972	3 681	1 400	-	-	-	-	-	-
Non-revenue Generating		1 331	2 006	-	-	-	-	-	-	-
Investment properties		2 303	5 688	1 400	-	-	-	-	-	-
Operational Buildings		9 742	75 577	30 808	15 200	18 346	18 346	300	1 300	8 000
Housing		200	48 815	13 399	-	939	939	-	-	-
Other Assets		9 942	124 392	44 207	15 200	19 285	19 285	300	1 300	8 000
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	200	200	200	-	-	-
Intangible Assets		-	-	-	200	200	200	-	-	-
Computer Equipment		66 547	354	1 930	6 100	7 654	7 654	5 770	6 770	5 270
Furniture and Office Equipment		2 159	3 128	3 149	570	2 466	2 466	770	875	885
Machinery and Equipment		18 136	11 883	10 929	13 204	11 024	11 024	13 165	21 190	9 658
Transport Assets		19 520	16 040	4 531	3 800	4 716	4 716	10 166	18 150	5 500
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-
Total Renewal of Existing Assets	2	10 136	30 214	40 909	31 358	26 718	26 718	33 634	30 231	90 031
Roads Infrastructure		12 579	25 841	28 892	6 011	9 627	9 627	4 500	5 000	8 300
Storm water Infrastructure		-	-	-	-	-	-	-	-	-
Electrical Infrastructure		(4 747)	2 819	194	12 946	10 539	10 539	17 034	15 331	64 731
Water Supply Infrastructure		473	1 138	7 132	4 000	4 000	4 000	4 000	4 000	7 000
Sanitation Infrastructure		1 831	-	2 468	4 000	1 500	1 500	4 000	4 000	10 000
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
Infrastructure		10 136	29 798	38 687	26 958	25 666	25 666	29 534	28 331	90 031
Community Facilities		-	-	-	200	122	122	400	1 750	-
Sport and Recreation Facilities		-	216	904	4 200	813	813	3 700	150	-
Community Assets		-	216	904	4 400	935	935	4 100	1 900	-
Heritage Assets		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Operational Buildings		-	200	680	-	117	117	-	-	-
Housing		-	-	-	-	-	-	-	-	-
Other Assets		-	200	680	-	117	117	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-
Computer Equipment		-	-	-	-	-	-	-	-	-
Furniture and Office Equipment		-	-	638	-	-	-	-	-	-
Machinery and Equipment		-	-	-	-	-	-	-	-	-
Transport Assets		-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand										
Total Upgrading of Existing Assets	6	128 814	72 523	138 456	143 347	110 670	110 670	162 343	231 813	168 650
Roads Infrastructure		29 797	6 697	18 610	23 900	17 475	17 475	38 200	32 683	23 700
Storm water Infrastructure		835	1 307	14	-	37	37	100	50	50
Electrical Infrastructure		23 523	16 624	19 304	11 950	6 777	6 777	11 381	5 750	3 750
Water Supply Infrastructure		20 309	10 993	5 804	24 000	10 108	10 108	33 600	68 580	111 750
Sanitation Infrastructure		31 173	6 780	27 278	46 800	42 209	42 209	39 840	87 800	18 900
Solid Waste Infrastructure		370	772	769	-	-	-	1 500	4 000	300
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		999	138	903	700	187	187	6 000	2 500	2 500
Infrastructure		107 005	43 313	72 682	107 350	76 793	76 793	130 621	201 363	160 950
Community Facilities		4 003	6 527	7 232	18 486	13 312	13 312	13 980	15 800	2 000
Sport and Recreation Facilities		1 852	1 720	32 464	3 561	3 683	3 683	4 211	5 750	200
Community Assets		5 855	8 247	39 696	22 047	16 995	16 995	18 191	21 550	2 200
Heritage Assets		423	263	-	7 000	2 500	2 500	5 781	-	-
Revenue Generating		2 962	3 276	-	-	-	-	-	-	-
Non-revenue Generating		808	5 785	5 082	3 500	6 500	6 500	-	-	-
Investment properties		3 771	9 061	5 082	3 500	6 500	6 500	-	-	-
Operational Buildings		472	3 018	17 693	2 700	7 132	7 132	5 500	7 150	5 000
Housing		2 087	1 874	-	500	500	500	1 000	1 000	-
Other Assets		2 559	4 893	17 693	3 200	7 632	7 632	6 500	8 150	5 000
Biological or Cultivated Assets		-	-	-	250	250	250	250	250	-
Servitudes		-	-	-	-	-	-	-	-	-
Licences and Rights		163	-	-	-	-	-	-	-	-
Intangible Assets		163	-	-	-	-	-	-	-	-
Computer Equipment		8 891	6 577	3 210	-	-	-	1 000	500	500
Furniture and Office Equipment		146	169	93	-	-	-	-	-	-
Machinery and Equipment		-	-	-	-	-	-	-	-	-
Transport Assets		-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-
Total Capital Expenditure	4	408 562	392 941	340 170	409 273	378 709	378 709	504 800	589 095	503 056
Roads Infrastructure		76 413	71 754	50 840	63 311	59 800	59 800	67 500	73 583	91 700
Storm water Infrastructure		835	1 307	14	500	328	328	2 600	1 150	650
Electrical Infrastructure		34 874	39 819	65 067	77 396	86 369	86 369	112 113	106 248	151 393
Water Supply Infrastructure		30 877	35 036	38 195	77 294	92 571	92 571	138 954	136 080	153 600
Sanitation Infrastructure		92 022	35 628	56 939	53 300	44 888	44 888	46 340	93 800	30 900
Solid Waste Infrastructure		21 888	10 237	6 099	57 300	9 230	9 230	62 000	92 900	31 300
Rail Infrastructure		-	-	-	-	-	-	-	-	-
Coastal Infrastructure		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		1 628	269	985	700	187	187	8 000	4 500	4 500
Infrastructure		258 537	194 050	218 138	329 802	293 372	293 372	437 507	508 260	464 043
Community Facilities		10 634	11 946	9 938	18 686	18 235	18 235	15 380	17 550	2 000
Sport and Recreation Facilities		4 730	4 298	18 552	7 761	4 757	4 757	8 211	6 100	2 200
Community Assets		15 364	16 244	28 490	26 447	22 993	22 993	23 591	23 650	4 200
Heritage Assets		523	263	-	7 000	2 500	2 500	5 781	-	-
Revenue Generating		3 934	6 957	1 400	-	-	-	-	-	-
Non-revenue Generating		2 139	7 791	5 082	3 500	6 500	6 500	-	-	-
Investment properties		6 073	14 748	6 482	3 500	6 500	6 500	-	-	-
Operational Buildings		10 214	78 796	49 180	17 900	25 596	25 596	5 800	8 450	13 000
Housing		2 287	50 689	13 399	500	1 439	1 439	1 000	1 000	-
Other Assets		12 501	129 484	62 579	18 400	27 035	27 035	6 800	9 450	13 000
Biological or Cultivated Assets		-	-	-	250	250	250	250	250	-
Servitudes		-	-	-	-	-	-	-	-	-
Licences and Rights		163	-	-	200	200	200	-	-	-
Intangible Assets		163	-	-	200	200	200	-	-	-
Computer Equipment		75 438	6 931	5 140	6 100	7 654	7 654	6 770	7 270	5 770
Furniture and Office Equipment		2 306	3 298	3 880	570	2 466	2 466	770	875	885
Machinery and Equipment		18 136	11 883	10 929	13 204	11 024	11 024	13 165	21 190	9 658
Transport Assets		19 520	16 040	4 531	3 800	4 716	4 716	10 166	18 150	5 500
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURE - Asset class		408 562	392 941	340 170	409 273	378 709	378 709	504 800	589 095	503 056

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand										
ASSET REGISTER SUMMARY - PPE (WDV)	5	5 667 203	5 853 186	6 014 401	6 274 346	6 152 095	6 152 095	6 436 612	6 799 916	7 072 582
<i>Roads Infrastructure</i>		771 013	811 846	838 731	857 284	822 328	822 328	846 054	872 510	919 251
<i>Storm water Infrastructure</i>		16 560	37 002	35 986	15 035	14 908	14 908	16 651	16 708	16 244
<i>Electrical Infrastructure</i>		932 083	938 767	992 378	1 023 585	1 033 004	1 033 004	1 103 158	1 168 539	1 278 249
<i>Water Supply Infrastructure</i>		1 389 409	1 405 035	1 406 099	1 493 331	1 408 881	1 408 881	1 500 274	1 587 326	1 690 910
<i>Sanitation Infrastructure</i>		917 603	997 701	1 051 818	1 031 333	1 047 385	1 047 385	1 064 221	1 127 441	1 127 149
<i>Solid Waste Infrastructure</i>		57 998	75 733	69 644	110 176	67 001	67 001	127 372	218 295	247 579
<i>Rail Infrastructure</i>		-	-	-	-	-	-	-	-	-
<i>Coastal Infrastructure</i>		-	-	-	-	-	-	-	-	-
<i>Information and Communication Infrastructure</i>		1 644	1 207	1 439	2 615	1 220	1 220	12 789	20 334	26 370
Infrastructure		4 086 311	4 267 291	4 396 096	4 533 359	4 394 727	4 394 727	4 670 518	5 011 154	5 305 753
Community Assets		88 145	93 240	130 551	129 353	141 425	141 425	160 806	180 915	180 676
Heritage Assets		774	1 037	1 037	10 865	3 537	3 537	3 537	3 537	3 537
Investment properties		410 454	412 144	412 144	415 362	418 371	418 371	418 091	417 804	417 511
Other Assets		427 553	419 085	419 557	501 368	541 458	541 458	541 924	541 570	534 071
Biological or Cultivated Assets		6 321	5 143	6 321	6 571	5 393	5 393	5 643	5 893	5 893
Intangible Assets		9 694	8 564	5 726	6 480	5 907	5 907	4 514	3 085	1 628
Computer Equipment		24 515	24 915	29 686	25 840	27 619	27 619	22 359	17 913	13 286
Furniture and Office Equipment		14 176	15 441	16 745	19 682	19 329	19 329	16 885	13 440	9 912
Machinery and Equipment		45 667	43 469	40 582	75 057	43 669	43 669	43 688	51 716	49 860
Transport Assets		96 799	105 199	98 996	92 747	93 700	93 700	91 687	95 931	93 496
Land		456 793	457 660	456 960	457 660	456 960	456 960	456 960	456 960	456 960
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-
TOTAL ASSET REGISTER SUMMARY - PPE (WDV)	5	5 667 203	5 853 186	6 014 401	6 274 346	6 152 095	6 152 095	6 436 612	6 799 916	7 072 582
EXPENDITURE OTHER ITEMS										
Depreciation	7	190 440	212 325	213 746	213 118	214 993	214 993	220 283	225 791	230 391
Repairs and Maintenance by Asset Class	3	49 608	66 302	63 905	107 541	103 955	103 955	113 859	118 156	122 068
<i>Roads Infrastructure</i>		8 008	11 835	18 132	20 878	20 878	20 878	21 913	22 819	23 770
<i>Storm water Infrastructure</i>		6 810	1 387	286	1 230	1 205	1 205	1 289	1 345	1 403
<i>Electrical Infrastructure</i>		998	(3 894)	65	12 578	11 576	11 576	15 056	15 357	15 695
<i>Water Supply Infrastructure</i>		100	6 124	2 192	12 423	12 123	12 123	13 750	14 314	14 902
<i>Sanitation Infrastructure</i>		1 944	13 672	5 780	10 800	11 900	11 900	11 316	11 794	12 293
<i>Solid Waste Infrastructure</i>		-	1 997	11 125	4 344	4 344	4 344	4 533	4 709	4 893
<i>Rail Infrastructure</i>		-	-	-	-	-	-	-	-	-
<i>Coastal Infrastructure</i>		-	-	-	-	-	-	-	-	-
<i>Information and Communication Infrastructure</i>		-	9 567	5 515	2 980	2 980	2 980	3 053	3 124	3 198
Infrastructure		17 859	40 688	43 096	65 232	65 005	65 005	70 910	73 462	76 155
Community Facilities		2 686	9 431	8 348	9 859	9 366	9 366	9 618	9 810	10 007
Sport and Recreation Facilities		-	1 287	850	81	81	81	135	138	140
Community Assets		2 686	10 719	9 198	9 940	9 447	9 447	9 753	9 948	10 147
Heritage Assets		-	-	-	-	-	-	-	-	-
Revenue Generating		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Operational Buildings		-	8 629	3 356	16 000	11 819	11 819	16 159	16 716	17 295
Housing		-	719	287	353	253	253	261	269	277
Other Assets		-	9 348	3 643	16 353	12 072	12 072	16 420	16 984	17 572
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-
Computer Equipment		-	-	-	-	-	-	-	-	-
Furniture and Office Equipment		11 027	2 671	2 035	4 408	4 913	4 913	3 876	4 044	4 201
Machinery and Equipment		-	-	-	552	552	552	563	574	586
Transport Assets		18 036	2 876	5 933	11 057	11 966	11 966	12 337	13 144	13 408
Libraries		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURE OTHER ITEMS		240 049	278 627	277 651	320 660	318 948	318 948	334 142	343 947	352 458
Renewal and upgrading of Existing Assets as % of total capex		34.0%	26.1%	52.7%	42.7%	36.3%	36.3%	38.8%	44.5%	51.4%
Renewal and upgrading of Existing Assets as % of deprecn		73.0%	48.4%	83.9%	82.0%	63.9%	63.9%	89.0%	116.1%	112.3%
R&M as a % of PPE & Investment Property		0.9%	1.1%	1.1%	1.7%	1.7%	1.7%	1.8%	1.7%	1.7%
Renewal and upgrading and R&M as a % of PPE and Investment Prop		3.3%	2.9%	4.1%	4.5%	3.9%	3.9%	4.8%	5.6%	5.4%

WC024 Stellenbosch - Table A10 Basic service delivery measurement

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Household service targets	1									
Water:										
Piped water inside dwelling		40 626	40 626	40 676	40 676	40 676	40 726	40 776	40 826	40 826
Piped water inside yard (but not in dwelling)		4 461	4 461	4 561	4 561	4 561	4 664	4 769	4 876	4 876
Using public tap (at least min.service level)	2	4 778	4 778	4 878	4 878	4 878	4 980	5 084	5 191	5 191
Other water supply (at least min.service level)	4	684	684	834	834	834	1 017	1 240	1 512	1 512
<i>Minimum Service Level and Above sub-total</i>		50 550	50 550	50 950	50 950	50 950	51 387	51 869	52 404	52 404
Using public tap (< min.service level)	3	1 170	1 170	1 070	1 070	1 070	979	896	820	820
Other water supply (< min.service level)	4	-	-	-	-	-	-	-	-	-
No water supply		207	207	157	157	157	119	90	68	68
<i>Below Minimum Service Level sub-total</i>		1 377	1 377	1 227	1 227	1 227	1 098	986	888	888
Total number of households	5	51 927	51 927	52 177	52 177	52 177	52 485	52 855	53 292	53 292
Sanitation/sewerage:										
Flush toilet (connected to sewerage)		46 256	46 256	46 306	46 306	46 306	46 356	46 406	46 456	46 456
Flush toilet (with septic tank)		2 165	2 165	2 265	2 265	2 265	2 370	2 480	2 595	2 595
Chemical toilet		407	407	420	420	420	433	446	460	460
Pit toilet (ventilated)		50	50	-	-	-	-	-	-	-
Other toilet provisions (> min.service level)		1 898	1 898	2 236	2 236	2 236	2 633	3 101	3 652	3 652
<i>Minimum Service Level and Above sub-total</i>		50 777	50 777	51 227	51 227	51 227	51 792	52 433	53 163	53 163
Bucket toilet		800	800	700	700	700	613	537	470	470
Other toilet provisions (< min.service level)		50	50	-	-	-	-	-	-	-
No toilet provisions		300	300	250	250	250	208	173	144	144
<i>Below Minimum Service Level sub-total</i>		1 150	1 150	950	950	950	821	710	614	614
Total number of households	5	51 927	51 927	52 177	52 177	52 177	52 613	53 143	53 777	53 777
Energy:										
Electricity (at least min.service level)		14 821	14 821	15 071	15 071	15 071	15 325	15 583	15 846	15 846
Electricity - prepaid (min.service level)		35 003	35 003	35 253	35 253	35 253	35 505	35 759	36 014	36 014
<i>Minimum Service Level and Above sub-total</i>		49 824	49 824	50 324	50 324	50 324	50 830	51 342	51 860	51 860
Electricity (< min.service level)		150	150	150	150	150	150	150	150	150
Electricity - prepaid (< min. service level)		-	-	-	-	-	-	-	-	-
Other energy sources		1 953	1 953	1 703	1 703	1 703	1 485	1 295	1 129	1 129
<i>Below Minimum Service Level sub-total</i>		2 103	2 103	1 853	1 853	1 853	1 635	1 445	1 279	1 279
Total number of households	5	51 927	51 927	52 177	52 177	52 177	52 465	52 787	53 140	53 140
Refuse:										
Removed at least once a week		47 649	47 649	48 149	48 149	48 149	48 654	49 164	49 680	49 680
<i>Minimum Service Level and Above sub-total</i>		47 649	47 649	48 149	48 149	48 149	48 654	49 164	49 680	49 680
Removed less frequently than once a week		-	-	-	-	-	-	-	-	-

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Using communal refuse dump		1 028	1 028	978	978	978	930	885	841	841
Using own refuse dump		2 100	2 100	2 000	2 000	2 000	1 905	1 815	1 728	1 728
Other rubbish disposal		750	750	700	700	700	653	609	568	568
No rubbish disposal		400	400	350	350	350	306	268	234	234
<i>Below Minimum Service Level sub-total</i>		4 278	4 278	4 028	4 028	4 028	3 794	3 576	3 372	3 372
Total number of households	5	51 927	51 927	52 177	52 177	52 177	52 448	52 740	53 052	53 052
Households receiving Free Basic Service	7									
Water (6 kilolitres per household per month)		21 106 158	25 538 738	25 194 935	8 277 972	8 157 234	8 157 234	8 565 096	8 993 350	9 443 018
Sanitation (free minimum level service)		9 607 052	10 545 132	10 039 242	11 325 696	9 240 803	9 240 803	9 795 251	10 382 966	11 005 944
Electricity/other energy (50kwh per household per month)		13 321 030	14 758 992	18 155 071	17 685 253	17 685 253	17 685 253	71 634 445	82 021 440	90 961 777
Refuse (removed at least once a week)		-	-	-	19 725 134	19 725 134	19 725 134	21 500 396	23 435 432	25 544 621
<i>Informal Settlements</i>		-	-	-	-	-	-	-	-	-
Cost of Free Basic Services provided - Formal Settlements (R'000)	8									
Water (6 kilolitres per indigent household per month)		21 106	25 539	25 195	8 278	8 157	8 157	8 565	8 993	9 443
Sanitation (free sanitation service to indigent households)		9 607	10 545	10 039	11 326	9 241	9 241	9 795	10 383	11 006
Electricity/other energy (50kwh per indigent household per month)		13 321	14 759	18 155	17 685	17 685	17 685	71 634	82 021	90 962
Refuse (removed once a week for indigent households)		-	-	-	19 725	19 725	19 725	21 500	23 435	25 545
Cost of Free Basic Services provided - Informal Formal Settlements (R'000)		-	-	-	-	-	-	-	-	-
Total cost of FBS provided		44 034	50 843	53 389	57 014	54 808	54 808	111 495	124 833	136 955
Highest level of free service provided per household										
Property rates (R value threshold)		200 000	200 000	200 000	200 000	200 000	200 000	250 000	250 000	250 000
Water (kilolitres per household per month)		10	10	6	6	6	6	6	6	6
Sanitation (kilolitres per household per month)		-	-	-	-	-	-	-	-	-
Sanitation (Rand per household per month)		101	101	112	112	112	112	112	112	112
Electricity (kwh per household per month)		100	100	100	100	100	100	100	100	100
Refuse (average litres per week)		250	250	250	250	250	250	250	250	250

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue cost of subsidised services provided (R'000)	9									
Property rates (tariff adjustment) (impermissible values per section 17 of MPRA)		-	-	-	-	-	-	-	-	-
Property rates exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRA)		49 938	53 282	51 233	57 671	47 326	47 326	56 811	60 530	64 162
Water (in excess of 6 kilolitres per indigent household per month)		-	-	-	-	-	-	-	-	-
Sanitation (in excess of free sanitation service to indigent households)		-	-	-	-	-	-	-	-	-
Electricity/other energy (in excess of 50 kwh per indigent household per month)		-	-	-	-	-	-	-	-	-
Refuse (in excess of one removal a week for indigent households)		-	-	-	-	-	-	-	-	-
Municipal Housing - rental rebates		-	-	-	-	-	-	-	-	-
Housing - top structure subsidies	6	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-
Total revenue cost of subsidised services provided		49 938	53 282	51 233	57 671	47 326	47 326	56 811	60 530	64 162

PART 2

A: OVERVIEW OF STELLENBOSCH MUNICIPALITY

Background

Stellenbosch Municipality is located in the heart of the Cape Winelands. It is situated about 50 km from Cape Town and is flanked by the N1 and N2 main routes. The municipal area covers approximately 900 km².



State of the Greater Stellenbosch Area

Introduction

Stellenbosch Municipality is located at the edge of the City of Cape Town but still manages to retain its distinct small-town character. This undoubtedly gives Stellenbosch a strong competitive advantage – sharply contrasting with similarly sized towns located 400 km or more from the nearest metropolis. Aside from being a mere 50 km from Cape Town’s central business district (CBD) and being flanked by the N1 and N2 main routes, Stellenbosch is also just 30 km away from the sea (at Somerset West/Strand) and only a few kilometres away from one of the most attractive mountain ranges of the Boland. In addition, Stellenbosch is a mere 28 km from Cape Town International Airport, one of South Africa’s top (air) links to the global economy, and not much further away from Cape Town harbour, the shipping portal to both the Atlantic and the Indian Oceans.

This convergence of environmental resources, scenic quality and business opportunities has two other mutually reinforcing spin-offs: The largest number of JSE-listed companies based in any small South African town have their headquarters in Stellenbosch and the town is home to a disproportionately high number of corporate CEOs and executives, which in turn means that it can sustain a comparatively high level of economic activity and consumer services for a town of its size. This results in other benefits throughout the value-add chain and for employment. The municipal area covers approximately 900 km². The municipality’s area of jurisdiction includes the towns of Stellenbosch and Franschhoek, as well as a number of rural hamlets such as Wemmershoek, La Motte, De Novo, Kylemore, Pniël, Johannesdal, Languedoc, Groot Drakenstein, Muldersvlei, Klappmuts, Elsenburg, Raithby, Jamestown, Koelenhof and Vlottenburg (most with a population of less than 5 000). Apart from formal settlement areas, the municipal area also includes a number of informal settlements.

Stellenbosch town is the second oldest town in South Africa, dating back to 1679 when an island in the Eerste River was named Stellenbosch by the then Governor of the Cape, Simon van der Stel. The first farming activities in the area were started in 1679. Today, the area has become primarily known for its extraordinary wines and fruits. The towns of Stellenbosch and Franschhoek are renowned for various architectural styles such as Dutch, Georgian and Victorian, which reflect their heritage and traditions, but also divisions of the past.

The area houses excellent educational institutions, including the University of Stellenbosch and several prestigious schools. It has a strong business sector, varying from major South African businesses and corporations to smaller enterprises and home industries. The tourism industry alone is responsible for the creation of about 18 000 jobs in the area. Wine farms and cellars abound and the area is the home of the very first Wine Route in South Africa. A variety of sport facilities are available. Coetzenburg, with its athletics and rugby stadiums, has delivered star performances over many generations. The Municipal area has a nuseveralatres, which include the Stellenbosch University’s HB Thom Theatre, Oude Libertas Amphitheatre (renowned for its summer season of music, theatre and dance), Spier Amphitheatre, as well as Klein Libertas Theatre, Dorp Street at Theatre and Aan de Braak Theatre.

Ward Demarcation

The Stellenbosch Municipality is currently structured into the following 23 wards:

Table 1: Municipal ward demarcation

Ward	Areas
1	Mooiwater, Franschhoek Town and Surrounding Farms
2	Langrug, La Motte, Dennegeur, Groendal
3	Lanquedoc, Wemmershoek to La Motte Wine Farm and Leopard Leap Wine Farm
4	Kylemore, Johannesdal, Pniël and Surrounding Farms
5	Ida's Valley (Hillside Village, La Gratitude Park (Kreefgat), The Ridge, La Roche, Lindida, Bloekomlaan(Moses / Martin) Lindley)
6	The Hydro, Rustenberg and Surrounding Farms, Kelsey Farm
7	Mosterdrift, Karindal, Rozendal, Uniepark, Simanswyk and Unirversiteitsoord
8	Stellenbosch University campus and university residence area; Coetzenburg, (partially:) Koloniesland
9	Stellenbosch CBD, Part of US campus (residential areas within both these areas), Southern border is the Eerste River, Northern border is Merriman Street, Eastern border is Die Laan and the Western border is Bird Street
10	Tenantville, Lakay Street, Titus Street, Langsuid Street up to Lakay Street, Tennant Street, Lapan Street, Bell Street, Bird Street, La Colline (Dr Malan Street, Dan Pienaar Street, Dan Pienaar Street, Paul Roos Street, Tobruk Park, Irene Park, La Colline Road, Conde Street, Taylor Street, Mount Albert Street), Kromrivier Road, Jan Celliers Street, Hammanshand, Ds Botha Street, Voorplein Street, Bird Street, Langenhoven Street, Du Toit Station, Ryneveld Street, Karee Street, Oliehout Street, Banghoek Rd, Acedemia, Bosman Street, Smuts Rd, Joubert Street, De Beer Rd, De Villiers Rd from Ryneveld Street to Cluver Rd on the lefthand side
11	Boundaries of the ward are: Kridge Rd, Herte Street, Skone Uitsig Rd onto Alexander Street onto Du Toit Street toward Merriman Avenue towards Adam Tas Rd onto George Blake Street, Mark Street, Distillery Rd, Santhagen Rd, Swawel Avenue, Kanarie Rd, Tarentaal Rd, Bokmakierie Rd, Fisant Rd, Devon Valley Rd, Kiewiet Rd, Dagbreek Rd, Pelikaan Street, Patrys Rd, Hammerkop Rd, Loerie Rd, Muldersvlei Landgoed, and all areas in Onder Papegaaiberg and businesses
12	Kayamandi: Zone A, Chris Hani Drive, 10th and 13th Street, School Crescent, Snake Valley, Enkanini, Watergang, Watergang TRA 2 and Watergang Informal Settlements
13	Kayamandi: Zone J, Red Bricks, Zone K and L, Hostels, Dairy and University Hostels, Old Bricks Houses Red Roofs, Zwellitsha, Costaland
14	Kayamandi: Zone P, I, F, D and O, Costaland, Marikana, Watergang, Smarties (Mgabadeli Street), Monde Crescent
15	Kayamandi: Zone M, N, O, 4 th and 5 th Avenue, 10 th , 12 th and 14 th Street, Long Street, Retreat Street, Forest Drive
16	The borders are Tenant Rd, Long streets, Crombi Rd to end of Gabriels Rd, Asalea Rd, 2nd Road, Noble Rd, Bailey Rd, Eike Street, Curry Street, Hoop Rd, Pansy Rd, West Rd, Laai Rd, Anthony Rd, Carriem Rd, Archilles Rd, Bergstedt Rd, Davidse Rd, Cupido Rd, Pearce Rd, Robyn Rd, Gonzalves Rd, Hercules Rd, Chippendale Rd, Afrika Rd, Arnolds Rd, September Rd, Jakaranda Street, Short Rd, Quarry Rd, Middle Rd, Primrose Street, Pine (Bo en Onder), North End, Vredelust, Gembok, Daffodil Single, Steps, Sylvia Street, Eiland Street, Last Street (White City), Frikkadel Dorp, September Street
17	A part of Cloetesville (Lakay Rd towards Langstraat -Suid Rd, Kloof Street, Fir Street, Fontein Rd, Williams R towards Gabriels Rd towards February Rd, Valentyn Rd, Pool Rd, Raziet Rd, Ortell Rd, Rhode Rd, King Rd, Hine Rd, Hendrikse Rd, Rhode Rd), as well as Welgevonden, Green Oaks, Stellita Park, Weltevrede, Welgevonden Estate (Red Oak Rd, Belladonna Street, Wildeklawer Welgevonden Boulevard, Olive Rd, Sonnedou Rd, Mountain Silver Rd, Silver Oak Rd, Froetang Rd, Katbos Rd, Everlasting, Fynbos Street, Sourfig Street, Scarlet Cresent, Pin Oak Street, Evergreen, Autumn Close, Nenta, Cherrywood, Candelabra, Froetang, Candelabra, Kouter, Protea Street, Minaret, Gooseberry, Honeybush), Klein Welgevonden (La Belle Vie, Chablis) and the Municipal Flats in Rhode, Kloof and Long Streets, Bertha Wines and Weltevreden Estate, 15 Weltevreden Estate.) The borders of the ward are the R44 Klapmuts road and Long streets.
18	Klapmuts Town Centre, Bennitsville, Weltevrede Park, Klapmuts New Houses, Mandela City and La Rochelle Informal Settlement, Klapmuts Farms (The Purple Windmill, Arra Vineyards, Hidden Gems Wines, Gravel Junction Wine and Spirtis Company, Wine Estate Le Bonheur, Anura Vinyard, Dalewood Farms, Blueberry Bar, Klapmuts Transfer Station, Trophy SA, DKL Transport Pty, Welgelee Estate)
19	De Novo, Kromme Rhee, Vaaldraai, Muldersvlei, Koelenhof and surrounding Farms, Koelenhof Station, Slayley, Hunting, Koelenhof Farms, Poultray / Mariendahl, De Hoop, Nooitgedacht Village, Bottelary and Surrounding Farms, De Waalshof, Weltevrede 1, Weltevrede 2, Smartie Town.
20	Vlottenberg, Raithby, Mooiberge, Lynedoch
21	Brandwacht Aan Rivier, Paradykloof, Stellenbosch Golf Course, Blaauwklippen / Stellenzicht Farms, De Zalze, Jamestown, Mountainview, Stellenbosch Airfield
22	Die Boord, Dalsig, Brandwacht, Krigeville, Libertas Farm
23	Dorp Street, Krige, Hamman Streets, Schroder Rd, Die Braak, Bird Street from Dorp Street, Denniseg area, Muller Rd, Banghoek Road, Reyneveld Street, Plankenburg Industrial area and Kayamandi Corridor.

Below is a map of the Cape Winelands District in relation to the provincial district boundaries:

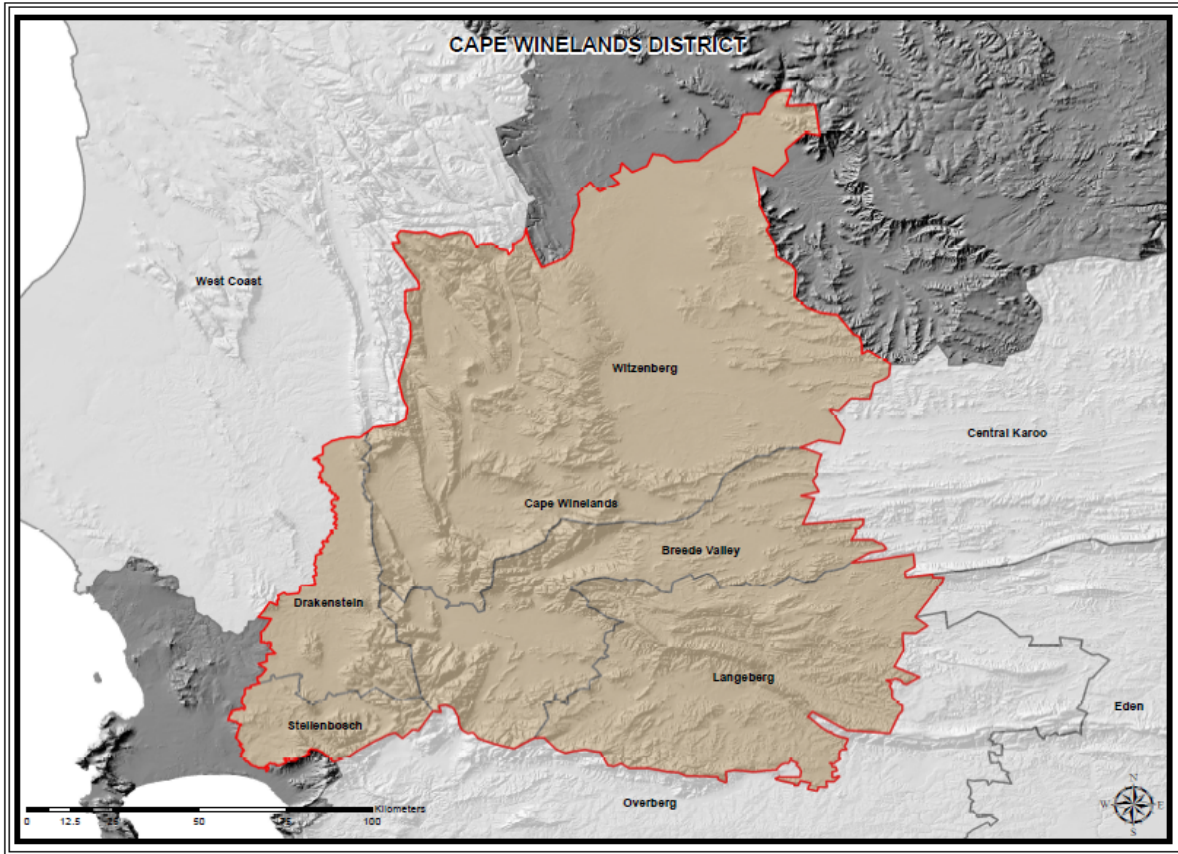
Map 1: Locality of Cape Winelands in relation to Provincial Boundaries



The Western Cape Province makes up 10.6% of the country's land surface and encompasses an area of 129 462 km². The province spatial area includes 1 metropolitan area (City of Cape Town), 5 district municipal areas (Central Karoo, Eden renamed Garden Route, Overberg, Cape Winelands and West Coast) and 24 local municipalities.

Below is a map of the municipalities in relation to the Cape Winelands District:

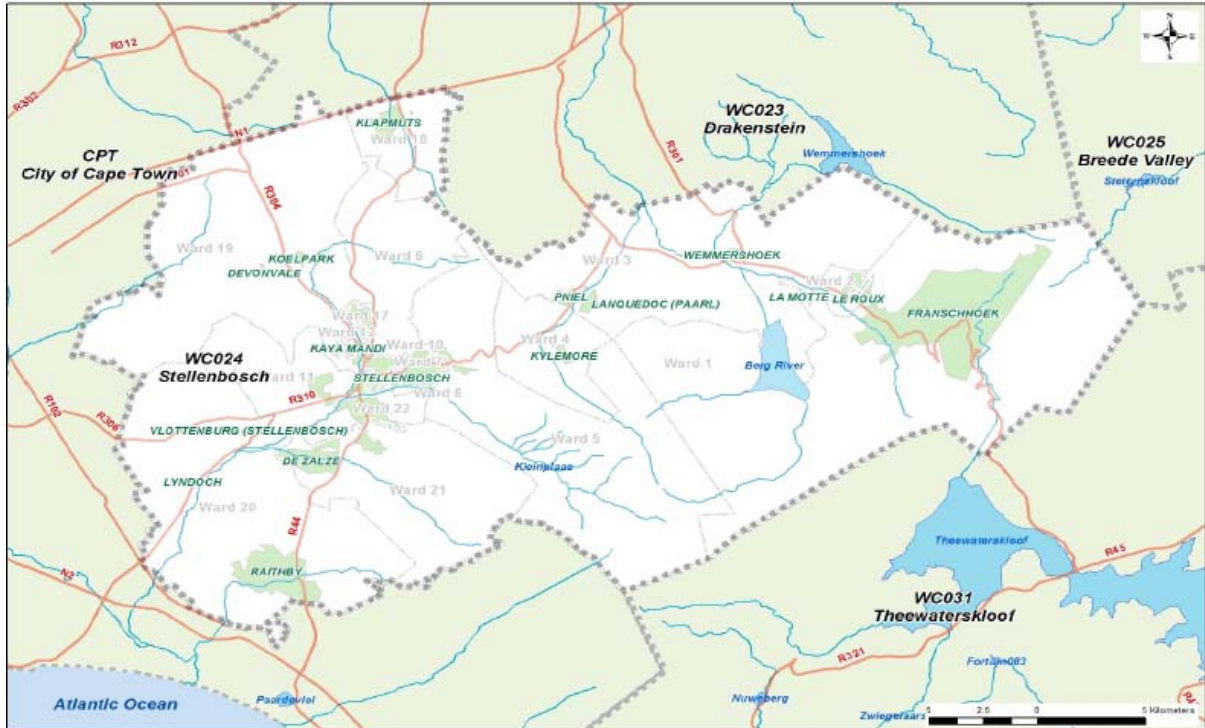
Map 2: Locality map of Stellenbosch Municipality in relation to Cape Winelands District Boundaries



The Cape Winelands District Municipality is located within close proximity of the City of Cape Town, which offers excellent access to trade opportunities, routes and infrastructure such as expanding broadband networks, an international airport (with direct flights to international cities), the second-largest container port in the country and a comprehensive road and rail network. This gives the Cape Winelands district ideally located as an investment destination. The Cape Winelands District municipal area incorporates Drakenstein, Stellenbosch, Breede Valley, Langeberg and Witzenberg.

Below is a map of the Stellenbosch Municipality’s area of jurisdiction:

Map 3: Locality map of municipal boundaries

















Stellenbosch Local Municipality is located in the heart of the Cape Winelands and adjacent to the City of Cape Town and Drakenstein Municipality. As a local authority, Stellenbosch Municipality governs the towns of Stellenbosch, Pniël, Klapmuts, Kylemore, Jamestown, Raithby, Ida’s Valley, Cloetesville, Kayamandi and Vlotenburg, and the surrounding rural areas. The area covers 831 square kilometres and adjoins the City of Cape Town (CoCT) to the west and south and the Breede Valley, Drakenstein and Theewaterskloof Municipalities to the east and north. Functionally, Stellenbosch Municipality (SM) forms part of the Greater Cape Town metropolitan area.

The main settlements in SM are the historic towns of Stellenbosch and Franschhoek, and Klapmuts. There are also several smaller villages, including Jamestown (contiguous with Stellenbosch town), Pniël, Johannesdal, Lanquedoc, Lynedoch, and Raithby. New nodes are emerging around agricultural service centres, for example, Koelenhof and Vlotenburg. Stellenbosch is a sought-after space, offering opportunity and quality of living, yet in close proximity to city life. This has placed the municipal area under constant development pressure.

Stellenbosch Municipality at a Glance

Table 2: Stellenbosch Municipality - Summarised Statistics

Population Estimates, 2022		Actual households, 2021					
	Population 199 325		Households 50 792				
Education		2021		Poverty		2021	
	Matric Pass Rate	87.9%			Gini-Coefficient	0.63	
	Learner Retention Rate	79.1%			Poverty Head Count Ratio (UBPL)	58.91	
	Learner-Teacher Ratio	27.2					
Health				2021/22			
	Primary Health Care Facilities	Immunisation Rate	Maternal Mortality Ratio (per 100 000 live births)	Teenage Pregnancies – Delivery rate to women U/18			
	8 (excl. mobile / satellite)	55.8%	61.1	13.2%			
Safety and Security		The annual number of reported cases in 2021/22					
	Residential Burglaries	DUI	Drug-related Crimes	Murder	Sexual Offences		
	958	252	1125	87	226		
Access to Basic Service Delivery		Percentage of households with access to basic services, 2021/22					
Water	Refuse Removal	Electricity	Sanitation	Housing			
99.3% 	82.1% 	96.8% 	96.4% 	74.5% 			
Road Safety 2021/22		Labour, 2021/22 ¹		Socio-economic Risks			
Fatal Crashes	31	Unemployment Rate (narrow definition)	34.5%	Risk 1	Job Losses		
Road User Fatalities	39			Risk 2	Informal Sector Expansion		
				Risk 3	Low skills base (Labour)		
Largest 3 sectors			Contribution to GDP, 2020				
Finance, insurance, real estate and business services		Wholesale and retail trade, catering and accommodation			Manufacturing		
26.5% 	17.5% 			16.3% 			

Source: Western Cape, Social – Economic Profile 2022

¹ According the Quarterly Labour Force Survey (QLFS) – Q1: 2022, the official unemployment rate was 34.5% in the first quarter of 2022.

Socio – Economic Context

All socio-economic information is sourced from the Local Government Socio-Economic Profile 2022. The statistical data are primarily sourced from Statistics South Africa, administrative data from sector departments, the Municipal Review and Outlook (MERO), Global Insight Regional Explorer and Quantec.

Population Growth

The current population of Stellenbosch in 2022 are 199 325 persons, which is the most populated municipal area in the Cape Winelands District (CWD). This total is expected to grow to 215 456 by 2026, equating to an average annual growth rate of 2.0 per cent for the period.

The estimated population growth rate of Stellenbosch is therefore 0.3 percentage and points higher than the estimated average annual population growth rate of the Cape Winelands District which is 1.7 per cent.

The table below depicts the population growth from 2022 to 2026:

Table 3: Population Growth

Area	2022	2023	2024	2025	2026
	%				
Stellenbosch	3.3	2.3	2.0	2.0	1.6
Cape Winelands	2.7	1.8	1.6	1.6	1.6
Western Cape	2.9	1.8	1.7	1.7	1.6

Source: Western Cape, Social – Economic Profile 2022

Sex Ratio

The overall sex ratio depicts the number of males per 100 females in the population. The data indicates that as of 2022, there are more females than males in the Stellenbosch municipal area with a ratio of 51.1 per cent (females) to 48.9 per cent (males).

The sex ratio is therefore 96, meaning that for every 100 women there are 96 men. The ratio increases slightly towards 2023 and remains unchanged from 2023 to 2026. This could be attributed to a wide range of factors such as an increase in female mortality rates as well as the potential inflow of working males to the municipal area.

The table below depicts the sex ratio within the Stellenbosch municipal area.

Table 4: Sex Ratio

Year	Cape Winelands	Witzenberg	Drakenstein	Stellenbosch	Breede Valley	Langeberg
2022	98.0	108.9	97.6	95.7	93.9	96.1
2023	98.7	110.0	98.4	96.2	94.4	96.9
2024	98.8	110.3	98.5	96.3	94.4	97.0
2025	98.9	110.6	98.6	96.3	94.3	97.1
2026	99.0	110.3	98.9	96.3	94.3	97.4

Source: Western Cape, Social – Economic Profile 2022

Age Cohorts

The age cohorts are composed according to the population of Stellenbosch. These groupings are expressed as a dependency ratio which indicates those who are part of the workforce (Aged 15 – 64) and those who are dependent on them (children or senior citizens). A higher dependency ratio implies greater pressure on social systems and the delivery of basic services.

Between 2022 and 2026, the largest population growth projection was recorded in the 65+ age cohort at 2.7 per cent. This reflects possible improvements in life expectancy (an ageing population) or that more people are choosing the Stellenbosch municipal area as a retirement destination. Notable growth is also expected in the working age cohort, which results in an overall decrease in the dependency ratio towards 2026.

The table below depicts the age cohorts between 2022 and 2026.

Table 2: Age Cohorts

Year	Children: 0 – 14 Years	Working Age: 15 – 65 Years	Aged: 65 +	Dependency Ratio
2022	43 801	144 203	11 321	38.2
2024	45 272	150 716	11 932	38.0
2026	76 765	156 091	12 600	38.0
Growth	1.7%	2.0%	2.7%	-

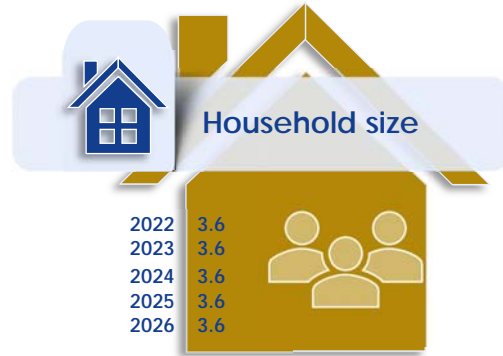
Source: Western Cape, Social – Economic Profile 2022

Household Size

Household size refers to the number of people per household. The average size of households is expected to remain constant at 3.6 people per household from 2022 to 2026. The trend of the constant average household size could be attributed to a wide range of factors but are not limited to, lower fertility rates, ageing population, divorce, cultural patterns surrounding intergenerational co-residence, as well as socioeconomic factors that shape trends in employment, education, and housing markets.

The table below depicts the household sizes from 2022 to 2026:

Figure 1: Household size



Source: Western Cape, Social – Economic Profile 2022

Population Density

Amidst rapid urbanisation across the Western Cape, population density figures will aid public sector decision-makers in mitigating environmental, health and service delivery risks. In 2022, the population density of the Cape Winelands District was 45 persons per square kilometer. In order of highest to lowest, the various local municipal areas compare as follows:

In order of highest to lowest, the various local municipal areas compare as follows:

- ‡ Stellenbosch 240 people/km²;
- ‡ Drakenstein 194 people/km²;
- ‡ Breede Valley 51 people/km²;
- ‡ Langeberg 27 people/km²; and
- ‡ Witzenberg 14 people/km².

According to the above comparison, Stellenbosch has the highest density in the Cape Winelands District. This is helped a lot by the fact that the municipal Spatial Development Framework (mSDF) says that urban development should stay within the limits of the urban edge.

Table 3: Population growth

	2022	2023	2024	2025	2026
Stellenbosch	3.3	2.3	2.0	2.0	1.6
Cape Winelands	2.7	1.8	1.6	1.6	1.6
Western Cape	2.9	1.8	1.7	1.7	1.6

Source: Western Cape, Social – Economic Profile 2022

Education

Education and training improve access to employment opportunities and help sustain and accelerate overall development. Quality Education is the 4th Sustainable Development Goal, while the National Development Plan (NDP) emphasises the link between education and employment as well as the

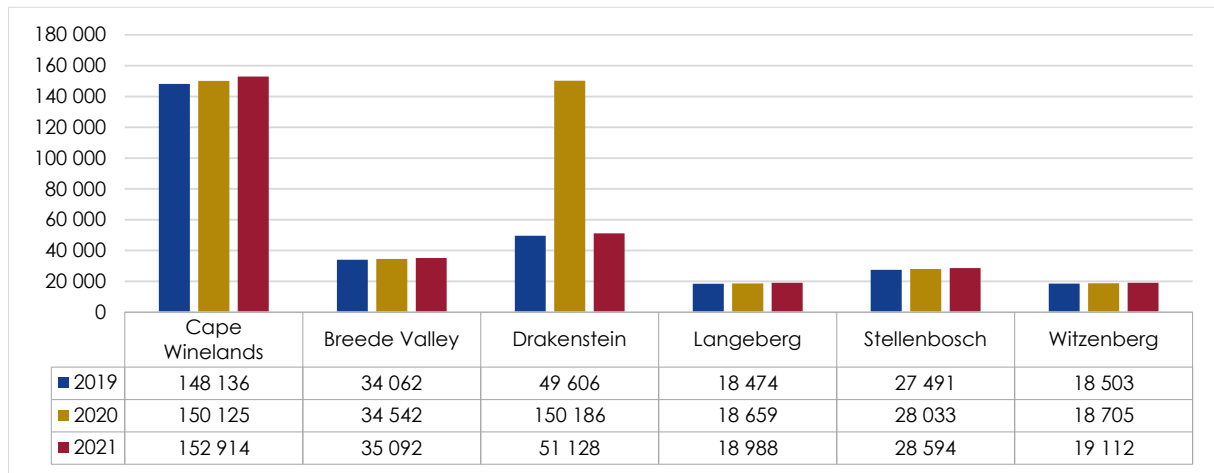
significant contribution it makes to the development of the capabilities and well-being of the population.

Learner enrolment, the learner-teacher ratio and learner retention rate

Learner enrolment in Stellenbosch increased from 27 491 enrolments in 2019 to 28 594 in 2021 (more than 1 104 learners were enrolled compared to 2019).

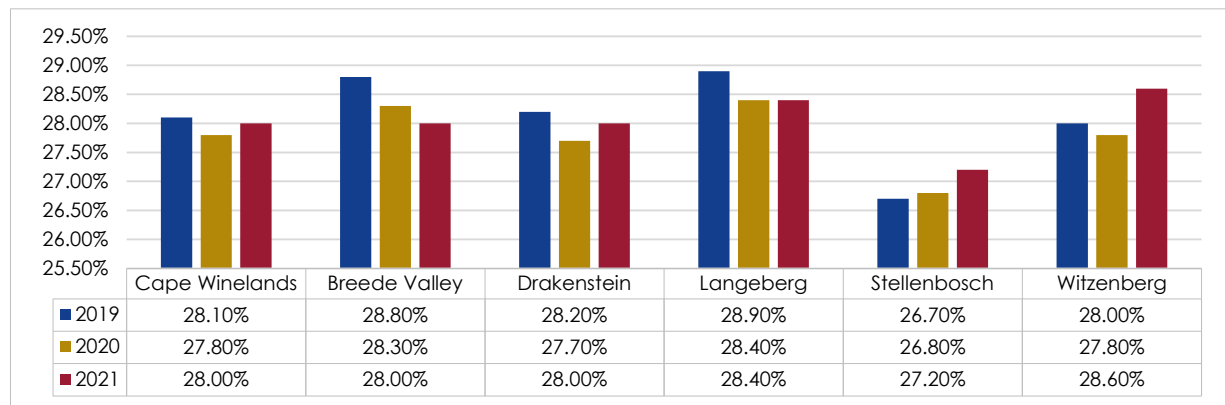
The graphics below depict the learner enrollments, learner-teacher ratio and learner retention from 2019 to 2021.

Graph 1: Learner enrolment



Source: Western Cape, Social – Economic Profile 2022

Graph 2: Learner – Teacher Ratio

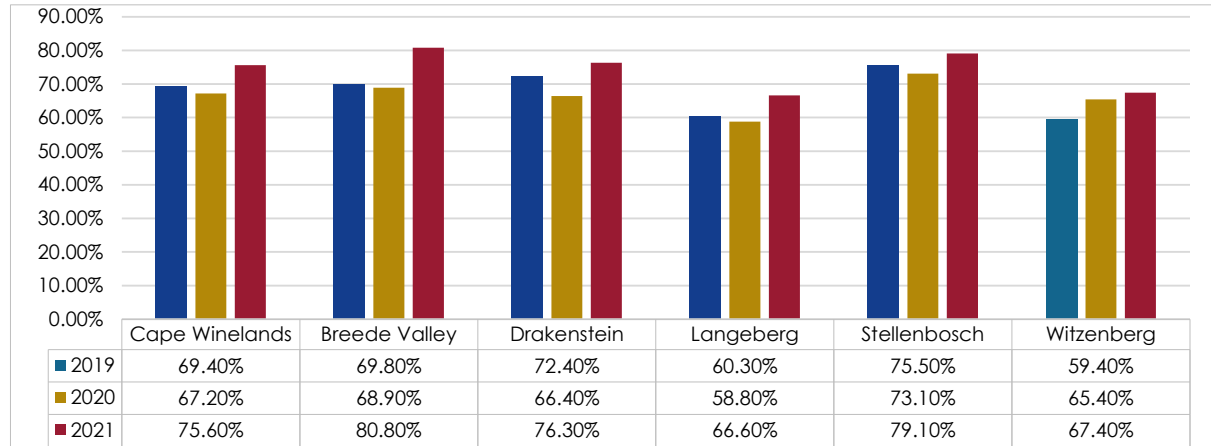


Source: Western Cape, Social – Economic Profile 2022

The learner retention rate measures the proportion of learners in Grade 12 who were in Grade 10 two years prior. The inverse of the learner-retention rate is commonly referred to as the drop-out rate. The learner retention rates are influenced by a wide array of factors, including low socio-economic background, student attitudes towards education, overcrowded classrooms, critical thinking skills, study skills and other personal circumstances which can make it difficult for the learner to focus on

education. Although the learner retention rate in the Stellenbosch municipal area improved from 75.5 per cent in 2020 to 79.1 per cent in 2021, more than 20 per cent of the learners did not complete their studies.

Graph 3: Learner retention

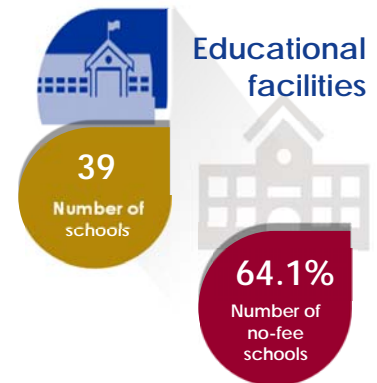


Source: Western Cape, Social – Economic Profile 2022

Number of schools and no – fee schools

Figure 2: Number of schools and no – fee schools

The number of schools within the Stellenbosch municipal area is recorded at 39 in 2021. A total of R90 million will be spent in the Stellenbosch municipal area across the MTREF. This allocation will be used for upgrading and additions as well as new and replacement infrastructure in the following schools; Aviation, Elsenburg Agri School, New Klapmuts PS and HS, and New Stellenbosch PS. The No-fee Schools Policy abolishes school fees in the poorest 40 per cent of schools nationally for learners from Grade R to Grade 9. As per the policy, schools that do not charge fees will be allocated a larger amount of funding from the national budget per learner to



Schools with libraries/media centres

The Stellenbosch municipal area consist of 39 schools in 2021 of which 27 (69 per cent) were equipped with libraries. The availability of library facilities within schools contributes towards narrowing the academic attainment gap by allowing students access to information which is in turn directly linked to improved education outcomes.

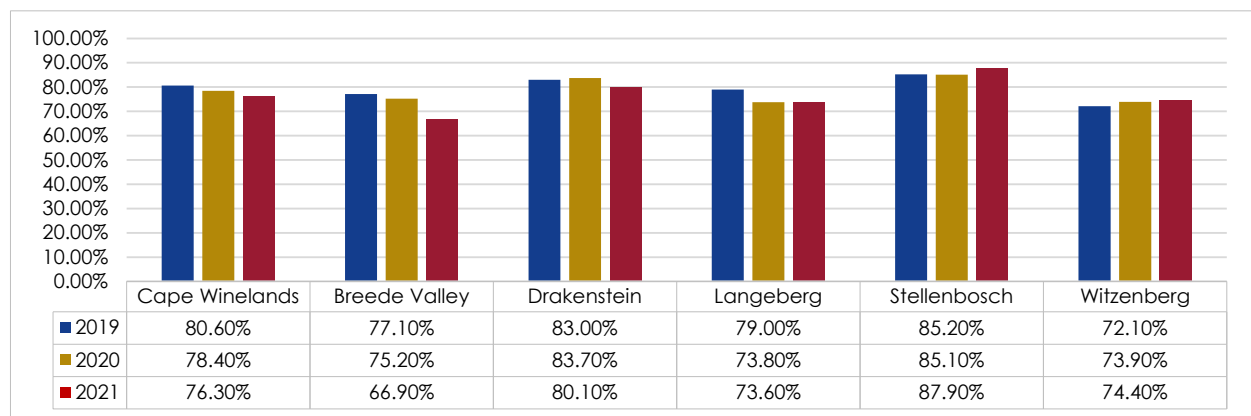


Education outcomes (matric pass rate)

Education remains one of the key avenues through which the state is involved in the economy. In preparing individuals for future engagement in the labour market, policy choices and decisions in the sphere of education play a critical role in determining the extent to which future economic and poverty reduction plans can be realised.

Stellenbosch’s matric pass rate improved from 85.1 per cent in 2020 to 87.9 per cent in 2021; recording the highest matric pass rate in the district in both 2020 and 2021 in the Cape Winelands District.

Graph 4: Education outcomes (matric pass rate)



Source: Western Cape, Social – Economic Profile 2022

Health

Health Facilities

According to the LGSEP 2022, in 2021, the Stellenbosch municipal area had 8 fixed primary healthcare facilities, comprising 7 fixed clinics, 1 community day centre as well as 6 mobile / satellite clinics. In addition to these primary healthcare facilities, there is one district hospital, 9 ART treatment sites and 10 TB clinics.

The municipal area has 14 (17.9 per cent) out of the 78 primary healthcare facilities within the Cape Winelands district.

The table depicts the total healthcare facilities.

Table 4: Health facilities

Area	Community Health Centres ²	Community Day Centres ³	Regional hospitals	District Hospitals	PHC Clinics (Satellite and Mobile)	PHC Clinics (Fixed)
Stellenbosch	0	1	0	1	6	7
Cape Winelands District	0	5	2	4	33	39

Source: Western Cape, Social – Economic Profile 2022

Emergency Medical Services

The provision of more operational ambulances can provide greater coverage of emergency medical services. The Stellenbosch municipal area had a total of 6 ambulances servicing the region, which translates to 0.3 ambulances per 10 000 people in 2021. This number only refers to Provincial ambulances and excludes all private service providers and remained unchanged between 2020/21 and 2021/22.

HIV / AIDS and Tuberculosis

The number of clients (patients) that remain committed to their antiretroviral treatment (ART) plan in the Stellenbosch municipal area increased by one patient between 2020/21 and 2021/22. In total, 6 915 registered patients received antiretroviral treatment in the Stellenbosch municipal area in 2021/22. In turn, the number of new patients receiving ART also increased from 460 in 2020/21 to 481 in 2021/22. There has been an average annual increase of 3.65 per cent between 2020/21 (849) and 2021/22 (880) in the number of registered patients receiving TB treatment in the Stellenbosch municipal area.

Table 5: HIV/AIDS Management

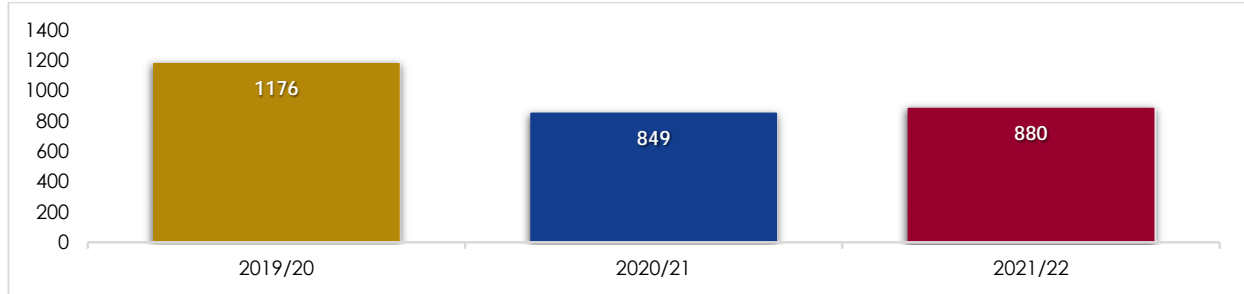
Area	Registered patients receiving ART		Number of new ART patients	
	2020/21	2021/22	2020/21	2021/22
Stellenbosch	6 914	6 919	460	481
Cape Winelands District	32 949	32 719	2 825	3 780

Source: Western Cape, Social – Economic Profile 2022

² **Community Health Centre:** A facility that normally provides primary health care services, 24 hour maternity, accident and emergency services and beds where health care users can be observed for a maximum of 48 hours and which normally has a procedure room but not an operating theatre.

³ **Community Day Centre:** A health facility that provides a comprehensive health care services during day hours, including mother and child health, chronic diseases care, women's health, HIV and TB care, men's health, acute services, physio therapy, mental health services and oral health care.

Graph 5: Tuberculosis



Source: Western Cape, Social – Economic Profile 2022

Child Health

The immunisation coverage rate for children under the age of one in the municipal area improved slightly from 52.7 per cent in 2020/21 to 55.8 per cent in 2021/22. The overall CWD rate increased from 60.6 per cent to 62.2 per cent across the same period. The number of malnourished children under five years of age (severe acute malnutrition) per 100 000 people in the municipal area increased notably from 0.9 in 2020/21 to 1.5 in 2021/22.

The CWD also increased from 1.8 per cent to 2.2 per cent while the provincial average changed from 0.9 to 1.3 per cent. The neonatal mortality rate (deaths per 1 000 live births before 28 days of life) for the municipal area declined from 6.3 in 2020/21 to 3.1 in 2021/22. The rate was still notably below the CWD average of 8.0. A total of 9.8 per cent of all babies born in a facility in the municipal area in 2021/22 weighed less than 2 500 grams, indicating possible challenges with long-term maternal malnutrition and poor health care during pregnancy.

Table 6: Child Health

Area	Low Birth Rate		Neonatal Mortality Rate per 1000		Acute Malnutrition Rate (Under 5) per 100 000		Immunisation Rate (Under 1)	
	2020/21	2021/22	2020/21	2021/22	2020/21	2021/22	2020/21	2021/22
Stellenbosch	8,5	9,8	6,3	3,1	0,9	1,5	52,7	55,8
Cape Winelands District	15,5	16,0	10,7	8,0	1,8	2,2	60,6	62,2

Source: Western Cape, Social – Economic Profile 2021

Maternal Health

In 2020/21, the Stellenbosch municipal area recorded the lowest number of maternal deaths (57.3) and teenage pregnancies (11.4 per cent) in the CWD, however, this increased to 61.1 per cent (maternal deaths) and 13.2 per cent (teenage pregnancies) in 2021/22. However, the termination of pregnancy rate (0.6 per cent) remained unchanged across this period.

Table 7: Maternal Health

Area	Maternal Mortality Rate		Delivery rate of women under 20 years		Termination of pregnancy rate	
	2020/21	2021/22	2020/21	2021/22	2020/21	2021/22
Stellenbosch	57,3	61,1	11,4	13,2	0,6	0,6
Cape Winelands District	118,3	120,1	13,6	14,0	0,7	0,7

Source: *Western Cape, Social – Economic Profile 2022*

Emergency Medical Services

Table 8: Emergency Medical Services

Health Indicator	Stellenbosch	Cape Winelands
EMS operational	6	37
No of operational ambulances per 10 000 people	0,3	0,4

Source: *Western Cape, Social – Economic Profile 2022*

Poverty

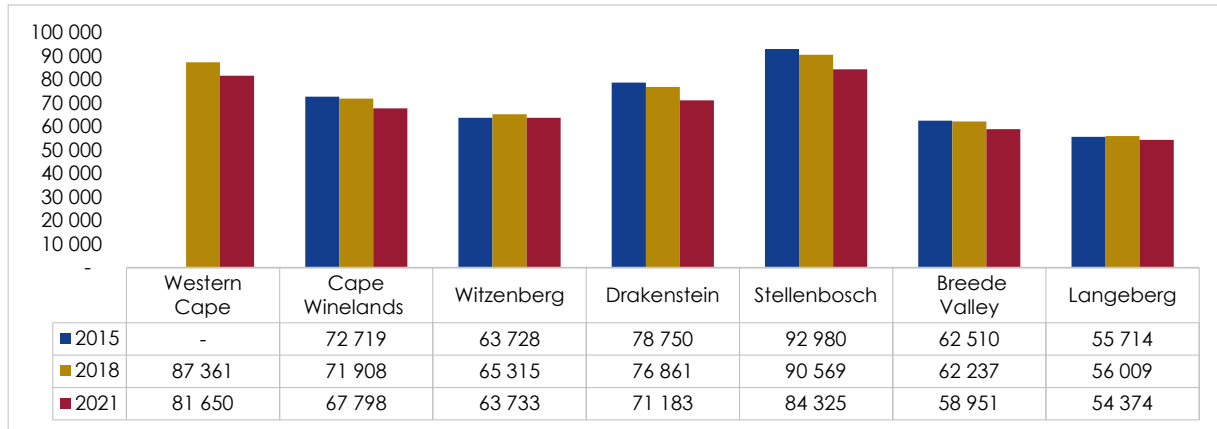
GDPR Per Capita

An increase in the real regional gross domestic product (GDPR) per capita, i.e., GDPR per person, is experienced only if the real economic growth rate exceeds the population growth rate. Even though real GDPR per capita reflects changes in the overall well-being of the population, not everyone within an economy will earn the same amount of money as estimated by the real GDPR per capita indicator.

An increase in GDPR per capita, i.e., GDPR per person, is experienced only if the economic growth rate exceeds the population growth rate. At R67 798 in 2021, the Cape Winelands District's real GDPR per capita is below that of the Western Cape's figure of R81 650 for the same period. However, Stellenbosch has outperformed both the District and the Province by recording a per capita income figure of R84 325 in 2021.

Cape Winelands District recorded the highest figure across 2021. While the 2021 figure has regressed moderately for the period 2015 – 2021, the robust economic potential of the municipality is highlighted by its persistent high level of per capita incomes recorded, despite the recent recessionary economic environment coupled with the COVID-19 pandemic which restricted economic activity both regionally and globally.

Graph 6: GDP Per Capita



Source: Western Cape, Social – Economic Profile 2022

Income Inequality

South Africa suffers among the highest levels of inequality in the world when measured by the commonly used Gini index. Inequality manifests itself through a skewed income distribution, unequal access to opportunities, and regional disparities.

The National Development Plan (NDP) has set a target of reducing income inequality in South Africa from a Gini coefficient of 0.7 in 2010 to 0.6 by 2030. Income inequality has increased in Cape Winelands District between 2015 (0.59) and 2021 (0.62). These disparities in income are certain to worsen across the ensuing MTREF given the potential aftereffects of the COVID-19 pandemic. Stellenbosch has displayed a similar trend to that of the District’s trajectory with inequality levels worsening from 0.62 in 2015 to 0.63 in 2021.

Graph 7: Income Inequality



Source: Western Cape, Social – Economic Profile 2022

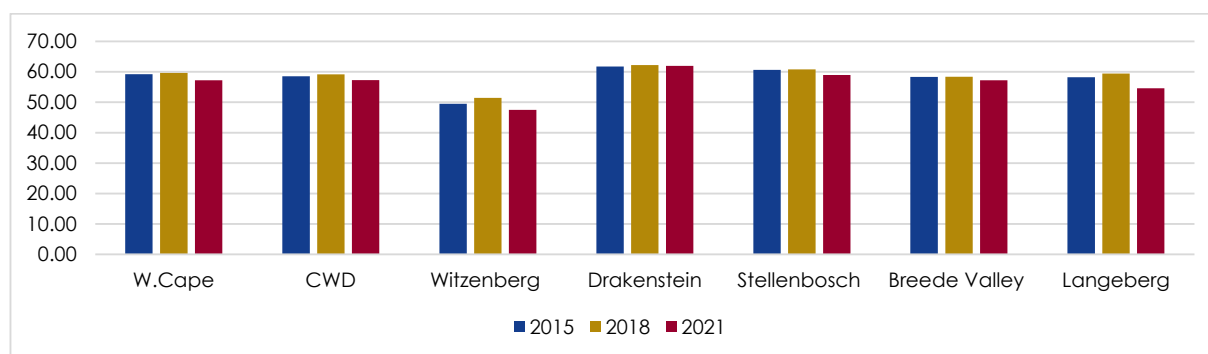
Poverty Line

The Upper Bound Poverty Line (UBPL) headcount ratio is the proportion of the population living below the UBPL i.e., that cannot afford to purchase adequate levels of food and non-food items. The UBPL in South Africa is R1 227 (in April 2019 prices) per person per month.

Poverty affects the social development of communities through lower life expectancy, malnutrition and food insecurity, higher exposure to crime and substance abuse, lower educational attainment and poor living conditions. The NDP aims to eliminate poverty by 2030.

In 2021, 58.91 per cent of Stellenbosch's population fell below the UBPL. This figure improved marginally from the 60.62 per cent and 60.76 per cent recorded for the periods 2015 and 2018, respectively. Stellenbosch along with Drakenstein (61.96 per cent in 2021) represent the highest proportion of people living in poverty across the Cape Winelands District, while the Stellenbosch figure of 58.91 per cent is marginally above that of the District figure (57.26 per cent) recorded in 2021.

Table 9: Poverty Line



Source: Western Cape, Social – Economic Profile 2022

Basic Service Delivery

The Constitution stipulates that every citizen has the right to access adequate housing and that the state must take reasonable legislative and other measures within its available resources to achieve the progressive realisation of this right. Access to housing also includes access to services such as potable water, basic sanitation, safe energy sources and refuse removal services, to ensure that households enjoy a decent standard of living. This section considers to what extent this has been achieved by reflecting on the latest available information from Quantec Research for 2021. The latest official statistics were collected by Statistics South Africa for the 2016 Community Survey; the 2021 Census will provide the updated official statistics. The information on free basic services is obtained from Statistics South Africa's Non-Financial Census of Municipalities Survey findings.

Housing and household services

With a total of 50 792 households in the Stellenbosch municipal area, 74.5 per cent had access to formal housing. This is lower than the Cape Winelands District average of 82.4 per cent. The area also had a

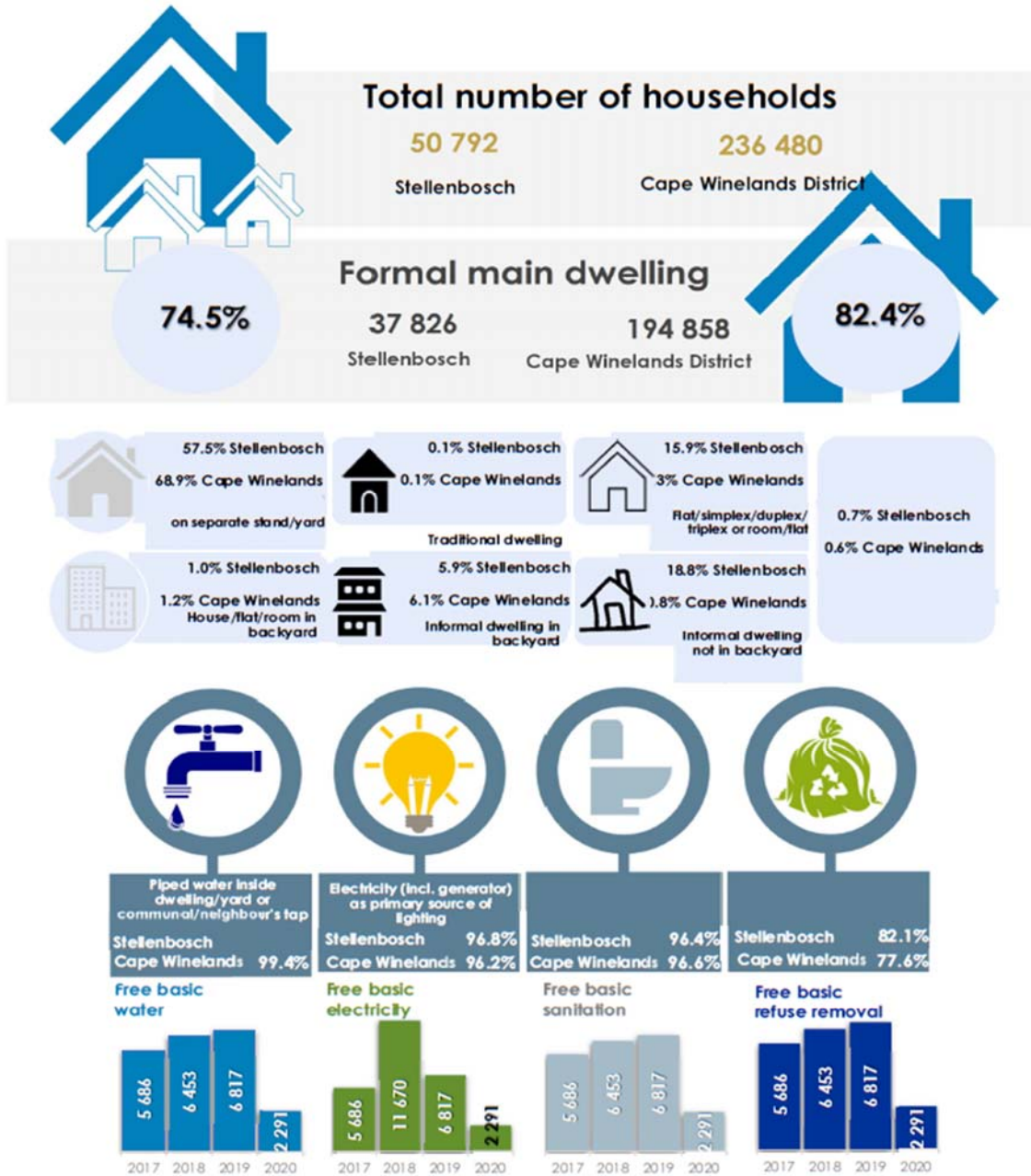
substantially higher proportion of informal dwellings, a total of 24.7 per cent compared with the District's total of 16.9 per cent.

Service access levels within the municipal area were considerably higher than the access to formal housing, with access to piped water inside the dwelling / yard or communal / neighbour's tap at 99.3 per cent, access to a flush or chemical toilet at 96.4 per cent, access to electricity (including a generator) for lighting at 96.8 per cent and the removal of refuse at least weekly by the local authority at 82.1 per cent of households. These access levels were above the District figures for electricity and refuse removal services.

Free Basic Services

Municipalities also provide a package of free basic services to households that are financially vulnerable and struggle to pay for services. The number of households receiving free basic services in the Stellenbosch municipal area has declined sharply in 2020. The stressed economic conditions are expected to exert additional pressure on household income, which will likely increase the demand for free basic services and in turn the number of indigent households. However, this is area specific and dependent on the qualifying criteria which are used.

Figure 3: Basic Service



Source: Western Cape, Social – Economic Profile 2022

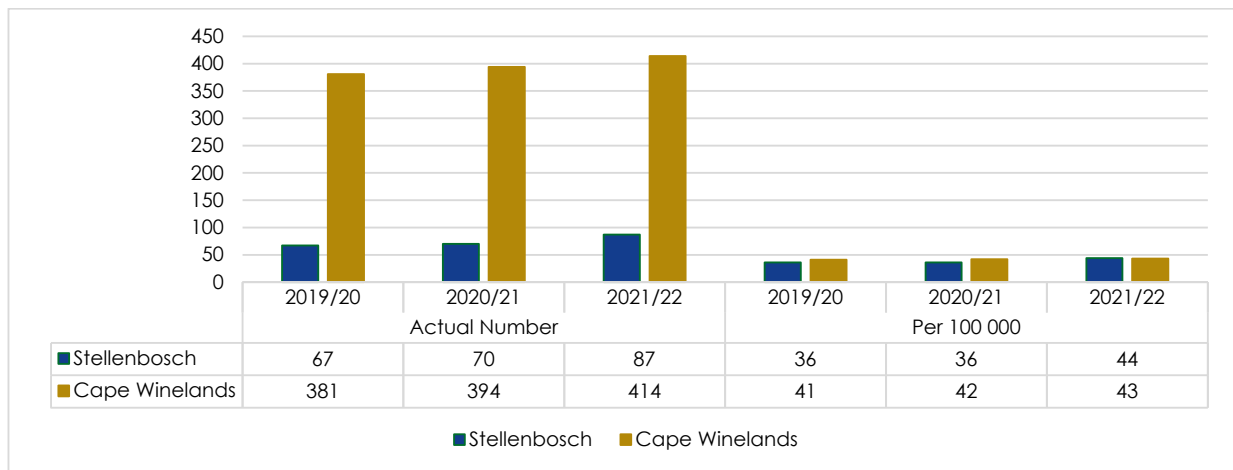
Safety and Security

Murder

Murder is defined as the unlawful and intentional killing of another person.

Within the Stellenbosch area, the number of murders increased from 67 in 2019/20 to 70 in 2020/21, increasing further to 87 in 2021/22. The Stellenbosch municipal area’s murder rate (per 100 000 people) increased from 36 in 2020/21 to 44 in 2021/22, and the murder rate (per 100 000 people) for the Cape Winelands District also increased from 42 to 43 for the same period.

Graph 8: Murder Statistics



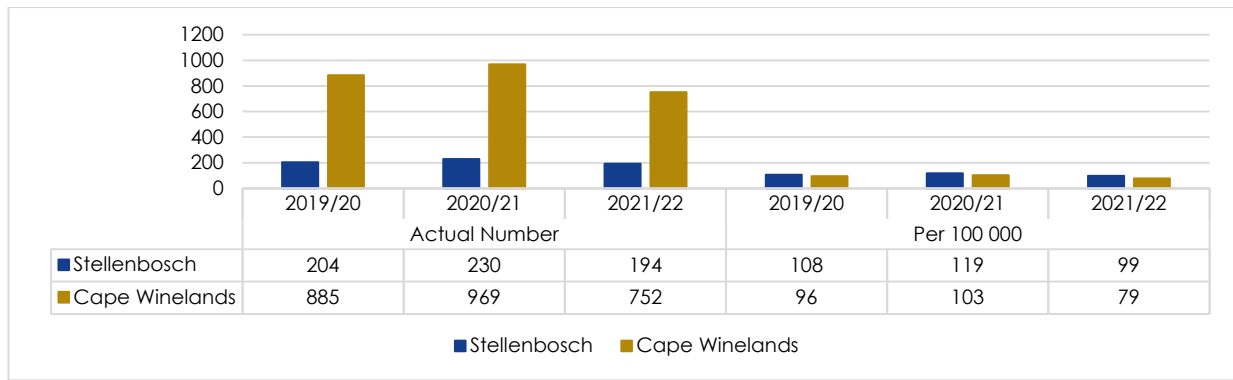
Source: Western Cape, Social – Economic Profile 2022

Sexual Offences

Sexual offences include rape (updated to the new definition of rape to provide for the inclusion of male rape), sex work, pornography, public indecency and human trafficking.

In 2022, there were 226 sexual offences in the Stellenbosch area compared to 806 reported cases in the Cape Winelands District. The incidence of sexual offences (per 100 000 people) in the Stellenbosch municipal area (115) was higher than that of the District (84) in 2021/22.

Graph 9: Sexual Offences per 100 000



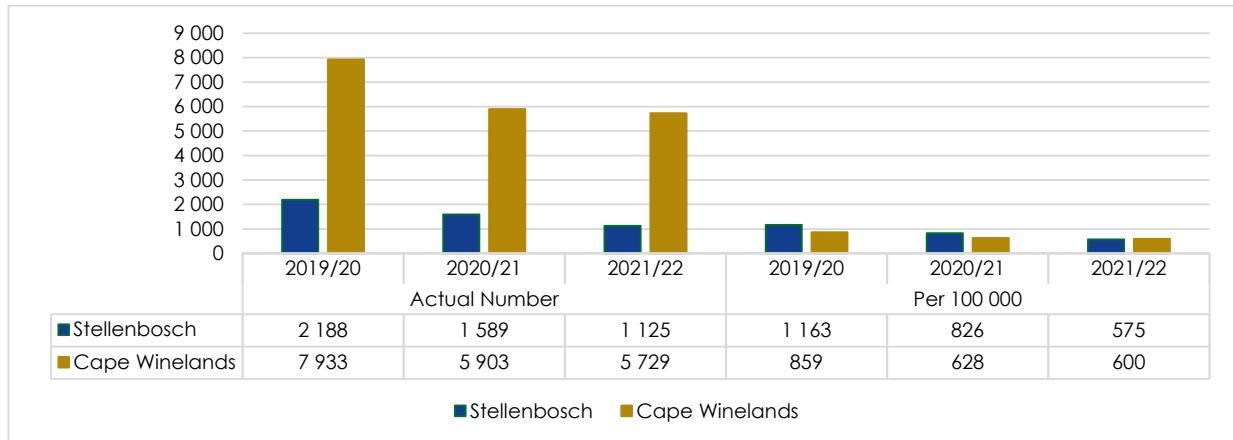
Source: Western Cape, Social – Economic Profile 2022

Drug – related Offences

Drug-related crimes refer to the situation where the perpetrator is found to have, been under the influence of, or selling illegal drugs.

Drug-related crime within the Stellenbosch area decreased from 1 589 cases in 2020/21 to 1 125 cases in 2021/22. The Cape Winelands District’s drug-related offences decreased sharply from 5 903 in 2020/21 to 5 729 in 2021/22. When considering the rate per 100 000 people, with 575 drug-related offences per 100 000 people in 2021/22, the Stellenbosch area’s rate is below the District’s 600 per 100 000 population.

Graph 10: Drug – related Offences per 100 000



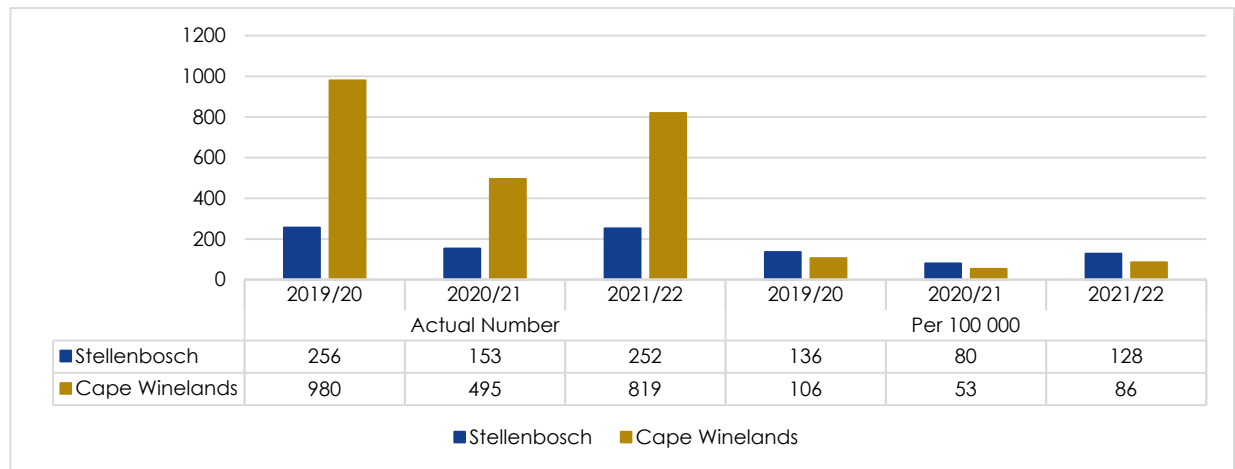
Source: Western Cape, Social – Economic Profile 2022

Driving under the influence (DUI)

A situation where the driver of a vehicle is found to be over the legal blood alcohol limit.

The number of cases of driving under the influence of alcohol or drugs in the Stellenbosch area increased from 153 in 2020/21 to 252 in 2021/22. This translates into a rate of 128 per 100 000 people in 2021/22, which is above the District’s 86 per 100 000 people.

Graph 11: Driving under the influence

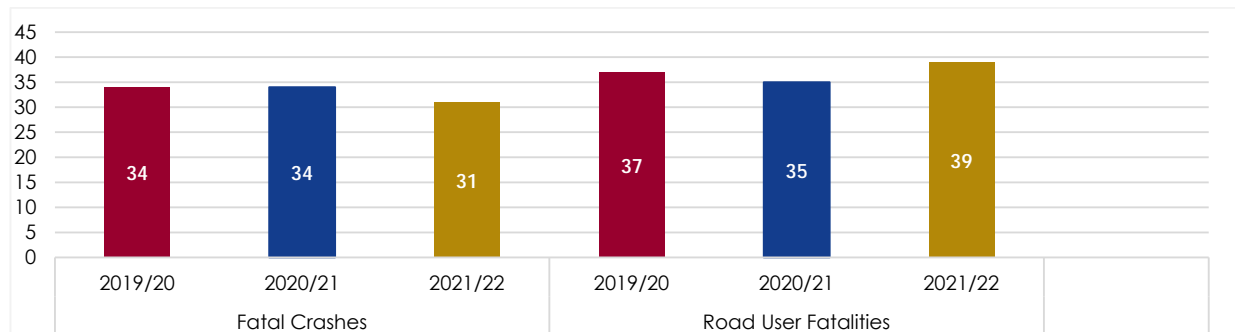


Source: Western Cape, Social – Economic Profile 2022

The type of road user that died in or during a crash i.e. driver, cyclist, passengers, pedestrians.

The number of road user fatalities in the Stellenbosch area increased from 35 in 2020/21 to 39 in 2021/22. While the number of fatal crashes decreased from 34 to 31 for the same reference period.

Graph 12: Fatal Crashes and Road User Fatalities



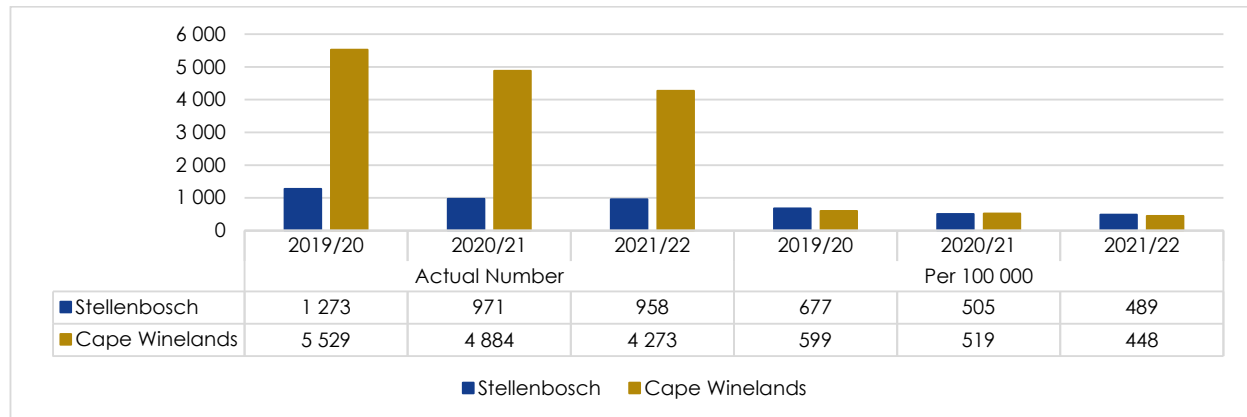
Source: Western Cape, Social – Economic Profile 2022

Residential Burglaries

The unlawful entry of a residential structure with the intent to commit a crime, usually theft.

The number of residential burglaries in the Stellenbosch area decreased from 971 in 2020/21 to 958 in 2021/22. Stellenbosch municipal area’s rate of 489 per 100 000 population is above the District’s 448 for 2021/22.

Graph 13: Residential Burglaries



Source: Western Cape, Social – Economic Profile 2022

Economy and Labour Market Performance

Sectoral Overview

In 2020, the economy of Stellenbosch was valued at R18 625.6 billion (current prices) and employed 71 911 people. Historical trends between 2016 and 2020 indicate that the municipal area realised an average annual growth rate of -0.7 per cent. The 2020 recession made a substantial dent in the average growth rate over the period, but load shedding and the drought within the Province also played a major role in prior years.

Estimates for 2021 however indicate a marked recovery in growth (4.6 per cent) from the effects of the COVID-19 related restrictions on economic activity in 2020. It was largely driven by growth in the wholesale and retail trade, catering and accommodation (7.8 per cent) as tourism activity resumed; as well as the finance, insurance, real estate and business services (3.5 per cent); and manufacturing (5.0 per cent) sectors. The mining and quarrying (-14.2 per cent), construction (-1.0 per cent) and general government (-0.9 per cent) sectors were the only sectors that experienced a further economic decline after the easing of restrictions.

Despite the economic recovery experienced in 2021, the economy continued to shed jobs, with an estimated 2 435 net jobs lost. This was largely driven by job losses in the wholesale and retail trade, catering and accommodation (-945 jobs); manufacturing (-338 jobs); and agriculture, forestry and

fishing (-328) sectors, reflecting that employment creation is lagging behind the improved GDP. Only the general government sector was able to create jobs during the year.

Table 10: Economic Sector Overview

SECTOR	GDP			Employment		
	R Million value 2019	Trend 2015 – 2019	Real GDP growth 2020e	Number of jobs in 2019	Average annual change 2015 - 2019	Net change 2020e
PS	R1 059.7	(5.7%)	0.5	6.7	R1 059.7	(5.7%)
Agriculture, forestry and fishing	R1 022.6	5.5%	0.5	7.2	R1 022.6	5.5%
Mining and quarrying	R37.1	0.2%	1.6	-14.2	R37.1	0.2%
SS	R3 948.9	21.2	-3.7	3.8	R3 948.9	21.2
Manufacturing	R3 039.7	16.3%	-3.4	5.0	R3 039.7	16.3%
Electricity gas and water	R222.1	1.2%	-2.0	3.3	R222.1	1.2%
Construction	R687.2	3.7%	-5.0	-1.0	R687.2	3.7%
TS	R13 616.9	73.1%	0.1	4.7	R13 616.9	73.1%
Wholesale and retail trade, catering and accommodation	R3 257.3	17.5%	-1.5	7.8	R3 257.3	17.5%
Transport, storage and communication	R1 522.3	8.2%	-0.8	6.9	R1 522.3	8.2%
Finance, insurance, real estate and business services	R4 943.2	26.5%	1.9	3.5	R4 943.2	26.5%
General government	R1 849.5	9.9%	0.7	-0.9	R1 849.5	9.9%
Community, social and personal services	R2 044.7	11.0%	-0.9	6.2	R2 044.7	11.0%
Stellenbosch	R18 625.6	100%	-0.7	4.6	R18 625.6	100%

Source: Western Cape, Social – Economic Profile 2022

Formal and Informal Employment

It is estimated that Stellenbosch’s total employed will in 2021 amount to 69 476 workers, of which 55 435 (79.8 per cent) are employed in the formal sector and 14 041 (20.2 per cent) are informally employed. Employment in the formal sector had an annual average increase of only 0.2 per cent from 2016 to 2020 while the informal sector suffered an annual average decline of 5.9 per cent over this period. The informal economy was responsible for the majority of the job losses in 2021. This is a concern as the informal economy should be able to act as a buffer during times of economic recession.

Most of the formally employed consisted of semi-skilled (42 per cent) and low-skilled (32 per cent) workers. The skilled category only contributed 25.8 per cent to total formal employment. The skilled and semi-skilled categories grew at a pace of 0.7 per cent per annum from 2016 to 2020 and notably outpaced low-skilled employment which shed 0.9 per cent of jobs per annum. The growth in the skilled

categories reflects the increasing market demand for skilled labour and the need for skills development initiatives, especially with the growing tertiary sector in the Stellenbosch municipal area.

Table 11: Skills Levels Formal Employment

Skill Levels Formal employment	Skill Level Contribution 2020 (%)	Average growth (%) 2016 - 2020	Number of jobs	
			2020	2021
Skilled	32.0	- 0.9	14 305	14 433
Semi-skilled	42.2	0.7	23 353	23 327
Low-skilled	25.8	0.7	17 688	17 675
TOTAL	100.0	0.2	55 346	55 435

Source: Western Cape, Social – Economic Profile 2022

Table 12: Informal Employment

Informal Employment	2019	2020	2021e
Number of informal jobs	20 693	16 565	14 041

Source: Western Cape, Social – Economic Profile 2022

Unemployment

To protect South African citizens from the COVID-19 pandemic, the government announced a national lockdown in March 2020 that brought about a shutdown of the economy, which in turn resulted in a shock in the labour market and a big change in the way people went about doing their work. According to the Quarterly Labour Force Survey (StatsSA, 2021), The number of unemployed persons decreased by 60 000 to 7,9 million in the 1st quarter of 2022 compared to the previous quarter. The number of discouraged jobseekers decreased by 54 000 (1,4%) and the number of people who were not economically active for reasons other than discouragement decreased by 112 000 (0,8%) between the two quarters resulting in a net decrease of 166 000 not economically active population.

The above changes in employment and unemployment resulted in the official unemployment rate decreasing by 0,8 of a percentage point from 35,3% in the fourth quarter of 2021 to 34,5% in the first quarter of 2022. The unemployment rate according to the expanded definition of unemployment also decreased by 0,7 of a percentage point to 45,5 % between April and June 2022 compared to January to March 2022. The biggest job gains were recorded in community and social services (281 000), manufacturing (263 000) and trade (98 000). However, there were job losses in private households (186 000), finance (72 000), construction (60 000) and agriculture (23 000). The total number of persons employed was 14,9 million in the first quarter of 2022. The expanded unemployment rate⁴ in South Africa increased by 2,2 percentage points to 46,6 per cent (12.5 million people) from July 2021 to September 2021, due to the fact that people were available for work but did not actively look for work during the national lockdown.

⁴ Definition: Expanded unemployment rate (aged 15–64 years): were not employed in the reference week; and were available to work but did not look for work either because they are discouraged from looking for work .

B: LEGISLATIVE ENVIRONMENT

Legal Requirements

The medium term revenue and expenditure framework for 2023/2024, 2024/2025 and 2025/2026 was compiled in accordance with the requirements the relevant legislation, of which the following are the most important:

- i) the Constitution, Act 108 of 1996
- ii) the Local Government Transition Act, Act 209 of 1993
- iii) the Municipal Structures Act, Act 117 of 1998
- iv) the Municipal Systems Act, Act 32 of 2000
- iv) the Municipal Finance Management Act, Act 56 of 2003

In addition to the above, the Municipal Budget and Reporting Framework as approved on 17 April 2009 gave a clear directive on the prescribed reporting framework and structure to be used.

Guidelines issued by National Treasury

National Treasury issued the following circulars regarding the budget for 2015/2016:

MFMA Circular No. 74 Municipal Budget Circular for the 2015/16 MTREF- 12 December 2014

MFMA Circular No. 75 Municipal Budget Circular for the 2015/16 MTREF- 04 March 2015

Other circulars used during the compilation of the budget:

MFMA: Circulars: All Municipal Budget Circulars from 2 March 2009 until 9 December 2016

- MFMA Circular No. 86 Municipal Budget Circular for 2017/2018 MTREF – 8 March 2017
- MFMA Circular No. 89 Municipal Budget Circular for 2018/2019 MTREF – 8 December 2017
- MFMA Circular No. 91 Municipal Budget Circular for 2018/2019 MTREF – 7 March 2018
- Local Government: Municipal Finance Management Act, 2003-Municipal Cost Containment Regulation (Draft)- 16 February 2018/ Cost Containment regulations issued June 2019
- MFMA Circular No. 93 Municipal Budget Circular for 2019/2020 MTREF – 7 December 2018
- MFMA Circular No. 94 Municipal Budget Circular for 2019/2020 MTREF – 7 March 2019
- Local Government: Municipal Finance Management Act, 2003-Municipal Cost Containment Regulations issued June 2019
- MFMA Circular No. 98 Municipal Budget Circular for 2020/2021 MTREF – 6 December 2019
- MFMA Circular No. 99 Municipal Budget Circular for 2020/2021 MTREF – 9 March 2020
- MFMA Circular No.107 Municipal Budget Circular for 2021/2022 MTREF – 4 December 2020
- MFMA Circular No.108 Municipal Budget Circular for 2021/2022 MTREF – 8 March 2021
- MFMA Circular No.112 Municipal Budget Circular for 2022/2023 MTREF- 6 December 2021
- MFMA Circular No.115 Municipal Budget Circular for 2022/2023 MTREF- 4 March 2022

- MFMA Circular No.122 Municipal Budget Circular for 2023/2024 MTREF- 12 December 2022
- MFMA Circular No.123 Municipal Budget Circular for 2023/2024 MTREF – 3 March 2023

The following are discussion points that are highlighted in the above:

- National outcomes/priorities
- Economy and Headline inflation forecasts
- Division of Revenue outlook
- Local Government Conditional Grants & additional allocations and Changes to structure of conditional grant allocations
- Unfunded budgets in Local Government
- Municipal Standard Chart of Accounts (mSCOA)
- IDP Consultation process post 2021 Local Government Elections
- Development of Integrated Development Plan (IDP)
- Revising rates, tariffs and other charges
- Eskom Bulk Tariff Increases
- Funding choices and budgeting issues
- Transfers to Municipalities
- Conditional transfers to municipalities
- Unconditional transfers to municipalities
- Borrowing for capital infrastructure
- Revenue Budget
- Cost Containment Measures
- Municipal Budget and Reporting Regulations
- Preparation of Municipal Budgets for 2023/2024 MTREF
- Budget process and submissions for the 2023/24 MTREF and
- Submission of Budget Documentation

The guidelines provided in the above mentioned circulars, annexures and other economic factors were taken into consideration and informed budget preparation and compilation.

C: OVERVIEW OF ANNUAL BUDGET PROCESS

In terms of Section 24 of the MFMA, Council must, at least 30 days before the start of the financial year, consider the annual budget for approval. Section 53 requires the Mayor of a municipality to provide general political guidance over the budget process and the priorities that must guide the preparation of the budget. In addition, Chapter 2 of the Municipal Budget and Reporting Regulations, gazetted on 17 April 2009, states that the Mayor of a municipality must establish a Budget Steering Committee to provide technical assistance to the Mayor in discharging with the responsibilities set out in section 53 of the Act.

A time schedule outlining important dates and deadlines as prescribed for the IDP/Budget process was approved on **24 August 2022**. The budget process for the 2023/2024 MTREF period proceeded/will proceed according to the following timeline

Activity	Time frame
Formulation of budget assumptions	September 2022
Detailed programmes and projects to further define budget	November 2022 – March 2023
IDP and Budget considered by Council	29 March 2023
IDP and Budget - public participation	April 2023
Final approval of IDP and the Budget	24 May 2023

D: OVERVIEW OF ALIGNMENT OF ANNUAL BUDGET WITH THE INTEGRATED DEVELOPMENT PLAN (IDP)

The intent of the Strategic goals for the Fourth Generation IDP will remain the same as the goals of the Third Generation IDP, although a slight change for 3 of the goals namely: “Preferred Investment Destination” has been amended to “Valley of Possibility” to have a clearer indication that it needs to include possibilities for all and not just investors; “Greenest Municipality” has been amended to “A Green and Sustainable Valley” to incorporate all facets of sustainability; ” Safest Valley” has been amended to “A Safe Valley”, whilst “Dignified Living” and “Good Governance and Compliance”, remain unchanged.

Horizontal Alignment Matrix

Table 13: Horizontal Alignment Matrix

Strategic Focus Areas	National Strategic Outcomes	National Planning Commission	Western Cape Provincial Government Strategic Plan	CWDM Strategic Objectives
Valley of Possibility	Ensuring decent employment through inclusive economic growth (4) Ensuring decent employment through inclusive economic growth (4)	Creating jobs (1)	Create opportunities for growth and jobs (1)	Promoting sustainable infrastructure services and transport system which fosters social and economic opportunities.
Green and Sustainable Valley	Ensuring that the environmental assets and natural resources are well protected and continually enhanced (10)	Transitioning to a low carbon economy (3) Transforming urban and rural spaces (4)	Enable resilient, sustainable, quality and inclusive living environment (4)	To create an environment and forge partnerships that ensures the health, safety, social and economic development of all communities including the empowerment of the poor in the Cape Winelands District through economic, environmental and social infrastructure investment.

Strategic Focus Areas	National Strategic Outcomes	National Planning Commission	Western Cape Provincial Government Strategic Plan	CWDM Strategic Objectives
	<p>Ensuring vibrant, equitable and sustainable rural communities with food security for all (7)</p> <p>Promoting sustainable human settlements and improved quality of household life (8)</p>	<p>Transitioning to a low carbon economy (3)</p> <p>Transforming urban and rural spaces (4)</p>	<p>Increase wellness, safety and tackle social ills (3)</p> <p>Enable resilient, sustainable, quality and inclusive living environment (4)</p>	<p>Environmental and social infrastructure investment.</p>
Safe Valley	<p>Ensuring all people in South Africa are and feel safe (3)</p>		<p>Increase wellness, safety and tackle social ills (3).</p>	<p>To create an environment and forging partnerships that ensures the health, safety, social and economic development of all communities including the empowerment of the poor in the Cape Winelands District.</p>
Dignified Living	<p>Providing improved quality of basic education (1)</p> <p>Enabling a long, healthy life for all South Africans (2)</p>	<p>Providing quality health care (6)</p>	<p>Improve education outcomes and opportunities for growth and jobs (2)</p> <p>Increase wellness, safety and tackle social ills (3)</p>	<p>To create an environment and forging partnerships that ensures the health, safety, social and economic development of all communities, including the empowerment of the poor in the Cape Winelands District.</p>

Strategic Focus Areas	National Strategic Outcomes	National Planning Commission	Western Cape Provincial Government Strategic Plan	CWDM Strategic Objectives
	Setting up an efficient, competitive and responsive economic infrastructure network (6)	Expanding infrastructure (2)	Create opportunities for growth and jobs (1) Embed good governance and integrated service delivery through partnerships and spatial alignment (5)	Promoting sustainable infrastructure services and transport system which fosters social and economic opportunities.
Good Governance and Compliance	Achieving an accountable, effective and efficient local government system (9) Creating a better South Africa and a better and safer Africa and world (11) Building an efficient, effective and development oriented public service and an empowered fair and inclusive citizenship (12)	Improving education and training (5) Building a capable state (7) Fighting corruption (8)	Embed good governance and integrated service delivery through partnerships and spatial alignment (5)	Promoting sustainable infrastructure services and transport system which fosters social and economic opportunities.
	Achieving a responsive, accountable, effective and efficient local government system (9)	Building a capable state (7)	Embed good governance and integrated service delivery through partnerships and spatial alignment (5)	To provide an effective and efficient financial and strategic support service to the Cape Winelands District Municipality.

Measurable performance objectives and indicators

Performance Management is a system intended to manage and monitor service delivery progress against the identified strategic objectives and priorities.

Performance management at Stellenbosch municipality is evaluated to embody the following;

Consistency: Objectives, performance indicators and targets are consistent between planning and reporting documents.

Measurability: Performance indicators are well defined and verifiable, and targets are specific, measurable and time bound.

Relevance: Performance indicators relate logically and directly to an aspect of the municipality's mandate and the realisation of its strategic goals and objectives.

Reliability: Recording, measuring, collating, preparing and presenting information on actual performance / target achievements is valid, accurate and complete.

Stellenbosch municipality targets, monitors, assess and reviews organisational performance which in turn is directly linked to individual employees' performance. The performance of the municipality relates directly to the extent to which it has achieved success in realising its goals and objectives, complied with legislative requirements and meeting stakeholder expectations.

The Five-Year Top-Level Service Delivery and Budget Implementation is part of the Integrated Development Plan and the financial performance objectives are captured in supporting table SA7.

E: OVERVIEW OF MUNICIPAL BY-LAWS BUDGET RELATED POLICIES

The following policies are new:

Infrastructure Asset Unbundling Policy

This policy is intended to provide a framework for the unbundling of completed infrastructure services capital projects and financial asset year-end processes within the requirements of sections 60, 62, 63, 78, and 79 of the Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA), and the South African Standards of Generally Recognised Accounting Practices (GRAP) as well as to promote good financial management practices. This policy applies to all officials within the Stellenbosch Local Municipality who utilise and/or manage any type of infrastructure assets. The Municipal Council of Stellenbosch have adopted an Asset Management Policy to regulate the effective management of all council's assets and wants to lay down broad guidelines for consistent, effective and efficient asset management principles of Stellenbosch Municipality. The Municipality of Stellenbosch have agreed to adopt an Infrastructure Unbundling Policy that will guide the Municipality with the effective, complete, and accurate capitalisation of their assets and complying with year-end processes relating to assets. Refer to Appendix 4.

Pool Vehicle Policy

The purpose of this policy is to ensure the proper procedure of booking and utilization of a pool vehicle. The policy clearly stipulates that no person, other than a municipal official in possession of a valid driver's licence may drive a Pool Vehicle and no person other than an official may be transported in a Pool Vehicle, provided that the CFO, Municipal Manager or a director may in exceptional circumstances authorise that other passenger may be transported in such Pool Vehicle. Municipal officials that receive car allowance are NOT allowed to use any pool vehicle. Refer to Appendix 5.

The following existing policies were reviewed and amended

Borrowing, Funds and Reserves

This policy strives to establish a borrowing framework policy for the Municipality and set out the objectives, policies, statutory requirements and guidelines for the borrowing of funds. The policy provides a framework to ensure that the annual budget of Stellenbosch Municipality is fully funded and that all funds and reserves are maintained at the required level to avoid future year noncash

backed liabilities. The policy aims to give effect to the requirements and stipulations of the Municipal Finance Management Act and Municipal Budget and Reporting Framework. Refer to Appendix 6.

Budget Implementation and Monitoring Policy

The policy aims to give effect to the requirements and stipulations of the Municipal Finance Management Act and Municipal Budget and Reporting Framework in terms of the planning, preparation and approval of the annual and adjustments budgets. The framework for virements is also explained and regulated in this policy as well as monitoring roles and responsibilities. Refer to Appendix 7.

Cash Management and Investment Policy

To regulate and provide directives in respect of the investment of funds and to maximize returns from authorized investments, consistent with the primary objective of minimizing risk. Refer to Appendix 8.

Credit Control and Debt Collection Policy

This policy provides a framework to enable Council to proactively manage and collect all money due for services rendered and outstanding property taxes, subject to the provisions of the Municipal Systems Act of 2000 and any other applicable legislation and internal policies of Council. Refer to Appendix 9.

Development Charges Policy

The Municipality derives its authority to impose a development charge in terms of Section 75A. General power to levy and recover fees, charges and tariffs of the Local Government: Municipal Systems Act, 2000, Act 32 of 2000. The Municipality approved its new Land Use Planning Bylaw in terms of the Spatial Planning and Land Use Planning Act, 2013 (Act 16 of 2013) in October 2015 and it was officially promulgated and became effective in December 2015. Since then, the Municipality faces significant changes in the planning environment, amongst others the need for and manner of generating development charges. Refer to Appendix 10.

Grant-in-aid Policy

This policy provides the framework for grants-in-aid to non-governmental organisations (NGO's), community-based organisations (CBO's) or non-profit organisations (NPO's) and bodies that are used by government as an agency to serve the poor, marginalised or otherwise vulnerable as envisaged by Sections 12 and 67 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003). Refer Appendix 11.

Indigent Policy

Due to the level of unemployment and subsequent poverty in the municipal area, there are households which are unable to pay for basic municipal services. The provision of free basic services ensures that registered indigent consumers have access to basic services. This policy provides the framework for the administration of free basic services to indigent consumers. Refer to Appendix 12.

Irrecoverable Debt Policy

This policy enables Council and the CFO to write off irrecoverable debt of indigent consumers, debt which cannot be recovered due to consumers not being registered as indigent or not traceable or due to prescription of debt. Refer to Appendix 13.

Rates Policy

The revised Rates Policy as required by the Municipal Property Rates Act (Act no 6 of 2004) is attached as Appendix 14.

Supply Chain Management Policy

Section 111 of the MFMA requires each Municipality and municipal entity to adopt and implement a supply chain management policy, which gives effect to the requirements of the Act. The Preferential Procurement Policy Framework Act, no 5 of 2000 and its accompanying regulations influences and dictates process around the evaluation and awarding of points. In this regard, the Minister of Finance acting in terms of section 5 of the Procurement Policy Framework Act, revised the Regulations accompanying this Act on the 20th January 2017 for implementation by all affected public entities by the 1 April 2017. The Supply Chain Management Policy was therefore amended and adopted at Council during February 2017. Refer to Appendix 15.

Travel and Subsistence Policy

This policy sets out the basis for the payment of subsistence, travel allowance, hourly rate when applicable for the purpose of official travelling. Refer to Appendix 16.

Virement Policy

The policy sets out the Virement principles and processes which the Stellenbosch Municipality will follow during a financial year. These virements will represent a flexible mechanism to effect budgetary amendments within a municipal financial year. The policy shall give effect to the requirements and stipulations of the Municipal Finance Management Act and Municipal Budget and Reporting Framework in terms of the Approved budget, and it will be applicable to all municipal staff and councillors involved in budget implementation. Refer to Appendix 17.

Ward Allocation Policy

The objective of the Ward Allocations Policy is to create opportunities for Councillors to identify ward projects in line with the identified IDP needs, with the support of their Ward Committees, which would improve the quality of living in all wards. These projects would need to fit into the basket of services of the relevant User Department and must comply with the following, namely, Local Government's mandate; council policies; support the pillars and objectives of the IDP and directly benefit the community. The Policy shall be governed by the underlying principle of ensuring that ward allocation projects meet the requirements of the Integrated Development Plan, including specific reference to, valley of opportunity, green and sustainable valley, safe valley, valley with dignified living and valley of good governance and compliance. Refer to Appendix 18.

The following existing budget related policies and by-laws were reviewed but no amendments were necessary:

Accounting Policy

This policy provides the accounting framework applicable to the finances of the municipality and is informed by the Municipal Finance Management Act (Act no 56 of 2003). Refer to Appendix 19.

Asset Management Policy

The Municipal Finance Management Act Number 56 of 2003 will be the legislative framework for the Asset Management Policy whilst Generally Recognised Accounting Practice (GRAP) will be the accounting framework.

The Municipal Council of Stellenbosch is in terms of the MFMA and GRAP obliged to adopt an Asset Management Policy to regulate the effective management of all council's assets.

- **And whereas** the municipal manager as accounting officer of municipal funds, assets and liabilities is responsible for the effective implementation of the asset management policy which regulates the acquisition, safeguarding, maintenance of all assets and disposal of assets where the assets are no longer used to provide a minimum level of basic service as regulated in terms of section 14 of the MFMA.
- **And whereas** these assets must be protected over their useful life and may be used in the production or supply of goods and services or for administrative purposes in meeting the municipality's operational requirements.

- **Now therefore** the municipal council of the Stellenbosch Municipality adopts this asset management policy. Refer to Appendix 20.

Cost Containment Policy

The purpose of the policy is to regulate spending and to implement cost containment measures at Stellenbosch Local Municipality. The objectives of this policy are to ensure that the resources of the municipality are used effectively, efficiently and economically and to implement cost containment measures. The cost containment policy will apply to council and all municipal employees. Refer to Appendix 21.

Inventory Management Policy

In terms of the MFMA, the Accounting Officer for a municipality must:

- (a) be responsible for the effective, efficient, economical and transparent use of the resources of the municipality as per section 62 (1)(a);
- (b) take all reasonable steps to prevent unauthorised, irregular and fruitless and wasteful expenditure and other losses as per section 62(1)(d); and
- (c) be responsible for the management, including the safeguarding and the maintenance of the assets, and for the management of the liabilities, of the municipality as per section 63 (1)(a) and (b).

The policy aims to achieve the following objectives which are to provide guidelines that employees of the Municipality must follow in the management and control of inventory, including safeguarding and disposal of inventory, procure inventory in line with the established procurement principles contained in the Municipality's Supply Chain Management Policy and eliminate any potential misuse of inventory and possible theft. Refer to Appendix 22.

Liquidity Policy

The documented Liquidity Policy sets out the minimum risk management measures that Stellenbosch Municipality has to implement and adhere to in order to ensure that its current and future liquidity position is managed in a prudent manner. This policy will be implemented to provide guidance on the minimum liquidity level that Stellenbosch Municipality has to maintain in order to comply with required legislative and / or National Treasury directives and within the overall financial management objectives as approved/reviewed by the Council from time to time. Refer to Appendix 23.

Preferential Procurement Policy

Section 217(1) of the Constitution, 1996 (Act 108 of 1996) provides that when contracting for goods and services, organs of state must do so in accordance with a system that is fair, equitable, transparent, competitive and cost effective. Section 217(2) and (3) of the Constitution allows organs of state to grant preferences when procuring for goods and services within a Framework prescribed by National legislation. The preferential procurement policy is founded on the following principles, namely, value for money, open and effective competition, ethics and fair dealing, accountability and reporting and equity. This policy will be applicable to all active industry sectors within the Stellenbosch Municipal area and must be read with the supply chain management policy of the municipality. Refer to Appendix 24.

Petty Cash Policy

All purchases below R 2 000 are regulated by this policy. Clear processes and procedures are stipulated to ensure that all transactions are processed effective and efficiently in a bid to ensure prudent financial control. Refer to Appendix 25.

Credit Control and Debt Collection By-Law

This by-law give effect to the implementation and enforcement of Municipality's Credit Control and Debt Collection Policy and/or to regulate its implementation and enforcement in the Stellenbosch Municipal Area (WC024) in terms of section 156(2) of the Constitution of the Republic of South Africa (Act 108 of 1996) and sections 96 and 98 of the Municipal Systems Act (Act 32 of 2000);to provide for the collection of all monies due and payable to the Municipality; andto provide for matters incidental thereto. All debt owing to the Municipality must be collected in accordance with this By-law and the Credit Control and Debt Collection Policy. Refer to Appendix 26.

Special Ratings Area Policy

The aim of the policy is to provide the framework to strike an appropriate balance between facilitating self-funded community initiatives that aim to improve and/or upgrade neighbourhoods. Refer to Appendix 27.

Special Ratings Area By-Law

A "special rating area" refers to a special rating area approved by the Council in accordance with the provisions of section 22 of the Property Rates Act. This By-law aims to provide for the establishment of special ratings areas, to provide for additional rates and to provide for matter incidental thereto. Refer to Appendix 28.

Tariff By-Law

In terms of section 75(1) of the Systems Act, a municipal council must adopt by-laws to give effect to the implementation and enforcement of its tariff policy. In terms of section 75(2) of the Systems Act, by-laws adopted in terms of section 75(1) of the Systems Act may differentiate between different categories of users, debtors, service providers, services, service standards and geographical areas as long as such differentiation does not amount to unfair discrimination. Refer to Appendix 29.

Tariff Policy

This policy serves as the implementing tool which guides the levying of tariffs for municipal services in accordance with the provisions of the Municipal Systems Act and any other applicable legislation. Tariffs represent the charges levied by Council on consumers for the utilization of services provided by the Municipality and rates on properties. Tariffs will be calculated in various ways, dependent upon the nature of the service being provided. Refer to Appendix 30.

Rates By-Law

In terms of Section 3 of the Property Rates Act, a municipal council must adopt a policy consistent with the property rates act on levying of rates on rateable properties in the municipality. Refer to Appendix 31.

Financing of External Bodies performing municipal functions Policy

The purpose of this Policy is to provide a framework for financial assistance by Stellenbosch Municipality (“the Municipality”) to external organisations/bodies conducting local government functions to the extent as set out in section 155(6)(a) and (7) of the Constitution as listed in Part B of Schedule 4 and 5. Refer to Appendix 32.

Wayleave Policy

In terms of S151 of the Constitution of the Republic of South Africa, 108 of 1996, a municipality has the right to govern on its own initiative, the local government affairs of its community, subject to national and provincial legislation. S156 of the Constitution grants the municipalities the right to administer the local government matters listed in Schedule 5B, which include municipal roads. A municipality may make by-laws for the effective administration of municipal roads. This Policy will be converted into municipal by-laws to give it legal effect. Refer to Appendix 33.

F: OVERVIEW OF KEY BUDGET ASSUMPTIONS

Municipalities' long-term financial viability depends largely on the extent to which improved and sustainable revenue capacity on the one hand and sound financial management of its resources on the other hand can be achieved. These imperatives necessitate proper multi-year financial planning. Future impacts of revenue streams, expenditure requirements and the financial implications for the community at large (i.e. the potential influence on rates, tariffs and service charges) must be identified and assessed to determine the sustainability of planned interventions, programs, projects and sundry service delivery actions.

Taking these principals into consideration, the following assumptions (**ceteris paribus**) were made and relates to the parameters within which the budget was compiled for the next three years

	2023/2024	2024/2025	2025/2026
Percentage Increase:			
Water	6.00%	5.50%	5.50%
Electricity	15.10%	14.50%	10.90%
Sanitation	6.50%	6.00%	6.00%
Refuse	9.00%	9.00%	9.00%
Property Rates	6.50%	6.00%	6.00%
Collection Rates			
Water	95%	95%	95%
Electricity (Post Paid Meters)	97%	97%	97%
Sanitation	96%	96%	96%
Refuse	96%	96%	96%
Rates	96%	96%	96%
Employee Related Costs			
Salaries and Wages and related costs	5.40%	4.70%	4.70%
Notch Increment	2.40%	2.40%	2.40%
Other Assumptions			
Bulk Purchases - Electricity	22.00%	14.50%	10.90%

Budgetary constraints and economic challenges meant that the municipality had to apply a combination of cost-saving interventions and higher than headline CPI revenue increases to ensure a sustainable budget over the medium term.

Municipalities should also pay particular attention to managing all revenue and cash streams effectively and carefully evaluate all spending decisions.”

G: HIGH LEVEL BUDGET OVERVIEW

Capital Budget for 2023/2024, 2024/2025 and 2025/2026

Although the capital budget is infrastructure orientated and addresses the very urgent need for the upgrading of infrastructure as addressed by the different infrastructure master plans, it does however speak to the IDP (Integrated Development Plan) and the needs of the community. It’s also aligned to the strategic priority in the State of the Nation Address of Infrastructure investment and the “back to basics” approach. The responsiveness of the budget can be measured against what was identified as priorities by the community and the actual amount allocated, bearing in mind that resources are limited, to address or at least alleviate the most critical needs identified.

In this regard it is important to note that the need for infrastructure upgrades, inclusive of electricity infrastructure were key to ensure the delivery of sustainable services.

The capital budgets as proposed, amounts to:

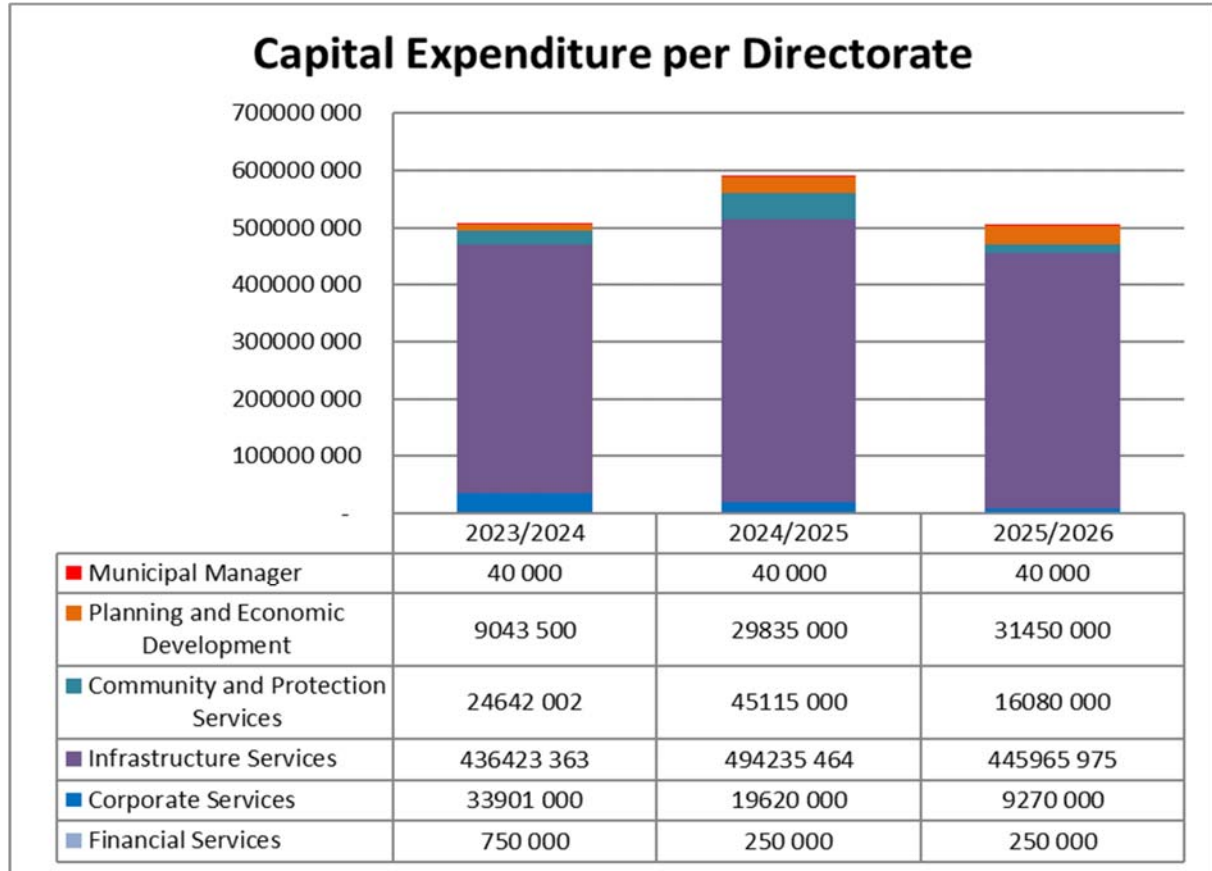
<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>
R	R	R
504 799 865	589 095 464	503 055 975

Compilation of the Capital Budget

The capital budgets depicted per Directorate are as follows:

	<u>2023/2024</u>		<u>2024/2025</u>		<u>2025/2026</u>	
	R	%	R	%	R	%
Municipal Manager	40 000	0.01%	40 000	0.01%	40 000	0.01%
Planning and Economic Development	9 043 500	1.79%	29 835 000	5.06%	31 450 000	6.25%
Community and Protection Services	24 642 002	4.88%	45 115 000	7.66%	16 080 000	3.20%
Corporate Services	33 901 000	6.72%	19 620 000	3.33%	9 270 000	1.84%
Infrastructure Services	436 423 363	86.45%	494 235 464	83.90%	445 965 975	88.65%
Financial Services	750 000	0.15%	250 000	0.04%	250 000	0.05%
	504 799 865	100.00%	589 095 464	100.0%	503 055 975	100.0%

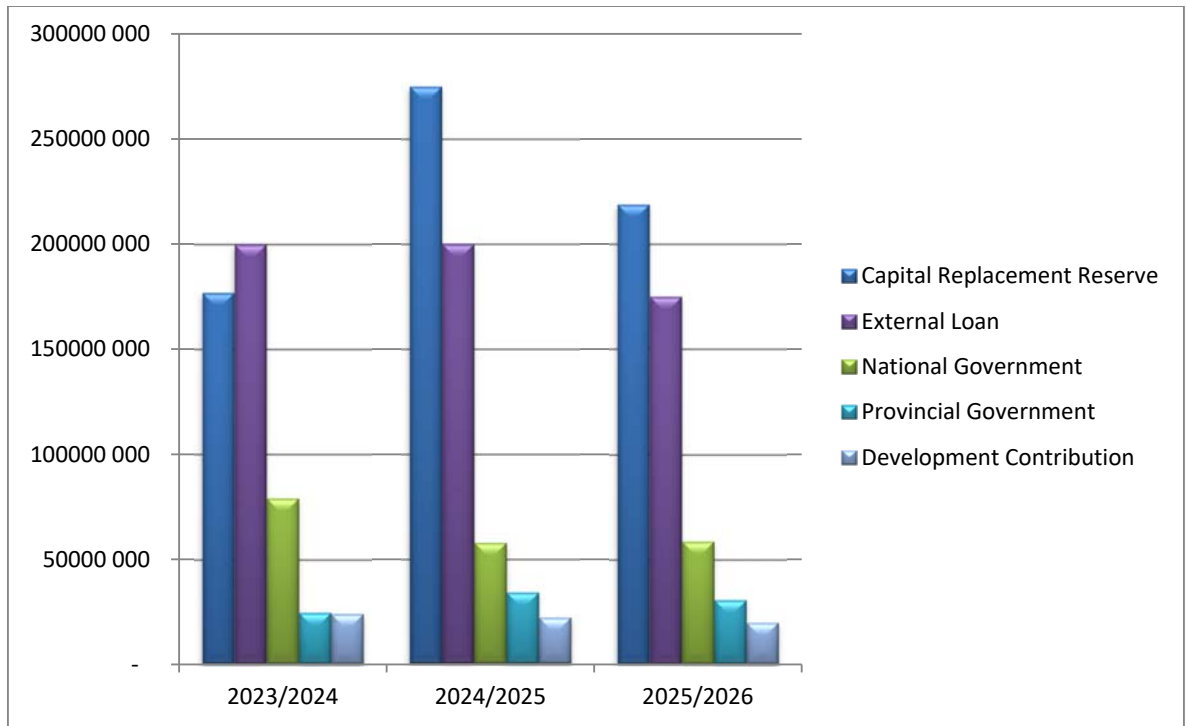
Investment in infrastructure for the next three years' equals:



Financing of the Capital Budget

The proposed financing sources of the capital budget for the next three years are as follows:

	2023/20224		2024/2025		2025/2026	
	R		R		R	
<u>Own Funding</u>						
Capital Replacement Reserve	176 826 279	35.03%	274 946 329	46.67%	218 796 875	43.49%
Development Contribution	24 118 086	4.78%	22 199 985	3.79%	20 000 000	3.98%
<u>External Funding</u>						
Grants National Government	79 189 500	15.69%	57 816 150	9.81%	58 603 100	11.65%
Grants Provincial Government	24 666 000	4.89%	34 133 000	5.79%	30 656 000	6.09%
External Loans	200 000 000	39.62%	200 000 000	33.95%	175 000 000	34.79%
	504 799 865	100.00%	589 095 464	100.00%	503 055 975	100.00%



As alluded to in the before-mentioned text and in the Council item; substantial investment in infrastructure is crucial in order to maintain sustainable levels of service delivery. For the detailed capital projects please refer to **Appendix 1 – Part 2 – Section N**.

Operating Budget for 2023/2024, 2024/2025 and 2025/2026

Expenditure

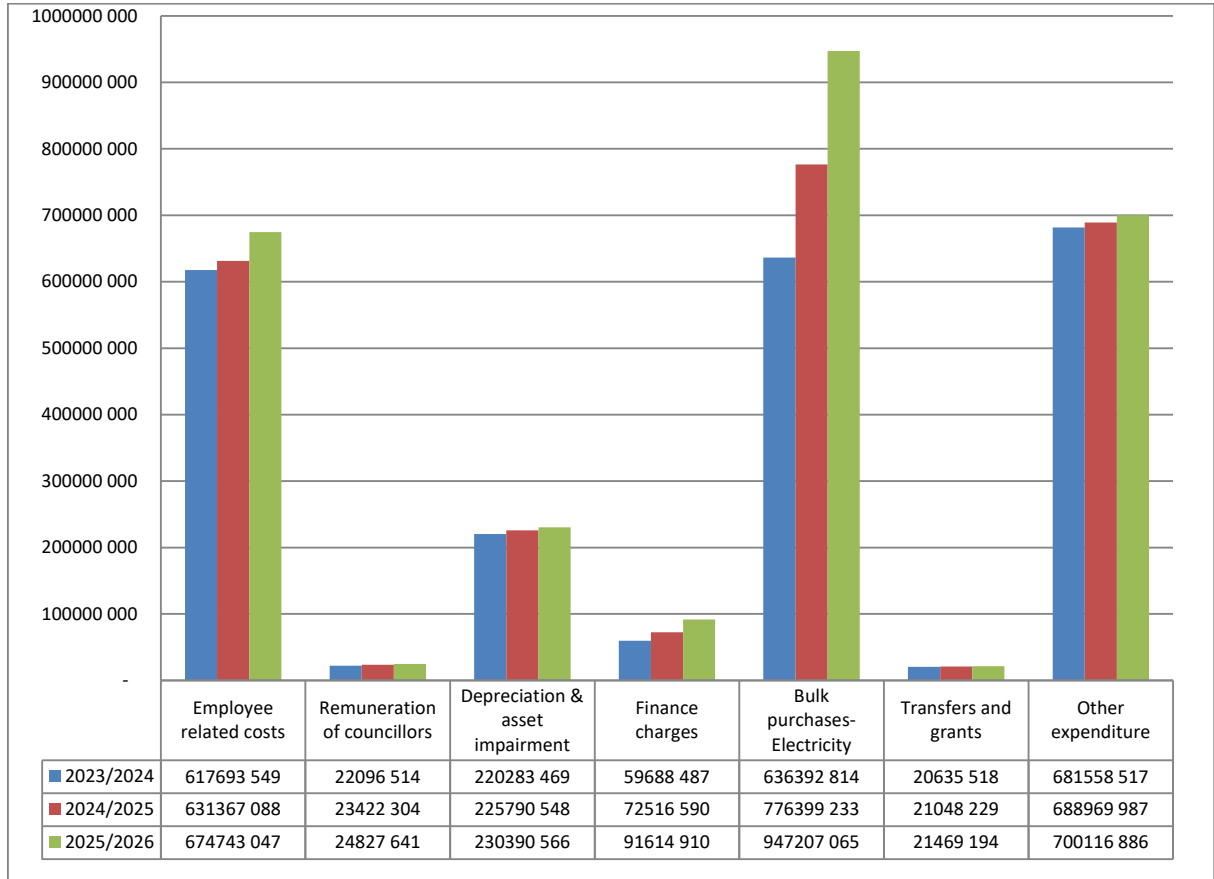
The operating expenditure budget per Vote (Directorate) is as follows:

	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>
	R	R	R
Municipal Manager	17 841 031	18 739 536	19 687 065
Planning and Development	93 402 566	93 560 684	102 928 477
Community and Protection Services	422 902 773	430 177 426	446 827 582
Infrastructure Services	1 366 656 493	1 523 685 294	1 732 755 729
Corporate Services	234 756 698	244 963 296	255 971 839
Financial Services	114 226 754	128 387 743	132 198 617
Total Expenditure	2 258 348 868	2 439 513 979	2 690 369 309

The operating expenditure budget per category is as follows:

	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>
	R	R	R
Employee related costs	617 693 549	631 367 088	674 743 047
Remuneration of councillors	22 096 514	23 422 304	24 827 641
Depreciation & asset impairment	220 283 469	225 790 548	230 390 566
Finance charges	59 688 487	72 516 590	91 614 910
Bulk purchases-Electricity	636 392 814	776 399 233	947 207 065
Transfers and grants	20 635 518	21 048 229	21 469 194
Other expenditure	681 558 517	688 969 987	700 116 886
Total Expenditure	2 258 348 868	2 439 513 979	2 690 369 309

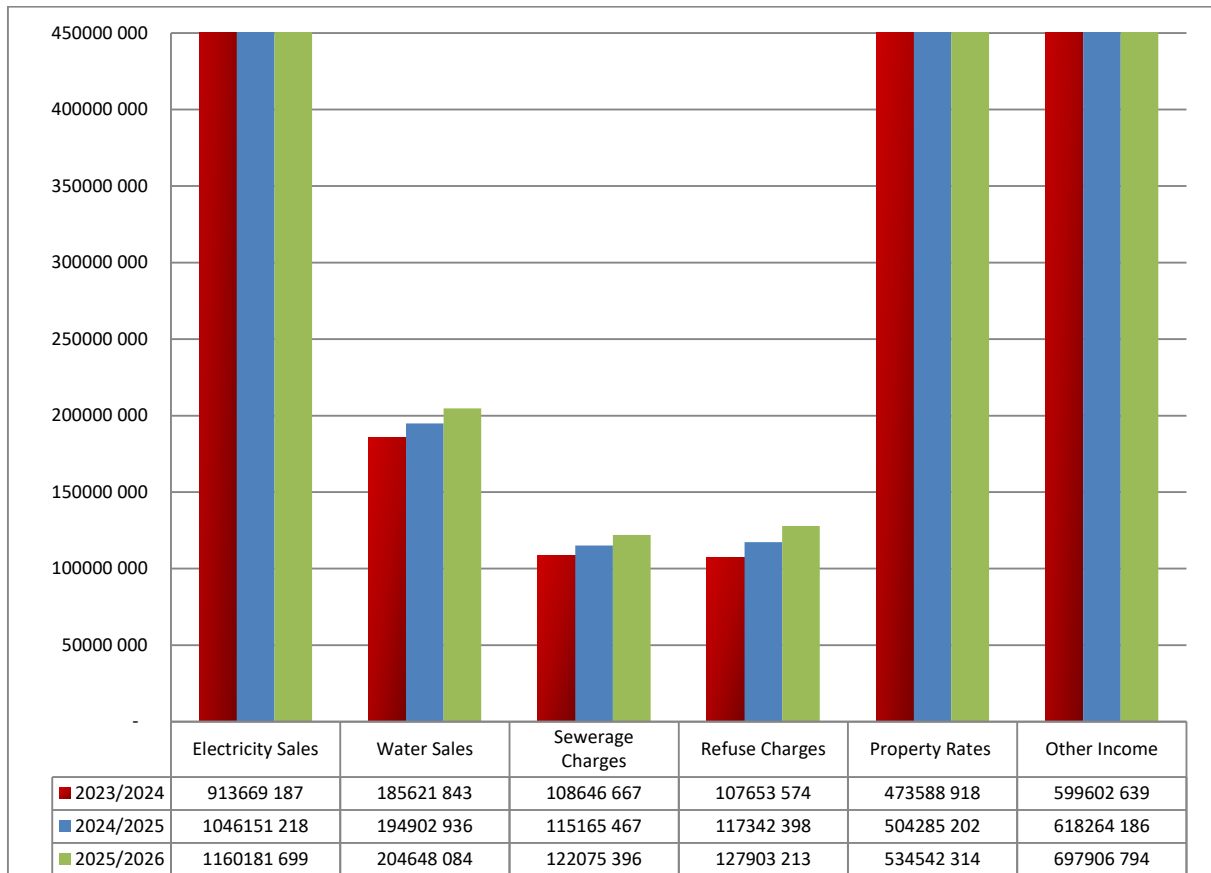
MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026



The operational budget will be funded as follows:

	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>
	R	R	R
Electricity Sales	913 669 187	1 046 151 218	1 160 181 699
Water Sales	185 621 843	194 902 936	204 648 084
Sewerage Charges	108 646 667	115 165 467	122 075 396
Refuse Charges	107 653 574	117 342 398	127 903 213
Property Rates	473 588 918	504 285 202	534 542 314
Other Income	599 602 639	618 264 186	697 906 794
Total Income	2 388 782 828	2 596 111 407	2 847 257 500

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026



H: OVERVIEW OF THE BUDGET FUNDING

Financing of the Capital Budget

The proposed financing sources of the capital budget for the next three years are as follows:

	2023/2024	2024/2025	2025/2026
	R	R	R
Capital Replacement Reserve	176 826 279	274 946 329	218 796 875
Grants National Government	79 189 500	57 816 150	58 603 100
Grants Provincial Government	24 666 000	34 133 000	30 656 000
External Loans	200 000 000	200 000 000	175 000 000
Development Contribution	24 118 086	22 199 985	20 000 000
	504 799 865	589 095 464	503 055 975

Grant funding from National Government includes the following:

- Integrated National Electrification Programme (Municipal) Grant
- Integrated Urban Development Grant

Grant funding from Provincial Government includes the following:

- Human Settlement Development Grant
- Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiaries)
- Integrated Transport Planning (2024/2025)
- Regional Socio-Economic Project/violence through urban upgrading (RSEP/VPUU)

Financing of the Operational Budget

The operational budget is financed from the tariff increases as displayed above. In addition to these, the following grant allocations are expected, and expenditure was adjusted accordingly:

- Equitable Share Allocation
- Community Library Services Grant
- Local Government Financial Management Grant
- Municipal Accreditation and Capacity Building Grant
- Financial assistance to municipalities for maintenance and Construction of Transport Infrastructure:
- Community Development Workers Operational Support Grant
- Expanded Public Works Program Incentive Grant
- Human Settlement Development Grant
- Title Deeds Restoration Grant

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

I: EXPENDITURE ON ALLOCATION AND GRANT PROGRAMMES

WC024 Stellenbosch - Supporting Table SA19 Expenditure on transfers and grant programme										
Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
EXPENDITURE:										
Operating expenditure of Transfers and Grants										
National Government:		18 761	16 871	16 410	14 848	15 348	15 348	23 578	18 308	18 831
Operational Revenue: General Revenue: Equitable Share		11 696	8 948	5 097	5 083	5 583	5 583	14 271	14 557	14 848
Expanded Public Works Programme Integrated Grant for Municipalities (Schedule 5B)		5 117	4 960	5 916	4 928	4 928	4 928	4 786	-	-
Infrastructure Skills Development Grant (Schedule 5B)		191	-	-	-	-	-	-	-	-
Local Government Financial Management Grant (Schedule 5B)		1 550	1 550	1 550	1 550	1 550	1 550	1 550	1 550	1 688
Municipal Disaster Grant (Schedule 5B)		209	-	-	-	-	-	-	-	-
Municipal Systems Improvement Grant		(2)	(12)	-	-	-	-	-	-	-
Municipal Infrastructure Grant (Schedule 5B)		-	1 425	-	-	-	-	-	-	-
Integrated Urban Development Grant		-	-	3 847	3 287	3 287	3 287	2 971	2 201	2 295
Provincial Government:		22 142	20 919	27 177	23 481	34 209	34 209	30 763	23 067	60 253
Capacity Building		-	-	-	-	-	-	-	-	-
Capacity Building and Other		22 142	20 919	27 177	21 791	32 519	32 519	30 763	23 067	60 253
Disaster and Emergency Services		-	-	-	-	-	-	-	-	-
Health		-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-
Infrastructure		-	-	-	1 690	1 690	1 690	-	-	-
Libraries, Archives and Museums		-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-
District Municipality:		472	540	500	500	1 246	1 246	150	153	156
All Grants		472	540	500	500	1 246	1 246	150	153	156
Other Grant Providers:		235	1 546	-	-	-	-	-	-	-
Departmental Agencies and Accounts		63	139	-	-	-	-	-	-	-
Foreign Government and International Organisations		-	-	-	-	-	-	-	-	-
Public Corporations		172	1 407	-	-	-	-	-	-	-
Higher Educational Institutions		-	-	-	-	-	-	-	-	-
Parent Municipality / Entity		-	-	-	-	-	-	-	-	-
Total operating expenditure of Transfers and Grants:		41 610	39 876	44 088	38 829	50 803	50 803	54 491	41 528	79 240
Capital expenditure of Transfers and Grants										
National Government:		62 049	3 294	66 852	90 810	99 192	99 192	79 190	57 816	58 603
Integrated National Electrification Programme (Municipal Grant) (Schedule 5B)		15 163	9 807	13 758	28 350	36 732	36 732	22 750	16 000	15 000
Municipal Infrastructure Grant (Schedule 5B)		46 886	-	-	-	-	-	-	-	-
Integrated Urban Development Grant		-	(6 513)	53 094	62 460	62 460	62 460	56 440	41 816	43 603
Provincial Government:		75 640	8 491	25 643	29 220	20 553	20 553	24 666	34 133	30 656
Capacity Building		-	-	-	-	-	-	-	-	-
Capacity Building and Other		-	44	337	-	10 049	10 049	-	-	-
Disaster and Emergency Services		-	-	-	-	-	-	-	-	-
Health		-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-
Infrastructure		75 640	8 447	25 306	29 220	10 504	10 504	24 666	34 133	30 656
Libraries, Archives and Museums		-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-
District Municipality:		-	-	-	-	-	-	-	-	-
All Grants		-	-	-	-	-	-	-	-	-
Other Grant Providers:		151	-	2 378	12 454	20 883	20 883	24 118	22 200	20 000
Departmental Agencies and Accounts		151	-	307	-	-	-	-	-	-
Foreign Government and International Organisations		-	-	-	-	-	-	-	-	-
Households		-	-	-	-	-	-	-	-	-
Non-Profit Institutions		-	-	-	-	-	-	-	-	-
Private Enterprises		-	-	2 070	12 454	20 883	20 883	24 118	22 200	20 000
Public Corporations		-	-	-	-	-	-	-	-	-
Higher Educational Institutions		-	-	-	-	-	-	-	-	-
Parent Municipality / Entity		-	-	-	-	-	-	-	-	-
Transfer from Operational Revenue		-	-	-	-	-	-	-	-	-
Total capital expenditure of Transfers and Grants		137 841	11 786	94 873	132 483	140 627	140 627	127 974	114 149	109 259
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		179 451	51 662	138 960	171 313	191 430	191 430	182 464	155 677	188 499

J: ALLOCATIONS AND GRANTS MADE BY THE MUNICIPALITY

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Cash Transfers to other municipalities											
Operational	1	-	-	-	-	-	-	-	-	-	-
Capital		-	-	-	-	-	-	-	-	-	-
Total Cash Transfers To Municipalities:		-	-	-	-	-	-	-	-	-	-
Cash Transfers to Entities/Other External Mechanisms											
Operational	2	-	-	-	-	-	-	-	-	-	-
Capital		-	-	-	-	-	-	-	-	-	-
Total Cash Transfers To Entities/Ems'		-	-	-	-	-	-	-	-	-	-
Cash Transfers to other Organs of State											
Operational	3	-	-	-	-	-	-	-	-	-	-
Capital		-	-	-	-	-	-	-	-	-	-
Total Cash Transfers To Other Organs Of State:		-	-	-	-	-	-	-	-	-	-
Cash Transfers to Organisations											
Operational		10 475	10 514	12 556	12 981	12 964	12 964	11 140	7 937	8 095	8 257
Capital		-	-	-	-	-	-	-	-	-	-
Total Cash Transfers To Organisations		10 475	10 514	12 556	12 981	12 964	12 964	11 140	7 937	8 095	8 257
Cash Transfers to Groups of Individuals											
Operational		380	495	808	1 374	1 694	1 694	617	8 402	8 570	8 741
Capital		-	-	-	-	-	-	-	-	-	-
Total Cash Transfers To Groups Of Individuals:		380	495	808	1 374	1 694	1 694	617	8 402	8 570	8 741
TOTAL CASH TRANSFERS AND GRANTS	6	10 855	11 010	13 364	14 355	14 658	14 658	11 757	16 338	16 665	16 998
Non-Cash Transfers to other municipalities											
Operational	1	-	-	-	-	-	-	-	-	-	-
Capital		-	-	-	-	-	-	-	-	-	-
Total Non-Cash Transfers To Municipalities:		-	-	-	-	-	-	-	-	-	-
Non-Cash Transfers to Entities/Other External Mechanisms											
Operational	2	-	-	-	-	-	-	-	-	-	-
Capital		-	-	-	-	-	-	-	-	-	-
Total Non-Cash Transfers To Entities/Ems'		-	-	-	-	-	-	-	-	-	-
Non-Cash Transfers to other Organs of State											
Operational	3	-	-	-	-	-	-	-	-	-	-
Capital		-	-	-	-	-	-	-	-	-	-
Total Non-Cash Transfers To Other Organs Of State:		-	-	-	-	-	-	-	-	-	-
Non-Cash Grants to Organisations											
Operational	4	-	-	-	-	-	-	-	-	-	-
Capital		-	-	-	-	-	-	-	-	-	-
Total Non-Cash Grants To Organisations		-	-	-	-	-	-	-	-	-	-
Non-Cash Transfers to Groups of Individuals											
Operational	5	-	-	-	-	4 485	4 485	3 611	4 297	4 383	4 471
Capital		-	-	-	-	-	-	-	-	-	-
Total Non-Cash Grants To Groups Of Individuals:		-	-	-	-	4 485	4 485	3 611	4 297	4 383	4 471
TOTAL NON-CASH TRANSFERS AND GRANTS		-	-	-	-	4 485	4 485	3 611	4 297	4 383	4 471
TOTAL TRANSFERS AND GRANTS	6	10 855	11 010	13 364	14 355	19 143	19 143	15 369	20 636	21 048	21 469

REPORT RECEIVED FROM COMMUNITY DEVELOPMENT: 2023/2024 GRANT-IN-AID ALLOCATIONS AND DONATIONS

1. SUBJECT

GRANT IN AID APPLICATIONS AND DONATIONS 2023/2024

2. PURPOSE

To obtain Council's approval for Grant-in-Aid (GiA) applications and recommended donations for the financial year 2023-2024.

3. DELEGATED AUTHORITY (FOR DECISION BY MUNICIPAL COUNCIL)

In terms of Municipal Finance Management Act (MFMA), Act (56 of 2003) Section 17. (3) (e) relating to content of annual budgets and supporting documents.

4. EXECUTIVE SUMMARY

The application is in terms of the annual GiA donations made to non-governmental organisations (NGOs), community-based organisations (CBOs), non-profit organisations (NPOs) or non-profit companies (NPC) and bodies that are used by government as an agency to serve the poor, marginalised or otherwise vulnerable as envisaged by the Grant in Aid Policy approved at the Council Meeting in May 2022.

5. RECOMMENDATIONS

- a) That council consider and approve the recommended donations to organizations as per detailed list.

6. DISCUSSION / CONTENTS

6.1. Background

In terms of Council's Grant-in-Aid Policy, proposals were called for by means of advertisement in the press on 13 October 2022 (Eikestad Nuus) and on the municipal website and Facebook page.

The advertisement included an invitation to attend one of three compulsory workshops on either 1, 2 or 3 November 2022 to assist and give guidance on the policy and application procedure. Two hundred and eleven (211) persons attended the workshops.

A workshop to assist with capacity building of small, emerging organisations was conducted on 4 November 2022 focussing on financial management. This workshop was also advertised in the local newspaper and is not compulsory. The workshop was attended by fifteen (15) persons.

By the closing date (2 December 2022), 132 applications were received.

6.2 Discussion

The Department Community Development scrutinized and evaluated one hundred and thirty two (132) applications representing the following categories:

CATEGORY	SUB CATEGORY	APP'S RECEIVED	APP'S RECOMMENDED/ CONDITIONALLY RECOMMENDED	WARDS SERVED THROUGH THE ORGANIZATIONS	RECOMMENDED AMOUNT (2023-2024)
Social Development	General	6	4	1-4, 6-11, 18-19, 22	160 000
	Partial Care	58	18	ALL	720 000
	Disability	4	2	2, 11-17	80 000
	Elderly	7	2	5-6, 11	70 000
	Youth	11	5	1, 2, 4-6, 10-16, 19	200 000
	Substance Abuse	2	1	4, 6-10, 12, 16-17, 20	40 000
	Gender	1	1	12	40 000
	Food Security	3	2	1-6, 8-9, 12-21, 23	2 976 711
	People Living on the Street	1	0	ALL	0
	Safety	1	0	5	0
	Skills Development	3	2	ALL	80 000
Health	Physical and Psychological	4	3	ALL	120 000
Environment		1	0	4	0
Sport, Art and Culture	Sport Clubs	23	0	ALL	0
	Art and Culture	7	1	4	40 000
Total		132	41		4 526 711

Table 1: Applications and grant recommendations per category

The detailed list of applications received and evaluated can be found with the item. Reason for not recommending organizations can be found in the notes column of detailed list of applications.

The Municipality would like to support as many as possible organizations delivering valuable services within our communities but cannot disregard requirements of the MFMA (56 of 2003) Section 67 stipulating the responsibility of council to ensure donations are made to organizations who has the capacity to govern itself according to accepted financial practises

and who can deliver the services for which the donation is required and benefiting the intended target audience.

Considering the changes in the ECD sector (function migration from the Department of Social Development to the Department of Education), the changes through the Second Amendment Bill to the Children’s Act placing more responsibility on Local Government with regards to childcare facilities and the changes to the Municipal Grant in Aid Policy (to promote compliance with the Children’s Act) emphasis should be on supporting local ECD’s through the Grant in Aid process.

A second opportunity to comply with the GiA policy will be available to non-qualifying applicants during the comment period in April 2023.

Declarations of Interest:

Communication was distributed to all municipal officials and councillors with a possible vested interest to ensure that applications for outside work forms were completed.

All assessments were done by Community Development Department officials with inputs from the Sr Manager Community Services and the Manager Sport, Halls and Recreation for all applications received from sport clubs. Where declarations of interests were received relating to officials in the Community Development Department, the applicable officials were removed from the assessment process.

The following declarations relating to municipal officials and councillors are noted.

Applicant	Person	Organisation Capacity	Municipal Capacity	Declaration Received
Stellemploy	Portia Jansen	Director	Community Development Coordinator (Daughter of Director)	Y
Abba Stellenbosch	Portia Jansen	Chairperson	Community Development Coordinator (Daughter of Chairperson)	Y
	Cllr Wilfred Petersen	Vice Chairperson	Councillor	Y
Stellenbosch Civil Advocacy Network (SCAN)	Portia Jansen	Board Member	Community Development Coordinator	Y
Stellenbosch Work Centre for Adult Persons with Disabilities	Portia Jansen	Manager	Community Development Coordinator (Niece of Manager)	Y
Stellenbosch Homing Union	Winston Appollis	Treasurer	Sports Department	Y
	Kevin Woodman	Member	Senior Artisan, Corporate Services	Y

	Grechard Petersen	Member	Foreperson, Community and Protection Services	Y
Spes Bona Association FC	Kevin Woodman	Junior Chairman	Senior Artisan, Corporate Services	Y
Pniel Villagers	Ian Adams	Treasurer	Superintendent, Community and Protection Services	Y
Hospice NPC	Cllr W Petersen	Additional Member	Councillor	Y
Idas Valley Sport Board	Gerold Abrahams		Waste Management Services	N
Cape Winelands Farm Workers Sport and Recreation Association	Tanya Carstens	Vice President	Snr Clerk: Administration Infrastructure Services	Y
	Adele Wagenaar	Member	Administrative Officer, Financial Services	Y
Petite Pre-Primary	Ian Adams	SGB Chairperson	Superintendent, Community and Protection Services	Y
Lithalethu Educare Centre	Nokuzola Kakaza	Chairperson	Traffic Warden, Community and Protection Services	Y
Kuyasa Playgroup	Nomvuyiseko Khulela	Treasurer	Project Administrator, PMU, Infrastructure Services	Y
Isibane Sempumelelo Educare	Mary Nkopane	Chairperson	Councillor	N
Happiness Kideo Educare	Xoliswa Mdemka	Not Stated	Councillor	N
Caring and Learning Development	Donray Beerwinkel	Treasurer	Snr Accountant, Financial Services	Y
Geluksoord	Cllr J Serdyn	Volunteer	Councillor	N
Nomzamo Seniors	Funeka Mayembana	Daughter to Chairperson	Community Development Coordinator, Community and Protection Services	Y
	Tulani Hani	Niece to Secretary	Clerk, Financial Services	Y
Kylemore Secondary School	Gerrit Africa	Chairperson	General Worker, Community and Protection Services	Y
Youth Empowerment Action	Cllr W Petersen	Member	Ward 2 Councillor	Y
	Rachel Pearce	Secretary	Ward 2 Administrator	Y
Christian Dependency Ministry	Cllr W Petersen	Chairperson	Councillor	Y
Bloemkom Street Watch	Tyrone Langeveldt	Member	Electrician, Infrastructure Services	Y

Comments and Appeals received by 25 April 2023 at 16:30

The below list of fifty seven (57) organisations represent the comments/appeals and outstanding feedback reports received. The outcome of the comment/appeal can be found in the notes column under “Appeals Received” in the detailed list of applications received.

GENERAL	
1	Klapmuts Family in Focus Klapmuts
2	Stellenbosch Civil Advocacy Network
PARTIAL CARE	
3	Anganathi Educare
4	Bubble Bee Educare
5	Busy Kids Daycare
6	Caring and Learning Development
7	Early Education Centre, The
8	Froggies Aftercare
9	Indiphakamele Creche
10	Isibane Sempumelelo
11	Kayamandi ECD Forum
12	Kuyasa Playgroup
13	Lethokuhle Educare
14	Lithalethu Educare Centre
15	Little Angels
16	Little Butterflies
17	Little Explorers
18	Liyema Creche
19	Lubabalo Creche Centre
20	Luthando Educare
21	Minkies Educare Centre
22	Mzamo Partial Care Centre
23	Noxolo Educare
24	Phakamani Educare
25	Phumelela Educare
26	Pillars of the Nation
27	Samnkies Creche
28	Simni Educare Centre
29	Siyanoqoba Creche
30	Siyavuya Creche
31	Sp(i)jeel
32	Thanduxolo Daycare
33	Umtha Wemfundo Educare

34	Unakho Day Care for Disable
35	Vinyard Houses
36	Youth Outreach
DISABILITY	
37	Huis Horison
YOUTH	
38	Kylemore Secondary
39	Siphimpendulo Youth Development
40	Stellumthombo
SUBSTANCE ABUSE	
41	ABBA Stellenbosch a project of BADISA Stellenbosch
42	Christian Dependency Ministry
FOOD SECURITY	
43	SA Institute for Entrepreneurship
PEOPLE LIVING ON THE STREETS	
44	Stellenbosch Night Shelter
SPORT ARTS AND CULTURE	
SPORT CLUBS	
45	Blue Stars United Football Club
46	Celtic United FC
47	Excelsior Rugby
48	Glen Eagles Soccer Club
49	Groot Drakenstein Games Club
50	Jamestown AFC
51	Klapmuts Sport Forum
52	Pniel Villagers RFC
53	Stellenbosch & Distrikte Coronation RFC
ARTS AND CULTURE	
54	Celebration Gospel Choir
55	eBosch
56	Franschhoek Sinothando Art and Culture
57	Pniel Heritage and Cultural Trust

6.3 Financial Implications

This report has the following financial implications:

2023-2024 (Cat A)
2 279 700.00

2023-2024 (Cat B)	2024-2025 (Cat B)	2025-2026 (Cat B)
4 571 141.49	2 979 890.00	2 535 300.00

DRAFT BUDGET TOTAL	6 850 841.49
2023-2024	

6.4 Legal Implications

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

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:

None

6.7 Risk Implications

This report has no risk implications for the Municipality.

6.8 Comments from Senior Management:

6.8.1 Municipal Manager:

Ensure that the following is included in the item:

1. Detail of declarations of interest listing councillors and officials.
2. The assessment process followed where councillors and officials were linked to applications.

Ensure that all municipal officials and councillors who serve on the boards of local organisations complete a request to perform outside / private work.

6.8.2 Chief Financial Officer:

Financial Services agree with the recommendations. The funding for the Grant in Aid donations will be provided for in the Medium-Term Revenue and Expenditure Framework (MTREF/Budget).

ANNEXURES

Grant in Aid 2023-2024 Register of applications and donation recommendations

FOR FURTHER DETAILS, CONTACT:

NAME	<i>Michelle Aalbers</i>
POSITION	<i>Manager: Community Development</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>8408</i>
E-MAIL ADDRESS	<i>Michelle.aalbers@stellenbosch.gov.za</i>
REPORT DATE	<i>26-04-2023</i>

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

The contents of this report have not been discussed with the Portfolio Committee Chairperson.

2023/24 GRANT-IN-AID APPLICATIONS

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

2023/24 GRANT-IN-AID APPLICATIONS		Category A	Category B				
No	Applicant Name	Funds proposed	Funds proposed YEAR 1 (2023-2024)	Funds proposed YEAR 2 (2024-2025)	Funds proposed YEAR 3 (2025-2026)	Recommendation	Notes
SOCIAL DEVELOPMENT							
GENERAL							
1	ACVV Franschhoek	40 000.00	0.00	0.00	0.00	RECOMMENDED	
2	ACVV Stellenbosch	40 000.00	0.00	0.00	0.00	RECOMMENDED	
3	Bottelary Heuwels Renosterveld Bewarea	40 000.00	0.00	0.00	0.00	RECOMMENDED	
4	FRANCO	40 000.00	0.00	0.00	0.00	RECOMMENDED	
5	Klapmuts Family in Focus Klapmuts	0.00	0.00	0.00	0.00	NOT RECOMMENDED	BANK FORM NOT STAMPED BY BANK. COUNCILLOR INVOLVED NOT DECLARED.
6	Stellenbosch Civil Advocacy Network	0.00	0.00	0.00	0.00	NOT RECOMMENDED	AFS FOR INCORRECT REPORTING PERIOD.
		160 000.00	0.00	0.00	0.00		
PARTIAL CARE							
7	Acorn Christian Daycare Centre	0.00	0.00	0.00	0.00	NOT RECOMMENDED	C REGISTRATOPM EXPIRED JUNE 2019. NO PROPOSAL. NO FEEDBACK REPORT. EXIST SINCE 2009, NOT EMERGING

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

							ORGANISATION. NO AFS. DID NOT INDICATE WHETHER SPECIFIC OR GENERAL APPLICATION.
8	Dwarsrovier Valley Initiative t/a Aitsa	40 000.00	0.00	0.00	0.00	RECOMMENDED	
9	Anganathi Educare	0.00	0.00	0.00	0.00	CONDITIONAL	YEAR 1 OF WORKING TOWARDS C REGISTRATION: REQUIREMENT - APPROVED BUILDING PLANS FOR CONSTRUCTION. APPLICANT MUST SUBMIT APPROVED PLANS BY APRIL 2023.
10	Anna Foundation	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION: NO OVERALL BUDGET SUBMITTED FOR GENERAL APPLICATION.
11	ATKV Abbasorg Cloetesville	0.00	0.00	0.00	0.00	NOT RECOMMENDED	BANK ACCOUNT IN DIFFERENT NAME. APPLICATION FORM SIGNED BY ONE. FEEDBACK NOT PROVIDED.
12	Azasakhe Daycare	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION: CONSTITUTION REQUIRES NOT LESS THAN 6 BOARD MEMBERS. APPLICATION LIST 3. AFS FOR 2022 SIGNED OFF IN 2021. NO BANK FORM.
13	Bubble Bee Educare	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION: AFS INCOMPLETE. APPLICATION FORM NOT DATED AND SIGNED. GENERAL OR SPECIFIC APPLICATION NOT INDICATED.
14	Busy Kids Daycare	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION: TYPE OF APPLICATION NOT INDICATED. AFS OF INCORRECT FINANCIAL YEAR.

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

15	Caring and Learning Development	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. MUNICIPAL OFFICIAL ON BOARD NOT DECLARED. NO CONSTITUTION AND NO FINANCIALS. COMMIT TO PROVIDE FEEDBACK BY APRIL 2023.
16	Early Education Centre, The	0.00	0.00	0.00	0.00	NOT RECOMMENDED	C REGISTRATION NOT REQUIRED FOR TOY LIBRARY. CONSTITUTION REQUIRES NOT LESS THAN 7 BOARD MEMBERS. LISTED ONLY 3.
17	Efata Creche	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION: NO APPLICATION FORM SUBMITTED. NO INDICATION OF GENERAL VS SPECIFIC APPLICATION. AFS INCOMPLETE.
18	Froggies Aftercare	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. COMMIT TO PROVIDE FEEDBACK BY APRIL 2023. PRELIM FEEDBACK INCLUDE EXPENDITURE ON SALARIES. AFS COMMIT TO PROVIDE JAN 2023 AS WITH AUDITORS.
19	Happiness Kideo	40 000.00	0.00	0.00	0.00	RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION
20	Ikwezi Educare Centre	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION: AFS NOT SUBMITTED. COMMIT TO PROVIDE FEEDBACK BY APRIL 2023. REQUEST 40 000 BUT SUBMIT PROPOSAL FOR 10 000.
21	Inam Educare	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION: AFS INCOMPLETE. CONSTITUTION REQUIRES MIN OF 9 BOARD MEMBERS, LIST ONLY 7. MINUTES NOT SIGNED OFF.

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

22	Indiphakamele Creche	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION: AFS FOR INCORRECT FIN YEAR AND QUESTIONS AROUND ONE RECURRING EXPENSE.
23	Isibane Sempumelelo	0.00	0.00	0.00	0.00	NOT RECOMMENDED	C REGISTRATION EXPIRED JUNE 2022. FIRST YEAR FOR RE-REGISTRATION. NO PROPOSAL SUBMITTED. PRELIM FEEDBACK - COMMIT TO PROVIDE BY APRIL 2023. CONSTITUTION AND BANKFORM NOT SUBMITTED. APPLICATION NOT COMPLETED.
24	Kayamandi ECD Forum	0.00	0.00	0.00	0.00	NOT RECOMMENDED	FORUM NOT REQUIRED TO OBTAIN C REGISTRATION. AFS DOES NOT STATE THE PERIOD.
25	Kin Culture	40 000.00	0.00	0.00	0.00	RECOMMENDED	C REGISTRATION NOT REQUIRED FOR FOSTER CARE.
26	Kuyasa Playgroup	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. KUYASA PLAYGROUP DID NOT RECEIVE PREVIOUSLY, BUT KUYASA HORIZON DID. FEEDBACK PROVIDED ON 40 000 RECEIVED FOR 22/23 INCLUDE R6000 FOR ADMIN COST WHICH THEY DID NOT REQUEST IN APPROVED APPLICATION. ALL SUPPORTING DOCS IN NAME OF KUYASA HORIZON. AFS FOR 20/21 FIN YEAR DID NOT INDICATE SPECIFIC VS GENERAL. NO OVERALL BUDGET OR PROPOSAL.
27	Lethokuhle Educare	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. AFS FOR 2018 FIN YEAR. APPLICATION FOR BUILDING CONSTRUCTION WITHOUT PROOF OF APPROVED BUILDING PLAN OR CONCENT FROM LANDOWNER. FUNDING

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

							CANNOT BE APPROVED FOR THIS APPLICATION. DID NOT IN INDICATE SPECIFIC VS GENERAL NO OVERALL BUDGET.
28	Lillies Creche	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. CONSTITUTION NOT DATED AND REQUIRE 6 BOARD MEMBERS. LIST ONLY 1. AFS FOR 2023? BANK FORM NOT SIGNED. APPLICATION INCOMPLETE P 2-5 AND 7.
29	Lithalethu Educare Centre	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. PARTIAL FEEDBACK WITH NO COMMITMENT TO PROVIDE FINAL. MUNICIPAL OFFICIAL ON BOARD NOT DECLARED. APPLICATION FOR ITEM THAT WILL NOT CONTRIBUTE TOWARDS C REGISTRATION AND WITHOUT COMPOLYING WITH OTHER REQUIREMENTS. (INFORMAL STRUCTURE)
30	Little Angels	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. CHAIR PERSON = PRINCIPAL.
31	Little Explorers	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. COMMIT TO PROVIDE FEEDBACK BY APRIL 2023. AFS NOT ACCORDING TO FIN YEAR.
32	Liyakha Creche	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. APPLICATION FOR ITEM REQUIRING APPROVED BUILDING PLANS AND PERMISSION OF LAND OWNER NOT INCLUDED. CANNOT APPROVE WITHOUT. NO

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

							REGISTRATION DOCS AND AFS FOR INCORRECT REPORTING PERIOD.
33	Liyema Creche	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. AFS FOR INCORRECT REPORTING PERIOD. APPLICATION FORM P7 INCOMPLETE. CONSTITUTION REQUIRES NOT LESS THAN 7 MEMBERS, LISTED 4.
34	Lubabalo Creche Centre	0.00	0.00	0.00	0.00	NOT RECOMMENDED	C REGISTRATION EXPIRES DEC 2023. BANK FORM INCOMPLETE.
35	Luthando Educare	0.00	0.00	0.00	0.00	NOT RECOMMENDED	C REGISTRATION EXPIRED 11 May 2022. APPLICATION FORM INCOMPLETE.
36	Masifunde Creche	40 000.00	0.00	0.00	0.00	RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION.
37	Minkies Educare Centre	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. BANK FORM INCOMPLETE. BUDGET/APPLICATION SUBMITTED FOR 22/23.
38	Nolitha's ECD	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. APPLICATION INCOMPLETE AND NO INDICATION OF TYPE OF APPLICATION. AFS NOT SUBMITTED. BANK FORM INCOMPLETE. NO PROPOSAL.
39	Noxolo Educare	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. REQUEST REQUIRES APPROVED BUILDING PLANS AND PERMISSION FROM LAND OWNER. CANNOT APPROVE APPLICATION.
40	Petite Pre-Primary	0.00	0.00	0.00	0.00	NOT RECOMMENDED	C REGISTRATION EXPIRED JAN 2019 NO NPO REGISTRATION. DID NOT SUBMIT A PROPOSAL INDICATE TYPE OF APPLICATION.

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

41	Phakamani Educare	0.00	0.00	0.00	0.00	CONDITIONAL	C REGISTRATION EXPIRED AUGUST 2022. UPON RECEIPT OF FEEDBACK REPORT APRIL 2023 AND RENEWED C REGISTRATION. IF NOT C REGISTRATION, THEN CONTENT MUST BE ALIGNED WITH REGISTRATION REQUIREMENTS.
42	Phumelela Educare	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. GENERAL APPLICATION WITHOUT REQUIRED TOTAL BUDGET. AFS FOR INCORRECT PERIOD. NPO CERTIFICATE NOT SUBMITTED. CONSTITUTION INDICATE 7 EXEC MEMBERS, LIST ONLY 6. REQUEST FOR ERETING OF WENDY STRUCTURE WITHOUT REQUIRED APPROVALS.
43	Pillars of the Nation	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. AFS AND BANK FORM NOT SUBMITTED. FEEDBACK ON PREVIOUS FUNDING COMMITTED TO PROVIDE BY APRIL 2023. REQUEST FOR EXTENTION OF NUTECH BUILDING WITHOUT REQUIRED APPROVALS. CONSTITUTION INDICATE 6 BOARD MEMBERS, LISTED ONLY 4.
44	Prochorus Community Development	40 000.00	0.00	0.00	0.00	RECOMMENDED	CONDITION: GIA FUNDING CANNOT BE USED FOR THE STIPEND PORTION OF THE APPLICATION.
45	Samnkies Creche	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. AFS NOT CORRECT AS IT DOES NOT REFLECT PREVIOUS GIA FUNDING RECEIVED. CURRENT REQUEST IS FOR BUILDING

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

							INFRASTRUCTURE. REQUIRED APPROVALS NOT INCLUDED IN SUBMISSION.
46	Sibongumusa ECD Centre	40 000.00	0.00	0.00	0.00	RECOMMENDED	
47	Simni Educare Centre	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. CONSTITUTION REQUIRE 7 EXEC MEMBERS, LISTED 6.
48	Sivuyise Creche	40 000.00	0.00	0.00	0.00	RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION.
49	Siyanoqoba Creche	0.00	0.00	0.00	0.00	CONDITIONAL	COMMIT TO PROVIDE FEEDBACK BY APRIL 2023
50	Siyavuya Creche	0.00	0.00	0.00	0.00	NOT RECOMMENDED	BANK FORM INCOMPLETE
51	Siyazama Creche	40 000.00	0.00	0.00	0.00	RECOMMENDED	C REGISTRATION EXPIRES MAY 2023. HAVE STARTED WITH RE-REGISTRATION PROCESS.
52	Sp(i)eel	0.00	0.00	0.00	0.00	CONDITIONAL	COMMIT TO PROVIDE FEEDBACK BY APRIL 2023
53	Tembalethu Creche	40 000.00	0.00	0.00	0.00	RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION
54	Thanduxolo Daycare	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. APPLICATION FORM NOT SIGNED. AFS INCORRECT REPORTING PERIOD AS PER THE CONSITUTION.
55	Ukusiza Creche	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. AFS DOES NOT INDICATE THE REPORTING PERIOD. REQUESTED FOR INFRASTRUCTURE DEVELOPMENT WITHOUT REQUIRED APPROVALS.
56	Umtha Wemfundo Educare	0.00	0.00	0.00	0.00	CONDITIONAL	APPLICATION FOR NON-REGISTRATION REQUIREMENTS AS SHE IS CONDITIONALLY REGISTERED (J REGISTRATION).

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

							MUST SUBMIT PROOF OF J REGISTRATION OR CHANGE APPLICATION CONTENT.
57	Umthombo Wemfundo Educare	40 000.00	0.00	0.00	0.00	RECOMMENDED	
58	Unakho Day Care for Disable	0.00	0.00	0.00	0.00	NOT RECOMMENDED	REGISTERED AS RESPITE CARE. AFS PERIOD NOT INDICATED. COMMITTED TO PROVIDE FINAL FEEDBACK BY APRIL 2023.
59	Undizungezile Day and Night Care	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. NO REGISTRATION OR BANK FORM. AFS NOT SIGNED.
60	Vinyard Houses	0.00	0.00	0.00	0.00	CONDITIONAL	REGISTERED UNDER INSTITUTIONAL CARE. C REGISTRATION NOT REQUIRED. COMMIT TO PROVIDE FEEDBACK BY APRIL 2023
61	Vision Africa	0.00	0.00	0.00	0.00	NOT RECOMMENDED	NON ATTENDANCE OF COMPULSORY CLARIFICATION MEETING
62	Yolies Creche	40 000.00	0.00	0.00	0.00	RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION.
63	Youth Outreach	0.00	0.00	0.00	0.00	CONDITIONAL	C REGISTRATION NOT REQUIRED. REGISTERED AS INSTITUTIONAL CARE. COMMIT TO PROVIDE FEEDBACK BY APRIL 2023.
64	Zenzele Educare	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. BANK FORM INCORRECTLY COMPLETED. APPLICATION FOR NEWTECH BUILDING. MUST SUBMIT REQUIRED APPROVALS.
		440 000.00	0.00	0.00	0.00		
DISABILITY							
65	Bridging Abilities	0.00	0.00	0.00	0.00	NOT RECOMMENDED	AFS NOT SUBMITTED. BANK FORM NOT SIGNED.

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

66	ChangeAbility	40 000.00	0.00	0.00	0.00	RECOMMENDED	
67	Huis Horison	0.00	0.00	0.00	0.00	CONDITIONAL	COMMIT TO PROVIDE FINAL FEEDBACK BY JAN 2023
68	Stellenbosch Work Centre for adult persons with disabilities	0.00	0.00	0.00	0.00	NOT RECOMMENDED	REFER TO CWDM IN FEEDBACK REPORT. DETAIL MISSING IN FEEDBACK REPORT. AFS: FOR ENDING MARCH 21. NOT LATEST. CONSTITUTION INDICATE 10 BOARD MEMBERS, LIST ONLY 8.
		40 000.00	0.00	0.00	0.00		
ELDERLY							
69	Geluksoord	40 000.00	0.00	0.00	0.00	RECOMMENDED	
70	GJW Sport Academy	0.00	0.00	0.00	0.00	NOT RECOMMENDED	AFS NOT SUBMITTED. CONSTITUTION NOT SIGNED AND SAMPLE CONSTITUTION NOT AMENDED WITH ORGS OBJECTIVES. QUESTIONS RAISED RE A SPORT ACADEMY APPLYING TO TAKE ELDELY ON OUTINGS.
71	Idas Valley Golden Boys and Girls	30 000.00	0.00	0.00	0.00	RECOMMENDED	
72	Kylemore Survivors Senior Club	40 000.00	0.00	0.00	0.00	RECOMMENDED	NOT CLAIMING TO BE NPO
73	Nomzamo Senior Citizen Centre	0.00	0.00	0.00	0.00	NOT RECOMMENDED	ESTABLISHED 2009 NOT EMERGING. FINANCIALS SIGNED OFF BY ONE. NO PROPOSAL SUBMITTED.
74	Waterblommetjies Klub	0.00	0.00	0.00	0.00	NOT RECOMMENDED	NO FEEDBACK PROVIDED FOR 20-21 FINANCIAL YEAR DONATION RECEIVED. BANK FORM NOT STAMPED. NO PROPOSAL. ESTABLISHED 2012. NOT EMERGING.

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

75	Young Ideas Cloetesville Community	0.00	0.00	0.00	0.00	NOT RECOMMENDED	BANK FORM NOT COMPLETED. AFS NOT SUBMITTED. NO PROPOSAL
		110 000.00	0.00	0.00	0.00		
YOUTH							
76	Kylemore Secondary	0.00	0.00	0.00	0.00	CONDITIONAL	COMMIT TO PROVIDE FINAL FEEDBACK BY APRIL 2023
77	Legacy Community Development	40 000.00	0.00	0.00	0.00	RECOMMENDED	
78	Lord's Acre, The	0.00	0.00	0.00	0.00	NOT RECOMMENDED	AFS NOT SIGNED. PROPOSAL NOT SUBMITTED. CONSTITUTION INDICATE 9 BOARD MEMBERS, APPLICATION LIST 4. FEEDBACK REPORT DOES NOT INCLUDE THE NARARTIVE OR PICTURES. NO COMMITMENT TO PROVIDE FINAL FEEDBACK.
79	Siphimpendulo Youth Development	0.00	0.00	0.00	0.00	NOT RECOMMENDED	BANK FORM NOT SIGNED
80	Sport for Life	40 000.00	0.00	0.00	0.00	RECOMMENDED	
81	Stellumthombo	0.00	0.00	0.00	0.00	NOT RECOMMENDED	21-22 FIN YEAR DONATION FEEDBACK NOT RECEIVED.
82	Training 4 Changes NPC	40 000.00	0.00	0.00	0.00	RECOMMENDED	
83	Ubuntu Hiking	0.00	0.00	0.00	0.00	NOT RECOMMENDED	CAN APPLY FOR 28/29 FIN YEAR. SEE COUNCIL MINUTES 2022-11-23.
84	United Christian Student's Association of SA, The	0.00	0.00	0.00	0.00	NOT RECOMMENDED	FEEDBACK PROVIDED DOES NOT INCLUDE PROOF OF EXPENDITURE.
85	Universal Rastafari Improvements Ass	0.00	0.00	0.00	0.00	NOT RECOMMENDED	AFS NOT SUBMITTED.

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

86	Youth Empowerment Action	40 000.00	0.00	0.00	0.00	RECOMMENDED	
		160 000.00	0.00	0.00	0.00		
SUBSTANCE ABUSE							
87	ABBA Stellenbosch a project of BADISA Stellenbosch	0.00	0.00	0.00	0.00	CONDITIONAL	PARTIAL FEEDBACK PROVIDED. COMMIT TO PROVIDE FEEDBACK ON THE REMAINDER ON COMPLETION. (MARCH 2023)
88	Christian Dependency Ministry	0.00	0.00	0.00	0.00	NOT RECOMMENDED	CONSTITUTION NOT SIGNED AND BANK FORM NOT SUBMITTED.
		0.00	0.00	0.00	0.00		
GENDER							
89	Hlathi Clan Economy and Empowerment Institute NPC	40 000.00	0.00	0.00	0.00	RECOMMENDED	
		40 000.00	0.00	0.00	0.00		
FOOD SECURITY							
90	Idas Feeding Scheme	0.00	0.00	0.00	0.00	NOT RECOMMENDED	BANK FORM NOT SIGNED. NO PROPOSAL AND AFS NOT SUBMITTED.
91	SA Institute for Entrepreneurship	0.00	0.00	0.00	0.00	CONDITIONAL	REQUIRE MORE DETAIL ON PRIORITIES LINKED TO SPECIFIC WARDS. CONFIRMATION OF LAND AND WATER AVAILABILITY REQUIRED.
92	Stellenbosch Feeding In Action	40 000.00	0.00	0.00	0.00	RECOMMENDED	
		40 000.00	0.00	0.00	0.00		
PEOPLE LIVING ON THE STREET							
93	Stellenbosch Night Shelter	0.00	0.00	0.00	0.00	NOT RECOMMENDED	CONSTITUTION NOT SIGNED. AFS FOR PERIOD ENDING FEBR 2021. NOT LATEST.
		0.00	0.00	0.00	0.00		

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

SAFETY							
94	Bloekom Street Watch	0.00	0.00	0.00	0.00	NOT RECOMMENDED	REGISTRATION EXPIRES SEPT 2023. MUST RENEW REGISTRATION WITH DOCS. POLICY DOES NOT ALLOW FOR SALARIES.
		0.00	0.00	0.00	0.00		
SKILLS DEVELOPMENT							
95	Bergzicht Training	40 000.00	0.00	0.00	0.00	RECOMMENDED	
96	ECDL NPC	0.00	0.00	0.00	0.00	NOT RECOMMENDED	CONSTITUTION, AFS, BANK FORM NOT INCLUDED. APPLICATION REQUIRES ADDITIONAL SIGNATURE AND INCOMPLETE. BUSINESS PLAN NOT CLEAR. INDICATE GENERAL APPLICATION (WITHOUT THE REQUIRED ANNUAL BUDGET), BUT LIST SPECIFIC ITEMS WANTING TO OBTAIN WITH FUNDING.PROPOSAL WEAK: "TO DEVELOP A PLAN"
97	Stellemploy	40 000.00	0.00	0.00	0.00	RECOMMENDED	
		80 000.00	0.00	0.00	0.00		
SUBTOTAL SOCIAL DEVELOPMENT		R 1 070 000.00	R 0.00	R 0.00	R 0.00		
HEALTH							
98	Stellenbosch Aids Action T/A atHeart	40 000.00	0.00	0.00	0.00	RECOMMENDED	
99	Community Keepers	40 000.00	0.00	0.00	0.00	RECOMMENDED	

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

100	The New Joy Foundation	0.00	0.00	0.00	0.00	NOT RECOMMENDED	AFS NOT SUBMITTED: ESTABLISHED 06/21 (AFS POSSIBLE FOR THE 21/22 FIN YEAR) AND INDICATE THAT THEY HAVE NOT RECEIVED FUNDS YET. HOWEVER WORK IS BEING DONE WITHOUT ACCOUNTING FOR THE ASSOCIATED COST. 2 DIFFERENT CONSTITUTIONS SUBMITTED. PROJECT TIMELINE DOES NOT ALIGN WITH THE FUNDING PERIOD.
101	Stellenbosch Hospice NPC	0.00	0.00	0.00	0.00	CONDITIONAL	COMMIT TO PROVIDE FEEDBACK BY APRIL 2023

SUBTOTAL HEALTH		R 80 000.00	R 0.00	R 0.00	R 0.00		
------------------------	--	--------------------	---------------	---------------	---------------	--	--

ENVIRONMENT							
102	Kyle Recycling and Waste Pty Ltd	0.00	0.00	0.00	0.00	NOT RECOMMENDED	NO CONSTITUTION OR REGISTRATION DOCS. BANK FORM DOES NOT INDICATE ACCOUNT HOLDER NAME. AFS NOT SIGNED AND NOT FOR A FIN YEAR. DOES NOT QUALIFY FOR GIA AS IT DESCRIBE ITSELF AS A BUSINESS.
SUBTOTAL ENVIRONMENT		0.00	0.00	0.00	0.00		

SPORT ARTS AND CULTURE							
SPORT CLUBS							
103	Blakes Rugby Football Club	0.00	0.00	0.00	0.00	NOT RECOMMENDED	AFS: FOUNDED IN 1951 NOT EMERGING. CONSTITUTION REQUIRE 4 BOARD PORTFOLIOS. APPLICATION INDICATE AN ADDITIONAL PORTFOLIO NOT

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

							RECOGNISED IN THE CONSTITUTION.
104	Blue Stars United Football Club	0.00	0.00	0.00	0.00	NOT RECOMMENDED	CONSTITUTION REQUIRE 11 BOARD PORTFOLIOS. APPLICATION LIST 6. INDICATE BOTH SPECIFIC AND GENERAL APPLICATION. TOTAL BUDGET PROVIDED IS FOR 2 YEARS WITH MAJOR CALCULATION ERRORS. IT DOES NOT PROVIDE THE REQUIRED DETAIL AND ONLY INDICATE EXPENDITURE. APPLICATION INCOMPLETE.
105	Cape Winelands Farmworkers Sport & Recreation Ass	0.00	0.00	0.00	0.00	NOT RECOMMENDED	OVERALL BUDGET ONLY INDICATE EXPENDITURE: 2 BUDGETS 21-23, BUT COVERING JUST 12 MONTHS, AND 22-23. APPLICATION IS FOR 23-24. AFS: INDICATE R90 000 STELLENBOSCH GRANT FUNDING RECEIVED AS ONLY INCOME. MUN PAYS MAX 40 000. REQUIRE EXPLANATION. AFS REPORTING PERIOD IS DIFFERENT TO THAT PRESCRIBED IN CONSTITUTION. CONSTITUTION INDICATE 6 SPECIFIC BOARD PORTFOLIOS, APPLICATION INDICATE PORTFOLIOS NOT IN CONSTITUTION. FEEDBACK: NOT SUFFICIENT PROOF OF PAYMENT. CONTAINS ORIGINAL RECEIPTS. CLAIMS NOT AUTHORISED? CLAIMS WHERE CLAIMANT AND AUTHORISING PERSON IS THE SAME? MOST CLAIMS FOR RECURRING BOARD MEMBERS. ACCOMODATION COST NOT ALLOWED ACCORDING TO POLICY. CLAIMENTS NOT

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

							IDENTIFIED? EXPENDITURE FOR TRANSPORT IS ONLY PERMISSALBE IF IT IS FOR BENEFICIARIES AND NOT FOR BOARD MEMBERS. SEE POLICY.
106	Celtic United FC	0.00	0.00	0.00	0.00	NOT RECOMMENDED	CONSTITUTION REQUIRE 10 COMMITTEE MEMBERS, APPLICATION LIST 7. APPLICATION INCOMPLETE. FEEDBACK INCLUDE INVOICES AND UNLEGIBLE DOCUMENTS. PROOF OF EXPENDITURE CANNOT BE CONFIRMED.
107	Coronation Cricket Club	0.00	0.00	0.00	0.00	NOT RECOMMENDED	NON-ATTENDANCE OF COMPULSORY CLARIFICATION MEETING
108	Dennegeur Rugby Club	0.00	0.00	0.00	0.00	NOT RECOMMENDED	GENERAL APPLICATION. "FORCAST" OVERALL BUDGET SUBMITTED IS FOR 2021 (?) AND ONLY FOR 6 MONTHS. BANK ACCOUNT IN NAME OF INDIVIDUAL. CONSTITUTION REQUIRES 5 EXEC COMM MEMBERS, LIST 7 WITH 2 PORTFOLIOS NOT RECOGNISED IN THE CONSTITUTION. APPLICATION INCOMPLETE.

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

109	Excelsior Rugby	0.00	0.00	0.00	0.00	NOT RECOMMENDED	GENERAL APPLICATION WITH NO OVERALL BUDGET SUBMITTED. CONSTITUTION REQUIRES 5 PORTFOLIOS ON EXCO. APPLICANT LIST 7 OF WHICH 3 ARE NOT RECOGNISED IN CONSTITUTION. CONSTITUTION INCOMPLETE P11 ON FINANCIAL MATTERS NOT INCLUDED.
110	Glen Eagles Soccer Club	0.00	0.00	0.00	0.00	NOT RECOMMENDED	GENERAL APPLICATION. OVERALL BUDGET CONTAINS EXPENSES ONLY. NOTE FINAL FEEDBACK FOR '21 DONATION DOES NOT INCLUDE THE POP REFERRED TO IN THE REPORT AND DOES NOT HAVE PICTURES OR A NARATIVE COMPONENT. CONSTITUTION REQUIRES 13 BOARD MEMBERS, APPLICATION LIST 12. AFS: ESTABLISHED IN 1975 NOT EMERGING ORGANISATION. AFS NOT DATED.
111	Groot Drakenstein Games Club	0.00	0.00	0.00	0.00	NOT RECOMMENDED	NOT LATEST AFS, PERIOD ENDING APRIL 2021. COMMIT TO PROVIDE FINAL FEEDBACK APRIL 2023.
112	Idas Valley Association Football Club	0.00	0.00	0.00	0.00	NOT RECOMMENDED	GENERAL AND SPECIFIC APPLICATION (CAN ONLY BE ONE). OVERALL BUDGET FOR INCORRECT PERIOD. PROVIDED DUPLICATE BUDGETS WITH DIFFERENT AMOUNTS. PROVIDE 2 CONFIRMATIONS OF BANK DETAILS. 1 = BANK ACCOUNT NAME DIFFERENT TO APPLICANT NAME, 2 = FORM NOT STAMPED BY BANK. BUSINESS PLAN INCOMPLETE. (DOES NOT INCLUDE THE NR OF BENEFICIARIES NOR THE COST.) AFS AND

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

							AFFILIATION/REGISTRATION NOT SUBMITTED. APPLICATION INCOMPLETE.
113	Idas Valley Sport Board	0.00	0.00	0.00	0.00	NOT RECOMMENDED	GENERAL APPLICATION NO OVERALL BUDGET. AFS: ESTABLISHED 2000 NOT EMERGING ORGANISATION. AFS SUBMITTED FOR A PERIOD OF 13 MONTHS. AFS NOT SIGNED. MORE DETAIL IS REQUESTED RE THE INCOME REFLECTED IN THE AFS.
114	Jametown AFC	0.00	0.00	0.00	0.00	NOT RECOMMENDED	AFS: ESTABLISHED 1973 NOT EMERGING. CONSTITUTION INDICATE THAT 2 AUDITORS MUST BE APPOINTED. AFS ONLY SIGNED OF BY CHAIR AND TREASURY. FEEDBACK PROVIDED FOR THE 21/22 DONATION RECEIVED.
115	Klapmuts Sport Forum	0.00	0.00	0.00	0.00	NOT RECOMMENDED	SPECIFIC AND GENERAL APPLICATION? WITH NO OVERALL BUDGET DID INCLUDE SPECIFIC PROPOSAL INCLUDING ITEMS NOT PERMISSABLE ACCORDING TO POLICY. BANK FORM NOT STAMPED AND CONSTITUTION NOT SIGNED. APPLICATION INCOMPLETE. CONSTITUTION INCOMPLETE. DOES NOT HAVE ITEMS 14 AND 15 OR 20.
116	Kylemore Junior Rugby Football Club	0.00	0.00	0.00	0.00	NOT RECOMMENDED	AFS NOT SUBMITTED. COMMITTEE MEMEBERS SUBMITTED DOES NOT REFLECT THE REQUIREMENTS OF THE

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

							CONSTITUTION. CONSTITUTION NOT SIGNED. AGM MINUTES NOT SUBMITTED.
117	Lanquedoc All Stars	0.00	0.00	0.00	0.00	NOT RECOMMENDED	GENERAL APPLICATION WITH NO OVERALL BUDGET. BANK FORM AND AFS NOT SUBMITTED. APPLICATION INCOMPLETE. CONSTITUTION NOT DATED. FEEDBACK PROVIDED DOES NOT COMPLY WITH REQUIREMENTS.
118	Newtons AFC	0.00	0.00	0.00	0.00	NOT RECOMMENDED	SPECIFIC AND GENERAL APPLICATION WITH NO OVERALL BUDGET. APPLICATION INCOMPLETE. ESTABLISHED 1905 NOT EMERGING. AFS SIGNED BY ONE PERSON AND NOT APPROVED. CAN NOT IDENTIFY THE PERSON/POSITION. AGS CONTAINS INCOME OF 2 FIN PERIODS AND COVERS 13 MONTHS. BOARD MEMBERS LISTED INCLUDE DUPLICATE WITH 2 PERSONS CURRENTLY IN VICE-TREASURER POSITION. INDICATE PREVIOUS FUNDING RECEIVED (2020) REPORT ATTACHED. NOT SUBMITTED.
119	Nietvoorbij United FC	0.00	0.00	0.00	0.00	NOT RECOMMENDED	GENERAL APPLICATION WITH NO OVERALL BUDGET. PROPOSAL COVERS INCORRECT PERIOD. INSUFFICIENT POP FOR FEEDBACK ON SOME EXPENDITURE OUTSTANDING.
120	Pniel Villagers RFC	0.00	0.00	0.00	0.00	NOT RECOMMENDED	GENERAL APPLICATION WITH OVERALL BUDGET. BOARD MEMBERS DOES NOT ALIGN WITH THE REQUIREMENTS OF THE CONSTITUTION. AFS (22/23) AT AUDITORS COMMIT TO SUBMIT. MUST SUBMIT 21/22 AFS. INDICATE THAT FEEDBACK WAS

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

							PROVIDED, BUT CANNOT FIND RECORD THEREOF. AFS BY APRIL 2023 AND RE-SUBMIT FEEDBACK.
121	Raithby Community Sport Club	0.00	0.00	0.00	0.00	NOT RECOMMENDED	AFS NOT SUBMITTED. CONSTITUTION ONE EXCO POSITION NOT LISTED IN APPLICATION. AGM MINUTES WHERE THE CONSTITUTION WAS APPROVED IS REQUESTED. BANK FORM NOT SIGNED/STAMPED BY BANK. GENERAL APPLICATION WITH NO OVERALL BUDGET . BUSINESS PLAN COVERS MOSTLY INCORRECT FIN YEAR. APPLICATION INCOMPLETE.
122	Spes Bona Ass Football Club	0.00	0.00	0.00	0.00	NOT RECOMMENDED	OVERALL BUDGET NOT ALIGNED TO FIN YEAR. AFS DOES NOT INDICATE THE PERIOD. CONSITUTION INDICATE FIN YEAR FOR AUG-JUL. SUBMITTED DOC FOR OCT-SEPT. BANK FORM NOT COMPLETED. APPLICATION DOES NOT INDICATE 2 POSITIONS REQUIRED ACCORDING TO THEIR CONSITUTION OF WHICH THE MINUTES WAS NOT SIGNED. NO BUSINESS PLAN SUBMITTED. MUNICIPAL OFFICIAL NOT DECLARED.
123	Stellenbosch Cricket Club	0.00	0.00	0.00	0.00	NOT RECOMMENDED	GENERAL APPLICATION WITH OVERALL BUDGET NOT COVERING THE APPLICATION PERIOD. AFS: ESTABLISHED 1994 NOT EMERGING. FEEDBACK PROVIDED DOES NOT INCLUDE PROOF OF EXPENDITURE/PICTURES/NARATIVE REPORT. BUSINESS PLAN

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

							OUTDATED AND DOES NOT COVER THE APPLICATION PERIOD. EXCO: DISCREPANCY BETWEEN PORTFOLIOS AND POSITION HOLDERS ON CONSTITUTION VS APPLICATION VS BUSINESS PLAN. AGM MINUTES SUBMITTED FOR 2023.
124	Stellenbosch & Distrikte Coronation RFC	0.00	0.00	0.00	0.00	NOT RECOMMENDED	INDICATE GENERAL APPLICATION BUT BUSINESS PLAN INDICATE SPECIFIC APPLICATION. PROPOSAL FOR 22/23 FIN YEAR. NO SUPPORTING OVERALL BUDGET FOR A GENERAL APPLICATION. BANK FORM NOT SIGNED. EXCO POSITIONS ON APPLICATION DIFFER FROM CONSTITUTION. FEEDBACK PROVIDED FOR 2020-21 FUNDING NOT SUFFICIENT AND COMMUNICATED AS SUCH TO CLUB ON 22/11/22 VIA EMAIL. AGM MINUTES NOT SIGNED.
125	Stellenbosch Homing Union	0.00	0.00	0.00	0.00	NOT RECOMMENDED	AFS FOR PERIOD ENDING FEBR 2021 - NOT LATEST. BUSINESS PLAN AND APPLICATION MOTIVATION DO NOT REFLECT SAME BUDGET FOR APPLICATION REQUEST.
		0.00	0.00	0.00	0.00		
ARTS AND CULTURE							
126	Celebration Gospel Choir	0.00	0.00	0.00	0.00	NOT RECOMMENDED	GENERAL APPLICATION - OVERALL BUDGET NOT SUBMITTED. APPLICATION INCOMPLETE. BANK FORM NOT SIGNED. FEEDBACK REPORT CONSIST OF 2 INVOICES. NO POP, NARATIVE OR PICTURES. IN EXISTANCE SINCE 2008 = NOT EMERGING ORGANISATION. AFS

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

							REPORTING PERIOD NOT ACCURATELY RECORDED.
127	eBosch	0.00	0.00	0.00	0.00	NOT RECOMMENDED	GENERAL APPLICATION WITHOUT OVERALL BUDGET: SOME BUDGETS FOR 2021? BUDGETS FOR 23/24 PROPOSAL INCLUDE COSTING RANGEING FROM 2019-2023. FEEDBACK REPORT DOES NOT CONTAIN POP.
128	Franschhoek Sinothando Art and Culture	0.00	0.00	0.00	0.00	NOT RECOMMENDED	GENERAL APPLICATION WITHOUT OVERALL BUDGET. APPLICATION INCOMPLETE. AFS: APPEARS TO BE COMPILED BY CHAIRPERSON AND NOT TREASURER, INDICATES POSITIVE BALANCE, BUT EXPENDITURE IS LARGER THAN INCOME. ESTABLISHED 2008, NOT EMERGING ORGANISATION. AFS NOT INDICATING THE REPORTING PERIOD. AGM MINUTES FOR 22/23 FIN YEAR WHICH IS NOT YET COMPLETED.
129	Jamestown Sounds	0.00	0.00	0.00	0.00	NOT RECOMMENDED	BANK FORM NOT SIGNED/STAMPED. AFS NOT SIGNED. NO BUDGET INCLUDED.
130	Pniel Heritage and Cultural Trust	0.00	0.00	0.00	0.00	CONDITIONAL	COMMIT TO PROVIDE FINAL FEEDBACK BY APRIL 2023
131	Sibonokuhle Art Group	0.00	0.00	0.00	0.00	NOT RECOMMENDED	FEEDBACK FOR 21/22 FIN YEAR OUTSTANDING. INTERNET EXAMPLE CONSTITUTION NOT ADDAPTED TO ORGANISATION OBJECTIVES.

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

132	Smart Mission Entertainment	0.00	0.00	0.00	0.00	NOT RECOMMENDED	CAN APPLY FOR 28/29 FIN YEAR. SEE COUNCIL MINUTES 2022-11-23. REQUEST SIMILAR ITEMS THAN PREVIOUS YEAR. AFS 2018 AND 2019 DOES NOT REFLECT FINANCIAL REPORTING PERIOD INDICATED IN CONSTITUTION. APPLICATION NOT SIGNED. 2 DUPLICATE REFERENCE LETTERS BY DIFFERENT REFERENCES NOT SIGNED. BANK ACCOUNT NEW AND NOT ACTIVATED. CONCERNS ABOUT THE ORGANISATION'S ABILITY TO PRACTISE SOUND FIN MAN PRINCIPLES. APPLICATION NOT SIGNED AND INCOMPLETE.
		0.00	0.00	0.00	0.00		
SUTOTAL SPORT ARTS AND CULTURE			R 0.00	R 0.00	R 0.00	R 0.00	

R 1 150 000.00	R 0.00	R 0.00	R 0.00
-----------------------	---------------	---------------	---------------

R1 150 000.00

APPEALS RECEIVED BY APRIL 2023							
SOCIAL DEVELOPMENT							
GENERAL							
5	Klapmuts Family in Focus Klapmuts	40 000.00	0.00	0.00	0.00	RECOMMENDED	BANK FORM STAMPED BY BANK. COUNCILLOR RESIGNED AS BOARD MEMBER.
6	Stellenbosch Civil Advocacy Network	38 900.00	0.00	0.00	0.00	RECOMMENDED	AFS FOR CORRECT PERIOD SUBMITTED
		78 900.00	0.00	0.00	0.00		

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

PARTIAL CARE							
9	Anganathi Educare	40 000.00	0.00	0.00	0.00	RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION: REQUIREMENT - APPROVED BUILDING PLANS FOR CONSTRUCTION. BUILDING PLAN SUBMISSION CONFIRMED ON 21-04-2023.
13	Bubble Bee Educare	28 100.00	0.00	0.00	0.00	RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION: AFS SUBMITTED. APPLICATION FORM DATED AND SIGNED. SUBMITTED SPECIFIC APPLICATION WITH ITEMS NOT GEARED TOWARDS REGISTRATION. SUPPORT ONLY FOR REGISTRATION ITEMS: FIRST AID, FIRE EXTINGUISHER, EDU TOYS, TABLES/CHAIRS, BUILDING PLAN
14	Busy Kids Daycare	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION: INDICATE THAT IT IS NOT A SPECIFIC NOR A GENERAL APPLICATION. AFS FOR CORRECT FINANCIAL YEAR, BUT DOES NOT SPEAK TO FEEDBACK REPORT AND POPS PROVIDED..
15	Caring and Learning Development	0.00	0.00	0.00	0.00	NOT RECOMMENDED	MUNICIPAL OFFICIAL ON BOARD DECLARED. NO CONSITUTION AND NO FINANCIALS. FEEDBACK PROVIDED, BUT INCLUDES AN INVOICE (NO PROOF OF PAYMENT)
16	Early Education Centre, The	40 000.00	0.00	0.00	0.00	RECOMMENDED	C REGISTRATION NOT REQUIRED FOR TOY LIBRARY. SUBMITTED AMENDED CONSTITUTION REQUIRING ONLY THREE BOARD MEMBERS.
18	Froggies Aftercare	40 000.00	0.00	0.00	0.00	RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. FEEDBACK AND AFS PROVIDED.

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

22	Indiphakamele Creche	35 200.00	0.00	0.00	0.00	RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION: AFS FOR CORRECT FIN YEAR SUBMITTED. CHANGED REQUEST TO SPECIFIC APPLICATION. DO NOT SUPPORT BED.
23	Isibane Sempumelelo	0.00	0.00	0.00	0.00	NOT RECOMMENDED	C REGISTRATION RENEWED. NO PROPOSAL SUBMITTED. FEEDBACK: ONLY "SPENT" R 26 600 WITHOUT POP, DO NOT INDICATE WHAT PLANS ARE WITH REMAINDER. CONSTITUTION AND BANKFORM SUBMITTED. APPLICATION NOT COMPLETED.
24	Kayamandi ECD Forum	0.00	0.00	0.00	0.00	NOT RECOMMENDED	FORUM NOT REQUIRED TO OBTAIN C REGISTRATION. AFS ENDING MAY 2023 WITH AMOUNTS ATTACHED AND SIGNED OFF IN APRIL?
26	Kuyasa Playgroup	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. AFS NOT SIGNED OR DATED. KUYASA PLAYGROUP DID NOT RECEIVE PREVIOUSLY, BUT KUYASA HORIZON DID. ADDITIONAL FEEDBACK PROVIDED FOR R5 649,39 ON 40 000 RECEIVED FOR 22/23. ALL SUPPORTING DOCS IN NAME OF KUYASA HORIZON. SUBMITTED SPECIFIC BUDGET WITH MAJOR CALCULATION ERROR.
27	Lethokuhle Educare	25 900.00	0.00	0.00	0.00	RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. AFS SUBMITTED. SPECIFIC PROPOSAL SUBMITTED FOR 23/24 INCLUDING NON-REGISTRATION REQUIREMENT ITEMS. SUPPORT ONLY FOR FIRE PAINT, FIRE EXTINGUISHER AND FIRST AID KIT.

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

29	Lithalethu Educare Centre	0.00	0.00	0.00	0.00	NOT RECOMMENDED	SUBMIT CONDITIONAL C REGISTRATION VALID UNTIL DEC 2023. PARTIAL FEEDBACK WITH NO COMMITMENT TO PROVIDE FINAL. MUNICIPAL OFFICIAL ON BOARD DECLARED. CONDITIONAL REGISTRATION DEPENDANT ON OBTAINING BUILDING PLANS FOR BUNGALO WHICH WAS NOT SUBMITTED.
30	Little Angels	40 000.00	0.00	0.00	0.00	RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. CHAIR PERSON NO LONGER PRINCIPAL.
NO NEW APPLICATION	Little Butterflies	0.00	0.00	0.00	0.00	FEEDBACK RECEIVED	NO NEW APPLICATION. SUBMITTED FEEDBACK ON 22/23 DONATION
31	Little Explorers	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. AFS SUBMITTED ACCORDING TO FIN YEAR. FEEDBACK: NO NARATIVE REPORT. DEVIATED FROM PROPOSAL WITHOUT OBTAINING PERMISSION. POPs FOR ITEMS NOT REQUESTED AS PART OF APPLICATION. POPs QUESTIONABLE.
33	Liyema Creche	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. AFS SUBMITTED FOR CORRECT PERIOD, BUT IS CONSIDERED NOT ACCURATE. APPLICATION COMPLETED. SUPPLIED LIST OF 6 BOARD MEMBERS - CONSTITUTION REQUIRES 7 WITH PERSONS ELECTED TO POSITIONS NOT RECOGNISED BY THE CONSTITUTION.
34	Lubabalo Creche Centre	40 000.00	0.00	0.00	0.00	RECOMMENDED	BANK FORM AND UPDATED C REGISTRATION PROVIDED.

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

35	Luthando Educare	0.00	0.00	0.00	0.00	NOT RECOMMENDED	C REGISTRATION UPDATED. APPLICATION FORM STILL NOT SIGNED.
37	Minkies Educare Centre	3 000.00	0.00	0.00	0.00	RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. SUBMITTED BANK FORM AND BUDGET FOR CORRECT PERIOD. CAN ONLY APPROVE AMOUNT THAT CONTRIBUTES TOWARDS OBTAINING C REGISTRATION (FIRST AID BOX) AS PER GIA POLICY.
NO NEW APPLICATION	Mzamo Partial Care Centre	0.00	0.00	0.00	0.00	FEEDBACK RECEIVED	NO NEW APPLICATION. SUBMITTED FEEDBACK ON 22/23 DONATION
39	Noxolo Educare	40 000.00	0.00	0.00	0.00	RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. REQUESTED SUBMISSION OF BUILDING PLANS, ZONING CERT AND PERMISSIONS FROM LANDOWNER HAS BEEN SUBMITTED.
41	Phakamani Educare	0.00	0.00	0.00	0.00	NOT RECOMMENDED	PROOF PROVIDED THAT C REGISTRATION IS IN PROGRESS. FEEDBACK ON PREVIOUS FUNDING CANNOT BE VERIFIED.
42	Phumelela Educare	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. GENERAL APPLICATION WITHOUT REQUIRED OVERALL BUDGET. AFS FOR CORRECT PERIOD, BUT CONTENT THAT SHOULD HAVE REMAINED THE SAME CHANGED. NPO CERTIFICATE SUBMITTED. CONSTITUTION INDICATE 7 EXEC MEMBERS, LIST ONLY 6. CHANGED CONTENT OF REQUEST WITH NOT ALL ITEMS GEARED TOWARDS C REGISTRATION.

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

43	Pillars of the Nation	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. BANK FORM SUBMITTED. AFS DOES NOT REFLECT THE POP SUPPLIED ALONG WITH THE FEEDBACK REPORT. REQUEST FOR EXTENTION OF NUTECH BUILDING WITHOUT REQUIRED APPROVALS. LIST OF BOARD MEMBERS SUBMITTED. FEEDBACK: NARRATIVE REPORT OUTSTANDING.
45	Samnkies Creche	40 000.00	0.00	0.00	0.00	RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. AFS CORRECTED. CURRENT REQUEST IS FOR BUILDING INFRASTRUCTURE. BUILDING PLANS SUBMITTED.
47	Simni Educare Centre	40 000.00	0.00	0.00	0.00	RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. PROVIDED LIST OF 7 BOARD MEMBERS.
49	Siyanoqoba Creche	0.00	0.00	0.00	0.00	NOT RECOMMENDED	FEEDBACK PROVIDED: NO NARATIVE, INCLUDES INVOICES AND ILLEGABLE DOCUMENTS, EXPENDITURE NOT INLINE WITH PROPOSAL.
50	Siyavuya Creche	40 000.00	0.00	0.00	0.00	RECOMMENDED	BANK FORM SUBMITTED
52	Sp(i)eel	40 000.00	0.00	0.00	0.00	RECOMMENDED	FINAL FEEDBACK SUBMITTED
54	Thanduxolo Daycare	0.00	0.00	0.00	0.00	NOT RECOMMENDED	YEAR 1 OF WORKING TOWARDS C REGISTRATION. APPLICATION FORM SIGNED. FEEDBACK REPORT NOT SATISFACTORY, DOCUMENTS (AFS AND FEEDBACK) SUBMITTED ALONG WITH THE APPEAL ILLEGABLE.
56	Umtha Wemfundo Educare	40 000.00	0.00	0.00	0.00	RECOMMENDED	APPROVED C REGISTRATION SUBMITTED.

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

58	Unakho Day Care for Disable	0.00	0.00	0.00	0.00	NOT RECOMMENDED	SUBMITTED AFS FOR CORRECT PERIOD, NPO REGISTRATION, DoH REGISTRATION. FEEDBACK FROM PREVIOUS FUNDING NOT RECEIVED.
60	Vinyard Houses	40 000.00	0.00	0.00	0.00	RECOMMENDED	REGISTERED UNDER INSTITUTIONAL CARE. C REGISTRATION NOT REQUIRED. FEEDBACK PROVIDED
63	Youth Outreach	38 600.00	0.00	0.00	0.00	RECOMMENDED	FEEDBACK PROVIDED. PROOF OF EXPENDITURE NOT PROVIDED FOR R 1400.
		610 800.00	0.00	0.00	0.00		

DISABILITY

67	Huis Horison	40 000.00	0.00	0.00	0.00	RECOMMENDED	FINAL FEEDBACK SUBMITTED
		40 000.00	0.00	0.00	0.00		

YOUTH

76	Kylemore Secondary	40 000.00	0.00	0.00	0.00	RECOMMENDED	FINAL FEEDBACK SUBMITTED
79	Siphimpendulo Youth Development	40 000.00	0.00	0.00	0.00	RECOMMENDED	BANK FORM SIGNED
81	Stellumthombo	40 000.00	0.00	0.00	0.00	RECOMMENDED	FEEDBACK SUBMITTED
		120 000.00	0.00	0.00	0.00		

SUBSTANCE ABUSE

87	ABBA Stellenbosch a project of BADISA Stellenbosch	40 000.00	0.00	0.00	0.00	RECOMMENDED	FINAL FEEDBACK PROVIDED
88	Christian Dependency Ministry	40 000.00	0.00	0.00	0.00	RECOMMENDED	CONSTITUTION SIGNED AND BANK FORM SUBMITTED.
		80 000.00	0.00	0.00	0.00		

FOOD SECURITY

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

91	SA Institute for Entrepreneurship	0.00	2 936 711.00	2 979 890.00	2 535 300.00	CONDITIONAL	PROOF OF COUNCILLOR AND COMMUNITY BUY-IN ESTABLISHED. HOME GARDENS FOCUS ON OWN LAND AND GREY WATER. SCHOOLS IDENTIFIED AS POSSIBLE PARTNER. CASHFLOW SUBMITTED REQUIRE REFINEMENT. SUCCESSFUL CONCLUSION OF AGREEMENT WILL BE DEPENDANT ON THE CLARIFICATION ON SCHOOLS INVOLVED ALONG WITH THEIR COMMITMENT AND CONFIRMATION OF RECEIVING GRANT AFTER TARGETED SERVICES HAS BEEN DELIVERED WITH MONTHLY REPORTING.
		0.00	2 936 711.00	2 979 890.00	2 535 300.00		

PEOPLE LIVING ON THE STREETS							
93	Stellenbosch Night Shelter	0.00	1 634 430.49	0.00	0.00	RECOMMENDED	SIGNED CONSTITUTION SUBMITTED. AFS FOR CORRECT PERIOD SUBMITTED.
		0.00	1 634 430.49	0.00	0.00		

SPORT ARTS AND CULTURE							
SPORT CLUBS							
104	Blue Stars United Football Club	40 000.00	0.00	0.00	0.00	RECOMMENDED	BOARD MEMBERS LISTED AS PER CONSTITUTION. CHANGED TO JUST SPECIFIC APPLICATION. NEW PROPOSAL BUDGET PROVIDED.
106	Celtic United FC	40 000.00	0.00	0.00	0.00	RECOMMENDED	UPDATED LIST OF COMMITTEE MEMBERS SUPPLIED IN LINE WITH CONSTITUTION. APPLICATION COMPLETE. FEEDBACK: POPS PROVIDED.

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

109	Excelsior Rugby	0.00	0.00	0.00	0.00	NOT RECOMMENDED	<p>GENERAL APPLICATION. OVERALL BUDGET INDICATES ONLY THE FOLLOWING EXPENDITURE: TRANSPORT, BALLS, FOOD AND BEV AND MANAGEMENT ADMIN TO A VALUE OF R40 000. NO FORM OF INCOME IS INDICATED. PREVIOUS AFS PROVIDED INDICATE ADDITIONAL KNOWN EXPENDITURE INCLUDING FIRST AID, BANK CHARGES, ACCOUNTING FEES AND TEAM APPAREL (2022), RENTAL EQUIPMENT, LAUNDRY (2021) WHICH ARE BIT INCLUDED IN THE 23-24 BUDGET PROVIDED. PREVIOUS INCOME INCLUDE LOTTO, GRANT AND MISCELLANEOUS REVENUE. CONSTITUTION REQUIRES 5 PORTFOLIOS ON EXCO. APPLICANT LIST 7 OF WHICH 3 ARE NOT RECOGNISED IN CONSTITUTION. MINUTES OF A MEETING REFERING TO POSITIONS THAT SHOULD BE CHANGED IS PROVIDED UNSIGNED. IT IS ALSO NOT CLEAR WHETHER THE DECISION RELATES TO CHANGES IN THE CONSTITUTION OR THE APPLICATION FORM.CONSTITUTION P11 PROVIDED.</p>
110	Glen Eagles Soccer Club	0.00	0.00	0.00	0.00	NOT RECOMMENDED	<p>GENERAL APPLICATION. INCOME PROVIDED FOR OVERALL BUDGET. BOARD MEMBERS LISTED IN ACCORDANCE WITH THE CONSTITUTION. AFS: ESTABLISHED IN 1975 NOT EMERGING ORGANISATION. AFS</p>

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

							NOT DATED. NARATIVE/PROGRESS REPORT: DOES NOT CONTAIN A NARATIVE NOR PICTURES, SAME WAS NOT PROVIDED ALONG WITH APPLICATION AS CLAIMED.
111	Groot Drakenstein Games Club	40 000.00	0.00	0.00	0.00	RECOMMENDED	FINAL FEEDBACK AND AFS SUBMITTED
114	Jametown AFC	0.00	0.00	0.00	0.00	NOT RECOMMENDED	AFS: ESTABLISHED 1973 NOT EMERGING. CONSTITUTION INDICATE THAT 2 AUDITORS MUST BE APPOINTED. AFS ONLY SIGNED OF BY CHAIR AND TREASURY. FEEDBACK PROVIDED FOR THE 21/22 DONATION RECEIVED.
115	Klapmuts Sport Forum	0.00	0.00	0.00	0.00	NOT RECOMMENDED	APPLICATION CHANGED TO SPECIFIC ONLY. SPECIFIC PROPOSAL INCLUDED. BANK FORM STAMPED AND CONSTITUTION SIGNED. APPLICATION COMPLETE. CONSTITUTION INCOMPLETE. DOES NOT HAVE ITEMS 14 AND 15 OR 21.
120	Pniel Villagers RFC	0.00	0.00	0.00	0.00	NOT RECOMMENDED	GENERAL APPLICATION WITH OVERALL BUDGET. BOARD MEMBERS DOES NOT ALIGN WITH THE REQUIREMENTS OF THE CONSTITUTION. AFS (22/23) SUBMITTED, BUT NOT SIGNED. FEEDBACK: POP'S PROVIDED, NO NARATIVES OR PICTURES.
124	Stellenbosch & Distrikte Coronation RFC	0.00	0.00	0.00	0.00	NOT RECOMMENDED	CHANGED APPLICATION TO SPECIFIC APPLICATION. NEW APPLICATION FORM NOT SIGNED BY CHAIRPERSON. BANK FORM SIGNED.EXCO POSITIONS ON APPLICATION LESS THAN WHAT IS REQUIRED IN CONSITUION.

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

							FEEDBACK PROVIDED FOR 2020-21 FUNDING FEEDBACK IS COMPLIANT. AGM MINUTES SIGNED.
		120 000.00	0.00	0.00	0.00		
ARTS AND CULTURE							
126	Celebration Gospel Choir	0.00	0.00	0.00	0.00	NOT RECOMMENDED	GENERAL APPLICATION - OVERALL BUDGET NOT SUBMITTED. APPLICATION INCOMPLETE. BANK FORM SIGNED. POP PROVIDED FOR FEEDBACK REPORT. IN EXISTANCE SINCE 2008 = NOT EMERGING ORGANISATION, LETTER STATING THAT AFS WAS AUDITED SUBMITTED UNSIGNED.
127	eBosch	40 000.00	0.00	0.00	0.00	RECOMMENDED	CHANGED TO SPECIFIC APPLICATION. FEEDBACK REPORT SUBMITTED.
128	Franschhoek Sinothando Art and Culture	0.00	0.00	0.00	0.00	NOT RECOMMENDED	CHANGED APPLICATION TO SPECIFIC. APPLICATION INCOMPLETE. AFS: CORRECTED. ESTABLISHED 2008, NOT EMERGING ORGANISATION. AGM MINUTES FOR 21/22 FIN YEAR NOT APPROVED.
130	Pniel Heritage and Cultural Trust	40 000.00	0.00	0.00	0.00	NOT RECOMMENDED	FEEDBACK DOES NOT CONTAIN POPs FOR ALL EXPENDITURE LISTED.
		80 000.00	0.00	0.00	0.00		
		1 129 700.00	4 571 141.49	2 979 890.00	2 535 300.00		

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

2 279 700.00 4 571 141.49 2 979 890.00 2 535 300.00

R6 850 841.49

FEEDBACK NOT PROVIDED BY 25 APRIL 2023

101	Stellenbosch Hospice NPC	0.00	0.00	0.00	0.00	NOT RECOMMENDED	COMMIT TO PROVIDE FEEDBACK BY APRIL 2023
-----	--------------------------	------	------	------	------	-----------------	--

K: COUNCILLOR AND BOARD MEMBER ALLOWANCES AND EMPLOYEE BENEFITS

Summary of Employee and Councillor remuneration	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand		A	B	C	D	E	F	G	H	I
Councillors (Political Office Bearers plus Other)	1									
Basic Salaries and Wages		12 108	12 149	15 253	19 011	17 697	17 697	18 759	19 884	21 077
Pension and UIF Contributions		559	–	438	–	467	467	495	525	556
Medical Aid Contributions		215	–	157	–	126	126	133	141	150
Motor Vehicle Allowance		4 331	4 356	2 039	–	720	720	763	809	858
Cellphone Allowance		1 754	1 997	1 929	2 051	–	1 836	1 946	2 063	2 187
Housing Allowances		–	–	–	–	–	–	–	–	–
Other benefits and allowances		155	155	–	–	–	–	–	–	–
Sub Total - Councillors		19 121	18 657	19 815	21 062	20 846	20 846	22 097	23 422	24 828
% Increase			(2.4%)	6.2%	6.3%	(1.0%)	–	6.0%	6.0%	6.0%
Senior Managers of the Municipality	2									
Basic Salaries and Wages		5 410	4 991	7 245	8 316	8 118	8 118	8 540	8 942	9 362
Pension and UIF Contributions		179	–	660	719	719	719	757	792	829
Medical Aid Contributions		24	–	118	125	125	125	132	138	144
Overtime		–	–	–	–	–	–	–	–	–
Performance Bonus		710	1 190	1 242	1 399	1 399	1 399	1 472	1 541	1 613
Motor Vehicle Allowance		161	–	550	575	571	571	601	629	659
Cellphone Allowance		51	–	133	146	161	161	169	177	185
Housing Allowances		–	–	–	19	19	19	20	21	22
Other benefits and allowances		0	0	104	92	102	102	109	114	119
Payments in lieu of leave		–	–	–	–	–	–	–	–	–
Long service awards		4 103	3 957	–	–	–	–	–	–	–
Post-retirement benefit obligations		17 097	(9 653)	(452)	–	–	–	–	–	–
Entertainment		–	–	–	–	–	–	–	–	–
Scarcity		–	–	–	–	–	–	–	–	–
Acting and post related allowance in kind benefits		–	–	–	–	–	–	–	–	–
Sub Total - Senior Managers of Municipality		27 735	484	9 617	11 392	11 215	11 215	11 799	12 354	12 934
% Increase			(98.3%)	1 885.9%	18.4%	(1.6%)	–	5.2%	4.7%	4.7%
Other Municipal Staff	3									
Basic Salaries and Wages		316 733	333 582	333 629	373 682	352 666	352 666	363 114	360 032	385 519
Pension and UIF Contributions		51 074	56 980	55 262	60 762	58 662	58 662	63 177	67 725	72 602
Medical Aid Contributions		23 313	25 058	25 564	27 013	27 013	27 013	28 303	29 633	31 026
Overtime		37 441	40 619	42 035	55 180	41 880	41 880	45 105	48 352	51 834
Performance Bonus		23 078	25 010	24 641	26 437	26 437	26 437	28 473	30 523	32 721
Motor Vehicle Allowance		9 133	9 266	8 923	10 841	10 841	10 841	11 405	11 941	12 502
Cellphone Allowance		1 579	1 883	1 751	2 465	2 465	2 465	2 577	2 698	2 825
Housing Allowances		2 916	2 773	2 780	2 899	2 899	2 899	3 037	3 180	3 329
Other benefits and allowances		22 243	22 707	20 610	22 052	22 052	22 052	23 272	24 803	26 436
Payments in lieu of leave		(2)	(3)	538	–	–	–	–	–	–
Long service awards		–	(53)	–	–	–	–	–	–	–
Post-retirement benefit obligations		(21 622)	38 067	23 146	30 208	33 223	33 223	35 781	38 357	41 119
Entertainment		–	–	1	–	–	–	–	–	–
Scarcity		1 604	1 630	738	765	765	765	824	883	946
Acting and post related allowance in kind benefits		674	469	564	769	769	769	828	888	952
Sub Total - Other Municipal Staff		468 170	557 987	540 181	613 072	579 671	579 671	605 895	619 014	661 809
% Increase				(3.2%)	13.5%	(5.4%)	–	4.5%	2.2%	6.9%
Total Parent Municipality	4	515 026	577 129	569 614	645 526	611 732	611 732	639 790	654 789	699 571
% Increase			12.1%	(1.3%)	13.3%	(5.2%)	–	4.6%	2.3%	6.8%
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		–	–	–	–	–	–	–	–	–
Entertainment		–	–	–	–	–	–	–	–	–
Scarcity		–	–	–	–	–	–	–	–	–
Acting and post related allowance in kind benefits		–	–	–	–	–	–	–	–	–
Sub Total - Board Members of Entities		–	–	–	–	–	–	–	–	–
% 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		–	–	–	–	–	–	–	–	–
Entertainment		–	–	–	–	–	–	–	–	–
Scarcity		–	–	–	–	–	–	–	–	–
Acting and post related allowance in kind benefits		–	–	–	–	–	–	–	–	–
Sub Total - Senior Managers of Entities		–	–	–	–	–	–	–	–	–
% 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		–	–	–	–	–	–	–	–	–
Entertainment		–	–	–	–	–	–	–	–	–
Scarcity		–	–	–	–	–	–	–	–	–
Acting and post related allowance in kind benefits		–	–	–	–	–	–	–	–	–
Sub Total - Other Staff of Entities		–	–	–	–	–	–	–	–	–
% Increase										
Total Municipal Entities		–	–	–	–	–	–	–	–	–
TOTAL SALARY, ALLOWANCES & BENEFITS		515 026	577 129	569 614	645 526	611 732	611 732	639 790	654 789	699 571
% Increase			12.1%	(1.3%)	13.3%	(5.2%)	–	4.6%	2.3%	6.8%
TOTAL MANAGERS AND STAFF	5,7	495 905	558 472	549 798	624 464	590 886	590 886	617 694	631 367	674 743

K: COUNCILLOR AND BOARD MEMBER ALLOWANCES AND EMPLOYEE BENEFITS (continue)

Disclosure of Salaries, Allowances & Benefits 1.	Ref	Salary	Contributions	Allowances	Performance Bonuses	In-kind benefits	Total Package
	No.						
Rand per annum							
Councillors	3						
Speaker	4	1	608 242	-	234 048	-	842 290
Chief Whip		1	670 940	32 610	55 092	-	758 642
Executive Mayor		1	809 385	-	234 048	-	1 043 433
Deputy Executive Mayor		1	805 799	-	43 248	-	849 047
Executive Committee		-	6 038 453	293 490	495 835	-	6 827 778
Total for all other councillors		-	9 825 809	302 309	1 647 206	-	11 775 324
Total Councillors	8	4	18 758 628	628 409	2 709 477		22 096 514
Senior Managers of the Municipality	5						
Municipal Manager (MM)		1	1 615 039	372 425	159 991	300 644	2 448 099
Chief Finance Officer		1	1 107 976	243 458	314 603	233 152	1 899 189
Director: Community and Protection Services		1	1 502 643	22 926	87 106	234 789	1 847 464
Director: Corporate Services		1	1 565 763	23 074	43 922	237 889	1 870 648
Director: Infrastructure Services		1	1 500 682	17 847	159 991	234 993	1 913 513
Director: Planning and Development Services		1	1 248 246	316 014	25 545	230 240	1 820 045
List of each official with packages >= senior manager		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Total Senior Managers of the Municipality	8,10	6	8 540 349	995 744	791 158	1 471 707	11 798 958
A Heading for Each Entity	6,7						
List each member of board by designation		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Total for municipal entities	8,10	-	-	-	-	-	-
TOTAL COST OF COUNCILLOR, DIRECTOR and EXECUTIVE REMUNERATION	10	10	27 298 977	1 624 153	3 500 635	1 471 707	33 895 472

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2023– 2026

L: MONTHLY TARGETS FOR REVENUE, EXPENDITURE AND CASH FLOW

MONTHLY CASH FLOWS	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework			
	R thousand	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
	Cash Receipts By Source														1	
Property rates	128 303	29 147	29 181	29 294	29 698	29 347	29 697	28 610	28 579	28 507	28 507	64 544	483 416	506 755	534 748	
Service charges - electricity revenue	69 427	71 566	80 145	54 530	52 665	47 679	49 554	57 112	58 055	63 396	65 121	353 994	1 023 246	1 171 361	1 298 853	
Service charges - water revenue	13 405	15 166	14 467	16 616	17 166	19 288	19 494	19 388	17 746	19 975	19 975	20 203	212 891	223 232	234 084	
Service charges - sanitation revenue	15 485	7 820	9 196	9 737	9 662	9 454	9 714	10 490	9 277	9 787	9 785	11 705	122 111	129 351	137 023	
Service charges - refuse revenue	16 904	7 627	7 731	7 818	8 267	7 841	7 460	7 825	7 932	7 914	7 735	25 962	121 015	131 718	143 381	
Rental of facilities and equipment	478	458	485	465	2 285	780	776	855	855	855	855	2 245	11 395	11 930	12 491	
Interest earned - external investments	3 433	3 433	3 433	3 433	3 433	3 433	3 433	3 433	3 433	3 433	3 433	3 433	41 193	41 484	41 778	
Interest earned - outstanding debtors	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Dividends received	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fines, penalties and forfeits	0	2 319	1 545	4 114	1 384	2 702	3 767	2 293	2 293	2 293	2 293	4 096	29 099	30 467	31 899	
Licences and permits	128	932	777	643	1 048	356	468	478	481	481	481	1 600	7 872	8 242	8 629	
Agency services	102	385	260	312	240	175	167	285	285	285	285	578	3 358	3 516	3 681	
Transfers and Subsidies - Operational	70 983	3 186	5 539	3 186	3 186	57 016	6 909	18 285	18 285	18 285	18 285	13 642	236 790	242 365	279 783	
Other revenue	(7 483)	(3 095)	2 310	4 579	1 314	1 834	(502)	4 348	15 292	7 824	12 883	56 571	95 875	120 437	126 817	
Cash Receipts by Source	311 165	138 944	155 071	134 728	130 348	179 905	130 937	153 401	162 513	163 036	169 638	558 573	2 388 261	2 620 857	2 853 166	
Other Cash Flows by Source																
Transfers and subsidies - capital (monetary allocations)	8 655	8 655	8 655	8 655	8 655	8 655	8 655	8 655	8 655	8 655	8 655	8 655	103 856	91 949	89 259	
Transfers and subsidies - capital (in-kind)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Proceeds on Disposal of Fixed and Intangible Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Short term loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Borrowing long term/refinancing	-	-	-	-	-	-	-	-	-	-	-	200 000	200 000	200 000	175 000	
Increase (decrease) in consumer deposits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Decrease (increase) in non-current receivables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Decrease (increase) in non-current investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Cash Receipts by Source	319 820	147 599	163 726	143 383	139 003	188 560	139 592	162 056	171 168	171 690	178 293	767 228	2 692 116	2 912 806	3 117 425	
Cash Payments by Type																
Employee related costs	(47 734)	(48 611)	(48 458)	(48 514)	(77 741)	(48 438)	(48 709)	(48 275)	(48 392)	(48 385)	(47 872)	(49 872)	(611 002)	(623 689)	(665 988)	
Remuneration of councillors	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Finance charges	-	-	(10 700)	-	-	(10 700)	-	-	(10 700)	-	-	(10 700)	(42 802)	(53 533)	(70 477)	
Bulk purchases - Electricity	(36 536)	(36 536)	(84 781)	(46 537)	(42 870)	(42 819)	(37 305)	(42 941)	(68 221)	(54 150)	(135 215)	(103 940)	(731 852)	(892 859)	(1 089 288)	
Bulk purchases - Water & Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other materials	(1 150)	(3 820)	(3 992)	(6 001)	(2 342)	(4 802)	(2 449)	(1 815)	(10 304)	(9 729)	(297)	(33 212)	(79 913)	(81 783)	(83 701)	
Contracted services	(470)	(2 613)	(10 541)	(26 307)	(9 039)	(15 721)	(13 596)	(14 295)	(39 098)	(25 142)	(7 573)	(164 123)	(328 518)	(327 572)	(332 397)	
Transfers and grants - other municipalities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Transfers and grants - other	(1 720)	(1 720)	(1 720)	(1 720)	(1 720)	(1 720)	(1 720)	(1 720)	(1 720)	(1 720)	(1 720)	(1 720)	(20 636)	(21 048)	(21 469)	
Other expenditure	(2 595)	(15 435)	(5 736)	(18 281)	(12 859)	(7 675)	(13 545)	(9 801)	(22 347)	(11 689)	(782)	(84 817)	(205 562)	(210 134)	(214 854)	
Cash Payments by Type	(90 205)	(108 734)	(165 928)	(147 361)	(146 571)	(131 875)	(117 325)	(118 846)	(200 782)	(150 814)	(193 459)	(448 384)	(2 020 283)	(2 210 619)	(2 478 174)	
Other Cash Flows/Payments by Type																
Capital assets	-	-	-	-	-	-	-	-	-	-	-	(573 520)	(573 520)	(688 984)	(574 014)	
Repayment of borrowing	-	-	-	-	-	(27 816)	-	-	-	-	-	(27 816)	(55 632)	(63 043)	(76 170)	
Other Cash Flows/Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Cash Payments by Type	(90 205)	(108 734)	(165 928)	(147 361)	(146 571)	(159 691)	(117 325)	(118 846)	(200 782)	(150 814)	(193 459)	(1 049 720)	(2 649 436)	(2 962 645)	(3 128 358)	
NET INCREASE/(DECREASE) IN CASH HELD	229 615	38 864	(2 202)	(3 978)	(7 568)	28 869	22 267	43 209	(29 614)	20 876	(15 166)	(282 492)	42 680	(49 839)	(10 934)	
Cash/cash equivalents at the month/year begin:	432 641	662 255	701 120	698 918	694 940	687 372	716 241	738 508	781 717	752 103	772 979	757 813	432 641	475 321	425 482	
Cash/cash equivalents at the month/year end:	662 255	701 120	698 918	694 940	687 372	716 241	738 508	781 717	752 103	772 979	757 813	475 321	475 321	425 482	414 548	

N: DETAIL CAPITAL BUDGET 2023-2026

**CAPITAL BUDGET 2023-2026
MUNICIPAL MANAGER**

Directorate	Department	Name	Stategic Focus Area	2023/2024	2024/2025	2025/2026	MTREF Total
Municipal Manager	Municipal Manager	Furniture, Tools & Equipment: MM	Good Governance and Compliance	40 000	40 000	40 000	120 000
				40 000	40 000	40 000	120 000

**CAPITAL BUDGET 2023-2026
PLANNING AND DEVELOPMENT SERVICES**

Directorate	Department	Name	Strategic Focus Area	2023/2024	2024/2025	2025/2026	MTREF Total
Planning and Development Services	Economic Development & Tourism	Furniture, Tools & Equipment: LED	Dignified Living	75 000	75 000	75 000	225 000
Planning and Development Services	Economic Development & Tourism	Establishment of the Kayamandi Informal Trading Area	Dignified Living	1 000 000	-	-	1 000 000
Planning and Development Services	Housing Development	Droë Dyke 100 TOD	Dignified Living	1 400 000	3 425 000	-	4 825 000
Planning and Development Services	Housing Development	Erf 64, Kylemore	Dignified Living	833 000	2 000 000	-	2 833 000
Planning and Development Services	Housing Development	Erf 7001 Cloetesville (380) FLISP	Dignified Living	1 300 000	4 100 000	6 500 000	11 900 000
Planning and Development Services	Housing Development	Erven 81/2 and 82/9, Stellenbosch	Dignified Living	437 500	-	-	437 500
Planning and Development Services	Housing Development	Furniture, Tools & Equipment: Housing Development	Good Governance and Compliance	70 000	80 000	150 000	300 000
Planning and Development Services	Housing Development	Housing Projects (Social housing planning)	Dignified Living	750 000	500 000	500 000	1 750 000
Planning and Development Services	Housing Development	Jamestown: Housing	Dignified Living	-	6 000 000	6 000 000	12 000 000
Planning and Development Services	Housing Development	Kayamandi Town Centre	Dignified Living	-	6 000 000	6 000 000	12 000 000
Planning and Development Services	Housing Development	Kayamandi Watergang Northern Extension (2000)	Dignified Living	-	6 000 000	6 000 000	12 000 000
Planning and Development Services	Housing Development	Klapmuts La Rochelle (100)	Dignified Living	283 000	-	-	283 000
Planning and Development Services	Housing Development	La Motte Old Forest Station (±430 services & ±430 units)	Dignified Living	1 500 000	-	6 000 000	7 500 000
Planning and Development Services	IHS: Informal Settlements	Langrug UISP (1899) Subdivisional area	Dignified Living	250 000	500 000	-	750 000
Planning and Development Services	Housing Administration	Flats: Interior Upgrading - Kayamandi	Dignified Living	1 000 000	1 000 000	-	2 000 000
Planning and Development Services	Housing Administration	Furniture, Tools & Equipment: Housing Administration	Dignified Living	70 000	80 000	150 000	300 000
Planning and Development Services	Development Planning	Furniture, Tools and Equipment: Spatial Planning	Dignified Living	75 000	75 000	75 000	225 000
				9 043 500	29 835 000	31 450 000	70 328 500

**CAPITAL BUDGET 2023-2026
INFRASTRUCTURE SERVICES**

Directorate	Department	Name	Strategic Focus Area	2023/2024	2024/2025	2025/2026	MTREF Total
Infrastructure Services	Infrastructure Services	Furniture, Tools & Equipment: IS	Good Governance and Compliance	75 000	75 000	75 000	225 000
Infrastructure Services	Waste Management: Solid Waste Management	Area Cleaning Depot: Franschoek	Dignified Living	1 000 000	2 000 000	-	3 000 000
Infrastructure Services	Waste Management: Solid Waste Management	Expansion of the landfill site (New cells)	Green and Sustainable Valley	46 000 000	55 600 000	1 000 000	102 600 000
Infrastructure Services	Waste Management: Solid Waste Management	Furniture, Tools & Equipment: Solid Waste	Dignified Living	45 000	50 000	50 000	145 000
Infrastructure Services	Waste Management: Solid Waste Management	Landfill Gas To Energy	Green and Sustainable Valley	10 000 000	20 000 000	11 000 000	41 000 000
Infrastructure Services	Waste Management: Solid Waste Management	Major Drop-Offs: Construction - Franschoek	Green and Sustainable Valley	500 000	3 000 000	2 000 000	5 500 000
Infrastructure Services	Waste Management: Solid Waste Management	Major Drop-offs: Construction - Klamputs	Green and Sustainable Valley	800 000	6 199 985	3 000 000	9 999 985
Infrastructure Services	Waste Management: Solid Waste Management	Mini Waste drop-off facilities at Inf Settlements	Green and Sustainable Valley	200 000	100 000	-	300 000
Infrastructure Services	Waste Management: Solid Waste Management	Skips (5,5kl)	Green and Sustainable Valley	200 000	200 000	200 000	600 000
Infrastructure Services	Waste Management: Solid Waste Management	Street Refuse Bins	Green and Sustainable Valley	300 000	-	-	300 000
Infrastructure Services	Waste Management: Solid Waste Management	Transfer Station: Stellenbosch Planning and Design	Green and Sustainable Valley	-	1 000 000	10 000 000	11 000 000
Infrastructure Services	Waste Management: Solid Waste Management	Upgrade Material Recovery Facility	Dignified Living	500 000	2 000 000	-	2 500 000
Infrastructure Services	Waste Management: Solid Waste Management	Upgrade Refuse disposal sites	Dignified Living	-	-	300 000	300 000
Infrastructure Services	Waste Management: Solid Waste Management	Vehicles: Solid Waste	Dignified Living	2 500 000	2 500 000	3 500 000	8 500 000
Infrastructure Services	Waste Management: Solid Waste Management	Waste Minimization Projects	Green and Sustainable Valley	500 000	500 000	500 000	1 500 000
Infrastructure Services	Electrical Services	Ad-Hoc Provision of Streetlighting	Safe Valley	2 000 000	2 100 000	2 140 000	6 240 000
Infrastructure Services	Electrical Services	Alternative Energy	Safe Valley	5 018 307	5 068 490	5 828 764	15 915 561
Infrastructure Services	Electrical Services	Automatic Meter Reader	Green and Sustainable Valley	400 000	400 000	440 000	1 240 000
Infrastructure Services	Electrical Services	Bien don 66/11kV substation new	Valley of Possibility	25 000 000	25 000 000	25 000 000	75 000 000
Infrastructure Services	Electrical Services	Cable Network: Franschoek	Dignified Living	-	-	500 000	500 000
Infrastructure Services	Electrical Services	Cable replacement 66kV	Valley of Possibility	-	-	400 000	400 000
Infrastructure Services	Electrical Services	Demand Side Management Geyser Control	Green and Sustainable Valley	450 000	450 000	450 000	1 350 000
Infrastructure Services	Electrical Services	Electricity Network: Pniel	Valley of Possibility	3 500 000	3 500 000	3 500 000	10 500 000
Infrastructure Services	Electrical Services	Electrification INEP	Valley of Possibility	18 450 000	16 000 000	15 000 000	49 450 000
Infrastructure Services	Electrical Services	Energy Balancing - Metering and Mini-Substations	Valley of Possibility	250 000	250 000	250 000	750 000

**CAPITAL BUDGET 2023-2026
INFRASTRUCTURE SERVICES**

Directorate	Department	Name	Strategic Focus Area	2023/2024	2024/2025	2025/2026	MTREF Total
Infrastructure Services	Electrical Services	Energy Efficiency and Demand Side Management	Green and Sustainable Valley	1 000 000	1 000 000	-	2 000 000
Infrastructure Services	Electrical Services	Feeder cable (Watergang to Enkanini) 11kV 95cu	Valley of Possibility	4 300 000	-		4 300 000
Infrastructure Services	Electrical Services	Furniture, Tools and Equipment: Electrical Services	Good Governance and Compliance	100 000	100 000	333 182	533 182
Infrastructure Services	Electrical Services	General System Improvements - Franschoek	Valley of Possibility	2 000 000	2 000 000	2 000 000	6 000 000
Infrastructure Services	Electrical Services	General Systems Improvements - Stellenbosch	Valley of Possibility	5 000 000	4 000 000	5 200 000	14 200 000
Infrastructure Services	Electrical Services	Infrastructure Improvement - Franschoek	Valley of Possibility	1 500 000	1 500 000	1 500 000	4 500 000
Infrastructure Services	Electrical Services	Integrated National Electrification Programme	Valley of Possibility	321 957	321 957	321 957	965 871
Infrastructure Services	Electrical Services	Jan Marais Upgrade: Remove Existing Tx and replace with 20MVA	Valley of Possibility	6 630 746	-	-	6 630 746
Infrastructure Services	Electrical Services	Kayamandi(Costa grounds)new substation 11 kV switching station	Valley of Possibility	300 000	30 000 000	-	30 300 000
Infrastructure Services	Electrical Services	Laterra Substation	Valley of Possibility	23 108 003	225 680	-	23 333 683
Infrastructure Services	Electrical Services	Meter Panels	Green and Sustainable Valley	250 000	250 000	250 000	750 000
Infrastructure Services	Electrical Services	Network Cable Replace 11 Kv	Valley of Possibility	3 000 000	3 000 000	3 300 000	9 300 000
Infrastructure Services	Electrical Services	Replace Control Panels 66 kV & Circuit breakers	Dignified Living	-	-	8 664 498	8 664 498
Infrastructure Services	Electrical Services	Replace Ineffective Meters	Green and Sustainable Valley	250 000	-	302 500	552 500
Infrastructure Services	Electrical Services	Replace Switchgear - Franschoek	Green and Sustainable Valley	-	-	9 500 000	9 500 000
Infrastructure Services	Electrical Services	STB Switchgear (11kV) SF6	Valley of Possibility	-	-	27 606 738	27 606 738
Infrastructure Services	Electrical Services	Streetlights R304	Dignified Living	-	-	1 000 000	1 000 000
Infrastructure Services	Electrical Services	Substation 66kV equipment	Good Governance and Compliance	2 184 000	2 295 974	5 301 136	9 781 110
Infrastructure Services	Electrical Services	System Control Centre & Upgrade Telemetry	Dignified Living	6 600 000	6 035 428	4 356 000	16 991 428
Infrastructure Services	Electrical Services	Third transformer and associated works 20MVA Cloetesville	Dignified Living	-	550 000	450 000	1 000 000
Infrastructure Services	Electrical Services	Uninterrupted Power Supply for buildings	Safe Valley	1 000 000	2 000 000	2 000 000	5 000 000
Infrastructure Services	Electrical Services	Upgrade transformers at Main substation 7.5MVA to 20MVA	Dignified Living	-	500 000	27 571 200	28 071 200
Infrastructure Services	Electrical Services	Upgrading of Offices Beltana	Dignified Living	500 000	500 000	500 000	1 500 000
Infrastructure Services	Electrical Services	Vehicles: Electrical Services	Dignified Living	-	2 800 000	-	2 800 000
Infrastructure Services	Project Management Unit (PMU)	Franschoek Mooiwater 236	Dignified Living	5 000 000	-	-	5 000 000

**CAPITAL BUDGET 2023-2026
INFRASTRUCTURE SERVICES**

Directorate	Department	Name	Strategic Focus Area	2023/2024	2024/2025	2025/2026	MTREF Total
Infrastructure Services	Project Management Unit (PMU)	Furniture, Tools & Equipment: PMU	Dignified Living	50 000	75 000	75 000	200 000
Infrastructure Services	Project Management Unit (PMU)	Housing Projects	Dignified Living	250 000	300 000	350 000	900 000
Infrastructure Services	Project Management Unit (PMU)	Kayamandi: Zone O (±711 services)	Dignified Living	13 350 000	10 080 000	-	23 430 000
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Supply Klampmuts	Valley of Possibility	8 000 000	-	-	8 000 000
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Supply Pipe and Reservoir: Stellenbosch	Valley of Possibility	1 500 000	40 000 000	75 000 000	116 500 000
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Supply Pipe Line & Pumpstations: Franschhoek	Valley of Possibility	1 000 000	9 000 000	4 000 000	14 000 000
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Supply Pipe: Cloetesville/ Idas Valley	Valley of Possibility	-	1 000 000	7 000 000	8 000 000
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Supply Pipe: Idas Valley/Papegaaiberg and Network Upgrades	Valley of Possibility	1 000 000	1 000 000	-	2 000 000
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Supply Pipeline & Reservoir - Jamestown	Valley of Possibility	32 500 000	-	-	32 500 000
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Upgrades Franschhoek	Valley of Possibility	-	1 000 000	15 000 000	16 000 000
Infrastructure Services	Water and Wastewater Services: Water	Chlorination Installation: Upgrade	Valley of Possibility	2 000 000	2 000 000	1 500 000	5 500 000
Infrastructure Services	Water and Wastewater Services: Water	Dwarsriver Bulk Supply Augmentation and Network Upgrades	Valley of Possibility	7 000 000	-	750 000	7 750 000
Infrastructure Services	Water and Wastewater Services: Water	Furniture, Tools & Equipment: Water	Dignified Living	150 000	150 000	200 000	500 000
Infrastructure Services	Water and Wastewater Services: Water	New 5 MI Reservoir: Cloetesville	Dignified Living	-	-	500 000	500 000
Infrastructure Services	Water and Wastewater Services: Water	New Developments Bulk Water Supply WC024	Valley of Possibility	1 500 000	1 500 000	1 500 000	4 500 000
Infrastructure Services	Water and Wastewater Services: Water	New Reservoir & Pipeline: Vlotenburg	Dignified Living	46 000 000	34 000 000	-	80 000 000
Infrastructure Services	Water and Wastewater Services: Water	Reservoirs and Dam Safety	Dignified Living	2 000 000	-	500 000	2 500 000
Infrastructure Services	Water and Wastewater Services: Water	Specialized Vehicles: Water	Good Governance and Compliance	-	-	5 500 000	5 500 000
Infrastructure Services	Water and Wastewater Services: Water	Uniepark & Helshoogte Storage and Supply scheme	Dignified Living	-	-	1 000 000	1 000 000
Infrastructure Services	Water and Wastewater Services: Water	Update Water Masterplan	Dignified Living	1 000 000	1 000 000	1 000 000	3 000 000
Infrastructure Services	Water and Wastewater Services: Water	Upgrade and Replace Water Meters	Dignified Living	2 500 000	1 000 000	1 000 000	4 500 000
Infrastructure Services	Water and Wastewater Services: Water	Vehicles: Water	Good Governance and Compliance	-	1 000 000	1 000 000	2 000 000
Infrastructure Services	Water and Wastewater Services: Water	Water Conservation & Demand Management	Good Governance and Compliance	2 000 000	2 000 000	6 000 000	10 000 000
Infrastructure Services	Water and Wastewater Services: Water	Water Telemetry Upgrade	Good Governance and Compliance	1 500 000	1 500 000	1 500 000	4 500 000
Infrastructure Services	Water and Wastewater Services: Water	Water Treatment Works: Franschhoek	Dignified Living	2 500 000	-	-	2 500 000

**CAPITAL BUDGET 2023-2026
INFRASTRUCTURE SERVICES**

Directorate	Department	Name	Strategic Focus Area	2023/2024	2024/2025	2025/2026	MTREF Total
Infrastructure Services	Water and Wastewater Services: Water	Water Treatment Works: Idasvalley	Dignified Living	1 000 000	-	-	1 000 000
Infrastructure Services	Water and Wastewater Services: Water	Waterpipe Replacement	Dignified Living	4 000 000	4 000 000	7 000 000	15 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Cloetesville Bulk Sewer Upgrade	Dignified Living	1 000 000	-	-	1 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Compilation of Water Service Development Plan (tri-annually)	Good Governance and Compliance	300 000	300 000	400 000	1 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Dorp Street Bulk Sewer Upgrade	Dignified Living	-	500 000	-	500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Extention Of WWTW: Stellenbosch	Dignified Living	2 000 000	4 000 000	-	6 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Furniture, Tools & Equipment: Sanitation	Dignified Living	300 000	400 000	400 000	1 100 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Industrial Effluent Monitoring	Dignified Living	1 500 000	-	-	1 500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	New Development Bulk Sewer Supply WC024	Valley of Possibility	1 000 000	2 000 000	2 000 000	5 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Refurbish Plant & Equipment - Raithby WWTW	Dignified Living	5 500 000	2 500 000	-	8 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Sewer Pumpstation & Telemetry Upgrade	Dignified Living	500 000	2 500 000	2 500 000	5 500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Sewerpipe Replacement	Dignified Living	4 000 000	4 000 000	8 000 000	16 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Sewerpipe Replacement:--Alexander Street	Dignified Living	-	-	2 000 000	2 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Specialized Vehicles: Sanitation	Dignified Living	-	4 500 000	-	4 500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Update Sewer Masterplan	Good Governance and Compliance	500 000	500 000	500 000	1 500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade Auto-Samplers	Dignified Living	200 000	-	-	200 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade Laboratory Equipment	Dignified Living	-	500 000	-	500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade of WWTW Wemmershoek	Dignified Living	19 500 000	45 000 000	5 000 000	69 500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade of WWTW: Klapmuts	Dignified Living	15 040 350	35 000 000	10 500 000	60 540 350
Infrastructure Services	Water and Wastewater Services: Sanitation	Vehicles: Sanitation	Good Governance and Compliance	800 000	1 500 000	2 000 000	4 300 000
INFRASTRUCTURE SERVICES	Water and Wastewater Services: Sanitation	Vlottenburg Outfall Sewer: Construction of Digteby Sewerpipe	Dignified Living	500 000	-	-	500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Pond rehabilitation and pond pumping systems construction WWTW	Dignified Living	500 000	-	-	500 000
Infrastructure Services	Roads and Stormwater	Adam Tas Road Intersection Upgrades	Valley of Possibility	1 000 000	300 000	300 000	1 600 000
Infrastructure Services	Roads and Stormwater	Adhoc Minor Upgrading of Roads (WC024)	Dignified Living	300 000	300 000	700 000	1 300 000
Infrastructure Services	Roads and Stormwater	Adhoc Reconstruction Of Roads (WC024)	Valley of Possibility	3 000 000	3 000 000	5 000 000	11 000 000

**CAPITAL BUDGET 2023-2026
INFRASTRUCTURE SERVICES**

Directorate	Department	Name	Strategic Focus Area	2023/2024	2024/2025	2025/2026	MTREF Total
Infrastructure Services	Roads and Stormwater	Furniture, Tools & Equipment: Roads & Stormwater	Good Governance and Compliance	400 000	400 000	400 000	1 200 000
Infrastructure Services	Roads and Stormwater	Gravel Roads Devon Valley - Safety Improvements Structural Repairs	Dignified Living	-	500 000	300 000	800 000
Infrastructure Services	Roads and Stormwater	Klapmuts Transport Network	Valley of Possibility	600 000	-	-	600 000
Infrastructure Services	Roads and Stormwater	Lanquedoc Access road and Bridge	Good Governance and Compliance	5 000 000	15 000 000	15 000 000	35 000 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Franschoek & Surrounding	Dignified Living	2 000 000	100 000	100 000	2 200 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Klapmuts, Raithby & Surrounding	Dignified Living	1 250 000	100 000	100 000	1 450 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Kylemore & Surrounding	Dignified Living	100 000	100 000	1 500 000	1 700 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Stellenbosch & Surrounding	Dignified Living	3 000 000	4 000 000	5 000 000	12 000 000
Infrastructure Services	Roads and Stormwater	River Rehabilitation Implementation	Dignified Living	1 000 000	100 000	100 000	1 200 000
Infrastructure Services	Roads and Stormwater	Specialized Vehicles - Digger Loader	Good Governance and Compliance	-	3 000 000	-	3 000 000
Infrastructure Services	Roads and Stormwater	Specialized Vehicles: Heavy Duty Vehicles: Roads	Good Governance and Compliance	2 500 000	2 000 000	2 500 000	7 000 000
Infrastructure Services	Roads and Stormwater	Update Pavement Management System	Good Governance and Compliance	1 000 000	-	-	1 000 000
Infrastructure Services	Roads and Stormwater	Update Stormwater Masterplan	Valley of Possibility	1 000 000	-	-	1 000 000
Infrastructure Services	Roads and Stormwater	Upgrade Stormwater Retention Facilities	Dignified Living	500 000	1 000 000	500 000	2 000 000
Infrastructure Services	Roads and Stormwater	Upgrade Stormwater System	Dignified Living	100 000	50 000	50 000	200 000
Infrastructure Services	Roads and Stormwater	Wilderbosch Extension to Trumali	Valley of Possibility	1 500 000	1 500 000	3 000 000	6 000 000
Infrastructure Services	Traffic Engineering	Adhoc Intersection Improvements	Safe Valley	-	-	2 000 000	2 000 000
Infrastructure Services	Traffic Engineering	Bird Street Dualling - Adam Tas to Kayamandi	Dignified Living	500 000	5 000 000	10 000 000	15 500 000
Infrastructure Services	Traffic Engineering	Furniture, Tools & Equipment: Traffic Engineering	Dignified Living	150 000	150 000	150 000	450 000
Infrastructure Services	Traffic Engineering	Jamestown Transport Network - School Street	Dignified Living	3 000 000	-	2 000 000	5 000 000
Infrastructure Services	Traffic Engineering	Main Road Intersection Improvements: Franschoek	Dignified Living	10 000 000	2 129 950	-	12 129 950
Infrastructure Services	Traffic Engineering	Main road intersection improvements: Helshoogte rd/La Colline	Dignified Living	3 000 000	-	-	3 000 000
Infrastructure Services	Traffic Engineering	Main Road Intersection Improvements: R44 / Merriman Street	Dignified Living	-	4 000 000	-	4 000 000
Infrastructure Services	Traffic Engineering	Main Road Intersection Improvements: Strand / Adam Tas / Alexander	Dignified Living	-	4 000 000	5 000 000	9 000 000
Infrastructure Services	Traffic Engineering	Optic Fibre for Traffic Signals	Good Governance and Compliance	500 000	-	-	500 000

**CAPITAL BUDGET 2023-2026
INFRASTRUCTURE SERVICES**

Directorate	Department	Name	Strategic Focus Area	2023/2024	2024/2025	2025/2026	MTREF Total
Infrastructure Services	Traffic Engineering	Pedestrian Crossing Implementation	Safe Valley	300 000	100 000	100 000	500 000
Infrastructure Services	Traffic Engineering	Raised Intersection Implementation	Safe Valley	-	600 000	-	600 000
Infrastructure Services	Traffic Engineering	Road Safety Improvements	Safe Valley	-	500 000	-	500 000
Infrastructure Services	Traffic Engineering	Road Upgrades at School Precincts	Dignified Living	200 000	200 000	200 000	600 000
Infrastructure Services	Traffic Engineering	Signalisation implementation	Safe Valley	500 000	-	-	500 000
Infrastructure Services	Traffic Engineering	Specialized Equipment: Roadmarking Machine + Trailer	Good Governance and Compliance	-	500 000	600 000	1 100 000
Infrastructure Services	Traffic Engineering	Traffic Calming Projects: Implementation	Safe Valley	300 000	-	400 000	700 000
Infrastructure Services	Traffic Engineering	Traffic Management Improvement Programme	Safe Valley	1 000 000	-	-	1 000 000
Infrastructure Services	Traffic Engineering	Traffic Signal Control: Installation and Upgrading of Traffic Signals and Associated Components	Safe Valley	500 000	500 000	500 000	1 500 000
Infrastructure Services	Traffic Engineering	Traffic Signal Management System	Safe Valley	-	-	1 000 000	1 000 000
Infrastructure Services	Traffic Engineering	Universal Access Implementation	Safe Valley	200 000	-	-	200 000
Infrastructure Services	Traffic Engineering	Vehicle Fleet: Traffic Engineering	Good Governance and Compliance	500 000	-	-	500 000
Infrastructure Services	Transport Planning	Adam Tas - Corridor Transport	Safe Valley	1 000 000	-	1 000 000	2 000 000
Infrastructure Services	Transport Planning	Adam Tas - Technopark Link Road	Safe Valley	3 000 000	5 000 000	20 000 000	28 000 000
Infrastructure Services	Transport Planning	Bicycle Lockup Facilities	Safe Valley	300 000	-	-	300 000
Infrastructure Services	Transport Planning	Comprehensive Integrated Transport Plan	Good Governance and Compliance	600 000	628 000	1 000 000	2 228 000
Infrastructure Services	Transport Planning	Cycle Plan - Design & Implementation	Safe Valley	500 000	-	500 000	1 000 000
Infrastructure Services	Transport Planning	Freight Strategy for Stellenbosch & Franschhoek	Valley of Possibility	500 000	-	-	500 000
Infrastructure Services	Transport Planning	Khayamandi Pedestrian Bridge (R304, River and Railway Line)	Safe Valley	11 000 000	10 000 000	10 000 000	31 000 000
Infrastructure Services	Transport Planning	Non-Motorised Transport Implementation	Safe Valley	1 000 000	-	3 000 000	4 000 000
Infrastructure Services	Transport Planning	Park and Ride (Transport Interchange)	Safe Valley	250 000	-	-	250 000
Infrastructure Services	Transport Planning	Pedestrian Streets in Stellenbosch	Safe Valley	-	1 700 000	-	1 700 000
Infrastructure Services	Transport Planning	Provision of Bulk Parking Planning & Development	Safe Valley	3 000 000	3 000 000	3 000 000	9 000 000
Infrastructure Services	Transport Planning	Public Transport Facilities (Taxi Ranks) Adhoc Upgrades	Safe Valley	3 000 000	3 500 000	-	6 500 000
Infrastructure Services	Transport Planning	Public Transport Infrastructure (Public Transport Shelters & Embayments)	Valley of Possibility	-	400 000	-	400 000

**CAPITAL BUDGET 2023-2026
INFRASTRUCTURE SERVICES**

Directorate	Department	Name	Strategic Focus Area	2023/2024	2024/2025	2025/2026	MTREF Total
Infrastructure Services	Transport Planning	Public Transport Planning - WC024	Valley of Possibility	600 000	-	2 000 000	2 600 000
Infrastructure Services	Transport Planning	Public Transport Service (Inclusive of Disabled)	Valley of Possibility	-	500 000	-	500 000
Infrastructure Services	Transport Planning	Stellenbosch - Bicycle network	Valley of Possibility	1 000 000	-	-	1 000 000
Infrastructure Services	Transport Planning	Stellenbosch Tour Bus Parking	Valley of Possibility	600 000	-	-	600 000
Infrastructure Services	Transport Planning	Taxi Rank Franschoek	Safe Valley	500 000	-	-	500 000
Infrastructure Services	Transport Planning	Technopark Kerb and Channel Upgrade	Safe Valley	-	1 500 000	-	1 500 000
Infrastructure Services	Transport Planning	Update Roads Master Plan for WC024	Good Governance and Compliance	-	2 000 000	-	2 000 000
				436 423 363	494 235 464	445 965 975	1 376 624 802

**CAPITAL BUDGET 2023-2026
COMMUNITY AND PROTECTION SERVICES**

Directorate	Department	Name	Strategic Focus Area	2023/2024	2024/2025	2025/2026	MTREF Total
Community and Protection Services	Community Development	Early Childhood Development Centres	Good Governance and Compliance	1 000 000	1 000 000	1 000 000	3 000 000
Community and Protection Services	Community Development	Furniture, Tools & Equipment: Comm Development	Good Governance and Compliance	55 000	60 000	-	115 000
Community and Protection Services	Community Services: Library Services	Furniture, Tools & Equipment: Pniel Library	Good Governance and Compliance	20 000	-	10 000	30 000
Community and Protection Services	Community Services: Library Services	Idas Valley: Furniture, Tools and Equipment	Good Governance and Compliance	-	30 000	-	30 000
Community and Protection Services	Community Services: Library Services	Kayamandi: Furniture, Tools and Equipment	Good Governance and Compliance	-	-	20 000	20 000
Community and Protection Services	Community Services: Library Services	Library Books	Good Governance and Compliance	180 000	180 000	200 000	560 000
Community and Protection Services	Community Services: Library Services	Upgrading: Cloetesville Library	Dignified Living	180 000	-	-	180 000
Community and Protection Services	Halls	Community Hall	Dignified Living	200 000	1 500 000	-	1 700 000
Community and Protection Services	Halls	Furniture, Tools & Equipment: Halls	Good Governance and Compliance	150 000	-	-	150 000
Community and Protection Services	Halls	Upgrading of Halls	Dignified Living	-	250 000	-	250 000
Community and Protection Services	Sports Grounds and Picnic Sites	Borehole: Rural Sportsgrounds	Dignified Living	-	1 100 000	-	1 100 000
Community and Protection Services	Sports Grounds and Picnic Sites	Clubhouse Devon Valley Sport Facility	Dignified Living	-	200 000	2 000 000	2 200 000
Community and Protection Services	Sports Grounds and Picnic Sites	Fencing of Netball Courts	Safe Valley	350 000	-	-	350 000
Community and Protection Services	Sports Grounds and Picnic Sites	Fencing: Sport Grounds (WC024)	Safe Valley	-	1 750 000	-	1 750 000
Community and Protection Services	Sports Grounds and Picnic Sites	Furniture, Tools & Equipment: Sports	Good Governance and Compliance	-	400 000	-	400 000
Community and Protection Services	Sports Grounds and Picnic Sites	Install Prepaid Meters at Sports Facilities	Dignified Living	-	200 000	-	200 000
Community and Protection Services	Sports Grounds and Picnic Sites	Installation of Boreholes: Sports Grounds	Dignified Living	-	1 500 000	-	1 500 000
Community and Protection Services	Sports Grounds and Picnic Sites	Installation of cricket nets	Dignified Living	200 000	150 000	-	350 000
Community and Protection Services	Sports Grounds and Picnic Sites	Jonkershoek Picnic Site upgrades	Valley of Possibility	500 000	-	-	500 000
Community and Protection Services	Sports Grounds and Picnic Sites	Kayamandi Sports Ground	Dignified Living	300 000	-	-	300 000
Community and Protection Services	Sports Grounds and Picnic Sites	La Motte Open Air Gym	Dignified Living	300 000	-	-	300 000
Community and Protection Services	Sports Grounds and Picnic Sites	Specialised Vehicles	Dignified Living	-	1 000 000	-	1 000 000
Community and Protection Services	Sports Grounds and Picnic Sites	Upgrade of netball courts	Dignified Living	-	1 000 000	-	1 000 000
Community and Protection Services	Sports Grounds and Picnic Sites	Upgrade of Sport Facilities	Dignified Living	3 561 030	3 000 000	-	6 561 030
Community and Protection Services	Sports Grounds and Picnic Sites	Upgrading of Swimming Pool	Dignified Living	-	-	200 000	200 000

**CAPITAL BUDGET 2023-2026
COMMUNITY AND PROTECTION SERVICES**

Directorate	Department	Name	Strategic Focus Area	2023/2024	2024/2025	2025/2026	MTREF Total
Community and Protection Services	Environmental Management: Implementation	Furniture, Tools & Equipment: Environmental Management	Good Governance and Compliance	100 000	150 000	150 000	400 000
Community and Protection Services	Environmental Management: Implementation	Jonkershoek Picnic Site: Upgrade of Facilities.	Valley of Possibility	700 000	-		700 000
Community and Protection Services	Environmental Management: Implementation	Mont Rochelle Nature Reserve: Upgrade of Facilities	Green and Sustainable Valley	1 000 000	-	-	1 000 000
Community and Protection Services	Environmental Management: Implementation	Specialized Equipment: Workshop	Good Governance and Compliance	-	1 500 000	-	1 500 000
Community and Protection Services	Environmental Management: Implementation	Specialized Vehicles: Workshop	Good Governance and Compliance	800 000	-	-	800 000
Community and Protection Services	Environmental Management: Implementation	Vehicle Fleet: Workshop	Good Governance and Compliance	-	100 000	-	100 000
Community and Protection Services	Environmental Management: Implementation	Workshop: Upgrading of facilities	Good Governance and Compliance	-		3 500 000	3 500 000
Community and Protection Services	Environmental Management: Urban Forestry	Design and implement electronic Urban Forestry management tool	Green and Sustainable Valley	250 000	250 000	-	500 000
Community and Protection Services	Environmental Management: Urban Forestry	Furniture, Tools & Equipment: Urban Forestry	Good Governance and Compliance	-	1 500 000	-	1 500 000
Community and Protection Services	Environmental Management: Urban Forestry	Installation of Boreholes	Good Governance and Compliance	500 000	-	-	500 000
Community and Protection Services	Environmental Management: Urban Forestry	Landscaping of Nature Areas	Good Governance and Compliance	-	1 000 000	-	1 000 000
Community and Protection Services	Environmental Management: Urban Forestry	Specialized equipment: Urban Forestry	Good Governance and Compliance	-	1 500 000	-	1 500 000
Community and Protection Services	Cemeteries	Extension of Cemetery Infrastructure	Dignified Living	5 500 000	10 000 000	-	15 500 000
Community and Protection Services	Cemeteries	Vehicle Fleet: Cemeteries	Good Governance and Compliance	-	500 000	-	500 000
Community and Protection Services	Parks and Cemeteries	Beautification of Parks and Cemeteries	Green and Sustainable Valley	300 000	800 000	1 000 000	2 100 000
Community and Protection Services	Parks and Cemeteries	Fencing :Parks and Gardens	Safe Valley	200 000	200 000	-	400 000
Community and Protection Services	Parks and Cemeteries	Furniture, Tools & Equipment: Parks & Cemeteries	Good Governance and Compliance	-	50 000	-	50 000
Community and Protection Services	Parks and Cemeteries	Vehicle Fleet: Parks & Cemeteries	Good Governance and Compliance	-	1 000 000	-	1 000 000
Community and Protection Services	Fire and Rescue Services	Fire Station - Jamestown	Safe Valley	300 000	1 000 000	8 000 000	9 300 000
Community and Protection Services	Fire and Rescue Services	Furniture, Tools & Equipment: Fire	Good Governance and Compliance	200 000	50 000	-	250 000
Community and Protection Services	Fire and Rescue Services	Rescue equipment	Safe Valley	-	1 000 000	-	1 000 000
Community and Protection Services	Fire and Rescue Services	Specialized Vehicles: Fire	Safe Valley	2 500 000	1 000 000	-	3 500 000
Community and Protection Services	Law Enforcement and Security	Furniture, Tools & Equipment: Law Enforcement	Good Governance and Compliance	150 000	200 000	-	350 000
Community and Protection Services	Law Enforcement and Security	Install and Upgrade CCTV/ LPR Cameras In WC024	Safe Valley	1 000 000	2 000 000	-	3 000 000
Community and Protection Services	Law Enforcement and Security	Install Computerized Access Security Systems and CCTV Cameras At Municipal Buildings	Safe Valley	1 200 000	1 000 000	-	2 200 000

**CAPITAL BUDGET 2023-2026
COMMUNITY AND PROTECTION SERVICES**

Directorate	Department	Name	Strategic Focus Area	2023/2024	2024/2025	2025/2026	MTREF Total
Community and Protection Services	Law Enforcement and Security	Law Enforcement Tools and Equipment	Safe Valley	-	300 000	-	300 000
Community and Protection Services	Law Enforcement and Security	Neighborhood Watch Safety equipment	Safe Valley	250 000	250 000	-	500 000
Community and Protection Services	Law Enforcement and Security	Security Upgrades	Safe Valley	-	650 000	-	650 000
Community and Protection Services	Law Enforcement and Security	Vehicle Fleet: Law Enforcement	Good Governance and Compliance	1 365 972	2 500 000	-	3 865 972
Community and Protection Services	Traffic Services	Furniture, Tools & Equipment: Traffic Services	Good Governance and Compliance	130 000	45 000	-	175 000
Community and Protection Services	Traffic Services	Specialized Equipment: Traffic	Good Governance and Compliance	-	1 500 000	-	1 500 000
Community and Protection Services	Traffic Services	Specialized Vehicles: Traffic	Good Governance and Compliance	-	1 750 000	-	1 750 000
Community and Protection Services	Traffic Services	Vehicle Fleet: Traffic	Good Governance and Compliance	1 200 000	-	-	1 200 000
				24 642 002	45 115 000	16 080 000	85 837 002

**CAPITAL BUDGET 2023-2026
CORPORATE SERVICES**

Directorate	Department	Name	Strategic Focus Area	2023/2024	2024/2025	2025/2026	MTREF Total
Corporate Services	Information and Communications Technology (ICT)	Fibre Optic Implementation	Good Governance and Compliance	2 000 000	2 000 000	2 000 000	6 000 000
Corporate Services	Information and Communications Technology (ICT)	ICT Cable Reticulation and Management	Valley of Possibility	1 000 000	500 000	500 000	2 000 000
Corporate Services	Information and Communications Technology (ICT)	Purchase and Replacement of Computer/software and Peripheral devices	Good Governance and Compliance	1 270 000	1 270 000	1 270 000	3 810 000
Corporate Services	Information and Communications Technology (ICT)	Server Storage expansion and upgrades	Good Governance and Compliance	2 000 000	1 000 000	1 000 000	4 000 000
Corporate Services	Information and Communications Technology (ICT)	Upgrade and Expansion of IT Infrastructure Platforms	Good Governance and Compliance	3 500 000	3 500 000	2 000 000	9 000 000
Corporate Services	Information and Communications Technology (ICT)	Upgrading Communication Network	Safe Valley	4 000 000	1 500 000	1 500 000	7 000 000
Corporate Services	Properties and Municipal Building Maintenance	Airconditioners	Dignified Living	300 000	500 000	-	800 000
Corporate Services	Properties and Municipal Building Maintenance	Furniture, Tools & Equipment: Property Management	Good Governance and Compliance	250 000	250 000	-	500 000
Corporate Services	Properties and Municipal Building Maintenance	Kayamandi: Upgrading of Makapula Hall	Dignified Living	2 000 000	1 000 000	-	3 000 000
Corporate Services	Properties and Municipal Building Maintenance	New Depot: La Motte	Good Governance and Compliance	-	300 000	-	300 000
Corporate Services	Properties and Municipal Building Maintenance	Structural Improvement: General	Valley of Possibility	2 000 000	3 000 000	-	5 000 000
Corporate Services	Properties and Municipal Building Maintenance	Structural improvements: Sport grounds	Valley of Possibility	3 500 000	-	-	3 500 000
Corporate Services	Properties and Municipal Building Maintenance	Structural Maintenance/Upgrade: Beltana	Valley of Possibility	2 000 000	2 000 000	-	4 000 000
Corporate Services	Properties and Municipal Building Maintenance	Structural Upgrade: Heritage Building	Valley of Possibility	5 781 000	-	-	5 781 000
Corporate Services	Properties and Municipal Building Maintenance	Structural Upgrade: Jamestown Ward Office and Library	Valley of Possibility	2 900 000	1 000 000	-	3 900 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrade Facilities for the Disabled	Dignified Living	200 000	-	-	200 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrade Millenium Hall Pniel	Dignified Living	200 000	800 000	-	1 000 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading Fencing	Safe Valley	1 000 000	1 000 000	1 000 000	3 000 000
				33 901 000	19 620 000	9 270 000	62 791 000

**CAPITAL BUDGET 2023-2026
FINANCIAL SERVICES**

Directorate	Department	Name	Strategic Focus Area	2023/2024	2024/2025	2025/2026	MTREF Total
Financial Services	Financial Management Services	Furniture, Tools & Equipment: FS	Good Governance and Compliance	250 000	250 000	250 000	750 000
Financial Services	Financial Management Services	Vehicle Fleet: FMS	Good Governance and Compliance	500 000	-	-	500 000
				750 000	250 000	250 000	1 250 000

O: LEGISLATION COMPLIANCE

Compliance with the MFMA implementation requirements has been substantially adhered to through the following activities:

- Budget and Treasury Office - A Budget Office and Treasury Office has been established in accordance with the MFMA.
- Budgeting - The annual budget is prepared in accordance with the requirements prescribed by National Treasury and the MFMA.
- Financial reporting - 100% compliance with regards to monthly, quarterly and annual reporting to the Executive Mayor, Mayoral Committee, Council, Provincial and National Treasury.
- Annual Report - The annual report is prepared in accordance with the MFMA and National Treasury requirements

P: OTHER SUPPORTING DOCUMENTS

1. Additional information/schedules in accordance with the budget and reporting regulations:

- SA1 - Supporting detail to Budgeted Financial Performance
- SA2 - Matrix Financial Performance Budget (revenue source/expenditure type and type)
- SA3 - Supporting detail to Budgeted Financial Position
- SA4 - Reconciliation of IDP strategic objectives and budget (revenue)
- SA5 - Reconciliation of IDP strategic objectives and budget (operational expenditure)
- SA6 - Reconciliation of IDP strategic objectives and budget (capital expenditure)
- SA7 - Measurable Performance Objectives
- SA8 - Performance indicators and benchmarks
- SA9 - Social, economic and demographic statistics and assumptions
- SA10 - Funding measurement
- SA11 - Property Rates Summary
- SA12a- Property rates by category (2022/2023)
- SA12b- Property rates by category (2023/2024)
- SA13a Service Tariffs by category
- SA13b Service Tariffs by category-explanatory
- SA14 - Household bills
- SA15 - Investment particulars by type
- SA16 - Investment particulars by maturity
- SA17 - Borrowing
- SA18 - Transfers and grant receipts
- SA19 - Expenditure on transfers and grant programme
- SA20 - Reconciliation of transfers grant receipts and unspent funds
- SA21 - Transfers and grants made by the municipality
- SA22 - Summary councillor and staff benefits
- SA23 - Salaries, allowances & benefits (political office bearers/councillors/senior managers)
- SA24 - Summary of personnel numbers
- SA25 - Consolidated budgeted monthly revenue and expenditure
- SA26 - Budgeted monthly revenue and expenditure (municipal vote)

- SA27 - Budgeted monthly revenue and expenditure (functional classification)
- SA28 - Budgeted monthly capital expenditure (municipal vote)
- SA29 - Budgeted monthly capital expenditure (functional classification)
- SA30 - Budgeted monthly cash flow
- SA31 - Not applicable
- SA32 - List of external mechanism
- SA33 - Contracts having future budgetary implications
- SA34a- Capital expenditure on new asset class
- SA34b- Capital expenditure on the renewal of existing assets by asset class
- SA34c- Repairs and maintenance expenditure by asset class
- SA34d- Depreciation by asset class
- SA34e- Capital expenditure on the upgrading of existing assets by asset class
- SA35 - Future financial implications of the capital budget
- SA36 - Detailed Capital Budget
- SA37 - Projects delayed from previous financial years
- SA38 - Consolidated detailed operational projects

WC024 Stellenbosch - Supporting Table SA1 Supporting detail to 'Budgeted Financial Performance

Description	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand											
REVENUE ITEMS:											
Non-exchange revenue by source											
Property rates											
Total Property Rates	6	415 613	447 766	473 203	496 613	486 268	486 268	424 335	530 400	564 815	598 704
<i>less Revenue Foregone (exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRA)</i>		49 938	53 282	51 233	57 671	47 326	47 326	35 175	56 811	60 530	64 162
Net Property Rates		365 675	394 484	421 969	438 941	438 941	438 941	389 160	473 589	504 285	534 542
Exchange revenue service charges											
Service charges - Electricity											
Total Service charges - Electricity	6	575 596	647 160	774 586	864 448	829 993	829 993	645 608	985 304	1 128 173	1 251 143
<i>less Revenue Foregone (in excess of 50 kwh per indigent household per month)</i>		-	-	-	-	-	-	-	-	-	-
<i>less Cost of Free Basic Services (50 kwh per indigent household per month)</i>		13 321	14 759	18 155	17 685	17 685	17 685	15 127	71 634	82 021	90 962
Net Service charges - Electricity		562 275	632 401	756 431	846 763	812 308	812 308	630 481	913 669	1 046 151	1 160 182
Service charges - Water											
Total Service charges - Water	6	192 738	159 965	172 025	185 061	184 940	184 940	163 804	194 187	203 896	214 091
<i>less Revenue Foregone (in excess of 6 kilolitres per indigent household per month)</i>		-	-	-	-	-	-	-	-	-	-
<i>less Cost of Free Basic Services (6 kilolitres per indigent household per month)</i>		21 106	25 539	25 195	8 278	8 157	8 157	6 933	8 565	8 993	9 443
Net Service charges - Water		171 632	134 426	146 830	176 783	176 783	176 783	156 871	185 622	194 903	204 648
Service charges - Waste Water Management											
Total Service charges - Waste Water Management		92 869	103 184	112 325	120 460	118 375	118 375	97 625	118 442	125 548	133 081
<i>less Revenue Foregone (in excess of free sanitation service to indigent households)</i>		-	-	-	-	-	-	-	-	-	-
<i>less Cost of Free Basic Services (free sanitation service to indigent households)</i>		9 607	10 545	10 039	11 326	9 241	9 241	7 807	9 795	10 383	11 006
Net Service charges - Waste Water Management		83 262	92 639	102 285	109 134	109 134	109 134	89 817	108 647	115 165	122 075

Description	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand											
Service charges - Waste Management	6										
Total refuse removal revenue		60 200	70 502	81 495	110 057	110 057	110 057	84 752	124 097	135 265	147 439
Total landfill revenue		2 757	2 648	3 157	4 640	4 640	4 640	3 142	5 057	5 513	6 009
<i>less Revenue Foregone (in excess of one removal a week to indigent households)</i>		-	-	-	-	-	-	-	-	-	-
<i>less Cost of Free Basic Services (removed once a week to indigent households)</i>		-	-	-	19 725	19 725	19 725	11 500	21 500	23 435	25 545
Net Service charges - Waste Management		62 957	73 150	84 652	94 971	94 971	94 971	76 394	107 654	117 342	127 903
EXPENDITURE ITEMS:											
Employee related costs											
Basic Salaries and Wages	2	322 143	338 573	340 874	381 998	360 784	360 784	286 455	371 655	368 973	394 881
Pension and UIF Contributions		51 252	56 980	55 921	61 481	59 381	59 381	48 985	63 933	68 517	73 431
Medical Aid Contributions		23 337	25 058	25 682	27 138	27 138	27 138	22 424	28 434	29 771	31 170
Overtime		37 441	40 619	42 035	55 180	41 880	41 880	37 130	45 105	48 352	51 834
Performance Bonus		23 789	26 200	25 883	27 836	27 836	27 836	25 283	29 945	32 064	34 334
Motor Vehicle Allowance		9 294	9 266	9 473	11 416	11 412	11 412	7 497	12 006	12 570	13 161
Cellphone Allowance		1 631	1 883	1 884	2 611	2 626	2 626	1 815	2 746	2 875	3 011
Housing Allowances		2 916	2 773	2 798	2 918	2 918	2 918	2 272	3 057	3 201	3 351
Other benefits and allowances		22 243	22 707	20 714	22 144	22 154	22 154	19 978	23 381	24 916	26 555
Payments in lieu of leave		(2)	(3)	538	-	-	-	-	-	-	-
Long service awards		4 109	3 904	-	4 501	2 230	2 230	-	2 402	2 575	2 761
Post-retirement benefit obligations	4	(4 526)	28 414	22 694	25 707	30 992	30 992	-	33 378	35 782	38 358
Entertainment		-	-	1	-	-	-	-	-	-	-
Scarcity		1 604	1 630	738	765	765	765	676	824	883	946
Acting and post related allowance		674	469	564	769	769	769	567	828	888	952
In kind benefits		-	-	-	-	-	-	-	-	-	-
sub-total	5	495 905	558 472	549 798	624 464	590 886	590 886	453 080	617 694	631 367	674 743
Less: Employees costs capitalised to PPE		-	-	-	-	-	-	-	-	-	-
Total Employee related costs	1	495 905	558 472	549 798	624 464	590 886	590 886	453 080	617 694	631 367	674 743
Depreciation and amortisation											
Depreciation of Property, Plant & Equipment		187 942	210 284	209 527	211 028	213 310	213 310	208 606	218 558	224 022	228 587
Lease amortisation		2 425	2 041	1 496	2 091	1 683	1 683	1 061	1 725	1 768	1 804
Capital asset impairment		73	-	2 723	-	-	-	-	-	-	-
Total Depreciation and amortisation	1	190 440	212 325	213 746	213 118	214 993	214 993	209 667	220 283	225 791	230 391
Bulk purchases - electricity											
Electricity Bulk Purchases		414 765	422 735	528 012	551 412	543 925	543 925	390 556	636 393	776 399	947 207
Total bulk purchases	1	414 765	422 735	528 012	551 412	543 925	543 925	390 556	636 393	776 399	947 207

Description	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand											
Transfers and grants											
Cash transfers and grants		10 855	11 010	13 364	14 355	14 658	14 658	11 757	16 338	16 665	16 998
Non-cash transfers and grants		–	–	–	–	4 485	4 485	3 611	4 297	4 383	4 471
Total transfers and grants	1	10 855	11 010	13 364	14 355	19 143	19 143	15 369	20 636	21 048	21 469
Contracted services											
<i>Outsourced Services</i>		85 777	100 351	97 821	110 309	128 243	128 243	85 619	120 123	122 397	83 453
<i>Consultants and Professional Services</i>		26 910	35 551	27 629	39 147	42 519	42 519	17 279	47 013	40 663	76 098
<i>Contractors</i>		70 766	91 802	82 864	119 770	115 012	115 012	55 435	121 732	124 985	132 690
sub-total	1	183 453	227 704	208 314	269 226	285 774	285 774	158 333	288 868	288 045	292 241
Operational Costs											
Collection costs		2 945	2 702	2 420	3 572	2 200	2 200	1 368	2 527	2 578	2 629
Contributions to 'other' provisions		2 315	40 861	57 999	745	6 753	6 753	–	6 297	6 302	6 306
Audit fees		6 704	6 598	5 414	6 850	8 100	8 100	7 611	9 405	9 563	9 724
<i>Other Operational Costs</i>	3										
<i>Operating Leases</i>		11 838	14 881	14 991	12 128	16 654	16 654	10 752	17 513	17 863	18 220
<i>Operational Cost</i>		91 971	103 548	105 949	136 108	144 580	144 580	109 765	144 858	148 363	151 985
<i>Statutory Payments other than Income Taxes</i>		–	–	–	–	–	–	–	–	–	–
<i>Discontinued Operations</i>		–	–	–	–	–	–	–	–	–	–
Total Operational Costs	1	115 772	168 590	186 772	159 403	178 287	178 287	129 497	180 599	184 668	188 865
Repairs and Maintenance by Expenditure Item											
Employee related costs	8	564	(9 645)	(2)	–	–	–	–	–	–	–
Inventory Consumed (Project Maintenance)		2 492	1 198	1 162	21 939	25 666	25 666	16 267	28 959	29 702	30 467
Contracted Services		46 169	69 051	62 716	85 602	78 289	78 289	39 143	84 899	88 454	91 601
Other Expenditure		383	5 697	29	–	–	–	–	–	–	–
Total Repairs and Maintenance Expenditure	9	49 608	66 302	63 905	107 541	103 955	103 955	55 410	113 859	118 156	122 068
Inventory Consumed											
Inventory Consumed - Water		–	–	–	33 543	32 543	32 543	–	33 257	33 989	34 738
Inventory Consumed - Other		11 325	22 696	38 758	49 839	63 856	63 856	25 231	67 192	69 015	70 571
Total Inventory Consumed & Other Material		11 325	22 696	38 758	83 382	96 399	96 399	25 231	100 449	103 003	105 309

WC024 Stellenbosch - Supporting Table SA2 Matrix Financial Performance Budget (revenue source/expenditure type and dept.)

R thousand	1	Vote 1 - OFFICE OF THE MUNICIPAL MANAGER	Vote 2 - PLANNING AND DEVELOPMENT SERVICES	Vote 3 - INFRASTRUCTURE SERVICES	Vote 4 - COMMUNITY AND PROTECTION SERVICES	Vote 5 - CORPORATE SERVICES	Vote 6 - FINANCIAL SERVICES	Total
Revenue								
Exchange Revenue								
Service charges - Electricity		-	-	913 669	-	-	-	913 669
Service charges - Water		-	-	185 622	-	-	-	185 622
Service charges - Waste Water Management		-	-	108 647	-	-	-	108 647
Service charges - Waste Management		-	-	107 654	-	-	-	107 654
Sale of Goods and Rendering of Services		-	8 436	-	7 335	5 825	593	22 190
Agency services		-	-	-	3 358	-	-	3 358
Interest		-	-	-	-	-	-	-
Interest earned from Receivables		-	-	15 413	-	-	-	15 413
Interest earned from Current and Non Current Assets		-	-	-	-	-	41 193	41 193
Dividends		-	-	-	-	-	-	-
Rent on Land		-	-	-	-	-	-	-
Rental from Fixed Assets		-	7 606	-	393	2 605	-	10 604
Licence and permits		-	1	-	7 673	53	145	7 872
Operational Revenue		-	35	13 288	1 633	1 376	3 014	19 346
Non-Exchange Revenue								
Property rates		-	-	-	-	-	473 589	473 589
Surcharges and Taxes		-	-	-	-	-	-	-
Fines, penalties and forfeits		-	-	-	131 570	-	0	131 570
Licences or permits		-	-	-	-	-	-	-
Transfer and subsidies - Operational		-	3 964	148 125	12 815	320	75 687	240 911
Interest		-	-	-	-	-	3 293	3 293
Fuel Levy		-	-	-	-	-	-	-
Service charges		-	-	-	-	-	-	-
Gains on disposal of Assets		-	-	-	-	-	-	-
Other Gains		-	-	-	-	-	-	-
Discontinued Operations		-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contribution)		-	20 041	1 492 417	164 777	10 179	597 514	2 284 927

R thousand	1	Vote 1 - OFFICE OF THE MUNICIPAL MANAGER	Vote 2 - PLANNING AND DEVELOPMENT SERVICES	Vote 3 - INFRASTRUCTURE SERVICES	Vote 4 - COMMUNITY AND PROTECTION SERVICES	Vote 5 - CORPORATE SERVICES	Vote 6 - FINANCIAL SERVICES	Total
Expenditure								
Employee related costs		12 954	59 653	203 365	193 788	84 230	63 703	617 694
Remuneration of councillors		-	-	-	-	22 097	-	22 097
Bulk purchases - electricity		-	-	636 393	-	-	-	636 393
Inventory consumed		107	2 004	80 864	15 426	1 221	827	100 449
Debt impairment		-	(2 004)	5 951	10 938	-	1 799	16 684
Depreciation and amortisation		344	8 098	159 431	28 571	22 775	1 065	220 283
Interest		-	-	56 353	-	3 336	-	59 688
Contracted services		3 010	11 045	166 492	68 393	27 275	12 653	288 868
Transfers and subsidies		-	7 289	-	12 827	520	-	20 636
Irrecoverable debts written off		-	1 020	15 708	76 700	-	1 530	94 958
Operational costs		1 427	6 298	42 098	16 259	73 304	41 213	180 599
Losses on disposal of Assets		-	-	-	-	-	-	-
Other Losses		-	-	-	-	-	-	-
Total Expenditure		17 841	93 403	1 366 656	422 903	234 757	122 789	2 258 349
Surplus/(Deficit)		(17 841)	(73 361)	125 760	(258 126)	(224 578)	474 725	26 578
Transfers and subsidies - capital (monetary allocations)		-	6 316	97 540	-	-	-	103 856
Transfers and subsidies - capital (in-kind)		-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions		-	-	-	-	-	-	-
Income Tax		(17 841)	(67 045)	223 300	(258 126)	(224 578)	474 725	130 434

WC024 Stellenbosch - Supporting Table SA3 Supporting detail to 'Budgeted Financial Position'

Description	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand											
ASSETS											
Trade and other receivables from exchange transactions											
Electricity		46 755	67 785	99 947	150 574	131 864	131 864	(33 802)	160 333	192 982	229 226
Water		(282 655)	96 161	(246 336)	121 176	134 100	134 100	8 882	131 216	128 594	126 255
Waste		26 315	29 439	36 940	39 827	39 479	39 479	4 714	42 551	46 014	49 906
Waste Water		28 652	27 761	32 279	42 561	35 661	35 661	2 844	38 988	42 581	46 457
Other trade receivables from exchange transactions		431 575	55 802	444 472	53 563	59 391	59 391	17 466	58 567	57 737	56 900
Gross: Trade and other receivables from exchange transactions		250 643	276 948	367 303	407 701	400 495	400 495	104	431 655	467 908	508 745
Less: Impairment for debt		(125 390)	(105 464)	(193 528)	(178 048)	(203 392)	(203 392)	-	(207 931)	(213 374)	(218 189)
Impairment for Electricity		8 596	32 511	(7 601)	(13 499)	(14 114)	(14 114)	(16 054)	(17 800)	(19 371)	(19 371)
Impairment for Water		(62 406)	(58 388)	(92 747)	(84 365)	(94 102)	(94 102)	-	(91 513)	(89 403)	(87 520)
Impairment for Waste		(19 767)	(23 373)	(29 359)	(26 212)	(29 177)	(29 177)	-	(33 497)	(37 385)	(40 884)
Impairment for Waste Water		(17 197)	(19 763)	(24 146)	(23 079)	(24 961)	(24 961)	-	(28 135)	(30 991)	(33 561)
Impairment for other trade receivables from exchange transactions		(34 617)	(36 451)	(39 675)	(30 892)	(41 037)	(41 037)	-	(38 732)	(37 796)	(36 853)
Total net Trade and other receivables from Exchange Trx		125 253	171 484	173 775	229 654	197 103	197 103	104	223 724	254 533	290 556
Receivables from non-exchange transactions											
Property rates		(49 017)	48 106	44 296	51 304	74 727	74 727	(13 994)	68 779	68 201	69 903
Less: Impairment of Property rates		(25 415)	(29 558)	(32 127)	(28 174)	(27 744)	(27 744)	-	(29 542)	(31 161)	(32 618)
Net Property rates		(74 431)	18 548	12 169	23 130	46 984	46 984	(13 994)	39 237	37 039	37 284
Other receivables from non-exchange transactions		274 242	183 065	204 962	299 125	213 634	213 634	99 094	239 405	268 258	300 385
Impairment for other receivables from non-exchange transactions		(127 937)	(143 629)	(155 516)	(229 821)	(158 816)	(158 816)	-	(169 755)	(179 599)	(188 459)
Net other receivables from non-exchange transactions		146 305	39 436	49 446	69 304	54 818	54 818	99 094	69 650	88 659	111 926
Total net Receivables from non-exchange transactions		71 873	57 984	61 615	92 434	101 802	101 802	85 101	108 887	125 698	149 210
Inventory											
Water											
Opening Balance		1 897	1 805	1 907	1 890	1 890	1 890	1 890	1 890	1 890	1 890
System Input Volume		(92)	102	(17)	33 878	32 543	32 543	-	33 257	33 989	34 738
Water Treatment Works		-	-	-	-	-	-	-	-	-	-
Bulk Purchases		(92)	102	(17)	33 878	32 543	32 543	-	33 257	33 989	34 738
Natural Sources		-	-	-	-	-	-	-	-	-	-
Authorised Consumption	6	-	-	-	(33 543)	(32 543)	(32 543)	-	(33 257)	(33 989)	(34 738)
Billed Authorised Consumption		-	-	-	(33 543)	(32 543)	(32 543)	-	(33 257)	(33 989)	(34 738)
Billed Metered Consumption		-	-	-	(33 543)	(32 543)	(32 543)	-	(33 257)	(33 989)	(34 738)
Free Basic Water		-	-	-	-	-	-	-	-	-	-
Subsidised Water		-	-	-	-	-	-	-	-	-	-
Revenue Water		-	-	-	(33 543)	(32 543)	(32 543)	-	(33 257)	(33 989)	(34 738)
Billed Unmetered Consumption		-	-	-	-	-	-	-	-	-	-
Free Basic Water		-	-	-	-	-	-	-	-	-	-
Subsidised Water		-	-	-	-	-	-	-	-	-	-
Revenue Water		-	-	-	-	-	-	-	-	-	-
UnBilled Authorised Consumption		-	-	-	-	-	-	-	-	-	-
Unbilled Metered Consumption		-	-	-	-	-	-	-	-	-	-
Unbilled Unmetered Consumption		-	-	-	-	-	-	-	-	-	-
Water Losses		-	-	-	-	-	-	-	-	-	-
Apparent losses		-	-	-	-	-	-	-	-	-	-
Unauthorised Consumption		-	-	-	-	-	-	-	-	-	-
Customer Meter Inaccuracies		-	-	-	-	-	-	-	-	-	-
Real losses		-	-	-	-	-	-	-	-	-	-
Leakage on Transmission and Distribution Mains		-	-	-	-	-	-	-	-	-	-
Leakage and Overflows at Storage Tanks/Reservoirs		-	-	-	-	-	-	-	-	-	-
Leakage on Service Connections up to the point of Customer Meter		-	-	-	-	-	-	-	-	-	-
Data Transfer and Management Errors		-	-	-	-	-	-	-	-	-	-
Unavoidable Annual Real Losses		-	-	-	-	-	-	-	-	-	-
Non-revenue Water		-	-	-	-	-	-	-	-	-	-
Closing Balance Water		1 805	1 907	1 890	2 225	1 890	1 890	1 890	1 890	1 890	1 890
Agricultural											
Opening Balance		-	-	-	-	-	-	-	-	-	-
Acquisitions		-	-	-	-	-	-	-	-	-	-
Issues	7	-	-	-	-	-	-	-	-	-	-
Adjustments	8	-	-	-	-	-	-	-	-	-	-
Write-offs	9	-	-	-	-	-	-	-	-	-	-
Closing balance - Agricultural		-	-	-	-	-	-	-	-	-	-

Description	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand											
Consumables											
Standard Rated											
Opening Balance		6 582	2 049	23 585	23 811	23 811	23 811	23 811	791	791	791
Acquisitions		11 749	34 874	6 282	6 404	5 827	5 827	2 517	5 447	5 561	5 677
Issues	7	(16 281)	(13 338)	(5 909)	(6 341)	(5 850)	(5 850)	(2 356)	(5 447)	(5 561)	(5 677)
Adjustments	8	-	0	(146)	-	-	-	3	-	-	-
Write-offs	9	-	(0)	-	-	-	-	(364)	-	-	-
Closing balance - Consumables Standard Rated		2 049	23 585	23 811	23 875	23 788	23 788	23 613	791	791	791
Zero Rated											
Opening Balance		5	5	13	(75)	(75)	(75)	(75)	(75)	(75)	(75)
Acquisitions		-	9	131	17 105	29 463	29 463	220	30 960	31 888	32 526
Issues	7	-	-	(219)	(17 071)	(29 457)	(29 457)	(203)	(30 960)	(31 888)	(32 526)
Adjustments	8	-	-	-	-	-	-	-	-	-	-
Write-offs	9	-	-	-	-	-	-	-	-	-	-
Closing balance - Consumables Zero Rated		5	13	(75)	(41)	(69)	(69)	(57)	(75)	(75)	(75)
Finished Goods											
Opening Balance		-	-	-	-	-	-	-	-	-	-
Acquisitions		-	-	-	-	-	-	-	-	-	-
Issues	7	-	-	-	-	-	-	-	-	-	-
Adjustments	8	-	-	-	-	-	-	-	-	-	-
Write-offs	9	-	-	-	-	-	-	-	-	-	-
Closing balance - Finished Goods		-	-	-	-	-	-	-	-	-	-
Materials and Supplies											
Opening Balance		29 562	34 518	4 038	(20 232)	(20 232)	(20 232)	(20 232)	2 794	2 794	2 794
Acquisitions		-	(20 507)	8 325	15 857	27 331	27 331	36 402	30 785	31 566	32 368
Issues	7	4 956	(9 358)	(32 630)	(26 428)	(28 549)	(28 549)	(22 672)	(30 785)	(31 566)	(32 368)
Adjustments	8	-	(529)	36	-	-	-	(26)	-	-	-
Write-offs	9	-	(86)	-	-	-	-	-	-	-	-
Closing balance - Materials and Supplies		34 518	4 038	(20 232)	(30 803)	(21 450)	(21 450)	(6 528)	2 794	2 794	2 794
Work-in-progress											
Opening Balance		-	-	-	-	-	-	-	-	-	-
Materials		-	-	-	-	-	-	-	-	-	-
Transfers		-	-	-	-	-	-	-	-	-	-
Closing balance - Work-in-progress		-	-	-	-	-	-	-	-	-	-
Housing Stock											
Opening Balance		12 250	11 550	11 550	11 200	11 200	11 200	11 200	9 275	9 275	9 275
Acquisitions		-	-	-	-	-	-	-	-	-	-
Transfers		-	-	-	-	-	-	-	-	-	-
Sales		(700)	-	(350)	-	-	-	-	-	-	-
Closing Balance - Housing Stock		11 550	11 550	11 200	11 200	11 200	11 200	11 200	9 275	9 275	9 275
Land											
Opening Balance		14 263	14 147	14 147	14 147	14 147	14 147	14 147	14 147	14 147	14 147
Acquisitions		-	-	-	-	-	-	-	-	-	-
Sales		(116)	-	-	-	-	-	-	-	-	-
Adjustments		-	-	-	-	-	-	-	-	-	-
Correction of Prior period errors		-	-	-	-	-	-	-	-	-	-
Closing Balance - Land		14 147	14 147	14 147	14 147	14 147	14 147	14 147	14 147	14 147	14 147
Closing Balance - Inventory & Consumables		64 074	55 240	30 742	20 604	29 506	29 506	44 265	28 822	28 822	28 822
Property, plant and equipment (PPE)											
PPE at cost/valuation (excl. finance leases)		6 321 106	7 280 978	7 657 722	8 108 488	7 994 861	7 994 861	173 395	8 499 412	9 088 257	9 591 313
Leases recognised as PPE	3	-	-	-	-	-	-	-	-	-	-
Less: Accumulated depreciation		(1 081 148)	(1 854 679)	(2 068 549)	(2 273 421)	(2 275 974)	(2 275 974)	(207 208)	(2 494 584)	(2 718 659)	(2 947 300)
Total Property, plant and equipment (PPE)	2	5 239 959	5 426 299	5 589 173	5 835 067	5 718 887	5 718 887	(33 813)	6 004 827	6 369 598	6 644 013

Description	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand											
LIABILITIES											
Current liabilities - Financial liabilities											
Short term loans (other than bank overdraft)		-	-	-	-	-	-	-	-	-	-
Current portion of long-term liabilities		26 753	34 224	51 902	50 847	55 632	55 632	(22 363)	63 043	68 381	76 170
Total Current liabilities - Financial liabilities		26 753	34 224	51 902	50 847	55 632	55 632	(22 363)	63 043	68 381	76 170
Trade and other payables											
Trade and other payables from exchange transactions		274 855	295 003	261 988	257 172	273 784	273 784	(148 140)	278 475	281 675	284 875
Other trade payables from exchange transactions		178 865	474 538	620 764	(119 614)	1 355	1 355	174 793	3 472	7 491	12 190
Trade payables from Non-exchange transactions: Unspent conditional		271 560	141 754	174 827	-	5 103	5 103	(4 078)	-	-	-
Trade payables from Non-exchange transactions: Other		8 863	15 504	25 830	220	4 075	4 075	53 310	6 113	6 113	6 113
VAT		-	-	-	-	-	-	-	-	-	-
Total Trade and other payables	2	734 143	926 799	1 083 409	137 777	284 318	284 318	75 885	288 060	295 279	303 177
Non current liabilities - Financial liabilities											
Borrowing	4	266 178	334 733	426 834	520 306	515 987	515 987	-	652 944	784 564	883 394
Other financial liabilities		4 958	3 739	2 118	3 739	2 118	2 118	-	2 118	2 118	2 118
Total Non current liabilities - Financial liabilities		271 136	338 473	428 952	524 045	518 105	518 105	-	655 062	786 682	885 512
Provisions											
Retirement benefits		-	-	-	-	-	-	-	-	-	-
List other major provision items		-	-	-	-	-	-	-	-	-	-
Refuse landfill site rehabilitation		120 663	141 497	160 533	170 287	171 181	171 181	-	184 732	199 913	216 716
Other		23 019	23 387	20 016	23 366	20 016	20 016	-	20 016	20 016	20 016
Total Provisions		143 682	164 884	180 549	193 653	191 196	191 196	-	204 748	219 928	236 732
CHANGES IN NET ASSETS											
Accumulated surplus/(deficit)											
Accumulated surplus/(deficit) - opening balance		5 573 447	5 167 779	5 253 299	5 389 181	5 332 484	5 332 484	-	5 578 519	5 561 338	5 619 816
GRAP adjustments		-	-	-	-	-	-	-	-	-	-
Restated balance		5 573 447	5 167 779	5 253 299	5 389 181	5 332 484	5 332 484	-	5 578 519	5 561 338	5 619 816
Surplus/(Deficit)		(326 419)	(135 352)	116 000	154 747	90 034	90 034	-	130 434	156 597	156 888
Transfers to/from Reserves		237 260	211 185	-	132 790	132 790	132 790	-	(147 615)	(98 120)	53 149
Depreciation offsets		-	-	-	-	-	-	-	-	-	-
Other adjustments		788	3 773	(57)	-	-	-	-	-	-	-
Accumulated Surplus/(Deficit)	1	5 485 077	5 247 385	5 369 241	5 676 719	5 555 308	5 555 308	-	5 561 338	5 619 816	5 829 853
Reserves											
Housing Development Fund		(9 396)	-	-	4 900	-	-	-	-	-	-
Capital replacement		170 840	152 605	152 605	19 815	29 211	29 211	-	176 826	274 946	221 797
Self-insurance		9 885	9 885	9 885	-	9 885	9 885	-	9 885	9 885	9 885
Other reserves		(321 016)	-	-	-	-	-	-	-	-	-
Revaluation		-	-	-	-	-	-	-	-	-	-
Total Reserves	2	(149 686)	162 491	162 491	24 715	39 097	39 097	-	186 712	284 832	231 682
TOTAL COMMUNITY WEALTH/EQUITY	2	5 335 390	5 409 876	5 531 732	5 701 434	5 594 405	5 594 405	-	5 748 050	5 904 648	6 061 536

WC024 Stellenbosch - Supporting Table SA4 Reconciliation of IDF

R thousand	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Dignified Living	1 315 591	1 473 562	1 614 808
Good Governance and Compliance	826 537	881 089	986 652
Green and Sustainable Valley			
Safe Valley	142 799	149 511	156 538
Valley of Possibility			
Allocations to other priorities			
Total Revenue (excluding capital	2 284 927	2 504 162	2 757 998

WC024 Stellenbosch - Supporting Table SA5 Reconciliation of IDF

R thousand	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Dignified Living	911 866	1 024 498	1 242 079
Good Governance and Compliance	526 796	549 857	575 468
Green and Sustainable Valley	24 548	24 140	24 712
Safe Valley	33 245	34 663	35 491
Valley of Possibility	761 894	806 356	812 619
Allocations to other priorities			
Total Expenditure	2 258 349	2 439 514	2 690 369

WC024 Stellenbosch - Supporting Table SA6 Reconciliation of IDP strategic of

Strategic Objective	Ref	2023/24 Medium Term Revenue & Expenditure Framework		
		Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand				
Dignified Living		186 500	240 125	146 117
Good Governance and Compliance		33 690	56 504	53 699
Green and Sustainable Valley		62 400	89 750	39 643
Safe Valley		45 168	47 218	61 969
Valley of Possibility		177 042	155 498	201 629
Total Capital Expenditure	1	504 800	589 095	503 056

WC024 Stellenbosch - Supporting Table SA7 Measureable performance objectives

Description	Unit of measurement	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Vote 1 - Municipal Manager										
Function 1 - Budget Performance										
Sub-function 1 - Capital Expenditure <i>Insert measure/s description</i>		285 000	40 000	44 000	40 000	40 000	40 000	40 000	40 000	40 000
Sub-function 2 - Operational Expenditure <i>Insert measure/s description</i>		33 607 414	44 811 506	25 972 966	27 432 083	26 015 794	26 015 794	17 841 031	18 739 536	19 687 065
Sub-function 3 - Operational Revenue <i>Insert measure/s description</i>		360 000	327 853	550 000	-	550 000	550 000	-	-	-
Vote 2 - Planning and Development Services										
Function 1 - Budget Performance										
Sub-function 1 - Capital Expenditure <i>Insert measure/s description</i>		13 517 538	13 888 078	17 209 720	15 185 000	12 665 281	12 665 281	9 043 500	29 835 000	31 450 000
Sub-function 2 - Operational Expenditure <i>Insert measure/s description</i>		118 915 222	96 986 122	81 551 338	74 717 884	85 666 333	85 666 333	93 402 566	93 560 684	102 928 477
Sub-function 3 - Operational Revenue <i>Insert measure/s description</i>		89 260 819	33 638 469	36 975 990	21 315 262	20 611 707	20 611 707	26 357 080	40 507 173	47 882 914
Vote 3 - Community & Protection										
Function 1 - Budget Performance										
Sub-function 1 - Capital Expenditure <i>Insert measure/s description</i>		45 902 450	43 713 748	38 617 860	26 850 958	29 774 772	29 774 772	24 642 002	45 115 000	16 080 000
Sub-function 2 - Operational Expenditure <i>Insert measure/s description</i>		364 119 842	361 162 417	391 179 184	432 149 844	435 402 212	435 402 212	422 902 773	430 177 426	45 115 000
Sub-function 3 - Operational Revenue <i>Insert measure/s description</i>		137 269 341	173 335 962	178 158 671	171 802 503	164 480 939	164 480 939	164 776 725	171 715 952	180 635 785
Vote 4 - Infrastructure services										
Function 1 - Budget Performance										
Sub-function 1 - Capital Expenditure <i>Insert measure/s description</i>				317 662 137	325 047 246	280 468 879	280 468 879	436 423 363	494 235 464	445 965 975
Sub-function 2 - Operational Expenditure <i>Insert measure/s description</i>				1 184 638 272	1 258 869 331	1 258 386 849	1 258 386 849	1 366 656 493	1 523 685 294	1 732 755 729
Sub-function 3 - Operational Revenue <i>Insert measure/s description</i>				1 389 691 831	1 517 037 491	1 457 443 050	1 457 443 050	1 589 956 393	1 737 914 403	1 935 677 389
Vote 5 - Corporate Services										
Function 1 - Budget Performance										
Sub-function 1 - Capital Expenditure <i>Insert measure/s description</i>		32 391 287	73 695 157	29 573 919	41 900 000	32 708 208	32 708 208	33 901 000	19 620 000	9 270 000
Sub-function 2 - Operational Expenditure <i>Insert measure/s description</i>		176 481 880	180 072 266	193 939 626	210 683 035	220 759 869	220 759 869	234 756 698	244 963 296	255 971 839
Sub-function 3 - Operational Revenue <i>Insert measure/s description</i>		360 000	5 591 627	5 845 547	11 656 741	9 691 061	9 691 061	10 178 570	10 321 958	10 807 092
Vote 6 - Financial services										
Function 1 - Budget Performance										
Sub-function 1 - Capital Expenditure <i>Insert measure/s description</i>		900 000	850 000	400 000	250 000	1 877 000	1 877 000	750 000	250 000	250 000
Sub-function 2 - Operational Expenditure <i>Insert measure/s description</i>		113 450 151	91 858 500	100 397 726	98 212 632	93 433 488	93 433 488	122 789 307	128 387 743	132 198 617
Sub-function 3 - Operational Revenue <i>Insert measure/s description</i>		437 435 138	490 895 216	504 884 679	535 000 250	550 746 341	550 746 341	597 514 060	635 651 921	672 254 320

WC024 Stellenbosch - Supporting Table SA8 Performance indicators and benchmarks

Description of financial indicator	Basis of calculation	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
<u>Borrowing Management</u>										
Credit Rating										
Capital Charges to Operating Expenditure	Interest & Principal Paid /Operating Expenditure	11.5%	11.6%	11.1%	10.1%	10.1%	10.1%	12.2%	11.8%	11.1%
Capital Charges to Own Revenue	Finance charges & Repayment of borrowing /Own Revenue	15.2%	15.8%	14.0%	12.8%	13.0%	13.0%	15.2%	14.4%	13.4%
Borrowed funding of 'own' capital expenditure	Borrowing/Capital expenditure excl. transfers and grants and contributions	0.0%	0.0%	-58.7%	50.6%	58.8%	58.8%	53.1%	42.1%	44.4%
<u>Safety of Capital</u>										
Gearing	Long Term Borrowing/ Funds & Reserves	-181.1%	208.3%	264.0%	2120.3%	1325.2%	1325.2%	350.8%	276.2%	382.2%
<u>Liquidity</u>										
Current Ratio	Current assets/current liabilities	1.4	1.2	1.2	1.9	1.7	1.7	1.8	1.7	1.7
Current Ratio adjusted for aged debtors	Current assets less debtors > 90 days/current liabilities	1.4	1.2	1.2	1.9	1.7	1.7	1.8	1.7	1.7
Liquidity Ratio	Monetary Assets/Current Liabilities	0.6	0.5	0.5	1.4	1.4	1.4	1.5	1.3	1.3
<u>Revenue Management</u>										
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/Last 12 Mths Billing		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Current Debtors Collection Rate (Cash receipts % of Ratepayer & Other revenue)		0.0%	243.6%	196.5%	139.9%	146.4%	146.4%	146.6%	144.5%	143.3%
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue	8.4%	6.4%	4.6%	6.4%	6.2%	6.2%	6.0%	6.2%	6.5%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<u>Creditors Management</u>										
Creditors System Efficiency	% of Creditors Paid Within Terms (within 'MFMA' s 65(e))	98.0%	98.0%	98.0%	98.0%	98.0%	98.0%	98.0%	98.0%	98.0%
Creditors to Cash and Investments		51.4%	11.2%	18.4%	36.4%	29.7%	29.7%	65.0%	79.4%	85.4%

Description of financial indicator	Basis of calculation	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Other Indicators										
Electricity Distribution Losses (2)	Total Volume Losses (kW)	21177668.7	383146654.2	386978120.8	390847902	390847902	390847902	390847902	390847902	390847902
	Total Volume Losses (kW) non technical									
	Total Cost of Losses (Rand '000)	1 525	26 820	27 088	27 359	27 359	27 359	27 359	27 359	27 633
	% Volume (units purchased and generated less units sold)/units purchased and generated	7%	7%	7%	6%	6%	6%	6%	6%	6%
Water Volumes :System input	Bulk Purchase									
	Water treatment works									
	Natural sources									
Water Distribution Losses (2)	Total Volume Losses (kℓ)	9 141	9 233	9 325	9 418	9 418	9 418	9 418	9 418	9 512
	Total Cost of Losses (Rand '000)	2011055	2031166	2051477	2071992	2071992	2071992	2071992	2071992	2092712.15
	% Volume (units purchased and generated less units sold)/units purchased and generated	22%	22%	22%	22%	22%	22%	22%	22%	21%
Employee costs	Employee costs/(Total Revenue - capital revenue)	30.7%	32.2%	28.2%	29.7%	28.3%	28.3%	27.0%	25.2%	24.5%
Remuneration	Total remuneration/(Total Revenue - capital revenue)	31.8%	33.3%	29.2%	30.7%	29.3%	29.3%	28.0%	26.1%	25.4%
Repairs & Maintenance	R&M/(Total Revenue excluding capital revenue)	3.1%	3.8%	3.3%	5.1%	5.0%	5.0%	5.0%	4.7%	4.4%
Finance charges & Depreciation	FC&D/(Total Revenue - capital revenue)	11.8%	12.2%	11.0%	10.1%	10.2%	10.2%	10.4%	9.7%	8.9%
IDP regulation financial viability indicators										
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)	542.7	578.6	74.9	47.0	47.0	47.0	17.3	18.2	20.2
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services	15.0%	11.6%	8.1%	10.7%	10.6%	10.6%	10.3%	10.3%	10.8%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure	4.5	19.7	10.1	4.5	5.9	5.9	2.6	2.0	1.7

WC024 Stellenbosch - Supporting Table SA9 Social, economic and demographic statistics and assumptions

Description of economic indicator	Ref.	Basis of calculation	2001 Census	2007 Survey	2011 Census	2019/20	2020/21	2021/22	Current Year 2022/23	2023/24 Medium Term Revenue & Expenditure Framework		
						Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Demographics												
Population		Statistics South Africa	200 524	155 718	170 654	195	207	207	207	207	207	207
Females aged 5 - 14		Statistics South Africa	17 865	11 020	12 077	14	15	15	15	15	15	15
Males aged 5 - 14		Statistics South Africa	16 352	11 092	12 157	14	15	15	15	15	15	15
Females aged 15 - 34		Statistics South Africa	38 791	33 191	36 374	42	45	45	45	45	45	45
Males aged 15 - 34		Statistics South Africa	41 919	32 718	35 856	42	44	44	44	44	44	44
Unemployment		Statistics South Africa	15 513	10 178	11 154	13	14	14	14	14	14	14
Monthly household income (no. of households)												
No income	1, 12	Statistics South Africa, regional	3 557	8 961	9 820	11	12	12	13	13	13	13
R1 - R1 600		Statistics South Africa, regional	245	914	2 065	2	2	3	3	3	3	3
R1 601 - R3 200		Statistics South Africa, regional	1 126	1 517	1 614	2	2	2	2	2	2	2
R3 201 - R6 400		Statistics South Africa, regional	3 728	4 415	4 699	5	6	6	6	6	6	6
R6 401 - R12 800		Statistics South Africa, regional	4 484	7 160	7 620	9	9	10	10	10	10	10
R12 801 - R25 600		Statistics South Africa, regional	6 463	6 742	7 176	8	9	9	9	9	10	10
R25 601 - R51 200		Statistics South Africa, regional	4 144	4 994	5 316	6	7	7	7	7	7	7
R52 201 - R102 400		Statistics South Africa, regional	2 578	3 671	3 907	5	5	5	5	5	5	5
R102 401 - R204 800		Statistics South Africa, regional	1 680	2 874	3 058	4	4	4	4	4	4	4
R204 801 - R409 600		Statistics South Africa, regional	69	1 432	1 523	2	2	2	2	2	2	2
R409 601 - R819 200		Statistics South Africa, regional	242	430	458	1	1	1	1	1	1	1
> R819 200		Statistics South Africa, regional	245	305	325	0	0	0	0	0	0	0
Poverty profiles (no. of households)												
< R2 060 per household per month	13	0	8 656	15 807	16 824	19 508	20 678	21 256	21 850	22 461	23 089	23 089
	2	0	-	-	<R1600	<R1600	<R1600	<R1600	<R1600	<R1600	<R1600	<R1600
Household/demographics (000)												
Number of people in municipal area		Statistics South Africa, regional	200 524	155 718	170 654	198	210	210	210	210	210	210
Number of poor people in municipal area		Statistics South Africa, regional	-	-	-	-	-	-	-	-	-	-
Number of households in municipal area		Statistics South Africa, regional	36 413	43 417	47 582	55	58	58	58	58	58	58
Number of poor households in municipal area		Statistics South Africa, regional	8 656	15 807	17 323	20	21	21	21	21	21	21
Definition of poor household (R per month)		0	-	-	<R1600	<R1600	<R1600	<R1600	<R1600	<R1600	<R1600	<R1600

Housing statistics		3										
Formal		0	32 918	32 620	35 749	19 508	20 678	21 256	21 850	52 283	55 421	55 421
Informal		0	3	11	12	<R1600	<R1600	<R1600	<R1600	17 304	18 342	18 342
Total number of households			36 413	43 417	47 581	19 508	20 678	21 256	21 850	69 587	73 763	73 763
Dwellings provided by municipality	4	0	-	-	-	-	-	-	-	-	-	-
Dwellings provided by province/s	0	0	-	-	-	-	-	-	-	-	-	-
Dwellings provided by private sector	5	0	-	-	-	-	-	-	-	-	-	-
Total new housing dwellings			-	-	-	-	-	-	-	-	-	-
Economic		6										
Inflation/inflation outlook (CPIX)						5.2%	4.5%	4.6%	4.0%	4.4%	4.5%	5.2%
Interest rate - borrowing						10.5%	10.5%	10.5%	0.0%	0.0%	0.0%	0.0%
Interest rate - investment						8.5%	8.5%	8.5%	0.0%	0.0%	0.0%	0.0%
Remuneration increases						7.0%	6.3%	7.0%	7.3%	6.9%	6.9%	7.7%
Consumption growth (electricity)						1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
Consumption growth (water)						-1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
Collection rates		7										
Property tax/service charges						96.0%	96.0%	96.0%	96.0%	96.0%	96.0%	96.0%
Rental of facilities & equipment						97.0%	97.0%	97.0%	97.0%	97.0%	97.0%	97.0%
Interest - external investments						100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Interest - debtors						96.0%	96.0%	96.0%	96.0%	96.0%	96.0%	96.0%
Revenue from agency services						100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Detail on the provision of municipal services for A10

Total municipal services	Ref.		2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework			
			Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26	
		Household service targets (000)										
		Water:										
		Piped water inside dwelling	40 626	40 626	40 676	40 676	40 676	40 726	40 776	40 826	40 826	
		Piped water inside yard (but not in dwelling)	4 461	4 461	4 561	4 561	4 561	4 664	4 769	4 876	4 876	
8		Using public tap (at least min.service level)	4 778	4 778	4 878	4 878	4 878	4 980	5 084	5 191	5 191	
10		Other water supply (at least min.service level)	684	684	834	834	834	1 017	1 240	1 512	1 512	
		<i>Minimum Service Level and Above sub-total</i>	50 550	50 550	50 950	50 950	50 950	51 387	51 869	52 404	52 404	
9		Using public tap (< min.service level)	1 170	1 170	1 070	1 070	1 070	979	896	820	820	
10		Other water supply (< min.service level)	-	-	-	-	-	-	-	-	-	
		No water supply	207	207	157	157	157	119	90	68	68	
		<i>Below Minimum Service Level sub-total</i>	1 377	1 377	1 227	1 227	1 227	1 098	986	888	888	
		Total number of households	51 927	51 927	52 177	52 177	52 177	52 485	52 855	53 292	53 292	

<u>Sanitation/sewerage:</u>									
Flush toilet (connected to sewerage)	46 256	46 256	46 306	46 306	46 306	46 356	46 406	46 456	46 456
Flush toilet (with septic tank)	2 165	2 165	2 265	2 265	2 265	2 370	2 480	2 595	2 595
Chemical toilet	407	407	420	420	420	433	446	460	460
Pit toilet (ventilated)	50	50	-	-	-	-	-	-	-
Other toilet provisions (> min.service level)	1 898	1 898	2 236	2 236	2 236	2 633	3 101	3 652	3 652
<i>Minimum Service Level and Above sub-total</i>	50 777	50 777	51 227	51 227	51 227	51 792	52 433	53 163	53 163
Bucket toilet	800	800	700	700	700	613	537	470	470
Other toilet provisions (< min.service level)	50	50	-	-	-	-	-	-	-
No toilet provisions	300	300	250	250	250	208	173	144	144
<i>Below Minimum Service Level sub-total</i>	1 150	1 150	950	950	950	821	710	614	614
Total number of households	51 927	51 927	52 177	52 177	52 177	52 613	53 143	53 777	53 777
<u>Energy:</u>									
Electricity (at least min.service level)	14 821	14 821	15 071	15 071	15 071	15 325	15 583	15 846	15 846
Electricity - prepaid (min.service level)	35 003	35 003	35 253	35 253	35 253	35 505	35 759	36 014	36 014
<i>Minimum Service Level and Above sub-total</i>	49 824	49 824	50 324	50 324	50 324	50 830	51 342	51 860	51 860
Electricity (< min.service level)	150	150	150	150	150	150	150	150	150
Electricity - prepaid (< min. service level)	-	-	-	-	-	-	-	-	-
Other energy sources	1 953	1 953	1 703	1 703	1 703	1 485	1 295	1 129	1 129
<i>Below Minimum Service Level sub-total</i>	2 103	2 103	1 853	1 853	1 853	1 635	1 445	1 279	1 279
Total number of households	51 927	51 927	52 177	52 177	52 177	52 465	52 787	53 140	53 140
<u>Refuse:</u>									
Removed at least once a week	47 649	47 649	48 149	48 149	48 149	48 654	49 164	49 680	49 680
<i>Minimum Service Level and Above sub-total</i>	47 649	47 649	48 149	48 149	48 149	48 654	49 164	49 680	49 680
Removed less frequently than once a week	-	-	-	-	-	-	-	-	-
Using communal refuse dump	1 028	1 028	978	978	978	930	885	841	841
Using own refuse dump	2 100	2 100	2 000	2 000	2 000	1 905	1 815	1 728	1 728
Other rubbish disposal	750	750	700	700	700	653	609	568	568
No rubbish disposal	400	400	350	350	350	306	268	234	234
<i>Below Minimum Service Level sub-total</i>	4 278	4 278	4 028	4 028	4 028	3 794	3 576	3 372	3 372
Total number of households	51 927	51 927	52 177	52 177	52 177	52 448	52 740	53 052	53 052

Municipal in-house services	Ref.		2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
			Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
		Household service targets (000)									
		Water:									
		Piped water inside dwelling	40 626	40 626	40 676	40 676	40 676	40 726	40 776	40 826	40 826
		Piped water inside yard (but not in dwelling)	4 461	4 461	4 561	4 561	4 561	4 664	4 769	4 876	4 876
8		Using public tap (at least min.service level)	4 778	4 778	4 878	4 878	4 878	4 980	5 084	5 191	5 191
10		Other water supply (at least min.service level)	684	684	834	834	834	1 017	1 240	1 512	1 512
		<i>Minimum Service Level and Above sub-total</i>	50 550	50 550	50 950	50 950	50 950	51 387	51 869	52 404	52 404
9		Using public tap (< min.service level)	1 170	1 170	1 070	1 070	1 070	979	896	820	820
10		Other water supply (< min.service level)	-	-	-	-	-	-	-	-	-
		No water supply	207	207	157	157	157	119	90	68	68
		<i>Below Minimum Service Level sub-total</i>	1 377	1 377	1 227	1 227	1 227	1 098	986	888	888
		Total number of households	51 927	51 927	52 177	52 177	52 177	52 485	52 855	53 292	53 292
		Sanitation/sewerage:									
		Flush toilet (connected to sewerage)	46 256	46 256	46 306	46 306	46 306	46 356	46 406	46 456	46 456
		Flush toilet (with septic tank)	2 165	2 165	2 265	2 265	2 265	2 370	2 480	2 595	2 595
		Chemical toilet	407	407	420	420	420	433	446	460	460
		Pit toilet (ventilated)	50	50	-	-	-	-	-	-	-
		Other toilet provisions (> min.service level)	1 898	1 898	2 236	2 236	2 236	2 633	3 101	3 652	3 652
		<i>Minimum Service Level and Above sub-total</i>	50 777	50 777	51 227	51 227	51 227	51 792	52 433	53 163	53 163
		Bucket toilet	800	800	700	700	700	613	537	470	470
		Other toilet provisions (< min.service level)	50	50	-	-	-	-	-	-	-
		No toilet provisions	300	300	250	250	250	208	173	144	144
		<i>Below Minimum Service Level sub-total</i>	1 150	1 150	950	950	950	821	710	614	614
		Total number of households	51 927	51 927	52 177	52 177	52 177	52 613	53 143	53 777	53 777
		Energy:									
		Electricity (at least min.service level)	14 821	14 821	15 071	15 071	15 071	15 325	15 583	15 846	15 846
		Electricity - prepaid (min.service level)	35 003	35 003	35 253	35 253	35 253	35 505	35 759	36 014	36 014
		<i>Minimum Service Level and Above sub-total</i>	49 824	49 824	50 324	50 324	50 324	50 830	51 342	51 860	51 860
		Electricity (< min.service level)	150	150	150	150	150	150	150	150	150
		Electricity - prepaid (< min. service level)	-	-	-	-	-	-	-	-	-
		Other energy sources	1 953	1 953	1 703	1 703	1 703	1 485	1 295	1 129	1 129
		<i>Below Minimum Service Level sub-total</i>	2 103	2 103	1 853	1 853	1 853	1 635	1 445	1 279	1 279
		Total number of households	51 927	51 927	52 177	52 177	52 177	52 465	52 787	53 140	53 140

	Refuse:									
	Removed at least once a week	47 649	47 649	48 149	48 149	48 149	48 654	49 164	49 680	49 680
	<i>Minimum Service Level and Above sub-total</i>	47 649	47 649	48 149	48 149	48 149	48 654	49 164	49 680	49 680
	Removed less frequently than once a week	-	-	-	-	-	-	-	-	-
	Using communal refuse dump	1 028	1 028	978	978	978	930	885	841	841
	Using own refuse dump	2 100	2 100	2 000	2 000	2 000	1 905	1 815	1 728	1 728
	Other rubbish disposal	750	750	700	700	700	653	609	568	568
	No rubbish disposal	400	400	350	350	350	306	268	234	234
	<i>Below Minimum Service Level sub-total</i>	4 278	4 278	4 028	4 028	4 028	3 794	3 576	3 372	3 372
	Total number of households	51 927	51 927	52 177	52 177	52 177	52 448	52 740	53 052	53 052

Detail of Free Basic Services (FBS) provided		2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Electricity	<u>Location of households for each type of FBS</u>									
List type of FBS service	Formal settlements - (50 kwh per indigent household per month Rands)	13 321 030	14 758 992	18 155 071	17 685 253	17 685 253	17 685 253	71 634 445	82 021 440	90 961 777
	<i>Number of HH receiving this type of FBS</i>	-	-	-	-	-	-	-	-	-
	Informal settlements (Rands)	-	-	-	-	-	-	-	-	-
	<i>Number of HH receiving this type of FBS</i>	-	-	-	-	-	-	-	-	-
	Informal settlements targeted for upgrading (Rands)	-	-	-	-	-	-	-	-	-
	<i>Number of HH receiving this type of FBS</i>	-	-	-	-	-	-	-	-	-
	Living in informal backyard rental agreement (Rands)	-	-	-	-	-	-	-	-	-
	<i>Number of HH receiving this type of FBS</i>	-	-	-	-	-	-	-	-	-
	Other (Rands)	-	-	-	-	-	-	-	-	-
	<i>Number of HH receiving this type of FBS</i>	-	-	-	-	-	-	-	-	-
	Total cost of FBS - Electricity for informal settlements	-	-	-	-	-	-	-	-	-

Water		Ref.	<u>Location of households for each type of FBS</u>							
List type of FBS service	Formal settlements - (6 kilolitre per indigent household per month Rands)	21 106 158	25 538 738	25 194 935	8 277 972	8 157 234	8 157 234	8 565 096	8 993 350	9 443 018
	Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-
	Informal settlements (Rands)	-	-	-	-	-	-	-	-	-
	Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-
	Informal settlements targeted for upgrading (Rands)	-	-	-	-	-	-	-	-	-
	Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-
	Living in informal backyard rental agreement (Rands)	-	-	-	-	-	-	-	-	-
	Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-
	Other (Rands)	-	-	-	-	-	-	-	-	-
	Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-
	Total cost of FBS - Water for informal settlements	-	-	-	-	-	-	-	-	-
Sanitation		Ref.	<u>Location of households for each type of FBS</u>							
List type of FBS service	Formal settlements - (free sanitation service to indigent households)	9 607 052	10 545 132	10 039 242	11 325 696	9 240 803	9 240 803	9 795 251	10 382 966	11 005 944
	Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-
	Informal settlements (Rands)	-	-	-	-	-	-	-	-	-
	Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-
	Informal settlements targeted for upgrading (Rands)	-	-	-	-	-	-	-	-	-
	Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-
	Living in informal backyard rental agreement (Rands)	-	-	-	-	-	-	-	-	-
	Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-
	Other (Rands)	-	-	-	-	-	-	-	-	-
	Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-
	Total cost of FBS - Sanitation for informal settlements	-	-	-	-	-	-	-	-	-

Refuse Removal	Ref.	<u>Location of households for each type of FBS</u>									
List type of FBS service											
		Formal settlements - (removed once a week to indigent households)	-	-	-	19 725 134	19 725 134	19 725 134	21 500 396	23 435 432	25 544 621
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-
		Informal settlements (Rands)	-	-	-	-	-	-	-	-	-
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-
		Informal settlements targeted for upgrading (Rands)	-	-	-	-	-	-	-	-	-
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-
		Living in informal backyard rental agreement (Rands)	-	-	-	-	-	-	-	-	-
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-
		Other (Rands)	-	-	-	-	-	-	-	-	-
		Number of HH receiving this type of FBS	-	-	-	-	-	-	-	-	-
		Total cost of FBS - Refuse Removal for informal settler	-	-	-	-	-	-	-	-	-

WC024 Stellenbosch Supporting Table SA10 Funding measurement

Description	MFMA section	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Funding measures												
Cash/cash equivalents at the year end - R'000	18(1)b	1	535 125	2 626 464	1 425 381	705 898	923 068	923 068	(2 243 113)	428 557	354 570	333 672
Cash + investments at the yr end less applications - R'000	18(1)b	2	(312 346)	(584 656)	(641 908)	152 354	189 727	189 727	163 721	185 691	113 076	95 317
Cash year end/monthly employee/supplier payments	18(1)b	3	4.5	19.7	10.1	4.5	5.9	5.9	(19.7)	2.6	2.0	1.7
Surplus/(Deficit) excluding depreciation offsets: R'000	18(1)	4	-	-	-	-	-	-	-	-	-	-
Service charge rev % change - macro CPIX target exclusive	18(1)a,(2)	5	N.A.	0.5%	7.9%	4.2%	(8.1%)	(6.0%)	(23.7%)	3.6%	4.5%	2.7%
Cash receipts % of Ratepayer & Other revenue	18(1)a,(2)	6	0.0%	57.6%	49.1%	44.5%	40.5%	40.5%	(45.9%)	41.7%	42.9%	43.6%
Debt impairment expense as a % of total billable revenue	18(1)a,(2)	7	4.9%	4.9%	5.0%	5.0%	5.9%	5.9%	4.9%	5.6%	5.2%	4.9%
Capital payments % of capital expenditure	18(1)c;19	8	3.9%	34.9%	11.4%	0.0%	0.0%	0.0%	2.5%	114.3%	114.1%	114.1%
Borrowing receipts % of capital expenditure (excl. transfers)	18(1)c	9	0.0%	0.0%	(58.7%)	50.6%	58.8%	58.8%	0.0%	53.1%	42.1%	44.4%
Grants % of Govt. legislated/gazetted allocations	18(1)a	10								100.9%	100.6%	100.6%
Current consumer debtors % change - incr(decr)	18(1)a	11	N.A.	(18.1%)	(18.7%)	49.2%	(4.1%)	0.0%	(23.8%)	6.4%	12.2%	15.2%
Long term receivables % change - incr(decr)	18(1)a	12	N.A.	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
R&M % of Property Plant & Equipment	20(1)(vi)	13	0.9%	1.2%	1.1%	1.8%	1.8%	1.8%	(336.7%)	1.9%	1.9%	1.8%
Asset renewal % of capital budget	20(1)(vi)	14	2.5%	7.7%	12.0%	7.7%	7.1%	7.1%	0.0%	6.7%	5.1%	17.9%

Description	MFMA section	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Supporting indicators												
% incr <i>total service charges (incl prop rates)</i>	18(1)a			6.5%	13.9%	10.2%	(2.1%)	0.0%	(17.7%)	9.6%	10.5%	8.7%
% incr Property Tax	18(1)a			7.9%	7.0%	4.0%	(0.0%)	0.0%	(11.3%)	7.9%	6.5%	6.0%
% incr Service charges - Water	18(1)a			12.5%	19.6%	11.9%	(4.1%)	0.0%	(22.4%)	12.5%	14.5%	10.9%
% incr Service charges - Waste Water Management	18(1)a			(21.7%)	9.2%	20.4%	0.0%	0.0%	(11.3%)	5.0%	5.0%	5.0%
% incr Service charges - Waste Management	18(1)a			11.3%	10.4%	6.7%	0.0%	0.0%	(17.7%)	(0.4%)	6.0%	6.0%
#REF!	18(1)a			16.2%	15.7%	12.2%	0.0%	0.0%	(19.6%)	13.4%	9.0%	9.0%
% incr in Sale of Goods and Rendering of Services	18(1)a			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total billable revenue	18(1)a		1 245 801	1 327 100	1 512 168	1 666 593	1 632 137	1 632 137	1 342 722	1 789 180	1 977 847	2 149 351
Service charges			1 245 801	1 327 100	1 512 168	1 666 593	1 632 137	1 632 137	1 342 722	1 789 180	1 977 847	2 149 351
Property rates			365 675	394 484	421 969	438 941	438 941	438 941	389 160	473 589	504 285	534 542
Service charges - electricity revenue			562 275	632 401	756 431	846 763	812 308	812 308	630 481	913 669	1 046 151	1 160 182
Service charges - water revenue			171 632	134 426	146 830	176 783	176 783	176 783	156 871	185 622	194 903	204 648
Service charges - sanitation revenue			83 262	92 639	102 285	109 134	109 134	109 134	89 817	108 647	115 165	122 075
Service charges - refuse removal			62 957	73 150	84 652	94 971	94 971	94 971	76 394	107 654	117 342	127 903
Service charges - other												
Interest			2 664	3 248	3 020	4 281	3 192	3 192	2 952	3 358	3 516	3 681
Capital expenditure excluding capital grant funding			280 685	381 156	245 297	276 790	238 082	238 082	127 016	376 826	474 946	393 797
Cash receipts from ratepayers	18(1)a		369	2 339 395	2 197 361	2 116 232	1 897 615	1 897 615	(1 898 068)	2 106 841	2 335 571	2 529 714
Ratepayer & Other revenue	18(1)a		3 771 135	4 059 314	4 472 285	4 753 780	4 680 756	4 680 756	4 139 433	5 055 473	5 439 310	5 805 737
Change in consumer debtors (current and non-current)		N/A		33 860	4 762	79 978	(16 463)	-	(220 475)	254 182	47 620	59 535
Operating and Capital Grant Revenue	18(1)a		300 619	278 295	319 400	366 410	344 598	344 598	268 572	344 766	340 957	400 695
Capital expenditure - total	20(1)(vi)		408 562	392 941	340 170	409 273	378 709	378 709	202 726	504 800	589 095	503 056
Capital expenditure - renewal	20(1)(vi)		10 136	30 214	40 909	31 358	26 718	26 718		33 634	30 231	90 031
Supporting benchmarks												
Growth guideline maximum			6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%
CPI guideline			4.3%	3.9%	4.6%	5.0%	5.0%	5.0%	5.0%	5.4%	5.6%	5.4%

Description	MFMA section	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Total Operating Revenue			1 617 512	1 735 542	1 949 813	2 103 783	2 089 954	2 089 954	1 774 741	2 284 927	2 504 162	2 757 998
Total Operating Expenditure			1 653 824	1 833 530	1 925 744	2 102 065	2 119 665	2 119 665	1 474 836	2 258 349	2 439 514	2 690 369
Operating Performance Surplus/(Deficit)			(36 311)	(97 987)	24 068	1 718	(29 711)	(29 711)	299 905	26 578	64 648	67 629
Cash and Cash Equivalents (30 June 2012)										-		
Revenue												
% Increase in Total Operating Revenue				7.3%	12.3%	7.9%	(0.7%)	0.0%	(15.1%)	9.3%	9.6%	10.1%
% Increase in Property Rates Revenue				7.9%	7.0%	4.0%	(0.0%)	0.0%	(11.3%)	21.7%	6.5%	6.0%
% Increase in Electricity Revenue				12.5%	19.6%	11.9%	(4.1%)	0.0%	(22.4%)	12.5%	14.5%	10.9%
% Increase in Property Rates & Services Charges				6.5%	13.9%	10.2%	(2.1%)	0.0%	(17.7%)	9.6%	10.5%	8.7%
Expenditure												
% Increase in Total Operating Expenditure				10.9%	5.0%	9.2%	0.8%	0.0%	(30.4%)	6.5%	8.0%	10.3%
% Increase in Employee Costs				12.6%	(1.6%)	13.6%	(5.4%)	0.0%	(23.3%)	4.5%	2.2%	6.9%
% Increase in Electricity Bulk Purchases				1.9%	24.9%	4.4%	(1.4%)	0.0%	(28.2%)	17.0%	22.0%	22.0%
Average Cost Per Budgeted Employee Position (Remuneration)					399272.6438	1303682.177				1255474.693		
Average Cost Per Councillor (Remuneration)					0	0				0		
R&M % of PPE			0.9%	1.1%	1.1%	1.7%	1.7%	1.7%		1.8%	1.7%	1.7%
Asset Renewal and R&M as a % of PPE			3.3%	2.9%	4.1%	4.5%	3.9%	3.9%		4.8%	5.6%	5.4%
Debt Impairment % of Total Billable Revenue			4.9%	4.9%	5.0%	5.0%	5.9%	5.9%	4.9%	5.6%	5.2%	4.9%
Capital Revenue												
Internally Funded & Other (R'000)			13 471	141 384	128 766	140 000	94 368	94 368	58 229	200 000	200 000	175 000
Borrowing (R'000)			-	-	-	-	-	-	-	-	-	-
Grant Funding and Other (R'000)			408 562	392 941	340 170	409 273	378 709	378 709	202 726	504 800	589 095	503 056
Internally Generated funds % of Non Grant Funding			(88.2%)	(98.6%)	(100.0%)	(100.0%)	(100.0%)	(100.0%)	(100.0%)	(100.0%)	(100.0%)	(100.0%)
Borrowing % of Non Grant Funding			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Grant Funding % of Total Funding			164.6%	165.4%	292.0%	299.2%	263.5%	263.5%	294.7%	285.5%	214.3%	229.9%
Capital Expenditure												
Total Capital Programme (R'000)			389 588	390 748	340 120	409 273	378 709	378 709	202 726	504 800	589 095	503 056
Asset Renewal			138 950	102 737	179 364	174 705	137 388	137 388	-	195 977	262 044	258 681
Asset Renewal % of Total Capital Expenditure			35.7%	26.3%	52.7%	42.7%	36.3%	36.3%	0.0%	38.8%	44.5%	51.4%

Description	MFMA section	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Cash												
Cash Receipts % of Rate Payer & Other			0.0%	57.6%	49.1%	44.5%	40.5%	40.5%	(45.9%)	41.7%	42.9%	43.6%
Cash Coverage Ratio			0	0	0	0	0	0	(0)	0	0	0
Borrowing												
Credit Rating (2009/10)										0		
Capital Charges to Operating			11.5%	11.6%	11.1%	10.1%	10.1%	10.1%	14.2%	12.2%	11.8%	11.1%
Borrowing Receipts % of Capital Expenditure			0.0%	0.0%	(58.7%)	50.6%	58.8%	58.8%	0.0%	53.1%	42.1%	44.4%
Reserves												
Surplus/(Deficit)			(312 346)	(584 656)	(641 908)	152 354	189 727	189 727	163 721	185 691	113 076	95 317
Free Services												
Free Basic Services as a % of Equitable Share			0.0%	14.9%	17.0%	31.7%	30.5%	30.5%		55.5%	56.2%	55.4%
Free Services as a % of Operating Revenue (excl operational transfers)			3.5%	3.5%	3.0%	3.1%	2.5%	2.5%		2.8%	2.7%	2.6%
Total Operating Revenue			1 617 512	1 735 542	1 949 813	2 103 783	2 089 954	2 089 954	1 774 741	2 284 927	2 504 162	2 757 998
Total Operating Expenditure			1 653 824	1 833 530	1 925 744	2 102 065	2 119 665	2 119 665	1 474 836	2 258 349	2 439 514	2 690 369
Surplus/(Deficit) Budgeted Operating Statement			(36 311)	(97 987)	24 068	1 718	(29 711)	(29 711)	299 905	26 578	64 648	67 629
Surplus/(Deficit) Considering Reserves and Cash Backing			(312 346)	(584 656)	(641 908)	152 354	189 727	189 727	163 721	185 691	113 076	95 317
MTREF Funded (1) / Unfunded (0)		15	0	0	0	1	1	1	1	1	1	1
MTREF Funded ✓ / Unfunded ✗		15	✗	✗	✗	✓	✓	✓	✓	✓	✓	✓

WC024 Stellenbosch - Supporting Table SA11 Property rates summary

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Valuation:	1	02/07/2012	02/07/2012	01/07/2017	2019/2020	02/07/2020		02/07/2020	02/07/2020	02/07/2024
Date of valuation:		2015/2016	Y	Y	Y			2023/2024	2024/2025	2025/2026
Financial year valuation used	2	Y	Y	Y	Y	Y	Y	Y	Y	
Municipal by-laws s6 in place? (Y/N)		Y	N	N	N	Y	Y	Y	Y	
Municipal/assistant valuer appointed? (Y/N)		Y	N	N	N	N	N	N	N	N
Municipal partnership s38 used? (Y/N)	3	2	2	2	-			1		
No. of assistant valuers (FTE)	3	8	8	8	5			4		
No. of data collectors (FTE)	3	-	-	-	-			-		
No. of internal valuers (FTE)	3	1	1	1	2			1		
No. of external valuers (FTE)	4	-	-	-	-	3 Candidates	3 Candidates	3 Candidates		
No. of additional valuers (FTE)		Y	Y	Y	Y	Y	Y	24	Y	
Valuation appeal board established? (Y/N)		24	12	12	12			24		
Implementation time of new valuation roll (mths)	5	32 363	33 403	34 428	35 529		36	35 529	37660	39920
No. of properties	5	7 105	7 617	7 930	8 245		8	8 245	8740	9264
No. of sectional title values		-	-	-	-			-	0	0
No. of unreasonably difficult properties s7(2)		2	2	2	1 154		1	-	0	0
No. of supplementary valuations		-	-	-	71			-	0	0
No. of valuation roll amendments		-	-	-	71			-	0	0
No. of objections by rate payers		-	-	-	-			-	0	0
No. of appeals by rate payers		-	-	-	-			-	0	0
No. of successful objections	8	-	-	-	58			-	0	0
No. of successful objections > 10%	8	-	-	-	-			-	0	0
Supplementary valuation		-	-	-	-			-	0	0
Public service infrastructure value (Rm)	5	0	33	69	51		50 600	51	50600000	50600000
Municipality owned property value (Rm)		0	1 161	1 074	1 447		1 446 800	1 399	1469200000	1542700000
Valuation reductions:										
Valuation reductions-public infrastructure (Rm)		10	33	69	48		51	51	51	51
Valuation reductions-nature reserves/park (Rm)		11	-	-	44		44	44	44	44
Valuation reductions-mineral rights (Rm)		-	-	-	-		-	-	-	-
Valuation reductions-R15,000 threshold (Rm)		365	382	418	408		409	409	429	451
Valuation reductions-public worship (Rm)		334	189	370	453		453	453	475	499
Valuation reductions-other (Rm)		-	2	2	11		26	26	28	29
Total valuation reductions:		721	605	858	965	-	983	983	1 027	1 074
Total value used for rating (Rm)	5	48 963	69 851	70 957	93 055		93 461	93 461	99 069	105 013
Total land value (Rm)	5	20 656	10 583	-	458		687	687	728	772
Total value of improvements (Rm)	5	28 233	59 873	-	92 597		92 774	92 774	98 340	104 241
Total market value (Rm)	5	48 889	70 456	73 300	93 055		93 461	93 461	99 069	105 013
Rating:										
Residential rate used to determine rate for other categories? (Y/N)	5	Y	Y	Y		Y	Y	Y		
Differential rates used? (Y/N)		Y	Y	Y		N	N			
Limit on annual rate increase (s20)? (Y/N)		Y	Y	Y						
Special rating area used? (Y/N)		Y	Y	Y		Y	Y			
Phasing-in properties s21 (number)		-	-	-	-					
Rates policy accompanying budget? (Y/N)		Y	Y	Y		Y	Y			
Fixed amount minimum value (R'000)			200	200		N	N	N		
Non-residential prescribed ratio s19? (%)			25.0%	25.0%						
Rate revenue:										
Rate revenue budget (R '000)	6	410 028	440 338	465 679	496 613	486 268	486 268	532 845	564 815	598 704
Rate revenue expected to collect (R'000)	6									
Expected cash collection rate (%)	7	5 586	7 427	7 523	-	-	-	-	-	-
Special rating areas (R'000)		-	-	-	-	-	-	-	-	-
Rebates, exemptions - indigent (R'000)		3 008	2 921	3 235	3 299	3 112	3 112	3 299	3 497	3 707
Rebates, exemptions - pensioners (R'000)		-	11 406	11 464	-	-	-	-	-	-
Rebates, exemptions - bona fide farm. (R'000)		46 930	15 501	12 735	54 372	44 214	44 214	53 805	57 033	60 455
Rebates, exemptions - other (R'000)		-	23 453	23 799	-	-	-	-	-	-
Phase-in reductions/discounts (R'000)										

WC024 Stellenbosch - Supporting Table SA12a Property rates by category (current year)

Description	Ref	Business and commercial properties	Industrial properties	Mining properties	Residential properties	Agricultural properties	Public benefit organisations	Public service purpose properties	Public service infrastructure properties	Vacant land	Sport Clubs and Fields (Bitou only)	Sectional Title Garages (Drakenstein only)	Sum
Current Year 2022/23													
Valuation:													
No. of properties		3 034			28 622	1 894	2	71	744	1 162	-	-	36
No. of sectional title property values		1 035			7 210						-	-	8
No. of unreasonably difficult properties s7(2)											-	-	-
No. of supplementary valuations		128			452	301	2	3	10	258	-	-	1
Supplementary valuation (Rm)		536			2 179	1 810	12	7	3	388	-	-	5
No. of valuation roll amendments		6			27	34				4	-	-	0
No. of objections by rate-payers		6			27	34				4	-	-	0
No. of appeals by rate-payers											-	-	-
No. of appeals by rate-payers finalised											-	-	-
No. of successful objections	5	4			21	31				2	-	-	0
No. of successful objections > 10%	5										-	-	-
Estimated no. of properties not valued											-	-	-
Years since last valuation (select)											-	-	-
Frequency of valuation (select)											-	-	-
Method of valuation used (select)											-	-	-
Base of valuation (select)											-	-	-
Phasing-in properties s21 (number)											-	-	-
Combination of rating types used? (Y/N)											-	-	-
Flat rate used? (Y/N)											-	-	-
Is balance rated by uniform rate/variable rate?											-	-	-
Valuation reductions:													
Valuation reductions-public infrastructure (Rm)									51		-	-	50 600
Valuation reductions-nature reserves/park (Rm)						44					-	-	44 100
Valuation reductions-mineral rights (Rm)											-	-	-
Valuation reductions-R15,000 threshold (Rm)					409						-	-	408 700
Valuation reductions-public worship (Rm)		364			89						-	-	452 800
Valuation reductions-other (Rm)	2				26						-	-	26 400
Total valuation reductions:													
Total value used for rating (Rm)	6	17 041			57 805	16 298	33	955	51	1 280	-	-	93 461 100
Total land value (Rm)	6	16				122			2	547	-	-	687 000
Total value of improvements (Rm)	6	17 024			57 805	16 176	33	955	49	733	-	-	92 774 000
Total market value (Rm)	6	17 041			57 805	16 298	33	955	51	1 280	-	-	93 461 100

Description	Ref	Business and commercial properties	Industrial properties	Mining properties	Residential properties	Agricultural properties	Public benefit organisations	Public service purpose properties	Public service infrastructure properties	Vacant land	Sport Clubs and Fields (Bitou only)	Sectional Title Garages (Drakenstein only)	Sum
Rating:													
Average rate	3	0.009780			0.004716	0.001186	0.001189	0.009993	-	0.010813	-	-	
Rate revenue budget (R '000)		166 651			272 599	19 325	39	9 543	-	13 837	-	-	481 994
Rate revenue expected to collect (R'000)											-	-	-
Expected cash collection rate (%)	4										0.0%	0.0%	-
Special rating areas (R'000)													-
Rebates, exemptions - indigent (R'000)		-	-	-	-	-	-	-	-	-	-	-	-
Rebates, exemptions - pensioners (R'000)					4 216						-	-	4 216
Rebates, exemptions - bona fide farm. (R'000)						6					-	-	6
Rebates, exemptions - other (R'000)		8 809			24 343						-	-	33 152
Phase-in reductions/discounts (R'000)		-	-	-	-	-	-	-	-	-	-	-	-
Total rebates, exemptns, reductns, discs (R'000)		8 809	-	-	28 560	6	-	-	-	-	-	-	37 374

WC024 Stellenbosch - Supporting Table SA12b Property rates by category (budget year)

Description	Ref	Business and commercial properties	Industrial properties	Mining properties	Residential properties	Agricultural properties	Public benefit organisations	Public service purpose properties	Public service infrastructure properties	Vacant land	Sport Clubs and Fields (Bitou only)	Sectional Title Garages (Drakenstein only)	Sum
Budget Year 2023/24													
Valuation:													
No. of properties		3 034			28 622	1 894	2	71	744	1 162	-	-	36
No. of sectional title property values		1 035			7 210						-	-	8
No. of unreasonably difficult properties s7(2)											-	-	-
No. of supplementary valuations											-	-	-
Supplementary valuation (Rm)											-	-	-
No. of valuation roll amendments											-	-	-
No. of objections by rate-payers											-	-	-
No. of appeals by rate-payers											-	-	-
No. of appeals by rate-payers finalised											-	-	-
No. of successful objections	5										-	-	-
No. of successful objections > 10%	5										-	-	-
Estimated no. of properties not valued											-	-	-
Years since last valuation (select)											-	-	-
Frequency of valuation (select)											-	-	-
Method of valuation used (select)											-	-	-
Base of valuation (select)											-	-	-
Phasing-in properties s21 (number)											-	-	-
Combination of rating types used? (Y/N)											-	-	-
Flat rate used? (Y/N)											-	-	-
Is balance rated by uniform rate/variable rate?											-	-	-
Valuation reductions:													
Valuation reductions-public infrastructure (Rm)									51		-	-	50 600
Valuation reductions-nature reserves/park (Rm)						44					-	-	44 100
Valuation reductions-mineral rights (Rm)											-	-	-
Valuation reductions-R15,000 threshold (Rm)					409						-	-	408 700
Valuation reductions-public worship (Rm)		364			89						-	-	452 800
Valuation reductions-other (Rm)	2				26						-	-	26 400
Total valuation reductions:													
Total value used for rating (Rm)	6	17 041			57 805	16 298	33	955	51	1 280	-	-	93 461 100
Total land value (Rm)	6	16				122			2	547	-	-	687 000
Total value of improvements (Rm)	6	17 024			57 805	16 176	33	955	49	733	-	-	92 774 000
Total market value (Rm)	6	17 041			57 805	16 298	33	955	51	1 280	-	-	93 461 100

Description	Ref	Business and commercial properties	Industrial properties	Mining properties	Residential properties	Agricultural properties	Public benefit organisations	Public service purpose properties	Public service infrastructure properties	Vacant land	Sport Clubs and Fields (Bitou only)	Sectional Title Garages (Drakenstein only)	Sum
Rating:													
Average rate	3	0.010367			0.004999	0.001257	0.001260	0.010593	-	0.011461	-	-	
Rate revenue budget (R '000)		176 657			288 981	20 479	42	10 116	-	14 667	-	-	510 942
Rate revenue expected to collect (R'000)											-	-	-
Expected cash collection rate (%)	4										0.0%	0.0%	-
Special rating areas (R'000)													-
Rebates, exemptions - indigent (R'000)		-	-	-	-	-	-	-	-	-	-	-	-
Rebates, exemptions - pensioners (R'000)					4 470						-	-	4 470
Rebates, exemptions - bona fide farm. (R'000)						6					-	-	6
Rebates, exemptions - other (R'000)		9 338			25 807						-	-	35 144
Phase-in reductions/discounts (R'000)		-	-	-	-	-	-	-	-	-	-	-	-
Total rebates,exemptns,reductns,discs (R'000)		9 338	-	-	30 276	6	-	-	-	-	-	-	39 620

WC024 Stellenbosch - Supporting Table SA13a Service Tariffs by category

Description	Ref	Provide description of tariff structure where appropriate	2019/20	2020/21	2021/22	Current Year 2022/23	2023/24 Medium Term Revenue & Expenditure Framework		
							Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Property rates (rate in the Rand)	1								
Residential properties		Rate in rand	0.0051	0.0054	0.0045	0.4759	0.0051	0.0054	0.0057
Residential properties - vacant land		Rate in rand	0.0102	0.0108	0.0090	0.9518	0.0101	0.0108	0.0115
Formal/informal settlements						-	-	-	-
Small holdings						-	-	-	-
Farm properties - used		Rate in rand	0.0013	0.0014	0.0011	0.1189	0.0013	0.0013	0.0014
Farm properties - not used		Rate in rand	0.0013	0.0014	0.0011	0.1189	0.0013	0.0013	0.0014
Industrial properties		Rate in rand	0.0112	0.0119	0.0099	1.0469	0.0112	0.0119	0.0126
Business and commercial properties		Rate in rand	0.0112	0.0119	0.0094	0.9993	0.0106	0.0113	0.0121
Communal land - residential			n/a			-	-	-	-
Communal land - small holdings			n/a			-	-	-	-
Communal land - farm property			n/a			-	-	-	-
Communal land - business and commercial			n/a			-	-	-	-
Communal land - other			n/a			-	-	-	-
State-owned properties			Res or Bus			-	-	-	-
Municipal properties			Res or Bus			-	-	-	-
Public service infrastructure		Rate in rand	0.0013	0.0014	0.0011	0.1189	0.0013	0.0013	0.0014
Privately owned towns serviced by the owner			n/a			-	-	-	-
State trust land			n/a			-	-	-	-
Restitution and redistribution properties			n/a			-	-	-	-
Protected areas		Rate in rand	0.0013	0.0014	0.0036	0.3807	0.0041	0.0043	0.0046
National monuments properties			n/a			-	-	-	-
Property rates by usage									
Business and commercial properties			-	-	-	-	-	-	-
Industrial properties			-	-	-	-	-	-	-
Mining properties			-	-	-	-	-	-	-
Residential properties			-	-	-	-	-	-	-
Agricultural properties			-	-	-	-	-	-	-
Public benefit organisations			-	-	-	-	-	-	-
Public service purpose properties			-	-	-	-	-	-	-
Public service infrastructure properties			-	-	-	-	-	-	-
Vacant land			-	-	-	-	-	-	-
Sport Clubs and Fields (Bitou only)			-	-	-	-	-	-	-
Sectional Title Garages (Drakenstein only)			-	-	-	-	-	-	-
Exemptions, reductions and rebates (Rands)									
Residential properties									
R15 000 threshold rebate			15 000	15 000	15 000	15 000	15 000	15 000	15 000
General residential rebate		Rate in rand	185 000	185 000	185 000	235 000	235 000	235 000	235 000
Indigent rebate or exemption		Rate in rand	185 000	185 000	185 000	235 000	235 000	235 000	235 000
Pensioners/social grants rebate or exemption			depends on	depends on	depends on	depends on	depends on	depends on	depends on
Temporary relief rebate or exemption			n/a	n/a	n/a	n/a	n/a	n/a	n/a
Bona fide farmers rebate or exemption			n/a	n/a	n/a	n/a	n/a	n/a	n/a
Other rebates or exemptions	2		-	-	-	-	-	-	-
Water tariffs									
Domestic									
Basic charge/ fixed fee (Rands/month)		Rands	61	66	74	78	83	88	92
Service point - vacant land (Rands/month)			-	n/a	n/a	-	-	-	-
Water usage - flat rate tariff (c/kl)			-	n/a	n/a	-	-	-	-
Water usage - life line tariff		(describe structure)	-	n/a	n/a	-	-	-	-
Water usage - Block 1 (c/kl)		0 kilolitres to 6 kilolitres	5	6	7	7	7	8	8
Water usage - Block 2 (c/kl)		7 kiloliters to 12 kiloliters	8	9	10	11	11	11	12
Water usage - Block 3 (c/kl)		13 kiloliters to 20 kiloliters	13	15	17	18	18	19	20
Water usage - Block 4 (c/kl)		21 kiloliters to 25 kiloliters	20	25	31	33	33	35	36
Water usage - Block 5 (c/kl)		25 kilolitres and up	-	-	219	233	232	245	258
Water usage - Block 6 (c/kl)		(fill in thresholds)	-	-	-	-	-	-	-
Other	2		-	-	-	-	-	-	-
Waste water tariffs									

Description	Ref	Provide description of tariff structure where appropriate	2019/20	2020/21	2021/22	Current Year 2022/23	2023/24 Medium Term Revenue & Expenditure Framework		
							Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Domestic									
Basic charge/ fixed fee (Rands/month)			-	n/a	n/a	-	-	-	-
Service point - vacant land (Rands/month)			-	n/a	n/a	-	-	-	-
Waste water - flat rate tariff (c/kl)			-	n/a	n/a	-	-	-	-
Volumetric charge - Block 1 (c/kl)		0 - 250	1 310	1 428	1 612	1 717	1 828	1 938	2 054
Volumetric charge - Block 2 (c/kl)		251 - 500	1 681	1 832	2 068	2 203	2 346	2 486	2 636
Volumetric charge - Block 3 (c/kl)		501 - 600	1 893	2 064	2 330	2 481	2 643	2 801	2 969
Volumetric charge - Block 4 (c/kl)		601 - 700	2 102	2 291	2 586	2 754	2 933	3 109	3 296
Other	2		-	n/a	n/a	-	-	-	-
Electricity tariffs									
Domestic									
Basic charge/ fixed fee (Rands/month)			-	n/a	n/a	-	-	-	-
Service point - vacant land (Rands/month)			-	n/a	n/a	-	-	-	-
FBE		(how is this targeted?)	-	n/a	n/a	-	-	-	-
Life-line tariff - meter		0 - 50 kwh (c/kWh)	87	-	126	136	160	183	203
Life-line tariff - prepaid		51 - 350 kwh (c/kWh)	108	-	157	170	200	229	254
Flat rate tariff - meter (c/kwh)		351 - 600 kwh (c/kWh)	165	-	173	186	298	341	378
Flat rate tariff - prepaid (c/kwh)		601 - 99999 kwh (c/kWh)	187	-	213	230	343	392	435
Meter - IBT Block 1 (c/kwh)		0 - 50 kwh (c/kWh)	87	-	126	136	160	183	203
Meter - IBT Block 2 (c/kwh)		51 - 350 kwh (c/kWh)	111	-	162	175	206	236	261
Meter - IBT Block 3 (c/kwh)		351 - 600 kwh (c/kWh)	157	-	228	246	289	331	367
Meter - IBT Block 4 (c/kwh)		601 - 99999 kwh (c/kWh)	185	-	268	289	340	390	432
Meter - IBT Block 5 (c/kwh)				-	n/a	n/a	-	-	-
Prepaid - IBT Block 1 (c/kwh)		0 - 50 kwh (c/kWh)	87	-	126	136	160	183	203
Prepaid - IBT Block 2 (c/kwh)		51 - 350 kwh (c/kWh)	135	-	161	175	206	236	261
Prepaid - IBT Block 3 (c/kwh)		351 - 600 kwh (c/kWh)	165	-	228	246	289	331	367
Prepaid - IBT Block 4 (c/kwh)		601 - 99999 kwh (c/kWh)	185	-	268	289	340	390	432
Prepaid - IBT Block 5 (c/kwh)		(fill in thresholds)	-	n/a	n/a	n/a	n/a	n/a	n/a
Other	2		-	-	n/a	-	-	-	-
Waste management tariffs									
Domestic									
Street cleaning charge			-	n/a	n/a	-	-	-	-
Basic charge/ fixed fee			-	n/a	n/a	-	-	-	-
80l bin - once a week			-	n/a	n/a	-	-	-	-
250l bin - once a week		Rands	135	176	230	248	270	295	321

WC024 Stellenbosch - Supporting Table SA13b Service Tariffs by category - explanatory

Description	Ref	Provide description of tariff structure where appropriate	2019/20	2020/21	2021/22	Current Year 2022/23	2023/24 Medium Term Revenue & Expenditure Framework		
							Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Exemptions, reductions and rebates (Rands)									
Property rates (R value threshold)			200 000	200 000	200 000	250 000	250 000	250 000	250 000
Water (kilolitres per household per month) - registered			10	6	6	6	6	6	6
Sanitation (kilolitres per household per month)			-	-	-	-	-	-	-
Sanitation (Rand per household per month)			101	112	122	143	152	161	171
Electricity (kwh per household per month)			100	100	100	100	100	100	100
Refuse (average litres per week)			250	250	250	240	240	240	240
Water tariffs									
Water usage - life line tariff			-	n/a	n/a	n/a	-	-	-
Water usage - Block 1 (c/kl)		0 kilolitres to 6 kiloliters	5	6	7	7	7	8	8
Water usage - Block 2 (c/kl)		7 kiloliters to 12 kiloliters	8	9	10	11	11	11	12
Water usage - Block 3 (c/kl)		13 kiloliters to 20 kiloliters	13	15	17	18	18	19	20
Water usage - Block 4 (c/kl)		21 kiloliters to 25 kiloliters	20	25	31	33	33	35	36
Water usage - Block 5 (c/kl)		26 kiloliters to 40 kiloliters	27	53	43	46	46	48	51
Water usage - Block 6 (c/kl)		41 kiloliters to 70 kiloliters	-	-	69	73	73	77	81
Water usage - Block 7 (c/kl)		70 kilolitres and above	-	n/a	107	114	114	120	127
Waste water tariffs									
Size per erf in m ² - Block 1 (c/kl)		0 - 250	1 310	1 428	1 612	1 717	1 828	1 938	2 054
Size per erf in m ² - Block 2 (c/kl)		251 - 500	1 681	1 832	2 068	2 203	2 346	2 486	2 636
Size per erf in m ² - Block 3 (c/kl)		501 - 600	1 893	2 064	2 330	2 481	2 643	2 801	2 969
Size per erf in m ² - Block 4 (c/kl)		601 - 700	2 102	2 291	2 586	2 754	2 933	3 109	3 296
Size per erf in m ² - Block 5 (c/kl)		701 - 800	2 312	2 520	2 845	3 030	3 227	3 421	3 626
Size per erf in m ² - Block 6 (c/kl)		801 - 900	2 523	2 750	3 104	3 306	3 521	3 732	3 956
Size per erf in m ² - Block 7 (c/kl)		901 - 1000	2 731	2 977	3 361	3 579	3 812	4 041	4 283
Size per erf in m ² - Block 8 (c/kl)		Above - 1000	2 731	2 977	3 361	3 579	3 812	4 041	4 283
Electricity tariffs									
Regular - IBT Block 1 (c/kwh)		0 - 50 kwh (c/kWh)	92	-	126	136	160	183	203
Regular - IBT Block 2 (c/kwh)		51 - 350 kwh (c/kWh)	117	-	161	174	205	235	260
Regular - IBT Block 3 (c/kwh)		351 - 600 kwh (c/kWh)	166	-	228	246	289	331	367
Regular - IBT Block 4 (c/kwh)		601 - 99999 kwh (c/kWh)	195	-	268	289	340	390	432
Life Line Prepaid - IBT Block 1 (c/kwh)		0 - 50 kwh (c/kWh)	92	-	126	136	160	183	203
Life Line Prepaid - IBT Block 2 (c/kwh)		51 - 350 kwh (c/kWh)	115	-	157	170	200	229	254
Life Line Prepaid - IBT Block 3 (c/kwh)		351 - 600 kwh (c/kWh)	172	-	235	253	298	341	378
Life Line Prepaid - IBT Block 4 (c/kwh)		601 - 99999 kwh (c/kWh)	198	-	270	291	343	392	435
Regular Prepaid - IBT Block 1 (c/kwh)		0 - 50 kwh (c/kWh)	92	-	126	136	160	183	203
Regular Prepaid - IBT Block 2 (c/kwh)		51 - 350 kwh (c/kWh)	143	-	162	175	206	236	261
Regular Prepaid - IBT Block 3 (c/kwh)		351 - 600 kwh (c/kWh)	175	-	228	246	289	331	367
Regular Prepaid - IBT Block 4 (c/kwh)		601 - 99999 kwh (c/kWh)	196	-	268	289	340	390	432

WC024 Stellenbosch - Supporting Table SA14 Household bills

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework			
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24 % incr.	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Rand/cent											
Monthly Account for Household - 'Middle Income Range'	1										
Rates and services charges:											
Property rates		211.67	225.42	168.03	178.46	178.46	178.46	(100.0%)	-	-	-
Electricity: Basic levy		145.74	185.77	212.87	229.69	229.69	229.69	(100.0%)	-	-	-
Electricity: Consumption		1 838.80	1 939.36	2 222.27	2 397.81	2 397.81	2 397.81	(100.0%)	-	-	-
Water: Basic levy		65.58	69.84	73.69	78.25	78.25	78.25	(100.0%)	-	-	-
Water: Consumption		303.38	545.01	574.84	610.52	610.52	610.52	(100.0%)	-	-	-
Sanitation		196.33	162.59	215.51	183.55	183.55	183.55	(100.0%)	-	-	-
Refuse removal		176.06	205.11	229.71	248.08	248.08	248.08	(100.0%)	-	-	-
Other		-	-	-	-	-	-	-	-	-	-
sub-total		2 937.55	3 333.10	3 696.92	3 926.35	3 926.35	3 926.35	(100.0%)	-	-	-
VAT on Services		-	-	529.33	-	-	569.08	-	-	-	-
Total large household bill:		2 937.55	3 333.10	4 226.25	3 926.35	3 926.35	4 495.43	(100.0%)	-	-	-
% increase/-decrease			13.5%	26.8%	(7.1%)	-	14.5%		(100.0%)	-	-
Monthly Account for Household - 'Affordable Range'	2										
Rates and services charges:											
Property rates		211.67	135.25	93.35	99.15	99.15	99.15	(100.0%)	-	-	-
Electricity: Basic levy		-	185.77	-	229.69	229.69	229.69	(100.0%)	-	-	-
Electricity: Consumption		865.29	804.55	924.44	994.74	994.74	994.74	(100.0%)	-	-	-
Water: Basic levy		65.58	69.84	73.69	78.25	78.25	78.25	(100.0%)	-	-	-
Water: Consumption		230.21	353.36	372.69	395.82	395.82	395.82	(100.0%)	-	-	-
Sanitation		176.86	162.59	172.34	183.55	183.55	183.55	(100.0%)	-	-	-
Refuse removal		176.06	205.11	229.71	248.08	248.08	248.08	(100.0%)	-	-	-
Other		-	-	-	-	-	-	-	-	-	-
sub-total		1 725.67	1 916.47	1 866.22	2 229.27	2 229.27	2 229.27	(100.0%)	-	-	-
VAT on Services		-	-	265.93	-	-	285.47	-	-	-	-
Total small household bill:		1 725.67	1 916.47	2 132.15	2 229.27	2 229.27	2 514.74	(100.0%)	-	-	-
% increase/-decrease			11.1%	11.3%	4.6%	-	12.8%		(100.0%)	-	-
Monthly Account for Household - 'Indigent' Household receiving free basic services	3										
Rates and services charges:											
Property rates		42.33	45.08	18.67	19.83	19.83	19.83	(100.0%)	-	-	-
Electricity: Basic levy		-	-	-	-	-	-	-	-	-	-
Electricity: Consumption		355.16	445.96	432.29	466.44	466.44	466.44	(100.0%)	-	-	-
Water: Basic levy		-	-	-	-	-	-	-	-	-	-
Water: Consumption		157.04	179.10	188.90	200.58	200.58	200.58	(100.0%)	-	-	-
Sanitation		32.07	35.87	-	-	-	-	-	-	-	-
Refuse removal		36.83	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-
sub-total		623.43	706.01	639.86	686.85	686.85	686.85	(100.0%)	-	-	-
VAT on Services		-	-	93.18	-	-	100.05	-	-	-	-
Total small household bill:		623.43	706.01	733.04	686.85	686.85	786.90	(100.0%)	-	-	-
% increase/-decrease			13.2%	3.8%	(6.3%)	-	14.6%		(100.0%)	-	-

WC024 Stellenbosch - Supporting Table SA15 Investment particulars by type

Investment type	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand										
Parent municipality										
Securities - National Government		-	-	-	-	-	-	-	-	-
Listed Corporate Bonds		-	-	-	-	-	-	-	-	-
Deposits - Bank		1 903 584	222 434	347 047	170 080	347 294	347 294	377 148	412 666	448 362
Deposits - Public Investment Commissioners		-	-	-	-	-	-	-	-	-
Deposits - Corporation for Public Deposits		-	-	-	-	-	-	-	-	-
Bankers Acceptance Certificates		-	-	-	-	-	-	-	-	-
Negotiable Certificates of Deposit - Banks		-	-	-	-	-	-	-	-	-
Guaranteed Endowment Policies (sinking)		-	-	-	-	-	-	-	-	-
Repurchase Agreements - Banks		-	-	-	-	-	-	-	-	-
Municipal Bonds		-	-	-	-	-	-	-	-	-
Municipality sub-total	1	1 903 584	222 434	347 047	170 080	347 294	347 294	377 148	412 666	448 362
Entities										
Entities sub-total		-	-	-	-	-	-	-	-	-
Consolidated total:		1 903 584	222 434	347 047	170 080	347 294	347 294	377 148	412 666	448 362

WC024 Stellenbosch - Supporting Table SA16 Investment particulars by maturity

Investments by Maturity Name of institution & investment ID	Ref	Period of Investment	Type of Investment	Capital Guarantee (Yes/ No)	Variable or Fixed interest rate	Interest Rate *	Commission Paid (Rands)	Commission Recipient	Expiry date of investment	Opening balance	Interest to be realised	Partial / Premature Withdrawal (4)	Investment Top Up	Closing Balance
		Yrs/Months												
Parent municipality														
ABSA		Call	Variable	Yes	Variable rate	0.0765			30 June 2023	41 771 934.24	5 617 755.45		50 000 000.00	97 389 689.70
		5	Fixed Deposit	Yes	Fixed rate	0.0558			19 August 2022	40 611 507.00	305 753.42	-40 917 260.00		0.42
ABSA		6	Fixed Deposit	Yes	Fixed rate	0.0774			15 February 2023		3 149 904.11	-103 149 904.11	100 000 000.00	
ABSA		6	Fixed Deposit	Yes	Fixed rate	0.079			14 April 2023		1 985 821.92	-51 985 821.92	50 000 000.00	
ABSA (projected re-investment)		6	Fixed Deposit	Yes	Fixed rate	0.079			31 July 2023		2 633 333.33		100 000 000.00	102 633 333.33
ABSA (projected re-investment)		6	Fixed Deposit	Yes	Fixed rate	0.079			30 September 2023		658 333.33		50 000 000.00	50 658 333.33
NEDBANK		12	Fixed Deposit	Yes	Fixed rate	0.058			12 October 2022	83 330 630.14	1 309 370.00	-84 640 000.14		
NEDBANK		6	Fixed Deposit	Yes	Fixed rate	0.061			22 September 2023	81 350 356.00	1 109 698.63	-82 460 054.63		
NEDBANK		12	Fixed Deposit	Yes	Fixed rate	0.0795			21 June 2023	19 103 000.00	1 536 146.57	-20 639 146.57		
NEDBANK		12	Fixed Deposit	Yes	Fixed rate	0.0905			13 October 2023		6 595 342.47		100 000 000.00	106 595 342.47
SBSA		12	Fixed Deposit	Yes	Fixed rate	0.07725			21 June 2023	81 126 949.00	6 235 370.37	-87 362 319.37		
SBSA		2	Fixed Deposit	Yes	Fixed rate	0.06525			23 September 2022		1 179 863.00	-1 179 863.00		
SBSA		3	Fixed Deposit	Yes	Fixed rate	0.08425			17 April 2023		1 071 398.40	-51 071 398.40	50 000 000.00	
SBSA		4	Fixed Deposit	Yes	Fixed rate	0.073			11 January 2023		1 953 125.00	-51 953 125.00	50 000 000.00	
Municipality sub-total										347 294 376.38		-575 358 893.13	550 000 000.00	357 276 699.25
Entities														
Entities sub-total														
TOTAL INVESTMENTS AND INTEREST	1									347 294 376.38		-575 358 893.13	550 000 000.00	357 276 699.25

WC024 Stellenbosch - Supporting Table SA17 Borrowing

Borrowing - Categorised by type	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand										
Parent municipality										
Annuity and Bullet Loans		266 178	334 733	428 952	574 893	568 952	568 952	718 105	855 062	961 682
Long-Term Loans (non-annuity)		-	-	-	-	-	-	-	-	-
Local registered stock		-	-	-	-	-	-	-	-	-
Instalment Credit		-	-	-	-	-	-	-	-	-
Financial Leases		-	-	-	-	-	-	-	-	-
PPP liabilities		-	-	-	-	-	-	-	-	-
Finance Granted By Cap Equipment Supplier		-	-	-	-	-	-	-	-	-
Marketable Bonds		-	-	-	-	-	-	-	-	-
Non-Marketable Bonds		-	-	-	-	-	-	-	-	-
Bankers Acceptances		-	-	-	-	-	-	-	-	-
Financial derivatives		-	-	-	-	-	-	-	-	-
Other Securities		-	-	-	-	-	-	-	-	-
Municipality sub-total	1	266 178	334 733	428 952	574 893	568 952	568 952	718 105	855 062	961 682
Entities										
Entities sub-total	1	-	-	-	-	-	-	-	-	-
Total Borrowing	1	266 178	334 733	428 952	574 893	568 952	568 952	718 105	855 062	961 682
Unspent Borrowing - Categorised by type										
Parent municipality										
Long-Term Loans (annuity/reducing balance)		-	-	-	-	-	-	-	-	-
Long-Term Loans (non-annuity)		-	-	-	-	-	-	-	-	-
Local registered stock		-	-	-	-	-	-	-	-	-
Instalment Credit		-	-	-	-	-	-	-	-	-
Financial Leases		-	-	-	-	-	-	-	-	-
PPP liabilities		-	-	-	-	-	-	-	-	-
Finance Granted By Cap Equipment Supplier		-	-	-	-	-	-	-	-	-
Marketable Bonds		-	-	-	-	-	-	-	-	-
Non-Marketable Bonds		-	-	-	-	-	-	-	-	-
Bankers Acceptances		-	-	-	-	-	-	-	-	-
Financial derivatives		-	-	-	-	-	-	-	-	-
Other Securities		-	-	-	-	-	-	-	-	-
Municipality sub-total	1	-	-	-	-	-	-	-	-	-
Entities										
Entities sub-total	1	-	-	-	-	-	-	-	-	-
Total Unspent Borrowing	1	-	-	-	-	-	-	-	-	-

WC024 Stellenbosch - Supporting Table SA18 Transfers and grant receipts

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
RECEIPTS:	1, 2									
Operating Transfers and Grants										
National Government:		6 986	349 200	325 667	217 749	217 749	217 749	210 148	225 941	251 183
Operational Revenue:General Revenue:Equitable Share		–	341 264	314 272	179 634	179 634	179 634	200 841	222 190	247 200
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		5 227	4 961	5 998	4 928	4 928	4 928	4 786	–	–
Local Government Financial Management Grant [Schedule 5B]		1 550	1 550	1 550	1 550	1 550	1 550	1 550	1 550	1 688
Municipal Disaster Grant [Schedule 5B]		209	–	–	–	–	–	–	–	–
Municipal Infrastructure Grant [Schedule 5B]		–	1 425	–	–	–	–	–	–	–
Integrated National Electrification Programme Grant		–	–	–	28 350	28 350	28 350	–	–	–
Integrated Urban Development Grant		–	–	3 847	3 287	3 287	3 287	2 971	2 201	2 295
Programme and Project Preparation Support Grant		–	–	–	–	–	–	–	–	–
Provincial Government:		13 529	14 156	26 899	23 481	33 639	33 639	30 763	23 067	60 253
Capacity Building		–	–	–	–	–	–	–	–	–
Capacity Building and Other		13 529	14 156	26 899	14 901	15 201	15 201	30 763	23 067	60 253
Infrastructure		–	–	–	8 580	18 438	18 438	–	–	–
District Municipality:		–	–	984	500	615	615	–	–	–
<i>All Grants</i>		–	–	984	500	615	615	–	–	–
Other Grant Providers:		63	139	–	–	–	–	–	–	–
<i>Departmental Agencies and Accounts</i>		63	139	–	–	–	–	–	–	–
Total Operating Transfers and Grants	5	20 578	363 495	353 550	241 730	252 003	252 003	240 911	249 008	311 436
Capital Transfers and Grants										
National Government:		108 935	69 481	76 494	62 460	62 460	62 460	79 190	57 816	58 603
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		15 163	24 000	23 400	–	–	–	22 750	16 000	15 000
Municipal Infrastructure Grant [Schedule 5B]		93 772	–	–	–	–	–	–	–	–
Integrated Urban Development Grant		–	45 481	53 094	62 460	62 460	62 460	56 440	41 816	43 603
Provincial Government:		600	16 817	17 162	29 440	12 615	12 615	24 666	34 133	30 656
Capacity Building		–	–	–	–	–	–	–	–	–
Capacity Building and Other		–	55	100	–	6 175	6 175	–	–	–
Infrastructure		600	16 762	17 062	29 440	6 440	6 440	24 666	34 133	30 656
District Municipality:		–	–	–	–	–	–	–	–	–
<i>All Grants</i>		–	–	–	–	–	–	–	–	–
Other Grant Providers:		–	–	–	–	–	–	–	–	–
Total Capital Transfers and Grants	5	109 535	86 299	93 656	91 900	75 075	75 075	103 856	91 949	89 259
TOTAL RECEIPTS OF TRANSFERS & GRANTS		130 113	449 793	447 206	333 630	327 078	327 078	344 766	340 957	400 695

WC024 Stellenbosch - Supporting Table SA19 Expenditure on transfers and grant programme

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand										
EXPENDITURE:										
Operating expenditure of Transfers and Grants										
National Government:		18 761	16 871	12 563	11 561	12 061	12 061	20 607	16 107	16 536
Operational Revenue:General Revenue:Equitable Share		11 696	8 948	5 097	5 083	5 583	5 583	14 271	14 557	14 848
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		5 117	4 960	5 916	4 928	4 928	4 928	4 786	-	-
Infrastructure Skills Development Grant [Schedule 5B]		191	-	-	-	-	-	-	-	-
Integrated City Development Grant		-	-	-	-	-	-	-	-	-
Khayelitsha Urban Renewal		-	-	-	-	-	-	-	-	-
Local Government Financial Management Grant [Schedule 5B]		1 550	1 550	1 550	1 550	1 550	1 550	1 550	1 550	1 688
Mitchell's Plain Urban Renewal		-	-	-	-	-	-	-	-	-
Municipal Demarcation and Transition Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Municipal Disaster Grant [Schedule 5B]		209	-	-	-	-	-	-	-	-
Municipal Human Settlement Capacity Grant [Schedule 5B]		-	-	-	-	-	-	-	-	-
Municipal Systems Improvement Grant		(2)	(12)	-	-	-	-	-	-	-
Municipal Infrastructure Grant [Schedule 5B]		-	1 425	-	-	-	-	-	-	-
Provincial Government:		22 142	20 919	27 177	23 481	34 209	34 209	30 763	23 067	60 253
Capacity Building		-	-	-	-	-	-	-	-	-
Capacity Building and Other		22 142	20 919	27 177	21 791	32 519	32 519	30 763	23 067	60 253
Infrastructure		-	-	-	1 690	1 690	1 690	-	-	-
District Municipality:		472	540	500	500	1 246	1 246	150	153	156
All Grants		472	540	500	500	1 246	1 246	150	153	156
Other Grant Providers:		235	1 546	-	-	-	-	-	-	-
Departmental Agencies and Accounts		63	139	-	-	-	-	-	-	-
Public Corporations		172	1 407	-	-	-	-	-	-	-
Higher Educational Institutions		-	-	-	-	-	-	-	-	-
Parent Municipality / Entity		-	-	-	-	-	-	-	-	-
Total operating expenditure of Transfers and Grants:		41 610	39 876	40 240	35 542	47 516	47 516	51 520	39 327	76 945
Capital expenditure of Transfers and Grants										
National Government:		62 049	3 294	66 852	90 810	99 192	99 192	79 190	57 816	58 603
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		15 163	9 807	13 758	28 350	36 732	36 732	22 750	16 000	15 000
Municipal Infrastructure Grant [Schedule 5B]		46 886	-	-	-	-	-	-	-	-
Integrated Urban Development Grant		-	(6 513)	53 094	62 460	62 460	62 460	56 440	41 816	43 603
Provincial Government:		75 640	8 491	25 643	29 220	20 553	20 553	24 666	34 133	30 656
Capacity Building		-	-	-	-	-	-	-	-	-
Capacity Building and Other		-	44	337	-	10 049	10 049	-	-	-
Infrastructure		75 640	8 447	25 306	29 220	10 504	10 504	24 666	34 133	30 656
District Municipality:		-	-	-	-	-	-	-	-	-
All Grants		-	-	-	-	-	-	-	-	-
Other Grant Providers:		151	-	2 378	12 454	20 883	20 883	24 118	22 200	20 000
Departmental Agencies and Accounts		151	-	307	-	-	-	-	-	-
Private Enterprises		-	-	2 070	12 454	20 883	20 883	24 118	22 200	20 000
Total capital expenditure of Transfers and Grants		137 841	11 786	94 873	132 483	140 627	140 627	127 974	114 149	109 259
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		179 451	51 662	135 113	168 025	188 143	188 143	179 494	153 476	186 205

WC024 Stellenbosch - Supporting Table SA20 Reconciliation of transfers, grant receipts and unspent funds

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand										
Operating transfers and grants:	1,3									
National Government:										
Balance unspent at beginning of the year		(2 089)	-	-	-	-	-	-	-	-
Current year receipts		(143 163)	(177 143)	(168 531)	(9 765)	(9 765)	(9 765)	(9 307)	(3 751)	(3 983)
Conditions met - transferred to revenue		142 554	177 143	168 531	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities		1 998	-	-	-	-	-	-	-	-
Closing Balance		(700)	-	-	(9 765)	(9 765)	(9 765)	(9 307)	(3 751)	(3 983)
Provincial Government:										
Balance unspent at beginning of the year		(5 144)	(2 379)	(2 522)	-	(10 723)	(10 723)	-	-	-
Current year receipts		(19 521)	(13 616)	(21 847)	(23 481)	(33 339)	(33 339)	(30 763)	(23 067)	(60 253)
Conditions met - transferred to revenue		-	-	-	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities		(122)	-	-	-	4 271	4 271	-	-	-
Closing Balance		(24 788)	(15 995)	(24 369)	(23 481)	(39 791)	(39 791)	(30 763)	(23 067)	(60 253)
District Municipality:										
Balance unspent at beginning of the year		-	(2 031)	-	-	(484)	(484)	-	-	-
Current year receipts		(2 503)	(540)	(984)	(500)	(915)	(915)	-	-	-
Conditions met - transferred to revenue		472	2 424	500	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities		-	-	-	-	-	-	-	-	-
Closing Balance		(2 031)	(147)	(484)	(500)	(1 399)	(1 399)	-	-	-
Other grant providers:										
Balance unspent at beginning of the year		(571)	(3 782)	(5 349)	-	(5 675)	(5 675)	(5 675)	(5 675)	(5 675)
Current year receipts		(321)	(3 566)	(675)	-	-	-	-	-	-
Conditions met - transferred to revenue		296	1 999	41	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities		(2 638)	-	-	-	-	-	-	-	-
Closing Balance		(3 234)	(5 349)	(5 983)	-	(5 675)	(5 675)	(5 675)	(5 675)	(5 675)
Total operating transfers and grants revenue		143 322	181 566	169 072	-	-	-	-	-	-
Total operating transfers and grants - CTBM	2	-	-	-	-	-	-	-	-	-
Capital transfers and grants:	1,3									
National Government:										
Balance unspent at beginning of the year		(0)	-	-	-	(9 642)	(9 642)	-	-	-
Current year receipts		(62 526)	(58 906)	(76 494)	(90 810)	(90 810)	(90 810)	(79 190)	(57 816)	(58 603)
Conditions met - transferred to revenue		62 526	58 906	66 852	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities		-	-	-	-	-	-	-	-	-
Closing Balance		(0)	(0)	(9 642)	(90 810)	(100 452)	(100 452)	(79 190)	(57 816)	(58 603)
Provincial Government:										
Balance unspent at beginning of the year		(3 003)	(233)	(6 240)	-	(1 275)	(1 275)	-	-	-
Current year receipts		(58 259)	(16 817)	(8 778)	(29 440)	(12 615)	(12 615)	(24 666)	(34 133)	(30 656)
Conditions met - transferred to revenue		-	-	-	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities		-	-	-	-	771	771	-	-	-
Closing Balance		(61 262)	(17 051)	(15 018)	(29 440)	(13 118)	(13 118)	(24 666)	(34 133)	(30 656)
District Municipality:										
Balance unspent at beginning of the year		-	-	(147)	-	(147)	(147)	-	-	-
Current year receipts		-	-	-	-	-	-	-	-	-
Conditions met - transferred to revenue		83 438	24 283	29 136	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities		-	-	-	-	-	-	-	-	-
Closing Balance		83 438	24 283	28 989	-	(147)	(147)	-	-	-
Other grant providers:										
Balance unspent at beginning of the year		(90 931)	(438)	(438)	-	(438)	(438)	(438)	(438)	(438)
Current year receipts		90 494	(808)	-	-	-	-	-	-	-
Conditions met - transferred to revenue		151	-	307	-	-	-	-	-	-
Conditions still to be met - transferred to liabilities		-	-	808	-	-	-	-	-	-
Closing Balance		(286)	(1 246)	678	-	(438)	(438)	(438)	(438)	(438)
Total capital transfers and grants revenue		146 115	83 189	96 295	-	-	-	-	-	-
Total capital transfers and grants - CTBM	2	21 889	5 987	5 006	(120 250)	(114 155)	(114 155)	(104 293)	(92 387)	(89 697)
TOTAL TRANSFERS AND GRANTS REVENUE		289 438	264 755	265 366	-	-	-	-	-	-
TOTAL TRANSFERS AND GRANTS - CTBM		21 889	5 987	5 006	(120 250)	(114 155)	(114 155)	(104 293)	(92 387)	(89 697)

WC024 Stellenbosch - Supporting Table SA21 Transfers and grants made by the municipality

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Cash Transfers to other municipalities											
Operational	1	-	-	-	-	-	-	-	-	-	-
Capital		-	-	-	-	-	-	-	-	-	-
Total Cash Transfers To Municipalities:		-	-	-	-	-	-	-	-	-	-
Cash Transfers to Entities/Other External Mechanisms											
Operational	2	-	-	-	-	-	-	-	-	-	-
Capital		-	-	-	-	-	-	-	-	-	-
Total Cash Transfers To Entities/Ems'		-	-	-	-	-	-	-	-	-	-
Cash Transfers to other Organs of State											
Operational	3	-	-	-	-	-	-	-	-	-	-
Capital		-	-	-	-	-	-	-	-	-	-
Total Cash Transfers To Other Organs Of State:		-	-	-	-	-	-	-	-	-	-
Cash Transfers to Organisations											
Operational		10 475	10 514	12 556	12 981	12 964	12 964	11 140	7 937	8 095	8 257
Capital		-	-	-	-	-	-	-	-	-	-
Total Cash Transfers To Organisations		10 475	10 514	12 556	12 981	12 964	12 964	11 140	7 937	8 095	8 257
Cash Transfers to Groups of Individuals											
Operational		380	495	808	1 374	1 694	1 694	617	8 402	8 570	8 741
Capital		-	-	-	-	-	-	-	-	-	-
Total Cash Transfers To Groups Of Individuals:		380	495	808	1 374	1 694	1 694	617	8 402	8 570	8 741
TOTAL CASH TRANSFERS AND GRANTS	6	10 855	11 010	13 364	14 355	14 658	14 658	11 757	16 338	16 665	16 998
Non-Cash Transfers to other municipalities											
Operational	1	-	-	-	-	-	-	-	-	-	-
Capital		-	-	-	-	-	-	-	-	-	-
Total Non-Cash Transfers To Municipalities:		-	-	-	-	-	-	-	-	-	-
Non-Cash Transfers to Entities/Other External Mechanisms											
Operational	2	-	-	-	-	-	-	-	-	-	-
Capital		-	-	-	-	-	-	-	-	-	-
Total Non-Cash Transfers To Entities/Ems'		-	-	-	-	-	-	-	-	-	-
Non-Cash Transfers to other Organs of State											
Operational	3	-	-	-	-	-	-	-	-	-	-
Capital		-	-	-	-	-	-	-	-	-	-
Total Non-Cash Transfers To Other Organs Of State:		-	-	-	-	-	-	-	-	-	-
Non-Cash Grants to Organisations											
Operational	4	-	-	-	-	-	-	-	-	-	-
Capital		-	-	-	-	-	-	-	-	-	-
Total Non-Cash Grants To Organisations		-	-	-	-	-	-	-	-	-	-
Non-Cash Transfers to Groups of Individuals											
Operational	5	-	-	-	-	4 485	4 485	3 611	4 297	4 383	4 471
Capital		-	-	-	-	-	-	-	-	-	-
Total Non-Cash Grants To Groups Of Individuals:		-	-	-	-	4 485	4 485	3 611	4 297	4 383	4 471
TOTAL NON-CASH TRANSFERS AND GRANTS		-	-	-	-	4 485	4 485	3 611	4 297	4 383	4 471
TOTAL TRANSFERS AND GRANTS	6	10 855	11 010	13 364	14 355	19 143	19 143	15 369	20 636	21 048	21 469

WC024 Stellenbosch - Supporting Table SA22 Summary councillor and staff benefits

Summary of Employee and Councillor remuneration	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand		A	B	C	D	E	F	G	H	I
Councillors (Political Office Bearers plus Other)	1									
Basic Salaries and Wages		12 108	12 149	15 253	19 011	17 697	17 697	18 759	19 884	21 077
Pension and UIF Contributions		559	-	438	-	467	467	495	525	556
Medical Aid Contributions		215	-	157	-	126	126	133	141	150
Motor Vehicle Allowance		4 331	4 356	2 039	-	720	720	763	809	858
Cellphone Allowance		1 754	1 997	1 929	2 051	1 836	1 836	1 946	2 063	2 187
Housing Allowances		-	-	-	-	-	-	-	-	-
Other benefits and allowances		155	155	-	-	-	-	-	-	-
Sub Total - Councillors		19 121	18 657	19 815	21 062	20 846	20 846	22 097	23 422	24 828
% increase	4		(2.4%)	6.2%	6.3%	(1.0%)	-	6.0%	6.0%	6.0%
Senior Managers of the Municipality	2									
Basic Salaries and Wages		5 410	4 991	7 245	8 316	8 118	8 118	8 540	8 942	9 362
Pension and UIF Contributions		179	-	660	719	719	719	757	792	829
Medical Aid Contributions		24	-	118	125	125	125	132	138	144
Overtime		-	-	-	-	-	-	-	-	-
Performance Bonus		710	1 190	1 242	1 399	1 399	1 399	1 472	1 541	1 613
Motor Vehicle Allowance	3	161	-	550	575	571	571	601	629	659
Cellphone Allowance	3	51	-	133	146	161	161	169	177	185
Housing Allowances	3	-	-	18	19	19	19	20	21	22
Other benefits and allowances	3	0	0	104	92	102	102	109	114	119
Payments in lieu of leave		-	-	-	-	-	-	-	-	-
Long service awards		4 103	3 957	-	-	-	-	-	-	-
Post-retirement benefit obligations	6	17 097	(9 653)	(452)	-	-	-	-	-	-
Entertainment		-	-	-	-	-	-	-	-	-
Scarcity		-	-	-	-	-	-	-	-	-
Acting and post related allowance		-	-	-	-	-	-	-	-	-
In kind benefits		-	-	-	-	-	-	-	-	-
Sub Total - Senior Managers of Municipality		27 735	484	9 617	11 392	11 215	11 215	11 799	12 354	12 934
% increase	4		(98.3%)	1 885.9%	18.4%	(1.6%)	-	5.2%	4.7%	4.7%
Other Municipal Staff										
Basic Salaries and Wages		316 733	333 582	333 629	373 682	352 666	352 666	363 114	360 032	385 519
Pension and UIF Contributions		51 074	56 980	55 262	60 762	58 662	58 662	63 177	67 725	72 602
Medical Aid Contributions		23 313	25 058	25 564	27 013	27 013	27 013	28 303	29 633	31 026
Overtime		37 441	40 619	42 035	55 180	41 880	41 880	45 105	48 352	51 834
Performance Bonus		23 078	25 010	24 641	26 437	26 437	26 437	28 473	30 523	32 721
Motor Vehicle Allowance	3	9 133	9 266	8 923	10 841	10 841	10 841	11 405	11 941	12 502
Cellphone Allowance	3	1 579	1 883	1 751	2 465	2 465	2 465	2 577	2 698	2 825
Housing Allowances	3	2 916	2 773	2 780	2 899	2 899	2 899	3 037	3 180	3 329
Other benefits and allowances	3	22 243	22 707	20 610	22 052	22 052	22 052	23 272	24 803	26 436
Payments in lieu of leave		(2)	(3)	538	-	-	-	-	-	-
Long service awards		6	(53)	-	-	-	-	-	-	-
Post-retirement benefit obligations	6	(21 622)	38 067	23 146	30 208	33 223	33 223	35 781	38 357	41 119
Entertainment		-	-	1	-	-	-	-	-	-
Scarcity		1 604	1 630	738	765	765	765	824	883	946
Acting and post related allowance		674	469	564	769	769	769	828	888	952
In kind benefits		-	-	-	-	-	-	-	-	-
Sub Total - Other Municipal Staff		468 170	557 987	540 181	613 072	579 671	579 671	605 895	619 014	661 809
% increase	4		19.2%	(3.2%)	13.5%	(5.4%)	-	4.5%	2.2%	6.9%
Total Parent Municipality		515 026	577 129	569 614	645 526	611 732	611 732	639 790	654 789	699 571
			12.1%	(1.3%)	13.3%	(5.2%)	-	4.6%	2.3%	6.8%
Total Municipal Entities		-	-	-	-	-	-	-	-	-
TOTAL SALARY, ALLOWANCES & BENEFITS		515 026	577 129	569 614	645 526	611 732	611 732	639 790	654 789	699 571
% increase	4		12.1%	(1.3%)	13.3%	(5.2%)	-	4.6%	2.3%	6.8%
TOTAL MANAGERS AND STAFF	5,7	495 905	558 472	549 798	624 464	590 886	590 886	617 694	631 367	674 743

WC024 Stellenbosch - Supporting Table SA23 Salaries, allowances & benefits (political office bearers/councillors/senior managers)

Disclosure of Salaries, Allowances & Benefits 1.	Ref	No.	Salary	Contributions	Allowances	Performance Bonuses	In-kind benefits	Total Package
Rand per annum				1.				2.
Councillors	3							
Speaker	4	1	608 242	-	234 048	-	-	842 290
Chief Whip		1	670 940	32 610	55 092	-	-	758 642
Executive Mayor		1	809 385	-	234 048	-	-	1 043 433
Deputy Executive Mayor		1	805 799	-	43 248	-	-	849 047
Executive Committee		-	6 038 453	293 490	495 835	-	-	6 827 778
Total for all other councillors		-	9 825 809	302 309	1 647 206	-	-	11 775 324
Total Councillors	8	4	18 758 628	628 409	2 709 477			22 096 514
Senior Managers of the Municipality	5							
Municipal Manager (MM)		1	1 615 039	372 425	159 991	300 644	-	2 448 099
Chief Finance Officer		1	1 107 976	243 458	314 603	233 152	-	1 899 189
Director: Community and Protection Services		1	1 502 643	22 926	87 106	234 789	-	1 847 464
Director: Corporate Services		1	1 565 763	23 074	43 922	237 889	-	1 870 648
Director: Infrastructure Services		1	1 500 682	17 847	159 991	234 993	-	1 913 513
Director: Planning and Development Services		1	1 248 246	316 014	25 545	230 240	-	1 820 045
<i>List of each official with packages >= senior manager</i>								
Total Senior Managers of the Municipality	8,10	6	8 540 349	995 744	791 158	1 471 707		11 798 958
Total for municipal entities	8,10	-	-	-	-	-		-
TOTAL COST OF COUNCILLOR, DIRECTOR and EXECUTIVE REMUNERATION	10	10	27 298 977	1 624 153	3 500 635	1 471 707		33 895 472

WC024 Stellenbosch - Supporting Table SA24 Summary of personnel numbers

Summary of Personnel Numbers	Ref	2021/22			Current Year 2022/23			Budget Year 2023/24		
		Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees
Municipal Council and Boards of Municipal Entities										
Councillors (Political Office Bearers plus Other Councillors)		43	43	-	43	43	-	45	44	-
Board Members of municipal entities	4	-	-	-	-	-	-	-	-	-
Municipal employees	5									
Municipal Manager and Senior Managers	3	5	5	-	5	5	-	6	6	
Other Managers	7	11	11	-	11	11	-	14	10	
Professionals		110	74	6	110	74	6	114	88	-
<i>Finance</i>		27	17	3	27	17	3	16	15	
<i>Spatial/town planning</i>		10	15	-	10	15	-	25	23	
<i>Information Technology</i>		7	7	-	7	7	-	-	3	
<i>Roads</i>		5	2	1	5	2	1	4	3	
<i>Electricity</i>		2	1	-	2	1	-	-	3	
<i>Water</i>		3	3	-	3	3	-	11	3	
<i>Sanitation</i>		1	-	-	1	-	-	-	-	
<i>Refuse</i>		4	1	-	4	1	-	-	3	
<i>Other</i>		51	28	2	51	28	2	58	35	
Technicians		177	163	-	177	163	-	597	359	-
<i>Finance</i>		-	-	-	-	-	-	65	50	
<i>Spatial/town planning</i>		11	11	-	11	11	-	60	29	
<i>Information Technology</i>		-	-	-	-	-	-	10	6	
<i>Roads</i>		23	23	-	23	23	-	27	18	
<i>Electricity</i>		29	29	-	29	29	-	46	23	
<i>Water</i>		59	59	-	59	59	-	80	34	
<i>Sanitation</i>		-	-	-	-	-	-	-	-	
<i>Refuse</i>		11	11	-	11	11	-	7	-	
<i>Other</i>		44	30	-	44	30	-	302	199	
Clerks (Clerical and administrative)		241	241	85	241	241	85	409	227	
Service and sales workers		160	160	96	160	160	96	184	72	
Skilled agricultural and fishery workers		-	-	-	-	-	-	-	-	
Craft and related trades		-	-	-	-	-	-	-	-	
Plant and Machine Operators		58	58	-	58	58	-	170	103	
Elementary Occupations		479	423	12	479	423	12	492	263	
TOTAL PERSONNEL NUMBERS	9	1 284	1 178	199	1 284	1 178	199	2 031	1 172	-
% increase								58.2%	(0.5%)	(100.0%)
Total municipal employees headcount	6, 10	-	-	-	-	-	-	-	-	-
Finance personnel headcount	8, 10	-	-	-	-	-	-	-	-	-
Human Resources personnel headcount	8, 10	-	-	-	-	-	-	-	-	-

WC024 Stellenbosch - Supporting Table SA25 Budgeted monthly revenue and expenditure

Description	Ref	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue																
Exchange Revenue																
Service charges - Electricity		61 920	63 768	71 560	48 613	46 961	42 457	44 180	50 953	51 803	56 543	58 043	316 868	913 669	1 046 151	1 160 182
Service charges - Water		11 721	13 289	12 635	14 542	15 028	16 935	17 118	16 984	15 482	17 521	17 520	16 847	185 622	194 903	204 648
Service charges - Waste Water Management		13 895	6 939	8 176	8 644	8 570	8 369	8 606	9 368	8 269	8 731	8 729	10 351	108 647	115 165	122 075
Service charges - Waste Management		15 160	6 736	6 832	6 879	7 332	6 890	6 540	6 977	7 084	7 035	6 856	23 333	107 654	117 342	127 903
Sale of Goods and Rendering of Services		1 158	2 156	1 534	1 535	2 596	789	1 509	2 377	2 377	1 219	1 186	3 754	22 190	23 233	24 325
Agency services		102	385	260	312	240	175	167	285	285	285	285	578	3 358	3 516	3 681
Interest		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest earned from Receivables		941	1 068	1 092	1 220	1 226	1 298	1 298	1 173	1 174	1 181	1 181	2 560	15 413	15 721	16 035
Interest earned from Current and Non Current Assets		3 433	3 433	3 433	3 433	3 433	3 433	3 433	3 433	3 433	3 433	3 433	3 433	41 193	41 484	41 778
Dividends		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rent on Land		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental from Fixed Assets		438	420	448	428	2 089	717	713	790	790	790	790	2 193	10 604	11 102	11 624
Licence and permits		128	932	777	643	1 048	356	468	478	481	481	481	1 600	7 872	8 242	8 629
Operational Revenue		843	298	644	395	452	329	232	384	384	332	332	14 722	19 346	32 898	43 486
Non-Exchange Revenue																
Property rates		133 455	30 150	30 176	30 170	30 625	30 255	30 629	29 487	29 557	29 482	29 482	40 119	473 589	504 285	534 542
Surcharges and Taxes		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		0	10 520	7 003	18 687	6 272	12 281	17 118	10 410	10 410	10 410	10 410	18 049	131 570	137 754	144 228
Licences or permits		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer and subsidies - Operational		68 196	399	4 847	399	1 032	55 267	5 471	16 146	16 772	16 772	17 771	37 839	240 911	249 008	311 436
Interest		194	209	221	345	311	314	305	311	209	209	209	457	3 293	3 359	3 426
Fuel Levy		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operational Revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Gains on disposal of Assets		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Gains		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discontinued Operations		-	-	-	-	-	-	-	(115)	(115)	(115)	-	344	-	-	-
Total Revenue (excluding capital transfers and contributions)		311 584	140 701	149 637	136 243	127 215	179 865	137 786	149 439	148 393	154 308	156 707	493 048	2 284 927	2 504 162	2 757 998

Description	Ref	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand																
Expenditure																
Employee related costs		46 711	46 905	47 018	47 138	76 129	47 050	47 268	46 919	47 909	47 028	46 849	70 769	617 694	631 367	674 743
Remuneration of councillors		1 841	1 841	1 841	1 841	1 841	1 841	1 841	1 841	1 841	1 841	1 841	1 841	22 097	23 422	24 828
Inventory consumed		31 771	31 771	73 723	40 467	37 278	37 234	32 440	37 340	59 323	47 087	117 579	90 382	636 393	776 399	947 207
Debt impairment		1 012	3 337	3 476	12 757	2 051	6 925	4 352	5 125	11 553	11 728	297	37 836	100 449	103 003	105 309
Depreciation and amortisation		-	-	-	-	-	-	-	-	-	-	-	16 684	16 684	16 197	14 504
Bulk purchases - electricity		18 160	18 160	18 160	18 160	18 160	18 160	18 160	18 352	18 352	18 172	18 352	19 932	220 283	225 791	230 391
Interest		-	-	10 700	-	-	19 144	-	-	10 700	-	-	19 144	59 688	72 517	91 615
Contracted services		659	2 522	9 416	23 126	8 110	13 920	12 123	12 680	34 248	22 163	6 885	143 016	288 868	288 045	292 241
Transfers and subsidies		-	3 016	202	6 515	2 444	334	567	491	773	646	-	5 649	20 636	21 048	21 469
Irrecoverable debts written off		-	-	-	-	355	-	6 796	-	4 475	-	-	83 332	94 958	97 057	99 198
Operational costs		2 284	14 118	5 398	16 272	12 791	7 053	12 212	8 664	19 152	10 072	1 007	71 576	180 599	184 668	188 865
Losses on disposal of Assets		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Losses		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure		102 438	121 671	169 935	166 277	159 161	151 661	135 758	131 413	208 326	158 737	192 811	560 161	2 258 349	2 439 514	2 690 369
Surplus/(Deficit)		209 146	19 030	(20 298)	(30 034)	(31 946)	28 204	2 028	18 026	(59 933)	(4 428)	(36 104)	(67 113)	26 578	64 648	67 629
Transfers and subsidies - capital (monetary allocations)		419	419	419	419	419	419	419	419	419	419	419	99 242	103 856	91 949	89 259
Transfers and subsidies - capital (in-kind)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & contributions		-	-	-	-	-	-	-	-	-	-	-	130 434	130 434	156 597	156 888
Income Tax		209 565	19 450	(19 879)	(29 615)	(31 527)	28 624	2 447	18 446	(59 514)	(4 009)	(35 684)	162 563	260 868	313 195	313 776
Surplus/(Deficit) after income tax		-	-	-	-	-	-	-	-	-	-	-	130 434	130 434	156 597	156 888
Surplus/(Deficit) attributable to municipality		-	-	-	-	-	-	-	-	-	-	-	130 434	130 434	156 597	156 888
Intercompany/Parent subsidiary transactions		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit)	1	209 565	19 450	(19 879)	(29 615)	(31 527)	28 624	2 447	18 446	(59 514)	(4 009)	(35 684)	162 563	260 868	313 195	313 776

WC024 Stellenbosch - Supporting Table SA26 Budgeted monthly revenue and expenditure (municipal vote)

Description	Ref	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue by Vote																
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		1 305	2 113	1 673	1 504	3 728	1 456	1 774	1 961	1 982	1 982	1 981	4 897	26 357	40 507	47 883
Vote 3 - INFRASTRUCTURE SERVICES		145 529	91 909	102 743	80 035	79 303	108 806	80 071	94 868	93 225	100 425	102 743	510 299	1 589 956	1 737 914	1 935 677
Vote 4 - COMMUNITY AND PROTECTION SERVICES		748	12 466	10 674	20 301	9 128	14 075	19 680	13 331	13 939	12 780	12 780	24 874	164 777	171 716	180 636
Vote 5 - CORPORATE SERVICES		685	601	794	574	639	574	611	491	491	440	440	3 839	10 179	10 322	10 807
Vote 6 - FINANCIAL SERVICES		163 736	34 032	34 173	34 248	34 837	55 375	36 070	39 321	39 289	39 214	39 181	48 037	597 514	635 652	672 254
Total Revenue by Vote		312 004	141 121	150 057	136 662	127 634	180 285	138 206	149 973	148 927	154 842	157 126	591 946	2 388 783	2 596 111	2 847 258
Expenditure by Vote to be appropriated																
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		1 025	1 104	1 136	1 070	2 067	1 114	1 236	1 273	1 728	1 503	1 112	3 474	17 841	18 740	19 687
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		5 429	5 473	5 559	11 572	8 645	7 344	6 012	5 858	7 220	6 909	6 079	17 302	93 403	93 561	102 928
Vote 3 - INFRASTRUCTURE SERVICES		62 564	68 103	125 878	100 316	84 365	100 334	83 459	79 025	140 853	103 102	154 070	264 590	1 366 656	1 523 685	1 732 756
Vote 4 - COMMUNITY AND PROTECTION SERVICES		17 692	21 239	19 702	25 600	32 250	22 148	21 803	25 017	26 361	25 156	17 572	168 362	422 903	430 177	446 828
Vote 5 - CORPORATE SERVICES		10 580	11 239	11 822	17 391	18 538	13 941	13 419	12 313	23 585	14 062	8 557	79 310	234 757	244 963	255 972
Vote 6 - FINANCIAL SERVICES		5 149	14 513	5 838	10 329	13 296	6 781	9 830	8 041	8 694	8 119	5 421	26 780	122 789	128 388	132 199
Total Expenditure by Vote		102 438	121 671	169 935	166 277	159 161	151 661	135 758	131 527	208 441	158 851	192 811	559 817	2 258 349	2 439 514	2 690 369
Surplus/(Deficit) before assoc.		209 565	19 450	(19 879)	(29 615)	(31 527)	28 624	2 447	18 446	(59 514)	(4 009)	(35 684)	32 129	130 434	156 597	156 888
Surplus/(Deficit) after income tax		-	-	-	-	-	-	-	-	-	-	-	130 434	130 434	156 597	156 888
Surplus/(Deficit) attributable to municipality		-	-	-	-	-	-	-	-	-	-	-	130 434	130 434	156 597	156 888
Intercompany/Parent subsidiary transactions		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit)	1	209 565	19 450	(19 879)	(29 615)	(31 527)	28 624	2 447	18 446	(59 514)	(4 009)	(35 684)	32 129	130 434	156 597	156 888

WC024 Stellenbosch - Supporting Table SA27 Budgeted monthly revenue and expenditure (functional classification)

Description	Ref	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue - Functional																
Governance and administration		164 421	34 633	34 967	34 821	35 476	55 948	36 681	39 812	39 780	39 655	39 622	51 876	607 693	645 974	683 061
Executive and council		32	27	244	26	135	36	27	90	90	90	90	317	1 205	926	970
Finance and administration		164 389	34 607	34 723	34 795	35 341	55 913	36 654	39 722	39 690	39 564	39 531	51 559	606 488	645 048	682 092
Internal audit		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Community and public safety		1 647	13 344	11 632	21 176	11 496	15 195	20 858	14 423	15 052	13 893	13 892	27 262	179 869	202 595	218 428
Community and social services		104	157	2 141	144	959	1 140	1 399	801	1 405	1 402	1 402	3 864	14 918	15 998	17 599
Sport and recreation		65	50	69	50	50	50	103	114	114	113	113	350	1 242	675	707
Public safety		578	12 258	8 426	20 104	8 084	12 884	18 173	12 359	12 362	11 207	11 207	20 248	147 892	154 284	161 536
Housing		899	880	995	879	2 402	1 121	1 183	1 149	1 170	1 170	1 169	2 800	15 817	31 637	38 587
Health		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Economic and environmental services		500	1 322	840	703	1 521	386	642	931	931	931	931	104 286	113 925	93 394	129 129
Planning and development		467	1 285	770	667	1 456	354	605	838	838	838	838	97 420	106 375	74 245	103 139
Road transport		32	35	32	32	32	32	32	36	36	36	36	6 454	6 826	18 391	25 196
Environmental protection		1	2	38	4	34	1	5	57	57	57	57	412	725	759	794
Trading services		145 436	91 822	102 619	79 961	79 141	108 755	80 024	94 807	93 164	100 363	102 682	408 522	1 487 296	1 654 148	1 816 638
Energy sources		74 707	63 936	73 617	48 827	47 118	52 372	45 003	54 121	54 971	59 711	61 211	343 578	979 174	1 108 779	1 228 199
Water management		12 272	13 885	13 243	15 212	15 715	17 656	17 844	17 748	16 246	18 285	18 285	20 174	196 564	207 262	218 330
Waste water management		28 864	7 084	8 738	8 821	8 752	20 303	9 613	12 760	11 661	12 123	13 120	18 384	160 222	173 642	188 420
Waste management		29 593	6 916	7 021	7 102	7 556	18 424	7 564	10 178	10 285	10 245	10 066	26 386	151 336	164 465	181 689
Other		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue - Functional		312 004	141 121	150 057	136 662	127 634	180 285	138 206	149 973	148 927	154 842	157 126	591 946	2 388 783	2 596 111	2 847 258

Description	Ref	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Expenditure - Functional																
Governance and administration		16 545	26 638	18 485	28 464	33 202	21 393	24 126	21 279	31 784	23 172	14 848	102 679	362 614	378 705	393 830
Executive and council		2 959	2 980	2 999	3 092	3 529	4 385	3 246	3 086	3 648	3 032	3 009	6 396	42 363	43 900	45 808
Finance and administration		13 241	23 267	15 141	25 015	29 012	16 629	20 535	17 843	27 590	19 752	11 495	94 925	314 447	328 697	341 592
Internal audit		344	390	345	356	660	378	344	350	546	388	344	1 359	5 804	6 107	6 430
Community and public safety		17 833	21 374	19 876	25 605	32 690	22 341	22 219	24 873	28 554	25 524	17 751	174 406	433 048	443 662	464 832
Community and social services		2 399	5 684	2 795	3 895	5 018	3 421	3 870	3 712	4 533	3 808	2 389	11 179	52 702	54 514	56 928
Sport and recreation		4 691	4 792	5 107	5 727	7 748	5 965	5 331	6 289	7 457	6 005	4 659	17 315	81 085	84 454	88 370
Public safety		8 893	9 054	10 074	13 831	16 898	10 902	10 626	12 806	13 787	13 164	8 871	139 260	268 165	273 631	282 951
Housing		1 849	1 845	1 901	2 153	3 026	2 054	2 393	2 067	2 777	2 548	1 832	6 652	31 096	31 064	36 583
Health		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Economic and environmental services		12 381	12 427	18 295	20 463	18 200	20 166	13 664	14 036	22 612	18 085	12 875	37 168	220 371	214 401	261 159
Planning and development		4 584	4 645	9 125	10 558	7 369	10 778	4 754	5 189	10 645	6 207	5 285	19 457	98 596	92 019	133 471
Road transport		6 867	6 851	8 222	8 530	9 263	8 208	7 691	7 416	10 552	10 479	6 717	12 894	103 690	104 394	108 802
Environmental protection		930	932	948	1 374	1 567	1 180	1 220	1 431	1 415	1 399	873	4 817	18 085	17 988	18 886
Trading services		55 680	61 231	113 279	91 746	75 070	87 761	75 749	71 339	125 491	92 070	147 337	245 563	1 242 315	1 402 746	1 570 549
Energy sources		38 621	39 546	82 679	50 845	46 377	47 528	41 176	45 612	72 957	56 700	126 286	120 349	768 674	914 491	1 102 796
Water management		5 250	7 966	11 028	10 398	8 438	11 361	10 872	6 227	19 901	13 549	5 109	35 933	146 032	152 518	162 089
Waste water management		8 678	9 848	16 210	11 990	11 567	16 254	12 287	11 134	20 875	13 422	9 539	35 188	176 993	185 461	188 943
Waste management		3 131	3 871	3 362	18 512	8 688	12 618	11 415	8 367	11 758	8 399	6 402	54 093	150 616	150 276	116 721
Other		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure - Functional		102 438	121 671	169 935	166 277	159 161	151 661	135 758	131 527	208 441	158 851	192 811	559 817	2 258 349	2 439 514	2 690 369
Surplus/(Deficit) before assoc.		209 565	19 450	(19 879)	(29 615)	(31 527)	28 624	2 447	18 446	(59 514)	(4 009)	(35 684)	32 129	130 434	156 597	156 888
Intercompany/Parent subsidiary transactions		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit)	1	209 565	19 450	(19 879)	(29 615)	(31 527)	28 624	2 447	18 446	(59 514)	(4 009)	(35 684)	32 129	130 434	156 597	156 888

WC024 Stellenbosch - Supporting Table SA28 Budgeted monthly capital expenditure (municipal vote)

Description	Ref	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand																
Multi-year expenditure to be appropriated	1															
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		-	-	-	26	11	1	2	-	-	-	-	-	40	40	40
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		-	197	329	529	471	388	559	1 021	1 276	1 038	1 133	883	7 824	28 605	31 150
Vote 3 - INFRASTRUCTURE SERVICES		11 770	12 847	31 753	37 822	32 352	23 364	32 561	35 001	51 166	40 365	40 761	82 362	432 123	489 935	440 666
Vote 4 - COMMUNITY AND PROTECTION SERVICES		-	300	990	700	575	1 997	2 200	1 460	1 094	1 705	4 411	5 060	20 492	34 255	14 500
Vote 5 - CORPORATE SERVICES		250	-	33	308	400	1 000	322	2 869	4 570	5 021	4 650	10 778	30 201	19 320	9 270
Vote 6 - FINANCIAL SERVICES		-	18	25	50	-	-	1	-	23	35	98	-	250	250	250
Capital multi-year expenditure sub-total	2	12 020	13 362	33 130	39 435	33 808	26 750	35 644	40 351	58 129	48 164	51 053	99 083	490 930	572 405	495 876
Single-year expenditure to be appropriated																
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		-	38	15	-	53	-	265	38	265	135	163	250	1 220	1 230	300
Vote 3 - INFRASTRUCTURE SERVICES		-	20	20	125	1 725	165	165	230	180	110	30	1 530	4 300	4 300	5 300
Vote 4 - COMMUNITY AND PROTECTION SERVICES		-	-	450	650	505	550	-	555	650	10	280	500	4 150	10 860	1 580
Vote 5 - CORPORATE SERVICES		50	-	-	-	-	1 000	-	630	663	613	613	133	3 700	300	-
Vote 6 - FINANCIAL SERVICES		-	-	-	-	-	-	-	250	-	-	-	250	500	-	-
Capital single-year expenditure sub-total	2	50	58	485	775	2 283	1 715	430	1 702	1 758	868	1 085	2 663	13 870	16 690	7 180
Total Capital Expenditure	2	12 070	13 420	33 615	40 210	36 091	28 465	36 074	42 053	59 886	49 031	52 138	101 746	504 800	589 095	503 056

WC024 Stellenbosch - Supporting Table SA29 Budgeted monthly capital expenditure (functional classification)

Description	Ref	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Capital Expenditure - Functional	1															
Governance and administration		14 143	15 451	38 715	46 625	41 916	34 391	41 810	51 549	73 564	61 566	64 830	(449 869)	34 691	19 910	9 560
Executive and council		-	-	-	26	11	1	2	-	-	-	-	-	40	40	40
Finance and administration		14 143	15 451	38 715	46 599	41 905	34 390	41 808	51 549	73 564	61 566	64 830	(449 869)	34 651	19 870	9 520
Internal audit		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Community and public safety		-	447	1 189	1 779	1 166	1 593	2 974	2 186	2 442	2 388	5 849	6 593	28 606	69 755	43 730
Community and social services		-	-	-	100	80	75	2 000	555	110	65	240	4 060	7 285	13 520	1 230
Sport and recreation		-	-	-	950	700	300	200	-	500	660	1 651	1 500	6 461	16 600	3 200
Public safety		-	300	945	300	-	929	-	710	391	590	2 800	-	6 966	9 950	8 000
Housing		-	147	244	429	386	288	774	921	1 441	1 073	1 158	1 033	7 894	29 685	31 300
Health		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Economic and environmental services		-	88	5 175	5 550	9 158	6 488	6 220	11 343	19 070	12 568	9 950	9 873	95 480	93 008	101 225
Planning and development		-	88	2 100	1 980	1 638	100	1 560	3 918	4 120	1 900	943	1 455	19 800	10 605	575
Road transport		-	-	3 025	3 570	7 220	5 588	4 660	6 675	14 650	10 268	9 008	8 418	73 080	80 653	97 000
Environmental protection		-	-	50	-	300	800	-	750	300	400	-	-	2 600	1 750	3 650
Trading services		11 770	12 867	27 193	32 497	25 357	18 384	26 556	24 776	33 119	28 407	30 978	74 119	346 023	406 423	348 541
Energy sources		-	-	13 536	18 051	11 725	5 979	16 459	9 708	15 079	8 707	9 691	4 253	113 188	109 923	153 741
Water management		9 560	10 260	10 285	10 885	9 050	6 060	6 360	9 648	10 298	10 658	12 358	11 731	117 150	100 150	129 950
Waste water management		450	895	1 595	1 275	3 050	3 780	3 705	5 130	6 205	7 805	8 605	10 645	53 140	103 200	33 300
Waste management		1 760	1 712	1 778	2 286	1 532	2 565	33	291	1 538	1 238	325	47 490	62 545	93 150	31 550
Other		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Capital Expenditure - Functional	2	25 913	28 852	72 272	86 451	77 595	60 855	77 560	89 854	128 194	104 929	111 608	(359 285)	504 800	589 095	503 056
Funded by:																
National Government		9 100	8 500	9 662	9 306	5 874	2 075	6 739	3 605	6 885	6 544	4 325	6 575	79 190	57 816	58 603
Provincial Government		-	179	2 329	2 179	1 871	271	2 009	4 621	4 871	2 621	1 733	1 983	24 666	34 133	30 656
District Municipality		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other transfers and grants		-	-	878	613	5 100	500	7 066	-	1 000	1 660	2 401	4 900	24 118	22 200	20 000
Transfers recognised - capital		9 100	8 679	12 869	12 099	12 845	2 846	15 814	8 225	12 755	10 825	8 459	13 458	127 974	114 149	109 259
Public contributions & donations		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Borrowing		2 435	3 437	13 887	21 243	12 223	11 530	9 501	15 158	18 960	14 953	18 116	58 558	200 000	200 000	175 000
Internally generated funds		14 378	16 736	45 516	53 110	52 528	46 479	52 245	66 470	96 480	79 152	85 033	(431 301)	176 826	274 946	218 797
Total Capital Funding		25 913	28 852	72 272	86 451	77 595	60 855	77 560	89 854	128 194	104 929	111 608	(359 285)	504 800	589 095	503 056

WC024 Stellenbosch - Supporting Table SA30 Budgeted monthly cash flow

MONTHLY CASH FLOWS	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework			
	R thousand	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Cash Receipts By Source													1			
Property rates	128 303	29 147	29 181	29 294	29 698	29 347	29 697	28 610	28 579	28 507	28 507	62 478	481 350	506 713	534 727	
Service charges - electricity revenue	69 427	71 566	80 145	54 530	52 665	47 679	49 554	57 112	58 055	63 396	65 121	353 994	1 023 246	1 171 361	1 298 853	
Service charges - water revenue	13 405	15 166	14 467	16 616	17 166	19 288	19 494	19 388	17 746	19 975	19 975	20 203	212 891	223 232	234 084	
Service charges - sanitation revenue	15 485	7 820	9 196	9 737	9 662	9 454	9 714	10 490	9 277	9 787	9 785	11 705	122 111	129 351	137 023	
Service charges - refuse revenue	16 904	7 627	7 731	7 818	8 267	7 841	7 460	7 825	7 932	7 914	7 735	25 962	121 015	131 718	143 381	
Rental of facilities and equipment	478	458	485	465	2 285	780	776	855	855	855	855	2 245	11 395	11 930	12 491	
Interest earned - external investments	3 433	3 433	3 433	3 433	3 433	3 433	3 433	3 433	3 433	3 433	3 433	3 433	41 193	41 484	41 778	
Interest earned - outstanding debtors	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Dividends received	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fines, penalties and forfeits	0	2 319	1 545	4 114	1 384	2 702	3 767	2 293	2 293	2 293	2 293	4 096	29 099	30 467	31 899	
Licences and permits	128	932	777	643	1 048	356	468	478	481	481	481	1 600	7 872	8 242	8 629	
Agency services	102	385	260	312	240	175	167	285	285	285	285	578	3 358	3 516	3 681	
Transfers and Subsidies - Operational	70 983	3 186	5 539	3 186	3 186	57 016	6 909	18 285	18 285	18 285	19 285	16 763	240 911	249 008	311 436	
Other revenue	(5 970)	(1 217)	6 379	8 755	5 328	3 273	4 227	5 040	17 185	8 237	14 187	29 078	94 504	119 042	124 947	
Cash Receipts by Source	312 678	140 822	159 141	138 904	134 362	181 344	135 666	154 093	164 407	163 449	171 943	532 135	2 388 944	2 626 063	2 882 928	
Other Cash Flows by Source																
Transfers and subsidies - capital (monetary allocations)	8 655	8 655	8 655	8 655	8 655	8 655	8 655	8 655	8 655	8 655	8 655	8 655	103 856	91 949	89 259	
Transfers and subsidies - capital (in-kind)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Proceeds on Disposal of Fixed and Intangible Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Short term loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Borrowing long term/refinancing	-	-	-	-	-	-	-	-	-	-	-	200 000	200 000	200 000	175 000	
Increase (decrease) in consumer deposits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Decrease (increase) in non-current receivables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Decrease (increase) in non-current investments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Cash Receipts by Source	321 333	149 476	167 795	147 559	143 017	189 999	144 321	162 748	173 061	172 104	180 597	740 790	2 692 800	2 918 012	3 147 187	

MONTHLY CASH FLOWS	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework			
	R thousand	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Cash Payments by Type																
Employee related costs	(45 893)	(46 769)	(46 616)	(46 673)	(75 900)	(46 597)	(46 868)	(46 434)	(46 551)	(46 543)	(46 030)	(48 031)	(588 905)	(600 267)	(641 160)	
Remuneration of councillors	(1 841)	(1 841)	(1 841)	(1 841)	(1 841)	(1 841)	(1 841)	(1 841)	(1 841)	(1 841)	(1 841)	(1 841)	(22 097)	(23 422)	(24 828)	
Finance charges	-	-	(10 700)	-	-	(10 700)	-	-	(10 700)	-	-	(10 700)	(42 802)	(53 533)	(70 477)	
Bulk purchases - Electricity	(36 536)	(36 536)	(84 781)	(46 537)	(42 870)	(42 819)	(37 305)	(42 941)	(68 221)	(54 150)	(135 215)	(103 940)	(731 852)	(892 859)	(1 089 288)	
Bulk purchases - Water & Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other materials	(1 162)	(3 836)	(3 997)	(13 540)	(2 357)	(7 551)	(4 671)	(5 362)	(12 897)	(12 997)	(336)	(42 168)	(110 873)	(113 671)	(116 226)	
Contracted services	(470)	(2 613)	(10 541)	(26 307)	(9 039)	(15 721)	(13 596)	(14 295)	(39 098)	(25 142)	(7 573)	(164 123)	(328 518)	(327 572)	(332 397)	
Transfers and grants - other municipalities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Transfers and grants - other	(1 720)	(1 720)	(1 720)	(1 720)	(1 720)	(1 720)	(1 720)	(1 720)	(1 720)	(1 720)	(1 720)	(1 720)	(20 636)	(21 048)	(21 469)	
Other expenditure	(2 626)	(15 451)	(5 753)	(17 983)	(13 591)	(7 930)	(13 161)	(9 436)	(21 684)	(11 054)	(963)	(98 969)	(218 600)	(224 149)	(229 844)	
Cash Payments by Type	(90 249)	(108 766)	(165 949)	(154 601)	(147 318)	(134 879)	(119 162)	(122 028)	(202 711)	(153 447)	(193 679)	(471 493)	(2 064 281)	(2 256 522)	(2 525 690)	
Other Cash Flows/Payments by Type																
Capital assets	-	-	-	-	-	-	-	-	-	-	-	(576 970)	(576 970)	(672 434)	(574 014)	
Repayment of borrowing	-	-	-	-	-	(27 816)	-	-	-	-	-	(27 816)	(55 632)	(63 043)	(68 381)	
Other Cash Flows/Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Cash Payments by Type	(90 249)	(108 766)	(165 949)	(154 601)	(147 318)	(162 695)	(119 162)	(122 028)	(202 711)	(153 447)	(193 679)	(1 076 279)	(2 696 884)	(2 991 998)	(3 168 085)	
NET INCREASE/(DECREASE) IN CASH HELD	231 084	40 711	1 846	(7 042)	(4 301)	27 303	25 159	40 720	(29 650)	18 657	(13 082)	(335 489)	(4 084)	(73 986)	(20 898)	
Cash/cash equivalents at the month/year begin:	432 641	663 725	704 436	706 282	699 240	694 939	722 242	747 401	788 121	758 471	777 128	764 046	432 641	428 557	354 570	
Cash/cash equivalents at the month/year end:	663 725	704 436	706 282	699 240	694 939	722 242	747 401	788 121	758 471	777 128	764 046	428 557	428 557	354 570	333 672	

WC024 Stellenbosch - NOT REQUIRED - municipality does not have entities

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R million										
Financial Performance										
Property rates		-	-	-	-	-	-	-	-	-
Service charges		-	-	-	-	-	-	-	-	-
Investment revenue		-	-	-	-	-	-	-	-	-
Transfer and subsidies - Operational		-	-	-	-	-	-	-	-	-
Other own revenue		-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)		-	-	-	-	-	-	-	-	-
Employee costs		-	-	-	-	-	-	-	-	-
Remuneration of Board Members		-	-	-	-	-	-	-	-	-
Depreciation and amortisation		-	-	-	-	-	-	-	-	-
Interest		-	-	-	-	-	-	-	-	-
Inventory consumed and bulk purchases		-	-	-	-	-	-	-	-	-
Transfers and subsidies		-	-	-	-	-	-	-	-	-
Other expenditure		-	-	-	-	-	-	-	-	-
Total Expenditure		-	-	-	-	-	-	-	-	-
Surplus/(Deficit)		-	-	-	-	-	-	-	-	-
Capital expenditure & funds sources										
Capital expenditure										
Transfers recognised - capital		-	-	-	-	-	-	-	-	-
Public contributions & donations		-	-	-	-	-	-	-	-	-
Borrowing		-	-	-	-	-	-	-	-	-
Internally generated funds		-	-	-	-	-	-	-	-	-
Total sources		-	-	-	-	-	-	-	-	-
Financial position										
Total current assets		-	-	-	-	-	-	-	-	-
Total non current assets		-	-	-	-	-	-	-	-	-
Total current liabilities		-	-	-	-	-	-	-	-	-
Total non current liabilities		-	-	-	-	-	-	-	-	-
Community wealth/Equity		-	-	-	-	-	-	-	-	-
Cash flows										
Net cash from (used) operating		-	-	-	-	-	-	-	-	-
Net cash from (used) investing		-	-	-	-	-	-	-	-	-
Net cash from (used) financing		-	-	-	-	-	-	-	-	-
Cash/cash equivalents at the year end		-	-	-	-	-	-	-	-	-

WC024 Stellenbosch - Supporting Table SA32 List of external mechanisms

External mechanism Name of organisation	Yrs/ Mths	Period of agreement 1.	Service provided	Expiry date of service delivery agreement or contract	Monetary value of agreement 2.
		Number			R thousand
DBSA	Yrs	15	Financial of approved Capital Projects by means of and ex	30 June 2025	13 425
DBSA	Yrs	16	Financial of approved Capital Projects by means of and ex	30 June 2026	40 314
DBSA	Yrs	15	Financial of approved Capital Projects by means of and ex	30 June 2029	73 446
NEDBANK	Yrs	10	Financial of approved Capital Projects by means of and ex	29 June 2029	138 992
NEDBANK	Yrs	10	Financial of approved Capital Projects by means of and ex	30 June 2031	102 780
STANDARD BANK	Yrs	10	Financial of approved Capital Projects by means of and ex	30 June 2032	144 000
FNB	Yrs	5	Provisioning of banking services.	30 June 2025	Rates approved

WC024 Stellenbosch - Supporting Table SA33 Contracts having future budgetary implications

Description	Ref	Preceding Years	Current Year 2022/23	2023/24 Medium Term Revenue & Expenditure Framework			Forecast 2026/27	Forecast 2027/28	Forecast 2028/29	Forecast 2029/30	Forecast 2030/31	Forecast 2031/32	Forecast 2032/33	Total Contract Value
		Total	Original Budget	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
R thousand	1,3													
Parent Municipality:														
Revenue Obligation By Contract	2													
<i>Contract 1</i>														-
<i>Contract 2</i>														-
Total Operating Revenue Implication		-	-	-	-	-	-	-	-	-	-	-	-	-
Expenditure Obligation By Contract	2													
DBSA 61001059		20 280	3 973	3 290	2 535	1 688	759							32 525
DBSA 61000816		7 925	1 415	1 093	734	331								11 497
DBSA 61007281		28 486	7 012	6 430	5 813	5 056	4 288	3 429	2 489	1 454	299			64 756
NEDBANK 05/7831035613/000001		29 761	8 912	11 985	10 706	9 171	7 588	5 819	3 885	1 730				89 556
NEDBANK 05/7831035613/000002		-	13 199	8 301	7 675	6 897	6 127	5 267	4 341	3 297	2 207	976		58 287
STANDARD BANK 730033		-		15 614	14 611	13 665	12 404	11 081	9 634	7 945	6 134	4 141	1 861	97 089
Total Operating Expenditure Implication		86 452	34 511	46 712	42 075	36 808	31 166	25 596	20 349	14 426	8 639	5 117	1 861	353 711
Capital Expenditure Obligation By Contract	2													
<i>Contract 1</i>														-
Total Capital Expenditure Implication		-	-	-	-	-	-	-	-	-	-	-	-	-
Total Parent Expenditure Implication		86 452	34 511	46 712	42 075	36 808	31 166	25 596	20 349	14 426	8 639	5 117	1 861	353 711
Entities:														
Revenue Obligation By Contract	2													
<i>Contract 1</i>														-
<i>Contract 2</i>														-
Total Operating Revenue Implication		-	-	-	-	-	-	-	-	-	-	-	-	-
Expenditure Obligation By Contract	2													
<i>Contract 1</i>														-
<i>Contract 2</i>														-
Total Operating Expenditure Implication		-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure Obligation By Contract	2													
<i>Contract 1</i>														-
Total Capital Expenditure Implication		-	-	-	-	-	-	-	-	-	-	-	-	-
Total Entity Expenditure Implication		-	-	-	-	-	-	-	-	-	-	-	-	-

WC024 Stellenbosch - Supporting Table SA34a Capital expenditure on new assets by asset class

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	1									
Capital expenditure on new assets by Asset Class/Sub-class										
Infrastructure		141 396	120 939	106 769	195 494	190 913	190 913	277 352	278 566	213 062
Roads Infrastructure		34 038	39 215	3 337	33 400	32 697	32 697	24 800	35 900	59 700
Roads		15 824	22 892	(13 033)	2 500	7 518	7 518	2 000	-	4 000
Road Structures		15 711	14 637	15 571	29 200	23 744	23 744	21 200	35 200	55 600
Road Furniture		2 503	1 686	800	1 700	1 435	1 435	1 600	700	100
Capital Spares		-	-	-	-	-	-	-	-	-
Storm water Infrastructure		-	-	-	500	291	291	2 500	1 100	600
Drainage Collection		-	-	-	-	-	-	-	-	-
Storm water Conveyance		-	-	-	500	291	291	2 000	100	100
Attenuation		-	-	-	-	-	-	500	1 000	500
Electrical Infrastructure		16 098	20 376	45 569	52 500	69 053	69 053	83 698	85 166	82 912
Power Plants		8 107	-	13 217	-	18 911	18 911	5 018	5 068	5 829
HV Substations		880	-	-	2 600	2 600	2 600	25 300	55 500	52 571
HV Switching Station		-	-	-	-	-	-	-	-	-
HV Transmission Conductors		-	-	-	-	-	-	-	-	400
MV Substations		-	754	471	14 200	1 626	1 626	23 108	226	-
MV Switching Stations		-	-	-	-	-	-	-	-	-
MV Networks		4 428	10 594	17 741	29 350	40 137	40 137	24 072	17 872	15 772
LV Networks		1 886	5 257	5 250	6 100	5 768	5 768	5 950	6 050	8 090
Capital Spares		797	3 771	8 890	250	10	10	250	450	250
Water Supply Infrastructure		10 095	22 905	25 258	49 294	78 463	78 463	101 354	63 500	34 850
Dams and Weirs		-	-	-	-	-	-	-	-	-
Boreholes		-	-	-	-	-	-	500	2 600	-
Reservoirs		4 354	4 634	13 631	28 069	69 577	69 577	80 500	34 000	2 000
Pump Stations		-	-	-	-	-	-	-	-	-
Water Treatment Works		-	-	-	1 000	10	10	2 000	2 000	1 500
Bulk Mains		1 749	13 185	10 736	16 125	7 769	7 769	11 771	14 800	18 850
Distribution		3 991	5 085	891	4 100	1 107	1 107	6 583	10 100	12 500
Distribution Points		-	-	-	-	-	-	-	-	-
PRV Stations		-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-
Sanitation Infrastructure		59 018	28 848	27 193	2 500	1 179	1 179	2 500	2 000	2 000
Pump Station		-	-	-	-	-	-	-	-	-
Reticulation		259	2 347	15 455	1 500	-	-	1 500	-	-
Waste Water Treatment Works		499	62	-	-	-	-	-	-	-
Outfall Sewers		58 260	26 438	11 737	1 000	1 179	1 179	1 000	2 000	2 000
Toilet Facilities		-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-
Solid Waste Infrastructure		21 518	9 464	5 330	57 300	9 230	9 230	60 500	88 900	31 000
Landfill Sites		20 881	8 894	2 275	44 000	3 400	3 400	46 000	55 600	1 000
Waste Transfer Stations		182	295	932	500	529	529	2 500	3 500	13 500
Waste Processing Facilities		-	-	-	100	300	300	-	-	-
Waste Drop-off Points		169	-	427	600	600	600	1 500	9 300	5 000
Waste Separation Facilities		87	215	138	500	500	500	500	500	500
Electricity Generation Facilities		199	59	1 557	11 600	3 901	3 901	10 000	20 000	11 000
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		-	-	-	-	-	-	-	-	-

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	1									
Promenades		-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		630	131	82	-	-	-	2 000	2 000	2 000
Data Centres		-	-	-	-	-	-	-	-	-
Core Layers		-	-	-	-	-	-	-	-	-
Distribution Layers		-	-	-	-	-	-	2 000	2 000	2 000
Capital Spares		630	131	82	-	-	-	-	-	-
Community Assets		9 509	7 781	(12 110)	-	5 063	5 063	1 300	200	2 000
Community Facilities		6 631	5 419	2 706	-	4 802	4 802	1 000	-	-
Halls		73	253	-	-	-	-	-	-	-
Centres		-	-	-	-	-	-	-	-	-
Crèches		-	-	-	-	-	-	-	-	-
Clinics/Care Centres		-	-	-	-	-	-	-	-	-
Fire/Ambulance Stations		-	-	-	-	-	-	-	-	-
Testing Stations		-	-	-	-	-	-	-	-	-
Museums		-	-	-	-	-	-	-	-	-
Galleries		-	-	-	-	-	-	-	-	-
Theatres		393	727	53	-	-	-	-	-	-
Libraries		33	330	70	-	-	-	-	-	-
Cemeteries/Crematoria		-	-	-	-	-	-	-	-	-
Police		-	-	-	-	-	-	-	-	-
Parks		-	103	-	-	-	-	-	-	-
Public Open Space		1 500	2 001	1 173	-	-	-	-	-	-
Nature Reserves		260	-	-	-	-	-	-	-	-
Public Ablution Facilities		-	-	-	-	-	-	-	-	-
Markets		130	-	-	-	-	-	-	-	-
Stalls		3 402	2 005	1 411	-	4 802	4 802	1 000	-	-
Abattoirs		-	-	-	-	-	-	-	-	-
Airports		-	-	-	-	-	-	-	-	-
Taxi Ranks/Bus Terminals		-	-	-	-	-	-	-	-	-
Capital Spares		840	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		2 878	2 362	(14 816)	-	261	261	300	200	2 000
Indoor Facilities		-	-	-	-	-	-	-	-	-
Outdoor Facilities		2 878	2 362	(14 816)	-	261	261	300	200	2 000
Capital Spares		-	-	-	-	-	-	-	-	-
Heritage assets		100	-	-	-	-	-	-	-	-
Monuments		-	-	-	-	-	-	-	-	-
Historic Buildings		-	-	-	-	-	-	-	-	-
Works of Art		-	-	-	-	-	-	-	-	-
Conservation Areas		100	-	-	-	-	-	-	-	-
Other Heritage		-	-	-	-	-	-	-	-	-
Investment properties		2 303	5 688	1 400	-	-	-	-	-	-
Revenue Generating		972	3 681	1 400	-	-	-	-	-	-
Improved Property		972	3 681	1 400	-	-	-	-	-	-
Unimproved Property		-	-	-	-	-	-	-	-	-
Non-revenue Generating		1 331	2 006	-	-	-	-	-	-	-
Improved Property		1 331	2 006	-	-	-	-	-	-	-
Unimproved Property		-	-	-	-	-	-	-	-	-
Other assets		9 942	124 392	44 207	15 200	19 285	19 285	300	1 300	8 000
Operational Buildings		9 742	75 577	30 808	15 200	18 346	18 346	300	1 300	8 000
Municipal Offices		-	-	-	15 000	18 346	18 346	-	-	-
Pay/Enquiry Points		-	-	-	-	-	-	-	-	-
Building Plan Offices		-	-	-	-	-	-	-	-	-
Workshops		-	-	-	-	-	-	-	-	-
Yards		-	-	-	-	-	-	-	-	-
Stores		-	-	-	-	-	-	-	-	-
Laboratories		-	-	-	-	-	-	-	-	-
Training Centres		9 742	75 577	30 808	-	-	-	-	-	-
Manufacturing Plant		-	-	-	-	-	-	-	-	-
Depots		-	-	-	200	-	-	300	1 300	8 000

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	1									
<i>Capital Spares</i>		-	-	-	-	-	-	-	-	-
Housing		200	48 815	13 399	-	939	939	-	-	-
<i>Staff Housing</i>		-	-	-	-	-	-	-	-	-
<i>Social Housing</i>		200	48 815	13 399	-	939	939	-	-	-
<i>Capital Spares</i>		-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	200	200	200	-	-	-
<i>Servitudes</i>		-	-	-	-	-	-	-	-	-
<i>Licences and Rights</i>		-	-	-	200	200	200	-	-	-
<i>Water Rights</i>		-	-	-	-	-	-	-	-	-
<i>Effluent Licenses</i>		-	-	-	-	-	-	-	-	-
<i>Solid Waste Licenses</i>		-	-	-	200	200	200	-	-	-
<i>Computer Software and Applications</i>		-	-	-	-	-	-	-	-	-
<i>Load Settlement Software Applications</i>		-	-	-	-	-	-	-	-	-
<i>Unspecified</i>		-	-	-	-	-	-	-	-	-
Computer Equipment		66 547	354	1 930	6 100	7 654	7 654	5 770	6 770	5 270
Computer Equipment		66 547	354	1 930	6 100	7 654	7 654	5 770	6 770	5 270
Furniture and Office Equipment		2 159	3 128	3 149	570	2 466	2 466	770	875	885
Furniture and Office Equipment		2 159	3 128	3 149	570	2 466	2 466	770	875	885
Machinery and Equipment		18 136	11 883	10 929	13 204	11 024	11 024	13 165	21 190	9 658
Machinery and Equipment		18 136	11 883	10 929	13 204	11 024	11 024	13 165	21 190	9 658
Transport Assets		19 520	16 040	4 531	3 800	4 716	4 716	10 166	18 150	5 500
Transport Assets		19 520	16 040	4 531	3 800	4 716	4 716	10 166	18 150	5 500
Land		-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
<i>Policing and Protection</i>		-	-	-	-	-	-	-	-	-
<i>Zoological plants and animals</i>		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
<i>Policing and Protection</i>		-	-	-	-	-	-	-	-	-
<i>Zoological plants and animals</i>		-	-	-	-	-	-	-	-	-
Total Capital Expenditure on new assets	1	269 612	290 204	160 805	234 568	241 321	241 321	308 823	327 051	244 375

WC024 Stellenbosch - Supporting Table SA34b Capital expenditure on the renewal of existing assets by asset class

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Capital expenditure on renewal of existing assets by Asset Class/Sub-class										
Infrastructure		10 136	29 798	38 687	26 958	25 666	25 666	29 534	28 331	90 031
Roads Infrastructure		12 579	25 841	28 892	6 011	9 627	9 627	4 500	5 000	8 300
Roads		12 579	22 739	28 892	6 011	9 627	9 627	4 500	5 000	8 300
Road Structures		-	3 102	-	-	-	-	-	-	-
Road Furniture		-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-
Storm water Infrastructure		-	-	-	-	-	-	-	-	-
Drainage Collection		-	-	-	-	-	-	-	-	-
Storm water Conveyance		-	-	-	-	-	-	-	-	-
Attenuation		-	-	-	-	-	-	-	-	-
Electrical Infrastructure		(4 747)	2 819	194	12 946	10 539	10 539	17 034	15 331	64 731
Power Plants		-	-	-	-	-	-	-	-	-
HV Substations		(6 567)	2 819	194	4 531	142	142	2 434	2 296	5 604
HV Switching Station		-	-	-	-	-	-	-	-	-
HV Transmission Conductors		-	-	-	-	-	-	-	-	-
MV Substations		-	-	-	1 715	728	728	6 600	6 035	4 356
MV Switching Stations		-	-	-	-	-	-	-	-	-
MV Networks		821	-	-	6 700	9 669	9 669	8 000	7 000	54 771
LV Networks		-	-	-	-	-	-	-	-	-
Capital Spares		999	-	-	-	-	-	-	-	-
Water Supply Infrastructure		473	1 138	7 132	4 000	4 000	4 000	4 000	4 000	7 000
Dams and Weirs		-	-	-	-	-	-	-	-	-
Boreholes		-	-	-	-	-	-	-	-	-
Reservoirs		-	-	-	-	-	-	-	-	-
Pump Stations		-	-	-	-	-	-	-	-	-
Water Treatment Works		-	-	-	-	-	-	-	-	-
Bulk Mains		-	-	-	-	-	-	-	-	-
Distribution		473	1 138	7 132	4 000	4 000	4 000	4 000	4 000	7 000
Distribution Points		-	-	-	-	-	-	-	-	-
PRV Stations		-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-
Sanitation Infrastructure		1 831	-	2 468	4 000	1 500	1 500	4 000	4 000	10 000
Pump Station		-	-	-	-	-	-	-	-	-
Reticulation		1 826	-	-	-	-	-	-	-	-
Waste Water Treatment Works		-	-	-	-	-	-	-	-	-
Outfall Sewers		5	-	2 468	4 000	1 500	1 500	4 000	4 000	10 000
Toilet Facilities		-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-
Solid Waste Infrastructure		-	-	-	-	-	-	-	-	-
Landfill Sites		-	-	-	-	-	-	-	-	-
Waste Transfer Stations		-	-	-	-	-	-	-	-	-
Waste Processing Facilities		-	-	-	-	-	-	-	-	-
Waste Drop-off Points		-	-	-	-	-	-	-	-	-
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		-	-	-	-	-	-	-	-	-

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	1									
Promenades		-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	-	-	-	-	-	-	-	-
Data Centres		-	-	-	-	-	-	-	-	-
Core Layers		-	-	-	-	-	-	-	-	-
Distribution Layers		-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-
Community Assets		-	216	904	4 400	935	935	4 100	1 900	-
Community Facilities		-	-	-	200	122	122	400	1 750	-
Halls		-	-	-	-	-	-	200	1 750	-
Centres		-	-	-	200	122	122	200	-	-
Crèches		-	-	-	-	-	-	-	-	-
Clinics/Care Centres		-	-	-	-	-	-	-	-	-
Fire/Ambulance Stations		-	-	-	-	-	-	-	-	-
Testing Stations		-	-	-	-	-	-	-	-	-
Museums		-	-	-	-	-	-	-	-	-
Galleries		-	-	-	-	-	-	-	-	-
Theatres		-	-	-	-	-	-	-	-	-
Libraries		-	-	-	-	-	-	-	-	-
Cemeteries/Crematoria		-	-	-	-	-	-	-	-	-
Police		-	-	-	-	-	-	-	-	-
Parks		-	-	-	-	-	-	-	-	-
Public Open Space		-	-	-	-	-	-	-	-	-
Nature Reserves		-	-	-	-	-	-	-	-	-
Public Ablution Facilities		-	-	-	-	-	-	-	-	-
Markets		-	-	-	-	-	-	-	-	-
Stalls		-	-	-	-	-	-	-	-	-
Abattoirs		-	-	-	-	-	-	-	-	-
Airports		-	-	-	-	-	-	-	-	-
Taxi Ranks/Bus Terminals		-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		-	216	904	4 200	813	813	3 700	150	-
Indoor Facilities		-	-	-	-	-	-	-	-	-
Outdoor Facilities		-	216	904	4 200	813	813	3 700	150	-
Capital Spares		-	-	-	-	-	-	-	-	-
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		-	200	680	-	117	117	-	-	-
Operational Buildings		-	200	680	-	117	117	-	-	-
Municipal Offices		-	200	680	-	117	117	-	-	-
Pay/Enquiry Points		-	-	-	-	-	-	-	-	-
Building Plan Offices		-	-	-	-	-	-	-	-	-
Workshops		-	-	-	-	-	-	-	-	-
Yards		-	-	-	-	-	-	-	-	-
Stores		-	-	-	-	-	-	-	-	-
Laboratories		-	-	-	-	-	-	-	-	-
Training Centres		-	-	-	-	-	-	-	-	-
Manufacturing Plant		-	-	-	-	-	-	-	-	-
Depots		-	-	-	-	-	-	-	-	-

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	1									
<i>Capital Spares</i>		-	-	-	-	-	-	-	-	-
Housing		-	-	-	-	-	-	-	-	-
<i>Staff Housing</i>		-	-	-	-	-	-	-	-	-
<i>Social Housing</i>		-	-	-	-	-	-	-	-	-
<i>Capital Spares</i>		-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-
<i>Servitudes</i>		-	-	-	-	-	-	-	-	-
<i>Licences and Rights</i>		-	-	-	-	-	-	-	-	-
<i>Water Rights</i>		-	-	-	-	-	-	-	-	-
<i>Effluent Licenses</i>		-	-	-	-	-	-	-	-	-
<i>Solid Waste Licenses</i>		-	-	-	-	-	-	-	-	-
<i>Computer Software and Applications</i>		-	-	-	-	-	-	-	-	-
<i>Load Settlement Software Applications</i>		-	-	-	-	-	-	-	-	-
<i>Unspecified</i>		-	-	-	-	-	-	-	-	-
Computer Equipment		-	-	-	-	-	-	-	-	-
Computer Equipment		-	-	-	-	-	-	-	-	-
Furniture and Office Equipment		-	-	638	-	-	-	-	-	-
Furniture and Office Equipment		-	-	638	-	-	-	-	-	-
Machinery and Equipment		-	-	-	-	-	-	-	-	-
Machinery and Equipment		-	-	-	-	-	-	-	-	-
Transport Assets		-	-	-	-	-	-	-	-	-
Transport Assets		-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
<i>Policing and Protection</i>		-	-	-	-	-	-	-	-	-
<i>Zoological plants and animals</i>		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
<i>Policing and Protection</i>		-	-	-	-	-	-	-	-	-
<i>Zoological plants and animals</i>		-	-	-	-	-	-	-	-	-
Total Capital Expenditure on renewal of existing assets	1	10 136	30 214	40 909	31 358	26 718	26 718	33 634	30 231	90 031
Renewal of Existing Assets as % of total capex		7.9%	7.7%	12.0%	7.7%	7.1%	7.1%	6.7%	5.1%	17.9%
Renewal of Existing Assets as % of deprecn"		5.3%	14.2%	19.1%	14.7%	12.4%	12.4%	15.3%	13.4%	39.1%

WC024 Stellenbosch - Supporting Table SA34c Repairs and maintenance expenditure by asset class

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Repairs and maintenance expenditure by Asset Class/Sub-class										
Infrastructure	1	17 859	40 688	43 096	65 232	65 005	65 005	70 910	73 462	76 155
Roads Infrastructure		8 008	11 835	18 132	20 878	20 878	20 878	21 913	22 819	23 770
Roads		8 008	11 801	18 125	19 685	18 935	18 935	20 271	21 128	22 031
Road Structures		-	-	-	-	-	-	-	-	-
Road Furniture		-	35	6	1 193	1 943	1 943	1 642	1 690	1 740
Capital Spares		-	-	-	-	-	-	-	-	-
Storm water Infrastructure		6 810	1 387	286	1 230	1 205	1 205	1 289	1 345	1 403
Drainage Collection		-	-	-	-	-	-	-	-	-
Storm water Conveyance		563	-	-	-	-	-	-	-	-
Attenuation		6 246	1 387	286	1 230	1 205	1 205	1 289	1 345	1 403
Electrical Infrastructure		998	(3 894)	65	12 578	11 576	11 576	15 056	15 357	15 695
Power Plants		-	-	-	-	-	-	-	-	-
HV Substations		-	80	67	12 578	11 576	11 576	15 056	15 357	15 695
HV Switching Station		-	-	-	-	-	-	-	-	-
HV Transmission Conductors		-	-	-	-	-	-	-	-	-
MV Substations		998	(3 974)	(2)	-	-	-	-	-	-
MV Switching Stations		-	-	-	-	-	-	-	-	-
MV Networks		-	-	-	-	-	-	-	-	-
LV Networks		-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-
Water Supply Infrastructure		100	6 124	2 192	12 423	12 123	12 123	13 750	14 314	14 902
Dams and Weirs		-	-	-	-	-	-	-	-	-
Boreholes		-	-	-	-	-	-	-	-	-
Reservoirs		18	-	-	-	-	-	-	-	-
Pump Stations		-	-	-	-	-	-	-	-	-
Water Treatment Works		-	781	1 095	8 099	7 799	7 799	9 192	9 541	9 906
Bulk Mains		-	5 343	1 097	4 324	4 324	4 324	4 558	4 772	4 996
Distribution		81	-	-	-	-	-	-	-	-
Distribution Points		-	-	-	-	-	-	-	-	-
PRV Stations		-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-
Sanitation Infrastructure		1 944	13 672	5 780	10 800	11 900	11 900	11 316	11 794	12 293
Pump Station		-	-	-	-	-	-	-	-	-
Reticulation		-	-	-	-	-	-	-	-	-
Waste Water Treatment Works		-	10 577	2 434	5 663	7 763	7 763	5 910	6 141	6 381
Outfall Sewers		1 944	3 094	3 346	5 137	4 137	4 137	5 406	5 653	5 912
Toilet Facilities		-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-
Solid Waste Infrastructure		-	1 997	11 125	4 344	4 344	4 344	4 533	4 709	4 893
Landfill Sites		-	25	-	-	-	-	-	-	-
Waste Transfer Stations		-	-	-	-	-	-	-	-	-
Waste Processing Facilities		-	-	-	-	-	-	-	-	-
Waste Drop-off Points		-	1 972	11 125	4 344	4 344	4 344	4 533	4 709	4 893
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		-	-	-	-	-	-	-	-	-

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	1									
Promenades		-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		-	9 567	5 515	2 980	2 980	2 980	3 053	3 124	3 198
Data Centres		-	-	-	-	-	-	-	-	-
Core Layers		-	9 537	5 428	2 600	2 600	2 600	2 652	2 705	2 759
Distribution Layers		-	-	-	-	-	-	-	-	-
Capital Spares		-	30	87	380	380	380	401	419	439
Community Assets		2 686	10 719	9 198	9 940	9 447	9 447	9 753	9 948	10 147
Community Facilities		2 686	9 431	8 348	9 859	9 366	9 366	9 618	9 810	10 007
Halls		-	9	116	-	-	-	-	-	-
Centres		-	-	-	-	-	-	-	-	-
Crèches		-	-	-	-	-	-	-	-	-
Clinics/Care Centres		-	-	-	-	-	-	-	-	-
Fire/Ambulance Stations		-	-	-	-	-	-	-	-	-
Testing Stations		-	-	-	-	-	-	-	-	-
Museums		-	-	-	-	-	-	-	-	-
Galleries		-	-	-	-	-	-	-	-	-
Theatres		-	-	-	-	-	-	-	-	-
Libraries		9	0	150	8	8	8	9	9	9
Cemeteries/Crematoria		-	1 926	283	-	-	-	-	-	-
Police		-	-	-	-	-	-	-	-	-
Parks		-	1 728	1 636	1 611	1 181	1 181	1 204	1 228	1 253
Public Open Space		-	-	-	-	-	-	-	-	-
Nature Reserves		-	-	-	62	-	-	64	65	66
Public Ablution Facilities		-	5 768	6 163	8 177	8 177	8 177	8 341	8 508	8 679
Markets		-	-	-	-	-	-	-	-	-
Stalls		-	-	-	-	-	-	-	-	-
Abattoirs		-	-	-	-	-	-	-	-	-
Airports		-	-	-	-	-	-	-	-	-
Taxi Ranks/Bus Terminals		-	-	-	-	-	-	-	-	-
Capital Spares		2 677	(1)	-	-	-	-	-	-	-
Sport and Recreation Facilities		-	1 287	850	81	81	81	135	138	140
Indoor Facilities		-	-	-	-	-	-	-	-	-
Outdoor Facilities		-	1 287	850	81	81	81	135	138	140
Capital Spares		-	-	-	-	-	-	-	-	-
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		-	9 348	3 643	16 353	12 072	12 072	16 420	16 984	17 572
Operational Buildings		-	8 629	3 356	16 000	11 819	11 819	16 159	16 716	17 295
Municipal Offices		-	8 629	3 356	16 000	11 819	11 819	16 159	16 716	17 295
Pay/Enquiry Points		-	-	-	-	-	-	-	-	-
Building Plan Offices		-	-	-	-	-	-	-	-	-
Workshops		-	-	-	-	-	-	-	-	-
Yards		-	-	-	-	-	-	-	-	-
Stores		-	-	-	-	-	-	-	-	-
Laboratories		-	-	-	-	-	-	-	-	-
Training Centres		-	-	-	-	-	-	-	-	-
Manufacturing Plant		-	-	-	-	-	-	-	-	-
Depots		-	-	-	-	-	-	-	-	-

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	1									
<i>Capital Spares</i>		-	-	-	-	-	-	-	-	-
Housing		-	719	287	353	253	253	261	269	277
<i>Staff Housing</i>		-	-	-	-	-	-	-	-	-
<i>Social Housing</i>		-	-	-	-	-	-	-	-	-
<i>Capital Spares</i>		-	719	287	353	253	253	261	269	277
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Intangible Assets		-	-	-	-	-	-	-	-	-
Servitudes		-	-	-	-	-	-	-	-	-
Licences and Rights		-	-	-	-	-	-	-	-	-
<i>Water Rights</i>		-	-	-	-	-	-	-	-	-
<i>Effluent Licenses</i>		-	-	-	-	-	-	-	-	-
<i>Solid Waste Licenses</i>		-	-	-	-	-	-	-	-	-
<i>Computer Software and Applications</i>		-	-	-	-	-	-	-	-	-
<i>Load Settlement Software Applications</i>		-	-	-	-	-	-	-	-	-
<i>Unspecified</i>		-	-	-	-	-	-	-	-	-
Computer Equipment		-	-	-	-	-	-	-	-	-
Computer Equipment		-	-	-	-	-	-	-	-	-
Furniture and Office Equipment		11 027	2 671	2 035	4 408	4 913	4 913	3 876	4 044	4 201
Furniture and Office Equipment		11 027	2 671	2 035	4 408	4 913	4 913	3 876	4 044	4 201
Machinery and Equipment		-	-	-	552	552	552	563	574	586
Machinery and Equipment		-	-	-	552	552	552	563	574	586
Transport Assets		18 036	2 876	5 933	11 057	11 966	11 966	12 337	13 144	13 408
Transport Assets		18 036	2 876	5 933	11 057	11 966	11 966	12 337	13 144	13 408
Land		-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
<i>Policing and Protection</i>		-	-	-	-	-	-	-	-	-
<i>Zoological plants and animals</i>		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
<i>Policing and Protection</i>		-	-	-	-	-	-	-	-	-
<i>Zoological plants and animals</i>		-	-	-	-	-	-	-	-	-
Total Repairs and Maintenance Expenditure	1	49 608	66 302	63 905	107 541	103 955	103 955	113 859	118 156	122 068
R&M as a % of PPE		0.9%	1.2%	1.1%	1.8%	1.8%	1.8%	1.9%	1.9%	1.8%
R&M as % Operating Expenditure		3.0%	3.6%	3.3%	5.1%	4.9%	4.9%	7.7%	5.2%	5.0%

WC024 Stellenbosch - Supporting Table SA34d Depreciation by asset class

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Depreciation by Asset Class/Sub-class										
Infrastructure		154 699	162 644	168 673	167 908	167 958	167 958	163 317	167 400	170 744
Roads Infrastructure		46 883	48 506	46 737	46 314	48 512	48 512	42 344	43 403	44 258
Roads		39 408	40 995	36 452	38 273	37 891	37 891	32 320	33 128	33 852
Road Structures		4 477	4 524	4 570	4 798	4 785	4 785	4 904	5 027	5 127
Road Furniture		2 998	2 988	5 715	3 242	5 836	5 836	5 120	5 248	5 279
Capital Spares		-	-	-	-	-	-	-	-	-
Storm water Infrastructure		733	874	618	1 048	1 122	1 122	1 066	1 093	1 115
Drainage Collection		733	874	618	1 048	1 122	1 122	1 066	1 093	1 115
Storm water Conveyance		-	-	-	-	-	-	-	-	-
Attenuation		-	-	-	-	-	-	-	-	-
Electrical Infrastructure		31 747	30 613	34 506	35 393	38 897	38 897	39 869	40 866	41 683
Power Plants		10 724	11 888	15 713	12 695	16 199	16 199	16 604	17 019	17 360
HV Substations		2 995	2 380	261	3 239	3 239	3 239	3 320	3 403	3 471
HV Switching Station		-	-	-	-	-	-	-	-	-
HV Transmission Conductors		-	-	-	-	-	-	-	-	-
MV Substations		-	-	-	-	-	-	-	-	-
MV Switching Stations		6 576	6 561	6 773	7 112	7 112	7 112	7 290	7 472	7 621
MV Networks		-	-	-	-	-	-	-	-	-
LV Networks		10 947	9 279	11 238	11 800	11 800	11 800	12 095	12 397	12 645
Capital Spares		506	506	521	547	547	547	560	574	586
Water Supply Infrastructure		38 617	47 245	50 193	28 560	48 006	48 006	47 832	49 027	50 017
Dams and Weirs		-	-	-	-	-	-	-	-	-
Boreholes		87	11 062	90	94	94	94	97	99	101
Reservoirs		3 591	3 543	4 770	3 884	4 786	4 786	4 905	5 028	5 128
Pump Stations		109	113	113	118	118	118	121	124	127
Water Treatment Works		1 025	1 026	12	13	-	-	-	-	-
Bulk Mains		3 783	3 786	3 153	3 311	3 311	3 311	3 393	3 478	3 548
Distribution		30 021	27 714	39 333	21 139	39 697	39 697	39 315	40 298	41 112
Distribution Points		-	-	-	-	-	-	-	-	-
PRV Stations		-	-	-	-	-	-	-	-	-
Capital Spares		-	-	2 723	-	-	-	-	-	-
Sanitation Infrastructure		27 447	28 621	33 576	46 700	29 106	29 106	29 834	30 580	31 192
Pump Station		779	779	803	843	843	843	864	886	903
Reticulation		21 325	22 597	21 965	23 063	23 053	23 053	23 629	24 220	24 704
Waste Water Treatment Works		2 801	2 704	2 574	1 795	2 592	2 592	2 657	2 723	2 778
Outfall Sewers		2 542	2 540	8 234	20 999	2 619	2 619	2 684	2 751	2 806
Toilet Facilities		-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-
Solid Waste Infrastructure		8 841	6 327	2 658	9 422	1 881	1 881	1 928	1 976	2 016
Landfill Sites		-	(447)	-	-	-	-	-	-	-
Waste Transfer Stations		7 375	5 047	1 148	7 837	296	296	303	311	317
Waste Processing Facilities		-	-	-	-	-	-	-	-	-
Waste Drop-off Points		1 466	1 467	1 510	1 585	1 585	1 585	1 625	1 665	1 699
Waste Separation Facilities		-	-	-	-	-	-	-	-	-
Electricity Generation Facilities		-	-	-	-	-	-	-	-	-
Capital Spares		-	260	-	-	-	-	-	-	-
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		-	-	-	-	-	-	-	-	-

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	1									
Promenades		-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		431	458	384	471	433	433	444	455	464
Data Centres		-	-	-	-	-	-	-	-	-
Core Layers		-	-	-	-	-	-	-	-	-
Distribution Layers		431	458	384	471	433	433	444	455	464
Capital Spares		-	-	-	-	-	-	-	-	-
Community Assets		3 302	3 683	4 382	3 138	4 132	4 132	4 235	4 341	4 439
Community Facilities		2 514	2 883	2 177	2 286	1 887	1 887	1 934	1 982	2 033
Halls		14	14	14	15	15	15	15	16	16
Centres		469	46	48	50	50	50	51	53	54
Crèches		-	-	-	-	-	-	-	-	-
Clinics/Care Centres		11	11	11	12	12	12	12	12	12
Fire/Ambulance Stations		80	80	83	87	87	87	89	91	93
Testing Stations		-	-	-	-	-	-	-	-	-
Museums		-	-	-	-	-	-	-	-	-
Galleries		-	-	-	-	-	-	-	-	-
Theatres		14	14	15	16	16	16	16	16	17
Libraries		110	79	114	119	119	119	122	125	139
Cemeteries/Crematoria		36	35	37	38	38	38	39	40	41
Police		-	-	-	-	-	-	-	-	-
Parks		-	-	-	-	-	-	-	-	-
Public Open Space		587	1 367	605	635	634	634	650	666	679
Nature Reserves		365	365	376	395	395	395	405	415	423
Public Ablution Facilities		691	720	735	771	516	516	529	542	553
Markets		137	152	141	148	5	5	5	5	5
Stalls		-	-	-	-	-	-	-	-	-
Abattoirs		-	-	-	-	-	-	-	-	-
Airports		-	-	-	-	-	-	-	-	-
Taxi Ranks/Bus Terminals		-	-	-	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		788	799	2 205	852	2 245	2 245	2 301	2 359	2 406
Indoor Facilities		0	0	1 394	0	1 394	1 394	1 429	1 464	1 494
Outdoor Facilities		787	799	811	852	852	852	873	895	913
Capital Spares		-	-	-	-	-	-	-	-	-
Heritage assets		-	-	-	-	-	-	-	-	-
Monuments		-	-	-	-	-	-	-	-	-
Historic Buildings		-	-	-	-	-	-	-	-	-
Works of Art		-	-	-	-	-	-	-	-	-
Conservation Areas		-	-	-	-	-	-	-	-	-
Other Heritage		-	-	-	-	-	-	-	-	-
Investment properties		253	371	252	273	273	273	280	287	293
Revenue Generating		253	371	252	273	273	273	280	287	293
Improved Property		253	371	252	273	273	273	280	287	293
Unimproved Property		-	-	-	-	-	-	-	-	-
Non-revenue Generating		-	-	-	-	-	-	-	-	-
Improved Property		-	-	-	-	-	-	-	-	-
Unimproved Property		-	-	-	-	-	-	-	-	-
Other assets		3 113	10 290	12 153	10 191	11 640	11 640	11 931	12 229	12 498
Operational Buildings		(793)	6 177	8 468	6 322	8 548	8 548	8 762	8 981	9 160
Municipal Offices		(866)	6 177	8 468	6 322	8 548	8 548	8 762	8 981	9 160
Pay/Enquiry Points		-	-	-	-	-	-	-	-	-
Building Plan Offices		-	-	-	-	-	-	-	-	-
Workshops		-	-	-	-	-	-	-	-	-
Yards		-	-	-	-	-	-	-	-	-
Stores		-	-	-	-	-	-	-	-	-
Laboratories		-	-	-	-	-	-	-	-	-
Training Centres		-	-	-	-	-	-	-	-	-
Manufacturing Plant		-	-	-	-	-	-	-	-	-
Depots		-	-	-	-	-	-	-	-	-

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	1									
Capital Spares		73	-	-	-	-	-	-	-	-
Housing		3 906	4 113	3 685	3 869	3 092	3 092	3 169	3 248	3 338
Staff Housing		-	-	-	-	-	-	-	-	-
Social Housing		3 906	3 867	3 685	3 869	3 092	3 092	3 169	3 248	3 338
Capital Spares		-	245	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	-	-	-	-	-	-
Intangible Assets		2 425	2 041	1 496	2 091	1 683	1 683	1 725	1 768	1 804
Servitudes		1 273	2 418	1 160	1 720	1 360	1 360	1 394	1 428	1 457
Licences and Rights		1 152	(377)	337	370	324	324	332	340	347
Water Rights		-	-	-	-	-	-	-	-	-
Effluent Licenses		-	-	-	-	-	-	-	-	-
Solid Waste Licenses		-	-	-	-	-	-	-	-	-
Computer Software and Applications		115	(377)	337	370	324	324	332	340	347
Load Settlement Software Applications		1 037	-	-	-	-	-	-	-	-
Unspecified		-	-	-	-	-	-	-	-	-
Computer Equipment		6 960	9 375	6 683	7 755	7 491	7 491	7 678	7 870	8 043
Computer Equipment		6 960	9 375	6 683	7 755	7 491	7 491	7 678	7 870	8 043
Furniture and Office Equipment		3 910	4 331	4 292	3 761	4 118	4 118	4 221	4 326	4 420
Furniture and Office Equipment		3 910	4 331	4 292	3 761	4 118	4 118	4 221	4 326	4 420
Machinery and Equipment		5 934	8 636	6 374	6 949	6 841	6 841	15 768	16 162	16 514
Machinery and Equipment		5 934	8 636	6 374	6 949	6 841	6 841	15 768	16 162	16 514
Transport Assets		9 845	10 954	9 441	11 054	10 857	10 857	11 128	11 407	11 635
Transport Assets		9 845	10 954	9 441	11 054	10 857	10 857	11 128	11 407	11 635
Land		-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
Policing and Protection		-	-	-	-	-	-	-	-	-
Zoological plants and animals		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
Policing and Protection		-	-	-	-	-	-	-	-	-
Zoological plants and animals		-	-	-	-	-	-	-	-	-
Total Depreciation	1	190 440	212 325	213 746	213 118	214 993	214 993	220 283	225 791	230 391

WC024 Stellenbosch - Supporting Table SA34e Capital expenditure on the upgrading of existing assets by asset class

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	1									
Capital expenditure on upgrading of existing assets by Asset Class/Sub-class										
Infrastructure		107 005	43 313	72 682	107 350	76 793	76 793	130 621	201 363	160 950
Roads Infrastructure		29 797	6 697	18 610	23 900	17 475	17 475	38 200	32 683	23 700
Roads		29 297	5 479	4 318	23 900	17 475	17 475	35 200	29 183	21 700
Road Structures		-	719	13 792	-	-	-	-	-	-
Road Furniture		500	500	500	-	-	-	3 000	3 500	2 000
Capital Spares		-	-	-	-	-	-	-	-	-
Storm water Infrastructure		835	1 307	14	-	37	37	100	50	50
Drainage Collection		-	-	-	-	-	-	-	-	-
Storm water Conveyance		835	1 307	14	-	37	37	100	50	50
Attenuation		-	-	-	-	-	-	-	-	-
Electrical Infrastructure		23 523	16 624	19 304	11 950	6 777	6 777	11 381	5 750	3 750
Power Plants		-	-	-	-	-	-	-	-	-
HV Substations		-	-	-	6 600	1 433	1 433	6 631	-	-
HV Switching Station		-	-	-	-	-	-	-	-	-
HV Transmission Conductors		-	-	-	-	-	-	-	-	-
MV Substations		-	-	9 350	-	-	-	-	-	-
MV Switching Stations		-	-	-	-	-	-	-	-	-
MV Networks		20 891	15 244	9 680	5 100	5 344	5 344	4 500	5 500	3 500
LV Networks		2 473	1 381	-	250	-	-	250	250	250
Capital Spares		160	-	274	-	-	-	-	-	-
Water Supply Infrastructure		20 309	10 993	5 804	24 000	10 108	10 108	33 600	68 580	111 750
Dams and Weirs		-	-	-	-	-	-	-	-	-
Boreholes		-	-	-	-	-	-	-	-	-
Reservoirs		-	-	-	4 500	5 296	5 296	1 500	40 000	75 000
Pump Stations		-	-	-	1 500	250	250	1 500	1 500	1 500
Water Treatment Works		3 041	1 996	2 644	500	412	412	3 500	-	-
Bulk Mains		9 776	3 204	(1 937)	-	-	-	250	500	-
Distribution		4 978	3 096	2 673	17 500	4 150	4 150	26 850	26 580	35 250
Distribution Points		-	-	-	-	-	-	-	-	-
PRV Stations		-	-	-	-	-	-	-	-	-
Capital Spares		2 514	2 697	2 424	-	-	-	-	-	-
Sanitation Infrastructure		31 173	6 780	27 278	46 800	42 209	42 209	39 840	87 800	18 900
Pump Station		144	-	-	500	500	500	500	2 500	2 500
Reticulation		-	-	-	300	10	10	300	300	400
Waste Water Treatment Works		30 960	5 621	22 547	39 500	37 199	37 199	37 040	84 000	15 500
Outfall Sewers		-	841	-	6 500	4 500	4 500	2 000	1 000	500
Toilet Facilities		69	318	4 731	-	-	-	-	-	-
Capital Spares		-	-	-	-	-	-	-	-	-
Solid Waste Infrastructure		370	772	769	-	-	-	1 500	4 000	300
Landfill Sites		370	772	769	-	-	-	-	-	-
Waste Transfer Stations		-	-	-	-	-	-	-	-	-
Waste Processing Facilities		-	-	-	-	-	-	-	-	-
Waste Drop-off Points		-	-	-	-	-	-	1 000	2 000	300
Waste Separation Facilities		-	-	-	-	-	-	500	2 000	-
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		-	-	-	-	-	-	-	-	-

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
<i>Promenades</i>		-	-	-	-	-	-	-	-	-
<i>Capital Spares</i>		-	-	-	-	-	-	-	-	-
Information and Communication Infrastructure		999	138	903	700	187	187	6 000	2 500	2 500
<i>Data Centres</i>		999	138	903	-	-	-	2 000	1 000	1 000
<i>Core Layers</i>		-	-	-	-	-	-	-	-	-
<i>Distribution Layers</i>		-	-	-	700	187	187	4 000	1 500	1 500
<i>Capital Spares</i>		-	-	-	-	-	-	-	-	-
Community Assets		5 855	8 247	39 696	22 047	16 995	16 995	18 191	21 550	2 200
Community Facilities		4 003	6 527	7 232	18 486	13 312	13 312	13 980	15 800	2 000
<i>Halls</i>		2 322	4 389	2 632	2 500	496	496	2 200	1 800	-
<i>Centres</i>		-	-	939	-	-	-	-	-	-
<i>Crèches</i>		-	-	-	500	500	500	1 000	1 000	1 000
<i>Clinics/Care Centres</i>		-	-	-	-	-	-	-	-	-
<i>Fire/Ambulance Stations</i>		35	1 417	2 219	-	-	-	-	-	-
<i>Testing Stations</i>		-	-	-	-	-	-	-	-	-
<i>Museums</i>		-	-	-	-	-	-	-	-	-
<i>Galleries</i>		-	-	-	-	-	-	-	-	-
<i>Theatres</i>		-	-	-	-	-	-	-	-	-
<i>Libraries</i>		-	-	350	2 900	3 989	3 989	3 080	1 000	-
<i>Cemeteries/Crematoria</i>		1 002	619	1 007	7 000	1 000	1 000	5 500	10 000	-
<i>Police</i>		-	-	-	-	-	-	-	-	-
<i>Parks</i>		-	-	-	1 216	1 930	1 930	900	1 200	-
<i>Public Open Space</i>		-	-	-	-	-	-	300	800	1 000
<i>Nature Reserves</i>		158	32	84	4 370	5 398	5 398	1 000	-	-
<i>Public Ablution Facilities</i>		334	70	-	-	-	-	-	-	-
<i>Markets</i>		153	-	-	-	-	-	-	-	-
<i>Stalls</i>		-	-	-	-	-	-	-	-	-
<i>Abattoirs</i>		-	-	-	-	-	-	-	-	-
<i>Airports</i>		-	-	-	-	-	-	-	-	-
<i>Taxi Ranks/Bus Terminals</i>		-	-	-	-	-	-	-	-	-
<i>Capital Spares</i>		-	-	-	-	-	-	-	-	-
Sport and Recreation Facilities		1 852	1 720	32 464	3 561	3 683	3 683	4 211	5 750	200
<i>Indoor Facilities</i>		-	-	-	-	-	-	-	-	-
<i>Outdoor Facilities</i>		1 852	1 720	32 464	3 561	3 683	3 683	4 211	5 750	200
<i>Capital Spares</i>		-	-	-	-	-	-	-	-	-
Heritage assets		423	263	-	7 000	2 500	2 500	5 781	-	-
<i>Monuments</i>		-	-	-	-	-	-	-	-	-
<i>Historic Buildings</i>		423	263	-	7 000	2 500	2 500	5 781	-	-
<i>Works of Art</i>		-	-	-	-	-	-	-	-	-
<i>Conservation Areas</i>		-	-	-	-	-	-	-	-	-
<i>Other Heritage</i>		-	-	-	-	-	-	-	-	-
Investment properties		3 771	9 061	5 082	3 500	6 500	6 500	-	-	-
Revenue Generating		2 962	3 276	-	-	-	-	-	-	-
<i>Improved Property</i>		2 962	3 276	-	-	-	-	-	-	-
<i>Unimproved Property</i>		-	-	-	-	-	-	-	-	-
Non-revenue Generating		808	5 785	5 082	3 500	6 500	6 500	-	-	-
<i>Improved Property</i>		808	5 785	5 082	3 500	6 500	6 500	-	-	-
<i>Unimproved Property</i>		-	-	-	-	-	-	-	-	-
Other assets		2 559	4 893	17 693	3 200	7 632	7 632	6 500	8 150	5 000
Operational Buildings		472	3 018	17 693	2 700	7 132	7 132	5 500	7 150	5 000
<i>Municipal Offices</i>		-	2 073	9 210	2 700	6 611	6 611	3 500	4 500	1 500
<i>Pay/Enquiry Points</i>		-	-	-	-	-	-	-	-	-
<i>Building Plan Offices</i>		-	-	-	-	-	-	-	-	-
<i>Workshops</i>		-	-	-	-	-	-	-	-	3 500
<i>Yards</i>		-	-	-	-	-	-	-	650	-
<i>Stores</i>		-	-	-	-	-	-	2 000	2 000	-
<i>Laboratories</i>		-	-	-	-	-	-	-	-	-
<i>Training Centres</i>		-	-	-	-	-	-	-	-	-
<i>Manufacturing Plant</i>		-	-	-	-	-	-	-	-	-
<i>Depots</i>		472	945	8 483	-	521	521	-	-	-

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	1									
<i>Capital Spares</i>		-	-	-	-	-	-	-	-	-
Housing		2 087	1 874	-	500	500	500	1 000	1 000	-
<i>Staff Housing</i>		-	-	-	-	-	-	-	-	-
<i>Social Housing</i>		2 087	1 874	-	500	500	500	1 000	1 000	-
<i>Capital Spares</i>		-	-	-	-	-	-	-	-	-
Biological or Cultivated Assets		-	-	-	250	250	250	250	250	-
Biological or Cultivated Assets		-	-	-	250	250	250	250	250	-
Intangible Assets		163	-	-	-	-	-	-	-	-
<i>Servitudes</i>		-	-	-	-	-	-	-	-	-
<i>Licences and Rights</i>		163	-	-	-	-	-	-	-	-
<i>Water Rights</i>		-	-	-	-	-	-	-	-	-
<i>Effluent Licenses</i>		-	-	-	-	-	-	-	-	-
<i>Solid Waste Licenses</i>		-	-	-	-	-	-	-	-	-
<i>Computer Software and Applications</i>		163	-	-	-	-	-	-	-	-
<i>Load Settlement Software Applications</i>		-	-	-	-	-	-	-	-	-
<i>Unspecified</i>		-	-	-	-	-	-	-	-	-
Computer Equipment		8 891	6 577	3 210	-	-	-	1 000	500	500
Computer Equipment		8 891	6 577	3 210	-	-	-	1 000	500	500
Furniture and Office Equipment		146	169	93	-	-	-	-	-	-
Furniture and Office Equipment		146	169	93	-	-	-	-	-	-
Machinery and Equipment		-	-	-	-	-	-	-	-	-
Machinery and Equipment		-	-	-	-	-	-	-	-	-
Transport Assets		-	-	-	-	-	-	-	-	-
Transport Assets		-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-
Land		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Zoo's, Marine and Non-biological Animals		-	-	-	-	-	-	-	-	-
Living resources		-	-	-	-	-	-	-	-	-
Mature		-	-	-	-	-	-	-	-	-
<i>Policing and Protection</i>		-	-	-	-	-	-	-	-	-
<i>Zoological plants and animals</i>		-	-	-	-	-	-	-	-	-
Immature		-	-	-	-	-	-	-	-	-
<i>Policing and Protection</i>		-	-	-	-	-	-	-	-	-
<i>Zoological plants and animals</i>		-	-	-	-	-	-	-	-	-
Total Capital Expenditure on upgrading of existing assets	1	128 814	72 523	138 456	143 347	110 670	110 670	162 343	231 813	168 650
Upgrading of Existing Assets as % of total capex		0.0%	18.5%	40.7%	35.0%	29.2%	29.2%	32.2%	39.4%	33.5%
Upgrading of Existing Assets as % of deprecn"		67.6%	34.2%	64.8%	67.3%	51.5%	51.5%	73.7%	102.7%	73.2%

WC024 Stellenbosch - Supporting Table SA35 Future financial implications of the capital budget

Vote Description	Ref	2023/24 Medium Term Revenue & Expenditure Framework			Forecasts			
		Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26	Forecast 2026/27	Forecast 2027/28	Forecast 2028/29	Present value
R thousand								
Capital expenditure	1							
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		40	40	40				
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		9 044	29 835	31 450				
Vote 3 - INFRASTRUCTURE SERVICES		436 423	494 235	445 966				
Vote 4 - COMMUNITY AND PROTECTION SERVICES		24 642	45 115	16 080				
Vote 5 - CORPORATE SERVICES		33 901	19 620	9 270				
Vote 6 - FINANCIAL SERVICES		750	250	250				
<i>List entity summary if applicable</i>								
Total Capital Expenditure		504 800	589 095	503 056	-	-	-	-
Future operational costs by vote	2							
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		17 801	18 700	19 647				
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		84 359	63 726	71 478				
Vote 3 - INFRASTRUCTURE SERVICES		930 233	1 029 450	1 286 790				
Vote 4 - COMMUNITY AND PROTECTION SERVICES		398 261	385 062	430 748				
Vote 5 - CORPORATE SERVICES		200 856	225 343	246 702				
Vote 6 - FINANCIAL SERVICES		122 039	128 138	131 949				
<i>List entity summary if applicable</i>								
Total future operational costs		1 753 549	1 850 419	2 187 313	-	-	-	-
Future revenue by source	3							
Exchange Revenue		90 955	1 046 151	1 160 182				
Service charges - Electricity		913 669	1 046 151	1 160 182				
Service charges - Water		185 622	194 903	204 648				
Service charges - Waste Water Management		108 647	115 165	122 075				
Service charges - Waste Management		107 654	117 342	127 903				
Agency services		3 358	3 516	3 681				
<i>List other revenues sources if applicable</i>								
<i>List entity summary if applicable</i>								
Total future revenue		1 409 904	2 523 229	2 778 671	-	-	-	-
Net Financial Implications		848 445	(83 715)	(88 302)	-	-	-	-

WC024 Stellenbosch - Supporting Table SA36 Detailed capital budget

R thousand	Function	Project Description	Project Number	Own Strategic Objectives	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Parent municipality:							
<i>List all capital projects grouped by Function</i>							
Municipal Manager	Furniture, Tools & Equipment: MM	PC_0001	Good Governance and Compliance	40	40	40	
Economic Development & Tourism	Furniture, Tools & Equipment: LED	PC_0285	Dignified Living	75	75	75	
Economic Development & Tourism	Establishment of the Kayamandi Informal Trading Area	PC_0286	Dignified Living	1 000	-	-	
Housing Development	Droë Dyke 100 TOD	PC_0024	Dignified Living	1 400	3 425	-	
Housing Development	Erf 64, Kylemore	PC_0005	Dignified Living	833	2 000	-	
Housing Development	Erf 7001 Cloetesville (380) FLISP	PC_0003	Dignified Living	1 300	4 100	6 500	
Housing Development	Erven 81/2 and 82/9, Stellenbosch	PC_0008	Dignified Living	438	-	-	
Housing Development	Furniture, Tools & Equipment: Housing Development	PC_0010	Good Governance and Compliance	70	80	150	
Housing Development	Housing Projects (Social housing planning)	PC_0002	Dignified Living	750	500	500	
Housing Development	Jamestown: Housing	PC_0011	Dignified Living	-	6 000	6 000	
Housing Development	Kayamandi Town Centre	PC_0013	Dignified Living	-	6 000	6 000	
Housing Development	Kayamandi Watergang Northern Extension (2000)	PC_0014	Dignified Living	-	6 000	6 000	
Housing Development	Klapmuts La Rochelle (100)	PC_0015	Dignified Living	283	-	-	
Housing Development	La Motte Old Forest Station (±430 services & ±430 units)	PC_0016	Dignified Living	1 500	-	6 000	
IHS: Informal Settlements	Langrug UISP (1899) Subdivisional area	PC_0023	Dignified Living	250	500	-	
Housing Administration	Flats: Interior Upgrading - Kayamandi	PC_0195	Dignified Living	1 000	1 000	-	
Housing Administration	Furniture, Tools & Equipment: Housing Administration	PC_0301	Dignified Living	70	80	150	
Development Planning	Furniture, Tools and Equipment: Spatial Planning	PC_0297	Dignified Living	75	75	75	
Infrastructure Services	Furniture, Tools & Equipment: IS	PC_0025	Good Governance and Compliance	75	75	75	
Waste Management: Solid Waste Management	Area Cleaning Depot: Franschhoek	PC_0028	Dignified Living	1 000	2 000	-	
Waste Management: Solid Waste Management	Expansion of the landfill site (New cells)	PC_0026	Green and Sustainable Valley	46 000	55 600	1 000	
Waste Management: Solid Waste Management	Furniture, Tools & Equipment: Solid Waste	PC_0029	Dignified Living	45	50	50	
Waste Management: Solid Waste Management	Landfill Gas To Energy	PC_0031	Green and Sustainable Valley	10 000	20 000	11 000	
Waste Management: Solid Waste Management	Major Drop-Offs: Construction - Franschhoek	PC_0032	Green and Sustainable Valley	500	3 000	2 000	
Waste Management: Solid Waste Management	Major Drop-offs: Construction - Klapmuts	PC_0033	Green and Sustainable Valley	800	6 200	3 000	
Waste Management: Solid Waste Management	Mini Waste drop-off facilities at Inf Settlements	PC_0034	Green and Sustainable Valley	200	100	-	
Waste Management: Solid Waste Management	Skips (5,5Kl)	PC_0035	Green and Sustainable Valley	200	200	200	
Waste Management: Solid Waste Management	Street Refuse Bins	PC_0036	Green and Sustainable Valley	300	-	-	
Waste Management: Solid Waste Management	Transfer Station: Stellenbosch Planning and Design	PC_0037	Green and Sustainable Valley	-	1 000	10 000	
Waste Management: Solid Waste Management	Upgrade Material Recovery Facility	PC_0303	Dignified Living	500	2 000	-	
Waste Management: Solid Waste Management	Upgrade Refuse disposal sites	PC_0302	Dignified Living	-	-	300	
Waste Management: Solid Waste Management	Vehicles: Solid Waste	PC_0038	Dignified Living	2 500	2 500	3 500	
Waste Management: Solid Waste Management	Waste Minimization Projects	PC_0041	Green and Sustainable Valley	500	500	500	
Electrical Services	Ad-Hoc Provision of Streetlighting	PC_0044	Safe Valley	2 000	2 100	2 140	
Electrical Services	Alternative Energy	PC_0287	Safe Valley	5 018	5 068	5 829	
Electrical Services	Automatic Meter Reader	PC_0046	Green and Sustainable Valley	400	400	440	
Electrical Services	Bien don 66/11kV substation new	PC_0047	Valley of Possibility	25 000	25 000	25 000	
Electrical Services	Cable Network: Franschhoek	PC_0304	Dignified Living	-	-	500	
Electrical Services	Cable replacement 66kV	PC_0048	Valley of Possibility	-	-	400	
Electrical Services	Demand Side Management Geyser Control	PC_0049	Green and Sustainable Valley	450	450	450	

Function	Project Description	Project Number	Own Strategic Objectives	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Electrical Services	Electricity Network: Pniel	PC_0050	Valley of Possibility	3 500	3 500	3 500
Electrical Services	Electrification INEP	PC_0051	Valley of Possibility	18 450	16 000	15 000
Electrical Services	Energy Balancing - Metering and Mini-Substations	PC_0052	Valley of Possibility	250	250	250
Electrical Services	Energy Efficiency and Demand Side Management	PC_0053	Green and Sustainable Valley	1 000	1 000	-
Electrical Services	Feeder cable (Watergang to Enkanini) 11kV 95cu	PC_0055	Valley of Possibility	4 300	-	-
Electrical Services	Furniture, Tools and Equipment: Electrical Services	PC_0068	Good Governance and Compliance	100	100	333
Electrical Services	General System Improvements - Franschoek	PC_0056	Valley of Possibility	2 000	2 000	2 000
Electrical Services	General Systems Improvements - Stellenbosch	PC_0057	Valley of Possibility	5 000	4 000	5 200
Electrical Services	Infrastructure Improvement - Franschoek	PC_0058	Valley of Possibility	1 500	1 500	1 500
Electrical Services	Integrated National Electrification Programme	PC_0288	Valley of Possibility	322	322	322
Electrical Services	Jan Marais Upgrade: Remove Existing Tx and replace with 20MVA	PC_0059	Valley of Possibility	6 631	-	-
Electrical Services	Kayamandi(Costa grounds)new substation 11 kV switching station	PC_0060	Valley of Possibility	300	30 000	-
Electrical Services	Laterra Substation	PC_0061	Valley of Possibility	23 108	226	-
Electrical Services	Meter Panels	PC_0063	Green and Sustainable Valley	250	250	250
Electrical Services	Network Cable Replace 11 Kv	PC_0064	Valley of Possibility	3 000	3 000	3 300
Electrical Services	Replace Control Panels 66 kV & Circuit breakers	PC_0065	Dignified Living	-	-	8 664
Electrical Services	Replace Ineffective Meters	PC_0066	Green and Sustainable Valley	250	-	303
Electrical Services	Replace Switchgear - Franschoek	PC_0067	Green and Sustainable Valley	-	-	9 500
Electrical Services	STB Switchgear (11kV) SF6	PC_0069	Valley of Possibility	-	-	27 607
Electrical Services	Streetlights R304	PC_0305	Dignified Living	-	-	1 000
Electrical Services	Substation 66kV equipment	PC_0070	Good Governance and Compliance	2 184	2 296	5 301
Electrical Services	System Control Centre & Upgrade Telemetry	PC_0071	Dignified Living	6 600	6 035	4 356
Electrical Services	Third transformer and associated works 20MVA Cloeteville	PC_0072	Dignified Living	-	550	450
Electrical Services	Uninterrupted Power Supply for buildings	PC_0326	Safe Valley	1 000	2 000	2 000
Electrical Services	Upgrade transformers at Main substation 7.5MVA to 20MVA	PC_0073	Dignified Living	-	500	27 571
Electrical Services	Upgrading of Offices Beltana	PC_0074	Dignified Living	500	500	500
Electrical Services	Vehicles: Electrical Services	PC_0075	Dignified Living	-	2 800	-
Project Management Unit (PMU)	Franschoek Mooiwater 236	PC_0327	Dignified Living	5 000	-	-
Project Management Unit (PMU)	Furniture, Tools & Equipment: PMU	PC_0306	Dignified Living	50	75	75
Project Management Unit (PMU)	Housing Projects	PC_0339	Dignified Living	250	300	350
Project Management Unit (PMU)	Kayamandi: Zone O (±711 services)	PC_0076	Dignified Living	13 350	10 080	-
Water and Wastewater Services: Water	Bulk Water Supply Klapmuts	PC_0078	Valley of Possibility	8 000	-	-
Water and Wastewater Services: Water	Bulk Water Supply Pipe and Reservoir: Stellenbosch	PC_0080	Valley of Possibility	1 500	40 000	75 000
Water and Wastewater Services: Water	Bulk Water Supply Pipe Line & Pumpstations: Franschoek	PC_0081	Valley of Possibility	1 000	9 000	4 000
Water and Wastewater Services: Water	Bulk Water Supply Pipe: Cloeteville/ Idas Valley	PC_0079	Valley of Possibility	-	1 000	7 000
Water and Wastewater Services: Water	Bulk Water Supply Pipe: Idas Valley/Papegaaiberg and Network Upgrades	PC_0082	Valley of Possibility	1 000	1 000	-
Water and Wastewater Services: Water	Bulk Water Supply Pipeline & Reservoir - Jamestown	PC_0083	Valley of Possibility	32 500	-	-
Water and Wastewater Services: Water	Bulk Water Upgrades Franschoek	PC_0084	Valley of Possibility	-	1 000	15 000
Water and Wastewater Services: Water	Chlorination Installation: Upgrade	PC_0085	Valley of Possibility	2 000	2 000	1 500
Water and Wastewater Services: Water	Dwarsriver Bulk Supply Augmentation and Network Upgrades	PC_0086	Valley of Possibility	7 000	-	750
Water and Wastewater Services: Water	Furniture, Tools & Equipment: Water	PC_0087	Dignified Living	150	150	200
Water and Wastewater Services: Water	New 5 MI Reservoir: Cloeteville	PC_0307	Dignified Living	-	-	500
Water and Wastewater Services: Water	New Developments Bulk Water Supply WC024	PC_0088	Valley of Possibility	1 500	1 500	1 500
Water and Wastewater Services: Water	New Reservoir & Pipeline: Vlottenburg	PC_0089	Dignified Living	46 000	34 000	-
Water and Wastewater Services: Water	Reservoirs and Dam Safety	PC_0091	Dignified Living	2 000	-	500

Function	Project Description	Project Number	Own Strategic Objectives	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Water and Wastewater Services: Water	Specialized Vehicles: Water	PC_0092	Good Governance and Compliance	-	-	5 500
Water and Wastewater Services: Water	Uniepark & Helshoogte Storage and Supply scheme	PC_0332	Dignified Living	-	-	1 000
Water and Wastewater Services: Water	Update Water Masterplan	PC_0093	Dignified Living	1 000	1 000	1 000
Water and Wastewater Services: Water	Upgrade and Replace Water Meters	PC_0094	Dignified Living	2 500	1 000	1 000
Water and Wastewater Services: Water	Vehicles: Water	PC_0095	Good Governance and Compliance	-	1 000	1 000
Water and Wastewater Services: Water	Water Conservation & Demand Management	PC_0096	Good Governance and Compliance	2 000	2 000	6 000
Water and Wastewater Services: Water	Water Telemetry Upgrade	PC_0097	Good Governance and Compliance	1 500	1 500	1 500
Water and Wastewater Services: Water	Water Treatment Works: Franschhoek	PC_0098	Dignified Living	2 500	-	-
Water and Wastewater Services: Water	Water Treatment Works: Idasvalley	PC_0099	Dignified Living	1 000	-	-
Water and Wastewater Services: Water	Waterpipe Replacement	PC_0100	Dignified Living	4 000	4 000	7 000
Water and Wastewater Services: Sanitation	Cloetesville Bulk Sewer Upgrade	PC_0118	Dignified Living	1 000	-	-
Water and Wastewater Services: Sanitation	Compilation of Water Service Development Plan (tri-annually)	PC_0108	Good Governance and Compliance	300	300	400
Water and Wastewater Services: Sanitation	Dorp Street Bulk Sewer Upgrade	PC_0119	Dignified Living	-	500	-
Water and Wastewater Services: Sanitation	Extention Of WWTW: Stellenbosch	PC_0112	Dignified Living	2 000	4 000	-
Water and Wastewater Services: Sanitation	Furniture, Tools & Equipment: Sanitation	PC_0114	Dignified Living	300	400	400
Water and Wastewater Services: Sanitation	Industrial Effluent Monitoring	PC_0122	Dignified Living	1 500	-	-
Water and Wastewater Services: Sanitation	New Development Bulk Sewer Supply WC024	PC_0102	Valley of Possibility	1 000	2 000	2 000
Water and Wastewater Services: Sanitation	Refurbish Plant & Equipment - Raithby WWTW	PC_0113	Dignified Living	5 500	2 500	-
Water and Wastewater Services: Sanitation	Sewer Pumpstation & Telemetry Upgrade	PC_0104	Dignified Living	500	2 500	2 500
Water and Wastewater Services: Sanitation	Sewerpipe Replacement	PC_0105	Dignified Living	4 000	4 000	8 000
Water and Wastewater Services: Sanitation	Sewerpipe Replacement: Alexander Street	PC_0335	Dignified Living	-	-	2 000
Water and Wastewater Services: Sanitation	Specialized Vehicles: Sanitation	PC_0106	Dignified Living	-	4 500	-
Water and Wastewater Services: Sanitation	Update Sewer Masterplan	PC_0107	Good Governance and Compliance	500	500	500
Water and Wastewater Services: Sanitation	Upgrade Auto-Samplers	PC_0116	Dignified Living	200	-	-
Water and Wastewater Services: Sanitation	Upgrade Laboratory Equipment	PC_0115	Dignified Living	-	500	-
Water and Wastewater Services: Sanitation	Upgrade of WWTW Wemmershoek	PC_0111	Dignified Living	19 500	45 000	5 000
Water and Wastewater Services: Sanitation	Upgrade of WWTW: Klapmuts	PC_0110	Dignified Living	15 040	35 000	10 500
Water and Wastewater Services: Sanitation	Vehicles: Sanitation	PC_0126	Good Governance and Compliance	800	1 500	2 000
Water and Wastewater Services: Sanitation	Vlottenburg Outfall Sewer: Construction of Digteby Sewerpipe	PC_0337	Dignified Living	500	-	-
Water and Wastewater Services: Sanitation	Pond rehabilitation and pond pumping systems construction WWTW	PC_0338	Dignified Living	500	-	-
Roads and Stormwater	Adam Tas Road Intersection Upgrades	PC_0308	Valley of Possibility	1 000	300	300
Roads and Stormwater	Adhoc Minor Upgrading of Roads (WC024)	PC_0309	Dignified Living	300	300	700
Roads and Stormwater	Adhoc Reconstruction Of Roads (WC024)	PC_0127	Valley of Possibility	3 000	3 000	5 000
Roads and Stormwater	Furniture, Tools & Equipment: Roads & Stormwater	PC_0130	Good Governance and Compliance	400	400	400
Roads and Stormwater	Gravel Roads Devon Valley - Safety Improvements Structural Repairs	PC_0131	Dignified Living	-	500	300
Roads and Stormwater	Klapmuts Transport Network	PC_0132	Valley of Possibility	600	-	-
Roads and Stormwater	Lanquedoc Access road and Bridge	PC_0133	Good Governance and Compliance	5 000	15 000	15 000
Roads and Stormwater	Reseal Roads - Franschhoek & Surrounding	PC_0139	Dignified Living	2 000	100	100
Roads and Stormwater	Reseal Roads - Klappmuts, Raithby & Surrounding	PC_0136	Dignified Living	1 250	100	100
Roads and Stormwater	Reseal Roads - Kylemore & Surrounding	PC_0137	Dignified Living	100	100	1 500
Roads and Stormwater	Reseal Roads - Stellenbosch & Surrounding	PC_0138	Dignified Living	3 000	4 000	5 000
Roads and Stormwater	River Rehabilitation Implementation	PC_0140	Dignified Living	1 000	100	100
Roads and Stormwater	Specialized Vehicles - Digger Loader	PC_0333	Good Governance and Compliance	-	3 000	-
Roads and Stormwater	Specialized Vehicles: Heavy Duty Vehicles: Roads	PC_0142	Good Governance and Compliance	2 500	2 000	2 500
Roads and Stormwater	Update Pavement Management System	PC_0145	Good Governance and Compliance	1 000	-	-

Function	Project Description	Project Number	Own Strategic Objectives	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Roads and Stormwater	Update Stormwater Masterplan	PC_0146	Valley of Possibility	1 000	-	-
Roads and Stormwater	Upgrade Stormwater Retention Facilities	PC_0144	Dignified Living	500	1 000	500
Roads and Stormwater	Upgrade Stormwater System	PC_0291	Dignified Living	100	50	50
Roads and Stormwater	Wilderbosch Extension to Trumali	PC_0147	Valley of Possibility	1 500	1 500	3 000
Traffic Engineering	Adhoc Intersection Improvements	PC_0310	Safe Valley	-	-	2 000
Traffic Engineering	Bird Street Dualling - Adam Tas to Kayamandi	PC_0148	Dignified Living	500	5 000	10 000
Traffic Engineering	Furniture, Tools & Equipment: Traffic Engineering	PC_0150	Dignified Living	150	150	150
Traffic Engineering	Jamestown Transport Network - School Street	PC_0151	Dignified Living	3 000	-	2 000
Traffic Engineering	Main Road Intersection Improvements: Franschoek	PC_0152	Dignified Living	10 000	2 130	-
Traffic Engineering	Main road intersection improvements: Helshoogte rd/La Colline	PC_0154	Dignified Living	3 000	-	-
Traffic Engineering	Main Road Intersection Improvements: R44 / Merriman Street	PC_0155	Dignified Living	-	4 000	-
Traffic Engineering	Main Road Intersection Improvements: Strand / Adam Tas / Alexander	PC_0156	Dignified Living	-	4 000	5 000
Traffic Engineering	Optic Fibre for Traffic Signals	PC_0157	Good Governance and Compliance	500	-	-
Traffic Engineering	Pedestrian Crossing Implementation	PC_0158	Safe Valley	300	100	100
Traffic Engineering	Raised Intersection Implementation	PC_0159	Safe Valley	-	600	-
Traffic Engineering	Road Safety Improvements	PC_0160	Safe Valley	-	500	-
Traffic Engineering	Road Upgrades at School Precincts	PC_0311	Dignified Living	200	200	200
Traffic Engineering	Signalisation implementation	PC_0161	Safe Valley	500	-	-
Traffic Engineering	Specialized Equipment: Roadmarking Machine + Trailer	PC_0162	Good Governance and Compliance	-	500	600
Traffic Engineering	Traffic Calming Projects: Implementation	PC_0163	Safe Valley	300	-	400
Traffic Engineering	Traffic Management Improvement Programme	PC_0164	Safe Valley	1 000	-	-
Traffic Engineering	Traffic Signal Control: Installation and Upgrading of Traffic Signals and Associated Components	PC_0165	Safe Valley	500	500	500
Traffic Engineering	Traffic Signal Management System	PC_0166	Safe Valley	-	-	1 000
Traffic Engineering	Universal Access Implementation	PC_0167	Safe Valley	200	-	-
Traffic Engineering	Vehicle Fleet: Traffic Engineering	PC_0312	Good Governance and Compliance	500	-	-
Transport Planning	Adam Tas - Corridor Transport	PC_0169	Safe Valley	1 000	-	1 000
Transport Planning	Adam Tas - Technopark Link Road	PC_0168	Safe Valley	3 000	5 000	20 000
Transport Planning	Bicycle Lockup Facilities	PC_0170	Safe Valley	300	-	-
Transport Planning	Comprehensive Integrated Transport Plan	PC_0171	Good Governance and Compliance	600	628	1 000
Transport Planning	Cycle Plan - Design & Implementation	PC_0173	Safe Valley	500	-	500
Transport Planning	Freight Strategy for Stellenbosch & Franschoek	PC_0175	Valley of Possibility	500	-	-
Transport Planning	Khayamandi Pedestrian Bridge (R304, River and Railway Line)	PC_0176	Safe Valley	11 000	10 000	10 000
Transport Planning	Non-Motorised Transport Implementation	PC_0177	Safe Valley	1 000	-	3 000
Transport Planning	Park and Ride (Transport Interchange)	PC_0178	Safe Valley	250	-	-
Transport Planning	Pedestrian Streets in Stellenbosch	PC_0179	Safe Valley	-	1 700	-
Transport Planning	Provision of Bulk Parking Planning & Development	PC_0313	Safe Valley	3 000	3 000	3 000
Transport Planning	Public Transport Facilities (Taxi Ranks) Adhoc Upgrades	PC_0314	Safe Valley	3 000	3 500	-
Transport Planning	Public Transport Infrastructure (Public Transport Shelters & Embayments)	PC_0180	Valley of Possibility	-	400	-
Transport Planning	Public Transport Planning - WC024	PC_0181	Valley of Possibility	600	-	2 000
Transport Planning	Public Transport Service (Inclusive of Disabled)	PC_0182	Valley of Possibility	-	500	-
Transport Planning	Stellenbosch - Bicycle network	PC_0184	Valley of Possibility	1 000	-	-
Transport Planning	Stellenbosch Tour Bus Parking	PC_0185	Valley of Possibility	600	-	-
Transport Planning	Taxi Rank Franschoek	PC_0315	Safe Valley	500	-	-
Transport Planning	Technopark Kerb and Channel Upgrade	PC_0187	Safe Valley	-	1 500	-
Transport Planning	Update Roads Master Plan for WC024	PC_0188	Good Governance and Compliance	-	2 000	-

Function	Project Description	Project Number	Own Strategic Objectives	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Community Development	Early Childhood Development Centres	PC_0193	Good Governance and Compliance	1 000	1 000	1 000
Community Development	Furniture, Tools & Equipment: Comm Development	PC_0208	Good Governance and Compliance	55	60	-
Community Services: Library Services	Furniture, Tools & Equipment: Pniel Library	PC_0210	Good Governance and Compliance	20	-	10
Community Services: Library Services	Idas Valley: Furniture, Tools and Equipment	PC_0316	Good Governance and Compliance	-	30	-
Community Services: Library Services	Kayamandi: Furniture, Tools and Equipment	PC_0317	Good Governance and Compliance	-	-	20
Community Services: Library Services	Library Books	PC_0211	Good Governance and Compliance	180	180	200
Community Services: Library Services	Upgrading: Cloetesville Library	PC_0212	Dignified Living	180	-	-
Halls	Community Hall	PC_0213	Dignified Living	200	1 500	-
Halls	Furniture, Tools & Equipment: Halls	PC_0214	Good Governance and Compliance	150	-	-
Halls	Upgrading of Halls	PC_0215	Dignified Living	-	250	-
Sports Grounds and Picnic Sites	Borehole: Rural Sportsgrounds	PC_0216	Dignified Living	-	1 100	-
Sports Grounds and Picnic Sites	Clubhouse Devon Valley Sport Facility	PC_0334	Dignified Living	-	200	2 000
Sports Grounds and Picnic Sites	Fencing of Netball Courts	PC_0220	Safe Valley	350	-	-
Sports Grounds and Picnic Sites	Fencing: Sport Grounds (WC024)	PC_0221	Safe Valley	-	1 750	-
Sports Grounds and Picnic Sites	Furniture, Tools & Equipment: Sports	PC_0222	Good Governance and Compliance	-	400	-
Sports Grounds and Picnic Sites	Install Prepaid Meters at Sports Facilities	PC_0223	Dignified Living	-	200	-
Sports Grounds and Picnic Sites	Installation of Boreholes: Sports Grounds	PC_0336	Dignified Living	-	1 500	-
Sports Grounds and Picnic Sites	Installation of cricket nets	PC_0218	Dignified Living	200	150	-
Sports Grounds and Picnic Sites	Jonkershoek Picnic Site upgrades	PC_0225	Valley of Possibility	500	-	-
Sports Grounds and Picnic Sites	Kayamandi Sports Ground	PC_0226	Dignified Living	300	-	-
Sports Grounds and Picnic Sites	La Motte Open Air Gym	PC_0227	Dignified Living	300	-	-
Sports Grounds and Picnic Sites	Specialised Vehicles	PC_0236	Dignified Living	-	1 000	-
Sports Grounds and Picnic Sites	Upgrade of netball courts	PC_0234	Dignified Living	-	1 000	-
Sports Grounds and Picnic Sites	Upgrade of Sport Facilities	PC_0235	Dignified Living	3 561	3 000	-
Sports Grounds and Picnic Sites	Upgrading of Swimming Pool	PC_0318	Dignified Living	-	-	200
Environmental Management: Implementation	Furniture, Tools & Equipment: Environmental Management	PC_0240	Good Governance and Compliance	100	150	150
Environmental Management: Implementation	Jonkershoek Picnic Site: Upgrade of Facilities.	PC_0243	Valley of Possibility	700	-	-
Environmental Management: Implementation	Mont Rochelle Nature Reserve: Upgrade of Facilities	PC_0244	Green and Sustainable Valley	1 000	-	-
Environmental Management: Implementation	Specialized Equipment: Workshop	PC_0247	Good Governance and Compliance	-	1 500	-
Environmental Management: Implementation	Specialized Vehicles: Workshop	PC_0248	Good Governance and Compliance	800	-	-
Environmental Management: Implementation	Vehicle Fleet: Workshop	PC_0250	Good Governance and Compliance	-	100	-
Environmental Management: Implementation	Workshop: Upgrading of facilities	PC_0251	Good Governance and Compliance	-	-	3 500
Environmental Management: Urban Forestry	Design and implement electronic Urban Forestry management tool	PC_0238	Green and Sustainable Valley	250	250	-
Environmental Management: Urban Forestry	Furniture, Tools & Equipment: Urban Forestry	PC_0241	Good Governance and Compliance	-	1 500	-
Environmental Management: Urban Forestry	Installation of Boreholes	PC_0224	Good Governance and Compliance	500	-	-
Environmental Management: Urban Forestry	Landscaping of Nature Areas	PC_0319	Good Governance and Compliance	-	1 000	-
Environmental Management: Urban Forestry	Specialized equipment: Urban Forestry	PC_0246	Good Governance and Compliance	-	1 500	-
Cemeteries	Extension of Cemetery Infrastructure	PC_0252	Dignified Living	5 500	10 000	-
Cemeteries	Vehicle Fleet: Cemeteries	PC_0254	Good Governance and Compliance	-	500	-
Parks and Cemeteries	Beautification of Parks and Cemeteries	PC_0256	Green and Sustainable Valley	300	800	1 000
Parks and Cemeteries	Fencing :Parks and Gardens	PC_0257	Safe Valley	200	200	-
Parks and Cemeteries	Furniture, Tools & Equipment: Parks & Cemeteries	PC_0258	Good Governance and Compliance	-	50	-
Parks and Cemeteries	Vehicle Fleet: Parks & Cemeteries	PC_0266	Good Governance and Compliance	-	1 000	-
Fire and Rescue Services	Fire Station - Jamestown	PC_0283	Safe Valley	300	1 000	8 000
Fire and Rescue Services	Furniture, Tools & Equipment: Fire	PC_0268	Good Governance and Compliance	200	50	-

Function	Project Description	Project Number	Own Strategic Objectives	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Fire and Rescue Services	Rescue equipment	PC_0320	Safe Valley	-	1 000	-
Fire and Rescue Services	Specialized Vehicles: Fire	PC_0269	Safe Valley	2 500	1 000	-
Law Enforcement and Security	Furniture, Tools & Equipment: Law Enforcement	PC_0270	Good Governance and Compliance	150	200	-
Law Enforcement and Security	Install and Upgrade CCTV/ LPR Cameras In WC024	PC_0271	Safe Valley	1 000	2 000	-
Law Enforcement and Security	Install Computerized Access Security Systems and CCTV Cameras At Municipal Buildings	PC_0272	Safe Valley	1 200	1 000	-
Law Enforcement and Security	Law Enforcement Tools and Equipment	PC_0273	Safe Valley	-	300	-
Law Enforcement and Security	Neighborhood Watch Safety equipment	PC_0274	Safe Valley	250	250	-
Law Enforcement and Security	Security Upgrades	PC_0275	Safe Valley	-	650	-
Law Enforcement and Security	Vehicle Fleet: Law Enforcement	PC_0276	Good Governance and Compliance	1 366	2 500	-
Traffic Services	Furniture, Tools & Equipment: Traffic Services	PC_0277	Good Governance and Compliance	130	45	-
Traffic Services	Specialized Equipment: Traffic	PC_0278	Good Governance and Compliance	-	1 500	-
Traffic Services	Specialized Vehicles: Traffic	PC_0280	Good Governance and Compliance	-	1 750	-
Traffic Services	Vehicle Fleet: Traffic	PC_0281	Good Governance and Compliance	1 200	-	-
Information and Communications Technology (ICT)	Fibre Optic Implementation	PC_0322	Good Governance and Compliance	2 000	2 000	2 000
Information and Communications Technology (ICT)	ICT Cable Reticulation and Management	PC_0323	Valley of Possibility	1 000	500	500
Information and Communications Technology (ICT)	Purchase and Replacement of Computer/software and Peripheral devices	PC_0190	Good Governance and Compliance	1 270	1 270	1 270
Information and Communications Technology (ICT)	Server Storage expansion and upgrades	PC_0325	Good Governance and Compliance	2 000	1 000	1 000
Information and Communications Technology (ICT)	Upgrade and Expansion of IT Infrastructure Platforms	PC_0191	Good Governance and Compliance	3 500	3 500	2 000
Information and Communications Technology (ICT)	Upgrading Communication Network	PC_0328	Safe Valley	4 000	1 500	1 500
Properties and Municipal Building Maintenance	Airconditioners	PC_0192	Dignified Living	300	500	-
Properties and Municipal Building Maintenance	Furniture, Tools & Equipment: Property Management	PC_0196	Good Governance and Compliance	250	250	-
Properties and Municipal Building Maintenance	Kayamandi: Upgrading of Makapula Hall	PC_0197	Dignified Living	2 000	1 000	-
Properties and Municipal Building Maintenance	New Depot: La Motte	PC_0198	Good Governance and Compliance	-	300	-
Properties and Municipal Building Maintenance	Structural Improvement: General	PC_0199	Valley of Possibility	2 000	3 000	-
Properties and Municipal Building Maintenance	Structural improvements: Sport grounds	PC_0200	Valley of Possibility	3 500	-	-
Properties and Municipal Building Maintenance	Structural Maintenance/Upgrade: Beltana	PC_0201	Valley of Possibility	2 000	2 000	-
Properties and Municipal Building Maintenance	Structural Upgrade: Heritage Building	PC_0204	Valley of Possibility	5 781	-	-
Properties and Municipal Building Maintenance	Structural Upgrade: Jamestown Ward Office and Library	PC_0202	Valley of Possibility	2 900	1 000	-
Properties and Municipal Building Maintenance	Upgrade Facilities for the Disabled	PC_0194	Dignified Living	200	-	-
Properties and Municipal Building Maintenance	Upgrade Millenium Hall Pniel	PC_0205	Dignified Living	200	800	-
Properties and Municipal Building Maintenance	Upgrading Fencing	PC_0206	Safe Valley	1 000	1 000	1 000
Financial Management Services	Furniture, Tools & Equipment: FS	PC_0282	Good Governance and Compliance	250	250	250
Financial Management Services	Vehicle Fleet: FMS	PC_0330	Good Governance and Compliance	500	-	-
Parent Capital expenditure				504 800	589 095	503 056

WC024 Stellenbosch - Supporting Table SA37 Projects delayed from previous financial year/s

R thousand	Function	Project name	Project number	Own Strategic Objectives	Current Year 2022/23		2023/24 Medium Term Revenue & Expenditure Framework		
					Original Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Parent municipality: <i>List all capital projects grouped by Function</i>									
	Economic Development & Tourism	Establishment of the Kayamandi Informal Trading Area	PC_0286	Dignified Living	-	3 832	1 000	-	-
	Waste Management: Solid Waste Management	Expansion of the landfill site (New cells)	PC_0026	Green and Sustainable Valley	44 000	3 400	46 000	55 600	1 000
	Waste Management: Solid Waste Management	Landfill Gas To Energy	PC_0031	Green and Sustainable Valley	8 000	3 900	10 000	20 000	11 000
	Electrical Services	Jan Marais Upgrade: Remove Existing Tx and replace with 20MVA	PC_0059	Valley of Possibility	6 600	1 433	6 631	-	-
	Electrical Services	Laterra Substation	PC_0061	Valley of Possibility	14 200	1 626	23 108	226	-
	Water and Wastewater Services: Water	Bulk Water Supply Klapmuts	PC_0078	Valley of Possibility	5 000	3 158	8 000	-	-
	Water and Wastewater Services: Water	Bulk Water Supply Pipe and Reservoir: Kayamandi	PC_0080	Valley of Possibility	-	796	1 500	40 000	75 000
	Water and Wastewater Services: Water	Bulk Water Supply Pipeline & Reservoir - Jamestown	PC_0083	Valley of Possibility	6 000	1 452	32 500	-	-
	Water and Wastewater Services: Water	New Reservoir & Pipeline: Vlottenburg	PC_0089	Dignified Living	20 569	63 701	46 000	34 000	-
	Water and Wastewater Services: Sanitation	Upgrade of WWTW: Klapmuts	PC_0110	Dignified Living	7 500	960	15 040	35 000	10 500
	Water and Wastewater Services: Sanitation	Upgrade of WWTW Wemmershoek	PC_0111	Dignified Living	17 500	11 613	19 500	45 000	5 000
	Water and Wastewater Services: Sanitation	Refurbish Plant & Equipment - Raithby WWTW	PC_0113	Dignified Living	2 000	500	5 500	2 500	-
	Water and Wastewater Services: Sanitation	Franschhoek Sewer Network Upgrade (Langrug/Mooiwater)	PC_0121	Dignified Living	6 000	4 000	-	-	-
	Properties and Municipal Building Maintenance	Kayamandi: Upgrading of Makapula Hall	PC_0197	Dignified Living	2 000	-	2 000	1 000	-
	Properties and Municipal Building Maintenance	Structural improvements at the Sport grounds	PC_0200	Valley of Possibility	3 500	-	3 500	-	-
	Properties and Municipal Building Maintenance	Structural Upgrade: Heritage Building	PC_0204	Valley of Possibility	7 000	2 500	5 781	-	-
	Cemeteries	Extension of Cemetery Infrastructure	PC_0252	Dignified Living	7 000	1 000	5 500	10 000	-
	Fire and Rescue Services	Fire Station - Jamestown	PC_0283	Safe Valley	200	-	300	1 000	8 000

WC024 Stellenbosch - Supporting Table SA38 Consolidated detailed operational projects

Municipal Vote/Operational project R thousand	Ref 4	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Parent municipality: <i>List all operational projects grouped by Municipal Vote</i>							
ADMIN BUILDINGS & HALLS: PNIEL		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	0	0	0
ADMIN BUILDINGS: FRANSCHHOEK		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	14	14	14
ADMIN BUILDINGS: FRANSCHHOEK		Employee related Cost	PO_0149	Good Governance and Compliance	190	204	218
ADMIN BUILDINGS: STELLENBOSCH		COVID 19 Expenditure	PO_0103	Safe Valley	4	4	4
ADMIN BUILDINGS: STELLENBOSCH		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	741	759	774
ADMIN BUILDINGS: STELLENBOSCH		Municipal Running Cost	PO_MUN	Good Governance and Compliance	51	52	53
BUILDING CONTROL		COVID 19 Expenditure	PO_0103	Safe Valley	0	0	0
BUILDING CONTROL		Employee related Cost	PO_0149	Good Governance and Compliance	9 122	9 754	10 431
BUILDING CONTROL		Feasibility Studies	PO_0140	Good Governance and Compliance	36	36	37
BUILDING CONTROL		Municipal Running Cost	PO_MUN	Good Governance and Compliance	230	238	243
BUILDING CONTROL		Workshops, Seminars and Subject Matter Training	PO_0084	Good Governance and Compliance	102	104	106
CEMETERY: FRANSCHHOEK		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	0	0	0
CEMETERY: FRANSCHHOEK		Employee related Cost	PO_0149	Good Governance and Compliance	1 383	1 481	1 586
CEMETERY: STELLENBOSCH		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	1 020	1 040	1 061
CEMETERY: STELLENBOSCH		COVID 19 Expenditure	PO_0103	Safe Valley	5	5	5
CEMETERY: STELLENBOSCH		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	323	331	337
CEMETERY: STELLENBOSCH		Employee related Cost	PO_0149	Good Governance and Compliance	2 596	2 780	2 978

Municipal Vote/Operational project R thousand	Ref 4	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
CEMETERY: STELLENBOSCH		Environmental:Nursery	PO_0109	Green and Sustainable Valley	60	61	62
CEMETERY: STELLENBOSCH		IG : MAINTENANCE & CLEANING OF ALIEN SPECIES	EPWP007	Dignified Living	-	-	-
CEMETERY: STELLENBOSCH		Municipal Running Cost	PO_MUN	Good Governance and Compliance	628	643	656
CEMETERY: STELLENBOSCH		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	184	193	202
CEMETERY: STELLENBOSCH		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	106	117	119
CIVIL ENGINEERING SERVICES GEN		COVID 19 Expenditure	PO_0103	Safe Valley	3	3	3
CIVIL ENGINEERING SERVICES GEN		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	950	973	993
CIVIL ENGINEERING SERVICES GEN		Employee related Cost	PO_0149	Good Governance and Compliance	6 620	7 038	7 484
CIVIL ENGINEERING SERVICES GEN		IG : WCO24 CLEANING OF STORMWATER	EPWP001	Dignified Living	-	-	-
CIVIL ENGINEERING SERVICES GEN		Municipal Running Cost	PO_MUN	Good Governance and Compliance	402	410	418
CIVIL ENGINEERING SERVICES GEN		Occupational Health and Safety	PO_0125	Good Governance and Compliance	51	52	53
CIVIL ENGINEERING SERVICES GEN		Research and Development	PO_0134	Good Governance and Compliance	79	80	82
CIVIL ENGINEERING SERVICES GEN		RnM P: Furniture and Office Equipment	PO_0064	Good Governance and Compliance	12	12	12
CIVIL ENGINEERING SERVICES GEN		Staff recognition or achievement awards and functions	PO_0114	Good Governance and Compliance	52	53	54
CIVIL ENGINEERING SERVICES GEN		Workshops, Seminars and Subject Matter Training	PO_0084	Good Governance and Compliance	94	96	98
CLEANING OF STREETS		AREA CLEANING WCO24 + WASTE RECYCLING PROJECT	EPWP020	Dignified Living	14 863	-	-
CLEANING OF STREETS		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	5 194	5 506	5 836
CLEANING OF STREETS		COVID 19 Expenditure	PO_0103	Safe Valley	20	21	22
CLEANING OF STREETS		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	92	94	96

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
CLEANING OF STREETS		Employee related Cost	PO_0149	Good Governance and Compliance	1 246	1 334	1 427
CLEANING OF STREETS		Municipal Running Cost	PO_MUN	Good Governance and Compliance	2 491	2 550	2 605
CLEANING OF STREETS		RnM P: Roads Infrastructure: Roads: Pavements	PO_0020	Dignified Living	1 770	1 876	1 989
CLOETESVILLE SWIMMING POOL		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	26	27	27
CLOETESVILLE SWIMMING POOL		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	16	17	17
CLOETESVILLE SWIMMING POOL		Employee related Cost	PO_0149	Good Governance and Compliance	1 999	2 125	2 260
CLOETESVILLE SWIMMING POOL		Municipal Running Cost	PO_MUN	Good Governance and Compliance	106	109	111
CLOETESVILLE SWIMMING POOL		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	8	9	9
COMMONAGE & PLANTATIONS		Administrative Strategy and Planning	PO_0138	Good Governance and Compliance	12	12	12
COMMONAGE & PLANTATIONS		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	204	208	212
COMMONAGE & PLANTATIONS		COVID 19 Expenditure	PO_0103	Safe Valley	158	161	164
COMMONAGE & PLANTATIONS		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	662	678	692
COMMONAGE & PLANTATIONS		Employee related Cost	PO_0149	Good Governance and Compliance	3 838	4 110	4 401
COMMONAGE & PLANTATIONS		Environmental: Catchment and Forestry	PO_0105	Green and Sustainable Valley	2 000	1 051	1 072
COMMONAGE & PLANTATIONS		FIELD RANGERS	EPWP017	Dignified Living	-	-	-
COMMONAGE & PLANTATIONS		IG: ALIEN CLEARING	EPWP016	Dignified Living	-	-	-
COMMONAGE & PLANTATIONS		Municipal Running Cost	PO_MUN	Good Governance and Compliance	1 639	1 686	1 719
COMMONAGE & PLANTATIONS		Rehabilitation and Beautification	PO_0107	Green and Sustainable Valley	253	258	263
COMMONAGE & PLANTATIONS		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	99	104	108

Municipal Vote/Operational project R thousand	Ref 4	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
COMMONAGE & PLANTATIONS		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	55	61	62
COMMUNICATION SERVICES		Communication and Development	PO_0139	Good Governance and Compliance	477	487	497
COMMUNICATION SERVICES		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	188	192	196
COMMUNICATION SERVICES		Employee related Cost	PO_0149	Good Governance and Compliance	2 241	2 393	2 557
COMMUNICATION SERVICES		IDP/ Budget/ SDF Public Participation Meetings	PO_0086	Good Governance and Compliance	1	1	1
COMMUNICATION SERVICES		Municipal Running Cost	PO_MUN	Good Governance and Compliance	826	842	859
COMMUNICATION SERVICES		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	11	11	12
COMMUNICATION SERVICES		RnM P: Furniture and Office Equipment	PO_0064	Good Governance and Compliance	4	4	4
COMMUNITY DEVELOPMENT		Community Development Initiatives	PO_0087	Valley of Possibility	513	523	534
COMMUNITY DEVELOPMENT		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	12	13	13
COMMUNITY DEVELOPMENT		Disability Projects	PO_0160	Valley of Possibility	3 041	3 102	3 164
COMMUNITY DEVELOPMENT		Employee related Cost	PO_0149	Good Governance and Compliance	5 320	5 689	6 084
COMMUNITY DEVELOPMENT		Gender Based Violence (GBV) and Substance Workshop	PO_0178	Safe Valley	-	-	-
COMMUNITY DEVELOPMENT		Grant-in-Aid	PO_0089	Valley of Possibility	7 000	7 140	7 283
COMMUNITY DEVELOPMENT		Homeless Projects	PO_0161	Valley of Possibility	785	801	817
COMMUNITY DEVELOPMENT		IG : COMMUNITY DEV OFFICE ASSISTANT	EPWP006	Dignified Living	43	-	-
COMMUNITY DEVELOPMENT		Municipal Properties	PO_0124	Valley of Possibility	85	87	88
COMMUNITY DEVELOPMENT		Municipal Running Cost	PO_MUN	Good Governance and Compliance	398	410	418
COMMUNITY DEVELOPMENT		Occupational Health and Safety	PO_0125	Good Governance and Compliance	5	5	5

Municipal Vote/Operational project R thousand	Ref 4	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
COMMUNITY DEVELOPMENT		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	33	36	37
COMMUNITY DEVELOPMENT		Workshop/Catering	PO_0090	Valley of Possibility	35	35	35
COMMUNITY HALL: KAYAMANDI		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	0	0	0
COMMUNITY HALL: KAYAMANDI		Municipal Running Cost	PO_MUN	Good Governance and Compliance	42	43	44
COMMUNITY HALL: KYLEMORE		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	1	1	1
COMMUNITY HALL: KYLEMORE		Municipal Running Cost	PO_MUN	Good Governance and Compliance	19	19	20
COMMUNITY HALL: LA MOTTE		Municipal Running Cost	PO_MUN	Good Governance and Compliance	40	40	41
COMMUNITY HALL: WEMMERSHOEK		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	1	1	1
COMMUNITY SAFETY: GENERAL		Administrative Strategy and Planning	PO_0138	Good Governance and Compliance	8	8	9
COMMUNITY SAFETY: GENERAL		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	787	807	823
COMMUNITY SAFETY: GENERAL		Employee related Cost	PO_0149	Good Governance and Compliance	6 478	6 879	7 305
COMMUNITY SAFETY: GENERAL		Functions and Events:Special Events and Functions	PO_0114	Good Governance and Compliance	97	49	50
COMMUNITY SAFETY: GENERAL		Municipal Running Cost	PO_MUN	Good Governance and Compliance	865	882	899
COMMUNITY SAFETY: GENERAL		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	3	3	3
COMMUNITY SAFETY: GENERAL		Specialised Project	PO_0132	Safe Valley	100	100	100
COMMUNITY SAFETY: GENERAL		Staff recognition or achievement awards and functions	PO_0114	Good Governance and Compliance	43	44	45
COMMUNITY SAFETY: GENERAL		Workshops, Seminars and Subject Matter Training	PO_0084	Good Governance and Compliance	94	96	98
COMPOSTING		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	124	127	129
COMPOSTING		Municipal Running Cost	PO_MUN	Good Governance and Compliance	26	26	27

Municipal Vote/Operational project R thousand	Ref 4	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
COMPOSTING		RnM P: Sanitation Infrastructure: Outfall Sewers:	PO_0022	Dignified Living	537	562	588
COMPOSTING		RnM P: Sanitation Infrastructure: Waste Water Trea	PO_0038	Dignified Living	126	132	139
COMPOSTING		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	165	182	185
CORPORATE SERVICES: GENERAL		COVID 19 Expenditure	PO_0103	Safe Valley	1	1	1
CORPORATE SERVICES: GENERAL		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	65	67	68
CORPORATE SERVICES: GENERAL		Employee related Cost	PO_0149	Good Governance and Compliance	2 685	2 830	2 984
CORPORATE SERVICES: GENERAL		Functions and Events:Special Events and Functions	PO_0114	Good Governance and Compliance	2	2	2
CORPORATE SERVICES: GENERAL		Municipal Running Cost	PO_MUN	Good Governance and Compliance	213	217	221
CORPORATE SERVICES: GENERAL		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	3	3	3
CORPORATE SERVICES: GENERAL		Staff recognition or achievement awards and functions	PO_0114	Good Governance and Compliance	10	10	10
CORPORATE SERVICES: GENERAL		Trade Union	PO_0117	Good Governance and Compliance	2	2	2
COUNCIL: DEPUTY MAYOR'S OFFICE		Municipal Running Cost	PO_MUN	Good Governance and Compliance	9	10	10
COUNCIL: GENERAL EXPENSES		COVID 19 Expenditure	PO_0103	Safe Valley	3	3	3
COUNCIL: GENERAL EXPENSES		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	11 062	11 339	11 565
COUNCIL: GENERAL EXPENSES		Functions and Events:Special Events and Functions	PO_0114	Good Governance and Compliance	63	65	66
COUNCIL: GENERAL EXPENSES		IG : EPWP Ward Office Management	EPWP033	Dignified Living	320	-	-
COUNCIL: GENERAL EXPENSES		Implementation of Ward Priorities	PO_0088	Good Governance and Compliance	1 840	1 840	1 840
COUNCIL: GENERAL EXPENSES		Integrated Public Transport Network	PO_0121	Valley of Possibility	40	41	42
COUNCIL: GENERAL EXPENSES		Municipal Running Cost	PO_MUN	Good Governance and Compliance	1 570	1 602	1 634

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
COUNCIL: GENERAL EXPENSES		Remuneration of councillors	PO_0150	Good Governance and Compliance	22 097	23 422	24 828
COUNCIL: GENERAL EXPENSES		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	62	65	68
COUNCIL: GENERAL EXPENSES		RnM C: Transport Assets	PO_0058	Good Governance and Compliance	6	6	6
COUNCIL: GENERAL EXPENSES		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	17	19	19
COUNCIL: GENERAL EXPENSES		Workshops, Seminars and Subject Matter Training	PO_0084	Good Governance and Compliance	119	121	123
COUNCIL: MAYOR'S OFFICE		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	0	0	0
COUNCIL: MAYOR'S OFFICE		Municipal Hospitality Programme	PO_0165	Dignified Living	520	530	541
COUNCIL: MAYOR'S OFFICE		Municipal Running Cost	PO_MUN	Good Governance and Compliance	417	427	436
COUNCIL: MAYOR'S OFFICE		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	12	13	13
COUNCIL: MAYOR'S OFFICE		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	19	21	22
COUNCIL: SPEAKER'S OFFICE		COVID 19 Expenditure	PO_0103	Safe Valley	1	1	1
COUNCIL: SPEAKER'S OFFICE		Municipal Running Cost	PO_MUN	Good Governance and Compliance	228	233	238
COUNCIL: SPEAKER'S OFFICE		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	2	2	2
COUNCIL: SPEAKER'S OFFICE		Ward Committees	PO_0147	Good Governance and Compliance	583	595	607
Develop Services & Project Man		Employee related Cost	PO_0149	Good Governance and Compliance	6 743	7 204	7 696
Develop Services & Project Man		Human Settlement Development Grant	PO_0166	Dignified Living	17 380	10 744	47 400
Develop Services & Project Man		IG : Support Warriors	EPWP028	Dignified Living	171	-	-
Develop Services & Project Man		Integrated Urban Development Grant	PO_0167	Dignified Living	2 971	2 201	2 295
Develop Services & Project Man		Long Lands Housing Projects	PO-0179	Dignified Living	-	-	-

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
Develop Services & Project Man		Municipal Running Cost	PO_MUN	Good Governance and Compliance	256	263	268
Develop Services & Project Man		Research and Development	PO_0134	Good Governance and Compliance	2 245	2 290	2 336
Develop Services & Project Man		Risk Management	PO_0142	Good Governance and Compliance	370	377	385
Develop Services & Project Man		Strategic Planning:Best Practices	PO_0144	Good Governance and Compliance	255	260	265
Develop Services & Project Man		Website Development and Maintenance	PO_0148	Good Governance and Compliance	306	312	318
Develop Services & Project Man		Workshops, Seminars and Subject Matter Training	PO_0084	Good Governance and Compliance	31	31	32
DISASTER MANAGEMENT		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	17	17	18
DISASTER MANAGEMENT		Disaster Relief	PO_0104	Safe Valley	4 471	4 565	4 657
DISASTER MANAGEMENT		Employee related Cost	PO_0149	Good Governance and Compliance	2 172	2 319	2 478
DISASTER MANAGEMENT		IG : EPWP DISASTER ASSISTANTS	EPWP003	Dignified Living	320	-	-
DISASTER MANAGEMENT		Municipal Running Cost	PO_MUN	Good Governance and Compliance	2	2	2
DISASTER MANAGEMENT		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	8	9	9
DISASTER MANAGEMENT		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	66	73	74
DOCUMENTATION & ARCHIVES MANAG		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	89	92	93
DOCUMENTATION & ARCHIVES MANAG		Employee related Cost	PO_0149	Good Governance and Compliance	7 232	7 736	8 276
DOCUMENTATION & ARCHIVES MANAG		Municipal Running Cost	PO_MUN	Good Governance and Compliance	1 436	1 467	1 496
DOCUMENTATION & ARCHIVES MANAG		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	34	38	39
DUMPING SITE		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	24 500	26 000	22 000
DUMPING SITE		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	368	377	385

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
DUMPING SITE		External Audit Waste Disposal Site	PO_0169	Dignified Living	143	146	149
DUMPING SITE		Finance Charges	PO_0155	Good Governance and Compliance	13 551	15 181	16 803
DUMPING SITE		Municipal Running Cost	PO_MUN	Good Governance and Compliance	9 313	9 406	9 506
EIKE TOWN HALL		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	83	85	86
EIKE TOWN HALL		Municipal Running Cost	PO_MUN	Good Governance and Compliance	27	27	28
ELECTRICAL ENG. SYSTEM OPERATI		COVID 19 Expenditure	PO_0103	Safe Valley	3	3	3
ELECTRICAL ENG. SYSTEM OPERATI		Municipal Running Cost	PO_MUN	Good Governance and Compliance	3 530	3 718	3 838
ELECTRICAL ENG. SYSTEM OPERATI		RnM C: Electrical Infrastructure: HV Substations:	PO_0013	Dignified Living	7 448	7 596	7 748
ELECTRICAL ENG. SYSTEM OPERATI		RnM P: Electrical Infrastructure: HV Substations:	PO_0012	Dignified Living	4 267	4 352	4 470
ELECTRICAL ENG.CLIENT SERVICES		Meter and ACD Audits	PO_0174	Good Governance and Compliance	840	857	874
ELECTRICAL ENG.CLIENT SERVICES		Municipal Running Cost	PO_MUN	Good Governance and Compliance	890	929	895
ELECTRICAL ENG.CLIENT SERVICES		RnM C: Electrical Infrastructure: HV Substations:	PO_0013	Dignified Living	31	31	32
ELECTRICAL ENG.CLIENT SERVICES		RnM C: Information and Communication Infrastructur	PO_0015	Dignified Living	612	624	637
ELECTRICAL ENG.CLIENT SERVICES		RnM P: Electrical Infrastructure: HV Substations:	PO_0012	Dignified Living	3 293	3 358	3 426
ELECTRICAL ENG.CLIENT SERVICES		RnM P: Information and Communication Infrastructur	PO_0014	Dignified Living	2 040	2 081	2 122
ELECTRICAL ENGINEERING SERVICE		Alternative Energy	PO_0069	Good Governance and Compliance	-	-	-
ELECTRICAL ENGINEERING SERVICE		Bulk purchases: Electricity	PO_0152	Good Governance and Compliance	583 112	711 397	867 904
ELECTRICAL ENGINEERING SERVICE		Bulk purchases: Electricity Drakenstein	PO_0173	Good Governance and Compliance	53 281	65 003	79 303
ELECTRICAL ENGINEERING SERVICE		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	41 052	42 078	42 920

Municipal Vote/Operational project R thousand	Ref 4	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
ELECTRICAL ENGINEERING SERVICE		Employee related Cost	PO_0149	Good Governance and Compliance	34 399	36 789	39 347
ELECTRICAL ENGINEERING SERVICE		Finance Charges	PO_0155	Good Governance and Compliance	6 848	8 016	20 941
ELECTRICAL ENGINEERING SERVICE		Gains or Losses	PD-0032	Good Governance and Compliance	1 687	1 518	1 366
ELECTRICAL ENGINEERING SERVICE		Municipal Running Cost	PO_MUN	Good Governance and Compliance	5 009	5 110	5 212
ELECTRICAL ENGINEERING SERVICE		RnM P: Electrical Infrastructure: HV Substations:	PO_0012	Dignified Living	19	19	19
ELECTRICAL ENGINEERING SERVICE		Service Connections	PO_0135	Dignified Living	12 036	12 277	12 522
ELECTRICAL ENGINEERING SERVICE		Workshops, Seminars and Subject Matter Training	PO_0084	Good Governance and Compliance	17	17	18
FIN SERVICES: STORES		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	106	109	111
FIN SERVICES: STORES		Employee related Cost	PO_0149	Good Governance and Compliance	1 563	1 674	1 793
FIN SERVICES: STORES		Municipal Running Cost	PO_MUN	Good Governance and Compliance	207	212	216
FINANCIAL SERVICES: GENERAL		Administrative Strategy and Planning	PO_0138	Good Governance and Compliance	11 154	11 377	9 678
FINANCIAL SERVICES: GENERAL		Budget and Treasury	PO_0111	Good Governance and Compliance	1 050	1 050	1 188
FINANCIAL SERVICES: GENERAL		COVID 19 Expenditure	PO_0103	Safe Valley	1	1	1
FINANCIAL SERVICES: GENERAL		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	301	308	315
FINANCIAL SERVICES: GENERAL		Employee related Cost	PO_0149	Good Governance and Compliance	50 768	54 221	57 912
FINANCIAL SERVICES: GENERAL		Functions and Events:Special Events and Functions	PO_0114	Good Governance and Compliance	34	35	35
FINANCIAL SERVICES: GENERAL		Gains or Losses	PD-0032	Good Governance and Compliance	-	-	-
FINANCIAL SERVICES: GENERAL		Gains or Losses	PD-0033	Good Governance and Compliance	1 799	1 619	1 457
FINANCIAL SERVICES: GENERAL		Intern Compensation	PO_0112	Valley of Possibility	500	500	500

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
FINANCIAL SERVICES: GENERAL		Long Term Financial Plan	PO_0145	Good Governance and Compliance	20	20	21
FINANCIAL SERVICES: GENERAL		Municipal Properties	PO_0124	Valley of Possibility	14	15	15
FINANCIAL SERVICES: GENERAL		Municipal Running Cost	PO_MUN	Good Governance and Compliance	23 919	24 899	25 396
FINANCIAL SERVICES: GENERAL		Research and Development	PO_0134	Good Governance and Compliance	-	-	-
FINANCIAL SERVICES: GENERAL		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	32	34	35
FINANCIAL SERVICES: GENERAL		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	128	141	143
FINANCIAL SERVICES: GENERAL		Staff recognition or achievement awards and functions	PO_0114	Good Governance and Compliance	14	14	15
FINANCIAL SERVICES: GENERAL		User Group	PO_0158	Good Governance and Compliance	1	1	1
FINANCIAL SERVICES: GENERAL		Workshops, Seminars and Subject Matter Training	PO_0084	Good Governance and Compliance	59	60	61
FIRE SERVICES		COVID 19 Expenditure	PO_0103	Safe Valley	102	104	106
FIRE SERVICES		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	1 257	1 288	1 314
FIRE SERVICES		Employee related Cost	PO_0149	Good Governance and Compliance	43 199	46 221	49 455
FIRE SERVICES		FIREBREAK MAINTENANCE	EPWP044	Dignified Living	1 173	-	-
FIRE SERVICES		IG : EPWP FIRE ASSISTANTS	EPWP002	Dignified Living	533	-	-
FIRE SERVICES		Municipal Running Cost	PO_MUN	Good Governance and Compliance	3 606	3 725	3 798
FIRE SERVICES		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	411	430	451
FIRE SERVICES		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	1 540	1 694	1 728
FORESTRY, PARKS & RECREATION		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	7	7	7
FORESTRY, PARKS & RECREATION		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	2 461	2 522	2 573

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
FORESTRY, PARKS & RECREATION		Employee related Cost	PO_0149	Good Governance and Compliance	4 200	4 486	4 792
FORESTRY, PARKS & RECREATION		Functions and Events:Special Events and Functions	PO_0114	Good Governance and Compliance	31	31	32
FORESTRY, PARKS & RECREATION		Municipal Running Cost	PO_MUN	Good Governance and Compliance	306	312	319
FORESTRY, PARKS & RECREATION		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	5	5	5
HOUSING ADMINISTRATION		Administrative Strategy and Planning	PO_0138	Good Governance and Compliance	159	162	166
HOUSING ADMINISTRATION		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	34	34	35
HOUSING ADMINISTRATION		COVID 19 Expenditure	PO_0103	Safe Valley	5	5	6
HOUSING ADMINISTRATION		Employee related Cost	PO_0149	Good Governance and Compliance	13 558	14 504	15 515
HOUSING ADMINISTRATION		Gains or Losses	PD-0032	Good Governance and Compliance	1 008	907	817
HOUSING ADMINISTRATION		IG : Artisan Assistants	EPWP043	Dignified Living	160	-	-
HOUSING ADMINISTRATION		IG : Complaints and Documents Administration	EPWP031	Dignified Living	139	-	-
HOUSING ADMINISTRATION		IG: ACCESS CONTROL PUBLIC RENTAL STOCK	EPWP012	Dignified Living	-	-	-
HOUSING ADMINISTRATION		IG: CLEANING OF RENTAL STOCK	EPWP009	Dignified Living	848	-	-
HOUSING ADMINISTRATION		MAINTENANCE OF MUNICIPAL RENTAL STOCK (ARTISANS)	EPWP011	Dignified Living	-	-	-
HOUSING ADMINISTRATION		Municipal Accreditation and Capacity Building Grant	PO_0168	Dignified Living	245	249	249
HOUSING ADMINISTRATION		Municipal Running Cost	PO_MUN	Good Governance and Compliance	3 360	3 435	3 503
HOUSING ADMINISTRATION		Occupational Health and Safety	PO_0125	Good Governance and Compliance	18	18	19
HOUSING ADMINISTRATION		RENTAL STOCK AND TRA SURVEY	EPWP010	Dignified Living	192	-	-
HOUSING ADMINISTRATION		RnM C: Other Assets: Housing: Capital Spares	PO_0067	Dignified Living	153	156	159

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
HOUSING ADMINISTRATION		RnM P: Furniture and Office Equipment	PO_0064	Good Governance and Compliance	60	63	66
HOUSING ADMINISTRATION		RnM P: Other Assets: Housing: Capital Spares	PO_0066	Dignified Living	13	13	14
HOUSING ADMINISTRATION		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	114	126	128
HOUSING ADMINISTRATION		Title Deed Restoration Programme	PO_0092	Dignified Living	1 762	264	270
HOUSING ADMINISTRATION		TITLE DEEDS RESTORATION PROGRAMME	EPWP024	Dignified Living	–	–	–
HUMAN RESOURCE SERVICES		Bursaries:Human Resource Management	PO_0120	Good Governance and Compliance	–	–	–
HUMAN RESOURCE SERVICES		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	9	9	9
HUMAN RESOURCE SERVICES		Employee related Cost	PO_0149	Good Governance and Compliance	42 430	45 459	48 705
HUMAN RESOURCE SERVICES		Finance Charges	PO_0155	Good Governance and Compliance	3 336	3 803	4 335
HUMAN RESOURCE SERVICES		Human Resource Management	PO_0118	Good Governance and Compliance	275	281	287
HUMAN RESOURCE SERVICES		Municipal Running Cost	PO_MUN	Good Governance and Compliance	10 593	10 805	11 021
HUMAN RESOURCE SERVICES		Operational Cost: Skills development levy	PO_0151	Good Governance and Compliance	4 590	4 682	4 775
HUMAN RESOURCE SERVICES		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	6	6	7
HUMAN RESOURCE SERVICES		Work Integrated Learners/ Interns	PO_0119	Valley of Possibility	539	549	560
HUMAN RESOURCE SERVICES		Workshops, Seminars and Subject Matter Training	PO_0084	Good Governance and Compliance	3 570	3 641	3 714
IDP AND STRATEGIC PROGRAMS		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	29	30	30
IDP AND STRATEGIC PROGRAMS		Employee related Cost	PO_0149	Good Governance and Compliance	2 679	2 852	3 037
IDP AND STRATEGIC PROGRAMS		IDP Planning and Revision	PO_0141	Good Governance and Compliance	500	510	520
IDP AND STRATEGIC PROGRAMS		Municipal Running Cost	PO_MUN	Good Governance and Compliance	45	46	47

Municipal Vote/Operational project R thousand	Ref 4	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
IDP AND STRATEGIC PROGRAMS		Public Participation Meeting	PO_0156	Good Governance and Compliance	286	292	298
IDP AND STRATEGIC PROGRAMS		Risk Management	PO_0142	Good Governance and Compliance	255	260	265
IDP AND STRATEGIC PROGRAMS		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	23	25	26
INFORMAL SETTLEMENTS		COVID 19 Expenditure	PO_0103	Safe Valley	3	3	3
INFORMAL SETTLEMENTS		Employee related Cost	PO_0149	Good Governance and Compliance	5 513	5 895	6 303
INFORMAL SETTLEMENTS		Feasibility Studies	PO_0140	Good Governance and Compliance	132	135	138
INFORMAL SETTLEMENTS		Informal Settlements	PO_0146	Dignified Living	4 000	4 080	7 990
INFORMAL SETTLEMENTS		Municipal Running Cost	PO_MUN	Good Governance and Compliance	338	348	355
INFORMAL SETTLEMENTS		Occupational Health and Safety	PO_0125	Good Governance and Compliance	5	5	6
INFORMAL SETTLEMENTS		Research and Development	PO_0134	Good Governance and Compliance	69	51	52
INFORMAL SETTLEMENTS		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	–	5	5
INFORMAL SETTLEMENTS		RnM P: Furniture and Office Equipment	PO_0064	Good Governance and Compliance	–	13	13
INFORMATION TECHNOLOGY		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	6 903	7 075	7 217
INFORMATION TECHNOLOGY		Employee related Cost	PO_0149	Good Governance and Compliance	9 897	10 575	11 300
INFORMATION TECHNOLOGY		Municipal Running Cost	PO_MUN	Good Governance and Compliance	35 464	36 176	36 900
INFORMATION TECHNOLOGY		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	148	154	162
INFORMATION TECHNOLOGY		RnM C: Information and Communication Infrastructur	PO_0008	Dignified Living	401	419	439
INFORMATION TECHNOLOGY		Website Development and Maintenance	PO_0148	Good Governance and Compliance	459	468	478
INFORMATION TECHNOLOGY		Workshops, Seminars and Subject Matter Training	PO_0084	Good Governance and Compliance	26	26	27

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
INTERNAL AUDIT		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	8	8	8
INTERNAL AUDIT		Employee related Cost	PO_0149	Good Governance and Compliance	3 217	3 421	3 638
INTERNAL AUDIT		Municipal Running Cost	PO_MUN	Good Governance and Compliance	7 190	7 334	7 480
INTERNAL AUDIT		Procurement Reforms and Fighting Corruption	PO_0128	Good Governance and Compliance	204	208	212
INTERNAL AUDIT		Risk Management	PO_0142	Good Governance and Compliance	755	760	765
INTERNAL AUDIT		RISK MANAGEMENT AND INTERNAL AUDIT SYSTEM	PO_0143	Good Governance and Compliance	-	-	-
JAN MARAIS NATURE RESERVE		COVID 19 Expenditure	PO_0103	Safe Valley	3	4	4
JAN MARAIS NATURE RESERVE		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	561	575	587
JAN MARAIS NATURE RESERVE		Employee related Cost	PO_0149	Good Governance and Compliance	931	998	1 070
JAN MARAIS NATURE RESERVE		Environmental: Catchment and Forestry	PO_0105	Green and Sustainable Valley	628	641	654
JAN MARAIS NATURE RESERVE		Environmental:Environmental Health	PO_0108	Green and Sustainable Valley	106	108	110
JAN MARAIS NATURE RESERVE		JAN MARIAS NATURE RESERVE	EPWP013	Dignified Living	-	-	-
JAN MARAIS NATURE RESERVE		Municipal Running Cost	PO_MUN	Good Governance and Compliance	16	17	18
JAN MARAIS NATURE RESERVE		RnM C: Community Assets: Community Facilities: Nat	PO_0048	Green and Sustainable Valley	64	65	66
JONKERSHOEK PICNIC SITE		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	27	27	27
JONKERSHOEK PICNIC SITE		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	40	41	42
JONKERSHOEK PICNIC SITE		Employee related Cost	PO_0149	Good Governance and Compliance	488	516	547
JONKERSHOEK PICNIC SITE		IG : EPWP JONKERSHOEK PICNIC SITE ASSISTANTS	EPWP004	Dignified Living	-	-	-
JONKERSHOEK PICNIC SITE		Municipal Running Cost	PO_MUN	Good Governance and Compliance	43	44	45

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
JONKERSHOEK PICNIC SITE		RnM C: Community Assets: Community Facilities: Par	PO_0052	Dignified Living	6	6	6
LAW ENFORCEMENT		Animal Care	PO_0131	Safe Valley	48	49	50
LAW ENFORCEMENT		COVID 19 Expenditure	PO_0103	Safe Valley	170	174	177
LAW ENFORCEMENT		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	9 820	10 066	10 267
LAW ENFORCEMENT		Employee related Cost	PO_0149	Good Governance and Compliance	35 850	38 357	41 040
LAW ENFORCEMENT		Integrated Public Transport Network	PO_0121	Valley of Possibility	51	52	53
LAW ENFORCEMENT		LAW ENFORCEMENT / SECURITY INFORMAL TRADING SITES	EPWP023	Dignified Living	-	-	-
LAW ENFORCEMENT		Municipal Properties	PO_0124	Valley of Possibility	30 057	28 058	27 059
LAW ENFORCEMENT		Municipal Running Cost	PO_MUN	Good Governance and Compliance	9 413	9 661	9 854
LAW ENFORCEMENT		Reservist Law Enforcement Officers	PO_0130	Safe Valley	510	520	531
LAW ENFORCEMENT		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	316	331	347
LAW ENFORCEMENT		RnM P: Furniture and Office Equipment	PO_0055	Good Governance and Compliance	1 054	1 104	1 155
LAW ENFORCEMENT		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	1 320	1 452	1 481
LAW ENFORCEMENT		Safety Coordinator	PO-0176	Good Governance and Compliance	-	-	-
LAW ENFORCEMENT		Specialised Project	PO_0132	Safe Valley	102	104	106
LEGAL SERVICES		Administrative Strategy and Planning	PO_0138	Good Governance and Compliance	6 222	6 346	6 473
LEGAL SERVICES		Employee related Cost	PO_0149	Good Governance and Compliance	1 791	1 913	2 044
LEGAL SERVICES		Municipal Running Cost	PO_MUN	Good Governance and Compliance	35	35	36
LIBRARY: CLOETESVILLE		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	5	5	5

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
LIBRARY: CLOETESVILLE		COVID 19 Expenditure	PO_0103	Safe Valley	6	6	6
LIBRARY: CLOETESVILLE		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	171	175	179
LIBRARY: CLOETESVILLE		Employee related Cost	PO_0149	Good Governance and Compliance	895	958	1 025
LIBRARY: CLOETESVILLE		Municipal Properties	PO_0124	Valley of Possibility	5	5	5
LIBRARY: CLOETESVILLE		Municipal Running Cost	PO_MUN	Good Governance and Compliance	86	88	90
LIBRARY: CLOETESVILLE		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	11	11	12
LIBRARY: CLOETESVILLE		RnM C: Transport Assets	PO_0058	Good Governance and Compliance	1	1	1
LIBRARY: CLOETESVILLE		RnM P: Community Assets: Community Facilities: Lib	PO_0074	Dignified Living	2	2	2
LIBRARY: CLOETESVILLE		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	9	10	10
LIBRARY: CLOETESVILLE		Workshops, Seminars and Subject Matter Training	PO_0084	Good Governance and Compliance	3	3	3
LIBRARY: FRANSCHHOEK		COVID 19 Expenditure	PO_0103	Safe Valley	17	17	17
LIBRARY: FRANSCHHOEK		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	92	94	96
LIBRARY: FRANSCHHOEK		Employee related Cost	PO_0149	Good Governance and Compliance	1 335	1 429	1 530
LIBRARY: FRANSCHHOEK		Municipal Properties	PO_0124	Valley of Possibility	1	1	1
LIBRARY: FRANSCHHOEK		Municipal Running Cost	PO_MUN	Good Governance and Compliance	211	220	224
LIBRARY: FRANSCHHOEK		Occupational Health and Safety	PO_0125	Good Governance and Compliance	2	2	2
LIBRARY: FRANSCHHOEK		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	4	4	4
LIBRARY: FRANSCHHOEK		RnM P: Community Assets: Community Facilities: Lib	PO_0074	Dignified Living	3	3	4
LIBRARY: FRANSCHHOEK		RnM P: Furniture and Office Equipment	PO_0055	Good Governance and Compliance	2	2	2

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
LIBRARY: FRANSCHHOEK		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	25	27	28
LIBRARY: FRANSCHHOEK		Workshops, Seminars and Subject Matter Training	PO_0084	Good Governance and Compliance	9	9	9
LIBRARY: GROENDAL		COVID 19 Expenditure	PO_0103	Safe Valley	13	13	14
LIBRARY: GROENDAL		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	2	2	2
LIBRARY: GROENDAL		Municipal Properties	PO_0124	Valley of Possibility	2	2	2
LIBRARY: GROENDAL		Municipal Running Cost	PO_MUN	Good Governance and Compliance	149	155	158
LIBRARY: GROENDAL		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	11	11	12
LIBRARY: GROENDAL		RnM C: Transport Assets	PO_0058	Good Governance and Compliance	3	4	4
LIBRARY: GROENDAL		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	18	20	20
LIBRARY: GROENDAL		Workshops, Seminars and Subject Matter Training	PO_0084	Good Governance and Compliance	26	27	27
LIBRARY: IDAS VALLEY		COVID 19 Expenditure	PO_0103	Safe Valley	11	11	11
LIBRARY: IDAS VALLEY		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	63	65	66
LIBRARY: IDAS VALLEY		Employee related Cost	PO_0149	Good Governance and Compliance	1 547	1 656	1 772
LIBRARY: IDAS VALLEY		Municipal Properties	PO_0124	Valley of Possibility	17	18	18
LIBRARY: IDAS VALLEY		Municipal Running Cost	PO_MUN	Good Governance and Compliance	113	116	118
LIBRARY: IDAS VALLEY		Occupational Health and Safety	PO_0125	Good Governance and Compliance	3	3	3
LIBRARY: IDAS VALLEY		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	2	2	2
LIBRARY: IDAS VALLEY		RnM P: Community Assets: Community Facilities: Lib	PO_0074	Dignified Living	3	3	3
LIBRARY: IDAS VALLEY		RnM P: Furniture and Office Equipment	PO_0055	Good Governance and Compliance	1	1	1

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
LIBRARY: IDAS VALLEY		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	15	17	17
LIBRARY: KAYAMANDI		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	5	5	5
LIBRARY: KAYAMANDI		Community Development:Library Programmes	PO_0094	Valley of Possibility	2	3	3
LIBRARY: KAYAMANDI		COVID 19 Expenditure	PO_0103	Safe Valley	8	8	8
LIBRARY: KAYAMANDI		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	35	36	36
LIBRARY: KAYAMANDI		Employee related Cost	PO_0149	Good Governance and Compliance	799	856	917
LIBRARY: KAYAMANDI		Municipal Properties	PO_0124	Valley of Possibility	3	3	3
LIBRARY: KAYAMANDI		Municipal Running Cost	PO_MUN	Good Governance and Compliance	129	132	135
LIBRARY: KAYAMANDI		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	2	2	2
LIBRARY: KAYAMANDI		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	7	7	8
LIBRARY: PLEIN STREET		Community Development:Library Programmes	PO_0094	Valley of Possibility	51	52	53
LIBRARY: PLEIN STREET		COVID 19 Expenditure	PO_0103	Safe Valley	20	20	21
LIBRARY: PLEIN STREET		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	272	279	284
LIBRARY: PLEIN STREET		Employee related Cost	PO_0149	Good Governance and Compliance	6 102	6 180	6 318
LIBRARY: PLEIN STREET		IG : Library Cleaners	EPWP040	Dignified Living	32	-	-
LIBRARY: PLEIN STREET		Municipal Running Cost	PO_MUN	Good Governance and Compliance	431	443	452
LIBRARY: PLEIN STREET		Occupational Health and Safety	PO_0125	Good Governance and Compliance	3	3	3
LIBRARY: PLEIN STREET		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	26	28	29
LIBRARY: PLEIN STREET		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	28	30	31

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
LIBRARY: PLEIN STREET		Workshops, Seminars and Subject Matter Training	PO_0084	Good Governance and Compliance	4	4	4
LIBRARY: PNIEL		COVID 19 Expenditure	PO_0103	Safe Valley	8	8	8
LIBRARY: PNIEL		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	43	44	129
LIBRARY: PNIEL		Employee related Cost	PO_0149	Good Governance and Compliance	1 013	1 081	1 154
LIBRARY: PNIEL		Municipal Running Cost	PO_MUN	Good Governance and Compliance	98	100	102
LIBRARY: PNIEL		Occupational Health and Safety	PO_0125	Good Governance and Compliance	1	1	1
LIBRARY: PNIEL		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	3	3	3
LIBRARY: PNIEL		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	7	7	8
LOCAL ECONOMIC DEVELOPMENT		Budget Road Show Public Participation	PO_0082	Good Governance and Compliance	255	260	265
LOCAL ECONOMIC DEVELOPMENT		CAPACITY BUILDING UNEMPLOYED	PO_0083	Valley of Possibility	11	11	11
LOCAL ECONOMIC DEVELOPMENT		COVID 19 Expenditure	PO_0103	Safe Valley	5	5	5
LOCAL ECONOMIC DEVELOPMENT		Employee related Cost	PO_0149	Good Governance and Compliance	2 241	2 396	2 561
LOCAL ECONOMIC DEVELOPMENT		Festival of Lights	PO_0115	Valley of Possibility	1 938	1 977	2 016
LOCAL ECONOMIC DEVELOPMENT		Functions and Events:Special Events and Functions	PO_0114	Good Governance and Compliance	11	11	11
LOCAL ECONOMIC DEVELOPMENT		Funding of External Bodies Performing Municipal Fu	PO_0162	Valley of Possibility	5 887	6 005	6 125
LOCAL ECONOMIC DEVELOPMENT		Heritage Inventory	PO_0164	Valley of Possibility	331	338	344
LOCAL ECONOMIC DEVELOPMENT		IG: LOCAL ECONOMIC DEV & TOURSIM	EPWP022	Dignified Living	1 069	-	-
LOCAL ECONOMIC DEVELOPMENT		LED DIRECT SUPPORT TO SMMES	PO_0163	Valley of Possibility	1 020	1 040	1 061
LOCAL ECONOMIC DEVELOPMENT		Local Economic Development:Project Implementation	PO_0122	Good Governance and Compliance	170	174	177

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
LOCAL ECONOMIC DEVELOPMENT		Local Economic Development:Project Implementation	PO_0134	Good Governance and Compliance	1 000	750	750
LOCAL ECONOMIC DEVELOPMENT		Local Economic Development:Public Participation	PO_0123	Good Governance and Compliance	11	11	11
LOCAL ECONOMIC DEVELOPMENT		Municipal Running Cost	PO_MUN	Good Governance and Compliance	2 427	1 035	1 848
LOCAL ECONOMIC DEVELOPMENT		Workshops, Seminars and Subject Matter Training	PO_0084	Good Governance and Compliance	53	54	55
LOGISTICS & FLEET MANAGEMENT		Employee related Cost	PO_0149	Good Governance and Compliance	790	846	906
LOGISTICS & FLEET MANAGEMENT		Municipal Running Cost	PO_MUN	Good Governance and Compliance	1 580	1 612	1 644
LOGISTICS & FLEET MANAGEMENT		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	2	2	2
LOGISTICS & FLEET MANAGEMENT		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	12	14	14
MUNICIPAL BUILDINGS & STRUCTUR		COVID 19 Expenditure	PO_0103	Safe Valley	10	10	11
MUNICIPAL BUILDINGS & STRUCTUR		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	2 742	2 810	2 867
MUNICIPAL BUILDINGS & STRUCTUR		Employee related Cost	PO_0149	Good Governance and Compliance	4 954	5 299	5 668
MUNICIPAL BUILDINGS & STRUCTUR		Municipal Running Cost	PO_MUN	Good Governance and Compliance	1 453	1 488	1 518
MUNICIPAL BUILDINGS & STRUCTUR		Occupational Health and Safety	PO_0125	Good Governance and Compliance	173	177	180
MUNICIPAL BUILDINGS & STRUCTUR		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	21	22	23
MUNICIPAL BUILDINGS & STRUCTUR		RnM C: Other Assets: Operational Buildings: Munici	PO_0056	Good Governance and Compliance	16 159	16 716	17 295
MUNICIPAL BUILDINGS & STRUCTUR		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	83	91	93
MUNICIPAL COURT		COVID 19 Expenditure	PO_0103	Safe Valley	1	1	1
MUNICIPAL COURT		Municipal Running Cost	PO_MUN	Good Governance and Compliance	113	115	117
MUNICIPAL COURT		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	47	49	51

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
MUNICIPAL MANAGER		COVID 19 Expenditure	PO_0103	Safe Valley	1	1	1
MUNICIPAL MANAGER		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	119	121	124
MUNICIPAL MANAGER		Employee related Cost	PO_0149	Good Governance and Compliance	3 609	3 803	4 007
MUNICIPAL MANAGER		Human Resource Management	PO_0118	Good Governance and Compliance	110	112	115
MUNICIPAL MANAGER		Municipal Running Cost	PO_MUN	Good Governance and Compliance	438	447	456
MUNICIPAL MANAGER		RnM P: Furniture and Office Equipment	PO_0064	Good Governance and Compliance	5	6	6
MUNICIPAL MANAGER		Staff recognition or achievement awards and functions	PO_0114	Good Governance and Compliance	2	2	2
MUNICIPAL MANAGER		Workshops, Seminars and Subject Matter Training	PO_0084	Good Governance and Compliance	51	52	53
NEW DEVELOPMENT		Employee related Cost	PO_0149	Good Governance and Compliance	317	332	347
NEW DEVELOPMENT		Feasibility Studies	PO_0140	Good Governance and Compliance	16	16	17
NEW DEVELOPMENT		Municipal Running Cost	PO_MUN	Good Governance and Compliance	86	88	90
NEW DEVELOPMENT		Research and Development	PO_0134	Good Governance and Compliance	313	319	325
NURSERY		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	197	201	205
NURSERY		Employee related Cost	PO_0149	Good Governance and Compliance	1 494	1 600	1 712
NURSERY		Municipal Running Cost	PO_MUN	Good Governance and Compliance	234	240	244
NURSERY		ORNAMENTAL HORTICULTURE	EPWP018	Dignified Living	-	-	-
NURSERY		RnM C: Community Assets: Community Facilities: Par	PO_0052	Dignified Living	-	-	-
NURSERY		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	32	33	35
NURSERY		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	66	73	74

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
OCCUPATIONAL HEALTH AND SAFETY		Employee related Cost	PO_0149	Good Governance and Compliance	5 080	5 442	5 830
OCCUPATIONAL HEALTH AND SAFETY		Municipal Running Cost	PO_MUN	Good Governance and Compliance	177	190	194
OCCUPATIONAL HEALTH AND SAFETY		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	47	51	52
PARKING AREAS & PARKING		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	0	0	0
PARKS & SIDEWALKS: FRANSCHHOEK		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	877	895	913
PARKS & SIDEWALKS: FRANSCHHOEK		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	52	53	55
PARKS & SIDEWALKS: FRANSCHHOEK		Employee related Cost	PO_0149	Good Governance and Compliance	3 172	3 395	3 634
PARKS & SIDEWALKS: FRANSCHHOEK		Environmental:Nursery	PO_0109	Green and Sustainable Valley	80	82	84
PARKS & SIDEWALKS: FRANSCHHOEK		IG : PARKS FHK MAINTENANCE & CLEANING	EPWP005	Dignified Living	-	-	-
PARKS & SIDEWALKS: FRANSCHHOEK		Municipal Running Cost	PO_MUN	Good Governance and Compliance	829	855	697
PARKS & SIDEWALKS: FRANSCHHOEK		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	4	4	5
PARKS & SIDEWALKS: FRANSCHHOEK		RnM C: Transport Assets	PO_0058	Good Governance and Compliance	50	54	56
PARKS & SIDEWALKS: FRANSCHHOEK		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	176	194	197
PARKS & SIDEWALKS: STELLENBOSC		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	1 936	1 975	2 014
PARKS & SIDEWALKS: STELLENBOSC		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	2 303	2 361	2 408
PARKS & SIDEWALKS: STELLENBOSC		Employee related Cost	PO_0149	Good Governance and Compliance	12 828	13 727	14 690
PARKS & SIDEWALKS: STELLENBOSC		Environmental:Nursery	PO_0109	Green and Sustainable Valley	102	104	106
PARKS & SIDEWALKS: STELLENBOSC		IG : STELLENBOSCH PARK WARDENS	EPWP008	Dignified Living	501	-	-
PARKS & SIDEWALKS: STELLENBOSC		Municipal Running Cost	PO_MUN	Good Governance and Compliance	1 994	2 063	2 104

Municipal Vote/Operational project R thousand	Ref 4	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
PARKS & SIDEWALKS: STELLENBOSC		Parks Programme	PO_0127	Valley of Possibility	51	52	53
PARKS & SIDEWALKS: STELLENBOSC		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	8	9	9
PARKS & SIDEWALKS: STELLENBOSC		RnM P: Community Assets: Community Facilities: Par	PO_0060	Dignified Living	1 199	1 223	1 247
PARKS & SIDEWALKS: STELLENBOSC		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	528	581	592
PLANNING & ENVIRONMENT: GEN		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	10	10	11
PLANNING & ENVIRONMENT: GEN		COVID 19 Expenditure	PO_0103	Safe Valley	4	4	4
PLANNING & ENVIRONMENT: GEN		Employee related Cost	PO_0149	Good Governance and Compliance	6 213	6 603	7 018
PLANNING & ENVIRONMENT: GEN		Functions and Events:Special Events and Functions	PO_0114	Good Governance and Compliance	11	11	11
PLANNING & ENVIRONMENT: GEN		Local Economic Development:Project Implementation	PO_0122	Good Governance and Compliance	102	104	106
PLANNING & ENVIRONMENT: GEN		Municipal Running Cost	PO_MUN	Good Governance and Compliance	2 118	2 162	2 205
PLANNING & ENVIRONMENT: GEN		Research and Development	PO_0134	Good Governance and Compliance	357	364	371
PLANNING & ENVIRONMENT: GEN		Risk Management	PO_0142	Good Governance and Compliance	1 020	1 041	1 061
PLANNING & ENVIRONMENT: GEN		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	5	5	5
PLANNING & ENVIRONMENT: GEN		RnM P: Other Assets: Housing: Capital Spares	PO_0066	Dignified Living	95	99	104
PLANNING & ENVIRONMENT: GEN		Staff recognition or achievement awards and functions	PO_0114	Good Governance and Compliance	10	11	11
PLANNING & ENVIRONMENT: GEN		Workshops, Seminars and Subject Matter Training	PO_0084	Good Governance and Compliance	25	26	26
PRINTING OFFICE		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	1	1	1
PRINTING OFFICE		Municipal Running Cost	PO_MUN	Good Governance and Compliance	26	26	27
PRINTING OFFICE		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	33	34	36

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
PROPERTY MANAGEMENT		Administrative Strategy and Planning	PO_0138	Good Governance and Compliance	181	185	188
PROPERTY MANAGEMENT		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	2 524	2 587	2 639
PROPERTY MANAGEMENT		Employee related Cost	PO_0149	Good Governance and Compliance	4 287	4 578	4 890
PROPERTY MANAGEMENT		Integrated Public Transport Network	PO_0121	Valley of Possibility	203	207	211
PROPERTY MANAGEMENT		Municipal Properties	PO_0124	Valley of Possibility	1 920	1 959	1 998
PROPERTY MANAGEMENT		Municipal Running Cost	PO_MUN	Good Governance and Compliance	11 800	12 039	12 280
PROPERTY MANAGEMENT		Research and Development	PO_0134	Good Governance and Compliance	490	499	509
PROPERTY MANAGEMENT		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	11	11	12
PUBLIC ABLUTION FACILITIES		COVID 19 Expenditure	PO_0103	Safe Valley	5	5	6
PUBLIC ABLUTION FACILITIES		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	158	162	165
PUBLIC ABLUTION FACILITIES		Employee related Cost	PO_0149	Good Governance and Compliance	2 100	2 251	2 412
PUBLIC ABLUTION FACILITIES		Municipal Running Cost	PO_MUN	Good Governance and Compliance	230	235	239
PUBLIC ABLUTION FACILITIES		RnM C: Community Assets: Community Facilities: Pub	PO_0077	Dignified Living	674	688	702
PUBLIC ABLUTION FACILITIES		RnM P: Community Assets: Community Facilities: Pub	PO_0076	Dignified Living	7 667	7 820	7 977
PUBLIC PARTICIPATION		Functions and Events:Special Events and Functions	PO_0114	Good Governance and Compliance	11	11	11
PUBLIC PARTICIPATION		Integrated Public Transport Network	PO_0121	Valley of Possibility	5	5	6
PUBLIC PARTICIPATION		Municipal Running Cost	PO_MUN	Good Governance and Compliance	121	124	127
REFUSE REMOVAL		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	5 122	5 250	5 355
REFUSE REMOVAL		Employee related Cost	PO_0149	Good Governance and Compliance	16 708	17 885	19 145

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
REFUSE REMOVAL		Finance Charges	PO_0155	Good Governance and Compliance	–	6 910	9 329
REFUSE REMOVAL		Gains or Losses	PD-0032	Good Governance and Compliance	3 756	3 381	3 043
REFUSE REMOVAL		Municipal Running Cost	PO_MUN	Good Governance and Compliance	12 742	13 427	13 696
REFUSE REMOVAL		RnM C: Solid Waste Disposal : Waste Drop-off Point	PO_0004	Dignified Living	4 533	4 709	4 893
REFUSE REMOVAL		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	33	34	36
RESERVOIRS & FILTRATION FRANSC		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	141	145	148
RESERVOIRS & SUPPLY LINES		COVID 19 Expenditure	PO_0103	Safe Valley	1	1	1
RESERVOIRS & SUPPLY LINES		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	3 062	3 138	3 201
RESERVOIRS & SUPPLY LINES		Employee related Cost	PO_0149	Good Governance and Compliance	3 264	3 492	3 736
RESERVOIRS & SUPPLY LINES		Municipal Running Cost	PO_MUN	Good Governance and Compliance	763	794	810
RESERVOIRS & SUPPLY LINES		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	55	61	62
RESERVOIRS & SUPPLY LINES		RnM P: Water Supply Infrastructure: Water Treatmen	PO_0042	Dignified Living	2 356	2 467	2 583
RHENISH COMPLEX		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	1	1	1
RISK MANAGEMENT		Employee related Cost	PO_0149	Good Governance and Compliance	1 208	1 290	1 377
RISK MANAGEMENT		Procurement Reforms and Fighting Corruption	PO_0128	Good Governance and Compliance	362	369	376
ROADS		COVID 19 Expenditure	PO_0103	Safe Valley	20	20	20
ROADS		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	44 716	45 834	46 751
ROADS		Employee related Cost	PO_0149	Good Governance and Compliance	20 228	21 653	23 179
ROADS		IG: ROADS AND STORMWATER	EPWP042	Dignified Living	384	–	–

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
ROADS		Municipal Running Cost	PO_MUN	Good Governance and Compliance	949	1 026	1 047
ROADS		RnM C: Roads Infrastructure: Road Furniture: Road	PO_0037	Dignified Living	53	54	55
ROADS		RnM P: Roads Infrastructure: Road Furniture: Road	PO_0036	Dignified Living	1 066	1 088	1 110
ROADS		RnM P: Roads Infrastructure: Roads: Land	PO_0018	Dignified Living	7 520	7 874	8 244
ROADS		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	440	484	494
SECRETARIATE & ADMINISTRATION		Employee related Cost	PO_0149	Good Governance and Compliance	5 364	5 742	6 147
SECRETARIATE & ADMINISTRATION		Municipal Running Cost	PO_MUN	Good Governance and Compliance	63	64	66
SECRETARIATE & ADMINISTRATION		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	19	20	21
SEWERAGE NETWORK		COVID 19 Expenditure	PO_0103	Safe Valley	4	4	4
SEWERAGE NETWORK		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	28 868	29 590	30 181
SEWERAGE NETWORK		Employee related Cost	PO_0149	Good Governance and Compliance	15 075	16 141	17 283
SEWERAGE NETWORK		Finance Charges	PO_0155	Good Governance and Compliance	23 302	25 466	22 793
SEWERAGE NETWORK		Gains or Losses	PD-0032	Good Governance and Compliance	2 759	2 483	2 235
SEWERAGE NETWORK		Municipal Running Cost	PO_MUN	Good Governance and Compliance	7 187	7 416	7 664
SEWERAGE NETWORK		RnM P: Sanitation Infrastructure: Outfall Sewers:	PO_0022	Dignified Living	2 888	3 024	3 166
SEWERAGE NETWORK		RnM P: Sanitation Infrastructure: Waste Water Trea	PO_0024	Dignified Living	978	998	1 018
SEWERAGE NETWORK		RnM P: Sanitation Infrastructure: Waste Water Trea	PO_0038	Dignified Living	154	158	162
SEWERAGE PUMP STATIONS		Drinking Water Quality	PO_0097	Dignified Living	245	250	255
SEWERAGE PUMP STATIONS		Municipal Running Cost	PO_MUN	Good Governance and Compliance	935	1 016	1 036

Municipal Vote/Operational project R thousand	Ref 4	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
SEWERAGE PUMP STATIONS		RnM P: Sanitation Infrastructure: Outfall Sewers:	PO_0022	Dignified Living	1 634	1 710	1 791
SEWERAGE PUMP STATIONS		RnM P: Sanitation Infrastructure: Waste Water Trea	PO_0038	Dignified Living	413	430	447
SEWERAGE PURIFICATION FRANSCHH		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	152	156	159
SEWERAGE PURIFICATION FRANSCHH		Drinking Water Quality	PO_0097	Dignified Living	125	127	130
SEWERAGE PURIFICATION FRANSCHH		Employee related Cost	PO_0149	Good Governance and Compliance	647	693	742
SEWERAGE PURIFICATION FRANSCHH		RnM P: Sanitation Infrastructure: Waste Water Trea	PO_0038	Dignified Living	264	276	289
SEWERAGE PURIFICATION KLAPMUTS		Drinking Water Quality	PO_0097	Dignified Living	128	131	133
SEWERAGE PURIFICATION KLAPMUTS		Municipal Running Cost	PO_MUN	Good Governance and Compliance	281	287	293
SEWERAGE PURIFICATION KLAPMUTS		RnM P: Sanitation Infrastructure: Waste Water Trea	PO_0038	Dignified Living	594	620	647
SEWERAGE PURIFICATION STELLENB		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	5 490	5 599	5 711
SEWERAGE PURIFICATION STELLENB		COVID 19 Expenditure	PO_0103	Safe Valley	4	4	4
SEWERAGE PURIFICATION STELLENB		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	2 161	2 215	2 260
SEWERAGE PURIFICATION STELLENB		Drinking Water Quality	PO_0097	Dignified Living	625	638	651
SEWERAGE PURIFICATION STELLENB		Employee related Cost	PO_0149	Good Governance and Compliance	28 105	30 078	32 190
SEWERAGE PURIFICATION STELLENB		Municipal Running Cost	PO_MUN	Good Governance and Compliance	6 303	6 574	6 631
SEWERAGE PURIFICATION STELLENB		Occupational Health and Safety	PO_0125	Good Governance and Compliance	102	104	106
SEWERAGE PURIFICATION STELLENB		RnM C: Transport Assets	PO_0058	Good Governance and Compliance	5 100	5 202	5 306
SEWERAGE PURIFICATION STELLENB		RnM P: Sanitation Infrastructure: Waste Water Trea	PO_0024	Dignified Living	1 184	1 240	1 298
SEWERAGE PURIFICATION STELLENB		RnM P: Sanitation Infrastructure: Waste Water Trea	PO_0038	Dignified Living	893	935	979

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
SEWERAGE PURIFICATION STELLENB		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	112	114	117
SEWERAGE TREATMENT PNIEL & OTH		COVID 19 Expenditure	PO_0103	Safe Valley	0	0	0
SEWERAGE TREATMENT PNIEL & OTH		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	0	0	0
SEWERAGE TREATMENT PNIEL & OTH		Drinking Water Quality	PO_0097	Dignified Living	118	121	123
SEWERAGE TREATMENT PNIEL & OTH		Municipal Running Cost	PO_MUN	Good Governance and Compliance	2 189	2 234	2 278
SEWERAGE TREATMENT PNIEL & OTH		Occupational Health and Safety	PO_0125	Good Governance and Compliance	31	31	32
SEWERAGE TREATMENT PNIEL & OTH		RnM C: Sanitation Infrastructure: Waste Water Trea	PO_0025	Dignified Living	40	40	41
SEWERAGE TREATMENT PNIEL & OTH		RnM P: Sanitation Infrastructure: Waste Water Trea	PO_0024	Dignified Living	622	639	656
SEWERAGE TREATMENT PNIEL & OTH		RnM P: Sanitation Infrastructure: Waste Water Trea	PO_0038	Dignified Living	422	441	462
SEWERAGE TREATMENT PNIEL & OTH		(blank)	(blank)	Good Governance and Compliance	3 000	3 000	3 000
SEWERE PURIFICATION:RURALW/H		Drinking Water Quality	PO_0097	Dignified Living	129	132	135
SEWERE PURIFICATION:RURALW/H		Employee related Cost	PO_0149	Good Governance and Compliance	294	315	338
SEWERE PURIFICATION:RURALW/H		Municipal Running Cost	PO_MUN	Good Governance and Compliance	904	923	941
SEWERE PURIFICATION:RURALW/H		Occupational Health and Safety	PO_0125	Good Governance and Compliance	20	21	21
SEWERE PURIFICATION:RURALW/H		RnM P: Sanitation Infrastructure: Outfall Sewers:	PO_0022	Dignified Living	347	357	367
SEWERE PURIFICATION:RURALW/H		RnM P: Sanitation Infrastructure: Waste Water Trea	PO_0038	Dignified Living	221	232	243
SIDEWALKS & CYCLE PATHS		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	4 460	4 571	4 663
SIDEWALKS & CYCLE PATHS		Employee related Cost	PO_0149	Good Governance and Compliance	2 973	3 182	3 405
SIDEWALKS & CYCLE PATHS		Municipal Running Cost	PO_MUN	Good Governance and Compliance	198	214	221

Municipal Vote/Operational project R thousand	Ref 4	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
SIDEWALKS & CYCLE PATHS		RnM P: Roads Infrastructure: Roads: Pavements	PO_0020	Dignified Living	525	549	573
SIDEWALKS & CYCLE PATHS		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	55	61	62
SIDEWALKS & CYCLE PATHS		Transport Month	PO_0113	Good Governance and Compliance	20	21	21
SPECIAL RATING AREA - JONKERSH		Municipal Running Cost	PO_MUN	Good Governance and Compliance	6 548	6 679	6 812
SPECIAL RATING AREA - TECHNOPA		Municipal Running Cost	PO_MUN	Good Governance and Compliance	3 337	3 404	3 472
SPORTS GROUNDS: CLOETESVILLE		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	-	-	-
SPORTS GROUNDS: CLOETESVILLE		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	37	38	39
SPORTS GROUNDS: CLOETESVILLE		Municipal Running Cost	PO_MUN	Good Governance and Compliance	402	414	422
SPORTS GROUNDS: CLOETESVILLE		RnM P: Community Assets: Sport and Recreation Faci	PO_0062	Dignified Living	30	30	31
SPORTS GROUNDS: CLOETESVILLE		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	22	24	25
SPORTS GROUNDS: GROENDAL		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	18	19	19
SPORTS GROUNDS: GROENDAL		COVID 19 Expenditure	PO_0103	Safe Valley	1	1	1
SPORTS GROUNDS: GROENDAL		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	51	52	53
SPORTS GROUNDS: GROENDAL		Municipal Running Cost	PO_MUN	Good Governance and Compliance	36	37	38
SPORTS GROUNDS: IDAS VALLEY		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	84	85	87
SPORTS GROUNDS: IDAS VALLEY		COVID 19 Expenditure	PO_0103	Safe Valley	45	46	47
SPORTS GROUNDS: IDAS VALLEY		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	3 746	3 840	3 917
SPORTS GROUNDS: IDAS VALLEY		Municipal Running Cost	PO_MUN	Good Governance and Compliance	324	334	341
SPORTS GROUNDS: IDAS VALLEY		RnM P: Community Assets: Sport and Recreation Faci	PO_0062	Dignified Living	21	22	22

Municipal Vote/Operational project R thousand	Ref 4	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
SPORTS GROUNDS: JAMESTOWN		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	23	23	24
SPORTS GROUNDS: JAMESTOWN		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	59	60	62
SPORTS GROUNDS: JAMESTOWN		Municipal Running Cost	PO_MUN	Good Governance and Compliance	41	42	43
SPORTS GROUNDS: JAMESTOWN		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	4	4	4
SPORTS GROUNDS: KAYAMANDI		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	32	32	33
SPORTS GROUNDS: KAYAMANDI		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	135	138	141
SPORTS GROUNDS: KAYAMANDI		Municipal Running Cost	PO_MUN	Good Governance and Compliance	12	13	13
SPORTS GROUNDS: KAYAMANDI		RnM P: Community Assets: Sport and Recreation Faci	PO_0062	Dignified Living	20	20	21
SPORTS GROUNDS: KAYAMANDI		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	3	4	4
SPORTS GROUNDS: KLAPMUTS		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	31	32	32
SPORTS GROUNDS: KLAPMUTS		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	28	28	29
SPORTS GROUNDS: KLAPMUTS		Municipal Running Cost	PO_MUN	Good Governance and Compliance	76	78	79
SPORTS GROUNDS: KLAPMUTS		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	8	9	9
SPORTS GROUNDS: KYLEMORE		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	40	41	42
SPORTS GROUNDS: KYLEMORE		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	117	120	122
SPORTS GROUNDS: KYLEMORE		Municipal Running Cost	PO_MUN	Good Governance and Compliance	61	63	64
SPORTS GROUNDS: KYLEMORE		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	16	17	17
SPORTS GROUNDS: KYLEMORE		RnM P: Community Assets: Sport and Recreation Faci	PO_0062	Dignified Living	19	19	20
SPORTS GROUNDS: LANQUEDOC		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	22	23	23

Municipal Vote/Operational project R thousand	Ref 4	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
SPORTS GROUNDS: PNIEL		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	77	78	80
SPORTS GROUNDS: PNIEL		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	28	29	29
SPORTS GROUNDS: PNIEL		Employee related Cost	PO_0149	Good Governance and Compliance	3 944	4 223	4 522
SPORTS GROUNDS: PNIEL		Municipal Running Cost	PO_MUN	Good Governance and Compliance	123	127	130
SPORTS GROUNDS: PNIEL		RnM P: Community Assets: Sport and Recreation Faci	PO_0062	Dignified Living	14	15	15
SPORTS GROUNDS: PNIEL		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	35	39	39
SPORTS GROUNDS: RAITHBY		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	14	14	15
SPORTS GROUNDS: RAITHBY		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	13	13	13
SPORTS GROUNDS: RAITHBY		Municipal Running Cost	PO_MUN	Good Governance and Compliance	281	287	292
SPORTS GROUNDS: RURAL		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	36	36	37
SPORTS GROUNDS: RURAL		Municipal Running Cost	PO_MUN	Good Governance and Compliance	7	7	7
SPORTS GROUNDS: VAN DER STEL		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	51	52	53
SPORTS GROUNDS: VAN DER STEL		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	3 891	3 989	4 068
SPORTS GROUNDS: VAN DER STEL		Employee related Cost	PO_0149	Good Governance and Compliance	6 929	7 417	7 939
SPORTS GROUNDS: VAN DER STEL		EPWP Sport Admin	EPWP029	Dignified Living	69	-	-
SPORTS GROUNDS: VAN DER STEL		EPWP SPORT FACILITY ASSISTANTS	EPWP014	Dignified Living	96	-	-
SPORTS GROUNDS: VAN DER STEL		Municipal Running Cost	PO_MUN	Good Governance and Compliance	976	999	1 019
SPORTS GROUNDS: VAN DER STEL		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	811	828	844
SPORTS GROUNDS: VAN DER STEL		RnM P: Community Assets: Sport and Recreation Faci	PO_0062	Dignified Living	31	32	32

Municipal Vote/Operational project R thousand	Ref 4	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
SPORTS GROUNDS: VAN DER STEL		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	110	121	123
SPORTS GROUNDS: VAN DER STEL		Sport Development:Spaces for Sport	PO_0137	Dignified Living	92	94	96
STORMWATER		COVID 19 Expenditure	PO_0103	Safe Valley	3	3	3
STORMWATER		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	9 429	9 665	9 858
STORMWATER		Employee related Cost	PO_0149	Good Governance and Compliance	9 089	9 734	10 424
STORMWATER		Municipal Running Cost	PO_MUN	Good Governance and Compliance	265	300	306
STORMWATER		RnM P: Storm water Infrastructure: Attenuation: Dr	PO_0026	Dignified Living	1 289	1 345	1 403
STORMWATER		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	55	61	62
STREET BEAUTIFICATION		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	255	260	265
STREET BEAUTIFICATION		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	386	396	404
STREET BEAUTIFICATION		Employee related Cost	PO_0149	Good Governance and Compliance	4 973	5 327	5 707
STREET BEAUTIFICATION		Environmental:Nursery	PO_0109	Green and Sustainable Valley	826	843	860
STREET BEAUTIFICATION		Municipal Running Cost	PO_MUN	Good Governance and Compliance	337	344	351
STREET TREES		COVID 19 Expenditure	PO_0103	Safe Valley	2	2	2
STREET TREES		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	6	6	6
STREET TREES		Employee related Cost	PO_0149	Good Governance and Compliance	1 973	2 114	2 266
STREET TREES		Environmental: Catchment and Forestry	PO_0105	Green and Sustainable Valley	1 591	1 623	1 655
STREET TREES		Environmental:Environmental Health	PO_0108	Green and Sustainable Valley	165	173	181
STREET TREES		Environmental:Nursery	PO_0109	Green and Sustainable Valley	1 581	1 613	1 645

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
STREET TREES		Municipal Running Cost	PO_MUN	Good Governance and Compliance	471	493	503
STREET TREES		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	186	205	209
SUPPLY CHAIN MANAGEMENT UNIT		COVID 19 Expenditure	PO_0103	Safe Valley	1	1	1
SUPPLY CHAIN MANAGEMENT UNIT		Employee related Cost	PO_0149	Good Governance and Compliance	9 911	10 595	11 328
SUPPLY CHAIN MANAGEMENT UNIT		Gains or Losses	PD-0032	Good Governance and Compliance	-	-	-
SUPPLY CHAIN MANAGEMENT UNIT		IG : Supply Chain Management	EPWP037	Dignified Living	171	-	-
SUPPLY CHAIN MANAGEMENT UNIT		Municipal Running Cost	PO_MUN	Good Governance and Compliance	198	202	206
SUPPLY CHAIN MANAGEMENT UNIT		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	0	1	1
SUPPLY CHAIN MANAGEMENT UNIT		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	6	7	7
TOWN DEVELOPMENT		Employee related Cost	PO_0149	Good Governance and Compliance	6 540	6 993	7 478
TOWN DEVELOPMENT		Municipal Running Cost	PO_MUN	Good Governance and Compliance	63	64	65
TOWN DEVELOPMENT		Risk Management	PO_0142	Good Governance and Compliance	420	428	437
TOWN DEVELOPMENT		Workshops, Seminars and Subject Matter Training	PO_0084	Good Governance and Compliance	2	2	2
TOWN HALL: FRANSCHHOEK		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	4	4	4
TOWN HALL: FRANSCHHOEK		Employee related Cost	PO_0149	Good Governance and Compliance	1 257	1 343	1 434
TOWN HALL: STELLENBOSCH		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	16	17	17
TOWN HALL: STELLENBOSCH		COVID 19 Expenditure	PO_0103	Safe Valley	5	5	5
TOWN HALL: STELLENBOSCH		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	169	173	176
TOWN HALL: STELLENBOSCH		Employee related Cost	PO_0149	Good Governance and Compliance	3 165	3 385	3 620

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
TOWN HALL: STELLENBOSCH		EPWP ASSISTANT AT MUNICIPAL HALLS	EPWP015	Dignified Living	-	-	-
TOWN HALL: STELLENBOSCH		Municipal Properties	PO_0124	Valley of Possibility	32	32	33
TOWN HALL: STELLENBOSCH		Municipal Running Cost	PO_MUN	Good Governance and Compliance	528	542	553
TOWN HALL: STELLENBOSCH		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	28	30	31
TOWN HALL: STELLENBOSCH		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	6	6	6
TOWN PLANNING		Employee related Cost	PO_0149	Good Governance and Compliance	11 993	12 822	13 708
TOWN PLANNING		Feasibility Studies	PO_0140	Good Governance and Compliance	364	371	379
TOWN PLANNING		Functions and Events:Special Events and Functions	PO_0114	Good Governance and Compliance	61	62	64
TOWN PLANNING		Municipal Planning Tribunal	PO_0157	Good Governance and Compliance	245	250	255
TOWN PLANNING		Municipal Running Cost	PO_MUN	Good Governance and Compliance	105	108	110
TOWN PLANNING		Workshops, Seminars and Subject Matter Training	PO_0084	Good Governance and Compliance	16	17	17
TRAFFIC ENGINEERING		COVID 19 Expenditure	PO_0103	Safe Valley	5	5	6
TRAFFIC ENGINEERING		Employee related Cost	PO_0149	Good Governance and Compliance	5 337	5 709	6 107
TRAFFIC ENGINEERING		Municipal Running Cost	PO_MUN	Good Governance and Compliance	496	525	535
TRAFFIC ENGINEERING		RnM C: Roads Infrastructure: Roads: Pavements	PO_0021	Dignified Living	3 723	3 797	3 873
TRAFFIC ENGINEERING		RnM P: Maintenance and Construction of Transport I	PO_0172	Dignified Living	345	345	350
TRAFFIC ENGINEERING		RnM P: Roads Infrastructure: Road Furniture: Road	PO_0036	Dignified Living	524	548	574
TRAFFIC ENGINEERING		RnM P: Roads Infrastructure: Roads: Earthworks	PO_0016	Dignified Living	6 387	6 687	7 002
TRAFFIC ENGINEERING		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	102	104	106

Municipal Vote/Operational project	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand	4						
TRAFFIC SERVICES: LICENSING		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	36	37	37
TRAFFIC SERVICES: LICENSING		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	1 266	1 297	1 323
TRAFFIC SERVICES: LICENSING		Employee related Cost	PO_0149	Good Governance and Compliance	5 705	6 099	6 521
TRAFFIC SERVICES: LICENSING		Integrated Public Transport Network	PO_0121	Valley of Possibility	11 846	12 083	13 378
TRAFFIC SERVICES: LICENSING		Municipal Running Cost	PO_MUN	Good Governance and Compliance	5 198	5 352	5 459
TRAFFIC SERVICES: LICENSING		Occupational Health and Safety	PO_0125	Good Governance and Compliance	34	35	36
TRAFFIC SERVICES: LICENSING		Parking Marshalls	PO-0175	Good Governance and Compliance	-	-	-
TRAFFIC SERVICES: LICENSING		Peace Officers	PO_0133	Safe Valley	2 432	2 607	2 794
TRAFFIC SERVICES: LICENSING		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	44	46	48
TRAFFIC SERVICES: LICENSING		RnM P: Machinery and Equipment	PO_0080	Good Governance and Compliance	563	574	586
TRAFFIC SERVICES: LICENSING		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	793	872	890
TRAFFIC SERVICES: LICENSING		TRAFFIC SERVICES :PARKING MARSHALLS / SCHOLAR SAFE	EPWP019	Dignified Living	3 368	-	-
TRAFFIC SERVICES:TRAFFIC CONTR		Employee related Cost	PO_0149	Good Governance and Compliance	19 094	20 406	21 809
TRAFFIC SERVICES:TRAFFIC CONTR		Gains or Losses	PD-0032	Good Governance and Compliance	10 938	9 844	8 860
TRAFFIC SERVICES:TRAFFIC CONTR		Municipal Running Cost	PO_MUN	Good Governance and Compliance	76 700	78 434	80 203
TRANSFER STATION KLAPMUTS		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	33 800	35 800	-
WATER FILTRATION IDAS VALLEY		COVID 19 Expenditure	PO_0103	Safe Valley	1	1	1
WATER FILTRATION IDAS VALLEY		Drinking Water Quality	PO_0097	Dignified Living	1 122	1 144	1 167
WATER FILTRATION IDAS VALLEY		Employee related Cost	PO_0149	Good Governance and Compliance	6 001	6 425	6 879

Municipal Vote/Operational project R thousand	Ref 4	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
WATER FILTRATION IDAS VALLEY		Municipal Running Cost	PO_MUN	Good Governance and Compliance	135	139	142
WATER FILTRATION IDAS VALLEY		RnM P: Water Supply Infrastructure: Water Treatmen	PO_0032	Dignified Living	80	83	87
WATER FILTRATION IDAS VALLEY		RnM P: Water Supply Infrastructure: Water Treatmen	PO_0044	Dignified Living	2 179	2 260	2 343
WATER FILTRATION PARADYSKLOOF		COVID 19 Expenditure	PO_0103	Safe Valley	2	2	2
WATER FILTRATION PARADYSKLOOF		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	31	31	32
WATER FILTRATION PARADYSKLOOF		Drinking Water Quality	PO_0097	Dignified Living	306	312	318
WATER FILTRATION PARADYSKLOOF		Employee related Cost	PO_0149	Good Governance and Compliance	1 598	1 711	1 832
WATER FILTRATION PARADYSKLOOF		Municipal Running Cost	PO_MUN	Good Governance and Compliance	1 829	2 305	2 351
WATER FILTRATION PARADYSKLOOF		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	55	61	62
WATER FILTRATION PARADYSKLOOF		RnM P: Water Supply Infrastructure: Water Treatmen	PO_0034	Dignified Living	2 502	2 559	2 618
WATER FILTRATION PARADYSKLOOF		RnM P: Water Supply Infrastructure: Water Treatmen	PO_0044	Dignified Living	317	332	347
WATER FILTRATION PARADYSKLOOF		THEEWATERSKLOOF WATER	PO_0101	Dignified Living	2 216	2 327	2 443
WATER LABORATORY		City Cleanliness and Clean-up:Clean-up Actions	PO_0085	Valley of Possibility	71	73	74
WATER LABORATORY		Municipal Running Cost	PO_MUN	Good Governance and Compliance	1 104	1 127	1 150
WATER LABORATORY		Occupational Health and Safety	PO_0125	Good Governance and Compliance	13	13	13
WATER LABORATORY		RnM P: Water Supply Infrastructure: Water Treatmen	PO_0034	Dignified Living	39	41	43
WATER NETWORK		COCT Water	PO_0100	Dignified Living	23 697	24 171	24 654
WATER NETWORK		COVID 19 Expenditure	PO_0103	Safe Valley	220	224	229
WATER NETWORK		Department of Water Affairs	PO_0098	Dignified Living	7 344	7 491	7 641

Municipal Vote/Operational project R thousand	Ref	Program/Project description	Project number	IDP Goal code 2	2023/24 Medium Term Revenue & Expenditure Framework		
					Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
WATER NETWORK	4	Depreciation and asset impairment	PO_0154	Good Governance and Compliance	25 038	25 664	26 178
WATER NETWORK		Employee related Cost	PO_0149	Good Governance and Compliance	24 550	26 271	28 114
WATER NETWORK		Finance Charges	PO_0155	Good Governance and Compliance	12 652	13 142	17 414
WATER NETWORK		Gains or Losses	PD-0032	Good Governance and Compliance	13 111	11 800	10 620
WATER NETWORK		Municipal Running Cost	PO_MUN	Good Governance and Compliance	18 245	18 701	19 074
WATER NETWORK		Research and Development	PO_0134	Good Governance and Compliance	530	541	552
WATER NETWORK		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	440	484	494
WATER NETWORK		RnM P: Water Supply Infrastructure: Bulk Mains: Pi	PO_0030	Dignified Living	4 558	4 772	4 996
WATER NETWORK		RnM P: Water Supply Infrastructure: Water Treatment	PO_0034	Dignified Living	1 719	1 800	1 885
WATER NETWORK		WASTE WATER TREATMENT & NETWORK SITES	EPWP021	Dignified Living	-	-	-
WORKSHOP		Depreciation and asset impairment	PO_0154	Good Governance and Compliance	254	260	265
WORKSHOP		Employee related Cost	PO_0149	Good Governance and Compliance	545	583	623
WORKSHOP		Municipal Running Cost	PO_MUN	Good Governance and Compliance	133	137	139
WORKSHOP		RnM C: Furniture and Office Equipment	PO_0054	Good Governance and Compliance	95	99	104
WORKSHOP		RnM P: Transport Assets	PO_0059	Good Governance and Compliance	8	9	9
Parent operational expenditure		1				2 276 266	2 454 413

Q: QUALITY CERTIFICATE

I, Geraldine Mettler, Municipal Manager of the Stellenbosch Municipality, hereby certify that the annual 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 annual budget and supporting documents are consistent with the Integrated Development Plan of the municipality.

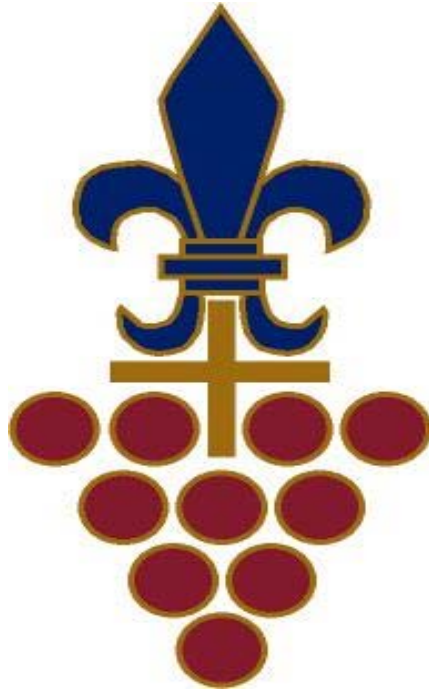
Name: Geraldine Mettler

Municipal Manager of Stellenbosch Municipality

Signature _____

Date _____

STELLENBOSCH MUNICIPALITY



**MONTHLY HOUSEHOLD AND BUSINESS
ACCOUNTS SCENARIOS**

2023/2024

MONTHLY HOUSEHOLD AND BUSINESS ACCOUNTS SCENARIOS BY MEANS OF RANDOM SAMPLE

SMALL HOUSEHOLD (NON- INDIGENT)		600202000	Erf 36	Monthly Account	Exc Vat	
					2022/2023	2023/2024
Stand - sq.m	416			Property Rates	-	-
Buildings - sq.m	57			Electricity - Units	395.16	464.75
				Electricity - Basic	-	-
Elec. - Kwh/pm (Dom 2)	237			Water	102.36	108.48
Electricity-Basic	Dom 2** Pre-paid			Water Basic	78.25	82.95
Water - Kl./pm (Normal)	12			Sewerage	183.55	195.48
Water-Basic	Domestic			Refuse Removal	248.08	270.41
Valuation	216 000					
Free Water	0			A/c Excluding VAT	1 007.40	1 122.07
Free Elec.	0			% Increase		11.38%
				Effect on Municipal account		114.67

SMALL HOUSEHOLD (NON- INDIGENT)		600202000	Erf 36	Monthly Account	2022/2023		2023/2024	
					Stand - sq.m	416		
Buildings - sq.m	57			Electricity - Units	393.59	462.90		
				Electricity - Basic	229.69	270.14		
Elec. - Kwh/pm (Dom 2)	237			Water	206.58	219.00		
Electricity-Basic	Dom 4** Credit meter			Water Basic	78.25	82.95		
Water - Kl./pm (Normal)	18			Sewerage	183.55	195.48		
Water-Basic	Domestic			Refuse Removal	248.08	270.41		
Valuation	216 000							
Free Water	0			A/c Excluding VAT	1 339.73	1 500.87		
Free Elec.	0			% Increase		12.03%		
				Effect on Municipal account		161.14		

MEDIUM HOUSEHOLD		10964150	Erf 7018	Monthly Account	Exc Vat	
					2022/2023	2023/2024
Stand - sq.m	626			Property Rates	339.08	361.17
Buildings - sq.m (Dom 2)	189			Electricity - Units	1 238.58	1 456.70
Elec. - Kwh/pm	598			Water	395.82	419.59
Electricity-Basic	Dom 2- No Basic Fee			Water Basic	78.25	82.95
Water - Kl./pm (Normal)	25			Sewerage	229.53	244.44
Water-Basic	Domestic			Refuse Removal	248.08	270.41
Valuation	1 105 000			A/c Excluding VAT	2 529.33	2 835.26
Free Water	0			% Increase		12.10%
Free Elec.	0			Effect on Municipal account		305.93

LARGE HOUSEHOLD		70270004	Erf 1480	Monthly Account	Exc Vat	
					2022/2023	2023/2024
Stand - sq.m		1255		Property Rates	3 162.75	3 368.77
Buildings - sq.m		293		Electricity - Basic	229.69	270.14
Elec. - Kwh/pm		791		Electricity - Units	1 793.08	2 108.84
Electricity-Basic		Dom 4**Credit meter		Electricity Demand Levy	-	-
Water - Kl./pm (Normal)		70		Water	3 098.22	3 284.29
Water-Basic		Domestic		Water Basic	78.25	82.95
Valuation		7 990 000		Sewerage	327.01	348.26
Free Water		0		Refuse Removal	248.08	270.41
Free Elec.		0		A/c Excluding VAT	8 937.08	9 733.67
				% Increase		8.91%
				Effect on Municipal account		796.58

LARGE HOUSEHOLD		150540005	Erf 2401	Monthly Account	Exc Vat	
					2022/2023	2023/2024
Stand - sq.m		520		Property Rates	1 784.63	1 900.88
Buildings - sq.m		186		Electricity - Basic	229.69	270.14
Elec. - Kwh/pm		791		Electricity - Units	1 793.08	2 108.84
Electricity-Basic		Dom 4**Credit meter		Electricity Demand Levy	-	-
Water - Kl./pm (Normal)		70		Water	3 098.22	3 284.29
Water-Basic		Domestic		Water Basic	78.25	82.95
Valuation		4 750 000		Sewerage	206.77	220.21
Free Water		0		Refuse Removal	248.08	270.41
Free Elec.		0		A/c Excluding VAT	7 438.72	8 137.71
				% Increase		9.40%
				Effect on Municipal account		698.99

SMALL BUSINESS		441930003	Erf 8721	Monthly Account	Exc Vat	
					2022/2023	2023/2024
Stand - sq.m		500		Property Rates	2 169.31	2 310.42
Buildings - sq.m		411		Electricity - Basic	394.14	463.55
Elec. - Kwh/pm		783		Electricity - Units	2 193.50	2 579.75
Electricity-Basic		Regular PP Com 3		Electricity Demand Levy	-	-
Water - Kl./pm (Normal)		9		Water	222.57	235.89
Water-Basic		Other		Water Basic	89.64	95.02
Valuation		2 605 000		Sewerage (ADD17 x3)	830.19	884.15
Free Water		0		Refuse Removal	880.24	959.46
Free Elec.		0		A/c Excluding VAT	6 779.59	7 528.24
				% Increase		11.04%
				Effect on Municipal account		748.65

INDUSTRIAL

IND 2

341000004/107

Erf 6284 Monthly Account

Stand - sq.m	252740
Buildings - sq.m	76 054
Elec. - Kwh/pm	664319
Electricity-Basic	IND 2 /2581/2581
Water - Kl./pm (Normal)	12453
Water-Basic	Other
Valuation	224 654 000
Free Water	0
Free Elec.	0

A2 = 14241
A17 = 89
A20 = 6

Exc Vat	
2022/2023	2023/2024
Property Rates	187 080.62
Electricity - Basic	4 564.69
Electricity - Units	841 426.45
Electricity Demand Levy	985 116.08
Water	307 962.69
Water Basic	89.64
Sewerage (A2+A17+A20)	42 541.28
Refuse Removal (5)	4 401.20
A/c Excluding VAT	2 373 182.65
% Increase	15.01%
Effect on Municipal account	356 177.39

Time of Use (Medium Voltage)

341000004/107

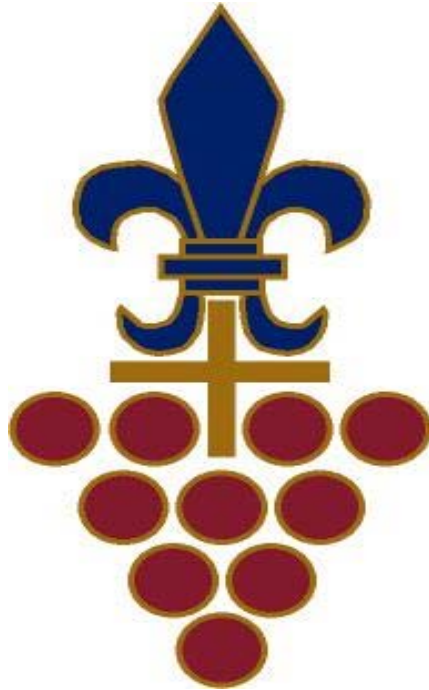
Erf 6284 Monthly Account

Stand - sq.m	252740
Buildings - sq.m	76 054
Peak	187842
Standard	502191
Off-Peak	438833
Demand	3001
Access	3500
Electricity-Basic	
Water - Kl./pm (Normal)	12453
Water-Basic	Other
Valuation	224 654 000
Free Water	0
Free Elec.	0

A2 = 14241
A17 = 89
A20 = 6

Exc Vat	
2022/2023	2023/2024
Property Rates	187 080.62
Electricity Units	371 607.83
Electricity Units	649 835.15
Electricity Units	425 624.13
Electricity Demand Max	190 233.39
Electricity Demand Access	210 980.00
Electricity - Basic	8 708.10
Water	307 962.69
Water Basic	89.64
Sewerage (A2+A17+A20)	42 541.28
Refuse Removal (5)	4 401.20
A/c Excluding VAT	2 399 064.03
% Increase	15.04%
Effect on Municipal account	360 802.22

STELLENBOSCH MUNICIPALITY



TARIFFS

2023/2024

TABLE OF CONTENT

RATES.....	1
WATER.....	2
SOLID WASTE.....	4
SEWERAGE	6

SUNDRIES

FINANCIAL SERVICES	8
COMMUNITY & PROTECTION SERVICES	9
INFRASTRUCTURE SERVICES	24
PLANNING & ECONOMIC DEVELOPMENT	41
PROPERTY MANAGEMENT.....	50

STELLENBOSCH MUNICIPALITY

PROPERTY TAX RATES FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024

For the applicable provisions refer to the approved Rates Policy and Special Rating Areas Policy of the Municipality

PROPERTY RATES:

Property rates are levied in terms of Section 14(1) of the Local Government : Municipal Property Rates Act 6 of 2004 (the MPRA)

Category of Property	Tariff
Residential	R 0.005068
Industrial	R 0.011150
Business and Commercial	R 0.010643
Agricultural	R 0.001267
Mining	R 0.011656
Public Service Purposes	R 0.010643
Public Service Infrastructure	R 0.001267
Public Benefit Organisation	R 0.001267
Heritage	R 0.004055
Vacant Residential	R 0.010136
Vacant Other (not Residential nor Agricultural)	R 0.020273
Multiple Use Purpose (Each Component is categorised and rated as per above)	Multi Tariff

SPECIAL RATING AREAS (SRA):

Additional rates, for each SRA as approved by Council, are levied in terms of Section 22(1) of the MPRA

Special Rating Area	Tariff (Excl VAT)	Tariff (Incl VAT)
Jonkershoek	R 0.0009296	R 0.001069
Technopark	R 0.001607	R 0.001848

Relief measures for Special Rating Areas may be granted according to the approved Special Rating Area Policy.

RELIEF MEASURES:

Relief Measures are generally described in paragraph 8 of approved Rates Policy, and will be granted according to the approved Rates Policy. This includes the specific undermentioned relief measures:

1. Gross Monthly Household Income (Qualifying Senior Citizens & Disabled Persons)

A rebate as per the table below may be granted as per paragraph 8.3 of the approved Rates Policy

Gross Monthly Household Income (Income bands)				% Rebate
Up to			R 8 000	100%
From	R 8 001	To	R 11 000	75%
From	R 11 001	To	R 13 000	50%
From	R 13 001	To	R 17 000	25%

2. Municipal Valuation Threshold

On qualifying residential properties, up to a maximum valuation of R 250 000, which amount includes the R15 000 as per Section 17(1)(h) of the MPRA and the R 235 000 Reduction granted as per paragraph 8.2.1(ii) of the approved Rates Policy.

3. Stellenbosch Special Rebates

A rebate of 20% may be granted as per paragraph 8.6 of the approved Rates Policy.

STELLENBOSCH MUNICIPALITY

WATER TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024
Applicable to services rendered from 1 July 2023

Monthly consumption	2022/2023										2023/2024									
	Normal consumption periods		10% Water restriction periods		20% Water restriction periods		30% Water restriction periods		40% Water restriction periods		Normal consumption periods		10% Water restriction periods		20% Water restriction periods		30% Water restriction periods		40% Water restriction periods	
	Amount Excl. VAT	UNIT	Amount Excl. VAT	UNIT	Amount Excl. VAT	UNIT	Amount Excl. VAT	UNIT	Amount Excl. VAT	UNIT	Amount Excl. VAT	UNIT	Amount Excl. VAT	UNIT	Amount Excl. VAT	UNIT	Amount Excl. VAT	UNIT	Amount Excl. VAT	UNIT
DOMESTIC																				
<i>Includes single residential erven as well as single residential erven managed by body corporates.</i>																				
0 kilolitres to 6 kilolitres	R 6.79	per kl.	R 6.79	per kl.	R 6.79	per kl.	R 6.79	per kl.	R 7.23	per kl.	R 7.19	per kl.	R 7.19	per kl.	R 7.19	per kl.	R 7.19	per kl.	R 7.66	per kl.
> 6 kilolitres to 12 kilolitres	R 10.27	per kl.	R 11.11	per kl.	R 11.27	per kl.	R 12.28	per kl.	R 13.28	per kl.	R 10.89	per kl.	R 11.77	per kl.	R 11.95	per kl.	R 13.01	per kl.	R 14.08	per kl.
> 12 kilolitres to 20 kilolitres	R 17.37	per kl.	R 20.95	per kl.	R 23.40	per kl.	R 28.41	per kl.	R 39.44	per kl.	R 18.42	per kl.	R 22.21	per kl.	R 24.80	per kl.	R 30.11	per kl.	R 41.80	per kl.
> 20 kilolitres to 25 kilolitres	R 30.90	per kl.	R 35.81	per kl.	R 38.72	per kl.	R 51.23	per kl.	R 71.55	per kl.	R 32.75	per kl.	R 37.96	per kl.	R 41.04	per kl.	R 54.30	per kl.	R 75.84	per kl.
> 25 kilolitres to 40 kilolitres	R 42.94	per kl.	R 47.70	per kl.	R 49.67	per kl.	R 71.93	per kl.	R 100.89	per kl.	R 45.52	per kl.	R 50.56	per kl.	R 52.65	per kl.	R 76.24	per kl.	R 106.95	per kl.
> 40 kilolitres to 70 kilolitres	R 68.61	per kl.	R 84.56	per kl.	R 96.06	per kl.	R 148.65	per kl.	R 228.71	per kl.	R 72.73	per kl.	R 89.64	per kl.	R 101.82	per kl.	R 157.57	per kl.	R 242.43	per kl.
70 kilolitres and above	R 107.39	per kl.	R 168.16	per kl.	R 221.94	per kl.	R 336.49	per kl.	R 451.04	per kl.	R 113.83	per kl.	R 178.25	per kl.	R 235.26	per kl.	R 356.68	per kl.	R 478.11	per kl.
DOMESTIC CLUSTER																				
<i>Refers to a cluster (block of flats) served by a single water connections</i>																				
0 kilolitres to 6 kilolitres	R 6.79	per kl.	R 6.39	per kl.	R 6.79	per kl.	R 6.79	per kl.	R 6.79	per kl.	R 7.19	per kl.	R 6.77	per kl.	R 7.19	per kl.	R 7.19	per kl.	R 7.19	per kl.
> 6 kilolitres to 12 kilolitres	R 10.27	per kl.	R 11.11	per kl.	R 11.27	per kl.	R 12.28	per kl.	R 13.28	per kl.	R 10.89	per kl.	R 11.77	per kl.	R 11.95	per kl.	R 13.01	per kl.	R 14.08	per kl.
> 12 kilolitres to 18 kilolitres	R 17.37	per kl.	R 20.95	per kl.	R 23.40	per kl.	R 28.41	per kl.	R 39.44	per kl.	R 18.42	per kl.	R 22.21	per kl.	R 24.80	per kl.	R 30.11	per kl.	R 41.80	per kl.
> 18 kilolitres to 25 kilolitres	R 30.90	per kl.	R 35.81	per kl.	R 38.72	per kl.	R 51.23	per kl.	R 71.55	per kl.	R 32.75	per kl.	R 37.96	per kl.	R 41.04	per kl.	R 54.30	per kl.	R 75.84	per kl.
Above 25 kilolitres	R 42.94	per kl.	R 47.70	per kl.	R 49.67	per kl.	R 71.93	per kl.	R 100.89	per kl.	R 45.52	per kl.	R 50.56	per kl.	R 52.65	per kl.	R 76.24	per kl.	R 106.95	per kl.
BUSINESS, COMMERCIAL AND INDUSTRIAL (Include University)	R 24.73	per kl.	R 32.95	per kl.	R 39.57	per kl.	R 54.41	per kl.	R 69.25	per kl.	R 26.21	per kl.	R 34.93	per kl.	R 41.94	per kl.	R 57.67	per kl.	R 73.40	per kl.
MUNICIPAL TARIFF FOR MUNICIPAL BUILDINGS AND ALL LEAKAGES																				
0 kilolitres to 20 kilolitres	R 10.85	per kl.	R 12.86	per kl.	R 14.16	per kl.	R 17.47	per kl.	R 20.77	per kl.	R 11.50	per kl.	R 13.63	per kl.	R 15.01	per kl.	R 18.52	per kl.	R 22.02	per kl.
> 21 kilolitres to 50 kilolitres	R 11.40	per kl.	R 13.33	per kl.	R 14.52	per kl.	R 17.65	per kl.	R 20.77	per kl.	R 12.08	per kl.	R 14.13	per kl.	R 15.39	per kl.	R 18.71	per kl.	R 22.02	per kl.
Above 50 kilolitres	R 12.39	per kl.	R 14.19	per kl.	R 15.18	per kl.	R 17.98	per kl.	R 20.77	per kl.	R 13.13	per kl.	R 15.04	per kl.	R 16.09	per kl.	R 19.06	per kl.	R 22.02	per kl.
MISCELLANEOUS AND ALL OTHER USERS (Schools, Sportbodies, Churches and Charity Organisations)	R 23.20	per kl.	R 24.41	per kl.	R 25.62	per kl.	R 28.05	per kl.	R 30.47	per kl.	R 24.59	per kl.	R 25.87	per kl.	R 27.16	per kl.	R 29.73	per kl.	R 32.30	per kl.
BASIC CHARGE																				
Domestic (per erven)	R 78.25		n/a		n/a		n/a		n/a		R 82.95		n/a		n/a		n/a		n/a	
Domestic cluster (per flat)	R 9.51		n/a		n/a		n/a		n/a		R 10.08		n/a		n/a		n/a		n/a	
All other (per erven)	R 89.64		n/a		n/a		n/a		n/a		R 95.02		n/a		n/a		n/a		n/a	
MASO																				
0 kilolitres to 24 kilolitres per household	R 1.54	per kl.	R 4.79	per kl.	R 7.95	per kl.	R 14.36	per kl.	R 20.77	per kl.	R 1.63	per kl.	R 5.08	per kl.	R 8.43	per kl.	R 15.22	per kl.	R 22.02	per kl.
25 kilolitres to 40 kilolitres per household	R 21.15	per kl.	R 27.54	per kl.	R 32.57	per kl.	R 43.98	per kl.	R 55.40	per kl.	R 22.42	per kl.	R 29.20	per kl.	R 34.52	per kl.	R 46.62	per kl.	R 58.72	per kl.
Above 40 kilolitres per household	R 22.98	per kl.	R 36.52	per kl.	R 48.56	per kl.	R 74.14	per kl.	R 99.72	per kl.	R 24.36	per kl.	R 38.71	per kl.	R 51.47	per kl.	R 78.59	per kl.	R 105.70	per kl.

STELLENBOSCH MUNICIPALITY

WATER TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024
 Applicable to services rendered from 1 July 2023

TREATED EFFLUENT WATER																				
Infrastructure provided by Council:																				
Irrigation	R 0.12	per kl.	n/a	n/a	n/a	n/a	n/a	n/a	R 0.13	per kl.	n/a	n/a	n/a	n/a	n/a	n/a				
Commercial / Industrial users / Domestic	R 5.06	per kl.	n/a	n/a	n/a	n/a	n/a	n/a	R 5.36	per kl.	n/a	n/a	n/a	n/a	n/a	n/a				
Schools	R 5.69	per kl.	n/a	n/a	n/a	n/a	n/a	n/a	R 6.03	per kl.	n/a	n/a	n/a	n/a	n/a	n/a				
Departmental	R 5.06	per kl.	n/a	n/a	n/a	n/a	n/a	n/a	R 5.36	per kl.	n/a	n/a	n/a	n/a	n/a	n/a				
Golf Clubs	R 5.06	per kl.	n/a	n/a	n/a	n/a	n/a	n/a	R 5.36	per kl.	n/a	n/a	n/a	n/a	n/a	n/a				
	R 5.06	per kl.	n/a	n/a	n/a	n/a	n/a	n/a	R 5.36	per kl.	n/a	n/a	n/a	n/a	n/a	n/a				
Infrastructure provided by User:																				
Irrigation	R 0.06	per kl.	n/a	n/a	n/a	n/a	n/a	n/a	R 0.06	per kl.	n/a	n/a	n/a	n/a	n/a	n/a				
Commercial / Industrial users / Domestic	R 1.39	per kl.	n/a	n/a	n/a	n/a	n/a	n/a	R 1.47	per kl.	n/a	n/a	n/a	n/a	n/a	n/a				
Schools	R 1.90	per kl.	n/a	n/a	n/a	n/a	n/a	n/a	R 2.01	per kl.	n/a	n/a	n/a	n/a	n/a	n/a				
Departmental	R 1.39	per kl.	n/a	n/a	n/a	n/a	n/a	n/a	R 1.47	per kl.	n/a	n/a	n/a	n/a	n/a	n/a				
Golf Clubs	R 1.39	per kl.	n/a	n/a	n/a	n/a	n/a	n/a	R 1.47	per kl.	n/a	n/a	n/a	n/a	n/a	n/a				
	R 1.39	per kl.	n/a	n/a	n/a	n/a	n/a	n/a	R 1.47	per kl.	n/a	n/a	n/a	n/a	n/a	n/a				
Current Agreements:																				
Special Users	As per agreement		As per agreement		As per agreement		As per agreement		As per Agreement		As per agreement		As per agreement		As per agreement					
BULK USERS																				
Water consumption for irrigation of sportsgrounds of schools, irrigation of Council property by sports clubs, as well as irrigation of parks and other grounds by Council's Departments. of Parks and Recreation:																				
To 2000 kilolitres	R 13.14	per kl	R 22.92	per kl	R 31.85	per kl	R 50.55	per kl	R 68.92	per kl	R 13.93	per kl	R 24.30	per kl	R 33.76	per kl	R 53.58	per kl	R 73.06	per kl
Above 2000 kilolitres	R 17.12	per kl	R 37.91	per kl	R 57.58	per kl	R 98.04	per kl	R 137.85	per kl	R 18.15	per kl	R 40.18	per kl	R 61.04	per kl	R 103.92	per kl	R 146.12	per kl
WATER AVAILABILITY FEE																				
	R 1 687.50	per annum									R 1 788.75	per annum								

STELLENBOSCH MUNICIPALITY

WASTE MANAGEMENT TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024
Applicable to services rendered from 1 July 2023

	SERVICES RENDERED	UNIT	COMMENTS	Tariff 2022/2023 (VAT Excl.)	Tariff 2023/2024 (VAT Excl.)
Residential Waste Collection (Households, Flats, Hostels, Retirement homes, Churches, Schools, Welfare Organisations, etc.)					
Definition: 1 refuse unit = 240ℓ = 3 standard refuse bags					
Indigent subsidy: A monthly subsidy (to be determined by Council) to be credited to a registered indigent consumer's account					
Black bags (only where wheelie bins have not been introduced and/or stolen or lost)					
	Single residential properties for indigent households.	per month	Account payable by property owner. Max 3 closed bags. No other extras. Service will cancel when 240ℓ bin is issued.	R 248.08	R 270.41
	Basic residential collection based on 3 standard refuse bags once per week - 1st refuse unit - One dwelling on erf	per month	Account payable by property owner. Max 3 closed bags. No other extras. Service will cancel when 240ℓ bin is issued.	R 248.08	R 270.41
	Basic residential collection based on 3 standard refuse bags per dwelling (1 refuse unit) for additional dwellings on same erf	per refuse unit per month	Account payable by property owner. Max 3 additional closed bags. No other extras. Per fixed arrangement - not variable. Service will cancel when 240ℓ bin is issued. At cluster housing, flats, etc. 1 refuse unit to be charged for every living unit (per month)	R 248.08	R 270.66
	Additional collection based on an additional 3 standard refuse bags once per week - 2nd refuse unit or more	per month	Account payable by property owner. Max 3 additional closed bags. No other extras. Per fixed arrangement - not variable. Service will cancel when 240ℓ bin is issued.	R 248.08	R 270.41
Mobile bins (240ℓ Wheelie bin)					
Black Bin (Black lid Black bin)					
	Basic residential collection based on 1 X 240ℓ per week - 1 st bin - one dwelling per erf	per month	Account payable by property owner. No extras beside bin. At cluster housing, flats, etc. (units to be charged per quantity of bins used. Only WC024 bins will be collected)	R 248.08	R 270.41
	Basic residential collection based on 1 X 240ℓ per week for additional dwellings on same erf	per refuse unit per month	Account payable by property owner. No extras beside bin. At cluster housing, flats, etc. Units to be charged per quantity of bins used. Only WC024 bins will be collected.	R 248.08	R 270.41
	Basic residential collection based on 1 X 240ℓ bin per week for additional dwellings	per refuse unit per month	Account payable by property owner. No extras beside bin. At cluster housing, flats, etc. Units to be charged per quantity of bins used. Only WC024 bins will be collected.	R 248.08	R 270.41
Blue Bin (Blue lid Black bin)					
	Three times per week removal with a blue lid 240ℓ refuse bin (sectional title, residential zoned i.e. Hostels, Flats, Old age/retirement villages - NOT HOUSEHOLDS)	Per add 240ℓ bin per month	Account payable by property owner. No extras beside bin. (Sectional title, residential zoned i.e. Hostels, Flats, Old age/retirement villages).(Businesses to be charged per quantity of bins)	R 880.24	R 959.46
Non Residential Waste Collections (Business and Commercial)					
Definition: 1 refuse unit = 240ℓ = 3 standard refuse bags					
Black bags (Only where Wheelie bins have not been introduced)					
	Collection based on three (3) standard refuse bags once (x1) per week	per month	Account payable by business owner. Max 3 closed bags. No other extras. `Black BAG Service will cancel when 240ℓ bin is issued.	R 293.41	R 319.82

	Collection based on 3 standard refuse bags 3 x per week - three refuse units per month	per month	Account payable by business owner. Max 3 closed bags. No other extras. Service will cancel when 240ℓ bin is issued.	R 880.24	R 959.46
	Additional collection based on additional refuse bags, once (x1) per week - measured in the number of additional refuse units ((3) standard refuse bags) per week	per month	Account payable by business owner. No other extras. Per fixed arrangement - not variable. Service will cancel when 240ℓ bin is issued.	R 293.41	R 319.82
	Additional collection based on an additional refuse bags, 3 x per week - measured in the number of additional refuse units (3 standard refuse bags) per week	per month	Account payable by business owner. No other extras. Per fixed arrangement - not variable. Service will cancel when 240ℓ bin is issued.	R 880.24	R 959.46
Mobile bins (240ℓ Wheelie bin)					
Blue Bin (Blue lid Black bin)					
	Collection based on 1 X 240ℓ once (x1) per week measured as one blue bin.	per month	Account payable by business owner. No other extras. Per fixed arrangement - not variable.	R 293.41	R 319.82
	Additional 240ℓ removal/s once per week - measured as the number of additional blue bins	per month	Account payable by business owner. No other extras. Per fixed arrangement - not variable.	R 293.41	R 319.82
	Collection based on 1 X 240ℓ three times per week measured as one blue bin.	per month	Account payable by business owner. No other extras. Per fixed arrangement - not variable.	R 880.24	R 959.46
	Additional 240ℓ removals three times per week - measured as the number of additional blue bins	per month	Account payable by business owner. No other extras. Per fixed arrangement - not variable.	R 880.24	R 959.46
Mobile bins (240ℓ Wheelie bin)					
Red Bin (Red lid Black Bin)					
	Collection based on 1 X 240ℓ five times per week measured as one red bin.	per month	Account payable by business owner. No other extras. Per fixed arrangement - not variable.	R 1 467.03	R 1 599.06
	Additional 240ℓ removals five times per week - measured as the number of additional blue bins	per month	Account payable by business owner. No other extras. Per fixed arrangement - not variable.	R 1 467.03	R 1 599.06
Charges and Levies					
	Solid Waste availability charge	per annum	Vacant erven and to all households, <u>farm dwellings</u> , businesses, flats, developments not making use of municipal collection services	R 1 556.36	R 1 696.43
Collection of garden waste					
	Collection of clean garden waste placed in green refuse bags.	per collection of a maximum of 6 refuse bags	Limited to household properties only	R 93.90	R 102.35
Cleaning of private erven					
	Hiring of plant, equipment and staff to clean private erf/ erven	per hour	Residents will be required to pay per hour for the clean-up operation of all general waste including green waste builder's rubble	R 1 296.00	R 1 412.64
	Disposal waste from cleaning operation	per ton	All waste will be transported and disposed of at a licenced waste disposal facility and will be charged per ton.	R 1 137.24	R 1 239.59

STELLENBOSCH MUNICIPALITY

SEWERAGE TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024 Applicable to services rendered from 1 July 2023

A. PROPERTIES UTILISED FOR DWELLING PURPOSES ONLY : (Residential Tariff)

Size of erf in m ²		Sewerage levy (Per annum)	
		2022/23 (Excl VAT)	2023/24 (Excl VAT)
0	- 250	R 1 716.69	R 1 828.28
251	- 500	R 2 202.56	R 2 345.72
501	- 600	R 2 481.23	R 2 642.51
601	- 700	R 2 754.30	R 2 933.33
701	- 800	R 3 030.13	R 3 227.09
801	- 900	R 3 305.71	R 3 520.58
901	- 1 000	R 3 579.16	R 3 811.80
Above	- 1 000	R 3 579.16	R 3 811.80
for each additional 500m ² or part thereof		R 344.94	R 367.36

Should there be more than one dwelling unit on a property, the area is divided equally by the number of dwellings and a levy is calculated for each such portion as if it constitutes a separate erf. The above formula is applied i.r.o. each portion.

B. ALL VACANT ERVEN : (Availability Tariff)

Size of erf in m ²		Sewerage availability levy (Per annum)	
		2022/23 (Excl VAT)	2023/24 (Excl VAT)
To	- 1 000	R 2 146.87	R 2 286.42
Above	- 1 000	R 2 777.66	R 2 958.20

C. ALL OTHER DEVELOPED ERVEN : (Non-residential Tariff - Only applicable in absence of industrial effluent agreement.)

Size of erf in m ²		Sewerage levy (Per annum)	
		2022/23 (Excl VAT)	2023/24 (Excl VAT)
0	- 500	R 2 243.97	R 2 389.82
501	- 1 000	R 2 596.05	R 2 764.79
1 001	- 1 500	R 2 903.27	R 3 091.98
1 501	- 2 000	R 3 560.80	R 3 792.25
2 001	- 3 000	R 4 617.74	R 4 917.89
3 001	- 4 000	R 5 540.71	R 5 900.85
4 001	- 5 000	R 6 201.31	R 6 604.39
5 001	- 7 500	R 7 587.95	R 8 081.17
7 501	- 10 000	R 8 840.46	R 9 415.09
10 001	- 15 000	R 10 881.99	R 11 589.32
15 001	- 20 000	R 12 532.03	R 13 346.61
Above	- 20 000	R 14 374.25	R 15 308.57

STELLENBOSCH MUNICIPALITY

SEWERAGE TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024 Applicable to services rendered from 1 July 2023

In addition to the above charges, the following fees, based on the area and usage of the buildings are payable

LEVIES BASED ON USAGE AND FLOOR AREAS OF BUILDINGS (Only applicable in absence of industrial effluent agreement.) (Per annum)

DESCRIPTION	AREA		SEWERAGE TARIFFS			REMARKS
			Code	2022/2023 Amount Excl VAT	2023/2024 Amount Excl VAT	
Use of buildings	Intervals (m²)					
a) Offices, Consulting rooms, Power-station, Ambulance station, Fire-station	To - 2 500 2 501 - 5 000 Above 5 000	ADD02	R 17.94 R 17.78 R 17.62	R 19.11 R 18.93 R 18.76	per m ² per m ² per m ²	
b) Halls for the purposes of letting, Cinemas, Theatres, Venues for Meetings	To - 2 500 2 501 - 5 000 5 001 - 10 000 Above 10 000	ADD03	R 17.94 R 17.78 R 17.62 R 17.45	R 19.11 R 18.93 R 18.76 R 18.59	per m ² per m ² per m ² per m ²	
c) Shops not included under (d)		ADD04	R 17.78	R 18.93	per m ²	
d) Fish shops, Greengrocer shops, Butcheries		ADD06	R 45.16	R 48.09	per m ²	Only applicable in absence of industrial effluent agreement.
e) Cafe's, Restaurants		ADD05	R 17.78	R 18.93	per m ²	Only applicable in absence of industrial effluent agreement.
f) Educational & Research buildings,		ADD07	R 17.78	R 18.93	per m ²	
g) Private hostels, Boarding homes, Hostels		ADD08	R 29.19	R 31.09	per m ²	
h) Licenced hotels, Guest-houses		ADD10	R 22.51	R 23.98	per m ²	
i) Hospitals, Prisons, Clinics, Old age and other homes, Hospices, Shelters		ADD09	R 29.19	R 31.09	per m ²	
j) Religious institutions, Sports clubs, Youth organisations, Libraries, Museums, Halls not for letting, Physical fitness centres, Health centres, Messes, Under cover parking		ADD12	R 801.69	R 853.80	per unit	Per water closet or per urinal, or 0.5m of urinal wall or part thereof, whichever is the greatest.
		ADD11	R 440.40	R 469.03	per unit	
k) Garages, Dry cleaners, Laundries, Workshops,		ADD18	R 1 289.21	R 1 373.01	per unit	Only applicable in absence of industrial effluent agreement.
l) Factories, Warehouses,		ADD17	R 2 572.77	R 2 740.00	per unit	Per water closet, or per urinal, or 0.5m of urinal wall or part thereof, whichever is the greatest. Only applicable in absence of industrial effluent agreement.
m) Dwelling units that are part of buildings described under (a) to (l)		ADD20	R 2 503.03	R 2 665.72	per unit	
n) Rooms used for dwelling purposes, forming part of buildings under (a) to (l)		ADD13	R 440.40	R 469.03	per m ²	

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024 Applicable to services rendered from 1 July 2023

DIREKTORAAT: FINANSIËLE DIENSTE DIRECTORATE: FINANCIAL SERVICES

GENERAL	Tariff 2022/23 (Incl. VAT)	Excl. VAT 2023/24	VAT 15%	Tariff 2023/24 (Incl. VAT)
Electronic Rates clearance fee(valuation certificate included) - New	R 220.00	R 200.00	R 30.00	R 230.00
Manuel Rates clearance fee(valuation certificate included) - New	R 550.00	R 502.17	R 75.33	R 577.50
Not rated clearance (Sectional title units)	R 240.00	R 217.39	R 32.61	R 250.00
Administrasiekoste Onteerde betaling/Admin Fee for dishonoured payment	R 220.00	R 200.00	R 30.00	R 230.00
Spesiale meterlesings per verbruikersrekening (per geleentheid) / occasion	R 155.00	R 143.48	R 21.52	R 165.00
Afsluitingsfooi vir wanbetalings/ Disconnection fee for non-payments: Conventional meters	R 450.00	R 391.30	R 58.70	R 450.00
Afsluitingsfooi vir wanbetalings/ Disconnection fee for non-payments: Pre-paid meters	R 200.00	R 173.91	R 26.09	R 200.00
Afsluitingsfooi vir wanbetalings/ Disconnection fee for non-payments: Bulk meters	R 3 000.00	R 2 608.69	R 391.31	R 3 000.00
Ongeïdentifiseerde/foutiewe deposito's op bankstaat / Unidentified/incorrect deposits on bank statement	R 150.00	R 130.43	R 19.57	R 150.00
Rental - Housing - Indigent Consumers	R 100.00	R 105.00	N/A	R 105.00
VERSKAFFING VAN INLIGTING/PROVISION OF INFORMATION				
Uitreik van waardasiesertifikaat / Issue of valuation certificate	R 115.00	R 104.35	R 15.65	R 120.00
Uittreksels uit rekeninge - per maandstaat	R 55.00	R 47.83	R 7.17	R 55.00
Extracts from accounts - per monthly statement				
Extracts from records : rate per hour or part thereof	R 170.00	R 147.83	R 22.17	R 170.00
Fotostate / Copies : per A4 - bladsy / page	R 3.00	R 2.61	R 0.39	R 3.00
Fotostate / Copies : per A3 - bladsy / page	R 15.00	R 13.04	R 1.96	R 15.00
Waardasie Inligting / Valuation Information - Sea-Info	R 11.00	R 10.43	R 1.57	R 12.00
DEPOSITO'S VIR DIENSTE/DEPOSIT FOR SERVICES				
Water/Water	R 800.00	R 850.00	N/A	R 850.00
Elektrisiteit (huishoudelik) / Electricity (domestic)	R 1 600.00	R 1 700.00	N/A	R 1 700.00
Elektrisiteit (ander): Grootmaat verbruikers bereken met minimum van/				
Electricity (other): Bulk users calculate with a minimum of	R 10 000.00	R 11 000.00	N/A	R 11 000.00
Indigent Household/Low cost Housing Deernis Huishouding/Lae Koste Behuising	R 100.00	R 100.00	N/A	R 100.00
Electricity (other) excluding Bulkusers Elektrisiteit (ander) uitgesluit Grootmaatverbruikers	R 5 500.00	R 6 000.00	N/A	R 6 000.00
Aanpassing van deposito's as gevolg van wanbetaling : Ingevolge Kredietbeheer Beleid				
Adjustment of deposits due to non-payment : In terms of Credit Control and Debt Collection Policy				
TENDER DEPOSITO'S / TENDER DEPOSIT (COMPUTER PRINTS BLACK & WHITE)				
Fotostate / Copies : per A4 - bladsy / page	R 3.50	R 3.04	R 0.46	R 3.50
Fotostate / Copies : per A3 - bladsy / page	R 15.00	R 13.04	R 1.96	R 15.00
Fotostate / Copies : per A2 - bladsy / page	R 60.00	R 52.17	R 7.83	R 60.00
Fotostate / Copies : per A1 - bladsy / page	R 80.00	R 69.57	R 10.43	R 80.00
Fotostate / Copies : per A0 - bladsy / page	R 95.00	R 82.61	R 12.39	R 95.00

** When on cut-off list ; a deposit may be increased by an amount up to three times or more of a monthly average consumption.

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024
Applicable to services rendered from 1 July 2023

DIREKTORAAT: GEMEENSKAPSDIENSTE
DIRECTORATE: COMMUNITY SERVICES

	Tariff 2022/23 (Incl. VAT)	Excl. VAT 2023/24	VAT 15%	Tariff 2023/24 (Incl. VAT)
Director: Community and Protection Services has the delegation to authorise tariff discounts on any park or public open spaces for events, to the maximum of 30% off the firm tariff after receiving a recommendation from the Manager: Community Services.				
TOEGANGSGELDE / ENTRANCE FEES:				
JONKERSHOEK PIEKNIKTERREIN / PICNIC SITE				
Persone / Persons	32.00	29.50	4.42	33.92
Voertuie / Vehicles	26.50	24.43	3.66	26.09
Kinders onder 5 jaar oud/ Children below 5 years of age	Free	Free	Free	Free
Kinders 6 tot 17 jaar oud / Children 6-17 years	23.50	21.66	3.25	24.91
Official year end function for Council employees (by prior arrangement only)	Free	Free	Free	0.00
Pensioners (It is a person who, in the case of a male, is 65 years of age and older and, in the case of a female, is 60 years of age or older.)	23.50	21.66	3.25	24.91
CLOETESVILLE SWEMBAD / SWIMMING POOL				
Kinders onder die ouderdom van 5 jaar vergesel deur volwassenes. Children under the age of 5 years accompanied by adults.	Gratis/ Free			Gratis/ Free
Kinders 6 tot 17 jaar / Children 6-17 years	6.50	5.99	0.90	6.89
Volwassenes / Adults	12.50	11.52	1.73	13.25
Pensioners (It is a person who, in the case of a male, is 65 years of age and older and, in the case of a female, is 60 years of age or older.)	8.50	7.83	1.18	9.01
Group bookings must be pre-arranged at (021) 808 8295				
30 - 40 persons	454.00	418.47	62.77	481.24
41 - 60 persons	604.00	556.73	83.51	640.24
61 - 80 persons	901.00	830.49	124.57	955.06
81 - maximum 100	1 208.00	1 113.46	167.02	1 280.48
Group bookings only within official hours.				
Braai facility coupon	49.00	45.17	6.77	51.94
BEGRAAFPLAASDIENSTE / CEMETERY SERVICES: WC024				
Waar 'n familie as behoeftige geregistreer is by die Munisipaliteit, kan die familie (slegs naaste familie) kwalifiseer vir 50% afslag, na goedkeuring van die relevante Direkteur, op die tarief vir 'n grafperseel. Die familie of delegasie moet skriftelik aansoek doen en rig aan die betrokke Direkteur. Hierdie vergunning is slegs van toepassing Maandae tot Saterdag- Vakansiedae uitgesluit. Plaaswerkers: brief ter bevestiging van plaaseienaar.				
When a family has been registered as an indigent beneficiary at the Municipality, the members of the family (not including extended members) qualifies for 50% discount, after approval by the relevant Director, on the tariff of a gravesite. The family or a delegate must apply in writing to the relevant Director. This concession is only applicable Mondays to Saturdays, excluding Public Holidays. Farm workers: must provide written confirmation from the farm owner.				
1. Grafperseel : kinders onder 12 jaar oud / Grave site children under the age of 12 years	821.80	757.49	113.62	871.11
2. Grafperseel : persone 12 jaar en ouer / Grave site persons 12 years and older	1 012.36	933.14	139.97	1 073.11
3. Teraardebestelling : kinders onder 12 / Burial : children under 12 years	428.77	395.21	59.28	454.49
4. Teraardebestelling : persone bo 12 jaar en ouer / Burial : Persons 12 years and older	881.35	812.38	121.86	934.23
5. Ekstra grafwydte per 100mm of gedeelte daarvan: tot maks 2.4m (standaardwydte = 550mm onder 12 jaar / 750mm bo 12 jaar) Additional excavation of grave width per 100mm or part thereof: to a max. of 2.4m Standard width = 550mm under 12 years / 750mm over 12 years)	153.64	141.62	21.24	162.86
6. Opgrawings / Disinterments (Exhumation)	1 137.42	1 048.40	157.26	1 205.67
7. Begrawe van veraste oorblyfsels in bestaande grafte / Burial of ashes in existing grave	140.54	129.54	19.43	148.97
8. Herbevestiging van grafpersele / Reconfirmation of grave site (Papegaaiberg)	227.48	209.68	31.45	241.13
9. Wysiging of oordrag van eienaarskap van grafperseel / Change in ownership of gravesite	73.84	68.06	10.21	78.27
10. Addisionele heffing vir dienste aangevra vir Sondae / Additional levy for services on Sundays: 10a. Groepe vrygestel deur Munisipale Verordening/Groups exempted by Municipal By-Law	0.00	0.00	0.00	0.00
10b. Groepe nie vrygestel deur Munisipale Verordening / Groups not exempted by Municipal By-Law	5 085.64	4 687.63	703.14	5 390.78
11. Addisionele heffing vir dienste aangevra vir Saterdag / Additional levy for services on Saturdays: (weekly tariff to apply if no municipal services are rendered)	1 631.69	1 503.99	225.60	1 729.59
12. Nisse/ Niches (N/A)				
13. Nuwe Grafsteenpermit (Messelwerk) / New Permit for gravestone (Masonry)	297.75	274.45	41.17	315.62
Admin cost for record enquiries	0.00	0.00	0.00	0.00
BEGRAAFPLAASDIENSTE / CEMETERY SERVICES: OUTSIDE WC024				
Tariewe vir persone wat buite die munisipale grense gewoon het met sterfte datum = 4 maal die tariewe hierbo, behalwe die verkoop van nisse, waarop 'n 50% belading geld. Indien sulke persone reeds 'n graf besit, geld hierdie belading steeds op die maak van grafte. / Tariffs for persons residing outside of the municipal area at the time of death = 4 times the tariffs above, with the exception of the sale of niches, to which a 50% surcharge applies. Should such a person already possess a grave site, the excess still applies to the digging of the grave and other related charges.				
Normale tariewe geld ten opsigte van begrafnisse op Sondae en Openbare Vakansiedae vir geloofsgroepe soos vervat in die Verordening/ Normal tariffs will apply for burials on Sundays and public holidays for certain religious groups as determined by the By-Law.				

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024
Applicable to services rendered from 1 July 2023

DIREKTORAAT: GEMEENSKAPSDIENSTE
DIRECTORATE: COMMUNITY SERVICES

TARIFFS FOR ANY PARK OR PUBLIC OPEN SPACE FOR EVENTS:

Birthdays parties, creches & school events, religious events, festivals, markets, cycling events
Event = one (1) day or if otherwise stated. All applications in writing.
Lessees are not entitled to exclusive rights of the venue at a time

TARIFFS FOR THE BRAAK

Tariff for non-profitable organisations per day.	903.12	832.44	124.87	957.31
Tariff for religious events per day (maximum of 7 days) (Include set up and breakdown per day)	852.24	785.54	117.83	903.37
Tariff for profitable organisations within WC024 per day	4 218.80	3 888.63	583.29	4 471.93
Tariff for profitable organisations outside WC024 per day	9 026.96	8 320.50	1 248.08	9 568.58

TARIFFS FOR ALL OTHER PUBLIC OPEN SPACES/ GARDENS/ NATURE RESERVES/ PLANTATIONS/ DEVELOPED PARKS

Tariff for non-profitable organisations -religious events per day and maximum 7 days (Include set up and breakdown per day) (PARKS AND PUBLIC OPEN SPACES ONLY)	392.20	361.51	54.23	415.73
Tariff for BIRTHDAY PARTIES and PICNIC INSIDE WC024 (PARKS AND PUBLIC OPEN SPACES ONLY)	392.20	361.51	54.23	415.73
Tariff for BIRTHDAY PARTIES and PICNICS OUTSIDE WC024 (PARKS AND OPEN SPACES ONLY)	784.40	723.01	108.45	831.46
Tariff for BIRTHDAY PARTIES and PICNICS INSIDE WC024 (JMNR ONLY)	392.20	361.51	54.23	415.73
Tariff for BIRTHDAY PARTIES and PICNICS OUTSIDE WC024 (JMNR ONLY)	784.40	723.01	108.45	831.46
Hire of Jumping castle per day NEW (JMNR ONLY)	300.00	276.52	41.48	318.00
Tariff for PHOTOSHOOTS INSIDE WC024 (Excl. Wedding photos)	1 007.00	928.19	139.23	1 067.42
Tariff for PHOTOSHOOTS OUTSIDE WC024 (Excl. Wedding photos)	2 014.00	1 856.38	278.46	2 134.84
Tariff for profitable organisations INSIDE WC024 per day (Set up cost 50% of tariff and break-up cost 50% of tariff per day) NEW	4 218.80	3 888.63	583.29	4 471.93
Tariff for profitable organisations OUTSIDE WC024 per day (Set up cost 50% of tariff and break-up cost 50% of tariff per day) NEW	9 015.30	8 309.75	1 246.46	9 556.22
Tariff for non-profitable organisations INSIDE WC024 per day max 50 (Set up cost 50% of tariff and break-up cost 50% of tariff per day) NEW	864.96	797.27	119.59	916.86
Tariff for non-profitable organisations INSIDE WC024 per day max 100 (Set up cost 50% of tariff and break-up cost 50% of tariff per day) NEW	1 729.92	1 594.53	239.18	1 833.72
Tariff for non-profitable organisations INSIDE WC024 per day max 200 (Set up cost 50% of tariff and break-up cost 50% of tariff per day) NEW	2 594.88	2 391.80	358.77	2 750.57
Tariff for non-profitable organisations OUTSIDE WC024 per day max 50 (Set up cost 50% of tariff and break-up cost 50% of tariff per day) NEW	1 729.92	1 594.53	239.18	1 833.72
Tariff for non-profitable organisations OUTSIDE WC024 per day max 100 (Set up cost 50% of tariff and break-up cost 50% of tariff per day) NEW	3 459.84	3 189.07	478.36	3 667.43
Tariff for non-profitable organisations OUTSIDE WC024 per day max 200 (Set up cost 50% of tariff and break-up cost 50% of tariff per day) NEW	5 189.76	4 783.60	717.54	5 501.15
WEDDING CEREMONY ONLY with a maximum of 100 pax INSIDE WC024 (JMNR)	1 729.92	1 739.13	260.87	2 000.00
WEDDING CEREMONY ONLY with a maximum of 100 pax OUTSIDE WC024 (JMNR)	3 459.84	3 478.26	521.74	4 000.00
WEDDING PHOTOS ONLY with a maximum of 100 pax INSIDE WC024 (JMNR)	1 007.00	928.19	139.23	1 067.42
WEDDING PHOTOS ONLY with a maximum of 100 pax OUTSIDE WC024 (JMNR)	2 014.00	1 856.38	278.46	2 134.84
Tariff for profitable organisations WITHIN WC024 per day (seminars, workshops, strategic sessions) PARADYSKLOOF CLUBHOUSE	1 286.84	1 186.13	177.92	1 364.05
Tariff for profitable organisations OUTSIDE WC024 per day (seminars, workshops, strategic sessions) PARADYSKLOOF CLUBHOUSE	2 573.68	2 372.26	355.84	2 728.10
Tariff for non profitable organisations WITHIN WC024 per day (seminars, workshops, strategic sessions) PARADYSKLOOF CLUBHOUSE	643.42	593.07	89.96	682.03
Tariff for non profitable organisations OUTSIDE WC024 per day (seminars, workshops, strategic sessions) PARADYSKLOOF CLUBHOUSE	1 286.84	1 186.13	177.92	1 364.05
WEDDINGS, YEAR END FUNCTIONS AND PARTIES with a maximum of 100 pax WITHIN WC024 per day (PARADYSKLOOF CLUBHOUSE)	5 189.76	4 783.60	717.54	5 501.15
WEDDINGS, YEAR END FUNCTIONS AND PARTIES a maximum of 100 pax OUTSIDE WC024 per day (PARADYSKLOOF CLUBHOUSE)	10 379.52	9 567.21	1 435.08	11 002.29
WEDDING PHOTOS ONLY with a maximum of 100 pax INSIDE WC024 (PARADYSKLOOF NATURE AREA)	1 007.00	928.19	139.23	1 067.42
WEDDING PHOTOS ONLY with a maximum of 100 pax OUTSIDE WC024 (PARADYSKLOOF NATURE AREA)	2 014.00	1 856.38	278.46	2 134.84
INITIATIONS in plantations (tariff as per Council decision) PER CALENDER MONTH	2 404.08	2 215.93	332.39	2 548.32
To access routes in nature areas and plantations for any related activities	100.00	92.17	13.83	106.00
Rastafarian	2 404.08	2 215.93	332.39	2 548.32
Eco Centre Rental - per day (max 25 people)	851.18	784.57	117.68	902.25
Eco Centre Rental - per day- (max 25 people) per hour R150.00	168.54	155.35	23.30	178.65

STILL/ FILM SHOOTS

Event= Per day. Includes all parks, public open spaces, sportsgrounds, nature reserves/ plantations and gardens.				
Non-commercial shoots	1 003.82	925.26	138.79	1 064.05
Commercial	9 022.72	8 316.59	1 247.49	9 564.08
Other				
Base camp parking only (when using an area for parking of vehicles but no filming.	3 816.00	3 517.36	527.60	4 044.96
Helipad Parking per day	3 816.00	3 517.36	527.60	4 044.96
Access through Forestry or Conservation Areas for when filming at a nearby farms: plus permit fee (passing through our Nature Reserve)	1 144.80	1 055.21	158.28	1 213.49

FORESTRY PRODUCTS

All wattles/ tonne (per bakkie load)				
Eucalyptus Species/ tonne INSIDE WC024 (per bakkie load)	461.10	425.01	63.75	488.77
Eucalyptus Species/ tonne OUTSIDE WC024 (per bakkie load)	505.62	466.05	69.91	535.96
Fire Wood per tonne Self cut/ tonne INSIDE WC024 (per bakkie load)	379.48	349.78	52.47	402.25
Fire Wood per tonne Self cut/ tonne OUTSIDE WC024 (per bakkie load)	442.02	407.43	61.11	468.54
Latte for screens/ tonne self-cut INSIDE WC024 (per a bakkie load)	505.62	466.05	69.91	535.96
Latte for screens/ tonne self-cut OUTSIDE WC024 (per a bakkie load)	568.16	523.70	78.55	602.25
Softwood Sawlogs				
Poplars poles 80mm- 100mm diamtre at thin end/ tonne INSIDE WC024(per bakkie load)	315.88	291.16	43.67	334.83
Poplars poles 80mm- 100mm diamtre at thin end/ tonne OUTSIDE WC024(per bakkie load)	379.48	349.78	52.47	402.25

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024
 Applicable to services rendered from 1 July 2023

DIREKTORAAT: GEMEENSKAPSDIENSTE
DIRECTORATE: COMMUNITY SERVICES

INDUSTRIAL ROUNDWOOD				
includes all commercial wood in situ small volumes up to R200 000.00 (pine sawlogs, woodchips, and wood residues.)				
Class A= 13,5cm-17cm diametre at thin end/ m3 INSIDE WC024	417.64	384.96	57.74	442.70
Class A= 13,5cm-17cm diametre at thin end/ m3 OUTSIDE WC024	442.02	407.43	61.11	468.54
Class B= 19cm-25cm diametre at thin end/ m3 INSIDE WC024	568.16	523.70	78.55	602.25
Class B= 19cm-25cm diametre at thin end/ m3 OUTSIDE WC024	631.76	582.32	87.35	669.67
Class C= 27cm-33cm diametre at thin end/m3 INSIDE WC024	796.06	733.76	110.06	843.82
Class C= 27cm-33cm diametre at thin end/m3 OUTSIDE WC024	884.04	814.85	122.23	937.08
Class D= 35cm-> diametre at thin end/m3 INSIDE WC024	858.60	791.41	118.71	910.12
Class D= 35cm-> diametre at thin end/m3 OUTSIDE WC024	947.64	873.48	131.02	1 004.50

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024
Applicable to services rendered from 1 July 2023

DIREKTORAAT: GEMEENSKAPSDIENSTE
DIRECTORATE: COMMUNITY SERVICES

	Tariff 2022/23 (Incl. VAT)	Excl. VAT 2023/24	VAT 15%	Tariff 2023/24 (Incl. VAT)
LIBRARY SERVICES				
Printing Services				
Printing fee for a A4 black and white page	1.37	1.26	0.19	1.45
Overdue library materials fine				
Fines are charged per week or part thereof	1.05	0.96	0.15	1.11
Faxes				
Fee for receiving a fax - per page	2.63	2.39	0.35	2.78
Scan and email				
Scan and email per page	3.15	2.88	0.43	3.34
LIBRARY HALL RENTALS				
CONDITIONS FOR USAGE OF A LIBRARY HALL				
Not available for the following: weddings, birthdays, christening and parties				
Library are halls available during library hours only				
No equipment and catering supplies are available at the halls				
The Director: Community and Protection Services may consider motivated applications for Non-Governmental Organisation discounts				
Plein Street, Idas Valley, Kayamandi, Groendal & Cloetesville Library Halls				
Rental charged - per session	531.30	485.10	72.75	563.18
Rental charged for a Non Profit Organisation - no charge may apply subject to proof of NPO/NPC registration and approval of Director	172.50	157.50	23.62	182.85
Rental of kitchen facility per session	90.30	82.44	12.30	95.72
Printing A4 per page	R1.40	1.47	0.12	1.59
1 X A4 black and white photocopy	R0.60	0.63	0.09	0.72
1 X A3 black and white photocopy	R1.00	1.05	0.15	1.20
1st and 2nd replacement of computerised membership card	R16.00	16.80	2.52	19.32
3rd and thereafter, replacement of computerised membership card	R32.00	33.60	5.00	38.60
Cost to replace a plastic sleeve	R5.00	5.25	0.78	6.03
Replacement of a CD's and DVD case	R6.00	6.30	0.94	7.24
Replacement cost of a damaged and lost library item	Price on item			
Minor damages to any library item	11.00	11.55	1.73	13.28
Reservation of library material	R4.00	4.20	0.63	4.83
Inter Library Loan reservation fee	4.00	4.20	0.63	4.83
Annual membership fee for users residing outside municipality boundaries	R68.00	71.40	10.71	82.11
Visitors fees for users that will be residing in the municipal area for less than 3 months	105.00	110.25	16.53	126.78

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024
Applicable to services rendered from 1 July 2023

DIREKTORAAT: GEMEENSKAPSDIENSTE DIRECTORATE: COMMUNITY SERVICES

	Full Tariff 2022/2023			Full Tariff 2023/2024			Discounted Tariff 2023/24			Additional levy: consumers outside WC024	
	Deposit	Week	Weekend	Deposit	Week	Weekend	Deposit	Week	Weekend	Week	Weekend
Town Halls											
Stellenbosch				Foyer not available on its own							
Hall and Foyer	R 3 299.00	R 5 519.00	R 6 779.00	R 3 496.00	R 5 850.00	R 7 185.00	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application
Bar	R 720.00	R 550.00	R 736.00	R 763.00	R 583.00	R 780.00	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application
Kitchen (including all electrical appliance & gas appliances)	R 1 440.00	R 1 100.00	R 1 472.00	R 1 526.00	R 1 166.00	R 1 560.00	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application
Franschhoek				Foyer not available on its own							
Hall	R 3 462.00	R 3 688.00	R 4 734.00	R 3 669.00	R 3 909.00	R 5 018.00	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application
Kitchen (including all ectrical appliances)	R 1 083.00	R 1 204.00	R 1 918.00	R 1 147.00	R 1 276.00	R 2 033.00	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application
Community Hall, Kylemore											
Hall	R 496.00	R 496.00	R 709.00	R 525.00	R 525.00	R 751.00	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application
Eikestad Hall, Cloetesville											
Hall	R 496.00	R 496.00	R 709.00	R 525.00	R 525.00	R 751.00	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application
Admin Hall, Kayamandi											
Hall (As per Council Decision)	R 139.00	R 139.00	R 139.00	R 147.00	R 147.00	R 147.00	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application
Community Hall, Kayamandi											
Hall (As per Council Decision)	R 139.00	R 139.00	R 139.00	R 147.00	R 147.00	R 147.00	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application
Pniel Banquet Hall											
Hall	R 496.00	R 496.00	R 709.00	R 525.00	R 525.00	R 751.00	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application
Community Hall, La Motte											
Hall	R 284.00	R 284.00	R 425.00	R 301.00	R 301.00	R 450.00	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application
Community Hall, Wemmershoek											
Hall	R 284.00	R 284.00	R 425.00	R 301.00	R 301.00	R 450.00	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024
Applicable to services rendered from 1 July 2023

DIREKTORAAT: GEMEENSKAPSDIENSTE DIRECTORATE: COMMUNITY SERVICES

	Full Tariff 2022/2023			Full Tariff 2023/2024			Discounted Tariff 2023/24			Additional levy: consumers outside WC024	
	Deposit	Week	Weekend	Deposit	Week	Weekend	Deposit	Week	Weekend	Week	Weekend
Community Hall, Groendal											
Hall	R 496.00	R 496.00	R 540.00	R 525.00	R 525.00	R 572.00	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application
Klapmuts Multi-purpose centre											
Hall	R 496.00	R 496.00	R 540.00	R 525.00	R 525.00	R 572.00	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application
Hall kitchen rental	R 139.00	R 139.00	R 139.00	R 147.00	R 147.00	R 147.00	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application
Outside braai area with kitchen	R 239.00	R 239.00	R 239.00	R 253.00	R 253.00	R 253.00	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application
Boardroom	R 239.00	R 239.00	R 239.00	R 253.00	R 253.00	R 253.00	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application
Pniel Millinium Hall											
Hall	R 496.00	R 496.00	R 709.00	R 525.00	R 525.00	R 751.00	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application
Other facilities											
Old Age Facility Kayamandi	Free of charge		Free of charge	Free of charge		Free of charge	Free of charge	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application
Banquet Hall, Cloetesville	R179/per day		R179/per day	R 189/per day		R 189/per day		Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application	Discount percentage to be determined by application

The following groups have been identified for the discounted tariffs:

- (i) Schools located within the WC024 for an official school function: discounted tariff of 30% on the rental of a hall for the function to a maximum of one (1) function per financial year. Deposit fees must be paid in full.
- (ii) Churches located within WC024 for an official church function: discounted tariff of 30% on the rental of a hall for the function to a maximum of one (1) function per financial year. Deposit fees must be paid in full. Proof of location/residence will be required.
- (iii) Churches using a hall on a regular basis:
 - a Sermons are limited to 2 (two) hours per Sunday to accommodate other denominations/religious groups at the venue.
 - b The two Town Halls (Stellenbosch and Franschhoek), are excluded.
 - c The grant is subject to availability of the hall.
 - d A formal agreement will be entered into between the parties.
A once-off deposit fee per financial year applies as per the approved tariffs. If forfeited due to damage, etc, this will have to be repaid before access for the next event/ service will be granted.
 - e In addition, a rental fee equivalent to the tariff for 1 day (weekday tariff) applies as a monthly fee. The fee specific to the specific hall will apply.
 - f Furniture will be free of charge, but must be arranged and put back after the sermon by the hirer.
 - g Due to the constraints on municipal overtime, no municipal officials will be available on weekdays or weekends to perform any supervisory functions or assistance.
- (iv) Non-Governmental Organisations: 30% discount on rental of a hall or facility excluding the relevant deposit fees (which must be paid in full). Furniture, kitchen and utensils are free of charge.
- (v) Government Departments in other spheres of Government: 30% discount on rental of a hall or facility excluding the relevant deposit fees (which must be paid in full). Furniture, kitchen and utensils are free of charge.
- (vi) The six recognised vulnerable groups namely Aged, Disabled, Children, Youth, Women and People living on the Streets: 30% discount on rental of a hall or facility excluding the relevant deposit fees (which must be paid in full). Furniture, kitchen and utensils are free of charge. This discount is not available to individuals but is focused on interest groups representing the vulnerable groups.
- (vii) Individual families registered as indigent at the Municipality will be entitled to a 30% discount on rental of a hall or facility excluding the relevant deposit fees (which must be paid in full): Furniture, kitchen and utensils are free of charge. This rebate is for a maximum of one (1) booking per financial year per indigent family and the two Town Halls (Stellenbosch and Franschhoek are excluded).
- (viii) Organisations promoting the Greater Stellenbosch: 30% discount on rental of a hall or facility excluding the relevant deposit fees (which must be paid in full). Furniture, kitchen and utensils are free of charge. The following are examples of rebates that will be approved:
 - Van Der Stel Festival
 - Wine Festival (Previously Food and Wine Festival)
 - Flower Show (Stellenbosch and Pniel)
 - Stellenbosch Festival
 - Bastille Festival
 - CANSA sub-organizations within the WC024.

- (ix) Free access to municipal halls for youth activities. Provided that prior arrangement is made with the relevant staff.
- (x) Free access to municipal halls for Community Police Forums and Neighbourhood Watches situated within WC 024, limited to one meeting per month. Such requests should be electronically sent to the Law Enforcement- Community Safety Liaison Officer who will liaise with the Halls Bookings Office to verify availability. This rebate will only be considered for weekdays.
- (xi) The rebates mentioned in paragraphs i), ii), iv), v), vi) and vii) will only be considered for weekdays. All applications must be in writing and submitted to the Director: Community and Protection Services.
- (xii) The Director: Community and Protection Services may consider motivated applications for discount in line with the abovementioned and approve rebates.

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024
Applicable to service rendered from 1 July 2023

DIREKTORAAT: GEMEENSKAPSDIENSTE
DIRECTORATE: COMMUNITY SERVICES

Sports Fields	2022/23			Rental of Facilities 2023/24			Additional levy: Consumers outside WC024; Sports Unions and Private Companies.		
	Deposit	Week	Weekend	Deposit	Week	Weekend	Deposit	Week	Weekend
Van der Stel	Tariffs and tariff structures to be established and determined with the executing of the newly adopted Hybrid Sport Facility Management Plan.			Tariffs and tariff structures to be established and determined with the executing of the newly adopted Hybrid Sport Facility Management Plan.			Tariffs and tariff structures to be established and determined with the executing of the newly adopted Hybrid Sport Facility Management Plan.		
Kylemore, Pniel, Idas Valley, Raithby, Klapmuts, Jamestown and Cloetesville	Tariffs and tariff structures to be established and determined with the executing of the newly adopted Hybrid Sport Facility Management Plan.			Tariffs and tariff structures to be established and determined with the executing of the newly adopted Hybrid Sport Facility Management Plan.			Tariffs and tariff structures to be established and determined with the executing of the newly adopted Hybrid Sport Facility Management Plan.		
Wemmershoek Groendal Kayamandi	Tariffs and tariff structures to be established and determined with the executing of the newly adopted Hybrid Sport Facility Management Plan.			Tariffs and tariff structures to be established and determined with the executing of the newly adopted Hybrid Sport Facility Management Plan.			Tariffs and tariff structures to be established and determined with the executing of the newly adopted Hybrid Sport Facility Management Plan.		
La Motte Jonkershoek Papplaas Lanquedoc	Tariffs and tariff structures to be established and determined with the executing of the newly adopted Hybrid Sport Facility Management Plan.			Tariffs and tariff structures to be established and determined with the executing of the newly adopted Hybrid Sport Facility Management Plan.			Tariffs and tariff structures to be established and determined with the executing of the newly adopted Hybrid Sport Facility Management Plan.		

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 - 30 JUNE 2024
Applicable to service rendered from 1 July 2023

DIREKTORAAT: GEMEENSKAPSDIENSTE
DIRECTORATE: COMMUNITY SERVICES

VERKEERSDIENSTE/TRAFFIC SERVICES	Tariff 2022/23 (Incl. VAT)	Excl. VAT 2023/24	VAT 15%	Tariff 2023/24 (Incl. VAT)
Verkeersbystanddienste / Traffic Assistance at special occasions/events				
Uitreiking van Permit / Issue of Permit	284.03	262.61	39.39	302.00
Uurtarief : Maandag - Saterdag / Hourly tariff : Monday - Saturday	413.24	382.61	57.39	440.00
Uurtarief: Sondae en openbare vakansiedae/Hourly tariff: Sunday and public holidays	666.79	617.39	92.61	710.00
Spesiale verkeersbystanddienste by bragrafnisse/ Special Traffic Assistance at funeral procession				
per funeral - per hour - per officer	412.02	380.00	57.00	437.00
Verfilming of video- advertensies / Filming or video- commercials (public roads)				
Uitreiking van Permit / Issue of Permit	276.71	260.87	39.13	300.00
Uitreiking van Permit / Issue of Permit - Stillshoot	1 761.46	1 643.48	246.52	1 890.00
Minimum: Residential / Industrial up to 3 hours	3 787.13	3 565.22	534.78	4 100.00
Maximum: Residential / industrial more than 3 hours	14 175.75	13 130.43	1 969.57	15 100.00
Minimum:Rural up to 3 hours	4 377.25	4 086.96	613.04	4 700.00
Maximum:Rural more than 3 hours	18 874.16	17 391.30	2 608.70	20 000.00
Minimum High Risk Areas (eg, Franschoek Pass + CBD areas) up to 3 hours	19 695.38	18 260.87	2 739.13	21 000.00
Maximum High Risk Areas (eg, Franschoek Pass + CBD areas) more than 3 hours	25 946.30	23 913.04	3 586.96	27 500.00
Die Direkteur: Gemeenskaps en Beskermingsdienste mag gemotiveerde aansoeke vir afslag tot 50% oorweeg vir die verfilming van video-advertensies (publieke paaie). The Director: Community and Protection Services may consider motivated applications for a discount up to 50% for filming or video-commercials (public roads).				
Verwydering van verlate voertuie : Insleepgelde Removal of abandoned vehicles : Tow-in charges				
Binne Stellenbosch / In Stellenbosch	2 255.15	2 086.96	313.04	2 400.00
Buite Stellenbosch / Outside Stellenbosch	2 559.90	2 391.30	358.70	2 750.00
Skutgeld per dag / Impoundment fee per day	178.25	173.91	26.09	200.00
Die Direkteur: Gemeenskaps en Beskermingsdienste mag gemotiveerde aansoeke vir die afslag van 50% oorweeg vir skutkoste. The Director Community and Protection Services may consider motivated applications for a discount up to 50% for impoundment costs.				
Wiel vasklem / Wheel clamping				
Vrylatingsfooi / Release fee	264.97	243.48	36.52	280.00
Algemeen / General				
Voertuigongeluk inligting / Vehicle accident information (i.t.o. PN5867/10-5-2002)	165.00	143.48	21.52	165.00
Gestremde parkeer disket/ Disabled Parking Disc	85.10	78.26	11.74	90.00

The Senior Manager in consultation with the Director Community & Protection Services may agree not to charge tariffs and fees in cases where charges have been levied erroneously. Criteria for exemptions/concession: Parties must make written applications to the Director Community & Protection Services, outlining the reasons why charges were levied incorrectly and why exemptions/concessions should be considered.

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 - 30 JUNE 2024
Applicable to service rendered from 1 July 2023

DIREKTORAAT: GEMEENSKAPSDIENSTE
DIRECTORATE: COMMUNITY SERVICES

VERKEERSDIENSTE/TRAFFIC SERVICES	Tariff 2022/23 (Incl. VAT)	Excl. VAT 2023/24	VAT 15%	Tariff 2023/24 (Incl. VAT)
Area Zone 1(CBD): Eikestad , Checkers, Pick and Pay / Stelmark				
Operating hours: 07:00 - 18:00 (Mon - Fri) and 07:00 - 14:00 (Sat); Sunday/Public Holiday - Free				
0-30min	0.00	0.00	0.00	0.00
31- 59 min	8.00	6.96	1.04	8.00
1-2 hours	16.00	13.91	2.09	16.00
2-3 hours	20.00	17.39	2.61	20.00
3-4 hours	28.00	24.35	3.65	28.00
4-5 hours	36.00	31.30	4.70	36.00
5-6 hours	44.00	38.26	5.74	44.00
6-7 hours	52.00	45.22	6.78	52.00
7-8 hours	64.00	55.65	8.35	64.00
8-9 hours	68.00	59.13	8.87	68.00
9-12 hours	88.00	76.52	11.48	88.00
12-24 hours	120.00	104.35	15.65	120.00
Lost Ticket	120.00	104.35	15.65	120.00
Parking Areas Zone 2:				
Borchers Road Parking area(New Parking)				
Operating hours: 07:00-18:00 (Mon - Fri) and 07:00 - 14:00 (Sat.) ; Sunday/Public Holiday - Free				
0-30min	0.00	0.00	0.00	0.00
31- 59 min	4.00	3.48	0.52	4.00
1-2 hours	7.00	6.09	0.91	7.00
2-3 hours	10.00	8.70	1.30	10.00
3-4 hours	12.00	10.43	1.57	12.00
4-5 hours	15.00	13.04	1.96	15.00
5-6 hours	20.00	17.39	2.61	20.00
6-7 hours	22.00	19.13	2.87	22.00
7-8 hours	25.00	21.74	3.26	25.00
8-9 hours	30.00	26.09	3.91	30.00
9-12 hours	32.00	27.83	4.17	32.00
Lost Ticket	35.00	30.43	4.57	35.00
Maandelikse permit / Month permit	400.00	347.83	52.17	400.00
Parking Areas Zone 3 :				
Stelkor				
Operating hours: 07:00-18:00 (Mon - Fri) and 07:00 - 14:00 (Sat.) ; Sunday/Public Holiday - Free				
0-30min	0.00	0.00	0.00	0.00
31- 59 min	4.00	4.00	0.00	4.00
1-2 hours	8.00	6.96	1.04	8.00
2-3 hours	10.00	8.70	1.30	10.00
3-4 hours	14.00	12.17	1.83	14.00
4-5 hours	18.00	15.65	2.35	18.00
5-6 hours	22.00	19.13	2.87	22.00
6-7 hours	26.00	22.61	3.39	26.00
7-8 hours	32.00	27.83	4.17	32.00
8-9 hours	34.00	29.57	4.43	34.00
9-12 hours	44.00	38.26	5.74	44.00
Lost Ticket	60.00	52.17	7.83	60.00

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 - 30 JUNE 2024
Applicable to service rendered from 1 July 2023

DIREKTORAAT: GEMEENSAPSDIENSTE
DIRECTORATE: COMMUNITY SERVICES

VERKEERSDIENSTE/TRAFFIC SERVICES	Tariff 2022/23 (Incl. VAT)	Excl. VAT 2023/24	VAT 15%	Tariff 2023/24 (Incl. VAT)
Maandelikse permit / Month permit	400.00	347.83	52.17	400.00

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 - 30 JUNE 2024
Applicable to service rendered from 1 July 2023

DIREKTORAAT: GEMEENSAPSDIENSTE
DIRECTORATE: COMMUNITY SERVICES

VERKEERSDIENSTE/TRAFFIC SERVICES	Tariff 2022/23 (Incl. VAT)	Excl. VAT 2023/24	VAT 15%	Tariff 2023/24 (Incl. VAT)
On Street Parking per hour (Starting at the first half an hour at R4 and increase every half hour with R4 increments Operating hours: 07:00 - 18:00 (Mon.- Fri.) and 07:00 - 14:00 (Sat.) Sunday/Public Holidays - Free				
Kerk Street/Church Street	8.00	6.96	1.04	8.00
Plein Street	8.00	6.96	1.04	8.00
Blom Street	8.00	6.96	1.04	8.00
Bird Street (Dorp/Dennesig)	8.00	6.96	1.04	8.00
Ryneveldt Street	8.00	6.96	1.04	8.00
Andringa Street (Dorp/Banhoek)	8.00	6.96	1.04	8.00
Alexander Dienspad/Service road	8.00	6.96	1.04	8.00
Alexander Street	8.00	6.96	1.04	8.00
Meul Street (Dorp/Plein)	8.00	6.96	1.04	8.00
Dorp Street	8.00	6.96	1.04	8.00
Crozier Street	8.00	6.96	1.04	8.00
Piet Retief street	8.00	6.96	1.04	8.00
Mark Street	8.00	6.96	1.04	8.00
Drostdy Street	8.00	6.96	1.04	8.00
Banghoek Road (Andringa/Bird) PNP entry	8.00	6.96	1.04	8.00
Victoria Street (Between Andringa & Ryneveldt)	8.00	6.96	1.04	8.00
Stelkor on-Street- entry to stelkor parking area	8.00	6.96	1.04	8.00
Du-toit Street & entry to Bergzicht parking area	8.00	6.96	1.04	8.00
Helderberg Street	8.00	6.96	1.04	8.00
Bloemhof Parking Area Operating hours: 07:00 - 18:00 (Mon.- Fri.) and 07:00 - 14:00 (Sat.), After 18:00 (Mon- Fri)-Free, After 14:00 (Saturdays)-Free & Sunday/Public Holidays - Free				8.00
Daaglikse permit / Day permit	45.00	39.13	5.87	45.00
Maandelikse permit / Month permit	530.00	460.87	69.13	530.00
Huur van parkeervakke per dag / Hiring of Parking Bays per day	230.00	200.00	30.00	230.00
Parking Disc - Medical Practitioners per year	220.00	191.30	28.70	220.00
Resident Parking Permit per year	500.00	434.78	65.22	500.00
Temporary Parking Permit per application	170.00	147.83	22.17	170.00
Work Zone Permit per application	230.00	200.00	30.00	230.00
Taxi rank permit (WCO24 area) per jaar/year	400.00	347.83	52.17	400.00
ON STREET PARKING FRANSCHHOEK				
On Street Parking per hour (Starting at the first half an hour at R4 and increase every half hour with R4 increments Operating hours: 07:00 - 18:00 (Mon.- Fri.) and 07:00 - 14:00 (Sat.) Sunday/Public Holidays - Free				
All on street parking bays within Franschoek CBD	0.00	6.96	1.04	8.00

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 - 30 JUNE 2024
Applicable to service rendered from 1 July 2023

DIREKTORAAT: GEMEENSKAPSDIENSTE
DIRECTORATE: COMMUNITY SERVICES

BRANDWEER DIENSTE / FIRE SERVICES	Tariff 2022/23 (Incl. VAT)	Excl. VAT 2023/24	VAT 15%	Tariff 2023/24 (Incl. VAT)
Brandweerwaens / Fire Engine Per uur of gedeelte daarvan / Per hour or part thereof	1100.00	1 000.00	150.00	1150.00
Hidroliese Platform / Hydraulic Platforms Per uur of gedeelte daarvan / Per hour or part thereof	2700.00	2 434.78	365.22	2800.00
Reddingsvoertuig / Emergency Vehicle (excluding Accidents/Rescue) Per uur of gedeelte daarvan / Per hour or part thereof	900.00	826.09	123.91	950.00
Diensvoertuie / Service Vehicle Per uur of gedeelte daarvan / Per hour or part thereof	670.00	608.70	91.30	700.00
Draagbare Pompe & Kragopwekker / Portable pumps & Generators Per uur of gedeelte daarvan / Per hour or part thereof	540.00	486.96	73.04	560.00
Sleepwaens / Trailers Per uur of gedeelte daarvan / Per hour or part thereof	770.00	695.65	104.35	800.00
Bergingseile / Storage Covers Per uur of gedeelte daarvan / Per hour or part thereof	300.00	269.57	40.43	310.00
Bos , veld , rommel (Boseenhede) / Bush , field , rubble (Bush units) Per uur of gedeelte daarvan / Per hour or part thereof	750.00	678.26	101.74	780.00
Personeel / Personnel Per uur of gedeelte daarvan / Per hour or part thereof	450.00	408.70	61.30	470.00
Instandhouding en Brandslangherstel / Maintenance & Fire-Hose Repair				
Skrop , toets & droog / Scrub , test & dry	250.00	226.09	33.91	260.00
Herstel / Repair	125.00	113.04	16.96	130.00
Koppelingbinding : Brandslang / Linkage : Fire-Hose	125.00	113.04	16.96	130.00
Koppelingbinding : Suigslang / Linkage : Suction hose	240.00	217.39	32.61	250.00
Koppelingbinding : Hoë druk / Linkage : High Pressure	240.00	199.13	32.61	250.00
Brandvoorkomingsinspeksies / Fire prevention inspection				
Tenkinstallasies -Per tenk / Tank installation	500.00	452.17	67.83	520.00
VP Gas -Per installasie / Per installation	500.00	452.17	67.83	520.00
Sprinklaar ens : per jaar / Sprinkler ect per annum	500.00	452.17	67.83	520.00
Fire prevention inspections relating to events applications	550.00	495.65	74.35	570.00
Patrolliedienste & Ander / Patrol Services & Other				
Nie Operasionele dienste/ Non Operational Services				
Per Brandbetryder / Per Firefighter	455.00	408.70	61.30	470.00
Per Offisier / Per Officer	455.00	408.70	61.30	470.00
Kinder partytjies / Kiddies parties	1800.00	1 634.78	245.22	1880.00
Fire and life safety education programs (Educational visits to and from schools)				
Planne of Ontwikkeling Konsultasiefooie (per uur) /Plans or Development Consultation fee (per hour)	600.00	543.48	81.52	625.00

The Senior Manager in consultation with the Director Community & Protection Services may agree not to charge tariffs and fees in cases where charges have been levied erroneously. Criteria for exemptions/concession: Parties must make written applications to the Director Community & Protection Services, outlining the reasons why charges were levied incorrectly and why exemptions/concessions should be considered.

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024
Applicable to services rendered from 1 July 2023

DIREKTORAAT: GEMEENSKAPSDIENSTE
DIRECTORATE: COMMUNITY SERVICES

LAW ENFORCEMENT/ WETSTOEPASSING	Tariff 2022/23 (Incl. VAT)	Excl. VAT 2023/24	VAT 15%	Tariff 2023/24 (Incl. VAT)
Skut van goedere gekonfiskeer / Impoundment of goods confiscated	1 000.00	956.52	143.48	1100.00
<u>Provision of CCTV video footage information/ Voorsiening van CCTV video inligting</u>				
Aansoekfooi/ Application Fee	225.00	208.70	31.30	240.00
Beeldmateriaal opsporingsooi / Video footage tracing fee	295.00	278.26	41.74	320.00
Voorsiening van bewysmateriaal (CCTV video) per CD/ Provision of evidentiary evidence (CCTV video footage) per CD	470.00	434.78	65.22	500.00
<u>Animal Impoundment costs:</u>				
Impoundment of animals				
Horses, cattle and pigs (per head)	285.00	269.57	40.43	310.00
Goats and Sheep (per head)	175.00	165.22	24.78	190.00
<u>Pound Fees (includes sustenance)</u>				
Horses, cattle and pigs (per head per day)	175.00	165.22	24.78	190.00
Goats and Sheep (per head per day)	175.00	165.22	24.78	190.00
<u>Fees for animals to be separately herded</u>				
For every stallion and bull (per head per day)	285.00	269.57	40.43	310.00
For every Sheep ram, goat ram or other separate animal (per head per day)	175.00	165.22	24.78	190.00
<u>Transport costs</u>				
All animals delivered to the pound per km per single trip (No sharing of costs for multiple owners)	25.00	26.09	3.91	30.00
Transport of animals to another municipality's pound per km per single trip (New)	40.00	39.13	5.87	45.00
EVENTS				
Die Direkteur: Gemeenskaps en Beskermingsdienste mag gemotiveerde aansoeke vir afslag oorweeg vir verminderde tot kwytstelling vir gebeure aansoeke				
The Director: Community and Protection Services may consider motivated applications for a discount or waiver for event applications				
<u>Events Application Fee: Non-refundable</u>				
Youth Development	125.00	117.39	17.61	135.00
Schools and educational institutions	125.00	117.39	17.61	135.00
Welfare Organizations	125.00	117.39	17.61	135.00
Churches	125.00	117.39	17.61	135.00
Elderly	125.00	117.39	17.61	135.00
Inter-Governmental departments	125.00	117.39	17.61	135.00
<u>All other applications:</u>	950.00	956.52	143.48	1100.00
<u>Spesiale wetstoepassings bystanddienste / Special Law Enforcement Assistance</u>				
Per event - per hour, per officer	412.00	382.61	57.39	440.00

The Senior Manager in consultation with the Director Community & Protection Services may agree not to charge tariffs and fees in cases where charges have been levied erroneously. Criteria for exemptions/concession: Parties must make written applications to the Director Community & Protection Services, outlining the reasons why charges were levied incorrectly and why exemptions/concessions should be considered.

STELLENBOSCH MUNICIPALITY

MISCELLANEOUS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024
Applicable to services rendered from 1 July 2023

DIREKTORAAT: INFRASTRUKTUUR DIENSTE
DIRECTORATE: INFRASTRUCTURE SERVICES

MISCELLANEOUS	Unit	Tariff 2022/23 (Incl. VAT)	Excl. VAT 2023/24	VAT 15%	Tariff 2023/24 (Incl. VAT)	VAT
Special meter reading						
Office hours (till 15:00)	per occasion	R 268.02	R 244.48	R 36.67	R 281.16	Included
After Hours (After 15:00)	per occasion	R 409.28	R 373.34	R 56.00	R 429.34	Included
Sunday and Public Holidays	per occasion	R 830.62	R 757.67	R 113.65	R 871.32	Included
Disconnection or Reconnection of Low Voltage supply:						
Office hours (till 15:00)	per occasion	R 505.80	R 461.38	R 69.21	R 530.58	Included
After Hours (After 15:00)	per occasion	R 742.05	R 676.88	R 101.53	R 778.41	Included
Sunday and Public Holidays	per occasion	R 1 484.58	R 1 354.20	R 203.13	R 1 557.32	Included
1st Call to fault on consumer's installation :						
Office hours (till 15:00)	per occasion	R 422.56	R 385.45	R 57.82	R 443.26	Included
After Hours (after 15:00)	per occasion	R 741.29	R 676.19	R 101.43	R 777.61	Included
Sunday's and Public Holidays	per occasion	R 857.19	R 781.90	R 117.29	R 899.19	Included
2nd Call to fault on consumer's installation :						
Office hours (till 15:00)	per visit	R 587.96	R 536.32	R 80.45	R 616.77	Included
After Hours (after 15:00)	per visit	R 787.17	R 718.03	R 107.70	R 825.74	Included
Sunday's and Public Holidays	per visit	R 1 189.20	R 1 084.75	R 162.71	R 1 247.47	Included
Service not ready for connection	per visit	R 791.99	R 722.43	R 108.36	R 830.79	Included
Temporary supply at public venue:						
Existing kiosk with single phase plug point (where available)	per day	R 790.78	R 721.33	R 108.20	R 829.53	Included
Existing kiosk with three phase plug point (where available)	per day	R 1 111.92	R 1 014.27	R 152.14	R 1 166.41	Included
Supply temporary kiosk with single/three phase plug points where supply in close vicinity (Plus day tariff)	per occasion	R 4 179.69	R 3 812.61	R 571.89	R 4 384.50	Included
Temporary supply at public venue: (Non-profit organisations only)						
Existing kiosk with single phase plug point (where available)	per day	R 179.89	R 164.09	R 24.61	R 188.71	Included
Existing kiosk with three phase plug point (where available)	per day	R 295.79	R 269.81	R 40.47	R 310.28	Included
Supply temporary kiosk with single/three phase plug points where supply in close vicinity (Plus day tariff)	per occasion	R 3 192.12	R 2 911.77	R 436.77	R 3 348.53	Included
MV switching on Council's equipment :						
Office hours	per occasion	R 3 556.72	R 3 244.34	R 486.65	R 3 731.00	Included
After Hours	per occasion	R 4 993.41	R 4 554.86	R 683.23	R 5 238.09	Included
Sundays & Public Holidays	per occasion	R 7 429.76	R 6 777.23	R 1 016.59	R 7 793.82	Included
Installation of banners	per banner	R 3 799.39	R 3 465.71	R 519.86	R 3 985.56	Included
Load control equipment:						
Shifting of existing load control equipment(office hours 8:00 till 15:00)	each	R 745.96	R 680.45	R 102.07	R 782.51	Included
Shifting of existing load control equipment(after hours(after 15:00) including weekends)	each	R 997.13	R 909.56	R 136.43	R 1 045.99	Included
NEW SUPPLIES WHERE MUNICIPAL CABLE IS AT ERF BOUNDARY (INCLUDES ENERGY DISPENSER AND EXCLUDE CABLE JOINT ON PROPERTY BOUNDARY)	Unit	Tariff 2022/23 (Incl. VAT)	Excl. VAT 2023/24	VAT 15%	Tariff 2023/24 (Incl. VAT)	VAT
60 A single phase energy dispenser	each	R 3 154.74	R 2 877.67	R 431.65	R 3 309.33	Included
Three phase energy dispenser	each	R 5 271.54	R 4 808.56	R 721.28	R 5 529.84	Included
User interface Unit (wired)	each	R 570.09	R 520.02	R 78.00	R 598.03	Included
User interface Unit (wireless)	each	R 764.93	R 697.75	R 104.66	R 802.41	Included
Single Phase Connection Informal Settlement (Energy Dispenser + Ready Board + Cable - max distance 30meter)	each	R 5 217.41	R 4 759.19	R 713.88	R 5 473.07	Included
Reconnection of a service connection in Informal Settlement (new)						
60 A single phase service connection installed to Non-Serviced Property from overhead line to erf boundary with a 60 A single phase energy dispenser distribution board	each	R 7 643.31	R 6 972.03	R 1 045.80	R 8 017.83	Included
All other new installations or upgrades as per quotation supplied by the Electrical Engineering Services Directorate. Quotation deposit is to be paid as indicated below		Quotation			Quotation	
Quotation Deposit payable per quotation request - (1) The deposit will be deducted from the quoted amount on acceptance and payment of the quotation provided by Electricity Department.(2) If the quotation is not accepted the deposit amount paid will be forfeited		R 500.00			R 500.00	Included

INSTALLATION OF ENERGY DISPENSERS						
Replacement of existing single phase credit meter with single phase energy dispenser	each	No Cost			No Cost	Included
Replacement of existing three phase credit meter with a three phase electricity dispenser	each	No Cost			No Cost	Included
TESTING AND INVESTIGATION						
Testing of single phase meter (on site verification)	each	R 873.18	R 796.49	R 119.47	R 915.96	Included
Testing of three phase meters (on site verification)	each	R 1 564.74	R 1 427.32	R 214.10	R 1 641.42	Included
Testing of three phase bulk meters (New Audit)	each	R 3 276.22	R 2 988.48	R 448.27	R 3 436.75	Included
Tariff investigation - based on existing consumption data	each	R 2 026.59	R 1 848.60	R 277.29	R 2 125.89	Included
Tariff or load profile investigation - requiring equipment and personnel/site visit's	each	R 3 924.49	R 3 579.81	R 536.97	R 4 116.79	Included
Quality of supply investigation - requiring equipment and personnel/site visit's	each	R 4 635.30	R 4 228.20	R 634.23	R 4 862.43	Included
Bulk metering (Ct's, Test Block, Fuses Complete and Modem) and site certification	each	R 15 538.31	R 13 781.81	R 2 067.27	R 15 849.08	Included
Single phase AMI meter (including GPRS Modem)	each	R 5 384.07	R 4 775.44	R 716.32	R 5 491.75	Included
Three phase AMI meter Max 120A (Including GPRS Modem)	each	R 8 195.75	R 7 269.27	R 1 090.39	R 8 359.67	Included
Smart Metering Single phase when available max 80A	each	R 4 766.04	R 4 227.27	R 634.09	R 4 861.36	Included
Smart Metering Three phase when available max 80A	each	R 6 424.09	R 5 697.89	R 854.68	R 6 552.58	Included
DEVELOPMENT BULK LEVY CONTRIBUTIONS						
	Unit	Tariff 2022/23 (Incl. VAT)	Excl. VAT 2023/24	VAT 15% 2023/24	Tariff 2023/24 (Incl. VAT)	VAT
<i>Please Note: Any additional costs to make the supply available to the users are for the developers account</i>						
Developer Provides Minisub						
Cluster housing, Semi-detached townhouses & flats	3 kVA	R 10 607.36	R9 675.75	R 1 451.36	R 11 127.12	Included
Urban Residential, Freestanding homes or townhouses (LSM 7-10)	4 kVA	R 14 136.36	R12 894.82	R 1 934.22	R 14 829.04	Included
Luxury Class Homes >250m ² (Airconditioning, underfloor heating, more than one electrical hot water cylinder etc)max 60Amp Single Phase	6 kVA	R 21 205.22	R19 342.84	R 2 901.43	R 22 244.27	Included
Non Residential	per kVA	R 2 951.01	R2 691.83	R 403.78	R 3 095.61	Included
Residential > 60Amp Single Phase to max 60 Amp Three Phase	per kVA	R 2 951.01	R2 691.83	R 403.78	R 3 095.61	Included
Existing Municipal Minisub or Transformer						
Cluster housing, Semi-detached townhouses & flats	3 kVA	R 13 597.71	R12 403.48	R 1 860.52	R 14 264.00	Included
Urban Residential, Freestanding homes or townhouses (LSM 7-10)	4 kVA	R 18 141.59	R16 548.29	R 2 482.24	R 19 030.53	Included
Luxury Class Homes >250m ² (Airconditioning, underfloor heating, more than one electrical hot water cylinder etc)max 60Amp Single Phase	6 kVA	R 26 711.06	R24 365.13	R 3 654.77	R 28 019.90	Included
Non Residential per kVA	per kVA	R 3 937.39	R3 591.59	R 538.74	R 4 130.33	Included
Residential > 60Amp Single Phase to max 60 Amp Three Phase	per kVA	R 3 937.39	R3 591.59	R 538.74	R 4 130.33	Included

Stellenbosch Town

Land Use	Unit	Water (kl/day)		Sewer (kl/day)		Stormwater (ha°C)		Solid Waste (t/week)		Roads & Transport (trips/day)		Community (persons)		Total	
		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost			
		All	R 31 337.77	All	R 34 490.77	All	R 207 166.13	All	R 97 811.62	Residential	R6 035	Residential	R 3 857.58		
Description	Unit	Water Factor	Water Cost	Sewer Factor	Sewer Cost	Stormwater Factor	Stormwater Cost	Solid Waste Factor	Solid Waste Cost	Roads Factor	Roads Cost	Community Factor	Community Cost		
Residential	Single Residential >100m2	du	1.200	R 37 605	0.700	R 24 144	0.048	R 9 944	0.040	R 3 912	4.000	R 24 141	4.000	R 15 430	R 115 177
	Single Residential >500m2	du	0.800	R 25 070	0.650	R 22 419	0.028	R 5 801	0.040	R 3 912	4.000	R 24 141	4.000	R 15 430	R 96 774
	Single Residential >250m2	du	0.700	R 21 936	0.600	R 20 694	0.023	R 4 765	0.040	R 3 912	4.000	R 24 141	4.000	R 15 430	R 90 879
	Single Residential <250m2	du	0.600	R 18 803	0.500	R 17 245	0.018	R 3 729	0.040	R 3 912	4.000	R 24 141	4.000	R 15 430	R 83 261
	Second Dwelling	du	0.450	R 14 102	0.400	R 13 796	0.018	R 3 729	0.040	R 3 912	2.500	R 15 088	4.000	R 15 430	R 66 058
	Less Formal Residential	du	0.450	R 14 102	0.400	R 13 796	0.018	R 3 729	0.040	R 3 912	0.750	R 4 526	4.000	R 15 430	R 55 496
	Group Residential	du	0.600	R 18 803	0.500	R 17 245	0.018	R 3 729	0.040	R 3 912	3.750	R 22 632	4.000	R 15 430	R 81 752
	Apartments	du	0.450	R 14 102	0.400	R 13 796	0.008	R 1 657	0.040	R 3 912	2.750	R 16 597	4.000	R 15 430	R 65 495
	Retirement Village	du	0.600	R 18 803	0.500	R 17 245	0.018	R 3 729	0.040	R 3 912	3.400	R 20 520	4.000	R 15 430	R 79 640
	Old age home	du	0.450	R 14 102	0.400	R 13 796	0.008	R 1 657	0.040	R 3 912	2.500	R 15 088	4.000	R 15 430	R 63 987
Accommodation	Student Accommodation/Commune/Hostels	rooms	0.180	R 5 641	0.150	R 5 174	0.004	R 829	0.015	R 1 467	1.250	R 7 544	1.000	R 3 858	R 24 512
	Guest House	rooms	0.220	R 6 894	0.180	R 6 208	0.004	R 829	0.015	R 1 467	3.000	R 18 106	1.000	R 3 858	R 37 362
	Converted Guest House	rooms	0.220	R 6 894	0.180	R 6 208	0.004	R 829	0.015	R 1 467	2.000	R 12 070	1.000	R 3 858	R 31 327
	Hotel, Residential	rooms	0.220	R 6 894	0.180	R 6 208	0.004	R 829	0.015	R 1 467	3.250	R 19 615	1.000	R 3 858	R 38 871
Commercial	General Business	100m2 GLA	0.400	R 12 535	0.350	R 12 072	0.015	R 3 107	0.020	R 1 956	5.000	R 33 529	1.000	R 1 714	R 64 514
	Office	100m2 GLA	0.400	R 12 535	0.350	R 12 072	0.015	R 3 107	0.020	R 1 956	8.500	R 56 999	1.000	R 1 714	R 88 384
	Retail/Shop	100m2 GLA	0.400	R 12 535	0.350	R 12 072	0.015	R 3 107	0.020	R 1 956	20.000	R 134 116	1.000	R 1 714	R 165 501
	Restaurant	100m2 GLA	0.800	R 25 070	0.700	R 24 144	0.015	R 3 107	0.020	R 1 956	20.000	R 134 116	1.000	R 1 714	R 190 108
	Outdoor Dining/Function Area	100m2 GLA	0.400	R 12 535	0.350	R 12 072	0.002	R 414	0.010	R 978	10.000	R 67 058	0.500	R 857	R 93 914
	Conference Facility/Place of assembly	100m2 GLA	0.400	R 12 535	0.350	R 12 072	0.015	R 3 107	0.020	R 1 956	9.000	R 60 352	1.000	R 1 714	R 91 737
	Hospital/Clinic/Medical Rooms	100m2 GLA	0.500	R 15 669	0.400	R 13 796	0.015	R 3 107	0.020	R 1 956	16.500	R 110 646	1.000	R 1 714	R 146 889
	University/College	student	0.100	R 3 134	0.050	R 1 725	0.001	R 207	0.005	R 489	2.000	R 13 412	0.000	R -	R 18 966
	School/Day Care	student	0.100	R 3 134	0.050	R 1 725	0.001	R 207	0.005	R 489	1.000	R 6 706	0.000	R -	R 12 260
Industrial	Industrial - light	100m2 GLA	0.400	R 12 535	0.350	R 12 072	0.015	R 3 107	0.020	R 1 956	6.000	R 52 305	1.000	R 1 714	R 83 690
	Industrial - heavy	100m2 GLA	0.400	R 12 535	0.350	R 12 072	0.015	R 3 107	0.020	R 1 956	1.250	R 10 897	1.000	R 1 714	R 42 281
	Warehousing/Light Manufacturing	100m2 GLA	0.400	R 12 535	0.350	R 12 072	0.015	R 3 107	0.020	R 1 956	3.000	R 26 153	1.000	R 1 714	R 57 537
Non demand	Open Space/Natural Environment/Utility Site	ha	0.000	R -	R -	0.200	R 41 433	R -	R -	R -	R -	R -	R -	R -	R 41 433
	Roads and Parking	ha	0.000	R -	R -	0.700	R 145 016	R -	R -	R -	R -	R -	R -	R -	R 145 016
Other	To be calculated	n/a	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
	(Based on equivalent demands)	n/a	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -

Approved Escalation Factors

Year	% Increase from previous year	Note
2022/2023	14.7415%	Applicable for DC project value escalation calculations only. DC unit costs as recalculated this year to be used for DC calculations.
2023/2024	11.6520%	

Raithby

Land Use	Unit	Water (kl/day)		Sewer (kl/day)		Stormwater (ha°C)		Solid Waste (t/week)		Roads & Transport (trips/day)		Community (persons)		Total	
		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost			
		All	R 10 452.83	All	R 13 604.53	All	R 152 492.16	All	R 97 811.62	Residential	R11 844	Residential	R 3 857.58		
										Accommodation	R11 844	Accommodation	R 3 857.58		
										Commercial	R13 160	Commercial	R 1 713.92		
										Industrial	R17 109	Industrial	R 1 713.92		
Description	Unit	Water Factor	Water Cost	Sewer Factor	Sewer Cost	Stormwater Factor	Stormwater Cost	Solid Waste Factor	Solid Waste Cost	Roads Factor	Roads Cost	Community Factor	Community Cost	Total	
Residential	Single Residential >100m2	du	1.200	R 12 543	0.700	R 9 523	0.048	R 7 320	0.040	R 3 912	4.000	R 47 378	4.000	R 15 430	R 96 106
	Single Residential >500m2	du	0.800	R 8 362	0.650	R 8 843	0.028	R 4 270	0.040	R 3 912	4.000	R 47 378	4.000	R 15 430	R 88 195
	Single Residential >250m2	du	0.700	R 7 317	0.600	R 8 163	0.023	R 3 507	0.040	R 3 912	4.000	R 47 378	4.000	R 15 430	R 85 707
	Single Residential <250m2	du	0.600	R 6 272	0.500	R 6 802	0.018	R 2 745	0.040	R 3 912	4.000	R 47 378	4.000	R 15 430	R 82 539
	Second Dwelling	du	0.450	R 4 704	0.400	R 5 442	0.018	R 2 745	0.040	R 3 912	2.500	R 29 611	4.000	R 15 430	R 61 844
	Less Formal Residential	du	0.450	R 4 704	0.400	R 5 442	0.018	R 2 745	0.040	R 3 912	0.750	R 8 883	4.000	R 15 430	R 41 117
	Group Residential	du	0.600	R 6 272	0.500	R 6 802	0.018	R 2 745	0.040	R 3 912	3.750	R 44 416	4.000	R 15 430	R 79 578
	Apartments	du	0.450	R 4 704	0.400	R 5 442	0.008	R 1 220	0.040	R 3 912	2.750	R 32 572	4.000	R 15 430	R 63 280
	Retirement Village	du	0.600	R 6 272	0.500	R 6 802	0.018	R 2 745	0.040	R 3 912	3.400	R 40 271	4.000	R 15 430	R 75 432
	Old age home	du	0.450	R 4 704	0.400	R 5 442	0.008	R 1 220	0.040	R 3 912	2.500	R 29 611	4.000	R 15 430	R 60 319
Accommodation	Student Accommodation/Commune/Hostels	rooms	0.180	R 1 882	0.150	R 2 041	0.004	R 610	0.015	R 1 467	1.250	R 14 805	1.000	R 3 858	R 24 662
	Guest House	rooms	0.220	R 2 300	0.180	R 2 449	0.004	R 610	0.015	R 1 467	3.000	R 35 533	1.000	R 3 858	R 46 216
	Converted Guest House	rooms	0.220	R 2 300	0.180	R 2 449	0.004	R 610	0.015	R 1 467	2.000	R 23 689	1.000	R 3 858	R 34 372
	Hotel, Residential	rooms	0.220	R 2 300	0.180	R 2 449	0.004	R 610	0.015	R 1 467	3.250	R 38 494	1.000	R 3 858	R 49 177
Commercial	General Business	100m2 GLA	0.400	R 4 181	0.350	R 4 762	0.015	R 2 287	0.020	R 1 956	5.000	R 65 802	1.000	R 1 714	R 80 702
	Office	100m2 GLA	0.400	R 4 181	0.350	R 4 762	0.015	R 2 287	0.020	R 1 956	8.500	R 111 864	1.000	R 1 714	R 126 764
	Retail/Shop	100m2 GLA	0.400	R 4 181	0.350	R 4 762	0.015	R 2 287	0.020	R 1 956	20.000	R 263 208	1.000	R 1 714	R 278 109
	Restaurant	100m2 GLA	0.800	R 8 362	0.700	R 9 523	0.015	R 2 287	0.020	R 1 956	20.000	R 263 208	1.000	R 1 714	R 287 051
	Outdoor Dining/Function Area	100m2 GLA	0.400	R 4 181	0.350	R 4 762	0.002	R 305	0.010	R 978	10.000	R 131 604	0.500	R 857	R 142 687
	Conference Facility/Place of assembly	100m2 GLA	0.400	R 4 181	0.350	R 4 762	0.015	R 2 287	0.020	R 1 956	9.000	R 118 444	1.000	R 1 714	R 133 344
	Hospital/Clinic/Medical Rooms	100m2 GLA	0.500	R 5 226	0.400	R 5 442	0.015	R 2 287	0.020	R 1 956	16.500	R 217 147	1.000	R 1 714	R 233 773
	University/College	student	0.100	R 1 045	0.050	R 680	0.001	R 152	0.005	R 489	2.000	R 26 321	0.000	R -	R 28 688
	School/Day Care	student	0.100	R 1 045	0.050	R 680	0.001	R 152	0.005	R 489	1.000	R 13 160	0.000	R -	R 15 527
Industrial	Industrial - light	100m2 GLA	0.400	R 4 181	0.350	R 4 762	0.015	R 2 287	0.020	R 1 956	6.000	R 102 651	1.000	R 1 714	R 117 552
	Industrial - heavy	100m2 GLA	0.400	R 4 181	0.350	R 4 762	0.015	R 2 287	0.020	R 1 956	1.250	R 21 386	1.000	R 1 714	R 36 286
	Warehousing/Light Manufacturing	100m2 GLA	0.400	R 4 181	0.350	R 4 762	0.015	R 2 287	0.020	R 1 956	3.000	R 51 326	1.000	R 1 714	R 66 226
Non demand	Open Space/Natural Environment/Utility Site	ha	0.000	R -	R -	0.200	R 30 498	R -	R -	R -	R -	R -	R -	R 30 498	
	Roads and Parking	ha	0.000	R -	R -	0.700	R 106 745	R -	R -	R -	R -	R -	R -	R 106 745	
Other	To be calculated	n/a	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	
	(Based on equivalent demands)	n/a	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	

Approved Escalation Factors

Year	% Increase from previous year	Note
2022/2023	14.7415%	Applicable for DC project value escalation calculations only. DC unit costs as recalculated this year to be used for DC calculations.
2023/2024	11.6520%	

Polkadraai

Land Use		Water (kl/day)		Sewer (kl/day)		Stormwater (ha°C)		Solid Waste (t/week)		Roads & Transport (trips/day)		Community (persons)		Total									
		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost											
		All	R 29 305.49	All	R 27 966.73	All	R 57 501.29	All	R 97 811.62	Residential	R9 321	Residential	R 3 857.58		Accommodation	R9 321	Accommodation	R 3 857.58	Commercial	R10 357	Commercial	R 1 713.92	Industrial
Description	Unit	Water Factor	Water Cost	Sewer Factor	Sewer Cost	Stormwater Factor	Stormwater Cost	Solid Waste Factor	Solid Waste Cost	Roads Factor	Roads Cost	Community Factor	Community Cost										
Residential	Single Residential >100m2	du	1.200	R 35 167	0.700	R 19 577	0.048	R 2 760	0.040	R 3 912	4.000	R 37 285	4.000	R 15 430	R 114 131								
	Single Residential >500m2	du	0.800	R 23 444	0.650	R 18 178	0.028	R 1 610	0.040	R 3 912	4.000	R 37 285	4.000	R 15 430	R 99 860								
	Single Residential >250m2	du	0.700	R 20 514	0.600	R 16 780	0.023	R 1 323	0.040	R 3 912	4.000	R 37 285	4.000	R 15 430	R 95 244								
	Single Residential <250m2	du	0.600	R 17 583	0.500	R 13 983	0.018	R 1 035	0.040	R 3 912	4.000	R 37 285	4.000	R 15 430	R 89 229								
	Second Dwelling	du	0.450	R 13 187	0.400	R 11 187	0.018	R 1 035	0.040	R 3 912	2.500	R 23 303	4.000	R 15 430	R 68 055								
	Less Formal Residential	du	0.450	R 13 187	0.400	R 11 187	0.018	R 1 035	0.040	R 3 912	0.750	R 6 991	4.000	R 15 430	R 51 743								
	Group Residential	du	0.600	R 17 583	0.500	R 13 983	0.018	R 1 035	0.040	R 3 912	3.750	R 34 954	4.000	R 15 430	R 86 899								
	Apartments	du	0.450	R 13 187	0.400	R 11 187	0.008	R 460	0.040	R 3 912	2.750	R 25 633	4.000	R 15 430	R 69 810								
	Retirement Village	du	0.600	R 17 583	0.500	R 13 983	0.018	R 1 035	0.040	R 3 912	3.400	R 31 692	4.000	R 15 430	R 83 636								
	Old age home	du	0.450	R 13 187	0.400	R 11 187	0.008	R 460	0.040	R 3 912	2.500	R 23 303	4.000	R 15 430	R 67 480								
Accommodation	Student Accommodation/Commune/Hostels	rooms	0.180	R 5 275	0.150	R 4 195	0.004	R 230	0.015	R 1 467	1.250	R 11 651	1.000	R 3 858	R 26 676								
	Guest House	rooms	0.220	R 6 447	0.180	R 5 034	0.004	R 230	0.015	R 1 467	3.000	R 27 963	1.000	R 3 858	R 44 999								
	Converted Guest House	rooms	0.220	R 6 447	0.180	R 5 034	0.004	R 230	0.015	R 1 467	2.000	R 18 642	1.000	R 3 858	R 35 678								
	Hotel, Residential	rooms	0.220	R 6 447	0.180	R 5 034	0.004	R 230	0.015	R 1 467	3.250	R 30 294	1.000	R 3 858	R 47 330								
Commercial	General Business	100m2 GLA	0.400	R 11 722	0.350	R 9 788	0.015	R 863	0.020	R 1 956	5.000	R 51 784	1.000	R 1 714	R 77 827								
	Office	100m2 GLA	0.400	R 11 722	0.350	R 9 788	0.015	R 863	0.020	R 1 956	8.500	R 88 033	1.000	R 1 714	R 114 076								
	Retail/Shop	100m2 GLA	0.400	R 11 722	0.350	R 9 788	0.015	R 863	0.020	R 1 956	20.000	R 207 137	1.000	R 1 714	R 233 180								
	Restaurant	100m2 GLA	0.800	R 23 444	0.700	R 19 577	0.015	R 863	0.020	R 1 956	20.000	R 207 137	1.000	R 1 714	R 254 691								
	Outdoor Dining/Function Area	100m2 GLA	0.400	R 11 722	0.350	R 9 788	0.002	R 115	0.010	R 978	10.000	R 103 568	0.500	R 857	R 127 029								
	Conference Facility/Place of assembly	100m2 GLA	0.400	R 11 722	0.350	R 9 788	0.015	R 863	0.020	R 1 956	9.000	R 93 212	1.000	R 1 714	R 119 255								
	Hospital/Clinic/Medical Rooms	100m2 GLA	0.500	R 14 653	0.400	R 11 187	0.015	R 863	0.020	R 1 956	16.500	R 170 888	1.000	R 1 714	R 201 260								
	University/College	student	0.100	R 2 931	0.050	R 1 398	0.001	R 58	0.005	R 489	2.000	R 20 714	0.000	R -	R 25 589								
	School/Day Care	student	0.100	R 2 931	0.050	R 1 398	0.001	R 58	0.005	R 489	1.000	R 10 357	0.000	R -	R 15 232								
	Industrial	Industrial - light	100m2 GLA	0.400	R 11 722	0.350	R 9 788	0.015	R 863	0.020	R 1 956	6.000	R 80 783	1.000	R 1 714	R 106 827							
Industrial - heavy		100m2 GLA	0.400	R 11 722	0.350	R 9 788	0.015	R 863	0.020	R 1 956	1.250	R 16 830	1.000	R 1 714	R 42 873								
Warehousing/Light Manufacturing		100m2 GLA	0.400	R 11 722	0.350	R 9 788	0.015	R 863	0.020	R 1 956	3.000	R 40 392	1.000	R 1 714	R 66 435								
Non demand	Open Space/Natural Environment/Utility Site	ha	0.000	R -	R -	0.200	R 11 500	R -	R -	R -	R -	R -	R -	R 11 500									
	Roads and Parking	ha	0.000	R -	R -	0.700	R 40 251	R -	R -	R -	R -	R -	R -	R 40 251									
Other	To be calculated	n/a	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -									
	(Based on equivalent demands)	n/a	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -									

Approved Escalation Factors

Year	% Increase from previous year	Note
2022/2023	14.7415%	Applicable for DC project value escalation calculations only. DC unit costs as recalculated this year to be used for DC calculations.
2023/2024	11.6520%	

Klapmutts

Land Use		Water (kl/day)		Sewer (kl/day)		Stormwater (ha°C)		Solid Waste (t/week)		Roads & Transport (trips/day)		Community (persons)		Total	
		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost			
		All	R 9 777.80	All	R 31 846.53	All	R 69 557.97	All	R 97 811.62	Residential	R5 941	Residential	R 3 857.58		
Description	Unit	Water Factor	Water Cost	Sewer Factor	Sewer Cost	Stormwater Factor	Stormwater Cost	Solid Waste Factor	Solid Waste Cost	Roads Factor	Roads Cost	Community Factor	Community Cost		
Residential	Single Residential >100m2	du	1.200	R 11 733	0.700	R 22 293	0.048	R 3 339	0.040	R 3 912	4.000	R 23 763	4.000	R 15 430	R 80 471
	Single Residential >500m2	du	0.800	R 7 822	0.650	R 20 700	0.028	R 1 948	0.040	R 3 912	4.000	R 23 763	4.000	R 15 430	R 73 576
	Single Residential >250m2	du	0.700	R 6 844	0.600	R 19 108	0.023	R 1 600	0.040	R 3 912	4.000	R 23 763	4.000	R 15 430	R 70 658
	Single Residential <250m2	du	0.600	R 5 867	0.500	R 15 923	0.018	R 1 252	0.040	R 3 912	4.000	R 23 763	4.000	R 15 430	R 66 148
	Second Dwelling	du	0.450	R 4 400	0.400	R 12 739	0.018	R 1 252	0.040	R 3 912	2.500	R 14 852	4.000	R 15 430	R 52 585
	Less Formal Residential	du	0.450	R 4 400	0.400	R 12 739	0.018	R 1 252	0.040	R 3 912	0.750	R 4 456	4.000	R 15 430	R 42 189
	Group Residential	du	0.600	R 5 867	0.500	R 15 923	0.018	R 1 252	0.040	R 3 912	3.750	R 22 278	4.000	R 15 430	R 64 663
	Apartments	du	0.450	R 4 400	0.400	R 12 739	0.008	R 556	0.040	R 3 912	2.750	R 16 337	4.000	R 15 430	R 53 375
	Retirement Village	du	0.600	R 5 867	0.500	R 15 923	0.018	R 1 252	0.040	R 3 912	3.400	R 20 199	4.000	R 15 430	R 62 583
	Old age home	du	0.450	R 4 400	0.400	R 12 739	0.008	R 556	0.040	R 3 912	2.500	R 14 852	4.000	R 15 430	R 51 890
Accommodation	Student Accommodation/Commune/Hostels	rooms	0.180	R 1 760	0.150	R 4 777	0.004	R 278	0.015	R 1 467	1.250	R 7 426	1.000	R 3 858	R 19 566
	Guest House	rooms	0.220	R 2 151	0.180	R 5 732	0.004	R 278	0.015	R 1 467	3.000	R 17 822	1.000	R 3 858	R 31 309
	Converted Guest House	rooms	0.220	R 2 151	0.180	R 5 732	0.004	R 278	0.015	R 1 467	2.000	R 11 882	1.000	R 3 858	R 25 368
	Hotel, Residential	rooms	0.220	R 2 151	0.180	R 5 732	0.004	R 278	0.015	R 1 467	3.250	R 19 308	1.000	R 3 858	R 32 794
Commercial	General Business	100m2 GLA	0.400	R 3 911	0.350	R 11 146	0.015	R 1 043	0.020	R 1 956	5.000	R 33 004	1.000	R 1 714	R 52 775
	Office	100m2 GLA	0.400	R 3 911	0.350	R 11 146	0.015	R 1 043	0.020	R 1 956	8.500	R 56 107	1.000	R 1 714	R 75 878
	Retail/Shop	100m2 GLA	0.400	R 3 911	0.350	R 11 146	0.015	R 1 043	0.020	R 1 956	20.000	R 132 017	1.000	R 1 714	R 151 788
	Restaurant	100m2 GLA	0.800	R 7 822	0.700	R 22 293	0.015	R 1 043	0.020	R 1 956	20.000	R 132 017	1.000	R 1 714	R 166 846
	Outdoor Dining/Function Area	100m2 GLA	0.400	R 3 911	0.350	R 11 146	0.002	R 139	0.010	R 978	10.000	R 66 009	0.500	R 857	R 83 040
	Conference Facility/Place of assembly	100m2 GLA	0.400	R 3 911	0.350	R 11 146	0.015	R 1 043	0.020	R 1 956	9.000	R 59 408	1.000	R 1 714	R 79 179
	Hospital/Clinic/Medical Rooms	100m2 GLA	0.500	R 4 889	0.400	R 12 739	0.015	R 1 043	0.020	R 1 956	16.500	R 108 914	1.000	R 1 714	R 131 255
	University/College	student	0.100	R 978	0.050	R 1 592	0.001	R 70	0.005	R 489	2.000	R 13 202	0.000	R -	R 16 330
	School/Day Care	student	0.100	R 978	0.050	R 1 592	0.001	R 70	0.005	R 489	1.000	R 6 601	0.000	R -	R 9 730
Industrial	Industrial - light	100m2 GLA	0.400	R 3 911	0.350	R 11 146	0.015	R 1 043	0.020	R 1 956	6.000	R 51 487	1.000	R 1 714	R 71 258
	Industrial - heavy	100m2 GLA	0.400	R 3 911	0.350	R 11 146	0.015	R 1 043	0.020	R 1 956	1.250	R 10 726	1.000	R 1 714	R 30 497
	Warehousing/Light Manufacturing	100m2 GLA	0.400	R 3 911	0.350	R 11 146	0.015	R 1 043	0.020	R 1 956	3.000	R 25 743	1.000	R 1 714	R 45 514
Non demand	Open Space/Natural Environment/Utility Site	ha	0.000	R -	R -	0.200	R 13 912	R -	R -	R -	R -	R -	R -	R -	R 13 912
	Roads and Parking	ha	0.000	R -	R -	0.700	R 48 691	R -	R -	R -	R -	R -	R -	R -	R 48 691
Other	To be calculated	n/a	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
	(Based on equivalent demands)	n/a	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -

Approved Escalation Factors

Year	% Increase from previous year	Note
2022/2023	14.7415%	Applicable for DC project value escalation calculations only. DC unit costs as recalculated this year to be used for DC calculations.
2023/2024	11.6520%	

Franschhoek

Land Use	Water (kl/day)		Sewer (kl/day)		Stormwater (ha°C)		Solid Waste (t/week)		Roads & Transport (trips/day)		Community (persons)		Total		
	Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost				
	All	R 29 685.73	All	R 36 363.51	All	R 151 126.76	All	R 97 811.62	Residential	R 7 756	Residential	R 3 857.58			
Description	Unit	Water Factor	Water Cost	Sewer Factor	Sewer Cost	Stormwater Factor	Stormwater Cost	Solid Waste Factor	Solid Waste Cost	Roads Factor	Roads Cost	Community Factor	Community Cost	Total	
Residential	Single Residential >100m2	du	1.200	R 35 623	0.700	R 25 454	0.048	R 7 254	0.040	R 3 912	4.000	R 31 022	4.000	R 15 430	R 118 696
	Single Residential >500m2	du	0.800	R 23 749	0.650	R 23 636	0.028	R 4 232	0.040	R 3 912	4.000	R 31 022	4.000	R 15 430	R 101 981
	Single Residential >250m2	du	0.700	R 20 780	0.600	R 21 818	0.023	R 3 476	0.040	R 3 912	4.000	R 31 022	4.000	R 15 430	R 96 439
	Single Residential <250m2	du	0.600	R 17 811	0.500	R 18 182	0.018	R 2 720	0.040	R 3 912	4.000	R 31 022	4.000	R 15 430	R 89 079
	Second Dwelling	du	0.450	R 13 359	0.400	R 14 545	0.018	R 2 720	0.040	R 3 912	2.500	R 19 389	4.000	R 15 430	R 69 356
	Less Formal Residential	du	0.450	R 13 359	0.400	R 14 545	0.018	R 2 720	0.040	R 3 912	0.750	R 5 617	4.000	R 15 430	R 55 784
	Group Residential	du	0.600	R 17 811	0.500	R 18 182	0.018	R 2 720	0.040	R 3 912	3.750	R 29 083	4.000	R 15 430	R 87 140
	Apartments	du	0.450	R 13 359	0.400	R 14 545	0.008	R 1 209	0.040	R 3 912	2.750	R 21 328	4.000	R 15 430	R 69 784
	Retirement Village	du	0.600	R 17 811	0.500	R 18 182	0.018	R 2 720	0.040	R 3 912	3.400	R 26 369	4.000	R 15 430	R 84 425
	Old age home	du	0.450	R 13 359	0.400	R 14 545	0.008	R 1 209	0.040	R 3 912	2.500	R 19 389	4.000	R 15 430	R 67 845
Accommodation	Student Accommodation/Commune/Hostels	rooms	0.180	R 5 343	0.150	R 5 455	0.004	R 605	0.015	R 1 467	1.250	R 9 694	1.000	R 3 858	R 26 422
	Guest House	rooms	0.220	R 6 531	0.180	R 6 545	0.004	R 605	0.015	R 1 467	3.000	R 23 267	1.000	R 3 858	R 42 272
	Converted Guest House	rooms	0.220	R 6 531	0.180	R 6 545	0.004	R 605	0.015	R 1 467	2.000	R 15 511	1.000	R 3 858	R 34 517
	Hotel, Residential	rooms	0.220	R 6 531	0.180	R 6 545	0.004	R 605	0.015	R 1 467	3.250	R 25 206	1.000	R 3 858	R 44 211
Commercial	General Business	100m2 GLA	0.400	R 11 874	0.350	R 12 727	0.015	R 2 267	0.020	R 1 956	5.000	R 43 087	1.000	R 1 714	R 73 625
	Office	100m2 GLA	0.400	R 11 874	0.350	R 12 727	0.015	R 2 267	0.020	R 1 956	8.500	R 73 247	1.000	R 1 714	R 103 786
	Retail/Shop	100m2 GLA	0.400	R 11 874	0.350	R 12 727	0.015	R 2 267	0.020	R 1 956	20.000	R 172 346	1.000	R 1 714	R 202 885
	Restaurant	100m2 GLA	0.800	R 23 749	0.700	R 25 454	0.015	R 2 267	0.020	R 1 956	20.000	R 172 346	1.000	R 1 714	R 227 486
	Outdoor Dining/Function Area	100m2 GLA	0.400	R 11 874	0.350	R 12 727	0.002	R 302	0.010	R 978	10.000	R 86 173	0.500	R 857	R 112 912
	Conference Facility/Place of assembly	100m2 GLA	0.400	R 11 874	0.350	R 12 727	0.015	R 2 267	0.020	R 1 956	9.000	R 77 556	1.000	R 1 714	R 108 094
	Hospital/Clinic/Medical Rooms	100m2 GLA	0.500	R 14 843	0.400	R 14 545	0.015	R 2 267	0.020	R 1 956	16.500	R 142 185	1.000	R 1 714	R 177 511
	University/College	student	0.100	R 2 969	0.050	R 1 818	0.001	R 151	0.005	R 489	2.000	R 17 235	0.000	R -	R 22 662
	School/Day Care	student	0.100	R 2 969	0.050	R 1 818	0.001	R 151	0.005	R 489	1.000	R 8 617	0.000	R -	R 14 044
	Industrial	Industrial - light	100m2 GLA	0.400	R 11 874	0.350	R 12 727	0.015	R 2 267	0.020	R 1 956	6.000	R 67 215	1.000	R 1 714
Industrial - heavy		100m2 GLA	0.400	R 11 874	0.350	R 12 727	0.015	R 2 267	0.020	R 1 956	1.250	R 14 003	1.000	R 1 714	R 44 542
Warehousing/Light Manufacturing		100m2 GLA	0.400	R 11 874	0.350	R 12 727	0.015	R 2 267	0.020	R 1 956	3.000	R 33 607	1.000	R 1 714	R 64 146
Non demand	Open Space/Natural Environment/Utility Site	ha	0.000	R -	R -	0.200	R 30 225	R -	R -	R -	R -	R -	R -	R 30 225	
	Roads and Parking	ha	0.000	R -	R -	0.700	R 105 789	R -	R -	R -	R -	R -	R -	R 105 789	
Other	To be calculated	n/a	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	
	(Based on equivalent demands)	n/a	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	

Approved Escalation Factors

Year	% Increase from previous year	Note
2022/2023	14.7415%	Applicable for DC project value escalation calculations only. DC unit costs as recalculated this year to be used for DC calculations.
2023/2024	11.6520%	

Dwarsrivier

Land Use		Water (kl/day)		Sewer (kl/day)		Stormwater (ha°C)		Solid Waste (t/week)		Roads & Transport (trips/day)		Community (persons)		Total	
		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost			
		All	R	All	R	All	R	All	R	All	R	All	R		
			34 060.35		25 177.39		96 888.45		97 811.62						
Description	Unit	Water Factor	Water Cost	Sewer Factor	Sewer Cost	Stormwater Factor	Stormwater Cost	Solid Waste Factor	Solid Waste Cost	Roads Factor	Roads Cost	Community Factor	Community Cost		
Residential	Single Residential >100m2	du	1.200	R 40 872	0.700	R 17 624	0.048	R 4 651	0.040	R 3 912	4.000	R 29 061	4.000	R 15 430	R 111 551
	Single Residential >500m2	du	0.800	R 27 248	0.650	R 16 365	0.028	R 2 713	0.040	R 3 912	4.000	R 29 061	4.000	R 15 430	R 94 730
	Single Residential >250m2	du	0.700	R 23 842	0.600	R 15 106	0.023	R 2 228	0.040	R 3 912	4.000	R 29 061	4.000	R 15 430	R 89 581
	Single Residential <250m2	du	0.600	R 20 436	0.500	R 12 589	0.018	R 1 744	0.040	R 3 912	4.000	R 29 061	4.000	R 15 430	R 83 172
	Second Dwelling	du	0.450	R 15 327	0.400	R 10 071	0.018	R 1 744	0.040	R 3 912	2.500	R 18 163	4.000	R 15 430	R 64 648
	Less Formal Residential	du	0.450	R 15 327	0.400	R 10 071	0.018	R 1 744	0.040	R 3 912	0.750	R 5 449	4.000	R 15 430	R 51 934
	Group Residential	du	0.600	R 20 436	0.500	R 12 589	0.018	R 1 744	0.040	R 3 912	3.750	R 27 244	4.000	R 15 430	R 81 356
	Apartments	du	0.450	R 15 327	0.400	R 10 071	0.008	R 775	0.040	R 3 912	2.750	R 19 979	4.000	R 15 430	R 65 495
	Retirement Village	du	0.600	R 20 436	0.500	R 12 589	0.018	R 1 744	0.040	R 3 912	3.400	R 24 702	4.000	R 15 430	R 78 813
	Old age home	du	0.450	R 15 327	0.400	R 10 071	0.008	R 775	0.040	R 3 912	2.500	R 18 163	4.000	R 15 430	R 63 679
Accommodation	Student Accommodation/Commune/Hostels	rooms	0.180	R 6 131	0.150	R 3 777	0.004	R 388	0.015	R 1 467	1.250	R 9 081	1.000	R 3 858	R 24 701
	Guest House	rooms	0.220	R 7 493	0.180	R 4 532	0.004	R 388	0.015	R 1 467	3.000	R 21 796	1.000	R 3 858	R 39 533
	Converted Guest House	rooms	0.220	R 7 493	0.180	R 4 532	0.004	R 388	0.015	R 1 467	2.000	R 14 530	1.000	R 3 858	R 32 268
	Hotel, Residential	rooms	0.220	R 7 493	0.180	R 4 532	0.004	R 388	0.015	R 1 467	3.250	R 23 612	1.000	R 3 858	R 41 349
Commercial	General Business	100m2 GLA	0.400	R 13 624	0.350	R 8 812	0.015	R 1 453	0.020	R 1 956	5.000	R 40 362	1.000	R 1 714	R 67 922
	Office	100m2 GLA	0.400	R 13 624	0.350	R 8 812	0.015	R 1 453	0.020	R 1 956	8.500	R 68 616	1.000	R 1 714	R 96 175
	Retail/Shop	100m2 GLA	0.400	R 13 624	0.350	R 8 812	0.015	R 1 453	0.020	R 1 956	20.000	R 161 449	1.000	R 1 714	R 189 008
	Restaurant	100m2 GLA	0.800	R 27 248	0.700	R 17 624	0.015	R 1 453	0.020	R 1 956	20.000	R 161 449	1.000	R 1 714	R 211 445
	Outdoor Dining/Function Area	100m2 GLA	0.400	R 13 624	0.350	R 8 812	0.002	R 194	0.010	R 978	10.000	R 80 724	0.500	R 857	R 105 189
	Conference Facility/Place of assembly	100m2 GLA	0.400	R 13 624	0.350	R 8 812	0.015	R 1 453	0.020	R 1 956	9.000	R 72 652	1.000	R 1 714	R 100 212
	Hospital/Clinic/Medical Rooms	100m2 GLA	0.500	R 17 030	0.400	R 10 071	0.015	R 1 453	0.020	R 1 956	16.500	R 133 195	1.000	R 1 714	R 165 420
	University/College	student	0.100	R 3 406	0.050	R 1 259	0.001	R 97	0.005	R 489	2.000	R 16 145	0.000	R -	R 21 396
	School/Day Care	student	0.100	R 3 406	0.050	R 1 259	0.001	R 97	0.005	R 489	1.000	R 8 072	0.000	R -	R 13 323
Industrial	Industrial - light	100m2 GLA	0.400	R 13 624	0.350	R 8 812	0.015	R 1 453	0.020	R 1 956	6.000	R 62 965	1.000	R 1 714	R 90 525
	Industrial - heavy	100m2 GLA	0.400	R 13 624	0.350	R 8 812	0.015	R 1 453	0.020	R 1 956	1.250	R 13 118	1.000	R 1 714	R 40 677
	Warehousing/Light Manufacturing	100m2 GLA	0.400	R 13 624	0.350	R 8 812	0.015	R 1 453	0.020	R 1 956	3.000	R 31 483	1.000	R 1 714	R 59 042
Non demand	Open Space/Natural Environment/Utility Site	ha	0.000	R -	R -	0.200	R 19 378	R -	R -	R -	R -	R -	R -	R -	R 19 378
	Roads and Parking	ha	0.000	R -	R -	0.700	R 67 822	R -	R -	R -	R -	R -	R -	R -	R 67 822
Other	To be calculated	n/a	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -
	(Based on equivalent demands)	n/a	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -	R -

Approved Escalation Factors

Year	% Increase from previous year	Note
2022/2023	14.7415%	Applicable for DC project value escalation calculations only. DC unit costs as recalculated this year to be used for DC calculations.
2023/2024	11.6520%	

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024
Applicable to services rendered from 1 July 2023

DIREKTORAAT: INFRASTRUKTUUR DIENSTE
DIRECTORATE: INFRASTRUCTURE SERVICES

Water Services	Tarief/ Tariff 2022/23 (Incl. VAT)	Tariff/Tarief 2022/23 (excl VAT)	Tarief/ Tariff Excl. VAT 2023/24	BTW/ VAT 15%	Tarief/ Tariff 2023/24 (Incl. VAT)
DIVERSE DIENSTE / SUNDRY SERVICES					
Water connections complete Contractor provided leading 22 mm Water connections (coupling and meter only)	5 376.01	4 674.79	4 955.28	743.29	5 698.57
Complete connection :					
15mm complete (stopcock + watermeter + box)	7 736.91	6 727.75	7 131.41	1 069.71	8 201.12
20mm complete (stopcock + watermeter + box)	8 056.70	7 005.82	7 426.17	1 113.93	8 540.10
25mm complete (stopcock + watermeter + box)	11 641.31	10 122.88	10 730.25	1 609.54	12 339.79
40mm complete (stopcock + watermeter + box)	21 474.50	18 673.48	19 793.88	2 969.08	22 762.97
Complete connection : Including road crossing					
15mm complete (stopcock + watermeter + box)	28 980.04	25 200.04	26 712.04	4 006.81	30 718.85
20mm complete (stopcock + watermeter + box)	29 326.92	25 501.67	27 031.77	4 054.77	31 086.54
25mm complete (stopcock + watermeter + box)	32 527.66	28 284.92	29 982.01	4 497.30	34 479.31
40mm complete (stopcock + watermeter + box)	41 368.53	35 972.63	38 130.99	5 719.65	43 850.64
Inspection fee on all connections done by Private Contractors (excluding water deposit)	2 725.05	2 369.61	2 511.78	376.77	2 888.55
Water Management Device 22 mm Water connection (stopcock + watermeter + box)	6 718.27	5 841.97	6 192.49	928.87	7 121.37
Water miscellaneous tariffs					
Moving of watermeter sizes up to 25mm diam. Max distance 2m.	2 240.28	1 948.07	2 064.95	309.74	2 374.70
Moving of watermeter size 40mm diam. Max distance 2m. (Does not include reinstatement of paved areas - reinstatement of paved areas actual cost)	5 628.43	4 894.29	5 187.94	778.19	5 966.13
Test of all water meters (on request of consumer only)					
*In respect of water meter size 15, 20 and 25 mm	1 416.63	1 231.85	1 305.76	195.86	1 501.63
*In respect of water meter size 40 and 50 mm	2 009.43	1 747.33	1 852.17	277.83	2 130.00
*In respect of water meter size 80 mm	3 500.98	3 044.33	3 226.99	484.05	3 711.04
*In respect of water meter size 100 mm	4 006.98	3 484.33	3 693.39	554.01	4 247.40
*In respect of water meter size 150 mm	4 754.48	4 134.33	4 382.39	657.36	5 039.75
Hydrants Standpipes					
15mm-50mm hydrants standpipes rental/month or part of month Refundable deposit per hydrant standpipe	1 401.26	1 218.49	1 291.59	193.74	1 485.33
Reconnection after disconnection due to non-payment:					
Normal hours	559.95	486.91	516.13	77.42	593.55
After hours	859.46	747.35	792.19	118.83	911.02
Replacement of damaged water meters:					
up to 20 mm.	5 229.65	4 547.52	4 820.37	723.06	5 543.43
> 20 mm.					
Call out for repairs to water meter due to tampering (excluding materials)	1 153.34	1 002.90	1 063.08	159.46	1 222.54
Deliberate call out for private (internal - owners' plumbing) water related faults (call out fee only)	1 153.34	1 002.91	1 063.08	159.46	1 222.54
Sewer Connections(Installed by Developer as development requirement) Applicant connects to existing connection.					
100mm connection by Developer (first connection)	2 110.06	1 834.83	1 944.92	291.74	2 236.66
150mm connection by Developer (first connection)	2 529.66	2 199.70	2 331.68	349.75	2 681.44
All new sewer connections (due to subdivision/developments)					
Clearing of block sewer: <i>Owner responsible to clear private blockage by making use of private contractor</i> <i>Blockage teams only responsible for clearing municipal main sewer blockages</i> Private blockages only to be cleared if health hazard occurs and clear instruction is given by Management for owners' account					
Normal hours	891.91	775.57	822.11	123.32	945.42
After hours	1 236.77	1 075.45	1 139.98	171.00	1 310.98
Deliberate call out to private blockage (call out fee only)	1 153.34	1 002.91	1 063.08	159.46	1 222.54

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024
Applicable to services rendered from 1 July 2023

DIREKTORAAT: INFRASTRUKTUUR DIENSTE
DIRECTORATE: INFRASTRUCTURE SERVICES

SERVICES RENDERED	UNIT	COMMENTS	2022/23	2023/24
Waste Management Services			R VAT excl	
Stellenbosch Landfill Site (Devon Valley Site) and Klipmuts Waste Transfer Station (General waste only - NO Medical or Hazardous Waste)				
Residents and private companies working within WC024				
Disposal of clean garden waste (ONLY grass cuttings, leaves etc.) *If it contains any other waste then it will be deemed contaminated garden waste and classified as general waste	Per metric ton or part thereof	<u>Vehicle with a carrying capacity up to 1.5 tons.</u> Must show the latest account that reflects WC024 residency or proof of where in WC024 work is being done. Limited to 3 loads per day.	Free	Free
Disposal of clean garden waste (ONLY grass cuttings, leaves etc.) *If it contains any other waste then it will be deemed contaminated garden waste and classified as general waste	Per metric ton or part thereof	<u>Vehicle with a carrying capacity exceeding 1.5 tons.</u> Must show proof of where in WC024 work is being done.	R 23.47	R 25.22
Disposal of clean builders' rubble (No plastic, iron, wood, etc.) *If it contains any other waste then it will be deemed contaminated builder's rubble and classified as general waste	Per metric ton or part thereof	<u>Vehicle with a carrying capacity up to 1.5 tons.</u> No material other than clean builder's rubble may form part of the load (eg. plastic, iron, wood). Limited to 3 loads per day.	Free	Free
Disposal of clean builders' rubble (No plastic, iron, wood, etc.) *If it contains any other waste then it will be deemed contaminated builder's rubble and classified as general waste	Per metric ton or part thereof	<u>Vehicle with a carry capacity exceeding 1.5 tons.</u> No material other than clean builder's rubble may form part of the load (eg. plastic, iron, wood).	R 23.47	R 25.22
Disposal of general waste based on actual mass * contaminated garden waste or contaminated builder's rubble will be classified as general waste	Per metric ton or part thereof	Only waste from within WC024 allowed. Proof of origin of waste to be declared by user at disposal facility (written proof if requested)	R 717.40	R 717.40
Disposal of general waste based on actual mass * contaminated garden waste or contaminated builder's rubble will be classified as general waste	Per 500 kg or part thereof	Only waste from within WC024 allowed. Proof of origin of waste to be declared by user at disposal facility (written proof if requested)	R 358.70	R 358.70
Disposal of general waste based on actual mass * contaminated garden waste or contaminated builder's rubble will be classified as general waste	Per 250 kg or part thereof	Only waste from within WC024 allowed. Proof of origin of waste to be declared by user at disposal facility (written proof if requested)	R 179.35	R 179.35
Disposal of soil	Per metric ton or part thereof	<u>Vehicle with a carrying capacity up to 1.5 tons.</u> Only soil from within WC024 allowed. Proof of origin of waste to be declared by user at disposal facility (written proof if requested)	Free	Free
Disposal of soil	Per metric ton or part thereof	<u>Vehicle with a carrying capacity exceeding 1.5 tons.</u> Only soil from within WC024 allowed. Proof of origin of waste to be declared by user at disposal facility (written proof if requested)	R 23.47	R 25.22
Disposal Household Hazardous Waste	Car, trailer, LDV	<u>Vehicle with a carrying capacity up to 1.5 tons.</u> These are limited to items generated on residential properties. Proof of the latest account that reflects payment for refuse removal needs to be shown.	Free	Free
Interdepartmental Municipal Charges at Stellenbosch Landfill Site and Klipmuts Waste Transfer Station.				
Disposal of general waste based on actual mass * contaminated garden waste or contaminated builder's rubble will be classified as general waste	Per metric ton or part thereof	All Departments within Stellenbosch Municipality must pay for the disposal of refuse.	R 717.40	R 717.40
Disposal of general waste based on actual mass * contaminated garden waste or contaminated builder's rubble will be classified as general waste	Per 500 kg or part thereof	All Departments within Stellenbosch Municipality must pay for the disposal of refuse.	R 344.61	R 344.61
Disposal of general waste based on actual mass * contaminated garden waste or contaminated builder's rubble will be classified as general waste	Per 250 kg or part thereof	All Departments within Stellenbosch Municipality must pay for the disposal of refuse.	R 172.30	R 172.30

Disposal of clean garden waste (ONLY grass cuttings, leaves etc.) *If it contains any other waste then it will be deemed contaminated garden waste and classified as general waste	Per metric ton or part thereof	Vehicle with a carrying capacity up to 1.5 tons. Must show the latest account that reflects WC024 residency or proof of where in WC024 work is being done. Limited to 3 loads per day.	Free	Free
Disposal of clean garden waste (ONLY grass cuttings, leaves etc.) *If it contains any other waste then it will be deemed contaminated garden waste and classified as general waste	Per metric ton or part thereof	Vehicle with a carrying capacity exceeding 1.5 tons. Must show proof of where in WC024 work is being done	R 23.47	R 25.22
Disposal of clean builders' rubble (No plastic, iron, wood, etc.) *If it contains any other waste then it will be deemed contaminated builder's rubble and classified as general waste	Per metric ton or part thereof	Vehicle with a carrying capacity up to 1.5 tons. No material other than clean builder's rubble may form part of the load (eg. plastic, iron, wood). Limited to 3 loads per day.	Free	Free
Disposal of clean builders' rubble (No plastic, iron, wood, etc.) *If it contains any other waste then it will be deemed contaminated builder's rubble and classified as general waste	Per metric ton or part thereof	Vehicle with a carrying capacity exceeding 1.5 tons. No material other than clean builder's rubble may form part of the load (eg. plastic, iron, wood).	R 23.47	R 25.22
Klapmuts Transfer Station				
Disposal of general waste	Per metric ton or part thereof	Only waste from within WC024 allowed. Proof of origin of waste to be declared by user at disposal facility (written proof if requested)	R 717.40	R 717.40
Disposal of general waste	Per 500 kg or part thereof	Only waste from within WC024 allowed. Proof of origin of waste to be declared by user at disposal facility (written proof if requested)	R 344.61	R 344.61
Disposal of general waste	Per 250 kg or part thereof	Only waste from within WC024 allowed. Proof of origin of waste to be declared by user at disposal facility (written proof if requested)	R 172.30	R 172.30
Disposal of clean garden waste (ONLY grass cuttings, leaves etc.) *If it contains any other waste then it will be deemed contaminated garden waste and classified as general waste	Per metric ton or part thereof	Vehicle with a carry capacity up to 1.5 tons. Must show the latest account that reflects WC024 residency or proof of where in WC024 work is being done. Limited to 3 loads per day.	Free	Free
Disposal of clean builders' rubble (No plastic, iron, wood, etc.) *If it contains any other waste then it will be deemed contaminated builder's rubble and classified as general waste	Per metric ton or part thereof	Vehicle with a carrying capacity up to 1.5 tons. No material other than clean builder's rubble may form part of the load (eg. plastic, iron, wood). Limited to 3 loads per day.	Free	Free
Franschhoek Drop-off				
Residential properties ONLY				
Disposal of garage waste. * Garage waste is any household waste other than clean garden waste, clean builders' rubble, domestic waste or kitchen waste from residential properties.	Car, trailer, LDV	Vehicles with a carrying capacity up to 1.5 tons. These are limited to excess waste/ items that cannot fit into your household wheelie bin. Proof of the latest account that reflects payment for refuse removal needs to be shown. Limited to one load per month.	Free	Free
Disposal of clean garden waste (ONLY grass cuttings, leaves etc.) *If it contains any other waste then it will be deemed contaminated garden waste and classified as general waste	Per metric ton or part thereof	Vehicles with a carry capacity up to 1.5 tons. Must show the latest account that reflects WC024 residency or proof of where in WC024 work is being done. Limited to 1 load per day, maximum 2 loads per week.	Free	Free
Disposal of clean builders' rubble (No plastic, iron, wood, etc.) *If it contains any other waste then it will be deemed contaminated builder's rubble and classified as general waste	Per metric ton or part thereof	Vehicles with a carry capacity up to 1.5 tons. Must show the latest account that reflects WC024 residency or proof of where in WC024 work is being done. Limited to 1 load per day, maximum 2 loads per week.	Free	Free
ALL VEHICLES WITH A CARRYING CAPACITY OF 1.5 TONS OR MORE FOR BUILDER'S RUBBLE AND VEHICLES WITH A CARRYING CAPACITY OF 2 TONS OR MORE FOR GARDEN WASTE MUST BE DISPOSED OF AT THE STELLENBOSCH LANDFILL SITE				
Stellenbosch Waste Material Recovery facility				
Disposal of garage waste. * Garage waste is any household waste other than clean garden waste, clean builders' rubble, domestic waste or kitchen waste from residential properties.	Car, trailer, LDV	Vehicles with a carrying capacity up to 1.5 tons. These are limited to excess waste/ items that cannot fit into your household wheelie bin. Proof of the latest account that reflects payment for refuse removal needs to be shown.	Free	Free
Clean recyclable waste material.	Per metric ton or part thereof	ONLY clear filled bags allowed. No filled black bags will be allowed on site. Must show the latest account that reflects WC024 residency or proof of where in WC024 work is being done.	Free	Free
Disposal E-Waste	Car, trailer, LDV	Vehicle with a carrying capacity up to 1.5 tons. These are limited to items generated on residential properties. Proof of the latest account that reflects payment for refuse removal needs to be shown.	Free	Free
Replacement of bin or lid or wheel or axle				

For bin age up to 5 years		For malicious damage where there is negligence on the part of the owner.		
For the replacement of a complete bin	Replacement	Applicable to malicious damage Lost or stolen bin must be reported to the nearest Police Station and case number be presented to Council before replacement commences. The replacement due to theft on refuse removal day will be excluded from this arrangement. Client still to obtain a case number from the SAPS and present it to Council before replacement will take effect. Maximum of twice per year.	Cost + 15% applicable to malicious damage, lost or theft. Must be reported to the SAPS and a case number and payment to be presented to Council before replacement. The replacement due to theft on refuse removal day will be excluded from this arrangement (Maximum two replacement allowed during the financial year, thereafter payment to be presented before replacement). Client still to obtain a case number from the SAPS and present it to Council before replacement will take effect.	
Hiring and servicing of 240ℓ bins				
Hiring of 240ℓ wheelie bin	Per bin per day	For the hiring of 240ℓ bins to a third party within WC024 (includes delivery, collection and servicing of the bin). Subject to prior approval and availability.	R 65.94	R 71.87
Servicing of event bins	Per lift	A charge to empty a event bin.	R 57.28	R 62.44
Hiring of 240ℓ wheelie bins: Basic charge for collection and/or delivery on Saturday	Once-off per event	Compulsory fee to be paid when hiring municipal wheelie bins for events taking place over a weekend in WC024	R 3 277.45	R 3 572.42
Hiring of 240ℓ wheelie bins: Basic charge for collection and/or delivery on Sunday	Once-off per event	Compulsory fee to be paid when hiring municipal wheelie bins for events taking place over a weekend in WC024	R 4 320.28	R 4 709.11

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024
Applicable to services rendered from 1 July 2023

DIREKTORAAT: INFRASTRUKTUUR DIENSTE
DIRECTORATE: INFRASTRUCTURE SERVICES

SCIENTIFIC SERVICES/WETENSKAPLIKE DIENSTE	Tariff 2022/23 (Incl. VAT)	Tariff 2022/23 (excl VAT)	Excl. VAT 2023/24	VAT 15%	Tariff 2023/24 (Incl. VAT)
PARAMETERS					
PHYSICAL ANALYSIS					
Temperature	56.52	49.15	52.35	7.85	60.20
Ph @ 25°C	56.52	49.15	52.35	7.85	60.20
Electrical conductivity @ 25°Cms ⁻¹	56.52	49.15	52.35	7.85	60.20
Turbidity (NTU)	56.52	49.15	52.35	7.85	60.20
Total suspended solids (TSS) 105°C mg/1	145.34	126.39	134.60	20.19	154.79
Total dissolved solids (TDS-gravimetric) mg/1	145.34	126.39	134.60	20.19	154.79
Inorganic dissolved solids (VSS) @600°Cmg/1	226.09	196.60	209.38	31.41	240.79
Settle able solids@ 30min in ml	145.34	126.39	134.60	20.19	154.79
Volatile organic matter percentage (%)	226.09	196.60	209.38	31.41	240.79
CHEMICAL ANALYSIS					
NITRATE (NO ⁻³) mg/1	185.72	161.49	171.99	25.80	197.79
NITRITE (NO ⁻²) mg/1	185.72	161.49	171.99	25.80	197.79
ORTHO PHOSPHATE (PO ⁻³⁴) mg/1	106.59	92.68	98.71	14.81	113.51
TOTAL PHOSPHATE (PO ⁻³⁴) mg/1	419.89	365.12	388.85	58.33	447.18
AMMONIA as N (NH ₃) mg/1	106.59	92.68	98.71	14.81	113.51
SULPHIDES (S) mg/1	274.54	238.73	254.25	38.14	292.39
SULPHATE (SO ⁻²⁴) (total) mg/1	113.05	98.30	104.69	15.70	120.39
FREE & TOTAL residual chlorine (CL ⁻²)	80.75	70.21	74.78	11.22	86.00
CHLORIDE as Cl mg/1	113.05	98.30	104.69	15.70	120.39
PHENOLIS (C ₆ H ₅ OH)	532.93	463.42	493.54	74.03	567.57
COD unfiltered mg/1	226.09	196.60	209.38	31.41	240.79
COD filtered mg/1	258.39	224.69	239.29	35.89	275.19
COD dilution (included in unfiltered) mg/1	226.09	196.60	209.38	31.41	240.79
PHENOLIS C ₆ H ₅ OH (total) mg/1	532.93	463.42	493.54	74.03	567.57
CHROMATE TEST (CHROMIUM cr ₆₊) as Cr mg/1	644.36	560.31	596.74	89.51	686.25
CYANIDE as CN	532.93	463.42	493.54	74.03	567.57
SULPHIDES (SO ⁻²³) mg/1	532.93	463.42	493.54	74.03	567.57
MICROBIOLOGICAL & BACTERIOLOGICAL ANALYSIS					
FAECAL COLIFOMS COUNT/100ml	397.28	345.46	367.91	55.19	423.10
E.COLI COUNT/100ml	397.28	345.46	367.91	55.19	423.10

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024
Applicable to services rendered from 1 July 2023

DIREKTORAAT: INFRASTRUKTUUR DIENSTE
DIRECTORATE: INFRASTRUCTURE SERVICES

	Tariff 2022/23 (Excl. VAT)	2022/23 VAT 15%	Tariff 2022/23 (Incl. VAT)	Tariff 2023/24 (Excl. VAT)	2023/24 VAT 15%	Tariff 2023/24 (Incl. VAT)
ROADS TRANSPORT & STORMWATER						
Lowering of kerbs (the tariff remains the same already adequately priced)	595.05	89.26	684.31	595.05	89.26	684.31
Inspection fee for the construction of facility signs	278.93	41.84	320.77	292.04	43.81	335.85
Construction of facility sign	991.76	148.76	1 140.52	1 038.38	155.76	1 194.14
Construction of vehicle access over stormwater/irrigation channels	Actual Cost/Werklike koste + 10%			Actual Cost/Werklike koste + 10%		
Temporary road closures undertaken by the Municipality (12 hours)	7 500.00	978.26	8 478.26	7 852.50	1 177.88	9 030.38
Development Charge (DC) - Parking						
Per parking bay	174 512.15	22 762.45	197 274.60	174 512.15	22 762.45	-

STELLENBOSCH MUNICIPALITY

WAYLEAVE TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024 Applicable to services rendered from 1 July 2023

DIREKTORAAT: INFRASTRUKTUUR DIENSTE DIRECTORATE: INFRASTRUCTURE SERVICES

ASSET MANAGEMENT AND SYSTEMS SECTION WAYLEAVE ADMINISTRATION TARIFFS	Unit	Tariff 2022/23 (Incl. VAT)	Tariff 2023/24 (Excl. VAT)	VAT 15%	Tariff 2023/24 (Incl. VAT)
1.1 Administration fee for a miscellaneous wayleave to use the road reserve for a period of one month or less other than to install an underground service	per application	R 540.78	R 486.70	R 73.01	R 559.71
PLUS: Inspection Fee (once-off)	per application	R 1 081.58	R 973.42	R 146.01	R 1 119.43
For the temporary use of the road reserve for less than one month other than for the installation of an underground service, including for: the placement or storage of an item such as a chemical toilet, container, ladder, scaffolding, mobile crane or materials, pumping of concrete, excavation of trial holes. The fee is payable in advance. PLUS: The cost of all inspections during the course of the wayleave from services verification to the site rehabilitation after construction. The fee is payable in advance.					
1.2 Administration fee for a wayleave or permit to use the road reserve to install an underground service (total construction duration is less than ten working days)	per application	R 1 081.58	R 973.42	R 146.01	R 1 119.43
PLUS: Inspection Fee (once-off)	per application	R 2 163.15	R 1 946.84	R 292.03	R 2 238.86
For the use of the road reserve to install a pipe, tunnel, cable or duct for water, electricity, communication, or any other service – where the total construction duration is less than ten working days. The fee is payable in advance. PLUS: The cost of all inspections during the course of the wayleave from services verification to the site rehabilitation after construction. The fee is payable in advance.					
1.3 Administration fee for a wayleave or permit to use the road reserve to install an underground service	per application	R 3 244.73	R 2 920.25	R 438.04	R 3 358.29
PLUS: Inspection Fee (per month, based on the total construction duration)	per month of construction, per application	R 2 163.15	R 1 946.84	R 292.03	R 2 238.86
For the use of the road reserve to install a pipe, tunnel, cable or duct for water, electricity, communication, or any other service. The fee is payable in advance. PLUS: The cost of all inspections during the course of the wayleave from services verification to the site rehabilitation after construction. The fee is payable in advance.					
1.4 Tariff for authorised trenching across a municipal roadway (per metre of trenching)	Per m measured from 0.5m behind the kerb or road edge	R 5 407.88	R 4 867.09	R 730.06	R 5 597.15
For using an open trench to cross a roadway to install a pipe, cable or duct for water, electricity, communication or any other service. This tariff applies if the municipality grants written authorisation for a roadway trench before digging of the trench commences. The applicant may not begin roadway trenching before paying the roadway open trench fee and the Municipality issues written authorisation. The fee is payable when the written authorisation is issued. The roadway open trench fee is for the increased maintenance and reconstruction costs and inherent degradation of the roadway caused by roadway trenching. It applies even if the trench is reinstated in compliance with the Municipality's requirements and standards.					
1.5 Tariff for unauthorised use of the road reserve for a period of more than one month other than to install an underground service (100% of admin & inspection fee under tariff 1.1)	per month	R 1 622.36	R 1 460.13	R 219.02	R 1 679.15
For the use of the road reserve beyond the one month allowed by the miscellaneous wayleave application. This is for holders of an approved miscellaneous wayleave that has expired and has not been renewed.					
1.6 Tariff for unauthorised commencement of use of the road reserve	per month	R 5 407.88	R 4 867.09	R 730.06	R 5 597.15
For the commencement of use of the road reserve (i.e. encroachment) without an approved wayleave or before Stellenbosch Municipality issues a wayleave.					
1.7 Tariff for unauthorised use of the road reserve to install an underground service	per application	R 6 489.45	R 5 840.51	R 876.08	R 6 716.58
Where construction period was 10 working days or less (200% of admin & inspection fee under tariff 1.2)	per application	R 10 815.75	R 9 734.18	R 1 460.13	R 11 194.30
Where construction period was more than 10 working days (200% of admin & inspection fee under tariff 1.3)	per application				
For the commencement of an installation of an underground service without an approved wayleave or before Stellenbosch Municipality issues a wayleave. Includes a 100% surcharge which applies regardless of whether Stellenbosch Municipality issues a wayleave.					

<p>1.8 Tariff for unauthorised trenching across a municipal roadway (per metre of trenching) (200% of tariff 1.6)</p> <p>For commencement of a roadway trench without written authorisation or before the Municipality issues written authorisation for the roadway trench. Includes a 100% surcharge. The surcharge applies regardless of whether the Municipality issues a written authorisation, and regardless of whether the roadway trench is necessary.</p> <p>1.9 Tariff for unauthorised after-hours use of the road reserve for the installation of an underground service</p> <p>For the commencement of use of the road reserve to install an underground service outside of business hours. Work performed under an approved wayleave can only be performed in regular working hours (Mondays – Thursdays 08:00-17:00 and Fridays 08:00-15h00). Working after hours, on public holidays or the weekend is not permitted.</p> <p>1.10 Tariff for excavations being left open for longer than ten working days</p> <p>On completion of the Work, all trenches and excavations in the public road reserves must be backfilled and reinstated as soon as possible in accordance with the technical specifications. Failure to do so represents an unacceptable safety hazard.</p> <p>1.11 Tariff for unauthorised site abandonment for a period exceeding 14 days</p> <p>The wayleave holder may not leave the site for more than fourteen days without permanently reinstating the site.</p> <p>1.12 Tariff for not cleaning or reinstating the road reserve within 14 days of completion</p> <p>The construction site's cleaning up, and the reinstatement to its previous condition is considered part of the Work. It must be completed within 14 days after the construction work has been completed.</p>	<p>Per m measured from 0.5m behind the kerb or road edge</p> <p>per occasion</p> <p>per occasion</p> <p>per occasion</p> <p>per occasion</p>	<p>R 10 815.75</p> <p>R 5 407.88</p> <p>R 5 407.88</p> <p>R 5 407.88</p> <p>R 5 407.88</p>	<p>R 9 734.18</p> <p>R 4 867.09</p> <p>R 4 867.09</p> <p>R 4 867.09</p> <p>R 4 867.09</p>	<p>R 1 460.13</p> <p>R 730.06</p> <p>R 730.06</p> <p>R 730.06</p> <p>R 730.06</p>	<p>R 11 194.30</p> <p>R 5 597.15</p> <p>R 5 597.15</p> <p>R 5 597.15</p> <p>R 5 597.15</p>
WAYLEAVE ADMINISTRATION REFUNDABLE DEPOSITS					
<p>2.1 Services Deposit</p> <p>A services deposit is required where there is a risk of damage to municipal services. It is determined by the service co-ordinator and is based on the replacement value of the services in close proximity to the Works e.g. Cost of cable repairs: LV – R 40 000, MV – R 240,000, HV – R 1,250,000, 66 KV R – R 2,500,000, etc. This deposit is paid into the recoverable cost account of Stellenbosch Municipality. After completion, damages will be assessed, the site will be inspected, and all additional costs will be communicated to the applicant. Stellenbosch Municipality will refund the balance of the deposit once all works are complete, and upon final inspection where the Municipality's engineers are satisfied that the reinstatement meets the Municipality's standard and requirements.</p> <p>2.2 Bank Guarantee / Appropriate Business Insurance</p> <p>Another acceptable form of partial deposit is a bank guarantee as surety in favour of Stellenbosch Municipality or appropriate business insurance. NB: The first R25,000 of the Services Deposit must be paid into the recoverable cost account of Stellenbosch Municipality. A Bank Guarantee or appropriate business insurance can cover the balance of the required Services Deposit.</p>	<p>per application</p> <p>per application</p>				
WAYLEAVE ADMINISTRATION TARIFF NOTES					
<p>3.1 Unless the context indicates otherwise, 'road reserve' includes a roadway, sidewalk footway and verge.</p> <p>3.2 Suppose Stellenbosch Municipality incurs any costs resulting from Work in or use of the road reserve including remedying substandard or non-compliant reinstatement repairing damage, 3rd party claims, or cleaning of the site. In that case, the actual costs will be offset against the deposit (plus 10% administration fee, including VAT). The Municipality will refund the balance if any.</p> <p>3.3 All internal Departments or State Funded Projects (National or Provincial), where Stellenbosch Municipality will take over the infrastructure, will be exempted from paying the Administrative Fee, Refundable Deposits Non-Refundable Payments and/or Penalties.</p> <p>3.4 No micro trenching is allowed in the WC024.</p>					

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024
Applicable to services rendered from 1 July 2023

DIREKTORAAT: BEPLANNING EN ONTWIKKELING DIENSTE DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES

SERVICES RENDERED	TYPE	INTERVAL	R/M2	TOTAL PER MONTH	TOTAL PER DAY	TOTAL PER WEEK	TOTAL PER YEAR	DEPOSIT REQUIRED
		m2						
Rentals : Kayamandi Economic Corridor								
Formal Kiosks	30% discount for Non-Profitable Organisations. In the case of meritorious cases, the Accounting Officer may grant discounts larger than 30%	10	R 40	R 400	R 0	R 0	R 0	Full amount
		12	R 40	R 460	R 0	R 0	R 0	Full amount
		12.5	R 40	R 500	R 0	R 0	R 0	Full amount
		13	R 40	R 520	R 0	R 0	R 0	Full amount
		13.5	R 40	R 540	R 0	R 0	R 0	Full amount
		14	R 40	R 560	R 0	R 0	R 0	Full amount
		14.5	R 40	R 580	R 0	R 0	R 0	Full amount
		15	R 40	R 600	R 0	R 0	R 0	Full amount
		15.5	R 40	R 620	R 0	R 0	R 0	Full amount
Internet Café		16	R 40	R 640	R 0	R 0	R 0	Full amount
Restaurant		17.3	R 40	R 692	R 0	R 0	R 0	Full amount
		22	R 40	R 880	R 0	R 0	R 0	Full amount
ATM's	As per negotiated agreement							
Informal Kiosks		10	R 20	R 200	R 0	R 0	R 0	R 0
Conference facility	30% discount for Non-Profitable organisations. In the case of meritorious cases, the Accounting Officer may grant discounts larger than 30%	per day	R 0	R 0	R 10 000	R 0	R 0	R 0
Amphi Theatre	30% discount for Non-Profitable organisations. In the case of meritorious cases, the Accounting Officer may grant discounts larger than 30%	per day	R 0	R 0	R 1 000	R 0	R 0	R 0
Rentals: Local Economic Development Hubs								
Erif 2235 Homestead Mooiwater	Businee Support Incubator/centre	235	n/a	R 11 209	N/A	N/A	R 0	R 0
Erven 2751 & 6314 Old Agricultural Hall	Incubator and affordable rentals for Arts,crafts and tourism activities	400	n/a	R 19 080	R 0	R 0	R 0	R 0
Erven 230, Franschhoek Triangle Site	Affordable space rentals for shops and tourism activities	210	n/a	R 10 017	R 0	R 0	R 0	R 0
Old Clinic building Stellenbosch	Business Development , incubator and rental space (arts, crafts, shops, offices, tourism activities	293	n/a	R 13 976	R 0	R 0	R 0	R 0
Rentals:Informal Trading sites								
Stellenbosch Town								
Open Kiosks		per kiosk		R 216	R 30	R 72	R 1 500	R 0
Idas Valley								
Open Kiosks		per kiosk		R 90	R 15	R 36	R 750	R 0
Cloetesville								
Open Kiosks		per kiosk		R 90	R 15	R 36	R 750	R 0
Kayamandi								
Open Kiosks		per kiosk		R 90	R 15	R 36	R 750	R 0
Klapmuts								
Open Kiosks		per kiosk		R 90	R 15	R 36	R 750	R 0
Franschhoek Town								
Open Kiosks		per kiosk		R 216	R 30	R 72	R 1 500	R 0
Groendal & Langrug								
Open Kiosks		per kiosk		R 90	R 15	R 36	R 750	R 0
Foodtrucks								
Mobile		per mobile		R 0	R 90	R 210	R 1 800	R 0
Use of Infomal Trading Site for Events / Conference Facility	Conference / Events Facility	30% discount for Non-Profitable organisations. In the case of meritorious cases, the Accounting Officer may grant discounts larger than 30%				R 3 500		

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024
Applicable to services rendered from 1 July 2023

DIREKTORAAT: BEPLANNING EN ONTWIKKELING DIENSTE
DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES

To be read in conjunction with the Business Rules.

SERVICES RENDERED	UNIT	REMARKS	Tariff 2022/23 (Incl. VAT)	Excl. VAT 2023/24	VAT 15%	Tariff 2023/24 (Incl. VAT)
LAND USE MANAGEMENT FEES						
REZONING & DETERMINATION OF A ZONING						
Rezoning, inclusive of a determination of a zoning	Per application per property		R 10 000.00			R 10 300.00
PERMANENT DEPARTURE						
Departure applications including but not limited to building lines, coverage, height, bulk, parking.	Per application per property	Per Property. All indigent residents who are registered as such with the Municipality and with proof submitted together with application, as well as subsidised housing schemes property owners will be exempted from applicable fees.	R 2 500.00			R 2 600.00
TEMPORARY DEPARTURE & PERMISSION IN TERMS OF THE ZONIG SCHEME (ADDITIONAL USES & TECHNICAL APPROVALS) & PERMISSION IN TERMS OF CONDITION OF TITLE DEED &						
Submitted in urban and rural areas	Per application per property		R 2 500.00			R 2 600.00
House shops, Early Childhood Development Centres (ECD's), Home Day Care or Day Care Centres & Occasional Use of Land	Per application per property (per use)		R 200.00			R 210.00
SUBDIVISION & CONSOLIDATION & AMENDMENT OR CANCELLATION OF SUBDIVISION PLAN (GENERAL PLAN/DIAGRAM)						
Subdivision, Consolidation, Amendment or Cancellation of an approved subdivision plan (or part thereof), including a general plan or diagram	Per application		R 5 000.00			R 5 200.00
EXEMPTION CERTIFICATES (SUBDIVISION/CONSOLIDATION) ADMINISTRATIVE FEE						
	Per request		R 1 000.00			R 1 050.00
REMOVAL, RELAXATION, SUSPENSION OR AMENDMENT OF RESTRICTIVE TITLE DEED CONDITIONS						
Removal, relaxation, suspension or amendment	Per application per property		R 2 500.00			R 2 600.00
AMENDMENT, DELETION OR IMPOSITION OF CONDITIONS IN RESPECT OF AN EXISTING APPROVAL						
Amendment of conditions of approval (by the deletion, imposition or amendment of conditions)	Per application	Per application	R 5 000.00			R 5 200.00
EXTENSION OF VALIDITY OF APPROVAL						
Extension of validity period of an approval	Per application	Per application	50% of current application fee inclusive of VAT	50% of current application fee inclusive of VAT		50% of current application fee inclusive of VAT
PERMISSION IN TERMS OF CONDITION OF APPROVAL/ ADMINISTRATIVE PERMISSIONS OR APPROVALS						

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024
Applicable to services rendered from 1 July 2023

DIREKTORAAT: BEPLANNING EN ONTWIKKELING DIENSTE
DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES

To be read in conjunction with the Business Rules.

SERVICES RENDERED	UNIT	REMARKS	Tariff 2022/23 (Incl. VAT)	Excl. VAT 2023/24	VAT 15%	Tariff 2023/24 (Incl. VAT)
All permissions required in terms of a condition of approval or administrative permission or approval inclusive of but not limited to: Site Development Plans; HOA Constitutions; Architectural / Design / Aesthetic Manuals or Guidelines, Landscaping Plans & Phasing Plans.	Per application	Per application. All permissions or approvals that is required and originates from a condition of an approval attached to an land use application granted by the municipality, will be exempted from this tariff. Any subsequent applications for the amendment to such permissions/ approvals on the initiative of the applicant will not be exempted.	R 2 500.00			R 2 600.00
CLOSURE OF PUBLIC PLACE OR ROAD OR PART THEREOF						
Closure of Public Place / Roads or Part thereof	Per application	Per application	R 5 000.00			R 5 200.00
DISESTABLISHMENT OF HOME OWNERS ASSOCIATION						
Disestablishment of HOA	Per application	Per application	R 2 500.00			R 2 600.00
RECTIFY A FAILURE OF A HOME OWNERS ASSOCIATION TO MEET ITS OBLIGATIONS						
Rectification	Per application	Per application	R 2 500.00			R 2 600.00
PERMISSION FOR RECONSTRUCTION OF EXISTING BUILDING CONSTITUTING A NON-CONFORMING USE						
Permission for reconstruction of existing building constituting a non-conforming use	Per application	A permission required for the reconstruction of an existing building that constitutes a non-conforming use that is destroyed or damaged to the extent that it is necessary to demolish a substantial part of the building	R 5 000.00			R 5 200.00
NAMING AND NUMBERING OF STREETS AND PUBLIC PLACES/BUILDINGS						
Naming and numbering of streets, Places and Buildings	Per application	Per application	R 2 500.00			R 2 600.00
Renaming of Streets, Places and Buildings	Per application	Per application	R 5 000.00			R 5 200.00
ADVERTISING FEES						
Advertisements in the press (All advertisements) Local weekly newspaper (per placement)	Basic per placement	This is a basic advertising fee. Should the actual costs be more, the applicant is liable for such extra costs upon receipt of a quote.	Per Quotation	Per Quotation		Per Quotation
Advertisements in the press(All other advertisements) Daily newspaper (per placement)	Per Quotation		Per Quotation	Per Quotation		Per Quotation
Serving of notices	For every 10 letters or part thereof		R 800.00			R 850.00
OTHER						

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024
Applicable to services rendered from 1 July 2023

DIREKTORAAT: BEPLANNING EN ONTWIKKELING DIENSTE
DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES

To be read in conjunction with the Business Rules.

SERVICES RENDERED	UNIT	REMARKS	Tariff 2022/23 (Incl. VAT)	Excl. VAT 2023/24	VAT 15%	Tariff 2023/24 (Incl. VAT)
Deviation from Council Policies & By-laws	Per application per property	Per application per property	R 5 000.00			R 5 200.00
Appeals submitted by Applicant	Administration cost per appeal		R 2 500.00			R 2 600.00
Appeals submitted by parties other than the applicant		Refundable if Appeal results in successful review of the decision on the grounds of the Appeal submitted.	R 1 000.00			R 1 100.00
Intervener Status for all applicants	Per application		R 5 000.00			R 5 200.00
Transfer Clearance	Per transferable erf	Inclusive of POA and CRT	R 500.00			R 550.00
Zoning Certificate	Per erf	Provincial and national government will be exempted from application fees for state owned land.	R 500.00			R 550.00
Business Licence	Per application		R 30.00	R 434.78	R 65.22	R 500.00

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024
Applicable to services rendered from 1 July 2023

DIREKTORAAT: BEPLANNING EN ONTWIKKELING DIENSTE
DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES

To be read in conjunction with the Business Rules.

SERVICES RENDERED	UNIT	REMARKS	Tariff 2022/23 (Incl. VAT)	Excl. VAT 2023/24	VAT 15%	Tariff 2023/24 (Incl. VAT)
CONTRAVENTION PENALTY						
Contravention penalty is applied in accordance with a Council Policy, By-law and/or any such enabling planning legislation and associated provisions	Per application (refer to tariff rules 5.1- 5.4.12)	Formula for Contravention Penalty: ((actual area/m² multiply by penalty rate A) + (indirect area /m² multiply by penalty rate B)) x (valuation/m²) = R/m² The area of the construction activity (actual area per square meter x penalty rate A) and/or land area (indirect area per square meter x penalty rate B) that is unlawfully utilised in terms of the relevant zoning of the property) multiplied by (the municipal value per square meter (m ²) of the land and/or building as stipulated in the current valuation roll of the municipality as on the date that is indicated on the contravention notice)	((actual area/m ² multiply by penalty rate A) + (indirect area /m ² multiply by penalty rate B)) x (valuation/m ²) = R/m ²	(area/m ²) x (valuation/m ²) = R/m ²		((actual area/m² multiply by penalty rate A) + (indirect area /m² multiply by penalty rate B)) x (valuation/m²) = R/m² Penalty Rate A = 10% Penalty Rate B = 5%
PRINTING FEES : PHOTOCOPIES / COMPUTER PRINTS - Mono (back and white)						
A4	per copy		R 5.00			R 5.00
A3	per copy		R 13.00			R 13.00
A2	per copy		R 60.00			R 60.00
A1	per copy		R 80.00			R 80.00
A0	per copy		R 95.00			R 95.00
PRINTING FEES : PHOTOCOPIES / COMPUTER PRINTS - Colour line prints						
A4	per copy		R 8.00			R 8.00
A3	per copy		R 14.00			R 14.00
A2	per copy		R 80.00			R 80.00
A1	per copy		R 100.00			R 100.00
A0	per copy		R 180.00			R 180.00
PRINTING FEES : PHOTOCOPIES / COMPUTER PRINTS - Full colour prints (photo)						
A4	per copy		R 9.00			R 9.00
A3	per copy		R 16.00			R 16.00
A2	per copy		R 180.00			R 180.00
A1	per copy		R 230.00			R 230.00
A0	per copy		R 400.00			R 400.00

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024
Applicable to services rendered from 1 July 2023

DIREKTORAAT: BEPLANNING EN ONTWIKKELING DIENSTE
DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES

To be read in conjunction with the Business Rules.

SERVICES RENDERED	UNIT	REMARKS	Tariff 2022/23 (Incl. VAT)	Excl. VAT 2023/24	VAT 15%	Tariff 2023/24 (Incl. VAT)
Electronic information	per document	Electronic Information must be calculated based on the time to compile the information, therefore it may be similar to the fee for compilation of a zoning certificate.	R 110.00	R 434.78	R 65.22	R 500.00
HERITAGE RESOURCE MANAGEMENT FEES						
ADVISORY COMMITTEE SCRUTINY FEE						
	Minor alterations to existing buildings and/or demolitions < 500m ²	Building plans for buildings older than 60 years or situated in the historical core Per Application	R 1 000.00	R 921.74	R 138.26	R 1 060.00
	Major alterations to existing buildings and or demolitions >500m ² and new developments	Building plans for buildings older than 60 years or situated in the historical core Per Application	R 1 500.00	R 1 382.61	R 207.39	R 1 590.00
SPATIAL PLANNING FEES						
COMPLEXITY FEES						
All Impact Assessments		Per study/assessment	R 4 300.00	R 3 739.13	R 560.87	R 4 300.00
APPLICATION FOR SIGNAGE (ALL ADVERTISING SIGNS ARE SUBJECT TO ADVERTISING AND SIGNAGE BY-LAW AS WELL AS FORMAL BUILDING PLAN APPROVAL)						
Signs < 1m ² (minimum fee)	per sign		R 430.00	R 395.65	R 59.35	R 455.00
Signs > 1m ² minimum fee plus additional fee/additional m ²	minimum fee plus an additional fee per additional m ²		R 1 100.00	R 1 013.91	R 152.09	R 1 166.00
Flag (<5 flags) (minimum fee)	Up to 5 Flags	All Advertising signs are subject to Outdoor Advertising Policy	R 1 100.00	R 1 013.91	R 152.09	R 1 166.00
Flag (>5 Flags)	More than 5 Flags	Minimum flag fee (R1 100.00) plus an additional fee per flag	R 150.00	R 138.26	R 20.74	R 159.00
BUILDING DEVELOPMENT FEES						
ALL BUILDING PLAN FEES						
■ Plan valid for 12 months						
ALTERNATIVE BUILDING PLAN FEE APPLICABLE TO ALL CATEGORIES OF STANDARD BUILDING PLAN FEES						
Applied to all building plan applications where building works has commenced without prior building plan approval or written provisional authorisations to commence with building works prior to building plan approval.	Per Building Plan Application	Per Building Plan Application: This tariff will be exempted if the current registered owner can demonstrate with documentary proof that he/ she aquired the property with the illegal building works and was consequently not personally responsible for such illegal building works.	4x the applicable standard building plan fee for application			4x the applicable standard building plan fee for application
MINOR BUILDING WORKS (NATIONAL BUILDING REGULATIONS)						

TARIFF RULES BUILDING DEVELOPMENT MANAGEMENT TARIFF STRUCTURE FOR 2023/2024
--

1. EFFECTIVE DATE

1.1 Fees are effective from 1 July 2023.

1.1. These tariffs replace all previous tariffs charged by the Building Development Management branch of Council.

2. METHOD OF PAYMENT

2.1 Fees can be paid in cash or electronically.

3. TIME OF PAYMENT

3.1 Fees are due when an invoice for the proposed application is presented for payment

3.2 The Building Plan Application **is deemed to be submitted after proof of payment** and no processing of applications will commence until receipt of payment of the fee/s is verified by finance.

4. PROOF OF PAYMENT

4.1 A receipt must be issued to the applicant for all fees received. A copy of the receipt must be attached to the application.

5. REFUNDS

5.1 All fees payable is set fees and are not deposits.

5.2 Applications are valid for 12 months from date of payment and building plan fees on lapsed plans are not refundable.

5.3 Building Plan Fees will only be waived or refunded in circumstances considered extraordinary by the Director: Planning & Economic Development, before commencement of evaluation process.

6. SUBJECT TO CHANGE

6.1 All fees and business rules are subject to change.

6.2 The fees applicable at the time of submission of the application are payable.

7. EXEMPTIONS

7.1 The following applications are exempt from the payment of scrutiny fees:

- Applications from Central or Provincial Government for work funded by the Government and for use by Government Departments. Building plan applications must however still be submitted and approved prior to commencement of any building works.
- Building Plans for all buildings and structures erected for and by the Local Authority. Building plan applications must however still be submitted and approved prior to commencement of any building works.
- All applications required to address / give effect to successful resettlement claims in terms of the Restitution of Land Rights Act, as well as in cases where land has been allocated to a successful

claimant, such claimant is allowed to submit only one application (building plan), for residential development only, which application(s) will be exempted from building plan fees as per normal fees.

- Applications from Orphanages and Homes for the Aged registered under the **National Welfare Act 79 of 1965 (As amended)**, as well as any welfare institutions in the discretion of the Director.

Building plan applications must however still be submitted and approved prior to commencement of any building works.

- The Director: Planning & Economic Development may grant or refuse applications for the exemption of some or all the applicable Building Development application fees of a particular application which are necessitated due to changes to developments made at the request of the Spatial Development Planning department of the Stellenbosch Municipality in the interests of environmental or heritage conservation.

- In cases where a successful land claimant submits a building plan for a purely non-residential development (which does not include any residential development) on land so obtained, such non-residential application is subject to all the fees applicable to any other similar application which was not obtained by way of the Restitution of Land Rights Act.

- If a successful land claimant submits a building plan for a mixed-use development (which includes non-residential development) on land so obtained, such non-residential building plan gets charged the normal fees as specific for such application as if the non-residential part of the application is a separate application from the residential part of the development.

8. OTHER FEES

8.1 Requests for information: if information is specifically requested in terms of the "Access of Information Act," the relevant fees as prescribed in terms of that Act apply.

8.2 Printing fees:

- a) Printing fees are charged per page according to size in accordance with the applicable tariffs. Copies will only be made in the sizes that are available at a particular office.

9. APPLICATION OF THE TARIFFS

9.1 Minor Building Work: As defined in the Building Regulations:

Each item charged for separately even if part of a full plan submission.

- Aviary
- Solid fuel store not exceeding 10m² in area and 2 m in height
- Tool shed not exceeding 10m² in area
- Child's playhouse not exceeding 5m² in area
- Cycle shed not exceeding 5m² in area
- Greenhouse not exceeding 15m² in area
- Open sided car, caravan or boat shelter or a carport where such shelter or carport does not exceed 40m² in area
- Any pergola
- Private swimming pool
- Change room, not exceeding 10m² in area, at a private swimming pool
- Lapa's and gazebos (with any type of roof covering) under 40m² in area

**TARIFF RULES
LAND USE MANAGEMENT & SPATIAL PLANNING, HERITAGE AND ENVIRONMENT
TARIFF STRUCTURE FOR 2023/2024**

1 GENERAL

Period applicable

- 1.1 Fees effective from 1 July 2023.
- 1.2 The fees replace all previous fees charged by Council.

Method of payment

- 1.3 Fees can be paid in cash or electronically.

Time of payment

- 1.5 Applicants must pay the fee/s when an invoice for the submitted application/s is/are presented for payment, except in the case of Impact statements and assessments, which become payable when the need for such an Impact statement / assessment becomes known to Council. The applicant must then be notified in writing of further payments and processing of the application may then only commence once payment is made which must be clearly stipulated in the notification.
- 1.6 An application will only be deemed valid and the processing thereof will only commence once receipt of payment for the application is verified by Finance.
- 1.7 All application fees are payable in the case of multiple applications.

Proof of payment

- 1.8 A receipt must be issued to the applicant for all fees received. A copy of the receipt must be filed on the relevant file.

Refunds

- 1.9 All fees payable are set fees and not deposits.
- 1.10 In the case of the withdrawal of applications, refunds will be paid as follows:
 - a) Before advertising or circulation takes place – the full advertising component/fee and 50% of the total of all the other application fees is refunded.
 - b) After advertising has taken place – no refund.
- 1.11 If an exemption or reduction of fees is granted in terms of the provisions of subsection 10, refunds will be given as per the decision.

Subject to change

- 1.12 All fees and business rules are subject to change.
- 1.13 The specific fee applicable at the time when the application is accepted by Council, is payable.



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

TARIFF STRUCTURE: PROPERTY MANAGEMENT: 2023/2024

	DESCRIPTION	APPLICATION FEE	RENTAL/TARIFF
1.	Lease Agreements		
1.1	For commercial purposes, other than outdoor dining and parking purposes	R2 500.00	To be determined by an independent valuer: on an <i>ad hoc</i> basis
1.2	For commercial parking purposes*	R1 200.00	
	(a) Stellenbosch CBD, Franschhoek CBD and Technopark		R326.00/parking bay/month
	(b) Other Areas		R 221.00/parking bay/month
1.3	For residential parking purposes*	R600.00	R173.00/parking bay/month
	*Up to 3 parking bays.		
1.4	Tertiary Institutions, schools and pre-schools	R1 200.00	R105.00/parking bay/month
1.5	For outdoor dining purposes*	R1 200.00	
	(a) Stellenbosch CBD and Franschhoek CBD		R150.00/m ² /month
	(b) Other areas		R150.00/m ² /month
1.6	Projections and projecting structures	R2 500. 00	
	(a) Onto street reserves/side walks		Once of payment of:
	Up to 50 m ²		R 473.00 per m ²
	51 m ² to 100 m ²		R 420.00 per m ²
	More than 100 m ²		R368.00 per m ²

DESCRIPTION	APPLICATION FEE	RENTAL
(b) Onto other council – owned property, where such projection has an impact on development value of council – owned property	R3 000. 00	To be determined by an independent valuer (should the estimated value be more than R100 000.00, then the weighted average of 2 independent valuations must be obtained)
1.7 For temporary use of Council-owned property for construction work		
(a) Stellenbosch CBD and Franschoek CBD & Technopark	R3 000.00	
Up to 20 m ²		R630.00 per month
20 m ² - 100 m ²		R1 260.00 per month
101 m ² – 1000 m ²		R6 300.00 per month
More than 1000 m ²		R12 600.00 per month
(b) Other areas	R 500.00	
Up to 20 m ²		R315.00 per month
20 m ² - 100 m ²		R683.00 per month
101 m ² – 1000 m ²		R3 675.00 per month
More than 1000 m ²		R7 875.00 per month
Deposit:		An amount to be determined by D:CS in relation to the potential risk to infrastructure/improvement with a minimum amount of R2 000.00
*Please note: Where a new owner of a property wants to apply for a change in name, 20% of application fees will be payable		
2. Lease Agreements*		
2.1 Temporary use of Council-owned property to a maximum of 30 days	R600.00	
Daily tariff:		
a) Up to 100m ²		R236.00 per day
b) Between 100m ² and 1000m ²		R599.00 per day
c) More than 1000m ²		R2 625.00 per day
Deposit:		To be determined by D:CS, depending on the possible risk associated with the event.

DESCRIPTION	APPLICATION FEE	RENTAL
2.2 Telecommunication structure - Application/Power of Attorney	R2 000.00	Market related rental to be determined.
2.3 Temporary use of vacant Council-owned buildings*		
*Not covered by approved tariff structure		
To be considered by: D:CS: To a maximum of 1 month D:CS: To a maximum of 3 months MM: To a maximum of 6 months MM: To a maximum of 12 months		
3. Servitudes*		
3.1 In urban areas	R2 500.00	Once-off payment of 80% of municipal valuation of land
3.2 In rural areas	R2 500.00	Once-off payment of 60% of municipal land.
* Please note:		
Where estimated servitude value exceeds R100 000.00, the fair market value is to be determined by an independent valuer.		
Where estimated servitude value exceeds R1M, the fair market value is to be determined by two independent valuers (weighed average)		
Posters		
4.		
4.1 Political parties 85% of tariff refundable on removal of posters as per conditions.		R5 250.00 (deposit)
4.2 For Commercial purposes		
(a) Up to 30 posters		R53.00 per poster
(b) Between 30 and 60 posters		R63.00 per additional poster
(c) Between 60 and 100 posters		R84.00 per additional poster
(d) More than 100 posters		R105.00 per additional poster
4.3 Non-commercial purposes		
(a) Up to 30 posters		R21.00 per poster
(b) Between 30 and 60 posters		R32.00 per additional poster
(c) Between 60 and 100 posters		R42.00 per additional poster
(d) More than 100 posters		R53.00 per additional poster
4.4 Wordfees: Individual artists		
(a) Per poster (to a maximum of 20 posters)		R58.00

	DESCRIPTION	APPLICATION FEE	RENTAL
4.5	Local Theaters		
	(a) Up to 500 posters for a season		R4 200.00
	(b) Up to 1000 posters for a season		R8 400.00
	(c) More than to 1000 posters for a season		R12 600.00
4.6	Newspapers		
	Local		
	a) Up to 1000 posters per annum:		R3 150.00
	b) Up to 2000 posters per annum:		R5 250.00
	c) More than 2000 posters per annum:		An additional amount of R8.00 per poster
	Other		
	a) Up to 1000 posters per annum:		R5 250.00
	b) Up to 2000 posters per annum:		R8 400.00
	c) More than 2000 posters per annum:		An additional amount of R8.00 per poster

***Note:** The term posters include flags.

Please note: -

- a) Application fees listed in this tariff structure exclude professional fees such as legal fees, valuation fees, survey costs, publication of notices, etc. Where such costs are incurred, it is payable by the applicant, over and above the application fee as listed in this tariff structure.
- b) All fees include VAT

Exemption

The Municipal Manager may at his or her sole discretion, and after taking into consideration the merits of a specific application, exempt an applicant from paying the tariffs as set out above, or at a reduced rate.

LAND USE MANAGEMENT

2 APPLICATION FEES

Description

- 2.1 Application fees are the minimum fee payable for submitted applications.
- 2.2 All fees are payable per item applied for (each consent, departure, rezoning, etc, charged separately) per property in line with the Stellenbosch Land Use Planning By-law , where applicable. Unless application is simultaneously made for the consolidation or subdivision of more than one property, which is directly adjacent, cadastrally bounded to each other, owned by the same property owner and submitted as one application for consideration. Only one application fee will be applicable for all erven included in the application.

Rezoning & Determination of a zoning

- 2.3 Rezoning fee is payable per application.
- 2.3.1 Determination of a zoning is payable per application.

Permanent Departure fee

- 2.4 The departure fee must be charged per application per property (i.e. if a building departs from the street and lateral building lines, coverage as well as from height, then the applicable fee must be charged as a single fee per property). In the case of registered indigent owners, as well as subsidised housing schemes, no departure fee at all would be payable.

Temporary Departure, Permission in terms of the Zoning Scheme (Additional Uses/ Technical Approvals), Permission in terms of condition in the Title Deed, Occasional Use of Land, Consent Use in terms of the Zoning Scheme

- 2.5 Temporary departure, Permissions, Occasional use of land, Consent uses and Technical approvals, etc. are charged separately per application per property in addition to any departures (regulations) applied for.
- 2.5.1 A separate fee is applicable in respect of applications for temporary departure, consent use or special development in order to establish a house shop and/or early childhood development centres (ECD's) / home day care centres or day care centre and all Occasional use of Land applications.

Subdivision & Consolidation & Amendment or Cancellation of subdivision plan (inclusive of general plan/diagram)

- 2.6 Application fee is payable per application submitted.

Exemption Certificates (subdivision/consolidation)

- 2.7 This fee is payable for subdivisions/consolidations which are exempted in terms of the applicable legislation. This fee is payable per application submitted.

Removal, Relaxation, Suspension and Amendment of Restrictive Title Deed conditions

- 2.8 This fee is payable per application per property submitted.

Amendment, Deletion or Imposition of conditions in respect of an existing approval

2.9 This fee is payable per application submitted.

Extension of validity period of approval

2.10 Fees should be paid as depicted on the tariff schedule. For all applications for extension the fee will be 50% of the current application fee, for the financial year in which the application for extension is submitted, inclusive of VAT.

Permission in terms of condition of approval or Administrative permission or approval inclusive of but not limited to: Site Development Plans; HOA Constitutions; Architectural / Design / Aesthetic Manuals or Guidelines, Landscaping Plans & Phasing Plans

2.11 This fee is payable per application submitted. All permissions or approvals that is required and originates from a condition of an approval attached to a land use application granted by the municipality, will be exempted from this tariff. Any subsequent applications for the amendment to such permissions/ approvals on the initiative of the applicant will not be exempted.

Closure of Public Place / Roads or part thereof

2.12 This fee is payable per application submitted.

Disestablishment of Home-Owners Association

2.13 This fee is payable per application.

Rectify failure of a Home-Owners Association to meet its obligations

2.14 This fee is payable per application.

Permission for reconstruction of existing building constituting a non-conforming use

2.15 Permission required for the reconstruction of an existing building that constitutes a non-conforming use that is destroyed or damaged to the extent that it is necessary to demolish a substantial part of the building. This fee is payable per application.

Naming and numbering of Streets, Places and Buildings

2.16 This fee is payable per application submitted.

Renaming of Streets, Places and Buildings

2.17 This fee is payable per application submitted.

3 ADVERTISING FEES

Advertising framework

3.1 Advertising: is required in terms of the relevant land use legislation.

3.2 Advertising will be done in accordance with the land use legislation and fees will be charged accordingly.

- 3.3 Advertising in the press and advertising which consists of the serving of notices to interested and affected parties are charged independently (with different fees being applicable). No 'serving of notice' fee is applicable when notifying the applicant of the outcome of an application or notifying any objectors of the right of appeal.

Advertising in the press

- 3.4 The fee for advertising in the press is applicable whenever press advertising is required in a local weekly newspaper or daily newspaper and/or Provincial Gazette. This fee is only payable when Council undertakes the advertising.
- 3.5 Advertising in the press is a basic advertising fee. Should the actual costs be more, the applicant is liable for such extra costs upon receipt of a quote.
- 3.6 Composite applications for the same property when advertised collectively in the press carry a single advertising fee.

Serving of notices

- 3.7 The fee for serving of notices is payable when Council conducts the serving of notices. This fee is not applicable when the applicant conducts the advertising.
- 3.8 The fee applicable for every 10 notices or part thereof to be served by Council is depicted in the schedule.
- 3.9 The 'serving of notices' fee is also applicable when notices are delivered by Council to interested and affected parties.

4 OTHER

Deviation from Council Policies and By-laws

- 4.1 Deviation from Council Policies and By-laws are charged per application per property.

Appeal

- 4.2 Appeal fees are charged and are payable per appeal submitted in respect of any decision taken by Council.

Intervener Status

- 4.3 This fee is payable per application submitted.

Transfer clearance

- 4.4 Transfer clearance fees are payable per erf for which application is made for clearance in terms of the applicable land use legislation and includes a Power of Attorney (POA) and a Certificate of Registered Title (CRT).

Zoning Certificate

- 4.5 This fee is payable when a formal zoning certificate is issued. Payment of this fee is required in respect of each erf for which a zoning certificate is requested.

Business Licence

- 4.6 This fee is payable in respect of each application received for the issuing of a business licence.

5 CONTRAVENTION PENALTY

- 5.1 Contravention penalty is applied in accordance with a Council Policy, By-law and/or any such enabling planning legislation and associated provisions.
- 5.2 A contravention penalty as stipulated in the Stellenbosch Municipal Land Use Planning By-Law, is payable within 30 days after approval of the utilisation of the land and/or construction activity.
- 5.3 The Contravention penalty is payable within 30 days from date of approval of the land use application that was submitted as a result of a contravention notice that was served.
- 5.4 If the property is to be transferred, the Municipality will only issue a certificate in terms of the Stellenbosch Municipal Land Use Planning By-Law, upon proof of payment of the contravention penalty.
- 5.5 No occupancy certificate for the building construction will be issued unless proof of the payment of the contravention penalty is submitted by the applicant.
- 5.6 Formula for Contravention Penalty: **((actual area/m² multiply by penalty rate A) + (indirect area /m² multiply by penalty rate B)) x (valuation/m²) = R/m²**
The area of the construction activity (actual area per square meter x penalty rate A) and/or land area (indirect area per square meter x penalty rate B) that is unlawfully utilised in terms of the relevant zoning of the property) multiplied by (the municipal value per square meter (m²) of the land and/or building as stipulated in the current valuation roll of the municipality as on the date that is indicated on the contravention notice)
- 5.7 **Definitions:**
- 5.7.1 "Area" refers to the utilisation of the land and/or work on the land and/or construction activity on the land and/or any building on the land and/or structure on the land that is being utilised in a manner other than permitted in the zoning scheme without the prior approval of the municipality.
- 5.7.2 "Valuation" refers to the municipal valuation of any land and/or building as indicated in the current Municipal Valuation Roll.
- 5.7.3 "Date" refers to the date as indicated on the contravention notice.
- 5.7.4 "Property value" refers to the Value of property as reflected in the most recent municipal valuation roll.
- 5.7.5 "Valuation year" refers to the year of the last municipal valuation.
- 5.7.6 "Annual adjustment" refers to the Value adjustment (if any) on house price index or any other approved by the municipality.
- 5.7.7 "Size of property" refers to the area in square meters of the property as indicated on the title deed.
- 5.7.8 "Direct area of contravention" refers to the area in which the contravention occurs, e.g. rooms, floor area, coverage, and contravention measured in square meters.
- 5.7.9 "Indirect area of contravention" refers to the area complementary to the contravention, e.g. area used for parking, storage, outdoor activities or purposes.
- 5.7.10 "Penalty Rate A" refers to the rate at which penalty amount will be calculated on area of contravention as approved annually by Council.
- 5.7.11 "Penalty Rate B" refers to the rate at which penalty amount will be calculated on indirect area of contravention as approved annually by Council.

5.7.12 “Amount payable” refers to the total amount payable as a contravention penalty in terms of the relevant bylaw.

6 PRINTING FEES

- 6.1 Printing fees are charged per page according to size and colour. The three types of copies/prints are mono (black & white), Colour line prints and Full Colour prints (photo). Copies will only be made in the sizes that are available at a particular office.
- 6.2 The fee charged for electronic information does not include the CD, which must be supplied by the applicant.
- 6.3 If information is specifically requested in terms of the Promotion of Access to Information Act, 2000, the relevant fees as prescribed in terms of that Act applies.

SPATIAL PLANNING, HERITAGE AND ENVIRONMENT

7 PLANNING ADVISORY COMMITTEE SCRUTINY FEE

- 7.1 Planning Advisory Committee Scrutiny fees (Aesthetics Committee) are charged when a matter needs to be submitted to the Planning Advisory Committee (Heritage/Aesthetics Committee) for scrutiny, when buildings are older than 60 years or situated in the historical core. The fees are payable per application and are categorized as follows:
- 7.1.1 Minor alterations to existing buildings <500m²;
- 7.1.2 Major alterations to existing buildings >500m² and new developments.

8 COMPLEXITY FEES (ADDITIONAL FEES FOR HIGH IMPACT APPLICATIONS) AND AMENDMENT OF URBAN EDGES.

Description

- 8.1 Additional fees are charged on top of the basic application fees when a Heritage Impact Assessment (HIA), Environmental Impact Assessment (EIA) and Traffic Impact Statement / Assessment (TIA/S) are required, since such applications are more complex and involve more work. The complexity fees are charged to cover additional expenses due to the processing of complex applications, resulting from the fact that such applications normally are more complicated to process and due to the fact that it requires input from specialised staff which would not normally be involved in the assessment of applications which doesn't require an impact statement/assessment. The EIA and HIA fees are charged up front like all other fees if the application requires assessment in terms of the NEMA and/or NHRA. If an EIA and/or HIA fee has been paid when the SPLUMA/LUPA/By-law application was submitted and it turns out in the end that it did not lead to a full EIA / HIA, the EIA/HIA fee is not refundable. Complexity fees are charged per assessment/study.

9 APPLICATION FOR SIGNAGE

- 9.1 Application fees for signage (including flags) are paid in respect of each sign applied for. A minimum fee for signs smaller than 1m² is in place, but when signs are larger than 1m², the minimum fee plus the enhancement fee will be payable for every additional m².

10 EXEMPTIONS

- 10.1 All indigent residents which are registered as such with the Municipality and with proof submitted together with all applications for all permanent Departures will be exempted from the application fees applicable to permanent Departures.
- 10.2 All applications submitted by or on behalf of Council are exempt from all the application, advertising and other fees in the attached table. This exemption only applies to applications made by Council or where Council is the developer. All other government institutions must pay the normal fees.
- 10.3 All applications for a zoning certificate from provincial or national government are exempted from the application fees applicable to zoning certificates for state owned land.
- 10.4 Applications for the establishment of state, provincial and/or council subsidised housing schemes are exempt from all the application and other fees in the attached table. Advertising fees are payable in this regard. Application fees are, however, applicable in subsidised housing areas after the establishment of the areas has been completed; subject to the conditions in the establishment of any of the less formal townships.
- 10.5 All applications required to address / give effect to successful resettlement claims in terms of the Restitution of Land Rights Act, as well as in cases where land has been allocated to a successful claimant, such claimant is allowed to submit only one application, for residential development only (but including subdivision, removal of restrictions, etc, related to such residential development), which application(s) are exempt from all the application and other fees in the attached table. Advertising fees are payable in this regard. If a successful land claimant submits a mixed-use development application (which includes non-residential development) on land so obtained, such non-residential development gets charged the normal fees as specified for such application, including advertising and service of notice fees, as if the non-residential part of the application is a separate application from the residential part of the development. In cases where a successful land claimant submits a purely non-residential development application (which does not include any residential development) on land so obtained, such non-residential development application is subject to all the fees applicable to any other similar application which wasn't obtained by way of the Restitution of Land Rights Act/Rural Act 9.
- 10.6 The above fees, if not specifically exempted, also applies to applications in the BCDA areas where Council is the commenting authority.
- 10.7 The Director: Planning & Economic Development may grant or refuse applications for the exemption of some or all the applicable fees of particular applications which are necessitated due to changes to the developments made at the request of the Environmental Management Services in the interest of environmental or heritage conservation.
- 10.8 The Director: Planning & Economic Development may grant or refuse applications for the exemption or reduction of contravention penalties based on objections to a compliance notice submitted to the Development Management Department as provided for in the Stellenbosch Municipal Land Use Planning By-Law.

- Any free-standing wall
- Reconstruction of fire and natural disaster damaged buildings at applicable rate as per single/other/non-residential categories
- Any other structure, not being a Minor Building Work as per definition, are charge per meter square of the applicable category

9.2 Applications for Alterations and Additions: Plans will be assessed as follows:

- Additions: assessed on the area (square metres) per category
- Alterations: assessed on the QS/Architect estimated value and calculated at 0.008% of the value

9.3 Applications for Provisional Authorisation to Commence with the erection of a Building:

Applications for provisional authorisation to proceed with the erection of a building prior to final building plan approval will be considered on condition that:

- The application has been formally submitted (the full scrutiny fees paid) and the plans have been circulated to the applicable service branches.
- The application for provisional authority is in writing and is fully motivated.
- The prescribed provisional authorisation fee is paid. This fee is not refundable.
- The application is for specific items of work clearly defined on the working drawings accompanying the building plan submission.
- Full Planning (Zoning) approval has been obtained or is otherwise in compliance with all applicable zoning provisions.
- The property must be not encumbered by private restrictive title deed conditions.
- Provisional authorisation may be subject to applicable conditions and may include to limit the extent to which the subject building works may be implemented under such provisional authorisation prior to final approval of the building plan application.
- Any work done prior to the approval the building plans is entirely at the applicant's risk and should the plans require amendments or should the application be refused for any reason the work already completed will have to altered or removed as the case may be at the applicant's expense.

9.4 Minimum Fee for Social Responsibility – to the discretion of Director: Planning & Economic Development as specified.

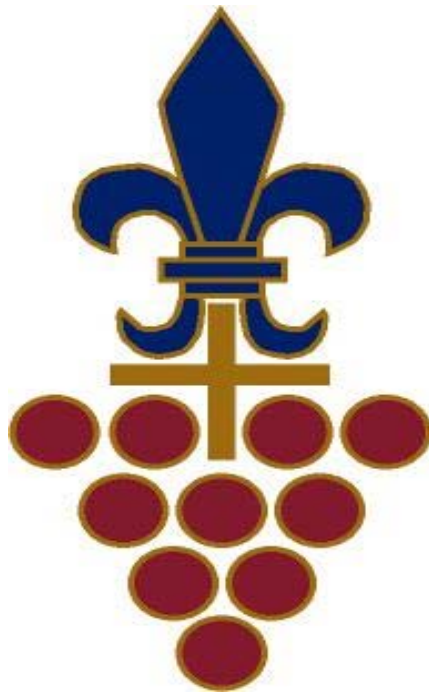
An approved minimum application fee for private Subsidised Housing Projects will be considered on condition that:

- Subsidised Proof in accordance with the Housing Code to be presented and submitted with building plan applications
- The minimum application fee is applicable to each application and is not a bulk application fee
- Pre-submission notification to be submitted, indicating the number of erven, with erf numbers approved for subsidised housing

These business rules must be read in conjunction with the "BUILDING DEVELOPMENT FEES TARIFF STRUCTURE FOR 2023/2024".

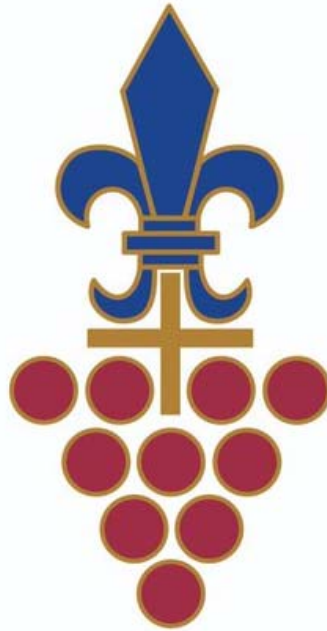
These tariff rules must be read in conjunction with the "BUILDING DEVELOPMENT MANAGEMENT TARIFF STRUCTURE FOR 2023/2024."

STELLENBOSCH MUNICIPALITY



**INFRASTRUCTURE ASSET
UNBUNDLING POLICY**

2023/2024



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

Infrastructure Asset Unbundling Policy

Contents

1	Introduction.....	3
2	Definitions	3
3	Purpose	5
4	Objectives.....	5
5	Statutory and Regulatory Framework.....	5
6	Responsibilities & Accountability	6
7	Asset Capitalisation	7
8	Depreciation	9
9	Asset Impairments.....	10
10	Asset Derecognitions.....	11
11	Remaining Useful life assessment.....	11

1 Introduction

This policy is intended to provide a framework for the unbundling of completed infrastructure services capital projects and financial asset year-end processes within the requirements of sections 60, 62, 63, 78, and 79 of the Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA), and the South African Standards of Generally Recognised Accounting Practices (GRAP) as well as to promote good financial management practices.

It is the responsibility of the accounting officer to maintain a system of internal control over assets, including an accurate, valid, and complete asset register, and to ensure that appropriate accounting principles are applied to all assets.

This policy applies to all officials within the Stellenbosch Local Municipality who utilise and/or manage any type of infrastructure assets.

The Municipal Council of Stellenbosch have adopted an Asset Management Policy to regulate the effective management of all council's assets and wants to lay down broad guidelines for consistent, effective and efficient asset management principles of Stellenbosch Municipality

The Municipality of Stellenbosch have agreed to adopt an Infrastructure Unbundling Policy that will guide the Municipality with the effective, complete, and accurate capitalisation of their assets and complying with year-end processes relating to assets.

2 Definitions

In this Policy, unless the context indicates otherwise.

An **asset** means a resource:

- a) controlled by Stellenbosch Municipality;
- b) as a result of a past event;
- c) it is probable that future economic benefits or service potential associated with the assets will flow to the municipality;

Infrastructure assets are defined as assets that usually display some or all of the following characteristics:

- a) they are part of a system or network;
- b) they are specialised in nature and do not have alternative uses;
- c) they are immovable; and
- d) they may be subject to constraints on disposal.
- e) examples are road networks, sewer systems, water networks etc.

Capitalisation of assets means the recording of assets in the Fixed Asset Register. Assets may only be recorded in the Fixed Asset Register once the recognition criteria is complied with

in accordance with GRAP. That means the cost of an item shall be recognised as an asset if, and only if: It is probable that future economic benefits or service potential associated with the item will flow to the municipality; and the cost or fair value of the item can be measured reliably.

Cost means the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire an asset at the time of its acquisition or construction or, where applicable, the amount attributed to that asset when initially recognized in accordance with specific requirements of other Standards of Generally Recognized Accounting Practices (GRAP). Elements of cost are the following:

- a) The purchase price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates;
- b) Any cost directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management; and
- c) The initial estimate of the cost of dismantling and removing the item and restoring the site on which it is located.

Current Replacement Cost (CRC) is the cost of replacing the service potential of an existing asset, by reference to some measure of capacity, with an appropriate modern equivalent asset. GRAP 17 defines CRC as the cost the entity would incur to acquire the asset on the reporting date.

Depreciation means the systematic allocation of the depreciable amount of an asset over its useful life.

Directly Attributable Costs are:

- a) cost of employee benefits arising directly from the construction or acquisition of an item;
- b) cost of site preparation;
- c) initial delivery and handling cost;
- d) cost of testing whether the asset is functioning properly, after deducting the net proceeds from selling any items produced while bringing the asset to that location and condition; and
- e) professional fees.

Expected Useful Life (EUL) is a measure of the estimated life of an asset or component, such as time, number of cycles, distance intervals, production units, etc.

Fixed Asset Register means a register for recording all municipal-owned and controlled assets in accordance with GRAP accounting standards.

Generally Recognised Accounting Practice (GRAP) are accounting standards issued by the Accounting Standards Board (ASB) in terms of section 89 of the Public Finance Management Act (PFMA).

Impairment means a determined loss in future economic benefits or service potential of an asset, over and above the systematic recognition of the loss of the asset's future economic benefits or service potential through depreciation.

Estimated Remaining Useful Life (ERUL) is the period remaining over which economic benefits or service potential can be derived from an asset.

Useful life means the period over which an asset is expected to be available for use by the municipality.

Work-in Progress Register (WIP) the list of projects still under construction and not available for use at reporting date.

3 Purpose

The purpose of this policy is to ensure that all assets are classified and capitalised using the GRAP accounting standards and are recorded accurately on the **FAR (Fixed Asset Register)**.

4 Objectives

The objectives of the policy are stipulated as follows:

- Specifying Council's practice regarding accounting for assets. To establish a framework for the accounting treatment of assets, including proper recognition, measurement, disposal and impairment thereof to assist officials in understanding their legal and managerial responsibilities with regard to key asset functions such as:
 - efficiently unbundling the assets from the project value to tangible assets;
 - acknowledge when an asset is available for use and ready for recognition in the FAR;
 - asset valuation principles in accordance with GRAP and Directive 7;
 - establishing and maintaining asset registers.

5 Statutory and Regulatory Framework

This policy aligns with the Municipality of Stellenbosch Asset Management Policy.

This policy must comply with the accounting standards specified by the Accounting Standards Board. The relevant approved and effective accounting standards include:

- GRAP 1 Presentation of Financial Statements;
- GRAP 3 Accounting Policies, Changes in Accounting Estimates and Errors;
- GRAP 12 Inventory;
- GRAP 13 Leases;
- GRAP 17 Property, plant, or equipment;
- GRAP 16 Investment property;
- GRAP 19 Provisions, Contingent Liabilities and Contingent Assets;
- GRAP 31 Intangibles;
- GRAP 103 Heritage Assets;
- GRAP 27 Agriculture;
- GRAP 21 Impairment of Non-cash generating assets;
- GRAP 26 Impairment of Cash-generating assets;
- GRAP 110 Living and Non-living Resources.

6 Responsibilities & Accountability

The purpose of this section is to prescribe the responsibilities of the various functionaries within Stellenbosch Municipality.

The Accounting Officer (Municipal Manager)

The Accounting Officer (Municipal Manager) or his duly delegated representative is responsible to ensure implementation and compliance with the responsibilities prescribed in section 63 of the MFMA.

- The municipality has and maintains a management, accounting and information system that accounts for the assets of the municipality which includes the addition of new assets, and the disposal of old assets.

Asset Managers/ Directors

The manager referred to in Section 56 of the Municipal Systems Act is someone reporting directly to the Municipal Manager and has the functional accountabilities for the physical management of a particular set of assets in order to achieve the municipality's strategic objectives relevant to their directorate.

Asset managers should:

- ensure that a complete asset verification of all inventory and asset items is performed annually;
- ensure that the Work-in Progress register (WIP) is up to date;
- ensure all new assets are categorised correctly and are added to the updated AR;
- ensure that all obsolete, damaged, and unused assets, supported by relevant asset and condemnation forms, are handed in at the Asset Management Department without delay.

Infrastructure Services Departments:

The head of the various engineering departments are responsible for:

- Ensure that departmental officials read and acknowledge the Unbundling Policy and know the processes to follow.
- Updating the WIP register when projects have been completed in a specific financial year.
- Providing project-related information for the categorisation of the assets.
- Assist in the annual ERUL assessment of assets.
- Identify any potentially impaired assets on an annual basis and report them to the Asset Management Department.
- Ensure that complete asset verification of infrastructure asset items is performed on a five (5) year rolling basis or as prescribed by the relevant managing department, i.e. all infrastructure assets are verified over a five (5) year period.

7 Asset Capitalisation

As stated in the Asset Management Policy 2021 - 2022;

“Stellenbosch Municipality does not capitalize an asset based on a capitalization cost threshold but recognizes an asset when it complies with the definition of an asset as stipulated in GRAP 17 and the cost of the asset to the municipality can be measured reliably.

Where an asset is acquired at no cost, or for a nominal cost, its cost is its fair value as at the date of acquisition (GRAP 17.22).

Assets will only be capitalized in the asset register on completion or finalization of the project.”

Asset Capitalisation Procedures:

- i) The status of all the ongoing municipal projects within the jurisdiction of the municipality need to be updated accordingly on the FAR and WIP register at the end of each financial year:

- Completed projects: Projects that have been signed off as completed and the assets are available for use.
 - Work-in progress: Projects that are still on-going in the next financial year and not completed in the current financial year.
- ii) Capitalise completed projects as per the GRAP standards
- i. New assets: Assets that have previously not been captured on the FAR. Replacements or renewals: Assets capitalised on the FAR to replace existing old and damaged assets on the FAR. The asset that is replaced will have to be derecognised (removed from the FAR).
- An asset categorisation (according to the GRAP asset classifications and CIDMS asset hierarchy) should be present.
 - The asset value as per project cost and apportionment during the unbundling process should be available. If the asset cost is not available, as the case might be with some donated assets, the fair value as at the date of the handover, will be recognised as the asset value.
 - Each asset component should have an Expected Useful Life (EUL) allocated to it. All new assets should have a EUL equal to their Estimated Remaining Useful Life (ERUL). In the case of a donated asset, the EUL and ERUL may differ if the donated asset was used before the transfer.
 - The acquisition date will be the date when the project was completed and became available for use. In the case of a donated asset, the handover date will be recorded as the take-on date on the FAR.
 - The asset GIS ID needs to be assigned to each of the new assets before adding it to the FAR. Asset location information should be populated in the FAR for proper control and maintenance of the assets.
- ii. Upgraded assets: Assets that are on the FAR but have been upgraded/ improved:
- Using the previously assigned GIS ID to get the correct location.
 - The new asset value associated with the upgrade should be linked to the existing asset.
 - In the case of upgrading an existing component, the acquisition date and ERUL of the existing component need to be assigned to the upgraded component. The ERUL of the improved component should be reviewed for an increase in ERUL.
 - In the case of upgrading an existing asset but with a new component, the steps as for a new asset should be followed.

- iii) The total of all asset additions in the FAR capitalised within a financial year should align with the total project cost transferred out of the WIP register at the reporting date.

Asset Classification

Assets must be classified according to the GRAP accounting standards and the CIDMS hierarchy. The municipality’s hierarchy should be approved by Council and recorded in the Asset Management Policy. Figure 1 below depicts the asset hierarchy as per CIDMS.

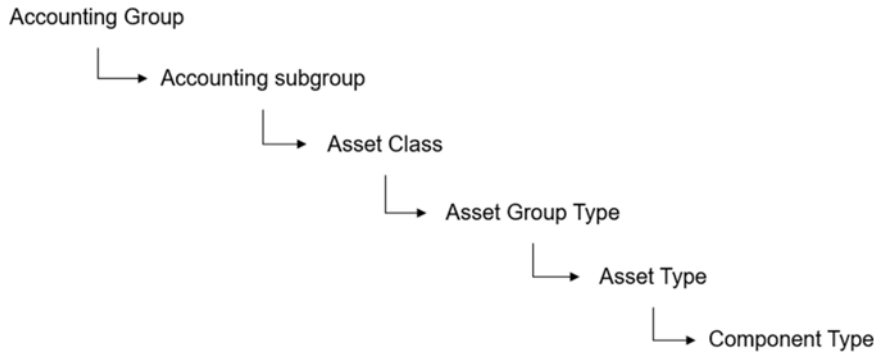


Figure 1 – CIDMS Asset Hierarchy

Asset Value

The value of the asset accounts for the cost of the asset including all associated costs such as preliminary & general costs, site clearance, excavation costs, material costs, and transport costs.

Where the acquisition cost of an asset is not available and the date on which control was handed over is also not available, the acquisition cost is measured using the deemed cost at the date the municipality adopted the Standards of GRAP in accordance with Directive 7. The deemed cost is determined as the fair value of the asset at the measurement date.

When an asset is donated to the municipality and the actual asset cost is not available, the asset will be recorded in the FAR at fair value on the date of donation.

8 Depreciation

Each part of an item of property, plant, and equipment with a cost that is significant in relation to the total cost of the item shall be depreciated separately.

A significant part of an item of property, plant, and equipment may have a useful life and a depreciation method that are the same as the useful life and depreciation method of another significant part of that same item. Such parts may be grouped in determining the depreciation charge.

A variety of depreciation methods can be used to allocate the depreciable amount of an asset on a systematic basis over its useful life. These methods include the straight-line method, the diminishing balance method, and the production unit method. The straight-line depreciation results in a constant charge over the useful life if the asset's residual value does not change.

The straight-line depreciation method is used to allocate the depreciable amount of infrastructure assets over their useful lives on a systematic basis.

9 Asset Impairments

Impairments are defined as “a loss in the future economic benefits or service potential of an asset, over and above the systematic recognition of the loss of the asset's future economic benefits or service potential through depreciation”.

According to the Municipal Finance Management Act (MFMA) and GRAP, assets should be reviewed for impairments on an annual basis. There are two impairment accounting standards to be used by local government. If an asset is used with the objective to generate a commercial return, the Standard on Impairments of Cash-generating assets, GRAP 26, will be applicable. Local government assets are usually used to render a service rather than generating a commercial return. In the case of service delivery assets, the Standard on Impairment of Non-cash generating (GRAP 21) assets was applied for the testing of impairments.

Recoverable amount is the amount that the municipality expects to recover from the future use of an asset, including its residual value on disposal.

The recoverable service amount or recoverable amount is the higher of an asset's fair value less the cost to sell and its value in use.

The recoverable amount of individual assets, or groups of identical assets, is determined separately and the carrying amount is reduced to the recoverable amount on an individual asset, or group of identical assets, basis. However, there may be circumstances when it may not be possible to assess the recoverable amount of an asset on this basis, for example when all of the plant and equipment in a sewerage purification work is used for the same purpose. In such circumstances, the carrying amount of each of the related assets is reduced in proportion to the overall decline in recoverable amounts of the smallest grouping of assets for which it is possible to make an assessment of recoverable amounts.

The following may be indicators that an asset is impaired, such assets should be tested for an impairment:

- a) The item has been damaged;
- b) The item has become technologically obsolete;
- c) The item remains idle for a considerable period of either prior to it being put into use or during its useful life;

The detail on external and internal impairment indicators is indicated in GRAP 21.23.

Reversal of an Impairment Loss

The same procedures as for the identification of impaired assets are followed to assess whether there is an indication that an impairment may have decreased or eliminated. If so, the difference between the recoverable amount and the carrying amount should be debited to the asset's carrying amount. Therefore, the asset's value will increase to be equal to the recoverable amount.

The ERUL of the asset should be reviewed when a reversal of impairment occurs.

The increased carrying amount due to reversal should not be more than what the depreciated historical cost would have been if the impairment had not been recognised.

Reversal of an impairment loss is recognised as income in the Statement of Financial Performance.

Depreciation must be adjusted for the reviewed ERUL of the asset.

10 Asset Derecognitions

The carrying amount of an asset shall be derecognised:

- a) on disposal (including disposal through a non-exchange transaction); or
- b) when no future economic benefits or service potential are expected from its use or disposal.

The gain or loss arising from the derecognition of an asset shall be included in the surplus or deficit when the item is derecognised.

In terms of Section 14 of the MFMA the municipality may not dispose of any capital asset required to provide a minimum level of basic municipal services.

A municipality may dispose of any other capital asset, provided that:

- a) the Council, in a meeting open to the public, has first determined that the asset is not required to provide a minimum level of basic municipal services; and
- b) the Council has considered the fair market value of the asset and the economic and community value to be received in exchange for the asset.

The decision that a specific asset is not needed to provide the minimum level of basic municipal services, may not be reversed by the municipality after that asset had been sold, transferred, or otherwise disposed of.

11 Estimated Remaining Useful Life (ERUL) Assessment

An ERUL assessment has to be conducted annually on assets that have an ERUL of 2 years or less to identify assets that have to be disposed of, impaired, and adjusted. Departments should also review the ERUL of any asset where indicators exist that there might be an

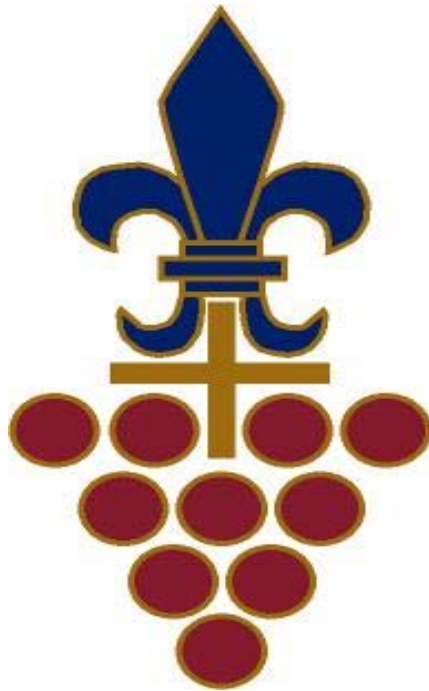
increase or decrease in the life cycle of the asset. The ERUL might increase in the case of an asset upgrade or if an event occurred that affects the life cycle of the asset in a positive manner. Any event/ factor that affects the life cycle of an asset in a negative manner should be recorded, for the asset's ERUL to be review.

Procedure during an ERUL review:

- The Fixed Asset Register is to be reviewed annually and assets with an ERUL of 2 years or less need to be identified;
- The list of identified assets is to be discussed with all engineering department heads to determine the status of the assets;
 - a. Vandalised assets to be included on the impairment list;
 - b. Assets that are no longer in a working condition to be added to the disposed of list;

Assets that are still in working condition are to be noted and the ERUL is to be adjusted adequately.

STELLENBOSCH MUNICIPALITY



**POOL VEHICLE
POLICY**

2023/2024



STELLENBOSCH MUNICIPALITY

POOL VEHICLE POLICY

TABLE OF CONTENT

Purpose	1
Utilization of Pool Vehicles	1
Section 1: Responsibilities of Drivers	1
Section 2: Determining the need for vehicles	3
Section 3: Issue of Vehicles	3
Section 4: Proper use of Municipal vehicles	4
Section 5: Vehicle Keys	5
Section 6: Damage, Losses, and Theft	5
Section 7: Garaging and parking of municipal transport	6
Section 8: Mechanical Appreciation	6
Section 9: Safe Driving	7
Section 10: Speedometers, Odometers and Hour-meters	7

Section 11: Care of Tyres	7
Section 12: Fuel and Oil	8
Section 13: Servicing and repair of municipal motor vehicles	9

Purpose

To ensure the proper procedure of booking and utilization of a pool vehicle.

Utilization of Pool Vehicles

No person, other than a municipal official in possession of a valid driver's licence may drive a Pool Vehicle and no person other than an official may be transported in a Pool Vehicle, provided that the CFO, Municipal Manager or a director may in exceptional circumstances authorise that other passengers may be transported in such Pool Vehicle.

Municipal officials that receive car allowance are NOT allowed to use any pool vehicle.

Section 1: Responsibilities of Drivers

The full cooperation of all employees concerned is required to always ensure that the municipal transport system functions efficiently. All drivers are expected to accept and exercise the responsibilities associated with the operation of vehicles.

1.1 Usage

1.1.1 Municipal transport is provided strictly for official services only and is not to be used for private purpose

1.1.2 When a municipal vehicle is to be used, the driver must ensure that a copy of the Trip Authorization Form (provided by fleet management) duly authorized and signed, is held in the vehicle.

1.1.3 All municipal vehicles must be issued with a Daily Logbook. The driver is required to record all his/her daily trips in the logbook. The Daily Logbook must be submitted to the Fleet management Department upon returning the vehicle.

1.1.4 Municipal fuel cards may be used only for the purposes of refuelling of municipal vehicles and is not to be used for private purposes.

1.2 Public Image

All municipal vehicles shall be driven in a SAFE and COURTEOUS manner, which will promote the municipality's PUBLIC IMAGE. Municipal drivers are constantly in public view; their behaviour shapes the public concept of municipal efficiency in general.

1.3 Careful handling

Municipal vehicles shall at all times be driven and handled with proper care and attention, to obtain the best mechanical service and avoid infringements of the law. Any evidence of neglect, rough handling or reckless driving must be reported to Fleet management Services and will result in disciplinary action.

1.4 Inspection

- 1.4.1 Pre-drive inspection of vehicles are to be carried out by Fleet management officer daily, as required in terms of the pool vehicle policy.
- 1.4.2 Fleet management officer must always ensure that the vehicle is in a roadworthy condition.
- 1.4.3 The last user of a vehicle will be held responsible for any unreported damage/defects/loss. The fleet management officer must thoroughly inspect a vehicle after each trip. Any damage/defects found by the Fleet management officer must be reported to the fleet Manager immediately and an appropriate action must be taken by management. A vehicle must not be driven prior to all damages/ defects being attended to.
- 1.4.4 All municipal vehicles must be inspected periodically by the Fleet management officer of Stellenbosch Municipality to ensure that a proper state of cleanliness, repair and efficiency is being maintained. All instances of poor upkeep of municipal vehicles must be investigated and disciplinary action taken. All costs incurred in repairing the vehicle are to be recovered from the driver/person responsible for the vehicle.

1.5 Pre- and Post-Driver Activities

1.5.1 Before a vehicle is driven, the fleet management officer must ensure that the following activities have been carried out:

Pre-trip activities

- a) Carry out an inspection of the vehicle.
- b) Record all damages to the vehicle observed during the pre-inspection.
- c) Both fleet management and line department signs the findings of the pre-inspection
- d) Check whether the logbook details is the same as the km's on the odometer
- e) Give the driver the trip authorisation form and make sure that it is signed.
- f) Ensure that the details of the trip to be undertaken are entered in the Logbook.

Post-trip activities

- a) Cross check the odometer reading, distance covered and time in the daily Logbook.
- b) Inspect the vehicle thoroughly.
- c) Report to fleet manager any damage to the vehicle.
- d) Confirm whether fuel was purchased and hand over the fuel slip to fleet management.
- e) Check whether all information is correctly recorded in the logbook.

1.5.2 Every trip undertaken by the driver must appear as a separate entry in the Logbook.

1.5.3 Inspection Forms and Logbook entries must be checked by fleet management officer every day. All instances of irregular/unauthorized use of motor vehicles must be investigated by Fleet management services and disciplinary action be taken where necessary.

1.6 Safety

All employees must be fully aware that it is a criminal offence to disobey the general safety instructions issued by their employer. Persons guilty of failing to observe safety instructions are liable not only to disciplinary action in terms of the Municipality's Conditions of Service, but also to prosecution by the Department of Labour.

1.7 Rules

Failure to observe the rules contained herein and any additional instructions issued by Fleet management will render the offending employee liable to disciplinary action.

1.8 Driver Competency

The Traffic Management Section will perform a Competency Test to every municipal employee who requires to operate a municipal vehicle. The employee must pass the test to receive a certificate authorizing them to operate a municipal vehicle.

Section 2: Determining the need for vehicles

2.1 The Managers of departments are responsible for determining the number and types of vehicle(s) that will be required for a booking and will communicate that to fleet management via email, it is the responsibility of fleet management to determine which vehicles will be available.

2.2 A vehicle must be booked from fleet management 24 hours before the trip.

Section 3: Issue of Vehicles

3.1 Exclusive use of vehicles

3.1.1 There will be no exclusive use of a pool vehicle.

3.2 Pool Vehicles

3.2.1 Authorization is to be obtained from each manager of Department prior to an employee taking possession of a vehicle.

3.2.2 A daily trip authorization form is to be completed and approved by the Director or senior manager of Department prior to the employee taking possession of a vehicle.

3.2.3 Vehicle keys are to be issued to the employee by fleet management officer and stored by fleet management at the close of business each day.

3.2.4 A physical inspection of the vehicle is to be conducted by fleet management officer subsequent to the vehicle being returned by the employee as stated in 1.4

3.2.5 A register is to be maintained by fleet management, which details the following information daily:

- a) Name of employee
- b) Travel destination for the day
- c) Mileage for the day
- d) Time of transfer of vehicle to employee
- e) Name of fleet management Officer that issued the vehicle
- f) Time of return of vehicle keys.

3.2.6 Unless prior arrangements have been made with fleet management, employees who fail to return vehicles at the close of business each day, will be subject to disciplinary action.

3.2.7 No employee shall take a pool vehicle home overnight.

Section 4: Proper use of Municipal vehicles

The following rules must be observed:

- 4.1 The most economical vehicle suitable for the purpose must be used.
- 4.2 The vehicle shall only be driven by an appropriate licensed and duly authorized employee on official duty.
- 4.3 The driver must be licensed in terms of National Road Traffic Act for the particular class of vehicle under his/her control.
- 4.4 No person shall move, drive, or operate any municipal vehicle unless he/she is fully authorized to do so. The unauthorized use of a vehicle will render the person concerned liable for prosecution in a court of law, over and above any internal disciplinary action.
- 4.5 Passengers, inclusive of municipal staff, are not permitted to ride on or inside any municipal vehicle except for the execution of municipal duties. All passengers must sign an indemnity prior to being transported in a municipal vehicle.
- 4.6 The driver shall not deviate any vehicle from the shortest route to the destination to serve the private interest of the driver or his/her passengers, or in connection with the conveyance, loading or unloading of private property or goods.
- 4.7 The driver shall not utilize any municipal vehicle for private purpose.
- 4.8 The driver of any vehicle shall not deviate to any unauthorized routes or destinations and shall not enter any unauthorized premises or areas.
- 4.9 Drivers are expected to route their vehicles so as to secure maximum operating efficiency at minimum expenses.
- 4.10 Logbooks with specific details must be kept up to date and inspected by fleet management officer every day. Any deviation must be investigated and, when necessary, reported to fleet manager for further investigation, so that disciplinary action can be taken against infringing members.
- 4.11 The fleet manager must report all deviations and actions taken to the Chief Financial Officer monthly.

Section 5: Vehicle Keys

- 5.1 Employees in charge of vehicles must always ensure that the ignition, door lock, fuel cap, gear lock and other keys of the vehicle in use are suitably safeguarded against loss or theft.
- 5.2 In the event of a vehicle's keys being lost or mislaid, the driver must not attempt to open the locking system of the vehicle but must obtain assistance from fleet management services.
- 5.3 A thorough investigation must be conducted by Fleet management to establish the causes for vehicle keys being lost. Where it is found that the loss of keys is due to negligence on the part of the driver, all costs to recover/replace the keys must be recovered from the driver.

- 5.4 At no time shall a driver leave his/her vehicle unattended without first switching off the engine and removing the ignition key, engaging the gear-lock, and removing the key.

Section 6: Damage, Losses, and Theft

Damage, losses, and theft, other than those arising from accidents, are dealt with under this section.

- 6.1 An employee who takes over a municipal vehicle must ensure that any damage or loss is immediately brought to the notice of Fleet Management in writing. Unless he/she complies with this instruction, he /she will be deemed to have received the vehicle in good order.
- 6.2 Any person found unlawfully removing fuel from a municipal vehicle or engaged in an unauthorized removal or exchange of any component on a municipal vehicle will be subjected to the strictest discipline, as prescribed in the prevailing Conditions of Service.
- 6.3 In the event of losses, thefts and hijacking, the employee operating the vehicle must immediately report the matter to Fleet Management for further investigation and follow up
- 6.4 In the event of a hijacking or armed robbery, Law Enforcement must be contacted immediately
- 6.5 Any pool vehicle may be subjected to a search by fleet management officer.

Section 7: Garaging and parking of municipal transport

7.1 Overnight parking

- Vehicles must be parked at designated municipal premises.
- Under no circumstances should municipal vehicles be parked outside designated premises without the authorization of Fleet Management services.

7.2 Reserved areas

No pool vehicle is allowed to park on reserved areas or the area for visiting personnel.

Section 8: Mechanical Appreciation

- 8.1 Whilst a municipal pool vehicle is in operation, the driver shall regularly check the warning lights, indicators, and gauges. Immediate action must be taken should anything untoward being noticed, to prevent damage or further damage to the vehicle or its components.
- 8.2 Where there is an indication of excessive engine heat or lack of oil pressure, the engine shall be switched off immediately and the vehicle not driven further under its own power until the matter has been rectified.

- 8.3 The “revving” up of engines is detrimental, especially at the cold starting-up stage. Until normal operating temperatures are achieved, high speed engine operation must be avoided.
- 8.4 Where a vehicle is subjected to extended periods of waiting in dense traffic, the neutral gear position must be selected and the hand brake applied, to avoid unnecessary wear on the clutch components.
- 8.5 Travelling with a foot on the clutch pedal must be avoided, as this causes premature failure of the clutch assembly and release bearing.
- 8.6 A smooth balance must be maintained between the clutch and accelerator pedal to avoid damage to the vehicle’s drive train.

Section 9: Safe Driving

9.1 Traffic Regulations

Traffic fines arising from neglect on the part of the driver will not be paid by the Municipality. The driver will be held personally responsible and will not receive any financial assistance from the Municipality.

9.2 Speed Limits

Apart from the necessity of observing the speed limits laid down by the government and local authorities, municipal motor vehicles must not be driven at speeds that may endanger the lives of occupants and other road users. Speed must be adjusted to suit weather conditions, road conditions and the vehicle being used.

Section 10: Speedometers, Odometers and Hour-meters

- 10.1 It is important that odometers and hour-meters always reflect the true elapsed distance and times. Any defect in a speedometer, odometer or hour-meter should be rectified as soon as possible.
- 10.2 No person shall disconnect the speedometer of a municipal vehicle. Where a speedometer is fitted to a vehicle, the National Road Traffic Act requires it to be in good working order.
- 10.3 Speedometers and hour-meters should not be tampered with.

Section 11: Care of Tyres

11.1 Tyre pressures

Fleet management officer must ensure that the inflation of tyres is in accordance with the pressures recommended by the manufacturer of the vehicle. Incorrect inflation, particularly under inflation, is the greatest single factor contributing to undue wear, overheating and premature failure of tyres. Any deviation from specified pressures will have adverse effects on steering, braking, road holding and safety.

11.2 Precautionary measures

11.2.1 The checking and correction of tyre pressures should be performed in cold tyres only.

11.2.2 Scuffing or running into kerbs and running over projections should be avoided.

11.2.3 Mechanical defects that cause uneven tyre wear should be rectified immediately.

11.2.4 Regular inspections should be held for tread wear, cuts, bruises and stones wedged between dual wheels. Tread depth at any point across the entire breadth of the tread and circumference of the tyre must not be allowed to be less than 1 mm. A tyre that does not meet this requirement must be replaced immediately.

11.2.5 Dust caps on tyre valves must be replaced.

11.2.6 Sudden or fierce braking, unnecessary acceleration and fast cornering should be avoided.

11.2.7 Dumping sites are always littered with sharp projections, which cause an ongoing puncture problem. Special care must be taken to avoid sharp obstacles.

11.2.8 The removal of any imbedded foreign objects will deflate the tyre, therefore must be reported to Fleet Management Services, and not be removed by the driver.

11.2.9 The abusive or negligent treatment of tyres should be avoided as any tyre damage caused through abuse or negligence will be for the account of the driver.

Section 12: Fuel and Oil

12.1 Supply

Where employees are in charge of municipal pool vehicles require fuel and/or oil, they shall obtain supplies from the nearest designated supply point. Drivers are to ensure that the fleet number, odometer reading and quantity of fuel supplied are entered correctly on the appropriate forms. Tanks are to be filled to a constant level.

12.1.1 The Fleet management officer is responsible for checking the engine oil and water on every occasion before it is booked or that the vehicle is refuelled.

12.2 Fuel saving

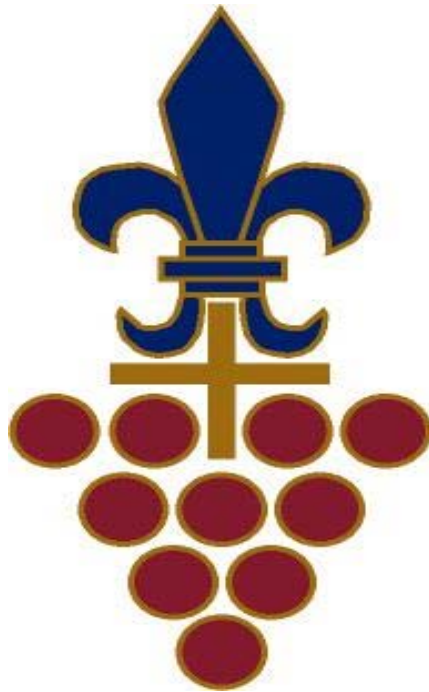
Some factors that have a major bearing on fuel economy are set out below for the guidance of all concerned:

- 12.2.1 Wastage due to the overfilling of the fuel tank must be avoided and vehicles must, wherever possible, be parked on level ground and in the shade.
- 12.2.2 Vehicles must at all times be driven in the gear ratio appropriate to the road conditions.
- 12.2.3 Road speeds must be kept as constant as possible.
- 12.2.4 Acceleration and braking must be executed smoothly and gently. The most uneconomical use of fuel occurs during acceleration and with the engine idling in a stationary vehicle.
- 12.2.5 Any strong smell of fuel must be investigated immediately, especially if noted while the vehicle is in motion. Besides causing wastage, petrol leakage is highly dangerous.
- 12.2.6 The driver should not allow the engine of any vehicle or machine to run unnecessarily.

Section 13: Servicing and repair of municipal motor vehicles

- 13.1 All motor vehicles shall be serviced and repaired in accordance with the policies and procedures as laid down by Stellenbosch municipality and the relevant service provider.
- 13.2 Fleet management officer in charge of pool vehicles shall be responsible for ensuring that service arrangements are strictly adhered to.
- 13.4 Timeous servicing arrangements - When a vehicle needs to be serviced, Fleet management officer must arrange for the vehicle to be serviced through Wesbank. Servicing is not to be delayed due to the non-availability of a substitute vehicle.

STELLENBOSCH MUNICIPALITY



**BORROWING, FUNDS AND
RESERVES POLICY**

2023/2024



STELLENBOSCH MUNICIPALITY

BORROWING, FUNDS AND RESERVES POLICY

TABLE OF CONTENTS

	PAGE
1. INTRODUCTION	2
2. BACKGROUND AND APPROACH	2
3. LEGISLATIVE REQUIREMENTS	2
4. FUNDING POLICY	3
4.1. OPERATING BUDGET	4
4.2. CAPITAL BUDGET	5
5. RESERVES POLICY	7
6. BORROWING POLICY	8
7. CORPORATE GOVERNANCE (OVERSIGHT)	11
8. TRANSITIONAL ARRANGEMENT	11
9. POLICY MANAGEMENT	11

1. INTRODUCTION

The documented **Borrowing, Funds and Reserves Policy**, sets out the framework for the prudent use of Borrowing, Funds and Reserves available to the Municipality.

This Policy should be implemented in conjunction with the approved **Liquidity Policy**. The Liquidity Policy sets out the prudent level of cash to be maintained by the Municipality as one of several factors to ensure long term financial sustainability. It is however of equal importance to protect, maintain and extend the infrastructure of the Municipality to ensure the continued provision of services at an acceptable standard.

This policy is implemented to provide guidance on the appropriation of capital funding resources on a sustainable basis in the longer term.

2. BACKGROUND AND APPROACH

With reference to the applicable legislation as referred to in paragraph 3 below. Legislation exists and prescribes the framework of a Borrowing as well as Funds and Reserves Policy and these factors will all be addressed in this Policy.

Although legislation provides guidance as to the broader framework to ensure financial management of resources to ensure the Council meets all of its obligations timeously, it is not prescriptive with regards to quantifying not only the prudent level of Borrowing, Funds and Reserves but more so the optimal level hereof.

Therefore, in this Policy cognisance has been taken of the legislative guidelines whilst more prescriptive guidelines are set for the optimal management and monitoring of resources to the Municipality's avail based on sound financial practices.

3. LEGISLATIVE REQUIREMENTS

The legislative framework governing borrowings, funds and reserves are:

1.1. Local Government Municipal Finance Management Act, Act 56 of 2003 (MFMA) must be complied with; and

1.1.1. MFMA Circular 71 stipulates the following guidelines regarding borrowing:

Capital Cost (Interest Paid and Redemption) as a % of Total Operating Expenditure

(Capital Cost (Interest Paid and Redemption) / Total Operating Expenditure) x100

Criteria: 6% - 8%

Debt (Total Borrowings) / Revenue

(Overdraft + Current Finance Lease Obligation + Non Finance Lease Obligation + Short Term Borrowings + Long Term Borrowings) / Total Operating Revenue

Criteria: Maximum 45%

1.2. Local Government Municipal Budget and Reporting Regulation, Regulation 393, published under Government Gazette 32141, 17 April 2009.

4. FUNDING POLICY

The Local Government Municipal Budget and Reporting Regulation, Regulation 393, published under Government Gazette 32141, 17 April 2009 stipulates:

8. (1) *Each municipality must have a funding and reserves policy which must set out the assumptions and methodology for estimating –*

- (a) *projected billings, collections and all direct revenues;*
- (b) *the provision for revenue that will not be collected;*
- (c) *the funds the municipality can expect to receive from investments;*
- (d) *the dividends the municipality can expect to receive from municipal entities;*
- (e) *the proceeds the municipality can expect to receive from transfer or disposal of assets;*
- (f) *the municipality's borrowing requirements;*
- (g) *the funds to be set aside in reserves.*

In terms of Section 18 and 19 of the MFMA an **annual budget** may only be funded from:

Cash backed accumulated funds from previous years' surpluses not committed for other purposes:

Transfers from the accumulated surplus to fund operating expenditure will only be allowed for specific once-off projects with no recurring operating expenditure resulting thereof.

Borrowed funds, but only for capital projects:

Actual capital expenditure may only be incurred on a capital project if the funding for the project has been appropriated in the Capital Budget, but has also been secured from the financial source that is not committed for another purpose.

Realistically anticipated revenues to be collected:

Realistic anticipated revenue projections must take into account projected revenue for the current year based on actual collection levels in previous financial years.

4.1. OPERATING BUDGET

The Operating Budget should be cash funded. The Operating Budget is funded from the following main sources of revenue:

- a) Property Rates;
- b) Service Charges;
- c) Government Grants and Subsidies;
- d) Rental of facilities and Equipment;
- e) Other revenue, fines, interest received etc.;

The following guiding principles apply when compiling the Operating Budget:

- a) Growth parameters must be realistic taking into account the current economic conditions;
- b) Tariff adjustments must be in line with the following approved policies: ***Tariff Policy and Indigent Policy***;
- c) Revenue from Government Grants and Subsidies must be in line with allocations gazette in the Division of Revenue Act and provincial gazettes. Transfers of a conditional nature must be appropriated only as prescribed and should not be used to fund the Operating Budget;
- d) Revenue from public contributions, donations or any other grants may only be included in the Budget if there is acceptable documentation that guarantees the funds and if the transfers are unconditional of nature;

- e) Provision for revenue that will not be collected is made against the expenditure item provision for bad debt and based on actual collection levels for the previous financial year and the reasonably projected annual non-payment rate;
- f) Interest received from actual Long-term and or Short-term Investments are based on the amount reasonably expected to be earned on cash amounts available during the year according to the expected interest rate trends. The actual amount allocated for interest on investments is contributed to the Capital Replacement Reserve;
- g) A detailed salary budget is compiled on an annual basis. All funded positions are budgeted for in total as well as new and/or funded vacant positions. As a guiding principle the salary budget should not constitute more than 35% of annual Operating Expenditure;
- h) Depreciation charges are fully budgeted for according to the Asset Register.
- i) The annual cash flow requirement for the repayment of borrowings must fully be taken into consideration with the setting of tariffs;
- j) Sufficient provision must be made for the maintenance of existing infrastructure based on affordable levels. The maintenance budgets are normally lower than the recommended levels as a guiding principal repair and maintenance should constitute between 5% and 8% of total operating expenditure and should annually be increased incrementally until the required targets are achieved.
- k) Individual expenditure line items are to be revised each year when compiling the budget to ensure proper control over expenditure.

4.2. CAPITAL BUDGET

The capital budget provides funding for the municipality's capital programme based on the needs and objectives as identified by the community through the Integrated Development Plan and provides for the eradication of infrastructural backlogs, renewal and upgrading of existing infrastructure, new developments and enlargement of bulk infrastructure.

The capital budget is limited by the availability and access to the following main sources of funding:

- a) Accumulated cash backed internal reserves such as the Capital Replacement Reserve;
- b) External borrowings;
- c) Government Grants and Subsidies;
- d) Public Donations and Contributions.

The following guiding principles apply when considering sources of funding for the capital budget:

a) Government Grants and Subsidies:

- a. Only Government Gazetted allocations or transfers as reflected in the Division of Revenue Act or allocations as per Provincial Gazettes may be used to fund projects;
- b. The conditions of the specific grant must be taken into consideration when allocated to a specific project.

b) Public Donations and Contributions:

- a. In the case of public contributions, donations and/or other grants, such capital projects may only be included in the annual budget if the funding has been received by the municipality already.

c) External Borrowing:

- a. The borrowing requirements as contained in the **Borrowing Policy** in paragraph 6 are used as a basis to determine the affordability of external loans over the Medium Term Income and Expenditure Framework. The ratios to be considered to take up additional borrowings are as follows, unless in contravention with any loan covenants:
 - i. Estimated long-term credit rating of BBB and higher;
 - ii. Total Long-term Debt to Total Operating Revenue (excluding conditional grants and transfers) not to exceed 45%;

Capital Cost (Interest Paid and Redemption) as a % of Total Operating Expenditure not to exceed the norm between 6 -8 %

d) Cash backed Reserves

- a. Allocations to capital projects from cash backed internal reserves will be based on the available funding for each ring-fenced reserve according to the conditions of each reserve. With reference to Paragraph 5, **Reserves Policy**.

All capital projects have an effect on future operating budget therefore the following additional cost factors should be considered before approval:

- a) Personnel cost to staff new facilities once operational;

- b) Contracted services, that is, security, cleaning etc.;
- c) General expenditure such as services cost, stationery, telephones, material etc.;
- d) Other capital requirements to the operate facility such as vehicles, plant and equipment, furniture and office equipment etc.;
- e) Costs to maintain the assets;
- f) Interest and redemption in the case of borrowings;
- g) Depreciation charges;
- h) Revenue generation as the additional expenses incurred may be offset by additional revenue generated to determine the real impact on tariffs.

5. RESERVES POLICY

All reserves are “ring fenced” as internal reserves within the accumulated surplus, except for provisions as allowed by the General Recognized Accounting Practices (GRAP):

- a) Housing Development Fund;

The municipality endeavours to effectively utilise and maintain the **Capital Replacement Reserve** for the funding of capital replacement and renewal for future financial years. This reserve needs to be cash backed. This will provide the Municipality with a more balanced capital funding approach in the longer term thereby reducing the risk of reaching its maximum gearing ability or depleting its free cash.

This Reserve can be generated as follows from the Operating Budget; the following methodology needs to be read in conjunction with the **Liquidity Policy**:

a) Cash generated from Operating Activities:

- a. The Municipality has maintained a strong ability to generate surplus operational cash flow which it has used to fund most of its capital spending in the past;
- b. In the past depreciation charges could be considered sufficiently cash backed based on the cash surplus generated prior to capital spending. However, going forward should capital spending increase sharply it will result simultaneously with Depreciation charges increasing sharply which may therefore in future not be fully supported by cash.
- c. Depreciation is a method to generate future cash. Therefore, it is prudent to annually measure the cash coverage for depreciation charges until it is fully funded from cash through tariff setting.

- d. As at year end it is to be determined whether the Municipality meets its **Minimum Liquidity Criteria** as stipulated in the **Liquidity Policy**, excess cash in addition to this prescribed level is to be calculated and appropriated to the Capital Replacement Reserve and no more than 80% of the balance of the Capital Replacement Reserve as at year end should be allocated to the following year's capital budget unless sufficient recommendations are made to Council to substantiate such a decision.

6. BORROWING POLICY

It is required that the Municipality comply with the guidelines of Chapter 6 of the MFMA with regards to Debt Disclosure as detailed in Sections 46, 47, 48 and 49. This section should be read in conjunction with point c) under paragraph 4.2. on page 6. External borrowings may only be incurred for approved capital programmes and may under no circumstances be allocated to fund the Operating Budget.

Municipal infrastructure has a long-term economic life and it is appropriate to fund assets of this nature with long term external borrowing. The economic life of assets should be equal to or longer than the tenure of the external borrowing.

The following needs to be taken into consideration when accessing external borrowing:

a) Types of loan financing

- a. Annuity Loans enable the Municipality to provide for the redemption of loans on an amortising basis which is generally the most cost effective method of financing often referred to as vanilla funding;
- b. Bullet Redemption Loans are attractive as interest on the loan is serviced with the capital redemption only taking place at the end of the tenure of the loan. However, this method is more costly as interest is paid on the full debt throughout the term as the Capital does not reduce. This type of loan also requires an annual contribution to a sinking fund, which in essence then mimics the traits of an annuity loan although at a higher cost. The use of such structure warrants a detailed motivation based on the benefits to the implementation of the capital project;
- c. Sculpted Repayment Loans offer a combination of the above two types, as loans are sculpted according to the potential cash flows to be generated from

the capital project in future. For example, the following can be included in a sculpted loan:

- i. A capital grace period in the first years of the development of the capital project;
- ii. An incremental annual increase in the repayment in relation to the projected growth in revenue from the project.

b) Interest Rate Risk Management

- a. The impact of interest and capital redemption payments on both the current and forecasted property rates and service charges through tariffs taking into consideration the current and future capacity of the consumer to pay therefore;
- b. Likely movement in interest rates for variable rate borrowings. There are benefits to be yielded from borrowing on a variable rate if rates are projected to decrease in future, however it is prudent for the Municipality to enter into fixed interest rate loans to accurately budget for expenses incurred.

c) Tenure of Borrowing

- a. The tenure of external borrowings should where possible match the economic useful life of the asset.

d) Security

- a. Unless sufficient motivation is provided and other than for the provision of a sinking fund for the redemption of a bullet loan, the provision of any security against external borrowings, should be specifically motivated by the CFO for approval.

e) Loan Covenants

- a. The Municipality is to maintain a Loan Covenants Register detailing the covenants entered into with each active loan agreement until date of maturity thereof;

- b. Compliance with all loan covenants are to be monitored and reported on semi-annually to ensure that the Municipality does not breach any covenants;
- c. Should a default be triggered based on non-compliance with loan covenants, the Municipality is to alert Council and send the related Financial Institutions a written commitment to address the matter within a reasonable timeframe.

f) Level of gearing

- a. As stipulated in point c) under paragraph 4.2. on page 6, gearing is not only limited by the level of debt against the Total Operating Income (excluding conditional grants) but also limited by other operational factors including compliance with the stipulations of the approved **Liquidity Policy**.

7. CORPORATE GOVERNANCE (OVERSIGHT)

Compliance with the various stipulations as documented in this Borrowing, Funds and Reserves Policy need to be monitored by the Chief Financial Officer and reported on to the Municipal Manager on a monthly basis and to the Finance/Audit Committee on a quarterly basis.

Where compliance has been breached the Chief Financial Officer must present an action plan to correct the non-compliance. The Finance Committee must monitor the successful implementation of the corrective action plans and report progress to Council.

8. TRANSITIONAL ARRANGEMENT

Upon adoption of this policy by the Council, the Municipal Manager in conjunction with the Chief Financial Officer must determine the current performance levels of the Municipality against this Policy and present a plan of action towards achieving and maintaining the stipulation as set out in this policy thereby utilising a more blended funding mix for capital infrastructure investment.

The Council must approve an appropriate timeframe within which the Municipality must achieve the approved stipulations as set out in this Policy. The period between the date of the policy adoption by Council and the target date for compliance shall be known as the Transitional Period.

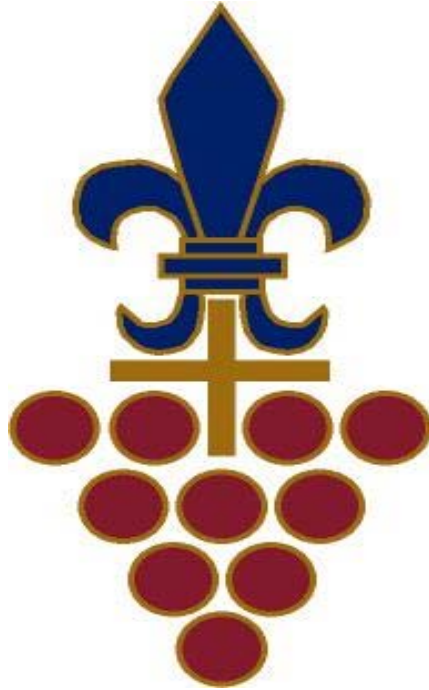
The Finance Committee must report progress during the approved Transitional Period to the Council.

9. POLICY MANAGEMENT

The *Borrowing, Funds and Reserves Policy* forms part of the Municipality's overall financial objectives and therefore forms part of approved Budget Policies. The policy must be reviewed at least annually during the budget revision and presented to Council for approval.

The policy is effective from the date it is approved by Council.

STELLENBOSCH MUNICIPALITY



**BUDGET IMPLEMENTATION AND
MONITORING POLICY**

2023/2024



STELLENBOSCH MUNICIPALITY

BUDGET IMPLEMENTATION AND MONITORING

POLICY

TABLE OF CONTENTS

	PAGE
1. PREAMBLE.....	15
2. DEFINITIONS	
3. OBJECTIVES OF POLICY	16
4. BUDGET PREPARATION PROCESS	
5. BUDGET PRINCIPLES	16
6. ADJUSTMENTS BUDGETS.....	22
6.1 Formats of adjustments budgets	
6.2 Funding of the adjustments budgets.....	
6.3 Timeframes for tabling of adjustments budgets	
6.4 Submission of tabled adjustments budgets	
6.5 Approval of adjustment budget	
6.6 Publications of approved adjustment budget.....	
6.7 Submission of approved adjustments budget and other documents	
7. BUDGET IMPLEMENTATION.....	
8. REVIEW OF POLICY	24

1. PREAMBLE

In the spirit of the Municipal Finance Management Act, (No.56 of 2003) “ to modernize budget and financial management practices by placing local government finances on a sustainable footing in order to maximize the capacity of municipalities to deliver services to all residents customers, users and investors” and,

Whereas chapter 4 of the Municipal Finance Management Act, (No 56 of 2003) determines that a municipality may, except where otherwise provided in the Act, incur expenditure only in terms of an approved budget; and within the limits of the amounts appropriated for the different votes in an approved budget,

Therefore the Stellenbosch Municipality revised its Budget Policy to give effect to the Budget and Reporting Regulations as set out in this policy.

2. OBJECTIVES OF POLICY

The objective of the budget policy is to:

- a) The policy sets out the budgeting principles which Stellenbosch Municipality will follow in preparing each annual budget (or adjustments budget). The policy aims to give effect to the requirements and stipulations of the Municipal Finance Management Act in terms of the planning, preparation and approval of the annual budgets.
- b) The policy shall apply to all the relevant parties within the Stellenbosch Municipality that are involved throughout the budget process.
- c) A Budget Steering Committee will be established to guide the budget process.

3. BUDGET PRINCIPLES

3.1 Capital Budgets

The capital budget refers to the allocations made to specific infrastructural projects and the purchase of equipment and other forms of assets, as classified per the Stellenbosch Asset Management Policy.

3.1.1 Basis of Calculation

- a) The current three year MTREF budget, including two future planning years in terms of the 5 year IDP, is the departure point in preparing the subsequent annual capital budget.
- b) The annual capital budget shall be based on realistically anticipated revenue (capital loans to be taken up will be deemed to be part of this), which should be equal to the anticipated capital expenditure in order to result in a balanced budget.
- c) The impact of the capital budget on the current and future operating budgets in terms of finance charges to be incurred on external loans, depreciation of fixed assets, maintenance of fixed assets and any other operating expenditure to be incurred resulting directly from the capital expenditure, should be carefully analyzed when the annual capital budget is being compiled.

- d) In addition, the council shall consider the likely impact of such operational expenses- net of any revenues expected to be generated by such item- on future property rates and service tariffs.

3.1.2 Financing

Own Financing Sources

The Council shall establish a Capital Replacement Reserve (CRR) for the purpose of financing capital projects and the acquisition of capital assets. Such reserve shall be established from the following:

- a) unappropriated cash-backed surpluses to the extent that such surpluses are not required for operational purposes;
- b) further amounts appropriated as contributions in each annual or adjustments budget; and
- c) net gains on the sale of fixed assets in terms of the fixed asset management and accounting policy.

Other Finance Sources

The Ad- Hoc capital budget shall be financed from external sources such as the following:

- a) Grants and subsidies as allocated in the annual Division of Revenue of Act;
- b) Grants and subsidies as allocated by Provincial Government;
- c) External Loans;
- d) Private Contributions;
- e) Contributions from the Capital Development Fund (developer's contributions); and
- f) Any other financing source secured by the local authority.

3.1.3 Process and responsible parties

The process to be followed in the compilation of the capital budget is as follows:

- a. The current 3 year MTREF budget is the departure point in preparing the subsequent annual capital budget.

- b. The CFO, in conjunction with the Senior Manager: Financial Management Services and the Manager: Budget & Costing and after consultation with the Budget Steering Committee sets the reasonable growth level of the capital budget to be financed out of own and external sources and determines affordability.
- c. The draft capital budget is compiled based on the projects that emanated out of the engagements with the different stakeholders.
- d. The CFO, together with the Senior Manager: Financial Management Services, engage with the Directors and the Senior Managers in order to determine the priorities for a particular financial year and to determine the ranking of projects based on these priorities.
- e. The draft capital budget is submitted to the Budget Steering Committee for perusal and suggestions.
- f. The draft capital budget is tabled in Council at least 90 days (31 March) before the start of the new financial year.
- g. After the draft budget is tabled in Council, it is advertised for public comment for a period of 30 days.
- h. Once the comments from the public have been received, noted and considered, any amendments and the final budget are tabled in Council for final approval, at least 30 days (31 May) before the start of the financial year.

3.1.4 Implementation

The process to be followed in the compilation of the capital budget is as follows:

- a) After the budget has been approved, the service delivery and budget implementation plan (SDBIP) should be compiled.
- b) The SDBIP must be tabled to the Mayor within 28 days after aforementioned approval.
- c) Each director has to indicate the intended spending patterns of both their capital and operating budgets. (Cash flows)
- d) These listed cash flows are consolidated into the Service Delivery and Budget Implementation Plan of the organisation.
- e) The SDBIP will be monitored on a monthly basis
- f) Each directorate can use their respective vote numbers as indicated on the capital budget

3.2 Operational Budget

The operational budget refers to the funds that would be raised in the delivery of basic services, grants & subsidies and any other municipal services rendered. These funds are in turn used to cover the expenses incurred in the day to day running of the organization.

3.2.1 Basis of Calculation

- a) A zero based approach is used by budget holders in preparing the annual operating budget, depending on the type of revenue or expenditure.
- b) The annual operating budget shall be based on realistically anticipated revenue, which should at least be equal to the anticipated cash operating expenditure in order to result in a balanced budget.
- c) An income based approach shall be used where the realistically anticipated revenue would firstly be projected. The level of operating expenditure will then be based on the projected revenue, thus resulting in a balanced budget.

3.2.2 Financing

The operating budget shall be financed from the following sources:

Agency Services - Compensation received by the municipality for cost to provide the agency service should be recognised as receipts and not set-off against the expenditure. This compensation maybe in the form of commission, agency fees, contract fees, etc.

Interest, Dividend and Rent on Land - Consist of the income associated with ownership of interest bearing financial instruments, such as bank deposits, loans extended to others, and bills and bonds issued by others. Dividends come in the form of receipts from shares and distribution of profits to the owner. Rent on land is the receipts due to ownership of land.

Operational Revenue - Operational revenue refers to all other income not elsewhere classified such as administrative fees, bad debts recovered, breakages, commission, discounts and early settlements, etc.

Rental from Fixed Assets - Operating lease income received by the municipality from external use. Distinction is made between rental income based on market related versus non-market related rates.

Sales of Goods and Rendering of Services - This category consist of sales and services rendered provided that the municipality produced or partially produced the good or service.

Service Charges - This group of accounts provides for the basic services delivered by municipalities.

Licences or Permits - Granting of licences or permits associated with a regulatory function by government. Fees recognised under this category must result from a principle agreement. If the municipality act as an agent on behalf of provincial or national government the transaction need to be treated accordingly. Judgment need to be applied in deciding whether the "licence or permits" need to be classified as exchange or non-exchange revenue.

Fines, Penalties and Forfeits - This item consists of all compulsory receipts imposed by a court or quasi-judicial body. Out-of-court settlements are also included in this category. As with taxes, this item consists of unrequited, compulsory transactions. Thus, the recipient municipality does not provide anything in return for these receipts.

Property Rates - Property Rates means a municipal rate on property envisaged in section 229 (1)(a) of the Constitution read with the Municipal Property Rate Act 6 of 2004 as amended by the Municipal Property Rates Amendment Act, 2014. Rateable property means property on which a municipality may in terms of section 8 levy a rate and excludes impermissible rates as per section 17 of the Act.

Transfers and Subsidies - This category provides for of all unrequited, voluntary receipts from other parties. Thus an entry should be made under this item when the municipality does not provide anything of similar value directly in return for the transfer from the other party and the transfer is voluntary. {GRAP 23: Transfers are inflows of

future economic benefits or service potential from nonexchange transactions, other than taxes.} This group of accounts provide for "operational and capital transfers and subsidies" received "in-kind or in monetary value".

Interest, Dividend and Rent on Land - Consist of the income associated with ownership non-exchange transactions.

3.2.3 Process

- a. The CFO, in conjunction with the Senior Manager: Financial Management Services and the Manager: Budget & Costing, and after consultation with the Budget Steering Committee, sets the reasonable growth level of the operational budget based on the current financial performance and the prevailing industry growth levels. (i.e. CPI).
- b. After the income has been determined, an acceptable growth level for the operating expenditure is determined and the draft operating budget is discussed with the relevant Directors for their perusal and amendments.
- c. The draft operating budget is compiled based on the submissions from the engagements with the different stakeholders.
- d. The draft operating budget serves before the Budget Steering Committee for perusal and suggestions.
- e. The draft operating budget is tabled in Council at least 90 days (31 March) before the start of the new financial year.
- f. The draft SDBIP is tabled in Council at least 90 days (31 March) before the start of the new financial year.
- g. After the draft budget is tabled in Council, it is advertised for public comment for a period of 30 days.

h. Once the comments from the public have been received, noted and considered, the final budget (inclusive of any amendments) is tabled in Council for adoption, at least 30 days (31 May) before the start of the financial year.

i Sect 25(1) of the Municipal Finance Management Act (56 of 2003) states that “if a municipal council fails to approve an annual budget, including revenue raising measures necessary to give effect to the budget, the Council must reconsider the budget and again vote on the budget, or on an amended version thereof, within 7 days of the Council meeting that failed to approve the budget.”

3.2.4 Implementation

- a) After the budget has been approved, the service delivery and budget implementation plan (SDBIP) is compiled.
- b) The SDBIP must be tabled to the Mayor within 28 days after aforementioned approval.
- c) Each director has to indicate the intended spending patterns of both their capital and operating budgets. (Cash flows)
- d) These listed cash flows are consolidated into the Service Delivery and Budget Implementation Plan of the organisation.
- e) The SDBIP will be monitored on a monthly basis.
- f) Each directorate can use their respective vote numbers as indicated on the operatingbudget.

3.2.5 ADJUSTMENTS BUDGETS

- (a) Each adjustments budget shall reflect realistic excess, however nominal, of current revenues over expenses.
- (b) The Chief Financial Officer shall ensure that the adjustments budgets comply with the requirements of the National Treasury, reflect the budget priorities determined by the executive mayor, are

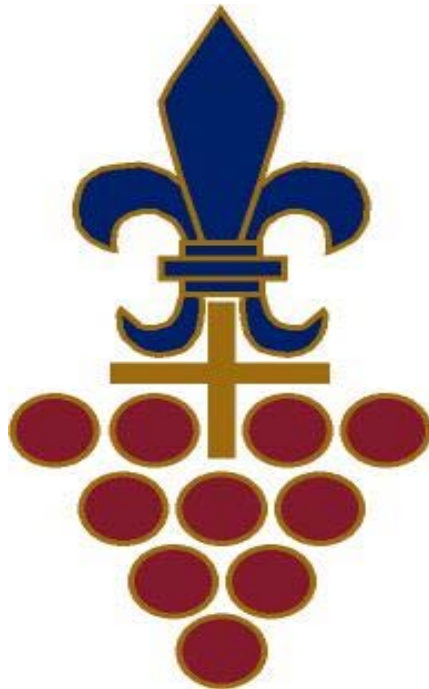
aligned with the IDP, and comply with all budget-related policies, and shall make recommendations to the executive mayor on the revision of the IDP and the budget-related policies where these are indicated.

- (c) Council may revise its annual budget by means of an adjustments budget as regulated.
- (d) The Accounting Officer must promptly adjust its budgeted revenues and expenses if a material under-collection of revenues arises or is apparent.
- (e) The Accounting Officer shall appropriate additional revenues, which have become available but only to revise or accelerate spending programmes already budgeted for or any areas of critical importance identified by Council in compliance with Item 2 of Section 10.
- (f) The Council shall in such adjustments budget, and within the prescribed framework, confirm unforeseen and unavoidable expenses on the recommendation of the Executive Mayor.
- (g) Only the Executive mayor shall table an adjustment budget. Adjustments budget shall be done once as part of the mid-year budget performance assessment.
- (h) An adjustments budget must contain all of the following:
 - I. an explanation of how the adjustments affect the approved annual budget
 - II. appropriate motivations for material adjustments; and
 - III. an explanation of the impact of any increased spending on the current and future annual budgets.
- (i) Any unappropriated surplus from previous financial years, even if fully cash-backed, may not be used to balance any adjustments budget, but may be appropriated to the municipality's capital replacement reserve.
- (j) Municipal taxes and tariffs may not be increased during a financial year except if required in terms of a financial recovery plan and or per National Treasury Regulations.
- (k) Unauthorised expenses may be authorised in an adjustments budget.

4. REVIEW OF POLICY

- (a) This policy shall be reviewed on an annual basis to ensure that it is in line with the municipality's strategic objectives, good governance, prudent expenditure management and with relevant legislation.

STELLENBOSCH MUNICIPALITY



**CASH MANAGEMENT AND
INVESTMENT POLICY**

2023/2024



STELLENBOSCH MUNICIPALITY

CASH MANAGEMENT AND INVESTMENTS POLICY

	PAGE
PREAMBLE	1
1. LEGAL FRAMEWORK	2
2. OBJECTIVES	2
3. CASH MANAGEMENT	2
3.1 Guiding Principles	2
3.2 Bank Accounts	2
3.2.1 Revenue Management	3
3.2.2 Cheque Management	3
3.2.3 Delegation/Rights	3
3.2.3.1 Cheques	
3.2.3.2 Electronic Funds Transfer (EFT)	
3.3 Bank Overdraft	4
4. CASH MANAGEMENT PROCEDURES	4
5. INVESTMENTS	6
5.1 Guiding Principles	6
5.2 Permitted Investments	6
5.3 Diversification	6
5.4 Investment Managers	7
5.4.1 External Investment Managers	7
5.5 Internal Controls Over Investments	7
5.5.1 Delegations	7
5.5.2 Obtaining quotations and concluding deals	7
6. OWNERSHIP	8
7. DUE CARE	8
8. PERFORMANCE MEASUREMENT	9
9. REPORTING	9
9.1 Reports	9
10. ANNUAL REVIEW OF POLICY	10
APPENDIX A	.

PREAMBLE

Whereas Section 13 of the Local Government: Municipal Finance Management Act, 2003 (No. 56 of 2003) (the Act) determines that a municipality must introduce an appropriate and effective cash management and investment arrangement;

and whereas a bank, in accordance with the provisions of Section 13 of the Act, has to disclose details regarding a municipalities' investments;

and whereas councillors and officials, as trustees of public funds have an obligation to ensure that cash resources are managed as effectively, efficiently, and economically as possible;

now therefore the Stellenbosch Municipality adopted the Cash and Investment Management Policy set out in this document.

1. LEGAL FRAMEWORK

- a) Legislation – Local Government: Municipal Finance Management Act 56 of 2003 (As amended).
- b) Treasury regulations in terms of Section 13(1) of the Act (As amended).

In this Policy, the terms “*the Act*” or “*MFMA*” refers to the Local Government: Municipal Finance Management Act, 2003 (No. 56 of 2003).

2. OBJECTIVES

- a) To maximize returns from authorized investments, consistent with the secondary objective of minimizing risk.
- b) To ensure compliance with all legislation governing the investment of funds.
- c) To maintain adequate liquidity to meet cash flow needs.
- d) To undertake the investment of funds not immediately required for operational purposes in a prudent financial manner.
- e) To ensure diversification of permitted investment.

3. CASH MANAGEMENT

3.1 Guiding Principles

It is recognised that from time to time, Council has cash flow surpluses and borrowing requirements due to daily receipts and payments.

Council maintains a daily cash position summary and a yearly cash flow projection is prepared during the annual planning process and is updated monthly. This determines Council’s borrowing requirements and surpluses for investment. Cash invested “outside” the bank account is covered by paragraph 5 of this Policy.

3.2 Bank Accounts

Council operates one primary bank account for its day to day operational activity requirements and two secondary accounts specifically for service charges and revenue derived from fines.

All monies due to Council and due by Council emanating from Council activities must pass through this primary account, therefore secondary accounts are swept daily, and all balances are transferred to the primary bank account.

3.2.1 Revenue Management

Revenue Management Section 64 of the Act clearly states that all moneys received must be promptly deposited in the Municipality's primary and other bank accounts, therefore:

- all revenue received by the Municipality, including revenue received by any collecting agent on its behalf, is recorded at least on a weekly basis.
- all monies collected by the Municipality on behalf of another organ of state must be transferred to that organ of state at least on a weekly basis.

3.2.2 Petty Cash Withdrawal

Petty Cash is replenished by completing a petty cash replenish form provided.....

3.2.3 Delegation/Rights

The incumbents of the following posts are authorized to sign petty cash request forms and authorise electronic payments on behalf of Council:

A-Signatories:	Chief Financial Officer
	SNR Manager: Financial Management Services
	SNR Manager: Revenue and Expenditure
	Manager: Expenditure
	Manager: Revenue
	SNR Manager: Supply Chain Management
	Manager: Budget and Costing
	Manager: Financial Statements, Compliance and Reporting
	Manager: Financial Asset Management
B-Signatories:	Chief Accountant: Consumer Accounts and Valuations
	Senior Accountant: Cash Management and Credit Control
	Senior Accountant: MFMA Reporting and Compliance
	Senior Accountant: Financial Statements and Reconciliations
	Chief Accountant: Asset Management
	Chief Accountant: SDBIP Monitoring and Budget Control x2
	Senior Accountant: Creditors and Payroll

Each electronic payment and petty cash request form needs to be authorized by at least two A-Signatories, or one A-Signatory and one B-Signatory.

3.3 Bank Overdraft

- 3.3.1 Council made the decision to not request an overdraft facility with its primary banker. as the general policy is to avoid going into overdraft.

In the instance that short-term debt is incurred based on expected income it must be repaid within the same financial year. (Section 45 of the MFMA)

- 3.3.2 Any overdrawn bank account at any date must be reported without avail to Council supported by reasons, therefore.

- 3.3.3 Any short-term facility that requires review must first be approved by the Accounting Officer.

4. CASH MANAGEMENT PROCEDURES

4.1 Internal Controls

The supervisor and/or Accountant do a monthly audit on the cashier floats, manual receipt books and the compilation of daily cash-up and banking documents.

4.2 Issuing of Receipts

The cashier will only issue an official enumerated receipt when a client pays his/her municipal account in full or partially.

4.3 Cancellation of Receipts

An official enumerated receipt will only be cancelled whilst the client is still at the cash office and only for the following reasons.

- a) cashier made an error.
- b) client made an error.

The cashier will re-issue a correct receipt and the cancelled receipt will be signed by the incumbent and the supervisor. In cases where the client wants his money back a prescribed official document must be completed and signed by the Client, Cashier and the Supervisor stating the reason(s) for cancelation.

4.4 Cash Balancing

After the end of each shift, the cashier will count the monies received, and do a daily end of day cashier procedure. The supervisor will then re-count the money to ensure that the cashier's daily takings balances with the supervisor's end-of-day totals. The cashier will do a final end-of-day procedure when he/she balances, and the supervisor will do a receipting end of day shut-down procedure.

4.4.1 Cashier surplus and shortage

If the cashier is short, he/she will then pay the monies in immediately. If there is a surplus the cashier will receipt the surplus on the same day. Management discretion can be used should there be substantial evidence and motivation that it was out of the control of a cashier to avoid a shortage the Manager can exonerate the cashier from paying the shortfall and in such an instance the shortage should be allocated to an expense line item.

4.4.2 Cashier resources

The Cashier will be supplied with the necessary tools and equipment to perform a proper cashier function. (E.g., Ultraviolet lights, etc.)

4.5 Deposit Books

Each satellite-office cashier has an enumerated deposit book, as each pay point has a number. The Senior Clerk: Cashier orders books from the bank when needed. Head Office cashiers use the cash-vault machines for all deposits.

4.6 Other payment methods

4.6.1 Direct Deposits and ACB

Direct deposits can be made into Municipal bank account via the Internet or by deposit slip via their bank, using the applicable Municipal account number as reference. This information is extracted and uploaded on a daily basis from the bank and is then credited against the client's accounts. Accounts are also paid by means of a debit order (ACB) payment.

4.6.2 3rd Party

Payments can be made at any EasyPay pay points. This information is extracted and uploaded on a daily basis from EasyPay and credited against the client's accounts.

4.6.5 Rejected Debit Orders and/or Electronic Payments

When debit orders are rejected by the respective banks, the full balance will immediately become payable. If debit orders are rejected three times the debit order will be cancelled.

4.6.5.1

In the event that a debit order is rejected due to insufficient funds, or the clients bank account being closed (or other reasons) an admin charge , as approved by council, will be levied to the debtor account. An admin charge will not be levied in the event of death or where the error arises on the municipality's side.

4.6.6 Private Money

No Municipal employee is allowed to:

- Use Council's cash funds at any stage to be replaced at a later stage.
- Use his/her own money as cashier float.
- Safeguard private money amongst Council's cash (e.g., Cashier drawers, petty cash boxes, safes. Cash vault machines (where installed) etc.)

5. INVESTMENTS

5.1 Guiding Principles

Generally, Council will invest surplus funds with deposit taking institutions registered in terms of the Bank's Act, 1990 (Act 94 of 1990) for terms not exceeding one year in anticipation of cash flow expectations. From time to time, with prior Executive Mayoral Committee approval, investments can exceed 1 [one] year and be made at other institutions/instruments as approved in the National Treasury regulations from time to time.

5.2 Permitted Investments

The Account Officer must ensure that only the following investment types are utilized in terms of Section 6 of the Municipal Investment Regulations (No. R. 308) dated 1 April 2005:

- a) Securities issued by national government.
- b) Listed corporate bonds with an investment grade rating from a recognized credit rating agency.
- c) Deposits with banks registered in terms of the Banks Act (Act 45 of 1984).
- d) Deposits with the Public Investment Commissioners.
- e) Deposits with the Corporation for Public Deposits.
- f) Banker's acceptance certificate or negotiable certificates of deposits of registered banks.
- g) Guaranteed endowment policies with the intention of establishing a sinking fund.
- h) Repurchase agreements with registered banks.
- i) Municipal bonds issued by a municipality.
- j) Any other investment type as identified by the Minister of Finance in consultation with the Financial Services Board.

5.3 Diversification

Council will only make investments, as prescribed by Section 6 of the Municipal Investment Regulations, with approved institutions as set out in par 5.2 above. The discretion of management should be used when investing funds into the institution quoting the highest rate

versus diversification of investment portfolio. Should the difference between the investment quotes be minimal, a decision can be made to invest in the lower quote for the diversification of investment portfolios.

5.4 Investment Managers

5.4.1 In the event of the appointment of an external Investment Managers

Where the above means a natural person or legal entity that is a portfolio manager registered in terms of the Financial Markets Control Act, 1989 (Act 55 of 1989), and Stock Exchanges Control Act, 1985 (Act 1 of 1985), contracted by a municipality or municipal entity to-

- a) advise it on investments.
- b) manage investments on its behalf; or
- c) advise it on investments and manage investments on its behalf.

The External Investment Manager will be appointed in terms of Supply Chain Management Policy and a service level agreement will govern the functions and responsibility of the service provider. All investments made by the External Investment Manager on behalf of the Council of Stellenbosch Municipality must be made within the ambit of this Policy and with National Treasury's investment regulations.

5.5 Internal Controls Over Investments

5.5.1 Delegations

5.5.1.1 In terms of Section 60(2) of the Local Government: Municipal Systems Act, (Act 32 of 2000) (the MSA), the Council may only delegate to the Municipal Manager (MM) the power to make decisions on investments on behalf of the Municipality.

5.5.1.2 In terms of section 79 of the Act, the Accounting Officer has delegated to the Chief Financial Officer (CFO), in writing, his/her duty under section 65(2) (h) to manage the Council's available working capital effectively and economically in terms of the prescribed cash management and investment framework.

5.5.2 Obtaining quotations and concluding deals

Request are emailed to all approved institutions the day before, or the morning thereof. A cut-off is requested to ensure timeous processing of authorisation and payment of the investment. Quotes are captured on the decision report rates are compared and chosen in terms of the policy. Writing mandates, signed by the CFO and MM, shall be issued to

successful investees with whom the Council of Stellenbosch Municipality invests funds setting out the following:

- 5.5.2.1 Authorised dealers: name and particulars of the Council's officials who are authorised to transact investments deals with the investees;
- 5.5.2.2 Authorised signatories: name and particulars of the Council's officials who are authorised to sign written confirmations or any other correspondence in respect of investments transactions.
- 5.5.2.3 A dealing sheet, signed by an authorised dealer, shall be prepared in all instances for each individual investment, detailing the quotations received and the recommended investee. The CFO shall advise the MM to approve the transaction.

A written confirmation of the terms of each investment transaction shall be prepared, and signed off by the CFO and MM.

- 5.5.3 A monthly investment register should be kept of all investments made. The following information must be recorded: -
 - name of institution.
 - capital invested.
 - date invested.
 - interest rate.
 - maturation date.
 - interest received.
 - Investment balance.
 - total withdrawal amount.
 - total interest earned.

5.5.3.1 The investment register and accounting records must be reconciled on a monthly basis.

6. OWNERSHIP

All investments must be made in the name of the Council of Stellenbosch Municipality.

Written proof of investments made must be obtained from the institution where the investment is made and must be kept on file.

7. DUE CARE

In dealing with financial institutions, the following ethical principles must be observed:

- 7.1 The Chief Financial Officer and all staff in his/her directorate shall not accede to any influence by or interference from Councillors, investment agents, institutions, or any other outsiders;
- 7.2 Under no circumstances may inducements to invest be accepted;
- 7.3 Interest rates quoted by one institution must not be disclosed to another institution; and
- 7.4 The business ethics of any controlling body of which the relevant financial institution is a member must be observed by such institution or body at all times.

8. PERFORMANCE MEASUREMENT

Measuring the effectiveness of Council’s treasury activities is achieved through a mixture of subjective measures. The predominant subjective measure is the overall quality of treasury management information. The Chief Financial Officer has primary responsibility for determining this overall quality.

Objective measures include: -

- (a) Adherence to policy.
- (b) Timely receipt of interest income.

9. REPORTING

9.1 Reports

The following reports are produced:

REPORT NAME	FREQUENCY	PREPARED BY	RECIPIENT
Bank Balance report	Daily	Senior Clerk: Electronic Payments	Chief Finance Officer
Investments	Monthly	Senior Accountant: Financial Statements and Reconciliations	Manager: Financial Statements and Reporting

10. ANNUAL REVIEW OF POLICY

This Policy will be reviewed annually or earlier if so required by legislation.

Any changes to this Policy must be adopted by Council and be consistent with the applicable Acts and any National Treasury Regulations.

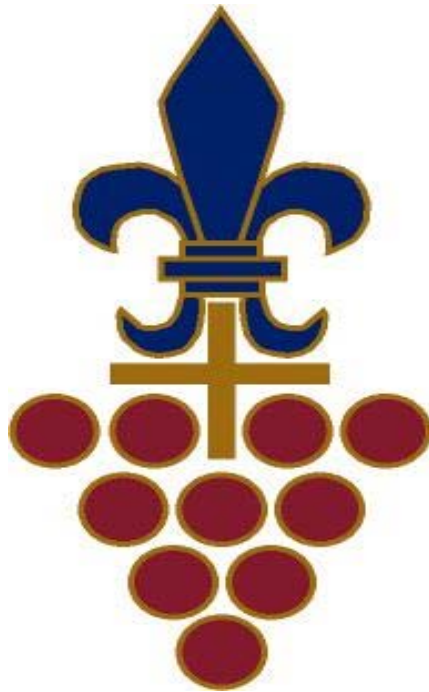
11. EFFECTIVE DATE

The effective date of this Policy is 1 July 2023 and will be reviewed on an annual basis to ensure that it is in line with the Municipality's strategic objectives and with legislation.

12. SHORT TITLE

This Policy is the Cash Management and Investments Policy of the Stellenbosch Municipality.

STELLENBOSCH MUNICIPALITY



**CREDIT CONTROL AND
DEBT COLLECTION POLICY**

2023/2024



STELLENBOSCH MUNICIPALITY

CREDIT CONTROL AND DEBT COLLECTION POLICY

TABLE OF CONTENTS

	PAGE
PREAMBLE	1
1. PRINCIPLES	2
2. MUNICIPAL ACCOUNTS and ADDITIONAL MECHANISMS	3
2.1 Notices and Demands	3
2.2 Additional Mechanisms	3
3. ARRANGEMENTS	6
4. ADJUSTMENT OF DEPOSITS/BANK GUARANTEES	8
5. FURTHER ACTIONS	8
6. NEW APPLICATIONS FOR SERVICES	9
7. THE RENDERING OF ACCOUNTS	10
8. ACCOUNT QUERIES	10
8.4 Accounts in Dispute	11
8.5 Errors or Omissions	11
9. DUE DATES OF ACCOUNTS	12
10. ALLOW SUFFICIENT TIME TO SETTLE ACCOUNTS	12
11. CONSOLIDATION OF ACCOUNTS	12
12. PAYMENT OF ACCOUNTS – GENERAL	12
13. DISHONOURED PAYMENTS	14
14. PENDING LEGAL ACTIONS AGAINST CONSUMERS	14
15. INTEREST	14
16. GENERAL AND OTHER SERVICES	14
16.1 Monthly Consumer accounts	14
16.2 Sundry Services	15
17. CONDITIONS RELATING TO RENTAL AND PURCHASING OF MUNICIPAL PROPERTY	15
18. RENTALS IN RESPECT OF MUNICIPAL EMPLOYEES	16

19.	INDIGENCE	16
20.	CONTACT OF RESPONSIBLE OFFICE	16
21.	SHORT TITLE	16

PREAMBLE

In terms of Section 96 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) a Municipality shall-

- (a) collect all money due and payable to it, subject to the provisions of said Act and any other applicable legislation and By-laws; and
- (b) for this purpose, implement and maintain a credit control and debt collection policy which is consistent with its Rates and Tariffs policies, and which complies with the provisions of said Act.
- (c) In order to give effect to the afore going provisions of said Act, the Council of the Stellenbosch Municipality (WC024), herein after referred to as the Municipality, has adopted a policy relating to credit control and debt collection as set out hereinafter.

1. PRINCIPLES

This Policy supports the following principles:

- (a) Human dignity must be upheld at all times.
- (b) This Policy must be implemented with equity, fairness and consistency.
- (c) Endeavours shall be focused such that data related to owners/debtors/consumers and accounts are correct at all times.
- (d) The implementation of this Policy shall be based on sound business principles, which may include credit worthiness checks and assessments of the credit risks involved.
- (e) New services will only be provided if supported by the relevant service contract(s) being duly completed. Payment of the applicable consumer deposit will be the primary means to cover said contract obligation.

Any deviation from the payment of the consumer deposit will be directed by the sole discretion and due consideration/approval by an accountant or more senior official in the Municipality's Revenue Department.

Alternatively, to the payment of a deposit a bank guarantee in a form acceptable to the Municipality's Chief Financial Officer will be considered.

- (f) Interest on overdue accounts will be charged at the South African Reserve Bank's prime interest rate plus one percent and will be levied on applicable accounts outstanding after the relevant due dates thereof. For the purposes of calculation, a portion of a month will be deemed to constitute a full month.
- (g) Deposits/Bank guarantees will be utilised to proactively mitigate the potential of unnecessary credit risk exposure to Council.
- (h) An administration fee and/or collection fee will be charged on overdue accounts, according to Council's approved tariffs and the By-laws of Stellenbosch Municipality (WC024).
- (i) The rates components on overdue accounts may be processed in terms of Sections 28 and 29 of the Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004) (MPRA) and as described in the Rates Policy of Stellenbosch Municipality.

2. MUNICIPAL ACCOUNTS and ADDITIONAL MECHANISMS

2.1 Notices and Demands

The Owner's/Debtor's/Consumer's attention is drawn to the note on the municipal account, which states that the supply of services will be discontinued/restricted without further notice if the accounts are not settled in full. This serves as a warning to a defaulting owner/debtor/consumer that services will be discontinued/restricted upon defaulting on payments.

Notices, e-mails, cell phone text messages (SMS) or any available informative actions will however be issued to account holders as a first attempt (first notice) after the due date as a means to recover debt and to remind consumers/debtors/owners of their obligation to pay for services.

The aim of such reminders is to urge co-operation to settle accounts without the necessity to employ more drastic steps and to offer the opportunity to make arrangements to pay off such debt where the financial position of a consumer is such that relief is possible as per criteria in the Municipality's Rates or Indigent Policies.

Failure to respond to the aforesaid first notice will result in the disconnection and/or restriction of services and a final demand being issued where applicable.

Failure to respond to a final demand and in the event of arrears not being settled within the period stipulated in the final demand, or an arrangement not being concluded, legal action may be instituted (with the Municipality's rights reserved, notwithstanding the fact that services were disconnected/restricted or not) to recover the full outstanding debt.

In this regard the Municipality may consolidate any separate accounts of a debtor, credit a payment by a debtor against any account of that debtor and implement any of the measures provided for in this policy or the Credit Control and Debt Collection By-law in relation to any arrears of any of the accounts of such a debtor.

In the case of housing rental contracts, the Municipality may consider procedures for eviction or right sizing.

2.2 Additional Mechanisms

2.2.1 Electricity Services:

In the event of an owner/debtor/consumer, failing to pay for electrical services due and payable, and in the event of such consumer having been placed on the disconnection list 3 times within a twelve (12) month period prior to such event, then Stellenbosch Municipality will have the right to install pre-paid electricity meters in a

bid to limit credit risk. The Municipality may also consider upward adjustment of the relevant consumer deposit/bank guarantee.

2.2.2 Water Services:

- (a) The Stellenbosch Municipality may in the event of an owner/debtor/consumer exhibiting a trend of non-payment of accounts during a twelve (12) month period prior to a non-payment event (i.e. 3 times or more non-payment events) consider the installation of water demand management devices with pre-paid functionality in a bid to limit credit risk. The Municipality may also consider upward adjustment of the relevant consumer deposit/bank guarantee.
- (b) In addition to the above, Stellenbosch Municipality will restrict water usage on a property for a high-usage non-paying owner/debtor/consumer/user or a non-paying indigent owner/debtor/consumer/user if such owner/debtor/customer/user fails to pay for water usage in excess of 6kl (kilolitre). These restrictive measures will be applied on said property as described and according to the table below.

The process to limit the outstanding debt basically follows a three-stage approach. The stages corresponding to the limiting levels as per the table below are dependent upon the level of usage at the commencement of debt management and the “Category of usage” of the property. The stages are administered as follows:

- (i) It will be incumbent of the owner/debtor/customer/user to present proof of occupancy if in the opinion of said owner/debtor/customer/user the number of persons on the property is different as to the “Category of usage” applied by Stellenbosch Municipality. Upon any proven discrepancies the Stellenbosch Municipality may apply the necessary corrective actions to address the issue at hand.
- (ii) The lowest stage of service for any “Category of usage” is the “Free Basic Service” level [6kl (kilolitre)].
- (iii) If the defaulting owner/debtor/customer/user is using more than the monthly usage of the “1st Restrictive limit” as per the table below at the commencement of debt management, the owner’s/debtor’s/customer’s/user’s maximum usage will be set to the corresponding “1st Restrictive limit” level.
- (iv) If the defaulting owner/debtor/customer/user is not using more than the monthly usage of the “1st Restrictive limit” then the level will, at the commencement of debt management, be set based upon the range of a given lower level within which said owner’s/debtor’s/customer’s/user’s usage corresponds.

- (v) Upon the owner/debtor/customer/user defaulting after any previous stage had been set and to mitigate further debt the service level will be downgraded from the highest level at the commencement of debt management via reactionary stages until that owner/debtor/customer/user is at the lowest stage of service.
- (vi) The timeframes for the implementation of the downgrading from the highest level to the lowest level will be determined and implemented by the Municipality on date of defaulting by the owner/debtor/customer/user. These timeframes between stages may be different for the owners/debtors/customers/users involved.
- (vii) After the implementation of any restrictive measures as describe above, and said owner/debtor/customer/user has fully paid the outstanding debt, the Stellenbosch Municipality may after consideration and approval by the Manager Revenue or the Accountants in the Credit Control Section reverse the restrictive measures, but nevertheless in discreet ascending stage steps. Each stage will be time managed to prove successful payment of usage during said stage before any other stage is considered. If the owner/debtor/customer/user should however default during this process all restrictive measures will be reverted in discreet downwards stage step from the stage on which the owner/debtor/customer/user was at the time of defaulting.

Category of usage	Free Basic Service	2 nd Restrictive limit	1 st Restrictive limit
1 to 6 persons or Indigent households	200/ per day up to 6k/ per month	Not applicable for this "Category of usage"	400/ per day up to 12k/ per month
7 to 9 persons	200/ per day up to 6k/ per month	400/ per day up to 12k/ per month	750/ per day up to 22.5k/ per month
10 or more persons	200/ per day up to 6k/ per month	400/ per day up to 12k/ per month	1000/ per day up to 30k/ per month

2.2.3 Rental Services:

Actions against defaulters are regulated to a degree by the contracts involved.

All contracts must at minimum and where appropriate, include the following criteria/requirements:

- (i) Due date for payments.
- (ii) Applicable procedures upon the defaulting of payments.
- (iii) Handover procedures.
- (iv) Eviction or right sizing actions.

3. ARRANGEMENTS

Should owners/debtors/consumers wish to make arrangements to pay off accounts in arrears, the following guidelines shall apply:

- (a) The main aim of arrangements should be to ensure that current accounts (which may include penalties/interest and/or any admin fees) are at least paid in full, before entering into acceptable arrangements to pay off arrears.
- (b) The Municipality may enter into an arrangement with a tenant or occupier of a property which is linked to an account in arrears, on proviso that:
 - (i) a written affidavit is received which certifies that the registered owner of said property, at which such tenant or occupier resides; is:
 - untraceable;
 - not contactable;
 - of unknown whereabouts; or
 - not co-operating with said tenant or occupier.
 - (ii) such tenant or occupier has substantiated the ability to pay and the right to occupation stating the rental due and the time period of such occupation and providing the last known address of the registered owner;
 - (iii) such tenant or occupier undertakes to advise the registered owner, at the first reasonable opportunity of the current situation and further agrees to obtain the consent of the registered owner to condone the process as described in this paragraph 3 (b); and
 - (iv) where applicable, such tenant or occupier provides comprehensive details of the non-co-operation of the registered owner.
- (c) Care must be taken to ensure that all reasonable financial and social assistance, as provided for in various Municipality's Policies, is rendered to assist owners/debtors/consumers before drastic action is taken to recover debt e.g. subsidies for Free Basic Services and relief measures on property rates.
- (d) All arrangements must be concluded in writing and the debtor must be provided with a copy thereof. Arrangements will be invalid unless signed by the debtor and one or more delegated representative(s) of the municipality.
- (e) Arrangements must be entered into that are both affordable to the consumer and protect the Municipality's interest by ensuring the most cost-effective debt recovery.

- (f) Arrangements must be final, and debtors will not be allowed to re-arrange debt repayments. The Municipality may for a meritorious case, upon presentation of proof of current difficulties, consider delaying the receipt of the arranged instalment. This delay may not exceed 3 months.
- (g) It is of vital importance to ensure that the settlement of current accounts (which may include penalties/interest and/or any admin fees), together with the debt repayment instalment, is seen as the minimum requirement for any agreement.
- (h) Arrangements must be compiled in a format that facilitates legal action, upon breach of contract. Written arrangements must as far as possible be in the form of agreements in terms of Section 57 of the Magistrate's Courts Act, 1944 (Act 32 of 1944) and as amended by the Jurisdiction of Regional Courts Amendment Act, 2008 (Act 32 of 2008) (hereinafter referred to the Section 57 Agreements).

All debt repayment arrangements will be logged on the financial system to ensure maximum accessibility and to enable the effective administration of such repayments.

- (i) Arrears of Councillors and other Municipal Officials must be settled in full or arrangements to pay off such amounts, by means of salary deductions, may be entered into. This includes the seizure of bonuses, or any other additional allowances (this paragraph (i) must be read in conjunction with the relevant sections of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)).

The Stellenbosch Municipality is entitled to recover all arrears more than ninety days by means of salary deductions and proportionally from increases and/or the official's bonus/performance bonus. In this regard, all temporary contract workers are also regarded as municipal officials.

- (j) No interest will be levied on outstanding amounts for which arranged agreements have been entered into.
- (k) It is a preferable that a water demand management device, pre-payment water meter and/or a prepaid electricity meter be installed when any arrangement is entered into.
- (l) Arrangements may only be concluded upon submission of the following documentation:
 - (i) Proof of identification;
 - (ii) Proof of Income;
 - (iii) Supporting documentation relating to expenses;

- (iv) Three-month bank statements and/or payslips; and/or
- (v) Any other relevant documentation as may be requested by the Credit Control Section.

4. ADJUSTMENT OF DEPOSITS/BANK GUARANTEES

Deposits/Bank guarantees may be increased to cover the additional risk as regulated in terms of the Municipality's By-Laws.

Increases in deposits/bank guarantees shall be utilised to cover the additional risk resulting from default payments. Deposits/Bank guarantees may be increased by an amount up to three times or more of a monthly average consumption as determined by the Municipality.

The necessity for any deviation of said payment will be directed by the sole discretion and due consideration/approval by an accountant or more senior official in the Municipality's Revenue Department.

The latter deposits will be utilised only after closing of account by debtor or transfer of property. Should the account remain unpaid, such deposit will be utilised for the unpaid portion. Any credits will be refunded to the consumer.

The Stellenbosch Municipality will not pay any interest on any deposits.

5. FURTHER ACTIONS

- (a) Should arrangements not be concluded or adhered to, services will be discontinued or restricted. The Municipality must ensure that a fair and equitable procedure, including reasonable notice of the intention to discontinue or limit has been followed.

Where legislation does not allow for the complete termination of services, the Credit Control Section will determine the applicable minimum level of service provision, where after, all amounts owing become due and must be paid in full before services are restored to full capacity.

- (b) Should amounts owed not be settled by the final date, i.e. after the date for payment set out in a final demand, such accounts and the relevant Agreements, where applicable, will be handed over to the Municipality's Collection Attorneys for recovery and/or to consider instituting further legal action.
- (c) The Municipality shall at its own discretion in compliance to the measures provided for in the Municipality's By-Laws, be entitled to withhold or limit the

supply of services until the total costs, penalties, other fees, services, and rates due to the Municipality have been paid in full.

This may include the restriction of supply of water or electricity to a debtor who is found guilty by the Municipality or any Court of Law:

- (i) of fraud or theft of water and/or electricity,
 - (ii) any another criminal activity relating to the supply or unauthorised consumption of water and/or electricity, or
 - (iii) if it is evident that fraud, theft or any other criminal activity has occurred relating to such supply or consumption.
- (d) Stellenbosch Municipality may consider an auxiliary levy of up to 50% on the purchase of pre-paid electricity/water to recover arrear debt.
- (e) Stellenbosch Municipality may consider black-listing consumers in cases where the consumer was handed over to institute legal proceedings.
- (f) The Municipality may attach the rental income in whole or in part from a tenant or occupier of a property which is left unpaid by the owner thereof, provided that Section 115 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) is adhered to.
- (g) Once the Municipality has exhausted all reasonable and practicable debt recovery measures, in an effort to recover outstanding debt, the Municipal Manager will have sole discretion to approve the litigation process for the disposal of the movable and/or immovable assets of defaulting owners/debtors/consumers by means of a Sale in Execution order.

6. NEW APPLICATIONS FOR SERVICES

- 6.1 No transfer of services from an owner to a tenant (Organ of State property excluded) will be allowed. The status quo of contracts signed before 01 July 2011 will be maintained, provided that the tenant does not default on payments.
- 6.2 The owner or his/her proxy applying for a service to be rendered must be positively identified by means of a generally acceptable means of identification as used by financial institutions. A copy of the identification details (such as a copy of the person's ID and proof of residence (for business users)) must be kept for reference purposes.
- 6.3 The amount of a service deposit/bank guarantee will be based on tariffs as determined by the Council.
- 6.4 Adjustments to deposits/bank guarantees will be determined by the debtor's payment record of municipal accounts and consumption levels.

- 6.5 The provision of all services will be subject to the signing and acceptance of the conditions of supply contained in a service contract.
- 6.6 Where the consumer is not the owner of a property, the owner must on his/her request, regularly be served with a copy of a statement of the amount due.
- 6.7 The Municipality may utilize any services in order to enhance the effectiveness of credit checks.

7. THE RENDERING OF ACCOUNTS

- 7.1 Accounts must be rendered regularly and timeously to all property owners and consumers utilising municipal services.
- 7.2 Accounts must be consumer friendly and must clearly reflect the following minimum information:
- (a) the name, address and contact numbers of Stellenbosch Municipality;
 - (b) the name and postal address of the account holder;
 - (c) details of the property in respect of which the account is issued;
 - (d) the contents of the account will be reflected in at least one of the three official languages of the Western Cape Province;
 - (e) the balance brought forward from the previous account, as well as a summary of transactions for the present period;
 - (f) all services for which the account is rendered, as well as amounts billed for such services;
 - (g) the final amount payable;
 - (h) the final date for payment;
 - (i) soft reminders in respect of interest levies and discontinuation of services; and
 - (j) the situation of payment facilities, and modes of payment accepted and office hours for payment.

8. ACCOUNT QUERIES

- 8.1 Consumers have the right to query accounts. In order to ensure the correctness of accounts and the satisfaction of consumers, all queries must be attended to swiftly and effectively.
- 8.2 Claims of not having received an account do not constitute a valid reason for non-payment of accounts.

Queries regarding such non-receipt must be followed up with the Revenue Section in order for same to be addressed.

A consumer liable for any services rendered by, or rates due to the Municipality must furnish the Municipality with an address where correspondence can be directed to.

Consumers should be encouraged to provide the Municipality with e-mail addresses where accounts could be sent to, rather than traditional postal addresses.

8.3 Duplicate accounts shall be available upon request at a prescribed fee.

8.4 Accounts in Dispute

8.4.1 Should an account in respect of water or electricity consumption be disputed, the concerned consumer must at minimum pay the average amount of the previous 12 (twelve) month's accounts. This shall be applicable only for the month in which the dispute was raised. Subsequent accounts issued in months thereafter (barring any new dispute raised) shall be considered unrelated to the dispute in question.

All other Municipal services or rates disputed will be dealt with at the discretion of the Municipality.

8.4.2 The dispute in question shall be considered to be resolved after all actions have been taken by the Municipality; including but not limited to the following:

- (i) determining the correctness of the account;
- (ii) relevant procedures were taken to adjust the account accordingly; and
- (iii) a written notice or a telephonic confirmation to such effect has been given to the concerned consumer.

8.4.3 In the event that a consumer declaring a dispute, does not adhere to paragraph 8.4.1 above, the disputed account will be subject to the normal Credit Control and Debt Collection procedures.

8.5 Errors or Omissions

8.5.1 The Municipality strives to ensure the accuracy of consumer accounts. The onus of the consumer is however to verify that the services as stipulated on the account statement has been delivered and is correct. Upon detection of any errors or omissions the consumer should raise the dispute and notify the Municipality soonest and preferably in writing.

8.5.2 Accounts will only be rectified at the sole discretion of the Municipality after considering and verifying all aspects and conditions affecting the amount due and deemed to be in error. The adjustment (if applicable) to the account will be

processed as per paragraph 8.4 above and applied after the date of inspection or confirmation by the specific Services Department.

- 8.5.3 Upon the sole discretion of the Municipality serious nonconformities or discrepancies of an account may be adjusted based upon the actual tariffs and legislation applicable.

9. DUE DATES OF ACCOUNTS

Accounts are payable by the 7th (seventh) day of each month or the first working day thereafter, should the 7th (seventh) day fall on a weekend or public holiday.

Upon extraordinary circumstances the date above may be temporary amended by the Municipal Manager to a reasonable date.

10. ALLOW SUFFICIENT TIME TO SETTLE ACCOUNTS

In order to allow sufficient time to settle accounts, the account should, where possible, be ready for delivery at least two weeks before the due date.

This necessitates proper scheduling of all processes leading to the issuing of accounts to meet the Municipality's commitment to its consumers.

11. CONSOLIDATION OF ACCOUNTS

In order to reduce cost and to enhance credit control and debt collection measures, separate accounts for services rendered in respect of a property or separate accounts of a debtor will be consolidated as far as possible. This will not be limited to consumer accounts only but may be extended to any other amount payable arising from any liability or obligation due to the Municipality.

12. PAYMENT OF ACCOUNTS – GENERAL

- 12.1 In order to promote the payment of accounts, payment facilities and hours for payment must be convenient to consumers, but the establishment of such facilities should still be subject to normal business principles and the economy of the provision of such services.

- 12.2 The following facilities are presently available – with the office hours (usually between 08h00 - 13h00 and 13h30 - 15h30) and modes of payment indicated. Facilities are extended on an on-going basis.

Facility	Hours	Payment methods accepted
Cash offices at Stellenbosch, Kayamandi, Franschhoek, Klapmuts and Pniel	Office hours: Monday to Friday	Cash, debit cards
Debit orders	Application during office hours	Bank transfers
Third Party Service Providers: Countrywide outlets of Pick 'n Pay, Shoprite/Checkers, Pep Stores, Ackermans and other stores	Trading hours as per Service Provider: 7 days per week	Cash, credit cards, debit cards
Internet payments	All hours	Bank transfers
Direct bank deposits	Banking hours	Bank transfers
Personnel deductions	Office hours	Direct deductions from earnings
24-hour Utility shops at petrol stations	All hours	Cash, credit cards, debit cards
Approved Pre-Paid Vending Agents	Trading hours as per Vending Agent	Cash

- 12.3 The use of correct account references for electronic payments and/or direct deposits is a requirement to ensure correct allocation of payment and to avoid any penalties and administration costs. It is the responsibility of the consumer making the payment to ensure that the correct reference number is made known to the Municipality.
- 12.4 All payments by means of Electronic Funds Transfer (EFT) or payments via the facilities as approved must be made in time so as to reflect in the Municipality's bank account before close of business on the due date.
- 12.5 Payment prioritisation of payments received will be allocated in the following order:
- (i) Penalties.
 - (ii) Municipal Rates.
 - (iii) Special Rating Area Levies.
 - (iv) Sewerage.
 - (v) Refuse.
 - (vi) Rentals.
 - (vii) Sundries.
 - (viii) Water.
 - (ix) Electricity.

13. DISHONoured PAYMENTS

- 13.1 Receipts issued in respect of dishonoured payments must be written back upon receipt of such notices. Interest on arrears must be raised where applicable and administration costs be debited to debtors account. Debtors must be notified, and debt recovery actions be instituted where necessary.
- 13.2 Should payments be dishonoured twice; the financial system must be encoded not to accept debit order transactions of such a debtor and he/she must be informed thereof in writing.
- 13.3 If payments are dishonoured twice in a financial year, consumer deposits/bank guarantees may be adjusted to mitigate increased financial risk.

14. PENDING LEGAL ACTIONS AGAINST CONSUMERS

Legal actions, such as notices of intended sales in execution, press releases regarding pending insolvency's, etc. may be followed up to evaluate the credit rating of such debtors in order to take steps to minimize the risk of financial loss for the Municipality.

15. INTEREST

- 15.1 Interest will be raised monthly, on a reasonable time after due date, to allow finalization of EFT payments, journal processing, system updates, etc. The latter interest raising will be on all arrear balances of all services (excluding housing services), property rates or arrangements as per paragraph 3 of this Policy, remaining unpaid.
- 15.2 A portion of a month is deemed to be a full month for the purposes of calculation of interest payable.
- 15.3 Interest on outstanding arrear accounts will be calculated and charged at the South African Reserve Bank's prime interest rate plus one percent.

16. GENERAL AND OTHER SERVICES

16.1 Monthly Consumer accounts:

- 16.1.1 Debtor's records must be coded correctly and timeously to ensure the rendering of accurate accounts to consumers.
- 16.1.2 The supply of water and electricity must conform to the conditions of supply set out in the By-Laws for Stellenbosch Municipality, as promulgated in the *Provincial Gazette*.

16.1.3 Due to the inclined block tariffs employed for these services, care must be taken to ensure meter readings are taken accurately and at intervals as close as possible to 30 days. Should this not be possible, consumption may be estimated as set out in the Municipality's By-Laws. As a general rule it is accepted that deviations in consumption periods exceeding 10% should be guarded against.

16.2 Sundry Services:

16.2.1 Accounts for recovery of cost encountered by the Municipality in respect of sundry services rendered are issued if and when such services are rendered to consumers.

16.2.2 As these services are usually not based on formal service contracts, it is essential that it be billed as soon as possible, and the recovery of such debt must receive priority, as the risk of loss to the Municipality is more eminent than in the case of other services.

16.2.3 Care should be taken to obtain full and accurate information of such debtors and to obtain prepayment for such services where possible.

16.2.4 Actions applied to follow up unpaid accounts will be determined by the nature and extent of the debt and the cost effectiveness of such actions.

17. CONDITIONS RELATING TO RENTAL AND PURCHASING OF MUNICIPAL PROPERTY

17.1 Municipal property may only be leased or sold after approval of such transactions and the signing of a rental or purchase agreement. Such approvals may be by way of specific Council resolutions or in the form of delegations.

17.2 The conditions for payment of instalments and deposits are regulated by the contents of the rental and purchase agreements and the Municipality explicitly reserves its rights to discontinue services for non-payment not only limited to the leased property but any other property of the lessee within the jurisdiction of Stellenbosch Municipality (WC024).

17.3 Other specific rental and purchase agreements are tailored to the specific nature and requirements of such transactions.

17.4 Full details of remedies for defaulting lessees and purchasers and procedures to address such defaults must be contained in the relevant contracts but must not have the effect of limiting the Municipality in terms of this or any other Policy regulating arrears.

17.5 These remedies usually commence with written reminders, leading to the cancellation of the contracts and the institution of further legal action where necessary.

17.6 Rental and purchase agreements represent formalised individual contracts that form the basis of all actions by the parties involved. Both parties are bound to such conditions, failing which may lead to the cancellation of such contracts by the parties involved and claims for damages.

17.7 Lessees who may qualify for rental subsidies must be referred to the housing office to apply for such subsidies in an effort to make rentals more affordable.

18. RENTALS IN RESPECT OF MUNICIPAL EMPLOYEES

Apart from the general conditions applicable to general rental the following conditions will also be applied:

- (a) Rent will be based on the principle of market related rentals as required by Municipal Supply Chain Management (SCM) Regulation 40.
- (b) Rent, and optionally rates and service charges, where applicable, may only be paid by means of salary deductions. A specific clause to this effect must form part of the contract.
- (c) The relevant Director, or his/her delegated official, must co-sign rental agreements of employees to ensure that financial conditions are met.

19. INDIGENT CONSUMERS

19.1 The Stellenbosch Municipality supports the principle of providing support to indigent consumers by way of providing Free Basic Services in accordance with the provisions of the Municipality's Indigent Policy. All effort must be made to limit the re-occurrence or accumulation of indigent debt of such consumers.

20 CONTACT OF RESPONSIBLE OFFICE

The contact details for Credit Control enquiries:

E-mail Address: creditcontrol.notices@stellenbosch.gov.za

Telephone Numbers: See Municipal Account for relevant telephone numbers

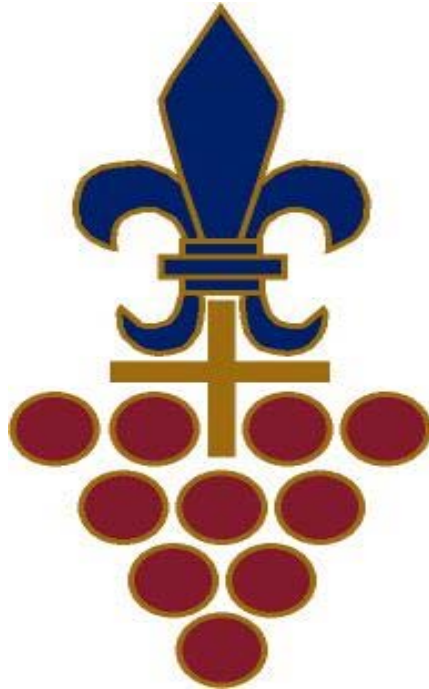
Postal Address: PO Box 17, Stellenbosch, 7601

Any Municipal Office in the jurisdiction of Stellenbosch Municipality

21. SHORT TITLE

This Policy is the Credit Control and Debt Collection Policy of the Stellenbosch Municipality.

STELLENBOSCH MUNICIPALITY



**DEVELOPMENT CHARGES
POLICY**

2023/2024



STELLENBOSCH MUNICIPALITY

ENGINEERING SERVICES DEVELOPMENT CHARGES POLICY

TABLE OF CONTENTS

	PAGE
1. DEFINITIONS	3
2. INTRODUCTION	5
3. LEGISLATIVE (REGULATORY) FRAMEWORK	7
4. OBJECTIVES.....	15
5. KEY PRINCIPLES OF THE POLICY	15
6. OBLIGATION TO IMPOSE A DEVELOPMENT CHARGE	17
7. CALCULATION OF DEVELOPMENT CHARGES	18
8. ADJUSTMENT FOR ACTUAL COSTS OR USAGE	20
9. INSTALLATION OF EXTERNAL ENGINEERING SERVICES INSTEAD OF THE PAYMENT OF DEVELOPMENT CHARGES	21
10. NON-PROVISION BY THE MUNICIPALITY	22
11. WITHHOLDING CLEARANCES AND APPROVALS.....	22
12. SUBSIDIES AND EXEMPTIONS	23
13. SPECIAL ARRANGEMENTS	24

1. DEFINITIONS

In this policy, unless the context indicates otherwise -

- 1.1 **'Amendment Bill'** means the Fiscal Powers and Functions Amendment Bill, 2020;
- 1.2 **'applicant'** means a person or entity contemplated in section 45(1) of the SPLUMA who submits a land development application;
- 1.3 **'bulk service'** means the capital infrastructure assets associated with that portion of an external engineering service which is intended to ensure provision of municipal infrastructure services for the benefit of multiple users or the community as a whole, whether existing or to be provided as a result of a development in terms of the MSDP – the relevant Municipal Master Plan shall be used as a guide to identify such bulk services;
- 1.4 **'capacity'** means the extent of availability of a municipal infrastructure service, based on the capital infrastructure asset or combination of capital infrastructure assets installed for provision of such municipal infrastructure services;
- 1.5 **'capital infrastructure asset'** means land, property, building or any other immovable asset, including plant and equipment that accede thereto, which is required for provision of a municipal infrastructure service, limited to immovable;
- 1.6 **"community facilities"**, including play equipment, street furniture, crèches, clinics, sports fields, indoor sports facilities or community halls; conservation purposes, energy conservation, climate change; or engineering services.
- 1.7 **'developer'** means a person or entity intending to implement or implementing undertaking land development;
- 1.8 **'development charge (DC)'** means a charge levied by a Municipal Planning Tribunal in terms of section 40(7)(b) of, and contemplated in section 49 of, the SPLUMA, which must-
- (a) contribute towards the cost of capital infrastructure assets required to meet increased demand for existing and planned external engineering services; or
 - (b) with the approval of the Minister, contribute towards capital infrastructure assets required to meet increased demand for other municipal engineering services not prescribed in terms of the SPLUMA;
- 1.9 **'Engineer'** means an engineer employed by the Municipality or any person appointed by the Municipality from time to time to perform the duties of the Engineer envisaged in terms of this Policy, including the Director: Infrastructure Services;
- 1.10 **'engineering services'** means a municipal engineering service as defined in section 1 of the SPLUMA;
- 1.11 **'engineering services agreement'** means a written agreement concluded between the Municipality and a developer, recording their detailed and specific respective rights and obligations regarding the provision and installation of the external engineering services required for an approved land development, and regarding the associated development charge;
- 1.12 **'external engineering service'** means an engineering service situated outside the boundaries of a land area and which is necessary to serve the use and development of the land area concerned; provided that in circumstances where the characteristics

of a specific area or the design of the relevant engineering service so requires, such services can be located within the boundaries of a land area;

- 1.13** **'impact zone'** means a geographical zone within which the capital infrastructure assets or system of capital infrastructure assets required to provide bulk services to an approved land development are located (the impact zones are Stellenbosch Town, Klipmuts, Dwars River, Franschoek, Koelenhof, Polkadraai and Raithby);
- 1.14** **'internal engineering service'** means an engineering service within the boundaries of a land area which is necessary for the use and development of the land area concerned and which is to be owned and operated by the Municipality or service provider;
- 1.15** **'land development'** means the erection of buildings or structures on land, or the change of use of land, including township establishment (provision of engineering services infrastructure), the subdivision or consolidation of land or any deviation from the land use or uses permitted in terms of the Zoning Scheme;
- 1.16** **'land development application'** means an application for approval of land development as contemplated in section 41 of the SPLUMA;
- 1.17** **'land use'** means the purpose for which land is or may be used lawfully in terms of a the municipal land use scheme or of any other authorisation, permit or consent issued by a competent authority, and includes any conditions related to such land use purposes;
- 1.18** **'link engineering service'** means the capital infrastructure assets associated with that portion of an external engineering service which links an internal engineering service to the applicable bulk service, and which is not shared by multiple users or the community generally;
- 1.19** **'LUPA'** means the Western Cape Land Use Planning Act, 2014, Act. 3 of 2014 (PN 99/2014 of 7 April 2014);
- 1.20** **'MSDF'** means the current Stellenbosch Municipal Spatial Development Framework contained in the Municipality's approved Integrated Development Plan;
- 1.21** **'Municipality'** means (a) the Stellenbosch Municipality (WCO24) established in terms of Provincial Notice 489 of 22 September 2000 in terms of the Local Government: Municipal Structures Act, 117 of 1998, and (b) includes all political structures or office bearers, the Municipal Planning Tribunal and municipal staff members to whom authority has been delegated to take decisions in terms of the Municipality's delegation system;
- 1.22** **'municipal infrastructure service'** means any of the following municipal services, namely potable water, sewerage and wastewater treatment, electricity distribution, municipal roads, street lighting, storm water management, solid waste disposal and public transport, including non-motorised transport. Community facilities, including play equipment, street furniture, crèches, clinics, sports fields, indoor sports facilities or community halls. Conservation purposes, energy conservation, climate change; or engineering services.
- 1.23** **'Municipal Planning Tribunal'** means a Municipal Planning Tribunal as defined in the SPUMA, and includes a municipal official authorised to determine land use and land development applications, in terms of section 35 of the SPLUMA;
- 1.24** **'Planning By-Law'** means the Stellenbosch Municipality: Land Use Planning By-Law published in the Western Cape Provincial Gazette Extraordinary of 20 October 2015;

- 1.25 'SPLUMA' means the Spatial Planning and Land Use Planning Act, 16 of 2013;
- 1.26 'Systems Act' means the Local Government: Municipal Systems Act, 2000, Act 32 of 2000 ("MSA"); and
- 1.27 'Zoning Scheme' means the Stellenbosch Municipality: Zoning Scheme By-Law published in the Western Cape Provincial Gazette Extraordinary of 27 September 2019.

2. INTRODUCTION

- 2.1. The Constitution enjoins local government not just to seek to provide services to all its inhabitants, but to be fundamentally developmental in orientation and to play a key role in promoting justifiable social and economic development. To this end it *inter alia* has to perform regulatory functions in respect of land use planning and development and ensuring lawful, reasonable and fair administrative government practices.
- 2.2. Socio-economic development is generally regarded as the passport to reduced poverty, reduced inequality and improved social well-being. New economic development generally also has a positive impact on the municipality's finances. It increases revenue from property rates and service charges by expanding the base of ratepayers. But development associated with economic growth has an impact on the demand for essential engineering services, which are needed to support sustainable social and economic development. Without available infrastructure of adequate capacity, public and private sector investment in Stellenbosch will decline.
- 2.3. Stellenbosch is as an attractive destination for economic investment. Working towards the MDSF vision of Stellenbosch as the "Valley of Opportunity and Innovation", a number of principles are key, including that future opportunity be allowed to build on existing infrastructure investment. Engineering services infrastructure (water, sewerage, stormwater, roads, street lighting, solid waste and electricity) represents substantial assets for enabling individual and communal development opportunity of different kinds.
- 2.4. The creation and promotion of an enabling environment for business to grow and create jobs, is fundamental to a competitive and vibrant economy. The potential for large scale upliftment and development may be severely hampered by the lack of attention to necessary infrastructure. The Municipal Council aims to create an economically enabling environment in which investment can grow and jobs can be created while still being able to provide basic services to all its citizens. The equitable and efficient financing of the cost of infrastructure to accommodate new developments is key in this regard.
- 2.5. Additional engineering services infrastructure must be provided to create additional services capacity to cater for growing needs, and it comes at a high cost. The rationale for DCs needs to be understood in relation to how this particular funding mechanism fits within the municipal fiscal framework. Municipal service delivery is generally financed through a fiscal framework that is based on a clear assignment of fiscal powers and functions that empower municipalities to raise property rates and used charges on electricity distribution, water and sanitation services and solid waste collection.
- 2.5.1. These primary sources of revenue are supplemented by intergovernmental transfers that support the operating costs of basic service delivery to poor households, as well as related national development priorities. Municipalities may use any operational surpluses generated from this revenue to finance

capital investment programmes, again supplemented by intergovernmental transfers, as well as funds that have been borrowed to finance infrastructure investment programmes.

- 2.5.2. Municipal development charges complement these sources of capital finance, by providing a direct charge to beneficiaries of existing and planned infrastructure installed to enable an intensification of land use. Development charges are thus an additional source of capital finance, which enhance the efficiency and volume of municipal capital financing through -
- o ensuring that the beneficiaries of infrastructure pay a fair share of the costs of installing it, relative to other residents;
 - o releasing resources that a municipality would otherwise have dedicated to meeting these needs to be spent on other development priorities; and
 - o providing an additional revenue stream to support municipal borrowing programmes, where applicable.
- 2.6 For both municipalities and developers to budget and plan efficiently, requires a robust legal basis on which development charges are levied, linked to long term spatial and infrastructure planning systems. Local government may only act within the powers lawfully conferred upon it.
- 2.7 After the country's first democratic elections, the Legislator was tasked to translate the electoral dream of a "Better Life For All" into legislation. It put the public sector at the heart of the challenge to reduce poverty. Legislation such as the SPLUMA and LUPA followed, both which empowers, qualifies and constrains municipal powers to levy development charges.
- 2.8 The Municipal Fiscal Powers and Functions Amendment Bill 2020, published for public comment during 2020, provides for a uniform, consistent, transparent and equitable basis on which municipalities can calculate and levy development charges on developers. The Amendment Bill requires that development charges are paid by both the public and private sectors, in order to ensure that a substantial portion of municipal bulk infrastructure investment can be financed on a 'user pays' principle, with the needs of poor households directly and transparently supported through public subsidies, including intergovernmental transfers.
- 2.9 A Development Charge ('DC') is a once-off capital charge to recover the actual cost of external infrastructure required to accommodate the additional impact of a new development on engineering services. A DC calculation is triggered by a land use change/ development application that will, if approved, intensify the municipal infrastructure demand. The threshold is the level up to which a new land use is deemed to have the same infrastructure impact as the existing permissible use and is determined based on a technical assessment.
- 2.10 The DC policy is an important tool to provide economic infrastructure and to ensure sustainable infrastructure investment in all the required engineering services. It provides the key details of the Municipality's Development Charges for Engineering Services, covering water, roads, stormwater, sewerage, solid waste and electricity.
- 2.11 A motivation for DCs is that the incidence of the cost is more accurately and equitably assigned to those who directly benefit from the infrastructure, rather than being spread amongst all ratepayers. The key function of a system of DCs is to ensure that those who benefit from new infrastructure investment, or who cause

off-site impacts, pay their fair share of the associated costs. A primary role of a system of DCs is to ensure the timely, sustainable financing of required urban infrastructure.

3. LEGISLATIVE (REGULATORY) FRAMEWORK

3.1 Source of empowerment

A municipality derives its power to levy development charges from legislation, not from policy. Policy determinations cannot override, amend or be in conflict with laws (including subordinate legislation). [1]

In *Fedsure* the Constitutional Court said that '*it seems central to the conception of our constitutional order that the Legislature and Executive in every sphere are constrained by the principle that they may exercise no power and perform no function beyond that conferred upon them by law*'. It is trite that "a local government may only act within the powers lawfully conferred upon it". [2]

"A municipality under the Constitution is not a mere creature of statute otherwise moribund save if imbued with power by provincial or national legislation. A municipality enjoys 'original' and constitutionally entrenched powers, functions, rights and duties that may be qualified or constrained by law and only to the extent the Constitution permits." [3]

It is also a well-established principle of South African law that powers given to a public body for one purpose cannot be used for ulterior purposes which are not contemplated at the time when the powers were confirmed. [4] Good intentions and public benefits are insufficient. As *Baxter* mentions: "It does not help that the improper purpose which the public authority sought to achieve was well intentioned, or even that it would benefit the public." [5]

The powers lawfully conferred upon the Municipality in relation to development charges have been qualified and constrained in terms of national, provincial as well as municipal legislation. A study into this rather dense legislative environment was undertaken to ensure that this policy document will be in line with the current and proposed empowering legislation.

3.2 Relevant legislation

Attention is invited to the provisions of the following legislation.

- The National Constitution.
- Local Government: Municipal Systems Act, 32 of 2000 – ('MSA').
- Stellenbosch Municipality: Zoning Scheme By-Law 2019 – ('Zoning Scheme').

¹ *Akani Garden Route (Pty) Ltd v Pinnacle Point Casino (Pty) Ltd* 2001 (4) SA 501 (SCA) at par [6] and [7].

² *Fedsure Life Assurance Ltd and Others v Greater Johannesburg Transitional Council and Others* 1999 (1) SA 374 (CC) par 56.

³ *City of Cape Town v Robertson* 2005 (2) SA 323 (CC) at par 60.

⁴ See *Baxter*, Lawrence. 1984. *Administrative Law*. Juta & Co, Ltd: Cape Town on p. 508 and 511.

⁵ See *Administrator, Cape v Associated Buildings Ltd* 1957 (2) SA 317 (A) at 329). Also see *South Peninsula Municipality and Another v Malherbe NO and Others* 1999 (2) SA 966 (C) at 981D.

- Municipal Fiscal Powers and Functions Act, 12 of 2007 – ('Fiscal Powers Act').
- The SPLUMA.
- The LUPA.

For ease of reference some of the relevant provisions therein contained, are quoted *verbatim* further below and in Appendix "A".

3.2.1 The National Constitution – ('Constitution')

The Constitution enjoins local government to seek to provide services to the citizens, to be fundamentally developmental in orientation, to *promote* justifiable social and economic development and, together with other organs of state, to contribute to the progressive realisation of the fundamental constitutional rights.

Municipalities derive their fiscal powers from section 229 of the National Constitution. Section 229(1)(a) empowers a municipality to impose rates on property and surcharges on fees for services provided by or on behalf of the Municipality.

It is necessary to distinguish between '*services charges*' and '*development charges*'.

- A service charge is ongoing contributions (usually levied monthly), required to recover the ongoing costs reasonably associated with rendering the service (e.g., refuse removal), including capital, operating, maintenance, administration and replacement costs, and interest charges.
- A Development Charge ('DC') is a once-off capital charge to recover the actual cost of external infrastructure required to accommodate the additional impact of a new development on engineering services. Development charges fall in the section 229(b) category and is not a service fee.

3.2.2 Local Government: Municipal Systems Act, 32 of 2000 – ('MSA')

See Appendix "A" for relevant sections of the MSA. Essentially it deals with the empowerment of local authorities to provide municipal services for the benefit of the local community and the funding thereof by charging service charges or fees for covering the costs thereof. This is achieved by applying tariffs that must reflect the costs reasonably associated with rendering the service, including capital, operating, maintenance, administration and replacement costs, and interest charges. DCs are not intended to fund municipal services being rendered.

3.2.3 Spatial Planning and Land Use Management Act, 16 of 2013 – ('SPLUMA')

- Section 40(7)(b) empowers a municipal Planning Tribunal, in the approval of any land development application, to impose any reasonable conditions, including conditions related to the provision of engineering services and the payment of any development charges.

- Section 49(4) provides that an applicant may, in agreement with the Municipality or service provider, install any external engineering service instead of payment of the applicable development charges, and the fair and reasonable cost of such external services may be set off against development charges payable.
- According to section 49(5), if external engineering services are installed by an applicant instead of payment of development charges, the provision of the Local Government: Municipal Finance Management Act, 56 of 2003 pertaining to procurement and the appointment of contractors on behalf of the Municipality, does not apply.

[NOTE: 'Applicant' to be read as a 'developer' as defined.]

3.2.4 Western Cape: Land Use Planning Act, 3 of 2014 – ('LUPA')

- Section 40(1) of LUPA empowers a municipality, when approving a land use application, to do so subject to conditions, which conditions the must be reasonable conditions and must arise from the approval of the proposed utilisation of land.
- In terms of section 40(2) such conditions may include, but are not limited to, conditions relating *inter alia* to the provision of engineering services and infrastructure; and the cession of land or the payment of money.
- Section 40(3) empowers a municipality to require in a condition relating to the provision of engineering services and infrastructure that a proportional contribution to municipal public expenditure be made according to the *normal need* therefor arising from the approval, as determined by the Municipality in accordance with norms and standards as may be prescribed. Section 40(12) provides that a municipality may, if appropriate, depart from contributions so determined.
- Section 40(4) provides that such municipal public expenditure includes, but is not limited to, municipal public expenditure for municipal service infrastructure and amenities relating to—
 - community facilities, including play equipment, street furniture, crèches, clinics, sports fields, indoor sports facilities or community halls;
 - conservation purposes, energy conservation, climate change; or engineering services.
- Section 40(5) requires that, when determining the contribution contemplated in subsections (3) and (4), a municipality must have regard to at least—
 - the municipal service infrastructure and amenities for the land concerned that are needed for the approved land use;
 - the public expenditure on that infrastructure and those amenities incurred in the past and that facilitates the approved land use;

- o the public expenditure on that infrastructure and those amenities that may arise from the approved land use;
 - o money in respect of contributions contemplated in subsection (3) paid in the past by the owner of the land concerned; and
 - o money in respect of contributions contemplated in subsection (3) to be paid in the future by the developer of the land concerned.
- Section 40(6) requires that, except for land needed for public places or internal engineering services, any additional land required by the Municipality arising from an approved subdivision must be acquired subject to applicable laws that provide for the acquisition or expropriation of land.

3.2.5 Stellenbosch Municipality: Zoning Scheme By-Law 2019 – ('Zoning Scheme')

20. *Development charges in terms of this Scheme*

- (1) *The calculation of development charges and whether a development charge is payable, shall be subject to the Municipality's adopted policy.*
- (2) *Where the provision in a particular zone identifies that a development charge is payable for **intensified** primary development **rights which came into operation as a result of** this Scheme, and where the owner intends to develop according to such intensified rights, such development charge shall be calculated when the building plan is submitted and shall be paid prior to the approval of said building plan.*
- (3) *Where an application is made in terms of Planning Law, or where application is made for technical approval in terms of this Scheme, the Municipality may impose a condition related to development charges payable where said approval leads to the intensification of land use beyond the primary rights which has been originally approved on the land unit.*
- (4) *Unless an alternative agreement is reached in writing between the owner and the Municipality, no building plan shall be approved on any land unit where an outstanding development charge is payable.*
- (5) *If the Municipality fails to calculate a development charge at the appropriate approval stages as set out in this section, it is deemed that there are no charges related to that development.*

[NOTE: 'Owner' to be read as a 'developer' as defined.]

NOTES:

1. 'Landowner' to be read as a 'developer', as defined.
2. Other relevant sections of the Zoning Scheme are quoted *verbatim* in Appendix "A" for ease of reference (i.e. 89, 102, 115, 128, 140, 151 162, 172 and 219 – development charges in the Multi-Unit Residential zone, Mixed-Use zone, Industrial zone, Education zone, Community zone Utility Service zone, Transport-facilities zone, and Agricultural and Rural zone)

3.2.6 (a) Municipal Fiscal Powers and Functions Act, 12 of 2007 – ('Fiscal Powers Act')

This Act was adopted to regulate the exercise by municipalities of their power to impose surcharges on fees for services provided under section 229 (1) (a) of the Constitution; to provide for the authorisation of taxes, levies and duties that municipalities may impose under section 229 (1) (b) of the Constitution; and to provide for matters connected therewith. The date of its commencement is 7 September 2007.

This Act applies to municipal surcharges and municipal taxes referred to in section 229 of the Constitution, *other than rates on property* regulated in terms of the Local Government: Municipal Property Rates Act, 2004, and municipal base tariffs regulated under the Municipal Finance Management Act, 2003, the Municipal Systems Act, 2000, or sector legislation.

(b) Municipal Fiscal Powers and Functions Amendment Bill

During 2020 National Treasury published the Amendment Bill for public comments (Government Gazette Notice No. 3 of 2020) and awaited comments until the 31st March 2020. Since then, it refined the Amendment Bill in line with the public comments received.

As part of the Cabinet protocols, the Amendment Bill had to be presented to the Directors-General Clusters and Cabinet Committees for their inputs and recommendations before submitting it to Cabinet for approval to table in Parliament for scrutiny. According to National Treasury as of November 2021 these processes were far advanced, and the Amendment Bill is likely to be submitted to Parliament during the first quarter of 2022.

National Treasury previously published various draft *Policy Frameworks* for Municipal Development Charges since the commencement of the 2007 Act. According to those frameworks the guiding principles in relation to development charges were equity and fairness, predictability, spatial and economic neutrality and administrative ease and uniformity. 'Fairness' to ensure that developers pay only for the infrastructure investments which they benefit from. 'Predictability' to enable developers to accurately estimate their liability and hold municipalities to account for the timely delivery of required infrastructure.

Those Policy Frameworks have since been converted into a memorandum of objects to the Amendment Bill. It was part of the document that was published for public comments in the 2020 Government Gazette. Therefore, in the formulation of this policy

document, the focus has been to bring it in line with the underlying thinking encountered in the Amendment Bill and in the 'Memorandum of Objects' concerned.

The purposes of the Amendment Bill *inter alia* include to amend the 2007 Act, so as to regulate the power of municipalities to levy development charges; to set out the permissible uses of income from development charges; to provide for the basis of calculation of development charges; to provide for municipal development charges policies, community participation and by-laws; to provide for the installation of external engineering services by developers instead of payment of development charges; to provide for the consequences of non-provision of infrastructure by a municipality; to regulate reductions to the obligation to pay development charges through subsidies; to provide for matters relating to the budgeting of and accounting for development charges; to establish an entitlement on the part of municipalities to withhold other approvals or clearances due to non-payment of development charges; and to amend the SPLUMA.

Essentially the Amendment Bill seeks to regulate the power of municipalities to levy development charges in respect of a land development application submitted to the Municipality in terms of section 33(1) of SPLUMA or a municipal planning by-law. Clause 4 of the Amendment Bill proposes the insertion of **Chapter 3A**, which deals with development charges and *inter alia*:

- provides for a power for municipalities to levy development charges and establishes the basis on which they are calculated (Clause 9A);
- allows a municipality which decides to levy development charges to subsidise a land development or category of land developments through reducing the development charges payable where it has set out a criteria for such subsidy in its policy on development charges (Clause 9E);
- permits a municipality to set off the cost of infrastructure installed by the developer against a development charge (Clause 9G);
- deals with the consequences of a municipality not providing infrastructure for which a developer has paid a development charge (Clause 9H)
- provides for mechanism to resolve dispute for a person whose rights are affected by a decision regarding development charges (Clause 9K).

The Amendment Bill proposes amendments to SPLUMA, including *inter alia* the deletion of the definition of "engineering service" and inserting the following definitions:

- *'bulk engineering services' means capital infrastructure assets associated with that portion of an external engineering service which is intended to ensure delivery of municipal engineering services for the benefit of multiple users or the community as a whole, whether existing or to be provided as a result of development in terms of a municipal spatial development framework.*

- *'link engineering services' means the capital infrastructure assets associated with that portion of an external engineering service, which links an internal engineering service to the applicable bulk engineering services.*
- *'municipal engineering service' means a system for the provision of water, sewerage, electricity, municipal roads, stormwater drainage, gas and solid waste collection and removal required for the purpose of land development management, referred to in Chapter 6.*

The Amendment Bill restricts the scope of engineering services to those already covered in the current definition of engineering services provided in the SPLUMA. These are the provision of water, sewerage, electricity, municipal roads, storm water drainage, gas and solid waste collection and removal required for the purpose of land development. However, some level of flexibility has been provided for municipalities to levy development charges on other engineering services not specified in the SPLUMA, by providing for a municipality to apply to the Minister of Finance for an extension of services to be included in the calculation of development charges.

The Amendment Bill also proposes the following amendments to the SPLUMA.

- The amendment of the empowering provision (section 40(7) of the SPLUMA), by the substitution for paragraph (b) of the following paragraph:

(A Municipal Planning Tribunal may ...)

in the approval of any application, impose any reasonable conditions, including conditions related to the provision of engineering services and the payment of any development charges: Provided that the Municipal Planning Tribunal endorses the Municipality's calculation of development charges and, where applicable, the timing for payment thereof as a condition or conditions of approval.

- The amendment of section 49 by the substitution for subsection (2) of the following subsection:

A municipality is responsible for the provision of external engineering services: Provided that link engineering services are installed by an applicant and that the municipality may require that such services are installed to provide a greater capacity than the land development itself needs, subject to the municipality reimbursing the applicant accordingly, unless the applicant waives his or her claim to reimbursement or the value of installing the additional capacity is set off against the applicable development charges liability.

- The amendment of section 49 by the addition of the following subsection:

A municipality may agree to contribute towards the cost of link engineering services, where the applicant's provision of link engineering service that meet the minimum standards of the municipality shall result in capacity that exceeds the requirements of the land development itself: Provided that the maximum contribution of the municipality does not exceed the amount which represents the difference between the cost associated with meeting the minimum standard and the cost of the actual requirements of the land development in question. (Emphasis added).

[NOTE: 'Applicant' refers to a 'developer' as defined.]

If the amendments to SPLUMA (as proposed in the Amendment Bill) go through unamended and the Amendment Bill (unamended) becomes law, the following is noteworthy.

- A **development charge** will mean a charge levied by a Municipal Planning Tribunal in terms of section 40(7)(b) of, and contemplated in section 49 of, SPLUMA, which must-
 - contribute towards the cost of capital infrastructure assets required to meet increased demand for existing and planned **external engineering services**; or
 - with the approval of the Minister, contribute towards capital infrastructure assets required to meet increased demand for other municipal engineering services not prescribed in terms of SPLUMA.
- Section 9A(1)(a) will empower a municipality to levy a development charge in respect of a **land development application** as contemplated in section 33(1) of SPLUMA or a municipal planning by-law.
- Section 9A(4) will require that the amount of a development charge must be-
 - **proportional** to the extent of the demand that the land development is projected to create for **existing or planned bulk** engineering services; and
 - calculated on the basis of a **reasonable assessment of the costs** of providing existing or planned **bulk** engineering services.
- According to the new SPLUMA definition, "**bulk engineering services**" will mean *capital infrastructure assets associated with that portion of an external engineering service which is intended to ensure delivery of municipal engineering services for the **benefit of multiple users** or the community as a whole, whether existing or to be provided as a result of development in terms of a municipal spatial development framework.*

- According to the SPLUMA “external engineering service” means an engineering service situated outside the boundaries of a land area and which is necessary to serve the use and development of the land area.

3.3 Interpretation

Our higher Courts in recent times have repeatedly stated that when it comes to the interpretation of statutes, the fundamental rule is that the words in a statute must be given their *ordinary grammatical meaning*, unless to do so would result in an absurdity.

There are *three interrelated riders*: the provisions should be interpreted purposively; the provision must be properly contextualised and statutes must be construed consistently with the Constitution so that where reasonably possible the provisions should be interpreted to preserve their constitutional validity. It is also well recognised that it is wrong to ignore the clear language of a statute under the guise of adopting a purposive interpretation, as doing so would be straying into the domain of the legislature.

When attributing meaning to the words used in legislation, regard must be had to the context provided by reading the particular provisions in the light of the Act or by-law as a whole and the circumstances attendant upon its coming into existence. The *‘inevitable point of departure is the language of the provision itself’*, read in context and having regard to the purpose of the provision and the background to it landing on the statute books. It is therefore useful, when looking at the question of the legal requirements to be satisfied when imposing development charges in the context of present-day legislation, to have a historical perspective.

It is therefore important to take cognisance of the Legislative Background provided in Appendix “A” for a proper understanding of the Legislature’s intention with DCs’.

4. OBJECTIVES

- 4.1. The objectives of this policy are to provide a sustainable and equitable framework for the financing of capital infrastructure assets and to ensure that:
 - 4.1.1. The Municipality is able to provide capital infrastructure assets in a timely and sufficient manner to support land development;
 - 4.1.2. Development charges complement other sources of capital finance available to the Municipality and are not utilised as a general revenue source;
 - 4.1.3. Development charges are managed in a predictable, fair and transparent manner; and
 - 4.1.4. Unnecessary litigation in the administration of development charges is minimised.

5. KEY PRINCIPLES OF THE POLICY

- 5.1. Principles to be applied must be in accordance with the current legislation, as well as Chapter 3A of the Amendment Bill, and further expounded in this policy.

5.2. Development Charges will be levied based on the increased demand that utilisation of intensified land use rights, which came into operation as a result of the Zoning Scheme or approval of new land development applications, are reasonably expected to have on existing and planned external engineering services capacity, irrespective of the geographical location of the development. For example, the traffic generated by a development located along a provincial road, will ultimately end up on the municipal road network that link to the provincial roads. The same applies to the additional stormwater run-off that ends up in downstream municipal networks and river courses, increase in demand and the bulk supply of water, and sewer and solid waste disposal. Factors are allowed in the calculations to reflect actual usage of infrastructure for these cases.

5.3. Four key principles underlie the system of development charges. These are:

5.3.1. **Equity and Fairness:** Development charges should be reasonable, balanced and practical so as to be equitable to all stakeholders. The key function of a system of development charges is to ensure that those who benefit from new infrastructure investment, or who cause off-site impacts, pay their fair share of the associated costs.

This implies that:

5.3.1.1. The Municipality should recover from developers a contribution that is as close as possible to be full and actual costs of the capital infrastructure assets that are needed to mitigate the impacts of their land developments and to provide external engineering services to their developments;

5.3.1.2. Development charges are levied to recover the infrastructure costs incurred or to be incurred due to land development, and are thus not a form of taxation;

5.3.1.3. Costs which should be covered by development charges can be determined both in relation to the value of pre-installed capital infrastructure assets resulting from historical investments, and the provision of new capital infrastructure assets to meet new capacity requirements; and

5.3.1.4. Development charges are not an additional revenue source to be used to deal with historical backlogs in provision of services, such as backlogs that exist in some historically disadvantaged areas.

5.3.2. **Predictability:** Development charges should be a predictable, legally certain, and reliable source of revenue to the Municipality for providing external engineering services and should be clearly and transparently accounted for. In order to promote predictability in municipal finance systems the costs associated with municipal capital infrastructure assets provided expressly to benefit poor households should be established before subsidies are applied in a transparent manner to fund the liability.

5.3.3. **Spatial and Economic Neutrality:** The primary role of a system of development charges is to ensure the timely, sustainable financing of required capital infrastructure assets.

This implies that:

5.3.3.1. Development charges should be determined based on identifiable and measurable costs so as to avoid distortions in the economy and in patterns of spatial development;

- 5.3.3.2. Development charges should not be used as a spatial planning policy instrument;
- 5.3.3.3. Costs recovered should be dedicated only to the purpose for which they were raised; and
- 5.3.3.4. Development charges should be calculated where possible on a sectoral or geographic scale to more accurately approximate costs within a specific impact zone.

5.3.4. **Administrative ease and uniformity:** The determination, calculation and operation of development charges should be administratively simple and transparent.

6. OBLIGATION TO IMPOSE A DEVELOPMENT CHARGE

6.1. Development Charges Apply

When the Municipal Planning Tribunal or delegated authority approves ~~approves~~ a land development application which will or may result in intensified land use with an increased demand for external municipal engineering services infrastructure, it may, by imposing a condition of approval in terms of section 66 of the Planning By-Law, levy a development charge proportional to the calculated municipal public expenditure that has or may be incurred to satisfy the increased demand according to the normal need arising from such approval.

6.2. Development Charges do not apply

Development Charges do not apply to land development restricted to the exercise of current primary land use rights obtained or approved prior to the commencement of the Zoning Scheme, **unless 13.6 is applicable.**

It also does not apply to the following types of land use applications, as the impact of those land uses have an insignificant impact on engineering services infrastructure and those uses have a social and/or economic benefit to the Municipality and/or the community:

- 6.2.1. Home / non-commercial early childhood development centres that serve the surrounding community.
- 6.2.2. Community based churches and places of religious worship (it must be clear that such development will not lead to a significant additional service usage that will have an increased demand on municipal services)
- 6.2.3. House shops up to the lesser of 30% of the floor area of the buildings on the site or 50m² per erf.
- 6.2.4. Second dwellings – up to a total maximum of five bedrooms per erf will not trigger a Development Charges payment.

6.3. A development charge will be determined by the Municipality in terms of and on the basis of the applicable statutory provisions referred to in paragraph 3.2 above read with this policy.

6.4. A developer must pay to the Municipality the full amount of the applicable development charge due prior to the exercise of any rights to use, develop or improve the land arising from the approval of a land development application, unless in the case of a phased land development –

- 6.4.1. The Municipality authorises phased payments in the conditions of approval of land development applications, to take into account the timing of the proposed phases of the land development; and
 - 6.4.2. The Municipality may approve payment of the outstanding development charge into an attorney's trust account, in cases where this will enable the completion of infrastructure projects in lieu of Development Charges that are not yet completed at the time that clearance is sought and if such withholding of clearance is deemed to be unfair towards the developer. An example of this is where the Municipality has requested the upgrade or installation of a service in-lieu of Development Charges, of which the upgrade was not an original condition of approval, or which is not specifically triggered by the development, but of which the immediate upgrade will be of benefit to the Municipality and/or the greater public. The conditions for the utilisation of the funds in this trust account shall be stipulated in a letter of undertaking issued by the trust attorney and as agreed to in writing by the Municipality.
- 6.5. When approving a land development application, the Municipality must stipulate at least the following matters relating to the development charge –
- 6.5.1. The total amount of the development charge;
 - 6.5.2. The dates/development milestones on which the payment or payments must be made and the amount of such payments;
 - 6.5.3. Whether the Municipality and the developer have agreed that the developer will install any bulk services, as contemplated in paragraph 9; and
 - 6.5.4. Where the developer is to install bulk services instead of the payment of some portion or all of a development charge –
 - 6.5.4.1. The nature and extent of the bulk services to be installed by the developer;
 - 6.5.4.2. The timing of commencement and completion of the bulk services to be installed by the developer;
 - 6.5.4.3. The amount of the developer's fair and reasonable costs of installation, or the process for determining that amount, including the process, after installation, for making any adjustments to an amount specified as determined by the Municipality; and
 - 6.5.4.4. The engineering and other standards to which the installed external engineering services must conform.
- 6.6. The Municipality and a developer may, and in the circumstances provided for in paragraph 9 must, conclude an engineering services agreement to give detailed effect on the arrangements contemplated in this paragraph 6, provided that an engineering services agreement may not permit any intensification of land use beyond that which was approved.

7. CALCULATION OF DEVELOPMENT CHARGES

- 7.1. Subject to the provisions of this policy, a development charge shall be calculated with reference to the estimated increased load placed on the external engineering services networks that results from the development in a specific impact zone.

- 7.2. The capital cost of internal engineering services is for the account of the developer.
- 7.3. Subject to paragraph 6.3 above and for purposes of calculation of the bulk services component of a development charge, the Municipality must –
- 7.3.1. Determine a unit cost for each municipal infrastructure service, which unit cost must include all land cost, professional fees, materials, labour and reasonable costs of construction, but must exclude the value of any debts incurred by the Municipality for purposes of funding existing capital infrastructure assets, to the extent that such debt has not been repaid by the Municipality;
- 7.3.2. Apply a formula, which formula will –
- 7.3.2.1. Be aimed at determining the impact of the proposed land use on municipal infrastructure services, taking into account current and planned capacity, relative to the impact of the land use occurring at the date of approval of the land development application; and
- 7.3.2.2. Calculate the amount payable by multiplying the unit cost referred to in paragraph 7.3.2.1, by the estimated proportion of the municipal infrastructure services, including current and planned capacity, that will be utilised by the proposed land development.
- 7.4. The basis upon which development charges unit costs of the civil services and community services will be determined, as envisaged in paragraph 7.7, shall be consistent with Chapter 3A of the Amendment Bill.

The methodology for calculating unit costs can be summarised as follows, per service and for each impact zone thereof:

- Use an appropriate planning horizon in the future for that service (e.g. 20 years).
- Use town-planning scenarios and engineering master planning to determine what new services are required, such that at that point in the future, the joint capacity of existing and future services matches the number of consumption units that will be in place, being the existing amount plus the future development amount.
- Estimate the costs of the existing and future infrastructure, as though it was all being constructed at the present day, i.e. replacement cost for existing infrastructure or present-day cost for future infrastructure.
- Establish the number of consumption units that the total infrastructure will cater for i.e. existing consumption plus future consumption.
- From the above calculate the cost per unit consumption factor.
- The DC for the development in question is then calculated by multiplying the nett additional consumption needed for that development, by the cost per unit consumption factor.

In this manner the new development is paying its fair share of the infrastructure that it uses in that impact zone, and not financing an existing shortfall nor financing a surplus being created.

- 7.5. The basis upon which development charges will be determined i.t.o. electricity will be as per NRS 069: Code of practice for the recovery of capital costs for distribution network assets.
- 7.6. The Municipality must adjust the unit cost for each municipal infrastructure service on an annual basis during the budget preparation process referred to in Section 21 of the Local Government: Municipal Finance Management Act 56 of 2003, to take account of inflationary impacts and must publish the adjusted unit costs within two months of approving the municipal budget. The Municipality will use the Contract Price Adjustment Factor as prescribed in the SAICE General Conditions of Contract for Construction Works (as amended) to determine the annual effect of inflation.
- 7.7. Where possible, unit costs for each municipal infrastructure service should be recalculated every five years to take into account the current and planned capacity for each municipal infrastructure service at the date of re-calculation, and any other relevant factors.
- 7.8. The unit costs were last recalculated for 2022/23. No adjustment factor between 2021/22 and 2022/23 was approved by Council as the new rates became effective immediately. As an escalation factor is still required in some instances, for instance to escalate the value of work done in lieu of DCs over multiple financial years, this increase is hereby confirmed as 14.7415%.
- 7.9. In the event of the Municipality discovering that a gross error has occurred in the determination of the development charges, or if there are justifiable reasons to review the charges, it may, by means of a council resolution, correct such error or review the charges.

8. ADJUSTMENT FOR ACTUAL COSTS OR USAGE

- 8.1. Notwithstanding the provisions of paragraph 7.3, the Municipality may at its own instance or on request by a developer, increase or reduce the amount of the bulk services component of a development charge so as to reflect the actual cost of installation of the required bulk services, where:
 - 8.1.1. exceptional circumstances, as motivated by the developer and if accepted by the Council, justify such an increase or reduction; or
 - 8.1.2. a particular land development significantly exceeds the size or impact thresholds set out in the applicable Development Charges tariff tables.
 - 8.1.3. the actual usage of a particular land development varies significantly from the usage of the approved Development Charges tariff tables and of which the actual usage is motivated by a professional engineer and can be justified by means of recognised engineering guidelines and/or industry norms and standards.
 - 8.1.4. Where a development is situated outside the urban area, and it is not connected to or uses the bulk infrastructure allowed for in the Development Charge calculation, because it is providing its own bulk services (e.g. water supply and waste water package plant) or its reduced usage is not already allowed for in the calculation, then that portion of the Development Charge must be adjusted by means of calculations by a professional engineer in terms of this section, and the developer must pay for his own bulk infrastructure to the approval of the Engineer.
- 8.2. Where the Municipality adjusts the amount of the bulk services component of a development charge on the basis of actual costs in terms of this section:

- 8.2.1. the developer is responsible for the costs of performing the calculation of such adjustment, which must be carried out by a registered professional civil engineer appointed by the developer with appropriate experience and expertise having regard to the nature and extent of the proposed land use; and
- 8.2.2. the actual cost must include, where applicable and without limitation, land costs, professional fees, materials, labour, the reasonable costs of construction and any tax liabilities: provided that all such costs would otherwise have been borne by the Municipality, in the provision and installation of the bulk services concerned.

9. INSTALLATION OF EXTERNAL ENGINEERING SERVICES INSTEAD OF THE PAYMENT OF DEVELOPMENT CHARGES

- 9.1. The Municipality may agree with a developer that the developer installs all or part of the external engineering bulk services required for an approved land development instead of the payment of the applicable development charge.
- 9.2. Where a developer installs external engineering services to the technical standards required by the Municipality, as reflected in the applicable conditions of approval of the land development application or as agreed with the Municipality in writing, the developer may set off the fair and reasonable cost of such installation, as determined by the Municipality, against the applicable development charges.
- 9.3. Any capital infrastructure assets forming part of an external engineering service installed by a developer instead of payment of any part of a development charge shall, upon installation, become the property of the Municipality, and-
 - 9.3.1. the developer shall bear the responsibility of ensuring that ownership or other relevant rights to the affected capital infrastructure assets is or are transferred to the Municipality;
 - 9.3.2. the Municipality must include the applicable capital infrastructure asset gain in its next adjustments budget, in accordance with regulations relating to asset gains, made in terms of the Local Government: Municipal Finance Management Act 56 of 2003.
- 9.4. The Municipality may require that a developer installs external engineering services to accommodate a greater capacity than that which would be required for the proposed land use alone in accordance with any master plan approved by the Municipality, in order to support planned future development in the vicinity of the approved land development. Where the total fair and reasonable cost of installation of such required external engineering services exceeds the development charge payable by the developer, the Municipality may reimburse the developer the amount in excess of the development charge, in accordance with a written agreement, provided that such infrastructure has been provided for in accordance with an approved master planning programme for such service and which has been approved as a capital project in terms of the budget of the Municipality. This reimbursement is to be within an agreed payment schedule not exceeding three years from the date of installation unless the developer waives his right to the applicable reimbursement.
- 9.5. If the developer elects to develop outside the Municipality's approved capital expenditure programme, he or she will have to fund the provision of services to enable such development. There is no obligation on the Municipality to provide services to land simply because an owner wants to develop his/her land and the Municipality is not obligated to re-imburse the developer for such expense. Section 152 of the

Constitution emphasises the fact that the Municipality must structure its administration and budgeting and planning processes to give priority to the basic needs of the community.

- 9.6. When a developer installs external engineering services instead of payment of a development charge, he or she must adopt the most cost-effective and efficient approach to meet the Municipality's technical standards. The principles of procuring the most cost-effective and efficient services must be followed. Therefore, the installation of engineering services must be provided at costs based on a competitive procurement process and evaluated by the developer's consultant with a recommendation for appointment. Such recommendation must be approved by the Municipality before the appointment of a contractor for this purpose.
- 9.7. "Upon the "Developer" having complied with all the terms and conditions of an engineering services agreement the "Municipality" undertakes to value the total cost of "Municipal Services", such valuation will be based on the payment certificates as certified by the professional Consulting Engineer. The total value as per the final payment certificate of the project will be used to determine the total cost of "Municipal Services". If the project has been completed in a previous financial year, the total completion value (as normally indicated on the final payment certificate) can be escalated to the year at which time DC payment is to be made. The escalation rate will be the same as the DC annual escalation as approved by council. The outstanding amount of development contributions payable as concluded with the "Developer" will be reduced by the value of such "Municipal Services" as provided in terms of this Agreement. The outstanding amount will be payable before a clearance certificate is issued by the Municipality, or before an occupation certificate is issued (where clearance certificate is not applicable)."

10. NON-PROVISION BY THE MUNICIPALITY

- 10.1. Where the Municipality has agreed to install the required external engineering services and fails to do so within a period of twelve months from the date for completion stipulated in such agreement, the Municipality must return the applicable portion of the development charge paid by the developer, to the developer, with interest charged at the applicable rate for debts owed to the State.
- 10.2. Notwithstanding the provisions of paragraph 10.1, the Municipality and the developer may agree to:
 - 10.2.1. an extension of the time period for the installation of the required external engineering services by the Municipality: provided that such extended time period may not exceed twenty-four months and provided further that where the Municipality completes the installation within such extended time period, it has no obligation to return the development charge paid by the developer, to the developer; or
 - 10.2.2. an engineering services agreement, or such a revised agreement, in terms of which the developer agrees to install the required external engineering services in whole or in part and, where agreeing to install in part, the time period within which the Municipality will install those external engineering services for which it remains responsible: provided that the extended time period for installation by the Municipality may not exceed twenty-four months and provided further that where the Municipality completes its portion of the installation within such extended time period, it has no obligation to return that portion of the development charge paid by the developer which pertains to the external engineering services installed by the Municipality, to the developer.

11. WITHHOLDING CLEARANCES AND APPROVALS.

- 11.1. The Municipality shall be entitled to withhold any consent, clearance or approval in respect of a land development in the event where development charges owed by the developer remain unpaid or the developer fails to install external engineering services in accordance with an engineering services agreement entered into with the Municipality.
- 11.2. The Municipality shall not be obliged to allow any internal or link services to be connected to the bulk services of the Municipality until all development charges have been paid by a developer.

12. SUBSIDIES AND EXEMPTIONS

- 12.1. The Municipality may only subsidise a land development or category of land developments through reducing the development charge payable in respect thereof if it meets any of the following criteria.
- The beneficiaries of the land development must primarily be indigent persons, persons dependent on pensions or social grants for their livelihood, or persons temporarily without income.
 - The land development must be for purposes of serving community, conservation, educational, institutional or public purposes as defined in Schedule 2 to the SPLUMA.
 - The applicant for a subsidy must be a registered non-profit or charitable community organisations undertaking social development projects that is beneficial to the community and/or where the applicant is able to demonstrate how the proposed development will have a social and/or economic benefit to the Municipality. The use of any land or buildings, or any part thereof, shall not be for the private financial benefit of any individual, including as a shareholder in a company or otherwise.
 - If the bulk engineering services for the land development concerned have been budgeted to be funded through a fiscal transfer from another sphere of government, a subsidy may be granted to the extent of that grant funding.
- 12.2 Examples of land uses that may potentially qualify for subsidies or exemptions, are the following:
- Breaking New Ground (BNG) (also known as low-cost) housing projects implemented by the Municipality will be exempt from DCs. These projects are approved by council prior to implementation and such approval should include financial commitments regarding the provision of bulk services for these projects. It is thus not necessary for development charges if the provision of bulk services is to be funded by alternative funding sources. If any bulk upgrades are identified to accommodate the new development during land use approval, then the onus will be on Council to allocate the required funds to the budget as part of the project implementation.
 - Public schools, hospitals, clinics and other public infrastructure projects developed and funded by government which provides a service to especially the poorer communities may qualify for a potential subsidy. These projects will have a social and economic benefit to the communities and the Municipality in its whole and in so doing will alleviate some institutional and financial pressure on the Municipality in terms of providing social infrastructure and social development programmes.

- A discount for Inclusionary housing units/erven will be applicable if approved by Council in the Stellenbosch Municipality's Inclusionary Zoning Policy (as amended). The discount will be based on the discount rate approved in the aforementioned policy.
- 12.3. Applications for subsidies must be in writing and addressed to the Director: Infrastructure Services for evaluation, calculation of the applicable development charge as if it were payable, and submission of a recommendation to the Stellenbosch Municipal Council for consideration. Such submission must clearly indicate how the application meets the criteria of 12.1 and 12.2 above.
- 12.4. If a subsidy is granted, the Municipal Council must set out the reasons for its decision, must identify the alternative funding source for the required bulk engineering services to the value of the subsidy, and must budget for and/or obtain funding from an alternative source to the value of the subsidy.
- 12.5. Before the Municipality grants an individual subsidy, it must:
- 12.4.1. ensure that the revenue to be forgone as a result of any subsidy approved by the Municipal Council is reflected in the Municipality's budget (Finance);
 - 12.4.2. must provide for budgetary provision for the realisation of the revenue forgone to be made, from another realistically available source of revenue (Finance);
 - 12.4.3. ensure that the monetary value of the subsidy, together with the amount of any other payment or payments received by the Municipality towards the capital costs of external engineering services for an approved land development, is at least equal to the development charge calculated in accordance with paragraph 12.4.1.

13. SPECIAL ARRANGEMENTS

- 13.1. Rural areas/farms: Development Charges will not be levied in respect of buildings as are reasonably connected with the permissible main farming activities on the farm (e.g. cellar and bottling facilities on a wine farm or a fruit packaging and storage facility on a fruit farm). Development Charges according to the applicable tariff will be levied for any other development on farms requiring approval of land use applications, e.g., a farm stall, function venue, tourist accommodation facilities, conference facilities or other commercial activities. A scientifically calculated reduction factor of 50% will be however be applied to the trip generation rates as specified for such land uses outside of urban areas.
- 13.2. Gross Leasable Area ("GLA"): When at the time of the Development Charges calculation being done, the GLA figure is not known, it will be deemed to be 15% less than the permissible total bulk (i.e. based on 85% of the total permissible bulk).
- 13.3. Development Charges In lieu of Parking bays: If the development is located in an area where in the opinion of the Municipality the lack of sufficient on-site parking is currently causing problems, payment of Development Charges in lieu of providing parking bays will not be permitted. Some or all of the following criteria must be met before a Development Charges payment in lieu of parking will be favourably considered:
- If located in the historical CDB core where buildings were approved with limited parking provision;
 - When a development is situated within a 500m radius of a public transport

hub or facility;

- When a development is situated along a primary functional public transport route – provided that the necessary embayment required, is provided;
- When a development is situated along a primary Non-Motorised Transport route (as defined by the Non-motorised Transport Masterplan) – provided that the necessary facilities are in a good state;
- Where a public parking garage has been constructed that, in the Municipality's opinion, adequately caters for the demand created by the shortfall of on-site parking.

13.4. Provincial roads outside of the urban boundaries are not allowed for. For provincial Roads within the urban boundaries, 20% of the value thereof has been allowed for in the determination of the Development Charges tariffs and therefore this percentage will be allowed to be offset from Development Charges where constructed by the Developer in terms of an engineering services agreement. The offsetting of Development Charges against the full cost of provincial road upgrades would result in an under-recovery of Development Charges for municipal roads. Exception is upgrades to intersections between municipal and provincial roads, where the full amount can be offset from Development Charges.

13.5. Non-motorised transport facilities: A functional and safe non-motorised transport and public transport network will reduce the dependence on private motor vehicles and therefore relieve road congestion and free up capacity on the roads and intersections. The developer may set off its fair and reasonable cost of providing such facilities, as determined by the Municipality, against the applicable development charges if the Municipality is satisfied, based on its non-motorised transport master plan, that those facilities are for the benefit of multiple users/developments and/or the community as a whole.

13.6. Handling of properties with historical land use rights: If a property (especially business and industrial zoned property) has an existing zoning right, it does not necessarily mean that DCs have been paid on the full development potential of the property when such zoning was approved. A DC credit can only be granted if a DC for a specific development or building has been paid in the past, or if there are existing permanent, legal buildings (has building plan approval) on the site which service demand has already been absorbed into the bulk service networks. Otherwise there is no justification for granting such a credit. The onus to prove that DCs have been paid is on the Developer/Applicant. DC's will be payable before building plan approval.

13.7. Temporary Departures: No Development Charges will be levied in respect of temporary departure approvals; provided that:

13.7.1. If, in the Municipality's opinion, any external engineering services upgrades are required to meet increased demand due to the impact of the temporary land use concerned, even if of a temporary nature, the developer must construct such upgrade at own cost; and

13.7.2. if an application for an extension of a temporary departure is granted, Development Charges will be levied due to the prolonged impact on services.

13.8. Where a development's Development Charges are utilised to upgrade a specific service in order to create the required capacity, and the Development Charges for that specific service category is not sufficient to cover the cost of the upgrade, the Director: Infrastructure Services, at his discretion, will determine if Development

Charges from the other service categories can be utilized to cover the cost. Factors to be taken into consideration include the status of bulk services in the development area, the practicality and timing to secure alternative sources of funding, etc. Electrical Development Charges may not be used to cross fund civil engineering infrastructure and vice versa. The Community Facilities Development Charges must be ring fenced and not utilised on civil or electrical infrastructure.

- 13.9. Where a service other than a bulk service needs to be modified/relocated in order to accommodate a development, and such modification/relocation is the municipality's responsibility, but cannot be implemented by the municipality due to time and/or budget and/or operational constraints, such work may be offset from DCs. An example would be if a municipal service is located on private property, without a servitude, and such service needs to be relocated to allow building work.

Appendix “A”

Legislative background and relevant statutory provisions

Legislative background

1. The Townships Ordinance, 33 of 1934 – (‘Townships Ordinance’)

Before 1 July 1986 (i.e., the commencement date of the Land Use Planning Ordinance, 15 of 1985), land use applications in the Province of the Cape of Good Hope were dealt with in terms of the Townships Ordinance, 33 of 1934.

It *inter alia* provided in section 35 *ter* that an enhancement levy was due to the local authority concerned by the owner of any land of which the *value* is or has increased in consequence of ‘provisions’ being or having been ‘prescribed’ (i.e., zoning rights granted). The intention clearly was that the levy would serve as the developer’s contribution towards the cost of providing or upgrading municipal services infrastructure required to serve development undertaken, based on the approved enhanced rights.

2. The Venter Commission

Under the Townships Ordinance, however, the settling of the question of a basis on which engineering services should be provided by the township establisher and the local authority concerned, was one of the biggest single factors that retarded the township establishment process and the rapid and effective production of new residential sites.

On 26 June 1982 the State President therefore appointed a commission to inquire into and make recommendations *inter alia* regarding methods which may promote the provision of sufficient residential erven and reduce the cost thereof. The commission became known as the Venter Parliamentary Commission (the ‘Venter Commission’).

At that stage the regulation of costs of township establishment in the Cape Province was based on the recommendations of the 1970 Niemand Commission. These included the basic principle that the existing municipality rate payers should not be expected to carry the burden of services for the new township but that the arrangements between the township owner and the municipality should be such that the municipality did not make a profit out of the township owner or the purchaser of his erven either. In short, the basis for cost liability was supposed in all cases to be the principle of equal treatment, in accordance with which the inhabitants of the old town should not subsidise the new township and neither should the old derive benefit from the new township.

The Venter Commission published three reports, respectively dated 29 March 1983, 16 June 1983 and 30 November 1983. It assumed, for purposes of those reports, that the concept of ‘*internal services*’ referred to the engineering services network that was internal to the township concerned, but that it did not include the higher order services situated within the area of the township concerned that were generally classified as ‘*external services*’ and were able to serve adjacent areas as well. It recommended [1] that ‘*the township establisher should accept responsibility for the installation and financing of all engineering services that are internal to the township, and the local authority should accept responsibility for the installation and financing of external engineering services.*’.

3. The Land Use Planning Ordinance, 15 of 1985 – (‘LUPO’)

Many of the recommendations of the Venter Commission were adopted by the then Cape

¹ [Par 3.6 Venter Commission 2nd Report sub-paragraph 10.](#)

Province Provincial Government and served as points of departure for the drafting of the Land Use Planning Ordinance, 15 of 1985 ('LUPO').

Section 42(1) of (the now repealed) LUPO, empowered the competent authority to grant a land use application, subject to '*such conditions as he may think fit*'. Section 42(2) of LUPO is particularly noteworthy. It read as follows:

'Such conditions may, having regard to-

- (a) *the community needs and **public expenditure which** in his or its opinion **may arise** from the authorisation, exemption, application or appeal concerned **and** the public expenditure **incurred in the past** which in his or its opinion facilitates the said authorisation, exemption, application or appeal, and*
- (b) *the various **rates and levies** paid in the past or to be paid in the future by the owner of the land concerned, **include conditions** in relation to the cession of land or the **payment of money which is directly related to requirements** resulting from the said authorisation, exemption, application or appeal in respect of the provision of necessary services or amenities to the land concerned.'* [Emphasis added].

LUPO no longer catered for enhancement levies but introduced an arrangement in terms of which local authorities could require, as a condition of approval, a contribution towards specified public expenditure. The qualification was that such expenditure (incurred in the past or that may arise) should (a) in the opinion of the authority, facilitate the land use approval; and (b) had to be directly related to requirements *resulting* from such approval, *in respect of the provision of necessary services or amenities to the land concerned*.

The reason why local authorities were required to take into consideration '*the various rates and levies paid in the past or to be paid in the future by the owner of the land concerned*', relates to how *loans*, as mechanism to finance infrastructure investment programmes, fits within the municipal fiscal framework. When loans are taken up for this purpose, municipalities repay same *inter alia* by using income from those sources. In other words, even the owners of vacant land contribute towards the cost of existing infrastructure that was or new infrastructure that will be provided with borrowed funds. To disregard their previous and future contribution would therefore be in conflict with the requirement that municipality should not make a profit out of the developer.

4. Conclusion

Development charges are not a new revenue source or tax for municipalities, but a once-off infrastructure access charge imposed by a municipality on a developer as a condition of approval of a land development that will result in intensification of land uses and an increase in the use of or need for municipal engineering infrastructure.

All the new order local government and planning legislation and language used therein, can easily induce an exaggerated sense of the extent of the substantive shift that it is brought about. Actually, the new order regime very much replicates that which previously subsisted in terms of the old order legislation and provides for the substantive continuity of the regulatory structure.

The new order legislation merely refined statutory arrangements relating to development charges whilst the underlying principles in respect thereof, remained the same. People working with the legislation shall appreciate the pattern today is not something essentially different to what it was yesterday and because different language is used in the legal framework one shouldn't allow that to confuse oneself into thinking of it as some sort of a legal revolution. The underlying principles still represent an equitable division of development costs between the local authority and the developer.

The National Constitution – ('Constitution')

- Section 229(1)(b) empowers a municipality, if authorised by national legislation, to impose other taxes, levies and duties.
- According to section 229 (2) the power of a municipality to impose rates on property, surcharges on fees for services provided by or on behalf of the Municipality, or other taxes, levies or duties-
 - o may not be exercised in a way that materially and unreasonably prejudices national economic policies, economic activities across municipal boundaries, or the national mobility of goods, services, capital or labour; and
 - o may be regulated by national legislation.

Stellenbosch Municipality: Zoning Scheme By-Law 2019 – ('Zoning Scheme')

20. *Development charges in terms of this Scheme*

- (1) *The calculation of development charges and whether a development charge is payable, shall be subject to the Municipality's adopted policy.*
- (2) *Where the provision in a particular zone identifies that a development charge is payable for intensified primary development rights which came into operation as a result of this Scheme, and where the owner intends to develop according to such intensified rights, such development charge shall be calculated when the building plan is submitted and shall be paid prior to the approval of said building plan.*
- (3) *Where an application is made in terms of Planning Law, or where application is made for technical approval in terms of this Scheme, the Municipality may impose a condition related to development charges payable where said approval leads to the intensification of land use beyond the primary rights which has been originally approved on the land unit.*
- (4) *Unless an alternative agreement is reached in writing between the owner and the Municipality, no building plan shall be approved on any land unit where an outstanding development charge is payable.*
- (5) *If the Municipality fails to calculate a development charge at the appropriate approval stages as set out in this section, it is deemed that there are no charges related to that development. (0)*

89. *Development charges in the Multi-Unit Residential zone*

- (1) *The Municipality may impose development charges for any additional use or consent use application in accordance with Planning Law.*
- (2) *A development charge is payable in terms of section 20 in instances where a building plan is submitted to utilise intensified primary development rights which came into operation because of this Scheme.*
- (3) *The Municipality shall, prior to approval of such a building plan, determine the extent of such additional rights and calculate the required levy, which shall be paid by the landowner prior to the approval of said building plan.*
- (4) *The Municipality shall consider additional development charges in at least the following instances where building plans for primary rights are submitted:*
 - (a) *any new development where a group housing or retirement village scheme exceeds the density per hectare as indicated below for the various former scheme areas:*
 - (i) *20 units per hectare in former Stellenbosch scheme area and former Section 8 scheme area;*
 - (ii) *30 units per hectare in former Franschoek scheme area;*
 - (b) *any new development where the total floor area exceeds the following:*

- (i) in former Stellenbosch and Franschhoek scheme areas:
 - 40% for erven up to 1499m² (factor of 0.4)
 - 50% for erven up to 1749m² (factor of 0.5)
 - 60% for erven up to 1999m² (factor of 0.6)
- (ii) in former Section 8 areas: (0)
 - 100% of the land unit (factor of 1.0)
- (c) where consolidation is undertaken which results in a greater floor area threshold applying than set out above for the original land unit size;
- (d) any new development where a direct or indirect limitation applied on the development potential of the land unit by a condition of approval or the provisions of the former zoning scheme.

102. Development charges in the Local Business zone

- (1) The Municipality may impose development charges for any additional use or consent use application in accordance with Planning Law.
- (2) A development charge is payable in terms of section 20 in instances where a building plan is submitted to utilise intensified primary development rights which came into operation as a result of this Scheme.
- (3) The Municipality shall, prior to approval of such a building plan, determine the extent of such additional rights and calculate the required levy, which shall be paid by the landowner prior to the approval of said building plan.
- (4) The Municipality shall consider additional development charges in at least the following instances where building plans for primary rights are submitted:
 - (a) any development which exceeds the previously approved development extent or land use on a land unit which was zoned "Restricted Business", "Specific Business" or "Minor Business" in the former Stellenbosch or Franschhoek schemes;
 - (b) any development where the floor area exceeds 150% of the area of the land unit (factor of 1,5);
 - (c) any development where consolidation is undertaken which results in the intensification of land use which is greater than that applicable on the individual erven; and
 - (d) any new development where a direct or indirect limitation applied on the development potential of the land unit by virtue of a condition of approval or the provisions of the former zoning scheme.

115. Development charges in the Mixed-Use zone

- (1) The Municipality may impose development charges for any additional use or consent use application in accordance with Planning Law.
- (2) A development charge is payable in terms of section 20 in instances where a building plan is submitted to utilise intensified primary development rights which came into operation because of this Scheme.
- (3) The Municipality shall, prior to approval of such a building plan, determine the extent of such additional rights and calculate the required levy, which shall be paid by the landowner prior to the approval of said building plan.
- (4) The Municipality shall consider additional development charges in at least the following

instances where building plans for primary rights are submitted:

- (a) any new development where the total floor area exceeds the following:
 - (i) in former Franschhoek scheme area:
 - 255% of the area of the land unit (coverage of 85% on 3 floors) for business related buildings;
 - 150% (coverage of 50% on 3 floors) for flats and any other residential buildings;
 - (ii) in former Section 8 scheme areas:
 - 300% of the area of the land unit (floor factor of 3,0) for business related buildings;
 - 100% of the area of the land unit (floor factor of 1,0) for flats and any other residential buildings);
 - (iii) in former Stellenbosch scheme areas:
 - 425% of the area of the land unit (coverage of 85% on 5 floors) for business related buildings;
 - 185% of the area of the land unit (coverage of 85% on ground and 50% on 2 more floors) for flats and any other residential buildings (excluding hotel and guest house);
 - 285% (coverage of 85% on ground and 50% on 4 more floors) for hotels and guest house.
- (b) any new development where a direct or indirect limitation applied on the development potential of the land unit in terms of a condition of approval or the provisions of the former zoning scheme.

128. Development charges in the Industrial zone

- (1) The Municipality may impose development charges for any additional use or consent use application in accordance with Planning Law.
- (2) A development charge is payable in terms of section 20 in instances where a building plan is submitted to utilise intensified primary development rights which came into operation because of this Scheme.
- (3) The Municipality shall, prior to approval of such a building plan, determine the extent of such additional rights and calculate the required levy, which shall be paid by the landowner prior to the approval of said building plan.
- (4) The Municipality shall consider charging development charges in at least the following instances where building plans for primary rights are submitted:
 - (a) any new development where the total floor area exceeds the following:
 - (i) in former Franschhoek and Stellenbosch scheme areas:
 - 225% of the area of the land unit (coverage of 75% on 3 floors);
 - (ii) in former Section 8 scheme areas:
 - 150% of the area of the land unit (floor factor of 1,5);
 - (b) any new development where a direct or indirect limitation applied on the development potential of the property by a condition of approval or the provisions of the former zoning scheme.

140. Development charges in the Education zone

- (1) A development charge is payable in terms of section 20 in instances where a building plan is submitted to utilise intensified primary development rights which came into operation because of this Scheme.
- (2) The Municipality shall, prior to approval of such a building plan, determine the extent of such additional rights and calculate the required levy, which shall be paid by the landowner prior to the approval of said building plan.
- (3) The Municipality may impose development charges for any additional use or consent use application in accordance with Planning Law.

151. Development charges in the Community zone

- (1) A development charge is payable in terms of section 20 in instances where a building plan is submitted to utilise intensified primary development rights which came into operation because of this Scheme.
- (2) The Municipality shall, prior to approval of such a building plan, determine the extent of such additional rights and calculate the required levy, which shall be paid by the landowner prior to the approval of said building plan.
- (3) The Municipality may impose development charges for any additional use or consent use application in accordance with Planning Law. (0)

162. Development charges in the Utility Services zone

- (1) A development charge is payable in terms of section 20 in instances where a building plan is submitted to utilise intensified primary development rights which came into operation because of this Scheme.
- (2) The Municipality shall, prior to approval of such a building plan, determine the extent of such additional rights and calculate the required levy, which shall be paid by the landowner prior to the approval of said building plan.
- (3) The Municipality may impose development charges for any additional use or consent use application in accordance with Planning Law.

172. Development charges in the Transport Facilities zone

- (1) The Municipality shall, prior to approval of a building plan for a primary right, determine whether the building to be approved constitutes an increase in development rights which is greater than the rights which existed in the former scheme, and should this be found to be the case, require that a development charge in accordance with section 20 of this Scheme.
- (2) The Municipality shall at least consider imposing development charges in the following instances:
 - (a) any new development or expansion of business-related ancillary uses to passenger transport uses;
 - (b) any new petrol filling stations or expansion of existing filling stations;

any new development where a direct or indirect limitation applied on the development potential of the land unit by a condition of approval or the provisions of the former zoning scheme.

219. Development charges in the Agriculture and Rural zone

- (1) A development charge is payable in terms of section 20 in instances where a building plan is submitted to utilise intensified primary development rights which came into operation as a result of this Scheme.
- (2) The Municipality shall, prior to approval of such a building plan, determine the extent of such additional rights and calculate the required levy, which shall be paid by the landowner prior to

the approval of said building plan.

- (3) The Municipality may impose development charges for any additional use or consent use application in accordance with Planning Law.

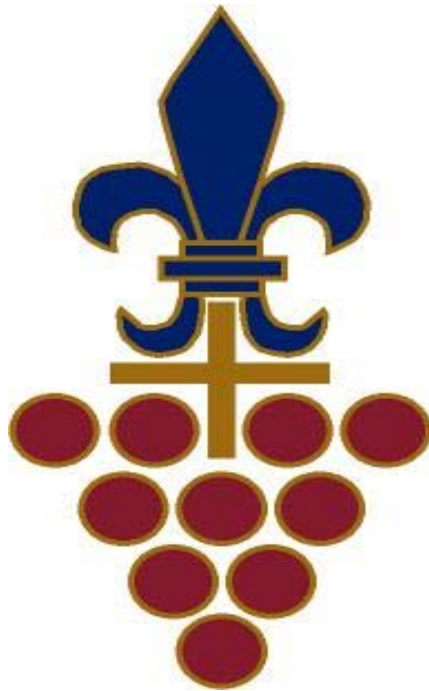
Local Government: Municipal Systems Act, 32 of 2000 – ('MSA')

According to the MSA a 'municipal service' means a service that a municipality is empowered to provide and which it provides or may provide to or for the benefit of the local community. Irrespective of whether such a service is provided (or to be provided) by the municipality through an internal mechanism or by engaging an external mechanism.

- Section 4 (1) provides that the council of a municipality has the right to finance the affairs of the municipality by
 - charging fees for services; and
 - imposing surcharges on fees, rates on property and, to the extent authorised by national legislation, other taxes, levies and duties.
- Section 4(2) provides that the council of a municipality, within the municipality's financial and administrative capacity and having regard to practical considerations, has the duty *inter alia* to-
 - exercise the municipality's executive and legislative authority and use the resources of the municipality in the best interests of the local community;
 - strive to ensure that municipal services are provided to the local community in a financially and environmentally sustainable manner; and
 - promote and undertake development in the municipality.
- According to section 11(3) a municipality exercises its legislative or executive authority *inter alia* by imposing and recovering rates, taxes, levies, duties, service fees and surcharges on fees, including setting and implementing tariff, rates and tax and debt collection policies.
- Section 74 of the MSA requires that a municipal council must adopt and implement a tariff policy on the levying of fees for municipal services provided by the municipality itself or by way of service delivery agreements, and which complies with the provisions of the MSA and any other applicable legislation. In terms of section 74(2) a tariff policy must *inter alia* reflect at least the following principles, namely that-
 - tariffs must reflect the costs reasonably associated with rendering the service, including capital, operating, maintenance, administration and replacement costs, and interest charges;
 - tariffs must be set at levels that facilitate the financial sustainability of the service, taking into account subsidisation from sources other than the service concerned;
 - the extent of subsidisation of tariffs for poor households and other categories of users should be fully disclosed.
- Section 75A of the MSA deals with the general power of municipalities to levy and recover fees, charges and tariffs. It provides that a municipality may-
 - levy and recover fees, charges or tariffs in respect of any function or service of the municipality; and

○ recover collection charges and interest on any outstanding amount.

STELLENBOSCH MUNICIPALITY



**GRANTS-IN-AID
POLICY**

2023/2024



STELLENBOSCH MUNICIPALITY

GRANT-IN-AID POLICY

TABLE OF CONTENTS

Contents

1. DEFINITIONS.....	3
2. PURPOSE, AIMS AND OBJECTIVES	4
3. LEGAL FRAMEWORK	4
4. RESTRICTIONS.....	4
5. PUBLIC ADVERTISEMENT	6
6. GENERAL GUIDELINES AND CATEGORIES	6
7. APPLICATION PROCEDURE	10
8. OBLIGATIONS OF THE APPLICANT.....	11
9. RIGHTS OF THE MUNICIPALITY	12
10. AGREEMENT	12
11. DEVIATION	12
12. COMMENCEMENT	12

1. DEFINITIONS

“**Appendix A**” means the application form for Grant-in-Aid, detailed more fully below, and provided for in clause 5.2.

“**Appendix B**” refers to the memorandum of agreement (MOA), detailed more fully below, and provided for in clause 10.

“**Capacity building**” Capacity building refers to a process which enables human beings to realize their potential, build self-confidence and lead lives of dignity and fulfillment.

“**Community Based Organization (CBO)**” are nonprofit groups that work at a local level to improve life for residents. The focus is to build equality across society in all streams including, but not limited to – health care, environment, quality of education, access to technology, access to spaces and information.

“**Early Childhood Development (“ECD”) Facility**” means any place, building or premises, including a private residence, maintained or used partly or exclusively, for the reception, protection and temporary or partial care of more than six children that shall be registered, managed and maintained in terms of the Children’s Amendment Act, 41 of 2007.

“**Emerging Organisations**” are organisations which have been established within the past five years of the application in question.

“**Grant-in-aid**” means a grant-in-aid or allocation, as referred to in Section 12, 17 (3) (j) (iv) of the MFMA, made by the municipality to any organisation or body referred to in Section 67(1) and to be utilised to assist the municipality in fulfilling the Constitutional mandates including social developmental and arts and culture programmes as set out therein.

“**Local Agenda 21**” means the international program, adopted by South Africa to put sustainable development into practice.

“**Memorandum of agreement (MOA)**” means the agreement entered into between the municipality and any organisation or body which receives a Grant-in-Aid in terms of this Policy and **Appendix A**.

“**Non-governmental organisation (NGO)**” means a non-governmental organisation (NGO) that is a legally constituted non-profit organisation that operates independently from any form of government.

“**Non-profit company (NPC)**” means a company whose Memorandum of Incorporation must set out at least one object of the company and each such object must be either a public benefit object or object relating to one or more cultural or social activities, or communal or group interests as required by Item 1(1) of Schedule 1 of the Companies Act, 71 of 2008.

“**Non-profit organisation (NPO)**” means a non-profit organisation registered in terms of Section 13 of the NPO Act, 71 of 1997, established for public purpose and which income and

property thereof is not distributable to its members or office-bearers, except as reasonable compensation for services rendered.

“Stellenbosch Environmental Management Framework (SEMF)” means legal and moral obligations of Stellenbosch Municipality as it relates to the environment, and provides a dynamic vision, goals and objectives, and spatial and strategic directives towards giving effect to such obligations.

2. PURPOSE, AIMS AND OBJECTIVES

- 2.1. This policy aims to provide a framework for Grant-in-Aid to non-governmental organisations (NGOs), community-based organisations (CBOs), non-profit organisations (NPOs) or non-profit companies (NPC), Public Benefit Organisations (PBO's) in so far as to alleviate the burden on municipal cemeteries and bodies that are used by government as an agency to serve the poor, marginalised or otherwise vulnerable as envisaged by Sections 12, 17 and 67 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003).
- 2.2. The purpose of the Grant-in-Aid Policy is to complement the goals, objectives, programmes and actions of the Stellenbosch Municipality's Integrated Development Plan (IDP), in order to create a sustainable, credible and caring municipality by empowering and building communities and enhancing growth and sharing through partnerships. Priority ward needs as identified through Council's IDP MUST be the guiding factor in developing these partnerships.
- 2.3. Grant-in-Aid should not duplicate services already provided for by Council or which falls within the geographical jurisdiction in which Council operates, being WC024.
- 2.4. Grant-in-Aid should improve the opportunity for Council to elicit the support of external organisations to deliver those services to communities which fall within the Council's area of responsibility in a way that allows the Stellenbosch community and town to create an enabling environment for community development.

3. LEGAL FRAMEWORK

All transfers of funds in terms of this policy shall comply with the: Constitution of the Republic of South Africa, 1996 as amended (Constitution); Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) as amended (MSA); Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA); and any other applicable legislation, regulations and policies that may govern the transfer of municipal funds and that are not in contradiction to the above.

4. RESTRICTIONS

- 4.1. The Policy applies to all transfers of grants made by the Municipality towards support of services for the poor, marginalized, vulnerable people or projects

aligned to the strategic objectives of the municipality as described in the IDP. Individuals may not apply for Grant-in-Aid and no payment may be made under this policy to individuals. Council may however set aside a specific amount from which the Municipal Manager, after consultation with the Executive Mayor, may, at his/her discretion, make donations to support individual, meritorious cases in order to assist and/or recognise individual excellence in whichever field. Bursaries to individuals are treated according to the Council's Bursary Policy.

- 4.2. The total expenditure on grants may not exceed 1% of the operational budget of the Municipality.
- 4.3. Grants will only be made for services rendered in the WCO24.
- 4.4. Transfers made to categories A and B
 - 4.4.1. Transfers provided for those listed in Category A below may be made to a maximum of R40 000-00 per organisation or body per annum.
 - 4.4.2. Transfers in Category B may exceed this amount where funding relates to night shelters or addresses specific ward priorities identified and specified in the IDP and upon proper motivation contained in a business plan to address said issue. Consideration for grants larger than R 40 000, 00 requires audited financial statements, schedule of estimated annual costs and a business plan as provided for in 6 below. The decision to grant an amount more than R 40 000,00 is solely at the discretion of council and subject to available funds.
- 4.5. Grant-in-Aid transfers/payments shall be restricted to deserving organisations and bodies serving, especially those working with the poor/aged/youth/disabled/women/children, as per the eligible categories in 6.2, provided that such organisations or bodies:
 - 4.5.1. Operate as a separate legal entity and are recognised as such by South African legislation;
 - 4.5.2. Are governed by their constitutions, have regular meetings with their membership and subscribe to sound accounting practices; and
 - 4.5.3. Are located and serve communities and individuals who are most in need within the jurisdiction of the Municipality.
- 4.6. No Grant-in-Aid may be made to any political body, rate payers association or for any religious purposes.
- 4.7. No grant will be allocated, under this policy, to organisations or bodies in cases where a member of Council, an official of Stellenbosch Municipality or close relatives of said individuals receive any financial or other gain.
- 4.8. Funds may only be transferred to an organisation or body if provision has been made for the expenditure on the budget or appropriations budget.
- 4.9. An organisation or body is only entitled to one allocation per financial year, but disbursements can be made more often.

5. PUBLIC ADVERTISEMENT

- 5.1. The advertisements must meet the following requirements:
 - 5.1.1. The Municipal Manager must, place a public advert in local newspapers distributed in the Stellenbosch Municipal area, calling for proposals.
 - 5.1.2. This advert must be placed in time to complete all relevant processes prior to the approval of the annual draft budget or any adjustment budget in order to invite public comment on the proposed donations prior to the approval of the final or adjustment budget.
 - 5.1.3. Advertisements should clearly specify the categories for which proposals are called, the closing date for applications, who the proposal should be addressed to, and where and how to obtain the relevant documentation pertaining to such applications/proposals, including the prescribed forms.
 - 5.1.4. Advertisements must clearly specify the dates, times and venues of the compulsory briefing sessions as well as the RSVP dates for these sessions. Only organisations who responded to the advertisement by confirming their interest to attend will be accommodated in the compulsory sessions.
 - 5.1.5. Advertisements should also clearly reflect the Municipality's right not to make an award, as well as the fact that awards will not be made to organisations that have received funds in the previous year but have not submitted a final report on the projects or previous expenditure.
 - 5.1.6. The advertisement should also clearly state that final approval is reliant on the approval of the budget and that **no late submissions will be considered.**
- 5.2. Only applications made on the prescribed form, being **Appendix A**, may be considered.
- 5.3. Funds may not be transferred to any organisation or body that has not submitted a proposal in response to a public advertisement and after the attendance of a compulsory briefing session and that have not signed a Memorandum of Agreement with the Municipality.

6. GENERAL GUIDELINES AND CATEGORIES

6.1. General Guidelines

Funding of applications shall proceed on the basis listed below in response to an advertisement issued after the expiry of the relevant period associated with the specific category and after a compulsory workshop explaining the policy, application process and the required documentation has been attended by the applicants. Subject to the MOA provided for in clause 10, all funding is unrequited, provided there is compliance with said MOA. Funding of application in –

- 6.1.1. Category A will be considered on an annual basis ; and

- 6.1.2. Category B shall be considered on a three year basis subject to a monthly review at the discretion of the Municipality which may result in early termination for unsatisfactory and reckless expenditure.
- 6.1.3. Council in 6.1.1 and 6.1.2 reserve the right not to fund an organisation for two periods in succession and to cancel said funding in accordance with the MOA concluded.
- 6.1.4. Funding applications however will not be considered in the following instances:
 - (i) Where a project or organisation is already receiving funds from Council in terms of Council's functions. Applicants are required to disclose other sources of funding;
 - (ii) Where in Council's opinion, an organisation receives sufficient funds from other sources to sustain its activities or the project applied for. For this purpose, organisations must submit financial statements and a budget for the ensuing financial year;
 - (iii) Where only an individual will benefit;
 - (iv) For political or ratepayers organisations/groupings or religious purposes;
 - (v) Projects outside the boundaries of the Municipality;
 - (vi) Where expenses have already been incurred,
 - (vii) Where an applicant did not attend the compulsory clarification session as advertised, and
 - (viii) Where applications were received after the due date and time for submissions.
- 6.1.5. Funding of projects and to organisations shall exclude travel costs, subsistence, accommodation, food or entertainment expenses of any kind, staff salaries, bursaries, payments in lieu of rates or other municipal charges except for where the transport and nutrition is intended for beneficiaries/participants in the projects in question. The Municipality may also exercise their discretion to allow funding to extend to the above costs on a needs basis for the organisation or body clearly motivated for in the application.
- 6.1.6. Subsequent requests from applicants to cover overspending on projects will not be considered.

6.2. Categories Eligible for Grant-in-Aid

The following categories currently apply. Cognisance should be taken that these categories are not exhaustive. Other than the general guidelines and conditions set out above, categories now indicated may require specific criteria applicable to its projects/programmes:

Category A

6.2.1. **Health**

Projects/programmes include the following but are not limited to:

- (i) Public Health interventions inclusive of TB, STDs and HIV/Aids;
- (ii) Preventable lifestyle diseases e.g. drug/alcohol abuse, tobacco related illnesses; and

- (iii) Promotive and preventative services to infants, children and women.
- (iv) Counseling for mental health issues experienced in poorer communities and/or schools.

6.2.2. **Environment**

Purpose: To stimulate the development of sustainable leisure, aesthetic and environmental projects within the municipal area; to increase the awareness of the environment by promoting “Greening of the City”; to promote swimming skills and water safety.

Projects/programmes include the following but are not limited to:

- (i) Voluntary rescue organisations;
- (ii) Facilities created to alleviate the burden on municipal cemeteries
- (iii) Lifesaving clubs and swimming organisations;
- (iv) Environmental groups/organisations; and
- (v) Organisations promoting community involvement as a means of sustaining leisure, aesthetic or environmental projects.
- (vi) Projects which further the Council’s aims and the strategies of SEMF (Strategic Environmental Management Framework) and including but not limited to the sustainable management of:
 - o Riverine corridors;
 - o Biodiversity;
 - o Natural and built environment;
 - o Heritage resources;
 - o Quality urban spaces;
 - o Ecological conservation areas;
 - o Urban agricultural complexes;
 - o Bioregional planning;
 - o Nature area management;
 - o Wetlands;
 - o Local Agenda 21 projects

6.2.3. **Solid Waste (Cleansing)**

Purpose: Waste Reduction and awareness. Projects/programmes include the following but are not limited to:

- (i) Waste reduction and awareness;
- (ii) Educational programmes/projects addressing litter and waste handling; and
- (iii) Waste minimisation solutions.

6.2.4. **Social Development**

Purpose: The promotion of projects/programmes which stimulates the Stellenbosch Municipality’s Integrated Development Plan (IDP) focusing especially on the needs of the most marginalised sectors in the greater Stellenbosch as identified in the ward priorities.

Projects/programmes include the following but are not limited to:

- (i) Poverty alleviation;
- (ii) Urban renewal;
- (iii) Capacity building of communities;

- (iv) Youth development;
- (v) Women and gender development;
- (vi) Early childhood development;
- (vii) Street people programmes;
- (viii) Arts and culture programmes
- (ix) Facilitation of public participation processes; arts and culture programmes
- (x) Development of disabled persons, and
- (xi) Development of elderly people

6.2.5. **Sports and Recreation**

Purpose: To stimulate the development of sustainable Sport and Recreation infrastructure and programmes within the municipal area especially targeting disadvantaged communities; encourage creativity and self-reliance on the part of grassroots sport and recreation bodies or groups; to increase participation in sport and recreation programmes and activities.

Projects/programmes include the following but are not limited to:

- (i) Local sport and recreation clubs;
- (ii) School sport teams
- (iii) Local sport and recreation councils or associations
- (iv) Informal sport and recreation groups; and
- (v) Community and non-government organisations.

Category B

6.2.6. **Services for persons living on the street**

Purpose: Provision of shelter and other services for vulnerable individuals living on the street, without homes, in the need of assistance. The Municipality aims to reduce the number of people living on the streets of Stellenbosch and as such the organisation or body's goals should align with this vision. Further the Municipality aims to reduce the socio-economic effects of poverty on the community of Stellenbosch. The organisation or body must therefore present to Council a clear business plan with a comprehensive response to the prevention, reduction, outreach and stabilisation of street people. Organisations or bodies that provide a continuum of services and that collaborate with businesses, government departments and other organisations are preferred.

Projects/programmes must include the following but are not limited to:

- (i) Provision of basic services (overnight facility, shower, morning and evening meals
- (ii) Provision of social work services inclusive of referrals
- (iii) Provision of social relief and healthy living, trauma, mental and substance support, job rehabilitation, skills development, job creation, readiness and placement services specifically for persons on the streets
- (iv) Family re-integration services
- (v) Social support
- (vi) Community work programmes
- (vii) Facility maintenance (Infrastructure and operational equipment)

6.2.7. **Projects aligned to the strategic objectives of the municipality as described in the IDP**

Purpose: The promotion of projects/programmes which stimulates the Stellenbosch Municipality's Integrated Development Plan (IDP) focusing on the strategic objectives of the Municipality and identified ward priorities. The organisation must therefore present to Council not only a clear business plan detailing how they intend to address the specific issue but how they intend to partner with other organisations to achieve a unified approach to that particular challenge. Organisations or bodies that provide a continuum of services and that collaborate with businesses, government departments and other organisations are preferred. Projects/programmes include the following strategic objectives but are not limited to:

Those listed in Category A that address specific ward priorities identified and specified in the IDP and upon proper motivation contained in a potential plan to address said issue.

- (i) Valley of Possibility
- (ii) Green and Sustainable Valley
- (iii) Dignified Living
- (iv) Safe Valley
- (v) Good Governance and Compliance

7. APPLICATION PROCEDURE

Applications and proposal for Grant-in-Aid must be on the prescribed form stated in 5.2 above, a copy of which is attached hereto as **Appendix A for Category A and B**. Applications must be accompanied by a covering letter on the letterhead of the organisation or body, signed by the head of the organisation or body and must include the following information.

- 7.1. The applicant's legal name and a brief description of the applicant organisation's or body's business;
- 7.2. if the applicant claims to be a non-profit organisation, the registration number and the certificate;
- 7.3. the date of establishment, details of the applicant's member founding documents, including constitution and certificates of incorporation;

- 7.4. a contact name, full street address, telephone number and an e-mail address;
- 7.5. if funding is required for a specific project, a brief description of the project what it aims to achieve, as well as the detailed budget for and duration of the project;
- 7.6. a description on how the project aligns with the needs identified in the community through the IDP process and which ward priorities will be addressed through the project;
- 7.7. if the request is for general support, the organisation's or body's overall budget must be included;
- 7.8. references, independent of the applicant and its executive;
- 7.9. most recent audited financial statements (subject to MFMA, section 67(4)) statements; or at least statements signed off by the treasurer and chairperson of the organization in the case of small emerging organizations;
- 7.10. a summary of past achievements;
- 7.11. a declaration by the head of the organization to the satisfaction of the Municipal Manager, that the organisation or body implements effective, efficient and transparent financial management and internal control mechanisms to guard against fraud, theft and financial mismanagement and has in the past complied with requirements for similar transfers of funds; and
- 7.12. notwithstanding the above requirements, the CFO after considering the merits of an application not complying with the minimum application criteria and after consulting the Municipal Manager, may for the purpose of this policy approve a deviation from the norm;
- 7.13. Applications for Category B **must** include a schedule of annual costs for a three year period, a three year business plan and audited financial statements.

8. OBLIGATIONS OF THE APPLICANT

- 8.1. The head of the organisation or body must acknowledge in writing to the Municipal Manager that the money was received in its bank account and that the amount is/will be utilised to the benefit and in accordance with the role of the organisation or body in society. The funds must be used as outlined in the application form.
- 8.2. The organisation or body shall report, if and when required but at least once a year, to the Municipal Manager regarding the activities conducted, the ward within which activities are conducted, as well as the number of people benefiting from the activities on the prescribed template (**Appendix B**).

- 8.3. The applicant must attend a compulsory workshop on the Grant-in-Aid policy and application procedure prior to submission of the application.
- 8.4. If successful with the application, the applicant must spend funds according to the approved Grant-in-Aid funding request. Should the need change over the funding period, written consent needs to be obtained from the municipality prior to spending the funds on alternative needs. Failure to spend funding on approved projects can result in the applicant being required to return the funding and/or the applicant being excluded from future applications for a period of 5 years.

9. RIGHTS OF THE MUNICIPALITY

- 9.1. The Municipality shall be entitled, from time-to-time, to verify and inspect the existence and activities of the organisation or body. The municipality will therefore have the right to physically visit the premises where the organisation, or the funded project, is based; to peruse the budgets and any progress reports related to the project (in contract).
- 9.2. The Municipality shall manage contracts entered into with organisations or bodies by receiving reports and doing the necessary site visits and inspections to ensure that this policy and contract are being complied with.
- 9.3. The Municipality has the right not to give a Grant-in-Aid to any or all organisations applying for grants. Having been awarded a grant previously does not give an applicant the right to receive a grant again.
- 9.4. The Municipality will run proposed donations through a public participation process before final awards are made.

10. AGREEMENT

Before any funds are transferred to an organisation an agreement (**Appendix C**) must be concluded by the Municipal Manager with the beneficiary to protect the interest of the Municipality.

11. DEVIATION

This policy constitutes the entire framework for Grant-in-Aid and no deviation will be entertained.

12. COMMENCEMENT

This Policy takes effect on the date on which it is adopted by the Council of Stellenbosch Municipality.



APPLICATION FOR GRANT-IN-AID: 2024/25

NOTE: ATTENDANCE OF THE GRANT-IN-AID WORKSHOP IS COMPULSORY

PLEASE COMPLETE THE FOLLOWING (Incomplete applications will not be considered.)			
A	REGISTERED NAME OF ORGANISATION		
B	DATE AND YEAR IN WHICH THE ORGANISATION WAS FOUNDED: (include a brief description of the business or activities of the organization)		
C	ADDRESS OF REGISTERED ORGANISATION		
	PHYSICAL ADDRESS	POSTAL ADDRESS	
	CODE:		CODE:
D	CONTACT DETAILS (Details of the person to contact regarding this GIA application)		
	NAME & SURNAME:		
	POSITION:		
	TEL: ()		
	MOBILE:	ALTERNATIVE:	
	EMAIL ADDRESS:		

E REGISTRATION:				
	Is the organization registered as a NP/NG Organisation / NPC / PBO?	YES		NO
	If YES, please provide the Registration Number: (Attach a copy of the registration certificate or proof of other affiliation where applicable)			
F BOARD/COMMITTEE MEMBERS OF THE ORGANISATION: (List ALL Board/Committee Members of the Organisation) Insert a separate page if the space is not enough).				
1	NAME & SURNAME:			
	POSITION:			
	ADDRESS:			
	CONTACT NUMBER:			
2	NAME & SURNAME:			
	POSITION:			
	ADDRESS:			
	CONTACT NUMBER:			
3	NAME & SURNAME:			
	POSITION:			
	ADDRESS:			
	CONTACT NUMBER:			
4	NAME & SURNAME:			
	POSITION:			
	ADDRESS:			
	CONTACT NUMBER:			

5	NAME & SURNAME:	
	POSITION:	
	ADDRESS:	
	CONTACT NUMBER:	
6	NAME & SURNAME:	
	POSITION:	
	ADDRESS:	
	CONTACT NUMBER:	
7	NAME & SURNAME:	
	POSITION:	
	ADDRESS:	
	CONTACT NUMBER:	
8	NAME & SURNAME:	
	POSITION:	
	ADDRESS:	
	CONTACT NUMBER:	
9	NAME & SURNAME:	
	POSITION:	
	ADDRESS:	
	CONTACT NUMBER:	

10	NAME & SURNAME:				
	POSITION:				
	ADDRESS:				
	CONTACT NUMBER:				
G PREVIOUS FUNDING:					
		Have you successfully applied and received Stellenbosch Municipal Grant-In-Aid funding previously?			
		If yes for which financial year?			
		What amount was received?			
		Did you submit Financial Reports for the funds received?			
		Do you receive any other sources of funding? (If YES please provide details)			
H CATEGORY A:					
For more information refer to the Grant-In-Aid Policy for general guidelines and categories (Please categorize your application by marking the appropriate category with X)					
		HEALTH			
		ENVIRONMENT			
		SOLID WASTE			
		SOCIAL DEVELOPMENT			
		SPORTS & RECREATION			
CATEGORY B:					
For more information refer to the Grant-In-Aid Policy for general guidelines and categories (Please categorize your application by marking the appropriate category with X)					
		STREET PEOPLE SERVICES			
		PROJECTS RELATED TO WARD PRIORITIES IN THE IDP (Please specify)			
I REQUEST FOR FUNDING:					
		Is funding required for the ensuing year?		YES	NO
		Is funding required for a specific project? (If YES attach details separately)		YES	NO
		Is funding required for general support? (If YES, attach a copy of the Organisation's Overall Budget)		YES	NO
		Budgeted amount requested			
		Duration of project?			

	If Category B Application					
	Total amount requested for 3 year period					
	Annual amounts requested:	Year 1		Year 2		Year 3
J	SERVICE FOCUS					
	Ward number/s in which services are delivered:					
	Which Ward Priority/ies are addressed through the service: (Please provide details below)					
	Describe the services for which funds are requested:					
	Which Municipal Strategic Goal/s is linked to the services: (Please mark with a X)					
	Valley of Possibility					
	Safe Valley					
	Dignified Living					
	Good Governance and Compliance					
	Green and Sustainable Valley					
K	THE FOLLOWING MUST BE ATTACHED TO THIS APPLICATION: (Category A and B applications) (Please use this form as a check-list, to ensure that you comply to the specified requirements)					
1	AUDITED FINANCIAL STATEMENTS (A copy of the latest audited financial statements. Should the organization be classified as an emerging organization, the financial statements MUST be dated and signed by the Treasurer and Chairperson and MUST include a monthly income and expense statement for the months that the organization has been in existence or for the last 12 months)					
2	ORGANISATIONAL CONSTITUTION (A signed and dated copy of the Organisation's Constitution, as well as a signed copy of the Minutes of the AGM/Special Meeting , to verify the acceptance of the Constitution.)					
3	PROJECT PROGRAMME/BUSINESS PLAN (A copy of the project/program description and/or a business plan for the ensuing financial year. Please ensure that the following is included in the project/program and or business plan, by using the below mentioned bullet points as a guide). ❖ Full details of the proposal/project/business plan including objectives; ❖ The number of people who will benefit and how the project/program will contribute or enhance the strategic objectives of Stellenbosch Municipality; ❖ The project/program commencement and completion dates; ❖ Information on the total costs of the project/program budget; ❖ A breakdown of costs and an outline of any contributions by fundraising and / or own contributions; ❖ A list of all other sources of funding together with the assessments; ❖ A summary of past achievements; ❖ Reference independent of the applicant and its executive/board or committee members.					
4	SIGNED AND STAMPED CREDITOR CONTROL FORM (An original signed copy of a correctly completed Creditors Control form of the Stellenbosch Municipality or an electronic generated confirmation of bank details created through online banking)					
5	ACCOUNT ON EXPENDITURE FOR PRECEDING FUNDING (If you have received funding from Stellenbosch Municipality previously, expenditure of the funds received needs to be accounted for with this new application). Please refer to Section M for the format.					
6	PROOF OF REGISTRATION/AFFILIATION (Attach a copy of the organisation's Registration Certificate of Affiliation)					

REQUIREMENTS CATEGORY B APPLICATIONS	
L	(Please note that Category B applications MUST adhere to the following requirements and those listed under section K, except where indicated otherwise.)
1	AUDITED FINANCIAL STATEMENTS A copy of the latest audited financial statements must be included in the application. Category B applications MUST submit their latest audited financial statements. Statements signed off by the treasurer, chairperson or other delegated party will not be accepted.
2	THREE YEAR BUSINESS PLAN See the requirements for the business plan as listed under section K as guideline. NOTE: Category B applications MUST provide a clear proposal for a period of three years. Each year must be indicated separately and be costed per annum indicating all expenditure against the projected measurable outcomes. Outcomes must be listed to how they will be reported on and measured on a monthly basis.
M FORMAT FOR FEEDBACK REPORT	
1	Narrative report on the project including numbers reached, outcomes reached, evaluation of the project indicating successes and failures/lessons learned.
2	Pictures of the project/program.
3	Financial report on expenditure regarding previous donation separate from the annual financial statements. (Attach proof of expenditure).
N THE FOLLOWING SHALL APPLY:	
1	The allocation of Grant-In-Aid will only be considered if the application document has been fully completed and signed and is accompanied by the required and supporting documentation referred to therein.
2	An applicant who has been registered as a NPC, NGO, NPO or PBO with the necessary proof thereof, submitted together with this application.
3	Applicants must in their submission clearly indicate/specify and motivate what the funds will be utilized for.
4	The Grant-In-Aid must be exclusively utilized for the purpose defined and the successful applicant must submit the necessary undertaking to this effect.
5	Applicants must in their submission satisfy the Council of their ability to execute the project successfully.
6	Organisations who have already received financial or other assistance from the Council during the previous financial year MUST specify same in their application.
7	No funding will be considered for political groupings, ratepayers organisations or for religious purposes..
8	No funding will be considered where only an individual will benefit or where a member of Council or an official of Stellenbosch Municipality will receive any financial or other gain.
9	Projects outside the boundaries of the Council will not be considered.
10	Expenditure that will not be funded includes: travel costs (unless it is for the transport of beneficiaries), subsistence, accommodation, food (unless intended for the beneficiaries) or entertainment expenses of any kind, staff salaries including bonuses, bursaries and payments in lieu of rates or other municipal charges.
11	Subsequent requests from the applicants to cover overspending on projects will not be considered.
12	Successful applicants must at all times comply with the provisions of Section 67(1) of the Municipal Finance Management Act no. 56 of 2003 which inter alia stipulates that the organization or body has to:- ❖ Enter into and comply with a Memorandum of Agreement with the Municipality as well as with all reporting financial management and auditing requirements as may be contained in such an agreement. This memorandum of agreement will bind the successful applicant to deliver on what the application speaks to, but also to commit to become involved with municipal programs of the community where it functions. The Memorandum of Agreement will be made available to successful applicants for completion. ❖ Report at least once a year on the actual expenditure of the amount allocated to it. Should monthly allocations be made, monthly reports will be required.
13	The Council reserves the right not to give a Grant-In-Aid to any organization applying for grants. Having been awarded a grant previously does not give an applicant the right to receive a grant again.
14	Funding will not be considered where a project or organization is already receiving funds from Council in terms of Council's functions. Applicants are required to disclose other sources of funding, failing which such applicant will be disqualified.
15	Funding will not be considered where in Council's opinion, an organization received sufficient funds from other sources to sustain its activities or the project applied for. For this purpose, organisations must submit financial statements and budget for the ensuing financial year.
16	Organisations having received funding from Stellenbosch Municipality during the previous financial year, are required to attach to any new application, a copy of the financial statements relating to the year in which the funding was received from Council, as required in terms of Section 17 of the Non-profit Organisation Act, 1997 and Section 67(1) of the Municipal Finance Management Act, 2003 (MFMA).
17	Funding will not be considered where expenses have already been incurred on a project by the applicant. (The Council's Grant-In-Aid Policy must be consulted for the sake of completeness).

O DECLARATION OF INTEREST:

The beneficiary declares that the following municipal employees and/or councillors have a vested interest in the business of the beneficiary. However, they do not benefit directly from this donation and were not part of the decision making process in the allocation of the donations:

Name & Surname: _____

Designation: _____

Name & Surname: _____

Designation: _____

P UNDERTAKING:

I/We hereby verify that the information provided in this application is true and correct and that the conditions applicable to the allocation of a Grant-in-Aid as set out above and in the GIA Policy have been read and is understood and will be complied with.

I/We also declare that the organization implements effective, efficient and transparent financial management and internal control mechanisms to guard against fraud, theft and financial mismanagement and has in the past complied with requirements for similar transfer(s) of funds.

Thus completed and signed at Stellenbosch on this _____ day of _____ 20 ____ .

Chairperson/Authorised Representative Secretary/Duly Authorised Signatory

O PLEASE TAKE NOTE:
(Completed application forms, together with all the required supporting documentation must be posted to):

**The Director: Community and Protection Services
P O Box 17
Stellenbosch
7599**

Or hand delivered to:

**The Manager: Community Development
21 Simonsberg Road
Stellenbosch
7600**

The submission of applications closes at 13H00 on the closing date as per the advertisement.



STELLENBOSCH MUNICIPALITY GRANT IN AID FEEDBACK REPORT

FOR FUNDING RECEIVED FOR THE PERIOD:

20____ / 20____

ORGANISATION NAME _____

TOTAL AMOUNT AWARDED

R

DATE OF RECEIPT

WAS THE MONEY USED FOR THE REASON STATED IN APPLICATION

YES

NO

please tick box

If NO please provide the reasons below and attach proof of permission to deviate:

Please describe how the Grant funding was used by your organisation AND indicate the number of beneficiaries and the benefit gained by the community/beneficiaries.



STELLENBOSCH

STELLEN BOSCH • PN I E L • FR ANSC HHOE K

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

MEMORANDUM OF AGREEMENT

Entered into and between

STELLENBOSCH MUNICIPALITY

(hereafter called the "**MUNICIPALITY**")

Herein represented by **Geraldine Mettler**, in her capacity as **Municipal Manager**, being duly authorised

and

(hereafter called the "**BENEFICIARY**")

Herein represented by _____ in his/her capacity as _____,
being duly authorised.

WHEREAS Section 67(1) of the Local Government: Municipal Finance Management Act, Act 56 of 2003 (MFMA) oblige the Accounting Officer of a **MUNICIPALITY** to satisfy himself that, 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, that such 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 (should transfers be done on a monthly basis); and

- (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 as set out above; and
- (d) give permission to site visits done by the **MUNICIPALITY**.

WHEREAS the **MUNICIPALITY** has approved a Grants-in-Aid Policy, in terms whereof applications are considered;

WHEREAS the **BENEFICIARY** has applied for a grant-in-aid as per the official grant-in-aid application form; and

WHEREAS the **MUNICIPALITY** has approved such application, subject to certain conditions;

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. TRANSFER OF FUNDS

1.1 The **MUNICIPALITY** hereby undertakes to transfer an all-inclusive amount of **R..... (.....)**, being a donation for the period **01 July 20... to 30 June 20...** to the **BENEFICIARY**.

1.2 Bank Account details: (The following are confirmed through a correctly completed Creditors Control Form.)

Account number : _____
 Name of financial institution : _____
 Name of account holder : _____
 Branch code : _____
 Type of account : _____

1.3 The all-inclusive amount will be transferred in equal amounts on the following dates (if applicable):

2. OBLIGATIONS OF BENEFICIARY

- 2.1 The **BENEFICIARY** must acknowledge in writing to the Municipal Manager that the amount(s) was(were) received in its bank account.
- 2.2 The **BENEFICIARY** hereby certifies that the money will be utilised in accordance with the role of the organisation or society, to the benefit of the community and in accordance with the project(s) / programme(s) as indicated in the application form.
- 2.3 The **BENEFICIARY** undertakes to regularly report on a monthly basis to the Municipal Manager regarding the activities conducted, actual expenditure against such transferred funds, as well as the number of people benefiting from the activities should monthly payments be made. If not, an annual report on the expenditure will be provided.

3. SPECIFIC CONDITIONS

- 3.1 The parties specifically agree on the following:

That the organization will commit to active involvement in any programme run by the municipality in the area of operation of the organization when such a programme is active in the community.

Other conditions:

4. DECLARATION OF INTEREST

The beneficiary declares that the following municipal employees and/or councillors have a vested interest in the business of the beneficiary. However, they do not benefit directly from this donation and were not part of the decision making process in the allocation of the donations: (Name and designation)

5. ACQUISITION OF ASSETS

- 5.1 Should the **BENEFICIARY** wish to acquire any moveable or immovable assets with the money donated in terms of this Agreement, the **BENEFICIARY** hereby undertakes to:-
- 5.1.1 adhere to the principles as per the **MUNICIPALITY'S** Supply Chain Management Policy, and
- 5.1.2 take all reasonable steps to ensure that such assets are maintained and that a system of internal control of such assets is in place.

6. RIGHTS OF THE MUNICIPALITY

- 6.1 The **MUNICIPALITY** shall be entitled, from time to time, to verify the existence and to inspect the activities of the **BENEFICIARY**, having regards for its right to privacy as entrenched in terms of the Constitution of the Republic of South Africa.
- 6.2 The **MUNICIPALITY** shall further be entitled to peruse the budgets and any progress reports related to the project / programme as per this Agreement.

7. FAILURE TO COMPLY

- 7.1 Failure by the **BENEFICIARY** to comply with the obligations as set out in Clause 2 of this Agreement, may lead to the cancellation of this Agreement, in which case the **MUNICIPALITY** may demand that the organisation pays back any unspent funds as per this Agreement. The **MUNICIPALITY** may even, depending on the circumstances leading to the non-compliance by the **BENEFICIARY**, demand that the organisation pays back the full amount paid to the **BENEFICIARY**. Failure to comply may result in not considering applications for grants from the **BENEFICIARY** for a period of 5 years.

8. INDEMNIFICATION

- 8.1 The **BENEFICIARY** hereby acknowledges that it receives the grant voluntarily and that it shall keep the **MUNICIPALITY** indemnified at all times against any loss, cost, damage, injury or liability suffered by the **MUNICIPALITY** resulting from any action, proceeding or claim made by any person (including themselves) against the **MUNICIPALITY** caused directly or indirectly by the use/spending of the grant.

9. DISPUTE RESOLUTION

9.1 Any dispute arising from this Agreement shall be mediated between the Parties by a mutually agreed upon and suitably skilled mediator. Should the mediator be unsuccessful and the Parties fail to reach agreement, the dispute may be referred by the aggrieved Party to the arbitration of a single arbitrator, to be agreed upon between the Parties, or failing agreement, to be nominated on the application of any Party, by the President for the time being of the South African Association of Arbitrators. The decision of the single arbitrator shall be final and binding on the Parties.

10. NOTICES AND DOMICILIA

10.1 The parties choose as their *domicilia citandi et executandi* their respective addresses as set out in this clause for all purposes arising out of or in connection with the agreement at which addresses all processes and notices arising out of or in connection with this Agreement, its breach or termination, may validly be served upon or delivered to the Parties.

10.2 For purposes of this Agreement the Parties' respective addresses shall be:

10.2.1 The MUNICIPALITY:

Town House
Plein Street
Stellenbosch
7600

10.2.2 The BENEFICIARY:

or at such other address of which the Party concerned may notify the other(s) in writing provided that no street address mentioned in this sub-clause shall be changed to a post office box or poste restante.

- 10.3 Any notice given in terms of this Agreement shall be in writing and shall-
 - 10.3.1 if delivered by hand be deemed to have been duly received by the addressee on the date of delivery;
 - 10.3.2 if posted by prepaid registered post be deemed to have been received by the addressee on the 8th (eighth) day following the date of such posting;
 - 10.3.3 if transmitted by facsimile/ electronic mail be deemed to have been received by the addressee on the day following the date of dispatch;
- 10.4 Notwithstanding anything to the contrary contained or implied in this Agreement, a written notice or communication actually received by one of the Parties from another, including by way of facsimile transmission/ electronic mail, shall be adequate written notice or communication to such party.

11. ENTIRE AGREEMENT

This Agreement, including the **Grant-in-Aid policy and application form**, reflects the entire Agreement between the Parties and no variation, amendment or addendum shall be of any force and effect between the Parties unless contained in writing, signed and agreed on by both Parties.

Signed at Stellenbosch on this _____ day of _____ 20....

.....
for the **MUNICIPALITY**

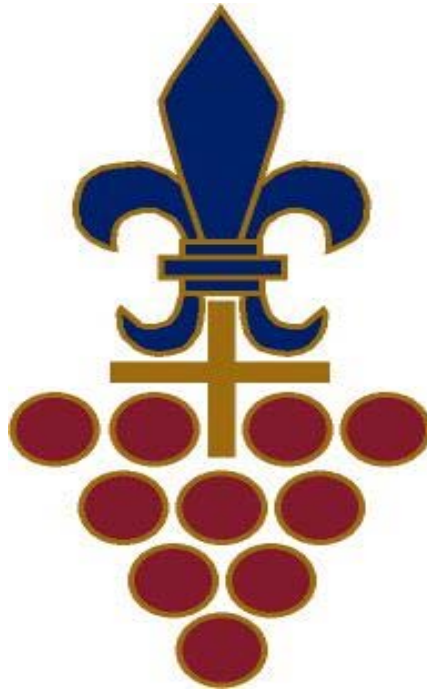
WITNESS: 1.
2.

Signed at Stellenbosch on this _____ day of _____ 20....

.....
for the **BENEFICIARY**

WITNESS: 1.
2.

STELLENBOSCH MUNICIPALITY



INDIGENT POLICY

2023/2024



STELLENBOSCH MUNICIPALITY

INDIGENT POLICY

TABLE OF CONTENTS

	PAGE
PREAMBLE	1
1. DEFINITIONS	2
2. POLICY OBJECTIVES	3
3. POLICY PRINCIPLES	3
4. LEGISLATIVE CONTEXT	4
5. QUALIFICATIONS AND SCOPE	4
5.1 Subsidy	4
5.2 Household	5
5.3 Basis of Subsidy	6
5.4 Liability for payment of municipal accounts	6
5.5 Qualifying income	7
5.6 Targeting mechanisms	7
5.7 Basic services	8
5.7.1 Formal Households	8
5.7.2 Informal Settlement Households	8
5.7.3 Indigent households residing in homes for senior citizens	8
5.8 Free bulk services	9
5.9 Other concessions	9
6. ALLOCATION OF SUBSIDIES	9
7. APPLICATIONS FOR INDIGENT SUBSIDIES	10
8. PROPERTY TAX REBATES BASED ON MUNICIPAL VALUATION	11
9. INDIGENT REGISTER	11
9. CONTACT OF RESPONSIBLE OFFICE	11
10. SHORT TITLE	11

PREAMBLE

The Stellenbosch Municipal Council accepts and acknowledges its Constitutional duties and mandate relating to indigent support in terms of Sections 152 and 153 of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) towards the community/consumers within the jurisdiction of Stellenbosch Municipality (WC024).

Council further acknowledges that because of the level of unemployment and consequential poverty in the municipal area, that correlated households are incapable of paying for basic municipal services.

Indigent relief measures are thus a fundamental requirement that is achievable only within sustainable budgets set by Council as well as support and direction via National Government.

Concomitantly, indigent households equally have the responsibility of managing their levels of consumption and that they are responsible for the payment of municipal services that are consumed in excess of the reduced cost or Free Basic Service levels as described in this Policy.

The effective implementation of such a program depends principally on affordability and is supported by the socio-economic analysis of various areas as included in the Council's Integrated Development Planning. The Council's mandate regarding affordability of basic services to poor households is directed by mechanisms in Section 74(2)(c) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) and Section 15 of the Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004).

Council's mandate is further extended by Section 96 of the aforementioned Systems Act requiring a municipality to adopt, maintain and implement a credit control and debt collection policy which according to Section 97 must *inter-alia* make provision for indigent debtors consistent with national policy.

In order to give effect to the foregoing, the Council of Stellenbosch Municipality has adopted a policy relating to indigence as set out hereinafter.

1. DEFINITIONS

In this Policy, a word or expression derived from a word or expression as defined, has a corresponding meaning unless the context indicates that another meaning is intended:

“Municipality” means Stellenbosch Municipality (WC024).

“Basic Services” means that level of services delivered by the Municipality at a reduced cost or at no cost to the Indigent consumer and which the Council has considered reasonable and sustainable within budget constraints.

“Child-headed household” means a household of only minors under the age of 18 years, being a child as defined in Section 28 of the Constitution, and in which a minor has assumed the role of caregiver in respect of the other minor(s) in the household. This is further described in paragraph 5.2(e) of this Policy.

“Constitution” refers to the Constitution of the Republic of South Africa, 1996

“Gross household income” means the total combined earnings of the head of the household and his or her spouse(s) who are not alienated from the household. Any other financial contribution towards the household income by any means, by other dependent(s) or occupant(s) must be taken into consideration. Government grants as received by or for dependent minors or disabled occupants (excluding spouses) will be ignored and not be added as a financial contribution towards the household income.

“Household” means a family unit comprising a head of the family, being a natural person. The family unit may include spouse(s), blood related or adopted dependents. The household may be further extended by other occupants with or without children who reside on the same premises. All the above (including the extended members) will be deemed to be members of such a household. This is further described in paragraph 5.2 of this Policy.

“Indigence” means the lack of necessities of life such as sufficient water, basic sanitation, refuse removal, environmental health, basic energy, health care, housing, food, and clothing.

“Indigent consumer” means the person identified as the head of the household and as described in paragraph 5.2 who makes a formal written application on the prescribed form required for the indigent subsidy.

“Indigent household” means a household that has applied for, has qualified, and continues to qualify for indigent support as per this Policy.

“Indigent subsidy” means that portion of the overall support or financial assistance to indigent households that has been allocated to a specific indigent household.

“Indigent Income Threshold” means the qualifying monthly income as described in paragraph 5.5 and as set in paragraph 5.5(b) of this Policy.

“Pre-payment electricity meter” means a type of electricity meter that requires consumers to pay for energy before using it and which will allow the flow of the pre-purchased amounts of energy in an electrical circuit.

“Pre-payment water meter” means a type of water meter that requires consumers to pay for water before using it and which will allow the flow of the pre-purchased amounts of water.

“Valuation Threshold” means that value of municipal valuation as set for residential properties in paragraph 8.2 of the Municipality’s Rates Policy.

“Water management device” means a device designed to manage or restrict the water flow, water consumption or water needs of a residential property.

2. POLICY OBJECTIVES

The objectives of this Policy are to:

- (a) provide a framework within which the Municipality can exercise its executive and legislative authority regarding the identification of indigent households and the implementation of financial aid to such.
- (b) ensure the provision of basic services to indigent households within the jurisdiction of the Municipality in a sustainable manner and within the financial and administrative capacity of the Municipality.
- (c) ensure the establishment of procedures and guidelines for the effective subsidisation of basic services charges to such approved indigent households within budgetary and national grant guidelines.

3. POLICY PRINCIPLES

The following guiding principles for the formulation of this Policy, are to:

- (a) ensure that the portion for free basic services allocated as part of the equitable share received annually, be utilised for the benefit of indigent households.
- (b) promote an integrated approach to subsidised basic service delivery.
- (c) optionally use external services and/or references to verify the information provided by the applicants.
- (d) optionally use various classification criteria to direct the different processes.

- (e) maintain the relief measures to indigent households for as long as such indigent household remains registered on the municipality's indigent data base or register and the municipality continues to receive equitable share for this purpose.
- (f) review the relief measures by random sampling to ensure *bona fide* indigent support.
- (g) engage the community in the development and implementation of this Policy.

4. LEGISLATIVE CONTEXT

4.1 This policy is implemented within the framework of the following legislation:

All citations to applicable Acts as referenced in this Policy shall include all amendments and regulations to such as promulgated.

- (a) The Constitution of the Republic of South Africa, 1996, in particular Sections 152 and 153.
- (b) Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), in particular Sections 74, 96 and 97.
- (c) Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003).
- (d) Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004), in particular Section 15 and/or.
- (e) any other legislation that may be applicable

4.2 This Policy was developed using the following guideline(s):

- (a) National Framework for Municipal Policies.
- (b) National Indigent Policy Assessment tool, 2018 - COGTA

5. QUALIFICATIONS AND SCOPE

The introduction of reduced cost or free basic services will ensure that indigent consumers have access to basic services.

5.1 Subsidy:

Subsidies are granted from external funds, allocated by the National Government as an Equitable Share allocation, to subsidize Indigent households with specified levels of basic services. This is based on a:

- (a) Level of income enabling Indigent households to pay for a basic package of municipal services; and/or

- (b) Municipal property valuation value that sets the level at which indigent support may be granted.
- (c) Subsidy scheme that is promoted through the press and by means of personal referral, but principally via referrals by the credit control and debt recovery section of the Municipality.

5.2 Household:

- (a) The head of the household, or his/her spouse(s) who are not alienated from the household, must indicate if said person is:
 - (i) a state official in any capacity; or
 - (ii) a director of a company, a member of a Closed Corporation or Trust, or
 - (iii) involved in any state tender processes.
- (b) The head of the household must be a South African citizen with valid South African identity documentation and have permanent residency.
- (c) The head of the household should be:
 - (i) the registered owner or part owner of the property; or
 - (ii) the registered lessee of a Council housing unit; or
 - (iii) the registered lessee of an Organ of State - (as defined in Section 239 of the Constitution) owned housing unit; or
 - (iv) in meritorious cases as determined by the Municipality a person, being the head of the household, who is incapable of paying for basic municipal services and who resides in said property/unit.

The head of the child-headed household shall be deemed to meet these criteria.
- (d) To register as an indigent consumer the head of the household must personally complete and sign the registration form.
- (e) Child-headed households will only be approved based on the following criteria:
 - (i) both parents of the household are deceased, or one parent and/or guardian is deceased, and the other is totally alienated from the household;
 - (ii) a minor has assumed the role of caregiver in respect of the other minor(s) in the household. This caregiver is the head of the household and shall be deemed to meet the criteria as per paragraph 5.2(c);
 - (iii) such minors reside permanently on the property;
 - (iv) such minors, and exclusively only minors occupy the property as their normal residence;

- (v) such minors are scholars or unemployed and if income is derived, the household earns less than the qualifying income as envisaged by the defined Indigent Income Threshold;
 - (vi) the situation pertaining to the household has been verified by the Municipality; and
 - (vii) the situation pertaining to the household will be reviewed when the caregiver as per (ii) above reaches the age 18 years or older.
- (f) Indigent households living in homes for senior citizens shall be eligible to qualify for assistance and support under this Policy, subject to the following rules and procedures:
- (i) For the purposes of passing/issuing the free basic electricity units to such indigent household, the onus will be on the unit owner or lessee to apply and submit proof that the electricity connection is in the name of the Indigent consumer and not in the name of the organization providing the accommodation.
 - (ii) In the event of the unit being occupied by a single individual without any dependents as per the definition of a household above, the level of income to qualify shall be equal to or less than 50% (fifty percent) of the defined Indigent Income Threshold per month.

5.3 Basis of Subsidy:

- (a) Only formal or informal housing units utilized for residential purposes will be taken into consideration for the purpose of this subsidy, being the provision of free basic services.
- (b) All informal structures where a pre-payment electricity meter has been installed by the Municipality will qualify for the electricity subsidy. In the cases where off-grid electricity is supplied by an authorised service provider appointed in terms of paragraph 5.7.2(b) of this Policy such households will also qualify for a subsidy, which subsidy will be paid directly to the authorised service provider.
- (c) Applications deviating from the above will only be considered after a detailed investigation and evaluation by the Municipality.

5.4 Liability for payment of municipal accounts:

- (a) Subsidies will only be granted to households liable for the payment of municipal service fees.
- (b) Subsidies will only be granted by means of a credit on municipal accounts and free basic electricity vouchers or in the form of subsidy paid directly to the authorised service providers of off-grid electricity as envisaged in paragraph

5.7.2(b) of this Policy. No subsidy will be paid directly to any Indigent consumer or household in the form of cash or any such disbursement.

- (c) Households are liable for the payment of fees, as stated on the monthly account, for any service in any given month that exceeds that service's subsidy.
- (d) Monthly accounts, as well as the instalments arranged in respect of the repayment of debt, must be paid punctually and in full. If required, and after reasonable alternatives have been exhausted, the process to recover debt from indigent consumers will be dealt with in terms of the Credit Control and Debt Collection Policy and procedures of the Municipality.
- (e) Pre-payment electricity meters may be installed on all properties of formal households before receiving indigent subsidies to prevent escalation of debt.
- (f) Water management devices or Pre-payment water meters may be installed on properties of formal households before receiving indigent subsidies to prevent escalation of debt.

5.5 Qualifying income:

- (a) The total Gross Household income for a household will be taken into account when considering the application for Indigent support.
- (b) The maximum qualifying income level defined as the Indigent Income Threshold for a household as described in paragraph 5.2 of this Policy will be equal to or less than R 7 000 per month. Proof must be produced in the form of pay slips, unemployment certificates, income certificates or other acceptable proof of income.
- (c) Should proof of income not be available, income may be declared by means of a sworn statement. Such applications may be verified by means of a full investigation and a socio-economic survey.

5.6 Targeting mechanisms:

The following principles for the granting of free basic services apply:

- (a) Properties in respect of which property tax is levied on a municipal valuation amount will qualify as follows:
 - (i) The municipal valuation of a property being less than or equal to the defined Valuation Threshold will be used as the guiding threshold.
- (b) Indigent subsidies will only be considered by the Municipality upon application on a prescribed form by households which consider themselves as being indigent.

5.7 Basic services :

The Municipality will provide the following basic services at reduced or at no cost to the Indigent consumer:

5.7.1 Formal Households

Free basic services for Formal households will consist of the following:

- (a) 100 kWh electricity per household per month subject to it being supplied via a prepayment metering system as the qualifying criteria for a registered indigent household to be placed on the Lifeline Electricity Tariff. Free electricity units will not be applicable should the Indigent Household choose not to install a pre-paid meter;
- (b) a basic charge for water and a maximum of 6 kl water per household per month;
- (c) a service subsidy not exceeding the cost of one refuse unit in respect of a single residential property;
- (d) a service subsidy not exceeding the cost of one sewerage service unit supplied to residential properties with a maximum area of 250m²; and/or
- (e) 50% of the applicable tariff for clearances of septic tanks.

5.7.2 Informal Settlement Households

Free basic services for Informal Settlement Households will consist of the following:

- (a) 100 kWh electricity per household per month; or
- (b) a maintenance and operations subsidy (equivalent in Rand value to 100kWh electricity per household per month) for off-grid solar home systems, operated by a municipal approved service provider or Energy Service Company (ESCO).

(In the case of off-grid electricity subsidies as contemplated above, the Municipality may, subject to a detailed review by the Revenue Section appoint an authorised service provider to provide the maintenance and operations function for a group or groups of indigent recipients of off-grid electricity at a maximum rand equivalence of the value of 100 kWh electricity per household per month.)
- (c) Other services (specifically water, sewerage and refuse removal services) are not billed for.

5.7.3 Indigent households residing in homes for senior citizens

Free basic services for qualifying households residing in homes for senior citizens as per paragraph 5.2(f) of this Policy will consist of 100 kWh electricity per household per month.

5.8 Free bulk services

Free Bulk Services shall be the provision of services (water standpipes, high mast lighting, ablution facilities and refuse removal) to informal settlements.

The cost of the provision of free bulk services will be recovered from the Equitable Share Allocation from National Government and processed monthly.

5.9 Other concessions

- (a) Registered indigent consumers limited to the immediate occupants of the household occupying the property excluding any extended members could qualify for a discount of up to 50% (fifty percent) on the approved fees and tariffs for non-trading services (refer paragraph (d) below) as set by Council from time to time subject to application to the relevant Director.
- (b) Proof of registration as an indigent consumer must be obtained from the Credit Control Section of Financial Services prior to the application for the discount being made.
- (c) For the purposes of clarity, other categories of consumers (other than registered indigent consumers) such as back yard dwellers, farm workers and lessees of other property earning equal to or below the Indigent Income Threshold per month, may also qualify for the concessions (i.e. a discount of up to 50% (fifty percent) on the approved fees and tariffs, limited to the services envisaged in paragraph (d) below.
- (d) Discounted non-trading Services; refers to:
 - (i) Community hall discounts.
 - (ii) Burial fees in sections of cemeteries without head stones (i.e. crosses or flat stone areas only) and cremations when available. This concession is only applicable for burials on Mondays to Saturdays, excluding Public Holidays. Farm workers must provide written confirmation regarding the burial site from the farm owner.

6. ALLOCATION OF SUBSIDIES

- (a) The subsidy in any given month and service will be an amount not exceeding the amount as reflected in the Council's approved Tariff Schedules for services for Indigent households as per paragraphs 5.7 and 5.9 of this Policy.
- (b) Only one subsidy per service per property/household may be allocated in any given month.
- (c) Subsidy levels may be adjusted from time to time, depending on the availability of funds or any adverse conditions.

- (d) Lessees of subsidized housing units already receiving a municipal subsidy for the alleviation of municipal service costs included in rentals will not qualify for an Indigent subsidy. Should the latter subsidy be more advantageous, such a lessee may request that the Indigent subsidy replace the rental subsidy.

7. APPLICATIONS FOR INDIGENT SUBSIDIES

- (a) Applications (i.e. applications submitted by individuals) will be required by any household which considers themselves to be an indigent household.
- (b) Only applications lodged by means of the prescribed application form will be considered by the Municipality.
- (c) Such households may be visited by employees of the Municipality or approved service providers, where after a written recommendation would be considered.
- (d) The maximum subsidy may be granted to households with no income, even if the corresponding accounts are not paid in full.
- (e) Indigent assistance will be applicable for as long as an indigent household remains registered as such on the indigent data base or register and the Municipality continues to receive equitable share for this purpose.
- (f) The Municipality may disclose a list of Indigent households for public inspection, which may include the publication thereof.
- (g) In a case of misrepresentation or any other transgression of the conditions for the provision of subsidies, the subsidy will be withdrawn with immediate effect and not be reconsidered for a period of at least 12 months. The Municipality may recover such subsidies up to a maximum period of three years.
- (h) Indigent relief will not apply in respect of property owners with more than one property, whether such property is situated inside or outside the area of jurisdiction of the Municipality.
- (i) Subsidies will not be granted on a *pro-rata* basis and applications approved after the twentieth day of a month will be granted in the following month.
- (j) The onus is on the recipient of indigent subsidy to inform the Municipality immediately of any changes in personal circumstances that may warrant a review of his/her indigent status. For example, the status of any change of employment or to the Gross Household income as per paragraph 5.5 above must be reported to the Municipality.
- (k) The municipality reserves the right to review and/or to conduct home visits on a random basis with the view of assessing whether a household would still qualify for receiving indigent assistance.

- (l) Upon cancellation of indigent assistance normal credit control procedures will be applicable on arrear accounts of such cancelled applications.

8. PROPERTY TAX REBATES BASED ON MUNICIPAL VALUATION

This Policy only addresses indigent subsidies, and any form of rates relief is addressed as provided for in the Rates Policy of the Municipality.

9. INDIGENT REGISTER

- (a) The Municipality shall draw up and maintain a register in respect of formal properties and households receiving indigent assistance.
- (b) The register may be open for inspection by the public during office hours.
- (c) The Municipality may at regular intervals review the register and apply randomly selected checks as to the status of an application.

10. CONTACT OF RESPONSIBLE OFFICE

The contact details for Indigent enquiries:

E-mail Address: Indigent.office@stellenbosch.gov.za

Telephone Numbers: 021 808 8501
 021 808 8579
 021 808 8597
 021 808 8932

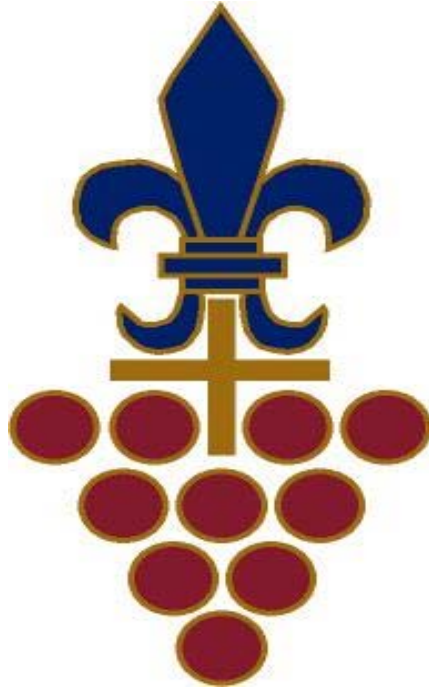
Postal Address: PO Box 17, Stellenbosch, 7601

Any Municipal Office in the jurisdiction of Stellenbosch Municipality

11. SHORT TITLE

This Policy is the Indigent Policy of Stellenbosch Municipality.

STELLENBOSCH MUNICIPALITY



**IRRECOVERABLE DEBT
POLICY**

2023/2024



STELLENBOSCH MUNICIPALITY

IRRECOVERABLE DEBT POLICY

TABLE OF CONTENTS

	PAGE
PREAMBLE	1
1. Requirements before writing-off debt	2
2. Bad Debt Recovered	2
3. Thresholds for writing-off of debt	2
4. Provision for irrecoverable debt	3
5. Rescission of Judgments	3
6. Short Title	3

PREAMBLE

The Stellenbosch Municipal Council accepts and acknowledges its Constitutional duties and mandate towards the community/consumers of Stellenbosch Municipality (WC024).

Council further acknowledges that in order to deliver services in a sustainable manner, that same be managed in terms of Council's Credit Control and Debt Collection Policy having due regard of its limited financial resources and the need to manage cash flows.

Council therefore is aware of its duty to prepare financial statements that gives a true reflection of the financial position for a given period.

In order to give effect to the foregoing, the Council of Stellenbosch Municipality has adopted a policy relating to the management of irrecoverable debt as set out hereinafter.

1. Requirements before writing-off debt

All applicable actions must have been executed/implemented before any debt, owed to Stellenbosch Municipality will be considered for writing-off.

However, in special cases where all applicable actions were impossible/impractical to implement, the administration must motivate such write-off for consideration.

The irrecoverable debt of registered indigent consumers may be written-off on an annual basis by Council.

The abovementioned applicable actions are those as contained in the approved Credit Control and Debt Collection Policy of Stellenbosch Municipality.

2. Bad Debt Recovered

Bad debt recovered after having been written-off will be treated in terms of the Municipality's Accounting Policy.

The approval for the write-off of any debt does not mean that actions to recover the debt will be terminated. Conditionally, further actions may be instituted, depending on the costs involved. Should the debt be recovered, it will accordingly be recorded in the financial records of Stellenbosch Municipality.

3. Thresholds for writing-off of debt

3.1 The writing-off of debt per individual case may be considered as follows:

- (i) Above forty thousand rand (R40 000) will be effected after Council approval.
- (ii) Amounting to forty thousand rand (R40 000) and below may be effected after motivation to and approval by the Chief Financial Officer (CFO) or his/her delegate.
- (iii) Amounting to twenty-five thousand rand (R25 000) and below may be effected after motivation to and approval by the Senior Manager: Revenue and Expenditure.
- (iv) Amounting to fifteen thousand rand (R15 000) and below may be effected after motivation to and approval by the Manager Revenue.

3.2 The writing-off of any interest (or part thereof) component of debt, providing that the debt excluding the interest component, is paid in full, may be considered as follows:

- (i) Above one hundred and fifty thousand rand (R150 000) will be effected after Council approval.
- (ii) Amounting to one hundred and fifty thousand rand (R150 000) and below may be effected after motivation to and approval by the Chief Financial Officer (CFO).
- (iii) Amounting to ten thousand rand (R10 000) and below may be effected after motivation to and approval by the Senior Manager Revenue and Expenditure or Manager Revenue.

4. Provision for irrecoverable debt

Provision for bad/irrecoverable debt will be dealt with in terms of the Municipality's Accounting Policy.

5. Rescission of Judgments

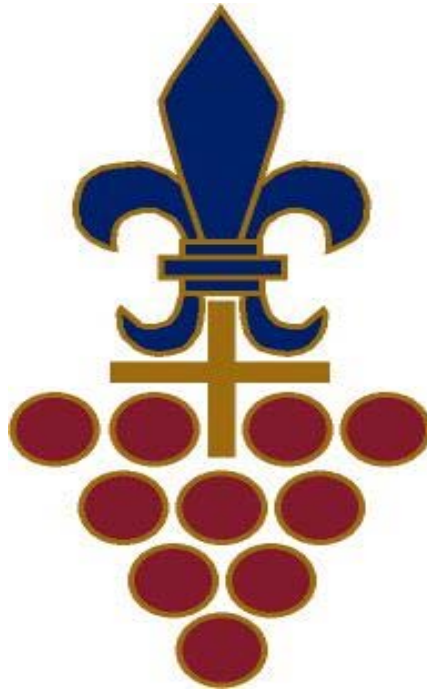
Stellenbosch Municipality will consider applications for the consent to rescission of judgments, obtained by the Stellenbosch Municipality for the recovering of debt, provided that the following conditions are applicable:

- 5.1 All outstanding debt accrued on the affected account of said property have been settled in full, and
- 5.2 A period of at least five years has lapsed since the date of the applicable judgment, in the case where the Stellenbosch Municipality has written off any debt.

6. Short Title

This Policy is the Irrecoverable Debt Policy of the Stellenbosch Municipality.

STELLENBOSCH MUNICIPALITY



RATES POLICY

2023/2024



STELLENBOSCH MUNICIPALITY

RATES POLICY

TABLE OF CONTENTS

	PAGE
1. BACKGROUND	1
2. LEGISLATIVE CONTEXT	1
3. GUIDING PRINCIPLES	1
4. DEFINITIONS	2
5. IMPOSITION OF RATES	5
6. CATEGORIES	6
6.1 Categories of Property	6
6.2 Categories for Relief Measures	6
7. APPLICATION OF RATING	7
7.1 Vacant Properties	7
7.2 Multiple use Properties	7
7.3 Public Service Purposes Properties	7
7.4 Public Service Infrastructure properties	8
7.5 Rural Properties	8
7.5.1 <i>Agricultural Use</i>	8
7.5.2 <i>Alternate Criteria and Use</i>	8
7.6 Municipal Properties	9
7.7 Special Rating Area (SRA)	9
7.8 Land Reform Beneficiary properties	9
7.9 Adjoining properties	9
8. RELIEF MEASURES	10
8.1 Applying relief measures on Rates	10
8.2 Residential Property	10
8.3 Senior Citizens and Disabled Persons	10
8.4 Conservation Area	11
8.5 Religious Organisations	12
8.6 Stellenbosch Special Rebate	12
8.7 Public Benefit Organizations (PBO)	12
8.8 Non-Profit Organizations (NPO)	12
8.8.1 <i>Prescribed not-for-gain organisations</i>	13
8.9 Properties affected by Disaster or adverse Economic Conditions	13
8.10 Exceptional General Valuation Rates Increases: Phasing in	14
9. LIABILITY FOR AND PAYMENT OF RATES	14
9.1 Liability for and payment of rates	14
9.2 Rates in arrears for longer than 90 days	15

10.	QUANTIFICATION OF COSTS TO MUNICIPALITY AND BENEFITS TO COMMUNITY	15
11.	OBJECTION AND APPEALS	15
12.	CLEARANCE CERTIFICATES	16
13.	ADJUSTMENTS OF RATES PRIOR TO SUPPLEMENTARY VALUATION	16
14.	GENERAL	16
	14.1. Applications for Relief Measures	16
	14.2. Regular policy review processes	17
	14.3. Language Interpretation	17
	14.4. Severance	17
15.	BY-LAWS	17
16.	CONTACT OF RESPONSIBLE OFFICE	17
17.	SHORT TITLE	18
18.	CATEGORY AND REBATE CODES	19
	18.1 Category Codes	19
	18.2 Rebate Codes	20

1. BACKGROUND

In 2007, Stellenbosch Municipality initiated a process to prepare a General Valuation (GV) Roll of all property situated within the geographical boundaries of Stellenbosch Municipality (WC024) in terms of the requirements of the Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004) including any subsequent amendments and consequential regulations (the MPRA) which became effective on 1 July 2009 at Stellenbosch Municipality.

This Policy is formulated in terms of Section 3 of the MPRA.

2. LEGISLATIVE CONTEXT

2.1 In terms of Section 229 of the Constitution, 1996 (Act 108 of 1996), a municipality may impose rates on property.

2.2 In terms of Section 4 (1) (c) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), a municipality has the right to finance the affairs of the municipality by imposing, *inter alia*, rates on property.

2.3 In terms of Section 2 (1) of the MPRA a metropolitan or Local municipality may levy a rate on property in its area in accordance with the provisions of the MPRA.

2.4 This Policy must be read together with and is subject to the provisions of the MPRA.

2.5 In terms of Section 62 (1) (f) (ii) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (the MFMA), a municipality must have and implement a rates policy as may be prescribed by any applicable national legislation.

2.6 In terms of Section 8(1) of the MPRA, the Municipality will, as the primary instrument, levy rates on the use of property, but implemented as per paragraph 5.5 of this Policy.

2.7 All citations to applicable Acts as referenced in this Policy shall include all amendments and regulations to such as promulgated.

3. GUIDING PRINCIPLES

3.1 The rating of property will be implemented impartially, fairly, equitably and without bias, and these principles also apply to the setting of criteria for exemptions, reductions, and rebates contemplated in Section 15 of the MPRA.

3.2 The rating of property will be implemented in a way that:-

- is developmentally oriented;
- supports sustainable local government by providing a stable and buoyant revenue source within the legislative ambit of the Municipality;
- supports local and socio-economic development;
- promotes simplicity, uniformity, and certainty in the property rates assessment process;

- gives due consideration to the need for simple and practical process of billing and collection of property rates;
- promotes sustainable land management, especially that which reduces the risk from natural disasters;
- achieves national and local environmental management objectives; and
- balances the affordability by ratepayers versus the financial sustainability of the Municipality.

3.3 Other principles that will steer the processes of this Policy:

- All ratepayers within a specific category will be treated equally and reasonably.
- The Municipality will, when levying property rates for each financial year, take cognizance of the aggregate burden of rates on property owners in the various categories of property ownership.
- Rates Increases/Decreases will be guided by the budget requirements of the Municipality, and by Section 20 of the MPRA.
- In dealing with the poor/indigent ratepayers the Municipality may provide relief measures through exemptions, reductions or rebates.

3.4 Further determinants that will guide the processes of this Policy:

- The Zoning Scheme of the Municipality determines, via the provisions therein, the zoning and thus the legally binding use of a given property.
- However, the rating of said property is governed by the MPRA which determines a collection of rules that by implication sets the conditions by which the use of a property is categorised. It is therefore possible that even though an owner is using a property within the set rules of the Zoning Scheme, said property would not be rated on the same basis due to the definitions and provisions as applied according to the MPRA and this Policy.
- Moreover, such categorisation instituted according to the MPRA or this Policy does not condone any unlawful use of a property regardless of circumstances.

4. DEFINITIONS

In this Policy, a word or expression derived from a word or expression as defined, has a corresponding meaning unless the context indicates that another meaning is intended.

The following four definitions in the MPRA are only shown for clarity:

“Exclusion”, in relation to a municipality's rating power, means a restriction of that power.

“Exemption”, in relation to the payment of a rate, means an exemption granted by a municipality.

“Reduction”, in relation to a rate payable on a property, means the lowering of the amount for which the property was valued and the rating of the property at that lower amount.

“Rebate”, in relation to a rate payable on a property, means a discount granted on the amount of the rate payable on the property.

In addition to the definitions contained in the MPRA, the following definitions apply for the purpose of the application of this Rates Policy.

Furthermore, specific terms or phrases used, but not defined in the MPRA are defined herein to describe said term or phrase for a specific perspective of the MPRA by the Municipality:-

“the Municipality” means Stellenbosch Municipality (WC024).

“MPRA” refers to the Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004) including any subsequent amendments and consequential regulations.

“Accommodation Establishment” means a property used for the supply of overnight sleeping facilities to transient guests at a fee.

“agricultural activities” means the intensive cultivation of soils for purposes of planting or growing, and gathering of trees or crops in a managed and structured manner; the intensive rearing of livestock or aquaculture. In addition, all the provisions as detailed in the definition of **“Agricultural Property”** in the MPRA persist in this Policy.

“agricultural purposes” refers to the active pursuit by a *bona fide* farmer to derive the principle source of income, which is commercially sustainable, from agricultural activities exclusively on Agricultural Properties.

“bed & breakfast” in relation to *Accommodation Establishment* means:

- an initiative on a property of which the residential character is maintained,
- where the owner or operator permanently resides in the same dwelling,
- where normally only breakfast is served, and
- sleeping accommodation to transient guests is limited to no more than 3 guest bedrooms.
- This property will be deemed to be a Residential Category.

“bona fide farmer” is a person or legal entity that is a legitimate farmer whose primary income originates from agricultural activities.

“business and commercial property” means a property that is used for the purpose described as the activity of buying, selling or trade in goods, commodities or services and includes any office or other buildings on the same property, the use of which is incidental to such business. This definition excludes the business of mining and agriculture activities.

“Chief Financial Officer (CFO)” means a person designated in terms of Section 80(2) (a) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003).

“Conservation Area” means:

- a Protected Area as defined in Section 1 of the MPRA and listed in the “Protected Areas Register” as stipulated in Section 10 of the Protected Areas Act defined in the MPRA as the National Environmental Management: Protected Areas Act, 2003 (Act 57 of 2003); nevertheless, specifically those parts of properties as described in Section 17 (1) (e) of the MPRA; or

- a mountain catchment area as described in Section 9 of the *Protected Areas Act* and declared in terms of the Mountain Catchment Areas Act, 1970 (Act 63 of 1970).

“**Guesthouse**” in relation to *Accommodation Establishment* means:

- an initiative that is operated on a property of which the residential character is maintained; and
- where the sleeping accommodation to transient guests exceeds 3 but limited to 16 guest bedrooms, or
- if any services are offered beyond the limited services of a *Bed & Breakfast* establishment.
- This property will be deemed to be a Business Category.

“**household income**” means the gross sum of all monthly income from all sources. Income sources may include wages, salaries, profits, dividends, pensions, rentals, board & lodging, interest received, grants or investment income and other forms of financial contributions.

“**industrial property**” means a property that is used for the purpose described as the branch of trade or manufacturing, production assembling or processing of finished or partially finished products from raw materials or fabricated parts, typically via a high-volume production process and on such large scale that capital and labour are significantly necessitated; and includes any office or other buildings on the same property, the use of which is incidental to such business.

“**Open Space**” means a property, but specifically land that is used as a park, garden, for passive leisure or maintained in its natural state and which is zoned as open space. These properties may either be publicly owned being commonly open to public access; or privately owned and used without financial gain.

“**ratepayer**” means a person or legal entity that is liable in terms of the MPRA for the payment of rates on property levied by the Municipality. The term “Ratepayer” is herein considered to be synonymous with the MPRA definition of the term “owner”.

“**residential purposes**” in relation to the use of the property means improved property primarily intended for human habitation and inhabited as such; subject to paragraph 7.9 of this Policy and provided that:

- the following properties are specifically excluded from this definition: hostels, old age homes, and vacant land;
- properties registered in terms of the Sectional Title Act, 1986 (Act 95 of 1986) must solely be used for this purpose; or
- properties owned by a share-block company must solely be used for this purpose; or
- a block of flats must solely be used for this purpose; or
- a dwelling used for this purpose must be situated on property used for or related to educational purposes; or
- the predominant use of a retirement scheme or life right scheme must be 60% or more for this purpose.

“**SARS**” means the South African Revenue Service.

“**vacant land**” means a property:

- without any buildings or structures; or
- where immovable improvements have been erected but deemed incomplete and unoccupied.

“**valuation roll**” means a valuation roll drawn up in terms of Section 30 of the MPRA or a supplementary valuation roll drawn up in terms of Section 78(6) of the MPRA.

5. IMPOSITION OF RATES

5.1 The Municipality shall as part of the annual budgeting cycle, set for each category a rate, (being a cent amount in the Rand) that will be imposed, in accordance with the MPRA, on the market value of a property, for all rateable properties as recorded in the Municipality’s valuation roll, drawn up in terms of the MPRA. The amount so determined together with any relief measures as described in this Policy shall be the Rates due and payable by the owner of said property.

The levying of rates forms part of the Municipality’s annual budget process as set out in Chapter 4 of the MFMA.

Details of the resolution pertaining to the rate for each of the various property categories are to be published in the *Provincial Gazette* as set out in Section 14 of the MPRA.

5.2 The rates charged as a cent amount in the Rand for the residential property as per paragraph 6.1 (a) of this Policy is the base rate and the rate charged to all other categories of properties are reflected as a ratio to the residential rate if so prescribed by Regulations promulgated in accordance with the MPRA.

5.3 The Municipality will be guided by the definition of “ratio” in the MPRA and directed by Regulations pertaining to rate ratios as promulgated in terms of Section 19 of the MPRA and as applicable to the prescribed non-residential properties.

5.4 For properties used for multiple purposes, the Municipality may apply the category of multiple use. For such properties, the Municipal Valuer will apportion a value to each distinct use and apply the appropriate category for billing at the applicable rate.

5.5 For the purposes of determining a property’s category, the Municipality will determine such as per Section 8 of the MPRA. It should be noted that the Municipality considers permitted use to be appropriate on vacant properties and that all other properties would be categorised according to the actual use of said property.

5.6 Building Clause references

Obligations pertaining to Building Clauses as per the development agreements or contracts will under the obligation or constraint of Section 19(1)(d) not be administered as part of the valuation nor the rating processes.

5.7 Period for which rates are levied

The Valuation Roll will, according to Section 32(1) of the MPRA, remain valid for a General Valuation cycle of four years.

5.8 Valuation value constraints

- (a) For the purposes of valuing a property, no valuation value shall be less than R1 000 unless the valuer determines that said property's valuation value must be zero.
- (b) For administrative purposes all valuation values exceeding R1 000 may be rounded to the nearest R1 000 interval.

6. CATEGORIES

6.1 Categories of Property

Property Categories, each of which correlates to a distinct use of a property, have been determined as described below.

The codes that have been associated with each property Category are listed in paragraph 18.1 of this Policy. In addition, paragraph 18.1 identifies the attributes and criteria that determines the basis for application.

The Municipality will apply the following property Categories:

Item	Category (of property)	Purpose/Use
(a)	Residential	Refer Section 1 (<i>Definitions</i>) in the MPRA and the defined term <i>Residential Purposes</i> as per paragraph 4 in this Policy.
(b)	Industrial	Refer the definitions as per paragraph 4 in this Policy.
(c)	Business and commercial	Refer the definitions as per paragraph 4 in this Policy.
(d)	Agricultural	Refer Section 1 (<i>Definitions</i>) in the MPRA and the defined term <i>Agricultural Purposes</i> as per paragraph 4 in this Policy.
(e)	Mining	Refer Section 1 (<i>Definitions</i>) in the MPRA.
(f)	Public Service Purposes	Refer Section 1 (<i>Definitions</i>) in the MPRA.
(g)	Public Service Infrastructure	Refer Sections 1 and Sub-sections 17(1)(a) and 17(1)(aA) in the MPRA.
(h)	Public Benefit Organisation	Refer to Section 8(2)(h) in the MPRA.
(i)	Multiple Use	Refer paragraph 7.2 in this Policy.
(j)	Heritage	Refer Section 15(2A)(b) in the MPRA.
(k)	Vacant Residential	Vacant and Permitted use set as Residential.
(l)	Vacant Other	Vacant and Permitted use not set as Residential.

6.2 Categories for Relief Measures

The Municipality will consider relief measures on rates, being Exemptions, Rebates and/or Reductions on properties, according to various criteria as described in this Policy.

The codes (referred to as the Rebate Codes), associated with the specific relief measure, are listed in paragraph 18.2 of this Policy.

7. APPLICATION OF RATING

The Municipality will, in addition to the various criteria referenced above, apply the following criteria when rating a property:

7.1 Vacant Properties

The Category of Vacant properties will be determined according to the property's permitted use and these properties will not qualify for any relief measures.

Vacant property of which the permitted use has been set as residential will be rated as per the Vacant Residential Category.

Vacant property of which the permitted use has not been set as residential will be rated as per the Vacant Other Category.

Any vacant property registered in the name of the Municipality will be categorised as a Vacant Other Category and exempted from paying property rates.

Normally, Agricultural properties will not be considered as being vacant, however this consideration lapses if the ambit (scope) of either of the terms "*agricultural activities*" or "*bona fide farmer*" as defined in this Policy is not relevant or cannot be applied to said property.

7.2 Multiple use Properties

Properties with multiple uses as per Section 9 of the MPRA may be categorised for each distinct use as determined by the Municipality and which category will be applied for billing at the appropriate and applicable rate.

The different uses will be grouped into two or more components. The first component, which will be determined by the largest apportioned area of the property will be the primary component; the other components (sub-components) will be identified by their generalised functional name.

The category of the primary component of such a property will be directed in the first instance by the dominant use of the property, but at the sole discretion of the Municipality.

A multiple use property may qualify for the valuation exclusion as per paragraph 8.2.1 (i) of this Policy, provided that at least one of the components has been categorised as residential. Sub-components will not be eligible for the reduction as per paragraph 8.2.1(ii).

Sub-components may not be categorised for any of the following categories: Public Service Purposes, Public Benefit Organisation nor any vacant category.

7.3 Public Service Purposes Properties

Properties used for Public Service Purposes will be categorised as per paragraph 6.1 (f) of this Policy and will be rated at the applicable rate. The exclusions, exemptions, rebates and reductions relating to the usage of properties as detailed in this Policy and the MPRA, will apply if applicable.

7.4 Public Service Infrastructure properties

The Municipality will apply the rate ratio as set out in the MPRA to public service infrastructure.

The Municipality acknowledges that Sections 17(1)(a) and 17(1)(aA) of the MPRA provides for the distinct grouping of kinds of public service infrastructure as in the “public service infrastructure” definition in Section 1 of the MPRA.

These groups will be processed respectively as either a PSI formulae code or a PSIE formulae code as referenced by the table in paragraph 18.1. For such properties for which the Municipality is the owner the formulae code MUNP will be used.

The Municipality will impose the 100% exclusion under the PSIE formulae code as directed by Section 93A of the MPRA.

For properties under the PSI formulae code the Municipality will impose the 30% exclusion as directed by Section 17(1)(a) of the MPRA and grant on the 70% remainder a further 100% exception.

7.5 Rural Properties

The categorizing and/or qualification of all rural properties will be dealt with at the sole discretion of the Municipality.

7.5.1 *Agricultural Use*

The Municipality will apply the rate ratio as set out in the MPRA to properties that are used for agricultural purposes by *bona fide* farmers. These properties will however not qualify for any relief measures.

For a property to be categorised as agricultural, processes and structures fundamental to agricultural activities on that farming unit, will be considered. Structures such as a dwelling used by the farmer and farm employees will be considered integral to such processes.

The Municipality may consider applying multiple use categorisation as per paragraph 7.2 if any structures are not used exclusively for agricultural purposes, or the structures are used for delivering or selling services or products to/for customers.

7.5.2 *Alternate Criteria and Use*

- (a) Where a property in a rural area is being used for residential, business, mining, or industrial purposes, such as truck depots, construction yards, restaurants, functioning venue, guesthouses, and/or factories, said property will be valued and rated according to the category for residential, business, mining or industrial properties as applicable. The Municipality may however, consider valuating said property as a Multiple Use Property (refer to paragraph 7.2 of this Policy).
- (b) Owners of a property in rural areas which is not categorised as agricultural, but which in the opinion of the owner should be agricultural, must apply (refer to paragraph 14.1 of this Policy) for a revaluation, submit documentation as required by the CFO and declare in an affidavit, that no contraventions of the criteria for

agricultural activities are taking place on the property. The application will be dealt with according to the supplementary valuation process.

7.6 Municipal Properties

Municipal-owned properties which are leased in terms of a lease agreement or those properties which are allocated to beneficiaries but not yet transferred, will be rated as per the provisions of this Policy. The exclusions, exemptions, rebates, and reductions relating to the usage of properties as detailed in this Policy and the MPRA, will apply if applicable. The rates of said non-exempted property will be passed on to the lessee or the allocated beneficiary.

All other Municipal-owned properties as described in Section 7 (2) (a) (i) of the MPRA, will be exempted from paying property rates and Special Rating Area rates.

For administrative purposes it should be noted that by 1 July 2023 all exemptions as applied to municipal owned properties will be changed to exclusions.

7.7 Special Rating Area (SRA)

The Municipality may consider the application for a Special Rating Area (SRA) provided that the owners of the predefined demarcated area have approved the budget and the specifics relating to such SRA. The process must adhere to Section 22 of the MPRA and to the Municipality's Special Rating Area Policy and By-Law.

The budget for such SRA will be raised via a pre-determined tariff applied on the municipal valuation of each property. This pre-determined tariff is linked to the annual budget proposal and would therefore be unique to a specific SRA and for a given financial year.

7.8 Land Reform Beneficiary properties

The Municipality will determine a Land Reform Beneficiary that corresponds to the use of such property. The said determination will be applied for billing at the appropriate and applicable rate.

The Municipality will however exclude such properties from rates for a period of 10 years subject to Section 17(1)(g) and phase-in the rates as per Section 21(1)(b) of the MPRA.

7.9 Adjoining properties

The Municipality acknowledges that there are residential properties, registered in the name of the same owner, which are used basically as if such properties were one property.

For the above, the deemed secondary component [the adjoined property] shall be classified as a RESA formula code and will therefore not be eligible for the reduction as per paragraph 8.2.1(ii).

The Municipality will apply the RESA formula code for units in a Sectional Title scheme such as a garage or a storage unit. Consequently, these properties or units will not be eligible for the reduction as per paragraph 8.2.1(ii).

The Municipality will not consider any notarial links between any property.

Administratively a link between the adjoining property and its associated parent property must be set so as to facilitate tracking of such pairing.

8. RELIEF MEASURES

8.1 Applying relief measures on Rates

Notwithstanding that the Municipality is obligated as per the MPRA to exclude specific properties or parts thereof from rating, the Municipality will consider applying relief measures on property rates, being Exemptions, Rebates and/or Reductions as described in this Policy.

- (a) The Municipality may grant exemptions, rebates and/or reductions to the categories of properties and/or categories of owners that meet the specified criteria as indicated in sub-paragraphs of paragraph 7 above or as indicated below.
- (b) The Municipality will exclude specific properties or parts thereof as indicated in sub-paragraphs of paragraph 7 above or as indicated below.
- (c) The Municipality will not grant relief in respect of payments for rates to any category of owners or properties other than that as provided for in this Policy, nor to owners of properties on an individual basis.
- (d) Any application (when required or as requested) for a relief on rates must be submitted as per paragraph 14.1 of this Policy.

8.2 Residential Property

8.2.1 The Municipality will not levy a rate on the initial portion of the valuation of a residential property being the sum of:

- (i) the first R15 000 exclusion on the basis set out in Section 17 (1) (h) of the MPRA; and
- (ii) on a further R235 000 reduction, provided it does not exceed the remaining valuation in respect of a residential property, or the primary component of a multiple use property, that is categorised for *residential purposes*, as per the definition in paragraph 4 of this Policy.
 - This reduction will only apply if the total valuation of said property does not exceed R 5 000 000.
 - All sub-components of a multiple use property as per paragraph 7.2 of this policy, and the secondary component of adjoining properties or units of a sectional title scheme as per paragraph 7.9 of this policy, do not qualify.

The above where applicable, will be applied once only per property.

8.3 Senior Citizens and Disabled Persons

Designated owners being registered owners of properties or allocated beneficiaries as per paragraph 7.6 of this Policy who are senior citizens or who are disabled persons may qualify for a rebate according to their *household income*.

To qualify for the rebate referred to above, the designated owner must be a natural person, registered as a South African citizen. If not a South African citizen, the designated owner must be the registered owner of the property within the jurisdiction of the Municipality and must submit proof of his/her permanent residency in South Africa. The property in question must satisfy the residential property requirements as per this Policy and in addition to the above-mentioned, the designated owner must also:

- 8.3.1 Occupy the property as his/her normal residence; and
- (a) be at least 60 years of age, or in receipt of a disability grant; and
 - (b) be in receipt of a monthly *household income* not exceeding the highest income amount as referenced in the table of paragraph 8.3.4 of this Policy; and
 - (c) when being the designated owner of more than one property, a rebate will be granted only on the occupied property; and
 - (d) where the designated owner is unable to occupy the property due to no fault of his/her own, the spouse or minor children may satisfy the occupancy requirement; and
 - (e) where the occupant of a residential property is a senior citizen or a disabled person and is the usufructuary of the property, he/she may satisfy the occupancy requirement.
- 8.3.2 Apply as per paragraph 14.1 of this Policy with proof of income, which may include proof of a SARS assessment, or any other relevant document as requested.
- 8.3.3 If the property in question is alienated by the designated owner, then that owner would be liable for the *pro rata* rates, inclusive of the pension rebate. The new owner will be liable for the full *pro rata* portion of the rates excluding any pension rebates.
- 8.3.4 The percentage rebate granted to different monthly *household income* levels will be determined according to the schedule below. The income bands and rebates for the effective financial period of this Policy are as follows:

Gross Monthly Household Income				% Rebate
Income bands				
	Up to		8 000	100%
From	8 001	to	11 000	75%
From	11 001	to	13 000	50%
From	13 001	to	17 000	25%

8.4 Conservation Area

The Municipality will exclude those portions of a property within the ambit of a conservative area as defined in this Policy.

The apportioned value of any portion of such property, utilized for any purpose other than that used for such conservation purposes, or developed and used for commercial, business,

agricultural or residential purposes will be categorised accordingly and rated at the applicable rate as described in paragraph 7.2 of this Policy.

The Municipality will apply Section 17 (2) of the MPRA upon withdrawal of said property from the conservation agreements inferred in Section 17 (1) (e) of the MPRA.

8.5 Religious Organisations

In terms of Sections 1 and 17 (1) (i) of the MPRA, the Municipality will not levy a rate on a property used primarily as a place of public worship by a religious community, including the official residence which is occupied by the office bearer of that community who officiates at services at that place of worship.

The Municipality will apply Section 17 (5) of the MPRA if as per Section 17 (5) (a) of the MPRA said property is no longer used or has been disposed by the religious community.

8.6 Stellenbosch Special Rebate

The Municipality may, for the organisations not meeting all the criteria for public benefit organisations as described in paragraph 8.7 below, nor the criteria for NPO organisations as described in paragraph 8.8 below, consider a rebate of 20% which shall be identified as “Stellenbosch Special Rebate” (SSR).

This rebate will only be applicable to said organisations that apply as per paragraph 14.1 of this Policy for such rebate.

8.7 Public Benefit Organizations (PBO)

The Municipality will apply the rate ratio as set out in the MPRA to public benefit organisations.

As per the MPRA the specific public benefit activity listed in Item 1 (Welfare and Humanitarian), Item 2 (Health Care), and Item 4 (Education and Development) of Part I of the Ninth Schedule of the Income Tax Act will be applicable and must be conducted/executed on said property.

All Public Benefit Organisations must annually submit, according to paragraph 14.1 of this Policy proof of their status as per the above criteria. A SARS TAX Clearance Certificate may be required as well.

8.8 Non-Profit Organizations (NPO)

An organisation must be registered as a Non-Profit Organisation (NPO) under the Non-profit Organisations Act, 1997 (Act 71 of 1997) to be considered as a candidate for the relief measures described below.

Organizations listed in paragraph 8.8.1 below that are operated as not-for-gain (declared or registered by law) or organisations that execute activities as per Item 6 (Cultural), item 7 (Conservation, Environment and Animal Welfare) and Item 9 (Sport) of Part 1 of the Ninth Schedule to the Income Tax Act may receive a rebate. All abovementioned organisations being privately controlled must be the owner of said properties.

These rebates are not applicable to any vacant land irrespective of its zoning or intended usage unless stated otherwise in this Policy.

Any part of said property that has been categorised as agricultural will not qualify for this relief measure.

All NPO must annually submit, according to paragraph 14.1 of this Policy proof of their status as per the above criteria. A SARS TAX Clearance Certificate may be required as well.

Abovementioned organisations which have a total revenue/income as defined in the schedule of paragraph 8.8.2 of this Policy will receive a rebate as set in said schedule.

8.8.1 Prescribed not-for-gain organisations

(a) *Health and welfare institutions*

Privately owned properties used exclusively as a hospital, clinic, mental hospital, orphanage, non-profit retirement village, old age home or benevolent institution, including workshops used by the members or patients, laundry or cafeteria facilities.

(b) *Charitable institutions*

Properties used solely for the performance of charitable work.

(c) *Agricultural societies*

Property owned by agricultural societies used for the purposes of the society.

(d) *Cemeteries and crematoria*

Privately owned properties used as cemeteries and crematoria.

(e) *War veterans*

Property registered in the name of a trustee or organisation in terms of the Social Assistance Act, 2004 (Act 13 of 2004), maintained for the welfare of war veterans and their families.

8.8.2 The percentage rebate granted to different total revenue/income levels (expressed as being the revenue/income before any expenses, operating costs or any deductions have been applied) will be determined according to the schedule below. The revenue/income bands and rebates for the effective financial period of this Policy are as follows:

Total Revenue/Income				% Rebate
Revenue/Income bands (Rands)				
Up to			2 000 000	80%
From	2 000 001	to	5 000 000	50%
More than			5 000 000	20%

8.9 Properties affected by Disaster or adverse Economic Conditions

The Municipality may consider additional relief measures as envisaged in Section 15(2)(d) of the MPRA and as approved by Council.

8.10 Exceptional General Valuation Rates Increases: Phasing in

The Municipality may consider a relief measure for owners of property adversely affected by exceptional rates increase of a new General Valuation (GV) cycle. This incentive will only be implemented as from the implementation date of a GV and on proviso that:

- (a) for a property to qualify, the Rates for the first financial year of the GV cycle for the property, as result of the property valuation of a GV cycle, must be at least four (4) times more than that of the rates for said property during the financial year preceding the start of the GV cycle.
- (b) the rates for the financial year preceding the start of the GV cycle must be greater than R1 000 per annum;
- (c) the rebate granted would be phased-out over two financial years;
- (d) the rebate for the first financial year will be 50% and during the second year it will be 25% rebate on the rates applicable for that year;
- (e) this incentive will not be cumulative on any other rebate that may be granted to said owner;
- (f) the most beneficial rebate between this incentive and any other rebate which said owner may receive in each financial year will prevail;
- (g) improvements or errors of valuations to said property that could have influenced the GV valuation will be reviewed during the application approval;
- (h) applications will only be considered until the end of the initial 6 months of a GV cycle; and
- (i) owners of such property must apply as per paragraph 14.1 of this Policy.

9. LIABILITY FOR AND PAYMENT OF RATES

9.1 Liability for and payment of rates

Liability for and payment of rates is governed by criteria in this Policy, by the MPRA, the Municipality's Credit Control and Debt Collection Policy, By-Laws and any other applicable legislation. Actions as per the applicable By-Laws and/or Policies shall be taken against defaulters.

There are one of two methods of payment that the owner of the property must agree upon, namely (i) paying the rates on a monthly basis or (ii) paying the rates in one amount every annum.

The paying of rates on a monthly basis will be the preferred method unless the owner has selected the annual method of payment via a written request before 31 May preceding a financial year.

- (i) When paying on a monthly basis the amount due shall be paid not later than the date as specified on the monthly accounts. The cycle of such payments will start on the first day of July (the start of a financial year) and extend to the 30th of June the following year.
- (ii) When paying a once-off amount (the full rates for that financial year), then that amount shall be paid in full not later than the date as specified on the account.

Please note that additional annual payments may be triggered during a financial year by a supplementary valuation on said property.

Changes to the preferred method of payment must be exercised by the owner before 31 May of a financial year and once set the method of payment will not be changed during a current financial year.

9.2 Rates in arrears for longer than 90 days

When an owner's rates account is in arrears for longer than 90 (ninety) days, then the Municipality may initiate the proceedings as described in Sections 28 or 29 of the MPRA.

A notice to this effect will be forwarded to the tenant, occupier or agent providing the required legal information regarding their payments to the owner, which are to be redirected to the Municipality so as to cover the arrear rates account.

A notice will be forwarded to the owner in question to indicate the legal proceedings and the actions that the Municipality has initiated.

10. QUANTIFICATION OF COSTS TO MUNICIPALITY AND BENEFITS TO COMMUNITY

The cost to the Municipality and benefit to the local community in terms of exemptions, rebates, reductions and exclusions referred to in the MPRA and rates on properties that must be phased-in in terms of the MPRA will be reflected in the Municipality's budget.

11. OBJECTION AND APPEALS

- (a) Any person may lodge an objection to a valuation subject to Section 50 of the MPRA but within the period stated in the notice referred to in Sections 49(1)(a) and 78(5)(b) of the MPRA.
- (b) An appeal to an appeal board against a decision of a municipal valuer in terms of section 51 of the MPRA may be lodged in the prescribed manner subject to Section 54 of the MPRA. The appeal must be lodged (as a guideline), within a period of 30 days nonetheless, as set out in Section 54(2) of the MPRA.
- (c) The administrative actions or processes as described in the MPRA for the handling of objections or appeals will be the basis that the Municipality will follow.
- (d) The lodging of an objection or appeal: -
 - (i) In terms of Section 50 of the MPRA does not defer liability for the payment of rates in terms of this Policy; or
 - (ii) In terms of Section 54 of the MPRA does not defer liability for the payment of rates in terms of this Policy.

12 CLEARANCE CERTIFICATES

All monies collected by the Municipality, specifically in respect of Special Rating Areas and any estimated amounts in terms of Section 118(1A) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) (the Systems Act), or Section 89 of the Insolvency Act, 1936 (Act 24 of 1936), are for the purpose of Section 118 of the Systems Act, deemed to be due and must be paid in order to facilitate the transfer of immovable property:

- (i) All amounts that are due must be paid in full prior to the issuing of any clearance certificate in terms of Section 118, of the Systems Act; and
- (ii) No interest shall be paid by the Municipality to the registered seller in respect of these payments which are deemed to be due.
- (iii) The Municipality will not be responsible for the apportionment of rates and/or services due or paid in respect of any rates clearances and registrations.
- (iv) The Municipality may issue only one clearance certificate for properties deemed to be in an adjoined state as per paragraph 7.9 of this Policy.

13 ADJUSTMENTS OF RATES PRIOR TO SUPPLEMENTARY VALUATION

13.1 If the owner of a property which has been subdivided or consolidated after the last general valuation wishes to sell the consolidated erf, or one or more of the erven which have been subdivided from the parent erf, as the case may be, applies to the Municipality for a clearance certificate in terms of Section 118 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), and if the Municipality has not yet included such valuation of the relevant property(ies) in a supplementary valuation:-

- (a) the Municipal Valuer shall conduct a valuation of the relevant property(ies) for purposes of a supplementary valuation; and
- (b) the valuation shall be submitted to the CFO for approval of the levying of rates on such property(ies) in accordance with such valuation, with effect from the date on which the relevant subdivision or consolidation (as the case may be) was registered in the Deeds Office.

13.2 Any valuations performed in terms of paragraph 13 shall be included in the next supplementary valuation process as per the provisions in Sub-sections 78 (1) to (5) of the MPRA.

14. GENERAL

14.1 Applications for Relief Measures

- (a) All applications, required in terms of this Policy for a specific relief measure must be submitted to the Municipality by 30 November of each year, which date precedes the financial year in which the rate is to be levied. If the relief measure applied for is granted, the relief measure will apply for the full financial year. All successful applicants are bound by all the criteria as per paragraph 14.1 of this Policy.
- (b) Any applicant who, during a financial year, for the first time, meets all the criteria other than (a) above, may apply to receive the relief measure initiated from the

month following the approval by the Municipality of said application for the remainder of that financial year, thereafter all the criteria as per paragraph (a) above will apply to applications for subsequent financial years.

- (c) Late applications received after 30 November of a given year may be considered by the Municipality, in which case, if the relief measure applied for is granted, a *pro rata* rebate for the remainder of the next (new) financial year may be applicable.
- (d) Persons who have submitted false information and/or false affidavits will have the relief measure withdrawn with effect from the commencement of the financial year in question.
- (e) All applications for relief measures will require the applicant's municipal accounts to have been paid up to date or the conclusion of a suitable arrangement with the Municipality as provided for in the Municipality's Credit Control and Debt Collection By-Law and Policy.
- (f) The Municipality reserves the right to request current and/or previous audited financial statements or to inspect all properties before or after implementing the applicable rate and to revoke or amend any decision made prior to such investigation or financial review.
- (g) The Municipality reserves the right to recover any rates and/or relief measures from owners of properties after the status of said properties have changed.
- (h) The Municipality reserves the right to request any additional information as may be deemed necessary.

14.2 Regular policy review processes

This Policy will be reviewed on an annual basis to ensure that it complies with the Municipality's strategic objectives and with legislation.

14.3 Language Interpretation

The legal interpretation of the English version of this Policy only shall prevail above all other language translations of this Policy.

14.4 Severance

If any provision of this Policy is struck down as invalid by a court of law, such provision shall be severed from this Policy, and shall not affect the validity of the remaining provisions.

15 BY-LAWS

The principles contained in this Policy will be reflected in the By-Law as promulgated and adjusted by Council from time to time.

16 CONTACT OF RESPONSIBLE OFFICE

The contact details for Property Rates enquiries:

E-mail Address: enquiries.navrae@stellenbosch.gov.za

Telephone Numbers: See Municipal Account for relevant telephone numbers

Postal Address: PO Box 17, Stellenbosch, 7601

Any Municipal Office in the jurisdiction of Stellenbosch Municipality

17 SHORT TITLE

This Policy is the Rates Policy of the Stellenbosch Municipality.

18. CATEGORY AND REBATE CODES

18.1 Category Codes

The Formulae Codes (Derived from the Categories listed in paragraph 6.1 of this Policy) as listed below will be used in the Valuation Roll and supporting letters or Notices to reflect by association the applicable Category (as indicated in the “Category (of property)” column).

Council shall on an annual basis during the budget approval cycle set the cent amount in the Rand values (being the Category Tariff) for each of the Categories in the table below.

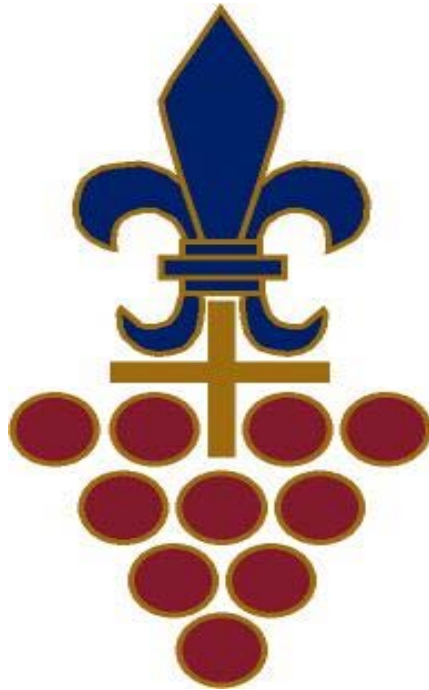
Category (of property)	Category Code	Formulae Code	Supporting references
Residential	RES	RES	MPRA Sections 8(2)(a); 17(1)(h) and the Policy paragraph 8.2.1
	RES	RESA	Adjoining residential; the Policy paragraph 7.9
	RES	RESM	MPRA Section 17(1)(h) i.e. ONLY Policy paragraph 8.2.1 (i)
	RES	RESIF	Municipal Owned: Informal settlements, 100% exclusion will apply
	RES	REL11	MPRA Section 17(1)(i) – the official residence; the Policy paragraph 8.5
	RES	MUNRR	Municipal Owned: Rented or Leased property; the Policy paragraph 7.6
	RES	MUNR	Municipal Owned: Section 8(2)(h) and the Policy paragraph 7.6
	RES	LRBR	Land Reform Beneficiary: MPRA Section 17(1)(g); the Policy paragraph 7.8
Industrial	IND	IND	MPRA Section 8(2)(b); Policy Definitions for “industrial”
Business	BUS	BUS	MPRA Section 8(2)(c); Policy Definitions for “business”
	BUS	RELIG	MPRA Section 17(1)(i) – the place of worship; the Policy paragraph 8.5
	BUS	MUNBR	Municipal Owned: Rented or Leased property; the Policy paragraph 7.6
	BUS	MUNB	Municipal Owned: Section 8(2)(h) and the Policy paragraph 7.6
	BUS	POS	Public Open Spaces
	BUS	PROS	Private Open Spaces
Agricultural	AGR	AGR	MPRA Section 8(2)(d); (Not considered to be a vacant property); the Policy paragraph 7.5
	AGR	PROT	Protected Areas: MPRA Section 17(1)(e); the Policy paragraph 8.4
	AGR	MUNAR	Municipal Owned: Rented or Leased property; the Policy paragraph 7.6
	AGR	MUNA	Municipal Owned: MPRA Section 8(2)(h) and the Policy paragraph 7.6
	AGR	LRBA	Land Reform Beneficiary: Section 17(1)(g); the Policy paragraph 7.8
Mining	MIN	MIN	MPRA Section 8(2)(e).
Public Service Purposes	PSP	PSP	MPRA Section 8(2)(f); the Policy paragraph 7.3
Public Service Infrastructure	PSI	PSI	MPRA Sections 8(2)(g); 17(1)(a) and the Policy paragraph 7.4
	PSI	PSIE	MPRA Sections 8(2)(g); 17(1)(aA) and the Policy paragraph 7.4
	PSI	MUNP	MPRA Sections 7(2)(a)(ii) and 8(2)(h); the Policy paragraphs 7.4 and 7.6
Public Benefit Organisation	PBO	PBO	MPRA Section 8(2)(h) and the Policy paragraph 8.7
Multiple purposes	<i>Multi tariff</i>	MULTI	MPRA Sections 8(2)(i) and 9 and the Policy paragraph 7.2
Heritage	HER	HER	MPRA Section 15(2A)(b)
Vacant Residential	VACR	VACR	the Policy paragraph 7.1
Vacant Other	VACO	VACO	NOT agricultural properties; the Policy paragraph 7.1
		MUNV	Any vacant property registered in the name of the Municipality

18.2 Rebate Codes

The Rebate Codes in the table below serves to indicate the rebate if any that could be applicable to a property.

Rebate Code	Purpose	Supporting references
NONE	No rebate is applicable	
INDP	Indigent and 100% Pension rebate	Rates Policy paragraphs 8.3 and the Indigent Policy
INDIG	Indigent only rebate	Indigent Policy
PENS	100% Pension rebate	Rates Policy paragraph 8.3
PENS1	75% Pension rebate	Rates Policy paragraph 8.3
PENS2	50% Pension rebate	Rates Policy paragraph 8.3
PENS3	25% Pension rebate	Rates Policy paragraph 8.3
NPO	Non-Profit Organisation (80% rebate)	Rates Policy paragraph 8.8
NPO1	Non-Profit Organisation (50% rebate)	Rates Policy paragraph 8.8
NPO2	Non-Profit Organisation (20% rebate)	Rates Policy paragraph 8.8
SSR	Stellenbosch Special Rebate	Rates Policy paragraph 8.6
EGVI	Exceptional General Valuation Rates Increases	Rates Policy paragraph 8.10

STELLENBOSCH MUNICIPALITY



**SUPPLY CHAIN MANAGEMENT
POLICY**

2023/2024



STELLENBOSCH MUNICIPALITY

SUPPLY CHAIN MANAGEMENT POLICY

TABLE OF CONTENTS

1. Definitions

CHAPTER 1

IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY

2. Supply chain management policy
3. Amendment of supply chain management policy
4. Delegation of supply chain management powers and duties
5. Sub-delegations
6. Oversight role of council
7. Supply chain management units
8. Training of supply chain management officials

CHAPTER 2

SUPPLY CHAIN MANAGEMENT SYSTEM

9. Format of supply chain management system

Part 1: Demand management

10. System of demand management

Part 2: Acquisition management

11. System of acquisition management
12. Range of procurement processes
13. General preconditions for consideration of written quotations or bids
14. Lists of accredited prospective providers
15. Petty cash purchases
16. Written or verbal quotations
17. Formal written price quotations
18. Procedures for procuring goods or services through written or verbal quotations and formal written price quotations
19. Competitive bidding process
20. Process for competitive bidding
21. Bid documentation for competitive bids
22. Public invitation for competitive bids
23. Procedure for handling, opening and recording of bids
24. Negotiations with preferred bidders
25. Two-stage bidding process
26. Committee system for competitive bids
27. Bid Specifications Committees
28. Bid Evaluation Committees
29. Bid Adjudication Committees
30. Procurement of banking services
31. Procurement of IT related goods or services
32. Procurement of goods and services under contracts secured by other organs of state

33. Procurement of goods necessitating special safety arrangements
34. Proudly SA Campaign
35. Appointment of consultants
36. Deviation from and ratification of minor breaches of procurement processes
37. Unsolicited bids
38. Combating of abuse of supply chain management system

Part 3: Logistics, Disposal, Risk and Performance Management

39. Logistics management
40. Disposal management
41. Risk management
42. Performance management

Part 4: Other matters

43. Prohibition on awards to persons whose tax matters are not in order
44. Prohibition on awards to persons in the service of the state
45. Awards to close family members of persons in the service of the state
46. Ethical standards
47. Inducements, rewards, gifts and favours
48. Sponsorships
49. Objections and complaints
50. Resolution of disputes, objections, complaints and queries
51. Contracts providing for compensation based on turnover
52. Contract management
53. Contract having budgetary implications beyond three years
54. Increase/Extension in approved contract sum/period
55. Right of appeal
56. Notification of bid decisions
57. Unsuccessful bidder debriefing
58. Condonation of Policy contraventions
59. General

- 60 Cancellation of Tenders
- 61 Negotiating a fair market related price
- 62 Short Title

Definitions

- 1.1. In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, and
- 1.1.1. “**Act**” means the Municipal Finance Management Act, No. 56 of 2003;
- 1.1.2. “**Bid**” means a written offer in a prescribed or stipulated form in response to an invitation by the municipality for the provision of goods, services or construction works through price quotations, advertised competitive bidding process or proposals;
- 1.1.3. “**Bidder**” means any person submitting a competitive bid or a quotation;
- 1.1.4. “**Closing time**” means the time and day specified in the bid documents for the receipt of bids;
- 1.1.5. “**Competitive bidding process**” means a competitive bidding process referred to in paragraph 12(1)(b)(i) of this Policy;
- 1.1.6. “**Competitive bid**” means a bid in terms of a competitive bidding process;
- 1.1.7. “**Contract**” means the agreement which is concluded when the municipality accepts, in writing, a competitive bid or quotation submitted by a supplier;
- 1.1.8. “**Contract manager**” means an official of the Municipality who is responsible for the planning for the planning and execution of a transaction involving the procurement of goods, services or works;
- 1.1.9. “**Contractor**” means any person or entity whose competitive bid or quotation has been accepted by the municipality;
- 1.1.10. “**Delegated authority**” means any person or committee delegated with authority by the municipality in terms of the provisions of the Municipal Finance Management Act;
- 1.1.11. “**Department**” means a section within a specific directorate in terms of the municipal organigram;
- 1.1.12. “**Electronic format**” means a bid submitted by a bidder via email or made available through a cloud storage services;
- 1.1.13. “**Emergency dispensation**” means emergency as referred to in paragraph 36(1)(a)(i) of this policy under which one or more of the following is in existence that warrants an emergency dispensation;
- (a) The possibility of human injury or death;
 - (b) The prevalence of human suffering or deprivation of rights;
 - (c) The possibility of damage to property, or suffering and death of livestock and animals;
 - (d) The interruption of essential services, including transportation and communication facilities or support services critical to the effective functioning of the municipality as a whole;
 - (e) The possibility of serious damage occurring to the natural environment;

- (f) The possibility that failure to take necessary action may result in the municipality not being able to render an essential community service;
 - (g) The possibility that the security of the state could be compromised; or
 - (h) The prevailing situation, or imminent danger, should be of such a scale and nature that it could not readily be alleviated by interim measures, in order to allow time for the formal procurement process. Emergency dispensation shall not be granted in respect of circumstances other than those contemplated above.
- 1.1.14. **“Final award”**, in relation to bids or quotations submitted for a contract, means the final decision on which a bid or quote is accepted;
- 1.1.15. **“Formal written price quotation”** means quotations referred to in paragraph 12 (1) (d) of this Policy;
- 1.1.16. **“Green procurement”** means the procurement of environmentally friendly products and services;
- 1.1.17. **“in the service of the state”** means to be –
- (a) A member of –
 - (i) Any municipal council;
 - (ii) Any provincial legislature; or
 - (iii) The National Assembly or the National Council of Provinces;
 - (b) A member of the board of directors of any municipal entity;
 - (c) An official of any municipality or municipal entity;
 - (d) An employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the public Finance Management Act, 1999 (Act No.1 of 1999);
 - (e) A member of the accounting authority of any national or provincial public entity; or
 - (f) An employee of Parliament or a provincial legislature;
- 1.1.18. **“Long term contract”** means a contract with a duration period exceeding one year and does not have the same meaning as contracts of a long term nature referred to in paragraph 22(1)(b)(vi) of this policy;
- 1.1.19. **“Long term nature contract”** means a contract as defined by section 33(1) of the Municipal Finance Management Act imposing financial obligations on the Municipality beyond the first three years covered in the approved annual budget;
- 1.1.20. **“List of accredited prospective providers”** means the list of accredited prospective providers in terms of Central Supplier Database (CSD) of National Treasury;
- 1.1.21. **“Other applicable legislation”** means any other legislation applicable to municipal supply chain management, including but not limited to the following –

- (a) The Preferential Procurement Policy Framework Act;
- (b) The Broad-Based Black Economic Empowerment Act; ~~and~~
- (c) The Construction Industry Development Board Act;
- (d) The Local Government: Municipal Systems Act;
- (e) The Competition Act; and
- (f) The Promotion of Administrative Justice Act.

- 1.1.22. **“Policy”** means the Supply Chain Management Policy of Stellenbosch municipality as amended from time to time;
- 1.1.23. **“Parent municipality”** has the meaning assigned to it in section 1 of the Municipal Systems Act;
- 1.1.24. **“Petty Cash”**, means the procurement of goods and services through the supply chain management requisition and order system by means of one verbal and written quotation below a determined amount in relation with the Petty Cash Policy;
- 1.1.25. **“Single source”**: refers to when the competition exist in the market, but from a selected few suppliers due to technical capabilities and abilities comply with the requirements of the municipality;
- 1.1.26. **“Sole Supplier:”** It refers in instances where there is no competition and only one service provider exist in the market, with sole distribution rights and/or patent rights or manufacturer;
- 1.1.27. **“Strip and quote:”** When the repairs and maintenance on our machines, vehicles are done by one supplier and/or strip-and-quote, for example a municipal vehicle that needs repairs enters the workshop, however to do the repairs, the vehicle has to be send to a supplier that determines what repairs should be done;
- 1.1.28. **“Supplier database”** means the list of accredited prospective providers which the municipality or municipal entity must keep in terms of the Regulation 14 of the Supply Chain Management Regulations;
- 1.1.29. **“Treasury guidelines”** means any guidelines on supply chain management issued by the Minister in terms of section 168 of the Act;
- 1.1.30. **“Trust”** means the agreement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person;
- 1.1.31. **“Trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person;
- 1.1.32. **“The Act”** means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);
- 1.1.33. **“The Regulations”** means the Local Government: Municipal Finance Management Act, 2003, Municipal Supply Chain Management Regulations published by Government Notice 868 of 2005;

- 1.1.34. **“The PPPF Regulations”** means Preferential Procurement Policy Regulations, 2017 Published under Government Notice R32 in Government Gazette 40553 of 20 January 2017; and
- 1.1.35. **“Written or verbal quotations”** means quotations referred to in paragraph 12(1)(b) & (c) of this Policy.

CHAPTER 1

IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY

2. SUPPLY CHAIN MANAGEMENT POLICY

- (1) All officials and other role players in the supply chain management system of the Stellenbosch Municipality must implement this Policy in a way that –
 - (a) Gives effect to –
 - (i) Section 217 of the Constitution; and
 - (ii) Part 1 of Chapter 11 and other applicable provisions of the Act;
 - (b) Is fair, equitable, transparent, competitive and cost effective;
 - (c) Complies with –
 - (i) The Regulations; and
 - (ii) Any minimum norms and standards that may be prescribed in terms of section 168 of the Act;
 - (d) Is consistent with other applicable legislation;
 - (e) Does not undermine the objective for uniformity in supply chain management systems between organs of state in all spheres; and
 - (f) Is consistent with national economic policy concerning the promotion of investments and doing business with the public sector.
- (2) The municipal entity must, in addition to complying with subparagraph (1), apply this Policy, to the extent determined by the parent municipality, in a way that is consistent with the supply chain management policy of the parent municipality.
- (3) This Policy applies when the Stellenbosch Municipality –
 - (a) Procures goods or services;
 - (b) Disposes goods no longer needed;
 - (c) Selects contractors to provide assistance in the provision of municipal services otherwise than in circumstances where Chapter 8 of the Municipal Systems Act applies; or
 - (d) Selects external mechanisms referred to in section 80(1)(b) of the Municipal Systems Act for the provision of municipal services in circumstances contemplated in section 83 of that Act.

- (4) This Policy, except where provided otherwise, does not apply in respect of the procurement of goods and services contemplated in section 110(2) of the Act, including –
 - (a) Water from the Department of Water Affairs or a public entity, another municipality or a municipal entity; and
 - (b) Electricity from Eskom or another public entity, another municipality or a municipal entity.

3. AMENDMENT OF THE SUPPLY CHAIN MANAGEMENT POLICY

- (1) The Accounting Officer must –
 - (a) At least annually review the implementation of this Policy; and
 - (b) When the Accounting Officer considers it necessary, submit proposals for the amendment of this Policy to the Stellenbosch Council.
- (2) If the Accounting Officer submits proposed amendments to the Stellenbosch Council that differs from the model policy issued by the National Treasury, the Accounting Officer must -
 - (a) Ensure that such proposed amendments comply with the Regulations; and
 - (b) Report any deviation from the model policy to the National Treasury and the relevant provincial treasury.
- (3) When amending this supply chain management policy, the need for uniformity in supply chain practices, procedures and forms between organs of state in all spheres, particularly to promote accessibility of supply chain management systems for small businesses must be taken into account.

4. DELEGATION OF SUPPLY CHAIN MANAGEMENT POWERS AND DUTIES

- (1) The Stellenbosch Council hereby delegates all powers and duties to the Accounting Officer, which are necessary to enable the Accounting Officer –
 - (a) To discharge the supply chain management responsibilities conferred on Accounting Officers in terms of –
 - (i) Chapter 8 or 10 of the Act; and
 - (ii) This Policy;
 - (b) To maximize administrative and operational efficiency in the implementation of this Policy;
 - (c) To enforce reasonable cost-effective measures for the prevention of fraud, corruption, favouritism and unfair and irregular practices in the implementation of this Policy; and

- (d) To comply with his or her responsibilities in terms of section 115 and other applicable provisions of the Act.
- (2) Sections 79 and 106 of the Act apply to the sub-delegation of powers and duties delegated to an Accounting Officer in terms of subparagraph (1).
- (3) The Accounting Officer may not sub-delegate any supply chain management powers or duties to a person who is not an official of Stellenbosch Municipality or to a committee, which is not exclusively composed of officials of the Stellenbosch Municipality.
- (4) This paragraph may not be read as permitting an official, to whom the power to make final awards has been delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 26 of this Policy.

5. SUB-DELEGATIONS

- (1) The Accounting Officer may in terms of section 79 or 106 of the Act sub-delegate any supply chain management powers and duties, including those delegated to the Accounting Officer in terms of this Policy, but any such sub-delegation must be consistent with subparagraph (2) of this paragraph and paragraph 4 of this Policy.
- (2) The power to make a final award –
 - (a) Above R 10 million (VAT included) may not be sub-delegated by the Accounting Officer;
 - (b) Above R 200,000 (VAT included), but not exceeding R 10 million (VAT included), may be sub-delegated but only to –
 - (i) The Bid Adjudication Committee of which the Chief Financial Officer or a senior manager is a member; or
 - (ii) Accounting Officer of the municipality, after due consideration of all facts was done; and
 - (c) Below R 200,000 (VAT included) to be disposed by delegated official according approved delegatory power and functions issued by Accounting Officer.
- (3) The Bid Adjudication Committee to which the power to make final awards has been sub-delegated in accordance with subparagraph (2) must within five days of the end of each month submit to the official referred to in subparagraph (4) a written report containing particulars of each final award made by such official or committee during that month, including –
 - (a) The amount of the award;

- (b) The name of the person to whom the award was made; and
 - (c) The reason why the award was made to that person.
- (4) A written report referred to in subparagraph (3) must be submitted –
- (a) To the Accounting Officer, in the case of an award by –
 - (i) The Bid Adjudication Committee of which the Chief Financial Officer or a senior manager is a member; or
 - (b) To the Chief Financial Officer or the senior manager responsible for the relevant bid, in the case of an award by –
 - (i) The Bid Adjudication Committee of which the Chief Financial Officer or a senior manager is not a member.
- (5) Subparagraphs (3) and (4) of this policy do not apply to procurements out of petty cash.
- (6) This paragraph may not be interpreted as permitting an official to whom the power to make final awards has been sub-delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 26 of this Policy.
- (7) No supply chain management decision-making powers may be delegated to an advisor or consultant.

6. OVERSIGHT ROLE OF COUNCIL

- (1) The Stellenbosch Council reserves its right to maintain oversight over the implementation of this Policy.
- (2) For the purposes of such oversight the Accounting Officer must –
- (i) Within 30 days of the end of each financial year, submit a report on the implementation of this Policy and the supply chain management policy of any municipal entity under the sole or shared control of the municipality, to the council of the municipality; and
 - (ii) Whenever there are serious and material problems in the implementation of this Policy, immediately submit a report to Council.
- (3) 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.
- (4) The reports must be made public in accordance with section 21A of the Municipal Systems Act.

7. SUPPLY CHAIN MANAGEMENT UNIT

- (1) A supply chain management unit is hereby established to implement this Policy.
- (2) The supply chain management unit operates under the direct supervision of the Chief Financial Officer or an official to whom this duty has been delegated in terms of section 82 of the Act.

8. TRAINING OF SUPPLY CHAIN MANAGEMENT OFFICIALS

- (1) The training of officials involved in implementing this Policy should be in accordance with any Treasury guidelines on supply chain management training.

CHAPTER 2

SUPPLY CHAIN MANAGEMENT SYSTEM

9. FORMAT OF SUPPLY CHAIN MANAGEMENT SYSTEM

- (1) This Policy provides systems for –
 - (i) Demand management;
 - (ii) Acquisition management;
 - (iii) Logistics management;
 - (iv) Disposal management;
 - (v) Risk management; and
 - (vi) Performance management.

PART 1: DEMAND MANAGEMENT

10. SYSTEM OF DEMAND MANAGEMENT

- (1) The Accounting Officer must establish and implement an appropriate demand management system in order to ensure that the resources required by Stellenbosch Municipality support its operational commitments and its strategic goals outlined in the Integrated Development Plan.
- (2) The demand management system must –
 - (a) Include timely planning and management processes to ensure that all goods and services required by Stellenbosch Municipality are quantified, budgeted for and timely and effectively delivered at the right locations and at the critical delivery dates, and are of the appropriate quality and quantity at a fair cost;
 - (b) Take into account any benefits of economies of scale that may be derived in the case of acquisitions of a repetitive nature;
 - (c) Provide for the compilation of the required specifications to ensure that its needs are met; and
 - (d) To undertake appropriate industry analysis and research to ensure that innovations and technological benefits are maximized.
- (3) Green procurement must be incorporated as far as reasonably possible for all specifications of goods, services and construction works.
- (4) In the development of bid specifications, innovative mechanisms should be explored to render the service or product more resource and energy efficient.

PART 2: ACQUISITION MANAGEMENT

11. SYSTEM OF ACQUISITION MANAGEMENT

- (1) The Accounting Officer must implement the system of acquisition management set out in this Part in order to ensure –
 - (a) That goods and services are procured by Stellenbosch Municipality in accordance with authorised processes only;
 - (b) That expenditure on goods and services is incurred in terms of an approved budget in terms of section 15 of the Act;
 - (c) That the threshold values for the different procurement processes are complied with;
 - (d) That bid documentation, evaluation and adjudication criteria, and general conditions of a contract, are in accordance with any applicable legislation; and
 - (e) That any Treasury guidelines on acquisition management are properly taken into account.
- (2) Unless otherwise indicated in the bid documents, the Municipality shall not be liable for any expenses incurred by prospective bidders in the preparation and / or submission of a bid or quotation.

12. RANGE OF PROCUREMENT PROCESSES

- (1) Goods and / or services may only be procured by way of –
 - (a) Cash purchases administered by the Expenditure Division up to a transaction value as defined in Council's Petty Cash Policy;
 - (b) Petty cash purchases through one verbal request and or verbal /written quotation for the procurement of goods through the supply chain management requisition and order system of a transaction value between R 0 and R 2,000 (VAT included);
 - (c) Written or verbal quotations for procurement of goods and/or services of a transaction value between R 2,000 and R 10,000 (VAT included);
 - (d) Formal written quotations for procurement of goods and/or services of a transaction value between R 10,000 and R 200,000;
 - (e) Procurements above a transaction value of R 200,000 (VAT included); and
 - (f) The procurement of long-term contracts.
- (2) The Accounting Officer may, in writing-
 - (a) Lower, but not increase, the different threshold values specified in subparagraph (1); or
 - (b) Direct that –
 - (i) Written quotations are obtained for any specific procurement of a transaction value lower than R 2,000;

- (ii) Written price quotations be obtained for any specific procurement of a transaction value lower than R 10,000; or
 - (iii) A competitive bidding process be followed for any specific procurement of a transaction value higher than R 200,000.
- (3) Goods or services may not deliberately be split into parts or items of a lesser value merely to avoid complying with the requirements of the policy. When determining transaction values, a requirement for goods or services consisting of different parts or items must as far as possible be treated and dealt with as a single transaction.

13. GENERAL PRECONDITIONS FOR CONSIDERATION OF WRITTEN QUOTATIONS OR BIDS

- (1) A written quotation or bid may not be considered unless the provider who submitted the quotation or bid –
- (a) Has furnished that provider's –
 - (i) Full name;
 - (ii) Identification number or company or other registration number; and
 - (iii) Tax reference number and VAT registration number, if any;
 - (b) Has authorised the Stellenbosch Municipality to obtain a tax clearance by means of the Tax Compliance Status Pin from, from the South African Revenue Services and Central Supplier Database Number (CSD) that the provider's tax matters are in order; and
 - (c) Has indicated –
 - (i) Whether he or she is in the service of the state, or has been in the service of the state in the previous twelve months;
 - (ii) If the provider is not a natural person, whether any of its directors, managers, principal shareholders or stakeholder is in the service of the state, or has been in the service of the state in the previous twelve months; or
 - (iii) Whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in sub-paragraph (ii) is in the service of the state, or has been in the service of the state in the previous twelve months.

14. LISTS OF ACCREDITED PROSPECTIVE PROVIDERS

- (1) The Accounting Officer must –
- (a) Keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements through written or verbal quotations and formal written price quotations;
 - (b) At least once a year through newspapers commonly circulating locally, the website and any other appropriate ways, invite prospective providers of goods or services to apply for evaluation and listing as accredited prospective providers;

- (c) Specify the listing criteria for accredited prospective providers as stated within the database registration forms; and
 - (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.
- (2) The list must be updated at least quarterly to include any additional prospective providers and any new commodities or types of services.
Prospective providers must be allowed to submit applications for listing at any time.
 - (3) The list must be compiled per commodity and per type of service.

15. PETTY CASH PURCHASES

- (1) The Accounting Officer must establish the conditions for the procurement of goods by means of cash purchases and petty cash purchases referred to in paragraph 12(1)(a) and (b) of this Policy, which must include conditions –
 - (a) determining the terms on which a manager may delegate responsibility for cash purchases and petty cash purchases to an official reporting to the manager;
 - (b) limiting the maximum number of cash purchases and petty cash purchases or the maximum amounts per month for each manager;
 - (c) excluding any types of expenditure from cash purchases and petty cash purchases, where this is considered necessary;
 - (d) requiring a monthly reconciliation report from each manager to the Chief Financial Officer, including –
 - (i) the total amount of cash purchases and petty cash purchases for that month; and
 - (ii) receipts and appropriate documents for each purchase; and
 - (e) any other conditions determined by the Chief Financial Officer.
- (2) Cash purchases will be dealt with in terms of the Petty Cash Policy of Council.
- (3) Petty cash purchases will be dealt with in terms of the Supply Chain Management Policy of Council.

16. WRITTEN OR VERBAL QUOTATIONS

- (1) The conditions for the procurement of goods or services through written or verbal quotations are as follows –

Quotations must be obtained from at least three different providers preferably from, but not limited to, providers whose names appear on the list of accredited prospective providers of the Stellenbosch Municipality, provided that if quotations are obtained from providers who are not listed, such providers must meet the listing criteria set out in paragraph 13 of this Policy;
- (b) Where no suitable providers are available from the list of accredited

prospective providers, quotations may be obtained from other possible providers;

- (c) To the extent feasible, providers must be requested to submit such quotations in writing;
- (d) If it is not possible to obtain at least three quotations, the reasons must be recorded and reported quarterly to the Accounting Officer or another official designated by the Accounting Officer;
- (e) The Accounting Officer must record the names of the potential providers requested to provide such quotations with their quoted prices; and
- (f) If a quotation was submitted verbally, the order may be placed only against written confirmation by the selected provider.

17. FORMAL WRITTEN PRICE QUOTATIONS

- (1) The conditions for the procurement of goods or services through formal written price quotations are as follows: -
 - (a) Quotations must be obtained in writing from at least three different providers whose names appear on the list of accredited prospective providers of the Stellenbosch Municipality. Quotations may be obtained from providers who are not listed, provided that such providers meet the listing criteria set out in paragraph 13 of this Policy;
 - (b) Where no suitable providers are available from the list of accredited prospective providers, quotations may be obtained from other possible providers not registered on the municipal supplier database;
 - (c) If it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the Chief Financial Officer or an official designated by the Chief Financial Officer;
 - (d) The Accounting Officer must record the names of the potential providers and their written quotations; and
 - (e) For the obtaining of quotations for services, Stellenbosch Municipality will utilize their notice boards.
- (2) A designated official referred to in subparagraph (1)(c) must within three days of the end of each month report to the Chief Financial Officer on any approvals given during that month by that official in terms of that subparagraph.

18. PROCEDURES FOR PROCURING GOODS OR SERVICES THROUGH WRITTEN OR VERBAL QUOTATIONS AND FORMAL WRITTEN PRICE QUOTATIONS

- (1) The procedure for the procurement of goods or services through written or verbal quotations or formal written price quotations is as follows –
 - (a) When using the list of accredited prospective providers the Accounting Officer must promote on-going competition amongst providers by inviting providers to submit quotations on a rotation basis;
 - (b) Where no suitable providers are available from the list of accredited

prospective providers, quotations may be obtained from other possible providers not registered on the municipal supplier database;

- i. All requirements in excess of R 30,000 (VAT included) that are to be procured by means of formal written price quotations must, in addition to the requirements of paragraph 17, be advertised for at least seven days on the website and an official notice board of the Stellenbosch Municipality;
 - ii. The municipality will follow a preferred bidding process in the event that the market did not respond in terms of the sourcing of quotations on the website for seven (7) days and if no responsive bids was received.
- (c) Offers received must be evaluated on a comparative basis taking into account unconditional discounts;
 - (d) The Accounting Officer or Chief Financial Officer must on a monthly basis be notified in writing of all written or verbal quotations and formal written price quotations accepted by an official acting in terms of a sub-delegation;
 - (e) Offers below R 30,000 (VAT included) must be awarded based on compliance to specification and conditions of contract, ability and capability to deliver the goods and services and lowest price;
 - (f) Acceptable offers, which are subject to the preference points system (PPPFA and associated regulations), must be awarded to the bidder who scored the highest points; and
 - (g) Stellenbosch Municipality will maintain a proper record keeping system.

19. COMPETITIVE BIDS

- (1) Goods or services above a transaction value of R 200,000 (VAT included) and long term contracts may only be procured through a competitive bidding process, subject to paragraph 11(2) of this Policy.
- (2) No requirement for goods or services above an estimated transaction value of R 200,000 (VAT included), may deliberately be split into parts or items of lesser value merely for the sake of procuring the goods or services otherwise than through a competitive bidding process.

20. PROCESS FOR COMPETITIVE BIDDING

- (1) The procedures for the following stages of a competitive bidding process are as follows:-
 - (a) Compilation of bidding documentation as detailed in paragraph 21;
 - (b) Public invitation of bids as detailed in paragraph 22;
 - (c) Site meetings or briefing sessions as detailed in paragraph 22;
 - (d) Handling of bids submitted in response to public invitation as detailed in paragraph 23;
 - (e) Evaluation of bids as detailed in paragraph 28;

- (f) Award of contracts as detailed in paragraph 29;
- (g) Administration of contracts;
- (h) After approval of a bid, the Accounting Officer and the bidder must enter into a written agreement;
- (i) Proper record keeping; and
- (j) Original / legal copies of written contracts agreements must be kept in a secure place for reference purposes.

21. BID DOCUMENTATION FOR COMPETITIVE BIDS

- (1) The criteria to which bid documentation for a competitive bidding process must comply, must –
 - (a) Take into account –
 - (i) The general conditions of contract and any special conditions of contract, if specified;
 - (ii) Any Treasury guidelines on bid documentation; and
 - (iii) The requirements of the Construction Industry Development Board, in the case of a bid relating to construction, upgrading or refurbishment of buildings or infrastructure;
 - (b) Include the preference points system to be used, goals as contemplated in the Preferential Procurement Regulations and evaluation and adjudication criteria, including any criteria required by other applicable legislation;
 - (c) Compel bidders to declare any conflict of interest they may have in the transaction for which the bid is submitted;
 - (d) If the value of the transaction is expected to exceed R 10 million (VAT included), require bidders to furnish –
 - (i) If the bidder is required by law to prepare annual financial statements (AFS) for auditing, their audited AFS –
 - (aa) For the past three years; or
 - (bb) Since their establishment if established during the past three years;
 - (ii) A certificate signed by the bidder certifying that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;
 - (iii) Particulars of any contracts awarded to the bidder by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract;

- (iv) A statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic; and
- (e) Stipulate that disputes must be settled by means of mutual consultation, mediation, adjudication (with or without legal representation), or, when unsuccessful, in a South African court of law;
- (f) The period for which bids are to remain valid and binding must be indicated in the bid documents; and
- (g) A provision for the termination of the contract in the case of non- or under-performance and objections and complaints must be included in the bid documentation.

22. PUBLIC INVITATION FOR COMPETITIVE BIDS

- (1) The procedure for the invitation of competitive bids is as follows –
 - (a) Any invitation to prospective providers to submit bids must be by means of a public advertisement in a newspaper commonly circulating locally, the website of the Stellenbosch Municipality or any other appropriate ways (which may include an advertisement in the Government Tender Bulletin); and
 - (b) The information contained in a public advertisement, must at least include
 - (i) The closure date for the submission of bids, which may not be less than 30 days in the case of transactions over R10 million (VAT included), or which are of a long term nature, or 14 days in any other case, from the date on which the advertisement is placed in a newspaper, subject to subparagraph (2) of this policy; and
 - (ii) A statement that bids may only be submitted on the bid documentation provided by the Stellenbosch Municipality
 - (iii) Contact details for further enquiries.
- (2) The Accounting Officer may determine a closure date for the submission of bids which is less than the 30 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.
- (3) Bids submitted must be sealed and must clearly indicate the bid number on the outside of the envelope for which the bid is being submitted.
- (4) Where bids are requested by the Municipality in electronic format, such bids must be supplemented by sealed hard copies.
- (5) The municipality may require bidders to submit section(s) of their bid in electronic format, but only after the bid closing date. If the electronic copy differs from the original hard copy, the original hard copy will be binding.

23. PROCEDURE FOR HANDLING, OPENING AND RECORDING OF COMPETITIVE BIDS AND FORMAL WRITTEN PRICE QUOTATIONS IN EXCESS OF R 30,000

- (1) The procedures for the handling, opening and recording of bids are as follows
- (a) Bids –
 - (i) Must be opened only 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; and
 - (iii) Received after the closing time should not be considered and returned unopened immediately; and
 - (b) Any bidder or member of the public has the right to request that the names of the bidders who submitted bids in time must be read out and, if practical, also each bidder's total bidding price;
 - (c) No information, except the provisions in subparagraph (b), relating to the bid should be disclosed to bidders or other persons until the successful bidder is notified of the award;
 - (d) The Accounting Officer must –
 - (i) Record in a register all bids received in time;
 - (ii) Make the register available for public inspection; and
 - (iii) Publish the entries in the register and the bid results on the website.
 - (e) The bidder shall choose a *domicilium citandi et executandi* in the Republic and unless notice of the change thereof has duly been given in writing, it shall be the address stated in the bid.
 - (f) Opening of bid procedures –
 - (i) At the specified closing time on the closing date the applicable bid box shall be closed;
 - (ii) The bid box shall be opened in public as soon as practical after the closing time by at least two officials from the Supply Chain Management Unit and the Security Officer on duty;
 - (iii) It is the responsibility of the bidder to ensure that their bid is placed in the correct bid box. The municipality will not on its own initiative redirect any bid if it is placed in an incorrect bid box before the closing time of submissions.
 - (iv) Immediately after the opening of the bid box all bids shall be opened in public;
 - (v) At the official opening of the bids, the bids shall in all cases be read out in terms of the name of the bidder and, if practical, the amount of the bid;
 - (vi) As soon as a bid or technical proposal has been opened the bid / proposal shall be stamped with the official stamps, and endorsed with the opening officials' signatures;

- (viii) The name of the bidder, and where possible, the bid sum shall be recorded in a bid opening record kept for that purpose; and The responsible officials who opened the bidding documentation received shall forthwith place their signatures on the bid opening record (register) and shall ensure that the bid opening record, indicating at least the bid price of each bidder, the BBBEE status level contribution of each bidder and where applicable the local content percentages of the goods offered are made available for public inspection and are published on the municipality's website.

(g) Site Inspections / clarification meeting –

- (i) Site inspections / clarifications meeting, where applicable, will be compulsory.
- (ii) If site inspections / clarification meeting are to be held, full details must be included in the bid notice. Service providers that are late for the commencement of the site inspection/clarification meeting will be disqualified.
- (iii) Minutes of all site inspection/clarification meetings must be kept for record purposes
- (iv) Any proposed Addendums to the advertised bid document must be tabled at the Bid Specification Committee Meeting for consideration and approval.

(h) Bid validity periods

- (i) The validity period is calculated from the bid closure date and bids shall remain in force and binding for a period of six (6) months as indicated in the invitation to bid and the bid documents, subject to any other applicable legislation and instructions from the National Treasury for specific types of procurement.
- (ii) The period of validity may be extended by the SCM Department, provided that the original bid validity period has not expired and that all bidders are given an opportunity to extend such period.
- (iii) Any such extension shall be agreed to by a bidder in writing.

Bidders who fail to respond to such a request before the validity of their bid expires, or who decline such a request shall not be considered further in the bid evaluation process.
- (iv) All bidders who indicated the acceptance of the extension of the bid validity period, bids will be considered for evaluation purposes.
- (v) If the validity of all bids expired without it being awarded within the bid validity period, including any extensions thereof allowable in terms of applicable legislation, the bid must be cancelled and published in the same media in which the original bid invitation appeared.
- (vi) All bidders must be notified in writing of the cancellation of a bid.

(i) Samples

- (i) The call for samples should be limited to where samples are called for

in the bid documents, samples (marked with the bid and item number as well as the bidder's name and address) shall be delivered separately (to the bid) to the addressee mentioned in the bid documents by no later than the closing time of the bid.

- (ii) Bids may not be included in parcels containing samples.
- (iii) If samples are not submitted as required in the bid documents, then the part of the bid for which no sample is provided shall be declared invalid.
- (iv) Samples shall be supplied by a bidder at his / her own expense and risk. Stellenbosch Municipality shall not be obliged to pay for such samples or compensate for the loss thereof, unless otherwise specified in the bid documents, and shall reserve the right to return such samples or to dispose of them at its own discretion.
- (v) If a bid is accepted for the supply of goods according to a sample submitted by the bidder, that sample will become the contract sample. All goods/materials supplied shall comply in all respects to that contract sample.

(j) Bid Sum

- (i) A bid will not necessarily be invalidated if the amount in words and the amount in figures do not correspond, in which case the amount in words shall be read out at the bid opening.

24. NEGOTIATIONS WITH PREFERRED BIDDERS

- (1) The Accounting Officer may 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 as submitted.
- (2) Minutes of such negotiations must be kept for record purposes.

25. TWO-STAGE BIDDING PROCESS

- (1) A two-stage bidding process is allowed for –
 - (a) Large complex projects;
 - (b) Projects where it may be undesirable to prepare complete detailed technical specifications; or
 - (c) Long term projects with a duration period exceeding three years.

- (2) In the first stage technical proposals on conceptual design or performance specifications should be invited, subject to technical as well as commercial clarifications and adjustments.
- (3) In the second stage final technical proposals and priced bids should be invited.

26. COMMITTEE SYSTEM FOR COMPETITIVE BIDS

- (1) A committee system for competitive bids is hereby established, consisting of the following committees for each procurement or cluster of procurements as the Accounting Officer may determine as issued within the directive and stating the terms of reference of each bid committee –
 - (a) A Bid Specifications Committee;
 - (b) A Bid Evaluation Committee; and
 - (c) A Bid Adjudication Committee.
- (2) The Accounting Officer appoints the members of each committee, taking into account section 117 of the Act; and
- (3) The committee system must be consistent with –
 - (a) Paragraph 27, 28 and 29 of this Policy;
 - (b) Any other applicable legislation; and
 - (c) The Accounting Officer may apply the committee system to formal written price quotations.

27. BID SPECIFICATIONS COMMITTEES

- (1) A Bid Specifications Committee must compile the specifications for each procurement of goods or services by the Stellenbosch Municipality.
- (2) Specifications –
 - (a) Must be drafted in an unbiased manner to allow all potential suppliers to offer their goods or services;
 - (b) Must take account of any accepted standards such as those issued by Standards South Africa, the International Standards Organisation, or an authority accredited or recognised by the South African National Accreditation System with which the equipment or material or workmanship should comply;
 - (c) Must, where possible, be described in terms of performance required rather than in terms of descriptive characteristics for design;
 - (d) May not create trade barriers in contract requirements in the forms of specifications, plans, drawings, designs, testing and test methods, packaging, marking or labelling of conformity certification;
 - (e) May not make reference to any particular trade mark, name, patent, design, type, specific origin or producer unless there is no other sufficiently precise or

intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the word “equivalent”;

- (f) Must indicate the preference points system set out in the Preferential Procurement Regulations 2017;
 - (g) Must be approved by the Accounting Officer prior to publication of the invitation for bids in terms of paragraph 22 of this Policy; and
 - (h) The Accounting Officer may sub-delegate the requirements in sub-paragraph 2(g) above to the Chairperson of the Bid Specifications Committee.
- (3) A Bid Specifications Committee must be composed of one or more officials of the Stellenbosch Municipality preferably the manager responsible for the function involved, and may, when appropriate, include external and / or internal specialist advisors.
 - (4) No person, advisor or corporate entity involved with the Bid Specifications Committee, or director of such a corporate entity, may bid for any resulting contracts.

28. BID EVALUATION COMMITTEES

- (1) A Bid Evaluation Committee must –
 - (a) Evaluate bids in accordance with –
 - (i) The specifications for a specific procurement; and
 - (ii) The points system set out in terms of paragraph 27(2)(f);
 - (b) Evaluate each bidder’s ability to execute the contract;
 - (c) Check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrears; and
 - (d) Submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.
- (2) A Bid Evaluation Committee must as far as possible be composed of
 - (a) Officials from departments requiring the goods or services; and
 - (b) At least one supply chain management practitioner of the Stellenbosch Municipality.
- (3) The relevant user department’s official shall carry out a preliminary evaluation of all valid bids received and shall submit a bid evaluation report to the Bid Evaluation Committee for consideration.
- (4) Any evaluation of a bid shall consider the bids received and shall note for inclusion in the evaluation report, a bidder –
 - (a) Whose bid does not comply with the provisions of paragraph 38 of this Policy;
 - (b) Whose bid does not comply with the provisions of paragraph 13 of this Policy;
 - (c) Whose bid is not in compliance with the specification;

- (d) Whose bid is not in compliance with the terms and conditions of the bid documentation;
 - (e) Who is not registered and verified on the municipality's supplier database within seven days of the closing time for bids. In this regard bid documentation shall state that the responsibility for registration and verification rests solely with the bidder;
 - (f) Who, in the case of construction works acquisitions, does not comply with the requirements of the Construction Industry Development Board Act regarding registration of contractors. Verification of compliance with this requirement shall be by means of Stellenbosch Municipality's Supplier Database;
 - (g) Whose tax status are non-compliant and cannot be verified with the South African Revenue Services (SARS) certifying that the taxes of the bidder are in order or that suitable arrangements have been made with SARS; and
 - (h) Who fails to comply with any applicable Bargaining Council agreement.
- (5) Bids shall be evaluated according to the following as applicable –
- (i) Bid price (corrected if applicable and brought to a comparative level where necessary);
 - (ii) The unit rates and prices;
 - (iii) The bidder's ability to fulfil its obligations in terms of the bid documents;
 - (iv) Any qualifications to the bid;
 - (v) The bid ranking obtained in respect of Preferential Procurement as required by Stellenbosch Municipality's Preferential Procurement Policy;
 - (vi) The financial standing of the bidder, including its ability to furnish the required institutional guarantee, where applicable; and
 - (vii) Any other criteria specified in the bid documents.
- (6) The Bid Evaluation Committee shall check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrears.
- (7) The evaluation of bids on an equitable basis may be considered during the evaluation process.
- (8) Additional information or clarification of bids may be called for if required.
- (9) Alternative bids may be considered, provided that a bid free of qualifications and strictly in accordance with the bid documents is also submitted. Stellenbosch Municipality shall not be bound to consider alternative bids. The alternative offer is to be submitted with the main offer together with a schedule that compares the specifications of the bid documents with the alternative offer.
- (10) If a bidder requests in writing, after the closing of bids, that his/her bid be withdrawn, then such a request may be considered and reported in the bid evaluation report.

- (11) If, after bids have been brought to a comparative level, two or more scores equal total adjudication points, regulation 11(5) of the Preferential Procurement Regulations of 2017 will apply.
- (12) If two or more bids are equal in all respects after applying regulation 11(5), the Bid Evaluation Committee shall draw lots to decide on the recommendation for award.
- (13) All disclosures of conflict of interest shall be considered by the Bid Evaluation Committee and if the conflict of interest is of a material nature, this shall be reported to the Bid Adjudication Committee.
- (14) The relevant User Department in consultation with the SCM Unit may, before the bid is considered by the Bid Evaluation Committee, provide a reasonable opportunity to a bidder who made an innocent error and / or omission in their bid document, to correct the innocent error and / or omission, provided that such opportunity will not unduly prejudice any of the other bidders.
- (15) In an event as described in sub-paragraph 14, bidders shall be afforded a minimum of two (2) working days up to a maximum of five (5) working days (in consultation with the relevant User Department or the Manager: Supply Chain Management) from time of notification to correct such innocent errors and / or omissions. If no response is received from such bidders at the deadline the bid may be deemed to be non-responsive.

29. BID ADJUDICATION COMMITTEES

- (1) A Bid Adjudication Committee must –
 - (a) Consider the report and recommendations of the Bid Evaluation Committee; and
 - (b) Either –
 - (i) Depending on its delegations, make a final award or a recommendation to the Accounting Officer to make the final award; or
 - (ii) Make another recommendation to the Accounting Officer how to proceed with the relevant procurement.
- (2) A Bid Adjudication Committee must consist of at least four senior managers of the Stellenbosch Municipality, which must include –
 - (a) The Chief Financial Officer or, if the Chief Financial Officer is not available, another manager in the budget and treasury office reporting directly to the Chief Financial Officer and designated by the Chief Financial Officer;
 - (b) At least one senior supply chain management practitioner who is an official of the Stellenbosch Municipality; and
 - (c) A technical expert in the relevant field who is an official, if such an expert exists.
- (3) The Accounting Officer must appoint the chairperson of the committee. If the

chairperson is absent from a meeting, the members of the committee who are present must elect one of them to preside at the meeting.

- (4) Neither a member of a Bid Evaluation Committee, nor an advisor or person assisting the evaluation committee, may be a member of a Bid Adjudication Committee.
 - (a) If the 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 in arrears; and
 - (ii) Notify the Accounting Officer.
 - (b) The Accounting Officer may –
 - (i) After due consideration of the reasons for the deviation, ratify or reject the decision of the Bid Adjudication Committee referred to in paragraph (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.
- (6) The Accounting Officer may at any stage of a bidding process, refer any recommendation made by the evaluation committee or the adjudication committee back to that committee for reconsideration of the recommendation.
- (7) The Accounting Officer must comply with section 114 of the Act within 10 working days

30. PROCUREMENT OF BANKING SERVICES

- (1) A contract for banking services –
 - (a) Must be procured through competitive bids;
 - (b) Must be consistent with section 7 or 85 of the Act; and
 - (c) May not be for a period of more than five years at a time.
- (2) The process for procuring a contract for banking services must commence at least nine months before the end of an existing contract.
- (3) The closure date for the submission of bids may not be less than 60 days from the date on which the advertisement is placed in a newspaper in terms of paragraph 22(1). Bids must be restricted to banks registered in terms of the Banks Act, 1990 (Act No. 94 of 1990).

31. PROCUREMENT OF IT RELATED GOODS OR SERVICES

- (1) The Accounting Officer may request the State Information Technology Agency

(SITA) to assist with the acquisition of IT related goods or services through a competitive bidding process.

- (2) Both parties must enter into a written agreement to regulate the services rendered by and the payments to be made to SITA.
- (3) The Accounting Officer must notify SITA together with a motivation of the IT needs if –
 - (a) The transaction value of IT related goods or services required in any financial year will exceed R 50 million (VAT included); or
 - (b) The transaction value of a contract to be procured whether for one or more years exceeds R 50 million (VAT included).
- (4) If SITA's comments on the submission and the Stellenbosch Municipality disagree with such comments, the comments and the reasons for rejecting or not following such comments must be submitted to the council, the National

Treasury, the relevant provincial treasury and the Auditor General.

32. PROCUREMENT OF GOODS AND SERVICES UNDER CONTRACTS SECURED BY OTHER ORGANS OF STATE

- (1) The Accounting Officer may procure goods or services under a contract secured by another organ of state, but only if –
 - (a) The contract has been secured by that other organ of state by means of a competitive bidding process applicable to that organ of state;
 - (b) There is no reason to believe that such contract was not validly procured;
 - (c) There are demonstrable discounts or benefits to do so; and
 - (d) That other organ of state and the provider has consented to such procurement in writing.
- (2) Subparagraphs (1)(c) and (d) do not apply if –
 - (a) A municipal entity procures goods or services through a contract secured by its parent municipality; or
 - (b) A municipality procures goods or services through a contract secured by a municipal entity of which it is the parent municipality.
- (3) If paragraph (1) is complied with, Stellenbosch Municipality must request at least the following documents from the relevant organ of state and service provider as referred to under subparagraph (1)(d) –
 - (a) A written declaration confirming –
 - (i) That the organ of state followed a competitive bidding process applicable to it;
 - (ii) That the organ of state has no reason to believe that the contract was not validly procured by itself;
 - (iii) That the organ of state evaluated the bid in terms of price and

BBBEE and if applicable, in terms of functionality or quality, and concluded that the bid(s) that were accepted were in all aspects the best compliant and respective bid(s); and

- (iv) That the organ of state gives formal written permission to
Stellenbosch Municipality to procure goods and / or services from the approved bid(s) as accepted by the organ of state;
 - (b) Agenda and minutes of the organ of state's Bid Evaluation Committee at which the specific bid was evaluated;
 - (c) Agenda and minutes of the organ of state's Bid Adjudication Committee at which the bid was awarded or the approval of the Accounting Officer of that organ of state who approved the bid;
 - (d) A copy of the successful bidder(s) bid submissions; and
 - (e) Written consent from the service provider.
- (4) If Stellenbosch Municipality should enter into a contract secured by other organs of state, it shall enter into a contract with the successful bidder(s) on the same terms and conditions as accepted by the relevant organ of state.
 - (5) Contracts entered into by Stellenbosch Municipality under paragraph (4) shall not be deemed to be a deviation from the official procurement processes.
 - (6) The Accounting Officer shall report to Council on a monthly basis all contracts entered into in terms of paragraph (4) above.

33. PROCUREMENT OF GOODS NECESSITATING SPECIAL SAFETY ARRANGEMENTS

- (1) The acquisition and storage of goods in bulk (other than water), which necessitate special safety arrangements, including gasses and fuel, should be avoided wherever possible.
- (2) Where the storage of goods in bulk is justified, such justification must be based on sound reasons, including the total cost of ownership, cost advantages and environmental impact and must be approved by the Accounting Officer.

34. PROUDLY SA CAMPAIGN

- (1) Stellenbosch Municipality supports the Proudly SA Campaign to the extent that, all things being equal, preference is given to procuring local goods and services from –
 - (a) Firstly: Suppliers and businesses within the municipality or district;
 - (b) Secondly: Suppliers and businesses within the relevant province; and
 - (c) Thirdly: Suppliers and businesses within the Republic.

35. APPOINTMENT OF CONSULTANTS

- (1) The Accounting Officer may procure consulting services provided that any Treasury guidelines in respect of consulting services, Construction Industry Development Board guidelines and Council's Cost-Containment Policy in respect of services related to the built environment and construction works are taken into account when such procurements are made.

- (2) Consultancy services must be procured through competitive bids if –
 - (a) The value of the contract exceeds R 200,000 (VAT included); or
 - (b) The duration period of the contract exceeds one year.
- (3) In addition to any requirements prescribed by this policy for competitive bids, bidders must furnish particulars of –
 - (a) All consultancy services provided to an organ of state in the last five years; and
 - (b) Any similar consultancy services provided to an organ of state in the last five years.
- (4) The Accounting Officer must 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 Stellenbosch Municipality.
- (5) Where the estimated value of fees is less than R 200,000 and the duration of the appointment is less than one year, any National Treasury and, where applicable, Construction Industry Development Board guidelines in respect of consulting services are taken into account.

36. DEVIATION FROM AND RATIFICATION OF MINOR BREACHES OF PROCUREMENT PROCESSES

- (1) The Accounting Officer may –
 - (a) Dispense with the official procurement processes established by this Policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –
 - (i) In an emergency (as per definition);
 - (ii) If such goods or services are produced or available from a single source or sole provider only (as per definition);
 - (iii) For the acquisition of special works of art or historical objects where specifications are difficult to compile;
 - (iv) Acquisition of animals for zoos and/or nature and game reserves; or
 - (v) In any other exceptional case where it is impractical or impossible to follow the official procurement processes; and
 - (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.
- (2) The Accounting Officer must record the reasons for any deviations in terms of subparagraphs (1)(a) and (b) of this policy and report them to the next meeting of the council and include as a note to the annual financial statements.
- (3) Subparagraph (2) does not apply to the procurement of goods and services

contemplated in paragraph 11(2) of this policy.

37. UNSOLICITED BIDS

- (1) In accordance with section 113 of the Act there is no obligation to consider unsolicited bids received outside a normal bidding process.
- (2) The Accounting Officer may decide in terms of section 113(2) of the Act to consider an unsolicited bid, only if –
 - (a) The product or service offered in terms of the bid is a demonstrably or proven unique innovative concept;
 - (b) The product or service will be exceptionally beneficial to, or have exceptional cost advantages;
 - (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.
- (3) If the Accounting Officer decides to consider an unsolicited bid that complies with subparagraph (2) of this policy, the decision must be made public in accordance with section 21A of the Municipal Systems Act, together with –
 - (a) Reasons as to why the bid should not be open to other competitors;
 - (b) An explanation of the potential benefits if the unsolicited bid were accepted; and
 - (c) An invitation to the public or other potential suppliers to submit their comments within 30 days of the notice.
- (4) The Accounting Officer must submit all written comments received pursuant to subparagraph (3), including any responses from the unsolicited bidder, to the National Treasury and the relevant provincial treasury for comment.
- (5) The adjudication committee must consider the unsolicited bid and may award the bid or make a recommendation to the Accounting Officer, depending on its delegations.
- (6) A meeting of the adjudication committee to consider an unsolicited bid must be open to the public.
- (7) When considering the matter, the adjudication committee must take into account –
 - (a) Any comments submitted by the public; and
 - (b) Any written comments and recommendations of the National Treasury or the relevant provincial treasury.
- (8) If any recommendations of the National Treasury or provincial treasury are rejected or not followed, the Accounting Officer must submit to the Auditor General, the relevant provincial treasury and the National Treasury the reasons for rejecting or not following those recommendations.
- (9) Such submission must be made within seven days after the decision on the award of

the unsolicited bid is taken, but no contract committing the

Stellenbosch Municipality to the bid may be entered into or signed within 30 days of the submission.

38. COMBATING OF ABUSE OF SUPPLY CHAIN MANAGEMENT SYSTEM

- (1) The Accounting Officer must –
 - (a) Take all reasonable steps to prevent abuse of the supply chain management system;
 - (b) Investigate any allegations against an official or other role player of fraud, corruption, favouritism, unfair or irregular practices or failure to comply with this 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;
 - (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;
 - (d) Reject any bid from a bidder –
 - (i) If any municipal rates and taxes or municipal service charges owed by that bidder or any of its directors to the Stellenbosch Municipality or to any other municipality or municipal entity, are in arrears for more than three months; or
 - (ii) Who during the last five years has failed to perform satisfactorily on a previous contract with the Stellenbosch Municipality or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
 - (e) Reject a recommendation for the award of a contract if the recommended bidder or any of its directors, or trust or its trustees has committed a corrupt or fraudulent act in competing for the particular contract;
 - (f) Cancel a contract awarded to a person if –
 - (i) The person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or
 - (ii) 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; and
 - (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 Stellenbosch Municipality or has committed any improper conduct in relation to such system;

- (ii) Has been convicted for fraud or corruption during the past five years;
 - (iii) Has wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - (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).
- (2) The Accounting Officer must inform the National Treasury and relevant provincial treasury in writing of any actions taken in terms of subparagraphs (1)(b)(ii), (e) or (f) of this Policy.

PART 3: LOGISTICS, DISPOSAL, RISK AND PERFORMANCE MANAGEMENT

39. LOGISTICS MANAGEMENT

- (1) The Accounting Officer must establish and implement an effective system of logistics management, which must include –
- (a) The monitoring of spending patterns on types or classes of goods and services incorporating, where practical, the coding of items to ensure that each item has a unique number;
 - (b) The setting of inventory levels that includes minimum and maximum levels and lead times wherever goods are placed in stock;
 - (c) The placing of manual or electronic orders for all acquisitions other than those from petty cash;
 - (d) Before payment is approved, certification by the responsible officer that the goods and services are received or rendered on time and is in accordance with the order, the general conditions of contract and specifications where applicable and that the price charged is as quoted in terms of a contract;
 - (e) Appropriate standards of internal control and warehouse management to ensure that goods placed in stores are secure and only used for the purpose for which they were purchased;
 - (f) Regular checking to ensure that all assets including official vehicles are properly managed, appropriately maintained and only used for official purposes; and
 - (g) Monitoring and review of the supply vendor performance to ensure compliance with specifications and contract conditions for particular goods or services.

40. DISPOSAL MANAGEMENT

- (1) A supply chain management 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 and 90 of the Act
- (2) A supply chain management policy must specify the ways in which assets may be

disposed of, including –

- (a) Transferring the asset to another organ of state in terms of a provision of the Act enabling the transfer of assets;
 - (b) Transferring the asset to another organ of state at market related value or, when appropriate, free of charge;
 - (c) Selling the asset; and
 - (d) Destroying the asset.
- (3) The Accounting Officer must ensure that –
- (a) Immovable property is sold only at market related prices except when the public interest or the plight of the poor demands otherwise;
 - (b) Movable assets are sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous, except when the public interest or the plight of the poor demands otherwise;
 - (c) Firearms are not sold or donated to any person or institution within or outside the Republic unless approved by the National Conventional Arms Control Committee;
 - (d) Immovable property is let at market related rates except when the public interest or the plight of the poor demands otherwise;
 - (e) All fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed;
 - (f) Where assets are traded in for other assets, the highest possible trade-in price is negotiated; and
 - (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.
- (4) All matters relating to the alienation of movable and immovable assets shall be dealt with in terms of Council's Asset Transfer Policy and the Asset Transfer Regulations, 2008 and Council's adopted Immovable Assets Policy.
- (5) Notwithstanding the provisions of paragraph 3 hereof, the following statutory powers of Stellenbosch Council in respect of the alienation of immovable property, are reserved to be exercised by Council –
- (a) To decide on reasonable grounds that an asset is not needed to provide the minimum level of basic municipal services; and
 - (b) To considered the fair market value of the asset and the economic and community value to be received in exchange for the asset, and
- (6) Notwithstanding sub-paragraph (3)(b) & (g) above, the Accounting Officer must determine the most advantageous way for the disposal or letting of movable capital assets, i.e. written price quotations, competitive bidding, or auction, except when public interest or the plight of the poor demands otherwise.

- (7) The Accounting Officer is hereby authorized to dispose of movable capital assets:
- (8)
 - (a) Up to a value of R 2 000 000.00
 - (b) Up to a value of R1 000 000.00 (CFO and BAC Members)

41. RISK MANAGEMENT

- (1) The criteria for an effective risk management strategy within supply chain management system, should include the identification, consideration and avoidance of potential risks.
- (2) Risk management should include –
 - (a) The identification of risks on a case-by-case basis;
 - (b) The allocation of risks to the party best suited to manage such risks;
 - (c) Acceptance of the cost of the risk where the cost of transferring the risk is greater than that of retaining it;
 - (d) The management of risks in a pro-active manner and the provision of adequate cover for residual risks; and
 - (e) The assignment of relative risks to the contracting parties through clear and unambiguous contract documentation.

42. PERFORMANCE MANAGEMENT

- (1) The Accounting Officer must establish and implement an internal monitoring system in order to determine, on the basis of a retrospective analysis, whether the authorised supply chain management processes were followed and whether the objectives of this Policy were achieved. The retrospective analysis will link to the regulatory reports and submissions on the implementation of the supply chain management policy to the delegated authorities as prescribed in terms of supply chain management regulations and the delegation system of council, as amended from time to time.

PART 4: OTHER MATTERS

43. PROHIBITION ON AWARDS TO PERSONS WHOSE TAX MATTERS ARE NOT IN ORDER

- (1) No award above R 30,000 (including VAT) may be made in terms of this Policy to a person whose tax matters have not been declared by the South African Revenue Service to be in order.
- (2) Before making an award to a person the Accounting Officer must first check with SARS whether that person's tax matters are in order.
- (3) If SARS does not respond within 7 days such person's tax matters may for purposes of subparagraph (1) be presumed to be in order.
- (4) Where the recommended bidder is not tax compliant on the date of award, the bidder should be notified of the non-compliant status and be requested to submit written proof of tax compliance from SARS within 7 working days from the date of award. The proof of tax compliance submitted by the bidder must be verified by the Municipality. The Municipality will reject a bid submitted by the bidder if such bidder fails to provide proof of tax compliance within the timeframe as set out in this subparagraph.

44. PROHIBITION ON AWARDS TO PERSONS IN THE SERVICE OF THE STATE

- (1) Irrespective of the procurement process followed, no award may be made to a person in terms of this Policy –
 - (a) Who is in the service of the state;
 - (b) If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or
 - (c) A person who is an advisor or consultant contracted with the Stellenbosch Municipality.

45. AWARDS TO CLOSE FAMILY MEMBERS OF PERSONS IN THE SERVICE OF THE STATE

- (1) The Accounting Officer must ensure that the notes to the annual financial statements disclose particulars of any award of more than R 2,000 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.

46. ETHICAL STANDARDS

- (1) A code of ethical standards as set out in [subparagraph (2) / the “National Treasury’s code of conduct for supply chain management practitioners and other role players involved in supply chain management, which also include all other municipal officials not involved in supply chain management system”] is hereby established for municipal officials and other role players in the supply chain management system of the Stellenbosch Municipality in order to promote-
 - (a) Mutual trust and respect; and
 - (b) An environment where business can be conducted with integrity and in a fair and reasonable manner.

- (2) A municipal official or other role player involved in the implementation of this Policy–
 - (a) Must treat all providers and potential providers equitably;
 - (b) May not use his or her position for private gain or to improperly benefit another person;
 - (c) May not accept any reward, gift, favour, hospitality or other benefit directly or indirectly, including to any close family member, partner or associate of that person, of a value more than R 350;
 - (d) Notwithstanding subparagraph (2)(c), must declare to the Accounting Officer details of any reward, gift, favour, hospitality or other benefit promised, offered or granted to that person or to any close family member, partner or associate of that person;
 - (e) Must declare to the Accounting Officer details of any private or business interest which that person, or any close family member, partner or associate, may have in any proposed procurement or disposal process of, or in any award of a contract by, the Stellenbosch Municipality;
 - (f) Must immediately withdraw from participating in any manner whatsoever in a procurement or disposal process or in the award of a contract in which that person, or any close family member, partner or associate, has any private or business interest;
 - (g) Must be scrupulous in his or her use of property belonging to Stellenbosch Municipality;
 - (h) Must assist the Accounting Officer in combating fraud, corruption, favouritism and unfair and irregular practices in the supply chain management system; and
 - (i) Must report to the Accounting Officer any alleged irregular conduct in the supply chain management system which that person may become aware of, including –
 - (i) Any alleged fraud, corruption, favouritism or unfair conduct;
 - (ii) Any alleged contravention of paragraph 47(1) of this Policy; or
 - (iii) Any alleged breach of this code of ethical standards.

- (3) Declarations in terms of subparagraphs (2)(d) and (e) –
 - (a) Must be recorded in a register, which the Accounting Officer must keep for this purpose; and
 - (b) By the Accounting Officer must be made to the Executive Mayor of the municipality who must ensure that such declarations are recorded in the register.
- (4) The National Treasury's code of conduct and Schedule 2 of the Systems Act must be adhered to by supply chain management practitioners and other role players involved in supply chain management.
- (5) A breach of the code of ethics must be dealt with as follows –
 - (a) In the case of an employee, in terms of the disciplinary procedures of the Stellenbosch Municipality envisaged in section 67(1)(h) of the Municipal Systems Act;
 - (b) In the case a role player who is not an employee, through other appropriate means in recognition of the severity of the breach;
 - (c) In all cases, financial misconduct must be dealt with in terms of chapter 15 of the Act; and
 - (d) All cases of non-compliance to this Policy should be reported to the Accounting Officer.

47. INDUCEMENTS, REWARDS, GIFTS AND FAVOURS TO MUNICIPALITIES, OFFICIALS AND OTHER ROLE PLAYERS

- (1) No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed or to be disposed of may either directly or through a representative or intermediary promise, offer or grant –
 - (a) Any inducement or reward to the Stellenbosch Municipality for or in connection with the award of a contract; or
 - (b) Any reward, gift, favour or hospitality to –
 - (i) Any official; or
 - (ii) Any other role player involved in the implementation of this Policy.
- (2) The Accounting Officer must promptly report any alleged contravention of subparagraph (1) to the National Treasury for considering whether the offending person, and any representative or intermediary 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.
- (3) Subparagraph (1) does not apply to gifts less than R 350 in value.

48. SPONSORSHIPS

- (1) The Accounting Officer must promptly disclose to the National Treasury and the relevant provincial treasury any sponsorship promised, offered or granted, whether directly or through a representative or intermediary, by any person who is –
 - (a) A provider or prospective provider of goods or services; or
 - (b) A recipient or prospective recipient of goods disposed or to be disposed.

49. OBJECTIONS AND COMPLAINTS

- (1) 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.

50. RESOLUTION OF DISPUTES, OBJECTIONS, COMPLAINTS AND QUERIES

- (1) The Accounting Officer may, if deem so, appoint an independent and impartial person, not directly involved in the supply chain management processes –
 - (a) To assist in the resolution of disputes between the Stellenbosch Municipality and other persons regarding –
 - (i) Any decisions or actions taken in the implementation of the supply chain management system; or
 - (ii) Any matter arising from a contract awarded in the course of the supply chain management system; or
 - (b) To deal with objections, complaints or queries regarding any such decisions or actions or any matters arising from such contract.
- (2) The Accounting Officer, or another official designated by the Accounting Officer, is responsible for assisting the appointed person to perform his or her functions effectively.
- (3) The person appointed should, if appointed –
 - (a) Strive to resolve promptly all disputes, objections, complaints or queries received; and
 - (b) Submit monthly reports to the Accounting Officer on all disputes, objections, complaints or queries received, attended to or resolved.
- (4) A dispute, objection, complaint or query may be referred to the relevant provincial treasury if –
 - (a) The dispute, objection, complaint or query is not resolved within 60 days; or
 - (b) No response is forthcoming within 60 days.
- (5) If the provincial treasury does not or cannot resolve the matter, the dispute, objection, complaint or query may be referred to the National Treasury for resolution.

- (6) This paragraph must not be read as affecting a person's rights to approach a court at any time.

51. CONTRACTS PROVIDING FOR COMPENSATION BASED ON TURNOVER

- (1) If a service provider acts on behalf of a Stellenbosch Municipality to provide any service or act as a collector of fees, service charges or taxes and the compensation payable to the service provider is fixed as an agreed percentage of turnover for the service or the amount collected, the contract between the service provider and the Stellenbosch Municipality must stipulate
- (a) A cap on the compensation payable to the service provider; and
 - (b) That such compensation must be performance based.

52. CONTRACTS HAVING BUDGETARY IMPLICATIONS BEYOND THREE FINANCIAL YEARS

- (1) Stellenbosch Municipality may not enter into any contract that will impose financial obligations beyond the three years covered in the annual budget for that financial year, unless the requirements of Section 33 of the Act have been fully complied with.

53. INCREASE / EXTENSION IN APPROVED CONTRACT SUM / PERIOD

- (1) Any increase and / or extension in the approved contract sum that may become necessary as a result of exceptional circumstances during the contract period must be approved by the appropriate bid committees prior to implementation.
- (2) Contracts may be expanded or varied by not more than 20% of the original contract value for construction related goods, services and/or infrastructure projects and 15% for all other goods and/or services.
- (3) Any expansion or variation in excess of these thresholds as stated under subparagraph (2) must be dealt with in terms of the provisions of section 116(3) of the Act which will be regarded as an amendment of a contract.
- (4) Where community participation has been a part of the project, the community must be advised of the proposed increase and be invited to provide written comment within a minimum period of seven (7) days.

54. RIGHT OF APPEAL

- (1) In terms of Section 62 of the Municipal Systems Act (Act 32 of 2000 as amended), a person whose rights are affected by a decision taken by the Municipality, in terms of a delegated authority, in the implementation of its supply chain management system, may appeal against that decision by giving written notice of the appeal and reasons to the Municipal Manager within 21 days of the date of the notification of the decision.
- (2) Notification of the decision in terms of sub-paragraph 55(1) of this policy must state that any appeal must be submitted in writing to the Municipal Manager and must at least contain the following information:
- (a) The reasons and / or grounds for the appeal;

- (b) The way in which the appellants rights have been affected; and
 - (c) The remedy sought by the appellant.
- (3) No award, where a competitive bidding process was followed, shall be formally implemented until a ruling has been made on any appeal/s received. The Municipal Manager may however grant approval for the implementation of bid awards prior to the conclusion of the appeal process in respect of bids which in his / her opinion are deemed as urgent.
- (4) The Appeal Authority will provide the service provider with copies of the Bid Committee minutes applicable to the specific tender on request within the 21 days period, of the service provider to enable him/her to motivate his/her appeal. Should the service provider request other documentation a PAIA application should be submitted.
- (5) The appeal authority must consider the appeal and confirm, vary or revoke the decision, but no such variation or revocation of a decision may detract from any rights that may have accrued as a result of the decision.

55. NOTIFICATION OF BID DECISIONS

- (1) The successful and unsuccessful bidders shall be notified in writing by the Supply Chain Management once a bid has been accepted.
- (2) The bidders shall, in addition, be advised of the 21 day appeal period in terms of section 62 of the Municipal Systems Act and be notified that no rights will accrue to him / her until the bid is formally accepted in writing.
- (3) Once the 21 day appeal period has lapsed and a decision has been made by the appeal authority, the appellant and the service provider who the tender was initially awarded will be notified in writing of the outcome thereof by the Supply Chain Management.
- (4) Every notification of decision shall be faxed or sent via electronic mail and ordinary mail to the address chosen by the bidder, with a copy of proof of transmission kept for record purposes, or shall be delivered by hand, in which case acknowledgement of receipt must be signed and dated on a copy of such notification to be kept for record purposes.

56. UNSUCCESSFUL BIDDER DEBRIEFING

- (1) The Municipality will offer an unsuccessful bidder debriefing service to unsuccessful bidders upon request.
- (2) During the debriefing unsuccessful bidders will be informed of how their proposal scored against required criteria and obtain comments from the evaluation team on their bid.
- (3) The debriefing should be a positive and constructive experience that explains how bidders can improve future submissions.
- (4) The debriefing is an opportunity for unsuccessful bidders to –
 - (a) Learn more about the procurement and evaluation process in an informal setting;

- (b) Find out how their proposal scored against the required criteria;
 - (c) Hear the overall comments from the evaluation team on their bid; and
 - (d) Gather information on how future submissions may be improved.
- (5) The debriefing is not part of the Supply Chain complaint or appeal process in terms of paragraph 49 or 55 of this Policy.
- (6) The debriefing is not a legal proceeding and no legal representation is permitted at the debriefing session.
- (7) At the debriefing session the unsuccessful bid is not compared to other bids, nor will information be provided to the unsuccessful bidder about other bids.
- (8) In scheduling a bidder's debriefings session upon the request of the unsuccessful bidder, the municipality must –
- (a) Confirm the date and time of the debriefing session in writing;
 - (b) Conduct separate debriefings with each unsuccessful bidder;
 - (c) Ensure that proper minutes are kept of each debriefing session; and
 - (d) Retain all correspondence and documentation relevant to the debriefing session as part of the procurement documentation.
- (9) In conducting bidders' debriefings, the municipality may –
- (a) Provide a general overview of the evaluation process set out in the bid documents;
 - (b) Discuss the strengths and weaknesses of the bidder's submission in relation to the specific evaluation criteria and the bidders evaluated score;
 - (c) Provide suggestions on how the supplier may improve future submissions; and
 - (d) Address specific questions and issues raised by the supplier in relation to their submission.

57. THE SUSPENSION OF SERVICE PROVIDERS FOR POOR PERFORMANCE AND OTHER BREACHES

- (1) Any failure to fulfil the deliverables in line with the contract or service levels constitutes a material breach or poor performance which will result in the termination of the contract and/or sanctions will be imposed in the form of suspension from the database.
- (2) Such sanctions will have variation in the periods of suspension based on the gravity of the breach.
- (3) The municipality must consider imposing following sanctions, subject to sub-clause (2) above:
- a) 6 months for non-declarations of relative/spouse within the municipality;

- b) 12 months for misleading information provided to the municipality; and
- c) 24 months for certain or above a certain threshold value based.
- d) All the above will be applicable based on the gravity of the poor performance and will be analysed on a case by case basis co-ordinated by the Contract Management Section.

58. CONDONATION OF POLICY CONTRAVENTIONS

- (1) Council may condone a contravention in terms of this Policy, provided that such contravention is also not a contravention of the Act or the Municipal Supply Chain Management Regulations, 2005
- (2) Any expenditure relating to such condonation by Council in terms of this Policy, will not constitute irregular expenditure as contemplated under section 1 of the Act.
- (3) Contraventions of the Act relating to supply chain management or the Municipal Supply Chain Management Regulations, 2005 must be dealt with in terms of section 32 and section 170 of the Act.

59. GENERAL

Depending on the ability of Stellenbosch Municipality to implement the content of the Framework for Infrastructure Delivery and Procurement Management, only those parts that are practically implementable will be applied. The proper assessments will be done accordingly.

60 CANCELLATION OF TENDERS

The municipality may, prior to the award of a tender, cancel the tender if:

- 1) Due to changed circumstances, there is no longer a need for the goods or services requested; or
- 2) Funds are no longer available to cover the total envisaged expenditure; or
- 3) No acceptable tenders are received. [If all bids received are rejected, the municipality must review the reasons justifying the rejection and consider making revisions to the specific conditions of contract, design and specifications, scope of the contract, or a combination of these, before inviting new bids]; or
- 4) Due to material irregularities in the tender process. If there are material irregularities that are committed during the tender process such that it renders the entire process unfair, the municipality may cancel the tender process and start afresh.

61 NEGOTIATING A FAIR MARKET RELATED PRICE

- 1) Tender documents must include a condition stating clearly that the award of the tender may be subject to price negotiation with the preferred tenderers.
- 2) The Bid Evaluation Committee may indicate in its report to the Bid Adjudication Committee that based on the evaluation the prices offered are above market related

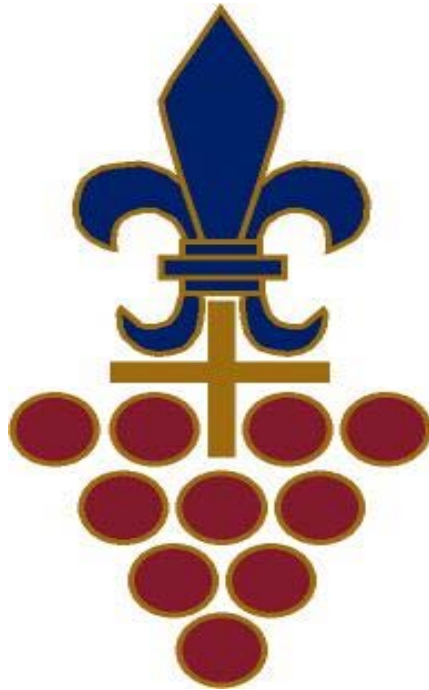
prices after factoring the premium to be paid in terms of the 80/20 or 90/10 preference point system and the findings of an objective market analysis conducted.

- 3) When the Bid Adjudication Committee considers the Evaluation report it must express itself on whether it agrees or disagrees with the Bid Evaluation Committee; if it disagrees, the decision must be recorded and reasons provided as part of the Bid Adjudication Committee report.
- 4) Where the Bid Adjudication Committee agrees with the BEC or on its own assessment is of the view that the tenderer is charging prices higher than the fair market price, the Bid Adjudication Committee may request from the AO/AA or delegated authority to subject the tender to price negotiations with the three preferred tenderers scoring the highest points (from first highest to third highest) before award is made.
- 5) Upon approval to negotiate, the AO/AA or delegated authority must appoint a cross functional negotiation team, with one member appointed to be team leader.
- 6) The negotiating team leader must ensure that all members of the negotiating team are clear on the negotiation strategy and desired outcomes.
- 7) Negotiations must be fair and objective and may not be used to unfairly prejudice the highest scoring / preferred tenderer or any other tenderer.
- 8) Members of the negotiating team must behave ethically at all material times during and after negotiations, may not divulge any information related to negotiations to third parties without prior consent from the accounting officer/ authority.
- 9) All negotiations must be officially closed with a decision communicated and agreed between parties before moving to negotiate with the next preferred tenderer.
- 10) Negotiating;
 - (a) May not allow any preferred tenderer a second or unfair opportunity
 - (b) Is not to the detriment of any other tenderer
 - (c) Does not lead to higher price than the bid as submitted.

62 SHORT TITLE

- (1) This policy is called the Stellenbosch Municipality Supply Chain Management Policy.

STELLENBOSCH MUNICIPALITY



**TRAVEL AND SUBSISTENCY
POLICY**

2023/2024



STELLENBOSCH MUNICIPALITY

TRAVEL AND SUBSISTENCE POLICY

TABLE OF CONTENTS

	PAGE
1. OBJECTIVE	1
2. TRAVEL	1
2.1 RESPONSIBILITIES OF REPRESENTATIVES WHO TRAVEL ON BUSINESS OF THE MUNICIPALITY	1
2.2 AIR TRAVEL	1
2.3 INTERNATIONAL TRAVEL	2
2.4 CAR RENTAL, TRAVEL COSTS AND RATES	3
3. SUBSISTENCE	4
3.1 SUBSISTENCE ALLOWANCE	4
4. ACCOMMODATION	6
4.1 ACCOMMODATION COSTS	6
5. CONFERENCES, MEETINGS AND STUDY TOURS	7
6. TRAVEL AND SUBSISTENCE ALLOWANCES FOR APPLICANTS INVITED FOR INTERVIEWS	8
7. AUTHORISATION	9
7.1 FOR PURPOSES OF IMPLEMENTING THIS POLICY	9
8. COUNCIL DELEGATES	9
9. COMMITTEES ESTABLISHED AS A RESULT OF PRESCIBED LEGISLATION	10
10. AUTHORITY	10
11. TRAVEL AND SUBSISTENCE ALLOWANCE CLAIM FORM	10
12. SHORT TITLE	10

1. OBJECTIVE

It is essential that representatives of this municipality from time-to-time travel in order to establish and maintain links and relationships with other municipalities, government bodies, and other parties, institutions and organizations operating in the sphere of local government. It should also be read together with paragraph 2 of MFMA Circular 82 of 30 March 2016 as well as the Cost Containment Regulations as far as it is applicable to travel and subsistence issues.

This policy sets out the basis for the payment of a subsistence travel allowance, hourly rate when applicable and for the purpose of such official traveling.

In the event of any conflict between a provision of this policy and the Cost Containment Policy, the latter policy shall apply.

2. TRAVEL

2.1 *Responsibilities of Representatives who travel on Business of the Municipality*

- a) Every representative who travels on the business of the municipality must comply with this policy in letter and in spirit.
- b) Representatives who travel on the business of the municipality must take note that their actions, conduct and statements must be in the best interest of the municipality, and they must comply with any specific mandates they have been given.

2.2 **Air Travel**

- a) **The Accounting Officer in respect of all officials or political office bearers and the Executive Mayor in respect of the Accounting Officer only approve the purchase of economy class tickets for air travel.**
- b) All flights by representatives of the municipality shall be in economy class, unless another class of travel is specifically authorized by-
 - (i) the executive committee, with regard to Holders of Public Office and the Municipal Manager, or
 - (ii) The Municipal Manager, with regard to officials and applicants for interviews

2.3 International Travel

- a) International travel for any official or political office bearer can only be approved by the municipal council in a meeting open to the public with a supporting vote of the majority of the members of the municipal council present.

- b) The report to council for approval of international travel must include:
 - (i) A motivation why the international travel is seen as critical and fully setting out the anticipated benefit that the municipality will derive from attending the event, meeting or function;
 - (ii) If international travel to the destination or event was previously undertaken, state what benefits if any derived from the previous attendance;
 - (iii) The full cost of the international travel including travel allowances and visas if applicable to be paid; and
 - (iv) The proposed officials and political office bearers, not exceeding three, to travel and why they have been identified.

- c) The following events will not be considered critical to justify international travel whether the full cost of the travel is paid by another institution or not:
 - (i) Attendance of international sporting events;
 - (ii) Attendance of international social events;
 - (iii) Attendance of international party-political events;
 - (iv) The opening of another country's parliament or any other country's government's celebration events.

- d) The accounting officer or delegated official must ensure that requirements for international travel by officials or political office bearers are not inserted into bid documents, whether it is for inspection of products at source of construction/assembly or for any other reason.

2.4 Car Rental, Travel Costs and rates

- a) Only “A” or “B” category vehicles may be rented, unless it is more cost-effective to hire any other category (for example, when the number of representatives involved could justify the hire of a micro-bus).
- b) Car rental must be approved as part of the travel package before the trip is embarked on. A representative who rents a vehicle whilst traveling on the business of the municipality without having received prior authorization will only be reimbursed for the cost of the vehicle rental if proof of expenditure can be produced and the representative can demonstrate that vehicle rental was reasonably but unexpectedly necessitated by the circumstances.
- c) Parking and toll fee – actual cost will be reimbursed via Petty Cash after the submission of proof of expenditure.
- d) If a representative has to utilize his or her personal motor vehicle, he or she will be reimbursed at the tariffs listed below. The distance to which the reimbursement applies, must be the shortest distance via tarred road between the municipality’s offices and the location where the official business is to be transacted.
 - o Councilors:

Will be reimbursed in terms of the Private Column of Department Transport monthly circulars pertaining to Tariffs for the Use of Motor Transport to a maximum of R4.18 per kilometer.
 - o Officials with vehicle/car allowance:

Will be reimbursed at a flat rate of R4.18 per kilometer where motor vehicles are used and R2.00 per kilometer where motorcycles are used. Where it is possible to fly to a destination, but the official prefers to drive with his own vehicle, the lower value between kilometer claim and a flight ticket will be used as basis for reimbursement.
 - o Officials who are in receipt of an Essential User Transportation Allowance:

Will be reimbursed according to the official Cost Tables contained in the “Essential User Scheme: Transport Allowance” circulars of the South African Local Government Bargaining Council – Western Cape Division applicable.

- o Officials without a car allowance and Members of a Committee: established in terms of applicable legislation, as per the Rate per kilometer fixed by the Minister of Finance under section 8(1) (b) (ii) and (iii) of the Income Tax Act, 1962. If the total number of kilometers for which such reimbursement is received exceeds 8 000 in any tax year, reimbursement for the excess kilometers over 8 000 must be taxed for PAYE purposes. If the cost of any one trip exceeds that of an air ticket, the lesser amount will be paid.

The number of employees travelling to conferences or meetings on official duty for the same matter is limited to three (3) employees, unless otherwise approved in advance by the relevant Director, or Accounting Officer in the case of Directors travelling.

- e) Similar to the above, the number of employees travelling by air to other centers to attend an official engagement on the same matter is also limited to three (3) employees, unless otherwise approved in advance by the relevant Director or Accounting Officer in the case of Directors travelling.
- f) For the purpose of this policy, domestic travel shall mean travel within South Africa, and international travel shall mean travel to any country other than South Africa.
- g) The Accounting Officer will when appropriate determine an hourly rate for the different committees serving Council.
- h) Notwithstanding the above provisions, all employees must make use of shuttle services if the cost of such services is below the cost of hiring a vehicle.

3. SUBSISTENCE

3.1 Subsistence Allowance

- a) A representative may claim a daily subsistence allowance as provided in this policy with the understanding that all authorized personal expenses are covered by the subsistence allowance. No further expenses, with the exception of certain business expenses (see below), may be claimed.
- b) In line with SARS guidelines on Subsistence Allowances and Advances, A daily subsistence allowance will only be applicable where-
 - (i) The representative is obliged to spend at least one night away from his or her usual place of residence on business; R493 per day, or

- (ii) The representative will be on official business for a period exceeding 12 consecutive hours per day, without having to spend a night away from his or her usual place of residence; R152 per day.
- c) A representative of the municipality must claim his or her subsistence allowance, as provided in this policy before embarking on any official trip, with the exception where such claim reaches the creditors section at least three days before the trip; in which case such claim must be submitted after the event. Such a claim must be accompanied by details of the conference or workshop or emailed/faxed invitation.
- d) No subsistence allowance will be paid, and no representative will be entitled to a subsistence allowance, if the trip or travel is not related to the official business of the municipality. All travel on business of the municipality must be approved as such before a representative is entitled to a subsistence allowance.
- e) For the purpose of a subsistence allowance, a representative shall mean-
 - (i) mayor or executive mayor, as the case may be
 - (ii) deputy-mayor
 - (iii) speaker
 - (iv) members of the executive committee or mayoral committee, as the case may be
 - (v) other councilors specifically authorized to represent the municipality on a particular occasion
 - (vi) municipal manager
 - (vii) directors
 - (viii) any other official/representative specifically authorized to represent the municipality on a particular occasion
 - (ix) any official or councilor who is a member of a recognized professional institution and is granted permission to attend meetings and conferences of such institution.
- f) The subsistence allowance of international travel will be the lesser of:
 - (i) an amount equivalent to the rates as determined by SARS, at the beginning of 1 July every year.

Or

 - (ii) US\$190 per day where the exchange rate of ZAR is more than 5:1 in relation to the currency of the destination country; and

- (iii) US\$100 per day where the exchange rate of ZAR is less than, or equal to 5:1 in relation to the currency of the destination country;

4. ACCOMMODATION

4.1 Accommodation Costs

- a) Overnight accommodation may only be booked where the return trip exceeds 500 kilometers.
- b) Notwithstanding the provision in paragraph 4.1(a) overnight accommodation where the return trip is 500 kilometers or less, may be booked where in the view of the Accounting Officer or delegated official the limitation may be impractical and any of the following instances are present:
 - (i) The road or any other conditions could jeopardize the safety, health and security of officials or political office bearers;
 - (ii) The trips are to be undertaken over a number of consecutive days provided that a return trip is in excess of 200 kilometers;
 - (iii) The starting time of the meeting or event would require the official or councilor to leave his/her place of residence before 05h00 in order to be punctual.
 - (iv) Should the circumstances as stated in paragraph 4.1 (b)(i) – (iii) not be applicable, but an official still prefers to sleep over and not travel every day, the relevant director may approve travelling and accommodation expenses to be paid in the following manner:
 - The cost of one return trip at the applicable rates stated in this policy to be claimed and reimbursed to the official, plus
 - The Daily Allowance referred to in paragraph 3.1 (b) (ii) of this policy for every night the official spends away from the workplace to be claimed and paid to the official and
 - Accommodation paid directly to the relevant establishment equal to the monetary value of R4.50 per kilometer, the potential travel claim for every night that officials sleep over instead of travelling. In cases where more than one official was to travel together, the travel claim will be equally divided between the accommodation costs of the respective officials. Any excess accommodation costs must be borne by the official concerned.
- c) Any request for overnight accommodation and/or travel must be motivated on a prescribed form and approved by the municipal manager or delegated official prior to the arrangement for overnight stay or travel.

- d) The actual cost of accommodation will be borne by the municipality, subject to a maximum of 3- to 4-star rating for the accommodation itself in respect of domestic travel. Where such accommodation is available, the rate for a single room will be payable.
- e) If no such accommodation is available, higher rating accommodation can be used subject to the prior approval of the Municipal Manager.
- f) If a representative stays with a relative or friend, no accommodation allowance may be claimed, but the representative may claim a subsistence allowance of R493 per day.
- g) The recoverable cost of accommodation for international travel may not exceed US\$350 per day.
- h) The municipality will at all times firstly consider accommodation where the National Treasury has negotiated discounts for rates as per MFMA circular 97. In the absence of such accommodation or failure to secure space, only then will the municipality consider accommodation outside the "NT negotiated accommodation".
- i) Notwithstanding the provisions of 4 (1) (c), the procurement of all accommodation services will be subjected to the municipality's SCM policy and preferential procurement policy. The written approval in terms of paragraph 4.1(c) must be filed with the relevant supply chain documents for the accommodation booking.

5 CONFERENCES, MEETINGS AND STUDY TOURS

5.1 Applications for conferences, meetings and conferences, both within or outside South African borders, must be done on the prescribed form. Applications for conferences, study tours and similar events must be accompanied by a motivation that takes the under mentioned aspects into account:

- a) The official's or political office bearer's roles and responsibilities and the anticipated benefits of the conference or event;
- b) Whether the conference or event addresses relevant concerns of the institution;
- c) The appropriate number of officials or political office bearers, not exceeding three, attending the conference or event;
- d) The availability of funds to meet expenses related to the conference or event.

5.2 The accounting officer may consider appropriate benchmark costs with other professional bodies or regulatory bodies prior to granting approval for an official to attend a conference or event within and without the borders of South Africa.

- a) Such benchmark costs may not exceed an amount as determined from time to time by the National Treasury through a notice.
- b) The costs exclude costs related to travel, accommodation and related expenses, but include conference or event registration expenses and any other expenses in relation to the conference or event.
- c) When considering costs for conferences or events these may not include items such as laptops, tablets or other similar tokens that are built into the price of such conferences or events.
- d) The accounting officer must grant the approval for officials and in the case of political office bearers and the accounting officer, the mayor for attendance of conferences and events.

5.3 The accounting officer must ensure that meetings and planning sessions that entail the use of municipal funds are, as far as may be practically possible, held in-house.

- a) Municipal or provincial office facilities must be unitized for conference, meeting, strategic planning sessions, *inter alia* where an appropriate venue exists within the municipal jurisdiction.

5.4 The municipality must, where applicable, take advantage of early registration discounts by granting the required approvals to attend the conference, event or study tour, in advance.

6. TRAVEL AND SUBSISTANCE ALLOWANCES FOR APPLICANTS INVITED FOR INTERVIEWS

- (a) If an invited for an interview has to utilize his or her personal motor vehicle he or she will be reimbursed at the same rates as stipulated in paragraph 2.4 (d) of this policy. The actual cost of air travel will be reimbursed subject to the prior approval of the Municipal Manager or the Director Corporate Services.
- (b) Candidates residing outside the boundaries of Stellenbosch municipality will be reimbursed for reasonable costs of travelling as provided for in this policy. Where the distance to travel and interview circumstances is such that a candidate requires accommodation, suitable accommodation may be pre-authorized by the relevant director and the candidate may be reimbursed.
- (c) If a candidate is made an offer of appointment and declines the offer, no reimbursement of costs will be made.
- (d) Where necessary the User Department in consultation with Human Resources will make suitable travelling and accommodation arrangements and provide budget for the costs.

7. AUTHORISATION

7.1 For purposes of implementing this policy

- a) Only the Municipal Manager may authorize any travel to be undertaken by Directors, but provided the expenses to be incurred are on the approved budget of the relevant department. Claims by other officials to be authorized by directors concerned.
- b) Only the Director Strategic and Corporate Services or the Municipal Manager may authorize payments to be made for persons invited for interviews, but provided that the expenses to be incurred are on the approved budget.
- c) Only the Executive Mayor together with the relevant director may authorize any travel to be undertaken by Holders of Public Office, or the municipal manager, but provided that the expenses to be incurred are on the approved budget of the municipality.
- d) Only Directors may authorize any travel to be undertaken by employees in the respective Directorate, but provided that the expenses to be incurred are on the approved budget of the municipality.
- e) As far as is practically possible, authorization for the above must be obtained prior to the occasion by any representative who travels on the business of the municipality.

An invitation to attend a workshop, meeting or related event is not an automatic authorization to attend such workshop or event. The required authorization must still be obtained from the municipal manager or executive mayor, executive committee or director as the case may be.

8. COUNCIL DELEGATES

Council delegates or representatives to any conference, workshop or meeting must ensure that they arrive on time and attend until the conclusion of such event. If any representative fails to do so, the executive mayor or executive committee, the municipal manager or director as the case may be, may recover all allowances and disbursements paid to enable such delegate or representative to attend such event, provided that such delegate or representative is afforded the opportunity to submit reasons for not being able to be present from the commencement to conclusion of such event.

9. COMMITTEES ESTABLISHED AS A RESULT OF PRESCRIBED LEGISLATION

Any committee established as a result of prescriptions in relevant legislation, will for the purposes of application of this policy, qualify for an allowance equal to that paid to Holders of Public Office.

10. AUTHORITY

Any deviation from this policy for whatsoever reason must be authorized by the Municipal Manager and in the case of the Municipal Manager, the Executive Mayor will authorize.

In any instance where a delegate did not attend business as approved in accordance with this policy, any expenditure incurred by the council should be refunded by the representative. All deviations in this regard must be approved by council.

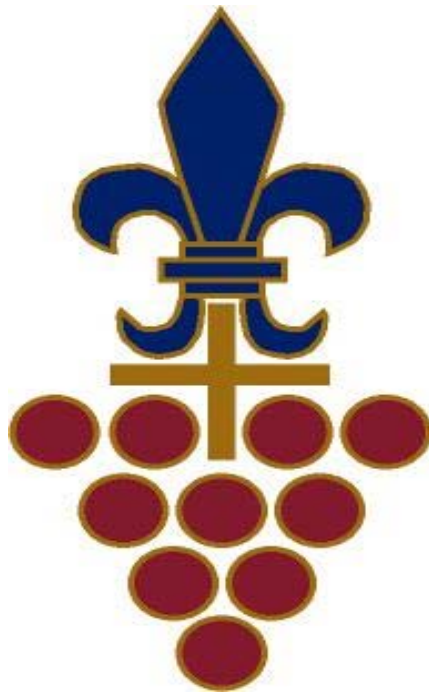
11. TRAVEL AND SUBSISTANCE ALLOWANCE CLAIM FORM

The official Travel and Subsistence Allowance claim form, as prescribed by Chief Financial Officer must be used with regard to Travel and Subsistence Allowance applications. The approved form should reach the creditors office 3 days before the intended day of departure in order for allowances to be paid to the representative timeously.

12. SHORT TITLE

This Policy will be known as the Travel and Subsistence Policy.

STELLENBOSCH MUNICIPALITY



VIREMENT POLICY

2023/2024



STELLENBOSCH MUNICIPALITY

VIREMENT POLICY

Table of Contents

	Page
1. Preamble	3
2. Definitions	3
3. Legislative Framework	5
4. Objective of Policy	5
5. Virement Clarification	5
6. Virement Procedure	5
7. Virement Restrictions	6
8. General Principle	7
9. Accountability	7
10. Annexures	7

1. Preamble

Cognisance taken of the need that may arise to transfer within approved votes due to the change in circumstances and priorities.

2. Definitions

"Approved budget," means an annual budget-

- a) approved by a municipal council, or
- b) includes such an annual budget as revised by an adjustments budget in terms of section 28 of the MFMA;

"Budget transfer" means transfer of funding within a vote subject to limitations.

"Capital budget" means a financial plan catering for large and long-term sums for investment in property, plant and machinery, over a period greater than the period considered under an operating budget.

"Chief Financial Officer" means a person designated in terms of section 80(2) (a) of the MFMA;

"Delegation", in relation to a duty, includes an instruction or request to perform or to assist in performing the duty;

"Financial year" means a twelve months period commencing on 1 July and ending on 30 June each year

"Municipal council" or "council" means the council of a municipality referred to in section 18 of the Municipal Structures Act;

"Municipality"-

- a) when referred to as a corporate body, means a municipality as described in section 2 of the Municipal Systems Act; or
- b) when referred to as a geographic area, means a municipal area determined in terms of the Local Government: Municipal Demarcation Act, 1998 (Act No. 27 of 1998);

"Official", means-

- a) an employee of a municipality or municipal entity;

- b) a person seconded to a municipality or municipal entity to work as a member of the staff of the municipality or municipal entity; or
- c) a person contracted by a municipality or municipal entity to work as a member of the staff of the municipality or municipal entity otherwise than as an employee;

"Operating budget" An operating budget is the annual budget of an activity stated in terms of Budget Classification Code, functional/sub-functional categories and cost accounts. It contains estimates of the total value of resources required for the performance of the operations in terms of revenue and expenditure including reimbursable work or services for others;

"Overspending"-

- a) means causing the operational or capital expenditure incurred by the municipality during a financial year to exceed the total amount appropriated in that year's budget for its operational or capital expenditure, as the case may be;
- b) in relation to a vote, means causing expenditure under the vote to exceed the amount appropriated for that vote; or
- c) in relation to expenditure under section 26 of the MFMA, means causing expenditure under that section to exceed the limits allowed in subsection (5) of this section;

"Virement" refer to the definition of budget transfer

"Vote" means-

- a) one of the main segments into which a budget of a municipality is divided for the appropriation of money for the different departments or functional areas of the
- b) municipality; and
- c) which specifies the total amount that is appropriated for the purposes of the department or functional area concerned.

3. Legislative Framework

Paragraph 4.6 of Circular 51 of the MFMA states that:

“The MFMA and the Municipal Budget and Reporting Regulations seek to move municipalities away from the traditional approach of appropriating/approving budgets by line item. The aim is to give the heads of municipal departments and programmes greater flexibility in managing their budgets. To further facilitate this, each municipality must put in place a council approved virements policy, which should provide clear guidance to managers of when they may shift funds between items, projects, programmes and votes.”

4. Objective of Policy

This policy shall give effect to the requirements and stipulations of the Municipal Finance Management Act and Municipal Budget and Reporting Framework in terms of the Approved budget.

The policy sets out the virement principles and processes which Stellenbosch Municipality will follow during a financial year.

These virements will represent a flexible mechanism to effect budgetary amendments within a municipal financial year.

The policy shall apply to all staff and councillors of the Stellenbosch Municipality that are involved in budget implementation.

5. Virement Clarification

Virement is the process of transferring budgeted funds from one line item number to another, with the recommendation of the relevant Director to the CFO or delegated finance official, to enable the Budget Office to effect the adjustments.

6. Virement Procedure

- a) All virement proposals must be completed on the appropriate documentation and forwarded to the relevant Finance Officer for checking and implementation. (See annexure 1 and 2)

- b) All virements must be signed and supported by the relevant Director of the directorate within which the vote is allocated. (Section 79 MFMA)
- c) Projected cash flows in the SDBIP should be attached to all virement request and be adjusted in line with the virement.
- d) Relevant corroborating documentation must be attached on the virement form to support the transfer.
- e) All documentation must be in order and approved before any expenditure can be committed and incurred.
- f) All virements must be motivated and need to be approved by the CFO or a delegated official after the Director of the department has recommended said transfer. The latter requires that such application reaches the office of the CFO prior to incurring expenditure.
- g) The turnaround time for processing of virements are 72 hours, only if the virement request meets all the necessary requirements.
- h) No virements will be considered if it equates to facilitating fiscal dumping.

7. Virement Restrictions

- a) Virements are not permitted in relation to the revenue side of the budget.
- b) No virements of funds across votes (directorates) will be accommodated during the year; unless within the adjustments budget.
- c) Virements from the capital budget to the operating budget are not permitted.
- d) Virements will not result in adding 'new' projects to the Capital Budget.
- e) Virements of conditional grant funds to purposes outside of that specified in the relevant conditional grant framework will not be permitted.
- f) The budget savings from the following line items (necessary adjustments) may only be considered and transferred by the CFO:

- (i) Employee Related Cost
 - (ii) Remuneration of councillors
 - (iii) Depreciation and asset impairment
 - (iv) Finance Charges (Interest on Loan)
 - (v) Municipal Services Consumption (Water, Electricity, Refuse and Sewerage)
 - (vi) Bulk Purchases (Water and Electricity)
 - (vii) Transfers and subsidies paid
- g) An approved virement does not give expenditure authority outside of what is allowed by Council's Supply Chain Management Policy.

8. General Principle

Virements will only be approved if they facilitate and promote sound risk and financial management.

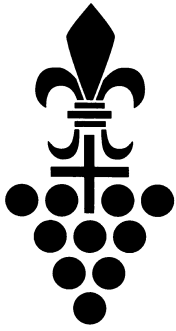
9. Accountability

Accountability to ensure that the virement application forms are completed in accordance with Council's virement policy and are not in conflict with the directorate's strategic objectives manifests with the head of the relevant directorate.

10. Annexures

Annexure 1: Virement Form (Capital and Operating)

Annexure 2: New Creation of Unique Key form



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

TYPE	
CAPITAL	
OPERATING	

BUDGET VIREMENT FORM

TO: FINANCIAL MANAGEMENT SERVICES

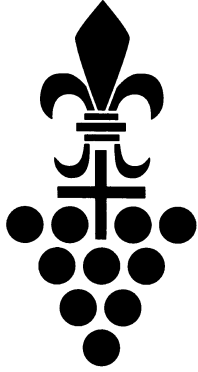
FROM:

DATE:

The following transfers are requested, as per motivation provided.

From Unique Key :	Amount:
Unique Key Description:	
Project Name:	
Funding:	
To Unique Key :	Amount:
Unique Key Description:	
Project Name:	
Funding:	

- 1. Why are additional funds requested ?**
- 2. Is it part of the legislative mandate of the municipality?**
Yes/ No
- 3. Which measures will be implemented to ensure expenditure are managed within the approved budget?**
- 4. Where funds would be transferred from?**
- 5. Reasons why funds are not needed from the transferring Unique Key?**



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

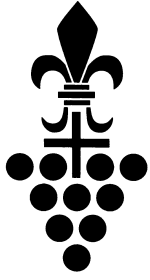
Requested by

Name :

Designation :

Telephone Number :

Supported: Director



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

FOR OFFICAL USE

BUDGET AND COSTING

FUNDS AVAILABLE ON UNIQUE KEY : YES NO
CASHFLOW ATTACHED : YES NO
SUPPORTING DOCUMENTS : YES NO N/A

VERIFIED BY : NAME: _____

SIGNATURE: _____

DATE: _____

COMMENTS: _____

RECOMMEND:

RECOMMENDED BY MANAGER: BUDGET & COSTING : _____

DATE : _____

COMMENTS: _____

APPROVAL

APPROVED BY CHIEF FINANCIAL OFFICER/ : _____
DELEGATED OFFICIAL

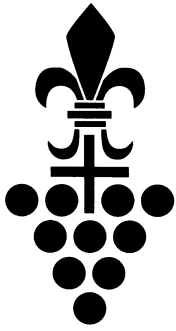
DATE : _____

COMMENTS: _____

PROCESSED BY : NAME: _____

SIGNATURE: _____

DATE: _____



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

CREATION OF UNIQUE KEY FORM

TO: MANAGER: BUDGET OFFICE

FROM:

DATE:

The following information is required:

Directorate :
Department/Section :
OV Code :
Type of Unique Key :
Description of Unique Key :
Project :
Funding :

Detail and motivation for new line item:

Requested by:

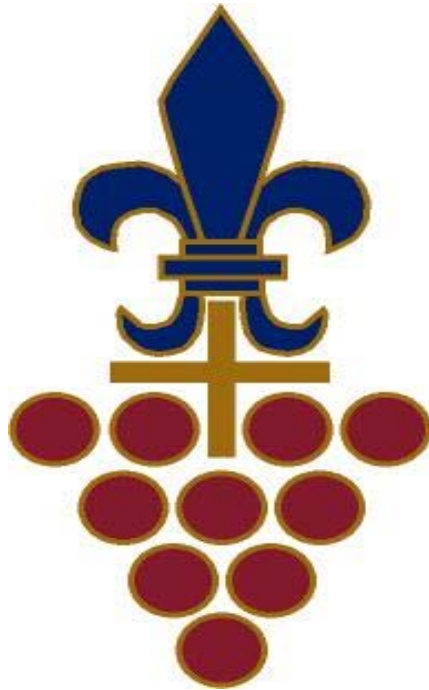
Name :

Designation :

Telephone Number :

Supported: Director

STELLENBOSCH MUNICIPALITY



**WARD ALLOCATION
POLICY**

2023/2024



STELLENBOSCH MUNICIPALITY

WARD ALLOCATION POLICY

TABLE OF CONTENTS

PAGE

1. INTERPRETATION	3
2. INTRODUCTION	4
3. POLICY OBJECTIVE	4
4. STRATEGIC INTENT	5
5. POLICY PARAMETERS	6
6. REGULATORY CONTEXT.....	6
7. ROLE PLAYERS, ROLES AND RESPONSIBILITIES	6
8. CRITERIA FOR THE SELECTION OF PROJECTS	9
9. OWNERSHIP AND ACCOUNTABILITY	11
10. BASIS FOR ALLOCATING WARD ALLOCATION BUDGET	11
11. POOLING OF FUNDS BETWEEN WARDS	11
12. PROJECT SELECTION AND IMPLEMENTATION PROCESS.....	11
13. DEVIATION FROM POLICY	14
14. PROJECT REVIEW.....	14
15. ANNEXURES TO POLICY	15

1. INTERPRETATION

1.1. Acronyms

“IDP”	-	Integrated Development Plan
“SDBIP”	-	Service Delivery and Budget Implementation Plan
“EPWP”	-	Expanded Public Works Programme

1.2. Definitions

“**Capital budget**” is expenditure relating to the purchase, upgrade or refurbishment of a Council asset (property, plant and/or equipment);

“**Town / municipality**” means the Greater Stellenbosch also known as WC024, a local municipality established in terms of section 12 of the Local Government Municipal Structures Act (Act 117 of 1998)

“**Municipal Manager**” means the accounting officer of the municipality of Stellenbosch, appointed in terms of section 54A of the Local Government: Municipal Systems Act (Act No. 32 of 2000) being the head of administration and accounting officer in terms of section 55 of the Local Government: Municipal Systems Act (Act No. 32 of 2000);

“**Council**” means the municipal Council of Stellenbosch Municipality;

“**Councillor**” means a member of the Council of the Stellenbosch Municipality;

“**Lead directorate**” is the directorate whose core business encompasses the ward allocation project, which is the dominant user or beneficiary of the outcome of the ward allocation project and which accepts responsibility and ownership of the ward allocation project;

“**Legacy project**” is a project that is executed in a financial year and of which the benefits to the community continues into the future;

“**User Department**” is the department whose core business encompasses the ward allocation project, which is the dominant user or beneficiary of the outcome of the ward allocation project and which accepts responsibility and ownership of the ward allocation project;

“**Operating budget**” refers to expenditure, other than capital, in respect of Council activities and includes repairs and maintenance of Council assets;

“**Ukey**” refers to a unique numerical key consisting of 7 segments describing the allocation of funds. All budget items must be linked to a Ukey.

“**Veriment**” refers to the administrative process required to request and approve the transfer of funds from one cost centre to another. Apart from

re-allocation of funds through the adjustment budget, transfer of funds can only be done between cost centres within a directorate.

“Ward committee” means a committee that has been established for each ward in terms of section 73 of the Local Government: Municipal Structures Act (Act No. 117 of 1998);

“Ward project” a project identified by the ward councillor in line with the identified IDP needs, in consultation with the ward committee and financed by the ward allocation;

2. INTRODUCTION

The Republic of South Africa Constitution, 1996 requires the Municipality to encourage the public participation of community members and community organizations in the matters of local government. The Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) (“Structures Act”) provides for the establishment of ward committees as formal mechanisms to give effect to this Constitutional obligation. Ward committees play a vital role in bridging the gap between the Community, the Municipality and its Council and also play an important role in:

- a) Enhancing participatory democracy;
- b) Neighbourhood and ward based planning including the encouragement of communities to take charge of their own livelihoods;
- c) Assisting the Municipality in service delivery improvement;
- d) Assisting in the economic empowerment of communities;
- e) Enhancing local democracy and accountability;
- f) Enhancing social cohesion, nation building and integration of communities across class, race, culture

Along with many other responsibilities the Municipality provide support to the Councillors and Ward Committees through the Ward Allocation policy. The policy intends to establish uniform rules and regulations in the identification, planning and implementation of ward projects. It will further encourage accountability and regulate all administrative processes in the execution phases.

3. POLICY OBJECTIVE

3.1. The objective of the Ward Allocations Policy is to create opportunities for Councillors to identify ward projects in line with the identified IDP needs, with the support of their Ward Committees, which would improve the quality of living in all wards. These projects would need to fit into the basket of services of the relevant User Department and must comply with the following:

- 3.1.1. Local Government’s mandate;
- 3.1.2. Council policies;

- 3.1.3. Support the pillars and objectives of the IDP;
 - 3.1.4. Directly benefit the community.
- 3.2. Ward project must be:
- 3.2.1. Additional projects identified by Councillors as identified through the IDP community participation processes,
 - 3.2.2. Supported by the ward committees, and
 - 3.2.3. Approved by Council.
- 3.3. Ward Allocation funds must be utilised in the manner contemplated in sections
- 3.3.1. **7(e)** categorising municipalities according to their system of municipal government. B Municipalities include a ward participatory system which allows for matters of local concern to be dealt with by committees established for wards;
 - 3.3.2. **72 (3)** describing the object of a ward committee as being to enhance participatory democracy in local government; and
 - 3.3.3. **74** describing the powers and functions of ward committees
- of the Local Government: Municipal Structures Act (Act No. 117 of 1998).**

4. STRATEGIC INTENT

The Policy shall be governed by the underlying principle of ensuring that ward allocation projects meet the requirements of the Integrated Development Plan including specific reference to the following:

- 4.1. A **“valley of possibility”** that creates an environment conducive to business development and job creation. To facilitate and coordinate support to emerging entrepreneurs by utilizing internal SCM processes and linking SMME’s with opportunities in the market. To provide, upgrade and maintain an effective engineering infrastructure to support effective service delivery and to ensure the provision of non-motorised transport routes as a functional mode of transport.
- 4.2. A **“green and sustainable valley”** that ensures the management of human use of the biosphere and its resources, enhancing the integrity of the environment as an imperative for long-term sustainability and incorporates bio-diversity into the environment as an imperative for long-term sustainability. A valley that ensures spatial sustainability and facilitate efficient use of all forms of capital available to the Town including human capacity and ability and information management.
- 4.3. A **“safe valley”** where integrated safety strategies with multi-stakeholder engagements are implemented to focus on institutional, situational and social crime prevention interventions that will improve law enforcement and neighbourhood watches.

- 4.4. A “**valley with dignified living**” inclusive of sustainable human settlements, social infrastructure through the involvement and building of capacity of stakeholders in the planning and management of the areas where they live. This includes access to basic services to households.
- 4.5. A “**valley of good governance and compliance**” that ensures transparency and is corruption-free, establishes an efficient and productive administration to prioritise service delivery and ensures financial prudence, with clean audits by the Auditor-General;

5. POLICY PARAMETERS

- 5.1. The provisions of this policy apply to Ward Councillors, Ward Committees and all Directorates and Departments of the municipality;
- 5.2. This policy applies to all programmes and projects within the jurisdiction of Stellenbosch Municipality that are funded through ward allocations and which are approved by Council in accordance with this policy.

6. REGULATORY CONTEXT

This Policy draws its legal mandate from the following laws and relevant policies, as amended from time to time:

- 6.1. Legislation:
 - 6.1.1. The Constitution of the Republic of South Africa, 1996
 - 6.1.2. Local Government: Municipal Systems Act, (Act No. 32 of 2000);
 - 6.1.3. Local Government: Municipal Finance Management Act, (Act No. 56 of 2003);
 - 6.1.4. The Municipal Budget and Reporting Regulations with specific reference to Circular 82 adopted by Stellenbosch Council on 25 May 2016.
- 6.2. Policies and documents
 - 6.2.1. Stellenbosch Municipality: Integrated Development Plan (IDP);
 - 6.2.2. Stellenbosch Municipality: Asset Management Policy;
 - 6.2.3. Stellenbosch Municipality: Supply Chain Management Policy;
 - 6.2.4. Stellenbosch Municipality: Virement Policy

7. ROLE PLAYERS, ROLES AND RESPONSIBILITIES

The relevant role players include, but are not limited to:

- 7.1. The Ward Councillors and members of Ward Committees;
- 7.2. Manager: Councillor Support;
- 7.3. Council support staff;
- 7.4. Directors;
- 7.5. Budget office;

- 7.6. Technical or functional representatives in User Departments;
- 7.7. Ward Administrators; and
- 7.8. IDP Department

Official / Councillor	Role and responsibility
Manager: Councillor Support	<p>Owner and driver of Ward Allocation Policy.</p> <p>Collations of all ward projects.</p> <p>Submission of ward allocation projects for draft budget.</p> <p>Facilitation of meetings with councillors.</p> <p>Manage ward administrators in this process.</p> <p>Monthly and annual collations of all ward-project progress reporting on all ward projects.</p> <p>Elevate problems to MM.</p>
Councillor and Ward Committee	<p>Project identification, development, submission for draft budget inclusion to Manager Councillor Support.</p> <p>Signing of commitment form.</p> <p>Finalization and submission of project plans to lead departments.</p> <p>Attending meetings with lead departments.</p> <p>Identification of IDP link.</p> <p>Identification of beneficiaries.</p> <p>Attendance, overseeing and reporting (incl. pictures) on projects.</p> <p>Return service provider goods/equipment (if applicable).</p> <p>It is important to note that Ward Committees play a supporting and advisory role to the Ward Councillor.</p>
Ward Administrator	<p>Minute keeping of Ward Committee meetings and provision of said minutes relating to project identification to lead departments.</p> <p>Administrative support for the execution of ward projects (communication and arrangements)</p> <p>Administrative and coordinating link between lead department, councillor and community (ie. Transport plans, attendance registers, beneficiary communication, indemnity forms, etc.).</p> <p>Assist with the drawing up of project evaluation reports and submission thereof to lead department.</p> <p>Compilation of photographic portfolio of evidence of completed projects with specific focus on goods and services procured.</p> <p>Asset registers and general asset management of furniture, tools and equipment procured.</p>
Speaker after consultation with the Executive Mayor	<p>Identify the annual strategic intent of ward projects.</p> <p>Verify that the identified projects comply with the mandate of local government,</p> <p>Respond in writing to the Ward Councillor if projects are approved.</p>

	<p>Has the prerogative to refuse funding for projects outside the scope of the policy.</p> <p>Continuously, monitor and evaluate the progress of the Ward projects.</p> <p>Provide advice and support to Ward Councillors where necessary in terms of the Ward Allocation projects.</p> <p>Keep record of all proposals and projects arrange All Wards meetings discussing the projects.</p>
MM	<p>The Municipal Manager as head of the administration is responsible and accountable for tasks and functions as provided for in, but not limited to the Local Government: Municipal Systems Act, No. 32 of 2000, Chapter 8 of the Local Government: Municipal Finance Management Act, No. 56 of 2003, other functions/tasks.</p>
IDP and Public Participation	<p>Identification of needs and priorities in the different wards through a valid public participation process.</p> <p>Provide ward committees and ward councillors with updated lists of community needs and ward priorities.</p> <p>Provide feedback to community on project implementation linked to their needs.</p>
CFO	<p>Submission of recommended projects as part of draft and final budget for council approval.</p> <p>The Finance Directorate with the approval of the Speaker may, depending on the circumstances approve the use of the Ward Allocation for projects outside this framework but within the mandate of the Municipality.</p>
Directors	<p>Ensure implementation ownership of projects at manager level.</p> <p>Recommend projects for inclusion after costing.</p> <p>Authorization of procurement documents.</p> <p>Address elevated problems with lead managers.</p>
User department	<p>Costing of projects.</p> <p>Completion of procurement plans and inclusion of ward projects in implementation planning for the year.</p> <p>Implementation of projects.</p> <p>Procurement of services.</p> <p>Arranging meetings with councillors to guide, and explain process to follow.</p> <p>Communication between procured service provider, Ward Administrator and Ward Councillor.</p> <p>Signing off and submission of invoices.</p> <p>Monthly reporting on overall departmental expenditure for ward projects.</p>
SCM	<p>Procurement of goods and services.</p>

8. CRITERIA FOR THE SELECTION OF PROJECTS

Projects that are to be implemented under the Ward Allocations Policy must comply with the following criteria:

- 8.1 Be within Local Government mandate as defined in legislation.
- 8.3 Be aligned with the objectives and pillars of the Integrated Development Plan and with the approved strategic intent identified by the Speaker.
- 8.4 Comply with all the Policies of Council.
- 8.5 Be informed by the ward based needs of the wards and municipal infrastructure needs that have been –
 - 8.5.1 assessed by the Ward Councillor and Manager Councillor Support, and
 - 8.5.2 reported and supported by the ward committee in accordance with the budget and IDP timelines.
- 8.6 Fall within the core business activity of the Lead Directorate and shall form part of the Lead Directorate's SDBIP.
- 8.7 Preferably be legacy projects that will address a need and be of a sufficient scale to have a significant impact in the ward.
- 8.8 **Not** be projects that directly benefit an individual.
- 8.9 **Not** be projects that benefit a private property – including repairs and maintenance of property not owned by Stellenbosch Municipality.
- 8.10 Projects shall, as far as possible, be completed within the financial year in respect of which they are approved but capital funds may be rolled over to the next financial year at the August Adjustment Budget (MFMA Sec 28 (2) (e) where compelling reasons exist for such roll-over. Funds remaining after the successful completion of projects will be deemed savings and re-allocated to existing approved projects requiring additional funding during the adjustment budget in January of each year.
- 8.11 Projects may cross ward boundaries provided that the relevant ward councillors are in agreement on collaborative planning, funding and implementation of such projects.
- 8.12 The lead directorate must technically evaluate and cost all projects in order to ensure that they are technically feasible, cost effective and comply with budgetary priorities before council considers a project for approval.
- 8.13 Labour intensive approaches shall be developed to maximise EPWP opportunities wherever possible for projects in both the capital and operating

budget components. Councillors should note the timelines for submission of EPWP projects as part of the National EPWP Business Plan. These requirements entail that EPWP project identification must be completed and submitted to the LED Department by March each year.

- 8.14 In the case of projects undertaken on the **capital budget**, the assets created must:
 - 8.14.1 Be on council property that is appropriately zoned and reserved for the lead directorate.
 - 8.14.2 Have a provision for maintenance and operating costs (inclusive of human resources) on the operating budget of the user directorate for subsequent years. These projects must adhere to sections 18 and 19 of the Local Government: Municipal Finance Management Act, (Act no. 56 of 2003) describing the funding sources and requirements for capital projects.
 - 8.14.3 Be placed on the asset register of the user directorate responsible for the facility.
 - 8.14.4 Be adequately insured and secured by the user directorate responsible for the facility.

- 8.15 In the case of projects undertaken on the **operating budget**:
 - 8.16.1
 - 8.14.1. Adequate supervisory control shall be provided by the user directorate.
 - 8.14.2. Projects will be undertaken on council property, except in cases where:
 - 8.14.2.1. A ward hosts a function or event at facilities that are not council owned - subject to adequate supervisory control provided by the relevant user directorate, or
 - 8.14.2.2. A ward funds or supports a local government function (for example; additional law enforcement officers) that is not necessarily performed on council property.
 - 8.14.3. All operational projects will comply with the requirements of National Treasury Circular 82 specifying requirements to be adhered to when providing catering as adopted by Stellenbosch council.
 - 8.14.4. Community events aimed at vulnerable groups must contain an educational component that speaks to the strategic intent as identified by the Speaker.

- 8.15. To contribute to maximum impact through meaningful legacy projects within communities, projects must be limited to **two operational and two capital** projects per ward. (Except for wards consisting of mostly rural areas where council does not own property.)

9. OWNERSHIP AND ACCOUNTABILITY

Directors are responsible for ensuring that all ward allocation projects within their respective directorates are completed during the financial year in respect of the projects approved by Council. Capital funds may be rolled over to the next financial year where compelling reasons exist for such roll-over and after approval has been obtained.

Directors must ensure timeous monthly and annual reporting on constraints and/or progress to the Manager Councillor Support for inclusion in Council documents.

10. BASIS FOR ALLOCATING WARD ALLOCATION BUDGET

10.1. Council **MAY** allocate as part of the municipal annual budgetary process certain funding from the rates accounts towards the Ward Allocations which may be an Operating Budget allocation and/or a Capital Budget allocation. The funding provided for each ward in the municipality must be equal;

10.2. Ward allocation funding might be approved annually as part of the budgeting process with a percentage distribution between capital and operational funding if there is allocation for both capital and operational. All capital projects must be captured on the municipality's capital project identification, planning and prioritization system.

10.3 if funding for ward projects is allocated in the annual budget, formal communication will be circulated to all ward councillors to inform them of the amount allocated to each ward for projects, either for operational or capital or both. This is done after the approval of the budget.

11. POOLING OF FUNDS BETWEEN WARDS

Subject to the clause 8.11 ward allocations may be pooled in order to achieve higher impact and enable legacy projects.

12. PROJECT SELECTION AND IMPLEMENTATION PROCESS

The different stages of selection and implementation are set out hereunder and are subject to the timelines set out in the IDP and Budget Preparation process approved by Council in August of each year. See Ward Allocation SOP for detail and roles and responsibilities. **(ANNEXURE 1) Note that the stages are completed in the preceding financial year to ensure implementation of projects within one financial year.**

ACTION	RESPONSIBLE	TIME LINE
STAGE 1: STRATEGIC INTENT		
Determine and announce strategic intent of all ward projects for the ensuing financial year.	Speaker	July
STAGE 2: INTRODUCTION		
Report submitted at All Wards Meeting containing: 1. Clear strategic intent 2. Timeframes 3. Roles and responsibilities 4. Process 5. Updated ward priorities, ward plans and baseline needs	Manager: Councillor Support supported by 1. Manager IDP 2. Manager Budget Office Representation required from all user departments at meeting.	July
Documentation required for this stage: 1. Minutes of meeting 2. Attendance Register 3. Ward Allocation Policy 4. Updated IDP ward priorities	Manager Councillor Support	July
STAGE 3: WORKSHOP AND CONSULTATION PHASE		
Arrange series of workshops with Ward Councillors and Ward Committees to: 1. Discuss strategic intent, ward priorities, process, timelines and costing of proposed projects 2. Explain the project prioritisation and provide technical information regarding projects. 3. Signing of Commitment Form (ANNEXURE 2)	User Departments through Ward Administrator	July - August
Documentation of meetings containing the following: 1. Minutes 2. Attendance Registers 3. Completed Commitment Forms	Ward Administrator	August
STAGE 4: PROJECT IDENTIFICATION, COSTING AND TECHNICAL REVIEW		
Completed project priority list submitted to user department. (ANNEXURE 3) . This list provides clear indication of projects ward councillors would like to have implemented in order of priority. It will minimize time spent on costing of projects that is lower on the list and that might not be implemented.	Ward Administrator – after decisions taken at ward committee meeting.	September
Costing of projects	User Department	September
Capturing of projects on planning and prioritization system	User Department	September

<p>Documentation required for this stage include:</p> <ol style="list-style-type: none"> 1. All envisaged outcomes of projects in writing by the councillor and ward committees. This does not include technical specifications, but include the following: location, what, when (operational projects), where, target beneficiaries, exactly what the councillor require assistance with, etc. Note the importance of User Departments clearly understanding exactly what the Councillor envisage with the project in order to be able to point out possible practical/technical problems that can be foreseen with implementation. 2. Minutes of meetings between user department and councillors and ward committees, site meetings inclusive of preliminary engagements with budget office on proposed projects. 3. Confirmation from user departments that projects will be finalized within the planned financial year through the submission of project management plans (ANNEXURE 3) to the Manager Councillor Support for collation and submission to Council for approval. 	<p>User Department and Councillor</p>	<p>September</p>
	<p>User Department and Ward Administrator</p>	
	<p>User Department</p>	
STAGE 5: PROJECT APPROVAL AND AUTHORISATION		
<p>Submission of all ward project plans to the Executive Mayor. (ANNEXURE 4)</p>	<p>Manager Council Support</p>	<p>October</p>
<p>Obtain recommendation from Executive Mayor and submit all ward projects to Mayco as part of draft budget.</p>	<p>Manager Council Support via Budget Office</p>	<p>November</p>
<p>Creation and allocation of Ukeys for all ward projects</p>	<p>Budget Office with support from User Departments</p>	<p>November</p>
<p>Council approval of ward project plans as part of draft and final budget.</p>	<p>Council</p>	<p>March and May</p>
<p>Documentation required for this stage include:</p>	<p>Manager Council Support Secretariat</p>	<p>May</p>

1. Completed and signed Ward Project Plans per ward.		
2. Minutes of meetings		
STAGE 6: IMPLEMENTATION		
Monthly reporting on implementation of projects submitted to Manager Council Support	User Department	Monthly starting in July of each financial year.
Collation and monthly reporting on progress to Executive Mayor and Speaker	Manager Council Support	Monthly starting in August of each financial year.
Changes to approved Ward Allocation Projects can be done as part of the adjustment budget following the same processes and approvals as departmental adjustment budget requests. It is important to note that the adjustment budget does not allow for the creation of new projects, but only for the movement of budget between previously approved projects on the existing budget.		

13. DEVIATION FROM POLICY

- 13.1. Deviation from the project selection criteria as listed in section 8 above may be considered by the Municipal Manager on receipt of a written request from the Manager Councillor Support, supported by the User Directorate, detailing the motivation for such a deviation.
- 13.2. The basis of the Municipal Manager's consideration of a deviation shall be whether the deviation would further the Policy Objective as set out in section 3 of the Policy.
- 13.3. The Municipal Manager shall report to Council on the requests received for deviations from the Policy.

14. PROJECT REVIEW

- 14.1. After every financial year there shall be a review of the projects undertaken by the Ward Allocation process. This review will be undertaken by the Manager Councillor Support and reported to the Municipal Manager and Director's Forum. Once supported the reviewed document must be submitted to Council;
- 14.2. The review must cover the following for all the projects undertaken in the municipal area:
 - 14.2.1. Ward number and Ward Councillor name;
 - 14.2.2. List of projects per User Directorate responsible;
 - 14.2.3. Budgeted cost against projects;
 - 14.2.4. Whether the project was completed within the planned time by the User Directorate – if not, reasons must be supplied;
 - 14.2.5. Assessment of project as to whether the original objectives of the project were achieved;
 - 14.2.6. Assessment of projects in terms of quality;

- 14.2.7. Assessment of the sustainability of the projects in terms of maintenance and operating cost;
- 14.2.8. Check list for Asset Register and Insurance;
- 14.2.9. Reason for the under spending of allocated funds in order to reflect savings or over-quoting

15. ANNEXURES TO POLICY

ANNEXURE 1: Ward Allocation SOP

ANNEXURE 2: Ward Allocation Commitment Form

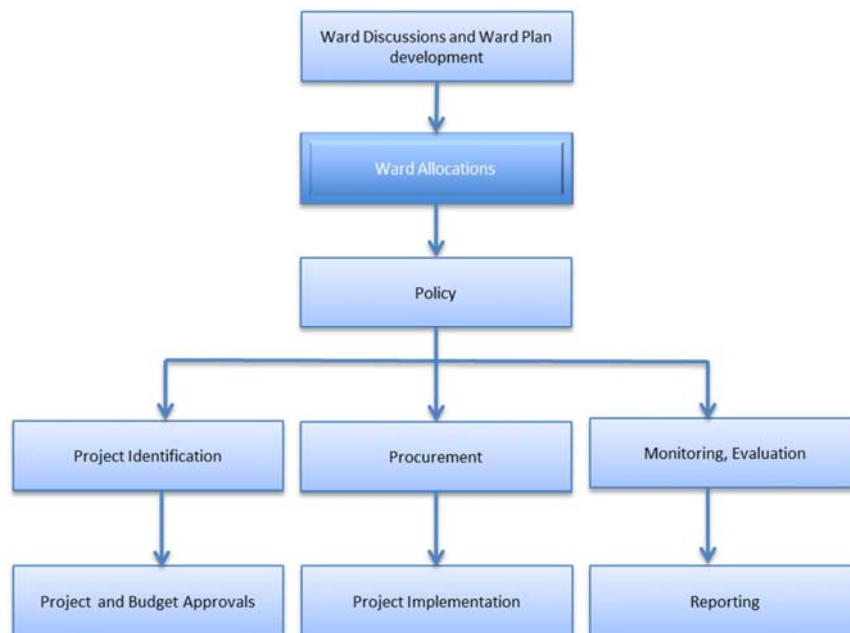
ANNEXURE 3: Ward Allocation Project Plan

ANNEXURE 4: Ward Allocation Project approval budget submission format

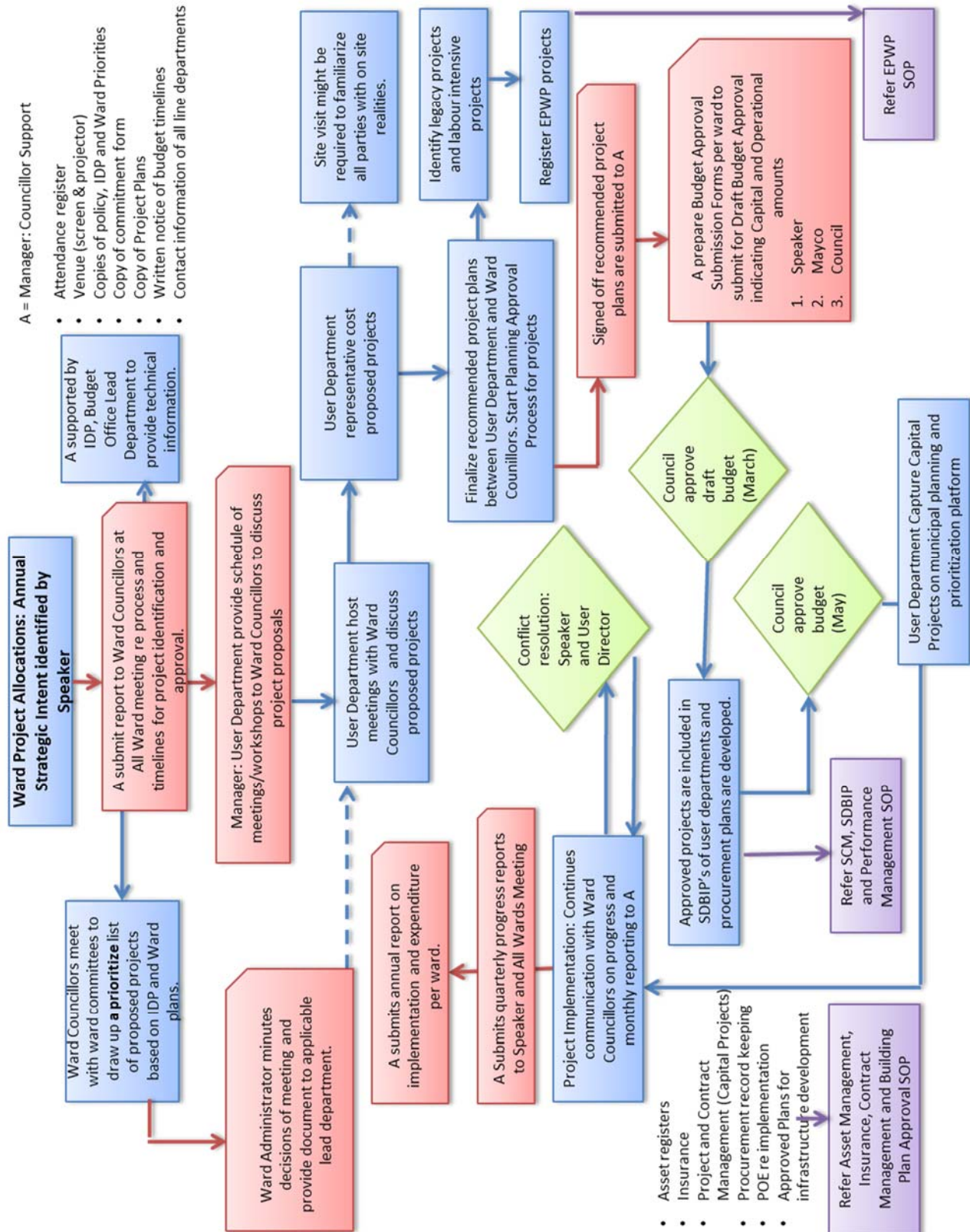
**Stellenbosch Municipality
Standard Operating Procedures**

SOP #		Version #	1.1	Date	2018-10-19
Responsible Directorate	Strategic and Corporate Services	Responsible Person	Manager Councillor Support	Author	Manager Community Development
Delegation ref #		Description/Delegation Name	Determine Operational Procedures		
SOP Title	Ward Allocation Projects and Funding				
Purpose	This SOP explains the process to through which Ward Allocation funds are approved, starting with the identification and costing of projects through to the implementation and reporting on completed ward projects.				
Scope	Council may allocate as part of the municipal annual budgetary process certain funding from the rates accounts towards the Ward Allocations which may be an Operating Budget allocation and/or a Capital Budget allocation. The objective of the Ward Allocations is to create opportunities for the Councillors to identify ward projects, with the support of their Ward Committees, which would uplift their communities. These projects would need to fit into the basket of services of the relevant User Department.				

High Level Process Graph



Standard Operating Procedure Process Flow:



References:

Reference #	Reference Name	Requirements
Act 56 of 2003	Local Government Municipal Finance Management Act	Section 18 and 19: Funding of expenditure and Capital funding. Section 21 (2) a: When preparing a budget the Integrated Development Plan must be taken into account.
Act 32 of 2000	Local Government Municipal Systems Act	Sections 7(e) Ward participatory system which allows for matters of local concern to wards to be dealt with by committees established for wards. Section 72(3) Object of Ward Committees to enhance participatory democracy in local government. Section 74 – Powers and Functions of Ward Committees
National Treasury	Municipal Budget and Reporting Regulations	
Stellenbosch Municipality	Asset Management Policy	Recording and safe keeping of municipal assets. Insurance of municipal assets.
Stellenbosch Municipality	Supply Chain Management Policy	Procurement of goods and services.
Stellenbosch Municipality	EPWP Policy	Registering, management and administration of EPWP projects. Recruitment and selection of beneficiaries.
Stellenbosch Municipality	Integrated Development Plan	Strategic Objectives of Stellenbosch Municipal Services, identification of ward priorities and baseline needs.

Definitions:

Name	Description
Capital budget	is expenditure relating to the purchase, upgrade or refurbishment of a Council asset (property, plant and/or equipment);
Council	means the municipal Council of Stellenbosch Municipality
Councillor	means a ward council member of the Council of the Stellenbosch Municipality
User directorate	is the directorate whose core business encompasses the ward allocation project, which is the dominant user or beneficiary of the outcome of the ward allocation project and which accepts responsibility and ownership of the ward allocation project
Legacy project	is a project that is executed in a financial year and of which the benefits to the community continues into the future
User Department	is the department whose core business encompasses the ward allocation project, which is the dominant user or beneficiary of the outcome of the ward allocation project and which accepts responsibility and ownership of the ward allocation project
Operating budget	refers to expenditure, other than capital, in respect of Council activities and includes repairs and maintenance of Council assets
Ward committee	means a committee that has been established for each ward in terms of section 73 of the Local Government: Municipal Structures Act (Act No. 117 of 1998);
Ward project	a project identified by the ward councillor in consultation with the ward committee and financed by the ward councillor ward allocation
EPWP	Expanded Public Works Programme

Procedure Outline:

Action ref	Procedure Description	Timeframe	Person(s) Responsible	Resources Required	Deliverables	Dependencies	Links to SOP
1.	Stage 1: Strategic Intent Identification and communication	Jul	Speaker		Strategic Intent communicated to Ward Councillors		
2(a)	Stage 2: Report on IDP and budget process and timelines submitted to All Wards meeting.	July	Manager Councillor Support	Information on Budget and IDP Process	All Wards Agenda, minutes and attendance registers.	Reliant on information from Budget and IDP Office. Require attendance of User Department representatives	
2(b)	Stage 3: Ward Committee Meetings	July	Ward Councillor	Stationery	Attendance registers and Minutes of meeting	Availability of committee members and Ward Administrator	
3.	Discussion Workshops between User Departments and Ward Councillors	August	User Department Representative	Functional experience	Minutes of workshops and attendance registers. Annexure 2: Commitment Forms.	Availability of other line departments should projects be across departments. Availability of Ward Committee Meeting minutes.	
4(a)	Stage 4: Costing of projects	September	User Department		Annexure 3: Project prioritization forms. Budget estimations for projects.	Receiving Quotations in time. Detail provided by councilor in draft project plan.	
4(b)	Site visits (if required)	September	User Department	Transport	Detailed sketches		
5(a)	Finalize Project Plans: Ensure appropriate Zoning and Building Plan Approval for CAPEX if required.	September	User Department	OPEX Budget if project require future operational expenditure	Signed Project Plans recommendations	Required approvals received. OPEX	
5(b)	Identify labour intensive projects and register as EPWP projects	September	User Department		EPWP project registered	OPEX to pay stipends	EPWP SOP
5(c)	EPWP Recruitment and Selection Process	April - May	User Department	Approved OPEX	EPWP Employment Contracts	OPEX	EPWP SOP
5(d)	Capture capital projects on municipal identification, planning and prioritization system	September	User Department	Approved CAPEX Access to system	Project register	Approved projects	

6	Submit signed Project Recommendation Plans to Manager: Councillor Support	September	User Department		Signed Ward Allocation Project Plans		
7	Stage 5: Collate recommended Ward Allocation Projects per ward and submit to Executive Mayor	October	Manager: Councillor Support		Ward Allocation Budget Approval Forms for each ward. Annexure 4: Ward Project plans	All User Departments submitting Project Plans on time.	
8	Recommended Ward Allocation Projects included in Draft Budget	Febr	Manager: Budget		Council Agenda	Receipt of all Ward Allocation Project Approval Forms	
9	Approval Draft Budget	March	Council	Funds allocated to Ward Projects	Council Minutes	Council Approval	
10	Assign UKey numbers to all projects	November	Manager: Budget		Detailed departmental budgets		
11	Incorporate projects into departmental SDBIP's	May	Manager: Budget Head: Performance Management		Departmental SDBIP's	Final Council Approval	SDBIP and Performance Management SOP
12	Final Budget Approval	May	Council	Funds allocated to Ward Projects	Approved Budget		
13	Develop Procurement Plans	June	User Departments		Approved Procurement Plans		SCM SOP
14	Stage 6: Project Implementation, including, but not limited to: 1. EPWP management and administration (if applicable) 2. Asset Management and Insurance registration (if applicable) 3. Procurement 4. Meetings with Councillors 5. Contract Management 6. Project Monitoring 7. Monthly progress report submission 8. Record Keeping 9. Dispute resolution	July - June	User Departments User Directors Executive Mayor and Speaker	Approved Orders Staff Capacity Overtime Budgets (OPEX functions) Support from and communication flow between User Departments and Ward Administrators	Orders, Minutes of Meetings, Contract Evaluation Reports, Monthly Progress Reports, EPWP Project Management Reports, Asset and Insurance Registers and, POE's	SCM processes	SCM, Asset Management and Insurance Register SOP Contract Management SOP
15	Combined Ward Allocation Project Implementation Monthly Progress Reports Submission	July - June	Manager Councillor Support		Minutes of Council Meeting	Receipt of Monthly reports from User Departments	

16	Quarterly progress reporting at All Ward Meetings	October, January, April, July	Manager Councillor Support		Quarterly Report	Receipt of Monthly reports from User Departments	
17	Annual Ward Project Implementation Report	June	Manager: Councillor Support	Continues monitoring and evaluation	Council Minutes	Receipt of User Department Monthly Progress Reports	

Competencies and Approvals:

Competency Category	Competency Requirement	Competency Assessment

Health & Safety Considerations:

Name	Description

Applicable Standard Forms/Documents:

Form #	Name	Description
1	Ward Allocation Commitment Form	Confirms commitment of Ward Councillor and responsible User Department regarding implementation of projects aligned with policy requirements.
2	Ward Allocation Project Plan	Provide background information on envisaged projects in order for accurate costing to be done. Completed form serve as recommendation to Council for budget approval per project.
3	Ward Allocation Budget Approval Submission Form	Provide list of recommended projects per ward to Council for approval.
4	Ward Allocation Monthly Report	Monitor, evaluation and reporting on implementation progress along with sustainability and realization of objectives to Council.

Performance Measurement:

KPI	Unit of Measurement	Target/targets
Completed Ward Allocation Project Plans received by Budget Office prior to approval of Draft Budget.	Number of completed Ward Allocation Project Plans received.	Depending on whether the allocation is for operational only / capital only or both
Expenditure on Approved Ward Allocation Projects.	% Expenditure	90%

No	Proposals
1	



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

WARD ALLOCATION PROCESS COMMITMENT FORM

2023/2024 Financial Year

CONTACT INFORMATION			
Ward No:		User Department:	
Councillor:		Official Responsible	
Email:		Email:	
Contact Numbers:		Contact Numbers:	
Ward Administrator:		Ward Committee Member	
Email:		Email:	
Contact Numbers:		Cell:	

(To be completed by Ward Councillor)	(To be completed by User Department)	(To be completed by Ward Councillor)	(To be completed by User Department)
PRIORITY RANKING	UKEY / VOTE	IDENTIFIED PROJECT DESCRIPTION (Indicate IDP / Ward Priority / Baseline need linkage)	PROJECT COSTING
Operational Budget			
Capital Budget			
TOTAL			

This document serves as an agreement between the User Department and the Ward Councillor to commit to costing, planning and implementation of ward allocation projects and the agreed upon timeframes in order to achieve identified outcomes.

User Department Representative:
Name:
Date:

Ward Councillor:
Name:
Date:

I have read and understand the Ward Allocation Policy of Stellenbosch Municipality;

And thus commit as follow:

Nr:	Commitment	Councillor Initial	User Department Initial
1	That I will abide by the prescription of the all policies of Stellenbosch Municipality.		
2	As Ward Councillor, I commit to involve my ward committee members in the written identification of projects all projects will be captured in the minutes of the ward committee meeting and will be supplied to the User Department. The projects will be accompanied by a detailed description of what is envisaged in order to enable the User Department to cost the project accurately.		
3	The projects identified by the ward committee and the Ward Councillor will be prioritised and aligned with the IDP strategic objectives, ward based plans and identified baseline needs.		
4	As Ward Councillor and User Department, we commit to attend all agreed upon meetings and workshop to finalize project plans and ensure that we are prepared for these meetings		
5	We will identify and sign off on all agreed upon ward projects in time for the draft budget approval		
6	The submission for the draft budget will cover the total sum for the ward allocations. No projects will be identified after the approval of the draft budget.		
7	As responsible User Department representative, I commit to cost all identified projects		
8	As Ward Councillor, I understand that projects that have not been approved in the annual budget and included in the SDBIP of the User Department cannot be implemented.		
9	We will utilize the adjustment budget to ensure sufficient funding for approved projects and not identify new projects that are not included in the SDBIP of the User Department.		
10	As Ward Councillor, I commit the active involvement on the day of myself, the ward committee members and ward administrator, should operational funds be earmarked for events.		
11	Should operational funding be utilized for labour intensive projects, I commit to register the project as an EPWP project and abide by the applicable policy. As Ward Councillor, I will not interfere with the recruitment and selection of beneficiaries of the project.		
12	Should capital funding be utilized for the acquisition of moveable assets, all assets will be barcoded and registered on the asset register and insured.		
13	As User Department representative, I will take full responsibility for the procurement processes required for the identified project. I will submit requisitions in time, but cannot take responsibility for the time required by SCM to generate an order.		
14	NO instruction will be given to any service provider without first obtaining a green order slip for said services. Once a service provider has been appointed, changes to the scope of work will not be negotiated with or expected from the service provider.		
15	As User Department representative, I will keep accurate records of all procurements and meetings in order to generate monthly reports.		
16	As Ward Councillor, I will ensure that accurate minutes are kept of ward committee meetings relating to ward projects and that ward administrator will make this freely available to the User Department. I commit the cooperation of the ward administrator with the drawing up of project feedback reports and the taking of photographic evidence.		
17	To protect both the Ward Councillor and User Department representative NO petty cash or direct payments will be allowed as part of ward projects.		
18	All discussions surrounding the ward projects will be followed up with written confirmation of said discussion.		

We agree that ward projects can only be successfully implemented if there is full cooperation between all role-players. Should problems be experienced between the Ward Councillor and the responsible User Department representative, it will be referred to The Speaker and the responsible Director.

By signing this commitment form, I confirm that I have read and understand the content and commit to adhere to all the stipulations.

Signed at _____ on this ____ day of _____ 20_____.

Ward Councillor

User Department Representative



WARD ALLOCATION PROJECT PLAN 20____/20____

(To be completed for submission to the Draft Budget Approval. Complete a separate plan per project.)

FOR COMPLETION BY USER DEPARTMENT REPRESENTATIVE IN CONSULTATION WITH WARD COUNCILLOR					
WARD NUMBER		Valley of Possibility		Linked to the following IDP need/s:	
Operational		Green and Sustainable Valley			
Capital funds		Safe Valley			
Pooling of Funds	Y	N	Valley with Dignified Living		
Pooling with ward:		Valley of Good Governance and Compliance			
Signature of Pooling Ward Councillor/s:					
PROJECT NAME:					
PROJECT OBJECTIVES:					
DESCRIPTION (Please be very specific. What, when, where, how, who. If an operational project and in collaboration with a local organization – specify please.) A site visit might be required for all parties to familiarise themselves with the detail.		What:			
		When:			
		Where:			
		How:			
		Who:			
Is this a labour intensive project?	Y	N	EPWP Registration	Y	N
Confirmed (V Swartz):					
Official responsible for managing EPWP project (contracts and monthly admin):	Name and Surname: Contact Details:			Official Signature:	
If capital project:	Are there operational funds linked to project?		Y	N	UKey:
	Are new assets procured?		Y	N	Location bar code:
Sustainability of Project:	Indicate how sustainability is ensured: Maintenance, ect.				
Confirmation of Ward Committee involvement in identification of project:		Ward Committee Meeting minutes attached:		Y	N

SHARING OF RESPONSIBILITY (Add additional lines if needed):									
What	Description			Who					
Procurement (Detailed specifications to be attached for procurement needs.)									
Public Participation (if required)									
Transport Plan									
FOR COMPLETION BY RESPONSIBLE USER DEPARTMENT									
Procurement process to follow (Please attach departmental project plan to indicate timelines for specifications, adjudication and implementation):				Normal		FQ		Bid	
COSTING (Please attach quotations as estimate. Add additional lines if needed):				Is this a single or multi-year project?			S	M	
Type of budget	Description			UKey		Amount			
Capital Expenditure (If capital project)	Year 1					R			
	Year 2					R			
Operational Expenditure (If Operational proj)	Item 1					R			
	Item 2					R			
	Item 3					R			
TOTAL						R			
OBSTACLES IDENTIFIED FOR IMPLEMENTATION									

Recommended:

Ward Councillor

User Department

Director

Manager Councillor Support Budget Office

Date

Date

Date

Date

Date



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

ANNEXURE 4

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

PROJECT BUDGET APPROVAL SUBMISSION FORM (To be completed by Manager: Council Support)

WARD NO

Councillor Name

Completed Project Plans Received

Yes	No

Capital Budget				
Ukey No	Description	Lead Department	Amount	Pooling with Ward
1				
2				
3				
TOTAL				

Operational Budget				
Ukey No	Description	Lead Department	Amount	Pooling with Ward
1				
2				
3				
TOTAL				

Ward Councillor

Date:

Manager Council Support

Date:

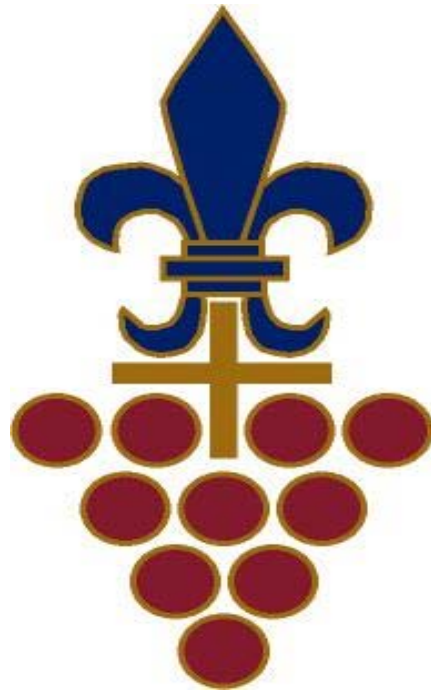
User Director

Date:

Budget Office

Date:

STELLENBOSCH MUNICIPALITY



**ACCOUNTING
POLICY**

2023/2024



STELLENBOSCH MUNICIPALITY

ACCOUNTING POLICY

Table of Contents

	Page
1. Basis of Preparation	3
1.1 Housing development fund	3
1.2 Internal reserves	4
1.3 Significant judgements and sources of estimation uncertainty	5
1.4 Biological assets that form part of an agricultural activity	8
1.5 Investment property	9
1.6 Property, plant and equipment	9
1.7 Intangible assets	14
1.8 Heritage assets	15
1.9 Financial instruments	16
1.10 Leases	23
1.11 Inventories	23
1.12 Landfill site	24
1.14 Employee benefits	28
1.15 Provisions and contingencies	35
1.16 Revenue from exchange transactions	37
1.17 Revenue from non-exchange transactions	40
1.18 Value Added Tax	43
1.19 Cash and cash equivalents	43
1.20 Borrowing costs	46
1.21 Comparative figures	46
1.22 Unauthorised expenditure	46
1.23 Fruitless and wasteful expenditure	46
1.24 Irregular expenditure	46
1.25 Impairment of non-cash-generating assets	47

1.27 Budget information	50
1.28 Events after reporting date	51
2.2 Standards and interpretations issued, but not yet effective	56

1. Basis of Preparation

The annual financial statements have been prepared in accordance with the Standards of Generally Recognised Accounting Practice (GRAP), including any interpretations, guidelines and directives, issued by the Accounting Standards Board in accordance with Section 122(3) of the Municipal Finance Management Act (Act 56 of 2003).

These annual financial statements have been prepared on an accrual basis of accounting and are in accordance with historical cost convention as the basis of measurement, unless specified otherwise. They are presented in South African Rand. All figures are rounded to the nearest Rand.

In the absence of an issued and effective Standard of GRAP, accounting policies for material transactions, events or conditions were developed in accordance with paragraphs 8, 10 and 11 of GRAP 3 as read with Directive 5.

The principal accounting policies adopted in the preparation of these annual financial statements are set out below.

1.1 Going concern assumption

These unaudited annual financial statements have been prepared based on the expectation that the municipality will continue to operate as a going concern for at least the next 12 months.

1.2 Housing development fund

The Housing Development Fund was established in terms of the Housing Act, (Act No. 107 of 1997). Loans from national and provincial government used to finance housing selling schemes undertaken by the municipality were extinguished on 1 April 1998 and transferred to a Housing Development Fund. Housing selling schemes, both complete and in progress as at 1 April 1998, were also transferred to the Housing Development Fund. In terms of the Housing Act, all proceeds from housing developments, which include rental income and sales of houses, must be paid into the Housing Development Fund. Monies standing to the credit of the Housing Development Fund can be used only to finance housing developments within the municipal area subject to the approval of the Provincial MEC responsible for housing.

1.3 Internal reserves

Capital replacement reserve (CRR)

In order to finance the acquisition of infrastructure and other items of property, plant and equipment from internal sources, amounts are transferred from the accumulated surplus/(deficit) to the CRR in terms of the Annual Budget. The cash in the designated CRR bank account can only be utilised to finance items of property, plant and equipment. The CRR is reduced and the accumulated surplus/(deficit) is credited by a corresponding amount when the amounts in the CRR are utilised.

Self-insurance reserve

The municipality has a Self-insurance reserve to set aside amounts to offset potential losses or claims that cannot be insured externally. The balance of the self-insurance fund is invested in short-term investments. Claims are settled by transferring a corresponding amount from the self-insurance reserve to the accumulated surplus.

Accumulated surplus

The accumulated surplus/deficit represent the net difference between the total assets and the total liabilities of the municipality. Any surpluses and deficits realised during a specific financial year are credited/debited against accumulated surplus/deficit. Prior year adjustments, relating to income and expenditure, are debited/credited against accumulated surplus when retrospective adjustments are made.

1.4 Materiality

Material omissions or misstatements of items are material if they could, individually or collectively, influence the decisions or assessments of users made on the basis of the financial statements. Materiality depends on the nature or size of the omission or misstatement judged in the surrounding circumstances. The nature or size of the information item, or a combination of both, could be the determining factor.

Assessing whether an omission or misstatement could influence decisions of users, and so be material, requires consideration of the characteristics of those users. The Framework for the Preparation and Presentation of Financial Statements states that users are assumed to have a reasonable knowledge of government, its activities, accounting and a willingness to study the information with reasonable diligence. Therefore, the assessment takes into account how users with such attributes could reasonably be expected to be influenced in making and evaluating decisions.

1.5 Significant judgements and sources of estimation uncertainty

In preparing the annual financial statements, management is required to make estimates and assumptions that affect the amounts represented in the annual financial statements and related disclosures. Use of available information and the application of judgement is inherent in the formation of estimates. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are insignificant to the annual financial statements are set out below:

Sources of estimation uncertainty

The following are the key assumptions concerning the future, and other key sources of estimation uncertainty at the reporting date, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year:

Revenue recognition

Accounting Policy 1.16 on Revenue from Exchange Transactions and Accounting Policy 1.17 on Revenue from Nonexchange Transactions describes the conditions under which revenue will be recorded by the management of the municipality.

In concluding judgement, management considered the detailed criteria for recognition of revenue as set out in GRAP 9: Revenue from Exchange Transactions and, in particular, whether the municipality, when goods are sold, had transferred to the buyer the significant risks and rewards of ownership of the goods and when services are rendered, whether the service has been rendered. The management of the municipality is satisfied that recognition of the revenue in the current year is appropriate.

Impairment of financial assets

Accounting Policy 1.11: Financial Instruments, referring to the paragraph on impairment of financial assets, describes the process followed to determine the value with which financial assets should be impaired. In making the estimation of the impairment, the management of the municipality considered the detailed criteria of impairment of financial assets as set out in GRAP 104: Financial Instruments - Recognition and Measurement. The management of the municipality is satisfied that impairment of financial assets recorded during the year is appropriate. Details of the impairment loss calculation are provided in the applicable notes to the annual financial statements.

Useful lives of property, plant and equipment and intangible assets

As described in Accounting Policy 1.8 and 1.9 the municipality depreciates its property, plant and equipment and intangible assets over the estimated useful lives of the assets, taking into account the residual values of the assets at the end of their useful life, which is determined when the assets are brought into use. The review of useful life and residual values of assets are only reviewed if one of the indicators of potential review is triggered.

Employee benefit obligations

The municipality obtains actuarial valuations of its employee benefit obligations. The employee benefit obligations of the municipality that were identified are post-retirement health benefit obligations and long-service awards. The estimated liabilities are recorded in accordance with the requirements of GRAP 25. Details of the liabilities and the key assumptions made by the actuaries in estimating the liabilities are provided in the applicable notes to the annual financial statements.

Impairment of non-financial assets

The recoverable amounts of cash-generating units have been determined based on the higher of value-in-use calculations and fair values less costs to sell. These calculations require the use of estimates and assumptions.

The recoverable amounts of individual assets have been determined based on the higher of value-in-use calculations and fair values less costs to sell. These calculations require the use of estimates and assumptions.

It is reasonably possible that the assumptions may change which may then impact our estimations and may then require a material adjustment to the carrying value of tangible assets.

Value in use of cash generating assets

The municipality reviews and tests the carrying value of assets when events or changes in circumstances suggest that the carrying amount may not be recoverable. Assets are grouped at the lowest level for which identifiable cash flows are largely independent of cash flows of other assets and liabilities. If there are indications that impairment may have occurred, estimates are prepared of expected future cash flows for each group of assets. Expected future cash flows used to determine the value in use of tangible assets are inherently uncertain and could materially change over time. They are significantly affected by a number of factors including economic factors such as inflation and interest.

Value in use of non-cash generating assets.

The municipality reviews and tests the carrying value of assets when events or changes in circumstances suggest that the carrying amount may not be recoverable. If there are

indications that the impairment may have occurred, the remaining service potential of the asset is determined. The most appropriate approach selected to determine the remaining service potential is dependent on the availability of data and the nature of the impairment.

Provisions

Provisions are raised and management determines an estimate based on the information available. Additional disclosures of these estimates of provisions are included in note 20 - Provisions.

Allowance for slow moving, damaged and obsolete stock

An allowance for inventory to write inventory down to the lower of cost or net realisable value. Management has made estimates of the selling price and direct cost to sell on certain inventory items. The write down is included in the surplus/deficit.

Fair value estimation

The fair value of financial instruments traded in active markets (such as trading and available-for-sale securities) is based on quoted market prices at the end of the reporting period. The quoted market price used for financial assets held by the municipality is the current bid price.

The fair value of financial instruments that are not traded in an active market (for example, over-the counter derivatives) is determined by using valuation techniques. The municipality uses a variety of methods and makes assumptions that are based on market conditions existing at the end of each reporting period. Quoted market prices or dealer quotes for similar instruments are used for long-term debt. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments. The fair value of interest rate swaps is calculated as the present value of the estimated future cash flows.

The carrying value less impairment provision of trade receivables and payables are assumed to approximate their fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the municipality for similar financial instruments.

Effective interest rate

The municipality used the prime interest rate to discount future cash flows.

Allowance for doubtful debts

On receivables an impairment loss is recognised in surplus and deficit when there is objective evidence that it is impaired. The impairment is measured as the difference between the receivables carrying amount and the present value of estimated future cash flows discounted at the effective interest rate, computed at initial recognition.

Impairment of statutory receivables

If there is an indication that a statutory receivable, may be impaired, the municipality measures the impairment loss. The impairment loss is measured as the difference between the estimated future cash flows and the carrying amount. Where the carrying amount is higher than the estimated future cash flows, the carrying amount of the statutory receivable, are reduced, either directly or through the use of an allowance account. The amount of the loss is recognised in surplus or deficit.

In estimating the future cash flows, the municipality considers both the amount and timing of the cash flows that it will receive in future. Consequently, where the effect of the time value of money is material, the municipality discounts the estimated future cash flows using a rate that reflects the current risk free rate and, if applicable, any risks specific to the statutory receivable, or group of statutory receivables, for which the future cash flow estimates have not been adjusted.

An impairment loss recognised in prior periods for a statutory receivable are revised if there has been a change in the estimates used since the last impairment loss was recognised, or to reflect the effect of discounting the estimated cash flows.

Accounting by principals and agents

The entity makes assessments on whether it is the principal or agent in principal-agent relationships.

1.6 Biological assets that form part of an agricultural activity

The municipality recognises biological assets that form part of an agricultural activity or agricultural produce when and only when:

- the municipality controls the asset as a result of past events;
- it is probable that future economic benefits or service potential associated with the asset will flow to the municipality; and
- the fair value or cost of the asset can be measured reliably.

Biological assets that form part of an agricultural activity are measured at their fair value less costs to sell.

A gain or loss arising on initial recognition of biological assets that form part of an agricultural activity or agricultural produce at fair value less costs to sell and from a change in fair value

less costs to sell of a biological asset that form part of an agricultural activity, is included in surplus or deficit for the period in which it arises.

Where market determined prices or values are not available, the present value of the expected net cash inflows from the asset, discounted at a current market-determined pre-tax rate where applicable, is used to determine fair value.

Where fair value cannot be measured reliably, biological assets are measured at cost less any accumulated depreciation and any accumulated impairment losses.

The municipality classifies biological assets as consumables which consist of timber in the form of pine trees. All biological assets are held for sale.

Item	Useful life
Trees in a plantation forest	indefinite

1.7 Investment property

Investment property is property (land or a building - or part of a building - or both) held to earn rentals or for capital appreciation or both, rather than for:

- use in the production or supply of goods or services; or for
- administrative purposes; or
- sale in the ordinary course of operations.

Investment property is recognised as an asset when, it is probable that the future economic benefits or service potential that is associated with the investment property will flow to the municipality, and the cost or fair value of the investment property can be measured reliably.

Investment property is initially recognised at cost. Transaction costs are included in the initial measurement.

Depreciation is calculated at the straight line method over a period of 30 - 99 years

Where investment property is acquired through a non-exchange transaction, its cost is its fair value as at the date of acquisition.

Costs include costs incurred initially and costs incurred subsequently to add to, or to replace a part of, or service a property. If a replacement part is recognised in the carrying amount of the investment property, the carrying amount of the replaced part is derecognised.

Cost model

Investment property is, subsequent to initial measurement, carried at cost less accumulated depreciation and any accumulated impairment losses.

Depreciation is provided to write down the cost, less estimated residual value by equal installments over the useful life of the property, which is as follows:

Item	Useful life
Property - buildings	30-99 years
Property - land	indefinite

Investment property is derecognised on disposal or when the investment property is permanently withdrawn from use and no future economic benefits or service potential are expected from its disposal.

Gains or losses arising from the retirement or disposal of investment property is the difference between the net disposal proceeds and the carrying amount of the asset and is recognised in surplus or deficit in the period of retirement or disposal.

Compensation from third parties for investment property that was impaired, lost or given up is recognised in surplus or deficit when the compensation becomes receivable.

The nature OR type of properties classified as held for strategic purposes are as follows:

The municipality separately discloses expenditure to repair and maintain investment property in the notes to the annual financial statements (see note 11).

The municipality discloses relevant information relating to assets under construction or development, in the notes to the annual financial statements (see note 11).

When classification is difficult, the criteria used to distinguish investment property from owner - occupied property and from property held for sale in the ordinary course of operations, are as follows:

Transfers to, or from, investment property shall be made when, and only when, there is a change in use, evidenced by:

- (a) commencement of owner-occupation, for a transfer from investment property to owner-occupied property;
- (b) commencement of development with a view to sale, for a transfer from investment property to inventories;
- (c) end of owner-occupation, for a transfer from owner-occupied property to investment property; or
- (d) commencement of an operating lease (on a commercial basis) to another party, for a transfer from inventories to investment property.

1.8 Property, plant and equipment

Property, plant and equipment are tangible non-current assets (including infrastructure assets)

that are held for use in the production or supply of goods or services, rental to others, or for administrative purposes, and are expected to be used during more than one period.

Property, plant and equipment is recognised as an asset when:

- it is probable that the future economic benefits or service potential that are associated with the property, plant and equipment will flow to the municipality; and
- the cost or fair value of the item can be determined reliably.

Measurement

Property, plant and equipment are initially measured at cost.

The cost of an item of property, plant and equipment is the purchase price and other costs attributable to bring the asset to the location and condition necessary for it to be capable of operating in the manner intended by the municipality. Trade discounts and rebates are deducted in arriving at the cost. The cost also includes the necessary cost of dismantling and removing the asset and restoring the site on which it is located.

Where an asset is acquired through a non-exchange transaction, its cost is its fair value as at date of acquisition.

Where an item of property, plant and equipment is acquired in exchange for a non-monetary asset or monetary assets, or a combination of monetary and non-monetary assets, the asset acquired is initially measured at fair value (the cost). If the acquired item's fair value was not determinable, it's deemed cost is the carrying amount of the asset(s) given up.

When significant components of an item of property, plant and equipment have different useful lives, they are accounted for as separate items (major components) of property, plant and equipment.

Costs include costs incurred initially to acquire or construct an item of property, plant and equipment and costs incurred subsequently to add to, replace part of, or service it. If a replacement cost is recognised in the carrying amount of an item of property, plant and equipment, the carrying amount of the replaced part is derecognised.

The initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located is also included in the cost of property, plant and equipment, where the municipality is obligated to incur such expenditure, and where the obligation arises as a result of acquiring the asset or using it for purposes other than the production of inventories.

Recognition of costs in the carrying amount of an item of property, plant and equipment

ceases when the item is in the location and condition necessary for it to be capable of operating in the manner intended by management.

Major spare parts and standby equipment which are expected to be used for more than one period are included in property, plant, and equipment. In addition, spare parts and standby equipment which can only be used in connection with an item of property, plant and equipment are accounted for as property, plant and equipment.

Major inspection costs which are a condition of continuing use of an item of property, plant and equipment and which meet the recognition criteria above are included as a replacement in the cost of the item of property, plant and equipment. Any remaining inspection costs from the previous inspection are derecognised.

Subsequent to initial measurement property, plant and equipment is carried at cost less accumulated depreciation and any impairment losses.

Incomplete construction work

Incomplete construction work is stated at historical cost. Depreciation only commences when the asset is available for use.

Impairment

Where the carrying amount of an item of property, plant and equipment is greater than the estimated recoverable service amount, it is written down immediately to its recoverable service amount and an impairment loss is charged to the statement of financial performance.

Property, plant and equipment are depreciated on the straight line basis over their expected useful lives to their estimated residual value.

Depreciation

Property, plant and equipment are depreciated on the straight-line basis over their expected useful lives to their estimated residual value.

The useful lives of items of property, plant and equipment have been assessed as follows:

Land	indefinite
Machinery and equipment	1-25
Furniture and office equipment	2-24

Transport assets	4-20
Computer equipment	5-23
Community assets	4-30
Other property, plant and equipment	6-99
Capital restoration asset	5-30
Electrical infrastructure	10-50
Water supply infrastructure	10-100
Solid waste infrastructure	10-30
Roads infrastructure	10-100
Information and communication infrastructure	3-15
Waste water network	10-100
Stormwater infrastructure	10-50

The depreciable amount of an asset is allocated on a systematic basis over its useful life.

Each part of an item of property, plant and equipment with a cost that is significant in relation to the total cost of the item is depreciated separately.

The depreciation method used reflects the pattern in which the asset's future economic benefits or service potential are expected to be consumed by the municipality. The depreciation method applied to an asset is reviewed at least at each reporting date and, if there has been a significant change in the expected pattern of consumption of the future economic benefits or service potential embodied in the asset, the method is changed to reflect the changed pattern. Such a change is accounted for as a change in an accounting estimate.

The municipality assesses at each reporting date whether there is any indication that the municipality expectations about the residual value and the useful life of an asset have changed since the preceding reporting date. If any such indication exists, the municipality revises the expected useful life and/or residual value accordingly. The change is accounted for as a change in an accounting estimate.

The depreciation charge for each period is recognised in surplus or deficit unless it is included in the carrying amount of another asset.

Items of property, plant and equipment are derecognised when the asset is disposed of or when there are no further economic benefits or service potential expected from the use of the asset.

The gain or loss arising from the derecognition of an item of property, plant and equipment is included in surplus or deficit when the item is derecognised. The gain or loss arising from the derecognition of an item of property, plant and equipment is determined as the difference between the net disposal proceeds, if any, and the carrying amount of the item.

The municipality separately discloses expenditure to repair and maintain property, plant and equipment in the notes to the financial statements (see note 10).

The municipality discloses relevant information relating to assets under construction or development, in the notes to the financial statements (see note 10).

1.9 Intangible assets

An asset is identifiable if it either:

- is separable, i.e. is capable of being separated or divided from the municipality and sold, transferred, licensed, rented or exchanged, either individually or together with a related contract, identifiable assets or liability, regardless of whether the entity intends to do so; or
- arises from binding arrangements (including rights from contracts), regardless of whether those rights are transferable or separable from the municipality or from other rights and obligations. A binding arrangement describes an arrangement that confers similar rights and obligations on the parties to it as if it were in the form of a contract.

An intangible asset is recognised when:

- it is probable that the expected future economic benefits or service potential that are attributable to the asset will flow to the municipality; and
- the cost or fair value of the asset can be measured reliably.

The municipality assesses the probability of expected future economic benefits or service potential using reasonable and supportable assumptions that represent management's best estimate of the set of economic conditions that will exist over the useful life of the asset.

Where an intangible asset is acquired through a non-exchange transaction, its initial cost at the date of acquisition is measured at its fair value as at that date.

Expenditure on research (or on the research phase of an internal project) is recognised as an expense when it is incurred.

An intangible asset arising from development (or from the development phase of an internal project) is recognised when:

- it is technically feasible to complete the asset so that it will be available for use or sale;
- there is an intention to complete and use or sell it;
- there is an ability to use or sell it;
- it will generate probable future economic benefits or service potential;
- there are available technical, financial and other resources to complete the development and to use or sell the asset; and
- the expenditure attributable to the asset during its development can be measured reliably. Intangible assets are initially measured at cost.

Subsequent to initial measurement intangible assets are carried at cost less any accumulated amortisation and any impairment losses.

An intangible asset is regarded as having an indefinite useful life when, based on all relevant factors, there is no foreseeable limit to the period over which the asset is expected to generate net cash inflows or service potential. Amortisation is not provided for these intangible assets, but they are tested for impairment annually and whenever there is an indication that the asset may be impaired. For all other intangible assets amortisation is provided on a straight line basis over their useful life.

The amortisation period and the amortisation method for intangible assets are reviewed at each reporting date.

Reassessing the useful life of an intangible asset with a finite useful life after it was classified as indefinite is an indicator that the asset may be impaired. As a result, the asset is tested for impairment and the remaining carrying amount is amortised over its useful life.

Internally generated goodwill, brands, mastheads, publishing titles, customer lists and items similar in substance are not recognised as intangible assets.

Amortisation is provided to write down the intangible assets, on a straight line basis, to their residual values as follows:

Item		Useful life
Computer software		3 - 30 years
Internally generated: Capital development	Straight-line	5 - 7 years
Service operating and land rights	Straight-line	5 - 30 years

Intangible assets are derecognised:

- on disposal; or
- when no future economic benefits or service potential are expected from its use or disposal.

The gain or loss arising from the derecognition of an intangible asset is the difference between the net disposal proceeds and the carrying amount and is included in surplus or deficit when the asset is derecognised.

1.10 Heritage assets

Heritage assets are assets that have a cultural, environmental, historical, natural, scientific, technological or artistic significance and are held indefinitely for the benefit of present and future generations.

Recognition

The municipality recognises a heritage asset as an asset if it is probable that future economic benefits or service potential associated with the asset will flow to the municipality, and the cost or fair value of the asset can be measured reliably.

Where the municipality holds a heritage asset, but on initial recognition it does not meet the recognition criteria because it cannot be reliably measured, information on such a heritage asset is disclosed in note 14 Heritage assets.

Initial measurement

Heritage assets are measured at cost.

Where a heritage asset is acquired through a non-exchange transaction, its cost is measured at its fair value as at the date of acquisition.

Subsequent measurement

Subsequent to initial measurement classes of heritage assets are carried at cost less any accumulated impairment losses.

Impairment

The municipality assesses at each reporting date whether there is an indication that it may be impaired. If any such indication exists, the municipality estimates the recoverable amount or the recoverable service amount of the heritage asset.

Transfers

Transfers from heritage assets are only made when the particular asset no longer meets the definition of a heritage asset.

Transfers to heritage assets are only made when the asset meets the definition of a heritage

asset.

Derecognition

The municipality derecognises heritage asset on disposal, or when no future economic benefits or service potential are expected from its use or disposal.

The gain or loss arising from the derecognition of a heritage asset is included in surplus or deficit when the item is derecognised (unless the Standard of GRAP on leases requires otherwise on a sale and leaseback).

1.11 Financial instruments

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or a residual interest of another entity.

The amortised cost of a financial asset or financial liability is the amount at which the financial asset or financial liability is measured at initial recognition minus principal repayments, plus or minus the cumulative amortisation using the effective interest method of any difference between that initial amount and the maturity amount, and minus any reduction (directly or through the use of an allowance account) for impairment or uncollectible.

A concessionary loan is a loan granted to or received by a municipality on terms that are not market related.

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation.

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates.

Derecognition is the removal of a previously recognised financial asset or financial liability from an municipality's statement of financial position.

The effective interest method is a method of calculating the amortised cost of a financial asset or a financial liability (or group of financial assets or financial liabilities) and of allocating the interest income or interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash payments or receipts through the expected life of the financial instrument or, when appropriate, a shorter period to the net carrying amount of the financial asset or financial liability. When calculating the effective interest rate, a municipality shall estimate cash flows considering all contractual terms of the financial instrument (for example, prepayment, call and similar options) but shall not consider future credit losses. The calculation includes all fees and points paid or received between parties to the contract that are an integral part of the effective interest rate, transaction costs, and all

other premiums or discounts. There is a presumption that the cash flows and the expected life of a group of similar financial instruments can be estimated reliably. However, in those rare cases when it is not possible to reliably estimate the cash flows or the expected life of a financial instrument (or group of financial instruments), the municipality shall use the contractual cash flows over the full contractual term of the financial instrument (or group of financial instruments).

Fair value is the amount for which an asset could be exchanged, or a liability settled, between knowledgeable willing parties in an arm's length transaction.

A financial asset is:

- cash;
- a residual interest of another municipality; or
- a contractual right to:
 - receive cash or another financial asset from another municipality; or
 - exchange financial assets or financial liabilities with another municipality under conditions that are potentially favorable to the municipality.

A financial guarantee contract is a contract that requires the issuer to make specified payments to reimburse the holder for a loss it incurs because a specified debtor fails to make payment when due in accordance with the original or modified terms of a debt instrument.

A financial liability is any liability that is a contractual obligation to:

- deliver cash or another financial asset to another municipality; or
- exchange financial assets or financial liabilities under conditions that are potentially unfavorable to the municipality.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

Liquidity risk is the risk encountered by a municipality in the event of difficulty in meeting obligations associated with financial liabilities that are settled by delivering cash or another financial asset.

Loan commitment is a firm commitment to provide credit under pre-specified terms and conditions.

Loans payable are financial liabilities, other than short-term payables on normal credit terms.

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk.

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk

or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market.

A financial asset is past due when a counterparty has failed to make a payment when contractually due.

Transaction costs are incremental costs that are directly attributable to the acquisition, issue or disposal of a financial asset or financial liability. An incremental cost is one that would not have been incurred if the municipality had not acquired, issued or disposed of the financial instrument.

Financial instruments at amortised cost are non-derivative financial assets or non-derivative financial liabilities that have fixed or determinable payments, excluding those instruments that:

- the municipality designates at fair value at initial recognition; or
- are held for trading.

Financial instruments at cost are investments in residual interests that do not have a quoted market price in an active market, and whose fair value cannot be reliably measured.

Financial instruments at fair value comprise financial assets or financial liabilities that are:

- derivatives;
- combined instruments that are designated at fair value;
- instruments held for trading. A financial instrument is held for trading if:
 - it is acquired or incurred principally for the purpose of selling or repurchasing it in the near-term; or
 - on initial recognition it is part of a portfolio of identified financial instruments that are managed together and for which there is evidence of a recent actual pattern of short term profit-taking
 - non-derivative financial assets or financial liabilities with fixed or determinable payments that are designated at fair value at initial recognition; and
 - financial instruments that do not meet the definition of financial instruments at amortised cost or financial instruments at cost.

The municipality has the following types of financial assets (classes and category) as reflected on the face of the statement of financial position or in the notes thereto:

Class	Category
Receivables from exchange transactions	Financial asset measured at amortised cost
Receivables from non-exchange transactions	Financial asset measured at amortised cost

Cash and cash equivalents	Financial asset measured at amortised cost
Other receivables from exchange transactions	Financial asset measured at amortised cost
Short term investments	Financial asset measured at amortised cost
Long term receivables	Financial asset measured at amortised cost

The municipality has the following types of financial liabilities (classes and category) as reflected on the face of the statement of financial position or in the notes thereto:

Class	Category
Payables from exchange transactions	Financial liability measured at amortised cost
Consumer deposits	Financial liability measured at amortised cost
Other financial liabilities	Financial liability measured at amortised cost

Initial recognition

The municipality recognises a financial asset or a financial liability in its statement of financial position when the municipality becomes a party to the contractual provisions of the instrument.

Initial measurement of financial assets and financial liabilities

The municipality measures a financial asset and financial liability initially at its fair value plus, in the case of a financial asset or a liability not subsequently measured at fair value, transaction costs that are directly attributable to the acquisition or issue of the financial asset or financial liability.

The municipality first assesses whether the substance of a concessionary loan is in fact a loan. On initial recognition, the municipality analyses a concessionary loan into its component parts and accounts for each component separately. The municipality accounts for that part of a concessionary loan that is:

- a social benefit in accordance with the Framework for the Preparation and Presentation of Financial Statements, where it is the issuer of the loan; or
- non-exchange revenue, in accordance with the Standard of GRAP on Revenue from Non-exchange Transactions (Taxes and Transfers), where it is the recipient of the loan.

Subsequent measurement of financial assets and financial liabilities

The municipality measures all financial assets and financial liabilities after initial recognition using the following categories:

- Financial instruments at fair value.

- Financial instruments at amortised cost.
- Financial instruments at cost.

All financial assets measured at amortised cost, or cost, are subject to an impairment review.

Fair value measurement considerations

The best evidence of fair value is quoted prices in an active market. If the market for a financial instrument is not active, the municipality establishes fair value by using a valuation technique. The objective of using a valuation technique is to establish what the transaction price would have been on the measurement date in an arm's length exchange motivated by normal operating considerations. Valuation techniques include using recent arm's length market transactions between knowledgeable, willing parties, if available, reference to the current fair value of another instrument that is substantially the same, discounted cash flow analysis and option pricing models. If there is a valuation technique commonly used by market participants to price the instrument and that technique has been demonstrated to provide reliable estimates of prices obtained in actual market transactions, the municipality uses that technique. The chosen valuation technique makes maximum use of market inputs and relies as little as possible on municipality-specific inputs. It incorporates all factors that market participants would consider in setting a price and is consistent with accepted economic methodologies for pricing financial instruments. Periodically, the municipality calibrates the valuation technique and tests it for validity using prices from any observable current market transactions in the same instrument (i.e., without modification or repackaging) or based on any available observable market data.

Short-term receivables and payables are not discounted where the initial credit period granted or received is consistent with terms used in the public sector, either through established practices or legislation.

Reclassification

The municipality does not reclassify a financial instrument while it is issued or held unless it is:

- combined instrument that is required to be measured at fair value; or
- an investment in a residual interest that meets the requirements for reclassification

Where the municipality cannot reliably measure the fair value of an embedded derivative that has been separated from a host contract that is a financial instrument at a subsequent reporting date, it measures the combined instrument at fair value. This requires a reclassification of the instrument from amortised cost or cost to fair value.

If fair value can no longer be measured reliably for an investment in a residual interest measured at fair value, the municipality reclassifies the investment from fair value to cost. The carrying amount at the date that fair value is no longer available becomes the cost.

If a reliable measure becomes available for an investment in a residual interest for which a measure was previously not available, and the instrument would have been required to be measured at fair value, the municipality reclassifies the instrument from cost to fair value.

Gains and losses

A gain or loss arising from a change in the fair value of a financial asset or financial liability measured at fair value is recognised in surplus or deficit.

For financial assets and financial liabilities measured at amortised cost or cost, a gain or loss is recognised in surplus or deficit when the financial asset or financial liability is derecognised or impaired, or through the amortisation process.

Impairment and collectability of financial assets

The municipality assess at the end of each reporting period whether there is any objective evidence that a financial asset or group of financial assets is impaired.

For amounts due to the municipality, significant financial difficulties of the receivable, probability that the receivable will enter bankruptcy and default of payments are all considered indicators of impairment.

Financial assets measured at amortised cost:

If there is objective evidence that an impairment loss on financial assets measured at amortised cost has been incurred, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows (excluding future credit losses that have not been incurred) discounted at the financial asset's original effective interest rate. The carrying amount of the asset is reduced through the use of an allowance account. The amount of the loss is recognised in surplus or deficit. If, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss is reversed by adjusting an allowance account. The reversal does not result in a carrying amount of the financial asset that exceeds what the amortised cost would have been had the impairment not been recognised at the date the impairment is reversed. The amount of the reversal is recognised in surplus or deficit.

The calculation in respect of the impairment of fines receivable (receivables from non-exchange transactions) is based on an assessment of the past history of fines per category.

Derecognition

Financial assets

The municipality derecognises financial assets using trade date accounting. The municipality derecognises a financial asset only when:

- the contractual rights to the cash flows from the financial asset expire, are settled or waived;
- the municipality transfers to another party substantially all of the risks and rewards of ownership of the financial asset; or
- the municipality, despite having retained some significant risks and rewards of ownership of the financial asset, has transferred control of the asset to another party and the other party has the practical ability to sell the asset in its entirety to an unrelated third party, and is able to exercise that ability unilaterally and without needing to impose additional restrictions on the transfer. In this case, the municipality:
 - derecognise the asset; and
 - recognise separately any rights and obligations created or retained in the transfer.

The carrying amounts of the transferred asset are allocated between the rights or obligations retained and those transferred on the basis of their relative fair values at the transfer date. Newly created rights and obligations are measured at their fair values at that date. Any difference between the consideration received and the amounts recognised and derecognised is recognised in surplus or deficit in the period of the transfer.

On derecognition of a financial asset in its entirety, the difference between the carrying amount and the sum of the consideration received is recognised in surplus or deficit.

Cash includes cash on hand and cash with banks. Cash equivalents are short term highly liquid investments that are held with registered banking institutions with a maturity period of between three and twelve months and are subject to an insignificant risk of change in value. Cash and cash equivalents are carried in the balance sheet at amortised cost.

For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand and cash with bank, net of bank overdrafts. Bank overdrafts are recorded based on the facility utilised. Finance charges on bank overdrafts are expensed as incurred.

Financial liabilities

The municipality removes a financial liability (or a part of a financial liability) from its statement of financial position when it is extinguished — i.e. when the obligation specified in the contract is discharged, cancelled, expires or waived.

An exchange between an existing borrower and lender of debt instruments with substantially different terms is accounted for as having extinguished the original financial liability and a new financial liability is recognised. Similarly, a substantial modification of the terms of an existing financial liability or a part of it is accounted for as having extinguished the original financial liability and having recognised a new financial liability.

The difference between the carrying amount of a financial liability (or part of a financial

liability) extinguished or transferred to another party and the consideration paid, including any non-cash assets transferred or liabilities assumed, is recognised in surplus or deficit. Any liabilities that are waived, forgiven or assumed by another municipality by way of a non-exchange transaction are accounted for in accordance with the Standard of GRAP on Revenue from Non-exchange Transactions (Taxes and Transfers).

1.12 Leases

A lease is classified as a finance lease if it transfers substantially all the risks and rewards incidental to ownership. A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards incidental to ownership.

When a lease includes both land and buildings elements, the municipality assesses the classification of each element separately.

Housing rental and instalments

Finance income from the sale of housing by way of instalment sales agreements or finance leases is recognised on a time proportion basis.

Operating leases - lessor

Operating lease revenue is recognised as revenue on a straight-line basis over the lease term. The difference between the amounts recognised as an expense and the contractual payments are recognised as an operating lease asset or liability.

Initial direct costs incurred in negotiating and arranging operating leases are added to the carrying amount of the leased asset and recognised as an expense over the lease term on the same basis as the lease revenue.

The aggregate cost of incentives is recognised as a reduction of rental revenue over the lease term on a straight-line basis.

Income for leases is disclosed under revenue in statement of financial performance.

Operating leases - lessee

Operating lease payments are recognised as an expense on a straight-line basis over the lease term. The difference between the amounts recognised as an expense and the contractual payments are recognised as an operating lease asset or liability.

The aggregate benefit of incentives is recognised as a reduction of rental expense over the lease term on a straight-line basis.

Any contingent rent is expensed in the period in which they are incurred.

1.13 Inventories

Inventories are initially measured at cost except where inventories are acquired through a non-exchange transaction, and then their costs are their fair value as at the date of acquisition.

Subsequently inventories are measured at the lower of cost and net realisable value.

Inventories are measured at the lower of cost and current replacement cost where they are held for:

- distribution at no charge or for a nominal charge; or
- consumption in the production process of goods to be distributed at no charge or for a nominal charge.

Net realisable value is the estimated selling price in the ordinary course of operations less the estimated costs of completion and the estimated costs necessary to make the sale, exchange or distribution.

Current replacement cost is the cost the municipality incurs to acquire the asset on the reporting date.

The cost of inventories comprises of all costs of purchase, costs of conversion and other costs incurred in bringing the inventories to their present location and condition. The cost of inventories of items that are not ordinarily interchangeable and goods or services produced and segregated for specific projects is assigned using specific identification of the individual costs. The cost of inventories is assigned using the weighted average cost formula. The same cost formula is used for all inventories having a similar nature and use to the municipality.

When inventories are sold, the carrying amounts of those inventories are recognised as an expense in the period in which the related revenue is recognised. If there is no related revenue, the expenses are recognised when the goods are distributed, or related services are rendered. The amount of any write-down of inventories to net realisable value or current replacement cost and all losses of inventories are recognised as an expense in the period the write-down or loss occurs. The amount of any reversal of any write-down of inventories, arising from an increase in net realisable value or current replacement cost, are recognised as a reduction in the amount of inventories recognised as an expense in the period in which the reversal occurs.

1.14 Landfill site

Site restoration and dismantling cost - The municipality has an obligation to dismantle,

remove and restore items of property, plant and equipment. Such obligations are referred to as 'decommissioning, restoration and similar liabilities'. The cost of an item of property, plant and equipment includes:

- the initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located.
- changes in the measurement of an existing decommissioning, restoration and similar liability that result from change in the estimated timing or amount of the outflow of resources embodying economic benefits or service potential required to settle the obligation, or a change in discount rate; and
- the obligation the municipality incurs for having used the items during a particular period for purposes other than to produce inventories during that period.

If the related asset is measured using the cost model:

- (a) subject to (b), changes in the liability are added to, or deducted from, the cost of the related asset in the current period;
- (b) if a decrease in the liability exceeds the carrying amount of the asset, the excess is recognised immediately in surplus or deficit; and
- (c) if the adjustment results in an addition to the cost of an asset, the municipality considers whether this is an indication that the new carrying amount of the asset may not be fully recoverable. If it is such an indication, the asset is tested for impairment by estimating its recoverable amount or recoverable service amount, and any impairment loss is recognised in accordance with the accounting policy on impairment of cash-generating assets and/or impairment of non-cash-generating assets.

1.15 Impairment of cash-generating assets

Cash-generating assets are assets managed with the objective of generating a commercial return. An asset generates a commercial return when it is deployed in a manner consistent with that adopted by a profit-oriented entity.

Cash generating assets are assets used with the objective of generating a commercial return. Commercial return means that positive cash flows are expected to be significantly higher than the cost of the asset.

Impairment is a loss in the future economic benefits or service potential of an asset, over and above the systematic recognition of the loss of the asset's future economic benefits or service potential through depreciation (amortisation).

Carrying amount is the amount at which an asset is recognised in the statement of financial position after deducting any accumulated depreciation and accumulated impairment losses thereon.

A cash generating unit is the smallest identifiable group of assets used with the objective of generating a commercial return that generates cash inflows from continuing use that are largely independent of the cash inflows from other assets or groups of assets.

Costs of disposal are incremental costs directly attributable to the disposal of an asset, excluding finance costs and income tax expense.

Depreciation (Amortisation) is the systematic allocation of the depreciable amount of an asset over its useful life.

Fair value less costs to sell is the amount obtainable from the sale of an asset in an arm's length transaction between knowledgeable, willing parties, less the costs of disposal.

Recoverable amount of an asset or a cash generating unit is the higher its fair value less costs to sell and its value in use.

Useful life is either:

- the period of time over which an asset is expected to be used by the municipality; or
- the number of production or similar units expected to be obtained from the asset by the municipality.

Management has judged all assets as non-cash generating assets.

Identification

When the carrying amount of a cash-generating asset exceeds its recoverable amount, it is impaired.

The municipality assesses at each reporting date whether there is any indication that a cash-generating asset may be impaired. If any such indication exists, the municipality estimates the recoverable amount of the asset.

Value in use

Value in use of a cash-generating asset is the present value of the estimated future cash flows expected to be derived from the continuing use of an asset and from its disposal at the end of its useful life.

When estimating the value in use of an asset, the municipality estimates the future cash inflows and outflows to be derived from continuing use of the asset and from its ultimate disposal and the municipality applies the appropriate discount rate to those future cash flows.

Discount rate

The discount rate is a pre-tax rate that reflects current market assessments of the time value of money, represented by the current risk-free rate of interest and the risks specific to the asset for which the future cash flow estimates have not been adjusted.

Recognition and measurement (individual asset)

If the recoverable amount of a cash-generating asset is less than its carrying amount, the

carrying amount of the asset is reduced to its recoverable amount. This reduction is an impairment loss.

An impairment loss is recognised immediately in surplus or deficit.

After the recognition of an impairment loss, the depreciation (amortisation) charge for the cash-generating asset is adjusted in future periods to allocate the cash-generating asset's revised carrying amount, less its residual value (if any), on a systematic basis over its remaining useful life.

Cash-generating units

If there is any indication that an asset may be impaired, the recoverable amount is estimated for the individual asset. If it is not possible to estimate the recoverable amount of the individual asset, the municipality determines the recoverable amount of the cash-generating unit to which the asset belongs (the asset's cash-generating unit).

If an active market exists for the output produced by an asset or group of assets, that asset or group of assets is identified as a cash-generating unit, even if some or all of the output is used internally. If the cash inflows generated by any asset or cash-generating unit are affected by internal transfer pricing, the municipality use management's best estimate of future price(s) that could be achieved in arm's length transactions in estimating:

- the future cash inflows used to determine the asset's or cash-generating unit's value in use; and
- the future cash outflows used to determine the value in use of any other assets or cash-generating units that are affected by the internal transfer pricing.

Cash-generating units are identified consistently from period to period for the same asset or types of assets, unless a change is justified.

The carrying amount of a cash-generating unit is determined on a basis consistent with the way the recoverable amount of the cash-generating unit is determined.

An impairment loss is recognised for a cash-generating unit if the recoverable amount of the unit is less than the carrying amount of the unit. The impairment is allocated to reduce the carrying amount of the cash-generating assets of the unit on a pro rata basis, based on the carrying amount of each asset in the unit. These reductions in carrying amounts are treated as impairment losses on individual assets.

In allocating an impairment loss, the entity does not reduce the carrying amount of an asset below the highest of:

- its fair value less costs to sell (if determinable);
- its value in use (if determinable); and
- zero.

The amount of the impairment loss that would otherwise have been allocated to the asset is

allocated pro rata to the other cash-generating assets of the unit.

Where a non-cash-generating asset contributes to a cash-generating unit, a proportion of the carrying amount of that non-cash-generating asset is allocated to the carrying amount of the cash-generating unit prior to estimation of the recoverable amount of the cash-generating unit.

Reversal of impairment loss

The municipality assess at each reporting date whether there is any indication that an impairment loss recognised in prior periods for a cash-generating asset may no longer exist or may have decreased. If any such indication exists, the entity estimates the recoverable amount of that asset.

An impairment loss recognised in prior periods for a cash-generating asset is reversed if there has been a change in the estimates used to determine the asset's recoverable amount since the last impairment loss was recognised. The carrying amount of the asset is increased to its recoverable amount. The increase is a reversal of an impairment loss. The increased carrying amount of an asset attributable to a reversal of an impairment loss does not exceed the carrying amount that would have been determined (net of depreciation or amortisation) had no impairment loss been recognised for the asset in prior periods.

A reversal of an impairment loss for a cash-generating asset is recognised immediately in surplus or deficit.

After a reversal of an impairment loss is recognised, the depreciation (amortisation) charge for the cash-generating asset is adjusted in future periods to allocate the cash-generating asset's revised carrying amount, less its residual value (if any), on a systematic basis over its remaining useful life.

A reversal of an impairment loss for a cash-generating unit is allocated to the cash-generating assets of the unit pro rata with the carrying amounts of those assets. These increases in carrying amounts are treated as reversals of impairment losses for individual assets. No part of the amount of such a reversal is allocated to a non-cash-generating asset contributing service potential to a cash-generating unit.

In allocating a reversal of an impairment loss for a cash-generating unit, the carrying amount of an asset is not increased above the lower of:

- its recoverable amount (if determinable); and
- the carrying amount that would have been determined (net of amortisation or depreciation) had no impairment loss been recognised for the asset in prior periods.

The amount of the reversal of the impairment loss that would otherwise have been allocated to the asset is allocated pro rata to the other assets of the unit.

1.16 Impairment of non- cash generating assets

Non-cash generating assets are assets other than cash generating assets.

Identification

When the carrying amount of a non-cash generating asset exceeds its recoverable service amount, it is impaired.

The municipality assesses at each reporting date whether there is any indication that a non cash generating asset may be impaired. If any such indication exists, the municipality estimates the recoverable service amount of the asset.

Irrespective of whether there is any indication of impairment, the entity also tests a non cash generating intangible asset with an indefinite useful life or a non cash generating intangible asset not yet available for use for impairment annually by comparing its carrying amount with its recoverable service amount. This impairment test is performed at the same time every year. If an intangible asset was initially recognised during the current reporting period, that intangible asset was tested for impairment before the end of the current reporting period.

Value in use

Value in use of non-cash generating assets is the present value of the non-cash generating assets remaining service potential.

The present value of the remaining service potential of a non cash generating assets is determined using the following approach:

Depreciated replacement cost approach

The present value of the remaining service potential of a non cash generating asset is determined as the depreciated replacement cost of the asset. The replacement cost of an asset is the cost to replace the asset's gross service potential. This cost is depreciated to reflect the asset in its used condition. An asset may be replaced either through reproduction (replication) of the existing asset or through replacement of its gross service potential. The depreciated replacement cost is measured as the current reproduction or replacement cost of the asset, whichever is lower, less accumulated depreciation calculated on the basis of such cost, to reflect the already consumed or expired service potential of the asset.

The replacement cost and reproduction cost of an asset is determined on an "optimised" basis. The rationale is that the municipality would not replace or reproduce the asset with a like asset

if the asset to be replaced or reproduced is an oversized or overcapacity asset. Oversized assets contain features which are unnecessary for the goods or services the asset provides. Overcapacity assets are assets that have a greater capacity than is necessary to meet the demand for goods or services the asset provides. The determination of the replacement cost or reproduction cost of an asset on an optimised basis thus reflects the service potential required of the asset.

Recognition and measurement

If the recoverable service amount of a non cash generating asset is less than its carrying amount, the carrying amount of the asset is reduced to its recoverable service amount. This reduction is an impairment loss.

An impairment loss is recognised immediately in surplus or deficit.

After the recognition of an impairment loss, the depreciation (amortisation) charge for the non-cash generating asset is adjusted in future periods to allocate the non-cash generating asset's revised carrying amount, less its residual value (if any), on a systematic basis over its remaining useful life.

Reversal of an impairment loss

The municipality assesses at each reporting date whether there is any indication that an impairment loss recognised in prior periods for a non cash generating asset may no longer exist or may have decreased. If any such indication exists, the municipality estimates the recoverable service amount of that asset.

An impairment loss recognised in prior periods for a non cash generating asset is reversed if there has been a change in the estimates used to determine the asset's recoverable service amount since the last impairment loss was recognised. The carrying amount of the asset is increased to its recoverable service amount. The increase is a reversal of an impairment loss. The increased carrying amount of an asset attributable to a reversal of an impairment loss does not exceed the carrying amount that would have been determined (net of depreciation or amortisation) had no impairment loss been recognised for the asset in prior periods.

A reversal of an impairment loss for a non cash generating asset is recognised immediately in surplus or deficit.

After a reversal of an impairment loss is recognised, the depreciation (amortisation) charge for the non-cash generating asset is adjusted in future periods to allocate the non-cash generating asset's revised carrying amount, less its residual value (if any), on a systematic basis over its remaining useful life.

1.17 Employee benefits

Employee benefits are all forms of consideration given by a municipality in exchange for service rendered by employees.

A qualifying insurance policy is an insurance policy issued by an insurer that is not a related party

of the reporting municipality, if the proceeds of the policy can be used only to pay or fund employee benefits under a defined benefit plan and are not available to the reporting municipality's own creditors (even in liquidation) and cannot be paid to the reporting municipality, unless either:

- the proceeds represent surplus assets that are not needed for the policy to meet all the related employee benefit obligations; or
- the proceeds are returned to the reporting municipality to reimburse it for employee benefits already paid.

Termination benefits are employee benefits payable as a result of either:

- a municipality's decision to terminate an employee's employment before the normal retirement date; or
- an employee's decision to accept voluntary redundancy in exchange for those benefits.

Other long-term employee benefits are employee benefits (other than post-employment benefits and termination benefits) that are not due to be settled within twelve months after the end of the period in which the employees render the related service.

Vested employee benefits are employee benefits that are not conditional on future employment.

Composite social security programmes are established by legislation and operate as multi-employer plans to provide postemployment benefits as well as to provide benefits that are not consideration in exchange for service rendered by employees.

A constructive obligation is an obligation that derives from a municipality's actions where by an established pattern of past practice, published policies or a sufficiently specific current statement, the municipality has indicated to other parties that it will accept certain responsibilities and as a result, the municipality has created a valid expectation on the part of those other parties that it will discharge those responsibilities.

Short term employee benefits

Short-term employee benefits are employee benefits (other than termination benefits) that are due to be settled within twelve months after the end of the period in which the employees render the related service.

Short-term employee benefits include items such as:

- wages, salaries and social security contributions;
- short-term compensated absences (such as paid annual leave and paid sick leave) where the compensation for the absences is due to be settled within twelve months after the end of the reporting period in which the employees render the related employee service;
- bonus, incentive and performance related payments payable within twelve months after the end of the reporting period in which the employees render the related service; and

- non-monetary benefits (for example, medical care, and free or subsidised goods or services such as housing, cars and cellphones) for current employees.

When an employee has rendered service to the municipality during a reporting period, the entity recognise the undiscounted amount of short-term employee benefits expected to be paid in exchange for that service:

- as a liability (accrued expense), after deducting any amount already paid. If the amount already paid exceeds the undiscounted amount of the benefits, the municipality recognise that excess as an asset (prepaid expense) to the extent that the prepayment will lead to, for example, a reduction in future payments or a cash refund; and
- as an expense, unless another Standard requires or permits the inclusion of the benefits in the cost of an asset.

The expected cost of compensated absences is recognised as an expense as the employees render services that increase their entitlement or, in the case of non-accumulating absences, when the absence occurs. The municipality measure the expected cost of accumulating compensated absences as the additional amount that the entity expects to pay as a result of the unused entitlement that has accumulated at the reporting date.

The municipality recognises the expected cost of bonus, incentive and performance related payments when the municipality has a present legal or constructive obligation to make such payments as a result of past events and a reliable estimate of the obligation can be made. A present obligation exists when the entity has no realistic alternative but to make the payments.

Accrued leave pay

Liabilities for annual leave are recognised as they accrue to employees. Liability is based on the total accrued leave days owing to employees and is reviewed annually.

Post-employment benefits

Post-employment benefits are employee benefits (other than termination benefits) which are payable after the completion of employment.

Post-employment benefit plans are formal or informal arrangements under which a municipality provides post-employment benefits for one or more employees.

Multi-employer plans are defined contribution plans (other than state plans and composite social security programmes) or defined benefit plans (other than state plans) that pool the assets contributed by various entities that are not under common control and use those assets to provide benefits to employees of more than one entity, on the basis that contribution

and benefit levels are determined without regard to the identity of the entity that employs the employees concerned.

Multi-employer plans

The municipality classifies a multi-employer plan and/or state plans and/or composite social security programmes as a defined contribution plan or a defined benefit plan under the terms of the plan (including any constructive obligation that goes beyond the formal terms).

Where a plan is a defined contribution plan, the municipality accounts for in the same way as for any other defined contribution plan.

Where a plan is a defined benefit plan, the municipality account for its proportionate share of the defined benefit obligation, plan assets and cost associated with the plan in the same way as for any other defined benefit plan.

When sufficient information is not available to use defined benefit accounting for a plan, that is a defined benefit plan, the municipality account for the plan as if it was a defined contribution plan.

Post-employment benefits: Defined contribution plans

Defined contribution plans are post-employment benefit plans under which the municipality pays fixed contributions into a separate entity (a fund) and will have no legal or constructive obligation to pay further contributions if the fund does not hold sufficient assets to pay all employee benefits relating to employee service in the current and prior periods.

When an employee has rendered service to the municipality during a reporting period, the municipality recognizes the contribution payable to a defined contribution plan in exchange for that service:

- as a liability (accrued expense), after deducting any contribution already paid. If the contribution already paid exceeds the contribution due for service before the reporting date, the municipality recognise that excess as an asset (prepaid expense) to the extent that the prepayment will lead to, for example, a reduction in future payments or a cash refund; and
- as an expense, unless another Standard requires or permits the inclusion of the contribution in the cost of an asset.

Where contributions to a defined contribution plan do not fall due wholly within twelve months after the end of the reporting period in which the employees render the related service, they are discounted. The rate used to discount reflects the time value of money. The currency and term of the financial instrument selected to reflect the time value of money is consistent with the currency and estimated term of the obligation.

Post-employment benefits: Defined benefit plans

Defined benefit plans are post-employment benefit plans other than defined contribution plans.

Actuarial gains and losses comprise experience adjustments (the effects of differences between the previous actuarial assumptions and what has actually occurred) and the effects of changes in actuarial assumptions. In measuring its defined benefit liability, the municipality recognises actuarial gains and losses in surplus or deficit in the reporting period in which they occur.

Current service cost is the increase in the present value of the defined benefit obligation resulting from employee service in the current period.

Interest cost is the increase during a period in the present value of a defined benefit obligation which arises because the benefits are one period closer to settlement.

Past service cost is the change in the present value of the defined benefit obligation for employee service in prior periods, resulting in the current period from the introduction of, or changes to, post-employment benefits or other long-term employee benefits. Past service cost may be either positive (when benefits are introduced or changed so that the present value of the defined benefit obligation increases) or negative (when existing benefits are changed so that the present value of the defined benefit obligation decreases). In measuring its defined benefit liability, the municipality recognise past service cost as an expense in the reporting period in which the plan is amended.

Plan assets comprise assets held by a long-term employee benefit fund and qualifying insurance policies.

The present value of a defined benefit obligation is the present value, without deducting any plan assets, of expected future payments required to settle the obligation resulting from employee service in the current and prior periods.

The return on plan assets is interest, dividends and other revenue derived from the plan assets, together with realised and unrealised gains or losses on the plan assets, less any costs of administering the plan (other than those included in the actuarial assumptions used to measure the defined benefit obligation) and less any tax payable by the plan itself.

The amount recognised as a defined benefit liability is the net total of the following amounts:

- the present value of the defined benefit obligation at the reporting date;
- minus the fair value at the reporting date of plan assets (if any) out of which the obligations are to be settled directly;
- plus, any liability that may arise as a result of a minimum funding requirement.

The amount determined as a defined benefit liability may be negative (an asset). The municipality measure the resulting asset at the lower of:

- the amount determined above; and

- the present value of any economic benefits available in the form of refunds from the plan or reductions in future contributions to the plan. The present value of these economic benefits is determined using a discount rate which reflects the time value of money.

Any adjustments arising from the limit above is recognised in surplus or deficit.

The municipality determine the present value of defined benefit obligations and the fair value of any plan assets with sufficient regularity such that the amounts recognised in the annual financial statements do not differ materially from the amounts that would be determined at the reporting date.

The municipality recognises the net total of the following amounts in surplus or deficit, except to the extent that another Standard requires or permits their inclusion in the cost of an asset:

- current service cost;
- interest cost;
- the expected return on any plan assets and on any reimbursement rights;
- actuarial gains and losses;
- past service cost;
- the effect of any curtailments or settlements; and
- the effect of applying the limit on a defined benefit asset (negative defined benefit liability).

The municipality uses the Projected Unit Credit Method to determine the present value of its defined benefit obligations and the related current service cost and, where applicable, past service cost. The Projected Unit Credit Method (sometimes known as the accrued benefit method pro-rated on service or as the benefit/years of service method) sees each period of service as giving rise to an additional unit of benefit entitlement and measures each unit separately to build up the final obligation.

In determining the present value of its defined benefit obligations and the related current service cost and, where applicable, past service cost, the municipality shall attribute benefit to periods of service under the plan's benefit formula. However, if an employee's service in later years will lead to a materially higher level of benefit than in earlier years, the municipality attributes benefit on a straight-line basis from:

- the date when service by the employee first leads to benefits under the plan (whether or not the benefits are conditional on further service); until
- the date when further service by the employee will lead to no material amount of further benefits under the plan, other than from further salary increases.

Actuarial valuations are conducted on an annual basis by independent actuaries separately for each plan. The results of the valuation are updated for any material transactions and other material changes in circumstances (including changes in market prices and interest rates) up

to the reporting date.

The municipality recognises gains or losses on the curtailment or settlement of a defined benefit plan when the curtailment or settlement occurs. The gain or loss on a curtailment or settlement comprises:

- any resulting change in the present value of the defined benefit obligation; and
- any resulting change in the fair value of the plan assets.

Before determining the effect of a curtailment or settlement, the municipality re-measures the obligation (and the related plan assets, if any) using current actuarial assumptions (including current market interest rates and other current market prices).

When it is virtually certain that another party will reimburse some or all of the expenditure required to settle a defined benefit obligation, the right to reimbursement is recognised as a separate asset. The asset is measured at fair value. In all other respects, the asset is treated in the same way as plan assets. In surplus or deficit, the expense relating to a defined benefit plan is presented as the net of the amount recognised for a reimbursement.

The municipality offsets an asset relating to one plan against a liability relating to another plan when the municipality has a legally enforceable right to use a surplus in one plan to settle obligations under the other plan and intends either to settle the obligations on a net basis, or to realise the surplus in one plan and settle its obligation under the other plan simultaneously.

Actuarial assumptions

Actuarial assumptions are unbiased and mutually compatible.

Financial assumptions are based on market expectations, at the reporting date, for the period over which the obligations are to be settled.

The rate used to discount post-employment benefit obligations (both funded and unfunded) reflect the time value of money. The currency and term of the financial instrument selected to reflect the time value of money is consistent with the currency and estimated term of the post-employment benefit obligations.

Post-employment benefit obligations are measured on a basis that reflects:

- estimated future salary increases;
- the benefits set out in the terms of the plan (or resulting from any constructive obligation that goes beyond those terms) at the reporting date; and

- estimated future changes in the level of any state benefits that affect the benefits payable under a defined benefit plan, if, and only if, either:
 - those changes were enacted before the reporting date; or
 - past history, or other reliable evidence, indicates that those state benefits will change in some predictable manner, for example, in line with future changes in general price levels or general salary levels.

Assumptions about medical costs take account of estimated future changes in the cost of medical services, resulting from both inflation and specific changes in medical costs.

Other long term employee benefits

The municipality provides post-retirement health care benefits, housing subsidies and gratuities upon retirement to some retirees.

Long term service awards are payable after 10 years of continuous service and after every 5 years thereafter to employees. Additional to this employee shall be entitled to a 14th cheque for continuous employment on their 30th and every 5th year onward. Furthermore, a retirement gift is payable on retirement to employees with 10 years or more service. The provision is an estimate of the long service award based on historical staff turnover based on historical staff turnover. No other long service benefits are provided to employees.

The entitlement to post-retirement health care benefits is based on the employee remaining in service up to retirement age and the completion of a minimum service period. The expected costs of these benefits are accrued over the period of employment. Independent qualified actuaries carry out valuations of these obligations. The municipality also provides a gratuity and housing subsidy on retirement to certain employees. An annual charge to income is made to cover both these liabilities.

The amount recognised as a liability for other long-term employee benefits is the net total of the following amounts:

- the present value of the defined benefit obligation at the reporting date;
- minus the fair value at the reporting date of plan assets (if any) out of which the obligations are to be settled directly.

The municipality shall recognise the net total of the following amounts as expense or revenue, except to the extent that another Standard requires or permits their inclusion in the cost of an asset:

- current service cost;
- interest cost;
- the expected return on any plan assets and on any reimbursement right recognised as an asset;
- actuarial gains and losses, which shall all be recognised immediately;
- past service cost; and

- the effect of any curtailments or settlements.

Termination benefits

The municipality recognises termination benefits as a liability and an expense when the entity is demonstrably committed to either:

- terminate the employment of an employee or group of employees before the normal retirement date; or
- provide termination benefits as a result of an offer made in order to encourage voluntary redundancy.

The municipality is demonstrably committed to a termination when the entity has a detailed formal plan for the termination and is without realistic possibility of withdrawal. The detailed plan includes [as a minimum]:

- the location, function, and approximate number of employees whose services are to be terminated;
- the termination benefits for each job classification or function; and
- the time at which the plan will be implemented.

Implementation begins as soon as possible and the period of time to complete implementation is such that material changes to the plan are not likely.

Where termination benefits fall due more than twelve months after the reporting date, they are discounted using an appropriate discount rate. The rate used to discount the benefit reflects the time value of money. The currency and term of the financial instrument selected to reflect the time value of money is consistent with the currency and estimated term of the benefit.

In the case of an offer made to encourage voluntary redundancy, the measurement of termination benefits shall be based on the number of employees expected to accept the offer.

1.18 Provisions and contingencies

Provisions are recognised when:

- the municipality has a present obligation as a result of a past event;
- it is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation; and
- a reliable estimate can be made of the obligation.

The amount of a provision is the best estimate of the expenditure expected to be required to settle the present obligation at the reporting date.

Where the effect of time value of money is material, the amount of a provision is the present value of the expenditures expected to be required to settle the obligation.

The discount rate is a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the liability.

Provisions are reviewed at each reporting date and adjusted to reflect the current best estimate. Provisions are reversed if it is no longer probable that an outflow of resources embodying economic benefits or service potential will be required, to settle the obligation.

Where discounting is used, the carrying amount of a provision increases in each period to reflect the passage of time. This increase is recognised as an interest expense. A provision is used only for expenditures for which the provision was originally recognised. Provisions are not recognised for future operating deficits. If the municipality has a contract that is onerous, the present obligation (net of recoveries) under the contract is recognised and measured as a provision.

Provision for the rehabilitation of landfill sites

At year end a provision is raised for the rehabilitation of landfill sites. The provision is the net present value of the future cash flows to rehabilitate damaged land at year end.

As the related asset is measured using the cost model:

- changes in the liability is added to, or deducted from, the cost of the related asset in the current period;
- the amount deducted from the cost of the asset does not exceed its carrying amount. If a decrease in the liability exceeds the carrying amount of the asset, the excess is recognised immediately in surplus or deficit;
- if the adjustments result in an addition to the cost of an asset, the municipality considers whether this is an indication that the new carrying amount of the asset may be fully recoverable. If there is such an indication, the municipality tests the asset for impairment by estimating its recoverable amount or recoverable service amount, and accounts for any impairment loss, in accordance with the accounting policy on impairment of assets as described in the accounting policy on impairment of cash-generating assets and/ or impairment of non-cash generating assets.

The adjusted depreciable amount of the asset is depreciated over its useful life. Therefore, once the related asset has reached the end of its useful life, all subsequent changes in the liability are recognised in surplus or deficit as they occur.

Provision for constructive obligations

A constructive obligation to restructure arises only when the municipality:

- has a detailed formal plan for the restructuring, identifying at least:
 - the activity/operating unit or part of an activity/operating unit concerned.

- the principal locations affected;
- the location, function, and approximate number of employees who will be compensated for services being terminated;
- the expenditures that will be undertaken; and
- when the plan will be implemented; and
- has raised a valid expectation in those affected that it will carry out the restructuring by starting to implement that plan or announcing its main features to those affected by it.

A restructuring provision includes only the direct expenditures arising from the restructuring, which are those that are both:

- necessarily entailed by the restructuring; and
- not associated with the ongoing activities of the municipality.

No obligation arises as a consequence of the sale or transfer of an operation until the municipality is committed to the sale or transfer, that is, there is a binding arrangement.

After their initial recognition contingent liabilities recognised in entity combinations that are recognised separately are subsequently measured at the higher of:

- the amount that would be recognised as a provision; and
- the amount initially recognised less cumulative amortisation.

Contingencies

A contingent asset is a possible asset that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the municipality.

A contingent liability is a:

- possible obligation that arises from past events and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the municipality;
- present obligation that arises from past events but is not recognised because: it is not probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation; the amount of the obligation cannot be measured with sufficient reliability.

1.19 Revenue from exchange transactions

Revenue is the gross inflow of economic benefits or service potential during the reporting period when those inflows result in an increase in net assets, other than increases relating to contributions from owners.

An exchange transaction is one in which the municipality receives assets or services, or has liabilities extinguished, and directly gives approximately equal value (primarily in the form of goods, services or use of assets) to the other party in exchange.

Fair value is the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction

Measurement

Revenue is measured at the fair value of the consideration received or receivable, net of trade discounts and volume rebates.

Service charges

Service charges relating to electricity and water are based on consumption. Meters are read on a monthly basis and are recognised as revenue when invoiced. Provisional estimates of consumption, based on the consumption history, are made monthly when meter readings have not been performed. The provisional estimates of consumption are recognised as revenue when invoiced, except at year-end when estimates of consumption up to year-end are recorded as revenue without being invoiced. Adjustments to provisional estimates of consumption are made in the invoicing period in which meters have been read. These adjustments are recognised as revenue in the invoicing period. In respect of estimates of consumption between the last reading date and the reporting date, an accrual is made based on the billings done during July and August. The billing and invoiced amounts done in July are recognized in total as an accrual as all billing in July pertains to services rendered prior 30 June. An estimate is then made based on August billing pertaining to services rendered up until 30 June.

Service charges relating to refuse removal are recognised on a monthly basis in arrears by applying the approved tariff to each property that has improvements. Tariffs are determined per category of property usage, and are levied monthly based on the number of refuse containers on each property, regardless of whether or not all containers are emptied during the month.

Service charges from sewerage and sanitation are based on the number of sewerage connections on each developed property using the tariffs approved from Council and are levied monthly.

Rendering of services

When the outcome of a transaction involving the rendering of services can be estimated reliably, revenue associated with the transaction is recognised by reference to the stage of completion of the transaction at the reporting date. The outcome of a transaction can be

estimated reliably when all the following conditions are satisfied:

- the amount of revenue can be measured reliably;
- it is probable that the economic benefits or service potential associated with the transaction will flow to the municipality;
- the stage of completion of the transaction at the reporting date can be measured reliably; and the costs incurred for the transaction and the costs to complete the transaction can be measured reliably.

When the outcome of the transaction involving the rendering of services cannot be estimated reliably, revenue is recognised only to the extent of the expenses recognised that are recoverable.

Service revenue is recognised by reference to the stage of completion of the transaction at the reporting date. Stage of completion is determined by surveys of work performed.

Pre-paid electricity

Revenue from the sale of electricity prepaid units is recognised when all the following conditions have been satisfied:

- The municipality has transferred to the buyer the significant risks and rewards of ownership of the goods.
- The municipality retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold.
- The amount of revenue can be measured reliably.
- It is probable that the economic benefits or service potential associated with the transaction will flow to the municipality.
- The costs incurred or to be incurred in respect of the transaction can be measured reliably.

Interest earned

Interest earned on investments is recognised in the statement of financial performance on the time proportionate basis that takes into account the effective yield on the investment.

Dividends

Dividends are recognised on the date that the municipality becomes entitled to receive the dividend in accordance with the substance of the relevant agreement, where applicable.

Charges

Revenue arising from the application of the approved tariff of charges is recognised when the relevant service is rendered by applying the relevant approved tariff. This includes the

issuing of licenses and permits.

Sale of goods

Revenue from the sale of goods is recognised when all the following conditions have been satisfied:

- The municipality has transferred to the buyer the significant risks and rewards of ownership of the goods.
- The municipality retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold.
- The amount of revenue can be measured reliably.
- It is probable that the economic benefits or service potential associated with the transaction will flow to the municipality.
- The costs incurred or to be incurred in respect of the transaction can be measured reliably.

Income from agency services

Income for agency services is recognised on a monthly basis once the income collected on behalf of agents has been quantified. The income recognised is in terms of the agency agreement.

1.20 Revenue from non-exchange transactions

Revenue comprises gross inflows of economic benefits or service potential received and receivable by the municipality, which represents an increase in net assets, other than increases relating to contributions from owners.

Conditions on transferred assets are stipulations that specify that the future economic benefits or service potential embodied in the asset is required to be consumed by the recipient as specified or future economic benefits or service potential must be returned to the transferor.

Non-exchange transactions are transactions that are not exchange transactions. In a non-exchange transaction, the municipality either receives value from another municipality without directly giving approximately equal value in exchange, or gives value to another municipality without directly receiving approximately equal value in exchange.

Restrictions on transferred assets are stipulations that limit or direct the purposes for which a transferred asset may be used, but do not specify that future economic benefits or service potential is required to be returned to the transferor if not deployed as specified.

Stipulations on transferred assets are terms in laws or regulation, or a binding arrangement, imposed upon the use of a transferred asset by entities external to the reporting municipality.

The taxable event is the event that the government, legislature or other authority has determined will be subject to taxation.

Taxes are economic benefits or service potential compulsorily paid or payable to entities, in accordance with laws and or regulations, established to provide revenue to government. Taxes do not include fines or other penalties imposed for breaches of the law.

Transfers are inflows of future economic benefits or service potential from non-exchange transactions, other than taxes.

Recognition

An inflow of resources from a non-exchange transaction recognised as an asset is recognised as revenue, except to the extent that a liability is also recognised in respect of the same inflow.

As the municipality satisfies a present obligation recognised as a liability in respect of an inflow of resources from a non-exchange transaction recognised as an asset, it reduces the carrying amount of the liability recognised and recognises an amount of revenue equal to that reduction.

Revenue received from conditional grants, donations and funding are recognised as revenue to the extent that the municipality has complied with any of the criteria, conditions or obligations embodied in the agreement. To the extent that the criteria, conditions or obligations have not been met a liability is recognised. Government grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the municipality with no future related costs are recognised in the statement of financial performance in the period in which they become receivable.

Measurement

Revenue from a non-exchange transaction is measured at the amount of the increase in net assets recognised by the municipality.

When, as a result of a non-exchange transaction, the municipality recognises an asset, it also recognises revenue equivalent to the amount of the asset measured at its fair value as at the date of acquisition, unless it is also required to recognise a liability. Where a liability is required to be recognised it will be measured as the best estimate of the amount required to settle the obligation at the reporting date, and the amount of the increase in net assets, if any, recognised as revenue. When a liability is subsequently reduced, because the taxable event occurs or a condition is satisfied, the amount of the reduction in the liability is recognised as revenue.

Property rates

The municipality recognises an asset in respect of taxes when the taxable event occurs and the asset recognition criteria are met.

Resources arising from taxes satisfy the definition of an asset when the municipality controls the resources as a result of a past event (the taxable event) and expects to receive future economic benefits or service potential from those resources.

Resources arising from taxes satisfy the criteria for recognition as an asset when it is probable that the inflow of resources will occur and their fair value can be reliably measured.

The municipality analyses the taxation laws to determine what the taxable events are for the various taxes levied.

The taxable event for property tax is the passing of the date on which the tax is levied, or the period for which the tax is levied, if the tax is levied on a periodic basis.

Taxation revenue is determined at a gross amount. It is not reduced for expenses paid through the tax system.

Transfers

The municipality recognises an asset in respect of transfers when the transferred resources meet the definition of an asset and satisfy the criteria for recognition as an asset.

Transferred assets are measured at their fair value as at the date of acquisition.

Debt forgiveness and assumption of liabilities

The municipality recognises revenue in respect of debt forgiveness when the former debt no longer meets the definition of a liability or satisfies the criteria for recognition as a liability, provided that the debt forgiveness does not satisfy the definition of a contribution from owners.

Revenue arising from debt forgiveness is measured at the carrying amount of debt forgiven.

Fines

Fines are recognised as revenue when the receivable meets the definition of an asset and satisfies the criteria for recognition as an asset.

The municipality makes use of estimates to determine the amount of revenue that it is

entitled to collect. Where settlement discounts or reductions in the amount payable are offered, the municipality considers past history in assessing the likelihood of these discounts or reductions being taken up by receivables. Where the municipality collects fines in the capacity of an agent, the fine will not be revenue of the collecting municipality.

Gifts and donations, including goods in-kind

Gifts and donations, including goods in kind, are recognised as assets and revenue when it is probable that the future economic benefits or service potential will flow to the municipality and the fair value of the assets can be measured reliably.

Services in-kind

Services in-kind that are significant to the municipality's operations and/or service delivery objectives are recognised as assets and the related revenue when it is probable that the future economic benefits or service potential will flow to the municipality and the fair value of the assets can be measured reliably.

Where services in-kind are not significant to the municipality's operations and/or service delivery objectives and/or do not satisfy the criteria for recognition, the municipality discloses the nature and type of services in-kind received during the reporting period.

Collection charges and penalties

Collection charges and penalty interest is recognised when:

- it is probable that the economic benefits or service potential associated with the transactions will flow to the municipality; and
- the amount of revenue can be measured reliably; and

to the extent that there has been compliance with the relevant legal requirements (if applicable).

1.21 Statutory receivables Identification

Statutory receivables are receivables that arise from legislation, supporting regulations, or similar means, and require settlement by another entity in cash or another financial asset.

The cost method is the method used to account for statutory receivables that requires such receivables to be measured at their transaction amount, plus any accrued interest or other charges (where applicable) and, less any accumulated impairment losses and any amounts derecognised.

Nominal interest rate is the interest rate and/or basis specified in legislation, supporting regulations or similar means.

The transaction amount (for purposes of the Standard of GRAP on Statutory Receivables) means the amount specified in, or calculated, levied or charged in accordance with, legislation, supporting regulations, or similar means.

Recognition

The municipality recognises statutory receivables as follows:

- if the transaction is an exchange transaction, using the accounting policy on Revenue from exchange transactions;
- if the transaction is a non-exchange transaction, using the accounting policy on Revenue from non-exchange transactions (Taxes and transfers); or
- if the transaction is not within the scope of the accounting policies listed in the above or another Standard of GRAP, the receivable is recognised when the definition of an asset is met and, when it is probable that the future economic benefits or service potential associated with the asset will flow to the municipality and the transaction amount can be measured reliably.

Initial measurement

The municipality initially measures statutory receivables at their transaction amount. Subsequent measurement

The municipality measures statutory receivables after initial recognition using the cost method. Under the cost method, the initial measurement of the receivable is changed subsequent to initial recognition to reflect any:

- interest or other charges that may have accrued on the receivable (where applicable);
- impairment losses; and
- amounts derecognised.
- Accrued interest

Where the municipality levies interest on the outstanding balance of statutory receivables, it adjusts the transaction amount after initial recognition to reflect any accrued interest. Accrued interest is calculated using the nominal interest rate.

Interest on statutory receivables is recognised as revenue in accordance with the accounting policy on Revenue from exchange transactions or the accounting policy on Revenue from non-exchange transactions (Taxes and transfers), whichever is applicable.

Other charges

Where the municipality is required or entitled to levy additional charges in terms of legislation, supporting regulations, by-laws or similar means on overdue or unpaid amounts, these charges are accounted for in terms of the municipality's accounting policy on Revenue from exchange transactions or the policy on Revenue from non-exchange transactions (taxes and transfers).

Impairment losses

The municipality assesses at each reporting date whether there is any indication that a statutory receivable, or a group of statutory receivables, may be impaired.

In assessing whether there is any indication that a statutory receivable, or group of statutory receivables, may be impaired, the municipality considers, as a minimum, the following indicators:

- significant financial difficulty of the receivable, which may be evidenced by an application for debt counselling, business rescue or an equivalent.
- it is probable that the receivable will enter sequestration, liquidation or other financial re-organisation.
- a breach of the terms of the transaction, such as default or delinquency in principal or interest payments (where levied).
- adverse changes in international, national or local economic conditions, such as a decline in growth, an increase in debt levels and unemployment, or changes in migration rates and patterns.

If there is an indication that a statutory receivable, or a group of statutory receivables, may be impaired, the municipality measures the impairment loss as the difference between the estimated future cash flows and the carrying amount. Where the carrying amount is higher than the estimated future cash flows, the carrying amount of the statutory receivable, or group of statutory receivables, is reduced through the use of an allowance account. The amount of the losses is recognised in surplus or deficit.

An impairment loss recognised in prior periods for a statutory receivable is revised if there has been a change in the estimates used since the last impairment loss was recognised, or to reflect the effect of discounting the estimated cash flows.

Any previously recognised impairment loss is adjusted by adjusting the allowance account. The adjustment does not result in the carrying amount of the statutory receivable, or group of statutory receivables exceeding what the carrying amount of the receivable(s) would have been had the impairment loss not been recognised at the date the impairment is revised. The amount of any adjustment is recognised in surplus or deficit.

Derecognition

The municipality derecognises a statutory receivable, or a part thereof, when:

- the rights to the cash flows from the receivable are settled, expire or are waived;
- the municipality transfers to another party substantially all of the risks and rewards of ownership of the receivable; or
- the municipality, despite having retained some significant risks and rewards of ownership of the receivable, has transferred control of the receivable to another party and the other party has the practical ability to sell the receivable in its entirety to an unrelated third party, and is able to exercise that ability unilaterally and without needing to impose additional restrictions on the transfer. In this case, the municipality:
 - derecognises the receivable; and
 - recognises separately any rights and obligations created or retained in the

transfer.

The carrying amounts of any statutory receivables transferred are allocated between the rights or obligations retained and those transferred on the basis of their relative fair values at the transfer date. The municipality considers whether any newly created rights and obligations are within the scope of the Standard of GRAP on Financial Instruments or another Standard of GRAP. Any difference between the consideration received and the amounts derecognised and, those amounts recognised, are recognised in surplus or deficit in the period of the transfer.

1.22 Accounting by principles and agents

Identification

An agent is an entity that has been directed by another entity (a principal), through a binding arrangement, to undertake transactions with third parties on behalf of the principal and for the benefit of the principal.

A principal is an entity that directs another entity (an agent), through a binding arrangement, to undertake transactions with third parties on its behalf and for its own benefit.

A principal-agent arrangement results from a binding arrangement in which one entity (an agent), undertakes transactions with third parties on behalf, and for the benefit of, another entity (the principal).

Identifying whether an entity is a principal or an agent

When the municipality is party to a principal-agent arrangement, it assesses whether it is the principal or the agent in accounting for revenue, expenses, assets and/or liabilities that result from transactions with third parties undertaken in terms of the arrangement.

The assessment of whether a municipality is a principal or an agent requires the municipality to assess whether the transactions it undertakes with third parties are for the benefit of another entity or for its own benefit.

Binding arrangement

The municipality assesses whether it is an agent or a principal by assessing the rights and obligations of the various parties established in the binding arrangement.

Where the terms of a binding arrangement are modified, the parties to the arrangement re-assess whether they act as a principal or an agent.

Assessing which entity benefits from the transactions with third parties

When the municipality in a principal-agent arrangement concludes that it undertakes transactions with third parties for the benefit of another entity, then it is the agent. If the municipality concludes that it is not the agent, then it is the principal in the transactions.

The municipality is an agent when, in relation to transactions with third parties, all three of the following criteria are present:

- It does not have the power to determine the significant terms and conditions of the transaction.

- It does not have the ability to use all, or substantially all, of the resources that result from the transaction for its own benefit.
- It is not exposed to variability in the results of the transaction.

Where the municipality has been granted specific powers in terms of legislation to direct the terms and conditions of particular transactions, it is not required to consider the criteria of whether it does not have the power to determine the significant terms and conditions of the transaction, to conclude that is an agent. The municipality applies judgement in determining whether such powers exist and whether they are relevant in assessing whether the municipality is an agent.

Recognition

The municipality, as a principal, recognises revenue and expenses that arise from transactions with third parties in a principal-agent arrangement in accordance with the requirements of the relevant Standards of GRAP.

The municipality, as an agent, recognises only that portion of the revenue and expenses it receives or incurs in executing the transactions on behalf of the principal in accordance with the requirements of the relevant Standards of GRAP.

The municipality recognises assets and liabilities arising from principal-agent arrangements in accordance with the requirements of the relevant Standards of GRAP.

1.23 Borrowing costs

Borrowing costs are interest and other expenses incurred by the municipality in connection with the borrowing of funds. Borrowing costs are recognised as an expense in the period in which they are incurred.

1.24 Comparative figures

Where necessary, comparative figures have been reclassified to conform to changes in presentation in the current year. Refer to note 59 and 60 for detail.

1.25 Unauthorised expenditure

Unauthorised expenditure means:

- overspending of a vote or a main division within a vote; and
- expenditure not in accordance with the purpose of a vote or, in the case of a main division, not in accordance with the purpose of the main division.

All expenditure relating to unauthorised expenditure is recognised as an expense in the statement of financial performance in the year that the expenditure was incurred. The expenditure is classified in accordance with the nature of the expense, and where recovered, it is subsequently accounted for as revenue in the statement of financial performance.

1.26 Fruitless and wasteful expenditure

Fruitless and wasteful expenditure is expenditure that was made in vain and would have been avoided had reasonable care been exercised.

All expenditure relating to fruitless and wasteful expenditure is recognised as an expense in the statement of financial performance in the year that the expenditure was incurred. The expenditure is classified in accordance with the nature of the expense, and where recovered, it is subsequently accounted for as revenue in the statement of financial performance.

1.27 Irregular expenditure

Irregular expenditure is expenditure that is contrary to the Municipal Finance Management Act (Act No.56 of 2003), the Municipal Systems Act (Act No.32 of 2000), and the Public Office Bearers Act (Act No. 20 of 1998) or is in contravention of the economic entity's supply chain management policy. Irregular expenditure excludes unauthorised expenditure.

All expenditure relating to irregular expenditure is recognised as an expense in the statement of financial performance in the year that the expenditure was incurred. The expenditure is classified in accordance with the nature of the expense, and where recovered, it is subsequently accounted for as revenue in the statement of financial performance.

1.28 Related parties

A related party is a person or an entity with the ability to control or jointly control the other party, or exercise significant influence over the other party, or vice versa, or an entity that is subject to common control, or joint control.

Control is the power to govern the financial and operating policies of an entity so as to obtain benefits from its activities.

Joint control is the agreed sharing of control over an activity by a binding arrangement and exists only when the strategic financial and operating decisions relating to the activity require the unanimous consent of the parties sharing control (the venturers).

Related party transaction is a transfer of resources, services or obligations between the reporting entity and a related party, regardless of whether a price is charged.

Significant influence is the power to participate in the financial and operating policy decisions of an entity but is not control over those policies.

Key management as well as their close family members, and/or entities are related parties if one party has the ability, directly or indirectly, to control or jointly control the other party or exercise significant influence over the other party in making financial and/or operating decisions.

Management are those persons responsible for planning, directing and controlling the activities of the municipality including those charged with the governance of the municipality

in accordance with legislation, in instances where they are required to perform such functions.

Close members of the family of a person are considered to be those family members who may be expected to influence, or be influenced by, that management in their dealings with the municipality.

The municipality is exempt from disclosure requirements in relation to related party transactions if that transaction occurs within normal supplier and/or client/recipient relationships on terms and conditions no more or less favorable than those which it is reasonable to expect the municipality to have adopted if dealing with that individual entity or person in the same circumstances and terms and conditions are within the normal operating parameters established by that reporting entity's legal mandate.

Where the municipality is exempt from the disclosures in accordance with the above, the municipality discloses narrative information about the nature of the transactions and the related outstanding balances, to enable users of the entity's financial statements to understand the effect of related party transactions on its annual financial statements.

Changes in accounting policies, estimates and errors

Changes in accounting policies that are affected by management have been applied retrospectively in accordance with GRAP 3 requirements, except to the extent that it is impracticable to determine the period-specific effects or the cumulative effect of the change in policy. In such cases the municipality shall restate the opening balances of assets, liabilities and net assets for the earliest period for which retrospective restatement is practicable.

Changes in accounting estimates are applied prospectively in accordance with GRAP 3 requirements. Details of changes in estimates are disclosed in the notes to the annual financial statements where applicable.

Correction of errors is applied retrospectively in the period in which the error has occurred in accordance with GRAP 3 requirements, except to the extent that it is impracticable to determine the period-specific effects or the cumulative effect of the error. In such cases the municipality shall restate the opening balances of assets, liabilities and net assets for the earliest period for which retrospective restatement is practicable.

Commitments

Items are classified as commitments where the municipality commits itself to future transactions that will normally result in the outflow of cash.

Disclosures are required in respect of unrecognised contractual commitments.

Commitments are not recognised in the statement of financial position as a liability, but are included in the disclosure notes in the following cases:

- approved and contracted commitments;
- where the expenditure has been approved and the contract has been awarded at the reporting date; and
- where disclosure is required by a specific standard of GRAP.

1.29 Changes in accounting policies, estimates and errors

Changes in accounting policies that are affected by management have been applied retrospectively in accordance with GRAP 3 requirements, except to the extent that it is impracticable to determine the period-specific effects or the cumulative effect of the change in policy. In such cases the municipality shall restate the opening balances of assets, liabilities and net assets for the earliest period for which retrospective restatement is practicable.

Changes in accounting estimates are applied prospectively in accordance with GRAP 3 requirements. Details of changes in estimates are disclosed in the notes to the annual financial statements where applicable.

Correction of errors is applied retrospectively in the period in which the error has occurred in accordance with GRAP 3 requirements, except to the extent that it is impracticable to determine the period-specific effects or the cumulative effect of the error. In such cases the municipality shall restate the opening balances of assets, liabilities and net assets for the earliest period for which retrospective restatement is practicable.

1.30 Commitments

Items are classified as commitments when an entity has committed itself to future transactions that will normally result in the outflow of cash.

Disclosures are required in respect of unrecognised contractual commitments.

Commitments are not recognised in the statement of financial position as a liability, but are included in the disclosure notes in the following cases:

- approved and contracted commitments;
- where the expenditure has been approved and the contract has been awarded at the reporting date; and
- where disclosure is required by a specific standard of GRAP.

1.31 Value Added Tax

The municipality accounts for Value Added Tax on the cash (receipt) basis.

1.32 Budget information

The approved budget is prepared on the accrual basis and presented by economic classification linked to performance outcome objectives.

The approved budget covers the fiscal period from 2019/07/01 to 2020/06/30.

The annual financial statements and the budget are on the same basis of accounting therefore a comparison with the budgeted amounts for the reporting period have been included in the statement of comparison of budget and actual amounts.

1.33 Events after reporting date

Events after reporting date are those events, both favourable and unfavourable, that occur between the reporting date and the date when the financial statements are authorised for issue. Two types of events can be identified:

- those that provide evidence of conditions that existed at the reporting date (adjusting events after the reporting date); and
- those that are indicative of conditions that arose after the reporting date (non-adjusting events after the reporting date).

The municipality will adjust the amount recognised in the financial statements to reflect adjusting events after the reporting date once the event occurred.

The municipality will disclose the nature of the event and an estimate of its financial effect or a statement that such estimate cannot be made in respect of all material non-adjusting events, where non-disclosure could influence the economic decisions of users taken on the basis of the financial statements.

1.34 Presentation currency

These annual financial statements are presented in South African Rand, which is the functional currency of the municipality.

1.35 Construction contracts and receivables

Construction contract is a contract, or a similar binding arrangement, specifically negotiated for the construction of an asset or a combination of assets that are closely interrelated or interdependent in terms of their design, technology and function or their ultimate purpose or use.

Contractor is an entity that performs construction work pursuant to a construction contract.

A contractor is an entity that enters into a contract to build structures, construct facilities, produce goods, or render services to the specifications of another entity either itself or through the use of sub-contractors. The term “contractor” thus includes a general or prime contractor, a subcontractor to a general contractor, or a construction manager.

1.36 Segment Information

A segment is an activity of an entity:

- that generates economic benefits or service potential (including economic benefits or service potential relating to transactions between activities of the same entity).
- whose results are regularly reviewed by management to make decisions about resources to be allocated to that activity and in assessing its performance; and
- for which separate financial information is available.

Reportable segments are the actual segments which are reported on in the segment report. They are the segments identified above or alternatively an aggregation of two or more of those segments where the aggregation criteria are met.

Measurement

The amount of each segment item reported is the measure reported to management for the purposes of making decisions about allocating resources to the segment and assessing its performance. Adjustments and eliminations made in preparing the entity's financial statements and allocations of revenues and expenses are included in determining reported segment surplus or deficit only if they are included in the measure of the segment's surplus or deficit that is used by management. Similarly, only those assets and liabilities that are included in the measures of the segment's assets and segment's liabilities that are used by management are reported for that segment. If amounts are allocated to reported segment surplus or deficit, assets or liabilities, those amounts are allocated on a reasonable basis.

If management uses only one measure of a segment's surplus or deficit, the segment's assets or the segment's liabilities in assessing segment performance and deciding how to allocate resources, segment surplus or deficit, assets and liabilities are reported in terms of that measure. If management uses more than one measure of a segment's surplus or deficit, the segment's assets or the segment's liabilities, the reported measures are those that management believes are determined in accordance with the measurement principles most consistent with those used in measuring the corresponding amounts in the entity's financial statements.

2 New standards and interpretations

2.1 Standards and interpretations not yet effective or relevant

In the current year, the municipality has adopted the following standards and interpretations that are effective for the current financial year and that are relevant to its operations:

IGRAP 20: Accounting for Adjustments to Revenue

As per the background to this Interpretation of the Standards of GRAP, there are a number of legislative and regulatory processes that govern how entities levy, charge or calculate revenue, in the public sector. Adjustments to revenue already recognised in terms of legislation or similar means arise from the completion of an internal review process within the entity, and/or the

outcome of an external appeal or objection process undertaken in terms of legislation or similar means. Adjustments to revenue include any refunds that become payable as a result of the completion of a review, appeal or objection process. The adjustments to revenue already recognised following the outcome of a review, appeal or objection process can either result in a change in an accounting estimate, or a correction of an error.

As per the scope, this Interpretation of the Standards of GRAP clarifies the accounting for adjustments to exchange and non-exchange revenue charged in terms of legislation or similar means, and interest and penalties that arise from revenue already recognised as a result of the completion of a review, appeal or objection process. Changes to the measurement of receivables and payables, other than those changes arising from applying this Interpretation, are dealt with in accordance with the applicable Standards of GRAP. The principles in this Interpretation may be applied, by analogy, to the accounting for adjustments to exchange or non-exchange revenue that arises from contractual arrangements where the fact patterns are similar to those in the Interpretation.

The interpretation sets out the issues and relating consensus with accounting for adjustments to revenue.

The effective date of the interpretation is for years beginning on or after 01 April 2020.

The municipality has adopted the interpretation for the first time in the 2020/2021 annual financial statements.

GRAP 110 (as amended 2016): Living and Non-living Resources

The objective of this Standard is to prescribe the:

- recognition, measurement, presentation and disclosure requirements for living resources; and
- disclosure requirements for non-living resources

It furthermore covers Definitions, Recognition, Measurement, Depreciation, Impairment, Compensation for impairment, Transfers, Derecognition, Disclosure, Transitional provisions and Effective date.

The subsequent amendments to the Standard of GRAP on Living and Non-living Resources resulted from editorial changes to the original text and inconsistencies in measurement requirements in GRAP 23 and other asset-related Standards of GRAP in relation to the treatment of transaction costs. Other changes resulted from changes made to IPSAS 17 on Property, Plant and Equipment (IPSAS 17) as a result of the IPSASB's Improvements to IPSASs 2014 issued in January 2015 and Improvements to IPSASs 2015 issued in March 2016.

The most significant changes to the Standard are:

- General improvements: To clarify the treatment of transaction costs and other costs incurred on assets acquired in non-exchange transactions to be in line with the principle in GRAP 23; and to clarify the measurement principle when assets may be acquired in

exchange for a non-monetary asset or assets, or a combination of monetary and non-monetary assets

- IPSASB amendments: To clarify the revaluation methodology of the carrying amount and accumulated depreciation when a living resource is revalued; To clarify acceptable methods of depreciating assets; and to define a bearer plant and include bearer plants within the scope of GRAP 17 or GRAP 110, while the produce growing on bearer plants will remain within the scope of GRAP 27

The effective date of the standard is for years beginning on or after 01 April 2020.

The municipality has adopted the standard for the first time in the 2020/2021 annual financial statements.

The impact of the standard is not material.

IGRAP 1 (revised): Applying the Probability Test on Initial Recognition of Revenue

The amendments to this Interpretation of the Standard of GRAP clarifies that the entity should also consider other factors in assessing the probability of future economic benefits or service potential to the entity. Entities are also uncertain of the extent to which factors, other than the uncertainty about the collectability of revenue, should be considered when determining the probability of the inflow of future economic benefits or service potential on initial recognition of revenue. For example, in providing certain goods or services, or when charging non-exchange revenue, the amount of revenue charged may be reduced or otherwise modified under certain circumstances. These circumstances include, for example, where the entity grants early settlement discounts, rebates or similar reductions based on the satisfaction of certain criteria, or as a result of adjustments to revenue already recognised following the outcome of any review, appeal or objection process.

The consensus is that on initial recognition of revenue, an entity considers the revenue it is entitled to, following its obligation to collect all revenue due to it in terms of legislation or similar means. In addition, an entity considers other factors that will impact the probable inflow of future economic benefits or service potential, based on past experience and current facts and circumstances that exist on initial recognition.

A municipality applies judgement based on past experience and current facts and circumstances.

The effective date of the amendment is for years beginning on or after 01 April 2020.

The municipality has adopted the interpretation for the first time in the 2020/2021 annual financial statements.

GRAP 18 (as amended 2016): Segment Reporting

Segments are identified by the way in which information is reported to management, both for purposes of assessing performance and making decisions about how future resources will be

allocated to the various activities undertaken by the municipality. The major classifications of activities identified in budget documentation will usually reflect the segments for which an entity reports information to management.

Segment information is either presented based on service or geographical segments. Service segments relate to a distinguishable component of an entity that provides specific outputs or achieves particular operating objectives that are in line with the municipality's overall mission. Geographical segments relate to specific outputs generated, or particular objectives achieved, by an entity within a particular region.

The subsequent amendments to the Standard of GRAP on Segment Reporting resulted from editorial and other changes to the original text have been made to ensure consistency with other Standards of GRAP. The most significant changes to the Standard are:

- General improvements: An appendix with illustrative segment disclosures has been deleted from the Standard as the National Treasury has issued complete examples as part of its implementation guidance.

The effective date of the standard is for years beginning on or after 01 April 2020

The municipality has adopted the standard for the first time in the 2019/2019 annual financial statements

The adoption of this standard has not had a material impact on the results of the municipality but has resulted in more disclosure than would have previously been provided in the annual financial statements.

2.2 Standards and interpretations issued, but not yet effective

The municipality has not early adopted any GRAP standard that is not effective.

2.3 Standards and interpretations issued, but not yet effective

The municipality has not applied the following standards and interpretations, which have been published and are mandatory for the municipality's accounting periods beginning on or after 01 July 2021 or later periods:

GRAP 104 (amended): Financial Instruments

Following the global financial crisis, a number of concerns were raised about the accounting for financial instruments. This included that (a) information on credit losses and defaults on financial assets was received too late to enable proper decision-making, (b) using fair value in certain instances was inappropriate, and (c) some of the existing accounting requirements were seen as too rules based. As a result, the International Accounting Standards Board® amended its existing Standards to deal with these issues. The IASB issued IFRS® Standard on Financial Instruments (IFRS 9) in 2009 to address many of the concerns raised. Revisions were also made

to IAS® on Financial Instruments: Presentation and the IFRS Standard® on Financial Instruments: Disclosures. The IPSASB issued revised International Public Sector Accounting Standards in June 2018 so as to align them with the equivalent IFRS Standards.

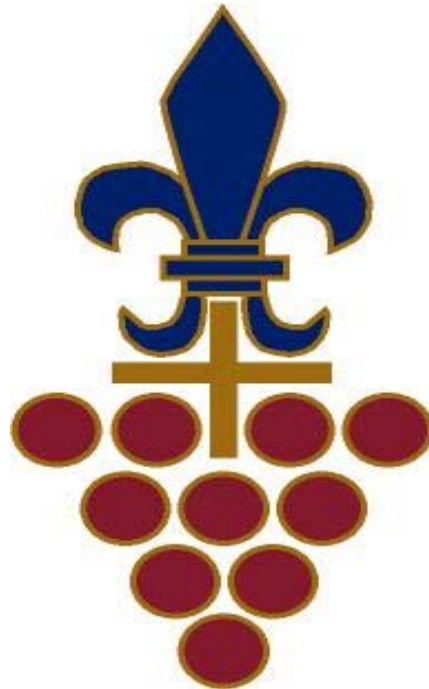
The revisions better align the Standards of GRAP with recent international developments. The amendments result in better information available to make decisions about financial assets and their recoverability, and more transparent information on financial liabilities. The most significant changes to the Standard affect:

- Financial guarantee contracts issued
- Loan commitments issued
- Classification of financial assets
- Amortised cost of financial assets
- Impairment of financial assets
- Disclosures

The effective date of the is not yet set by the Minister of Finance.

The municipality expects to adopt the standard for the first time when the Minister sets the effective date for the standard.

STELLENBOSCH MUNICIPALITY



**ASSET MANAGEMENT
POLICY**

2023/2024



STELLENBOSCH MUNICIPALITY

ASSET MANAGEMENT POLICY

Table of Contents

	Page
1. PREAMBLE	3
2. DEFINITIONS	4
3. ACRONYMS	6
4. AIM	6
5. OBJECTIVES	6
6. STATUTORY AND REGULATORY FRAMEWORK	7
7. RESPONSIBILITIES AND ACCOUNTABILITIES	7
7.1 The Accounting Officer (Municipal Manager)	7
7.2 The Chief Financial Officer (Director: Finance)	8
7.3 Asset Managers/ Directors	9
7.4 Asset Champions	10
7.5 Finance Department: Asset Management Division	11
7.6 The responsibility of the Budget and Treasury	11
7.7 The Human Resources Management Department	12
8. SAFEGUARDING OF ASSETS	12
9. PROCEDURE WITH REGARD TO CONTRIBUTED ASSETS	12
10. FINANCIAL MANAGEMENT	13
11. ACCOUNTING FOR ASSETS	17
12. INTERNAL CONTROL OVER ASSETS	27
13. FINANCIAL DISCLOSURE	30
14. CLASSIFICATION OF ASSETS	30

1. PREAMBLE

- Section 63 of the Municipal Finance Management Act Number 56 of 2003 governs Asset and Liability Management and states the following:

Asset and liability management

63. (1) The accounting officer of a municipality is responsible for the management 10
of—

- (a) the assets of the municipality, including the safeguarding and the maintenance of those assets; and
- (b) the liabilities of the municipality.

(2) The accounting officer must for the purposes of subsection (1) take all reasonable 15
steps to ensure—

- (a) that the municipality has and maintains a management, accounting and information system that accounts for the assets and liabilities of the municipality;
- (b) that the municipality's assets and liabilities are valued in accordance with 20
standards of generally recognised accounting practice; and
- (c) that the municipality has and maintains a system of internal control of assets and liabilities, including an asset and liabilities register, as may be prescribed.

The Municipal Finance Management Act Number 56 of 2003 will be the legislative framework for the Asset Management Policy whilst Generally Recognised Accounting Practice (GRAP) will be the accounting framework.

- The Municipal Council of Stellenbosch is in terms of the MFMA and GRAP obliged to adopt an Asset Management Policy to regulate the effective management of all council's assets.
- **And whereas** the municipal manager as accounting officer of municipal funds, assets and liabilities is responsible for the effective implementation of the asset management policy which regulates the acquisition, safeguarding, maintenance of all assets and disposal of assets where the assets are no longer used to provide a minimum level of basic service as regulated in terms of section 14 of the MFMA.
- **And whereas** these assets must be protected over their useful life and may be used in the production or supply of goods and services or for administrative purposes in meeting the municipality's operational requirements.
- **Now therefore** the municipal council of the Stellenbosch Municipality adopts this asset management policy:

2. DEFINITIONS

In this Policy, unless the context indicates otherwise

An **asset** means a resource

- a) controlled by Stellenbosch Municipality
- b) as a result of a past event
- c) it is probable that future economic benefits or service potential associated with the assets will flow to the municipality

Property, Plant and Equipment (PPE) refers to tangible, identifiable assets that:

- a) are held for-
 - i. use in the production or supply of goods or services
 - ii. rental, or
 - iii. administrative purposes, and
 - iv. are expected to be used for more than one year.

PPE should be classified according to the following definition groups:

- a) **Infrastructure assets** which are defined as assets that usually display some or all of the following characteristics:
 - i. they are part of a system or network,
 - ii. they are specialised in nature and do not have alternative uses
 - iii. they are immovable, and
 - iv. they may be subject to constraints on disposal
 - v. examples are road networks, sewer systems, water networks etc.
- b) **Community assets** which are defined as assets that contributes to the communities' well-being. Community assets are disclosed in accordance with its nature.
- c) **Heritage assets** which are defined as cultural significant resources.
- d) **Investment Properties** are defined as properties (land or buildings) that are acquired for economic and capital gains or held by Stellenbosch Municipality as finance lease to earn rentals. Examples are office parks and undeveloped land acquired for the purpose of resale in future years.
- e) **Other assets** which are defined as assets utilised in normal operations.
- f) **Intangible assets** which are defined as being assets without physical

substance.

g) **Biological assets** are assets acquired for agricultural purposes.

Capitalization of assets means the recording of assets in the Fixed Asset Register with its historical financial cost in accordance with GRAP.

Carrying amount means the amount at which an asset is recognized after deducting any accumulated depreciation and accumulated impairment losses.

Classification of assets means the grouping of assets of a similar nature of functionality in an entities operation that is shown as a single item for the purpose of disclosure in the financial statements.

Cost means the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire an asset at the time of its acquisition or construction or, where applicable, the amount attributed to that asset when initially recognized in accordance with specific requirements of other Standards of Generally Recognized Accounting Practices (GRAP).

Contributed assets means items received by the municipality as a donation.

Depreciation means the systematic allocation of the depreciable amount of an asset over its useful life.

Depreciable amount means the cost of an asset, or other amount substituted for the cost less its residual value.

Fair value means the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

Fixed Asset Register means a register for recording assets in accordance with GRAP

Impairment of an asset

- An impairment loss of cash - generating assets is the amount by which the carrying amount of an asset exceeds its recoverable amount.
- An impairment loss of non - cash generating assets is the amount by which the carrying amount of an asset exceeds its recoverable service amount.

Recoverable amount means the amount that the municipality expects to recover from the future use of an asset, including the residual value on disposal.

Residual value means the estimated amount that Stellenbosch municipality would currently obtain from disposal of the asset, after deducting the estimated cost of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

Useful life means the period over which an asset is expected to be available for use by the municipality.

Contributed Assets means items received by the Stellenbosch Municipality in the form of a donation.

3. ACRONYMS

PPE:	Property, Plant and Equipment
AMC Form:	Asset Movement Capture Form
MFMA:	Municipal Finance Management Act
GRAP:	General Accepted Accounting Practice
DIR:	Departmental Inventory Register
SCM:	Supply Chain Management
FAR:	Fixed Asset Register
NARC:	New asset receipt capture form
AT:	Asset transfer form

4. AIM

This policy will lay down broad guidelines for consistent, effective and efficient asset management principles of Stellenbosch Municipality

5. OBJECTIVES

- Specifying Council's practice regarding accounting for assets
- Ensure consistency in accounting treatment.
- To assist officials in understanding their legal and managerial responsibilities with regard to key asset functions such as:
 - safeguarding of assets,

- maintaining assets,
- establishing and maintaining a management, accounting and information system
- that accounts for the assets of the municipality.
- asset valuation principles in accordance with GRAP.
- establishing and maintaining systems of internal controls over assets.
- establishing and maintaining asset registers.
- clarifying responsibilities and accountabilities for the asset management process.

6. STATUTORY AND REGULATORY FRAMEWORK

This policy must comply with all relevant legislative requirements including:

- The Constitution of the Republic of South Africa, 1996
- Municipal Structures Act, 1998
- Municipal Systems Act, 2000
- Division of Revenue Act (enacted annually)
- Municipal Finance Management Act of 2003

Also, this policy must comply with the standards specified by the Accounting Standards Board. The relevant currently recognized accounting standards include:

- GRAP 17 Property, plant or equipment
- GRAP 16 Investment property
- GRAP 31 Intangibles
- GRAP 103 Heritage Assets
- GRAP 27 Agriculture
- GRAP 21 & 26 Impairment
- GRAP 12 Inventories

7. RESPONSIBILITIES AND ACCOUNTABILITIES

The purpose of this section is to prescribe the responsibilities of the various functionaries within Stellenbosch Municipality.

7.1 The Accounting Officer (Municipal Manager)

The Accounting Officer (Municipal Manager) or his/ her duly delegated

representative is responsible to ensure implementation and compliance with the responsibilities prescribed in section 63 of the MFMA.

- The municipality has and maintains a management, accounting and information system that accounts for the assets of the municipality;
- The municipality's assets are valued in accordance with standards of generally recognized accounting practice;
- The municipality has and maintains a system of internal control of assets, including an asset register; and
- The senior managers and their teams comply with this policy.
- In consultation with the asset managers, he approves the temporary or permanent transfer of a movable asset between departments as determined in the "Delegation of Authority to officials of the Stellenbosch Municipality".

7.2 The Chief Financial Officer (Director: Finance)

The Chief Financial Officer is responsible to the Municipal Manager to ensure that the financial investment in the municipality's assets is safeguarded and maintained.

The Chief Financial Officer must take reasonable steps to ensure that:

- i. Appropriate systems of financial management and internal control are established and carried out diligently;
- ii. The financial and other resources of the municipality are utilized effectively, efficiently, economically and transparently;
- iii. Any unauthorized, irregular or fruitless or wasteful expenditure and losses resulting from criminal or negligent conduct are prevented;
- iv. The systems, processes and registers required to substantiate the financial values of the municipality's assets are maintained at standards sufficient to satisfy the requirements of the Auditor-General.
- v. Financial processes are established and maintained to ensure that the municipality's financial resources are optimally utilized through an appropriate asset plan, budgeting, purchasing, maintenance and disposal decisions.
- vi. The managers and asset champions are appropriately advised on the exercise of their powers and duties pertaining to the financial administration of assets;
- vii. The policy and supporting procedures or guidelines are established, maintained and effectively communicated;
- viii. The Chief Financial Officer may delegate or otherwise assign

responsibility for performing the functions but he/she will remain accountable for ensuring these activities are performed.

7.3 Managers/ Directors

- a) The manager referred to in Section 56 of the municipal systems act being someone reporting directly to the Municipal Manager and has the functional accountabilities for the physical management of a particular set of assets in order to achieve the municipalities strategic objectives relevant to their directorate.
- b) Directors shall be directly responsible for the physical safeguarding of any fixed asset controlled or used by the directorate in question. In exercising this responsibility, directors shall adhere to the stipulations of this policy as well as any other written directives issued by the municipal manager to the directorate in question, or generally to all directorates, in regard to the control of or safeguarding of the municipality's fixed assets.

Managers should:

- i. ensure that employees in their departments adhere to the approved Asset Management Policy;
- ii. ensure that all assets are procured in terms of the SCM Policy;
- iii. ensure that council are properly informed about any contributed (donated) assets and that approval from council is obtained timeously
- iv. ensure that the contributed asset is recorded on the NARC form and communicated with the Financial Asset Management Department.
- v. ensure that employees with delegated authority have been nominated to implement and maintain physical control over assets in their departments. Although authority has been delegated, responsibility remains with the respective Managers of the departments and overall accountability with the Directors of relevant directorates;
- vi. ensure that the termination of service asset verification form for staff, is duly completed and submitted to the Strategic and Corporate Services Directorate;
- vii. ensure that assets are properly maintained in accordance with their respective asset maintenance policy;
- viii. ensure that, where applicable, all their movable assets as reflected on the Fixed Asset Register are barcoded to exercise control;
- ix. ensure that the Financial Asset Management Section is notified via the AT form within 10 working days of any changes in the status of assets

- under the department's control;
- x. ensure that transfers between departments within directorates are administered internally;
 - xi. ensure that a complete asset verification of all inventory and asset items is performed annually;
 - xii. ensure that all obsolete, damaged and unused assets, supported by relevant asset and condemnation forms, are handed in at the Financial Asset Management Department without delay;
 - xiii. be responsible for maintaining and managing their own DIR;
 - xiv. ensure that all assets are safeguarded against loss/theft and that they are adequately insured; and
 - xv. ensure that location changes are made timeously and location/room information are updated and reported on the relevant form to the Asset Management Section regularly.

7.4 Asset Champions

Asset Champions are senior officials appointed by the Financial Asset Manager in the different Directorates.

The Asset Champion must:

- i. Assist the Financial Asset Manager/ Director in performing his/her functions and duties.
- ii. Ensure that all new assets (purchased or donated) are recorded on the NARC form.
- iii. Ensure that the NARC forms are completed in full and send with copies of the relevant documentation to the asset control department within 7 working days after receipt of the assets.
- iv. Ensures that all their movable assets, where applicable, are barcoded.
- v. Ensure that asset listings are verified and kept up to date in collaboration with the Finance Directorate.
- vi. Assist the Financial Asset Department with the annual verification of movable assets by making sure that the assets, as per asset listing, are at the correct locations, that these locations are accessible when the verification of assets takes place and provides a full report on any missing assets to the Financial Asset Manager.
- vii. Notify the Financial Asset Department when he/she identifies obsolete

and redundant assets so that these assets can be moved to the Write-off Store.

- viii. Report all changes affecting asset listing sheets to the Director: Finance and the Manager: Financial Asset Management within 7 days of occurrence.

The following require the written recommendation of the Financial Asset Manager and approval of Municipal Manager on the prescribed form:

- a) The temporary or permanent transfer of all movable assets between departments.
- b) The writing off or disposal of obsolete or redundant assets.

7.5 Financial Services Directorate: Financial Asset Management

- i. Is the asset registrar of the municipality and shall ensure that a complete, accurate and up to date asset register is maintained that conforms to the GRAP specifications.
- ii. Ensures that physical asset verification is performed annually by all departments to verify the assets on the asset register. The results of this verification must be reported to the Municipal Manager and Council.
- iii. Will perform reconciliations between the asset register and the General Ledger on a monthly basis.
- iv. Ensures adequate bar codes and equipment to exercise the function relating to asset control is available at all times.
- v. Will ensure that all audit queries are resolved in a timely manner.
- vi. Dispose of asset in accordance with the SCM policy
- vii. Handles the administrative functions with regards to the transfers received.

7.6 The responsibility of the Budget and Costing

- i. Ensure that a clear description is provided with each project and the appropriate funding source is identified.
- ii. Release capital funds only after receiving written authority and a clear and concise description of the item to be purchased.
- iii. Ensure that any changes in the capital budget, with regards to funds transferred or project description changes are communicated to the Financial Asset Management department.

7.7 The Strategic and Corporate Services Directorate

The Strategic and Corporate Services directorate shall ensure that no monies are paid out to the staff on termination of their service prior to receiving the relevant asset resignation form signed off by the relevant directorate- refer to Termination of Service Asset Confirmation form.

8. SAFEGUARDING OF ASSETS

Custody and Security

- i. All barcoded assets shall be tracked by physical location through the Fixed Asset Register.
- ii. A physical asset verification process shall be performed every year and all directorates will be verified simultaneously.
- iii. The coordination of the process and verification of the assets will rest with the Financial Asset Management Section and all directorates are responsible to see that the assets under their control are available during the verification process.

Communication

- i. Directorates are responsible to report any stolen or damage property to the Financial Asset Management Section.
- ii. All changes must be accurately recorded on the AT forms and reported to the Financial Asset Management Section within 10 working days.
- iii. Any discrepancies between the Fixed Asset Register and the physical inventory must be reconciled and motivated by the relevant directorates.

9. PROCEDURE WITH REGARD TO CONTRIBUTED ASSETS

Governance

- i. The authority to endorse and approve acceptance of assets contributed to the Stellenbosch Municipality vests with Council as such assets have an impact on future operational costs.
- ii. A report including the fair value/cost price of the contributed asset as well as the financial implications of acceptance of the contributed asset must be submitted to Council, so that acceptance of the asset can be confirmed.

Procedures

- i. Once Council has approved the donation, the departments must:
- ii. Notify the Financial Services Directorate of any assets contributed, by submitting the Council approved report including the cost/fair value of the contributed asset so that the asset can be recorded and capitalized at the appropriate value.

10. FINANCIAL MANAGEMENT

Pre-Acquisition Planning

Before a capital project is included in the draft municipal budget for approval, the Manager/ Director must prove that they have considered:

- The projected acquisition and implementation cost over all the financial years until the project is operational;
- The future operational costs and revenue on the project, including tax and tariff implications;
- The financial sustainability of the project over its economic life span including revenue generation and subsidization requirements;
- The physical and financial stewardship of the asset through all stages in its economic life span including acquisition, installation, maintenance, operations, disposal and rehabilitation; and
- The inclusion of the capital project in the Integrated Development Plans and future budgets.

The Chief Financial Officer is accountable to ensure that the Managers/ Directors receive all reasonable assistance, guidance and explanation to enable them to achieve their planning requirements.

Approval to acquire Property, Plant and Equipment:

Funds can only be invested with a capital project if:

- The funds have been appropriated in the capital budget;
- The project, including the total cost and funding sources, has been approved by the Council;
- The Director: Finance confirms that funding is available for that specific project; The Supply Chain Management prescripts/procedures have been adhered to.
- Any contract that will impose financial obligations more than two years beyond

the budget year is appropriately disclosed.

The funding sources of Assets:

Within the municipality's ongoing financial, legislative or administrative capacity, the Chief Financial Officer will establish and maintain the funding strategies that optimize the municipality's ability to achieve its Strategic Objectives as stated in the Integrated Development Plan.

Four main sources of finance are utilized to acquire Property Plant and Equipment for the municipality, namely:

- The Accumulated Surplus/Deficit (Capital Replacement Reserve)
- The External Financing Fund (EFF).
- Grants, Subsidies and Public
- Contributions. Fair value

The sources of finance that may be utilized to finance assets are utilized in accordance with the provisions of S19 of the Municipal Finance Management Act.

a) Accumulated Surplus/Deficit (The Capital Replacement Reserve)

The Council must annually approve the basis and the amounts for which contributions should be appropriated to the Accumulated Surplus/Deficit in conjunction with the availability of funds and the requirements of the capital program for that financial year.

The funds in the Accumulated Surplus/Deficit are accumulated by: An annual contribution from revenue

The cash backed profit on the sale/disposal of assets

When an amount is advanced to a borrowing service to finance the acquisition of an asset, the money must be transferred to the Accumulated Surplus created for the purpose of acquiring a specific asset and the accumulated funds in the Accumulated Surplus/Deficit must be reduced by the amount of the advance.

The balance of the accumulated funds in the Accumulated Surplus/Deficit will therefore represent the amount that is available to finance assets in future periods. This balance must be cash backed at all times.

The balance in the Accumulated Surplus is transferred to the income statement over the estimated life of assets financed by the Accumulated

Surplus/Deficit to offset the depreciation charge included in the income statement relating to fixed assets.

b) The External Financing Fund (EFF)

When loans are obtained from external sources, they must be paid into the EFF. The corresponding cash should be invested until utilized for the purpose of acquiring assets. When the external loan is utilized to finance assets in a service entity it should be recorded in an “advances” account in the EFF.

Where a loan has a fixed period the instalments should be calculated to determine the cash that should be set aside in the EFF. This is done so that there will be sufficient money to repay the loan when it matures as well as any interest charges as they occur.

When the loan is an annuity loan, the cash required to be paid into the EFF should be based on the actual loan repayments. Once the money has been received by the EFF, the cash would be used to repay the loan.

When the EFF is consolidated with the various services, the “advances made” account in the EFF will contra with the “advances received” account in the various service entities.

Loan finance option

A municipality should ensure that a loan satisfies the requirements of legislation on incurring debt. In particular, municipalities should ensure that long-term debt is:

- Incurred only for the purposes of capital expenditure for the purpose of achieving the objectives stated in section 152 of the Constitution (MFMA S46);
- incurred in line with its capital budget (MFMA S19 and S46(2));
- Is incurred only after the anticipated debt repayment schedule has been submitted to council (MFMA S46(3)(b)(i));
- Included in the liabilities register and
- Satisfies the other requirements of sections 19, 46 and 63 of the MFMA, the MSA and the Constitution.

c) Grants, Subsidies and Public Contributions (Capital Receipts)

Unutilized conditional grants are reflected on the Balance Sheet as a Creditor called Creditor (Unspent and Receipts). They represent unspent government grants, subsidies and contributions from the public. This creditor always has

to be backed by cash.

The following provisions are set for the creation and utilization of this creditor:

- The cash which backs up the creditor is invested until it is utilized.
- Interest earned on the investment is treated in accordance with grant conditions. If it is payable to the funder it is recorded as part of the creditor. If it is the council's interest it is recognized as interest earned in the income statement.
- Whenever an asset is purchased out of the unutilized conditional grant an amount equal to the cost price of the asset purchased is transferred from the Unutilized Capital Receipts into the income statement as revenue. Thereafter an equal amount is transferred on the statement of changes in equity to a reserve called an Accumulated Surplus/Deficit (Future Depreciation Reserve). This reserve is equal to the remaining depreciable value (book value) of assets purchased out of the Unutilized Capital Receipts. The Future Depreciation Reserve is used to offset depreciation charged on assets purchased out of the Unutilized Capital Receipts to avoid double taxation of the consumers.
- If a profit is made on the sale of assets previously purchased out of Unutilized Capital Receipts the profit on these assets sold is reflected in the notes to the income statement and is then treated in accordance with Council policy.

The acquisition of assets will not be funded over a period longer than the useful life of that asset.

Disposal of assets

- The municipality may not transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of an asset needed to provide the minimum level of basic municipal services, unless such asset is obsolete or surplus to requirements or beyond a state of good repair or being replaced and provided that the delivery of the minimum level of basic municipal services must not be compromised as a result of the disposal of the asset.
- The decision that a specific asset is not needed to provide the minimum level of basic municipal services, may not be reversed by the municipality after that asset had been sold, transferred or otherwise disposed of.
- The disposal of an item of property, plant or equipment must be fair, equitable, transparent, competitive and cost effective and comply with a prescribed regulatory framework for municipal supply chain management and the Supply Chain Management Policy of the municipality.
- The transfer of assets to another municipality, municipal entity, national department or provincial department is excluded from these provisions,

provided such transfer is being done in accordance with a prescribed regulatory framework. Directors shall report in writing to the Director: Finance on 31 May of each financial year on all fixed assets controlled or used by the directorate concerned which such Director wishes to alienate by public auction or public tender. The Director: Finance shall thereafter consolidate the requests received from the various directorates, and shall promptly report such consolidated information to the council or the Municipal Manager of the municipality, as the case may be, recommending the process of alienation to be adopted.

- Once the fixed assets are alienated, the Director: Finance shall de-recognize the asset from the accounting records and the fixed asset register.

Loss, theft, destruction or impairment of fixed assets

The different directorates shall ensure that any incident of loss, theft, destruction, or material impairment of any fixed asset controlled or used by the directorate in question is promptly reported in writing to the Director: Financial Services, to the internal auditor, and in cases of suspected theft or malicious damage, also to the South African Police Service.

11. ACCOUNTING FOR ASSETS

Capitalization of Assets

Stellenbosch Municipality does not capitalize an asset based on a capitalization cost threshold, but recognizes an asset when it complies with the definition of an asset as stipulated in GRAP 17 and the cost of the asset to the municipality can be measured reliably.

Where an asset is acquired at no cost, or for a nominal cost, its cost is its fair value as at the date of acquisition (GRAP 17.22).

Assets will only be capitalized in the asset register on completion or finalization of the project.

Multi Year projects

Projects to be completed over more than one financial year will be initially disclosed in the asset register and financial statements as “Work in Progress” thereafter only on completion the asset will be capitalized and depreciated.

Assets will be recorded in the asset register continuously on completion thereof and bar-coded with an aluminium label where appropriate for identification.

Only expenses incurred in the enhancement of a fixed asset (in the form of improved or increased services or benefits flowing from the use of such asset) or in the material extension of the useful operating life of a fixed asset shall be capitalized (GRAP 17.19-.20):

- Parts of some items of property, plant and equipment may require replacement at regular intervals. For example, a road may need resurfacing every few years, a furnace may require relining after a specified number of hours use, or aircraft interiors such as seats and galleys may require replacement several times during the life of the airframe. Items of property, plant and equipment may also be required to make a less frequently recurring replacement, such as replacing the interior walls of a building, or to make a non-recurring replacement. Under the recognition principle in an entity recognizes in the carrying amount of an item property, plant and equipment the cost replacing part of such an item when that cost is incurred if the recognition criteria are met. The carrying amount of those parts that are replaced is derecognized in accordance with the de-recognition provision of this Standard (GRAP 17.19).
- A condition of continuing to operate an item of property, plant and equipment (for example, an aircraft) may be performing regular major inspections for faults regardless of whether parts of the item are replaced. When each major inspection is performed, its cost is recognized in the carrying amount of the item of property, plant and equipment as a replacement if the recognition criteria are satisfied. Any remaining carrying amount of the cost of the previous inspection (as distinct from physical parts) is derecognized. This occurs regardless of whether the cost of the previous inspection was identified in the transaction in which the item was acquired or constructed. If necessary, the estimated cost of a future similar inspection may be used as an indication of what the cost of the existing inspection component was when the item was acquired or constructed (GRAP 17.20)

Computer software will be capitalized and classified as intangible assets.

MAINTENANCE

Maintenance Strategy

Each directorate must develop a maintenance strategy that will ensure that the assets of Stellenbosch Municipality are maintained at an adequate operational level or standard by ensuring that all statutory, technical and operational objectives are achieved. This strategy must ensure that tangible assets under the custody and control of the relevant directors are properly maintained and repaired so that their

possible maximum useful lives are realised.

Rehabilitation/Enhancements/Renewals of Capital Assets

Expenditure to rehabilitate, enhance or renew an existing capital asset (including separately depreciable parts) can be recognised as capital if:

- That expenditure satisfies the recognition criteria.
- That expenditure is enhancing the service provision of that capital asset beyond its original expectation (i.e., not maintenance) and either that expenditure:
 - Increases the useful life of that capital asset (beyond its original life).
 - Increases that capital asset capacity (beyond its original capacity).
 - Increases the performance of the capital asset (beyond the original performance).
 - Increases the functionality of that capital asset.
- Reduces the future ownership costs of that capital asset significantly; or
- Increases the size of the asset or changes its shape.

The following points are important to note:

- Approval through the budget process for these improvements may require a business case.
- It must be probable that the expenditure will lead to the level of benefits expected.
- The expenditure to restore the functionality of the capital asset to its original level is a maintenance/refurbishment expense and not a capital expense. Maintenance/ refurbishment will not be capitalised to the capital asset.

The rehabilitated or renewed separately depreciable part will be derecognised and the replacement will be recognised. Where the separately identifiable asset is rehabilitated or renewed, the amount incurred will be added to the carrying value of the asset.

Renewals have the same meaning and treatment as rehabilitation/enhancements and are different from refurbishment, which is seen as maintenance.

Directorates Responsibilities

Each Directorate is responsible for ensuring:

- i. That all tangible assets under their control are maintained in a good working condition. The directorates must take adequate care that the working environments for the various assets are appropriate and suitable for such types of tangible assets.
- ii. That their assets are not misused or used for personal use or benefit.

- iii. That repair and maintenance costs incurred is reviewed and properly controlled.
- iv. The development of a maintenance program according to their operating budget resources. The program must provide a schedule of the repairs and maintenance to be done. The program must also consist of planned and unplanned repairs and maintenance to be performed.
- v. The following matrix will assist in distinguishing capital expenditure from maintenance expenditure:

CAPITAL EXPENDITURE	MAINTENANCE
<ul style="list-style-type: none"> • Acquiring a new asset 	<ul style="list-style-type: none"> • Restoring an asset so that it can continue to be used for its intended purpose
<ul style="list-style-type: none"> • Replacing an existing asset 	<ul style="list-style-type: none"> • Maintaining an asset so that it can be used for the period for which it was initially intended
<ul style="list-style-type: none"> • Enhancing an existing asset so that its use is expanded 	
<ul style="list-style-type: none"> • Further developing an existing asset so that its original useful life is extended 	

When assets are capitalized a distinction should be made on whether the new asset is purchased to replace an existing asset or whether it is a total new asset that is purchased.

Assets held under leases

- **Finance leases** are leases, which in effect transfer all risks and rewards associated with the ownership of an asset from the lessor to the lessee. Assets held under finance leases are capitalized by the municipality and reflected as such in the fixed asset register. It will be capitalized at its leased value at commencement of the lease, which will be the price stated in the lease agreement. The asset is then depreciated over its expected useful life.
- **Operating leases** are those leases which do not fall within the scope of the above definition. Operating lease rentals are expensed as they become due. Assets held under operating leases are not accounted for in the asset registers of the municipality.

INVESTMENT PROPERTY

- An item shall be recognised as investment property if it meets the definition. Investment property is recorded at cost.
- Disclosable value measured at recognition:
 - Initially at acquisition cost plus transaction cost, or nominal value
 - Where acquired at no cost or nominal value, fair value at acquisition is deemed to be cost for disclosure
 - If held under a lease and classified as Investment Property, is the lower of fair value and the present value of the minimum lease payments
- Cost value is determined according to the requirements of the GRAP standard on Investment Property.
- Assets classified as Investment Property shall be re-defined once such assets usage changes

Cost Model

Investment property is, subsequent to initial measurement, carried at cost less accumulated depreciation and any accumulated impairment losses

Depreciation is provided to write down the cost, less estimated residual value by equal instalments over the useful life of the property, which is as follows:

Item	Useful life
Property – buildings	30-99 years
Property – land	indefinite

Investment property is derecognised on disposal or when the investment property is permanently withdrawn from use and no future economic benefits or service potential are expected from its disposal.

Gains or losses arising from the retirement or disposal of investment property is the difference between the net disposal proceeds and the carrying amount of the asset and is recognised in surplus or deficit in the period of retirement or disposal.

Compensation from third parties for investment property that was impaired, lost or given up is recognised in surplus or deficit when the compensation becomes receivable

Depreciation

- Depreciation will be done in accordance with the GRAP frame work
- The depreciable amount of an item of property, plant or equipment should be allocated on a systematic basis over its useful life.
- Stellenbosch Municipality's depreciation method will be the straight-line method for all assets of the Council unless otherwise agreed to in writing by the Director: Financial Services.
- Depreciation shall be calculated from the day the fixed asset is available for use (commissioning date) (GRAP 17.65).
- If the cost of land includes the cost of site dismantlement, removal and restoration, the portion of the land asset is depreciated over the period of benefits or service potential obtained by incurring those costs. In some cases, the land itself may have a limited useful life, in which case it is depreciated in a manner that reflects the benefits or service potential to be derived from it (GRAP 17.69).

Review of residual value and useful life

- The municipality should assess whether there is any indication that the expected useful life of the asset has changed based on whether the condition of the asset has improved or declined. This is based on any condition assessments undertaken by the entity on its assets during the reporting period. Paragraph .60(f) of GRAP 17 should not be read as requiring a condition assessment at each reporting date. Condition assessments will be undertaken by entities on selected or identified assets as part of its on-going asset management. Instead, any information available from any condition assessments undertaken during the reporting period should be used to assess whether the useful life of particular assets should be changed.
- All movable assets with a useful life of two years or less will be reviewed on an annual basis to ensure adherence to GRAP 1757 (c) if no other indicators are present or detected during the year under review.
- If the review indicates that a change has taken place and expectations differ from previous estimates, the changes should be accounted for as a change in the accounting estimate in accordance with the Standard of GRAP on Accounting Policies, Changes in Accounting Estimates and Errors.
- The remaining useful life of capital assets should be reviewed annually and, if expectations are significantly different from previous estimates, the depreciation charge for the current and future periods should be adjusted.
- This review should be done by the asset manager in conjunction with the impairment review.
- The review of useful life is a check to see if there is any evidence to suggest that expected life should be changed.
- The Table of Useful Lives is provided in the MFMA Local Government Capital

Asset Management Guideline (Refer to Annexure A). These should be used as a guide to the minimum useful lives only because actual asset lives experienced greatly exceed those recommended lives.

- The residual value of an asset may increase to an amount equal to or greater than the asset's carrying amount. If it does, the asset's depreciation charge is zero unless and until its residual value subsequently decreases to an amount below the asset's carrying amount (GRAP 17.65).

Impairment of assets

The accounting treatment relating to impairment losses is outlined as follows in GRAP 17:

- The carrying amount (Book value) of an item or a group of identical items of property, plant and equipment should be reviewed periodically in order to assess whether or not the recoverable amount has declined below the carrying amount.
- Recoverable amount is the higher of a cash – generating asset's net selling price and its value in use.
- When such a decline has occurred, the carrying amount should be reduced to the recoverable amount. The amount of the reduction should be recognized as an expense immediately.
- The recoverable amount of individual assets, or groups of identical assets, is determined separately and the carrying amount reduced to recoverable amount on an individual asset, or group of identical assets, basis.
- However, there may be circumstances when it may not be possible to assess the recoverable amount of an asset on this basis, for example when all of the plant and equipment in a sewerage purification work is used for the same purpose. In such circumstances, the carrying amount of each of the related assets is reduced in proportion to the overall decline in recoverable amount of the smallest grouping of assets for which it is possible to make an assessment of recoverable amount.

The following may be indicators that an item of PPE has become impaired:

- The asset has been damaged.
- The asset has become technologically obsolete.
- The asset remains idle for a considerable period either prior to it being put into use or during its useful life.
- Land is purchased at market value and is to be utilized for subsidized housing developments, where the subsidy is less than the purchase price.

Procedure to identify, budget and account for impairment losses:

- The following needs to be done to ensure that impairment losses that are identified by the above indicators are budgeted for during the operating budget cycle and are accounted for in the next financial year. The following steps will have to be performed during the operating budget cycle:

Financial Services Directorate - Financial Asset Management Section shall issue a memo to all directorates requesting them to identify assets that:

- a) Are in a state of damage at the start of the operating budget cycle;
- b) Are technologically obsolete at the start of the operating budget cycle; This can be facilitated if directorates require that Financial Services Directorate – Financial Asset Management - section to supply them with a Fixed Asset Register printout pertaining to major assets showing the remaining useful lives of assets. The directorates can then assess and indicate cases where the assessed remaining useful life is shorter than the remaining useful life on the printout.
- c) Have remained idle for a considerable period either prior to them being put into uses at the start of the operating budget cycle or during their useful life;
- d) Are subject to impairment losses because the subsidies to be received in exchange for assets are less than the carrying amounts. An example of this is Land that is purchased at market value and is to be utilized for subsidized housing developments;
 - The recoverable amounts of these assets need to be calculated by calculating the Net selling Price per asset as defined above.
 - The impairment loss per asset needs to be calculated as the difference between the Net selling price and the book value of the asset.
 - The impairment loss needs to be budgeted for.
 - The following steps will have to be performed regularly during the year to account for impairment losses:

Directorates will identify and inform Financial Services Directorate – Financial Asset Management section of assets that:

- a) Are in a state of damage at year-end,
- b) Are technologically obsolete at year-end. This can be facilitated if directorates require Finance Directorate – Financial Asset Management section to supply them with a Fixed Asset Register printout pertaining to major assets showing

the remaining useful lives of assets. The directorates can then assess and indicate cases where the assessed remaining useful life is shorter than the remaining useful life on the printout.

- c) Have remained idle for a considerable period either prior to them being put into uses at year-end or during their useful life
- d) Are subject to impairment losses because the subsidies to be received in exchange for assets are less than the carrying amounts. An example of this is Land that is purchased at market value and is to be utilized for subsidized housing developments. The recoverable amounts of these assets need to be calculated by calculating the Net selling Price per asset as defined above.

The impairment loss per asset needs to be calculated as the difference between the Net selling price and the book value of the asset.

The impairment loss needs to be accounted for by identifying the relevant funding source.

Disclosure requirements relating to impairment losses:

All material impairment losses need to be disclosed in the notes to the income statement as a separately disclosed item. They are normally disclosed as part of the note on the amounts that are included in the calculation of the Net Surplus or Deficit for the year.

DISPOSAL AND RETIREMENTS

Governance

Section 14 and 90 of the MFMA governs the disposal of assets. This section provides inter alia:

- The council may not dispose of assets that are utilized to provide minimum level of basic municipal services.
- Assets other than those utilized to provide minimum level of basic service may be disposed of subject to Council approval.
- An item of property, plant or equipment should be eliminated from the Statement of Financial Position, on disposal or when the asset is permanently withdrawn from use and no future economic benefits or potential service delivery is expected from its disposal, in accordance with GRAP 17.
- Gains or losses arising from the retirement or disposal of an item of property,

plant or equipment should be determined as the difference between the actual or estimated net disposal proceeds and the carrying amount of the asset and should be recognized as revenue or expense in the Statement of Financial Performance.

Procedures

- a) Any items declared obsolete or damaged will be handed in to the Finance department – Financial Asset Management department for safekeeping.
- b) No items will be received by the Financial Services Directorate, Financial Asset Management section without a completed AT form and attached condemnation forms, counter signed by Finance Directorate – Financial Asset Management section, describing the status of the item and the reason for writing-off the item.
- c) Directorates must ensure that assets are disposed of in terms of the SCM policy.
- d) It is the responsibility of each directorate to ensure that all such assets to be disposed of are delivered to and received at the Finance Directorate – Financial Asset Management section.
- e) Approval for the disposal of assets is considered by the Municipal Manager only after a recommendation has been obtained from the following persons:
 - i. Vehicles and Plant – Manager: Financial Asset Management and applicable Directorate;
 - ii. Computers - Information Technology Manager.
 - iii. Other Items – Directors/ Managers within the different directorates.
- f) After the approval of the Municipal Manager has been obtained, any vehicle written off must be deregistered immediately.
- g) All asset items lost, stolen or damaged must be reported to the Financial Services Directorate – Insurance section as well as Finance Directorate – Financial Asset Management section by completing the AT form.
- h) All asset items lost or stolen also need to be reported to the SAPS by the relevant department.

An item of property, plant and equipment should be eliminated from the balance sheet on disposal or when the asset is permanently withdrawn from use and no future economic benefits or potential service delivery is expected from when it is disposed of.

Gains and losses arising from the retirement or disposal of an item of property, plant

and equipment should be determined as the difference between the actual or estimated net disposal proceeds and the carrying amount of the asset and should be recognized as revenue or expense in the Statement of Financial Performance.

The accounting treatment relating to the profit or loss on the sale of property, plant & equipment is outlined in GRAP 17. The following is a summary of the relevant aspects:

Profits and losses, which are disclosed in total in the financial statements, are *calculated by use of the following formula: -*

<i>Proceeds</i>	Sales value, trade-in value or proceeds received from insurance if the asset was damaged or stolen.
<i>Less: Carrying value</i>	Cost, or if valued, revaluation amount, less accumulated depreciation up to the date of sale or when asset can no longer be used for its intended purpose.
<i>Equals PROFIT or</i>	If proceeds greater than carrying value, or
<i>Equals LOSS</i>	If proceeds less than carrying value.

12. INTERNAL CONTROL OVER ASSETS

- Establishment and Management of the Financial Asset Register:

The Chief Financial Officer will establish and maintain the Asset Register containing key financial data on each item of Property, Plant or Equipment that satisfies the criterion for recognition as per the accounting standards.

Each Asset Manager is responsible to ensure that sufficient controls exist to substantiate the quantity, value, location and condition of all assets in the asset register.

Each Asset Manager must appoint an Asset Champion in each Directorate/Section which will be responsible to ensure that the asset listings are verified and kept up to date in collaboration with the Directorate: Finance Services.

- Contents of the Fixed Asset Register

The fixed asset register shall be maintained in the format determined by the Director: Financial Services, which format shall comply with the requirements of generally recognized accounting practice (GRAP) and any other accounting requirements which may be prescribe Directors under whose control any fixed asset falls shall promptly provide Director: Financial Services in writing with any information required to compile the fixed asset change which may occur in respect of such information. Contents of the Financial Asset Register:

The details included in the Asset Register will include:

- The depreciation methods used
- The useful live
- Depreciation charge
- The carrying amount
- The accumulated depreciation
- Additions
- Disposals and transfers
- Date of acquisition
- Date of disposal (if relevant)
- Asset description
- Historical cost of the asset
- Asset classification
- Asset ID
- Residual value

Internal Controls over the Financial Asset Registers

- Controls around their asset register should be sufficient to provide an accurate, reliable and up to date account of assets under their control to the standards specified by the Chief Financial Officer and required by the Auditor-General.
- Controls around the asset registers should be sufficient to provide Directors with an accurate, reliable and up to date account of assets under their control to the standards specified by the Director: Finance and required by relevant legislation.

These controls will include the physical management and recording of all acquisition, assignments, transfers, losses and disposals of assigned assets as well as regular asset counts and systems audits to confirm the adequacy of controls.

Identification of fixed assets:

The Municipal Manager shall ensure that the municipality maintains a fixed asset identification system which shall be operated in conjunction with its computerized fixed asset register.

Transfers, Reallocation or Reassignment of Property, Plant or Equipment

- a) An Asset Manager retains management accountability and control for a particular asset until another Asset Manager in writing does accept responsibility for that asset, and the Chief Financial Officer endorses the transfer.
- b) The Asset Manager must advise the Chief Financial Officer on the prescribed form whenever an asset is permanently or temporarily reallocated or reassigned from one location to another.
- c) The form must be completed and signed by both the sender and receiver
- d) The Manager: Financial Asset Management will appropriately amend the Asset Register with all approved transfers.
- e) Assets must solely and exclusively be used for the purpose of the
- f) Council's business.

Verification of fixed assets

- a) Financial Services Directorate: Financial Asset Management Section shall at least once during every financial year undertake a comprehensive verification of all fixed assets controlled or used by the directorate concerned.
- b) Finance Directorate: Financial Asset Management Section shall promptly and fully report in writing to the Director: Financial Services in the format

determined by the Director: Financial Services, all relevant results of such fixed asset verification, provided that each such asset verification shall be undertaken and completed as closely as possible to the end of each financial year, and that the resultant report shall be submitted to the Director: Financial Services not later than 30 June of the year in question.

Asset listings

- a) The Chief Financial Officer must submit within six months after each financial year, asset listings of capitalised assets to all Asset Managers.
- b) At all times these asset listings should indicate the assets in particular location and should be easily accessible.
- c) When employees get appointed or resign from any specific post the relevant asset listings must be verified and accordingly endorsed by the Asset Champion for the specific workplace.
- d) All changes on asset listing sheets must be reported in writing to the Director: Financial Services within 7 days of when change took place.

13. FINANCIAL DISCLOSURE

Assets must be disclosed in respect of each class of property, plant and equipment, in accordance with Generally Recognized Accounting Practice.

14. CLASSIFICATION OF ASSETS

Any asset recognized as an asset under this policy will be classified according to categories as per the Fixed Asset Register. All fixed assets should be classified under the following headings in the Asset Register:

Property, plant and equipment:

Computer Equipment

Furniture and office equipment

Infrastructure: Electricity

Infrastructure: Network and Communication

Infrastructure: Roads, pavements, bridges

Infrastructure: Storm water

Infrastructure: Waste Management

Infrastructure: Waste Water Management

Infrastructure: Water

Machinery and Equipment

Transport Assets

Other Assets

Other Assets shall be recorded under the following main categories;

- Operational Buildings: Municipal Offices
- Housing: Social Housing

Heritage Assets

A Heritage Asset is an asset that has historical, cultural or national importance and needs to be preserved. The following is a list of some typical heritage assets encountered in the municipal environment:

- Archaeological sites;
- Conservation areas;
- Historical buildings or other historical structures (such as war memorials);
- Historical sites (for example, historical battle site or site of a historical settlement);
- Museum exhibits;
- Public statues; and
- Works of art (which will include paintings and sculptures).

Intangibles Assets

- Computer Software
- Databases

Community Assets

Community Assets shall be recorded under the following main categories;

- Recreational Facilities;

- Sporting Facilities; and
- Other Facilities.

Land and Buildings

Land and buildings shall be treated using the cost model.

Land shall be accounted for at cost and shall not be depreciated. Land on which infrastructure and community assets are located shall be identified as land and buildings and not disclosed together with the infrastructure and community assets. Land not registered in the name of the municipality but controlled by the municipality by virtue of owner-occupied buildings thereon, shall be recognised at cost.

Buildings shall be accounted at cost, less any accumulated depreciation and any accumulated impairment losses.

Investment property

The classification of an investment property is based on management's judgement; the following criteria will be applied to distinguish investment properties from owner-occupied property or property held for resale:

Investment property	PPE	Non-current assets held for sale
the asset generates its own cash flows in the form of rentals (on a commercial basis)	rental income earned is below market value, and the asset is held for service delivery rather than to generate a commercial return	land and other properties held for sale within the next 12 months, if the criteria in GRAP 100 are met
the asset is held for capital appreciation	the asset is held to achieve service delivery objectives rather than to earn rental or for capital appreciation	
investment property that is being redeveloped for continued use as an investment property	property that is being constructed or developed for future use as investment property (until the asset meets the definition of investment property it is accounted for as PPE)	
Land held for an undetermined use	owner occupied-property such as office buildings and residential buildings occupied by staff members (assets used by employees, irrespective of whether or not the employees pay rent at market rates, are owner-occupied)	

The judgement of the Management of Stellenbosch Municipality is that the following classes of Municipal Property will be classified as Investment Property:

- Land held for long-term capital appreciation rather than for short-term sale in

the ordinary course of operations which council intends to sell at a beneficial time in the future.

- Land held for a currently undetermined future use.
- A building owned by the municipality (or held by the municipality under a finance lease) and leased out under one or more operating leases on a commercial basis.
- A building that is currently vacant but is held to be leased out under one or more operating leases on a commercial basis to external parties.

ANNUAL REVIEW ON THE POLICY

This policy will be reviewed and updated annually or whenever legislative or accounting standards amendments significantly change the requirements pertaining to asset management in general and the administration of property, plant and equipment at a sooner event.

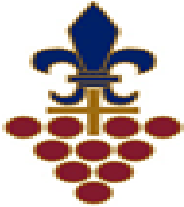
GENERAL

This policy does not overrule the requirement to comply with other policies like supply chain management, tendering or budget policies. The Chief Financial Officer will provide guidance or recommend an amendment to this policy to comply with the essence and understanding of the policies, regulations or legislation being conflicted.

COMMENCEMENT

01 July 2023

Asset Transfer form



STELLENBOSCH MUNICIPALITY

ANNEXURE "A"

ASSET MOVEMENT / WRITE OFF FORM

GENERAL INFORMATION

Type of asset movement to be recorded (indicate with X)

Asset Transfer: Interdepartmental				Asset Obsolete/Damaged/Written-Off			
Asset Transfer: Unused Asset to Stores				Asset Written-Off due to Loss (Burglary/Theft)			
Basic Asset Data				Asset Description		SERIAL NUMBER	
Asset Bar Code	Location Bar Code	No. from	No. to				

AUTHORISATION OF TRANSACTION – LINE MANAGER

Signature	Name & Surname (Print)	Title

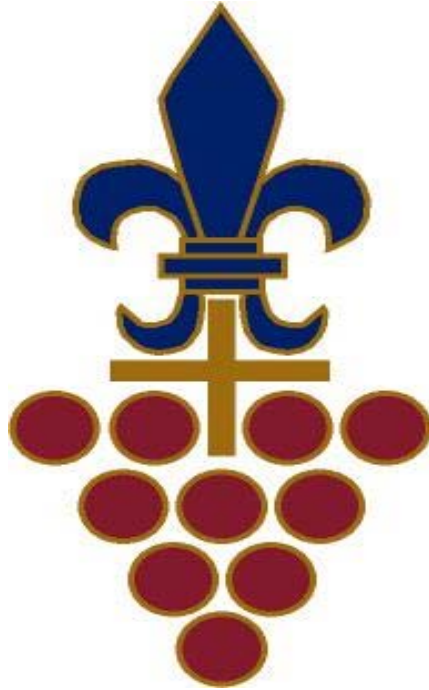
Recipient Confirmation

Condition of Asset when received	Received By	Date

Remarks:
Good

.....

STELLENBOSCH MUNICIPALITY



COST CONTAINMENT POLICY

2023/2024



STELLENBOSCH MUNICIPALITY

COST CONTAINMENT POLICY

TABLE OF CONTENT

1.	Definitions	3
2.	Purpose	4
3.	Objectives of the policy	4
4.	Scope of the policy	4
5.	Legislative framework	4
6.	Policy principles	5
7.	Use of consultants	5
8.	Vehicles used for political office-bearers	7
9.	Travel, subsistence and accommodation	8
10.	Credit cards	10
11.	Sponsorships, events & catering	10
12.	Communication	12
13.	Conferences, meetings & study tours	12
14.	Other related expenditure items	13
15.	Enforcement procedures	13
16.	Disclosures of cost containment measures	13
17.	Review process	14
18.	Short title and implementation	14

1. DEFINITIONS

“*Act*” means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

“*Consultant*” means a professional person, individual partnership, corporation, or a company appointed to provide technical and specialist advice or to assist with a design and implementation of projects or to assist the municipality to achieve its objectives of local government in terms of section 152 of the Constitution;

“*Cost containment*” means the measures implemented to curtail spending in terms of this policy;

“*Credit Card*” means a card issued by a financial services provider, which creates a revolving account and grants a line of credit to the cardholder;

“*Debit Card*” means a card issued by a financial services provider allowing the cardholder to transfer money electronically from any bank account held by the Municipality when making a purchase;

“*Municipality*” means Stellenbosch Local Municipality;

“*Persons in the employ of the municipality*” means any employee of the municipality whether employed on a permanent or temporary basis and any public office bearer serving on the Council;

“*Procurement Documentation*” means any documentation used for the procurement of consultants, whether it is documentation used for tenders or formal quotations;

2. **PURPOSE**

The purpose of the policy is to regulate spending and to implement cost containment measures at Stellenbosch Local Municipality.

3. **OBJECTIVES OF THE POLICY**

3.1 The objectives of this policy are to:

3.1.1 To ensure that the resources of the municipality are used effectively, efficiently and economically;

3.1.2 To implement cost containment measures.

4. **SCOPE OF THE POLICY**

4.1 This policy will apply to all:

4.1.1 Councillors'; and

4.1.2 Municipal employees.

4.2 In the event of any conflict between a provision of this policy and any other policy of council, the provision of this policy shall apply.

5. **LEGISLATIVE FRAMEWORK**

5.1 This policy must be read in conjunction with the -

5.1.1 The Municipal Finance Management Act,

5.1.2 MFMA Circular 97, published on 31 July 2019;

5.1.3 Municipal Cost Containment Regulations, 2019; and

5.1.4 Travelling and subsistence policy.

6. **POLICY PRINCIPLES**

6.1 This policy will apply to the procurement of the following goods and/or services:

- 6.1.1 Use of consultants
- 6.1.2 Vehicles used for political office-bearers
- 6.1.3 Travel and subsistence
- 6.1.4 Domestic accommodation
- 6.1.5 Credit cards
- 6.1.6 Sponsorships, events and catering
- 6.1.7 Communication
- 6.1.8 Conferences, meetings and study tours
- 6.1.9 Any other related expenditure items

7 **USE OF CONSULTANTS**

7.1 Consultants may only be appointed after an assessment of the needs and requirements has been conducted to support the requirement of the use of consultants.

7.2 The assessment referred to in 7.1 must confirm that the municipality does not have requisite skills or resources in its full time employ to perform the function that the consultant will carry out.

7.3 Procurement documentation for the appointment of consultants must include a clause that remuneration rates will be subject to negotiation and will not exceed the applicable rates stated below:

- 7.3.1 Rates determined in the “Guideline on fees for audits undertaken on behalf of the Auditor-General of South Africa” issued by the South African Institute of Chartered Accountants;
- 7.3.2 Rates set out in the “Guide on Hourly Fee Rates for Consultants” issued by the Department of Public Service and Administration;
- 7.3.3 Rates prescribed by the body regulating the profession of the consultant.

- 7.4 When negotiating cost effective rates for international consultants, the Accounting officer may take into account the relevant international and market determined rates.
- 7.5 When consultants are appointed the following should be included in the Service Level Agreements:
 - 7.5.1 Consultants should be appointed on a time and cost basis that has specific start and end dates;
 - 7.5.2 Consultants should be appointed on an output-specific basis, with specified deliverables and the associated remuneration;
 - 7.5.3 Ensure that cost ceilings are included to specify the contract price as well travel and subsistence disbursements and whether the contract price is inclusive or exclusive of travel and subsistence;
 - 7.5.4 A clause ensuring that skills transfer is done by the consultant to the relevant Municipal officials. This requirement must also be specified in Procurement Documentation.
 - 7.5.5 All engagements with consultants should be undertaken in accordance with the municipality's supply chain management policy and Supply Chain Regulations.
- 7.6 The travel and subsistence costs of consultants must be in accordance with the national travel policy issued by the National Department of Transport as updated periodically.
- 7.7 Consultancy reduction plans should be developed to reduce the reliance on consultants.
- 7.8 All contracts with consultants must include a retention fee or a penalty clause for poor performance.
- 7.9 The specifications and performance of the service provider must be used as a monitoring tool for the work that is to be undertaken and performance must be appropriately recorded and monitored.

8. **VEHICLES USED FOR POLITICAL OFFICE-BEARERS**

- 8.1 Should the approved capital budget of the municipality include the purchase of vehicles for official use by political office bearers, the threshold limit for such vehicle purchases may not exceed seven hundred thousand rand (R700 000) or 70% (VAT inclusive) of the total annual remuneration package for the different grades, whichever is greater.
- 8.2 The procurement of vehicles must be undertaken using the national government transversal mechanism unless it can be procured at a lower cost through other procurement mechanisms.
- 8.3 Before deciding on the procurement of a vehicle as contemplated in 8.2, the chief financial officer must provide the council with information relating to the following criteria which must be considered:
- 8.3.1 Status of current vehicles;
 - 8.3.2 Affordability, including options of purchasing vs. renting;
 - 8.3.3 Extent of service delivery backlogs;
 - 8.3.4 Terrain for effective usage of vehicle; and
 - 8.3.5 Any other policy of council.
- 8.4 If the rental option is preferred, the Accounting officer must review the costs incurred on a quarterly basis to ensure that value for money is obtained.
- 8.5 Regardless of their usage, vehicles for official use by public office bearers may only be replaced after completion of 120 000 kilometres.
- 8.6 Notwithstanding 8.5, a municipality may replace vehicles for official use by public office bearers before the completion of 120 000 kilometres only in instances where the vehicle experiences serious mechanical problems and is in a poor condition, and subject to obtaining a detailed mechanical report by the vehicle manufacturer or approved dealer.

9 **TRAVEL, SUBSISTENCE AND ACCOMMODATION**

Air Travel

- 9.1 The Accounting officer in respect of all officials or political office bearers and the Executive mayor in respect of the Accounting officer may only approve the purchase of economy class tickets for air travel.

International Travel

- 9.2 International travel for any official or political office bearer can only be approved by the municipal council in a council meeting open to the public with a supporting vote of the majority of the members of the municipal council present.

- 9.3 The report to council for approval of international travel must include:

9.3.1 A motivation why the international travel is seen as critical and fully setting out the anticipated benefit that the municipality will derive from attending the event, meeting or function;

9.3.2 If international travel to the destination or event was previously undertaken, state what benefits if any derived from the previous attendance;

9.3.3 The full cost of the international travel including travel allowances to be paid; and

9.3.4 The proposed officials and political office bearers, not exceeding three, to travel and why they have been identified.

- 9.4 The following events will not be considered critical to justify international travel whether the full cost of the travel is paid by another institution or not:

9.4.1 Attendance of international sporting events;

9.4.2 Attendance of international social events;

9.4.3 Attendance of international party-political events;

9.4.4 The opening of another country's parliament or any other country's government's celebration events.

- 9.5 The accounting officer or delegated official must ensure that requirements for international travel by officials or political office bearers are not inserted into bid documents, whether it is for inspection of products at source of construction/assembly or for any other reason.

Domestic Accommodation

- 9.6 Overnight accommodation may only be booked where the return trip exceeds 500 kilometres.
- 9.7 Notwithstanding the provision in paragraph 9.6 overnight accommodation, where the return trip is 500 kilometres or less, may be booked where in the view of the accounting officer or delegated official the limitation may be impractical and any of the following instances are present:
- 9.7.1 The road or any other conditions could jeopardise the safety, health and security of officials or political office bearers;
 - 9.7.2 The trips are to be undertaken over a number of consecutive days provided that a return trip is in excess of 200 kilometres;
 - 9.7.3 The starting time of the meeting or event would require the official or councillor to leave his/her place of residence before 05:00 in order to be punctual; and
 - 9.7.4 Overnight accommodation is cheaper than the travelling expenses payable under council policy on travel and subsistence.
- 9.8 Any request for overnight accommodation in compliance with paragraph 9.6 or 9.7 must be motivated on a prescribed form and approved by the municipal manager or delegated official prior to the arrangement for overnight stay;
- 9.9 The written approval in terms of paragraph 9.8 must be filed with the relevant supply chain documents for the accommodation booking; and
- 9.10 A copy of such written approval in terms of paragraph 9.8 must also accompany the request for travel and subsistence.

10. **CREDIT CARDS**

- 10.1 The accounting officer must ensure that no credit card or debit card linked to a bank account of the municipality is issued to any official or public office-bearer.
- 10.2 Where officials or public office bearers must incur expenditure in relation to approved official municipal activities, such officials and public office bearers may use their personal bank cards or cash, and may request reimbursement from the municipality in accordance with approved policies and processes.

11. **SPONSORSHIPS, EVENTS & CATERING**

- 11.1 The municipality may not incur catering expenses for meetings that are only attended by persons in the employ of the municipality, unless prior written approval is obtained from the accounting officer.
- 11.2 Catering expenses may be incurred by the accounting officer for the following, if they exceed five (5) hours:
 - 11.2.1 Hosting of meetings;
 - 11.2.2 Conferences;
 - 11.2.3 Workshops;
 - 11.2.4 Courses;
 - 11.2.5 Forums;
 - 11.2.6 Recruitment interviews; and
 - 11.2.7 Council proceedings
- 11.3 Entertainment allowances of officials may not exceed two thousand rand (R2 000.00) per person per financial year, unless otherwise approved by the accounting officer.
- 11.4 Expenses may not be incurred on alcoholic beverages.

11.5 The regulations require *inter alia* that the accounting officer must ensure that social events are not financed from the municipality's budget however, this provision is not intended to impede on the constitutional obligation of the municipality as particularly set out in section 152, 153, 195(1)(h) and Schedule 4 Part B of the Constitution to promote and cultivate social development, economic development, good human-resource management and local tourism.

□

11.6 Social events exclude the following events linked to the strategic objectives of the municipality:

11.6.1 Economic development events;

11.6.2 Cultural festivals;

11.6.3 Local tourism festivals;

11.6.4 Youth, aged, disable and other vulnerable persons developmental events;

11.6.5 Civic honours events;

11.6.6 Staff recognition or achievement awards and functions;

11.6.7 Town centennial or other significant municipal commemorating events;

11.6.8 Opening of facilities and buildings;

11.6.9 Strategic planning sessions;

11.6.10 Non-recreational team building events; and

11.6.11 Non-recreational staff wellness functions.

11.7 Expenditure may not be incurred on corporate branded items like clothing or goods for personal use of officials, other than uniforms, office supplies and tools of trade, unless the costs thereto are recovered from the affected officials or is an integral part of the business model of a specific project or drive.

11.8 The accounting officer must ensure that any sporting events, and expenditure directly or indirectly related to sporting events such as travel and accommodation cost, sporting gear and sporting regalia are not financed from the budget of the municipality or by any suppliers or sponsors. This provision does not prohibit the municipality to incur

expenditure on municipal sport facilities as per its constitutional function.

- 11.9 The accounting officer or delegated official may incur expenditure not exceeding the limits for petty cash as per the municipal Petty Cash Policy for one transaction usage, to host farewell functions in recognition of officials who retire after serving the municipality for ten or more years or retire on grounds of ill health.

12 **COMMUNICATION**

- 12.1 Stellenbosch Municipality may, if matters are not required to be notified through the media to the local community in terms of section 21 of the Municipal Systems Act or any other applicable legislation, advertise municipal related events on its website instead of advertising in magazines or newspapers.

- 12.2 The accounting officer must ensure that allowances to officials for private calls and data costs are limited to the amounts as determined in Council's Cellular Telephone Policy or any other applicable policy that regulates cellular calls and data cost.

- 12.3 Newspaper and other related publications for the use of officials and political office bearers must be discontinued on expiry of existing contracts; unless, authorised by the accounting officer for officials and by the executive mayor for political office bearers that it is required for professional purposes.

- 12.4 Stellenbosch Municipality may participate in the transversal term contract arranged by the National Treasury for the acquisition of mobile communication services provided that the municipality cannot procure it at cheaper rates.

13 **CONFERENCES, MEETINGS & STUDY TOURS**

- 13.1 Cost containment measures with regards to conferences, meetings and study tours are dealt with in the approved Travel and Subsistence Policy.

14 **OTHER RELATED EXPENDITURE ITEMS**

- 14.1 All commodities, services and products covered by a transversal contract by the National Treasury must be procured through that transversal contract before approaching the market, in order to benefit from savings and lower prices or rates that have already been negotiated.
- 14.2 Municipal resources may not be used to fund elections, campaign activities, including the provision of food, clothing and other inducements as part of, or during the election periods.
- 14.3 Procurement of elaborate and expensive office furniture must be avoided.
- 14.4 If considered a requirement, only the services of the South African Police Service may be used to conduct security threat assessments of political office bearers and key officials. A report must be submitted to the Office of the Speaker.

15 **ENFORCEMENT PROCEDURES**

- 15.1 Failure to implement or comply with this policy may result in any official of the municipality or political office bearer that has authorized or incurred any expenditure contrary to those stipulated herein being held liable for financial misconduct or a financial offence in the case of political office bearers as defined in Chapter 15 of the Act read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014.

16 **DISCLOSURES OF COST CONTAINMENT MEASURES**

- 16.1 Cost containment measures applied by the municipality must be included in the municipal in-year budget report and annual cost savings must be disclosed in the annual report.

16.2 The measures implemented and aggregate amounts saved per quarter, together with the regular reports on reprioritization of cost savings, on the implementation of the cost containment measures must be submitted to the municipal council for review and resolution. The municipal council can refer such reports to an appropriate council committee for further recommendations and actions.

16.3 Such reports must be copied to the National Treasury and relevant provincial treasuries within seven calendar days after the report is submitted to municipal council.

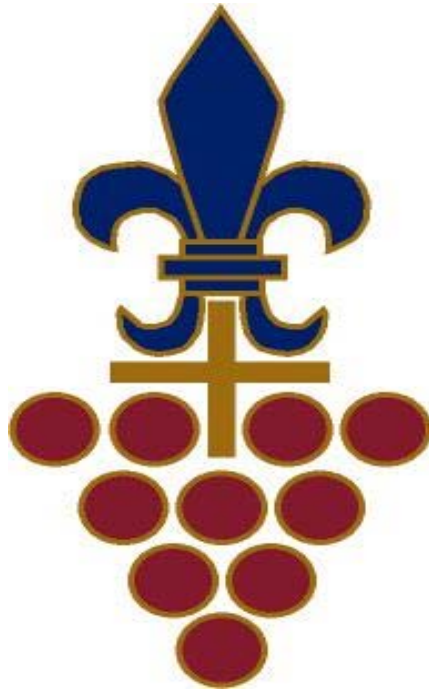
17 **REVIEW PROCESS**

17.1 This policy is a budget related policy and will be reviewed at least annually or when required by way of a council resolution, or when an update is issued by National Treasury.

18 **SHORT TITLE AND IMPLEMENTATION**

19.1 This policy is called the Cost Containment Policy and takes effect on 1 October 2019.

STELLENBOSCH MUNICIPALITY



**INVENTORY MANAGEMENT
POLICY**

2023/2024



STELLENBOSCH MUNICIPALITY

INVENTORY MANAGEMENT POLICY

TABLE OF CONTENTS

	PAGE
1. DEFINITIONS	3
2. OBJECTIVE OF THE POLICY	5
3. SCOPE	5
4. LEGAL FRAMEWORK	5
5. INVENTORY PROCEDURES	6
5.2 APPOINTMENT OF RESPONSIBLE OFFICIALS	7
5.3 ORDERING OF INVENTORY	7
5.4 RECEIPT OF INVENTORY	7
5.5 STORAGE OF INVENTORY	7
5.6 ISSUE OF INVENTORY	8
5.7 OBSOLETE INVENTORY	9
5.8 INVENTORY COUNT	9
6. INVENTORY RECORDS	10
7. REPORTING	10
8. CLASSIFICATION OF INVENTORY	12
9. POLICY ADOPTION	12

1. DEFINITIONS

1.1 In this Policy, unless the context indicates otherwise, the following definitions are applied:

- “Accounting Officer”*** means the Municipal Manager for the Municipality as contemplated in section 60 of the Local Government: Municipal Finance Management Act, 56 of 2003
- “CFO”*** means the Chief Financial Officer designated in terms of section 80(2) (a) of the Local Government: Municipal Finance Management Act, 56 of 2003
- “Cost”*** shall comprise costs of purchase, costs conversion and other costs incurred in bringing the inventories to their present location and condition
- “Delegated authority”*** means the official who is given the authority for relevant functions in terms of the municipality’s written delegations;
- “Good received note”*** means a document which is used to acknowledge the receipt of goods in good condition and correct quantities
- “Inventories”*** are assets:
In the form of material or supplies to be consumed in the production process,
In the form of materials or supplies to be consumed or distributed in the rendering of services
Held for sale or distribution in the ordinary course of operations,
or
In the process of production for sale or distribution
- “Municipality”*** shall mean the Stellenbosch Municipality;
- “Net Realisable”*** Is the estimated selling price in the ordinary course of operations less the estimated costs of completion and estimated costs necessary to make the sale exchange or distribution.

<i>“Obsolete inventory”</i>	means items that have expired, are redundant or damaged;
<i>“Re-order level”</i>	means the level of inventory at which inventory is re-ordered;
<i>“Requisition form”</i>	means a written request to supply specified inventory;
<i>“Store”</i>	means a place where inventory is stored and reserved for future use, or a source from which supplies may be drawn;
<i>“Inventory Controller”</i>	means an official responsible for the requisition, receipt, issue, recording, safeguarding of inventory and cost-effective and efficient management of inventory.
<i>“Stock Issue Register”</i>	means a document which is used to authorize the removal or issue of stock items from stores.

2. OBJECTIVE OF THE POLICY

- 2.1 The policy aims to achieve the following objectives which are to:-
- a) Provide guidelines that employees of the Municipality must follow in the management and control of inventory, including safeguarding and disposal of inventory.
 - b) Procure inventory in line with the established procurement principles contained in the Municipality's Supply Chain Management Policy.
 - c) Eliminate any potential misuse of inventory and possible theft.

3. SCOPE

- 3.1 This policy applies to Stellenbosch Municipality's inventory received by the Inventory Controller and issued to users.
- 3.2 This policy specifically excludes:
- a) Pharmaceutical inventory, livestock and face value forms; and
 - b) Equipment and other assets not defined as inventory;

4. LEGAL FRAMEWORK

- 4.1 In terms of the MFMA, the Accounting Officer for a municipality must:
- a) Be responsible for the effective, efficient, economical and transparent use of the resources of the municipality as per section 62 (1)(a);
 - b) Take all reasonable steps to prevent unauthorised, irregular and fruitless and wasteful expenditure and other losses as per section 62(1)(d);
 - c) Be responsible for the management, including the safeguarding and the maintenance of the assets, and for the management of the liabilities, of the municipality as per section 63 (1)(a) and (b).
- 4.2 **In terms of GRAP 12:**
- 4.2.1 Inventories shall be recognized as an asset if, and only if,
- a) it is probable that future economic benefits or service potential associated with the item will flow to the entity ,and
 - b) the cost of the inventories can be measured reliably.

4.3 MEASUREMENT AT RECOGNITION

- 4.3.1 Inventories that qualify for recognition as assets shall initially be measured at cost,

4.3.2 Where inventories are acquired at no cost, or for nominal consideration, their costs shall be their fair value as at the date of acquisition.

4.4 MEASUREMENT AFTER RECOGNITION

4.4.1 Inventories shall be measured at the lower of cost and net realization value, except where paragraph .18 of GRAP 12 applies.

4.4.2 Inventories shall be measured at the lower of cost and current replacement cost where they are held for:

- a) distribution at no charge or for a nominal charge ,or
- b) consumption in the production process of goods to be distributed at no charge or for a nominal charge.

4.5 RECOGNITION AS AN EXPENSE

4.5.1 When inventories are sold, exchanged or distributed, the carrying amount of those inventories shall be recognized as an expense in the period in which the related revenue is recognized. If there is no related revenue, the expense is recognized when the goods are distributed, or related service is rendered. The amount of any write-down of inventories to net realizable value and all losses of inventories shall be recognized as an expense in the period the write-down or loss occurs. The amount of any reversal of any writes –down of inventories arising from an increase in net realizable value, shall be recognized as a reduction in the amount of inventories recognized as an expense in the period in which the reversal occurs.

4.5.2 Some inventories may be allocated to other assets accounts, for example, inventory used as a component of self-constructed property, plant or equipment. Inventories allocated to other assets in this way are recognized as an expense during the useful life of that asset.

5. INVENTORY PROCEDURES

5.1 The procedures for inventory must be followed to ensure that:

- a) Inventory is safeguarded at all times;
- b) There are accurate records of quantities on hand at all times;
- c) Optimum inventory levels are maintained to meet the needs of users;
- d) Only authorised issues of inventory are made to users; and
- e) Items placed in store are secured and only used for the purpose for which they were purchased.

5.2 APPOINTMENT OF RESPONSIBLE OFFICIALS

- 5.2.1 The CFO must appoint, in writing, officials to perform the duties of an Inventory Controller in terms of this Policy.
- 5.2.2 Adequate segregation of duties between the requisition, receipt, recording, storage and safekeeping of inventory and the management and control thereof must be maintained to avoid the potential occurrence of errors and fraud.

5.3 ORDERING OF INVENTORY

Standard Supply Chain Management procedures as per approved Supply Chain Management policy are to be implemented.

5.4 RECEIPT OF INVENTORY

All inventory must be received by the completion of a goods received note and processed on the financial management system.

5.5 STORAGE OF INVENTORY

- 5.5.1 Inventory must be stored in a secured, exclusive use area, under lock and key, furthermore the inventory must be insured in terms of the Risk Management Policy of the municipality.
- 5.5.2 The area must be used exclusively for the storage of inventory, with limited authorised access only.
- 5.5.3 Inventory must be positioned to facilitate efficient handling and checking.
- 5.5.4 All items must be stored separately, with proper segregation.
- 5.5.5 Inventory must be clearly labeled for easy identification. Inventory tag/bin cards or inventory labels may be used to identify each item and to aid in the physical verification of the items.
- 5.5.6 Where practically possible, all items of the same type and reference must be stored together as per the description on the inventory records.
- 5.5.7 Items with limited shelf life must be rotated on a first in first out basis, in accordance with paragraph .35 of GRAP, to reduce the occurrence of expired or obsolete stocks.
- 5.5.8 Due diligence and care must be exercised to prevent damage of, or deterioration of inventory.

- 5.5.9 Due regard must be given to any safety standards which may apply to the storage of certain inventories.
- 5.5.10 Steps must be taken to ensure safe custody of items, including precautions against loss or theft.
- 5.5.11 The Inventory Controller or Delegated Official responsible for the custody and care of inventory must ensure that in his/her absence such items, where applicable, are securely stored.
- 5.5.12 The responsibility for the custody of the storeroom keys must be allocated by the delegated authority to an official who is accountable for its use.
- 5.5.13 No unauthorised persons/officials shall obtain entry to premises, buildings or containers where inventory is kept, unless accompanied by the responsible official.
- 5.5.14 Whenever a change in the Inventory Controller occurs, an inventory count must be conducted.
- 5.5.15 An independent official shall be nominated in writing by the delegated authority to assist the official handing and taking over with the checking of the inventory and any discrepancies.
- 5.5.16 Should the above not be complied with, the official taking over shall be liable for any discrepancies.
- 5.5.17 A handing-over certificate as prescribed by the CFO, must be completed by the handing and taking over officials and a copy retained for record purposes.
- 5.5.18 The following fire protection precautions must be adhered to:
- a) Inventories of an inflammable or dangerous nature shall be stored and handled in such a manner that persons or property are not endangered and in compliance with the requirements of any local authority;
 - b) The area must be clearly signposted; and
 - c) Fire extinguishing equipment must be placed in the area where inventories are held and must be serviced regularly.

5.6 ISSUE OF INVENTORY

- 5.6.1 Only the Inventory Controller is authorised to issue inventory from the storeroom.
- 5.6.2 Inventory must only be issued in terms of the approved requisition form of the Municipality.
- 5.6.3 All requisition forms must be ruled off immediately below the last item to prevent items being added once the requisition is authorised by the responsibility manager.

- 5.6.4 The Inventory Controller must prepare the Stock Issue Register once stock items to be issued have been picked up from the shelves
- 5.6.5 The official receiving the inventory must acknowledge the receipt of stock items requested, by signing the Stock Issue Register prepared by the Inventory Controller.
- 5.6.6 Inventories must be issued and used for official purposes only.

5.7 OBSOLETE INVENTORY

- 5.7.1 The preparatory work for the disposal of obsolete inventory must be undertaken by the Inventory Controller and verified by the Assets Accountant.
- 5.7.2 The Accounting Officer or delegated authority must convene a Disposal Committee for the disposal of obsolete inventory.
- 5.7.3 The Disposal Committee should consist of at least three officials, one of whom must act as the chairperson.
- 5.7.4 The delegated authority may approve the write-off of inventory, if satisfied that: -
 - a) The inventory has expired and is redundant;
 - b) The inventory is of a specialised nature and has become outdated due to the introduction of upgraded and more effective products;
 - c) The inventory cannot be used for the purpose for which it was originally intended; or
 - d) The inventory has been damaged and is rendered useless.
- 5.7.5 All disposed of items must be updated in the inventory records/register/database for the purposes of proper management and control.

5.8 INVENTORY COUNT

- 5.8.1 Items may be subject to an inventory count on a quarterly basis.
- 5.8.2 Where the quantity of inventory is too large for the count to be completed on a single occasion, inventory counts may be carried out on a rotational basis with a full inventory count at the end of each financial year.
- 5.8.3 All approved Municipal procedures and processes must be complied with during the inventory count.

- 5.8.4 The Inventory Controller must submit a report to the CFO after investigating any discrepancies between the inventory records/register/database, bin/tag cards or inventory labels and the physical inventory.
- 5.8.5 The CFO must submit a report with the findings to the Accounting Officer, in order to have the matter reported to the Council of the Municipality for the write-off of any inventories losses, or the write –up of surpluses.
- 5.8.6 The appropriate disciplinary action must be instituted when applicable.
- 5.8.7 The inventory record, register, database or system must be updated accordingly.

6. INVENTORY RECORDS

- 6.1. An inventory record/register/database must be maintained for all inventory items, either manually and / or electronically.
- 6.2 All relevant information must be included for the proper management and control of all inventory items. It is recommended that details include but are not limited to:
 - a) Order number/date;
 - b) Item description;
 - c) Quantity and value of stock on hand;
 - d) Quantity and value of stock received;
 - e) Quantity and value of stock issued;
 - f) Re-order level;
 - g) Optimum inventory level;
 - h) Quantity and value of obsolete stock; and
 - i) Opening/closing balance.
- 6.3 An inventory register/database must be printed monthly and the hard copy filed in a chronological order to maintain a proper audit trail.

7. REPORTING

- 7.1 A report must be submitted at least quarterly to the Chief Financial Officer and/or the Assets Manager detailing the following:
 - a) Any inventory shortages or surpluses and the reasons for such;
 - b) Any inventory deficits proposed to be written-off; and
 - c) Any obsolete inventory items.

7.2 Inventories purchased during the financial year must be disclosed at cost or net realizable value in the disclosure notes of the Financial Statements of the Municipality.

7.3 In terms of GRAP the financial statements shall disclose:

- a) the accounting policies adopted in measuring inventories, including the cost formula used,
- b) the total carrying amount of inventories and the carrying amount in classifications appropriate to the entity,
- c) the carrying amount of inventories carried at fair value less costs to sell,
- d) the amount of inventories recognized as an expense during the period,
- e) the amount of any write-down of inventories recognized as an expense in the period in accordance with paragraph .43,
- f) the amount of any reversal of any write-down that is recognized as a reduction in the amount of inventories recognized as an expense in the period in accordance with paragraph .43,
- g) the circumstances or events that led to the reversal of a write-down of inventories in accordance with paragraph .43, and
- h) the carrying amount of inventories pledged as security for liabilities.

8. CLASSIFICATION OF INVENTORY

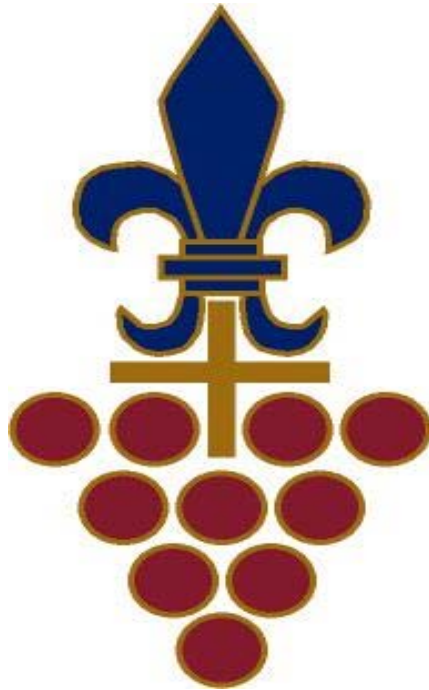
As per National Treasury Standard Chart of Accounts, inventory shall be classified as follows:

Inventory Categories	Consumable Categories
Ammunition & Security Supplies	Consumable Supplies (level 4)
Clothing Material & Accessories	Agricultural Supplies (level 5)
Farming & Gardening Supplies	Gifts & Awards
Fuel, Oil & Gas	Fuel Supplies
Crockery & Linen	Media Collections
Learning & Teaching Support Material	Building & Construction
Assets for Distribution	Contraceptives
Materials & Supplies	First Aid Kit
Medical Supplies	Laboratories
Medicines	Security Accessories
Military Stores	Bags & Accessories
Laboratory Chemicals & Supplies	Stationary

9. POLICY ADOPTION

This policy has been reviewed and approved by the Council of Stellenbosch Municipality and is applicable with effect from 1 July 2023.

STELLENBOSCH MUNICIPALITY



LIQUIDITY POLICY

2023/2024



STELLENBOSCH MUNICIPALITY

LIQUIDITY POLICY

TABLE OF CONTENTS

	PAGE
1. INTRODUCTION	3
2. BACKGROUND AND APPROACH	3
3. LEGISLATIVE REQUIREMENTS	3
4. LIQUIDITY POLICY	4
4.1. KEY COMPONENTS OF MINIMUM LIQUIDITY REQUIRED:	4
4.2. CALCULATION OF AVAILABLE LIQUIDITY	5
4.3. IMPLEMENTATION AND MONITORING OF COMPLIANCE WITH LIQUIDITY POLICY:	6
5. CORPORATE GOVERNANCE (OVERSIGHT)	7
6. POLICY MANAGEMENT	7
ANNEXURE 1	8

1. INTRODUCTION

The documented Liquidity Policy sets out the minimum risk management measures that Stellenbosch Municipality has to implement and adhere to in order to ensure that its current and future liquidity position is managed in a prudent manner.

Liquidity is the amount of cash and / or “near cash” (which refers to assets or security that can easily and quickly be converted to cash), available to be utilized to meet obligations and / or pay commitments. The marketability or ability to buy or sell an asset without incurring unacceptable large losses thus determines the liquidity of an asset or defines it as near cash.

This Policy is implemented to provide guidance on the minimum liquidity level that Stellenbosch Municipality has to maintain in order to comply with required legislative and / or National Treasury directives and within the overall financial management objectives as approved/reviewed by the Council from time to time.

2. BACKGROUND AND APPROACH

Various policies and procedures exist that direct the way in which the business of Stellenbosch Municipality is or should be conducted in a prudent manner. Generally these policies and procedures flow from the prescription made in Legislation i.e. the Municipal Finance Management Act (“MFMA”) and/or directives issued by a national department such as National Treasury.

Guidelines provided by National Treasury indicate that an acceptable level of cash resources needs to be available for working capital requirements (see below).

It is for this reason that the need to have an official Liquidity Policy was identified.

3. LEGISLATIVE REQUIREMENTS

3.1. The MFMA circular 71 stipulates the following two prescribed ratios to manage liquidity:

Cash/Cost Coverage Ratio (Excluding Unspent Conditional Grants) is calculated as:

$$\frac{((\text{Cash and Cash Equivalents} - \text{Unspent Conditional Grants} - \text{Overdraft}) + \text{Short Term Investment})}{\text{Monthly Fixed Operational Expenditure excluding (Depreciation, Amortisation, Provision for Bad Debts, Impairment and Loss on Disposal of Assets)}}$$

Criteria: 1 – 3 times

Current Ratio Current Assets / Current Liabilities

Criteria: 1.5 - 2:1

The above guidelines are noted but the proposed policy is more conservative to ensure that the municipality secures its strong financial position thereby providing comfort to investors.

4. LIQUIDITY POLICY

This policy provides guidance on the determination of the minimum liquidity requirement and the calculation of the liquidity available of Stellenbosch Municipality from time to time (see **Annexure 1**).

Notwithstanding the requirements as reflected in this policy, Stellenbosch Municipality should ensure that its Current Assets (excluding debtors older than 90 days) cover all of its Current Liabilities at least two times.

The policy encapsulates certain key aspects and considerations which have been outlined below:

4.1. KEY COMPONENTS OF MINIMUM LIQUIDITY REQUIRED:

The following constitutes the key elements to take into consideration when determining the liquidity requirement of Stellenbosch Municipality:

- 4.1.1. To comply with statutory requirements it is proposed that the following funds, reserves and provisions be fully covered by unencumbered cash and investments:
 - 4.1.1.1. *All earmarked or conditional grant transfers from spheres of Government or from Public Contributions made to Stellenbosch Municipality that have not yet been utilized;*
 - 4.1.1.2. *All commitments resulting from the legally entrenched rights and benefits employees have, with specific reference to the Council's short term commitment to staff retirement benefits and medical fund claims payable;*
 - 4.1.1.3. *All funds not yet been utilized in relation to agency services provided on behalf of Provincial or National Government should also be treated as earmarked funds;*
 - 4.1.1.4. *All reserves stated by Stellenbosch Municipality on its Statement of Financial Position that have been established for the purposes of making provisions for a defined purpose.*

- 4.1.2. Cognisance also needs to be taken of the external loan commitments and the servicing of capital and interest on these loans. Therefore provision should be made that Stellenbosch Municipality can meet its external loan/financial commitments together with the normal operational expenditure, as well as its liabilities to staff.
- 4.1.3. All investments ceded as security against long term loans need to be excluded from total cash and investment balances for calculation of the minimum liquidity level required.
- 4.1.4. In addition, a level of cash available for normal operational expenditure needs to be held in cash to ensure that, notwithstanding fluctuations in the monthly income levels of Stellenbosch Municipality, Stellenbosch Municipality will be in a position to meet its financial requirements. In this respect, the average monthly operational expenditure needs to be used as a guide of the minimum buffer required. One month's operational expenditure excluding debt impairments, depreciation and other non-cash expenses should be available for liquidity cover.
- 4.1.5. The "golden rule" should be to ensure that Stellenbosch Local Municipality will have adequate liquid assets (those that can be made into cash within 24 hours, weekly or monthly as the requirement might be) to meet its short term financial commitments.

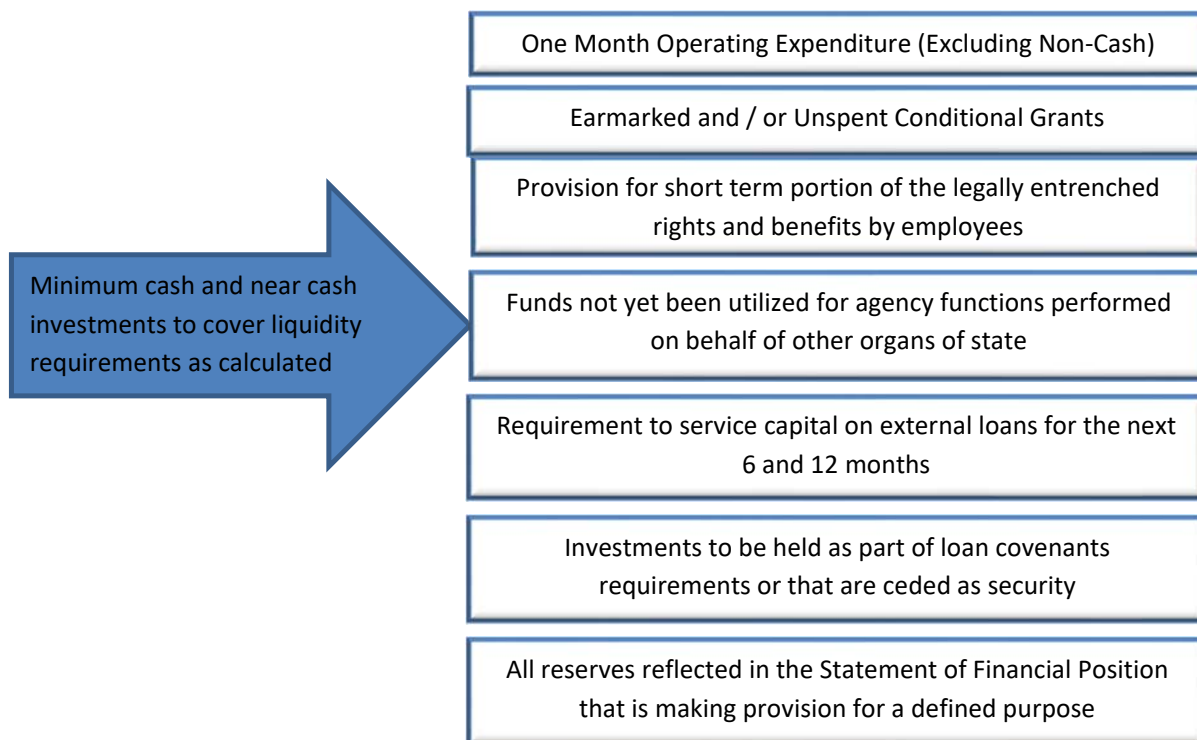
4.2. CALCULATION OF AVAILABLE LIQUIDITY

The amount of liquidity available should be determined from time-to-time. The following, should be regarded as cash and or near cash in calculating the available liquidity:

- 4.2.1. *All cash held in a bank account or invested with a money market fund;*
- 4.2.2. *95% of the value of all NCD's or other tradable instruments issued by a bank that are not already ceded;*
- 4.2.3. *90% of the market value of all listed bonds on the JSE in which Stellenbosch Municipality is allowed to invest in;*
- 4.2.4. *Consumer debtors aged current to 60 days;*
- 4.2.5. *Amount of unspent conditional grants and public contributions excluded from own funds held in bank accounts;*
- 4.2.6. *Funds provided to Council for expenditure on activities executed on behalf of other spheres of Government (Provincial and / or National) as part of an agency function, excluded from own funds held in bank accounts;*
- 4.2.7. *Funds ring-fenced for cash backed reserves that are excluded from own funds held in bank accounts;*
- 4.2.8. *Cash amounts that need to be held by Council resulting from loan covenants' that are part of the conditions of loans extended, but not ceded outright to lenders;*

4.2.9. *The undrawn portion of unconditional bank overdraft facility or liquidity facility available to Stellenbosch Municipality.*

The aforementioned in paragraphs 4.1. and 4.2. can schematically be reflected as follows:



4.3. IMPLEMENTATION AND MONITORING OF COMPLIANCE WITH LIQUIDITY POLICY:

Once the policy is approved, the CFO is to be tasked to ensure that the required cash has to be maintained to continue meeting the requirements as set out in this policy.

Firstly, the minimum required liquidity level should be calculated based on audited annual financial statements. This level of liquidity required needs to be specifically budgeted for and on a quarterly basis be reported to the Finance Committee and / or other Committees as might be stipulated by Council as well as to Council.

Notwithstanding National Treasury's three months operational expenditure guideline and the one month operational expenditure buffer proposed as a minimum by the liquidity policy, it is recommended that Council set a target of one month's operational expenditure liquidity buffer to be achieved at the end of the transitional period (reference paragraph 6).

The cash provisions made to repay external loan commitments, if specifically earmarked, should also be added to this minimum working capital liquidity, to prevent

fluctuations in the working capital reserve that could put the minimum level of liquidity levels under pressure.

5. CORPORATE GOVERNANCE (OVERSIGHT)

Compliance with this policy will be monitored by the Chief Financial Officer. The Chief Financial Officer must present the liquidity compliance reports to the Finance Committee and the Audit Committee of the municipality.

Where compliance has been breached the Chief Financial Officer must present an action plan to correct the non-compliance. The Finance Committee must monitor the successful implementation of the corrective action plans and report progress to Council.

6. POLICY MANAGEMENT

The Liquidity Policy forms part of Stellenbosch Municipality overall financial objectives and therefore forms part of approved Budget Policies. The policy must be reviewed at least annually during the budget revision and presented to Council for approval.

The policy is effective from the date it is approved by Council.

ANNEXURE 1

Liquidity Requirement as per Liquidity Policy

Financial Year End: _____

Liquidity Requirement Calculation [as stipulated in Paragraph 4.1.]

All earmarked and/or conditional grants received but not yet utilised	
Value of legally entrenched short term rights and benefits of employees related to Medical benefits & Retirement benefits	
Funds held for agency services not yet performed	
Reserve funds reflected in Statement of Financial Position that are assumed to be held in cash	
Capital redemption and interest payments on external loans not reflected as part of normal operational expenditure	
Onemonth operational expenditure excluding non-cash items	
Commitments resulting from contracts concluded as part of Capex Programme, not reflected in operational budget	
TOTAL LIQUIDITY REQUIREMENT	

Actual available liquidity held [reference paragraph 4.2.]

Bank Balance at e.g.:	
- ABSA, FNB, Standard Bank, Nedbank, Investec, Money Market	
Bank balance sub total	
95% of all other term investments with Banks	
90% of Market value of all Bonds on the JSE that are held	
Consumer debtors (current – 60 days)	
Other reserves held in cash not reflected in bank balances mentioned above for e.g.:	
- Unspent conditional grants	
- Payments received for agency functions not yet performed	
- The cash value of reserves held	
- Cash deposits held as part of loan covenants or ceded	
- Undrawn bank overdraft facility or committed liquidity lines available	
TOTAL LIQUIDITY AVAILABLE	

LIQUIDITY SURPLUS (SHORT FALL)

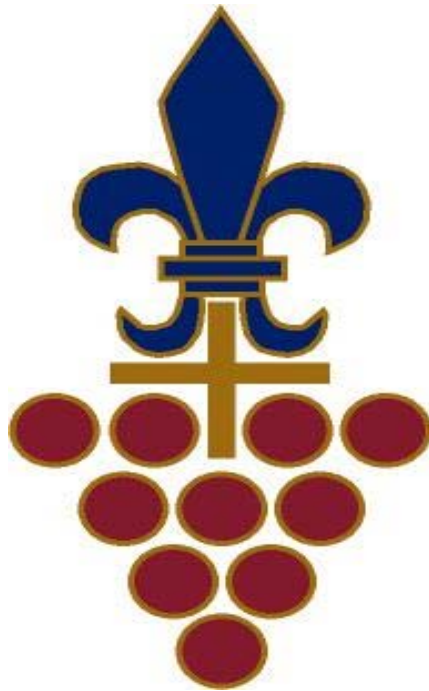
SURPLUS TO BE APPROPRIATED TO CAPITAL REPLACEMENT RESERVE

(See Borrowing, Funds and Reserves Policy)

Liquidity ratio:

Current Asset/Current Liabilities

STELLENBOSCH MUNICIPALITY



**PREFERENTIAL PROCUREMENT
POLICY**

2023/2024



STELLENBOSCH MUNICIPALITY

PREFERENTIAL PROCUREMENT POLICY

TABLE OF CONTENTS

1. Definitions	3
2. Introduction	5
3. Purpose, and Objectives	6
4. Application of preference point system	6
5. 80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million	7
6. 90/10 preference point system for acquisition of goods or services with Rand value above R50 million	7
7. 80/20 preference points system for tenders to for income-generating contracts with Rand value equal to or below R50 million.....	8
8. 90/10 preference point system for tenders for income-generating contracts with Rand value above R50 million.....	9
9. Specified contract participation goals.....	9
10 Application of Specified contract participation goals in Various thresholds	11
11. Criteria for breaking deadlock in scoring.....	11
12. Award of contracts to tenderers not scoring highest points	11
13. Remedies	11
14. Performance Management.....	12
15. Reporting	12
16. Repeal of regulations	12
17. Short title and commencement	12

1. Definitions

In this policy, unless the context indicates otherwise, any word or expression to which a meaning has been assigned in the Act must bear the meaning so assigned—

"Acceptable Tender" mean any tender which, in all respects, complies with the specification and conditions of tender as set out in tender document

"Black designated groups" has the meaning assigned to it in the codes of good practice issued in terms of section 9 (1) of the BBBEEA.

"Black people" has the meaning assigned to it in section 1 of the BBBEEA.

"Designated group" means black designated groups, black people, women, people with disabilities; or small enterprises which are enterprises, owned, managed, and controlled by previously disadvantaged persons and which is overcoming business impediments arising from the legacy of apartheid.

"Disability" means in respect of a person, a permanent means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

"EME" means

(1) exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the BBBEEA.

(2) an entity with an annual turnover of R10 000 00.000 (ten million Rand) or less

"Historically disadvantaged individual (HDI)" means a South African citizen –

(1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 110 of 1983); and / or

(2) who is a female; and / or

(3) who has a disability:

Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI.

"highest acceptable tender" means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders;

"lowest acceptable tender" means a tender that complies with all specifications and conditions of tender and that has lowest price compared to other tenders;

"Locality" means the local suppliers and/or service providers that business offices are within the Municipal area.

"Large Enterprises" is a company with an annual turnover in excess of R50 million.

“Market Analysis” means a technique used to identify market characteristics for specific goods or services

“Municipal Area” means the Stellenbosch Municipality Municipal area (WC024)

“National Treasury” has the meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

“Objective Criteria” for the purpose of section 2(1)f of the procurement Act must be criteria other than the additional to criteria relating to equity ownership by HDI’s or whether or not a bidder was located in a particular province or municipal area

“price” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

“Proof of B-BBEE status level of contributor” means the B-BBEE status level certificate issued by an authorized body or person

- 1) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
- 2) any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act.

“Qualifying Small Enterprise (QSE)” “is a company with a turnover between R10 million and R50 million

“Rand value” means the total estimated value of a contract in Rand, calculated at the time of the tender invitation;

“Region” means the district and/or Cape Winelands District Municipality.

“Rural area” means-

- 1) a separately populated area in which people farm or depend on natural resources, including villages and small towns that are dispersed through the area; or
- 2) an area including a large settlement which depends on migratory labour and remittances and government social grants for survival and may have a traditional land tenure system.

“Specific goals” means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;

“SMME” means small, medium and micro enterprises namely Exempted Micro Enterprises and Qualifying Small Enterprises

“Tender” means a written offer in the form determined by a Municipality in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

“tender for income-generating contracts” means a written offer in the form determined by an organ of state in response to an invitation for the origination of

income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions;

“**The Act**” means the Preferential Procurement Policy Act, 2000 (Act No. 5 of 2000).

“**Youth**” has the meaning assigned to it in section 1 of the National Youth Development Agency Act, 2008 (Act No. 54 of 2008).

2. Introduction

The Constitution of the Republic of South Africa, 1996, provides in sections 152(1)(c) and 152(2) that local government must promote social and economic development and that the municipality must strive within its financial and administrative capacity, to achieve the objects set out in subsection 152(1).

The Constitution provides in section 217 that an organ of state must contract for goods or services in accordance with a procurement system which is fair, equitable, transparent, competitive, and cost effective and to implement a policy to grant preferences within a framework prescribed by National Legislation.

The Broad-Based Black Economic Empowerment Act, 2003 requires: “ (1) Every organ of state and public entity must apply any relevant code of good practice issued in terms of this Act in (b) developing and implementing a preferential procurement policy

The Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)- [PPPPFA] was promulgated by the Minister in response to the Constitutional provision and allow for a Municipality to develop a preferential procurement policy and to implement such policy within the PPPFA framework.

Section 2 (1) (d) (i) and (ii) of the Preferential Procurement Policy Framework Act, 2000 refers to specific goals which may include:

- (i) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;
- (ii) implementing the programmes of the Reconstruction and Development Programme (RDP) as published in *Government Gazette* 16085 dated 23 November 1994.

The RDP (1994), as basis for development in South Africa, was meant to provide a holistic, integrated, coherent socio-economic policy that is aimed at mobilising people and resources to work towards the upliftment of the material and social conditions of local communities to build sustainable livelihoods for these communities.

In terms of Section 2 (1)(d)(ii), the following activities may be regarded as a contribution towards achieving the goals of the RDP, in addition to the awarding of preference points in favour of HDIs (published in *Government Gazette* No. 16085 dated 23 November 1994):

- (i) The promotion of South African owned enterprises;

- (ii) The promotion of export orientated production to create jobs;
- (iii) The promotion of SMMEs;
- (iv) The creation of new jobs or the intensification of labour absorption;
- (v) The promotion of enterprises located in a specific province for work to be done or services to be rendered in that province;
- (vi) The promotion of enterprises located in a specific region for work to be done or services to be rendered in that region;
- (vii) The promotion of enterprises located in a specific municipal area for work to be done or services to be rendered in that municipal area;
- (viii) The promotion of enterprises located in rural areas;
- (ix) The empowerment of the work force by standardising the level of skill and knowledge of workers;
- (x) The development of human resources, including by assisting in tertiary and other advanced training programmes, in line with key indicators such as percentage of wage bill spent on education and training and improvement of management skills; and
- (xi) The upliftment of communities through, but not limited to, housing, transport, schools, infrastructure donations, and charity organisations.

3. Purpose, and Objectives

- a) The purpose of this policy is to:
 - i) Provide for categories of preference in awarding of bids;
 - ii) Provide for the advancement of persons or categories of persons disadvantaged by unfair discrimination; and
 - iii) Clarify the mechanisms how the above items in par 1.1 (a) (i) and (ii) will be implemented.
- b) Objectives
 - a) Promote Black-Based Black Economic Empowerment (B-BBEE) - enterprises providing services and goods.
 - b) Promote Small Medium and Micro Enterprises (SMME's), Joint Ventures, Consortiums, and partnerships in the municipal area.
 - c) Implement recognised best procurement practises through effective planning, strategic purchasing, and contract management.

The policy rests upon certain core principles of behaviour as set out in the Constitution and ratified by the Constitutional Certification Judgements. In this context, the policy will be applied in accordance with a system, which is fair, equitable, transparent, competitive, and cost-effective in terms of Section 217 of the Constitution.

This policy strives to ensure that the objectives for uniformity in the supply chain management systems between Municipalities/Municipal entities, is not undermined and that consistency with the SCM and LED policies in line with sections 152(1)(c) and 152(2).

4. Application of preference point system

- 4.1 The Municipality will, in the tender documents, stipulate —
 - (a) the preference point system applicable; and

(b) any specific goal as envisaged in section 2(1)(d) and (e) of the Preferential Procurement Act.

- 4.2 If it is unclear whether the 80/20 or 90/10 preference point system applies—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system..

5. 80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million

5.1 The following formula must be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where-

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{\min} = Price of lowest acceptable tender.

5.2 A maximum of 20 points may be awarded to a tenderer for the specified goals for the tender.

5.3 The points scored for the specific goal must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.

5.4 Subject to section 2(1)(f) of the Act, the contract must be awarded to the tendering scoring the highest points.

6. 90/10 preference point system for acquisition of goods or services with Rand value above R50 million

6.1 The following formula must be used to calculate the points out 90 for price in respect of a tender with a Rand value above R50 million, inclusive of all applicable taxes:

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where-

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{\min} = Price of lowest acceptable tender.

6.2 A maximum of 10 points may be awarded to a tenderer for the specified goals for the tender.

6.3 The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places..

6.4 Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

7. 80/20 preference points system for tenders to for income-generating contracts with Rand value equal to or below R50 million

7.1 The following formula must be used to calculate the points for price in respect of an invitation for tender for income-generating contracts, with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$P_s = 80 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$$

Where-

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

P_{\max} = Price of highest acceptable tender.

7.2 A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.

- 7.3 The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- 7.4 Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

8. 90/10 preference point system for tenders for income-generating contracts with Rand value above R50 million

- 8.1 The following formula must be used to calculate the points for price in respect of a tender for income-generating contracts, with a Rand value above R50 million inclusive of all applicable taxes:

$$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where-

- P_s = Points scored for price of tender under consideration;
- P_t = Price of tender under consideration; and
- P_{max} = Price of highest acceptable tender.

- 8.2 A maximum of 10 points may be awarded to a tenderer for the specific goal specified for the tender.
- 8.3 The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- 8.4 Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

9. Specified contract participation goals

- 9.1 The tendering conditions will stipulate the specific goals, as contemplated in section 2(1)(d)(ii) of the Preferential Procurement Act, be attained.
- 9.2 A maximum of 20 points (80/20 preference points system) or 10 (90/10 preference points system), must be allocated for specific goals. These goals are :
- (a) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;
 - (b) Promotion of enterprises located in the municipal area (WCO24)

- 9.3 Regarding par 9.2 (a) at least 50% of the 20/10 points must be allocated to promote this goal and points will be allocated in terms of the BBEE scorecard as follows.

B-BBEE Status Level of Contributor	Number of Points for 80/20 Preference Points System	Number of Points for 90/10 Preference Points System
1	20	10
2	18	9
3	16	8
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	0

- 9.4 A tenderer must submit proof of its BBEE status level contributor.
- 9.5 A tenderer failing to submit proof of BBEE status level of contributor –
- 9.5.1 may only score in terms of the 80/90-point formula for price; and
- 9.5.2 scores 0 points out of 10/5 BBEE status level of contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide proof thereof.
- 9.6 Regarding par 9.2(b) a maximum of 50% of the 20/10 points must be allocated to promote this goal. Maximum points will be allocated as follows.

Locality of supplier	Number of Points for 80/20 Preference Points System	Number of Points for 90/10 Preference Points System
Within the boundaries of the municipality	20	10
Outside of the boundaries of the municipality	0	0

- 9.7 The policy should not include Pre-qualification goals.
- 9.8 Any specific goal for which a point may be awarded, must be clearly specified in the invitation to submit a tender.
- 9.9 A tenderer failing to submit proof of required evidence to claim preferences for other specified goals, which is in line with section 2 (1) (d) (ii) of the Act.
- (i) may only score in terms of the 80/90-point formula for price; and
- (ii) scores 0 points out of 10/5 of the relevant specific goals where the supplier or service provider did not stipulate.
- 9.10 The preference points scored by a tenderer must be added to the points scored for price.

- 9.11 The points scored must be rounded off to the nearest two decimal places.
- 9.12 The contract must be awarded to the tenderer scoring the highest procurement points.

10 Application of Specified contract participation goals in Various thresholds

- 10.1 The preference point scoring system will be applicable for all procurement in excess of R 30 000,00.
- 10.2 If the specific goal of locality is identified for a specific procurement, the delegated official/committee must approve the specific goal (locality), and the point scoring must be specifically indicated in the invitation to tender and scored accordingly.
- 10.3 If the specific goal of locality is not identified for a specific procurement, the maximum points for the specified goals for the tender must be allocated to BBBEE points.

11. Criteria for breaking deadlock in scoring

- 11.1 If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.
- 11.2 If two or more tenderers score an equal total number of points, the objective criteria in addition to those contemplated in paragraphs (d) and (e) justify the award to the tenderer that scored the highest points in terms in accordance with section 2(1)(f) of the Act.
- 11.3 If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

12. Award of contracts to tenderers not scoring highest points

- 12.1 A contract may be awarded to a tenderer that did not score the highest points only in accordance with section 2(1)(f) of the Act.

13. Remedies

- 13.1 If a Municipality is of the view that a tenderer submitted false information regarding a specific goal, it must—
 - a) inform the tenderer; accordingly, and
 - b) give the tenderer an opportunity to make representations within 14 days as to why the tender may not be disqualified or, if the tender has already been awarded to the tenderer, the contract should not be terminated in whole or in part—

- 13.2 After considering the representations referred to in par 13 (1)(b), the Municipality may—
- (a) if it concludes that such false information was submitted by the tenderer—
 - (i) disqualify the tenderer or terminate the contract in whole or in part; and
 - (ii) if applicable, claim damages from the tenderer;

14. Performance Management

The specific goals achieved through the application of the Preferential Procurement Framework Act, 2000 will be monitored in terms of the elements embedded in the Supply Chain Management Policy.

15. Reporting

The Accounting Officer must align its reporting requirements to the Council as per SCM Regulation 6 to also report on progress with the implementation of this Policy

16. Repeal of regulations

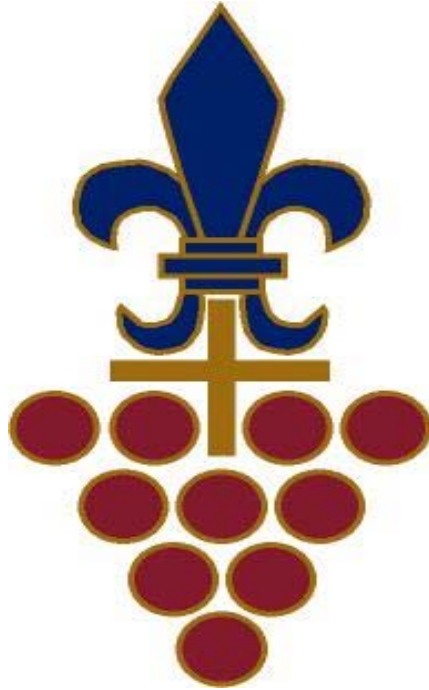
16.1 Subject to this regulation, the Preferential Procurement Regulations, 2017 published in Government No. 40553 of 20 January 2017, are hereby repealed with effect from the date referred to in subsection 17.

16.2 Any tender advertised before the date referred to in subsection 17 must be dealt with in terms of the Preferential Procurement Regulations, 2017.

17. Short title and commencement

This Policy is called the Stellenbosch Preferential Procurement Policy, 2022/23 and take effect on 16 January 2023.

STELLENBOSCH MUNICIPALITY



**PETTY CASH
POLICY**

2023/2024



STELLENBOSCH MUNICIPALITY

PETTY CASH POLICY

TABLE OF CONTENTS

	PAGE
1. INTRODUCTION	1
2. REGULATORY FRAMEWORK.....	1
3. OBJECTIVES	1
4. RESPONSIBILITY AND ACCOUNTABILITY	1
5. PETTY CASH FRAMEWORK.....	2

1. INTRODUCTION

The accounting officer of a municipality is responsible for the management of the expenditure of the municipality in an effective and controlled manner. Therefore the Stellenbosch Municipality adopts the following petty cash policy.

2. REGULATORY FRAMEWORK

- a) The Municipal Finance Management Act (56 of 2003);
- b) Section 15 of the Municipal Supply Chain Regulations;
- c) Treasury regulations in terms of Section 13(1) of the Act;
- d) MFMA Circular 97 (Cost Containment Measures);
- e) Cost Containment Policy;
- f) Municipal Cost Containment Regulations, 2019; and
- g) Any subsequent MFMA Circulars relevant to Petty Cash or Cost Containment in general that may be issued By National Treasury from time to time.

3. OBJECTIVES

Compliance with the regulatory framework in terms of the relevant legislation is required.

4. RESPONSIBILITY AND ACCOUNTABILITY

The key responsibilities in terms of the MFMA (Section 65) are:

Accounting Officer (Municipal Manager)-

- (1) The accounting officer of a municipality is responsible for the management of the expenditure of the municipality.
- (2) The accounting officer must for the purpose of subsection (1) take all reasonable steps to ensure—
 - (a) That the municipality has and maintains an effective system of expenditure control, including procedures for the approval, authorisation, withdrawal and payment of funds;
 - (b) That the municipality has and maintains a management, accounting and information system which—

- (i) recognises expenditure when it is incurred;
 - (ii) accounts for creditors of the municipality; and
 - (iii) accounts for payments made by the municipality;
- (c) that the municipality has and maintains a system of internal control in respect of creditors and payments;
- (d) that payments by the municipality are made—
- (i) directly to the person to whom it is due unless agreed otherwise for reasons as may be prescribed; and
 - (ii) either electronically or by way of non-transferable cheques, provided that cash payments and payments by way of cash cheques may be made for exceptional reasons only, and only up to a prescribed limit;

The Municipal Manager delegates authority to the Chief Financial Officer to ensure compliance and adherence to the principles established by this policy.

5. PETTY CASH FRAMEWORK

5.1 General Policy

- a. The use of petty cash floats is strictly confined to individual cash purchases of:
- i) up to a maximum of R500, where the petty cash floats in other departments are used to make purchases,
 - ii) up to a maximum of R2 000, when claimed from the Financial Services Petty Cash Float.

All Petty Cash expenditure must be in compliance with this Policy, the Municipal Cost Containment Regulations 2019, Cost Containment Policy and MFMA Circular 97 (Cost Containment Measures).

- i) The municipality may not incur catering expenses for meetings that are only attended by persons in the employ of the municipality, unless prior written approval is obtained from the accounting officer.
- ii) Catering expenses may be incurred by the accounting officer for the following, provided they exceed five (5) hours in duration:
 - Hosting of meetings
 - Conferences

- Workshops
 - Courses
 - Forums
 - Recruitment interviews
 - Council proceedings
- iii) Expenses may not be incurred on alcoholic beverages.
- iv) The accounting officer must ensure that expenses are not incurred on social events. This provision is not intended to impede the constitutional obligation of the municipality, therefore the following events are excluded:
- Economic development events
 - Cultural festivals
 - Local tourism festivals
 - Youth, aged, disabled and other vulnerable persons development events
 - Civic honours events
 - Staff recognition or achievement awards and functions
 - Town centennial or other significant municipal commemorating events
 - Opening of facilities and buildings
 - Strategic planning sessions
 - Non-recreational team building events
 - Non-recreational staff wellness functions.
- v) Expenditure may not be incurred on corporate branded items like clothing or goods for personal use by officials, other than uniforms, office supplies and tools of trade, unless the costs thereto are recovered from the affected officials or is an integral part of the business model of a specific project or drive.
- vi) The accounting officer must ensure that any sporting events, and expenditure directly related to sporting events such as travel and accommodation cost, sporting gear and sporting regalia are not financed from the budget of the municipality or by suppliers or sponsors. This provision does not apply to sporting events that are held in terms of the municipality's constitutional function.

The accounting officer may incur expenditure not exceeding the limits of this Policy for one transaction usage, to host farewell functions in recognition of officials who retire after serving the municipality for ten or more years or retire due to ill health.

Under no circumstances may Petty Cash be abused for purposes of avoiding Supply Chain Management procedures. It is not acceptable for one receipt or a number of receipts, in respect of the same event, which have been obtained by the same person, to be split over multiple cash purchase claims.

- d. The Directorate making use of Petty Cash for smaller purchases is responsible for ensuring that sufficient budget is available on the relevant votes.
- e. A petty cash float is not to be used for any of the following:
 - i) loans to any person whatsoever;
 - ii) payment of personal remuneration to any employee whatsoever, whether for fees, salaries, wages, travel allowance as part of remuneration, honorarium or other reason; or
 - iii) Purchase of capital items.
 - iv) Any item or service that does not fall within the ambit of the Cost Containment Policy and –Regulations.
- f. Examples of permissible Petty Cash Expenditure may include, but is not limited to:
 - i) Toll Fees
 - ii) Parking Fees
 - iii) Postage
 - iv) PDP and Licence fees
 - v) Keys
 - vi) Car Wash
 - vii) Fire Arm Licencing
- g. Should there be any uncertainty, the relevant Director may exercise discretion and approve a requisition for Petty Cash, or in the case of an own Petty Cash Float, approve such expenditure provided that all such approvals remain within the confines of the Cost Containment Policy and –Regulations..

Other cash floats may also be established for the purpose of providing change, for a cash register, or any other purpose approved by the Chief Financial Officer. Use of such floats is restricted to the purpose for which they were established.
- i. The Chief Financial Officer may approve the use of petty cash for specific use, based on practical reasons or cost-benefit reasons. Such an authority will be done on a case by case basis for the purposes of considering merit.
- j. The CFO may determine and approve the maximum amount to be held in any individual petty cash float.

5.2 Purchases through Petty Cash Float – Supply Chain Management Office

- a. Purchases from SCM database suppliers shall be allowed in the following instance, provided that a monthly submission are made to the CFO of all purchases and the respective director confirming the enforcement of rotation of suppliers:
 - i) When the amount of the individual purchase / event is less than R250.00, irrespective of it being an emergency or not.
- b. Purchases from SCM database suppliers are NOT allowed for capital items or fuel.
- c. Petty claims will be dealt with on a first come, first serve basis and it is subject to the monetary limit of the petty cash.

5.3 Establishing and Operating a Petty Cash Float

- a. To establish a new petty cash float or increase an existing advance, a written application is to be made to the Chief Financial Officer by the relevant Department, motivating the need for such petty cash float.
- b. The total value of the advance requested will be an amount which would normally necessitate reimbursement approximately once a fortnight. This level of advances keeps to a minimum the overall cash in the buildings on municipal property and ensures regular inclusion of information regarding expenditure in financial reports and for budget control purposes.
- c. A request for the establishment of an advance will indicate the name and status of senior administrative or clerical staff to be held responsible for the operation of the petty cash float. The staff member's specimen signature must also be submitted by the Department to the Chief Financial Officer, together with the application documentation.
- d. The application will indicate the security arrangement in place to ensure safe custody of funds in the office. The minimal security arrangement that will be acceptable is that the float will be kept in a locked box which will be kept in a locked filing cabinet or safe.
If an advance is approved, the Accountant: Creditors will advise the Department accordingly and request that the responsible staff member collect the advance. This establishing advance will be charged to a "Petty Cash Advances - ...Name/Dept..." in the General Ledger and not against any expenditure votes. A register of advances is thus maintained per Ledger Account for the purpose of accounting for all petty cash floats.

5.4 Security of Petty Cash Floats

- a. The cash on hand and used petty cash vouchers are to be kept in a locked box for which there should be two keys. One key is to be retained by the officer (on their person) normally responsible for the petty cash and the other to be kept in a sealed envelope in the office safe or other secure place, to be used only in an emergency.
- b. The locked petty cash box must be kept in a secure place when not in use and should be removed and returned by the responsible staff member only. At no stage should staff other than the responsible administrative/clerical staff member have access to the storage place of the petty cash box.
- c. Under no circumstance are keys to be left in the lock to the petty cash box, cabinet or safe.
- d. If the responsible officer is either going on leave or is leaving the Municipality's employment, the petty cash float is to be reconciled and signed by the departing- as well as replacement staff members, to indicate their agreement as to its balance. The replacement staff specimen signature must also be submitted to the Chief Financial Officer.

5.5 Completing a Cash Purchase Claim Form

- a. Petty cash stationery is available from the Expenditure Section (Financial Services). The form consists of two parts:
 - (i) Cash Purchase Claim page
 - (ii) Cash Purchase Record page
 - (iii) Receipt for cash advance (Only when appropriate, refer paragraph on Advances).
- b. All details entered on the Cash Purchase Claim appear on the Cash Purchase record page.
- c. The Cash Purchase Claim must be completed as follows:
 - (i) description and cost of the goods/services purchased
 - (ii) purchaser's signature
 - (iii) vote number to be charged
 - (iv) Signature of the Officer in Charge of Petty Cash.

- d. Original receipts or other valid documentation as required must be attached as proof of payment, with the signature of an appropriate financial delegate on this documentation. A financial delegate cannot authorise a cash purchase claim where she or he is the purchaser.

5.6 Sub-Advances to staff members

- a. If it is necessary to make an initial sub-advance to a staff member for various needs, a receipt for cash advance must be completed. The receipt for Cash Advance Form must be completed as follows:
 - (i) description and *estimated* cost of the goods/services purchased
 - (ii) purchaser's signature
 - (iii) vote number to be charged
 - (iv) Signature of the Officer in Charge of Petty Cash.
- b. On completion of the purchase, the recording-, documentation- and authorization requirements will be as stated in the above paragraph: Completing a Cash Purchase Claim Form.

All such sub-advances will be accounted for within 24 hours, by submitting original receipts and other applicable documentation required, attached as proof of payment (with the approval signature on the documentation). Where this cannot be achieved, the buyer will be liable to pay back the advance without any delay or the money will be deducted on his/her next salary irrespective of consent being given or noted. Not more than one advance will be made to any one person at a time.

5.7 Out-of-Pocket Payments

- a. Where a staff member has made purchases from their own funds and now seeks reimbursement from the petty cash, supporting documentation must be provided to substantiate the claim.
- b. The supporting documentation is to be attached to the Claim.
- c. The recording-, documentation- and authorization requirements will be as stated in the above paragraph (**Completing a Cash Purchase Claim Form**).

5.8 Reimbursement of Petty Cash Floats

- a. A petty cash float is operated on the basis that expenditure from the float is periodically reimbursed. Such reimbursement-
 - (i) returns the cash level of the petty cash float to its original level and
 - (ii) Charges the expenditure which has been made, to the correct expenditure vote.
- b. Accordingly, at any point of time, the sum of the cash on hand, i.e. remaining unspent, plus the cash advances for un-finalised purchases, plus the completed cash purchase claim forms, will equal the level of the petty cash advanced to the Department.
- c. Completed Cash Purchase Claim forms, with attached cash register slips, etc., must be taken by the officer in charge of the Petty Cash in a Directorate/Department, to the ~~Assistant~~ Accountant: Accounts Payable for reimbursement, after the Summary Claim Cover Page and attached documentation have been authorised by a financial delegate at least once in 14 days. Reimbursement of claims where supporting documentation is missing will not be entertained.
- d. The prescribed Summary Cash Purchase Claim form as well as other relevant forms attached to it must be completed in full.
- e. The most recently completed Cash Purchase Claim form must record the reconciliation of the petty cash float. The Accountant: Accounts Payable will refuse reimbursement of claims where this is not supplied.
- f. A petty cash float must never be reimbursed with funds derived from any other source whatsoever.

5.9 Shortages

- a. Any shortages in respect of a petty cash float must be paid in immediately.
- b. Where a petty cash float is stolen the incident must be reported promptly to the Chief Financial Officer in the required format, after which same needs to be reported to the South African Police Services and a case number provided to the Accountant: Accounts Payable.

5.10 Procedure applicable when a Petty Cash Float is repaid/cancelled

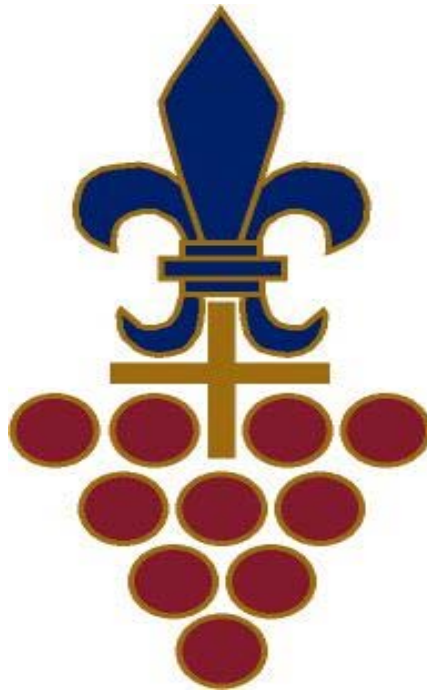
When an advance is no longer required, a statement in a form of a memorandum is to be completed and signed by the Head of the relevant Department and submitted to the Accountant: Accounts Payable, with the balance of cash on hand and completed and authorized Cash Purchase Claim forms. The most recently completed Cash Purchase Claim form will record the reconciliation of the petty cash float, where after a cheque will be issued to the relevant person to effect completion of the transaction..

The Cashier will issue a receipt to the affected department.

5.11 Financial year-end procedures

Reconciled petty cash registers (cash slips attached), accompanied with the cash balance must be returned to the Senior Accountant: Expenditure a week before the financial year end.

STELLENBOSCH MUNICIPALITY



**CREDIT CONTROL AND
DEBT COLLECTION BY-LAW**

Effective from 01 July 2023

PREAMBLE

To give effect to the Municipality's Credit Control and Debt Collection Policy and/or

to regulate its implementation and enforcement in the Stellenbosch Municipal Area (WC024) in terms of section 156(2) of the Constitution of the Republic of South Africa (Act 108 of 1996) and sections 96 and 98 of the Municipal Systems Act (Act 32 of 2000);

to provide for the collection of all monies due and payable to the Municipality; and

to provide for matters incidental thereto.



STELLENBOSCH MUNICIPALITY

CREDIT CONTROL AND DEBT COLLECTION BY-LAW

TABLE OF CONTENTS

	PAGE
1. Definitions	1
2. Duty to collect debt	5
3. Applications for provisions of municipal services and service agreements.....	5
4. Deposits and guarantees	6
5. Accounts and billing	6
6. Restriction or disconnection of supply of services	7
7. Measurement of metered municipal services	7
8. Payments and settlement of amounts due	7
9. Procedures for and matters relating to the recovery of debt	8
10. Rates clearance certificates.....	9
11. Interest	9
12. Consolidation of accounts.....	10
13. Agreements with employers	10
14. Indigents	10
15. Right of access to premises.....	10
16. Process for grievances and queries	11
17. Appeal	11
18. Offences.....	11
19. Notices and documents	12
20. Authentication of documents	12
21. Certificate of indebtedness	13
22. Conflict of By-laws	13
23. Partial invalidity	13
24. Repeal of By-laws	13
25. Application	13
26. Short title	13

1. Definitions

- (1) In this By-law, any word or expression to which a meaning has been assigned in the Local Government: Municipal Systems Act, 32 of 2000, has that meaning, unless the context, indicates otherwise-

"account" means a municipal account rendered specifying an amount or amounts payable for assessment rates, metered services, municipal charges, levies, fees, fines, taxes or any other amount or amounts payable arising from any other liability or obligation due to the Municipality;

"arrangement" means a written agreement entered into between the Council and the debtor in terms of which specific repayment parameters are agreed to;

"arrears" means any amount due and payable to the Municipality and not paid by the due date;

"Council" means the Municipal Council of Stellenbosch Municipality as referred to in section 157 of the Constitution;

"Credit Control and Debt Collection Policy" means the Credit Control and Debt Collection Policy adopted by the Council in terms of Section 96 of the Local Government: Municipal Systems Act, 32 of 2000;

"customer" means any occupier of any premises to which the Municipality has agreed to supply or is actually supplying services, or if no occupier can be identified or located, the owner of the premises and includes any debtor of the Municipality;

"day/days" means calendar days, inclusive of Saturdays, Sundays and public holidays;

"debtor" means any person owing money to the Municipality;

"due date" in relation to-

- (a) *When paying an annual account, that account shall be paid and received by the Municipality in full not later than the date as specified on the account, and*
- (b) *when paying a monthly account, that account shall be paid and received by the Municipality in full not later than the date as specified on the account.*

Should such day fall on a Saturday, Sunday, or public holiday the due date shall be the next working day.

"Electricity By-law" means the Stellenbosch Municipality: Electricity Supply By-law as promulgated in the *Provincial Gazette*;

"estimated consumption" means the deemed consumption of a customer, that was not measured for the specific period, but estimated by taking into account factors that are considered relevant by the Municipality and which may include consumption data for a specific time in its possession and where applicable, having made due allowance where possible for seasonal or other variations which may affect consumption;

"immovable property" includes-

- (a) an undivided share in immovable property, and
- (b) any right in immovable property.

"Indigent Policy" means the Indigent Policy adopted by the Council of the Municipality;

"interest" means a charge levied on all arrear monies as stipulated in the Municipality's Credit Control and Debt Collection Policy;

"month" means a calendar month;

"monthly average consumption" means the monthly average consumption in respect of that property calculated on the basis of consumption over the preceding twelve months taking seasonal variances and exceptional circumstances into consideration;

"Municipality" means Stellenbosch Municipality (WC024);

"Municipal Manager" means the person appointed as such in terms of section 54A of the Local Government: Municipal Systems Act, 32 of 2000;

"municipal pay point" means those payment facilities set out in the Credit Control and Debt Collection Policy;

"municipal service" means a "municipal service" as defined in the Systems Act;

"occupier" means any person who occupies any premises or part thereof without regard to the title under which the person occupies, and includes -

- (a) any person in actual occupation of those premises;
- (b) any person legally entitled to occupy those premises;
- (c) in the case of those premises being subdivided and let to lodgers or various tenants, the person receiving the rent payable by such lodgers or tenants whether on the person's own account or as agent for any person entitled thereto or interested therein;
- (d) any person having the charge or management of those premises, and includes the agent of any such person when the person is absent from the Republic of South Africa or his or her whereabouts are unknown; or
- (e) the owner of those premises.

"official" means an "official" as defined in section 1 of the Local Government: Municipal Finance Management Act, 56 of 2003;

"owner" means:

- (a) a person in whom the legal title to a premises is vested;
- (b) in a case where the person in whom the legal title is vested is insolvent or dead, or is under any form of legal disability whatsoever, the person in whom the administration of and control of such premises is vested as curator, trustee, assignee, executor, administrator, judicial manager, liquidator or other legal representative, as the case may be;
- (c) in the case where the Municipality is unable to determine the identity of the person in whom the legal title is vested, the person who is entitled to the benefit of such premises or a building thereon;
- (d) in the case of premises for which a Municipal lease has been entered into, whether the lease is registered or not, the lessee thereof;
- (e) the occupier of immovable property occupied under a service servitude or right analogous thereto
- (f) in relation to -
 - (i) a piece of land delineated on a sectional plan registered in terms of the Sectional Titles Act, 1986, and without restricting the above, the developer or the body corporate in respect of the common property; or
 - (ii) a section or unit as defined in the Sectional Titles Act, the person in whose name such section or unit is registered under a sectional title deed and includes the lawfully appointed agent of such a person;
 - (iii) a right as contemplated in section 25 or 27 of the Sectional Titles Act, the holder of such right.
- (g) any legal person including, but not limited to -
 - (i) a company registered in terms of the Companies Act, 71 of 2008 noting the transitional arrangements as per Schedule 5 of said Act, Trust *inter vivos*, Trust *mortis causa*, a close corporation registered in terms of the Close Corporations Act, 69 of 1984, a voluntary association;
 - (ii) any Department of State;
 - (iii) any Council or Board established in terms of any legislation applicable to the Republic of South Africa; and
 - (iv) any Embassy or other foreign entity; and
- (h) a lessee of municipal property who will be deemed to be the owner for the purposes of rendering a municipal account;
- (i) Upon any contradiction of this definition to the definition of "owner" as per section 1 of the Rates Act, the Rates Act definition of "owner" shall prevail.

"paid by the due date" means actual receipt of the funds paid in the bank account of the Municipality before or on the due date and **"payable by the due date"** shall have a corresponding meaning;

"person" means natural and juristic persons, including any state department and

statutory bodies;

"premises" includes any piece of land, the external surface boundaries of which are delineated on:

- (a) a general plan or diagram registered in terms of the Land Survey Act, 8 of 1997 or in terms of the Deed Registry Act, 47 of 1937; or
- (b) a sectional plan registered in terms of the Sectional Titles Act, 95 of 1986, which is situated within the area of jurisdiction of the Municipality;

and includes any other land and any building or structure above or below the surface of any land;

"rates" means the rate imposed on property by the Municipality; including but not limited to the municipal property rate envisaged in section 229(1) of the Constitution of the Republic of South Africa, 108 of 1996;

"Rates Act" refers to the Local Government: Municipal Property Rates Act, 2004.

"Rates Policy" means the Rates Policy adopted by the Council in terms of section 3 of the Local Government: Municipal Property Rates Act 6 of 2004 and as amended from time to time;

"responsible person" means any person other than the owner of an immovable property who is legally responsible for the payment of municipal service charges;

"service charges" means the fees levied by the Municipality in terms of its Tariff Policy for any municipal services rendered and includes any penalties, interest or surcharges levied or imposed;

"service delivery agreement" means an agreement between the Municipality and an institution or persons provided for in section 76(b) of the Local Government: Municipal Systems Act, 32 of 2000;

"sundry debtor accounts" means accounts raised for miscellaneous charges for services provided by the Municipality or charges that were raised against a person as a result of an action by a person and which was raised in terms of the Municipality's policies, By-laws and decisions;

"Systems Act" refers to the Local Government: Municipal Systems Act, 2000.

"tariff" means any rate, tax, duty and levy or fee which may be imposed by the Municipality for services provided either by itself or in terms of a service delivery agreement;

"Tariff Policy" means a Tariff Policy adopted by the Council in terms of section 74 of the Local Government: Municipal Systems Act 32 of 2000;

"user" means the owner or occupier of a property in respect of which municipal services are being rendered;

"working day" means a calendar day excluding Saturdays, Sundays and public holidays,

- (2) The headings and titles in this By-law are for reference purposes only and shall not affect the construction thereof.
- (3) In this By-law, a word or expression derived from a word or expression defined in subsection (1) has a corresponding meaning unless the context indicates that another meaning is intended.

2. Duty to collect debt

All debt owing to the Municipality must be collected in accordance with this By-law and the Credit Control and Debt Collection Policy.

3. Applications for provisions of municipal services and service agreements

- (1) All applications for the provision of Municipal services in respect of any immovable property shall be made by the owner of the said immovable property in writing and on the prescribed form.
- (2) The owner of an immovable property in respect of which application for the provision of municipal services has been made, shall prior to the date on which the services are required to be connected, enter into a written agreement with the Municipality on the prescribed form.
- (3) The written agreement referred to in subsection (2) shall, amongst others, make provision for the following:
 - (a) an undertaking by the owner/tenant that he or she will be liable for collection costs including administration fees, interests, disconnection and reconnection costs, and any other legal costs occasioned by his or her failure to settle accounts by the due date;
 - (b) an acknowledgement by the owner/tenant that accounts will become due and payable by the due date notwithstanding the fact that the owner did not receive the account; and
 - (c) that the onus will be on the owner/tenant to ensure that he or she is in possession of an account before the due date.
- (4) The Municipality may, upon the written request of the owner of an immovable property, enter into a written agreement with both the owner and occupier of the immovable property in respect of which application for the provision of municipal services has been made. The agreement shall be on the prescribed form.
- (5) The Municipality shall cause a reading of the applicable credit-meters to be taken on the working day preceding the date of occupation of the property so as to facilitate the correctness of the prior and new owner's accounts.

- (6) The Municipality may require owners or occupiers of immovable properties in respect of which municipal services are being rendered, to enter into written agreements with the Municipality in accordance with the form referred to in subsection (2).

4. Deposits and guarantees

- (1) An applicant for the provision of municipal services may be required to pay a consumer deposit prior to the provision of any municipal services. Payment of the applicable consumer deposit will be the primary means to cover said contract obligation. Any deviation from the payment of the consumer deposit will be directed by the sole discretion and due consideration/approval of an accountant or more senior official in the Municipality's Revenue Department.
- (2) The Municipality may, in its sole discretion, and upon written notice to the owner of a property and after the conclusion of the agreement referred to in section 3(2) and subject to subsection (3), either increase or decrease the deposit payable. Deposits/Bank guarantees may be increased by an amount up to three times or more of a monthly average consumption as determined by the Municipality.
- (3) The Municipality shall before any decision to increase the deposit, give an owner or responsible person notice of any intention to increase the minimum deposit payable by the owner or responsible person, and shall, in the aforesaid notice, state full reasons for the envisaged increase and allow the owner or responsible person an opportunity to make written representations in this regard.
- (4) On termination of the supply of services the amount of such deposit, less any payments due to the Municipality, may be refunded.
- (5) The Municipality may, in its sole discretion accept a bank guarantee in lieu of a deposit .

5. Accounts and billing

- (1) The Municipality shall provide every person who is liable for municipal charges, fees levies, property rates or taxes, with an account in respect of such municipal charges, fees levies, property rates or taxes.
- (2) Accounts will be rendered on a monthly basis in cycles of approximately 30 (thirty) days.
- (3) All accounts rendered by the Municipality shall be payable before or on the due date as indicated on the account.
- (4) Any amount which remains due and payable after the due date shall attract interest as more fully set out in section 11.
- (5) Payments shall be deemed to be late unless received on or before the due date.
- (6) Electronic payments or payments made through agents must be received and reflected in the municipal bank account on or before the due date.

- (7) All accounts shall be payable by the due date regardless of the fact that the person responsible for the payment of the account has not received it and the onus shall be on such person to make the necessary inquiries to obtain a copy of the account before the due date.

6. Restriction or disconnection of supply of services

- (1) The Municipality may restrict or disconnect the supply of any municipal service in any manner including but not limited to blocking the purchase of electricity on the prepayment system and/or restricting or disconnecting the supply of water if a user of any such service:
 - (a) fails to make full payment on the due date or fails to make an acceptable arrangement for the repayment of any amount due in respect of an account rendered;
 - (b) fails to comply with an arrangement;
 - (c) is placed under provisional sequestration, liquidation or judicial management, or commits an act of insolvency in terms of the Insolvency Act 24 of 1936 or any other applicable law but fails conditions of same;
 - (d) becomes subject to an order granted in terms of section 74 of the Magistrates Court Act, 32 of 1944 but fails adherence thereto.
- (2) The Municipality shall, before limiting or discontinuing any municipal services to any premises or user ensure that a fair and equitable procedure is followed, and the Municipality shall provide reasonable notice of its intention to limit or discontinue services and grant the affected person an opportunity to make written representations.
- (3) The right to restrict, disconnect or terminate a service pertains to all municipal services and shall not be limited, in the case of arrears, by the fact that payment may have been made in respect of any specific municipal service or the fact that the person who entered into an agreement for the supply of services with the Municipality and the owner are different persons, as the case may be.
- (4) After disconnection for non-payment of an account the prescribed fees may be required for payment before reconnection is effected.

7. Measurement of metered municipal services

- (1) Refer to the Stellenbosch Municipality: Electricity Supply By-law for the purposes of determining the criteria or provisions of any matter related to electricity.
- (2) Refer to the Stellenbosch Municipality: Water Services By-law for the purposes of determining the criteria or provisions of any matter related to water.

8. Payments and settlement of amounts due

- (1) Payments on accounts rendered may be effected at/via approved municipal payment facilities.

- (2) The Municipality may at its discretion, designate certain payment methods which will be acceptable to the Municipality.
- (3) Any payments made to the Municipality will be allocated by the Municipality entirely within its discretion; provided that any part payment on an account shall be allocated firstly to reduce any penalty charges which may have accrued on the account.
- (4) The Municipality will appropriate payments received in respect of any municipal services provided by the Municipality in accordance with the Credit Control and Debt Collection Policy.
- (5) Where the amount due and payable to the Municipality has not been paid in full, any lesser amount tendered to and accepted by any municipal official, shall not be deemed to be in final settlement of such an amount unless the Municipality in writing consents to or confirms that such amount is accepted in full and final settlement of a debt.
- (6) The acceptance of a lesser payment in full and final settlement shall be in terms of the Irrecoverable Debt Policy.

9. Procedures for and matters relating to the recovery of debt

- (1) Annual rates and service charges are levied during July of each year and the annual account shall be paid in full not later than the date specified on the account.
- (2) Rates and service charges which are paid on a monthly basis shall be paid in full not later than the date specified on the account.
- (3) Accounts rendered by the Municipality in respect of electricity and water shall be paid in full not later than the date specified on the account.
- (4) Interest on arrears may accrue on all amounts not paid by the due date and where applicable, not received and reflected in the Municipality's bank account on the due date.
- (5) In the event of an account not paid in full by the due date, the Municipality shall take the necessary steps including any legal action to collect the arrears in accordance with the debt recovery procedures prescribed in terms of the Credit Control and Debt Collection Policy.
- (6) When the Municipality restricts or disconnects the supply of any municipal services in any manner including but not limited to blocking the purchase of electricity on the prepayment system and/or restricting or disconnecting the supply of water in respect of an account which has not been paid by the due date, this shall be done with due regard for any mandatory minimum levels of supply of municipal services.
- (7) Any additional charges or costs incurred by or on behalf of the Municipality with regard to the recovery of debt as outlined in this By-law and the Credit Control and Debt Collection Policy including but not limited to legal and administration costs shall be debited to the account of the defaulting debtor. The latter charges may include a revisit of deposits paid.
- (8) Owners who concluded arrangements to settle their annual rates accounts on a monthly

basis shall ensure regular payments..

- (9) The Municipality may recover outstanding rates after the due date as provided for in sections 28 and 29 of the Local Government: Municipal Property Rates Act, 6 of 2004.
- (10) The Municipal Manager may, in order to recover debt, institute the necessary proceedings in a competent court and attach a debtor's movable and immovable property.
- (11) In the event that a juristic person including but not limited to a company, close corporation, trust or body corporate in terms of the Sectional Titles Act, 95 of 1986 is liable for the payment of any arrear rates and service charges to the Municipality, the liability of such entity is extended to its directors, members and trustees, as the case may, jointly and severally in their personal capacity.
- (12) The Municipality may notwithstanding the above and upon good cause shown, allow any defaulting owner or occupier of a property, to enter into a written agreement for the payment of the outstanding balance by way of instalments, on such terms and conditions as determined by the Credit Control and Debt Collection Policy and when such an agreement has been entered into, all actions against the defaulting owner or occupier of a property in terms of the Credit Control and Debt Collection Policy and in respect of such outstanding balance shall be suspended provided that the terms of this written agreement is strictly complied with.

10. Rates clearance certificates

- (1) Applications for the issuing of certificates required for the transfer of immovable property in terms of section 118 of the Local Government: Municipal Systems Act, 32 of 2000 must be lodged with the Municipality in the prescribed manner.
- (2) The certificate mentioned in subsection (1) will only be issued if all amounts that became due in connection with that property for municipal service fees, surcharges on fees, property rates and other municipal taxes, levies, and duties during the 2 (two) years preceding the date of application for the certificate have been fully paid, irrespective of whether such amounts have been accumulated by the owner or not.
- (3) Nothing in this section precludes the subsequent collection by the Municipality of any amounts owed to it in respect of such immovable property at the time of transfer.

11. Interest

- (1) The Municipality may charge and recover interest in respect of any arrears, as prescribed in this By-law and the Credit Control and Debt Collection Policy.
- (2) No interest shall be charged on any outstanding amounts in respect of which an arrangement has been made as envisaged in section 9(8) provided that the debtor complies with the terms of the arrangement.
- (3) For the purposes of this section the interest shall be calculated for each month for which such arrears remain unpaid, and a portion of a month shall be deemed to be a full month.

12. Consolidation of accounts

- (1) The Municipality may-
 - (a) consolidate any separate accounts of a debtor;
 - (b) credit a payment by a debtor against any account of that debtor;
 - (c) implement any of the measures provided for in this By-law and the Credit Control and Debt Collection Policy, in relation to any arrears on any of the accounts of such debtor.
- (2) The provisions of subsection (1) do not apply where there is a dispute between the Municipality and the debtor referred to in that subsection concerning any specific amount claimed by the Municipality from such debtor.

13. Agreements with employers

- (1) The Municipal Manager may -
 - (a) with the consent of a debtor enter into a written agreement with that person's employer to deduct from the salary or wages of that debtor:
 - (i) any outstanding amounts due by the debtor to the Municipality; or
 - (ii) such regular monthly amounts as may be agreed; and
 - (b) provide special incentives for –
 - (i) employers to enter into such agreements; and
 - (ii) debtors to consent to such agreements.

14. Indigents

An indigent consumer shall be dealt with as prescribed in the Indigent Policy and if required and after reasonable alternatives have been exhausted, processes in terms of the Credit Control and Debt Collection Policy will be implemented.

15. Right of access to premises

- (1) A duly authorised representative of the Municipality shall for any purpose related to the implementation or enforcement of this By-law, at all reasonable times or in an emergency at any time, have access to and enter any premises, request information and carry out any inspection and examination as he or she may deem necessary, and for purposes of reading, installing or repairing any meter or service connection for reticulation, or to disconnect, stop or restrict the provision of any service.
- (2) If the Municipality considers it necessary that work needs to be performed to enable an official to perform a function referred to in subsection (1) properly and effectively, it may:
 - (a) by written notice require the owner or occupier of the premises at his own expense to do specific work within a specified period; or
 - (b) if in its opinion the situation is a matter of urgency, without prior notice do such work

or cause it to be done at the expense of the owner.

- (3) If the work referred to in subsection (2) above is carried out for the sole purpose of establishing whether a contravention of this By-law has been committed and no such contravention has taken place, the Municipality shall bear the expenditure connected therewith together with the expense of restoring the premises to its former condition provided that in the event that it is established that a contravention of this By-law has taken place the owner or occupier shall, in addition to the loss or damage referred to in section 18(2), also be liable for the expenditure connected therewith.

16. Process for grievances and queries

- (1) An aggrieved person may lodge a grievance or query regarding service charges to the Municipality in writing and which may be on a prescribed form.
- (2) The aggrieved person shall clearly state the basis of his or her dissatisfaction and the desired outcome.
- (3) The lodging of a grievance or query shall not relieve the aggrieved person of the responsibility to settle the account, provided that the Municipal Manager may, on application in writing and in his or her sole discretion, direct that interim payments may be made pending the finalisation of the grievance or query.
- (4) The Municipality shall respond to such grievance or query in writing within 30 (thirty) days from the date of the lodgement of the grievance or query.

17. Appeal

- (1) A person aggrieved by any decision taken in terms of this By-law and in terms of a power or duty delegated or sub-delegated, may appeal against such decision in terms of section 62 of the Local Government: Municipal Systems Act, 32 of 2000 by giving written notice of the appeal and the reasons to the Municipal Manager within 21 (twenty-one) days of the date of the notification of the decision.
- (2) The Municipal Manager shall consider the appeal and confirm, vary, or revoke the decision.
- (3) The Municipal Manager must commence with an appeal within 6 (six) weeks and decide the appeal within a reasonable period.

18. Offences

- (1) Any person who
 - (a) fails to give the access required by an official in terms of this By-law;
 - (b) obstructs or hinders an official in the exercise of his or her powers or performance of functions or duties under this By-law;
 - (c) uses or interferes with Municipal equipment or consumption of services supplied;

- (d) tampers or breaks any seal on a meter or on any equipment belonging to the Municipality, or for any reason as determined by the Municipal Manager causes a meter not to properly register the service used;
- (e) fails or refuses to give an official such information as he or she may reasonably require for the purpose of exercising his or her powers or functions under these By-laws or provides the Municipality or such an official with false or misleading information knowing it to be false or misleading;
- (f) fails to comply with the terms of a notice served upon him or her in terms of this By-law;
- (g) contravenes or fails to comply with any provision of this By-law -

shall be guilty of an offence and be liable upon conviction to a fine or imprisonment or both such a fine and imprisonment and, in addition, may be charged for usage, as estimated by the Municipality.

- (2) Every person committing a contravention or breach of the provisions of this By-law shall also be liable to compensate the Municipality for any expenditure incurred and any loss or damage suffered or sustained by the Municipality in consequence of such breach.

19. Notices and documents

- (1) A notice or document issued by the Municipality in terms of this By-law, shall be deemed to be duly issued if signed by an official duly authorised by the Council.
- (2) If a notice is to be served on a person in terms of this By-law, such service shall be effected by:
 - (a) delivering the notice to such person personally or to the duly authorised agent of such person or:
 - (b) by delivering the notice at such person's residence or place of employment to a person apparently not less than 16 (sixteen) years of age and apparently residing or employed there;
 - (c) if such person has nominated an address for legal purposes, by delivering the notice to such an address; or
 - (d) by registered or certified post addressed to such person's last known address;
 - (e) in the case of a body corporate, by delivering it to the registered office or the premises of such a body corporate; or
 - (f) if service cannot be effected in terms of the aforesaid subsections, by affixing it to the principal door of entry to the premises, or displaying it on a conspicuous place on the premises to which it relates.

20. Authentication of documents

- (1) Every order, notice or other document requiring authentication by the Council shall be sufficiently authenticated, if signed by the Municipal Manager or by a duly authorised official of the Municipality;

- (2) Delivery of a copy of the document shall be deemed to be delivery of the original.

21. Certificate of indebtedness

- (1) A certificate under the hand of the Municipal Manager certifying the amount due and payable to the Municipality shall be binding upon the debtor; shall be *prima facie* proof of the amount of the debtor's indebtedness and shall be valid as a liquid document against the debtor in any competent court for the purpose of obtaining provisional sentence or judgment against the debtor in respect thereof.
- (2) Should the debtor at any time in defence of any action based on this By-law allege that there is no reason or cause for the debtor's obligations to the Municipality or that errors have been made in the calculation of the amount claimed, then the onus of proving such a defence will rest on the debtor.

22. Conflict of By-laws

- (1) The provisions of the Electricity Supply By-law and Water Services By-law in force immediately before the commencement of this By-law continue in force regarding the application of service tariff matters and insofar as they are not inconsistent with the provisions of this By-law.
- (2) Subject to subsection (1), in the event of any conflict between this By-law and any other By-law of the Municipality, this By-law will prevail.

23. Partial invalidity

In the event of any one or more of the provisions of this By-law being declared invalid by a final and unappealable order, decree or judgment of any court after being found to be inconsistent with any provision of the Constitution of the Republic of South Africa, 108 of 1996, such inconsistency or invalidity shall not affect the remaining provisions of this By-law and this By-law shall be construed as if such provisions had not been inserted.

24. Repeal of By-laws

The provisions of any By-laws relating to credit control debt collection by the Municipality are hereby repealed insofar as they relate to matters provided for in this By-law.

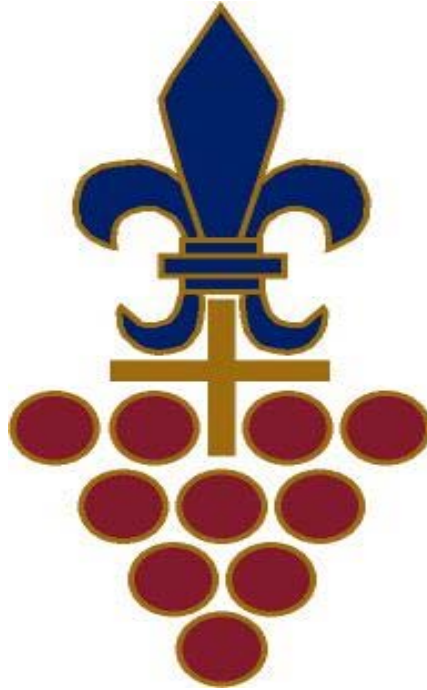
25. Application

This By-law shall be binding on all persons who own and/or occupy immovable property or any premises within the area of jurisdiction of the Municipality, or to whom a Municipal account is rendered.

26. Short title

This By-law is called the Stellenbosch Municipality: Credit Control and Debt Collection By-law.

STELLENBOSCH MUNICIPALITY



**SPECIAL RATING AREA
POLICY**

2023/2024



STELLENBOSCH MUNICIPALITY

SPECIAL RATING AREA POLICY

TABLE OF CONTENTS

	PAGE
1. DEFINITIONS	1
2. INTRODUCTION	1
3. AIM OF THE POLICY	2
4. POLICY STATEMENT	2
5. FACTORS CONSIDERED WHEN DETERMINING A SPECIAL RATING AREA	3
6. APPLICABILITY OF STELLENBOSCH MUNICIPALITY'S RATES POLICY AND OTHER POLICIES	4
7. PROCESS	4
8. INSTITUTIONAL ARRANGEMENTS	5
8.1 Administration by a Non-Profit Company	5
9. APPLICATION FOR THE ESTABLISHMENT OF A SPECIAL RATING AREA	6
10. MOTIVATING A SPECIAL RATING AREA	6
10.1 Business Plan	6
10.2 Implementation Plan	7
10.3 Budget Plan	8
11. ANNUAL REQUIREMENTS	8
12. AMENDMENT AND/OR EXTENSION OF TERM	8
13. DISSOLUTION	8
14. FINANCIAL CONTROL	8
15. COMMENCEMENT AND IMPLEMENTATION	9
16. COST	9
17. SHORT TITLE	9

1. DEFINITIONS

In this Policy, words or expressions shall bear the meaning assigned to them and, unless context otherwise indicates: –

“additional rate” means an additional rate contemplated in sections 19(1)(d) and 22(1)(b) of the Property Rates Act and in section 12(2) of the By-Law;

“applicant” means any owner who makes an application for the determination of a special rating area in accordance with provisions of Chapter 1 of the By-Law, or if a management body is established in terms of section 10 of the By-Law, any reference to **“the Applicant”** means the management body;

“By-Law” means the Stellenbosch Municipality’s Special Rating Area (SRA) By-Law;

“CFO” means the Chief Financial Officer of Stellenbosch Municipality, or his or her nominee;

“Council” means Council of Stellenbosch Municipality;

“implementation plan” means an Implementation Plan as contemplated in section 6 of the By-Law;

“majority” means the majority of properties represented by the members of the local community in the proposed special rating area who will be liable for paying the additional rate;

“management body” means the management body of a special rating area to be established in accordance with the provision of section 10 of the By-Law;

“motivation report” means a motivation report as contemplated in section 6 of the By-Law;

“the Municipality” means Stellenbosch Municipality (WC024),

“owner” has the meaning assigned to it in section 1 of the Property Rates Act;

“Policy” means the policy for the determination of special rating areas and will be referred to as this Policy;

“Property Rates Act” means the Local Government: Municipal Property Rates Act, 2004 (Act No.6 of 2004);

“rateable property” has the meaning assigned to it in section 1 of the Property Rates Act;

“special rating area” means a special rating area approved by the Council in accordance with the provisions of section 22 of the Property Rates Act and section 8 of the By-Law.

2. INTRODUCTION

2.1. This policy for the establishing of special rating areas must be read together with the Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004) and the Municipality’s Special Rating Area (SRA) By-law, as in force from time to time.

- 2.2. This policy is strictly applicable to Special Rating Areas that have been established in terms of sub-sections 22(1) to 22(4) of the Property Rates Act. Therefore, this policy does not deal or apply to internal municipal service districts as envisaged in section 85 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) and in sub-section 22(5) of the Property Rates Act.
- 2.3. All words and phrases defined in the Property Rates Act and the By-Law have the same meaning in this Policy.
- 2.4. In the event of any conflict between the provisions of the By-Law and the provisions of this Policy, the By-Law prevails.
- 2.5. This Policy needs to be read together with the Municipality's Rates Policy.

3. AIM OF THE POLICY

This Policy aims to –

- 3.1. Set out Council's position on special rating areas and the factors that will influence Council's decision whether or not to institute a particular Special Rating Area.
- 3.2. Provide guidance to members of the local community and to decision-makers within the Municipality in relation to the establishment of special rating areas; and
- 3.3. Strike an appropriate balance between facilitating self-funded community initiatives that aim to improve and/or upgrade neighbourhoods by –
 - (a) making use of Council resources and structures; or
 - (b) making use of a Non-Profit (previously known as a Section 21) company structure (refer paragraph 8.12.5 of this Policy); and to
 - (c) ensure commitment to good, fair and transparent governance by the managing body, by implementing a transparent process when appointing service providers to improve and/or upgrade the special rating area in the public areas and ensuring that these improved and/or upgraded services are not provided on private properties.

4. POLICY STATEMENT

- 4.1. The special rating area model is aimed at preventing the degeneration of towns and the consequential urban decay, and facilitating their upliftment, economic growth and sustainable development.
- 4.2. The purposes of a special rating area are to –
 - (a) enhance and supplement the municipal services provided by Stellenbosch Municipality;
 - (b) facilitate investment in the special rating area;
 - (c) facilitate a cooperative approach between Stellenbosch Municipality and the private sector in the provision of municipal services;

- (d) halt the degeneration and facilitate the upliftment of distressed business and mixed-use areas; and
 - (e) promote economic growth and sustainable development and in this way, assist the Council in the fulfilment of its objects and developmental duties as set out in its Integrated Development Plan (“IDP”).
- 4.3. Stellenbosch Municipality regards special rating areas as a potential tool for allowing it to fulfil its constitutional and statutory obligations to promote;
- (a) social and economic development; and
 - (b) a safe and healthy environment in a way which balances the guiding principles underlying its Rates Policy.
- 4.4. Special rating areas allow property owners within an explicitly defined geographical area to improve and upgrade their area by means of a property rate in addition to the standard property rate.
- 4.5. Special Rating Areas do not give property owners or the management structures of the Special Ratings Area the right to infringe on any of the constitutional rights as enshrined in the Bill of Rights, Chapter Two of the Constitution of South Africa, 1996 of any juristic or natural person in any way. Specifically, the right to freedom of movement and residence of any juristic or natural person referred to in Section 21 of the Constitution must be guaranteed by the Special Rating Area as a pre-requisite for approval by the municipality.

5. FACTORS CONSIDERED WHEN DETERMINING A SPECIAL RATING AREA

The Council will consider instituting a special rating area where the requirements of Section 22 of the Property Rates Act are complied with, including that –

- 5.1. the purpose of the special rating area is to allow an additional rate to be levied on property in the defined area to raise funds for improving or upgrading the area;
- 5.2. the special rating area will not be used to reinforce existing inequities in the development of the Stellenbosch Municipality’s (WCO24) area of jurisdiction;
- 5.3. the determination of the special rating area is consistent with Stellenbosch Municipality’s IDP;
- 5.4. residential special rating area refers to an area in which more than 40% (forty percent) of the rates based municipal valuation consists of Residential Property as defined in the Rates policy.
- 5.5. any residential special rating area must comply fully with the provision of the By-Law, save that, with reference to the majority support the applicant must provide written proof to the Council that owners of rateable property within the boundary of the special rating area who own not fewer than 60% (sixty percent) in number of such properties, approve the formation of the special rating area. Subject to paragraph 6.3, municipal-owned properties will be excluded from such voting procedures.
- 5.6. the majority of members of the local community who will be liable for paying any additional rate in the special rating area, other than residential special rating areas, have consented to its

establishment. Subject to paragraph 6.3, municipal-owned properties will be excluded from such voting procedures.

- 5.7. the procedural requirements of Section 22 of the Property Rates Act as well as the By-Law and this Policy are complied with, which include the community consultation requirement as determined by the Municipality's Chief Financial Officer (CFO);
- 5.8. the proposed improvement or upgrade has been clearly and fully defined;
- 5.9. the proposed improvement or upgrade can be clearly and logically linked to a geographical area, the boundaries of which must be clearly determined;
- 5.10. there is evidence that it will be financially viable to use a special rating area to raise funds for the proposed improvement or upgrade;
- 5.11. Stellenbosch Municipality is satisfied with the institutional arrangements proposed in respect of the special rating area; and
- 5.12. Ultimately, the decision whether or not to determine a special rating area rests with the Council in its sole discretion.

6. APPLICABILITY OF STELLENBOSCH MUNICIPALITY'S RATES POLICY AND OTHER POLICIES

- 6.1. When Stellenbosch Municipality grants any measure of relief to Senior Citizens, Disabled Persons and Non-Profit Organisations in terms of the Rates Policy, or registered indigents in terms of the Indigent Policy, the relevant property owner will be granted a full (100%) discount in relation to the additional special rating area rate.
- 6.2. The granting of the above discount as per paragraph 6.1 will however not in any way modify the voting rights in relation to said property as described in paragraphs 5.5 and 5.6.
- 6.3. Subject to paragraph 6.4, municipal-owned properties will be exempted from the additional special rating area rates and will not participate during any voting procedures as described in paragraphs 5.5 and 5.6.
- 6.4. The occupants of municipal-owned properties which are leased in terms of a lease agreement or the occupants of those properties which are allocated to beneficiaries but not yet transferred will be liable for the additional special rating area rates and will retain the voting rights as described in paragraphs 5.5 and 5.6.

7. PROCESS

This Policy sets out –

- (a) the institutional arrangements for special rating areas (paragraph 8 of this Policy)
- (b) the establishment requirements which must be followed (paragraph 9 of this Policy);

- (c) the information which needs to be submitted to Stellenbosch Municipality in order to motivate a request for determination of a special rating area (paragraph 10 of this Policy);
- (d) the annual requirements which must be followed (paragraph 11 of this Policy);
- (e) the amendments and/or extension of term for a special rating area (paragraph 12 of this Policy);
- (f) the dissolution requirements which must be followed (paragraph 13 of this Policy)
- (g) financial arrangements (refer paragraph 14 of this Policy).

8. INSTITUTIONAL ARRANGEMENTS

Section 22 of the Property Rates Act is not prescriptive as to the structural arrangements which need to be put in place to administer a special rating area. The structural arrangement that will be considered by the municipality is the following:

8.1. Administration by a Non-Profit Company

- 8.1.1. Stellenbosch Municipality will require the ratepayers within the special rating area to establish and participate in an appropriate structure to carry out planning, contracting, financial control and administrative functions within the special rating area.
- 8.1.2. This does not entail ratepayers setting the additional rate, which under law can only be done by Stellenbosch Municipality (paragraph 14 of this Policy).
- 8.1.3. This places funds collected by government in the hands of the private sector, thus the requirements set out in this Policy must be met.
- 8.1.4. The functions of the Non-Profit Company would include:
 - (a) Determining the funding required each year (refer paragraph 14.2 of this Policy);
 - (b) Appointing contractors or service providers to effect the improvement/s or upgrade/s;
 - (c) Receiving the additional rate collected by Stellenbosch Municipality and expending the funds in accordance with the approved Business Plan.
- 8.1.5. Structural requirements of the Non-Profit company:
 - (a) Before Stellenbosch Municipality will consider allowing ratepayers in a special rating area to carry out administrative and other functions in relation to the area, the Steering Committee must establish a Non-Profit company (company not for gain) as per the Companies Act, Act 71 of 2008 (as amended or replaced) ("the Companies Act") for that purpose. The provisions of the Companies Act must be complied with, particularly those relating to non-profit companies (which effectively replaced Section 21 companies as per the old Companies Act, Act 61 of 1973), subject to the transitional provisions contained therein;
 - (b) The founding documentation ("the Memorandum of Incorporation") in relation to the structure established by ratepayers (this is equivalent to the Memorandum and Articles

of Association, as per the old Companies Act, Act 61 of 1973), must be as per the prescribed format determined by the CFO;

- (c) The Non-Profit company must be managed under the Companies Act, and also comply with any other legislation as a result of the financial connections to Council; and
- (d) The Non-Profit company must give a written notice by the most effective manner to all the property owners within the special rating area of the intention to hold an Annual General Meeting (AGM) on the date stated in the notice;
- (e) A Special General Meeting (“SGM”) must be called within 6 months of the establishment of the Non-Profit Company. The purpose of the SGM is to:
 - (i) Accept new members;
 - (ii) Appoint directors;
 - (iii) Amend the Memorandum of Incorporation if required; and
 - (iv) Approve the following year’s Budget and Implementation Plan (refer paragraph 14.2 of this Policy).

9. APPLICATION FOR THE ESTABLISHMENT OF A SPECIAL RATING AREA

- 9.1. The process for establishing special rating areas as set out in Chapter 1 of the By-Law must be followed.
- 9.2. The special rating area application must be submitted by end of September of the financial year preceding the establishment of the special rating area.
- 9.3. Further to section 7.2 of the By-Law the applicant must hold another public meeting within 30 days after submitting the application to confirm that it was lodged and to discuss details with the community.

10. MOTIVATING A SPECIAL RATING AREA

The Motivation Documentation must comprise of the following:

10.1. Business Plan –

The Business Plan must clearly define and indicate all the required improvements or upgrades and must contain -

10.1.1. Introduction;

- (a) an executive summary of the improvement or upgrade proposed for the special rating area as set out in the Implementation Plan;
- (b) An explanation of how the proposed improvement or upgrade is linked to the geographical area of the proposed special rating area;
- (c) An explanation of why the proposed special rating area will not reinforce existing inequities in the development of Stellenbosch Municipality;

- (d) An explanation of how the special rating area, if instituted, will be consistent with Stellenbosch Municipality's IDP as per the Service Departments' Business Plans;
- (e) An explanation of the institutional arrangements proposed in relation to the special rating area.

10.1.2. Vision;

10.1.3. Mission;

10.1.4. Goal;

10.1.5. A diagram clearly indicating the boundaries of the proposed special rating area;

10.1.6. Management;

- (a) Administrative policies of the Non-Profit company;
- (b) Proposed management structure:
 - Composition of the management body including allocation of portfolios and;
 - Operational Arrangements

10.1.7. Services;

Service providers must be appointed as per paragraph 3.3(c) and 10.1.1(d) of this Policy.

10.1.8. Financial Impact;

- (a) Provide details regarding the calculation of the cent-in-the-rand and as acted on the municipal valuation value of each property;
- (b) Provide details of criteria to qualify for exemption of additional rate;

10.1.9. A list of all rateable properties within the proposed special rating area, contact details of owners and the value of each property as set out in the Council's municipal valuation role. Differentiation between categories of properties, as provided for in Section 8 of the Property Rates Act and used in the valuation role, must be considered;

10.1.10. Proof of the consent of the majority of the members of the local community as per paragraph 5.5 of this Policy, in the proposed special rating area who will be liable for paying the additional rate;

10.1.11. Proof of the notice of the public meeting or meetings contemplated in the By-Law;

10.1.12. Minutes of the public meeting or meetings; and

10.1.13. Compilation date.

10.2. Implementation Plan

The Implementation Plan is a schedule of goals to implement improvements or upgrades as per the motivation report and must at least address the following:

- 10.2.1 Milestones;
- 10.2.2 Tasks per milestone;
- 10.2.3 Start and finish date per task;
- 10.2.4 Assign responsibility per goal, milestone & task; and
- 10.2.5 Performance indicators per milestone.

10.3. Budget Plan

The Budget Plan for the proposed improvements or upgrades must at least address the following:

- 10.3.1 a budget line item should be set for each milestone or task and grouped in such a way that there is a clear indication how the Implementation Plan is financially structured;
- 10.3.2 an annual budget per line item commencing on 01 July of the first year and end on 30 June of the last year of the term; and
- 10.3.3 a budget split for the provision of improvements or upgrades between the different categories of properties.

11. ANNUAL REQUIREMENTS

- 11.1. Confirm property data base (Register of properties and owners in the special rating area);
- 11.2. Submit an audited financial Statement and Trail Balance as approved/accepted at a SGM called for that purpose and
- 11.3. Submit an annual budget and an Implementation Plan as approved at the Annual General Meeting (AGM) by 31 January (refer paragraph 14.2 of this Policy).

12. AMENDMENT AND/OR EXTENSION OF TERM

In the event that a special rating area seeks to extend the term over which it will operate or amend the goals as per its Implementation Plan, then the procedures set out in Chapter 3 of the By-Law must be followed and submitted by the end of October.

13. DISSOLUTION

The special rating area may be cancelled by resolution of the Council, subject to the provision of section 16 of the By-Law.

14. FINANCIAL CONTROL

- 14.1. As stated in the By-Law, the amount of any additional rate levied in a special rating area is determined by the Council. The additional rate as imposed by the Council, is debt owing to

Stellenbosch Municipality and is payable and collected in the same manner as other property rates imposed by the Council.

14.2. The management structure must recommend the annual budget amount of the additional rate to the Stellenbosch Municipality by 31 January, with appropriate motivation including an Implementation Plan and a Budget Plan for the next financial year, and the Council will consider the recommendation during its budgeting process.

14.3. Before Stellenbosch Municipality will pay over any additional rate collected to the management structure, the management structure and Stellenbosch Municipality must have concluded a written finance agreement regulating, amongst other things;

- (a) the mechanisms and manner of payment;
- (b) how the additional rate is to be held by the management structure;
- (c) any parameters relating to expenditure; and
- (d) any obligations on the management structure to take out and maintain appropriate insurance.

14.4. The financial year of the Municipality shall be deterministic and shall be applied to the Budget plan and all financial transactions.

15. **COMMENCEMENT AND IMPLEMENTATION**

15.1. Implementation of this Policy will commence on 01 July 2020.

15.2. Where Stellenbosch Municipality is legally empowered to do so, requirements set out in this Policy may be imposed as conditions attached to the determination of a special rating area.

15.3. This Policy and its implementation will be reviewed annually.

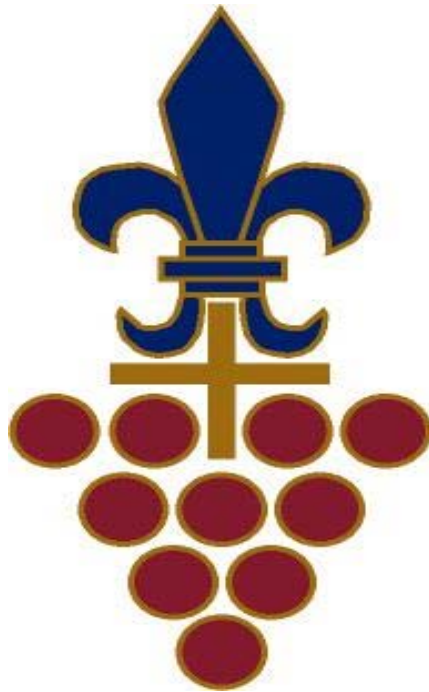
16. **COST**

Stellenbosch Municipality shall not be liable for any costs incurred by ratepayers within the relevant proposed special rating area in respect of the implementation of the steps set out in this Policy and in the By-Law.

17. **SHORT TITLE**

This policy is the Special Rating Area Policy of the Stellenbosch Municipality.

STELLENBOSCH MUNICIPALITY



SPECIAL RATING AREA BY-LAW

Effective from 01 July 2021



STELLENBOSCH MUNICIPALITY

SPECIAL RATING AREA BY-LAW

TABLE OF CONTENTS

CHAPTER 1

ESTABLISHMENT OF SPECIAL RATING AREAS

1. Definitions	3
2. Interpretation.....	4
3. Determination of special rating areas	4
4. Application	4
5. Public meetings	5
6. Motivation report and implementation plan	6
7. Advertising of applications and objections	6
8. Decision	7
9. Determination of a limited special rating area.....	7

CHAPTER 2

SPECIAL RATING AREAS – STRUCTURES AND FINANCES

10. Commencement of implementation plans	8
11. Establishment, composition, powers and duties of management body	8
12. Finances	9
13. The role of the CFO	10

CHAPTER 3

AMENDMENTS TO AND EXTENSION OF IMPLEMENTATION PLANS

14. Amendments to implementation plans	10
15. Extension of implementation plans.....	11

CHAPTER 4

DISSOLUTION OF SPECIAL RATING AREAS

16. Dissolution	12
-----------------------	----

CHAPTER 5

MISCELLANEOUS PROVISIONS

17. Repeal	12
18. Short Title and Effective Date.....	12

To provide for the establishment of special rating areas; to provide for additional rates; and to provide for matters incidental thereto.

BE IT ENACTED by Stellenbosch Municipality as follows:-

CHAPTER 1

ESTABLISHMENT OF SPECIAL RATING AREAS

1. DEFINITIONS

In this By-law words or expressions shall bear the meaning assigned to them and, unless context otherwise indicates.

In addition to the definitions contained in the Property Rates Act, the following definitions apply for the purpose of the application of this By-law.

“additional rate” means an additional rate contemplated in sections 19(1)(d) and 22(1)(b) of the Property Rates Act in section 12(2) of this By-Law;

“applicant” means any owner who makes an application for the determination of a special rating area in accordance with provisions of Chapter 1 of this By-Law, or if a management body is established in terms of section 10 of this By-Law any reference to **“the Applicant”** means the management body;

“CFO” means the Chief Financial Officer of Stellenbosch Municipality, or his or her nominee.

“Council” means Council of Stellenbosch Municipality;

“implementation plan” means an Implementation Plan as contemplated in section 6 of this By-Law;

“limited special rating area” means a limited special rating area approved by the Council in terms of section 9 of this By-Law;

“majority” means the majority of properties represented by the members of the local community in the proposed special rating area who will be liable for paying the additional rate;

“management body” means the management body of a special rating area to be established in accordance with the provision of section 10 of this By-Law;

“motivation report” means a motivation report as contemplated in section 6 of this By-Law;

“owner” has the meaning assigned to it in section 1 of the Property Rates Act;

“Policy” means the Policy for the determination of special rating areas named the Special Rating Area Policy of the Stellenbosch Municipality;

“Property Rates Act” means the Local Government: Municipal Property Rates Act, 2004 (Act No.6 of 2004);

“rateable property” has the meaning assigned to it in section 1 of the Property Rates Act;

“special rating area” means a special rating area approved by the Council in accordance with the provisions of section 22 of the Property Rates Act and section 8 of this By-Law.

2. INTERPRETATION

In the event of any conflict with the Afrikaans or isiXhosa texts the English text prevails.

3. DETERMINATION OF SPECIAL RATING AREAS

Stellenbosch Municipality may by resolution of the Council determine special rating areas.

4. APPLICATION

- (1) Any owner located within the area of jurisdiction of Stellenbosch Municipality and who owns property within the proposed special rating area, may lodge an application to the Stellenbosch Municipality for the determination of a special rating area.
- (2) All costs incurred by the applicant in respect of the establishment of a special rating area shall be for his or her own account, provided that after implementation of the implementation plan the management body may reimburse the applicant for some or all of those costs.
- (3) Any application contemplated in subsection (1) above must –
 - (a) be in writing and be in the form as the CFO may determine;
 - (b) be submitted not more than nine months after the date on which the public meeting referred to in section 5 of this By-Law is held, or if a second public meeting is held as provided for in section 6(2) of this By-Law, nine months after the date of the second public meeting;
 - (c) be accompanied by –
 - (i) a motivation report and an implementation plan;
 - (ii) the written consent submitted by the members of the local community in the proposed special rating area who will be liable for paying the additional rate. All

owners of each property in the proposed special rating area must sign the consent form. The majority shall be determined by the number of properties in the proposed special rating area for which duly preformed consent forms were received in relation to the number of properties in the proposed special rating area. Under specific conditions, aimed at a more inclusive approval process, the majority may be set at a higher percentage as determined in the Special Rating Area policy. The format of the consent may be determined by the CFO;

- (iii) payment of such fee as the Council may determine.

5. PUBLIC MEETINGS

- (1) An application for the determination of a special rating area must be preceded by the holding of a public meeting.
- (2) The purpose of the public meeting is to enable the applicant to consult with those owners within the proposed special rating area regarding the proposed boundaries of the area and the proposed improvement or upgrading of the area.
- (3) Prior to the holding of the public meeting, the applicant must –
 - (a) give notice in a manner approved by the CFO in terms of this By-law owners of rateable property, who will be liable for payment of the additional rate, of the applicant's intention to apply for the determination of a special rating area
 - (b) in the notice referred to in subsection (3)(a) above, give notice of a public meeting, which notice must –
 - (i) state the purpose of such meeting; and
 - (ii) contain details of the place, date and time when such meeting is to be held.
- (4) The public meeting must be held not less than seven days and not more than 30 days after the date of the notice.
- (5) The public meeting must be held at such place, date and time as stated in the notice, provided that it must be held at a place which is within the boundaries of the proposed special rating area unless the CFO approves another venue in writing before the public meeting is held.
- (6) The public meeting must be chaired by a suitable qualified and experienced person appointed by the CFO.
- (7) Any interested person must, at the public meeting, be –

- (a) Furnished with all relevant information relating to the proposed special rating area, including the information to be set out in the motivation report and implementation plan; and
- (b) given an opportunity to ask questions, express their views and make representations.

6. MOTIVATION REPORT AND IMPLEMENTATION PLAN

- (1) Any application for the establishment of a special rating area must include a motivation report and an implementation plan covering a period commencing on 1 July of a year and ending on 30 June of the fifth year or covering such lesser period as may be determined by the CFO.
- (2) If the motivation report or the implementation plan are materially amended, as determined by the CFO, after the public meeting referred to in section 5 of this By-Law, the applicant must call a second public meeting for approval of the special rating area as amended.
- (3) The provision of section 5 of this By-Law applies with the necessary changes to the second public meeting.

7. ADVERTISING OF APPLICATION AND OBJECTIONS

- (1) The applicant must within 14 days after the application is lodged in accordance with section 4 of this By-Law, or within such further period which the CFO may approve –
 - (a) Cause a notice of the application to be published in a manner approved by the CFO; and
 - (b) Either before or up to seven days after the date of publication of the notice, give written notice of the application to all owners within the proposed special rating area, who will be liable for payment of the additional rate. Such notice must be served by pre-paid registered post, hand delivery or in any other manner approved of in writing by the CFO.
- (2) Every notice contemplated in terms of subsection (1) above must state that written objections to the determination of a special rating area or the provisions of the motivation report and implementation plan may be lodged with the Stellenbosch Municipality by a date specified in the notice, which shall not be less than 30 days after the date of publication in terms of subsection (1)(a) above, and must state where the documentation specified in subsection (5) below will be available for inspection.
- (3) Any owner of rateable property who will be liable for paying the additional rate may submit written objections to the determination of the special rating area, which objections must be

received by the Stellenbosch Municipality not later than the date stipulated in the notice referred to in subsection (1) above.

- (4) Any objector to the application who owns property within the proposed special rating area may make oral representation to the CFO.
- (5) The application, including the motivation report and the implementation plan, and all objections must be available for inspection at the office of Stellenbosch Municipality and at a venue determined by the CFO within the proposed special rating area, for the period referred to in subsection (2) above.

8. DECISION

- (1) After the provision of sections 4 and 7 of this By-Law have been complied with, the Council must, at a meeting of the Council held within 90 days after the last date for the submission of objections in accordance with section 7(2) of this By-Law, consider the application and –
 - (a) determine a special rating area which must be implemented in accordance with the motivation report and implementation plan;
 - (b) determine a special rating area with such amendments or conditions as the Council considers to be in public interest;
 - (c) determine a special rating area in respect of a limited area in terms of section 9 of this By-Law;
 - (d) refuse the application, in which event the Council must, within 30 days, furnish the applicant with written reasons for not approving the determination of a special rating area;
or
 - (e) refer the application back to the applicant for amendments in such manner as the Council may direct.
- (2) If an application is refused by the Council in accordance with the provisions of subsection (1)(d) above or referred back to the applicant in accordance with the provisions of subsection (1)(e) above, the applicant may, within six months of the Council's decision, re-apply to the Council for the determination of the special rating area, provided that such re-application has been appropriately amended in the light of the reasons for refusal or referral, as the case may be.
- (3) If the motivation report or implementation plan is amended in any material respect at any time before the determination, the Council may require that the amended application be re-advertised in accordance with the provision of section 7 of this By-law, with the necessary changes.

9. DETERMINATION OF A LIMITED SPECIAL RATING AREA

If an application in terms of section 4 of this By-Law is not accompanied by the majority of the members of the local community in the proposed special rating area required by section 4(3)(c) of this By-Law, but the applicant can demonstrate to the satisfaction of the Council, that –

- (a) there are such confirmations from owners of rateable properties in a limited geographical area within the proposed special rating area that would meet the requirements of section 4(3)(c) of this By-Law if they were to be applied to that area; and
- (b) the level of services to be provided will not be reduced and the budget will be reduced accordingly as a result of the provision of those services in the limited area alone, as compared to the provision of those services in the whole of the proposed special rating area,

then the Council may, subject to the other provisions of this By-Law, determine a limited special rating area.

CHAPTER 2

SPECIAL RATING AREAS – STRUCTURES AND FINANCES

10. COMMENCEMENT OF THE IMPLEMENTATION PLAN

Once the Council has approved the establishment of the special rating area, the implementation plan may only be implemented after the management body has been established in accordance with section 11 of this By-Law.

11. ESTABLISHMENT, COMPOSITION, POWERS AND DUTIES OF MANAGEMENT BODY

- (1) The applicant must establish a management body for the purposes of implementing the provisions of the implementation plan.
- (2) The management body must be a company incorporated in accordance with the provisions of a Non-Profit company (company not for gain) as per the Companies Act, Act 71 of 2008 (as amended or replaced).
- (3) Stellenbosch Municipality shall monitor compliance by the management body with the applicable provisions of this By-Law, any guidelines or policies adopted by Stellenbosch Municipality and any agreements entered into with the management body and Stellenbosch Municipality.

- (4) The Council must nominate the relevant ward councillor and one other person, as representatives to attend and participate, but not vote, at the meetings of the management body.
- (5) Within two months after receipt of the first payment of the additional rate, the management body must begin carrying out the objectives of the implementation plan.
- (6) Within two months of the end of each financial year, the management body must provide the CFO with –
 - (a) Its audited financial statements for the immediately preceding year; and
 - (b) an annual report on its progress in carrying out the objectives of the implementation plan in the preceding year to improve and upgrade the special rating area.
- (7) Within two months after the Annual General Meeting, the management body must provide the Finance Portfolio Committee with –
 - (c) Its audited financial statements for the immediately preceding year; and
 - (d) An annual report on its progress in carrying out the objectives of the implementation plan in the preceding year to improve and upgrade the special rating area.

12. FINANCES

- (1) The financial year of the management body must coincide with the financial year of the Stellenbosch Municipality.
- (2) Where a special rating area has been determined, the Council must levy in accordance with the provisions of the Property Rates Act, a property rate in addition to the rates that it already charges on the owners of rateable property in the special rating area for the purposes of realizing the implementation plan. Provided that the Council may in terms of the Property Rates Act, Stellenbosch Rates Policy, Stellenbosch Credit Control and Debt Collection By-Law and the Stellenbosch Credit Control and Debt Collection Policy, exempt the indigent, senior citizens, disabled persons or any other category of owners from the additional rates.
- (3) When determining the additional rate referred to in subsection (2) above, the Council may consider imposing differential additional rates on one or more of the categories set out in section 8 of the Property Rates Act or any category as set out in the Stellenbosch Rates Policy.
- (4) The additional rate due in terms of this By-Law is a debt due to the Council and is payable and must be collected in the same manner as other property rates imposed by the Council.

- (5) The Council may, for the purpose of carrying out the provisions of the implementation plan of special rating area and subject to section 67 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 200), make payment to the management body of a special rating area.
- (6) The payment contemplated in subsection (5) above is conditional upon the conclusion of a finance agreement to be entered into between the Council and the relevant management body, and such agreement must regulate, among other things –
- (a) the mechanisms and manner of payment; and
 - (b) terms on which payment to the relevant management body is to be made.
- (7) Subject to the provisions of its memorandum and articles of association, the management body is entitled to raise its own funds through commercial activities, donations or any other lawful means.
- (8) The Council, may determine and impose on the management body an administrative charge.

13. THE ROLE OF THE CFO

In addition to the other responsibilities and obligations of the CFO as set out elsewhere in this By-Law, the CFO must –

- (a) Establish separate ring-fenced budget votes and other record-keeping systems regarding the revenue generated by the additional rate and the improvement and upgrading of the special rating area;
- (b) Monitor compliance with the applicable legislation, including this By-Law and the Policy, by
 -
 - (i) receiving and considering the audited financial statements and reports regarding the carrying out of duties laid out in the implementation plan;
 - (ii) nominating, if he or she elects to do so, representatives to attend and participate but not vote at meetings of the management body.

CHAPTER 3

AMENDMENT AND EXTENSION OF IMPLEMENTATION PLANS

14. AMENDMENT TO IMPLEMENTATION PLANS

- (1) An implementation plan, including the geographical boundaries of the special rating area, may be amended by the Council on written application by the management body at any time after the formation of the special rating area.
- (2) The council may approve an application for an amendment referred to in subsection (1) above where the Council considers it not likely to materially affect the rights or interests of any owner, provided that the Council may require the management body to cause a notice of the application for such amendments to be published as approved by the CFO.
- (3) The Council may only approve an amendment in terms of subsection (1) above, with the changes required by the context, in accordance with the provisions of Chapter 1 of this By-Law, which the Council considers is likely to –
 - (a) materially affect the rights or interests of any person;
 - (b) affect the approved budget for the special rating area; and
 - (c) change the boundaries of the special rating area.
- (4) The Council may, for good reason, on written application by the management body, exempt the management body from complying with the provisions, or condone any non-compliance with any provisions, of Chapter 1 of this By-Law.

15. EXTENSION OF IMPLEMENTATION PLANS

A management body must, if it elects to extend the term of the implementation plan for a further period, on or before January in the year in which the implementation plan is due to terminate, submit an application to Stellenbosch Municipality for approval of extension of the term of the implementation plan, provided that –

- (a) the extension of the implementation plan may only be approved by the Council in accordance with the provisions of Chapter 1 of this By-Law, with the changes required by the context, and the Council may, for good reason, on written application by the management body, exempt the management body from complying, or condone any non-compliance, with any such provisions;
- (b) the provisions of section 14 of this By-Law shall apply to any amendment of an implementation plan which has been extended in terms of this section.

CHAPTER 4

DISSOLUTION OF A SPECIAL RATING AREA

16. DISSOLUTION

- (1) The Council may terminate the municipality's business relationship (connection and commitment) to a management body of a specific special rating area –
 - (a) Upon written application signed by owners of the majority of properties within the boundaries of the special rating area who are liable for paying the additional rate; or
 - (b) After prior consultation by the CFO with the management body or the community, whereupon for any good cause he or she may cause the necessary steps or processes to terminate the business relationship with the management body.
 - (c) Upon the decision by the CFO to terminate the business relationship to the specific special rating area, notices shall be forwarded to the management body and to all the property owners of the specific special rating area presenting the reasons for the proposed termination and any other pertinent details.
- (2) Upon the approval by Council to terminate the business relationship with the management body the additional rates applicable to said special rating area will no longer be raised and the associated payments to the management body shall cease.

CHAPTER 5

MISCELLANEOUS PROVISIONS

17. REPEAL

The provisions of any By-laws relating to special rating areas by Stellenbosch Municipality are hereby repealed insofar as they relate to matters provided for in this By-law.

18. SHORT TITLE AND EFFECTIVE DATE

- (1) This By-Law is called the Special Rating Area By-Law of Stellenbosch Municipality and shall take effect on 01 July 2021.
- (2) No new special rating area determined in terms of this By-Law may implement its implementation plan prior to 01 July 2020.

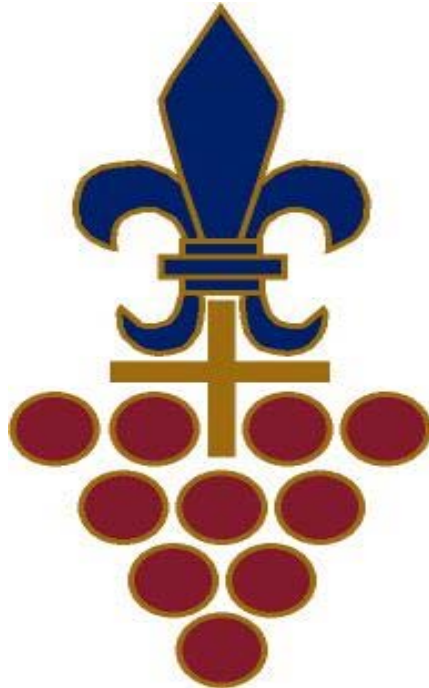
G. Mettler

Municipal Manager

Plein Street, PO Box 17, Stellenbosch, 7599

Telephone Number 021 808 8025

STELLENBOSCH MUNICIPALITY



TARIFF BY-LAW

Effective from 01 July 2023



STELLENBOSCH MUNICIPALITY

TARIFF BY-LAW

TABLE OF CONTENTS

	PAGE
1. PREAMBLE	1
2. DEFINITIONS	1
3. OBJECTIVES	2
4. ADOPTION AND IMPLEMENTATION OF TARIFF POLICY	2
5. CONTENTS OF TARIFF POLICY	2
6. ENFORCEMENT OF TARIFF POLICY	3
7. REPEAL	3
8. INTERPRETATION	3
9. SHORT TITLE and EFFECTIVE DATE	3

1. PREAMBLE

- (1) Section 229(1) of the Constitution authorizes a municipality to impose:
 - (a) rates on property and surcharges on fees for services provided by or on behalf of the municipality; and
 - (b) if authorized by national legislation, other taxes, levies and duties.
- (2) In terms of section 75A of the Systems Act a municipality may:
 - (a) levy and recover fees, charges or tariffs in respect of any function or service of the municipality; and
 - (b) recover collection charges and interest on any outstanding amount.
- (3) In terms section 74(1) of the Systems Act, a municipal council must adopt and implement a tariff policy on the levying of fees for a municipal service provided by the municipality or by way of service delivery agreements and which complies with the provisions of the Systems Act, the Municipal Finance Management Act and any other applicable legislation.
- (4) In terms of section 75(1) of the Systems Act, a municipal council must adopt by-laws to give effect to the implementation and enforcement of its tariff policy.
- (5) In terms of section 75(2) of the Systems Act, by-laws adopted in terms of section 75(1) of the Systems Act may differentiate between different categories of users, debtors, service providers, services, service standards and geographical areas as long as such differentiation does not amount to unfair discrimination.
- (6) In furtherance of reusable energy, Council may determine tariffs pertinent to the purchase of surplus energy from consumers, subject to regulations issued and approved by the National Electricity Regulator of South Africa (NERSA).

2. DEFINITIONS

"Municipality" means the Stellenbosch Municipality (WC024).

"Tariff Policy" means the Tariff Policy adopted by the Municipality in terms of this By-Law.

"Constitution" refers to the Constitution of the Republic of South Africa, 1996.

"Council" means the Council of the Municipality.

"Credit Control and Debt Collection Policy" means the Municipality's Credit Control and Debt Collection Policy as stipulated by sections 96(b) and 97 of the Systems Act.

"Systems Act" means the Local Government: Municipal Systems Act, (Act 32 of 2000).

"Finance Management Act" means the Local Government: Municipal Finance Management Act, (Act 53 of 2003).

"Tariff" means fees, charges or any other tariffs levied by the Municipality in respect of any function or service provided, or surplus energy purchased, by the Municipality including rates levied by the Municipality in terms of the Local Government: Property Rates Act, (Act 6 of 2004).

"Tariff List" or **"Tariff Schedule"** means the list of the Tariffs applicable and in respect of any function or service provided, or surplus energy purchased, by the Municipality. This list, effective for a specific financial year, is approved by Council during the annual budget process.

3. OBJECTIVES

The objective of this By-Law is to give effect to the implementation of the Tariff Policy as contemplated in section 74(1) of the Systems Act, and of the Tariff Schedule for a given financial year as approved by Council during the Municipality's annual budget process.

4. ADOPTION AND IMPLEMENTATION OF TARIFF POLICY

- (1) The Municipality shall adopt and implement a Tariff Policy on the levying of fees for a municipal service provided by the Municipality or by way of service delivery agreements which complies with the provisions of the Systems Act, the Municipal Finance Management Act and any other applicable legislation.
- (2) The Municipality shall not be entitled to impose tariffs other than in terms of the valid Tariff Policy.

5. CONTENTS OF TARIFF POLICY

The Municipality's Tariff Policy shall, inter alia:

- (1) Apply to all the tariffs fees (as per the Tariff List) imposed by the Municipality pursuant to the adoption of the Municipality's annual budget.
- (2) Reflect the principles referred to in section 74(2) of the Systems Act and specify any further principles for the imposition of Tariffs which the Municipality may wish to adopt.
- (3) Specify the manner in which the principles referred to in paragraph 2 above are to be implemented in terms of the Tariff Policy.

- (4) Specify the basis of differentiation, if any, for tariff purposes between the different categories of users, debtors, service providers, services, service standards and geographical areas as long as such differentiation does not amount to unfair discrimination.
- (5) Include such further enforcement mechanism, if any, as the Municipality may wish to impose in addition to those contained in the Credit Control and Debt Collection By-Law.
- (6) Provide tariffs for the export of surplus energy from approved and certified consumers, within the jurisdiction of the Municipality, into the Municipality's distribution network.

6. ENFORCEMENT OF TARIFF POLICY

The Tariff Policy shall be enforced through the Credit Control and Debt Collection By-Law and any further enforcement mechanisms stipulated in the Municipality's Tariff By-Law.

7. REPEAL

The provisions of any by-laws relating to Tariffs by the Municipality are hereby repealed insofar as they relate to matters provided for in this By-Law.

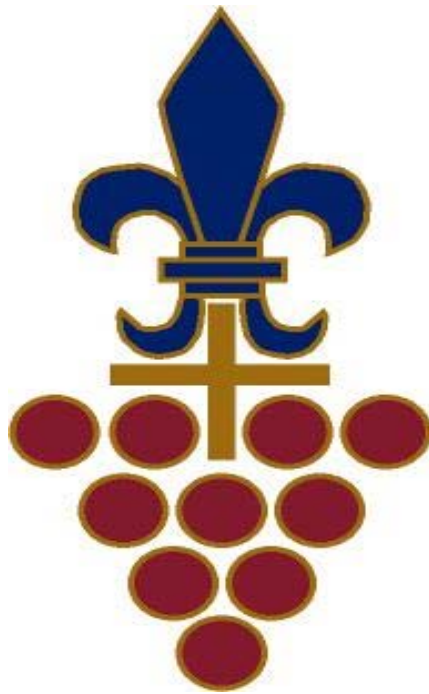
8. INTERPRETATION

If there is a conflict of interpretation between the English version of this By-Law and a translated version, the English version prevails.

9. SHORT TITLE and EFFECTIVE DATE

This By-law is the Tariff By-Law of Stellenbosch Municipality and shall take effect on 01 July 2022.

STELLENBOSCH MUNICIPALITY



TARIFF POLICY

2023/2024



STELLENBOSCH MUNICIPALITY

TARIFF POLICY

TABLE OF CONTENTS

	PAGE
PREAMBLE	1
1. OBJECTIVE	2
2. LEGAL FRAMEWORK	2
3. TARIFF PRINCIPLES	2
4. CLASSIFICATION OF SERVICES	3
5. CALCULATION OF TARIFFS FOR MAJOR SERVICES	4
5.1 Water Tariffs	4
5.2 Electricity Tariffs	6
5.3 Refuse (Solid Waste) Removal Tariffs	8
5.4 Sewerage Tariffs	9
6. CALCULATION OF OTHER TARIFFS	10
6.1 Sundry Tariffs	10
6.2 Rates Tariffs	10
7. SHORT TITLE	10

PREAMBLE

In accordance with Section 74 of the Local Government Municipal Systems Act, Act 32 of 2000, Stellenbosch Municipal Council must adopt and implement a tariff policy on the levying of tariffs for municipal services which complies with the provisions of the Municipal Systems Act and with any other applicable legislation.

Tariffs represent the charges levied by Council on consumers for the utilization of services provided by the Municipality and rates on properties. Tariffs will be calculated in various ways, dependent upon the nature of the service being provided.

In furtherance of reusable energy, Council may consider tariffs pertinent to the purchase of surplus energy from consumers.

1. OBJECTIVE

The objective of this Tariff Policy is to ensure the following:

- (a) Tariffs must conform to acceptable policy principles;
- (b) Municipal services must be sustainable;
- (c) Tariffs must comply with the applicable legislation; and
- (d) Tariffs should take indigent consumers into consideration.

2. LEGAL FRAMEWORK

The following legislation is applicable for the determination of tariffs for municipal services delivered or for the purchase of surplus energy:

The Constitution of the Republic of South Africa, 1996 (Act 108 of 1996)

Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)

Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)

Water Services Act, 1997 (Act 108 of 1997)

Electricity Regulation Act, 2006 (Act 4 of 2006)

Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004)

3. TARIFF PRINCIPLES

The following principles will apply in the Stellenbosch Municipal Area of jurisdiction (WC024):

- (a) Users of municipal services are treated equitably in the application of tariffs;
- (b) The amount individual users pay for services are generally in proportion to their use of that service;
- (c) Indigent households have access to basic services through:
 - (i) Special or lifeline tariffs for low levels of use or consumption of services or for basic levels of service; or
 - (ii) Any other direct or indirect method of subsidisation of tariffs for poor households.
- (d) Tariffs reflect the costs reasonably associated with rendering the service, including capital, operating, maintenance, administration, replacement costs and interest charges;

- (e) Tariffs are set at levels that facilitate the financial sustainability of the service, taking into account subsidisation from sources other than the service concerned. A service is financially sustainable when it is provided in a manner that would ensure its financing from internal and external sources is sufficient to cover the costs of the initial capital expenditure required, operating the service, maintaining, repairing, and replacing the physical assets used in its provision;
- (f) Provision is made in appropriate circumstances for a surcharge or a rebate on the tariff for a service;
- (g) Provision is made for the promotion of local economic development through special tariffs for categories of commercial and industrial users;
- (h) The economical, efficient, and effective use of resources, the recycling of waste and other appropriate environmental objectives are encouraged;
- (i) The extent of subsidisation of tariffs for poor households and other categories of users are fully disclosed; and
- (j) The safeguarding of the integrity of the electrical distribution network and the continued economic viability for the purchasing of surplus energy from consumers.

It is further stated that tariffs, rates, and the employment of resources, in general, take into account the Council's Integrated Development Plan (IDP) principles and goals.

4. CLASSIFICATION OF SERVICES

Traditionally, municipal services have been classified into five groups based on how they are financed. The five groups are as follows:

- (a) Trading services Water and Electricity Services

These services must generate a surplus which will be used to subsidize community services other than economical services.
- (b) Economical services Refuse Removal and Sewerage Services

These services' charges must cover the cost of providing the services, i.e. it must at least break even. In the event of the latter not being possible within a period, the shortfall will be financed from the Municipal Property Rates revenue.

- | | | |
|-----|------------------|---|
| (c) | Rates Services | The revenue from Municipal Property Rates is utilized for Rates related services. |
| (d) | Housing Services | <p>Housing Schemes</p> <p>These services are ring-fenced in the Housing Development Fund and the net operating balance is set off as a contribution to/from the Housing Development Fund.</p> |
| (e) | Sundry Services | <p>Various Services</p> <p>All Services not defined in paragraphs (a) to (d) above.</p> |

5. CALCULATION OF TARIFFS FOR MAJOR SERVICES

5.1 Water Tariffs

Although a fairly large proportion of the water needs is supplied from own sources, water is also purchased from external suppliers, such as the City of Cape Town. The increase in water tariffs is largely influenced by the changes in the Consumer Price Index (CPI), the purchase price of water and the need for financing bulk water infrastructure expansion.

Water is bought at a one-part tariff expressed in Rand per kilolitre. For this reason, it is found that water tariff structures for end-users follow the same trend. In order to manage consumption, an inclining block rate tariff structure is applied in the Stellenbosch Municipal area of jurisdiction.

The first block rate for domestic consumers represents the Lifeline volume in kilolitres (kl) per month (considered to be the lowest sustainable water volume per household), which is supplied at a rate targeted to be below cost. Losses incurred in this tariff category may be recovered by contributions from the higher tariff categories, conforming to the principle of cross-subsidisation.

Tariff structures for water supply are applied in the form of a sliding scale or a flat tariff in the area of jurisdiction of Stellenbosch Municipality. This is reflected in the Tariff Schedule approved by Council.

The specific sliding scale(s) linked to each consumer group, or the service charge types and the applicable tariffs, including any specific tariffs that would be applicable when Council adopts water restriction strategies, are reflected in the Water Tariff Schedule as approved by Council.

The following table illustrates the principals for tariff charges applied to various consumers or the specialised water service charge types for water consumption in the Stellenbosch Municipal Area:

(a) Domestic:

Includes residential erven, Sectional Title Units, as well as residential erven managed by legal entities, each being served by an individually metered water connection.

(b) Domestic Cluster:

Refers to a cluster (block of flats) served by a single water connection.

(c) MASO:

A MASO tariff for the affected parties will be applied.

(d) Bulk Users:

A sliding scale tariff will be applied on water consumption for irrigation of sports grounds of schools, irrigation of Council property by sports clubs, as well as irrigation of parks and other grounds or properties serviced by Council's Parks and Recreation Department.

(e) Business, Commercial and Industrial:

A single tariff for all business, commercial and industrial consumers will apply.

(f) All other consumers and Miscellaneous cases:

A single tariff for all other consumers and miscellaneous cases including schools, sport bodies, charity organizations and churches or any other user as determined by the relevant Director, may apply.

(g) Leakages:

Different tariffs may apply to Municipal, Domestic, Business, Commercial or Industrial consumers.

(h) Basic Charge:

A Basic (a fixed monthly) charge will be applied to each domestic consumer, a domestic cluster consumer and all other non-domestic consumers, irrespective whether a gated/non-gated development is supplied via a bulk meter.

The Basic charge will be applied to Indigent Households as per the Indigent Policy of the Municipality.

(i) Availability Fee:

An availability fee may be charged on properties not connected to the water network, should it be available. This fee aims to recoup capital and

maintenance costs of networks as well as certain fixed administrative costs in respect of such properties. The applicability of such fee shall be determined by the relevant directorate.

5.2 Electricity Tariffs

In addition to general cost factors, the following is taken into account when determining a tariff structure for electricity:

- (i) Electricity is primarily supplied by Eskom and distributed by the Municipality.
- (ii) Minimum standards for distribution are determined nationally and must be adhered to in order to conform to both safety and continuity of supply norms.
- (iii) Due to the fact that a large part of the operating expenditure consists of bulk electricity purchases, tariff structures and levels are very sensitive to any change in the cost of supply by Eskom.
- (iv) Electricity is supplied under a distribution license, granted by the National Electricity Regulator of South Africa (NERSA) for a specific area of jurisdiction. All tariff structures and tariffs must be approved by NERSA prior to application thereof by a distributor on an annual basis.

Electricity is distributed by Stellenbosch Municipality in the areas of Stellenbosch, Johannesdal, Pniel and Franschhoek.

Eskom distributes electricity in the areas of Jamestown, Raithby, Kylemore, Klapmuts and the rural areas. In these areas, the distribution is managed, operated, and controlled by the applicable service provider.

Export of surplus energy from an approved and certified consumer to the Municipality's distribution network shall be subject to special and specific agreements embracing in broad terms the operational and financial imperatives for a sustainable and economically viable alliance.

In order to manage consumption, inclining block rate tariff structures are applied in the Stellenbosch Municipal areas of distribution, or any part or area incorporated where due course was followed. In these areas, different tariff structures may be implemented for consumers using renewable energy for own use and/or where the export of surplus energy is approved under the proviso of specific conditions, limits on energy export and reimbursement of exported energy.

Additional fees may be levied on consumers for which maximum demand charges are in effect and who have exceeded specific limits.

The specific inclining block rate(s), any other charges linked to the tariff structure and the applicable tariffs are reflected in the Electricity Tariff Schedule as approved by Council.

The following table illustrates the principals for tariff charges applied to various consumers or the service charge types for electricity consumption or export in the Stellenbosch Municipal Area:

(a) Domestic Lifeline (PP):

Domestic Lifeline Tariffs will apply to prepaid Indigent consumers in order to promote the affordability of the service. A fixed monthly charge will not be applied to this category of consumers.

(b) Domestic Regular:

Domestic Regular tariffs will apply, in various service charge types, to other domestic consumers other than Indigent consumers on either conventional or prepaid metering systems. A fixed monthly charge may be applied to this category of consumers.

(c) Commercial Lifeline Low energy rate:

A Commercial Lifeline energy rate tariff will apply in respect of prepaid commercial low consumers. A fixed monthly charge will not be applied to this category of consumers.

(d) Commercial Low energy rate:

Commercial Low energy rate tariffs will apply, in various service charge types, in respect of conventional and prepaid commercial low consumers. A fixed monthly charge will be applied to this category of consumers.

(e) Commercial Regular energy rate:

Commercial Regular energy rate tariffs will apply, in various service charge types, in respect of conventional and prepaid commercial regular consumers. A fixed monthly charge is applied to this category of consumers.

(f) Agricultural energy rate:

Agricultural energy rate tariffs will apply, in various service charge types, in respect of agricultural use. A fixed monthly charge is applied to this category of consumers.

(g) Industrial energy rate:

Industrial energy rate tariffs as well as various types of energy demand tariffs will apply, in various service charge types, in respect of Industrial use. A fixed monthly charge is applied to this category of consumers.

(h) Municipal energy rate:

Municipal energy rate tariffs will apply, in various service charge types, for municipal consumption for street and traffic lights and for municipal buildings. A fixed monthly charge will not be applied to this category of consumers.

(i) Non-profit Organisations (NPO) energy rate:

Non-profit organisation's tariffs will apply, in various service charge types, to Non-profit Organisations in order to promote the affordability of the service for Non-profit Organisations. A monthly fixed charge will not be applied for this category of consumers.

(j) Sport Organisations energy rate:

Sport energy rate tariffs will apply, and a Maximum Demand Charge may apply on sports fields as per approved contracts being classified as either Low Consumers or High Consumers. A fixed monthly charge will not be applied to this category of consumers.

(k) Time-of-Use energy rate:

Different fixed monthly tariffs as well as various types of energy demand tariffs will apply during the low demand and the high demand tariff periods (also referred to as the summer and winter periods respectively) in respect of low and medium voltage consumers. For the purpose of these tariffs the low demand period shall be defined as being the summer period and the high demand period as the winter period.

(l) Availability fee:

An availability fee may be charged to properties not connected to the electricity network, where it is available. This fee aims to recoup capital and maintenance costs of networks as well as certain fixed administrative costs. The applicability of such fee shall be determined by the relevant directorate.

5.3 Refuse (Solid Waste) Removal Tariffs

The specific services rendered, any other charges linked to the service and the applicable tariffs are reflected in the Solid Waste Tariff Schedule as approved by Council.

(a) Residential properties:

Residential refuse (solid waste) will be removed once a week. Households are allowed 3 bags or one "Otto"-type container per week.

Refuse removal tariffs are based on a flat rate per household.

A specific tariff for Indigent consumers in respect of single residential properties will apply as per the approved Solid Waste Tariff Schedule.

(b) Business and industries:

Business and industry refuse (solid waste) are removed by means of “Otto”-type or bulk containers. Each container (size in volume) is accepted as a refuse unit at a specific tariff and number of removals per week.

(c) Availability Fee:

An availability fee may be charged to vacant properties, businesses, flats, and developments not permanently using the municipal collection services. The applicability of such fee shall be determined by the relevant directorate.

5.4 Sewerage Tariffs

Tariff structures for sewerage are applied uniformly in the area of jurisdiction of Stellenbosch Municipality.

The tariff structures for specific services rendered, any other charges linked to the service and the applicable tariffs are reflected in the Sewerage Tariff Schedule as approved by Council.

(a) Residential properties:

A tariff structure utilizing plot sizes is applied to allocate the sewerage costs to a specific property.

(b) Business and industries:

A tariff structure utilizing plot sizes, as well as floor areas per usage is applied to allocate the sewerage costs to a specific property.

The removal of industrial effluent is charged at a cost as per the applicable tariffs.

(c) Septic Tanks:

The clearance of septic tanks is charged per 5 000 litre or part thereof.

(d) Availability Fee:

An availability fee based upon a tariff structure utilizing plot sizes may apply to all vacant properties. The applicability of such fee shall be determined by the relevant directorate.

6. CALCULATION OF OTHER TARIFFS

6.1 Sundry Tariffs

(a) Tariff Structure:

- (i) The tariff structure as reflected in the Sundry Tariffs Tariff Schedule as annually approved by Council will be used to determine regulatory community and subsidized services.

(b) Method of calculation:

- (i) Existing tariffs will be revised annually, for application during the next financial year, by adjusting the tariff that applied during the current financial year by a percentage (suitable rounding will be applied) to recover increased costs or to compensate for any cost reductions where appropriate.
- (ii) New tariffs will be calculated based on the estimated actual cost where appropriate or to recover some costs depending on the type of community service.

(c) Building Clause references:

- (i) Obligations pertaining to Building Clauses as per the development agreements or contracts will be dealt with according to the contract obligations.

6.2 Rates Tariffs

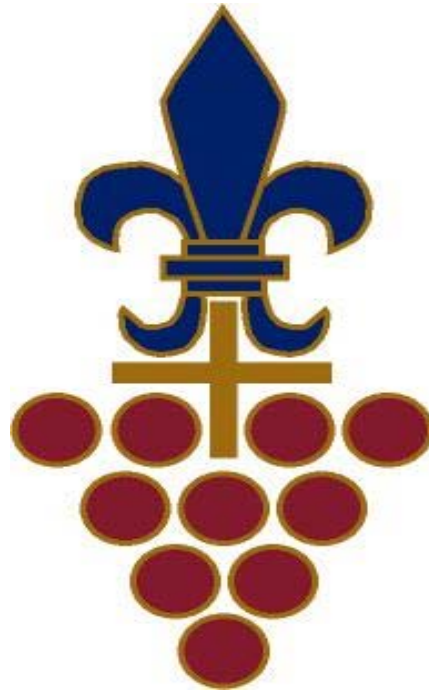
The Stellenbosch Municipality's Rates Policy describes the process for imposing property rates for the various categories of owners and properties.

The tariff structures for the applicable categories and the applicable provisions for relief measures are reflected in the Property Rates Tariff Schedule and Rates Policy as approved by Council.

7. SHORT TITLE

This policy is the Tariff Policy of the Stellenbosch Municipality.

STELLENBOSCH MUNICIPALITY



RATES BY-LAW

Effective from 01 July 2023



**STELLENBOSCH MUNICIPALITY
RATES BY-LAW**

TABLE OF CONTENTS

	PAGE
1. PREAMBLE	1
2. DEFINITIONS	1
3. OBJECTS	2
4. ADOPTION AND IMPLEMENTATION OF RATES POLICY	2
5. CONTENTS OF RATES POLICY	2
6. ENFORCEMENT OF RATES POLICY	3
7. REPEAL	3
8. INTERPRETATION	3
9. SHORT TITLE and COMMENCEMENT	3

1. PREAMBLE

- (1) Section 229(1) of the Constitution authorizes a municipality to impose rates on property and surcharges on fees for services provided by or on behalf of the municipality.
- (2) Section 13 of the Systems Act read with Section 162 of the Constitution requires a municipality to promulgate municipal by-laws by publishing them in the gazette of the relevant province.
- (3) In terms of Section 3 of the Property Rates Act, a municipal council must adopt a policy consistent with the Property Rates Act on the levying of rates on rateable properties in the municipality.
- (4) In terms of Section 6(1) of the Property Rates Act, a municipality must adopt by-laws to give effect to the implementation of its rates policy.
- (5) In terms of Section 6(2) of the Property Rates Act, by-laws adopted in terms of Section 6(1) may differentiate between different categories of properties and different categories of owners of properties liable for the payment of rates.
- (6) To that effect the Council of Stellenbosch Municipality has enacted a Property Rates By-law, as follows:

2. DEFINITIONS

In this By-Law, any word or expression to which a meaning has been assigned in the Local Government: Municipal Property Rates Act, (Act 6 of 2004) shall bear the same meaning unless the context indicates otherwise.

"Municipality" means the Stellenbosch Municipality (WC024).

"Rates Policy" means the Municipality's Property Rates Policy adopted by the Council of the Municipality by a resolution for a specific financial year in terms of Section 3(1) of the Property Rates Act and in terms of this By-Law.

"Constitution" means the Constitution of the Republic of South Africa.

"Council" means the Council of the Municipality.

"Credit Control and Debt Collection Policy" means the Municipality's Credit Control and Debt Collection Policy as stipulated by sections 96(b) and 97 of the Systems Act.

"Systems Act" means the Local Government: Municipal Systems Act, (Act 32 of 2000).

"Property Rates Act" means the Local Government: Municipal Property Rates Act, (Act 6 of 2004) including the amendment Acts and Regulations pertaining to the same.

"Rates" means a municipal rate on property as envisaged in Section 229(1)(a) of the Constitution.

3. OBJECTS

The object of this By-Law is to give effect to the implementation of the Rates Policy as contemplated in Section 6 of the Property Rates Act.

4. ADOPTION AND IMPLEMENTATION OF RATES POLICY

- (1) The Council has adopted and implemented a Rates Policy as contemplated in terms of the provisions of Section 3(1) and consistent with the Property Rates Act on the levying of Rates on rateable properties within the jurisdiction of the Municipality.
- (2) The Rates Policy outlines the Municipality's rating practices; therefore, it is not necessary for this By-law to restate and repeat same.
- (3) The Rates Policy applicable to a financial year is hereby incorporated by reference in this By-law. All amendments to the Rates Policy as the Council may approve/adopt from time to time, shall be deemed to be likewise incorporated.
- (4) The Municipality shall not be entitled to levy Rates other than in terms of the Rates Policy for an applicable financial year and the annually promulgated resolution which reflects the cent amount in the Rand rate for each category of rateable property.
- (5) The Rates Policy is available at the Municipality's head office, satellite offices, libraries and website.

5. CONTENTS OF RATES POLICY

The Municipality's Rates Policy, inter alia:

- (1) Apply to all the Rates levied by the Municipality pursuant to the adoption of the Municipality's annual budget.
- (2) Comply with requirements for;
 - (a) the adoption and contents of a Rates Policy specified in Section 3 of the Property Rates Act.
 - (b) the differentiation of categories of properties and categories of owners of properties as provided for in Sections 6, 8 and 15 of the Property Rates Act.
 - (c) the process of community participation specified in Section 4 of the Property Rates Act.
 - (d) the annual review of a Rates Policy specified in terms of Section 5 of the Property Rates Act.
 - (e) the implementation of norms and provisions as directed by this By-law as approved by Council.

- (3) Specify principles, criteria, and implementation measures for categories of rateable properties in terms of Section 8 and consistent with the Property Rates Act for the levying of Rates which the Council may wish to adopt.
- (4) Specify principles, criteria, and implementation measures for the judicious granting of relief measures by means of Exclusions, Exemptions, Reductions and/or Rebates consistent with the applicable sections of the Property Rates Act which the Council may wish to adopt.
- (5) Include such further administrative, control and enforcement mechanisms if any that are consistent with the Property Rates Act and the Systems Act, as the Council may wish to impose in addition to those contained in the Credit Control and Debt Collection By-Law and its associated Policy.

6. ENFORCEMENT OF RATES POLICY

The Municipality's Rates Policy is enforced through the Municipality's Credit Control and Debt Collection By-Law and its associated Policy and any further enforcement mechanisms stipulated in the Property Rates Act and the Municipality's Rates By-Law.

7. REPEAL

The provisions of any By-laws relating to Property Rates by the Municipality are hereby repealed insofar as they relate to matters provided for in this By-Law.

8. INTERPRETATION

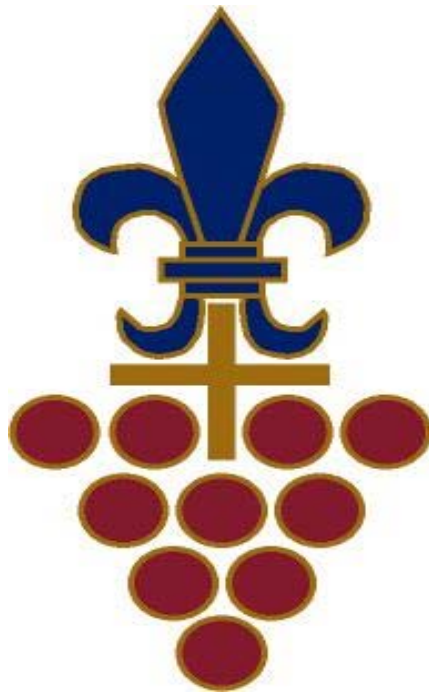
If there is a conflict of interpretation between the English version of this By-Law and a translated version, the English version prevails.

This By-Law must be read in conjunction with the Rates Policy.

9. SHORT TITLE and COMMENCEMENT

This By-Law is called the Stellenbosch Municipal Property Rates By-Law and shall take effect on 01 July 2022.

STELLENBOSCH MUNICIPALITY



**FINANCING OF EXTERNAL BODIES
PERFORMING MUNICIPAL FUNCTIONS**

2023/2024



STELLENBOSCH MUNICIPALITY

FINANCING OF EXTERNAL BODIES PERFORMING MUNICIPAL FUNCTIONS POLICY

Table of Contents

Page

1. DEFINITIONS	3
1. PURPOSE, AIMS AND OBJECTIVES.....	4
2. LEGAL FRAMEWORK	4
3. PUBLIC ADVERTISEMENT AND APPLICATION PROCEDURE	5
4. OBLIGATIONS OF THE ORGANISATION/BODY	6
5. RIGHTS OF THE MUNICIPALITY, CONTROL AND MONITORING.....	6
6. GRANT COMMITTEE.....	7
7. Funding acknowledgement of the Municipality	8
8. COMMENCEMENT	8

1. DEFINITIONS

1.1 In this policy unless the context indicates otherwise:

- 1.1.1 **“Accounting Officer”** means the Municipal Manager as referred to in section 60 of the Local Government: Municipal Finance Management Act, 56 of 2003 (“MFMA”);
- 1.1.2 **“Approved Budget”** means the Municipality’s annual budget approved by the Council in terms of section 24 of the MFMA and include an adjustment budget in terms of Section 28 of the MFMA;
- 1.1.3 **“Community”** means the residents within the Stellenbosch WCO24 area;
- 1.1.4 **“Constitution”** means the Constitution of the Republic of South Africa, 1996;
- 1.1.5 **“Director”** means a person appointed in terms of section 56 of the Systems Act who is directly accountable to the Municipal Manager;
- 1.1.6 **“Executive Mayor”** means the councillor elected as the Executive Mayor in terms of section 55 of the Local Government: Municipal Structures Act, 32 of 2000 (“the Structures Act”);
- 1.1.7 **“Chief Financial Officer”** or “CFO” means an official as envisaged in section 80(2)(a) of the Local Government: Municipal Finance Management Act, 56 of 2003 (“MFMA”);
- 1.1.8 **“Grant”** means a grant or allocation, as referred to in section 17(3)(j(ii) and 17(3)(j(iv) of the MFMA, made by the Municipality to any organisation or body referred to in section 67(1) and to be utilised to assist the Municipality in fulfilling its constitutional mandates including local tourism, municipal health services and such other municipal functions contemplated in Part B of Schedules 4 and 5 of the Constitution;
- 1.1.9 **“Grant Committee”** means the Committee established in terms of clause 7 of this policy;
- 1.1.10 **“official”** means an employee in the service of the Municipality;
- 1.1.11 **“organisation or body”** means those organisations or bodies outside any sphere of government making application for Grants in terms of this Policy, Which include associations, non-profit organisations or companies or trusts;
- 1.1.12 **“the Systems Act”** means the Local Government: Municipal Structures Act, 32 of 2000;
- 1.1.13 **“the Structures Act”** means the Local Government: Municipal Structures Act, 117 of 1998;
- 1.1.14 **“the MFMA”** means the Local Government: Municipal Finance Management Act, 56 of 2003;
- 1.1.15 **“the Municipality”** means the Stellenbosch Municipality and reference to Council has a similar meaning;
- 1.1.16 **“the Policy”** means the Financing of External Organisation/Bodies Performing Municipal Function Policy as set out in this document.

- 1.1.17 "service delivery agreement" or "MOA" means the agreement entered into between the Municipality and any organisation or body which received a Grant in terms of this Policy.

1. PURPOSE, AIMS AND OBJECTIVES

- 1.1 The purpose of this Policy is to provide a framework for financial assistance by Stellenbosch Municipality ("the Municipality") to external organisations / bodies performing local government functions to the extent as set out in section 155(6)(a) and (7) of the Constitution as listed in Part B of Schedule 4 and 5.
- 1.2 The purpose of this Policy is to ensure the efficient performance of the municipal function entrusted to that external organisation/body in a manner which gives effect to the goals and objectives of the Municipality's Integrated Development Plan ("IDP") by establishing partnerships between the municipality and the organisations and bodies performing the functions on behalf of the Municipality.
- 1.3 The Municipality will favour grants for achievement of outcomes aligned to the IDP. The objective of the funding of external bodied performing municipal functions is primarily to ensure the achievement of agreed outcomes to improve the health and well-being of the citizens and not to cover administrative costs and salaries.

2. LEGAL FRAMEWORK

- 2.1 In terms of section 156 of the Constitution, the Municipality has executive authority in respect of and the right to administer –
- 2.1.1 the local government matters listed in Part B of Schedule 4 and 5;
and
- 2.1.2 any other matters assigned to it by national and provincial legislation.
- 2.2 Section 16(2) of the MFMA provides that the Mayor of the Municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year. Section 17(3)(j)(ii) and 17(3)(j)(iv) provides that when an annual budget is tabled in terms of section 16(2) it must include particulars of any proposed allocation or grants by the municipality to any municipal entities and other external mechanism assisting the municipality in the exercise of its functions or power and any organisation or bodies referred to in section 67(1).
- 2.3 Immediately after the tabling of the annual budget the accounting officer must make public the annual budget and invite the local community to submit representations in connection with the budget before the budget is approved by Council in terms of section 24 of the MFMA.
- 2.4 Section 67 of the MFMA provides that the Municipality implement and sustain proper and effective controls and procedures when transferring funds of the Municipality to an organisation or body outside any sphere of government.
- 2.5 Section 67(1) provides that the accounting officer must be satisfied that the organisation or body has the capacity and agreed to comply with any agreement with the Municipality including all reporting, financial management and auditing requirements as may be stipulated in the agreement, to report at least monthly to the accounting officer on actual expenditure against such transfer and to submit audited financial statements for its financial year to the

accounting officer promptly. The organization must implement effective, efficient and transparent financial management and internal control systems to guard against fraud, theft and financial mismanagement and has the obligation to prove in terms of previous similar transfers that it has complied with all the requirements. The accounting officer must through contractual and other appropriate mechanism enforce compliance with this policy.

- 2.6 All transfer of funds in terms of this Policy shall comply with the Constitution, the Systems Act, the Structures Act, the MFMA and any other applicable legislation, regulations and policies that may govern the transfer of municipal funds and that are not in contradiction to the aforementioned legislation.

3. PUBLIC ADVERTISEMENT AND APPLICATION PROCEDURE

- 3.1 Applications for funding of external bodies performing municipal functions shall be considered where organisations or bodies have responded to advertisements published in the local newspapers distributed in the Stellenbosch Municipal Area calling upon organisations or bodies to submit proposals in the prescribed form, as set out 4.3 below, to perform a specific municipal function for a period up to 3 years. Such advertisements may be published quarterly by the accounting officer.

- 3.2 Advertisements should clearly specify the categories for which requests are called, the closing date for applications, who they should be addressed to, and where and how to obtain the relevant documentation pertaining to such applications, including the prescribed forms. Only applications made on the prescribed form (see Annexure A) may be considered.

- 3.3 The organisation/body must submit a detailed business plan with its application, confirming the envisaged outcomes their past achievements in the field and their commitment to performing that particular municipal function effectively and in line with Council's goals as set out in the IDP. Applications must be accompanied by a covering letter on the organisation/body letterhead, signed by the head of the organisation/body and must include the following information:

- 3.3.1 the organisation/body's legal name and a brief description of the organisation/body's business;
- 3.3.2 the organisation/body's registration number, if any;
- 3.3.3 the date of establishment, details of the organisation/body's members, founding documents, including constitution and certificates of incorporation;
- 3.3.4 the contact name of the person signing the application, full street address, telephone number and email address of the organisation;
- 3.3.5 if funding is required for a specific project, a brief description of the project and what it aims to achieve, as well as the detailed budget for and the duration of the project together with a written confirmation by the relevant municipal Director that the project is part of the IDP projects or programs;
- 3.3.6 references, independent of the organisation/body and the head of the organisation/body;
- 3.3.7 most recent audited financial statements not older than 24 months;
- 3.3.8 a summary of its past achievements; and

- 3.3.9 a declaration by the head of the organisation/body to the satisfaction of the Municipal Manager that the organisation/body implements effective, efficient and transparent financial management and internal control mechanism to guard against fraud, theft and financial mismanagement and has in the past complied with requirements for similar transfers of funds.
- 3.4 Individuals will not be considered or appointed as an organisation/body to provide a municipal function as contemplated in this Policy.
- 3.5 Organisations or bodies whose directors, managers, major shareholders or trustees are in service of the state will not be considered or appointed as an organisation/body to provide a municipal function as contemplated in this Policy.
- 3.6 The appointment of a particular organisation/body to perform a municipal function for a period of three (3) years does not guarantee financial support by the Municipality, which will be determined annually when the municipal budget is approved by the Municipal Council.
- 3.7 No late applications received, in response to an advertisement as contemplated in clause 3.1 and 3.2 above will be considered and processed by the Grant Committee.

4. OBLIGATIONS OF THE ORGANISATION/BODY

- 4.1 The head of the organisation/body must acknowledge in writing to the Municipal Manager that the money allocated was received in its bank account and that the money will be utilised in accordance with the completed and signed MOA, the submitted application and this Policy within 30 days of transfer of funds / payment, failing which no future grants may be considered.
- 4.2 The organisation / body shall submit monthly reports on actual expenditure against such transfer, the ward within which activities are conducted as well as the number of people benefiting from the activity to the Municipal Manager.
- 4.3 The relevant municipal Director must co-sign each monthly report to confirm monthly management and oversight of the activities.

5. RIGHTS OF THE MUNICIPALITY, CONTROL AND MONITORING

- 5.1 The relevant municipal Director shall be entitled, at any reasonable time from time to time, to verify and inspect the existence and activities of the organisation/body. The relevant municipal Director or his delegate has the right to physically visit the premises where the organisation/body or funded project is based, to peruse the budgets and any progress report related to the project.
- 5.2 The relevant municipal Director shall manage the service delivery agreement entered into between the Municipality and the organisation / body by inter alia receiving and considering monthly reports, inspecting financial records including audited financial statement.
- 5.3 If the organisation / body fails to comply with the terms and conditions of its service delivery agreement with the Municipality, the accounting officer may in consultation with the relevant municipal Director terminate the agreement with reasonable notice or grant the organization / body an opportunity to rectify the

- breach within an agreed period of not more than 90 days, failing which the accounting officer may terminate the agreement with reasonable notice.
- 5.4 The Municipality has the right not to give a Grant to any or all organisations/bodies applying for such Grants or to give proportional or partial grants to give. Having been awarded a Grant previously does not give an organisation/body the right to receive a Grant again.
- 5.5 The relevant municipal Director shall ensure that those organisations or bodies, who have received Grants in terms of this Policy:-
- 5.5.1 comply with all the provisions of the completed and signed MOA;
 - 5.5.2 comply with all reporting, financial management and auditing requirements as stipulated in the MOA;
 - 5.5.3 report at least monthly to the Municipality on actual expenditure against such transfer;
 - 5.5.4 promptly, or no longer than 4 months after the end of their financial year, submit their audited financial statements; and
 - 5.5.5 utilise the grant funding strictly in accordance with the approved business plan and approved budget.
- 5.6 The requirements in paragraphs 5.5.1 to 5.5.4 above shall not apply to organisations where the transfer does not exceed R200 000,00 (two hundred thousand rand), provided the Accounting Officer takes all reasonable steps to ensure that the targeted beneficiaries, as identified by the organisation or body in its application, receive the benefit of such grants and it certifies that compliance by that organisation or body with 5.5.1 to 5.5.4 above is uneconomical or unreasonable.

6. GRANT COMMITTEE

- 6.1 A Grant Committee consisting of at least the Municipal Manager, the Chief Financial Officer and one director of the Municipality, as well as any other official whom the Municipal Manager may include, shall evaluate all applications received in response to the local advertisement.
- 6.2 The Grant Committee will have the power to make recommendations to Council for final appointments and financial allocations.
- 6.3 The Grant Committee must submit a report on its decisions to the Council for final approval.
- 6.4 The Grant Committee shall, in terms of the Systems Act, establish a programme for community consultation and information dissemination regarding the appointment of any organisation/body and the availability of the service delivery agreement for perusal will be communicated to the local community through the media prior to any service delivery agreement being entered into between the Municipality and the organisation or body.
- 6.5 No payments in terms of the allocation will be made to any organisation / body until a service delivery agreement in the form approved by the accounting officer has been signed by the respective parties.
- 6.6 No payment can be made to an organisation/body until it has submitted its audited financial statements as contemplated in this Policy and a statement certified by its auditor that it has fully complied with its agreement with the Municipality.
- 6.7 Payments may be allocated as a once off amount or in tranches as determined

by the CFO in consultation with the relevant municipal Director.

7. Funding acknowledgement of the Municipality

Successful applicants will be required to acknowledge the Municipality as the provider of Grant funding in their funding record as well as any public record in respect of Grants received in order to confirm that these transfers of funds are also part of the Municipality's endeavours to meet its strategic objectives and to assist it in carrying out its constitutional powers and functions.

8. COMMENCEMENT

This Policy called the **FINANCING OF EXTERNAL BODIES PERFORMING MUNICIPAL FUNCTIONS POLICY** takes effect on the date on which it is adopted by the Council.



STELLENBOSCH

STELLENBOSCH , PNIEL , FRANSCHHOEK

Municipality • Umasipala • Munisipaliteit

APPLICATION : FUNDING OF EXTERNAL BODIES PERFORMING A MUNICIPAL FUNCTION

NOTE: ONLY APPLICATIONS ON THIS PRESCRIBED FORM WILL BE CONSIDERED

PLEASE COMPLETE THE FOLLOWING:

A	Registered name of organisation:								
B	Date and year in which the organisation was founded or incorporated (include brief description of business or activities of organisation):								
C	Address: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">(i) Street</td> <td style="width: 50%; vertical-align: top;">(ii) Postal</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> </table> <p>Contact details: Name and Surname: Title/Position held: Tel: E-mail:</p>	(i) Street	(ii) Postal
(i) Street	(ii) Postal								
.....								
.....								
.....								
D	List <u>ALL</u> the directors / board / committee members / shareholders / trustees of the organization (use additional pages if necessary): Name and Surname: Position: Contact Address and tel. no: Name and Surname:								

Contact Address and tel. no:

Name and Surname:

Position:

Contact Address and tel. no:

Name and Surname:

Position:

Contact Address and tel. no:

Name and Surname:

Position:

Contact Address and tel. no:

Name and Surname:

Position:

Contact Address and tel. no:

D Indicate in which ward the organisation is active:

Ward: _____

Is the organisation a non-profit company? Yes No

If yes, provide company registration number: _____ -

Is the organisation a non-profit organisation as contemplated in section 13 of the Non-Profit Organisation Act, 1997? Yes No

If yes, provide registration number: _____ -

Is the organisation a public benefit organisation as contemplated in terms of the Income Tax Act, 1962? Yes No

If yes, provide registration number: _____ -

Is funding required for a specific project? Yes No

If yes, attach details separately.

Budget amount of projects:

Duration of project:

Is funding required for general support? Yes No

If yes, attach a copy of the organisation's overall budget and business plan.

E	<p>Category:</p> <p>Please categorise your application (mark with x):</p> <p>Tourism Destination Marketing & Visitors Information</p> <p>Tourism Development</p> <p>Animal Welfare</p> <p>Note: For more detail, see attached Funding of External Bodies Performing a Municipal Function Policy.(general guidelines and categories)</p> <p>Please indicate the specific type of project/programme, as per the Funding of External Bodies Performing a Municipal Function Policy</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
F	<p>The following <u>MUST</u> accompany this application:</p> <ol style="list-style-type: none"> 1. A copy of the latest, audited financial statements. 2. A copy of the Organisation’s Constitution or Memorandum of Incorporation as well as the resolutions/minutes adopting the Constitution or Memorandum of Incorporation. 3. A copy of a project/programme description and/or a business plan for the ensuing financial year. Including the following: <ul style="list-style-type: none"> • Full details of the proposal or project including its objectives, the number of people who will benefit and how the project will contribute or enhance the strategic objectives of Stellenbosch Municipality. • Commencement and completion dates of the project. • Information on the total cost of the project budget, including a breakdown of costs and an outline of any contribution by fundraising and/or own contribution. • A list of all other sources of funding together with the assessments. • A summary of past achievements. • References independent of the applicant and its executive. 4. An original copy of a correctly completed creditors control form of Stellenbosch Municipality. 5. If the Organisation received funding from Stellenbosch Municipality in the preceding financial year, you need to account for the expenditure of the funding received with your new application. 6. If the Organisation received funding from other bodies, please identify and list the amounts received;

7. If the Organisation is a non-profit company as defined in the section 1 of the Companies Act, 2008, a certificate/letter issued by the Companies and Intellectual Property Commission (CIPC) confirming registration must be attached;
8. If the Organisation has been registered as a "non-profit" organisation in terms of the Non-Profit Organisation Act, 1997, a certificate/letter issued by the Department of Social Development confirming registration as a non-profit organisation must be attached;
9. If the Organisation has been registered as a "Public Benefit Organisation" in terms of the Income Tax Act, 1962, a certificate/letter issued by SARS confirming the Organisation's tax exemption status must be attached; and
10. Valid Tax Clearance Certificate issued by SARS.

G The following shall apply:

1. The allocation of funds will only be considered if the application document has been fully completed and signed and is accompanied by the required and supporting documentation referred to therein.

Applicants must in their submission clearly indicate / specify and motivate what the funding will be utilised for.
2. The funding must be exclusively utilised for the purpose defined and the successful applicant must submit the necessary undertaking to this effect.
3. Applicants must in their submission satisfy the Council of their ability to execute the project successfully.
4. Organisations who have already received financial or other assistance from the Council during the previous financial year must specify same in their application.
5. No funding will be considered for political groupings, church/sectarian bodies or ratepayers organisations.
6. No funding will be considered where only an individual will benefit or where a member of Council or an official of Stellenbosch Municipality will receive any financial or other gain.
7. Projects outside the boundaries of the Council will not be considered.
8. Subsequent requests from applicants to cover overspending on projects will not be considered.
9. Council will not pay any funds to anyone who has already procured against the perception that they will receive any municipal funds.
10. Successful applicants must at all times comply with the provisions of Section 67(1) of the Municipal Finance Management Act No. 56 of 2003 which *inter alia* stipulates that the organisation or body has to:-
 - Enter into and comply with a Memorandum of Agreement with the Municipality as well as with all reporting, financial management and auditing requirements as may be contained in such agreement. This memorandum of agreement will bind the successful applicant to deliver on what the application speaks to, but also to commit to become involved with municipal programmes of the community where it functions. The Memorandum of Agreement will be made available to successful applicants for completion.
 - Report monthly on the actual expenditure of the amount allocated.

11. The Council reserves the right not to give funding to any or all organisations applying.
12. Having been awarded funding previously does not give an applicant the right to receive a grant/funding again.
13. Funding will not be considered where a project or organisation is already receiving funds from Council in terms of Council's functions. Applicants are required to disclose other sources of funding, failing which such applicant will be disqualified.
14. Funding will not be considered where in Council's opinion, an organisation received sufficient funds from other sources to sustain its activities or the project applied for. For this purpose, organisations must submit financial statements and budget for the ensuing financial year.
15. Organisations having received funding from Stellenbosch Municipality during the previous financial year, are required to attached to any new application, a copy of the financial statements relating to the year in which the funding was received from Council, as required in terms of section 67(1) of the Municipal Finance Management Act, 2003 (MFMA).

(The Funding of External Bodies Performing a Municipal Function Policy must be consulted for the sake of completeness)

H Undertaking:

I/We hereby verify that the information provided in this application is true and correct and that the conditions applicable to the allocation of funds as set out above have been read, understood and will be complied with.

I/We also declare that the organisation implements effective, efficient and transparent financial management and internal control mechanisms to guard against fraud, theft and financial mismanagement and has in the past complied with requirements for similar transfer(s) of funds.

This completed and signed at Stellenbosch on this.....day of20....

Chairperson / Authorised Representative

Secretary / Duly Authorised Signatory

I Please take note:

(i) That completed application forms together with all the required documentation must be delivered to:

**Director: Planning and Economic Development
P O Box 17
Stellenbosch
7599**

Or delivered to:

**58 Andringa Street
Stellenbosch
7600**

(ii) That the closing date for the submission of applications is: at
.....

(iii) That **neither late nor incomplete applications** shall be considered.

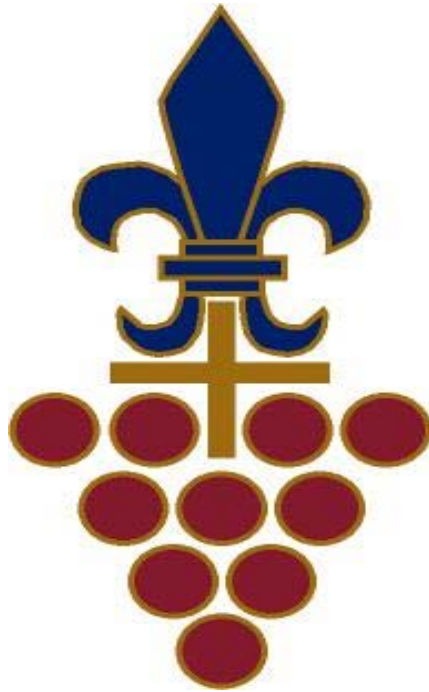
SECTION: **DEVELOPMENT SERVICES, ASSET MANAGEMENT & SYSTEMS, PROJECT MANAGEMENT UNIT (PMU)**
 DIRECTORATE: **INFRASTRUCTURE SERVICES**



STELLENBOSCH
 STELLENBOSCH • PNIEL • FRANSCHHOEK
 MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Policy Name:	Wayleave Policy
Policy Number:	
Status:	Draft
Date:	February 2022
Approved By:	Acting Senior Manager: Development Services, Asset Management & Systems, Project Management Unit (PMU)
Date Approved:	22 February 2022
Date Last Amended:	22 February 2022
Date for Next Review:	February 2023
Date Published on	

STELLENBOSCH MUNICIPALITY



WAYLEAVE POLICY

2023/2024

SECTION: **DEVELOPMENT SERVICES, ASSET MANAGEMENT &
SYSTEMS, PROJECT MANAGEMENT UNIT (PMU)**
DIRECTORATE: **INFRASTRUCTURE SERVICES**



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

WAYLEAVE POLICY

**SECTION: DEVELOPMENT SERVICES, ASSET MANAGEMENT &
SYSTEMS, PROJECT MANAGEMENT UNIT (PMU)
DIRECTORATE: INFRASTRUCTURE SERVICES**

Table of Contents

1.1	Legal Context.....	1
1.2	Need for Co-ordination	1
1.3	Establishing a Service Co-ordinator	2
1.4	Document Structure.....	2
1.5	Supporting Documents	3
3.1	Overview	6
3.2	Planning Work Time Schedules.....	6
3.3	Basic Wayleave Procedure.....	7
3.4	Work in the Public Road Reserve.....	9
3.5	Wayleave	10
3.6	Existing Services and Planned Services.....	12
3.7	Road Categories.....	12
3.8	Restricted Roads	13
3.9	Protected Precincts.....	13
3.10	Costs.....	13
3.11	Traffic Control	15
3.12	Road Closure.....	15
3.13	Lane Rental	15
3.14	Preliminary Works and Cross-Cuts.....	16
3.15	Excavations	16
3.16	Trenchless Methods	18
3.17	Emergency Work	18
3.18	Routine Maintenance Work.....	20
3.19	Backfilling and Reinstatement	20
3.20	Certificate of Completion	21
3.21	Policy Enforcement.....	21
3.22	Exemption, Appeal and Revoking.....	22

1. INTRODUCTION

1.1 Legal Context

In terms of S151 of the Constitution of the Republic of South Africa, 108 of 1996, a municipality has the right to govern on its own initiative, the local government affairs of its community, subject to national and provincial legislation.

S156 of the Constitution grants the municipalities the right to administer the local government matters listed in Schedule 5B, which include municipal roads. A municipality may make by-laws for the effective administration of municipal roads.

This Policy will be converted into municipal by-laws to give it legal effect.

1.2 Need for Co-ordination

The collective value of services infrastructure contained within the Public Road Reserve and the road itself amounts to a considerable value. This infrastructure needs to be maintained, periodically rehabilitated and replaced from time to time. Such activities can result in considerable delays, inconvenience, danger and additional costs to the road users and Municipality itself if not well planned and coordinated. The potential damages that can be suffered by either party include:

- Damage to roads and other Services;
- Damage to vehicles;
- Injury to vehicle occupants or pedestrians;
- Reduction of the useful life of the road, footway or other Services; and
- Time and social costs caused by delays.

It is apparent that careful control and co-ordination of all Work in the public road reserves is a prerequisite for effective service delivery. This responsibility resides with The Stellenbosch Municipality and its Service Departments to continuously improve their capability to provide such services.

Being the custodian of all municipal Road Reserves, the Infrastructure Services Directorate – Roads, Transportation and Stormwater Sub-Unit within The Stellenbosch Municipality initiated a programme to establish the necessary co-ordination activities and policies regarding Work in the public road reserves. This document is the first deliverable of the programme. It attempts to provide a basic framework for ensuring proper co-ordination and co-operation between the various departments as well as external parties who conduct Work in the public road reserves.

The document was prepared with the aim to minimise the effect of all Work in the public road reserves to the benefit of all concerned and in particular the ratepayers, road users (motorists and pedestrians), and eventually the coordinating body within The Stellenbosch Municipality. Included in this document are the procedures to apply for, process and approve Wayleaves, procedures to follow for undertaking and completion of Work, as well as a reference to specifications according to which the Work must be done.

This initiative can only succeed if all internal and external parties that work in the public road reserves constructively cooperate by working according to this Code and by providing feedback on how the system can be improved.

1.3 Establishing a Service Co-ordinator

The Infrastructure Services Directorate has identified that this co-ordination function will need to:

- Improve the interdepartmental communication on annual Work plans and the execution of such Work;
- Coordinate and regulate all Work carried out within the public road reserves;
- Minimise the danger and inconvenience to the public;
- Minimise the damage to existing Services;
- Reduce the number of legal claims; and,
- Promote the use of technology, such as Geographical Information Systems (GIS) to locate Services.

In order to effectively implement and sustain such a function a Service Co-ordinator and a Quality Control Engineer (collectively the Asset Management & Wayleaves section) are being established within The Stellenbosch Municipality. The four essential tasks that must be accomplished in the process of establishing the Service Coordinator and the Quality Control Engineer are:

- Establishing the necessary Council Policy in this regard (covered by this document);
- Establishing effective and simplistic procedures (covered by this document);
- Establishing effective Municipal Bylaws (future activity); and,
- Establishing an effective Organisational Structure (future activity).
- Proper record-keeping of each approval and work done on-site (future activity).

The process to develop the Policy included the following activities:

- Identifying and documenting the Stellenbosch Municipality requirements in terms of the Policy and procedures;
- Identifying representatives for both internal and external stakeholders to participate in the policy formulation process;
- Researching existing documentation and other information sources as provided by the Stellenbosch Municipality and representatives;
- Developing of a draft Policy and Procedures;
- Facilitating workshops on the document; and
- Finalising documentation and getting approval from the Stellenbosch Municipality Council.

1.4 Document Structure

This document is organised into three sections. The following is a brief description of each section:

Section 1 – Introduction: This section aims to illustrate the need for coordination and responsibility of the custodian of the public road reserves to coordinate. It continues by explaining the development approach that was followed.

Section 2 – Definitions: This section is a summary of definitions of terms used throughout the document.

Section 3 – Policy: The Wayleave Policy as adopted by Council is explained under a collection of topics, including the Basic Wayleave Procedure. This structure was used in order to simplify the use of the document.

1.5 Supporting Documents

Three supporting documents, which documents are incorporated and form part of this Policy.

- The General Conditions relating to Wayleave Applications. These general conditions may be amended by the Service Co-ordinator depending on the nature of the Work to be carried out.
- Wayleave Work Permit/Approval form
- Services Verification Meeting Certificate
- Wayleave Guarantee Checklist
- Wayleave Tariffs
- Certificate of Completion

2. DEFINITIONS

The following words and phrases have the meaning assigned to them in this Code unless the context otherwise indicates:

"Authorised Agent" means an agent who is authorised by the Service Co-ordinator to perform specified Services;

"Backfilling" refers to the replacement of the structural layers in the trench or excavation and includes the base, sub-base, selected subgrade and subgrade, but excludes the surfacing (see Reinstatement);

"Certificate of Completion" means the document issued by the Professional Engineer appointed by the Wayleave Holder as proof that Work in the public road reserves has been completed according to the specifications of this document;

"Code" means the Policy for Work in the Public Road Reserve (PRR) as approved by the Council and as agreed to by the Parties including any appendices attached thereto;

"Council" means the Municipal Council of The Stellenbosch Municipality established by Provincial Notice No. 352 of 2000 dated 19 September 2000, as amended, or its successor in title, and any committee or person to which or whom an instruction has been given or any power, function or duty has been delegated or sub-delegated in terms of, or as contemplated in, section 59 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000);

"Distance of Excavation" means the shortest horizontal distance between the electrical equipment or electrical structure nearest to the excavation. "Electric structure" means any power line tower, electric pole, switch box, miniature substation fence or building or any other structure used in the distribution of electricity;

"Emergency Work" is defined as any Work that is required to prevent or end a dangerous situation, to prevent or end an unplanned interruption in the supply of a Service, or to avoid any substantial losses. It is important to note that a lack of proper planning of Work to be carried out will not justify Emergency Work and such activities will be stopped by the Service Coordinator;

"Lane Rentals" mean the rentals that are paid to the Service Coordinator by a Service Agency, excluding a Municipal Department, whose Work in the Public Road Reserve (PRR) results in time delay costs (TDC) being incurred by the users of the Public Road Reserve (PRR);

"Municipal Department" means any Department that belongs to or is controlled by the Council;

"Professional Engineer" means a person registered as a Professional Engineer/Technologist in terms of the Engineering Professions Act, 2000, appointed and funded by the Wayleave Holder to ensure compliance with the Conditions of Approval of the Wayleave. Appointment of such a person is required to control the Works wherever any excavation is involved.

"Public Road Reserve" means the full width of a public road, and includes the verge and the roadway;

"Reinstatement" refers to replacing the bituminous surfacing, paving blocks or grass, as applicable, in the case of roads, footways and verges;

"Routine Maintenance Work" is defined as all types of Work involved in maintaining the services in the public road reserves and does not require excavation, traffic control or reinstatement activities;

"Security Deposit" means the refundable deposit required to be paid to the Municipality in respect of each Wayleave approval issued, either a fixed amount per the tariff register (for smaller projects), a percentage of the costs of the works to be undertaken or in an approved and valid form of bank guarantee;

"Service" means any system for supplying a public need that a Service Agency has on/in the Public Road Reserve (PRR);

"Service Agency" means any Municipal Department, Public Agency or utility that has a Service in the Public Road Reserve (PRR);

"Service Coordinator" means the person/official/institutional body established by the Council with the sole responsibility to carry out the administrative functions of receiving and processing applications for wayleaves, obtaining comments from the various internal and external service agencies, and (following the decision by the Strategic Management Committee) conveying this decision in writing to the Applicant, namely to approve with conditions, or reject with reasons, any application, and to provide record-keeping of each application and installation;

"Service-Sharing Installation" means installations of a service which are designed to utilise existing ducting or pipelines without the need for excavations, except minimal excavation/construction at junctions or terminals;

"Quality Control Engineer" means the person/official/institutional body identified by the Stellenbosch Municipality to coordinate and regulate any work undertaken in those sections of the public road reserves that fall within the Municipal area of the Council;

"Wayleave" generally means the formal approval to carry out Work in the Public Road Reserve in specific positions and during a specific period.

"Wayleave Applicant" means the institution or Service Agency who currently owns or would own the future Service, who applies for a Wayleave;

"Wayleave Holder" means the person, institution or Service Agency who is in possession of a Wayleave Approval Document/Work Permit approved by the Service Co-ordinator;

"Wayleave Work Approval Document/ Work Permit" means the signed document/s issued by the Service Coordinator, detailing the Work which has been approved and the period during which the Work shall be carried out, and includes approved drawings/plans and Conditions of Approval;

"Work" in the Public Road Reserve means any activity, including the activities provided for in Section 1 of this Code, carried out within the Public Road Reserve. It includes any project related activities, irrespective of the size of the project.

3. POLICY

3.1 Overview

3.1.1 The coordination of Work in the public road reserves deals with two aspects, namely:

3.1.1.1 Planning the time schedule for future Work in the public road reserves so that the Work can be executed in a logical sequence, e.g. avoiding the placement of a Service in a road that was surfaced during the previous month. This could involve new construction, rehabilitation or Routine Maintenance Work; and

3.1.1.2 The application for and approval of a Wayleave for the execution of any Work in the public road reserves.

3.1.2 The co-ordination of Work schedules described under 3.1.1.1 above may result in specific co-ordination issues where the Service Co-ordinator, in consultation with the Quality Control Engineer, has to ensure that an acceptable solution is defined by the Service Agencies involved.

3.1.3 The role of the Quality Control Engineer is to facilitate coordination between the various Service Agencies. Each Service Agency will have its own project leaders and Professional Engineers. They are responsible for the implementation of their projects together with compliance with the Council's policies, procedures and standards.

3.1.4 The approval of a Wayleave means that:

3.1.4.1 The Wayleave Holder has permission to:

3.1.4.1.1 place a new Service in the Public Road Reserve;

3.1.4.1.2 do excavations in the Public Road Reserve;

3.1.4.1.3 do vehicular and pedestrian control in the Public Road Reserve; and,

3.1.4.1.4 do Reinstatement Work on the road and pavement surfaces where excavations have been made.

3.1.4.2 The Council intends to protect the new Service in its position in the public road reserves against damage by other parties while working in the public road reserves. However, it cannot be held responsible for any damages incurred.

3.1.4.3 The cost associated with relocating the Service when a road is widened or rebuilt remains with the Service Agency that owns the Service.

3.1.4.4 The cost to relocate a Service owned by the Council must be included in the project cost.

3.2 Planning Work Time Schedules

3.2.1 The necessary procedure that must be followed for planning the time schedule of future Work is as follows:

3.2.1.1 Within a designated time period from the approval of this Policy and publication of the by-laws each external Service Agency shall provide to the Council digital records for capture into the Council's GIS, of all of its services within the jurisdiction of Stellenbosch Municipality. This will form the basis for all future planning and updating of new installations.

3.2.1.2 By 30 March of each year, the various internal and external Service Agencies

shall submit Work Plans, for the next 1-year period to the Service Co-ordinator.

3.2.1.3 These Work Plans shall show:

- a) The nature of the Work, e.g. the placement of new water main, or the replacement of a water/ sewer line.
- b) The location of the Work in terms of street blocks and the side of the public road reserves where the Work will be executed, with due regard for the Councils typical cross-section for the public road reserves.
- c) The extent of the Work, i.e. the start and end positions.
- d) The planned timing of the Work, i.e. from month/year to month/year.
- e) Reference to the Work in the latest approved Integrated Development Plan of Council if applicable.

3.2.1.4 The Service Coordinator, in consultation with the Quality Control Engineer, shall review the Work plans in order to determine possible conflicts in the planned Work.

3.2.1.5 Before the end of June each year the Service Coordinator, in consultation with the Quality Control Engineer, shall schedule a Service co-ordination meeting with the internal and external Service Agencies where the identified conflicts will be discussed and resolved.

3.2.1.6 A second co-ordination meeting may be held in July/August to resolve any changes that may have resulted out of the budget approval process.

3.3 Basic Wayleave Procedure

3.3.1 The basic procedure that is required for Work in the public road reserves is as follows:

3.3.1.1 Permission to work in the public road reserves must be obtained from the Service Coordinator through a formal Wayleave application in the form of a letter describing the Work to be done with details and design drawings/plans.

3.3.1.2 The Wayleave Applicant must firstly obtain Service plans, indicating the positions of existing Services from the Service Agencies identified by the Service Coordinator, where available. The Service plans must indicate the positions and type of Services in the area where Work will be undertaken. It may be necessary for the Applicant to carry out certain preliminary Work in order to determine precise positions and dimensions of any existing services which are not clear from the Service Plans which have been consulted.

3.3.1.3 The Service Coordinator shall arrange a Services Verification Meeting on behalf of the Wayleave Applicant to meet up with the necessary Service Agencies. This will help facilitate the process mentioned in 3.3.1.2. The Service Coordinator shall only arrange a Services Verification Meeting once the the Wayleave Applicant is in good standing with the Stellenbosch Municipality.

3.3.1.4 The Wayleave Applicant shall ensure that the control section on the Wayleave application form is signed by each Service Agency, indicating that in principle there is no objection to the issuing of the Wayleave, alternatively where there is an objection then detailed reasons and motivations for such objection must be given. This approval will be subject to technical compliance with the standards of the Service Agencies involved

as well as compliance with the standards of The Stellenbosch Municipality and the Work planned by the Council within the area under consideration.

- 3.3.1.5 Once the control section has been completed by all the Service Agencies, the application must be made for the issuing of a Wayleave Work Permit in accordance with the procedure set out in this document. No Work in the public road reserves may commence before a Wayleave has been approved and a Wayleave Work Permit issued for that Work
- 3.3.1.6 The Service Coordinator, in consultation with the Quality Control Engineer, will review the Wayleave application and prepare a report on the application, with recommendations.
- 3.3.1.7 The Service Co-ordinator shall submit the report to the Manager: Asset Management and Systems detailing the application, the various Service Agencies consulted, their comments received, confirmation of payment of the processing fees and the relevant security deposit, and confirmation of the appointment by the Applicant of a Professional Engineer or Technologist if any excavation is involved in the proposed Works, and after consultation with the Quality Control Engineer, the proposed decision, with conditions to be imposed upon approval, or the reasons for refusal.
- 3.3.1.8 Once approved, the decision to approve with conditions, or to refuse with reasons, shall be forwarded by the Service Co-ordinator to the Applicant. In the case of approval, the documents forwarded to the Applicant will include two copies of each of the letter indicating approval of the application and the conditions under which the approval is given, the signed approved plans, Signed Site Services Verification Certificate and the signed Wayleave Work Permit form. One copy of the letter of approval with Conditions imposed by Council together with the approved plans for a specific project must be signed as accepted by the Applicant and returned for filing.
- 3.3.1.9 The security deposit must be deposited in a Municipal suspense account for the purpose and will be used to correct unsatisfactory Work or reinstatements if need be.
- 3.3.1.10 The Work must be carried out according to this Policy, any other applicable laws and policies, and the procedures and specifications as referred to in the Conditions of Approval.
- 3.3.1.11 The Wayleave Work Permit and the Service plans of the Service Agencies must be kept on-site while the Work is in progress.
- 3.3.1.12 Additional copies of the Work Permit and approval documents may be obtained from the Service Coordinator if the Wayleave is applicable to more than one Work area or Work team.
- 3.3.1.13 Work will be stopped if either the Wayleave Work Permit or the Service plans are not available during inspections on-site or if any of the Wayleave Conditions are not being met. Work will be stopped until the required documents are available on site. Failure to comply with the Wayleave Conditions may impact other applications being made by the same Service Provider.
- 3.3.1.14 On completion of the Work, all trenches and excavations in the public road reserves must be Backfilled and Reinstated according to the specifications of the Quality Control Engineer, referred to by this document.
- 3.3.1.15 On completion of the Work and permanent Reinstatement, a Certificate of Completion signed by the Wayleave Holder's Professional Engineer must be sent to the Service Coordinator by the Wayleave Holder.
- 3.3.1.16 The Quality Control Engineer must review the Completion Certificate as well as carry out an inspection of the site after receiving the Completion

- Certificate, and sign the certificate confirming that all conditions have been met.
- 3.3.1.17 The applicable guarantee period will be stated in the letter of approval/conditions (usually 12 months).
- 3.3.1.18 Work performed under an approved Wayleave can only be performed in normal working hours (Mondays – Thursdays 08:00-17:00 and Fridays 08:00-15h00). Working after hours, on public holidays or on the weekend is not permitted. Any work performed outside of business hours will attract a penalty as per the Municipal Tariffs. This penalty will apply before any new applications will be accepted from the Wayleave Applicant or non-Wayleave Holder.
- 3.3.1.19 Where work in the road reserve has been performed without an approved wayleave, the penalty as per the Municipal Tariffs will apply. This penalty will apply before any new applications will be accepted from the Wayleave Applicant or non-Wayleave Holder.
- 3.3.2 This Code applies to all persons that carry out Work in the public road reserves in the Municipal area of the Council, such as internal Municipal Departments, external organisations, Service Agencies and contractors. It does not apply to work in national or provincial Road Reserves within the judicial area of the Council.

3.4 Work in the Public Road Reserve

- 3.4.1 Work in the public road reserves includes the digging of trenches, tunnelling, erection of signboards, erection of structures, street shaping, planting of trees in the public road reserves and any other Work that may affect motorists, cyclists, pedestrians, the road, footways, kerbing, traffic signs, traffic signals, street lighting, underground or overhead Services or any other structure or Service that is contained within the public road reserves.
- 3.4.2 The types of Work that require approval from the relevant Service Agencies before a Wayleave is granted are deemed to be a provision of a new Service and will be conducted according to the procedures in Section 3.3 above. In general, such Work refers to the positioning of a new Service, excavation in the public road reserves, traffic control and Reinstatement of the roadway and pavements. Examples include inter alia:
- 3.4.2.1 Work relating to the installation or maintenance of underground or overhead Services by Council's Service Agencies like Roads and Transportation, Water and Sanitation, Electricity, Land and Environmental Planning and City Planning.
- 3.4.2.2 Work relating to the installation or maintenance of underground or overhead Services done by non-Council Service Agencies such as telecommunication, data cables, electricity, gas, oil and regional water supply.
- 3.4.2.3 The erection of structures that require approved building plans in terms of the National Building Regulations and Building Standards Act 103 of 1977;
- 3.4.2.4 The erection of advertising signs and structures that require approval in terms of the relevant by-laws;
- 3.4.2.5 Works in the public road reserves, such as the construction of new roads, road widening or accesses to developments, paving, bollards, garden walls, etc. undertaken by developers or private property owners;
- 3.4.2.6 The installation of new connection points for municipal Services, such as water, sewers, electricity and stormwater drainage from developments.

- 3.4.3 The types of Work for which prior approval from Service Agencies cannot be obtained due to the nature of the Work is deemed Emergency Work and must be undertaken according to the procedures set out in Section 3.17.
- 3.4.4 The types of Work that do not include any construction Work are deemed Routine.
- 3.4.5 Maintenance Work and must be executed according to the procedures set out in S
- 3.4.6 An application shall also be made in respect of Works classified as Service-Sharing Installations which involve minimal or no excavation. Only if there is absolutely no excavation involved does it become unnecessary to appoint a Professional Engineer to be in control of the Works.

3.5 Wayleave

- 3.5.1 All Work in the public road reserves is controlled by a Wayleave. A Wayleave is simply permission to work at a specified time in a specified area in the public road reserves according to approved conditions.
- 3.5.2 A Wayleave Application may be submitted for a small or large project that covers Work in any part of the Municipal Area, provided that the position and expected start/end dates of all Work in the public road reserves are adequately described under the description of the Work to be done.
- 3.5.3 General conditions are stated on the Wayleave form and may include, but are not restricted to, the following:
 - 3.5.3.1 Description of Work to be done;
 - 3.5.3.2 Timeframe within which the Work must be done;
 - 3.5.3.3 Location of Work to be done. (Provision can be made for big projects with multiple locations. The scope of big projects must be limited to manageable portions from the Wayleave perspective. The Service Coordinator/Quality Control Engineer will be able to direct project managers in this regard;
- 3.5.4 Additionally, there may be Specific conditions relating to the Wayleave which will be stated on or referred to on the Wayleave. Such conditions may include:
 - 3.5.4.1 Specific working conditions required in terms of the Occupational Health and Safety Act (Act no 85 of 1993);
 - 3.5.4.2 Methods of Work execution in protected roads and precincts; and,
 - 3.5.4.3 Reinstatement requirements.
 - 3.5.4.4 A Wayleave Work Permit must be obtained before any approved Work may be done in the public road reserves.
- 3.5.5 To obtain a Wayleave, a Wayleave application form must be submitted, together with:
 - 3.5.5.1 A traffic control plan showing how vehicular and pedestrian traffic will be accommodated during the execution of the Works in the public road reserves.
 - 3.5.5.2 Two (2) copies of the design drawing/plans showing details of the proposed Work. An additional legible digital copy is also required.
 - 3.5.5.3 Subject to 3.5.7 below, proof of payment of the required processing fee and the applicable deposit or submission of proof of sureties already held by the Council over the Work.
 - 3.5.5.4 Proof of appointment of Professional Engineer or Technologist appointed to

- monitor the construction and Reinstatement and to provide a Completion Certificate once completed.
- 3.5.5.5 Proof of appropriate public liability insurance and indemnity insurance.
- 3.5.6 Details required on the design drawing referred to in 3.5.5.2 are:
- 3.5.6.1 A clear depiction of the proposed Work.
- 3.5.6.2 Indication where Services are to be installed and the depth of the Service below the surface level of the relevant portion of the public road reserves.
- 3.5.6.3 Distance of the Service from the public road reserves boundary (i.e. the property boundary).
- 3.5.6.4 Position and extent of all structures, including underground structures such as manholes, chambers and junction boxes.
- 3.5.6.5 The location of all other Services in the public road reserves in relation to the proposed services to be installed. Services are located by obtaining information from the Service Agencies within the Council and by doing cross-cuts where required. The use of cross cuts, as explained in paragraph 3.14, is strongly recommended.
- 3.5.6.6 A Wayleave Work Permit will only be issued once all the requirements have been complied with and will be subject to any conditions specified in Section 3.3 and issued in terms of this Policy.
- 3.5.7 When the Wayleave Applicant is an internal Council Department, then the Wayleave Applicant shall provide a written assurance that they will be responsible for obtaining the deposit or proof of sureties (see 3.5.5.3) and the appointment, either internally or externally, of a suitably qualified engineer to supervise the project (see 3.5.5.4) that are required to protect the Council's interests.
- 3.5.8 The application for a Wayleave must be submitted timeously to ensure that the Wayleave can be issued before the Work is programmed to start. **WORK BEING CARRIED OUT IN THE PUBLIC ROAD RESERVE WITHOUT A WAYLEAVE MUST BE REPORTED TO THE SERVICE CO-ORDINATOR AND WILL BE STOPPED BY THE COUNCIL OFFICIAL ON SITE.** A copy of the Wayleave Work Permit and other documents as defined must therefore always be on site when Work is being done in the public road reserves.
- 3.5.9 The Service Coordinator will strive to limit the duration of the application review process to thirty (30) working days.
- 3.5.10 The Wayleave Holder accepts full responsibility for all costs (Refer to Section 3.10) associated with and resulting from the Work carried out in the public road reserves.
- 3.5.11 Only Work described in the Wayleave Work Permit may be executed. If the conditions on-site necessitate a deviation from the planned Work, the Service Coordinator must be informed before any work is done. These deviations may be in relation to the placement of the Service or the timing of the Works. The Service Coordinator may inform the Wayleave Holder of additional approvals that must be obtained from the Service Agencies affected by the deviation as well as further requirements in terms of drawings and specifications. Work will only be allowed to continue once the Service Co-ordinator is satisfied that all the additional requirements have been met.
- 3.5.12 The Wayleave Holder must complete the Work within the time specified on the Wayleave Work Permit or the approved time extension.
- 3.5.13 A Wayleave Holder who fails to complete the Work within the specified time window will be given a two (2) day notice period to either complete the Work or apply for a

time extension.

- 3.5.14 If upon expiry of the notice period referred to in 3.5.12 or 3.5.13 the Wayleave Holder is still in default, the Work will be stopped, and the Wayleave Holder will be given a further specific timeframe by the Quality Control Engineer to make the site safe. If the Wayleave Holder fails to do so the site may be made safe by the Quality Control Engineer, at the expense of the Wayleave Holder.

3.6 Existing Services and Planned Services

- 3.6.1 The Wayleave Applicant must submit Service drawings indicating the position of all Services in the area of Work with the Wayleave application form. This information is obtained from the relevant Service Agencies.
- 3.6.2 Service Agencies may require additional precautions relating to Work in the vicinity of their Services and must specify these in writing to the Wayleave Applicant.
- 3.6.3 As part of the Undertaking/Indemnity on the Wayleave application form, the Applicant has to confirm that the necessary information has been obtained from the Service Agencies and undertakes to adhere to the additional conditions laid down by the various Service Agencies. The control section on the Wayleave application form, signed by the Service Agencies, will serve as proof that the Service Agencies approved that a Wayleave Work Permit may be issued.
- 3.6.4 The Wayleave Applicant will verify with all Service Agencies whether future Work is planned for the area indicated in the Wayleave application. Such planned Work may dictate whether a Wayleave is approved and the conditions under which a Wayleave is approved. The planning horizon will depend on the planned life of the new Service as well as the Council's five year Work plan.

3.7 Road Categories

- 3.7.1 All roads are classified into one of the functional categories described below. The functional category of a road determines the Backfilling and Reinstatement specifications applicable to that road.
- 3.7.2 The following definitions apply for the road categories:

Category	Road Type	Administration
1	National Roads Primary – (inter) provincial Urban Freeway/Motorways	SANRAL PGWC PGWC
2	Primary – (inter) provincial Major (inter) urban arterials	PGWC PGWC
3	(Inter) district connectors Minor (intra) urban arterials	PGWC PGWC
4	Major and minor collectors Inter neighbourhood distributors Intra neighbourhood distributors	PGWC Service Coordinator (STM) Service Coordinator (STM)
5	Residential streets	Service Coordinator (STM)

- 3.7.3 All roads will be categorised into one of the above by the Council. For a specific road,

this information can be obtained from the Quality Control Engineer.

- 3.7.4 Work carried out on arterials, major collectors and central business district roads will be restricted to outside the following periods, namely from 6:30 to 09:00 and 15:30 to 18:00, to ensure the free flow of traffic during peak hours. These times apply seven days a week.

3.8 Restricted Roads

- 3.8.1 Over and above the road categories defined in Section 3.7 of this Code, certain roads are further classified as restricted roads (no-dig roads).
- 3.8.2 Restricted roads are roads across which no digging of trenches is permitted. A road is protected if it has been designated a restricted road by the Council. Roads are designated as restricted when they are of particular strategic importance (Categories 1 to 4 in the new road asset classification) or if they pose special engineering difficulties.
- 3.8.3 Any road that has been newly constructed, overlaid or resurfaced will be restricted for a seven (7) year period. A list of roads that falls in this category is available from the Quality Control Engineer.
- 3.8.4 If a road is restricted, it will be indicated as such on the Wayleave Work Approval/Permit.
- 3.8.5 Restricted roads may only be crossed using trenchless methods. If trenchless methods for some reason cannot be used, special permission to excavate must be obtained from the Quality Control Engineer. These road crossings will only be allowed after hours (Monday to Fridays 6 pm – 6 am, Saturday 2 pm to Monday at 6 pm).
- 3.8.6 For the purpose of planning Work done by Service Agencies, categories 4 and 5 may be regarded as unrestricted unless they have been newly constructed, overlaid or resurfaced and fall within the protected period and provided that the first 20m from an intersection with any other road category is considered to be restricted.

3.9 Protected Precincts

- 3.9.1 Works in protected precincts are subject to special trenching methods and care to ensure minimal damage to specialised and expensive material and furniture. The Quality Control Engineer will inform the Wayleave Applicant of the required methods and might request that a third-party contractor must be used to carry out the Work.
- 3.9.2 A list of protected precincts is available from the Senior Manager: Roads and Transport.

3.10 Costs

3.10.1 Administration & Supervision Fees

- 3.10.1.1 The administration and supervision fees are the tariff amounts that are payable by the Applicant upon submission of a Wayleave application form. These fee amounts will be determined by the Council on the recommendation of the Quality Control Engineer from time to time, and included in the Municipal Tariffs.
- 3.10.1.2 The administration and supervision fees covers the Council's costs for Work done by the Service Co-ordinator to process the Wayleave application.

3.10.2 Security Deposit

- 3.10.2.1 A refundable security deposit will be charged for each Wayleave being issued. Security deposits will not be charged for Work done by Internal Service Agencies (Council Departments) themselves.
- 3.10.2.2 The deposit amount will be based on a percentage of the value of Work to be carried out or the greatest value based on the on-site service verification, as per the Council's tariffs.
- 3.10.2.3 The Council will have the right to use the deposit to cover costs incurred by the Service Coordinator in relation to the Wayleave under consideration. This does not detract from the Municipality's legal remedies in enforcing this Policy or by-laws.
- 3.10.2.4 The responsibility remains with the Wayleave Holder to ensure that any of its contractors or agents engaged in the implementation of the Work is in possession of valid and sufficient public liability insurance. It is an express condition of this approval that the Wayleave Holder indemnifies and holds the Council harmless against any claims, demands or losses incurred as a result of any work performed in terms of the Application Form and under any Wayleave approval.

3.10.3 Reinstatement Cost

- 3.10.3.1 The total cost of the permanent Reinstatement on the site of the installation in terms of the Wayleave Approval/Work Permit will be borne by the Wayleave Holder plus 10% Administration Fee.

3.10.4 Other Costs

- 3.10.4.1 Other costs can result from any of the following:
 - 3.10.4.1.1 Damages to existing Services;
 - 3.10.4.1.2 Relocation of existing Services;
 - 3.10.4.1.3 Testing of Services and Backfills;
 - 3.10.4.1.4 Costs claimed by the Council's Municipal Traffic from external Service Agencies for loss in revenue due to disestablished parking bays;
 - 3.10.4.1.5 Rentals (Lane rentals during construction and perpetual rental after completion of the Works); (See Tariff)
 - 3.10.4.1.6 Services rendered by the Service Coordinator in completing Work or altering Work to conform to Wayleave specifications; and
 - 3.10.4.1.7 Claims that may result from the Work. In this case, it is expressly recorded that the Wayleave Holder shall be responsible for any shortfalls in the Security deposit and insurances in respect of any claim arising from the execution of the Works;
 - 3.10.4.1.8 Any penalties in terms of the Municipal tariffs (See Tariff).
 - 3.10.4.1.9 Loss of income to the Council as a result of disestablished parking bays (See Tariff).
- 3.10.4.2 All such costs will be borne by the Wayleave Holder. An additional 10%

Wayleave Administration Fee will also apply.

- 3.10.4.3 A party wishing to dispute the costs charged to him as a result of any of the above reasons will do so at their own cost.

3.11 Traffic Control

- 3.11.1 It is the responsibility of the Wayleave Holder working in the public road reserves to ensure that all laws regarding traffic, safety, traffic signs and barricading are complied with while executing Work.
- 3.11.2 The Wayleave Holder working in the public road reserves shall, therefore, take all necessary measures and provide all necessary facilities to ensure an adequately safe and easy passage for traffic and pedestrians through areas in which Work is in progress, or is incomplete.
- 3.11.3 The Service Coordinator can request that a traffic management plan be submitted Manager: Transport, Roads and Stormwater for approval. Any such Approved Traffic Management Plan shall be kept available on site.
- 3.11.4 Traffic signs and barricading shall be done according to the latest edition of the Southern African Development Community Roads Traffic Signs Manual.
- 3.11.5 The Wayleave Holder must contact the relevant traffic authority to ensure that all requirements have been met for the particular location where the Work is being done and whether points-men will be required.
- 3.11.6 The importance of adequate traffic signs and barricading is emphasised. These measures are intended to ensure the maximum safety for motorists, pedestrians and workers and also the minimum disruption of vehicles and pedestrians. Worksites must be properly barricaded and signed irrespective of how long the Work will last. The safety precautions must be maintained for the full time that risks exist in the public road reserves due to Work being performed in the public road reserves.

3.12 Road Closure

- 3.12.1 The granting of a Wayleave does not give the Wayleave Holder the authority to close the road completely to traffic. Methods of construction and programmes of Work must, therefore, be determined on the basis that no road, or portion of the road, may be completely closed to traffic for any considerable period.
- 3.12.2 In exceptional circumstances, permission may be granted for the closure of a road or portion of the road to traffic. The Wayleave Holder must apply to the Council separately for approval two weeks prior to the road being closed. A road closure will be approved for a specific period only, i.e. from and to a specific time on a specific date and is only valid for that specific period. If the Work is not carried out in that period, an application for a new road closure will have to be made.

3.13 Lane Rental

- 3.13.1 Lane rental refers to the rental of space in the public road reserves for the storage of construction materials, site offices or the closure of lanes for a period exceeding two weeks.
- 3.13.2 Lane rental is managed by the Council's Roads and Transportation Division.
- 3.13.3 The rates for Lane Rentals are to be set by the Council and will be included in the

tariffs.

3.14 Preliminary Works and Cross-Cuts

- 3.14.1 In respect of all preliminary Work requested by the Service Agencies and cross-cuts, the specifications from the relevant Service Agencies and in this document must be adhered to before Work will be allowed to start. Such requests include inter alia that:
- 3.14.1.1 The Municipal Traffic Department must always be notified in writing seven (7) working days in advance by the Wayleave Holder.
 - 3.14.1.2 The Service Coordinator and the contact person of each Service Agency involved must be informed 48 hours prior to commencing with the Work by the Wayleave Holder.
 - 3.14.1.3 Alternatively, notice periods specified by the Service Agencies must be adhered to.
 - 3.14.1.4 The Municipal Traffic Department must be requested to remove parking meter heads where Work necessitates the temporary disestablishment of parking bays with the due agreement for compensation in loss of revenue where applicable.
- 3.14.2 The Applicant may be required to do cross cuts in the area where Work is planned. The purpose of cross cuts is to establish and confirm the position of Services in areas where the information on Services are unclear.
- 3.14.3 A cross-cut is done by excavating a trench that runs from the verge of the road up to the property boundary, perpendicular to the normal direction of Services. Excavation must always be done by hand.
- 3.14.4 The minimum depth of the cross-cut trench is 1 meter below the lowest point of the public road reserves.
- 3.14.5 A separate Wayleave Work Permit approval needs to be obtained for prior preliminary or cross-cut Work to be undertaken.
- 3.14.6 A non refundable Roadway Open Trench Fee will apply as well as outlined in the Municipal Tariffs.

3.15 Excavations

The Wayleave Holder shall be responsible for ensuring that:

- 3.15.1 The area that is excavated must always be kept to a minimum. The width of the trench must be uniform in length and depth; in other words, the sides must be parallel and vertical. The top of the trench must be cut with a saw to ensure smooth, uniform edges.
- 3.15.2 All excavations must comply with the statutory requirements for health and safety. The Wayleave Holder must pay specific attention to:
- 3.15.2.1 Excavations must be executed according to the Occupational Health and Safety Act referred to in Section 5.
 - 3.15.2.2 Excavations deeper than 1.5 m must be shored or V-cut according to the Occupational Health and Safety Act.
 - 3.15.2.3 Excavations deeper than 1.5 m must be registered with the Department of Labour prior to commencement of the Work. The registration includes the

scope of the Work, depth of the trench and the construction method (shoring or V-cut method according to the Occupational Health and Safety Act).

- 3.15.3 The minimum depth that any Service may be placed under a road is 800 mm measured from the level of the surfacing of the road to the top of the Service. The minimum depth at any other place in the public road reserves, e.g. on a verge, is also 800 mm measured from the level of the surfacing of the road and not from natural ground level. Services not subject to being laid at a specific grade such as water pipes and cables should not be placed at depths in excess of the 800 mm as this could interfere with future Services that has to be laid at a specific grade, such as sewers and stormwater pipes.
- 3.15.4 All excavated material and equipment must be placed and demarcated in such a way as to cause the minimum disruption to vehicles and pedestrians.
- 3.15.5 The view of motorists must at all times be kept clear of any obstructions such as excavated material, road signs or hoardings.
- 3.15.6 Safe passage must be kept open for pedestrians at all times.
- 3.15.7 Excavation areas must be clearly demarcated with warning signs that allow ample time for motorists and pedestrians to alter their routes.
- 3.15.8 The Wayleave Holder is held responsible for any damage to existing Services. Services, indicated on the drawings or on-site by representatives from the relevant Service Agencies, must be opened by careful hand excavating. If the Services cannot be found, the relevant organisation must be contacted again for further instructions. Under no circumstances may a Wayleave Holder excavate with mechanical equipment before known Services have been found and marked. When found, Services must be marked and protected or supported as required by the owner. If Services need to be relocated, instructions from the owner must be followed carefully. The Wayleave Holder will be responsible for all relocation costs. If any Service is damaged as a result of the Work, the relevant Service Agency and the Service Coordinator must be contacted immediately.
- 3.15.9 Under no circumstances will the Council be held liable for any incorrect information provided by any external service agency or for any damages, losses and claims resulting from such incorrect information.
- 3.15.10 Adequate preventative measures must be taken to ensure that no water (e.g. due to rain) flows into the open trenches since this will result in the weakening of the structural layers of the road. Any water that is present in the trenches must be pumped out before Backfilling. Water must be pumped into the stormwater system and not into sewer manholes. Any material that has become wet must be removed from the bottom of the trench before Backfilling.
- 3.15.11 The Wayleave Holder must prevent foreign materials from entering the drains and ensure that silting does not occur either from pumping operations or as a result of rain. If any silting or other contamination does occur, the Wayleave Holder must clean the drains or request the Service Coordinator to do it at the cost of the Wayleave Holder.
- 3.15.12 All re-usable materials such as concrete blocks, slabs, kerbs, gutters, channels and stormwater inlets must be removed with care and re-used if possible. Any surplus material must be returned to the Roads and Transportation stores. The address will be available at the Service Coordinator.
- 3.15.13 If any street furniture (e.g. street names, traffic signs, bus shelters, etc.) have to be

removed, arrangements must be made with the relevant authority for the removal, storage and re-erection. The cost specified by the relevant authority will be for the Wayleave Holders account.

- 3.15.14 Where excavations are made through entrances to properties, access must be maintained by using steel plates, planks or other temporary bridges of sufficient strength that are adequately secured against movement. The occupants of the properties must be kept informed at all times of how their accesses will be affected.
- 3.15.15 The cleaning up of the construction site and the Reinstated to its previous condition is considered part of the Work and must be completed within 14 days after Reinstatement of the trench has been done. If the Wayleave Holder fails to do so, action will be taken by the Council as indicated in Sections 3.5.12 – 3.5.14.
- 3.15.16 Where a roadway is crossed, a non refundable Roadway Open Trench Fee will apply as well as outlined in the Municipal Tariffs.
- 3.15.17 Where a road crossing is planned and executed the Wayleave Holder shall provide three 110mm dai sleeves and one 160mm dai sleeve.
- 3.15.18 Road crossing to be clearly mark and painted in yellow on sidewalk.
- 3.15.19 Backfilling of road crossings: excavated material CANNOT be used to backfill road crossing trenches. The Wayleave Approval will specify the acceptable backfilling material. All excavated material must be removed from site before backfilling to avoid reuse.

3.16 Trenchless Methods

- 3.16.1 If trenchless methods are used, disruption of traffic flow and pedestrian movements can be reduced considerably or totally eliminated. However, it is crucial that the Wayleave Holder using such methods must have all the necessary equipment and expertise to complete the Work successfully. The trenchless method can be used for all road categories but shall be used for all roads classified as "Restricted" (Refer to Sections 3.7 & 3.8).
- 3.16.1 The position of existing Services must be located accurately. If any Services are damaged, the Wayleave Holder will be responsible for all costs.
- 3.16.2 The depth to the top of any tunnel that is drilled for the installation of new Services must be at least 800 mm measured from the lowest level of the road surfacing.
- 3.16.3 Where a directional drilling is planned and executed the Wayleave Holder shall provide and additional sleeve for future municipal use.
- 3.16.4 Direction drilling to be clearly mark and painted in yellow on sidewalk.

3.17 Emergency Work

- 3.17.1 Emergency Work is defined as any Work that is required to prevent or end a dangerous situation, to prevent or end an unplanned interruption in the supply of a Service, or to avoid any substantial losses. It is important to note that a lack of proper planning of Work to be carried out will not justify Emergency Work, and such activities will be stopped by the Service Co-ordinator.
- 3.17.2 A categorised list of Emergency Work will be maintained by the Service Coordinator. It will serve as a guideline for Service Agencies as well as the Service Co-ordinator in determining whether Work is an Emergency.

- 3.17.3 The Service Coordinator will provide an emergency number for the use of Service Agencies that requires information on the position of Services in the area where Emergency Work is to be carried out.
- 3.17.4 The Service Coordinator must be notified in writing within one working day from commencing with Emergency Work. The Emergency notification certificate must be used for this purpose. If the Service Co-ordinator is not notified within 24 hours from the first working day, the Work will be reinstated by the Service Coordinator, and the cost thereof will be invoiced against the Service Agency. The Emergency notification document can be obtained from the Service Co-ordinator.
- 3.17.5 The emergency notification must always be certified by an Authorised Agent of the Service Agency as an emergency situation that requires their immediate attention.

- 3.17.6 Emergency Work must be done in accordance with all procedures as set out in paragraph 3.15 above and specifications applicable to the type of Work as set out in the Municipality's specifications.
- 3.17.7 Backfilling must be done immediately, and full Reinstatement of the area must be done as soon as possible in accordance with the provisions of paragraph 3.19 below.
- 3.17.8 The responsibility remains with the Service Agency to ensure that their drawing information is updated according to the alterations made during the Emergency Work.

3.18 Routine Maintenance Work

- 3.18.1 Routine Maintenance Work is defined as all types of Work involved with maintaining the Services in the public road reserves and does not require excavation, traffic control or Reinstatement of the public road reserves as part of the Work.
- 3.18.2 A categorised list of Routine Maintenance Work will be maintained by the Service Coordinator. It will serve as a guideline for Service Agencies as well as the Service Coordinator in determining whether Work is Routine Maintenance Work.
- 3.18.3 Such Work can include inter alia:
 - 3.18.3.1 Any Work that relates to maintaining the vegetation in the road reserve through cutting planting, removing or relocating of plants.
 - 3.18.3.2 The placement of advertising material on or within structures pre-erected for that purpose.
 - 3.18.3.3 Temporary diversion of traffic for public events, i.e. sport, mass action, parades.

3.19 Backfilling and Reinstatement

- 3.19.1 Any trenching activity disturbs the structural integrity of a road or footway. Backfilling and Reinstatement must, therefore, be done in such a way as to ensure that the reinstated trench and its immediate surroundings do not fail structurally, thus resulting in road user discomfort and increased costs.
- 3.19.2 Backfilling refers to the replacement of the structural layers in the trench or excavation and includes the base, sub-base, selected subgrade and subgrade, but exclude the surfacing.
- 3.19.3 Reinstatement refers to replacing the bituminous surfacing or paving blocks in the case of roads, or the paving blocks, paving slabs, bituminous surfacing or grass in the case of footways and verges.
- 3.19.4 Backfilling must in all cases be done by the Wayleave Holder in accordance with the Council's specifications. The Service Agency is responsible for the maintenance of the site in a safe condition until the final Reinstatement has been done.
- 3.19.5 Permanent Reinstatement must be done by all external Service Agencies within five (5) working days. Reinstatement of the public road reserves will be done by the Council's Roads, Transportation and Stormwater Sub-Unit only for internal Council Service Agencies, upon receipt of a notification from the respective Municipal Department that the Work has been completed.

- 3.19.6 The Wayleave Holder must obtain prior written approval from the Council's Roads, Transportation and Stormwater Sub-Unit for the project specification to be used for backfilling public road reserves. The proposed specification shall be submitted to the Council's Roads, Transportation and Stormwater Sub-Unit, who shall provide written comments on the specification, or an alternative specification, within seven working days after the receipt of the request.
- 3.19.7 Permanent Backfilling and Reinstatement done by the Wayleave Holder will be subject to a guarantee period of one year based on the performance specifications described in the specifications document.
- 3.19.8 If the Reinstatement done by the Wayleave Holder fails during the one year guarantee period, the Wayleave Holder will be required to rectify the situation within 14 days of notification. If the Wayleave Holder fails to rectify it, then the Quality Control Engineer will carry out the permanent Reinstatement at the applicable rates defined by the Council and will deduct the costs from the security deposit of the Wayleave Holder.
- 3.19.9 Temporary Reinstatement must be done where the Wayleave Holder leaves the site with the view of returning to complete the Work. The Wayleave Holder must maintain this temporary Reinstatement.
- 3.19.10 The Wayleave Holder may not leave the site for more than fourteen days without permanently reinstating the site.
- 3.19.11 If a Wayleave Holder who leaves the site unattended for more than the period specified in 3.19.10, a penalty fee will be charged. The amount will be determined by the Council.

3.20 Certificate of Completion

- 3.20.1 On completion of the Work, the Professional Engineer appointed by the Wayleave Holder must provide the Completion Certificate to the Service Coordinator within two working days. The Quality Control Engineer will then set up a site meeting with the Wayleave Holder to carry out an inspection and will sign off the Certificate of Completion if all requirements have been met. The 12-month guarantee period for Reinstatements by the Wayleave Holder then commences.
- 3.20.2 Completion of the Work means that all Work has been completed, the Reinstatement has been done by the Wayleave Holder and that all materials, equipment and rubble have been removed and the site is completely cleared and cleaned. Furthermore, it requires that all applicable documentation and as-built drawings as specified on the Wayleave form have been handed to the Service Coordinator for recording.
- 3.20.3 If Work involves more than one street link (street block), then a Completion Notice must be submitted after completion of each phase of the Work.

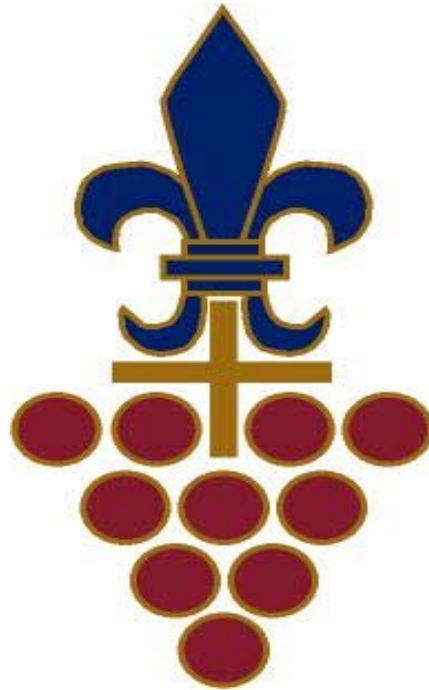
3.21 Policy Enforcement

- 3.21.1 Council reserves its right to exercise its discretion in the implementation and enforcement of this Policy.
- 3.21.2 Notwithstanding any penalty or remedy expressly provided for in this Policy; the Council reserves the right to exercise any other legal remedy it may have in enforcing this Policy.

3.22 Exemption, Appeal and Revoking

- 3.22.1 The Accounting Officer may, upon written motivation by a Wayleave Applicant or Wayleave Holder or the Wayleave Service Co-ordinating Department, and after having considered any comment and advice on such motivation by other interested parties, authorise a deviation from this Policy or revoking of an approved wayleave. Such deviation or revoking shall be subject to such conditions as the Accounting Officer may stipulate in writing.
- 3.22.2 The Accounting Officer may authorise an amendment to any conditions imposed by the Council in respect of a Wayleave Approval, provided that an application for such amendment shall be referred to all interested and affected parties for comment, which comments shall be duly considered by the Accounting Officer.
- 3.22.3 Any person affected by or having an interest in the administration of this Policy shall have a right of appeal as determined in terms of S62 of the Local Government Municipal Systems Act in respect of any decision taken by the Council.

STELLENBOSCH MUNICIPALITY



MFMA Circular No.122

**MUNICIPAL BUDGET CIRCULAR FOR
THE 2023/2024 MTREF –
12 DECEMBER 2022**



Municipal Budget Circular for the 2023/24 MTREF

CONTENTS

1. THE SOUTH AFRICAN ECONOMY AND INFLATION TARGETS	2
2. KEY FOCUS AREAS FOR THE 2023/24 BUDGET PROCESS	3
2.1 LOCAL GOVERNMENT CONDITIONAL GRANTS ALLOCATIONS	3
2.2 RE-ENFORCING THE 2023 DIVISION OF REVENUE BILL, (DoRB) TO FACILITATE IMPROVED INTERGOVERNMENTAL RELATIONS	3
3. PENSION FUND DEFAULTS	5
4. MUNICIPAL STANDARD CHART OF ACCOUNTS (MSCOA)	5
4.1 RELEASE OF VERSION 6.7 OF THE CHART.....	5
4.2 AMENDMENTS TO THE REGULATED A1 SCHEDULES.....	6
4.3 CREDIBILITY OF MSCOA DATA STRINGS.....	7
4.4 REGULATION OF MINIMUM BUSINESS PROCESSES AND SYSTEM SPECIFICATIONS.....	10
4.5 MSCOA TRAINING INITIATIVES	10
5. THE REVENUE BUDGET	11
5.1 MAXIMISING THE REVENUE GENERATION OF THE MUNICIPAL REVENUE BASE.....	11
5.2 SETTING COST-REFLECTIVE TARIFFS.....	13
5.3 TARIFFS – ACHIEVING A BALANCE BETWEEN COST-REFLECTIVENESS AND AFFORDABILITY	14
5.4 BULK ACCOUNT PAYMENTS AND CONCESSIONS.....	15
5.5 CRITICAL NOTICE AFFECTING STS METERS	15
5.6 COMPLETENESS AND CREDIBILITY OF REVENUE RELATED INFORMATION IN THE BUDGET.....	16
5.7 ESKOM BULK TARIFF INCREASES.....	16
5.8 UPDATED MUNICIPAL BORROWING POLICY FRAMEWORK.....	17
5.9 TARIFF POLICIES	17
5.10 NON-REVENUE ELECTRICITY AND NON-REVENUE WATER/ REVENUE LOSSES:.....	18
6. BURIAL OF COUNCILLORS	18
7. FUNDING CHOICES AND MANAGEMENT ISSUES	18
7.1 EMPLOYEE RELATED COSTS	19
7.2 REMUNERATION OF COUNCILLORS	19
8. TRANSFERS TO MUNICIPALITIES	19
8.1 CRITERIA FOR THE RELEASE OF THE EQUITABLE SHARE	19
9. THE MUNICIPAL BUDGET AND REPORTING REGULATIONS	21
9.1 SCHEDULE A – VERSION TO BE USED FOR THE 2023/24 MTREF	21
9.2 ASSISTANCE WITH THE COMPILATION OF BUDGETS	21
9.3 ASSESSING THE 2023/24 MTREF BUDGET.....	22
10. SUBMITTING BUDGET DOCUMENTATION AND A1 SCHEDULES FOR 2023/24 MTREF	23
10.1 EXPECTED SUBMISSIONS FOR 2023/24 MTREF	24
10.2 PORTALS FOR THE SUBMISSION OF INFORMATION	24
10.3 PUBLICATION OF BUDGETS ON MUNICIPAL WEBSITES	25
10.4 COMMUNICATION BY MUNICIPAL ENTITIES TO NATIONAL TREASURY	25

Introduction

This budget circular provides guidance to municipalities with their compilation of the 2023/24 Medium Term Revenue and Expenditure Framework (MTREF). It is linked to the Municipal Budget and Reporting Regulations (MBRR) and the Municipal Standard Chart of Accounts (*mSCOA*), and strives to support municipalities' budget preparation processes so that the minimum requirements are achieved.

Among the objectives of this budget circular is to demonstrate how municipalities should undertake annual budget preparation in accordance with the budget and financial management reform agenda by focussing on key "game changers". These game-changers include ensuring that municipal budgets are funded, revenue management is optimised, assets are managed efficiently, supply chain management processes are adhered to, *mSCOA* is implemented correctly and that audit findings are addressed.

Municipalities are reminded to refer to the annual budget circulars of the previous years for guidance in areas of the budget preparation that is not covered in this circular.

1. The South African economy and inflation targets

The National Treasury forecasts real economic growth of 1.9 per cent in 2022, compared with 2.1 per cent projected in the 2022 Budget Review, in response to global and domestic shocks. Growth is projected to average 1.6 per cent from 2023 to 2025. Implementing structural reforms, especially in the energy sector, remains crucial to improve the economy's productive capacity and competitiveness.

The recovery in economic activity that began in 2021 was driven by a strong rebound in global economic activity, high commodity prices and easing COVID-19 restrictions. The scarring impact of the pandemic on employment and investment decisions will likely weigh on the recovery over the medium term. Investment remains well below pre-pandemic levels.

The economy grew by 1.4 per cent in the first half of 2022 compared with the first half of 2021. Real GDP grew more than expected in the first quarter of 2022, with output returning to pre-pandemic levels. However, a deteriorating global environment, flooding in KwaZulu-Natal and the Eastern Cape, industrial action in the electricity and mining sectors, and prolonged and intense power cuts resulted in a broad-based contraction across most sectors during the second quarter. The third quarter was marked by frequent and prolonged power cuts, which significantly disrupted economic activity.

The following macro-economic forecasts must be considered when preparing the 2023/24 MTREF municipal budgets.

Table 1: Macroeconomic performance and projections, 2021 - 2026

Fiscal year	2021/22	2022/23	2023/24	2024/25	2025/26
	Actual	Estimate	Forecast		
CPI Inflation	5.2%	6.8%	4.7%	4.6%	4.6%

Source: Medium Term Budget Policy Statement 2022.

Note: the fiscal year referred to is the national fiscal year (April to March) which is more closely aligned to the municipal fiscal year (July to June) than the calendar year inflation.

It is noted that variations in regional specifics are possible, however, any variation of assumptions must be explicitly set out and well explained in the budget narratives, in the absence of which the Treasuries will refer the budget back to council for alignment to the macroeconomic performance projections.

2. Key focus areas for the 2023/24 budget process

2.1 Local government conditional grants allocations

Over the 2023 MTEF period, conditional grant allocations to municipalities will grow below inflation. This is due to a higher 2022/23 baseline (R3.8 billion) added to local government conditional grants in the 2022 Division of Revenue Amendment Act. Over the next three years, total local government resources, including the equitable share and indirect conditional grants increase at an annual average rate of 6 per cent.

The local government equitable share increases at an annual average rate of 7.8 per cent and municipal conditional grants increase by 3.6 per cent over the 2023 MTEF period. The local government equitable share formula has been updated to account for projected household growth, inflation and estimated increases in bulk water and electricity costs over the 2023 MTEF period.

The annual Division of Revenue Bill will be published in February 2023 after the Minister of Finance's budget speech. The Bill will specify grant allocations and municipalities must reconcile their budgets to the numbers published herein.

Municipalities are advised to use the indicative numbers presented in the 2022 Division of Revenue Act to compile their 2023/24 MTREF. In terms of the outer year allocations (2025/26 financial year), it is proposed that municipalities conservatively limit funding allocations to the indicative numbers as presented in the 2022 Division of Revenue Act for 2022/23. The DoRA is available at:

<http://www.treasury.gov.za/documents/national%20budget/2022/default.aspx>

2.2 Re-enforcing the 2023 Division of Revenue Bill, (DoRB) to facilitate improved intergovernmental relations

Towards enforcing a system of good intergovernmental relations as envisaged in the Chapter 3 of the Constitution and subsequent related legislation, the National Treasury would like to remind municipalities of Section 31 of DoRA that articulates the facilitation of personal liability for unnecessary litigation. Going forward, a municipality may therefore only institute litigation against any organ of state, state-owned enterprise, public-and/ or municipal entity after exhausting all dispute resolution mechanisms required and/ or available to the municipality in terms of existing intergovernmental relations processes, policy and/ or any related contract with the municipality, including in terms of the Municipal Finance Management Act, 2003, the Intergovernmental Relations Framework Act, 2005, and/ or the Electricity Regulation Act, 2006 (dispute processes administered by NERSA).

The 2023 DoRB will facilitate the personal liability of and refund of any expenditure related to such litigation to the national revenue fund (NRF) by any person responsible for the institution of litigation by a municipality without having exhausted all the available dispute resolution mechanisms. This will be done through the equitable share off-setting processes. Municipalities, parallel to instituting any litigation against any organ of state, must report such litigation to the Auditor-General, the National Treasury and to the relevant provincial treasury. The report must provide the details of all the dispute resolution processes that were attempted, supported by information explaining the failure of these attempts.

Division of Revenue Amendment Bill, 2022 (DoRAB)

Disaster response funding

Conversion of disaster response grants – To allow for adequate response to the April 2022 floods, funding was shifted between the disaster relief grants in August 2022. R145 million

was shifted from the Provincial Disaster Response Grant to the Municipal Disaster Response Grant and R120 million was shifted from the Municipal Emergency Housing Grant to the Provincial Emergency Housing Grant.

Additional funding for disaster response grants – In response to disasters that have occurred, most of the disaster funding for 2022/23 had been depleted by the time of the tabling of the DoRAB. To enable for response should a disaster(s) occur in the remaining months of the current financial year, R248 million is added to the Municipal Disaster Response Grant to enable immediate response by municipalities.

Additional funding for disaster reconstruction and rehabilitation¹ – For the reconstruction and rehabilitation of municipal infrastructure damaged by flash floods in the Western Cape (Overberg District Municipality, Cape Winelands District Municipality and Garden Route District Municipality) in December 2021 and the April 2022 floods in the Eastern Cape (Winnie Madikizela-Mandela Local Municipality) and KwaZulu-Natal (eThekweni Metropolitan Municipality, uMhlathuze Local Municipality, uThukela District Municipality, uMgungundlovu District Municipality and iLembe District Municipality), R3.3 billion is added to the Municipal Disaster Recovery Grant.

Purchasing of land for relocation of flood victims – R92 million is added to the Informal Settlements Upgrading Partnership Grant: Municipalities for eThekweni Metropolitan Municipality for the purchase of land identified for the relocation of displaced flood victims.

Changes to local government allocations

Roll-over of funds in the Integrated National Electrification Programme (municipal) Grant – R1 million is rolled over in the Integrated National Electrification Programme (municipal) Grant to fund 50 electrification connections in Swellendam in Dikgatlong Local Municipality.

Roll-over of funds in the indirect Regional Bulk Infrastructure Grant – R15 million is rolled over in the indirect Regional Bulk Infrastructure Grant to fund operational payments for the Vaal River pollution remediation project in Emfuleni Local Municipality.

Reprioritisation in the Neighbourhood Development Partnership Grant – R100 million of the Neighbourhood Development Partnership Grant is shifted from Schedule 5, Part B (direct) to Schedule 6, Part B (indirect) to fund project preparation, planning and implementation for municipalities that are having administrative and financial challenges that are affecting project implementation. These funds will be used for projects they were allocated for in the direct component. Affected municipalities are Mogale City Local Municipality, KwaDukuza Local Municipality and Emfuleni Local Municipality.

Changes to gazetted frameworks and allocations

Municipal Disaster Response Grant – The grant framework for the Municipal Disaster Response Grant is amended to allow for spending to respond to the disasters that occurred in December 2021 and April 2022.

Informal Settlements Upgrading Partnership Grant: Municipalities – The grant framework for the Informal Settlements Upgrading Partnership Grant is amended to ring-fence funds for

¹ There was an oversight in the allocations to Western Cape and KwaZulu-Natal, wherein the allocations or parts thereof allocated to the district municipalities in the DoRAB ought to have been allocated to the respective local municipalities in these districts. This is explained in detail in the section “Correction of errors in the Municipal Disaster Recovery Grant framework and allocations to municipalities” below.

the purchase of identified land for the relocation of flood victims who were previously residing in informal settlements that were washed away by April 2022 floods in eThekweni Metropolitan Municipality.

Municipal annexures – Changes to previously gazetted municipal allocations include a change of the name of a municipality. The name of Engcobo Local Municipality in the Eastern Cape is updated to Dr A.B. Xuma Local Municipality as per the Gazette published in terms of section 12 of the Local Government: Municipal Structures Act, on 30 May 2022.

Correction of errors in the Municipal Disaster Recovery Grant framework and allocations to municipalities

The National Disaster Management Centre (NDMC) has requested changes to the in-year allocations for the Municipal Disaster Recovery Grant in the DoRAB tabled in Parliament. Part of the funding allocated to uThukela and iLembe district municipalities in KwaZulu Natal (page 36 of the DoRAB), should have been allocated to Alfred Duma and KwaDukuza local municipalities, respectively. The allocations made to the Cape Winelands, Overberg, and Garden Route district municipalities in the Western Cape (page 39 of the DoRAB), should have been made to Breede Valley; Theewaterskloof and Swellendam; and Oudtshoorn and George local municipalities, respectively. These corrections also affect the ring-fencing in the grant framework (page 28 of the DoRAB).

Parliament has approved that the National Treasury correct the allocations and effect the required changes to the MDRG framework, as part of section 15(1) of the 2022 DoRA to ensure that MDRG allocations are correctly allocated to the municipalities assigned for the functions.

3. Pension fund defaults

There has been a growing trend where municipalities are deducting pension from the employees but are not paying it over to their pension fund. This in our view is inconsistent with the intent and spirit of the MFMA and constitute an act of financial misconduct in terms of section 171 of the MFMA read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings and potentially also a criminal offence in terms of section 173 of the MFMA read with other applicable legislation. Municipal Councils should refer these actions to the Disciplinary Boards for further investigation and should also consider laying criminal charges against the accounting officer and other responsible officials that has failed to perform the responsibility outlined in terms of section 65(2)(f) of the MFMA which states that “the accounting officer of a municipality must take all reasonable steps to ensure that the municipality complies with its tax, levy, duty, pension, medical aid, audit fees and other statutory commitments”. Municipal Councils should also consider further measures and actions in terms of the Pension Funds Administration Act, as may be applicable.

4. Municipal Standard Chart of Accounts (mSCOA)

4.1 Release of Version 6.7 of the Chart

On an annual basis, the mSCOA chart is reviewed to address implementation challenges and correct chart related errors. Towards this end, Version 6.7 is released with this circular.

Version 6.7 of the chart will be effective from 2023/24 and must be used to compile the 2023/24 MTREF and will be available from 20 December on the link below:

<http://mfma.treasury.gov.za/RegulationsandGazettes/MunicipalRegulationsOnAStandardChartOfAccountsFinal/Pages/default.aspx>

Kindly note that, in accordance with section 8(2)(j) of the Municipal Property Rates Act (MPRA) as amended in 2014, municipalities may apply for categories other than the categories in 8(2)(a) to (i). Towards this end the Minister of Cooperative Governance and Traditional Affairs approved the following categories:

- Sports Clubs and Fields for Bitou Municipality and
- Residential sectional title garages for Drakenstein Municipality.

These categories were only approved for use by municipalities indicated above. System vendors must therefore block the use of these categories for all other municipalities. The Project Summary Document (PSD) on the National Treasury webpage will be aligned to the chart changes in version 6.7 where applicable. The PSD is also available on the above link.

For the National Treasury to consider a new chart change in version 6.8 of the chart, the issue must be logged with all relevant background and details on the *m*SCOA FAQ portal by 31 August 2023. The *m*SCOA FAQ portal can be accessed by all registered GoMuni users on the following link. https://lq.treasury.gov.za/ibi_apps/signin

4.2 Amendments to the regulated A1 schedules

The following tables of the A1 Schedule that was regulated in terms of the Municipal Budget and Reporting Regulations (MBRR), have been aligned to the *m*SCOA and Generally Recognised Accounting Standards (GRAP):

- A4: Statement of Financial Performance; and
- A6: Statement of Financial Position

In addition, tables A8 and A10 have been linked to the *m*SCOA data strings and will be included in the 2023/24 budget reports available on the GoMuni portal from 01 July 2023.

The amended and protected version of the A1 schedule will be available from 20 December on the link below:

<http://mfma.treasury.gov.za/RegulationsandGazettes/MunicipalRegulationsOnAStandardChartOfAccountsFinal/Pages/default.aspx>

System vendors and municipalities that are managing their own in-house systems must programme the amended schedules on their financial systems. Input fields for supporting tables that are not part of the non-financial data string must be created to ensure that a complete A schedule is generated from the core municipal financial system.

The *m*SCOA Regulations require that municipalities budget, transact and report on legislated *m*SCOA segments and directly on the core financial system and submit the required data strings directly from this system to the GoMuni Upload portal. To ensure that the data strings submitted are credible, municipalities must:

- Lock the budget adopted by Council on the core municipal financial system before submitting the budget (ORGB) data string to the GoMuni Upload portal;
- Close the core financial system at month-end as required in terms of the MFMA before submitting the monthly data string to the GoMuni Upload portal; and
- Generate the regulated MBRR Schedules (A, B and C) directly from the core municipal financial system.

The preparation of budgets on excel spreadsheets that is captured in the system at a later stage and manual correction of data strings by municipal officials or system providers are not allowed in terms of the *m*SCOA Regulations. Where a municipality makes use of a stand-alone 3rd party sub-system or a system provider has entered into an agreement or consortium for the provision of certain functionality with a 3rd party sub-system provider, such a 3rd party sub-system should host the relevant part of the *m*SCOA chart to seamlessly integrate with the core financial system without manual intervention.

4.3 Credibility of *m*SCOA data strings

The credibility and accuracy of the data strings must be verified by municipalities before submission as the data strings submitted will be used as the single source for all analysis and publications in the 2023/24 municipal financial year.

Municipalities have been given access to the GoMuni portal in April 2022 and should use the reports on GoMuni to verify the credibility of their submissions. It should be emphasized that errors in the data can only be corrected in the next open period. e.g., errors in the tabled budget (TABB) data string can only be corrected in the adopted budget data string (ORGB). Municipalities are not allowed to open closed periods to make corrections.

Municipalities are reminded that incorrect or incomplete data string submissions is considered as non-submission.

The credibility of the *m*SCOA data strings remains a concern in the following areas:

The inclusion of opening balances in data strings

Municipalities and system vendors must ensure that opening balances are included in the budget and in-year data strings. The opening balances at year end (month 12 – M12) of the previous financial year must be rolled over to the first month (M01) and updated with pre-audited (PAUD) and audit (AUDA) adjustments in the current financial year in the *applicable open period*. In other words, if the audit is completed on 31 October, then the changes in the opening balances must be reflected in the in-year submission for November 2022 (M05 submission). If opening balances and changes thereto are not included in the budget and in-year data strings, the C schedules will not populate correctly. This means that the movement of the balance sheet items will not have a starting point and the Statement of Financial Position (balance sheet) will be incorrect.

Accounting for Water Inventory

As per the guidance in MFMA Budget Circular No.115 (dated 04 March 2022), municipalities must budget and account for bulk water purchases as **inventory** under current assets in the Statement of Financial Position as per GRAP 12 (paragraph. 07).

In terms of GRAP 12:

Inventories are assets:

- a. *In the form of materials or supplies to be consumed in the production process;*
- b. *In the form of materials or supplies to be consumed or distributed in the rendering of services; and*
- c. *Held for sale or distribution in the ordinary course of operations, or*
- d. *In the process of production for sale or distribution.*

Inventory acquired through non-exchange transactions should be recorded at its fair value as at the date it is acquired. The cost of inventory, except for non-purified water, will be determined or recognised in accordance with paragraph 25 and 26, which is the primary and secondary costs in getting the water either to the treatment works or to the users of the water.

It is important to note that water cannot be issued if it was not purchased or brought into the inventory through system input transactions. Therefore, the total input volume of water related to water purified and water from natural sources should include both primary and secondary cost components. The allocation of secondary cost to the input volume of water will necessitate the utilisation of the Costing Segment in the *m*SCOA. This is crucial in determining cost reflective tariffs for water.

The fair value of water from natural resources such as boreholes, springs and fountains may be determined by the primary and secondary cost components. Secondary costs include:

- Labour
- Extraction cost
- Distribution cost
- Chemicals/ Treatment
- Maintenance
- Infrastructure
- Depreciation charges

The municipality must account for water from natural resources as follows:

Debit: System Input Volume: Natural Resources

Credit: Gains and Losses: Water at fair value

Water inventory must be budgeted to be acquired and recorded in the Current Assets: Inventory: Water as indicated below. The movement accounts in the *m*SCOA structure makes provision for the different methods of acquiring and the consumption/ issuing of Water inventory.

Current assets:

- Inventory: Water Opening balance: Non-Funding Transactions
- Inventory: Water: System Input volume: Bulk Purchases: Water Treatment/Natural Resources
- Water Authorised Consumption:
 - a) Billed Unmetered Consumption
 - b) Un-Billed Authorised Consumption
 - c) Billed Metered Consumption
- Inventory: Water Losses (Apparent and Real Losses)

Water that is issued to Consumers must be issued from the inventory and expensed in the **Expenditure:** Inventory: Consumed -Water.

Water losses will reduce the Water inventory in current assets and the corresponding amounts should be captured in **Gains and Losses:** Inventory: Water: Fair value

It is important to note that the change in accounting for water through the inventory purchased process and the change of using a methodology to report the balance of water as at year-end may impact on the Annual Financial Statements (AFS). Municipalities must ensure that they update their accounting policy, document this process, and provide comparative figures when assessing and reporting their water balance to ensure that the GRAP guidelines of changes in reporting and materiality is applied correctly.

The Local Government Municipal Property Rates (MPRA) Amendment Act, 2014

Municipalities are reminded that section 8 of the MPRA on the determination of categories of rateable properties has been revised through the Local Government Municipal Property Rates Amendment Act, 2014 (“the Amendment Act”).

Municipalities were required to implement the new property categorisation framework by not later than 01 July 2021. The *m*SCOA chart Version 6.7 will only make provision for the new framework. The old framework has been retired and municipalities must prepare their 2023/24 MTREF Budgets accordingly.

Fixed Asset Register

Municipal financials systems must comply with the minimum business processes and system requirements on fixed asset registers as articulated for the asset management module in MFMA Circular No 80. The asset management module should be embedded in the core financial system or seamlessly integrate from a third-party sub-system to the core financial system. This will enable the regular and seamless updating of the fixed asset register. The register must contain the following information as a minimum requirement:

- Description of the asset
- Date of acquisition or brought into use
- Purchase cost
- Location of the asset
- Function responsible for the asset
- Current value
- Depreciation and method utilised
- Remaining life of the asset
- Maintenance information
- Insurance Coverage

Municipalities will be required to upload their updated fixed asset register in a PDF format on the GoMuni Upload portal as part of their 2023/24 MTREF tabled and adopted budget submission and thereafter on a quarterly basis as part of their in-year reporting.

Recording of Schedule 6B Grants in *m*SCOA

Grants allocated in terms of Schedule 6B of DoRA should be recorded in terms of *m*SCOA as an allocation-in-kind. This means that the municipality will only record the transaction once they received a completed asset.

Importantly, a Schedule 6B grant may not be transferred to the end-user of the asset to construct the asset as this is in contravention with the conditional grant framework. If a transferring officer of a Schedule 6B grant consider the municipality capable of constructing its own asset, the grant should be re-gazetted and reclassified as a Schedule 5B grant. The grant will then be transferred directly to the municipality to construct the asset and the receipt and expenditure of the grant must be in accordance with GRAP 17. An adjustments budget in terms of Section 28(2)(b) of the MFMA and Regulation 23(3) of the MBRR must be adopted to include the grant funding and project in the MTREF budget.

In the case where a municipality is constructing an asset for a national department but will not be the end-user of the asset being constructed, the accounting must be done in terms of GRAP 11. There will be VAT implications as the municipality will be a contractor and act as an agent. It is important to ensure that the contract between the municipality and the department outlines the responsibilities of all parties.

Municipalities must ensure that they are making provision for VAT in accordance with the VAT Act, 1991 (Act No. 89 of 1991) and the VAT 419 guide issued by SARS. The National Treasury issued *mSCOA* Circular No.12 (dated 01 October 2021) that provides guidance on the recording of VAT in the *mSCOA*.

Impact of Balance Sheet Budgeting and Movement Accounting on Cash Flow Tables

From the analysis of the *mSCOA* data strings it is evident that the cash flow tables (A7, B7 and C7) are still not populating correctly or completely. This can be contributed to the fact that a number of municipalities still do not use balance sheet budgeting and movement accounting. Guidance on the use of balance sheet budgeting and movement accounting to populate tables A7, B7 and C7 correctly was provided in MFMA Budget Circular No. 107 (dated 04 December 2020) and *mSCOA* Circular No. 11 (dated 04 December 2020).

4.4 Regulation of Minimum Business Processes and System Specifications

National Treasury will review and regulate minimum business processes and system specifications for *mSCOA* by the end of 2024/25. In preparation for the regulation of the minimum requirements, municipalities should ensure that they comply fully with the current minimum business processes and system specifications articulated in MFMA Circular No. 80 (dated 08 March 2016).

Where a municipality is not fully compliant with the *mSCOA* requirements, a *mSCOA* Road Map must be in place to drive and fast track the *mSCOA* implementation in the municipality. The *mSCOA* Steering Committee, chaired by the Accounting Officer or his/ her delegate, must use the *mSCOA* Road Map to track progress and take correction actions where required.

Road Maps must be reviewed and updated annually as part of the budget process is updated and submitted to Council for approval together with their 2023/24 MTREF budget. Municipalities will be required to upload their updated *mSCOA* Road Maps in a PDF format on the GoMuni Upload portal as part of their 2023/24 MTREF tabled and adopted budget submission and thereafter on a quarterly basis as part of their in-year reporting.

Municipalities should ensure that they budget sufficiently to become and remain *mSCOA* compliant.

Guidance on the content of the *mSCOA* Road Map was provided in MFMA Budget Circular No. 115 (dated 04 March 2022).

4.5 *mSCOA* Training Initiatives

Training to municipalities and municipal system vendors

The National Treasury, in conjunction with CIGFARO, will conduct monthly training sessions aimed at municipalities, municipal system vendors and other relevant role-players. The training will focus on technical aspects of budgeting, transacting and reporting in the *mSCOA* and is aimed at improving the quality of *mSCOA* data strings. The draft programme is attached as **Annexure A**.

***mSCOA* eLearning Course**

The National School of Government is hosting the *mSCOA* eLearning Course that was developed by the National Treasury. The *mSCOA* eLearning Course provides government officials with the basic knowledge on the reform and how to record transactions using the *mSCOA*.

Government institutions can enrol their employees for this course by sending a request for training to the NSG at contactcentre@thensg.gov.za. If your institution has not attended any training with the NSG previously, then you will also be required to register on the NSG database. The mSCOA eLearning Course will be offered as no cost until 31 March 2023. Thereafter, delegates will have to pay to attend the course.

Any queries in this regard must be directed to the NSG at contactcentre@thensg.gov.za or tel number: 086 100 8326.

5. The revenue budget

Similar to the rest of government, municipalities face a difficult fiscal environment. The weak economic growth has put pressure on consumers' ability to pay for services, while transfers from national government are growing more slowly than in the past. Some municipalities have managed these challenges well, but others have fallen into financial distress and face liquidity problems. These include municipalities that are unable to meet their payment obligations to Eskom, Water Boards and other creditors. There is a need for municipalities to focus on collecting revenues owed to them and eliminate wasteful and non-core spending.

Municipalities must ensure that they render basic services, maintain their assets and clean environment. Furthermore, there must be continuous communication with the community and other stakeholders to improve the municipality's reputation. This will assist in attracting investment in the local economy which may result in reduced unemployment. Some municipalities are experiencing serious liquidity challenges. Therefore, the new leadership is advised to:

- Decisively address unfunded budgets by reducing non-priority spending and improving revenue management processes to enable collection; and
- Address service delivery failures by ensuring adequate maintenance, upgrading and renewal of existing assets to enable reliable service delivery.

5.1 Maximising the revenue generation of the municipal revenue base

Reference is made to MFMA Circulars No. 93, paragraph 3.1 and No. 98, paragraph 4.1. The emphasis is on municipalities to comply with Section 18 of the MFMA and ensure that they fund their MTREF budgets from realistically anticipated revenues to be collected. Municipalities are cautioned against assuming collection rates that are unrealistic and unattainable as this is a fundamental reason for municipalities not attaining their desired collection rates.

The purpose of the above mentioned MFMA Circulars is to ensure that the municipalities are using their entire revenue base as the basis for the revenue budget. It is essential that municipalities reconcile their most recent consolidated valuation roll data to that of the current billing system data to ensure that revenue anticipated from property rates is realistic. The municipalities should implement a data management strategy and develop internal capacity to perform these reconciliations and investigations to improve completeness of billing.

One of the aims of the reconciliation process is to identify exceptions, i.e. records on the roll and not on the billing system and records on the billing system and not on the roll. In addition, the reconciliation must identify duplicated records, missing data, and data errors. These exceptions should then be investigated, and remedial action strategies developed for data cleansing and other corrective actions. The Debtors Ageing data should also form part of the reconciliation process so that "debtors" can be tracked and assessed at a property record level and prioritised for verification of rates liability measured against a MPRA property and owner.

To facilitate reconciliation of the separate databases (Roll and Billing), a unique property identifier (common primary unique link code) must be created and populated for each rateable property on the roll system and on the rates billing system. This property identifier must be unique, without duplicates, and remain constant for the life of the property. The standards adopted by the South African Council for the Property Valuers Profession (SACPVP), namely South African Standard: Municipal Valuations for Property Rating, specifies that the Surveyor General Code SG 21-digit Code, derived, and created from the property description, be applied for all registered full title property defined in terms of part (a) of the definition of property.

For all other MPRA defined property, Part (a) Sectional Title, Part (b) Registered Rights, Part (c) Land Tenure Rights and Part (d) PSI, and apportioned multiple use property in terms of sections 8(2)(i) and 9(2), an added suffixed 5 digits to the SG 21-digit code must be assigned by the designated municipal valuer, thereby creating a unique 26-digit code. The municipality must ensure that the SG21 digit code and 26-digit coding system is applied in their valuation roll management system and billing system and engage with their designated municipal valuer and systems service providers to implement the unique property identifier.

Further it is important that municipalities who are performing a general valuation (GV) to implement a new valuation roll on 1 July 2023, must also as best practice compare the current consolidated roll to the new valuation roll. This can identify any anomalies and errors of category of property and market values for review and investigation and the option of lodging an objection by the municipality, where applicable. This process should also identify outliers and shifts in market values by category and area so that tariffs on the new roll can be modelled and determined in an equitable manner to avoid rates shocks.

Municipalities should undertake this exercise as a routine practice during the budget process so that supplementary adjustments to the valuation roll are kept up to date. In order to ensure that the most updated information is used for the reconciliations, municipalities are reminded to adhere and comply with s23(1)(2) of the MPRA and therefore use the Part A register as the basis for performing the reconciliations going forward.

Furthermore, municipalities are also advised and expected to comply with s8(1) of the MPRA in terms of the billing methodology that needs to be specified within their policies to ensure that the correct categories (based on the selection made by the municipality) are used in the reconciliation process.

The list of exceptions derived from this reconciliation will indicate where the municipality may be compromising its revenue generation in respect of property rates or whether the municipality is overstating its revenue budget.

A further test would be to reconcile this information with the Deeds Office registry. In accordance with the MFMA Circular No. 93, municipalities are once more requested to submit their reconciliation of the Valuation roll/Part A register to the billing system to the National Treasury on a quarterly basis by no later than the 10th working day. A detailed action plan must accompany the reconciliation where variances are noted.

The above information must be uploaded by the municipality's approved registered user(s) using the GoMuni Upload Portal at: https://lg.treasury.gov.za/ibi_apps/signin. If the municipality experience any challenge uploading the information, a request for an alternative arrangement may be emailed to linda.kruger@treasury.gov.za.

No operation can be sustainable if it does not collect its revenue. A municipality is no different. There is a misconception that a municipality may not interrupt or restrict the supply of water services of a defaulting consumer. The National Treasury confirms that neither the

Water Services Act, 1997 (Act No. 108 of 1997) or any other legislation prevents a municipality from cutting the supply of water to a defaulting consumer unless the consumer is an indigent in which case the water services to that household must be restricted to the national free basic water limit of 6 kilolitre water monthly (or 50 kilowatt hours in the case of free basic electricity monthly). This was confirmed by the Constitutional Court in the matter of Mazibuko and Others v City of Johannesburg and Others (CCT 39/09) [2009] ZACC 28; 2010 (3) BCLR 239 (CC); 2010 (4) SA 1 (CC) (8 October 2009).

Municipalities are urged to use the restriction/ interruption of supply of both water and electricity services as a collection tool. Effective from the tabling and adoption of the 2023/24 MTREF, municipalities' By-laws and policies must facilitate this and clearly stipulate the order in which any partial payment of the consolidated municipal bill (including property rates) will be applied as well as the process before the supply of water and electricity services will be cut. The National Treasury recommended that any partial payment firstly be applied to property rates, wastewater, waste management, water and lastly to electricity. When interrupting or restricting the supply of water it is important that such is undertaken together with the municipal engineer(s) to ensure a continued minimum supply of waste water.

5.2 Setting cost-reflective tariffs

Reference is made to MFMA Circular No. 98, paragraph 4.2. The setting of cost-reflective tariffs is a requirement of Section 74(2) of the Municipal Systems Act which is meant to ensure that municipalities set tariffs that enable them to recover the full cost of rendering the service. This forms the basis of compiling a credible budget. A credible budget is one that ensures the funding of all approved items and is anchored in sound, timely and reliable information on expenditure and service delivery (Financial and Fiscal Commission (FFC), 2011). Credible budgets are critical for local government to fulfil its mandate and ensure financial sustainability.

A credible expenditure budget reflects the costs necessary to provide a service efficiently and effectively, namely:

- A budget adequate to deliver a service of the necessary quality on a sustainable basis; and
- A budget that delivers services at the lowest possible cost.

The National Treasury issued a tariff setting tool and guide as part of MFMA Budget Circular No. 98 (refer item 4.2) on 6 December 2019 and since 2019, encouraged municipalities to utilise the tool. **With effect, the 2023/24 MTREF, all municipalities (except metropolitan cities and district municipalities that do not provide any services) as part of both the tabled and adopted MTREF submissions must submit the completed National Treasury tariff tool (in excel format)** illustrating that the revenue component of the budget is credible and funded and that the municipality's tariffs are cost reflective. If the municipality's initial calculation results in high increases to facilitate cost-reflectiveness, it is recommended that such are phased in over 3 to 5 years. The municipality's strategy in this regard should be included as part of the budget narratives.

This tool will assist in setting tariffs that are cost-reflective and enable a municipality to recover costs to fulfil its mandate. Going forward it is also imperative that every municipality fully embrace the Municipal Standard Chart of Accounts (*mSCOA*): costing component. Considering, *mSCOA* implementation is entering its sixth year of implementation, all municipalities must fully embrace and report also utilising the costing segment correctly. The National Treasury Municipal Costing Guide is available on the link below on the National Treasury website.

<http://mfma.treasury.gov.za/Guidelines/Documents/Forms/AllItems.aspx?RootFolder=%2fGuidelines%2fDocuments%2fMunicipal%20Costing%20Guide&FolderCTID=0x0120004720FD2D0551AE409361D6CB3E122A08>.

5.3 Tariffs – achieving a balance between cost-reflectiveness and affordability

National Treasury encourages municipalities to maintain tariff increases at levels that reflect an appropriate balance between the affordability to poorer households and other consumers while ensuring the financial sustainability of the municipality.

When setting tariffs, it is therefore critical to understand the economic environment specific to the municipality and consideration should include at least –

- *The socio-economic profile undertaken for the municipality* available on the National Treasury GoMuni portal – municipalities are encouraged to annually update their own socio-economic profile using the template model available on GoMuni;
- *The most recent average monthly household income in the municipality* as per Statistics South Africa (Stats SA) available on [Statistics South Africa | Improving Lives Through Data Ecosystems \(statssa.gov.za\)](https://www.statssa.gov.za);
- *The average property value in the municipality* per its most recent approved general valuation roll and/ or supplementary general valuation roll;
- *The number of indigent households in the municipality*, including any variation in the number of indigent households included in the Equitable Share: free basic services component for the municipality vs the municipality's own indigency level discretion; and
- *The economic drivers and activities specific to the municipal area²; etc.*

The municipality's tariff-setting or other committee tasked with this role must understand and deliberately reflect on this context during the tariff-setting process. Considering the average monthly household income, the median affordable municipal bill would ideally not exceed proportionally the average monthly household income. This median affordable bill, in combination with the median average property value should inform the basis to determine any rebates to households with income below the median.

It is also important when setting particularly water and electricity tariffs that municipalities consider setting two-tier tariffs, that include a basic availability charge to recover the fixed (direct and indirect) cost associated with the service in conjunction with consumption-based tariff bands. For example, in a drought, such tariffs will facilitate the ability to pay for infrastructure and maintenance, treating chemicals and salaries, etc. while parallel facilitating water restriction based on inclining tariffs as consumption increase. Furthermore, it is important to link the municipality's water tariffs to dam levels, also approved as part of the budget process. For example, if the dam levels drop to 60 per cent the first tier of restriction tariffs should become applicable in terms of the municipality's approved tariff policy.

It is also noted that NERSA approves seasonal tariffs for Eskom but not necessarily for the municipality. It is important that the municipality clearly factor this in its tariff application to NERSA, illustrating the cashflow crunch if the municipality is not similarly allowed a seasonal tariff to recover the higher Eskom bulk cost during winter months.

Lastly, municipalities are cautioned against setting tariffs that include operating inefficiencies. This could lead to tariffs falling into the unaffordable range.

The Consumer Price Index (CPI) inflation is forecasted to be within the 3 to 6 per cent target band; therefore, municipalities are required to **justify all increases in excess of the projected inflation target for 2023/24** in their budget narratives and pay careful attention to

² The spatialised tax data is now available through National Treasury for all municipalities that provides an up to date information on economic activity within a municipal boundary.

tariff increases across all consumer groups. In addition, municipalities should include a detail of their revenue growth assumptions for the different service charges in the budget narrative.

5.4 Bulk Account Payments and Concessions

During 2018/19, intense work was undertaken to resolve systemic and structural issues pertaining to the electricity function in municipalities. Core to this work was addressing the escalating Eskom debt that threatened the sustainability of Eskom as well as that of municipalities.

During the process, Eskom agreed to provide relieve in certain areas. Municipalities are reminded of the following concessions that remain in place:

- The interest rate charged on overdue municipal bulk accounts were reduced from prime plus 5 per cent to prime plus 2.5 per cent;
- Payment terms were extended from 15 days to 30 days for municipal bulk accounts; and
- Eskom allocation of municipality payments to capital first and then to interest.

These concessions align to the MFMA and are meant to curb municipal growing debt levels by allowing a more conducive payment regime than what was previously employed. In addition, municipalities are urged to budget for and ring-fence their payment of bulk services. Bulk current account payments must be honoured religiously to avoid stringent application of the bulk suppliers' credit control policy.

Municipalities are also urged to enforce a culture of payment for services through their normal credit control processes. In this regard it should be noted that municipalities are only compensated for free basic services based on an indigent user component calculation through the equitable share. As such, a municipality's allocation of free basic services to all of the municipality's consumers is not funded in the equitable share. Every municipality, during the budget process, must consider the affordability to the municipality when allocating free basic services above the national norm and to consumers other than indigent consumers. **If a municipality has any arrears on any of its bulk supplier's accounts, it must limit its provision of free basic services to registered indigent consumers only.**

5.5 Critical Notice Affecting STS Meters

As highlighted in previous MFMA Circular No. 115 (dated 06 December 2022) municipalities are once again alerted that there is still a pending business risk to the prepayment metering industry that requires urgency of action. The token identifiers (TID) used to identify each credit token will run out of available numbers in November 2024, at which point all STS meters will stop accepting credit tokens.

The remedy is to visit each meter and enter a special set of key change tokens in order to reset the meter memory. Municipalities are advised that the National Treasury, through the Office of the Chief Procurement Officer (OCPO), will soon facilitate a transversal contract for the provision of auditing, re-calibration and re-configuration services for standard transfer specification compliant prepayment meters that align to minimum and critical technical specifications for local government. In this respect the development of the transversal contract for smart prepaid meters as per NRS 049 (per latest approved version) is at an advanced stage and should be issued shortly by National Treasury.

If your municipality or municipality entity is currently in the process of procuring for a solution or is planning to, you are cautioned:

- Against proceeding prior to the OCPO having issued and awarded the transversal contract for the provision of inter alia auditing, re-calibration and re-configuration services for standard transfer specification compliant prepayment meters Terms of Reference (ToR); and

- That, with immediate effect, you must obtain the National Treasury's input prior to proceeding with any current procurement or proposed procurement for this purpose or any related solution or similar. This is to prevent unnecessary and wasteful expenditure on such solutions. Any request for National Treasury's input on the current or planned procurement of any related solution or similar or component thereof, must be directed to the National Treasury for the attention of the Local Government Budget Analysis Unit (Mr. Sadesh Ramjathan) Sadesh.Ramjathan@treasury.gov.za.

In this regard, municipalities will have two options to choose from:

- Firstly, to pursue the route of auditing, re-calibrating and re-configuring services for standard transfer specification compliant prepayment meters; and/ or
- Secondly, to replace the old meter with a new smart prepaid meter.

For both options, the municipality will have to budget accordingly as no additional funding will be available through the national fiscus.

Your assistance in proactively ensuring that the municipality and/ or its entities are not adversely affected by these processes will be appreciated.

5.6 Completeness and credibility of revenue related information in the Budget

The MBRR regulates the minimum level of information required from municipalities when compiling, implementing, monitoring, and evaluating the municipality's financial management situation. Failure to include the minimum required information hampers the municipal council, the public and stakeholders' ability to make informed decisions and engage on the matter. It also limits research, studies, and benchmarking undertaken for local, provincial, and national purposes.

The National Treasury would like to take this opportunity to caution municipalities that the MBRR prescribe the minimum level of information municipalities must include as part of their legal reporting obligations.

Going forward the Treasuries will place increased attention and focus on the adequacy of municipalities' submissions. The National Treasury regards this non-compliance to include the minimum level of information as serious and if persistent will consider applying the available legal sanctions, including recourse in terms of section 216(2) of the Constitution. In this context, National Treasury will particularly focus on the completeness of asset management related information as well as the statistical information required in the A, B and C schedules during the 2023/24 MTREF.

5.7 Eskom Bulk Tariff increases

The National Energy Regulator of South Africa (NERSA) is responsible for the price determination of the bulk costs of electricity. In the municipal financial year 2022/23, bulk electricity costs increased moderately at 9.61 per cent, compared to 17.8 per cent in the 2021/22 municipal financial year. Due to Eskom's funding needs, they are seeking higher tariff increases and have applied to NERSA for a 32 per cent hike from 1 April 2023/24. NERSA will make a final decision on the tariff application by 24 December.

In addition, a High Court hearing is still pending on the Multi-Year Price Determination (MYPD 5) application. The urgent High Court review requires NERSA to urgently process the Eskom revenue application for at least one year, as required by law. The timeframes for the review allow for a decision to be made in time for implementation by 1 April 2023.

5.8 Updated Municipal Borrowing Policy Framework

Cabinet approved the Update to the Policy Framework for Municipal Borrowing and Financial Emergencies on the 17th of August, 2022. The purpose of the Update is to re-examine the original Policy Framework, along with the legislation (i.e. Municipal Finance Management Act – MFMA) that was adopted to implement it, considering the experience with municipal borrowing that has accumulated since 2000.

The following key reforms have been introduced through the Update to the Policy Framework for Municipal Borrowing:

- The Policy Framework for Municipal Borrowing has been updated to introduce the necessary reforms that will expand the scope of responsible municipal borrowing and create an environment that attracts more players (e.g. insurers, pension funds, institutional investors and fund managers, and international Development Finance Institutions) in the municipal debt market space. The original core principles underlying municipal borrowing are maintained (i.e. creditworthy municipalities should borrow prudently to finance capital investment, and that there will be no bail-outs by the provincial or national government);
- The updated policy framework clarifies the role of Development Finance Institutions (DFIs), as it was not clearly articulated in the original policy. DFIs are required to pursue clear and agreed developmental goals, as outlined in the policy. The objective of this approach is to ensure that a DFI lending does not crowd out the private sector. Public-sector lenders, both domestic and foreign, should be guided by a social and developmental investment approach in which demonstrable social outcomes are considered alongside potential financial returns;
- The updated policy framework permits and clarifies innovative infrastructure financing mechanisms (such as pooled financing mechanisms, project finance, tax increment financing, revenue bonds, and pledging of conditional grants) that municipalities can use to leverage municipal borrowing. Municipalities are encouraged to explore these alternatives, and innovative infrastructure financing mechanisms permitted subject to the requirements contained in the Municipal Finance Management Act (MFMA) and
- The participation of both private and public sector market participants in the development of a liquid secondary market for municipal debt securities is also encouraged. The policy proposes options that can be explored to support the development and growth of an efficient and liquid market for municipal debt obligations.

The Updated Municipal Borrowing Policy Framework can be accessed at the MFMA website at the following link <http://mfma.treasury.gov.za/Guidelines/Pages/default.aspx>.

5.9 Tariff Policies

Municipalities must comply with the provisions of Section 74 of the Municipal Systems Act (MSA) which requires that a municipal council must adopt and implement tariff policy on the levying of fees for municipal services provided by the municipality itself or by way of service delivery agreements, and which complies with the provisions of this Act and with any other applicable legislation. Municipalities should also ensure that the tariff policies adhere to all the principles outlined in section 74(2) of the MSA. A municipality's tariff policies must also take into consideration variable factors such as water shortages and electricity feedback excess into the municipal system from new generation capacity. Municipalities must adopt by-laws to give effect to the implementation and enforcement of their tariff policies.

5.10 Non-Revenue Electricity and Non-Revenue Water/ Revenue Losses:

Water Service Authority municipalities and electricity licensed municipalities are urged to align both their non-revenue water and non-revenue electricity indicators and their set targets in the 2023/24 SDBIPs with identifiable infrastructure or operational projects and/ or programmes. Municipalities should improve on the baseline information included in the SDBIPs by indicating the volume of water losses (i.e., kilolitres/ mega-litres) and the amount of electricity losses (KwH or MWs) for the previous year. This approach will help to determine the progress of municipalities in curbing losses, which impact on municipal revenues, in both non-revenue water and non-revenue electricity.

6. Burial of Councillors

Salaries, allowances and benefits for political office-bearers and members is managed through Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils notice issued by the Minister of Cooperative Governance and Traditional Affairs.

Section 167 of the MFMA provides that a municipality may remunerate its Councillors within the framework of the Public Office-Bearers Act, 1998 (Act No. 20 of 1998), setting the upper limits of the salaries, allowances and benefits for those political office-bearers and members. Any benefit which is not included in the above-mentioned notice will be deemed irregular expenditure and recovery thereof from the Councillor concerned is mandatory.

Municipalities may also refer to relevant Councillor Pension Scheme or personal funeral policies in existence for any funeral benefits relating to such Councillor

7. Funding choices and management issues

Municipalities are under pressure to generate revenue. The ability of customers to pay for services is declining and this means that less revenue will be collected. Therefore, municipalities must consider the following when compiling their 2023/24 MTREF budgets:

- Improving the effectiveness of revenue management processes and procedures;
- Cost containment measures to, amongst other things, control unnecessary spending on nice-to-have items and non-essential activities as highlighted in the Municipal Cost Containment Regulations read with MFMA Circular No. 82;
- Ensuring value for money through the procurement process;
- The affordability of providing free basic services to all households;
- Not taking on unfunded mandates;
- Strictly control the use of costly water tankers and fix the water infrastructure to enable the sustainable provision of water;
- Prioritise the filling of critical vacant posts, especially linked to the delivery of basic services; and
- Curbing the consumption of water and electricity by the indigents to ensure that they do not exceed their allocation.

Accounting officers are reminded of their responsibility in terms of section 62(1)(a) of the MFMA to use the resources of the municipality effectively, efficiently and economically. Failure to do this will result in the accounting officer committing an act of financial misconduct which will trigger the application of chapter 15 of the MFMA, read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings.

7.1 Employee related costs

The Salary and Wage Collective Agreement for the period 01 July 2021 to 30 June 2024 dated 15 September 2021 through the agreement that was approved by the Bargaining Committee of the Central Council in terms of Clause 17.3 of the Constitution should be used when budgeting for employee related costs for the 2023/24 MTREF. In terms of the agreement, all employees covered by this agreement shall receive with effect from 01 July 2023 and 01 July 2024 an increase based on the projected average CPI percentages for 2023 and 2024. The forecasts of the Reserve Bank, in terms of the January 2023 and January 2024, shall be used to determine the projected average CPI. Municipalities are encouraged to perform an annual head count and payroll verification process by undertaking a once-a-year manual salary disbursement, in order to root out ghost employees.

According to the 2021 State of Local Government Finance Report, there are about 165 municipalities that are in financial distress. These municipalities need to ensure that they seek an early exemption from this dispensation of this salary agreement. Municipalities should also avoid paying out leave in cash while having major financial challenges.

7.2 Remuneration of Councillors

Municipalities are advised to budget for the actual costs approved in accordance with the Government Gazette on the Remuneration of Public Office Bearers Act: Determination of Upper Limits of Salaries, Allowances and Benefits of different members of municipal councils published annually between December and January by the Department of Cooperative Governance. It is anticipated that this salary determination will also take into account the fiscal constraints. Municipalities should also consider guidance provided above on salary increases for municipal officials during this process. Any overpayment to councillors contrary to the upper limits as published by the Minister of Cooperative Governance and Traditional Affairs will be irregular expenditure in terms of Section 167 of the MFMA and must be recovered from the councillor(s) concerned.

8. Transfers to municipalities

8.1 Criteria for the release of the Equitable Share

Section 216(2) of the Constitution of South Africa requires that the National Treasury must enforce compliance with the measures established to ensure both transparency and expenditure control in each sphere of government and may stop the transfer of funds to an organ of state if that organ of state commits a serious or persistent material breach of those measures.

The criteria for the release of the Equitable Share Instalments for the 2023/24 municipal financial year are as follows:

- The 2023/24 adopted budget must be funded and adopted by Council as per the legal framework, as required in terms of section 18 of the MFMA and consistent with the Budget Council and Budget Forum resolutions;
 - a. The adopted budget must include budget allocations for bulk suppliers current account payments;
 - b. Should the adopted budget still be unfunded, then a credible funding plan will be required to show how the municipality intends moving progressively out of this position into a funded state, if this plan has been adopted in the past, then a progress report must be submitted on the framework previously shared to guide municipalities which is aligned to the rescue phase of the new approach to Municipal Financial Recovery Service (MFRS);

- c. Those municipalities that adopted an unfunded budget must work with their respective Provincial Treasuries to rectify this position in the lead up to the main adjustments budget process in February 2023; and
 - d. A council resolution showing commitment to address the unfunded position must be submitted by these municipalities to the National Treasury by 01 July 2023.
- Credible mSCOA data strings and source documents for the 2023/24 MTREF and 2022/23 audits must be generated directly from the core municipal financial system and successfully uploaded to the Local Government GoMuni Portal. Source documents must be submitted in PDF and no excel based spreadsheet/ templates will be accepted;
 - The report submitted by bulk suppliers in terms of section 41 of the MFMA must indicate that the current account has been paid timeously in terms of section 65(2)(e) of the MFMA. In addition, where the municipality has a repayment plan with Eskom and/ or the water boards, proof that the current accounts have been paid and a copy of the agreed upon payment plan (or evidence of negotiations underway with creditors) must be submitted to the National and provincial treasuries;
 - Municipalities must provide evidence that SARS, pension and other staff benefits deducted from municipal officials have been paid over the appropriate Funds and/ or institutions;
 - The information requested in MFMA Circulars No. 93, 98 and 107 on the reconciliation of the valuation roll have been submitted to the National Treasury as per the required timeframes;
 - The Competency Regulations reporting requirements have been complied with;
 - Provide a copy of the Unauthorised, Irregular, Fruitless and Wasteful (UIF&W) expenditure register, the latest copy of the Municipal Public Accounts Committee (MPAC) recommendations, Council Resolution on UIFW as well as a copy of the council approved UIFW Reduction Strategy/ Plan, proof of establishment of the Disciplinary Board (or evidence of progress towards their establishment) including evidentiary evidence demonstrating functionality of the Disciplinary Board and updated audit action plan (where the audit has been completed);
 - Those municipalities that received an adverse or disclaimed opinions for the 2020/21 financial year will not receive their funding allocation unless there is a council resolution committing to address these opinions with an implementable plan. The resolution must be signed by each member of the Council and submitted to National Treasury by 1 October 2023;
 - The Municipal Financial Recovery Service progress reporting framework for financial recovery plans must be complied with by municipalities under intervention in terms of S139 of the Constitution;
 - Additionally, those municipalities that have outstanding audits for both the 2020/21 and 2021/22 financial years as well as municipalities with outstanding 2021/22 audit opinions that also received an adverse or disclaimer opinion in 2020/21, will also not receive their allocation; and
 - Any other outstanding documents as per the legal framework have been submitted including the AFS submission (municipality only and consolidated AFS).

Failure to comply with the above criteria will result in National Treasury invoking section 38 of the MFMA which empowers National Treasury to withhold a municipality's equitable share if the municipality commits a serious or persistent breach of the measures established in terms of Section 216(2) of the Constitution which includes reporting obligations set out in the MFMA and National Treasury requests for information in terms of Section 74 of the MFMA.

9. The Municipal Budget and Reporting Regulations

9.1 Schedule A – version to be used for the 2023/24 MTREF

National Treasury has released Version 6.7 of the Schedule A1 (the Excel Formats) which is aligned to Version 6.7 of the *m*SCOA classification framework and must be used when compiling the 2023/24 MTREF budget.

All municipalities must prepare their 2023/24 MTREF budgets in their financial systems and produce the Schedule A1 directly from their financial system.

Municipalities must start early enough to capture their tabled budget (and later the adopted budget) in the budget module in the financial system and must ensure that they produce their Schedule A1 directly out of the budget module. **Manual capturing on the A1 schedule version 6.7 is not allowed** in terms of the *m*SCOA Regulations.

National Treasury has protected the A1 schedule version 6.7 in order to ensure that the Schedule A1 generated directly from the financial system and not populated manually.

The budget, adjustments budget and Section 71 monthly reporting Schedules that have been regulated in terms of the MBRR have also been aligned to the *m*SCOA chart version 6.7. The revised MBRR Schedules for the 2023/24 MTREF and its linkages to the financial and non-financial data string are available on the link below:

<http://mfma.treasury.gov.za/RegulationsandGazettes/Municipal%20Budget%20and%20Reporting%20Regulations/Pages/default.aspx>

9.2 Assistance with the compilation of budgets

If municipalities require advice with the compilation of their respective budgets, specifically the budget documents or Schedule A1, they should direct their enquiries to their respective provincial treasuries or to the following National Treasury officials:

Province	Responsible NT officials	Tel. No.	Email
Eastern Cape	Matjatji Mashoeshoe	012-315 5553	Matjatji.Mashoeshoe@treasury.gov.za
	Pitso Zwane	012-315 5171	Pitso.Zwane@Treasury.gov.za
	Oreal Tshidino		Ophulusa.Tshidino@Treasury.gov.za
Buffalo City	Mandla Gilimani	012-315 5807	Mandla.Gilimani@treasury.gov.za
Free State	Sifiso Mabaso	012-315 5952	Sifiso.mabaso@treasury.gov.za
	Cethekile Moshane	012-315 5079	Cethekile.moshane@treasury.gov.za
Gauteng City of Tshwane and City of Johannesburg Ekurhuleni	Matjatji Mashoeshoe	012-315 5553	Matjatji.Mashoeshoe@treasury.gov.za
	Abigail Maila	012-395 6737	Abigail.Maila@Treasury.gov.za
	Willem Voigt	012-315 5830	WillemCordes.Voigt@treasury.gov.za
	Makgabo Mabotja	012-315 5156	Makgabo.Mabotja@treasury.gov.za
	Kgomotso Baloyi	012-315 5866	Kgomotso.Baloyi@treasury.gov.za
KwaZulu-Natal	Kgomotso Baloyi	012-315 5866	Kgomotso.Baloyi@treasury.gov.za
eThekweni	Kevin Bell	012-315 5725	Kevin.Bell@treasury.gov.za
	Sifiso Mabaso	012-315 5952	Sifiso.mabaso@treasury.gov.za
Limpopo	Sifiso Mabaso	012-315 5952	Sifiso.Mabaso@treasury.gov.za
Mpumalanga	Mandla Gilimani	012-315 5807	Mandla.Gilimani@treasury.gov.za
	Lesego Leqasa		Lesego.Leqasa@treasury.gov.za

Northern Cape	Mandla Gilimani	012-315 5807	Mandla.Gilimani@treasury.gov.za
	Sibusisiwe Mchani	012-315 5539	Sibusisiwe.Mchani@treasury.gov.za
North West	Willem Voigt	012-315 5830	WillemCordes.Voigt@treasury.gov.za
	Makgabo Mabotja	012-315 5156	Makgabo.Mabotja@treasury.gov.za
Western Cape	Willem Voigt	012-315 5830	WillemCordes.Voigt@treasury.gov.za
	Enock Ndlovu	012-315 5385	Enock.Ndlovu@treasury.gov.za
Cape Town	Kgomotso Baloyi	012-315 5866	Kgomotso.Baloyi@treasury.gov.za
	George	Mandla Gilimani	Mandla.Gilimani@treasury.gov.za
Technical issues with Excel formats	Sephiri Tlhomeli	012-406 9064	lqdataqueries@treasury.gov.za

National and provincial treasuries will analyse the credibility of the data string submissions.

9.3 Assessing the 2023/24 MTREF budget

National and provincial treasuries will assess the 2023/24 MTREF budgets to determine if it is complete, funded and complies with the *m*SCOA requirements. The *m*SCOA data strings for the tabled (TABB) and adopted (ORGB) budgets will be used for this assessment.

Municipalities should note that the MFMA legislated timeframes for submission of the tabled and adopted budgets are outer timeframes. In this context, different to previous MTREF's, going forward, if the municipality's budget is unfunded, council in terms of MFMA section 74 is requested to table and/ or adopt a budget funding plan together with the budget at the same time.

The Treasuries' **assessment period** of municipal budgets will be from **01 April to 30 June 2023 for both the tabled and adopted budgets**. However, (in a context of some municipalities persisting with unfunded budgeting practices), **if the municipality tabled and/ or adopted an unfunded budget in the 2022/23 MTREF**, the municipality must adjust its schedule of key budget deadlines to facilitate an earlier Treasuries' assessment thereof between 1 April to 15 May 2023 for both tabled and adopted budgets. In this period the national and provincial treasuries will evaluate all municipal budgets for completeness and for being fully funded. Any adjustment that needs to be made must be done before the start of the municipal financial year on 30 June 2023.

Importantly, in order to generate an adopted budget (ORGB) data string, the budget must be locked immediately on the financial system at the start of the new municipal financial year on 1 July. Therefore, once the ORGB data string has been generated, errors in the ORGB can only be corrected via an adjustments budget in February of each year. In terms of the design principles of *m*SCOA, municipalities are not allowed to open the budget on the system for corrections after it has been locked. This means that the tabled budget data string (TABB) should in fact be verified and errors in the TABB should be corrected in the ORGB **before the adopted budget is locked on the financial system and the ORGB data string is generated**.

Amending an unfunded, incomplete and erroneous budget through an adjusted budget is also not encouraged as the National Treasury only considers an adjusted budget in the third and fourth quarter of the financial year for analysis and publication purposes. This will result in overspending and unauthorised expenditure not been monitored in the first six months of the financial year.

The National Treasury would like to emphasise that ***where municipalities have adopted an unfunded budget together with a funding plan that lacks credibility, they will be required to correct the funding plan and ensure that it is credible. The credible funding plan must be immediately adopted by the Municipal Council, and the changes to the***

budget must be effected in the mid-year adjustments budget to ensure compliance with Section 18 of the MFMA.

Municipalities with municipal entities are once again reminded to prepare consolidated budgets and in-year monitoring reports for both the parent municipality and its entity or entities. The following must be compiled:

- An annual budget, adjustments budget and monthly financial reports for the parent municipality in the relevant formats;
- An annual budget, adjustments budget and monthly financial reports for the entity in the relevant formats; and
- A consolidated annual budget, adjustments budget and monthly financial reports for the parent municipality and all its municipal entities in the relevant formats.

The budget and data strings that the municipality submits to National Treasury must be a consolidated budget for the municipality (including entities). The budget of each entity must be submitted on the D Schedule in pdf format.

In the past it was noted that municipalities have challenges to align the audited outcomes on the financial system to A1 Schedule. Municipalities must ensure that the audited figures and adjusted budget figures captured on the A1 Schedule aligns to the annual financial statements and Schedule B respectively.

10. Submitting budget documentation and A1 schedules for 2023/24 MTREF

To facilitate oversight of compliance with the Municipal Budget and Reporting Regulations, accounting officers are reminded that:

- Section 22(b)(i) of the MFMA requires that, ***immediately*** after an annual budget is tabled in a municipal council, it must be submitted to the National Treasury and the relevant provincial treasury in electronic formats. If the annual budget is tabled to council on **31 March 2023**, the final date of submission of the electronic budget documents and corresponding *m*SCOA data strings is **Monday, 03 April 2023**; and
- Section 24(3) of the MFMA, read together with regulation 20(1) of the MBRR, requires that the approved annual budget must be submitted to both National Treasury and the relevant provincial treasury within ten working days after the council has approved the annual budget. However, given that municipalities are generating the annual budgets directly from the financial system as required by the *m*SCOA Regulations and that the budgets must be verified before it is locked on the financial system and transacted against, municipalities must submit the approved budget to the National Treasury and the relevant provincial treasury in electronic formats ***immediately*** after approval by the municipal council. Therefore, if the annual budget is tabled to council **on 31 May 2023**, the final date of submission of the electronic budget documents and corresponding *m*SCOA data strings is **Thursday, 01 June 2023**.

Since the 2020/21 MTREF, municipalities are no longer required to submit hard copies of all required documents including budget related, Annual Financial Statements and Annual Reports to National Treasury via post or courier services. Electronic copies must be submitted in PDF format to the GoMuni Upload portal.

10.1 Expected submissions for 2023/24 MTREF

The following information should be submitted for the 2023/24 MTREF:

- The budget documentation as set out in the MBRR. The budget document must include the main A1 Schedule Tables (A1 - A10);
- The non-financial supporting tables (A10, SA9, SA11, SA12, SA13, SA22, SA23, SA24 etc. and any other information not contained in the financial data string) in the A1 schedule must be submitted in the prescribed *mSCOA* data string in the format published with Version 6.7 of the A1 schedule;
- The draft and final service delivery and budget implementation plan (SDBIP) in electronic PDF format;
- The draft and final IDP;
- The council resolution for the tabled and adopted budgets;
- Signed Quality Certificate as prescribed in the MBRR for the tabled and adopted budgets;
- D Schedules specific for the entities;
- A budget locking certificate immediately at the start of the new municipal financial year on 1 July;
- The National or Provincial treasury input to the tabled budget must be included as an Annexure to the adopted budget together with the municipality's explanation of how such was addressed in the adopted budget. If not, the explanation should provide reasons; and
- The bulk water-and electricity invoices for the 3 months immediately preceding respectively the tabled and adopted budgets, must be included as an annexure to the tabled and adopted budgets as part of supporting the municipalities provision for and calculations of payments to bulk suppliers over the 2023/24 MTREF.

10.2 Portals for the submission of information

Municipalities must ensure that the documents are submitted to the correct portals/ mailboxes. These portals/ mailboxes are:

https://lg.treasury.gov.za/ibi_apps/signin (GoMuni Upload Portal) – All documents required in terms of legislation, including:

- *mSCOA* Data Strings by approved registered users;
- Budget-related and in-year documents and schedules (A, B and C) by approved registered users; and
- Reconciliation of the valuation roll to the financial system (as per MFMA Circular No. 93).

Budget related documents and schedules must be uploaded by approved registered users using the GoMuni Upload Portal at: https://lg.treasury.gov.za/ibi_apps/signin. The GoMuni Upload Portal does not have the same size restrictions encountered with lgdocuments@treasury.gov.za, but requires all documents to:

- Be in PDF format only; and
- Each PDF file must NOT contain multiple document e.g. council resolution and quality certificate within the budget document. Each document type must be identified clearly and uploaded separately.

Municipalities may **only** send electronic versions of the above documents to lgdocuments@treasury.gov.za when experiencing problems with the GoMuni Upload Portal.

lgdataqueries@treasury.gov.za – Database related and submission queries and the grant rollover templates.

lgdocuments@treasury.gov.za – Any additional information required by National Treasury that is not listed under the GoMuni Upload portal such as the documents meeting the criteria to release Equitable Share and the contact list information.

FMCM and Audit Action plans – using the web-enabled systems and as articulated in MFMA Circulars No. 113 and 114.

Please do not submit the same document to ALL the platforms listed above as it means that our Database Team must register the same documents three times which slows down the process. **Any document/ queries that are submitted to the incorrect portal/ mailbox will be deleted and not processed.**

10.3 Publication of budgets on municipal websites

In terms of section 75 of the MFMA, all municipalities are required to publish their tabled budgets, adopted budgets, annual reports (containing audited annual financial statements) and other relevant information on the municipality's website. This will aid in promoting public accountability and good governance.

All relevant documents mentioned in this circular are available on the National Treasury website, <http://mfma.treasury.gov.za/Pages/Default.aspx>. Municipalities are encouraged to visit it regularly as documents are regularly added / updated on the website.

10.4 Communication by municipal entities to National Treasury

Municipal entities should not request meetings directly from National Treasury. National Treasury will only engage the entities through the parent municipalities. This includes all communications apart from the legislative reporting requirements.

Contact



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

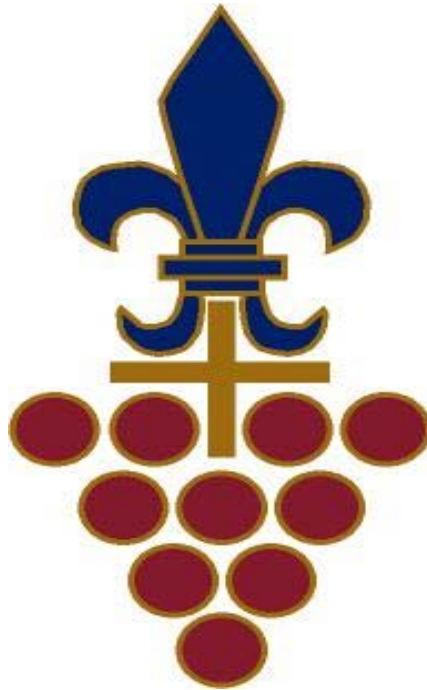
Post Private Bag X115, Pretoria 0001
Phone 012 315 5009
Fax 012 395 6553
Website <http://www.treasury.gov.za/default.aspx>

JH Hattingh
Chief Director: Local Government Budget Analysis
09 December 2022

Virtual mSCOA Training Programme 2023

Month	TOPIC
Jan	Getting a green submission <ul style="list-style-type: none"> • Overview of mSCOA chart structure • Submission deadlines • Uploading to the GoMuni Upload portal • Correction of validation errors • Using GoMuni to verify receipt and credibility of submission
Feb	Preparing the Budget in mSCOA (1) <ul style="list-style-type: none"> • Preparing the project file (PROR) • Projects Typical Workstreams • Budgeting for disaster/special projects • Infrastructure Management and asset life cycle • The funding matrix <ul style="list-style-type: none"> ○ Allocation of correct funding sources and alignment to the correct segments ○ Funding capital expenditure
March	Preparing the Budget in mSCOA (2) <ul style="list-style-type: none"> • Opening balances & Balance sheet budgeting • Budgeting for cash flow • Budgeting for conditional grants
April	Common Errors in 2023/24 Tabled Budget Data Strings (to be corrected in adopted budget (ORGB submission)) <ul style="list-style-type: none"> • Water Inventory
May	Common Budgeting Errors <ul style="list-style-type: none"> • Operating Expenditure – Deprecation • Bad debts written off • Impairment loss for consumer debtors • Travel and Subsistence
June	Last change to get the ORGB right <ul style="list-style-type: none"> • Functional allocation • Use of Regional segment • Alignment of A1 schedules
July	Common Transacting and Reporting Errors <ul style="list-style-type: none"> • Opening balances • Populating the cash flow • Reporting on conditional grants • Transacting without budget
Aug	Preparing the pre-audit AFS Data Strings (PAUD)
Sept	Common Transacting and Reporting Errors
Oct	Preparing the AFS Data Strings (AUDA)
Nov	Chart changes for version 6.8
Dec	Preparing for the Adjustment Budget

STELLENBOSCH MUNICIPALITY



MFMA CIRCULAR NO.123

**MUNICIPAL BUDGET CIRCULAR FOR
THE 2023/2024 MTREF –
3 MARCH 2023**



Municipal Budget Circular for the 2023/24 MTREF

CONTENTS

1. THE SOUTH AFRICAN ECONOMY AND INFLATION TARGETS.....	2
2. KEY FOCUS AREAS FOR THE 2023/24 BUDGET PROCESS	2
2.1 LOCAL GOVERNMENT CONDITIONAL AND UNCONDITIONAL GRANTS ALLOCATIONS.....	2
2.2 RE-ENFORCING IMPROVED INTERGOVERNMENTAL RELATIONS IN THE 2023 DIVISION OF REVENUE BILL, (DORB).....	4
2.3 CONDITIONAL GRANTS USAGE	4
3. PENSION AND MEDICAL AID FUND DEFAULTS.....	4
4. MUNICIPAL STANDARD CHART OF ACCOUNTS (MSCOA)	4
4.1 VERSION 6.7 OF THE MSCOA CHART GO LIVE	5
4.2 ADDITIONAL REQUIREMENTS TO CHANGE MUNICIPAL FINANCIAL SYSTEMS	5
5. THE REVENUE BUDGET	6
5.1 MAXIMISING THE REVENUE GENERATION OF THE MUNICIPAL REVENUE BASE.....	7
5.2 FUNDING DEPRECIATION.....	9
5.3 TARIFF-SETTING – THE IMPACT OF LOADSHEDDING	9
5.4 SETTING COST-REFLECTIVE TARIFFS.....	10
5.5 TARIFFS – ACHIEVING A BALANCE BETWEEN COST-REFLECTIVENESS AND AFFORDABILITY	11
5.6 MUNICIPAL DEBT RELIEF.....	12
5.7 BULK ACCOUNT PAYMENTS AND CONCESSIONS	12
5.8 CRITICAL NOTICE AFFECTING STS METERS	13
5.9 COMPLETENESS AND CREDIBILITY OF REVENUE RELATED INFORMATION IN THE BUDGET	14
5.10 ESKOM BULK TARIFF INCREASES.....	14
5.11 UPDATED MUNICIPAL BORROWING POLICY FRAMEWORK.....	15
5.12 TARIFF POLICIES	15
5.13 NON-REVENUE ELECTRICITY AND NON-REVENUE WATER/ REVENUE LOSSES	16
6. BURIAL OF COUNCILLORS.....	16
7. FUNDING CHOICES AND MANAGEMENT ISSUES.....	16
7.1 EMPLOYEE RELATED COSTS	17
7.2 REMUNERATION OF COUNCILLORS	17
8. CONDITIONAL GRANT TRANSFERS TO MUNICIPALITIES.....	17
8.1 CRITERIA FOR THE RELEASE OF THE EQUITABLE SHARE	17
8.2 CRITERIA FOR THE ROLLOVER OF CONDITIONAL GRANT FUNDS	18
8.3 UNSPENT CONDITIONAL GRANT FUNDS FOR 2022/23.....	19
9. THE MUNICIPAL BUDGET AND REPORTING REGULATIONS.....	20
9.1 ALIGNMENT OF MUNICIPAL BUDGET AND REPORTING REGULATIONS (MBRR) SCHEDULES	20
10. SUBMITTING BUDGET DOCUMENTATION AND A1 SCHEDULES FOR 2023/24 MTREF	21

Introduction

This budget circular is a follow-up to MFMA Circular No. 122 that was issued on 09 December 2022. It aims to provide further guidance to municipalities with the preparation of their 2023/24 Medium Term Revenue and Expenditure Framework (MTREF) budgets and should be read together with the budget circulars that have been issued previously.

The grant allocations as per the 2023 Budget Review and the 2023 Division of Revenue Bill are also key focus areas in this circular. Municipalities are reminded to refer to the annual budget circulars of the previous years for guidance in areas of the budget preparation that is not covered in this circular.

1. The South African economy and inflation targets

GDP is expected to grow by 0.9 per cent in real terms in 2023, compared with an estimate of 1.4 per cent at the time of the medium-term budget policy statement (MTBPS), recovering slowly to 1.8 per cent in 2025.

The economic outlook faces a range of risks, including weaker-than-expected global growth, further disruptions to global supply chains and renewed inflationary pressures from the war in Ukraine, continued power cuts and a deterioration in port and rail infrastructure, widespread criminal activity, and any deterioration of the fiscal outlook.

Government is taking urgent measures to reduce load-shedding in the short term and transform the sector through market reforms to achieve long-term energy security. Several reforms are under way to improve the performance of the transport sector, specifically freight rail and to improve the capability of the state.

The following macro-economic forecasts must be considered when preparing the 2023/24 MTREF municipal budgets.

Table 1: Macroeconomic performance and projections, 2021 - 2026

Fiscal year	2021/22	2022/23	2023/24	2024/25	2025/26
	Actual	Estimate	Forecast		
CPI Inflation	4.9%	6.9%	5.3%	4.9%	4.7%

Source: Budget Review 2023.

Note: the fiscal year referred to is the national fiscal year (April to March) which is more closely aligned to the municipal fiscal year (July to June) than the calendar year inflation.

2. Key focus areas for the 2023/24 budget process

2.1 Local government conditional and unconditional grants allocations

Over the 2023 MTEF period, local government allocations will increase by a total of R14.3 billion, made up of R8.1 billion in the local government equitable share and R6.2 billion in direct conditional grants. This takes the total direct allocation to R521.7 billion over the same period. These allocations alleviate some of the financial pressures, particularly in basic services, where the costs of providing services are rising.

The *local government equitable share* and related allocations increases at an annual average rate of 7.8 per cent and municipal conditional grants increase by 3.5 per cent over the 2023 MTEF period.

The *local government equitable share* formula has been updated to account for projected household growth, inflation and estimated increases in bulk water and electricity costs over the 2023 MTEF period. It also includes allocations for the operational and maintenance costs associated with the provision of free basic services.

The 2023 Budget has ensured that sufficient provision has been made to ensure that all municipalities are fully subsidised to support indigent households. Following this, R1.35 billion has been left unallocated in the LGES formula for 2023/24 to serve as a precautionary measure should municipal electricity tariffs exceed the 20.7 per cent provided for in the formula (see section 5.7 on why this is above the 18.7 per cent approved by the Energy Regulator). If the actual increase in municipal bulk tariffs exceeds the provision made in the formula, it will be the first call on those unallocated funds. We will consider funding broader cost relief measures for municipalities if funds remain available after that.

The R6.2 billion in direct conditional grants is funded from the Budget Facility for Infrastructure (BFI) and is broken down as follows:

- **R2.2 billion** added to the Urban Settlements Development Grant to fund the implementation of projects in the eThekweni Metropolitan Municipality and the City of Johannesburg;
- **R461 million** added to the Public Transport Network Grant to align funding with the revised implementation plan and cash flow projections for the City of Cape Town's MyCiTi public transport network project; and
- **R3.4 billion** added to the Regional Bulk Infrastructure Grant to fund 3 water projects in Sol Plaatje Local Municipality, Drakenstein Local Municipality and Nelson Mandela Bay Metropolitan Municipality.

Notable changes to the conditional grants system

Housing emergency grants

Changes to conditional grants in the 2023 Budget include the discontinuation of the conditional emergency housing grants for provinces and municipalities. The baselines of these two grants are shifted to the Department of Human Settlements. This will allow the department to respond quickly in the event of an emergency housing need.

Changes to the INEP conditional grant frameworks

As part of government's efforts to accelerate access to electricity thereby addressing the energy crisis, Eskom and municipal INEP grants will begin funding alternative energy technologies such as rooftop solar and energy-saving devices. Due process must be followed to access funding for these new technologies. As a result, both Eskom and municipalities will need to conform to the set requirements by submitting business plans by 31 October 2023. These business plans, will need to be approved by the Department of Mineral Resources and Energy (DMRE) before they can be implemented. Priority should be given to new connections, i.e., non-grid technology should be targeted at households that do not have access to electricity.

The annual Division of Revenue Bill was published on 22 February 2023. The Bill specifies the grant allocations and municipalities must reconcile their budgets to the numbers published therein in compiling their 2023/24 MTREF.

The Division of Revenue Bill, 2023, which includes the annexures outlining allocations to each municipality is available at:

<http://www.treasury.gov.za/documents/national%20budget/2023/default.aspx>

2.2 Re-enforcing improved intergovernmental relations in the 2023 Division of Revenue Bill, (DoRB)

In order to strengthen the system of good intergovernmental relations as envisaged in the Chapter 3 of the Constitution and subsequent related legislation, municipalities are reminded of Section 31(3) of DoRA that provides for the facilitation of personal liability for unnecessary litigation. As required by subsection (1)(a) of this clause, read together with section 41(3) of the Constitution, a municipality may only institute litigation against any organ of state, state-owned enterprise, public- and/ or municipal entity after exhausting all dispute resolution mechanisms required and/ or available to the municipality in terms of existing intergovernmental relations processes, policy and/ or any related contract with the municipality, including in terms of the Municipal Finance Management Act, 2003, the Intergovernmental Relations Framework Act, 2005, and/ or the Electricity Regulation Act, 2006 (dispute processes administered by National Energy Regular of South Africa (NERSA)).

Section 31 is amended to include a clause that requires that where an organ of state decides to institute judicial proceedings against another organ of state, it must, within 10 working days of its decision, notify the National Treasury, the relevant provincial treasury, the Department of Cooperative Governance and the Auditor-General, of the details of compliance with Chapter 4 of the Intergovernmental Relations Framework Act, 2005, including an explanation of the failure to resolve the dispute.

2.3 Conditional grants usage

Conditional grant funds may only be used for the purposes, and subject to the conditions specified in the framework for each conditional grant. These conditions are binding in terms of sections 11 and 12 of the annual Division of Revenue Act. Any instruction by a municipal, provincial, or national official or politician that is inconsistent with the framework of a conditional grant is invalid. Municipalities are reminded that in terms of section 32 of DoRA, spending of a grant that is inconsistent with DoRA is considered irregular or unauthorised expenditure.

3. Pension and medical aid fund defaults

There has been a growing trend where municipalities are deducting pension and/ or medical aid contributions from officials but are not paying it over to their pension- and/ or medical aid fund. This is inconsistent with the intent and spirit of the MFMA and constitutes an act of financial misconduct in terms of section 171 of the MFMA read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014 and also a financial offence in terms of section 173 of the MFMA read together with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings. Municipal Councils should refer these actions to the Disciplinary Boards for further investigation and should also lay criminal charges against the accounting officer or any other responsible or delegated official who has failed to perform the responsibility outlined in terms of section 65(2)(f) of the MFMA which states that “the accounting officer of a municipality must take all reasonable steps to ensure that the municipality complies with its tax, levy, duty, pension, medical aid, audit fees and other statutory commitments”. Municipal Councils should also consider further measures and actions in terms of the Pension Funds Act, as may be applicable.

4. Municipal Standard Chart of Accounts (mSCOA)

4.1 Version 6.7 of the *m*SCOA Chart Go Live

Version 6.7 of the *m*SCOA chart will go live on 13 March 2023, whereafter tabled budget data strings can be uploaded on the GoMuni portal.

For new *m*SCOA chart changes to be considered for version 6.8 of the chart, a Frequently Asked Questions (FAQ) must be logged by 31 August 2023 on the *m*SCOA FAQ database on GoMuni. FAQ queries can be logged at:

https://lg.treasury.gov.za/ibi_apps/portal/mSCOA_FAQ

It is important that the issue logged is described clearly and that sufficient supporting evidence is provided to ensure that all aspects of the issue are considered. After investigating the query logged, the following actions will be taken:

- If the query does not require a chart change, the FAQ will be closed, and feedback will be provided to the logger.
- If the query warrants a chart change, it will be submitted for consideration and approval by the relevant committees within the National Treasury.

Chart changes are communicated in October of each year to allow sufficient time for municipalities and vendors to effect such changes. Chart changes are officially published in the MFMA Budget Circular in December of each year.

4.2 Additional requirements to change municipal financial systems

The cost and risk associated with procuring and implementing a new Enterprise Resource Planning (ERP) financial system necessitate careful consideration and extensive planning to ensure a smooth operational transition. Such a transition takes at least 18 months to conclude and does not come without challenges and disruptions in operations.

The National Treasury will regulate the minimum business processes and system specifications for *m*SCOA by the end of 2024/25. A new transversal tender for the provision of ERP financial systems that complies with these regulations will be put in place once the regulations have been issued. Municipalities should therefore exercise extreme caution when changing their financial systems at this stage to eliminate fruitless and wasteful expenditure by procuring financial systems that might not comply with the said regulations.

Municipalities are reminded to follow the due diligence processes set out in MFMA Budget Circulars No. 93, 98 and *m*SCOA Circulars No 5 and 6 prior to procuring new financial systems to protect them from making incorrect decisions in this regard.

In addition, and **with immediate effect**, municipalities must inform the National and relevant Provincial Treasury of any intention to replace the financial system currently operating at the municipality prior to inviting proposals from system providers. This is a requirement in terms of section 74 of the MFMA. The submission should include:

- A comprehensive motivation with specific reasons for why it is deemed necessary to replace the existing financial system;
- A copy of the service level agreement with minutes of the meetings between the municipality and the current service provider (financial system vendor) during the previous twelve months;
- An assessment to determine which modules of the existing financial system are being utilised by the municipality. Reasons must be provided for modules not in operation. Details and reasons must be provided on the use of third-party systems to provide functionality required in terms of MFMA Circular No. 80;

- An assessment to detail the proficiency of municipal users to utilise the current financial system properly. Reasons must be provided if users are not proficient in the use of the system and the details must be provided on how the system is being operated and transactions are being captured on the system in such cases;
- The date on which the existing financial system was implemented, the procurement and implementation costs and the current operational costs thereof must be disclosed;
- The organisational structure, specifically for the IT department/ function, clearly indicating management capacity and responsibility for operating the financial system;
- A technical assessment should be submitted indicating how the existing ICT infrastructure, server and network comply with the requirements of the current financial system; and
- Copies of all IT strategies, policies and procedural documents including the IT disaster recovery plan must be made available.

The above submissions and all enquiries must be forwarded to lgdocuments@treasury.gov.za. A working committee comprising representatives from the National and Provincial Treasuries, the Office of the Auditor-General and other relevant stakeholders will assess the submissions and respond with its findings. These findings must be tabled in Council and a council resolution must be submitted to lgdocuments@treasury.gov.za within 14 working days after the Council meeting has taken place.

It must be emphasized that the combination of both credible data inputs and an effective financial system is fundamental to ensure the quality and timeliness of financial reporting. If the data input into the financial system is incorrect then any management information generated by the system will lack credibility and reliability for decision making. Furthermore, a municipality with poorly designed business processes will not resolve the problem by implementing a new financial system. Processes must firstly be redesigned with the necessary data validation rules if the municipality is to improve its data integrity. This foundation is integral to ensuring that software applications generate credible information and can be used effectively by municipalities.

5. The revenue budget

Similar to the rest of government, municipalities face a difficult fiscal environment. The weak economic growth has put pressure on consumers' ability to pay for services, while transfers from national government are growing more slowly than in the past. Some municipalities have managed these challenges well, but others have fallen into financial distress and face liquidity problems. These include municipalities that are unable to meet their payment obligations to Eskom, Water Boards and other creditors. There is a need for municipalities to focus on collecting revenues owed to them and eliminate wasteful and non-core spending. It is important to note that the municipal equitable share as a policy instrument is meant to subsidise services to the poorest of the poor and not to pay municipal creditors. This bad practice by municipalities will have to be addressed as a matter of urgency. Municipal creditors should be advised that municipalities cannot use funds allocated for basic service provision to pay creditors.

Municipalities must ensure that they render basic services, maintain their assets and a clean environment. Furthermore, there must be continuous communication with the community and other stakeholders to strengthen awareness and participation and to improve the municipality's reputation. This will assist in attracting investment in the local economy which may result in increased employment.

Some municipalities are experiencing serious liquidity challenges. Therefore, the new leadership is advised to:

- Decisively address unfunded budgets by reducing non-priority spending and improving revenue management processes to enable collection; and
- Address service delivery failures by ensuring adequate maintenance, upgrading and renewal of existing assets to enable reliable service delivery.

5.1 Maximising the revenue generation of the municipal revenue base

Reference is made to MFMA Circulars No. 93, paragraph 3.1 and No. 98, paragraph 4.1. The emphasis is on municipalities to comply with Section 18 of the MFMA and ensure that they fund their MTREF budgets from realistically anticipated revenues to be collected. Municipalities are cautioned against assuming collection rates that are unrealistic and unattainable as this is a fundamental reason for municipalities not attaining their desired collection rates.

The purpose of the above mentioned MFMA Circulars is to ensure that the municipalities are using their entire revenue base as the basis for the revenue budget. It is essential that municipalities reconcile their most recent consolidated valuation roll data to that of the current billing system data to ensure that revenue anticipated from property rates is realistic. The municipalities should implement a data management strategy and develop internal capacity to perform these reconciliations and investigations to improve completeness of billing.

One of the aims of the reconciliation process is to identify exceptions, i.e. records on the general valuation roll that are not on the billing system and records on the billing system and vice versa. In addition, the reconciliation must identify duplicated records, missing data, and data errors. These exceptions should then be investigated, and remedial action strategies developed for data cleansing and other corrective actions. The Debtors Ageing data should also form part of the reconciliation process so that “debtors” can be tracked and assessed at a property record level and prioritised for verification of rates liability measured against a MPRA property and owner.

To facilitate reconciliation of the separate databases (General Valuation Roll and Billing), a unique property identifier (common primary unique link code) must be created and populated for each rateable property on the general valuation roll system and on the rates billing system. This property identifier must be unique, without duplicates, and must remain constant for the life of the property. The standards adopted by the South African Council for the Property Valuers Profession (SACPVP), namely South African Standard: Municipal Valuations for Property Rating, specifies that the Surveyor General Code SG 21-digit Code, derived, and created from the property description, be applied for all registered full title properties defined in terms of part (a) of the definition of property.

For all other MPRA defined property, Part (a) Sectional Title, Part (b) Registered Rights, Part (c) Land Tenure Rights and Part (d) PSI and, apportioned multiple use property in terms of sections 8(2)(i) and 9(2), an added suffixed 5 digits to the SG 21-digit code must be assigned by the designated municipal valuer, thereby creating a unique 26-digit code. The municipality must ensure that the SG21 digit code and 26-digit coding system is applied in their valuation roll management system and billing system and engage with their designated municipal valuer and systems service providers to implement the unique property identifier.

Further it is important that municipalities who are performing a general valuation (GV) to implement a new valuation roll on 1 July 2023, must also as best practice compare the current consolidated roll to the new valuation roll. This will identify any anomalies and errors of category of property and market values for review and investigation and the option of lodging an objection by the municipality, where applicable. This process should also identify outliers and shifts in market values by category and area so that tariffs on the new roll can be modelled and determined in an equitable manner to avoid rates shocks.

Municipalities should undertake this exercise as a routine practice during the budget process so that supplementary adjustments to the valuation roll are kept up to date. In order to ensure that the most updated information is used for the reconciliations, municipalities are reminded to adhere and comply with Section 23(1)(2) of the MPRA and therefore use the Part A register as the basis for performing the reconciliations going forward.

Furthermore, municipalities are also advised and expected to comply with Section 8(1) of the MPRA in terms of the billing methodology that should be specified within their policies to ensure that the correct categories (based on the selection made by the municipality) are used in the reconciliation process.

The list of exceptions derived from this reconciliation will indicate where the municipality may be compromising its revenue generation in respect of property rates or whether the municipality is overstating its revenue budget.

A further test would be to reconcile this information with the Deeds Office registry. In accordance with the MFMA Circular No. 93, municipalities are once more requested to submit their reconciliation of the Valuation roll/ Part A register to the billing system to the National Treasury on a quarterly basis by no later than the 10th working day after the end of the quarter. A detailed action plan must accompany the reconciliation where variances are noted.

The above information must be uploaded by the municipality's approved registered user(s) using the GoMuni Upload Portal at: https://lg.treasury.gov.za/ibi_apps/signin. If the municipality experience any challenge uploading the information, a request for an alternative arrangement may be emailed to linda.kruger@treasury.gov.za.

Municipalities are reminded of the need to clearly communicate the GV appeals and objection process to residents to ensure that any disputes are timeously resolved.

Revenue Collection – No operation can be sustainable if it does not collect its revenue. A municipality is no different. There is a misconception that a municipality may not interrupt or restrict the supply of water services of a defaulting consumer. The National Treasury confirms that neither the Water Services Act, 1997 (Act No. 108 of 1997) or any other legislation prevents a municipality from cutting the supply of water to a defaulting consumer unless the consumer is an indigent in which case the water services to that household must be restricted to the national free basic water limit of 6 kilolitre water monthly (or 50 kilowatt hours in the case of free basic electricity monthly). This was confirmed by the Constitutional Court in the matter of Mazibuko and Others v City of Johannesburg and Others (CCT 39/09) [2009] ZACC 28; 2010 (3) BCLR 239 (CC); 2010 (4) SA 1 (CC) (8 October 2009).

Municipalities are urged to use the restriction/ interruption of supply of both water and electricity services as a collection tool. Effective from the tabling and adoption of the 2023/24 MTREF, municipalities' By-laws and policies must facilitate this and clearly stipulate the order in which any partial payment of the consolidated municipal bill (including property rates) will be applied as well as the process before the supply of water and electricity services will be cut. The National Treasury recommended that any partial payment firstly be applied to property rates, wastewater, waste management, water and lastly to electricity. When interrupting or restricting the supply of water it is important that such is undertaken together with the municipal engineer(s) to ensure a continued minimum supply of waste-water.

Municipalities should develop a Wheeling Framework to allow for the transmission of energy across their networks. These wheeling frameworks provide an opportunity for municipalities to generate revenue from their distribution networks. Provincial Treasuries or National Treasury can be approached for support to develop these frameworks.

5.2 Funding Depreciation

The information shared in Circular 115 regarding the funding of the depreciation refers. It is important to note that depreciation represents the cost of using assets in service delivery and forms part of the total cost of providing the municipal service. Accordingly, it should be included in the setting of cost reflective tariffs to recover the full cost of rendering the service, failing which the depreciation will not be cash backed on Table A7 and will remain a journal entry with no value as mentioned in MFMA Circular No. 115.

5.3 Tariff-setting – the impact of loadshedding

Loadshedding not only affects the electricity service but also some municipalities' ability to pump water, thereby negatively impacting the stability of water supplies and the related functioning of the wastewater reticulation network. The loadshedding crisis has been declared a state of disaster and will require tough budgeting choices for municipalities to make sure that basic municipal services are sustained. The regulations published in the Government Gazette No. 48152 on 27 February 2023 in terms of the Disaster Management Act, 2002 (Act 57 of 2002) require municipalities to "ensure continuous operation of water infrastructure and other specified essential infrastructure, including by installing alternative energy sources or other measures to provide an uninterrupted power supply." Municipalities are also required to "mobilise available resources" and "provide funds for this purpose, subject to affordability." As an immediate interim solution back-up electricity to pump water should be prioritised while being mindful of its affordability within the municipality's available funding sources and other critical priorities. The municipality need to adequately plan and prioritise funding in its 2023/24 MTREF for this purpose, including:

- When planning to pump water/ maintain the wastewater service by way of any alternative solution(s), it is important that the municipality properly plan and budget for the associated capital and operational costs to operate and maintain the solution(s) over the 2023/24 MTREF and longer-term;
- Any additional cost the municipality already incurred in this regard during the period of elevated loadshedding since December 2022 should be projected to continue in 2023/24 i.e. diesel to operate a generator;
- Although a state of emergency has been declared to deal with the continual loadshedding challenges in the country, it is likely that loadshedding will continue during the 2023/24 municipal financial year. It is proposed that municipalities factor in the impact of loadshedding on their electricity revenue projections, taking into account current experience in terms of loadshedding practices by Eskom;
- The additional costs of prolonged loadshedding should be considered;
- Municipalities are always asked to try to balance full cost recovery on services with affordability for their residents. In practice, this means that where the full increase in the cost of a service is not passed on to consumers, municipalities must offset the increased costs through savings identified elsewhere in their operations. Therefore, **reducing/ limiting overall expenditure** is a key part of budgeting for the response to loadshedding. The municipality should stick to its core mandate and functions and carefully review overall expenditure to manage the net effect. Measures should include aggressively cutting costs, frills, and vanity projects, dealing with bloated administrations and structures possibly duplicated across Municipal Manager and Mayoral offices, and applying for exemptions from the annual salary increases if these are not affordable;
- While municipalities are urged to maximise efficiency in their operations, tariff setting efforts should consider the need to make additional provision for repairs and maintenance associated with infrastructure breakdowns during loadshedding;
- **Reducing/ limiting overall expenditure** – the municipality should stick to its core mandate and functions – it is necessary to carefully look at the overall expenditure side to manage the net effect, including aggressively cutting costs, fancy, frills, vanity

projects, deal with bloated admin- and structures possibly duplicated across Municipal Manager and Mayoral offices, and apply for exemptions from the annual salary increases; and

- The cost should be considered and included when setting the tariffs of the service(s) to which it relates.

Municipalities should also budget for reduced bulk purchases and sales to municipal customers based on the same loadshedding assumptions cited above.

Municipalities should carefully monitor their Eskom accounts for any penalties that result from increased demand immediately after a period of loadshedding is ended. Eskom has indicated that they will reverse any penalties for exceeding notified maximum demand that results from the implementation of loadshedding. This should be factored into the tariff calculation to ensure that consumers are not overcharged.

Lastly, it is important to note that a municipality may only introduce a load-shedding levy or surcharge with the approval of the Minister of Finance and in terms of the legislated processes set-out in the MFMA and Municipal Fiscal Powers and Functions Act, 2007.

5.4 Setting cost-reflective tariffs

Reference is made to MFMA Circular No. 98, paragraph 4.2. The setting of cost-reflective tariffs is a requirement of Section 74(2) of the Municipal Systems Act which is meant to ensure that municipalities set tariffs that enable them to recover the full cost of rendering the service. This forms the basis of compiling a credible budget. A credible budget is one that ensures the funding of all approved items and is anchored in sound, timely and reliable information on expenditure and service delivery (Financial and Fiscal Commission (FFC), 2011). Credible budgets are critical for local government to fulfil its mandate and ensure financial sustainability.

A credible expenditure budget reflects the costs necessary to provide a service efficiently and effectively, namely:

- A budget adequate to deliver a service of the necessary quality on a sustainable basis; and
- A budget that delivers services at the lowest possible cost.

The National Treasury issued a tariff setting tool and guide as part of MFMA Budget Circular No. 98 (refer item 4.2) on 6 December 2019 and since 2019, has encouraged municipalities to utilise the tool. **With effect, from the 2023/24 MTREF, all municipalities (except metropolitan cities and district municipalities that do not provide any services) as part of both the tabled and adopted MTREF submissions must submit the completed National Treasury tariff tool (in excel format)** illustrating that the revenue component of the budget is credible and funded and that the municipality's tariffs are cost reflective. If the municipality's initial calculation results in high increases to facilitate cost-reflectiveness, it is recommended that such are phased in over 3 to 5 years. The municipality's strategy in this regard should be included as part of the budget narratives.

This tool will assist in setting tariffs that are cost-reflective and enable a municipality to recover costs to fulfil its mandate. Going forward it is also imperative that every municipality fully embrace the Municipal Standard Chart of Accounts (*mSCOA*): costing component. Considering, *mSCOA* implementation is entering its sixth year of implementation, all municipalities must fully embrace and report also utilising the costing segment correctly. The National Treasury Municipal Costing Guide is available on the link below on the National Treasury website.

<http://mfma.treasury.gov.za/Guidelines/Documents/Forms/AllItems.aspx?RootFolder=%2fGuidelines%2fDocuments%2fMunicipal%20Costing%20Guide&FolderCTID=0x0120004720FD2D0551AE409361D6CB3E122A08>.

5.5 Tariffs – achieving a balance between cost-reflectiveness and affordability

National Treasury encourages municipalities to maintain tariff increases at levels that reflect an appropriate balance between the affordability to poorer households and other consumers while ensuring the financial sustainability of the municipality.

When setting tariffs, it is therefore critical to understand the economic environment specific to the municipality and consideration should include at least –

- *The socio-economic profile undertaken for the municipality* available on the National Treasury GoMuni portal – municipalities are encouraged to annually update their own socio-economic profile using the template model available on GoMuni;
- *The most recent average monthly household income in the municipality* as per Statistics South Africa (Stats SA) available on [Statistics South Africa | Improving Lives Through Data Ecosystems \(statssa.gov.za\)](https://www.statssa.gov.za);
- *The average property value in the municipality* per its most recent approved general valuation roll and/ or supplementary general valuation roll;
- *The number of indigent households in the municipality*, including any variation in the number of indigent households included in the Equitable Share: free basic services component for the municipality vs the municipality's own indigency level discretion; and
- *The economic drivers and activities specific to the municipal area¹; etc.*

The municipality's tariff-setting or other committee tasked with this role must understand and deliberately reflect on this context during the tariff-setting process. Considering the average monthly household income, the median affordable municipal bill would ideally not exceed proportionally approximately 10 to 15 per cent the average monthly household income. This median affordable bill, in combination with the median average property value should inform the basis to determine any rebates to households with income below the median. Furthermore, municipalities contemplating to increase free basic electricity allocations as an indigent relief measure, should do so only after careful consideration of the long-term financial impact that such a decision might have.

It is also important when setting particularly water and electricity tariffs that municipalities are encouraged to set two-tier tariffs, that include a basic availability charge to recover the fixed (direct and indirect) cost associated with the service in conjunction with consumption-based tariff bands. For example, in a drought, such tariffs will facilitate the ability to pay for infrastructure and maintenance, treating chemicals and salaries, etc. while parallel facilitating water restriction based on inclining tariffs as consumption increase. Furthermore, it is important to link the municipality's water tariffs to dam levels, also approved as part of the budget process. For example, if the dam levels drop to 60 per cent the first tier of restriction tariffs should become applicable in terms of the municipality's approved tariff policy.

It is also noted that NERSA approves seasonal tariffs for Eskom but not necessarily for the municipality. It is important that the municipality clearly factors this in its tariff application to NERSA, illustrating the cash flow crunch if the municipality is not similarly allowed a seasonal tariff to recover the higher Eskom bulk cost during winter months.

Lastly, municipalities are cautioned against setting tariffs that include operating inefficiencies. This could lead to tariffs falling into the unaffordable range.

¹ The spatialised tax data is now available through National Treasury for all municipalities that provides an up to date information on economic activity within a municipal boundary.

The Consumer Price Index (CPI) inflation is forecasted to be within the 3 to 6 per cent target band; therefore, municipalities are required to **justify all increases in excess of the projected inflation target for 2023/24** in their budget narratives and pay careful attention to tariff increases across all consumer groups. In addition, municipalities should include a detailed account of their revenue growth assumptions for the different service charges in the budget narrative.

Additional loadshedding considerations when calculating anticipated revenue collection rates include:

- Consumption patterns amongst pre-paid users who work more sparingly with electricity units. This can have a lagging effect on revenue estimations i.e. although units are paid for up front, it is not necessarily used in high-demand periods; and
- A decline in average consumption patterns for post-paid customers.

As part of its debtor management strategy municipalities should clearly communicate the impact of loadshedding on municipal tariff setting, including through education campaigns. Consumers will expect a decrease in their electricity bills as consumption drops due to loadshedding. Not understanding the impact of tariff structures (fixed and demand-driven components) can create distrust and reduce willingness to pay municipal accounts.

5.6 Municipal Debt Relief

An optimally designed debt solution for Eskom can leverage the structural reform of the electricity sector that is needed both on the Eskom side and the municipal side, however, the municipal debt owed to Eskom pose a material risk to any Eskom debt relief package. In parallel the challenge of defaulting municipalities cannot be separated from a consumer culture to not pay for services.

Municipal Debt Relief that is **conditional and application based**, has therefore been sanctioned. The relief is aimed to correct the underlying behaviour and operational practices in defaulting municipalities and Eskom while in parallel, progressively introducing a smart metering solution to change consumer behaviour by instilling a culture of payment for services consumed. The proposal consists of 4 elements:

- i. **Eskom will write-off all debt municipalities owe** as on 31 March 2023 (excluding the March 2023 current account). This will be done over three national financial years and require as a critical qualification that municipalities monthly honour their current (monthly consumption) Eskom and water accounts going forward and maintain a minimum average quarterly collection, etc;
- ii. Secondly, **new mechanisms are explored to resolve non-payment** – this to include a dispute ombud mechanism and re-assigning the license of persistent defaulters;
- iii. Thirdly, Eskom will continue to **implement a regime of installation of pre-paid meters** in Eskom supplied areas to improve Eskom collection. Municipalities are additionally encouraged to adopt a similar operating regime; and
- iv. Lastly, the National Treasury will continue to implement municipal revenue enhancement initiatives, including a transversal tender for a smart pre-paid meter solution to change to a forward looking culture of payment of the consolidated municipal bill.

More details on the application process and related conditions for municipalities will soon be outlined and published through a separate MFMA Circular.

5.7 Bulk Account Payments and Concessions

Since 2018/19, intense work was undertaken to resolve systemic and structural issues pertaining to the electricity function in municipalities. Core to this work was addressing the

escalating Eskom debt that threatened the sustainability of Eskom as well as that of municipalities.

During the process, Eskom agreed to provide relieve in certain areas. Municipalities are reminded of the following concessions that remain in place:

- The interest rate charged on overdue municipal bulk accounts were reduced from prime plus 5 per cent to prime plus 2.5 per cent;
- Payment terms were extended from 15 days to 30 days for municipal bulk accounts; and
- Eskom allocation of municipality payments to capital first and then to interest.

These concessions align to the MFMA and are meant to curb municipal growing debt levels by allowing a more conducive payment regime than what was previously employed. In addition, municipalities are urged to budget for and ring-fence their payment of bulk services. Bulk current account payments must be honoured religiously to avoid stringent application of the bulk suppliers' credit control policy.

Municipalities are also urged to enforce a culture of payment for services through their normal credit control processes. In this regard it should be noted that municipalities are only compensated for free basic services based on an indigent user component calculation through the equitable share. As such, a municipality's allocation of free basic services to all of the municipality's consumers is not funded in the equitable share. Every municipality, during the budget process, must consider the affordability to the municipality when allocating free basic services above the national norm and to consumers other than indigent consumers. **If a municipality has any arrears on any of its bulk supplier's accounts, it must limit its provision of free basic services to registered indigent consumers only.**

5.8 Critical Notice Affecting STS Meters

As highlighted in previous MFMA Circular No. 115 (dated 04 March 2022) municipalities are once again alerted that there is still a pending business risk to the prepayment metering industry that requires urgency of action. The token identifiers (TID) used to identify each credit token will run out of available numbers in November 2024, at which point all STS meters will stop accepting credit tokens.

The remedy is to visit each meter and enter a special set of key change tokens in order to reset the meter memory. Municipalities are advised that the National Treasury, through the Office of the Chief Procurement Officer (OCPO), will soon facilitate a transversal contract for the provision of auditing, re-calibration and re-configuration services for standard transfer specification compliant prepayment meters that align to minimum and critical technical specifications for local government. In this respect the development of the transversal contract for smart prepaid meters as per NRS 049 (per latest approved version) is at an advanced stage and should be issued shortly by National Treasury.

If your municipality or municipality entity is currently in the process of procuring for a solution or is planning to, you are cautioned:

- Against proceeding prior to the OCPO having issued and awarded the transversal contract for the provision of inter alia auditing, re-calibration and re-configuration services for standard transfer specification compliant prepayment meters Terms of Reference (ToR); and
- That, with immediate effect, you must inform and obtain the National Treasury's input prior to proceeding with any current procurement or proposed procurement for this purpose or any related solution or similar. This is to prevent unnecessary and wasteful expenditure on such solutions. Any request for National Treasury's input on the current or planned procurement of any related solution or similar or component thereof, must be

directed to the National Treasury for the attention of the Local Government Budget Analysis Unit (Mr. Sadesh Ramjathan) at Sadesh.Ramjathan@treasury.gov.za.

In this regard, municipalities will have two options to choose from:

- Firstly, to pursue the route of auditing, re-calibrating and re-configuring services for standard transfer specification compliant prepayment meters; and/ or
- Secondly, to replace the old meter with a new smart prepaid meter.

For both options, the municipality will have to budget accordingly as no additional funding will be available through the national fiscus.

Your assistance in proactively ensuring that the municipality and/ or its entities are not adversely affected by these processes will be appreciated.

5.9 Completeness and credibility of revenue related information in the Budget

The MBRR regulates the minimum level of information required from municipalities when compiling, implementing, monitoring, and evaluating the municipality's financial management situation. Failure to include the minimum required information hampers the municipal council, the public and stakeholders' ability to make informed decisions and engage on the matter. It also limits research, studies, and benchmarking undertaken for local, provincial, and national purposes.

The National Treasury would like to take this opportunity to caution municipalities that the MBRR prescribe the minimum level of information municipalities must include as part of their legal reporting obligations.

Going forward the Treasuries will place increased attention and focus on the adequacy of municipalities' submissions. The National Treasury regards this non-compliance to include the minimum level of information as serious and if persistent will consider applying the available legal sanctions, including recourse in terms of section 216(2) of the Constitution. In this context, National Treasury will particularly focus on the completeness of asset management related information as well as the statistical information required in the A, B and C schedules during the 2023/24 MTREF.

5.10 Eskom Bulk Tariff increases

The National Energy Regulator of South Africa (NERSA) is responsible for the price determination of the bulk costs of electricity. In January 2023, NERSA approved tariff increases of 18.7 per cent in 2023/24 and 12.7 per cent increase in 2024/25. For purposes of calculating the free basic energy subsidy in the local government equitable share formula, the National Treasury has added 2 per cent to these increases. This is in anticipation of higher increases than those published in January, for municipalities, due to the difference in the financial years of Eskom customers and municipalities meaning that Eskom only has nine months to collect the allowable revenue from municipalities. R1.1 billion is added to the free basic energy subcomponent of the free basic services component of the local government equitable share formula to fund these higher tariff increases. To this end, the free basic electricity subsidy in the local government equitable share is calculated based on a 20.7 per cent tariff increase in 2023/24 and a 14.7 per cent increase in 2024/25. In the absence of an approved tariff increase in the outer year of the MTEF period, the formula assumes an increase of 17.7 per cent in 2025/26. This is the average of the estimated increases for the first two years of the MTEF period.

5.11 Updated Municipal Borrowing Policy Framework

Cabinet approved the Update to the Policy Framework for Municipal Borrowing and Financial Emergencies on the 17th of August, 2022. The purpose of the update was to re-examine the original Policy Framework, along with the legislation (i.e. Municipal Finance Management Act – MFMA) that was adopted to implement it, considering the experience with municipal borrowing that has accumulated since 2000.

The following key reforms have been introduced through the Update to the Policy Framework for Municipal Borrowing:

- The Policy Framework for Municipal Borrowing has been updated to introduce the necessary reforms that will expand the scope of responsible municipal borrowing and create an environment that attracts more players (e.g. insurers, pension funds, institutional investors and fund managers, and international Development Finance Institutions) in the municipal debt market space. The original core principles underlying municipal borrowing are maintained (i.e. creditworthy municipalities should borrow prudently to finance capital investment, and that there will be no bail-outs by the provincial or national government);
- The updated policy framework clarifies the role of Development Finance Institutions (DFIs), as it was not clearly articulated in the original policy. DFIs are required to pursue clear and agreed developmental goals, as outlined in the policy. The objective of this approach is to ensure that a DFI lending does not crowd out the private sector. Public-sector lenders, both domestic and foreign, should be guided by a social and developmental investment approach in which demonstrable social outcomes are considered alongside potential financial returns;
- The updated policy framework permits and clarifies innovative infrastructure financing mechanisms (such as pooled financing mechanisms, project finance, tax increment financing, revenue bonds, and pledging of conditional grants) that municipalities can use to leverage municipal borrowing. Municipalities are encouraged to explore these alternatives, and innovative infrastructure financing mechanisms permitted subject to the requirements contained in the Municipal Finance Management Act (MFMA); and
- The participation of both private and public sector market participants in the development of a liquid secondary market for municipal debt securities is also encouraged. The policy proposes options that can be explored to support the development and growth of an efficient and liquid market for municipal debt obligations.

The Updated Municipal Borrowing Policy Framework can be accessed at the MFMA website at the following link <http://mfma.treasury.gov.za/Guidelines/Pages/default.aspx>.

5.12 Tariff Policies

Municipalities must comply with the provisions of Section 74 of the Municipal Systems Act (MSA) which requires that a municipal council must adopt and implement a tariff policy on the levying of fees for municipal services provided by the municipality itself or by way of service delivery agreements, and which complies with the provisions of this Act and with any other applicable legislation. Municipalities should also ensure that the tariff policies adhere to all the principles outlined in section 74(2) of the MSA. A municipality's tariff policies must also take into consideration variable factors such as water shortages and electricity feedback excess into the municipal system from new generation capacity. Municipalities are urged to develop wheeling and Small-Scale Embedded Generation (SSEG) frameworks to guide the

development of associated tariffs. Municipalities must adopt by-laws to give effect to the implementation and enforcement of their tariff policies.

5.13 Non-Revenue Electricity and Non-Revenue Water/ Revenue Losses

Water Service Authority municipalities and electricity licensed municipalities are urged to align both their non-revenue water and non-revenue electricity indicators and their set targets in the 2023/24 SDBIPs with identifiable infrastructure or operational projects and/ or programmes. Municipalities should track improvements on the baseline information included in the SDBIPs by indicating the volume of water losses (i.e., kilolitres/ mega-litres) and the amount of electricity losses (KwH or MWs) for the previous year. This approach will help to determine the progress of municipalities in curbing losses, which impact on municipal revenues, in both non-revenue water and non-revenue electricity.

6. Burial of Councillors

Salaries, allowances and benefits for political office-bearers and members is managed through Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils notice issued by the Minister of Cooperative Governance and Traditional Affairs.

Section 167 of the MFMA provides that a municipality may remunerate its Councillors within the framework of the Public Office-Bearers Act, 1998 (Act No. 20 of 1998), setting the upper limits of the salaries, allowances and benefits for those political office-bearers and members. Any benefit which is not included in the above-mentioned notice constitutes irregular expenditure and recovery thereof from the Councillor concerned is mandatory.

Municipalities may also refer to relevant Councillor Pension Scheme or personal funeral policies in existence for any funeral benefits relating to such Councillor.

7. Funding choices and management issues

Municipalities are under pressure to generate and collect revenue for service delivered. The ability of customers to pay for services is declining and this means that less revenue will be collected. Therefore, municipalities must consider the following when compiling their 2023/24 MTREF budgets:

- Improving the effectiveness of revenue management processes and procedures;
- Cost containment measures to, amongst other things, control unnecessary spending on nice-to-have items and non-essential activities as highlighted in the Municipal Cost Containment Regulations read with MFMA Circular No. 82;
- Ensuring value for money through the procurement process;
- The affordability of providing free basic services to all households;
- Not taking on unfunded mandates;
- Strictly control the use of costly water tankers and fix the water infrastructure to enable the sustainable provision of water;
- Automate business services where possible to increase efficiencies and lower customer costs;
- Prioritise the filling of critical vacant posts, especially linked to the delivery of basic services; and
- Curbing the consumption of water and electricity by the indigents to ensure that they do not exceed their allocation.

Accounting officers are reminded of their responsibility in terms of section 62(1)(a) of the MFMA to use the resources of the municipality effectively, efficiently and economically. Failure to do this will result in the accounting officer committing an act of financial misconduct which will trigger the application of chapter 15 of the MFMA, read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014.

7.1 Employee related costs

The Salary and Wage Collective Agreement for the period 01 July 2021 to 30 June 2024 dated 15 September 2021 through the agreement that was approved by the Bargaining Committee of the Central Council in terms of Clause 17.3 of the Constitution should be used when budgeting for employee related costs for the 2023/24 MTREF. In terms of the agreement, all employees covered by this agreement shall receive with effect from 01 July 2023 and 01 July 2024 an increase based on the projected average CPI percentages for 2023 (5.4 per cent according to the Reserve Bank's Monetary Committee Statement for January 2023) and 2024 (4.8 per cent according to the Reserve Bank's Monetary Committee Statement for January 2023). The forecasts of the Reserve Bank, in terms of the January 2023 and January 2024, shall be used to determine the projected average CPI. Municipalities are encouraged to perform an annual head count and payroll verification process by undertaking a once-a-year manual salary disbursement, to root out ghost employees.

According to the 2021 State of Local Government Finance Report, there are about 165 municipalities that are in financial distress. These municipalities need to ensure that they seek an early exemption from this dispensation of this salary agreement. Municipalities should also avoid paying out leave in cash while having major financial challenges.

7.2 Remuneration of Councillors

Municipalities are advised to budget for the actual costs approved in accordance with the Government Gazette on the Remuneration of Public Office Bearers Act: Determination of Upper Limits of Salaries, Allowances and Benefits of different members of municipal councils published annually between December and January by the Department of Cooperative Governance. It is anticipated that this salary determination will also take into account the fiscal constraints. Municipalities should also consider guidance provided above on salary increases for municipal officials during this process. Any overpayment to councillors contrary to the upper limits as published by the Minister of Cooperative Governance and Traditional Affairs will be irregular expenditure in terms of Section 167 of the MFMA and must be recovered from councilor(s) concerned.

8. Conditional Grant Transfers to Municipalities

8.1 Criteria for the release of the Equitable Share

The equitable share release criteria for 2023/24 were set out in MFMA Circular No. 122. To assist with managing this process, a guiding checklist has been developed (attached hereto as Annexure A) which municipalities can follow throughout the course of the year to ensure that the required documents are timeously uploaded to the GoMuni platform in line with the prescribed deadlines.

Going forward, municipalities will be required to submit the completed checklist as part of the quarterly performance reporting process for quarter 1 of the municipal financial year. According to section 52(d) of the MFMA, the mayor of a municipality must within 30 days of the end of each quarter, submit a report to council on the implementation of the budget and the financial state of affairs of the municipality. The report must then be submitted to National

and Provincial Treasury within 5 days of being tabled in council as per section 32 of the MBRR. The report for quarter 1 of 2023/24 must therefore be submitted to council by the end of October 2023 and submitted to National and Provincial Treasury by no later than 5 November 2023. By including the completed checklist in this report, municipalities confirm their adherence to the equitable share release criteria, including that all supplementary information (as defined in the checklist) was successfully uploaded to the GoMuni platform.

Please note that most of the information required for the release of the equitable share, is already uploaded/ submitted by municipalities as part of existing reporting requirements throughout the year. There are however a few items (clearly marked in the checklist) that does not have a dedicated storage location (for example, payments of employee benefits) on GoMuni. A dedicated Equitable Share Verification Folder will be created on GoMuni for this purpose.

8.2 Criteria for the rollover of conditional grant funds

In terms of Section 21 of the Division of Revenue Act, 2022 (Act No.5 of 2022) (DoRA) in conjunction with the Division of Revenue Amendment Act, 2022 (Act No. 15 of 2022) (DoRAA), the Act requires that any conditional allocation or a portion thereof that is not spent at the end of the 2022/23 financial year reverts to the National Revenue Fund (NRF), unless the rollover of the allocation is approved in terms of subsection (2). Furthermore, the receiving officer, provincial treasury and national transferring officer is required to prove to National Treasury that the unspent allocation is committed to identifiable projects, in which case the funds may be rolled over.

When requesting a rollover in terms of section 21(2) of the 2022 DoRA, municipalities must include the following information with their submission to National Treasury:

1. A formal letter, signed by the accounting officer addressed to the National Treasury requesting the rollover of unspent conditional grants in terms of section 21(2) of the 2022 DoRA;
2. A list of all the projects that are linked to the unspent conditional grants and a breakdown of how much was allocated, spent and the balance per project;
3. The following evidence indicating that work on each of the projects has commenced, as applicable to the specific rollover(s):
 - a) Proof that a contractor or service provider was appointed for delivery of the project before 31 March; or
 - b) Proof of project tender and tender submissions published and closed before 31 March or with the appointment of contractor or service provider for delivery of service before 30 June in cases where additional funding was allocated during the course of the financial year of the project;
 - c) Incorporation of the Appropriation Statement;
 - d) Evidence that all projects linked to an allocation will be fully utilised by 30 June 2024 (attach cash flow projection for the applicable grant).
4. A progress report (also in percentages) on the status of each project's implementation that includes an attached **legible implementation plan**);
5. The value of the committed project funding and the conditional allocation from the funding source;
6. Reasons why the grants were not fully spent during the year on the original allocation per the DoRA;
7. Rollover of rollovers will not be considered. Municipalities must therefore not include previous year's unspent conditional grants as rollover request;
8. An indication of the time period within which the funds are to be spent if the rollover is approved; and

9. Proof that the Municipal Manager and Chief Financial Officer are permanently appointed.

No rollover requests will be considered for municipalities with vacant or acting Chief Financial Officers and Municipal Managers for a period exceeding 6 months from the date of vacancy; this also includes acting appointments because of suspensions of either MM or CFO that are more than 12 months.

If any of the above information is not provided or the application is received by National Treasury (Intergovernmental Relations Division) after 31 August 2023, the application will be declined.

In addition, National Treasury will also consider the following information when assessing rollover applications; and reserves the right to decline an application should there be non-performance by the municipality in any of these areas:

1. Compliance with the in-year reporting requirements in terms of sections 71 and 72 of the MFMA and section 12 of the 2022 DoRA, **including the Municipal Manager and Chief Financial Officer signing-off on the information** sent to National Treasury;
2. Submission of the pre-audited Annual Financial Statements to National Treasury by 31 August 2023;
3. Accurate disclosure of grant performance in the 2022/23 pre-audited Annual Financial Statements, (i.e. correct disclosure of grant receipts and spending in the notes to the AFS);
4. Despite the fact that local government is required to comply with to different norms and standards prescribed by different legislations, municipalities are expected to fully comply with the provisions of DoRA that relate to rollover processes and disclose conditional grant performance in the 2022/23 pre-audited Annual Financial Statements (i.e Cash coverage and unspent conditional grants in the Statement of Financial Position) in order to verify grant expenditure; and
5. Cash available reflected in the Statement of Financial Position and Cash Flow Statements and the bank (net position including short term investments) as at 30 June 2023 is equivalent to the unspent amount at the end of the financial year. If the amount that is requested for rollover **is not entirely cash-backed**, such a rollover will not be approved. National Treasury will also not approve portions of rollover requests.

It should be noted that under no circumstances will the National Treasury consider requests to rollover:

1. The entire 2022/23 allocation to the municipality, in cases whereby the rollover request is more than 50 per cent of the total allocation, National Treasury will approve the rollover amount up to 50 per cent of the 2022/23 allocation;
2. Rollover request of the same grant for the third consecutive time. In a case where a municipality is applying for rollover as a result of additional funding, the application will be given a careful consideration;
3. Funding for projects procured through Regulation 32 of the Municipal Supply Chain Management Regulations (Gazette No.27636) – Projects linked to additional funding and disasters are exempted; and
4. A portion of an allocation where the proof of commitment for the rollover application is linked to invoices that were issued before or on 31 May 2023.

8.3 Unspent conditional grant funds for 2022/23

The process to ensure the return of unspent conditional grants for the 2022/23 financial year will be managed in accordance with section 22 of the DoRA. In addition to the previous MFMA Circulars, the following practical arrangements will apply:

- Step 1: Municipalities must submit their June 2023 conditional grant expenditure reports according to section 71 of the MFMA reflecting all accrued expenditure on conditional grants and further ensure that expenditure reported to both National Treasury and national transferring officers reconciles;
- Step 2: When preparing the Annual Financial Statements, a municipality must determine the portion of each national conditional grant allocation that remained unspent as at 30 June 2023. The unspent grant values must be determined based on the guidance that was provided in *mSCOA* Circular No. 13 in as far as VAT, retention and interest is concerned; and
- Step 3: If the receiving officer wants to motivate in terms of section 22(2) of the 2020 DoRA that the unspent funds are committed to identifiable projects, the rollover application pack must be submitted to National Treasury by no later than 31 August 2023.

National Treasury will not consider any rollover requests that are incomplete or received after this deadline.

- Step 4: National Treasury will confirm in writing whether or not the municipality may retain any of the unspent funds as a rollover based on criteria outlined above by 20 October 2023;
- Step 5: National Treasury will communicate the unspent conditional grants amount by 08 November 2023. A municipality must return the remaining unspent conditional grant funds that are not subject to a specific repayment arrangement to the National Revenue Fund by 17 November 2023; and
- Step 6: Any unspent conditional grant funds that should have but has not been repaid to the National Revenue Fund by 17 November 2023, and for which a municipality has not requested a repayment arrangement, will be offset against the municipality's 06 December 2023 equitable share allocation.

All other issues pertaining to Appropriation Statement and reporting on approved rollovers are addressed in the Annexure to MFMA Circular No. 86.

9. The Municipal Budget and Reporting Regulations

9.1 Alignment of Municipal Budget and Reporting Regulations (MBRR) Schedules

The revised Regulated MBRR Schedules (A1, B, C, D, E and F), as aligned to the *mSCOA* chart and GRAP are published on the National Treasury web page and can be accessed using the following link.

<http://mfma.treasury.gov.za/RegulationsandGazettes/Municipal%20Budget%20and%20Reporting%20Regulations/Documents/Forms/AllItems.aspx?RootFolder=%2fRegulationsandGazettes%2fMunicipal%20Budget%20and%20Reporting%20Regulations%2fDocuments%2f2023%2d24&FolderCTID=0x0120001860D4A2BD7AD042BF8427FC3BB59F67>

The alignment of the A1 Schedules required substantial changes to the reporting formats used for budgeting and reporting purposes which required the creation of new A1 Schedule codes to ensure that the data strings populate the new reporting formats. The relevant changes were also made in the reporting formats relating to versions 6.1 to 6.7 of the *mSCOA* chart to ensure that the historical data are populating when reports are drawn from GoMuni.

To ensure that ERP systems generate the A1 Schedule aligned to version 6.7 of the *mSCOA* chart, municipalities and system vendors should refer to the linkages provided on GoMuni. The following reports on GoMuni should be used for this purpose:

- List *m*SCOA account linkages to A1 Schedule based on 6.7 under menu option *m*SCOA Reporting; and
- List *m*SCOA A1 schedule codes WIP (i.e. new A1 Schedule codes) under menu option *m*SCOA Administration.

Both reports can be located under:

https://lg.treasury.gov.za/ibi_apps/portal/Local_Government_Database

The new format for the non-financial data strings A1D and A1F is available on the link below:

<http://mfma.treasury.gov.za/RegulationsandGazettes/Municipal%20Budget%20and%20Reporting%20Regulations/Documents/Forms/AllItems.aspx?RootFolder=%2fRegulationsandGazettes%2fMunicipal%20Budget%20and%20Reporting%20Regulations%2fDocuments%2f2023%2d24&FolderCTID=0x0120001860D4A2BD7AD042BF8427FC3BB59F67>

The A1D is the data string which populates information which we do not extract from the TABB while the A1F populates the budget information which we do not extract from the ORGB. Municipalities should ensure that they use the new format when submitting the non-financial data strings.

10. Submitting budget documentation and A1 schedules for 2023/24 MTREF

The MFMA and its Regulations require the submission of *m*SCOA data strings for budgets, in-year reporting, and annual financial statements in a specific format and by a required timeframe. The credibility and accuracy of the *m*SCOA data strings must be verified by municipalities prior to submission to the GoMuni Upload portal. Since the financial system must be locked at the end of the month in order to generate a *m*SCOA data string, municipalities may not open closed periods to correct errors. Errors must be corrected in the next open period. Providers of municipal financial systems must ensure that the necessary internal controls are built into the system to prevent the opening of closed periods on the financial system and the bypassing of such controls. This also applies to the correction of information in closed periods for 3rd party systems that should be integrating with the main financial system in terms of the requirements of the *m*SCOA Regulations.

From 1 July 2023, Municipal Managers and Chief Financial Officers will be required to sign off on the financial and non-financial data strings submitted to the GoMuni Upload portal when they submit their data strings. The schedules prescribed in terms of the Municipal Budget and Reporting Regulations (MBRR) populated from the *m*SCOA data strings on National Treasury's Local Government and Reporting System (LGDRS) must also be signed off monthly. These sign-offs are for audit purposes and serves as a confirmation by the municipality that the data strings submitted are accurate. Details on the submission of the signed-off figures will be communicated in due course.

In terms of Section 171 of the MFMA, financial misconduct by municipal officials includes the provision of incorrect or misleading information in any document which must be submitted to the National Treasury.

From 1 July 2023, the GoMuni Upload portal for the monthly in-year data strings will be closed at 16h00 on the 10th working day of each month. All publications by the National and Provincial Treasuries are now solely sourced from the *m*SCOA data strings submitted by

municipalities and several stakeholders including Statistics South Africa (STATSSA), Auditor General South Africa (AGSA), the Reserve Bank, and NERSA are in the process of streamlining some of their reporting to the information contained on the National Treasury Local Government Database and Reporting System (LGDRS). The resubmission of data strings after the legislated timeframes is not only illegal but also causing challenges in data sets used by various stakeholders for analysis and reporting purposes. **No data string submissions will therefore be accepted by the National Treasury after the 10th working day of the respective month.**

Contact



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Post Private Bag X115, Pretoria 0001
Phone 012 315 5009
Fax 012 395 6553
Website <http://www.treasury.gov.za/default.aspx>

JH Hattingh
Chief Director: Local Government Budget Analysis
03 March 2023

ANNEXURE A: Equitable Share Verification Checklist:

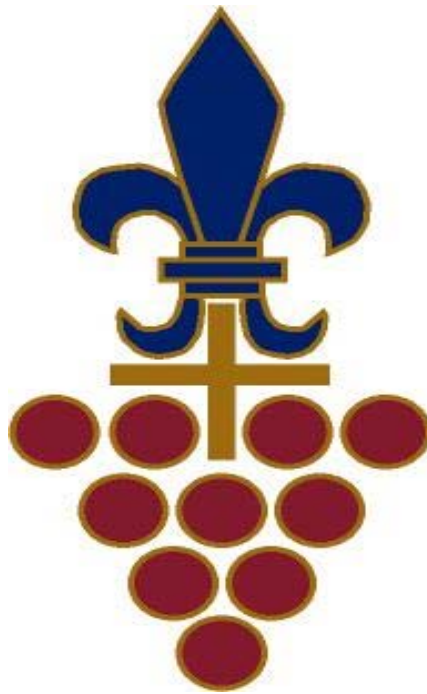
General Requirements

Criteria	Verification Requirement	Yes/No
2023/24 Adopted Budget	Council resolution, adopted <i>m</i> SCOA budget data strings (ORGB), PDF version of adopted MTREF budget uploaded to GoMuni Upload portal immediately after approval.	
<ul style="list-style-type: none"> Is the municipality's completed tariff tool (National Treasury format) included as part of its budget submission (MFMA Budget Circular No. 98 (refer item 4.2). 	The completed National Treasury EXCEL tariff tool uploaded to GoMuni with the adopted budget by start of budget year i.e. 1 July 2023 .	
<ul style="list-style-type: none"> Are allocations made for bulk suppliers current account payments? 	Allocations reflected in <i>m</i> SCOA budget data strings (ORGB) and budget schedules/ document.	
<i>If unfunded budget position–</i>		
<ul style="list-style-type: none"> Is a Budget Funding Plan (BFP) adopted with the budget? 	Copy of the adopted Budget Funding Plan uploaded to GoMuni with the adopted budget by start of budget year i.e. 1 July 2023 .	
	PDF version of BFP/progress report uploaded to GoMuni Upload portal by start of budget year i.e. 1 July 2023 .	
	Is the BFP credible and show how the municipality intends moving progressively out of this position into a funded state?	
	In the case of the latest progress report being submitted, is it aligned to the rescue phase of the new approach to Municipal Financial Recovery Service (MFRS)?	
<ul style="list-style-type: none"> Council resolution reflecting commitment to address unfunded position. 	PDF copy of resolution uploaded to GoMuni Upload portal by start of budget year i.e. 1 July 2023 .	
<i>m</i>SCOA		
<ul style="list-style-type: none"> Submission of Data Strings 	Successful submission of all financial and non-financial <i>m</i> SCOA data strings to the GoMuni Upload portal	
	Timeous submission of all financial and non-financial <i>m</i> SCOA data strings to the GoMuni Upload portal	
	Data strings submitted are credible as per the analysis done by NT/PTs	
	Data strings are generated directly from the main municipal financial system	
	The regulated MBRR Schedules are generated directly from the core municipal financial system	
	Successful submission of all financial and non-financial <i>m</i> SCOA data strings to the GoMuni Upload portal	
<ul style="list-style-type: none"> Submission of documents 	Municipal documents required in terms of legislation and MFMA Circulars have been submitted timeously and in the required format to the GoMuni Upload portal.	
<ul style="list-style-type: none"> Financial System Changes 	Municipality has followed the processes in Circulars No. 93, 98, 123 and <i>m</i> SCOA Circulars No 5 and 6 to change their financial system.	
UIF & W		
<ul style="list-style-type: none"> UIF&W Register 	Documents need to be uploaded to NTs eMonitoring Webpage	
<ul style="list-style-type: none"> MPAC recommendation on UIF&W 		
<ul style="list-style-type: none"> Council Resolution on UIF&W 		
<ul style="list-style-type: none"> UIF&W Reduction Strategy 		
Disciplinary Board		
<ul style="list-style-type: none"> Does the municipality have a functional disciplinary board? 	Proof of establishment (or efforts to establish DC Board) uploaded to NTs eMonitoring Webpage NTs eMonitoring Website.	
Competency Regulations		
<ul style="list-style-type: none"> Has the minimum municipal competency regulations reporting requirements been adhered to? 	In line with the Competency Regulations, consolidated reporting information must be uploaded to GoMuni by 30 January 2023 and 30 July 2023 .	
Audit Process		
<ul style="list-style-type: none"> Opinion Received 	Did the municipality receive an adverse or disclaimed audit opinion or had outstanding audits for two consecutive financial years?	
<ul style="list-style-type: none"> Adverse or disclaimed audit opinion 	Council resolution signed by each member of the Council was uploaded to NT's eMonitoring Webpage within 1 month after conclusion of the audit process reflecting council's commitment to address the opinion.	
<ul style="list-style-type: none"> Is a council approved audit action plan in place? 	Audit action plan, together with council resolution, to be uploaded to NT's eMonitoring Webpage within 60 days from audit report issuance.	
Interventions (where applicable)		
<ul style="list-style-type: none"> In the event of a discretionary or mandatory intervention in terms of section 139 of the Constitution, is a Financial Recovery Plan (FRP) in place? 	The FRP and monthly progress reports submitted in terms of sections 145 and 146 of the MFMA must be uploaded to GoMuni Upload portal for each month since the inception of the FRP.	

Quarterly Requirements

Criteria	Verification Requirement	Quarter 3 (Jan – March)	Quarter 4 (April – June)	Quarter 1 (July – Sept)	Quarter 2 (Oct – Dec)
Bulk Supplier Payments					
<ul style="list-style-type: none"> Were current account payments to bulk suppliers (Eskom and Water Boards) timeously made? 	PT/NT to verify status according to MFMA S41 Report. No action required from municipality if account in good standing.	-	-	-	-
<ul style="list-style-type: none"> <u>If current account in arrears, are payment agreements in place?</u> 	Copy of payment agreement or evidence of discussions are uploaded to on GoMuni Upload portal.				
Staff benefit Deductions					
<ul style="list-style-type: none"> Were a) SARS, b) pension and c) other staff benefits timeously paid over to the relevant funds/institutions? 	Proof of payment for each category, for each month of the quarter uploaded to on GoMuni Upload portal.				
Reconciliation of Valuation Roll					
<ul style="list-style-type: none"> Has the valuation role been reconciled to the financial system? 	In line with MFMA Circulars No. 93, 98 and 107, proof of the verification for each quarter should be uploaded on GoMuni Upload portal.				

STELLENBOSCH MUNICIPALITY



**AMENDED DEVELOPMENT CHARGES
AND ELECTRICITY TARIFFS**

2023/2024

TABLE OF CONTENT

DEVELOPMENT CHARGES	1
ELECTRICITY TARIFFS.....	8

Stellenbosch Town

Land Use		Water (kl/day)		Sewer (kl/day)		Stormwater (ha°C)		Solid Waste (t/week)		Roads & Transport (trips/day)		Community (persons)		
		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost		
Description	Unit	Water Factor	Water Cost	Sewer Factor	Sewer Cost	Stormwater Factor	Stormwater Cost	Solid Waste Factor	Solid Waste Cost	Roads Factor	Roads Cost	Community Factor	Community Cost	Total
Outdoor Dining/Function Area (persons)	persons	0.100	R 3 134	0.070	R 2 414	0.001	R 207	0.003	R 293	3.000	R 20 117	0.130	R 223	R 26 389
Storage Facilities	unit	0.035	R 1 097	0.030	R 1 035	0.002	R 414	0.002	R 196	0.160	R 1 395	0.100	R 171	R 4 308

Raithby

Land Use		Water (kl/day)		Sewer (kl/day)		Stormwater (ha°C)		Solid Waste (t/week)		Roads & Transport (trips/day)		Community (persons)		
		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost		
Description	Unit	Water Factor	Water Cost	Sewer Factor	Sewer Cost	Stormwater Factor	Stormwater Cost	Solid Waste Factor	Solid Waste Cost	Roads Factor	Roads Cost	Community Factor	Community Cost	Total
Outdoor Dining/Function Area (persons)	persons	0.100	R 1 045	0.070	R 952	0.001	R 152	0.003	R 293	3.000	R 39 481	0.130	R 223	R 42 148
Storage Facilities	unit	0.035	R 366	0.030	R 408	0.002	R 305	0.002	R 196	0.160	R 2 737	0.100	R 171	R 4 183

Polkadraai

Land Use		Water (kl/day)		Sewer (kl/day)		Stormwater (ha°C)		Solid Waste (t/week)		Roads & Transport (trips/day)		Community (persons)		
		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost		
Description	Unit	Water Factor	Water Cost	Sewer Factor	Sewer Cost	Stormwater Factor	Stormwater Cost	Solid Waste Factor	Solid Waste Cost	Roads Factor	Roads Cost	Community Factor	Community Cost	Total
Outdoor Dining/Function Area (persons)	persons	0.100	R 2 931	0.070	R 1 958	0.001	R 58	0.003	R 293	3.000	R 31 071	0.130	R 223	R 36 532
Storage Facilities	unit	0.035	R 1 026	0.030	R 839	0.002	R 115	0.002	R 196	0.160	R 2 154	0.100	R 171	R 4 501

Koelenhof

Land Use		Water (kl/day)		Sewer (kl/day)		Stormwater (ha°C)		Solid Waste (t/week)		Roads & Transport (trips/day)		Community (persons)		
		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost		
Description	Unit	Water Factor	Water Cost	Sewer Factor	Sewer Cost	Stormwater Factor	Stormwater Cost	Solid Waste Factor	Solid Waste Cost	Roads Factor	Roads Cost	Community Factor	Community Cost	Total
Outdoor Dining/Function Area (persons)	persons	0.100	R 2 463	0.070	R 1 793	0.001	R 117	0.003	R 293	3.000	R 12 115	0.130	R 223	R 17 005
Storage Facilities	unit	0.035	R 862	0.030	R 768	0.002	R 233	0.002	R 196	0.160	R 840	0.100	R 171	R 3 071

Klapmuts

Land Use		Water (kl/day)		Sewer (kl/day)		Stormwater (ha°C)		Solid Waste (t/week)		Roads & Transport (trips/day)		Community (persons)		
		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost		
Description	Unit	Water Factor	Water Cost	Sewer Factor	Sewer Cost	Stormwater Factor	Stormwater Cost	Solid Waste Factor	Solid Waste Cost	Roads Factor	Roads Cost	Community Factor	Community Cost	Total
Outdoor Dining/Function Area (persons)	persons	0.100	R 978	0.070	R 2 229	0.001	R 70	0.003	R 293	3.000	R 19 803	0.130	R 223	R 23 595
Storage Facilities	unit	0.035	R 342	0.030	R 955	0.002	R 139	0.002	R 196	0.160	R 1 373	0.100	R 171	R 3 177

Franschhoek

Land Use		Water (kl/day)		Sewer (kl/day)		Stormwater (ha°C)		Solid Waste (t/week)		Roads & Transport (trips/day)		Community (persons)		
		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost		
Description	Unit	Water Factor	Water Cost	Sewer Factor	Sewer Cost	Stormwater Factor	Stormwater Cost	Solid Waste Factor	Solid Waste Cost	Roads Factor	Roads Cost	Community Factor	Community Cost	Total
Outdoor Dining/Function Area (persons)	persons	0.100	R 2 969	0.070	R 2 545	0.001	R 151	0.003	R 293	3.000	R 25 852	0.130	R 223	R 32 033
Storage Facilities	unit	0.035	R 1 039	0.030	R 1 091	0.002	R 302	0.002	R 196	0.160	R 1 792	0.100	R 171	R 4 592

Dwarsrivier

Land Use		Water (kl/day)		Sewer (kl/day)		Stormwater (ha°C)		Solid Waste (t/week)		Roads & Transport (trips/day)		Community (persons)		
		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost		
Description	Unit	Water Factor	Water Cost	Sewer Factor	Sewer Cost	Stormwater Factor	Stormwater Cost	Solid Waste Factor	Solid Waste Cost	Roads Factor	Roads Cost	Community Factor	Community Cost	Total
Outdoor Dining/Function Area (persons)	persons	0.100	R 3 406	0.070	R 1 762	0.001	R 97	0.003	R 293	3.000	R 24 217	0.130	R 223	R 29 999
Storage Facilities	unit	0.035	R 1 192	0.030	R 755	0.002	R 194	0.002	R 196	0.160	R 1 679	0.100	R 171	R 4 187

STELLENBOSCH MUNICIPALITY

ELECTRICITY TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024

Applicable to services rendered from 1 July 2023

Approved 2022/2023

Application 2023/2024

1. Domestic

Domestic: Life Line PP - 0 to 60amp single phase only (For qualifying indigent customers and receiving the first 100 units free per month) (DOM1)

Fixed Charge per month	-	-
Domestic PP Lifeline DOM1 (c/kWh) (<= 50 kWh)	135.78	156.28
Domestic PP Lifeline DOM1 (c/kWh) (51 – 300 kWh)	169.91	195.57
Domestic PP Lifeline DOM1 (c/kWh) (300 – 600 kWh)	253.24	291.48
Domestic PP Lifeline DOM1 (c/kWh) (> 600 kWh)	291.33	335.32
Domestic PP Lifeline DOM1 BSST	100.00	100.00

Domestic: Regular PP meters- (0 to 60amp single and three phase AND Less than 600kWh per month average consumption during the previous financial year and for generation for own use) (DOM2)

Fixed Charge per month	-	-
Energy Rate (c/kWh) (<= 50kWh)	136.01	156.55
Energy Rate (c/kWh) (51 - 300kWh)	174.95	201.37
Energy Rate (c/kWh) (301 - 600kWh)	246.04	283.20
Energy Rate (c/kWh) (> 600kWh)	289.32	333.01

Domestic: Regular PP meters- (0 to 60 Amp single and three phase using more than 600 kWh per month average consumption during the previous financial year and for generation for own use) (DOM3)

Fixed Charge per month	186.20	214.32
Energy Rate (c/kWh) (<= 50kWh)	135.78	156.28
Energy Rate (c/kWh) (51 - 300kWh)	174.17	200.47
Energy Rate (c/kWh) (301 - 600kWh)	245.71	282.81
Energy Rate (c/kWh) (> 600kWh)	289.34	333.04

Domestic: Regular (Using Credit Meters 60 Ampere single and three phase maximum and for generation for own use) (DOM4)

Fixed Charge per month	229.69	264.37
Energy Rate (c/kWh) (<= 50kWh)	135.78	156.28
Energy Rate (c/kWh) (51 - 300kWh)	174.17	200.47
Energy Rate (c/kWh) (301 - 600kWh)	245.71	282.81
Energy Rate (c/kWh) (> 600kWh)	289.34	333.04

Domestic: Renewable Energy (DOM5) Generation for own use and export

Reading cost R/pm	103.95	119.65
Basic Charge	229.69	264.37
Import		
Energy Rate (c/kWh) (<= 50kWh)	135.78	156.28
Energy Rate (c/kWh) (51 - 300kWh)	174.17	200.47
Energy Rate (c/kWh) (301 - 600kWh)	245.71	282.81
Energy Rate (c/kWh) (> 600kWh)	289.34	333.04
Reactive Energy Rate (c/kVArh)	-	-

	Approved 2022/2023	Application 2023/2024
Export		
Low Season		
Peak c/kWh	135.98	162.18
Standard c/kWh	93.57	111.60
Off Peak c/kWh	59.37	70.81
High Season		-
Peak c/kWh	416.86	497.19
Standard c/kWh	126.30	150.63
Off Peak c/kWh	68.58	81.80
2. Commercial		
Commercial: Life Line (<20Ampere maximum, Single & three phase Pre Paid Only for micro entrepreneurial businesses) (COM1)		
Fixed Charge per month	-	-
Energy Rate (c/kWh)	294.04	338.44
Commercial: Low (40Ampere maximum, Pre Paid single & three phase only and for generation for own use) (COM2)		
Fixed Charge per month	230.17	264.93
Energy Rate (c/kWh)	236.11	271.76
Commercial: Regular PP only (80Ampere, single and three phase and for generation for own use) (COM3)		
Fixed Charge per month	394.14	453.65
Energy Rate (c/kWh)	280.14	322.44
Commercial: Credit meters (80Ampere, single and three phase and for generation for own use) (COM4)		
Fixed Charge per month	425.86	490.16
Energy Rate (c/kWh)	260.02	299.28
Commercial: Renewable Energy (COM 5) Generation for own use and export		
Reading cost R/pm	103.95	119.65
Basic Charge	425.86	490.16
Import		
Energy Rate (c/kWh)	260.02	299.28
Reactive Energy Rate (c/kVArh)	-	-
Export		
Low Season		
Peak c/kWh	135.98	162.18
Standard c/kWh	93.57	111.60
Off Peak c/kWh	59.37	70.81
High Season		-
Peak c/kWh	416.86	497.19
Standard c/kWh	126.30	150.63
Off Peak c/kWh	68.58	81.80
3. Agricultural		
Agricultural: Regular (Prepaid and Credit meters maximum 80Amp 3 phase and for generation for own use) (AGR1)		
Fixed Charge per month	467.03	537.56
Energy Rate (c/kWh)	284.22	327.14
AGRICULTURAL: Renewable Energy (AGRI 1.1) Generation for own use and export		
Tariff similar as AGRI 1		

	Approved 2022/2023	Application 2023/2024
Reading cost R/pm	103.95	119.65
Fixed Charge per month R/pm	467.03	537.56
		-
Import		-
Energy Rate (c/kWh)	284.22	327.14
Reactive Energy Rate (c/kVArh)	-	-
Export		
Low Season		
Peak c/kWh	135.98	162.18
Standard c/kWh	93.57	111.60
Off Peak c/kWh	59.37	70.81
High Season		-
Peak c/kWh	416.86	497.19
Standard c/kWh	126.30	150.63
Off Peak c/kWh	68.58	81.80
4. Industrial		
Large Power: Low Voltage > 80 Amp and for generation for own use (IND1)		
Fixed Charge per month	2 407.46	2 770.99
Energy Rate (c/kWh)	128.39	147.78
Notified Maximum Demand Charge (R/kVA)	58.75	67.62
Maximum Demand Charge (R/kVA)	326.27	375.53
Large Power (IND 1.1): Low Voltage>80 Amp: Renewable Energy- Generation for own use and export		
Fixed Charge per month	2 407.46	2 770.99
Reading cost R/pm	103.95	119.65
Import		
Energy Rate (c/kWh)	128.39	147.78
Notified Maximum Demand Charge (R/kVA)	58.75	67.62
Maximum Demand Charge (R/kVA)	326.27	375.53
Reactive Energy Rate (c/kVArh)	-	-
Export		
Low Season		
Peak c/kWh	135.98	162.18
Standard c/kWh	93.57	111.60
Off Peak c/kWh	59.37	70.81
High Season		-
Peak c/kWh	416.86	497.19
Standard c/kWh	126.30	150.63
Off Peak c/kWh	68.58	81.80
Industrial: Medium Voltage and for generation for own use (IND2)		
Fixed Charge per month	4 564.69	5 253.96
Energy Rate (c/kWh)	126.66	145.79
Notified Maximum Demand Charge (R/kVA)	57.82	66.55
Maximum Demand Charge (R/kVA)	323.86	372.76
Industrial Medium Voltage (IND 2.1): Renewable Energy - Generation for own use and export		
Tariff similar as IND2		
Fixed Charge per month	4 564.69	5 253.96
Reading cost R/pm	103.95	119.65
Import		-
Energy Rate (c/kWh)	126.66	145.79
Notified Maximum Demand Charge (R/kVA)	57.82	66.55
Maximum Demand Charge (R/kVA)	323.86	372.76

	Approved 2022/2023	Application 2023/2024
Reactive Energy Rate (c/kVArh)	-	-
Export		-
Low Season		-
Peak c/kWh	135.98	162.18
Standard c/kWh	93.57	111.60
Off Peak c/kWh	59.37	70.81
High Season		-
Peak c/kWh	416.86	497.19
Standard c/kWh	126.30	150.63
Off Peak c/kWh	68.58	81.80
PLEASE NOTE, FOR ALL TARIFFS WHERE THERE IS A MAXIMUM DEMAND CHARGE AS PART OF THE TARIFF: In the event that the access demand or Notified Maximum Demand is exceeded more than once in a municipal financial year, the following additional charges will apply		
<p>1. A 10% of the total Access Demand Charge/Notified Maximum Demand will be added to your municipal account on the 2nd occasion.</p> <p>2. A 20% of the total Access Demand Charge/ Notified Maximum Demand will be added to your municipal account on the 3rd occasion.</p> <p>3. A 30% of the total Access Demand Charge/ Notified Maximum Demand will be added to your municipal account on the 4th occasion.</p> <p>4. On the 5th occasion the municipality reserves the rights to disconnect your electricity supply and only when the electricity supply has been upgraded and bulk levy contribution paid will the supply be restored.</p> <p>* Occasion refers to the number of times/events the Access Demand/ Notified Maximum Demand has been exceeded</p>		
5. Municipal		
Municipal: Street and Traffic lights (MUN1)		
Fixed Charge per month	-	-
Energy Rate (c/kWh)	293.24	337.52
Municipal: Low Voltage <80 Amp (MUN2)		
Fixed Charge per month	-	-
Energy Rate (c/kWh)	266.55	306.79
Municipal: Low Voltage >80 Amp (MUN3)		
Fixed Charge per month	-	-
Energy Rate (c/kWh)	122.18	140.62
Maximum Demand Charge (R/kVA)	361.68	416.29
6. Non Profit Organisations		
Non Profit Organisations : Single Phase 20 Amp Prepaid (NPO1)		
Fixed Charge per month	-	-
Energy Rate (c/kWh)	294.04	338.44
Non Profit Organisations : Low Voltage Max 60 Amp Prepaid SARS Approved (NPO2)		
Fixed Charge per month	-	-
Energy Rate (c/kWh)	282.09	324.69
7. Sport		
Sport: Low All Consumers (<80A) and Prepaid (SPO1)		
Fixed Charge per month	-	-
Energy Rate (c/kWh)	249.92	287.66
Sport: High Consumers (>80A) Maximum Demand (SPO2)		

	Approved 2022/2023	Application 2023/2024
Fixed Charge per month	-	-
Energy Rate (c/kWh)	114.37	131.64
Notified Maximum Demand Charge (R/kVA)		-
Maximum Demand Charge (R/kVA)	360.47	414.90
8. Time-of-Use		
Time of Use (Low Voltage>80Amp and for generation for own use) TOU1		
Fixed Charge per month	4 600.48	5 295.15
SUMMER: Maximum Demand Charge (R/kVA)	62.37	71.78
Access Charge (R/kVA)	62.37	71.78
Peak Energy (c/kWh)	204.04	234.85
Standard Energy (c/kWh)	134.45	154.76
Off-peak Energy (c/kWh)	100.83	116.06
Reactive Energy (c/kVArh)	-	-
WINTER: Maximum Demand Charge (R/kVA)	62.37	71.78
Access Charge (R/kVA)	62.37	71.78
Peak Energy (c/kWh)	639.83	736.44
Standard Energy (c/kWh)	192.03	221.03
Off-peak Energy (c/kWh)	112.82	129.86
Reactive Energy (c/kVArh)	26.68	30.71
Time of Use Low Voltage (TOU 1.1): Renewable Energy - Generation for own use and export		
Reading Cost R/pm	103.95	119.65
Fixed Charge per month	4 600.48	5 295.15
Import		
SUMMER: Maximum Demand Charge (R/kVA)	62.37	71.78
Access Demand Charge (R/kVA)	62.37	71.78
Peak Energy (c/kWh)	204.04	234.85
Standard Energy (c/kWh)	134.45	154.76
Off-peak Energy (c/kWh)	100.83	116.06
Reactive Energy (c/kVArh)	-	-
WINTER: Maximum Demand Charge (R/kVA)	62.37	71.78
Access Demand Charge (R/kVA)	62.37	71.78
Peak Energy (c/kWh)	639.83	736.44
Standard Energy (c/kWh)	192.03	221.03
Off-peak Energy (c/kWh)	112.82	129.86
Reactive Energy (c/kVArh)	26.68	30.71
Export		
Low Season		
Peak c/kWh	135.98	162.18
Standard c/kWh	93.57	111.60
Off Peak c/kWh	59.37	70.81
High Season		
Peak c/kWh	416.86	497.19
Standard c/kWh	126.30	150.63
Off Peak c/kWh	68.58	81.80
Time of Use (Medium Voltage and for generation for own use) TOU2		
Fixed Charge per month	8 708.10	10 023.03
SUMMER: Maximum Demand Charge (R/kVA)	63.39	72.96
Access Demand Charge (R/kVA)	60.28	69.39
Peak Energy (c/kWh)	197.83	227.71
Standard Energy (c/kWh)	129.40	148.94
Off-peak Energy (c/kWh)	96.99	111.64
Reactive Energy (c/kVArh)	-	-

	Approved 2022/2023	Application 2023/2024
WINTER: Maximum Demand Charge (R/kVA)	63.39	72.96
Access Demand Charge (R/kVA)	60.28	69.39
Peak Energy (c/kWh)	653.51	752.19
Standard Energy (c/kWh)	185.64	213.67
Off-peak Energy (c/kWh)	109.12	125.60
Reactive Energy (c/kVArh)	28.03	32.27
Time of Use Medium Voltage (TOU 2.1): Renewable Energy - Generation for own use and export		
Fixed Charge per month	8 708.10	10 023.03
Reading Cost R/pm	103.95	119.65
Import	-	-
SUMMER: Maximum Demand Charge (R/kVA)	63.39	72.96
Access Charge (R/kVA)	60.28	69.39
Peak Energy (c/kWh)	197.83	227.71
Standard Energy (c/kWh)	129.40	148.94
Off-peak Energy (c/kWh)	96.99	111.64
Reactive Energy (c/kVArh)	-	-
WINTER: Maximum Demand Charge (R/kVA)	63.39	72.96
Access Demand Charge (R/kVA)	60.28	69.39
Peak Energy (c/kWh)	653.51	752.19
Standard Energy (c/kWh)	185.64	213.67
Off-peak Energy (c/kWh)	109.12	125.60
Reactive Energy (c/kVArh)	28.03	32.27
Export		
Low Season		
Peak c/kWh	135.98	162.18
Standard c/kWh	93.57	111.60
Off Peak c/kWh	59.37	70.81
High Season		
Peak c/kWh	416.86	497.19
Standard c/kWh	126.30	150.63
Off Peak c/kWh	68.58	81.80
<p>PLEASE NOTE, FOR ALL TARIFFS WHERE THERE IS A MAXIMUM DEMAND CHARGE AS PART OF THE TARIFF: In the event that the access demand or Notified Maximum Demand is exceeded more than once in a municipal financial year, the following additional charges will apply</p> <ol style="list-style-type: none"> 1. A 10% of the total Access Demand Charge/Notified Maximum Demand will be added to your municipal account on the 2nd occasion. 2. A 20% of the total Access Demand Charge/ Notified Maximum Demand will be added to your municipal account on the 3rd occasion. 3. A 30% of the total Access Demand Charge/ Notified Maximum Demand will be added to your municipal account on the 4th occasion. 4. On the 5th occasion the municipality reserves the rights to disconnect your electricity supply and only when the electricity supply has been upgraded and bulk levy contribution paid will the supply be restored. <p>* Occasion refers to the number of times/events the Access Demand/ Notified Maximum Demand has been exceeded</p>		
9. External Wheeling		
Customer received power at low voltage (<400V) in c/kWh	28.00	32.23
Customer received power at medium voltage (>400V) in c/kWh	24.26	27.92
10. Generation for Own Use		
Customers that want to connect an Own Generation for Own Use only system to the municipal electrical grid without being compensated for reverse power flow can remain on their current tariff and continue to use their current meter.		
11. Generation for Own Use and Export		

	Approved 2022/2023	Application 2023/2024		
<p>Customers that want to connect an Own Generation for Own Use and Export system to the municipal electrical grid and who want to be reimbursed will have to do the following:</p> <ol style="list-style-type: none"> 1 The Municipality shall provide and install the requisite meters at the customer's cost. 2 The customer will stay on the existing purchase tariff. 3 For reimbursement the basic charge will be increased to include the automated meter reading cost. 4 The reimbursement will only be for the export energy. 5 Customer not allowed to generate more than his total consumption per financial year. 				
12.Availability Fees (Per Annum)				
Availability	3 863.62	4 447.02		
13. Time of use periods				
<table border="0"> <tr> <td style="vertical-align: top;"> <p>1. Low Demand -Summer September to May Monday to Friday 00:00 - 06:00 Off Peak 06:00 - 07:00 Standard 07:00 - 10:00 Peak 10:00 - 18:00 Standard 18:00 - 20:00 Peak 20:00 - 22:00 Standard 22:00 - 24:00 Off Peak</p> <p>Saturday 00:00 - 07:00 Off Peak 07:00 - 12:00 Standard 12:00 - 18:00 Off Peak 18:00 - 20:00 Standard 20:00 - 24:00 Off Peak</p> <p>Sunday 00:00 - 24:00 Off Peak</p> </td> <td style="vertical-align: top;"> <p>2. High Demand- Winter June to August Monday to Friday 00:00 - 06:00 Off Peak 06:00 - 09:00 Peak 09:00 - 17:00 Standard 17:00 - 19:00 Peak 19:00 - 22:00 Standard 22:00 - 24:00 Off Peak</p> <p>Saturday 00:00 - 07:00 Off Peak 07:00 - 12:00 Standard 12:00 - 18:00 Off Peak 18:00 - 20:00 Standard 20:00 - 24:00 Off Peak</p> <p>Sunday 00:00 - 24:00 Off Peak</p> </td> </tr> </table>			<p>1. Low Demand -Summer September to May Monday to Friday 00:00 - 06:00 Off Peak 06:00 - 07:00 Standard 07:00 - 10:00 Peak 10:00 - 18:00 Standard 18:00 - 20:00 Peak 20:00 - 22:00 Standard 22:00 - 24:00 Off Peak</p> <p>Saturday 00:00 - 07:00 Off Peak 07:00 - 12:00 Standard 12:00 - 18:00 Off Peak 18:00 - 20:00 Standard 20:00 - 24:00 Off Peak</p> <p>Sunday 00:00 - 24:00 Off Peak</p>	<p>2. High Demand- Winter June to August Monday to Friday 00:00 - 06:00 Off Peak 06:00 - 09:00 Peak 09:00 - 17:00 Standard 17:00 - 19:00 Peak 19:00 - 22:00 Standard 22:00 - 24:00 Off Peak</p> <p>Saturday 00:00 - 07:00 Off Peak 07:00 - 12:00 Standard 12:00 - 18:00 Off Peak 18:00 - 20:00 Standard 20:00 - 24:00 Off Peak</p> <p>Sunday 00:00 - 24:00 Off Peak</p>
<p>1. Low Demand -Summer September to May Monday to Friday 00:00 - 06:00 Off Peak 06:00 - 07:00 Standard 07:00 - 10:00 Peak 10:00 - 18:00 Standard 18:00 - 20:00 Peak 20:00 - 22:00 Standard 22:00 - 24:00 Off Peak</p> <p>Saturday 00:00 - 07:00 Off Peak 07:00 - 12:00 Standard 12:00 - 18:00 Off Peak 18:00 - 20:00 Standard 20:00 - 24:00 Off Peak</p> <p>Sunday 00:00 - 24:00 Off Peak</p>	<p>2. High Demand- Winter June to August Monday to Friday 00:00 - 06:00 Off Peak 06:00 - 09:00 Peak 09:00 - 17:00 Standard 17:00 - 19:00 Peak 19:00 - 22:00 Standard 22:00 - 24:00 Off Peak</p> <p>Saturday 00:00 - 07:00 Off Peak 07:00 - 12:00 Standard 12:00 - 18:00 Off Peak 18:00 - 20:00 Standard 20:00 - 24:00 Off Peak</p> <p>Sunday 00:00 - 24:00 Off Peak</p>			
All tariffs exclusive of VAT				